

# Notice of Public Meeting

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Navajo County Community College District Governing Board (Board) and to the general public that the Board will hold a Regular District Governing Board Meeting open to the public, on **February 17, 2026 beginning at 10am**. 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 Feb26DGB.

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 Julia Wilson 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).

I, Julia Wilson, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on or before the 17<sup>th</sup> day of February, 2026, at 10:00am.

Julia Wilson  
Recording Secretary to the Board

## NOTICE DISTRIBUTION

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

## M I S S I O N

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

## V I S I O N

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

## V A L U E S

INTEGRITY  
INCLUSION  
ADAPTABILITY  
CIVILITY  
ACCESS



**Northland Pioneer College**

EXPANDING MINDS • TRANSFORMING LIVES<sup>SM</sup>

# Governing Board Meeting Agenda

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

The meeting location will be open to the public at 9:55 a.m. at the latest.  
**Or you can join on [WebEx](#) (Passcode Feb26DGB).**

**Date:** February 17, 2026

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order and Pledge of Allegiance</b> .....	Chair Robinson
2.	<b>Adoption of the Agenda</b> ..... <b>(Action)</b>	Chair Robinson
3.	<b>Call for Public Comment</b> ..... Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.	Chair Robinson
4.	<b>Discussion Items:</b>	
	<b>A. Standing Presentations:</b>	
	1. <b><a href="#">Financial Position</a></b> ..... Vice President of Administrative Services Maderia Ellison will provide a report on the financial position of the college for the period July 1, 2025 to December 31, 2025.	VPAS Ellison
	2. <b>NPC Student Government Association (SGA)</b> ..... No report.	No report
	3. <b>NPC Faculty Association</b> ..... No report.	No report
	4. <b><a href="#">Classified &amp; Administrative Staff Organization (CASO)</a></b> ..... CASO President Cynthia Blevins will provide a report to the Board spotlighting the CCP Program.	Ms. Blevins
	5. <b>Northland Pioneer College (NPC) Friends and Family</b> ..... Friends & Family Executive Director Jesse Reeck will provide a verbal report to the Board.	Ms. Reeck
	6. <b><a href="#">Human Resources</a></b> ..... Vice President of Human Resources Nicole Ulibarri will provide a report to the Board.	Ms. Ulibarri
	7. <b>Compensation Committee</b> ..... No report.	No report
	8. <b>Construction Report</b> ..... Director of Facilities and Transportation Justin White will provide a verbal report to the Board.	Mr. White
	9. <b>Leadership Council</b> ..... No report.	No report
	10. <b><a href="#">Enterprise Resource Planning (ERP) Implementation Update</a></b> ... ERP Project Manager Colleen Marsh will provide a report to the Board.	Ms. Marsh
	11. <b>External Relations</b> ..... Associate Vice President of External Relations Rich Chanick will provide a verbal report to the Board.	Mr. Chanick
	12. <b>ACCT Federal &amp; State Update</b> ..... Mr. Leslie will provide an update on ACCT activities	Mr. Leslie
5.	<b><a href="#">All Arizona Academic Team Update</a></b> ..... Ms. Muriel Metcalf and Ms. Lia Keenan will provide the Board an update on the 2026 All Arizona Academic Team.	Ms. Metcalf/Ms. Keenan
6.	<b><a href="#">2026 - 2029 Tuition and Fees</a></b> ..... VPAS Maderia Ellison will present the proposed 2026-2029 tuition and fees.	VPAS Ellison
7.	<b>President's Report</b> ..... President Von Lawson will provide a verbal report to the Board.	President Lawson

- 8. Consent Agenda for Action** ..... Chair Robinson
- A. [Board Meeting Minutes for January 2026 Regular Meeting](#) (Julia Wilson)
- B. General Education Course Modifications/Deletions (Michael Broyles)
1. [Film and Digital Video](#)
  2. [Early Childhood Education](#)
  3. [Early Childhood Studies](#)
- 9. For Discussion and Possible Action:**
- A. **New Business:**
1. [Request to purchase generator for Tawa Building](#) ..... Mr. White  
Director of Facilities Justin White will request the Board approve the purchase of a generator for the Tawa Building at PDC.
  2. [Request to approve GMP Proposal for Kayenta Project](#)..... Mr. White  
Director of Facilities Justin White will request the Board approve the GMP Proposal from CORE Construction for the Kayenta project.
  3. [Request to approve yearly Adobe Products Renewal](#) ..... Mr. Jacob  
AVP Michael Jacob will request the Board approve the renewal of Adobe services for one year.
  4. [Request to approve purchase of Cutaway Equipment](#) ..... Dr. Raisor  
Dean of Career and Technical Education Jeremy Raisor will request the Board approve the purchase of automotive training equipment from Cutaway Creations.
  5. [Request to approve purchase of GuestVision Software](#)..... Dr. Raisor  
Dean of Career and Technical Education Jeremy Raisor will request the Board approve the purchase of GuestVision software for use in the Cosmetology Program.
  6. [Request to approve travel for Board Member Leslie](#)..... Ms. Wilson  
DGB Recording Secretary Julia Wilson will request the Board approve funds for travel for Mr. Leslie to attend the Higher Learning Commission Annual Conference in Chicago, IL in March 2026.
  7. [Request to approval travel for Board Member Sekayumtewa](#) Ms. Wilson  
DGB Recording Secretary Julia Wilson will request the Board approve funds for travel approve funds for travel for Ms. Sekayumtewa to attend the Higher Learning Commission Annual Conference in Chicago, IL in March 2026.
- B. **Old Business:**
1. **Executive Session 1** ..... Chair Robinson  
Pursuant to A.R.S. § 38.431.03(A)(1) the Board may vote to enter Executive Session to discuss the annual Board self-evaluations.
  2. **Executive Session 2** ..... Chair Robinson  
Pursuant to A.R.S. § 38.431.03(A)(1) the Board may vote to enter Executive Session to discuss the annual evaluation of President Von Lawson.
  3. **Action from Executive Sessions 1 and 2**..... Chair Robinson  
The Board may take action related to Executive Sessions 1 and 2
- 10. DGB Agenda Items and Informational Needs for Future Meetings** .... Chair Robinson
- 11. Board Report/Summary of Current Events**..... Board Members
- 12. Announcement of Next Regular Meeting on March 17, 2026**..... Chair Robinson
- 13. Adjournment**..... **(Action)** Chair Robinson

*The District Governing Board may consider any item on this agenda in any order and at any time during the meeting. The District Governing Board may take action to approve, or may take other action, regarding all items of New Business, Old Business, Standing Business, or the President's Report. 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 • Hollbrook, AZ 86025 • (928) 524-7311 • Fax (928) 524-7312 • www.npc.edu

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
Statement of Financial Position  
July 1, 2025 to December 31, 2025

Budget Period Expired 50%

Tax Supported Funds				
Current General Fund				
	Revised Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Primary Tax Levy	19,127,708	1,644,213	11,655,121	61%
State Aid:				
Maintenance and Operations	1,430,400	(5,000)	710,200	50%
Equalization	12,885,200	-	6,442,600	50%
Rural Aid	852,600	-	426,300	50%
Tuition and Fees	4,100,000	642,198	2,932,416	72%
Investment earnings	2,750,000	376,868	2,155,992	78%
Grants and Contracts	3,230,000	1,022,858	1,686,538	52%
Other Miscellaneous	350,000	10,165	55,952	16%
Fund Balance	10,426,729	-	-	0%
Transfers	(14,926,729)	(111,974)	(1,863,111)	12%
<b>TOTAL REVENUES</b>	<b>\$ 40,225,908</b>	<b>\$ 3,579,328</b>	<b>\$ 24,202,008</b>	<b>60%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	28,193,418	2,252,579	13,652,383	48%
Operating Expenditures	12,032,490	812,985	4,526,626	38%
<b>TOTAL EXPENDITURES</b>	<b>\$ 40,225,908</b>	<b>\$ 3,065,564</b>	<b>\$ 18,179,009</b>	<b>45%</b>
Unrestricted Plant				
	Revised Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
State Aid:				
Capital/STEM	295,700	-	147,750	50%
Fund Balance	13,626,729	150,400	2,720,819	20%
Transfers In	4,000,000	111,974	1,613,111	40%
<b>TOTAL REVENUES</b>	<b>\$ 17,922,429</b>	<b>\$ 262,374</b>	<b>\$ 4,481,680</b>	<b>25%</b>
<b>EXPENDITURES</b>				
Capital Expenditures - Construction and ERP	10,000,000	150,400	2,794,694	28%
Capital Expenditures - Other	7,900,329	111,974	1,686,986	21%
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,900,329</b>	<b>\$ 262,374</b>	<b>\$ 4,481,680</b>	<b>25%</b>

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
Statement of Financial Position  
July 1, 2025 to December 31, 2025

Budget Period Expired 50%

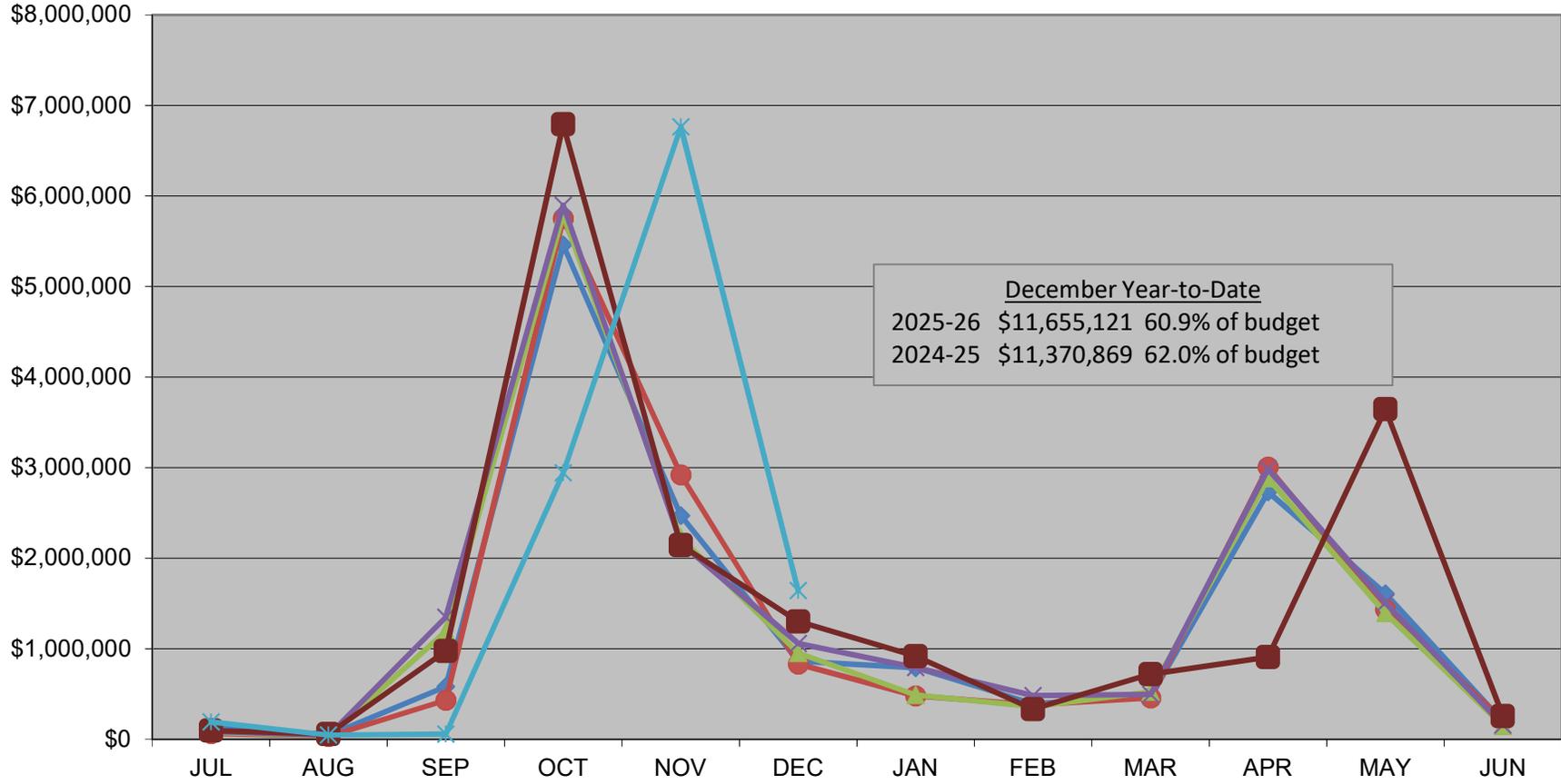
Restricted and Auxiliary Funds				
Restricted				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Grants and Contracts	7,140,000	1,222,858	3,025,215	42%
Fund Balance	-	-	-	
Transfers In	300,000	-	150,000	50%
<b>TOTAL REVENUES</b>	<b>\$ 7,440,000</b>	<b>\$ 1,222,858</b>	<b>\$ 3,175,215</b>	<b>43%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	1,350,495	153,669	828,975	61%
Operating Expenditures	6,089,505	140,294	1,804,555	30%
Kayenta Center Construction & Expenses		1,219	234,154	
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,440,000</b>	<b>\$ 295,182</b>	<b>\$ 2,867,684</b>	<b>39%</b>
Auxiliary				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Sales and Services	505,500	28,444	135,283	27%
Fund Balance	-	-	-	
Transfers	200,000	-	100,000	50%
<b>TOTAL REVENUES</b>	<b>\$ 705,500</b>	<b>\$ 28,444</b>	<b>\$ 235,283</b>	<b>33%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	388,271	31,618	178,316	46%
Operating Expenditures	317,229	22,238	105,204	33%
<b>TOTAL EXPENDITURES</b>	<b>\$ 705,500</b>	<b>\$ 53,856</b>	<b>\$ 283,520</b>	<b>40%</b>

**Cash Flows**

Cash flows from all activities (YTD) . . . . .	\$ 32,094,186
Cash used for all activities (YTD) . . . . .	\$ 25,811,893
Net Cash for all activities (YTD) . . . . .	\$6,282,293

### Monthly Primary Property Tax Receipts

◆ 2020-21   
 ● 2021-22   
 ▲ 2022-23   
 ✕ 2023-24   
 ■ 2024-25   
 ✱ 2025-26 DECEMBER YTD



December Year-to-Date  
 2025-26 \$11,655,121 60.9% of budget  
 2024-25 \$11,370,869 62.0% of budget

# College & Career Preparation (CCP)



DGB Presentation  
February 17, 2026

# CCP Team



D Gaddie,  
Faculty



K Richard, Learning  
Assistant



L James, Learning  
Assistant



I Yessilth, Learning  
Assistant



J Childers, Assistant  
To Assoc. Dean



Dr. T Stickel,  
Associate Dean



R Creek,  
Faculty



A Kessay, Learning  
Assistant



T Martin, Learning  
Assistant



S Deputee, Faculty



J Guzman, Data &  
Compliance Coordinator



A Hill, Faculty



R Arizmendi,  
Learning Assistant



N Hendricks,  
Success Coach/ELAA  
Faculty



D Johnson,  
Faculty



B Humphrey,  
Learning Assistant



Not pictured: Harshika Bhatt, CCP Faculty

# What CCP Offers:



## Four Areas of Instruction

- High School Equivalency (HSE)/GED
- College Prep
- Workforce Development
- English Language Acquisition



## Resources

- Student Writing Center
- Tutoring
- Personal Care Pantry





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## HUMAN RESOURCES

### MONTHLY REPORT

February 2026

# EMPLOYEE RELATIONS AND STAFFING

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The next New Employee orientation is scheduled for **March 4<sup>th</sup> at 9:00 AM** at Painted Desert Campus in the Nizhoni Learning Center Room 142.

