

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, open to the public, on **April 19, 2022 beginning at 10:00 a.m.** The meetings will be held at the Northland Pioneer College Painted Desert Campus, Tiponi Community Center meeting room, located at 2251 E. Navajo Blvd., Holbrook, Arizona. The meeting can also be joined remotely using [WebEx](#). A passcode is required under certain circumstances and it is Apr22DGB.

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

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

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

I, Paul Hempsey, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on or before the 18th day of April, 2022, at 10:00 a.m.

Paul Hempsey
Recording Secretary to the Board

NOTICE DISTRIBUTION

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

M I S S I O N

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

V I S I O N

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

V A L U E S

INTEGRITY
INCLUSION
ADAPTABILITY
CIVILITY
ACCESS

Governing Board Meeting Agenda

Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona
Or you can join on [WebEx](#) (Passcode Apr22DGB).

Date: April 19, 2022

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

| <u>Item</u> | <u>Description</u> | <u>Resource</u> |
|-------------|---|-------------------------|
| 1. | Call to Order and Pledge of Allegiance | Chair Laughter |
| 2. | Adoption of the Agenda (Action) | Chair Laughter |
| 3. | Call for Public Comment <small>Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.</small> | Chair Laughter |
| 4. | Discussion Items: | |
| | A. Standing Presentations: | |
| | 1. Financial Position VPAS Ellison will provide a report on the financial position of the college for period July 1, 2021 to February 28, 2022 | VPAS Ellison |
| | 2. NPC Student Government Association (SGA) Written report is provided in the Board packet. | Written Report |
| | 3. NPC Faculty Association Faculty Association provided a written report in the packet and Professor Qin, Faculty in Chemistry/Biology, will present a look at A Microalgae Lab Project. | Written Report/Shan Qin |
| | 4. Classified & Administrative Staff Organization (CASO) Written report is provided in the Board packet. | Written Report |
| | 5. Northland Pioneer College (NPC) Friends and Family Director Wilson will update the Board on recent Friends and Family activities including Arizona Gives Day results. | Director Wilson |
| | 6. Human Resources Written report is provided in the Board packet. | Written Report |
| | 7. Construction Update Director Huish will provide an update on construction projects. | David Huish |
| | 8. President's Report President Hazelbaker will provide a report on activities from the President's office since the March meeting. | President Hazelbaker |
| | B. Outstanding Alumnus Award President Hazelbaker will present the Outstanding Alumnus Award to Dr. Tabitha Stickel. | President Hazelbaker |
| | C. Primary Property Tax Levy & Rate VPAS Ellison will provide a first look at the recommended Primary Property Tax Levy and Rate for 2022-23. | VPAS Ellison |
| | D. 2022-23 Introductory Budget Analysis VPAS Ellison will provide a high-level analysis of the current budget situation for 2022-2023. | VPAS Ellison |
| | E. Board Policies President Hazelbaker will review suggested amendments to Board Policies as recommended by Board members and college employees. | President Hazelbaker |
| | F. Enrollment Report President Hazelbaker will review the Enrollment report for Spring 2022. | President Hazelbaker |
| 5. | Consent Agenda for Action | Chair Laughter |
| | A. March 15, 2022 Regular Board Meeting Minutes | |
| | B. March 15, 2022 Work Session Minutes | |

6. For Discussion and Possible Action:

A. Old Business

None.

B. New Business:

- | | |
|--|-----------------------------|
| <p>1. <u>2022-2023 Late Registration Fee</u></p> <p>VPAS Ellison will review the recommendation to eliminate late registration fees for students.</p> | <p>VPAS Ellison</p> |
| <p>2. <u>2022-23 Salary & Wage Recommendation</u>.....</p> <p>VPAS Ellison will review the salary recommendation for all employees and seek Board approval.</p> | <p>VPAS Ellison</p> |
| <p>3. <u>Request to Approve 2022-23 Preliminary Budget</u>.....</p> <p>VPAS Ellison will review the proposed college budget for 2022-23 and ask the Board to approve on a preliminary basis.</p> | <p>VPAS Ellison</p> |
| <p>4. <u>Request to Approve 2023-2025 Preliminary Capital Budget</u>....</p> <p>VPAS Ellison will review the proposed college capital budget for 2023-25 and ask the Board to approve on a preliminary basis.</p> | <p>VPAS Ellison</p> |
| <p>5. <u>Approve Academic Calendar</u></p> <p>Wei Ma, Dean of Instructional Innovation, will present the 2024-2025 Academic Calendar for Board approval.</p> | <p>Dean Ma</p> |
| <p>6. <u>Request to Approve Purchase of Childbirth Simulator for Paramedicine/EMT</u></p> <p>Dean Ma will request approval for the purchase of a Childbirth simulator mannequin for the Nursing and Allied Health Department.</p> | <p>Dean Ma</p> |
| <p>7. <u>Request to Approve Purchase of Security Enterprise Agreement</u>.....</p> <p>President Hazelbaker will review the request to purchase a three-year Security Enterprise Agreement for the college</p> | <p>President Hazelbaker</p> |
| <p>8. <u>Request for Additional Budget for Winslow Head Start Building</u></p> <p>VPAS Ellison will review the request to increase the approved budget for the Winslow Head Start building project.</p> | <p>VPAS Ellison</p> |
| <p>9. <u>Request to Award Contract for Head Start Building Project</u></p> <p>VPAS Ellison will seek approval to award a contract for infrastructure and site improvements related to the Winslow Head Start building project.</p> | <p>VPAS Ellison</p> |
| <p>10. <u>Request to Approve Purchase of Laptops and Carts</u></p> <p>VPLSS Solomonson will request approval to utilize Higher Education Emergency Relief Funds to purchase laptops and carts for student use.</p> | <p>VPLSS Solomonson</p> |
| <p>11. <u>Request to Approve Desktop Computers, Laptops, Room Kits, Conference Devices, Smart Boards, Printers, and Monitors</u></p> <p>President Hazelbaker will review the request to purchase life cycle replacements for ageing equipment.</p> | <p>President Hazelbaker</p> |
-
- | | |
|---|-----------------------|
| <p>7. DGB Agenda Items and Informational Needs for Future Meetings</p> | <p>Chair Laughter</p> |
| <p>8. Board Report/Summary of Current Events.....</p> | <p>Board Members</p> |
| <p>9. Announcement of Next Regular Meeting..... May 17, 2022</p> | <p>Chair Laughter</p> |
| <p>10. Adjournment.....</p> | <p>Chair Laughter</p> |

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



Northland Pioneer College

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

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position
July 1, 2021 to February 28, 2022

Budget Period Expired 67%

| Tax Supported Funds | | | | |
|---------------------------------------|----------------------|----------------------|----------------------|------------|
| General Unrestricted | | | | |
| | Revised Budget | Current Month Actual | Y-T-D Actual | % |
| REVENUES | | | | |
| Primary Tax Levy | 15,955,424 | 383,070 | 10,898,537 | 68% |
| Transwestern | - | - | - | |
| State Aid: | | | | |
| Maintenance and Operations | 1,512,300 | - | 1,134,225 | 75% |
| Equalization | 9,171,000 | - | 6,878,250 | 75% |
| Rural Aid | 1,640,200 | - | 1,230,150 | 75% |
| Tuition and Fees | 4,400,000 | 145,435 | 2,608,193 | 59% |
| Investment earnings | 500,000 | 24,762 | 164,459 | 33% |
| Grants and Contracts | 1,512,800 | 9,285 | 1,256,257 | 83% |
| Other Miscellaneous | 200,000 | 135,091 | 384,044 | 192% |
| Fund Balance | 2,200,000 | - | - | 0% |
| Transfers | (3,674,400) | (135,900) | (1,488,925) | 41% |
| TOTAL REVENUES | \$ 33,417,324 | \$ 561,743 | \$ 23,065,190 | 69% |
| EXPENDITURES | | | | |
| Salaries and Benefits | 21,040,010 | 1,706,804 | 12,279,253 | 58% |
| Operating Expenditures | 12,377,314 | 463,356 | 4,133,771 | 33% |
| TOTAL EXPENDITURES | \$ 33,417,324 | \$ 2,170,160 | \$ 16,413,024 | 49% |
| Unrestricted Plant | | | | |
| | Budget | Current Month Actual | Y-T-D Actual | % |
| REVENUES | | | | |
| State Aid: | | | | |
| Capital/STEM | 319,700 | - | 239,775 | 75% |
| Fund Balance | 12,540,000 | 451,505 | 2,118,405 | 17% |
| Transfers In | 2,974,400 | 99,578 | 1,040,380 | 35% |
| Transfers In - HEERF | 1,320,000 | | - | 0% |
| TOTAL REVENUES | \$ 17,154,100 | \$ 551,083 | \$ 3,398,560 | 20% |
| EXPENDITURES | | | | |
| Capital Expenditures - WMC Facilities | 9,580,000 | 451,505 | 2,118,405 | 22% |
| Capital Expenditures - Other | 7,574,100 | 177,047 | 1,280,155 | 17% |
| TOTAL EXPENDITURES | \$ 17,154,100 | \$ 628,552 | \$ 3,398,560 | 20% |

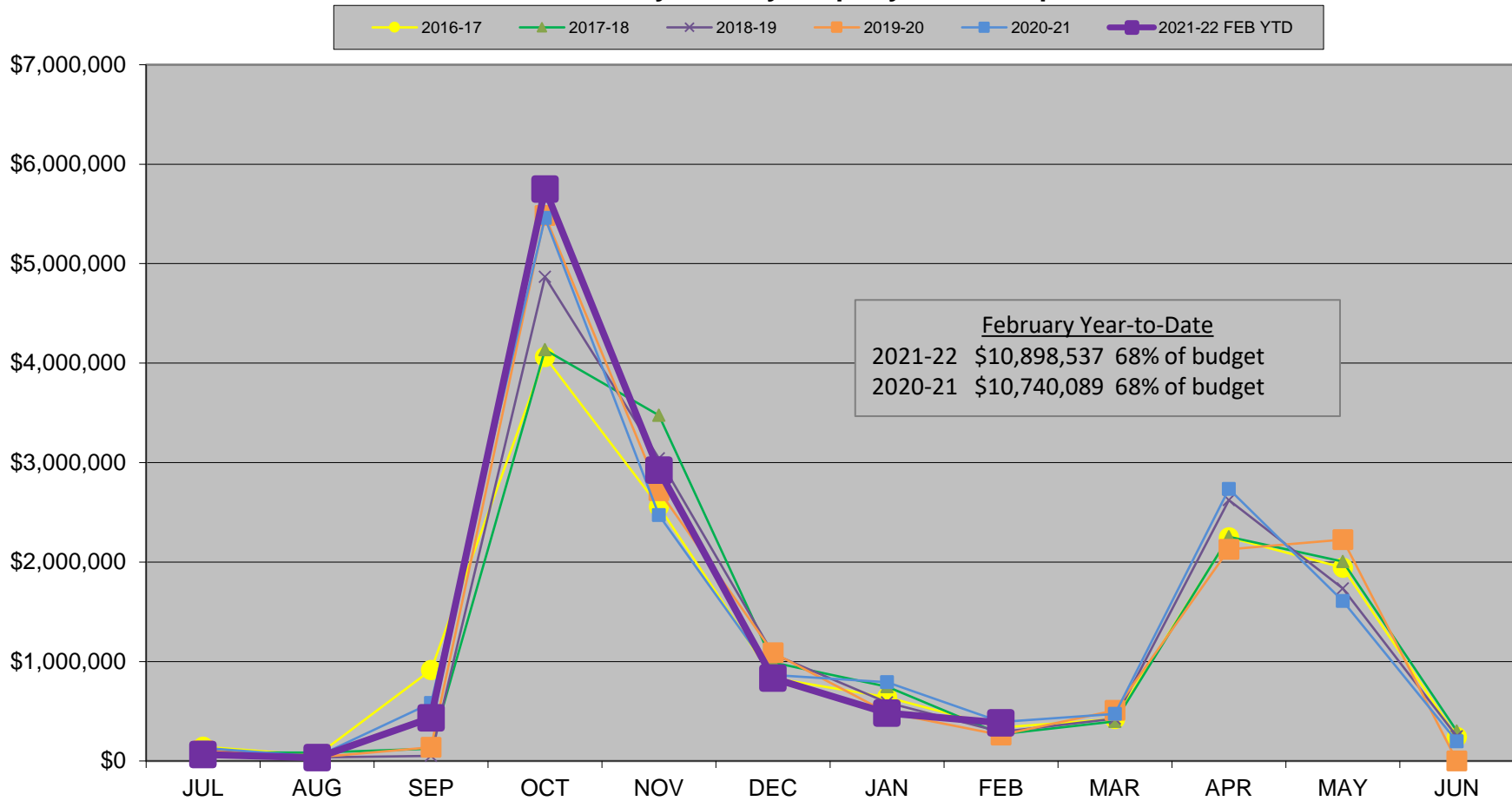
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
 Statement of Financial Position
 July 1, 2021 to February 28, 2022

Budget Period Expired 67%

| Restricted and Auxiliary Funds | | | | |
|--------------------------------|---------------------|---------------------|---------------------|------------|
| Restricted | | | | |
| | Current Month | | | |
| | Budget | Actual | Y-T-D Actual | % |
| REVENUES | | | | |
| Grants and Contracts | 8,250,000 | 1,209,093 | 3,676,984 | 45% |
| Fund Balance | | | | |
| Transfers In | 500,000 | | 375,000 | 75% |
| Transfers Out - HEERF | (1,320,000) | - | - | 0% |
| TOTAL REVENUES | \$ 7,430,000 | \$ 1,209,093 | \$ 4,051,984 | 55% |
| EXPENDITURES | | | | |
| Salaries and Benefits | 915,453 | 116,170 | 919,226 | 100% |
| Operating Expenditures | 6,514,547 | 174,368 | 3,113,615 | 48% |
| TOTAL EXPENDITURES | \$ 7,430,000 | \$ 290,538 | \$ 4,032,841 | 54% |
| Auxiliary | | | | |
| | Current Month | | | |
| | Budget | Actual | Y-T-D Actual | % |
| REVENUES | | | | |
| Sales and Services | 150,000 | 934 | 65,929 | 44% |
| Fund Balance | | | | |
| Transfers In | 200,000 | 36,322 | 73,545 | 37% |
| TOTAL REVENUES | \$ 350,000 | \$ 37,256 | \$ 139,474 | 40% |
| EXPENDITURES | | | | |
| Salaries and Benefits | 206,816 | 11,416 | 68,934 | 33% |
| Operating Expenditures | 143,184 | 29,407 | 70,540 | 49% |
| TOTAL EXPENDITURES | \$ 350,000 | \$ 40,823 | \$ 139,474 | 40% |

| Cash Flows | |
|--|--------------|
| Cash flows from all activities (YTD) | \$30,655,208 |
| Cash used for all activities (YTD) | \$23,983,899 |
| Net Cash for all activities (YTD) | \$6,671,309 |

Monthly Primary Property Tax Receipts



April 12, 2022

RE: SGA Report for the April Meeting of the NPC District Governing Board

To the members of the District Governing Board:

Though recruitment efforts for the Student Government Association have not yielded the increase in membership that we had been hoping for, there are still some things to be proud of in regard to SGA's recent achievements. One event that SGA has historically helped to organize is EagleFest, and the SP22 version of this event that took place at the White Mountain Campus was no disappointment.

This on-campus event serves to bring the community on to our campuses, show them what we have to offer, and connect with them in a fun, engaging environment. Due to the COVID-19 pandemic, we have been unable to have public gatherings like this for the past two years. NPC Student Governments of the past have funded two vital aspects of the event: food and live entertainment. This semester the SGA organized to have The House restaurant in Show Low provide tacos for the crowds, and hired the band Easy Street from Winslow to come and rock out some live music. The event was a huge success!

It should also be noted that our most active SGA member, who also lives farthest away, traveled all the way from the Hopi center to help out with the event. Her name is Francine Honie, and she plans to be involved with SGA next academic year as well. This event is a chance for NPC to reach out to local communities and invite people to come have fun, get to know us, and transform their life. SGA looks forward to many more like this!

Sincerely,

Ryan Orr
SGA Advisor



Transform your life!

Faculty Association
Report for the District Governing Board
April 2022

Background:

Faculty Association is an active participant in shared governance at NPC. All full-time and adjunct faculty are members of the association, which meets each month to address challenges and successes related to instruction and college activities. Faculty Association supports the entire college community and provides faculty perspectives on a variety of topics from strategic planning and initiatives to college policies and procedures to current events affecting the college community.

Recommendation to the Board

Faculty Association urges the board to support the **joint recommendation** between FA, CASO, and the college's executive leadership of a **pay increase of 5% for fiscal year 2023**. We request that the board approve the joint proposal as described in the March board packet. To maintain viability and sustain the college, we must recruit and retain highly qualified faculty and staff to enact the college's mission and vision. NPC continues to lose the best and brightest candidates and employees, due in part to our significantly lower salaries relative to other colleges across the state and region.

All college employees, including faculty, have demonstrated their deep commitment to the success of students and the college. To reiterate what Vice President Ellison stated in her March 2022 report to the board, the most important factor considered in the recommended rate increase is the dedication, loyalty, and hard work of our employees during these times of uncertainty. Our employees continue to provide exemplary services to our students and communities during the pandemic. While some faculty have entirely returned to campus and in-person teaching, many more are navigating this new world in both the traditional campus classrooms and blended or fully online classes. There are many faculty who are paying out of pocket to continue to do their jobs effectively during a time of the highest rates of inflation in the past forty years. Beyond the challenges of working through an ever-changing pandemic, employees are also being asked to take on additional responsibilities brought on by issues in retention and recruitment.

The cost of inflation has impacted the annual wage increases such that faculty and staff have not seen meaningful changes in salaries for more than a decade. From FY 06-07 to FY 20-21, wage increases for faculty and staff have averaged about 2.3%. Over that same period, inflation (Consumer Price Index-Urban) has averaged about 2%. According to the Bureau of Labor Statistics, the all-items CPI index rose 7.5% for the 12 months ending January 2022. This is the largest 12-month increase since February 1982, and it underscores the urgency of updating

salaries to be more competitive and to recognize the dedication and hard work of NPC employees.

NPC needs to retain and recruit high-quality faculty and staff. Currently, NPC faculty salaries are some of the lowest in the state, higher only than Dine, TOCC, and Pima. NPC salaries are surpassed by more than 5% by Central Arizona, Cochise, Eastern Arizona, and Yavapai College. A 5% increase will keep NPC faculty salaries in their current relative position rather than dropping further below other colleges' salary ranges, particularly if those other colleges provide slightly higher than COLA increases, as predicted. To ensure NPC's salaries remain competitive in the state, an increase *above* COLA is needed.

Please demonstrate your support of NPC as a quality institution of higher learning by approving the 5% recommended increase to faculty and staff wages.

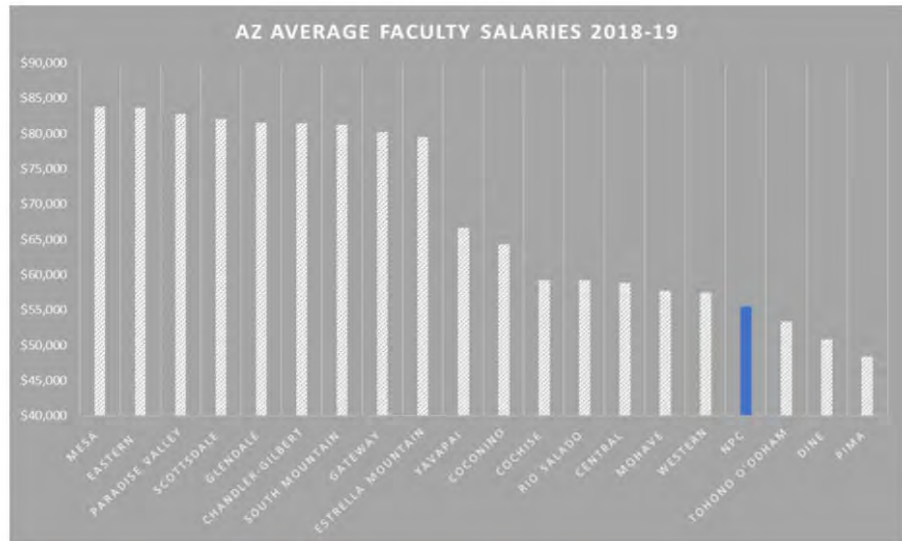
Respectfully,

Dr. Amelinda Webb

Melody Niesen

Faculty Association Co-presidents

| | |
|-------------------|-------------|
| Mesa | \$69,834.00 |
| Paradise Valley | \$69,210.00 |
| Chandler-Gilbert | \$68,046.00 |
| Eastern | \$67,320.00 |
| Estrella mountain | \$67,136.00 |
| South Mountain | \$67,125.00 |
| Glendale | \$66,885.00 |
| Scottsdale | \$66,642.00 |
| Yavapai | \$64,431.00 |
| Rio Salado | \$63,586.00 |
| Coconino | \$63,495.00 |
| Gateway | \$63,195.00 |
| Mohave | \$62,037.00 |
| Western | \$60,343.00 |
| Cochise | \$58,140.00 |
| Central | \$57,606.00 |
| NPC | \$54,669.00 |
| Pima | \$48,949.00 |
| Dine | \$48,414.00 |
| Tohono O'Odham | \$43,609.00 |



<https://data.chronicle.com/category/state/Arizona/faculty-salaries/>

From the March Budget Report:

Preliminary Information Subject to Change Until

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

Additionally, we would like to recognize former Vice President of Faculty Association, Dr. Allison Landy, for setting a precedent with her thorough report supporting the 2021 joint recommendation for a pay increase.



Northland Pioneer College

Microalgae Project Science Department

Shan Qin

04-19-2022



Northland Pioneer College

What are algae?

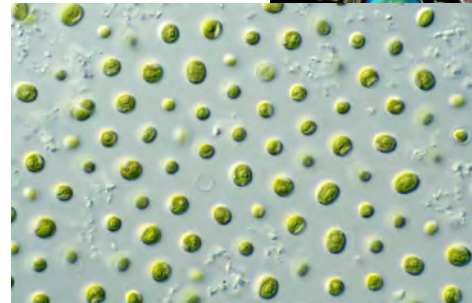
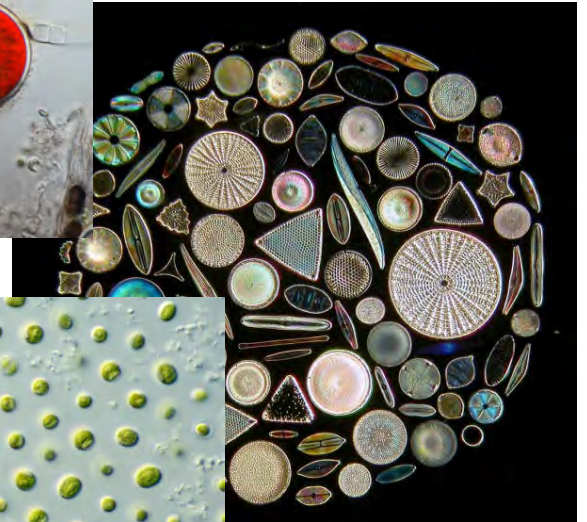
***Algae** are members of a group of predominantly aquatic photosynthetic organisms that don't belong to animal or plant kingdoms*

*There are about **72,500** species.*



Northland Pioneer College

Diversity: morphology



April 13, 2022



Navajo County Community College District Governing Board



Packet Page 14



Northland Pioneer College

Utilization

Natural products:

- Drugs: Antifungal, anti-inflammatory, antibacterial compounds
- Antioxidant: astaxanthin, zeaxanthin, fucoxanthin, phycobilin
- Nutraceutical: pigments, PUFA, dietary fibers, enzymes, vitamins
- Industry materials: gelling/thickening agent, waterproofing agent
- Fertilizer and soil recovery agent
- Food and feed
- Fuel: biodiesel, jet fuel
- Cosmetics
- Wastewater remediation





Microalgae Project at NPC

Phase I: Introduce some popular algal strains and set up cultures

- Apply for funding from Faculty Professional Development
- Set up a microalgae lab
- Introduce and scale up microalgal cultures

Phase II: Design and implementation of teaching activities with microalgae

- Feasibility study for BIO105, 182, and 205
- Design of teaching activities
- Maintenance and the new collection of microalgae strains

Phase III: Train students and initiate research projects

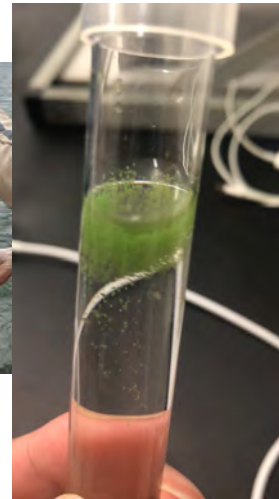
- Offering hands-on training to students that have an interest in biotech
- Initiate research and experiments toward agriculture and the environment
- Student career exploration



Design of Teaching Activities



Microalgae lab (a corner)



Local algal sampling/bioprospecting

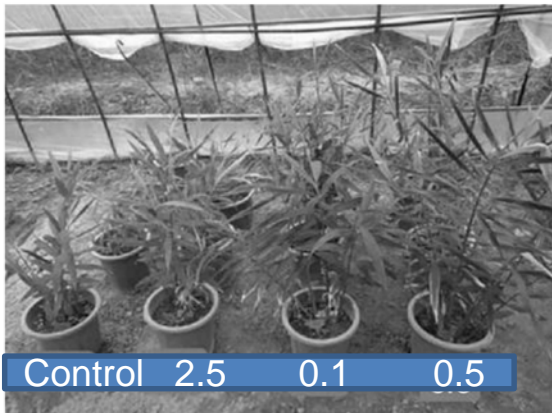


Aseptic technique training



Northland Pioneer College

Student Research Projects



Algae or algae extractions work as bio-stimulant in agriculture



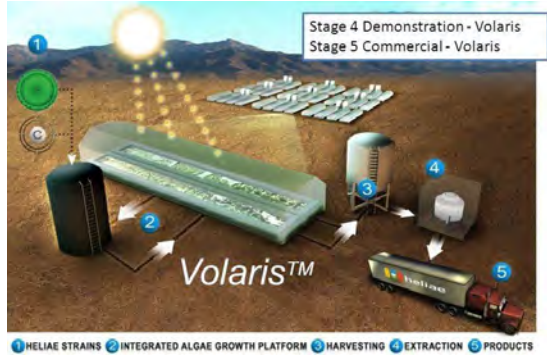
Wastewater treatment



Reversion of desertification



Student Career Exploration



Heliae Development LLC, Gilbert



Polytech Campus, ASU



AZ Algae Products LLC,
Holbrook



MyLand Agriculture, Phoenix



Northland Pioneer College

Thank You!

