

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 hold Public Hearings, a Special Meeting, and a regular District Governing Board Meeting open to the public on **May 17, 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 May22DGB.

One or more Board members and/or staff members may participate in the meeting by telephone 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 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 remotely.

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 16th day of May 2018, 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
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ACCESS

Governing Board Public Hearings and Special Meeting Agenda

Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona
Or you can join on [WebEx](#) (Passcode May22DGB).

Date: May 17, 2022

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

Truth in Taxation – Notice of Public Hearing

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order	Chair Laughter
2.	Truth in Taxation Publication	VPAS Ellison
	VPAS Ellison will review the process required by Arizona State Statute for notifying taxpayers of the college’s intention for Property Taxes.	
3.	Public Hearing for Truth in Taxation	VPAS Ellison
	VPAS Ellison will review the recommendation for setting the Primary Property Tax rate for 2022-2023.	
4.	Call for Public Comment	Chair Laughter
5.	Adjournment (Action)	Chair Laughter

2022-2023 Proposed Budget Public Hearing:

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order	Chair Laughter
2.	Presentation of Proposed 2022-2023 Budget	VPAS Ellison
	VPAS Ellison will review the recommended budget for fiscal year 2022-2023.	
3.	Call for Public Comment	Chair Laughter
4.	Adjournment (Action)	Chair Laughter

Special Meeting:

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order	Chair Laughter
2.	Request to Approve 2022-2023 Property Tax Levy (Action)	VPAS Ellison
	VPAS Ellison will seek approval to set the Property Tax Rate and expected levy.	
3.	Request to Adopt 2022-2023 Proposed Budget (Action)	VPAS Ellison
	VPAS Ellison will seek approval of the proposed 2022-2023 budget.	
4.	Request to Adopt 2023-2025 Proposed Capital Budget (Action)	VPAS Ellison
	VPAS Ellison will seek approval of the proposed 2023-2025 capital budget.	
5.	Adjournment (Action)	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

Truth in Taxation Publications

Summary:

In compliance with Arizona Revised Statutes §15-1461.01, the college is required to notify property taxpayers of its intention to raise primary property taxes over last year's level. The following notices were provided.

- Newspapers – The Truth in Taxation (TNT) notice is required to be “published twice in a newspaper of general circulation”. The college uses the White Mountain Independent and the Tribune-News. The notice was published in the White Mountain Independent on April 29 and May 10, 2022, and in the Tribune-News on May 4 and May 11, 2022.
- Press release – The college is also required to issue a press release to newspapers of general circulation in the District. A press release was issued following the April 19, 2022 regular District Governing Board meeting.
- NPC Website – The college also includes supporting documents related to the proposed tax rate on the website.

Truth in Taxation Hearing

Notice of Tax Increase

In compliance with section §15-1461.01, Arizona Revised Statutes, Navajo County Community College District is notifying its property taxpayers of Navajo County Community College District's intention to raise its primary property taxes over last year's level. The Navajo County Community College District is proposing an increase in primary property taxes of **\$760,750** or **4.8%**.

For example, the proposed tax increase will cause Navajo County Community College District's primary property taxes on a \$100,000 home to be **\$175.05**. Without the proposed tax increase, the total taxes that would be owed on a \$100,000 home would have been **\$167.08**.

This proposed increase is exclusive of increased primary property taxes received from new construction. The increase is also exclusive of any changes that may occur from property tax levies for voter approved bonded indebtedness or budget and tax overrides.

All interested citizens are invited to attend the public hearing on the tax increase that is scheduled to be held **Tuesday, May 17, 2022** at 10:00 A.M. (M.S.T.) at the Holbrook – Painted Desert Campus Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona.

Truth in Taxation Hearing

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NPC schedules May 17 public hearing on 2022-23 budget

HOLBROOK — The Navajo County Community College District Governing Board will conduct a Public Budget Hearing for consideration of the proposed budget for the 2022–2023 fiscal year at the Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025, on Tuesday, May 17, 2022, at 10:00 a.m. (M.S.T.). The hearing may also be attended remotely using the link:

<https://npc.webex.com/npc/j.php?MTID=mada0e43b7e0c3b2c2b1ed9a2aa033a41> (password May22DGB – if needed), for both public viewing and comment. Additional access to the hearing is available by phone: dial-in +1-415-655-0001, meeting number (access code): 2624 232 6647.

At its April 19 meeting, the board adopted a preliminary 2022-2023 budget. The college is proposing a budget that will focus on stabilizing its resources amid the ongoing economic impact of the COVID-19 pandemic, recent legislative changes, and the planned closure of the Cholla Power Plant.

The college stands ready to help students, taxpayers, and employees. The proposed budget includes the following key items.

- Students in Navajo County will continue to receive a lower “In District” rate of \$68 per credit hour.
- Taxpayers will see the same tax rate as the prior budget year at \$1.7505 per \$100 of net assessed valuation. This will require a TNT public hearing.
- Employees will receive a salary increase to cover increases in the cost of living and to align with an increasing minimum wage.

After the public hearing, the governing board can decrease or accept the budget from the preliminary figures adopted on April 19. The budget data can be viewed or downloaded as a PDF from the college’s website: <https://www.npc.edu/fy2023-preliminary-budget>. Answers to many frequently asked questions are also posted.

Interested citizens are encouraged to attend the budget hearing and make comments prior to the formal adoption of the budget by the local governing board during a special meeting immediately following the public hearing.

Comments about the budget can also be submitted online at www.npc.edu/public-comment-form.

NPC schedules Truth in Taxation, Public Budget Hearing, May 17, 2022

HOLBROOK — The Navajo County Community College District Governing Board will conduct a Truth in Taxation and Public Budget Hearing for consideration of the proposed budget for the 2022–2023 fiscal year at the Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025, on Tuesday, May 17, 2022, at 10:00 a.m. (M.S.T.). The hearing may also be attended remotely using the link:

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Under the state’s Truth in Taxation (TNT) statutes, the college district is requesting an increase in primary property taxes of \$760,750 or 4.8 percent. According to the TNT formula, the primary property tax for an owner-occupied residence with an assessed valuation of \$100,000 would increase from \$167.08 to \$175.05. NPC does not have a secondary tax rate to pay for any improvement bonds or budget overrides.

The assessed valuation of utilities, power plants, transmission lines, and mines is set by the state’s Department of Revenue. The Navajo County Assessor’s Office is responsible for setting the assessed valuations for local real property and buildings. These combined assessed valuations are used by various taxing jurisdictions as the basis for calculating the primary property tax levy.

After the public hearing, the governing board can decrease or accept the budget from the preliminary figures adopted on April 19. The budget data can be viewed or downloaded as a PDF from the college’s

website: <https://www.npc.edu/fy2023-preliminary-budget>. Answers to many frequently asked questions are also posted.

Interested citizens are encouraged to attend the Truth in Taxation and Public Budget Hearing and make comments prior to the formal adoption of the budget by the local governing board during a special meeting immediately following the public hearing.

Comments about the proposed primary tax rate or budget can also be submitted online at www.npc.edu/public-comment-form.

Notice of the May 17, 2022, Truth in Taxation Hearing, Public Budget Hearing, and the proposed tax is in White Mountain Independent newspaper(s) dated April 29, 2022, and May 10, 2022, and in Holbrook Tribune newspaper(s) dated May 4, 2022, and May 11, 2022.

All NPC locations and offices are OPEN to students and the general public during normal business hours. Click to see hours by location. NPC will continue to follow local and tribal COVID mitigation guidelines to keep staff, faculty, students and the public safe - see the COVID information page for details.



NEWSROOM

- NEWSROOM HOME
- EVENTS CALENDAR
- PHOTO GALLERY

May 10, 2022

NPC schedules Truth in Taxation, Public Budget Hearing, May 17, 2022

HOLBROOK – The Navajo County Community College District Governing Board will conduct a Truth in Taxation and Public Budget Hearing for consideration of the proposed budget for the 2022–2023 fiscal year at the Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025, on Tuesday, May 17, 2022, at 10:00 a.m. (M.S.T.). The hearing may also be attended remotely using the link: <https://npc.webex.com/j.php?MTID=mda90e43b7e0c3b2c2b1e49a2aa033a41> (password May22DGB – if needed), for both public viewing and comment. Additional access to the hearing is available by phone: dial-in +1-415-655-0001, meeting number (access code): 2624 232 6647.

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After the public hearing, the governing board can decrease or accept the budget from the preliminary figures adopted on April 19. The budget data can be viewed or downloaded as a PDF from the college’s website: <https://www.npc.edu/ly2023-preliminary-budget>. Answers to many frequently asked questions are also posted.

Interested citizens are encouraged to attend the Truth in Taxation and Public Budget Hearing and make comments prior to the formal adoption of the budget by the local governing board during a special meeting immediately following the public hearing.

Comments about the proposed primary tax rate or budget can also be submitted online at www.npc.edu/public-comment-form.

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May 16, 2022
NPC schedules Truth in Taxation, Public Budget Hearing, May 17, 2022
HOLBROOK – The Navajo County Community College District Governing Board will conduct a Truth in...



May 3, 2022
Northland Pioneer College celebrates 48th Commencement
Northland Pioneer College (NPC) celebrates its 48th Commencement on Saturday, May 14, 2022, at the ...



May 2, 2022
NPC’s 36th Annual Juried High School Art Exhibit
Casper Coker, a senior at Silver Ridge High School, Mykenna Moore, and Sherman Kee, seniors of ...



April 27, 2022
NPC schedules May 17 public hearing on 2022-23 budget
The Navajo County Community College District Governing Board will conduct a Public Budget Hearing ...



April 26, 2022
NPC honors Dr. Tabitha Stichel as Outstanding Alumnus
Northland Pioneer College (NPC) has recognized former student and recent faculty Dr. Tabitha ...



April 25, 2022
Apply for a scholarship for your child to attend NPC’s Kids College this summer
“Thanks to the continued generosity of a trustee, every child who wants to see college is ...

LEGAL NOTICES

Northland Pioneer College

TRUTH IN TAXATION HEARING

Notice of Tax Increase

In compliance with section §15-1461.01, Arizona Revised Statutes, Navajo County Community College District is notifying its property taxpayers of Navajo County Community College District's intention to raise its primary property taxes over last year's level. The Navajo County Community College District is proposing an increase in primary property taxes of **\$760,750** or **4.8%**.

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All interested citizens are invited to attend the public hearing on the tax increase that is scheduled to be held **Tuesday, May 17, 2022** at 10:00 a.m. (M.S.T.) at the Holbrook – Painted Desert Campus Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona.

NOTICE OF BUDGET HEARING

Notice is hereby given to the residents and taxpayers of the Navajo County Community College District that the District Governing Board will conduct a **Public Budget Hearing** for consideration of the proposed budget for the 2022-2023 Fiscal Year at the Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025, on **Tuesday, May 17, 2022**, at 10:00 a.m. (M.S.T.). The hearing may also be attended remotely using the link: <https://npc.webex.com/npc/j.php?MTID=mada0e43b7e0c3b2c2b1ed9a2aa033a41> (password May22DGB – if needed), for both public viewing and comment. Additional access to the hearing is available by phone: dial-in +1-415-655-0001, meeting number (access code): 2624 232 6647.

A **Special Board Meeting** for the purpose of adopting the District's 2022-2023 budget shall be held immediately following the Budget Hearing at the same location and with the same access information.

Budget data conforms to mandates of law specified in Arizona Revised Statutes §15-1461 concerning the advertisement and publication of budget information. The budget is posted for public review on the college's website, www.npc.edu/fy2023-preliminary-budget.

Dr. Chato Hazelbaker, President, Northland Pioneer College.

Questions and comments about the budget should be directed to **Maderia Ellison**, Vice President of Administrative Services, Chief Financial Officer, **(928) 532-6743** or **be submitted online at** www.npc.edu/public-comment-form.



🔔 All NPC locations and offices are **OPEN to students and the general public during normal business hours.** Click to see hours by **location**. NPC will continue to follow local and tribal COVID mitigation guidelines to keep staff, faculty, students and the public safe - see the **COVID information page** for details.

PUBLIC COMMENT FORM

The Navajo County Community College District Governing Board will conduct a **Public Budget Hearing on Tuesday, May 17, 2022**, beginning at **10:00 a.m. (M.S.T.)** at the Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025. The hearing may also be attended remotely using the link: <https://npc.webex.com/npc/j.php?MTID=mada0e43b7e0c3b2c2b1ed9a2aa033a41> (password May22DGB – if needed), for both public viewing and comment. Additional access to the hearing is available by phone: dial-in +1-415-655-0001, meeting number (access code): 2624 232 6647.

Review the FY2023 Preliminary Budget

You may use the form below to submit your comments or request clarification on the proposed **2022-2023** budget.

Title

First

Middle

Last



City, State, Zip

Address

Where the U.S. Postal Service delivers your mail

Address 2

Physical address, if different from above.

City/Town

State

ZIP/Postal Code

Contact Phone

Please enter a **daytime** phone number where we can contact you if we have questions about your comments or questions.

Ext:



Please enter a valid email address that can be used to contact you.

Please re-enter your email address

I have a comment/question about...

Select one or more of the following:

- Proposed Tax Rate
- Proposed Budget
- General Comment
- Other...

Please share my comments

with members of the District Governing Board during the public hearing on **May 17, 2022**.

- Yes
- No

My comment/question

Please keep your comments civil, with no profanity or racial comments.

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

I'm not a robot

reCAPTCHA
 Privacy - Terms

SUBMIT



4 Campuses & 5 Centers Throughout Navajo &
Apache Counties in Northeastern Arizona

Navajo County Community College District Governing Board

May 17, 2022

Packet Page 14



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MAILING ADDRESS

P.O. Box 610

Holbrook, AZ 86025-0610

[Map & Directions](#)

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[Non-Discrimination Statement](#)

Public Hearing for Truth in Taxation

Summary:

Prior to the May 17, 2022 District Governing Board special meeting, a public hearing will be held to review the Truth in Taxation notice associated with the proposed budget for fiscal year 2022-23.

If the proposed tax levy, excluding amounts that are related to new construction, is greater than the amount levied in the previous tax year, a Truth in Taxation hearing must be held.

Correspondence from the Property Tax Oversight Commission concerning the Levy Limit Worksheet and the Truth in Taxation hearing are included.

2022 LEVY LIMIT WORKSHEET

Date: 2/10/2022

NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE
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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)
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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).

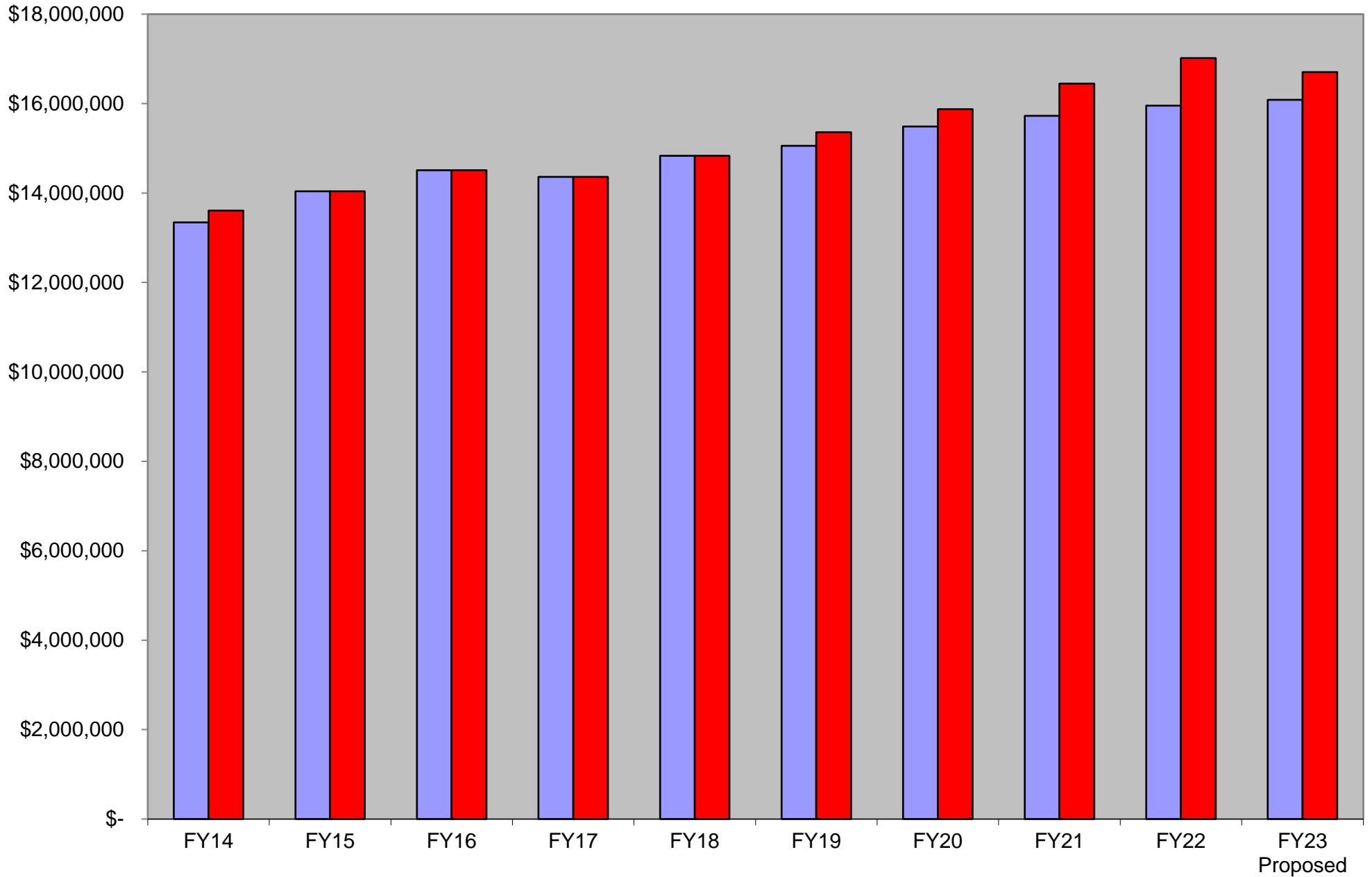
Truth in Taxation Analysis

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

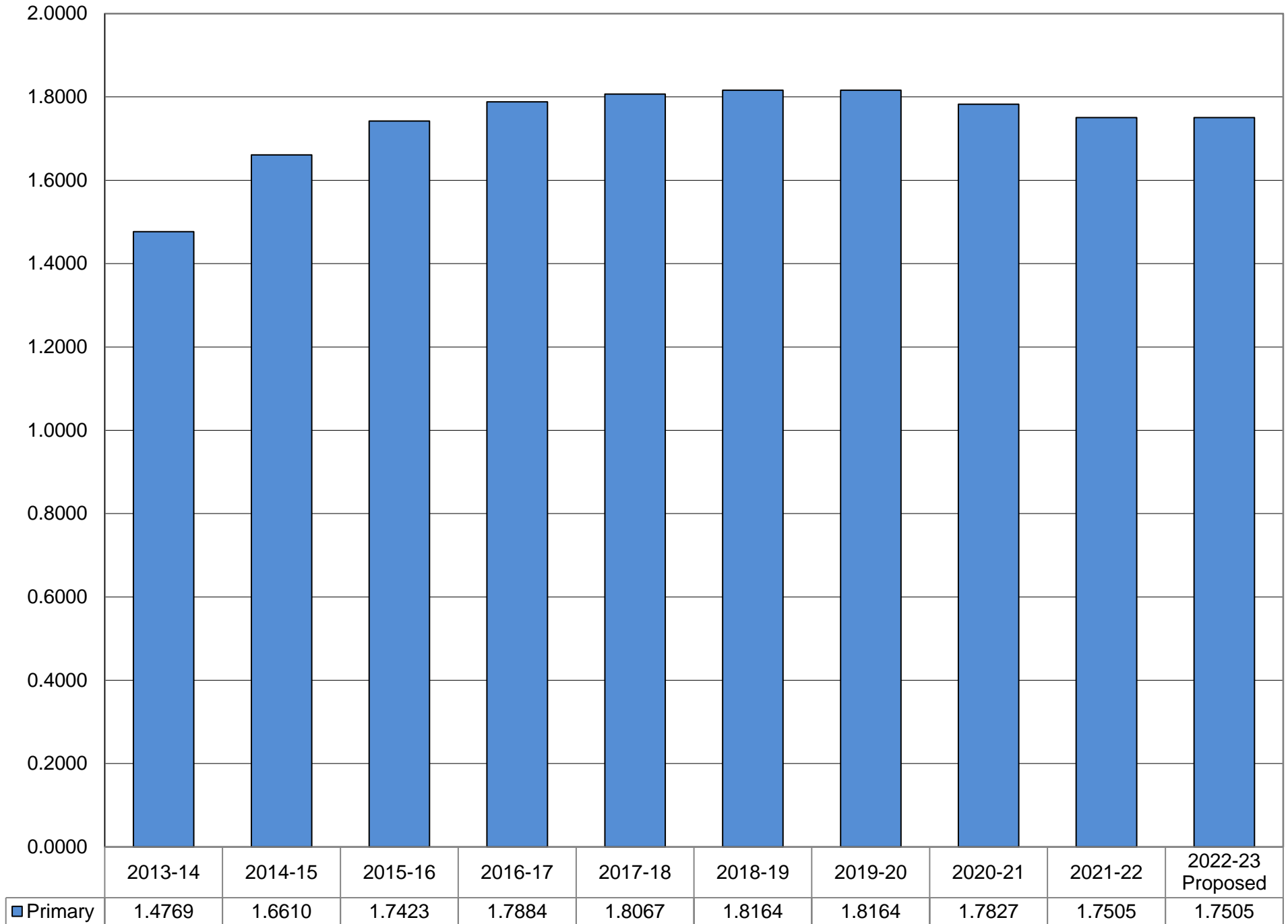
	Proposed
Actual current primary property tax levy: (line F.1. actual levy from prior year's final levy limit worksheet)	\$ 15,955,424
Net assessed valuation: (line C.4. from current year's worksheet)	\$ 918,845,940
Value of new construction:	\$ (36,088,447)
Net assessed value minus new construction: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

NPC Primary Maximum Property Tax Levy compared to Actual Levy

Levy - Assessed Levy Limit - Max



NPC Historical Property Tax Rates & Current Year Proposal



Presentation of Proposed 2022-2023 Budget

Summary:

The preliminary budget was approved by the District Governing Board (Board) on April 19, 2022. The budget can be reduced, but cannot be increased. The capital budget was reduced by \$200,000 for anticipated purchases to be covered by the Carl Perkins grant.

Staff anticipates the expenditure limit will be breached in FY 2023, but carryforward balances will be used to cover any overage. The current available carryforward amount is over \$33 million.

Arizona Revised Statutes (A.R.S) §15-1461 outlines the noticing requirements for the public budget hearing, adoption of the proposed budget at a special board meeting, and the publication of the proposed budget. The following notices have occurred:

- Public Budget Hearing & Adoption of Proposed Budget at Special Board Meeting – NPC issued a press release (April 28, 2022), issued a notice of a budget hearing in the White Mountain Independent (April 29 & May 10, 2022) and in the Holbrook Tribune-News (May 4 & 11, 2022), and posted a legal notice on its website.
- Proposed Budget – NPC published the budget on the npc.edu website (April 28, 2022), in the White Mountain Independent (May 10, 2022) and in the Holbrook Tribune-News (May 11, 2022).

Staff will answer questions from the Board and the public.

**Official Budget Forms
Navajo County Community College District
Northland Pioneer College
Fiscal year 2023**

**Navajo County Community College District
Northland Pioneer College
Budget for fiscal year 2023
Summary of budget data**

	Budget 2023	Budget 2022	Increase/Decrease From budget 2022 To budget 2023	
			Amount	%
I. Current General and Plant Funds				
A. Expenditures:				
Current General Fund	\$ 35,265,978	\$ 33,417,324	\$ 1,848,654	5.5%
Unexpended Plant Fund	11,519,900	17,154,100	(5,634,200)	-32.8%
Retirement of indebtedness Plant Fund	0		0	
Total	\$ 46,785,878	\$ 50,571,424	\$ (3,785,546)	-7.5%
B. Expenditures per Full-time student equivalent (FTSE):				
Current General Fund	\$ 18,160 /FTSE	\$ 16,238 /FTSE	\$ 1,922 /FTSE	11.8%
Unexpended Plant Fund	\$ 5,932 /FTSE	\$ 8,335 /FTSE	\$ (2,403) /FTSE	-28.8%
Projected FTSE count	1,942	2,058		
II. Total all funds estimated personnel compensation				
Employee salaries and hourly costs	\$ 18,905,406	\$ 17,095,294	\$ 1,810,112	10.6%
Retirement costs	2,200,000	1,860,234	339,766	18.3%
Healthcare costs	2,336,504	2,023,272	313,232	15.5%
Other benefit costs	1,677,620	1,552,652	124,968	8.0%
Total	\$ 25,119,530	\$ 22,531,452	\$ 2,588,078	11.5%
III. Summary of primary and secondary property tax levies and rates				
A. Amount levied:				
Primary tax levy	\$ 16,084,078	\$ 15,955,424	\$ 128,654	0.8%
Property tax judgment			0	
Secondary tax levy			0	
Total levy	\$ 16,084,078	\$ 15,955,424	\$ 128,654	0.8%
B. Rates per \$100 net assessed valuation:				
Primary tax rate	1.7505	1.7505	0.0000	0.0%
Property tax judgment			0.0000	
Secondary tax rate			0.0000	
Total rate	1.7505	1.7505	0.0000	0.0%
IV. Maximum allowable primary property tax levy for fiscal year 2023 pursuant to A.R.S. §42-17051			\$ 16,702,781	
V. Amount received from primary property taxes in fiscal year 2022 in excess of the maximum allowable amount as calculated pursuant to A.R.S. §42-17051			\$ _____	

**Navajo County Community College District
Northland Pioneer College
Budget for fiscal year 2023**

Resources

	Current funds			Plant Fund		Other funds 2023	Total all funds 2023	Total all funds 2022	% Increase/ Decrease
	General Fund 2023	Restricted Fund 2023	Auxiliary Fund 2023	Unexpended Plant Fund 2023	Retirement of indebtedness 2023				
Beginning balances/(deficits)—July 1*									
Restricted	\$						0	\$	0.0%
Unrestricted	70,300,000			23,100,000			93,400,000	82,500,000	13.2%
Total beginning balances	\$ 70,300,000	\$ 0	\$ 0	\$ 23,100,000	\$ 0	\$ 0	\$ 93,400,000	\$ 82,500,000	13.2%
Revenues and other inflows									
Student tuition and fees									
General tuition	\$ 3,600,000						3,600,000	3,850,000	-6.5%
Out-of-district tuition							0		0.0%
Out-of-State tuition	100,000						100,000	50,000	100.0%
Student fees	600,000						600,000	500,000	20.0%
Tuition and fee remissions or waivers							0		0.0%
State appropriations									
Maintenance support	1,397,200						1,397,200	1,512,300	-7.6%
Equalization aid	9,912,900						9,912,900	9,171,000	8.1%
STEM Workforce				309,900			309,900	319,700	-3.1%
Rural Community College Aid	1,271,800						1,271,800	1,640,200	-22.5%
							0		0.0%
							0		0.0%
Property taxes									
Primary tax levy	16,084,078						16,084,078	15,955,424	0.8%
Secondary tax levy							0		0.0%
Gifts, grants, and contracts	3,000,000	9,800,000					12,800,000	8,762,200	46.1%
Sales and services							0		0.0%
Investment income	300,000						300,000	500,000	-40.0%
State shared sales tax (Prop 301)		400,000	150,000				550,000	650,000	-15.4%
Smart and Safe Arizona Act (Prop 207)		500,000					500,000	500,000	0.0%
Other revenues	200,000						200,000	200,000	0.0%
Proceeds from sale of bonds							0		0.0%
Total Revenues and Other Inflows	\$ 36,465,978	\$ 10,700,000	\$ 150,000	\$ 309,900	\$ 0	\$ 0	\$ 47,625,878	\$ 43,610,824	9.2%
Transfers									
Transfers in		500,000	200,000	2,000,000			2,700,000	4,994,400	-45.9%
(Transfers out)	(2,700,000)						(2,700,000)	(4,994,400)	-45.9%
Total transfers	\$ (2,700,000)	\$ 500,000	\$ 200,000	\$ 2,000,000	\$ 0	\$ 0	\$ 0	\$ 0	0.0%
Reduction for amounts reserved for future budget year expenses:									
Maintained for future financial stability	(33,417,324)						(33,417,324)	(29,525,333)	13.2%
Maintained for future capital acquisitions/projects				(13,920,000)			(13,920,000)	(10,000,000)	39.2%
Maintained for future debt retirement							0		0.0%
Maintained for grants or scholarships							0		0.0%
Fund Balance - Unrestricted	(36,882,676)			(9,180,000)			(46,062,676)	(42,974,667)	7.2%
Fund Balance	1,500,000			9,210,000			10,710,000	14,740,000	-27.3%
Total resources available for the budget year	\$ 35,265,978	\$ 11,200,000	\$ 350,000	\$ 11,519,900	\$ 0	\$ 0	\$ 58,335,878	\$ 58,350,824	0.0%

*These amounts exclude nonspendable amounts (e.g., prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact.

**Navajo County Community College District
Northland Pioneer College
Budget for fiscal year 2023**

Expenditures and other outflows

	Current funds			Plant Fund		Other funds 2023	Total all funds 2023	Total all funds 2022	% Increase/ Decrease
	General Fund 2023	Restricted Fund 2023	Auxiliary Fund 2023	Unexpended Plant Fund 2023	Retirement of indebtedness 2023				
Total resources available for the budget year (from Schedule B)	\$ 35,265,978	\$ 11,200,000	\$ 350,000	\$ 11,519,900	\$ -	\$ -	\$ 58,335,878	\$ 58,350,824	0.0%
Expenditures and other outflows									
Instruction	\$ 12,828,077	\$ 5,970,000					\$ 18,798,077	\$ 13,984,885	34.4%
Public service							0	0	0.0%
Academic support	1,550,967	500,000					2,050,967	1,998,497	2.6%
Student services	2,592,088	500,000					3,092,088	2,798,021	10.5%
Institutional support (Administration)	12,486,956						12,486,956	10,878,708	14.8%
Operation and maintenance of plant	2,082,032						2,082,032	2,010,336	3.6%
Scholarships	1,985,275	4,230,000					6,215,275	6,120,275	1.6%
Auxiliary enterprises			350,000				350,000	350,000	0.0%
Capital assets				11,519,900			11,519,900	17,154,100	-32.8%
Debt service—general obligation bonds							0		0.0%
Debt service—other long term debt							0		0.0%
Other expenditures							0		0.0%
Property tax judgments							0	402,204	-100.0%
Contingency	1,740,583						1,740,583	2,654,398	-34.4%
Total expenditures and other	\$ 35,265,978	\$ 11,200,000	\$ 350,000	\$ 11,519,900	\$ 0	\$ 0	\$ 58,335,878	\$ 58,351,424	0.0%

FINAL FY2022 /23 EXPENDITURE LIMITS: COMMUNITY COLLEGES

Community College District	Population** 2022/23	Population** 1979/80	Population Factor	Inflation Factor*	FY 1979/80 Base limit	FINAL FY2022/23 EXPENDITURE LIMITATION
COCHISE	7,467	2,156	3.4634	3.3100	\$6,038,815	\$69,226,449
COCONINO	2,056	1,000	2.0560	3.3100	\$2,459,758	\$16,739,344
GILA	725	905	0.8011	3.3100	\$1,948,412	\$5,166,461
GRAHAM	3,072	1,329	2.3115	3.3100	\$4,508,230	\$34,492,544
MARICOPA	73,463	27,299	2.6911	3.3100	\$52,841,755	\$470,676,039
MOHAVE	2,466	1,033	2.3872	3.3100	\$3,163,993	\$25,000,644
NAVAJO	1,942	1,566	1.2401	3.3100	\$3,716,543	\$15,255,258
PIMA	14,969	11,038	1.3561	3.3100	\$30,555,962	\$137,158,048
PINAL	3,612	2,452	1.4731	3.3100	\$7,534,121	\$36,735,233
SANTA CRUZ	165	700	0.2357	3.3100	\$1,507,059	\$1,175,815
YAVAPAI	3,981	1,568	2.5389	3.3100	\$5,759,613	\$48,401,894
YUMA/LA PAZ	5,286	1,952	2.7080	3.3100	\$6,215,322	\$55,710,097
TOTAL	119,204	52,998	2.2492		\$126,249,583	\$915,737,828

* SOURCE: Bureau of Economic Analysis March 2022 - (2021 GDP Implicit Price Deflator/1978 GDP Implicit Price Deflator) = 118.49/35.798

1 no respons from college calculated using total FTSE

** FTSE counts are calculated pursuant to A.R.S. §15-1466.01

NPC schedules May 17 public hearing on 2022-23 budget

HOLBROOK — The Navajo County Community College District Governing Board will conduct a Public Budget Hearing for consideration of the proposed budget for the 2022–2023 fiscal year at the Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025, on Tuesday, May 17, 2022, at 10:00 a.m. (M.S.T.). The hearing may also be attended remotely using the link:

<https://npc.webex.com/npc/j.php?MTID=mada0e43b7e0c3b2c2b1ed9a2aa033a41> (password May22DGB – if needed), for both public viewing and comment. Additional access to the hearing is available by phone: dial-in +1-415-655-0001, meeting number (access code): 2624 232 6647.

At its April 19 meeting, the board adopted a preliminary 2022-2023 budget. The college is proposing a budget that will focus on stabilizing its resources amid the ongoing economic impact of the COVID-19 pandemic, recent legislative changes, and the planned closure of the Cholla Power Plant.

The college stands ready to help students, taxpayers, and employees. The proposed budget includes the following key items.

- Students in Navajo County will continue to receive a lower “In District” rate of \$68 per credit hour.
- Taxpayers will see the same tax rate as the prior budget year at \$1.7505 per \$100 of net assessed valuation. This will require a TNT public hearing.
- Employees will receive a salary increase to cover increases in the cost of living and to align with an increasing minimum wage.

After the public hearing, the governing board can decrease or accept the budget from the preliminary figures adopted on April 19. The budget data can be viewed or downloaded as a PDF from the college’s website: <https://www.npc.edu/fy2023-preliminary-budget>. Answers to many frequently asked questions are also posted.

Interested citizens are encouraged to attend the budget hearing and make comments prior to the formal adoption of the budget by the local governing board during a special meeting immediately following the public hearing.

Comments about the budget can also be submitted online at www.npc.edu/public-comment-form.

Legal notice of the May 17, 2022, Public Budget Hearing and the proposed tax increase are in the White Mountain Independent newspaper(s) dated April 29, 2022, and May 10, 2022, and in the Holbrook Tribune newspaper(s) dated May 4, 2022, and May 11, 2022.



TO: Legal Clerk

Re: Notice of Budget Hearing

Please run the following Public Notice in the April 29, 2022, & May 10, 2022, editions of the *White Mountain Independent*, and in the May 4, 2022, and May 11, 2022, editions of the *Holbrook Tribune*. Please send invoice and affidavit to: Northland Pioneer College, Marketing Department, 1001 W. Deuce of Clubs, Show Low, AZ 85901-6221 or via email: lia.keenan@npc.edu. Thank you.

Notice is hereby given to the residents and taxpayers of the Navajo County Community College District that the District Governing Board will conduct a **Public Budget Hearing** for consideration of the proposed budget for the 2022–2023 Fiscal Year at the Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025, on **Tuesday, May 17, 2022**, at 10:00 a.m. (M.S.T.). The hearing may also be attended remotely using the link: <https://npc.webex.com/npc/j.php?MTID=mada0e43b7e0c3b2c2b1ed9a2aa033a41> (password May22DGB – if needed), for both public viewing and comment. Additional access to the hearing is available by phone: dial-in +1-415-655-0001, meeting number (access code): 2624 232 6647.

A **Special Board Meeting** for the purpose of adopting the District’s 2022–2023 budget shall be held immediately following the Budget Hearing at the same location and with the same access information.

Budget data conforms to mandates of law specified in Arizona Revised Statutes §15-1461 concerning the advertisement and publication of budget information. The budget is posted for public review on the college’s website, www.npc.edu/fy2023-preliminary-budget.

Dr. Chato Hazelbaker, President, Northland Pioneer College.

Questions and comments about the budget should be directed to **Maderia Ellison**, Vice President of Administrative Services, Chief Financial Officer, (928) 532-6743 or **be submitted online at** www.npc.edu/public-comment-form.

LEGAL NOTICES

Northland Pioneer College

NOTICE OF BUDGET HEARING

Notice is hereby given to the residents and taxpayers of the Navajo County Community College District that the District Governing Board will conduct a **Public Budget Hearing** for consideration of the proposed budget for the 2022–2023 Fiscal Year at the Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025, on **Tuesday, May 17, 2022**, at 10:00 a.m. (M.S.T.). The hearing may also be attended remotely using the link: <https://npc.webex.com/npc/j.php?MTID=mada0e43b7e0c3b2c2b1ed9a2aa033a41> (password May22DGB – if needed), for both public viewing and comment. Additional access to the hearing is available by phone: dial-in +1-415-655-0001, meeting number (access code): 2624 232 6647.

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NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2023
SUMMARY OF BUDGET DATA — SCHEDULE A



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

Notice is hereby given to the residents and taxpayers of the Navajo County Community College District that the District Governing Board will conduct a **Public Budget Hearing** for consideration of the proposed budget for the 2022–2023 Fiscal Year at the Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025, on **Tuesday, May 17, 2022**, at 10:00 a.m. (M.S.T.). The hearing may also be attended remotely using the link: <https://npc.webex.com/npc/j.php?MTID=mada0e43b7e0c3b2c2b1ed9a2aa033a41> (password May22DGB – if needed), for both public viewing and comment. Additional access to the hearing is available by phone: dial-in +1-415-655-0001, meeting number (access code): 2624 232 6647.

A **Special Board Meeting** for the purpose of adopting the District's 2022–2023 budget shall be held immediately following the Budget Hearing at the same location and with the same access information.

Budget data conforms to mandates of law specified in Arizona Revised Statutes §15-1461 concerning the advertisement and publication of budget information. The budget is posted for public review on the college's website, www.npc.edu/fy2023-preliminary-budget.

Dr. Chato Hazelbaker, President, Northland Pioneer College.

Questions and comments about the budget should be directed to **Maderia Ellison**, Vice President of Administrative Services, Chief Financial Officer, (928) 532-6743 or be submitted online at www.npc.edu/public-comment-form.

Published in the White Mountain Independent May 10, 2022.

	Budget 2023	Budget 2022	Increase/Decrease From Budget 2022 to Budget 2023	
			Amount	%
I. CURRENT GENERAL AND PLANT FUNDS				
A. Expenditures:				
Current General Fund	\$35,265,978	\$33,417,324	\$1,848,654	5.5%
Unexpended Plant Fund	\$11,519,900	\$17,154,100	(\$5,634,200)	-32.8%
Retirement of Indebtedness Plant Fund	-0-	-0-	-0-	-0-
TOTAL	\$46,785,878	\$50,571,424	(\$3,785,546)	-7.5%
B. Expenditures Per Full-Time Student Equivalent (FTSE)				
Current General Fund	\$18,160/FTSE	\$16,238/FTSE	\$1,922/FTSE	11.8%
Unexpended Plant Fund	\$5,932/FTSE	\$8,335/FTSE	(\$2,403/FTSE)	-28.8%
Projected FTSE Count	1,942	2,058		
II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION				
Employee Salaries and Hourly Costs	\$18,905,406	\$17,095,294	\$1,810,112	10.6%
Retirement Costs	\$2,200,000	\$1,860,234	\$339,766	18.3%
Healthcare Costs	\$2,336,504	\$2,023,272	\$313,232	15.5%
Other Benefit Costs	\$1,677,620	\$1,552,652	\$124,968	8.0%
TOTAL	\$25,119,530	\$22,531,452	\$2,588,078	11.5%
III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES				
A. Amount Levied:				
Primary Tax Levy	\$16,084,078	\$15,955,424	\$128,654	0.8%
Property Tax Judgment	-0-	-0-	-0-	-0-
Secondary Tax Levy	-0-	-0-	-0-	-0-
TOTAL LEVY	\$16,084,078	\$15,955,424	\$128,654	0.8%
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.7505	1.7505	-0-	-0-
Property Tax Judgment	-0-	-0-	-0-	-0-
Secondary Tax Rate	-0-	-0-	-0-	-0-
TOTAL RATE	1.7505	1.7505	-0-	-0-
IV. MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY FOR FISCAL YEAR 2023 PURSUANT TO A.R.S. §42-17051			\$16,702,781	
V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2022 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051.			-0-	

RESOURCES — SCHEDULE B

	CURRENT FUNDS			PLANT FUND		Other Funds 2023	Total All Funds 2023	Total All Funds 2022	% Increase/Decrease
	General Fund 2023	Restricted Fund 2023	Auxiliary Fund 2023	Unexpended Plant Fund 2023	Retirement of Indebtedness 2023				
BEGINNING BALANCES (deficits) – JULY 1 (Excludes amounts not in spendable form (i.e. prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact.)									
Restricted							-0-		-0-
Unrestricted	\$70,300,000			\$23,100,000			\$93,400,000	\$82,500,000	13.2%
Total Beginning Balances	\$70,300,000			\$23,100,000			\$93,400,000	\$82,500,000	13.2%
REVENUES AND OTHER INFLOWS									
Student Tuition and Fees									
General Tuition	\$3,600,000						\$3,600,000	\$3,850,000	-6.5%
Out-of-District Tuition							-0-		-0-
Out-of-State Tuition	\$100,000						\$100,000	\$50,000	100%
Student Fees	\$600,000						\$600,000	\$500,000	20%
Tuition and Fee Remissions or Waivers							-0-		-0-
State Appropriations									
Maintenance Support	\$1,397,200						\$1,397,200	\$1,512,300	-7.6%
Equalization Aid	\$9,912,900						\$9,912,900	\$9,171,000	8.1%
STEM Workforce				\$309,900			\$309,900	\$319,700	-3.1%
Rural Community College Aid	\$1,271,800						\$1,271,800	\$1,640,200	-22.5%
Property Taxes									
Primary Tax Levy	\$16,084,078						\$16,084,078	\$15,955,424	0.8%
Secondary Tax Levy							-0-		-0-
Gifts, Grants, and Contracts	\$3,000,000	\$9,800,000					\$12,800,000	\$8,762,200	46.1%
Sales and Services							-0-	-0-	-0-
Investment Income	\$300,000						\$300,000	\$500,000	-40.0%
State Shared Sales Tax (Prop 301)		\$400,000	\$150,000				\$550,000	\$650,000	-15.4%
Smart and Safe Act (Prop 207)		\$500,000					\$500,000	\$500,000	-0-
Other Revenues	\$200,000						\$200,000	\$200,000	-0-
Proceeds from Sale of Bonds							-0-		-0-
Total Revenues and Other Inflows	\$36,465,978	\$10,700,000	\$150,000	\$309,900	-0-	-0-	\$47,625,878	\$43,610,824	9.2%
TRANSFERS									
Transfers In		\$500,000	\$200,000	\$2,000,000			\$2,700,000	\$4,994,400	-45.9%
(Transfers Out)	(\$2,700,000)						(\$2,700,000)	(\$4,994,400)	-45.9%
Total Transfers	(\$2,700,000)	\$500,000	\$200,000	\$2,000,000	-0-	-0-	-0-	-0-	-0-
Reduction for amounts reserved for future budget year expenditures:									
Maintained for future financial stability	(\$33,417,324)						(\$33,417,324)	(\$29,525,333)	13.2%
Maintained for future capital acquisitions/projects				(\$13,920,000)			(\$13,920,000)	(\$10,000,000)	39.2%
Maintained for future debt retirement							-0-	-0-	-0-
Maintained for grants or scholarships							-0-	-0-	-0-
Fund Balance - Unrestricted	(\$36,882,676)			(\$9,180,000)			(\$46,062,676)	(\$42,974,667)	7.2%
Fund Balance	\$1,500,000			\$9,210,000			\$10,710,000	\$14,740,000	-27.3%
Total Resources Available for Budget Year	\$35,265,978	\$11,200,000	\$350,000	\$11,519,900	-0-	-0-	\$58,335,878	\$58,350,824	-0-

* These amounts exclude amounts not in spendable form (i.e., prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact.