## WELCOME AND RECOGNITION

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Our college community is saddened by the loss of our colleague, Tamara Osborne and we extend our heartfelt sympathies to her family and those whose lives she touched.

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

- ❖ Nathan Wilcznski                      Mechanic
- ❖ Cyndee Nichols                        Administrative Assistant to the Dean of Student Services

Congratulations to the following employees as they transition to new positions at NPC:

- ❖ Nicole Ulibarri                        Vice President Human Resources

The following employees have left the institution since the last report:

- ❖ Dalton Trujillo                        Maintenance I

## RECRUITMENT

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	Location	# Qualified Applicants	Date Opened	Closing Date	Status
Risk Manager	White Mountain Campus	0	7/17/25	Open Until Filled	In Review
Small Business Analyst	Painted Desert Campus	3	01/20/26	Open Until Filled	In Review
Faculty in Biology/Ecology	White Mountain Campus	9	11/13/25	2/2/26	In Review
Faculty in Biology/Microbiology	White Mountain Campus	15	11/13/25	2/26/26	In Review
Administrative Assistant to the Dean of Instructional Innovation	White Mountain Campus	9	11/19/25	Open Until Filled	Offer in Progress
Associate Librarian	White Mountain Campus	7	11/19/25	Open Until Filled	Offer in Progress
Technical Support Technician I	Silver Creek Campus	19	12/4/25	Open Until Filled	In Review
Library Specialist I, II, or III	White Mountain Campus	24	12/4/25	Open Until Filled	Offer in Progress
Systems Administrator II	Painted Desert Campus	4	12/16/25	Open Until Filled	In Review
Learning Assistant	Little Colorado Campus	13	12/16/25	Open Until Filled	In Review
Curriculum Coordinator	White Mountain Campus	10	12/16/25	Open Until Filled	In Review
Institutional Research Analyst	White Mountain Campus	23	1/22/26	Open Until Filled	In Review

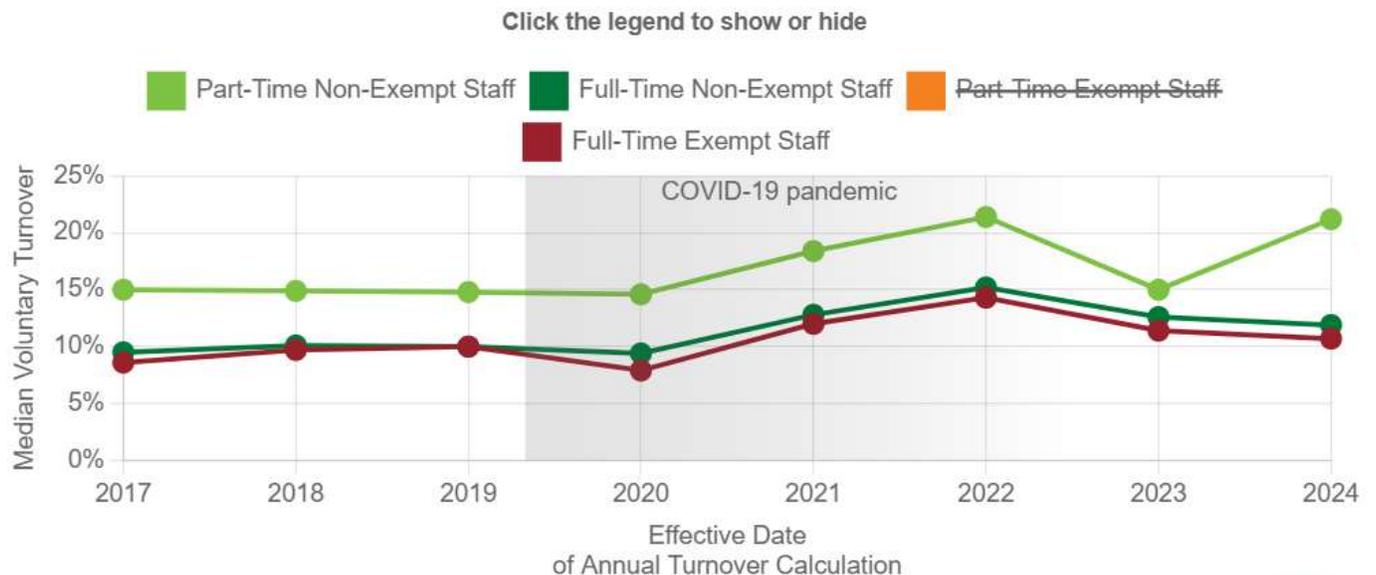
## EMPLOYEE CENSUS DATA

Turnover Rate for FY25/26		Employee Count	Separated	Turnover Rate
Total Employees as of	7/1/2025	367	12	3.27%
Total Faculty Turnover	FY25/26 to date		0	0.0%
Total Staff Turnover	FY25/26 to date		12	3.27%
Turnover Rate for the Last 12 Months		Employee Count	Separated	Turnover Rate
Totals for February 2025 – February 2026		368	26	7.06%
Total Faculty Turnover February 2025 – February 2026			4	1.08%
Total Staff Turnover February 2025- February 2026			22	5.98%

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

### 2025 Employee Retention Survey

#### Trends in Voluntary Turnover for Staff



Note. Labels in the x-axis reflect the year of the effective date of data collected. For example, "2024" reflects turnover rates from November 1, 2023, to November 1, 2024. The gradient delineating the period of the COVID-19 pandemic derives from the starting and ending points determined by the [World Health Organization](https://www.who.int/emergencies/diseases/novel-coronavirus-2019).

# TOTAL REWARDS

## BENEFITS AND COMPENSATION

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### EMPLOYEE WELLNESS PROGRAM

#### **February Focus: Detoxification & Reducing Toxin Load**

This month's wellness focus is something many of us overlook in our busy lives: the quiet impact that everyday toxin exposure can have on our energy, sleep, hormones, mood, and long-term health.

Pop ups and presentations this month will be at the following locations. Stay tuned for more details:

- **St. Johns** - Breath work
- **Kayenta** - Chair Massage
- **Show Low** - Live Interactive Wellness Event on site/Zoom (hybrid event) on Detox Strategies featuring Angelena Kruse, Founder of Simply by Nature

#### **February 1, 2026**

- Launch of Employ Well Benefits portals to Employees

#### **February 15, 2026**

- First payroll with employee tax savings in place.



# Northland Pioneer College

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## ERP Project **EmpowerED**

February 2026

anthology  
**ACADEMY**



**Want to see sneak peaks of our future solutions with Anthology?**

Anyone with an NPC domain (@npc.edu email) can register to watch demos and training videos.

Visit <https://www.anthology.com/academy> to register.

# ERP PROJECT HIGHLIGHTS:

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## Finance & Human Resources are now LIVE!

Exactly 113 weeks after launching the Design phase of the ERP project in December 2023 for the Finance, HCM and Payroll (FHP) modules, NPC's HR department and Business Office officially launched their new Anthology solution suite. From Feb 2–5, we hosted four Ellucian representatives at our Painted Desert Campus for Go Live week. These consultants, who helped us configure and test our solution over the last two years, finally helped us roll out the production environment to our new users, starting with our hard-working subject matter experts and power users. Thanks to the training materials developed by our team and the on-site, hands-on training sessions completed by Russ Kupfer, by the time our NPC end users were given access to the Finance module, the feedback was incredibly positive.

Post go-live FHP activities include continuing to build and test integrations for the Anthology Finance and HCM modules to connect to our ADP system for payroll, NeoEd for self-service employee processes, and the Anthology Student module for Faculty Workload Management. Now that Finance is live, the NPC team may also begin implementation of the Anthology FIN Budget Planning functions. Lastly, once our teams live & breathe in the FHP systems, our team is better able to determine our 'custom reporting' needs going forward. In the meantime, our teams continue tailoring permissions and workflows during this post go-live 'Transition' phase from February until May 2026 when the FHP project closes.

Outside of Finance & HCM, the critical effort this month is **User Acceptance Testing (UAT)**, the last element in our Testing phase across all modules. UAT focuses on end-to-end process testing across all modules and student-facing departments. This is also our last cycle of refining our historical data mapping from Jenzabar to Anthology Student, and the team feel confident in this, our fifth round of Extract, Transform, and Load (ETL) processing since October 2024.

Module	UAT Status	UAT Period
Finance, HCM	<b>Complete - Passed</b>	11/12/2025 – 1/4/2026
Student (SIS)	<b>In Progress</b> - 93% pass, 95.2% tested	1/14/2026 - 2/11/2026
Student & Faculty Portal	<b>In Progress</b> - 97% pass, 18% tested	1/26/2026 - 3/6/2026
REACH Apply Succeed	<b>Not Started</b>	2/10/2026 - March 2026
Faculty Workload Management	<b>Not Started</b> – Ellucian team working to resolve integration issues	TBD start - March 2026

Finally, we are applying our lessons learned from Finance and HCM go-lives to our Student and REACH efforts by more thoroughly testing user permissions in the non-production environment a month ahead of go-live. We also continue to increase the historical data migration efforts in the project, most recently for REACH to include historical applications and contact outreach activities.

## Remaining Project Schedule & Critical Path: Student Go Live

The remaining ERP project schedule and modules' go live timing depends on the successful closure of Student's UAT phase, the 5<sup>th</sup> cycle of Extract, Transform, and Load of our historical student data and new configuration. Our project leads are aggressively pushing to move up the projected go-live date of Student from March 30 to March 23 or even March 16, when Registration opens for Summer 2026.

Key 2026 NPC Dates	
3/09–13	<b>NPC Spring Break</b>
3/16–20	<b>Veterans Priority Summer '26 Registration</b>
3/23–27	<b>Summer '26 Registration opens</b>
4/13	<b>Fall '26 Registration begins</b>

Proposed GO LIVE Dates		Original Schedule Scenario 1	Trending Schedule Scenario 2	Compressed Schedule Scenario 3
Day 0	<b>Student</b> (Courses, Grades, Programs, etc.)	<b>Mar 30</b>	<b>Mar 23</b>	<b>Mar 16</b>
+5	<b>Portal</b> (Registration)	<b>Apr 6</b>	<b>Mar 30</b>	<b>Mar 23</b>
+8	<b>REACH</b> (Apply)	<b>Apr 9</b>	<b>Apr 2</b>	<b>Mar 26</b>
+10	<b>TouchNet integrations</b> (Student Payments)	<b>Apr 13</b>	<b>Apr 6</b>	<b>Mar 30</b>

By moving up the Student go live date earlier in March, our teams avoid the risk of needing to manually process registrations or register students in multiple systems (legacy Jenzabar, Anthology SIS) for Summer '26 or Fall '26. The team are trying to remain focused on expediting UAT and issue resolution while balancing our student services and normal college operations. Thanks, as always, goes to the full NPC team who help make this project possible while supporting students and keeping the college running excellently.

## BUSINESS & CONTRACT UPDATES:

Anthology, Ellucian, and Encoura moved quickly in the new year to finalize their respective sales, acquisitions, and contracts with their new products and employees. Our ERP Operations team is dealing with a fair bit of administrative change from the 'new' companies, from new email addresses to new meeting platforms and real-time chat platforms. However, to date, the turnover in these new companies remains low and our internal project teams continue working with their same long-time vendor consultants. The project team stays the same, and the 'Anthology' name remains the product name for our ERP modules (e.g. Anthology Finance & HR, Anthology Student). While Cochise's implementation remains paused, overall there are no major interruptions to our project, its resourcing, timeline, or cost. We are excited for Project EmpowerED's developments between now and the next DGB meeting!



# Northland Pioneer College All-Arizona Academic Team 2026

Northland Pioneer College has nominated seven students to the **2026 All-USA/All-Arizona Academic Team**. Each will receive a tuition waiver for up to 60 credits, from the Arizona Board of Regents to complete their bachelor's degree at a state public university. The waivers save students over \$20,000 in tuition.

Team members will also receive a scholarship check from NPC, based on their ranking by national judges from business, civic, government, and education arenas.

NPC can nominate two students from each campus and center location to the All-Arizona team. A student must have taken a class at, or originating from that location to be considered for one of the two nominations.

To qualify, a student must have a cumulative 3.5 or higher GPA, be in good academic standing working toward an associate degree, and have demonstrated college and community volunteerism and leadership. Applicants do not have to be members of Phi Theta Kappa, the international honor society of two-year colleges.

All-Arizona Academic Team members from throughout the state will be honored at an awards luncheon and ceremony, **Wednesday, April 22, 2026** from 12:00 p.m. to 2:00 p.m. at the Doubletree by Hilton, 1011 W. Holmes Ave., Mesa, AZ 85210.

For the past 29 years, Arizona has separately recognized the state's top two-year college students as a part of the All-USA Academic Team program, co-sponsored by the American Association of Community Colleges, Phi Theta Kappa International Honor Society (PTK), Follet Higher Education Group, the Coca Cola Scholars Foundation, and USA Today.

A complete list of past NPC recipients of the All-Arizona Academic Team honor can be viewed online at [www.npc.edu/past-AIIAZ](http://www.npc.edu/past-AIIAZ).

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**NOTE:** NPC's All USA/All Arizona Academic Team members will be introduced and highlighted during the March, 17, 2026 meeting of the District Governing Board.

Members of the District Governing Board should RSVP to Julia Wilson, Recording Secretary to the DGB by no later than 12 Noon, Wednesday, February 25, 2026.

**Email [julia.wilson@npc.edu](mailto:julia.wilson@npc.edu) (please note any dietary restrictions)**



# 2026 ALL-ARIZONA ACADEMIC TEAM CELEBRATION

Arizona's community colleges cordially invite you to join in the recognition of their outstanding student scholars at the

## *Award Presentation and Celebration for the Arizona Community College Academic Teams*

Wednesday, April 22, 2026

12 p.m. - 2 p.m.

Doubletree by Hilton

1011 W. Holmes Ave, Mesa, AZ 85210

Contact your college designee to confirm your attendance.



## 2027-2029 Tuition and Fees

### Summary:

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

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

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

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

### Tuition

The District Governing Board (DGB) approves tuition on a three-year cycle to help students properly plan for tuition costs. The attached schedule covers the period 2027 to 2029 and requires action.

### Proposal:

- The in-state rate will remain the same for the next three years.
- The in-district rate will remain the same of the next three years.
- A rate for bachelor courses will remain the same at 150% of the in-state or out-of-state rate as applicable with no discounts.
- The out-of-state rate will be adjusted down to 400% of the in-state rate.

### Course Fees

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

### General Fees

General fees include the Media Fee, transcript fees, testing fees and other. These fees are per transaction and not assessed on a credit hour basis. Changes in the fees are noted by bold type.