April 12, 2022

RE: CASO Report for the April Meeting of the NPC District Governing Board

To the Members of the District Governing Board:

Greetings from the Classified and Administrative Staff Organization. As we approach the end of the 2021-22 Academic Year, we are collectively reflecting on the progress our institution has made over the last year, and we are looking ahead to the future. As I am sure you are aware, CASO has been discussing amongst its members, as well as discussing with other shared governance groups, the importance of bolstering an effective and sustainable work force to serve our students and achieve the goals of our mission and vision.

Over the past several months, we have discussed this topic with Faculty Association, and we are in agreement with them that to adequately fill vacant positions that NPC needs to be fully functional, and to maintain our current work force, a salary increase of 5% to the base rate is suitable and warranted. FA's comprehensive research into this issue has been eye-opening and informative, as has the research of our small committee of CASO members who were tasked with researching the same issue.

To supplement Faculty Association's presentation to the board, and to shed some light on its real-world implications, the following is a collection of testimonials from CASO members, some of whom have requested that they remain anonymous. These are examples of the impact that economic factors such as CPI, inflation, gas prices, and general cost of living have had on NPC employees.

"I thoroughly enjoy my position at NPC and hope to retire here. With the recent inflation, it is difficult for an educated professional at NPC to make ends meet. For a comparison, my teenage daughter who works full time in entry level fast food with no college education, brings home only \$100 less a paycheck than I do. I have a bachelors, and in the process of obtaining my masters, and in a professional position at NPC. I can't even afford to insure my children with my wages at NPC and the cost of family insurance here (almost \$800 a month – over 30% of my paycheck). Luckily, I own my home, but for staff members who rent – that has almost tripled in the last year. People are paying \$1,000 a month for a 2 bedroom 30-year-old trailer home. Food costs have risen 7.9% in the last 12 months, and gas has tripled."

-Anonymous CASO member

"I looked it up. I drive 70 miles a day, roundtrip. Both months I was working full-time at WMC
February 2021, I paid \$168.96 for fuel
February 2022, I paid \$265.16 for fuel"

-Donna Krieser, Academic Advisor

Transform your life!

"In January 2021 - October 2021 we paid:

Groceries/household supplies: \$850/month

Gas: \$800/month

Since November 2022, we have seen a steady increase. I just discovered last night, even with couponing and being careful, in March 2022 we spent:

Groceries/household supplies: \$1,400

Gas: \$1,100"

-Rebecca Hunt, Recruitment Specialist

"The current economic trend has had a major impact on myself and family. Personally, the effects of gas and grocery prices have completely skewed my budget. I was able to drive, with a full tank of gas to and from work at roughly \$40-\$50 every week and a half. Now I am at \$90-\$100 every week and a half, not to mention I have a small vehicle that get 27-34 miles to the gallon. The gas problem that I face is not including my wife's mini vans that I have to considerate. In addition, my groceries used to cost roughly \$400-\$500 and that was on a conservative budget. Now I am looking at \$700-\$800 and this is buying value brand groceries and trying to use discounts and coupons.

My utility bills are increasing, my electricity used to be \$100-\$130 and I am now looking at \$150-\$180. Even gas something I've been able to pay under \$65 has gone up between \$80-\$100. My internet is another issue, in order for me to work remotely at times, the price of my internet has gone up from \$85 a month to \$115 a month. Additionally, I have had a notice stating that my rate may go up again. I am currently trying to re-adjust my budget because the cost of living for me has nearly tripled and I'm sure it will contribute to increase because of the radical jump in inflation."

-Anonymous CASO member

It can be hard to put into perspective the effect that economic factors have in real-world application, but I am sure the members of the board have seen and felt these impacts as well. We are all in this together, so I know that we at least identify with fellow members of the NPC community. Thank you so much for your review and consideration in this matter.

Sincerely,

Ryan Orr
CASO President (2021-22 AY)
Early College Advisor
Adjunct English Faculty
SGA Advisor

Transform your life!

District Governing Board Monthly Report

Human Resources

For Meeting of April 19, 2022

KEY ACTIVITIES

Open Enrollment- April 6th-14th

Preparation for upcoming year Contracts

Beginning review and proposed updates to HR Related Procedures

First Supervisor Training will be April 29th- Development of upcoming training schedule is underway.

STAFFING

OPEN (As of 04/07/2022)

POSITIONS

1. **Desktop Support Engineer** – Closes April 23, 2022. 1 applicant
2. **Faculty in Early Childhood Practicum Supervisor** – Open until filled. 0 applicants
3. **Faculty - Instructional Designer** – Open until filled. 18 applicants
4. **Faculty in Nursing Assistant Training** – Open until filled. 2 applicants
5. **Faculty in Nursing (Two positions)** – Open until filled. 0 applicants
6. **Faculty in Spanish** – Open until filled. 31 applicants
7. **Learning Assistant (Hopi)** – Open until filled. 3 applicants
8. **Maintenance I** – Open until filled. 2 applicants
9. **Manager of Emergency Services & Public Safety** – Open until filled. 4 applicants
10. **Support Center Operator** – Open until filled. 22 applicants
11. **TAS Specialist, Safety & Security Systems Specialist** – Open until filled. 2 applicants

CLOSED AND IN REVIEW

1. **Associate Vice President Chief Information Officer** – Closed April 1, 2022. 3 applicants
2. **Associate Vice President Human Resources** – Closed April 1, 2022. 5 applicants
3. **Faculty in Chemistry** – Closed February 28, 2022. 10 applicants
4. **Faculty in Economics & Business** – Open Until Filled. 5 applicants
5. **Faculty in Geology** – Closed February 28, 2022. 5 applicants
6. **Faculty in History** – Open until filled. 19 applicants
7. **Faculty in Integrated Education & Training CCP.** – Closed March 22, 2022. 5 applicants
8. **Faculty in Theater & Speech** – Closed March 21, 2022. 2 applicants
9. **Lead Campus Manager** – Closed March 25, 2022. 1 applicant
10. **Technology Support Technician** – Closed March 25, 2022. 0 applicant
11. **Data Analyst - Adult Education Program** Closed March 22, 2022. 2 applicants

Filled Positions:

1. **Assistant to the Campus Manager (LCC)** – Megan Joe started on April 1, 2022. Ms. Joe resides in Winslow, Arizona.
2. **Associate Dean Educator Preparation Program (PDC)** – Dr. Allison Landy will start July 1, 2022. Dr. Landy is the current Faculty in Early Childhood Development Department Chair. Dr. Landy brings 17 years of higher education experience in Early Childhood Development. Dr. Landy currently resides in Overgaard, Arizona.

3. **Database Administrator (PDC)** – Michael Jacob started on April 1, 2022. Mr. Jacob has six years of experience as a college instructor, IT project manager, senior database engineer, infrastructure intern and assistant system administrator. Mr. Jacob resides in Snowflake, Arizona.
4. **Learning Assistant (SCC)** – Reina Arizmendi started on April 1, 2022. Ms. Arizmendi has one year of experience working with NPC as a Temporary Learning Assistant. She brings valuable experience to NPC. Ms. Arizmendi currently resides in Taylor, Arizona.
5. **Remote CIS Faculty & Dept. Chair** – Jennifer Merritt, Ph.D. will start June 1, 2022. Dr. Merritt has thirty years of combined experience as College Instruct, Adjunct Instructure, and Instructional Design. Dr. Merritt resides in Carpentersville, Illinois.

NPC honors Tabitha Stickel as Outstanding Alumnus

Northland Pioneer College (NPC) has recognized former student and adjunct faculty Tabitha Stickel for the college's prestigious Outstanding Alumnus award. Stickel is a current research fellow at Georgia State University's Adult Literacy Research Center and recently received her Ph.D. from Penn State in the Lifelong Learning and Adult Education program.

Stickel began her journey and developed a passion for teaching adult education while assisting adult students enrolled in NPC's College and Career Preparation program (formerly known as the Learning Cornerstone). She obtained her bachelor's degree in liberal art studies from Oregon State University. She worked as a data analyst and adjunct faculty member for NPC, traveling several times a week to teach developmental reading, writing, and math classes at locations throughout the Hopi Tribe and Navajo Nation.



Tabitha Stickel - NPC's 2022 Outstanding Alumni awardee

During her tenure, Stickel helped establish the college's Eagle Club, a student organization that promotes awareness of multiculturalism at NPC. Josh Rogers, director of student services for NPC, reflects that her first words to students were, "NPC needs to hear your voice." Rogers notes, "Tabitha is an excellent educator who has always put the needs and voices of students first. She always approached students in and outside of the classroom by listening first."

Stickel's work with NPC's Adult Education and College and Career Preparation program helped her develop a deeper interest in studying how a student's sense of belonging within the classroom and in educational programs affected their drive to complete their academic program. "Her published research is incredibly well written. Her work allows other educators to understand the impact an instructor, classroom environment, and support staff play in a student's sense of belonging," notes Rogers.

Working with NPC students inspired Stickel to go on to teach immigrants and refugees pursuing high school equivalency degrees and drove her to continue her education. Stickel says, "There are two key mentors in my life that helped me believe in my academic capacity. The first was my middle and high school teacher, Margaret Wingate. I was a shy high school student lacking confidence. Margaret fostered an important

sense of possibility in me, allowing me to achieve more than I ever thought I could.” The other mentor, one familiar to the NPC community, was the late Dr. Eric Henderson, a former anthropology professor and dean of the arts and sciences department at NPC. “He not only encouraged me to apply to graduate school but pushed me to think about competitive programs. Due to his encouragement and support, I applied to Columbia University for my master’s degree – and to my surprise, I was both accepted and awarded financial aid, making attending the school possible. My dissertation is dedicated to both of these individuals.”

Mrs. Henderson (wife of the late Dr. Henderson) has known Tabitha for about ten years. “She is a delightful human being, and our family has happily continued our friendship with her. I know that she derives great satisfaction from working in the adult education program and helping people achieve and learn what their high schools failed to teach them. She made that her life’s mission,” said Mrs. Henderson.

To that end, Stickel continues her research in adult education, teaching future adult educators in her fellowship with Georgia University. In addition, she guest lectures for adult education programs and colleges throughout the United States in her spare time.

When asked about what advice she might give to those embarking on similar educational journeys, she exclaimed without hesitation, “We are capable of so much more than we might think. Don’t be afraid to push yourself into the unknown and the scary. My greatest growth – personal, academic, and professional, came when I put myself outside of my comfort zone. Big things happen a step at a time. The big picture can keep you inspired, but breaking it down into smaller steps helps maintain sanity, creates a sense of progress, and keeps us from getting overwhelmed and bogged down. Celebrating the small victories and accomplishments can be as important as achieving the big goals,” she explains.

A well-deserving recipient of the spring ’22 Outstanding Alumnus Award, Stickel is an example of how NPC transforms lives, not only her own but the lives of the many she has touched in her journey. The Outstanding Alumni Award was presented to Stickel during the April 19, 2022, meeting of the Navajo County Community College District Governing Board in Holbrook.

--- NPC – Expanding Minds • Transforming Lives ---

Primary Property Tax Levy & Rate

Recommendation:

Staff recommends setting the primary property tax levy below the maximum allowable but above the TNT rate. The proposed levy would be \$16,084,078 with a rate of \$1.7505, or option 2 below. This represents a levy or revenue increase of \$128,654 from the prior year with no change in the levy rate.

Summary of Primary Property Taxes:

The Navajo County Assessor provides the Levy Limit Worksheet by February 10th of each year in accordance with Arizona Revised Statute §42-17052. The Truth in Taxation Analysis is used to calculate the Truth in Taxation Hearing Notice pursuant to Arizona Revised Statute §42-17107. The information from both sources are used to develop the budget options.

The property valuation comparing the current year to the prior year has declined \$48.4 million for centrally assessed property, this is related to continued closure of the Cholla Power Plant. This is offset by an increase in locally assessed property of \$12.3 million, leaving a negative net balance of \$36.1 million in new construction. As discussed for several years the closure of the power plant will impact property tax revenues for future years.

Navajo County taxpayers continue to deal with the economic downturn and it may be years before any improvement is seen. NPC's proposed tax levy and rate is below the maximum allowed by statute; setting it below the maximum is meant to help ease the burden of county tax payers.

Levy Options:

- Option 1 – set the levy rate at the maximum of \$1.8178 generating \$16,702,781 in revenues. This will require TNT notices and a hearing.
- Option 2 – set the levy rate at the same rate as the current year of \$1.7505 generating \$16,084,078 in revenues. This will require TNT notices and a hearing.
- Option 3 – set the levy rate at the TNT rate of \$1.6708 generating \$15,352,078 in revenues. This would not require TNT notices nor a hearing.



Final action on the primary property tax levy will be taken at a Special Meeting on May 17, 2022. The levy can be decreased but not increased at that time.

Graphs providing historical property tax levy and rate information are included.



Northland Pioneer College

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

2022 LEVY LIMIT WORKSHEET

Date: 2/10/2022

| |
|--|
| NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE |
|--|

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

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

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

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

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

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

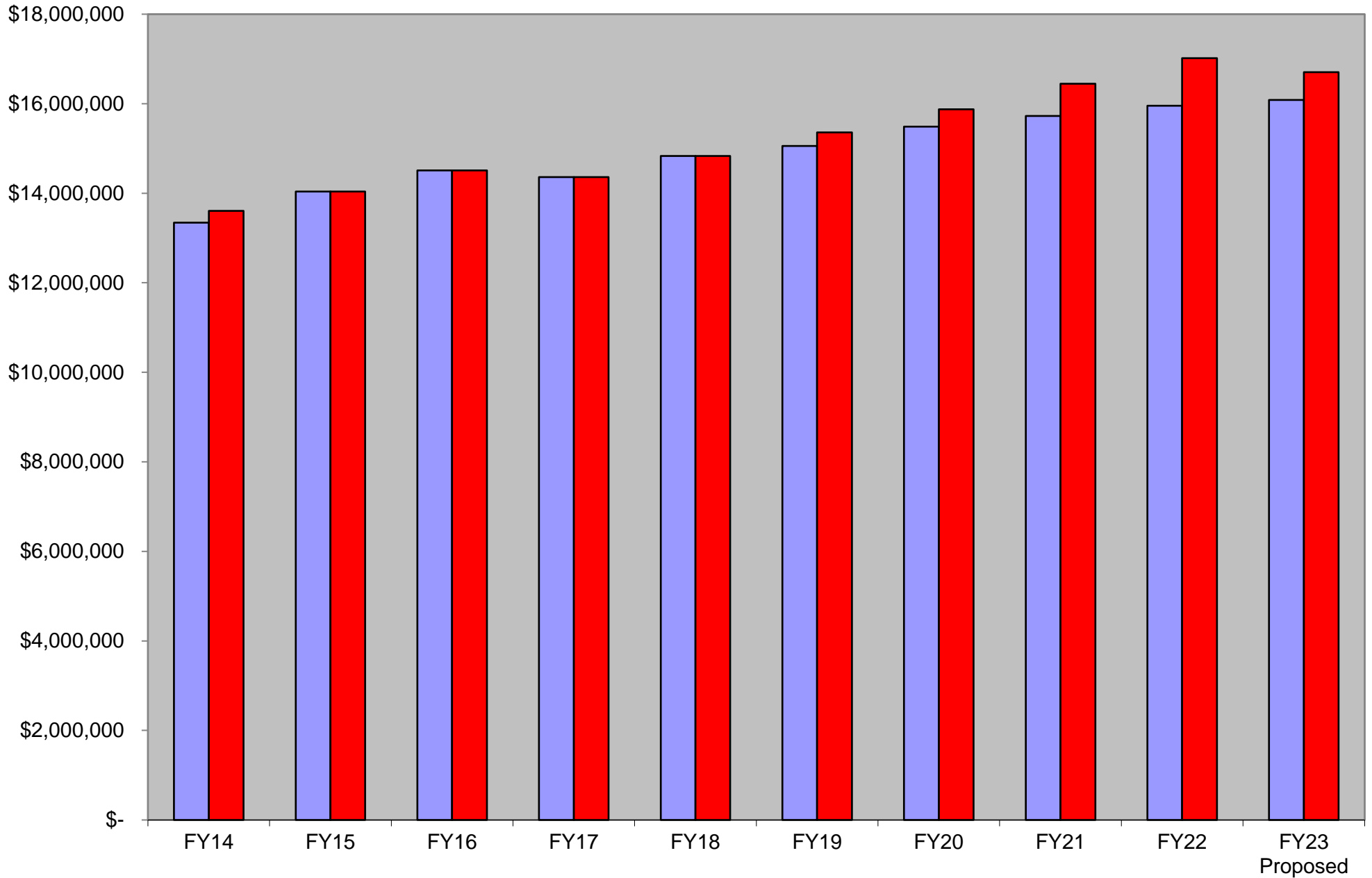
Truth in Taxation Analysis

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

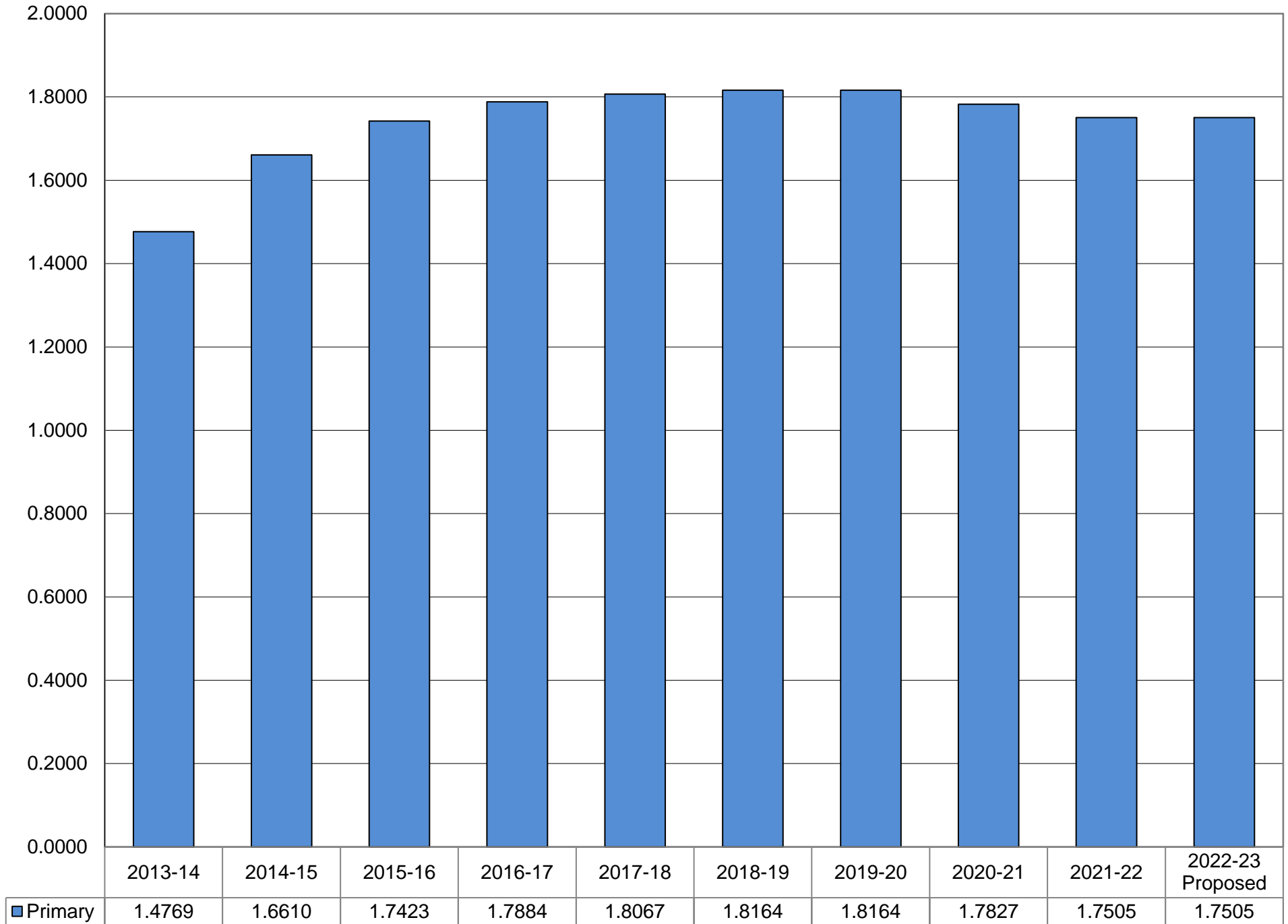
| | Maximum | Same Rate as Last Year | TNT Rate |
|---|-----------------|------------------------|-----------------|
| Actual current primary property tax levy: (line F.1. actual levy from prior year's final levy limit worksheet) | \$ 15,955,424 | \$ 15,955,424 | \$ 15,955,424 |
| Net assessed valuation: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

NPC Primary Maximum Property Tax Levy compared to Actual Levy

Levy - Assessed Levy Limit - Max

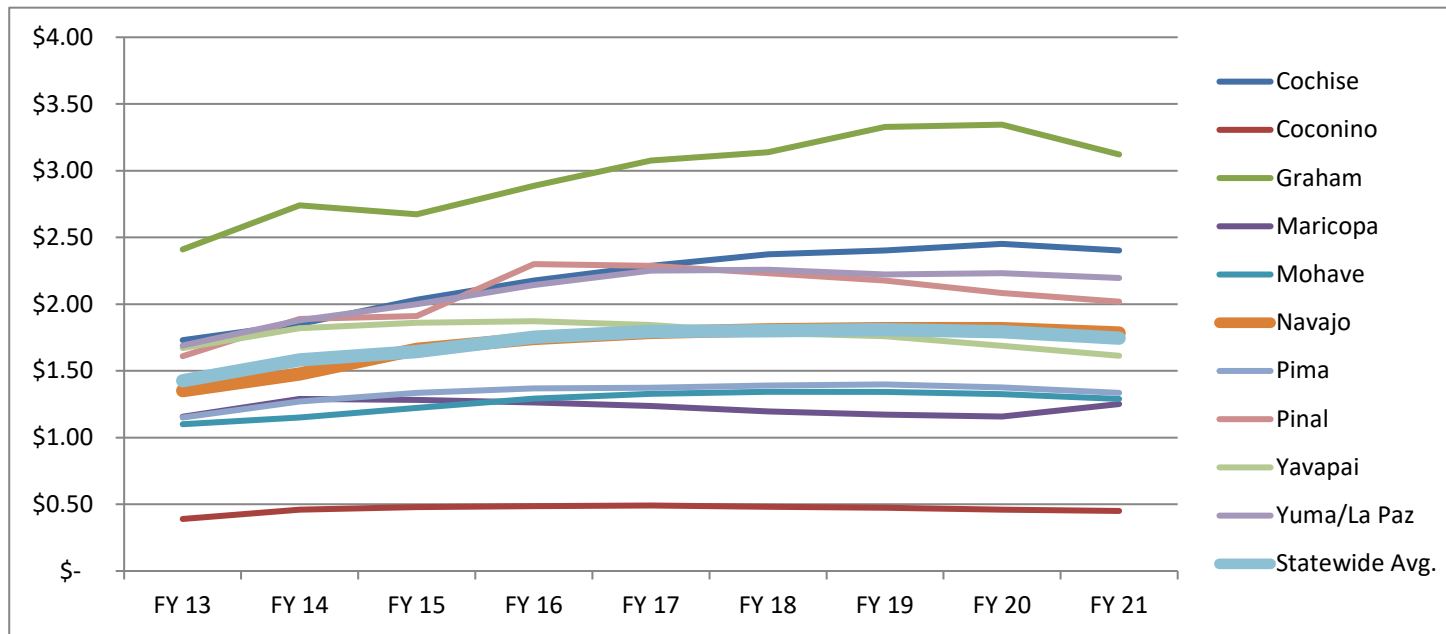


NPC Historical Property Tax Rates & Current Year Proposal



Community College Primary Property Tax Rates

| CC District | FY 13 | FY 14 | FY 15 | FY 16 | FY 17 | FY 18 | FY 19 | FY 20 | FY 21 | FY 22 |
|-----------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Cochise | \$ 1.73 | \$ 1.85 | \$ 2.03 | \$ 2.18 | \$ 2.29 | \$ 2.37 | \$ 2.40 | \$ 2.45 | \$ 2.40 | \$ 2.44 |
| Coconino | \$ 0.39 | \$ 0.46 | \$ 0.48 | \$ 0.49 | \$ 0.49 | \$ 0.48 | \$ 0.47 | \$ 0.46 | \$ 0.45 | \$ 0.44 |
| Graham | \$ 2.41 | \$ 2.74 | \$ 2.67 | \$ 2.89 | \$ 3.08 | \$ 3.14 | \$ 3.33 | \$ 3.35 | \$ 3.12 | \$ 3.10 |
| Maricopa | \$ 1.16 | \$ 1.29 | \$ 1.28 | \$ 1.26 | \$ 1.24 | \$ 1.20 | \$ 1.17 | \$ 1.16 | \$ 1.25 | \$ 1.11 |
| Mohave | \$ 1.10 | \$ 1.15 | \$ 1.22 | \$ 1.29 | \$ 1.33 | \$ 1.34 | \$ 1.34 | \$ 1.33 | \$ 1.29 | \$ 1.24 |
| Navajo | \$ 1.35 | \$ 1.48 | \$ 1.66 | \$ 1.74 | \$ 1.79 | \$ 1.81 | \$ 1.82 | \$ 1.82 | \$ 1.78 | \$ 1.75 |
| Pima | \$ 1.15 | \$ 1.27 | \$ 1.33 | \$ 1.37 | \$ 1.37 | \$ 1.39 | \$ 1.40 | \$ 1.38 | \$ 1.34 | \$ 1.27 |
| Pinal | \$ 1.61 | \$ 1.89 | \$ 1.91 | \$ 2.30 | \$ 2.29 | \$ 2.23 | \$ 2.18 | \$ 2.08 | \$ 2.02 | \$ 1.98 |
| Yavapai | \$ 1.67 | \$ 1.82 | \$ 1.86 | \$ 1.87 | \$ 1.84 | \$ 1.78 | \$ 1.76 | \$ 1.69 | \$ 1.61 | \$ 1.56 |
| Yuma/La Paz | \$ 1.69 | \$ 1.88 | \$ 2.00 | \$ 2.14 | \$ 2.25 | \$ 2.26 | \$ 2.22 | \$ 2.23 | \$ 2.19 | \$ 2.13 |
| Statewide Avg. | \$ 1.43 | \$ 1.58 | \$ 1.65 | \$ 1.75 | \$ 1.80 | \$ 1.80 | \$ 1.81 | \$ 1.79 | \$ 1.75 | \$ 1.70 |



Source: JLBC 2023 Baseline

2022-23 Introductory Budget Analysis

Summary:
General Fund Revenues

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

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



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

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

Capital Fund Revenue Trend

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

Restricted and Auxiliary Funds Revenue Trend

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



Northland Pioneer College

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Navajo County Community College District Governing Board

BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2022 – 2023

APPROVED 9/21/21

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

Northland Pioneer College
Preliminary Budget Development Assumptions
FY23

GENERAL ASSUMPTIONS

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

REVENUE ASSUMPTIONS

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

EXPENDITURE ASSUMPTIONS

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

- SALARY SCHEDULES will be developed with:
 - (A) consideration to increasing rates balanced with available funds and impact to expenditure limit,
 - (B) consideration to competitive market conditions with the goal to maintain a comparative position to the average increases/rates at other local public entities, other Arizona community colleges, and other similar institutions, and
 - (C) consideration to salary recommendations received through the shared governance process.