EXPENDITURES AND OTHER OUTFLOWS — SCHEDULE C

	CURRENT FUNDS			PLANT FUND		Other Funds 2023	Total All Funds 2023	Total All Funds 2022	% Increase/Decrease
	General Fund 2023	Restricted Fund 2023	Auxiliary Fund 2023	Unexpended Plant Fund 2023	Retirement of Indebtedness 2023				
TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR (from Schedule B)	\$35,265,978	\$11,200,000	\$350,000	\$11,519,900	-0-	-0-	\$58,335,878	\$58,350,824	-0-
EXPENDITURES AND OTHER OUTFLOWS									
Instruction	\$12,828,077	\$5,970,000					\$18,798,077	\$13,984,885	34.4%
Public Service							-0-	-0-	-0-
Academic Support	\$1,550,967	\$500,000					\$2,050,967	\$1,998,497	2.6%
Student Services	\$2,592,088	\$500,000					\$3,092,088	\$2,798,021	10.5%
Institutional Support (Administration)	\$12,486,956						\$12,486,956	\$10,878,708	14.8%
Operation and Maintenance of Plant	\$2,082,032						\$2,082,032	\$2,010,336	3.6%
Scholarships	\$1,985,275	\$4,230,000					\$6,215,275	\$6,120,275	1.6%
Auxiliary Enterprises			\$350,000				\$350,000	\$350,000	-0-
Capital Assets				\$11,519,900			\$11,519,900	\$17,154,100	-32.8%
Debt Service – General Obligation Bonds							-0-		-0-
Debt Service – Other Long Term Debt							-0-		-0-
Other Expenditures							-0-		-0-
Property tax judgments							-0-	\$402,204	-100%
Contingency	\$1,740,583						\$1,740,583	\$2,654,398	-34.4%
Total Expenditures and Other Outflows	\$35,265,978	\$11,200,000	\$350,000	\$11,519,900	-0-	-0-	\$58,335,878	\$58,351,424	-0-

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2023
SUMMARY OF BUDGET DATA — SCHEDULE A



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

Notice is hereby given to the residents and taxpayers of the Navajo County Community College District that the District Governing Board will conduct a **Public Budget Hearing** for consideration of the proposed budget for the 2022–2023 Fiscal Year at the Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025, on **Tuesday, May 17, 2022**, at 10:00 a.m. (M.S.T.). The hearing may also be attended remotely using the link: <https://npc.webex.com/npc/j.php?MTID=mada0e43b7e0c3b2c2b1ed9a2aa033a41> (password May22DGB – if needed), for both public viewing and comment. Additional access to the hearing is available by phone: dial-in +1-415-655-0001, meeting number (access code): 2624 232 6647.

A **Special Board Meeting** for the purpose of adopting the District's 2022–2023 budget shall be held immediately following the Budget Hearing at the same location and with the same access information.

Budget data conforms to mandates of law specified in Arizona Revised Statutes §15-1461 concerning the advertisement and publication of budget information. The budget is posted for public review on the college's website, www.npc.edu/fy2023-preliminary-budget.

Dr. Chato Hazelbaker, President, Northland Pioneer College.

Questions and comments about the budget should be directed to **Maderia Ellison**, Vice President of Administrative Services, Chief Financial Officer, (928) 532-6743 or be submitted online at www.npc.edu/public-comment-form.

Published in the Holbrook Tribune May 11, 2022.

	Budget 2023	Budget 2022	Increase/Decrease From Budget 2022 to Budget 2023	
			Amount	%
I. CURRENT GENERAL AND PLANT FUNDS				
A. Expenditures:				
Current General Fund	\$35,265,978	\$33,417,324	\$1,848,654	5.5%
Unexpended Plant Fund	\$11,519,900	\$17,154,100	(\$5,634,200)	-32.8%
Retirement of Indebtedness Plant Fund	-0-	-0-	-0-	-0-
TOTAL	\$46,785,878	\$50,571,424	(\$3,785,546)	-7.5%
B. Expenditures Per Full-Time Student Equivalent (FTSE)				
Current General Fund	\$18,160/FTSE	\$16,238/FTSE	\$1,922/FTSE	11.8%
Unexpended Plant Fund	\$5,932/FTSE	\$8,335/FTSE	(\$2,403/FTSE)	-28.8%
Projected FTSE Count	1,942	2,058		
II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION				
Employee Salaries and Hourly Costs	\$18,905,406	\$17,095,294	\$1,810,112	10.6%
Retirement Costs	\$2,200,000	\$1,860,234	\$339,766	18.3%
Healthcare Costs	\$2,336,504	\$2,023,272	\$313,232	15.5%
Other Benefit Costs	\$1,677,620	\$1,552,652	\$124,968	8.0%
TOTAL	\$25,119,530	\$22,531,452	\$2,588,078	11.5%
III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES				
A. Amount Levied:				
Primary Tax Levy	\$16,084,078	\$15,955,424	\$128,654	0.8%
Property Tax Judgment	-0-	-0-	-0-	-0-
Secondary Tax Levy	-0-	-0-	-0-	-0-
TOTAL LEVY	\$16,084,078	\$15,955,424	\$128,654	0.8%
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.7505	1.7505	-0-	-0-
Property Tax Judgment	-0-	-0-	-0-	-0-
Secondary Tax Rate	-0-	-0-	-0-	-0-
TOTAL RATE	1.7505	1.7505	-0-	-0-
IV. MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY FOR FISCAL YEAR 2023 PURSUANT TO A.R.S. §42-17051			\$16,702,781	
V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2022 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051.			-0-	

RESOURCES — SCHEDULE B

	CURRENT FUNDS			PLANT FUND		Other Funds 2023	Total All Funds 2023	Total All Funds 2022	% Increase/Decrease
	General Fund 2023	Restricted Fund 2023	Auxiliary Fund 2023	Unexpended Plant Fund 2023	Retirement of Indebtedness 2023				
BEGINNING BALANCES (deficits) – JULY 1 (Excludes amounts not in spendable form (i.e. prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact.)									
Restricted							-0-		-0-
Unrestricted	\$70,300,000			\$23,100,000			\$93,400,000	\$82,500,000	13.2%
Total Beginning Balances	\$70,300,000			\$23,100,000			\$93,400,000	\$82,500,000	13.2%
REVENUES AND OTHER INFLOWS									
Student Tuition and Fees									
General Tuition	\$3,600,000						\$3,600,000	\$3,850,000	-6.5%
Out-of-District Tuition							-0-		-0-
Out-of-State Tuition	\$100,000						\$100,000	\$50,000	100%
Student Fees	\$600,000						\$600,000	\$500,000	20%
Tuition and Fee Remissions or Waivers							-0-		-0-
State Appropriations									
Maintenance Support	\$1,397,200						\$1,397,200	\$1,512,300	-7.6%
Equalization Aid	\$9,912,900						\$9,912,900	\$9,171,000	8.1%
STEM Workforce				\$309,900			\$309,900	\$319,700	-3.1%
Rural Community College Aid	\$1,271,800						\$1,271,800	\$1,640,200	-22.5%
Property Taxes									
Primary Tax Levy	\$16,084,078						\$16,084,078	\$15,955,424	0.8%
Secondary Tax Levy							-0-		-0-
Gifts, Grants, and Contracts	\$3,000,000	\$9,800,000					\$12,800,000	\$8,762,200	46.1%
Sales and Services							-0-	-0-	-0-
Investment Income	\$300,000						\$300,000	\$500,000	-40.0%
State Shared Sales Tax (Prop 301)		\$400,000	\$150,000				\$550,000	\$650,000	-15.4%
Smart and Safe Act (Prop 207)		\$500,000					\$500,000	\$500,000	-0-
Other Revenues	\$200,000						\$200,000	\$200,000	-0-
Proceeds from Sale of Bonds							-0-		-0-
Total Revenues and Other Inflows	\$36,465,978	\$10,700,000	\$150,000	\$309,900	-0-	-0-	\$47,625,878	\$43,610,824	9.2%
TRANSFERS									
Transfers In		\$500,000	\$200,000	\$2,000,000			\$2,700,000	\$4,994,400	-45.9%
(Transfers Out)	(\$2,700,000)						(\$2,700,000)	(\$4,994,400)	-45.9%
Total Transfers	(\$2,700,000)	\$500,000	\$200,000	\$2,000,000	-0-	-0-	-0-	-0-	-0-
Reduction for amounts reserved for future budget year expenditures:									
Maintained for future financial stability	(\$33,417,324)						(\$33,417,324)	(\$29,525,333)	13.2%
Maintained for future capital acquisitions/projects				(\$13,920,000)			(\$13,920,000)	(\$10,000,000)	39.2%
Maintained for future debt retirement							-0-	-0-	-0-
Maintained for grants or scholarships							-0-	-0-	-0-
Fund Balance - Unrestricted	(\$36,882,676)			(\$9,180,000)			(\$46,062,676)	(\$42,974,667)	7.2%
Fund Balance	\$1,500,000			\$9,210,000			\$10,710,000	\$14,740,000	-27.3%
Total Resources Available for Budget Year	\$35,265,978	\$11,200,000	\$350,000	\$11,519,900	-0-	-0-	\$58,335,878	\$58,350,824	-0-

* These amounts exclude amounts not in spendable form (i.e., prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact.

EXPENDITURES AND OTHER OUTFLOWS — SCHEDULE C

	CURRENT FUNDS			PLANT FUND		Other Funds 2023	Total All Funds 2023	Total All Funds 2022	% Increase/Decrease
	General Fund 2023	Restricted Fund 2023	Auxiliary Fund 2023	Unexpended Plant Fund 2023	Retirement of Indebtedness 2023				
TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR (from Schedule B)	\$35,265,978	\$11,200,000	\$350,000	\$11,519,900	-0-	-0-	\$58,335,878	\$58,350,824	-0-
EXPENDITURES AND OTHER OUTFLOWS									
Instruction	\$12,828,077	\$5,970,000					\$18,798,077	\$13,984,885	34.4%
Public Service							-0-	-0-	-0-
Academic Support	\$1,550,967	\$500,000					\$2,050,967	\$1,998,497	2.6%
Student Services	\$2,592,088	\$500,000					\$3,092,088	\$2,798,021	10.5%
Institutional Support (Administration)	\$12,486,956						\$12,486,956	\$10,878,708	14.8%
Operation and Maintenance of Plant	\$2,082,032						\$2,082,032	\$2,010,336	3.6%
Scholarships	\$1,985,275	\$4,230,000					\$6,215,275	\$6,120,275	1.6%
Auxiliary Enterprises			\$350,000				\$350,000	\$350,000	-0-
Capital Assets				\$11,519,900			\$11,519,900	\$17,154,100	-32.8%
Debt Service – General Obligation Bonds							-0-		-0-
Debt Service – Other Long Term Debt							-0-		-0-
Other Expenditures							-0-		-0-
Property tax judgments							-0-	\$402,204	-100%
Contingency	\$1,740,583						\$1,740,583	\$2,654,398	-34.4%
Total Expenditures and Other Outflows	\$35,265,978	\$11,200,000	\$350,000	\$11,519,900	-0-	-0-	\$58,335,878	\$58,351,424	-0-

(start-item)

What is assessed valuation and who determines them?

+

How does assessed valuation relate to my taxes and the college's budget?

+

How does the college use the property tax money?

+

What limits exist for taxing jurisdictions?

+

Are there any exemptions for taxpayers?

+

FY2023 Preliminary Budget

[Download as PDF](#)

Navajo County Community College District
 Northland Pioneer College
 Budget for Fiscal Year 2023
 Summary of Budget Data

SCHEDULE A				
	BUDGET 2023	BUDGET 2022	INCREASE/DECREASE FROM BUDGET 2022 TO BUDGET 2023	
			AMOUNT	%
I. CURRENT GENERAL AND PLANT FUNDS				
A. Expenditures:				
Current General Fund	\$35,265,978	\$33,417,324	\$1,848,654	5.5%
Unexpended Plant Fund	\$11,519,900	\$17,154,100	(\$5,634,200)	-32.8%
Retirement of Indebtedness Plant Fund	-0-	-0-	-0-	-0-
TOTAL	\$46,785,878	\$50,571,424	(\$3,785,546)	-7.5%
B. Expenditures Per Full-Time Student Equivalent (FTSE):				
Current General Fund	\$18,160/FTSE	\$16,238/FTSE	\$1,922/FTSE	11.8%
Unexpended Plant Fund	\$5,932/FTSE	\$8,335/FTSE	(\$2,403)/FTSE	-28.8%
Projected FTSE Count	1,942	2,058		
II. TOTAL OF ALL FUNDS ESTIMATED PERSONNEL COMPENSATION				
Employee Salaries and Hourly Costs	\$18,905,406	\$17,095,294	\$1,810,112	10.6%
Retirement Costs	\$2,200,000	\$1,860,234	\$339,766	18.3%
Healthcare Costs	\$2,336,504	\$2,023,272	\$313,232	15.5%
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TOTAL	\$25,119,530	\$22,531,452	\$2,588,078	11.5%
III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES				
A. Amount Levied:				
Primary Tax Levy	\$16,084,078	\$15,955,424	\$128,654	0.8%
Property Tax Judgment	-0-	-0-	-0-	-0-
Secondary Tax Levy	-0-	-0-	-0-	-0-
TOTAL LEVY	\$16,084,078	\$15,955,424	\$128,654	0.8%
B. Rates per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.7505	1.7505	-0-	-0-
Property Tax Judgment	-0-	-0-	-0-	-0-
Secondary Tax Rate	-0-	-0-	-0-	-0-
TOTAL RATE	1.7505	1.7505	-0-	-0-
IV. MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY FOR FISCAL YEAR 2023 PURSUANT TO A.R.S. §42-17051				\$16,702,781
V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2022 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051				-0-

Navajo County Community College District
Northland Pioneer College
Budget for Fiscal Year 2023
Resources

SCHEDULE B										
	CURRENT FUNDS			PLANT FUND						
	GENERAL FUND 2023	RESTRICTED FUND 2023	AUXILIARY FUND 2023	UNEXPENDED PLANT FUND 2023	RETIREMENT OF INDEBTEDNESS 2023	OTHER FUNDS 2023	TOTAL ALL FUNDS 2023	TOTAL ALL FUNDS 2022	%	INCREASE/DECREASE
BEGINNING BALANCES (deficits) – July 1*										
Restricted							-0-	-0-		-0-
Unrestricted	\$70,300,000			\$23,100,000		-0-	\$93,400,000	\$82,500,000		13.2%
Total Beginning Balances	\$70,300,000	-0-	-0-	\$23,100,000	-0-	-0-	\$93,400,000	\$82,500,000		13.2%
REVENUES AND OTHER INFLOWS										
Student Tuition and Fees										
General Tuition	\$3,600,000						\$3,600,000	\$3,850,000		-6.5%
Out-of-District Tuition							-0-	-0-		0.0%
Out-of-State Tuition	\$100,000						\$100,000	\$50,000		100.0%
Student Fees	\$600,000						\$600,000	\$500,000		20.0%
Tuition and Fee Remissions or Waivers							-0-	-0-		0.0%
State Appropriations										
Maintenance Support	\$1,397,200						\$1,397,200	\$1,512,300		-7.6%
Equalization Aid	\$9,912,900						\$9,912,900	\$9,171,000		8.1%
STEM Workforce				\$309,900			\$309,900	\$319,700		-3.1%
Rural Community College Aid	\$1,271,800						\$1,271,800	\$1,640,200		-22.5%
Property Taxes										
Primary Tax Levy	\$16,084,078						\$16,084,078	\$15,955,424		0.8%
Secondary Tax Levy							-0-	-0-		0.0%
Gifts, Grants, and Contracts	\$3,000,000	\$9,800,000					\$12,800,000	\$8,762,200		46.1%
Sales and Services							-0-	-0-		0.0%
Investment Income	\$300,000						\$300,000	\$500,000		-40.0%
State Shared Sales Tax (Prop 301)		\$400,000	\$150,000				\$550,000	\$650,000		-15.4%
Smart and Safe Act (Prop 207)		\$500,000					\$500,000	\$500,000		0.0%
Other Revenues	\$200,000						\$200,000	\$200,000		0.0%
Proceeds from Sale of Bonds							-0-	-0-		0.0%
Total Revenues and Other Inflows	\$36,465,978	\$10,700,000	\$150,000	\$309,900	-0-	-0-	\$47,625,878	\$43,610,824		9.2%
Transfers										
Transfers In		\$500,000	\$200,000	\$2,000,000			\$2,700,000	\$4,994,400		-45.9%
(Transfers Out)	(\$2,700,000)						(\$2,700,000)	(\$4,994,400)		-45.9%
Total Transfers	(\$2,700,000)	\$500,000	\$200,000	\$2,000,000	-0-	-0-	-0-	-0-		0.0%
Reduction for amounts reserved for future budget year expenditures:										
Maintained for future financial stability	(\$33,417,324)						(\$33,417,324)	(\$29,525,333)		13.2%
Maintained for future capital acquisitions/projects				(\$13,920,000)			(\$13,920,000)	(\$10,000,000)		39.2%
Maintained for future debt retirement							-0-	-0-		0.0%
Maintained for grants or scholarships							-0-	-0-		0.0%
Fund Balance - Unrestricted	(\$36,882,676)			(\$9,180,000)			(\$46,062,676)	(\$42,974,667)		7.2%
Fund Balance	\$1,500,000			\$9,210,000			\$10,710,000	\$14,740,000		-27.3%
Total Resources Available for Budget Year	\$35,265,978	\$11,200,000	\$350,000	\$11,519,900	-0-	-0-	\$58,335,878	\$58,350,824		0.0%

Navajo County Community College District
 Northland Pioneer College
 Budget for Fiscal Year 2023
 Expenditures and Other Outflows

SCHEDULE C

	CURRENT FUNDS			PLANT FUND		OTHER FUNDS 2023	TOTAL ALL FUNDS 2023	TOTAL ALL FUNDS 2022	% INCREASE/DECREASE
	GENERAL FUND 2023	RESTRICTED FUND 2023	AUXILIARY FUND 2023	UNEXPENDED PLANT FUND 2023	RETIREMENT OF INDEBTEDNESS 2023				
TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR (FROM SCHEDULE B)	\$35,265,978	\$11,200,000	\$350,000	\$11,519,900	-0-	-0-	\$58,335,878	\$58,350,824	0.0%
EXPENDITURES AND OTHER OUTFLOWS									
Instruction	\$12,828,077	\$5,970,000					\$18,798,077	\$13,984,885	34.4%
Public Service							-0-	-0-	0.0%
Academic Support	\$1,550,967	\$500,000					\$2,050,967	\$1,998,497	2.6%
Student Services	\$2,592,088	\$500,000					\$3,092,088	\$2,798,021	10.5%
Institutional Support (Administration)	\$12,486,956						\$12,486,956	\$10,878,708	14.8%
Operation and Maintenance of Plant	\$2,082,032						\$2,082,032	\$2,010,336	3.6%
Scholarships	\$1,985,275	\$4,230,000					\$6,215,275	\$6,120,275	1.6%
Auxiliary Enterprises			\$350,000				\$350,000	\$350,000	0.0%
Capital Assets				\$11,519,900			\$11,519,900	\$17,154,100	-32.8%
Debt Service - General Obligation Bonds							-0-		0.0%
Debt Service - Other Long-Term Debt							-0-		0.0%
Other Expenditures							-0-		0.0%
Property tax judgments							-0-	\$402,204	-100%
Contingency	\$1,740,583						\$1,740,583	\$2,654,398	-34.4%
Total Expenditures and Other Outflows	\$35,265,978	\$11,200,000	\$350,000	\$11,519,900	-0-	-0-	\$58,335,878	\$58,351,424	0.0%

Request to Approve 2022-23 Primary Property Tax Rate & Levy

Recommendation:

Staff recommends approval of the 2022-23 primary property tax rate of \$1.7505 generating a tax levy of \$16,084,078.

Summary:

Three property tax options were reviewed at the April 19, 2022 regular board meeting. The recommended rate and levy are included in the proposed budget and is below the maximum amount allowable.

The recommended rate and levy were used in the public notices in compliance with A.R.S. § 42-17107(A) and §15-1461.01. It states, if a proposed primary tax levy, excluding amounts that are attributable to new construction, is greater than the amount levied in the preceding tax year the district must comply with appropriate truth in taxation (TNT) notice and hearing.

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

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

Request to Approve 2022-23 Proposed Budget

Recommendation:

Staff recommends approval of the 2022-23 budget as presented.

Summary:

The District Governing Board approved the preliminary budget at its April 19, 2022 meeting, which can be reduced but not increased. The capital budget was reduced by \$200,000 for anticipated purchases to be covered by the Carl Perkins grant.

NPC has complied with all required public notices related to the public hearing for the budget, the special board meeting to adopt the budget, and publication of the budget in accordance with Arizona Revised Statutes A.R.S.§ 15-1461.

Although the Arizona State Budget is not final, NPC anticipates it will receive state appropriations at the level included in preliminary budget.

**Official Budget Forms
Navajo County Community College District
Northland Pioneer College
Fiscal year 2023**

**Navajo County Community College District
Northland Pioneer College
Budget for fiscal year 2023**

Summary of budget data

	<u>Budget 2023</u>	<u>Budget 2022</u>	<u>Increase/Decrease From budget 2022 To budget 2023</u>	
			<u>Amount</u>	<u>%</u>
I. Current General and Plant Funds				
A. Expenditures:				
Current General Fund	\$ 35,265,978	\$ 33,417,324	\$ 1,848,654	5.5%
Unexpended Plant Fund	<u>11,519,900</u>	<u>17,154,100</u>	<u>(5,634,200)</u>	<u>-32.8%</u>
Retirement of indebtedness Plant Fund	0		0	
Total	<u>\$ 46,785,878</u>	<u>\$ 50,571,424</u>	<u>\$ (3,785,546)</u>	<u>-7.5%</u>
B. Expenditures per Full-time student equivalent (FTSE):				
Current General Fund	\$ 18,160 /FTSE	\$ 16,238 /FTSE	\$ 1,922 /FTSE	11.8%
Unexpended Plant Fund	\$ 5,932 /FTSE	\$ 8,335 /FTSE	\$ (2,403) /FTSE	-28.8%
Projected FTSE count	<u>1,942</u>	<u>2,058</u>		
II. Total all funds estimated personnel compensation				
Employee salaries and hourly costs	\$ 18,905,406	\$ 17,095,294	\$ 1,810,112	10.6%
Retirement costs	<u>2,200,000</u>	<u>1,860,234</u>	<u>339,766</u>	<u>18.3%</u>
Healthcare costs	<u>2,336,504</u>	<u>2,023,272</u>	<u>313,232</u>	<u>15.5%</u>
Other benefit costs	<u>1,677,620</u>	<u>1,552,652</u>	<u>124,968</u>	<u>8.0%</u>
Total	<u>\$ 25,119,530</u>	<u>\$ 22,531,452</u>	<u>\$ 2,588,078</u>	<u>11.5%</u>
III. Summary of primary and secondary property tax levies and rates				
A. Amount levied:				
Primary tax levy	\$ 16,084,078	\$ 15,955,424	\$ 128,654	0.8%
Property tax judgment	<u> </u>	<u> </u>	<u>0</u>	
Secondary tax levy	<u> </u>	<u> </u>	<u>0</u>	
Total levy	<u>\$ 16,084,078</u>	<u>\$ 15,955,424</u>	<u>\$ 128,654</u>	<u>0.8%</u>
B. Rates per \$100 net assessed valuation:				
Primary tax rate	<u>1.7505</u>	<u>1.7505</u>	<u>0.0000</u>	<u>0.0%</u>
Property tax judgment	<u> </u>	<u> </u>	<u>0.0000</u>	
Secondary tax rate	<u> </u>	<u> </u>	<u>0.0000</u>	
Total rate	<u>1.7505</u>	<u>1.7505</u>	<u>0.0000</u>	<u>0.0%</u>
IV. Maximum allowable primary property tax levy for fiscal year 2023 pursuant to A.R.S. §42-17051				\$ <u>16,702,781</u>
V. Amount received from primary property taxes in fiscal year 2022 in excess of the maximum allowable amount as calculated pursuant to A.R.S. §42-17051				\$ <u> </u>

**Navajo County Community College District
Northland Pioneer College
Budget for fiscal year 2023**

Resources

	Current funds			Plant Fund		Other funds 2023	Total all funds 2023	Total all funds 2022	% Increase/ Decrease
	General Fund 2023	Restricted Fund 2023	Auxiliary Fund 2023	Unexpended Plant Fund 2023	Retirement of indebtedness 2023				
Beginning balances/(deficits)—July 1*									
Restricted	\$						0	\$	0.0%
Unrestricted	70,300,000			23,100,000			93,400,000	82,500,000	13.2%
Total beginning balances	\$ 70,300,000	\$ 0	\$ 0	\$ 23,100,000	\$ 0	\$ 0	\$ 93,400,000	\$ 82,500,000	13.2%
Revenues and other inflows									
Student tuition and fees									
General tuition	\$ 3,600,000	\$	\$	\$	\$	\$	\$ 3,600,000	\$ 3,850,000	-6.5%
Out-of-district tuition							0		0.0%
Out-of-State tuition	100,000						100,000	50,000	100.0%
Student fees	600,000						600,000	500,000	20.0%
Tuition and fee remissions or waivers							0		0.0%
State appropriations									
Maintenance support	1,397,200						1,397,200	1,512,300	-7.6%
Equalization aid	9,912,900						9,912,900	9,171,000	8.1%
STEM Workforce				309,900			309,900	319,700	-3.1%
Rural Community College Aid	1,271,800						1,271,800	1,640,200	-22.5%
							0		0.0%
							0		0.0%
Property taxes									
Primary tax levy	16,084,078						16,084,078	15,955,424	0.8%
Secondary tax levy							0		0.0%
Gifts, grants, and contracts	3,000,000	9,800,000					12,800,000	8,762,200	46.1%
Sales and services							0		0.0%
Investment income	300,000						300,000	500,000	-40.0%
State shared sales tax (Prop 301)		400,000	150,000				550,000	650,000	-15.4%
Smart and Safe Arizona Act (Prop 207)		500,000					500,000	500,000	0.0%
Other revenues	200,000						200,000	200,000	0.0%
Proceeds from sale of bonds							0		0.0%
Total Revenues and Other Inflows	\$ 36,465,978	\$ 10,700,000	\$ 150,000	\$ 309,900	\$ 0	\$ 0	\$ 47,625,878	\$ 43,610,824	9.2%
Transfers									
Transfers in		500,000	200,000	2,000,000			2,700,000	4,994,400	-45.9%
(Transfers out)	(2,700,000)						(2,700,000)	(4,994,400)	-45.9%
Total transfers	\$ (2,700,000)	\$ 500,000	\$ 200,000	\$ 2,000,000	\$ 0	\$ 0	\$ 0	\$ 0	0.0%
Reduction for amounts reserved for future budget year expenses:									
Maintained for future financial stability	(33,417,324)						(33,417,324)	(29,525,333)	13.2%
Maintained for future capital acquisitions/projects				(13,920,000)			(13,920,000)	(10,000,000)	39.2%
Maintained for future debt retirement							0		0.0%
Maintained for grants or scholarships							0		0.0%
Fund Balance - Unrestricted	(36,882,676)			(9,180,000)			(46,062,676)	(42,974,667)	7.2%
Fund Balance	1,500,000			9,210,000			10,710,000	14,740,000	-27.3%
Total resources available for the budget year	\$ 35,265,978	\$ 11,200,000	\$ 350,000	\$ 11,519,900	\$ 0	\$ 0	\$ 58,335,878	\$ 58,350,824	0.0%

*These amounts exclude nonspendable amounts (e.g., prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact.

**Navajo County Community College District
Northland Pioneer College
Budget for fiscal year 2023**

Expenditures and other outflows

	Current funds			Plant Fund		Other funds 2023	Total all funds 2023	Total all funds 2022	% Increase/ Decrease
	General Fund 2023	Restricted Fund 2023	Auxiliary Fund 2023	Unexpended Plant Fund 2023	Retirement of indebtedness 2023				
Total resources available for the budget year (from Schedule B)	\$ 35,265,978	\$ 11,200,000	\$ 350,000	\$ 11,519,900	\$ -	\$ -	\$ 58,335,878	\$ 58,350,824	0.0%
Expenditures and other outflows									
Instruction	\$ 12,828,077	\$ 5,970,000					\$ 18,798,077	\$ 13,984,885	34.4%
Public service							0	0	0.0%
Academic support	1,550,967	500,000					2,050,967	1,998,497	2.6%
Student services	2,592,088	500,000					3,092,088	2,798,021	10.5%
Institutional support (Administration)	12,486,956						12,486,956	10,878,708	14.8%
Operation and maintenance of plant	2,082,032						2,082,032	2,010,336	3.6%
Scholarships	1,985,275	4,230,000					6,215,275	6,120,275	1.6%
Auxiliary enterprises			350,000				350,000	350,000	0.0%
Capital assets				11,519,900			11,519,900	17,154,100	-32.8%
Debt service—general obligation bonds							0		0.0%
Debt service—other long term debt							0		0.0%
Other expenditures							0		0.0%
Property tax judgments							0	402,204	-100.0%
Contingency	1,740,583						1,740,583	2,654,398	-34.4%
Total expenditures and other	\$ 35,265,978	\$ 11,200,000	\$ 350,000	\$ 11,519,900	\$ 0	\$ 0	\$ 58,335,878	\$ 58,351,424	0.0%

Request to Approve 2023-2025 Proposed Capital Budget

Recommendation:

Staff recommends approval of the 2023 - 2025 Capital Budget as presented.

Summary:

The District Governing Board approved the preliminary budget at its April 19, 2022 meeting, which can be reduced but not increased. The first year of the capital budget is incorporated into the 2022-23 annual budget. The capital budget was reduced by \$200,000 for anticipated purchases to be covered by the Carl Perkins grant.

**Northland Pioneer College
Capital Fund (50) Budget
FY2223 Budget Cycle**

	FY2122 Budget	FY2122 Actual YTD 1/27/22	Variance	% Spent	FY2223 Budget	FY2324 Budget	FY2425 Budget
Fund Balance - Annual Ops	2,000,000				2,250,000	2,000,000	2,000,000
Fund Balance - WMC Facilities Expansion	9,580,000				6,000,000	4,000,000	4,000,000
Fund Balance - LCC Facilities Expansion	960,000				960,000	960,000	960,000
State Funding - STEM	319,700				309,900	319,700	319,700
Transfer from Operating Fund	2,000,000				2,000,000	2,000,000	2,000,000
Rural Funding (Txfer from Fund 00)	974,400				-	-	-
Federal HEERF Funding (Txfer from Fund 20)	1,320,000				-	-	-
Annual Capital Funding	17,154,100	-			11,519,900	9,279,700	9,279,700

Key Capital Projects & SPASC

WMC Facilities (new, repair, rennovate)	9,580,000	1,186,224	8,393,776	12%	6,000,000	4,000,000	4,000,000
LCC Facilities (rennovate)	960,000	-			760,000	760,000	760,000
One Stop Shop/Parking lot expansion			-	#DIV/0!	397,500	225,000	225,000
Total - Annual Requirements	10,540,000	1,186,224	9,353,776	11%	7,157,500	4,985,000	4,985,000

Annual Capital Requests

Federal Funding	1,320,000	-			-	-	-
Rural Funding	974,400	-			-	-	-
Adminstrative	1,586,300	467,843.73	1,118,456	29%	793,000	839,000	849,000
Student Services	26,000	15,087.27	10,913	58%	50,000	50,000	50,000
TAS	2,490,000	593,451.58	1,896,548	24%	3,200,500	5,348,853	2,348,446
Instruction:							
Arts & Science	18,725	-	18,725		-	-	-
CTE	100,000	24,848	75,152		188,000	97,000	72,000
Nursing	64,000	-	64,000		164,300	149,000	24,000
Total - Annual Requests	6,579,425	1,101,230	5,478,195	17%	4,395,800	6,483,853	3,343,446

Contingency	34,675	-	34,675		166,600	-	-
Total Expenses	17,154,100	2,287,454	14,866,646	13%	11,719,900	11,468,853	8,328,446

Surplus/(Deficit)	0				(200,000)	(2,189,153)	951,254
Carl Perkins Funding					200,000		
Adjusted Surplus/(Deficit)					-		

**Northland Pioneer College
Capital Budget
FY2223-2425**

Sorted by Division

Div	Dept	FY2223 Budget Request \$	FY2324 Budget Request \$	FY2425 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Postponed ? Y/N
Federal Funding		-	-	-			
Rural Funding		-	-	-			
Admin Services	General Institution	166,600					
CONTINGENCY		166,600	-	-			
Admin Services	Capital Projects	172,500			One Stop Shop	Proposed future expansion.	N
Admin Services	Capital Projects	6,000,000	4,000,000	4,000,000	Facilities - new, repair, rennovate	Construction started WMC	N
Admin Services	Capital Projects	760,000	760,000	760,000	Cosmetology remodel/relocation and Winslow Head Start	Proposed future expansion.	N
Admin Services	Capital Projects	225,000	225,000	225,000	Parking lot expansion	Proposed future expansion.	N
KEY FACILITIES PROJ		7,157,500	4,985,000	4,985,000			
ADM SERV	MAINT	45,000	60,000	60,000	Professional consulting services	Architect and engineers	N
					Reduced \$15K from original request		
ADM SERV	MAINT	40,000	40,000	40,000	Furniture Requests	Annual furniture requests from departments	N
ADM SERV	MAINT	187,500	270,000	280,000	Annual maintenance of facilities	Maintain buildings, address safety needs, renovate to meet current needs, utilities savings, maintain aesthetics of campuses	N
					Reduced \$140.5K from original request		
ADM SERV	MAINT	117,000	225,500	225,500	Facility Projects (Projects >\$5k)	Renovate to meet current needs, utilities savings, maintain aesthetics of campuses	Y/N
					Reduced \$197K from original request		
ADM SERV	AUTO	5,000	5,000	5,000	Mechanic tool replacement	Replace tools	N
ADM SERV	AUTO	30,000	20,000	20,000	Engines and paint for vehicles	extend life of fleet	N
ADM SERV	AUTO	60,000	60,000	60,000	1 Maintenance trucks - utility bed	replace worn out vehicles	N
ADM SERV	MAINT	-	25,000	25,000	Maintenance utility vehicle	replace worn out vehicles	N
					Reduced \$25K from original request		
ADM SERV	MAINT	8,500	8,500	8,500	Bed for truck	replace bed	N
ADM SERV	MAINT	7,000	7,000	7,000	Sewer camera	Sewer maintenance	N
ADM SERV	MAINT	-	10,000	10,000	Storate container for Whiteriver	storage needs	N
					Reduced \$10K from original request		
ADM SERV	MAINT	9,500	9,500	9,500	Parts washer		N
ADM SERV	AUTO	8,500	8,500	8,500	Tire changing machine	replace machine	N
ADM SERV	AUTO	-	40,000	40,000	Cab and chassis	Repair of older vehicle	N
					Reduced \$40K from original budget		
ADM SERV	MAINT/TAS	25,000	50,000	50,000	IS Technology/Facility Changes	Changes required for technology	N
					Reduced \$72.5 K from original request		

**Northland Pioneer College
Capital Budget
FY2223-2425**

Sorted by Division

Div	Dept	FY2223 Budget Request \$	FY2324 Budget Request \$	FY2425 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Postponed ? Y/N
ADM SERV	MAINT	250,000	-	-	Campus/Security cameras project Plan is all equip to be paid with HERF funds; Risk that not all equip will be delivered b June 30th 2022 so left some amount in for Fy23	Safety and security	N
ADM SVC		793,000	839,000	849,000			
Instructional Innov	Library Serivces	50,000	50,000	50,000	capital books	\$50,000 is the original budget amount	N
STUD SERV		50,000	50,000	50,000	no budget request for Marketing		
TAS	TAS	800,000	250,000	250,000	Cisco Solution classrooms	This line item will begin lifecycle to refresh 9 to 10 CTASco units per year to combat obsolescence.	N
TAS	TAS	60,000	72,000	60,000	Replace old smartboards to smartpanels	Begin lifecycle replacement of old smartboards non-distance	N
TAS	TAS	200,000	200,000	200,000	Classroom Development/DRA	This line item TAS for future classroom technology request that are unknow at thTAS time.... Could include DRA	N
CTE	TAS/CON	7,500			CON-Smartpanels \$7,500		N
TAS	TAS	109,000			RUS DLT Grant our 15% grant match		N
TAS	TAS	250,000	3,000,000		Jenzabar Replacement Reduced \$250K from original FY2223 request	Review, Evaluation, and implementation of replacement ERP system	N
TAS	TAS	350,000	420,000	500,000	Jenzabar maintenance Or maintenance for new ERP	Yearly Maintenance Contract Increase due to age of systems and licensing	N
TAS	TAS	30,000	45,000	50,000	Jenzabar Consultants	Consultant training/update NPC Servers	N
TAS	TAS/Bus	20,000	25,000	30,000	Jenzabar Training hours (remote) Or new ERP system	Support Business Office Jenzabar Users	N
TAS	TAS	240,000	280,000	300,000	CTASco Smartnet Renewal	Necessary Contratural Maintenance. Cost per device increase and additional device for college. An additional 80,000 or so included per year as the college absorbs the Talon Smartnet contract.	N
TAS	TAS	-			Security ELA Renewal once every 5 yrs Reduced \$300K from original FY2223 request	Coavrage for edge email, AMP, Unbrella, Netflow connector, and firewalls	N
TAS	TAS	100,000	100,000	100,000	Server Replacements @ 5 years	Update Aging Server/Blade Cycle	N
TAS	TAS	400,000	200,000	200,000	Replace old routers, switches and AP's @ 6 years	Update Aging Routers, Switches, and Aps	N
TAS	TAS	100,000	150,000	100,000	UPS (batteries for servers) lifecycle Replacements @ 5 years Reduced \$50K from original FY2223 request	Replace aging UPS systems - adding more and replacing more - failure rates from dirty power	N
TAS	TAS	50,000	50,000	50,000	Secondary terciary storage/Purchase Cloud Storage	Necessary Server Backup Solution, will be needed at both data centers	N
TAS	TAS	60,000	60,000	60,000	Vbrick storage	Storage of video classroom recordings.	N
TAS	TAS	210,000	210,000	210,000	Computers -Classroom Desktop @ 514 total split over 3 years is 172 each year.	Replace aging computers	N
TAS	TAS	30,000	25,000	25,000	Printers @ 3 years	Replace aging printers	N
TAS	TAS	30,000	30,000	15,000	Monitors @ 4 years	Replace aging monitors	N
TAS	TAS	40,000	40,000	40,000	Computers - Laptops and Mobile tech	Replace some laptops with Surface Pros, Mobile Tech	N
TAS	TAS	40,000	40,000	25,000	MacBook Pro computers for faculty and staff	Apple laptops for faculty and staff	N

**Northland Pioneer College
Capital Budget
FY2223-2425**

Sorted by Division

Div	Dept	FY2223 Budget Request \$	FY2324 Budget Request \$	FY2425 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Postponed ? Y/N
TAS	TAS		20,000		iMac Lifecycle Replacements. Lifecycle iMac Computer Replacements @ 4years (15)	Lifecycle iMac Computer Replacements	N
TAS	TAS	50,000	100,000	100,000	Microsoft Azure Software and Professional Services Reduced \$50K from original FY2223 request	Intune, ESA replacments mimecast, Tools forever, and others	N
TAS	TAS	-	31,853	33,446	Dual Enroll Software (FY2223 will be covered by FIPSE grant)	Requeused by We Ma	N
CTE	TAS/CCL	5,000			CCL-Xenegrade \$5,000	Annual software renewal	N
Marketing	TAS/Marketing	19,000			Marketing-College Catalog Software	It is software that will all NPC to produce a digital college catalog and provide a system to control proofing, text changes and content approval in the cloud. This software is not only for Marketing but also for the Learning side of the house. Michael Broyles will be heavily using the system to control the courses and degree section. It will allow the college to cut the time of production and benefit student by getting information out sooner each year.	N
TAS		3,200,500	5,348,853	2,348,446			
A&S		-	-	-	no budget request submitted for A&S		
CTE	AJS	25,000			Connex box roof system	Provide outdoor training space	N
CTE	ATO	44,000			2- Four Post Drive on Lifts with Rolling Jacks	Keep to current standard	1 now and 1 the following year
CTE	ATO	35,000			Newest scanners. Newer system will be released.	Introduces students to new technology used in industry, improves efficiency	N
CTE	FRS		25,000		20 air tanks for SCBAs	To replace and keep up with industry standard	Y
CTE	WLD	72,000	72,000	72,000	Welding Machines 4-WMC 6-PDC 2-STJ	Replace worn machines as part of facility maintenance	N
CTE	WLD	12,000			Welding Machine 1-Aluminum master power for PDC	Replace worn machines as part of facility maintenance	N
CTE		188,000	97,000	72,000			
NAH	Nursing	24,000	24,000	24,000	2 Nursing mannequins	Life-cycle replacement; NUR Operational Plan	N
NAH	Nursing	65,000	65,000		Childbirth simulator	Lab equipment; NUR Operational Plan **No current working equipment to simulate nursing care during/after childbirth.	N
NAH	EMT		60,000		SimMan adult mannequin	Lab equipment; EMT Operational Plan	Y
NAH	EMT	15,300			Toddler near drown/thoracic trauma mannequin	Lab equipment; EMT Operational Plan	N
NAH	EMT	20,000			Echo Mask/Vest adult & peds equipment	Lab equipment; EMT Operational Plan	N
NAH	SGT	40,000			Laparoscopic instruments and power equipment	Lab equipment; SGT Operational Plan **No current equipment to teach students this content.	N
Nursing		164,300	149,000	24,000			
		11,719,900	11,468,853	8,328,446			

Budget for Perkins grant has not been released; some capital items may be funded from that grant.

Governing Board Meeting Agenda

Painted Desert Campus, Tiponi Community Center
 2251 East Navajo Boulevard, Holbrook, Arizona
 Or you can join on [WebEx](#) (Passcode May22DGB).

Date: May 17, 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.	Award of Emeritus and Meritorious Status a. Colleen Readel (Action) b. Rickey Jackson c. Michael Chance	President Hazelbaker
5.	Discussion Items:	
	A. Standing Presentations:	
	1. Financial Position <small>VPAS Ellison will provide a report on the financial position of the college for period July 1, 2021 to March 31, 2022</small>	VPAS Ellison
	2. NPC Student Government Association (SGA)	No Report
	3. NPC Faculty Association <small>Faculty Association will provide an end of year report and present the new leadership team.</small>	Melody Niesen
	4. Classified & Administrative Staff Organization (CASO)	No Report
	5. Northland Pioneer College (NPC) Friends and Family <small>Director Wilson will report on scholarship awards for the Fall semester and upcoming events.</small>	Director Wilson
	6. Human Resources <small>Written report is provided in the Board packet.</small>	Written Report
	7. Construction Update <small>Director Huish will provide an update on construction projects.</small>	Director Huish
	8. President's Report <small>President Hazelbaker will provide a report on activities from the President's office since the April meeting.</small>	President Hazelbaker
	B. Enrollment Report <small>President Hazelbaker will review the Enrollment report for Spring 2022.</small>	President Hazelbaker
	C. Baccalaureate degrees at Northland Pioneer College <small>Dr. Allison Landy will update the Board on the progress to potentially offer baccalaureate degrees.</small>	Allison Landy
	D. President's Evaluation <small>President Hazelbaker will review the evaluation process with the Board.</small>	President Hazelbaker
6.	Consent Agenda for Action	Chair Laughter
	A. March 15, 2022 Regular Board Meeting Minutes	
	B. March 15, 2022 Work Session Minutes	
	C. April 19, 2022 Regular Board Meeting Minutes	
	D. Board Policies 1000 through 1962	

7. For Discussion and Possible Action:

A. Old Business

None.

B. New Business:

- 1. **Board Chair Travel to ACCT Leadership Congress** President Hazelbaker
 President Hazelbaker will request approval for Chair Laughter to attend the Association of Community College Trustees (ACCT) Leadership Congress.
- 2. **Resolution Supporting Establishment of Mr. Daniel Peaches Presidential Scholar**..... President Hazelbaker
 President Hazelbaker will ask the Board to support plans for a scholarship in honor of former Board member Daniel Peaches.
- 3. **Request to Approve Tower Maintenance Contract** President Hazelbaker
 President Hazelbaker will request approval of a contract for maintenance and service related to college tower equipment.
- 4. **Request to Approve Equipment Warranty** President Hazelbaker
 President Hazelbaker will request approval to add a warranty on recently purchased Cisco equipment.
- 5. **Request to Approve the Designs for Parking Lot Expansion & Front Office Remodel**..... VPAS Ellison
 VPAS Ellison will review the architectural designs for projects at the Winslow campus and seek Board approval.