**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT**  
**NORTHLAND PIONEER COLLEGE**  
**Proposed 2/17/26**

<b>TUITION</b>	<b>Approved 2025-26</b>	<b>Proposed 2026-27</b>	<b>Proposed 2027-28</b>	<b>Proposed 2028-29</b>
IN-DISTRICT (Navajo & Apache Counties)	Approximately 80% of in-state rate (\$75 per credit hour)	Approximately 80% of in-state rate (\$75 per credit hour)	Approximately 80% of in-state rate (\$75 per credit hour)	Approximately 80% of in-state rate (\$75 per credit hour)
IN-STATE (All AZ Counties except Navajo & Apache)	\$94 per credit hour	\$94 per credit hour	\$94 per credit hour	\$94 per credit hour
<b>OUT-OF-STATE</b>	<b>\$410 per credit hour</b>	<b>\$376 per credit hour</b>	<b>\$376 per credit hour</b>	<b>\$376 per credit hour</b>
EARLY COLLEGE IN-DISTRICT (Navajo & Apache Counties)	Approximately 80% of in-state rate (\$75 per credit hour)	Approximately 80% of in-state rate (\$75 per credit hour)	Approximately 80% of in-state rate (\$75 per credit hour)	Approximately 80% of in-state rate (\$75 per credit hour)
EARLY COLLEGE IN-STATE (All AZ Counties except Navajo & Apache)	\$94 per credit hour	\$94 per credit hour	\$94 per credit hour	\$94 per credit hour
EARLY COLLEGE OUT-OF-STATE	\$94 per credit hour	\$94 per credit hour	\$94 per credit hour	\$94 per credit hour
SENIOR CITIZENS 60 years or older	50% of the applicable rate: In-District, In-State, or Out-of-State. (Does not apply to non-credit courses)			
BACHELOR COURSES (3XX & 4XX)	150% of the applicable In-State or Out-State rate. No discounts.			
CCP COURSES	50% of the applicable rate: In-District, In-State, or Out-of-State. (Does not apply to non-credit courses)			
SUMMER SESSION COURSES	Summer course will be discounted 100%. Free tuition for In-District, In-State, or Out-of-State. (Does not apply to non-credit courses or Bachelor Courses) <i>Effective for Summer 2026-27 TBD for 2027-28 &amp; 2028-29</i>			
WICHE WUE	150% of the In-State rate			
REFUNDS FOR TUITION	100% through the second week of the semester. 100% if NPC cancels the class.			
SUMMER SESSION REFUNDS	100% through the first week of the semester. 100% if NPC cancels the class.			
SHORT-TERM COURSE REFUNDS	100% before the first day of class. 100% if NPC cancels the class.			

Notes:

\*50% discounts are not to be combined

**Bold** items indicate a change from prior year

<b>ARTS &amp; SCIENCES</b>			<b>Approved 2025-26</b>	<b>Proposed 2026-27</b>
ANT	104	Biological Anthropology & Human Origins	\$40	\$40
ART	103	Basic Design	\$0	\$0
ART	105	Beginning Drawing I	\$25	\$25
ART	110	Figure Drawing I	\$25	\$25
ART	121	Digital Photography I	\$25	\$25
ART	140	Lettering	\$25	\$25
ART	150	Advertising Design	\$25	\$25
ART	155	Printmaking	\$25	\$25
ART	170	Sculpture I	\$25	\$25
ART	175	Painting	\$25	\$25
ART	180	Watercolor	\$25	\$25
ART	185	Handbuilding Pottery	\$40	\$40
ART	186	Clay Sculpture	\$40	\$40
ART	187	Raku Pottery	\$40	\$40
ART	190	Ceramics	\$40	\$40
ART	199	Photography Enrichment	\$25	\$25
ART	199	Ceramic Enrichment	\$40	\$40
ART	205	Drawing II	\$25	\$25
ART	206	Figure Drawing II	\$25	\$25
ART	220	Painting II	\$25	\$25
ART	221	Digital Photography II	\$25	\$25
ART	222	Digital Photography Practicum	\$25	\$25
ART	225	Watercolor II	\$25	\$25
ART	245	Ceramics II	\$40	\$40
ART	246	Ceramics III	\$40	\$40
ART	247	Ceramics IV	\$40	\$40
ART	280	Art Studio – 2 Dimensional	\$25	\$25
ART	281	Art Studio – 3 Dimensional	\$25	\$25
ART	289	Figurative Ceramics	\$40	\$40
BIO	100	Biological Concepts	\$40	\$40
BIO	105	Environmental Biology	\$40	\$40
BIO	160	Intro. to Human Anatomy & Physiology	\$40	\$40
BIO	181	General Biology I	\$40	\$40
BIO	182	General Biology II	\$40	\$40
BIO	201	Human Anatomy & Physiology I	\$40	\$40
BIO	202	Human Anatomy & Physiology II	\$40	\$40
Note: <b>BOLD</b> Items indicate a change from prior year				

<b>ARTS &amp; SCIENCES</b>			<b>Approved 2025-26</b>	<b>Proposed 2026-27</b>
BIO	205	Microbiology	\$40	\$40
CHM	ALL	All Courses	\$40	\$40
ECD	128	Culture, Language and Community	\$20	\$20
ECD	141	Healthy and Safe Early Childhood Practices	\$40	\$40
ECD	175	Professionalism	\$20	\$20
ECD	184	Early Social and Emotional Development	\$40	\$40
ECD	186	Effective Interactions for Learning	\$20	\$20
ECD	187	Supporting STEM in Early Childhood	\$20	\$20
ECD	208	Observation and Assessment in Early Childhood	\$20	\$20
ECD	290	Early Childhood Practicum I	\$60	\$60
ECD	297	ECD Capstone I	\$20	\$20
ECD	387	STEM Instruction in the Early Childhood Classroom	\$0	\$0
ECD	390	EC Practicum II	\$60	\$60
ECD	391	EC Practicum III	\$60	\$60
ECD	490	Capstone/Student Teaching B-PreK	\$60	\$60
ECD	491	Capstone/Student Teaching K-3 (Traditional)	\$100	\$100
ECD	491b	Capstone/Student Teaching K-3 (Student Teaching Intern Certificate)	\$300	\$300
EDP	301	Foundations in Reading	\$145	\$145
EDU	223	Classroom Observation Skills	\$20	\$20
EDU	280	Introduction to Structured English Immersion	\$30	\$30
EDU	390	Elementary Practicum I	\$60	\$60
EDU	391	Elementary Practicum II	\$80	\$80
EDU	392	Elementary Practicum III	\$80	\$80
EDU	490	Elementary Education Capstone	\$100	\$100
GEO	111	Physical Geography	\$40	\$40
GLG	ALL	All Geology Courses	\$40	\$40
MUS	155	Music Applied (all)	\$120	\$120
POS	221	Arizona Constitution and Government	\$20	\$20
POS	222	U.S. Constitution	\$20	\$20
PHY	ALL	All Physics Courses	\$40	\$40
Note: <b>BOLD</b> Items indicate a change from prior year				

<b>CAREER &amp; TECHNICAL EDUCATION</b>			<b>Approved 2025-26</b>	<b>Proposed 2026-27</b>
<b>SPT</b>	<b>130</b>	<b>Introduction to Theatre</b>	<b>\$50</b>	<b>\$25</b>
SPT	178	Stage Makeup	\$100	\$100
AJS	ALL	All Administration of Justice courses except AJS102	\$15	\$15
AJS	102	Intensive Police Academy	\$300	\$300
ATO	ALL	All Automotive Courses except ATO116	\$155	\$155
ATO	116	Introduction to Auto and Safety	\$160	\$160
BUS	179	Medical Coding	\$85	\$85
CIS	ALL	All CIS Courses except CIS 141, 142, 145, and 146	\$15	\$15
CIS	141	A+ Certification Preparation I	\$150	\$150
CIS	142	A+ Certification Preparation II	\$150	\$150
CIS	145	Network+ Certification Preparation	\$150	\$150
CIS	146	Security+ Certification Preparation	\$150	\$150
CIS	171	Linux Operating System	\$100	\$100
<b>CIS</b>	<b>233</b>	<b>Ethical Hacking</b>	<b>\$15</b>	<b>\$150</b>
CON	ALL	All Construction Courses except CON102 & CON107	\$50	\$50
CON	102	Introduction to Construction Methods	\$75	\$75
COS	ALL	All Cosmetology Courses except COS143	\$40	\$40
COS	143	Introduction to Basic Skin Care	\$50	\$50
DRF	ALL	All Drafting Courses	\$30	\$30
EIT	ALL	All Energy and Industrial Technician Courses except EIT100 & EIT201	\$150	\$150
EIT	100	Introduction to Advanced Manufacturing	\$175	\$175
EIT	201	Introduction to an Industrial Environment	\$175	\$175
EMT	101	Emergency Medical Responder	\$175	\$175
EMT	104	Healthcare Provider CPR & First Aid	\$20	\$20
EMT	105	EMR Refresher	\$25	\$25
EMT	130	EMT Preparation Course	\$10	\$10
EMT	131	Emergency Medical Training	\$365	\$365
EMT	133	Refresher Course - EMT Recertification	\$50	\$50
EMT	135	EMT IVC	\$90	\$90
EMT	175	Advanced Emergency Medical Technician	\$450	\$450
Note: <b>BOLD</b> Items indicate a change from prior year				

<b>CAREER &amp; TECHNICAL EDUCATION</b>			<b>Approved 2025-26</b>	<b>Proposed 2026-27</b>
EMT	240	Basic ECG & Pharmacy	\$30	\$30
EMT	241	ALS Refresher	\$210	\$210
EMT	246	Paramedic Training I	\$1,045	\$1,045
EMT	247	Paramedic Training II	\$1,045	\$1,045
FRS	101	Principles of Fire and Emergency Service Administration	\$15	\$15
FRS	103	Firefighter I	\$220	\$220
FRS	105	Firefighter II	\$220	\$220
FRS	110	HazMat First Responder	\$55	\$55
FRS	126	Rope Rescue I	\$60	\$60
FRS	127	Rope Rescue II	\$60	\$60
FRS	128	Rope Rescue III	\$60	\$60
FRS	130	Incident Command System	\$15	\$15
FRS	132	Fire Investigation I	\$15	\$15
FRS	135	Fire Protection Hydraulics & Water Supply	\$15	\$15
FRS	137	Strategies and Tactics	\$15	\$15
FRS	138	Legal Aspects of Emergency Services	\$15	\$15
FRS	139	Confined Space Operations	\$40	\$40
FRS	141	Fire Service Communication	\$15	\$15
FRS	150	Wild Land Firefighter	\$35	\$35
FRS	200	Fire Behavior and Combustion	\$15	\$15
FRS	201	Fire Protection Systems	\$15	\$15
FRS	202	Principles of Emergency Services	\$15	\$15
FRS	203	Fire Prevention	\$15	\$15
FRS	207	Building Construction for Fire Prevention	\$15	\$15
FRS	208	Principles of Fire Emergency Services, Safety & Survival	\$15	\$15
HES	ALL	All Health Science courses except HES 109 and HES 190	\$25	\$25
HES	109	Phlebotomy	\$275	\$275
HES	190	Human Body in Health and Disease - ON CAMPUS	\$60	\$60
HES	190	Human Body in Health and Disease - ONLINE	\$0	\$0
HES	201	Micro	\$60	\$60
Note: <b>BOLD</b> Items indicate a change from prior year				

<b>CAREER &amp; TECHNICAL EDUCATION</b>			<b>Approved 2025-26</b>	<b>Proposed 2026-27</b>
HPE	113	Foundations of Strength and Conditioning	\$35	\$35
HPE	146	Personal Training	\$35	\$35
HPE	162	Exercise Physiology	\$35	\$35
HPE	178	Professional Activities in Weight Training	\$35	\$35
HPE	179	Professional Activities in Aerobic Training	\$35	\$35
HPE	200	Rehabilitative Techniques	\$35	\$35
HPE	210	Prevention and Care of Athletic Injuries	\$35	\$35
HPE	250	Physical Therapy Technician	\$35	\$35
INA	ALL	All Industrial Arts Courses	\$45	\$45
ITT	ALL	All Industrial Technology Trades Courses except ITT100	\$150	\$150
ITT	100	Craft Skills Core Curriculum	\$175	\$175
MDA	124	Clinical Procedures I	\$345	\$345
MDA	125	Clinical Procedures II	\$395	\$395
PHT	103	Pharmacy Technician	\$125	\$125
PHT	104	Pharmacy Technician	\$125	\$125
SGT	ALL	All Surgical Technology courses except SGT 122, 221, 222, and 229	\$250	\$250
SGT	121	Surgical Sterile Techniques and Instrumentation	\$250	\$250
SGT	122	Surgical Techniques	\$310	\$310
SGT	221	Perioperative Procedures	\$310	\$310
SGT	222	Surgical Concepts and Specialty Procedures	\$310	\$310
TMP	ALL	All Therapeutic Massage courses except TMP 240	\$50	\$50
TMP	108	A & P with Kinesiology Techniques I	\$65	\$65
TMP	109	A & P with Kinesiology Techniques II	\$65	\$65
TMP	240	Massage Therapy Clinical Practice	\$115	\$115
WLD	ALL	All Welding Courses except WLD 100 and WLD170	\$200	\$200
WLD	100	Safety and Math	\$60	\$60
Note: <b>BOLD</b> Items indicate a change from prior year				

<b>NURSING</b>			<b>Approved 2025-26</b>	<b>Proposed 2026-27</b>
NAT	101	Nursing Assistant	\$170	\$170
NUR	116	LPN to RN Transition	\$495	\$495
NUR	117	Pharmacology I	\$10	\$10
NUR	118	Pharmacology II	\$10	\$10
NUR	121	Nursing I	\$500	\$500
NUR	122	Nursing II	\$500	\$500
<b>NUR</b>	<b>123</b>	<b>Paramedic to Nurse Bridge</b>	<b>\$495</b>	<b>\$500</b>
<b>NUR</b>	<b>199</b>	<b>IV Cert for LPN</b>	<b>\$130</b>	<b>\$150</b>
NUR	221	Nursing III	\$500	\$500
NUR	222	Nursing IV	\$500	\$500
<b>NUR</b>	<b>291</b>	<b>RN Refresher Course</b>	<b>\$450</b>	<b>\$500</b>
Note: <b>BOLD</b> Items indicate a change from prior year				

<b>GENERAL AND SPECIAL FEES</b>	<b>Approved 2025-26</b>	<b>Proposed 2026-27</b>
<b>GENERAL</b>		
Media Fee (1)	\$50/Semester	\$50/Semester
Media Fee Day Pass	\$2.50/Day	\$2.50/Day
<b>SPECIAL</b>		
<b>Transcript (each) Online Order</b>	<b>\$14.50</b>	<b>\$5</b>
<b>Diploma/Certificate Replacement</b>	<b>\$17</b>	<b>\$10</b>
Credit by Exam		
Proctoring	\$25	\$25
Credit by Evaluation Fee (non-refundable) (2)	\$45	\$45
ACCUPLACER Testing (3)	\$20	\$20
HESI Testing	\$65	\$65
<b>NSF Check Collection</b>	<b>\$35</b>	<b>\$45</b>
Money Card Replacement (Bank Mobile):	\$0	\$0
ACTIVE card	\$10	\$10
INACTIVE card	\$10	\$10
Student ID Replacement Fee	\$5	\$5
Note: <b>BOLD</b> 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.

