

# 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 **April 16, 2024 beginning at 10:00 a.m.** The meetings will be held at the Northland Pioneer College Painted Desert Campus, Tiponi Community Center meeting room, located at 2251 E. Navajo Blvd., Holbrook, Arizona. The meeting can also be joined remotely using [WebEx](#). A passcode is required under certain circumstances and it is Apr24DGB.

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 Farah Bughio at the above address or telephone number at least 24 hours prior to the scheduled start time.

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

I, Farah Bughio, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on or before the 15<sup>th</sup> day of April, 2024, at 10:00 a.m.

Farah Bughio  
Recording Secretary to the Board

## NOTICE DISTRIBUTION

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

M I S S I O N

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

V I S I O N

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

V A L U E S

INTEGRITY  
INCLUSION  
ADAPTABILITY  
CIVILITY  
ACCESS



**Northland Pioneer College**

EXPANDING MINDS. TRANSFORMING LIVES.  
Navajo County Community College District

# Governing Board Meeting Agenda

Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

The meeting location will be open to the public at 9:55 a.m. at the latest.

**Or you can join on [WebEx](#) (Passcode Apr24DGB).**

**Date:** April 16, 2024

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order and Pledge of Allegiance</b> .....	Chair Robinson
2.	<b>Adoption of the Agenda</b> ..... <b>(Action)</b>	Chair Robinson
3.	<b>Administrator Emeritus Award – Lynn Oldham</b> ..... Director White will present Administrator Emeritus status to retired Maintenance II, Lynn Oldham.	Director White
4.	<b>Call for Public Comment</b> ..... 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 Robinson
5.	<b>Discussion Items:</b>	
	<b>A. Standing Presentations:</b>	
	1. <b><a href="#">Financial Position</a></b> ..... Vice President Ellison will provide a report on the financial position of the college for period July 1, 2023 to February 29, 2024.	VPAS Ellison
	2. <b><a href="#">NPC Student Government Association (SGA)</a></b> ..... A written report is provided in the packet.	Written Report
	3. <b><a href="#">NPC Faculty Association</a></b> ..... Ryan Jones, President of Faculty Association, will address the Board.	Ryan Jones
	4. <b><a href="#">Classified &amp; Administrative Staff Organization (CASO)</a></b> ..... A written report is provided in the packet.	Written Report
	5. <b><a href="#">Northland Pioneer College (NPC) Friends and Family</a></b> ..... Friends & Family Director, Betsy Wilson, will provide information on recent scholarship offerings and awards.	Director Wilson
	6. <b><a href="#">Strategic Planning</a></b> ..... Director Wilson will provide an update on the progress made to the 2025-30 strategic plan.	Director Wilson
	7. <b><a href="#">Human Resources</a></b> ..... A written report is provided in the packet which Nicole Ulibarri, Director of Employee Relations and Staffing, will expand upon during the meeting.	Director Ulibarri
	8. <b><a href="#">Construction Report</a></b> ..... Justin White, Director of Facilities and Transportation, will provide an update on construction projects.	Director White
	9. <b><a href="#">Enterprise Resource Planning (ERP) Implementation Update</a></b> .. Colleen Marsh, Project Manager, will provide an update on activities related to the implementation of Anthology.	Colleen Marsh
	10. <b><a href="#">Arizona Association of Community College Trustees (AACCT)</a></b> .. Report if available.	Chair Robinson
	<b>B. Commencement Invitation</b> ..... Jessica Kitchens, Lead Campus Manager, will invite the District Governing Board to the 2024 Commencement Ceremony.	Jessica Kitchens
	<b>C. <a href="#">Whitepaper on Athletics Program</a></b> ..... A written report is provided in the packet which President Hazelbaker will expand upon during the meeting.	President Hazelbaker
	<b>D. <a href="#">Spring 2024 Enrollment Report</a></b> ..... Josh Rogers, Director of Student Services, will expand on the report provided in the packet.	Director Rogers

E. [2024-25 Introductory Budget Analysis](#)..... VPAS Ellison  
Vice President Ellison will expand upon the 2024-25 Introductory Budget Analysis provided in the packet.

6. **President’s Summary of Current Events** ..... President Hazelbaker  
President Hazelbaker will provide a report on activities from the college since the March 2024 meeting.

7. **Consent Agenda for Action** ..... Chair Robinson

- A. [March 19, 2024 Board Meeting Minutes](#) (Farah Bughio)
- B. [Program Modification](#) – Behavioral Health (CP, CAS, AAS). (Michael Broyles)
- C. [Program Modification](#) – Medical Assistant (CP, CAS, AAS). (Michael Broyles)
- D. [Program Modification](#) – Surgical Technology (CP, CAS, AAS) (Michael Broyles)
- E. [New Program](#) – Industrial Technology Trades (CPs, CAS, AAS) (Michael Broyles)
- F. [2024-27 TALON Intergovernmental Agreement](#) between Navajo County Community College District and Dishchii’bikoh Community School.
- G. [2024-27 Concurrent Enrollment Intergovernmental Agreement](#) between Navajo County Community College District and Winslow Unified School District NO. 1
- H. [2024-27 Dual Enrollment Intergovernmental Agreement](#) between Navajo County Community College District and Winslow Unified School District NO.1
- I. [2024-27 Dual Enrollment Intergovernmental Agreement](#) between Navajo County Community College District and Round Valley Unified School District NO.10
- J. [2024-27 TALON Intergovernmental Agreement](#) between Navajo County Community College District and Round Valley Unified School District NO.10

8. **For Discussion and Possible Action:**

A. **Old Business**

None.

B. **New Business:**

- 1. [Request to Purchase EMT SimMan Trainer](#)..... Director Frank Pinnell  
Frank Pinnell, Director of CTE Program Development & Sustainability, will request the Board approve the purchase of SimMan Trainer.
- 2. [Request to Accept the Single Audit for Fiscal Year Ended June 30, 2023](#)..... VPAS Maderia Ellison  
Vice President Maderia Ellison will introduce the Arizona State Auditors who will expand on the single audit for fiscal year ended June 30, 2023 provided in the packet.
- 3. [Request to Approve Nursing Fee – Amended](#) ..... VPAS Maderia Ellison  
Vice President Maderia Ellison will request the Board approve the amended nursing fees.
- 4. [Request to Award Contract to Replace Roof at Winslow Campus](#) ..... VPAS Maderia Ellison  
Vice President Maderia Ellison will request the Board award a contract to replace a roof at the Winslow Campus.
- 5. [Request to Award Contract to Replace Roof at Hopi Center](#) ..... VPAS Maderia Ellison  
Vice President Maderia Ellison will request the Board award a contract to replace the roof at the Hopi Center.
- 6. [Request to Award Contract to Replace HVAC at Winslow Campus](#) ..... VPAS Maderia Ellison  
Vice President Maderia Ellison will request the Board award a contract to replace HVAC at the Winslow Campus.
- 7. [Request to Approve NPC Cisco Systems Core Network Equipment](#)..... CIO Michael Jacob  
CIO Michael Jacob will request that the Board approve the



purchase of Cisco Systems Core Network.

- 8. **Request to Approve 2025-27 Preliminary Capital Budget**..... VPAS Maderia Ellison  
Vice President Maderia Ellison will request the Board approve the preliminary capital budget.
- 9. **Request to Approve 2024-25 Preliminary Budget**..... VPAS Maderia Ellison  
Vice President Maderia Ellison will request the Board approve the 2024-25 preliminary budget.
- 10. **Executive Session 1** ..... Chair Robinson  
Pursuant to Arizona Revised Statute 38-431.03(A)(1) the Board may vote to enter Executive Session for discussion on the President’s resignation.
- 11. **Action from Executive Session 1** ..... Chair Robinson  
The Board may choose to take action on the President’s resignation.
- 12. **Executive Session 2** ..... Chair Robinson  
Pursuant to Arizona Revised Statute 38-431.03(A)(1) the Board may vote to enter Executive Session for discussion on the Interim process and qualifications of college personnel.
- 13. **Action from Executive Session 2** ..... Chair Robinson  
The Board may choose to take action on the Interim process and qualifications of college personnel.
- 14. **Executive Session 3** ..... Chair Robinson  
Pursuant to Arizona Revised Statute 38-431.03(A)(1) the Board may vote to enter Executive Session for discussion on the Presidential search process & timeline.
- 15. **Action from Executive Session 3** ..... Chair Robinson  
The Board may choose to take action on Presidential search process & timeline.

- 9. **DGB Agenda Items and Informational Needs for Future Meetings** .... Chair Robinson
- 10. **Board Report/Summary of Current Events**..... Board Members

College/Board Events:

Community Events:

**Native Art 2024, Sponsored by Native Women Scholars, Inc.** - May 9-10 at High Country Art Gallery, 13A E White Mountain Blvd, Lakeside, AZ 85929

**Nurses Pinning** – White Mountain Campus pinning is in the Performing Arts Center at Silver Creek Campus on May 9<sup>th</sup> at 5pm.

**Evening of Apache Culture, Sponsored by Native Women Scholars, Inc.** - May 12, 3-6 p.m. at Mountain Meadows Park, 1101 N Woodland Rd, Lakeside, AZ 85929

**Nurses Pinning** – Little Colorado Campus pinning is in the Performing Arts Center at Winslow High School on May 17<sup>th</sup> at 12pm.

**White Mountain Symphony Orchestra Season Finalé Concert** - Saturday, June 1 at 3 p.m. at Show Low, 500 W. Old Linden Road 85901

**High Country Barbershop Chorus & NPC present The Sounds of Summer** - Saturday, July 27, 2024, Shows at 1 and 6 p.m. at Blue Ridge High School Auditorium 1200 W. White Mountain Blvd., Lakeside 85929

- 11. **Announcement of Next Regular Meeting**..... **May 21, 2024** Chair Robinson
- 12. **Adjournment**..... **(Action)** Chair Robinson

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



**Northland Pioneer College**

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

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position  
 July 1, 2023 to February 29, 2024

Budget Period Expired 67%

Tax Supported Funds				
Current General Fund				
	Revised Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Primary Tax Levy	17,000,000	484,989	11,880,893	70%
State Aid:				
Maintenance and Operations	1,346,100	-	1,009,575	75%
Equalization	11,189,600	-	8,392,200	75%
Rural Aid	1,322,400	-	991,800	75%
Tuition and Fees	3,800,000	67,628	2,921,240	77%
Investment earnings	300,000	245,184	2,026,288	675%
Grants and Contracts	2,530,000	899	1,505,582	60%
Other Miscellaneous	387,000	26,662	194,497	50%
Fund Balance	12,342,727	-	-	0%
Transfers	(11,145,000)	(814,180)	(2,412,920)	22%
<b>TOTAL REVENUES</b>	<b>\$ 39,072,827</b>	<b>\$ 11,182</b>	<b>\$ 26,509,155</b>	<b>68%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	26,487,637	2,167,470	15,741,201	59%
Operating Expenditures	12,585,190	654,098	5,736,929	46%
<b>TOTAL EXPENDITURES</b>	<b>\$ 39,072,827</b>	<b>\$ 2,821,568</b>	<b>\$ 21,478,130</b>	<b>55%</b>
Unrestricted Plant				
	Revised Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
State Aid:				
Capital/STEM	262,500	-	196,875	75%
Fund Balance	2,075,000	310,239	1,137,365	55%
Transfers In	10,445,000	423,017	1,929,126	18%
<b>TOTAL REVENUES</b>	<b>\$ 12,782,500</b>	<b>\$ 733,256</b>	<b>\$ 3,263,366</b>	<b>26%</b>
<b>EXPENDITURES</b>				
Capital Expenditures - Construction	5,000,000	310,239	1,137,365	23%
Capital Expenditures - Other	7,782,500	423,017	2,126,001	27%
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,782,500</b>	<b>\$ 733,256</b>	<b>\$ 3,263,366</b>	<b>26%</b>

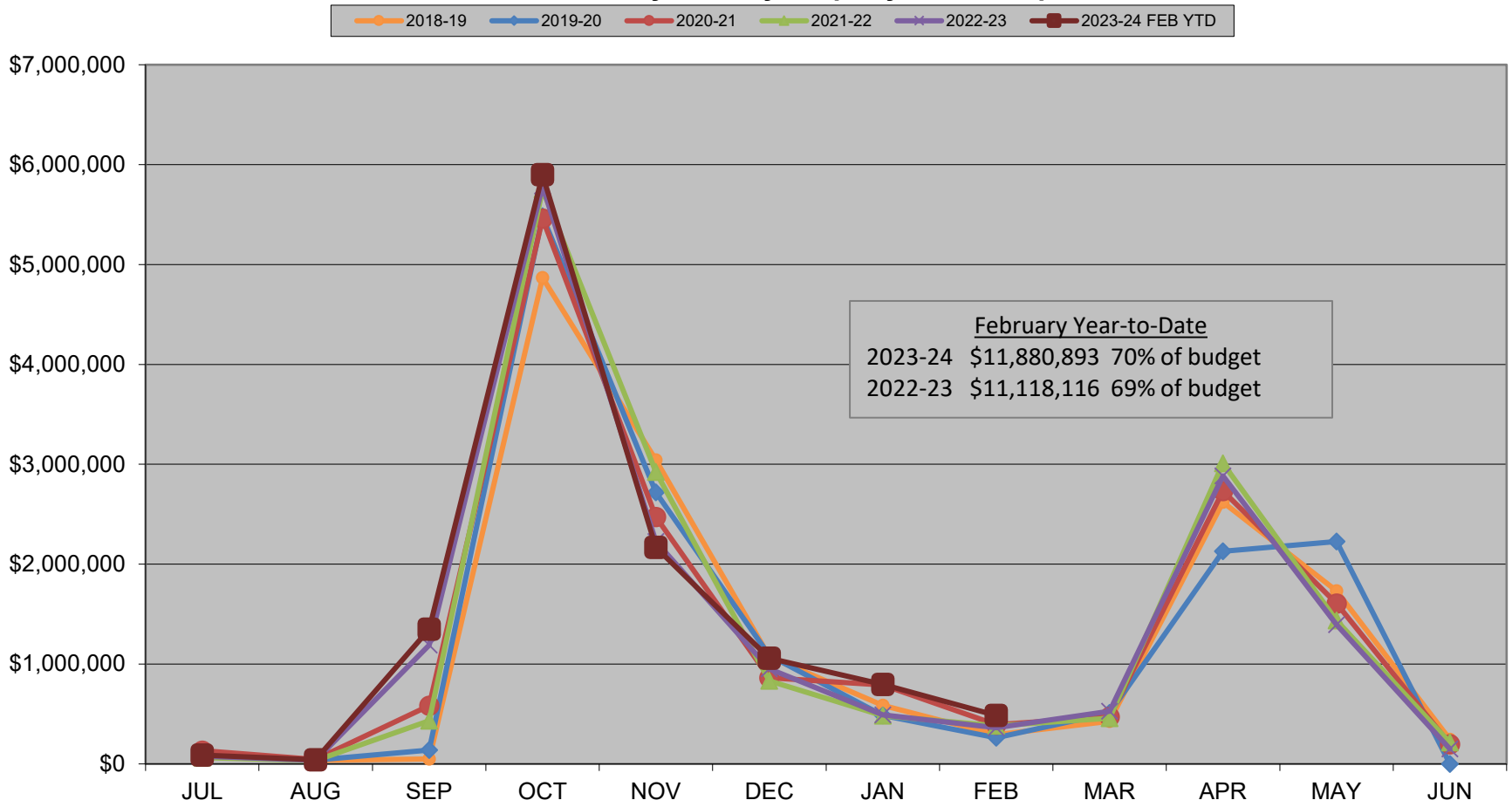
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
 Statement of Financial Position  
 July 1, 2023 to February 29, 2024

Budget Period Expired 67%

Restricted and Auxiliary Funds				
Restricted				
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Grants and Contracts	6,457,811	885,942	3,963,993	61%
Fund Balance				
Transfers In	500,000	375,000	375,000	75%
<b>TOTAL REVENUES</b>	<b>\$ 6,957,811</b>	<b>\$ 1,260,942</b>	<b>\$ 4,338,993</b>	<b>62%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	2,201,602	189,515	1,236,028	56%
Operating Expenditures	4,756,209	82,123	2,672,619	56%
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,957,811</b>	<b>\$ 271,638</b>	<b>\$ 3,908,647</b>	<b>56%</b>
Auxiliary				
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Sales and Services	400,000	4,303	89,147	22%
Fund Balance				
Transfers	200,000	16,163	108,794	54%
<b>TOTAL REVENUES</b>	<b>\$ 600,000</b>	<b>\$ 20,466</b>	<b>\$ 197,941</b>	<b>33%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	226,154	14,285	122,157	54%
Operating Expenditures	373,846	6,181	75,784	20%
<b>TOTAL EXPENDITURES</b>	<b>\$ 600,000</b>	<b>\$ 20,466</b>	<b>\$ 197,941</b>	<b>33%</b>

Cash Flows	
Cash flows from all activities (YTD)	\$ 34,309,455
Cash used for all activities (YTD)	\$ 28,848,084
Net Cash for all activities (YTD)	\$5,461,371

### Monthly Primary Property Tax Receipts





## Student Government Association (SGA)

### District Governing Board Report on April 16, 2024

SGA hosted Spring Treat Socials the first two weeks of April at LCC, PDC, WRV and WMC. Cake, ice cream, root beer floats and NPC swag were provided and tables were manned by SGA members and advisors. (Pictures attached.)

SGA sponsored Eagle Fest on April 12 from 3:00 to 6:00 at WMC. More than 20 departments attended. SGA funded the band and The House food truck for tacos.



EVENTS:  
the instructions  
the front table to  
to your class.

NPC CLUBS

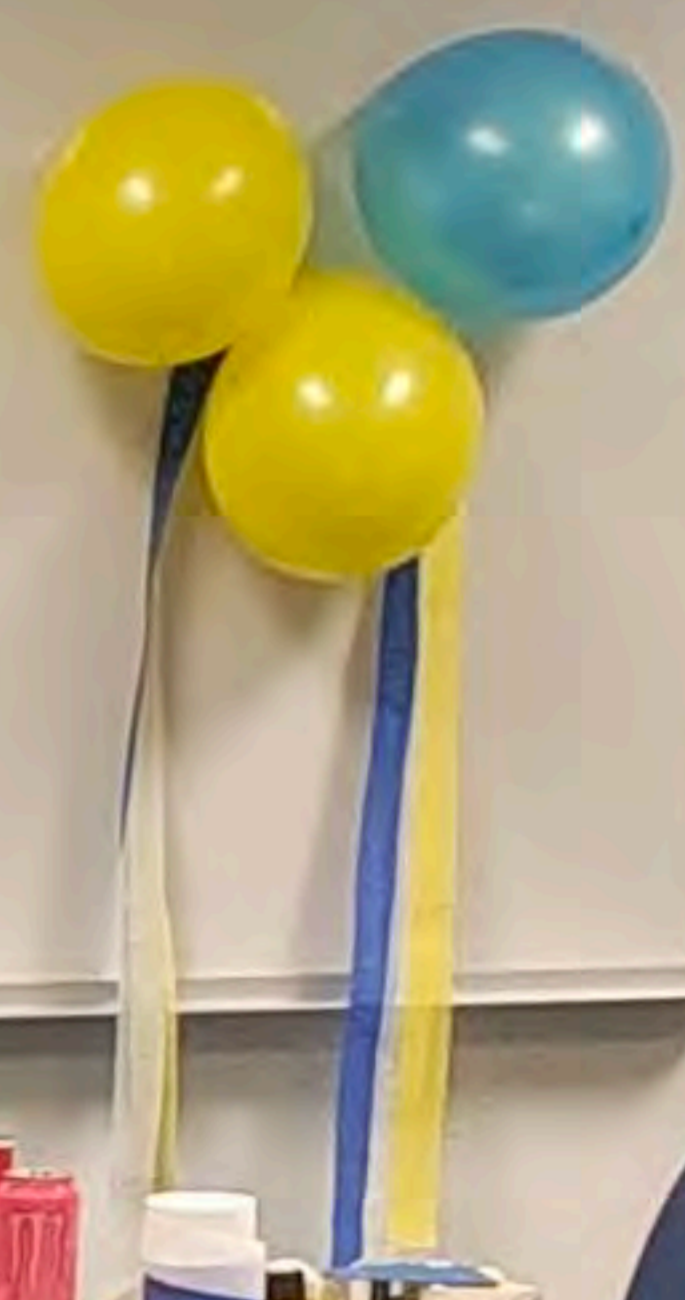
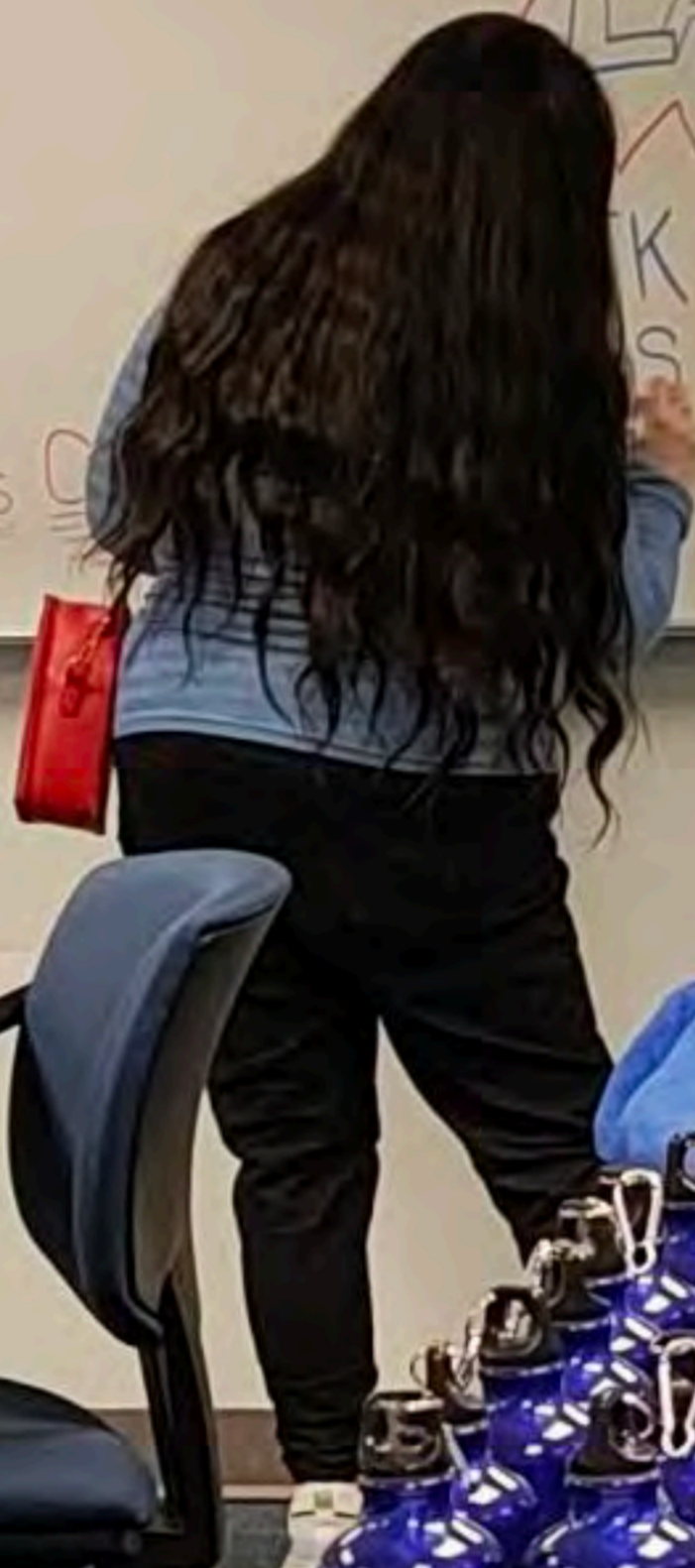
- \* EAGLE CLUB
- \* ART CLUB
- \* SOCCER CLUB
- \* MENTAL WELLNESS CLUB

UPCOMING EVENTS

EAGLE FEST

APRIL 12TH  
3PM-6PM  
WMC

SGA SPRING SOCIAL





UPCOMING EVENTS

# EAGLE FEST

APRIL 12TH

3PM - 6PM

PTK

WMC

SCAVENGER HUNT

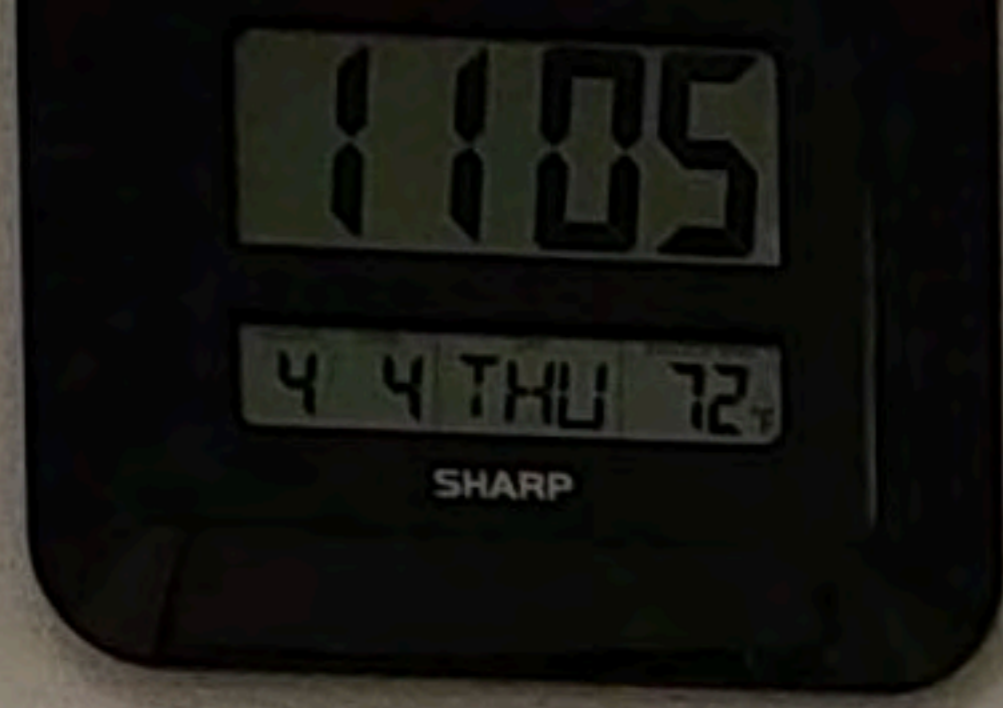
April 19th

1PM

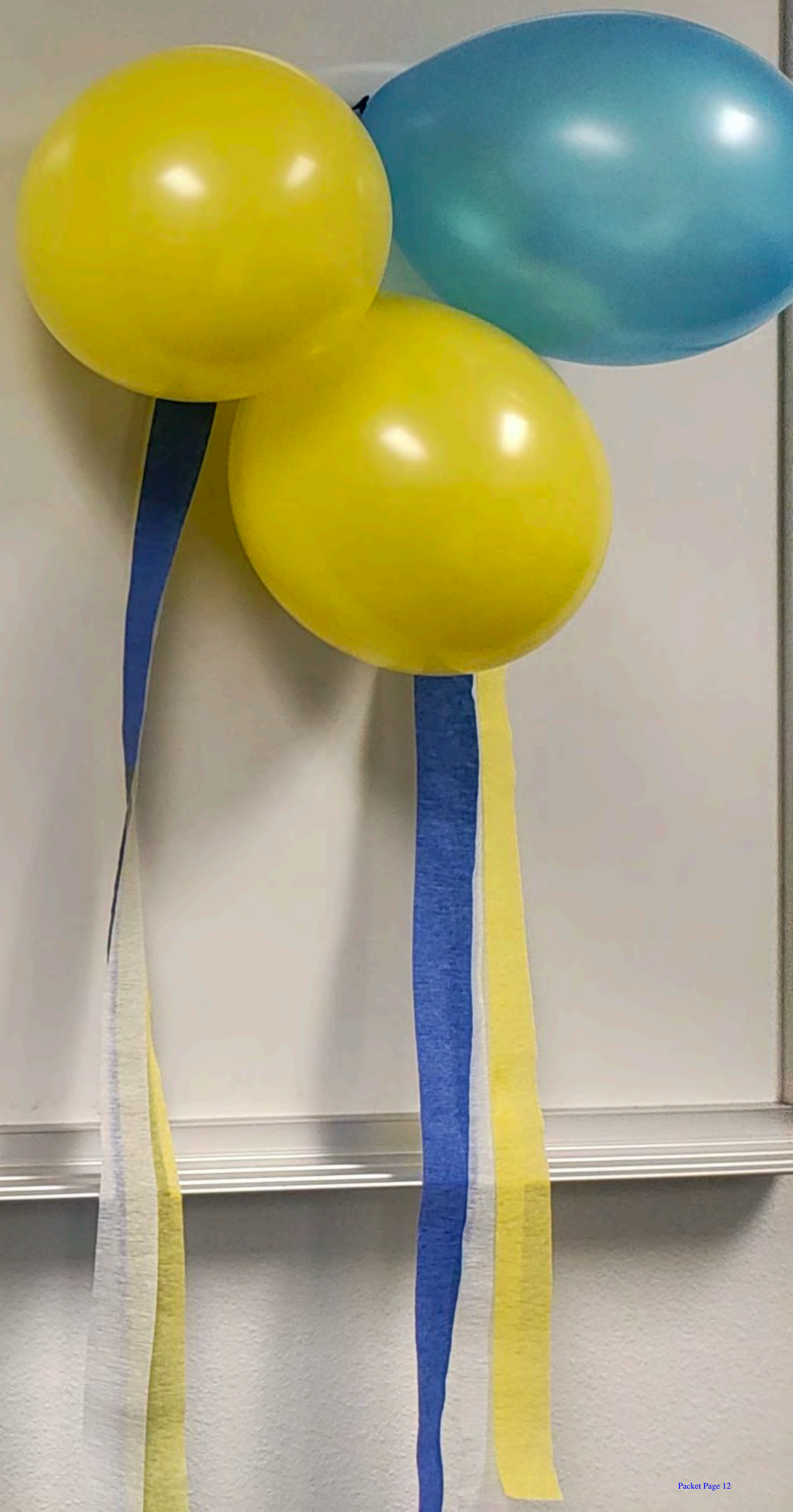
WMC

CLUB

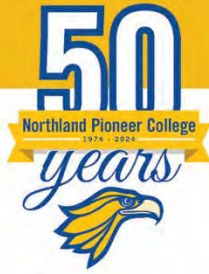




SGA SPRING  
SOCIAL







April 4, 2024

CASO Report to DGB

Members of the District Governing Board:

The CASO Student Scholarship was awarded to the following two students for the SP24 Semester: Cornelia Nez who is pursuing an AAS in Nursing and Della Fish pursuing an AAS in Surgical Technology. We congratulate both recipients with best wishes for a successful school year.

I have attached a resignation letter from Jenna Herman who was serving as the CASO Vice-President and the CASO Delegate for the Compensation Committee. We appreciate Jenna's service to CASO and wish her well on her future endeavors.

Due to Jenna Herman's resignation, the vacancy for the CASO Vice President is open until nominations and voting has been completed. The CASO Delegate for the Compensation Committee has been filled.

With free tuition for the Summer 2024 semester, we are looking forward to a busy and lively semester with new and returning students.

Sincerely,

*Janalda Nash*

CASO President

Center Advisor/Library Tech

Jenna Herman  
2300 N Cottage Trail, #11  
Show Low, AZ 85901  
hermanjennar@gmail.com  
(970) 749-1052  
March 20, 2024

District Governing Board  
Northland Pioneer College  
2251 E. Navajo Blvd.  
Holbrook, AZ 86025

Dear Members of the District Governing Board,

I am writing to officially resign from my position as Vice President of CASO at Northland Pioneer College. It has been an honor to serve in this capacity and to be elected as CASO Vice President during my tenure.

I want to express my sincere gratitude for the opportunities I've had while working at Northland Pioneer College. I have thoroughly enjoyed my time here and am grateful for the support extended to me during challenging times. Specifically, I am thankful for the assistance provided when a departing staff member harassed me and for the empathy shown when my coworkers faced health issues.

Throughout my time at Northland Pioneer College, I have come to appreciate the positive work environment and the dedication of my colleagues. However, as with any organization, there are areas where improvement could enhance the overall experience for employees. In particular, I believe that fostering better communication between leadership and direct supervisors to the employees, as well as revisiting salary pay grades to ensure competitiveness in the job market, would contribute to making Northland Pioneer College an even more attractive employer.

I want to express my best wishes to you and the entire team for the future of Northland Pioneer College. I am confident that under your guidance, the institution will continue to thrive and positively impact the community it serves.

Thank you once again for the opportunities and support I've received during my time here. I will always value my experiences at Northland Pioneer College.

Sincerely,

*Jenna Herman*



# Northland Pioneer College

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## HUMAN RESOURCES

### MONTHLY REPORT

April 2024

# EMPLOYEE RELATIONS AND STAFFING

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On April 18th, the department will host our next new employee onboarding session. We are looking forward to a full class since there was not an onboarding event in March. This was partly due to a lower number of new hires and the spring break period. The Great Colleges to Work For survey was sent out March 11<sup>th</sup> and the response portal will close on April 5th. We eagerly anticipate gathering feedback from the college community to inform our ongoing efforts to enhance the employee experience and cultivate a positive work environment for all.

## WELCOME AND RECOGNITION

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We would like to welcome the following new employees to Northland Pioneer College

- ❖ Bridget Mallams                      SNAP CAN Project Coordinator
- ❖ Rebecca Digg                              Library Specialist
- ❖ Marco Luna                                  Maintenance I

Congratulations to the below employees as they transition to new positions

- ❖ Shawntel Skousen                      Faculty in English

## RECRUITMENT

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	Location	# Qualified Applicants	Date Opened	Closing Date	Status
Director of Information Technology Infrastructure and Operations	White Mountain Campus	42	2/26/2024	Open Until Filled	In Review
Assistant to the Campus Manager	Silver Creek Campus	27	03/05/2024	03/15/2024	In Review
Campus Manager	Silver Creek Campus	34	2/7/24	Open until filled	Offer in Progress
Senior Financial Aid Specialist	Painted Desert Campus	7	01/19/24	Open Until Filled	In Review
Faculty in Political Science	White Mountain Campus or Silver Creek Campus	18	11/6/23	Open Until Filled	In Review
Payroll Assistant	Painted Desert Campus	28	12/20/23	01/30/24	In Review



Maintenance I	Painted Desert Campus	58	12/14/23	Open Until Filled	In Review
Human Resources Information Specialist	Painted Desert Campus	23	11/30/23	01/30/24	Permanent position filled 1/16/2024

## EMPLOYEE CENSUS DATA

Turnover Rate For FY23/24	Employee Count	Separated	Turnover Rate
Total Employees as of 7/1/2023	334	19	5.08% *
Total New Hires from 07/01/2023 to 04/01/2024		6	6.94%
Total Faculty Turnover FY23/24 to date		1	0.29%
Total Staff Turnover FY 23/24 to date		18	4.79%

Turnover Rate For the Last 12 Months	Employee Count	Separated	Turnover Rate
Totals for April 2023- April 2024	321	30	9.35%
Total Faculty Turnover April 2023- April 2024		2	0.63%
Total Staff Turnover April 2023- April 2024		28	8.72%

\*Turnover Rate Calculated by dividing the number of separated employees during the period by the number of employees at the beginning of the period. This figure reflects contract employees only and excludes temporary employees

## EMPLOYEE DEVELOPMENT

On March 28th, AVPHR Schaefer and Director Ulibarri introduced supervisors to the new Skill Survey and HERC platforms. These platforms were designed to enhance hiring processes by providing access to a broader pool of applicants and offering hiring managers valuable insights into candidate performance for informed decision-making in the hiring process. The next Supervisor Workshop is scheduled for April 24<sup>th</sup>.

# TOTAL REWARDS

## BENEFITS AND COMPENSATION

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The Northland Pioneer College Human Resources Staff has just concluded a very successful two weeks for benefits Open Enrollment for all NPC staff.

Below are the 24-25 Open Enrollment totals by campus/center/location:

<b>Campus/Center/Location</b>	<b>Dates</b>	<b># of NPC Employees Serviced</b>
White Mountain Campus	March 20 <sup>th</sup> – 22 <sup>nd</sup>	53
Silver Creek Campus	March 25 <sup>th</sup> – 26 <sup>th</sup>	23
Painted Desert Campus	March 25 <sup>th</sup> – 27 <sup>th</sup>	50
Little Colorado Campus	March 28 <sup>th</sup>	21
Round Valley High School	March 27 <sup>th</sup>	4
Phone Appointments	March 22 <sup>nd</sup> , 27 <sup>th</sup> , 28 <sup>th</sup>	22

Special thanks to Lori Moore, Angie King, and Charity Butler for all their hard work in making the 24-25 Open Enrollment period such a success.



# Northland Pioneer College

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## ERP Project **EmpowerED**

### MONTHLY REPORT

**APRIL 2024**

## ERP PROJECT HIGHLIGHTS

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In **APRIL**, NPC and Cochise will review Anthology's Solution Design Recommendations (SDR): an 80+ page document Anthology developed during the Design phase to address NPC and Cochise's major, current concerns to ensure that the new system provides the functionality both colleges need. SDR Signoff on May 3 will officially close the **Design** phase and launch the **Build**.

While the **Plan & Design** phases were consolidated across the college – our Student and FHP teams working on the same thing at the same time – starting with the **Build** phase, our functional teams break into modular groups, each with their own scope, schedule, and resources aligned to the Anthology support teams. During **Build**'s work cycles, the business process recommendations become live configuration in the tool itself. We continue mapping data from Jenzabar and iSolved/Payday into Anthology. Our team starts learning about the product with more hands-on training, and we formalize our plans for integration, testing, and training for our broader faculty and support staff.

**“This project has momentum. We're less than a year into the contract; everything so far has been on time and in budget. Phase 2 of 6 closes in the next 30 days. In Phase 3, we move from planning and documenting to *doing*.”**

In **MARCH**, when Cochise and NPC successfully signed off on Anthology's **Plan** phase milestones, we released an updated schedule draft which included new, cascaded phases and go-live dates. NPC's desired go-live dates for HR and Payroll were included in this version (*shown at the bottom of the report*), but the Student go-live is 6 months later than our more aggressive, desired target date of summer 2025.

Our schedule depends on a multitude of risk factors, but for Student, our data quality and ability to clean up our Jenzabar data, and the resource availability between our college and the vendor will determine our readiness for go-live. **If we are able to clean up our Student data and pass Anthology's first ETL (data upload) exercise this summer with 80% validation**, we may be able to compress the project timeline and move the Student go-live date up from winter to summer 2025. NPC's Records & Registration and TAS System Analysts are currently aggressively tackling this work, partnering with our Institutional Effectiveness team, all coordinated by ERP Operations Lead, Paul Hempsey, and guided by the data quality reports and assessment completed by CampusWorks this past February. We are also potentially pursuing an expanded contract with CampusWorks to complete some of the needed clean-up tasks. We hope by early summer our data quality reports will show no quality issues we'll pass ETL 0 with flying colors.



### DESIGN PHASE HOURS INVESTED

- 56 Deep Dive (design) meetings
- 26 Data Discovery (mapping) meetings
- 30-50 total attendees in each meeting
- Average 12.8 NPC attendees each call
- 101.5 Deep Dive meeting hours
- 66.5 Data Discovery meeting hours

Overall, our ERP Implementation team, Steering Committee, and broader SME support team shows remarkable resiliency through a great deal of change and a large volume of long meetings (stats seen here on the right). Also, our partnership with Cochise college keeps us focused on opportunities to align on best practices and on our industry standards for

sustainable configuration. We are currently partnering well and sharing our own lessons learned, and creating long-lasting relationships across functional areas.

Engagement is expected to stay high coming out of **Design** and going into our **Build** phase. While we're seeing high compliance and partnership today, availability will continue to be a concern, especially with the large population we need to schedule to attend each meeting together. In addition, overall scheduling availability for the project will decrease by 20% at the end of May when Cochise implements their new 4-10 schedule and no employees work Fridays.

Anthology, our vendor, is in the midst of a multitude of changes and reorganizations. We are eager to form new strategic relationships with Anthology's product leadership at the Anthology Together conference (AT 24) in Orlando this July. We have 9 of our NPC Implementation Team registered for the conference, and we've asked the vendor to set up industry meetings with fellow clients where we hope to discuss lessons learned and best practices in the project.

## ACTIVITY REPORT: DESIGN PHASE (DEC 2023 – APRIL 2024)

### In Progress

- **Data Clean-Up Efforts:** IE + RecReg + System Analysts processing identified data quality issues.
- **Data Mapping** for Finance, Student
- **Backfills in process** for RecReg & HCM
- **Communication Campaign:** project leadership visiting various NPC internal stakeholder groups in April, July

### Next Immediate Priorities

- Solution Design Recommendations (SDR) review & signoff – April/May

### Completed

- ATP signoff on Plan phase
- 56 Deep Dive Discovery sessions (101.5h)
- Integration & Architecture planning
- Completed data files shared early
- Data Governance re-launched (1-Mar)
- Jenzabar Data Analysis (CampusWorks quality assessment) completed
- Technical database work (CampusWorks) completed, increases Jenzabar stability
- TargetX Go-Live (April) achieved
- Budgeting for 2024-2025 completed
- Backfills: 2 in RecReg, 1 in Early College, 2 of the 3 in HCM/Payroll in process

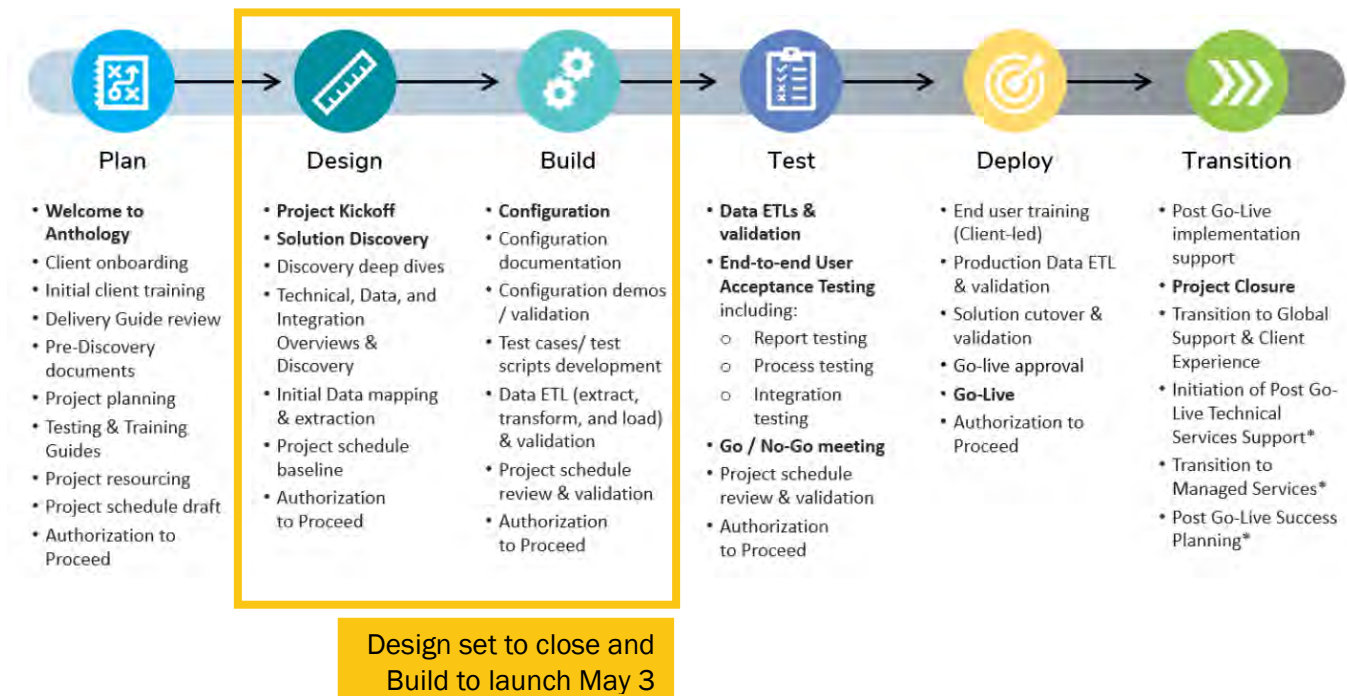
## PROJECT STATUS: TIMELINE & FINANCES

**Overall Project Status = GREEN**

The ERP Project is currently under budget. For backfills in FY 23-24, our team identified the need for 6 positions, a mix of temporary bumps of weekly hours (e.g. 19h/wk to 29h/wk) and full time or even external consulting resources. So far we've successfully filled 3 of the 6 needed backfills, all with internal / existing staff bumping their hours. We expect HR and Payroll to fill 3 additional in the next few months. We haven't received services bills from Anthology for February or March yet due to their rollout of a new billing software, but so far the bills have been underpacing the expected expenses. We know as we start billing for Design and Build phases, the services fees will ramp up appropriately. Otherwise, all budgeting is on track. Also, we successfully completed FY 24-25 budgeting and found ways to save the college money next year.