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

- Education partner relationships will be maintained with:
 - (A) Apache County,
 - (B) NAVIT,
 - (C) Dual enrollment, and
 - (D) others.

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

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

Budget Categories & Targets:

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

Community Colleges

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

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

All dollar amounts are expressed in thousands.

Agency Budget Summary

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

Major Executive Budget Initiatives and Funding

Rural Community College Aid

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

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

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

STEM Funding Restoration

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

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

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

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

Executive Budget Baseline Changes

Equalization Aid Adjustments

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

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

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

Operating State Aid Adjustments

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

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

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

Remove One-Time FY 2022 Appropriations

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

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

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

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

STEM and Workforce Aid Adjustments

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

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

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

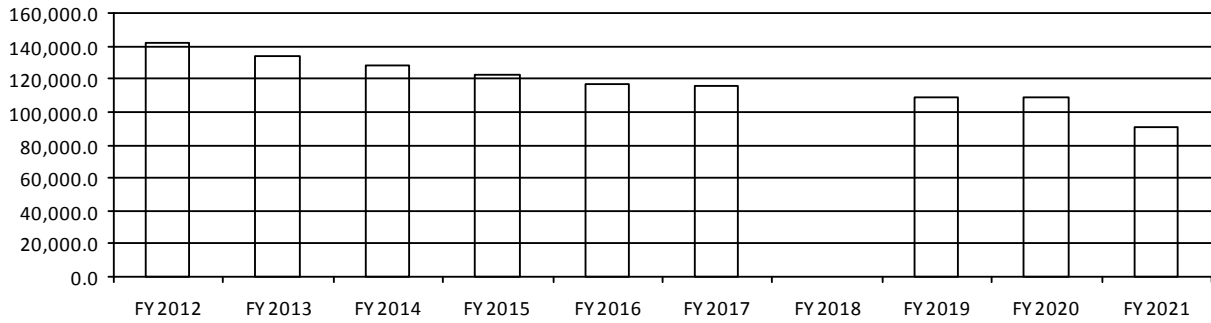
In addition to the funding amounts for this agency shown in this section, the Executive Budget also includes funding changes for this agency in the Statewide Adjustments section, which is immediately after the Capital section. Statewide Adjustments for FY 2023 include changes for health insurance premiums,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

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

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

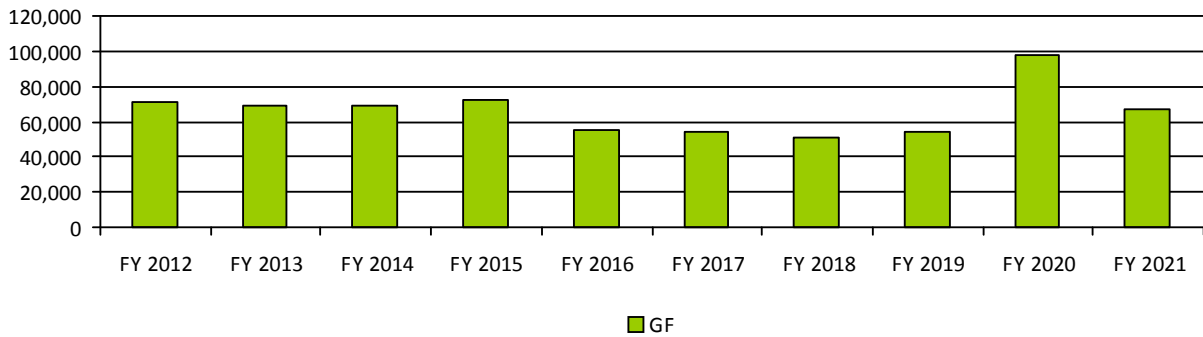
Link to **EXECUTIVE BUDGET LEGISLATIVE CHANGES**

Full-Time Equivalent Student Enrollment



Agency Expenditures

(in \$1,000s)



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

State Appropriations

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

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

Agency Operating Detail

Community Colleges

| | | | | |
|--|-----------------|------------------|-------------------|-----------------|
| Agency Total - Appropriated Funds | 66,645.4 | 108,904.7 | (11,839.7) | 97,065.0 |
|--|-----------------|------------------|-------------------|-----------------|

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

FOR MORE DETAIL ABOUT EACH FUND SEE THE STATE FUNDS BOOK

Special Line Appropriations

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

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

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

Arizona Community Colleges

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

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

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

FOOTNOTES

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

Equalization Aid

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

Property Value Changes

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

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

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

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

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

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

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

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

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

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

Operating State Aid

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

Enrollment Changes

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

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

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

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

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

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

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

STEM and Workforce Programs State Aid

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

Remove Maricopa and Pima Funding

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

Enrollment Changes

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

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

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

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

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

Rural Aid

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

Remove One-Time Rural Aid

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

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

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

Urban Aid

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

Remove One-Time Urban Aid

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

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

Rural County Allocation

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

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

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

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

Rural County Reimbursement Subsidy

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

Remove One-Time Subsidy Increase

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

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

Tribal Community Colleges

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

Increase Tohono O'odham Funding

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

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

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

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

Additional Gila Workforce Development Aid

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

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

Diné College Remedial Education

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

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

Other Issues

Statutory Changes

The Baseline would:

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

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

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

Long-Term Budget Impacts

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

These estimates assume:

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

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

Community College Revenue Sources

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

Table 4

Total Estimated Community College Revenues – FY 2022

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Total Community College Expenditures

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

Community College Expenditure Limitations

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

Table 7

Community Colleges - FY 2022 Budgeted Expenditures

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

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

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

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

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

Table 8

Community College Expenditure Limits – FY 2022

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

* indicates provisional community college district

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

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

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

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

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

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

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

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

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

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

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

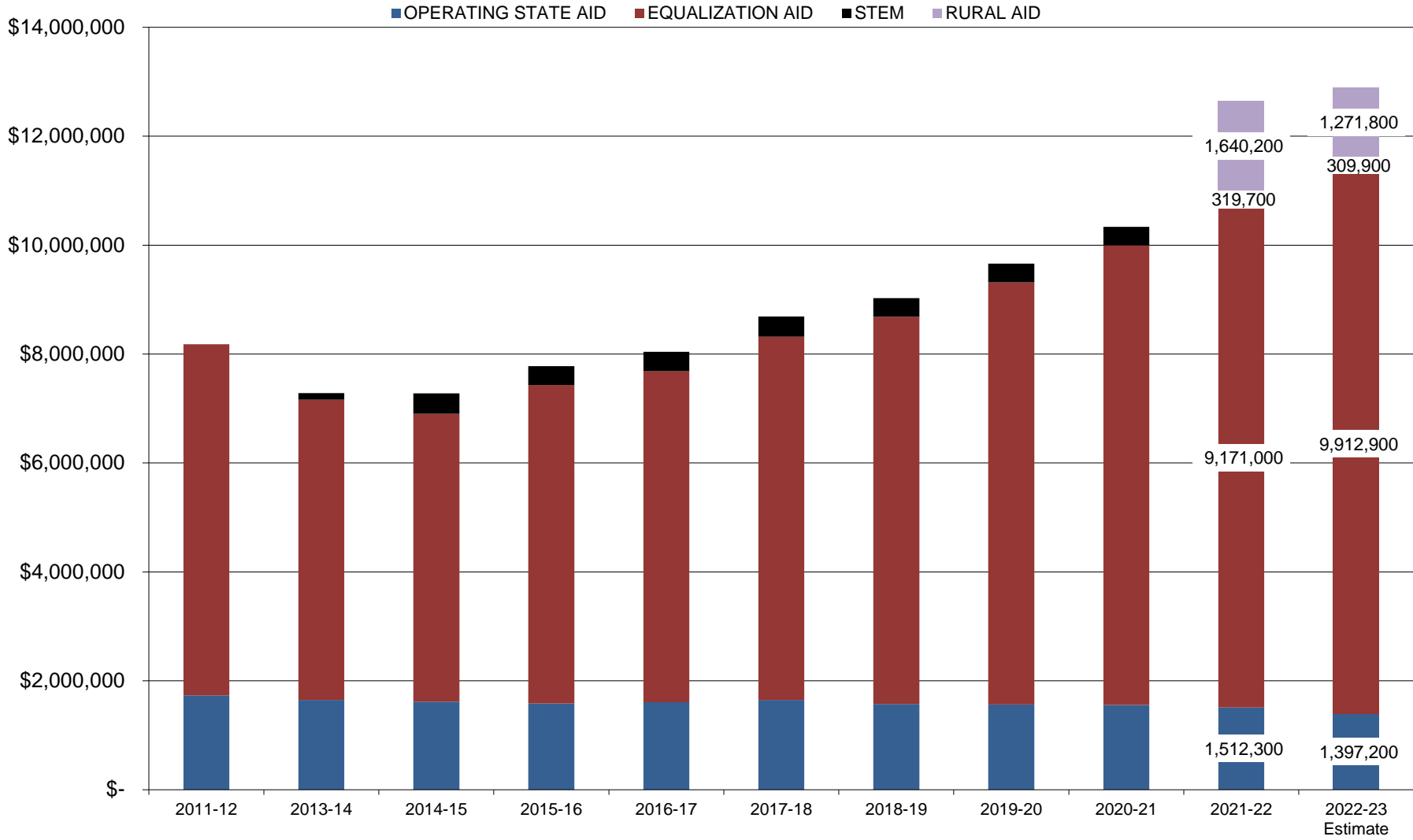
The STEM Support request shown below was calculate using the formula in ARS 15-1464

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

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

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

NPC State Aid Revenues



2022 LEVY LIMIT WORKSHEET

Date: 2/10/2022

| |
|--|
| NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE |
|--|

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

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

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

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

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

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

Truth in Taxation Analysis

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

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

Policy 1000 Election of District Governing Board Members

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

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

(Reviewed only 1/15/19)

Policy 10015 Vacancy Within District Governing Board

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

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

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

(Reviewed only 1/15/19)

Policy 100285 Powers and Duties of the District Governing Board

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

(Reviewed only 1/15/19)

Policy 1003 District Governing Board Code of Ethics

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

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

A. The primary focus of the board is to create a learning environment that welcomes and promotes the success of a diverse student body.

B. The District exists to serve students. The Board shall protect the interest of students in every decision and assure the opportunity for high-quality education for every student.

C. The board sets the tone of the college. Trustees will follow all board and college policies. Board decisions and interactions should reflect the mission, vision and values of the college.

D. The board's primary function is to establish the policies by which the college shall be administered. Authority to initiate policy recommendations, administer academic programs, conduct college business and implement board actions is delegated to the college president. Trustees will respect the delegation of authority to the president to administer the college.

E. The board is responsible for creating and maintaining a spirit of cooperation and a mutually supportive relationship with its president. Trustees will promote a healthy working relationship with college president through respectful, supportive, open and honest communication. Trustees will refer contacts from employees, students and community residents to the president.

F. Authority rests with the entire board. The board's voice is expressed through the policies and actions it takes in the official meetings. Once the board has decided on a policy or position, a trustee must be prepared to support it publicly. As individuals, trustees have no legal authority to determine policies, programs or procedures or to direct staff.

G. Trustees will demonstrate a commitment to informed, ethical decision-making by reviewing board materials provided, attending scheduled meetings and requesting data and information through protocols established by the board and in conjunction with the president.

H. Deliberations of the board in closed session are confidential and not for release or discussion in public without the prior approval of the board by majority vote. Trustees will establish and maintain the trust of fellow board members by maintaining confidentiality.

I. Trustees will communicate and promote the needs of the community to the college and the needs of the college to the community. Within all communication, trustees will respect established roles and procedures for communicating with the media and other community groups.

A.J. Trustees will devote time to activities that will enhance knowledge of the college, the community college system and higher education issues. Trustees will engage in a regular and ongoing process of professional development and continuous improvement and participate in college events as appropriate.

B.K. It is essential for District Governing Board members to attend all meetings unless prevented by illness or unforeseen and unavoidable circumstances. Absences from meetings must be excused by

the Board Chair either prior or as soon as possible after such meeting is missed. If the Board Chair finds it necessary to be absent at a meeting, the Secretary to the board will function as the reporting individual. Board members should make every effort to attend a board meeting and can avoid unnecessary absences by connecting to the meeting telephonically. For the purpose of this policy, board meetings include regular, study sessions and special meetings.

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

Policy 1004 • District Governing Board Ethics Violations Process Policy

The District Governing Board and its members are committed to faithful compliance with the provisions of the Board's governing policies. To uphold the Board's integrity and reputation, the Board will constructively address perceived violations of these policies, using the following process:

- The concerned Board Member is encouraged to have a conversation in a private setting with the Board Member whose actions are perceived to be non-compliant with Board policies. If a complaint pertaining to a Board Member's conduct is conveyed to the president by an outside party, the president shall, as soon as practical, refer the complaint to the Board Chair for appropriate action (as outlined herein). If the complaint involves the Board Chair, the president shall refer the matter to the Board Vice-Chair for necessary action.
- Second, if the concerned party is not comfortable pursuing such a discussion, or if the conversation does not produce sufficient resolution as agreed on by the concerned parties, either party shall apprise the Board Chair, who may choose to address the situation individually with the involved party, or advance to #C below. If the concern involves the Board Chair's actions, the Board Vice-Chair shall be similarly informed.
- Third, if the first two steps don't produce sufficient resolution, or if in the estimation of any of the concerned parties there remains a credible concern that the incident may cause legal or reputational jeopardy to the District, the full Board will be apprised of the situation. The Board may request that the president arrange for an independent review to be conducted for the purpose of advising the Board if noncompliance with its own policies has occurred by an appropriate individual(s). After receipt of the results of the review, or if the Board deems itself to have adequate information without the review, the Board will make a subsequent determination, by vote, as to whether the Board Member's actions were consistent with Board policy.

If the Board determines that there was no violation of the expectations set forth in the Board's Governing Policies, the issue shall be considered resolved.

If, in the judgment of the majority of the Board, Board policy has been violated, the Board shall take what it considers to be appropriate steps to remedy the situation and protect the interests of the District. These may include:

- Reminding the Board Member of the expectation and fiduciary duty to cease such actions/behaviors.
- Limiting any authority that has been delegated to the Board Member to represent the Board.

- A resolution publicly admonishing the action/behaviors.
- A resolution requesting the Board Member's resignation.

If the party deemed to be in violation of Board policy is an officer, removal from the elected officer position.

~~Policy 1003 Member Absences from Board Meeting~~

~~The Association of Community College Trustees provides a perspective on board responsibilities and notes that ... "Effective boards form a cohesive group to articulate and represent the public interest, establish a climate of learning and monitor the effectiveness of the institution". Among the board's responsibilities, according to ACCT, are:~~

- ~~• Act as a unit~~
- ~~• Represent the community and serve the public good~~
- ~~• Establish policies to support the mission of the institution~~
- ~~• Employ, evaluate the College President~~
- ~~• Create a culture of evidence that monitors institutional performance.~~

~~The Higher Learning Commission, which accredits Northland Pioneer College, notes in its Criteria for Accreditation (CRRT.B.10.010) the following components and subcomponents of criteria regarding Governing Boards:~~

- ~~• 2.A. The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and procedures for fair and ethical behavior on the part of its governing board, administration, faculty, and staff.~~
- ~~• 2.C.1. The governing board's deliberations reflect priorities to preserve and enhance the institution.~~
- ~~• 2.C.2. The governing board reviews and considers the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.~~
- ~~• 2.C.4 The governing board delegates day-to-day management of the institution to the administration and expects faculty to oversee academic matters.~~
- ~~• 5.B.1. The governing board is knowledgeable about the institution; it provides oversight of the institution's financial and academic policies and practices and meets its legal and fiduciary responsibilities.~~

~~In order for the District Governing Board of Northland Pioneer College to function effectively and within the above best practice while ever mindful of the mission of the college and quality improvement, it is essential for District Governing Board members to attend all meetings unless prevented by illness or unforeseen and unavoidable circumstances. Absences from meetings must be excused by the Board Chair either prior or as soon as possible after such meeting is missed. If the Board Chair finds it necessary to be absent at a meeting, the Secretary to the board will function as the reporting individual. Board members should make every effort to attend a board meeting and can avoid unnecessary absences by connecting to the meeting telephonically.~~

~~For the purpose of this policy, board meetings include regular, study sessions and special meetings.~~

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

(Reviewed only 1/15/19)

Policy 100610 Conflict of Interest

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

(Reviewed only 1/15/19)

Policy 100715 District Governing Board Meetings: General Sessions

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

Executive sessions may be held subject to the following conditions:

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

(Reviewed only 1/15/19)

Policy 1030 Policy Creation and Review

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

1. When articulating policy, the Board shall strive for brevity, clarity and continued expression of a positive and future-oriented tone.

2. The Board may approve new Board policies or revise existing policies, with the exception of Board policies relating to employee wages, benefits or working conditions, at any meeting by action of a majority vote of the entire Board. Upon the request of any member, action shall be deferred for one meeting.
3. The Board, when approving new policies or revising existing policies related to employee wages, benefits, or working conditions, shall take action following a second reading of such policy.

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

(Reviewed only 1/15/19)

Policy 1009 Delegation to and Accountability of President

1. The District Governing Board's sole official connection to the operational organization, its achievements, and conduct shall be through the college president.
2. Only officially passed motions of the Board shall be binding on the president. Accordingly, decisions or instructions of individual Board members, officers or committees shall not be binding on the president except in rare instances when the Board has specifically authorized such exercise of authority.
3. The president shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the president. Accordingly,
 - a. Pursuant to ARS 15-1444(A)(6) & (8)(4), the Board hereby delegates to the college president all of its authority to employ, specifically, it delegates all of its authority to enter into, amend, or terminate all employee contracts on behalf of the College, without the need for the Board to approve such actions before they are effective, except for any actions taken with regard to a contract of employment for the position of college president. The college president may designate others serving under the president to assist with the duty; however, the college president shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board.
 - b. The Board shall not evaluate, either formally or informally, any staff other than the president.
4. In the case of Board members or Board committees requesting information or assistance without authorization, the president shall refuse such requests that require, in the president's opinion, a material amount of staff time or funds or are disruptive.
5. The Board shall instruct the president through written policies which prescribe the organizational priorities to be achieved, allowing the resident to use a reasonable interpretation of these policies. Accordingly,
 - a. Board Priorities – The Board shall develop policies instructing the president to achieve certain results for certain recipients at a specified cost. These policies shall be developed systematically from the broadest, most general level to more defined levels, and shall be called Board Priorities.
 - b. Presidential Roles – The Board shall develop policies which define the latitude the

- president may exercise in choosing appropriate organizational means. These policies shall be developed systematically from the broadest, most general level to more defined levels, and they shall be called Presidential Roles policies.
- c. As long as the president shall use a reasonable interpretation of the Board's Priorities and Presidential Roles policies, the president shall be authorized to establish all further college operational policies, make all decisions, take all actions, establish all practices, and develop all activities.
- a.d. The Board may change its Priorities and Presidential Roles policies, thereby, shifting the boundary between the Board and presidential domains. By doing so, the Board changes the latitude of choice to the president. But, as long as any particular delegation is in place, the Board shall respect and support the president's choices.

Policy 101087 Definition of Decentralization

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

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

(Reviewed only 1/15/19)

Policy 101105 College Service Sites

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

A campus must meet the following criteria:

1. It is designated a campus by the District Governing Board.
2. It provides full-service instructional programming that culminates in the awarding of degrees/certificates, consistent with the comprehensive college mission.
3. It provides access to a full complement of student support services.

4. It has a leased or owned physical plant that is staffed on a full-time basis, according to the calendar of the college district.
5. It must maintain an enrollment sufficient to warrant its continued operations and expenditures.

An additional location must meet the following criteria:

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

(Reviewed only 2/19/19)

Policy 101286 District Administrative Headquarters

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

(Reviewed only 1/15/19)

Policy 1013103 Naming of College Facilities

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

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

5. A name may be proposed for an existing building in recognition for a financial gift that represents approximately 100 percent of the appraised value of an improvement or renovation to that facility.
6. The **District Governing** Board may also consider naming rooms in recognition of substantial donations or individual achievements.

(Reviewed only 2/19/19)

Policy 1014108 Advisory Board of an Unorganized County

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

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

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

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

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

(Reviewed only 2/19/19)

Policy 1015316 Building Sales and Leases

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

(Revised 1/21/20)

Policy 101617 Agreements that Bind the College

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

The president, or designee, is authorized to sign other agreements and contracts on behalf of the college.

(Reviewed only 2/19/19)

Policy ~~1017~~121 Emergency Response

The safety and security of the **c**College community are of vital concern. Northland Pioneer College (NPC) is committed to providing and maintaining a safe environment for all employees, students, visitors, and guests. The District Governing Board directs the college president or designee to adopt reasonable and practical means to prevent, deter and respond to campus emergencies.

The preparation of the Emergency Response Plan (ERP) and the allocation of resources to support the plan are part of the commitment NPC has for the **c**College community.

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

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

Provide and maintain an emergency notification system to keep employees, students, visitors, and guests informed of emergencies.

(New 4/16/19)

Policy ~~1018~~126 Non-College Property

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

(Reviewed only 2/19/19)

Policy ~~1019~~130 Institutional Memberships

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

(Reviewed only 2/19/19)

Policy 1020210 President's Job Description

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

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

The ~~District Governing~~ Board ~~chair~~ and the pPresident shall determine by ~~September~~ June 1st the pPresident's ~~office~~ goals and strategies for the upcoming year, and formally approve them at the June District Governing Board meeting.

(Reviewed only 3/19/19)

Policy 102170 District Governing Board's Evaluation of President

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

(Reviewed only 1/15/19)

Policy 102200 Delegation of Authority

In order to assure that the college has an administrator in charge at all times, the ~~District Governing~~ Board authorizes the Ppresident to designate an administrator in charge in the Ppresident's absence.

(Reviewed only 3/19/19)

Policy 102597 Grant Procurement

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

(Reviewed only 3/19/19)

Policy 104007 Accreditation

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

(Reviewed only 1/15/19)

Policy 1041805 Instructional Program

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

(Revised 2/16/2021)

Policy 104206 Approval of Programs, Degrees, and Certificates

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

(Reviewed 2/18/2020)

Policy 104325 Deferred Payments

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

(Reviewed 2/18/2020)

Policy 104430 Student Grievance Procedure

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

(Reviewed 2/18/2020)

Policy 104535 Appeal of Grade Procedure

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

(Reviewed 2/18/2020)

Policy 104640 Student Code of Conduct

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

(Reviewed 2/18/2020)

Policy 1047285 Speakers at Campuses or Centers

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

(Reviewed only 3/19/19)

Policy 104841 Free Expression

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

1. The primary function of an institution of higher education is the discovery, improvement, transmission and dissemination of knowledge by means of research, teaching, discussion and debate. This statement shall provide that, to fulfill this function, the university or community college must strive to ensure the fullest degree of intellectual freedom and free expression.
2. It is not the proper role of an institution of higher education to shield individuals from speech protected by the first amendment, including, without limitation, ideas and opinions that may be unwelcome, disagreeable or deeply offensive.
3. Students and faculty members have the freedom to discuss any problem that presents itself, as the first amendment allows and within the limits of reasonable viewpoint and content-neutral restrictions on time, place and manner of expression that are consistent with this article and that are necessary to achieve a compelling institutional interest if these restrictions are clear, are published and provide ample alternative means of expression. This statement shall specify that students and faculty members may assemble and engage in spontaneous expressive

activities if those activities are not unlawful and do not materially and substantially disrupt the functioning of the university or community college.

4. There is a range of disciplinary actions for a student who is subject to the jurisdiction of a university or community college and who engages in individual conduct that materially and substantially infringes on the rights of other persons to engage in or listen to expressive activity.
5. In all disciplinary proceedings involving students, including proceedings involving expressive conduct, a student is entitled to a disciplinary hearing under published procedures that include, at a minimum, all of the following:
 1. The right to receive advanced written notice of the allegations.
 2. The right to review the evidence in support of the allegations.
 3. The right to confront witnesses who testify against that student.
 4. The right to present a defense.
 5. The right to call witnesses.
 6. A decision by an impartial person or panel.
 7. The right to appeal.
 8. If either a suspension of more than thirty days or expulsion is a potential consequence of a disciplinary proceeding under this section, the right to active assistance of counsel.

(Revised 2/16/2021)

Policy 105026 Policies as Conditions of Employment

The District Governing Board policies and their designated procedures will be deemed incorporated into each agreement of employment, executed on behalf of the college, as terms and conditions of employment. Violation of any of these policies will be sufficient cause for disciplinary action, as outlined in associated college procedures. The Board reserves the right to modify, add, or eliminate any policy whenever it appears practicable or appropriate. The provisions of the District Policy and Procedure Manual are applicable to all persons on the effective date of the change.

(Reviewed 3/24/20)

Policy 10510 Salary Schedule

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

(Reviewed only 1/15/19)

Policy 1052720 Extended or Extra Duty Contracts

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

(Reviewed only 1/19/21)

Policy ~~1053950~~ Salary Deductions

The District Governing Board authorizes the pPresident, or designee, to establish procedures for payroll deductions from employees' salaries in accordance with Federal and State law and District Governing Board policy.