# Navajo County Community College District Governing Board Meeting Minutes

January 20, 2026 – 10:00a.m.

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

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**Governing Board Member Present:** Chair Everett Robinson, Ms. Rosie Sekayumptewa; Ms. Kristine Laughter (remote); Mr. Derrick Leslie (remote – joined at 11:50 a.m.);

**Governing Board Member Absent:**

**Others Present:** President Von Lawson; EVPLSS Michael Solomonson; CIO Michael Jacob; Controller Scott Flake, AVP Rich Chanick, Colleen Marsh; Katie Matott; Justin White; Julia Wilson; Jesse Reeck, Cynthia Blevins, Dr. Michael Broyles, Tonya Thacker, Andi DeBellis, Horatio Luna

**Remote Attendees:** AVP Dr. Farah Bughio, IVPHR Nicole Ulibarri, Norvita Charleston, Megan Paddock, Lia Keenan, Melody Niesen, Talaina Kor, Andrew Ulberg, Dr. Allison Landy, Karen Zimmerman, Dr. Wei Ma, Tracy Solomon, Pam Dominguez, Rebecca Sweet, Dr. Tabitha Stickel, Stacy Rollins, Dr. Jeremy Raisor

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

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

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

*Chair Robinson proposed moving items 9.B.5 after item 5.A.11 to accommodate AVP Chanick's meeting with Sen. Gallego. Chair Robinson asked if there was a motion to adopt the agenda. Ms. Sekayumptewa made a motion to adopt the agenda with the provision that the order of the agenda be moved as discussed. Ms. Laughter seconded the motion.*

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

## **Agenda Item 3: Election of Board Officers and AACCT Representative**

*Ms. Laughter nominated Everett Robinson to remain as Board Chair. Ms. Sekayumptewa seconded the nomination. No other members were nominated. Ms. Laughter and Ms. Sekayumptewa voted yes, and Mr. Robinson abstained.*

*Upon the arrival of Board Member Derrick Leslie at 11:50 a.m., the board voted again on the election of Board Chair. Mr. Leslie, Ms. Sekayumptewa, and Ms. Laughter all voted yes to elect Mr. Robinson as Board Chair. Mr. Robinson abstained from voting.*

*Chair Robinson called for nominations for Board Secretary. Chair Robinson nominated Ms. Laughter for Board Secretary. Ms. Sekayumptewa seconded the nomination. No other members*



were nominated. Ms. Sekayumptewa and Chair Robinson voted yes, and Ms. Laughter abstained.

Upon the arrival of Board Member Derrick Leslie at 11:50 a.m., the board voted again on the election of Board Secretary. Mr. Leslie, Ms. Sekayumptewa, and Chair Robinson all voted yes to elect Ms. Laughter as Board Chair. Ms. Laughter abstained from voting.

Chair Robinson spoke with Mr. Leslie prior to the meeting and said that he would be willing to serve as AACCT Representative again. Chair Robinson nominated Mr. Leslie for AACCT Representative. Ms. Laughter seconded the nomination. No other members were nominated. Ms. Laughter, Ms. Sekayumptewa and Mr. Robinson voted yes. Ms. Laughter nominated Chair Robinson to serve as alternate AACCT Representative. Ms. Sekayumptewa seconded the nomination. No other members were nominated. Ms. Laughter and Ms. Sekayumptewa voted yes, and Mr. Robinson abstained.

Upon the arrival of Board Member Derrick Leslie at 11:50 a.m., the board voted again on the election of alternate AACCT Representative. Mr. Leslie, Ms. Sekayumptewa, and Ms. Laughter all voted yes to elect Mr. Robinson as alternate AACCT Representative. Mr. Robinson abstained from voting.

#### **Agenda Item 4: Call for Public Comment**

None.

#### **Agenda Item 5: Discussion Items**

##### **5.A Standing Presentations**

###### **5.A.1. Financial Position**

Mr. Flake provided the board a report on the financial position of the college from the period of July 1, 2025 to November 30, 2025. There were no questions from the Board.

###### **5.A.2. NPC Student Government Association (SGA)**

No report.

###### **5.A.3. NPC Faculty Association**

Faculty Association President Andi DeBellis presented a plaque to Dr. Von Lawson on achieving one year of service as president of Northland Pioneer College.

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

CASO President Cynthia Blevins provided a verbal report to the Board. Ms. Blevins reported on the Non-Food Drive held at Spring Convocation. CASO collected 435 hygiene and personal care items totaling \$936. CASO collected 55 household and cleaning supply items totaling \$208. CASO collected 65 medical and health items totaling \$141. There were no questions from the board.



#### **5.A.5. Northland Pioneer College (NPC) Friends and Family**

Friends and Family Director Jesse Reeck gave the Board a verbal report. Ms. Reeck pointed out that scholarship applications have the student list where they will be attending classes not necessarily reflecting the community they live in. Ms. Reeck commented that they are receiving many more scholarship applications and the NPCFF Board immediately approved 12 additional \$500 scholarships. She also noted that they are re-awarding scholarships from the Fall 2025 semester that were not used due to the student not taking classes. Ms. Reeck reported that The Darrin Reed Foundation awarded 4 NPC Fire Science/EMT student scholarships. Ms. Reeck expressed appreciation for Mr. Frank Lucero and his wife for all of their support and contributions to Friends and Family.

Ms. Sekayumptewa asked if a student was awarded a scholarship for a certain semester but didn't use the funds, if they could use those funds for a different semester. Ms. Reeck explained that they would not be able to and that the funds are typically reallocated immediately to another student. She noted that NPCFF would encourage the student to apply again for scholarships and that not using the funds one semester would not be held against them.

#### **5.A.6. Human Resources**

IVPHR Nicole Ulibarri presented the Board the monthly report from HR.

Ms. Sekayumptewa asked if "In Review" on the open positions report meant that applicants were currently being reviewed. Ms. Ulibarri confirmed that this meant the committees were reviewing the applicants.

#### **5.A.7. Compensation Committee**

Compensation Committee Co-Chair Justin White provided the Board an update current activity. He reported that the committee found 27 employees that were not in the correct grade. HR has been working on cost information to move them into the correct grade. He reported that the Compensation Committee has been working with HR on pay grades and guidelines for current positions.

#### **5.A.8 Construction Report**

Director of Facilities Justin White provided an update on the Kayenta project. Chair Robinson asked for the date of the groundbreaking. AVP Rich Chanick replied that he had just received notification from the Governor's Office that she would be able to attend the event on Tuesday, February 24<sup>th</sup>. Ms. Laughter and Ms. Sekayumptewa expressed gratitude for all the work that has been done on this project.

Mr. White shared that the plans for the Winslow campus were at about 30% and that if those plans would be finalized and approved in the next 2-3 weeks, they could possibly break ground on the projects October 1. He stated that they will be moving forward with a parking lot paving project at the Winslow campus in the next few weeks.

Mr. White reported that they are looking at replacing the HVAC units at the Performing Arts Center (PAC) in Snowflake. Chair Robinson asked if there were any plans to replace the doors at the PAC that have been dragging. Mr. White reported that the Facilities team were at the PAC that morning looking at the doors for replacement options.



Mr. White also provided an update on painting at the Painted Desert Campus. Ms. Sekayumptewa asked for information about the ongoing renovations to the Board Room. Mr. White provided the Board information on the project with an expected completion date of the February board meeting.

#### **5.A.9. Leadership Council**

There was no report from Leadership Council.

#### **5.A.10 ERP Implementation Update**

AVP Michael Jacob provided the Board an update on the post-bankruptcy sale of several Anthology products and a change order to our current contract to separate out implementation billing between NPC and Cochise College. He reported that UAT testing was completed in December for Human Resources and Finance, but other departmental UAT testing was currently in progress with Anthology on site to assist. HR and Finance modules are scheduled to go live February 1. The Student module is expected to go live at the end of March and REACH (Student Relationship Management tool) is scheduled to go live 2 weeks after that. Mr. Jacob stated that they are still making contingency plans for the next fiscal year in the event of other delays. Chair Robinson asked if students will be able to register in the new system in the summer. Mr. Jacob commented that this was the current plan. He also commented that Blackboard went live at the beginning of this term.

#### **5.A.11 External Relations**

AVP Rich Chanick provided a report to the board on the Governor's plans to attend the Kayenta groundbreaking ceremony. He also provided a review of several bills currently in the legislature that are relevant to the college. He also noted that he has been invited to participate in calls with Senator Gallegos and Senator Kelly. He reported that Congressman Crane would like to see some of our facilities in the first of the year. Chair Robinson commented that Mr. Leslie's absence was due to a call with Senator Gallegos. Mr. Chanick reported on community outreach events that he and Dr. Lawson have attended recently. He also reported on rural healthcare funding and corresponding workforce training funding. Ms. Sekayumptewa expressed appreciation for the report and the information on the rural healthcare funding and outreach to the Navajo Nation.

#### **5.A.12. Arizona Association of Community College Trustees (AACCT)**

Chair Robinson provided a report in Mr. Leslie's absence. He reported that 3 of the 4 board members would be attending the ACCT National Legislative Summit in Washington, D.C. next month.

#### **9.B.5 Request to accept Local First Funds**

AVP Chanick requested that the Board accept \$48500 in funds from Local First to support Northern Arizona Good Jobs Network activity.

*Ms. Sekayumptewa made a motion to accept the Local First funds in the amount of \$48500. Ms. Laughter seconded the motion. The motion carried upon a roll-call vote with Ms. Sekayumptewa, Ms. Laughter and Chair Robinson voting in favor. There were no votes against.*



## **Agenda Item 6: Instructional Support Department Update**

Dr. Michael Broyles presented an update to the board on the new structure, objective, and goals of the Instructional Support Department.

## **Agenda Item 7: President's Report**

Dr. Lawson provided the Board a report on the activities of his first year as President of Northland Pioneer College. There were no questions.

## **Agenda Item 8: Consent Agenda**

- A. Board Meeting Minutes Approval (Julia Wilson)**
  - 1. September 4, 2025 Special Meeting
  - 2. October 3, 2025 Special Meeting
  - 3. November 18, 2025 Regular Meeting
  - 4. December 9, 2025 Special Meeting
  - 5. December 18, 2025 Special Meeting
- B. 2025-27 5<sup>th</sup> Amendment to IGA between Navajo County Community College District and Apache County (Nicole Ulibarri)**
- C. General Education Course Option Modification (Michael Broyles)**

*Ms. Laughter made a motion to approve all items on the consent agenda. Ms. Sekayumtewa seconded the motion. The motion carried upon a roll-call vote with Ms. Sekayumtewa, Ms. Laughter and Chair Robinson voting in favor. There were no votes against.*

## **Agenda Item 9: For Discussion and Possible Action**

### **9.A. Old Business**

None

### **9.B. New Business**

#### **9.B.1 FY26-27 Budget Review**

Mr. Flake presented the Board the Budget Review for FY2627.

Ms. Sekayumtewa commented that it was very interesting to read the review. Chair Robinson commented that it was a good foundation for coming up with a budget by April.

#### **9.B.2 Request to approve a 3-year contract review with HyeTech**

AVP Jacob requested that the Board approve a 3-Year Contract with HyeTech for SolarWinds Services.

*Ms. Sekayumtewa made a motion to approve the 3-year contract with HyeTech in the amount of \$111895.05. Ms. Laughter seconded the motion. The motion carried upon a roll-call vote with Ms. Sekayumtewa, Ms. Laughter and Chair Robinson voting in favor. There were no votes against*



**9.B.3 Request to approve the purchase of Anthology Account Automation.**

AVP Jacob requested that the Board approve the purchase of an Account Automation package from Anthology.

*Ms. Sekayumptewa made a motion to approve the purchase of the Account Automation package from Anthology in the amount of \$15000. Ms. Laughter seconded the motion. The motion carried upon a roll-call vote with Ms. Sekayumptewa, Ms. Laughter and Chair Robinson voting in favor. There were no votes against.*

**9.B.4 Request to approve the purchase of VMWARE services from HyeTech.**

AVP Jacob requested that the Board approve the purchase of VMWARE services from HyeTech.

*Ms. Sekayumptewa made a motion to approve the purchase of VMWARE services from HyeTech in the amount of \$124911.36. Ms. Laughter seconded the motion. The motion carried upon a roll-call vote with Ms. Sekayumptewa, Ms. Laughter and Chair Robinson voting in favor. There were no votes against.*

**Item 9.B.5. was presented and approved after item 5.A.12**

**9.B.6 Request to Explore Joint-Use Facility Development**

President Lawson requested the Board approve the exploration of a Joint-Use Facility in Holbrook.

*Ms. Laughter made a motion to authorize the President to discuss development of a Joint-Use Facility in Holbrook. Ms. Sekayumptewa seconded the motion. The motion carried upon a roll-call vote with Ms. Sekayumptewa, Ms. Laughter and Chair Robinson voting in favor. There were no votes against. Chair Robinson commented that Show Low City Council has been working on an event center for about a decade for an estimated amount of \$56.4 million.*

**9.B.7 Request to Approve Board Travel**

Ms. Wilson requested the board approve funds for travel for Chair Robinson to the ACCT National Legislative Summit in place of Ms. Laughter.

*Ms. Sekayumptewa made a motion to approve the funds for Chair Robinson to travel to the ACCT National Legislative Summit in Washington, D.C. Ms. Laughter seconded the motion. Ms. Laughter and Ms. Sekayumptewa voted yes, and Mr. Robinson abstained.*

*Upon the arrival of Board Member Derrick Leslie at 11:50 a.m., the board voted again on the approval of funds for Chair Robinson to travel to the National Legislative Summit in Washington, D.C. Mr. Leslie, Ms. Sekayumptewa, and Ms. Laughter all voted yes to approve the funds for travel for Chair Robinson. Mr. Robinson abstained from voting.*



**9.B.8 Executive Session 1**

Pursuant to A.R.S. § 38.431.03(A)(1) the Board may vote to enter into Executive Session to discuss the annual Board self-evaluations.

**9.B.9 Executive Session 2**

Pursuant to A.R.S. § 38.431.03(A)(1) the Board may vote to enter into Executive Session to discuss the annual evaluation of President Von Lawson.

*Chair Robinson asked for a motion to go into Executive Sessions 1 & 2. Ms. Laughter made a motion to enter into Executive Session Ms. Sekayumtewa seconded the motion. The motion carried upon a roll-call vote with Ms. Sekayumtewa, Ms. Laughter and Chair Robinson voting in favor. There were no votes against.*

*The board voted to enter Executive Session at 11:49 a.m. and returned to public session at 12:06 p.m.*

**9.B.10 Actions from Executive Sessions 1 and 2**

The board did not take any action from Executive Sessions 1 and 2.

**Agenda Item 10: DGB Agenda Items and Informational Needs for Future Meetings.**  
None.

**Agenda Item 11: Board Report/Summary of Current and Upcoming Events**

February 24, 2026 - Kayenta Groundbreaking

April 22, 2026 – Arizona All-Academic Team Luncheon in Mesa, AZ

Mr. Leslie reported that Senator Gallegos was interested in coming to tour NPC and will be conferring with his scheduler to check on his availability.