The next test for our scope, budget and timeline will be during Solution Design Recommendations review and signoff. Once we sign off on Design we'll have another revision of the timeline and have a more realistic approach to the length of our Build & Test phases.

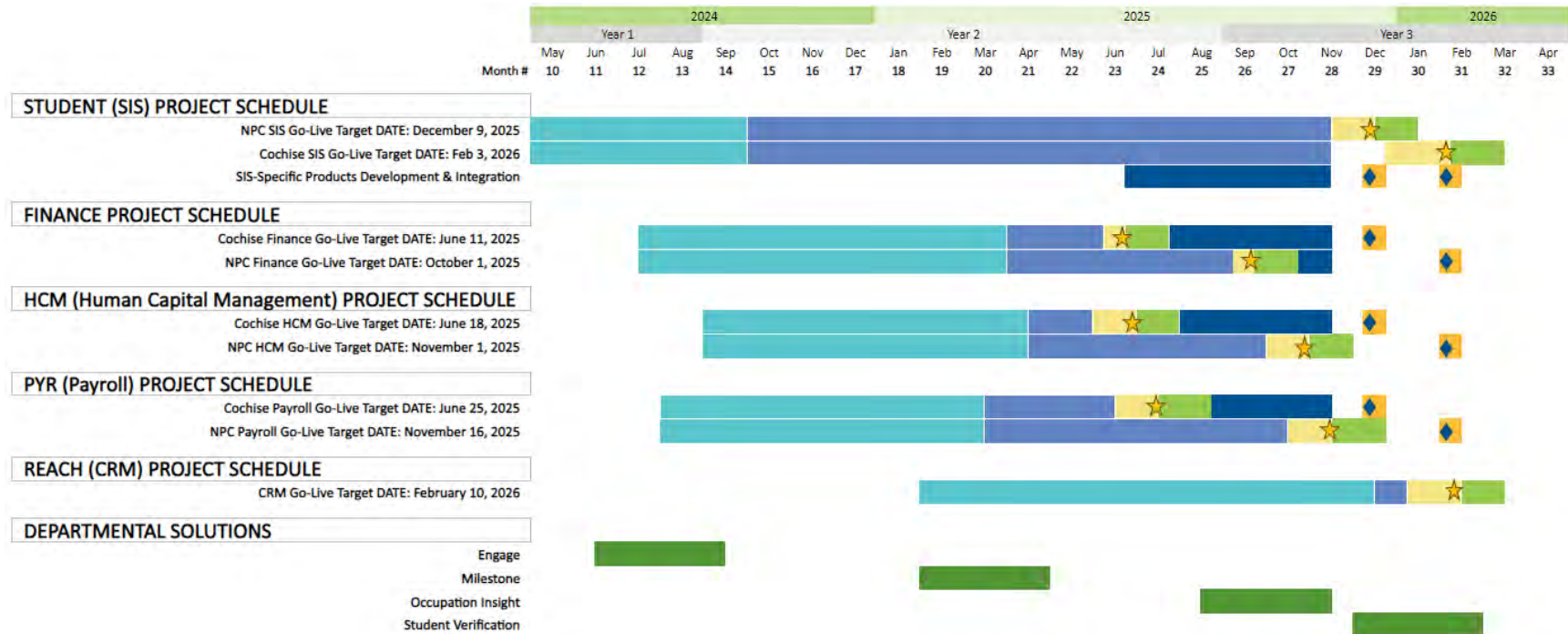
**Current Project Phases: Plan closed in November 2023, Design launched in December 2023.**



## Project Schedule

Below schedule revised in March 2024 to include cascaded go-lives with Cochise and NPC's HR & Payroll desired go-live dates.

Pending our data quality and Cochise College and Anthology's availability, we may be able to compress the project timeline and move up our go-live dates for Student and Finance to Summer 2025. Data quality test at ETL 0 in August.



## **NPC Whitepaper**

### **Northland Pioneer College Athletics program**

**Summary:** At the March 2024 District Governing Board (DGB) meeting Mr. Robb Floco answered the call to the public in regards to re-establishing an athletics program at NPC. This exploration is meant to focus on the legal, financial and process considerations in re-establishing an athletics program and will not address the reasons that the DGB might support such a move.

In gathering information for this whitepaper, I consulted our Title IX officers, reviewed historical documents, and reviewed information related to other colleges which have athletics programs.

Based on my analysis, there are challenges to re-establishing an athletics program at NPC. In considering this move for the college, it would be important to work with all stakeholder groups, set aside appropriate time and funding, and engage the entire community in gathering feedback on an athletics program in order for this to be a positive step for the college and its students.

**Legal Considerations:** According to Title IX, all athletics programs must provide equal athletic opportunity for members of both sexes, as well as, considerations for disabled athletes. Additionally, there are growing legal issues, nationally, which NPC would need to be cognizant of. This includes, but is not limited to, crisis management, safety and education, freedom of speech and expression and ownership of names, image and likeness.

**Process Considerations:** Northland Pioneer College faculty and staff have an adopted Shared Governance Process and an issue as large as an athletics program is one that Shared Governance groups including Faculty Associations, Student Government Association, Classified and Administrative Staff Organization and Leadership Council and its subcommittees would likely feel strongly about having input in the process. As NPC previously had an athletics program, there is reason to believe this is not a new conversation at the college.

Currently, there are 19 other community colleges in Arizona which have an athletics program (Appendix A) Each college has a variety of sports offerings with basketball, baseball, soccer and cross country being the most popular.

**Financial Considerations:** Staff would need some time to develop a complete budget for an athletics program. Mr. Rob Floco presented at the March DGB meeting stating that an annual cost of \$200,000 would be required for a basic athletics program at NPC. These numbers were based on an initial roster of men's and women's cross country, basketball and track and field. The proposal also included a women's cheer, dance and flag football program. Currently, no Arizona community college offers a dance or flag football program. Only one other community college offers a cheer program. This would undoubtedly add substantial cost to the proposal in needing to travel out of state for competitions. Based on this, a thorough assessment would have to be done by NPC to accurately estimate an annual cost for an athletics program which would need to include housing and other amenities, raising the annual cost far beyond \$200,000.

Ultimately, this is a strategic discussion as the re-introduction of an athletics program would require a several year commitment, including the recruiting of student athletes.

It is worth considering that an athletics program may lead to some new enrollments and thus new revenue if done well. If the region is excited about an athletics program and it generates positive news for the college we could see a slight increase. However, the initial expenditure of the college may not be recouped for several years, requiring additional grants or other funding sought out by NPC staff. There is no real way to measure this effect, but it should be part of the financial discussion.

My recommendation would be to continue gathering community input on the 2025-2030 Strategic Plan and consider an exploratory group or committee depending on where this fits in the final 2025-2030 Strategic Plan.

**Appendix A**

College	Athletics Y/N	Mens	Womens
Chandler Gilbert Communiy College Pecos Campus	Y	Baseball, Basketball, Golf, Soccer	Basketbsll, Soccer, Softball, Volleyball, Golf
Phoenix College	Y	Baseball, Basketball, Cross Country, Soccer, Track and Field, Esports,	Basketball, Cross Country, Soccer, Softball, Volleyball, Track and Field
Cochise College	Y	Basketball, Baseball, Rodeo	Basketball, Soccer, Rodeo
Estrella Mountain Community College	Y	Cross Country, Golf	Cross Country, Golf
Coconino Community College	Y	Cross Country	Cross Country
GateWay Community College	Y	Baseball, Soccer	Softball, Soccer
Mesa Community College	Y	Baseball, Basketball, Cross Country, Soccer, Track and Field, Golf, Tennis	Basketball, Beach Volleyball, Cross Country, Golf, Soccer, Tennis, Track and Field, Volleyball
Glendale Community College	Y	Baseball, Basketball, Cross Country, Football, Golf, Soccer, Tennis, Track and Field	Basketball, Cross Country, Soccer, Softball, Volleyball, Track and Field, Tennis
Arizona Western College	Y	Baseball, Basketball, Soccer	Basketball, Soccer, Softball, Volleyball
Central Arizona College	Y	Baseball, Cross Country, Rodeo, Track and Field	Basketball, Cross Country, Rodeo, Softball, Track and Field, Volleyball
Easter Arizona College	Y	Baseball, Basketball, Golf, Soccer, Esport	Basketball, Cheer, Softball, Volleyball, Soccer



Paradise Valley Community College	Y	Baseball, Cross Country, Golf, Soccer, Tennis, Track and Field	Cross Country, Golf, Soccer, Softball, Tennis, Track and Field,
Yavapai College	Y	Baseball, Basketball, Soccer, Esports,	Basketball, Softball, Volleyball, Soccer
Rio Salado College	N		
Scottsdale Community College	Y	Baseball, Basketball, Soccer	Basketball, Soccer, Softball, Volleyball
South Mountain Community College	Y	Baseball, Basketball, Golf, Soccer	Basketball, Golf, Soccer, Softball, Volleyball
Mohave Community College	Y	Soccer	Soccer
Tohono O-odham College	Y	Cross Country	Cross Country
Dine College	Y	Archery, Cross Country, Rodeo	Archery, Cross Country, Rodeo
Pima Community College	Y	Cross Country, Soccer, Basketball, Baseball, Golf, Track and Field	Cross Country, Soccer, Volleyball, Golf, Softball, Track and Field.



## Spring 2023 to Spring 2024 45<sup>th</sup> Day Attendance Report Comparison

	SP23	SP24	Percent Increase/Decrease
45 <sup>th</sup> Date in Semester	3/2/2023	2/29/2024	
Full Time Student Equivalency (FTSE)	1158.53	1286.20	11%
Unduplicated Headcount	2465	2734	10.90%

	Total FTSE		Early College FTSE		Regular FTSE	
	SP23	SP24	SP23	SP24	SP23	SP24
Little Colorado Campus	65.93	75.80	21.33	32.07	44.60	43.73
Painted Desert Campus	118.40	109.93	79.67	77.00	38.73	32.93
Silver Creek Campus	135.60	158.93	91.80	93.00	43.80	65.93
White Mountain Campus	425.07	481.00	271.13	329.00	153.93	152.00
<b>Subtotal</b>	745.00	825.67	463.93	531.07	281.07	294.60
ALU(Learning Contracts)	0.60	0.20	0	0	0.60	0.20
HOPI	11.13	10.13	4.33	4.93	6.80	5.20
Internet	264.27	299.27	30.73	46.27	233.53	253.00
Kayenta	5.07	4.20	0.67	0.20	4.40	4.00
Springerville	27.87	21.40	16.40	12.20	11.47	9.20
St. Johns	44.87	59.20	33.33	52.13	11.53	7.07
Whiteriver	48.07	55.67	35.80	41.67	12.27	14.00
Apache County Misc.	10.87	8.87	10.87	8.87	0	0
Navajo County Misc.	0.40	1.60	0.40	1.60	0	0
Way Point	0.40	0	0	0	0.40	0
<b>Subtotal</b>	413.53	460.53	132.53	167.87	281.00	292.67
<b>Total</b>	1158.53	1286.20	596.47	698.93	562.07	587.27

Notes:

- The data are from the SP24 45th Day data file generated by the Office of Institutional Effectiveness. The numbers have been verified and signed off by the Director of Enrollment Services/Registrar.
- The Full Time Student Equivalency (FTSE) is calculated by dividing the credit hours by 15, rounded to 2 decimal places.
- The sum of category-level data may not be the same as the totals due to rounding of decimals.

## 2024-25 Introductory Budget Analysis

**Summary:**

**General Fund Revenues**

	FY2425 Max Property Tax Levy	FY2324 Board Approved Budget
Property Tax Levy Rate	\$ 1.7707	\$ 1.7536
<b>Revenues:</b>		
Property Taxes	\$ 18,340,750	\$ 17,000,000
Operating State Aid	1,375,600	1,346,100
Equalization	12,016,200	11,189,600
Rural Funding	815,000	1,322,400
Tuition & Fees	3,800,000	3,800,000
Govt Grants/Contracts	2,730,000	2,530,000
Investment Income	2,000,000	300,000
Other	350,000	387,000
Transfers to Other Funds	(18,226,729)	(11,145,000)
Fund Balance	15,626,729	12,342,727
Total Revenues	38,827,550	39,072,827
<b>Expenditures:</b>		
Total Expenditures	38,827,550	39,072,827
Net Deficit/Surplus	\$ -	\$ -

- **Property taxes** cannot exceed the maximum allowable by statute, which includes a 2% increase plus the impact of new construction. To protect the equalization funding, the levy for FY25 is set at the maximum levy.
  - Maximum Levy – levy rate at the maximum of \$1.7707 generates revenues of \$18,340,750.
- **State appropriations** estimates are from the Joint Legislative Budget Committee FY25 Baseline Budget.
  - **Operating aid** – is estimated at \$1,375,600 increasing over the current year by \$29,500. Operating aid is based on enrollment two years in arrears.
  - **Equalization** – is estimated at \$12,016,200 increasing over the current year by \$826,000. Equalization aid is provided to community college districts with property tax bases that are less than the minimum assessed

value for their rural district or county (populations less than 500,000 persons). There are currently four community college districts in Arizona who receive equalization aid – Cochise (Cochise county), Eastern (Graham county), Arizona Western (Yuma/LaPaz county) and NPC (Navajo county).

- **Rural funding** –is estimated at \$815,000 a decrease compared to the current year of \$1,322,400. This reflects the elimination of the one-time funding component.
- **Tuition** estimate remains at \$3,800,000, it takes into consideration the \$3 increase per credit hour for the in-district tuition rate, free summer tuition and enrollment that has started to stabilize and show some increases.
- **Government grants and contracts** is estimated at \$2,730,000 and is comparable with historical revenues.
- **Investment income** is estimated at \$2,000,000 an increase compared to the current year of \$1,700,000. It takes into consideration historical revenues. Fiscal year (FY) 2023 annual revenues were \$1.9 million and FY24 revenues through February is over \$2.0 million.
- **Other income** is estimated at \$350,000 and is comparable with historical revenues. It is related primarily to Cosmetology retail sales and Microwave Tower rentals.

#### Capital Fund Revenues

The state funding for STEM activities is estimated at \$273,600. Other Capital Fund revenue will be transferred from the General Fund or Fund Balance. The college continues to move forward with construction/remodel activities in Show Low, Winslow and Holbrook for an estimated total of \$10.0 million, which will be come from Fund Balance. The replacement the Enterprise Resource Planning (ERP) software system is also moving forward along with a microwave tower upgrade for total estimated expenditures of \$3.6 million, and will also be covered from Fund Balance.

#### Restricted Fund Revenues

The college is expected to receive funding of \$1.0 million related to the Smart and Safe Arizona Act, the marijuana legalization initiative for workforce related activities. The Nurse Education Investment continues with funding of approximately \$360,000 and the Behavioral Health program will begin with funding of approximately of \$1.0 million. The college continues to pursue available grants to enhance it's program offerings.

#### Auxiliary Fund Revenues

Estimates are in line with historical revenue streams. No new funding sources.

# BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2024-2025

APPROVED 10-17-23

ACTIVITY	RESOURCE	DUE BY
1. Receive budget calendar and budget assumptions	DGB	✓ 19 September 2023
2. Approve budget calendar and budget assumptions	DGB	✓ 17 October 2023
3. Provide budget training for supervisors/department managers	CFO	✓ 15 November 2023
4. Distribute materials for operational & capital budgets and staffing requests	Financial Services	✓ 1 December 2023
5. President, CHRO, faculty, CASO meet on compensation	President, CHRO, FA, CASO	✓ 16 November 2023 to 24 January 2024
6. Financial Services receives department budget & justifications	Department Budget Managers & Financial Services	✓ 25 January 2024
7. President's Cabinet receives staffing requests	Department Budget Managers & President's Cabinet	✓ 25 January 2024
8. President receives compensation recommendation	President, CHRO, FA, CASO	✓ 25 January 2024
9. President's Cabinet finalizes staffing needs	President's Cabinet	✓ 12 February 2024
10. President's Cabinet reviews operational & capital budget requests, including compensation	President's Cabinet	✓ 12 February 2024
11. Receive introductory budget analysis	DGB	✓ 20 February 2024
12. Receive tuition and fee schedules	DGB	✓ 20 February 2024
13. Receive compensation proposal	DGB	✓ 20 February 2024
14. Budget hearing (if necessary)	President's Cabinet	✓ 4 March 2024
15. Receive preliminary budget analysis	DGB	✓ 19 March 2024
16. Approve tuition and fee schedules	DGB	✓ 19 March 2024
17. Approve compensation	DGB	✓ 19 March 2024
18. Receive state budget forms and analysis <i>(no later than June 5 A.R.S. 15-1461)</i>	DGB	✓ 16 April 2024
19. Adopt or modify preliminary budgets	DGB	✓ 16 April 2024
20. Publish notice of <b>budget hearing &amp; special board meeting</b> <i>(not later than 15 days prior to hearing A.R.S. 15-1461)</i>	CFO	6 May 2024
21. Publish <b>budget</b> on website <i>(not later than 15 days prior to hearing A.R.S. 15-1461)</i>	CFO	6 May 2024
22. Publish notice in newspaper and issue a press release for truth in taxation ( <b>TNT</b> ) <b>hearing</b> <i>(14-20 days prior to hearing A.R.S. 15-1461.01)</i>	CFO	6 May 2024
23. 2 <sup>nd</sup> notice in newspaper for <b>TNT hearing</b> <i>(7-10 days prior to hearing A.R.S. 15-1461.01)</i>	CFO	14 May 2024
24. 2 <sup>nd</sup> notice of public <b>budget hearing &amp; special board meeting</b> in newspaper <i>(not later than 5 days prior to hearing A.R.S. 15-1461)</i>	CFO	16 May 2024
25. 2 <sup>nd</sup> publication of <b>budget</b> in newspaper <i>(not later than 5 days prior to hearing A.R.S. 15-1461)</i>	CFO	16 May 2024
26. Conduct public <b>budget hearing</b> and <b>TNT hearing</b> <i>(no later than June 20 A.R.S. 15-1461 &amp; 15-1461.01)</i>	DGB	21 May 2024
27. Adopt property tax levy & final budgets at special meeting	DGB	21 May 2024
28. Notify PTOC of primary property tax levy <i>(within 3 days after hearing A.R.S. 15-1461.01)</i>	CFO	24 May 2024
29. Submit tax levy to Navajo County	CFO	24 May 2024

**Northland Pioneer College  
Budget Development Assumptions  
FY25**

**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 breach will use carry forward amounts to comply with statutory limits. Ongoing legislative relief is being pursued.

**REVENUE ASSUMPTIONS**

- Assessed valuations for setting the primary property tax levy will be available in February and a decline is expected due to lower assessed valuations related to the closure of the Cholla Power Plant. To protect the equalization funding, the levy needs to be set at the maximum allowable amount. The maximum is a 2% increase over the prior year, plus the impact of new construction. For FY25 the levy will be set at the maximum allowed.
- State appropriations for equalization is expected to increase compared to the current fiscal year, offset by a decrease to operating state aid. Rural aid is expected to be flat compared to the current fiscal year.
- The District Governing Board adopts tuition rates on a three-year cycle. The current approved plan covers the period FY24 to FY26.
  - In-district tuition rates reflects a small increase for each year listed:
    - (A) FY24 is \$70 per credit hour
    - (B) FY25 is \$73 per credit hour
    - (C) FY26 is \$75 per credit hour
  - Tuition and general fees are set at a rate that:
    - (A) considers the impact on students, student enrollment, and student retention rates,
    - (B) increases incrementally, and
    - (C) is competitive in our market by maintaining a comparative position to the average overall tuition and general fees at other Arizona community colleges.
- Course fees will be set at a rate to offset expendable supplies and equipment.
- Other revenues will be based on historical information and emerging trends.



## EXPENDITURE ASSUMPTIONS

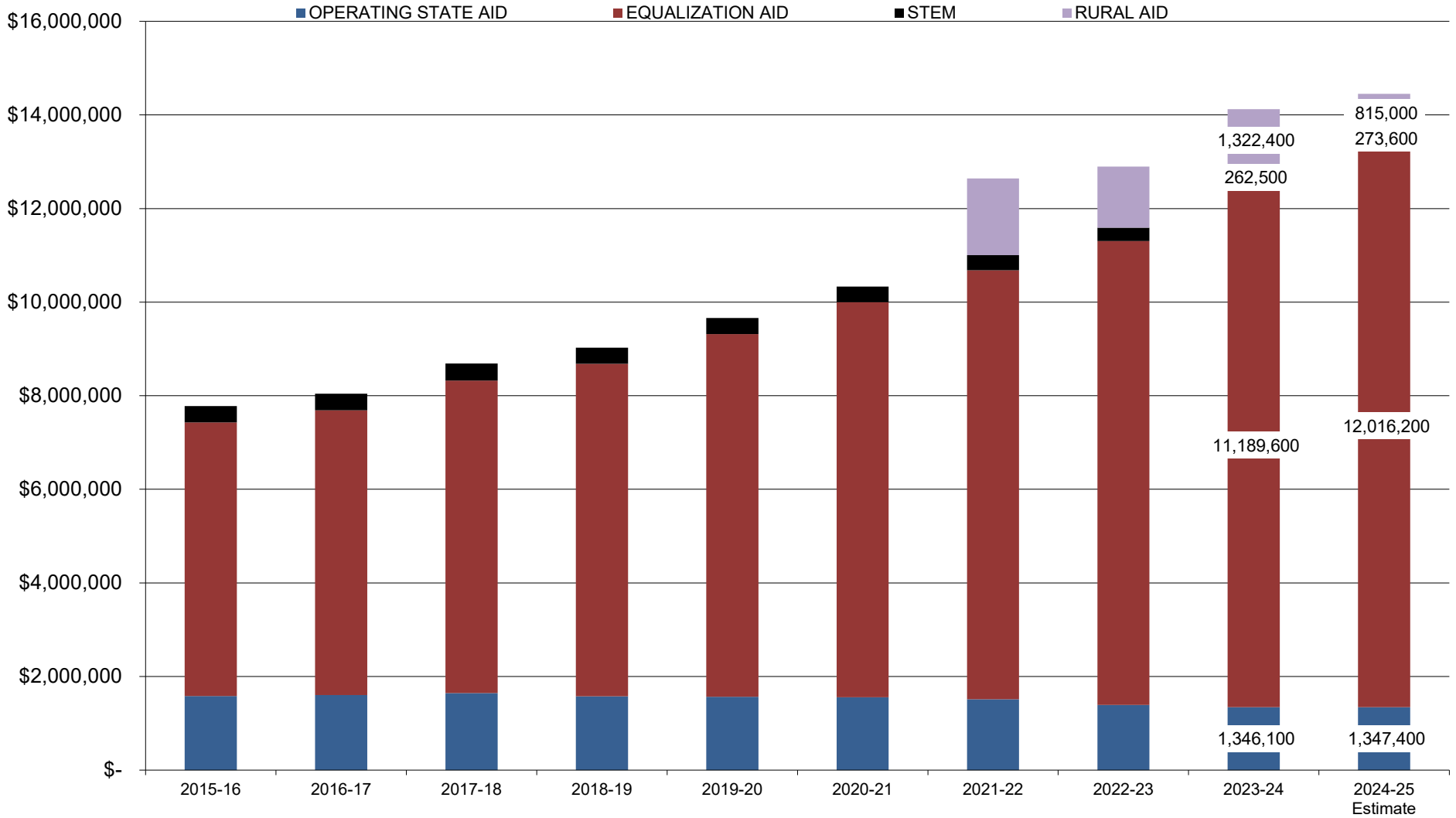
- Overall expenditures will match revenues.
- Budget requests from Department Budget Managers for operational and capital expenditures are due **January 25, 2024.**
- Budget requests that are higher than the current budget or actual historical spending will require justifications and are due **January 25, 2024.**
- Budget requests to add new employee positions or modify existing contractual positions, including Grant positions, are due **January 25, 2024.**
  
- SALARY SCHEDULES
  - The Gallagher compensation study has been received and will be incorporated into the compensation proposal for FY25, along with a proposal for a cost of living adjustment.
  - The college will continue to develop compensation proposals with the following in mind:
    - (A) consider available funds and the impact to expenditure limit,
    - (B) consider 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) consider 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 (FY25, FY26, and FY27).
- GRANT funding will continue to be identified and pursued.
- AUXILIARY fund activities will be maintained.

**Northland Pioneer College  
Budget Development Guidelines  
FY25**

**Budget Categories & Targets:**

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

# NPC State Aid Revenues



**Arizona Community Colleges  
FY 2025 State Aid Request for M&O, Equalization Assistance and STEM Workforce Programs**

<b>FY 2025 State Aid Request</b>	<b>Cochise</b>	<b>Coconino</b>	<b>Gila</b>	<b>Graham</b>	<b>Maricopa</b>	<b>Mohave</b>	<b>Navajo</b>	<b>Pima</b>	<b>Pinal</b>	<b>Santa Cruz</b>	<b>Yavapai</b>	<b>Yuma/La Paz</b>	<b>Total</b>
Maintenance & Operation	\$ 3,938,200	\$ 1,389,000	\$ 145,000	\$ 1,750,900	\$ -	\$ 967,000	\$ 1,347,400	\$ 2,172,800	\$ 1,024,400	\$ 62,700	\$ 364,100	\$ 2,262,000	\$ 15,423,500
Equalization Assistance	10,575,800	-	-	21,132,400	-	-	12,016,200	-	-	-	-	896,500	44,620,900
STEM Workforce Programs	833,400	300,700	86,600	438,900	8,073,600	392,600	262,900	1,812,200	634,800	41,800	634,300	778,000	14,289,800
FY 2024 Rural Aid - On Going/One time <sup>(1)</sup>	5,769,700	1,520,600	439,500	1,917,800	-	1,866,800	1,322,400	-	3,110,400	97,000	3,084,400	4,871,400	24,000,000
<b>Total Request</b>	<b>\$ 21,117,100</b>	<b>\$ 3,210,300</b>	<b>\$ 671,100</b>	<b>\$ 25,240,000</b>	<b>\$ 8,073,600</b>	<b>\$ 3,226,400</b>	<b>\$ 14,948,900</b>	<b>\$ 3,985,000</b>	<b>\$ 4,769,600</b>	<b>\$ 201,500</b>	<b>\$ 4,082,800</b>	<b>\$ 8,807,900</b>	<b>\$ 98,334,200</b>

<b>Maintenance and Operations, Pursuant to ARS 15-1466</b>													
<b>FTSE Change:</b>	<b>Cochise</b>	<b>Coconino</b>	<b>Gila</b>	<b>Graham</b>	<b>Maricopa</b>	<b>Mohave</b>	<b>Navajo</b>	<b>Pima</b>	<b>Pinal</b>	<b>Santa Cruz</b>	<b>Yavapai</b>	<b>Yuma/La Paz</b>	<b>Total</b>
FY 2022 Audited FTSE (Total)	5,999	1,581	457	1,994	52,588	1,941	1,375	11,462	3,234	101	3,207	5,065	89,004
FY 2023 Unaudited FTSE (Total)	5,244	1,561	451	2,167	53,963	2,009	1,425	11,839	3,137	199	3,195	5,080	90,270
Increase/(Decrease)	(755)	(20)	(6)	173	1,375	68	50	377	(97)	98	(12)	15	1,266
FY 2022 Audited Non Dual Enr	5,935	1,367	388	1,908	46,507	1,665	1,125	10,650	3,020	101	2,862	4,656	80,184
FY 2023 Unaudited Non Dual Enr	5,173	1,303	374	2,013	46,956	1,730	1,079	10,813	2,909	199	2,846	4,645	80,040
Increase/(Decrease)	(762)	(64)	(14)	105	449	65	(46)	163	(111)	98	(16)	(11)	(144)
FY 2022 Audited Dual Enrollment	64	214	69	86	6,081	276	250	812	214	-	345	409	8,820
FY 2023 Unaudited Dual Enrollment	71	258	77	154	7,007	279	346	1,026	228	-	349	435	10,230
Increase/(Decrease)	7	44	8	68	926	3	96	214	14	-	4	26	1,410

<b>State Aid Adj. for FTSE Change and Dual Enrollment:</b>													
FY 2024 State aid M&O <sup>(3)</sup>	\$ 4,423,700	\$ 1,415,900	\$ 151,400	\$ 1,661,900	\$ -	\$ 924,400	\$ 1,346,100	\$ 2,000,000	\$ 1,090,900	\$ -	\$ 373,000	\$ 2,260,700	\$ 15,648,000
Non Dual Enrollment Growth	(487,700)	(41,000)	(9,000)	67,200	-	41,600	(29,400)	104,300	(71,000)	62,700	(10,200)	(7,000)	(379,500)
Dual Enrollment Growth <sup>(2)</sup>	2,200	14,100	2,600	21,800	-	1,000	30,700	68,500	4,500	-	1,300	8,300	155,000
<b>FY 2025 Appropriation</b>	<b>3,938,200</b>	<b>1,389,000</b>	<b>145,000</b>	<b>1,750,900</b>	<b>-</b>	<b>967,000</b>	<b>1,347,400</b>	<b>2,172,800</b>	<b>1,024,400</b>	<b>62,700</b>	<b>364,100</b>	<b>2,262,000</b>	<b>15,423,500</b>
Increased (decreased) State appropriation	\$(485,500)	\$(26,900)	\$(6,400)	\$ 89,000	\$ -	\$ 42,600	\$ 1,300	\$ 172,800	\$(66,500)	\$ 62,700	\$(8,900)	\$ 1,300	\$(224,500)

<sup>(1)</sup> Based on the language in FY24 Baseline Budget & SB1720 Gen Approp Act signed by Governor  
<sup>(2)</sup> Reflects funding adjustment for Dual Enrollment based on Dual Enrollment FTSE \* Average Appropriation\* 50%  
<sup>(3)</sup> Pima Community College received a one-time appropriation in FY24 listed as operating aid.

<b>Formula calculated according to statute</b>	
FY 2024 Total M&O Appropriation	\$ 15,648,000
FY 2023 Unaudited FTSE (Total)	24,468
Average Appropriation Per FTSE (Non Dual Enrollment)	\$ 640
Average Appropriation Per FTSE (Dual Enrollment)	\$ 320

<b>Equalization FY 2025 Calculation, Pursuant to ASRS 15-1468</b>													
	<b>Cochise</b>	<b>Coconino</b>	<b>Gila</b>	<b>Graham</b>	<b>Maricopa</b>	<b>Mohave</b>	<b>Navajo</b>	<b>Pima</b>	<b>Pinal</b>	<b>Santa Cruz</b>	<b>Yavapai</b>	<b>Yuma/La Paz</b>	<b>Total</b>
FY 2025 Equalization Aid	\$ 10,575,800	\$ -	\$ -	\$ 21,132,400	\$ -	\$ -	\$ 12,016,200	\$ -	\$ -	\$ -	\$ -	\$ 896,500	\$ 44,620,900
FY 2024 Equalization Aid	9,759,600	-	-	19,912,000	-	-	11,189,600	-	-	-	-	716,100	41,577,300
Increase/(Decrease)	\$ 816,200	\$ -	\$ -	\$ 1,220,400	\$ -	\$ -	\$ 826,600	\$ -	\$ -	\$ -	\$ -	\$ 180,400	\$ 3,043,600

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

<b>STEM Workforce Programs</b>													
	<b>Cochise</b>	<b>Coconino</b>	<b>Gila</b>	<b>Graham</b>	<b>Maricopa</b>	<b>Mohave</b>	<b>Navajo</b>	<b>Pima</b>	<b>Pinal</b>	<b>Santa Cruz</b>	<b>Yavapai</b>	<b>Yuma/La Paz</b>	<b>Total</b>
FY 2023 Unaudited Non Dual Enr	5,173	1,303	374	2,013	46,956	1,730	1,079	10,813	2,909	199	2,846	4,645	80,040
FY 2023 Unaudited Dual Enrollment	71	258	77	154	7,007	279	346	1,026	228	-	349	435	10,230
FY 2023 Amount for Non Dual Enroll (1)	\$ 827,700	\$ 273,600	\$ 78,500	\$ 422,700	\$ 7,513,000	\$ 363,300	\$ 226,600	\$ 1,730,100	\$ 610,900	\$ 41,800	\$ 597,700	\$ 743,200	\$ 13,429,100
FY 2023 Amount for Dual Enrollment	5,700	27,100	8,100	16,200	560,600	29,300	36,300	82,100	23,900	-	36,600	34,800	860,700
<b>FY 2025 Formula Calculation (2)</b>	<b>\$ 833,400</b>	<b>\$ 300,700</b>	<b>\$ 86,600</b>	<b>\$ 438,900</b>	<b>\$ 8,073,600</b>	<b>\$ 392,600</b>	<b>\$ 262,900</b>	<b>\$ 1,812,200</b>	<b>\$ 634,800</b>	<b>\$ 41,800</b>	<b>\$ 634,300</b>	<b>\$ 778,000</b>	<b>\$ 14,289,800</b>
FY 2024 STEM Aid	954,700	309,500	88,700	409,700	7,927,600	378,600	262,500	1,769,000	656,700	21,200	637,200	777,700	14,193,100
Increase/(Decrease)	\$(121,300)	\$(6,800)	\$(2,100)	\$ 29,200	\$ 146,000	\$ 14,000	\$ 400	\$ 43,200	\$(21,900)	\$ 20,600	\$(2,900)	\$ 300	\$ 96,700

<sup>(1)</sup> FY 2023 FTSE times rate per FTSE: rate is <5,000 FTSE @ \$210 per FTSE, > 5,000 FTSE @ \$160 per FTSE  
<sup>(2)</sup> Reflects funding at 50% of STEM amount for Dual Enrollment Students

# Community Colleges

Arizona’s 10 community colleges are economic engines of local communities, providing high-quality education and workforce development programs to more than 240,000 students annually statewide. Together, the colleges are strategically focused on workforce development, building industry partnerships, technology and innovation, and providing high quality education. The colleges are also leaders in providing early college (dual enrollment) to more than 30,000 high school students across the state, giving them a jump start to higher education and career.

Link to the AGENCY’S WEBSITE: <https://www.azospb.gov/Documents/2022/FY%202023%20Master%20List.pdf>

## Agency Budget Summary

Program	FY 2023 Actual	FY 2024 Expenditure Plan	FY 2025 Net Change	FY 2025 Executive Budget
General Fund	112,987.5	133,844.5	(38,368.7)	95,475.8
<b>Total</b>	<b>112,987.5</b>	<b>133,844.5</b>	<b>(38,368.7)</b>	<b>95,475.8</b>

## Executive Budget Baseline Changes

### Equalization Aid

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

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

Funding	FY 2025
General Fund	3,043.5
<b>Issue Total</b>	<b>3,043.5</b>

### STEM and Workforce Aid

The Executive Budget includes a net increase in Science, Technology, Engineering, and Mathematics (STEM) and Workforce Aid.

The STEM and Workforce Program State Aid formula is based on each community college district’s enrollment changes from the previous year. Full-time equivalent student enrollment (FTSE) grew by 1,007 students in FY 2023, generating a net increase in the STEM and Workforce Program State Aid per A.R.S. § 15-1464.

Funding	FY 2025
General Fund	75.6
<b>Issue Total</b>	<b>75.6</b>

### Operating State Aid

The Executive Budget includes a net ongoing decrease in Operating State Aid for FY 2025.

The Operating State Aid formula is based on each community college district’s enrollment changes from the previous year. Full-Time equivalent student enrollment (FTSE) decreased by 1.94%, excluding the Maricopa and Pima community college districts.

Community College Operating State Aid is allocated in statute pursuant to A.R.S. § 15-1466.

Funding	FY 2025
General Fund	(287.8)
<b>Issue Total</b>	<b>(287.8)</b>

**Remove One-Time FY 2024 Appropriation(s)**

The Executive Budget removes in FY 2025 the following one-time FY 2024 appropriation(s):

- Arizona Western College CTE Workforce: \$15,000,000
- Dine College Capital Improvements: \$10,000,000
- Rural Aid: \$10,000,000
- Pima Community College District: \$2,000,000
- San Carlos Apache College Remedial Education: \$2,000,000
- Tahono O’odham Community College Remedial Education: \$2,000,000
- Santa Cruz Provisional Community College Funding: \$200,000

The Executive Budget aligns with current law by backing out the appropriation(s).