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

9. Board Report/Summary of Current Events..... Board Members

10. Announcement of Next Regular Meeting..... June 21, 2022 Chair Laughter

11. 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 March 31, 2022

Budget Period Expired

75%

Tax Supported Funds				
General Unrestricted				
	Revised Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Primary Tax Levy	15,955,424	457,692	11,356,229	71%
Transwestern	-	-	-	
State Aid:				
Maintenance and Operations	1,512,300	-	1,134,225	75%
Equalization	9,171,000	-	6,878,250	75%
Rural Aid	1,640,200	-	1,230,150	75%
Tuition and Fees	4,400,000	116,836	2,725,027	62%
Investment earnings	500,000	24,014	188,472	38%
Grants and Contracts	1,512,800	3,344	1,259,601	83%
Other Miscellaneous	200,000	12,805	396,853	198%
Fund Balance	2,200,000	-	-	0%
Transfers	(3,674,400)			0%
TOTAL REVENUES	\$ 33,417,324	\$ 614,691	\$ 25,168,807	75%
EXPENDITURES				
Salaries and Benefits	21,040,010	1,590,998	13,870,250	66%
Operating Expenditures	12,377,314	561,522	4,695,294	38%
TOTAL EXPENDITURES	\$ 33,417,324	\$ 2,152,520	\$ 18,565,544	56%
Unrestricted Plant				
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
State Aid:				
Capital/STEM	319,700	-	239,775	75%
Fund Balance	12,540,000	458,806	2,577,211	21%
Transfers In	2,974,400	18,974	1,059,354	36%
Transfers In - HEERF	1,320,000		-	0%
TOTAL REVENUES	\$ 17,154,100	\$ 477,780	\$ 3,876,340	23%
EXPENDITURES				
Capital Expenditures - WMC Facilities	9,580,000	458,806	2,577,211	27%
Capital Expenditures - Other	7,574,100	18,974	1,299,129	17%
TOTAL EXPENDITURES	\$ 17,154,100	\$ 477,780	\$ 3,876,340	23%

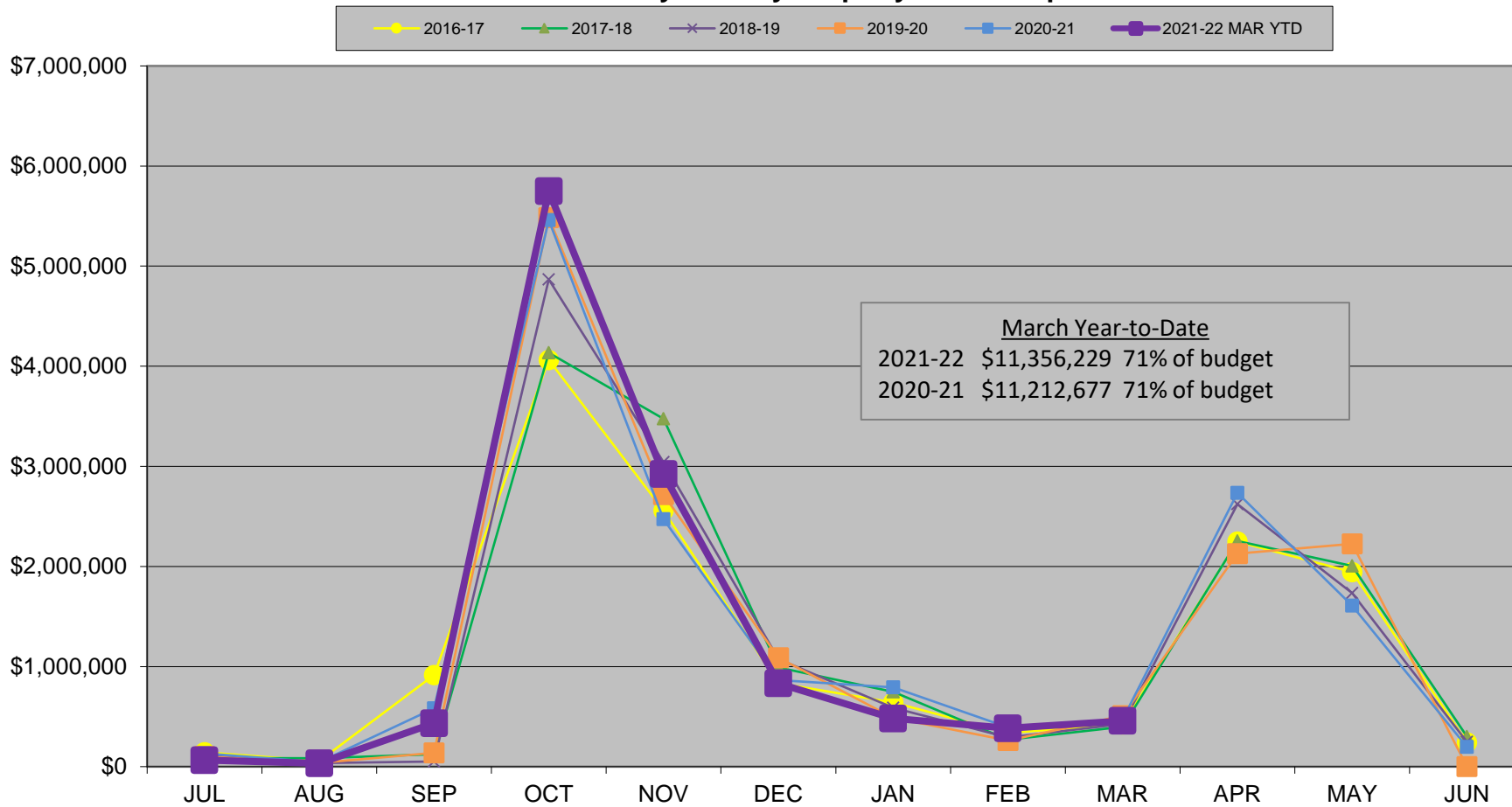
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
Statement of Financial Position
July 1, 2021 to March 31, 2022

Budget Period Expired 75%

Restricted and Auxiliary Funds				
Restricted				
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	8,250,000	641,128	4,318,112	52%
Fund Balance				
Transfers In	500,000	43,151	418,151	84%
Transfers Out - HEERF	(1,320,000)	-	-	0%
TOTAL REVENUES	\$ 7,430,000	\$ 684,279	\$ 4,736,263	64%
EXPENDITURES				
Salaries and Benefits	915,453	108,278	1,027,503	112%
Operating Expenditures	6,514,547	595,144	3,708,760	57%
TOTAL EXPENDITURES	\$ 7,430,000	\$ 703,422	\$ 4,736,263	64%
Auxiliary				
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Sales and Services	150,000	6,117	72,045	48%
Fund Balance				
Transfers In	200,000	14,206	87,752	44%
TOTAL REVENUES	\$ 350,000	\$ 20,323	\$ 159,797	46%
EXPENDITURES				
Salaries and Benefits	206,816	14,942	83,876	41%
Operating Expenditures	143,184	5,381	75,921	53%
TOTAL EXPENDITURES	\$ 350,000	\$ 20,323	\$ 159,797	46%

Cash Flows	
Cash flows from all activities (YTD)	\$33,941,207
Cash used for all activities (YTD)	\$27,337,944
Net Cash for all activities (YTD)	\$6,603,263

Monthly Primary Property Tax Receipts



District Governing Board Monthly Report

Human Resources (HR)

For Meeting of May 17, 2022

KEY ACTIVITIES

Distribution of employee contracts

Change Management training was a success and we will continue to build on this in May and June.

Background checks and educational checks have been implemented and HR staff have been trained. We will begin screening new hires immediately.

Staff have recently attended Trainings for Health Insurance Portability and Accountability Act (HIPPA) and Arizona State Retirement System (ASRS)

STAFFING

OPEN (As of 5/09/2022)

POSITIONS

1. **Associate Vice President Chief Information Officer** – Open until filled. 6 applicants
2. **Data Analyst Adult Education Program** Closes March 22, 2022. 5 applicants
3. **Desktop Support Engineer** – Closes April 23, 2022. 1 applicant
4. **Director of Communication** – Closes May 13, 2022. 6 applicants
5. **Faculty in College & Career Preparation – Integrated Education & Training** – Open until filled. 9 applicants
6. **Faculty in Early Childhood Practicum Supervisor** – Open until filled. 1 applicant
7. **Faculty - Instructional Designer** – Open until filled. 21 applicants
8. **Faculty in Nursing (Two positions)** – Open until filled. 1 applicant
9. **TAS Specialist, Safety & Security Systems Specialist** – Open until filled. 3 applicants
10. **Technology Support Technician (LCC)** – Closes May 13, 2022. 0 applicant
11. **Technology Support Technician (WMC)** – Closes June 30, 2022. 6 applicants

CLOSED AND IN REVIEW

1. **Associate Vice President Human Resources** – Applicant declined position.
2. **Faculty in Cosmetology** – Closed May 6, 2022. 3 applicants
3. **Faculty in Integrated Education & Training CCP** – Closed March 22, 2022. 5 applicants. Applicant declined salary offer/position.
4. **Learning Assistant (Hopi)** – Open until filled. 3 applicants
5. **Maintenance I** – Open until filled. 2 applicants
6. **Manager of Emergency Services & Public Safety** – Open until filled. 4 applicants
7. **Director of Construction-** Closed April 29, 2022. 1 applicant

Filled Positions:

1. **Faculty in Chemistry** – Dr. Scott Waite has eighteen years of experience in the capacity of Director of Laboratories, Adjunct Faculty, Teaching Assistant and Undergraduate Researcher. Dr. Waite resides in St. Johns, Arizona and will be teaching at White Mountain Campus (WMC) in the Fall.
2. **Faculty in Economics & Business** – Charlene Klingel has an MBA and seven years of experience both in the college classroom and teaching online courses. Mrs. Klingel resides in Taylor, Arizona and will be teaching at Little Colorado Campus (LCC) in the Fall.
3. **Faculty in Geology** – Dr. Evgeniy Kulakov has eighteen years of combined experience as Research and Teaching Assistant and CEO in the private sector. Dr. Kulakov currently resides in Michigan. Dr. Kulakov will start in the Fall at WMC.

4. **Faculty in History** – William Holly is a Doctoral candidate and has eight years of experience as a graduate teaching assistant and museum exhibit researcher. Mr. Holly will reside in Winslow, Arizona and will be teaching at Painted Desert Campus (PDC) and LCC in the Fall.
5. **Faculty in Nursing Assistant Training** – Joyce Kuhn is a current Adjunct Faculty. Ms. Kuhn brings ten years of experience in Clinical Nursing and Charge RN. Ms. Kuhn will start in the Fall at LCC
6. **Faculty in Spanish** – Dr. Maria Masci has five years of Adjunct Faculty experience and currently works as a Spanish teacher with St. Johns High School. Dr. Masci currently resides in Lakeside, Arizona and will start in the Fall at PDC.
7. **Faculty in Theater & Speech** – Richard Saline is the current Learning Assistant with NPC. Mr. Saline has five years of experience as college and high school instructor. Mr. Saline currently resides in Taylor, Arizona and will start in the Fall at the Silver Creek Campus (SCC).
8. **Lead Campus Manager** – Jessica Kitchens has ten years of experience as a Campus Manager. Ms. Kitchens currently resides in Show Low, Arizona and started May 1, 2022 Jessica is based at WMC.
9. **Support Center Operator** – Horacio Luna has three years of experience as a computer specialist with Holbrook USD#3. Mr. Luna resides in Holbrook and started May 9, 2022 at PDC.

Summary: Northland Pioneer College continues to see significant declines in enrollment. The resurgence of Covid-19 during December and January hit us particularly hard as we were transitioning more classes back to in-person learning. Improvements to the overall pandemic situation, and specific outreach efforts for fall 2022 should see us reverse the Covid-19 enrollment decline and put us back on track to a more sustainable enrollment.

Spring 2021 to Spring 2022 Semester Enrollment Change

	Total FTSE		Early College FTSE		Regular FTSE	
	SP21	SP22	SP21	SP22	SP21	SP22
LCC	33.00	67.60	24.73	18.26	13.80	49.34
PDC	81.93	110.00	60.41	70.34	35.60	39.66
SCC	124.87	120.73	72.34	77.26	74.60	43.47
WMC	268.27	415.80	216.67	263.26	86.92	152.54
Subtotal	508.07	714.13	374.15	429.12	210.92	285.01
ALU	0.20	0.20	-	0.00	0.20	0.20
HOPI	8.93	10.13	8.93	6.80	5.33	3.33
INT	598.93	271.77		0.00	598.93	271.77
KAY	1.33	6.13	1.33	0.53	0.00	5.60
SPE	3.53	10.47	3.53	4.40	0.00	6.07
STJ	53.00	55.73	48.07	46.27	13.80	9.46
WRV	41.27	44.93	33.13	35.14	12.67	9.79
APAC	15.87	10.00	15.86	10.00	13.48	0.00
NAVA	0.47	0.27	0.47	0.27	0.47	0.00
Subtotal	723.53	409.63	111.32	103.41	644.88	306.22
TOTAL	1231.60	1123.77	485.47	532.53	855.80	591.24

Enrollment change, Spring 2021 to Spring 2022: -8.8%

Headcount change, Spring 2021 (2,482) to Spring 2022 (2,400): -82 (-3.3%)

Ongoing enrollment impacts

INCREASES:

1. Significant increases were noted at physical locations (86.2% avg) This could be due to more students choosing to attend at a location rather than online.
2. Early College had an increase of 9.7% from SP21 to SP22.
3. Notable increases in POS, HIS, SOC, and LAN

DECREASES:

1. 55% decrease in INT courses, likely due to the opening of more in-person offerings.
2. Declines in BIO, CHM, ECN, EIT, & HES.

Enrollment Efforts for fall 2022: We are at the stage when many planning efforts are coming together with specific action plans. The Enrollment and Entry Task Force has been the main clearinghouse for these efforts, but nearly every area of the college is looking at ways they can contribute to expanding our enrollment for Fall 2022. Key projects include:

- **Assigning A Key Contact for Each Prospect.** Director of Student Services Josh Rogers is leading an effort to make sure that every new prospect is assigned one point of contact that can guide them through the application and registration process. This is in line with the One Stop Shop concept, and will help us tackle a key issue we found in our analysis that we are losing students from the time they first contact the college until they are
- **Debt Forgiveness and Outreach:** As discussed with the DGB, we have a plan in place to forgive long term outstanding student debt. Students with active debt cannot register at the college. We know in many cases this is preventing students from re-enrolling and finishing degrees they have started. As we provide this debt forgiveness, we will work with these students to see how we can work with them through our existing waiver or financial aid programs to help them get back on track and complete their degree or certificate.
- **Expanding FAFSA Outreach:** The college receives lists of students who have applied for the Free Application for Federal Student Aid (FAFSA) but have not applied to the college. The Financial Aid Office is leading an outreach effort to contact those students and ensure they know how to apply and get enrolled at NPC.
- **Faculty and Staff Recruitment Incentive:** We are currently finalizing plans for a program that would allow each faculty and staff member to offer a one-class tuition waiver to the student of their choice. This program would not add to the budget and we have safeguards in place to ensure that there are no conflicts of interests in the way the waivers are used.

Other recent activities: As part of our ongoing enrollment efforts we have been able to expand or restart some efforts that were put on pause during the more intense phases of the Covid-19 pandemic. Some recent efforts include:

- **EagleFest:** For the first time in two years, we were able to hold our large in-person outreach event on the White Mountain Campus on Saturday, April 9. Over 200 prospective students, parents, and community members came to the campus to visit with faculty and staff, participate in family activities, watch live demos, and eat free food.
- **Financial Aid and Scholarship Presentations:** Friends and Family Director Betsy Wilson, Financial Aid Director Josh Lowry, and members of the Early College team have been visiting high schools, presenting students with financial aid and scholarship information throughout the district. They have travelled as far as Shonto, and visited some of our largest feeder high schools such as Blue Ridge.

A grayscale photograph of two female students in a laboratory setting. They are leaning over a table, each using a microscope. The student on the left is looking at the microscope, while the student on the right is adjusting it. The background shows other lab equipment and a window with blinds. The text is overlaid in a large, bold, blue font.

BACHELOR'S DEGREES AT NPC – MAY 2022 UPDATE

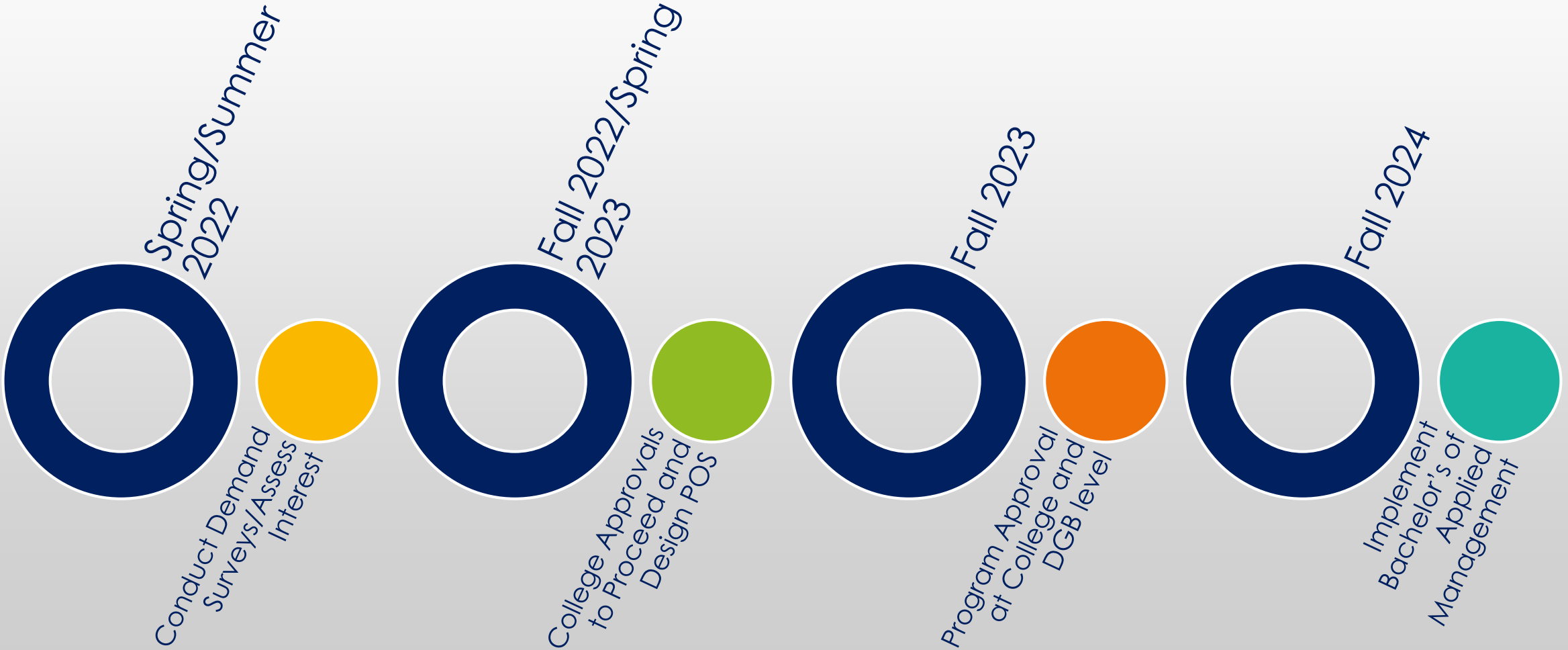
AD HOC GROUP ACTIVITIES AND ACCOMPLISHMENTS

- DETERMINED DEGREE OPTIONS
 - BA, BS, BAS, BAM
- BEGAN DESIGNING FIRST PROGRAM OF STUDY
- CONDUCTED EARLY CHILDHOOD EDUCATION ADVISORY BOARD MEETING
- ATTENDED SUPERINTENDENT'S MEETING IN MARCH
- STARTED OUR HLC APPLICATION PROCESS WITH SCREENING FORM
- OPENED ADE PORTAL FOR PROGRAM APPLICATION AND APPROVAL

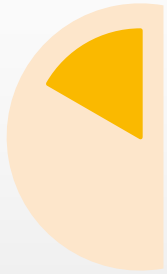
TIMELINE - EDUCATION



TIMELINE - BUSINESS



STACKABLE/GROW OUR OWN PROGRAMS – WHY WE ARE A BETTER OPTION



Foundation Knowledge

Certificate of Proficiency

Complete in High School in four semesters

CTED approved



Includes all Certificate credits

Associate Degrees

Paraprofessional Prep/Add's general education requirements

Expands on teacher knowledge



Includes all Associate Degree credits

Bachelor's Degrees

Will be ADE approved teacher certification

AD HOC GROUP NEXT STEPS

BUILD OUT COLLEGE INFRASTRUCTURE FOR IMPLEMENTATION

- TUITION RECOMMENDATIONS
- FACULTY RECOMMENDATIONS
- ADVISEMENT TRAINING
- FINANCIAL AID APPLICATION FOR PROGRAM ELIGIBILITY
- BUDGETING AND FINANCIAL CONSIDERATIONS



QUESTIONS?

THE AD HOC GROUP WILL PROVIDE THE BOARD WITH ONGOING
UPDATES TO THIS IMPORTANT WORK IN HOPES OF IMPLEMENTING OUR
FIRST DEGREE, PENDING APPROVAL IN FALL 2023

Navajo County Community College District Governing Board Meeting Minutes

March 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; Mr. Derrick Leslie (joined the meeting at 10:09 a.m. and left the meeting at 11:30 a.m.).

Governing Board Member Absent: Ms. Kristine Laughter.

Others Present: President Chato Hazelbaker; 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; Victor Love; David Borofsky; Ruth Zimmerman; Gail Campbell; Olivia Jaquez; Linda Kor; Jon Wisner; Terrie Shevat; Susan Hoffman; Jeremy Raisor; Gary Santillanes; Ernie Hess; Elizabeth Oliphant; Ann Hess; Amber Hill; Robert Johnson; Allison Landy; Cassie Dows; Raeann Brittain; David Aberle.

Agenda Item 1: Call to Order and Pledge of Allegiance

Secretary Robinson called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Lucero moved to adopt the agenda as presented. Mr. Jouen seconded the motion. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson 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 January 31st.

Mr. Jouen asked what the revenues from investments looked like. VPAS Ellison noted returns the college was seeing and noted they would not reach the amount hoped for in the budget.

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

No Report.

4.A.3. Faculty Association

Elizabeth Oliphant, Faculty in English, addressed the Board and provided a look at the Hyflex classes being offered at Northland Pioneer College (NPC).

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

Written Report.

President Hazelbaker highlighted the date of Eaglefest at the White Mountain Campus.

4.A.5. NPC Friends and Family

Written Report.

President Hazelbaker highlighted the dates that the Friends and Family Scholarships would be open for applications, as well as Arizona Gives Day.

4.A.6. Human Resources

Written Report.

4.A.7. Construction Report

Written Report.

4.A.8. President's Report

President Hazelbaker addressed the Board and reported on difficulties hiring the Associate Vice President for Human Resources and Chief Information Officer positions and how the college would move forward.

President Hazelbaker reviewed some of the other important hiring successes the college has had recently.

President Hazelbaker noted an upcoming meeting organized by the Arizona Corporation Commission to assist communities impacted by the closure of coal-powered power plants and provided an update on legislative happenings that may impact the college.

President Hazelbaker reported on the Phi Theta Kappa Honor Society Regional awards that featured Chair Laughter as keynote speaker as well as NPC student, David Aberle, who received the Distinguished Chapter Member Regional Award.

President Hazelbaker ended his report with information on meetings he had with Northern Arizona University and the hope of extending the partnerships with them.

4.B. 2022-23 Salary & Wage Recommendation

VPAS Ellison reviewed the recommendation for a 5% increase to wage and salaries at NPC as well as highlighting new positions that had been requested.

4.C. Severance and Related Policies

President Hazelbaker reviewed the report provided in the Board packet and offered suggestions on how to make the policies stronger, noting an updated timeline.

Mr. Jouen asked if there was a difference between termination for cause as opposed to termination without cause. President Hazelbaker noted the various ways employees might be released by the college and the differences of each.

4.D. Internet and Network Connectivity at Northland Pioneer College

President Hazelbaker reviewed the report provided in the Board packet and highlighted the future potential of leased line connectivity in the area.

Mr. Lucero asked if the college rented space on towers. President Hazelbaker responded that we do and highlighted some of the issues that brings.

Mr. Jouen noted that he might suggest setting aside money each year to maintain the infrastructure of the towers. VPAS Ellison noted that the college has a healthy fund balance and could set up a reserve specifically for this type of support.

Mr. Leslie left the meeting at 11:30 a.m.

4.E. 2022-23 Introductory Budget Analysis

VPAS Ellison reviewed the current information the college had received to create the 2022-23 budget and some of the options available.

Mr. Lucero asked if the negative amount shown for new construction would affect the levies the college could receive from property taxes. VPAS Ellison noted that it did

Mr. Jouen asked if the college received federal impact funds. VPAS Ellison responded that the college received Higher Education Emergency Relief Funds and noted that they were exempt from the expenditure limit and offered the projects they might be used for after questions from the Board.

4.E. NPC Virtual Bookstore Report

Amber Hill, Director of Financial Services, addressed the Board and expanded on the report provided in the Board packet.

Mr. Jouen asked if the decline in sales was due to the decline in enrollments. Director Hill noted it was likely a combination of decreases in pricing of textbooks, faculty utilizing free resources and lower cost options, and students searching for the best pricing online from other vendors.

Mr. Robinson noted the contract with the provider would be up for renewal in May and asked if it would auto-renew. Director Hill noted it was not an auto-renewal but the college was already planning for the summer semester and would like to continue offering the option to students. Mr.

Robinson asked what the length of the current contract was. Director Hill responded that the provider asked for a five-year contract and the college agreed to a three-year contract.

Mr. Jouen asked if there were a high number of students that could not afford the books for their classes. President Hazelbaker noted that the number was high and the college continued to look at ways to help students.

Agenda Item 5: Consent Agenda

- 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)**

Mr. Lucero moved to approve the Consent Agenda as presented. Mr. Jouen seconded the motion. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson 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. 2022-2023 Tuition and Fees

VPAS Ellison noted the information had not changed from the February meeting and staff recommends approval.

Mr. Lucero made a motion to accept the 2022-2023 Tuition and Fees as presented. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.

6.B.2. Request to Approve HVAC Removal and Replacement

VPAS Ellison reviewed the request to approve the removal and replacement of HVAC equipment at the Silver Creek and Little Colorado campuses.

Mr. Lucero made a motion to approve the HVAC Removal and Replacement at a cost of \$80,180.00 as presented. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.

6.B.3. Request to Approve External Hearing Officers

President Hazelbaker reviewed the list of potential hearing officers the college might call upon if needed and asked the Board to approve.

Mr. Lucero made a motion to approve the Hearing Officers as presented. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.

6.B.4. Request to Release Funds for Construction at NATC

VPLSS Solomonson addressed the Board and requested the release of funds for construction at the Northeast Arizona Training Center (NATC).

Mr. Lucero clarified with VPLSS Solomonson that the funds were those allocated by the state for this project.

Mr. Lucero made a motion to approve release of \$762,650.00 for NATC construction. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.

6.B.5. Request to Approve Purchase of Laerdal Mannequins

VPLSS Solomonson reviewed the request to purchase of two high fidelity patient simulators from Laerdal for a cost of \$108,990.77.

Mr. Robinson asked if the new simulators were being purchased as replacements to some the college currently owned. VPLSS Solomonson responded that the new simulators were higher quality than the college currently owned, outlining some of the advantages for students, but noted they would not replace other simulators which could still be used.

Mr. Jouen made a motion to approve the purchase of two high-fidelity patient simulators from Laerdal for a cost of \$108,990.77 as presented. Mr. Lucero seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.

6.B.6. Request to Approve Purchase of CISCO Audio/Video Equipment for Connected Classrooms

VPLSS Solomonson reviewed the request to purchase Cisco equipment to provide additional connected classrooms at the college for a cost of \$127,613.38.

Mr. Lucero made a motion to approve the purchase of Audio/Video equipment from CDW-G for five connected classrooms at a cost of \$127,613.38 utilizing monies from HEERF (Higher Education Emergency Relief Fund). Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.

6.B.7. Request to Approve Purchase of Student Laptops

VPLSS Solomonson reviewed the request to purchase 92 laptops for students using monies from HEERF in the amount of \$99,632.06.

Mr. Jouen made a motion to approve the purchase of 92 laptops for students for a cost of \$99,632.06 using HEERF. Mr. Lucero seconded.

Mr. Jouen asked if the students get to keep the laptops or were expected to return them after the semester ends. VPLSS Solomonson noted that the laptops were given to students through a scholarship and they were kept by students after awarded. Mr. Jouen asked if the college was responsible for any licensing of software. President Hazelbaker noted that Microsoft had an agreement for students to receive the Microsoft package for free so the college was not involved.

The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.

6.B.8. Request to Approve Purchases of Equipment for RUS-DLT Grant Project

VPLSS Solomonson reviewed the request to approve the purchase of equipment and services related to the Rural Utilities Services – Distance Learning and Technology (RUS-DLT) grant the Board accepted in 2021.

Mr. Lucero made a motion to accept the recommendation to purchase Cisco equipment and services for a total cost of \$463,839.34. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.

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

Mr. Lucero requested information on potential discrepancies in the information provided on severances.

Agenda Item 8: Board Report/Summary of Current Event

Secretary Robinson noted the Community College Day with the legislature would be held on Wednesday March 23rd.

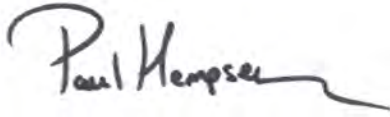
Agenda Item 9: Announcement of Next Regular Meeting

Regular District Governing Board meeting on Tuesday, April 19, 2022 at 10 a.m.

Agenda Item 10: Adjournment

The meeting was adjourned at 12:36 p.m. upon a motion by Mr. Jouen and a second by Mr. Lucero. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.

Respectfully submitted,

A handwritten signature in black ink that reads "Paul Hempsey". The signature is written in a cursive style with a long, sweeping underline.

Paul Hempsey
Recording Secretary to the Board

Draft

Navajo County Community College District Governing Board Work Session Minutes

March 15, 2022 – 12:48 p.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Everett Robinson; Mr. Elias Jouen; Mr. Frank Lucero.

Governing Board Member Absent: Mr. Derrick Leslie; Ms. Kristine Laughter.

Others Present: President Chato Hazelbaker; Vice President for Administrative Services (VPAS) Maderia Ellison; Recording Secretary to the Board Paul Hempsey; Dr. David Borofsky; Victor Love.

Agenda Item 1: Call to Order

Secretary Robinson called the meeting to order at 12:48 p.m.

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3:

3.A. Review and discussion of District Governing Board Policies

Dr. David Borofsky addressed the Board and presented his review of current Board Policies and recommendations. Dr. Borofsky also noted a need for a clear Policy delegating authority to the President and provided a draft. The Board members present generally agreed with the recommendations and considered the draft a good starting point for consideration.

Board members were asked to provide comments on the recommendations and draft policy to Paul Hempsey by the next meeting so an action item could be crafted for the May meeting.

3.B. Review and discussion of draft District Governing Board Code of Conduct Policy

Dr. Borofsky reviewed a draft policy on Board Code of Ethics and asked for input from those present. The Board discussed the need for such a policy with Dr. Borofsky and offered comments on the draft language provided. Discussion also took place on the Board's ability to act against any member who did not follow the code if put in place.

Board members were asked to provide comments on the recommendations and draft policy to Paul Hempsey by the next meeting so an action item could be crafted for the May meeting.

3.C. Review and discussion of draft District Governing Board Violations Process Policy


Dr. Borofsky reviewed a draft policy on violations by Board members of any code of conduct policy put in place with the Board and discussed potential sanctions that might be considered for a violation.

Board members were asked to provide comments on the recommendations and draft policy to Paul Hempsey by the next meeting so an action item could be crafted for the May meeting.

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. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

Navajo County Community College District Governing Board Meeting Minutes

April 19, 2022 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Everett Robinson; Ms. Kristine Laughter; Mr. Derrick Leslie.

Governing Board Member Absent: Mr. Elias Jouen; Mr. Frank Lucero.

Others Present: President Chato Hazelbaker; 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; Recording Secretary to the Board Paul Hempsey; Norvita Charleston; Rickey Jackson; Victor Love; Gail Campbell; Nicole Ulibarri; Josh Rogers; Rebecca Hunt; Betsy Wilson; David Huish.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Laughter called the meeting to order at 10:11 a.m. and led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Robinson made a motion to adopt an amended agenda with items 4.C., 4.D. and all items under 6.B. to immediately follow the Call to Public. Mr. Leslie seconded the motion. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

Agenda Item 3: Call for Public Comment

None.

4.C. Primary Property Tax Levy & Rate

VPAS Ellison addressed the Board and provided information on three potential options available to the Board on the Primary Property Tax rate and how they would affect the levy amount. VPAS Ellison noted that staff were recommending Option 2 to keep the rate the same as the current year.

4.D. 2022-23 Introductory Budget Analysis

VPAS Ellison provided a review of the Introductory Budget Analysis noting that no changes had been made to the information that was presented in the March meeting

Mr. Robinson asked VPAS Ellison about the potential additional grant funds that could be received if House Bill 2691 passed and whether there was sufficient allocation within the budget should funds be available. VPAS Ellison provided the information on where potential grant funds were currently included in the budget calculations.

6B. New Business

6.B.1. 2022-2023 Late Registration Fee

VPAS Ellison invited Director of Student Services, Josh Rogers, to present the information on removing the late registration fee from the approved fee schedule.

Mr. Robinson made a motion to eliminate the Late Registration Fees effective for Fall 2022. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

6.B.2. 2022-23 Salary & Wage Recommendation

VPAS Ellison reviewed the recommended Salary and Wage information for 2022-23.

Mr. Robinson made a motion to approve the Salary and Wage recommendation of a 5% increase for all eligible employees as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

6.B.3. Request to Approve 2022-23 Preliminary Budget

VPAS Ellison noted the information from agenda item 4.D. was now presented in the required format for the state and to advertise to local constituents.

Mr. Robinson made a motion to approve the 2022-23 Preliminary budget using option 2 as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

6.B.4. Request to Approve 2023-2025 Preliminary Capital Budget

VPAS Ellison reviewed the recommended capital budget for 2023-2025 noting that only the first year is included in the item just approved by the Board and the additional two years were current estimates that would likely change.

Mr. Robinson made a motion to approve the 2023-2025 Preliminary Capital Budget as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

6.B.5. Approve Academic Calendar

Dean of Instructional Innovation, Dr. Wei Ma, addressed the Board and presented the 2024-2025 Academic Calendar for approval.

Mr. Robinson made a motion to approve the 2024-2025 Academic Calendar as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

6.B.6. Request to Approve Purchase of Childbirth Simulator for Paramedicine/EMT

Dean Ma then presented the request to purchase a Childbirth Simulator for the Paramedicine and EMT programs.

*Mr. Robinson made a motion to approve the purchase of a high-fidelity Childbirth Simulator from Laerdal at a cost of \$55,176.01 utilizing monies from the Perkins Grant. Mr. Leslie seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.***

6.B.7. Request to Approve Purchase of Security Enterprise Agreement

President Hazelbaker addressed the Board and presented the request to enter into a three-year Security Enterprise Agreement with Hye Tech Network & Security noting this would provide the backbone to the college's internet security.

*Mr. Robinson made a motion to approve the purchase of a Security Enterprise Agreement with Hye Tech Network & Security for a three-year term at a cost of \$320,874.40 as presented. Mr. Leslie seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.***

6.B.8. Request for Additional Budget for Winslow Head Start Building

VPAS Ellison invited Director of Facilities and Vehicles, David Huish, to provide information on why additional funding was requested for the installation of a Head Start Building at the Winslow campus.

Mr. Robinson made a motion to increase the approved budget allocation for the Winslow Head Start Building by \$140,000.00 as presented. Mr. Leslie seconded.

Mr. Leslie noted that the Board had discussions about adding contingency funds for purchases and projects in the past and asked whether any decisions had been made. VPAS Ellison noted that the only contingency funding approved for construction projects, to date, were for the Show Low campus projects.

The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

6.B.9. Request to Award Contract for Head Start Building Project

Director Huish presented the results of the RFP to provide the infrastructure and site improvements for the Head Start building in Winslow noting that staff recommended approval to contract with the lowest bidder, Navapache Construction.

*Mr. Robinson made a motion to award the contract to Navapache Construction for \$314,535.51 related to infrastructure and site improvements for the Head Start building in Winslow as presented. Mr. Leslie seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.***

6.B.10. Request to Approve Purchase of Laptops and Carts

VPLSS Solomonson reviewed the request to purchase laptops and carts for student use.

*Mr. Robinson made a motion to approve the purchase of 150 laptops and 9 carts for student use for a total of \$274,192.56 using CARES Act funds as presented. Mr. Leslie seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.***

6.B.11. Request to Approve Desktop Computers, Laptops, Room Kits, Conference Devices, Smart Boards, Printers, and Monitors

President Hazelbaker reviewed the request to purchase a variety of equipment for the regular lifecycle replacement schedule in place at the college.

*Mr. Robinson made a motion to approve the purchase of Desktop Computers, Laptops, Room Kits, Conference Devices, Printers, and Monitors from CDWG and Smart Boards from CCS System Presentation for a total cost of \$746,253.24. Mr. Leslie seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.***

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 February 28th.

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

Written Report.

4.A.3. Faculty Association

Shan Quin, Faculty in Chemistry/Biology, addressed the Board and provided a look at a microalgae lab project he was undertaking.

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

Written Report.

4.A.5. NPC Friends and Family

Betsy Wilson, Director of Friends and Family, addressed the Board and provided a report on recent foundation activities including the success of Arizona Gives Day, the upcoming Disc Golf Tournament, and the return of an in-person Pedal the Petrified.

4.A.6. Human Resources

Written Report.

4.A.7. Construction Report

David Huish, Director of Facilities and Vehicles, addressed the Board and provided a report on the construction projects at the college.

4.A.8. President's Report

President Hazelbaker addressed the Board and reported on the discussion around honoring the passing of former Board member, Mr. Daniel Peaches, and that ideas would be presented to the Board in the near future.

President Hazelbaker provided updates on the search for a Chief Information Officer and Associate Vice President Human Resources as well as the success of filling other positions at the college.

President Hazelbaker announced the success of recent activities at the college such as the strong return of Eaglefest at the Show Low Campus as well as recent job fairs at multiple locations.

President Hazelbaker updated the Board on current initiatives and provided an in-depth update on the rollout of recent software purchases approved by the Board, a look at what was happening at the state legislature, and meetings he had participated in with local and federal elected officials.

4.B. Outstanding Alumnus Award

President Hazelbaker awarded the Outstanding Alumnus award for 2022 to Dr. Tabitha Stickel, offering time for Associate Dean of Education and College & Career Preparation, Gail Campbell, the opportunity to detail why she had nominated Dr. Stickel, and for Dr. Stickel to say a few words.

4.E. Board Policies

Not discussed.

Mr. Leslie left the meeting at 11:45 a.m.

4.F. Enrollment Report

Not discussed.

Agenda Item 5: Consent Agenda

- A. March 15, 2022 Regular Board Meeting Minutes**
- B. March 15, 2022 Work Session Minutes**

No action taken.

Agenda Item 6: For Discussion and Possible Action

6A. Old Business

None.

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

None.

Agenda Item 8: Board Report/Summary of Current Event

None.


Agenda Item 9: Announcement of Next Regular Meeting

Regular District Governing Board meeting on Tuesday, May 17, 2022 at 10 a.m.

Agenda Item 10: Adjournment

The meeting was declared adjourned at 11:48 a.m. by Chair Laughter.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

Draft

Policy 1000 Election of District Governing Board Members

The Navajo County Community College District is governed by a five-member board consisting of Trustees, each representing a district whose boundaries are set by the county's Board of Supervisors following each decennial census, and are elected for staggered six-year terms. Trustees must reside within the district they represent for at least one year prior to their election. Neither the Trustee, nor their spouse, can be an employee of the College District. (A.R.S. §15-1441.H, and §38-503.D)

The District Governing Board delegates to the college president, or designee, the authority to see that the procedures, as outlined by state statutes and the Navajo County Board of Supervisors, are followed in the election of new Board members.

(Reviewed only 1/15/19)

Policy 1001 Vacancy Within District Governing Board

Vacancies within the District Governing Board shall be filled according to A.R.S. §15-1441.E,

Vacancies shall be filled by appointment by the county school superintendent for the unexpired term for the district where the vacancy occurs, except that if the unexpired term is two years or longer, the county school superintendent may do one of the following:

1. Make an appointment for a term which shall be until the next regular election for district board members, at which time a successor shall be elected to serve the unexpired portion of the term.
2. With the approval of the district board, leave the vacancy until the next regular election for governing board members, at which time a successor shall be elected to serve the unexpired portion of the term.

(Reviewed only 1/15/19)

Policy 1002 Powers and Duties of the District Governing Board

In order to carry out District Governing Board duties as outlined in A.R.S. §15-1444, the Board shall elect such officers and adopt such rules governing its meetings and members, as it deems necessary. The Board will also determine duties and responsibilities of its members. (See Procedure 2035)

(Reviewed only 1/15/19)

Policy 1003 District Governing Board Code of Ethics

The District Governing Board adopts the following Code of Ethics, which shall be signed annually at the January meeting of the Board, or at the regular meeting immediately following

appointment to said Board. The Board's Recording Secretary shall maintain a file of signed documents for the duration of the Trustee's term of office.

- 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. The Board shall 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.

K. It is essential for District Governing Board members to attend all meetings unless prevented by illness or unforeseen and unavoidable circumstances. Absences from meetings must be excused by the Board Chair either prior or as soon as possible after such meeting is missed. If the Board Chair finds it necessary to be absent at a meeting, the Secretary to the board will function as the reporting individual. Board members should make every effort to attend a board meeting and can avoid unnecessary absences by connecting to the meeting telephonically. For the purpose of this policy, board meetings include regular, study sessions and special meetings.

If a board member is absent, without excuse from the chair, 50% of meetings in a calendar year or 3 or more consecutive meetings, the board shall invoke the processes outlined in Policy 1004. If unresolved, the board has the obligation to declare the board seat vacant and call for action, (ARS §38-291), on the part of the Navajo County School Superintendent, to fill the board vacancy. The board's decision to declare a seat vacant due to unexcused absences must be conducted by voice vote.

Policy 1004 • District Governing Board Ethics Violations Process Policy

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:

- 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.
- 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.
- 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.

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.

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:

- Reminding the Board Member of the expectation and fiduciary duty to cease such actions/behaviors.
- Limiting any authority that has been delegated to the Board Member to represent the Board.
- A resolution publicly admonishing the action/behaviors.
- A resolution requesting the Board Member's resignation.
- If the party deemed to be in violation of Board policy is an officer, removal from the elected officer position.

(Reviewed only 1/15/19)

Policy 1006 Conflict of Interest

No member of the District Governing Board shall directly or indirectly receive any compensation or derive any profit or gain by reason of his membership on said Board or by reason of services to the college district. (A.R.S. §38-503 and §15-323). Board members shall annually file a Statement of Substantial Interest Disclosure Form.

(Reviewed only 1/15/19)

Policy 1007 District Governing Board Meetings

All meetings at which three (3) or more members of the Board are present shall be public meetings. All minutes of such meetings as are required by law shall be properly and accurately recorded and open to public inspection, except as provided by policy concerning executive sessions.

Executive sessions may be held subject to the following conditions:

1. Such sessions will be called only for purposes as outlined in A.R.S. §38-431.03.
2. Such sessions shall not be used to defeat the purposes as set by state law.
3. Such executive sessions may be called only by a majority vote of the members of the Board.
4. No official action shall be taken.

(Reviewed only 1/15/19)

Policy 1008 Policy Creation and Review

It is the responsibility of the District Governing Board to provide leadership, guidance, and direction to govern the current and future affairs of the college. Toward this end, the Board deliberates and acts on matters of enduring significance to the college. Such actions, when approved by the Board, shall be articulated as statements of Board policy and shall be

incorporated into a single, unified and comprehensive compilation of all Board policy statements.

1. When articulating policy, the Board shall strive for brevity, clarity and continued expression of a positive and future-oriented tone.
2. The Board may approve new Board policies or revise existing policies, with the exception of Board policies relating to employee wages, benefits or working conditions, at any meeting by action of a majority vote of the entire Board. Upon the request of any member, action shall be deferred for one meeting.
3. The Board, when approving new policies or revising existing policies related to employee wages, benefits, or working conditions, shall take action following a second reading of such policy.

It is intended that Board policies be living documents. Toward this end, all Board policies shall be reviewed on a regular basis to ensure that they continue to be pertinent. The president shall establish a procedure for the review and/or revision of Board policies.

(Reviewed only 1/15/19)

Policy 1009 Delegation to and Accountability of President

1. The District Governing Board's sole official connection to the operational organization, its achievements, and conduct shall be through the college president.
2. Only officially passed motions of the Board shall be binding on the president. Accordingly, decisions or instructions of individual Board members, officers or committees shall not be binding on the president except in rare instances when the Board has specifically authorized such exercise of authority.
3. The president shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the president. Accordingly,
 - a. Pursuant to ARS §15-1444(A)(6) & (8)(4), the Board hereby delegates to the college president all of its authority to employ, specifically, it delegates all of its authority to enter into, amend, or terminate all employee contracts on behalf of the College, without the need for the Board to approve such actions before they are effective, except for any actions taken with regard to a contract of employment for the position of college president. The college president may designate others serving under the president to assist with the duty; however, the college president shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board.
 - b. The Board shall not evaluate, either formally or informally, any staff other than the president.
4. In the case of Board members or Board committees requesting information or assistance without authorization, the president shall refuse such requests that require, in the president's opinion, a material amount of staff time or funds or are disruptive.

5. The Board shall instruct the president through written policies which prescribe the organizational priorities to be achieved, allowing the resident to use a reasonable interpretation of these policies. Accordingly,
 - a. Board Priorities – The Board shall develop policies instructing the president to achieve certain results for certain recipients at a specified cost. These policies shall be developed systematically from the broadest, most general level to more defined levels, and shall be called Board Priorities.
 - b. Presidential Roles – The Board shall develop policies which define the latitude the president may exercise in choosing appropriate organizational means. These policies shall be developed systematically from the broadest, most general level to more defined levels, and they shall be called Presidential Roles policies.
 - c. As long as the president shall use a reasonable interpretation of the Board's Priorities and Presidential Roles policies, the president shall be authorized to establish all further college operational policies, make all decisions, take all actions, establish all practices, and develop all activities.
 - d. The Board may change its Priorities and Presidential Roles policies, thereby, shifting the boundary between the Board and presidential domains. By doing so, the Board changes the latitude of choice given to the president. But, as long as any particular delegation is in place, the Board shall respect and support the president's choices.

Policy 1010 Definition of Decentralization

The District Governing Board is committed to providing the college programs, activities, and services throughout the service area via decentralization. Components of decentralization will include the following:

1. Designating campuses where enrollment, programming and related services are sufficient to fulfill all objectives of the college's mission.
2. Designating centers and course sites where enrollment, programming and related services are insufficient to fulfill all objectives of the college's mission.
3. Allowing campuses and centers to grow according to the unique changes and needs identified within their respective communities.
4. Since high cost programs and services may not be possible for all college locations, these programs may be limited to single sites. These would become magnet programs attracting students to them from throughout the service area.
5. The delivery of instructional and student services via alternative, flexible multiple modalities.
6. Some administrative services must be centralized to be cost effective.

