

Notice of Public Meeting

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Navajo County Community College District Governing Board (Board) and to the general public that the Board will meet for a Regular District Governing Board Meeting and Work Session, open to the public, on **November 15, 2022 beginning at 10:00 a.m.** The meeting 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 Nov22DGB.

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

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

The Board may vote to hold an executive session for discussion or consideration of a personnel matter 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 will 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 14th day of November, 2022, at 10:00 a.m.

Paul Hempsey
Recording Secretary to the Board

NOTICE DISTRIBUTION

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

M I S S I O N

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

V I S I O N

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

V A L U E S

INTEGRITY
INCLUSION
ADAPTABILITY
CIVILITY
ACCESS

Governing Board Meeting Agenda

Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona
Or you can join on [WebEx](#) (Passcode Nov22DGB).

Date: November 15, 2022

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order and Pledge of Allegiance	Chair Laughter
2.	Adoption of the Agenda (Action)	Chair Laughter
3.	Call for Public Comment 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.	Chair Laughter
4.	Award of Emeritus and Meritorious Status a. Gail Campbell (Action)	VPLSS Solomonson
5.	Discussion Items:	
	A. Standing Presentations:	
	1. Financial Position VPAS Ellison will provide a report on the financial position of the college for period July 1, 2022 to September 30, 2022.	VPAS Ellison
	2. Northland Pioneer College (NPC) Student Government Association (SGA)	No Report
	3. NPC Faculty Association	No Report
	4. Classified & Administrative Staff Organization (CASO) A written report is provided in the Board packet.	Written Report
	5. NPC Friends and Family Director Wilson will report on recent activities with a focus on a new scholarship process.	Director Wilson
	6. Human Resources A written report is provided in the Board packet.	Written Report
	7. Construction Update Director Huish will provide an update from the ongoing construction projects at the college.	Director Huish
	8. Arizona Association of Community College Trustees (AACCT) .. Chair Laughter will provide an update on activities from AACCT.	Chair Laughter
	B. IE Quarterly Report Director Yip-Reyes has provided a written report included in the packet.	Written Report
	C. Enrollment Report and Strategic Enrollment Management (SEM) Director Orona will provide reports on NPC enrollment and a SEM plan.	Director Orona
	D. Diversity Equity and Inclusion (DEI) Update	AVPHR Manuel
	AVPHR Manuel will provide an update on DEI efforts including a report on the Belonging sub-committee of Leadership Council.	
6.	Consent Agenda for Action	Chair Laughter
	Approval of routine and often presented items. Documentation concerning the matters on the consent agenda are included in the Board packet. Any matter on the Consent Agenda can be removed from the Consent Agenda and discussed as a regular agenda item upon the request of any District Governing Board member.	
	A. October 18, 2022 Regular Board Meeting Minutes	
	B. 2022-24 Dual Enrollment Intergovernmental Agreement between Navajo County Community College District and Kayenta USD.	

7. For Discussion and Possible Action:

A. Old Business

None.

B. New Business:

- 1. **Request to Approve Fiscal Year 2024 Budget Assumptions and Guidelines** VPAS Ellison
 VPAS Ellison will provide additional information related to the Fiscal Year 2024 budget and ask the Board to approve the assumptions and guidelines used to create the budget.
- 2. **Request to Approve Construction Contract for the Low Voltage Data/Communication System** Director Huish
 Director Huish will request Board approval for a contract to install the data and communication system in the Skills Center at White Mountain Campus.
- 3. **Request to Approve Renewal of Moodle Learning Management System** VPLSS Solomonson
 VPLSS Solomonson will review the three-year renewal request for the college Learning Management System.
- 4. **Request to Cancel the December Regular Meeting** President Hazelbaker
 President Hazelbaker will request the Board cancel the regular meeting in December.

8. **President’s Report** President Hazelbaker
 President Hazelbaker will provide a report on activities from the President’s Office since the October meeting.

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

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

11. **Announcement of Next Regular Meeting** TBD Chair Laughter

12. **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 6 and 7. 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

11/04/2022

President Hazelbaker
Northland Pioneer College

Dear President Hazelbaker:

I am writing to recommend emeritus status for Gail Campbell. Gail will retire from Northland Pioneer College on January 3, 2023 after 10 years of service as Associate Dean of the College and Career Preparedness Division.

Associate Dean Campbell's academic journey began with earning a Bachelor of Science in Animal Science; from there, she earned a Master of Arts (AXED) at New Mexico State University. She also attended the Navajo School Administrator's Program at Arizona State University. In addition to her multiple credentials and years serving NPC, Associate Dean Campbell has 22 years of program development and served as the evaluation coordinator at the Alamo Navajo School Board. She also has over 19 years of experience as a private consultant providing technical assistance to schools, data collection, assimilation and utilization, delivering training around data and program improvement, providing technical assistance to Youth Opportunity Grant sites; grant writing; program evaluation; technical assistance around education and labor initiatives; facilitate curriculum projects; facilitate system change planning; she was also a classroom teacher for grades 6-12 for three years.

Associate Dean Campbell's service to NPC has been vast and far reaching. A non-exhaustive list includes: supporting the transition from face to face classrooms to connected classrooms; developing the NPC food pantry; Integrated Educational Training development; working with third party agencies to provide adult education services, and expanding DL services across northeastern Arizona.

She has also represented NPC by serving as an Arizona Association for Lifelong Learning (AALL) board member and a Workforce Innovation and Opportunity Act (WIOA) partner. The Arizona Department of Education recognized Associate Dean Campbell's service. Kelly Stewart, Associate Dean of Rio Salado College, AALL Board Finance Chair said, "Gail's AALL

Transform your life!

board service started in July 2014. She served 3 terms on the board for a total of 9 years! During that time, she was the Scholarship Committee Chair and was responsible for reviewing and facilitating professional learning scholarship applications for adult education students and professionals in the field. Gail also served on multiple conference committees including hosting the AALL state conference at Northland Pioneer College. We are grateful for her leadership on the board representing adult educators in northern Arizona." As well, Laura Porfirio, Pima Community College Past AALL President, reflected that: "Working with Gail on the AALL board was such a fine honor and pleasure. She was always solid as a rock, supporting AZ adult education by fostering collaboration across the state in professional development, integrated education and training for workforce development, awareness and advocacy, student engagement and leadership, and being a model administrator. Gail's sense of humor, steadfast principles, keen intellect, and kind heart will be sorely missed, but the field of adult education is a better place since she was in it."

The CCP faculty and staff also support this recommendation. Nichole Hendricks said: "Gail has been instrumental in supporting the advancement of her team, students, the CCP program and the college as a whole. Not only does she work to ensure her team is taken care of and supported, she also pushes us to excellence, which drives us to discover our full potentials. She has provided opportunities for growth and professional development in addition to providing services and support to all of our students. She has always had a student focus within the college and in the community. Where ever there is a need for literacy, food, basic needs or adult education services, she is the first to fill those needs. She believes in her team to try new things and take risks that will assist the program's evolution and development. Gail is a selfless leader, amazing mentor and has invested her heart into education and student success."

Associate Dean Campbell's contributions to the College cannot be overstated; we will be remiss without her active contributions, but her legacy will remain in perpetuity. Thank you for considering this request to name Gail Campbell as emeritus in recognition of her honorable contributions to Northland Pioneer College.

Sincerely,

Melody Niesen
Interim Dean of Arts and Sciences

cc: Dr. Michael Solomonson and Paul Hempsey

Transform your life!

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

July 1, 2022 to September 30, 2022

Budget Period Expired

25%

Tax Supported Funds				
Current General Fund				
	Revised Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Primary Tax Levy	16,084,078	1,189,608	1,302,753	8%
State Aid:				
Maintenance and Operations	1,393,400	-	348,350	25%
Equalization	9,912,900	-	2,478,225	25%
Rural Aid	1,305,600	-	326,400	25%
Tuition and Fees	4,300,000	222,441	1,055,533	25%
Investment earnings	300,000	139,544	332,092	111%
Grants and Contracts	3,000,000	1,769	26,984	1%
Other Miscellaneous	170,000	38,078	75,920	45%
Fund Balance	1,500,000		-	0%
Transfers	(2,700,000)	(27,111)	(153,080)	6%
TOTAL REVENUES	\$ 35,265,978	\$ 1,564,329	\$ 5,793,177	16%
EXPENDITURES				
Salaries and Benefits	23,002,035	1,830,110	4,996,829	22%
Operating Expenditures	12,263,943	671,832	2,122,121	17%
TOTAL EXPENDITURES	\$ 35,265,978	\$ 2,501,942	\$ 7,118,950	20%
Unrestricted Plant				
		Current Month Actual	Y-T-D Actual	%
REVENUES				
State Aid:				
Capital/STEM	283,600	-	70,900	25%
Fund Balance	9,236,300	483,394	1,161,142	13%
Transfers In	2,000,000	617,862	754,301	38%
TOTAL REVENUES	\$ 11,519,900	\$ 1,101,256	\$ 1,986,343	17%
EXPENDITURES				
Capital Expenditures - WMC Facilities	9,236,300	483,394	1,161,142	13%
Capital Expenditures - Other	2,283,600	617,862	825,201	36%
TOTAL EXPENDITURES	\$ 11,519,900	\$ 1,101,256	\$ 1,986,343	17%

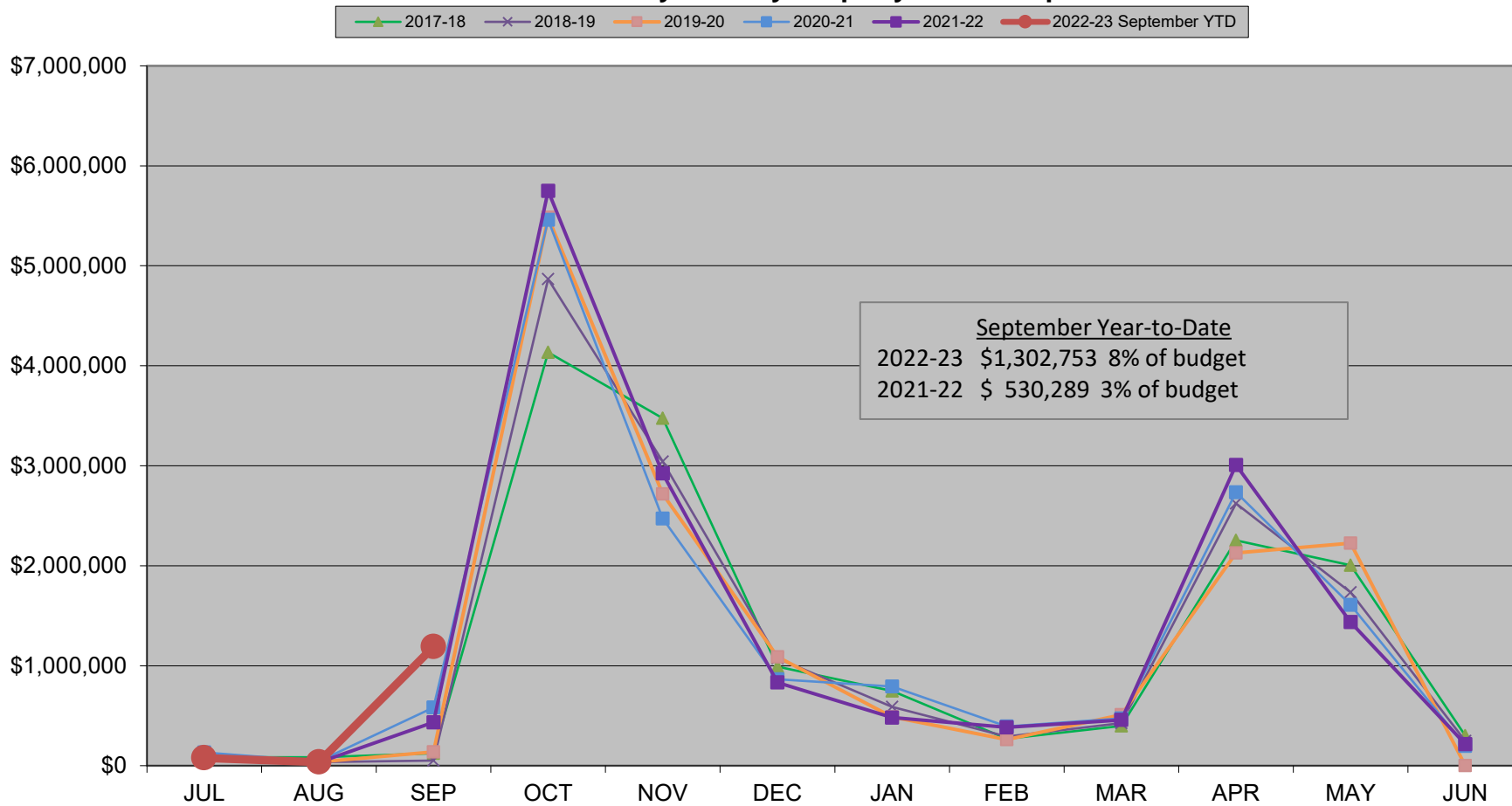
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
 Statement of Financial Position
 July 1, 2022 to September 30, 2022

Budget Period Expired 25%

Restricted and Auxiliary Funds				
Restricted				
Current Month				
Budget	Actual	Y-T-D Actual	%	
REVENUES				
Grants and Contracts	10,700,000	135,941	420,481	4%
Fund Balance				
Transfers In	500,000		125,000	25%
TOTAL REVENUES	\$ 11,200,000	\$ 135,941	\$ 545,481	5%
EXPENDITURES				
Salaries and Benefits	1,526,522	162,100	457,991	30%
Operating Expenditures	9,673,478	423,284	1,483,535	15%
TOTAL EXPENDITURES	\$ 11,200,000	\$ 585,384	\$ 1,941,526	17%
Auxiliary				
Current Month				
Budget	Actual	Y-T-D Actual	%	
REVENUES				
Sales and Services	150,000	7,024	33,082	22%
Fund Balance				
Transfers	200,000	27,111	28,080	14%
TOTAL REVENUES	\$ 350,000	\$ 34,135	\$ 61,162	17%
EXPENDITURES				
Salaries and Benefits	217,497	17,488	33,321	15%
Operating Expenditures	132,503	17,544	27,841	21%
TOTAL EXPENDITURES	\$ 350,000	\$ 35,032	\$ 61,162	17%

Cash Flows	
Cash flows from all activities (YTD)	\$8,386,163
Cash used for all activities (YTD)	\$11,107,981
Net Cash for all activities (YTD)	(\$2,721,818)

Monthly Primary Property Tax Receipts



November 2, 2022

To the Members of the District Governing Board,

Now that we are coming closer to the end of the first fall semester since the college has returned to full capacity, CASO has had a chance to reflect upon the changes that have been made within the last two years. Some of the changes are still here, such as the plexiglass barriers that surround many of the desks at the front office and libraries at several of the campuses. However, many of the changes that seemed to be very permanent no longer apply and the college is adapting to either continuing the way we conducted business before 2020 or incorporating those changes that are still in place after 2020.

CASO is working on returning back to business as usual, such as hosting a silent auction at Fall Convocation in August, which was the first in-person convocation NPC has had since January 2020. The silent auction raised \$1,816 for the CASO Student Scholarship. We remain committed to supporting students and staff through our fundraising efforts. However, we are also revisiting our bylaws and objectives because so much has changed since 2020 and some bylaws no longer apply.

It is difficult to know what to keep and what to change when it seems as if the whole world is constantly changing, but CASO will stay committed to providing a voice for staff and supporting students in their educational goals.

Sincerely,

Jodie Humphrey
Library Specialist III
CASO President

Transform your life!



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

HUMAN RESOURCES

MONTHLY REPORT

November 2022

EMPLOYEE RELATIONS AND STAFFING

The Human Resources and Payroll team recently returned from the College and University Professionals Association Conference in San Diego. During this time we were able to expand our network of colleagues, meet representatives from companies within our area of expertise, and receive valuable training on current Human Resources issues and challenges. Some of the key focus areas of the conference training were: addressing employee burnout, Diversity Equity and Inclusion, and remote and hybrid work. We look forward to sharing what we have learned with cabinet and others in the college and are excited to apply what we have learned.

Search committees have been identified and have begun to work with Academic Search for the Chief Information Officer (CIO) and the Associate Vice President of Human Resources (AVPHR) positions.