Funding	FY 2025
General Fund	(41,200.0)
<b>Issue Total</b>	<b>(41,200.0)</b>

*In addition to the funding amounts for this agency shown in this section, the Executive Budget also includes funding changes for this agency in the Statewide Adjustments section.*

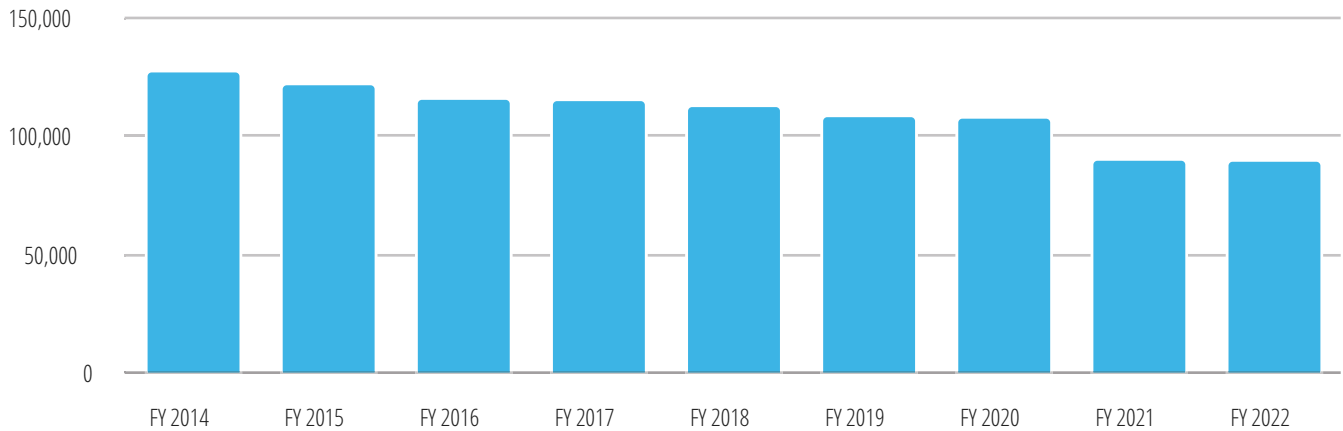
*As part of the Executive Budget, for some agencies, there are proposed fund transfers to the General Fund in the FY 2024 Proposed Fund Transfers section.*

*Funding for this agency may be included in the Capital or the Statewide and Large Automation Projects sections.*

*As part of the Executive Budget, for some agencies, there are changes to Arizona Revised Statutes and General Appropriation Act footnotes in the Executive Budget Legislative Changes and Major Budget Footnote Changes sections.*

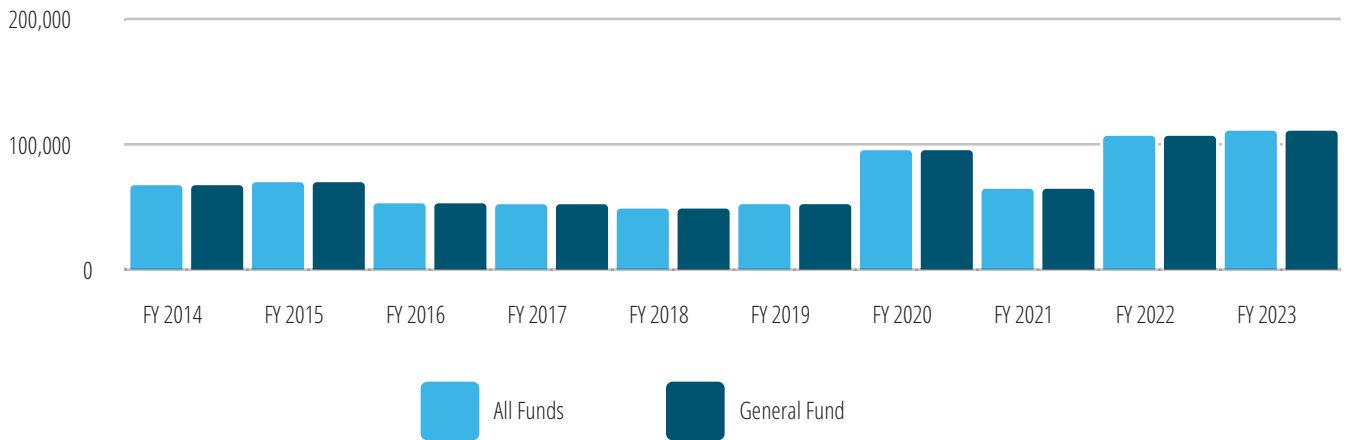
As reported by agency

**Full-Time Equivalent Student Enrollment**



### Agency Expenditures

(in \$1,000s)





## State Appropriations

BY PROGRAM	FY 2023 Actual	FY 2024 Appropriation	FY 2025 Net Change	FY 2025 Executive Budget
SLI Additional Gila Workforce Development Aid	200.0	400.0	(200.0)	200.0
SLI College Items	18,250.0	15,000.0	(15,000.0)	0.0
SLI Dine College Remedial Education	1,000.0	15,000.0	(14,000.0)	1,000.0
SLI Equalization Aid	38,328.5	41,577.3	3,043.5	44,620.8
SLI Operating State Aid	12,600.4	15,648.0	(2,287.8)	13,360.2
SLI Rural Community College Aid	21,000.0	24,000.0	(10,000.0)	14,000.0
SLI Rural County Allocation	4,582.0	5,722.3	0.0	5,722.3
SLI Rural County Reimbursement Subsidy	1,082.9	1,082.9	0.0	1,082.9
SLI STEM and Workforce Programs State Aid	14,722.8	14,193.1	75.6	14,268.7
SLI Tribal Community Colleges	1,220.9	1,220.9	0.0	1,220.9
<b>Agency Total - Appropriated Funds</b>	<b>112,987.5</b>	<b>133,844.5</b>	<b>(38,368.7)</b>	<b>95,475.8</b>

BY EXPENDITURE OBJECT	FY 2023 Actual	FY 2024 Appropriation	FY 2025 Net Change	FY 2025 Executive Budget
Aid To Organizations & Individuals	112,987.5	133,844.5	(38,368.7)	95,475.8
<b>Agency Total - Appropriated Funds</b>	<b>112,987.5</b>	<b>133,844.5</b>	<b>(38,368.7)</b>	<b>95,475.8</b>

BY APPROPRIATED FUND	FY 2023 Actual	FY 2024 Appropriation	FY 2025 Net Change	FY 2025 Executive Budget
General Fund	112,987.5	133,844.5	(38,368.7)	95,475.8
<b>Agency Total - Appropriated Funds</b>	<b>112,987.5</b>	<b>133,844.5</b>	<b>(38,368.7)</b>	<b>95,475.8</b>

## Special Line Appropriations

	FY 2023 Actual	FY 2024 Appropriation	FY 2025 Net Change	FY 2025 Executive Budget
SLI Additional Gila Workforce Development Aid	200.0	200.0	0.0	200.0
SLI Arizona Western College CTE and Workforce Expansion	0.0	15,000.0	(15,000.0)	0.0
SLI Cochise First Responders Academy	6,250.0	0.0	0.0	0.0
SLI Dine College Capital Improvements	0.0	10,000.0	(10,000.0)	0.0
SLI Dine College Remedial Education	1,000.0	1,000.0	0.0	1,000.0
SLI Dine College Student Center	8,000.0	0.0	0.0	0.0
SLI Equalization Aid Cochise	8,771.4	9,759.6	816.2	10,575.8
SLI Equalization Aid Graham	19,114.0	19,912.0	1,220.4	21,132.4
SLI Equalization Aid Navajo	9,912.9	11,189.6	826.6	12,016.2
SLI Equalization Aid Yuma/La Paz	530.2	716.1	180.3	896.4
SLI Navajo Technical University Laboratory	4,000.0	0.0	0.0	0.0
SLI Operating State Aid Cochise	4,230.0	4,423.7	(422.9)	4,000.8
SLI Operating State Aid Coconino	1,369.6	1,415.9	(23.4)	1,392.5
SLI Operating State Aid Gila	155.3	151.4	(1.7)	149.7
SLI Operating State Aid Graham	1,532.3	1,661.9	97.0	1,758.9
SLI Operating State Aid Mohave	903.0	924.4	37.1	961.5

## Special Line Appropriations

	FY 2023 Actual	FY 2024 Appropriation	FY 2025 Net Change	FY 2025 Executive Budget
SLI Operating State Aid Navajo	1,393.4	1,346.1	29.5	1,375.6
SLI Operating State Aid Pima	0.0	2,000.0	(2,000.0)	0.0
SLI Operating State Aid Pinal	818.2	1,090.9	(58.0)	1,032.9
SLI Operating State Aid Santa Cruz	0.0	0.0	54.6	54.6
SLI Operating State Aid Yavapai	300.4	373.0	(1.7)	371.3
SLI Operating State Aid Yuma/La Paz	1,898.2	2,260.7	1.7	2,262.4
SLI Rural Community College Aid Cochise	5,267.5	5,769.7	(2,770.6)	2,999.1
SLI Rural Community College Aid Coconino	1,343.4	1,520.6	(627.8)	892.8
SLI Rural Community College Aid Gila	421.8	439.5	(181.6)	257.9
SLI Rural Community College Aid Graham	1,633.2	1,917.8	(678.5)	1,239.3
SLI Rural Community College Aid Mohave	1,714.4	1,866.8	(717.8)	1,149.0
SLI Rural Community College Aid Navajo	1,305.6	1,322.4	(507.4)	815.0
SLI Rural Community College Aid Pinal	2,476.6	3,110.4	(1,316.3)	1,794.1
SLI Rural Community College Aid Santa Cruz	97.8	97.0	16.8	113.8
SLI Rural Community College Aid Yavapai	2,782.2	3,084.4	(1,250.8)	1,833.6
SLI Rural Community College Aid Yuma/La Paz	3,957.5	4,871.4	(1,966.0)	2,905.4
SLI Rural County Allocation	4,582.0	5,722.3	0.0	5,722.3
SLI Rural County Reimbursement Subsidy	1,082.9	1,082.9	0.0	1,082.9
SLI San Carlos Apache Remedial Education	0.0	2,000.0	(2,000.0)	0.0
SLI Santa Cruz Provisional Community College Funding	0.0	200.0	(200.0)	0.0
SLI STEM and Workforce Programs State Aid Cochise	895.2	954.7	(121.3)	833.4
SLI STEM and Workforce Programs State Aid Coconino	293.8	309.5	(8.8)	300.7
SLI STEM and Workforce Programs State Aid Gila	91.9	88.7	(0.6)	88.1
SLI STEM and Workforce Programs State Aid Graham	361.5	409.7	36.6	446.3
SLI STEM and Workforce Programs State Aid Maricopa	8,584.9	7,927.6	146.1	8,073.7
SLI STEM and Workforce Programs State Aid Mohave	373.8	378.6	14.0	392.6
SLI STEM and Workforce Programs State Aid Navajo	283.6	262.5	11.1	273.6
SLI STEM and Workforce Programs State Aid Pima	1,776.6	1,769.0	(0.1)	1,768.9
SLI STEM and Workforce Programs State Aid Pinal	551.1	656.7	(21.9)	634.8
SLI STEM and Workforce Programs State Aid Santa Cruz	21.8	21.2	20.6	41.8
SLI STEM and Workforce Programs State Aid Yavapai	611.1	637.2	(0.6)	636.6
SLI STEM and Workforce Programs State Aid Yuma/La Paz	877.5	777.7	0.5	778.2
SLI Tohono O'odham Remedial Education	0.0	2,000.0	(2,000.0)	0.0
SLI Tribal Community Colleges	1,220.9	1,220.9	0.0	1,220.9
<b>Agency Total - Appropriated Funds</b>	<b>112,987.5</b>	<b>133,844.5</b>	<b>(38,368.7)</b>	<b>95,475.8</b>

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

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

# Arizona Community Colleges

	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 BASELINE
<b>Equalization Aid</b>			
Equalization Aid - Cochise	8,771,400	9,759,600	10,575,800
Equalization Aid - Graham	19,114,000	19,912,000	21,132,400
Equalization Aid - Navajo	9,912,900	11,189,600	12,016,200
Equalization Aid - Yuma/La Paz	530,200	716,100	896,400
<i>Subtotal - Equalization Aid</i>	38,328,500	41,577,300	44,620,800
<b>Operating State Aid</b>			
Operating Aid - Cochise	4,230,000	4,423,700	4,000,800
Operating Aid - Coconino	1,369,600	1,415,900	1,392,500
Operating Aid - Gila	155,300	151,400	149,700
Operating Aid - Graham	1,532,300	1,661,900	1,758,900
Operating Aid - Mohave	903,000	924,400	961,500
Operating Aid - Navajo	1,393,400	1,346,100	1,375,600
Operating Aid - Pima	0	2,000,000	0
Operating Aid - Pinal	818,200	1,090,900	1,032,900
Operating Aid - Yavapai	300,400	373,000	371,300
Operating Aid - Yuma/La Paz	1,898,200	2,260,700	2,262,400
<i>Subtotal - Operating Aid</i>	12,600,400	15,648,000	13,305,600
<b>STEM Aid</b>			
STEM Aid - Cochise	895,200	954,700	833,400
STEM Aid - Coconino	293,800	309,500	300,700
STEM Aid - Gila	91,900	88,700	88,100
STEM Aid - Graham	361,500	409,700	446,300
STEM Aid - Maricopa	8,584,900	7,927,600	8,073,700
STEM Aid - Mohave	373,800	378,600	392,600
STEM Aid - Navajo	283,600	262,500	273,600
STEM Aid - Pima	1,776,600	1,769,000	1,768,900
STEM Aid - Pinal	551,100	656,700	634,800
STEM Aid - Santa Cruz	21,800	21,200	41,800
STEM Aid - Yavapai	611,100	637,200	636,600
STEM Aid - Yuma/La Paz	877,500	777,700	778,200
<i>Subtotal - STEM Aid</i>	14,722,800	14,193,100	14,268,700
<b>Rural Aid</b>			
Rural Aid - Cochise	5,267,500	5,769,700	2,999,100
Rural Aid - Coconino	1,343,400	1,520,600	892,800
Rural Aid - Gila	421,800	439,500	258,000
Rural Aid - Graham	1,633,200	1,917,800	1,239,300
Rural Aid - Mohave	1,714,400	1,866,800	1,149,000
Rural Aid - Navajo	1,305,600	1,322,400	815,000
Rural Aid - Pinal	2,476,600	3,110,400	1,794,100
Rural Aid - Santa Cruz	97,800	97,000	113,800
Rural Aid - Yavapai	2,782,200	3,084,400	1,833,600
Rural Aid - Yuma/La Paz	3,957,500	4,871,400	2,905,300
<i>Subtotal - Rural Aid</i>	21,000,000	24,000,000	14,000,000
<b>Additional Rural Aid</b>			
Rural County Allocation	4,582,000	5,722,300	5,722,300 <sup>1/</sup>
Rural County Reimbursement Subsidy	1,082,900	1,082,900	1,082,900 <sup>2/</sup>
<i>Subtotal - Additional Rural Aid</i>	5,664,900	6,805,200	6,805,200
<b>Tribal Aid</b>			
Tribal Community Colleges	1,372,200	1,372,200	1,372,200 <sup>3/</sup>
Dine College Capital Improvements	0	10,000,000	0
Dine College Remedial Education	1,000,000	1,000,000	1,000,000 <sup>4/</sup>
Dine College Student Center	8,000,000	0	0

	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 BASELINE
Navajo Technical University Laboratory	4,000,000	0	0
San Carlos Apache College Remedial Education	0	2,000,000	0
Tohono O'odham Community College Remedial Education	0	2,000,000	0
<i>Subtotal – Tribal Aid</i>	14,372,200	16,372,200	2,372,200
<b>Workforce Development Aid</b>			
Additional Gila Workforce Development Aid	200,000	200,000	200,000
Arizona Western College CTE Workforce	0	15,000,000	0
Santa Cruz Provisional Community College Funding	0	200,000	0
<i>Subtotal – Workforce Development Aid</i>	200,000	15,400,000	200,000
<b>Capital Aid</b>			
Cochise First Responders Academy	6,250,000	0	0
<b>AGENCY TOTAL</b>	<b>113,138,800</b>	<b>133,995,800</b>	<b>95,572,500 <sup>5/</sup></b>

**FUND SOURCES**

General Fund	113,138,800	133,995,800	95,572,500
<b>SUBTOTAL - Appropriated Funds</b>	<b>113,138,800</b>	<b>133,995,800</b>	<b>95,572,500</b>
Other Non-Appropriated Funds	84,489,700	89,692,200	89,692,200
<b>TOTAL - ALL SOURCES</b>	<b>197,628,500</b>	<b>223,688,000</b>	<b>185,264,700</b>

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

**FOOTNOTES**

- 1/ A.R.S. § 15-1469.01 provides that the General Fund will pay the initial cost of students attending community colleges who are from counties that are not part of an established community college district, and then the state will withhold these counties’ sales tax revenues to offset that cost. In FY 2025, that amount is estimated to be \$5,722,300. Because this appropriation is in permanent statute, it is not included in the General Appropriation Act.
- 2/ Of the \$1,082,900 appropriated to the rural county reimbursement subsidy line item, Apache county receives \$699,300 and Greenlee county receives \$383,600. (General Appropriation Act footnote)
- 3/ A.R.S. § 42-5031.01 directs the State Treasurer to annually transmit to the tribal colleges 10% of Transaction Privilege Tax (TPT) revenues collected from sources located on the reservation, or \$1,750,000, whichever is less, as well as 5% of TPT revenues collected on the reservation, or \$875,000, whichever is less, to a technical college on the same reservation. Because this appropriation is in permanent statute, it is not included in the General Appropriation Act.
- 4/ On or before October 15, 2025, 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 2024-2025 academic year. (General Appropriation Act footnote)
- 5/ General Appropriation Act funds are appropriated as District-by-District Special Line Items.

**Equalization Aid**

The Baseline includes \$44,620,800 from the General Fund in FY 2025 for Equalization Aid. Adjustments are as follows:

**Property Value Changes**

The Baseline includes an increase of \$3,043,500 from the General Fund in FY 2025 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 2025 Equalization Funding Changes**

District	FY 2024	Year-over-Year Change	FY 2025
Cochise	\$ 9,759,600	\$816,200	10,575,800
Graham	19,912,000	1,220,400	21,132,400
Navajo	11,189,600	826,600	12,016,200
Yuma/La Paz	716,100	180,300	896,400
<b>Total</b>	<b>\$41,577,300</b>	<b>\$3,043,500</b>	<b>\$44,620,800</b>

*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 6.4% higher in TY 2023 than in the preceding year. Therefore, for the FY 2025 Equalization Aid formula calculation, the minimum assessed valuation increased 6.4% to approximately \$1.85 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.

In any one year a district’s equalization assistance will depend on 1) whether the district falls below the minimum threshold (\$1.85 billion in FY 2025), 2) whether

**Table 2**  
**Equalization Growth Factor for Tax Years (TY) 2022-2023**

District	TY 2022 Primary AV	TY 2023 Primary AV	TY 2022-2023 % Growth
Cochise*	\$ 1,023,219,900	\$ 1,074,552,900	5.0 %
Graham*	282,173,500	303,998,800	7.7 %
Navajo*	918,845,900	969,413,100	5.5 %
Yuma/La Paz*	1,683,333,600	1,781,073,400	5.8 %
Coconino	2,077,032,200	2,171,931,000	4.6 %
Mohave	2,298,472,300	2,427,679,000	5.6 %
Pinal	3,118,901,200	3,390,905,700	8.7 %
Yavapai	3,333,228,500	3,556,683,100	6.7 %
<b>Total <sup>1/</sup></b>	<b>\$14,735,207,100</b>	<b>\$15,676,236,900</b>	<b>6.4 %</b>
<b>Minimum AV</b>	<b>\$1,735,602,600</b>	<b>\$1,846,507,600</b>	<b>6.4 %</b>

<sup>1/</sup> May not add to total due to rounding.  
\* These districts qualify to receive Equalization Aid under the state funding formula in FY 2025 since they fall below the minimum assessed value threshold of \$1.85 billion.

the district’s dollar change in assessed value was less than the rural districts’ average change, and 3) the applicable tax rate.

**Operating State Aid**

The Baseline includes \$13,305,600 from the General Fund in FY 2025 for Operating State Aid. Adjustments are as follows:

**Enrollment Changes**

The Baseline includes a decrease of \$(342,400) from the General Fund in FY 2025 to fund the statutory formula for Operating State Aid.

This amount funds statutory formula costs for a (475), or (1.9)%, decrease in Full Time Student Equivalent (FTSE) students in rural community colleges (see Table 3). The (475) net FTSE decrease consists of a (557) FTSE decrease in non-dual enrollment students and an 82 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.

**Remove One-Time Pima Operating Aid**

The Baseline includes a decrease of \$(2,000,000) from the General Fund in FY 2025 for the elimination of one-time Pima Community College District operating aid. This appropriation was not based on the statutory formula.

*Background* – With the exception of Maricopa and Pima, the Operating State Aid line items provide each community college district with funds for continuing

**Table 3**  
**Community College Enrollment**

	FY 2022 FTSE	FY 2023 FTSE	Percentage Change
<b>Rural Districts</b>			
Cochise	5,999	5,244	(12.6)%
Coconino	1,581	1,561	(1.3)%
Gila	457	451	(1.3)%
Graham	1,994	2,167	8.7%
Mohave	1,941	2,009	3.5%
Navajo	1,375	1,425	3.6%
Pinal	3,234	3,137	(3.0)%
Santa Cruz	101	199	97%
Yavapai	3,207	3,206	0.0%
Yuma/La Paz	5,065	5,080	0.3%
<i>Subtotal</i>	<i>24,954</i>	<i>24,479</i>	<i>(1.9)%</i>
<b>Urban Districts</b>			
Maricopa	52,588	53,964	2.6%
Pima	11,462	11,568	0.9%
<b>Total</b>	<b>89,004</b>	<b>90,011</b>	<b>1.1%</b>

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 2025, the last actual FTSE data was from FY 2023.)

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

**STEM and Workforce Programs State Aid**

The Baseline includes \$14,268,700 from the General Fund in FY 2025 for Science, Technology, Engineering and Mathematics (STEM) and Workforce Programs State Aid. Adjustments are as follows:

**Enrollment Changes**

The Baseline includes an increase of \$75,600 from the General Fund in FY 2025 to fund increased formula costs for STEM and Workforce Programs State Aid. This increase is the result of a net growth in enrollment in FY 2023.

*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 FY 2025 Baseline continues to suspend the inflation adjustment required by statute and provides \$210 per FTSE for districts with 5,000 or less FTSE and \$160 per FTSE for districts with greater than 5,000 FTSE.

**Rural Aid**

The Baseline includes \$14,000,000 from the General Fund in FY 2025 for Rural Aid. Adjustments are as follows:

**Remove One-Time Rural Aid**

The Baseline includes a decrease of \$(10,000,000) from the General Fund in FY 2025 for the elimination of one-time aid to the 10 rural community college districts.

This funding is allocated to the 10 rural community college districts based on each district's share of actual FY 2023 enrollment.

**Additional Rural Aid**

**Rural County Allocation**

The Baseline includes \$5,722,300 from the General Fund in FY 2025 for Rural County Allocation. These amounts are unchanged from FY 2024.

*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. In practice, this provision affects Apache and Greenlee Counties. A.R.S. § 15-1469.01 provides that the General Fund will pay the initial cost for these counties and that the state will then withhold these counties' Transaction Privilege Tax (TPT) revenues to offset a portion of that cost.

A.R.S. § 15-1469C prescribes the formula that calculates the amount that is owed by Apache and Greenlee Counties to the out of county community college districts. The formula is based on the number Apache and Greenlee students who attended school in an established community college district, as well as the average operating cost per student of that district. In calculating the TPT withholding for Apache and Greenlee Counties, however, the state only counts the average operating aid per student generated by the primary property tax levy. The difference between the average per student operating cost generated by primary property taxes and the average overall operating cost is effectively absorbed by the state General Fund.

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 2023, the JLBC Staff reported that the General Fund would pay a total \$5,722,300 in FY 2024, of which \$2,351,500 would be withheld from the two unestablished counties (\$1,794,100 for Apache and \$557,400 for Greenlee). After TPT revenue withholdings, the General Fund net cost was \$3,370,800.

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

### **Rural County Reimbursement Subsidy**

The Baseline includes \$1,082,900 from the General Fund in FY 2025 for Rural County Reimbursement Subsidy. This amount is unchanged from FY 2024.

This line item partially offsets the remaining cost to counties that are not part of an established community college district. The funding is appropriated to Apache and Greenlee. The Baseline continues a General Appropriation Act footnote allocating these monies. Of the \$1,082,900 subsidy, \$699,300 is distributed to Apache and \$383,600 to Greenlee.

After the reimbursement subsidy, FY 2024 net costs were \$1,094,300 to Apache and \$173,800 to Greenlee.

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### **Tribal Aid**

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### **Tribal Community Colleges**

The Baseline includes \$1,372,200 from the General Fund in FY 2025 for Tribal Community Colleges. This amount is unchanged from FY 2024.

The FY 2024 budget assumed tribal community colleges would receive \$1,220,900 from the General Fund in FY 2023 and FY 2024 based on prior year TPT distributions. This included \$890,700 to the Navajo Nation and \$330,200 for Tohono O'odham Community College.

Based on FY 2023 actual distributions, the Baseline adjusts the assumption upward to \$1,372,200 in FY 2024 and FY 2025. This includes a distribution of \$923,700 to the Navajo Nation, comprised of \$615,800 for Diné College and \$307,900 for Navajo Technical College. The Baseline also assumes \$448,500 will be distributed to Tohono O'odham Community College.

As described below, each of these amounts will depend on actual FY 2025 TPT revenue collections and the FY 2025 appropriation will adjust automatically.

*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 2025 will depend on FY 2025 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.)*

The monies received are used to support maintenance, renewal, and capital expenses on each college campus.

### **Diné College Capital Improvements**

The Baseline includes no funding in FY 2025 for Diné College Capital Improvements. Adjustments are as follows:

#### **Remove One-Time Funding**

The Baseline includes a decrease of \$(10,000,000) from the General Fund in FY 2025 for the elimination of one-time Diné College Capital Improvement funding.

### **Diné College Remedial Education**

The Baseline includes \$1,000,000 from the General Fund in FY 2025 for Diné College Remedial Education. This amount is unchanged from FY 2024.

This line item provides additional funding to Diné College to provide remedial education to help students prepare for college-level courses such as reading, writing and mathematics. In addition, the Baseline continues a General Appropriation Act footnote that requires the Diné College Board of Regents to submit a report that details the course completion rate for students who received remedial education during the 2024-2025 academic year to the JLBC, Governor's office, and legislative leaders on or before October 15, 2025.



**Tohono O'odham Community College Remedial Education**

The Baseline includes no funding in FY 2025 for Tohono O'odham Community College Remedial Education. Adjustments are as follows:

**Remove One-Time Funding**

The Baseline includes a decrease of \$(2,000,000) from the General Fund in FY 2025 for the elimination of one-time Tohono O'odham Community College Remedial Education funding.

The FY 2024 budget included a General Appropriation Act footnote that requires the Tohono O'odham Community College Board of Trustees to submit a report that details the course completion rate for students who received remedial education during the 2023-2024 academic year to the JLBC, Governor's office, and legislative leaders on or before October 15, 2024.

**San Carlos Apache College Remedial Education**

The Baseline includes no funding in FY 2025 for San Carlos Apache Community College Remedial Education. Adjustments are as follows:

**Remove One-Time Funding**

The Baseline includes a decrease of \$(2,000,000) from the General Fund in FY 2025 for the elimination of one-time San Carlos Apache College Remedial Education funding.

The FY 2024 budget included a General Appropriation Act footnote that requires the San Carlos Apache College Board of Regents to submit a report that details the course completion rate for students who received remedial education during the 2023-2024 academic year to the JLBC, Governor's office, and legislative leaders on or before October 15, 2024.

**Workforce Development Aid**

**Arizona Western College CTE Workforce**

The Baseline includes no funding in FY 2025 for Arizona Western College CTE Workforce. Adjustments are as follows:

**Remove One-Time Funding**

The Baseline includes a decrease of \$(15,000,000) from the General Fund in FY 2025 for the elimination of one-time Career Technical Education (CTE) Workforce program funding at Arizona Western College.

**Additional Gila Workforce Development Aid**

The Baseline includes \$200,000 from the General Fund in FY 2025 for Additional Gila Workforce Development Aid. This amount is unchanged from FY 2024.

*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).

**Santa Cruz Provisional Community College Funding**

The Baseline includes no funding in FY 2025 for Santa Cruz Provisional Community College Funding. Adjustments are as follows:

**Remove One-Time Funding**

The Baseline includes a decrease of \$(200,000) from the General Fund in FY 2025 for the elimination of one-time Santa Cruz Provisional Community College funding.

**Other Issues**

**Statutory Changes**

The Baseline would:

- As session law, continues to suspend the Operating State Aid funding at levels specified in the General Appropriation Act, which effectively means suspending the formula in FY 2025 for only Maricopa and Pima Counties.
- As session law, continues to set the Science, Technology, Engineering and Mathematics and Workforce Programs district funding at levels specified in the General Appropriation Act, which effectively means suspending the inflation adjustment in FY 2025 for all community college districts.

**Long-Term Budget Impacts**

As part of the Baseline's 3-year spending plan, Community College General Fund costs are projected to increase by \$3,022,700 in FY 2026 above FY 2025 and increase by \$3,311,600 in FY 2027 above FY 2026. 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 2026 and FY 2027).

**Table 4**

**Total Estimated Community College Revenues – FY 2024 <sup>1/</sup>**

District	State Aid <sup>2/</sup>	Tuition/Fees	Property	Grants	Other <sup>3/</sup>	FY 2024	FY 2023	% Change from FY 2022
			Taxes			Total <sup>4/</sup>	Total <sup>5/</sup>	
Cochise	\$19,953,000	\$9,482,700	\$25,920,400	\$34,594,200	\$1,601,400	\$91,551,700	\$76,580,200	19.6%
Coconino	2,936,500	6,918,700	13,153,200	8,963,700	1,096,300	33,068,400	28,988,500	14.1%
Gila <sup>6/</sup>	590,900	0	5,843,200	615,400	355,000	7,404,500	6,840,200	8.2%
Graham	23,491,700	8,121,000	7,918,300	12,948,100	5,756,000	58,235,100	66,376,900	(12.3)%
Maricopa	0	209,884,300	623,177,700	208,529,100	24,686,200	1,066,277,300	1,084,103,100	(1.6)%
Mohave	2,791,200	9,591,900	28,030,000	17,721,200	445,400	58,579,700	50,546,900	15.9%
Navajo	13,858,100	3,800,000	16,999,600	6,457,800	3,879,500	44,995,000	47,146,600	(4.6)%
Pima	2,000,000	43,260,000	136,301,500	78,455,000	11,471,500	271,488,000	260,006,800	4.4%
Pinal	4,201,300	8,351,000	65,105,400	19,292,900	4,110,000	101,060,600	97,222,900	3.9%
Santa Cruz <sup>6/</sup>	97,000	800	1,778,100	274,800	25,900	2,176,600	2,104,200	3.4%
Yavapai	3,457,400	12,896,000	53,649,000	17,542,800	6,290,200	93,835,400	84,568,900	11.0%
Yuma/La Paz	<u>7,848,200</u>	<u>13,695,000</u>	<u>42,286,200</u>	<u>50,520,000</u>	<u>4,120,200</u>	<u>118,469,600</u>	<u>97,228,700</u>	<u>21.8%</u>
<b>Total</b>	<b>\$81,225,300</b>	<b>\$326,001,400</b>	<b>\$1,020,162,600</b>	<b>\$455,915,000</b>	<b>\$63,837,600</b>	<b>\$1,947,141,900</b>	<b>\$1,901,713,900</b>	<b>2.4%</b>

<sup>1/</sup> The data in this table was provided by the Arizona Community College Coordinating Council.

<sup>2/</sup> State Aid revenue includes Operating State Aid and Equalization Aid.

<sup>3/</sup> Includes auxiliary programs, interest income, workforce development funds, and transfers.

<sup>4/</sup> Total revenues do not include bond proceeds or district fund balances. Including these amounts, total revenues are estimated to be \$2,175,730,400 for FY 2024.

<sup>5/</sup> Total revenues do not include bond proceeds or district fund balances. Including these amounts, total revenues are \$1,901,713,800 for FY 2023.

<sup>6/</sup> 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.

- An increase of \$3,022,700 for Equalization Aid in FY 2026 above FY 2025 and \$3,311,600 in FY 2027 above FY 2026. These estimates assume total Net Assessed Value (NAV) growth of 6.0% in FY 2025 and 6.2% FY 2026.

determines its primary and secondary property tax rates. (See *Table 5* for a summary of TY 2023 property tax rates.)

**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 4.2% of their revenues (excluding bond proceeds) from state aid.

For FY 2024, base operating revenues from all sources are estimated to be \$1,947,141,900 (See *Table 4* for a summary of FY 2024 total revenue estimates.)

Property taxes are the single largest revenue source for the community colleges, accounting for 52.4% 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 2023**

District	Primary Rate	Secondary Rate	Combined Rate	% Change Combined Rate from TY 2022
Cochise	\$2.43	\$0.00	\$2.43	0.0%
Coconino	0.61	0.00	0.61	17.3%
Gila	0.92	0.00	0.92	(2.1)%
Graham	2.60	0.00	2.60	(4.1)%
Maricopa	1.08	0.06	1.14	(4.2)%
Mohave	1.15	0.00	1.15	(3.4)%
Navajo	1.75	0.00	1.75	0.0%
Pima	1.28	0.00	1.28	(0.8)%
Pinal	1.78	0.14	1.92	(6.8)%
Santa Cruz	0.43	0.00	0.43	(4.4)%
Yavapai	1.51	0.00	1.51	0.7%
Yuma/La Paz	2.07	0.30	2.37	(2.1)%

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 16.7% of total revenues. Tuition and fees are assessed on a per credit hour basis. FY 2024 weighted average tuition (weighted for each district's proportion of the statewide FTSE count) is \$ 2,708 if a full-time student attends for 30 hours a year. The FY 2024 amount represents an increase of 6.5% from FY 2023. (See Table 6 for FY 2024 resident tuition and fee rates.)

Community colleges also receive grants and "other" revenue from a variety of sources. Combined, they account for approximately 26.7% of community college revenues.

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

<b>District</b>	<b>Average Cost Per Credit Hour</b>	<b>Annual Cost <sup>1/</sup></b>	<b>% Change from FY 2023</b>
Cochise	\$93	\$2,790	17.7%
Coconino	136	4,068	0.0%
Gila	98	2,940	5.4%
Graham	98	2,940	5.4%
Maricopa	97	2,910	14.1%
Mohave	81	2,430	0.0%
Navajo	91	2,730	7.1%
Pima	92	2,760	3.4%
Pinal	75	2,250	50.0%
Santa Cruz	46	1,380	5.7%
Yavapai	83	2,472	5.1%
Yuma/La Paz	<u>94</u>	<u>2,820</u>	<u>2.2%</u>
<b>Average</b>	<b>\$90</b>	<b>\$2,708</b>	<b>9.7%</b>

<sup>1/</sup> Annual cost is for 30 hours a year, or 15 hours per semester.

**Total Community College Expenditures**

Table 7 shows total budgeted FY 2024 community college expenditures. In FY 2024, total budgeted expenditures are \$2,283,941,800. As mentioned previously, base operating revenues for FY 2024 are \$1,947,141,900, however, this figure does not include allocated fund balances or bond proceeds. Including these amounts, total available revenues are \$2,175,730,400. Of the total \$2,283,941,800 in budgeted expenditures, \$1,816,810,400, or 79.5%, of these expenditures are from the community colleges' General and Restricted Funds. This includes \$556,591,500, or 24.4%, for instruction and \$305,939,200, or 13.4%, for institutional support.

Expenditures for auxiliary enterprises, including revenue-generating retail and business services such as parking

<b>General/Restricted Funds</b>	<b>Total</b>	<b>% of Total</b>
Instruction	\$ 556,591,500	24.4%
Public Service	117,147,000	5.1%
Academic Support	187,631,500	8.2%
Student Services	351,407,100	15.4%
Institutional Support	305,939,200	13.4%
Operation & Maintenance	73,875,200	3.2%
Scholarships & Grants	156,107,400	6.8%
Contingency	<u>68,111,400</u>	<u>3.0%</u>
<b>Subtotal <sup>1/</sup></b>	<b>\$1,816,810,400</b>	<b>79.5%</b>
Auxiliary Enterprises Fund	\$ 78,918,900	3.5%
Plant Fund	307,262,500	13.5%
Debt Service	<u>80,950,000</u>	<u>3.5%</u>
<b>Total <sup>1/</sup></b>	<b>\$2,283,941,800</b>	<b>100%</b>

<sup>1/</sup> May not add to subtotal and total due to rounding.

lots, bookstores, and food service, are \$78,918,900 or 3.5% of the total. Plant Fund expenditures, which generally include capital costs, are \$307,262,500, or 13.5% of the total. The remaining \$80,950,000, or 3.5%, is for debt service.

**Community College Expenditure Limitations**

The Arizona Constitution requires the Economic Estimates Commission to calculate the expenditure 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.

As part of the annual budget submission process, the community college districts calculate their expenditures for the current year. These figures are then audited by the Auditor General after the end of each fiscal year. Table 8 includes the FY 2024 expenditure limits and the estimated expenditures reported by the districts. Of the 12 districts, 8 currently estimate that they will be at the limit in FY 2024.

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 operating state aid withheld, based on the percentage of the excess expenditure:

**Table 8****Community College Expenditure Limits – FY 2024**

<u>District</u>	<u>Expenditure Limit</u>	<u>Estimated Expenditures</u>
Cochise	\$73,550,812	\$67,378,021
Coconino	17,110,159	17,110,159
Gila*	5,076,198	32,295,239
Graham	33,994,988	33,994,988
Maricopa	476,167,690	476,167,690
Mohave	26,196,489	26,196,489
Navajo	15,470,441	15,470,441
Pima	140,472,699	140,472,699
Pinal	44,910,384	44,910,384
Santa Cruz*	1,812,166	1,810,749
Yavapai	51,167,433	51,167,433
Yuma/La Paz	60,908,539	53,111,277

\* Indicates provisional community college district

- 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.

<b>SUMMARY OF FUNDS</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Estimate</b>
<b>Smart and Safe Arizona Fund (varies by account/A.R.S. § 36-2856)</b>		<b>Non-Appropriated</b>
<b>Source of Revenue:</b> The fund receives revenues from a 16.0% excise tax on the sale of recreational marijuana products and license and registration fees.		
<b>Purpose of Fund:</b> To pay costs incurred by state agencies to implement the provisions of Proposition 207, which legalized the adult use of recreational marijuana. After agencies pay administrative costs, the remaining funds are distributed 33.0% to community college districts, 31.4% to municipal police and fire departments, 25.4% to the Highway User Revenue Fund, 10.0% to the Justice Reinvestment Fund, and 0.2% to the Attorney General.		
<b>Funds Expended</b>	50,808,700	55,031,900
<b>Year-End Fund Balance</b>	0	0
<b>Tribal Assistance Fund (No Fund Number/A.R.S. § 42-5029)</b>		<b>Non-Appropriated</b>
<b>Source of Revenue:</b> A portion of the 0.6% education sales tax. The law directs each qualifying tribal community college to receive distributions in the same manner as the transfers to individual community college district workforce development accounts. A "qualifying Indian tribe" is an Indian tribe that owns, operates, and charters any community college located on its own reservation in this state.		
<b>Purpose of Fund:</b> To fund workforce development and job training activities at a community college owned, operated, or chartered by a qualifying Indian tribe.		
<b>Funds Expended</b>	1,274,600	1,292,700
<b>Year-End Fund Balance</b>	0	0
<b>Workforce Development Accounts (varies by account/A.R.S. § 15-1472)</b>		<b>Non-Appropriated</b>
<b>Source of Revenue:</b> Three percent of collections from the 0.6% education sales tax, after debt service on state school facilities revenue bonds has been paid. This funding was authorized by voter approval of Proposition 301 in the November 2000 General Election.		
<b>Purpose of Fund:</b> To fund workforce development and training activities at the community college districts.		
<b>Funds Expended</b>	32,406,400	33,367,600
<b>Year-End Fund Balance</b>	0	0

# Arizona Community Colleges

	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 BASELINE
<b>Equalization Aid</b>			
Equalization Aid - Cochise	8,771,400	9,759,600	10,575,800
Equalization Aid - Graham	19,114,000	19,912,000	21,132,400
Equalization Aid - Navajo	9,912,900	11,189,600	12,016,200
Equalization Aid - Yuma/La Paz	530,200	716,100	896,400
<i>Subtotal - Equalization Aid</i>	38,328,500	41,577,300	44,620,800
<b>Operating State Aid</b>			
Operating Aid - Cochise	4,230,000	4,423,700	4,000,800
Operating Aid - Coconino	1,369,600	1,415,900	1,392,500
Operating Aid - Gila	155,300	151,400	149,700
Operating Aid - Graham	1,532,300	1,661,900	1,758,900
Operating Aid - Mohave	903,000	924,400	961,500
Operating Aid - Navajo	1,393,400	1,346,100	1,375,600
Operating Aid - Pima	0	2,000,000	0
Operating Aid - Pinal	818,200	1,090,900	1,032,900
Operating Aid - Yavapai	300,400	373,000	371,300
Operating Aid - Yuma/La Paz	1,898,200	2,260,700	2,262,400
<i>Subtotal - Operating Aid</i>	12,600,400	15,648,000	13,305,600
<b>STEM Aid</b>			
STEM Aid - Cochise	895,200	954,700	833,400
STEM Aid - Coconino	293,800	309,500	300,700
STEM Aid - Gila	91,900	88,700	88,100
STEM Aid - Graham	361,500	409,700	446,300
STEM Aid - Maricopa	8,584,900	7,927,600	8,073,700
STEM Aid - Mohave	373,800	378,600	392,600
STEM Aid - Navajo	283,600	262,500	273,600
STEM Aid - Pima	1,776,600	1,769,000	1,768,900
STEM Aid - Pinal	551,100	656,700	634,800
STEM Aid - Santa Cruz	21,800	21,200	41,800
STEM Aid - Yavapai	611,100	637,200	636,600
STEM Aid - Yuma/La Paz	877,500	777,700	778,200
<i>Subtotal - STEM Aid</i>	14,722,800	14,193,100	14,268,700
<b>Rural Aid</b>			
Rural Aid - Cochise	5,267,500	5,769,700	2,999,100
Rural Aid - Coconino	1,343,400	1,520,600	892,800
Rural Aid - Gila	421,800	439,500	258,000
Rural Aid - Graham	1,633,200	1,917,800	1,239,300
Rural Aid - Mohave	1,714,400	1,866,800	1,149,000
Rural Aid - Navajo	1,305,600	1,322,400	815,000
Rural Aid - Pinal	2,476,600	3,110,400	1,794,100
Rural Aid - Santa Cruz	97,800	97,000	113,800
Rural Aid - Yavapai	2,782,200	3,084,400	1,833,600
Rural Aid - Yuma/La Paz	3,957,500	4,871,400	2,905,300
<i>Subtotal - Rural Aid</i>	21,000,000	24,000,000	14,000,000
<b>Additional Rural Aid</b>			
Rural County Allocation	4,582,000	5,722,300	5,722,300 <sup>1/</sup>
Rural County Reimbursement Subsidy	1,082,900	1,082,900	1,082,900 <sup>2/</sup>
<i>Subtotal - Additional Rural Aid</i>	5,664,900	6,805,200	6,805,200
<b>Tribal Aid</b>			
Tribal Community Colleges	1,372,200	1,372,200	1,372,200 <sup>3/</sup>
Dine College Capital Improvements	0	10,000,000	0
Dine College Remedial Education	1,000,000	1,000,000	1,000,000 <sup>4/</sup>
Dine College Student Center	8,000,000	0	0

	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 BASELINE
Navajo Technical University Laboratory	4,000,000	0	0
San Carlos Apache College Remedial Education	0	2,000,000	0
Tohono O'odham Community College Remedial Education	0	2,000,000	0
<i>Subtotal – Tribal Aid</i>	14,372,200	16,372,200	2,372,200
<b>Workforce Development Aid</b>			
Additional Gila Workforce Development Aid	200,000	200,000	200,000
Arizona Western College CTE Workforce	0	15,000,000	0
Santa Cruz Provisional Community College Funding	0	200,000	0
<i>Subtotal – Workforce Development Aid</i>	200,000	15,400,000	200,000
<b>Capital Aid</b>			
Cochise First Responders Academy	6,250,000	0	0
<b>AGENCY TOTAL</b>	<b>113,138,800</b>	<b>133,995,800</b>	<b>95,572,500 <sup>5/</sup></b>
<b>FUND SOURCES</b>			
General Fund	113,138,800	133,995,800	95,572,500
<b>SUBTOTAL - Appropriated Funds</b>	<b>113,138,800</b>	<b>133,995,800</b>	<b>95,572,500</b>
Other Non-Appropriated Funds	84,489,700	89,692,200	89,692,200
<b>TOTAL - ALL SOURCES</b>	<b>197,628,500</b>	<b>223,688,000</b>	<b>185,264,700</b>

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

**FOOTNOTES**

- 1/ A.R.S. § 15-1469.01 provides that the General Fund will pay the initial cost of students attending community colleges who are from counties that are not part of an established community college district, and then the state will withhold these counties’ sales tax revenues to offset that cost. In FY 2025, that amount is estimated to be \$5,722,300. Because this appropriation is in permanent statute, it is not included in the General Appropriation Act.
- 2/ Of the \$1,082,900 appropriated to the rural county reimbursement subsidy line item, Apache county receives \$699,300 and Greenlee county receives \$383,600. (General Appropriation Act footnote)
- 3/ A.R.S. § 42-5031.01 directs the State Treasurer to annually transmit to the tribal colleges 10% of Transaction Privilege Tax (TPT) revenues collected from sources located on the reservation, or \$1,750,000, whichever is less, as well as 5% of TPT revenues collected on the reservation, or \$875,000, whichever is less, to a technical college on the same reservation. Because this appropriation is in permanent statute, it is not included in the General Appropriation Act.
- 4/ On or before October 15, 2025, 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 2024-2025 academic year. (General Appropriation Act footnote)
- 5/ General Appropriation Act funds are appropriated as District-by-District Special Line Items.

**Equalization Aid**

The Baseline includes \$44,620,800 from the General Fund in FY 2025 for Equalization Aid. Adjustments are as follows:

**Property Value Changes**

The Baseline includes an increase of \$3,043,500 from the General Fund in FY 2025 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 2025 Equalization Funding Changes**

District	FY 2024	Year-over-Year Change	FY 2025
Cochise	\$ 9,759,600	\$816,200	10,575,800
Graham	19,912,000	1,220,400	21,132,400
Navajo	11,189,600	826,600	12,016,200
Yuma/La Paz	716,100	180,300	896,400
<b>Total</b>	<b>\$41,577,300</b>	<b>\$3,043,500</b>	<b>\$44,620,800</b>

*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 6.4% higher in TY 2023 than in the preceding year. Therefore, for the FY 2025 Equalization Aid formula calculation, the minimum assessed valuation increased 6.4% to approximately \$1.85 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.

In any one year a district’s equalization assistance will depend on 1) whether the district falls below the minimum threshold (\$1.85 billion in FY 2025), 2) whether

**Table 2**  
**Equalization Growth Factor for Tax Years (TY) 2022-2023**

District	TY 2022 Primary AV	TY 2023 Primary AV	TY 2022-2023 % Growth
Cochise*	\$ 1,023,219,900	\$ 1,074,552,900	5.0 %
Graham*	282,173,500	303,998,800	7.7 %
Navajo*	918,845,900	969,413,100	5.5 %
Yuma/La Paz*	1,683,333,600	1,781,073,400	5.8 %
Coconino	2,077,032,200	2,171,931,000	4.6 %
Mohave	2,298,472,300	2,427,679,000	5.6 %
Pinal	3,118,901,200	3,390,905,700	8.7 %
Yavapai	3,333,228,500	3,556,683,100	6.7 %
<b>Total <sup>1/</sup></b>	<b>\$14,735,207,100</b>	<b>\$15,676,236,900</b>	<b>6.4 %</b>
<b>Minimum AV</b>	<b>\$1,735,602,600</b>	<b>\$1,846,507,600</b>	<b>6.4 %</b>

<sup>1/</sup> May not add to total due to rounding.  
\* These districts qualify to receive Equalization Aid under the state funding formula in FY 2025 since they fall below the minimum assessed value threshold of \$1.85 billion.

the district’s dollar change in assessed value was less than the rural districts’ average change, and 3) the applicable tax rate.

**Operating State Aid**

The Baseline includes \$13,305,600 from the General Fund in FY 2025 for Operating State Aid. Adjustments are as follows:

**Enrollment Changes**

The Baseline includes a decrease of \$(342,400) from the General Fund in FY 2025 to fund the statutory formula for Operating State Aid.

This amount funds statutory formula costs for a (475), or (1.9)% decrease in Full Time Student Equivalent (FTSE) students in rural community colleges (see Table 3). The (475) net FTSE decrease consists of a (557) FTSE decrease in non-dual enrollment students and an 82 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.

**Remove One-Time Pima Operating Aid**

The Baseline includes a decrease of \$(2,000,000) from the General Fund in FY 2025 for the elimination of one-time Pima Community College District operating aid. This appropriation was not based on the statutory formula.