(Revised 5/18/2021)

Policy ~~105449~~ Official Holidays

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

(Reviewed 3/24/20)

Policy ~~10550~~ Leave of Absence

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

(Reviewed 3/24/20)

Policy ~~105691~~ Due Process

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

(Reviewed 3/24/20)

Policy ~~1057290~~ Interim Suspension

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

(Reviewed only 3/19/19)

Policy ~~105861~~ Communicable Diseases

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

(Reviewed 3/24/20)

Policy 105940 Insurance for District Governing Board Members

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

(Reviewed only 1/15/19)

Policy 1005 Vacancy Within District Governing Board

~~Vacancies shall be filled according to A.R.S. D 15-1441.E, which reads as follows:~~

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

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

~~(Reviewed only 1/15/19)~~

Policy 1007 Accreditation

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

~~(Reviewed only 1/15/19)~~

Policy 1010 Conflict of Interest

~~No member of the Board shall directly or indirectly receive any compensation or derive any profit or gain by reason of his membership on said Board or by reason of services to the college district. (A.R.S. § 38-503 and § 15-323)~~

~~(Reviewed only 1/15/19)~~

~~Policy 1015 District Governing Board Meetings: General Sessions~~

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

~~(Reviewed only 1/15/19)~~

~~Policy 1020 District Governing Board Meetings: Executive Sessions~~

~~Executive meetings may be held subject to the following conditions:~~

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

~~(Reviewed only 1/15/19)~~

~~Policy 1030 Policy Creation and Review~~

~~It is the responsibility of the Board to provide leadership, guidance, and direction to govern the current and future affairs of the College. Toward this end, the Board deliberates and acts on matters of enduring significance to the College. Such actions, when approved by the Board, shall be articulated as statements of Board policy and shall be incorporated into a single, unified and comprehensive compilation of all Board policy statements.~~

- ~~1. When articulating policy, the Board shall strive for brevity, clarity and continued expression of a positive and future-oriented tone.~~
- ~~2.1. The Board may approve new Board policies or revise existing policies, with the exception of Board policies relating to employee wages, benefits or working conditions, at any meeting by action of a majority vote of the entire Board. Upon the request of any member, action shall be deferred for one meeting.~~
- ~~3.1. The Board, when approving new policies or revising existing policies related to employee wages, benefits, or working conditions, shall take action following a second reading of such policy.~~

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

~~(Reviewed only 1/15/19)~~

~~Policy 1040 Insurance for District Governing Board Members~~

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

~~(Reviewed only 1/15/19)~~

~~Policy 1050 Salary Schedule~~

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

~~(Reviewed only 1/15/19)~~

~~Policy 1070 District Governing Board's Evaluation of President~~

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

~~(Reviewed only 1/15/19)~~

Policy 1075 District Governing Board's Self Evaluation

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

(Reviewed only 1/15/19)

Policy 10901 Tax Levy

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

(Revised 5/18/2021)

Policy 10910 Budget Development

The Ppresident, or designee, is responsible for the preparation of college budgets for recommendation to the District Governing Board in accordance with A.R.S. §15-1461 and the Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR).

(Reviewed only 5/18/2021)

Policy 10924 Cash Reserve Policy

The District Governing Board recognizes the importance of maintaining adequate reserves in order to ensure financial and operational stability and has established the following cash reserve policy:

Northland Pioneer College will maintain actual June 30 general fund unrestricted and unallocated cash levels equal to at least twelve (12) months of budgeted general fund annual expenses. If these cash reserves fall below this level, the Ppresident shall present an action plan to the District Governing Board that will fully correct the shortfall within one year.

(Revised 5/18/2021)

Policy 109325 Issuance of Bonds

The District Governing Board shall authorize negotiable bonds by resolution. The issuance of bonds shall be in accordance with the Arizona Revised Statutes, Title 15, Chapter 12, Article 5.

(Reviewed only 5/18/2021)

Policy 109426 Future Capital Reserve

The District Governing Board recognizes the importance of maintaining adequate reserves in order to ensure future capital financial resources and to reduce the cost of capital acquisitions and has accordingly established the following Future Capital Reserve policy:

The District will establish annually an appropriate and specific dollar amount to be designated as future capital reserves in conjunction with the annual adoption of the capital fund budget. The Future Capital Reserve designation will occur by June 30 of each year.

(Revised 5/18/2021)

Policy 109531 Payment of Expenses

The District Governing Board grants authority to the pPresident, or designee, to pay all properly authorized expenses.

1. Payments made by checks will be signed by the pPresident, Chief Financial Officer, or Director for Financial Services/Controller. In lieu of actual signature, a facsimile signature plate may be used.
2. Payments made by electronic transfer require approval by the pPresident, Chief Financial Officer, or Director for Financial Services/Controller.

(Revised 5/18/2021)

Policy 109632 Procurement

Northland Pioneer College purchasing procedures shall substantially follow the rules and regulations of the Arizona State Procurement Code.

A.R.S. §15-1444 describes general powers and duties of district governing boards and allows for district boards, in conjunction with other districts, to establish policies for the procurement of goods and services.

According to A.R.S. §15-1445, the administrative powers and duties of the District Governing Board include adopting policies for the governance of the community college district under its jurisdiction.

Additionally, under A.R.S. §15-1473, the auditor general, in conjunction with the community college districts, shall prescribe a uniform system of accounting as provided in section 41-1279.21 for use by all community college districts in Arizona.

Under these statutes and system of accounting, the District Governing Board is responsible for the establishment of broad purchasing and competitive bidding policies and designates the pPresident to develop a Purchasing procedure.

The pPresident, or designee, will recommend and administer purchasing procedures in order to arrive at the best value for the college to provide sound fiscal stewardship for all stakeholders of the District.

Additionally, as expenditures of federal assistance or contract funds occur, the cCollege shall comply with all applicable state and federal regulations.

(Revised 5/18/2021)

Policy 109733 Check Approval Authorization

The District Governing Board grants authority to the pPresident, or designee, to authorize and release checks.

1. All checks for amounts less than twenty-five thousand dollars will be released upon one signature on the check which may be a facsimile signature.
2. All checks for amounts more than twenty-five thousand dollars will be released upon two signatures on the check. One signature may be a facsimile signature with authorized signatories including the pPresident, Chief Financial Officer and Director for Financial Services/Controller, of which one must be an original signature.

(Revised 5/18/2021)

Policy 109837 Contracting with Equal Opportunity Employers

Prior to the signing of contract documents with any contractor to perform services or provide goods in excess of fifty thousand dollars, to be funded from Federal dollars, the District

Governing Board shall require the submission of a letter of assurance that the contractor is an Equal Opportunity Employer in compliance with Executive Order 11246.

(Revised 5/18/2021)

Policy 109940 Capital Asset Policy

The District Governing Board has established the following Capital Asset Policy in accordance with the Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR) as required by the Office of the Auditor General.

Capitalization Thresholds:

Equipment, buildings, intangibles and improvements other than buildings valued at \$5,000 or more, and having a useful life of more than one year will be capitalized.

Land is capitalized upon acquisition and/or purchase or donation at market value.

If expenditures increase the utility or significantly extend the useful life of an asset, they will be capitalized and added to the recorded cost of the asset. If expenditures maintain the original condition of an asset, they will be classified as repair and maintenance. The distinguishing feature between a capital improvement and a repair and maintenance expenditure is that a capital improvement results in an improved asset.

Acquisitions:

Equipment purchases of \$5,000 or more unless specified by grant procedure and land, building and site improvements must be purchased from the Unexpended Plant Fund, the Current Restricted Fund or the Current Auxiliary Enterprises Fund.

"System purchases" should be capitalized as a whole unit; however items purchased in bulk will not be capitalized unless the unit cost is \$5,000 or greater.

Capital Grant Assets will be purchased from the Current Restricted Fund and capitalized.

Inventory and Maintenance:

A current Capital Asset Schedule will be maintained by the Chief Financial Officer or designee. This list shall include current year additions, deletions and impairments. Assets are placed on the Master Capital Asset Schedule when they are purchased and removed from the listing when they are disposed.

Transfer and Disposition:

An Equipment Transfer/Disposition form is required to be completed and approved by the Director for Financial Services/Controller or their designee for all asset transfers and dispositions.

Assets transferred on a temporary basis meeting the capital asset threshold as defined above, will be tracked internally by the Dean, Director or Designee on a "check-out" sheet if the re-assignment is for less than one week.

Grant assets must follow this procedure and require additional approval from the Grant Administrator to ensure that any disposition requirements are fulfilled for items originally costing \$1,000 and greater.

(Revised 5/18/2021)

~~**Policy 1085 Powers and Duties of the District Governing Board**~~

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

~~(Reviewed only 1/15/19)~~

~~**Policy 1086 District Administrative Headquarters**~~

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

~~(Reviewed only 1/15/19)~~

~~**Policy 1087 Definition of Decentralization**~~

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

- ~~1. Designating campuses where enrollment, programming and related services are sufficient to fulfill all objectives of the college's mission.~~
- ~~2.1. Designating centers and course sites where enrollment, programming and related services are insufficient to fulfill all objectives of the college's mission.~~
- ~~3.1. Allowing campuses and centers to grow according to the unique changes and needs identified within their respective communities.~~
- ~~4.1. Since high cost programs and services may not be possible for all college locations, these programs may be limited to single sites. These would become magnet programs attracting students to them from throughout the service area.~~

~~5.1. The delivery of instructional and student services via alternative, flexible multiple modalities.~~

~~6.1. Some administrative services must be centralized to be cost effective.~~

~~(Reviewed only 1/15/19)~~

Policy 1100 Planning and Evaluation

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

(Reviewed only 2/19/19)

Policy 1101 Engagement of Legal Counsel

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

(Reviewed only 2/19/19)

Policy 1102 Equal Opportunity, Harassment and Nondiscrimination

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

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

Section: 1100-College Operations Policies

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

Procedure(s) that relates to the policy: 2110

1.0 Scope

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

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

2.0 Purpose

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

3.0 Definitions

- *Advisor* means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.
- *Complaint (formal)* means a document filed/signed by a Complainant or signed by the Title IX Coordinator alleging harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and requesting that Northland Pioneer College investigate the allegation.
- *Confidential Resource* means an employee who is not a Mandated Reporter of notice of harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status).
- *Day* means a business day when Northland Pioneer College is in normal operation.
- *Education program or activity* means locations, events, or circumstances where Northland Pioneer College exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by Northland Pioneer College.

- *Final Determination*: A conclusion by the standard of proof that the alleged conduct occurred and whether it did or did not violate policy.
- *Finding*: A conclusion by the standard of proof that the conduct did or did not occur as alleged.
- *Formal Grievance Process* means “Process A,” a method of formal resolution designated by Northland Pioneer College to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.
- *Grievance Process Pool* includes any investigators, hearing officers, appeal officers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
- *Hearing Decision-maker or Panel* refers to those who have decision-making and sanctioning authority within Northland Pioneer College’s Formal Grievance process.
- *Investigator* means the person or persons charged by Northland Pioneer College with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
- *Mandated Reporter* means an employee of Northland Pioneer College who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator and/or their supervisor.^[2]
- *Notice* means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
- *Official with Authority (OWA)* means an employee of Northland Pioneer College explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of Northland Pioneer College.
- *Parties* include the Complainant(s) and Respondent(s), collectively.
- *Process A* means the Formal Grievance Process detailed below and defined above.
- *Process B* means the informal alternative resolution procedure.
- *Recipient* means a postsecondary education program that is a recipient of federal funding.
- *Remedies* are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to Northland Pioneer College’s educational program.

- *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.
- *Resolution* means the result of an informal or Formal Grievance Process.
- *Sanction* means a consequence imposed by Northland Pioneer College on a Respondent who is found to have violated this policy.
- *Sexual Harassment* is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence. **See Section 17.b.**, for greater detail.
- *Title IX Coordinator* is at least one official designated by Northland Pioneer College to ensure compliance with Title IX and Northland Pioneer College's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.
- *Title IX Team* refers to the Title IX Coordinator, any deputy coordinators, and any member of the Grievance Process Pool.

4.0 Procedure

4.1 Title IX Coordinator

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

4.2 Independence and Conflict-of-Interest

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

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

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

4.3 Administrative Contact Information

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

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

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

Inquiries may be made externally to:

- Office for Civil Rights (OCR)
U.S. Department of Education

400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

- Arizona, Colorado, New Mexico, Utah, Wyoming
Office for Civil Rights,
Denver Office
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: (303) 844-5695
Facsimile: (303) 844-4303
[Email: OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

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

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

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

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

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

- **Dr. Michael Solomonson**
Vice President for Learning and Student Services
Title IX Coordinator
Office of Vice President for Learning and Student Services
Goldwater Building, Room 117, White Mountain Campus, Show Low
(928) 532-6141
michael.solomonson@npc.edu
<https://www.npc.edu/title-ix/title-ix-team>
- **~~Kathy Hanson~~ Nicole Ulibarri**
~~Director, Employee Relations & Staffing~~ Chief Human Resources Officer

*Title IX Deputy Coordinator – Employees
EEO and ADA/504 Coordinator*
Office of Human Resources
Tiponi Community Center, Human Resources Room 302, Painted Desert Campus,
Holbrook
(928) 524-74871
nicole.ulibbarri@npc.edu kathryn.hanson@npc.edu

- **Josh Rogers**
*Director of Student Services
Title IX Deputy Coordinator – Students*
Office of Student Services
Student Center, Room 109, Sliver Creek Campus, Snowflake
(928) 536-6227
joshua.rogers@npc.edu

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

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

3) Report to any supervisor or instructor.

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

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

4.5 Supportive Measures

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

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

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

Northland Pioneer College will maintain the privacy of the supportive measures, provided that privacy does not impair Northland Pioneer College's ability to provide the supportive measures. Northland Pioneer College will act to ensure as minimal an academic impact on the parties as possible. Northland Pioneer College will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

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

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

4.6 Emergency Removal

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

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

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

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

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

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

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

4.7 Promptness

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

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

4.8 Privacy

Every effort is made by Northland Pioneer College to preserve the privacy of reports.^[5]

Northland Pioneer College will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

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

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

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

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

4.9 Jurisdiction of Northland Pioneer College

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

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

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

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

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

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

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

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

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

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

4.10 Time Limits on Reporting

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

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

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

4.11 Online Harassment and Misconduct

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

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

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

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

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

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

4.12 Policy on Nondiscrimination

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

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

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

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

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

4.13 Policy on Disability Discrimination and Accommodation

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

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

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

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

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

a. Students with Disabilities

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

All accommodations are made on an individualized basis. A student requesting any accommodation should first contact the [Office of Accessibility and Inclusion](#) ~~Coordinator~~ ~~Disabilities Resource and Access Coordinator~~, who coordinates services for students with disabilities.

Office of Accessibility and Inclusion Coordinator~~The Disabilities Resource and Access Coordinator~~

reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate for the student’s particular needs and academic program(s).

b. Employees with Disabilities

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

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

4.14 Policy on Discriminatory Harassment

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

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

a. Discriminatory Harassment

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

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

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

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

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

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

b. Sexual Harassment

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

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

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

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

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

1. Quid Pro Quo:
 - o a. an employee of Northland Pioneer College,
 - o b. conditions the provision of an aid, benefit, or service of Northland Pioneer College,
 - o c. on an individual's participation in unwelcome sexual conduct; and/or
2. Sexual Harassment:
 - o a. unwelcome conduct,
 - o b. determined by a reasonable person,
 - o c. to be so severe, and,
 - o d. pervasive, and,
 - o e. objectively offensive,
 - o f. that it effectively denies a person equal access to Northland Pioneer College's education program or activity.^[7]

3. Sexual assault, defined as:
- (a) Sex Offenses, Forcible:
 - i) Any sexual act directed against another person,
 - ii) without the consent of the Complainant,
 - iii) including instances in which the Complainant is incapable of giving consent.
 - (b) Forcible Rape:
 - i) Penetration,
 - ii) no matter how slight,
 - iii) of the vagina or anus with any body part or object,
 - iv) or oral penetration by a sex organ of another person,
 - v) without the consent of the Complainant.
 - (c) Forcible Sodomy:
 - i) Oral or anal sexual intercourse with another person,
 - ii) forcibly,
 - iii) and/or against that person's will (non-consensually), or
 - iv) not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age^[8] or because of temporary or permanent mental or physical incapacity.
 - (d) Sexual Assault with an Object:
 - i) The use of an object or instrument to penetrate,
 - ii) however slightly,
 - iii) the genital or anal opening of the body of another person,
 - iv) forcibly,
 - v) and/or against that person's will (non-consensually),
 - vi) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - (e) Forcible Fondling:
 - i) The touching of the private body parts of another person (buttocks, groin, breasts),
 - ii) for the purpose of sexual gratification,
 - iii) forcibly,
 - iv) and/or against that person's will (non-consensually),
 - v) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - (f) Sex Offenses, Non-forcible:
 - i) Incest:
 - 1) Non-forcible sexual intercourse,
 - 2) between persons who are related to each other,
 - 3) within the degrees wherein marriage is prohibited by Arizona law.&
 - ii) Statutory Rape:
 - 1) Non-forcible sexual intercourse,

- 2) with a person who is under the statutory age of consent of eighteen (18).

4. Dating Violence, defined as:

- a) violence,
- b) on the basis of sex,
- c) committed by a person,
- d) who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - i) The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 - ii) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - iii) Dating violence does not include acts covered under the definition of domestic violence.

5. Domestic Violence, defined as:

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

6. Stalking, defined as:

- a) engaging in a course of conduct,
- b) on the basis of sex,
- c) directed at a specific person,
 - i. that would cause a reasonable person to fear for the person’s safety, or
 - ii. the safety of others; or
 - iii. Suffer substantial emotional distress.
- *For the purposes of this definition—*

- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method,

device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- (iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

EXPECTATIONS REGARDING UNETHICAL RELATIONSHIPS

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

Even when both parties have initially consented to romantic or sexual involvement, the possibility of a later allegation of a relevant Policy violation still exists. Northland Pioneer College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of Northland Pioneer College. However, for the personal protection of members of this community, relationships in which power differentials are inherent (e.g., faculty-student, staff-student) are generally discouraged. They may also violate standards of professionalism and/or professional ethics.

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

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

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

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

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

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

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

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

Consent is:

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

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

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

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

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

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

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

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

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

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

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

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

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

d. Other Civil Rights Offenses

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

- Sexual Exploitation, defined as: taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
 - Invasion of sexual privacy.
 - Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of revenge pornography
 - Prostituting another person
 - Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection
 - Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
 - Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections
 - Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
 - Knowingly soliciting a minor for sexual activity
 - Engaging in sex trafficking
 - Creation, possession, or dissemination of child pornography
- Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;
 - Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;
 - Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
 - Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the Northland Pioneer College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
 - Bullying, defined as:
 - Repeated and/or severe
 - aggressive behavior
 - likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally
 - that is not speech or conduct otherwise protected by the First Amendment.

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

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

4.15 Retaliation

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

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

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

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

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

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

4.16 Mandated Reporting

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

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

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

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

a. Confidential Resources

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

- Off-campus (non-employees):
 - Licensed professional counselors and other medical providers
 - Local rape crisis counselors
 - Domestic violence resources
 - Local or state assistance agencies
 - Clergy/Chaplains
 - Attorneys

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

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

b. Anonymous Notice to Mandated Reporters

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

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

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

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

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

c. Mandated Reporters and Formal Notice/Complaints

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

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

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

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

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

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

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

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

4.17 When a Complainant Does Not Wish to Proceed

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

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

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

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

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

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

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

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

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

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

4.18 Federal Timely Warning Obligations

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

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

4.19 False Allegations and Evidence

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

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

4.20 Amnesty for Complainants and Witnesses

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

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

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

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

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

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

Employees: Sometimes, employees are hesitant to report harassment or discrimination they have experienced for fear that they may get in trouble themselves. For example, an employee who has violated the consensual relationship policy and is then assaulted in the course of that relationship might hesitate to report the incident to Northland Pioneer College officials.

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

4.21 Federal Statistical Reporting Obligations

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

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

All personally identifiable information is kept private, but statistical information must be passed along to the Clery Administrator regarding the type of incident and its general location (on or

off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

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

(Revised 10/19/2021)

~~Policy 1103 Naming of College Facilities~~

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

- ~~1. The naming of a Northland Pioneer College building must meet an ethical criterion in that the nominee must reflect the mission, values, and best interests of the college.~~
- ~~2.1. The Board may name a building to recognize the substantial achievements of an individual.~~
- ~~3.1. A building may be named to recognize a donor's financial gift to the college when the gift represents approximately 25 percent of the total cost for construction.~~
- ~~4.1. A name may be proposed for an existing building in recognition for a financial gift that represents approximately 25 percent of its original cost.~~
- ~~5.1. A name may be proposed for an existing building in recognition for a financial gift that represents approximately 100 percent of the appraised value of an improvement or renovation to that facility.~~
- ~~6.1. The Board may also consider naming rooms in recognition of substantial donations or individual achievements.~~

~~(Reviewed only 2/19/19)~~

~~Policy 1105 College Service Sites~~

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

~~A campus must meet the following criteria:~~

- ~~1. It is designated a campus by the District Governing Board.~~
- ~~2.1. It provides full service instructional programming that culminates in the awarding of degrees/certificates, consistent with the comprehensive college mission.~~
- ~~3.1. It provides access to a full complement of student support services.~~
- ~~4.1. It has a leased or owned physical plant that is staffed on a full-time basis, according to the calendar of the college district.~~

~~5.1. It must maintain an enrollment sufficient to warrant its continued operations and expenditures.~~

~~An additional location must meet the following criteria:~~

~~1. It is designated an additional location by the District Governing Board.~~

~~2.1. It provides limited instructional programming that will usually not permit the awarding of degrees/certificates, and may not reflect the entire scope of the comprehensive college mission.~~

~~3.1. It provides access to a full complement of student support services, albeit on a limited basis.~~

~~4.1. It has a leased or owned physical plant that may be staffed on a full-time or part-time basis, and the hours of operation may be less than those specified in the calendar of the college district.~~

~~5.1. It must maintain an enrollment sufficient to warrant its continued operation and expenditures.~~

~~6.1. An additional location may still be referred to as a "Center" in college documents as that term is locally recognized.~~

~~(Reviewed only 2/19/19)~~

Policy 1107 Geographical Locations of Campuses and Centers

The current campus locations are:

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

The current centers are:

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

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

(Reviewed only 2/19/19)

~~Policy 1108 Advisory Board of an Unorganized County~~

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

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

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

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

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

~~(Reviewed only 2/19/19)~~

Policy 1110 Community Relations

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

(Reviewed only 2/19/19)

Policy 1115 Procedures Development, Adoption and Implementation

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

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

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

(Reviewed only 2/19/19)

~~Policy 1117 Agreements that Bind the College~~

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

~~The president, or designee, is authorized to sign other agreements and contracts on behalf of the college.~~

~~(Reviewed only 2/19/19)~~

Policy 1120 Emergency Cessation of Operations

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

(Reviewed only 2/19/19)

~~Policy 1121 Emergency Response~~

~~The safety and security of the College community are of vital concern. Northland Pioneer College (NPC) is committed to providing and maintaining a safe environment for all employees, students, visitors, and guests. The District Governing Board directs the college president or designee to adopt reasonable and practical means to prevent, deter and respond to campus emergencies.~~

~~The preparation of the Emergency Response Plan (ERP) and the allocation of resources to support the plan are part of the commitment NPC has for the College community.~~

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

- ~~• Ensure that employees, students, and others are adequately informed of the Emergency Response Plan that is maintained on the MyNPC website.~~

- ~~• Provide appropriate training to the College community.~~
- ~~• Allocate resources to provide a safe and secure campus.~~
- ~~• Coordinate with local law enforcement agencies.~~
- ~~• Maintain a balance between safety and retaining the openness of a college campus.~~

~~Provide and maintain an emergency notification system to keep employees, students, visitors, and guests informed of emergencies.~~

~~(New 4/16/19)~~

Policy 1125 Surplus Property Representatives

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

(Reviewed only 2/19/19)

~~**Policy 1126 Non-College Property**~~

~~The Board shall not be liable for non-college property lost, stolen, or damaged, while individuals are participating in college activities either in college facilities or rented facilities.~~

~~(Reviewed only 2/19/19)~~

~~**Policy 1130 Institutional Memberships**~~

~~The Board authorizes the president to provide opportunity for institutional membership in certain professional associations and organizations developed at the local, state, regional, and national levels for the purpose of promoting welfare and development of community colleges and their component programs and services.~~

~~(Reviewed only 2/19/19)~~

Policy 1134 Tuition Waivers for Arizona National Guard Members

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

(Reviewed only 2/19/19)

Policy 1135 Tuition Waivers for Survivors of Arizona Public Safety Personnel

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

(Reviewed only 2/19/19)

Policy 1136 All Other Tuition Waivers

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

(Revised 5/19/20)

Policy 1137 College Property

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

(Reviewed only 2/19/19)

Policy 1138 Technology Resources

Overview

Northland Pioneer College's (~~c~~College) ~~Information Services~~Technology Advancement and Support division (~~IS~~TAS) is committed to providing a secure yet open network that protects the integrity and confidentiality of information resources while maintaining their accessibility. This policy recognizes and establishes a model that will be followed by the ~~c~~College for creating ~~Information Services~~TAS procedures.

Policy

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

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

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

All operating units within the college that use information technology (~~IT~~) are responsible for:

1. Adhering to the IT policies and procedures.

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

(Reviewed only 2/19/19)

Policy 1150 Copyrighted Material

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

(Reviewed only 2/19/19)

Policy 1160 Intoxicants or Narcotics

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

(Reviewed only 2/19/19)

Policy 1170 Intellectual Property

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

(Reviewed only 2/19/19)

Policy 1180 Course Material

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

(Reviewed only 2/19/19)

~~Policy 1200 Delegation of Authority~~

~~In order to assure that the college has an administrator in charge at all times, the Board authorizes the President to designate an administrator in charge in the President's absence.~~

~~(Reviewed only 3/19/19)~~

~~Policy 1210 President's Job Description~~

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

- ~~1. The President has the responsibility to make the necessary recommendations or implement adopted policies required to create and maintain effective and efficient college programs and activities.~~
- ~~2.1. The President has the responsibility and the authority to make all the necessary decisions for the development and implementation of procedures required to create and maintain effective and efficient college programs and activities.~~
- ~~3.1. The President is responsible to approve all personnel for employment, according to Board guidelines. The President shall direct, organize, reorganize, transfer, assign, reassign, continue or dismiss all personnel in a manner which in the judgment of the President best serves the college, according to Board guidelines, and in accordance with the law.~~

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

~~(Reviewed only 3/19/19)~~

Policy 1215 Changes in Administrative Organization

The **pP**resident shall inform the District Governing Board of significant changes in the administrative organization of the college.