**Agenda Item 11: Announcement of Next Regular Meeting**

Chair Robinson announced the next regular meeting of the DGB would be held February 17, 2026.

**Agenda Item 11: Adjournment**

*The meeting was adjourned at 12:13 p.m. upon a motion by Ms. Sekayumtewa and a second by Ms. Laughter. The motion carried upon a roll-call vote with Ms. Sekayumtewa, Ms. Laughter, Mr. Leslie and Chair Robinson voting in favor. There were no votes against.*

Respectfully Submitted,



Julia Wilson

Recording Secretary to the Board



# REQUEST TO APPROVE DELETION OF THE FILM AND DIGITAL VIDEO PROGRAM

## Recommendation:

The Instructional Council (IC) recommends approval of the deletion of the Film and Digital Video Program, which includes the following:

1. Film and Digital Video Associate of Applied Science (AAS)
2. Film and Digital Video Certificate of Applied Science (CAS)
3. Film and Digital Video Certificate of Proficiency (CP)
4. Visual Communications Fundamentals Certificate of Proficiency (CP)

## Summary:

The Arts and Science (A&S) Division and the Fine and Performing Arts Department (F&PA) proposes the deletion of the Film and Digital Video Program. Based on the declining enrollment, the heavy reliance of dual credit course offerings, and few job opportunities in the area, the FDV program should be deleted so that students cannot actively declare an intent in an inactive program with few job possibilities in the area. FDV courses will still be offered as they may fulfill student needs in other programs or community interest. In future years, A&S may collaborate with the Career and technical Education (CTE) Division to complete a thorough feasibility study to determine industry need and develop new related pathways.

# ~~Film and Digital Video (FDV)~~

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## ~~Degree and Certificate Options~~

~~The Northland Pioneer College Film and Digital Video program trains students for a career in motion pictures. Foundational courses in the history and theory of film, as well as film aesthetics, pave the way for hands-on courses in the art and craft of several fields of video production, including lighting, cinematography, sound, screenwriting and editing. Students work with the latest digital tools to produce their own video work in the AAS degree, which acts as a résumé or “short reel” for entry into the professional world of film/video. Students enrolled in NPC’s program will work with Adobe Premiere Pro, an industry standard software.~~

Students can also earn a Certificate of Proficiency (CP) in Visual Communications, learning skills used in video production, but also in the commercial graphics and printing industries.

### Dual Credit Options

Students enrolled in NAVIT and several local high schools may be eligible for dual enrollment credit while pursuing a Film and Digital Video degree at NPC.

This allows students to remain in the area and gain valuable experience in the field before possibly pursuing an advanced degree.

### Where are the Jobs?

You don't have to move to Hollywood to be successful in the film industry. Today, a feature film can be made anywhere with the relatively low cost of technology. As the equipment gets smaller and less expensive, there's more opportunity to create high quality videos for a local band, business, wedding or event.

Most film and digital video graduates will begin as an assistant for an editor, director, producer or camera person.

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

## Visual Communications Fundamentals (CP) • 12 credits

The Visual Communications Fundamentals CP is currently only available as a dual enrollment option at participating area high schools.

FDV 115 Introduction to Graphic Communication Technology.....	3 credits
FDV 116 Computer Photographic Imaging.....	3 credits
FDV 118 Two-Dimensional Computer Design.....	3 credits
FDV 119 Page Layout and Design.....	3 credits

## Film and Digital Video Certificate of Proficiency (CP) • 24 credits

FDV 130 <del>or</del> SPT 230 Video Production.....	3 credits
FDV 140 <del>or</del> SPT 240 Video Editing.....	3 credits
FDV 150 <del>or</del> SPT 150 Introduction to Film.....	3 credits
FDV 160 Digital Audio for Film/TV.....	3 credits
FDV 210 or ENL 210 Screenplay Writing.....	3 credits
FDV 220 Film Aesthetics.....	3 credits
FDV 260 Digital Video Production Projects.....	3 credits
FDV 270 Digital Video Post-Production Projects.....	3 credits

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

<i>Complete the Film and Digital Video CP.....</i>	<i>24 credits</i>
<b><u>PLUS</u></b>	
<i>Written and Oral Communication.....</i>	<i>3 credits</i>
ENL 101 College Composition I.....	3 credits
<i>Quantitative Reasoning.....</i>	<i>3 credits</i>
Select any course under <b>Quantitative Reasoning</b> General Education Course Options.	

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

<i>Complete the Film and Digital Video CAS.....</i>	<i>30 credits</i>
<b><u>PLUS</u></b>	
<b>General Education Courses.....</b>	<b>3 credits</b>
<i>Written and Oral Communication.....</i>	<i>3 credits</i>

Select any course under the ~~Written and Oral Communication~~ General Education Course Options.

~~**Discipline Studies** ..... **7 credits**~~

Select one course from the ~~Natural Sciences~~ and one course from either the ~~Arts and Humanities~~ or ~~Social and Behavioral Sciences~~ under the General Education Course Options.

~~**Unrestricted Electives** ..... **24 credits**~~

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

# REQUEST TO APPROVE MODIFICATION OF THE ASSOCIATE OF ARTS IN EARLY CHILDHOOD (AAEC)

## Recommendation:

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

## Summary:

Educator Preparation Programs proposes removing ECD188 (Policies and Procedures in Early Childhood Programs) as a requirement in the AAEC and reducing this degree to 60 credits to align with the changes in the CP and AAS. ECD 188 is more relevant to childcare settings and not relevant to the requirements for those who seek employment in public schools.

## Associate of Arts in Early Childhood (AAEC)

The Associate of Arts in Early Childhood (AAEC) degree offers foundational knowledge and competencies aligned with state and national standards for early childhood educator professional preparation. In Arizona, certified and endorsed early childhood educators are required to have specific coursework and practicum experiences working with children birth to age eight. The AAEC supports students who wish to continue their education toward a Bachelor's degree and who may have an interest in teaching in a public school (preschool - 3rd grade) as a state certified and/or endorsed educator.

The AAEC degree is an appropriate option for students pursuing transfer into NPC's Bachelor of Applied Science in Early Childhood Education or to another public university in Arizona.

The AAEC fulfills both the set of lower division general education requirements of the Arizona General Education Curriculum and a portion of Arizona's requirements for teacher certification and/or endorsement.

### **Associate of Arts in Early Childhood (AAEC) • ~~61~~ 60 credits**

Completion of the Associate of Arts in Early Childhood degree also fulfills the requirements for the Arizona General Education Certificate of Proficiency.

**General Education Courses .....32 credits**

*Arts and Humanities ..... 6 credits*

(Select two courses under **Arts and Humanities** in the General Education Course Options.)

**Written and Oral Communication..... 6 credits**

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

**Natural Sciences ..... 4 credits**

(Select one course under **Natural Sciences** in the General Education Course Options.)

**Quantitative Reasoning ..... 3 credits**

Select **one** of the following:

- MAT 142 College Mathematics with Contemporary Applications.....3 credits
- MAT 152 Advanced Algebra.....3 credits

**Social and Behavioral Sciences ..... 6 credits**

(Select two courses under **Social and Behavioral Sciences** in the General Education Course Options. Between **Social and Behavioral Sciences** and **Institutions in the Americas**, students must take courses within at least two different prefixes.)

**Institutions in the Americas..... 3 credits**

Select **one** of the following. Between **Social and Behavioral Sciences** and **Institutions in the Americas**, students must take courses within at least two different prefixes.

- HIS 105 U.S. History to 1877 .....3 credits
- POS 110 United States Government .....3 credits

**Additional Requirements..... 4 credits**

Select one of the following:

**Language..... 4 credits**

One **Language** course in the General Education Course Options.

**OR**

**Natural Sciences..... 4 credits**

One unduplicated course under **Natural Sciences** in the General Education Course Options.

**Core Requirements.....29 28 credits**

- ECD 110 Building Relationships with Families ..... 1 credit
- ECD 128 Culture, Language and Community..... 1 credit
- ECD 135 Survey of Child Development .....3 credits
- ECD 141 Healthy and Safe Early Childhood Practices.....2 credits
- ECD 145 Foundations in Early Childhood Education .....3 credits
- ECD 175 Professionalism..... 1 credit
- ECD 184 Early Social and Emotional Development .....2 credits
- ECD 186 Effective Interactions for Learning..... 1 credit
- ECD 187 Supporting STEM in Early Childhood..... 1 credit
- ~~ECD 188 Policies and Procedures in Early Childhood Programs..... 1 credit~~
- ECD 208 Observation and Assessment in Early Childhood ..... 1 credit
- ECD 217 Early Childhood Language and Literacy ..... 1 credit
- ECD 222 Introduction to Early Childhood Special Education .....3 credits
- ECD 290 Early Childhood Practicum I ..... 1 credit
- ECD 297 Capstone in Early Childhood Education ..... 1 credit
- MAT 161 Algebra-based Mathematics for Elementary Teachers I .....3 credits
- MAT 162 Algebra-based Mathematics for Elementary Teachers II .....3 credits

# REQUEST TO APPROVE MODIFICATION OF THE EARLY CHILDHOOD STUDIES

## Recommendation:

The Instructional Council (IC) recommends approval of modifications to the Early Childhood Studies Certificate of Proficiency (CP), Certificate of Applied Science (CAS), and Associate of Applied Science (AAS).

## Summary:

Educator Preparation Programs proposes changes to the Early Childhood Studies CP, CAS, and AAS, as indicated below. These changes align the CP with the Arizona Department of Economic Security's (DES) requirements for entry-level early childhood care and education workers, allowing students to earn an industry-recognized credential after its completion. Other changes reflect responsive updates that allow students to continue through the program of study and ensure relevancy for students' intended employment.

## Early Childhood Studies (CP, CAS, AAS)

The Early Childhood Studies degree is designed for individuals who wish to work directly with, or on behalf of, young children in a variety of settings including: health settings, childcare settings, faith-based settings, libraries, parent support or education programs and many others.

An AAS in Early Childhood Studies may be an appropriate option for individuals pursuing a career in early childhood or a related field, such as social work or child and family studies. The AAS Early Childhood Studies degree does not supply the AGEC requirements for university transfer, but does support the pursuit of a Bachelor of Applied Science (BAS) degree. See the [Educator Preparation](#) program advisor to design an educational pathway that meets your needs if you wish to pursue a BAS degree.

### **ECD – Early Childhood Studies (CP) • ~~19~~ 11 credits**

ECD 110 Building Relationships with Families.....	1 credit
ECD 128 Culture, Language and Community.....	1 credit
ECD 135 Survey of Child Development .....	3 credits
ECD 141 Healthy and Safe Early Childhood Practices.....	2 credits
ECD 145 Foundations in Early Childhood Education .....	3 credits
ECD 175 Professionalism.....	1 credit
ECD 184 Early Social and Emotional Development .....	2 credits
ECD 186 Effective Interactions for Learning.....	1 credit
ECD 187 Supporting STEM in Early Childhood.....	1 credit
ECD 188 Policies and Procedures in Early Childhood Programs	1 credit

ECD 208 Observation and Assessment in Early Childhood .....1 credit  
 ECD 217 Early Childhood Language and Literacy .....1 credit  
 ECD 290 Early Childhood Practicum I .....1 credit

**ECD – Early Childhood Studies (CAS) • ~~28~~ 24 credits**

Complete the ECD – Early Childhood CP .....~~19~~ 11 credits

**PLUS**

**General Education Courses ..... 6 credits**

**Written and Oral Communication..... 3 credits**

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

**Quantitative Reasoning ..... 3 credits**

Select any course under the **Quantitative Reasoning** General Education Course Options.

**Core Requirements.....~~3~~ 7 credits**

- ECD 110 Building Relationships with Families .....1 credit
- ECD 128 Culture, Language and Community .....1 credit
- ECD 186 Effective Interactions for Learning .....1 credit
- ECD 187 Supporting STEM in Early Childhood .....1 credit
- ECD 208 Observation and Assessment in Early Childhood ....1 credit
- ECD 217 Early Childhood Language and Literacy .....1 credit
- ECD 290 Early Childhood Practicum I .....1 credit

Select any course within ECD/CFS/EDU.....3 credits

**ECD – Early Childhood Studies (AAS)  
 • ~~61~~ 60 credits**

Complete the ECD – Early Childhood Studies CAS .....~~28~~ 24 credits

**PLUS**

**General Education Courses ..... 16 credits**

**Written and Oral Communication..... 3 credits**

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

**Arts and Humanities ..... 3 credits**

**Natural Sciences ..... 4 credits**

**Social and Behavioral Sciences ..... 6 credits**

**Core Requirements.....~~11~~ 14 credits**

- ECD 222 Introduction to Early Childhood Special Education...3 credits
- EDU 223 Classroom Observation Skills..... 1 credit
- ECD 297 Early Childhood Education Capstone .....1 credit

**PLUS**

Select any courses within ECD/CFS/EDU..... ~~6~~ 9 credits

**Electives ..... 6 credits**

Select a minimum of 6 unduplicated non-ECD/CFS/EDU credits at 100 level or above. Students are encouraged to take university transferable General Education courses as described on page 67. 099, 199, 299 courses are unallowable to meet this requirement.

## Request to Purchase Generator for Tawa Building

**Recommendation:**

Staff recommends approval to purchase a custom generator and install it for the cost of \$52,178 from Empire Power Systems for the Tawa building in Holbrook.

**Procurement Process and Budget Information:**

Empire Power Systems is on a state contract, the number is CTR078271. This project was planned and budgeted for the 25/26 fiscal year.

**Summary:**

The current generator in Tawa is 22 years old and leaking oil and water. The new generator needs to be built, and the cost of that is quoted at \$48,178. The cost to install it will be about \$4,000 more, bringing the total to \$52,178.





Quote date: 1/20/26  
Quote valid for 30 days

Re: Northland Pioneer College - Holbrook

In accordance with your request, we are pleased to submit the following proposal for the above-mentioned project. Empire Power Systems proposes to furnish this equipment at the attached quoted price.

Thank you for the opportunity to provide the attached quote. Please reach out anytime with any questions or feedback. We look forward to working with you.

We stock many generator and ATS sizes, if you need an expedited delivery please contact me for updated pricing and availability.