*Background* – With the exception of Maricopa and Pima, the Operating State Aid line items provide each community college district with funds for continuing

**Table 3**  
**Community College Enrollment**

	FY 2022 FTSE	FY 2023 FTSE	Percentage Change
<b>Rural Districts</b>			
Cochise	5,999	5,244	(12.6)%
Coconino	1,581	1,561	(1.3)%
Gila	457	451	(1.3)%
Graham	1,994	2,167	8.7%
Mohave	1,941	2,009	3.5%
Navajo	1,375	1,425	3.6%
Pinal	3,234	3,137	(3.0)%
Santa Cruz	101	199	97%
Yavapai	3,207	3,206	0.0%
Yuma/La Paz	5,065	5,080	0.3%
<i>Subtotal</i>	<i>24,954</i>	<i>24,479</i>	<i>(1.9)%</i>
<b>Urban Districts</b>			
Maricopa	52,588	53,964	2.6%
Pima	11,462	11,568	0.9%
<b>Total</b>	<b>89,004</b>	<b>90,011</b>	<b>1.1%</b>



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 2025, the last actual FTSE data was from FY 2023.)

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

**STEM and Workforce Programs State Aid**

The Baseline includes \$14,268,700 from the General Fund in FY 2025 for Science, Technology, Engineering and Mathematics (STEM) and Workforce Programs State Aid. Adjustments are as follows:

**Enrollment Changes**

The Baseline includes an increase of \$75,600 from the General Fund in FY 2025 to fund increased formula costs for STEM and Workforce Programs State Aid. This increase is the result of a net growth in enrollment in FY 2023.

*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 FY 2025 Baseline continues to suspend the inflation adjustment required by statute and provides \$210 per FTSE for districts with 5,000 or less FTSE and \$160 per FTSE for districts with greater than 5,000 FTSE.

**Rural Aid**

The Baseline includes \$14,000,000 from the General Fund in FY 2025 for Rural Aid. Adjustments are as follows:

**Remove One-Time Rural Aid**

The Baseline includes a decrease of \$(10,000,000) from the General Fund in FY 2025 for the elimination of one-time aid to the 10 rural community college districts.

This funding is allocated to the 10 rural community college districts based on each district's share of actual FY 2023 enrollment.

**Additional Rural Aid**

**Rural County Allocation**

The Baseline includes \$5,722,300 from the General Fund in FY 2025 for Rural County Allocation. These amounts are unchanged from FY 2024.

*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. In practice, this provision affects Apache and Greenlee Counties. A.R.S. § 15-1469.01 provides that the General Fund will pay the initial cost for these counties and that the state will then withhold these counties' Transaction Privilege Tax (TPT) revenues to offset a portion of that cost.

A.R.S. § 15-1469C prescribes the formula that calculates the amount that is owed by Apache and Greenlee Counties to the out of county community college districts. The formula is based on the number Apache and Greenlee students who attended school in an established community college district, as well as the average operating cost per student of that district. In calculating the TPT withholding for Apache and Greenlee Counties, however, the state only counts the average operating aid per student generated by the primary property tax levy. The difference between the average per student operating cost generated by primary property taxes and the average overall operating cost is effectively absorbed by the state General Fund.

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 2023, the JLBC Staff reported that the General Fund would pay a total \$5,722,300 in FY 2024, of which \$2,351,500 would be withheld from the two unestablished counties (\$1,794,100 for Apache and \$557,400 for Greenlee). After TPT revenue withholdings, the General Fund net cost was \$3,370,800.

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

**Rural County Reimbursement Subsidy**

The Baseline includes \$1,082,900 from the General Fund in FY 2025 for Rural County Reimbursement Subsidy. This amount is unchanged from FY 2024.

This line item partially offsets the remaining cost to counties that are not part of an established community college district. The funding is appropriated to Apache and Greenlee. The Baseline continues a General Appropriation Act footnote allocating these monies. Of the \$1,082,900 subsidy, \$699,300 is distributed to Apache and \$383,600 to Greenlee.

After the reimbursement subsidy, FY 2024 net costs were \$1,094,300 to Apache and \$173,800 to Greenlee.

**Tribal Aid**

**Tribal Community Colleges**

The Baseline includes \$1,372,200 from the General Fund in FY 2025 for Tribal Community Colleges. This amount is unchanged from FY 2024.

The FY 2024 budget assumed tribal community colleges would receive \$1,220,900 from the General Fund in FY 2023 and FY 2024 based on prior year TPT distributions. This included \$890,700 to the Navajo Nation and \$330,200 for Tohono O'odham Community College.

Based on FY 2023 actual distributions, the Baseline adjusts the assumption upward to \$1,372,200 in FY 2024 and FY 2025. This includes a distribution of \$923,700 to the Navajo Nation, comprised of \$615,800 for Diné College and \$307,900 for Navajo Technical College. The Baseline also assumes \$448,500 will be distributed to Tohono O'odham Community College.

As described below, each of these amounts will depend on actual FY 2025 TPT revenue collections and the FY 2025 appropriation will adjust automatically.

*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 2025 will depend on FY 2025 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.)

The monies received are used to support maintenance, renewal, and capital expenses on each college campus.

**Diné College Capital Improvements**

The Baseline includes no funding in FY 2025 for Diné College Capital Improvements. Adjustments are as follows:

**Remove One-Time Funding**

The Baseline includes a decrease of \$(10,000,000) from the General Fund in FY 2025 for the elimination of one-time Diné College Capital Improvement funding.

**Diné College Remedial Education**

The Baseline includes \$1,000,000 from the General Fund in FY 2025 for Diné College Remedial Education. This amount is unchanged from FY 2024.

This line item provides additional funding to Diné College to provide remedial education to help students prepare for college-level courses such as reading, writing and mathematics. In addition, the Baseline continues a General Appropriation Act footnote that requires the Diné College Board of Regents to submit a report that details the course completion rate for students who received remedial education during the 2024-2025 academic year to the JLBC, Governor's office, and legislative leaders on or before October 15, 2025.

**Tohono O'odham Community College Remedial Education**

The Baseline includes no funding in FY 2025 for Tohono O'odham Community College Remedial Education. Adjustments are as follows:

**Remove One-Time Funding**

The Baseline includes a decrease of \$(2,000,000) from the General Fund in FY 2025 for the elimination of one-time Tohono O'odham Community College Remedial Education funding.

The FY 2024 budget included a General Appropriation Act footnote that requires the Tohono O'odham Community College Board of Trustees to submit a report that details the course completion rate for students who received remedial education during the 2023-2024 academic year to the JLBC, Governor's office, and legislative leaders on or before October 15, 2024.

**San Carlos Apache College Remedial Education**

The Baseline includes no funding in FY 2025 for San Carlos Apache Community College Remedial Education. Adjustments are as follows:

**Remove One-Time Funding**

The Baseline includes a decrease of \$(2,000,000) from the General Fund in FY 2025 for the elimination of one-time San Carlos Apache College Remedial Education funding.

The FY 2024 budget included a General Appropriation Act footnote that requires the San Carlos Apache College Board of Regents to submit a report that details the course completion rate for students who received remedial education during the 2023-2024 academic year to the JLBC, Governor's office, and legislative leaders on or before October 15, 2024.

**Workforce Development Aid**

**Arizona Western College CTE Workforce**

The Baseline includes no funding in FY 2025 for Arizona Western College CTE Workforce. Adjustments are as follows:

**Remove One-Time Funding**

The Baseline includes a decrease of \$(15,000,000) from the General Fund in FY 2025 for the elimination of one-time Career Technical Education (CTE) Workforce program funding at Arizona Western College.

**Additional Gila Workforce Development Aid**

The Baseline includes \$200,000 from the General Fund in FY 2025 for Additional Gila Workforce Development Aid. This amount is unchanged from FY 2024.

*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).

**Santa Cruz Provisional Community College Funding**

The Baseline includes no funding in FY 2025 for Santa Cruz Provisional Community College Funding. Adjustments are as follows:

**Remove One-Time Funding**

The Baseline includes a decrease of \$(200,000) from the General Fund in FY 2025 for the elimination of one-time Santa Cruz Provisional Community College funding.

**Other Issues**

**Statutory Changes**

The Baseline would:

- As session law, continues to suspend the Operating State Aid funding at levels specified in the General Appropriation Act, which effectively means suspending the formula in FY 2025 for only Maricopa and Pima Counties.
- As session law, continues to set the Science, Technology, Engineering and Mathematics and Workforce Programs district funding at levels specified in the General Appropriation Act, which effectively means suspending the inflation adjustment in FY 2025 for all community college districts.

**Long-Term Budget Impacts**

As part of the Baseline's 3-year spending plan, Community College General Fund costs are projected to increase by \$3,022,700 in FY 2026 above FY 2025 and increase by \$3,311,600 in FY 2027 above FY 2026. 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 2026 and FY 2027).

**Table 4**

**Total Estimated Community College Revenues – FY 2024 <sup>1/</sup>**

District	State Aid <sup>2/</sup>	Tuition/Fees	Property			FY 2024	FY 2023	% Change from FY 2022
			Taxes	Grants	Other <sup>3/</sup>	Total <sup>4/</sup>	Total <sup>5/</sup>	
Cochise	\$19,953,000	\$9,482,700	\$25,920,400	\$34,594,200	\$1,601,400	\$91,551,700	\$76,580,200	19.6%
Coconino	2,936,500	6,918,700	13,153,200	8,963,700	1,096,300	33,068,400	28,988,500	14.1%
Gila <sup>6/</sup>	590,900	0	5,843,200	615,400	355,000	7,404,500	6,840,200	8.2%
Graham	23,491,700	8,121,000	7,918,300	12,948,100	5,756,000	58,235,100	66,376,900	(12.3)%
Maricopa	0	209,884,300	623,177,700	208,529,100	24,686,200	1,066,277,300	1,084,103,100	(1.6)%
Mohave	2,791,200	9,591,900	28,030,000	17,721,200	445,400	58,579,700	50,546,900	15.9%
Navajo	13,858,100	3,800,000	16,999,600	6,457,800	3,879,500	44,995,000	47,146,600	(4.6)%
Pima	2,000,000	43,260,000	136,301,500	78,455,000	11,471,500	271,488,000	260,006,800	4.4%
Pinal	4,201,300	8,351,000	65,105,400	19,292,900	4,110,000	101,060,600	97,222,900	3.9%
Santa Cruz <sup>6/</sup>	97,000	800	1,778,100	274,800	25,900	2,176,600	2,104,200	3.4%
Yavapai	3,457,400	12,896,000	53,649,000	17,542,800	6,290,200	93,835,400	84,568,900	11.0%
Yuma/La Paz	<u>7,848,200</u>	<u>13,695,000</u>	<u>42,286,200</u>	<u>50,520,000</u>	<u>4,120,200</u>	<u>118,469,600</u>	<u>97,228,700</u>	<u>21.8%</u>
<b>Total</b>	<b>\$81,225,300</b>	<b>\$326,001,400</b>	<b>\$1,020,162,600</b>	<b>\$455,915,000</b>	<b>\$63,837,600</b>	<b>\$1,947,141,900</b>	<b>\$1,901,713,900</b>	<b>2.4%</b>

- <sup>1/</sup> The data in this table was provided by the Arizona Community College Coordinating Council.
- <sup>2/</sup> State Aid revenue includes Operating State Aid and Equalization Aid.
- <sup>3/</sup> Includes auxiliary programs, interest income, workforce development funds, and transfers.
- <sup>4/</sup> Total revenues do not include bond proceeds or district fund balances. Including these amounts, total revenues are estimated to be \$2,175,730,400 for FY 2024.
- <sup>5/</sup> Total revenues do not include bond proceeds or district fund balances. Including these amounts, total revenues are \$1,901,713,800 for FY 2023.
- <sup>6/</sup> 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.

- An increase of \$3,022,700 for Equalization Aid in FY 2026 above FY 2025 and \$3,311,600 in FY 2027 above FY 2026. These estimates assume total Net Assessed Value (NAV) growth of 6.0% in FY 2025 and 6.2% FY 2026.

determines its primary and secondary property tax rates. (See *Table 5* for a summary of TY 2023 property tax rates.)

**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 4.2% of their revenues (excluding bond proceeds) from state aid.

For FY 2024, base operating revenues from all sources are estimated to be \$1,947,141,900 (See *Table 4* for a summary of FY 2024 total revenue estimates.)

Property taxes are the single largest revenue source for the community colleges, accounting for 52.4% 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 2023**

District	Primary Rate	Secondary Rate	Combined Rate	% Change Combined Rate from TY 2022
Cochise	\$2.43	\$0.00	\$2.43	0.0%
Coconino	0.61	0.00	0.61	17.3%
Gila	0.92	0.00	0.92	(2.1)%
Graham	2.60	0.00	2.60	(4.1)%
Maricopa	1.08	0.06	1.14	(4.2)%
Mohave	1.15	0.00	1.15	(3.4)%
Navajo	1.75	0.00	1.75	0.0%
Pima	1.28	0.00	1.28	(0.8)%
Pinal	1.78	0.14	1.92	(6.8)%
Santa Cruz	0.43	0.00	0.43	(4.4)%
Yavapai	1.51	0.00	1.51	0.7%
Yuma/La Paz	2.07	0.30	2.37	(2.1)%

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 16.7% of total revenues. Tuition and fees are assessed on a per credit hour basis. FY 2024 weighted average tuition (weighted for each district's proportion of the statewide FTSE count) is \$ 2,708 if a full-time student attends for 30 hours a year. The FY 2024 amount represents an increase of 6.5% from FY 2023. (See Table 6 for FY 2024 resident tuition and fee rates.)

Community colleges also receive grants and "other" revenue from a variety of sources. Combined, they account for approximately 26.7% of community college revenues.

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

<b>District</b>	<b>Average Cost Per Credit Hour</b>	<b>Annual Cost <sup>1/</sup></b>	<b>% Change from FY 2023</b>
Cochise	\$93	\$2,790	17.7%
Coconino	136	4,068	0.0%
Gila	98	2,940	5.4%
Graham	98	2,940	5.4%
Maricopa	97	2,910	14.1%
Mohave	81	2,430	0.0%
Navajo	91	2,730	7.1%
Pima	92	2,760	3.4%
Pinal	75	2,250	50.0%
Santa Cruz	46	1,380	5.7%
Yavapai	83	2,472	5.1%
Yuma/La Paz	<u>94</u>	<u>2,820</u>	<u>2.2%</u>
<b>Average</b>	<b>\$90</b>	<b>\$2,708</b>	<b>9.7%</b>

<sup>1/</sup> Annual cost is for 30 hours a year, or 15 hours per semester.

**Total Community College Expenditures**

Table 7 shows total budgeted FY 2024 community college expenditures. In FY 2024, total budgeted expenditures are \$2,283,941,800. As mentioned previously, base operating revenues for FY 2024 are \$1,947,141,900, however, this figure does not include allocated fund balances or bond proceeds. Including these amounts, total available revenues are \$2,175,730,400. Of the total \$2,283,941,800 in budgeted expenditures, \$1,816,810,400, or 79.5%, of these expenditures are from the community colleges' General and Restricted Funds. This includes \$556,591,500, or 24.4%, for instruction and \$305,939,200, or 13.4%, for institutional support.

Expenditures for auxiliary enterprises, including revenue-generating retail and business services such as parking

<b>General/Restricted Funds</b>	<b>Total</b>	<b>% of Total</b>
Instruction	\$ 556,591,500	24.4%
Public Service	117,147,000	5.1%
Academic Support	187,631,500	8.2%
Student Services	351,407,100	15.4%
Institutional Support	305,939,200	13.4%
Operation & Maintenance	73,875,200	3.2%
Scholarships & Grants	156,107,400	6.8%
Contingency	<u>68,111,400</u>	<u>3.0%</u>
<b>Subtotal <sup>1/</sup></b>	<b>\$1,816,810,400</b>	<b>79.5%</b>
Auxiliary Enterprises Fund	\$ 78,918,900	3.5%
Plant Fund	307,262,500	13.5%
Debt Service	<u>80,950,000</u>	<u>3.5%</u>
<b>Total <sup>1/</sup></b>	<b>\$2,283,941,800</b>	<b>100%</b>

<sup>1/</sup> May not add to subtotal and total due to rounding.

lots, bookstores, and food service, are \$78,918,900 or 3.5% of the total. Plant Fund expenditures, which generally include capital costs, are \$307,262,500, or 13.5% of the total. The remaining \$80,950,000, or 3.5%, is for debt service.

**Community College Expenditure Limitations**

The Arizona Constitution requires the Economic Estimates Commission to calculate the expenditure 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.

As part of the annual budget submission process, the community college districts calculate their expenditures for the current year. These figures are then audited by the Auditor General after the end of each fiscal year. Table 8 includes the FY 2024 expenditure limits and the estimated expenditures reported by the districts. Of the 12 districts, 8 currently estimate that they will be at the limit in FY 2024.

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 operating state aid withheld, based on the percentage of the excess expenditure:



**Table 8****Community College Expenditure Limits – FY 2024**

<u>District</u>	<u>Expenditure Limit</u>	<u>Estimated Expenditures</u>
Cochise	\$73,550,812	\$67,378,021
Coconino	17,110,159	17,110,159
Gila*	5,076,198	32,295,239
Graham	33,994,988	33,994,988
Maricopa	476,167,690	476,167,690
Mohave	26,196,489	26,196,489
Navajo	15,470,441	15,470,441
Pima	140,472,699	140,472,699
Pinal	44,910,384	44,910,384
Santa Cruz*	1,812,166	1,810,749
Yavapai	51,167,433	51,167,433
Yuma/La Paz	60,908,539	53,111,277

\* Indicates provisional community college district

- 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.

<b>SUMMARY OF FUNDS</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Estimate</b>
<b>Smart and Safe Arizona Fund (varies by account/A.R.S. § 36-2856)</b>		<b>Non-Appropriated</b>
<b>Source of Revenue:</b> The fund receives revenues from a 16.0% excise tax on the sale of recreational marijuana products and license and registration fees.		
<b>Purpose of Fund:</b> To pay costs incurred by state agencies to implement the provisions of Proposition 207, which legalized the adult use of recreational marijuana. After agencies pay administrative costs, the remaining funds are distributed 33.0% to community college districts, 31.4% to municipal police and fire departments, 25.4% to the Highway User Revenue Fund, 10.0% to the Justice Reinvestment Fund, and 0.2% to the Attorney General.		
<b>Funds Expended</b>	50,808,700	55,031,900
<b>Year-End Fund Balance</b>	0	0
<b>Tribal Assistance Fund (No Fund Number/A.R.S. § 42-5029)</b>		<b>Non-Appropriated</b>
<b>Source of Revenue:</b> A portion of the 0.6% education sales tax. The law directs each qualifying tribal community college to receive distributions in the same manner as the transfers to individual community college district workforce development accounts. A "qualifying Indian tribe" is an Indian tribe that owns, operates, and charters any community college located on its own reservation in this state.		
<b>Purpose of Fund:</b> To fund workforce development and job training activities at a community college owned, operated, or chartered by a qualifying Indian tribe.		
<b>Funds Expended</b>	1,274,600	1,292,700
<b>Year-End Fund Balance</b>	0	0
<b>Workforce Development Accounts (varies by account/A.R.S. § 15-1472)</b>		<b>Non-Appropriated</b>
<b>Source of Revenue:</b> Three percent of collections from the 0.6% education sales tax, after debt service on state school facilities revenue bonds has been paid. This funding was authorized by voter approval of Proposition 301 in the November 2000 General Election.		
<b>Purpose of Fund:</b> To fund workforce development and training activities at the community college districts.		
<b>Funds Expended</b>	32,406,400	33,367,600
<b>Year-End Fund Balance</b>	0	0

# Navajo County Community College District Governing Board Meeting Minutes

March 19, 2024 – 10:00 a.m.

Painted Desert Campus, Tiponi Community Center Board Room  
2251 East Navajo Boulevard, Holbrook, AZ 86025

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**Governing Board Member Present:** Ms. Kristine Laughter; Ms. Rosabel Sekayumtewa; Mr. Frank Lucero; Mr. Everett Robinson; Mr. Derrick Leslie.

**Governing Board Member Absent:**

**Others Present:** President Chato Hazelbaker; Vice President for Learning and Student Services (VPLSS) Michael Solomonson; Vice President for Administrative Services (VPAS) Maderia Ellison; Associate Vice President – Human Resources (AVPHR) Christine Schaefer; Director of Institutional Effectiveness Judy Yip-Reyes; Farah Bughio, Recording Secretary to the Board; Betsy Wilson; Justin White; Allison Landy; Josh Rogers; Colleen Marsh; Janalda Nash; Russell Kupfer; Norvita Charleston; Katie Matott; Deb Stuart; Robb Floco; Rebecca Hunt; Elizabeth McKey; Shandiin Deputee; Erin Pugh; LaTonya Motley; Amanda Sutter; Charles DiCarlo; Jeanette Hancock; Jeremy Raisor; Lia Keenan; Maria Jaquez; Melody Niesen; Michael Broyles; Natalie Kee; Pamela Dominguez; Ruth Zimmerman; Ryan Jones; Tabitha Stickel; Tamara Osborne; Wei Ma; Karen Baker

**Agenda Item 1: Call to Order and Pledge of Allegiance**

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

**Agenda Item 2: Adoption of Agenda**

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

**Agenda Item 3: Call for Public Comment**

Robb Floco addressed the Board and gave a presentation about creating an athletics program at Northland Pioneer College.

**Agenda Item 4: Discussion Items**

**4.A.1. Human Resources**

AVPHR Schaefer addressed the Board and expanded on the report provided in the packet.

No questions.



#### **4.A.2. Financial Position**

VPAS Ellison addressed the Board and expanded on the report provided in the packet.

No questions.

#### **4.A.3. NPC Student Government Association (SGA)**

No report.

#### **4.A.4. NPC Faculty Association**

LaTonya Motley, Faculty member, addressed the Board with a presentation on Artificial Intelligence in higher education.

Ms. Laughter asked how training would be rolled out to all corners of the District. Ms. Motley responded that she is still taking suggestions for training and implementation. Ms. Motley also stated that there will be an event taking place over the summer with regards to Artificial Intelligence and emerging technology that could potentially be opened to the community.

Ms. Motley requested further feedback from the Board. Ms. Laughter responded that there are organizations that are currently training individuals on Artificial Intelligence and that reaching out to members of the community that are familiar with this technology would be helpful.

#### **4.A.5. Classified & Administrative Staff Organization (CASO)**

No report.

#### **4.A.6. Northland Pioneer College (NPC) Friends and Family**

Betsy Wilson, Director of NPC Friends and Family, addressed the Board and presented the Arizona Gives Day (April 2<sup>nd</sup>) website, a place for donations to fund NPC scholarships.

Mr. Lucero asked if NPC Friends and Family qualified under the Arizona State Taxes one for one. Director Wilson responded that NPC Friends and Family did not qualify due to stringent criteria. Director Wilson further stated that all donations were tax deductible due to NPC Friends & Family's 501c status.

Ms. Laughter expressed her gratitude for NPC Friends and Family.

Ms. Sekayumtewa also expressed her gratitude and asked if Donors ask how their money is spent or whom it went too. Director Wilson responded that many of the Donors ask this question and that students who receive scholarships are required to write 'Thank You' letters. Director Wilson also stated that she responds to any inquiry from Donors as well as provides a bi-annual newsletter for Donors.

Ms. Sekayumtewa asked if Director Wilson ever holds fundraising or reception events for Donors. Director Wilson responded that due to the dispersed locations of Donors and students this is not possible.

Ms. Sekayumptewa shared a story of a student whose family had to make financial sacrifices for the student to attend college. Director Wilson responded that she encourages every one to inform students to apply for scholarships as there is enough funding to provide scholarships to those who apply.

Chair Robinson asked if it was better to donate to Arizona Gives Day in advance or on April 2. Director Wilson responded that in the past, NPC Friends and Family have competed for bonuses in early giving, however, it has not been as fruitful as the giving during the 24-hour event which will take place on Tuesday, April 2 this year.

#### ***4.A.7. Strategic Planning***

Betsy Wilson, Director of NPC Friends and Family and as Chair of Leadership Council, addressed the Board and gave an update on Leadership Council's Strategic Planning.

No questions.

#### ***4.A.8 Construction Report***

Justin White, Director of Facilities and Vehicles, addressed the Board and provided the report on construction projects at NPC.

President Hazelbaker added an update about minor construction projects that the Board may not be aware of due to the lack of need for Board approval.

#### ***4.A.9 Enterprise Resource Planning (ERP) Implementation Update***

No report.

#### ***4.A.10 Arizona Association of Community College Trustees (AACCT)***

Chair Robinson announced the ACCT All Trustee's Meeting in Phoenix on April 24, 2024. Chair Robinson reminded the Board that if three or more Board Members would be attending a Notice of Board Activity would need to be issued.

#### ***4.B. Primary Property Tax Levy & Rates***

VPAS Ellison addressed the Board and expanded on the report provided in the packet.

Mr. Lucero asked for clarification on the actual rate of increase being 4.4%. VPAS Ellison confirmed this was the actual rate of increase.

Chair Robinson asked if VPAS Ellison knew why the centrally assessed value increased so much this year. VPAS Ellison responded that she did not have the specifics as to why but did offer that the growth in state residents has an impact on utilities and other factors which are influential on the increase.

VPAS Ellison stated that this item would return during the April District Governing Board meeting as an action item.

#### ***4.C. 2024-2025 Introductory Budget Analysis***

VPAS Ellison addressed the Board and expanded on the report provided in the packet.

Ms. Laughter asked if equalization aid was affected by having two counties (Navajo and Apache) in the district. VPAS Ellison responded that while this had an impact there were other factors as well. VPAS Ellison elaborated on some of those factors.

Mr. Lucero asked how Eastern Arizona College was able to receive so much tax money. VPAS Ellison responded that she was not privy to that information. Chair Robinson added that agriculture was assessed at a lower rate in Graham County where Eastern Arizona College is located.

President Hazelbaker asked VPAS Ellison if there was a historical component that contributed, including the year a College was established. VPAS Ellison responded that historical tax values do have an impact but its mostly about current assessed valued.

VPAS Ellison suggested inviting an individual from the Department of Revenue to a future meeting to address questions the Board may have.

#### ***4.D. Belonging Committee***

Shandiin Deputee, Chair of the Belonging Subcommittee, and Dr. Tabitha Stickel, Associate Dean of College and Career Preparation, gave a presentation on the Belonging Subcommittee.

Ms. Laughter expressed her gratitude for the presentation and the establishment of the Belonging Subcommittee and shared that issues under the subcommittee's purview have been discussed at conferences at the National level.

Chair Robinson recessed for a break at 11:35am.

Chair Robinson reconvened at 11:46am.

#### **Agenda Item 5: President's Summary of Current Events**

President Hazelbaker addressed the Board and expanded upon the President's Summary of Current Events.

Ms. Sekayumptewa asked if the 30 students in the Behavioral Health program were NPC students. President Hazelbaker responded that they were NPC students spread across different campuses and that he could provide the numbers at each center if needed.

#### **Agenda Item 6: Consent Agenda**

- A. February 20, 2024 Board Meeting Minutes** (Farah Bughio)
- B. Program Modification** - Nursing Assistant Certificate of Proficiency. (Michael Broyles)
- C. Program Modification** - Administration of Justice Studies Program. (Michael Broyles)
- D. Program Modification** - Associate of Science. (Michael Broyles)

## **E. Board Policies 1402 through 1470**

Chair Robinson requested that item E be removed from the consent agenda due to needed revisions.

Chair Robinson called for a motion to approve all items, except item E, on the Consent Agenda.

*Mr. Lucero made a motion to approve items A-D. Ms. Laughter seconded the motion. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Leslie, Ms. Laughter, Ms. Sekayumptewa and Chair Robinson voting in favor. There were no votes against.*

Chair Robinson reviewed the needed revisions for Policies 1402 – 1470.

Mr. Lucero asked if it was necessary to have an individual's name on the document instead of just a Title. Chair Robinson confirmed that the name of the individual holding that position was required.

*Mr. Lucero made a motion to approve Policies 1402-1470 as amended. Ms. Laughter seconded the motion. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Leslie, Ms. Laughter, Ms. Sekayumptewa and Chair Robinson voting in favor. There were no votes against.*

## **Agenda Item 7: For Discussion and Possible Action**

### **7.A. Old Business**

*None.*

### **7.B. New Business**

#### **7.B.1. Request to Accept 2024-25 Salary & Wage Recommendation**

President Hazelbaker addressed the Board and expanded on the request to approve the Salary and Wage Recommendation.

Mr. Lucero asked if the changes will help individuals making less than \$50,000 a year. President Hazelbaker responded yes and briefly reviewed the employees that would be affected by this recommendation.

*Mr. Lucero made a motion to approve the 2024-2025 Salary and Wage Recommendation as presented. Mr. Leslie seconded the motion. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Leslie, Ms. Laughter, Ms. Sekayumptewa and Chair Robinson voting in favor. There were no votes against.*

#### **7.B.2. 2026-2027 Academic Calendar**

Wei Ma, Dean of Instructional Innovation, addressed the Board and expanded on the request to approve the 2026-2027 Academic Calendar.

No questions.

*Ms. Laughter made a motion to approve the 2026-2027 Academic Calendar. Ms. Sekayumptewa seconded the motion. **The motion carried upon a roll-call vote with Mr. Lucero, Mr. Leslie, Ms. Laughter, Ms. Sekayumptewa and Chair Robinson voting in favor. There were no votes against.***

### **7.B.3. Request to Approve Purchase of Laptops**

Deb Stuart, Director of Technical Services, addressed the Board and expanded on the request to purchase laptops.

Mr. Lucero asked if purchases of laptops was done on a cycle. Director Stuart responded that this was done in January of last year.

Mr. Lucero asked if this was another group of computers. Director Stuart responded, yes.

*Mr. Lucero made a motion to approve the purchase of laptops as presented. Ms. Laughter seconded the motion. **The motion carried upon a roll-call vote with Mr. Lucero, Mr. Leslie, Ms. Laughter, Ms. Sekayumptewa and Chair Robinson voting in favor. There were no votes against.***

### **7.B.4. Request to Approve 2024-2026 Course and General Fees**

VPAS Ellison addressed the Board and expanded on the request to approve the 2024-2026 course fees and general fees.

Mr. Lucero asked if most of changes weren't very big. VPAS Ellison responded that was correct.

*Mr. Lucero made a motion to approve the Course and General Fees. Ms. Laughter seconded the motion. **The motion carried upon a roll-call vote with Mr. Lucero, Mr. Leslie, Ms. Laughter, Ms. Sekayumptewa and Chair Robinson voting in favor. There were no votes against.***

## **Agenda Item 8: DGB Agenda Items and Informational Needs for Future Meetings.**

No report.

Ms. Sekayumptewa asked if the Strategic Planning work session was the time for discussion on things Ms. Sekayumptewa felt needed adjustment. President Hazelbaker responded that the work session would be a good time for that.

## **Agenda Item 9: Board Report/Summary of Current and Upcoming Events**

Chair Robinson announced the community items in the next month.

## **Agenda Item 10: Announcement of Next Regular Meeting**

April 16, 2024

**Agenda Item 11: Adjournment**

*The meeting was adjourned at 12:24 p.m. upon a motion by Ms. Laughter and a second by Ms. Sekayumtewa. The motion carried upon a roll-call vote with Ms. Laughter, Ms. Sekayumtewa, Mr. Lucero, Mr. Leslie and Chair Robinson voting in favor. There were no votes against.*

Respectfully submitted,



Farah Bughio  
Recording Secretary to the Board

Draft

# Navajo County Community College District Governing Board Work Session Minutes

March 19, 2024 – 12:40 p.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

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**Governing Board Member Present:** Ms. Kristine Laughter; Mr. Frank Lucero; Mr. Everett Robinson; Mr. Derrick Leslie; Ms. Rosabel Sekayumtewa.

**Governing Board Member Absent:**

**Others Present:** President Chato Hazelbaker; Farah Bughio; Director Betsy Wilson; Director Judy Yip-Reyes.

## **Agenda Item 1: Call to Order**

Chair Robinson called the meeting to order at 12:40 p.m.

## **Agenda Item 2: Adoption of Agenda**

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

## **Agenda Item 3: Discussion**

### **3.A. Strategic Plan 2025-2030**

President Hazelbaker gave an introduction to the 2025-2030 Strategic Plan and the desire for community feedback in creating this plan.

Director Wilson moderated while Director Yip-Reyes took notes.

Director Wilson explained the need for feedback from the community which will be sought through a series of predetermined questions decided upon by the Leadership Council.

Director Wilson asked, ‘how familiar are you with the college?’

Ms. Laughter responded that she was a student and has been familiar with the college for 35 or 37 years. She stated that she became even more familiar with the college as a Board Member.

Chair Robinson responded that he was also an Alumnus of NPC, as well as a former employee for 25 plus years.

Ms. Sekayumtewa responded that she was a previous employee of NPC in different roles. She stated that it has been awhile and needs an update.



Mr. Lucero responded that he was present when the college was voted on and has seen a lot of changes. He expressed his concern in the follow through of plans and moving programs and courses to Show Low.

Mr. Leslie responded that he is more familiar with the financial aid section of the college due to his former role.

Director Wilson asked, ‘what do you think the role of community colleges are in the community’?

Ms. Sekayumptewa responded that community colleges are important for creating a strong foundation in workforce in order to build community infrastructure. Ms. Sekayumptewa further expressed that not all students want to go to college, some would like to start careers and community colleges are important for this.

Ms. Laughter responded that she saw community colleges as stepping stones to higher education in providing a pathway to four-year universities all the way to Ph.D. programs.

Mr. Leslie responded that he saw community colleges as important to the community in three different ways. He stated that the first was empowering community members to reach their level of sufficiency. He stated that the second was impacting the community in terms of jobs and economic growth. Mr. Leslie stated that the third was to help students achieve their educational goals whether obtaining certificates or planning to transition to a four-year college.

Mr. Lucero responded that he has only seen the community college system in one other country where the focus was learning a technical trade. Mr. Lucero stated that there was a need for community colleges to offer more technical training at more campuses and centers.

Ms. Laughter shared a story about her daughter’s input regarding her high school only preparing students for manufacturing jobs and not for higher education. Ms. Laughter stated that NPC needs to provide the support for students who want to go to college but aren’t receiving the assistance to do so in high school. She further stated the importance of different academic advisors to help guide students.

Director Wilson clarified that Ms. Laughter was suggesting that the role of community colleges was to help students choose a direction and then help support them. Ms. Laughter responded that students need to know that they can come to advisors and that there are many options, not just one path, available to them.

Ms. Sekayumptewa stated that there was a real need for healthcare providers on reservations. She shared there is a village in Alaska that did not have dental care and that a program was created to train individuals from this village to be dental therapists to assist in this need. Ms. Sekayumptewa continued that while there are new healthcare facilities being built on reservations there is a lack of trained staff to assist with healthcare needs. She emphasized the need for dental assistance.

Director Wilson clarified that Ms. Sekayumtewa was suggesting that the role of community colleges was to serve as a catalyst of healthcare and other needed training.

Ms. Sekayumtewa responded that she does believe this is the role of community colleges. Ms. Sekayumtewa further stated that there was not enough effort from the college in seeking out the needs of Tribal Nations when it came to educational offerings.

Ms. Laughter responded to Ms. Sekayumtewa that the Navajo Nation Human Resources division was conducting meetings with near-by colleges, including NPC, regarding the needs of the Tribe. This is partially in attempt to fill vacant positions and ensuring that individuals are properly trained for these positions while also building a workforce.

Chair Robinson responded that he saw community colleges as a bridge between secondary school and the workforce or universities. He further stated that the role of community colleges was to take students at whatever level they were and raise them up to their desired level of achievement and in doing so, encouraging life-long learning in individuals.

Director Wilson asked Chair Robinson how important he thought it was to assist students in reaching the pre-college level regardless of where they were. Chair Robinson responded that he thought it was very important and added that someone at a fifth-grade reading level may have a difficult time with any level of employment. Chair Robinson further stated that it was the role of community colleges to assist students who have otherwise been failed by the K-12 system.

Director Wilson asked, 'what are your priorities and what are the community priorities over the next 3 to 5 years and how does NPC fit into that'?

Ms. Sekayumtewa responded that she would like to see another center built in Dilkon or White Cone. She further stated the desire for residential housing for students who have excessive commutes to attend classes.

Director Wilson re-stated the question and asked if there were further responses.

Mr. Leslie responded that having short-term certificates programs was very important to assist students for the ever-changing landscape of industry and the workforce. He further stated that all communities want a safe and healthier community and that it was NPC's role to create and modify programs that allow students to obtain certificates to aid in this goal.

Director Wilson clarified that Mr. Leslie was speaking to preparation for change and the kinds of things that make communities safe and healthy. Mr. Leslie responded yes.

Ms. Laughter responded that her priorities for the college are advocating for students who are coming from first generation homes or homes in which no one has graduated from high school. She stated that these students should have assistance from the advisement stage all the way to graduation. Ms. Laughter also stated that she would like to see more courses around entrepreneurship. She stated that as far as the community, students should be supported

regardless of where they are in life or how old. She stated that economic development was also important, as was looking ahead to see how we can build and grow our communities. Ms. Laughter expressed the need for surveys with our students and community members.

Chair Robinson responded that NPC's sustainability was important. He noted the significant decrease in State aid and the increase in community burden for assisting with funding through taxes. Chair Robinson noted some issues including the need for major industry in the region, abiding by the State constitution to allow for higher education as freely as possible and still being able to fund the college. Chair Robinson noted the importance of working with different segments of the community and where NPC can offer assistance, including vacancies on the Navajo Nation. Chair Robinson further stated that communities need to tell NPC what the needs are and NPC needs to find ways to fill those needs.

Director Wilson asked Chair Robinson if he was suggesting bringing industry to the region that is not currently here to improve the tax base. Chair Robinson confirmed that was his suggestion.

Mr. Lucero responded that those who are from this area who leave to pursue higher education do not return. Director Wilson clarified that Mr. Lucero was suggesting a need to keep these individuals in the area. Mr. Lucero responded that it is hard to make a living in the area and the need for economic development.

Director Wilson asked, 'if there was a concept of driving economic development, as well as, supporting it'?

Ms. Sekayumtewa reiterated Mr. Lucero's point that the individuals who have higher degrees have all moved away. Ms. Sekayumtewa further stated that Holbrook has lost a lot of industry and that there needs to be regrowth in the area. Ms. Sekayumtewa asked if there was a culinary program as this could aid in regrowth. Chair Robinson responded that there use to be a culinary program at the Silver Creek Campus.

Derrick Leslie responded that listening to local business to align programs and assist the community in bringing in more jobs would be helpful. Mr. Leslie suggested that NPC might need a separate department of economic development.

Director Wilson asked 'what are NPC's strengths'?

Chair Robinson responded NPC employees. Director Wilson asked in what way. Chair Robinson responded that the employees are very dedicated, student focused, educated and motivated to be in this area.

Ms. Laughter responded that the size of the district and diversity of the people were a strength. Ms. Laughter added that local individuals should be trained for needed positions instead of seeking people to move here.

Director Wilson clarified that a rich cultural diversity, and ambitiously covering a large geographic area are strengths.

Mr. Lucero responded that dual enrollment in NAVIT was a strength. Mr. Lucero shared a story about an individual's success due to dual enrollment.

Mr. Leslie responded low tuition rates were a strength, as well as flexibility in allowing students to work while also going to school. Additionally, offering programs that allow students to enter the workforce faster and NPC's persistence with economic development are strengths.

Director Wilson asked, 'what are some areas that NPC can improve'?

Ms. Sekayumtewa responded that visibility is important, including outreach, education about what NPC offers.

Director Wilson asked where visibility was lacking. Ms. Sekayumtewa responded there was a need to educate parents about the different professions that could be started at NPC. Ms. Sekayumtewa shared her own story related to her response.

Director Wilson reiterated the responses from each Board Member.

Ms. Laughter shared her experience taking classes at NPC when she was younger. Ms. Laughter continued that it is important to show young local students the value of receiving education at NPC and staying locally instead of wanting to move away. Ms. Laughter continued that stories are very valuable in assisting students in this goal.

Ms. Sekayumtewa responded that seeking graduate students to tell their success story could aid in this.

Mr. Leslie addressed the third question and responded that one of his priorities is the legal and policy mandates of the state and accreditation. Mr. Leslie continued that the college having a proximity to home is a strength. Mr. Leslie stated that small class sizes were also a strength. Mr. Leslie said that NPC had limited options in terms of courses and that NPC needed to do a better job at personalizing the experience for students with an emphasis on staying local. Mr. Leslie continued that NPC needed to give regular updates to local government and stakeholders.

Chair Robinson responded that NPC is moving in the right direction in terms of economic development, noting the creation of a development office to help with coordination and taking grants, alternative finance and revenue sources. He continued that NPC was increasing outreach to students through early childhood.

Ms. Laughter responded that in addition to low tuition students should be encouraged to attend NPC due to the quality of education.

Director Wilson responded that she shares this aspect of quality of education with students. She then shared a personal story of attending community college.

Ms. Sekayumptewa expressed a desire to bring the athletics program back.

Mr. Lucero responded that advisors need to tailor programs so that students aren't taking unnecessary classes. Mr. Lucero continued that he would like to see the courses and programs spread out throughout the campuses and centers.

Director Wilson asked, 'are there groups within the community that NPC is not serving well'?

Mr. Lucero responded that he did not believe NPC was failing anyone but that K-12 was failing students.

Chair Robinson responded that getting seniors on campus would be helpful. Mr. Lucero said that his wife used to take lots of classes but stopped due to them all being offered in Show Low. Chair Robinson responded that many classes were dropped because the State was no longer funding them.

Ms. Laughter responded that expanding Kid's College at centers or creating a day camp would be a great way to inform parents of NPC and get younger people interested.

Mr. Leslie responded that he agreed with Ms. Laughter in getting parents involved and interested. Mr. Leslie continued that NPC needed to better target undecided students, which could be achieved through targeted marketing.

Ms. Sekayumptewa stated that she liked Ms. Laughter's idea. She continued by asking if empty buildings in more rural areas could serve as a location for Kid's College.

Director Wilson asked, 'what do you see as key priorities for NPC for the next 3-5 years'?

Ms. Sekayumptewa responded that recruitment needed to be a priority.

Mr. Lucero responded that sustainability was a priority for NPC. Director Wilson asked in what way. Mr. Lucero responded that he meant staying alive as a college. Director Wilson asked if he meant funding streams. Mr. Lucero responded, no, just monitoring so the college didn't end up in a financial hole. Mr. Lucero reiterated that courses needed to be offered at more NPC locations.

Mr. Lucero added that the problem with recruitment was that there wasn't housing for students and thus recruitment needed to stay relatively local. Director Wilson responded that it had been expressed by others that there were many local individuals who had not been reached.

Ms. Laughter shared a story of a young man from Phoenix who attended the nursing program in Winslow because of the quality of the program. Mr. Lucero responded that individuals from Flagstaff attend the nursing school in Winslow.

Ms. Sekayumptewa asked if the students in the NAVIT program were enrolled at NPC. Director Wilson responded that they were.

Ms. Sekayumptewa expressed the need for residential housing. Ms. Laughter responded that there is a need to ask and understand how and where students are living and how they get transportation to NPC campuses and centers for their classes.

Mr. Lucero shared a story about a friend with regards to living and commuting.

Chair Robinson responded that NPC needed to adjust programs to meet community needs.

Mr. Lucero asked if NPC had a basic wiring course.