EMPLOYEE CENSUS DATA

The following employees have left the institution since the last report, we wish them luck in the future endeavors

- ❖ Mary Craig
- ❖ Diane Archie
- ❖ Benny De Santiago

Turnover Rate For Period 07/01/2022-11/01/2022	Employee Count	Separated	Turnover Rate
Total Employees as of 7/1/2022	292	8	2.74%*
Total New Hires from 7/1/2022 to 11/1/2022	46	n/a	n/a
Turnover Rate For Year	Employee Count	Separated	Turnover Rate
Total Employees as of 1/1/2022	286	36	12.59%
Total New Hires in 2022	82	2	2.44%
Totals for 2022	368	38	10.33%

*Turnover Rate Calculated by dividing the number of separated employees during the period by the number of employees at the beginning of the period

RECRUITMENT

Position- Location	# Qualified Applicants	Date opened	Closing Date	Status
Academic Advisor	14	10/18/22	Open Until Filled	
Adjunct Faculty in Psychology	101	10/19/22	Open Until Filled	
Admin Assist to Dean of CTE	0	10/26/22	11/10/22	
Assoc. Dean of CCP	13	10/5/22	Open Until Filled	
Audio/Video Support Technician	29	8/3/22	10/26/22	Pending Contract
Budget Accounting Analyst		9/7/22	Closed	Re-Evaluating Posting
Campus Monitor PT WMC	12	10/27/22	Open Until Filled	
Campus Office Clerk PT	17	10/12/22	Open Until Filled	
Clerk to the Director of Public Safety Education	21	10/06/22	11/1/22	
Community Recruiter North	4	10/14/22	10/28/22	
Desktop Support Engineer	9	3/24/22	Open Until Filled	Pending Contract
Director of Financial Aid	5	8/18/22	9/15/22	Pending Contract
Director of Financial Services		9/7/22	Closed	Re-Evaluating Posting
Director of Total Rewards	7	9/27/22	Open Until Filled	
Faculty of Anthropology	12	9/30/22	Open Until Filled	
Faculty in Behavioral Health		8/18/22	Open Until Filled	Pending Contract
Faculty of Nursing	1	10/26/22	Open Until Filled	Internal Only
Faculty of Sociology	2	9/30/22	Open Until Filled	
FISPE Early College Facilitator	12	10/4/22	Open Until Filled	
Learning Assistant PT SPE	3	6/21/22	Open Until Filled	
Learning Assistant PT Kay Center	1	10/12/22	Open Until Filled	
Payroll Specialist III	5	9/28/22	Open Until Filled	
Title III Project Director/Native American Student Success Coordinator	7	10/17/22	11/15/22	

EMPLOYEE DEVELOPMENT

The following workshops have been recently completed, or are scheduled for the upcoming month.



Date	Workshop Topic	No. of Participants	Presenter
10/28/2022	Budget	37	Maderia Ellison
11/14/2022	Title IX	Upcoming 11/14/22	Dr. Mike Solomonson

The interim AVPHR and Director of Employee Relations and Staffing are currently developing a comprehensive supervisor training that will be rolled out in the Spring semester, if approved. They are also working to develop a Performance Management plan to be rolled out in 2023.

RECOGNITION AND ACHIEVEMENTS



We would like to recognize and congratulate the following employees

- ❖ Welcome Sarah Steinmetz as a new employee. She will be the Assistant to the Campus Manager at White Mountain Campus
- ❖ Jennifer Dryden has changed positions from the Administrative Assistant to the Dean of CTE to Administrative Assistant to the Vice President for Administrative Services
- ❖ Jared Jake has changed positions from Front Office Temp to Student Accounts Specialist
- ❖ Congratulations to Gail Campbell on her upcoming retirement effective January 2023
- ❖ Congratulations to Terrie Shevat on her upcoming retirement effective February 2023

TOTAL REWARDS AND PAYROLL

Payroll has recently moved from the Business Office to the Human Resources Department. This transition is going well, and are looking forward to continued improvements and efficiencies in both departments as we work more closely together.

We are currently conducting job searches for a vacant payroll position, and the Director of Total Rewards. Filling these vacancies will assist with moving multiple future projects forward.

BENEFITS

- ❖ Flu Shot Clinics were held at the Little Colorado, Painted Desert, and White Mountain Campuses on October 31 and November 1, 2022

COMPENSATION

- ❖ The Compensation study is currently on schedule. The peer institution surveys have been sent out and Gallagher has started to receive responses. These will be analyzed along with other data as the survey progresses.

Office of Institutional Effectiveness

The Office of Institutional Effectiveness (OIE) has worked on the following categories of reporting and analytic activities for the past few months:

1. Produced external data-related reports/files: Academic Performance of High school graduates; CLERY Campus Crime & Security report; Annual Report to the Governor; New Mexico Waiver Report; Council on Workforce Policy Annual report; IPEDS Fall Collection Reports; AZTransfer ASSIST Degree data file submission; Apache County annual data reports; NAVIT CTE awards and external certification data reports; Perkins & WIOA grant support.
2. Assisted in internal requests from the Records & Registration; Business Department; Business Office; Career Services, Early College Program; Advising; and Communications.
3. Updated several Excel dashboards (awards, enrollment, unique student headcount) for internal college use.
4. Disseminated the annual standard program review data Excel workbooks to instructional departments for program review purpose; assisted non-instructional departments (Library Services and Career Services) on their 5-year department reviews.
5. Supported Year 1 data submission on the OER Consortium Grant.
6. Supported data to the Aspen Institute for the New President Fellowship Program.
7. Assisted in evaluating the Faculty Advising Pilot and Snowflake Campus One-Stop Shop Pilot.
8. Set up and collect Fall 2022 course improvement surveys and NPCFlex Pre- and Post-Surveys for students.
9. Collaborated with the Human Resources Department to plan for the Belonging Subcommittee kick-off meeting on November 17, 2022.

Fall 2022 Enrollment Report

Summary: Northland Pioneer College has experienced a decline in enrollment for the past few years as is evidenced by the graphs on page 2 of this report. The college has made a commitment to reverse this trend by adopting strategies that will enhance the student experience and ultimately lead to student program completion.

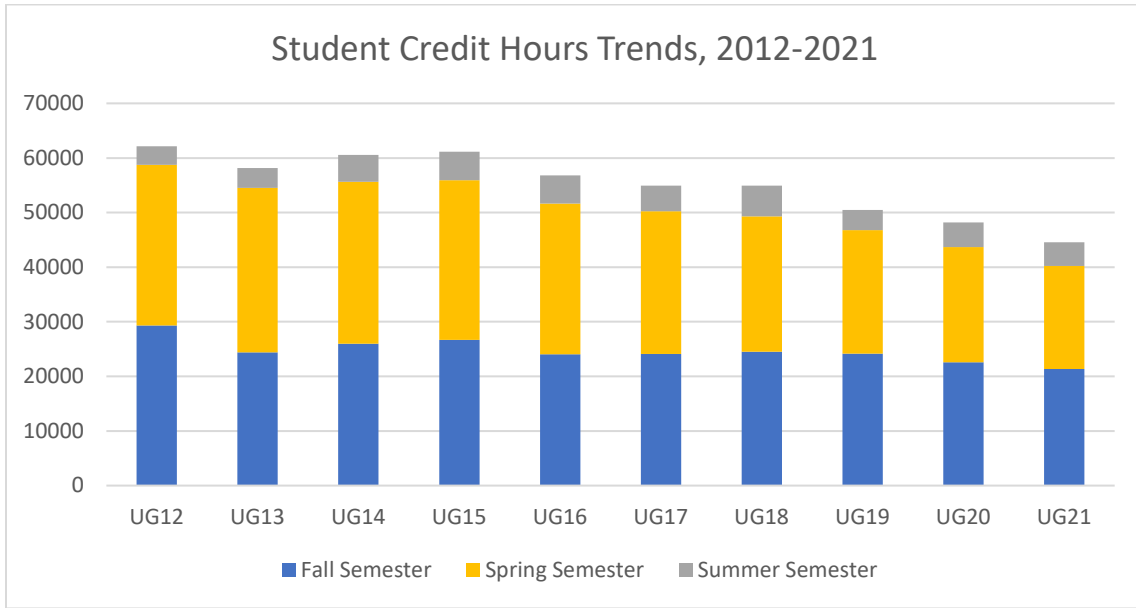
Fall 2021 to Fall 2022 Semester Enrollment Comparison

	Total FTSE		Early College FTSE		Regular FTSE	
	FA21	FA22	FA21	FA22	FA21	FA22
LCC	62.07	83.27	27.26	28.27	34.81	55.00
PDC	113.8	127.73	86.5	87.67	27.3	40.06
SCC	109.6	165.60	87	87.94	22.6	77.66
WMC	381.6	484.13	276	289.06	105.6	195.07
Subtotal	667.07	860.73	476.77	492.94	190.31	367.79
ALU	0.4	0.80	-	0	0.4	0.80
HOPI	8.8	13.20	5.13	7.60	3.67	5.60
INT	464.3	291.97	-	0	464.3	291.97
KAY	4.07	6.20	2.33	1.00	1.74	5.20
SPE	19.6	29.47	14.6	24.00	5	5.47
STJ	53	48.00	45.2	41.20	7.8	6.80
WRV	45.67	58.60	40.07	41.40	5.6	17.20
APAC	19.2	15.67	19.2	15.67	-	0.00
NAVA	2.73	1.60	2.73	1.60	-	0.00
Subtotal	617.77	465.51	129.26	132.47	488.51	333.04
Total	1284.84	1326.64	606.03	625.41	678.82	700.83

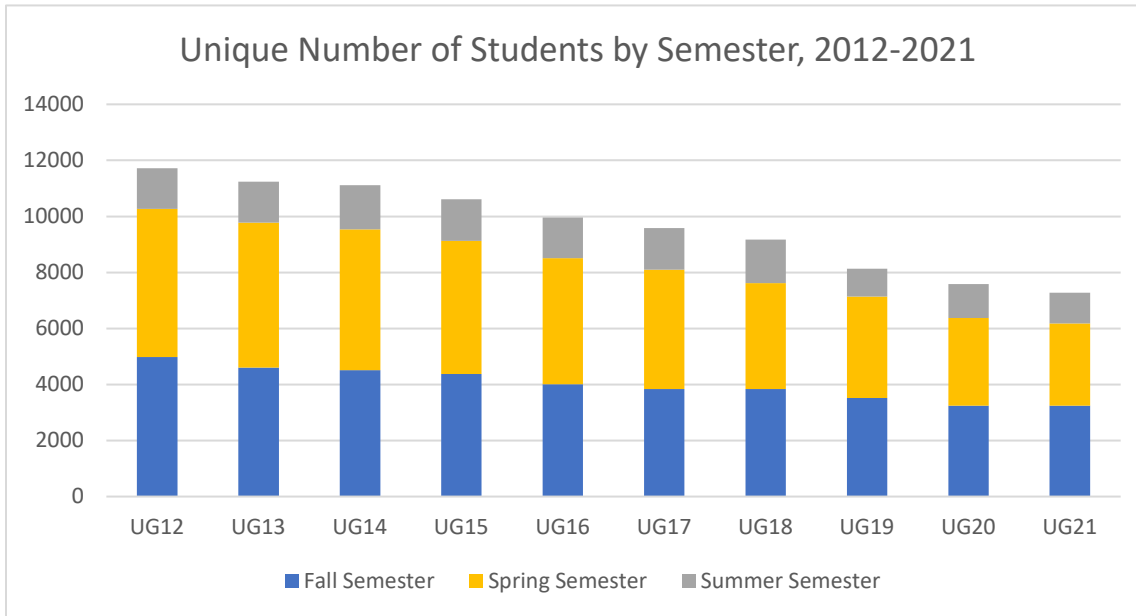
Enrollment (FTSE), Change Fall 2021, (1284.84), to Fall 2022, (1326.64): +3.2%

UNDUP Headcount change, Fall 2021, (2786), to Fall 2022, (2740): -1.7%

Fall 2022 Enrollment Report



Based on total credit hours enrolled by students at all locations.(1)
Represents a 29% decline over 10 years.



Based on total Unduplicated Headcount of students at all locations. Represents a 38% decline over 10 years.

1 All figures are based on enrollment data extracted from Jenzabar in early Fall 2022. All students who took any credit-bearing classes with a registration status of “registered” or “withdrawn” by the end of the specific semesters within each academic year are included in the data for these figures. For example, UG21 includes Fall 2021, Spring 2022, and Summer 2022 semesters.

Some initiatives to increase student success are:

Streamlining the Onboarding Experience-Utilizing a Customer Relations Management, CRM, tool to capture student data and ease the transition from recruitment to the admissions process, to financial aid application, to matriculation, to retention and finally to program completion.

College-Wide Collaboration-Departments are proactively collaborating on decisions that directly affect students. Early College and recruitment are working on a document that will clearly show that when a student completes the welding program through NAVIT they will only need to enroll in 5 more courses in order to earn the Associate Degree in Welding. Start a program where we invite Early College Students and their parent to campus for a presentation on the various programs that we offer and possibly recruit a parent or two in the process.

Faculty are working on program mapping, and staff are working on process mapping, so that anybody can have access to these documents to understand the work that is being completed, and how, campus-wide.

Collecting data on why students do not persist. We will utilize the information stored at the National Clearinghouse to determine where our students go when they leave NPC. We will extract that data and communicate with this group of students and bring them back to campus for program completion. That is the ultimate goal.

The One Stop Shop-this program is being piloted at the Silver Creek Campus. Students will be able to have all of their questions answered and their needs met without being sent from office to office. We are in the implementation stage and there is a vast amount of cross-training taking place. The cross-training is being recorded and the presentations, which are very comprehensive will be shared college-wide so that anyone has access to the material and the training.

The financial aid office is working diligently to provide workshops for financial aid and scholarship opportunities. They are also providing assistance with the Free Application for Federal Student Aid, FAFSA.

Our Friends and Family scholarship opportunities are growing at a phenomenal rate and we can all take a lesson from this program on instituting a “Best-Practices” model.

Incorporate a Strategic Enrollment Management Plan. This is a plan that guides, in a deliberate manner, the enrollment goals of the college. The plan will ensure that we are “student centric”

in our decision making for the success of our students and the long-term sustainability of Northland Pioneer College. The plan addresses, recruitment, enrollment, retention, and finally student program completion.

NPC SEM

NPC

2022



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

NOVEMBER 4

Northland Pioneer College
Authored by: Frank Orona

Objective: Student Success Mirrored as College Success and Sustainability.

Enrollment Management Team

Members:

Records and Registration

Marketing

Student Accounts Receivable

Center or Campus Manager

Recruitment-Adult and Early College

Advisement

Director of Financial Aid

Faculty Member

Director of Institutional Effectiveness

***Need a Recorder- Keep at a manageable working group.**

Tasks:

Create a Charter-Give purpose to the team. Create a Strategic Plan.

Process Improvement: How do we improve the student, staff and faculty experience in working in unison toward a common goal?

Map Processes-Start with initial Contact with a prospective student through program completion.

Root Cause Analysis: SWOT analysis, Ishikawa(Fishbone) Diagram analysis, Deep dive.

Set Realistic Enrollment Goals

Create a sense of belonging: Become relational as opposed to transactional. What are we doing to foster this initiative?

Mine data, and make data driven enrollment decisions-Create a data rich environment-Is our current system able to serve student and institutional needs?

Who are our stakeholders?

What makes NPC unique?

What are the needs of the communities that we serve?

Marketing and Communication will be an integral cog

Shared Institutional Responsibility for Enrollment

How do we communicate across the campuses?

Intrusive Advisement

Clear and Concise Advisement-The Student Success Alliance and Guided Pathways will play an integral role.

Set program completion initiatives. Create and promote Internship and Service Learning opportunities.

Outreach is the responsibility of the entire campus community-how do we emphasize this?

Do we offer courses in a manner that leads to timely program completion?

What are our Yield rates for students who are enrolled in Early College programs?

Move Registration dates up a month or so. For example, Spring semester registration should begin after Midterm rather than after Thanksgiving

Set Enrollment Goal of 65% students who are currently enrolled will be registered for the upcoming semester. For example, 65% of students enrolled Fall 2023 will be enrolled Spring 2024 before the winter break, Mid-December.

Begin a campaign to encourage students to complete the Free Application for Federal Student Aid(FAFSA).

Incorporate One Stop Shop, OSS, ideology into all campus and center locations. FAQ's from all student "touch" areas should be on every desktop and laptop.

Title IV and Title IX compliance are tantamount to our shared success with students.

***Consider: -SEM Develops an institutional culture of student success.**

-SEM is synonymous with student success and is integrated into the institution's strategic plan.

-SEM is mission driven.

-SEM involves all internal and external constituents.

-Appropriate academic programs are maintained that prepare students for the careers of the future while sustaining mission appropriate offerings.

-External partnerships are critical.

-Creative thinking and looking outside of higher education for best practices in necessary.

***A Practical Guide To Strategic Enrollment Management Planning, Educational Policy Institute 2007**

Campus Wide Plan:

Align with NPC's Strategic Plan and Mission:

(Direct from NPC Website)

Mission

Northland Pioneer College provides educational excellence that is affordable and accessible for the enrichment of communities across northeastern Arizona.

Vision

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.

Strategic Plan:

Strategic Priority

To improve NPC's student experience, the college will implement ten strategic initiatives.

What we will do to improve the NPC student experience:

Action Steps:

1. Implement a college-wide, nonemergency, student texting system that allows multiple NPC student service offices to text students while avoiding message duplication (not used for instructional communication).
2. Pursue consortium agreements with local school districts, and other potential partners, to optimize utilizing newly-adopted classroom technology.
3. Implement support service and instructional design elements of the Student Success Alliance and guided pathways model that fits the college mission and improves NPC student success.
4. Intrusive Advisement: Assist students with registration, clear hurdles, for example, holds in Jenzabar that may hinder enrollment in a particular course.
5. Retention initiatives: Faculty advisement, Internship opportunities, service-learning opportunities.