(Reviewed only 1/15/19)

Policy 1011 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 1012 District Administrative Headquarters

The District Administrative Headquarters shall be designated as the District Administrative address, as well as being the location for district functions as determined by the president.

(Reviewed only 1/15/19)

Policy 1013 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 1014 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 District Governing 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 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 District Governing Board on all substantive issues and concerns expressed by the Advisory Board.

(Reviewed only 2/19/19)

Policy 1015 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)

Policy 1016 Agreements that Bind the College

The District Governing Board shall approve all contracts and settlement agreements 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 1017 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 1018 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 1019 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)

Policy 1020 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 District Governing 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 District Governing Board and the president shall determine by June 1st the president's goals and strategies for the upcoming year, and formally approve them at the June District Governing Board meeting.

(Reviewed only 3/19/19)

Policy 1021 District Governing Board's Evaluation of President

The chair of the District Governing Board will assume the role of the president's supervisor for purposes of implementing the evaluation system. The material developed will be shared with the entire Board.

(Reviewed only 1/15/19)

Policy 1022 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 1025 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 awarded funds.

(Reviewed only 3/19/19)

Policy 1040 Accreditation

It shall be the policy of Northland Pioneer College to conform to the fullest extent possible with the accreditation requirements and guidelines of the [Higher Learning Commission](#). All employees shall be under a continuing duty to comply with accreditation requirements, as they arise.

(Reviewed only 1/15/19)

Policy 1041 Instructional Program

Northland Pioneer College is a comprehensive community college offering 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)

Policy 1042 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 1043 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 1044 Student Grievance Procedure

The District Governing Board authorizes the president, or designee, to provide for a student grievance procedure.

(Reviewed 2/18/2020)

Policy 1045 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 1046 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 1047 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)

Policy 1048 Free Expression

Arizona Revised Statutes [§15-1866](#) requires the District Governing Board 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)

Policy 1050 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 1051 Salary Schedule

The president is responsible for the development of procedures that will allow the District Governing Board and staff to develop Board-approved salaries.

(Reviewed only 1/15/19)

Policy 1052 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)

Policy 1053 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)

Policy 1054 Official Holidays

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

(Reviewed 3/24/20)

Policy 1055 Leave of Absence

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

(Reviewed 3/24/20)

Policy 1056 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)

Policy 1057 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 1058 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 1059 Insurance for District Governing Board Members

The District Governing Board authorizes the president, or designee, to develop and implement procedures to allow Board members, their spouses, and dependents, to participate in the college's plan providing health, accident, life, and disability benefits, in any or all parts, as they choose, and that is allowable. This policy incorporates by reference all provisions under A.R.S. §15-1450B.1(d).

(Reviewed only 1/15/19)

Policy 1075 District Governing Board's Self Evaluation

The Board will conduct a self-evaluation process annually in order to assess its effectiveness as a governing board, and individually as elected members. The District Governing Board, using the [evaluation instrument](#), will conduct a Board self-assessment by the December District Governing Board meeting each year.

(Reviewed only 1/15/19)

Policy 1090 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 1091 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 1092 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 1093 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 1094 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 1095 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 1096 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 1097 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 1098 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 1099 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 more, 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 1100 Planning and Evaluation

The college is committed to developing instructional and support programs using processes that will include long-and-short range planning and evaluation systems in order to achieve present and projected goals.

(Reviewed only 2/19/19)

Policy 1101 Engagement of Legal Counsel

The president shall be authorized to engage outside legal counsel to represent the interests of the District as provided by A.R.S. §11-532.11 and A.R.S. §15-1448.

(Reviewed only 2/19/19)

Policy 1102 Equal Opportunity, Harassment and Nondiscrimination

- Also see: [Information About Title IX](#) | [Report It! forms](#)

Policy 1102 Equal Opportunity, Harassment and Nondiscrimination^[1]

Section: 1100-College Operations Policies

Responsible Area: Vice President for Learning and Student Services, Title IX Coordinator

Procedure(s) that relates to the policy: 2110

1.0 Scope

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this anti-discrimination policy is reported, the allegations are subject to resolution using Northland Pioneer College's "Process A" or "Process B," as determined by the Title IX Coordinator, and as in Procedure 2110.

When the Respondent is a member of Northland Pioneer College community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the Northland Pioneer College community. This community includes, but is not limited to, students,^[3] student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers. The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

2.0 Purpose

Northland Pioneer College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Northland Pioneer College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of

retaliation. Northland Pioneer College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

3.0 Definitions

- *Advisor* means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.
- *Complaint (formal)* means a document filed/signed by a Complainant or signed by the Title IX Coordinator alleging harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and requesting that Northland Pioneer College investigate the allegation.
- *Confidential Resource* means an employee who is not a Mandated Reporter of notice of harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status).
- *Day* means a business day when Northland Pioneer College is in normal operation.
- *Education program or activity* means locations, events, or circumstances where Northland Pioneer College exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by Northland Pioneer College.
- *Final Determination*: A conclusion by the standard of proof that the alleged conduct occurred and whether it did or did not violate policy.
- *Finding*: A conclusion by the standard of proof that the conduct did or did not occur as alleged.
- *Formal Grievance Process* means “Process A,” a method of formal resolution designated by Northland Pioneer College to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.
- *Grievance Process Pool* includes any investigators, hearing officers, appeal officers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
- *Hearing Decision-maker or Panel* refers to those who have decision-making and sanctioning authority within Northland Pioneer College’s Formal Grievance process.
- *Investigator* means the person or persons charged by Northland Pioneer College with gathering facts about an alleged violation of this Policy, assessing relevance and

credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.

- *Mandated Reporter* means an employee of Northland Pioneer College who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator and/or their supervisor.^[2]
- *Notice* means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
- *Official with Authority (OWA)* means an employee of Northland Pioneer College explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of Northland Pioneer College.
- *Parties* include the Complainant(s) and Respondent(s), collectively.
- *Process A* means the Formal Grievance Process detailed below and defined above.
- *Process B* means the informal alternative resolution procedure.
- *Recipient* means a postsecondary education program that is a recipient of federal funding.
- *Remedies* are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to Northland Pioneer College's educational program.
- *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.
- *Resolution* means the result of an informal or Formal Grievance Process.
- *Sanction* means a consequence imposed by Northland Pioneer College on a Respondent who is found to have violated this policy.
- *Sexual Harassment* is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence. **See Section 17.b.**, for greater detail.
- *Title IX Coordinator* is at least one official designated by Northland Pioneer College to ensure compliance with Title IX and Northland Pioneer College's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.

- *Title IX Team* refers to the Title IX Coordinator, any deputy coordinators, and any member of the Grievance Process Pool.

4.0 Procedure

4.1 Title IX Coordinator

The Vice President for Learning and Student Services serves as the Title IX Coordinator and oversees implementation of Northland Pioneer College’s policy on equal opportunity, harassment, and nondiscrimination. The Title IX Coordinator has the primary responsibility for coordinating Northland Pioneer College’s efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.^[4]

4.2 Independence and Conflict-of-Interest

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact Northland Pioneer College president at chato.hazelbaker@npc.edu or (928) 524-7420. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to Northland Pioneer College president at chato.hazelbaker@npc.edu or (928) 524-7420 or designee. Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the Title IX Coordinator.

4.3 Administrative Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures and about the application of Title IX, may be made internally to:

- **Dr. Michael Solomonson**
Vice President for Learning and Student Services
Title IX Coordinator
 Office of Vice President for Learning and Student Services
 Goldwater Building, Room 117, White Mountain Campus, Show Low
 (928) 532-6141
michael.solomonson@npc.edu
<https://www.npc.edu/title-ix/title-ix-team>

- **Nicole Ulibarri**
Director, Employee Relations & Staffing
Title IX Deputy Coordinator – Employees
EEO and ADA/504 Coordinator
 Office of Human Resources
 Tiponi Community Center, Human Resources Room 302, Painted Desert Campus,
 Holbrook
 (928) 524-7471
nicole.ulibarri@npc.edu
- **Josh Rogers**
Director of Student Services
Title IX Deputy Coordinator – Students
 Office of Student Services
 Student Center, Room 109, Sliver Creek Campus, Snowflake
 (928) 536-6227
joshua.rogers@npc.edu

Northland Pioneer College has also classified all employees as Mandated Reporters of any knowledge they have that a member of the community is experiencing harassment, discrimination, and/or retaliation. The section below on Mandated Reporting details which employees have this responsibility and their duties, accordingly.

Inquiries may be made externally to:

- Office for Civil Rights (OCR)
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-1100
 Customer Service Hotline #: (800) 421-3481
 Facsimile: (202) 453-6012
 TDD#: (877) 521-2172
 Email: OCR@ed.gov
 Web: <http://www.ed.gov/ocr>
- Arizona, Colorado, New Mexico, Utah, Wyoming
 Office for Civil Rights,
 Denver Office
 U.S. Department of Education
 Cesar E. Chavez Memorial Building
 1244 Speer Boulevard, Suite 310
 Denver, CO 80204-3582
 Telephone: (303) 844-5695
 Facsimile: (303) 844-4303
 Email: OCR.Denver@ed.gov

For complaints involving employees: [Equal Employment Opportunity Commission](#) (EEOC)

- Phoenix District Office
3300 North Central Avenue
Suite 690
Phoenix, AZ 85012-2504
1-800-669-4000
<https://www.eeoc.gov/field-office/phoenix/location>

4.4 Notice/Complaints of Discrimination, Harassment, and/or Retaliation

Notice or complaints of discrimination, harassment, and/or retaliation may be made by any person using any of the following options:

1) File a complaint with, or give verbal notice to, the Title IX Coordinator or deputies:

- **Dr. Michael Solomonson**
Vice President for Learning and Student Services
Title IX Coordinator
Office of Vice President for Learning and Student Services
Goldwater Building, Room 117, White Mountain Campus, Show Low
(928) 532-6141
michael.solomonson@npc.edu
<https://www.npc.edu/title-ix/title-ix-team>
- **Nicole Ulibarri**
Director, Employee Relations & Staffing
Title IX Deputy Coordinator – Employees
EEO and ADA/504 Coordinator
Office of Human Resources
Tiponi Community Center, Human Resources Room 302, Painted Desert Campus,
Holbrook
(928) 524-7471
nicole.ulibarri@npc.edu
- **Josh Rogers**
Director of Student Services
Title IX Deputy Coordinator – Students
Office of Student Services
Student Center, Room 109, Sliver Creek Campus, Snowflake
(928) 536-6227
joshua.rogers@npc.edu

Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

2) Report online, using the reporting form posted at <https://www.npc.edu/title-ix>. Anonymous reports are accepted and can give rise to a need to investigate. Northland Pioneer College tries to provide supportive measures to all Complainants, which may be impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as Northland Pioneer College respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows Northland Pioneer College to discuss and/or provide supportive measures.

3) Report to any supervisor or instructor.

A Formal Complaint means a document filed/signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that Northland Pioneer College investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by Northland Pioneer College) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

4.5 Supportive Measures

Northland Pioneer College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to Northland Pioneer College’s education program or activity, including measures designed to protect the safety of all parties or Northland Pioneer College’s educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, Northland Pioneer College will inform the Complainant, in writing, that they may file a formal complaint with Northland Pioneer College either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

Northland Pioneer College will maintain the privacy of the supportive measures, provided that privacy does not impair Northland Pioneer College’s ability to provide the supportive measures. Northland Pioneer College will act to ensure as minimal an academic impact on the parties as

possible. Northland Pioneer College will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- [Timely warnings](#)
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

4.6 Emergency Removal

Northland Pioneer College can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the CARE Team using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student, employee, or two (2) representatives from a student organization will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be

deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

Northland Pioneer College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a residence hall, temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

4.7 Promptness

All allegations are acted upon promptly by Northland Pioneer College once it has received notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but Northland Pioneer College will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in Northland Pioneer College procedures will be delayed, Northland Pioneer College will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

4.8 Privacy

Every effort is made by Northland Pioneer College to preserve the privacy of reports.^[5] Northland Pioneer College will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g;

FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

Northland Pioneer College reserves the right to designate which College officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint, including but not limited to: CARE Team and Human Resources. Information will be shared as necessary with Investigators, Hearing Panel members/Decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

Northland Pioneer College may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk, but will usually consult with the student first before doing so.

Confidentiality and mandated reporting are addressed more specifically in **Section 17.b.19 Mandated Reporting**.

4.9 Jurisdiction of Northland Pioneer College

This policy applies to the education program and activities of Northland Pioneer College, to conduct that takes place on the campus or on property owned or controlled by Northland Pioneer College, at Northland Pioneer College-sponsored events, or in buildings owned or controlled by Northland Pioneer College's recognized student organizations. The Respondent must be a member of Northland Pioneer College's community in order for its policies to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to Northland Pioneer College's educational program. Northland Pioneer College may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial Northland Pioneer College interest.

Regardless of where the conduct occurred, Northland Pioneer College will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial Northland Pioneer College interest includes:

- (a) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- (b) Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- (c) Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or

- (d) Any situation that is detrimental to the educational interests or mission of Northland Pioneer College.

If the Respondent is unknown or is not a member of the Northland Pioneer College community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of the Northland Pioneer College's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

In addition, Northland Pioneer College may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from Northland Pioneer College property and/or events.

All vendors serving Northland Pioneer College through third-party contracts are subject to the policies and procedures of their employers or to these policies and procedures to which their employer has agreed to be bound by their contracts.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the Title IX Coordinator may be able to advocate for a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to Northland Pioneer College where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the Complainant.

4.10 Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Northland Pioneer College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, Northland Pioneer College will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

4.11 Online Harassment and Misconduct

The policies of Northland Pioneer College are written and interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on Northland Pioneer College's education program and activities or use Northland Pioneer College networks, technology, or equipment.

While Northland Pioneer College may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to Northland Pioneer College, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via Snaps or other social media, unwelcome sexting, revenge porn, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of Northland Pioneer College community.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of Northland Pioneer College's control (e.g., not on Northland Pioneer College networks, websites, or between Northland Pioneer College email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline.

Off-campus harassing speech by employees, whether online or in person, may be regulated by Northland Pioneer College only when such speech is made in an employee's official or work-related capacity.

4.12 Policy on Nondiscrimination

Northland Pioneer College adheres to all federal and state civil rights laws and regulations prohibiting discrimination in public institutions of higher education.

Northland Pioneer College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of:

- Race,
- Religion,
- Hearing status,
- Personal appearance,
- Color,
- Sex,

- Pregnancy,
- Political affiliation,
- Source of income,
- Place of business,
- Residence,
- Religion,
- Creed,
- Ethnicity,
- National origin (including ancestry),
- Citizenship status,
- Physical or mental disability (including perceived disability),
- Age,
- Marital status,
- Family responsibilities,
- Sexual orientation,
- Gender identity,
- Gender expression,
- Veteran or military status (including disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran),
- Predisposing genetic characteristics,
- Domestic violence victim status,
- Height,
- Weight
- or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the Northland Pioneer College community whose acts deny, deprive, or limit the educational or employment or residential and/or social access, benefits, and/or opportunities of any member of the Northland Pioneer College community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of Northland Pioneer College policy on nondiscrimination.

When brought to the attention of Northland Pioneer College, any such discrimination will be promptly and fairly addressed and remedied by Northland Pioneer College according to the appropriate grievance process described below.

4.13 Policy on Disability Discrimination and Accommodation

Northland Pioneer College is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities.

Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity.

The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by Northland Pioneer College, regardless of whether they currently have a disability. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

The Chief Human Resources Officer has been designated as Northland Pioneer College's ADA/504 Coordinator responsible for overseeing efforts to comply with these disability laws, including responding to grievances and conducting investigations of any allegation of noncompliance or discrimination based on disability.

Grievances related to disability status and/or accommodations will be addressed using the procedures below. For details relating to disability accommodations in Northland Pioneer College's resolution process, see [Procedure 2110](#).

a. Students with Disabilities

Northland Pioneer College is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs, facilities, and activities of Northland Pioneer College.

All accommodations are made on an individualized basis. A student requesting any accommodation should first contact the Office of Accessibility and Inclusion Coordinator, who coordinates services for students with disabilities.

Office of Accessibility and Inclusion Coordinator reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate for the student's particular needs and academic program(s).

b. Employees with Disabilities

Pursuant to the ADA, Northland Pioneer College will provide reasonable accommodation(s) to all qualified employees when they are unable to perform their essential job functions, except when doing so would be unduly disruptive or would result in undue hardship to Northland Pioneer College.

An employee with a disability is responsible for submitting a request for an accommodation to the ADA/504 Coordinator and providing necessary documentation. The ADA/504 Coordinator will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

4.14 Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. Northland Pioneer College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited harassment that are also prohibited under Northland Pioneer College policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of Northland Pioneer College policy, though supportive measures will be offered to those impacted.

a. Discriminatory Harassment

Discriminatory harassment constitutes a form of discrimination that is prohibited by Northland Pioneer College policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law.

Northland Pioneer College does not tolerate discriminatory harassment of any employee, student, visitor, or guest. Northland Pioneer College will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a "hostile environment."

A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities.^[6] This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive *and* objectively offensive.

When discriminatory harassment rises to the level of creating a hostile environment, Northland Pioneer College may also impose sanctions on the Respondent through application of the appropriate grievance process below.

Northland Pioneer College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature and not based on a protected status. Addressing such conduct will not result in the imposition of discipline under Northland Pioneer College policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternate Resolution, and/or other informal resolution mechanisms.

For assistance with Alternate Resolution and other informal resolution techniques and approaches, employees should contact the Chief Human Resources Officer, and students should contact the Director of Student Services.

b. Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Arizona regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

Northland Pioneer College has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo:
 - o a. an employee of Northland Pioneer College,
 - o b. conditions the provision of an aid, benefit, or service of Northland Pioneer College,
 - o c. on an individual's participation in unwelcome sexual conduct; and/or
2. Sexual Harassment:
 - o a. unwelcome conduct,
 - o b. determined by a reasonable person,
 - o c. to be so severe, and,
 - o d. pervasive, and,
 - o e. objectively offensive,
 - o f. that it effectively denies a person equal access to Northland Pioneer College's education program or activity.¹⁷¹
3. Sexual assault, defined as:
 - o (a) Sex Offenses, Forcible:
 - i) Any sexual act directed against another person,
 - ii) without the consent of the Complainant,
 - iii) including instances in which the Complainant is incapable of giving consent.
 - o (b) Forcible Rape:
 - i) Penetration,
 - ii) no matter how slight,
 - iii) of the vagina or anus with any body part or object,
 - iv) or oral penetration by a sex organ of another person,
 - v) without the consent of the Complainant.
 - o (c) Forcible Sodomy:
 - i) Oral or anal sexual intercourse with another person,
 - ii) forcibly,
 - iii) and/or against that person's will (non-consensually), or

- iv) not forcibly or against the person’s will in instances in which the Complainant is incapable of giving consent because of age^{18]} or because of temporary or permanent mental or physical incapacity.
 - (d) Sexual Assault with an Object:
 - i) The use of an object or instrument to penetrate,
 - ii) however slightly,
 - iii) the genital or anal opening of the body of another person,
 - iv) forcibly,
 - v) and/or against that person’s will (non-consensually),
 - vi) or not forcibly or against the person’s will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - (e) Forcible Fondling:
 - i) The touching of the private body parts of another person (buttocks, groin, breasts),
 - ii) for the purpose of sexual gratification,
 - iii) forcibly,
 - iv) and/or against that person’s will (non-consensually),
 - v) or not forcibly or against the person’s will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - (f) Sex Offenses, Non-forcible:
 - i) Incest:
 - 1) Non-forcible sexual intercourse,
 - 2) between persons who are related to each other,
 - 3) within the degrees wherein marriage is prohibited by Arizona law.&
 - ii) Statutory Rape:
 - 1) Non-forcible sexual intercourse,
 - 2) with a person who is under the statutory age of consent of eighteen (18).
4. Dating Violence, defined as:
- a) violence,
 - b) on the basis of sex,
 - c) committed by a person,
 - d) who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - i) The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 - ii) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - iii) Dating violence does not include acts covered under the definition of domestic violence.

5. Domestic Violence, defined as:

- a) violence,
 - b) on the basis of sex,
 - c) committed by a current or former spouse or intimate partner of the Complainant,
 - d) by a person with whom the Complainant shares a child in common, or
 - e) by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner,
 - f) or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Arizona,
 - g) or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Arizona.
- *To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

6. Stalking, defined as:

- a) engaging in a course of conduct,
- b) on the basis of sex,
- c) directed at a specific person,
 - i. that would cause a reasonable person to fear for the person's safety, or
 - ii. the safety of others; or
 - iii. Suffer substantial emotional distress.
- *For the purposes of this definition—*
 - (i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
 - (iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

EXPECTATIONS REGARDING UNETHICAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty member and student or supervisor and employee). These relationships may, in reality, be less consensual than perceived by the individual whose position confers power or authority. Similarly, the relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Circumstances may change, and conduct that was once welcome may, at some point in the relationship, become unwelcome.

Even when both parties have initially consented to romantic or sexual involvement, the possibility of a later allegation of a relevant Policy violation still exists. Northland Pioneer

College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of Northland Pioneer College. However, for the personal protection of members of this community, relationships in which power differentials are inherent (e.g., faculty-student, staff-student) are generally discouraged. They may also violate standards of professionalism and/or professional ethics.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or otherwise evaluative role over the other party are inherently problematic. Therefore, persons with direct supervisory or otherwise evaluative responsibilities who are involved in such relationships must bring these relationships to the timely attention of their supervisor and/or the Title IX Coordinator. The existence of this type of relationship will likely result in removing the supervisory or evaluative responsibilities from the employee or shifting a party from being supervised or evaluated by someone with whom they have established a consensual relationship. When an affected relationship existed prior to adoption of this policy, the duty to notify the appropriate supervisor still pertains.

This type of relationship includes Housing Advisors (HAs) and students over whom the HA has direct responsibility. While no relationships are prohibited by this policy, failure to timely self-report such relationships to a supervisor as required can result in disciplinary action for an employee. The Title IX Coordinator will determine whether to refer violations of this provision to Human Resources for resolution, or to pursue resolution under this Policy, based on the circumstances of the allegation.

Northland Pioneer College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

c. Force, Coercion, Consent, and Incapacitation^[9]

As used in the offenses above, the following definitions and understandings apply:

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” “Okay, don’t hit me, I’ll do what you want.”).

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Consent is:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Northland Pioneer College to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM^[10] or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so Northland Pioneer College’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

d. Other Civil Rights Offenses

In addition to the forms of sexual harassment described above, which fall within the coverage of Title IX, Northland Pioneer College additionally prohibits the following offenses as forms of discrimination outside of Title IX when the act is based upon the Complainant’s actual or perceived membership in a protected class.

- Sexual Exploitation, defined as: taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of Sexual Exploitation include, but are not limited to:
 - Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
 - Invasion of sexual privacy.
 - Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent), including the making or posting of revenge pornography
 - Prostituting another person
 - Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection
 - Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person’s ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity

- Misappropriation of another person’s identity on apps, websites, or other venues designed for dating or sexual connections
 - Forcing a person to take an action against that person’s will by threatening to show, post, or share information, video, audio, or an image that depicts the person’s nudity or sexual activity
 - Knowingly soliciting a minor for sexual activity
 - Engaging in sex trafficking
 - Creation, possession, or dissemination of child pornography
- Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;
 - Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;
 - Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
 - Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the Northland Pioneer College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
 - Bullying, defined as:
 - Repeated and/or severe
 - aggressive behavior
 - likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally
 - that is not speech or conduct otherwise protected by the First Amendment.

Violation of any other Northland Pioneer College policies may constitute a Civil Rights Offense when a violation is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

Sanctions for the above-listed Civil Rights Offenses range from reprimand through expulsion/termination.

4.15 Retaliation

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Northland Pioneer College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for Northland Pioneer College or any member of Northland Pioneer College's community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

4.16 Mandated Reporting

All Northland Pioneer College employees (faculty, staff, administrators) are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

The following sections describe the reporting options at Northland Pioneer College for a Complainant or third-party (including parents/guardians when appropriate):

a. Confidential Resources

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- Off-campus (non-employees):

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

Northland Pioneer College employees who are confidential will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

b. Anonymous Notice to Mandated Reporters

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant’s anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous notice will be investigated by Northland Pioneer College to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided.

However, anonymous notice typically limits Northland Pioneer College’s ability to investigate, respond, and provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant’s personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator. Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements.

c. Mandated Reporters and Formal Notice/Complaints

All employees of Northland Pioneer College (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as “Take Back the Night” marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from Northland Pioneer College.

Supportive measures may be offered as the result of such disclosures without formal Northland Pioneer College action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of harassment or discrimination of which they become aware is a violation of Northland Pioneer College policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though Northland Pioneer College is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

4.17 When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether Northland Pioneer College proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The Title IX Coordinator’s decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires Northland Pioneer College to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Northland Pioneer Colleges may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and Northland Pioneer College's ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When Northland Pioneer College proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

Note that Northland Pioneer College's ability to remedy and respond to notice may be limited if the Complainant does not want Northland Pioneer College to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing Northland Pioneer College's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow Northland Pioneer College to honor that request, Northland Pioneer College will offer informal resolution options (see Procedure 2110), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by Northland Pioneer College, and to have the incidents investigated and properly resolved through these procedures.

4.18 Federal Timely Warning Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, Northland Pioneer College must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

Northland Pioneer College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

4.19 False Allegations and Evidence

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under Northland Pioneer College policy.

4.20 Amnesty for Complainants and Witnesses

Northland Pioneer College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to Northland Pioneer College officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of Northland Pioneer College community that Complainants choose to report misconduct to Northland Pioneer College officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Northland Pioneer College maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty to a Respondent is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

Students: Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual misconduct to Campus Security).

Northland Pioneer College maintains a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, Northland Pioneer College may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

Employees: Sometimes, employees are hesitant to report harassment or discrimination they have experienced for fear that they may get in trouble themselves. For example, an employee who has

violated the consensual relationship policy and is then assaulted in the course of that relationship might hesitate to report the incident to Northland Pioneer College officials.

Northland Pioneer College may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to Respondents and witnesses on a case-by-case basis.

4.21 Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- (a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- (b) Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- (c) VAWA^[11] - based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
- (d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be passed along to the Clery Administrator regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include: student affairs/student conduct staff, campus security, local police, coaches, housing staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

(Revised 10/19/2021)

Policy 1107 Geographical Locations of Campuses and Centers

The current campus locations are:

- The Little Colorado Campus includes Winslow and surrounding area.
- The Painted Desert Campus includes the Holbrook, Joseph City, Woodruff, and the Sun Valley areas.
- The Silver Creek Campus includes Snowflake, Taylor, and surrounding areas.
- The White Mountain Campus includes Show Low, Lakeside, Pinetop, and surrounding areas.

The current centers are:

- Whiteriver Center includes Whiteriver, Cibecue, and all adjacent White Mountain Apache Reservation communities.
- Hopi Center includes all of the Hopi communities and those Navajo reservation communities adjacent to the Hopi reservation.
- Kayenta Center includes all those areas adjacent to the Kayenta Township.
- St. Johns Center.
- Springerville/Eagar Center.

All other course sites encompass the communities that they are located in and offerings are limited to specific requests and by available facilities and staff.

(Reviewed only 2/19/19)

Policy 1110 Community Relations

The college is committed to building within its constituency the feeling that the college serves them and that the programs and services offered are in concert with community needs.

(Reviewed only 2/19/19)

Policy 1115 Procedures Development, Adoption and Implementation

The president has the authority to develop and implement procedures as determined by policy required to create and maintain effective and efficient programs and services for the operation of the college. The president has the authority for the adoption and implementation of procedures to administer the college, with an opportunity for review by others. Proposed procedures shall be submitted to legal counsel for review when deemed necessary.

Review by others requires notice and an opportunity for comment. The review process for new or modified procedures may vary, depending on the employees or employee groups that are affected. Options for review include, but are not limited to, all-college meetings, NPC Faculty Association, Classified and Administrative Staff Organization, and all-NPC email. Certain procedures may affect only several departments, limiting their review audience. Prior to approval, sufficient time must be provided for employees to comment regarding the proposed procedure. One week shall be deemed the minimum sufficient time for review and comment, barring unusual circumstances or an emergency.

The final decision regarding procedure approval and adoption is solely that of the president.

(Reviewed only 2/19/19)

Policy 1120 Emergency Cessation of Operations

In the event of an emergency, the president, or designee, has the authority to temporarily cease the operation of the college or any delivery site.

(Reviewed only 2/19/19)

Policy 1125 Surplus Property Representatives

The president, Chief Business Officer, and/or designee are the college's representatives to the State Surplus Property Division of the Department of Administration.

(Reviewed only 2/19/19)

Policy 1134 Tuition Waivers for Arizona National Guard Members

In accordance with A.R.S. §15-1808, the president, or designee is authorized to provide tuition waivers for Arizona National Guard members who received a Purple Heart citation on or after September 11, 2001 or who were medically discharged due to an injury or disability suffered while serving under certain conditions.

(Reviewed only 2/19/19)

Policy 1135 Tuition Waivers for Survivors of Arizona Public Safety Personnel

In accordance with A.R.S. §15-1808, the president, or designee, is authorized to provide tuition waivers to survivors of Arizona peace officers, correctional officers, fire fighters, emergency paramedics and National Guard members who were killed in the line of duty.

(Reviewed only 2/19/19)

Policy 1136 All Other Tuition Waivers

The president, or designee, is authorized to provide tuition and media fee waivers to college employees, district governing board members, and retirees with meritorious service recognition as deemed appropriate, and with the best interests of the college in mind.

(Revised 5/19/20)

Policy 1137 College Property

The president, or designee, is responsible for the establishment of procedures for the security of property, use of vehicles, and disposal of property.

(Reviewed only 2/19/19)

Policy 1138 Technology Resources

Overview

Northland Pioneer College's (college) Technology Advancement and Support division (TAS) is

committed to providing a secure yet open network that protects the integrity and confidentiality of information resources while maintaining their accessibility. This policy recognizes and establishes a model that will be followed by the college for creating TAS procedures.

Policy

The president, or designee, is authorized to develop procedures for the security, use and control of college technology resources.

The Chief Information Officer (CIO) shall establish technology procedures, and best practices for the college's technology infrastructure in order to secure all Information Technology (IT) assets and promote the most efficient use of technology resources. All TAS policies and procedures will be based on this policy. All procedures will be reviewed at a minimum of an annual basis (every September) and updated when necessary.

The CIO will report to the President's Cabinet and the District Governing Board on the status of the college's technology policies and procedures as needed.

All operating units within the college that use information technology are responsible for:

1. Adhering to the IT policies and procedures.
2. Promoting IT policy and procedure adherence.
3. Complying with the requirements of the IT governance model adopted by the college.
4. Preventing unauthorized access to college information, personal files, and e-mail.
5. Informing the CIO if there are any problems with a policy/procedure or if inputs from other sources do not comply with the defined policies approved by the Board.

(Reviewed only 2/19/19)

Policy 1150 Copyrighted Material

Illegal reproduction of copyrighted material on college machines and equipment is prohibited. Violation of this policy may lead to disciplinary action.

(Reviewed only 2/19/19)

Policy 1160 Intoxicants or Narcotics

No employee, student, or visitor may possess or bring on to any college-owned or controlled property or facilities or to any off-campus activity any intoxicant, alcoholic beverage, illegal drug, hallucinogen or narcotic, dangerous drug, prescription drug without prescription, steroids, except possession by an instructor for the express purpose of laboratory experimentation and education purposes within statutory limits. If used for experimentation, it must be done under the strict supervision and with the full knowledge and support of the administration. Violation of this policy may lead to disciplinary action.

(Reviewed only 2/19/19)

Policy 1170 Intellectual Property

Northland Pioneer College is committed to encouraging innovation, creativity, and the development of intellectual property by all employees of the institution.

(Reviewed only 2/19/19)

Policy 1180 Course Material

The president, or designee, is responsible for the establishment of procedures for course material selection and adoption.

(Reviewed only 2/19/19)

Policy 1215 Changes in Administrative Organization

The president shall inform the District Governing Board of significant changes in the administrative organization of the college.

(Reviewed only 3/19/19)

Policy 1219 Standards of Conduct

The president, or designee, shall establish a procedure for compliance with 2 C.F.R. Part 200, §200.318(c)(1) (*General procurement standards*) governing the actions of all public officers and employees engaged in the selection, award and administration of contracts.

(New 01/15/19)

Policy 1220 Conflict of Interest

The president, or designee, shall establish a procedure for compliance with A.R.S. §38-503 requiring all public officers and employees to report conflict of interest in any contract, sale, purchase, or service to the college.

(Reviewed only 3/19/19)

Policy 1221 Third Party Representation

Employees of the college will not represent any third party (private or governmental) in any dealings with the college.

Employees who have a financial interest as an investor, employee, or owner in any company or governmental unit that does business with the college will immediately advise the Vice President for Administrative Services, via the Human Resources Office, of such interest. (Employees with

financial interest will include immediate family members who are an investor, employee, or owner.)

Employees who have such interest will not participate in any transaction with the third party on the part of the college.

(Revised 3/19/19)

Policy 1225 Use of and Conduct on Properties

The president, or designee, is authorized to develop procedures governing the use of and conduct upon the properties of the college pursuant to ARS §13-2911.

(Reviewed only 3/19/19)

Policy 1235 Records Retention

The president, or designee, is authorized to establish procedures for the reproduction and/or destruction of all college records in compliance with Federal and State statutes and the Records Retention and Disposition for Arizona Community Colleges and Districts as developed by the Arizona State Library, Archives and Public Records--Records Management Division.

(Reviewed only 3/19/19)

Policy 1240 Fund Raising

Any fund raising on behalf of the college (annual ongoing programs, special one-time events, capital campaigns, etc.) must be approved by the president.

(Reviewed only 3/19/19)

Policy 1245 Annual Report

The president shall submit to the Board and the Arizona Community College Association a "President's Annual Report" in accordance with provisions of A.R.S. §15-1427.

(Reviewed only 3/19/19)

Policy 1280 Official Function

In accordance with the Arizona Attorney General's Opinion I85-051, the college defines an official function as an activity authorized by the college administration supporting and furthering the mission, goals, and objectives of the college.

The following funds may be used for official function expenditures provided funds have been appropriated and budgets have been established and approved for the purpose:

1. Current Unrestricted Fund
2. Current Auxiliary Fund
3. Current Restricted Fund [function must be within the specific grant guidelines]

The following goods and services are among those deemed to have a valid public purpose and are examples of purchases for official functions:

1. Breakfast, lunch, or dinner for meetings where it is more convenient to continue with the work at hand rather than break to eat, and for college-sponsored workshops, receptions, and meetings.
2. Refreshment for breaks for college-sponsored workshops, receptions and meetings.
3. Meeting rooms for the function.
4. Table decorations as necessary.

Prior approval for use of funds for official functions must be obtained from the college president or designee.

(Reviewed only 3/19/19)

Policy 1296 Public Information Program

The president, or designee, shall authorize the release of all public information pertaining to the college.

(Reviewed only 3/19/19)

Policy 1300 Acquisition of Facilities

The president, or designee, is authorized to develop procedures for recommendation of facilities acquisition to the District Governing Board.

(Reviewed 1/21/20)

Policy 1305 Lease of Facilities

In addition to the existing facilities, the college will lease or jointly use facilities from other agencies and businesses when necessary and feasible. The president, or designee, will negotiate lease amounts on an individual basis.

(Reviewed 1/21/20)

Policy 1310 Use of Facilities

The president, or designee, is authorized to permit the use of college facilities according to adopted procedures.

(Reviewed 1/21/20)

Policy 1315 Outside Use of Facilities

Each institution, organization, group, or individual desiring to rent or use facilities of the college will provide a Certificate of Insurance with minimum liability limits of one million dollars. This Certificate of Insurance will be provided to the college before the use of the facilities desired.

(Reviewed 1/21/20)

Policy 1330 Tobacco Free Environment

The college prohibits use of nicotine products inside all college owned or leased facilities and all college vehicles. The college provides outdoor designated smoking areas. This policy applies to all employees, students, and visitors while utilizing college buildings, facilities and vehicles.

(Revised 1/21/20)

Policy 1340 Solicitation at College Facilities

The president, or designee, is responsible for the establishment of procedures for authorizing soliciting, advertising, and posting notices at all college facilities.

(Reviewed 1/21/20)

Policy 1345 Possession of Deadly Weapons

The college prohibits possession of all deadly weapons such as firearms, knives (other than pocket knives), ammunition, explosives or other such deadly weapons, on college grounds, inside all college owned or leased facilities, and all college vehicles. The only exception would be those items carried by AZPOST-certified law enforcement officers, Federal Officers, or used in college sanctioned training programs. Any college employee is authorized to request compliance with this policy and/or contact the appropriate law enforcement agency to evict such individual who does not voluntarily follow compliance with this policy. The president, or designee, shall be responsible for the adoption and implementation of procedures regarding the possession of deadly weapons.

(Revised 1/21/20)

Policy 1350 Campus Security and Crime Reporting

Under the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC §1092, the president or designee shall establish a plan for crime awareness and campus security. This shall include an annual security report available to the public.

(Reviewed 1/21/20)

Policy 1402 Student Admissions and Financial Aid

The president, or designee, is authorized to establish procedures for student admissions and financial aid, regardless of religion, gender, creed, national origin, race, age, and disability, consistent with Federal and State laws prohibiting discrimination in employment, and provision of education services.

(Reviewed 2/18/2020)

Policy 1410 Enrollment of High School Students

The president, or designee, is authorized to develop procedures authorizing the enrollment of high school students.

(Reviewed 2/18/2020)

Policy 1411 Students Under High School Age

The president, or designee, is authorized to develop procedures to admit below high school age students.

(Reviewed 2/18/2020)

Policy 1431 Hazing Prevention

Northland Pioneer College seeks to promote a safe learning environment. Hazing is antithetical to that goal. Hazing by organizations, groups or individuals is strictly prohibited at NPC. All students, faculty, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of the Hazing Prevention Procedure, including reporting incidents of hazing when they occur.

I. Definitions

"Hazing" means any intentional, knowing or reckless act committed by a student, faculty, or staff whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

A partial list of examples of hazing includes:

- paddling in any form
- physical or psychological shocks
- late work sessions that interfere with scholastic activities
- advocating or promoting alcohol or substance abuse
- tests of endurance
- submission of members or prospective members to potentially dangerous or hazardous circumstances or activities which have a foreseeable potential for resulting in personal injury
- any activity which by its nature may have the potential to cause mental distress, panic, human degradation, or embarrassment.

2. "**Organization**" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

3. "**Student**" means, for purposes of this procedure, any person who is enrolled at NPC, any person who has been accepted for enrollment at NPC or any person who intends to enroll at NPC within the next twelve (12) calendar months. A person who meets the definition of a student for purposes of this paragraph shall continue to be defined as a student for purposes of this procedure until the person graduates, transfers, or withdraws from NPC.

II. Prohibited Conduct

1. Hazing is prohibited at NPC.
2. Any solicitation to engage in hazing is prohibited.
3. Aiding and abetting another person who is engaged in hazing is prohibited.
4. It is not a defense to a violation of the hazing prevention procedure if the hazing victim consented to or acquiesced in the hazing activity.
5. All students, faculty and staff shall take reasonable measures within the scope of their individual authority to prevent violations of the hazing prevention procedure.

III. Complaints and Reports

Duty to Report.

Any employee or student who witnesses, becomes aware of, or is the victim of hazing shall immediately report the incident to the Director of Student Services (DofSS). If an employee is involved or a victim of hazing the employee should report the incident to their direct supervisor or Chief Human Resource Officer(CHRO). If the DofSS is unavailable, a report to the DofSS would involve a conflict of interest, or the DofSS is the accused the employee or student shall report the hazing to the Vice President for Learning and Student Services. Report directly to the CHRO or DofSS:

Employees involved in or victim of hazing:

Name: Nicole Ulibarri

Title IX Deputy Coordinator - Employees
EEO and ADA/504 Coordinator

Office of Human Resources

Tiponi Community Center, Human Resources Room 302, Painted Desert Campus, Holbrook

(928) 524-7471

Email: nicole.ulibbari@npc.edu

Student involved in or victim of hazing:

Name: Josh Rogers

Title IX Deputy Coordinator - Students

Office of Student Services

Student Center, Room 109, Silver Creek Campus, Snowflake

(928) 536-6227

Email: joshua.rogers@npc.edu

Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address listed above.

Report online, using the reporting form posted at: www.npc.edu/report-it

1. Investigation.

All complaints or reports of hazing shall be promptly and thoroughly investigated. To the extent possible, a hazing complaint will be treated as confidential; however, the College has a responsibility to all employees and students to investigate hazing charges, which may include interviewing the offenders and any possible witnesses. If the hazing incident that has been reported falls under the definition of Sexual Harassment as defined in our Equal Opportunity, Harassment, and Nondiscrimination Policy ([Policy 1102](#)), the Title IX Coordinator will follow the procedure as outlined in [Procedure 2110, Process A, Section 14](#). If not, or if no formal complaint is filed under Process A, The Director of Student Services will follow the procedure as outlined in [Procedure 2110, Process B, Section 6](#). Both Process A and Process B include an appeals process.

2. Sanctions.

Violations of this procedure shall be considered a grave violation of the [Student Conduct Code](#) (Procedure 2625) and will subject a student to discipline up to and including dismissal. Any employee who knowingly permitted, authorized or condoned the hazing activity in violation of this Procedure shall be considered cause for discipline up to and

including dismissal. In addition to these consequences, an Organization as defined in this Procedure may be disciplined by the revocation or suspension of an organization's permission to conduct operations at NPC if the organization knowingly permitted, authorized or condoned the hazing activity. Other sanctions against an Organization may include:

1. loss of campus privileges for the student organization.
2. restitution for damages that may have resulted from the incident.
3. a statement of warning.
4. a probationary period.

Reinstatement of the Organization may be conditioned on compliance with any of the foregoing or any other reasonable conditions imposed by NPC. An Organization shall be afforded a pre-suspension hearing before the president or his designee to afford it an opportunity to rebut the allegations against it. Any substantiated hazing activity that involves a violation of criminal law by any person shall be reported to local law enforcement personnel.

IV. Retaliation

Students and employees are prohibited from retaliation, intimidation, threats, coercion or other discrimination against any individual for exercising that individual's rights or responsibilities under this procedure. Any such acts of retaliation should be reported to the Director of Student Services in the case of students or to the Chief Human Resource Officer in the case of employees.

V. Intention

This Procedure is not intended to prohibit:

1. Customary athletic events, contests or competitions that are sponsored by an educational institution.
2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

(New 11/17/2020)

Policy 1445 Student Clubs & Organizations

The president, or designee, shall provide for co-curricular activities, the establishment of student clubs and organizations, and for the administration of such activities.

(Reviewed 2/18/2020)

Policy 1465 Student Liability Insurance

The president, or designee, will designate the programs and activities for which students are required to obtain specified professional liability insurance at their expense.

(Reviewed 2/18/2020)

Policy 1470 Student Record Confidentiality

The president, or designee, shall establish procedures for the protection of confidential student records and the release of information thereon. Procedures shall be in full compliance with the Family Educational Rights and Privacy Act of 1974, as amended.

(Reviewed 2/18/2020)

Policy 1500 Employee Evaluations

The president, or designee, is responsible for the development of procedures for the annual evaluation of all college employees.

(Reviewed 3/24/20)

Policy 1510 Selection of Staff

The president, or designee, has the responsibility of filling budgeted positions and bringing the names to the next District Governing Board Meeting. See also Policy 1020.

(Revised 3/24/20)

Policy 1521 Job Descriptions

The president, or designee, is authorized to prepare a job description for each employee or each group of employees.

(Reviewed 3/24/20)

Policy 1524 Contracts and Agreements for Employment

The president, or designee, is authorized to provide written agreements for employment and for the establishment of procedures for payment. All agreements for employment will specify salaries, wages and other certain terms and conditions of employment.

(Reviewed 3/24/20)

Policy 1525 Pay Periods and Compensations

The president, or designee, is authorized to establish procedures for pay periods, issuance of paychecks, issuance of employment agreements, and professional development compensation.

(Reviewed 3/24/20)

Policy 1527 Work Week and Flex Time

Hours and Compensation

The regular workweek for full-time employees is a forty (40) hours.

(Reviewed 3/24/20)

Policy 1535 Whistle-Blower Policy

No adverse personnel action will be taken against any Northland Pioneer College employee in reprisal for the disclosure of information on a matter of public concern to a public body, as defined in A.R.S. §38-531(4).

(Reviewed 3/24/20)

Policy 1538 Employee Record Confidentiality

The president, or designee, is authorized to establish procedures for the confidentiality of employee records and the release of information.

(Reviewed 3/24/20)

Policy 1540 Affirmative Action

The president, or designee, is responsible for the establishment of procedures whereby the college shall insure equal employment opportunity within all areas of the college, and equal opportunity in the educational services of the college. These procedures shall be in consonance with State and Federal regulations and guidelines.

(Reviewed 3/24/20)

Policy 1542 Reimbursement of Interview Expenses

The college may reimburse candidates for expenses related to interviews in an amount to be established by the president, in accordance with A.R.S. §15-1406.

(Reviewed 3/24/20)

Policy 1545 Nepotism

Members of the same family (spouse, siblings, or parents, and children) or immediate household members may be employed by the college except under the following circumstances:

1. When one member of a family would be responsible for institutional decisions involving possible direct benefit (including initial appointment, retention, promotion, salary, leave of absence, etc.) to another member of the same family; or
2. When one member of a family would be responsible for supervising, evaluating, or auditing the work of another member of the same family.