Mr. Leslie responded that sustainable growth with the community in mind was a priority for the next 3-5 years.

Ms. Sekayumptewa suggested having mobile units for programs that could travel to different NPC locations. Chair Robinson responded that he had acquired information on mobile units for CTE programs while attending a conference. Chair Robinson included that NPC is looking into the possibility of mobile units for certain programs and has had this capability in the past.

Chair Robinson and Mr. Lucero had an exchange about the amount of cosmetology students in Show Low. President Hazelbaker clarified that there are plans for cosmetology in other locations.

Mr. Lucero asked if it was possible to rotate a program. President Hazelbaker responded that it was possible.

Director Wilson summed up some key points in the discussion.

Ms. Laughter suggested that NPC work with businesses to renovate empty buildings in Holbrook to help revitalize the area.

Mr. Leslie responded that there needs to be more emphasis on NPC being a neighbor to all areas within the district, which includes getting feedback on how NPC can help within these communities. Mr. Leslie then had to leave at 2:28 p.m. due to another engagement.

Ms. Sekayumptewa asked if NPC had reached out to Tribal and local communities to ask how NPC could be of assistance. Ms. Sekayumptewa brought up a planned solar farm in Indian Wells and seeing if NPC can partner with the company developing this solar farm to provide training.

President Hazelbaker responded that NPC had contact with the company and there may be an opportunity for NPC to be involved.

**Agenda Item 4: Adjournment**

*The meeting was adjourned at 2:33 p.m. upon a motion by Mr. Leslie and a second by Ms. Laughter. The motion carried upon a roll-call vote with Mr. Lucero, Chair Robinson and Ms. Sekayumptewa and Ms. Laughter voting in favor. There were no votes against.*

Respectfully submitted,



Farah Bughio  
Recording Secretary to the Board

DRAFT



# REQUEST TO APPROVE MODIFICATION OF THE BEHAVIORAL HEALTH PROGRAM

**Recommendation:** The Instructional Council (IC) recommends approval of modifications to the Behavioral Health (CP), Behavioral Health Technician (CAS), and Behavioral Health Studies (AAS)

**Summary:** The changes noted below aim to enhance program clarity, provide specialized training opportunities, and align offerings with community needs. Opportunities for students will be expanded through new electives, specialized clusters, and the addition of certification courses. The integration of existing college offerings will strengthen the program's foundation, as well as support other college departments.

# Behavioral Health Studies (BHS)

## Certificate of Proficiency (CP) & Certificate of Applied Science CAS

NPC's behavioral health program prepares students to work directly in areas of mental health treatment, **social work**, early childhood mental health, developmental disabilities, behavioral training programs, substance abuse treatment, and community education. Students learn how to work in a care-team facilitating behavioral health treatment, among other skills related to assessment, treatment planning, psychoeducation, case management, and cultural competence. Students will also be required to take courses related to self-care, stress resiliency, and crisis management to increase their ability to successfully navigate the specific challenges of this field.

Certification opportunities from state and third-party organizations will be available at the CAS level. The AAS level also prepares students for certain occupational standards that require a minimum of an AAS (or 60 college level credits) and is designed to provide students with further experiential learning.

### Program Requirements

Students are required to have active First Aid and CPR Certification. NPC offers a half-credit course, EMT 104, for certification or students can demonstrate their certification through other training.

### Certifications & Training

The CAS program requires students **Students will have the opportunity to achieve training and certifications in Article 9, Mental Health First Aid, Psychological First Aid, and Article 9. Other certifications will be available depending on course from third-party organizations such as a Certified Mental Health Technician LivingWorks, the National Institute of Behavioral Medicine, and Arizona Trauma Institute and the Behavior Analyst Certification Board.** ) and provides the opportunity for certification in these areas. The AAS program also provides additional training for students who wish to pursue training in Applied Behavior Analysis as a Registered Behavioral Health Technician All programs require a CPR and First Aid Certification.

### Behavioral Health (CP) • 22 credits

PSY 101 Introduction to Psychology	3 credits
BHS 150 Behavioral Health Professions	3 credits
BHS 155 Professional Resiliency and Well Being	3 credits
BHS 160 Ethical Awareness	3 credits
BHS 165 Therapeutic Communication Skills	3 credits
<b>BHS 166 Treatment Planning &amp; Assessment</b>	<b>3 credits</b>
BHS 170 Case Management and Clinical Documentation	3 credits
<del>BHS 140 Treatment Planning &amp; Assessment</del>	<del>3 credits</del>
<del>BHS 198 Behavioral Health Internship</del>	<del>1 Credit</del>
<b>BHS 195 Internship I</b>	<b>1 credit</b>
PSY 101 Introduction to Psychology	3 credits

### Behavioral Health Technician (CAS) • 44 credits

*Complete the Behavioral Health CP listed above ..... 22 credits*

#### PLUS

**Communications** ..... 3 credits

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

**Mathematics**..... 3 credits

Select one of the following

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

MAT 152 Advanced Algebra.....3 credits

Or any **Mathematics** General Education course for which MAT 152 is a prerequisite (see page 66).

### Core Requirements..... 16 credits

<b>BHS 175 Trauma &amp; Crisis Management</b>	<b>3 credits</b>
BHS 185 Multicultural Competence	3 credits
BHS 205 Theories in Individual Therapy	3 credits
<b>BHS 210 De-escalation and Conflict Resolution</b>	<b>1 credit</b>
BHS 215 Theories in Group Therapy	3 credits
<del>BHS 175 Trauma &amp; Crisis Management</del>	<del>3 credits</del>
<del>BHS 200 Professional Skills and Certifications</del>	<del>3 credits</del>
<del>BHS 210 De-escalation and Conflict Resolution</del>	<del>1 credit</del>
<b>ECD 135 Survey of Child Development</b>	<b>3 credits</b>

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

# Behavioral Health Studies (BHS)

## Associate of Applied Science (AAS) Degree

### Job Opportunities

The need for behavioral health workers has been increasing and is projected to grow more as mental health disorders are becoming more common. Job opportunities that can stem from this training program range from mental health organizations and children’s behavioral programs to state and county positions. They can include:

- Behavioral Technician (Specialist/ Paraprofessional, Certified Mental Health Technician, Psychiatric Technician, Counselor Aide, Direct Care Provider)
- Residential Technician
- Support Coordinator
- Registered Behavioral Technician
- Substance Abuse Technician
- Direct Care Worker
- Family Advocate
- Rehabilitation Services Technician
- Parent/Community/Public Health Educator
- Victim Services
- Department of Child Services Case Aide
- Life Skills Aide/Paraprofessional
- Behavior Coach
- Crisis Advocate
- Case Manager

**Further Training and Education** This program is also designed to introduce students to fields such as substance abuse counseling, school counseling, ~~social work~~, psychological assessment, therapy and counseling, clinical psychology, special education and occupational therapy with the ability to pursue further education in these training areas with transferability to Arizona universities.

### Behavioral Health Studies (AAS) • 65 credits

*Complete the Behavioral Health Technician CAS..... 44 credits*

**PLUS**

**General Education Courses ..... 7 credits**

**Communications..... 3 credits**

ENL 109 Technical Writing ..... 3 credits  
 Any **Communications** General Education course **besides** ENL 101 will satisfy this requirement (see page 66).

**Discipline Studies ..... 4 credits**

**Physical and Biological Science ..... 4 credits**

BIO 160 Introduction to Human Anatomy and Physiology ..... 4 credits  
 Or any General Education **Physical and Biological Science** course listed on page 66.

**Core Requirements..... 5 credits**

BHS 198 Behavioral Health Internship ..... 2 credits

BHS 295 Internship II ..... 2 credits

PSY 270 Abnormal Psychology ..... 3 credits

PSY 240 Developmental Psychology ..... 3 credits

**OR** PSY 270 Abnormal Psychology ..... 3 credits

**Electives ..... 9 credits**

Choose 9 credits of electives from unduplicated courses.

**Psychology**

BHS 230 Trauma and Crisis Stabilization ..... 3 credits

PSY 240 Developmental Psychology (if not previously taken) ..... 3 credits

PSY 250 Social Psychology ..... 3 credits

PSY 270 Abnormal Psychology (if not previously taken) ..... 3 credits

**Social Work**

BHS 168 Introduction to Social Work ..... 3 credits

BHS 180 Child, Family, & Adult Advocacy ..... 3 credits

SOC 101 Introduction to Sociology ..... 3 credits

SOC 121 Social Problems ..... 3 credits

SOC 212 Sex and Gender in Society ..... 3 credits

SOC 215 Ethnicity and Race ..... 3 credits

SOC 225 Sociology of the Family ..... 3 credits

**Addiction and Substance Abuse**

BHS 178 Peer and Recovery Support Certification ..... 3 credits

BHS 206 Foundations of Chemical Dependency ..... 3 credits

BHS 207 Family Dynamics and Chemical Dependency ..... 3 credits

BHS 208 Biosystems/Pharmacology of Chemical Dependency ..... 3 credits

BHS 209 Drug Abuse in Our Society ..... 3 credits

**Family Support Specialization**

BHS 220 Applied Behavior Analysis ..... 3 credits

CFS 108 Observation and Assessment in Early Childhood ..... 1 credit

ECD 112 Enhancing Family and Community Engagement ..... 1 credit

ECD 223 Positive Behaviors Supports ..... 2 credits

ECD 252 Risk and Resiliency in Early Childhood ..... 3 credits

**Workshops in Skills and Certifications**

BHS 190 Mental Health Technician Certification ..... 1 credit

BHS 191 Division of Developmental Disability Trainings ..... 1 credit

<del>BHS 220 Applied Behavioral Analysis .....</del>	<del>3 credits</del>
<del>BHS 180 Child, Family, &amp; Adult Advocacy .....</del>	<del>3 credits</del>
<del>PSY 250 Social Psychology .....</del>	<del>3 credits</del>
<del>ECD 184 Early Social and Emotional Development.....</del>	<del>2 credits</del>
<del>HUS 111 Foundations of Chemical Dependency.....</del>	<del>3 credits</del>
<del>HUS 210 Family Dynamics and Chemical Dependency .....</del>	<del>3 credits</del>

## REQUEST TO APPROVE MODIFICATION OF THE MEDICAL ASSISTANT PROGRAM

**Recommendation:** The Instructional Council (IC) recommends approval of modifications to the Medical Assistant Certificate of Proficiency, Certificate of Applied Science, and Associate of Applied Science.

**Summary:** The Medical Assistant Department proposes changing the name of the Medical Assistant CP to the Clinical Assistant CP, adding a Phlebotomy Technician CP, and remapping prerequisite courses taken to obtain certificates and degrees, among other changes shown below.

The Medical Assistant Advisory Board and Community Partners (Summit) are requesting NPC changes the MDA prerequisite mapping and the CP degree, allowing students to enter the workforce sooner as they work towards their career pathway as a medical assistant. The below changes accommodate this request.

# Medical Assistant (MDA)

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## Certificate (CP & CAS) & AAS Degree Options

The Northland Pioneer College Medical Assistant program trains students for a career providing patient care and physician assistance in medical offices and clinics. Classes include front- and back-office theory and procedures, preparing students for national certification examination. A 160-hour internship is required. The NPC program meets or exceeds the Arizona State Board of Medical Examiners training requirements. You can be certain you are gaining the necessary knowledge to succeed in this rapidly growing field.

The Northland Pioneer College Phlebotomy Technician Certificate of Proficiency (CP) program prepares students for a career as healthcare professionals responsible for collection of patient specimens. At the end of the CP, students can sit for the NCPT Certification exam.

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

**Career Opportunities – Medical Assistants**

According to the U.S. Bureau of Labor Statistics, job opportunities for medical assistants who handle both administrative and clinical duties should be excellent through the 2024 decade 2032, particularly for those with formal training. The field is expected to grow 23 14% percent during this period as the health care industry expands due to technological advances combined with the growth and aging of the population.

**Career Opportunities – Phlebotomist**

According to the U.S. Bureau of Labor Statistics, job opportunities for phlebotomists include being employed in a variety of settings, including hospitals, medical and diagnostic laboratories, blood donor centers, and doctors’ offices; the field is expected to grow 8% percent between 2022 and 2032.

**Cost & Time for Completion**

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

You can access the current data online at [www.npc.edu/medical-assistant](http://www.npc.edu/medical-assistant).

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

**Medical ~~Clinical~~ Assistant (CP) • 4216 credits**

BUS 119 Medical Office Administrative Procedures.....	3 credits
<del>BUS 231</del> 127 Microsoft Office Level I .....	3 credits
BUS 183 Electronic Medical Records.....	3 credits
<del>HES 101 Basic Technical Mathematics</del>	
<del>OR</del> MAT 109 or higher .....	3 credits
HES 120 Law and Ethics of the Health Care Professional.....	3 credits
HES 145 Nutrition.....	3 credits
HES 170 Medical Terminology for Clinical Health Professionals.....	3 credits
HES 180 Basic Pharmacology.....	3 credits
HES 190 Human Body in Health and Disease.....	4 credits
MDA 124 Clinical Procedures I.....	5 credits
MDA 125 Clinical Procedures II.....	5 credits
MDA 126 Medical Assistant Externship.....	4 credits

**Phlebotomy Technician (CP) • 16 credits \*direct pathways to Phlebotomy certification**

BUS 183 Electronic Medical Records.....	3 credits
HES 102 Health Career Occupations .....	3 credits
HES 109 Phlebotomy .....	4 credits
HES 120 Law and Ethics of the Health Care Professional.....	3 credits
HES 170 Medical Terminology for Clinical Health Professionals.....	3 credits

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## Medical Assistant (CAS) • 45~~52~~ credits

<del>Complete the Medical Assistant CP</del> .....	<del>42 credits</del>
<b>Complete the Clinical Assistant CP</b> .....	<b>16 credits</b>
HES 102 Health Career Occupations.....	3 credits
HES 109 Phlebotomy.....	4 credits
HES 120 Law and Ethics of the Health Care Professional.....	3 credits
HES 145 Nutrition.....	3 credits
HES 180 Basic Pharmacology.....	3 credits
MDA 124 Clinical Procedures I.....	5 credits
MDA 125 Clinical Procedures II.....	5 credits
MDA 126 Medical Assistant Externship.....	4 credits

PLUS

### General Education Courses .....6 credits

<b>Communications</b> .....	<b>3 credits</b>
ENL 101 College Composition I.....	3 credits
<b>Mathematics</b> .....	<b>3 credits</b>
HES 101 Basic Technical Mathematics	
<u>OR</u> MAT 109 or higher.....	3 credits

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## Associate of Applied Science (AAS) • 64~~62~~ credits

Complete the Medical Assistant CAS.....45~~52~~ credits

### General Education Courses.....10~~3~~ credits

<b>Communications</b> .....	<b>3 credits</b>
Select any course under the Communications General Education Course Options (for AAS degrees) on page 66 <u>EXCEPT</u> for SPT 110 and SPT 120.	
<b>Discipline Studies</b> (Per the lists on page 66).....	<b>7 credits</b>
One course from the <b>Physical and Biological Sciences</b> list.....	4 credits
One course from either the <b>Arts and Humanities</b> or <b>Social and Behavioral Sciences</b> lists.....	3 credits

PLUS

### Additional Requirements.....9 credits

BUS 105 Techniques of Supervision.....	3 credits
BUS 114 Survey of Accounting.....	3 credits
BUS 122 Computerized Accounting with QuickBooks™.....	3 credits



## REQUEST TO APPROVE MODIFICATION OF THE SURGICAL TECHNOLOGY PROGRAM

**Recommendation:** The Instructional Council (IC) recommends approval of modifications to the Surgical Technology Certificate of Proficiency, Certificate of Applied Science, and Associate of Applied Science.

**Summary** The Surgical Technology Department proposes adding a CP and CAS to the SGT program and realigning courses taken in the program to comply with the recommendations, requirements, and guidelines of the accreditation agency in surgical technology.

Surgical technology is a specialty field with a workforce shortage nationwide. Education, accreditation, certification, and the official title of the profession are supported by the Association of Surgical Technologist (AST), The National Board of Surgical Technology and Surgical Assisting (NBSTSA), the Commission on Accreditation of Allied Health Education Programs (CAAHEP), and Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). The meeting requirements for a CP allows the student to enter the work force earlier as a surgical technologist while they are working towards their career pathway to obtain their AAS in Surgical Technology. All agencies state that it is acceptable to produce surgical assistants on different degree levels of a CP and CAS, and to produce certified surgical technologists/technicians at an AAS level.

## Surgical Technology (SGT)

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~~Associate of Applied Science~~ Certificate (CP & CAS)  
and (AAS) Degree Options

## Why choose NPC's Surgical Technology Program?

Northland Pioneer College's Surgical Technology Program provides you with a quality Surgical Technologist education at a cost far below comparable programs in the State of Arizona. Our experienced faculty are careful to provide you with planned experiences and individualized up-to-date evidence-based instruction and are dedicated to helping you achieve your goals in this demanding field.

### Program Guidelines

Patient safety dictates that specific guidelines apply to this program that are more stringent than the general college student policies. A copy of the Surgical Technology Student Handbook is issued to students admitted to the program. In case of accreditation-mandated changes, curriculum and/or guidelines could change.

Clinical experiences take place in various health care agencies in and outside of Northland's district. Hours may vary from the class schedule depending on the clinical placement. Travel and overnight stays may be required.

~~Hepatitis B, MMR and Varicella immunizations, and a COVID-19 vaccination or clinical agency-approved waiver are required.~~  
**Requirements:**

To earn the Certificate of Proficiency in Surgical Technology, a student must complete the program with a grade-point average of "C" or better.

Additionally, an applicant can be denied certification as a surgical technologist if convicted of a felony or addicted to habit forming drugs or if the application in any other way fails to meet qualifications required by law. To enter the course, a Department of Public Safety (DPS) level 1 Fingerprint Clearance Card, CPR, a current TB skin test, Hepatitis B, MMR and Varicella immunizations, and a COVID-19 vaccination or clinical agency-approved waiver may be required.

### Admission to the Surgical Technology Program

Students must be admitted to the Surgical Technology Program in order to enroll in surgical technology courses. (Admission information is available in the academic advising and the surgical technology program areas.)

Completed Surgical Technology application should be submitted on or before the designated deadline that is noted in the application packet. Late applicants may be accepted on a space-available basis if they meet the admission criteria but not before applicants who submit applications on time.

All prerequisite courses must be completed prior to ~~July 1~~ for admission to the program.

#### Admission Selection:

Admission criteria will include: Admission Assessment test composite and cumulative scores, prerequisite GPA and applicant statement. The factors will be weighted by the committee.

Significant weight will be given to the Admission Assessment composite percentage and prerequisite GPA. Admission is contingent upon completion of program prerequisites. ~~by July 1.~~

General Education and core requirements must be completed as listed on the curriculum outline in the program admission information packet.

College credits over eight years old may be accepted with appropriate documentation and approval.

Transfer students for second, third or fourth semesters are considered on an individual basis. Criteria include course comparable, GPA, specified examination results and recommendation from previous program director.



## Prerequisites Required Before Admission

Before the student will be considered eligible to enter the Surgical Technology Program, completion of the following prerequisites is required. Successful completion with a "C" grade or better for each class is required and a cumulative Grade-Point Average (GPA) of "B" (3.0 on a 4.0 scale) is recommended.

BIO 181 General Biology I.....	4 credits
BIO 201 Human Anatomy and Physiology I.....	4 credits
BIO 205 Microbiology.....	4 credits
CHM 130 Fundamental Chemistry.....	4 credits
ENL 101 College Composition I.....	3 credits
HES 170 Medical Terminology for Clinical Health Professionals....	3 credits
HES 190 Human Body in Health and Disease .....	4 credits

### Mathematics

*Minimum mathematics placement of Next Gen ACCUPLACER 263 Arithmetic/Numeric; or ACT 17, or MAT 101/HES 101, MAT 109 or higher completed within three years.*



## Surgical Technology (CP) • 40 credits

HES 170 Medical Terminology for Clinical Health Professionals....	3 credits
HES 190 Human Body in Health and Disease .....	4 credits
SGT 117 Pharmacology for Surgical Technology.....	3 credits
SGT 121 Surgical Sterile Techniques and Instrumentation .....	2 credits
SGT 122 Surgical Techniques.....	4 credits
SGT 221 Perioperative Procedures.....	4 credits
SGT 222 Surgical Concepts and Specialty Procedures .....	4 credits
SGT 223 Surgical Technology Clinical Practicum I.....	5 credits
SGT 224 Surgical Technology Clinical Practicum II.....	10 credits
SGT 229 Surgical Technologist Review Seminar .....	1 credit



## Surgical Technology (CAS) • 46 credits

*Complete the Surgical Technology CP ..... 40 credits*

### PLUS

*Communications ..... 3 credits*

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

*Mathematics.....3 credits*

HES 101 Basic Technical Mathematics

OR MAT 109 or higher ..... 3 credits



## Surgical Technology (AAS) • ~~60~~68 credits

*Complete the Surgical Technology CAS ..... 46 credits*

**General Education Courses..... 10~~6~~ credits**

*Communications ..... 3 credits*

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

ENL 102 College Composition II..... 3 credits

**Mathematics**

Next Gen. ACCUPLACER QAS score 250+; Classic ACCUPLACER Elem. Algebra score 57+; ASSET Elem. Algebra score 41+; COMPASS Algebra score 46+; or ACT Math score of 21; OR completion of MAT 142 or higher with a 'C' or better within one year prior to application to the surgical technology program.

**Arts and Humanities**

No requirement

**Physical and Biological Sciences ..... 420 credits**

BIO 181 General Biology I..... 4 credits

BIO 201 Human Anatomy and Physiology I..... 4 credits

BIO 205 Microbiology..... 4 credits

CHM 130 Fundamental Chemistry..... 4 credits

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

**Social and Behavioral Sciences pick one of the following. 36 credits**

PSY 101 Introduction to Psychology..... 3 credits

**PLUS** one of the following:

ANT 102 Cultural Anthropology ..... 3 credits

SOC 101 Introduction to Sociology..... 3 credits

**Additional Requirements..... 46 credits**

HES 201 Microbiology for the Healthcare Professional ..... 4 credits

Complete a minimum of 6 credit hours from the following

BUS 103 Success on Your Job..... 3 credits

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

BUS 127 Microsoft Office Level 1 ..... 3 credits

BUS 203 Introduction to Business Communication ..... 3 credits

## REQUEST TO APPROVE NEW INDUSTRIAL TECHNOLOGY TRADES CERTIFICATES AND DEGREES

**Recommendation:** The Instructional Council (IC) recommends approval of the following new Industrial Technology Trades certificates and degree: Electrical and Instrumentation (CP), HVAC (CP), Industrial Technology Trades – General (CP), Mechanical Maintenance (CP), Power and Alternative Energy (CP), and Industrial Technology Trades (CAS and AAS).

**Summary:** The above changes adapt to the changing situation in industry focus and create a program that meets the broad current and future employment needs of our communities and industries worldwide.

The focus of previous programs has been to supply workforce needs of the local power companies (TEP, SRP, APS). These were, at the time, predominantly fossil-fired generating stations looking to fill entry level operations positions.

In recent years, the focus of these companies and companies worldwide has been rapidly changing to more renewable sources (solar, wind, biomass, and battery storage) as technology and government incentives related to climate change issues have caused many of these fossil plants to be decommissioned. This power generation is being replaced by plants utilizing these renewable sources.

The new Industrial Technology Trades (ITT) program proposed is designed to proactively adapt to these changing conditions and meet the needs of employers in this new industrial climate.

The focus of this program is more suited to general industry needs. All courses in the proposed program will adopt National Center for Construction Education and Research (NCCER) curricula, which is nationally recognized and utilized by many industry apprenticeship programs. NCCER certificates will be awarded as students progress through their certificates and degree.

# Industrial Technology Trades (ITT)

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NPC's **Industrial Technology Trades (ITT)** program prepares students to be technicians, operators, and maintenance workers capable of understanding the entire industrial system within which they work. Core courses cover a range of complex related mechanical, pneumatic, hydraulic, electrical, thermal and sensory control systems in an ever changing industrial or energy production environment.

Upon successful completion of the Industrial Technology Trades program, graduates will have entry-level career choices in a variety of the following areas:

- Gas, Coal, Nuclear, Solar, or Wind Energy Operations and Maintenance
- Standby Power (Battery Technology)
- Geothermal or Hydroelectric Power Operation and Maintenance
- Methane/Landfill Gas Generation
- HVAC Repair Installation
- Equipment Repair, Installation and Troubleshooting
- Industrial Equipment Testing and Inspection
- Assembly and Production Operation and Maintenance

NPC offers five areas of specialization within the ITT program:

**Electrical and Instrumentation** specialization covers the principles and applications of a certified electrical and instrumentation technician whose job is to service and maintain electrical-related equipment including high voltage systems, pressure, temperature, level, flow, and measuring and recording devices used in computer-integrated manufacturing.

**HVAC** specialization prepares students for careers in Heating, Ventilation and Air Conditioning systems installation, troubleshooting and repair. Major topics covered include electrical and mechanical principles, heating and cooling system maintenance, refrigeration systems, heat pumps, hydronic systems and control circuit and motor troubleshooting.

**Industrial Technology Trades – General** provides a foundation for a career in industry by teaching the foundations of power generation using fossil or alternative sources of energy. Other areas of focus are foundational principles of electrical and instrumentation, mechanical maintenance and heating, ventilation and air conditioning.

**Power and Alternative Energy** specialization prepares you to be a certified power plant operator focusing on plant safety, minor maintenance, reading diagrams, instrumentation and control measurement, plant boilers, turbines, water treatment, solar and wind generation technician and air and water pollution control.

**Mechanical Maintenance** specialization prepares students to be certified industrial maintenance mechanics, focusing on oxyfuel cutting, pumps, valves, rigging, hydrostatic and pneumatic testing, high-pressure steam systems, laser alignment, gearboxes, and conveyors.

**Program Locations**

Hands-on laboratories are offered at the Technology Center on the Show Low White Mountain Campus. Labs at additional locations may be available. Check the current semester’s class schedule for availability, or contact the program coordinator.

**Work Environment**

Industrial plant workers of all types may work indoors and outdoors, possibly in adverse weather conditions. Work conditions include confined spaces and heights. Their environment may be noisy and workers must follow safety precautions and use protective equipment. Most workers are employed full-time, and many work rotating shifts, which can be tiring. For more information about this program, please contact the program coordinator, Jeffrey LeFevre, (928) 532-6733 or an NPC Academic Adviser.

**Job Outlook**

Job prospects are good, particularly for applicants with a broad range of skills in machine repair as older workers retire or otherwise leave the occupation. Increased automation, including the use of many computer-controlled machines in factories and manufacturing plants, and the need to keep increasingly sophisticated machinery functioning and efficient will continue to create demand for industrial electricians, instrument technicians, machinery operators, machinery mechanics and HVAC technicians.

Students completing NPC’s ITT program will have the broad range of skills to adapt as technology is constantly advancing and rapidly changing within the manufacturing, distribution and energy production sectors.

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

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## Areas of Specialization • CP & CAS Options

**Electrical and Instrumentation (CP) • 28 credits**

ITT 100 Craft Core Skills.....4 credits



ITT 101 Electrical, Instrumentation and Mechanical Fundamentals I.....	3 credits
ITT 102 Electrical, Instrumentation and Mechanical Fundamentals II.....	3 credits
ITT 113 Electrical and Instrumentation I.....	3 credits
ITT 114 Electrical and Instrumentation II.....	3 credits
ITT 215 Electrical and Instrumentation III.....	3 credits
ITT 216 Electrical and Instrumentation IV.....	3 credits
ITT 217 Electrical and Instrumentation V.....	3 credits
ITT 218 Electrical and Instrumentation VI.....	3 credits

**HVAC (CP) • 28 credits**

ITT 100 Craft Skills Core Curriculum.....	4 credits
ITT 131 HVAC I.....	3 credits
ITT 132 HVAC II.....	3 credits
ITT 133 HVAC III.....	3 credits
ITT 134 HVAC IV.....	3 credits
ITT 235 HVAC V.....	3 credits
ITT 236 HVAC VI.....	3 credits
ITT 237 HVAC VII.....	3 credits
ITT 238 HVAC VIII.....	3 credits

**Industrial Technology Trades - General (CP)• 24 credits**

ITT 100 Craft Skills Core Curriculum.....	4 credits
ITT 110 Power Industry Fundamentals.....	2 credits
ITT 101 Electrical, Instrumentation and Mechanical Fundamentals I.....	3 credits
ITT 102 Electrical, Instrumentation and Mechanical Fundamentals II.....	3 credits
ITT 171 Alternative Energy I.....	3 credits
ITT 172 Alternative Energy II.....	3 credits
ITT 131 HVAC I.....	3 credits
ITT 132 HVAC II.....	3 credits

**Mechanical Maintenance (CP) • 28 credits**

ITT 100 Craft Skills Core Curriculum.....	4 credits
ITT 101 Electrical, Instrumentation and Mechanical Fundamentals I.....	3 credits
ITT 102 Electrical, Instrumentation and Mechanical Fundamentals II.....	3 credits
ITT 153 Mechanical Maintenance I.....	3 credits
ITT 154 Mechanical Maintenance II.....	3 credits
ITT 255 Mechanical Maintenance III.....	3 credits
ITT 256 Mechanical Maintenance IV.....	3 credits
ITT 257 Mechanical Maintenance V.....	3 credits
ITT 258 Mechanical Maintenance VI.....	3 credits

**Power and Alternative Energy (CP)• 27 credits**

ITT 100 Craft Skills Core Curriculum.....	4 credits
ITT 101 Electrical, Instrumentation and Mechanical Fundamentals I.....	3 credits
ITT 102 Electrical, Instrumentation and Mechanical Fundamentals II.....	3 credits
ITT 110 Power Industry Fundamentals and Safety.....	2 credits
ITT 171 Alternative Energy I.....	3 credits
ITT 172 Alternative Energy II.....	3 credits
ITT 271 Introduction to Solar Photovoltaics.....	3 credits
ITT 281 Wind Turbine Maintenance I.....	3 credits
ITT 282 Wind Turbine Maintenance II.....	3 credits

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## Certificate of Applied Science (CAS) • 30-34 credits

Complete the **CP** in your area of specialization.

Electrical and Instrumentation (CP) .....	28 credits
HVAC (CP).....	28 credits
Industrial Technology Trades -General (CP).....	24 credits
Mechanical Maintenance (CP) .....	28 credits
Power and Alternative Energy CP.....	27 credits

### General Education Courses ..... 6 credits

**Communications** ..... 3 credits

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

**Mathematics**..... 3 credits

Or any mathematics course for which MAT 109 is a prerequisite. Students must fulfill the prerequisite for CHM 130.

## Industrial Technology Trades (AAS) • 60 credits

*Complete the CAS in your area of specialization.....30-34 credits*

Electrical and Instrumentation Technician CAS .....	34 credits
HVAC Technician CAS.....	34 credits
Industrial Technology Trades - General CAS.....	30 credits
Mechanical Maintenance Technician CAS.....	34 credits
Power and Alternative Energy Technician CAS.....	33 credits

PLUS

### General Education Courses.....10 credits

**Communications**.....3 credits

Select any unduplicated course under **Communications** General Education Course Options (for AAS degrees) on page 66.

**Discipline Studies** (per the General Education Course Options on page 66).....7 credits

Select one course from the **Arts and Humanities** or

**Social and Behavioral Science** list ..... 3 credits

**Physical and Biological Sciences**

CHM130 Fundamental Chemistry.....4 Credits

### Additional Requirements.....9 credits

BUS 105 Techniques of Supervision .....	3 credits
BUS 127 MS Office Level 1 .....	3 credits
BUS 203 Business Communication.....	3 credits

### Electives.....7-11 credits

Select 7 to 11 credits (depending on selected area of specialization) from any unduplicated 100 or higher-level courses.

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
AND  
DISHCHII'BIKOH COMMUNITY SCHOOL**

This Intergovernmental Agreement (“Agreement”) is entered into between Navajo County Community College District (dba Northland Pioneer College; “College”), and Dishchii’bikoh Community School (“School District”) (collectively “Parties”). Both Parties are public agencies as defined in Arizona Revised Statutes (“A.R.S”) § 11951.

**BACKGROUND**

College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(F), and § 15-1444(B)(4), and for School District specifically, the School District Articles of Incorporation, the laws of the White Mountain Apache Tribe, and the Tribally Controlled School Act.

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 Concurrent Enrollment Courses via video conferencing, as defined in Section 2 below, to eligible School District students.

**2. DEFINITION**

Courses offered under this IGA are a hybrid approach of concurrent offerings. These are college courses offered by college faculty through technology to the high school classrooms.

**3. EFFECTIVE DATE AND TERM**

A. This Agreement shall be effective:

- a. After the governing boards of School District and College have approved it;  
and

- b. 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, 2027.

#### **4. OBLIGATIONS OF COLLEGE**

- A. Shall provide all full time and/or adjunct instructors and curriculum.
- B. Shall provide overall administrative direction and support.
- C. Shall lead a biannual schedule development process with all participating Districts.
- D. Shall provide placement testing and registration processes for the participating District students.
- E. Shall oversee purchase, installation and maintenance of all equipment and network processes required for participation.
- F. Shall provide network and equipment training to District technical staff.
- G. Shall provide training to District Site/Classroom Supervisors.
- H. Shall provide pre-session orientations for the participating District students.
- I. Shall provide for the participating District students access to advising, career and library services, college financial aid assistance, disability resources and accommodations, and full, online tutoring services.
- J. Shall provide, should the District choose to participate, adult basic education and possible other instruction to community members at the District site during evening hours.
- K. Shall provide a lab aide, at College expense, for evening course work provided at the District.

##### **4.1 General Course Requirements**

Students enrolled in Concurrent 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. § 15-1805.01. 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. Except for vocational and occupational Concurrent Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Concurrent Enrollment Course through an assessment test or GPA prior to, or at the time of, enrollment to determine and assure proper placement in the Concurrent Enrollment Courses.

##### **4.2 Instructors and Instruction**

Since College is providing the instructor for a Concurrent Enrollment Course, College will provide at College’s expense a substitute instructor or alternative instruction (online course material), as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Concurrent Enrollment Course.

### **4.3 Policy and Procedure**

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 Concurrent 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.

### **4.4 Students with Disabilities**

After notification from the student of individual needs, College will cooperate with School District to ensure the course 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 the student in determining appropriate accommodations or special education services; however, the 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.

### **4.5 Reporting**

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

## **5. OBLIGATIONS OF SCHOOL DISTRICT**

- A. Shall provide classroom space, as agreed upon by the College and the District, to establish a distance education classroom. The space shall be made available and staffed in accordance with the College calendar and without regard to District holidays, days off, and early-release days.
- B. Shall provide to the College a list of course requests and anticipated enrollment by January 18<sup>th</sup> for any class to begin the following Fall semester, and September 1<sup>st</sup> for any classes to begin the following Spring semester.

- C. Shall ensure that each student enrolling in a course is aware that the student is participating in a college level course, even though provided at the school, and should act appropriately, which includes the expectation that students be on time and remain in class for the duration of the session.
- D. Shall assist the College in identifying and enrolling appropriate high school students in concurrent enrollment courses.
- E. Shall provide a District employee as a classroom aide during all high school concurrent enrollment courses delivered via video conferencing. During the time the class is in session, the aide shall be present in the classroom and shall be available by phone, either mobile or landline.
- F. Shall provide local technical support for the equipment.
- G. Shall coordinate equipment and technical support needs with the college's Technical Advancement and Support Division (TAS).
- H. Will adhere to College policy regarding billing and refunding for students who withdraw.
- I. Will hold students accountable to the college's Student Conduct Code as outlined in the current college catalog.
- J. Shall not use the equipment for any purpose other than NPC classes or NPC adult basic education classes, which includes but is not limited to the attachment of any non-related cable or external devices to the Cisco equipment in the classrooms.
- K. Shall submit student registration forms to NPC prior to District students leaving for summer break.
- L. Shall provide College-identified textbooks to participating students. District may make a determination as to textbook cost recovery based on District needs.
- M. Shall identify a District employee to serve as primary District Project contact.
- N. With regard to nondiscrimination of persons with disabilities, shall assist students with the process of self-identification in order to receive appropriate services.

## **5.1 Policy and Procedure**

- A. School District will ensure that each student seeking enrollment in a Concurrent Enrollment Course:
  - i. has completed the necessary College admissions and registration process;
  - ii. has completed College assessment examinations, if required by College;
  - iii. is aware the student is subject to both School District policies and procedures and College policies and procedures;
  - iv. is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and
  - v. 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 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 Concurrent 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.

**5.2 Students with Disabilities**

School District will work with qualified students to have individual students request appropriate accommodations for 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. Students shall work with College in determining appropriate accommodations or special education services. School District shall be responsible for ensuring that each qualified student receives a FAPE in conformity with his or her 504 Plan or IEP, including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services. This Agreement does not relieve School District of any of its legal duties under applicable Federal or State law, including but not limited to School District’s obligations relating to child find, evaluation, and placement of students with disabilities.

**5.6 Reporting**

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

**6. MUTUAL AGREEMENTS**

The District agrees to maintain liability insurance in the amount of \$1,000,000.00, naming the College as an additional insured, in order to protect the College from any liability arising from the District providing services under this Agreement. The College agrees to maintain liability insurance in the amount of \$1,000,000.00, naming the District as an additional insured, in order to protect the District from any liability arising from the College providing services under this Agreement. Any duty to indemnify under this Agreement shall be limited to such Party’s maximum insured liability.

**6.1 The College Instructor**



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.

## **6.2 Students**

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

## **6.3 Removal from Course**

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

## **6.4 Schedule**

School District and College shall work together to determine the schedule of, and maximum and minimum number of students to enroll in, each Concurrent Enrollment Course. As part of this agreement, the College will make every effort to offer the following courses on a regular rotation:

ANT102 • Cultural Anthropology 3 credits  
ART 101 • Understanding Art 3 credits  
ECN 211 • Principles of Macroeconomics 3 credits  
ENL 101 • College Composition I 3 credits  
ENL 102 • College Composition II 3 credits  
FDV 115 • Intro to Graphic Communication Technology 3 credits  
FDV 116 • Computer Photographic Imaging 3 credits  
FDV 220 • Film Aesthetics 3 credits  
GEO 110 • World Regional Geography 3 credits  
HIS 105 • U.S. History to 1877 3 credits  
HIS 106 • U.S. History since 1877 3 credits  
HIS 110 • Southwestern History 3 credits  
HUM 150 • Humanities in the Western World I 3 credits  
HUM 151 • Humanities in the Western World II 3 credits  
MAT 152 • Advanced Algebra 3 credits  
MAT 189 • Pre-Calculus Algebra/Trigonometry 3 credits  
MAT 221 • Calculus I 4 credits  
MAT 231 • Calculus II 4 credits  
POS 110 • American Government 3 credits  
PHL 150 • Comparative World Religions 3 credits

PSY 101 • Intro to Psychology 3 credits  
PSY 240 • Developmental Psychology 3 credits  
SOC 101 • Introduction to Sociology 3 credits  
SPA 101 • Elementary Spanish I 4 credits  
SPA 102 • Elementary Spanish II 4 credits  
SPT 156 • History of Television 3 credits

## **6.6 Guidelines**

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

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

### **7.1 Fees**

Fees and charges for the Concurrent Enrollment Courses and program are provided on Exhibit B attached to this Agreement.

### **7.2 Cost-Sharing**

The College and School Districts shall share the cost of maintaining this program. The School Districts are required to pay a share of the SmartNet warranty. The total amount is to be divided up equally between all School Districts participating in the program consortium. The College shall provide an invoice to the School District with a breakdown of costs, one month prior to the due date of Full-Time Equivalents day (FTSE day) each semester.

### **7.3 Supplies**

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

### **7.4 Tuition**

- A. The School District shall be responsible for payment of tuition to College, as specified in Exhibit B.
- B. School District understands and agrees that tuition charges for students enrolled under this program may vary 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.

#### **7.5 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).

### **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 Concurrent 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 concurrent 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:

If to College:

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


If to School District:

Marilou Areno, Superintendent  
Dishchii'bikoh Community School  
P.O. Box 80068  
Cibecue, AZ 85911

COLLEGE

SCHOOL DISTRICT

\_\_\_\_\_  
By: Dr. Chato Hazelbaker  
Title: President

  
\_\_\_\_\_  
By: Marilou Areno  
Title: Superintendent

\_\_\_\_\_  
Date

03/14/2024  
\_\_\_\_\_  
Date

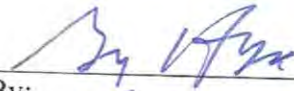
**REVIEWED AND APPROVED AS TO FORM**

Pursuant to A.R.S. §11-952(D), the attorney for the College 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 College, and the attorney for the School District has determined that the foregoing Agreement is in the proper form and is within the powers and authority granted under the School District Articles of Incorporation, the laws of the White Mountain Apache Tribe, and the Tribally Controlled School Act.

\_\_\_\_\_  
By: Kristin Mackin

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

Date:

  
\_\_\_\_\_  
By: George Hess

Title: Attorney  
Counsel for Dishchii'bikoh Community  
School

Date: March 14, 2024

## EXHIBIT A

### TYPE OF INSTRUCTION CONCURRENT ENROLLMENT COURSES

#### COURSES AND CREDITS

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

Districts shall participate in a minimum of 3 college courses each semester (fall and spring).

ANT102 • Cultural Anthropology 3 credits  
ART 101 • Understanding Art 3 credits  
ECN 211 • Principles of Macroeconomics 3 credits  
ENL 101 • College Composition I 3 credits  
ENL 102 • College Composition II 3 credits  
FDV 115 • Intro to Graphic Communication Technology 3 credits  
FDV 116 • Computer Photographic Imaging 3 credits  
FDV 220 • Film Aesthetics 3 credits  
GEO 110 • World Regional Geography 3 credits  
HIS 105 • U.S. History to 1877 3 credits  
HIS 106 • U.S. History since 1877 3 credits  
HIS 110 • Southwestern History 3 credits  
HUM 150 • Humanities in the Western World I 3 credits  
HUM 151 • Humanities in the Western World II 3 credits  
MAT 152 • Advanced Algebra 3 credits  
MAT 189 • Pre-Calculus Algebra/Trigonometry 3 credits  
MAT 221 • Calculus I 4 credits  
MAT 231 • Calculus II 4 credits  
POS 110 • American Government 3 credits  
PHL 150 • Comparative World Religions 3 credits  
PSY 101 • Intro to Psychology 3 credits  
PSY 240 • Developmental Psychology 3 credits  
SOC 101 • Introduction to Sociology 3 credits  
SPA 101 • Elementary Spanish I 4 credits  
SPA 102 • Elementary Spanish II 4 credits  
SPT 156 • History of Television 3 credits



**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:**

N/A

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

College tuition is Seventy-three Dollars (\$ 73 ) per credit hour for each in-county/in-state student; tuition is Ninety-one Dollars (\$ 91 ) 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. Payment is due to the college prior to FTSE date each semester.

**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. Payment is due to the college prior to FTSE date each semester.

Fees and Costs (Including special course fees; assessment costs, if any; etc.)	<i>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. .</i>	
1. Equipment Fee \$2,820.32	District <input checked="" type="checkbox"/>	Student
2. Course Fees	District <input checked="" type="checkbox"/>	Student
3. Media Fee	District <input checked="" type="checkbox"/>	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**

A scholarship will be applied for College course tuition, media, and applicable course fees, including all courses available for concurrent enrollment, bringing tuition to \$ 0/ credit hour for in-state tuition.

