

Notice of Public Meeting

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Navajo County Community College District Governing Board (Board) and to the general public that the Board will meet for a Regular District Governing Board Meeting and Work Session, both open to the public, on **March 15, 2022 beginning at 10:00 a.m.** The meetings will be held at the Northland Pioneer College Painted Desert Campus, Tiponi Community Center meeting room, located at 2251 E. Navajo Blvd., Holbrook, Arizona. The meeting can also be joined remotely using [WebEx](#). A passcode is required under certain circumstances and it is Mar22DGB.

One or more Board members and/or staff members may participate in the meeting remotely if necessary.

The public is invited to check on addenda that may be posted up to 24 hours prior to the meetings. Copies of the meeting agenda may be obtained through the Office of the President, Northland Pioneer College, Painted Desert Campus, 2251 E. Navajo Blvd., Holbrook, AZ, telephone (928) 524-7418 or (800) 266-7845 Ext. 7418, at least 24 hours in advance of the meeting. If any disabled person needs any type of accommodation, please notify Paul Hempsey at the above address or telephone number at least 24 hours prior to the scheduled start time.

The Board may vote to hold an executive session for discussion or consideration of a personnel matter(s) pursuant to A.R.S. §38-431.03(A)(1). The Board may vote to hold an executive session for the purpose of obtaining legal advice from the District's attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3). The Board may vote to hold an executive session for the purpose of considering its position and instructing its attorney regarding the public body's position regarding contracts that are the subject of negotiations pursuant to A.R.S. §38-431.03 (A)(4). Should the District's attorney not be present in person, notice is further given that the attorney may appear by speakerphone.

I, Paul Hempsey, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on or before the 14th day of March, 2022, at 10:00 a.m.

Paul Hempsey
Recording Secretary to the Board

NOTICE DISTRIBUTION

1. WHITE MOUNTAIN INDEPENDENT NEWSPAPER
2. TRIBUNE-NEWS & SNOWFLAKE HERALD NEWSPAPERS
3. NAVAJO TIMES
4. KINO RADIO
5. KNNB RADIO
6. COUNTRY MOUNTAIN AIRWAVES [KQAZ/KTHQ/KNKI RADIO]
7. KWKM RADIO
8. WHITE MOUNTAIN RADIO
9. NPC WEB SITE
10. NPC ADMINISTRATORS AND STAFF
11. NPC FACULTY ASSOCIATION PRESIDENT
12. NPC CLASSIFIED AND ADMINISTRATIVE SUPPORT ORGANIZATION PRESIDENT
13. NPC STUDENT GOVERNMENT ASSOCIATION PRESIDENT

M I S S I O N

**NORTHLAND PIONEER COLLEGE
PROVIDES EDUCATIONAL
EXCELLENCE THAT IS AFFORDABLE
AND ACCESSIBLE FOR THE
ENRICHMENT OF COMMUNITIES
ACROSS NORTHEASTERN ARIZONA.**

V I S I O N

NPC continually responds to the needs of our communities by cultivating generations of learners. By 2030, NPC will transform lives by advancing student success and socio-economic well-being through a spirit of innovation, partnership, and creative problem-solving.

V A L U E S

INTEGRITY
INCLUSION
ADAPTABILITY
CIVILITY
ACCESS



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

Governing Board Meeting Agenda

Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona
Or you can join on [WebEx](#) (Passcode Mar22DGB).

Date: March 15, 2022

Time: 10:00 a.m. (MST)

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order and Pledge of Allegiance	Chair Laughter
2.	Adoption of the Agenda (Action)	Chair Laughter
3.	Call for Public Comment <small>Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.</small>	Chair Laughter
4.	Discussion Items:	
	A. Standing Presentations:	
	1. Financial Position VPAS Ellison will provide a report on the financial position of the college for period July 1, 2021 to January 31, 2022	VPAS Ellison
	2. NPC Student Government Association (SGA)	No Report
	3. NPC Faculty Association Professor Oliphant, Faculty in English, will report on hyflex classes.	Elizabeth Oliphant
	4. Classified & Administrative Staff Organization (CASO) Written report is provided in the Board packet.	Written Report
	5. Northland Pioneer College (NPC) Friends and Family Written report is provided in the Board packet.	Written Report
	6. Human Resources Written report is provided in the Board packet.	Written Report
	7. Construction Update Written report is provided in the Board packet.	Written Report
	8. President's Report President Hazelbaker will provide a report on activities from the President's office since the February meeting.	President Hazelbaker
	B. 2022-23 Salary & Wage Recommendation VPAS Ellison will provide a first look at the recommended compensation for employees in fiscal year 2022-23.	VPAS Ellison
	C. Severance and Related Policies President Hazelbaker has provided a report in the packet and will discuss findings with the Board	President Hazelbaker
	D. Internet and Network Connectivity at Northland Pioneer College President Hazelbaker has provided a report in the packet and will expand on the information during the meeting.	President Hazelbaker
	E. 2022-23 Introductory Budget Analysis VPAS Ellison will review the current 2022-23 budget information and options.	VPAS Ellison
	F. NPC Virtual Bookstore Report Amber Hill, Director of Financial Services, has provided the requested Report on the virtual bookstore and Open Education Resource adoption.	Director Hill
5.	Consent Agenda for Action	Chair Laughter
	A. February 15, 2022 Regular Board Meeting Minutes	
	B. February 15, 2022 Work Session Minutes	
	C. 2020-22 Dual Enrollment Intergovernmental Agreement between Navajo County Community College District and Heber-Overgaard USD .	
	D. Program Modification – Associate of Arts in Early Childhood (AAEC) degree	

- E. [Program Modification – Associate of Business \(ABus\) degree](#)
- F. [Program Modification – Business Entrepreneurship Specialization \(AAS, CAS\)](#)
- G. [Program Modification – Business Management and Leadership Specialization \(AAS, CAS\)](#)
- H. [Program Modification – Medical Assistant program \(AAS\)](#)
- I. [Program Modification – Business Medical Office Administration Specialization \(AAS, CAS\)](#)
- J. [Program Modification – Therapeutic Massage program \(AAS\)](#)

6. For Discussion and Possible Action:

A. Old Business

None.

B. New Business:

- 1. [2022-2023 Tuition and Fees](#)..... VPAS Ellison
VPAS Ellison will review the recommendation on tuition and fees for 2022-2023 and seek Board approval.
- 2. [Request to Approve HVAC Removal & Replacement](#)..... VPAS Ellison
VPAS Ellison will review the request to replace HVAC equipment at two campuses.
- 3. [Request to Approve External Hearing Officers](#)..... President Hazelbaker
President Hazelbaker will present a list of External Hearing Officers for approval.
- 4. [Request to Release Funds for Construction at NATC](#)..... VPLSS Solomonson
VPLSS Solomonson will request the release of funds for construction projects at the Northeast Arizona Training Center (NATC).
- 5. [Request to Approve Purchase of Laerdal Mannequins](#)..... VPLSS Solomonson
VPLSS Solomonson will request approval for the purchase of two mannequins for the Nursing and Allied Health Department.
- 6. [Request to Approve Purchase of CISCO Audio/Video Equipment for Connected Classrooms](#)..... VPLSS Solomonson
VPLSS Solomonson will request approval for the purchase of classroom equipment to create additional connected classrooms.
- 7. [Request to Approve Purchase of Student Laptops](#) VPLSS Solomonson
VPLSS Solomonson will request approval to purchase additional laptop computers for students.
- 8. [Request to Approve Purchases of Equipment for RUS-DLT Grant Project](#)..... VPLSS Solomonson
VPLSS Solomonson will request approval to purchase equipment for the Rural Utilities Services – Distance Learning and Technology project.

7. **DGB Agenda Items and Informational Needs for Future Meetings**..... Chair Laughter

8. **Board Report/Summary of Current Events**..... Board Members

9. **Announcement of Next Regular Meeting**..... **April 19, 2022** Chair Laughter

10. **Adjournment**..... Chair Laughter

The District Governing Board may consider any item on this agenda in any order and at any time during the meeting. The District Governing Board may take action regarding any items in sections 5 and 6. The Board may vote to hold an executive session for the purpose of obtaining legal advice from the District’s attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3). Should the District’s attorney not be present in person, notice is further given that the attorney may appear by speakerphone.



Northland Pioneer College

Post Office Box 610 • Holbrook, AZ 86025 • (928) 524-7311 • Fax (928) 524-7312 • www.npc.edu

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position
 July 1, 2021 to January 31, 2022

Budget Period Expired 58%

Tax Supported Funds				
	Revised Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Primary Tax Levy	15,955,424	481,409	10,515,467	66%
Transwestern	-	-	-	
State Aid:				
Maintenance and Operations	1,512,300	378,075	1,134,225	75%
Equalization	9,171,000	2,292,750	6,878,250	75%
Rural Aid	1,640,200	410,050	1,230,150	75%
Tuition and Fees	4,400,000	415,138	2,462,756	56%
Investment earnings	500,000	22,838	139,697	28%
Grants and Contracts	1,512,800	3,053	1,246,972	82%
Other Miscellaneous	200,000	139,581	248,956	124%
Fund Balance	2,200,000	-	-	0%
Transfers	(3,674,400)	(125,000)	(1,353,025)	37%
TOTAL REVENUES	\$ 33,417,324	\$ 4,017,894	\$ 22,503,448	67%
EXPENDITURES				
Salaries and Benefits	21,040,010	1,444,127	10,572,855	50%
Operating Expenditures	12,377,314	544,638	3,670,416	30%
TOTAL EXPENDITURES	\$ 33,417,324	\$ 1,988,765	\$ 14,243,271	43%
State Aid - HEERF				
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
State Aid:				
Capital/STEM	319,700	79,925	239,775	75%
Fund Balance	12,540,000	480,860	1,666,900	13%
Transfers In	2,974,400		940,802	32%
Transfers In - HEERF	1,320,000		-	0%
TOTAL REVENUES	\$ 17,154,100	\$ 560,785	\$ 2,847,477	17%
EXPENDITURES				
Capital Expenditures - WMC Facilities	9,580,000	480,860	1,666,900	17%
Capital Expenditures - Other	7,574,100	2,457	1,103,108	15%
TOTAL EXPENDITURES	\$ 17,154,100	\$ 483,317	\$ 2,770,008	16%

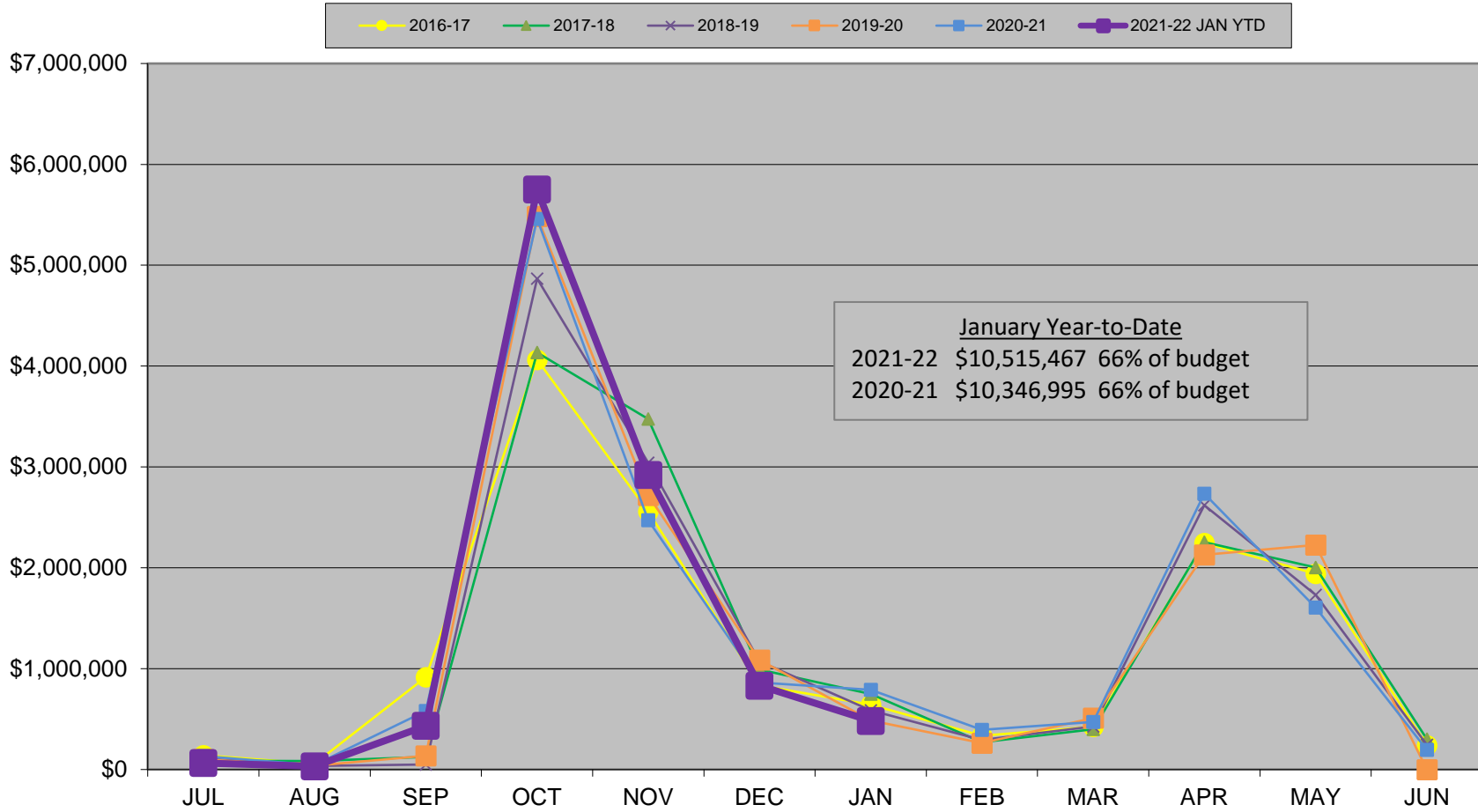
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
 Statement of Financial Position
 July 1, 2021 to January 31, 2022

Budget Period Expired 58%

Restricted and Auxiliary Funds				
Restricted				
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	8,250,000	1,524,060	2,467,891	30%
Fund Balance				
Transfers In	500,000	125,000	375,000	75%
Transfers Out - HEERF	(1,320,000)	-	-	0%
TOTAL REVENUES	\$ 7,430,000	\$ 1,649,060	\$ 2,842,891	38%
EXPENDITURES				
Salaries and Benefits	915,453	120,425	803,055	88%
Operating Expenditures	6,514,547	947,583	2,939,248	45%
TOTAL EXPENDITURES	\$ 7,430,000	\$ 1,068,008	\$ 3,742,303	50%
Auxiliary				
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Sales and Services	150,000	17,876	64,994	43%
Fund Balance				
Transfers In	200,000	-	37,223	19%
TOTAL REVENUES	\$ 350,000	\$ 17,876	\$ 102,217	29%
EXPENDITURES				
Salaries and Benefits	206,816	10,941	57,518	28%
Operating Expenditures	143,184	5,875	41,133	29%
TOTAL EXPENDITURES	\$ 350,000	\$ 16,816	\$ 98,651	28%

Cash Flows	
Cash flows from all activities (YTD)	\$28,296,033
Cash used for all activities (YTD)	\$20,854,233
Net Cash for all activities (YTD)	\$7,441,800

Monthly Primary Property Tax Receipts



January Year-to-Date
 2021-22 \$10,515,467 66% of budget
 2020-21 \$10,346,995 66% of budget

Tuesday, March 8, 2022

RE: CASO Report

To the Members of the NPC District Governing Board:

As we progress through the Spring '22 semester, our CASO members are taking on all sorts of projects at all of our campuses and centers. I wanted to take this opportunity to apprise the board of some of the many activities our staff has been involved with this semester.

Most recently, our members have been involved in numerous committees and subcommittees to address filling vacant positions, revising policies and procedures, and reviewing CASO scholarship applications. Staff members have generously volunteered additional time and effort to make sure these groups are effective in accomplishing their tasks. We also look forward to being able to award several upcoming scholarships in our ongoing effort to serve our students.

Throughout the processes of reviewing and revising policies and procedures, CASO has worked in league with Faculty Association, President Hazelbaker, and Administration to ensure thorough discussion and consideration for the issues we face collectively. Ongoing meetings between shared governance entities has been beneficial in these matters and in building rapport among NPC departments.

Many CASO members have been recently involved in the planning and organization of the first EagleFest we have been able to hold on campus in 2 years. This collaborative effort involves people from advising, recruitment, student services, facilities and maintenance, and volunteers from all arenas. The event will offer live music, free food, games for kids, and interactive booths featuring many of our programs and departments. EagleFest Spring 2022 will take place at WMC on Saturday, April 9 from 10am-2pm.

This is less than a comprehensive overview of all the projects our CASO members are involved with, but I hope it can give a bit of insight into some of the great work our dedicated staff has been doing. Thank you, the board members, for the opportunity to share.

Sincerely,

Ryan Orr
CASO President

March 8, 2022

NPC District Governing Board

Dear Board Chair Laughter and Representatives Lucero, Jouen, Leslie, and Robinson,

While I am taking spring break this week, I am pleased to provide you with a brief on happenings with NPC Friends and Family since our last meeting.

Scholarships and Fund/Friend Raising:

Our application window for Fall 2022 NPCFF scholarships opened on Monday, March 1 and will close on Thursday, April 14 at 12:00 noon, MST. Here is a link to all NPCFF scholarships currently open: <https://www.npc.edu/scholarships?keywords=npc+friends+and+family> . If you click on any open NPCFF scholarship, you will find links for tips on writing the scholarship essay, including a link to a YouTube tutorial on how to write a scholarship essay and seek scholarships. I have taught my scholarship essay workshop in late February over Zoom, and the session was recorded for YouTube. The link on the website is the most current version of the class.

I am delighted to announce two very generous new scholarships for the 2022-23 academic year! The White Mountain Women's Club will once again be providing their Doris Powers Memorial Scholarship in the amount of \$1,200.00 to a White Mountain Campus student enrolled in six or more credits in Fall 2022. They have added two scholarships in the amount of \$3,400.00 each - \$1,700.00 per semester, based on awardees' continuing eligibility – for White Mountain Students attending full-time, twelve or more credits, in the 2022-23 academic year. The club wants to provide students with sufficient funds to cover tuition, books, and course fees for each semester of the award, so these scholarships, along with the Martia and Louis Smith Memorial Art Scholarship, are truly a "full ride" for the awardees.

Community Outreach

I continue to prioritize community outreach, both for its benefit to NPCFF and to the college. I have taught scholarship classes to high school seniors at Blue Ridge and Holbrook High School, and Northern Arizona Academy, and I am scheduled to teach at Sequoia School and Show Low High School next week.

I provided a written report to the Winslow City Council for their March 8 meeting; they are still meeting virtually, but plan to be back in-person when I provide my next quarterly report in June. I will be making a presentation to the Springerville Town Council with Dr. Hazelbaker at their April meeting.

I look forward to seeing you again at the April meeting, when I will report on the outcome of Arizona Gives Day, which takes place from 12:00 noon on Tuesday, April 5 through 12:00 noon on Wednesday, April 6. Our focus this year is Keeping the Memory Alive, and we are inviting our friends to join us in giving to one or more of our named or memorial scholarships. I have included a flyer with this report; it would be great if you would share it with your friends and family, and invite them to join us in supporting student scholarships! You can also share this link: www.azgives.org/npcfriendsfamily to help us sustain these important scholarships AND get into the bonus money for Most Dollars Raised by a Medium-Sized Nonprofit! Stay well. See you in April!

Warmest regards,

Betsyann Wilson, Executive Director

NPC Friends & Family

Betsy.wilson@npc.edu

928-536-6245

Never believe that a few caring people can't change the world. For indeed, that's all who ever have. -Margaret Mead



NPC Friends
& Family

You Can Help

LOCAL STUDENTS



We are raising scholarships for
Northland Pioneer College students
on AZ Gives Day



March 15, 2022

Please join us!

Donate on our website
from March 15th - April 6th @noon:
azgives.org/npcfriensfamily



Navajo County Community College District Governing Board
To learn more about Northland Pioneer College: www.npc.edu

Packet Page 10

District Governing Board Monthly Report

Human Resources

For Meeting of March 15, 2022

KEY ACTIVITIES

- Planning underway for benefits Open Enrollment process in the first part of April
- College wide Compensation Analysis Committee's 5 members finalized; planning to have Kickoff meeting held after Spring Break; goal is to have Committee's proposal by October 2022
- Supervisor Training planning
 - Performance Management training sessions planned for April
 - Group discussions soon to begin to help identify additional supervisor training topics needed; will then create a training plan

STAFFING

OPEN POSITIONS (As of 3/08/22)

1. **Academic Advisor (PT)** – Closes February 9, 2022. 3 applicants
2. **Associate Vice President Chief Information Officer** – Open until filled. 2 applicants
3. **Associate Vice President Human Resources** – Open until filled. 1 applicant
4. **Data Analysis Adult Education Program** Closes March 22, 2022. 1 applicant
5. **Faculty in Chemistry** – Closes February 28, 2022. 7 applicants
6. **Faculty in Economics & Business** – Open Until Filled. 5 applicants
7. **Faculty in Geology** – Closes February 28, 2022. 0 applicants
8. **Faculty in History** – Open until filled. 8 applicants
9. **Faculty in Integrated Education & Training CCP** – Closes March 22, 2022. 2 applicants
10. **Faculty - Instructional Designer** – Open until filled. 0 applicants
11. **Faculty in Nursing Assistant Training** – Open until filled. 1 applicant
12. **Faculty in Nursing (Two positions)** – Open until filled. 0 applicants
13. **Faculty in Spanish** – Open until filled. 17 applicants
14. **Faculty in Theater & Speech** – Closes March 21, 2022. 1 applicant
15. **Learning Assistant** – Open until filled. 1 applicant
16. **Maintenance I** – Open until filled. 0 applicants
17. **Support Center Operator** – Open until filled. 22 applicants

CLOSED AND IN REVIEW

1. **Assistant to the Campus Manager** – Open until filled. 13 applicants.
2. **Associate Dean Educator Preparation Program** – Closed January 24, 2022. 1 applicant.
3. **Database Administrator** – Open Until Filled. 13 applicants
4. **Remote CIS Faculty & Dept. Chair** – Open until filled. 39 applicants
5. **TAS Specialist, Safety & Security Systems Specialist** – Closed. 2 applicants

Filled Positions:

1. **Academic Advisor** – Jeffrey Taylor is the new Academic Advisor at the Painted Desert Campus & Silver Creek Campus. Mr. Taylor has four years of experience as a teacher assistant and law clerk. Mr. Taylor resides in Snowflake, Arizona.

2. **Early College Advisor** – Todd Wilcox will be primarily working at both Painted Desert & Silver Creek Campuses. Mr. Wilcox has nine (9) years of combined community college, high school and financial aid counselor experience. Mr. Wilcox resides in Winslow, Arizona.
3. **Interim Dean of Arts & Science** – Melody Niesen, whom is the current Faculty in English with NPC and has eleven (11) years of higher education experience. Ms. Niesen will begin working July 1, 2022. Ms. Niesen resides in Show Low, Arizona.
4. **Library Specialist II** – Jenna Herman is the Library Specialist II and will be based at Painted Desert Campus. Ms. Herman has 6 years of professional library experience and currently resides in Anthem, Arizona.
5. **Network Technician I** – Kenneth Coggin is the current Technology Support Technician and will begin his new position March 16, 2022. Mr. Coggin has seven (7) years of Information Technology experience and currently resides in Show Low, Arizona.
6. **Network Technician II** – Julius Marshall will start March 16, 2022. Mr. Marshall has sixteen (16) years of Information Technology experience. Mr. Marshall currently resides in Cibecue, Arizona.

**Construction Project Update
Northland Pioneer College
District Governing Board Meeting
March 15, 2022**

**David Huish
Director of Facilities & Transportation**

White Mountain Campus - New Skill Center

- Project is moving ahead, but has taken longer to get out of the ground than planned due to soil conditions not discovered in the soils boring samples.



- The retaining walls, concrete bunkers, drainage culverts continue.



- Backfill and compaction behind the retaining walls along the wash have started and continue



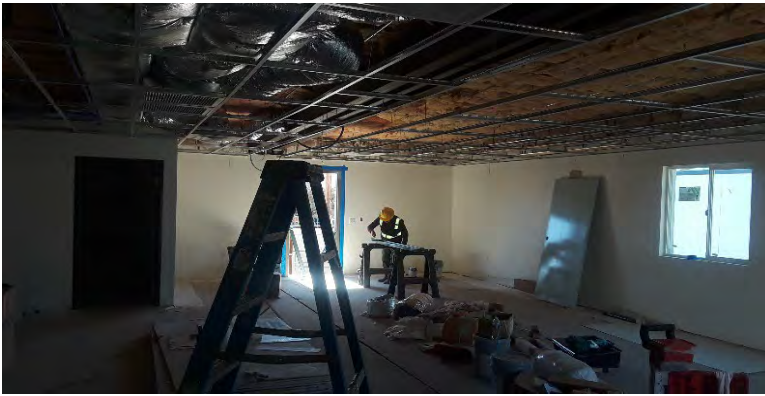
- First shipment of metal building arrived the first week in March. Other trucks will be arriving soon.
- Underground utilities have started. APS, City of Show Low water department have been on site. Contractor working with Unisource Gas.
- NPC construction manager has met with the City of Show Low several times to work out issues of campus and City interface along 8th Ave.
- South building pad has received final grading and elevation certification so concrete subcontractor can start the building footings.
- The project schedule is being affected by the weather and supply chain issues. Contractor is diligently working to mitigate lost time. Updated schedule will be forth coming.

Little Colorado Campus - Head Start Building:

- Building renovations almost complete. (Building in Modular Solutions yard in Phoenix)



- Interior of building.



- Back wall of building.



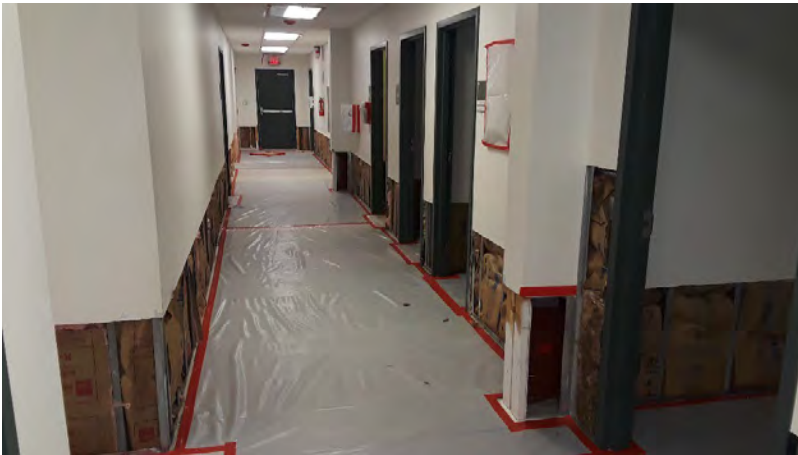
- Building ready to ship in approximately 3 weeks (end of March), depending upon supply chain issues. Materials ordered but are hard to get.
- Site prep started with the excavation of the pit to receive the modular building.
- Information sent to utility companies for line extensions.

SCC Student Center - Flood Damage Remediation

- All remedial environmental testing complete and passing. Building is ready to be put back together.



- Installation of drywall to start.



- Requested renovations have started. Lounge will be split into two offices and a testing room; some doors will be moved and others closed off. These changes will help serve students better.



- Contractor is waiting for delivery dates for cabinets, doors, ceramic tile, and ceiling panels; items destroyed in the flood. An updated completion schedule will be forwarded after contractor receives information.

2022-23 Salary & Wage Recommendation

Recommendation:

Staff recommends increasing salaries and wages by 5% for all eligible employees for an estimate of \$870,000 and adding new positions/adjustments for an estimate of \$550,000. The total estimated impact is \$1,420,000 including benefits/taxes.

Summary:

Salaries & Wages

The President, interim Chief Human Resource Officer, and representatives from both the Faculty Association and the Classified Administrative Staff Organization developed the salary and wage recommendation collaboratively through several meetings where the needs of the students, needs of the employees, and the financial responsibility to the college were discussed. The recommendation takes into consideration the increase in benefit costs and inflation. According to the Bureau of Labor Statistics, the all-items CPI index rose 7.5% for the 12 months ending January 2022. This is the largest 12-month increase since February 1982. Aside from the CPI index increase, the most important factor considered in the recommended rate increase is the dedication, loyalty, and hard work of our employees during these times of uncertainty. Our employees continue to provide exemplary services to our students and communities in the midst of COVID. They also take on additional job functions when employees are resigning and recruiting is becoming more and more difficult in our service area. Retaining and recruiting quality employees are the top issues for NPC, and we don't anticipate much relief from these issues in the near future, but will continue to work hard to continue to help our students reach their academic goals.

The recommendation is to apply 5% to the base salary and wage schedules for all employees (faculty, adjunct faculty, nonexempt and exempt employees). This increase will not include any adjustment to the steps/grades.

New Positions & Adjustments

Several current strategic initiatives necessitate the addition of new positions or adjustments made to existing positions to better meet college and student needs. These include:

- Administrator-level: adding a new associate dean for the new Educator Preparation Programs department; adding a new director in human resources.

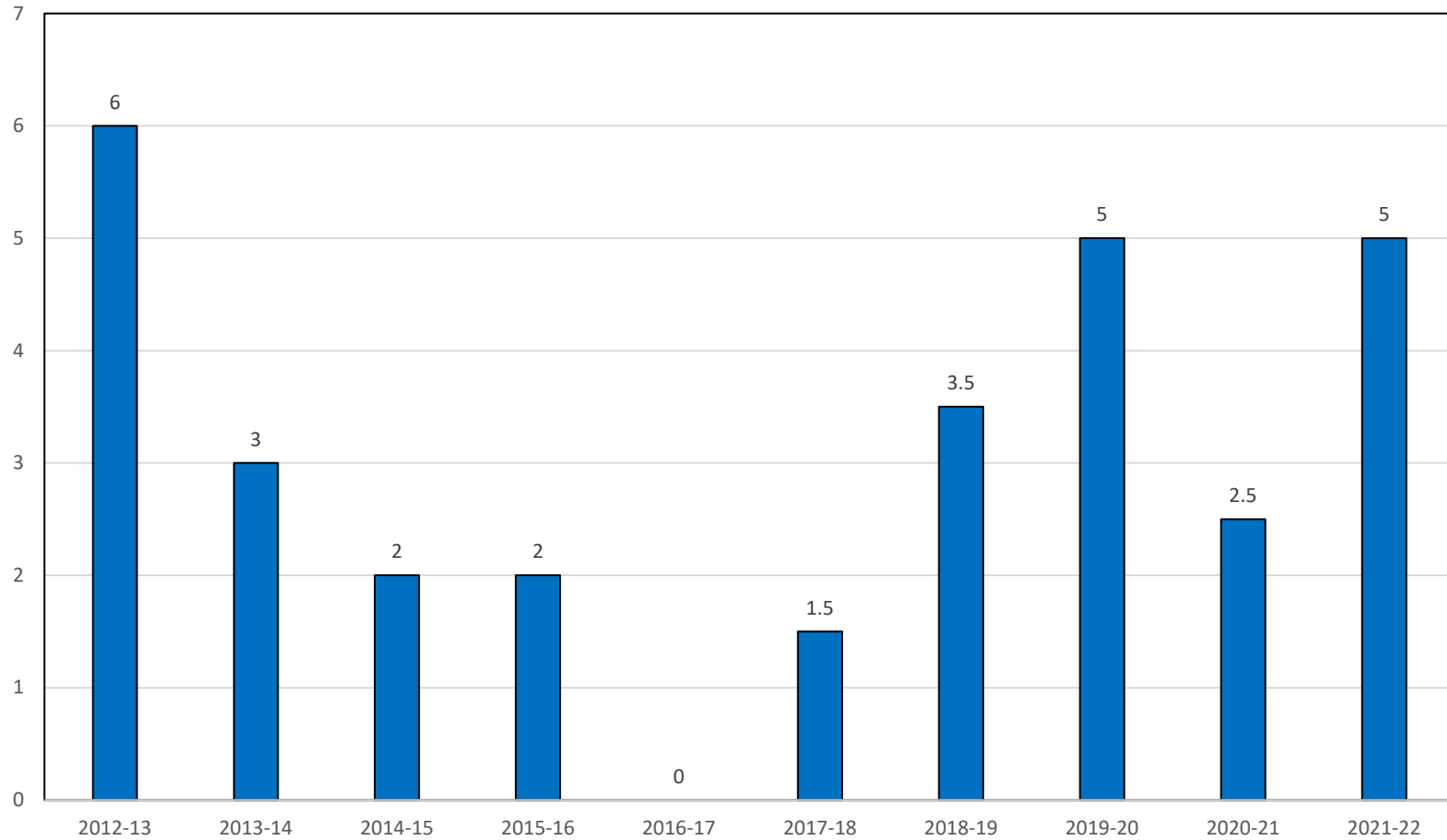
- Faculty-level: adding two new full-time faculty positions (one in welding and one in health sciences) to help meet student demand; moving some faculty from 9-month to 10- month positions in multiple departments.
- Staff-level: adding an assistant to help oversee construction activities; adding a staff member to oversee student accounts; moving temporary part-time custodians to full-time positions to eliminate the constant turnover as a result of competing wages.

Employee Related Expenses

Health Insurance: Mountain Public Employee Benefit Trust will continue to offer a High Deductible Health Plan (HDHP) and a PPO plan. The final cost sheets for dental, medical and vision costs are not yet available, but health coverage is expected to increase 2.0%. NPC pays all or nearly all of the health insurance for each employee, and the employee is responsible for coverage for their family. Dental and vision benefits are voluntary benefits and paid solely by the employee electing the coverage for themselves and their family. The impact of these changes is approximately \$50,000.

ASRS: Employee and employer ASRS contributions will decrease from 12.41% to 12.17%. The Alternate Contribution Rate (ACR) will be applied to all ASRS retirees who are employed under the ASRS Return to Work (RTW) provisions. The ACR is paid by NPC, and the rate will decrease from 10.22% to 9.68%. The impact of these changes is minimal.