When circumstances or relationships conflict or threaten the best interests of the college, the president may make transfers and/or reassignments as needed.

(Reviewed 3/24/20)

Policy 1555 Outside Employment

It shall not be in violation of the policies of the college for full-time employees to be employed by entities other than the college; providing the outside employment shall not interfere with the employment duties of the individual at the college as determined by the employee's supervisor. In no case shall the outside employment interfere with the ability of the college employee to satisfactorily fulfill his/her duties and responsibilities at the college.

(Reviewed 3/24/20)

Policy 1556 Employee Attendance Obligations

The president, or designee, is authorized to establish procedures for employee attendance obligations.

(Reviewed 3/24/20)

Policy 1560 Drug-Free Workplace

It is the intent and policy of the college to maintain a drug-free and alcohol-free working environment for its employees and students.

1. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is the college's intent and obligation to provide a drug-free and alcohol-free, healthful, safe and secure work environment.
2. The college prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and alcohol on college premises, while conducting college business, or at any time which would interfere with the effective conduct of the employee's work for the college.
3. The college recognizes drug and/or alcohol dependency as illnesses and major health problems. The college also recognizes drug and alcohol abuses as potential health, safety and security problems. Employees needing help in dealing with such problems are encouraged to seek help, either through their own resources or by requesting help or referral through the sources designated in the procedure based on this policy. Conscientious efforts to seek help will not jeopardize any employee's job.

4. Employees must, as a condition of employment, abide by the terms of this policy and report any convictions under a criminal drug statute for violation occurring on or off college premises while conducting college business. A report of a conviction must be made within five (5) days after the conviction as mandated by the Drug-Free Workplace Act of 1988.

(Reviewed 3/24/20)

Policy 1562 Political Activity

An employee shall not engage in any political activity while acting as an agent of the college.

An employee shall not use the authority of his or her position to influence or attempt to influence the vote or political activity of any subordinate employee or any person who is a student being instructed by the employee.

(Reviewed 3/24/20)

Policy 1570 Family and Medical Leave Act (FMLA)

The president, or designee, shall develop procedures for implementing the provisions of the Family and Medical Leave Act of 1993.

(Reviewed 3/24/20)

Policy 1575 Sabbatical Leave

The president, or designee, is authorized to develop procedures for sabbatical leave.

(Reviewed 3/24/20)

Policy 1580 Retirement of College Employees

The president, or designee, is authorized to establish procedures and guidelines for retirement and for emeritus and meritorious service recognition.

(Reviewed 3/24/20)

Policy 1595 Separation from Employment

The president, or designee, is authorized to develop procedures for separation from employment with the college.

(Reviewed 3/24/20)

Policy 1710 Faculty Workload

The president, or designee, shall establish procedures for the determination of faculty workload.

(Reviewed only 1/19/21)

Policy 1730 Faculty Assessment

The president, or designee, is authorized to establish faculty assessment procedures.

(Reviewed only 1/19/21)

Policy 1810 Academic Freedom

Northland Pioneer College recognizes that its faculty members are entitled to:

1. Freedom in the classroom to discuss and teach their subject(s) in accordance with college-approved curriculum and the Policies and Procedures of the college. Faculty using relevant materials and/or examples of their particular discipline which may include materials or examples considered controversial by others (students, other faculty, or community members) may do so without being threatened by institutional censorship or discipline.
2. Freedom in research and in the publication of its results, being individually responsible and accountable for its rigor and accuracy.
3. Freedom to speak as private citizens outside instructional settings while making every effort to indicate that their utterances are personal opinion and do not represent Northland Pioneer College.

The college further recognizes that, in the case of faculty, it must provide an environment where the rights of academic freedom described in this Policy are ensured.

Faculty members recognize that free expression is essential to the mission of higher education, and that with freedom comes responsibility. The faculty encourages civil discourse, reasoned thought, sustained discussion and constructive engagement free from behaviors which degrade, abuse, harass, or deny others the opportunity to be heard.

(Revised 2/16/2021)

Policy 1900 Collection of College Funds

The president, or designee, is authorized to establish procedures for the collection of college funds.

(Reviewed only 5/18/2021)

Policy 1902 Out-of-County Tuition Reimbursement

Counties which do not have operating, organized community colleges will be billed for their students' tuition in accordance with A.R.S. §15-1469.

(Revised 5/18/2021)

Policy 1903 Funds from College Events

Funds raised through and by college-sponsored activities are deposited with the Business Office and accounted for in accordance with policies of the Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR).

(Reviewed only 5/18/2021)

Policy 1915 Budget Transfer

The president, or designee, is authorized to establish procedures for budget transfers.

(Reviewed only 5/18/2021)

Policy 1920 Accounting

The president, or designee, is responsible for the establishment and maintenance of an accounting system in accordance with the guidelines set forth in the Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR), guidelines published by the American Institute of Certified Public Accountants (AICPA), and A.R.S. §15-1473.

(Reviewed only 5/18/2021)

Policy 1921 Financial Guidelines

The Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR) as prescribed by the State Auditor General's Office will be the guidelines for all financial activity.

(Reviewed only 5/18/2021)

Policy 1922 Financial Audit

A financial audit will be conducted by the State Auditor General within six (6) months after the close of each fiscal year. If such audit cannot be completed in reasonable time by the Auditor General, the president, or designee, is authorized to hire a Certified Public Accountant to perform such audit.

(Revised 5/18/2021)

Policy 1923 Financial Condition

The president shall avoid fiscal jeopardy and material deviation from District Governing Board priorities as described in the current Strategic Plan.

The president will:

1. Authorize to expend less than or equal to the amount that has been received and carried forward in the fiscal year in the General Fund.
2. Establish and maintain cash management practices that provide for the timely settlement of payroll and other debts and obligations of the District.
3. Make tax payments and other government-ordered payments and filings on an accurate and timely basis.
4. Inform the District Governing Board of contractual breaches, losses or potential losses from grant or contractual arrangements in the amount exceeding \$50,000.
5. Submit a fiscally solvent budget that is in accordance with the District's Mission and Strategic Plan.
6. Submit a balanced budget ensuring that planned expenditures will not exceed the projected disbursements for the fiscal year.

(Revised 5/18/2021)

Policy 1930 Expenditure of College Funds

The president, or designee, is responsible for the development of procedures for the expenditure of college funds in accordance with the Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR) and guidelines published by the American Institute of Certified Public Accountants (AICPA).

(Reviewed only 5/18/2021)

Policy 1960 Reimbursement for Damages

The president, or designee, is authorized to establish procedures for pursuing reimbursement for damage to District-owned property or equipment.

(Revised 5/18/2021)

Policy 1961 Agency and Club Funds Authorization

The president, or designee, is authorized to establish procedures for acceptance, control, and expenditure of agency and club funds.

(Reviewed only 5/18/2021)

Policy 1962 Travel

The president, or designee, is authorized to establish procedures for expenditures for travel in accordance with the Arizona Revised Statutes. (See A.R.S. §15-1406)

(Revised only 5/18/2021)

Board Chair Travel to ACCT Leadership Congress

Recommendation:

Staff recommends approval for Board Chair Laughter to attend the Association of Community College Trustees (ACCT) annual Leadership Congress in New York City, NY.

Summary:

Per Procedure 2036 – District Governing Board Travel “All travel for DGB members exceeding \$500 must be approved by the DGB prior to travel.”

The ACCT Leadership Congress is the largest professional development opportunity for community college trustees, chief executives, and other thought and policy leaders. President Hazelbaker is also expected to attend for Northland Pioneer College.

It is a time for community college leaders to share experiences and expertise, network with people from around the country and beyond, and expand knowledge of the community college sector. The event will feature nationally renowned keynote speakers, peer-to-peer and expert presentations designed to advance governance and student success.

The approximate cost to send a participant will be around \$4000 and money is available in the proposed 2022-23 budget.

Resolution Supporting Establishment of Mr. Daniel Peaches Presidential Scholar

Recommendation:

The District Governing Board supports establishing the Daniel Peaches Presidential Scholarship program to be developed by the President in conjunction with Northland Pioneer College Friends and Family.

Summary:

Mr. Daniel Peaches served on the Navajo County Community College District Governing Board for an unprecedented 36 years and was effective in speaking to the needs of students, particularly those from the Navajo Nation. Northland Pioneer College faculty, staff, students, and the District Governing Board would like to acknowledge his significant contributions and continue his legacy of supporting education by establishing an ongoing scholarship for a Navajo tribal member.

The President, working with staff and Director Wilson of NPC Friends and Family has worked to craft a plan that includes:

- Establishing the Daniel Peaches President's Scholar program by setting aside one President's Scholar slot for a member of the Navajo tribal member. The scholarship is currently set at \$2,200 per semester, and includes inclusion in the Presidential Scholars Program, a cohort-based activity for high achieving students at the college that includes special classes, field trips, and additional mentoring. This expense is not an addition to the budget, but rather comes from reallocated scholarship funds already in the college budget.
- NPC Friends and Family is asking their Board of Directors to contribute additional funding to meet the transportation needs of the Daniel Peaches Presidential Scholar. Faculty noted that travel is a significant barrier to some students participating in the program.

We will begin accepting applications for the Daniel Peaches Presidential Scholar this summer, with hopes to award the first scholarship for Fall 2022.

Request to Approve Tower Maintenance Contract

Recommendation:

Staff recommends approval of a contract with JTS for tower maintenance and support services in the amount of \$110,155.90.

Summary:

JTS was the original installer of microwave tower equipment and is familiar with Northland Pioneer College (NPC) tower locations and needs. With equipment manufacturer, Huawei, no longer able to import to the United States support services are difficult to find. As noted in the attached documentation JTS is recommended as a sole source provider after publication by the Procurement department turned up no other options.

NPC has a supply of replacement parts but would rely on JTS for removal of defective equipment and installation of the replacement to keep the, currently critical, towers operating. The cost for a one-year service level agreement is \$56,606.20, combined with maintenance check up cost of \$53,549.70, for a total of \$110,155.90.

If Requester deems their request to be a Sole Source, Requester must provide a minimum of one (1) competitive quote that indicates discount(s) District is receiving along with completed Sole Source Justification form to Purchasing for review and approval. Competitive quotes are the best way to show that the price is “fair and reasonable”. If competitive quotes were not secured, then there should be an explanation of the method used to determine the reasonableness of the price and technical reasons for selecting the suggested supplier. Completion of this form does not guarantee an automatic approval of the “Sole Source” justification. Purchasing will review the justification form prior to submission to the Chief Business officer for final determination of sole source justification. Please complete the following (additional pages may be attached for further documentation):

Purchase Requisition # _____ Date: _____
 Requester’s Name: Dr. Chato Hazelbaker Phone: 928-524-7420
 Department: Acting TAS CIO E-mail: Chato.Hazelbaker@npc.edu
 Requester’s Signature _____ Dean’s Signature _____

NOTE: Sole Source Justification form must be submitted to the Purchasing Department for review and final approval. (See Guide to Submitting Sole Source Justification for details on process and timeline).

I am requesting this purchase as a sole source because (check if applies):

- Vendor is sole provider of licensed or patented goods or services
- Match existing/compatible with my existing equipment:
 - SJDC ASSET # _____ Serial # _____
 - As a replacement or repair part to match existing equipment (standards)
 - As an accessory or option
 - As a component to be interfaced with the existing equipment

- Vendor is a sole provider of factory-authorized warranty service
- Maintenance is from the original equipment manufacturer

The purchase will be used for: Classroom/teaching Maintenance/repair
 Other (specify) _____

Name of Academic, Curriculum and/or Research: _____

The purchase will meet the standards advocated by the following (provide the name(s) of center/organization): _____

What are the unique performance factors of the product specified (list each factor individually with an explanation of its purpose)?

JTS provides trusted support services to NPC at NPC microwave communications tower sites as the original installer and support service of the Huawei network equipment in use at NPC.
Huawei can no longer import replacement parts or provide support so service is EXTREMELY difficult to find.
NPC has the replacement parts so we rely on JTS to remove and install these components as our original Huawei authorized vendor and service provider.

Why are these specific factors required (attach specification sheet if available)?

Huawei specific equipment knowledge and understanding.
Experience and familiarity with NPC communications tower sites on and off White River Apache Indian Res.
JTS knows our FCC call signs and frequencies intimately, how they are assigned and configured for NPC Huawei configurations.

What other products have been examined and rejected and why?

N/A

Why is the acquisition restricted to this good/service/supplier?

Product is uniquely compatible with existing equipments/systems; change of provider would result in an interruption of critical network communications maintenance services thus impacting NPC College business and reputation.

Provide the background of events leading to this acquisition.

JTS installed the current NPC microwave equipment in 2018 and is familiar with the remote locations and mountain terrain where NPC communications towers are located.
JTS has the resources and authorization to go to those varied and difficult to access remote locations.

What are the consequences of not having this sole source approved and going out for full and open competition? (Describe in detail the impact to the department and to the programs)

If the equipment isn't properly re-aligned & maintained, the microwave links will not provide the expected through-put and quality of service needed to keep the college functioning at current centers and campuses.
At this time NPC has one link that needs attention due to intermittent signal loss and JTS has the expertise familiarity and resources to troubleshoot and resolve the issue.

ATTACHMENT 1- GENERAL SPECIFICATIONS

List the general specifications for your Sole Source Justification request.

NOTE: Do not provide specifications from a specific vendor as this can disadvantage & limit the number of vendors who could provide a bid. It is imperative that NPC demonstrates a fair and impartial competitive acquisition process.

- * Huawei authorized seller and service provider in the U.S.A.
- * Must have knowledge of NPC FCC call signs & frequencies and properly configure & troubleshoot Huawei equipment.
- * Must have and show proof of current Tower Authorized Competent Climber/Rescuer & Competent Rigger authorization.
- * Must have resources and ability to safely access remote AZ tower communication sites
- * Must have proper tower climbing equipment to safely access and rig equipment at heights in inclement weather.
- * Must have authorization to access and work on the Arizona White Mountain Apache Indian Reservation.

Forward to Purchasing Department

Purchasing Department Use Only

Describe the uniqueness of the acquisition (why was the good/service/supplier chosen?)

Selected vendor has intimate knowledge of system stemming from history of installation, test and previous maintenance activity.

What other Community College Districts have utilized this vendor as a Sole Source Purchase?

None identified.

What are the consequences of not purchasing the good/service or contracting with the proposed supplier?

Potential system downtime/disruption of service during on-boarding phase of alternate vendor.

What market research was conducted to substantiate no competition, including evaluation of other items considered? (Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the department concluded that such alternatives are either inappropriate or unavailable, the names, phone numbers and addresses of suppliers contacted and the reasons for not considering them must be included or an explanation of why the survey or effort to identify other goods/services was not performed. Be sure to specify the reasons for not meeting specifications.)

Limited - Previous service agreement based upon system installation agreement with limited competition.

Please describe and provide estimates and methodology for total ownership costs that will be required each year beyond this initial acquisition.

Information available indicates cost increases closely follow cpi.

Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier.

Based upon history and unique familiarity of system, option supports minimum downtime mission goal.

Names of other Vendors who can furnish similar products:

Vendor Name	Essential Requirement(s) Vendor Unable to Provide
<u>None identified.</u>	<u>Publish notice of intent to sole source to identify potential options.</u>

<hr/>	<hr/>
<hr/>	<hr/>

Buyer's Sole Source verification research/results:

Confirmed (specify or attach backup documents) Denied (specify reason for denial)

RFC 22-02 - Intent to Sole Source - NPC Microwave Communications Tower Maintenance

Project Overview

Project Details	
Reference ID	RFC 22-02
Project Name	Intent to Sole Source - NPC Microwave Communications Tower Maintenance
Project Owner	Robert Johnson
Project Type	RFC
Department	Purchasing
Budget	\$0.00 - \$0.00
Project Description	Intent to Sole Source - NPC Microwave Communications Tower Maintenance. Qualified service providers are invited to respond with information for consideration stating capabilities to meet basic requirements provided.
Open Date	Apr 12, 2022 2:00 PM MST
Close Date	Apr 27, 2022 3:00 PM MST

Opportunity Funnel	
<i>Department</i>	IT
<i>Project</i>	Intent to Sole Source - NPC Microwave Communications Tower Maintenance
<i>Ref. #</i>	RFC 22-02
<i>Project Type</i>	RFC
<i># Vendor Invitations</i>	236
<i># Document Takers</i>	8
<i># Submissions Created</i>	0

Highest Scoring Supplier	Score
--------------------------	-------

No Submissions

Conflict of Interest

Declaration of Conflict of Interest You have been chosen as a Committee member for this Evaluation. Please read the following information on conflict of interest to see if you have any problem or potential problem in serving on this committee. ## Code of Conduct All information related to submissions received from Suppliers or Service Providers must be kept confidential by Committee members. ## Conflict of Interest No member of a Committee shall participate in the evaluation if that Committee member or any member of his or her immediate family: * has direct or indirect financial interest in the award of the contract to any proponent; * is currently employed by, or is a consultant to or under contract to a proponent; * is negotiating or has an arrangement concerning future employment or contracting with any proponent; or, * has an ownership interest in, or is an officer or director of, any proponent. Please sign below acknowledging that you have received and read this information. If you have a conflict or potential conflict, please indicate your conflict on this acknowledgment form with information regarding the conflict. I have read and understood the provisions related to the conflict of interest when serving on the Evaluation Committee. If any such conflict of interest arises during the Committee's review of this project, I will immediately report it to the Purchasing Director.

Name	Date Signed	Has a Conflict of Interest?
------	-------------	-----------------------------

No Submissions

Submissions

Supplier	Date Submitted	Name	Email	Confirmation Code
----------	----------------	------	-------	-------------------

No Submissions

Sole Source Justification Form

Request for Quotes submitted date (Public Purchase): N/A

Responses? Yes No

List responses: _____

N/A Verified other Community College Districts or government entities have utilized vendor as sole source

Notice of intent to sole source published

Completed by: R Johnson Date: 27 April 2022

Procurement Manager: Robert Johnson Date: Apr 27, 2022

Chief Business Officer:  Date: Apr 27, 2022



JTS

5310 S Cockrell Hill Road Phone 972-620-1435
Dallas, TX 75236 Fax

The Preferred Choice in Wireless Integration

Proposal

JTSQ10121

03/24/22

James Hawkins

Thomas Watkins
Northland Pioneer College
White Mountain Campus
1001 W Duece of Clubs
Show Low, AZ 85901

Thomas Watkins
Northland Pioneer College
White Mountain Campus
1001 W Duece of Clubs
Show Low, AZ 85901

NPC Service Level
Agreement

Service Level Agreement

- 1. 1 Year Service Level Agreement includes the following:
 - a. 40 Hours of Phone Support
 - b. One Service trips with 48-hour response time
 - c. One Service trips with 72-hour response time
 - d. Optional Network Health Check with Report

Note: If inclement weather prevents traveling to the site, it will be the responsibility of Northland Pioneer College to coordinate the appropriate vehicle to facilitate JTS being able to access the sites.

Equipment

1	One Year Service Level Agreement	
2	1 Labor & Travel - One Service Call per year (48 Hour Response)	\$24,249.25
3	1 Labor & Travel - One Service Call per year (72 Hour Response)	\$24,249.25
4	1 40 Hours Phone Support	\$5,051.20
5	1 Labor & Travel - Annual Service Trip W/ Report	\$56,606.20

Please contact me if I can be of further assistance.



Thomas Watkins,

Thank you for the opportunity to provide a Service Level Agreement for Northland Pioneer College. We value your business and look forward to aiding in your efforts for a reliable communication system. Please read through each section and if you have a question, please let us know.

Service Level Agreement Summary

This summary provides you with the items that are being proposed for this SLA. There are options below that you can select that could alter the overall price depending on your choices. This summary is to be used as a quick reference to the overall cost of the options JTS best feels would cover your system under this agreement.

SLA Summary - 1 Year Option	
1 Year Option – Includes 2 Service Trips per Year – One 48Hr. Response Time and One 72Hr. Response Time Service Trip (Includes 40Hr. of Phone Support)	\$53,549.70
Optional Maintenance Check Up	\$ 56,606.2
SLA Total	\$110,155.90



Service Trip Labor Rates; After Service Trips Exhausted

Under this Service Level Agreement, the following labor rates will apply for any service call needed after service trips have been exhausted.

A 4-hour minimum will be charged per service call, if crew is required onsite, based on the requested time and billed at the pricing below. This does not include drive time to and from the site.

5-Day Minimum - Labor Rates		
1	2 Man Crew, 1-Day Minimum, Normal Business Hours	\$ 2,798.74
1	2 Man Crew, 1-Day Minimum, After Normal Business Hours	\$ 3,111.08
1	2 Man Crew, 1-Day Minimum, JTS Holiday Hours	\$ 3,456.76

Each additional hour needed on site for the service trip will be based on the requested time and billed at the pricing below.

Each Additional Hour - Labor Rates		
1	2 Man Crew, Per Hour, Normal Business Hours	\$ 279.87
1	2 Man Crew, Per Hour, After Normal Business Hours	\$ 311.10
1	2 Man Crew, Per Hour, JTS Holiday Hours	\$ 345.67

The following travel rates will apply and be billed per service trip if applicable.

Travel Rates - Charged if Applicable per Service Call		
1	Price / Mile	\$0.59
1	Per Diem / Crew Member / Day	\$75.00
1	Lodging / Day	\$178.57



Phone & Remote Support

JTS will respond to all service calls by phone, text, or email prior to deploying a crew to determine if a crew will be needed or if the issue can be resolved remotely. JTS will seek to solve the customer’s reported issue remotely by logging into the radio with customer provided remote connection.

Forty (40) Hours of Phone and Remote Support are included within the SLA package you select. If your trips are exhausted or you exceed forty (40) hours of phone and remote support, each hour will be billed at the rate below.

Phone Support		
1	Phone & Remote Support / Hr.	20 Hours Included with Service Option
1	Phone & Remote Support / Hr.	\$126.28

Materials

Any materials that are found to be defective, damaged, deteriorating, or missing will be replaced and billed at **current JTS pricing**. The customer will be notified of the replacement that is needed, prior to replacement for customer approval.

The following list outlines most of the possible materials that could be affected:

- Cat5/Cat6/Fiber Cables
- Cat5/Cat6/Fiber Connectors
- Power Cable
- Power Connectors
- Power Injectors
- Cable Support (hangers, cushions, tie wire, beam clamps, stand-offs)
- Mounts
- Mounting Hardware
- Lightning or Surge Protectors
- Radio or Tower Grounding Components
- Etc....

Service Call Procedure

Once a purchase order has been received for the Service Level Agreement, you will be contacted for customer set up. Our service department will provide a customer number to you that will be used should you need to contact us for service, we will also gather remote log in information needed for logging into the radios, if allowed.

If service is needed, you can contact us by the following methods:

Phone Call - (972)-620-1435, Ext. 130

Email - Servicecall@JTS.net

JTS will acknowledge within 1 hour with a return call or e-mail during normal business hours, JTS will acknowledge within 4 hours if service call is received after normal business hours or on a JTS observed holiday. The customer will be given a service ticket number to reference for future reference on support or billing questions.

The service technician will work to identify and solve the issue remotely through some troubleshooting steps that can be performed by the customer onsite or by JTS through a remote connection into the radio(s).

If the issue cannot be remedied remotely, a crew will be dispatched to the customer location based on the selection of service desired. Travel time for the service crew will start when they depart from JTS warehouse and end when they arrive onsite at customer location; Travel time will restart once they leave the customer location and time will stop when they return to JTS warehouse. All onsite hours and travel time hours will be billed at stated rate along with any other travel charges that apply per service trip.

JTS will analyze the information gathered during the service call and produce a report, outlining the issue found and the resolution of the issue. JTS will provide cable test results, photos (if applicable with equipment changed out), and bandwidth tests for the data speeds of the link (if allowed during customer maintenance window) within the report.

Service call will be complete when the report has been sent to the customer. The invoice (if applicable) will be sent immediately after the report has been submitted referencing the service ticket number.



Equipment Covered Under SLA

The following list of equipment and associated hardware was installed by JTS and will be covered under this SLA. Any equipment not listed will fall out of scope of the service trip performed and JTS will not be responsible for providing service.

Location	QTY.	MFG.	Model No.	Band
Northland Pioneer College (Multiple Sites)	15 Links	Huawei	Multiple Models w/ Different Frequencies	Multiple FCC Licensed



Optional Recommended Annual Preventative Maintenance Check Up

An annual preventative maintenance trip is recommended for all microwave system components. This is not mandatory but highly encouraged to help identify/repair issues before they become a problem. This preventative checkup will be scheduled within the last 60 days of each year of the service level agreement. Pricing has been provided below for the annual preventative checkup.

The following tasks would be performed under the Annual Preventative Check Up:

Task	Applicable
Performance Comparison Installation/Current (Radio Equipment, Fiber, Ethernet, Waveguide and Coax)	<input checked="" type="checkbox"/>
Weather seal Outdoor Coax Connectors	<input checked="" type="checkbox"/>
Antenna Alignment (if required)	<input checked="" type="checkbox"/>
Check Bolt Hardware Tightness	<input checked="" type="checkbox"/>
Weather seal Transmission Line Building Entry Ports (if required)	<input checked="" type="checkbox"/>
Radio Equipment (Manufacturer Recommended Maintenance)	<input checked="" type="checkbox"/>
Transmission Line Attachments	<input checked="" type="checkbox"/>
Re-apply Transmission Line Labels	<input checked="" type="checkbox"/>
Verify Equipment Grounding	<input checked="" type="checkbox"/>
Disconnect Link to Verify Redundancy Is Functional (if applicable)	<input checked="" type="checkbox"/>
Record Equipment Voltage	<input checked="" type="checkbox"/>
Indoor Equipment Cleaning (if applicable)	<input checked="" type="checkbox"/>
Perform System Repairs	<input checked="" type="checkbox"/>
Ground System Inspection and Measurement	<input checked="" type="checkbox"/>
Report (Customer to Receive Copy)	<input checked="" type="checkbox"/>

Annual Maintenance Check Up Pricing	
Annual Maintenance Check	\$52,049.70
System Maintenance Report	\$1,500.00

*Please select an option below by placing a check mark next to your choice

Yes. Please provide an annual preventative checkup once my service trips are exhausted.

No. I do not want an annual preventative checkup once my service trips are exhausted.

JTS Terms & Conditions

- Terms of Payment** (Unless Otherwise Indicated)
Credit Card Purchase Authorization form must be completed and forwarded to JTS. Credit Card will be used to secure payment. Terms are **Net 30** upon completion.



2. **Acceptance of Order:** Termination Acceptance of order is subject to credit approval and acceptance of order by Seller and Seller's suppliers. If Buyer's credit becomes unsatisfactory to Seller, Seller reserves the right to terminate upon notice to Buyer without liability to Seller.
3. **Prices and Shipments:** Unless otherwise quoted, prices shall be those in effect at time of shipment of hardware which shall be made FOB shipping point.
4. **Cancellation:** Cancellation charges will be applied to cover any Order Processing costs incurred prior to cancellation, including but not limited to the manufacturer's costs for custom configured equipment, the cost of manufacturer's required deposit for custom equipment and restocking charges for standard equipment.
5. **Return of Goods:** Credit will be allowed for goods returned only with prior approval of Seller and Seller's suppliers. Original packaging must be unopened. If return is approved, a deduction will be made from credits to cover cost of handling.
6. **Taxes:** Prices shown do not include sales or other taxes imposed on the sale of goods. Taxes now or hereafter imposed upon sales or shipments will be added to the purchase price. Buyer agrees to reimburse Seller for any such tax or provide Seller with acceptable tax exemption certificate
7. **Delay in Schedule:** Working hours for on-site services or installation are assumed to be Monday through Friday 7:00 AM to 4:00 PM. Delays due to other vendors or other trades, inaccessibility of the working area or expedited schedules over which the Seller has no direct control may result in overtime requirements which will be billed to the Buyer as Change Orders.
8. **Delay in Delivery:** Seller is not accountable for delays in delivery occasioned by acts of God or other circumstances over which the Seller has no direct control. Factory shipment or delivery dates are the best estimates of our suppliers and in no case, shall Seller be liable for any consequential or special damages arising from any delay in delivery.
9. **Change Orders:** Without invalidating the contract, Seller and Buyer may agree, at any time or from time to time, to make additions, deletions or revisions in the Scope of Work, Specifications or Assumptions. If any such addition, deletion, or revision results in an adjustment to the purchase price of the scheduled time of performance, a change order must be executed prior to the commencement of any such modification. The amount of any adjustment in the Purchase price and the performance schedule shall be agreed upon and incorporated in the change order. No work shall begin until the change orders are signed by the Buyer and the Seller.
10. **Insurance:** Seller will provide insurance as follows (a) Workman's Compensation insurance as required by statute and Employer's Liability with limits of \$1,000,000 per occurrence. (b) Comprehensive General Liability (excluding products and completed operations) insurance with bodily injury and property damage liability combined single limit of \$1,000,000 per occurrence.
11. **Hardware Warranties:** Seller warrants that goods sold are free of any security interest and will make available to Buyer all transferable warranties made to Seller by the manufacturer of the goods. Seller makes no other express or implied warranties and specifically makes no implied warranties of merchantability or fitness for purpose. Seller is not responsible for software or hardware incompatibilities.
12. **Service Warranties:** Seller warrants that technical, consulting or installation service(s) furnished pursuant to this proposal shall be performed by trained and qualified personnel and shall, where applicable, meet JTS's specifications therefore, and/or generally accepted industry standards of workmanship and quality. This warranty shall be effective for a period of thirty (30) days after completion of the installation service(s). Any service found, during the warranty period, to be nonconforming to the above stated warranty shall, at JTS's expense, be re-performed to meet the warranty requirements. Any technical service or consultation beyond the scope of this proposal will be provided at prevailing time & material rates.
13. **Limitation of Liability:** Buyer's remedies under this agreement are subject to any limitations contained in manufacturer's terms and conditions to Seller, a copy of which will be furnished upon written request. Furthermore, Seller's liability shall be limited to either repair or replacement of the goods or refund of the purchase price all at Seller's option, and in no case shall Seller be liable for incidental or consequential damage. In addition, claims for shortages, other than loss in transit, must be made in writing not more than five (5) days after receipt of shipment.
14. **Waiver:** The failure of seller to insist upon the performance of any of the terms or conditions of this contract or to exercise any right hereunder shall not be deemed to be a waiver of such terms, conditions or rights in the future, nor shall it be deemed to be a waiver of any other term, condition or right under this contract.
15. **Modification of Terms and Conditions:** No terms and conditions other than those stated herein, and no agreement or understanding, in any way purporting to modify these terms, or conditions, shall be binding on Seller without Seller's written consent.
16. **Venue:** Should any litigation arise, venue for litigation is to be Dallas, Texas.

I, _____ understand and agree to the pricing, terms, and conditions of this service level agreement. It is understood that the length of this service level agreement or Priority Response is for a full calendar year from JTS's receipt of purchase order. JTS will notify the customer 60 calendar days before the expiration of this agreement and provide options on continuing same level of service for another year.



A formal quote with the choices made in this agreement will be sent upon receipt of this signed agreement. The formal quote will detail the selections made and provide pricing for the creation of the purchase order.

Customer Printed Name

JTS Officer Printed Name

Customer Title

JTS Officer Title

Customer Signature

JTS Officer Signature

Date

Request to Approve Equipment Warranty

Recommendation:

Staff recommends approval to purchase warranty on the Cisco Equipment ordered through the Rural Utilities Services – Distance Learning and Technology (RUS-DLT) grant for a total cost of \$47,945.37.

Summary:

During the March meeting the District Governing Board approved the purchase of equipment to outfit Dual Enrollment classrooms at the college and High School partners, creating fully functioning “endpoints” in each. The funding source was a RUD-DLT grant the college received.

The equipment has now been ordered and the college would like to have the warranty ready for when we receive everything. The cost was also written in to the grant so would come from the same funding source. Mohave ESC 20F-CDWG-1003 contract was utilized for best pricing and all applicable taxes have been added.

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
MPGT052	1/27/2022	QUOTE 8 - SMARTNET CSROOMK9	302679	\$47,945.37

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
CIS DIR SN CON-ECDN-CSROOMK9 Mfg. Part#: CON-ECDN-CSROOMK9 Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.4300% \$2,896.63 Contract: Mohave ESC 20F-CDWG-1003 (20F-CDWG-1003)	22	6338948	\$2,047.67	\$45,048.74

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	\$2,896.63
	GRAND TOTAL	\$47,945.37
	DELIVER TO Shipping Address: NORTHLAND PIONEER COLLEGE ATTN: JASON LABUTE 102 N 1ST AVE HOLBROOK, AZ 86025-2902 Shipping Method: ELECTRONIC DISTRIBUTION	
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
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LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$45,048.74	\$1,218.57/Month	\$45,048.74	\$1,404.17/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 the Designs for Parking Lot Expansion & Front Office Remodel

Recommendation:

Staff recommends approval of the SPS+ Architects (SPS+) design of the parking lot expansion and remodel of the front office at the Little Colorado Campus (LCC) located in Winslow.

Summary:

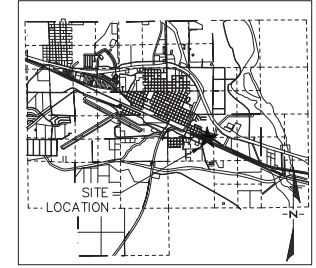
In January 2022, the District Governing Board awarded a contract to SPS+ to develop designs for construction projects at the LCC location. The attached drawings address the projects listed below:

1. Expand **parking lot** on campus by adding 50 new spaces. The parking lot will be on the east side of the campus near the existing Blunk Health Sciences Center.
2. Remodel a portion of the existing library space into a “**One Stop Shop**” for student services. The “One Stop Shop” will provide efficient and expanded services to students. The remodeling project will not increase the existing square footage of the building.

Upon approval of the designs a construction bid packet will be developed to solicit potential vendor(s). This information will be provided to the Board at a future meeting.

CITY OF WINSLOW NPC ADDITIONAL PARKING IMPROVEMENT PLANS

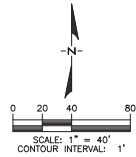
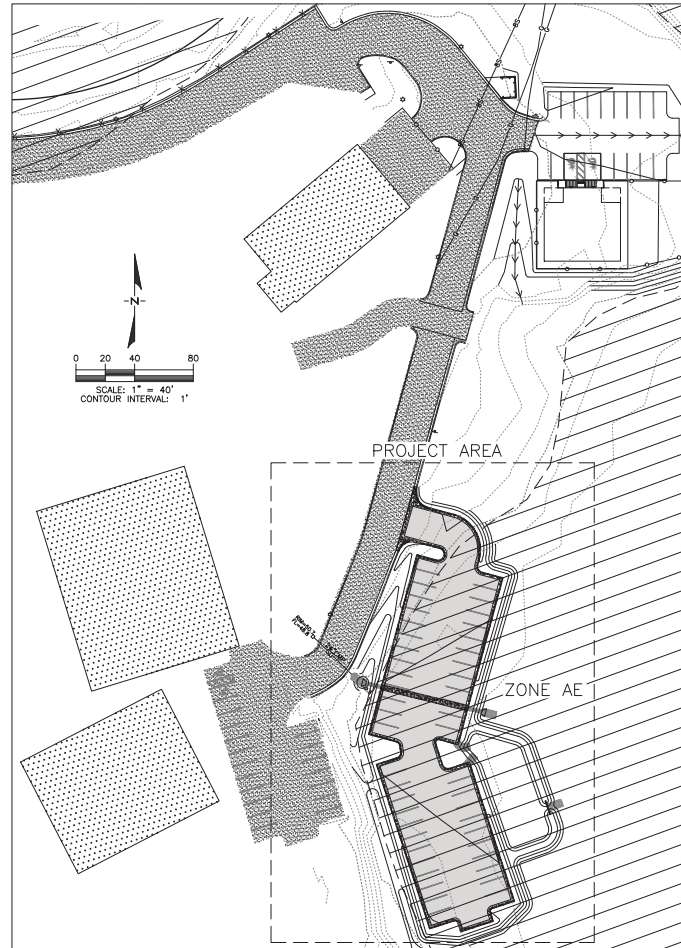
A PROPOSED IMPROVEMENT IN THE NE QUARTER OF THE NE QUARTER OF SECTION 30, TOWNSHIP 19 NORTH, RANGE 16 EAST, GILA AND SALT RIVER BASE AND MERIDIAN, NAVAJO COUNTY, ARIZONA



VICINITY MAP
NOT TO SCALE

LEGEND

	EXISTING PROPERTY LINE
	EXISTING MAJOR CONTOUR
	EXISTING MINOR CONTOUR
	EXISTING FLOWLINE
	EXISTING WATER LINE
	EXISTING 8" SANITARY SEWER LINE
	EXISTING GAS LINE
	EXISTING BARBED WIRE FENCE
	EXISTING CHAIN LINK FENCE
	EXISTING GUARD RAIL
	EXISTING CONCRETE
	EXISTING STRUCTURE
	EXISTING PAVEMENT
	PROPOSED EASEMENT
	PROPOSED MAJOR CONTOUR
	PROPOSED MINOR CONTOUR
	PROPOSED FLOWLINE
	PROPOSED CULVERT
	PROPOSED CONCRETE
	PROPOSED STRUCTURE
	EXISTING STREET LIGHT
	EXISTING WATER VALVE
	EXISTING FIRE HYDRANT
	EXISTING SANITARY SEWER MANHOLE
	EXISTING GAS READOUT
	EXISTING LIGHT POLE
	EXISTING SIGN POST
	EXISTING BOLLARD
	FOUND REBAR AS NOTED



SHEET INDEX

- 1 COVER
- 2 NOTES
- 3 DETAILS
- 4 GRADING & DRAINAGE

SURVEY CONTROL NOTE

BASES OF BEARINGS: GEODETIC NORTH DERIVED FROM GPS OBSERVATIONS. THE LABELED BEARINGS BETWEEN ANY TWO POINTS SHOWN HEREON MAY BE USED AS A BASIS OF BEARINGS.

FLOOD ZONE NOTE

THE PROJECT IS LOCATED IN ZONE X AND ZONE AE PER FEMA FIRM 04017C3018F (EFF. 3/2/2016).

UTILITY ACKNOWLEDGEMENT

BY LETTER	DATE
ARIZONA PUBLIC SERVICE	
BY LETTER	DATE
UNISOURCE ENERGY	
BY LETTER	DATE
CENTURYLINK	
BY LETTER	DATE
CABLE ONE	

CITY OF WINSLOW APPROVAL

PUBLIC WORKS DIRECTOR	DATE
-----------------------	------

CONCEPT APPROVAL

THE CITY OF WINSLOW APPROVES THESE PLANS FOR CONCEPT ONLY. ALL LIABILITY FOR ERRORS OR OMISSIONS IS THE RESPONSIBILITY OF THE DESIGN ENGINEER.

AUTHORIZATION TO CONSTRUCT

THE SIGNATURES ABOVE ARE REQUIRED BEFORE THE CONTRACTOR CAN COMMENCE. UNSIGNED, THESE PLANS HAVE NOT BEEN COMPLETED WITH RESPECT TO AGENCY REVIEW AND APPROVAL.

OWNER

NORTHLAND PIONEER COLLEGE
1400 E THIRD ST
WINSLOW, AZ 86047
(928) 289-6511

ENGINEER

WOODSON ENGINEERING AND SURVEYING, INC.
124 N. ELDEN ST.
FLAGSTAFF, AZ 86001
(928) 774-4636

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124 N. ELDEN ST. FLAGSTAFF, AZ 86001
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Richard L. Schuller



Z:\winro\122509_SPS_Architects - NPC_Parking_Lot\00_Design\CADD\CADD_01_COVER.dwg

122509

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124 N. ELDEN ST. • FLAGSTAFF, AZ 86001 • PHONE: (928) 774-4636 • WWW.WOODSONENG.COM

4/11/2022

CITY OF WINSLOW
NPC ADDITIONAL PARKING
IMPROVEMENT PLANS

DATE: 4/11/2022
TIME: 12:00P
PAGE: 01 COVER

SHEET 1 OF 4

WATER AND SEWER NOTES

- ROUGH GRADING SHALL BE COMPLETED WITHIN ONE TENTH OF A FOOT OF PLAN GRADE PRIOR TO INSTALLATION OF UNDERGROUND UTILITIES.
- NO TRENCH SHALL BE FILLED WITH BEDDING MATERIAL OR BACKFILL UNTIL THE EXCAVATION AND PIPE LAYING, RESPECTIVELY, HAVE BEEN APPROVED BY THE CITY'S AUTHORIZED REPRESENTATIVE.
- A WATER PRESSURE TEST IS REQUIRED OF ALL WATER LINES AND A HYDROSTATIC OR AIR TEST IS REQUIRED OF ALL SEWER LINES. TESTS ARE TO BE CONDUCTED AFTER BACKFILLING IS COMPLETE AND BEFORE THE WATER LINE SHALL BE LEAKAGE AND PRESSURE TESTED PER AWWA C-600 STANDARDS.
- WATER AND SEWER SERVICE LINES ARE TO BE MARKED AS SHOWN ON THE STANDARD SERVICE DETAILS. NO SEWER SERVICE LINES ARE PERMITTED IN A MANHOLE.
- WATER LINE DISINFECTION IS TO BE ACCOMPLISHED AS OUTLINED IN ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY (ADEQ) BULLETIN NO. 8.
- WATER PIPE CLASSIFICATION SHALL BE CLASS 200 C-900 IRON AND SHALL CONFORM TO CAST-IRON OUTSIDE DIAMETER AND HAVE ELASTOMERIC GASKETS AND COUPLINGS. ALL DUCTILE IRON PIPE LINES SHALL BE POLYETHYLENE ENCASED IN ACCORDANCE WITH MAG SPECIFICATIONS.
- ALL PUBLIC SANITARY SEWER LINES WILL BE INSPECTED PRIOR TO ACCEPTANCE BY THE CITY.
- IN ORDER TO PROTECT PUBLIC WATER SYSTEMS FROM POSSIBLE CONTAMINATION, A WATER MAIN SHALL NOT:
 - INFRADE UPON AN AREA WHICH IS WITHIN SIX FEET OF EITHER SIDE OF A WATER MAIN AND SHALL NOT BE BELOW, AT THE SAME LEVEL AS, OR LESS THAN TWO FEET ABOVE THE TOP OF THE SEWER MAIN, UNLESS EXTRA PROTECTION IS PROVIDED. EXTRA PROTECTION SHALL CONSIST OF CONSTRUCTING THE SEWER MAIN WITH MECHANICAL JOINT DUCTILE IRON PIPE OR WITH SLIP JOINT DUCTILE IRON PIPE IF JOINT RESTRAINT IS PROVIDED OR SHALL CONVEYED IN THIS SUBPARAGRAPH. EXTRA PROTECTION SHALL BE AT LEAST SIX INCHES OF CONCRETE. EXTRA PROTECTION SHALL CONSIST OF ENCASEMENT BOTH WATER AND SEWER IN SIX INCHES OF CONCRETE FOR AT LEAST TEN FEET BEYOND THE AREA COVERED IN THIS SUBPARAGRAPH.
 - UNDER ANY CIRCUMSTANCES, INFRADE UPON AN AREA WHICH IS WITHIN TWO FEET OF EITHER SIDE OF OR TWO FEET BELOW THE SEWER MAIN.
- NO WATER PIPE SHALL PASS THROUGH, OR COME INTO CONTACT WITH ANY PART OF A SEWER MANHOLE. THE MINIMUM HORIZONTAL SEPARATION BETWEEN WATER MAINS AND MANHOLES SHALL BE SIX FEET, MEASURED FROM THE CENTER OF THE MANHOLE.
- THE MINIMUM SEPARATION BETWEEN FORCE MAINS OR PRESSURE SEWERS AND WATER MAINS SHALL BE TWO FEET VERTICALLY AND SIX FEET HORIZONTALLY UNDER ALL CONDITIONS WHERE A SEWER FORCE MAIN CROSSES ABOVE A WATER LINE, OR LESS THAN SIX FEET BELOW IT, THE SEWER MAIN SHALL BE ENCASED IN AT LEAST SIX INCHES OF CONCRETE FOR TEN FEET ON EITHER SIDE OF THE WATER MAIN.
- ALL DISTANCES ARE MEASURED PERPENDICULARLY FROM THE OUTSIDE OF THE SEWER MAIN TO THE OUTSIDE OF THE WATER MAIN. THESE SEPARATION REQUIREMENTS DO NOT APPLY TO BUILDING PLUMBING OR INDIVIDUAL HOUSE SERVICE CONNECTIONS.
- WHEN HYDROSTATIC TESTING IS PERFORMED, SEWER LINES AND MANHOLES SHALL BE TESTED FOR INFILTRATION PER ADEQ BULLETIN NO. 11, EXCEPT 100% OF THE SEWER LINES AND MANHOLES SHALL BE TESTED. THE MAXIMUM ALLOWABLE INFILTRATION/EXFILTRATION SHALL BE 0.155 GALLONS/INCH DIAMETER/HOUR 100 FEET. AIR TESTING IS TO BE DONE IN ACCORDANCE WITH THE APPLICABLE SECTION OF MAG SPECIFICATIONS.
- NO WATER SETTLEMENT OF TRENCH FILL MATERIAL IS ALLOWED.
- ALL WATER AND SEWER DESIGN AND CONSTRUCTION SHALL CONFORM TO THE CURRENT ADEQ REQUIREMENTS. WHEN ADEQ REQUIREMENTS ARE IN CONFLICT WITH THESE STANDARDS, THE MORE RESTRICTIVE SHALL APPLY.
- TRACER WIRES AND TAPES SHALL BE INSTALLED PRIOR TO TESTING THE WATER AND SEWER MAIN.