(Reviewed only 3/19/19)

Policy 1219 Standards of Conduct

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

(New 01/15/19)

Policy 1220 Conflict of Interest

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

(Reviewed only 3/19/19)

Policy 1221 Third Party Representation

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

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

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

(Revised 3/19/19)

Policy 1225 Use of and Conduct on Properties

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

(Reviewed only 3/19/19)

Policy 1235 Records Retention

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

(Reviewed only 3/19/19)

Policy 1240 Fund Raising

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

(Reviewed only 3/19/19)

Policy 1245 Annual Report

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

(Reviewed only 3/19/19)

Policy 1280 Official Function

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

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

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

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

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

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

(Reviewed only 3/19/19)

~~**Policy 1285 Speakers at Campuses or Centers**~~

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

~~(Reviewed only 3/19/19)~~

~~**Policy 1290 Interim Suspension**~~

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

~~(Reviewed only 3/19/19)~~

Policy 1296 Public Information Program

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

(Reviewed only 3/19/19)

~~**Policy 1297 Grant Procurement**~~

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

~~(Reviewed only 3/19/19)~~

Policy 1300 Acquisition of Facilities

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

(Reviewed 1/21/20)

Policy 1305 Lease of Facilities

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

(Reviewed 1/21/20)

Policy 1310 Use of Facilities

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

(Reviewed 1/21/20)

Policy 1315 Outside Use of Facilities

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

(Reviewed 1/21/20)

~~Policy 1316 Building Sales and Leases~~

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

~~(Revised 1/21/20)~~

Policy 1330 Tobacco Free Environment

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

(Revised 1/21/20)

Policy 1340 Solicitation at College Facilities

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

(Reviewed 1/21/20)

Policy 1345 Possession of Deadly Weapons

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

(Revised 1/21/20)

Policy 1350 Campus Security and Crime Reporting

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

(Reviewed 1/21/20)

Policy 1402 Student Admissions and Financial Aid

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

(Reviewed 2/18/2020)

~~**Policy 1406 Approval of Programs, Degrees, and Certificates**~~

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

~~(Reviewed 2/18/2020)~~

Policy 1410 Enrollment of High School Students

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

(Reviewed 2/18/2020)

Policy 1411 Students Under High School Age

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

(Reviewed 2/18/2020)

~~**Policy 1425 Deferred Payments**~~

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

~~(Reviewed 2/18/2020)~~

~~**Policy 1430 Student Grievance Procedure**~~

~~The Board authorizes the President to provide for a student grievance procedure.~~

~~(Reviewed 2/18/2020)~~

Policy 1431 Hazing Prevention

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

I. Definitions

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

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

A partial list of examples of hazing includes:

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

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

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

II. Prohibited Conduct

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

III. Complaints and Reports

Duty to Report.

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

Employees involved in or victim of hazing:

Name: ~~Bob Ficken~~ Nicole Ulibarri

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

Office of Human Resources

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

(928) 524-7471

Email: ~~bob.ficken@npc.edu~~ nicole.ulibarri@npc.edu

Student involved in or victim of hazing:

Name: Josh Rogers

Title IX Deputy Coordinator - Students

Office of Student Services

Student Center, Room 109, Silver Creek Campus, Snowflake

(928) 536-6227

Email: joshua.rogers@npc.edu

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

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

1. **Investigation.**

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

2. **Sanctions.**

Violations of this procedure shall be considered a grave violation of the [Student Conduct Code](#) (Procedure 2625) and will subject a student to discipline up to and including dismissal. Any employee who knowingly permitted, authorized or condoned the hazing activity in violation of this Procedure shall be considered cause for discipline up to and including dismissal. In addition to these consequences, an Organization as defined in this Procedure may be disciplined by the revocation or suspension of an organization's permission to conduct operations at NPC if the organization knowingly permitted, authorized or condoned the hazing activity. Other sanctions against an Organization may include:

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

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

IV. Retaliation

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

V. Intention

This Procedure is not intended to prohibit:

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

(New 11/17/2020)

~~Policy 1435 Appeal of Grade Procedure~~

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

~~(Reviewed 2/18/2020)~~

~~Policy 1440 Student Code of Conduct~~

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

~~(Reviewed 2/18/2020)~~

~~Policy 1441 Free Expression~~

~~Per Arizona Revised Statutes §15-1866, the board requires the college to adopt and implement the following language regarding free expression:~~

- ~~1. The primary function of an institution of higher education is the discovery, improvement, transmission and dissemination of knowledge by means of research, teaching, discussion and debate. This statement shall provide that, to fulfill this function, the university or community college must strive to ensure the fullest degree of intellectual freedom and free expression.~~
- ~~2.1. It is not the proper role of an institution of higher education to shield individuals from speech protected by the first amendment, including, without limitation, ideas and opinions that may be unwelcome, disagreeable or deeply offensive.~~
- ~~3.1. Students and faculty members have the freedom to discuss any problem that presents itself, as the first amendment allows and within the limits of reasonable viewpoint and content neutral restrictions on time, place and manner of expression that are consistent with this article and that are necessary to achieve a compelling institutional interest if these restrictions are clear, are published and provide ample alternative means of expression. This statement shall specify that students and faculty members may assemble and engage in spontaneous expressive activities if those activities are not unlawful and do not materially and substantially disrupt the functioning of the university or community college.~~
- ~~4.1. There is a range of disciplinary actions for a student who is subject to the jurisdiction of a university or community college and who engages in individual conduct that materially and substantially infringes on the rights of other persons to engage in or listen to expressive activity.~~
- ~~5.1. In all disciplinary proceedings involving students, including proceedings involving expressive conduct, a student is entitled to a disciplinary hearing under published procedures that include, at a minimum, all of the following:
 - ~~1. The right to receive advanced written notice of the allegations.~~
 - ~~2.1. The right to review the evidence in support of the allegations.~~
 - ~~3.1. The right to confront witnesses who testify against that student.~~
 - ~~4.1. The right to present a defense.~~
 - ~~5.1. The right to call witnesses.~~
 - ~~6.1. A decision by an impartial person or panel.~~
 - ~~7.1. The right to appeal.~~~~

~~8.1. If either a suspension of more than thirty days or expulsion is a potential consequence of a disciplinary proceeding under this section, the right to active assistance of counsel.~~

~~(Revised 2/16/2021)~~

Policy 1445 Student Clubs & Organizations

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

(Reviewed 2/18/2020)

Policy 1457 Intercollegiate Athletics (Deleted 01/16/18)

(Reviewed 2/18/2020)

Policy 1465 Student Liability Insurance

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

(Reviewed 2/18/2020)

Policy 1470 Student Record Confidentiality

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

(Reviewed 2/18/2020)

Policy 1500 Employee Evaluations

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

(Reviewed 3/24/20)

Policy 1510 Selection of Staff

The ~~p~~President, or designee, has the responsibility of filling budgeted positions and bringing the names to the next District Governing Board Meeting. See also Policy ~~1210~~1020.

(Revised 3/24/20)

Policy 1521 Job Descriptions

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

(Reviewed 3/24/20)

Policy 1524 Contracts and Agreements for Employment

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

(Reviewed 3/24/20)

Policy 1525 Pay Periods and Compensations

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

(Reviewed 3/24/20)

~~**Policy 1526 Policies as Conditions of Employment**~~

~~The Board policies and their designated procedures will be deemed incorporated into each agreement of employment, executed on behalf of the college, as terms and conditions of employment. Violation of any of these policies will be sufficient cause for disciplinary action, as outlined in associated college procedures. The Board reserves the right to modify, add, or eliminate any policy whenever it appears practicable or appropriate. The provisions of the District Policy and Procedure Manual are applicable to all persons on the effective date of the change.~~

~~(Reviewed 3/24/20)~~

Policy 1527 Work Week and Flex Time

Hours and Compensation

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

(Reviewed 3/24/20)

Policy 1535 Whistle-Blower Policy

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

(Reviewed 3/24/20)

Policy 1536 Personnel Hearing Board (Deleted 01/16/18)

(Deleted 01/16/18)

Policy 1537 (Deleted 9/21/04)

Policy 1538 Employee Record Confidentiality

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

(Reviewed 3/24/20)

Policy 1539 (Deleted 9/21/04)

Policy 1540 Affirmative Action

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

(Reviewed 3/24/20)

Policy 1541 Harassment (Deleted 9/15/2020)

Superseded by Policy 1102 Equal Opportunity, Harassment and Nondiscrimination

Policy 1542 Reimbursement of Interview Expenses

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

(Reviewed 3/24/20)

Policy 1543 Unsolicited Applications (Deleted 01/16/18)

(Deleted 01/16/18)

Policy 1545 Nepotism

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

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

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

(Reviewed 3/24/20)

~~**Policy 1549 Official Holidays**~~

~~The official College Academic Calendar shall be approved by the Board.~~

~~(Reviewed 3/24/20)~~

~~**Policy 1550 Leave of Absence**~~

~~The Board authorizes the President, or designee, to grant leave according to established procedure.~~

~~(Reviewed 3/24/20)~~

Policy 1555 Outside Employment

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

(Reviewed 3/24/20)

Policy 1556 Employee Attendance Obligations

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

(Reviewed 3/24/20)

Policy 1560 Drug-Free Workplace

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

1. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is the college's intent and obligation to provide a drug-free and alcohol-free, healthful, safe and secure work environment.
2. The college prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and alcohol on college premises, while conducting college business, or at any time which would interfere with the effective conduct of the employee's work for the college.
3. The college recognizes drug and/or alcohol dependency as illnesses and major health problems. The college also recognizes drug and alcohol abuses as potential health, safety and security problems. Employees needing help in dealing with such problems are encouraged to seek help, either through their own resources or by requesting help or referral through the sources designated in the procedure based on this policy. Conscientious efforts to seek help will not jeopardize any employee's job.
4. Employees must, as a condition of employment, abide by the terms of this policy and report any convictions under a criminal drug statute for violation occurring on or off college premises while conducting college business. A report of a conviction must be made within five (5) days after the conviction as mandated by the Drug-Free Workplace Act of 1988.

(Reviewed 3/24/20)

~~Policy 1561 Communicable Diseases~~

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

~~(Reviewed 3/24/20)~~

Policy 1562 Political Activity

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

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

(Reviewed 3/24/20)

Policy 1570 Family and Medical Leave Act (FMLA)

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

(Reviewed 3/24/20)

Policy 1575 Sabbatical Leave

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

(Reviewed 3/24/20)

Policy 1580 Retirement of College Employees

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

(Reviewed 3/24/20)

Policy 1581 Early Retirement (Deleted 01/16/18)

(Deleted 01/16/18)

~~Policy 1591 Due Process~~

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

~~(Reviewed 3/24/20)~~

Policy 1595 Separation from Employment

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

(Reviewed 3/24/20)

Policy 1710 Faculty Workload

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

(Reviewed only 1/19/21)

~~Policy 1720 Extended or Extra Duty Contracts~~

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

~~(Reviewed only 1/19/21)~~

Policy 1730 Faculty Assessment

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

(Reviewed only 1/19/21)

~~Policy 1805 Instructional Program~~

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

~~(Revised 2/16/2021)~~

Policy 1810 Academic Freedom

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

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

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

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

(Revised 2/16/2021)

Policy 1900 Collection of College Funds

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

(Reviewed only 5/18/2021)

~~Policy 1901 Tax Levy~~

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

~~(Revised 5/18/2021)~~

Policy 1902 Out-of-County Tuition Reimbursement

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

(Revised 5/18/2021)

Policy 1903 Funds from College Events

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

(Reviewed only 5/18/2021)

~~Policy 1910 Budget Development~~

~~The President, or designee, is responsible for the preparation of college budgets for recommendation to the District Governing Board in accordance with A.R.S. §15-1461 and the Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR).~~

~~(Reviewed only 5/18/2021)~~

Policy 1915 Budget Transfer

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

(Reviewed only 5/18/2021)

Policy 1920 Accounting

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

(Reviewed only 5/18/2021)

Policy 1921 Financial Guidelines

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

(Reviewed only 5/18/2021)

Policy 1922 Financial Audit

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

(Revised 5/18/2021)

Policy 1923 Financial Condition

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

The pPresident will:

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

(Revised 5/18/2021)

~~Policy 1924 Cash Reserve Policy~~

~~The District Governing Board recognizes the importance of maintaining adequate reserves in order to ensure financial and operational stability and has established the following cash reserve policy:~~

~~Northland Pioneer College will maintain actual June 30 general fund unrestricted and unallocated cash levels equal to at least twelve (12) months of budgeted general fund annual expenses. If these cash reserves fall below this level, the President shall present an action plan to the District Governing Board that will fully correct the shortfall within one year.~~

~~(Revised 5/18/2021)~~

~~Policy 1925 Issuance of Bonds~~

~~The District Governing Board shall authorize negotiable bonds by resolution. The issuance of bonds shall be in accordance with the Arizona Revised Statutes, Title 15, Chapter 12, Article 5.~~

~~(Reviewed only 5/18/2021)~~

~~Policy 1926 Future Capital Reserve~~

~~The District Governing Board recognizes the importance of maintaining adequate reserves in order to ensure future capital financial resources and to reduce the cost of capital acquisitions and has accordingly established the following Future Capital Reserve policy:~~

~~The District will establish annually an appropriate and specific dollar amount to be designated as future capital reserves in conjunction with the annual adoption of the capital fund budget. The Future Capital Reserve designation will occur by June 30 of each year.~~

~~(Revised 5/18/2021)~~

Policy 1930 Expenditure of College Funds

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

(Reviewed only 5/18/2021)

~~Policy 1931 Payment of Expenses~~

~~The District Governing Board grants authority to the President, or designee, to pay all properly authorized expenses:~~

- ~~1. Payments made by checks will be signed by the President, Chief Financial Officer, or Director for Financial Services/Controller. In lieu of actual signature, a facsimile signature plate may be used.~~
- ~~2.1. Payments made by electronic transfer require approval by the President, Chief Financial Officer, or Director for Financial Services/Controller.~~

~~(Revised 5/18/2021)~~

~~Policy 1932 Procurement~~

~~Northland Pioneer College purchasing procedures shall substantially follow the rules and regulations of the Arizona State Procurement Code.~~

~~A.R.S. §15-1444 describes general powers and duties of district governing boards and allows for district boards, in conjunction with other districts, to establish policies for the procurement of goods and services.~~

~~According to A.R.S. §15-1445, the administrative powers and duties of the District Governing Board include adopting policies for the governance of the community college district under its jurisdiction.~~

~~Additionally, under A.R.S. §15-1473, the auditor general, in conjunction with the community college districts, shall prescribe a uniform system of accounting as provided in section 41-1279.21 for use by all community college districts in Arizona.~~

~~Under these statutes and system of accounting, the District Governing Board is responsible for the establishment of broad purchasing and competitive bidding policies and designates the President to develop a Purchasing procedure.~~

~~The President, or designee, will recommend and administer purchasing procedures in order to arrive at the best value for the college to provide sound fiscal stewardship for all stakeholders of the District.~~

~~Additionally, as expenditures of federal assistance or contract funds occur, the College shall comply with all applicable state and federal regulations.~~

~~(Revised 5/18/2021)~~

~~Policy 1933 Check Approval Authorization~~

~~The District Governing Board grants authority to the President, or designee, to authorize and release checks.~~

- ~~1. All checks for amounts less than twenty five thousand dollars will be released upon one signature on the check which may be a facsimile signature.~~
- ~~2.1. All checks for amounts more than twenty five thousand dollars will be released upon two signatures on the check. One signature may be a facsimile signature with authorized signatories including the President, Chief Financial Officer and Director for Financial Services/Controller, of which one must be an original signature.~~

~~(Revised 5/18/2021)~~

~~Policy 1937 Contracting with Equal Opportunity Employers~~

~~Prior to the signing of contract documents with any contractor to perform services or provide goods in excess of fifty thousand dollars, to be funded from Federal dollars, the District Governing Board shall require the submission of a letter of assurance that the contractor is an Equal Opportunity Employer in compliance with Executive Order 11246.~~

~~(Revised 5/18/2021)~~

~~Policy 1940 Capital Asset Policy~~

~~The District Governing Board has established the following Capital Asset Policy in accordance with the Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USA-FR) as required by the Office of the Auditor General.~~

~~Capitalization Thresholds:~~

~~Equipment, buildings, intangibles and improvements other than buildings valued at \$5,000 or more, and having a useful life of more than one year will be capitalized.~~

~~Land is capitalized upon acquisition and/or purchase or donation at market value.~~

~~If expenditures increase the utility or significantly extend the useful life of an asset, they will be capitalized and added to the recorded cost of the asset. If expenditures maintain the original condition of an asset, they will be classified as repair and maintenance. The distinguishing feature between a capital improvement and a repair and maintenance expenditure is that a capital improvement results in an improved asset.~~

~~Acquisitions:~~

~~Equipment purchases of \$5,000 or more unless specified by grant procedure and land, building and site improvements must be purchased from the Unexpended Plant Fund, the Current Restricted Fund or the Current Auxiliary Enterprises Fund.~~

~~"System purchases" should be capitalized as a whole unit; however items purchased in bulk will not be capitalized unless the unit cost is \$5,000 or greater.~~

~~Capital Grant Assets will be purchased from the Current Restricted Fund and capitalized.~~

~~Inventory and Maintenance:~~

~~A current Capital Asset Schedule will be maintained by the Chief Financial Officer or designee. This list shall include current year additions, deletions and impairments. Assets are placed on the Master Capital Asset Schedule when they are purchased and removed from the listing when they are disposed.~~

~~Transfer and Disposition:~~

~~An Equipment Transfer/Disposition form is required to be completed and approved by the Director for Financial Services/Controller or their designee for all asset transfers and dispositions.~~

~~Assets transferred on a temporary basis meeting the capital asset threshold as defined above, will be tracked internally by the Dean, Director or Designee on a "check-out" sheet if the re-assignment is for less than one week.~~

~~Grant assets must follow this procedure and require additional approval from the Grant Administrator to ensure that any disposition requirements are fulfilled for items originally costing \$1,000 and greater.~~

~~(Revised 5/18/2021)~~

~~Policy 1950 Salary Deductions~~

~~The District Governing Board authorizes the President, or designee, to establish procedures for payroll deductions from employees' salaries in accordance with Federal and State law and District Governing Board policy.~~

~~(Revised 5/18/2021)~~

Policy 1960 Reimbursement for Damages

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

(Revised 5/18/2021)

Policy 1961 Agency and Club Funds Authorization

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

(Reviewed only 5/18/2021)

Policy 1962 Travel

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

(Revised only 5/18/2021)

Spring 2022 Enrollment Report

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

Spring 2021 to Spring 2022 Semester Enrollment Change

| | Total FTSE | | Early College FTSE | | Regular FTSE | |
|-----------------|----------------|----------------|--------------------|---------------|---------------|---------------|
| | SP21 | SP22 | SP21 | SP22 | SP21 | SP22 |
| LCC | 62.07 | 67.60 | 27.26 | 19.59 | 34.81 | 48.01 |
| PDC | 113.80 | 110.00 | 86.50 | 86.50 | 27.30 | 23.06 |
| SCC | 109.60 | 120.73 | 87.00 | 99.19 | 22.60 | 21.54 |
| WMC | 381.60 | 415.80 | 276.00 | 314.99 | 105.60 | 100.81 |
| Subtotal | 667.07 | 714.13 | 476.76 | 520.28 | 190.31 | 193.41 |
| ALU | 0.40 | 0.20 | - | 0.00 | 0.40 | 0.20 |
| HOPI | 8.80 | 10.13 | 5.13 | 10.80 | 3.67 | -0.67 |
| INT | 464.30 | 271.77 | - | 0.00 | 464.30 | 271.77 |
| KAY | 4.07 | 6.13 | 2.33 | 0.53 | 1.74 | 5.60 |
| SPE | 19.60 | 10.47 | 14.60 | 4.40 | 5.00 | 6.07 |
| STJ | 53.00 | 55.73 | 45.20 | 57.27 | 7.80 | -1.54 |
| WRV | 45.67 | 44.93 | 40.07 | 39.74 | 5.60 | 5.19 |
| APAC | 19.20 | 10.00 | 19.20 | 19.40 | - | -9.40 |
| NAVA | 2.73 | 0.27 | 2.73 | 0.54 | - | -0.27 |
| Subtotal | 617.77 | 409.63 | 129.26 | 132.68 | 488.51 | 276.96 |
| TOTAL | 1284.84 | 1123.77 | 606.02 | 652.96 | 678.82 | 470.37 |

Enrollment change, Spring 2021 to Spring 2022: -12.5%

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

Ongoing enrollment impacts

INCREASES:

1. Early College had an increase of 7.7% from SP21 to SP22.
2. Increases in CIS, GEO, GLG, and POS.

DECREASES:

1. 41% decrease in INT courses, likely due to the opening of more in-person offerings.
2. Declines in BIO, BUS, CHM, CCP, ECN, EIT, HES, & NAT.

Enrollment Efforts for fall 2022: We are at the stage when many planning efforts are coming together with specific action plans. The Enrollment and Entry Task Force has been the main

Spring 2022 Enrollment Report

clearinghouse for these efforts, but nearly every area of the college is looking at ways they can contribute to expanding our enrollment for Fall 2022. Key projects include:

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

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

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

Navajo County Community College District Governing Board Meeting Minutes

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

Governing Board Member Present: Mr. Frank Lucero; Mr. Everett Robinson; Mr. Elias Jouen; Mr. Derrick Leslie (joined the meeting at 10:09 a.m. and left the meeting at 11:30 a.m.).

Governing Board Member Absent: Ms. Kristine Laughter.

Others Present: President Chato Hazelbaker; Vice President for Learning and Student Services (VPLSS) Mike Solomonson; Vice President for Administrative Services (VPAS) Maderia Ellison; Director of Institutional Effectiveness Judy Yip-Reyes; Interim Chief Human Resources Officer (CHRO) Kathy Hanson; Recording Secretary to the Board Paul Hempsey; Norvita Charleston; Victor Love; David Borofsky; Ruth Zimmerman; Gail Campbell; Olivia Jaquez; Linda Kor; Jon Wisner; Terrie Shevat; Susan Hoffman; Jeremy Raisor; Gary Santillanes; Ernie Hess; Elizabeth Oliphant; Ann Hess; Amber Hill; Robert Johnson; Allison Landy; Cassie Dows; Raeann Brittain; David Aberle.

Agenda Item 1: Call to Order and Pledge of Allegiance

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

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: Call for Public Comment

None.

Agenda Item 4: Discussion Items

4.A. Standing Presentations:

4.A.1. Financial Position

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

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

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

No Report.



4.A.3. Faculty Association

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

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

Written Report.

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

4.A.5. NPC Friends and Family

Written Report.

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

4.A.6. Human Resources

Written Report.

4.A.7. Construction Report

Written Report.

4.A.8. President's Report

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

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

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

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

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

4.B. 2022-23 Salary & Wage Recommendation

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

Navajo County Community College District Governing Board Meeting – 3/15/2022 – Page 2 of 7



Northland Pioneer College

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4.C. Severance and Related Policies

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

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

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

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

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

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

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

4.E. 2022-23 Introductory Budget Analysis

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

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

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

4.E. NPC Virtual Bookstore Report

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

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

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



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

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

Agenda Item 5: Consent Agenda

- A. February 15, 2022 Regular Board Meeting Minutes**
- B. February 15, 2022 Work Session Minutes**
- C. 2020-22 Dual Enrollment Intergovernmental Agreement** between Navajo County Community College District and Heber-Overgaard USD.
- D. Program Modification – Associate of Arts in Early Childhood (AAEC) degree**
- E. Program Modification – Associate of Business (ABus) degree**
- F. Program Modification – Business Entrepreneurship Specialization (AAS, CAS)**
- G. Program Modification – Business Management and Leadership Specialization (AAS, CAS)**
- H. Program Modification – Medical Assistant program (AAS)**
- I. Program Modification – Business Medical Office Administration Specialization (AAS, CAS)**
- J. Program Modification – Therapeutic Massage program (AAS)**

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

Agenda Item 6: For Discussion and Possible Action

6A. Old Business

None.

6B. New Business

6.B.1. 2022-2023 Tuition and Fees

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

Agenda Item 8: Board Report/Summary of Current Event

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

Agenda Item 9: Announcement of Next Regular Meeting

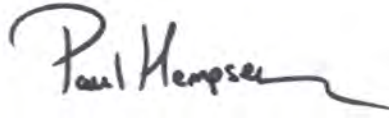
Regular District Governing Board meeting on Tuesday, April 19, 2022 at 10 a.m.

Agenda Item 10: Adjournment

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



Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

Draft



Navajo County Community College District Governing Board Work Session Minutes

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

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

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

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

Agenda Item 1: Call to Order

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

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3:

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

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

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

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

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

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




3.C. Review and discussion of draft District Governing Board Violations Process Policy
Dr. Borofsky reviewed a draft policy on violations by Board members of any code of conduct policy put in place with the Board and discussed potential sanctions that might be considered for a violation.

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

Agenda Item 4: Adjournment

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

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board



2022-2023 Late Registration Fee

Recommendation:

Staff is proposing elimination of the late registration fee for students, currently set at \$30.

Summary:

The late registration fee was introduced in academic year 2011 as a means to encourage students to register on time. As shown in the graphs on next two pages, the administration of such fee appears to reduce the numbers as well as proportions of class registrations that pass the first day of the semester since 2011. The revenues for late registration fee for fiscal years 2020 & 2021, were \$7,295 & \$4,390 respectively. The revenue streams are not significant and has no real impact to the budget.

The NPC Leadership Council recommends the fee be eliminated as it has become its own obstacle with students not having the ability to pay and is likely becoming bad debt preventing students from registering in future semesters. Removing late registration fee is aligned with NPC's "Increase Enrollment" strategic goal. Leadership Council also emphasized that any proposed operational changes (such as removing the late registration fee) need to take into consideration of how these changes would impact not only enrollment but student learning. Since students who do not register on time often face obstacles such as not having textbooks available for the first day of class and often fall behind in their class, it is imperative that NPC will continue to encourage students to register on time, with proactive advising playing a key role.