NPC Historical Salary Increase Percent



FY2020-21 - 2.5% is related to Faculty & Exempt; proposal for Nonexempt employees is \$1.00/hour
FY2016-17 - \$1390 per employee (\$550 stipend plus employer paid \$360 for medical/HSA & \$480 for dental)

**Arizona Community College
Preliminary Info on Salaries & Wages
FY2223**

Preliminary Information Subject to Change Until

College	Approved
Central	No increase for FY23; did a mid-year adjustment
Cochise	Proposal under development
Coconino	Average salary/benefit increase is over 4%
Eastern	Considering 4%; for COLA
Maricopa	Average increase is 4%
Mohave	Considering 4-5%
Pima	Proposal under development; new compensation study
Western	Proposing 6%
Yavapai	Average salary/benefit increase is over 4%

**Northland Pioneer College
Proposed 2022-23 Faculty Salary Schedule**

Step	Grade										
	1	2	3	4	5	6	7	8	9	10	11
1	\$47,137	\$47,985	\$48,849	\$49,728	\$50,624	\$51,535	\$52,462	\$53,407	\$54,368	\$55,347	\$56,343
2	\$47,844	\$48,705	\$49,582	\$50,474	\$51,383	\$52,308	\$53,249	\$54,208	\$55,184	\$56,177	\$57,188
3	\$48,562	\$49,436	\$50,326	\$51,232	\$52,154	\$53,092	\$54,048	\$55,021	\$56,011	\$57,020	\$58,046
4	\$49,290	\$50,177	\$51,081	\$52,000	\$52,936	\$53,889	\$54,859	\$55,846	\$56,852	\$57,875	\$58,917
5	\$50,029	\$50,930	\$51,847	\$52,780	\$53,730	\$54,697	\$55,682	\$56,684	\$57,704	\$58,743	\$59,800
6	\$50,780	\$51,694	\$52,624	\$53,572	\$54,536	\$55,518	\$56,517	\$57,534	\$58,570	\$59,624	\$60,697
7	\$51,542	\$52,469	\$53,414	\$54,375	\$55,354	\$56,350	\$57,365	\$58,397	\$59,448	\$60,519	\$61,608
8	\$52,315	\$53,256	\$54,215	\$55,191	\$56,184	\$57,196	\$58,225	\$59,273	\$60,340	\$61,426	\$62,532
9	\$53,099	\$54,055	\$55,028	\$56,019	\$57,027	\$58,054	\$59,099	\$60,162	\$61,245	\$62,348	\$63,470
10	\$53,896	\$54,866	\$55,854	\$56,859	\$57,883	\$58,924	\$59,985	\$61,065	\$62,164	\$63,283	\$64,422
11	\$54,704	\$55,689	\$56,691	\$57,712	\$58,751	\$59,808	\$60,885	\$61,981	\$63,096	\$64,232	\$65,388
12	\$55,525	\$56,524	\$57,542	\$58,578	\$59,632	\$60,705	\$61,798	\$62,910	\$64,043	\$65,196	\$66,369
13	\$56,358	\$57,372	\$58,405	\$59,456	\$60,526	\$61,616	\$62,725	\$63,854	\$65,003	\$66,174	\$67,365
14	\$57,203	\$58,233	\$59,281	\$60,348	\$61,434	\$62,540	\$63,666	\$64,812	\$65,979	\$67,166	\$68,375
15	\$58,061	\$59,106	\$60,170	\$61,253	\$62,356	\$63,478	\$64,621	\$65,784	\$66,968	\$68,174	\$69,401
16	\$58,932	\$59,993	\$61,073	\$62,172	\$63,291	\$64,430	\$65,590	\$66,771	\$67,973	\$69,196	\$70,442
17	\$59,816	\$60,893	\$61,989	\$63,105	\$64,241	\$65,397	\$66,574	\$67,772	\$68,992	\$70,234	\$71,498
18	\$60,713	\$61,806	\$62,919	\$64,051	\$65,204	\$66,378	\$67,573	\$68,789	\$70,027	\$71,288	\$72,571
19	\$61,624	\$62,733	\$63,863	\$65,012	\$66,182	\$67,374	\$68,586	\$69,821	\$71,078	\$72,357	\$73,659
20	\$62,548	\$63,674	\$64,820	\$65,987	\$67,175	\$68,384	\$69,615	\$70,868	\$72,144	\$73,442	\$74,764
21	\$63,487	\$64,629	\$65,793	\$66,977	\$68,183	\$69,410	\$70,659	\$71,931	\$73,226	\$74,544	\$75,886
22	\$64,439	\$65,599	\$66,780	\$67,982	\$69,205	\$70,451	\$71,719	\$73,010	\$74,324	\$75,662	\$77,024
23	\$65,406	\$66,583	\$67,781	\$69,001	\$70,243	\$71,508	\$72,795	\$74,105	\$75,439	\$76,797	\$78,179
24	\$66,387	\$67,582	\$68,798	\$70,036	\$71,297	\$72,580	\$73,887	\$75,217	\$76,571	\$77,949	\$79,352
25	\$67,382	\$68,595	\$69,830	\$71,087	\$72,367	\$73,669	\$74,995	\$76,345	\$77,719	\$79,118	\$80,542
26	\$68,393	\$69,624	\$70,878	\$72,153	\$73,452	\$74,774	\$76,120	\$77,490	\$78,885	\$80,305	\$81,751
27	\$69,419	\$70,669	\$71,941	\$73,236	\$74,554	\$75,896	\$77,262	\$78,653	\$80,068	\$81,510	\$82,977
28	\$70,460	\$71,729	\$73,020	\$74,334	\$75,672	\$77,034	\$78,421	\$79,832	\$81,269	\$82,732	\$84,221
29	\$71,517	\$72,805	\$74,115	\$75,449	\$76,807	\$78,190	\$79,597	\$81,030	\$82,488	\$83,973	\$85,485
30	\$72,590	\$73,897	\$75,227	\$76,581	\$77,959	\$79,363	\$80,791	\$82,245	\$83,726	\$85,233	\$86,767
31	\$73,679	\$75,005	\$76,355	\$77,730	\$79,129	\$80,553	\$82,003	\$83,479	\$84,982	\$86,511	\$88,069
32	\$74,784	\$76,130	\$77,501	\$78,896	\$80,316	\$81,761	\$83,233	\$84,731	\$86,256	\$87,809	\$89,390
33	\$75,906	\$77,272	\$78,663	\$80,079	\$81,520	\$82,988	\$84,482	\$86,002	\$87,550	\$89,126	\$90,730

Adjunct Faculty Rate/Load Unit

Level 1	\$855
Level 2	\$882
Level 3	\$938

Substitute Rate/Hour

\$ 28

**Northland Pioneer College
Proposed Hourly Rate 2022-2023 Schedule
Hourly Rate - Nonexempt Staff**

Step	Grade >										
	1	2	3	4	5	6	7	8	9	10	11
1	\$ 15.98	\$ 16.34	\$ 16.70	\$ 17.06	\$ 17.42	\$ 17.78	\$ 18.14	\$ 18.50	\$ 18.86	\$ 19.22	\$ 19.58
2	\$ 16.34	\$ 16.70	\$ 17.06	\$ 17.42	\$ 17.78	\$ 18.14	\$ 18.50	\$ 18.86	\$ 19.22	\$ 19.58	\$ 19.94
3	\$ 16.70	\$ 17.06	\$ 17.42	\$ 17.78	\$ 18.14	\$ 18.50	\$ 18.86	\$ 19.22	\$ 19.58	\$ 19.94	\$ 20.30
4	\$ 17.06	\$ 17.42	\$ 17.78	\$ 18.14	\$ 18.50	\$ 18.86	\$ 19.22	\$ 19.58	\$ 19.94	\$ 20.30	\$ 20.66
5	\$ 17.42	\$ 17.78	\$ 18.14	\$ 18.50	\$ 18.86	\$ 19.22	\$ 19.58	\$ 19.94	\$ 20.30	\$ 20.66	\$ 21.02
6	\$ 17.78	\$ 18.14	\$ 18.50	\$ 18.86	\$ 19.22	\$ 19.58	\$ 19.94	\$ 20.30	\$ 20.66	\$ 21.02	\$ 21.38
7	\$ 18.14	\$ 18.50	\$ 18.86	\$ 19.22	\$ 19.58	\$ 19.94	\$ 20.30	\$ 20.66	\$ 21.02	\$ 21.38	\$ 21.74
8	\$ 18.50	\$ 18.86	\$ 19.22	\$ 19.58	\$ 19.94	\$ 20.30	\$ 20.66	\$ 21.02	\$ 21.38	\$ 21.74	\$ 22.10
9	\$ 18.86	\$ 19.22	\$ 19.58	\$ 19.94	\$ 20.30	\$ 20.66	\$ 21.02	\$ 21.38	\$ 21.74	\$ 22.10	\$ 22.46
10	\$ 19.22	\$ 19.58	\$ 19.94	\$ 20.30	\$ 20.66	\$ 21.02	\$ 21.38	\$ 21.74	\$ 22.10	\$ 22.46	\$ 22.82
11	\$ 19.58	\$ 19.94	\$ 20.30	\$ 20.66	\$ 21.02	\$ 21.38	\$ 21.74	\$ 22.10	\$ 22.46	\$ 22.82	\$ 23.18
12	\$ 19.94	\$ 20.30	\$ 20.66	\$ 21.02	\$ 21.38	\$ 21.74	\$ 22.10	\$ 22.46	\$ 22.82	\$ 23.18	\$ 23.54
13	\$ 20.30	\$ 20.66	\$ 21.02	\$ 21.38	\$ 21.74	\$ 22.10	\$ 22.46	\$ 22.82	\$ 23.18	\$ 23.54	\$ 23.90
14	\$ 20.66	\$ 21.02	\$ 21.38	\$ 21.74	\$ 22.10	\$ 22.46	\$ 22.82	\$ 23.18	\$ 23.54	\$ 23.90	\$ 24.26
15	\$ 21.02	\$ 21.38	\$ 21.74	\$ 22.10	\$ 22.46	\$ 22.82	\$ 23.18	\$ 23.54	\$ 23.90	\$ 24.26	\$ 24.62
16	\$ 21.38	\$ 21.74	\$ 22.10	\$ 22.46	\$ 22.82	\$ 23.18	\$ 23.54	\$ 23.90	\$ 24.26	\$ 24.62	\$ 24.98
	Level 1		Level 2				Level 3				

Hourly Rate - Technical and Skilled Craft

Step	Grade >											
	1	2	3	4	5	6	7	8	9	10	11	12
1	\$ 18.05	\$ 18.41	\$ 18.77	\$ 19.13	\$ 19.49	\$ 19.85	\$ 20.21	\$ 20.57	\$ 20.93	\$ 21.29	\$ 21.65	\$ 22.01
2	\$ 18.41	\$ 18.77	\$ 19.13	\$ 19.49	\$ 19.85	\$ 20.21	\$ 20.57	\$ 20.93	\$ 21.29	\$ 21.65	\$ 22.01	\$ 22.37
3	\$ 18.77	\$ 19.13	\$ 19.49	\$ 19.85	\$ 20.21	\$ 20.57	\$ 20.93	\$ 21.29	\$ 21.65	\$ 22.01	\$ 22.37	\$ 22.73
4	\$ 19.13	\$ 19.49	\$ 19.85	\$ 20.21	\$ 20.57	\$ 20.93	\$ 21.29	\$ 21.65	\$ 22.01	\$ 22.37	\$ 22.73	\$ 23.09
5	\$ 19.49	\$ 19.85	\$ 20.21	\$ 20.57	\$ 20.93	\$ 21.29	\$ 21.65	\$ 22.01	\$ 22.37	\$ 22.73	\$ 23.09	\$ 23.45
6	\$ 19.85	\$ 20.21	\$ 20.57	\$ 20.93	\$ 21.29	\$ 21.65	\$ 22.01	\$ 22.37	\$ 22.73	\$ 23.09	\$ 23.45	\$ 23.81
7	\$ 20.21	\$ 20.57	\$ 20.93	\$ 21.29	\$ 21.65	\$ 22.01	\$ 22.37	\$ 22.73	\$ 23.09	\$ 23.45	\$ 23.81	\$ 24.17
8	\$ 20.57	\$ 20.93	\$ 21.29	\$ 21.65	\$ 22.01	\$ 22.37	\$ 22.73	\$ 23.09	\$ 23.45	\$ 23.81	\$ 24.17	\$ 24.53
9	\$ 20.93	\$ 21.29	\$ 21.65	\$ 22.01	\$ 22.37	\$ 22.73	\$ 23.09	\$ 23.45	\$ 23.81	\$ 24.17	\$ 24.53	\$ 24.89
10	\$ 21.29	\$ 21.65	\$ 22.01	\$ 22.37	\$ 22.73	\$ 23.09	\$ 23.45	\$ 23.81	\$ 24.17	\$ 24.53	\$ 24.89	\$ 25.25
11	\$ 21.65	\$ 22.01	\$ 22.37	\$ 22.73	\$ 23.09	\$ 23.45	\$ 23.81	\$ 24.17	\$ 24.53	\$ 24.89	\$ 25.25	\$ 25.61
12	\$ 22.01	\$ 22.37	\$ 22.73	\$ 23.09	\$ 23.45	\$ 23.81	\$ 24.17	\$ 24.53	\$ 24.89	\$ 25.25	\$ 25.61	\$ 25.97
13	\$ 22.37	\$ 22.73	\$ 23.09	\$ 23.45	\$ 23.81	\$ 24.17	\$ 24.53	\$ 24.89	\$ 25.25	\$ 25.61	\$ 25.97	\$ 26.33
14	\$ 22.73	\$ 23.09	\$ 23.45	\$ 23.81	\$ 24.17	\$ 24.53	\$ 24.89	\$ 25.25	\$ 25.61	\$ 25.97	\$ 26.33	\$ 26.69
15	\$ 23.09	\$ 23.45	\$ 23.81	\$ 24.17	\$ 24.53	\$ 24.89	\$ 25.25	\$ 25.61	\$ 25.97	\$ 26.33	\$ 26.69	\$ 27.05
16	\$ 23.45	\$ 23.81	\$ 24.17	\$ 24.53	\$ 24.89	\$ 25.25	\$ 25.61	\$ 25.97	\$ 26.33	\$ 26.69	\$ 27.05	\$ 27.41
	Level T1			Level T2			Level T3					

**Northland Pioneer College
Proposed Exempt Salary Range Chart 2022-2023**

12 Month Staff		
Group	Base	Max
B2	\$39,907	\$55,868
B1	\$43,310	\$60,691
C3	\$44,418	\$62,183
C2	\$48,638	\$68,093
C1	\$51,766	\$72,471
D3	\$57,757	\$80,858
D2	\$72,302	\$101,226
D1	\$94,123	\$127,068
E2	\$108,487	\$146,172
E1	\$118,885	\$160,496

11 Month Staff		
Group	Base	Max
B2	\$36,071	\$50,500
B1	\$39,148	\$54,806
C3	\$40,147	\$56,205
C2	\$43,961	\$61,545
C1	\$46,790	\$65,504

10 Month Staff		
Group	Base	Max
B2	\$33,000	\$46,199
B1	\$35,813	\$50,139
C3	\$36,729	\$51,421
C2	\$40,217	\$56,305
C1	\$42,805	\$63,371

Positions by Salary Group	
B2	Center Manager
B2	Community Recruiter North
B2	Community Recruiter South
B2	Data Analyst
B2	Financial Aid Systems Technician
B2	Graphic Design & Digital Media Specialist
B2	Maintenance Supervisor
B2	SBDC Program Coordinator
B2	System Support Technician
B2	Technical Designer/Production Manager
B1	Associate Librarian
B1	Campus Manager
B1	Network Technician
B1	Small Business Analyst
C3	Academic Advisor
C3	Academic Advisor - Apache County
C3	Early Childhood Learning Collaborative Coordinator
C3	Early College Advisor
C3	Maintenance Supervisor
C3	Manager of Career Services
C2	Accounting Manager
C2	Administrative Assistant to CIO
C2	Assistant Registrar
C2	Assistant to the President
C2	Assistant to the VP for Admin Services
C2	Assistant to the VP for Learning & Student Services
C2	HRIS Specialist
C2	Grant Accountant
C2	Manager of Financial Aid Operations
C2	Media Relations Coordinator
C2	Science Lab Manager
C2	Student Accounts Manager
C1	Administrative System Analyst
C1	Benefits & Compensation Coordinator
C1	Desktop Support Engineer
C1	FIPSE Early College Facilitator
C1	Grant Project Coordinator-Instructor
C1	Institutional Research Analyst
C1	Lead Campus Manager
C1	Network & Systems Engineer
C1	Office of Accesibility and Inclusion Coordinator
C1	Procurement Manager
C1	Systems Engineer
D3	Coordinator of Technical Services
D3	Database Analyst
D3	Director of Budgets & Payroll
D3	Director of Financial Aid
D3	Director of Library Services
D3	Director of Small Business Development Center
D3	FIPSE Grant Project Director
D3	Interim Director of Early College Programs
D3	Network and Systems Administrator
D2	Associate Dean of Education and CCP
D2	Associate Dean of Educator Preparation Programs
D2	Construction Manager
D2	Director of Facilities & Vehicles
D2	Director of Institutional Effectiveness
D2	Director of Marketing & Public Relations
D2	Director of Public Safety Education
D2	Director of Student Services/Interim Registrar
D1	Dean of Arts and Sciences
D1	Dean of Career and Technical Education
D1	Dean of Instructional Innovation
D1	Dean of Nursing & Allied Health
D1	Director of HR/Employee Relations and Staffing
D1	Director of Financial Services/Controller
D1	Program Director - NPC Friends & Family
E2	Assoc VP/Chief Human Resources Officer
E2	Assoc VP/Chief Information Officer

Northland Pioneer College
Approved 2021-22 Faculty Salary Schedule

Step	Grade										
	1	2	3	4	5	6	7	8	9	10	11
1	\$44,892	\$45,700	\$46,523	\$47,360	\$48,213	\$49,080	\$49,964	\$50,863	\$51,779	\$52,711	\$53,660
2	\$45,565	\$46,386	\$47,220	\$48,070	\$48,936	\$49,817	\$50,713	\$51,626	\$52,555	\$53,501	\$54,464
3	\$46,249	\$47,081	\$47,929	\$48,792	\$49,670	\$50,564	\$51,474	\$52,401	\$53,344	\$54,304	\$55,281
4	\$46,943	\$47,788	\$48,648	\$49,523	\$50,415	\$51,322	\$52,246	\$53,187	\$54,144	\$55,118	\$56,111
5	\$47,647	\$48,504	\$49,377	\$50,266	\$51,171	\$52,092	\$53,030	\$53,984	\$54,956	\$55,945	\$56,952
6	\$48,361	\$49,232	\$50,118	\$51,020	\$51,939	\$52,873	\$53,825	\$54,794	\$55,780	\$56,784	\$57,807
7	\$49,087	\$49,970	\$50,870	\$51,786	\$52,718	\$53,667	\$54,633	\$55,616	\$56,617	\$57,636	\$58,674
8	\$49,823	\$50,720	\$51,633	\$52,562	\$53,508	\$54,472	\$55,452	\$56,450	\$57,466	\$58,501	\$59,554
9	\$50,571	\$51,481	\$52,407	\$53,351	\$54,311	\$55,289	\$56,284	\$57,297	\$58,328	\$59,378	\$60,447
10	\$51,329	\$52,253	\$53,194	\$54,151	\$55,126	\$56,118	\$57,128	\$58,156	\$59,203	\$60,269	\$61,354
11	\$52,099	\$53,037	\$53,991	\$54,963	\$55,953	\$56,960	\$57,985	\$59,029	\$60,091	\$61,173	\$62,274
12	\$52,880	\$53,832	\$54,801	\$55,788	\$56,792	\$57,814	\$58,855	\$59,914	\$60,993	\$62,091	\$63,208
13	\$53,674	\$54,640	\$55,623	\$56,625	\$57,644	\$58,681	\$59,738	\$60,813	\$61,908	\$63,022	\$64,156
14	\$54,479	\$55,459	\$56,458	\$57,474	\$58,508	\$59,562	\$60,634	\$61,725	\$62,836	\$63,967	\$65,119
15	\$55,296	\$56,291	\$57,305	\$58,336	\$59,386	\$60,455	\$61,543	\$62,651	\$63,779	\$64,927	\$66,095
16	\$56,125	\$57,136	\$58,164	\$59,211	\$60,277	\$61,362	\$62,466	\$63,591	\$64,735	\$65,901	\$67,087
17	\$56,967	\$57,993	\$59,037	\$60,099	\$61,181	\$62,282	\$63,403	\$64,545	\$65,706	\$66,889	\$68,093
18	\$57,822	\$58,863	\$59,922	\$61,001	\$62,099	\$63,217	\$64,354	\$65,513	\$66,692	\$67,892	\$69,115
19	\$58,689	\$59,746	\$60,821	\$61,916	\$63,030	\$64,165	\$65,320	\$66,495	\$67,692	\$68,911	\$70,151
20	\$59,569	\$60,642	\$61,733	\$62,844	\$63,976	\$65,127	\$66,300	\$67,493	\$68,708	\$69,945	\$71,204
21	\$60,463	\$61,551	\$62,659	\$63,787	\$64,935	\$66,104	\$67,294	\$68,505	\$69,738	\$70,994	\$72,272
22	\$61,370	\$62,475	\$63,599	\$64,744	\$65,909	\$67,096	\$68,303	\$69,533	\$70,784	\$72,059	\$73,356
23	\$62,291	\$63,412	\$64,553	\$65,715	\$66,898	\$68,102	\$69,328	\$70,576	\$71,846	\$73,139	\$74,456
24	\$63,225	\$64,363	\$65,521	\$66,701	\$67,901	\$69,124	\$70,368	\$71,635	\$72,924	\$74,237	\$75,573
25	\$64,173	\$65,328	\$66,504	\$67,701	\$68,920	\$70,161	\$71,423	\$72,709	\$74,018	\$75,350	\$76,706
26	\$65,136	\$66,308	\$67,502	\$68,717	\$69,954	\$71,213	\$72,495	\$73,800	\$75,128	\$76,480	\$77,857
27	\$66,113	\$67,303	\$68,514	\$69,748	\$71,003	\$72,281	\$73,582	\$74,907	\$76,255	\$77,628	\$79,025
28	\$67,105	\$68,312	\$69,542	\$70,794	\$72,068	\$73,365	\$74,686	\$76,030	\$77,399	\$78,792	\$80,210
29	\$68,111	\$69,337	\$70,585	\$71,856	\$73,149	\$74,466	\$75,806	\$77,171	\$78,560	\$79,974	\$81,413
30	\$69,133	\$70,377	\$71,644	\$72,934	\$74,246	\$75,583	\$76,943	\$78,328	\$79,738	\$81,173	\$82,635
31	\$70,170	\$71,433	\$72,719	\$74,028	\$75,360	\$76,717	\$78,097	\$79,503	\$80,934	\$82,391	\$83,874
32	\$71,222	\$72,504	\$73,809	\$75,138	\$76,490	\$77,867	\$79,269	\$80,696	\$82,148	\$83,627	\$85,132
33	\$72,291	\$73,592	\$74,917	\$76,265	\$77,638	\$79,035	\$80,458	\$81,906	\$83,381	\$84,881	\$86,409

<u>Adjunct Faculty Rate/Load Unit</u>		<u>Substitute Rate/Hour</u>
Level 1	\$814	\$ 27
Level 2	\$840	
Level 3	\$893	

**Northland Pioneer College
Approved Hourly Rate 2021-2022 Schedule
Hourly Rate - Nonexempt Staff**

Step	Grade >										
	1	2	3	4	5	6	7	8	9	10	11
1	\$ 14.79	\$ 15.15	\$ 15.51	\$ 15.87	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39
2	\$ 15.15	\$ 15.51	\$ 15.87	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75
3	\$ 15.51	\$ 15.87	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11
4	\$ 15.87	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47
5	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83
6	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19
7	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55
8	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91
9	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27
10	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63
11	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63	\$ 21.99
12	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63	\$ 21.99	\$ 22.35
13	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63	\$ 21.99	\$ 22.35	\$ 22.71
14	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63	\$ 21.99	\$ 22.35	\$ 22.71	\$ 23.07
15	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63	\$ 21.99	\$ 22.35	\$ 22.71	\$ 23.07	\$ 23.43
16	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63	\$ 21.99	\$ 22.35	\$ 22.71	\$ 23.07	\$ 23.43	\$ 23.79
Level 1			Level 2				Level 3				

Hourly Rate - Technical and Skilled Craft

Step	Grade >											
	1	2	3	4	5	6	7	8	9	10	11	12
1	\$ 16.74	\$ 17.10	\$ 17.46	\$ 17.82	\$ 18.18	\$ 18.54	\$ 18.90	\$ 19.26	\$ 19.62	\$ 19.98	\$ 20.34	\$ 20.70
2	\$ 17.10	\$ 17.46	\$ 17.82	\$ 18.18	\$ 18.54	\$ 18.90	\$ 19.26	\$ 19.62	\$ 19.98	\$ 20.34	\$ 20.70	\$ 21.06
3	\$ 17.46	\$ 17.82	\$ 18.18	\$ 18.54	\$ 18.90	\$ 19.26	\$ 19.62	\$ 19.98	\$ 20.34	\$ 20.70	\$ 21.06	\$ 21.42
4	\$ 17.82	\$ 18.18	\$ 18.54	\$ 18.90	\$ 19.26	\$ 19.62	\$ 19.98	\$ 20.34	\$ 20.70	\$ 21.06	\$ 21.42	\$ 21.78
5	\$ 18.18	\$ 18.54	\$ 18.90	\$ 19.26	\$ 19.62	\$ 19.98	\$ 20.34	\$ 20.70	\$ 21.06	\$ 21.42	\$ 21.78	\$ 22.14
6	\$ 18.54	\$ 18.90	\$ 19.26	\$ 19.62	\$ 19.98	\$ 20.34	\$ 20.70	\$ 21.06	\$ 21.42	\$ 21.78	\$ 22.14	\$ 22.50
7	\$ 18.90	\$ 19.26	\$ 19.62	\$ 19.98	\$ 20.34	\$ 20.70	\$ 21.06	\$ 21.42	\$ 21.78	\$ 22.14	\$ 22.50	\$ 22.86
8	\$ 19.26	\$ 19.62	\$ 19.98	\$ 20.34	\$ 20.70	\$ 21.06	\$ 21.42	\$ 21.78	\$ 22.14	\$ 22.50	\$ 22.86	\$ 23.22
9	\$ 19.62	\$ 19.98	\$ 20.34	\$ 20.70	\$ 21.06	\$ 21.42	\$ 21.78	\$ 22.14	\$ 22.50	\$ 22.86	\$ 23.22	\$ 23.58
10	\$ 19.98	\$ 20.34	\$ 20.70	\$ 21.06	\$ 21.42	\$ 21.78	\$ 22.14	\$ 22.50	\$ 22.86	\$ 23.22	\$ 23.58	\$ 23.94
11	\$ 20.34	\$ 20.70	\$ 21.06	\$ 21.42	\$ 21.78	\$ 22.14	\$ 22.50	\$ 22.86	\$ 23.22	\$ 23.58	\$ 23.94	\$ 24.30
12	\$ 20.70	\$ 21.06	\$ 21.42	\$ 21.78	\$ 22.14	\$ 22.50	\$ 22.86	\$ 23.22	\$ 23.58	\$ 23.94	\$ 24.30	\$ 24.66
13	\$ 21.06	\$ 21.42	\$ 21.78	\$ 22.14	\$ 22.50	\$ 22.86	\$ 23.22	\$ 23.58	\$ 23.94	\$ 24.30	\$ 24.66	\$ 25.02
14	\$ 21.42	\$ 21.78	\$ 22.14	\$ 22.50	\$ 22.86	\$ 23.22	\$ 23.58	\$ 23.94	\$ 24.30	\$ 24.66	\$ 25.02	\$ 25.38
15	\$ 21.78	\$ 22.14	\$ 22.50	\$ 22.86	\$ 23.22	\$ 23.58	\$ 23.94	\$ 24.30	\$ 24.66	\$ 25.02	\$ 25.38	\$ 25.74
16	\$ 22.14	\$ 22.50	\$ 22.86	\$ 23.22	\$ 23.58	\$ 23.94	\$ 24.30	\$ 24.66	\$ 25.02	\$ 25.38	\$ 25.74	\$ 26.10
Level T1				Level T2			Level T3					

**Northland Pioneer College
Approved Exempt Salary Range Chart 2021-2022**

12 Month Staff		
Group	Base	Max
B2	\$38,007	\$53,208
B1	\$41,248	\$57,801
C3	\$42,303	\$59,222
C2	\$46,322	\$64,850
C1	\$49,301	\$69,020
D3	\$55,007	\$77,008
D2	\$68,859	\$96,406
D1	\$89,641	\$121,017
E2	\$103,321	\$139,211
E1	\$113,224	\$152,853

11 Month Staff		
Group	Base	Max
B2	\$34,353	\$48,095
B1	\$37,284	\$52,196
C3	\$38,235	\$53,529
C2	\$41,868	\$58,614
C1	\$44,562	\$62,385

10 Month Staff		
Group	Base	Max
B2	\$31,429	\$43,999
B1	\$34,108	\$47,751
C3	\$34,980	\$48,972
C2	\$38,302	\$53,624
C1	\$40,767	\$60,353

Positions by Salary Group	
B2	Center Manager
B2	Community Recruiter North
B2	Community Recruiter South
B2	Data Analyst
B2	Graphic Design & Digital Media Specialist
B2	Interim Financial Aid Systems Technician
B2	Network Support Technician
B2	SBDC Program Coordinator
B2	Senior Financial Aid Specialist
B2	System Support Technician
B2	Technical Designer/Production Manager
B1	Associate Librarian
B1	Campus Manager
B1	Network Technician
B1	Small Business Analyst
C3	Academic Advisor
C3	Academic Advisor - Apache County
C3	Early Childhood Learning Collaborative Coordinator
C3	Early College Advisor
C3	Maintenance Supervisor
C3	Manager of Career Services
C2	Accounting Manager
C2	Assistant Registrar
C2	Assistant to the President
C2	Assistant to the VP for Admin Services
C2	Assistant to the VP for Learning & Student Services
C2	Grant Accountant
C2	Manager of Emergency Services & Public Safety (PT)
C2	Manager of Financial Aid Operations
C2	Media Relations Coordinator
C2	Science Lab Manager
C2	Student Account Manager
C1	Administrative System Analyst
C1	Desktop Support Engineer
C1	Disabilities Resource & Access Coordinator
C1	Early College Program Coordinator
C1	Grant Project Coordinator-Instructor
C1	Human Resource Generalist
C1	Institutional Research Analyst
C1	Lead Campus Manager
C1	Network & Systems Engineer
C1	Procurement Manager
C1	Systems Engineer
D3	Apache County Coordinator
D3	Coordinator of Technical Services
D3	Database Analyst
D3	Director of Budget & Payroll
D3	Director of Financial Aid
D3	Director of Library Services
D3	Director of Small Business Development Center
D3	Network & Systems Administrator
D2	Associate Dean of Education and CCP
D2	Construction Manager
D2	Director of Facilities & Vehicles
D2	Director of Institutional Effectiveness
D2	Director of Marketing & Public Relations
D2	Director of Public Safety Education
D2	Director of Student Services/ Registrar
D1	Dean of Arts and Sciences
D1	Dean of Career and Technical Education
D1	Dean of Instructional Innovation
D1	Dean of Nursing & Allied Health
D1	Director of Financial Services/Controller
D1	Director of Information Services/CIO
D1	Program Director - NPC Friends & Family
E2	Assoc VP/Chief Human Resources Officer
E1	Interim VP for Learning & Student Services
E1	VP for Administrative Services/CFO



Retirement Central

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Members

Contribution Rates

ASRS Defined Benefit Plan

The Arizona State Retirement System Defined Benefit Plan provides for lifelong monthly retirement income for qualified members.

The plan is tax-qualified under section 401(a) of the Internal Revenue Code. It is a "cost-sharing" model, meaning both the member and the employer contribute equally. Members also participate and contribute to the ASRS Long Term Disability Income Plan, which provides benefits for actively contributing members.

Contribution rates as a percent of pay are actuarially determined and adjusted annually to ensure the plan remains fiscally sound and able to meet current and future obligations.

There are two portions to the ASRS contribution rate - the Retirement Pension & Health Insurance Benefit, and the Long Term Disability Income Plan. The Pension Plan contribution is a pre-tax deduction, and the Long-Term Disability deduction is post-tax. Tax on pension benefits is deferred until payment is made to the member as a benefit or refund.

How ASRS Contribution Rates are Set ...

How Contribution Rates are Determined

See how your contribution rates are determined and when you'll learn about the new rate each year.

Contribution Rates

Fiscal Year 2021-22. Effective July 1, 2021

	PENSION & HEALTH INSURANCE BENEFIT	LONG TERM DISABILITY INCOME PLAN	TOTAL
Employee	12.22%	0.19%	12.41%
Employer	12.22%	0.19%	12.41%

Fiscal Year 2022-23. Effective July 1, 2022

	PENSION & HEALTH INSURANCE BENEFIT	LONG TERM DISABILITY INCOME PLAN	TOTAL
Employee	12.03%	0.14%	12.17%
Employer	12.03%	0.14%	12.17%

Alternate Contribution Rate - for Retired, Returned to Work Members

For members who retire, then returned to work for an ASRS employer while keeping their monthly pension, an Alternate Contribution Rate (ACR) is required. Read more on the [ACR](#) page.

[Historical Contribution Rates: 1953-present](#)

Log in to Check Your Balance

By logging in to your secure myASRS account, you can see your contribution history as well as service credit and benefit estimates based on those contributions.

myASRS Login

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Alternate Contribution Rate

General Information

Legislation passed in 2011 under Senate Bill 1609 authorizes the ASRS to implement an Alternate Contribution Rate (ACR) to employers who hire ASRS retirees who return to work. The rate will be charged to and remitted to the ASRS by the employer. The purpose of the legislation is to mitigate the potential actuarial impact that retired members who return to work may have on the Trust Fund.

Here is a summary of the provisions now contained in Arizona Revised Statute 38-766.02:

Effective August 27, 2019, an amendment to this statute provides that an employer is not required to pay alternate contributions if the retired member is working in a position that is currently filled by another employee who is actively contributing to the ASRS. This means if an active member employee is on paid leave (and therefore actively contributing to the ASRS), and the employer hires a retired member to fill in during the active member's paid leave, then the employer is not required to pay ACR for the retired member. For further information please refer to the Employer Manual Chapter 6 page 11.

Beginning July 1, 2012, requires employers to pay an Alternate Contribution Rate (ACR) for members who return to work in any capacity and in a position ordinarily filled by an employee of the employer.

Charges the ACR starting the first day after retirement for a member who reached normal retirement and for a member who is an early retiree working less than 20/20 for as long as that member stays in service and for any future employment periods during which the member does not suspend their benefits and resume active membership.

States that the retired member does not accrue credited service, member service (for UORP), account balances, retirement benefits or LTD Program benefits, and the time is not later eligible for service purchase.

Requires employers to pay the ACR on behalf of any retiree that it employs regardless of 20/20 status, direct/leasing/contracting arrangement, or whether the retiree satisfied the 12-month break in service without working in a leased or contract arrangement.

States that late contributions are subject to interest (7.5%) and may be recovered in court or by state revenue offsets.

Requires employers to submit any reports, data, paperwork, or materials required by the ASRS to determine the function, utilization, efficacy or operation of the return to work program.

March 15, 2022

Navajo County Community College District Governing Board


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Current ACR Information

Alternate Contribution Rate

Fiscal year 2021-22, effective July 1, 2021: 10.22%

Fiscal year 2022-23, effective July 1, 2022: 9.68%

 [ACR Guide](#) - Step-by-step instructions for online alternate contribution rate processing and payment. (Updated March 2016)

[ACR Template](#) - This template is for web-based contribution reporting employers to provide the required ACR data to the ASRS.

Frequently Asked Questions

When is the ACR effective?

The ACR became effective on July 1, 2012 and applies only to wages earned on and after that date.

Is there a grandfather clause?

For which ASRS retirees is the ACR applicable?

What is the ACR this year, and how is it determined?

How is the ACR applied?

Does the ACR apply to ASRS retirees who are hired to work less than 20 hours per week or less than 20 weeks?

What kind of data is collected for ACR payments?

What if an employer uses a third party employer for staffing purposes?

Transmission of material in this release is embargoed until
8:30 a.m. (ET) February 10, 2022

USDL-22-0191

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CONSUMER PRICE INDEX – JANUARY 2022

(NOTE: The PDF version of the CPI news release was re-issued February 10, 2022. Data errors were found in tables in the PDF version of the news release. Data found elsewhere including the text version of the news release are correct as originally published.)

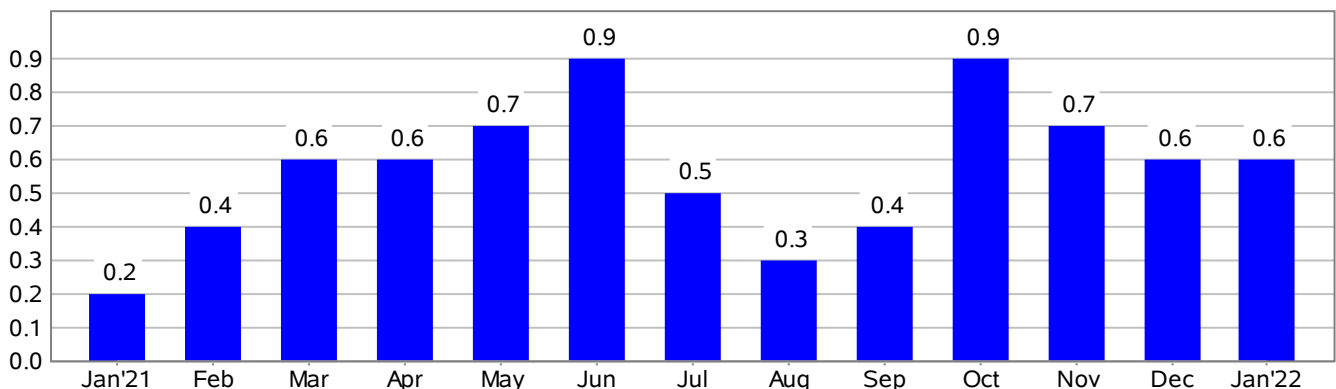
The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.6 percent in January on a seasonally adjusted basis, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 7.5 percent before seasonal adjustment.

Increases in the indexes for food, electricity, and shelter were the largest contributors to the seasonally adjusted all items increase. The food index rose 0.9 percent in January following a 0.5-percent increase in December. The energy index also increased 0.9 percent over the month, with an increase in the electricity index being partially offset by declines in the gasoline index and the natural gas index.

The index for all items less food and energy rose 0.6 percent in January, the same increase as in December. This was the seventh time in the last 10 months it has increased at least 0.5 percent. Along with the index for shelter, the indexes for household furnishings and operations, used cars and trucks, medical care, and apparel were among many indexes that increased over the month.

The all items index rose 7.5 percent for the 12 months ending January, the largest 12-month increase since the period ending February 1982. The all items less food and energy index rose 6.0 percent, the largest 12-month change since the period ending August 1982. The energy index rose 27.0 percent over the last year, and the food index increased 7.0 percent.

Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, Jan. 2021 - Jan. 2022
Percent change



Severance and Related Policies

Special Report to the Navajo County District Governing Board

March 1, 2022

Prepared by: Chato Hazelbaker, President

I am pleased to present this report as directed by the District Governing Board (DGB) severance policies and payments made to employees. The key issues I was directed to look into were:

- If the college had appropriate policies and procedures related to severance or other payments made to employees outside of their regular compensation,
- If these policies and procedures were being followed,
- If Northland Pioneer College (NPC) policies, procedures, and regular practices complied with federal and state employment law and the guidance of the Arizona Auditor General.

After reviewing policies, procedures, and practices at the college, visiting with colleagues at other colleges, discussing the issues with legal counsel, and reviewing Auditor General documents I have learned a great deal. Following is a summary of what I learned and recommendations to strengthen our policies and procedures to ensure we are in full compliance with all legal guidelines and we have the tools in place needed to effectively manage employment at NPC.

Northland Pioneer College Policies Related to Contracts and Separations:

The primary DGB policies regarding employment, contracts and separations are found in Policy 1524 Contracts and Agreements for Employment and Policy 1595 Separation of Employment. Policy 1524 states that the President sets terms of employment. Policy 1595 states that the President must develop policies regarding separation of employment.

The procedures that flow from these policies are many, but most relevant to the current discussion are [Procedure 2704 | Northland Pioneer College, Arizona \(npc.edu\)](#) that states an employee may be terminated without cause during probation and terminated only with cause after probation. [Procedure 2755 Discipline of Employees](#) defines what constitutes cause. Employee resignations are covered in [Procedure 2735](#). Nothing about final payments is stated in this procedure. There are other policies that discuss termination based on if downsizing the institution is called for and Procedure 2704 and Procedure 2755 are where the most information is found on terminating employees.

Specific guidance about final payments to employees is found in Procedure 2755 which states: “When the President’s decision is to dismiss an employee, the employee shall receive no further salary or benefits from the date of the President’s decision, other than salary and benefits to which the employee is already entitled. If the employee appeals and the Board does not uphold the President’s decision to dismiss the employee, the employee shall receive salary and benefits for the period of time between the President’s decision and the Board’s decision.” Additional guidance on payments at separation are found in [Procedure 2740: Other Paid Leave](#) which makes clear that employees are paid unused leave at the time of their separation. In practice, the college has put employees on Administrative Leave. Procedure 2110: Equal Opportunity Harassment and Discrimination discusses that employees may be placed on paid or unpaid Administrative Leave, but nowhere else in the procedures does it define the authority or process for this. Administrative Leave is a related issue.

State and Federal Employment Law

The key issue that is covered in state and federal employment law but not currently covered in our policies are procedures are instances where an employee is offered compensation if they sign a release of liability. A release of liability is a legal document, and this step is taken with legal counsel. It is essentially a risk assessment on the part of the college. A release of liability can be offered to an employee and payment made to the employee is essentially for that release of liability. The release of liability is the item of value that makes these payments not a gift of public funds, as the college is receiving something of value for the payment.