-
6. Improve NPC's financial aid processing system and realign the disbursement schedule to assure students receive their awards in time to be fully prepared for each semester.
 7. Fully implement a web-based registration, payment, and support service delivery system to allow for expansion into online, hybrid, and telepresence course delivery.
 8. Improve internal employee communication by addressing frequent communication challenges.
 9. Improve external communication by hiring a part-time Social Media Specialist to take charge of NPC's social media sites, post consistently on NPC outlets and produce short videos and stories about students, programs, faculty and events.
 10. Improve knowledge and skill level of all college employees on internal processes and technology, leading to a greater measure of self-sufficiency, and reducing Information Services (IS) training workload in the long term. Accomplish this by hiring a part-time Human Resource Training Coordinator who will create customized training modules for college employees.

KEY POINTS TO CONSIDER:

***Include All Deadlines in Process Mapping**

***Who is responsible for communicating, and who is notified, when a program or course is cancelled? Does NPC utilize a Text platform?**

***Utilize the TargetX CRM across the college community.**

***When are classes “cut”? This should be completed two weeks prior to the beginning of each semester. Allows advisors ample opportunity to work with students and offer options.**

***Financial Aid Drop/Disenrollment-When does this occur? How are students notified? How are students affected?**

***When and how does the “handoff” occur from recruitment to admissions to advisement and registration?**

***We have the students for at least 4 semesters. We should generate and analyze enrollment trends for the last 3 years. Where are our students coming from? Focus our efforts in under enrolled geographical areas and programs.**

***Set realistic enrollment and retention goals that are tied into our legislative priorities/strategic plans each year.**

***Make data driven decisions regarding enrollment management.**

***Compare Fall to Fall enrollment for First Time College students and do the same for Spring to Spring enrollment. Where and why are we losing these students?**

***When we lose these students where do they go? National Clearinghouse data may be mined that will tell us whether or not they enrolled at another institution and whether or not they have completed a degree program.**

***Students that have not reenrolled elsewhere are the “low hanging fruit” for a campaign to get them back in our seats.**

***Is it a good idea to hold convocation the week before classes start? (College closed to Students and prospective students on the Monday before classes are slated to begin.)**

***In addition, registration is also closed for course “insufficient enrollment” and financial aid processes.**

TIMELINE:

Enrollment Management Team: Planning- 2 months

Executive Leadership Team: 2 weeks

Vetted to the Campus Community: 2 weeks

Action: 3 months

TargetX

NEW ERP-Enterprise Resource Planning tool

Navajo County Community College District Governing Board Meeting Minutes

October 18, 2022 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Ms. Kristine Laughter (joined at 11:55 a.m.); Mr. Frank Lucero; Mr. Everett Robinson; Mr. Derrick Leslie.

Governing Board Member Absent: Mr. Elias Jouen.

Others Present: President Chato Hazelbaker; Vice President for Learning and Student Services (VPLSS) Michael 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; Betsy Wilson; Allison Landy; Morgan Black; Tess Black; Frank Orona; Deena Gillespie; Rebecca Hunt; David Huish; Nicole Ulibarri; Jon Wisner; Michael Jacob; Christopher Green; Josh Rogers; Jeremy Raisor; David Borofsky; Marletha Baloo; Katie Matott; Olivia Jaquez; Melody Niesen; Anne Lang; Robert Johnson; Ruth Zimmerman; Ryan Jones; Susan Hoffman; Tamara Osborne; Wei Ma; Talaina Kor.

Agenda Item 1: Call to Order and Pledge of Allegiance

Secretary Robinson called the meeting to order at 10:03 a.m. and led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Robinson noted that he would like to move the Alumni Award (Item 4.D.) under the call for public comment as the winner was able to join the meeting for a short time.

Mr. Leslie made a motion to adopt the agenda as amended. Mr. Lucero seconded the motion. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Leslie; 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.D. Alumni Award

Rebecca Hunt addressed the Board and presented the winner of the Fall 2022 Alumni Award, Morgan Black. Morgan credited the college and instructors for helping him achieve his goal of becoming a physical therapist.



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 August 31st, 2022.

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

Written Report.

4.A.3. Faculty Association

Ryan Jones, co-president of Faculty Association, addressed the Board and introduced two videos from classes he teaches, which show the different options available for students to attend classes at Northland Pioneer College.

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

Written Report.

4.A.5. Northland Pioneer College (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 Pedal the Petrified, the award of scholarships, and details on some of the recipients of scholarships.

4.A.6. Human Resources

Written Report.

Mr. Robinson asked if the retirees from the college could be separated from the turnover rate. President Hazelbaker noted that he would work with the Human Resources department to make the change in reporting.

VPLSS Solomonson introduced Dr. Christopher Green who has joined the college as Director of Early College Programs.

4.A.7. Construction Report

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

4.A.8 Arizona Association of Community College Trustees (AACCT)

Dr. Borofsky provided an update of activities from AACCT in Chair Laughter's absence.

4.A.9. President's Report

President Hazelbaker addressed the Board and provided a report on topics including: the celebration on Indigenous Peoples Day; nursing program accreditation; enrollment figures; the new Title III grant; progress on strategic initiatives; and then provided a couple of reminders for the Board.



4.B. Enterprise Resource Planning Software (ERP)

Database Administrator Michael Jacob addressed the Board and provided an overview of what an ERP is and does, before touching on how the college would move forward replacing the current system noting some of the benefits for everyone.

4.C. Baccalaureate Update

Associate Dean Allison Landy addressed the Board and provided an update in the efforts to develop Baccalaureate degrees at NPC.

Mr. Leslie asked if there was a timeline for a possible Higher Learning Commission visit and the roles and responsibilities of the Board that could be shared. Associate Dean Landy responded that she would provide the information next time she presented to the Board.

Mr. Leslie asked about outreach to the tribally controlled schools in the service area. Associate Dean Landy responded that there had been outreach to all schools in the service area and noted some of the positive responses she had received.

4.E. Enrollment Management Introduction

Frank Orona, Director of Enrollment Management, addressed the Board and introduced the work he would be completing for the college.

Mr. Leslie asked when the Board might see a new enrollment plan. Director Orona noted he would like to present the plan at the November meeting.

4.F. Review of FY24 Budget Assumptions and Guidelines

VPAS Ellison provided a first look at the budget assumptions and guidelines NPC would follow in creating the fiscal year 2024 budget noting the Board would be asked to approve them at the November meeting.

4.G. NPC Component Unit Financial Audit NPC Friends and Family 2021-22

VPAS Ellison reviewed the financial audit results from NPC Friends and Family for the 2021-22 budget year.

4.H. NPC Component Unit Financial Audit Northeast Arizona Training Center 2021-22

VPAS Ellison reviewed the financial audit results from Northeast Arizona Training Center for the 2021-22 budget year.

Agenda Item 5: Consent Agenda

- A. September 20, 2022 Regular Board Meeting Minutes**
- B. 2022-24 TALON to Consortium Intergovernmental Agreements** between Navajo County Community College District and Heber-Overgaard Unified School District (USD); Joseph City USD; Round Valley USD; Snowflake USD.
- C. 2022-24 Dual Enrollment Intergovernmental Agreement** between Navajo County Community College District and Chinle USD; Heber-Overgaard USD; Joseph City USD; Round

Navajo County Community College District Governing Board Meeting – 10/18/2022 – Page 3 of 6



Northland Pioneer College

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

Valley USD; Snowflake USD.

*Mr. Lucero made a motion to approve the consent agenda as presented. Ms. Laughter seconded the motion. **The motion carried upon a roll-call vote with Ms. Laughter, Mr. Lucero, and Secretary Robinson voting in favor.***

Agenda Item 6: For Discussion and Possible Action

6A. Old Business

None.

6B. New Business

6.B.1. Approval of Northern Arizona Community College Partnership (NACCP)

President Hazelbaker asked for the approval of an Intergovernmental Agreement between Mohave County Community College District, Coconino County Community College District, Yavapai County Community College District, and Navajo County Community College District providing a look at some of the opportunities it may afford NPC.

*Mr. Leslie made a motion to approve the Northern Arizona Community College Partnership as presented. Mr. Lucero seconded. **The motion carried upon a roll-call vote with Ms. Laughter, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor.***

6.B.2. Request to Name Painted Desert Campus Library

Ryan Jones noted the impact Dr. Eric Henderson had during his time at NPC before he passed away in 2020, and asked the Board to name the library at the Painted Desert Campus after Dr. Henderson.

*Mr. Leslie made a motion to approve the naming of the Painted Desert Campus Library as the Dr. Eric B. Henderson Memorial Library. Mr. Lucero seconded. **The motion carried upon a roll-call vote with Ms. Laughter, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor.***

6.B.3. Request to Release Funds for Construction-Related Furnishings at NATC

Dean Jeremy Raisor outlined the request for release of funds from the state appropriation related to construction at the Northeast Arizona Training Center (NATC) in the amount of \$36,500.00.

*Mr. Leslie made a motion to release \$36,500.00 for construction-related furniture purchases for NATC as presented. Mr. Lucero seconded. **The motion carried upon a roll-call vote with Ms. Laughter, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor.***

6.B.4. Request to Award Contract for Search Firm

President Hazelbaker reviewed the request to contract with a search firm for the positions of Chief Information Officer and Associate Vice President – Human Resources.

Mr. Lucero made a motion to approve the contract with Academic Search, Inc. to assist in the search for the Associate Vice President of Human Resources and Chief Information Officer to

Navajo County Community College District Governing Board Meeting – 10/18/2022 – Page 4 of 6



Northland Pioneer College

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

Academic Search, Inc. not-to-exceed \$85,000.00 in total cost as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor.

6.B.5. Request to Approve Purchase of Cameras and Switches

President Hazelbaker reviewed the request to approve the purchase of additional security cameras and associated equipment utilizing some of the remaining Higher Education Emergency Relief Fund monies.

Mr. Lucero asked how long the recordings would be saved from cameras and where they might be stored. President Hazelbaker responded that he would have to research the questions and would provide a full answer once known.

Mr. Lucero made a motion to approve purchasing security cameras, network switches, and accessories from HyeTech Network & Security Solutions, LLC. for a cost of \$114,700.74 as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor.

6.B.6. Request to Accept U.S. Department of Education Title III Grant

President Hazelbaker asked the Board to accept funds in the amount of \$1,604,595.00 from a U.S. Department of Education Title III Grant award.

Mr. Lucero made a motion to accept the grant award from the U.S. Department of Education in the amount of \$1,604,595.00. Mr. Leslie seconded. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor.

6.B.7. Request to Accept First Things First Grants

Associate Dean Landy asked the Board to accept funds from two First Things First grants, which had been extended for an additional year, in the amounts of \$170,000.00 and \$225,000.00.

Mr. Lucero made a motion to accept two grants from First Things First in the amounts of \$170,000.00 and \$225,000.00. Mr. Leslie seconded. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor.

6.B.8. Request to Approve Contract Amendment with Summit Healthcare

Associate Dean Landy requested the Board approve a contract amendment with Summit Healthcare related to one of the First Things First grants that the Board just approved.

Mr. Lucero made a motion to approve the contract amendment with Summit Healthcare as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor.



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

None.

Agenda Item 8: Board Report/Summary of Current Event

Chair Laughter noted the passing of former State Representative, and her sister, Sylvia Laughter.

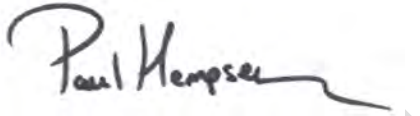
Agenda Item 9: Announcement of Next Regular Meeting

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

Agenda Item 10: Adjournment

The meeting was adjourned at 12:28 p.m. upon a motion by Mr. Lucero and a second by Ms. Laughter. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Lucero, and Secretary Robinson voting in favor.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board



**INTERGOVERNMENTAL AGREEMENT
BETWEEN
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
AND
KAYENTA UNIFIED SCHOOL DISTRICT NO.27**

This Intergovernmental Agreement ("Agreement") is entered into between Navajo County Community College District (dba Northland Pioneer College; "College"), and Kayenta Unified School District No.27 ("School District") (collectively "Parties"). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes ("A.R.S.") § 11-951.

BACKGROUND

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

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

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

AGREEMENT

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

1. PURPOSE

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

2. DEFINITION

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

3. EFFECTIVE DATE AND TERM

A. This Agreement shall be effective:

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

B. The term of this Agreement shall be from the Effective Date through June 30, 2024 (“Term”).

4. OBLIGATIONS OF COLLEGE

4.1 General Course Requirements

A. College will offer Dual Enrollment Courses to School District freshmen, sophomores, juniors or seniors who meet College’s prerequisites.

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

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

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

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

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

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

F. College will provide to School District the instructional information necessary to meet the goals of the courses delivered, including but not limited to College approved textbook titles, syllabi, course outlines and grading standards applicable to the Dual Enrollment Courses.

G. College will ensure that instructors of Dual Enrollment Courses follow the Dual Enrollment Course guidelines, and that the same standards of expectation and assessment that are applied to other College courses are applied to the Dual Enrollment Courses.

H. For each student, College will assign an identification number to the student that shall correspond to or reference the State Student ID number assigned to the student. School District will provide College with the State Student ID number for each student as provided in Section 5.1(F).

I. College will grant College credit for a Dual Enrollment Course when a student satisfactorily completes the course.

4.2 Instructors and Instruction

A. College will ensure that School District instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by College using the same procedure and criteria that are used for instructors at College campus.

B. If College is providing the instructor for a Dual Enrollment Course, College will provide at College's expense a substitute instructor, as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Dual Enrollment Course.

4.3 Assessment and Monitoring

A. Except for vocational and occupational Dual Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Dual Enrollment Course through an assessment test prior to, or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.

B. College will involve full-time College faculty who teach a particular discipline in Dual Enrollment Course selection and implementation, and in Dual Enrollment Course faculty selection, orientation, professional development and evaluation, as required by A.R.S. § 15-1821.01(4) & (5).

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

4.4 Policy and Procedure

A. College will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in state statute and College policy.

B. College will provide School District with College policies and procedures applicable to students enrolling in Dual Enrollment Courses.

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

4.5 Students with Disabilities

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

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

5. OBLIGATIONS OF SCHOOL DISTRICT

5.1 General Course Requirements

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

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

C. If School District is providing the instructor for the Dual Enrollment Course, School District will provide instruction in accordance with the policies, regulations and instructional standards of College in courses designated as Dual Enrollment Courses to students of School District at a School District facility.

D. School District will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the prerequisites for the Dual Enrollment Course as published in College's catalog and complies with College policies and this Agreement regarding student placement in courses.

E. School District will adopt and utilize College approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught. School District shall provide textbooks for the students. Each student shall be responsible to purchase other supplies, if any, required for the Dual Enrollment Course. Classroom supplies normally supplied by College are included in tuition charges.

F. For each student enrolling in a Dual Enrollment Course, School District will enroll the student using the student's State Student ID number and provide that number to College.

5.2 Instructors and Instruction

A. If School District is to provide the instructor, School District will nominate an instructor qualified in the appropriate subject area for each Dual Enrollment Courses and submit each instructor's name and credentials to College for approval.

B. School District will ensure that School District instructors teaching Dual Enrollment Courses provide instruction in accordance with the policies, regulations and instructional standards of College and comply with College assessments.

C. If School District is providing the instructor, School District will provide at School District's expense a substitute instructor, as necessary and as agreed upon by College, to cover the absence of a School District instructor who teaches a Dual Enrollment Course. In the case of substitutions exceeding 10 consecutive school days, School District shall notify College in writing of the name and credentials of the substitute instructor.

5.3 Assessment and Monitoring

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

5.4 Policy and Procedure

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

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

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

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

5.5 Students with Disabilities

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

5.6 Facilities and Funding

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

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

6. MUTUAL AGREEMENTS

6.1 Instructor

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

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

6.2 Students

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

6.3 Removal from Course

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

6.4 Schedule and Number of Students

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

6.5 Availability of Instructors

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

6.6 Guidelines

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

6.7 Rigor of Courses

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

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

7.1 Fees

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

7.2 Supplies

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

7.3 Tuition

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

B. College may provide grants, scholarships or financial aid in accordance with College policies and as set forth on Exhibit B, which may be amended annually by College. In addition, College may offset tuition payments owed to College by School District with payments due from College to School District.