**6. FORMAT OF INVOICES BETWEEN THE SCHOOL DISTRICT AND COLLEGE**

The College shall send invoices to the School District to the attention and at the address listed below no later than thirty (30) days prior to the FTSE date 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)  
\$ 1,512,300

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

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
AND  
WINSLOW UNIFIED SCHOOL DISTRICT NO.1**

This Intergovernmental Agreement (“Agreement”) is entered into between Navajo County Community College District (dba Northland Pioneer College; “College”), and Winslow Unified School District No.1 (“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. § 11-952, § 15-342(13), § 15-701.01(F), and § 15-1445.

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 Concurrent Enrollment Courses via video conferencing, as defined in Section 2 below, to eligible School District students.

**2. DEFINITION**

Courses offered under this IGA are a hybrid approach of concurrent offerings. These are college courses offered by college faculty through technology to the high school classrooms.

**3. EFFECTIVE DATE AND TERM**

A. This Agreement shall be effective:

- a. After the governing boards of School District and College have approved it; and
- b. 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, 2027.

#### **4. OBLIGATIONS OF COLLEGE**

- A. Shall provide all full time and/or adjunct instructors and curriculum.
- B. Shall provide overall administrative direction and support.
- C. Shall lead a biannual schedule development process with all participating Districts.
- D. Shall provide placement testing and registration processes for the participating District students.
- E. Shall oversee purchase, installation and maintenance of all equipment and network processes required for participation.
- F. Shall provide network and equipment training to District technical staff.
- G. Shall provide training to District Site/Classroom Supervisors.
- H. Shall provide pre-session orientations for the participating District students.
- I. Shall provide for the participating District students access to advising, career and library services, college financial aid assistance, disability resources and accommodations, and full, online tutoring services.
- J. Shall provide, should the District choose to participate, adult basic education and possible other instruction to community members at the District site during evening hours.
- K. Shall provide a lab aide, at College expense, for evening course work provided at the District.

##### **4.1 General Course Requirements**

Students enrolled in Concurrent 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. § 15-1805.01. 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. Except for vocational and occupational Concurrent Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Concurrent Enrollment Course through an assessment test or GPA prior to, or at the time of, enrollment to determine and assure proper placement in the Concurrent Enrollment Courses.

##### **4.2 Instructors and Instruction**

Since College is providing the instructor for a Concurrent Enrollment Course, College will provide at College's expense a substitute instructor or alternative instruction (online course material), as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Concurrent Enrollment Course.

##### **4.3 Policy and Procedure**



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 Concurrent 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.

#### **4.4 Students with Disabilities**

After notification from the student of individual needs, College will cooperate with School District to ensure the course 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 the student in determining appropriate accommodations or special education services; however, the 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.

#### **4.5 Reporting**

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

### **5. OBLIGATIONS OF SCHOOL DISTRICT**

- A. Shall provide classroom space, as agreed upon by the College and the District, to establish a distance education classroom. The space shall be made available and staffed in accordance with the College calendar and without regard to District holidays, days off, and early-release days.
- B. Shall provide to the College a list of course requests and anticipated enrollment by January 18<sup>th</sup> for any class to begin the following Fall semester, and September 1<sup>st</sup> for any classes to begin the following Spring semester.
- C. Shall ensure that each student enrolling in a course is aware that the student is participating in a college level course, even though provided at the school, and should

- act appropriately, which includes the expectation that students be on time and remain in class for the duration of the session.
- D. Shall assist the College in identifying and enrolling appropriate high school students in concurrent enrollment courses.
  - E. Shall provide a District employee as a classroom aide during all high school concurrent enrollment courses delivered via video conferencing. During the time the class is in session, the aide shall be present in the classroom and shall be available by phone, either mobile or landline.
  - F. Shall provide local technical support for the equipment.
  - G. Shall coordinate equipment and technical support needs with the college's Technical Advancement and Support Division (TAS).
  - H. Will adhere to College policy regarding billing and refunding for students who withdraw.
  - I. Will hold students accountable to the college's Student Conduct Code as outlined in the current college catalog.
  - J. Shall not use the equipment for any purpose other than NPC classes or NPC adult basic education classes, which includes but is not limited to the attachment of any non-related cable or external devices to the Cisco equipment in the classrooms.
  - K. Shall submit student registration forms to NPC prior to District students leaving for summer break.
  - L. Shall provide College-identified textbooks to participating students. District may make a determination as to textbook cost recovery based on District needs.
  - M. Shall identify a District employee to serve as primary District Project contact.
  - N. With regard to nondiscrimination of persons with disabilities, shall assist students with the process of self-identification in order to receive appropriate services.

### **5.1 Policy and Procedure**

- A. School District will ensure that each student seeking enrollment in a Concurrent Enrollment Course:
  - i. has completed the necessary College admissions and registration process;
  - ii. has completed College assessment examinations, if required by College;
  - iii. is aware the student is subject to both School District policies and procedures and College policies and procedures;
  - iv. is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and
  - v. 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 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 Concurrent 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.

**5.2 Students with Disabilities**

School District will work with qualified students to have individual students request appropriate accommodations for 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. Students shall work with College in determining appropriate accommodations or special education services. School District shall be responsible for ensuring that each qualified student receives a FAPE in conformity with his or her 504 Plan or IEP, including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services. This Agreement does not relieve School District of any of its legal duties under applicable Federal or State law, including but not limited to School District’s obligations relating to child find, evaluation, and placement of students with disabilities.

**5.6 Reporting**

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

**6. MUTUAL AGREEMENTS**

The District agrees to maintain liability insurance in the amount of \$1,000,000.00, naming the College as an additional insured, in order to protect the College from any liability arising from the District providing services under this Agreement. The College agrees to maintain liability insurance in the amount of \$1,000,000.00, naming the District as an additional insured, in order to protect the District from any liability arising from the College providing services under this Agreement. Any duty to indemnify under this Agreement shall be limited to such Party’s maximum insured liability.

**6.1 The College Instructor**

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.



## **6.2 Students**

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

## **6.3 Removal from Course**

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

## **6.4 Schedule**

School District and College shall work together to determine the schedule of, and maximum and minimum number of students to enroll in, each Concurrent Enrollment Course. As part of this agreement, the College will make every effort to offer the following courses on a regular rotation:

ANT102 • Cultural Anthropology 3 credits  
ART 101 • Understanding Art 3 credits  
ECN 211 • Principles of Macroeconomics 3 credits  
ENL 101 • College Composition I 3 credits  
ENL 102 • College Composition II 3 credits  
FDV 115 • Intro to Graphic Communication Technology 3 credits  
FDV 116 • Computer Photographic Imaging 3 credits  
FDV 220 • Film Aesthetics 3 credits  
GEO 110 • World Regional Geography 3 credits  
HIS 105 • U.S. History to 1877 3 credits  
HIS 106 • U.S. History since 1877 3 credits  
HIS 110 • Southwestern History 3 credits  
HUM 150 • Humanities in the Western World I 3 credits  
HUM 151 • Humanities in the Western World II 3 credits  
MAT 152 • Advanced Algebra 3 credits  
MAT 189 • Pre-Calculus Algebra/Trigonometry 3 credits  
MAT 221 • Calculus I 4 credits  
MAT 231 • Calculus II 4 credits  
POS 110 • American Government 3 credits  
PHL 150 • Comparative World Religions 3 credits  
PSY 101 • Intro to Psychology 3 credits  
PSY 240 • Developmental Psychology 3 credits  
SOC 101 • Introduction to Sociology 3 credits  
SPA 101 • Elementary Spanish I 4 credits

SPA 102 • Elementary Spanish II 4 credits  
SPT 156 • History of Television 3 credits

#### **6.6 Guidelines**

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

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

#### **7.1 Fees**

Fees and charges for the Concurrent Enrollment Courses and program are provided on Exhibit B attached to this Agreement.

#### **7.2 Cost-Sharing**

The College and School Districts shall share the cost of maintaining this program. The School Districts are required to pay a share of the SmartNet warranty. The total amount is to be divided up equally between all School Districts participating in the program consortium. The College shall provide an invoice to the School District with a breakdown of costs, one month prior to the due date of Full-Time Equivalents day (FTSE day) each semester.

#### **7.3 Supplies**

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

#### **7.4 Tuition**

- A. The School District shall be responsible for payment of tuition to College, as specified in Exhibit B.
- B. School District understands and agrees that tuition charges for students enrolled under this program may vary 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.

**7.5 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).

**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 Concurrent 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 concurrent 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:

If to College:

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

If to School District:

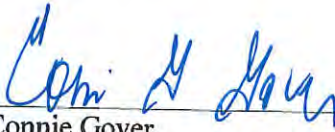
Connie Gover, Superintendent  
Winslow Unified School District No.1  
P.O. Box 580  
Winslow, AZ 86047



COLLEGE

SCHOOL DISTRICT

By: Dr. Chato Hazelbaker  
Title: President

  
By: Connie Gover  
Title: Superintendent

Date

4-2-24  
Date

**REVIEWED AND APPROVED AS TO FORM**

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

By: Kristin Mackin

Title: Attorney, Sims Mackin

Counsel for Navajo County Community  
College District

Date:

  
By:

Title: *Member*

Counsel for Winslow Unified School  
District No.1

Date:

**EXHIBIT A**  
**TYPE OF INSTRUCTION**  
**CONCURRENT ENROLLMENT COURSES**

**COURSES AND CREDITS**

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

Districts shall participate in a minimum of 3 college courses each semester (fall and spring).

ANT102 • Cultural Anthropology 3 credits  
ART 101 • Understanding Art 3 credits  
ECN 211 • Principles of Macroeconomics 3 credits  
ENL 101 • College Composition I 3 credits  
ENL 102 • College Composition II 3 credits  
FDV 115 • Intro to Graphic Communication Technology 3 credits  
FDV 116 • Computer Photographic Imaging 3 credits  
FDV 220 • Film Aesthetics 3 credits  
GEO 110 • World Regional Geography 3 credits  
HIS 105 • U.S. History to 1877 3 credits  
HIS 106 • U.S. History since 1877 3 credits  
HIS 110 • Southwestern History 3 credits  
HUM 150 • Humanities in the Western World I 3 credits  
HUM 151 • Humanities in the Western World II 3 credits  
MAT 152 • Advanced Algebra 3 credits  
MAT 189 • Pre-Calculus Algebra/Trigonometry 3 credits  
MAT 221 • Calculus I 4 credits  
MAT 231 • Calculus II 4 credits  
POS 110 • American Government 3 credits  
PHL 150 • Comparative World Religions 3 credits  
PSY 101 • Intro to Psychology 3 credits  
PSY 240 • Developmental Psychology 3 credits  
SOC 101 • Introduction to Sociology 3 credits  
SPA 101 • Elementary Spanish I 4 credits  
SPA 102 • Elementary Spanish II 4 credits  
SPT 156 • History of Television 3 credits



**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:**

N/A

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

College tuition is Seventy-three Dollars (\$ 73 ) per credit hour for each in-county/in-state student; tuition is Ninety-one Dollars (\$ 91 ) 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. Payment is due to the college prior to FTSE date each semester.

**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. Payment is due to the college prior to FTSE date each semester.

Fees and Costs (Including special course fees; assessment costs, if any; etc.)	<i>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. .</i>
1. Equipment Fee \$2,820.32	District <input checked="" type="checkbox"/> Student
2. Course Fees	District <input checked="" type="checkbox"/> Student
3. Media Fee	District <input checked="" type="checkbox"/> 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**

A scholarship will be applied for College course tuition, media, and applicable course fees, including all courses available for concurrent enrollment, bringing tuition to \$ 0/ credit hour for in-state tuition.

**6. FORMAT OF INVOICES BETWEEN THE SCHOOL DISTRICT AND COLLEGE**

The College shall send invoices to the School District to the attention and at the address listed below no later than thirty (30) days prior to the FTSE date 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)

\$ 1,512,300

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



**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
AND  
WINSLOW UNIFIED SCHOOL DISTRICT NO.1**

This Intergovernmental Agreement (“Agreement”) is entered into between Navajo County Community College District (dba Northland Pioneer College; “College”), and Winslow Unified School District No.1 (“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, 2027 (“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 as needed 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 the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended, or the Individuals with Disabilities Education Act ("IDEA"), as applicable. Under the ADA and Section 504, subpart E, College is responsible for providing appropriate academic accommodations for those students that self-identify in Dual Enrollment classes; 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 relevant personnel in the area of compliance with the ADA and the Rehabilitation Act of 1973, Subpart E, as amended, and the College's process for student requests for accommodations, as the Acts specifically relate to College classes.

### **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 Course 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, subpart D, 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 for Dual Enrollment Courses. 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; provided, however, that any supplementary aids, services, or accommodations in a IEP or Section 504 Plan implemented in a Dual Enrollment Course shall be permitted as allowed under the College's accreditation guidelines as determined by the College. 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 as needed 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 as needed 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 as needed 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:  
Connie Gover, Superintendent  
Winslow Unified School District No.1  
P.O. Box 580  
Winslow, AZ 86047

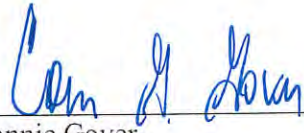


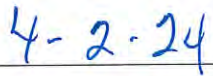
COLLEGE

\_\_\_\_\_  
By: Chato Hazelbaker  
Title: President

\_\_\_\_\_  
Date

SCHOOL DISTRICT


  
\_\_\_\_\_  
By: Connie Gover  
Title: Superintendent

  
\_\_\_\_\_  
Date

**REVIEWED AND APPROVED AS TO FORM**

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

By: Kristin Mackin  
Title: Attorney, Sims Mackin  
Counsel for Navajo County Community  
College District  
Dated: \_\_\_\_\_



By: JAMES LEDBETTER  
Title: MEMBER, THE LEDBETTER LAW FIRM, P.L.L.C.  
Counsel for Winslow Unified School  
District No.1  
Dated: 3 / 28 / 24



**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.

LCC	WCO	ENL101	College Composition I	Charlene Gil	3
LCC	WCO	ENL102	College Composition II	Charlene Gil	3
LCC	WCO	MAT152	Advanced Algebra	Bryan Larson	3
LCC	WCO	MAT189	PreCalculus Algebra/Trig	Bryan Larson	3
LCC	WCO	MAT221	Calculus I	Bryan Larson	4
LCC	WCO	HPE112	Intro to Sports Medicine	Natalie Barrios	3
LCC	WCO	HPE113	Foundations Strength & Cond	Natalie Barrios	3
LCC	WCO	HPE116	Intro to Exer Science & Phy Ed	Natalie Barrios	3
LCC	WCO	HPE120	Sports Performance Training	Natalie Barrios	3
LCC	WCO	HPE146	Personal Training	Natalie Barrios	3
LCC	WCO	HPE157	Kinetic Anatomy	Natalie Barrios	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.

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:**

College in-county/in-state tuition is Seventy-three Dollars (\$73) per credit hour for each in-county/in-state student; out-of-county/in-state tuition is Ninety-one Dollars (\$ 91) per credit hour for each out-of-County, in-student; and Four Hundred ten Dollars (\$410) per credit hour for each student, and 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.)	<i>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. .</i>
1. Course Fees	District _____ Student <u>X</u>
2. Media Fee	District _____ Student <u>X</u>
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, and applicable course fees, including all courses available for concurrent enrollment, bringing tuition to \$0 credit hour for in-state tuition.

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)*

\$ 1,512,300

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

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
AND  
ROUND VALLEY UNIFIED SCHOOL DISTRICT NO.10**

This Intergovernmental Agreement (“Agreement”) is entered into between Navajo County Community College District (dba Northland Pioneer College; “College”), and Round Valley Unified School District No.10 (“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, 2027 (“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 as needed 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 the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended, or the Individuals with Disabilities Education Act ("IDEA"), as applicable. Under the ADA and Section 504, subpart E, College is responsible for providing appropriate academic accommodations for those students that self-identify in Dual Enrollment classes; 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 relevant personnel in the area of compliance with the ADA and the Rehabilitation Act of 1973, Subpart E, as amended, and the College's process for student requests for accommodations, as the Acts specifically relate to College classes.

### **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, subpart D, 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 for Dual Enrollment Courses. 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; provided, however, that any supplementary aids, services, or accommodations in a IEP or Section 504 Plan implemented in a Dual Enrollment Course shall be permitted as allowed under the College's accreditation guidelines as determined by the College. 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 as needed 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 as needed 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 as needed 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:

Slade Morgan, Superintendent  
Round Valley Unified School District No.10  
940 E. Maricopa St.  
Springerville, AZ 85938



COLLEGE

SCHOOL DISTRICT

\_\_\_\_\_  
By: Chato Hazelbaker  
Title: President

*Slade Morgan*  
\_\_\_\_\_  
By: Slade Morgan  
Title: Superintendent


\_\_\_\_\_  
Date

*3/20/24*  
\_\_\_\_\_  
Date

**REVIEWED AND APPROVED AS TO FORM**

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

\_\_\_\_\_  
By: Kristin Mackin  
Title: Attorney, Sims Mackin  
Counsel for Navajo County Community  
College District  
Dated: \_\_\_\_\_

  
\_\_\_\_\_  
By: JAMES LEOBSTER  
Title: MEMBER, Leobster Law Firm, P.L.L.C.  
Counsel for Round Valley Unified School  
District No.10  
Dated: 3/28/24



## 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.

SPE	RVCO	ENL101	College Composition I	Allison Behrens	3
SPE	RVCO	ENL102	College Composition II	Allison Behrens	3
SPE	RVCO	BUS106	Tech of Personal Finance	Andrea Pena	3
SPE	RVCO	BUS110	Small Bus Management	Andrea Pena	3
SPE	RVCO	BUS210	Principles of Management	Andrea Pena	3
SPE	RVCO	BUS220	Principles of Marketing	Andrea Pena	3
SPE	RVCO	BUS105	Techniques of Supervision	Andrea Pena	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.

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:**

College in-county/in-state tuition is Seventy-three Dollars (\$73) per credit hour for each in-county/in-state student; out-of-county/in-state tuition is Ninety-one Dollars (\$ 91) per credit hour for each out-of-County, in-student; and Four Hundred ten Dollars (\$410) per credit hour for each student, and 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.)	<i>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. .</i>	
1. Course Fees	District _____	Student <u>X</u>
2. Media Fee	District _____	Student <u>X</u>
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, and applicable course fees, including all courses available for concurrent enrollment, bringing tuition to \$0 credit hour for in-state tuition.

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)*

\$ 1,512,300

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

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
AND  
ROUND VALLEY UNIFIED SCHOOL DISTRICT NO.10**

This Intergovernmental Agreement ("Agreement") is entered into between Navajo County Community College District (dba Northland Pioneer College; "College"), and Round Valley Unified School District No.10 ("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. § 11-952, § 15-342(13), § 15-701.01(F), and § 15-1445.

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 Concurrent Enrollment Courses via video conferencing, as defined in Section 2 below, to eligible School District students.

**2. DEFINITION**

Courses offered under this IGA are a hybrid approach of concurrent offerings. These are college courses offered by college faculty through technology to the high school classrooms.

**3. EFFECTIVE DATE AND TERM**

A. This Agreement shall be effective:

- a. After the governing boards of School District and College have approved it;
- and



- b. 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, 2027.

**4. OBLIGATIONS OF COLLEGE**

- A. Shall provide all full time and/or adjunct instructors and curriculum.
- B. Shall provide overall administrative direction and support.
- C. Shall lead a biannual schedule development process with all participating Districts.
- D. Shall provide placement testing and registration processes for the participating District students.
- E. Shall oversee purchase, installation and maintenance of all equipment and network processes required for participation.
- F. Shall provide network and equipment training to District technical staff.
- G. Shall provide training to District Site/Classroom Supervisors.
- H. Shall provide pre-session orientations for the participating District students.
- I. Shall provide for the participating District students access to advising, career and library services, college financial aid assistance, disability resources and accommodations, and full, online tutoring services.
- J. Shall provide, should the District choose to participate, adult basic education and possible other instruction to community members at the District site during evening hours.
- K. Shall provide a lab aide, at College expense, for evening course work provided at the District.

**4.1 General Course Requirements**

Students enrolled in Concurrent 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. § 15-1805.01. 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. Except for vocational and occupational Concurrent Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Concurrent Enrollment Course through an assessment test or GPA prior to, or at the time of, enrollment to determine and assure proper placement in the Concurrent Enrollment Courses.

**4.2 Instructors and Instruction**

Since College is providing the instructor for a Concurrent Enrollment Course, College will provide at College’s expense a substitute instructor or alternative instruction (online course material), as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Concurrent Enrollment Course.

#### **4.3 Policy and Procedure**

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 Concurrent 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.

#### **4.4 Students with Disabilities**

After notification from the student of individual needs, College will cooperate with School District to ensure the course 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 the student in determining appropriate accommodations or special education services; however, the 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.

#### **4.5 Reporting**

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

### **5. OBLIGATIONS OF SCHOOL DISTRICT**

- A. Shall provide classroom space, as agreed upon by the College and the District, to establish a distance education classroom. The space shall be made available and staffed in accordance with the College calendar and without regard to District holidays, days off, and early-release days.
- B. Shall provide to the College a list of course requests and anticipated enrollment by January 18<sup>th</sup> for any class to begin the following Fall semester, and September 1<sup>st</sup> for any classes to begin the following Spring semester.



- C. Shall ensure that each student enrolling in a course is aware that the student is participating in a college level course, even though provided at the school, and should act appropriately, which includes the expectation that students be on time and remain in class for the duration of the session.
- D. Shall assist the College in identifying and enrolling appropriate high school students in concurrent enrollment courses.
- E. Shall provide a District employee as a classroom aide during all high school concurrent enrollment courses delivered via video conferencing. During the time the class is in session, the aide shall be present in the classroom and shall be available by phone, either mobile or landline.
- F. Shall provide local technical support for the equipment.
- G. Shall coordinate equipment and technical support needs with the college's Technical Advancement and Support Division (TAS).
- H. Will adhere to College policy regarding billing and refunding for students who withdraw.
- I. Will hold students accountable to the college's Student Conduct Code as outlined in the current college catalog.
- J. Shall not use the equipment for any purpose other than NPC classes or NPC adult basic education classes, which includes but is not limited to the attachment of any non-related cable or external devices to the Cisco equipment in the classrooms.
- K. Shall submit student registration forms to NPC prior to District students leaving for summer break.
- L. Shall provide College-identified textbooks to participating students. District may make a determination as to textbook cost recovery based on District needs.
- M. Shall identify a District employee to serve as primary District Project contact.
- N. With regard to nondiscrimination of persons with disabilities, shall assist students with the process of self-identification in order to receive appropriate services.

### **5.1 Policy and Procedure**

- A. School District will ensure that each student seeking enrollment in a Concurrent Enrollment Course:
  - i. has completed the necessary College admissions and registration process;
  - ii. has completed College assessment examinations, if required by College;
  - iii. is aware the student is subject to both School District policies and procedures and College policies and procedures;
  - iv. is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and
  - v. 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 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 Concurrent 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.

**5.2 Students with Disabilities**

School District will work with qualified students to have individual students request appropriate accommodations for 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. Students shall work with College in determining appropriate accommodations or special education services. School District shall be responsible for ensuring that each qualified student receives a FAPE in conformity with his or her 504 Plan or IEP, including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services. This Agreement does not relieve School District of any of its legal duties under applicable Federal or State law, including but not limited to School District’s obligations relating to child find, evaluation, and placement of students with disabilities.

**5.6 Reporting**

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

**6. MUTUAL AGREEMENTS**

The District agrees to maintain liability insurance in the amount of \$1,000,000.00, naming the College as an additional insured, in order to protect the College from any liability arising from the District providing services under this Agreement. The College agrees to maintain liability insurance in the amount of \$1,000,000.00, naming the District as an additional insured, in order to protect the District from any liability arising from the College providing services under this Agreement. Any duty to indemnify under this Agreement shall be limited to such Party’s maximum insured liability.

**6.1 The College Instructor**



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.

**6.2 Students**

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

**6.3 Removal from Course**

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

**6.4 Schedule**

School District and College shall work together to determine the schedule of, and maximum and minimum number of students to enroll in, each Concurrent Enrollment Course. As part of this agreement, the College will make every effort to offer the following courses on a regular rotation:

- ANT102 • Cultural Anthropology 3 credits
- ART 101 • Understanding Art 3 credits
- ECN 211 • Principles of Macroeconomics 3 credits
- ENL 101 • College Composition I 3 credits
- ENL 102 • College Composition II 3 credits
- FDV 115 • Intro to Graphic Communication Technology 3 credits
- FDV 116 • Computer Photographic Imaging 3 credits
- FDV 220 • Film Aesthetics 3 credits
- GEO 110 • World Regional Geography 3 credits
- HIS 105 • U.S. History to 1877 3 credits
- HIS 106 • U.S. History since 1877 3 credits
- HIS 110 • Southwestern History 3 credits
- HUM 150 • Humanities in the Western World I 3 credits
- HUM 151 • Humanities in the Western World II 3 credits
- MAT 152 • Advanced Algebra 3 credits
- MAT 189 • Pre-Calculus Algebra/Trigonometry 3 credits
- MAT 221 • Calculus I 4 credits
- MAT 231 • Calculus II 4 credits
- POS 110 • American Government 3 credits
- PHL 150 • Comparative World Religions 3 credits

- PSY 101 • Intro to Psychology 3 credits
- PSY 240 • Developmental Psychology 3 credits
- SOC 101 • Introduction to Sociology 3 credits
- SPA 101 • Elementary Spanish I 4 credits
- SPA 102 • Elementary Spanish II 4 credits
- SPT 156 • History of Television 3 credits

**6.6 Guidelines**

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

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

**7.1 Fees**

Fees and charges for the Concurrent Enrollment Courses and program are provided on Exhibit B attached to this Agreement.

**7.2 Cost-Sharing**

The College and School Districts shall share the cost of maintaining this program. The School Districts are required to pay a share of the SmartNet warranty. The total amount is to be divided up equally between all School Districts participating in the program consortium. The College shall provide an invoice to the School District with a breakdown of costs, one month prior to the due date of Full-Time Equivalents day (FTSE day) each semester.

**7.3 Supplies**

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

**7.4 Tuition**

- A. The School District shall be responsible for payment of tuition to College, as specified in Exhibit B.
- B. School District understands and agrees that tuition charges for students enrolled under this program may vary 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.

#### **7.5 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).

### **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 Concurrent 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 concurrent 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:

If to College:

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

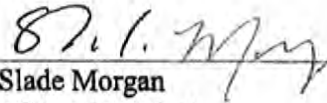
If to School District:

Slade Morgan, Superintendent  
Round Valley Unified School District No.10  
940 E. Maricopa St.  
Springerville, AZ 85938

COLLEGE

SCHOOL DISTRICT

\_\_\_\_\_  
By: Dr. Chato Hazelbaker  
Title: President

  
\_\_\_\_\_  
By: Slade Morgan  
Title: Superintendent

\_\_\_\_\_  
Date

3/20/24  
\_\_\_\_\_  
Date

**REVIEWED AND APPROVED AS TO FORM**

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

\_\_\_\_\_  
By: Kristin Mackin

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

Date:

  
\_\_\_\_\_  
By:

JAMES LEDBETTER  
Title: ATTORNEY, THE LEDBETTER LAW FIRM

Counsel for Round Valley Unified  
School District No.10

Date: 3/29/24



## EXHIBIT A

### TYPE OF INSTRUCTION CONCURRENT ENROLLMENT COURSES

#### COURSES AND CREDITS

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

Districts shall participate in a minimum of 3 college courses each semester (fall and spring).

- ANT102 • Cultural Anthropology 3 credits
- ART 101 • Understanding Art 3 credits
- ECN 211 • Principles of Macroeconomics 3 credits
- ENL 101 • College Composition I 3 credits
- ENL 102 • College Composition II 3 credits
- FDV 115 • Intro to Graphic Communication Technology 3 credits
- FDV 116 • Computer Photographic Imaging 3 credits
- FDV 220 • Film Aesthetics 3 credits
- GEO 110 • World Regional Geography 3 credits
- HIS 105 • U.S. History to 1877 3 credits
- HIS 106 • U.S. History since 1877 3 credits
- HIS 110 • Southwestern History 3 credits
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- HUM 151 • Humanities in the Western World II 3 credits
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- PSY 240 • Developmental Psychology 3 credits
- SOC 101 • Introduction to Sociology 3 credits
- SPA 101 • Elementary Spanish I 4 credits
- SPA 102 • Elementary Spanish II 4 credits
- SPT 156 • History of Television 3 credits

**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:**

N/A

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

**TUITION:**

College tuition is Seventy-three Dollars (\$ 73) per credit hour for each in-county/in-state student; tuition is Ninety-one Dollars (\$ 91) 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. Payment is due to the college prior to FTSE date each semester.

**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. Payment is due to the college prior to FTSE date each semester.

Fees and Costs (Including special course fees; assessment costs, if any; etc.)	<i>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.</i>	
1. Equipment Fee \$2,820.32	District <input checked="" type="checkbox"/>	Student
2. Course Fees	District <input checked="" type="checkbox"/>	Student
3. Media Fee	District <input checked="" type="checkbox"/>	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**

A scholarship will be applied for College course tuition, media, and applicable course fees, including all courses available for concurrent enrollment, bringing tuition to \$ 0/ credit hour for in-state tuition.

**6. FORMAT OF INVOICES BETWEEN THE SCHOOL DISTRICT AND COLLEGE**

The College shall send invoices to the School District to the attention and at the address listed below no later than thirty (30) days prior to the FTSE date 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)

\$ 1,512,300

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 Purchase of EMT SimMan Trainer

**Recommendation:**

*Faculty and Chair of the Emergency Medical Technician department recommends approval to purchase a SimMan 3G PLUS trainer at a total cost of \$118,305.73*

**Procurement Process and Budget Information:**

*Funds are budgeted from the 2024 Perkins Grant*

**Summary:**

*The EMT program is in need of replacing an old outdated SimMan to support student learning.*

*“SimMan 3G PLUS is a durable patient simulator created for high-quality simulation training in a multitude of different medical procedures and patient cases. SimMan 3G PLUS offers new, improved head skins, articulating arms, and LiveShock.” - Laerdal website.*





Frank Pinnell 03/20/2024  
Budget Manager Signature Date

**Procurement Review** (Required for \$10,000 & Above)

...3738343435

Mary Shea 03/20/2024  
Procurement Review Signature Date

**Exec Team Member or VP** (Required for \$10,000 & Above)

...3537383835

Michael Solomonson 03/20/2024  
Exec Team Member or VP Signature Date

**President** (Required for \$25,000 & Above)

DGB approval date (Required for \$50,000 and above): \*

\_\_\_\_\_  
President Signature Date

DyForms/MJ • 03/23 • Bus/Forms/BudgetTransferRequest





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

**Client Executive**  
 Anthony Burandt  
 (845) 296-6403  
 anthony.burandt@laerdal.com

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

**DATE:** 1/29/2024  
**ATTN:** Ms. Michelle Prentice BAS, NREMT-P  
 Program Coordinator  
 +15204313190  
 michelle.prentice@npc.edu

**QUOTE NUMBER:** Q-817046  
**CREDIT TERMS:** 30 days  
**EXPIRATION DATE:** 5/28/2024

**SHIP TO**  
 Michelle Prentice  
 102 First Ave  
 Holbrook AZ 86025

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

BuyBoard Contract 704-23 Applied

**SimMan 3G Plus (Light)**

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	212-03350	SimMan 3G PLUS Light Manikin and Accessories Includes SimMan 3G PLUS Manikin, LLEAP License, Consumables, 1 Year Manufacturer's Warranty.		\$89,499.00	\$84,129.06	\$84,129.06
1	260305	Power Cord 110V (US)		\$109.00	\$0.00	\$0.00
1	212-B-ProTech-S3G+	SimMan3G+ ProTech Coverage Complete technical coverage for simulator, patient monitor, instructor laptop and or SimPad against defects, including loaner coverage, updates and modifications to products. ProTech also includes the following value add items: installs for new manikin, 1 periodic maintenance per year as requested, and Premium Tech Support.	36	\$51,205.00	\$27,854.00	\$27,854.00
<b>SimMan 3G Plus (Light) TOTAL:</b>						\$111,983.06

ITEM TOTAL : \$111,983.06  
 SHIPPING/HANDLING : \$858.00  
 ADDITIONAL CHARGE/CREDIT : \$0.00  
 TAX : \$5,464.67  
 TOTAL : \$118,305.73

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

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

**Products:**

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

**Payment:**

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

Lease term 24 months: USD 4,701.71 \*

Lease term 36 months: USD 3,134.47 \*

Lease term 48 months: USD 2,350.86 \*

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

**Warranty:**

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

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

**Delivery:**

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

**Training/Education:**

Onsite and Virtual Education will expire one (1) year from date of purchase. Exceptions include:

- Educational Pathway trainings will expire two (2) years from date of purchase. Five (5) or more Ed Path Training days will expire in five (5) years.
- Contracts/Technology Sustainment Program (TSP)
- Advanced Care & Maintenance Courses

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

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

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

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

3 WEEKS or MORE: NO FEE

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

Confidential



## Request to Accept the Single Audit for Fiscal Year Ended June 30, 2023

### **Recommendation:**

Staff recommends accepting the Single Audit Report for the fiscal year ended June 30, 2023.

### **Summary:**

NPC issues two separate audit reports - the Annual Comprehensive Financial Report (ACFR) and the Single Audit. Both audits are conducted by the Arizona Auditor General (AG). The ACFR was reviewed with the District Governing Board during the February board meeting and the Single Audit report is now available. The Single Audit was distributed electronically to the District Governing Board on March 19, 2024 by the AG and is available on their website at <https://www.azauditor.gov>.

This Single Audit report focuses on the District's compliance with requirements applicable to each major federal program the District administers and on its internal control over compliance. The audit opinion for this report is that the District maintained adequate internal control over compliance and complied with federal compliance requirements for the two major federal programs tested.

Preparing for the audit and the issuance of the ACFR and Single Audit is a large annual undertaking, but what really makes the audit successful year after year is the daily commitment of all college departments and divisions to the internal controls and processes carefully put in place to ensure accuracy, efficiency and accountability. Numerous individuals from various departments and divisions worked on the audit and the related reports and all deserve a heartfelt thanks: Business Office, Technology Advancement and Support, Financial Aid, Human Resources/Payroll, Records & Registration, Marketing, the Instructional Division and the President.

College staff also acknowledges the contribution of the Office of the Arizona Auditor General. They play an important role in the audit and continue to provide excellent professional work. We appreciate the working relationship we have with all members of the Auditor General's staff.

# Navajo County Community College District

Single Audit Report

Year Ended June 30, 2023



A Report to the Arizona Legislature

Lindsey A. Perry  
Auditor General





The Arizona Auditor General’s mission is to provide independent and impartial information and specific recommendations to improve the operations of State and local government entities. To this end, the Office provides financial audits and accounting services to the State and political subdivisions, investigates possible misuse of public monies, and conducts performance audits and special reviews of school districts, State agencies, and the programs they administer.

## The Joint Legislative Audit Committee

Representative **Matt Gress**, Chair

Representative **Tim Dunn**

Representative **Alma Hernandez**

Representative **Beverly Pingerelli**

Representative **Marcelino Quiñonez**

Representative **Ben Toma** (ex officio)

Senator **Sonny Borrelli**, Vice Chair

Senator **David C. Farnsworth**

Senator **Anthony Kern**

Senator **Juan Mendez**

Senator **Catherine Miranda**

Senator **Warren Petersen** (ex officio)

## Audit Staff

**Melanie M. Chesney**, Deputy Auditor General and Acting Director, Financial Audit Division

**Victoria Fisher**, Manager

## Contact Information

**Arizona Auditor General**  
**2910 N. 44th St., Ste. 410**  
**Phoenix, AZ 85018-7271**

**(602) 553-0333**

**contact@azauditor.gov**

**www.azauditor.gov**



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LINDSEY A. PERRY  
AUDITOR GENERAL

ARIZONA  
AUDITOR GENERAL

MELANIE M. CHESNEY  
DEPUTY AUDITOR GENERAL

**Independent auditors' report on compliance for each major federal program;  
report on internal control over compliance; and report on schedule of  
expenditures of federal awards required by the Uniform Guidance**

Members of the Arizona State Legislature

The Governing Board of  
Navajo County Community College District

**Report on compliance for each major federal program**

***Opinion on each major federal program***

We have audited Navajo County Community College District's compliance with the types of compliance requirements identified as subject to audit in the *U.S. Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023. The District's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

***Basis for opinion on each major federal program***

We conducted our audit of compliance in accordance with U.S. generally accepted auditing standards, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the U.S. Comptroller General, and the audit requirement of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the auditors' responsibilities for the audit of compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

***Management's responsibilities for compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's federal programs.



## ***Auditors' responsibilities for the audit of compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with U.S. generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, we express no such opinion.

We are required to communicate with those charged with governance regarding, among other matters, the audit's planned scope and timing and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## **Report on internal control over compliance**

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the auditors' responsibilities for the audit of compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit, we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

### **Report on schedule of expenditures of federal awards required by the Uniform Guidance**

We have audited the financial statements of the District's business-type activities and discretely presented component units as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon dated December 5, 2023, that contained unmodified opinions on those financial statements. Our report also included a reference to our reliance on other auditors. Our audit was performed for the purpose of forming our opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of the District's management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

*Lindsey A. Perry*

Lindsey A. Perry, CPA, CFE  
Auditor General

March 11, 2024



# SCHEDULE OF FINDINGS AND QUESTIONED COSTS

## Summary of auditors' results

### Financial statements

Type of auditors' report issued on whether the financial statements audited were prepared in accordance with generally accepted accounting principles **Unmodified**

Is a going concern emphasis-of-matter paragraph included in the auditors' report? **No**

### Internal control over financial reporting

Material weaknesses identified? **No**

Significant deficiencies identified? **Yes**

Noncompliance material to the financial statements noted? **No**

### Federal awards

#### Internal control over major programs

Material weaknesses identified? **No**

Significant deficiencies identified? **None reported**

Type of auditors' report issued on compliance for major programs **Unmodified**

Any audit findings disclosed that are required to be reported in accordance with 2 CFR §200.516(a)? **No**

#### Identification of major programs

Assistance Listings numbers	Name of federal program or cluster
84.007, 84.063	Student Financial Assistance Cluster
84.425	COVID-19 - Education Stabilization Fund

Dollar threshold used to distinguish between Type A and Type B programs **\$750,000**

Auditee qualified as low-risk auditee? **Yes**



## Financial statement findings

Financial statement findings were reported in the separately issued report on internal control over financial reporting and on compliance and other matters based on an audit of basic financial statements performed in accordance with *Government Auditing Standards*.

## Federal award findings and questioned costs

None reported.

# DISTRICT SECTION

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
Fiscal Period 7/1/2022 - 6/30/2023**

Federal Awarding Agency/Program Title	Assistance Listing Number	Additional Award Identification (Optional)	Name of Funder Pass-Through Entity	Identifying Number Assigned By Funder Pass-Through Entity	Federal Expenditures	Federal Program Total	Cluster Name	Cluster Total
<b>DEPARTMENT OF AGRICULTURE</b>								
DISTANCE LEARNING AND TELEMEDICINE LOANS AND GRANTS	10.855				\$379,319	\$379,319	N/A	\$0
<b>TOTAL DEPARTMENT OF AGRICULTURE</b>					<u>\$379,319</u>			
<b>DEPARTMENT OF LABOR</b>								
<i>WIOA ADULT PROGRAM</i>	17.258		ARIZONA DEPARTMENT OF EDUCATION	None	\$19,146	\$19,146	WIOA CLUSTER	\$53,146
<i>WIOA YOUTH ACTIVITIES</i>	17.259		NAVAJO COUNTY	D121-0002285	\$34,000	\$34,000	WIOA CLUSTER	\$53,146
<b>TOTAL DEPARTMENT OF LABOR</b>					<u>\$53,146</u>			
<b>SMALL BUSINESS ADMINISTRATION</b>								
<i>SMALL BUSINESS DEVELOPMENT CENTERS</i>	59.037		MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT	SBAHQ-22-B0041	\$139,203	\$164,944	N/A	\$0
<i>COVID-19, SMALL BUSINESS DEVELOPMENT CENTERS</i>	59.037	COVID-19, 59.037	MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT	SBAHQ-20-C0012	\$25,741	\$164,944	N/A	\$0
<b>TOTAL SMALL BUSINESS ADMINISTRATION</b>					<u>\$164,944</u>			
<b>DEPARTMENT OF EDUCATION</b>								
<i>ADULT EDUCATION - BASIC GRANTS TO STATES</i>	84.002	84.002A	ARIZONA DEPARTMENT OF EDUCATION	V002A210003	\$480,128	\$480,128	N/A	\$0
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS	84.007				\$234,001	\$234,001	STUDENT FINANCIAL ASSISTANCE CLUSTER	\$1,748,875
HIGHER EDUCATION, INSTITUTIONAL AID	84.031				\$33,298	\$33,298		
<i>CAREER AND TECHNICAL EDUCATION -- BASIC GRANTS TO STATES</i>	84.048	84.048A	ARIZONA DEPARTMENT OF EDUCATION	V048A210003	\$411,212	\$411,212	N/A	\$0
FEDERAL PELL GRANT PROGRAM	84.063				\$1,514,874	\$1,514,874	STUDENT FINANCIAL ASSISTANCE CLUSTER	\$1,748,875
<i>FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION</i>	84.116	84.116T	YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT	P167210013	\$23,845	\$23,845	N/A	\$0
COVID-19, HIGHER EDUCATION EMERGENCY RELIEF FUND - STUDENT AID	84.425	COVID-19, 84.425E			\$887,766	\$2,248,255	N/A	\$0
COVID-19, HIGHER EDUCATION EMERGENCY RELIEF FUND - INSTITUTIONAL AID	84.425	COVID-19, 84.425F			\$584,113	\$2,248,255	N/A	\$0
COVID-19, HIGHER EDUCATION EMERGENCY RELIEF FUND - MINORITY SERVING INSTITUTIONS	84.425	COVID-19, 84.425L			\$246,322	\$2,248,255	N/A	\$0
COVID-19, INSTITUTIONAL RESILIENCE AND EXPANDED POSTSECONDARY OPPORTUNITY	84.425	COVID-19, 84.425P			\$530,054	\$2,248,255	N/A	\$0
<b>TOTAL DEPARTMENT OF EDUCATION</b>					<u>\$4,945,613</u>			
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>					<u>\$5,543,022</u>			

Please Note:  
Italicized award lines indicate pass-through funding

The accompanying Notes to the Schedule of Expenditures of Federal Awards are an integral part of the schedule.



**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**Fiscal Period 7/1/2022 - 6/30/2023**

**Significant Accounting Policies Used in Preparing the SEFA**

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

**10% De Minimis Cost Rate**

The District did not elect to use the 10 percent de minimis indirect cost rate as covered in 2 CFR §200.414.

**Basis of presentation**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Navajo County Community College District for the year ended June 30, 2023. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

**Federal assistance listings numbers**

The program titles and Federal Assistance Listings numbers were obtained from the federal or pass-through grantor or the 2023 Federal Assistance Listings.

# DISTRICT RESPONSE



March 1, 2024

Lindsey A. Perry  
Arizona Auditor General  
2910 N. 44th St., Ste. 410  
Phoenix, AZ 85018

Dear Ms. Perry:

We have prepared the accompanying summary schedule of prior audit findings per the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Specifically, we are reporting the status of audit findings included in the prior audit's schedule of findings and questioned costs. This schedule also includes the status of audit findings reported in the prior audit's summary schedule of prior audit findings that were not corrected.