JOBSITE SAFETY

NEITHER THE PROFESSIONAL ACTIVITIES OF THE DESIGN PROFESSIONAL, NOR THE PRESENCE OF THE DESIGN PROFESSIONAL OR HIS OR HER EMPLOYEES AND SUB CONSULTANTS AT A CONSTRUCTION SITE, SHALL RELIEVE THE GENERAL CONTRACTOR AND ANY OTHER ENTITY OF THEIR OBLIGATIONS, DUTIES AND RESPONSIBILITIES INCLUDING, BUT NOT LIMITED TO, CONSTRUCTION MEANS, METHODS, SEQUENCE, TECHNIQUES OR PROCEDURES NECESSARY FOR PERFORMING, SUPERINTENDING OR COORDINATING ALL PORTIONS OF THE WORK OF CONSTRUCTION IN ACCORDANCE WITH THE CONTRACT DOCUMENTS AND ANY HEALTH OR SAFETY PRECAUTIONS REQUIRED BY ANY REGULATORY AGENCIES. THE DESIGN PROFESSIONAL AND HIS OR HER PERSONNEL HAVE NO AUTHORITY TO EXERCISE ANY CONTROL OVER ANY CONSTRUCTION CONTRACTOR OR OTHER ENTITY OR THEIR EMPLOYEES IN CONNECTION WITH THEIR WORK OR ANY HEALTH OR SAFETY PRECAUTIONS. THE CLIENT AGREES THAT THE GENERAL CONTRACTOR IS SOLELY RESPONSIBLE FOR JOBSITE SAFETY, AND WARRANTS THAT THIS INTENT SHALL BE MADE EVIDENT IN THE CLIENT'S AGREEMENT WITH THE GENERAL CONTRACTOR. THE CLIENT ALSO AGREES THAT THE CLIENT, THE DESIGN PROFESSIONAL AND THE DESIGN PROFESSIONAL'S CONSULTANTS SHALL BE INDEMNIFIED AND SHALL BE MADE ADDITIONAL INSURED UNDER THE GENERAL CONTRACTOR'S GENERAL LIABILITY INSURANCE POLICY.

DESIGN WIND LOAD

ALL SIGNS, LIGHT POSTS, AND OTHER STREET RELATED STRUCTURES SHALL BE DESIGNED AND MANUFACTURED TO WITHSTAND A DESIGN WIND LOAD OF ONE HUNDRED AND FIFTEEN (115) MILES PER HOUR (MPH) AND SHALL ALSO COMPLY WITH ALL OTHER LOCAL CODES, ORDINANCES AND REGULATIONS.

RIGHT-OF-WAY AND TRAFFIC CONTROL

THE CONTRACTOR SHALL PROVIDE ANY NECESSARY TRAFFIC CONTROL DEVICES REQUIRED FOR THE CONTROL OF VEHICLE AND PEDESTRIAN TRAFFIC AFFECTED BY THE CONSTRUCTION. ALL TRAFFIC CONTROL PLANS MUST BE APPROVED BY THE OWNER OR HIS REPRESENTATIVE PRIOR TO IMPLEMENTATION.

FILL CONSTRUCTION

SITE PREPARATION, EXCAVATION, AND PLACEMENT SHALL BE IN ACCORDANCE WITH ADOPTED AND (OR) MAG SPECIFICATIONS. THE BID SCHEDULE ITEM FOR FILL CONSTRUCTION IS INTENDED TO INCLUDE FULL PAYMENT FOR ALL MATERIALS REQUIRED TO BUILD THE PROJECT AND THE DISPOSAL OF ANY EXCESS MATERIAL FROM THE SITE.

UTILITIES

UNDERGROUND UTILITY LOCATIONS SHOWN ON THESE PLANS WERE DETERMINED FROM FIELD MEASUREMENTS, CONSTRUCTION PLANS, RECORD DRAWINGS, OR UTILITY MAPS FURNISHED BY OTHERS. LOCATIONS OF UTILITIES ARE TO BE REGARDED AS APPROXIMATE ONLY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ESTABLISH IN THE FIELD THE ACTUAL LOCATIONS OF ALL UNDERGROUND LINES WHICH MAY IN ANY WAY AFFECT THE WORK.

IT IS NOT WITHIN THE SCOPE OF THE PLANS FOR THE ENGINEER TO LOCATE, IDENTIFY OR FORESEE EVERY UTILITY CONFLICT WHICH MAY ARISE DURING THE CONSTRUCTION PHASE OF THE PROJECT. BUT IT IS THE INTENT OF THE OWNER TO APPROPRIATELY COMPENSATE THE CONTRACTOR FOR WORK REQUIRED TO RELOCATE OR ADJUST UTILITIES CONFLICTING WITH THE CONSTRUCTION OF THE PROJECT. TO THAT END, UTILITIES (AS DEFINED IN MAG SS 101-2) WHICH ARE ENCOUNTERED WILL BE ADDRESSED AS FOLLOWS:

- UTILITY RELOCATIONS OR ADJUSTMENTS NOTED ON THE PLANS SHALL BE PAID FOR PER THE BID SCHEDULE.
- UTILITY RELOCATIONS OR ADJUSTMENTS NOT NOTED ON THE PLANS SHALL BE ADDRESSED ON A CASE BY CASE BASIS. THE CITY SHALL DETERMINE WHAT WORK IS REQUIRED TO PRODUCE THE DESIRED FINAL PRODUCT. IF A UNIT BID PRICE DOES NOT EXIST THEN COMPENSATION MUTUALLY ACCEPTABLE TO THE OWNER AND CONTRACTOR SHALL BE MADE.

IN EITHER SITUATION, WORK ON THE SPECIFIC CASE SHALL NOT PROCEED UNTIL THE AMOUNT OF COMPENSATION IS AGREED UPON.

COMPENSATION FOR UTILITY RELOCATIONS AND ADJUSTMENTS SHALL NOT INCLUDE COSTS FOR REPAIR TO THE UTILITY DAMAGED BY THE CONTRACTOR OR HIS SUBCONTRACTOR(S). THE CONTRACTOR IS NOT RELIEVED OF THE RESPONSIBILITY FOR DETERMINING THE LOCATION OF ALL UTILITIES AFFECTING THE WORK.

THE APPROPRIATE UTILITY COMPANIES SHALL BE NOTIFIED BY THE CONTRACTOR PRIOR TO ANY CONSTRUCTION. THE "BLUE STAKE" NUMBER IS 1-800-STAKEIT. CONTRACTOR SHALL ALLOW TWO WORKING DAYS AFTER "BLUE STAKE" IS NOTIFIED, BEFORE COMMENCING ANY EXCAVATION WORK IN THE PROXIMITY OF BURIED UTILITIES.

AT LEAST 48 HOURS PRIOR NOTICE IS REQUIRED BEFORE DISRUPTING EXISTING UTILITY SERVICE TO MAKE CONNECTIONS OR DISCONNECTIONS. THE NOTICE MUST INCLUDE THE EXACT TIME OF THE DISRUPTION OF SERVICE AND THE EXPECTED DURATION OF THE LOSS OF SERVICE. CERTAIN UTILITIES ARE TO REMAIN IN SERVICE DURING THE CONSTRUCTION OF THE FILL AND UPON THE COMPLETION OF THIS CONTRACT. THESE UTILITIES SHALL BE PROTECTED DURING THE CONSTRUCTION AND CUT OR FILL PLACEMENT SHALL NOT PROHIBIT MAINTENANCE ACCESS TO THESE UTILITIES.

DRAINAGE MAINTENANCE DURING CONSTRUCTION

ADEQUATE DRAINAGE OF THE CONSTRUCTION AREA SHALL BE PROVIDED AT ALL TIMES. CONSTRUCTION DRAINS SHALL BE PROVIDED AS NEEDED TO ENABLE WATER TO DRAIN FROM THE CONSTRUCTION AREA WITHOUT DAMAGING THE WORK IN PROGRESS. TO FURTHER PROMOTE GOOD DRAINAGE OF THE SITE, DRAINAGE CHANNELS, CULVERTS, AND STRUCTURES SHALL BE CONSTRUCTED FROM DOWNSTREAM TO UPSTREAM IN SUCH A WAY THAT, DURING CONSTRUCTION, THEY DO NOT IMPED THE FLOW OF WATER FROM THE CONSTRUCTION AREA. DAMAGE TO ADJACENT PROPERTIES OR TO ANY PORTION OF THE WORK CAUSED BY THE CONTRACTOR'S FAILURE TO PROVIDE ADEQUATE DRAINAGE OF THE CONSTRUCTION AREA OR TO ORDER THE WORK SO AS TO MINIMIZE THE POSSIBLE EXTENT OF SUCH DAMAGE, SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE. NO EXTENSION OF TIME SHALL BE GRANTED ON ACCOUNT OF THE TIME REQUIRED TO MAKE SUCH REPAIRS.

MISCELLANEOUS REMOVALS AND OTHER WORK

REMOVALS NECESSITATED BY THE WORK AS IT PROGRESSES AND NOT SPECIFICALLY CALLED OUT ON THE PLANS WILL BE CONSIDERED INCIDENTAL WORK.

WATER SUPPLY

THE CONTRACTOR SHALL MAKE ARRANGEMENTS FOR AND PROVIDE ALL NECESSARY WATER FOR HIS CONSTRUCTION OPERATION AT HIS OWN EXPENSE.

CLEANUP AND DUST CONTROL

THROUGHOUT ALL PHASES OF THE CONSTRUCTION THE CONTRACTOR SHALL KEEP THE WORK AREA, ADJACENT PROPERTIES, AND STREETS CLEAN AND FREE FROM RUBBISH, EXCESS MATERIALS, DUST, AND DEBRIS GENERATED BY THE CONSTRUCTION ACTIVITY.

GENERAL STRIPING NOTES

ALL PAVEMENT STRIPING SHALL CONFORM TO THE APPLICABLE ADOT SPECIFICATIONS FOR PAVT.

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

THE STATE LAW, ARS SECTION 48-104.B.10, REQUIRES THAT CONSTRUCTION OF THE PROJECT MUST BE IN ACCORDANCE WITH RULES AND REGULATIONS OF THE ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY. THIS CERTIFICATE WILL BE VOID IF CONSTRUCTION HAS NOT STARTED WITHIN ONE YEAR OF THE APPROVAL DATE. UPON REQUEST A WRITTEN TIME EXTENSION MAY BE GRANTED BY THE DEPARTMENT.

SHORT TERM DEFLECTION TESTING OF AT LEAST 20% OF PVC SEWER PIPE MUST BE PERFORMED. SHORT TERM DEFLECTION IN EXCESS OF 5% SHALL BE CONSIDERED UNSERVICEABLE AND SHALL BE REPAIRED AND RE-TESTED.

ALL PVC WATERLINES AND FITTING SHALL HAVE NSF-PW SEAL. ALL MATERIALS AND PRODUCTS USED IN DRINKING WATER SYSTEMS SHALL CONFORM TO NSF STANDARD 61.

EXFILTRATION/INFILTRATION FROM MANHOLES SHALL BE LIMITED TO 0.1 GALLONS/HOUR/VERT. FOOT.

INSTALLATION OF PVC SEWERS MUST BE IN CONFORMANCE WITH CURRENT ASTM STANDARD SPECIFICATION D2321.

PAVING NOTES

- EXACT POINT OF MATCHING TERMINATION AND OVERLAY, IF NECESSARY, SHALL BE DETERMINED IN THE FIELD BY THE CITY'S REPRESENTATIVE.
- NO JOB WILL BE CONSIDERED COMPLETE UNTIL: A) ALL CURBS, PAVEMENTS, SIDEWALKS, AND MANHOLES HAVE BEEN CLEANED OF ALL DIRT AND DEBRIS; B) SURVEY MONUMENTS ARE INSTALLED AND STAMPED; C) ALL FRAMES, COVERS, AND VALVE BOXES ARE ADJUSTED TO GRADE.
- NO PAVING CONSTRUCTION SHALL BE STARTED UNTIL ALL UTILITY LINES ARE COMPLETED AND APPROVED UNDER PROPOSED PAVED AREAS.
- BASE COURSE WILL NOT BE PLACED UNTIL SUBGRADE HAS BEEN APPROVED BY THE CITY'S REPRESENTATIVE.
- THE LOCATION OF ALL WATER VALVES, FIRE HYDRANTS, AND MANHOLES MUST AT ALL TIMES DURING CONSTRUCTION BE REFERENCED AND MADE ACCESSIBLE TO THE CITY.
- UTILITY FACILITIES IN CONFLICT WITH THIS WORK WILL BE RELOCATED BY THE PERMITEE OR THE UTILITY OWNER. THIS ACTIVITY SHALL BE COORDINATED WITH THE OWNER OF THE UTILITY TO PREVENT ANY UNNECESSARY INTERRUPTION OF SERVICE TO EXISTING CUSTOMERS.
- EXISTING STREET AND TRAFFIC SIGNS WILL BE MAINTAINED DURING CONSTRUCTION AND RELOCATED BY THE PERMITEE AS DIRECTED BY THE CITY REPRESENTATIVE.
- APPLY TYPE "A" PRESERVATIVE SEAL FOR ASPHALT CONCRETE AS PER MAG SS 718, AT THE RATE OF 0.12 GALLONS PER SQUARE YARD DILUTED.
- PAVEMENT OUTSIDE OF PROJECT LIMITS TO BE PROTECTED IN PLACE.
- ANY PAVEMENT REMOVED OUTSIDE OF THE INDICATED PROJECT LIMITS WILL BE REPLACED SOLELY AT THE EXPENSE OF THE CONTRACTOR.

APPROXIMATE QUANTITIES PRIVATE IMPROVEMENTS

ITEM	QUANTITY
100 CLEAR A GRUB	1 LB
101 EARTHWORK	1 LB
103 SAWCUT & REMOVE EX CURB & GUTTER	80 LF
104 SAWCUT & REMOVE EX PAVEMENT	30 SQ YD
200 3" AC ON 8" AB	1,823 SF
210 TYPE "A" VERTICAL CURB & GUTTER	108 LF
213 CURB TERMINATION	4 EA
214 3 VALLEY GUTTER	118 SF
303 30"X30" CURB ARCH W/ END SECTIONS	81 LF
305 CONCRETE ENCASE CULVERT	81 LF
508 18"X18" APPROX 100#-H	9 CY
811 WEIR OUTLET CONTROL STRUCTURE	1 LB
801 STRIPING	1 LB

EARTHWORK QUANTITIES		
TOTAL CUT (CY)	TOTAL FILL (CY)	NET FILL (CY)
0	2,073	2,073

THE EARTHWORK QUANTITIES SHOWN ABOVE ARE VOLUMETRIC WITH NO ADJUSTMENT FOR ANY SHRINKAGE OR SWELLING THAT MAY OCCUR.

THE QUANTITIES SHOWN ON THE PLANS ARE APPROXIMATE ONLY. THE CONTRACTOR IS RESPONSIBLE FOR INDEPENDENTLY ESTIMATING THE CONTRACT QUANTITIES. BY SUBMITTING HIS BID, THE CONTRACTOR REPRESENTS THAT THE TOTAL CONTRACT SUM IS ADEQUATE COMPENSATION FOR COMPLETING THE ENTIRE PROJECT AS SHOWN ON THE PLANS.

Z:\MARCIA\122509 SPS ARCHITECTS - NPC PARKING LOT\04 DESIGN\02\02 NOTESTING

REVISIONS:



WOODSON
ENGINEERING & SURVEYING
124 N ELDEN ST, FLAGSTAFF, AZ 86001
(928) 774-4636 | WWW.WOODSONENG.COM

SPS ARCHITECTS - NPC
ADDITIONAL PARKING LOT

NOTES

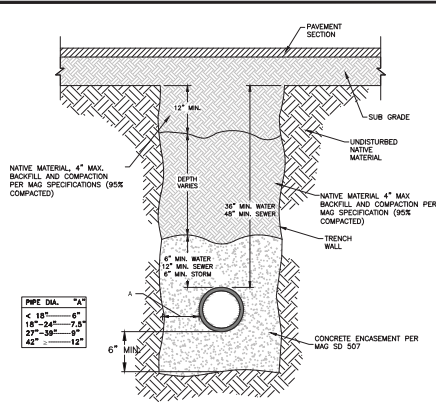
HOR SCALE:
VERT SCALE:
DATE: 4/11/2022
PROJECT NO.: 122509
AGENCY NO.:
SHEET NO.: 2 OF 4

122509

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124 N. ELDEN ST. • FLAGSTAFF, AZ 86001 • PHONE: (928) 774-4636 • WWW.WOODSONENG.COM

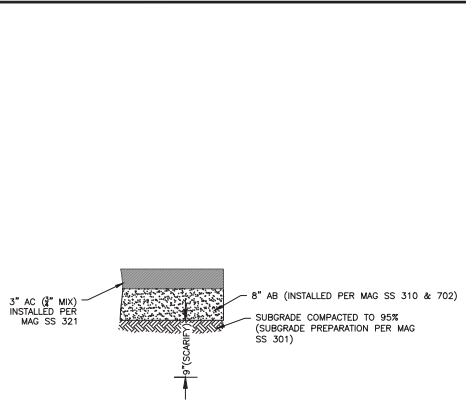
4/11/2022

SPS ARCHITECTS - NORTHLAND PIONEER COLLEGE
ADDITIONAL PARKING LOT
IMPROVEMENT PLANS

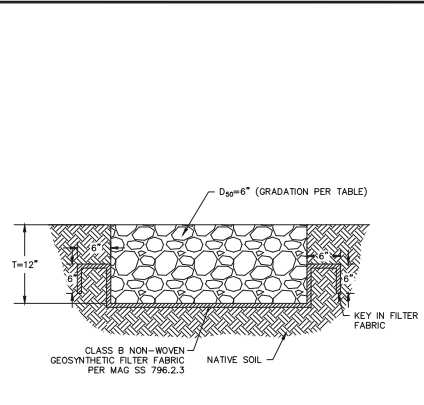


- NOTES:
1. NATIVE BACKFILL SHALL BE PER MAG SPECS AND MAY BE SELECTED FROM THE EXCAVATION MATERIAL OR FROM A SOURCE SELECTED BY THE CONTRACTOR AND APPROVED BY THE ENGINEER.
 2. CONTROLLED LOW STRENGTH MATERIAL IN ACCORDANCE WITH MAG SS 604 MAY BE USED FOR BACKFILL UP TO EXISTING SUBGRADE.

DETAIL 3-1: NEW PAVEMENT TRENCH
NOT TO SCALE



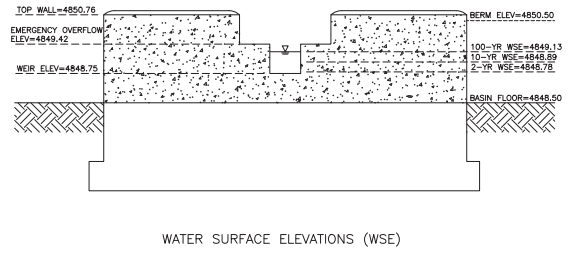
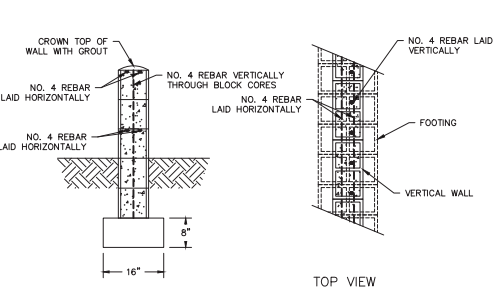
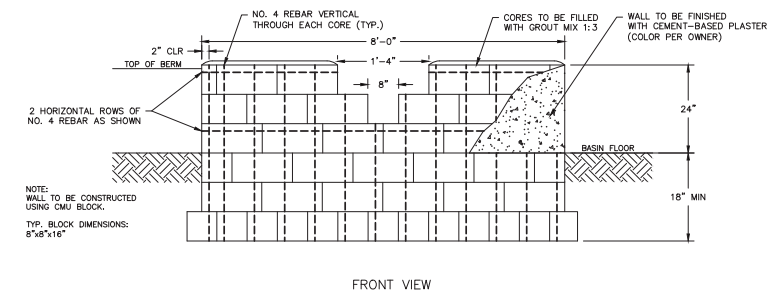
DETAIL 3-2: TYPICAL PAVEMENT SECTION
NOT TO SCALE



- RIPRAP NOTES:
1. RIPRAP MATERIAL AND GRADATION IN ACCORDANCE WITH MAG SS 703 AND THESE PLANS.
 - 1.1. $D_{90} = 50\%$ OF D_{50}
 - 1.2. $D_{10} = 150\%$ OF T_{50}
 2. RIPRAP INSTALLATION IN ACCORDANCE WITH MAG SS 220.
 3. RIPRAP TO BE ANGULAR AND HAND-PLACED WITH LARGE ROCKS EVENLY SPACED; SMALL ROCKS TO FILL VOID SPACES BETWEEN LARGE ROCKS.
 4. ALL ROCKS SHALL HAVE A MINIMUM DIMENSION EQUAL TO ONE THIRD OF ITS LARGEST DIMENSION AND A GRADATION IN REASONABLE CONFORMITY TO THAT SHOWN ON THE PLANS.
 5. RIPRAP SHALL BE CLEAN OF ALL DIRT AND DELETERIOUS MATERIAL.
 6. FINES AND ROCKS SMALLER THAN THE MINIMUM ROCK SIZE PERMISSIBLE SHALL BE REMOVED FROM THE RIPRAP BLANKET/APRON.

RIPRAP GRADATION ($D_{90}=6$ INCH)	
PARTICLE SIZE	PERCENT PASSING
9 INCH	100
7 INCH	85
6 INCH	50
4 INCH	15
3 INCH	0

DETAIL 3-3: RIPRAP APRON
NOT TO SCALE



DETAIL 3-4: WEIR OUTLET STRUCTURE
NOT TO SCALE

Z:\MARCIA\122509 SPS ARCHITECTS - NPC PARKING LOT\04 DESIGN\USV\04 DETAILS.DWG

NO.	REVISIONS:



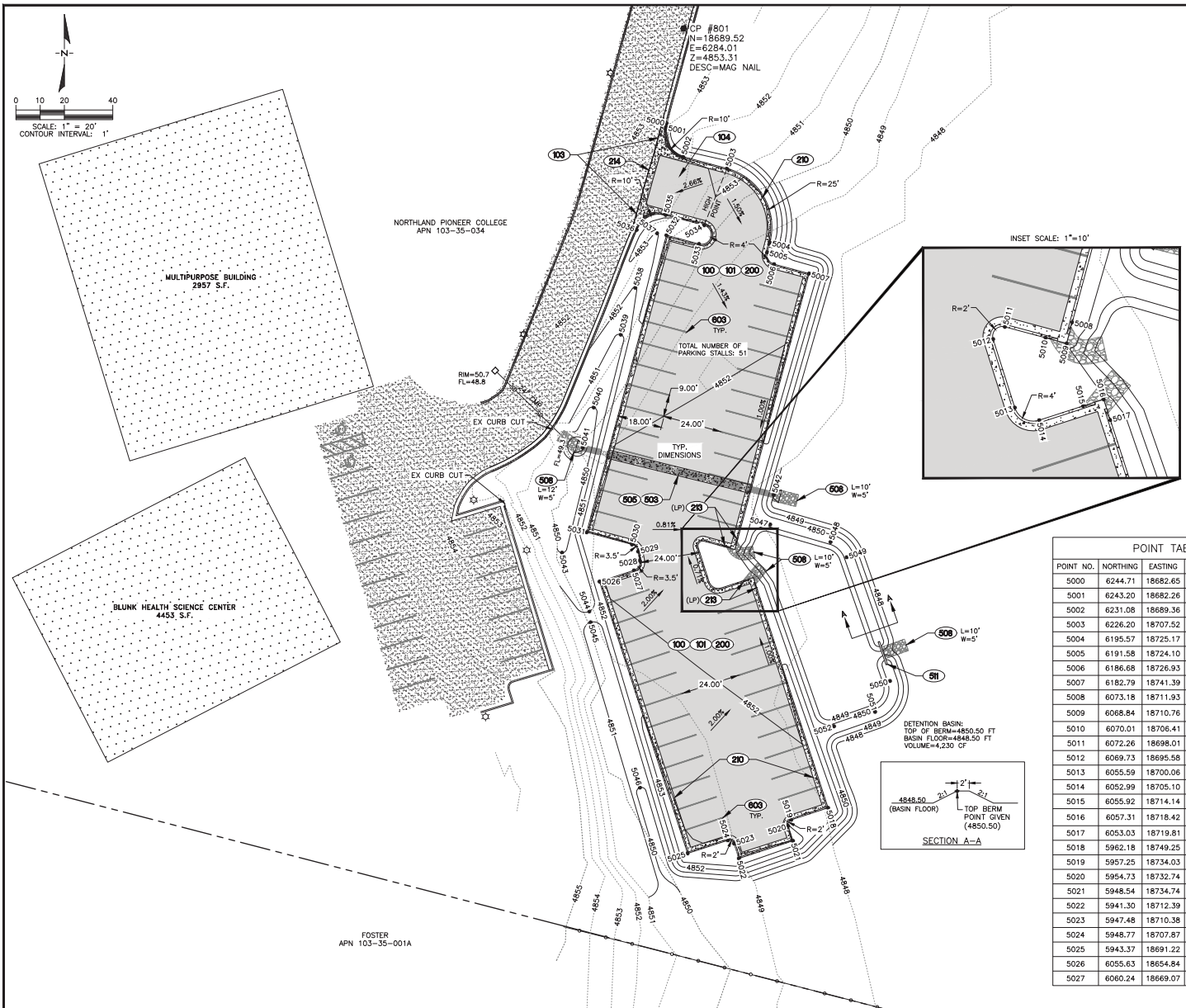
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ENGINEERING & SURVEYING
124 N ELDEN ST, FLAGSTAFF, AZ 86001
(928) 774-4636 | WWW.WOODSONENG.COM

SPS ARCHITECTS - NPC
ADDITIONAL PARKING LOT

DETAILS

HOR SCALE:	
VERT SCALE:	
DATE:	4/11/2022
PROJECT NO.:	122509
AGENCY NO.:	
SHEET NO.:	3 OF 4

122509
 WOODSON ENGINEERING AND SURVEYING, INC.
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 4/11/2022
 SPS ARCHITECTS - NORTLAND PIONEER COLLEGE
 IMPROVEMENT PLANS



CONSTRUCTION NOTES
PRIVATE IMPROVEMENTS

- 100 CLEAR & GRUB PER MAG SS 201.
- 101 EARTHWORK PER MAG SS 205, 210 & 211. SEE SHEET 2 FOR QUANTITIES.
- 103 SAWCUT, REMOVE AND DISPOSE OF EXISTING CURB AND GUTTER PER MAG SS 350. REMOVAL TO BE COMPLETED TO THE NEAREST JOINT.
- 104 SAWCUT, REMOVE, AND DISPOSE OF EXISTING A.C. PAVEMENT AND SOIL MATERIAL PER MAG SS 350 AND 336.
- 200 INSTALL ASPHALT CONCRETE AND AGGREGATE BASE COURSE PER MAG SS 310 & 321. SEE TYPICAL PAVEMENT SECTION ON SHEET 3.
- 210 6" (TYPE "A") VERTICAL CURB AND GUTTER PER MAG SD 220, MODIFIED TO PLACE 3" AS UNDER ALL CURBS.
- 213 CURB TERMINATION PER MAG SD 222.
- 214 CONCRETE VALLEY GUTTER (WIDTH=3") PER MAG SD 240, MODIFIED TO PLACE 3" AS UNDER ALL CONCRETE.
- 503 INSTALL 28" X 20" CMP ARCH (14 GA. HELICAL 2-2/3"X1/2") WITH END SECTIONS PER MAG SS 601 & 621. TYPICAL TRENCHING AND BACKFILL PER DETAIL ON SHEET 3.
- 505 CONCRETE ENCASE CULVERT PER MAG SD 507. ENCASEMENT TO EXTEND FROM BACK OF CURB TO BACK OF CURB.
- 508 INSTALL RIPRAP ARCH (STONE 350#-6", STONE DEPTH=12") IN ACCORDANCE WITH MAG SS 220 AND PER DETAIL ON SHEET 3. DIMENSIONS PER PLAN.
- 611 WEIR OUTLET CONTROL STRUCTURE PER DETAILS ON SHEET 3.
- 603 INSTALL SINGLE WHITE 4" STRIPE PER ADOT STANDARD SPECIFICATION 708.

POINT TABLE

POINT NO.	NORTHING	EASTING	ELEVATION	DESCRIPTION
5028	6064.24	18671.42	4852.12	BOC-PT
5029	6068.02	18670.80	4852.10	BOC-PC
5030	6070.95	18668.24	4852.05	BOC-PT
5031	6075.98	18649.51	4852.14	BOC-PI
5032	6198.63	18682.48	4853.37	BOC-PI
5033	6195.01	18695.93	4853.25	BOC-PC
5034	6202.74	18698.01	4853.30	BOC-PT
5035	6207.00	18682.15	4852.88	BOC-PC
5036	6200.85	18670.19	4852.63	BOC-PT-ME
5037	6199.46	18678.59	4853.00	FL
5038	6176.94	18669.59	4852.00	FL
5039	6157.59	18663.61	4851.00	FL
5040	6127.53	18652.44	4850.00	FL
5041	6110.81	18647.91	4848.35	INV
5042	6091.43	18726.78	4848.00	INV
5043	6067.54	18639.34	4850.00	FL
5044	6043.30	18650.61	4851.00	FL
5045	6038.60	18651.15	4851.00	FL
5046	5970.53	18671.53	4850.00	FL
5047	6079.18	18725.32	4850.50	TOP BERM
5048	6071.97	18750.26	4850.50	TOP BERM
5049	6065.66	18756.91	4850.50	TOP BERM
5050	6014.57	18774.80	4850.50	TOP BERM
5051	6001.82	18768.67	4850.50	TOP BERM
5052	5995.88	18751.68	4850.00	TOP BERM

POINT TABLE

POINT NO.	NORTHING	EASTING	ELEVATION	DESCRIPTION
5000	6244.71	18682.65	4853.10	BOC-ME
5001	6243.20	18682.26	4853.07	BOC-PT
5002	6231.08	18689.36	4853.20	BOC-PC
5003	6226.20	18707.52	4853.58	BOC-PC
5004	6195.57	18725.17	4853.02	BOC-PT
5005	6191.58	18724.10	4852.97	BOC-PC
5006	6186.68	18726.93	4852.84	BOC-PT
5007	6182.79	18741.39	4852.71	BOC-PI
5008	6073.18	18711.93	4851.60	BOC-TERM
5009	6068.84	18710.76	4851.07	BOC (H=0")
5010	6070.01	18706.41	4851.60	BOC-TERM
5011	6072.26	18698.01	4851.88	BOC-PC
5012	6069.73	18695.58	4851.74	BOC-PT
5013	6055.59	18700.06	4851.84	BOC-PC
5014	6052.99	18705.10	4851.79	BOC-PT
5015	6055.92	18714.14	4851.62	BOC-TERM
5016	6057.31	18718.42	4851.07	BOC (H=0")
5017	6053.03	18719.81	4851.60	BOC-TERM
5018	5962.18	18749.25	4852.74	BOC-PI
5019	5957.25	18734.03	4852.92	BOC-PC
5020	5954.73	18732.74	4853.01	BOC-PT
5021	5948.54	18734.74	4853.05	BOC-PI
5022	5941.30	18712.39	4853.35	BOC-PI
5023	5947.48	18710.38	4853.32	BOC-PC
5024	5948.77	18707.87	4853.35	BOC-PT
5025	5943.37	18691.22	4853.58	BOC-PI
5026	6055.63	18654.84	4852.44	BOC-PI
5027	6060.24	18669.07	4852.22	BOC-PC

GENERAL NOTES

FIELD TOPOGRAPHY INFORMATION USED TO PREPARE THIS DRAWING WAS MADE BY WOODSON ENGINEERING & SURVEYING, INC. IN FEBRUARY 2022.

ALL ELEVATIONS SHOWN ON THE PLANS ARE FINISHED SURFACE ELEVATIONS (EXCEPT AS NOTED).

THE INFORMATION ON THESE CONSTRUCTION PLANS CONCERNING THE TYPE, SIZE, AND LOCATION OF UTILITIES HAS BEEN SHOWN BASED ON THE BEST INFORMATION AVAILABLE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINATION OF EXACT LOCATION OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROTECT ALL EXISTING UTILITIES, IN PLACE, UNLESS OTHERWISE NOTED OR SPECIFIED.

122509

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4/11/2022

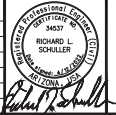
SPS ARCHITECTS - NORTHLAND PIONEER COLLEGE
IMPROVEMENT PLANS

HOR SCALE: 1" = 20'
VERT SCALE:
DATE: 4/11/2022
PROJECT NO.: 122509
AGENCY NO.:
SHEET NO.: 4 OF 4

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SPS ARCHITECTS - NPC
ADDITIONAL PARKING LOT

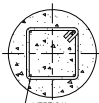
GRADING & DRAINAGE



REVISIONS:

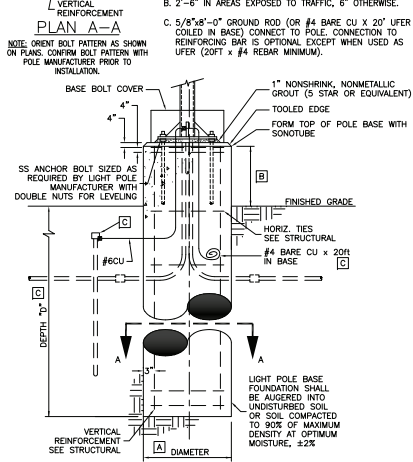
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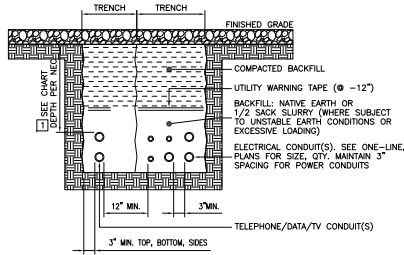


KEYED NOTES

- A. UNLESS PROVIDED IN STRUCTURAL PLANS, POLE BASE DIMENSION & REINFORCEMENT SHALL BE PROVIDED BY POLE SUPPLIER AND SEALED BY STRUCTURAL ENGINEER REGISTERED IN THE SAME STATE AS PROJECT. MAINTAIN NET POLE HEIGHT PER FIXTURE SCHEDULE WHEN POLE BASE EXTENDS ABOVE GRADE.
- B. 2'-6" IN AREAS EXPOSED TO TRAFFIC, 6" OTHERWISE.
- C. 5/8"x8"-0" GROUND ROD (OR #4 BARE CU X 20" UFER COILED IN BASE) CONNECT TO POLE. CONNECTION TO REINFORCING BAR IS OPTIONAL EXCEPT WHEN USED AS UFER (20FT X #4 REBAR MINIMUM).

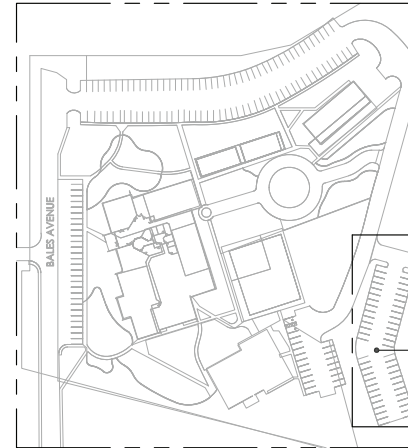


12 POLE FOUNDATION
NO SCALE



11 MINIMUM DEPTH (TABLE 300.5)	
LOCATIONS	DEPTH
ALL LOCATIONS NOT SPECIFIED	18"
UNDER 4" THICK (MIN) CONCRETE WITH NO VEHICULAR TRAFFIC	4"
UNDER STREETS, HIGHWAYS, ROADS, ALLEYS, DRIVEWAYS AND PARKING LOTS	24"

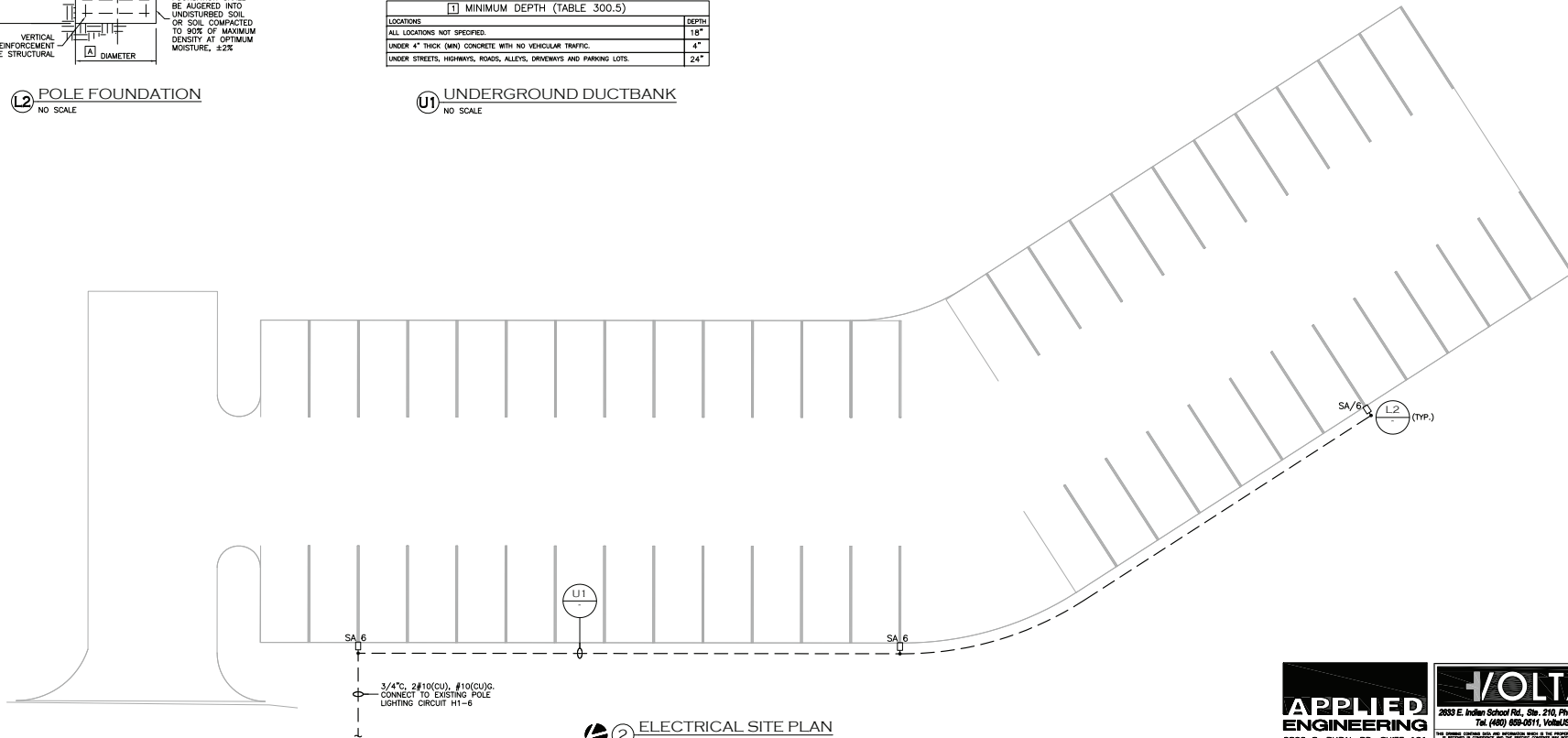
U1 UNDERGROUND DUCTBANK
NO SCALE



1 KEY PLAN
NOT TO SCALE

GENERAL NOTES

- A. REFER TO ELECTRICAL LEGEND AND SPECIFICATIONS FOR ADDITIONAL INFORMATION.
- B. PROVIDE DETECTABLE UNDERGROUND LOCATION DEVICE (MIN. #18 COPPER TRACER ATTACHED AT 8FT INTERVALS) IN ALL NON-METALLIC UNDERGROUND CONDUITS PER A.R.S. 40-360.22M.
- C. CONTRACTOR SHALL ARRANGE AND ATTEND A NIGHTTIME INSPECTION OF THE ENERGIZED LIGHTING BY OWNER'S STAFF AND SHALL CORRECT ALL NON-CONFORMING ITEMS IDENTIFIED DURING THE INSPECTION PRIOR TO THE CITY ISSUING THE FINAL CERTIFICATE OF OCCUPANCY/COMPLETION.



2 ELECTRICAL SITE PLAN
SCALE: 1"=10'-0"



LITTLE COLORADO CAMPUS WINSLOW, AZ

ELECTRICAL SITE PLAN

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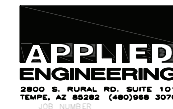
REVISIONS		
DATE	BY	DESCRIPTION

REVIEWED BY: WB
DRAWN BY: ETS/D/TAO



SEAL EXPIRES: 09/30/23
ORIGINAL ISSUE DATE: 04-14-2022
JOB No: 200409
SHEET:

E1.0



BEACON VVIPER Area/Site

DATE: LOCATION: PROJECT: TITLE: PROJECT: CATLOG #:

FEATURES

- Ultra precise LED provides 4x more light in a variety of beam configurations for lighting applications such as area, accent, wash, landscape, and street lighting.
- Fixtures have 0% UV and 0% IR radiation, making them safe for people and animals.
- Fixtures have the best beam spread options to control light distribution.
- Fixtures have high-voltage, long-life LEDs and are designed for 100,000 hours of life.
- Control options include remote control, photocell, dimming, and motion sensor.
- New construction beam spread fixture allows for the design and control of light distribution for existing or new construction.
- Field interchangeable mounting provides additional flexibility after the fixture has been installed.

CONTROL TECHNOLOGY

IP65

CONTROL TECHNOLOGY

WISCAPE

SPECIFICATIONS

CONSTRUCTION

- Fixture housing is made of aluminum and is designed for long life.
- Fixtures are designed for use in outdoor applications.
- Fixtures are designed for use in outdoor applications.
- Fixtures are designed for use in outdoor applications.

INSTALLATION (CONTINUED)

- Mounting hardware is provided for use with 2" x 4" studs.
- Mounting hardware is provided for use with 2" x 4" studs.
- Mounting hardware is provided for use with 2" x 4" studs.

ELECTRICAL

- Fixtures are designed for use with 120V AC.
- Fixtures are designed for use with 120V AC.
- Fixtures are designed for use with 120V AC.

CERTIFICATIONS

- Fixtures are designed for use with 120V AC.
- Fixtures are designed for use with 120V AC.
- Fixtures are designed for use with 120V AC.

KEY DATA

Lumen Range	5,000-80,000
Beam Range	30-60°
Beam Range (FW)	52-105
Weight (lb)	17.30 (9.62 x 15.9)

HUBBELL Lighting

② FIXTURE TYPE 'SA'
NO SCALE

PHOTOMETRIC NOTES

A. THE PHOTOMETRIC DATA ON THIS SHEET HAS BEEN REVIEWED BY THE ENGINEER FOR COMPLIANCE WITH APPLICABLE LIGHTING CODES. THE CALCULATIONS ARE PERFORMED BY LISTING SUPPLIER AND THE ENGINEER'S REVIEW IS NOT A GUARANTEE OF PERFORMANCE. SUBSTITUTIONS TO ANY FIXTURE WILL REQUIRE UPDATED PHOTOMETRICS WHICH WILL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE FIXTURE SCHEDULE SHOWN ON THIS SHEET IS FOR CALCULATION PURPOSES ONLY. DO NOT USE AS A BILL-OF-MATERIAL. REFER TO THE PROJECT FIXTURE SCHEDULE.