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

7.4 Billing Format

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

7.5 Manner of Financing

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

8. RECORDS

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

9. CONFIDENTIALITY

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

10. TERMINATION/DISPOSITION OF PROPERTY

10.1 Termination

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

10.2 No Relief from Obligations

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

10.3 Disposition of Property

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

11. RESPONSIBILITY

11.1 Conduct of Operations

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

11.2 Indemnification

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

12. CANCELLATION FOR CONFLICT OF INTEREST

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

13. NON-ASSIGNABILITY

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

14. COMPLIANCE WITH NON-DISCRIMINATION LAWS

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

15. RIGHTS/OBLIGATIONS OF PARTIES ONLY

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

16. ENTIRE AGREEMENT

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

17. INVALIDITY OF PART OF THE AGREEMENT

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

18. GOVERNING LAW

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

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

19. NOTICE

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

20. LEGAL WORKER REQUIREMENT

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

21. WORKERS COMPENSATION

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

If to College:

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

If to School District:

Lemual Adson, Superintendent
Kayenta Unified School District No.27
P.O. Box 337
Kayenta, AZ 86033

COLLEGE

SCHOOL DISTRICT

By: Chato Hazelbaker
Title: President


By: Lemual Adson
Title: Superintendent

Date

Date

10-20-22



REVIEWED AND APPROVED AS TO FORM

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


By: Kristin Mackin

Title: Attorney, Sims Mackin
Counsel for Navajo County Community
College District

Date: 10/25/2022


By: Nathan Schott 

Title: Counsel for Kayenta Unified
School District No. 27
Counsel for Kayenta Unified School
District No.27

Date: 10/6/22

EXHIBIT A

**TYPE OF INSTRUCTION
DUAL ENROLLMENT COURSES**

COURSES AND CREDITS

For complete course descriptions, refer to the current College catalog.

The number of students admitted for any Dual Enrollment Course shall not be less than 6 students per section and shall not exceed a maximum of 30 students per section except and to the extent that the parties agree otherwise in writing in a specified circumstance.

KAY	MVCO	ECD141	HEALTHY AND SAFE EAR	LAKE, JESSI	2
KAY	MVCO	ECD184	EARLY SOCIAL AND EMO	LAKE, JESSI	2
KAY	MVCO	ECD200	INTRO TO EARLY CHLDH	LAKE, JESSI	3
KAY	MVCO	ECD250	SURVEY OF CHILD DEVE	LAKE, JESSI	3

EXHIBIT B

FINANCIAL PROVISIONS

*Fill in the blanks. If the information is not applicable, indicate N/A in the blank.
Additional directions for completing this form are in italics.*

1. INSTRUCTORS

Instructors shall be provided as follows: *(Check the appropriate line)*

- School District shall provide and pay all instructors.
- College shall provide and pay all instructors.
- Each party shall provide and pay for instructors as follows: _____

2. PAYMENTS TO THE SCHOOL DISTRICT

For each course for which the School District provides and pays for the instructor, the College shall pay the School District Ten Dollars (\$ 10) per credit hour for each properly enrolled student, capped at Two-hundred fifty Dollars (\$ 250) per credit hour for each course. *(Indicate N/A if there is no cap.)*

Invoices from the School District to the College shall be based on College course rosters and include the information listed in Exhibit A of this Agreement.

3. PAYMENTS OF TUITION AND FEES/COSTS TO THE COLLEGE

TUITION:

In-county/in-state tuition is Sixty-eight Dollars (\$ 68) per credit hour for each in-county/in-state student; out-of-County/in-state tuition is Eight-five Dollars (\$ 85) per credit hour for each out-of-County, in-state student; and Four hundred ten Dollars (\$ 410) per credit hour for each student who, pursuant to A.R.S. §15-1802 or A.R.S. §15-1803, does not qualify for in-state student status.

ADDITIONAL FEES AND/OR COSTS:

Set out below are additional fees and costs and, for each, a designation as to whether the School District or student is responsible for payment of each fee or cost

Fees and Costs (Including special course fees; assessment costs, if any; etc.)	For each fee or cost, check the appropriate line to indicate whether the School District or student is responsible for payment to the College of the fee or cost. .
1. Course fees	District _____ Student <input checked="" type="checkbox"/>
2. Media fee	District _____ Student <input checked="" type="checkbox"/>
3.	District _____ Student _____

4. COLLECTION AND PAYMENT OF TUITION AND FEES/COSTS

Check the appropriate line:

- School District is responsible for payment of tuition to the College.
- Each student is responsible for payment of tuition to the College.

For tuition and fee/cost payments required to be made by the School District to the College:

- A. School District is authorized and retains the discretion to collect tuition and fee/cost payments from its students to the extent School District deems appropriate; and
- B. School District may reduce its required payment of tuition and fees/costs owed to the College pursuant to paragraph 3 by the amount of any payment owed to School District by the College pursuant to paragraph 2.

For any tuition and fee/cost payment required to be made by a student to the College, the College shall establish an individual billing account for that student and the billing for such tuition and/or fees and costs shall occur in accordance with College policies and procedures.

5. FINANCIAL AID

Except as indicated in this section, College offers no grant, scholarship or financial aid for the dual enrollment program.

[If grants, scholarships or financial aid are available, specify that information here]:

A scholarship will be applied for dual enrollment courses to cover in-state tuition, media fees, and applicable course fees, bringing the cost of tuition to \$0 per credit hour.

If tuition and/or additional fees and costs are the responsibility of individual students, a student may be eligible for tuition and fee and cost scholarships in compliance with College policies and procedures.

6. FORMAT OF INVOICES BETWEEN THE SCHOOL DISTRICT AND COLLEGE

The School District and College shall send invoices to the other to the attention and at the address listed below no later than thirty (30) days after the end of each semester. Each invoice shall detail any payments due. Payments shall be due within thirty (30) days of receipt of an invoice.

Invoices to be sent to the College:
(specify administrator and address)

N/A

Invoices to be sent to the School District:
(specify administrator and address)

7. FULL TIME STUDENT EQUIVALENT FINANCIAL INFORMATION

Amount College received in FTSE in prior academic year:

(Specify dollar amount)

\$ 1,554,800

Portion of that FTSE distributed to School District:

(Specify percentage or dollar amount)

\$ 0

Amount School District returned to College:

(Specify percentage or dollar amount)

\$ 0

Request to Approve Fiscal Year 2024 Budget Assumptions and Guidelines

Recommendation:

Staff recommends adoption of the Budget Assumptions and Guidelines for Fiscal Year 2024.

Summary:

The information provided at the October District Governing Board meeting has not changed. Additional information, on inflation metrics and the state appropriations, has been provided.



Northland Pioneer College
Preliminary Budget Development Assumptions
FY24

GENERAL ASSUMPTIONS

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

REVENUE ASSUMPTIONS

- State appropriations for equalization is expected to increase compared to current fiscal year, offset by a decrease to operating state aid. Rural aid is expected to be flat compared to the current fiscal year.
- Tuition per credit hour for in-district and in-state is expected to reflect a small increase comparable to last fiscal year.
 - The District Governing Board will adopt a new three-year tuition plan for the period FY24 to FY26.
 - Tuition and general fees are set at a rate that:
 - (A) considers the impact on students, student enrollment, and student retention rates,
 - (B) increases incrementally, and
 - (C) is competitive in our market by maintaining a comparative position to the average overall tuition and general fees at other Arizona community colleges.
- Course fees will be set at a rate to offset expendable supplies and equipment.
- Assessed valuations for setting the primary property tax levy will be available in February and a decline is expected. To protect the equalization funding, the levy needs to be set at the maximum allowable of 2% increase over the prior year. This is expected to be achieved over a two-year period. For the last five years, the levy has been set below the maximum.
- Other revenues will be based on historical information and emerging trends.

EXPENDITURE ASSUMPTIONS

- Overall expenditures will match revenues.
- Budget request that are higher than current budget **or** actual historical spending will require **justification and review during the budget hearing process.**
- Budget requests from Department Managers for operational and capital expenditures are due **January 27, 2023.**

- SALARY SCHEDULES

- The Gallagher compensation study is currently underway. The financial impact and how the recommendations should be implemented will not be available until February or later.
- The college will continue to develop salary schedules with the following in mind:
 - (A) consideration to increasing rates balanced with available funds and impact to expenditure limit,
 - (B) consideration to competitive market conditions with the goal to maintain a comparative position to the average increases/rates at other local public entities, other Arizona community colleges, and other similar institutions, and
 - (C) consideration to salary recommendations received through the shared governance process.

- BENEFITS will be developed with:

- (A) consideration on impacts from third-party partnerships including:
 - (1) Employee benefit trust for medical insurance, and
 - (2) Arizona State Retirement System for retirement contributions.

- Education partner relationships will be maintained with:

- (A) Apache County,
- (B) NAVIT,
- (C) Dual enrollment, and
- (D) others.

- OPERATING budget requests cover a one-year period.
- CAPITAL budget requests cover a three-year period (FY24, FY25, and FY26).
- GRANT funding will continue to be identified and pursued.
- AUXILIARY fund activities will be maintained.

**Northland Pioneer College
Budget Development Guidelines
FY 24**

Budget Categories & Targets:

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

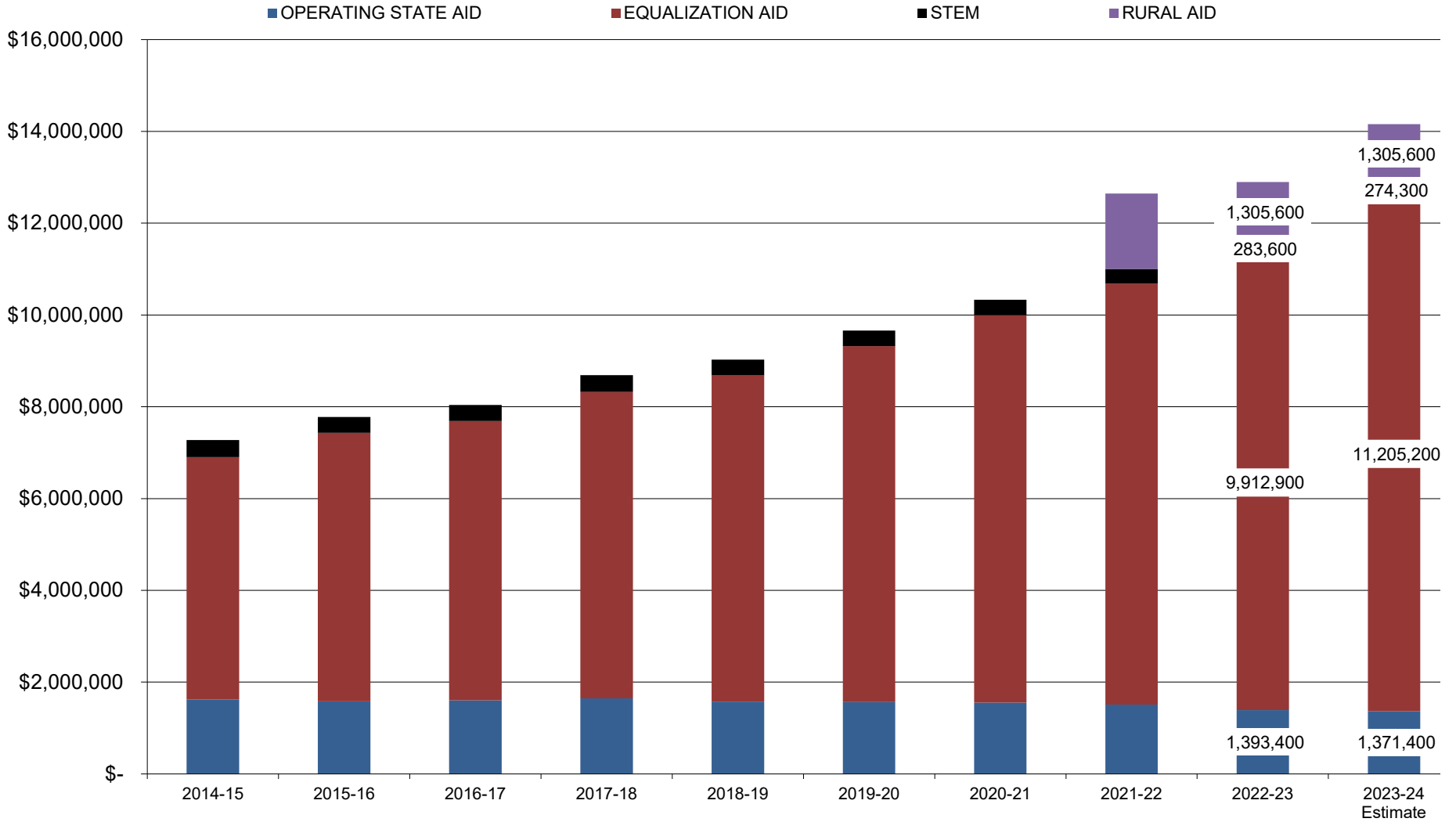
BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2023 – 2024

APPROVED 9/20/22

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

NPC State Aid Revenues



Arizona Community Colleges

FY 2024 State Aid Request for M&O, Equalization Assistance and STEM Workforce Programs

FY 2024 State Aid Request	Cochise	Coconino	Gila	Graham	Maricopa	Mohave	Navajo	Pima	Pinal	Santa Cruz	Yavapai	Yuma/La Paz	Total
Maintenance & Operation	\$ 4,415,600	\$ 1,407,000	\$ 148,100	\$ 1,646,900	\$ -	\$ 1,039,700	\$ 1,371,400	\$ -	\$ 1,069,200	\$ (1,500)	\$ 352,300	\$ 2,239,500	\$ 13,688,200
Equalization Assistance	9,775,300	-	-	19,929,700	-	-	11,205,200	-	-	-	-	731,400	41,641,600
STEM Workforce Programs	954,700	309,600	88,800	409,700	7,927,800	431,400	274,300	1,929,400	656,800	21,200	633,000	778,000	14,414,700
FY 2023 Rural Aid - On Going/One time ⁽¹⁾	5,267,500	1,343,400	421,800	1,633,200	-	1,714,400	1,305,600	-	2,476,600	97,800	2,782,200	3,957,500	21,000,000
Total Request	\$ 20,413,100	\$ 3,060,000	\$ 658,700	\$ 23,619,500	\$ 7,927,800	\$ 3,185,500	\$ 14,156,500	\$ 1,929,400	\$ 4,202,600	\$ 117,500	\$ 3,767,500	\$ 7,706,400	\$ 90,744,500

Maintenance and Operations, Pursuant to ARS 15-1466													
FTSE Change:	Cochise	Coconino	Gila	Graham	Maricopa	Mohave	Navajo	Pima	Pinal	Santa Cruz	Yavapai	Yuma/La Paz	Total
FY 2021 Audited FTSE (Total)	5,620	1,491	472	1,770	56,417	1,914	1,468	11,488	2,655	104	3,062	4,274	90,735
FY 2022 Unaudited FTSE (Total)	5,999	1,581	457	1,994	52,589	2,200	1,429	12,469	3,234	101	3,193	5,065	90,311
Increase/(Decrease)	379	90	(15)	224	(3,828)	286	(39)	981	579	(3)	131	791	(424)
FY 2021 Audited Non Dual Enr	5,570	1,307	403	1,673	50,894	1,646	1,233	10,719	2,594	104	2,758	4,083	82,984
FY 2022 Unaudited Non Dual Enr	5,935	1,367	389	1,908	46,509	1,908	1,184	11,648	3,021	101	2,835	4,660	81,465
Increase/(Decrease)	365	60	(14)	235	(4,385)	262	(49)	929	427	(3)	77	577	(1,519)
FY 2021 Audited Dual Enrollment	50	184	69	97	5,523	268	235	769	61	-	304	191	7,751
FY 2022 Unaudited Dual Enrollment	64	214	68	86	6,080	292	245	821	213	-	358	405	8,846
Increase/(Decrease)	14	30	(1)	(11)	557	24	10	52	152	-	54	214	1,095

State Aid Adj. for FTSE Change and Dual Enrollment:													
FY 2023 State aid M&O	\$ 4,230,000	\$ 1,369,600	\$ 155,300	\$ 1,532,300	\$ -	\$ 903,000	\$ 1,393,400	\$ -	\$ 818,200	\$ -	\$ 300,400	\$ 1,898,200	\$ 12,600,400
Non Dual Enrollment Growth	182,100	29,900	(7,000)	117,300	-	130,700	(24,500)	-	213,100	(1,500)	38,400	287,900	966,400
Dual Enrollment Growth ⁽²⁾	3,500	7,500	(200)	(2,700)	-	6,000	2,500	-	37,900	-	13,500	53,400	121,400
FY 2024 Appropriation	4,415,600	1,407,000	148,100	1,646,900	-	1,039,700	1,371,400	-	1,069,200	(1,500)	352,300	2,239,500	13,688,200
Increased State approp.	\$ 185,600	\$ 37,400	\$ (7,200)	\$ 114,600	\$ -	\$ 136,700	\$ (22,000)	\$ -	\$ 251,000	\$ (1,500)	\$ 51,900	\$ 341,300	\$ 1,087,800

⁽¹⁾ Based on the language in HB 2862 \$7 Million of rural aid was a one-time only allocation.
⁽²⁾ Reflects funding adjustment for Dual Enrollment based on Dual Enrollment FTSE * Average Appropriation* 50%

Formula calculated according to statute	
FY 2023 Total M&O Appropriation	\$ 12,600,400
FY 2022 Unaudited FTSE (Total)	25,253
Average Appropriation Per FTSE (Non Dual Enrollment)	\$ 499
Average Appropriation Per FTSE (Dual Enrollment)	\$ 250