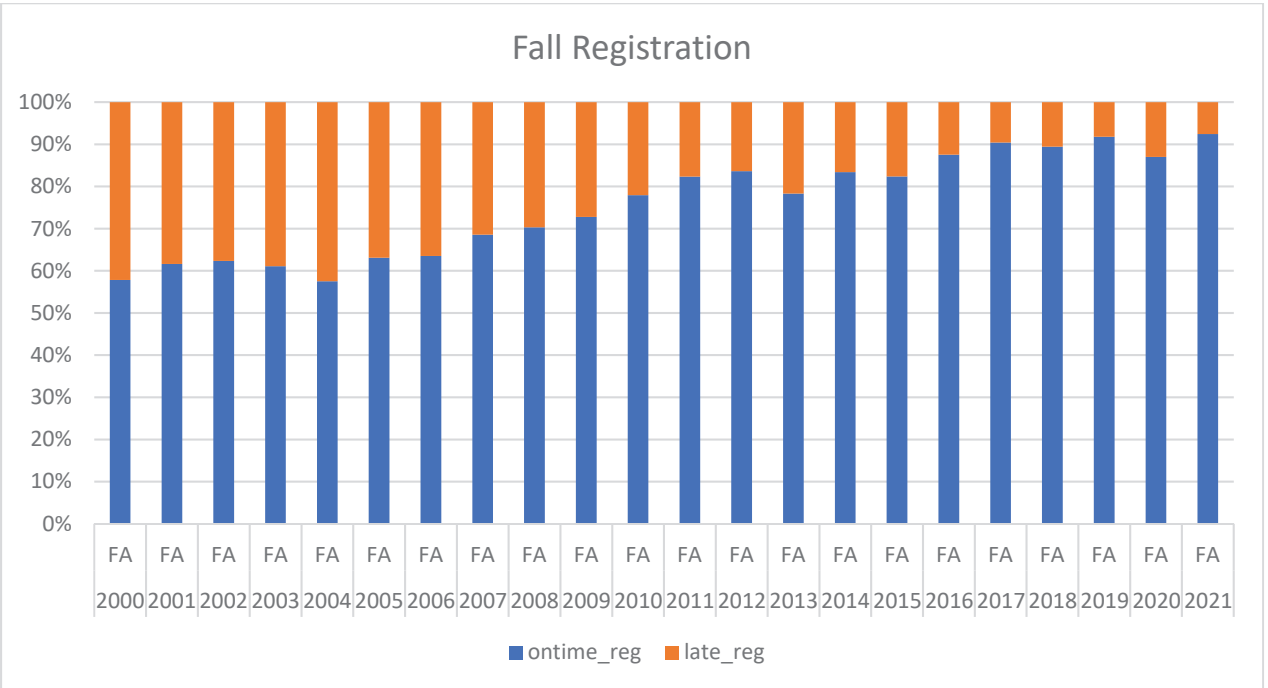
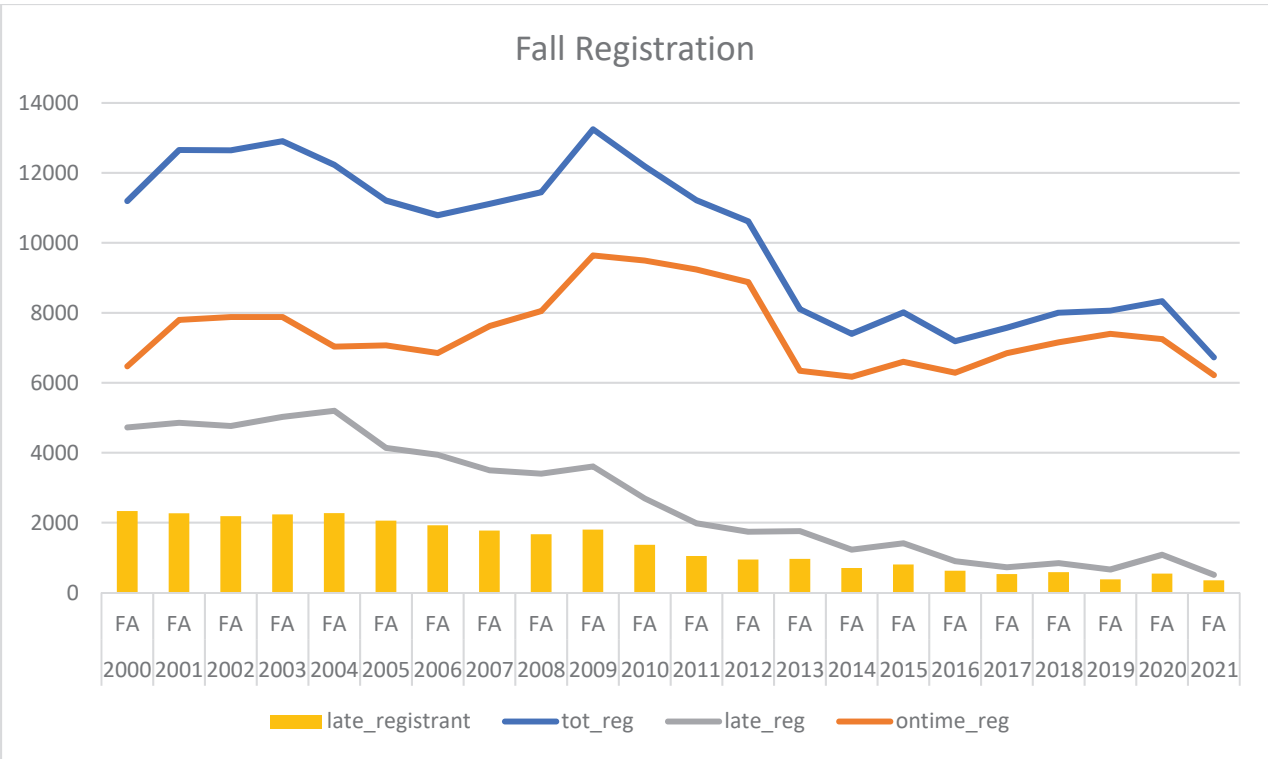
**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2022-2023**

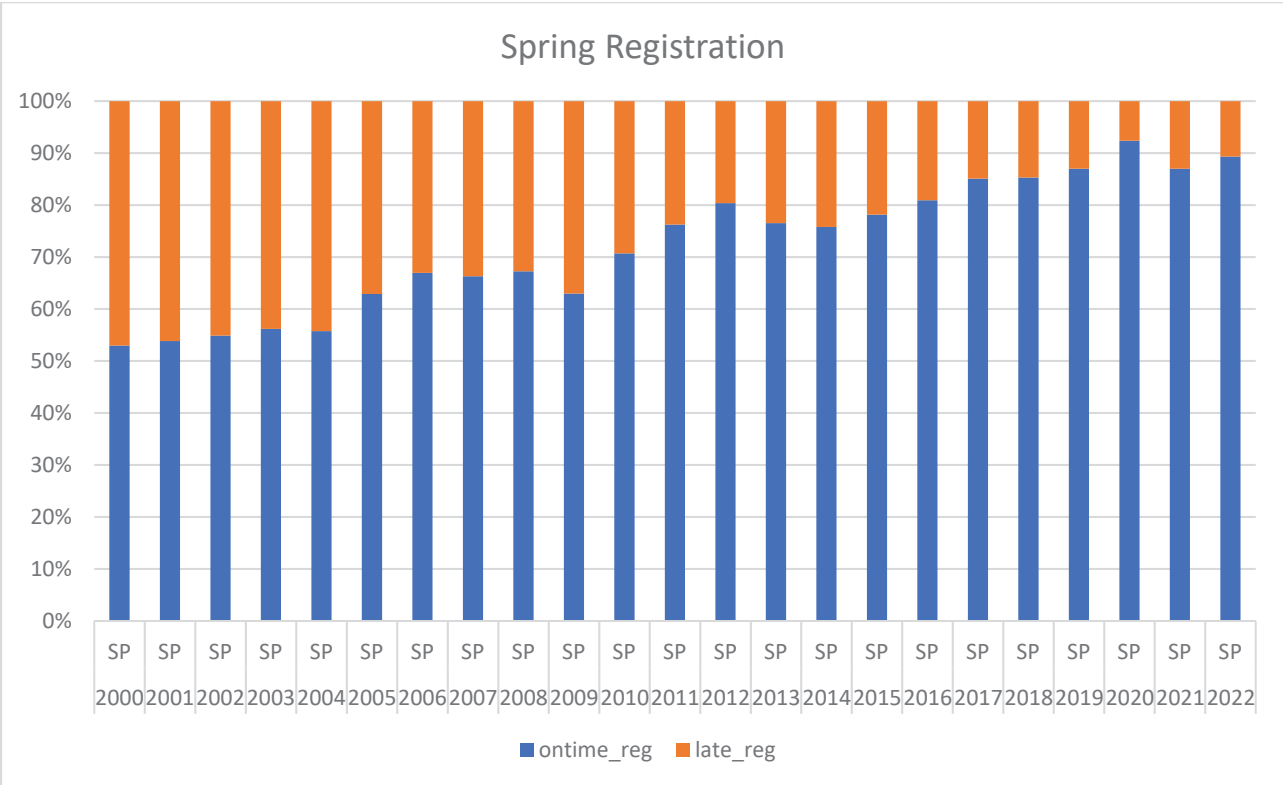
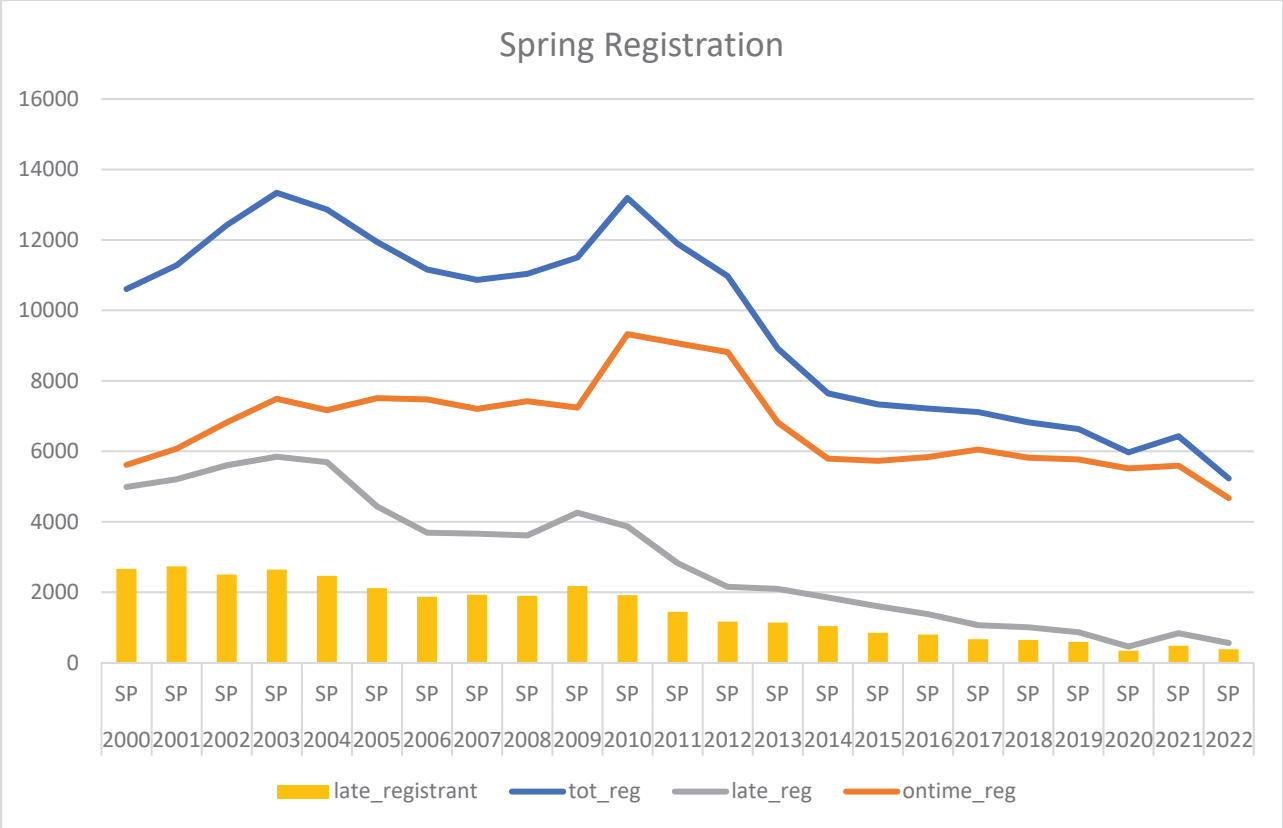
Note: The General and Special Fees were approved at the District Governing Board Meeting on March 15, 2022. Staff is proposing an additional change.

| FEES | Approved 2022-23 | Proposed 2022-23 04-19-22 |
|---|---|--------------------------------------|
| GENERAL | | |
| Media Fee ① | \$47/semester | |
| SPECIAL | | |
| Transcript (each) Online Order | \$10 | \$0 / eliminate |
| Transcript + On Demand Fee (\$5) | \$15 | |
| Transcript (each) Priority Delivery | \$20 + current priority shipping rates | |
| Diploma/Certificate Replacement | \$15 | |
| Late Registration | \$30 | |
| Credit by Exam | 50% of in-state tuition rate | |
| Credit by Evaluation ② | 50% of in-state tuition rate | |
| Credit by Evaluation Fee (non-refundable) | \$15 | |
| ACCUPLACER Testing ③ | \$20 | |
| HESI Testing | \$60 | |
| NSF Check Collection | \$35 | |
| Money Card Replacement (Bank Mobile): | | |
| ACTIVE card | \$10 | |
| INACTIVE card | \$10 | |
| Student ID Replacement Fee | \$5 | |

Bold items indicate a change from prior year.

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





2022-23 Salary & Wage Recommendation

Recommendation:

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

Summary:

Salaries & Wages

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

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

New Positions & Adjustments

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

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



Northland Pioneer College

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

Employee Related Expenses

Health Insurance: Mountain Public Employee Benefit Trust will continue to offer a High Deductible Health Plan (HDHP) and a PPO plan. The final cost sheet is attached and the employer increase is 2.0%. NPC pays all or nearly all of the health insurance for each employee, and the employee is responsible for coverage for their family. Dental and vision benefits are voluntary benefits and paid solely by the employee electing the coverage for themselves and their family. The impact of these changes to NPC is approximately \$50,000.

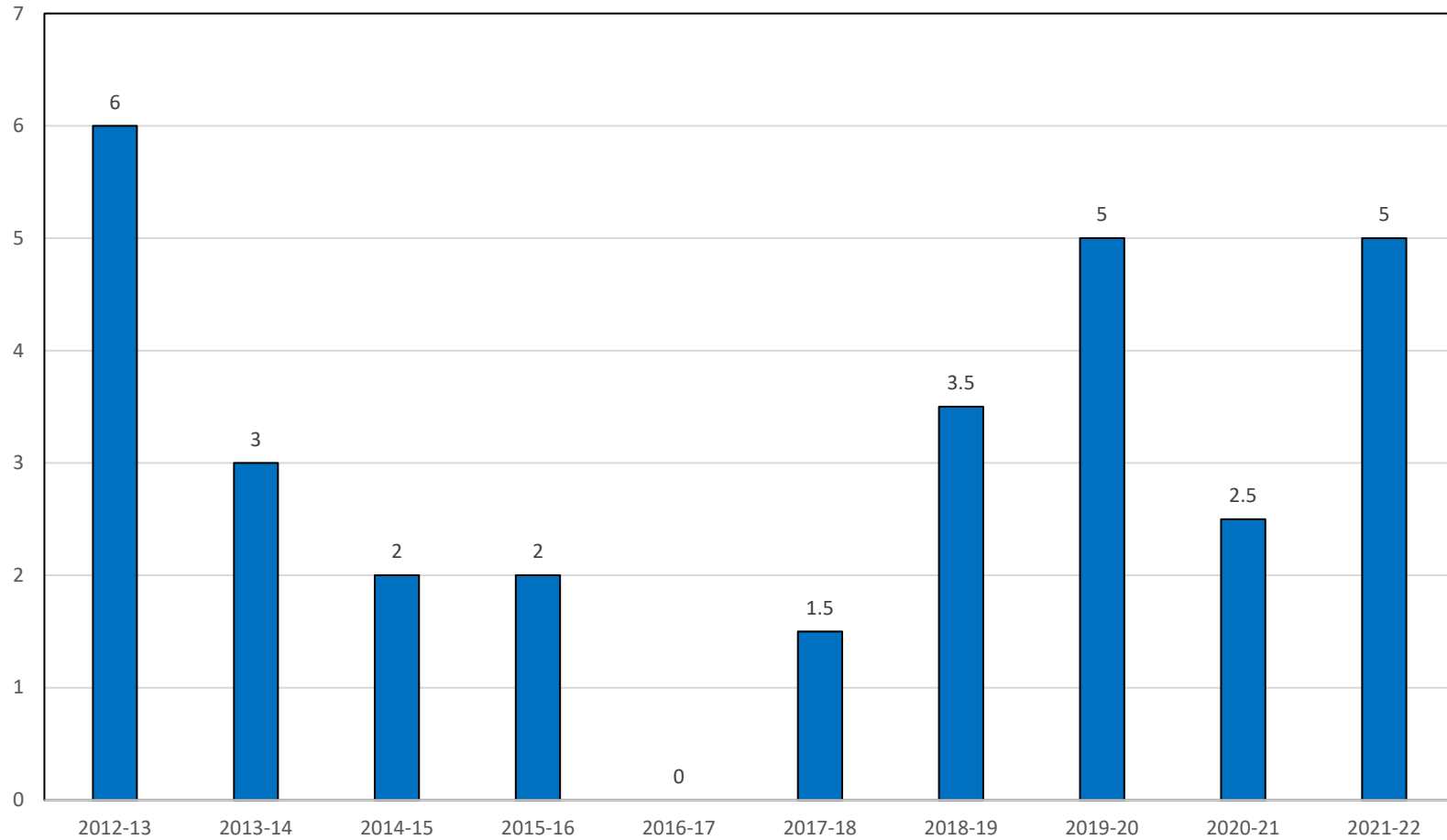
ASRS: Employee and employer ASRS contributions will decrease from 12.41% to 12.17%. The Alternate Contribution Rate (ACR) will be applied to all ASRS retirees who are employed under the ASRS Return to Work (RTW) provisions. The ACR is paid by NPC, and the rate will decrease from 10.22% to 9.68%. The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



Northland Pioneer College

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NPC Historical Salary Increase Percent



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

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

Preliminary Information Subject to Change Until

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

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

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

Adjunct Faculty Rate/Load Unit

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

Substitute Rate/Hour

\$ 28

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

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

Hourly Rate - Technical and Skilled Craft

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

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

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

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

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

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

**Northland Pioneer College
Approved 2021-22 Faculty Salary Schedule**

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

Adjunct Faculty Rate/Load Unit

| | |
|---------|-------|
| Level 1 | \$814 |
| Level 2 | \$840 |
| Level 3 | \$893 |

Substitute Rate/Hour

\$ 27

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

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

Hourly Rate - Technical and Skilled Craft

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

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

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

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

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

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

NORTHLAND PIONEER COLLEGE

NPC Insurance Costs for Employees

Effective July 1, 2022

Mountain Public Employee Benefits Trust

2022-2023 Contribution Rates

| PPO Plan | Medical Insurance Cost | Employer will pay | Employee will pay (per month) | Employee will pay (per payperiod) |
|-----------------------|-------------------------------|--------------------------|--------------------------------------|--|
| Employee only | \$817.00 | \$771.00 | \$46.00 | \$23.00 |
| Employee & Spouse | \$1,537.00 | \$771.00 | \$766.00 | \$383.00 |
| Employee & Child(ren) | \$1,377.00 | \$771.00 | \$606.00 | \$303.00 |
| Employee & Family | \$1618.00 | \$771.00 | \$847.00 | \$423.50 |

| HDHP Plan * | Medical Insurance Cost | Employer will pay | Employee will pay (per month) | Employee will pay (per payperiod) |
|-----------------------|-------------------------------|--------------------------|--------------------------------------|--|
| Employee only | \$771.00 | \$771.00 | \$0.00 | \$0.00 |
| Employee & Spouse | \$1,373.00 | \$771.00 | \$602.00 | \$301.00 |
| Employee & Child(ren) | \$1,239.00 | \$771.00 | \$468.00 | \$234.00 |
| Employee & Family | \$1,439.00 | \$771.00 | \$668.00 | \$334.00 |

**For new and existing enrollees in the HDHP, \$1000 will be contributed to the employee Health Savings Account (\$500 in September 2022 and \$500 in January 2023).*

VOLUNTARY DEDUCTIONS – Optional elections for employee.

| Delta Dental Insurance | Employee will pay (per month) |
|-------------------------------|--------------------------------------|
| Employee only | \$48.00 |
| Employee & Spouse | \$66.00 |
| Employee & Child(ren) | \$77.00 |
| Employee & Family | \$130.00 |

For benefit questions call 1-800-352-6132

Locate a Delta Provider at www.deltadentalaz.com

| Avesis Vision Insurance | Employee will pay (per month) |
|--------------------------------|--------------------------------------|
| Employee only | \$8.05 |
| Employee & Spouse | \$15.13 |
| Employee & Child(ren) | \$16.58 |
| Employee & Family | \$20.93 |

For benefit questions call 1-800-828-9341

Locate an AVESIS Provider at www.avesis.com



Retirement Central

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Members

Contribution Rates

ASRS Defined Benefit Plan

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

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

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

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

How ASRS Contribution Rates are Set ...

How Contribution Rates are Determined

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

Contribution Rates

Fiscal Year 2021-22. Effective July 1, 2021

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

Fiscal Year 2022-23. Effective July 1, 2022

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

Alternate Contribution Rate - for Retired, Returned to Work Members

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

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

Log in to Check Your Balance

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

myASRS Login

Was this page helpful?

April 9, 2022

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Alternate Contribution Rate

General Information

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

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

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

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

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

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

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

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

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

April 19, 2022

Navajo County Community College District Governing Board


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Current ACR Information

Alternate Contribution Rate

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

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

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

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

Frequently Asked Questions

When is the ACR effective?

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

Is there a grandfather clause?

For which ASRS retirees is the ACR applicable?

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

How is the ACR applied?

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

What kind of data is collected for ACR payments?

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



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

USDL-22-0191

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

CONSUMER PRICE INDEX – JANUARY 2022

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

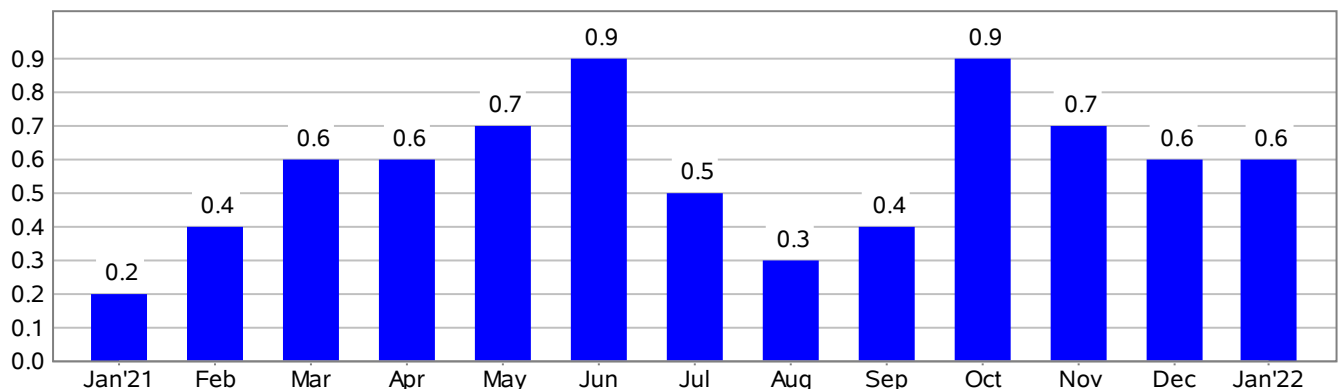
The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.6 percent in January on a seasonally adjusted basis, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 7.5 percent before seasonal adjustment.

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

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

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

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



Request to Approve 2022-23 Preliminary Budget

Recommendation:

Staff recommends approval of the 2022-2023 Preliminary Budget as presented.

Summary:

The preliminary budget can be reduced, but cannot be increased at the Special Meeting on May 17, 2022. 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.