There are many varied reasons for offering a release of liability, but generally the release is to protect the institution from any future claims and stop any administrative or other procedural processes taking place. For instance, if an employee chooses to go through the policy for termination found in Procedure 2755 the employee is put on administrative leave pending that review. That process may take several months to conclude, and therefore it may be more cost effective for the college to pay out two months of pay in exchange for a release of liability rather than spend staff and legal resources working through the process, during the which the employee would be paid anyway as they would be on administrative leave. Another example would be regarding the federal guidelines regarding the Older Worker Protection Benefit Act which applies to any employee over 40. That act specifically states that an employee who is terminated must receive "additional consideration" beyond their contract if terminated. If an employee fell into this category, in some cases it may make sense to negotiate a "release of liability" because litigating a claim, even if the college was confident they would win, could be very costly.

The process of offering a release of liability is unique to each situation, but should be very rare as it indicates a serious breakdown in the relationship with an employee of the college and a serious breakdown in the processes and procedures of the college. Therefore, they should be employed rarely. However, the option to offer a release of liability are clearly within the authority of the organization legally. However, in reviewing how these have been offered or applied in the past there are changes that could be made to make this more clear to the District Governing Board, the President, and Employees.

Potential Areas of Improvement to Existing Policy and Procedure

Currently, the President is not required to inform the DGB of when a release of liability is offered to an employee. In discussing this with legal counsel we concluded there are good reasons that the DGB should be informed anytime one of these agreements is executed. The key reason is that the release of liability is regarding potential future litigation, and the DGB should be informed of any potential or actual litigation. Informing the DGB of any of these agreements is good practice. With or without a policy change, this will become my practice in the future.

Secondly, in reviewing policy it is clear that under current policy any agreement for a release of liability over \$50,000 requires DGB Approval. Again, these should be exceedingly rare, but it was an issue that was clarified. Any payment for a release of liability should also be a one-time payment and the President may not get around this by splitting the payment into pieces. I do not believe this policy needs updated, as I understand that any payment above \$50,000 requires DGB approval and would not authorize such a payment without DGB approval in the future.

Finally, the policies regarding employee termination, grievance procedures, and separation and far out of date. Some of the policies date to 2017 or before, and they do not always harmonize with each other. Currently, I have put forward a process to the Shared Governance groups of the college to look at these policies as a package, and have an update set of policies presented to the college in October of 2023. This work is going to take some time as it involved dozens of policies and important updates. Again, I do not believe DGB action is needed as this work is underway but if there are areas of focus I would gladly take that feedback and would ask for the DGB's support as we move forward in updating these policies.

Internet and Network Connectivity at Northland Pioneer College

Special Report to the Navajo County District Governing Board

March 8, 2022

Prepared by: Chato Hazelbaker, President and Ernie Hess, Network and System Administrator

Northland Pioneer College (NPC) has been a leader in providing distance education to rural locations over the past several decades due to a cutting-edge infrastructure that included the nationally recognized connected classroom system powered by Cisco equipment. This connectivity into vast areas of the state not connected to the internet was made possible by creating and maintaining our own wide area network (WAN) using microwave towers owned and operated by NPC. This innovative approach is unique as we are one of the few colleges in the country to have such a system, and we definitely have the largest such system.

Today, this system is serving our students well and we have good, reliable service. However, as the technology continues to improve, costs rise, and new opportunities for partnership are presented we need to carefully evaluate our road map for connecting our locations to the internet and our networks. For fiscal 2023 we are proposing running both systems but for financial and other reasons we may need to make a choice in the coming years.

Different Ways to Connect Locations Via the Internet and Network

Currently, there are two ways locations are connected to the internet and our network. Eight of our locations are connected to the network via 14 microwave links. This system includes the nine towers that we own and maintain. Five of our sites are connected to the next work by leased line connectivity. Leased line connectivity is when we use an outside vendor such as Cellular One or Frontier to provide the connection to our location. In the fiscal year 2023 budget we are proposing that leased line connectivity be expanded to include the 8 sites currently serviced by microwave only. This will temporarily increase redundancy with the WAN, but increase operational costs by approximately \$350,000 per year. To offset this cost the college has the option of not replacing the current microwave links in the 24-25 and 25-26 budget years reducing capital costs by a total of \$2.5 million in those budget years. This will help offset the estimated \$3,000,000 in capital spending needed to replace the current ERP system. Dropping the microwave links should not have a significant impact on WAN reliability from today's perceived level of reliability.

Having redundant systems is a best practice, and will help us maintain reliability. Additionally, speeds can be optimized for each location so that we have the bandwidth that we need. In previous years it was not possible to connect all of the locations in this way, but improvements in the technology and the continued development of the system in the region have allowed us this opportunity. However, it comes with a significant yearly operational cost (\$350,000+)

There are advantages and disadvantages to each type of connectivity.

Microwave Connectivity	Leased Line Connectivity
Advantages <ul style="list-style-type: none">We have direct access to the system and our employees maintain if there are any problems.	Advantages <ul style="list-style-type: none">We do not directly pay for employee time to repair and maintain the system and have experts to if the system is down.

<p>Disadvantages:</p> <ul style="list-style-type: none"> • High staff costs to train, maintain, and service the systems. • High regular capital costs, some of which are unpredictable. • Tower liability issues. • Regulatory issues 	<ul style="list-style-type: none"> • We can add or subtract bandwidth with a phone call as needed. • No tower liability issues. • No regulatory compliance issues. • Less administrative burden on IT. • Less network complexity. <p>Disadvantages</p> <ul style="list-style-type: none"> • We are a client on a system owned by someone else. • Higher yearly operational costs
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Future Costs

Our current microwave infrastructure is scheduled for significant upgrades in fiscal year 2024 and fiscal year 2025. Right now, we estimate these costs at around \$2.5 million. These upgrades will keep the system running and help us increase our bandwidth. We need to continue to increase bandwidth as more activities move online, and new opportunities like the use of augmented or virtual reality become an educational necessity.

We also have significant staffing costs coming if we plan on maintaining the current microwave connectivity in the distant future. Running a system of 9 towers spread across our 22,000 square mile district requires individuals with unique skills. For instance, we have to have individuals trained to climb these towers and we have two network engineers who are trained in working with the Federal Communication Commission. We currently are understaffed in this area, and our department currently predicts they will need 3-4 new positions to meet all of the safety and other standards associated with maintaining the towers.

The DGB also well knows the other costs associated with the towers. From the snow cat to the generators at each of the sites there are significant other costs.

Plan Going Forward

This technology environment is changing very quickly. There are millions of dollars in broad band improvements coming to both Navajo and Apache County. Many of those projects are active today, including a new fiber optic line being built by APS that is running from Phoenix to Joseph City, down through Holbrook and will eventually turn south and complete a giant fiber loop. That system is being specifically overbuilt to carry far more traffic than APS needs so that others can benefit from that infrastructure.

With advancements like this, the college will be keeping a close eye on the most cost-efficient ways to connect all of our locations. Ultimately, the decision will be about what best serves our students and the communities where we are located. While there is increasing availability of high speed internet access, the demands on those networks continue to increase with the implementation of more video and augmented or virtual reality teaching tools.

2022-23 Introductory Budget Analysis

Summary: General Fund Revenues

	FY2223 Option 1 (Max Prop Tax & Gov Bud)	FY2223 Option 2 (Same Rate as FY2122)	FY2223 Option 3 (TNT Prop Tax & Gov Bud)	FY2122 Board Approved Budget
Property Tax Levy Rate	\$ 1.8178	\$ 1.7505	\$ 1.6708	\$ 1.7505
Revenues:				
Property Taxes	\$ 16,702,781	\$ 16,084,078	\$ 15,352,078	\$ 15,955,424
Operating State Aid (Gov Amt)	1,397,200	1,397,200	1,397,200	1,512,300
Equalization (Gov Amt)	9,912,900	9,912,900	9,912,900	9,171,000
Rural Funding (JLBC Amt)	1,271,800	1,271,800	1,271,800	1,640,200
Tuition & Fees	4,300,000	4,300,000	4,300,000	4,400,000
Govt Grants/Contracts	3,000,000	3,000,000	3,000,000	1,512,800
Investment Income	300,000	300,000	300,000	500,000
Other	200,000	200,000	200,000	200,000
Transfers to Other Funds	(2,700,000)	(2,700,000)	(2,700,000)	(3,674,400)
Fund Balance	1,000,000	1,500,000	2,000,000	2,200,000
Total Revenues	35,384,681	35,265,978	35,033,978	33,417,324
Expenditures:				
Total Expenditures	35,384,681	35,265,978	35,033,978	33,417,324
Net Deficit/Surplus	\$ -	\$ -	\$ -	\$ -

- **Property taxes** cannot exceed the maximum allowable by statute, which includes a 2% increase and the impact of new construction. Options for setting the primary property taxes are listed below:
 - Option 1 – set the levy rate at the maximum of \$1.8178 generating \$16,702,781. This will require TNT notices and a hearing.
 - Option 2 – set the levy rate at the same rate as the current year of \$1.7505 generating \$16,084,078. This will require TNT notices and a hearing.
 - Option 3 – set the levy rate at the TNT rate of \$1.6708 generating \$15,352,078. This would not require TNT notices nor a hearing.
 - Cholla Power Plant – the change in property tax valuation for the current year compared to the prior year, known as “new construction”, is a decline of \$36,088,447. This is related to the planned closure of the

power plant. The decline in assessed valuation reduces property tax revenues by approximately \$600,000.

- **State funding** estimates include amounts from the Governor's Executive budget.
 - **Operating aid** – is estimated at \$1,397,200 decreasing over the current year by \$115,100. Operating aid is based on enrollment two years in arrears.
 - **Equalization** – is estimated at \$9,912,900 increasing over the current year by \$741,900. Equalization aid is provided to community college districts with property tax bases that are less than the minimum assessed value for their rural district or county (populations less than 500,000 persons). There are currently four community college districts in Arizona who receive equalization aid – Cochise (Cochise county), Eastern (Graham county), Arizona Western (Yuma/LaPaz county) and NPC (Navajo county).
 - **Rural funding** – is estimated at \$1,271,800 decreasing \$368,400 over the current year.
- **Tuition** is estimated at \$4,400,000, taking into consideration the decline in enrollment offset by a \$3 increase per credit hour for the in-district and in-state tuition rate.
- **Government grants and contracts** is estimated at \$3,000,000, which is comparable with historical revenues.
- **Investment income** is estimated at \$300,000, a decrease in budget but comparable to historical revenues.
- **Other income** is estimated at \$200,000, and is related primarily to Cosmetology retail sales and Microwave Tower rentals.

Capital Fund Revenue Trend

The state funding for STEM activities is estimated at \$309,900. Other Capital Fund revenue will be transferred from the General Fund or Fund Balance. Fund balance of \$20 million is committed to facility expansion, of which \$12 million is for the new Skills Center in Show Low.

Restricted and Auxiliary Funds Revenue Trend

With the passage of Proposition 207, legalizing the sale of recreational marijuana, the district is expected to see revenues for workforce development of \$1.0 million to \$1.5 million.

BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2022 – 2023

APPROVED 9/21/21

ACTIVITY	RESOURCE	DUE BY
1. Receive & approve calendar	DGB	✓ 21 September 2021
2. Receive and approve budget assumptions & overview	DGB	✓ 16 November
3. Distribute budget materials for operational & capital	Director of Budget	✓ 23 December
4. Review budget process and calendar at convocation	CFO	✓ 10 January 2022
5. Director of Budget receives budget	Department Managers & Director of Budget	✓ 21 January
6. President's Cabinet receives staffing requests	Department Managers & President's Cabinet	✓ 21 January
7. Initial review of operational & capital plans/budget requests	Admin Services	✓ 1 February
8. President, CHRO, faculty, CASO meet on compensation	Pres, CHRO, FA, CASO	✓ 4 February
9. President's Cabinet finalizes staffing needs	President's Cabinet	✓ 7 February
10. Review of operational & capital plans/budget requests	President's Cabinet	✓ 7 February
11. Receive introductory budget analysis	DGB	✓ 15 February
12. Receive tuition and fee schedules	DGB	✓ 15 February
13. President receives compensation recommendation	Pres, CHRO, FA, CASO	✓ 1 March
14. Budget hearing (if necessary)	President's Cabinet	✓ 7 March
15. Receive preliminary budget analysis	DGB	✓ 15 March
16. Receive compensation recommendation	DGB	✓ 15 March
17. Approve tuition and fee schedules	DGB	✓ 15 March
18. Approve compensation	DGB	19 April
19. Receive complete budget analysis	DGB	19 April
20. Develop and adopt preliminary budgets (June 5)	DGB	19 April
21. Publish notice of public budget & TNT hearing (15 days prior)	CFO	2 May
22. Publish budget on website & other publication (15 days prior)	CFO	2 May
23. 2 nd notice of public budget & TNT hearing (5 days prior)	CFO	12 May
24. 2 nd publication of budget (5 days prior)	CFO	12 May
25. Conduct taxpayer public hearings (June 20)	DGB	17 May
26. Adopt property tax levy & final budgets at special meeting (June 20)	DGB	17 May
27. Notify PTOC of primary property tax levy (3 days after adoption)	CFO	21 May
28. Submit tax levy to Navajo County	CFO	21 May

Northland Pioneer College
Preliminary Budget Development Assumptions
FY23

GENERAL ASSUMPTIONS

- Budget Development Calendar will establish the due dates.
- Introductory budget analysis for DGB in February will be prior to budget hearings and will be limited to an overview of expenditure and revenue trends.
- Preliminary budget analysis for DGB in March will include a detailed examination of budget planning.
- Expenditure limit breaches will use carry forward amounts to comply with statutory limits. Legislative action continues to be pursued.

REVENUE ASSUMPTIONS

- State appropriations for equalization is expected to increase compared to current fiscal year, offset by a decrease to operating state aid. Any rural aid received will be less than the current year.
- Tuition revenues will show an increase compared to the prior year. The upcoming year will not include a tuition waiver that was implement to help with the impacts of COVID-19 in the current year. Enrollment is declining.
 - The District Governing Board adopted a three-year tuition plan in FY20, which was amended in FY21 to include a new **in-district rate** for the remaining years.
 - FY2021 \$79 per in-state credit hour
 - FY2122 \$82 per in-state credit hour; \$65 in-district credit hour
 - FY2223 \$85 per in-state credit hour; \$68 in-district credit hour
 -
 - Tuition and general fees are set at a rate that:
 - (A) considers the impact on students, student enrollment, and student retention rates,
 - (B) increases incrementally, and
 - (C) is competitive in our market by maintaining a comparative position to the average overall tuition and general fees at other Arizona community colleges.
- Course fees will be set at a rate to offset expendable supplies and equipment.
- Assessed valuations for setting the primary property tax levy will be available in February and a decline is expected. This information will help determine if the levy should be set at the maximum amount or the truth-in-taxation rate.
- Other revenues will be based on historical information and emerging trends.

EXPENDITURE ASSUMPTIONS

- Overall expenditures will match revenues.
- Budget request that are higher than current budget **or** actual historical spending will require **justification and review during the budget hearing process.**
- Budget requests from Department Managers for operational and capital expenditures are due **January 21, 2022.**

- SALARY SCHEDULES will be developed with:
 - (A) consideration to increasing rates balanced with available funds and impact to expenditure limit,
 - (B) consideration to competitive market conditions with the goal to maintain a comparative position to the average increases/rates at other local public entities, other Arizona community colleges, and other similar institutions, and
 - (C) consideration to salary recommendations received through the shared governance process.
- BENEFITS will be developed with:
 - (A) consideration on impacts from third-party partnerships including:
 - (1) Employee benefit trust for medical insurance, and
 - (2) Arizona State Retirement System for retirement contributions.
- Education partner relationships will be maintained with:
 - (A) Apache County,
 - (B) NAVIT,
 - (C) Dual enrollment, and
 - (D) others.

- OPERATING budget requests cover a one-year period.
- CAPITAL budget requests cover a three-year period (FY23, FY24, and FY25).
- GRANT funding will continue to be identified and pursued.
- AUXILIARY fund activities will be maintained.

**Northland Pioneer College
Budget Development Guidelines
FY 23**

Budget Categories & Targets:

Revenues	<ul style="list-style-type: none"> • Administrative Services will prepare the budget.
Salaries/Wages & Benefits	<ul style="list-style-type: none"> • HR and Administrative Services will prepare the budget for contract positions and the benefits for all positions. • Budget Managers will prepare budget for non-contract positions and include in their department budget requests. These include: <ul style="list-style-type: none"> ○ Adjunct faculty ○ Faculty overload ○ Temporary employee ○ Lab aid ○ Substitute faculty
Operating Expenditures	<ul style="list-style-type: none"> • Budget to remain level. • Any new programs/services must demonstrate linkage to the strategic plan.
Capital Expenditures	<ul style="list-style-type: none"> • Budget requests to align with revenues from the operational budget, grant funds, or reserved funds.

Community Colleges

Link to the **AGENCY'S STRATEGIC PLAN**

Link to the **AGENCY'S WEBSITE:** <https://arizonacommunitycolleges.org/>

All dollar amounts are expressed in thousands.

Agency Budget Summary

	FY 2021 Actual	FY 2022 Exp.Plan	FY 2023 Net Change	FY 2023 Exec. Bud.
General Fund	66,645.4	108,904.7	(11,839.7)	97,065.0
Agency Total	66,645.4	108,904.7	(11,839.7)	97,065.0

Major Executive Budget Initiatives and Funding

Rural Community College Aid

The Executive Budget includes a one-time increase in funding for aid to the ten rural community college districts.

The one-time supplemental aid allows for the community colleges to cover the costs of maintenance, operations, and initiatives. Funding is to be allocated among the rural community college districts based on each district's share of actual FY 2021 enrollment.

Funding	FY 2023
General Fund	7,000.0
Issue Total	7,000.0

STEM Funding Restoration

The Executive Budget includes an increase in ongoing funding for Science, Technology, Engineering, and Mathematics (STEM) and Workforce Program Aid for the Maricopa, Pima, and Pinal community colleges.

The STEM and Workforce Program State Aid is intended to advance community college initiatives related to high-job-growth areas related to STEM.

Since 2009, formula funding has been suspended for Maricopa, Pima, and Pinal counties. This initiative brings those counties to parity with what would typically be appropriated through the outlined formula in A.R.S. § 15-1464.

Funding	FY 2023
General Fund	10,816.1
Issue Total	10,816.1

Executive Budget Baseline Changes

Equalization Aid Adjustments

The Executive Budget includes an increase in ongoing funding for Equalization Aid to Cochise, Graham, Navajo, and Yuma/La Paz counties.

The Equalization Aid formula established in A.R.S. § 15-1468 supports community college districts that have an insufficient property tax base compared to the minimum assessed value as described in A.R.S. § 15-1402.

Funding	FY 2023
General Fund	2,423.5
Issue Total	2,423.5

Operating State Aid Adjustments

The Executive Budget includes a decrease in ongoing funding for Operating State Aid to community colleges.

The Operating State Aid formula established in A.R.S. § 15-1466 is based on each community college district's enrollment change from the previous year. In FY 2021, full-time student enrollment declined by 17,437 students statewide, generating a reduction in Operating State Aid.

Funding	FY 2023
General Fund	(2,604.1)
Issue Total	(2,604.1)

Remove One-Time FY 2022 Appropriations

The Executive Budget removes in FY 2023 the one-time FY 2022 appropriations for the following programs:

- Rural Aid: \$14.0 million
- Urban Aid: \$13.0 million
- Urban STEM Aid: \$2.0 million

The Executive Budget aligns with current law by backing out these appropriations.

Funding	FY 2023
General Fund	(29,000.0)
Issue Total	(29,000.0)

STEM and Workforce Aid Adjustments

The Executive Budget includes an ongoing decrease in Science, Technology, Engineering, and Mathematics (STEM) and Workforce Aid for FY 2023.

The STEM and Workforce Program State Aid formula is based on each community college district's enrollment changes from the previous year. Full-time equivalent student enrollment (FTSE) declined by 17,437 students in FY 2021, generating a reduction in the STEM and Workforce Program State Aid per A.R.S. § 15-1464.

Funding	FY 2023
General Fund	(475.2)
Issue Total	(475.2)

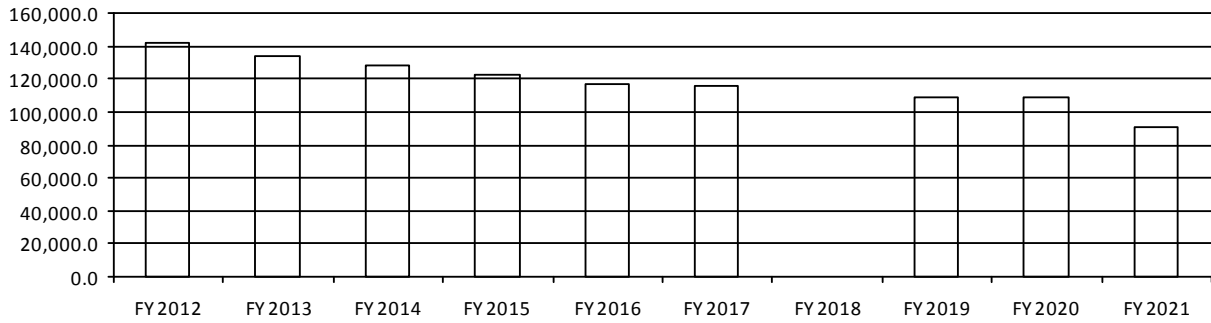
In addition to the funding amounts for this agency shown in this section, the Executive Budget also includes funding changes for this agency in the Statewide Adjustments section, which is immediately after the Capital section. Statewide Adjustments for FY 2023 include changes for health insurance premiums, retirement contributions, rent charges, accounting system costs, human resources system modernization, state motor vehicle fleet charges, human resources charges, and information technology charges.

There could also be funding for this agency in the capital or the statewide and large automation projects sections, which follow the Department of Water Resources.

As part of the Executive Budget, for some agencies, there are changes to Arizona Revised Statutes and General Appropriations Act footnotes.

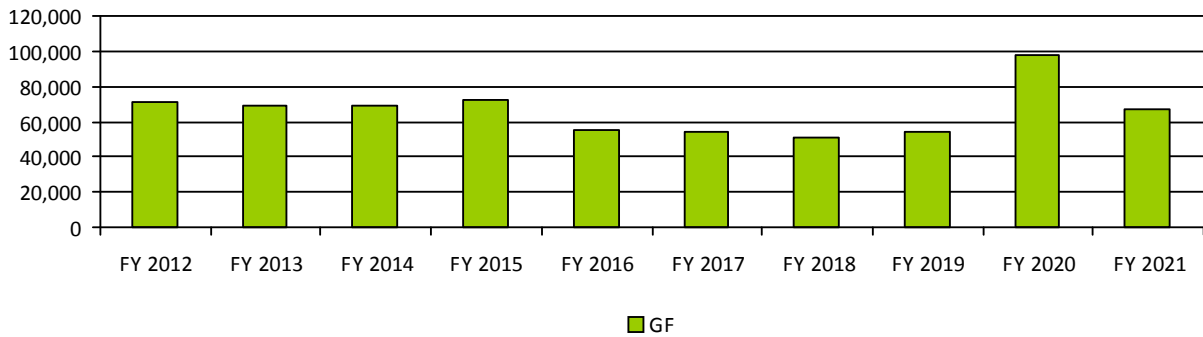
Link to **EXECUTIVE BUDGET LEGISLATIVE CHANGES**

Full-Time Equivalent Student Enrollment



Agency Expenditures

(in \$1,000s)



In FY 2012, there was a total operating expenditure reduction of (6.2)% allocated across the Community College system, reflected here in the reduction between General Fund expenditures in FY 2011 and FY 2012.

State Appropriations

BY PROGRAM	FY 2021 Actual	FY 2022 Approp.	FY 2023 Net Change	FY 2023 Exec. Bud.
Dine College	1,000.0	1,000.0	0.0	1,000.0
Equalization Aid	33,295.7	35,906.2	2,423.5	38,329.7
Gila Provisional Community College	200.0	200.0	0.0	200.0
One-Time Student Count Funding	0.0	28,000.0	(7,000.0)	21,000.0
Operating State Aid	15,816.8	15,281.4	(372.9)	14,908.5
Rural County Allocation	3,658.2	4,337.3	0.0	4,337.3
Rural County Reimbursement Subsidy	1,273.8	1,773.8	0.0	1,773.8
STEM and Workforce Programs	6,794.8	6,549.9	6,109.7	12,659.6
Tribal Community Colleges	4,606.1	2,856.1	0.0	2,856.1
Urban Aid	0.0	13,000.0	(13,000.0)	0.0
Agency Total - Appropriated Funds	66,645.4	108,904.7	(11,839.7)	97,065.0

BY EXPENDITURE OBJECT	FY 2021 Actual	FY 2022 Approp.	FY 2023 Net Change	FY 2023 Exec. Bud.
Aid to Others	66,645.4	108,904.7	(11,839.7)	97,065.0

Agency Operating Detail

Community Colleges

Agency Total - Appropriated Funds	66,645.4	108,904.7	(11,839.7)	97,065.0
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BY APPROPRIATED FUND	FY 2021 Actual	FY 2022 Approp.	FY 2023 Net Change	FY 2023 Exec. Bud.
General Fund	66,645.4	108,904.7	(11,839.7)	97,065.0
Agency Total - Appropriated Funds	66,645.4	108,904.7	(11,839.7)	97,065.0

FOR MORE DETAIL ABOUT EACH FUND SEE THE STATE FUNDS BOOK

Special Line Appropriations

	FY 2021 Actual	FY 2022 Approp.	FY 2023 Net Change	FY 2023 Exec. Bud.
Urban Aid	0.0	0.0	(13,000.0)	(13,000.0)
Urban Aid - Maricopa	0.0	10,400.0	0.0	10,400.0
Urban Aid - Pima	0.0	2,600.0	0.0	2,600.0
Operating State Aid Cochise	4,690.7	4,373.5	(138.9)	4,234.6
Operating State Aid Coconino	1,698.4	1,626.5	(248.7)	1,377.8
Operating State Aid Gila	296.3	271.5	(112.5)	159.0
Operating State Aid Graham	2,338.8	1,936.1	(390.9)	1,545.2
Operating State Aid Mohave	1,138.9	1,205.5	(292.8)	912.7
Operating State Aid Navajo	1,554.8	1,512.3	(115.1)	1,397.2
Operating State Aid Pima	0.0	0.0	1,776.6	1,776.6
Operating State Aid Pinal	1,128.3	1,356.5	(66.5)	1,290.0
Operating State Aid Santa Cruz	0.0	17.1	(25.4)	(8.3)
Operating State Aid Yavapai	585.8	590.5	(280.8)	309.7
Operating State Aid Yuma/La Paz	2,384.8	2,391.9	(477.9)	1,914.0
STEM and Workforce Programs State Aid Cochise	1,014.5	928.4	(28.9)	899.5
STEM and Workforce Programs State Aid Coconino	397.4	371.8	(55.6)	316.2
STEM and Workforce Programs State Aid Gila	136.0	127.2	(24.9)	102.3
STEM and Workforce Programs State Aid Graham	627.6	484.2	(113.7)	370.5
STEM and Workforce Programs State Aid Maricopa	1,600.0	1,600.0	6,984.9	8,584.9
STEM and Workforce Programs State Aid Mohave	441.9	465.7	(59.9)	405.8
STEM and Workforce Programs State Aid Navajo	334.8	319.7	(9.8)	309.9
STEM and Workforce Programs State Aid Pima	400.0	400.0	(400.0)	0.0
STEM and Workforce Programs State Aid Pinal	96.5	96.5	0.0	96.5
STEM and Workforce Programs State Aid Santa Cruz	23.7	29.8	(8.0)	21.8
STEM and Workforce Programs State Aid Yavapai	697.5	699.2	(48.1)	651.1
STEM and Workforce Programs State Aid Yuma/La Paz	1,024.9	1,027.4	(126.3)	901.1
Equalization Aid Cochise	7,227.1	7,925.3	846.1	8,771.4
Equalization Aid Graham	17,469.1	18,193.2	920.8	19,114.0
Equalization Aid Navajo	8,444.3	9,171.0	741.9	9,912.9
Equalization Aid Yuma/La Paz	155.2	616.7	(85.3)	531.4
Rural Community College Aid Cochise	0.0	6,251.0	(1,368.4)	4,882.6
Rural Community College Aid Coconino	0.0	1,907.3	(499.8)	1,407.5
Rural Community College Aid Gila	0.0	652.3	(183.4)	468.9
Rural Community College Aid Graham	0.0	2,483.7	(717.0)	1,766.7
Rural Community College Aid Mohave	0.0	2,388.9	(610.1)	1,778.8
Rural Community College Aid Navajo	0.0	1,640.2	(368.4)	1,271.8
Rural Community College Aid Pinal	0.0	3,666.0	(1,038.4)	2,627.6
Rural Community College Aid Santa Cruz	0.0	153.0	(48.0)	105.0
Rural Community College Aid Yavapai	0.0	3,586.9	(850.7)	2,736.2
Rural Community College Aid Yuma/La Paz	0.0	5,270.7	(1,315.8)	3,954.9
Rural County Allocation	3,658.2	4,337.3	0.0	4,337.3
Rural County Reimbursement Subsidy	1,273.8	1,773.8	0.0	1,773.8
Tribal Community Colleges	4,606.1	2,856.1	0.0	2,856.1
Additional Gila Workforce Development Aid	200.0	200.0	0.0	200.0
Dine College Remedial Education	1,000.0	1,000.0	0.0	1,000.0
Agency Total - Appropriated Funds	66,645.4	108,904.7	(11,839.7)	97,065.0

The special-line appropriations shown in this table are also included in the amounts displayed in the preceding tables.

The Executive Budget provides a lump-sum appropriation to the agency with special lines.

Arizona Community Colleges

	FY 2021 ACTUAL	FY 2022 ESTIMATE	FY 2023 BASELINE
SPECIAL LINE ITEMS			
Equalization Aid			
Cochise	7,227,100	7,925,300	8,771,400
Graham	17,469,100	18,193,200	19,114,000
Navajo	8,444,300	9,171,000	9,912,900
Yuma/La Paz	155,200	616,700	530,200
<i>Subtotal - Equalization Aid</i>	33,295,700	35,906,200	38,328,500
Operating State Aid			
Cochise	4,690,700	4,373,500	4,230,000
Coconino	1,698,400	1,626,500	1,369,600
Gila	296,300	271,500	155,300
Graham	2,338,800	1,936,100	1,532,300
Mohave	1,138,900	1,205,500	903,000
Navajo	1,554,800	1,512,300	1,393,400
Pinal	1,128,300	1,356,500	818,200
Santa Cruz	0	17,100	0
Yavapai	585,800	590,500	300,400
Yuma/La Paz	2,384,800	2,391,900	1,898,200
<i>Subtotal - Operating State Aid</i>	15,816,800	15,281,400	12,600,400
STEM and Workforce Programs State Aid			
Cochise	1,014,500	928,400	895,200
Coconino	397,400	371,800	293,800
Gila	136,000	127,200	91,900
Graham	627,600	484,200	361,500
Maricopa	1,600,000	1,600,000	0
Mohave	441,900	465,700	373,800
Navajo	334,800	319,700	283,600
Pima	400,000	400,000	0
Pinal	96,500	96,500	96,500
Santa Cruz	23,700	29,800	21,800
Yavapai	697,500	699,200	611,100
Yuma/La Paz	1,024,900	1,027,400	877,500
<i>Subtotal - STEM and Workforce Programs State Aid</i>	6,794,800	6,549,900	3,906,700
Rural Aid			
Cochise	0	6,251,000	3,544,300
Coconino	0	1,907,300	886,200
Gila	0	652,300	277,100
Graham	0	2,483,700	1,090,500
Mohave	0	2,388,900	1,127,600
Navajo	0	1,640,200	855,500
Pinal	0	3,666,000	1,662,500
Santa Cruz	0	153,000	65,900
Yavapai	0	3,586,900	1,843,400
Yuma/La Paz	0	5,270,700	2,647,000
<i>Subtotal - Rural Aid</i>	0	28,000,000	14,000,000
Urban Aid			
Maricopa	0	10,400,000	0
Pima	0	2,600,000	0
<i>Subtotal - Urban Aid</i>	0	13,000,000	0
Rural County Allocation	3,658,200	4,337,300	4,337,300 ^{1/}
Rural County Reimbursement Subsidy	1,273,800	1,773,800	1,273,800 ^{2/}
Tribal Community Colleges	4,099,600	2,856,100	3,014,800 ^{3/}

	FY 2021 ACTUAL	FY 2022 ESTIMATE	FY 2023 BASELINE
Additional Gila Workforce Development Aid	200,000	200,000	200,000
Diné College Remedial Education	1,000,000	1,000,000	1,000,000 ^{4/}
AGENCY TOTAL	66,138,900	108,904,700	78,661,500 ^{5/}
FUND SOURCES			
General Fund	66,138,900	108,904,700	78,661,500
SUBTOTAL - Appropriated Funds	66,138,900	108,904,700	78,661,500
Other Non-Appropriated Funds	34,460,300	50,925,100	50,925,100
TOTAL - ALL SOURCES	100,599,200	159,829,800	129,586,600

AGENCY DESCRIPTION - The Arizona community college system is comprised of 10 college districts and 2 provisional districts. Arizona’s community colleges provide programs and training in the arts, sciences and humanities, and vocational education leading to an Associates degree, Baccalaureate degree, Certificate of Completion, or transfer to a Baccalaureate degree-granting college or university.

FOOTNOTES

- 1/ A.R.S. § 15-1469.01 provides that the General Fund will pay the initial cost of students attending community colleges who are from counties that are not part of an established community college district, and then the state will withhold these counties’ sales tax revenues to offset that cost. In FY 2023, that amount is estimated to be \$4,337,300. Because this appropriation is in permanent statute, it is not included in the General Appropriation Act.
- 2/ Of the \$1,273,800 appropriated to the rural county reimbursement subsidy line item, Apache county receives \$699,300 and Greenlee county receives \$574,500. (General Appropriation Act footnote)
- 3/ A.R.S. § 42-5031.01 directs the State Treasurer to annually transmit to the tribal colleges 10% of Transaction Privilege Tax (TPT) revenues collected from sources located on the reservation, or \$1,750,000, whichever is less, as well as 5% of TPT revenues collected on the reservation, or \$875,000, whichever is less, to a technical college on the same reservation. Because this appropriation is in permanent statute, it is not included in the General Appropriation Act.
- 4/ On or before October 15, 2023, the Diné college board of regents shall submit to the governor, the speaker of the house of representatives, the president of the senate, the secretary of state and the joint legislative budget committee a report that details the course completion rate for students who received remedial education during the 2022-2023 academic year. (General Appropriation Act footnote)
- 5/ General Appropriation Act funds are appropriated as District-by-District Special Line Items.

Equalization Aid

The Baseline includes \$38,328,500 from the General Fund in FY 2023 for Equalization Aid. FY 2023 adjustments are as follows:

Property Value Changes

The Baseline includes an increase of \$2,422,300 from the General Fund in FY 2023 to reflect increased formula costs for funding Equalization Aid due to assessed valuation changes. Detail of specific district changes is shown in *Table 1*.

Background – The Equalization Aid line items provide additional state aid to community college districts with property tax bases that are less than the minimum assessed value specified in A.R.S. § 15-1402. Under the

<u>District</u>	<u>FY 2022</u>	<u>Year-over- Year Change</u>	<u>FY 2023</u>
Cochise	\$ 7,925,300	\$ 846,100	\$ 8,771,400
Graham	18,193,200	920,800	19,114,000
Navajo	9,171,000	741,900	9,912,900
Yuma/La Paz	<u>616,700</u>	<u>(86,500)</u>	<u>530,200</u>
Total	\$35,906,200	\$2,422,300	\$38,328,500

Equalization Aid formula, the minimum assessed valuation is revised by the average change in actual assessed valuation for the most recent year for all rural districts with populations of less than 500,000 persons, according to the most recent decennial census data. Actual assessed valuation for rural districts was 5.4% higher in TY 2021 than in the preceding year. Therefore, for the FY 2023 Equalization Aid formula calculation, the

minimum assessed valuation increased 5.4% to approximately \$1.6 billion. (See Table 2 for the calculation of the growth rate.)

Table 2

**Equalization Growth Factor
for Tax Years (TY) 2020-2021**

District	TY 2020 Primary AV	TY 2021 Primary AV	TY 2020- 2021 % Growth
Cochise*	\$ 973,084,500	\$ 994,800,800	2.2 %
Graham*	223,604,200	239,863,700	7.3 %
Navajo*	882,158,100	911,478,100	3.3 %
Yuma/La Paz*	1,506,557,400	1,596,348,900	6.0 %
Coconino	1,929,724,100	1,983,520,000	2.8 %
Mohave	2,010,693,400	2,143,344,600	6.6 %
Pinal	2,689,422,200	2,868,880,600	6.7 %
Yavapai	<u>2,957,724,700</u>	<u>3,143,221,200</u>	<u>6.3 %</u>
Total	\$13,172,968,600	\$13,881,457,800	5.4 %
Minimum AV	\$1,551,572,600	\$1,635,047,200	5.4 %

* These districts qualify to receive Equalization Aid under the state funding formula in FY 2023.

Equalization Aid is paid based on the difference between the minimum assessed valuation and the most recent actual assessed valuation for the district. Equalization Aid is calculated at the lesser of \$1.37 per \$100 of the district's assessed valuation or the district's levy rate.

As noted in Table 2, the average rural district assessed value increased by 5.4% in TY 2021. In comparison, Cochise increased by 2.2% and Navajo increased by 3.3%. Because their primary assessed values increased by less than the average rural district, Cochise and Navajo qualify for more aid. While Graham increased by 7.3% and Yuma/La Paz increased by 6.0%, more than the average rural district, their assessed values remain below the minimum assessed value.

In any one year a district's equalization assistance will depend on 1) whether the district falls below the minimum threshold (\$1.64 billion in FY 2023), 2) whether the district's change in assessed value was less than the rural districts' average change, and 3) the applicable tax rate.