Equalization FY 2024 Calculation, Pursuant to ASRS 15-1468													
	Cochise	Coconino	Gila	Graham	Maricopa	Mohave	Navajo	Pima	Pinal	Santa Cruz	Yavapai	Yuma/La Paz	Total
FY 2024 Equalization Aid	\$ 9,775,300	\$ -	\$ -	\$ 19,929,700	\$ -	\$ -	\$ 11,205,200	\$ -	\$ -	\$ -	\$ -	\$ 731,400	\$ 41,641,600
FY 2023 Equalization Aid	8,771,400	-	-	19,114,000	-	-	9,912,900	-	-	-	-	530,200	38,328,600
Increase/(Decrease)	\$ 1,003,900	\$ -	\$ -	\$ 815,700	\$ -	\$ -	\$ 1,292,300	\$ -	\$ -	\$ -	\$ -	\$ 201,200	\$ 3,313,100

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

STEM Workforce Programs													
	Cochise	Coconino	Gila	Graham	Maricopa	Mohave	Navajo	Pima	Pinal	Santa Cruz	Yavapai	Yuma/La Paz	Total
FY 2022 Unaudited Non Dual Enr	5,935	1,367	389	1,908	46,509	1,908	1,184	11,648	3,021	101	2,835	4,660	81,465
FY 2022 Unaudited Dual Enrollment	64	214	68	86	6,080	292	245	821	213	-	358	405	8,846
FY 2023 Amount for Non Dual Enroll (1)	\$ 949,600	\$ 287,100	\$ 81,700	\$ 400,700	\$ 7,441,400	\$ 400,700	\$ 248,600	\$ 1,863,700	\$ 634,400	\$ 21,200	\$ 595,400	\$ 745,600	\$ 13,670,100
FY 2023 Amount for Dual Enrollment	5,100	22,500	7,100	9,000	486,400	30,700	25,700	65,700	22,400	-	37,600	32,400	744,600
FY 2024 Formula Calculation (2)	\$ 954,700	\$ 309,600	\$ 88,800	\$ 409,700	\$ 7,927,800	\$ 431,400	\$ 274,300	\$ 1,929,400	\$ 656,800	\$ 21,200	\$ 633,000	\$ 778,000	\$ 14,414,700
FY 2023 STEM Aid	895,200	293,800	91,900	361,500	8,584,900	373,800	283,600	1,776,600	551,100	21,800	611,100	877,500	14,722,800
Increase/(Decrease)	\$ 59,500	\$ 15,800	\$ (3,100)	\$ 48,200	\$ (657,100)	\$ 57,600	\$ (9,300)	\$ 152,800	\$ 105,700	\$ (600)	\$ 21,900	\$ (99,500)	\$ (308,100)

⁽¹⁾ FY 2022 FTSE times rate per FTSE: rate is <5,000 FTSE @ \$210 per FTSE, > 5,000 FTSE @ \$160 per FTSE
⁽²⁾ Reflects funding at 50% of STEM amount for Dual Enrollment Students



**Transmission of material in this release is embargoed until
 8:30 a.m. (ET) Thursday, October 13, 2022**

USDL-22-1990

Technical information: (202) 691-7000 • cpi_info@bls.gov • www.bls.gov/cpi

Media contact: (202) 691-5902 • PressOffice@bls.gov

CONSUMER PRICE INDEX – SEPTEMBER 2022

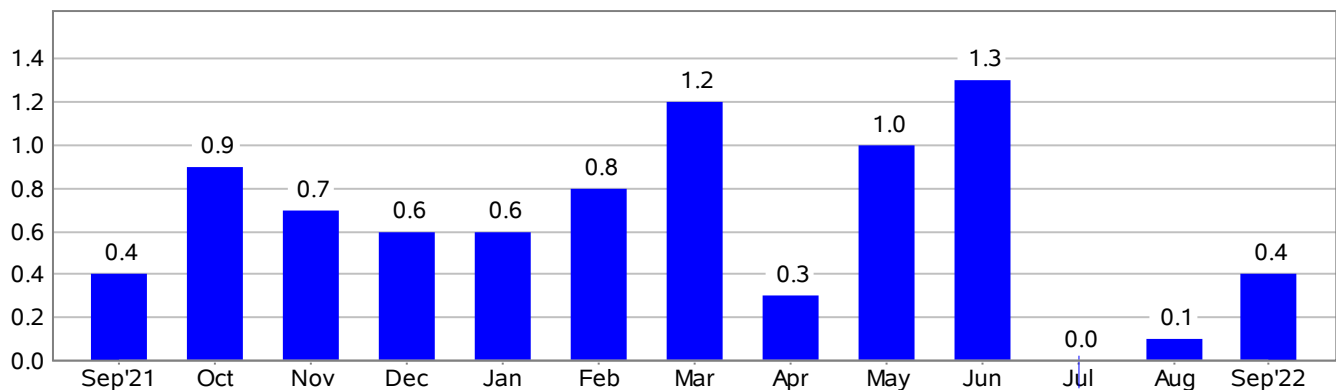
The Consumer Price Index for All Urban Consumers (CPI-U) rose 0.4 percent in September on a seasonally adjusted basis after rising 0.1 percent in August, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 8.2 percent before seasonal adjustment.

Increases in the shelter, food, and medical care indexes were the largest of many contributors to the monthly seasonally adjusted all items increase. These increases were partly offset by a 4.9-percent decline in the gasoline index. The food index continued to rise, increasing 0.8 percent over the month as the food at home index rose 0.7 percent. The energy index fell 2.1 percent over the month as the gasoline index declined, but the natural gas and electricity indexes increased.

The index for all items less food and energy rose 0.6 percent in September, as it did in August. The indexes for shelter, medical care, motor vehicle insurance, new vehicles, household furnishings and operations, and education were among those that increased over the month. There were some indexes that declined in September, including those for used cars and trucks, apparel, and communication.

The all items index increased 8.2 percent for the 12 months ending September, a slightly smaller figure than the 8.3-percent increase for the period ending August. The all items less food and energy index rose 6.6 percent over the last 12 months. The energy index increased 19.8 percent for the 12 months ending September, a smaller increase than the 23.8-percent increase for the period ending August. The food index increased 11.2 percent over the last year.

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



Press Release

Thursday, October 13, 2022
For Immediate Release



Mark Hinkle, Press Officer
press.office@ssa.gov

News Release SOCIAL SECURITY

Social Security Announces 8.7 Percent Benefit Increase for 2023

Social Security and Supplemental Security Income (SSI) benefits for approximately 70 million Americans will increase 8.7 percent in 2023, the Social Security Administration announced today. On average, Social Security benefits will increase by more than \$140 per month starting in January.

The 8.7 percent cost-of-living adjustment (COLA) will begin with benefits payable to more than 65 million Social Security beneficiaries in January 2023. Increased payments to more than 7 million SSI beneficiaries will begin on December 30, 2022. (Note: some people receive both Social Security and SSI benefits). The Social Security Act ties the annual COLA to the increase in the Consumer Price Index as determined by the Department of Labor's Bureau of Labor Statistics.

"Medicare premiums are going down and Social Security benefits are going up in 2023, which will give seniors more peace of mind and breathing room. This year's substantial Social Security cost-of-living adjustment is the first time in over a decade that Medicare premiums are not rising and shows that we can provide more support to older Americans who count on the benefits they have earned," Acting Commissioner Kilolo Kijakazi said.

To view a COLA message from Acting Commissioner Kijakazi, please visit www.youtube.com/watch?v=Vgm5q4YT1AM.

Some other adjustments that take effect in January of each year are based on the increase in average wages. Based on that increase, the maximum amount of earnings subject to the Social Security tax (taxable maximum) will increase to \$160,200 from \$147,000.

Social Security and SSI beneficiaries are normally notified by mail starting in early December about their new benefit amount. The fastest way to find out their new benefit amount is to access their personal **my Social Security** account to view the COLA notice online. It's secure, easy, and people find out before the mail arrives. People can also opt to receive a text or email alert when there is a new message from Social Security--such as their COLA notice--waiting for them, rather than receiving a letter in the mail. People may create or access their **my Social Security** account online at www.ssa.gov/myaccount.

Information about Medicare changes for 2023 is available at www.medicare.gov. For Social Security beneficiaries enrolled in Medicare, their new higher 2023 benefit amount will be available in December through the mailed COLA notice and **my Social Security's** Message Center.

The Social Security Act provides for how the COLA is calculated. To read more, please visit www.ssa.gov/cola.

NOTE TO CORRESPONDENTS: Here is a [fact sheet](#) showing the effect of the various automatic adjustments.

To get more Social Security news, follow the Press Office on Twitter [@SSAPress](#).

The following excerpts are from a quarterly news release titled *Survey of Professional Forecasters*. The report consolidates multiple well-regarded national macroeconomic forecasts. It is the oldest quarterly survey of its kind in the United States. The survey began in 1968 and was originally conducted by the American Statistical Association and the National Bureau of Economic Research. The Federal Reserve Bank of Philadelphia took over the survey in 1990.

The following information is an excerpt from the report issued August 12, 2022.

THIRD Quarter 2022 Survey of Professional Forecasters

Forecasters Raise Their Projections for Inflation

The forecasters expect current-quarter headline CPI inflation will average 6.7 percent at an annual rate, up from the prediction of 4.5 percent in the previous survey. Headline PCE inflation over the current quarter will also be higher at an annual rate of 5.3 percent, up from the last estimate of 4.1 percent.

Projections for headline and core CPI and PCE inflation at most other forecast horizons have been revised upward, compared with those of the previous survey.

Over the next 10 years, 2022 to 2031, the forecasters predict headline CPI inflation will remain unchanged from their previous estimate, at an annual-average rate of 2.80 percent. The corresponding estimate for 10-year annual-average PCE inflation is 2.45 percent, slightly higher than the previous estimate.

Median Short-Run and Long-Run Projections for Inflation (Annualized Percentage Points)

	HEADLINE CPI		CORE CPI		HEADLINE PCE		CORE PCE	
	PREVIOUS	CURRENT	PREVIOUS	CURRENT	PREVIOUS	CURRENT	PREVIOUS	CURRENT
<i>Quarterly</i>								
2022:Q3	4.5	6.7	4.1	5.8	4.1	5.3	3.8	4.6

	HEADLINE CPI		CORE CPI		HEADLINE PCE		CORE PCE	
	PREVIOUS	CURRENT	PREVIOUS	CURRENT	PREVIOUS	CURRENT	PREVIOUS	CURRENT
2022:Q4	3.7	4.3	3.5	4.6	3.0	3.7	3.2	3.5
2023:Q1	3.1	3.6	3.1	3.7	2.7	2.9	2.8	3.1
2023:Q2	3.0	3.4	2.9	3.2	2.6	2.8	2.7	2.8
2023:Q3	N.A.	3.0	N.A.	2.8	N.A.	2.5	N.A.	2.6
<i>Q4/Q4 Annual Averages</i>								
2022	6.1	7.5	4.8	5.9	5.0	5.8	4.1	4.5
2023	2.9	3.2	2.9	3.1	2.5	2.8	2.5	2.8
2024	2.3	2.5	2.5	2.5	2.2	2.3	2.2	2.2
<i>Long-Term Annual Averages</i>								
2022-2026	3.40	3.50	N.A.	N.A.	2.90	3.00	N.A.	N.A.
2022-2031	2.80	2.80	N.A.	N.A.	2.40	2.45	N.A.	N.A.

Arizona Community Colleges

	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 APPROVED
SPECIAL LINE ITEMS			
Equalization Aid			
Cochise	6,389,500	7,227,100	7,925,300
Graham	16,506,200	17,469,100	18,193,200
Navajo	7,751,900	8,444,300	9,171,000
Yuma/La Paz	0	155,200	616,700
<i>Subtotal - Equalization Aid</i>	30,647,600	33,295,700	35,906,200
Operating State Aid			
Cochise	4,623,500	4,690,700	4,373,500
Coconino	1,703,400	1,698,400	1,626,500
Gila	293,700	296,300	271,500
Graham	2,389,600	2,338,800	1,936,100
Mohave	1,175,300	1,138,900	1,205,500
Navajo	1,567,700	1,554,800	1,512,300
Pinal	1,452,000	1,128,300	1,356,500
Santa Cruz	0	0	17,100
Yavapai	601,400	585,800	590,500
Yuma/La Paz	2,399,500	2,384,800	2,391,900
<i>Subtotal - Operating State Aid</i>	16,206,100	15,816,800	15,281,400
STEM and Workforce Programs State Aid			
Cochise	996,200	1,014,500	928,400
Coconino	399,200	397,400	371,800
Gila	135,000	136,000	127,200
Graham	645,800	627,600	484,200
Maricopa	1,600,000	1,600,000	1,600,000 ^{1/}
Mohave	455,000	441,900	465,700
Navajo	339,500	334,800	319,700
Pima	400,000	400,000	400,000 ^{1/}
Pinal	96,500	96,500	96,500
Santa Cruz	26,900	23,700	29,800
Yavapai	703,100	697,500	699,200
Yuma/La Paz	1,030,200	1,024,900	1,027,400
<i>Subtotal - STEM and Workforce Programs State Aid</i>	6,827,400	6,794,800	6,549,900
Rural Community College Aid			
Cochise	3,140,100	0	0
Coconino	1,003,100	0	0
Gila	343,200	0	0
Graham	1,568,100	0	0
Mohave	1,152,100	0	0
Navajo	889,200	0	0
Pinal	1,795,400	0	0
Santa Cruz	64,200	0	0
Yavapai	1,761,300	0	0
Yuma/La Paz	2,483,300	0	0
<i>Subtotal - Rural Community College Aid</i>	14,200,000	0	0
Rural Aid			
Cochise	0	0	6,251,000
Coconino	0	0	1,907,300
Gila	0	0	652,300
Graham	0	0	2,483,700
Mohave	0	0	2,388,900
Navajo	0	0	1,640,200

	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 APPROVED
Pinal	0	0	3,666,000
Santa Cruz	0	0	153,000
Yavapai	0	0	3,586,900
Yuma/La Paz	0	0	5,270,700
Subtotal - Rural Aid	0	0	28,000,000
Urban Aid			
Maricopa	0	0	10,400,000
Pima	0	0	2,600,000
Subtotal - Urban Aid	0	0	13,000,000
Rural County Allocation	3,420,800	3,658,200	4,337,300 ^{2/}
Rural County Reimbursement Subsidy	1,273,800	1,273,800	1,773,800 ^{3/}
Tribal Community Colleges	1,106,100	4,606,100	2,856,100 ^{4/}
Additional Gila Workforce Development Aid	200,000	200,000	200,000
Dine College Remedial Education	1,000,000	1,000,000	1,000,000 ^{5/}
Maricopa Health Care Specialty Expansion	5,800,000	0	0
Pima Aviation Center Expansion	15,000,000	0	0
AGENCY TOTAL	95,681,800	66,645,400	108,904,700 ^{6/}

FUND SOURCES

General Fund	95,681,800	66,645,400	108,904,700
SUBTOTAL - Appropriated Funds	95,681,800	66,645,400	108,904,700
Other Non-Appropriated Funds	23,219,000	23,873,200	23,873,200
TOTAL - ALL SOURCES	118,900,800	90,518,600	132,777,900

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

FOOTNOTES

- 1/ The following amounts are appropriated from the state General Fund in each of FY 2020, FY 2021 and FY 2022 to the following Arizona community college districts for STEM and workforce development:
 1. Maricopa \$1,600,000
 2. Pima \$400,000 (FY 2020 General Appropriation Act footnote)
- 2/ A.R.S. § 15-1469.01 provides that the General Fund will pay the initial cost of students attending community colleges who are from counties that are not part of an established community college district, and then the state will withhold these counties' sales tax revenues to offset that cost. In FY 2022, that amount is estimated to be \$4,337,300. Because this appropriation is in permanent statute, it is not included in the General Appropriation Act.
- 3/ Of the \$1,773,800 appropriated to the rural county reimbursement subsidy line item, Apache county receives \$973,800 and Greenlee county receives \$800,000. (General Appropriation Act footnote)
- 4/ A.R.S. § 42-5031.01 directs the State Treasurer to annually transmit to the tribal colleges 10% of Transaction Privilege Tax (TPT) revenues collected from sources located on the reservation, or \$1,750,000, whichever is less, as well as 5% of TPT revenues collected on the reservation, or \$875,000, whichever is less, to a technical college on the same reservation. Because this appropriation is in permanent statute, it is not included in the General Appropriation Act.
- 5/ On or before October 15, 2022, the Diné college board of regents shall submit to the governor, the speaker of the house of representatives, the president of the senate, the secretary of state and the joint legislative budget committee a report that details the course completion rate for students who received remedial education during the 2021-2022 academic year. (General Appropriation Act footnote)
- 6/ General Appropriation Act funds are appropriated as District-by-District Special Line Items.

Equalization Aid

The budget includes \$35,906,200 from the General Fund in FY 2022 for Equalization Aid. FY 2022 adjustments are as follows:

Property Value Changes

The budget includes an increase of \$2,610,500 from the General Fund in FY 2022 to reflect increased formula costs for funding Equalization Aid due to assessed valuation changes. Detail of specific district changes is shown in *Table 1*.