Sincerely,

[Maderia Ellison \(Mar 1, 2024 09:30 MST\)](#)

Maderia J. Ellison  
Vice President for Administrative Services/CFO



Navajo County Community College District  
(Northland Pioneer College)  
Summary schedule of prior audit findings  
Year Ended June 30, 2023

**STATUS of FINANCIAL STATEMENT FINDINGS**

**The District's deficiencies in its process for managing and documenting its risks may put its operations and IT systems and data at unintended and unnecessary risk of potential harm**

Finding No. **2022-01**. This finding initially occurred in fiscal year 2017.

Status: *Fully Corrected*

**The District's control procedures over IT systems and data were not sufficient, which increases the risk that the District may not adequately protect those systems and data**

Finding No. **2022-02**. This finding initially occurred in fiscal year 2017.

Status: *Partially Corrected*

Reason for recurrence: The finding was made in fiscal year 2017 and it was not anticipated for it to be reoccurring in fiscal year 2023. The District is in the process of improving controls but have not fully implemented the changes.

As of June 30, 2023, the District has partially implemented the necessary changes to improve existing IT access and security over information technology resources. The District has developed policies and procedures documenting the control processes over IT access and the security protocols. These policies and procedures will be implemented and allow the District to better monitor, manage and control access to data and IT devices, as well as maintain IT security.

**Status of federal award findings and questioned costs**

**Assistance Listing number and name:** **84.425E Covid-19 Education Stabilization Fund-Higher Education Emergency Relief Fund (HEERF) Student Portion**

Finding No.: **2022-101**. *This finding initially occurred in fiscal year 2022.*

Status: *Fully Corrected*



## Nursing Fees - Amended

**Recommendation:**

Staff recommends approving the amended course fees for the Nursing division.

**Summary:**

The course fees approved by the District Governing Board in March 2024, erroneously omitted the NAT101 fee for \$160. This action will allow the course fee to remain in force.



**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
2024-2025  
Course Fees**

NURSING			Approved 2023-24	Proposed 2024-25
NAT	101	Nursing Assistant	\$160	\$160
NUR	116	LPN to RN Transition	\$495	\$495
NUR	117	Pharmacology I	\$10	\$10
NUR	118	Pharmacology II	\$10	\$10
NUR	121	Nursing I	\$495	\$495
NUR	122	Nursing II	\$495	\$495
NUR	123	Paramedic to Nurse Bridge	\$495	\$495
NUR	221	Nursing III	\$495	\$495
NUR	222	Nursing IV	\$495	\$495
NUR	291	RN Refresher Course	\$450	\$450

**Notes:**

- **Bold** items indicate a change from prior year.
- Increases related to increased supplies and testing fees.
- 199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.
  - **NUR199 IV Cert for LPN \$120**

# Award Contract to Replace Roof at Winslow Campus

**Recommendation:**

Staff recommends awarding a contract to Colliers Roofing for a total of \$106,299.30 to replace the roof of the Multipurpose Building at the Little Colorado Campus (LCC) in Winslow

**Budget Information:**

The total cost is included in the budget for FY24.

**Summary:**

The roof at the Multipurpose Building needs to be replaced as it has reached the end of life. The building is currently experiencing some leakage from the roof due to wind and water damage. The swamp coolers have caused much of the issues. The repair includes replacing the roof, installing heaters and duct work and replacing the swamp coolers.

NPC issued a request for bid (RFB), AS 24-03, on March 8, 2024 with a closing date of March 22, 2024. A total of three vendors submitted bids and Colliers Roofing was selected based on a points system outlined in the RFB.

<u>Vendors</u>	<u>Base Bid</u>
All Customs Exteriors	\$ 84,950.00
Colliers Roofing	\$106,299.30
Progressive Roofing	\$306,880.00

**IFB AS #24-03 Bid Tabulation**

INVITATION FOR BID (IFB)

NPC Winslow Multipurpose Roof

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT dba NORTHLAND PIONEER COLLEGE

5:00 P.M., Arizona time

April 4, 2024

Page 1 of 1

<b>Vendor</b>	<b>Date Received</b>	<b>Time Received</b>	<b>Bid Submission Received By</b>	<b>Bid Submitted</b>
All Customs Exteriors	03/22/24	09:08AM	Electronic - Bonfire Integrated Portal	All required documents present Bid \$84,950 2 Year Warranty / 2 Months Out
Collier Roofing	03/22/24	09:08AM	Electronic - Bonfire Integrated Portal	All required documents present Bid \$106,299.30 10 Year Warranty / Available
Progressive Roofing	03/22/24	09:08AM	Electronic - Bonfire Integrated Portal	All required documents not present Bid \$306,880 Add for TERO Tax \$15,294 Plus 4.50 sp ft / Plywood, snow guards and taxes

WE HEREBY CERTIFY THIS IS A TRUE AND ACCURATE TABULATION OF THE PROPOSALS RECEIVED FOR THE ABOVE REFERENCED INVITATION FOR BIDS ON March 8, 2024.

Invitation for Bid Due on March 22, 2024 at 9:30AM, Arizona time. Invitation for Bids Received by: Mary Shea (Bonfire Integrated Portal).  
Bid Opening Attendees: Mary Shea, Justin White, Russell Kupfer, Brian Mowers.

Navajo County Community College District dba Northland Pioneer College  
RECORDED BY: Mary Shea





**All Custom Exteriors**  
 1005 W. Snowflake Blvd.  
 Snowflake, AZ 85937  
 Phone: 928-536-7275

Brian Mowers- NPC  
 Phone: 928-414-3387

Highway 264 Milepost 397 (NPC Hopi Center)  
 Keams Canyon, AZ

Job Address:  
 1400 E 3rd Street  
 Winslow, AZ 86047

**Print Date:** 3-26-2024

## Proposal for NPC Winslow Campus - Roof Repair - 0124039

Items	Description	Price
Roof Replacement	<p>Remove 4 old units from the roof and one fan. Remove all of the existing metal roofing panels and trim on the upper main gable roof line of the MPB building. (Not touching or re-doing the lower porch panels).</p> <p>Provide and install 24 G metal SL1750 Snaplock roofing panels (18" wide panel with 1 3/4" rib) and trim on the upper main gable roof line of the MPB building.</p> <p>*Roof has a blue paint or coating on it. We will use the closest blue metal roofing color we can find to match existing color.</p> <p>Labor and Materials \$84,600.00            *Includes material taxes</p>	\$84,600.00
Hall Building Repairs	<p>While on site doing other work, seal a few things on the roof to try to prevent water and leaks around some pipes and flashing details.</p> <p>Labor and Materials \$350.00            *Includes material taxes</p>	\$350.00

**Total Price: \$84,950.00**

### IMPORTANT NOTES:

- Due to current macroeconomic conditions affecting material prices, any price increase on materials will be added to the total bid amount if required material selections (color, etc) have not been confirmed within 5 business days of signature. Price Reflects Standard Colors Only, Up-Charge on Premium Colors and products.
- Any unforeseen existing layers of roofing, siding, decking or other materials that are not included in your original bid will be an additional change order that is due at the time of completion.  
 Required 50% deposit to order material. Proposals may be withdrawn by All Custom Exteriors if not accepted within 10 days. If estimates are given from plans, prices could change with actual build measurements and will be billed at the completion of the project. Any change orders due to dry-rot or necessary fascia and or roof decking replacement will be added to your job and applied to final invoice upon completion.
- All Custom Exteriors will not be held responsible for any structural or framing problems which are pre-existing and affect the look of the final product installed. In the event that this occurs, we will notify you the customer/client of said issues prior to install. If customer chooses to not correct the problem the end result could look unsatisfactory even with a newly installed product.

- Homes that have T&G ceilings and porch lids can have nails and screws that may come through the finished product which is at no fault to All Custom Exteriors which abides by recommended building codes and guidelines.
- All Custom Exteriors will not be held responsible for loose or cracking sheetrock after or before a re-roof or siding project. When moving around and working on the roofing or siding; banging does occur from vibrations.
- We are currently 2 months out on new jobs. (Depending on the job type and materials selected). All siding, window and decking/framing projects have a minimum 6 month lead time. Your job will be added to the list once the signed proposal and down payment have been received. If you have any questions please contact us at 928-536-7275 for scheduling information. AN ADDITIONAL 4% WILL BE ADDED IF USING ELECTRONIC PAYMENT.

**Warranties:** All Custom Exteriors offers a great 2 year labor warranty on all of our work with the exception of small repairs. All Custom Exteriors does not provide paint on product unless it is specified in your contract. It is the customers responsibility to paint their unfinished products. If your product and or lumber is an unfinished product and begins to warp, twist, break, bow or crack due to the customers/client's lack of finishing the product; it will not be covered under warranty. Should customer/client choose to perform ANY repair work, or additional work that ties into roof of ANY sort, while the client's roof is under contractual warranty guarantee by All Custom Exteriors without written consent of All Custom. The warranty will be void eliminating All Custom Exteriors from future responsibilities of the product and/or craftsmanship of the original contract.

Rain gutters will not be warrantied on metal roofs unless snow guards are installed prior. Not all claims being made are warranty issues. See "Buyer Maintenance" section below to better understand coverages and customer responsibilities for maintenance.

**Exclusions:** Bonds, permits, all wood, metal, insulation and any painting not listed above, mechanical, electrical, plumbing and any OSHA required roof top covers.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices and manufacturers installation specifications. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. All Custom Exteriors will not be responsible for removal or installation of attachments, satellite dishes, antennas etc. to buildings. If in the event a dish, wireless adapters or gps connected devices need to be removed to perform our job; we are not held responsible for service reconnection or financial charges associated with reconnecting the device and/or service. Our workers are fully covered by Workmen's Compensation Insurance. Property owner has the right to file a written complaint with the registrar for an alleged violation of section 32-1154 (A). The complaint must be filed within the time set forth in section 32-1155 (A). Registrar Phone: 602-542-1525, State: AZ, Website: www.azroc.gov.

**Buyer Maintenance:** Even with our amazing warranty, there is still some maintenance that must be done to keep your roof from having future issues. There is a certain level of care required for homeowners during high snow years. We use a high quality 24-gauge or 26-gauge metal for our snow guards, this is a higher quality of metal than the 29-gauge metal sold by retailers like Home Depot and Lowes. Even though it is a high quality of metal, there are still limits to the weight it can hold. Damages to panels, pipes, snowguards or weight from excess snow is NOT covered by warranty. Click HERE to read more. All Custom Exteriors has a great 2-year warranty on our products, our warranty however only covers snow fall up to 5 inches or less, on a roof. Anything more than that would be considered a natural disaster and any damage would go to the homeowner's insurance company. It is ultimately the responsibility of the homeowner to get the excess weight of snow off the roof, to prevent damage. If damage is caused by fire, lightening, winds or hail storms, or other catastrophic events, or interior is damaged from water intrusion, notify your insurance company.

The presence of leaves or pine needles in gutters and roof valleys can lead to a phenomenon called a water dam. This water dam has the potential to push water beneath the roofing material, resulting in leaks throughout the underlying structure. These leaks can travel along roof joints and other areas, causing interior damage in distant locations from the actual leak. As the homeowner, it is your duty to remove debris, snow, and ice from the roof to prevent such issues.

Installation or relocation of antennas or other equipment on the roof or siding may cause leaks unless proper sealants, such as the appropriate silicone, are used at any point where screws or other anchoring devices penetrate the roof. It is crucial to ensure that the correct sealants are applied to maintain the integrity of the roof. Additionally, it is important to note that even with

proper sealing, regular preventative maintenance is necessary for caulked areas. Avoiding unnecessary foot traffic on the roof is advised as it can significantly reduce the lifespan of the shingles.

Without periodic tuckpointing, the chimney is susceptible to potential leaks. Over the years, as your house settles naturally, it can create conditions that lead to leaks. It is essential to perform regular maintenance on the flashing compound around the chimney and vent pipe areas, preferably on an annual basis. These regions should undergo periodic inspections to identify any cracks or signs of weathering. If such indications are found, the flashing should be reinstalled or repaired as necessary.

Proper airflow in your attic helps maintain similar temperatures to the outside, which in turn enhances the durability of your roof. To meet the FHA standards, sufficient ventilation entails having at least one square foot of open space for every 300 square feet of attic area. Ideally, half of this ventilation should be near the roof's peak, while the other half should be located in the eaves or lower section. Inadequate or absent ventilation leads to moisture condensation in the attic, potentially causing delamination of your decking. Moisture pulled through the shingle by the sun can result in the wood decking rotting, blistering, or curling, which should not be mistaken as a manufacturer's defect but rather a consequence of the excessive moisture.

At our company, we take pride in ensuring that our products are installed according to the manufacturer's requirements and recommendations. Following these guidelines is crucial to guarantee the optimal performance and longevity of the installed product. It is important to note that deviating from these installation guidelines, at the homeowner's request, may potentially void the product warranty. Therefore, we strongly advise homeowners to adhere to the manufacturer's instructions and trust in our expertise to deliver a professional installation that meets all necessary standards. By following the recommended installation procedures, we can provide our customers with peace of mind and ensure the continued warranty coverage of the product.

**CONTRACT TERMS AND CONDITIONS OF SALE:**

All accounts are due and payable upon completion of each job. Interest rate on past due account is 2% per month, or 24% per year. By signing this document the purchaser agrees to pay collection agency and/or attorney fees in the event this account is placed with a collection agency or an attorney for collection. Including but not limited to; attorney fees, legal fees and filing fees. Accounts 60 days past due will be submitted for collection and have 35% added for said collections.

Once contract agreement has been activated by signed acceptance, this contractual agreement serves as a 20 day preliminary notice that in the event that the customer/client chooses not to pay the agreed upon price in full, set in the terms and conditions of this contractual agreement; a lien may be placed. This is not a lien, but a notice to lien in the event of non-payment. No further action is to be taken unless the customer/client chooses to breach contract and withhold funds and/or not pay agreed upon price in full and in a timely manner consistent with current pay scheduling.

There will be a 20% material price re-stocking fee charged to the homeowner on all materials that are sent back to the supplier.

**ACCEPTANCE OF PROPOSAL:** The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. By signing I am personally guaranteeing payment. The terms and conditions of this agreement are legal and binding.

I confirm that my action here represents my electronic signature and is binding.

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

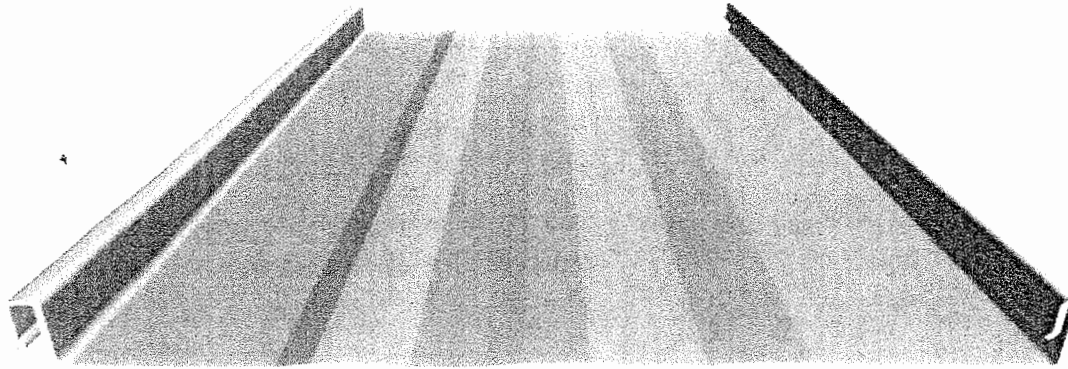
**Print Name:**

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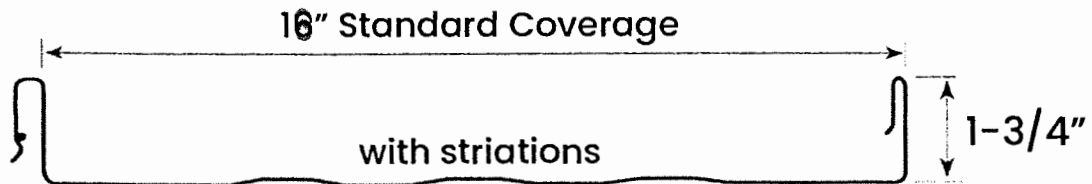
# SNAP LOCK 1750

## STANDING SEAM FASTENER



Snap Lock 1750 Panels combine architectural aesthetics with structural performance and durability. Ideal for low sloping and long spanning roofs. Handles impressive load for climates with extreme temperature variations!

<b>Panel Type:</b>	Roof, Wall	<b>Fasteners:</b>	Clip System
<b>Panel Coverage:</b>	16"	<b>Available Material:</b>	Steel
<b>Custom Coverage:</b>	12", 18"	<b>Available Substrates:</b>	Open Framing, Solid Substrate
<b>Rib Height:</b>	1-3/4"	<b>Standard Finishes:</b>	Acrylic Coated Galvalume®
<b>Standard Gauge:</b>	26 ga.		
<b>Custom Gauge:</b>	24 ga.		



Drip/Eave	Gable	Ridge Cap	Sidewall	Endwall	Valley
Peak Ridge	Transition	Backpan	Z-Bar	J-channel	

\*custom trim available upon request





**Colliers Roofing Inc**  
 8886 Miller Trail ,  
 Snowflake, AZ  
 Phone: (928) 229-0033

03/27/2024  
**Claim Information**

**Company Representative**  
 Christian Collier  
 Phone: (928) 229-0033  
 colliersroofing@protonmail.com

24 GAUGE STANDING SEAM

**Brian Mowers**  
 1400 East 3rd Street  
 Winslow, AZ 86047  
 (928) 414-3387

Job: 455: Brian Mowers

**Labor**

Note: Our pricing in this estimate is based off Xactimate "A computer software program used by insurance companies to determine fair pricing for any given construction project in your area."

In this estimate, we propose to:  
 -Remove the existing roof  
 -Inspect the deck and fix the framing

Then we will Install the new roof. This includes

- Installing 2"x2" Drip Edge along all eaves
- Installing 24 GAUGE Standing Seam Panels Fastened with roofing pan screws
- Properly folding, crimping, and Installing all necessary flashing components (valley metal, ridge cap, transition metal, end wall flashing, sidewall flashing)
- Installing Gable trim on all Rakes
- Installing new ridge vents or box vents.
- Installing new pipe and chimney flashings.
- Cleaning up all job-related debris
- PROVIDE A 10 YEAR WORKMANSHIP WARRANTY

	Qty	Unit	Per Unit Charge	Price
<b>General Labor Items</b>				
Tear Off/Hauling/Dumping	85.86	SQ	\$56.51	\$4,851.95
A charge for labor per SQ to tear off and haul away your old roof				
24 Gauge Standing Seam Install	93.50	SQ	\$439.72	\$41,113.82
A charge per labor per SQ to install snap lock metal roofing				
				<b>\$45,965.77</b>

**Material**

In this section we list the charge for the material required to complete your roofing project.

For roof we estimated to use a commercial grade 24 Gauge Standing Seam metal roof.

	Qty	Unit	Per Unit Charge	Price
<b>Underlayment Material</b>				
24 Gauge Extended Eave Drip Edge	22.44	PC	\$50.71	\$1,138.03
<b>24 Gauge Standing seam Metal Roofing</b>				
Snap Lock 26GA	93.00	SQ	\$484.31	\$45,040.83

Gable Trim 26 Gauge	16.80	PC	\$55.19	\$927.19
Ridge Cap 26GA	11.22	PC	\$61.50	\$690.03
Z-Bar	22.44	PC	\$16.67	\$374.07
Butyl Tape	5.61	RL	\$16.48	\$92.47
Through The Roof Silicone	17.17	EA	\$27.47	\$471.70
#9x1-1/2" Wood grip Screw with Washer (100 Cnt)	8.59	EA	\$15.38	\$132.15
3/4" Roofing Screws	8.59	EA	\$15.38	\$132.15

**\$48,998.62**

<b>Sub Total</b>	<b>\$94,964.39</b>
Tax	\$4,440.04
Overhead	\$6,894.87
<b>TOTAL</b>	<b>\$106,299.30</b>



*ATTACHMENT 2: Cost Proposal*

**Note:** All costs are included in the fees for services proposed,  
and there will be no additional expenses billed to the college for any reason.  
**(Responders must return this cost proposal with prices filled in where noted.)**

Progressive Roofing

Base Bid \$298,660.00

Tax \$ 8,220.00

Total \$306,880.00

Add for zero tax if required - \$15,294.00

unit cost for plywood replacement if required - \$4.50 SF

Exclude: asbestos testing or abatement if required and  
any mechanical replacement

## Award Contract to Replace Roof at Hopi Center

**Recommendation:**

Staff recommends awarding a contract to Colliers Roofing for a total of \$136,437.84 to replace the building roof at the Hopi Center.

**Budget Information:**

The total cost is included in the budget for FY24.

**Summary:**

The roof at the Hopi Center needs to be replaced as it has reached the end of life. The building is currently experiencing some leakage from the roof due to wind and water damage. The roof was sealed 8 years ago and cannot be sealed again.

NPC issued a request for bid (RFB), AS 24-04, on March 8, 2024 with a closing date of March 22, 2024. A total of three vendors submitted bids and Colliers Roofing was selected based on a points system outlined in the RFB.

<u>Vendors</u>	<u>Base Bid</u>
All Customs Exteriors	\$116,450.00
Colliers Roofing	\$136,437.84
Progressive Roofing	\$339,810.00

**IFB AS #24-04 Bid Tabulation**

INVITATION FOR BID (IFB)

NPC Hopi Roof Project

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT dba NORTHLAND PIONEER COLLEGE

5:00 P.M., Arizona time

April 4, 2024

Page 1 of 1

<b>Vendor</b>	<b>Date Received</b>	<b>Time Received</b>	<b>Bid Submission Received By</b>	<b>Bid Submitted</b>
All Customs Exteriors	03/22/24	09:08AM	Electronic - Bonfire Integrated Portal	All required documents present Bid \$116,450 or \$122,600 2 Year Warranty / 2 Months Out
Collier Roofing	03/22/24	09:08AM	Electronic - Bonfire Integrated Portal	All required documents present Bid \$136,437.84 10 Year Warranty / Available
Progressive Roofing	03/22/24	09:08AM	Electronic - Bonfire Integrated Portal	All required documents not present Bid \$339,810 Add for TERO Tax \$16,940 Plus Plywood, snow guards and taxes

WE HEREBY CERTIFY THIS IS A TRUE AND ACCURATE TABULATION OF THE PROPOSALS RECEIVED FOR THE ABOVE REFERENCED INVITATION FOR BIDS ON March 8, 2024.

Invitation for Bid Due on March 22, 2024 at 5:00 P.M., Arizona time. Invitation for Bids Received by: Mary Shea (Bonfire Integrated Portal). Bid Opening Attendees: Mary Shea, Justin White, Russell Kupfer, Brian Mowers.

Navajo County Community College District dba Northland Pioneer College  
RECORDED BY: Mary Shea





**All Custom Exteriors**  
 1005 W. Snowflake Blvd.  
 Snowflake, AZ 85937  
 Phone: 928-536-7275

Brian Mowers- NPC  
 Phone: 928-414-3387

Job Address:  
 Highway 264 Milepost 397 (NPC Hopi Center)  
 Kearns Canyon, AZ

**Print Date:** 3-21-2024

## Proposal for NPC Hopi Center- 26G SL100

Your estimator- Trent Ault

### QuickBooks Import

Items	Description	Price
Remove Current Roof	Remove and haul away the existing metal roofing complete on the Hopi NPC building. (Rotted plywood replacement is \$100/sheet).	\$13,530.00
Metal Roof Bid	<p>Provide and install new 26 G Snaplock SL100 metal roofing (16" wide panel with 1" rib) with a screw flange side complete on the Hopi NPC building. Comes with 2 rows of peel and stick high-temp Ice &amp; Water Shield underlayment on lower roof edges, and one row in all valleys. Comes with synthetic underlayment on the rest of the roof with all standard metal trim included.</p> <p>Comes with a new drip fascia that is taller than normal to cover area of drip and currently covered fascia being removed.</p> <p>Comes with a 3 year weathertight warranty on new roofing system.</p> <p>Labor &amp; Materials \$101,400.00</p> <p>-Please see attached color chart for availability and options.</p>	\$101,400.00
Gutters	Remove and haul away existing gutters on front entryway section. Provide and install new 5" seamless gutters on same front section approx 30' with 1 new 2x3 downspout.	\$680.00
Snowguards	Provide and install approx 30' of new clamp on style snow guards above rain gutter section to prevent snow from tearing down gutters with heavy snow loads.	\$840.00

**Total Price: \$116,450.00**

#### IMPORTANT NOTES:

- Due to current macroeconomic conditions affecting material prices, any price increase on materials will be added to the total bid amount if required material selections (color, etc) have not been confirmed within 5 business days of signature. Price Reflects Standard Colors Only, Up-Charge on Premium Colors and products.
- Any unforeseen existing layers of roofing, siding, decking or other materials that are not included in your original bid will be an additional change order that is due at the time of completion.  
 Required 50% deposit to order material. Proposals may be withdrawn by All Custom Exteriors if not accepted within 10 days. If estimates are given from plans, prices could change with actual build measurements and will be billed at the completion of the project. Any change orders due to dry-rot or necessary fascia and or roof decking replacement will be added to your job and applied to final invoice upon completion.
- All Custom Exteriors will not be held responsible for any structural or framing problems which are pre-existing and affect the look of the final product installed. In the event that this occurs, we will notify you the customer/client of said issues

prior to install. If customer chooses to not correct the problem the end result could look unsatisfactory even with a newly installed product.

- All Custom Exteriors will not be held responsible for loose or cracking sheetrock after or before a re-roof or siding project. When moving around and working on the roofing or siding; banging does occur from vibrations.
- We are currently 2 months out on new jobs. (Depending on the job type and materials selected). All siding, window and decking/framing projects have a **minimum** 6 month lead time. Your job will be added to the list once the signed proposal and down payment have been received. If you have any questions please contact us at 928-536-7275 for scheduling information. AN ADDITIONAL 4% WILL BE ADDED IF USING ELECTRONIC PAYMENT.

**Warranties:** All Custom Exteriors offers a great 2 year labor warranty on all of our work with the exception of small repairs. All Custom Exteriors does not provide paint on product unless it is specified in your contract. It is the customers responsibility to paint their unfinished products. If your product and or lumber is an unfinished product and begins to warp, twist, break, bow or crack due to the customers/client's lack of finishing the product; it will not be covered under warranty. Should customer/client choose to perform ANY repair work, or additional work that ties into roof of ANY sort, while the client's roof is under contractual warranty guarantee by All Custom Exteriors without written consent of All Custom. The warranty will be void eliminating All Custom Exteriors from future responsibilities of the product and/or craftsmanship of the original contract. Rain gutters will not be warranted on metal roofs unless snow guards are installed prior. Not all claims being made are warranty issues. See "Buyer Maintenance" section below to better understand coverages and customer responsibilities for maintenance.

**Exclusions:** Bonds, permits, all wood, metal, insulation and any painting not listed above, mechanical, electrical, plumbing and any OSHA required roof top covers.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices and manufacturers installation specifications. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. All Custom Exteriors will not be responsible for removal or installation of attachments, satellite dishes, antennas etc. to buildings. If in the event a dish, wireless adapters or gps connected devices need to be removed to perform our job; we are not held responsible for service reconnection or financial charges associated with reconnecting the device and/or service. Our workers are fully covered by Workmen's Compensation Insurance. Property owner has the right to file a written complaint with the registrar for an alleged violation of section 32-1154 (A). The complaint must be filed within the time set forth in section 32-1155 (A). Registrar Phone: 602-542-1525, State: AZ, Website: www.azroc.gov.

**Buyer Maintenance:** Even with our amazing warranty, there is still some maintenance that must be done to keep your roof from having future issues. There is a certain level of care required for homeowners during high snow years. We use a high quality 24-gauge or 26-gauge metal for our snow guards, this is a higher quality of metal than the 29-gauge metal sold by retailers like Home Depot and Lowes. Even though it is a high quality of metal, there are still limits to the weight it can hold. Damages to panels, pipes, snowguards or weight from excess snow is NOT covered by warranty. Click HERE to read more. All Custom Exteriors has a great 2-year warranty on our products, our warranty however only covers snow fall up to 5 inches or less, on a roof. Anything more than that would be considered a natural disaster and any damage would go to the homeowner's insurance company. It is ultimately the responsibility of the homeowner to get the excess weight of snow off the roof, to prevent damage. If damage is caused by fire, lightening, winds or hail storms, or other catastrophic events, or interior is damaged from water intrusion, notify your insurance company.

The presence of leaves or pine needles in gutters and roof valleys can lead to a phenomenon called a water dam. This water dam has the potential to push water beneath the roofing material, resulting in leaks throughout the underlying structure. These leaks can travel along roof joints and other areas, causing interior damage in distant locations from the actual leak. As the homeowner, it is your duty to remove debris, snow, and ice from the roof to prevent such issues.

Installation or relocation of antennas or other equipment on the roof or siding may cause leaks unless proper sealants, such as the appropriate silicone, are used at any point where screws or other anchoring devices penetrate the roof. It is crucial to ensure that the correct sealants are applied to maintain the integrity of the roof. Additionally, it is important to note that even with proper sealing, regular preventative maintenance is necessary for caulked areas. Avoiding unnecessary foot traffic on the roof is advised as it can significantly reduce the lifespan of the shingles.

Without periodic tuckpointing, the chimney is susceptible to potential leaks. Over the years, as your house settles naturally, it can create conditions that lead to leaks. It is essential to perform regular maintenance on the flashing compound around the chimney and vent pipe areas, preferably on an annual basis. These regions should undergo periodic inspections to identify any cracks or signs of weathering. Flashings, Chimneys, Gutters, and the Gableing should be installed, repaired as needed.

Proper airflow in your attic helps maintain similar temperatures to the outside, which in turn enhances the durability of your roof. To meet the FHA standards, sufficient ventilation entails having at least one square foot of open space for every 300 square feet of attic area. Ideally, half of this ventilation should be near the roof's peak, while the other half should be located in the eaves or lower section. Inadequate or absent ventilation leads to moisture condensation in the attic, potentially causing delamination of your decking. Moisture pulled through the shingle by the sun can result in the wood decking rotting, blistering, or curling, which should not be mistaken as a manufacturer's defect but rather a consequence of the excessive moisture. At our company, we take pride in ensuring that our products are installed according to the manufacturer's requirements and recommendations. Following these guidelines is crucial to guarantee the optimal performance and longevity of the installed product. It is important to note that deviating from these installation guidelines, at the homeowner's request, may potentially void the product warranty. Therefore, we strongly advise homeowners to adhere to the manufacturer's instructions and trust in our expertise to deliver a professional installation that meets all necessary standards. By following the recommended installation procedures, we can provide our customers with peace of mind and ensure the continued warranty coverage of the product.

**CONTRACT TERMS AND CONDITIONS OF SALE:**

All accounts are due and payable upon completion of each job. Interest rate on past due account is 2% per month, or 24% per year. By signing this document the purchaser agrees to pay collection agency and/or attorney fees in the event this account is placed with a collection agency or an attorney for collection. Including but not limited to; attorney fees, legal fees and filing fees. Accounts 60 days past due will be submitted for collection and have 35% added for said collections.

Once contract agreement has been activated by signed acceptance, this contractual agreement serves as a 20 day preliminary notice that in the event that the customer/client chooses not to pay the agreed upon price in full, set in the terms and conditions of this contractual agreement; a lien may be placed. This is not a lien, but a notice to lien in the event of non-payment. No further action is to be taken unless the customer/client chooses to breach contract and withhold funds and/or not pay agreed upon price in full and in a timely manner consistent with current pay scheduling.

There will be a 20% material price re-stocking fee charged to the homeowner on all materials that are sent back to the supplier.

**ACCEPTANCE OF PROPOSAL:** The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. By signing I am personally guaranteeing payment. The terms and conditions of this agreement are legal and binding.

I confirm that my action here represents my electronic signature and is binding.

**Signature:** \_\_\_\_\_

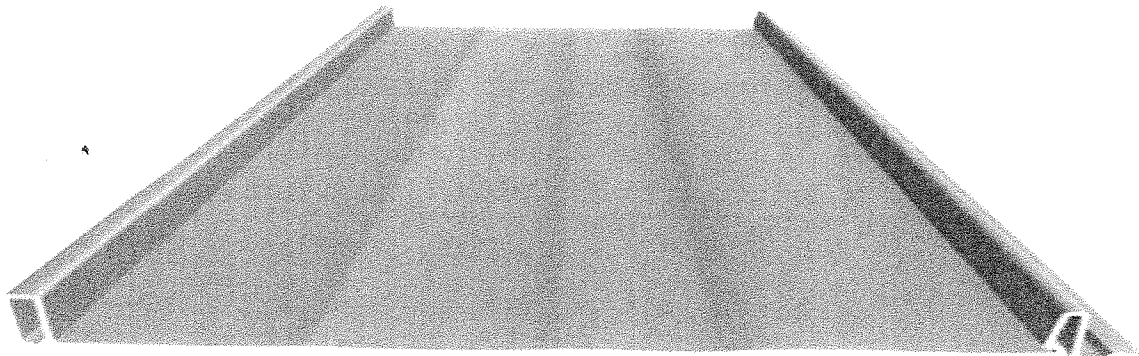
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**Print Name:** \_\_\_\_\_



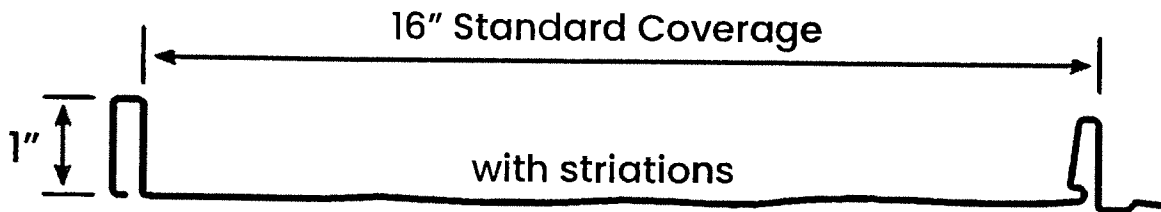
# SNAP LOCK 100

## HIDDEN FASTENER



The Snap Lock 100 Standing Seam Panels offer a clean modern style combined with dependable quality for a highly durable attractive roof.

<b>Panel Type:</b>	Roof, Wall	<b>Fasteners:</b>	Concealed
<b>Panel Coverage:</b>	16"	<b>Rib Features:</b>	Snap-Seam
<b>Custom Coverage:</b>	12", 20"		Direct Fastened
<b>Rib Height:</b>	1"	<b>Available Material:</b>	Steel
<b>Standard Gauge:</b>	26 ga.	<b>Available Substrates:</b>	Solid Substrate
<b>Custom Gauge:</b>	24 ga.	<b>Standard Finishes:</b>	Acrylic Coated Galvalume®



Drip/Eave	Gable	Ridge Cap	Sidewall	Endwall	Valley	
Peak Ridge	Transition	Z-Bar	Backpan	J-channel	Outside Corner	Inside Corner

\*custom trim available upon request





**All Custom Exteriors**  
 1005 W. Snowflake Blvd.  
 Snowflake, AZ 85937  
 Phone: 928-536-7275

Brian Mowers- NPC  
 Phone: 928-414-3387

Job Address:  
 Highway 264 Milepost 397 (NPC Hopi Center)  
 Kearns Canyon, AZ

**Print Date:** 3-21-2024

## Proposal for NPC Hopi Center-26G SL1750

Your estimator- Trent Ault

### QuickBooks Import

Items	Description	Price
Remove Current Roof	Remove and haul away the existing metal roofing complete on the Hopi NPC building. (Rotted plywood replacement is \$100/sheet).	\$13,530.00
Metal Roof Bid	<p>Provide and install new 26 G Snaplock SL1750 metal roofing (18" wide panel with 3/4" rib) with a hidden clip system complete on the Hopi NPC building. Comes with 2 rows of peel and stick high-temp Ice &amp; Water Shield underlayment on lower roof edges, and one row in all valleys. Comes with synthetic underlayment on the rest of the roof with all standard metal trim included.</p> <p>Comes with a new drip fascia that is taller than normal to cover area of drip and currently covered fascia being removed.</p> <p>Comes with a 3 year weathertight warranty on new roofing system.</p> <p>Labor &amp; Materials \$107,550.00            *Includes material taxes</p> <p>-Please see attached color chart for availability and options.</p>	\$107,550.00
Gutters	Remove and haul away existing gutters on front entryway section. Provide and install new 5" seamless gutters on same front section approx 30' with 1 new 2x3 downspout.	\$680.00
Snowguards	Provide and install approx 30' of new clamp on style snow guards above rain gutter section to prevent snow from tearing down gutters with heavy snow loads.	\$840.00

**Total Price: \$122,600.00**

#### IMPORTANT NOTES:

- Due to current macroeconomic conditions affecting material prices, any price increase on materials will be added to the total bid amount if required material selections (color, etc) have not been confirmed within 5 business days of signature. Price Reflects Standard Colors Only, Up-Charge on Premium Colors and products.
- Any unforeseen existing layers of roofing, siding, decking or other materials that are not included in your original bid will be an additional change order that is due at the time of completion.  
 Required 50% deposit to order material. Proposals may be withdrawn by All Custom Exteriors if not accepted within 10 days. If estimates are given from plans, prices could change with actual build measurements and will be billed at the completion of the project. Any change orders due to dry-rot or necessary fascia and or roof decking replacement will be added to your job and applied to final invoice upon completion.
- All Custom Exteriors will not be held responsible for any structural or framing problems which are pre-existing and affect the look of the final product installed. In the event that this occurs, we will notify you the customer/client of said issues

prior to install. If customer chooses to not correct the problem the end result could look unsatisfactory even with a newly installed product.

- All Custom Exteriors will not be held responsible for loose or cracking sheetrock after or before a re-roof or siding project. When moving around and working on the roofing or siding; banging does occur from vibrations.
- We are currently 2 months out on new jobs. (Depending on the job type and materials selected). All siding, window and decking/framing projects have a **minimum** 6 month lead time. Your job will be added to the list once the signed proposal and down payment have been received. If you have any questions please contact us at 928-536-7275 for scheduling information. AN ADDITIONAL 4% WILL BE ADDED IF USING ELECTRONIC PAYMENT.

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Rain gutters will not be warrantied on metal roofs unless snow guards are installed prior. Not all claims being made are warranty issues. See "Buyer Maintenance" section below to better understand coverages and customer responsibilities for maintenance.

**Exclusions:** Bonds, permits, all wood, metal, insulation and any painting not listed above, mechanical, electrical, plumbing and any OSHA required roof top covers.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices and manufacturers installation specifications. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. All Custom Exteriors will not be responsible for removal or installation of attachments, satellite dishes, antennas etc. to buildings. If in the event a dish, wireless adapters or gps connected devices need to be removed to perform our job; we are not held responsible for service reconnection or financial charges associated with reconnecting the device and/or service. Our workers are fully covered by Workmen's Compensation Insurance. Property owner has the right to file a written complaint with the registrar for an alleged violation of section 32-1154 (A). The complaint must be filed within the time set forth in section 32-1155 (A). Registrar Phone: 602-542-1525, State: AZ, Website: www.azroc.gov.

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The presence of leaves or pine needles in gutters and roof valleys can lead to a phenomenon called a water dam. This water dam has the potential to push water beneath the roofing material, resulting in leaks throughout the underlying structure. These leaks can travel along roof joints and other areas, causing interior damage in distant locations from the actual leak. As the homeowner, it is your duty to remove debris, snow, and ice from the roof to prevent such issues.

Installation or relocation of antennas or other equipment on the roof or siding may cause leaks unless proper sealants, such as the appropriate silicone, are used at any point where screws or other anchoring devices penetrate the roof. It is crucial to ensure that the correct sealants are applied to maintain the integrity of the roof. Additionally, it is important to note that even with proper sealing, regular preventative maintenance is necessary for caulked areas. Avoiding unnecessary foot traffic on the roof is advised as it can significantly reduce the lifespan of the shingles.

Without periodic tuckpointing, the chimney is susceptible to potential leaks. Over the years, as your house settles naturally, it can create conditions that lead to leaks. It is essential to perform regular maintenance on the flashing compound around the chimney and vent pipe areas, preferably on an annual basis. These regions should undergo periodic inspections to identify any cracks or signs of weathering. If such indications are found, the flashing should be reinstalled or repaired as necessary.



Proper airflow in your attic helps maintain similar temperatures to the outside, which in turn enhances the durability of your roof. To meet the FHA standards, sufficient ventilation entails having at least one square foot of open space for every 300 square feet of attic area. Ideally, half of this ventilation should be near the roof's peak, while the other half should be located in the eaves or lower section. Inadequate or absent ventilation leads to moisture condensation in the attic, potentially causing delamination of your decking. Moisture pulled through the shingle by the sun can result in the wood decking rotting, blistering, or curling, which should not be mistaken as a manufacturer's defect but rather a consequence of the excessive moisture. At our company, we take pride in ensuring that our products are installed according to the manufacturer's requirements and recommendations. Following these guidelines is crucial to guarantee the optimal performance and longevity of the installed product. It is important to note that deviating from these installation guidelines, at the homeowner's request, may potentially void the product warranty. Therefore, we strongly advise homeowners to adhere to the manufacturer's instructions and trust in our expertise to deliver a professional installation that meets all necessary standards. By following the recommended installation procedures, we can provide our customers with peace of mind and ensure the continued warranty coverage of the product.

**CONTRACT TERMS AND CONDITIONS OF SALE:**

All accounts are **due and payable upon completion of each job**. Interest rate on past due account is 2% per month, or 24% per year. By signing this document the purchaser agrees to pay collection agency and/or attorney fees in the event this account is placed with a collection agency or an attorney for collection. Including but not limited to; attorney fees, legal fees and filing fees. Accounts 60 days past due will be submitted for collection and have 35% added for said collections.

Once contract agreement has been activated by signed acceptance, this contractual agreement serves as a 20 day preliminary notice that in the event that the customer/client chooses not to pay the agreed upon price in full, set in the terms and conditions of this contractual agreement; a lien may be placed. This is not a lien, but a notice to lien in the event of non-payment. No further action is to be taken unless the customer/client chooses to breach contract and withhold funds and/or not pay agreed upon price in full and in a timely manner consistent with current pay scheduling.

There will be a 20% material price re-stocking fee charged to the homeowner on all materials that are sent back to the supplier.

**ACCEPTANCE OF PROPOSAL:** The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. By signing I am personally guaranteeing payment. The terms and conditions of this agreement are legal and binding.

I confirm that my action here represents my electronic signature and is binding.

**Signature:**

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**Date:**

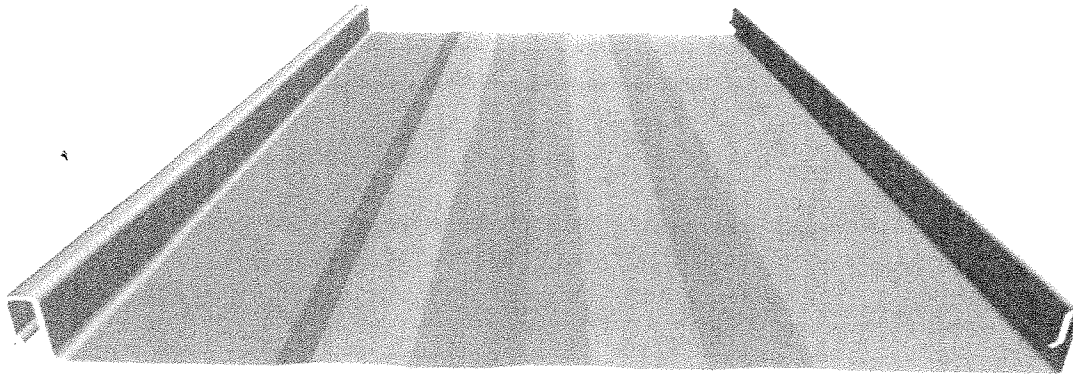
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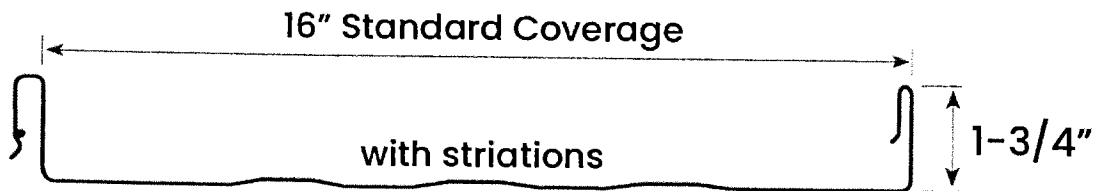
# SNAP LOCK 1750

## STANDING SEAM FASTENER



Snap Lock 1750 Panels combine architectural aesthetics with structural performance and durability. Ideal for low sloping and long spanning roofs. Handles impressive load for climates with extreme temperature variations!