Operating State Aid

The Baseline includes \$12,600,400 from the General Fund in FY 2023 for Operating State Aid. FY 2023 adjustments are as follows:

Enrollment Changes

The Baseline includes a decrease of \$(2,681,000) from the General Fund in FY 2023 to fund the statutory formula for Operating State Aid.

This amount funds statutory formula costs for a (3,996), or (14.9)% decrease in Full Time Student Equivalent (FTSE) students in rural community colleges (see Table 3). The (3,996) net FTSE decrease consists of a (3,785) FTSE decrease in non-dual enrollment students and a (211) FTSE decrease in dual enrollment students. A.R.S. § 15-1466.01 requires dual enrollment students be funded at 50% for state aid purposes. Dual enrollment refers to high school students who are enrolled in community college courses for both high school and community college credit.

Background – With the exception of Maricopa and Pima, the Operating State Aid line items provide each community college district with funds for continuing operating and maintenance expenses pursuant to A.R.S. § 15-1466. The Operating State Aid formula adjusts state aid in an amount that reflects changes in the FTSE enrollment count. This enrollment adjustment is calculated by multiplying the change in the most recent year's actual FTSE for each district by the average state aid per FTSE appropriated in the current fiscal year. (For FY 2023, the last actual FTSE data was from FY 2021.)

Table 3

Community College Enrollment

	FY 2020 FTSE	FY 2021 FTSE	Percentage Change
<u>Rural Districts</u>			
Cochise	5,829	5,620	(3.6)%
Coconino	1,877	1,491	(20.6)%
Gila	655	472	(27.9)%
Graham	2,348	1,770	(24.6)%
Mohave	2,370	1,914	(19.2)%
Navajo	1,648	1,468	(10.9)%
Pinal	3,432	2,655	(22.6)%
Santa Cruz	142	104	(26.8)%
Yavapai	3,520	3,062	(13.0)%
Yuma/La Paz	<u>5,005</u>	<u>4,274</u>	<u>(14.6)%</u>
<i>Subtotal</i>	<i>26,826</i>	<i>22,830</i>	<i>(14.9)%</i>
<u>Urban Districts</u>			
Maricopa	67,472	56,417	(16.4)%
Pima	<u>13,874</u>	<u>11,488</u>	<u>(17.2)%</u>
Total	108,172	90,735	(16.1)%

Maricopa and Pima County are also statutory recipients of Operating State Aid. However, a session law provision suspends the formula.

The full formula funding for Maricopa and Pima County cannot effectively be calculated for FY 2023. The

Operating State Aid formula adjusts the prior year's appropriation based on the changes in FTSE enrollment count. Maricopa and Pima County have not received Operating State Aid since FY 2015.

STEM and Workforce Programs State Aid

The Baseline includes \$3,906,700 from the General Fund in FY 2023 for Science, Technology, Engineering and Mathematics (STEM) and Workforce Programs State Aid. FY 2023 adjustments are as follows:

Remove Maricopa and Pima Funding

The Baseline includes a decrease of \$(2,000,000) from the General Fund in FY 2023 for the elimination of one-time funding to Maricopa and Pima. Maricopa and Pima were appropriated \$1,600,000 and \$400,000, respectively, for FY 2020, FY 2021, and FY 2022 in the FY 2020 General Appropriation Act.

Enrollment Changes

The Baseline includes a decrease of \$(643,200) from the General Fund in FY 2023 to fund decreased formula costs for STEM and Workforce Programs State Aid. This reduction is the result of a net decline in rural district enrollment in FY 2021.

Background – The STEM and Workforce Programs State Aid line items provide the community college districts with funds for partnerships, faculty, technology equipment, student services, facilities, and property needs pursuant to A.R.S. § 15-1464.

The STEM and Workforce Programs State Aid formula provides per capita funding to districts based on the district's size and the most recent year's actual audited FTSE. The statutory formula provides \$210 per FTSE for districts with 5,000 or less FTSE and \$160 per FTSE for districts with greater than 5,000 FTSE.

The FY 2022 Higher Education BRB suspended this formula and funded districts as specified in the FY 2022 General Appropriation Act. The FY 2023 Baseline continues these adjustments:

- 1) All rural districts except Pinal receive funding in the same amount as the full formula.
- 2) Pinal receives \$96,500. Full funding for Pinal would cost an additional \$454,600.
- 3) Maricopa and Pima receive no STEM and Workforce Programs State Aid. Fully funding Maricopa and Pima according to the formula in FY 2023 would cost \$8,584,900 for Maricopa and \$1,776,600 for Pima.

Rural Aid

The Baseline includes \$14,000,000 from the General Fund in FY 2023 for Rural Aid. FY 2023 adjustments are as follows:

Remove One-Time Rural Aid

The Baseline includes a decrease of \$(14,000,000) from the General Fund in FY 2023 for the elimination of one-time aid to the 10 rural community college districts.

In FY 2022, this one-time funding was allocated to the 10 rural community college districts based on each district's share of actual FY 2020 enrollment.

In FY 2023, rural aid will be allocated based on each district's share of actual FY 2021 enrollment.

Urban Aid

The Baseline includes no funding in FY 2023 for Urban Aid. FY 2023 adjustments are as follows:

Remove One-Time Urban Aid

The Baseline includes a decrease of \$(13,000,000) from the General Fund in FY 2023 for the elimination of one-time aid to the 2 urban community college districts, Maricopa and Pima.

In FY 2022, this one-time funding was allocated to the 2 urban community college districts based on each district's share of STEM and Workforce Programs State Aid in the FY 2020 General Appropriation Act.

Rural County Allocation

The Baseline includes \$4,337,300 from the General Fund in FY 2023 for Rural County Allocation. This amount is unchanged from FY 2022.

Background – The Rural County Allocation line item facilitates payment to community college districts for students enrolled from counties that are not a part of an established community college district. If a county is not part of a community college district, it is responsible for the cost of their students attending community college in another county. A.R.S. § 15-1469.01 provides that the General Fund will pay the initial cost for these counties and then the state will withhold these counties' sales tax revenues to offset that cost; therefore, there is no net General Fund impact. The payments made on behalf of the counties are not included in county expenditure limits established in the Arizona Constitution. The county payments are partially offset by a state subsidy. (See next line item.)

Each year, the amount is determined by enrollment counts submitted to the JLBC Staff. The JLBC Staff is required by A.R.S. § 15-1469D to report the county withholdings to the Treasurer by May 15 for the upcoming fiscal year. In May 2021, the JLBC Staff reported the amount to be \$4,337,300 for FY 2022.

Monies for the Rural County Allocation are authorized by A.R.S. § 15-1469.01, and therefore do not appear in the General Appropriation Act.

Rural County Reimbursement Subsidy

The Baseline includes \$1,273,800 from the General Fund in FY 2023 for Rural County Reimbursement Subsidy. FY 2023 adjustments are as follows:

Remove One-Time Subsidy Increase

The Baseline includes a decrease of \$(500,000) from the General Fund in FY 2023 for the elimination of one-time increase for the Rural County Reimbursement Subsidy.

This funding partially offsets the cost to counties that are not part of an established community college district. The funding is appropriated to Apache and Greenlee Counties. The Baseline continues a General Appropriation Act footnote allocating these monies. Of the \$1,273,800 subsidy, \$699,300 is distributed to Apache and \$574,500 to Greenlee.

Tribal Community Colleges

The Baseline includes \$3,014,800 from the General Fund in FY 2023 for Tribal Community Colleges. FY 2023 adjustments are as follows:

Increase Tohono O'odham Funding

The Baseline includes an increase of \$158,700 from the General Fund in FY 2023 for Tohono O'odham Community College.

The Baseline includes a distribution of \$2,625,000 to the Navajo Nation, comprised of \$1,750,000 for Diné College and \$875,000 for Navajo Technical College. For the Navajo Nation, the budget assumes the maximum amounts allowed under statute since a net of 15% of their current TPT revenues would exceed the statutory distribution limits as described below. The Baseline also includes \$389,800 for Tohono O'odham Community College in FY 2023 based on a projection of 10% of the collected TPT revenues from the reservation.

Background – This funding is limited to qualified tribes that instituted a compact with the state before September 1, 2017, to receive a portion of Transaction

Privilege Tax (TPT) revenues for support of tribe's postsecondary institution(s). A.R.S. § 42-5031.01 allows any qualifying tribal community college to receive \$1,750,000, or 10% of the TPT revenues collected from all sources located on the reservation, whichever is less. A.R.S. § 42-5031.01 also allows any additional technical college located on the same reservation to receive \$875,000, or 5% of the TPT revenues collected from sources located on the reservation, whichever is less. Actual amounts for FY 2023 will depend on FY 2023 collections. Given the language of A.R.S. § 42-5031.01, these monies do not appear in the General Appropriation Act. (Please see the FY 2020 Appropriations Report for more information.)

Additional Gila Workforce Development Aid

The Baseline includes \$200,000 from the General Fund for Additional Gila Workforce Development Aid in FY 2023. This amount is unchanged from FY 2022.

Background – As a provisional community college district, Gila County is not eligible for a \$200,000 annual Workforce Development allocation from Proposition 301 monies (see A.R.S. § 42-5029).

Diné College Remedial Education

The Baseline includes \$1,000,000 from the General Fund in FY 2023 for Diné College Remedial Education. This amount is unchanged from FY 2022.

This line item provides additional funding to Diné College to provide remedial education to help students prepare for college-level courses such as reading, writing and mathematics. In addition, the Baseline continues a General Appropriation Act footnote that requires the Diné college board of regents to submit a report that details the course completion rate for students who received remedial education during the 2022-2023 academic year to the JLBC, Governor's office, and legislative leaders on or before October 15, 2023.

Other Issues

Statutory Changes

The Baseline would:

- As session law, continue to suspend the Operating State Aid funding at levels specified in the General Appropriation Act, which effectively means

suspending the formula in FY 2023 for only Maricopa and Pima Counties.

- As session law, continue to set the Science, Technology, Engineering and Mathematics and Workforce Programs district funding at levels specified in the General Appropriation Act, which effectively means suspending the formula in FY 2023 for only Maricopa, Pima and Pinal Counties.

Long-Term Budget Impacts

Beyond FY 2023 Baseline changes, the JLBC Staff estimates that Community College statutory caseload changes will require an additional \$4,160,100 in FY 2024 above FY 2023 spending and an additional \$2,740,400 in FY 2025 above FY 2024 spending.

These estimates assume:

- An increase of \$1,263,400 for Operating State Aid in FY 2024 above FY 2023 due to enrollment increases in rural districts. The COVID-19 pandemic resulted in a decline in student enrollment in FY 2021. Unaudited enrollment figures indicate a rebound in enrollment in rural districts in FY 2022. Given that the Operating State Aid funding is based on enrollment changes from 2 years prior, enrollment increases in FY 2022 would not affect Operating State Aid until FY 2024.

- An increase of \$317,500 for STEM and Workforce Programs State Aid in FY 2024 above FY 2023. As with Operating State Aid, STEM and Workforce Programs State Aid funding is based on enrollment from 2 years prior. Therefore, enrollment increases in FY 2022 would not affect STEM and Workforce Programs State Aid until FY 2024.
- An increase of \$2,579,200 for Equalization Aid in FY 2024 above FY 2023 and \$2,740,400 in FY 2025 above FY 2024. These estimates assume total Net Assessed Value (NAV) growth of 5.4% in FY 2024 and 5.5% in FY 2025 based on the statewide average. The counties receiving aid would see an average NAV increase of 4.5% in FY 2024 and 4.6% in FY 2025. This would cause NAV in those districts to grow farther from the statewide NAV average for rural counties in both years, entitling them to more Equalization Aid.

Community College Revenue Sources

In addition to state General Fund monies, Arizona’s community colleges receive revenues from a number of other sources, including student tuition and fees, local property taxes, grants, and other monies generated by the colleges. Of the total, the community colleges receive 3.0% of their revenues (excluding bond proceeds) from state aid.

Table 4

Total Estimated Community College Revenues – FY 2022

District	State Aid ^{1/}	Tuition/Fees	Property Taxes	Grants ^{2/}	Other ^{3/}	FY 2022 Total ^{4/}	FY 2021 Total ^{5/}	% Change from FY 2021
Cochise	\$16,379,100	\$6,381,000	\$24,314,900	\$29,141,200	\$12,977,300	\$89,193,500	\$61,218,000	45.7%
Cocconino	3,204,800	7,508,500	8,715,600	12,620,100	809,000	32,858,000	24,794,700	32.5%
Gila ^{6/}	271,500	0	5,374,300	591,200	351,000	6,588,000	6,356,100	3.6%
Graham	20,129,300	7,494,000	7,424,700	23,370,100	8,781,900	67,200,000	53,919,600	24.6%
Maricopa	0	201,749,700	597,210,100	291,480,900	240,885,500	1,331,326,200	978,844,900	36.0%
Mohave	1,205,500	8,506,000	26,510,100	16,635,500	543,100	53,400,200	48,291,100	10.6%
Navajo	12,323,500	4,400,000	15,955,400	8,250,000	2,682,500	43,611,400	39,718,300	9.8%
Pima	0	44,707,000	123,461,100	124,009,000	6,192,000	298,369,100	219,095,800	36.2%
Pinal	1,356,500	9,185,000	61,454,900	32,133,800	7,796,200	111,926,400	89,542,900	25.0%
Santa Cruz ^{6/}	17,100	10,000	1,727,000	224,000	11,700	1,989,800	1,866,300	6.6%
Yavapai	4,096,500	10,574,000	48,329,600	23,394,500	5,434,300	91,828,900	80,890,600	13.5%
Yuma/La Paz	8,008,600	12,407,500	39,376,100	55,928,000	8,805,100	124,525,300	80,064,200	55.5%
Total ^{7/}	\$66,992,400	\$312,922,600	\$959,853,800	\$617,778,300	\$295,269,600	\$2,252,816,800	\$1,684,602,500	33.7%

^{1/} State Aid revenue includes Operating State Aid and Equalization Aid.

^{2/} Includes federal coronavirus-related grants.

^{3/} Includes auxiliary programs, interest income, workforce development funds, and transfers.

^{4/} Total revenues do not include bond proceeds or district fund balances. Including these amounts, total revenues are estimated to be \$2,561,553,100 for FY 2022.

^{5/} Total revenues do not include bond proceeds or district fund balances. Including these amounts, total revenues are \$1,778,770,400 for FY 2021.

^{6/} Gila Provisional Community College contracts with Graham County’s Eastern Arizona College in order to provide degree programs. Therefore, Gila’s tuition and fee revenues are collected by Graham according to their contract agreement. Santa Cruz Provisional Community College contracts with Pima County’s Community College in order to provide degree programs. Therefore, Santa Cruz’s tuition and fee revenues are collected by Pima according to their contract agreement.

^{7/} Columns may not add to total due to rounding.

For FY 2022, base operating revenues from all sources are estimated to be \$2,252,816,800. (See Table 4 for a summary of FY 2022 total revenue estimates.)

Property taxes are the single largest revenue source for the community colleges, accounting for 42.6% of their revenues. There are 2 types of property taxes: primary and secondary. For the community colleges, primary property taxes are levied for operating purposes and secondary property taxes are levied to pay for capital outlay expenses. Both taxes are levied on limited property values. Each community college district determines its primary and secondary property tax rates. (See Table 5 for a summary of TY 2021 property tax rates.)

<u>District</u>	<u>Primary Rate</u>	<u>Secondary Rate</u>	<u>Combined Rate</u>	<u>% Change Combined Rate from TY 2020</u>
Cochise	\$2.44	\$0.00	\$2.44	1.7%
Coconino	0.44	0.00	0.44	(2.2)%
Gila	0.96	0.00	0.96	0.0%
Graham	3.10	0.00	3.10	(0.6)%
Maricopa	1.11	0.11	1.22	(5.4)%
Mohave	1.24	0.00	1.24	(3.9)%
Navajo	1.75	0.00	1.75	(1.7)%
Pima	1.27	0.00	1.27	(5.2)%
Pinal	1.98	0.17	2.15	(6.5)%
Santa Cruz	0.46	0.00	0.46	(2.1)%
Yavapai	1.56	0.01	1.57	(7.1)%
Yuma/La Paz	2.13	0.34	2.47	(3.5)%

Under A.R.S. § 42-17051, community colleges are allowed to collect 2% more in property tax revenues annually, not including revenue from new construction. Any increase over 2% requires voter approval, unless the district has foregone increases in prior years and consolidates those increases into a single year.

The community colleges also collect tuition and fees from enrolled students. These collections account for approximately 13.9% of total revenues. Tuition and fees are assessed on a per credit hour basis. FY 2022 weighted average tuition (weighted for each district’s proportion of the statewide FTSE count) is \$2,580 if a full-time student attends for 30 hours a year. The FY 2022 amount represents a decrease of (14.2)% from FY 2021. (See Table 6 for FY 2022 resident tuition and fee rates.)

Community colleges also receive grants and “other” revenue from a variety of sources. Combined, they account for approximately 40.5% of community college revenues.

<u>District</u>	<u>Average Cost Per Credit Hour</u>	<u>Annual Cost ^{1/}</u>	<u>% Change from FY 2021</u>
Cochise	\$91	\$2,730	0.0%
Coconino	113	3,390	0.0%
Gila	90	2,700	0.0%
Graham	90	2,700	0.0%
Maricopa	85	2,550	25.0%
Mohave	81	2,430	0.0%
Navajo	82	2,460	3.8%
Pima	87	2,610	0.0%
Pinal	86	2,580	0.0%
Santa Cruz	44	1,305	(48.5)%
Yavapai	76	2,280	0.0%
Yuma/La Paz	90	2,700	2.3%
Weighted Average	\$86	\$2,580	(14.2)%

^{1/} Annual cost is for 30 hours a year, or 15 hours per semester.

Revenue listed in the “other” category includes auxiliary programs, interest incomes, workforce development funds, and transfers.

Total Community College Expenditures

Table 7 shows total budgeted FY 2022 community college expenditures. In FY 2022, total budgeted expenditures are \$2,549,359,400. As mentioned previously, base operating revenues for FY 2022 are \$2,252,816,800; however, this figure does not include allocated fund balances or bond proceeds. Including these amounts, total available revenues are \$2,561,553,100. Of the total \$2,549,359,400 in budgeted expenditures, \$2,107,949,500, or 82.7%, of these expenditures are from the community colleges’ General and Restricted Funds. This includes \$542,259,900, or 21.3%, for instruction and \$425,392,200, or 16.7%, for institutional support. Expenditures for auxiliary enterprises, including revenue-generating retail and business services such as parking lots, bookstores, and food service, are \$76,072,100, or 3.0% of the total. Plant Fund expenditures, which generally include capital costs, are \$281,523,300, or 11.0% of the total. The remaining \$83,814,500, or 3.3%, is for debt service.

Community College Expenditure Limitations

The Arizona Constitution requires the Economic Estimates Commission to calculate the expenditures limitation for community college districts based on FY 1980 expenditures. The base limit is adjusted each year for enrollment and inflation.

Table 7
Community Colleges - FY 2022 Budgeted Expenditures

<u>General/Restricted Funds</u>	<u>Total</u>	<u>% of Total</u>
Instruction	\$ 542,259,900	21.3%
Public Service	55,341,500	2.2%
Academic Support	187,150,000	7.3%
Student Services	213,215,600	8.4%
Institutional Support	425,392,200	16.7%
Operation & Maintenance	141,971,100	5.6%
Scholarships & Grants	433,298,100	17.0%
Contingency	<u>109,321,000</u>	<u>4.3%</u>
Subtotal ^{1/}	\$2,107,949,500	82.7%
Auxiliary Enterprises Fund	\$ 76,072,100	3.0%
Plant Fund	281,523,300	11.0%
Debt Service	<u>83,814,500</u>	<u>3.3%</u>
Total ^{1/}	\$2,549,359,400	100%

^{1/} May not add to subtotal and total due to rounding.

The expenditure limitation does not apply to certain monies received by community college districts, such as tuition and fees or federal grants. A.R.S. § 15-1444 also excludes from the expenditure limitation auxiliary fees, entrepreneurial and commercial activities, research and development agreements, and grants from the state, political subdivisions, tribal governments, or special taxing districts.

As part of the annual budget submission process, the community college districts calculate their expenditures for the current year. These figures are then audited by the Auditor General after the end of each fiscal year.

Table 8 includes the FY 2022 expenditure limits and the estimated expenditures reported by the districts. Of the 12 districts, 7 currently estimate that they will be at the limit in FY 2022.

Table 8
Community College Expenditure Limits – FY 2022

<u>District</u>	<u>Expenditure Limit</u>	<u>Estimated Expenditures</u>
Cochise	\$67,578,287	\$45,369,582
Coconino	16,927,200	15,367,633
Gila*	5,241,566	5,241,566
Graham	36,049,564	34,247,086
Maricopa	472,659,526	472,659,526
Mohave	25,647,407	25,647,407
Navajo	15,503,375	15,503,375
Pima	138,825,309	138,825,309
Pinal	37,374,131	37,374,131
Santa Cruz*	1,441,943	1,441,943
Yavapai	48,002,250	45,866,490
Yuma/La Paz	55,891,071	47,535,530

* indicates provisional community college district

A.R.S. § 41-1279.07 stipulates that a community college district that exceeds its expenditure limitation without authorization will have the following amount of state aid withheld, based on the percentage of the excess expenditure:

- If the excess expenditures are less than 5% of the limitation, the amount withheld is equal to the excess expenditures.
- If the excess expenditures are between 5% and 10% of the limitation or are less than 5% of the limitation and it is at least the second consecutive instance of excess expenditures, the amount withheld is equal to 3 times the excess expenditures.
- If the excess expenditures are equal to 10% or more of the limitation, the amount withheld is equal to 5 times the excess expenditures or one-third of the district's allocation of state aid, whichever is less.

SUMMARY OF FUNDS	FY 2021 Actual	FY 2022 Estimate
Smart and Safe Arizona Fund (varies by account/A.R.S. § 36-2856)		Non-Appropriated
Source of Revenue: The fund receives revenues from a 16.0% excise tax on the sale of recreational marijuana products and license and registration fees.		
Purpose of Fund: To pay costs incurred by state agencies to implement the provisions of Proposition 207, which legalized the adult use of recreational marijuana. After agencies pay administrative costs, the remaining funds are distributed 33.0% to community college districts, 31.4% to municipal police and fire departments, 25.4% to the Highway User Revenue Fund, 10.0% to the Justice Reinvestment Fund, and 0.2% to the Attorney General.		
Funds Expended	11,433,700	24,860,700
Year-End Fund Balance	0	0

SUMMARY OF FUNDS	FY 2021 Actual	FY 2022 Estimate
Tribal Assistance Fund (No Fund Number/A.R.S. § 42-5029)		Non-Appropriated
Source of Revenue: A portion of the 0.6% education sales tax. The law directs each qualifying tribal community college to receive distributions in the same manner as the transfers to individual community college district workforce development accounts. A "qualifying Indian tribe" is an Indian tribe that owns, operates, and charters any community college located on its own reservation in this state.		
Purpose of Fund: To fund workforce development and job training activities at a community college owned, operated, or chartered by a qualifying Indian tribe.		
Funds Expended	857,300	889,100
Year-End Fund Balance	0	0
Workforce Development Accounts (varies by account/A.R.S. § 15-1472)		Non-Appropriated
Source of Revenue: Three percent of collections from the 0.6% education sales tax, after debt service on state school facilities revenue bonds has been paid. This funding was authorized by voter approval of Proposition 301 in the November 2000 General Election.		
Purpose of Fund: To fund workforce development and training activities at the community college districts.		
Funds Expended	22,169,300	25,175,300
Year-End Fund Balance	0	0

Arizona Community Colleges

FY 2023 State Aid Request for M&O, Equalization Assistance and STEM Workforce Programs

FY 2023 State Aid Request	Cochise	Coconino	Gila	Graham	Maricopa	Mohave	Navajo	Pima	Pinal	Santa Cruz	Yavapai	Yuma/La Paz	Total
Maintenance & Operation	\$ 4,235,700	\$ 1,389,800	\$ 159,900	\$ 1,548,300	\$ -	\$ 979,700	\$ 1,414,700	\$ -	\$ 881,400	\$ (8,100)	\$ 308,600	\$ 1,916,800	\$ 12,826,800
Equalization Assistance	8,771,400	-	-	19,114,000	-	-	9,912,900	-	-	-	-	531,400	38,329,700
STEM Workforce Programs	895,200	296,900	91,800	361,500	8,586,100	394,200	288,900	1,933,100	564,400	21,800	610,000	877,200	14,921,100
Rural Aid - On Going	3,125,500	953,650	326,150	1,241,850	-	1,194,450	820,100	-	1,833,000	76,500	1,793,450	2,635,350	14,000,000
Total Request	\$ 17,027,800	\$ 2,640,350	\$ 577,850	\$ 22,265,650	\$ 8,586,100	\$ 2,568,350	\$ 12,436,600	\$ 1,933,100	\$ 3,278,800	\$ 90,200	\$ 2,712,050	\$ 5,960,750	\$ 80,077,600

Maintenance and Operations, Pursuant to ARS 15-1466	Cochise	Coconino	Gila	Graham	Maricopa	Mohave	Navajo	Pima	Pinal	Santa Cruz	Yavapai	Yuma/La Paz	Total
FTSE Change:													
FY 2020 Audited FTSE (Total)	5,829	1,877	655	2,348	67,472	2,370	1,648	13,874	3,432	142	3,520	5,005	108,172
FY 2021 Unaudited FTSE (Total)	5,620	1,506	472	1,770	56,425	2,012	1,486	12,469	2,718	104	3,057	4,274	91,913
Increase/(Decrease)	(209)	(371)	(183)	(578)	(11,047)	(358)	(162)	(1,405)	(714)	(38)	(463)	(731)	(16,259)
FY 2020 Audited Non Dual Enr	5,776	1,664	556	2,263	61,565	2,065	1,397	13,272	3,374	142	3,139	4,780	99,993
FY 2021 Unaudited Non Dual Enr	5,570	1,322	403	1,673	50,902	1,743	1,265	11,695	2,657	104	2,753	4,080	84,167
Increase/(Decrease)	(206)	(342)	(153)	(590)	(10,663)	(322)	(132)	(1,577)	(717)	(38)	(386)	(700)	(15,826)
FY 2020 Audited Dual Enrollment	53	213	99	85	5,907	305	251	602	58	-	381	225	8,179
FY 2021 Unaudited Dual Enrollment	50	184	69	97	5,523	269	221	774	61	-	304	194	7,746
Increase/(Decrease)	(3)	(29)	(30)	(12)	(384)	(36)	(30)	(172)	(3)	-	(77)	(31)	(433)

State Aid Adj. for FTSE Change and Dual Enrollment:	Cochise	Coconino	Gila	Graham	Maricopa	Mohave	Navajo	Pima	Pinal	Santa Cruz	Yavapai	Yuma/La Paz	Total
FY 2022 State aid M&O	\$ 4,373,500	\$ 1,626,500	\$ 271,500	\$ 1,936,100	\$ -	\$ 1,205,500	\$ 1,512,300	\$ -	\$ 1,356,500	\$ 17,100	\$ 590,500	\$ 2,391,900	\$ 15,281,400
Non Dual Enrollment Growth	(136,800)	(227,100)	(101,600)	(391,800)	-	(213,800)	(87,600)	-	(476,100)	(25,200)	(256,300)	(464,800)	(2,381,100)
Dual Enrollment Growth ⁽¹⁾	(1,000)	(9,600)	(10,000)	4,000	-	(12,000)	(10,000)	-	1,000	-	(25,600)	(10,300)	(73,500)
FY 2023 Appropriation	4,235,700	1,389,800	159,900	1,548,300	-	979,700	1,414,700	-	881,400	(8,100)	308,600	1,916,800	12,826,800
Increased State approp.	\$(137,800)	\$(236,700)	\$(111,600)	\$(387,800)	\$-	\$(225,800)	\$(97,600)	\$-	\$(475,100)	\$(25,200)	\$(281,900)	\$(475,100)	\$(2,454,600)

⁽¹⁾ Reflects funding adjustment for Dual Enrollment based on Dual Enrollment FTSE * Average Appropriation* 50%

Formula calculated according to statute	
FY 2022 Total M&O Appropriation	\$ 15,281,400
FY 2021 Unaudited FTSE (Total)	23,019
Average Appropriation Per FTSE (Non Dual Enrollment)	\$ 664
Average Appropriation Per FTSE (Dual Enrollment)	\$ 332

Equalization FY 2023 Calculation, Pursuant to ASRS 15-1468	Cochise	Coconino	Gila	Graham	Maricopa	Mohave	Navajo	Pima	Pinal	Santa Cruz	Yavapai	Yuma/La Paz	Total
FY 2023 Equalization Aid	\$ 8,771,400	\$ -	\$ -	\$ 19,114,000	\$ -	\$ -	\$ 9,912,900	\$ -	\$ -	\$ -	\$ -	\$ 531,400	\$ 38,329,700
FY 2022 Equalization Aid	7,925,300	-	-	18,193,200	-	-	9,171,000	-	-	-	-	616,700	36,906,200
Increase/(Decrease)	\$ 846,100	\$ -	\$ -	\$ 920,800	\$ -	\$ -	\$ 741,900	\$ -	\$ -	\$ -	\$ -	\$(85,300)	\$ 2,423,500

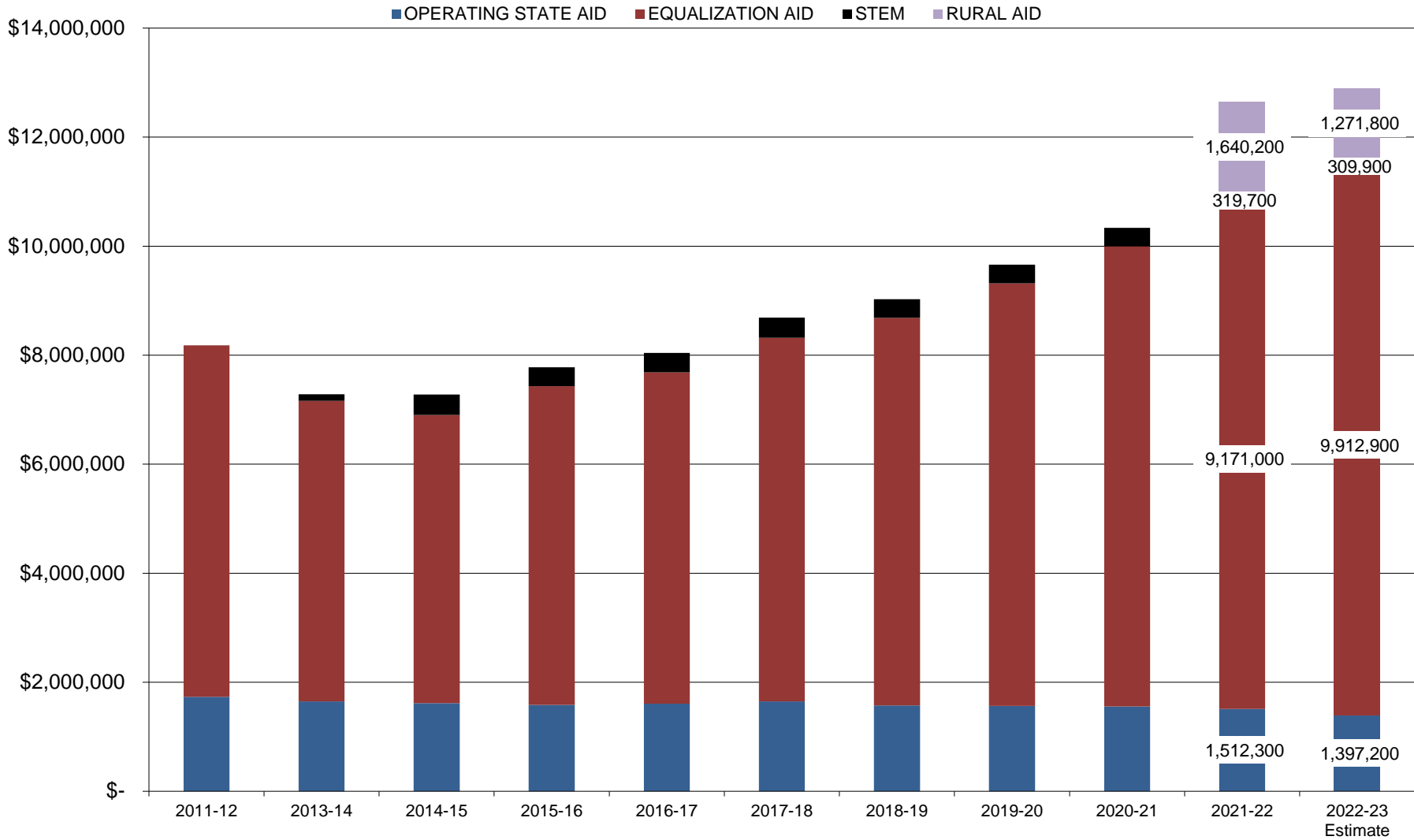
The STEM Support request shown below was calculate using the formula in ARS 15-1464

STEM Workforce Programs	Cochise	Coconino	Gila	Graham	Maricopa	Mohave	Navajo	Pima	Pinal	Santa Cruz	Yavapai	Yuma/La Paz	Total
FY 2021 Unaudited Non Dual Enr	5,570	1,322	403	1,673	50,902	1,743	1,265	11,695	2,657	104	2,753	4,080	84,167
FY 2021 Unaudited Dual Enrollment	50	184	69	97	5,523	269	221	774	61	-	304	194	7,746
FY 2022 Amount for Non Dual Enroll ⁽¹⁾	\$ 891,200	\$ 277,600	\$ 84,600	\$ 351,300	\$ 8,144,300	\$ 366,000	\$ 265,700	\$ 1,871,200	\$ 558,000	\$ 21,800	\$ 578,100	\$ 856,800	\$ 14,266,600
FY 2022 Amount for Dual Enrollment	4,000	19,300	7,200	10,200	441,800	28,200	23,200	61,900	6,400	-	31,900	20,400	654,500
FY 2023 Formula Calculation (2)	\$ 895,200	\$ 296,900	\$ 91,800	\$ 361,500	\$ 8,586,100	\$ 394,200	\$ 288,900	\$ 1,933,100	\$ 564,400	\$ 21,800	\$ 610,000	\$ 877,200	\$ 14,921,100
FY 2022 STEM Aid	928,400	371,800	127,200	484,200	1,600,000	465,700	319,700	400,000	96,500	29,800	699,200	1,027,400	6,549,900
Increase/(Decrease)	\$(33,200)	\$(74,900)	\$(35,400)	\$(122,700)	6,986,100	\$(71,500)	\$(30,800)	1,533,100	467,900	\$(8,000)	\$(89,200)	\$(150,200)	8,371,200

⁽¹⁾ FY 2021 FTSE times rate per FTSE: rate is <5,000 FTSE @ \$210 per FTSE, > 5,000 FTSE @ \$160 per FTSE

⁽²⁾ Reflects funding at 50% of STEM amount for Dual Enrollment Students

NPC State Aid Revenues



2022 LEVY LIMIT WORKSHEET

Date: 2/10/2022

NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE
--

MAXIMUM LEVY	2021
A.1. Maximum Allowable Primary Tax Levy	\$17,018,207
A.2. A.1 multiplied by 1.02	\$17,358,571

CURRENT YEAR NET ASSESSED VALUE SUBJECT TO TAXATION IN PRIOR YEAR	2022
B.1. Centrally Assessed	\$217,487,121
B.2. Locally Assessed Real Property	\$720,821,611
B.3. Locally Assessed Personal Property	\$16,625,655
B.4. Total Assessed Value (B.1 through B.3)	\$954,934,387
B.5. B.4. divided by 100	\$9,549,344

CURRENT YEAR NET ASSESSED VALUES	2022
C.1. Centrally Assessed	\$169,122,752
C.2. Locally Assessed Real Property	\$733,097,533
C.3. Locally Assessed Personal Property	\$16,625,655
C.4. Total Assessed Value (C.1 through C.3)	\$918,845,940
C.5. C.4. divided by 100	\$9,188,459

LEVY LIMIT CALCULATION	2022
D.1. LINE A.2	\$17,358,571
D.2. LINE B.5	\$9,549,344
D.3. D.1/D.2 (MAXIMUM ALLOWABLE TAX RATE)	1.8178
D.4. LINE C.5	\$9,188,459
D.5. D.3 multiplied by D.4 = MAXIMUM ALLOWABLE LEVY LIMIT	\$16,702,781
D.6. Excess Collections/Excess Levy	
D.7. Amount in Excess of Expenditure Limit	
D.8. ALLOWABLE LEVY LIMIT (D.5 - D.6 - D.7)	\$16,702,781

<i>2022 New Construction</i>	(\$36,088,447)
------------------------------	----------------

Enter data in yellow-shaded cells only.
Calculated data in tan should be used in published notice.
Reference updated language for published notice per Chapter 198 (HB 2286, Laws 2017).