**Table 1
FY 2022 Equalization Funding Changes**

<u>District</u>	<u>FY 2020</u>	<u>Year-over- Year Change</u>	<u>FY 2021</u>
Cochise	\$ 7,227,100	\$ 698,200	\$ 7,925,300
Graham	17,469,100	724,100	18,193,200
Navajo	8,444,300	726,700	9,171,000
Yuma/La Paz	<u>155,200</u>	<u>461,500</u>	<u>616,700</u>
Total	\$33,295,700	\$2,610,500	\$35,906,200

Background – The Equalization Aid line items provide additional state aid to community college districts with property tax bases that are less than the minimum assessed value specified in A.R.S. § 15-1402. Under the Equalization Aid formula, the minimum assessed valuation is revised by the average change in actual assessed valuation for the most recent year for all rural districts with populations of less than 500,000 persons, according to the most recent decennial census data. Actual assessed valuation for rural districts was 5.6% higher in TY 2020 than in the preceding year. Therefore, for the FY 2022 Equalization Aid formula calculation, the minimum assessed valuation increased 5.6% to approximately \$1.6 billion. (See *Table 2* for the calculation of the growth rate.)

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

As noted in *Table 2*, the average rural district assessed value increased by 5.6% in TY 2020. In comparison, Cochise increased by 3.4%, Navajo increased by 3.5%, and Yuma/La Paz increased by 3.4%. Because their primary assessed value increased by less than the average rural district, Cochise, Navajo, and Yuma/La Paz qualify for more aid. While Graham increased by 15.3%, more than the average rural district, its assessed value remains below the minimum assessed value. In TY 2019, the

Table 2

**Equalization Growth Factor
for Tax Years (TY) 2019-2020**

<u>District</u>	<u>TY 2019 Primary AV</u>	<u>TY 2020 Primary AV</u>	<u>TY 2019- 2020 % Growth</u>
Cochise*	\$ 941,485,600	\$ 973,084,500	3.4 %
Graham*	193,896,000	223,604,200	15.3 %
Navajo*	852,640,200	882,158,100	3.5 %
Yuma/LaPaz*	1,457,683,800	1,506,557,400	3.4 %
Coconino	1,831,089,300	1,929,724,100	5.4 %
Mohave	1,908,201,500	2,010,693,400	5.4 %
Pinal	2,521,252,100	2,689,422,200	6.7 %
Yavapai	<u>2,765,677,100</u>	<u>2,957,724,700</u>	<u>6.9 %</u>
Total	\$12,471,925,600	\$13,172,968,600	5.6 %
Minimum AV	\$1,469,014,000	\$1,551,572,600	5.6 %

* These districts qualify to receive Equalization Aid under the state funding formula in FY 2022.

Yuma/La Paz assessed value dropped below the minimum assessed value, making it eligible for equalization aid in FY 2021. The last time Yuma/La Paz received equalization aid was FY 2012.

In any one year a district’s equalization assistance will depend on 1) whether the district falls below the minimum threshold (\$1.55 billion in FY 2022), 2) whether the district’s change in assessed value was less than the rural districts’ average change, and 3) the applicable tax rate.

Operating State Aid

The budget includes \$15,281,400 from the General Fund in FY 2022 for Operating State Aid. FY 2022 adjustments are as follows:

Enrollment Changes

The budget includes a decrease of \$(535,400) from the General Fund in FY 2022 to fund the statutory formula for Operating State Aid.

This amount funds statutory formula costs for a (782), or (2.8)%, decrease in Full Time Student Equivalent (FTSE) students in rural community colleges (see *Table 3*). The (782) net FTSE decrease consists of a (1,034) FTSE decrease in non-dual enrollment students and a 252 FTSE increase in dual enrollment students. A.R.S. § 15-1466.01 requires dual enrollment students be funded at 50% for state aid purposes. Dual enrollment refers to high school students who are enrolled in community college courses for both high school and community college credit.

Unaudited enrollment figures indicate a decline in student enrollment in FY 2021 as a result of the COVID-19

Table 3**Community College Enrollment**

	FY 2019 FTSE	FY 2020 FTSE	Percentage Change
<u>Rural Districts</u>			
Cochise	6,376	5,829	(8.6)%
Coconino	1,986	1,877	(5.5)%
Gila	683	655	(4.1)%
Graham	3,033	2,348	(22.6)%
Mohave	2,228	2,370	6.4%
Navajo	1,742	1,648	(5.4)%
Pinal	3,033	3,432	13.2%
Santa Cruz	113	142	25.7%
Yavapai	3,472	3,520	1.4%
Yuma/La Paz	<u>4,942</u>	<u>5,005</u>	<u>1.3%</u>
Subtotal	27,608	26,826	(2.8)%
<u>Urban Districts</u>			
Maricopa	67,498	67,472	0%
Pima	<u>14,058</u>	<u>13,874</u>	<u>(1.3)%</u>
Total	109,164	108,172	(0.9)%

pandemic. The number of students decreased by 15% across multiple districts. However, given that the Operating State Aid formula funds the current fiscal year based on enrollment changes from 2 years prior, enrollment declines would not affect operating state aid until FY 2023.

Background – With the exception of Maricopa and Pima, the Operating State Aid line items provide each community college district with funds for continuing operating and maintenance expenses pursuant to A.R.S. § 15-1466. The Operating State Aid formula adjusts state aid in an amount that reflects changes in the FTSE enrollment count. This enrollment adjustment is calculated by multiplying the change in the most recent year’s actual FTSE for each district by the average state aid per FTSE appropriated in the current fiscal year. (For FY 2022, the last actual FTSE data was from FY 2020.)

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

The full formula funding for Maricopa and Pima County cannot effectively be calculated for FY 2022. The Operating State Aid formula adjusts the prior year’s appropriation based on the changes in FTSE enrollment count. Maricopa and Pima County have not received Operating State Aid since FY 2015.

STEM and Workforce Programs State Aid
--

The budget includes \$6,549,900 from the General Fund in FY 2022 for Science, Technology, Engineering and

Mathematics (STEM) and Workforce Programs State Aid. FY 2022 adjustments are as follows:

Enrollment Changes

The budget includes a decrease of \$(244,900) from the General Fund in FY 2022 to fund decreased formula costs for STEM and Workforce Programs State Aid. This reduction is the result of a net decline in rural district enrollment in FY 2020.

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

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

The FY 2020 and FY 2021 Higher Education BRBs suspended this formula and funded districts as specified in the FY 2020 and FY 2021 General Appropriation Acts. The FY 2022 Higher Education BRB continues these adjustments:

- 1) All rural districts except Pinal receive funding in the same amount as the full formula.
- 2) Pinal receives \$96,500. Full funding for Pinal would cost an additional \$618,100.
- 3) Maricopa and Pima were appropriated \$1,600,000 and \$400,000, respectively, for FY 2020, FY 2021 and FY 2022 in the FY 2020 General Appropriation Act. Because this funding was advance appropriated, it does not appear in the FY 2022 General Appropriation Act. Fully funding Maricopa and Pima according to the formula in FY 2022 would cost an additional \$8,723,000 for Maricopa and \$1,771,700 for Pima.

Rural Aid

The budget includes \$28,000,000 from the General Fund in FY 2022 for Rural Aid. FY 2022 adjustments are as follows:

Ongoing Rural Aid

The budget includes an increase of \$14,000,000 from the General Fund in FY 2022 for aid to the 10 rural community college districts.

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

One-Time Rural Aid

The budget includes a one-time increase of \$14,000,000 from the General Fund in FY 2022 for aid to the 10 rural community college districts.

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

Urban Aid

The budget includes \$13,000,000 from the General Fund in FY 2022 for Urban Aid. FY 2022 adjustments are as follows:

One-Time Urban Aid

The budget includes a one-time increase of \$13,000,000 from the General Fund in FY 2022 for aid to the 2 urban community college districts, Maricopa and Pima.

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

Rural County Allocation

The budget includes \$4,337,300 from the General Fund in FY 2022 for Rural County Allocation. FY 2022 adjustments are as follows:

Enrollment Increase

The budget includes an increase of \$679,100 from the General Fund in FY 2022 to fund increased student enrollment.

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

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

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

Rural County Reimbursement Subsidy

The budget includes \$1,773,800 from the General Fund in FY 2022 for Rural County Reimbursement Subsidy. FY 2022 adjustments are as follows:

Subsidy Increase

The budget includes an increase of \$500,000 from the General Fund in FY 2022 for the Rural County Reimbursement Subsidy.

This funding partially offsets the cost to counties that are not part of an established community college district. The funding is appropriated to Apache and Greenlee Counties. The budget modifies a General Appropriation Act footnote that allocates these monies. Of the \$1,773,800 subsidy, \$973,800 is distributed to Apache and \$800,000 to Greenlee.

Tribal Community Colleges

The budget includes \$2,856,100 from the General Fund in FY 2022 for Tribal Community Colleges. FY 2022 adjustments are as follows:

Remove One-Time

The budget includes a decrease of \$(1,750,000) from the General Fund in FY 2022 to remove one-time FY 2021 supplemental funding to Diné College provided by Laws 2021, Chapter 430. The same amount was previously allocated to Diné College in FY 2020 but lapsed prior to the monies being used.

The budget includes a distribution of \$2,625,000 to the Navajo Nation, comprised of \$1,750,000 for Diné College, and \$875,000 for Navajo Technical College. For the Navajo Nation, the budget assumes the maximum amounts allowed under statute since a net of 15% of their current TPT revenues would exceed the statutory distribution limits as described below. The budget includes \$231,100 for the Tohono O'odham Community College in FY 2022 based on a projection of 10% of the collected TPT revenues from the reservation. These

amounts continue the assumed funding levels in FY 2021, prior to the FY 2021 supplemental.

Background – This funding is limited to qualified tribes that instituted a compact with the state before September 1, 2017, to receive a portion of Transaction Privilege Tax (TPT) revenues for support of tribe's postsecondary institution(s). A.R.S. § 42-5031.01 allows any qualifying tribal community college to receive \$1,750,000, or 10% of the TPT revenues collected from all sources located on the reservation, whichever is less. A.R.S. § 42-5031.01 also allows any additional technical college located on the same reservation to receive \$875,000, or 5% of the TPT revenues collected from sources located on the reservation, whichever is less. Actual amounts for FY 2022 will depend on FY 2022 collections. Given the language of A.R.S. § 42-5031.01, these monies do not appear in the General Appropriation Act. *(Please see the FY 2020 Appropriations Report for more information.)*

Additional Gila Workforce Development Aid

The budget includes \$200,000 from the General Fund for Additional Gila Workforce Development Aid in FY 2022. This amount is unchanged from FY 2021.

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

Diné College Remedial Education

The budget includes \$1,000,000 from the General Fund in FY 2022 for Diné College Remedial Education. This amount is unchanged from FY 2021.

This line item provides additional funding to Diné College to provide remedial education to help students prepare for college-level courses such as reading, writing and mathematics. In addition, the budget continues a General Appropriation Act footnote that requires the Diné college board of regents to submit a report that details the course completion rate for students who received remedial education during the 2021-2022 academic year to the JLBC, Governor's office, and legislative leaders on or before October 15, 2022.

Other Issues

FY 2021 Supplemental

The FY 2022 budget includes an FY 2021 supplemental appropriation of \$1,750,000 from the General Fund for Diné College. These monies represent the amount that was previously allocated to Diné College but lapsed in FY 2020. This language appears in Laws 2021, Chapter 430. *(Please see Tribal Community Colleges for further details.)*

Statutory Changes

The Higher Education BRB makes the following changes:

- As session law, continue to suspend the Operating State Aid funding at levels specified in the General Appropriation Act, which effectively means suspending the formula in FY 2022 for only Maricopa and Pima Counties.
- As session law, continue to set the Science, Technology, Engineering and Mathematics and Workforce Programs district funding at levels specified in the General Appropriations Act, which effectively means suspending the formula in FY 2022 for only Maricopa, Pima and Pinal Counties. The Maricopa and Pima distributions are already set by the FY 2020 General Appropriation Act through FY 2022.

Long-Term Budget Impacts

As part of the budget's 3-year spending plan, Community College General Fund costs are projected to decrease by \$(24,792,100) in FY 2023 below FY 2022 and increase by \$2,307,000 in FY 2024 above FY 2023. These estimates are based on:

- Flat enrollment growth (so no change in costs for Operating State Aid or STEM and Workforce Programs State Aid for FY 2023 and FY 2024).
- A reduction of \$(2,000,000) in FY 2023 below FY 2022 to remove Maricopa and Pima STEM and Workforce Programs funding appropriated in the FY 2020 budget for each of FY 2020, FY 2021, and FY 2022.
- An increase of \$2,207,900 for Equalization Aid in FY 2023 above FY 2022 and \$2,307,000 in FY 2024 above FY 2023. These estimates assume total Net Assessed Value (NAV) growth of 4.5% in FY 2023 and FY 2024 based on the statewide average. The counties receiving aid would see an average of 3.3% NAV increase. This would cause NAV in those districts to grow farther from the statewide NAV average for

Table 4

Total Estimated Community College Revenues – FY 2021

District	State Aid ^{1/}	Tuition/Fees	Property Taxes	Grants	Other ^{2/}	FY 2021 Total ^{3/}	FY 2020 Total ^{3/}	% Change from FY 2020
Cochise	\$11,917,800	\$9,915,900	23,373,500	10,475,700	\$1,272,000	\$56,954,900	\$55,341,500	2.9%
Coconino	1,698,400	7,177,300	8,664,500	5,792,000	799,100	24,131,300	24,823,100	(2.8)%
Gila ^{5/}	296,300	0	5,267,500	511,000	35,000	6,109,800	5,783,400	5.6%
Graham	19,807,900	7,560,800	6,988,800	11,926,000	10,505,000	56,788,500	55,220,000	2.8%
Maricopa	0	225,492,600	588,718,500	210,012,100	38,745,000	1,062,968,200	1,047,634,500	1.5%
Mohave	1,138,900	8,150,000	25,903,800	8,393,200	620,000	44,205,900	44,574,200	(0.8)%
Navajo	9,999,100	2,600,000	15,726,200	6,000,000	2,734,800	37,060,100	38,269,100	(3.2)%
Pima	0	48,354,000	122,107,000	47,836,000	7,999,100	226,296,100	248,578,000	(9.0)%
Pinal	1,128,300	11,449,000	48,141,300	17,832,000	1,883,000	80,433,600	87,110,100	(7.7)%
Santa Cruz ^{5/}	0	20,000	1,704,200	45,000	11,700	1,780,900	1,738,900	2.4%
Yavapai	585,800	11,647,000	49,749,700	14,851,000	3,678,100	80,511,600	80,988,800	(0.6)%
Yuma/La Paz	<u>2,540,000</u>	<u>14,000,100</u>	<u>38,529,500</u>	<u>28,500,000</u>	<u>8,323,600</u>	<u>91,893,200</u>	<u>87,848,600</u>	<u>4.6%</u>
Total ^{6/}	\$49,112,500	\$346,366,700	\$934,874,500	\$362,174,100	\$76,606,300	\$1,769,134,100	\$1,777,910,200	(0.5)%

- 1/ State Aid revenue includes Operating State Aid and Equalization Aid.
- 2/ Includes auxiliary programs, interest income, workforce development funds, and transfers. Federal coronavirus-related funds are not included.
- 3/ Total revenues do not include bond proceeds or district fund balances. Including these amounts total revenues are estimated to be \$2,057,042,500 for FY 2021.
- 4/ Total revenues do not include bond proceeds or district fund balances. Including these amounts total revenues are \$1,775,406,200 for FY 2020.
- 5/ Gila Provisional Community College contracts with Graham County's Eastern Arizona College in order to provide degree programs. Therefore, Gila's tuition and fee revenues are collected by Graham according to their contract agreement. Santa Cruz Provisional Community College contracts with Pima County's Community College in order to provide degree programs. Therefore, Santa Cruz's tuition and fee revenues are collected by Pima according to their contract agreement.
- 6/ Columns may not add to total due to rounding.

rural counties in both years, entitling them to more Equalization Aid.

- A decrease of \$(27,000,000) in FY 2023 to remove \$(14,000,000) in one-time Rural Aid funding and \$(13,000,000) in one-time Urban Aid funding.

Community College Revenue Sources

In addition to state General Fund monies, Arizona's community colleges receive revenues from a number of other sources, including student tuition and fees, local property taxes, grants, and other monies generated by the colleges. Of the total, the community colleges receive 2.0% of their revenues (excluding bond proceeds) from state aid.

For FY 2021, base operating revenues from all sources are estimated to be \$1,769,134,100, which would be a decrease of (0.5)% from FY 2020. (See Table 4 for a summary of FY 2021 total revenue estimates.)