<b>Panel Type:</b>	Roof, Wall	<b>Fasteners:</b>	Clip System
<b>Panel Coverage:</b>	16"	<b>Available Material:</b>	Steel
<b>Custom Coverage:</b>	12", 18"	<b>Available Substrates:</b>	Open Framing, Solid Substrate
<b>Rib Height:</b>	1-3/4"	<b>Standard Finishes:</b>	Acrylic Coated Galvalume®
<b>Standard Gauge:</b>	26 ga.		
<b>Custom Gauge:</b>	24 ga.		



Drip/Eave	Gable	Ridge Cap	Sidewall	Endwall	Valley
Peak Ridge	Transition	Backpan	Z-Bar	J-channel	

\*custom trim available upon request



**Colliers Roofing Inc**  
 8886 Miller Trail ,  
 Snowflake, AZ  
 Phone: (928) 229-0033

03/22/2024  
**Claim Information**

**Company Representative**  
 Christian Collier  
 Phone: (928) 229-0033  
 colliersroofing@protonmail.com

STANDING SEAM 24GAUGE

**Brian Mowers**  
 Arizona 264  
 Keams Canyon, AZ 86034  
 (928) 414-3387

Job: Brian Mowers

**Labor**

Note: Our pricing in this estimate is based off Xactimate "A computer software program used by insurance companies to determine fair pricing for any given construction project in your area."

In this estimate, we propose to:

- Remove the existing roof down to the deck.
- Inspect the deck and fix the framing
- Re-nail any loose wood.
- Replace any bad or rotten plywood or fascia board
- Dry In the roof with proper underlayment, which includes installing 3' ice and water shield at all gutter lines, and valleys (metal roofs will have high temp ice and water) and Installing synthetic underlayment everywhere else to keep the roof dry.

- Installing 2"x2" Drip Edge along all eaves under the ice and water shield.
- Installing 26 Gauge Snap Lock Panels Fastened with roofing pan screws
- Properly folding, crimping, and Installing all necessary flashing components (valley metal, ridge cap, transition metal, end wall flashing, sidewall flashing)
- Installing Gable trim on all Rakes
- Installing new ridge vents or box vents.
- Installing new pipe and chimney flashings.
- Cleaning up all job-related debris
- PROVIDE A 10 YEAR WORKMANSHIP WARRANTY

Note: (If a second layer is discovered during the tear off it will be removed at a price of 68.50 a SQ (100 sq ft) and if any rotten plywood is found it will be replaced at a price of \$135.00 per sheet. And if there is rotten fascia will cost 18.14 per linear ft. And if there are any flat, low sloped or dead valleys areas on the roof they will be installed using SA Base and cap Membrane, TPO or Seamless metal roofing with SA Base membrane installed underneath)

	Qty	Unit	Per Unit Charge	Price
<b>General Labor Items</b>				
Tear Off/Hauling/Dumping	123.92	SQ	\$56.51	\$7,002.71
A charge for labor per SQ to tear off and haul away your old roof				
Underlayment Install Per SQ (100 sq ft)	136.31	SQ	\$31.76	\$4,329.20
A charge for labor per SQ to install underlayment on the roof deck.				
SnapLock Metal Roof Install Per SQ	136.31	SQ	\$439.72	\$59,938.23
A charge per labor per SQ to install snap lock metal roofing				
Penetration Flashing Install	12.00	EA	\$48.00	\$576.00
A charge for labor to flash around a roof penetration such as a vent, skylight, chimney flu				



ect...

**\$71,846.14**

**Material**

In this section we list the charge for the material required to complete your roofing project.

For our Snap Lock metal roofs we source the material through Kaysupply from KSI METALS. Aside from supporting two local family owned company they will make the Snap Lock panels at custom lengths to fit your roof, in 26 gauge metal and provide a 30 year warranty on the paint.

	Qty	Unit	Per Unit Charge	Price
<b>Underlayment Material</b>				
Plastic Cap Nails - 7/8" (2000 Cnt)	8.26	BX	\$22.97	\$189.73
Drip Edge 26GA SL100/SL1750	33.77	PC	\$26.00	\$878.02
Synthetic Underlayment (10 SQ Roll)	12.31	RL	\$110.00	\$1,354.10
Titanium High Temp Ice & Water Shield HT Smooth	6.88	RL	\$130.50	\$897.84
<b>26 Gauge Snap Lock Metal Roofing</b>				
Snap Lock 26GA	136.31	SQ	\$286.91	\$39,108.10
Gable Tim 29GA	29.90	PC	\$30.99	\$926.48
Endwall Flashing 26GA	6.00	PC	\$40.17	\$241.00
Ridge Cap 26GA	21.45	PC	\$64.27	\$1,378.52
Valley Metal 26GA	10.34	PC	\$29.84	\$308.53
Valley Cleat	18.80	PC	\$41.31	\$776.71
Z-Bar	42.90	PC	\$41.31	\$1,772.39
Butyl Tape	15.90	RL	\$17.21	\$273.71
Through The Roof Silicone	24.78	EA	\$28.69	\$710.95
#9x1-1/2" Wood grip Screw with Washer (100 Cnt)	12.39	EA	\$16.07	\$199.07
3/4" Roofing Screws	12.39	EA	\$16.07	\$199.07
Pipeboot - Masterflash #3 Black 8 in Square Base 1/4 in To 5-3/4 in 2 (Metal Roof)	12.00	EA	\$20.66	\$247.89

**\$49,462.11**

<b>Sub Total</b>	<b>\$121,308.25</b>
Tax	\$4,352.67
Overhead	\$10,776.92
<b>TOTAL</b>	<b>\$136,437.84</b>

## ATTACHMENT 2: *Cost Proposal*

**Note:** All costs are included in the fees for services proposed,  
and there will be no additional expenses billed to the college for any reason.  
**(Responders must return this cost proposal with prices filled in where noted.)**

### Progressive Roofing

Base Bid	\$329,880.00
Tax	\$ 9,930.00
Total	\$339,810.00

Add for zero tax if required - \$16,940.00

Add to install snowguards if required - \$5,900.00

Unit cost for plywood replacement if required - \$4.50 SF

Note: soffits and louvers to remain

Exclude: any asbestos testing or abatement if required

## Award Contract to Replace HVAC at Winslow Campus

**Recommendation:**

Staff recommends awarding a contract to Rush Mechanical for a total of \$58,783.20 to replace the HVAC system for the Multipurpose Building at the Little Colorado Campus (LCC) in Winslow.

**Budget Information:**

The total cost is included in the budget for FY24.

**Summary:**

The HVAC system at the Multipurpose Building needs to be replaced as it has reached the end of life. Swamp coolers have caused roof damage. The HVAC system will be upgraded with efficient heating and air conditioning to accommodate any future plans for the building. The vendor will supply the equipment and perform the installation.

NPC issued a request for bid (RFB), AS 24-05, on March 8, 2024 with a closing date of March 29, 2024. A total of three vendors submitted bids and Rush Mechanical was selected based on a points system outlined in the RFB.

<u>Vendors</u>	<u>Base Bid</u>
Rush Mechanical	\$58,783.20
Rim Country Mechanical	\$68,657.00
White Mountain Heating & Cooling	\$69,550.00



**IFB AS #24-05 Bid Tabulation**

INVITATION FOR BID (IFB)

Winslow Multipurpose Building Furnace

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT dba NORTHLAND PIONEER COLLEGE

5:00 P.M., Arizona time

April 5, 2024

Page 1 of 1

<b>Vendor</b>	<b>Date Received</b>	<b>Time Received</b>	<b>Bid Submission Received By</b>	<b>Bid Submitted</b>
Rush Mechanical	03/22/24	01:31 PM	Procurement Email	All required documents present Bid \$58,783.20
Rim Country Mechanical	03/22/24	01:31 PM	Procurement Email	Documents not present Base Bid \$68,657
White Mountain Heating & Cooling	03/22/24	01:31PM	Procurement Email	Documents not present Bid \$69,550

WE HEREBY CERTIFY THIS IS A TRUE AND ACCURATE TABULATION OF THE PROPOSALS RECEIVED FOR THE ABOVE REFERENCED INVITATION FOR BIDS ON March 22,2024.

Request for Bid Due on March 29, 2024 at 5:00 P.M., Arizona time. Request for Bid Received by: Mary Shea (Bonfire Integrated Portal). Bid Opening Attendees: Mary Shea, Brian Mowers, Phillip Bower

Navajo County Community College District dba Northland Pioneer College  
RECORDED BY: Mary Shea



**RUSH MECHANICAL LLC**  
 QUALITY COMFORT, CRAFTED FOR YOU

# Rush Mechanical LLC

8156 N Porter Ave | P.O. Box 793 | Joseph City, AZ 86032  
 (928)-514-8839 | rushmechanical22@gmail.com

**RECIPIENT:**

**Philip**  
 1400 East 3rd Street  
 Winslow, Arizona 86047

Estimate #117	
Sent on	Feb 21, 2024
<b>Total</b>	<b>\$58,783.20</b>

Product/Service	Description	Qty.	Unit Price	Total
Furnace & cooling coil install	<ul style="list-style-type: none"> <li>- set new 96% 110k BTU furnace and stand</li> <li>- install 5T cooling coil</li> <li>- set 5T condensing unit</li> <li>- run new 3/8" 7/8" line set and control wiring</li> <li>- nitrogen test &amp; vacuum down line sets</li> <li>- re-attach to existing supply duct system</li> <li>- install new return air duct system</li> <li>- tie in condensate drain lines &amp; add condensate pumps where needed</li> <li>- relocate gas lines where needed &amp; install gas supply to equipment</li> <li>- run check system</li> </ul>	4	\$14,695.80	\$58,783.20

**A deposit of \$29,391.60 will be required to begin.**

**Total** **\$58,783.20**

Power will need to be ran to furnaces and new condensing units by a licensed electrician.

This quote is valid for the next 30 days, after which values may be subject to change.



**RIM COUNTRY MECHANICAL INC.**

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

Licensed & Bonded  
ROC License #285833

**PROPOSAL**

**QUALITY HEATING, COOLING & REFRIGERATION**

**DUNN'S # 877475368**

**TO: Northland Pioneer College**  
Attn: Phillip Bowler 928-205-1170 Cell  
2251 E. Navajo Blvd.  
Holbrook, AZ 86025

**DATE: 02/12/2024**  
Location: Multipurpose Building

Ph: 928-524-7311 – Office Email: [phillip.bowler@npc.edu](mailto:phillip.bowler@npc.edu)

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATE FOR THE FOLLOWING:

**“Replace 2 Existing Upflow Gas Furnaces with A/C, Relocating 1 and add 2 Additional Upflow Gas Furnaces with A/C, Duct Work, Thermostats and Gas Lines ”**

- 4 ARMSTRONG A96UH1E135D20S 5 Ton 135,000 BTU 96% Efficient Upflow Gas Furnaces
- 4 ARMSTRONG CC4/5 TXV-D 5 Ton Upflow A/C Coils
- 4 ARMSTRONG 4AC17L60P 5 Ton 17 Seer A/C Condensers
- 4 HONEYWELL T-10 Pro Thermostat
- 4 Condensate Lines with Pump
- 8 Return Air Grills
- Supply Air Runs – Connect to 6 Existing Insulated Metal Duct
- 3/1 Gas Line, Fittings, Valve & Flex – 3 New, 1 Existing
- 3/1 Flue, PVC - 3 New, 1 Existing
- 4 Electrical – Final Connection Only
- 3/1 Linesets – 3 New, 1 Existing Flush & Reconnect
- 3 Platforms – Steel
- 3 Lineset Covers (White)

**TOTAL \$ 68,657.00**

**Note:**

RCMI excludes all electrical from this proposal. Electrical will be done by others.

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

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

**SIXTY-EIGHT THOUSAND SIX HUNDRED FIFTY-SEVEN DOLLARS AND NO /100-----**

Payment to be made: **UPON COMPLETION**

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

Authorized by: Jason Wright

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

Acceptance of Proposal - The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. If the account becomes past due, I agree to pay all finance and collection costs. I understand that canceling this job after the proposal has been signed and returned could result in being charged for equipment plus 6%.

Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_





3901 E Deuce of Clubs Suite A  
 Show Low, AZ 85901  
 (928) 537-9642  
 wmhcaz@gmail.com

# Estimate

<b>ESTIMATE#</b>	1040814371
<b>DATE</b>	04/02/2024
<b>PO#</b>	

CUSTOMER
Northland Pioneer College (928) 205-1170

SERVICE LOCATION
Northland Pioneer College (928) 205-1170

**DESCRIPTION**

Estimate			
Description	Qty	Rate	Total
15 HVAC Reference # - AS#24-05  Project Name – NPC Winslow Multipurpose Building Furnace Install Project  Replace the equipment for (2) systems. Relocate the condensers to location discussed during job walk Install (2) new systems with Armstrong equipment Install new duct trunk lines made of metal Connect to existing registers Install new returns in areas as required Run line sets to location for condensers Set condensers on provided pad Connect to electric that is provided by others Complete installation and perform start up Controls to be connected by others	1.00	69,550.00	69,550.00

CUSTOMER MESSAGE
<p>If the Estimate is accepted, a down payment of 50% will be required before the job will be scheduled.</p> <p>If a credit card is used for payment a bank fee of 4% will be added to the transaction.</p> <p>A Finance charge of 2% per month, 24% annum, will be made on delinquent accounts after 30 days. Buyer agrees to pay all collection costs and Attorney's fees.</p>

**Estimate Total: \$69,550.00**

**PRE-WORK SIGNATURE**

Signed By:

## Request to Approve NPC Cisco Systems Core Network Equipment

### **Recommendation:**

Staff recommends approval to replace the twenty-year-old network technology at the PDC and WMC campuses with updated and higher performance Cisco equipment to be purchased from HyeTech Network & Security LLC for \$199,025.73

### **Procurement Process and Budget Information:**

This is a budgeted expense utilizing Government Procurement Alliance Contract 22-02PV-08 to ensure competitive pricing for the college.

### **Summary:**

Cisco Systems, Inc. is the preferred provider and standard for data network communications equipment. This equipment provides the core network connectivity through which all data traffic flows between the PDC and WMC campuses. This project begins in 2024 and should be completed by end of 2025 in order to maintain network continuity and stability.

The cost breakdown for this Cisco equipment is \$181,874.94 for the hardware and related connectivity components. All applicable taxes of \$17,150.79, for a total price of \$199,025.73



**Northland Pioneer College**

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





## **Terms & Conditions:**

### **Invoicing & Payment**

Unless otherwise stated in an SOW, exhibit, or definitive agreement, HyeTech shall invoice Customer on a project basis. Customer shall pay HyeTech within thirty (30) calendar days from the date of invoice for any of the Services and expenses provided or incurred hereunder. HyeTech may charge Customer interest and late fees on any overdue and unpaid portion of the Fees in an amount equal to one and one half percent (1.5%) per month. All payments shall be made in U.S. dollars. In the event Customer disputes any Fees, Customer shall pay any undisputed portion of the invoice containing the disputed Fees.

### **Suspension**

In the event of non-payment of any Fees or other fees payable within forty-five (45) days from the date of invoice, HT may, in addition to any other rights and remedies it may have, suspend Customer's access to the Products and Services.

## Request to Approve 2025-2027 Preliminary Capital Budget

**Recommendation:**

Staff recommends approval of the 2025-2027 Preliminary Capital Budget as presented.

**Summary:**

The preliminary budget as approved by the District Governing Board will guide capital project planning for the next three years. The first year of the preliminary capital budget is incorporated into the 2024-25 preliminary annual budget.

Funding for the capital budget is based on a combination of sources, including contributions from ongoing general fund operating revenues; fund balance; and state appropriations for STEM funding.

Final adoption of the preliminary capital budget will take place on May 21, 2024 at a Special Meeting. Notices about the budget hearing will be published on the NPC website, in the Holbrook Tribune and in the Show Low White Mountain Independent. A notice of the scheduled hearing will also be published and sent as a news release to all area media outlets.



**Northland Pioneer College  
Capital Fund (50) Budget  
FY25 Budget Cycle**

	<b>FY24 Budget</b>	<b>FY25 Budget</b>	<b>FY26 Budget</b>	<b>FY27 Budget</b>
<b>State Funding - STEM</b>	\$ 262,500	\$ 273,600	\$ 273,600	\$ 273,600
<b>Fund Balance Transfer - Operations</b>	4,075,000	4,000,000	2,000,000	3,000,000
<b>Fund Balance Transfer - Construction</b>	5,000,000	10,000,000	3,000,000	-
<b>Fund Balance Transfer- ERP</b>	3,445,000	3,626,729	2,426,729	1,435,264
<b>Total Resources</b>	<u>\$ 12,782,500</u>	<u>\$ 17,900,329</u>	<u>\$ 7,700,329</u>	<u>\$ 4,708,864</u>

**Key Projects**

**Construction**

WMC Goldwater	-	5,000,000	-	-
LCC Cosmo/Allied Health	-	3,000,000	3,000,000	-
PDC Automotive	-	1,000,000	-	-
Other Construction	-	1,000,000	-	-
WMC Facilities	5,075,250	-	-	-
<b>Total</b>	<u>5,075,250</u>	<u>10,000,000</u>	<u>3,000,000</u>	<u>-</u>

**Technology/Software**

Tower Upgrade	-	1,200,000	-	-
TAS-ERP	-	2,426,729	2,426,729	1,435,264
<b>Total Projects Supported by Fund Balance</b>	<u>-</u>	<u>3,626,729</u>	<u>2,426,729</u>	<u>1,435,264</u>

**Other Capital Projects**

Student Services	50,000	50,000	50,000	50,000
Instruction:				
Arts & Science	8,421	11,600	-	-
CTE	244,000	414,000	532,000	248,000
Nursing	25,000	-	-	-
Human Resources	-	89,766	76,412	89,147
TAS	5,359,200	1,921,000	1,902,000	2,093,000
Facilities/Transportation	2,289,629	1,934,000	1,890,000	1,890,000
<b>Total - Annual Requests</b>	<u>7,976,250</u>	<u>4,420,366</u>	<u>4,450,412</u>	<u>4,370,147</u>
<b>Total Expenses before Perkins Offset &amp; Contingency</b>	<u>13,051,500</u>	<u>18,047,095</u>	<u>9,877,141</u>	<u>5,805,411</u>

Perkins Projects	(269,000)	(146,766)	-	-
Contingency	-	-	-	-
<b>Total Expenses</b>	<u>\$ 12,782,500</u>	<u>\$ 17,900,329</u>	<u>\$ 9,877,141</u>	<u>\$ 5,805,411</u>

**Surplus/(Deficit)**

**(0)**

**-**

**(2,176,812)**

**(1,096,547)**

**Northland Pioneer College  
Capital Budget  
FY25-FY27**

Sorted by Division

Div	Dept	Dept #	Object Code	FY25 Budget Request \$	FY26 Budget Request \$	FY27 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Paid for by Perkins Grant? Y/N	Postpone Y/N
Ma	Library Serv	3500	5650	\$ 50,000	\$ 50,000	\$ 50,000	Capital Books	\$50,000 is the original budget amount	N	
<b>Total - Student Services</b>				<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>				
Niesen	Biology	1310	5645	\$ 11,600	\$ -	\$ -	B4000-28-120 BioClave Research Autoclave 28L, 120V	This request is to replace a damaged, unrepairable, outdated autoclave for the NPC PDC Science lab. We need to replace it with a higher capacity machine to accommodate capacity for sterilization, ensuring compliance with safety standards. This equipment allows us to provide quality science education, which allows students to progress towards their academic goals. If the item is not funded this year, there is a high probability that the cost will rise in subsequent years.	N	
<b>Total - Arts &amp; Science</b>				<b>\$ 11,600</b>	<b>\$ -</b>	<b>\$ -</b>				
Raisor	ATO	1110	5645	\$ -	\$ 48,000	\$ -	GM Cutaway	Introduces students to new technology used in industry, improves efficiency	N	
Raisor	ATO	1110	5645	\$ -	\$ 52,000	\$ -	Hybrid Cutaway	Introduces students to new technology used in industry, improves efficiency	N	
Raisor	ATO	1110	5645	\$ -	\$ -	\$ 32,000	Used EV Vehicle	Introduces students to new technology used in industry, improves efficiency	N	
Raisor	ATO	1110	5645	\$ 35,000			Newest scanners. Newer system will be released.	Introduces students to new technology used in industry, improves efficiency	N	
Raisor	CON	1135	5645	\$ -	\$ 90,000	\$ -	Work Truck	To support Home-site bults home	N	
Raisor	CON	1135	5645	\$ -	\$ 22,000	\$ -	Enclosed Trailer	To support Home-site bults home	N	
Raisor	CON	1135	5645	\$ -	\$ 10,000	\$ -	Flooring Tools	To support Training for flooring installation courses	N	
Raisor	EIT	1155	5645	\$ 8,000	\$ -	\$ -	Alternative Energy Trainer	Introduces students to new technology used in industry, improves efficiency	N	
Raisor	FRS	1336	5645	\$ 15,000	\$ -	\$ -	Padgenite Burn Tower Panels	Replacement of worn panel on burn tower for propor student training.	N	
Raisor	FRS	1336	5645	\$ 14,000	\$ -	\$ -	Ultra eleite MSA Postive presure air mask	Replace current 18 year old worn ones for propor student training.	Y	
Raisor	WLD	1170	5645	\$ 72,000	\$ 80,000	\$ 85,000	Welding Machines 4-WMC 6-PDC 2-STJ	Replace worn machines as part of facility maintenance	N	
Raisor	WLD	1170	5645	\$ -	\$ 18,000	\$ -	Computer Plasma System	To enhance student learning	N	
Raisor	WLD	1170	5645	\$ -	\$ -	\$ 30,000	Replace Booth Snorkles at PDC	Replace worn equipment as part of facility maintenance and safety	N	
Raisor	EMT	1335	5645	\$ 45,000	\$ -	\$ -	Ventilator, second skin, and mask	Life Cycle Replacement	Y	
Raisor	EMT	1335	5645	\$ -	\$ 150,000	\$ -	Immersion Room	Life Cycle Replacement	N	
Raisor	EMT	1335	5645	\$ -	\$ -	\$ 50,000	Ventilator, second skin, and mask	Life Cycle Replacement	N	
Raisor	PHLE	1376	5645	\$ -	\$ 10,000	\$ -	Arthroscopy Console	Provides students with training tools needed for skills development	N	
Raisor	PHT	1378	5645	\$ -	\$ -	\$ 26,000	Energy Platform	To enhance student Learning	N	



**Northland Pioneer College  
Capital Budget  
FY25-FY27**

Sorted by Division

Div	Dept	Dept #	Object Code	FY25 Budget Request \$	FY26 Budget Request \$	FY27 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Paid for by Perkins Grant? Y/N	Postpone Y/N
Raisor	SGT	1369	5645	\$ -	\$ -	\$ 25,000	Arm Locking Extremity Limb Positioner Set	To enhance student Learning	N	
Raisor	SGT	1369	5645	\$ -	\$ 25,000	\$ -	Synthes Titanium Trochanteric Fixation Nail System	Provides students with training tools needed for skills development	N	
Raisor	SGT	1369	5645	\$ 145,000	\$ -	\$ -	Virtual Reality Laparoscopic Training System	Simulation system of equipment used by industry	N	
Raisor	SGT	1369	5645	\$ 80,000	\$ -	\$ -	ARTHRO SIMULATOR	Simulation system of equipment used by industry	Y	
Raisor	SGT	1369	5645	\$ -	\$ 27,000	\$ -	TraumaChild System	Life Cycle Replacement	N	
			<b>Total - CTE</b>	<b>\$ 414,000</b>	<b>\$ 532,000</b>	<b>\$ 248,000</b>				
Zimmerman	NUR			\$ -	\$ -	\$ -				
			<b>Total - Nursing</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
Schaefer	HR	5200	5635				Requesting monies to purchase NEOED - Implementation costs.	Discounts include 40% off of first year set-ups, 30% off yr1 Subscription, 10% off yr2 Subscription. NEOED will replace iSolved (\$70,000 annually) which will be discontinued due to the Anthology implementation. Safe Colleges will be discontinued (\$7,000 annually) because NEOED has a more robust training module. HR needs to replace the HRIS, ATS	N	
				\$ 59,431	\$ 76,412	\$ 89,147				
Schaefer	HR	5200	5635	\$ 30,335	\$ -	\$ -	Requesting monies to purchase NEOED - Subscription fee	Discounts include 40% off of first year set-ups, 30% off yr1 Subscription, 10% off yr2 Subscription. NEOED will replace iSolved (\$70,000 annually) which will be discontinued due to the Anthology implementation. Safe Colleges will be discontinued (\$7,000 annually) because NEOED has a more robust training module. HR needs to replace the HRIS, ATS	N	
			<b>Total - HR</b>	<b>\$ 89,766.00</b>	<b>\$ 76,412.00</b>	<b>\$ 89,147.00</b>				
Jacob	TAS	5070	5600	\$ 250,000	\$ 450,000	\$ 200,000	Cisco Solution classrooms	Lifecycle, add or replace connected classroom equipment	N	
Jacob	TAS	5070	5600	\$ -	\$ -	\$ -	0	Begin lifecycle replacement of old smartboards non-distance learning	N	
Jacob	TAS	5070	5600	\$ -	\$ -	\$ -	0	This line item TAS for future classroom technology request that are unknow at thTAS time.... Could include DRA	N	
Jacob	TAS	5070	5615	\$ 75,000	\$ 75,000	\$ -	Jenzabar Consultants	Consultant training/update NPC Servers	N	
Jacob	TAS	5070	5615	\$ 60,000	\$ 125,000	\$ 125,000	JTS	Support and maintenance of towers	N	
Jacob	TAS	5070	5615	\$ 100,000	\$ 100,000	\$ 100,000	Cisco Smartnet Renewal	Smartnet coverage	N	
Jacob	TAS	5070	5615	\$ 550,000	\$ 600,000	\$ 600,000	Hyetech, Cisco, HP	Network capital contractual services	N	
Jacob	TAS	5070	5615	\$ 100,000	\$ 100,000	\$ 100,000	Security ELA Renewal once every 3 yrs pay again FY2425	Coverage for edge email, AMP, Umbrella, Netflow connector, and firewalls	N	

**Northland Pioneer College  
Capital Budget  
FY25-FY27**

Sorted by Division

Div	Dept	Dept #	Object Code	FY25 Budget Request \$	FY26 Budget Request \$	FY27 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Paid for by Perkins Grant? Y/N	Postpone Y/N
Jacob	TAS	5070	5620	\$ -	\$ -	\$ 500,000	Server Replacements @ 5 years	Update Aging Server/Blade Cycle	N	
Jacob	TAS	5070	5620	\$ 175,000	\$ -	\$ -	Replace old routers, switches and AP's @ 6 years	Update Aging Routers, Switches, and Aps	N	
Jacob	TAS	5070	5620	\$ 125,000	\$ -	\$ -	UPS (batteries for servers) lifecycle Replacements @ 5 years	Replace aging UPS systems - adding more and replacing more - failure rates from dirty power	N	
Jacob	TAS	5070	5630	\$ 250,000	\$ 275,000	\$ 300,000	Computers	Replace aging computers and new requests	N	
Jacob	TAS	5070	5630	\$ 5,000	\$ 5,000	\$ 5,000		Replace TAS aging printers	N	
Jacob	TAS	5070	5630	\$ 5,000	\$ 10,000	\$ -		Replace or add monitors per standard	N	
Jacob	TAS	5070	5635	\$ 100,000	\$ 100,000	\$ 100,000	Microsoft Azure Software and Professional Services	Intune, ESA replacments mimecast, Tools forever, and other enterprise software	N	
Jacob	TAS	5070	5635	\$ 85,000	\$ -	\$ -	TargetX	TAS to start paying FY2324	N	
Jacob	TAS	5070	5635	\$ -	\$ 50,000	\$ 50,000	Dual Enroll Software and AdAstra	Grant ending-TAS to start paying FY2627	N	
Jacob	TAS	5070	5635	\$ 22,000	\$ 12,000	\$ 13,000	Coursedog	New digital college catalog	N	
Jacob	AS/Marketing	5070	5635	\$ 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	N	
<b>Total - TAS</b>				<b>\$ 1,921,000</b>	<b>\$ 1,902,000</b>	<b>\$ 2,093,000</b>				
Jacob	TAS	5070	5615	\$ 1,200,000	\$ -	\$ -		Replacement and upgrade of Towers	N	
<b>Total - TAS - Tower Upgrade</b>				<b>\$ 1,200,000</b>	<b>\$ -</b>	<b>\$ -</b>				
Jacob	ERP	5071	5615	\$ 2,000,000	\$ 2,000,000	\$ 1,000,000	Jenzabar Replacement (Project Services Costs)	Total \$5.4M services, estimated split over 3y (inc. FY24)	N	
Jacob	ERP	5071	5615	\$ 426,729	\$ 426,729	\$ 435,264	Anthology Maintenance & Support - new ERP	Contracted amount + 9.43% tax	N	
Jacob	ERP	5071	5615	\$ -	\$ -	\$ -	New ERP System / support for users		N	
<b>Total - TAS - ERP</b>				<b>\$ 2,426,729</b>	<b>\$ 2,426,729</b>	<b>\$ 1,435,264</b>				
White	Transportation	5750	5645	\$ 48,000	\$ 40,000	\$ 40,000	Operational needs - Equipment	Life Cycle Replacement	N	
White	Transportation	5750	5680	\$ 164,000	\$ 100,000	\$ 100,000	Operational needs - Vehicles	Life Cycle Replacement	N	
White	Op & Maint	6100	5610	\$ 481,000	\$ 500,000	\$ 500,000	LED lighting upgrades landscaping Replace Sidewalks Interior and Exterior paint of buildings Parking lot maintenance Flooring fire alarm maint	Life Cycle Replacement	N	

**Northland Pioneer College  
Capital Budget  
FY25-FY27**

Sorted by Divison

Div	Dept	Dept #	Object Code	FY25 Budget Request \$	FY26 Budget Request \$	FY27 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Paid for by Perkins Grant? Y/N	Postpone Y/N
White	Op & Maint	6100	5605	\$ 95,000	\$ 50,000	\$ 50,000	Operational needs - Furniture	Life Cycle Replacement	N	
White	Op & Maint	6100	5610	\$ 1,122,000	\$ 1,200,000	\$ 1,200,000	Fire alarm upgrade parking blocks and restripe Field Fencing parking lot maintenance Replace front doors Tile Removal Replace water heaters Modular HVAC update Replace stairs and ramps Facility Changes for Technology		N	
White	Op & Maint	6100	5645	\$ 24,000	\$ -	\$ -	Replaceaging shop equipment	Life Cycle Replacement	N	
<b>Total - Facilities &amp; Transportation</b>				<b>\$ 1,934,000</b>	<b>\$ 1,890,000</b>	<b>\$ 1,890,000</b>				
White	Construction	6150	5610	\$ 5,000,000	\$ -	\$ -	2024-WMC Goldwater-\$5,000,000	Establish entry to Campus & One-Stop-Shop	N	
White	Construction	6150	5610	\$ 3,000,000	\$ -	\$ -	4032: LCC Blunk \$3,000,000	Expand Comsmo program in Winslow	N	
White	Construction	6150	5610	\$ -	\$ 3,000,000	\$ -	4033-LCC Ruby Hill \$3,000,000	Movement of Cosmo program will displace Allied Health	N	
White	Construction	6150	5610	\$ 1,000,000	\$ -	\$ -	1040-PDC Skill Center \$1,000,000	Add new program in Holbrook	N	
White	Construction	6151	5611	\$ 1,000,000	\$ -	\$ -	Kayenta Center or other needs		N	
<b>Total - Construction</b>				<b>\$ 10,000,000</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>				
<b>Grand Total</b>				<b>\$ 18,047,095</b>	<b>\$ 9,877,141</b>	<b>\$ 5,805,411</b>				



## Request to Approve 2024-25 Preliminary Budget

**Recommendation:**

Staff recommends approval of the 2024-2025 Preliminary Budget as presented.

**Summary:**

The preliminary budget can be reduced, but cannot be increased at the Special Meeting on May 21, 2024. The preliminary budget as approved by the District Governing Board will be published prior to the budget hearing in accordance with statutory requirements. Notices about the budget hearing will be published on the NPC website, in the Holbrook Tribune and in the Show Low White Mountain Independent. A notice of the hearing scheduled will also be published and sent as a news release to all area media outlets.

**Official Budget Forms  
Navajo County Community College District  
Northland Pioneer College  
Fiscal year 2025**

**Navajo County Community College District  
Northland Pioneer College  
Budget for fiscal year 2025  
Summary of budget data**

	<u>Budget 2025</u>	<u>Budget 2024</u>	<b>Increase/Decrease From budget 2024 To budget 2025</b>	
			<u>Amount</u>	<u>%</u>
<b>I. Current General and Plant Funds</b>				
<b>A. Expenditures:</b>				
Current General Fund	\$ 38,827,550	\$ 39,072,827	\$ (245,277)	-0.6%
Unexpended Plant Fund	17,900,329	12,782,500	5,117,829	40.0%
Retirement of indebtedness Plant Fund	0		0	
Total	\$ 56,727,879	\$ 51,855,327	\$ 4,872,552	9.4%
<b>B. Expenditures per Full-time student equivalent (FTSE):</b>				
Current General Fund	\$ 22,111 /FTSE	\$ 21,316 /FTSE	\$ 795 /FTSE	3.7%
Unexpended Plant Fund	\$ 10,194 /FTSE	\$ 6,974 /FTSE	\$ 3,220 /FTSE	46.2%
Projected FTSE count	1,756	1,833		
<b>II. Total all funds estimated personnel compensation</b>				
Employee salaries and hourly costs	\$ 22,048,897	\$ 20,059,059	\$ 1,989,838	9.9%
Retirement costs	2,705,400	2,209,092	496,308	22.5%
Healthcare costs	2,747,364	2,423,572	323,792	13.4%
Other benefit costs	1,814,903	2,263,346	(448,443)	-19.8%
Total	\$ 29,316,564	\$ 26,955,069	\$ 2,361,495	8.8%
<b>III. Summary of primary and secondary property tax levies and rates</b>				
<b>A. Amount levied:</b>				
Primary tax levy	\$ 18,340,750	\$ 17,000,000	\$ 1,340,750	7.9%
Property tax judgment			0	
Secondary tax levy			0	
Total levy	\$ 18,340,750	\$ 17,000,000	\$ 1,340,750	7.9%
<b>B. Rates per \$100 net assessed valuation:</b>				
Primary tax rate	1.7707	1.7536	0.0171	1.0%
Property tax judgment			0.0000	
Secondary tax rate			0.0000	
Total rate	1.7707	1.7536	0.0171	1.0%
IV. Maximum allowable primary property tax levy for fiscal year 2025 pursuant to A.R.S. §42-17051				\$ 18,340,750
V. Amount received from primary property taxes in fiscal year 2024 in excess of the maximum allowable amount as calculated pursuant to A.R.S. §42-17051				\$ _____



**Navajo County Community College District  
Northland Pioneer College  
Budget for fiscal year 2025**

**Resources**

	Current funds			Plant Fund		Other funds 2025	Total all funds 2025	Total all funds 2024	% Increase/ Decrease
	General Fund 2025	Restricted Fund 2025	Auxiliary Fund 2025	Unexpended Plant Fund 2025	Retirement of indebtedness 2025				
<b>Beginning balances/(deficits)—July 1*</b>									
Restricted	\$						0	\$ 0	0.0%
Unrestricted	83,600,000			29,500,000			113,100,000	105,300,000	7.4%
Total beginning balances	\$ 83,600,000	\$ 0	\$ 0	\$ 29,500,000	\$ 0	\$ 0	\$ 113,100,000	\$ 105,300,000	7.4%
<b>Revenues and other inflows</b>									
Student tuition and fees									
General tuition	\$ 3,170,000	\$	\$	\$	\$	\$	\$ 3,170,000	\$ 3,170,000	0.0%
Out-of-district tuition							0	0	0.0%
Out-of-State tuition	90,000						90,000	90,000	0.0%
Student fees	540,000						540,000	540,000	0.0%
Tuition and fee remissions or waivers							0	0	0.0%
State appropriations									
Maintenance support	1,375,600						1,375,600	1,349,900	1.9%
Equalization aid	12,016,200						12,016,200	11,189,600	7.4%
STEM Workforce				273,600			273,600	262,500	4.2%
Rural Community College Aid	815,000						815,000	1,305,600	-37.6%
							0		0.0%
							0		0.0%
Property taxes									
Primary tax levy	18,340,750						18,340,750	17,000,000	7.9%
Secondary tax levy							0	0	0.0%
Gifts, grants, and contracts	2,730,000	7,200,000	100,000				10,030,000	7,737,811	29.6%
Sales and services							0	0	0.0%
Investment income	2,000,000						2,000,000	300,000	566.7%
State shared sales tax (Prop 301)		600,000	140,000				740,000	750,000	-1.3%
Smart and Safe Arizona Act (Prop 207)		1,000,000					1,000,000	900,000	11.1%
Other revenues	350,000						350,000	400,000	-12.5%
Proceeds from sale of bonds							0		0.0%
Total Revenues and Other Inflows	\$ 41,427,550	\$ 8,800,000	\$ 240,000	\$ 273,600	\$ 0	\$ 0	\$ 50,741,150	\$ 44,995,411	12.8%
<b>Transfers</b>									
Transfers in		400,000	200,000	17,626,729			18,226,729	11,145,000	63.5%
(Transfers out)	(18,226,729)						(18,226,729)	(11,145,000)	63.5%
Total transfers	\$ (18,226,729)	\$ 400,000	\$ 200,000	\$ 17,626,729	\$ 0	\$ 0	\$ 0	\$ 0	0.0%
<b>Reduction for amounts reserved for future budget year expenses:</b>									
Maintained for future financial stability	(39,072,827)						(39,072,827)	(35,265,978)	10.8%
Maintained for future capital acquisitions/projects	(13,273,718)			(29,500,000)			(42,773,718)	(43,273,568)	-1.2%
Maintained for future debt retirement							0	0	0.0%
Maintained for grants or scholarships							0	0	0.0%
Maintained for future retirement contributions							0	0	0.0%
Fund Balance	(15,626,726)						(15,626,726)	(12,342,727)	26.6%
<b>Total resources available for the budget year</b>	\$ 38,827,550	\$ 9,200,000	\$ 440,000	\$ 17,900,329	\$ 0	\$ 0	\$ 66,367,879	\$ 59,413,138	11.7%

\*These amounts exclude nonspendable amounts (e.g., prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact. See the Instructions tab, cell C11 for more information about the amounts that should and should not be included on this line.

**Navajo County Community College District  
Northland Pioneer College  
Budget for fiscal year 2025**

**Expenditures and other outflows**

	Current funds			Plant Fund		Other funds 2025	Total all funds 2025	Total all funds 2024	% Increase/ Decrease
	General Fund 2025	Restricted Fund 2025	Auxiliary Fund 2025	Unexpended Plant Fund 2025	Retirement of indebtedness 2025				
<b>Total resources available for the budget year (from Schedule B)</b>	\$ 38,827,550	\$ 9,200,000	\$ 440,000	\$ 17,900,329	\$	\$	\$ 66,367,879	\$ 59,413,138	11.7%
<b>Expenditures and other outflows</b>									
Instruction	\$ 13,651,901	\$ 3,650,000	\$	\$	\$	\$	\$ 17,301,901	\$ 16,861,424	2.6%
Public service							0	0	0.0%
Academic support	1,877,849	1,860,000					3,737,849	1,910,251	95.7%
Student services	2,739,999						2,739,999	3,608,800	-24.1%
Institutional support (Administration)	15,170,070						15,170,070	16,017,719	-5.3%
Operation and maintenance of plant	2,458,451						2,458,451	2,352,916	4.5%
Scholarships	1,875,000	3,290,000					5,165,000	4,241,931	21.8%
Auxiliary enterprises			440,000				440,000	600,000	-26.7%
Capital assets				17,900,329			17,900,329	12,782,500	40.0%
Debt service—general obligation bonds							0	0	0.0%
Debt service—other long term debt							0	0	0.0%
Other expenditures		400,000					400,000	0	--
<b>Property tax judgments</b>							0	0	0.0%
Contingency	1,054,280						1,054,280	1,037,597	1.6%
<b>Total expenditures and other outflows</b>	\$ 38,827,550	\$ 9,200,000	\$ 440,000	\$ 17,900,329	\$ 0	\$ 0	\$ 66,367,879	\$ 59,413,138	11.7%

**FINAL FY 2024/25 EXPENDITURE LIMITS: COMMUNITY COLLEGES**

COMMUNITY COLLEGE DISTRICT	POPULATION**		POPULATION FACTOR	INFLATION FACTOR*	FY 1979/80 BASE LIMIT	FINAL FY 2024/25 EXPENDITURE LIMITATION
	2024/25	1979/80				
COCHISE	7,124	2,156	3.3043	3.6671	\$6,038,815	<b>\$73,173,322</b>
COCONINO	1,856	1,000	1.8560	3.6671	\$2,459,758	<b>\$16,741,573</b>
GILA	612	905	0.6762	3.6671	\$1,948,412	<b>\$4,831,807</b>
GRAHAM	2,587	1,329	1.9466	3.6671	\$4,508,230	<b>\$32,181,287</b>
MARICOPA	65,722	27,299	2.4075	3.6671	\$52,841,755	<b>\$466,516,664</b>
MOHAVE	2,353	1,033	2.2778	3.6671	\$3,163,993	<b>\$26,429,139</b>
NAVAJO	1,756	1,566	1.1213	3.6671	\$3,716,543	<b>\$15,282,620</b>
PIMA	13,588	11,038	1.2310	3.6671	\$30,555,962	<b>\$137,938,978</b>
PINAL	4,198	2,452	1.7121	3.6671	\$7,534,121	<b>\$47,302,104</b>
SANTA CRUZ	215	700	0.3071	3.6671	\$2,900,000	<b>\$3,266,362</b>
YAVAPAI	3,948	1,568	2.5179	3.6671	\$5,759,613	<b>\$53,180,239</b>
YUMA/LA PAZ	5,369	1,952	2.7505	3.6671	\$6,215,322	<b>\$62,690,700</b>
<b>TOTAL</b>	<b>109,328</b>	<b>52,998</b>	<b>2.0629</b>		<b>\$127,642,524</b>	<b>\$939,534,794</b>

\* SOURCE: Bureau of Economic Analysis March 2024 - (2023 GDP Implicit Price Deflator/1978 GDP Implicit Price Deflator) = 122.273/33.343

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