Truth in Taxation Analysis

Calculation for Truth in Taxation Hearing Notice pursuant to A.R.S. § 42-17107

	Maximum	Same Rate as Last Year	TNT Rate
Actual current primary property tax levy: (line F.1. actual levy from prior year's final levy limit worksheet)	\$ 15,955,424	\$ 15,955,424	\$ 15,955,424
Net assessed valuation: (line C.4. from current year's worksheet)	\$ 918,845,940	\$ 918,845,940	\$ 918,845,940
Value of new construction:	\$ (36,088,447)	\$ (36,088,447)	\$ (36,088,447)
Net assessed value minus new construction: (line B.4. from current year's levy limit worksheet)	\$ 954,934,387	\$ 954,934,387	\$ 954,934,387
MAXIMUM TAX RATE THAT CAN BE IMPOSED WITHOUT A TRUTH IN TAXATION HEARING:	\$ 1.6708	\$ 1.6708	\$ 1.6708
Growth in property tax levy capacity associated with new construction:	\$ (602,966)	\$ (602,966)	\$ (602,966)
MAXIMUM PRIMARY PROPERTY TAX LEVY WITHOUT A TRUTH IN TAXATION HEARING:	\$ 15,352,078	\$ 15,352,078	\$ 15,352,078
Proposed primary property tax levy:	\$ 16,702,781	\$ 16,084,078	\$ 15,352,078
Proposed increase in primary property tax levy, exclusive of new construction	\$ 1,403,753	\$ 760,750	\$ -
Proposed percentage increase in primary property tax levy:	8.80%	4.77%	0.00%
Proposed primary property tax rate:	\$ 1.8178	\$ 1.7505	\$ 1.6708
Proposed increase in primary property tax rate:	\$ 0.1470	\$ 0.0797	\$ 0.0000
Proposed primary property tax levy on a home valued at \$100,000	\$ 181.78	\$ 175.05	\$ 167.08
Primary property tax levy on a home valued at \$100,000 if the tax rate was not raised:	\$ 167.08	\$ 167.08	\$ 167.08
Proposed primary property tax levy increase on a home valued at \$100,000:	\$ 14.70	\$ 7.97	\$ 0.00

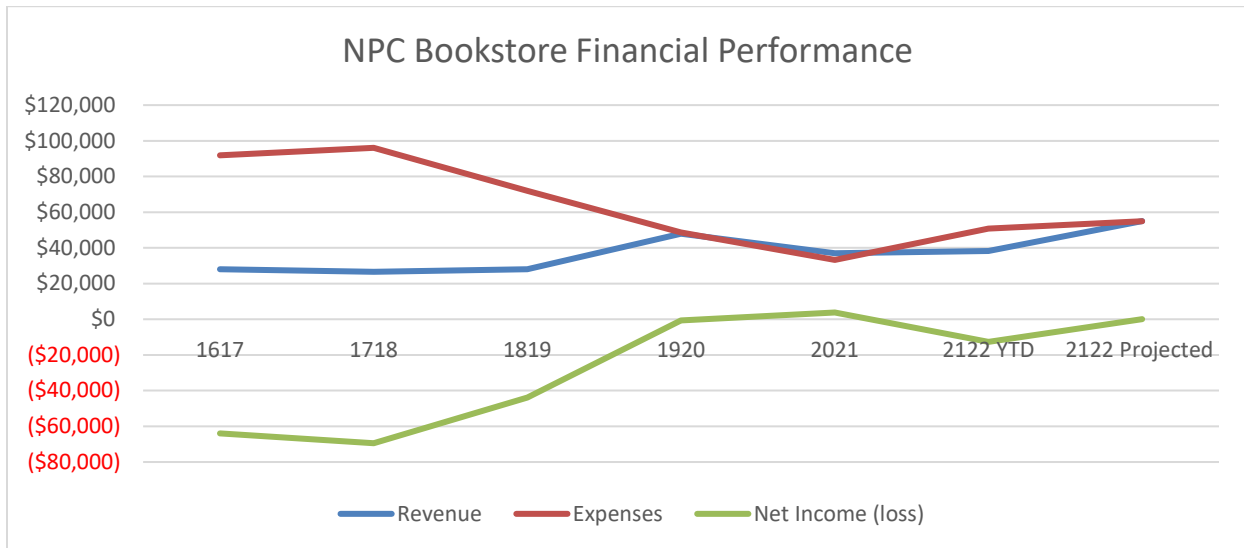
NPC Virtual Bookstore

Report on Financial Performance

March 7, 2022

Overview and 5 Year Financial Summary

This report provides financial, statistical and usage data available to students via Ecampus (NPC's virtual bookstore) and its' structure, as well as information on the growing trends in student resources.

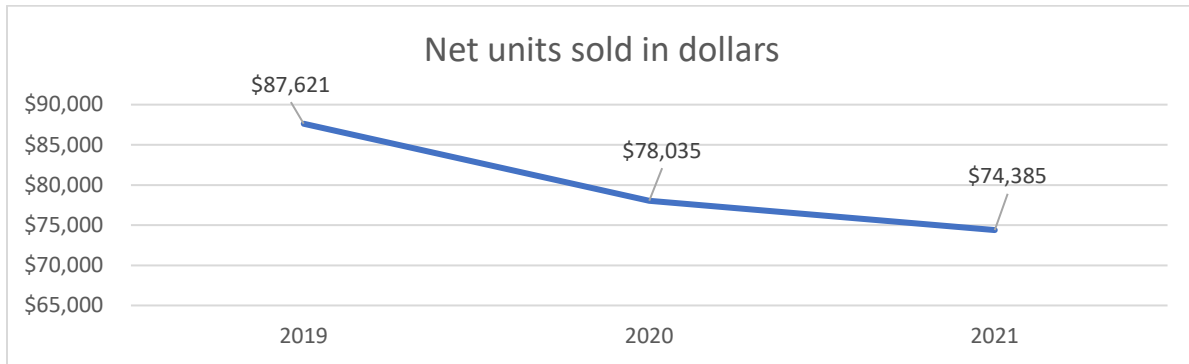


	1617	1718	1819	1920	2021	2122 YTD	2122 Projected
Revenue	\$27,982	\$26,586	\$27,972	\$47,889	\$37,036	\$38,186	\$55,000
Expenses	\$91,953	\$96,061	\$71,922	\$48,566	\$33,249	\$50,879	\$55,000
Net Income (loss)	(\$63,971)	(\$69,475)	(\$43,950)	(\$677)	\$3,787	(\$12,693)	\$0
Revenue change		-5%	5%	71%	-23%	3%	49%
Expenditure change		4%	-25%	-32%	-32%	53%	8%

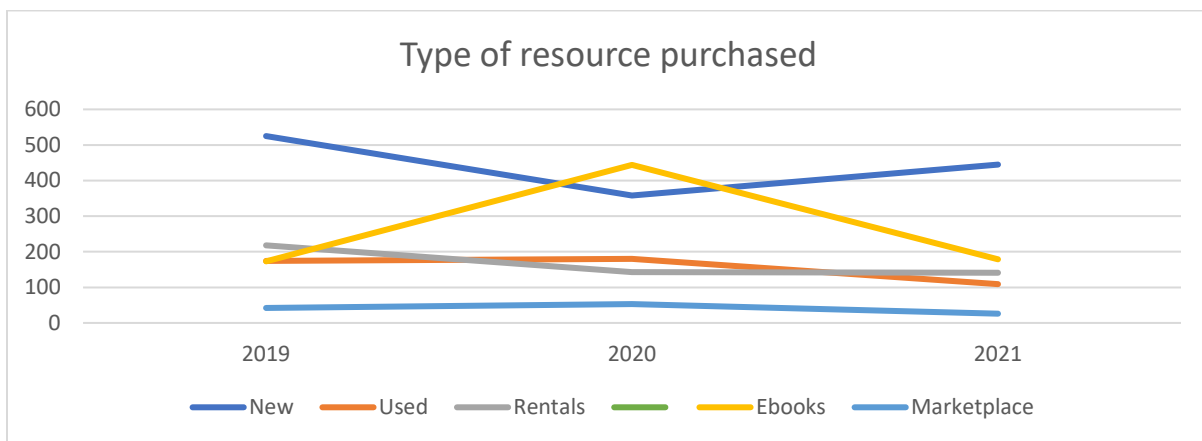
Contract status

- Expires May 2022
- 60 days written notice to terminate services
- Free shipping threshold at \$35 since 2019
- No commission or mark-up collected by NPC since 2019
- Students' aid can be applied to bookstore purchases

Total Ecampus sales:



Types of resources available and changes in selection in the last 3 years



Changes in how NPC has done Bookstore business

2010 (original contract)

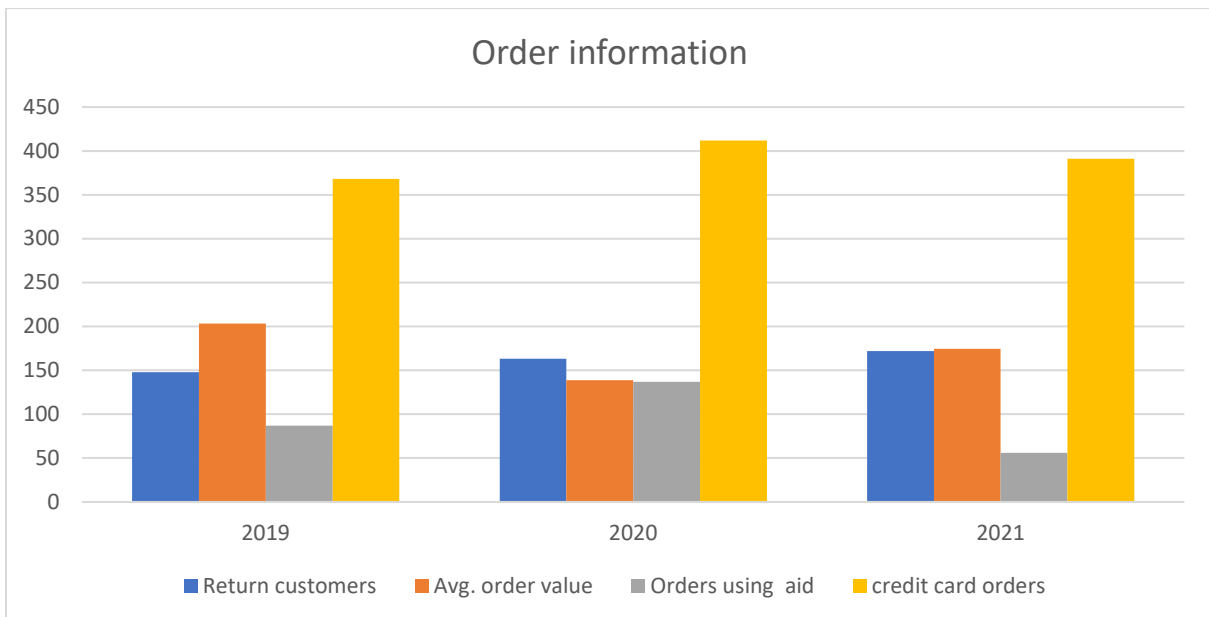
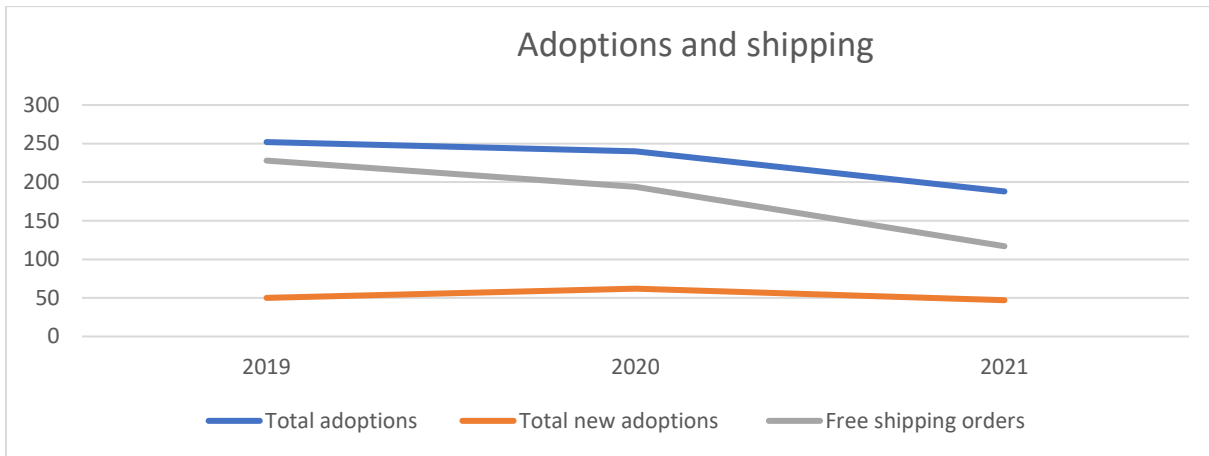
- 10% commission allocated to NPC to offset staffing
- Added link to NPC website for students' convenience
- Books can be ordered by phone, in person, email and fax or online
- Financial aid and scholarship applied manually by Bookstore staff
- Textbooks available on website for student purchase on 1st day of registration

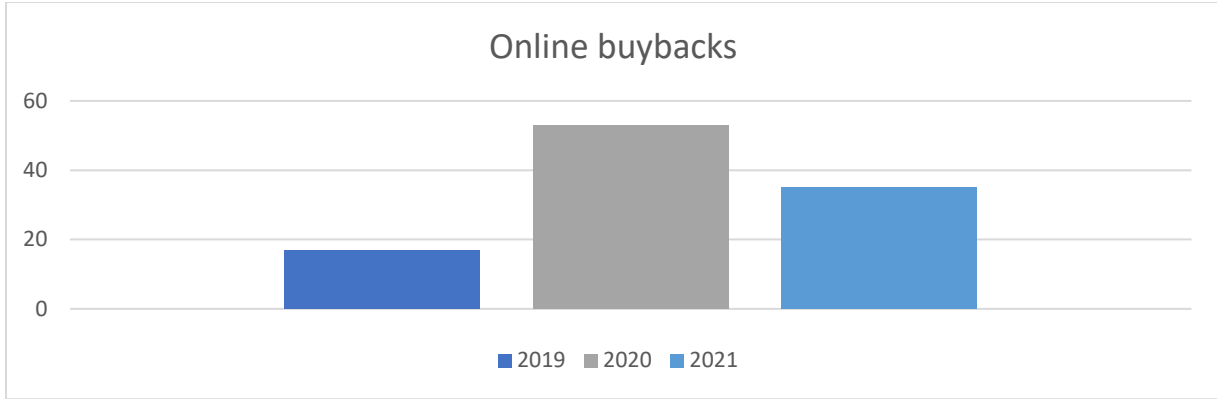
2015 renewal

- Ecampus bookstore fully virtual
- staffed by 1 full time NPC employee
- \$1000 in textbook scholarships provided by Ecampus to NPC to distribute
- Commission charged on sales at 10%
- Ecampus discounts new books by 10% to students and staff
- Ecampus marketplace provided to purchase texts from fellow students
- Minimum order of \$149 for free shipping
- Campus-centered buy back activities
- Buyback period begins the week of finals and extends 30 days after last day of classes- in person and on line
- Student online store for apparel and merchandise included (declined at that time)

2019 renewal by shared governance evaluation

- Full analysis, including committee comprised of faculty, deans and students
- Eliminate FTE salary and expenses allocated to bookstore, absorbed duties in Business office
- Increased marketing activities to promote the scholarship, textbook ordering and buy back deadlines
- Free shipping threshold dropped to \$35
- No commission charged
- “Internet scanning” for competitive pricing for new requirements in response to price concerns
- Buy backs now completely digital with packing material available on campus as well
- Students are provided a link to “shop by course” within the mynpc application
- Single sign on for students and staff available
- Online adoptions (FAST) offered for the ease of faculty and deans
- Faculty and student survey conducted annually to improve service





2022

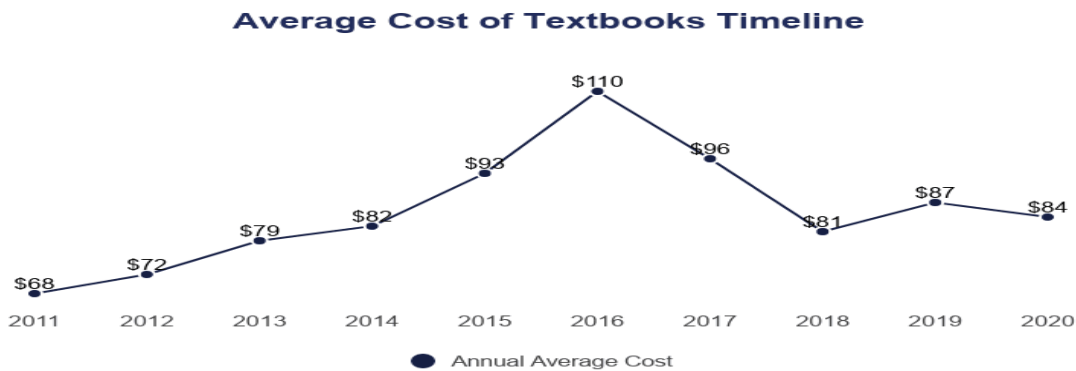
- No changes while faculty and staff explore Open Education Resources (OER) implementation

Future of text adoptions and bookstores: Currently, OER accounts for only **3%** or **4/124** courses (Summer 2022)

With current grant funded project in collaboration with Yavapai college, 17 courses are in “semi-build” status and more slated with the grant collaboration.

“In 2021, the average cost for full-time undergraduate students ...for books and supplies per year...averaged \$1,420 at a two-year college...”

- When possible, nearly 66% of students will avoid buying course materials due to the steep prices
- In 2020, 25% of students indicated they worked extra hours to pay for their books and materials and 11% skipped meals in order to afford books and course materials
- In 2020, 19% of students indicated the cost of materials and books directly influenced their decision on what classes to take.



(Hanson, Melanie. "Average Cost of College Textbooks" Educationdata.org, August 12,2021, <https://educationdata.org/average-cost-Of-textbooks>)

"Despite some recent improvement in textbook market options and transparency, rising prices continue to hinder studentswho, in the worst scenarios, are turning down classes because the materials are too expensive....

The survey, which includes about 2,000 students from 150 campuses, indicates that while cheaper alternatives such as rental programs and open-source textbooks have gained traction in recent years, 65 percent of students had still opted against buying a book because it was too costly – and 94 percent of them were concerned that their grade would sufferbecause of it.

Another 48 percent of students said the cost of textbooks affected how many and which classes they took each semester.At the same time, 82 percent of students said free online access to a textbook (with the option of buying a hard copy) would help them do "significantly better" in a course. The paper therefore argues for widespread use of open textbooks, which are designed in this way and which PIRG estimates save students an average of \$100 per course."

(Grasgreen, Allie. "Options Don't Stem Textbook Woes" January 28, 2014)

Conclusion:

Pursuing a "least-expensive options" for students in our service area is a critical component in NPC's strategies for student success. Rentals, e-books and open educational resources especially are ways to reduce affordability issues and improve equitable access across the board. Optimizing these alternatives and continuing to provide the "right" mix of solutions will be key in NPC's and our students' success.

Navajo County Community College District Governing Board Meeting Minutes

February 15, 2022 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Frank Lucero; Mr. Everett Robinson; Mr. Elias Jouen; Ms. Kristine Laughter; Mr. Derrick Leslie.

Others Present: President Chato Hazelbaker; Interim Vice President for Learning and Student Services (VPLSS) Mike Solomonson; Vice President for Administrative Services (VPAS) Maderia Ellison; Director of Institutional Effectiveness Judy Yip-Reyes; Interim Chief Human Resources Officer (CHRO) Kathy Hanson; Recording Secretary to the Board Paul Hempsey; Norvita Charleston; Colleen Readell; David Huish; Rickey Jackson; Betsy Wilson; David Borofsky; Laura Parsons; Robert Johnson; Gail Campbell; Melody Niesen; Josh Rogers; Jeremy Raiser; Ryan Orr; Diane Joe; Ruth Zimmerman; Terrie Shevat; Curtis Stevens; Wei Ma; Lia Keenan; Raeann Brittain; Jeanette Hancock; Ann Hess; Magda Gluszek; Gary Santillanes; Allison Landy; Desirae Silvers; Olivia Jaquez.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Laughter called the meeting to order at 10:05 a.m. and led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Robinson moved to adopt the agenda as presented. Mr. Leslie seconded the motion. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, Mr. Lucero, Mr. Leslie; and Chair Laughter voting in favor. There were no votes against.

Agenda Item 3: Call for Public Comment

None.

Agenda Item 4: Discussion Items

4.A. Standing Presentations:

4.A.1. Financial Position

VPAS Ellison addressed the Board and presented the monthly Financial Position report for the period to December 31st.

4.A.2. NPC Student Government Association (SGA)

No Report.

4.A.3. Faculty Association

Magda Gluszek, Faculty in Art, addressed the Board and provided a review of past, current, and upcoming events for the TALON gallery and highlighting the winners from the Locally Grown exhibit.

4.A.4. Classified & Administrative Staff Organization (CASO)

Written Report.

4.A.5. NPC Friends and Family

Director Wilson addressed the Board and provided a report of recent Friends and Family activities highlighting the current list of scholarships for the Fall 2022 semester and providing advance notice of Arizona Gives Day coming up in April.

4.A.6. Human Resources

Written Report.

4.A.7. President's Report

President Hazelbaker addressed the Board and reported on the appointment of Dr. Michael Solomonson to the permanent role of Vice President for Learning and Student Services, the plans for Commencement, and progress on the seven approved strategic initiatives.

Mr. Leslie asked if one of the metrics being considered was class completion or program completion. President Hazelbaker clarified that it was class completion.

Mr. Leslie asked how the college managed to attract more candidates for some of the positions vacant at the college. President Hazelbaker offered some potential reasons the searches produced more qualified candidates this time round.

Mr. Jouen asked whether the Human Resources Information System was integrated with current employee software. President Hazelbaker responded that it was not but the customer service representative from Jenzabar would be coming to the college and it would be a topic for discussion then.

Mr. Leslie asked for more information on the response to the college's Interim Report for the Higher Learning Commission (HLC) and President Hazelbaker suggested Director Yip-Reyes would answer during her presentation later in the meeting.

4.B. Baccalaureate degrees at Northland Pioneer College

Dr. Allison Landy addressed the Board and provided an update from the ad hoc group working to bring Baccalaureate degrees to the college.

Mr. Leslie thanked Dr. Landy for the report and commended the group's work and noted he had not considered accreditation when considering baccalaureate degrees. Mr. Leslie asked whether the HLC has subject matter experts to assist in the process. Dr. Landy noted that HLC had a lot of guidance and guidance documents but was not clear if there was a particular person available to assist. Mr. Leslie asked if the documents could be made available to Board members so they could assess the role they would play. Dr. Landy noted the guidance was available online and would include details, highlighting Board responsibilities, in her next update.

4.C. 2022-23 Introductory Budget Analysis – General Fund

VPAS Ellison provided an initial look at the potential budget for fiscal year 2022-23, noting that state appropriations will not be final until a state budget is signed.

4.D. 2022-2023 Tuition and Fees

VPAS Ellison provided the first look at proposed tuition and fees for the 2022-23 academic year highlighting any that could change.

4.E. Institutional Effectiveness Quarterly Report

Dr. Judy Yip-Reyes, Director of Institutional Effectiveness addressed the Board and noted a written report had been provided in the Board packet. Dr. Yip-Reyes then provided the additional information in response to Mr. Leslie's question on the HLC Interim Report earlier in the meeting.

Agenda Item 5: Consent Agenda

- A. **January 18, 2022 Regular Board Meeting Minutes**
- B. **January 18, 2022 Retreat Minutes**
- C. **Program Modification – Computer Information Systems Associate of Applied Science (AAS), Certificate of Applied Science (CAS) and Certificate of Proficiency (CP)**
- D. **Program Modification – Computer Information Systems Cybersecurity Specialization AAS, CAS, & CP**
- E. **Program Modification – Computer Information Systems Software and Web Development Specialization AAS, CAS, & CP**

Mr. Jouen moved to approve the Consent Agenda as presented. Mr. Robinson seconded the motion. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, Mr. Lucero, Mr. Leslie; and Chair Laughter voting in favor. There were no votes against.

Agenda Item 6: For Discussion and Possible Action

6A. Old Business

None.

6B. New Business

6.B.1. Adoption of the Fiscal Year 2020-21 Expenditure Limitation Report

Director of Financial Services, Amber Hill, addressed the Board and presented the request to adopt the Expenditure Limitation Report for fiscal year 2020-21.

Mr. Jouen noted the benefits of the exclusions the college made which amounted to over 50% of the budget.

Mr. Robinson made a motion to accept the Fiscal Year 2020-21 Expenditure Limitation Report as presented. Mr. Lucero seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, Mr. Lucero, Mr. Leslie; and Chair Laughter voting in favor. There were no votes against.

6.B.2. Adjustment to Fiscal Year 2021 Adopted Budget

Director Hill presented the request to adjust the adopted budget for Fiscal Year 2021 to bring it in line to the audited expenditures, noting the information in the packet contained an error and the corrected information was being presented for approval.

Mr. Jouen made a motion to accept the adjustment of the Fiscal Year 2021 Budget as amended. Mr. Robinson seconded.

Mr. Leslie queried whether the Board could make the adjustment as incorrect information had appeared in the packet and was not rectified at least 24 hours in advance. Recording Secretary to the Board, Paul Hempsey, responded that the Agenda Item was listed correctly and the Board was able to accept the information presented during the meeting. President Hazelbaker suggested he follow-up with legal counsel and would let the Board know the outcome of that discussion.

The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, and Chair Laughter voting in favor. Mr. Leslie and Mr. Lucero opposed.

Agenda Item 7: DGB Agenda Items and Informational Needs for Future Meetings

Mr. Lucero asked for a discussion on severance payments to employees.

Mr. Leslie commented that he would like to continue the practice of having a standing construction report.

Mr. Robinson asked for a discussion on the college bookstore arrangement.

Agenda Item 8: Board Report/Summary of Current Event

Chair Laughter noted that the Small Business Administration (SBA) Administrator would be in Window Rock next week and she would look forward to hearing a report from Small Business Development Center Director, Rich Chanick.

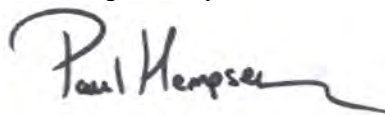
Agenda Item 9: Announcement of Next Regular Meeting

Regular District Governing Board meeting on Tuesday, March 15, 2022 at 10 a.m.

Agenda Item 10: Adjournment

The meeting was adjourned at 12:15 p.m. upon a motion by Mr. Robinson and a second by Mr. Lucero. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, Mr. Lucero, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

Navajo County Community College District Governing Board Work Session Minutes

February 15, 2022 – 12:25 p.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Everett Robinson; Mr. Elias Jouen; Ms. Kristine Laughter; Mr. Derrick Leslie; Mr. Frank Lucero.

Governing Board Member Absent:

Others Present: President Chato Hazelbaker; Vice President for Administrative Services (VPAS) Maderia Ellison; Director of Institutional Effectiveness Judy Yip-Reyes; Recording Secretary to the Board Paul Hempsey; Dr. David Borofsky; Raeann Brittain; Wei Ma; Lia Keenan; Diane Joe; Curtis Stevens; Joshua Rogers.

Agenda Item 1: Call to Order

Chair Laughter called the meeting to order at 12:25 p.m.

Agenda Item 2: Adoption of Agenda

Mr. Robinson moved to adopt the agenda as presented. Mr. Lucero seconded the motion. The motion carried upon a roll-call vote with Mr. Leslie, Mr. Lucero, Mr. Robinson, Mr. Jouen, and Chair Laughter voting in favor. There were no votes against.

Agenda Item 3: Discussion and Possible Action

3.A. Board Self-Evaluation

Dr. David Borofsky addressed the Board and presented the results from the self-evaluations he received. Dr. Borofsky facilitated discussion amongst the Board on strengths, weaknesses, future goals, and offered advice on specific questions and comments from members.

Agenda Item 4: Adjournment

The meeting was adjourned at 1:26 p.m. upon a motion by Mr. Lucero and a second by Mr. Jouen. The motion carried upon a roll-call vote with Mr. Leslie, Mr. Lucero, Mr. Robinson, Mr. Jouen, and Chair Laughter voting in favor. There were no votes against.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
AND
HEBER-OVERGAARD UNIFIED SCHOOL DISTRICT NO.6**

This Intergovernmental Agreement (“Agreement”) is entered into between Navajo County Community College District (dba Northland Pioneer College; “College”), and Heber-Overgaard Unified School District No.6 (“School District”) (collectively “Parties”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (“A.R.S.”) § 11-951.

BACKGROUND

College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(F), § 15-1444(B)(4), and § 15-1821.01. Grant schools are authorized to participate in this Agreement under the Tribally Controlled Schools Act, 25 U.S.C. § 2501 *et seq.* This Agreement and its use are mandated under A.R.S. § 15-1821.01(1).

College has determined that it is desirable to offer college level courses that may be counted toward both high school and college graduation requirements at the high school during the school day.

School District desires that College provide to high school students college level courses that may be counted toward both high school and college graduation requirements.

AGREEMENT

In consideration of the mutual promises contained herein, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing Dual Enrollment Courses, as defined in Section 2 below, to eligible School District students.

2. DEFINITION

“Dual Enrollment Course” shall have the same definition as set forth in A.R.S. § 15-101(11). Pursuant to A.R.S. § 15-1821.01(3), physical education shall not be available as a Dual Enrollment Course.

3. EFFECTIVE DATE AND TERM

A. This Agreement shall be effective:

- i. After the governing boards of School District and College have approved it; and
- ii. On the date that authorized representatives of both Parties have signed it (“Effective Date”).

109 915

B. The term of this Agreement shall be from the Effective Date through June 30, 2022. (“Term”).

4. OBLIGATIONS OF COLLEGE

4.1 General Course Requirements

A. College will offer Dual Enrollment Courses to School District juniors and seniors, and to freshman and sophomore students subject to Paragraph F in this Section 4.1, who meet College’s prerequisites.

B. Pursuant to A.R.S. § 15-1821.01(3), College will ensure that all Dual Enrollment Courses offered to School District students are:

1. of a quality and depth to qualify for college credit, as determined by College;
2. evaluated and approved through the College curriculum approval process;
3. at a higher level than taught by the School District high school;
4. transferable to an Arizona public university or applicable to an established community college occupational degree or certificate program; and
5. compliant with all other standards for College courses.

Dual Enrollment Courses offered pursuant to this Agreement are listed in Exhibit A attached to this Agreement, which shall be updated annually by College.

C. Students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under the College’s current procedures for admission of students to College, and in compliance with A.R.S. § 15-1821.01 and A.R.S. § 15-1805.01. For students under the age of 18, the College’s admission policies shall comply, at a minimum, with the provisions of A.R.S. § 15-1805.01. In addition, the College may admit such students if they satisfy an alternative standard established by College.

D. College retains the right to refuse admission to and remove a student from Dual Enrollment Courses in accordance with College policy.

E. College shall determine residency status of students for tuition purposes in accordance with A.R.S. § 15-1801 *et seq.*

F. Pursuant to A.R.S. § 15-1821.01(2)(b) and subject to Section 5.1(E) below, College may waive the class status requirements set forth in Section 4.1(A) for up to 25% of the students enrolled in Dual Enrollment Courses by College. College shall have written criteria for waiving the requirement for each Dual Enrollment Course, which shall comply with A.R.S. § 15-1821.01(2)(b). College shall report all exceptions and the justification for each exception as required by A.R.S. § 15-1821.01(2)(b).

- G. College will provide to School District the instructional information necessary to meet the goals of the courses delivered, including but not limited to College approved textbook titles, syllabi, course outlines and grading standards applicable to the Dual Enrollment Courses.
- H. College will ensure that instructors of Dual Enrollment Courses follow the Dual Enrollment Course guidelines, and that the same standards of expectation and assessment that are applied to other College courses are applied to the Dual Enrollment Courses.
- I. For each student, College will assign an identification number to the student that shall correspond to or reference the State Student ID number assigned to the student. School District will provide College with the State Student ID number for each student as provided in Section 5.1(G).
- J. College will grant College credit for a Dual Enrollment Course when a student satisfactorily completes the course.

4.2 Instructors and Instruction

- A. College will ensure that School District instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by College using the same procedure and criteria that are used for instructors at College campus.
- B. If College is providing the instructor for a Dual Enrollment Course, College will provide at College's expense a substitute instructor, as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Dual Enrollment Course.

4.3 Assessment and Monitoring

- A. Except for vocational and occupational Dual Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Dual Enrollment Course through an assessment test prior to, or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.
- B. College will involve full-time College faculty who teach a particular discipline in Dual Enrollment Course selection and implementation, and in Dual Enrollment Course faculty selection, orientation, professional development and evaluation, as required by A.R.S. § 15-1821.01(4) & (5).
- C. College will designate a liaison officer to assist with dual enrollment activities and to meet with the liaison designated by School District as necessary to review Dual Enrollment Course outlines and School District's high school scope and sequence, and to review and amend the course outlines as necessary.

4.4 Policy and Procedure

- A. College will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in state statute and College policy.
- B. College will provide School District with College policies and procedures applicable to students enrolling in Dual Enrollment Courses.

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C. College will provide School District access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”), and applicable regulations, School District and College may disclose educational records of students to each other as “officials of another school system” where the student is enrolled.

4.5 Students with Disabilities

A. After notification from School District of a student’s need, if College is providing the instructor for a Dual Enrollment Course, College will cooperate with School District to ensure the instructor complies with Section 504 of the Rehabilitation Act of 1973, as amended, or the Individuals with Disabilities Education Act (“IDEA”), as applicable. College shall work with School District in determining appropriate accommodations or special education services; however, School District shall be responsible for ensuring that the student receives a free appropriate public education (“FAPE”) in conformity with his or her 504 Plan or individualized education program (“IEP”), including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services. This Agreement does not relieve School District of any of its legal duties under applicable Federal or State law, including but not limited to School District’s obligations relating to child find, evaluation, and placement of students with disabilities.

B. College will provide training and guidance to instructors and other personnel in the area of compliance with the Americans with Disabilities Act (“ADA”) and the Rehabilitation Act of 1973, as amended, as the Acts specifically relate to instructing students in a postsecondary education situation.

4.6 Reporting

College will submit a report to the Joint Legislative Budget Committee pursuant to A.R.S. § 15-1821.01(2)(b) when necessary, and School District will provide College with data that is required for inclusion in any such report in a timely fashion, as specified in Section 5.6.

5. OBLIGATIONS OF SCHOOL DISTRICT

5.1 General Course Requirements

A. School District will provide an opportunity for School District students who meet criteria pursuant to Paragraph B of this Section 5.1 to enroll in Dual Enrollment Courses and to receive college credit and credit toward high school graduation.

B. Pursuant to A.R.S. § 15-1821.01(6), School District will ensure that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student and is currently enrolled in and attending a full-time instructional program, as defined in A.R.S. § 15-901, in a school in School District, except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this provision.

- C. If School District is providing the instructor for the Dual Enrollment Course, School District will provide instruction in accordance with the polices, regulations and instructional standards of College in courses designated as Dual Enrollment Courses to students of School District at a School District facility.
- D. School District will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the prerequisites for the Dual Enrollment Course as published in College's catalog and complies with College policies and this Agreement regarding student placement in courses.
- E. The School District Superintendent or designee may allow freshman and sophomore students to enroll in Dual Enrollment Courses subject to Section 4.1(F) above.
- F. School District will adopt and utilize College approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught. School District shall provide textbooks for the students. Each student shall be responsible to purchase other supplies, if any, required for the Dual Enrollment Course. Classroom supplies normally supplied by College are included in tuition charges.
- G. For each student enrolling in a Dual Enrollment Course, School District will enroll the student using the student's State Student ID number and provide that number to College.

5.2 Instructors and Instruction

- A. If School District is to provide the instructor, School District will nominate an instructor qualified in the appropriate subject area for each Dual Enrollment Courses and submit each instructor's name and credentials to College for approval.
- B. School District will ensure that School District instructors teaching Dual Enrollment Courses provide instruction in accordance with the policies, regulations and instructional standards of College and comply with College assessments.
- C. If School District is providing the instructor, School District will provide at School District's expense a substitute instructor, as necessary and as agreed upon by College, to cover the absence of a School District instructor who teaches a Dual Enrollment Course. In the case of substitutions exceeding 10 consecutive school days, School District shall notify College in writing of the name and credentials of the substitute instructor.

5.3 Assessment and Monitoring

School District will designate a liaison officer to assist with dual enrollment activities and to meet with the College designated liaison as necessary to review Dual Enrollment Course outlines and School District's high school scope and sequence to review and amend the course outlines as necessary.

5.4 Policy and Procedure

- A. School District will ensure that each student seeking enrollment in a Dual Enrollment Course:

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1. has completed the necessary College admissions and registration process;
2. has completed College assessment examinations, if required by College;
3. is aware the student is subject to both School District policies and procedures and College policies and procedures;
4. is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and
5. is aware of the requirements for determination of eligibility for College in-state tuition, if applicable under the terms of this Agreement.

B. School District will ensure that each instructor of Dual Enrollment Courses agrees to be subject to School District policies and procedures and College policies and procedures, including the right of College to withdraw authorization of the instructor's participation in Dual Enrollment Courses for failure to follow College requirements.

C. School District will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to FERPA and applicable regulations, School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

5.5 Students with Disabilities

School District will determine the appropriate accommodations for each qualified student with disabilities in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973 or the IDEA, as applicable, submit appropriate documentation on students with disabilities to the Disabilities Coordinator at College, and implement accommodations or special education services as required by Federal and State law and as negotiated between the College Disability Resource office and School District. School District shall work with College in determining appropriate accommodations or special education services. School District shall be responsible for ensuring that each qualified student receives a FAPE in conformity with his or her 504 Plan or IEP, including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services. This Agreement does not relieve School District of any of its legal duties under applicable Federal or State law, including but not limited to School District's obligations relating to child find, evaluation, and placement of students with disabilities.

5.6 Reporting

School District will provide to College in a timely fashion any data or other information that is required for the submission of any and all reports required by A.R.S. § 15-1821.01.

5.7 Facilities and Funding

A. School District will provide classroom/laboratory space in which Dual Enrollment Courses and activities will be conducted. Facilities and ancillary services provided for the delivery of Dual Enrollment Courses shall comply with all applicable provision of the state Fire Marshall Code, any local fire and safety regulations, and all other applicable federal and state laws.

B. Payment, if any, for facilities and ancillary services shall be designated in Exhibit B attached to this Agreement, which shall be updated annually by College.

6. MUTUAL AGREEMENTS

6.1 Instructor

A. Throughout the term of this Agreement, an instructor provided by School District shall remain an employee of School District, and shall be subject to the terms and conditions of the instructor's employment contract and School District policy, but shall also be subject to continuing approval by College. Should a School District instructor violate College procedure or policy, College may withdraw authorization for the instructor to participate in the dual enrollment program and School District, upon such withdrawal of authorization, shall substitute another qualified instructor and notify College in writing of such substitution. The instructor must be approved by College pursuant to the terms of this Agreement.

B. Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor's employment contract and College policy, but shall also be subject to School District policy. Should a College instructor violate School District procedure or policy, School District may ask College to withdraw authorization for the instructor to participate in the dual enrollment program and College, upon such withdrawal of authorization, shall substitute another qualified instructor and notify School District in writing of such substitution.

6.2 Students

Each student enrolled in a Dual Enrollment Course, even though enrolled as a College student during the term of the Dual Enrollment Course, shall remain a student of School District and shall follow the schedule and calendar of classes applicable for Dual Enrollment Courses, as established by School District and approved by College.