Property taxes are the single largest revenue source for the community colleges, accounting for 52.8% of their revenues. There are 2 types of property taxes: primary and secondary. For the community colleges, primary property taxes are levied for operating purposes and secondary property taxes are levied to pay for capital outlay expenses. Both taxes are levied on limited property values. Each community college district

Table 5

Community College Tax Rates – TY 2020

District	Primary Rate	Secondary Rate	Combined Rate	% Change Combined Rate from TY 2019
Cochise	\$2.40	\$0.00	\$2.40	(2.0)%
Coconino	0.45	0.00	0.45	(2.2)%
Gila	0.96	0.00	0.96	0.0%
Graham	3.12	0.00	3.12	(6.9)%
Maricopa	1.13	0.16	1.29	(3.0)%
Mohave	1.29	0.00	1.29	(3.0)%
Navajo	1.78	0.00	1.78	(2.2)%
Pima	1.34	0.00	1.34	(2.9)%
Pinal	2.02	0.28	2.30	4.1%
Santa Cruz	0.47	0.00	0.47	(2.1)%
Yavapai	1.61	0.08	1.69	(8.2)%
Yuma/La Paz	2.19	0.36	2.56	(0.4)%

determines its primary and secondary property tax rates. (See Table 5 for a summary of FY 2021 property tax rates.)

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

The community colleges also collect tuition and fees from enrolled students. These collections account for approximately 19.6% of total revenues. Tuition and fees are assessed on a per credit hour basis. FY 2021 weighted average tuition (weighted for each district's proportion of the statewide FTSE count) is \$2,259 if a full-time student attends for 30 hours a year. The FY 2021 amount represents a decrease of (11.6)% from FY 2020. (See Table 6 for FY 2021 resident tuition and fee rates.)

District	Average Cost Per Credit Hour	Annual Cost ^{1/}	% Change from FY 2020
Cochise	\$91	\$2,730	3.4%
Coconino	113	3,390	1.8%
Gila	90	2,700	12.5%
Graham	90	2,700	0.0%
Maricopa	68	2,040	(20.0)%
Mohave	81	2,430	0.0%
Navajo	79	2,370	2.6%
Pima	87	2,610	3.0%
Pinal	86	2,580	0.0%
Santa Cruz	85	2,535	0.0%
Yavapai	76	2,280	4.4%
Yuma/La Paz	<u>88</u>	<u>2,640</u>	<u>2.3%</u>
Weighted Average	\$75	\$2,259	(11.6)%

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

Community colleges also receive grants and “other” revenue from a variety of sources. Combined, they account for approximately 24.8% of community college revenues.

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

Total Community College Expenditures

Table 7 shows total budgeted FY 2021 community college expenditures. In FY 2021, total budgeted expenditures are \$1,950,911,900. As mentioned previously, base operating revenues for FY 2021 are \$1,769,134,100; however, this figure does not include allocated fund balances or bond proceeds. Including these amounts, total available revenues are \$2,057,042,500. Of the total \$1,950,911,900 in budgeted expenditures, \$1,662,757,700, or 85.2%, of these expenditures are from the community colleges’ General and Restricted Funds. This includes about \$494,367,800, or 25.3%, for instruction and \$343,481,400, or 17.6%, for institutional support.

General/Restricted Funds	Total	% of Total
Instruction	\$494,367,800	25.3%
Public Service	\$30,846,000	1.6%
Academic Support	\$140,987,200	7.2%
Student Services	\$173,035,600	8.9%
Institutional Support	\$343,481,400	17.6%
Operation & Maintenance	\$119,547,600	6.1%
Scholarships/Grants	\$307,430,500	15.8%
Contingency	<u>\$53,061,500</u>	<u>2.7%</u>
Subtotal ^{1/}	\$1,662,757,700	85.2%
Auxiliary Enterprises Fund	\$73,883,000	3.8%
Plant Fund	\$213,199,200	10.9%
Debt Service	<u>\$1,072,000</u>	<u>0.1%</u>
Total ^{1/}	\$1,950,911,900	100%

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

Expenditures for auxiliary enterprises, including revenue generating retail and business services such as parking lots, book stores, and food service, are \$73,883,000, or 3.8% of the total. Plant Fund expenditures, which generally include capital costs, are \$213,199,200, or 10.9% of the total. The remaining \$1,072,000 is for debt service.

Higher Education Emergency Relief Fund

The Higher Education Emergency Relief Fund (HEERF) was established by the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The CARES Act, Consolidated Appropriations Act (CAA), and American Rescue Plan Act (ARP) provided HEERF appropriations. This funding is available for institutions of higher education (IHEs).

From the CARES Act, CAA, and ARP, Arizona community colleges have received a total of \$559,835,489 in HEERF monies. Of this amount, at least \$223,712,714 must be distributed to students as emergency financial aid grants. Please see Table 8 for distributions by community college.

CARES Act Allocations

Section 18004(a)(1) of the CARES Act distributes HEERF monies to IHEs based 75% on the relative share of full-time equivalent students of in-person Pell grant recipients and 25% on in-person non-Pell grant recipients enrolled at the institution. Low-income students who are enrolled in degree-granting programs may be eligible for Pell Grants. The CARES Act requires that 50% of monies received under this section be distributed to students as emergency financial aid grants.

Section 18004(a)(2) of the CARES Act requires additional monies be distributed according to the above formula to Historically Black Colleges and Universities (HBCUs), American Indian Tribally Controlled Colleges and Universities (TCCUs), Minority Serving Institutions (MSIs), and Strengthening Institutions Program (SIP) participants.

Section 18004(a)(3) of the CARES Act allocates funding to ensure all nonprofit IHEs receive at least \$500,000 in HEERF monies.

From the CARES Act, Arizona community colleges received \$82,286,855 in HEERF monies. Of this amount, at least \$36,356,337 must be distributed to students as emergency financial aid grants.

CAA Allocations

Section 314(a)(1) of the CAA outlines a distribution formula based 37.5% on the relative share of in-person Pell Grant FTSE, 37.5% on the relative share of in-person Pell Grant headcount, 11.5% on the relative share of in-person non-Pell Grant FTSE, 11.5% on the relative share of in-person non-Pell Grant headcount, 1% on the relative share of exclusively-online Pell Grant FTSE, and 1% on the relative share of exclusively-online Pell Grant headcount at the IHE. Of these monies, IHEs must use at least the same dollar amount as was required in the CARES Act for student grants, including the full amount of section 314(a)(1)(E) and (F) funds allocated for exclusively-online students.

Section 314(a)(2) allocates additional funding for HBCUs, TCCUs, MSIs, and SIP participants according to the above formula, except for the following:

- HBCU undergraduate programs (see the next bullet for HBCU graduate programs) will receive monies based 70% on share of Pell Grant headcount, 20% on share of total student headcount, and 10% on ratio of endowment size.
- HBCU graduate programs will receive an amount in proportion to funds received for guaranteed loans in the 2020 Further Consolidated Appropriations Act (P.L. 116-94).
- For TCCUs, up to 30% of funds may be reserved for 1-year grants of at least \$1 million for construction, maintenance, and renovation needs. Of the remaining monies, 60% will be distributed by FTSE and 40% in equal shares, with each TCCU receiving at least \$500,000.

Section 314(a)(3) funding will be distributed to IHEs that have the greatest unmet needs related to COVID-19, at the discretion of the U.S. Secretary of Education. These include eligible IHEs that did not receive section 314(a)(1)

awards, MSIs and SIP participants that did not receive section 314(a)(2) awards, and IHEs with high populations of Pell Grant recipients, students with financial needs, and graduate students.

Section 314(a)(4) monies are allocated to proprietary IHEs based on the section 314(a)(1) formula. These monies must be used exclusively for student grants.

From the CAA, Arizona community colleges have received \$182,359,175 in HEERF monies. Of this amount, at least \$36,356,337 must be distributed to students as emergency financial aid grants.

ARP Allocations

Section 2003 of the ARP uses the same distribution formula as the CAA HEERF allocations. Of these monies, at least 50% of section 2003(a)(1)(A) through (D) funds allocated for in-person students, the full amount of section 2003(a)(1)(E) and (F) funds allocated for exclusively-online students, and the full amount of section 2003(a)(4) monies allocated to proprietary IHEs must be used for student grants.

From the ARP, Arizona community colleges have received \$295,189,459 in HEERF monies. Of this amount, at least \$151,000,040 must be distributed to students as emergency financial aid grants.

Proposition 207 – Recreational Marijuana

Proposition 207, approved by voters in the November 2020 general election, legalizes the sale and consumption of marijuana and marijuana products for adults 21 years of age and older. The initiative established the Smart and Safe Arizona Fund, which receives monies from a 16.0% excise tax and is used by state agencies to carry out certain requirements of the initiative. After monies in the fund are used by state agencies for administrative costs of the initiative, the community college districts and provisional community college districts will receive a distribution of 33% from the fund. In the third year of recreational marijuana sales, community colleges are estimated to receive a distribution of \$53,241,200. *(Please see the Department of Health Services - Other Issues Section for more information.)*

Of this amount, 15.0% will be divided equally among each district, 0.5% divided equally among each provisional district, and 84.5% divided among the districts according to enrollment. Please see *Table 9* for distributions by community college district.

Table 9

Prop 207 Community College Distributions

<u>District</u>	<u>Distribution</u>
Cochise	\$3,222,900
Coconino	1,579,300
Gila*	405,500
Graham	1,775,100
Maricopa	28,860,300
Mohave	1,784,300
Navajo	1,484,000
Pima	6,568,800
Pinal	2,226,000
Santa Cruz*	192,200
Yavapai	2,262,600
Yuma/La Paz	<u>2,880,200</u>
Total	\$53,241,200

* indicates provisional community college district

Please see *Table 10* for FY 2022 expenditure limits for each community college district.

Table 10

Community College Expenditure Limits – FY 2022

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

* indicates provisional community college district

Community College Expenditure Limitations

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

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

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

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

Table 8

HEERF Allocations: Community Colleges

	<u>CARES Act</u>					<u>CAA</u>				<u>ARP</u>			<u>Total</u>		
			<u>Student</u>					<u>Student</u>				<u>Total</u>		<u>Total Student</u>	
	<u>18004(a)(1)</u>	<u>18004(a)(2)</u>	<u>18004(a)(3)</u>	<u>Total</u>	<u>Grants</u> ^{1/}	<u>314(a)(1)</u>	<u>314(a)(2)</u>	<u>Total</u>	<u>Grants</u> ^{1/}	<u>2003(a)(1)</u>	<u>Total</u>	<u>Grants</u> ^{1/}	<u>Allocation</u>	<u>Grants</u> ^{1/}	
Arizona Western	4,528,738	284,360		4,813,098	2,264,369	9,589,819	521,129	10,110,948	2,264,369	16,504,583	16,504,583	8,548,301	31,428,629	13,077,039	
Central Arizona	3,010,509	189,817		3,200,326	1,505,255	5,964,675	325,820	6,290,495	1,505,255	12,012,760	12,012,760	6,073,656	21,503,581	9,084,165	
*Chandler-Gilbert	4,350,989			4,350,989	2,175,495	9,757,937		9,757,937	2,175,495	17,305,778	17,305,778	8,717,431	31,414,704	13,068,420	
Cochise	3,163,235	211,918		3,375,153	1,581,618	5,418,622	314,382	5,733,004	1,581,618	9,568,797	9,568,797	4,977,476	18,676,954	8,140,711	
Coconino	1,104,730	137,894		1,242,624	552,365	2,805,311	309,641	3,114,952	552,365	4,812,964	4,812,964	2,454,265	9,170,540	3,558,995	
Diné	1,346,931	4,844,910		6,191,841	673,466	2,909,862	5,835,175	8,745,037	673,466	4,983,963	4,983,963	2,502,747	19,920,841	3,849,678	
EVIT	236,123		263,877	500,000	118,062	503,990		503,990	118,062	897,610	897,610	448,806	1,901,600	684,929	
Eastern Arizona	2,222,272	111,481		2,333,753	1,111,136	4,692,651	202,829	4,895,480	1,111,136	8,306,984	8,306,984	4,175,514	15,536,217	6,397,786	
*Estrella Mountain	4,856,585	307,658		5,164,243	2,428,293	11,191,621	608,523	11,800,144	2,428,293	19,437,041	19,437,041	9,906,098	36,401,428	14,762,683	
*GateWay	2,707,626	156,881		2,864,507	1,353,813	6,158,634	337,442	6,496,076	1,353,813	10,830,521	10,830,521	5,465,359	20,191,104	8,172,985	
*Glendale	8,301,836	533,479		8,835,315	4,150,918	19,156,542	1,046,490	20,203,032	4,150,918	33,424,136	33,424,136	16,919,671	62,462,483	25,221,507	
*Mesa	7,352,103	478,185		7,830,288	3,676,052	17,795,363	990,108	18,785,471	3,676,052	31,155,467	31,155,467	15,919,343	57,771,226	23,271,446	
Mohave	1,933,935	94,646		2,028,581	966,968	4,605,866	188,236	4,794,102	966,968	8,321,369	8,321,369	4,311,749	15,144,052	6,245,684	
Northland Pioneer	643,137	83,277		726,414	321,569	1,842,485	206,712	2,049,197	321,569	3,273,884	3,273,884	1,703,655	6,049,495	2,346,792	
*Paradise Valley	2,586,404			2,586,404	1,293,202	6,141,870		6,141,870	1,293,202	10,891,792	10,891,792	5,512,224	19,620,066	8,098,628	
*Phoenix	4,772,192	304,728		5,076,920	2,386,096	11,740,227	640,649	12,380,876	2,386,096	20,552,476	20,552,476	10,518,649	38,010,272	15,290,841	
Pima	9,989,049	640,229		10,629,278	4,994,525	22,597,292	1,242,857	23,840,149	4,994,525	38,689,595	38,689,595	19,906,024	73,159,022	29,895,073	
*Rio Salado	2,531,870			2,531,870	1,265,935	7,331,461		7,331,461	1,265,935	14,311,941	14,311,941	7,680,562	24,175,272	10,212,432	
*Scottsdale	2,386,925			2,386,925	1,193,463	5,584,623		5,584,623	1,193,463	9,744,370	9,744,370	4,944,778	17,715,918	7,331,703	
*South Mountain	2,098,614	132,246		2,230,860	1,049,307	5,018,347	270,185	5,288,532	1,049,307	8,633,405	8,633,405	4,387,847	16,152,797	6,486,461	
Tohono O'odham	199,279	798,595		997,874	99,640	508,878	2,084,488	2,593,366	99,640	840,688	840,688	424,742	4,431,928	624,021	
Yavapai	2,389,592			2,389,592	1,194,796	5,918,433		5,918,433	1,194,796	10,689,335	10,689,335	5,501,143	18,997,360	7,890,735	
Total	72,712,674	9,310,304	263,877	82,286,855	36,356,337	167,234,509	15,124,666	182,359,175	36,356,337	295,189,459	295,189,459	151,000,040	559,835,489	223,712,714	

Note: Asterisks indicate institutions in the Maricopa County Community College District.

1/ At least 50% of the COVID 3 section 18004(a)(1) funds must be distributed to students as emergency financial aid grants. At least this same dollar amount from COVID 4 section 314(a)(1) funds must also be distributed to students, including the full amount of COVID 4 section 314(a)(1)(E) and (F) funds allocated for students enrolled in exclusively distance education courses. In addition, at least 50% of the ARP section 2003(a)(1)(A) through (D) funds must be distributed to students as emergency financial aid grants, as well as the full amount of ARP section 2003(a)(1)(E) and (F) funds allocated for students enrolled in exclusively distance education courses. These figures represent the minimum amount that must be distributed as student grants.

**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>	<u> </u>
Secondary tax levy	<u> </u>	<u> </u>	<u>0</u>	<u> </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>	<u> </u>
Secondary tax rate	<u> </u>	<u> </u>	<u>0.0000</u>	<u> </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	1,393,400						1,393,400	1,512,300	-7.9%
Equalization aid	9,912,900						9,912,900	9,171,000	8.1%
STEM Workforce				283,600			283,600	319,700	-11.3%
Rural Community College Aid	1,305,600						1,305,600	1,640,200	-20.4%
							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	170,000						170,000	200,000	-15.0%
Proceeds from sale of bonds							0		0.0%
Total Revenues and Other Inflows	\$ 36,465,978	\$ 10,700,000	\$ 150,000	\$ 283,600	\$ 0	\$ 0	\$ 47,599,578	\$ 43,610,824	9.1%
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			9,236,300			10,736,300	14,740,000	-27.2%
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%

**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%

**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		
ADM SERV	MAINT	250,000	-	-	Campus/Security cameras project	Safety and security	N
					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		

**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 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	Review, Evaluation, and implementation of replacement ERP system	N
					Reduced \$250K from original FY2223 request		
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	Coaverage for edge email, AMP, Unbrella, Netflow connector, and firewalls	N
					Reduced \$300K from original FY2223 request		
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	Replace aging UPS systems - adding more and replacing more - failure rates from dirty power	N
					Reduced \$50K from original FY2223		
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	Apple laptops for faculty and staff	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	Intune, ESA replacments mimecast, Tools forever, and others	N
					Reduced \$50K from original FY2223		
TAS	TAS	-	31,853	33,446	Dual Enroll Software (FY2223 will be covered by FIPSE grant)	Reqeusted by We Ma	N
CTE	TAS/CCL	5,000			CCL-Xenegrade \$5,000	Annual software renewal	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
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.