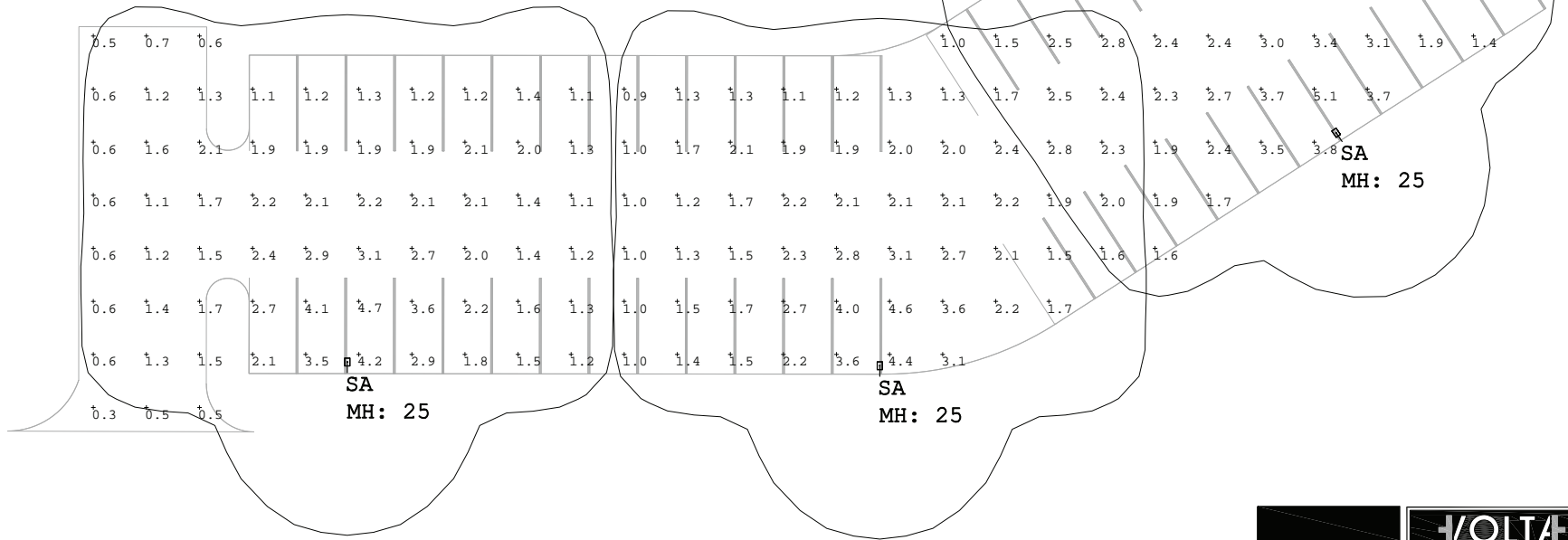
LAMP TEMP TO MATCH EXISTING (VERIFY IN THE FIELD)

22.5' POLE ON 2.5' HIGH BASE FOR 25' NET FIXTURE HEIGHT (SEE BASE DETAIL)

Qty	Label	Symbol	Manufacturer	Description	MH	LLF	Lumens	Watts	Total Watts
3	SA	SA	HUBBELL OUTDOOR	VP-1-160L-135-4R-4F	25'	0.900	17300	141.4	424.2

Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Added Parking_Planner	Illuminance	Fc	1.90	5.1	0.3	6.33	17.00

PROVIDE PHOTOCELL MOUNTED TO EACH FIXTURE FOR CONTROL



① PHOTOMETRIC SITE PLAN
SCALE: 1"=10'-0"



LITTLE COLORADO CAMPUS WINSLOW, AZ

PHOTOMETRIC SITE PLAN AND SITE LIGHTING CUTSHEET

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DRAWN BY: ETS/D/TAO



SEAL EXPIRES: 09/30/23
ORIGINAL ISSUE DATE: 06-14-2022
JOB No: 200409
SHEET:

APPLIED ENGINEERING

2800 S. RURAL RD. SUITE 101
TEMPE, AZ 85282 (480) 968-2070
JOB NUMBER

VOLTA

2833 E. Indian School Rd., Ste. 210, Phoenix, AZ 85018
Tel: (480) 459-0111, VoltaUS.com

FLOOR PLAN KEY NOTES

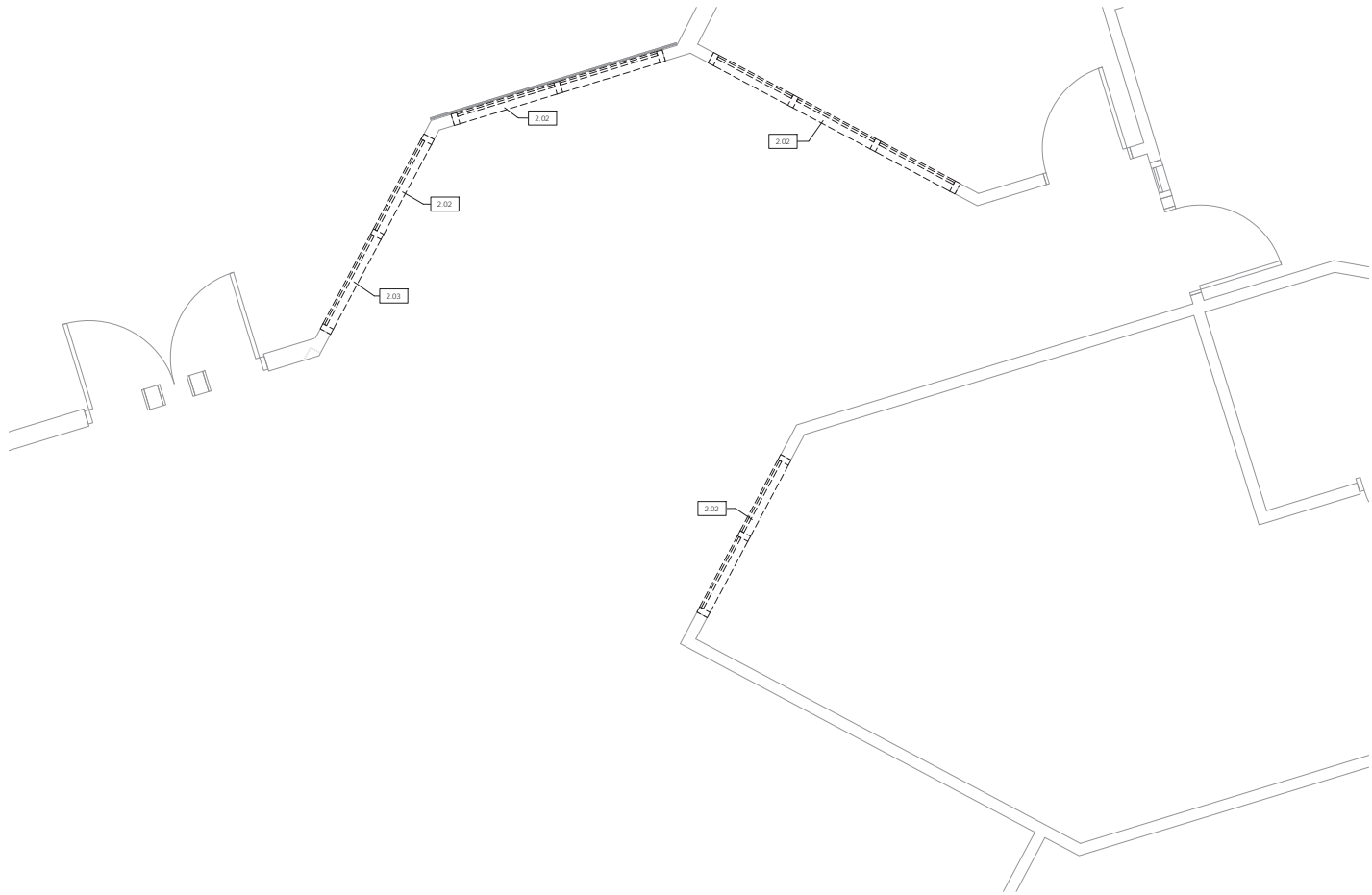
- 2.02 DEMOLISH EXISTING STOREFRONT.
- 2.03 DEMOLISH EXISTING PORTION OF CMU AND FRAME WALL BENEATH EXISTING STOREFRONT TO ALLOW FOR NEW DOOR. REFER TO ELEVATION 1/A700 FOR DOOR PLACEMENT.

GENERAL DEMOLITION NOTES

1. THESE DEMOLITION PLAN DRAWINGS WERE CREATED FROM EXISTING WORKING DRAWINGS AND ARE INTENDED TO SHOW THE GENERAL CONDITIONS WHICH ARE EXPECTED TO OCCUR. VERIFY ALL CONDITIONS BEFORE PROCEEDING WITH THE DEMOLITION WORK IN ANY AREA. DEMOLITION OF DOORS, WINDOWS, CABINETS, FINISHES, PARTITIONS, OR ANY OTHER NON STRUCTURAL ITEMS MAY PROCEED AS INDICATED. WHERE DISCREPANCIES INVOLVE STRUCTURAL ITEMS, REPORT SUCH DIFFERENCES TO THE ARCHITECT AND SECURE INSTRUCTIONS BEFORE PROCEEDING IN THE AFFECTED AREA.
2. THE ARCHITECT SHALL BE CONSULTED IN ALL CASES WHERE CUTTING INTO AN EXISTING STRUCTURAL PORTION OF ANY BUILDING IS EITHER EXPEDIENT OR NECESSARY. PRIOR TO PROCEEDING WITH WORK, REINFORCEMENT AND/OR SUPPORT SATISFACTORY TO ARCHITECT & STRUCTURAL ENGINEER SHALL BE PROVIDED BY CONTRACTOR PRIOR TO CUTTING INTO STRUCTURAL PORTIONS OF ANY BUILDING. THE CONTRACTOR SHALL COORDINATE WITH THE OWNER'S REPRESENTATIVE THE SALVAGE OF LIGHT FIXTURES, FURNISHINGS, DOORS & MISCELLANEOUS EQUIPMENT.
3. THE CONTRACTOR SHALL REMOVE EXISTING WALLS & OTHER ASSOCIATED CONSTRUCTION AS INDICATED ON THE DEMOLITION PLANS WITH DASHED LINES AND AS NOTED.
4. REFER TO MECHANICAL, PLUMBING, AND ELECTRICAL DRAWINGS FOR ADDED DEMOLITION NOTES AND INFORMATION.
5. THE CONTRACTOR SHALL REPAIR TO LIKE NEW CONDITION ANY DAMAGED FINISHES OR CONSTRUCTION TO REMAIN TO MATCH EXISTING ADJACENT FINISHES & CONSTRUCTION.
6. THE CONTRACTOR SHALL REMOVE AND RETURN TO OWNER ALL SHELVING BRACKETS, FIRE EXTINGUISHER BRACKETS, TACK BOARDS, MARKER BOARDS, SPEAKERS, ETC WHERE THEY INTERFERE WITH NEW WORK, UNLESS NOTED OTHERWISE.
7. EXISTING DOORS TO BE REMOVED AND RE-INSTALLED SHALL BE TAGGED & IDENTIFIED PER THE DOOR TAG ID NUMBER SHOWN ON THE DRAWINGS.
8. REFER TO FOOD SERVICE DRAWINGS FOR ALL EXISTING KITCHEN EQUIPMENT TO BE SALVAGED, STORED, & RE-INSTALLED. COORDINATE WITH OWNER FOR TEMPORARY STORAGE.
9. CONTRACTOR SHALL PROTECT EXISTING CONSTRUCTION, FINISHES & EQUIPMENT TO REMAIN FROM DAMAGE DUE TO DEMOLITION AND CONSTRUCTION ACTIVITIES.
10. COORDINATE ANY REQUIRED UTILITY SHUT-OFFS WITH OWNER AND SCHEDULE TO MINIMIZE DISRUPTION TO OWNER OR OTHER TENANTS.
11. COORDINATE DEMOLITION ACTIVITY SCHEDULE WITH OWNER TO MINIMIZE DISRUPTIONS TO OWNER OR OTHER TENANTS.
12. COORDINATE WITH OWNER TO VERIFY THAT THE PROPOSED DEMOLITION METHODS AND ACTIVITIES WILL NOT ADVERSELY IMPACT OWNER OR OTHER TENANT OPERATIONS (GOUND AND VIBRATION, FOR EXAMPLE).

MILLWORK RELOCATION NOTES

1. A PORTION OF THE EXISTING MILLWORK WILL BE REMOVED FROM THE MULTI-PURPOSE BUILDING AND RELOCATED TO THE STUDENT SERVICES BUILDING.
2. COORDINATE WITH OWNER TO CONFIRM CORRECT PORTION OF MILLWORK TO BE RELOCATED.
3. DIMENSIONS AND DETAILS OF MILLWORK TO BE FOUND ON PAGE A100.
4. PATCH AND REPAIR FLOORING WHERE MILLWORK IS TO BE REMOVED.
5. MATCH ADJACENT FLOORING TO PATCHED AREA.
6. PATCH AND REPAIR WALLS WHERE MILLWORK IS TO BE REMOVED.
7. MATCH ADJACENT WALL TO PATCHED AREA.
8. ADD SIDEBORD TO THE REMAINING MILLWORK IN MULTI-PURPOSE BUILDING. MATERIALS AND FINISHES TO MATCH EXISTING MILLWORK.



DEMOLITION FLOOR PLAN - FIRST FLOOR

1/2" = 1'-0"



LITTLE COLORADO CAMPUS
NORTHLAND PIONEER COLLEGE
WINSLOW, AZ

DEMOLITION FLOOR PLAN - STUDENT SERVICES

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DATE: 8-14-22
JOB No.: 22012
SHEET:

AD100

DEMO KEY NOTES

- 2.02 DEMOLISH EXISTING STOREFRONT
- 2.04 DEMOLISH EXISTING LIGHT FIXTURE
- 2.05 DEMOLISH EXISTING SUPPLY GRILLE
- 2.06 RELOCATE EXISTING SUPPLY GRILLE. REFER TO MECHANICAL DRAWINGS FOR NEW LOCATION.
- 2.07 RELOCATE EXISTING RETURN GRILLE. REFER TO MECHANICAL DRAWINGS FOR NEW LOCATION.
- 2.08 EXISTING SKYLIGHT TO REMAIN.
- 21.01 FIRE PROTECTION CONSULTANT TO VERIFY AND REVISE AS NEEDED SPRINKLER QUANTITIES AND LOCATIONS IN LIBRARY AND STUDENT SERVICES SPACE.

GENERAL DEMOLITION NOTES

1. THESE DEMOLITION PLAN DRAWINGS WERE CREATED FROM EXISTING WORKING DRAWINGS AND ARE INTENDED TO SHOW THE GENERAL CONDITIONS WHICH ARE EXPECTED TO OCCUR. VERIFY ALL CONDITIONS BEFORE PROCEEDING WITH THE DEMOLITION WORK IN ANY AREA. DEMOLITION OF DOORS, WINDOWS, CABINETS, FINISHES, PARTITIONS, OR ANY OTHER NON STRUCTURAL ITEMS MAY PROCEED AS INDICATED. WHERE DISCREPANCIES INVOLVE STRUCTURAL ITEMS, REPORT SUCH DIFFERENCES TO THE ARCHITECT AND SECURE INSTRUCTIONS BEFORE PROCEEDING IN THE AFFECTED AREA.
2. THE ARCHITECT SHALL BE CONSULTED IN ALL CASES WHERE CUTTING INTO AN EXISTING STRUCTURAL PORTION OF ANY BUILDING IS EITHER EXPEDIENT OR NECESSARY. PRIOR TO PROCEEDING WITH WORK, REINFORCEMENT AND/OR SUPPORT SATISFACTORY TO ARCHITECT & STRUCTURAL ENGINEER SHALL BE PROVIDED BY CONTRACTOR PRIOR TO CUTTING INTO STRUCTURAL PORTIONS OF ANY BUILDING. THE CONTRACTOR SHALL COORDINATE WITH THE OWNER'S REPRESENTATIVE THE SALVAGE OF LIGHT FIXTURES, FURNISHINGS, DOORS & MISCELLANEOUS EQUIPMENT.
3. THE CONTRACTOR SHALL REMOVE EXISTING WALLS & OTHER ASSOCIATED CONSTRUCTION AS INDICATED ON THE DEMOLITION PLANS WITH DASHED LINES AND AS NOTED.
4. REFER TO MECHANICAL, PLUMBING, AND ELECTRICAL DRAWINGS FOR ADDED DEMOLITION NOTES AND INFORMATION.
5. THE CONTRACTOR SHALL REPAIR TO LIKE NEW CONDITION ANY DAMAGED FINISHES OR CONSTRUCTION TO REMAIN TO MATCH EXISTING ADJACENT FINISHES & CONSTRUCTION.
6. THE CONTRACTOR SHALL REMOVE AND RETURN TO OWNER ALL SHELVING BRACKETS, FIRE EXTINGUISHER BRACKETS, TACK BOARDS, MARKER BOARDS, SPEAKERS, ETC WHERE THEY INTERFERE WITH NEW WORK, UNLESS NOTED OTHERWISE.
7. EXISTING DOORS TO BE REMOVED AND RE-INSTALLED SHALL BE TAGGED & IDENTIFIED PER THE DOOR TAG ID NUMBER SHOWN ON THE DRAWINGS.
8. REFER TO FOOD SERVICE DRAWINGS FOR ALL EXISTING KITCHEN EQUIPMENT TO BE SALVAGED, STORED, & RE-INSTALLED. COORDINATE WITH OWNER FOR TEMPORARY STORAGE.
9. CONTRACTOR SHALL PROTECT EXISTING CONSTRUCTION, FINISHES & EQUIPMENT TO REMAIN FROM DAMAGE DUE TO DEMOLITION AND CONSTRUCTION ACTIVITIES.
10. COORDINATE ANY REQUIRED UTILITY SHUT OFFS WITH OWNER AND SCHEDULE TO MINIMIZE DISRUPTION TO OWNER OR OTHER TENANTS.
11. COORDINATE DEMOLITION ACTIVITY SCHEDULE WITH OWNER TO MINIMIZE DISRUPTIONS TO OWNER OR OTHER TENANTS.
12. COORDINATE WITH OWNER TO VERIFY THAT THE PROPOSED DEMOLITION METHODS AND ACTIVITIES WILL NOT ADVERSELY IMPACT OWNER OR OTHER TENANT OPERATIONS (GROUND AND VIBRATION, FOR EXAMPLE).



DEMOLITION CEILING PLAN - FIRST FLOOR

1/2" = 1'-0"



LITTLE COLORADO CAMPUS
NORTHLAND PIONEER COLLEGE
WINSLOW, AZ

DEMOLITION CEILING PLAN - STUDENT SERVICES

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ORIGINAL ISSUE DATE: 8-14-22
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AD200

FLOOR PLAN KEY NOTES

- 1.01 PORTION OF EXISTING MILLWORK TO BE RELOCATED FROM MULTI-PURPOSE BUILDING. REFER TO SHEET A900 FOR DETAILS.
- 2.10 EXISTING SCHRIT ABOVE.
- 5.01 CONSTRUCT NEW STAFF MAILBOXES THAT ARE SIMILAR TO APPEARANCE AS EXISTING, BUT RUN THREE SLOTS ACROSS. CONFIRM WITH OWNER NUMBER OF SLOTS. INSET INTO WALL TO ALLOW FOR NO MORE THAN 4 INCHES OVERHANG PAINT FINISHED WALL FACE.
- 6.01 INSTALL NEW SOLID SURFACE OVER EXISTING AND NEW PORTIONS OF DESK. REFER TO MILLWORK FINISH LEGEND.
- 6.02 NEW FLIP GATE TO BE FABRICATED TO FIT REMAINING DISTANCE FROM EXISTING DESK TO WALL - MIN 2'-0" WIDE. MATCH EXISTING FLIP GATE IN MULTI-PURPOSE BUILDING.
- 8.02 INSTALL NEW STOREFRONT WINDOWS. PROVIDE NEW STUD AND GYP BOARD PARTITION BELOW WINDOW TO MATCH ADJACENT EXISTING WALLS.

GENERAL NOTES

- 1. DO NOT SCALE DRAWINGS, WRITTEN DIMENSIONS GOVERN. ALL PARTITION LOCATIONS SHALL BE AS SHOWN ON FLOOR PLAN. IN CASE OF CONFLICT, NOTIFY ARCHITECT.
- 2. WALL ANGLES ARE PARALLEL, PERPENDICULAR, OR IN 45° INCREMENTS TO BUILDING PERIMETER, UNLESS NOTED OTHERWISE. DIMENSIONS ARE TO FACE OF STUDS AND CENTERLINE OF DOORS UNLESS OTHERWISE NOTED.
- 3. FOR INTERIOR WALL SUBSTRATE, MATERIAL, AND FINISH SEE FINISH SCHEDULE.
- 4. FOR INTERIOR WALL HEIGHT INFORMATION SEE CEILING PLANS AND WALL DETAILS.
- 5. AT FIRES, CONDUITS, AND OTHER PENETRATIONS THROUGH CONSTRUCTION (FLOORS, WALLS, CEILING, ETC.) PROVIDE ESCUTCHEONS WHERE PENETRATIONS ARE EXPOSED TO VIEW. TYPICAL.
- 6. CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONARY MEASURES TO PROTECT THE PUBLIC FROM ADJACENT CONSTRUCTION AND PROPERTIES FROM DAMAGE DUE TO CONSTRUCTION.
- 7. ALL UTILITIES, UNDERGROUND LINES AND PIPING TO BE ABANDONED SHALL BE PROPERLY DISCONNECTED, PLUGGED, CAPPED, AND TAGGED FOR EASY LOCATION AND IDENTIFICATION. COMPLY WITH CODE REQUIREMENTS AND SOUND CONSTRUCTION PRACTICE.
- 8. MAINTAIN SERVICES TO EXISTING FACILITIES ON SITE. COORDINATE TEMPORARY TERMINATION WITH OWNER. UNFORESEEN INTERRUPTION DUE TO CONSTRUCTION MUST BE REESTABLISHED AND RESTORED WITHIN 24 HOURS.
- 9. DETAILS ARE TYPICAL OR SIMILAR THROUGHOUT. SUBJECT TO MODIFICATION FOR SPECIFIC CONDITIONS.
- 10. SEE FLOOR PLAN FOR NEW WALL TYPES. EXISTING CEILING HAS R-13 BATT INSULATION ABOVE. PROTECT EXISTING AND ADD NEW R-13 BATT INSULATION AS REQUIRED TO PROVIDE CONTINUOUS COVERAGE. NEW R-13 BATT INSULATION TO BLANKET COVER OVER WALLS WHERE APPLICABLE.

PAINT FINISH LEGEND

PAINT FINISH (REFER TO SPECS)

FLAT: CEILINGS
SEMI GLOSS: GENERAL WALLS, DOOR AND WINDOW TRIMS, RESTROOM/FILMBING WALLS & CEILINGS, METAL COLUMNS INT & EXT.
EGGSHELL: FIELD PAINT FINISH
EPOXY: ANY FLOOR PAINT
EPOXY (FL ON CMU): RESTROOMS, ELEC. ROOM, ROOF ACCESSIBLE ROOM, FIRE RISER ROOM, JANITOR CLOSET.

PL-1 MATCH EXISTING FIELD PAINT
MFR: MATCH EXISTING FIELD PAINT
LOCATION: ALL WALL TO BE PATCHED / PAINT, NEW WALLS, AND CEILINGS, U.N.O.

WALL BASE LEGEND

WB-1 MATCH EXISTING
MFR: MATCH EXISTING
PROFILE: MATCH EXISTING
COLOR: MATCH EXISTING
SIZE: MATCH EXISTING
LOCATION: GYP. PARTITIONS, U.N.O.



STUDENT SERVICES FLOOR PLAN
 1/4" = 1'-0"



LITTLE COLORADO CAMPUS
 NORTLAND PIONEER COLLEGE
 WINSLOW, AZ
 STUDENT SERVICES FLOOR PLAN

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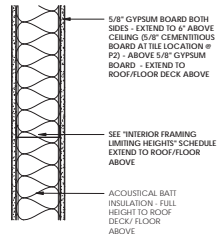
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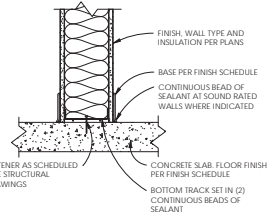
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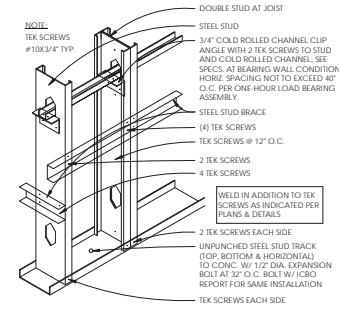
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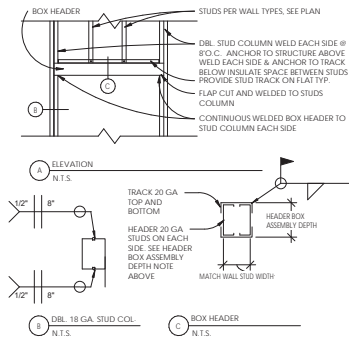
2 WALL I1
N.T.S.



4 PARTITION AT CONCRETE SLAB
N.T.S.



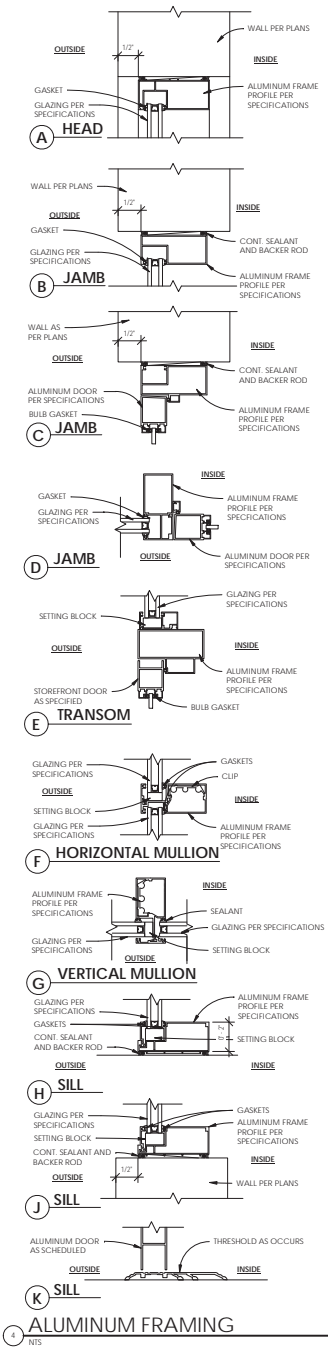
5 TYP. STEEL STUD ATTACHMENT
N.T.S. (NON-BEARING WALL)



6 BOX HEADER
N.T.S.

Interior Framing Limiting Heights

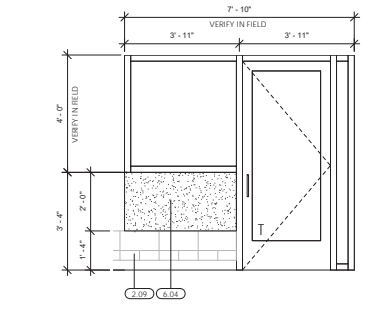
Stud Depth min. (in.)	Stud		Track		2 1/2" Range (18 min)		2 1/2" Range (22 min)	
	min. in.	ft. and in.	min. in.	ft. and in.	min. in.	ft. and in.	min. in.	ft. and in.
11 min (9.0)	11.0	11'-0"	11.0	11'-0"	11.0	11'-0"	11.0	11'-0"
14 min (11.6)	14.0	14'-0"	14.0	14'-0"	14.0	14'-0"	14.0	14'-0"
17 min (14.2)	17.0	17'-0"	17.0	17'-0"	17.0	17'-0"	17.0	17'-0"
20 min (16.8)	20.0	20'-0"	20.0	20'-0"	20.0	20'-0"	20.0	20'-0"
23 min (19.4)	23.0	23'-0"	23.0	23'-0"	23.0	23'-0"	23.0	23'-0"
26 min (22.0)	26.0	26'-0"	26.0	26'-0"	26.0	26'-0"	26.0	26'-0"
29 min (24.6)	29.0	29'-0"	29.0	29'-0"	29.0	29'-0"	29.0	29'-0"
32 min (27.2)	32.0	32'-0"	32.0	32'-0"	32.0	32'-0"	32.0	32'-0"
35 min (29.8)	35.0	35'-0"	35.0	35'-0"	35.0	35'-0"	35.0	35'-0"
38 min (32.4)	38.0	38'-0"	38.0	38'-0"	38.0	38'-0"	38.0	38'-0"
41 min (35.0)	41.0	41'-0"	41.0	41'-0"	41.0	41'-0"	41.0	41'-0"
44 min (37.6)	44.0	44'-0"	44.0	44'-0"	44.0	44'-0"	44.0	44'-0"
47 min (40.2)	47.0	47'-0"	47.0	47'-0"	47.0	47'-0"	47.0	47'-0"
50 min (42.8)	50.0	50'-0"	50.0	50'-0"	50.0	50'-0"	50.0	50'-0"
53 min (45.4)	53.0	53'-0"	53.0	53'-0"	53.0	53'-0"	53.0	53'-0"
56 min (48.0)	56.0	56'-0"	56.0	56'-0"	56.0	56'-0"	56.0	56'-0"
59 min (50.6)	59.0	59'-0"	59.0	59'-0"	59.0	59'-0"	59.0	59'-0"
62 min (53.2)	62.0	62'-0"	62.0	62'-0"	62.0	62'-0"	62.0	62'-0"
65 min (55.8)	65.0	65'-0"	65.0	65'-0"	65.0	65'-0"	65.0	65'-0"
68 min (58.4)	68.0	68'-0"	68.0	68'-0"	68.0	68'-0"	68.0	68'-0"
71 min (61.0)	71.0	71'-0"	71.0	71'-0"	71.0	71'-0"	71.0	71'-0"
74 min (63.6)	74.0	74'-0"	74.0	74'-0"	74.0	74'-0"	74.0	74'-0"
77 min (66.2)	77.0	77'-0"	77.0	77'-0"	77.0	77'-0"	77.0	77'-0"
80 min (68.8)	80.0	80'-0"	80.0	80'-0"	80.0	80'-0"	80.0	80'-0"
83 min (71.4)	83.0	83'-0"	83.0	83'-0"	83.0	83'-0"	83.0	83'-0"
86 min (74.0)	86.0	86'-0"	86.0	86'-0"	86.0	86'-0"	86.0	86'-0"
89 min (76.6)	89.0	89'-0"	89.0	89'-0"	89.0	89'-0"	89.0	89'-0"
92 min (79.2)	92.0	92'-0"	92.0	92'-0"	92.0	92'-0"	92.0	92'-0"
95 min (81.8)	95.0	95'-0"	95.0	95'-0"	95.0	95'-0"	95.0	95'-0"
98 min (84.4)	98.0	98'-0"	98.0	98'-0"	98.0	98'-0"	98.0	98'-0"
101 min (87.0)	101.0	101'-0"	101.0	101'-0"	101.0	101'-0"	101.0	101'-0"
104 min (89.6)	104.0	104'-0"	104.0	104'-0"	104.0	104'-0"	104.0	104'-0"
107 min (92.2)	107.0	107'-0"	107.0	107'-0"	107.0	107'-0"	107.0	107'-0"
110 min (94.8)	110.0	110'-0"	110.0	110'-0"	110.0	110'-0"	110.0	110'-0"
113 min (97.4)	113.0	113'-0"	113.0	113'-0"	113.0	113'-0"	113.0	113'-0"
116 min (100.0)	116.0	116'-0"	116.0	116'-0"	116.0	116'-0"	116.0	116'-0"
119 min (102.6)	119.0	119'-0"	119.0	119'-0"	119.0	119'-0"	119.0	119'-0"
122 min (105.2)	122.0	122'-0"	122.0	122'-0"	122.0	122'-0"	122.0	122'-0"
125 min (107.8)	125.0	125'-0"	125.0	125'-0"	125.0	125'-0"	125.0	125'-0"
128 min (110.4)	128.0	128'-0"	128.0	128'-0"	128.0	128'-0"	128.0	128'-0"
131 min (113.0)	131.0	131'-0"	131.0	131'-0"	131.0	131'-0"	131.0	131'-0"
134 min (115.6)	134.0	134'-0"	134.0	134'-0"	134.0	134'-0"	134.0	134'-0"
137 min (118.2)	137.0	137'-0"	137.0	137'-0"	137.0	137'-0"	137.0	137'-0"
140 min (120.8)	140.0	140'-0"	140.0	140'-0"	140.0	140'-0"	140.0	140'-0"
143 min (123.4)	143.0	143'-0"	143.0	143'-0"	143.0	143'-0"	143.0	143'-0"
146 min (126.0)	146.0	146'-0"	146.0	146'-0"	146.0	146'-0"	146.0	146'-0"
149 min (128.6)	149.0	149'-0"	149.0	149'-0"	149.0	149'-0"	149.0	149'-0"
152 min (131.2)	152.0	152'-0"	152.0	152'-0"	152.0	152'-0"	152.0	152'-0"
155 min (133.8)	155.0	155'-0"	155.0	155'-0"	155.0	155'-0"	155.0	155'-0"
158 min (136.4)	158.0	158'-0"	158.0	158'-0"	158.0	158'-0"	158.0	158'-0"
161 min (139.0)	161.0	161'-0"	161.0	161'-0"	161.0	161'-0"	161.0	161'-0"
164 min (141.6)	164.0	164'-0"	164.0	164'-0"	164.0	164'-0"	164.0	164'-0"
167 min (144.2)	167.0	167'-0"	167.0	167'-0"	167.0	167'-0"	167.0	167'-0"
170 min (146.8)	170.0	170'-0"	170.0	170'-0"	170.0	170'-0"	170.0	170'-0"
173 min (149.4)	173.0	173'-0"	173.0	173'-0"	173.0	173'-0"	173.0	173'-0"
176 min (152.0)	176.0	176'-0"	176.0	176'-0"	176.0	176'-0"	176.0	176'-0"
179 min (154.6)	179.0	179'-0"	179.0	179'-0"	179.0	179'-0"	179.0	179'-0"
182 min (157.2)	182.0	182'-0"	182.0	182'-0"	182.0	182'-0"	182.0	182'-0"
185 min (159.8)	185.0	185'-0"	185.0	185'-0"	185.0	185'-0"	185.0	185'-0"
188 min (162.4)	188.0	188'-0"	188.0	188'-0"	188.0	188'-0"	188.0	188'-0"
191 min (165.0)	191.0	191'-0"	191.0	191'-0"	191.0	191'-0"	191.0	191'-0"
194 min (167.6)	194.0	194'-0"	194.0	194'-0"	194.0	194'-0"	194.0	194'-0"
197 min (170.2)	197.0	197'-0"	197.0	197'-0"	197.0	197'-0"	197.0	197'-0"
200 min (172.8)	200.0	200'-0"	200.0	200'-0"	200.0	200'-0"	200.0	200'-0"
203 min (175.4)	203.0	203'-0"	203.0	203'-0"	203.0	203'-0"	203.0	203'-0"
206 min (178.0)	206.0	206'-0"	206.0	206'-0"	206.0	206'-0"	206.0	206'-0"
209 min (180.6)	209.0	209'-0"	209.0	209'-0"	209.0	209'-0"	209.0	209'-0"
212 min (183.2)	212.0	212'-0"	212.0	212'-0"	212.0	212'-0"	212.0	212'-0"
215 min (185.8)	215.0	215'-0"	215.0	215'-0"	215.0	215'-0"	215.0	215'-0"
218 min (188.4)	218.0	218'-0"	218.0	218'-0"	218.0	218'-0"	218.0	218'-0"
221 min (191.0)	221.0	221'-0"	221.0	221'-0"	221.0	221'-0"	221.0	221'-0"
224 min (193.6)	224.0	224'-0"	224.0	224'-0"	224.0	224'-0"	224.0	224'-0"
227 min (196.2)	227.0	227'-0"	227.0	227'-0"	227.0	227'-0"	227.0	227'-0"
230 min (198.8)	230.0	230'-0"	230.0	230'-0"	230.0	230'-0"	230.0	230'-0"
233 min (201.4)	233.0	233'-0"	233.0	233'-0"	233.0	233'-0"	233.0	233'-0"
236 min (204.0)	236.0	236'-0"	236.0	236'-0"	236.0	236'-0"	236.0	236'-0"
239 min (206.6)	239.0	239'-0"	239.0	239'-0"	239.0	239'-0"	239.0	239'-0"
242 min (209.2)	242.0	242'-0"	242.0	242'-0"	242.0	242'-0"	242.0	242'-0"
245 min (211.8)	245.0	245'-0"	245.0	245'-0"	245.0	245'-0"	245.0	245'-0"
248 min (214.4)	248.0	248'-0"	248.0	248'-0"	248.0	248'-0"	248.0	248'-0"
251 min (217.0)	251.0	251'-0"	251.0	251'-0"	251.0	251'-0"	251.0	251'-0"
254 min (219.6)	254.0	254'-0"	254.0	254'-0"	254.0	254'-0"	254.0	254'-0"
257 min (222.2)	257.0	257'-0"	257.0	257'-0"	257.0	257'-0"	257.0	257'-0"
260 min (224.8)	260.0	260'-0"	260.0	260'-0"	260.0	260'-0"	260.0	260'-0"
263 min (227.4)	263.0	263'-0"	263.0	263'-0"	263.0	263'-0"	263.0	263'-0"
266 min (230.0)	266.0	266'-0"	266.0	266'-0"	266.0	266'-0"	266.0	266'-0"
269 min (232.6)	269.0	269'-0"	269.0	269'-0"	269.0	269'-0"	269.0	269'-0"
272 min (235.2)	272.0	272'-0"	272.0	272'-0"	272.0	272'-0"	272.0	272'-0"
275 min (237.8)	275.0	275'-0"	275.0	275'-0"	275.0	275'-0"	275.0	275'-0"
278 min (240.4)	278.0	278'-0"	278.0	278'-0"	278.0	278'-0"	278.0	278'-0"
281 min (243.0)	281.0	281'-0"	281.0	281'-0"	281.0	281'-0"	281.0	281'-0"
284 min (245.6)	284.0	284'-0"	284.0	284'-0"	284.0	284'-0"	284.0	284'-0"
287 min (248.2)	287.0	287'-0"	287.0	287'-0"	287.0	287'-0"	287.0	287'-0"
290 min (250.8)	290.0	290'-0"	290.0	290'-0"	290.0	290'-0"	290.0	290'-0"
293 min (253.4)	293.0	293'-0"	293.0	293'-0"	293.0	293'-0"	293.0	293'-0"
296 min (256.0)	296.0	296'-0"	296.0	296'-0"	296.0	296'-0"	296.0	296'-0"
299 min (258.6)	299.0	299'-0"	299.0	299'-0"	299.0	299'-0"	299.0	299'-0"
302 min (261.2)	302.0	302'-0"	302.0	302'-0"	302.0	302'-0"	302.0	302'-0"
305 min (263.8)	305.0	305'-0"	305.0	305'-0"	305.0	305'-0"	305.0	305'-0"
308 min (266.4)	308.0	308'-0"	308.0	308'-0"	308.0	308'-0"	308.0	308'-0



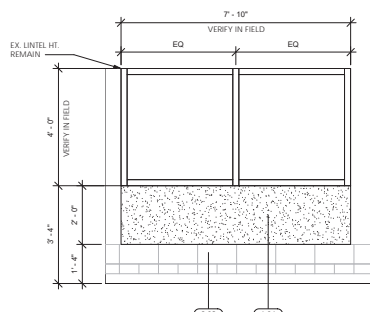
DOOR AND FRAME SCHEDULE													
DOOR #	DOOR			GLASS		FRAMES		FRAME DETAIL			FIRE RATING	HDMR SET	
	WIDTH	HEIGHT	DOOR FACE	MATERIAL	DOOR FINISH	TYPE	GLASS TYPE	FRAME MATERIAL	FRAME FINISH	TYPE			HEAD DETAIL
1	3'-0"	7'-2"	ALUM	MFR	-	-	1	ALUM	MFR	-	EA/ATD	EC/ATD	BC/ATD

HARDWARE GROUP NO ALD1
 FOR USE ON DOOR #1
 3'-0" X 7'-2" ALD X ALF

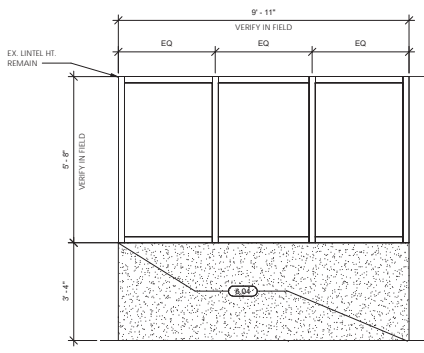
QTY	EA	DESCRIPTION	CATALOG NUMBER	FINISH	MFR
3	EA	HINGE	5881HW 4.5 X 4 NBP	652	IVE
1	EA	ALUM DOO RLOCK	MS1805	628	ADA
2	EA	MORISE CYLINDER	MATCH EXISTING	626	ME
1	EA	PICKUP BAR	916HD 157	630	IVE
1	EA	OH STOP	1005	630	GLY
1	EA	SURFACE CLOSER	4099 EDA	689	LCN
1	EA	FRAME SEAL	BY FRAME MANUF	A	ALF



1 LOBBY 1
 1/2" = 1'-0"



2 LOBBY 2
 1/2" = 1'-0"



3 LOBBY 3
 1/2" = 1'-0"

- KEY NOTES**
- 2.09 EXISTING RUBBER BASE AND CMU TO REMAIN
 - 6.04 NEW GYP BOTH SIDES, FRAME WALL INFILL TO MATCH WALL THICKNESS AND FINISH OF EXISTING ADJACENT WALLS

- DOOR SCHEDULE REMARKS**
- DR1 PROVIDE ADA OPERER
 - DR2 CARD READER
 - DR3 EMERGENCY EXIT ALARM. NO EXTERIOR TRIM
 - DR4 PROVIDE WEATHER STRIPPING PROOF GASKETS AT DOOR ASSEMBLY. SEE SPECS. USE WEATHERSTRIPPING FOR EXTERIOR CONDITIONS.
 - DR5 PROVIDE PANIC HARDWARE
 - DR6 PROVIDE AUTOMATIC DOOR BOTTOM OVER THRESHOLD OR FINISH FLOOR AS OCCURS.
 - DR7 PROVIDE AUTOMATIC DOOR CLOSER.
 - DR8 DOOR GLAZING TO BE INSULATED.
 - DR9 DOOR TO HAVE BLACK AND WHITE SIGN (PROVIDED BY MANUFACTURER) THAT READS "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" ADHERED TO FRAME ABOVE DOORS.
 - DR10 DOOR SHALL BE READILY OPENABLE FROM THE EGRESS SIDE WITHOUT THE USE

- GLAZING DOOR / WINDOW FRAME NOTES**
- FIELD VERIFY WINDOW AND DOOR OPENING PRIOR TO FABRICATION.
 - ALL EXTERIOR GLAZING AT DOORS AND WINDOWS TO COMPLY WITH SPECIFICATIONS AND COM CHECK AS REQUIRED.
 - GLASS DOORS, ADJACENT PANELS AND ALL GLAZED OPENING WITHIN 18 INCHES OF ADJACENT FLOOR SHALL BE APPROVED FOR IMPACT HAZARD.
 - ALL GLASS IN DOORS, SIDELITES, OR AS INDICATED ON DRAWINGS SHALL BE TEMPERED GLASS AS PER IBC 2406.3
 - DOORS & WINDOWS BETWEEN CONDITIONED AND UNCONDITIONED SPACES SHALL BE DESIGNED TO LIMIT AIR LEAKAGE INTO OR FROM THE BUILDING ENVELOPE.
 - ALL GLAZING WITHIN 48" OF ANY LOCKING HARDWARE DEVICE SHALL BE TEMPERED GLASS.

- ABBREVIATIONS**
- ALUM ALUMINUM
 - PT PAINT FINISH PER
 - FAC FACTORY FINISH
 - MFR MANUFACTURER
 - T TEMPERED

- DOOR NOTES**
- ALL EXIT DOORS SHALL BE OPERABLE FROM THE INSIDE WITHOUT THE USE OF A KEY OR ANY SPECIAL KNOWLEDGE OR EFFORT AND SHALL BE ACCESSIBLE BY THE HANDICAPPED. MAXIMUM EFFORT TO OPERATE DOORS SHALL NOT EXCEED THE FOLLOWING:
 - A. INTERIOR DOORS: 5 POUNDS
 - B. EXTERIOR DOORS: 8.5 POUNDS
 - C. FIRE DOORS: 15 POUNDS
 - PROVIDE AND INSTALL HARDWARE AS SPECIFIED. ALL DOORS SHALL OPEN FROM INSIDE WITH OUT A KEY OR SPECIAL KNOWLEDGE.
 - ALL DOORS SERVING AN OCCUPANT LOAD OF 50 PERSONS OR MORE IN AN 'A' OCCUPANCY SHALL PROVIDE PANIC HARDWARE PER IBC 1008.1.9
 - REFERENCE TO MECHANICAL PLAN FOR UNDER CUT AT DOORS. SEE MECHANICAL.