6.3 Removal from Course

School District retains the right to refuse to allow a student to enroll in a Dual Enrollment Course and to discipline and/or remove any student from the Dual Enrollment Course in accordance with School District policies. College shall have the right to request School District to remove a student from a Dual Enrollment Course.

6.4 Schedule and Number of Students

School District and College shall mutually determine the schedule of, and maximum and minimum number of students to enroll in, each Dual Enrollment Course. Such schedule shall not be changed except by prior written agreement of School District and College. School District and College must mutually agree if any student who is not a student of School District will be enrolled in a Dual Enrollment Course; provided, however, that any such student must comply with the admissions requirements and course prerequisite requirement provisions of this Agreement.

6.5 Availability of Instructors

Availability of Dual Enrollment Courses offered by College shall be dependent on the availability of appropriately qualified instructors. College may compensate School District for the services of a qualified instructor provided by School District or, alternatively, College may provide a qualified instructor to deliver any Dual Enrollment Course.

6.6 Guidelines

School District and College shall ensure that each student enrolled in a Dual Enrollment Course, and all personnel of School District and all personnel of College who are involved in the dual enrollment program are provided with dual enrollment guidelines, and that such persons agree to review and comply with the guidelines.

6.7 Rigor of Courses

College and School District agree that college level courses are rigorous and demanding courses, and the standards and criteria of any Dual Enrollment Course shall meet statutory and College criteria, and such criteria shall not be diminished for the purpose of the dual enrollment program.

7. FINANCIAL PROVISIONS AND FORMAT FOR BILLING: See Exhibit A attached.

7.1 Fees

Fees and charges for the Dual Enrollment Courses and program are provided on Exhibit B attached to this Agreement, which shall be updated annually by College.

7.2 Supplies

School District will provide and pay for basic textbooks, workbooks, supplies and other costs related to the teaching of and the administration of Dual Enrollment Courses within School District.

7.3 Tuition

A. Either the student or School District shall be responsible for payment of tuition to College, as specified in Exhibit B.

B. College may provide grants, scholarships or financial aid in accordance with College policies and as set forth on Exhibit B, which may be amended annually by College. In addition, College may

offset tuition payments owed to College by School District with payments due from College to School District.

C. School District understands and agrees that tuition charges for students enrolled under this program may vary from student to student depending upon the total number of student credit hours for which each student has enrolled each term, and depending upon the student's eligibility for in-state tuition. Pursuant to A.R.S. § 15-1802(C), the residency of an unemancipated student under the age of 19 years will be that of the student's parent or legal guardian, and any student who does not meet the statutory requirements for in-state tuition will be charged out-of-state tuition rates, to the extent such separate rates are established by this Agreement.

7.4 Billing Format

The format for the billing of all services pursuant to this Agreement is set forth on Exhibit B. All bills under this Agreement shall include all information required by A.R.S. § 15-1821.01(1)(a).

7.5 Manner of Financing

School District and College will each fund their respective obligations under this Agreement through their respective budgeting process.

8. RECORDS

All accounts, reports, files and other records relating to this Agreement shall be kept for a minimum of 5 years after termination of this Agreement and shall be open to reasonable inspection and audit by the other party during that period. Audits may be conducted, at a time mutually agreed upon by the parties, by any appropriate political subdivision or agency of the State of Arizona or by representatives of the comptroller General of the United States or the Secretary of Education when required by applicable federal regulations.

9. CONFIDENTIALITY

All written student records shall be kept confidential in accordance with FERPA and regulations adopted pursuant to FERPA, the IDEA and regulations adopted thereunder, and applicable state laws and School District policies controlling the disclosure of personally identifiable information from a student's education records.

10. TERMINATION/DISPOSITION OF PROPERTY

10.1 Termination

Either Party may terminate this Agreement for any reason following written notice to the other Party of intent to terminate delivered not less than 90 days prior to the intended date of termination. Except as provided in this section 10, termination shall only be effective at the end of a semester, and no Dual Enrollment Course shall be terminated prior to such effective date.

10.2 No Relief from Obligations

Termination of this Agreement shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already admitted and enrolled in a course or courses and obtaining dual credit at the time of termination or notice thereof.

10.3 Disposition of Property

The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the program shall be retained by College, and equipment furnished or purchased by School District for the program shall be retained by School District.

11. RESPONSIBILITY

11.1 Conduct of Operations

Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits.

11.2 Indemnification

Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents.

12. CANCELLATION FOR CONFLICT OF INTEREST

This Agreement may be canceled pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

13. NON-ASSIGNABILITY

Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.

14. COMPLIANCE WITH NON-DISCRIMINATION LAWS

To the extent applicable, the Parties shall comply with all College non-discrimination policies and all state and federal non-discrimination laws and regulations, including Executive Order 2009-09.

15. RIGHTS/OBLIGATIONS OF PARTIES ONLY

The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third party beneficiary or other person, agency or organization.

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16. ENTIRE AGREEMENT

This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.

17. INVALIDITY OF PART OF THE AGREEMENT

If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.

18. GOVERNING LAW

This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing intergovernmental agreements and mandatory contract provisions of state agencies required by statute or executive order.

All statutes and regulations referenced in this Agreement are incorporated herein as if fully stated in their entirety in the Agreement. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this Agreement.

19. NOTICE

All notices, requests for payment, or other correspondence between the Parties regarding this Agreement shall be mailed United States postage prepaid or delivered personally to the respective parties at the address listed below.

20. LEGALWORKER REQUIREMENT

To the extent applicable under Arizona Revised Statutes § 41-4401, each Party may not award a contract to any contractor who fails, or whose subcontractors fail, to verify the employment eligibility through the e-verify program of any employee it hires, and who does not comply with federal immigration laws and regulations relating to their employees. As mandated by A.R.S. § 41-4401, this provision provides notice of those requirements.

21. WORKERS COMPENSATION

For purposes of workers' compensation, an employee of a Party to this Agreement, who works under the jurisdiction or control of, or who works within the jurisdictional boundaries of another Party pursuant to this Agreement, is deemed to be an employee of both the Party who is her primary employer and the Party under whose jurisdiction or control or within whose jurisdictional boundaries she is then working, as provided in A.R.S. §23-1022(D). The primary employer of such employee shall be solely liable for payment of workers' compensation benefits for the purposes of this section. Each Party herein shall comply with the provisions of A.R.S. §23-1022(E) by posting the notice required.

If to College:

Dr. Chato Hazelbaker,
College President
Northland Pioneer College
P.O. Box 610
Holbrook, AZ 86025

If to School District:

Ron Tenney,
Superintendent
P.O. Box 547
3375 Buckskin Canyon Road
Heber, Arizona 85928

COLLEGE

SCHOOL DISTRICT

By: Dr. Chato Hazelbaker
Title: College President

Ron Tenney

By: Ron Tenney
Title: Superintendent

Date

3/2/22

Date

REVIEWED AND APPROVED AS TO FORM

Pursuant to A.R.S. § 11-952(D), the attorney for each of the parties has determined that the foregoing Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the party represented by such attorney.

Kristin Mackin
By: Kristin Mackin
Title: Attorney, Sims Mackin
Counsel for Navajo County Community
College District
Date: 3/4/22

Teresa Henry
By: Teresa Henry
Title: Attorney
Counsel for School District
Date: February 28, 2022

REQUEST TO APPROVE MODIFICATION OF THE ASSOCIATE OF ARTS IN EARLY CHILDHOOD PROGRAM

Recommendation: The Instructional Council (IC) recommends approval of modifications to the Associate of Arts in Early Childhood (AAEC) degree.

Summary:

1. Removing CIS 105 and replacing it with an Arts and Humanities requirement.

The current program of study does not align with the AGECE-A as indicated in the catalog. This correction must be made to ensure students meet the appropriate AGECE-A courses.

2. Updating SBS language for clarity.

The current SBS language caused confusion and misunderstanding in a recent graduation application review. The proposed language change is intended to provide clarity around what can and cannot be included to meet the AGECE-A and teacher certification requirements.

3. Updating program description.

The program description is outdated and does not align with current Arizona teacher certification rules. The proposed change in language updates the information for accuracy and alignment with state rules. Additionally, the new language is intended to provide students (and advisors) better understanding of the differences between the AAS and the AAEC - and who should choose the AAEC over the AAS. Language that indicates the degree is intended to support any educator preparation program approved by ADE has also been added to provide flexibility as the ECD department explores BA degree development.

4. Adding ECD222 as a required course.

Adding ECD222 as a required course to align with future teacher certification requirements. ECD222 is Intro to Early Childhood Special Education. The first purpose of adding this course is that the course will provide students with the requisite foundational knowledge for special education in public schools as they move towards a degree that leads to Arizona teacher certification. The second purpose is to provide students with another applicable course to their program of study or as a general education credit outside of the AGECE (e.g., ASU considers ECD 222 a Social Behavioral Science course). Some of the universities accept ECD222 as a direct equivalency or specific department elective, and we will be continuing to work with them to further applicability.

5. Adding ECD297 as a required course.

Adding ECD297 as a required course to align with professional preparation program standards. As we seek NAEYC and ADE approval for accreditation and educator preparation programs respectively, we will need a clear strategy for documenting and demonstrating field experience learning. ECD 297 will provide a culminating opportunity for students to reflect on the breadth of learning across the curriculum.

Associate of Arts in Early Childhood (AAEC)

The Associate of Arts in Early Childhood (AAEC) degree offers foundational knowledge and competencies aligned with state and national standards for ~~pursuit of teacher certification in early childhood education~~ **educator professional preparation**. In Arizona, ~~public preschool and kindergarten teachers~~ **certified and endorsed early childhood educators** are ~~encouraged~~ **required** to have specific coursework and practicum experiences in early childhood, ~~including experiences with children birth through age five~~. The AAEC supports students who wish to continue their education toward a ~~Bachelor of Arts (BA) or Bachelor of Science (BS) degree in early childhood education~~ **bachelor's degree** and who may have an interest in **teaching in a public school (preschool – 3rd grade) as a state certified and/or endorsed educator**. ~~early childhood teacher certification and/or endorsement~~. Additionally, the AAEC includes the Certificate of Proficiency (CP) in Early Childhood Studies to allow students to enter the workforce while continuing their education.

The AAEC degree is ~~designed for students planning to~~ **an appropriate option for students pursuing** transfer to **an Arizona Department of Education approved Educator Preparation Program**. ~~one of the three Arizona public university early childhood teacher preparation programs~~. It is specifically designed to fulfill **The AAEC fulfills both** the set of lower division general education requirements of the Arizona General Education Curriculum (AGEC-, see page 65) **and a portion of Arizona's requirements for teacher certification and endorsement**, which, when completed, transfers as a block to any of three public universities. Additionally, the AAEC provides the education student with a portion of their BA/BS degree requirements for early childhood teacher certification endorsement.

Associate of Arts in Early Childhood (AAEC) • 64 credits

Completion of the 35 general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-A) for the Associate of Arts in Early Childhood degree. (see What is AGEC? – page 65)

General Education Courses 35 credits

Communications 6 credits

ENL 101 College Composition I 3 credits

ENL 102 College Composition II 3 credits

Mathematics 3 credits

Select one of the following:

MAT 142 College Mathematics with Contemporary Applications..... 3 credits

MAT 152 Advanced Algebra..... 3 credits

Or any mathematics course for which MAT 152 is a prerequisite.

Discipline Studies

Arts and Humanities 6 9 credits

(Select two courses from at least two disciplines from the list on page 66)

Physical and Biological Science..... 8 credits

(Select two courses from the list on page 66)

Social and Behavioral Sciences..... 9 credits

(From the general education course list on page XX, select **three** courses **from at least two disciplines** and that **includes one of the courses below**. One of the three chosen courses must also meet the requirement for Contemporary Global, International, or Historical awareness by choosing any course with an **asterisk** from the list, including HIS105).

POS 110 American Government..... 3 credits

OR

HIS 105 U.S. History to 1877..... 3 credits

(Select two additional courses from the list on page 66. At least one of the courses chosen must meet the requirement for Contemporary Global, International or Historical awareness by choosing a course with an asterisk from the list on page 66).

Computer Science 3 credits

S-105 Computer Applications and Information Technology 3 credits

Core Requirements 25-29 credits

ECD 108 Observation and Assessment in Early Childhood 1 credit

ECD 110 Building Relationships with Families..... 1 credit

ECD 128 Culture, Language and Community 1 credit

ECD 141 Healthy and Safe Early Childhood Practices 2 credits

ECD 175 Professionalism 1 credit

ECD 184 Early Social and Emotional Development..... 2 credits

ECD 186 Effective Interactions for Learning..... 1 credit

ECD 187 Supporting STEM in Early Childhood 1 credit

ECD 200 Introduction to Early Childhood Education 3 credits

ECD 217 Early Childhood Language and Literacy 1 credit

ECD 222 Introduction to Early Childhood Special Education.....3 credits

ECD 233 Policies and Procedures in Early Childhood Programs..... 2 credits

ECD 250 Survey of Child Development 3 credits

ECD 297 Capstone in Early Childhood Education.....1 credit

MAT 161 Algebra-based Mathematics for Elementary Teachers I 3 credits

MAT 162 Algebra-based Mathematics for Elementary Teachers II 3 credits

Transferable Electives 4 credits

Successful completion of four credits of unduplicated university transferrable courses as defined in the catalog. POS 221 is **STRONGLY** recommended, though not required.

REQUEST TO APPROVE MODIFICATION OF THE ASSOCIATE OF BUSINESS PROGRAM

Recommendation: The Instructional Council (IC) recommends approval of modifications to the Associate of Business (ABus) degree.

Summary:

Changing the mathematics requirement from MAT 221 - Calculus I to MAT 211 - Technical Calculus. Originally MAT 221 was required because NPC did not have a Technical Calculus course. This forced students to take more math than necessary or take Technical Calculus from another institution. However, the math department has now developed and introduced MAT 211 – Technical Calculus which is designed for business majors and helps to prepare them for the study of Quantitative Methods.

Additionally, following changes were made at IC's request (meeting 01-14-22):

1. Reformatting Discipline Studies.
2. Changing Business Core to Core Requirements.
3. Correct the spelling to "transferable" (misspelled in the catalog)
4. Remove daggers and transfer information
5. Rewrite the last sentence of the program description.

Transfer Degree

Associate of Business (ABus) Degree

No matter what field you may decide to pursue, it is helpful to begin with an understanding of business. The Associate of Business (ABus) degree is the foundation for many careers and a way to gain an edge and the critical knowledge ~~it entails~~ **needed to be successful in the business environment.**

The NPC Associate of Business degree is a transfer degree. The general education component of the ABus degree fulfills the Arizona General Education Curriculum (AGEC-B). When completed, the AGEC-B will transfer to the three Arizona public universities as a block that meets all lower division general education requirements. (see What is AGEC? – page 65)

NPC Requirements

- The Associate of Business (ABus) degree requires a minimum of 64 course credits with a grade of “C” or better in all courses and a minimum cumulative grade-point average of 2.0 on a 4.0 scale.
- Graduates must complete CIS 105 and at least 33 general education credits.
- An 18-credit-hour business core provides foundational business knowledge, as recommended by the Arizona Transfer Committee. This will ensure that when students transfer to state universities they have the core courses that they need to be successful in their upper level business courses. Additionally, this business core will ensure that students who graduate with an ABus, and do not further their business education, can be successful in a business environment.
- Some courses have placement requirements or prerequisites that may result in coursework beyond 64 credits. These courses, too, require a grade of “C” or better.

Associate of Business

(ABus) • 64 credits

Completion of the 36 general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-B) for the Associate of Business degree. (see What is AGEC? – page 65)

General Education Courses

Communications 6 credits

ENL 101 College Composition I 3 credits
ENL 102 College Composition II 3 credits

Mathematics 4 credits

MAT 221 Calculus I 4 credits
MAT 211 Technical Calculus or MAT 221 Calculus I 4 credits
Or any mathematics course for which **MAT 211** or MAT 221 is a prerequisite

Discipline Studies

Discipline Studies

Arts and Humanities 6 credits

(Select two courses from at least two disciplines from the list on page 66)

Physical and Biological Science 8 credits

(Select two courses from the list on page 66)

Social and Behavioral Sciences

.....

6 credits

(Select two courses from at least two disciplines from the list on page 66. Make at least one selection an asterisk (*)course to meet requirements for Contemporary Global, International or Historical Awareness.)

Computer Science 3 credits

CIS 105 Computer Applications and Information Technology3 credits

General Electives Options 3 credits

(Select one additional unduplicated course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66 to satisfy the requirements of 36 general education credits.)

Business Core Requirements18 credits

- BUS 201 Quantitative Methods.....3 credits
- BUS 206 Legal, Ethical, Global and Regulatory Environment of Business ‡ 3 credits
- BUS 217 Principles of Financial Accounting..... 3 credits
- BUS 218 Principles of Managerial Accounting..... 3 credits
- ECN 211 Principles of Macroeconomics..... 3 credits
- ECN 212 Principles of Microeconomics..... 3 credits

‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

Transferable Transferable Electives10 credits

Successful completion of 10 credits of unduplicated university transferable transferable electives, as described on page 67.

REQUEST TO APPROVE MODIFICATION OF Business Entrepreneurship Specialization

Recommendation: The Instructional Council (IC) recommends approval of modifications to the Business Entrepreneurship Specialization (AAS, CAS)

Summary:

Changing wording for math requirements from 'BUS133 or any course under the Mathematics General Education course options on page 66 except for MAT 101, MAT109, MAT112 or MAT125' to 'MAT142 or Higher'.

This program accepts BUS133 or any course under the mathematics general education course options on page 66 except for MAT 101, MAT109, MAT112, or MAT125. The new statistics curriculum adopted at this fall's Math articulation task force meeting will prompt changes to the current math requirements to MAT 125 – Introduction to Statistics, which will affect this degree program. To ensure students are taking both relevant and transferable classes, the requested language for the math requirement would read as follows: MAT142 or higher. Most of the math courses with a number of 142 or higher have a SUN number assigned to them and are direct transfers to the state universities.

Removing BUS217 - Financial Accounting and replace with new course BUS 114 - Survey of Accounting

The Entrepreneurship AAS program requires students to complete BUS 217 – Financial accounting, which is a higher level of accounting than is needed for this degree because no other accounting course was available at the time of creation. The business department has now developed and introduced BUS 114 – Survey of Accounting which is designed for non-Associate of Business (ABus) majors. This new accounting course offers Entrepreneurship students the basic fundamentals from both BUS 217 – Financial Accounting and BUS 218 – Managerial Accounting. Furthermore, BUS 114 has been approved as a prerequisite for BUS 122 – Computerized Accounting with QuickBooks. Without this modification to the Entrepreneurship AAS, students would be forced to take another course that is not currently listed in the program with the prerequisite having changed for BUS122.

The following further changes were requested by IC

1. Removing daggers and transfer information from the strikethrough.
2. Removing “Unrestricted” from “Unrestricted Electives”.

Business Studies (BUS)

Entrepreneurship Specialization

Entrepreneurship plays a vital role in the growth of the U.S. economy. The number of new business establishments (establishments that are less than 1-year- old in any given year) tends to rise and fall with the business cycle of the overall economy. Entrepreneurs start new businesses and take on the risks and rewards of being an owner. Those who plan ahead and educate themselves on the range of issues that will impact their business before they start are the most successful. Annual salaries vary by industry and level of success.

If you are considering starting your own business, consider contacting NPC’s Small Business Development Center for a free consultation and assistance in contracting with governmental agencies or preparing Small Business Administration loan applications.

Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at studentaid.ed.gov/sa/fafsa.

Apply early, as the process can take 4-6 weeks. You should have all of your paperwork submitted to the Financial Aid Office by the Priority Deadlines.

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Entrepreneurship Fundamentals (CP) • 21 credits

BUS 100 Introduction to Business	3 credits
BUS 105 Techniques of Supervision	3 credits
BUS 106 Techniques of Personal Finance	3 credits
BUS 110 Small Business Management	3 credits
BUS 210 Principles of Management	3 credits
BUS 220 Principles of Marketing.....	3 credits
BUS 231 Microsoft Office – Level 1	3 credits

Entrepreneurship (CAS) • 33 credits

Complete the Entrepreneurship Fundamentals CP 21 credits PLUS

BUS 203 Business Communication 3 credits

BUS 225 Human Resource Management.....3 credits

Communications..... 3 credits

ENL 101 College Composition I3 credits

Mathematics..... 3 credits

BUS 133 or select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 **EXCEPT** for MAT 101, MAT 109, MAT 112 or MAT 125. **MAT142 or higher.**

Entrepreneurship (AAS) • 64 credits

Complete the Entrepreneurship CAS 33 credits

PLUS

General Education Courses 3 credits

Communications..... 3 credits

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 **EXCEPT** for SPT 110 and SPT 120.

Discipline Studies 7 credits

Discipline Studies..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the

Arts and Humanities or **Social and Behavioral Sciences** lists on page 66.)

Core Requirements 15 credits

BUS114 Survey of Accounting.....3credits

BUS 122 Computerized Accounting with QuickBooks3 credits

BUS 206 Legal, Ethical, Global and Regulatory Environment of Business ‡.....3 credits

BUS 217 Principles of Financial Accounting ‡3 credits

ECN 211 Principles of Macroeconomics ‡.....3 credits

ECN 212 Principles of Microeconomics ‡3 credits

‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

Unrestricted Electives 6 credits

(Choose from any unduplicated courses at the 100-level or above)

REQUEST TO APPROVE MODIFICATION OF THE BUSINESS MANAGEMENT AND LEADERSHIP SPECIALIZATION

Recommendation: The Instructional Council (IC) recommends approval of modifications to the Business Management and Leadership Specialization (AAS, CAS)

Summary:

Changing wording for math requirements from 'BUS133 or any course under the Mathematics General Education course options on page 66 except for MAT 101, MAT109, MAT112 or MAT125' to 'MAT142 or Higher'. This program accepts BUS133 or any course under the mathematics general education course options on page 66 of the *NPC Catalog* except for MAT 101, MAT109, MAT112, or MAT125. The new statistics curriculum adopted at this fall's Math ATF meeting will prompt changes to the current math requirements to MAT 125 – Introduction to Statistics, which will affect this degree program. To ensure students are taking both relevant and transferable classes, the requested language for the math requirement would read as follows: MAT142 or higher. Most of the math courses with a number of 142 or higher have a SUN number assigned to them and are direct transfers to the state universities.

Additionally, the following changes were requested by IC:

1. Reformatting Discipline Studies
2. Remove double daggers and transfer information

Business Studies (BUS)

Management and Leadership Specialization

The Management and Leadership area of specialization prepares graduates for a variety of career options, from administrative services managers, human relations managers, sales managers, marketing specialists, natural science managers, hospitality and food service managers or even school or college administrators.

Career Opportunities

Employment opportunities in the management area are projected to grow 12 percent per year through 2022. Tasks such as managing operations, facilities and people will remain important in a wide range of industries.

The following, according to the U.S. Bureau of Labor and Management, are the annual mean wages in Arizona for some management and leadership fields: Food Service Manager, \$54,780; First-line supervisor for retail sales workers, \$34,740; First-line supervisors for office and administrative support workers, \$46,840. (Figures from US BLS May 2021, SOC 11-2022).

Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at studentaid.ed.gov/sa/fafsa.

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Management and Leadership Fundamentals (CP) • 19 credits

BUS 105 Techniques of Supervision.....	3 Credits
BUS 185 Ethics in Management.....	3 Credits
BUS 202 Professional Customer Service	1 credit
BUS 203 Introduction to Business Communication	3 credits
BUS 210 Principles of Management.....	3 credits
BUS 220 Principles of Marketing	3 credits
BUS 231 Microsoft Office Level I.....	3 credits

Management and Leadership (CAS) • 34 credits

Complete the Management and Leadership Fundamentals CP..... 19 credits
AND

BUS 206 Legal, Ethical, Global & Regulatory Environment of Business	3 credits#
BUS 217 Principles of Financial Accounting.....	3 credits#
BUS 230 Organizational Leadership	3 credits

Communications **3 credits**

ENL 101 College Composition I.....	3 credits
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Mathematics..... 3 credits

BUS 133 or select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 **EXCEPT** for MAT 101, MAT 109, MAT 112 or MAT 125. **MAT142 or higher**

Management and Leadership (AAS) • 64 credits

Complete the Management and Leadership CAS..... 34 credits

PLUS

General Education Courses.....3 credits

Communications 3 credits

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 **EXCEPT** for SPT 110 and SPT 120.

Discipline Studies7 credits

Discipline Studies..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Core Requirements12 credits

BUS 218 Principles of Managerial Accounting ‡ 3 credits

BUS 225 Human Resource Management 3 credits

ECN 211 Principles of Macroeconomics..... 3 credits‡

ECN 212 Principles of Microeconomics ‡ 3 credits

‡ *Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A*

Unrestricted Electives.....8 credits

(Choose from any unduplicated courses at the 100-level or above)

REQUEST TO APPROVE MODIFICATION OF THE MEDICAL ASSISTANT (MDA) PROGRAM

Recommendation: The Instructional Council (IC) recommends approval of modifications to the Medical Assistant program (AAS)

Summary:

Replacing CIS105 (Computer Applications and Information Technology) with BUS114 (Survey of Accounting) in the MDA AAS. Additionally, BUS114 is becoming a prerequisite for BUS122, which is a requirement for the MDA AAS.

BUS114 is designed for non-accounting majors to learn basic financial processes, pertinent to the management of leadership of a business or department. This course is necessary for students that will need to actively participate in preparing, analyzing, or forecasting financial statements for an organization.

Also, CIS105 is very similar to BUS231, which is included in the CP,CAS,AAS. Although CIS105 prepares students for Microsoft Office certification, this certification is not necessary for Medical Assistants.

Medical Assistant (MDA)



Certificate (CP & CAS) & AAS Degree Options

The Northland Pioneer College Medical Assistant program trains students for a career providing patient care and physician assistance in medical offices and clinics. Classes include front- and back-office theory and procedures, preparing students for national certification examination. A 160-hour internship is required.

The NPC program meets or exceeds the Arizona State Board of Medical Examiners training requirements. You can be certain you are gaining the necessary knowledge to succeed in this rapidly growing field.

Note: The MDA degree and certificate program does NOT lead into the NPC nursing program.

Career Opportunities

According to the U.S. Bureau of Labor Statistics, job opportunities for medical assistants who handle both administrative and clinical duties should be excellent through the 2024 decade, particularly for those with formal training. The field is expected to grow 23 percent during this period as the health care industry expands due to technological advances combined with the growth and aging of the population.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs. You can access the current data online at www.npc.edu/medical-assistant.

(CP) Certificate of Proficiency

(CAS) Certificate of Applied Science

(AAS) Associate of Applied Science Degree

Medical Assistant (CP) • 42 credits

BUS 119 Medical Office Administrative Procedures	3 credits
BUS 183 Electronic Medical Records	3 credits
BUS 231 Microsoft Office Level I	3 credits
HES 101 Basic Technical Mathematics	
<u>OR</u> MAT 109 or higher	3 credits
HES 120 Law and Ethics of the Health Care Professional	3 credits
HES 145 Nutrition	3 credits
HES 170 Medical Terminology for Clinical Health Professionals	3 credits
HES 180 Basic Pharmacology	3 credits
HES 190 Human Body in Health and Disease	4 credits

MDA 124 Clinical Procedures I	5 credits
MDA 125 Clinical Procedures II.....	5 credits
MDA 126 Medical Assistant Externship.....	4 credits

Medical Assistant (CAS) • 45 credits

Complete the Medical Assistant CP42 credits

PLUS

Communications 3 credits

ENL 101 College Composition I	3 credits
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Associate of Applied Science (AAS) • 64 credits

Complete the Medical Assistant CAS45 credits

General Education Courses 3 credits

Communications 3 credits

Select any course under the **Communications** General Education Course Options (for AASdegrees) on page 66 **EXCEPT** for SPT 110 and SPT 120.

Discipline Studies (Per the lists on page 66) **7 credits**

One course from the **Physical and Biological Sciences** list..... 4 credits

One course from either the **Arts and Humanities** or

Social and Behavioral Sciences lists 3 credits

PLUS

Additional Requirements..... 9 credits

BUS 105 Techniques of Supervision..... 3 credits

BUS 122 Computerized Accounting with QuickBooks™ 3 credits

BUS114 Survey of Accounting.....3 credits

CIS 105 Computer Applications and Information Technology..... 3 credits

REQUEST TO APPROVE MODIFICATION OF THE BUSINESS MEDICAL OFFICE ADMINISTRATION SPECIALIZATION

Recommendation: The Instructional Council (IC) recommends approval of modifications to the Business Medical Office Administration Specialization (AAS, CAS).

Summary:

Changing wording for math requirements from 'BUS133 or any course under the Mathematics General Education course options on page 66 except for MAT 101, MAT109, MAT112 or MAT125' to 'MAT142 or Higher'. This program accepts BUS133 or any course under the mathematics general education course options on page 66 of the *NPC Catalog* except for MAT 101, MAT109, MAT112, or MAT125. The new statistics curriculum adopted at this fall's Math ATF meeting will prompt changes to the current math requirements to MAT 125 – Introduction to Statistics, which will affect this degree program. To ensure students are taking both relevant and transferable classes, the requested language for the math requirement would read as follows: MAT142 or higher. Most of the math courses with a number of 142 or higher have a SUN number assigned to them and are direct transfers to the state universities.

Reformatting “Discipline Studies” to match “Communications” per IC request.

Business Studies (BUS)

Medical Office Administration Specialization

Medical office administrative assistants are multi-skilled individuals essential in providing clerical support for the running of an efficient and profitable medical practice. They ensure quality, accuracy, accessibility and security in both paper and electronic systems. Because they work in the health care field, medical office administrative assistants also need specialized knowledge about the types of various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries and to maintain patients' medical histories.

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Medical Office Administration Fundamentals (CP) • 22 credits

BUS 105 Techniques of Supervision	3 credits
BUS 119 Medical Office Administrative Procedures	3 credits
BUS 183 Electronic Medical Records	3 credits
BUS 231 Microsoft Office Level I	3 credits
HES 120 Law and Ethics of the Healthcare Professions.....	3 credits
HES 170 Medical Terminology for Clinical Health Professionals	3 credits
HES 190 Human Body in Health and Disease	4 credits

Medical Office Administration Specialization (CAS) • 35 credits

Complete the Medical Office Administration Fundamentals CP.....	22 credits
BUS 179 Medical Coding	4 credits
BUS 210 Principles of Management	3 credits
Communications	3 credits
ENL 101 College Composition I.....	3 credits
Mathematics	3 credits
BUS 133 or select any course under the Mathematics General Education Course Options (for CAS and AAS Degrees) on page 66 EXCEPT for MAT 101, MAT 109, MAT 112 or MAT 125. MAT142 or higher	

Medical Office Administration Specialization (AAS) • 64 credits

Complete the Medical Office Administration Specialization CAS. 35 credits PLUS

General Education Courses.....3 credits

Communications3 credits

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 **EXCEPT** for SPT 110 and SPT 120.

Discipline Studies7 credits

Discipline Studies.....7 credits

Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.

Core Requirements12 credits

BUS 189 Computerized Medical Billing..... 3 credits BUS 188 Medical Transcription
Fundamentals 3 credits BUS 230 Organizational
Leadership..... 3 credits BUS 250 Medical Administration
Capstone..... 3 credits

AND

Unrestricted Electives.....7 credits

(Choose from any unduplicated courses at the 100-level or above)

REQUEST TO APPROVE MODIFICATION OF THERAPEUTIC MASSAGE (TMP) PROGRAM

Recommendation: The Instructional Council (IC) recommends approval of modifications to Therapeutic Massage program (AAS)

Summary:

Adding BUS114 (Survey of Accounting) as an option under Additional Requirements in the TMP AAS.

BUS114 is a new course, approved with the following rationale: This course is designed for non-accounting majors to learn basic financial processes, pertinent to the management or leadership of a business or department. This course is necessary for students that will need to actively participate in preparing, analyzing, or forecasting financial statements for an organization. Adding BUS114 as an option for students in TMP provides an introductory accounting course among BUS/CIS course options, and will better prepare students for BUS122 if they want a more advanced accounting course. (Note that students must complete a minimum of 6 credit hours of BUS or CIS courses listed in this section, and adding BUS114 would increase the course options to 6).

From a practical perspective, since IC approved the prerequisite of BUS114 for BUS122 starting fall 2022, this modification will allow students to have these sequenced courses apply to their program.

Therapeutic Massage (TMP)

Certificate (CP, CAS) and AAS Degree



Today's massage therapists provide a range of services from personal care services for stress reduction, relaxation and preventative wellness techniques to healthcare services in clinical settings with other health care professionals, medical doctors, chiropractors, and nurse practitioners. While many massage therapists have private practices, others are finding career opportunities in full-service salons and day spas, health resorts, cruise ships, sports medicine clinics, gyms, and with personal trainers, as well as in hospitals and other health care offices.

Training Locations

The Therapeutic Massage Program will be offered at the Show Low and Winslow campuses. Check with your academic adviser for availability.

Career Opportunities

Employment of massage therapists is projected to grow 26 percent from 2016 to 2026, much faster than the average for all occupations. Continued growth in the demand for massage services will lead to new openings for massage therapists. As more states adopt licensing requirements and standards for massage therapists, the practice of massage is likely to be respected and accepted by more people as a way to treat pain and to improve overall wellness.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data for the Therapeutic Massage Program online at www.npc.edu/therapeutic-massage

(CP) Certificate of Proficiency

(CAS) Certificate of Applied Science

(AAS) Associate of Applied Science Degree.

Therapeutic Massage (CP) • 32 credits

TMP 107 Overview for Alternative and Complementary Medicine	3 credits
TMP 108 A & P with Kinesiology Techniques I	4 credits
TMP 109 A & P with Kinesiology Techniques II	4 credits
TMP 111 Pathology for Massage Therapists	3 credits
TMP 112 Business and Communication for Massage Therapy	3 credits
TMP 205 Applied Therapeutic Massage	4 credits
TMP 214 Massage Techniques	4 credits

TMP 221 Body/Mind Therapy.....	3 credits
TMP 240 Massage Therapy Clinical Practice.....	4 credits

Therapeutic Massage (CAS) • 38 credits

Complete the Therapeutic Massage CP32 credits

PLUS

Communications.....3 credits

ENL 101 College Composition I.....	3 credits
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Mathematics3 credits

MAT 103 Business Mathematics.....	3 credits
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Therapeutic Massage (AAS) • 64 credits

Complete the Therapeutic Massage CAS38 credits

PLUS

General Education Courses 3 credits

Communications.....3 credits

Select any course under the **Communications** General Education Course Options (for AASdegrees) on page 66.

Discipline Studies14 credits

Arts and Humanities3 credits

(Select one course from the **Arts and Humanities** list on page 66)

Social and Behavioral Sciences3 credits

PSY 101 Introduction to Psychology.....	3 credits
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Physical and Biological Sciences8 credits

(Select two courses from the **Physical and Biological Sciences** list on page 66)

PLUS

Additional Requirements..... 6 credits

Complete a minimum of 6 credit hours from the following:

BUS 100 Introduction to Business.....	3 credits
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BUS 110 Small Business Management.....	3 credits
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BUS114 Survey of Accounting	3 credits
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BUS 122 Computerized Accounting with QuickBooks™ 3 credits

BUS 231 Microsoft Office Level I 3 credits

CIS 105 Computer Applications and Information Technology 3 credits

Electives..... 3 credits

Choose from any unduplicated courses at the 100-level or above.

2022-2023 Tuition and Fees

Recommendation:

Staff recommends approval of the 2022-2023 Tuition and Fees.

Summary:

Based on the Budget Development calendar, staff is providing proposed information on tuition and fees. Staff has developed the tuition and fee information based on Board approval of the Budget Development Guidelines, which include the following assumptions for tuition and fees:

Tuition and general fees will be set at a rate that:

- A. gives consideration to the impact on students, student enrollment, and student retention rates;*
- B. increases incrementally; and*
- C. is competitive in our market by maintaining a comparative position to the average tuition at other Arizona community colleges.*

Course fees will be set at a rate calculated to offset expendable supplies and equipment.

Tuition

The District Governing Board (DGB) approves tuition on a three-year cycle to help students properly plan for tuition costs. Tuition rates for in-district and in-state rates for 2022-2023 have already been approved and requires no action.

Historical tuition rates are included along with comparative information to other community colleges in Arizona, if available.

Course Fees

Instructional staff review course fees to assure fees are based on cost of consumable supplies and other course specific expenses. Proposed course fee changes are expected to cover new courses and the increased cost of course supplies, equipment maintenance, and course-specific operational expenses. Changes in the fees are noted by bold type.

General Fees

General fees include the Media Fee, transcript fees, testing fees and others. These fees are per transaction and not assessed on a credit hour basis.

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE**

APPROVED MARCH 2020 & MARCH 2021*

TUITION	Approved 2020-21	Approved* 2021-22	Approved* 2022-23
IN-DISTRICT (Navajo County only)	\$79 per credit hour	\$65 per credit hour	\$68 per credit hour
IN-STATE (All AZ Counties except Navajo)	\$79 per credit hour	\$82 per credit hour	\$85 per credit hour
OUT-OF-STATE	\$380 per credit hour	\$395 per credit hour	\$410 per credit hour
EARLY COLLEGE IN-DISTRICT	\$79 per credit hour	\$65 per credit hour	\$68 per credit hour
EARLY COLLEGE IN-STATE	\$79 per credit hour	\$82 per credit hour	\$85 per credit hour
EARLY COLLEGE OUT-OF-STATE	\$79 per credit hour	\$82 per credit hour	\$85 per credit hour
SENIOR CITIZENS 60 years or older	*50% of the applicable rate: In-District, In-State , or Out-of-State. (Does not apply to non-credit courses)		
CCP COURSES	*50% of the applicable rate: In-District, In-State , or Out-of-State. (Does not apply to non-credit courses)		
SUMMER SESSION COURSES	*50% of the applicable rate: In-District, In-State , or Out-of-State. (Does not apply to non-credit courses)		
WICHE WUE	150% of the In-State rate		
REFUNDS FOR TUITION	100% before 1 st day of semester and if NPC cancels the class. 50% during 1 st and 2 nd weeks of the semester. No refund after the end of the second week of the semester		
SUMMER SESSION REFUNDS	100% prior to 1 st day of session. 50% through first week of the session. No refunds after first week.		
SHORT-TERM COURSE REFUNDS	100% prior to 1 st day of session. 50% through first week of the session. No refunds after first week.		