Request to Approve Construction Contract for the Low Voltage Data/Communication System

Recommendation:

Approve award of a construction contract to AMK Solutions for the installation of the low voltage data and communication system for the new Skill Center on the White Mountain Campus in the amount of \$137,538.71

Procurement/Budget:

This project will be paid out of the Skill Center Contingency Allowance.

Summary:

In the listing of Architectural Specification Divisions, Section 2700 covers low voltage wiring, data and communication systems, as well as fire and security alarm systems. The electrical sub-contractor will normally have a specialty vendor cover the installation of the fire alarm and security systems under his contract but not data and communication.

The part of Section 2700 that includes data and communication is designed by the owner's architect/engineer and bid directly to the owner by specialty vendors. NPC had Section 2700 designed and engineered through SPS+ Architects and Bridgers/Paxton Engineering.

NPC put these designs and specifications out for bid. NPC received two bids for this project with the low bid of \$137,538.71 from AMK Solutions. This bid includes all material and labor necessary to complete the data and communication systems in all classrooms, offices, and lab spaces in the Skill Center building and to connect it with the existing main Data/Communication equipment in the Goldwater Building.



RFB AS #23-04 Bid Tabulation

REQUEST FOR BID (RFB)

WMC SKILLS CENTER SECTION 2700 DATA, COMMUNICATION AND LOW VOLTAGE INSTALLATION
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT dba NORTHLAND PIONEER COLLEGE

3:00 P.M., Arizona time

September 28, 2022

Page 1 of 1

Vendor	Date Received	Time Received	Bid Submission Received By	Bid Submitted
AMK Solutions	09/28/22	01:53 PM	Electronic - Bonfire Integrated Portal	All required documents present No exceptions noted Total Bid \$137,538.71
Wavelink Communications, Inc	09/27/22	04:44 PM	Electronic - Bonfire Integrated Portal	All required documents present No exceptions noted Total Bid \$138,451.00

WE HEREBY CERTIFY THIS IS A TRUE AND ACCURATE TABULATION OF THE PROPOSALS RECEIVED FOR THE ABOVE REFERENCED REQUEST FOR BID ON SEPTEMBER 28, 2022.

Request for Bid Due on September 28, 2022 at 3:00 P.M., Arizona time. Request for Bid Received by: Robert Johnson (Bonfire Integrated Portal). Bid Opening Attendees: Robert Johnson, Terrie Shevat

Navajo County Community College District dba Northland Pioneer College
RECORDED BY: Terrie Shevat

AS#23-04 - WMC Skill Center Section 2700 Data, Communication and Low Voltage Installation

Project Overview

Project Details	
Reference ID	AS#23-04
Project Name	WMC Skill Center Section 2700 Data, Communication and Low Voltage Installation
Project Owner	Robert Johnson
Project Type	RFB
Department	Purchasing
Current Spend	\$0.00
Target Savings	3%
Budget	\$175000.00 - \$275000.00
Project Description	WMC Skill Center Section 2700 Data, Communication and Low Voltage Installation The work included under this Specification consists of furnishing all labor, equipment, materials, supplies and performing all operations necessary to complete the installation.
Open Date	Aug 30, 2022 12:00 PM MST
Close Date	Sep 28, 2022 3:00 PM MST

Opportunity Funnel

Project	WMC Skill Center Section 2700 Data, Communication and Low Voltage Installation
Ref. #	AS#23-04
Project Type	RFB
# Vendor Invitations	139
# Document Takers	14
# Submissions Created	2

Highest Scoring Supplier	Score
AMK Solutions	152.5 pts

Seal status

Requested Information	Unsealed on	Unsealed by
Section VI: AGREEMENT	Sep 28, 2022 3:04 PM MST	Robert Johnson
Section V: Proposal Form	Sep 28, 2022 3:04 PM MST	Robert Johnson
ATTACHMENT 1: Exceptions	Sep 28, 2022 3:04 PM MST	Robert Johnson
ATTACHMENT 2: Cost Proposal	Sep 28, 2022 3:04 PM MST	Robert Johnson
ATTACHMENT 3: Insurance	Sep 28, 2022 3:04 PM MST	Robert Johnson
ATTACHMENT 4: Offer and Acceptance	Sep 28, 2022 3:04 PM MST	Robert Johnson
Bid Summary (BT-06LO)	Sep 28, 2022 3:04 PM MST	Robert Johnson

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?
Robert Johnson	Sep 28, 2022 3:04 PM MST	No
Terrie Shevat	Sep 28, 2022 3:43 PM MST	No
David Huish	Oct 03, 2022 12:26 PM MST	No

Approvals

Name of Approver	Name	Dept.	Status	Dates
<p>David Huish (david.huish@npc.edu)</p>	<p>Department Review</p>	<p>Facilities</p>	<p>Approved</p>	<p>Sent: Aug 23, 2022 Responded: Aug 24, 2022 Required By: Aug 24, 2022</p>
<p>Maderia Ellison (maderia.ellison@npc.edu)</p>	<p>CFO Release</p>	<p>CFO</p>	<p>Approved</p>	<p>Sent: Aug 24, 2022 Responded: Aug 24, 2022 Required By: Aug 26, 2022</p>

Submissions

Supplier	Date Submitted	Name	Email	Confirmation Code
AMK Solutions	Sep 28, 2022 1:53 PM MST	Kurt Bassett	amksolutionsllc@gmail.com	MjQwNDcw
WaveLink Communications Inc	Sep 27, 2022 4:44 PM MST	Terry Cordova	Terry@wavelinkelectric.com	MjQwMjA3

Scoring Summary

Active Submissions

	Total	A - Bid Opening	A-1 - Proposal Complete	A-2 - Bid Price	C - Main Evaluation	C-1 - Proposal meets requirements	C-2 - References
Supplier	/ 165 pts	/ 100 pts	Pass/Fail	/ 100 pts	/ 65 pts	/ 50 pts	/ 15 pts
AMK Solutions	152.5 pts	100 pts	Pass	100 pts (\$137,538.71)	52.5 pts	45 pts	7.5 pts
WaveLink Communications Inc	146.34 pts	99.34 pts	Pass	99.34 pts (\$138,451.00)	47 pts	35 pts	12 pts

Generated on Oct 10, 2022 10:07 AM MST - Robert Johnson

Request to Approve 3-Year Renewal of Moodle

Recommendation:

Staff recommends the 3-year renewal of Moodle Learning Management System through eThink for a total cost of \$169,880.26.

Procurement Process and Budget Information:

The cost for a college Learning Management System is an annual, budgeted expense. As Moodle is an integral part of the student experience at the college the Procurement Manager requested a Memo of Standardization for the renewal, due to the negative impact a search could have to services, which VPAS Ellison approved.

Summary:

Moodle is the current Learning Management System employed at Northland Pioneer College. Faculty, Adjunct Faculty, and students use Moodle on a daily basis and it is therefore integral to the operations of the college.

A 3-year renewal not only provides better pricing for the college but, also aligns well with the search and implementation of a new Enterprise Resource Planning (ERP) software. By year three of the renewal the college will have selected a new ERP and should be well on the way to implementation. This will allow faculty to complete an assessment on Moodle as it relates to the new ERP and determine if better options may exist, allowing the college to continue following regular procurement process.



eThink Education, LLC
 434 Fayetteville St Ste 900
 Raleigh, NC 27601 US
 accounts.receivable@peoplefluent.com
 www.ethinkeducation.com



ADDRESS

Wei Ma
 Northland Pioneer College
 2251 E Navajo Blvd
 Holbrook, AZ 86025

Estimate ESTNPC2023

DATE 11/04/2022

DESCRIPTION	QTY	RATE	AMOUNT
Moodle Support and Hosting (January 1, 2023- December 31, 2023) 6,500 users	1	54,420.89	54,420.89
Moodle Support and Hosting (January 1, 2024- December 31, 2024) 6,500 users	1	56,597.73	56,597.73
Moodle Support and Hosting (January 1, 2025- December 31, 2025) 6,500 users	1	58,861.64	58,861.64

Pricing is based on a three year renewal and subject to the terms and conditions of the existing Agreement. Client will be invoiced for January 1 each year of this contract.

TOTAL \$169,880.26

Accepted By

Accepted Date

2021-2022
Navajo Count Community College
Northland Pioneer College

Chato Hazelbaker, Ed.D., President

P.O. Box 610, Holbrook, Arizona 86025

Phone: 800-266-7845

Fax: 928-524-7312

Website: www.npc.edu

Introduction

Northland Pioneer College (NPC) is a comprehensive multicampus community college located in northeastern Arizona. Established in 1974, NPC now has 4 campuses, 5 learning centers and other delivery sites throughout the service area. NPC provides coursework in Apache County through an annually renewed intergovernmental agreement. Close to 60% of NPC's service area population is Native American primarily residing on the Navajo Nation, Hopi Reservation and White Mountain Apache Reservation. Of the 21,158 square mile service area, nearly 40% of the land is set aside as reservation while another large amount of land is in BLM or National land, significantly affecting NPC's ability to tax local property. With few exceptions, NPC is the single provider of higher education in both Navajo and Apache counties (Diné College services portions of the Navajo Nation). Distance, poverty levels, low educational attainment and limited infrastructure present challenges which NPC will always work with its communities to resolve.

Major Accomplishments in 2021-2022

- Launched the development of two bachelor's degree programs (early childhood teacher certification and applied management) and three associate degree programs (criminal justice, sports medicine, and behavioral health).
- Continued progress in constructions of new building to serve students, including the Skills Center Construction in the White Mountain Campus with anticipated completion by January 2023 and the Head Start building in the Little Colorado Campus to be completed by November 2022.
- Implemented programs to expand access for rural high school students through a US Department of Education: Fund for the Improvement of Postsecondary Education - Institutional Resilience and Expanded Postsecondary Opportunity Grants awarded in the amount of \$1,212,246.
- Increased job placement rates for Automotive and Welding Technology completers; increased enrollment by high school students by 7%.
- Satisfied Higher Learning Commission accreditation requirements with a successful interim report related to integrated strategic planning.
- Won the League for Innovation Award for the "Diversity, Equity, and Inclusion Working Group"; two College and Career Preparation faculty being recognized by the Arizona Association for Lifelong Learning.
- Created of a new academic subdivision called Educator Preparation Programs to combine all education related degree programs under one roof.
- Piloted the HyFlex instructional modality on more than a dozen of courses to support flexible teaching and learning; resumed live lab for all Science classes since the pandemic.
- Participated in a consortium grant with other community colleges to increase adoption of Open Education Resources materials within the college.
- Created initial round of program maps to aid NPC's Guided Pathways effort.
- Anticipated to receive the Certificate of Achievement for Excellence in Financial Report for the eighth consecutive year.
- Restructured the Human Resources department to better serve the college, with creation of a new Director of Employee Staffing and Relations position and development of a supervisor training program.

Major Issues & Resolutions in 2021-2022

- Worked with other community colleges to explore the opportunity to implement a collaborative ERP contract.
- Developed and shared key result indicators and strategic initiatives to the District Governing Board and the college at Convocations.
- Restructured key student service functions in alignment with Guided Pathway plans, including a restructure plan to add the Director of Enrollment Management and Lead Campus Advisor to address declining enrollment and implement relational advising.
- Partnered with search firm to recruit executive level positions to address challenges in attracting highly qualified employees; hired new Career & Technical Education faculty for succession planning for anticipated retirements and in program experiencing instructor turnover.
- Developed a College and Career Preparation marketing and outreach plan to increase enrollment by 27%.
- Contracted with vendors using various software applications to support strategic initiatives aimed at increase enrollment and improve student success (e.g., Ad Astra to address course scheduling challenges; Dual Enroll to install software to improve course registration process for high school students; and TargetX to improve student relation experience across their entire academic journey).

Upcoming Issues for 2021-2022

- Employee turnover and challenges in recruiting leadership level position in Information Technology, Human Resources, and Financial Aid department.
- Change management concerns with major restructuring of various divisions and implementation of many strategic initiatives.
- Implement strategies to improve services from the Information Technology department based on a CampusWork audit.
- Declining enrollment issues jeopardizing program offerings and spending limitations associated with the Expenditure Limit.
- Onboarding new hires and concerns associated with redefining remote and telework arrangement.
- Preparation for Higher Learning Commission’s multi-location visit and site visit associated with the proposed offering of bachelor’s degree program.
- Logistical issues in implementing a pilot student one-stop shop in one of the campuses before applying to all other locations.

Facts-at-a-Glance			
<u>Navajo Community College Enrollment FY 2021-2022</u>			
Annual FT Equivalent Student	1375		
Annual Unduplicated Headcount	4545		
Fall 2021 Headcount (credit)	2786		
<u>By Full-time or Part-time</u>		<u>Fall 2021</u>	
Full-time	435		16%
Part-time	2351		84%
Total	2786		100%
<u>By Gender</u>		<u>Fall 2021</u>	
Female	1694		61%
Male	1092		39%

Unspecified	0	%
Total	2786	100%
<u>By Residency Status</u>		<u>Fall 2021</u>
Resident	2285	82%
Out-of-County	484	17%
Out-of-State	17	1%
Unknown	0	0%
Total	2786	100%
<u>By Ethnic or Race Group</u>		<u>Fall 2021</u>
American Indian/Alaska Native	791	28%
Asian	22	1%
Black/African American	13	0%
Hispanic/Latino	405	15%
International	1	0%
Native Hawaiian/Other Pac. Islander	8	0%
Not Specified	74	3%
Two or More	57	2%
White	1415	51%
Total	2786	100%
<u>Instructional Staff</u>		<u>Fall 2021</u>
Full-time Instructors	75	44%
Part-time Instructors	97	56%
Total	172	100%
<u>District Fund Sources FY2021-22¹</u>		
Tuition & Fees		\$ 3,809,536
State Aid (incl. Equalization)		\$13,584,833
Primary/Secondary Tax Levy		\$ 16,052,117
Restricted Grants		\$6,370,824
Bond Proceeds		\$ 0
Other		\$3,374,431
Fund Balance		\$0
Total		\$43,191,741
<u>District Expenditures FY 2021-22¹</u>		
General Fund		\$25,410,824
Restricted Fund		\$5,137,976
Auxiliary Fund		\$228,136
Unexpended Plant Fund		\$1,259,578
Retirement of Indebtedness		\$0
Total		\$32,036,514

¹District Fund Sources and Expenditures are unaudited

**Navajo County Community College District
FY 2021-22**

Residency	Number of Students NOT in the District
Arizona (by county)	
Apache	578
Cochise	12
Coconino	40
Gila	21
Graham	8
Greeley	1
Greenlee	3
La Paz	1
Maricopa	423
Mohave	30
Navajo	3148
Pima	116
Pinal	61
Santa Cruz	3
Yavapai	26
Yuma	34
Out-of-State	
Alabama	
Alaska	
Arkansas	
California	3
Colorado	1
Connecticut	
Delaware	
Florida	6
Georgia	
Hawaii	
Idaho	2
Illinois	1
Indiana	

Iowa	
Kansas	
Kentucky	
Louisiana	
Maine	
Maryland	
Massachusetts	
Michigan	
Minnesota	
Mississippi	
Missouri	
Montana	1
Nebraska	
Nevada	
New Hampshire	
New Jersey	
New Mexico	17
New York	
North Carolina	
North Dakota	
Ohio	
Oklahoma	
Oregon	1
Pennsylvania	
Rhode Island	
South Carolina	1
South Dakota	
Tennessee	
Texas	1
Utah	1
Vermont	1
Virginia	
Washington	2
West Virginia	
Wisconsin	1
Wyoming	
Other	1

NAVAJO COMMUNITY COLLEGE DISTRICT
Tuition and Fees
FY 2021-22

TUITION	2020-21
In-State	\$65 each credit hour
All AZ counties except Navajo	\$82 each credit hour
Out-Of-State	\$395 per credit hour
Senior Citizens 60 years or older	In-state or out-of-state, may qualify for a reduced tuition rate at 50% of the base fall and spring semester tuition rate. All other fees will be assessed at the full rate for students. The tuition reduction is NOT applicable for enrollment in noncredit seminars, classes, or programs.
Western Undergraduate Exchange	150% of the In-State rate
CCP classes (Adult Basic Education)	50% of base tuition rate
Summer Session	50% of base tuition rate (<i>Does not apply to noncredit classes</i>). Only one 50% reduction applies to TLC courses

FEES	2020-21
Media Fee	All students enrolling in three or more credits will be charged a \$47 Media Fee per semester
Course Fees	Some courses at NPC have instructional fees covering supplies and materials used by students in the classroom.

Governing Board Work Session Agenda

Painted Desert Campus, Tiponi Community Center
 2251 East Navajo Boulevard, Holbrook, Arizona
 Or you can join on [WebEx](#) (Passcode Nov22DGB).

Date: November 15, 2022

Time: Following regular Board meeting (MST)

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order	Chair Laughter
2.	Adoption of the Agenda (Action)	Chair Laughter
3.	Discussion:	
	A. Board Self-Evaluation Dr. Borofsky will present the results of the Board Self-Evaluation and facilitate discussion.	Dr. Borofsky
4.	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