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

| | Budget 2023 | Budget 2022 | Increase/Decrease From budget 2022 To budget 2023 | |
|---|-----------------|-----------------|---|---------------|
| | | | Amount | % |
| I. Current General and Plant Funds | | | | |
| A. Expenditures: | | | | |
| Current General Fund | \$ 35,265,978 | \$ 33,417,324 | \$ 1,848,654 | 5.5% |
| Unexpended Plant Fund | 11,719,900 | 17,154,100 | (5,434,200) | -31.7% |
| Retirement of indebtedness Plant Fund | 0 | | 0 | |
| Total | \$ 46,985,878 | \$ 50,571,424 | \$ (3,585,546) | -7.1% |
| B. Expenditures Per Full-Time Student Equivalent (FTSE): | | | | |
| Current General Fund | \$ 18,160 /FTSE | \$ 16,238 /FTSE | \$ 1,922 /FTSE | 11.8% |
| Unexpended Plant Fund | \$ 6,035 /FTSE | \$ 8,335 /FTSE | \$ (2,300) /FTSE | -27.6% |
| Projected FTSE count | 1,942 | 2,058 | | |
| II. Total all funds estimated personnel compensation | | | | |
| Employee salaries and hourly costs | \$ 18,905,406 | \$ 17,095,294 | \$ 1,810,112 | 10.6% |
| Retirement costs | 2,200,000 | 1,860,234 | 339,766 | 18.3% |
| Healthcare costs | 2,336,504 | 2,023,272 | 313,232 | 15.5% |
| Other benefit costs | 1,677,620 | 1,552,652 | 124,968 | 8.0% |
| Total | \$ 25,119,530 | \$ 22,531,452 | \$ 2,588,078 | 11.5% |
| III. Summary of primary and secondary property tax levies and rates | | | | |
| A. Amount levied: | | | | |
| Primary tax levy | \$ 16,084,078 | \$ 15,955,424 | \$ 128,654 | 0.8% |
| Property tax judgment | 0 | 0 | 0 | |
| Secondary tax levy | 0 | 0 | 0 | |
| Total levy | \$ 16,084,078 | \$ 15,955,424 | \$ 128,654 | 0.8% |
| B. Rates per \$100 net assessed valuation: | | | | |
| Primary tax rate | 1.7505 | 1.7505 | 0.0000 | 0.0% |
| Property tax judgment | | | 0.0000 | |
| Secondary tax rate | | | 0.0000 | |
| Total rate | 1.7505 | 1.7505 | 0.0000 | 0.0% |
| IV. Maximum allowable primary property tax levy for fiscal year 2023 pursuant to A.R.S. §42-17051 | | | | \$ 16,702,781 |
| V. Amount received from primary property taxes in fiscal year 2022 in excess of the maximum allowable amount | | | | \$ _____ |

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

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

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

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

Expenditures and other outflows

| | Current funds | | | Plant Fund | | Other funds 2023 | Total all funds 2023 | Total all funds 2022 | % Increase/ Decrease |
|--|-------------------------|----------------------------|---------------------------|----------------------------------|---------------------------------------|---------------------|----------------------------|----------------------------|----------------------------|
| | General Fund 2023 | Restricted Fund 2023 | Auxiliary Fund 2023 | Unexpended Plant Fund 2023 | Retirement of indebtedness 2023 | | | | |
| Total resources available for the budget year (from Schedule B) | \$ 35,265,978 | \$ 11,200,000 | \$ 350,000 | \$ 11,519,900 | \$ 0 | \$ 0 | \$ 58,335,878 | \$ 58,350,824 | 0.0% |
| Expenditures and other outflows | | | | | | | | | |
| Instruction | \$ 12,828,077 | \$ 5,970,000 | | | | | \$ 18,798,077 | \$ 13,984,885 | 34.4% |
| Public service | | | | | | | 0 | 0 | 0.0% |
| Academic support | 1,550,967 | 500,000 | | | | | 2,050,967 | 1,998,497 | 2.6% |
| Student services | 2,592,088 | 500,000 | | | | | 3,092,088 | 2,798,021 | 10.5% |
| Institutional support (Administration) | 12,486,956 | | | | | | 12,486,956 | 10,878,708 | 14.8% |
| Operation and maintenance of plant | 2,082,032 | | | | | | 2,082,032 | 2,010,336 | 3.6% |
| Scholarships | 1,985,275 | 4,230,000 | | | | | 6,215,275 | 6,120,275 | 1.6% |
| Auxiliary enterprises | | | 350,000 | | | | 350,000 | 350,000 | 0.0% |
| Capital assets | | | | 11,719,900 | | | 11,719,900 | 17,154,100 | -31.7% |
| Debt service—general obligation bonds | | | | | | | 0 | | 0.0% |
| Debt service—other long term debt | | | | | | | 0 | | 0.0% |
| Other expenditures | | | | | | | 0 | | 0.0% |
| Property tax judgments | | | | | | | 0 | 402,204 | -100.0% |
| Contingency | 1,740,583 | | | | | | 1,740,583 | 2,654,398 | -34.4% |
| Total expenditures and other outflows | \$ 35,265,978 | \$ 11,200,000 | \$ 350,000 | \$ 11,719,900 | \$ 0 | \$ 0 | \$ 58,535,878 | \$ 58,351,424 | 0.3% |

FINAL FY2022 /23 EXPENDITURE LIMITS: COMMUNITY COLLEGES

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

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

1 no respons from college calculated using total FTSE

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

Request to Approve 2023-2025 Preliminary Capital Budget

Recommendation:

Staff recommends approval of the 2023-2025 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 2022-23 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 17, 2022 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
 FY2223 Budget Cycle

| | FY2122 Budget | FY2122 Actual YTD 1/27/22 | Variance | % Spent | FY2223 Budget | FY2324 Budget | FY2425 Budget |
|---|-------------------|------------------------------|----------|------------|-------------------|------------------|------------------|
| Fund Balance - Annual Ops | 2,000,000 | | | | 2,250,000 | 2,000,000 | 2,000,000 |
| Fund Balance - WMC Facilities Expansion | 9,580,000 | | | | 6,000,000 | 4,000,000 | 4,000,000 |
| Fund Balance - LCC Facilities Expansion | 960,000 | | | | 960,000 | 960,000 | 960,000 |
| State Funding - STEM | 319,700 | | | | 309,900 | 319,700 | 319,700 |
| Transfer from Operating Fund | 2,000,000 | | | | 2,000,000 | 2,000,000 | 2,000,000 |
| Carl Perkins Grant | | | | | 200,000 | 200,000 | 200,000 |
| Rural Funding (Txfer from Fund 00) | 974,400 | | | | - | - | - |
| Federal HEERF Funding (Txfer from Fund 20) | 1,320,000 | | | | - | - | - |
| Annual Capital Funding | <u>17,154,100</u> | <u>-</u> | | | <u>11,719,900</u> | <u>9,479,700</u> | <u>9,479,700</u> |

Key Capital Projects & SPASC

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

Annual Capital Requests

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

Contingency

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

Surplus/(Deficit) **0** **0** **(1,989,153)** **1,151,254**

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

Sorted by Division

| Div | Dept | FY2223 Budget Request \$ | FY2324 Budget Request \$ | FY2425 Budget Request \$ | Description of Capital Item(s) Requested | Justification for Request | Postponed ? Y/N |
|----------------------------|---------------------|--------------------------|--------------------------|--------------------------|---|--|-----------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Federal Funding | | - | - | - | | | |
| | | | | | | | |
| | | | | | | | |
| Rural Funding | | - | - | - | | | |
| Admin Services | General Institution | 166,600 | | | | | |
| CONTINGENCY | | 166,600 | - | - | | | |
| Admin Services | Capital Projects | 172,500 | | | One Stop Shop | Proposed future expansion. | N |
| Admin Services | Capital Projects | 6,000,000 | 4,000,000 | 4,000,000 | Facilities - new, repair, renovate | Construction started WMC | N |
| Admin Services | Capital Projects | 760,000 | 760,000 | 760,000 | Cosmetology remodel/relocation and Winslow Head Start | Proposed future expansion. | N |
| Admin Services | Capital Projects | 225,000 | 225,000 | 225,000 | Parking lot expansion | Proposed future expansion. | N |
| KEY FACILITIES PROJ | | 7,157,500 | 4,985,000 | 4,985,000 | | | |
| ADM SERV | MAINT | 45,000 | 60,000 | 60,000 | Professional consulting services | Architect and engineers | N |
| | | | | | Reduced \$15K from original request | | |
| ADM SERV | MAINT | 40,000 | 40,000 | 40,000 | Furniture Requests | Annual furniture requests from departments | N |
| ADM SERV | MAINT | 187,500 | 270,000 | 280,000 | Annual maintenance of facilities | Maintain buildings, address safety needs, renovate to meet current needs, utilities savings, maintain aesthetics of campuses | N |
| | | | | | Reduced \$140.5K from original request | | |
| ADM SERV | MAINT | 117,000 | 225,500 | 225,500 | Facility Projects (Projects >\$5k) | Renovate to meet current needs, utilities savings, maintain aesthetics of campuses | Y/N |
| | | | | | Reduced \$197K from original request | | |
| ADM SERV | AUTO | 5,000 | 5,000 | 5,000 | Mechanic tool replacement | Replace tools | N |
| ADM SERV | AUTO | 30,000 | 20,000 | 20,000 | Engines and paint for vehicles | extend life of fleet | N |
| ADM SERV | AUTO | 60,000 | 60,000 | 60,000 | 1 Maintenance trucks - utility bed | replace worn out vehicles | N |
| ADM SERV | MAINT | - | 25,000 | 25,000 | Maintenance utility vehicle | replace worn out vehicles | N |
| | | | | | Reduced \$25K from original request | | |
| ADM SERV | MAINT | 8,500 | 8,500 | 8,500 | Bed for truck | replace bed | N |
| ADM SERV | MAINT | 7,000 | 7,000 | 7,000 | Sewer camera | Sewer maintenance | N |
| ADM SERV | MAINT | - | 10,000 | 10,000 | Storate container for Whiteriver | storage needs | N |
| | | | | | Reduced \$10K from original request | | |
| ADM SERV | MAINT | 9,500 | 9,500 | 9,500 | Parts washer | | N |
| ADM SERV | AUTO | 8,500 | 8,500 | 8,500 | Tire changing machine | replace machine | N |
| ADM SERV | AUTO | - | 40,000 | 40,000 | Cab and chassis | Repair of older vehicle | N |
| | | | | | Reduced \$40K from original budget | | |
| ADM SERV | MAINT/TAS | 25,000 | 50,000 | 50,000 | IS Technology/Facility Changes | Changes required for technology | N |
| | | | | | Reduced \$72.5 K from original request | | |
| ADM SERV | MAINT | 250,000 | - | - | Campus/Security cameras project | Safety and security | N |
| | | | | | Plan is all equip to be paid with HERF funds; Risk that not all equip will be delivered b June 30th 2022 so left some | | |

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

Sorted by Division

| Div | Dept | FY2223 Budget Request \$ | FY2324 Budget Request \$ | FY2425 Budget Request \$ | Description of Capital Item(s) Requested | Justification for Request | Postponed ? Y/N |
|---------------------|------------------|--------------------------|--------------------------|--------------------------|---|---|-----------------|
| ADM SVC | | 793,000 | 839,000 | 849,000 | | | |
| Instructional Innov | Library Serivces | 50,000 | 50,000 | 50,000 | capital books | \$50,000 is the original budget amount | N |
| STUD SERV | | 50,000 | 50,000 | 50,000 | no budget request for Marketing | | |
| TAS | TAS | 800,000 | 250,000 | 250,000 | Cisco Solution classrooms | This line item will begin lifecycle to refresh 9 to 10 CTASco units per year to combat obsolescence. | N |
| TAS | TAS | 60,000 | 72,000 | 60,000 | Replace old smartboards to smartpanels | Begin lifecycle replacement of old smartboards non-distance | N |
| TAS | TAS | 200,000 | 200,000 | 200,000 | Classroom Development/DRA | This line item TAS for future classroom technology request that are unknow at thTAS time.... Could include DRA | N |
| CTE | TAS/CON | 7,500 | | | CON-Smartpanels \$7,500 | | N |
| TAS | TAS | 109,000 | | | RUS DLT Grant our 15% grant match | | N |
| TAS | TAS | 250,000 | 3,000,000 | | Jenzabar Replacement | Review, Evaluation, and implementation of replacement ERP system | N |
| | | | | | Reduced \$250K from original FY2223 request | | |
| TAS | TAS | 350,000 | 420,000 | 500,000 | Jenzabar maintenance Or maintenance for new ERP | Yearly Maintenance Contract Increase due to age of systems and licensing | N |
| TAS | TAS | 30,000 | 45,000 | 50,000 | Jenzabar Consultants | Consultant training/update NPC Servers | N |
| TAS | TAS/Bus | 20,000 | 25,000 | 30,000 | Jenzabar Training hours (remote) Or new ERP system | Support Business Office Jenzabar Users | N |
| TAS | TAS | 240,000 | 280,000 | 300,000 | CTASco Smartnet Renewal | Necessary Contratural Maintenance. Cost per device increase and additional device for college. An additional 80,000 or so included per year as the college absorbs the Talon Smartnet contract. | N |
| TAS | TAS | - | | | Security ELA Renewal once every 5 yrs | Coaverage for edge email, AMP, Unbrella, Netflow connector, and firewalls | N |
| | | | | | Reduced \$300K from original FY2223 request | | |
| TAS | TAS | 100,000 | 100,000 | 100,000 | Server Replacements @ 5 years | Update Aging Server/Blade Cycle | N |
| TAS | TAS | 400,000 | 200,000 | 200,000 | Replace old routers, switches and AP's @ 6 years | Update Aging Routers, Switches, and Aps | N |
| TAS | TAS | 100,000 | 150,000 | 100,000 | UPS (batteries for servers) lifecycle Replacements @ 5 years | Replace aging UPS systems - adding more and replacing more - failure rates from dirty power | N |
| | | | | | Reduced \$50K from original FY2223 | | |
| TAS | TAS | 50,000 | 50,000 | 50,000 | Secondary terciary storage/Purchase Cloud Storage | Necessary Server Backup Solution, will be needed at both data centers | N |
| TAS | TAS | 60,000 | 60,000 | 60,000 | Vbrick storage | Storage of video classroom recordings. | N |
| TAS | TAS | 210,000 | 210,000 | 210,000 | Computers -Classroom Desktop @ 514 total split over 3 years is 172 each year. | Replace aging computers | N |
| TAS | TAS | 30,000 | 25,000 | 25,000 | Printers @ 3 years | Replace aging printers | N |
| TAS | TAS | 30,000 | 30,000 | 15,000 | Monitors @ 4 years | Replace aging monitors | N |
| TAS | TAS | 40,000 | 40,000 | 40,000 | Computers - Laptops and Mobile tech | Replace some laptops with Surface Pros, Mobile Tech | N |
| TAS | TAS | 40,000 | 40,000 | 25,000 | MacBook Pro computers for faculty and | Apple laptops for faculty and staff | N |
| TAS | TAS | | 20,000 | | iMac Lifecycle Replacements. Lifecycle iMac Computer Replacements @ 4years (15) | Lifecycle iMac Computer Replacements | N |
| TAS | TAS | 50,000 | 100,000 | 100,000 | Microsoft Azure Software and Professional Services | Intune, ESA replacments mimecast, Tools forever, and others | N |
| | | | | | Reduced \$50K from original FY2223 | | |
| TAS | TAS | - | 31,853 | 33,446 | Dual Enroll Software (FY2223 will be covered by FIPSE grant) | Reqeusted by We Ma | N |
| CTE | TAS/CCL | 5,000 | | | CCL-Xenegrade \$5,000 | Annual software renewal | N |

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

Sorted by Division

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

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

2024-2025 Academic Calendar

Recommendation:

The Instructional Council and Vice President for Learning and Student Services Council recommend adoption of the 2024-2025 academic calendar as presented.

Summary:

The Instructional Council and Vice President for Learning and Student Services Council have developed and reviewed the academic calendar for 2024-2025. The academic calendar is approved two years in advance to allow for advance planning by the College and its CTED and K-12 partners. The structure of the recommended calendar follows the General Guidelines for Academic Calendars approved by the Instructional Council.



July 29th - 10-month Faculty return
 12th - 9-month Faculty return/Convocation
 19th - First day of class

| AUGUST 2024 | | | | | | | |
|-------------|----|----|----|----|----|----|----|
| W | S | M | T | W | Th | F | S |
| | | 29 | 30 | 31 | 1 | 2 | 3 |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 1 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 2 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| SEPTEMBER 2024 | | | | | | | |
|----------------|----|----|----|----|----|----|----|
| W | S | M | T | W | Th | F | S |
| 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 5 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 6 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 7 | 29 | 30 | | | | | |

2nd - Labor Day

| OCTOBER 2024 | | | | | | | |
|--------------|----|----|----|----|----|----|----|
| W | S | M | T | W | Th | F | S |
| | | | | | | | |
| 7 | | | 1 | 2 | 3 | 4 | 5 |
| 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 9 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 10 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 11 | 27 | 28 | 29 | 30 | 31 | | |

| NOVEMBER 2024 | | | | | | | |
|---------------|----|----|----|----|----|----|----|
| W | S | M | T | W | Th | F | S |
| 11 | | | | | | 1 | 2 |
| 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 13 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 14 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 15 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

11th - Veterans Day
 28th-29th - Thanksgiving Break

9th - Last day of Fall
 12th - Grades due
 24th - 1st College closed

| DECEMBER 2024 | | | | | | | |
|---------------|----|----|----|----|----|----|----|
| W | S | M | T | W | Th | F | S |
| 15 | | | | | | | |
| 16 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | 29 | 30 | 31 | | | | |

| JANUARY 2025 | | | | | | | |
|--------------|----|----|----|----|----|----|----|
| W | S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 1 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 2 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 3 | 26 | 27 | 28 | 29 | 30 | 31 | |

1st - New Year's
 6th - Convocation
 13th - First day of Spring semester
 20th - MLK Day

| FEBRUARY 2025 | | | | | | | |
|---------------|----|----|----|----|----|----|----|
| W | S | M | T | W | Th | F | S |
| 3 | | | | | | | 1 |
| 4 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 5 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 6 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 7 | 23 | 24 | 25 | 26 | 27 | 28 | |

| MARCH 2025 | | | | | | | |
|------------|----|----|----|----|----|----|----|
| W | S | M | T | W | Th | F | S |
| 7 | | | | | | | 1 |
| 8 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 9 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 10 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |

10th-14th - Spring Break

| APRIL 2025 | | | | | | | |
|------------|----|----|----|----|----|----|----|
| W | S | M | T | W | Th | F | S |
| 11 | 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 14 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 15 | 27 | 28 | 29 | 30 | | | |

| MAY 2025 | | | | | | | |
|----------|----|----|----|----|----|----|----|
| W | S | M | T | W | Th | F | S |
| 15 | | | | | 1 | 2 | 3 |
| 16 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

10th Last day of Spring / Commencement & last day for 9-month Faculty
 14th - Grades due
 23rd - Last day for 10-month Faculty
 26th - Memorial Day

2nd - First day of Summer school

| JUNE 2025 | | | | | | | |
|-----------|----|----|----|----|----|----|----|
| W | S | M | T | W | Th | F | S |
| 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 3 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 4 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 5 | 29 | 30 | | | | | |

| JULY 2025 | | | | | | | |
|-----------|----|----|----|----|----|----|----|
| W | S | M | T | W | Th | F | S |
| 5 | | | 1 | 2 | 3 | 4 | 5 |
| 6 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 7 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 8 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | 27 | 28 | 29 | 30 | | | |

4th - Independence Day
 25th - Last day of Summer
 30th - Grades due

Request to Approve Purchase of Childbirth Simulator for Paramedicine/EMT

Recommendation:

Staff recommends approval to purchase the high-fidelity SimMom Childbirth Simulator from Laerdal for a total cost of \$55,176.01.

Summary:

The National Standards for Obstetrics for Emergency Medical Services include not only the ability to deliver an unexpected normal (or uncomplicated) delivery safely, but to be able to effectively identify and manage low volume high risk deliveries and pregnancy complications to include: nuchal cords (umbilical cord wrapped around the baby's neck), prolapsed umbilical cords, breech deliveries, delivery of multiple babies, premature deliveries, post-partum hemorrhage, placenta previa, placenta abruptio, abortion/miscarriage, ectopic pregnancies, when pre-eclamptic patients become eclamptic, and maternal or fetal demise. As can be imagined, these calls are infrequent, high acuity, and when encountered are typically handled by the most senior or experienced provider present due to the very real risk of death.

Nursing and Allied Health (NAH) at Northland Pioneer College requests approval for the purchase of the high-fidelity SimMom Childbirth Simulator for the Paramedicine/EMT program. The goal is to provide the student (either BLS or ALS) the opportunity to practice skills to recognize and care for complications in a safe environment so the student develops the needed cognitive and kinesthetic memories to properly care for these emergencies, allowing the mother and baby(ies) the best chance at survival.

Cooperative pricing through the BuyBoard Contract 610-20 was utilized to ensure best value for the NPC. Funding for the Childbirth Simulator, which is included in the 2022 Perkins Grant budget, was approved by ADE in December 2021.





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

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

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

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

QUOTE NUMBER: Q-538251
CREDIT TERMS: 30 days
EXPIRATION DATE: 6/23/2022

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

BuyBoard Contract 610-20 pricing applied

SimMom

| QTY | PRODUCT | DESCRIPTION | LIST PRICE | UNIT PRICE | EXTENDED PRICE |
|----------------------|---------------|---|-------------|-------------|--------------------|
| 1 | 377-03050 | SimMom Tetherless Includes: SimMom Manikin, Birthing Baby with placenta, 4 Uteri Modules (Cervix, Amniotic Bag, Post-Partum Hemorrhage Module and Inverted Uterus), Set of Consumables, Blood Pressure Cuff, Quick Set up guide, LLEAP License and MamaBirthie at no additional charge | \$37,384.00 | \$35,140.96 | \$35,140.96 |
| 1 | 377-05350 | ADM2 for SimMom Tetherless Includes Complete ADM (pneumatic delivery canister), product orientation, lubricant and soft case for storage of the ADM. | \$6,002.00 | \$5,641.88 | \$5,641.88 |
| 1 | 400-10201 | Laptop For use with LLEAP, Ultrasound, or as a Patient Monitor | \$2,084.00 | \$1,958.96 | \$1,958.96 |
| 1 | 400-29301 | All In One Panel PC For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor | \$2,641.00 | \$2,482.54 | \$2,482.54 |
| 1 | 377-B-EDBNDL1 | SimMom Education Bundle: Getting Started/LLEAP A 2-day educational session with a Laerdal Educator at the customer site for up to 8 participants. Day one focuses on fundamental knowledge of the Simulator and day two provides in-depth knowledge of the Learner Application software. | \$6,814.00 | \$6,405.16 | \$6,405.16 |
| SimMom TOTAL: | | | | | \$51,629.50 |

| | |
|----------------------------|-------------|
| ITEM TOTAL : | \$51,629.50 |
| SHIPPING/HANDLING : | \$600.00 |
| TAX : | \$2,946.51 |
| ADDITIONAL CHARGE/CREDIT : | \$0.00 |
| TOTAL : | \$55,176.01 |

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 2,176.23 *
- Lease term 36 months: USD 1,450.82 *
- Lease term 48 months: USD 1,088.11 *

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

Warranty:

One(1) year warranty on manufactured products and 90 day warranty on refurbished products
 Two(2) year parts replacement warranty with technical assistance by phone on all Hill-Rom refurbished products

Delivery:

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

Training:

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

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

- 7 DAYS OR LESS: 100% of Course / Service Cost
- 8 DAYS to 2 WEEKS: 75% of Course / Service Cost
- 15 DAYS to 20 DAYS: 50% of Course / Service Cost
- 3 WEEKS or MORE: NO FEE

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

Request to Approve Purchase of Security Enterprise Agreement

Recommendation:

Staff recommends approval to purchase a Security Enterprise Agreement through Hye Tech Network & Security for a 3-year term, starting July 14, 2022 for a total cost of \$320,874.40.

Summary:

This is a renewal of the original Cisco Security Enterprise Agreement purchased 5 years ago. This renewal is for software and support only. The original agreement also contained hardware.

This agreement will provide service and support, computer anti-virus software (AMP), Domain Name System (DNS) protection & content filtering (Umbrella), Cloud Email Security appliance (CES), Virtual Private Network (AnyConnect), access control appliances for Radius and Terminal Access Controller Access-Control System (TACACS), and our edge Next Generation Firewalls (NGFW). Without this renewal most of our edge & email security, anti-virus software, and DNS and content filtering will stop functioning.

The college is utilizing State Contract 1GPA - 21-02PV to ensure best value.





Quotation

HyeTech Network & Security Solutions, LLC.
 10235 S. 51st Street #120
 Phoenix, AZ 85044

Date: March 11, 2022
Quotation #: 1102-043 -
Customer ID: 1102
Prepared by: Justin Maroney
Quotation valid until: April 10, 2022
Project Detail: Security EA
Contract: 1GPA - 21-02PV

Bill To:
 Northland Pioneer
 Ernest Hess
 2251 E. Navajo Blvd.
 Holbrook, AZ 86025

Ship To:
 Northland Pioneer
 Ernest Hess
 2251 E. Navajo Blvd.
 Holbrook, AZ 86025

Products:

| Part | Description | Term | List Price | Unit Price | Qty | Ext. Price |
|--------------------|--|------|-------------|-------------|-----|---------------------|
| ELA2-M | Cisco EA BUNDLE | 36 | \$0.00 | \$0.00 | 1 | \$0.00 |
| E2F-SEC-AMP4EP | Cisco EA 2.0 Choice - Security Suites - AMP4E Essentials | 36 | \$0.00 | \$0.00 | 1 | \$0.00 |
| E2SF-P-AMP-EP-10 | Sec EA 2.0 Choice AMP Endpoints Essentials 10pk | 36 | \$909.36 | \$454.68 | 150 | \$68,202.00 |
| SVS-EA2-AMPE-SUP-E | ENHANCED SUPPORT FOR AMP END POINTS | 36 | \$20,460.60 | \$12,890.18 | 1 | \$12,890.18 |
| E2F-SEC-ANYCONN | Cisco EA 2.0 Choice - Security Suites- Anyconnect | 36 | \$0.00 | \$0.00 | 1 | \$0.00 |
| E2SF-A-AC-APEX-10 | Security EA 2.0 Choice AnyConnect Apex License 10pk | 36 | \$126.36 | \$63.18 | 60 | \$3,790.80 |
| SVS-EA2-ANYC-SUP-E | ENHANCED SUPPORT FOR ANYCONNECT WITH FTD ONLY | 36 | \$1,137.24 | \$716.46 | 1 | \$716.46 |
| E2F-SEC-EMAIL-ADV | Cisco EA 2.0 Choice - Cisco Secure Email Advantage | 36 | \$0.00 | \$0.00 | 1 | \$0.00 |
| E2SF-E-CES-ADV-10 | Security EA 2.0 Choice Cisco Secure Email Cloud Advantage | 36 | \$928.44 | \$454.94 | 190 | \$86,438.60 |
| SVS-EA2-ESA-SUP-E | ENHANCED SUPPORT FOR EMAIL SECURITY | 36 | \$26,460.72 | \$16,670.25 | 1 | \$16,670.25 |
| E2F-SEC-ISE3 | Cisco EA 2.0 Choice - Security Suites- ISE 3.0 | 36 | \$0.00 | \$0.00 | 1 | \$0.00 |
| E2SF-I-ISE-ADV-10 | Cisco Security EA 2.0 Choice ISE Advantage Subscription 10pk | 36 | \$231.12 | \$115.56 | 300 | \$34,668.00 |
| E2SF-I-ISE3-ADM | Security EA 2.0 Choice ISE 3.0 Device Admin TACACS License | -- | \$8,774.00 | \$4,387.00 | 1 | \$4,387.00 |
| SVS-EA2-ISE3-SUP-E | Cisco EA 2.0 Choice - ISE 3.0 - Enhanced SW Support | 36 | \$11,716.56 | \$7,381.43 | 1 | \$7,381.43 |
| E2F-SEC-NGFW | Cisco EA 2.0 Choice - Security Suites- NGFW | 36 | \$0.00 | \$0.00 | 1 | \$0.00 |
| E2SF-F-ASA5508 | Sec EA 2.0 Choice ASA5508 FirePOWER IPS, AMP & URL | 36 | \$4,999.68 | \$2,499.84 | 2 | \$4,999.68 |
| E2SF-F-ASA5525 | Sec EA 2.0 Choice ASA5525 FirePOWER IPS, AMP & URL | 36 | \$14,288.76 | \$7,144.38 | 2 | \$14,288.76 |
| SVS-EA2-NGFW-SUP-E | ENHANCED SUPPORT FOR NEXT-GEN FIREWALL | 36 | \$5,786.64 | \$3,645.58 | 1 | \$3,645.58 |
| E2F-SEC-UMBEDU | Cisco EA 2.0 Choice - Security Suites - Umbrella Education | 36 | \$0.00 | \$0.00 | 1 | \$0.00 |
| E2SF-U-R-EDUCATION | Sec EA 2.0 Choice - Umbrella Cloud Security for Education | 36 | \$104.04 | \$52.02 | 600 | \$31,212.00 |
| SVS-EA2-SIG-SUPT-E | Umbrella Support for DNS/SIG Packages - Enhanced | 36 | \$6,242.40 | \$3,932.71 | 1 | \$3,932.71 |
| Subtotal: | | | | | | \$293,223.45 |



Quotation

| Quote Summary | | Amount |
|---------------|----------------|---------------------|
| Products: | | \$293,223.45 |
| | Subtotal: | \$293,223.45 |
| | Estimated Tax: | \$27,650.95 |
| | Total: | \$320,874.40 |



Terms & Conditions:

Invoicing & Payment

Unless otherwise stated in an SOW, exhibit, or definitive agreement, Hye Tech shall invoice Customer on a project basis. Customer shall pay Hye Tech within thirty (30) calendar days from the date of invoice for any of the Services and expenses provided or incurred hereunder. Hye Tech 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 for Additional Budget for Winslow Head Start Building

Recommendation:

Staff recommends an increase of \$140,000 to the original budget for the Winslow Head Start building project. The additional budget will come from the contingency fund.

Summary:

This project is part of the updated 2020 Master Facilities plan for Northland Pioneer College (NPC). It is also part of a partnership between NPC and the Northern Arizona Council of Governments (NACOG).