### **SCOPE OF WORK**

- Hook up batteries
- Visually inspect unit for damage or missing parts
- Check Fluid levels
- Hook up auto start wires to Generator
- Verify Battery Charger is working
- Verify Block Heater is working
- Prime fuel system
- Hook up to control panel verify settings are at factory default settings
- Service meter extend days out.
- Start up unit
- Verify correct voltage and hertz
- Check Safeties
- Verify all gauges are reading correctly
- Connect and disconnect pure resistive load bank with one 75 foot run.
- Load bank 1 hour
- Perform Startup Inspection Form

Regards,

*Brett Tolman*

Empire Power Systems  
Sales Engineer  
Brett.tolman@empire-cat.com  
602-622-5608

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#### **A Division of Empire Southwest, LLC**

840 N. 43<sup>rd</sup> Avenue Phoenix, AZ 85009

FEIN: 86-0894087

• PO Box 2985 Phoenix, AZ 85062-2985 • 602.333.5600 • empire-cat.com  
Remittance Address: PO Box 842381

Los Angeles, CA 90084-2381

AZ Contractors License ROC267407



**BILL OF MATERIAL**

**One (1) Cat Diesel Generator**

- 100kW standby rated
- UL2200 package, Electronic Control Panel
- 120/208V, 3 phase, 60 hertz. 1800rpm
- Main Circuit Breakers LSI – 400A adjustable
- Sound Attenuated Enclosure
- Gen gas regulator
- Permanent Magnet
- 10A Battery charger
- Lead Acid Batteries
- Jacket Water Heater
- **2 year** warranty – parts and labor
- Freight to site

**Price**

Equipment	Price each	Lead Time	Down Payment
Cat Gas Generator	\$48,178	28 weeks	\$18,178

**Includes:** Freight to site, startup after installation

**Excludes: Startup** (to be invoiced on Service work order)  
Tax, Permits, Installation or Offloading, Fuel, Specs

**Terms and Commodity Pricing:**

Remaining \$30,000 will be put on account due Net 10 after delivery.

Due to current volatility of commodity pricing the above quoted price is subject to change at the time of order. This proposal is good for 30-days from date of issue.

Thank you for your consideration. If you require any further assistance, please feel free to contact me anytime.

Regards,

Brett Tolman  
602-622-5608

**CUSTOMER ACCEPTANCE**

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 P.O.#: \_\_\_\_\_ Date: \_\_\_\_\_

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AZ Contractors License ROC267407



**TERMS & CONDITIONS**

The purchase of goods or services from Empire Southwest, LLC is governed solely by Empire's terms and conditions of sales and service ([www.empire-cat.com/sales serviceterms](http://www.empire-cat.com/sales serviceterms)), and the rental of equipment from Empire is governed solely by Empire's rental terms and conditions ([www.empire-cat.com/rentalterms](http://www.empire-cat.com/rentalterms)) (collectively, the "Terms"). Pricing is subject to adjustment in the event of any changes in applicable tariffs, duties, or other governmental charges. By purchasing goods or services from Empire or renting equipment from Empire, you agree to be bound by the Terms as written. The Terms are incorporated by reference herein. A hard copy of the Terms is available upon written request to [terms.conditions@empire-cat.com](mailto:terms.conditions@empire-cat.com)

- A)** Customer is responsible for any and all installation of the equipment supplied by **Empire Power Systems**, unless otherwise specified in writing. All equipment needed to perform any loading or unloading of the equipment supplied by **Empire Power Systems** is the responsibility of the buyer.
- B)** **Empire Power Systems** limits the scope of supply for this quotation to the equipment and services listed in our bill of material. Unless specifically listed in our bill of material, equipment not indicated is assumed to be supplied by others. We have detailed the equipment proposed in the bill of material. Please check it to be certain that it meets your requirements.
- C)** **Empire Power Systems** reserves the right to correct any errors or omissions. Standard warranty of the manufacturer applies. Copies are available upon request.
- D)** Contracts which include penalty or liquidated damage clauses, waivers of subrogation, or naming a third party additionally insured are not acceptable or binding on **Empire Power Systems**, unless accepted and confirmed in writing by an officer of **Empire Power Systems** at its Phoenix division office.
- E)** Unless agreed to in writing, **Empire Power Systems** will not accept purchase orders which:
  - Require Empire Power Systems to pay any and all legal expenses for the purchaser in the event of a dispute
  - Require that Empire Power Systems be responsible for design work and/or guarantee that a performance standard for a system be met
  - Require completion and acceptance of the project by the owner before payment
- F)** There will be a **25%** of order cancellation fee for any orders cancelled, once placed and accepted by **Empire Power Systems**.
- G)** **Empire Power Systems'** standard and extended terms and conditions are included in the quotation and hereby become part of this quotation. These same terms need to be noted on any purchase order received by **Empire Power Systems** in order to process your order.
- H)** **Empire Power Systems** will not be responsible for any labor or material charges by others associated with the start-up and installation of this equipment unless previously agreed upon, in writing by **Empire Power Systems**.
- I)** **Empire Power Systems** is a supplier of materials and related services and not a contractor. Retention is not acceptable.
- J)** Credit is subject to **Empire Power Systems**, approval at its sole discretion. This quote in no way constitutes approval of credit.
- K)** **Empire Southwest LLC** has entered a like-kind exchange (LKE) program. If the equipment described herein qualifies and is purchased, notice is hereby given that **Empire Southwest LLC** will assign its rights under the sales contract to

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**A Division of Empire Southwest, LLC**

840 N. 43<sup>rd</sup> Avenue Phoenix, AZ 85009

FEIN: 86-0894087

• PO Box 2985 Phoenix, AZ 85062-2985 • 602.333.5600 • empire-cat.com  
Remittance Address: PO Box 842381

Los Angeles, CA 90084-2381

AZ Contractors License ROC267407



**Empire Exchange LLC** including, if applicable, the right to purchase any trade-in property. If this contract is assigned to **Empire Exchange LLC** sales proceeds must be remitted according to the invoice rendered.

L) Sales payments are due Net 10; all others Net 30. Unless otherwise agreed in writing by a corporate officer of Empire Southwest, LLC ("Empire"), the purchase of goods (including, but not limited to, new and used equipment, attachments, parts and technology) or services from Empire will be governed solely by Empire's Terms and Conditions of Sales and Service (the "Terms"), which are available at [www.empire-cat.com/termsandconditions](http://www.empire-cat.com/termsandconditions) or such other successor website at which Empire posts its Terms from time to time. A hard copy of the Terms is available upon written request to [terms.conditions@empire-cat.com](mailto:terms.conditions@empire-cat.com). Empire's Terms are hereby incorporated by reference into this document and all other documents related to your purchase of goods or services from Empire. By purchasing goods or services from Empire, you agree to be bound by Empire's Terms.

**Terms and conditions of this quotation govern over any conflict between this document and customer's purchase order or other document.**

## Request to Approve GMP Proposal for Construction on New Kayenta Center

### **Recommendation:**

Staff recommends approval of CORE Construction's Guaranteed Maximum Price (GMP) proposal of \$7,412,851 for construction on the new Kayenta Center.

### **Procurement Process and Budget Information:**

Northland Pioneer College was awarded a grant from Arizona Commerce Authority in June 2024 to construct a new Kayenta Center in the amount of \$8,895,684. CORE was selected as the Construction Manager at Risk (CMAR) for this project in August 2024.

### **Summary:**

A Guaranteed Maximum Price (GMP) means that this proposal is the maximum amount NPC will be contracted to pay, regardless of the actual costs incurred during the project. This is not the official construction contract with CORE Construction. That will be vetted by our lawyer and then signed by Dr. Lawson.





# Northland Pioneer College

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## NPC - The Kayenta Center

90% CD Documents Estimate

**Northland Pioneer College**  
The Kayenta Center

January 23rd, 2026

01. Basis of Estimate
02. Estimate Backsheet
03. OVPB
04. Schedule
05. Enumeration of Documents



# Basis of Estimate



13835 N. Northsight Blvd.  
Suite #100  
Scottsdale, AZ 85260  
P: 602-494-0800

February 4, 2026

**VIA ELECTRONIC MAIL**

Justin White  
Director of Facilities and Transportation  
Northland Pioneer College  
1001 W Deuce of Clubs  
Show Low, AZ 85901

**RE: GMP PROPOSAL | NPC – Kayenta Center Addition**

Dear Justin,

On behalf of CORE Construction, I am pleased to submit our GMP proposal for the NPC – Kayenta Center Addition.

GMP Proposal Summary:

Total Construction Cost Estimate

**See Attached Estimate**

Enclosed you will find the Basis of GMP Clarifications, Detailed Estimate Breakdown, Overall Project Budget, the Project Schedule, and an EOD.

We look forward to a successful and enjoyable project together. Thank you for this opportunity, please do not hesitate to contact me directly with any questions or comments.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Franklin".

Matthew Franklin  
PreConstruction Manager  
CORE Construction

The Basis of Estimate is a written explanation clarifying the scope, assumptions and exclusions used in establishing the GMP Proposal dated February 4, 2026.

All costs are based on CORE's incorporation of the scope shown on the 90% CD Plans dated 12/10/2025, the Geotech Report provided by Alta Environmental Infrastructure dated 9/25/2025, and the Volume 1 and 2 Kayenta Center Bldg 90% Review Specifications documents dated 12/09/2025 as well as the scope clarifications below.

## ASSUMPTIONS, CLARIFICATIONS, & EXCLUSIONS

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### Schedule

- See Project Schedule

### Contingency

- Construction Contingency of 6.3% (\$463,303 direct cost) is included in this proposal – Construction Contingency is intended to be used at CORE's discretion to cover costs that have not been identified as a trade specific scope on the 90% CD documents and may require further clarification or coordination. These costs may include scope gap, coordination issues between trades, and missed scope during the subcontractor bidding process. Construction Contingency does not account for design revisions or additional scope requests made by the Owner or Architect.
- Owner/Design Contingency of 1% (\$74,129 direct cost) – is included in this proposal – Owner/Design contingency is intended to be used at the Owner's discretion to cover unforeseen conditions, design revisions, or additional scope requests made by the Owner and/or Design Team.
- Escalation Contingency – is NOT included in this proposal.

### Alternates

- Alternates agreed upon by CORE, the design team, and ownership are outlined below. These decisions are reflected in the Assumptions and Clarifications section that follows. The accepted alternates listed below will be maintained as a future "wish list" and may be reincorporated into the project as budget and schedule constraints permit.
  - ALT #2: Remove Landscaping
  - ALT #3: Remove Exterior Metal Wall Panels
  - ALT #4: Remove Integral Color CMU
  - ALT #5: Use JCI (York) Equipment in Lieu of Carrier
  - ALT #6: Remove Mini Split at Electrical Room
  - ALT #7: Remove Library Baffles
  - ALT #8: Reduce ACT to Conference Room
  - ALT #9: Reduce Building Slab from 5" to 4"
  - ALT #13: Delete EIFS and Run Roofing to Parapet

### Allowances

- “Allowances” are considered to be an allotted sum of money included for a particular system or scope of work for which sufficient detail is not available to determine a definitive cost. A reasonable estimate for an assumed scope and quality is included as a placeholder. The Owner receives the savings for any amount under the allocation and is responsible for any amount over the allocation. We have included the “Allowances” listed below:
  1. Allowance #1: FFE - \$75,000 (direct cost)
    - a) This allowance is included under AL1 in the “Contingencies & Allowances” section of the schedule of values as a reasonable estimate to furnish and install the yet to be defined FFE on the project, including items like desks, tables, bookshelves, and chairs.
  2. Allowance #2: Offsite Utilities - \$143,571 (direct cost)
    - a) This allowance is included under AL2 in the “Contingencies & Allowances” section of the schedule of values as a reasonable estimate to furnish and install a 2” Domestic Water line that runs from the project site and connects to the city main line at highway 160. It also includes the Sanitary Sewer street crossing via trans horizontal boring and the connection at the existing sewer line.

## General Assumptions

- This GMP proposal is valid for 15 days.
- Davis Bacon Wages are included per Davis-Bacon Act WD #: AZ20250027, per NPC
- Any cost savings from approved value engineering after executed GMP will be added to the CMAR’s Construction Contingency.
- CORE does not include any costs for building permit, mechanical/electrical/plumbing permits. We have included a Dust permit.
- We assume normal working hours.
- Any increased costs associated with tariffs promulgated after the Contract execution date are not included. The Contractor will assist the Owner with sourcing alternative materials not affected by the tariff, but in the event that the Owner chooses to retain the originally selected material, or there is not another material option available that does not affect the original proposal Price, and/or project schedule, then the Contractor is entitled to a Change Order for the additional cost and time associated with the enactment of the applicable tariffs.
- This GMP proposal includes all costs related to warranty as required in the contract.
- This estimate proposal is considered a Lump Sum, not line item proposal.
- We acknowledge the following Geotechnical Report issued by Alta Environmental Infrastructure:
  - Geotechnical Report dated September 25, 2025
- There are no Addendum issued for this project.



- Normal shrinkage cracking of the slab is expected and shall not be cause for removal or replacement of structurally sound slabs
- We recommend topically applied vapor barriers to be applied to existing concrete slabs within remodel construction projects where new flooring will be applied to the existing concrete slabs. Concrete slabs inherently possess the ability to retain moisture, and variations in environmental conditions can result in increased relative humidity within the slab. This excess moisture can adversely affect the bonding of flooring materials, which can lead to failed adhesion of flooring materials. Topically applied vapor barriers act as a protective shield, impeding the migration of moisture from the concrete slab to the flooring materials. These barriers are designed to create a robust and impermeable layer on the surface of the concrete, effectively minimizing the potential for moisture-related adhesion issues. For existing slabs-on-grade without the application of a topically applied vapor barrier, any issues regarding failed adhesion, would not be covered by the warranty.
- CORE does not recommend or endorse any specific topical vapor moisture barriers, on new slabs, as they have proven to promote Alkaline Silica Reaction (ASR). In addition, CORE does not recommend installation of an under-slab vapor barrier at areas where polished or sealed concrete will be the finished product. It is our experience that using an under-slab vapor barrier will contribute to slab curling which will affect the final appearance on concrete grinding, especially for "salt-and-pepper" light aggregate exposure finish.
- CORE has included slab-on-grade concrete with a higher Water/Cement (W/C) ratio and omitted vapor barrier wherever floor coverings are not included. All W/C ratios for non-structural slab-on-grades will be reviewed, evaluated, and subject to modification by CORE. This would include all polished and sealed concrete areas.
- CORE has not included any existing relocation or new off-site street lighting, Fire Department crossing lighting, or other off-site improvements.
- The following agreed to hourly rates will be used to determine and define "Actual Costs". The agreed to rates includes all normal and customary payroll paid by the Contractor plus all fringe benefits, taxes, and insurances.