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A700

MECHANICAL SPECIFICATIONS

1. ALL WORK SHALL COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL CODES, LAWS, ACTS AND ALL AUTHORITIES HAVING JURISDICTION INCLUDING, BUT NOT LIMITED TO THE 2015 IRC, 2015 ECG, AND ANORDS AS ADOPTED BY THE CITY OF WILLOW, AZ.
 2. WORK SHALL INCLUDE ALL MATERIALS, LABOR, SERVICES AND EQUIPMENT NECESSARY TO PROVIDE AN OPERATING SYSTEM AS SHOWN ON THE PLANS. PLANS ARE SCHEMATIC AND ARE NOT INTENDED TO SPECIFY ALL INCIDENTAL HARDWARE OR IDENTIFY ALL OFFSETS OR DIFFICULTIES WHICH MAY BE ENCOUNTERED IN THE COURSE OF COMPLETING THE PROJECT. DO NOT SCALE THE PLANS. CONTRACTORS SHALL FIELD MEASURE AND CREATE SHOP DRAWINGS FOR DUCT FABRICATION.
 3. FIELD VERIFY ALL CLEARANCES PRIOR TO FABRICATION OR ORDERING DUCTWORK. CONTRACTOR SHALL NOT CHANGE OWNER, ARCHITECT, GENERAL CONTRACTOR, ENGINEER OR OTHERS FOR ADJUSTMENT DUE TO FIELD CONDITIONS. CONTRACTOR MUST INCLUDE IN BIDDING TO COMPLETE PROJECT MISCELLANEOUS DUCT FITTINGS TO/FROM AIR HANDLERS, PACKAGE UNITS, DUCTS REQUIRING OFFSETS, SPECIAL FITTINGS AROUND BEAMS, COLUMNS OR STRUCTURAL BRACES. FIELD VERIFICATION AND INSTALLATION SHALL BE CONSIDERED INCLUDING IN BASE SCOPE OF WORK WITHOUT ADDITIONAL COMPENSATION FEES. MECHANICAL CONTRACTOR SHALL OBTAIN ARCHITECTURAL PLANS AND VERIFY INTENDED CEILING HEIGHTS, SOFFIT LOCATIONS, AND OTHER ARCHITECTURAL FEATURE LOCATIONS AND SHALL ROUTE DUCTWORK TO ALLOW CONSTRUCTION OF ELEMENTS TO BE CONSTRUCTED AFTER MECHANICAL INSTALLATION. PHASE LOCATE ALL DUCTS TO PROVIDE SUFFICIENT CLEARANCE FOR CEILING HARDWARE, ALL LIGHTS, AND ANY ARCHITECTURAL FEATURES IN CEILING. DUCT ROUTING MAY NEED TO BE FIELD ADJUSTED FROM PLANS FOR FIELD CONDITIONS AND FITTINGS PROVIDED TO SUIT. AIR FLOW TOTAL CROSS SECTIONAL AREA SHALL BE MAINTAINED THROUGH SUCH FITTINGS.
 4. DISCREPANCIES ON MECHANICAL PLANS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER FOR CLARIFICATION PRIOR TO SUBMISSION OF BID TO CONSTRUCT MECHANICAL SYSTEM. DISCREPANCIES BROUGHT TO ENGINEER'S ATTENTION AFTER SUBMISSION OF BID SHALL NOT BE BILLABLE TO ENGINEER. ARCHITECT, CLIENT OR OTHERS AND SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO REMEYD PER CODE AND WITH THE ASSISTANCE OF THE ENGINEER. ENGINEER WILL ASSIST CONTRACTOR IN DETERMINING READY AND SHALL STRIVE IN GOOD FAITH TO FIND A LEAST COST AND CODE COMPLIANT SOLUTION TO SUCH DISCREPANCIES. CONTRACTOR'S SUBMISSION OF BID TO CONSTRUCT MECHANICAL SYSTEM IS SEEN AS AGREEMENT TO THESE TERMS.
 5. REFER TO DUCT CONSTRUCTION AND DUCT INSULATION SPECIFICATIONS.
 6. BALANCING DAMPERS: ALL PLATE DAMPERS WITH A DIMENSION GREATER THAN 12" SHALL HAVE A CONTINUOUS SQUARE STEEL PIVOT ROD. FOR DAMPERS WITH THE LARGEST DIMENSION LESS THAN 12", A CONTINUOUS OR NON-CONTINUOUS SQUARE STEEL PIVOT ROD IS ACCEPTABLE. MINIMUM PIVOT RODS SIZE IS 3/8 IN. DAMPER BLADES TO BE CONSTRUCTED OF AT LEAST 2 GAUGES HEAVIER THAN THE DUCT IN WHICH THEY ARE INSTALLED AND NO LIGHTER THAN 22 GAUGE. DAMPERS SHALL FEATURE TIGHT FITTING SYNTHETIC BEARINGS AND BEARINGS AT PIVOT ROD TO HOUSING CONTACT. DAMPERS SHALL BE MANUAL QUADRANT LOOKING TYPE WITH A STANDOFF TO ALLOW ROOM FOR INSULATION. "CIFTY" DAMPERS RELYING UPON A WING-NUT ON THE PIVOT ROD AXIS ARE NOT ACCEPTABLE. DAMPER INSTALLATIONS SHALL BE FREE OF OBJECTIONABLE VIBRATION AND NOISE. ACCEPTABLE MANUFACTURERS: GREENKOV, DAYTON, OR EQUAL. SEE AIR DEVICE SCHEDULE.
 7. PROVIDE EACH DUCT SUPPLY BRANCH WITH OWNER ADJUSTABLE VOLUME CONTROL USING A LOCKING BRANCH DAMPER 18" FROM MAIN TAKEOFF OR BID IN DEVICE IF BRANCH IS INACCESSIBLE. PROVIDE YOUNG REGULATORS OR EQUAL CABLE OPERATED DAMPER FOR DAMPERS LOCATED ABOVE INACCESSIBLE CEILING.
 8. FIELD VERIFY EXACT LOCATIONS OF STRUCTURE AND INSTALL NEW EQUIPMENT ACCORDINGLY. FIELD VERIFY 10FT CLEARANCE BETWEEN ALL BUILDING AIR INTAKES AND BUILDING AIR EXHAUSTS, MECHANICAL UNITS, AND PLUMBING VENTS PER CODE.
 9. PROVIDE AS-BUILT DRAWINGS AND ALL EQUIPMENT INSTALLATION AND OPERATIONS MANUALS TO OWNER FOLLOWING PROJECT COMPLETION.
 10. ALL HVAC EQUIPMENT SHALL BE UL LISTED AND INSTALLED PER MANUFACTURER'S INSTRUCTIONS.
 11. MECHANICAL CONTRACTOR SHALL PROVIDE ALL CONTROLS SYSTEMS / EQUIPMENT RELOCATIONS. EXISTING CONTROLS SHALL BE RE-USED AND OTHER THAN RELOCATIONS SHALL BE UNCHANGED.
 12. CONTRACTOR TO PROVIDE SIGNED AND SEALED TEST AND BALANCE REPORT. TEST AND BALANCE OF SYSTEM TO BE PERFORMED BY AN ABC OR NEBB CONTRACTOR CERTIFIED IN THE STATE OF ARIZONA. PRIOR TO FINAL INSPECTION, PROVIDE A COPY OF THE SIGNED AND SEALED AIR-BALANCE REPORT TO THE MECHANICAL ENGINEER FOR FINAL APPROVAL. CONTRACTOR SHALL DEMONSTRATE THAT ALL NEW EQUIPMENT AND ALL AIR DEVICES ARE BALANCED AND ADJUSTED AS SHOWN ON PLANS. THE CITY INSPECTOR SHALL RECEIVE A COPY OF A THIRD PARTY CERTIFIED AIR BALANCE REPORT CONDUCTED IN ACCORDANCE WITH ABC OR NEBB TESTING STANDARDS PRIOR TO THE ISSUE OF THE CERTIFICATE OF OCCUPANCY.
 13. EQUIPMENT AND DEVICES SHOWN ON PLANS ARE DIAGRAMMATIC AND MAY NOT ACCOUNT FOR ALL CONFLICTS THAT ARISE IN THE FIELD DURING CONSTRUCTION. CONTRACTOR SHALL COORDINATE WITH OTHER TRADES AND LOCATE EQUIPMENT AND COMPONENTS INCLUDING BUT NOT LIMITED TO DAMPERS, ACTUATORS, FAN COILS, ETC. SUCH THAT THEY ARE ACCESSIBLE. SUFFICIENT SPACE SHALL BE PROVIDED FOR EQUIPMENT SERVICE, REPAIR, AND REPLACEMENT.
 14. PENETRATIONS INTO OR THROUGH FIRE-RESISTANT-RATED WALL ASSEMBLIES INCLUDING FIRE WALLS, FIRE BARRIERS, SMOKE BARRIER WALLS AND FIRE PARTITIONS SHALL COMPLY WITH IRC 2018 THROUGH PENETRATIONS SHALL BE PROTECTED BY AN APPROVED FIRE STOP SYSTEM INSTALLED AS TESTED IN ACCORDANCE WITH ASTM E 814 OR UL 1479 AND SHALL HAVE AN "F" RATING OF NOT LESS THAN THE REQUIRED FIRE RESISTANCE RATING OF THE WALL PENETRATED.
- DEFINITIONS:**
 PROVIDE - FURNISH AND INSTALL.
 FURNISH - DELIVER EQUIPMENT AND/OR MATERIALS TO SITE.
 INSTALL - PHYSICALLY PLACE IN POSITION AND PUT INTO OPERATION.

DUCT CONSTRUCTION AND DUCT INSULATION SPECIFICATIONS

DUCT TYPE	INSULATION TYPE	INSULATION MINIMUM R VALUE	NOTES
CONCEALED DUCTS IN UNCONDITIONED SPACES, PLENUMS, AND ABOVE CEILING INSIDE THE BUILDING ENVELOPE	EXTERNALLY WRAPPED WITH FOIL BACKED INSULATION	R-6	1-8
ROUND SUPPLY FLEX BRANCH DUCT	QAS ACOUSTICAL FLEX DUCT, INTERNALLY LINED WITH INSULATION (FOR NOISE ABATEMENT)	R-8	1-8

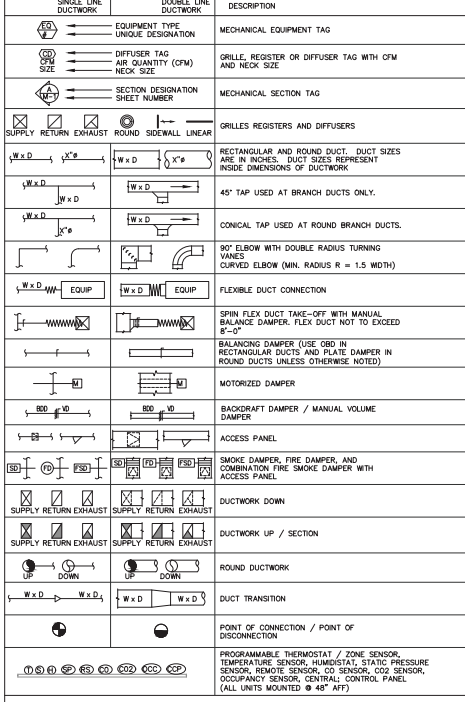
1. ALL DUCT DIMENSIONS SHOWN ON PLANS ARE NET INSIDE DIMENSIONS. CONTRACTOR SHALL INCREASE DIMENSIONS FOR INTERNALLY LINED DUCT TO ACCOUNT FOR THE THICKNESS OF INSULATION.
2. ALL DUCTWORK SHALL BE LOCK FORMED QUALITY STEEL, WITH EXCEPTION OF FLEXIBLE DUCT BRANCH ENDS ONLY. ALL DUCTS WITH A DIMENSION OVER 16" SHALL BE FLANGED TYPE CONNECTIONS. CONCEALED DUCT BRANCHES SHALL BE ROUND STEEL. ALL DUCTS SHALL BE SUSPENDED FROM STRUCTURE OF BUILDING PER CODE.
3. DUCT SEAMS AND FLANGES SHALL BE TIGHT AND WITHOUT VISIBLE GAPS.
4. DUCT CONSTRUCTION SHALL BE SMAWMA CLASS A: ALL TRANSVERSE JOINTS, LONGITUDINAL SEAMS, AND ALL DUCT WALL PENETRATIONS SHALL BE SEALED. ALL SEAMS ON HIDDEN RIGID DUCTS SHALL BE SEALED USING UL 181A OR 181B MASTICS. EXCEPTION: CONTINUOUSLY WELDED AND LOCKING-TYPE LONGITUDINAL JOINTS.
5. ACOUSTICAL FLEXIBLE AIR DUCTS SHALL BE UL 181 LISTED, CLASS 1, WITH AN INNER CORE OF STEEL WIRE HELIX WRAPPED IN FIBERGLASS AND SHEATHED IN A DOUBLE LAMINATION OF POLYESTER AND SHALL BE INTERNALLY LINED TO ABSORB NOISE. PERFORMANCE TO MATCH QAS BRAND ACOUSTICAL FLEX DUCT OR EQUAL. FLEX DUCT SHALL HAVE A MINIMUM R VALUE OF 6.0 AND SHALL BE RATED FOR 4" WG POSITIVE AND 7.5" WG NEGATIVE PRESSURES (MINIMUM). UP TO 8 FEET MAXIMUM UL LISTED INSULATED FLEXIBLE DUCT IS PERMISSIBLE AT BRANCH ENDS IN CONCEALED LOCATIONS ONLY. ALL FLEXIBLE DUCTWORK SHALL BE INSTALLED PER CODE FULLY EXTENDED WITHOUT CRIMPING OR RESTRICTIVE SHORT RADIUS BENDS.
6. PROVIDE TURNING VANES AT ALL RECTANGULAR DUCTS WITH A FLANGE SPREAD INDEX OF NOT MORE THAN 25 AND A SMOKE DEVELOPMENT RATING OF NOT MORE THAN 50. UL LISTING REQUIRED.
7. ALL DUCTS AND FITTINGS SHALL BE FABRICATED PER LATEST EDITION SMAWMA.
8. ALL MATERIALS EXPOSED WITHIN DUCTS OR INSULATION INSIDE DUCTS SHALL HAVE A FLAME SPREAD INDEX OF NOT MORE THAN 25 AND A SMOKE DEVELOPMENT RATING OF NOT MORE THAN 50. UL LISTING REQUIRED.

MECHANICAL ABBREVIATIONS

ABBV	DESCRIPTION	ABBV	DESCRIPTION
ABF	ABOVE FINISHED FLOOR	KW	KILOWATT
AC	AIR CONDITIONING UNIT	LAT	LEAVING AIR TEMPERATURE
AHD	AIR HANDLING UNIT	LWT	LEAVING WATER TEMPERATURE
ALT	ALTERNATE	LVS	LIGHTING
AP	ACCESS PANEL	MFR	MANUFACTURER
BAS	BUILDING AUTOMATION SYSTEM	MAX	MAXIMUM
BBD	BACKDRAFT DAMPER	MECH	MECHANICAL
BD	BOTTOM OF DUCT	MC	MECHANICAL CONTRACTOR
BDP	BOTTOM OF PIPE	MTH	THOUSAND BTU/HOUR
BHP	BRAKE HORSEPOWER	MIN	MINIMUM
BLDG	BUILDING	MIX	MIXED AIR TEMPERATURE
CAP	CAPACITY	MCC	MOTOR CONTROL CENTER
CLG	CEILING	NC	NORMALLY CLOSED
CV	CONSTANT VOLUME	NO	NORMALLY OPEN
CW	COLD WATER	NA	NOT APPLICABLE
CAI	COMBUSTION AIR INTAKE	NIC	NOT IN CONTRACT
CONN	CONNECTION	NTS	NOT TO SCALE
CONT	CONTINUED	OAT	OUTSIDE AIR TEMPERATURE
COP	CENTRAL CONTROL PANEL	OP	OPPOSED BLADE DAMPER
CT	COOLING TOWER	PBO	PARALLEL BLADE DAMPER
CU	COPPER	POS	POSITIVE
CFM	CUBIC FEET PER MINUTE	PSF	POUNDS PER SQUARE INCH
DA	DIAMETER	PD	PRESSURE DROP
DF	DIFFUSER	PRV	PRESSURE REDUCING VALVE
DN	DIMENSION	QTY	QUANTITY
DAT	DIG AIR TEMPERATURE	RTA	RETURN AIR
DD	DOOR GRILLE	RA	RETURN AIR TEMPERATURE
DWG	DRAWING	R/E	RETURN/EXHAUST
DSO	DUCT SMOKE DETECTOR	REF	REFERENCE
DTR	DUCT THROUGH ROOF	REG	REGISTER
EACH	EACH	REG	REGISTER
EC	ELECTRICAL CONTRACTOR	RHC	REHEAT COIL
EL	ELEVATION	REQD	REQUIRED
EMER	EMERGENCY	REV	REVISION
ENT	ENTERING AIR TEMPERATURE	RM	ROOM
ENT	EXIT WATER TEMPERATURE	SCH	SCHEDULE
EQUIP	EQUIPMENT	SECT	SECTION
EXH	EXHAUST	SA	SOUND ATTENUATOR
EXIST	EXISTING	SD	SMOKE DAMPER
FC	FAN COIL	SPC	SPECIFICATION
FD	FIRE DAMPER	SS	STAINLESS STEEL
FPW	FEET PER MINUTE	STD	STANDARD
FLEX	FLEXIBLE	STM	STEAM
FLR	FLOOR	STL	STEEL
FLD	FLOOR DRAIN	SF	SUPPLY FAN
FSD	FIRE / SMOKE DAMPER	SQFT	SQUARE FEET
FUT	FUTURE	SW	SWITCH
GFW	GALLONS PER MINUTE	SUSP	SUSPENDED
GALV	GALVANIZED	SWGR	SWITCHGEAR
GRD	GRADE	TAB	TEST AND BALANCE
GR	GRILLE	TEMP	TEMPERATURE
HC	HEATING COIL	TYP	TYPICAL
HV	HEATING/VENTILATING UNIT	UL	UNDERWRITER'S LABORATORY
HVAC	HEATING/VENTILATING/AC	VAV	VARIABLE AIR VOLUME
HT	HEIGHT	VENT	VENTILATION
HP	HORSEPOWER	VFD	VARIABLE FREQUENCY DRIVE
HW	HOT WATER	VO	VOLUME DAMPER
H	HUMIDIFIER	VV	VARIABLE VOLUME
IN	INCH	WG	WATER GAGE

*** NOT ALL ABBREVIATIONS ARE APPLICABLE FOR THIS PROJECT ***

MECHANICAL SYMBOLS LEGEND



*** NOT ALL ABBREVIATIONS ARE APPLICABLE FOR THIS PROJECT ***

SUBMITTAL PROCESS SPECIFICATIONS

- PRIOR TO ORDERING, SUBMITTALS REVIEWED BY THE ENGINEER ARE REQUIRED FOR ALL ITEMS LISTED ON THE MECHANICAL SCHEDULES, AND AS FOLLOWS:
1. ALL SUBMITTALS AND RESUBMITTALS SHALL USE THE FOLLOWING FORMAT OR SHALL BE RETURNED FOR CORRECTIONS UNTIL FORMATTED AS FOLLOWS:
 1. SUBMITTED AS A SINGLE ELECTRONIC PDF FILE IDENTIFIED AS A FIRST SUBMITTAL, OR AS REVISED SUBMITTAL WITH THE CORRESPONDING SUBMITTAL NUMBER IDENTIFIED AS "RESUBMITTAL #", BEGINNING WITH "01".
 2. ALL EQUIPMENT ON THE MECHANICAL SCHEDULES SHALL BE SUBMITTED COMBINED INTO A SINGLE PDF FILE (PARTIAL SUBMITTALS WILL BE RETURNED).
 3. SUBMITTAL PRODUCT DATA SHALL BE LABELED IN RED BOLDFACE TEXT IN THE TOP RIGHT HAND CORNER OF THE FIRST PAGE WITH THE EQUIPMENT IDENTIFICATION TAG AS LABELED ON PLAN SCHEDULES (UNIDENTIFIED CUT SHEETS AND PRODUCT DATA ONLY).
 2. REQUIRED OPTIONS LISTED ON THE CONSTRUCTION DOCUMENT SCHEDULES SHALL BE CLEARLY IDENTIFIED WITH EACH OPTION ON THE SUBMITTAL, MARKED WITH A RED BOX, CIRCLE, CHECK, OR OTHER SIMILAR CONSPICUOUS INDICATION THAT THE SUBMITTED DEVICE'S OPTIONS MATCH THE PLAN SCHEDULE NOTES (GENERAL EQUIPMENT DATA THAT HAS UNIDENTIFIED OPTIONS WILL BE RETURNED).
 3. CONTRACTOR/SUPPLIER SUBMITTAL IS A PRESENTATION TO THE ENGINEER THAT THE EQUIPMENT SUBMITTED IS EQUIVALENT TO THAT SPECIFIED ON THE CONSTRUCTION DOCUMENTS. EQUIPMENT SUBSTITUTIONS WHICH INCLUDE OR REQUIRE DEVIATIONS FROM THE CONSTRUCTION DOCUMENTS REQUIREMENTS SHALL BE CLEARLY IDENTIFIED BY THE CONTRACTOR/SUPPLIER DIRECTLY ON THE FIRST PAGE OF THE CUT SHEET WITH A CLEAR EXPLANATION OF THE REASON(S) FOR NON-COMPLIANCE OR EQUIVALENCE WITH EQUIPMENT SCHEDULES. FAILURE OF SUBSTITUTED EQUIPMENT TO EQUIPMENT TO THE LEVEL SPECIFIED IN THE EQUIPMENT SCHEDULES MAY REQUIRE REPLACEMENT OF SUBSTITUTED EQUIPMENT IF DEVIATIONS ARE NOT CLEARLY IDENTIFIED.
 4. ALL SUBMITTALS SHALL INCLUDE CUT SHEET AND PRODUCT DATA UPDATES TO SHOW CONFORMANCE TO CONSTRUCTION DOCUMENT REQUIREMENTS AND AS INDICATED AND REQUIRED BY THE ENGINEER IN THE PREVIOUS SUBMITTAL REVIEW.
 5. ON ALL RESUBMITTALS CLEARLY IDENTIFY ANY CHANGES MADE OTHER THAN THOSE REQUESTED BY THE ENGINEER IN THE PREVIOUSLY RETURNED/REJECTED SUBMITTAL. PROVIDE A STATEMENT EXPLAINING ANY CHANGES WHICH WERE NOT PROMPTED BY THE ENGINEER'S PREVIOUS REVIEW.

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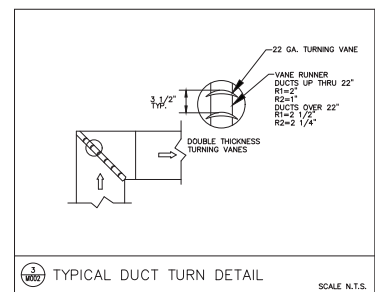
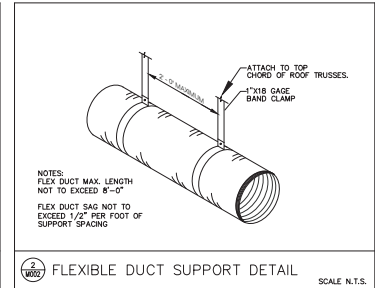
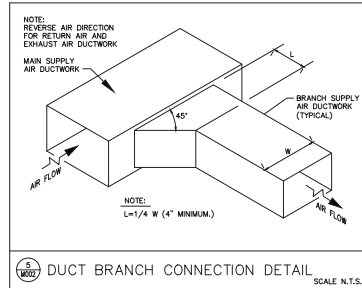
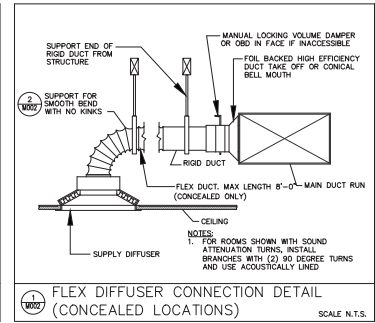
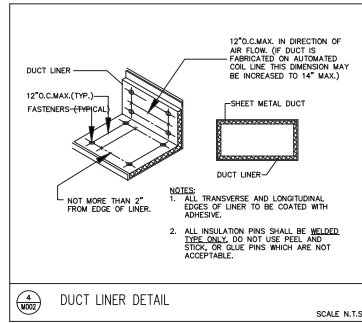
EXPIRES 12/31/2022

ORIGINAL ISSUE DATE: 06/14/2022
JOB NO: 22012
SHEET: M001
SEQUENCE #:

APPLIED ENGINEERING
2800 S. RURAL RD, SUITE 101
TEMPE, AZ 85282 (480)968 3070
JOB NUMBER 22-034

AIR DEVICE SCHEDULE								PROVIDE SCHEDULED OR APPROVED EQUAL EQUIPMENT BY OTHER MANUFACTURERS	
MARK	DEVICE TYPE	MANUFACTURER	MODEL	SIZE / FACE OR BORDER	MATERIAL	MAX NO LEVEL	FRONTAL BLADES	DEVICE DAMPER	NOTES
CD	CEILING DIFFUSER	EXISTING	--	EXISTING LAY-IN	--	--	--	--	1
CD1	CEILING DIFFUSER	TITUS	TMS-AA	24x24 / LAY-IN	ALUMINUM	25	LOUVERED	NONE	2-7
RG1	RETURN GRILLE	TITUS	35SF	24x24 / LAY-IN	ALUMINUM	25	LOUVERED	NONE	2-7
MD	MANUAL DAMPER	GREENHECK	MBD/MBR	DUCT MOUNT	STEEL	NA	NA	NA	2, 9

NOTES:
1. EXISTING AIR DEVICE TO BE REUSED.
2. INSTALL PER MANUFACTURER'S INSTALLATION REQUIREMENTS AND SUGGESTIONS.
3. PROVIDE SQUARE TO ROUND ADAPTER AS REQUIRED.
4. SEE ARCHITECTURAL DRAWINGS FOR CEILING TYPE AND PROVIDE CORRESPONDING BORDER TYPE.
5. PROVIDE DAMPER AT THE TAKE-OFF FROM THE MAIN DUCT FOR ALL LAY-IN TYPE DIFFUSERS OR GRILLES. PROVIDE OBD'S AT THE DIFFUSER OR REGISTER WHEN FLANGED TYPE.
6. COLORS FOR LINEAR DIFFUSERS SHALL BE DIRECTED BY ARCHITECT. SUBMIT COLOR SAMPLES TO ARCHITECT FOR REVIEW AND APPROVAL. COLORS FOR ALL OTHER GRILLES, REGISTERS, AND DIFFUSERS SHALL BE WHITE IN COLOR UNLESS DIRECTED OTHERWISE BY THE ARCHITECT.
7. PERFORMANCE NOT TO EXCEED 25 NC AND 0.05/SPF.
8. MANUAL BALANCE DAMPERS SHALL INCLUDE CONTINUOUS PIVOT ROD, SYNTHETIC OR BRONZE BUSHING, LOCKING HANDLE DAMPER, AND INSULATION STAND-OFF (DO NOT USE WIFTY DAMPERS, LIGHT GAUGE NON-CONTINUOUS RODS, OR WING-NUT ON AXLE TYPE DAMPERS WHICH ARE NOT ACCEPTABLE). PROVIDE GREENHECK MODEL MBD FOR OBD'S AND MODEL MBR FOR ROUND DAMPERS.



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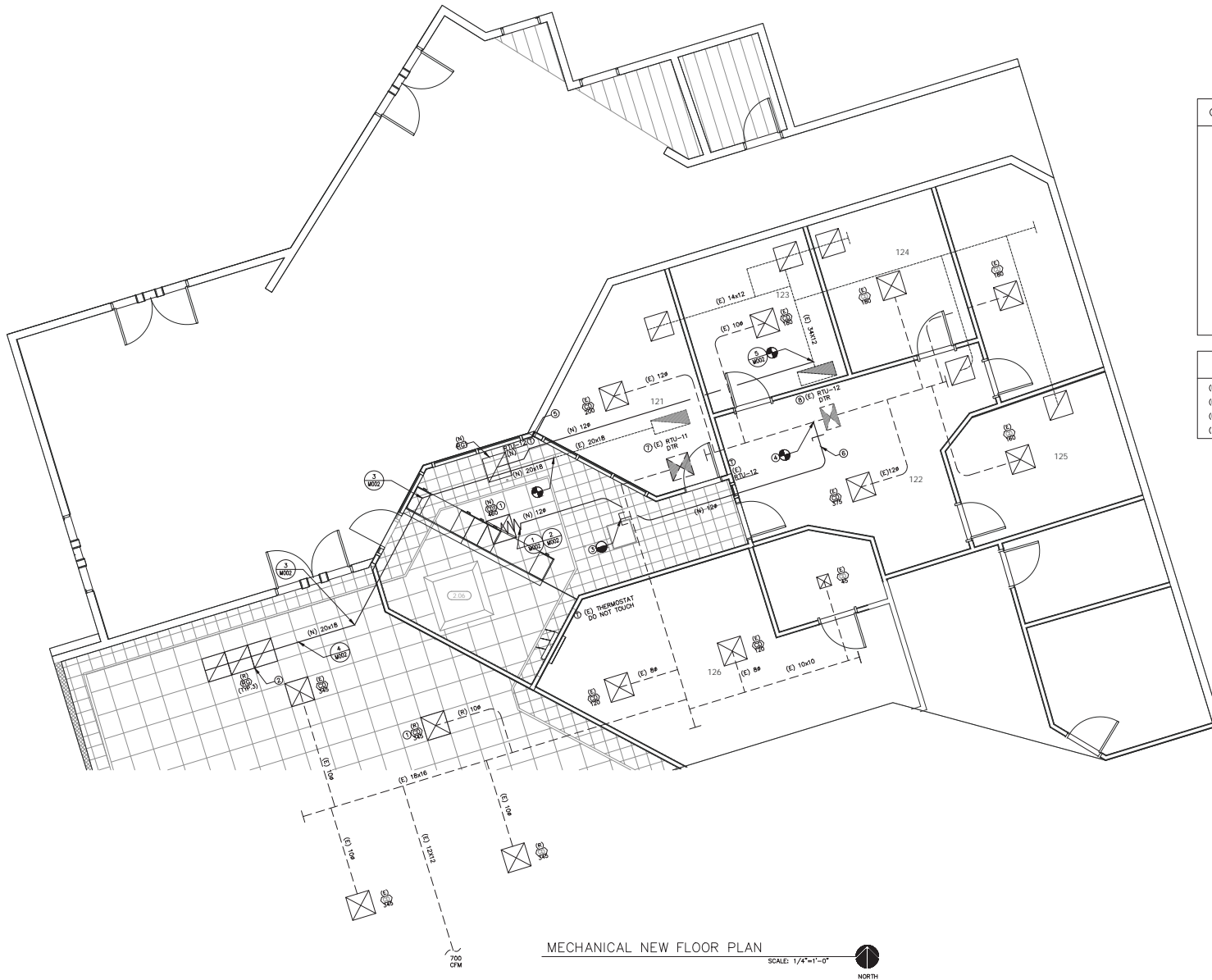


ORIGINAL ISSUE DATE: 06/14/2022

JOB No: 22012

SHEET: **M002**
SEQUENCE #:





MECHANICAL NEW FLOOR PLAN

SCALE: 1/4"=1'-0"



- ⊙ MECHANICAL KEYED NOTES
1. RELOCATE SUPPLY AIR GRILLE INTO NEW CEILING. INSTALL PER DETAILS INDICATED. SEE ARCHITECTURAL PLANS FOR HEIGHT.
 2. RELOCATE RETURN AIR GRILLE INTO NEW CEILING. SEE ARCHITECTURAL PLANS FOR HEIGHT.
 3. CAP THE EXISTING SUPPLY DUCT.
 4. ADJUST NEW BALANCING DAMPER TO THE AIRFLOW INDICATED ON MECHANICAL PLANS.
 5. PROVIDE AND INSTALL NEW AVERAGING THERMOSTAT FOR RTU-12.
 6. PROVIDE AND INSTALL 12# SPIRAL STEEL ROUND DUCT.
 7. BALANCE (E) RTU-11 FOR 2,365 CFM.
 8. BALANCE (E) RTU-12 FOR 1,735 CFM.

LEGEND

(N)	NEW WORK AND MATERIALS
(E)	EXISTING TO REMAIN
(R)	EXISTING TO BE RELOCATED TO NEW LOCATION
(X)	DEMOLISH AND REMOVE EXISTING



LITTLE COLORADO CAMPUS
MECHANICAL IMPROVEMENTS

WINSLOW, AZ
MECHANICAL NEW FLOOR PLAN

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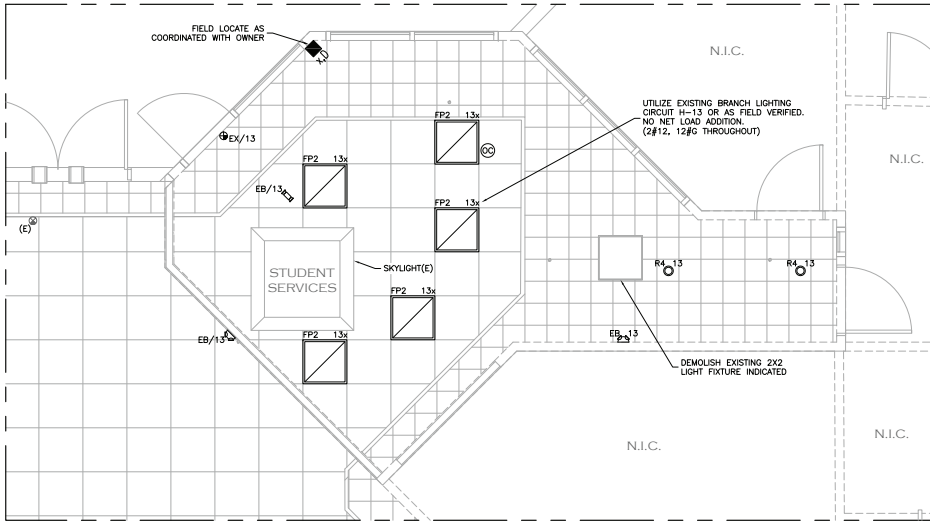
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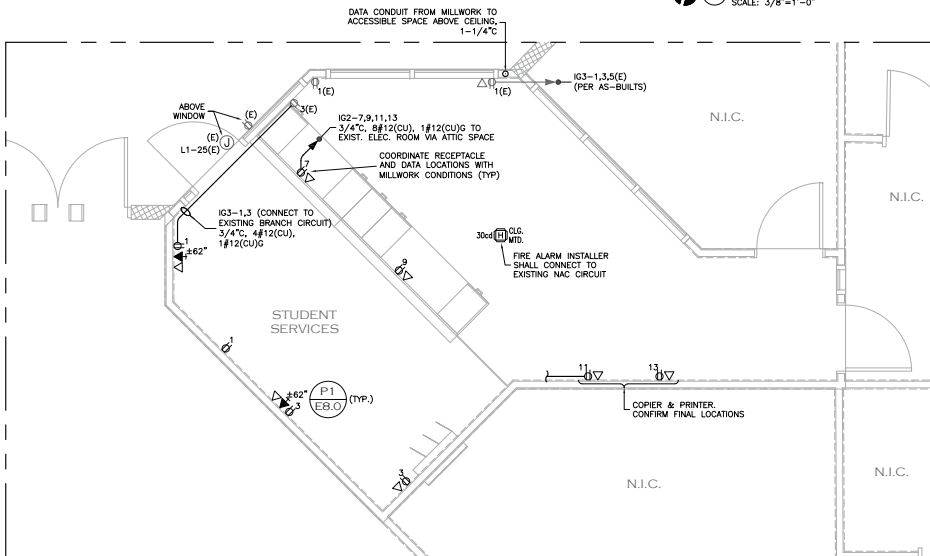
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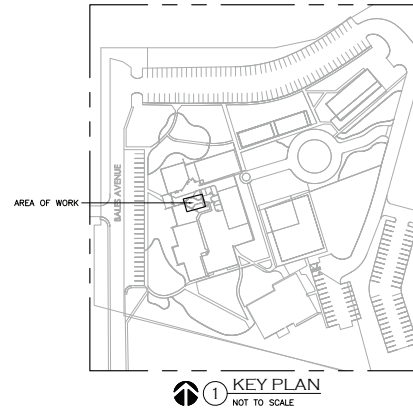




2 LIGHTING PLAN
SCALE: 3/8"=1'-0"



3 POWER PLAN
SCALE: 3/8"=1'-0"



1 KEY PLAN
NOT TO SCALE

LEGEND

- REFER TO EQUIPMENT SCHEDULE FOR CONNECTION TYPE AND RATING, CONDUIT FILL AND ADDITIONAL BRANCH CIRCUIT REQUIREMENTS.
- WHERE INDICATED, INSTALL THE 120V BRANCH CIRCUIT, JUNCTION BOX, AND CONNECTION TO LOAD, 2#12(CU), 1#12(CU), 3/4"TC OR AS COMBINED WITH OTHER BRANCH CONDUITS WITHIN CONDUIT FILL AND AMPACITY DERATING. COORDINATE BOX LOCATION AND CONNECTION TYPE WITH EQUIPMENT/APPLIANCE SHOP DRAWINGS.

GENERAL NOTES

- COORDINATE ALL CONSTRUCTION WITH OTHER TRADES INCLUDING LOCATION OF MECHANICAL EQUIPMENT AND ROUTING OF PIPING, RACEWAYS, DUCTWORK, ETC.
- SUPPORT ALL RACEWAYS PER NEC. INSTALL CONDUIT WITH 270 DEGREES IN BENDS MAXIMUM WITHOUT FULL POINT. INSTALL JUNCTION / FULL BOXES AS NECESSARY. WHEN SIZES ARE NOT SPECIFIED, SIZE BOXES BASED ON CONDUIT SIZES / FILL PER NEC.
- CONDUIT AND WIRE IS SHOWN DIAGRAMMATICALLY. ACTUAL ROUTING AND REQUIRED NUMBER OF SUPPORTS SHALL BE DETERMINED BY THE CONTRACTOR.
- WHERE TELEPHONE, DATA, OR SECURITY DEVICES ARE SHOWN, INSTALL OUTLET BOX AND CONDUIT (1" UNLESS NOTED OTHERWISE) ABOVE THE CEILING.
- VERIFY ALL EQUIPMENT LOCATIONS AND DIMENSIONS IN THE FIELD PRIOR TO INSTALLING RACEWAYS AND WIRING.
- CONTRACTOR SHALL IDENTIFY EACH INDIVIDUAL BRANCH CIRCUIT WITHIN THE PROJECT AREA BY PERMANENT MEANS. ACCEPTABLE METHODS INCLUDE USING PERMANENT MARKERS ON JUNCTION BOX COVER PLATES AND BACKSIDE OF DEVICE COVER PLATES OR IDENTIFYING BRANCH WIRING WITHIN JUNCTION BOXES. STICK ON LABELS ARE NOT ACCEPTABLE. (REFERENCE ART. 408.4)
- COORDINATE THE PURCHASE AND INSTALLATION OF ALL FIXTURES WITH CEILING CONSTRUCTION. WHEN CEILING GRIDS ARE INSTALLED, VERIFY THAT FIXTURES TO BE INSTALLED ARE COMPATIBLE WITH GRID TYPE AND DIMENSIONS.
- EMERGENCY AND EXIT SIGNS SHALL BE CONNECTED TO A NON-SWITCHED LEG OF THE NEAREST BRANCH LIGHTING CIRCUIT, 2#12, 1#12G UNLESS NOTED OTHERWISE. REFER TO LEGEND FOR EMERGENCY LIGHT FIXTURE SYMBOLS.
- FIXTURES DESIGNATED AS NIGHT LIGHTS SHALL BE SUPPLIED FROM A NON-SWITCHED LEG OF THE BRANCH LIGHTING CIRCUIT FOR ONE BALLAST OF EACH NIGHT LIGHT FIXTURE. IN MANY CASES, EMERGENCY FIXTURES WILL BE DESIGNATED AS NIGHT LIGHTS FOR CONVENIENCE.
- IN GENERAL, NON-SWITCHED LEGS FOR NIGHT LIGHTS AND EMERGENCY LIGHTS AND TRAVELER CONDUCTORS FOR 3-WAY SWITCHING ARE NOT SHOWN ON THE PLANS. INSTALL THESE CONDUCTORS AS REQUIRED FOR PROPER OPERATION OF THE LIGHT FIXTURES.
- INSTALL FLEXIBLE CONDUIT CONNECTIONS TO FIXTURES (NOT TO EXCEED 6' IN LENGTH) WHEN NECESSARY.

KEYED NOTES

- UTILIZE EXISTING BRANCH CIRCUITS WHEN PRESENT. UPDATE AS-BUILT PRINTS WITH FINAL BRANCH CIRCUIT ASSIGNMENTS ACCORDINGLY.

FIXTURE SCHEDULE

- EB - EMERGENCY LIGHT BUGEYE TYPE WITH BATTERY BACK-UP
LITHONIA ELM2L-LED-WHITE-MV-(SDRT)-(OPTIONS)
- EX - EXIT SIGN, LED, BATTERY BACKUP, THERMOPLASTIC, BLACK FINISH & RED LETTER COLOR TO MATCH EXISTING.
LITHONIA L04L-S-BLACK-E-120/277-EL-N
- FP2 - 2x2 LED LAY-IN PANEL
LITHONIA EPANL-2X2-4000LM-80CRI-35K-MIN1-ZT-MV-38WATTS
- R4 - RECESSED LED DOWNLIGHT, 4", ROUND.
LITHONIA #LDN4-35/15-L04-AR-LSS-MV-18WATTS-EZ1



LITTLE COLORADO CAMPUS WINSLOW, AZ

POWER AND LIGHTING PLANS

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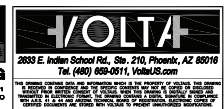
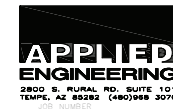
REVISIONS		
MARK	DATE	DESCRIPTION

REVIEWED BY: WB
DRAWN BY: ETS/DIAO



SEAL EXPIRES: 09/30/23
ORIGINAL ISSUE DATE: 04-14-2022
JOB No: 200459.2
SHEET:

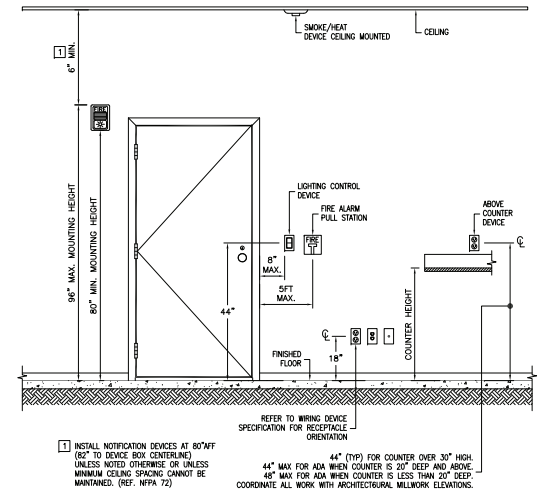
E2.0



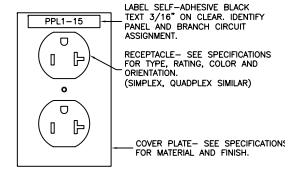
KEYED NOTES

- PROVIDE & INSTALL BRANCH BREAKER AS INDICATED.
- EXISTING BRANCH CIRCUITS SHALL BE FIELD VERIFIED BY THE ELECTRICAL CONTRACTOR DURING DEMOLITION. IDENTIFY BRANCH CIRCUITS IN USE AND THOSE AVAILABLE FOR RE-USE OR SPARES. BASED ON THE AVAILABILITY OF EXISTING BRANCH CIRCUITS THE CONTRACTOR MAY UTILIZE THE EXISTING CIRCUITS IN LIEU OF BRANCH CIRCUITS INDICATED IN THE DOWNSTREAM PANELS. REFER ANY CONFLICTS TO THE ENGINEER. UPDATE FIELD AS-BUILT DRAWINGS ACCORDINGLY.

MANUFACTURE:		LOCATION:		VOLTAGE:		PANEL NAME:				
IG2		ELECTRICAL ROOM		208/120V		IG2				
MOUNTING SURFACE: W1		FED FROM: 01		PHASE WIRE: 3 4						
NOTES:		MIN. KVA: 22		RATING: FULLY		MANS: 100A				
BUS NO.	AMP POLE C	LOAD (Dwpt)	NO.	PHASE			NO.	LOAD (Dwpt)	AMP POLE C	MANS
				A	B	C				
EXISTING	20	1	360	1	1080		2	720	20	RECEPTS.
EXISTING	20	1	360	3	1080		4	720	20	COMPUTER LAB
EXISTING	20	1	360	5			6	720	20	COMPUTER LAB
EXISTING	20	1	360	5			6	720	20	EXISTING
STUDENT SERVICES COUNTER RECEIPTS	20	1	720	7	1440		8	720	20	EXISTING
STUDENT SERVICES COUNTER RECEIPTS	20	1	720	9			10			BUSSED SPACE
STUDENT SERVICES COUNTER RECEIPTS	20	1	1000	11			12			BUSSED SPACE
STUDENT SERVICES RECEIPT COPIER	20	1	1000	13	1000		14			BUSSED SPACE
STUDENT SERVICES RECEIPT PRINTER	20	1	1000	13	1000		14			BUSSED SPACE
BUSSED SPACE			15		0		16			BUSSED SPACE
BUSSED SPACE			17		0		18			BUSSED SPACE
BUSSED SPACE			19	720			20	720	20	RECEPT LIB. S.
BUSSED SPACE			21	720			22	720	20	RECEPT LIB. S.
BUSSED SPACE			23				24	720	20	RECEPT LIB. S.
BUSSED SPACE			25	720			26	720	20	FLOOR BOX TELECOM
BUSSED SPACE			27	720			28	720	20	FLOOR BOX TELECOM
BUSSED SPACE			29				30	720	20	FLOOR BOX TELECOM
BUSSED SPACE			31	720			32	720	20	FLOOR BOX TELECOM
BUSSED SPACE			33		0		34			SURGE
BUSSED SPACE			35		0		36			SURGE
BUSSED SPACE			37	0			38			SURGE
RECEPT	20	1	720	39			40			SURGE
SURGE			41		0		42			SURGE
100% CONTIN. + NONCONTIN. LOAD				5,680	3,960	3,520	TOTAL SPRL VA		1312ED VA	
25% CONTINUOUS LOAD				0	0	0	PEAK PHASE:		47 AMP(S)	
FEED THRU LOAD							BUS LOADING:		47%	
PER PHASE:				5,680	3,960	3,520	TOTAL SPRL VA		1312ED VA	
MEASURED PEAK DEMAND:							DATE:			
							[20040928_SCHEDULES.XLSX]02			

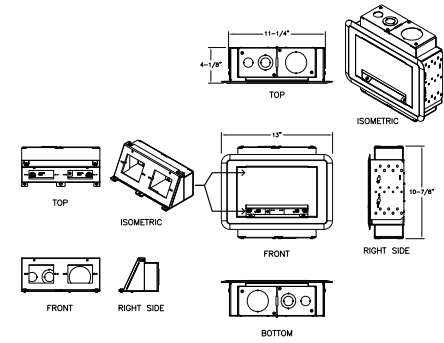


PANEL SCHEDULE
NO SCALE



DUPLEX RECEPTACLE
NO SCALE

DEVICE MOUNTING HEIGHTS
NO SCALE



4-GANG TV WALL BOX
NO SCALE



LITTLE COLORADO CAMPUS WINSLOW, AZ

ELECTRICAL DETAILS

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E8.0