The original budget for the Winslow Head Start Building was set at \$800,000 by the District Governing Board in June 2021, based on an estimate of \$796,384.56 (see attached document). The original budget was expected to cover the renovations and remodeling of a 2400sqft modular building and site improvements. A request for bid (RFB) was recently issued to address the site improvements for the civil infrastructure, which includes a new 8" water and domestic line to the building, sewer line, parking lot, misc. concrete and trash enclosure. Based on the costs associated with the RFB, the budget is showing a projected shortfall of \$140,000 (see attached document). The shortfall is primarily related to cost increase of materials & labor and supply chain issues.



Northland Pioneer College
Cost - HeadStart Facilities in Winslow
April 8, 2022

Budget **\$ 800,000.00**

Cost Projects

Payments Made or Encumbered:

| | |
|--------------------------------------|----------------------|
| Modular Solutions-modular | \$ 520,964.76 |
| change order#1-Structural roof beams | \$ 7,534.91 |
| Woodson Engineering | \$ 32,300.00 |
| American Fencing-rental fence | \$ 3,200.00 |
| Allegra printing-plan copies | \$ 518.00 |
| Sub-total | \$ 564,517.67 |

Material for Work Completed by NPC:

| | |
|---------------------------------------|---------------------|
| Pit excavation | \$ 2,800.00 |
| Modular footings | \$ 15,000.00 |
| Modular skirting | \$ 7,000.00 |
| Backfill/fine grade | \$ 3,800.00 |
| Landscape timer/water tap | \$ 500.00 |
| Underground electrical conduit to APS | \$ 3,000.00 |
| H Frame | \$ 2,500.00 |
| SES-service entrance section | \$ 5,800.00 |
| Secondary electrical feeds to modular | \$ 3,200.00 |
| Gas line | \$ 8,500.00 |
| Parking lot lighting/timer | \$ 6,500.00 |
| Misc. | \$ 1,200.00 |
| Sub-total | \$ 59,800.00 |

Total Cost Projections Before Site Improvements **\$ 624,317.67**

Site Improvements

Navapache Construction - Not Awarded \$ 314,535.51

Total cost of project **\$ 938,853.18**

Budget shortfall **\$ (138,853.18)**

Rounded shortfall **\$ (140,000.00)**

| | | |
|--|-----------------|---------------------|
| <i>Design & Engineering (Building Only)</i> | | \$16,625.00 |
| <i>2,160 sf Modular Building (Perimeter Steel Frame w/ Steel Studs)</i> | | \$349,158.55 |
| Fire Sprinkler System | | \$24,265.00 |
| Kitchen Equipment & Installation | | \$15,884.89 |
| <i>On Site Awnings</i> | | \$8,950.00 |
| <i>Foundation, Delivery & Installation</i> | | \$59,262.63 |
| Stem wall foundation system | | |
| Crane set building | | |
| <i>Additional costs due to prevailing wage</i> | | \$16,200.00 |
| <i>Additional costs due to out of town expenses for installation</i> | | \$22,192.50 |
| <i>Site Development</i> | | |
| Grading & Drainage, Building Pad, Demolition, SWPP, Final Grade | | \$24,625.00 |
| 200 tons of 1" angular rock and spread 3" thick in parking lot | | \$12,000.00 |
| Fencing & Gates (Remove, reinstall, provide new per plan) | | \$9,116.00 |
| Sidewalks, Steps and Curbs | | \$15,888.00 |
| Concrete Apron @ building perimeter | | \$5,760.00 |
| Landscape with irrigation & hydroseed per plan | | \$7,515.00 |
| <i>Utilities</i> | | |
| Septic System (Best guess allowance due to absence of engineered design) | Allowance | \$10,000.00 |
| Electric Service | | \$8,600.00 |
| 1" Fire Alarm Conduit extension from existing panel to new building. | | \$4,235.00 |
| 2" IT Conduit extension from existing IT room to new building. | | \$2,525.00 |
| Potable water to new building with insulation and heat tape. | | \$5,720.00 |
| Fire Water - Storage & Distribution (Best Guess estimate - final design needed to finalize) | | \$75,330.00 |
| 200' of 2" water line to storage tanks with shut off valve | | |
| 50' 4" C-900 fire water line from tanks to riser room | | |
| (2) 5000 gallon storage tanks on gravel with steel rings | | |
| Pump and controls | | |
| Heated pump house | | |
| Electric power to the pump house | | |
| <i>General Conditions</i> | | \$33,448.00 |
| Equipment mobilization/demobilization, Water Truck, Security Can, Dumpster Toilet, Temporary Fencing, Travel expenses for site development, etc. | | |
| <i>Site Supervision</i> | | \$18,000.00 |
| | Subtotal | \$745,300.56 |
| | Sales Tax | \$37,002.54 |
| | Bond | \$14,081.46 |
| | Total | \$796,384.56 |
| <i>Optional / Owner Provided Items</i> | | |
| Fire Alarm System | Allowance | \$17,826.35 |
| 4000 sf decorative rock ground cover - 1.5" deep to provide a finished look and dust cover. | | \$2,800.00 |
| Certified survey staking is not included in this proposal. It is unknown if this is required. | | TBD |
| Excludes all geotechnical testing including concrete, soils, compaction etc. | | TBD |
| Any testing required for inspection or by Owner will be coordinated by ESB with all costs passed through to NACOG | | |

Request to Award Contract for Head Start Building Project

Recommendation:

Staff recommends approval to award a contract to Navapache Construction for \$314,535.51, including taxes, related to the Winslow Head Start Building project for infrastructure and site improvements.

Summary:

This project is part of the updated 2020 Master Facilities plan for Northland Pioneer College (NPC). It is also part of a partnership between NPC and the Northern Arizona Council of Governments (NACOG).

A request for bid (RFB) was recently issued to select a contractor for infrastructure and site improvements for the Head Start Building in Winslow. The bid includes an 8" waterline extension, extension of an existing sewer line, and other site improvements. Two bids were received, one from Edge Construction for \$336,000.00 and one from Navapache Construction for \$314,535.51. Bid openings were done on April 6, 2022.



RFB AS #22-03 Bid Tabulation

REQUEST FOR BID (RFB)

WINSLOW HEAD START SITE IMPROVEMENTS

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT dba NORTHLAND PIONEER COLLEGE

3:00 P.M., Arizona time

April 6, 2022

Page 1 of 1

| Vendor | Date Received | Time Received | Bid Submission Received By | Bid Submitted |
|------------------------|----------------------|----------------------|--|---|
| EDGE Construction | 04/06/22 | 02:38 PM | Electronic - Bonfire Integrated Portal | All required documents present No exceptions noted Line 1 - 8" Waterline Extension: \$120,000.00 Line 2 - Extension of Existing Sewer Line: \$25,000.00 Line 3 - Site Improvements: \$191,000.00 Total Bid \$336,000.00 |
| Navapache Construction | 04/06/22 | 11:23 AM | Electronic - Bonfire Integrated Portal | All required documents present No exceptions noted Line 1 - 8" Waterline Extension: \$129,406.91 Line 2 - Extension of Existing Sewer Line: \$12,367.17 Line 3 - Site Improvements: \$172,761.43 Total Bid \$314,535.51 |
| | | | | |
| | | | | |
| | | | | |

WE HEREBY CERTIFY THIS IS A TRUE AND ACCURATE TABULATION OF THE PROPOSALS RECEIVED FOR THE ABOVE REFERENCED REQUEST FOR BID ON APRIL 6, 2022.

Request for Bid Due on April 6, 2022 at 3:00 P.M., Arizona time. Request for Bid Received by: Robert Johnson (Bonfire Integrated Portal). Bid Opening Attendees: Robert Johnson, Terrie Shevat, David Huish, Ashley Keeling.

Navajo County Community College District dba Northland Pioneer College

RECORDED BY: Terrie Shevat

Request to Approve Purchase of Laptops and Carts

Recommendation:

Staff recommends approval to purchase 150 laptops and 9 carts for students use totaling \$274,192.56 using CARES Act (HEERF) funds.

Summary:

This request to purchase laptops and carts is to support students' coursework at NPC. During the pandemic, the college supplied students with more than 116 laptops, and students continue to need access to computer resources. These laptop carts will be keep at all nine campus and center library locations and made available for students to check them out. Depending on student usage rates, instructors may also be able to reserve them in advance to facilitate online testing for their courses. We will distribute 20 laptops to the four campuses and 10-15 to each of the five centers.

The cost of the laptops is \$232,695, the cost for power adapters is \$8,761.50, the cost for 3-year HP support is \$9,006, and the cost for the laptop carts is \$7,164.63, with taxes of \$16,565.43 and free shipping for a total price of \$274,192.56. The purchase meets competitive purchasing guidelines by utilizing AZ STATE PROCUREMENT CONTRACT ADSP016-137341 (E&I CNR01439). This purchase will be made using CARES Act (HEERF) funds that have been allocated to the college and will not use NPC operational funding.



QUOTE CONFIRMATION



DEAR CURTIS STEVENS,

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

| QUOTE # | QUOTE DATE | QUOTE REFERENCE | CUSTOMER # | GRAND TOTAL |
|---------|------------|-----------------|------------|---------------------|
| MNGQ559 | 12/22/2021 | QUOTE 2 | 302679 | \$274,192.56 |

| QUOTE DETAILS | | | | |
|---|-----|---------|------------|--------------|
| ITEM | QTY | CDW# | UNIT PRICE | EXT. PRICE |
| HP EliteBook 840 G8 - 14" - Core i5 1135G7 - 16 GB RAM - 512 GB SSD - US Mfg. Part#: 359Z6UT#ABA Contract: E&I CNR01439 Catalog (CNR01439) | 150 | 6384033 | \$1,551.30 | \$232,695.00 |
| HP Care Pack Services Next Business Day Hardware Support 3-Year Mfg. Part#: U4414E UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: Arizona HP Inc NVP Computer Equipment (MNNVP-133 ADSP016-098209) | 150 | 519763 | \$60.04 | \$9,006.00 |
| Anywhere Cart 24U Vertical Charge Cabinet Mfg. Part#: AC-VERT-24 Contract: E&I CNR01439 Catalog (CNR01439) | 9 | 6121974 | \$796.07 | \$7,164.63 |
| HP USB-C G2 - power adapter - 45 Watt - HP Smart Buy Mfg. Part#: 1HE07UT#ABA UNSPSC: 39121006 Contract: Arizona HP Inc NVP Computer Equipment (MNNVP-133 ADSP016-098209) | 150 | 4737640 | \$58.41 | \$8,761.50 |

| PURCHASER BILLING INFO | SUBTOTAL | \$257,627.13 |
|---|---|---------------------|
| Billing Address: NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 Phone: (928) 524-7600 Payment Terms: NET 30 Days-Govt/Ed | SHIPPING | \$0.00 |
| | SALES TAX | \$16,565.43 |
| | GRAND TOTAL | \$274,192.56 |
| | DELIVER TO Shipping Address: NORTHLAND PIONEER COLLEGE ATTN: JASON LABUTE 102 N 1ST AVE HOLBROOK, AZ 86025-2902 Shipping Method: CEVA Deferred, 3-5 Days | |
| Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515 | | |

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION

| | |
|--|---|
| | Sara Wilson (866) 339-0305 sara.wilson@cdwg.com |
|--|---|

LEASE OPTIONS

| FMV TOTAL | FMV LEASE OPTION | BO TOTAL | BO LEASE OPTION |
|---------------------|-------------------------|---------------------|-------------------------|
| \$257,627.13 | \$6,837.42/Month | \$257,627.13 | \$7,916.88/Month |

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

Why finance?

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

General Terms and Conditions:

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

Recommendation:

Staff recommends approval to purchase Desktop Computers, Laptops, Room Kits, Conference Devices, Printers, and Monitors from CDWG and Smart Boards from CCS System Presentation for a total cost of \$746,253.24.

Summary:

This purchase is requested to replace Desktop Computers, Laptops, Room Kits, Conference Devices, Smart Boards, Printers, and Monitors as part of our computer refresh cycle and classroom upgrades. The following quantities will be deployed to various campuses to replace faculty, staff, and classroom equipment.

- 172 Desktop Computers
- 22 Laptops
- 100 monitors
- 11 Printers
- 8 Room Kits
- 20 Video Conference Devices
- 8 Smart Boards

The cost breakdown for these systems, along with warranty and support is \$692,029.79, tax is \$45,449.82 (which includes the 3% due to the City of Holbrook), shipping of \$8,773.63, for a total price of 746,253.24. The purchase meets competitive purchasing guidelines by utilizing the E&I CNR01439 Catalog Contract and Mohave Contract #20F-CCS-1003.



QUOTE CONFIRMATION



DEAR CURTIS STEVENS,

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

| QUOTE # | QUOTE DATE | QUOTE REFERENCE | CUSTOMER # | GRAND TOTAL |
|---------|------------|-----------------|------------|--------------------|
| MSDR829 | 4/13/2022 | CISCO DESKTOPS | 302679 | \$48,581.14 |

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

| QUOTE DETAILS | | | | |
|---|-----|---------|------------|-------------|
| ITEM | QTY | CDW# | UNIT PRICE | EXT. PRICE |
| Cisco Webex Desk Pro - video conferencing device Mfg. Part#: CS-DESKPRO-K9 TAX: HOLBROOK, AZ 6.4300% \$2,548.77 Contract: E&I CNR01439 Catalog (CNR01439) | 10 | 5913318 | \$3,963.88 | \$39,638.80 |
| CIS CCW SN CON-ECDN-CS0YK9DE Mfg. Part#: CON-ECDN-CS0YK9DE Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.4300% \$386.27 Contract: National IPA Technology Solutions Education (2018011-01) | 10 | 6952597 | \$600.73 | \$6,007.30 |

| PURCHASER BILLING INFO | SUBTOTAL | \$45,646.10 |
|---|--|--------------------|
| Billing Address: NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 Phone: (928) 524-7600 Payment Terms: NET 30 Days-Govt/Ed | SHIPPING | \$0.00 |
| | SALES TAX | \$2,935.04 |
| | GRAND TOTAL | \$48,581.14 |
| | DELIVER TO Shipping Address: NORTHLAND PIONEER COLLEGE CURTIS STEVENS 102 N 1ST AVE HOLBROOK, AZ 86025-2902 Shipping Method: DROP SHIP-GROUND | |
| Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515 | | |

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

| LEASE OPTIONS | | | |
|---------------|------------------|-------------|------------------|
| FMV TOTAL | FMV LEASE OPTION | BO TOTAL | BO LEASE OPTION |
| \$45,646.10 | \$1,234.73/Month | \$45,646.10 | \$1,422.79/Month |

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

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- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
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| QUOTE # | QUOTE DATE | QUOTE REFERENCE | CUSTOMER # | GRAND TOTAL |
|---------|------------|-----------------|------------|---------------------|
| MRLN306 | 3/24/2022 | 8 ROOM KIT PROS | 302679 | \$263,154.90 |


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

| QUOTE DETAILS | | | | |
|--|-----|---------|-------------|--------------|
| ITEM | QTY | CDW# | UNIT PRICE | EXT. PRICE |
| Cisco Webex Room Kit Pro - GPL - video conferencing kit Mfg. Part#: CS-KITPRO-K9 UNSPSC: 45111902 TAX: HOLBROOK, AZ 6.4300% \$9,806.51 Contract: E&I CNR01439 Catalog (CNR01439) | 8 | 5243421 | \$19,063.97 | \$152,511.76 |
| Cisco video conferencing mounting kit Mfg. Part#: CS-CPRO-WMK UNSPSC: 31162313 TAX: HOLBROOK, AZ 6.4300% \$82.78 Contract: E&I CNR01439 Catalog (CNR01439) | 8 | 5349479 | \$160.92 | \$1,287.36 |
| Cisco HDMI cable - 10 ft Mfg. Part#: CAB-2HDMI-3M-GR UNSPSC: 26121604 TAX: HOLBROOK, AZ 6.4300% \$24.42 Contract: E&I CNR01439 Catalog (CNR01439) | 8 | 4629984 | \$47.47 | \$379.76 |
| Cisco patch cable - 16.4 ft - gray Mfg. Part#: CAB-ETH-5M-GR UNSPSC: 26121609 TAX: HOLBROOK, AZ 6.4300% \$16.65 Contract: E&I CNR01439 Catalog (CNR01439) | 8 | 4673608 | \$32.36 | \$258.88 |
| Cisco PTZ - conference camera Mfg. Part#: CS-CAM-PTZ4K TAX: HOLBROOK, AZ 6.4300% \$3,400.21 Contract: E&I CNR01439 Catalog (CNR01439) | 8 | 6622759 | \$6,610.05 | \$52,880.40 |
| Cisco camera mounting bracket Mfg. Part#: CS-PTZ4K-BRKT TAX: HOLBROOK, AZ 6.4300% \$122.33 Contract: E&I CNR01439 Catalog (CNR01439) | 8 | 6622773 | \$237.82 | \$1,902.56 |
| Cisco Multi-head - video audio data cable - 30 ft Mfg. Part#: CAB-HDMI-MUL4K-9M UNSPSC: 26121604 | 8 | 5400560 | \$551.11 | \$4,408.88 |

| QUOTE DETAILS (CONT.) | | | | |
|--|---|---------|------------|-------------|
| TAX: HOLBROOK, AZ 6.4300% \$283.49 Contract: E&I CNR01439 Catalog (CNR01439) | | | | |
| Cisco Telepresence Ceiling Microphone Generation 2 - microphone | 8 | 4059072 | \$1,382.45 | \$11,059.60 |
| Mfg. Part#: CTS-MIC-CLNG-G2 UNSPSC: 52161520 TAX: HOLBROOK, AZ 6.4300% \$711.13 Contract: E&I CNR01439 Catalog (CNR01439) | | | | |
| CIS CCW SN CON-ECDN-CS0CK9KI | 8 | 6943565 | \$2,032.55 | \$16,260.40 |
| Mfg. Part#: CON-ECDN-CS0CK9KI Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.4300% \$1,045.54 Contract: E&I CNR01439 Catalog (CNR01439) | | | | |
| CIS CCW SN CON-ECDN-CS1F4KCA | 8 | 6939902 | \$674.96 | \$5,399.68 |
| Mfg. Part#: CON-ECDN-CS1F4KCA Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.4300% \$347.20 Contract: E&I CNR01439 Catalog (CNR01439) | | | | |
| CIS CCW SN CON-ECDN-CT2CG2SM | 8 | 6936947 | \$113.38 | \$907.04 |
| Mfg. Part#: CON-ECDN-CT2CG2SM Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.4300% \$58.32 Contract: E&I CNR01439 Catalog (CNR01439) | | | | |

| PURCHASER BILLING INFO | | SUBTOTAL | \$247,256.32 |
|---|--|-------------|---------------------|
| Billing Address: NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 Phone: (928) 524-7600 Payment Terms: NET 30 Days-Govt/Ed | | SHIPPING | \$0.00 |
| | | SALES TAX | \$15,898.58 |
| | | GRAND TOTAL | \$263,154.90 |
| | | DELIVER TO | |
| Shipping Address: NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 Phone: (928) 524-7600 Shipping Method: | | | |

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION

| | | | | | |
|---|-------------|--|----------------|--|----------------------|
|  | Sara Wilson | | (866) 339-0305 | | sara.wilson@cdwg.com |
|---|-------------|--|----------------|--|----------------------|

| LEASE OPTIONS | | | |
|---------------------|-------------------------|---------------------|-------------------------|
| FMV TOTAL | FMV LEASE OPTION | BO TOTAL | BO LEASE OPTION |
| \$247,256.32 | \$6,562.18/Month | \$247,256.32 | \$7,598.19/Month |

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

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| QUOTE # | QUOTE DATE | QUOTE REFERENCE | CUSTOMER # | GRAND TOTAL |
|---------|------------|--------------------|------------|--------------------|
| MRHP650 | 3/22/2022 | ELITEDESK DISPLAYS | 302679 | \$37,875.32 |

| QUOTE DETAILS | | | | |
|--|-----|---------|------------|-------------|
| ITEM | QTY | CDW# | UNIT PRICE | EXT. PRICE |
| HP EliteDisplay E243m - LED Monitor - Full HD (1080p) - 23.8" Mfg. Part#: 1FH48A8#ABA UNSPSC: 43211902 Contract: Mohave ESC 20F-CDWG-1003 (20F-CDWG-1003) | 60 | 4864201 | \$273.36 | \$16,401.60 |
| HP E23 G4 - E-Series - LED monitor - Full HD (1080p) - 23" Mfg. Part#: 9VF96AA#ABA Contract: Mohave ESC 20F-CDWG-1003 (20F-CDWG-1003) | 60 | 6321575 | \$229.99 | \$13,799.40 |

| PURCHASER BILLING INFO | SUBTOTAL | \$30,201.00 |
|---|---|--------------------|
| Billing Address: NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 Phone: (928) 524-7600 Payment Terms: NET 30 Days-Govt/Ed | SHIPPING | \$5,727.72 |
| | SALES TAX | \$1,946.60 |
| | GRAND TOTAL | \$37,875.32 |
| | DELIVER TO Shipping Address: NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 Phone: (928) 524-7600 Shipping Method: PRIORITY MAIL | |
| Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515 | | |

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|--|-------------|---------------------------------------|
| | Sara Wilson | (866) 339-0305 sara.wilson@cdwg.com |

| LEASE OPTIONS | | | |
|--------------------|-----------------------|--------------------|-----------------------|
| FMV TOTAL | FMV LEASE OPTION | BO TOTAL | BO LEASE OPTION |
| \$30,201.00 | \$816.94/Month | \$30,201.00 | \$941.37/Month |

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|---------|------------|-----------------|------------|--------------------|
| MRHP786 | 3/22/2022 | LAPTOPS | 302679 | \$37,822.25 |

| QUOTE DETAILS | | | | |
|--|-----|---------|------------|-------------|
| ITEM | QTY | CDW# | UNIT PRICE | EXT. PRICE |
| HP EliteBook 840 G8 - Wolf Pro Security - 14" - Core i5 1135G7 - 16 GB RAM Mfg. Part#: 613P5UT#ABA Contract: E&I CNR01439 Catalog (CNR01439) | 20 | 6826050 | \$1,547.47 | \$30,949.40 |
| Apple MacBook Pro - 14.2" - M1 Pro - 16 GB RAM - 512 GB SSD - US Mfg. Part#: MKGP3LL/A Contract: E&I CNR01439 Catalog Apple (CNR01439) | 2 | 6738971 | \$1,839.76 | \$3,679.52 |

| PURCHASER BILLING INFO | SUBTOTAL | AMOUNT |
|---|---|--------------------|
| Billing Address: NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 Phone: (928) 524-7600 Payment Terms: NET 30 Days-Govt/Ed | SHIPPING | \$965.91 |
| | SALES TAX | \$2,227.42 |
| | GRAND TOTAL | \$37,822.25 |
| | DELIVER TO Shipping Address: NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 Phone: (928) 524-7600 Shipping Method: PRIORITY MAIL | |
| Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515 | | |

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| | | | | | |
|--|-------------|--|----------------|--|----------------------|
| | Sara Wilson | | (866) 339-0305 | | sara.wilson@cdwg.com |
|--|-------------|--|----------------|--|----------------------|

| LEASE OPTIONS | | | |
|--------------------|-----------------------|--------------------|-------------------------|
| FMV TOTAL | FMV LEASE OPTION | BO TOTAL | BO LEASE OPTION |
| \$34,628.92 | \$936.71/Month | \$34,628.92 | \$1,079.38/Month |

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|---------|------------|-----------------|------------|---------------------|
| MNGQ536 | 12/22/2021 | QUOTE 1 | 302679 | \$304,587.17 |

| QUOTE DETAILS | | | | | |
|--|-----|---------|------------|--------------|--|
| ITEM | QTY | CDW# | UNIT PRICE | EXT. PRICE | |
| HP ProDesk 400 G7 - SFF - Core i5 10500 3.1 GHz - 16 GB - SSD 256 GB - US Mfg. Part#: 58M68US#ABA Contract: E&I CNR01439 Catalog (CNR01439) | 172 | 6700647 | \$1,517.15 | \$260,949.80 | |
| HP LaserJet Enterprise MFP M635h - multifunction printer - B/W Mfg. Part#: 7PS97A#BGJ Contract: Arizona HP Inc NVP Computer Equipment (MNNVP-133 ADSP016-098209) | 11 | 6016669 | \$2,294.15 | \$25,235.65 | |

| PURCHASER BILLING INFO | SUBTOTAL | AMOUNT |
|---|---|---------------------|
| Billing Address: NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 Phone: (928) 524-7600 Payment Terms: NET 30 Days-Govt/Ed | SHIPPING | \$0.00 |
| | SALES TAX | \$18,401.72 |
| | GRAND TOTAL | \$304,587.17 |
| | DELIVER TO Shipping Address: NORTHLAND PIONEER COLLEGE ATTN: JASON LABUTE 102 N 1ST AVE HOLBROOK, AZ 86025-2902 Shipping Method: UPS Freight LTL, Special Services | |
| Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515 | | |

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|--|-------------|---------------------------------------|
| | Sara Wilson | (866) 339-0305 sara.wilson@cdwg.com |

| LEASE OPTIONS | | | |
|---------------|------------------|--------------|------------------|
| FMV TOTAL | FMV LEASE OPTION | BO TOTAL | BO LEASE OPTION |
| \$286,185.45 | \$7,595.36/Month | \$286,185.45 | \$8,794.48/Month |

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

Quote

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

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

Order No.: 1056547
 Order Date: 3/23/2022
 Account Rep: Dana Halsey
 Customer ID: NORTHLAND

SMART

MOHAVE CONTRACT #20F-CCS-1003

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

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

| FOB POINT | SHIPPING TERMS | SHIP VIA |
|----------------|----------------|------------|
| Shipping Point | | UPS GROUND |

| NO. | ITEM | QTY. | UOM | PRICE | EXTENDED PRICE |
|-----|--|------|------|----------|----------------|
| 1 | SBID-6275S-V3: SMART Board 6075S-V3 interactive display with IQ and SMART Learning Suite | 8.00 | EACH | 5,655.00 | 45,240.00 |
| 2 | EOW2-SBID-75-P: SMART 2 Year SMART Assure warranty extension with RM for SMART Board 75" Pro series interactive displays | 8.00 | EACH | 359.00 | 2,872.00 |
| 3 | SHIPPING: SHIPPING | 1.00 | EACH | 2,080.00 | 2,080.00 |

Approved by:

X _____

Sales Total: 50,192.00

Tax Total: 4,040.46

Total (USD): 54,232.46



ROC 140448
 ROC 297126

Invoices subject to 1 1/2% interest charge per month if not paid within terms.

This information is confidential and may be legally privileged. It is intended solely for the addressee.