	<u>Standard Rate</u>	<u>Overtime Rate</u>
<b>PreConstruction:</b>		
Director of PreConstruction	\$216	-
Sr. Preconstruction Manager	\$162	-
PreConstruction Manager	\$151	-
Asst. PreConstruction Manager	\$114	-
PreConstruction Coordinator	\$91	-
<b>Project Management:</b>		
Project Director	\$185	-
Sr. Project Manager	\$162	-
Project Manager	\$151	-
Asst. Project Manager	\$114	-
Project Engineer	\$100	-
Scheduler	\$126	-
Virtual Construction Director	\$138	-
Virtual Construction Manager	\$112	-
Construction Coordinator	\$91	-
Project Accountant	\$91	-
Contracts Administrator	\$91	-



IT Technician	\$82	-
Intern	\$58	\$87

**Field Operations:**

Director of Field Operations	\$216	-
General Superintendent	\$180	-
Sr. Superintendent	\$162	-
Project Superintendent	\$151	-
Asst. Superintendent	\$114	-
Safety Director	\$120	-
Warranty	\$120	-
Site Intelligence Specialist	\$155	-
Carpenter	\$88	\$132
Water Truck Driver	\$85	\$128
Painter	\$85	\$128
Laborer	\$67	\$101

Note: All rates may be subject to a 5% increase on June 30, 2026

### Specific Exclusions to GMP Proposal

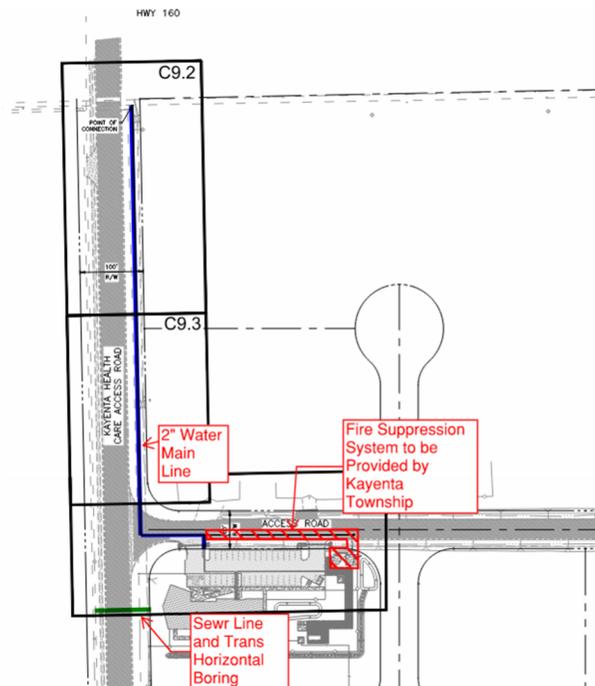
- a. Special Systems other than Fire Alarm, and Tele/Data – Structured Cabling
- b. Owner Management Cost & Owner’s Contingency
- c. Electrical Fees
- d. Water and Sewer Tap Fees
- e. Gas Fees
- f. Fiber Fees
- g. Permit/Review Fees
- h. Design Fees
- i. Preconstruction Fees are to be paid under a separate contract
- j. Drywell
- k. Laboratory Equipment
- l. The following are excluded and assumed to be by Owner or Owner’s vendor:
  - o Trenching for the SW Gas line from off-site source to the property line (CORE has included the trenching from the property line to the meter).
  - o Security and Access Control Systems (By Owners)
  - o Intercom, Paging, and Clock Systems (By Owners)
  - o Audio and Video Equipment of any kind including Monitors, Smart Boards, Projectors (By Owners)
  - o Servers, Routers, Switches, WAPS, UPS Active IT Equip (By Owners)
  - o HVAC Controls Systems (By Owners)
  - o CCTV Systems (By Owners)
  - o Computers and printing equipment (By Owners)
  - o Generator and ATS (By Owners)
  - o All work associated with Sheet FP100
  - o Delivery and Installation of all above

Other Scope Specific Assumptions and Clarifications:

LINE ITEM 3 | Off-site Utility Infrastructure

1. We have included:

- See Allowance #2: Offsite Utilities
  - An assumed 2" domestic water line from the project site to the connection point at HWY 160, approximately 900 LF.
  - Trans horizontal boring for offsite road crossings required to complete the described utility



2. We have NOT included:

- Any Fire Water work (to be provided by Kayenta Township Under)
- Utility tap fees, inspection fees, or requirements imposed by utility providers beyond the scope described.
- Offsite restoration, paving, striping, or traffic control beyond areas directly impacted by the described utility installation.

LINE ITEM 6 | Survey & Staking

1. We have included:

- See Allowance #2: Offsite Utilities
  - Surveying and staking required for the offsite 2" domestic water line as described under Line Item 3.

2. We have NOT included:
  - Surveying, staking, or layout associated with any Fire Water utilities or infrastructure to be provided by Kayenta Township.
  - Additional surveying resulting from utility routing changes or scope beyond the assumed offsite domestic water alignment.

### LINE ITEM 7 | Earthwork & Paving

1. We have included:
  - Onsite soil spreading and reuse of excavated materials, based on the assumption that existing site soils are suitable for reuse and meet the requirements of the Geotechnical Engineer for placement and compaction.
2. We have NOT included:
  - Export, disposal, or offsite hauling of unsuitable or excess soils
  - Additional soil remediation, treatment, or replacement material beyond what is indicated in the Geotechnical Report

### LINE ITEM 15 | Landscaping and Irrigation

1. We have NOT included:
  - All Landscaping including Plantings and Groundcover materials have been deliberately removed from the scope of the GMP proposal and is not included in the current pricing or contract value.
  - Ownership to provide landscaping scope after project completion

### LINE ITEM 19 | Site Concrete

1. We have included:
  - Site concrete work as shown on the Contract Documents, excluding fire protection infrastructure.
2. We have NOT included:
  - Any site concrete associated with the onsite fire protection storage tank, pump building, or related fire water systems.

### LINE ITEM 20 | Site Masonry

1. We have included:
  - 6' CMU Trash Enclosure
  - 6' Generator Enclosure

### LINE ITEM 21 | Flagpole

1. We have NOT included:
  - Flagpoles are to be supplied/Installed by the Owners

### LINE ITEM 24 | Site Furnishings

1. We have included:
  - 2 site benches are noted; however, no specifications, details, or supporting information were provided for these items (Assumed to be Standard Manufacturers colors and finishes).
2. We have NOT included:
  - Additional site furnishings, specialty finishes, or upgraded materials beyond the two benches noted above.

### LINE ITEM 27 | Building Concrete

1. We have included:
  - 4" reinforced Slab-on-Grade throughout the building.
  - Vapor barrier installation is limited to slab areas designated to receive floor coverings, as indicated on the architectural finish schedule.
2. We have NOT included:
  - A 5" Slab-on-Grade as referenced in the Contract Documents
  - Additional slab thickness, reinforcement, or vapor barrier installation resulting from architectural finish changes or revisions to the finish schedule.

### LINE ITEM 28 | Masonry

1. We have included:
  - Standard Gray CMU block with sizes to match the contract documents
  - CMU blocks are to be filled and painted
2. We have NOT included:
  - Integral CMU Color has been removed from the GMP and is not included in our cost proposal
  - FOG Seal as called out in the contract documents for this scope of work is not included in the GMP

### LINE ITEM 41 | Metal Wall Panels

1. We have NOT included:
  - Metal wall panels and all associated accessories, including but not limited to hat channel supports, coping caps, etc., have been excluded from the GMP scope and are not included in the current proposal.

### LINE ITEM 43 | Exterior Wall Systems (Stucco/EIFS)

1. We have NOT included:
  - EIFS have been excluded from the GMP scope and are not included in the current proposal.

### LINE ITEM 47 | Membrane Roofing

1. We have included:
  - Roofing is to continue to the Parapet cap in the noted EIFS locations per the contract documents due to the removal of the EIFS scope of work (See Line Item 43)

### LINE ITEM 61 | Painting

2. We have included:
  - Orange peel texture

### LINE ITEM 62 | Acoustical Ceilings and Wall Panels

1. We have included:
  - ACT is to be installed exclusively at the conference room location.
2. We have NOT included:
  - Custom library baffles have been excluded from the GMP scope and are not included in the current proposal.
  - ACT has been removed from the building, except as noted in the Conference Room

### LINE ITEM 66 | Concrete Sealing, Grinding & Polishing

1. We have included:
  - Polished concrete finish to be Level B2, Salt and Pepper grind with a satin (honed) finish, as defined in the Concrete Polishing Council classifications included in this document.
2. We have NOT included:
  - Deep grinding, high polish finishes, or finishes exceeding the defined aggregate exposure and appearance classifications listed above.

The following Levels and Classifications will be used to describe each flooring finish type: *(The charts below are from the American Society of Concrete Contractors – Concrete Polishing Council):*

<b>CONCRETE POLISHING COUNCIL</b> <b>POLISHED CONCRETE</b> <b>AGGREGATE EXPOSURE CHART</b> <small>REPLACES CPAA AGGREGATE EXPOSURE CHART</small>		
CLASS	NAME	SURFACE EXPOSURE, %
A	Cement Fines	85 – 95 % Cement Fines 5 – 15 % Fine Aggregate
B	Fine Aggregate	85 – 95 % Fine Aggregate 5 – 15 % Blend of Cement Fines and Coarse Aggregate
C	Coarse Aggregate	80 – 90 % Coarse Aggregate 10 – 20 % Blend of Cement Fines and Fine Aggregate

Aggregate exposure class denotes the surface exposure after grinding and polishing operations. The density, size and distribution of the aggregates at the surface depends on the concrete mix design and placing and finishing operations. Floor flatness at the time of grinding and polishing operations is an important consideration in selecting the appropriate aggregate exposure class.

Surface exposure percentages are based on visual observation of the overall area of the polished floor.

**Illustration of Differences in Class**

**Caution:** This provides a visual representation of the differences in Class A, B and C. This may not represent the polished concrete in your area as it varies based on aggregate type, gradation, size and distribution. Consult with your CPC Polishing Contractor to see reference samples or mockups.

Contact your Concrete Polishing Council (CPC) contractor or the CPC Hotline at (844) 923-4678 or by email at [cpchotline@accconline.org](mailto:cpchotline@accconline.org) with any questions.

PCAC – 11.17 AMERICAN SOCIETY OF CONCRETE CONTRACTORS

<b>CONCRETE POLISHING COUNCIL</b> <b>POLISHED CONCRETE</b> <b>APPEARANCE CHART</b> <small>REPLACES CPAA FINISHED GLOSS CHART</small>				
LEVEL	NAME	DISTINCTNESS-OF-IMAGE (DOI) GLOSS	IMAGE CLARITY VALUE, %	HAZE INDEX
1	Flat (Ground)	Images of objects being reflected have a flat appearance.	0 – 9	<10
2	Satin (Honed)	Images of objects being reflected have a matte appearance.	10 – 39	
3	Polished	Images of objects being reflected do not have a sharp and crisp appearance but can be easily identified.	40 – 69	
4	Highly Polished	Images of objects being reflected have a sharp and crisp appearance as would be seen in a near-mirror like reflection. May require grouting.	70 – 100	

**Distinctness-of-Image (DOI) Gloss**

- DOI is the sharpness of images of objects produced by reflection at a polished surface, sometimes called image clarity.
- Measurement by Image Clarity Meter (ASTM D5767): The DOI, Image Clarity Value, obtained from this test method, range from 0 to 100 with a value of 100 representing perfect DOI (image clarity).

**Haze**

- Haze is the cloudiness or milky appearance of images of objects produced by reflection in a polished surface.
- Measurement by Glossmeter (ASTM D4039): The Haze Index, obtained from this test method, is computed using the numeric difference between the value of specular gloss at 60° and the value of specular gloss at 20°.

**Measurements for Compliance**

- The Image Clarity Meter and Glossmeter must be calibrated and used in accordance with ASTM D5767 and ASTM D4039.
- The minimum number of tests distributed across the polished surface should be three for areas up to 1000 ft<sup>2</sup> and one additional test for each 1000 ft<sup>2</sup> or fraction thereof. This applies to both the Image Clarity Value and Haze Index.
- The mean (average) values of the test results should be used to evaluate compliance with this chart.

Contact your Concrete Polishing Council (CPC) contractor or the CPC Hotline at (844) 923-4678 or by email at [cpchotline@accconline.org](mailto:cpchotline@accconline.org) with any questions.

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**Aggregate Exposure Classification:**

- a) "Cement Fines" = Class A grind
- b) "Fine Aggregate" = Class B grind
- c) "Coarse Aggregate" = Class C grind

**Polished Appearance Classification:**

- a) "Flat – Ground" = Level 1, 0% – 9% image clarity
- b) "Satin – Honed" = Level 2, 10% – 39% image clarity
- c) "Polished" = Level 3, 40% – 69% image clarity
- d) "Highly Polished" = Level 4, 70% – 100% image clarity

**LINE ITEM 71 | Visual Display Boards**

- 1. We have NOT included:
  - o Any smartboards

**LINE ITEM 86 | Residential Appliances**

- 1. We have NOT included:
  - o Any Residential Appliances (to be Provided by Owners)

**LINE ITEM 97 | Fire Sprinkler Systems**

- 1. We have included:

- A Dry Fire Suppression System per the AHJ's directions
2. We have NOT included:
- Any work associated with the fire storage tank and pump/pump house (system to be provided by Kayenta Township)

### LINE ITEM 99 | HVAC Systems

1. We have included:
- HVAC systems consistent with the performance requirements of the Contract Documents, utilizing an acceptable equipment manufacturer after providing proper performance documentation.
2. We have NOT included:
- The electrical room mini-split system has been intentionally removed from the GMP scope and is not included in the current contract value due to it not being necessary at this location.
  - We have not included the Specified Carrier Equipment manufacturer (an acceptable equal will be selected)

### LINE ITEM 100 | HVAC Controls

1. We have NOT included:
- Any HVAC Controls (To be provided by Owners)

### LINE ITEM 102 | Electrical Systems

1. We have included:
- Wiring for the generator annunciator
  - Use of MC Cable ILO EMT Conduit
  - Utility Company transformer
  - Provide transformer pad as required by the utility company. Coordinate exact location with utility company electrical drawings.
2. We have NOT included:
- The Electric Generator or ATS (To be provided by Owners)

### LINE ITEM 109 | Structured Cabling Systems

1. We have included:
- Provide and Install j-hooks to support the horizontal cabling infrastructure.
  - Cat6a Cabling
  - TR Build Out
  - Backbone Communications Cabling



# Estimate Backsheet



## NPC - Kayenta Center Addition

90% CD Docs- GMP - 2.04.2026

CORE PROJECT NUMBER: 24-10-027

LOCATION: Kayenta, AZ

ARCHITECT: SPS+ Architects

PROCUREMENT: CM@R

DURATION(mnths): 12

SITE ACREAGE: 3.1

SQUARE FOOTAGE: 8,789

#	Description		Base Price
<b>GENERAL REQUIREMENTS</b>			<b>\$208,120</b>
GR1	General Requirements		\$176,331
MT	Material Testing		\$23,789
FC	Final Clean		\$8,000
<b>DEMOLITION/ OFF-SITE INFRASTRUCTURE</b>			<b>\$0</b>
3	Off-site Utility Infrastructure	(SEE ALLOWANCE #2)	\$0
<b>SITE WORK (ROUGH)</b>			<b>\$570,581</b>
6	Surveying/Staking		\$42,800
7	Earthwork & Paving		\$381,799
8	Site Utilities		\$140,488
10	Dry Utilities	(SEE LINE #102)	\$0
11	Soil Treatment		\$5,494
<b>SITE WORK (FINISH)</b>			<b>\$236,930</b>
14	Site Signage & Striping		\$22,258
15	Landscaping & Irrigation		\$0
18	Fencing & Gates		\$54,211
19	Site Concrete		\$157,960
20	Site Masonry	(SEE LINE #28)	\$0
21	Flagpole	(BY OWNER)	\$0
24	Site Furnishings		\$2,500
<b>STRUCTURE</b>			<b>\$1,183,782</b>
27	Building Concrete		\$262,382
28	Structural Masonry		\$554,500
30	Steel Package		\$110,000
33	Rough Carpentry		\$256,900
<b>ENCLOSURE</b>			<b>\$328,096</b>
38	Insulation		\$29,838
40	Glass & Glazing		\$103,879