Notes:

*50% discounts are not to be combined

Bold items indicate a change from prior year

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2022-2023
Course Fees**

ARTS & SCIENCES			Approved 2021-22	Proposed 2022-23
ANT	104	Biological Anthropology & Human Origins	\$40	\$40
ART	103	Basic Design	\$20	\$20
ART	105	Beginning Drawing I	\$20	\$20
ART	110	Figure Drawing I	\$20	\$20
ART	121	Digital Photography I	\$25	\$25
ART	140	Lettering	\$20	\$20
ART	150	Advertising Design	\$20	\$20
ART	155	Printmaking	\$20	\$20
ART	170	Sculpture I	\$20	\$20
ART	175	Painting	\$20	\$20
ART	180	Watercolor	\$20	\$20
ART	185	Handbuilding Pottery	\$25	\$25
ART	186	Clay Sculpture	\$25	\$25
ART	187	Raku Pottery	\$25	\$25
ART	190	Ceramics	\$25	\$25
ART	199	Photography Enrichment	\$25	\$25
ART	199	Ceramic Enrichment	\$25	\$25
ART	205	Drawing II	\$20	\$20
ART	206	Figure Drawing II	\$20	\$20
ART	220	Painting II	\$20	\$20
ART	221	Digital Photography II	\$25	\$25
ART	222	Digital Photography Practicum	\$25	\$25
ART	225	Watercolor II	\$20	\$20
ART	245	Ceramics II	\$25	\$25
ART	246	Ceramics III	\$25	\$25
ART	247	Ceramics IV	\$25	\$25
ART	280	Art Studio – 2 Dimensional	\$20	\$20
ART	281	Art Studio – 3 Dimensional	\$25	\$25
ART	289	Figurative Ceramics	\$25	\$25
BIO	100	Biological Concepts	\$40	\$40
BIO	160	Intro. to Human Anatomy & Physiology	\$40	\$40
BIO	181	General Biology I	\$40	\$40
BIO	182	General Biology II	\$40	\$40
BIO	201	Human Anatomy & Physiology I	\$40	\$40
BIO	202	Human Anatomy & Physiology II	\$40	\$40
BIO	205	Microbiology	\$40	\$40
CHM	ALL	All Courses	\$40	\$40

ARTS & SCIENCES (cont'd)			Approved 2021-22	Proposed 2022-23
ECD	ALL	ECD Permanent Number/1 cr.	\$20	\$20
ECD	ALL	ECD Permanent Number/2 cr. & 3 cr. (EXCEPT ECD 200, 222 and 250 at \$0)	\$40	\$40
EDU	281	Introduction to Structured English Immersion	\$55	\$55
FDV	130	Video Production	\$20	\$0
FDV	140	Video Editing	\$20	\$0
FDV	160	Digital Audio For Film/TV	\$20	\$0
FDV	222	Digital Video Pre-Production Applications	\$20	\$0
FDV	232	Digital Video Production Applications	\$20	\$0
FDV	242	Digital Video Post-Production Applications	\$20	\$0
GEO	111	Physical Geography	\$40	\$40
GLG	ALL	All Geology Courses	\$40	\$40
MUS	155	Music Applied (all)	\$120	\$120
POS	221	Arizona Constitution and Government	\$55	\$20
POS	222	U.S. Constitution	\$55	\$20
PHY	ALL	All Physics Courses	\$40	\$40
SPT	130	Introduction to Theatre	\$45	\$45
SPT	178	Stage Makeup	\$70	\$70
SPT	230	Video Production	\$20	\$0
SPT	240	Video Editing	\$20	\$0

Notes:

- **Bold** items indicate a change from prior year.
- **FDV and SPT Video Production and Editing classes no longer require consumables**
- **POS 221 & 222 course fee reduction:** POS enrollments have dropped in the past two years. NPC is no longer the best value for students and they are beginning to attend elsewhere. The reduced course fee will put us at \$2.00 less than other colleges in the state and should yield NPC a more competitive advantage. The decrease still allows the college to recover its costs for this course.

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2022-2023
Course Fees**

CAREER & TECHNICAL EDUCATION			Approved 2021-22	Proposed 2022-23
AJS	102	Intensive Police Academy	\$250	\$250
ATO	ALL	All Automotive Courses except ATO116	\$100	\$125
ATO	116	Introduction to Auto and Safety	\$125	\$135
BUS	ALL	All Business Courses except BUS179	\$0	\$0
BUS	227	Medical Coding	\$40	\$0
BUS	179	Medical Coding	\$0	\$40
CIS	ALL	All CIS Courses except CIS 141, 142, and 145	\$15	\$15
CIS	141	A+ Certification Preparation I	\$150	\$150
CIS	142	A+ Certification Preparation II	\$15	\$150
CIS	145	Network+ Certification Preparation	\$15	\$150
CON	ALL	All Construction Courses except CON102 & CON107	\$50	\$50
CON	102	Introduction to Construction Methods	\$75	\$75
CON	107	Safety and Job Hazard Recognition	\$25	\$25
COS	ALL	All Cosmetology Courses	\$25	\$25
COS	142	Introduction to Hair Care	\$50	\$25
COS	143	Introduction to Basic Skin Care	\$25	\$50
DRF	ALL	All Drafting Courses	\$30	\$30
EIT	ALL	All Energy and Industrial Technician Courses except EIT100 & EIT201	\$150	\$150
EIT	100	Introduction to Advanced Manufacturing	\$175	\$175
EIT	201	Introduction to an Industrial Environment	\$175	\$175
FRS	101	Principles of Fire and Emergency Service Administration	\$10	\$10
FRS	103	Firefighter I	\$135	\$135
FRS	105	Firefighter II	\$135	\$135
FRS	110	HazMat First Responder	\$25	\$25
FRS	126	Rope Rescue I	\$50	\$50
FRS	127	Rope Rescue II	\$50	\$50
FRS	128	Rope Rescue III	\$50	\$50
FRS	130	Incident Command System	\$10	\$10
FRS	132	Fire Investigation I	\$10	\$10
FRS	135	Fire Protection Hydraulics & Water Supply	\$10	\$10
FRS	137	Strategies and Tactics	\$10	\$10
FRS	138	Legal Aspects of Emergency Services	\$10	\$10
FRS	139	Confined Space Operations	\$30	\$30

CAREER & TECHNICAL EDUCATION (cont'd)			Approved 2021-22	Proposed 2022-23
FRS	141	Fire Service Communication	\$10	\$10
FRS	150	Wild Land Firefighter	\$25	\$25
FRS	200	Fire Behavior and Combustion	\$10	\$10
FRS	201	Fire Protection Systems	\$10	\$10
FRS	202	Principles of Emergency Services	\$10	\$10
FRS	203	Fire Prevention	\$10	\$10
FRS	207	Building Construction for Fire Prevention	\$10	\$10
FRS	208	Principles of Fire Emergency Services, Safety & Survival	\$10	\$10
INA	ALL	All Industrial Arts Courses	\$45	\$45
WLD	ALL	All Welding Courses except WLD 100 and WLD170	\$120	\$140
WLD	100	Safety and Math	\$25	\$25
WLD	170	Metal Preparation, Quality & Alignment 2	\$0	\$0

Notes:

- **Bold** items indicate a change from prior year.
- Several course fees are going up to account for increased costs of instructional supplies.
- 199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.
- The course number changed from BUS 227 to BUS 179.
- Fees for CIS 142 and CIS 145 are being added to help offset the costs of CompTIA certification exam costs for students that successfully complete these courses.

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2022-2023
Course Fees**

NURSING & ALLIED HEALTH			Approved 2021-22	Proposed 2022-23
EMT	104	Healthcare Provider CPR & First Aid	\$15	\$15
EMT	130	EMT Preparation Course	\$10	\$10
EMT	131	Emergency Medical Training	\$280	\$330 (to cover drug screen cost)
EMT	133	Refresher Course - EMT Recertification	\$40	\$50
EMT	135	EMT IVC	\$75	\$90
EMT	240	Basic ECG & Pharmacy	\$30	\$30
EMT	241	ALS Refresher	\$175	\$200
EMT	246	Paramedic Training I	\$900	\$950
EMT	247	Paramedic Training II	\$950	\$950
HES	109	Phlebotomy	\$200	\$250 (to cover drug screen cost)
HES	180	Basic Pharmacology	\$10	\$10
HES	190	Human Body in Health and Disease	\$40	\$60
MDA	124	Clinical Procedures I	\$180	\$280**
MDA	125	Clinical Procedures II	\$230 (to cover drug screen cost)	\$330**
NAT	101	Nursing Assistant	\$140	\$150
NUR	116	LPN to RN Transition	\$425	\$475
NUR	117	Pharmacology I	\$10	\$10
NUR	118	Pharmacology II	\$10	\$10
NUR	121	Nursing I	\$425	\$475
NUR	122	Nursing II	\$425	\$475
NUR	123	Paramedic to Nurse Bridge	\$425	\$475
NUR	221	Nursing III	\$425	\$475
NUR	222	Nursing IV	\$425	\$475
NUR	291	RN Refresher Course	\$400	\$450
PHT	103	Pharmacy Technician	\$40	\$50
PHT	104	Pharmacy Technician	\$90	\$100
SGT	121	Surgical Sterile Technique and Instrumentation	\$100	\$100
SGT	122	Surgical Techniques	\$150	\$150
SGT	221	Perioperative Procedures	\$100	\$100
TMP	108	A & P with Kinesiology Techniques I	\$60	\$60
TMP	109	A & P with Kinesiology Techniques II	\$60	\$60
TMP	240	Massage Therapy Clinical Practice	\$110	\$110

Notes:

- **Bold** items indicate a change from prior year.
- Increases related to increased supplies and testing fees.
- 199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.
 - HES199 Forensic Phlebotomy \$200
 - **NUR199 IV Cert for LPN \$90**

****MDA124 and MDA125 increases reflect addition of phlebotomy content to those courses so students do not have to take HES109 Phlebotomy is addition. Course fees were never increased when the change occurred, and a significant supply cost is incurred.**

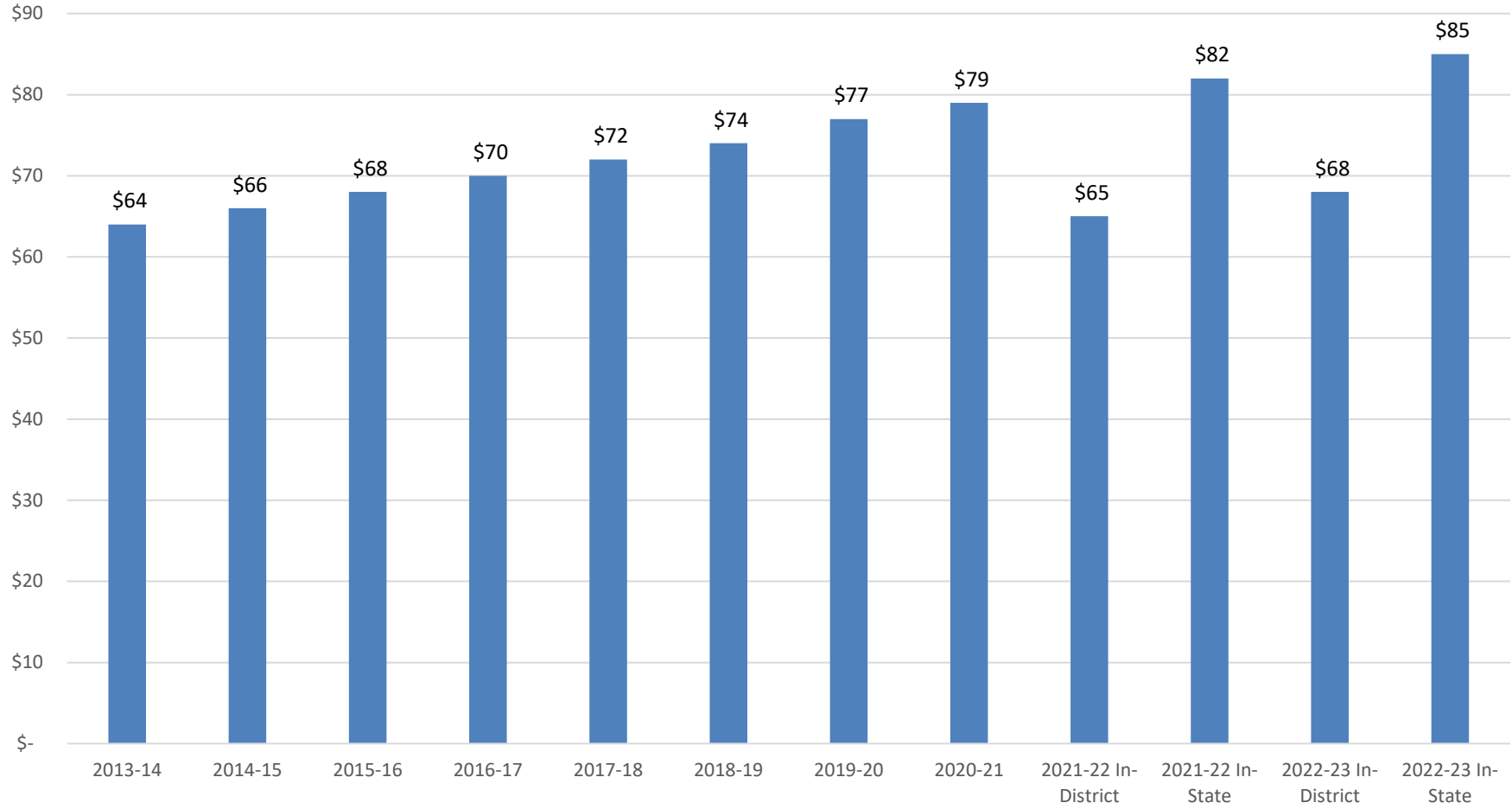
**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2022-2023
PROPOSED**

FEES	Approved 2021-22	Proposed 2022-23
GENERAL		
Media Fee ①	\$47/semester	\$47/semester
SPECIAL		
Transcript (each) Online Order	\$10	\$10
Transcript + On Demand Fee (\$5)	\$15	\$15
Transcript (each) Priority Delivery	\$20 + current priority shipping rates	\$20 + current priority shipping rates
Diploma/Certificate Replacement	\$15	\$15
Late Registration	\$30	\$30
Credit by Exam	50% of in-state tuition rate	50% of in-state tuition rate
Credit by Evaluation ②	50% of in-state tuition rate	50% of in-state tuition rate
Credit by Evaluation Fee (non-refundable)	\$15	\$15
ACCUPLACER Testing ③	\$20	\$20
HESI Testing	\$44	\$60
NSF Check Collection	\$35	\$35
Money Card Replacement (Bank Mobile):		
ACTIVE card	\$10	\$10
INACTIVE card	\$10	\$10
Student ID Replacement Fee	\$5	\$5

Bold items indicate a change from prior year.

- ① Assessed to all students enrolling in three (3) or more credit hours.
- ② Evaluation of Learning Certificates (Assessed Credits) from business, industry, government, and non-regionally accredited institutions without waiver agreement.
- ③ Includes up to three (3) tests.

NPC Tuition History per Credit Hour



Note: An In-District tuition rate for Navajo County residents was introduced in 2021-22. The rate is lower than the In-State rate.

Arizona Community Colleges FY22 Tuition per Credit Hour



Notes:

Central is not charging any tuition for FY22

Northland approved rates for FY23 is \$65 for In-District and \$82 for In-State

For FY23, a few colleges are considering an increase of \$1-\$3 but most plan no increase

Request to Approve HVAC Removal & Replacement

Recommendation:

Staff recommends approval for Rim Country Mechanical to replace HVAC equipment at the campuses in Snowflake and Winslow for \$80,180. Request for quotes (RFQ) were issued for the projects but only Rim Country Mechanical responded. Funding for these projects are available in the current year budget.

Summary:

These projects will complete the HVAC replacement efforts started in 2019 to ensure compliance with EPA standards. Effective 2020, the EPA ruled that Class II Ozone-Depleting Substances, specifically HCFC-22 or R-22 would be phased out of use. This meant the R-22 refrigerant would no longer be available for purchase and associated parts would only be available from existing inventories. For several years NPC has worked on replacing HVAC equipment and was only slowed during COVID. The Snowflake project was included in the current fiscal year budget, but do to underruns in other projects the Winslow project can also be covered from the current year budget.

HVAC projects:

- Phase 1 - WMC Aspen Center (Show Low) – Replaced equipment in 2019
- Phase 2 - Hopi Center (Keams Canyon) – Replaced equipment in 2020
- Phase 3 - WMC Cosmetology (Show Low) – Replacement of equipment in progress / delayed due to COVID
- Phase 3 - WMC Goldwater (Show Low) - Replacement of equipment in progress / delayed due to COVID
- Phase 4 - SCC Student Center – Seeking DGB approval
- Phase 5 LCC Ruby Hill (Winslow) – seeking DGB approval/will be combined with Phase 4

Cost Proposals:

Campus	Building	Vendor	Cost
SCC - Snowflake	Student Center	Rim Country Mechanical	\$ 36,465
LCC - Winslow	Ruby Hill	Rim Country Mechanical	\$ 43,715
			<u>\$ 80,180</u>



RIM COUNTRY MECHANICAL INC.

261 N. 8th Street
Show Low, Arizona 85901
Ph: (928) 537-1803
Fx: (928) 537-8984

Licensed & Bonded
ROC License #285833

PROPOSAL

QUALITY HEATING, COOLING & REFRIGERATION

DUNN'S # 877475368

TO: Northland Pioneer College

1001 W. Deuce of Clubs
Show Low, AZ 85901

Ph: 928-532-6111

DATE: 1/27/2022

Location: **Winslow Campus**

Email: david.huish@npc.edu / philip.bowler@npc.edu

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATE FOR THE FOLLOWING:

- 5 – Armstrong A96UH2E110C16S – 110,000 BTU – 96% Efficient Furnaces
- 2 – Armstrong 4SCU14LB160P-50 – 5 Ton – 14 SEER A/C Units
- 3 – Armstrong 5 Ton A/C Units Provided by NPC
- 5 – Armstrong HC5TXV-C – 5 Ton A/C Coils
- Duct Transitions
- Electrical, Gas & Condensate Connections
- R-11 Flush for Existing Refrigerant Lines
- Replace Existing Flues with PVC Concentric Flue Piping

TOTAL WITH TAX \$ 43,715.00

Exclusion:

- No New Electrical
- No Roof Repairs

****ALL LABOR AND MATERIAL IS INCLUDED TO COMPLETE INSTALLATION AS ABOVE****

WE PROPOSE hereby to furnish labor and material--complete in accordance with the above specifications, for the sum of:

FORTY-THREE THOUSAND SEVEN HUNDRED FIFTEEN DOLLARS AND NO /100-----

Payment to be made: Per Contract

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry necessary insurance. Our workers are fully covered by Worker's Compensation Ins.

Authorized by: Corey Lunt

NOTE: This proposal may be withdrawn by us if not accepted within **30** days.

Acceptance of Proposal - The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. And if account becomes past due, I agree to pay all finance and collection costs.

Date of Acceptance: _____

Signature: _____

Signature: _____

****ORIGINAL****

From: [Don Romero](#)
To: [Bowler, Philip R.](#)
Subject: Re: NPC HVAC replacement in Snowflake and Winslow.
Date: Tuesday, January 25, 2022 10:33:10 AM
Attachments: [image001.png](#)

EXTERNAL SENDER: This email originated from a non-NPC server and/or email domain. Only click links or open attachments if you trust the sender and know the content is safe.

Hi Philip,

Don at D R Plumbing Heating & Cooling, LLC is not able at this time to give you a bid on this project.

Thank You,

DMR & JC Romero+

DR Plumbing Heating & Cooling, LLC

1100 Crestview Drive Show Low AZ 85901-8243

(928)532-**FAST**(3278) (928)207-**FAST**(3278)

ROC-292442 ROC-2998855

ridgewalker318@hotmail.com

ridgewalker320@gmail.com

On Tue, Jan 25, 2022 at 9:48 AM Don Romero <ridgewalker320@gmail.com> wrote:

I've sent this to Don, thanks for the email update, he will be calling you today, JC@D R

On Tue, Jan 25, 2022 at 9:33 AM Bowler, Philip R. <philip.bowler@npc.edu> wrote:

Don Romero, are you still not wanting to bid on the HVAC replacement projects for our Snowflake Student Center and Winslow Ruby Hill? If you are could you call me. If not could you just respond to this email.

Thanks,

From: [Matt Clough](#)
To: [Bowler, Philip R.](#)
Subject: Re: Bid for Snowflake Student Center and Winslow Ruby Hill
Date: Tuesday, January 25, 2022 9:01:10 AM
Attachments: [image001.png](#)

EXTERNAL SENDER: This email originated from a non-NPC server and/or email domain. Only click links or open attachments if you trust the sender and know the content is safe.

Good morning, I apologize but due to the required time frame I won't be able to bid that project due to limited man power and our schedule is already full. Thank you so much for the opportunity.

On Thu, Jan 20, 2022, 3:03 PM Bowler, Philip R. <philip.bowler@npc.edu> wrote:

Hey Matt,

Are you still not wanting to bid on the HVAC replacement projects for our Snowflake Student Center and Winslow Ruby Hill?

Thanks,



Philip Bowler

HVAC Service and Repair Tech.

Northland Pioneer College

(928)524-7696

(928)205-1170



RIM COUNTRY MECHANICAL INC.

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PROPOSAL

QUALITY HEATING, COOLING & REFRIGERATION

DUNN'S # 877475368

TO: Northland Pioneer College

1001 W. Deuce of Clubs
Show Low, AZ 85901

Ph: 928-532-6111

DATE: 1/27/2022

Location: Silver Creek Student Center
Snowflake Campus

Email: david.huish@npc.edu / philip.bowler@npc.edu

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATE FOR THE FOLLOWING:

- 4 – Armstrong A96UH2E090C16S – 90,000 BTU – 96% Efficient Furnaces
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- 2 – Armstrong 4SCU14LB142P-50 – 3.5 Ton – 14 SEER A/C Units
- 2 – Armstrong HC5TXV-C – 5 Ton A/C Coils
- 2 – Armstrong HC3.5/4TXV-C – 3.5 Ton A/C Coils
- Duct Transitions
- Electrical, Flue, Gas & Condensate Connections
- R-11 Flush for Existing Refrigerant Lines

TOTAL WITH TAX \$ 36,465.00

Exclusion:

- No New Electrical
- No Roof Penetrations

****ALL LABOR AND MATERIAL IS INCLUDED TO COMPLETE INSTALLATION AS ABOVE****

WE PROPOSE hereby to furnish labor and material--complete in accordance with the above specifications, for the sum of:

THIRTY-SIX THOUSAND FOUR HUNDRED SIXTY-FIVE DOLLARS AND NO /100-----

Payment to be made: Per Contract

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry necessary insurance. Our workers are fully covered by Worker's Compensation Ins.

Authorized by: Corey Lunt

NOTE: This proposal may be withdrawn by us if not accepted within **30** days.

Acceptance of Proposal - The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. And if account becomes past due, I agree to pay all finance and collection costs.

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DR Plumbing Heating & Cooling, LLC

1100 Crestview Drive Show Low AZ 85901-8243

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ridgewalker318@hotmail.com

ridgewalker320@gmail.com

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Thanks,



Philip Bowler

HVAC Service and Repair Tech.

Northland Pioneer College

(928)524-7696

(928)205-1170

Request to Approve External Hearing Officers

Recommendation:

Staff recommends approval of the attached list of external Hearing Officers.

Summary:

College Procedure 2755 requires that the District Governing Board approve a list of hearing officers on an annual basis (Procedure 2755, ll.C). The list of Hearing Officers is provided by the college attorney and these individuals have agreed to serve if called on.

NORTHLAND PIONEER COLLEGE

2022-2023

List of Hearing Officers/Investigators

- **Jamie Mayrose**
Rader Mayrose LLP
812 N. Second Avenue
Phoenix, AZ 85003
602-384-2292
- **James E. Mannato**
6773 W. Olberg Rd.
Queen Creek, AZ 85142
480-987-6115
- **Prudence Lee**
1023 E Country Gables Dr.
Phoenix, AZ 85022
602-758-9914
- **Pierce Coleman**
2020 North Central Ave., Suite 670
Phoenix, AZ 85004
602-772-5506
- **C. Benson Hufford**
Hufford Horstman Mongini Parnell & Tucker, PC
Tucson, Arizona (also has an office in Flagstaff)
928-226-0000

Request to Release Funds for Construction at NATC

Recommendation:

Staff recommends releasing \$762,650 for construction at the Northeast Arizona Training Center (NATC).

Summary:

In 2019, NPC received funding from the state legislature for construction at NATC. In January 2020, LEA Architects, LLC was contracted to develop a Master Plan for NATC which resulted in a phased approach to be completed over the span of several years. Phase I included a new training simulator building, infrastructure and cement pads for the tiny houses, berm improvement of the firing range, and an expansion of a training classroom. With increases in construction costs, the legislative funding may not be able to complete all of the Phase I plans; however, this contract accounts for the majority of the work.

The RFP bid documents for this project were opened on January 19th, and two proposals were recorded from Pointe Companies, Inc. for \$749,000 (plus an additional \$13,650 to install light poles) and Navapache Construction for \$1,042,105.50. Included with this request is the Bid Tabulation Form and an itemized list of expenses from Pointe Companies.

The NATC Board voted unanimously to award Pointe Companies, Inc. the contract for construction to include a new training simulator building and installation of the existing tiny houses. Therefore, the NATC Board is requesting the release of these funds to begin Phase I of construction of the NATC Master Plan previously designed by LEA Architects, LLC.

Additionally, the construction contract was reviewed by the college attorney and her revisions have been included in the final draft of the contract documents.

Bid Tabulation Form

Project	Northeast Arizona Training Center (NATC) Virtual Simulator Building Tiny House Foundations	Project No:	20000505
A/E	LEA – Architects LLC	Date:	1-19-22
Project Manager	Lance Enyart AIA, LEED AP, Design Principal Randy Jones RA, Sr. Project Manager	User Contact:	Jon Wisner, Director of Public Safety Education Northland Pioneer College
Location	Northeast Arizona Training Center (NATC)	Time:	2:00 p.m. (AZ Time)

Contractor	Bid Bond	Addenda #1	AIA A305	Contractor Past Perf. History	Non- Collusion	Sub List	Lump Sum Base Bid Total	Add. Alt #1 (Alt. Roof System)	Add. Alt #2 (Light Poles)
<i>POWIE COMPANIES</i>	✓	✓	✓	✓	✓	✓	<i>\$749,000</i>	<i>36,637⁰⁰</i>	<i>13,650⁰⁰</i>
<i>NAVAPACTE CONSTRUCTION</i>	✓	✓		✓	✓	✓	<i>\$1,042,105.50</i>	—	—

NATC Simulator Building

Utility Allowance	\$	25,000.00
Material Testing Allowance	\$	5,000.00
Special Structural Inspection Allowance	\$	5,000.00
Special Inspection Allowance	\$	5,000.00
Civil Inspection Allowance	\$	5,000.00
Owners Contingency Allowance	\$	50,000.00

Bonding	\$	14,500.00
Mobilization	\$	30,800.00
Plumbing	\$	79,000.00
HVAC	\$	23,500.00
Openings	\$	19,500.00
Metal Building Package	\$	67,000.00
Building Erection	\$	61,000.00
Concrete	\$	145,000.00
Electrical	\$	175,000.00
Interior Finishes	\$	28,500.00
Temp Facilities	\$	1,500.00
Termite	\$	2,200.00
Tiny Home Installation	\$	6,500.00
	\$	749,000.00

Alternative 1(Roof Upgrade)

Roof Upgrade	\$	36,637.00
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Alternative 2(Light Poles)

Exterior Lights	\$	13,650.00
-----------------	----	-----------

Request to Approve Purchase of Laerdal Mannequins

Recommendation:

Staff recommends approval to purchase 2 (two) high-fidelity patient simulators from Laerdal for a total cost of \$108,990.77.

Summary:

Northland Pioneer College (NPC) has utilized medium-fidelity patient mannequins in its nursing skills laboratories for many years. These mannequins do not appear life-like, are limited in the skills students can perform on them, and require significant faculty involvement for the results of care decisions made by students during scenarios to be reflected in a timely and appropriate manner. Scenarios become fragmented, less-closely resemble actual patient care, and can take on a “pretend” atmosphere. Students would benefit from the addition of more realistic simulators to approximate situations they encounter in the actual clinical environment and the availability of faculty as coaches rather than equipment operators.

Nursing and Allied Health (NAH) at Northland Pioneer College requests funds for the purchase of two high-fidelity simulators, one each for the Show Low and Winslow campuses. The high-fidelity simulators will allow students the opportunity to practice skills and interactions in safe, reproduceable environments away from the actual bedside, where mistakes can be made, without harming the patient, and debriefing through the use of video recording of the scenarios becomes a powerful teaching tool. Much as airline pilots train through the use of flight simulators which respond to decisions made “in the moment,” so too do high-fidelity patient simulators demonstrate responses to actions initiated by the student nurse. Simulation is also recognized as the gold standard for teaching teamwork skills and communication among members of the health care team, both of which are integral to maintaining patient safety in an increasingly complex health care environment.

Cooperative pricing through the Buy Board Contract 610-20 was utilized to ensure best value for the NPC.



Laerdal Medical Corporation
 167 Myers Corners Road
 Wappingers Falls, NY 12590
 Phone Order To: 877-LAERDAL
 Fax Order To: (800) 227-1143
 Email: customerservice@laerdal.com

CLIENT EXECUTIVE
 Mike Mikkelson
 (845) 245-7082
 mike.mikkelson@laerdal.com

To prevent any delays in processing your purchase, please include your quote # when ordering.

DATE: 3/2/2022
ATTN: Mrs. Ruth Zimmerman
 Director of Nursing and Allied Health
 +1928-532-6133
 ruth.zimmerman@npc.edu

QUOTE NUMBER: Q-538256
CREDIT TERMS: 30 days
EXPIRATION DATE: 6/23/2022

BILL TO: 00124770
 NORTHLAND PIONEER COLLEGE
 P O Box 610
 Holbrook AZ 86025

BuyBoard Contract 610-20 pricing applied

SimMan Essential

QTY	PRODUCT	DESCRIPTION	LIST PRICE	UNIT PRICE	EXTENDED PRICE
2	213-02155	SimMan Essential Medium with Reactive Eyes Includes SimMan Essential Manikin, LLEAP License, USB Headset/Microphone, SpO2 Probe, Keyboard and Mouse, Consumables, Clothing, Soft Sided Carry Case, 1 Year Manufacturer's Warranty.	\$46,226.00	\$43,452.44	\$86,904.88
2	400-10201	Laptop For use with LLEAP, Ultrasound, or as a Patient Monitor	\$2,084.00	\$1,958.96	\$3,917.92
2	400-29301	All In One Panel PC For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor	\$2,641.00	\$2,482.54	\$4,965.08
1	213-B-EDBNDL1	SimMan Essential Education Bundle: Getting Started/ LLEAP A 2-day educational session with a Laerdal Educator at the customer site for up to 8 participants. Day one focuses on fundamental knowledge of the Simulator and day two provides in-depth knowledge of the Learner Application software.	\$6,814.00	\$6,405.16	\$6,405.16
SimMan Essential TOTAL:					\$102,193.04

ITEM TOTAL : \$102,193.04
 SHIPPING/HANDLING : \$600.00
 TAX : \$6,197.73
 ADDITIONAL CHARGE/CREDIT : \$0.00
 TOTAL : \$108,990.77

There are various payment options; please see bottom of your quote for further clarification.
Appropriate Sales Tax will be added to invoice – Pricing and Availability are subject to change
Shipping/Handling costs will be added to invoice

By Accepting this Quote, the following terms are hereby incorporated into customer's order:

Products:

Products that are currently on contract will be removed immediately if manufacturing or distribution of the product is discontinued.

Payment:

Net 30 Days for approved open accounts; CIA; Credit Cards accepted. Financing options now available – sample leasing payment terms follow.

Lease term 24 months: USD 4,283.04 *

Lease term 36 months: USD 2,855.36 *

Lease term 48 months: USD 2,141.52 *

* Quoted payments do not include Interest, Taxes, Maintenance, Cancellation fees or Insurance. Quotes are subject to credit approval and may change without notice.

Warranty:

One(1) year warranty on manufactured products and 90 day warranty on refurbished products

Two(2) year parts replacement warranty with technical assistance by phone on all Hill-Rom refurbished products

Delivery:

Delivery of product to a specific location within your building, if requested is at an additional charge and not included in this quote

Training:

Training will be scheduled within a year of the customer's agreed upon due date.

CANCELLATION or RESCHEDULING of EDUCATIONAL or TECHNICAL SERVICES WILL RESULT IN CANCELLATION/RESCHEDULING FEES.

7 DAYS OR LESS: 100% of Course / Service Cost

8 DAYS to 2 WEEKS: 75% of Course / Service Cost

15 DAYS to 20 DAYS: 50% of Course / Service Cost

3 WEEKS or MORE: NO FEE

Customer will be required to submit a new PO to reschedule a cancelled course / service.

Request to Approve Purchase of CISCO Audio/Video Equipment for Connected Classrooms

Recommendation:

Staff recommends approval to purchase Audio/Video (A/V) equipment from CDW-G for five Connected Classrooms totaling \$127,613.38 using CARES Act (HEERF) funds.

Summary:

As NPC has expanded course offerings to better accommodate the safety and interests of students across our campus and center locations, Connected Classrooms have proven to be an effective learning environment that meets our current needs. Specifically, this technology will be installed in the Tech Hub computer labs. NPC has three existing Tech Hub Connected Classrooms at the White Mountain Campus, Painted Desert Campus, and Little Colorado Campus. This request for CISCO technology will expand our Tech Hub Connected Classroom offerings to the Silver Creek Campus, Whiteriver Center, Springerville/Eagar Center, St. Johns Center, and Hopi Center.

The cost of the associated equipment is \$119,903.58 with taxes of \$7,709.80 and free shipping for a total price of \$127,613.38. The purchase meets competitive purchasing guidelines by utilizing AZ STATE PROCUREMENT CONTRACT ADSP016-137341 (E&I CNR01439). This purchase will be made using CARES Act (HEERF) funds that have been allocated to the college and will not use NPC operational funding.

QUOTE CONFIRMATION



DEAR CURTIS STEVENS,

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MPPD470	2/3/2022	BUSINESS LAB	302679	\$127,613.38

IMPORTANT - PLEASE READ
Special Instructions: TAX: MULTIPLE TAX JURISDICTIONS APPLY TAX: CONTACT CDW FOR TAX DETAILS

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Cisco Webex Room Kit Pro - GPL - video conferencing kit Mfg. Part#: CS-KITPRO-K9 UNSPSC: 45111902 TAX: HOLBROOK, AZ 6.4300% \$4,426.09 Contract: E&I CNR01439 Catalog (CNR01439)	4	5243421	\$17,208.73	\$68,834.92
Cisco video conferencing mounting kit Mfg. Part#: CS-CPRO-WMK UNSPSC: 31162313 TAX: HOLBROOK, AZ 6.4300% \$39.16 Contract: E&I CNR01439 Catalog (CNR01439)	4	5349479	\$152.26	\$609.04
Cisco HDMI cable - 10 ft Mfg. Part#: CAB-2HDMI-3M-GR UNSPSC: 26121604 TAX: HOLBROOK, AZ 6.4300% \$11.44 Contract: E&I CNR01439 Catalog (CNR01439)	4	4629984	\$44.47	\$177.88
Cisco patch cable - 16.4 ft - gray Mfg. Part#: CAB-ETH-5M-GR UNSPSC: 26121609 TAX: HOLBROOK, AZ 6.4300% \$7.87 Contract: E&I CNR01439 Catalog (CNR01439)	4	4673608	\$30.60	\$122.40
CISCO DIRECT CS-CAM-PTZ4K Mfg. Part#: CS-CAM-PTZ4K TAX: HOLBROOK, AZ 6.4300% \$1,700.10 Contract: E&I CNR01439 Catalog (CNR01439)	4	6622759	\$6,610.05	\$26,440.20
CISCO DIRECT CS-PTZ4K-BRKT Mfg. Part#: CS-PTZ4K-BRKT TAX: HOLBROOK, AZ 6.4300% \$49.00 Contract: E&I CNR01439 Catalog (CNR01439)	4	6622773	\$190.52	\$762.08
Cisco Multi-head - video / audio / data cable - 30 ft Mfg. Part#: CAB-HDMI-MUL4K-9M UNSPSC: 26121604	4	5400560	\$551.11	\$2,204.44

QUOTE DETAILS (CONT.)				
TAX: HOLBROOK, AZ 6.4300% \$141.75 Contract: E&I CNR01439 Catalog (CNR01439)				
Cisco Telepresence Ceiling Microphone Generation 2 - microphone	4	4059072	\$1,140.04	\$4,560.16
Mfg. Part#: CTS-MIC-CLNG-G2 UNSPSC: 52161520 TAX: HOLBROOK, AZ 6.4300% \$293.22 Contract: E&I CNR01439 Catalog (CNR01439)				
Cisco Webex Room Kit Mini - Video Conferencing Kit	1	5387024	\$3,181.56	\$3,181.56
Mfg. Part#: CS-KIT-MINI-K9 UNSPSC: 45111902 TAX: HOLBROOK, AZ 6.4300% \$204.57 Contract: E&I CNR01439 Catalog (CNR01439)				
Cisco Screen Mount - video conferencing mounting kit	1	5389257	\$136.96	\$136.96
Mfg. Part#: CS-KIT-MINI-SMK UNSPSC: 31162313 TAX: HOLBROOK, AZ 6.4300% \$8.81 Contract: E&I CNR01439 Catalog (CNR01439)				
Cisco Multi-head - video / audio / data cable - 8 ft	1	5808083	\$482.43	\$482.43
Mfg. Part#: CAB-HDMI-MUL4K-2M TAX: HOLBROOK, AZ 6.4300% \$31.02 Contract: E&I CNR01439 Catalog (CNR01439)				
Cisco Unified Communications Essential Operate Service - extended service a	4	5243422	\$2,197.49	\$8,789.96
Mfg. Part#: CON-ECDN-CSKITPO9 UNSPSC: 81111811 Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.4300% \$565.19 Contract: E&I CNR01439 Catalog (CNR01439)				
CIS CCW SN CON-ECDN-CSCAMZTP	4	6622385	\$718.02	\$2,872.08
Mfg. Part#: CON-ECDN-CSCAMZTP Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.4300% \$184.67 Contract: E&I CNR01439 Catalog (CNR01439)				
Cisco Unified Communications Essential Operate Service - extended service a	4	3960975	\$120.63	\$482.52
Mfg. Part#: CON-ECDN-CTSMICG2 UNSPSC: 81111811 TAX: HOLBROOK, AZ 6.4300% \$31.03 Contract: E&I CNR01439 Catalog (CNR01439)				
Cisco Unified Communications Essential Operate Service - extended service a	1	5391662	\$246.95	\$246.95
Mfg. Part#: CON-ECDN-CSKITMIN UNSPSC: 81111811 Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.4300% \$15.88 Contract: E&I CNR01439 Catalog (CNR01439)				

PURCHASER BILLING INFO		SUBTOTAL	\$119,903.58
Billing Address: NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 Phone: (928) 524-7600 Payment Terms: NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		SALES TAX	\$7,709.80
		GRAND TOTAL	\$127,613.38
		DELIVER TO	

Shipping Address:
 NORTHLAND PIONEER COLLEGE
 ATTN: JASON LABUTE
 102 N 1ST AVE
 HOLBROOK, AZ 86025-2902
Shipping Method: DROP SHIP-GROUND

CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION



Sara Wilson

(866) 339-0305

sara.wilson@cdwg.com

LEASE OPTIONS

FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$119,903.58	\$3,182.24/Month	\$119,903.58	\$3,684.64/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager

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Request to Approve Purchase of Student Laptops

Recommendation:

Staff recommends approval to purchase 92 laptops for students totaling \$99,632.06 using CARES Act (HEERF) funds.

Summary:

This request to purchase laptops is to support students enrolled primarily in online and hybrid courses at NPC. During the pandemic, the college supplied students with more than 116 laptops, and more students continue to apply for laptops in order to complete their coursework.

The cost of the laptops is \$93,612.76 with taxes of \$6,019.30 and free shipping for a total price of \$99,632.06. The purchase meets competitive purchasing guidelines by utilizing AZ STATE PROCUREMENT CONTRACT ADSP016-137341 (E&I CNR01439). This purchase will be made using CARES Act (HEERF) funds that have been allocated to the college and will not use NPC operational funding.

QUOTE CONFIRMATION



DEAR CURTIS STEVENS,

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MPRC874	2/7/2022	TECHNOLOGY LAPTOPS	302679	\$99,632.06

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Lenovo ThinkPad L14 Gen 2 - 14" - Core i5 1135G7 - 8 GB RAM - 256 GB SSD -	92	6680778	\$1,017.53	\$93,612.76
Mfg. Part#: 20X10093US Contract: Arizona Lenovo NVP Computer Equipment (MNWNC-117 ADSP016-098189)				

PURCHASER BILLING INFO	SUBTOTAL	AMOUNT
Billing Address: NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 Phone: (928) 524-7600 Payment Terms: NET 30 Days-Govt/Ed	SHIPPING	\$0.00
	SALES TAX	\$6,019.30
	GRAND TOTAL	\$99,632.06
	DELIVER TO Shipping Address: NORTHLAND PIONEER COLLEGE ATTN: JASON LABUTE 102 N 1ST AVE HOLBROOK, AZ 86025-2902 Shipping Method:	
Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION		
	Sara Wilson	(866) 339-0305 sara.wilson@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$93,612.76	\$2,509.76/Month	\$93,612.76	\$2,899.19/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.

- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

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Request to Approve Purchase of Equipment for RUS-DLT Grant Project

Recommendation:

Staff recommends the purchase of Cisco Equipment and associated services for a total cost of \$463,839.34.

Summary:

At the November 2021 meeting the District Governing Board was informed of, and accepted, an award of \$715,890.00 from the Rural Utilities Services – Distance Learning and Technology (RUS-DLT) program. Northland Pioneer College applied for the grant to fund the Advancing Educational Resilience in Emergency Situations (AERIES) project.

(AERIES) was developed by Northland Pioneer College (NPC), to expand a 2015-2020 Title III NASNTI grant-funded project that incorporated Distance Learning (DL) technology to create DL end-points at sixteen remote high schools, so students in grades 10-12 could access college courses through dual enrollment (DE). AERIES establishes a hub/end-user configuration at every site, whereas currently these high school locations are only end-user sites. This greatly expands the capacity for access to college courses, because college-certified faculty can teach from any AERIES location, and students can learn from any location. In addition, because the AERIES DL technology solution is more efficient with regard to bandwidth, students who are affected by quarantine/closure emergencies such as those created by COVID-19 can access both synchronous and asynchronous instruction remotely. AERIES has the potential to transform NPC and its high school partners, working together to engage high school students in pursuing and completing a college program, into a true community of teachers and learners, able to advance postsecondary educational access and resilience to all who aspire to achieve a college degree, in spite of the barriers of time and place created by rurality, distance, poverty, and even pandemic.

Project AERIES is a two-year project, with proposed project dates from November 1, 2021-October 31, 2023. In order to compete for the grant, a 15% match was required from the college.

The equipment, warranties, licensing, services, etc. are being purchased from multiple vendors utilizing the following competitive purchasing contracts to ensure best value for the college.

Contract: E&I CNR01439 Catalog (CNR01439)
Arizona HP Inc NVP Computer Equipment (MNNVP-133 ADSP016-098209)
MOHAVE CONTRACT #20F-CCS-1003
National IPA # 2018011-01

The total cost of \$463,839.34 includes all applicable taxes.

QUOTE CONFIRMATION



DEAR CURTIS STEVENS,

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MNGQ590	12/22/2021	QUOTE7-RUS DLT GRANT	302679	\$328,989.42

IMPORTANT - PLEASE READ
Special Instructions: TAX: MULTIPLE TAX JURISDICTIONS APPLY TAX: CONTACT CDW FOR TAX DETAILS

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Cisco Webex Room 55 - GPL - video conferencing kit - with Cisco Floor Stand Mfg. Part#: CS-ROOM55-K9 UNSPSC: 45111902 \$15,952.69 \$15,952.69 \$16,712.34 \$16,712.34 \$16,712.34 TAX: HOLBROOK, AZ 6.4300% \$16,712.34 Contract: E&I CNR01439 Catalog (CNR01439)	22	4775964	\$11,814.18	\$259,911.96
Cisco Multi-head - video / audio / data cable - 30 ft Mfg. Part#: CAB-HDMI-MUL4K-9M UNSPSC: 26121604 TAX: HOLBROOK, AZ 6.4300% \$710.03 Contract: E&I CNR01439 Catalog (CNR01439)	22	5400560	\$501.93	\$11,042.46
Chief Fusion Large Adjustable Tilt Wall Mount - For Monitor 42-86" Mfg. Part#: LTM1U UNSPSC: 31162313 TAX: HOLBROOK, AZ 6.4300% \$387.28 Contract: E&I CNR01439 Catalog (CNR01439)	22	3701055	\$273.77	\$6,022.94
HP LCD Monitor Quick Release Bracket 2 Mfg. Part#: 6KD15AT UNSPSC: 43211612 TAX: HOLBROOK, AZ 6.4300% \$42.01 Contract: Arizona HP Inc NVP Computer Equipment (MNNVP-133 ADSP016-098209)	22	5568161	\$29.70	\$653.40
HP EliteDesk 800 G6 - mini desktop - Core i5 10500T 2.3 GHz - vPro - 8 GB - Mfg. Part#: 2E7V2US#ABA TAX: HOLBROOK, AZ 6.4300% \$2,024.34 Contract: E&I CNR01439 Catalog (CNR01439)	22	6274215	\$1,431.03	\$31,482.66

PURCHASER BILLING INFO	SUBTOTAL	\$309,113.42
Billing Address: NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 Phone: (928) 524-7600 Payment Terms: NET 30 Days-Govt/Ed	SHIPPING	\$0.00
	SALES TAX	\$19,876.00
	GRAND TOTAL	\$328,989.42
DELIVER TO	Please remit payments to:	
Shipping Address: NORTHLAND PIONEER COLLEGE ATTN: JASON LABUTE 102 N 1ST AVE HOLBROOK, AZ 86025-2902 Shipping Method: UPS Ground (2-3 days)	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION

	Sara Wilson		(866) 339-0305		sara.wilson@cdwg.com
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LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$309,113.42	\$8,203.87/Month	\$309,113.42	\$9,499.06/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

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This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

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Billing Questions? Contact us at:
 billing@ccsprojects.com
 Web: www.ccsprojects.com

Quote

CCS Presentation Systems
 17350 N Hartford Drive
 Scottsdale, AZ, 85255
 480-348-0100 - 480-348-0101 Fax

3633 E Irvington
 Tucson, AZ 85714
 520-318-0100 Fax 520-318-1011

Order No.: 1055290
Order Date: 2/1/2022
Account Rep: Dana Halsey
Customer ID: NORTHLAND

Smart

MOHAVE CONTRACT #20F-CCS-1003

BILL TO:	SHIP TO:
NORTHLAND PIONEER COLLEGE accountspayable@npc.edu Holbrook AZ 86025 UNITED STATES Attn: BUSINESS OFFICE	NORTHLAND PIONEER COLLEGE Accounts Payable PO BOX 610 Holbrook AZ 86025 UNITED STATES Attn: BUSINESS OFFICE

CUSTOMER P.O. NO.	TERMS	CONTACT
	NET 30	HALSEY DANA,DHALSEY@CCSPROJECTS.COM

FOB POINT	SHIPPING TERMS	SHIP VIA
Shipping Point		UPS GROUND

NO.	ITEM	QTY.	UOM	PRICE	EXTENDED PRICE
1	MISC: SBID-6265S-V3-P SMART Board 6065S-V3 Pro interactive display with iQ	22.00	EACH	4,725.00	103,950.00
2	EOW2-SBID-65-P: SMART 2 Year SMART Assure Warranty Extension with RM for SMART Board 65" Pro Series Interactive Displays	22.00	EACH	274.00	6,028.00
3	SHIPPING: SHIPPING	1.00	EACH	4,939.00	4,939.00

Approved by:

X _____

Sales Total: 114,917.00

Tax Total: 9,250.82

Total (USD): 124,167.82

ROC 140448 Invoices subject to 1 1/2% interest

ROC 297120 charge per month if not paid within terms.



This information is confidential and may be legally

privileged. It is intended solely for the addressee.

March 15, 2022

Navajo County Community College District Governing Board

Basket Page 146



Billing Questions? Contact us at:
 billing@ccsprojects.com
 Web: www.ccsprojects.com

Quote

CCS Presentation Systems
 17350 N Hartford Drive
 Scottsdale, AZ, 85255
 480-348-0100 - 480-348-0101 Fax

3633 E Irvington
 Tucson, AZ 85714
 520-318-0100 Fax 520-318-1011

Order No.: 1055291
Order Date: 2/1/2022
Account Rep: Dana Halsey
Customer ID: NORTHLAND

SMART Licenses 146

MOHAVE CONTRACT #20F-CCS-1003

BILL TO:	SHIP TO:
NORTHLAND PIONEER COLLEGE accountspayable@npc.edu Holbrook AZ 86025 UNITED STATES Attn: BUSINESS OFFICE	NORTHLAND PIONEER COLLEGE Accounts Payable PO BOX 610 Holbrook AZ 86025 UNITED STATES Attn: BUSINESS OFFICE

CUSTOMER P.O. NO.	TERMS	CONTACT
	NET 30	HALSEY DANA, DHALSEY@CCSPROJECTS.COM

FOB POINT	SHIPPING TERMS	SHIP VIA
Shipping Point		UPS GROUND

NO.	ITEM	QTY.	UOM	PRICE	EXTENDED PRICE
1	ED-SW-EXT-1: SMART Learning Suite 1 Year Extended License	146.00	EACH	26.73	3,902.58

Approved by:	Sales Total:	3,902.58
X _____	Tax Total:	314.16
	Total (USD):	4,216.74
<p style="font-size: small; text-align: center;">This information is confidential and may be legally privileged. It is intended solely for the addressee.</p>		
<p style="font-size: x-small;">ROC 140448 Invoices subject to 1 1/2% interest ROC 297120 charge per month if not paid within terms.</p>		



Date: 02/08/2022
Customer: Northland Pioneer College

Subject: National IPA # 2018011-01

Quote Expiration Date: 03/08/2022

Billing Frequency: Prepaid

Initial Subscription Term: 12.00 Months

Auto-Renewal: No

CDW Sara Wilson
Contact:
Email: Sara.Wilson@cdwg.com
Phone: (312) 705-0370

Cloud Services Description	Unit Quantity	Prepaid Unit Fee	UOM	Prepaid Total Services Fee
NU TelePresence Room	22	\$ 293.88	User	\$ 6,465.36
Total Service Fees		\$ 293.88		\$ 6,465.36
INCLUDED ITEMS				
Collaboration Flex Plan 3.0	1	\$ 0.00	License	\$ 0.00
Basic Support for Flex Plan	1	\$ 0.00	Each	\$ 0.00
Telepresence Room Smart License (1)	22	\$ 0.00	User	\$ 0.00
On-Premises & Partner Hosted Calling SW Bundle v12.5 (1)	1	\$ 0.00	User	\$ 0.00

Governing Board Work Session Agenda

Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona
Or you can join on [WebEx](#) (Passcode Mar22DGB).

Date: March 15, 2022

Time: Following regular Board meeting (MST)

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order	Chair
2.	Adoption of the Agenda (Action)	Chair
3.	Discussion:	
A.	Review and discussion of District Governing Board Policies Dr. Borofsky will report on his review of Board Policies and lead the Board On discussion points.	Dr. Borofsky
B.	Review and discussion of draft District Governing Board Code of Conduct Policy Dr. Borofsky will present a draft Code of Conduct policy for Board Members to discuss.	Dr. Borofsky
C.	Review and discussion of draft District Governing Board Violations Process Policy Dr. Borofsky will present a draft Board Violations Process policy for Board Members to discuss.	Dr. Borofsky
4.	Adjournment (Action)	Chair

The District Governing Board may consider any item on this agenda in any order and at any time during the meeting. The District Governing Board may take action regarding any items in sections 5 and 6. The Board may vote to hold an executive session for the purpose of obtaining legal advice from the District's attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3). Should the District's attorney not be present in person, notice is further given that the attorney may appear by speakerphone.



Northland Pioneer College

Post Office Box 610 • Holbrook, AZ 86025 • (928) 524-7311 • Fax (928) 524-7312 • www.npc.edu

Memo

TO: Northland Pioneer College District Governing Board
FROM: Dr. David Borofsky, Director, AACCT
SUBJECT: District Governing Board Policies
Date: March 15, 2022

As requested, I have reviewed all of the NPC District Governing Board policies as well as the College policies.

First, because the District Governing Board reviews these policies on a rotating basis, I did not further review the policies for content except for Policy 1210, President's Job Description. In that particular policy, it states, in part, The Board chair and the President shall determine by September 1st the President's office goals and strategies for the year.

I highly recommend changing this language to include all District Governing Board members in this important determination. I have made two suggested language changes below:

1. The Board chair and the President shall determine by ~~September~~ **June 1st** the President's office goals and strategies for the year. **Together, the Board chair and President will bring the President's goals and strategies to the full District Governing Board for discussion and approval at the June Board meeting.**
2. The District Governing Board and the President shall determine by ~~September~~ **June 1st**, the President's office goals and strategies for the year, **and formally approve them at the June Board meeting.**

The new language that the DGB will use is your decision, but I highly recommend the full DGB approve the President's goals and strategies each and every year in the June timeframe.

Second, the policies listed below are District Governing Board policies as they are currently written, with one exception. I substituted "**District Governing Board**" for "Board", where appropriate and left it in bold to identify where that change has occurred.

I recommend that all the following policies be listed under the Governing Board Policies – 1000's. Each one indicates a directive of the District Governing Board. Mixing them with College Policies can be confusing and give an indication that the District Governing Board is "managing" the College instead of creating and managing policy.

Whether or not the policies are renumbered is the Board's decision.

I look forward to discussing these recommendations with you at the March 15, 2022 District Governing Board Workshop. Thank you.

College Operations – 1100's

Policy 1103 Naming of College Facilities

The **District Governing Board** is responsible for naming all college facilities. This policy serves as a guideline when naming a building to recognize the achievements of an individual or a substantial donation to the college.

1. The naming of a Northland Pioneer College building must meet an ethical criterion in that the nominee must reflect the mission, values, and best interests of the college.
2. The **District Governing Board** may name a building to recognize the substantial achievements of an individual.
3. A building may be named to recognize a donor's financial gift to the college when the gift represents approximately 25 percent of the total cost for construction.
4. A name may be proposed for an existing building in recognition for a financial gift that represents approximately 25 percent of its original cost.
5. A name may be proposed for an existing building in recognition for a financial gift that represents approximately 100 percent of the appraised value of an improvement or renovation to that facility.
6. The **District Governing Board** may also consider naming rooms in recognition of substantial donations or individual achievements.

(Reviewed only 2/19/19)

Policy 1105 College Service Sites

Northland Pioneer College provides services throughout a large, but sparsely populated community college district. It does so with a decentralized network linking instructional services, student services, and administrative services to campuses and additional locations.

A campus must meet the following criteria:

1. It is designated a campus by the **District Governing Board**.
2. It provides full-service instructional programming that culminates in the awarding of degrees/certificates, consistent with the comprehensive college mission.
3. It provides access to a full complement of student support services.
4. It has a leased or owned physical plant that is staffed on a full-time basis, according to the calendar of the college district.
5. It must maintain an enrollment sufficient to warrant its continued operations and expenditures.

An additional location must meet the following criteria:

1. It is designated an additional location by the **District Governing Board**.
2. It provides limited instructional programming that will usually not permit the awarding of degrees/certificates, and may not reflect the entire scope of the comprehensive college mission.
3. It provides access to a full complement of student support services, albeit on a limited basis.
4. It has a leased or owned physical plant that may be staffed on a full-time or part-time basis, and the hours of operation may be less than those specified in the calendar of the college district.
5. It must maintain an enrollment sufficient to warrant its continued operation and expenditures.
6. An additional location may still be referred to as a "Center" in college documents as that term is locally recognized.

(Reviewed only 2/19/19)

Policy 1108 Advisory Board of an Unorganized County

The **District Governing Board** recognizes the need for counsel from those unorganized counties to which the District provides service. In an effort to keep communications open and allow an appropriate avenue for concerns and direction, the Board will establish a local advisory board from said unorganized county. The purpose of the Advisory Board shall be to provide advice and guidance to the District on educational programs offered, and to recommend action on District policies, regulations, and procedures as they relate to the services and programs being offered in said unorganized county.

Membership of the Advisory Board shall consist of a minimum of seven and a maximum of ten (10) members representing the following constituencies:

- Board of Supervisors designee (ex officio)
- Primary county industry
- Local public school administration
- Small business
- Other groups as may be appropriate

Members will serve for a three-year term (except ex officio). They shall be appointed by mutual consent of the Board and the County Board of Supervisors of said unorganized county. When Advisory Boards are initially established, membership terms will be staggered for one - three year terms.

The **District Governing Board** hereby delegates authority to the president, or designee, to act in its place and stead for all matters related above. The president will report to the Board on all substantive issues and concerns expressed by the Advisory Board.

(Reviewed only 2/19/19)

Policy 1117 Agreements that Bind the College

The **District Governing Board** shall approve all contracts in excess of fifty thousand dollars (\$50,000) and all intergovernmental agreements. The Board may authorize the president or designee to execute such contracts and agreements as agent on behalf of the Board. The president, or designee, is authorized to sign other agreements and contracts on behalf of the college.

(Reviewed only 2/19/19)

Policy 1121 Emergency Response

The safety and security of the College community are of vital concern. Northland Pioneer College (NPC) is committed to providing and maintaining a safe environment for all employees, students, visitors, and guests. The **District Governing Board** directs the college president or designee to adopt reasonable and practical means to prevent, deter and respond to campus emergencies. The preparation of the Emergency Response Plan (ERP) and the allocation of resources to support the plan are part of the commitment NPC has for the College community.

In order to provide a safe environment, the College will:

- Ensure that employees, students, and others are adequately informed of the Emergency Response Plan that is maintained on the MyNPC website.
- Provide appropriate training to the College community.
- Allocate resources to provide a safe and secure campus.
- Coordinate with local law enforcement agencies.

- Maintain a balance between safety and retaining the openness of a college campus. Provide and maintain an emergency notification system to keep employees, students, visitors, and guests informed of emergencies.
(New 4/16/19)

Policy 1126 Non-College Property

The **District Governing Board** shall not be liable for non-college property lost, stolen, or damaged, while individuals are participating in college activities either in college facilities or rented facilities.
(Reviewed only 2/19/19)

Policy 1130 Institutional Memberships

The **District Governing Board** authorizes the president to provide opportunity for institutional membership in certain professional associations and organizations developed at the local, state, regional, and national levels for the purpose of promoting welfare and development of community colleges and their component programs and services.
(Reviewed only 2/19/19)

Administration Policies – 1200's

Policy 1200 Delegation of Authority

In order to assure that the college has an administrator in charge at all times, the **District Governing Board** authorizes the President to designate an administrator in charge in the President's absence.
(Reviewed only 3/19/19)

Policy 1210 President's Job Description

The President shares responsibility for the total organization and administration of the college, with the **District Governing Board**, and has been delegated authority for administering the laws and policies governing the college. The Board authorizes the President to form such committees as the President deems necessary to assist in the operation of the college.

1. The President has the responsibility to make the necessary recommendations or implement adopted policies required to create and maintain effective and efficient college programs and activities.
2. The President has the responsibility and the authority to make all the necessary decisions for the development and implementation of procedures required to create and maintain effective and efficient college programs and activities.
3. The President is responsible to approve all personnel for employment, according to Board guidelines. The President shall direct, organize, reorganize, transfer, assign, reassign, continue or dismiss all personnel in a manner which in the judgment of the President best serves the college, according to Board guidelines, and in accordance with the law.

The Board chair and the President shall determine by September 1st the President's office goals and strategies for the year.

(Reviewed only 3/19/19)

Policy 1297 Grant Procurement

The President, or designee, shall develop a procedure for making application for Federal, State, and local grants. The **District Governing Board** shall accept the funds.

(Reviewed only 3/19/19)

Policy 1290 Interim Suspension

The **District Governing Board** authorizes the President, or designee, to suspend (interim suspension) members of the faculty, staff and students from the college when the conditions of behavior or circumstances that led to suspension include but are not limited to the following: when the continued presence of the subject person(s) on campus poses a threat to the safety of students, other persons or their property, or threatens to disrupt college functions or activities.

(Reviewed only 3/19/19)

Policy 1285 Speakers at Campuses or Centers

The **District Governing Board** authorizes the President, or designee, to approve who may be invited to speak on college-owned or controlled properties. Clearances for all speakers must be made prior to the issuance of the invitation to the speakers.

(Reviewed only 3/19/19)

Facilities Policies – 1300's

Policy 1316 Building Sales and Leases

The **District Governing Board** will approve all sales of college-owned buildings. The Board will also approve all annual leases that commit the college to fifty thousand dollars or more.

(Revised 1/21/20)

Student Policies – 1400's

Policy 1406 Approval of Programs, Degrees, and Certificates

The **District Governing Board** will approve all new programs, degrees and certificates offered by the College.

(Reviewed 2/18/2020)

Policy 1425 Deferred Payments

The **District Governing Board** authorizes the President or designee to allow students to defer payment of educational costs.

(Reviewed 2/18/2020)

Policy 1430 Student Grievance Procedure

The **District Governing Board** authorizes the President to provide for a student grievance procedure.

(Reviewed 2/18/2020)

Policy 1435 Appeal of Grade Procedure

The **District Governing Board** authorizes the President, or designee, to develop and implement procedures regulating the student appeal of grades.

(Reviewed 2/18/2020)

Policy 1440 Student Code of Conduct

The **District Governing Board** authorizes the President, or designee, to establish procedures for the establishment, implementation, and enforcement of a student code of conduct.

(Reviewed 2/18/2020)

Policy 1441 Free Expression

Per Arizona Revised Statutes §15-1866, the **District Governing Board** requires the college to adopt and implement the following language regarding free expression:

1. The primary function of an institution of higher education is the discovery, improvement, transmission and dissemination of knowledge by means of research, teaching, discussion and debate. This statement shall provide that, to fulfill this function, the university or community college must strive to ensure the fullest degree of intellectual freedom and free expression.
2. It is not the proper role of an institution of higher education to shield individuals from speech protected by the first amendment, including, without limitation, ideas and opinions that may be unwelcome, disagreeable or deeply offensive.
3. Students and faculty members have the freedom to discuss any problem that presents itself, as the first amendment allows and within the limits of reasonable viewpoint and content-neutral restrictions on time, place and manner of expression that are consistent with this article and that are necessary to achieve a compelling institutional interest if these restrictions are clear, are published and provide ample alternative means of expression. This statement shall specify that students and faculty members may assemble and engage in spontaneous expressive activities if those activities are not unlawful and do not materially and substantially disrupt the functioning of the university or community college.
4. There is a range of disciplinary actions for a student who is subject to the jurisdiction of a university or community college and who engages in individual conduct that materially and substantially infringes on the rights of other persons to engage in or listen to expressive activity.
5. In all disciplinary proceedings involving students, including proceedings involving expressive conduct, a student is entitled to a disciplinary hearing under published procedures that include, at a minimum, all of the following:
 1. The right to receive advanced written notice of the allegations.
 2. The right to review the evidence in support of the allegations.
 3. The right to confront witnesses who testify against that student.
 4. The right to present a defense.
 5. The right to call witnesses.
 6. A decision by an impartial person or panel.
 7. The right to appeal.
 8. If either a suspension of more than thirty days or expulsion is a potential consequence of a disciplinary proceeding under this section, the right to active assistance of counsel.

(Revised 2/16/2021)

Personnel Policies – 1500's

Policy 1526 Policies as Conditions of Employment

The **District Governing Board** policies and their designated procedures will be deemed incorporated into each agreement of employment, executed on behalf of the college, as terms and conditions of employment. Violation of any of these policies will be sufficient cause for disciplinary

action, as outlined in associated college procedures. The Board reserves the right to modify, add, or eliminate any policy whenever it appears practicable or appropriate. The provisions of the District Policy and Procedure Manual are applicable to all persons on the effective date of the change.

(Reviewed 3/24/20)

Policy 1549 Official Holidays

The official College Academic Calendar shall be approved by the **District Governing Board**.

(Reviewed 3/24/20)

Policy 1550 Leave of Absence

The **District Governing Board** authorizes the President, or designee, to grant leave according to established procedure.

(Reviewed 3/24/20)

Policy 1561 Communicable Diseases

The **District Governing Board** authorizes the President, or designee, to develop and implement procedures for the prevention of the spread of communicable diseases within the college.

(Reviewed 3/24/20)

Policy 1591 Due Process

The President shall provide for the establishment of due process procedures for enforcement of ordinances, rules, and regulations pertaining to governance of the college. Whenever the President is procedurally removed from the process, the **District Governing Board** shall be the final review and decision authority.

(Reviewed 3/24/20)

Faculty Policies – 1700's

Policy 1720 Extended or Extra Duty Contracts

The **District Governing Board** authorizes the President to issue extended or extra duty contracts to those personnel who may elect to provide instructional services over and above that required by their regular contract.

(Reviewed only 1/19/21)

Instruction Policies – 1800's

Policy 1805 Instructional Program

The college is a comprehensive community college. Northland Pioneer College offers educational programs for career preparation, transfer to four-year colleges and universities, developmental studies, and a range of extended services to meet the life-long learning needs of its citizens. It is the policy of the college's instructional programs to strive to adhere to the Guiding Principles as established by the **District Governing Board** and those of any accreditation bodies with which it is formally associated.

(Revised 2/16/2021)

Fiscal Policies – 1900's

Policy 1901 Tax Levy

The **District Governing Board** is responsible for approving the request to the Board of Supervisors of Navajo County for the District's annual property tax levy.

(Revised 5/18/2021)

Policy 1910 Budget Development

The President, or designee, is responsible for the preparation of college budgets for recommendation to the **District Governing Board** in accordance with A.R.S. §15-1461 and the Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR).

(Reviewed only 5/18/2021)

Policy 1924 Cash Reserve Policy

The **District Governing Board** recognizes the importance of maintaining adequate reserves in order to ensure financial and operational stability and has established the following cash reserve policy:

Northland Pioneer College will maintain actual June 30 general fund unrestricted and unallocated cash levels equal to at least twelve (12) months of budgeted general fund annual expenses. If these cash reserves fall below this level, the President shall present an action plan to the **District Governing Board** that will fully correct the shortfall within one year.

(Revised 5/18/2021)

Policy 1925 Issuance of Bonds

The **District Governing Board** shall authorize negotiable bonds by resolution. The issuance of bonds shall be in accordance with the Arizona Revised Statutes, Title 15, Chapter 12, Article 5.

(Reviewed only 5/18/2021)

Policy 1926 Future Capital Reserve

The **District Governing Board** recognizes the importance of maintaining adequate reserves in order to ensure future capital financial resources and to reduce the cost of capital acquisitions and has accordingly established the following Future Capital Reserve policy:

The District will establish annually an appropriate and specific dollar amount to be designated as future capital reserves in conjunction with the annual adoption of the capital fund budget. The Future Capital Reserve designation will occur by June 30 of each year.

(Revised 5/18/2021)

Policy 1931 Payment of Expenses

The **District Governing Board** grants authority to the President, or designee, to pay all properly authorized expenses.

1. Payments made by checks will be signed by the President, Chief Financial Officer, or Director for Financial Services/Controller. In lieu of actual signature, a facsimile signature plate may be used.
2. Payments made by electronic transfer require approval by the President, Chief Financial Officer, or Director for Financial Services/Controller.

(Revised 5/18/2021)

Policy 1932 Procurement

Northland Pioneer College purchasing procedures shall substantially follow the rules and regulations of the Arizona State Procurement Code.

A.R.S. §15-1444 describes general powers and duties of **District Governing Boards** and allows for district boards, in conjunction with other districts, to establish policies for the procurement of goods and services.

According to A.R.S. §15-1445, the administrative powers and duties of the **District Governing Board** include adopting policies for the governance of the community college district under its jurisdiction.

Additionally, under A.R.S. §15-1473, the auditor general, in conjunction with the community college districts, shall prescribe a uniform system of accounting as provided in section 41-1279.21 for use by all community college districts in Arizona.

Under these statutes and system of accounting, the **District Governing Board** is responsible for the establishment of broad purchasing and competitive bidding policies and designates the President to develop a Purchasing procedure.

The President, or designee, will recommend and administer purchasing procedures in order to arrive at the best value for the college to provide sound fiscal stewardship for all stakeholders of the District.

Additionally, as expenditures of federal assistance or contract funds occur, the College shall comply with all applicable state and federal regulations.

(Revised 5/18/2021)

Policy 1933 Check Approval Authorization

The **District Governing Board** grants authority to the President, or designee, to authorize and release checks.

1. All checks for amounts less than twenty-five thousand dollars will be released upon one signature on the check which may be a facsimile signature.
2. All checks for amounts more than twenty-five thousand dollars will be released upon two signatures on the check. One signature may be a facsimile signature with authorized signatories including the President, Chief Financial Officer and Director for Financial Services/Controller, of which one must be an original signature.

(Revised 5/18/2021)

Policy 1937 Contracting with Equal Opportunity Employers

Prior to the signing of contract documents with any contractor to perform services or provide goods in excess of fifty thousand dollars, to be funded from Federal dollars, the **District Governing Board** shall require the submission of a letter of assurance that the contractor is an Equal Opportunity Employer in compliance with Executive Order 11246.

(Revised 5/18/2021)

Policy 1940 Capital Asset Policy

The **District Governing Board** has established the following Capital Asset Policy in accordance with the Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR) as required by the Office of the Auditor General.

Capitalization Thresholds:

Equipment, buildings, intangibles and improvements other than buildings valued at \$5,000 or , and having a useful life of more than one year will be capitalized.

Land is capitalized upon acquisition and/or purchase or donation at market value.

If expenditures increase the utility or significantly extend the useful life of an asset, they will be capitalized and added to the recorded cost of the asset. If expenditures maintain the original condition of an asset, they will be classified as repair and maintenance. The distinguishing feature between a capital improvement and a repair and maintenance expenditure is that a capital improvement results in an improved asset.

Acquisitions:

Equipment purchases of \$5,000 or more unless specified by grant procedure and land, building and site improvements must be purchased from the Unexpended Plant Fund, the Current Restricted Fund or the Current Auxiliary Enterprises Fund.

"System purchases" should be capitalized as a whole unit; however items purchased in bulk will not be capitalized unless the unit cost is \$5,000 or greater.

Capital Grant Assets will be purchased from the Current Restricted Fund and capitalized.

Inventory and Maintenance:

A current Capital Asset Schedule will be maintained by the Chief Financial Officer or designee. This list shall include current year additions, deletions and impairments. Assets are placed on the Master Capital Asset Schedule when they are purchased and removed from the listing when they are disposed.

Transfer and Disposition:

An Equipment Transfer/Disposition form is required to be completed and approved by the Director for Financial Services/Controller or their designee for all asset transfers and dispositions. Assets transferred on a temporary basis meeting the capital asset threshold as defined above, will be tracked internally by the Dean, Director or Designee on a "check-out" sheet if the re-assignment is for less than one week.

Grant assets must follow this procedure and require additional approval from the Grant Administrator to ensure that any disposition requirements are fulfilled for items originally costing \$1,000 and greater.

(Revised 5/18/2021)

Policy 1950 Salary Deductions

The **District Governing Board** authorizes the President, or designee, to establish procedures for payroll deductions from employees' salaries in accordance with Federal and State law and **District Governing Board** policy.

(Revised 5/18/2021)

Northland Pioneer College
District Governing Board
Code of Ethics
Draft – March 15, 2022

- A. The primary focus of the board is to create a learning environment that welcomes and promotes the success of a diverse student body.
- B. The District exists to serve students. Protect the interest of students in every decision and assure the opportunity for high-quality education for every student.
- C. The board sets the tone of the college. Trustees will follow all board and college policies. Board decisions and interactions should reflect the mission, vision and values of the college.
- D. The board’s primary function is to establish the policies by which the college shall be administered. Authority to initiate policy recommendations, administer academic programs, conduct college business and implement board actions is delegated to the college president. Trustees will respect the delegation of authority to the president to administer the college.
- E. The board is responsible for creating and maintaining a spirit of cooperation and a mutually supportive relationship with its president. Trustees will promote a healthy working relationship with college president through respectful, supportive, open and honest communication. Trustees will refer contacts from employees, students and community residents to the president.
- F. Authority rests with the entire board. The board’s voice is expressed through the policies and actions it takes in the official meetings. Once the board has decided on a policy or position, a trustee must be prepared to support it publicly. As individuals, trustees have no legal authority to determine policies, programs or procedures or to direct staff.
- G. Trustees will demonstrate a commitment to informed, ethical decision-making by reviewing board materials provided, attending scheduled meetings and requesting data and information through protocols established by the board and in conjunction with the president.
- H. Deliberations of the board in closed session are confidential and not for release or discussion in public without the prior approval of the board by majority vote. Trustees will establish and maintain the trust of fellow board members by maintaining confidentiality.
- I. Trustees will communicate and promote the needs of the community to the college and the needs of the college to the community. Within all communication, trustees will respect established roles and procedures for communicating with the media and other community groups.
- J. Trustees will devote time to activities that will enhance knowledge of the college, the community college system and higher education issues. Trustees will engage in a regular and ongoing process of professional development and continuous improvement and participate in college events as appropriate.

Read and agreed to:

District Governing Board Member

Date

Witness

Date

Northland Pioneer College
District Governing Board
Violations Process Policy
Draft – March 15, 2022

The District Governing Board and its members are committed to faithful compliance with the provisions of the Board’s governing policies. To uphold the Board’s integrity and reputation, the Board will constructively address perceived violations of these policies, using the following process:

- A. The concerned Board Member is encouraged to have a conversation in a private setting with the Board Member whose actions are perceived to be non-compliant with Board policies. If a complaint pertaining to a Board Member’s conduct is conveyed to the President by an outside party, the President shall, as soon as practical, refer the complaint to the Board Chair for appropriate action (as outlined herein). If the complaint involves the Board Chair, the President shall refer the matter to the Board Vice-Chair for necessary action.
- B. Second, if the concerned party is not comfortable pursuing such a discussion, or if the conversation does not produce sufficient resolution as agreed on by the concerned parties, either party shall apprise the Board Chair, who may choose to address the situation individually with the involved party, or advance to #C below. If the concern involves the Board Chair’s actions, the Board Vice-Chair shall be similarly informed.
- C. Third, if the first two steps don’t produce sufficient resolution, or if in the estimation of any of the concerned parties there remains a credible concern that the incident may cause legal or reputational jeopardy to the District, the full Board will be apprised of the situation. The Board may request that the President arrange for an independent review to be conducted for the purpose of advising the Board if noncompliance with its own policies has occurred by an appropriate individual(s). After receipt of the results of the review, or if the Board deems itself to have adequate information without the review, the Board will make a subsequent determination, by vote, as to whether the Board Member’s actions were consistent with Board policy.

- D. If the Board determines that there was no violation of the expectations set forth in the Board's Governing Policies, the issue shall be considered resolved.
- E. If, in the judgment of the majority of the Board, Board policy has been violated, the Board shall take what it considers to be appropriate steps to remedy the situation and protect the interests of the District. These may include:
1. Reminding the Board Member of the expectation and fiduciary duty to cease such actions/behaviors.
 2. Limiting any authority that has been delegated to the Board Member to represent the Board.
 3. A resolution publicly admonishing the action/behaviors.
 4. A resolution requesting the Board Member's resignation.
 5. If the party deemed to be in violation of Board policy is an officer, removal from the elected officer position.