41	Metal Wall Panels		\$0
43	EIFS		\$0
44	Fire Stopping & Joint Sealants		\$28,049
47	Membrane Roofing		\$166,330
50	Roof Specialties & Accessories	(SEE LINE #47)	\$0
51	Sheet Metal Flashing & Trim	(SEE LINE #47)	\$0
<b>INTERIOR FINISHES</b>			<b>\$559,971</b>
55	Finished Carpentry & Millwork		\$49,945
56	HM Frames, Doors, & Hardware		\$215,089
58	Access Doors & Frames		\$2,197
59	Drywall Package		\$126,100
60	FRP		\$2,857
61	Painting		\$84,358
62	Acoustical Ceilings & Wall Panels		\$2,425
64	Tile Package	(SEE LINE #65)	\$0
65	Flooring Package		\$77,000
66	Concrete Sealing, Grinding & Polishing	(SEE LINE #65)	\$0
<b>SPECIALTIES</b>			<b>\$29,092</b>
71	Visual Display Boards		\$3,530
72	Window Shades & Curtains	(ALTERNATE #1)	\$0
73	Signage Package		\$12,225
75	Toilet Partitions & Accessories		\$11,418
77	Wall Protection & Corner Guards	(SEE LINE #60)	\$0
78	Fire Extinguishers & Cabinets		\$1,919
<b>EQUIPMENT</b>			<b>\$0</b>
<b>MEP SYSTEMS</b>			<b>\$1,156,608</b>
97	Fire Sprinkler Systems		\$73,600
98	Plumbing Systems		\$178,200
99	HVAC Systems		\$272,000
100	HVAC Controls	(BY OWNER)	\$0
101	Test & Balance		\$10,760
102	Electrical Systems		\$575,847
103	Fire Alarm Systems		\$46,201
<b>SPECIAL SYSTEMS</b>			<b>\$39,305</b>
109	Structured Cabling Systems		\$39,305
110	Security & Access Controls	(BY OWNER)	\$0
111	Audio Visual Systems	(BY OWNER)	\$0
<b>CONTINGENCIES &amp; ALLOWANCES</b>			<b>\$756,003</b>
6.3%	Construction Contingency		\$463,303
1.0%	Design Contingency		\$74,129
0.0%	Escalation Contingency		\$0
AL1	Allowance #1: FFE		\$75,000
AL2	Allowance #2: Offsite Utilities		\$143,571

<b>Subtotal</b>		<b>\$5,068,488</b>
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	<b>GENERAL CONDITIONS</b>	<b>SUB TOTAL</b>
REQUIRED	General Conditions	\$813,261

<b>Subtotal (with General Conditions)</b>		<b>\$5,881,750</b>
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<b>Subtotal (with GC's &amp; Insurance)</b>		<b>\$6,137,034</b>
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<b>Subtotal (with GC's, Insurance, &amp; Tax)</b>	<b>\$6,410,634</b>
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<b>RATE</b>	<b>CONTRACTOR'S FEE</b>	<b>BASED ON</b>	<b>SUB TOTAL</b>
6.00%	Construction Manager At Risk Fee	\$6,819,823	<b>\$409,189</b>

<b>Subtotal (GC's, Insurance, Tax, &amp; Fee)</b>	<b>\$6,819,823</b>
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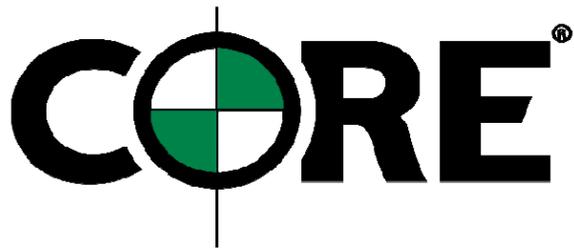
<b>RATE</b>	<b>KAYENTA TOWNSHIP TAX</b>	<b>BASED ON</b>	<b>SUB TOTAL</b>
8.00%	Kayenta Township Tax	\$6,819,823	<b>\$593,028</b>

<b>Estimate Amount</b>
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<b>Estimate Total</b>	<b>\$7,412,851</b>
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OVPB



**NPC - Kayenta Center**

**OVERALL PROJECT BUDGET**

LOCATION: Kayenta, AZ  
 ARCHITECT: SPS+  
 DURATION(mnths): 12  
 WARRANTY(yrs): 2  
 SITE ACREAGE: 3.1  
 SQUARE FOOTAGE: 8,550

	<b>Estimate Amount</b>
<b>Estimate Total</b>	<b>\$7,412,851</b>
\$/SF	\$867.00

	<b>Target Budget</b>	<b>Over / (Under)</b>
<b>Construction Budget Target</b>	<b>\$7,412,851</b>	<b>\$0</b>
\$/SF	\$867.00	

RATE	PROFESSIONAL SERVICES		SUB TOTAL
	Design Professional	\$7,412,851	\$730,000
	Project/Program Manager	\$7,412,851	\$0
	Preconstruction Fees	\$7,412,851	\$63,156
0.00%	Civil Engineering On and Offsite	\$7,412,851	\$0

<b>Subtotal (Construction with Professional Services)</b>		<b>\$8,206,008</b>
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RATE	SPECIAL SYSTEMS / TECHNOLOGY / LOW VOLTAGE		SUB TOTAL
LS	Audio Visual Equipment	Owner	\$180,000
LS	Servers, Routers, Switches, WAPS, UPS (Active IT Equip)	Owner	*INCL ABOVE
LS	Structured Cabling Systems	In Construction Cost	*INCL ABOVE
LS	Security/Access Control Systems	Owner	*INCL ABOVE
LS	Intercom Systems	Owner	*INCL ABOVE
LS	CCTV Systems	Owner	*INCL ABOVE
LS	Computers, printing	Owner	*INCL ABOVE

<b>Subtotal (Construction with Prof. Services &amp; Technology)</b>		<b>\$8,386,008</b>
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RATE	LAND / UTILITIES / PERMITS		SUB TOTAL
LS	Land Acquisition (\$0k per Acre)	X Acres	\$0
LS	Electrical Fees	Owner	\$75,000
LS	Water & Sewer Tap Fee	Owner	\$50,000
LS	Gas Fee	Owner	\$20,000
LS	Century Link	Owner	\$0
LS	Fiber Fee	Owner	\$25,000
1.00%	Permits / Review Fees	\$7,412,851	\$74,129

<b>Subtotal (Construction with Prof. Services, Tech. &amp; Land)</b>		<b>\$8,630,136</b>
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RATE	FFE - Fixtures, Furniture & Equipment		SUB TOTAL
LS	FF&E Allowance	In Construction Cost	\$0
LS	Maintenance Equipment	Owner	\$0
LS	Fitness Equipment	Owner	\$0
LS	Misc. Equipment	By Vendor	\$0
LS	Misc. Furniture	Owner	\$0
LS	Science Lab millwork (no equipment included)	In Construction Cost	\$0
LS	Health Sciences Lab millwork (no equipment included)	In Construction Cost	\$0

<b>Subtotal (Construction with Prof. Services, Tech., Land, &amp; FFE)</b>		<b>\$8,630,136</b>
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RATE	Owner Costs		SUB TOTAL
	Owner Management Costs	\$7,412,851	\$369,864
0.00%	Owner Contingency	\$7,412,851	\$0

<b>Subtotal (Construction with Prof. Services, Tech., Land, FFE &amp; Owner)</b>		<b>\$9,000,000</b>
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<b>Total Project Budget</b>	<b>\$9,000,000</b>
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# Schedule



NPC Kayenta Skills Center

ID	Task Name	Duration	Start	Finish	Qtr 2, 2026				Qtr 3, 2026			Qtr 4, 2026			Qtr 1, 2027			Qtr 2, 2027		
					Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
0	<b>NPC Kayenta Skills Center</b>	<b>577 d</b>	<b>Mon 2/3/25</b>	<b>Thu 5/6/27</b>	[Gantt bar spanning from Mon 2/3/25 to Thu 5/6/27]															
1	<b>Preconstruction</b>	<b>577 d</b>	<b>Mon 2/3/25</b>	<b>Thu 5/6/27</b>	[Gantt bar spanning from Mon 2/3/25 to Thu 5/6/27]															
563	<b>Construction</b>	<b>292 d</b>	<b>Tue 3/17/26</b>	<b>Thu 5/6/27</b>	[Gantt bar spanning from Tue 3/17/26 to Thu 5/6/27]															
564	<b>Site</b>	<b>133 d</b>	<b>Tue 3/17/26</b>	<b>Mon 9/21/26</b>	[Gantt bar spanning from Tue 3/17/26 to Mon 9/21/26]															
565	<b>Mass Grade Site Construction</b>	<b>52 d</b>	<b>Tue 3/17/26</b>	<b>Thu 5/28/26</b>	[Gantt bar spanning from Tue 3/17/26 to Thu 5/28/26]															
574	<b>Utilities</b>	<b>128 d</b>	<b>Tue 3/24/26</b>	<b>Mon 9/21/26</b>	[Gantt bar spanning from Tue 3/24/26 to Mon 9/21/26]															
575	<b>Sewer ( 400ft / 100ft / day)</b>	<b>25 d</b>	<b>Tue 5/19/26</b>	<b>Tue 6/23/26</b>	[Gantt bar spanning from Tue 5/19/26 to Tue 6/23/26]															
589	<b>Fire Line and Domestic Water ( 600 / 250ft /day)</b>	<b>33 d</b>	<b>Tue 3/24/26</b>	<b>Thu 5/7/26</b>	[Gantt bar spanning from Tue 3/24/26 to Thu 5/7/26]															
600	<b>Dry Utilities Power and Communications ( 300 / 200ft / day)</b>	<b>17 d</b>	<b>Fri 5/29/26</b>	<b>Mon 6/22/26</b>	[Gantt bar spanning from Fri 5/29/26 to Mon 6/22/26]															
608	<b>( NTUA / Frontier) Transformer Install / Feeder and Meter Set</b>	<b>67 d</b>	<b>Thu 6/18/26</b>	<b>Mon 9/21/26</b>	[Gantt bar spanning from Thu 6/18/26 to Mon 9/21/26]															
613	<b>Building Construction</b>	<b>263 d</b>	<b>Mon 4/27/26</b>	<b>Thu 5/6/27</b>	[Gantt bar spanning from Mon 4/27/26 to Thu 5/6/27]															
614	<b>SOG (8,300)</b>	<b>42 d</b>	<b>Fri 5/29/26</b>	<b>Mon 7/27/26</b>	[Gantt bar spanning from Fri 5/29/26 to Mon 7/27/26]															
636	<b>Masonry Structure ( 700sf/ day)</b>	<b>66 d</b>	<b>Mon 4/27/26</b>	<b>Tue 7/28/26</b>	[Gantt bar spanning from Mon 4/27/26 to Tue 7/28/26]															
659	<b>Roof Structure</b>	<b>49 d</b>	<b>Mon 6/29/26</b>	<b>Thu 9/3/26</b>	[Gantt bar spanning from Mon 6/29/26 to Thu 9/3/26]															
672	<b>Steel Trellis</b>	<b>54 d</b>	<b>Tue 6/2/26</b>	<b>Fri 8/14/26</b>	[Gantt bar spanning from Tue 6/2/26 to Fri 8/14/26]															
679	<b>Site - Planters</b>	<b>16 d</b>	<b>Mon 8/17/26</b>	<b>Tue 9/8/26</b>	[Gantt bar spanning from Mon 8/17/26 to Tue 9/8/26]															
690	<b>Generator and SES</b>	<b>86 d</b>	<b>Fri 8/7/26</b>	<b>Wed 12/9/26</b>	[Gantt bar spanning from Fri 8/7/26 to Wed 12/9/26]															
698	<b>Interior Framing and Rough-In</b>	<b>39 d</b>	<b>Fri 8/21/26</b>	<b>Thu 10/15/26</b>	[Gantt bar spanning from Fri 8/21/26 to Thu 10/15/26]															
713	<b>Finishes</b>	<b>140 d</b>	<b>Fri 10/16/26</b>	<b>Wed 5/5/27</b>	[Gantt bar spanning from Fri 10/16/26 to Wed 5/5/27]															
758	<b>Furniture Fixture and Equipment / IT Equipment</b>	<b>11 d</b>	<b>Thu 4/22/27</b>	<b>Thu 5/6/27</b>	[Gantt bar spanning from Thu 4/22/27 to Thu 5/6/27]															
763	<b>Exteriors</b>	<b>68 d</b>	<b>Wed 9/2/26</b>	<b>Wed 12/9/26</b>	[Gantt bar spanning from Wed 9/2/26 to Wed 12/9/26]															
782	<b>Trash Enclosure</b>	<b>24 d</b>	<b>Tue 6/16/26</b>	<b>Fri 7/17/26</b>	[Gantt bar spanning from Tue 6/16/26 to Fri 7/17/26]															
792	<b>Site - Parking Lot / Hardscape / Landscape</b>	<b>64 d</b>	<b>Mon 8/17/26</b>	<b>Fri 11/13/26</b>	[Gantt bar spanning from Mon 8/17/26 to Fri 11/13/26]															
810	<b>Building Inspections</b>	<b>128 d</b>	<b>Mon 10/26/26</b>	<b>Tue 4/27/27</b>	[Gantt bar spanning from Mon 10/26/26 to Tue 4/27/27]															

Task [Blue bar] Milestone [Red diamond] Summary [Grey bar] Project Summary [Light grey bar] Deadline [Green arrow] Critical [Red bar] Progress [Blue bar]



# Enumeration of Documents



ENUMERATION OF DOCUMENTS

Goldwater Student Services  
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PROJECT MANUAL						
Specification/ Drawing	Description	Spec Date	Stamp Date	CORE Received Date	Revision	Color
<b>Division 00</b>	<b>Procurement and Contracting Requirements</b>					
00 0002	PROJECT TEAM	9-Dec-25	9-Dec-25	11-Dec-25	None	White
00 0107	SEALS PAGE	9-Dec-25	9-Dec-25	11-Dec-25	None	White
00 3132	GEOTECHNICAL DATA	9-Dec-25	9-Dec-25	11-Dec-25	None	White
00 4520	ASBESTOS STATEMENT	9-Dec-25	9-Dec-25	11-Dec-25	None	White
<b>Division 01</b>	<b>General Requirements</b>					
01 1000	SUMMARY	9-Dec-25	9-Dec-25	11-Dec-25	None	White
01 2100	ALLOWANCES	9-Dec-25	9-Dec-25	11-Dec-25	None	White
01 2500	SUBSTITUTION PROCEDURES	9-Dec-25	9-Dec-25	11-Dec-25	None	White
01 2600	CONTRACT MODIFICATION	9-Dec-25	9-Dec-25	11-Dec-25	None	White
01 2900	PAYMENT PROCEDURES	9-Dec-25	9-Dec-25	11-Dec-25	None	White
01 3100	PROJECT MANAGEMENT & COORDINATION	9-Dec-25	9-Dec-25	11-Dec-25	None	White
01 3200	CONSTRUCTION PROGRESS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
01 3300	SUBMITTAL PROCEDURES	9-Dec-25	9-Dec-25	11-Dec-25	None	White
01 4500	QUALITY CONTROL	9-Dec-25	9-Dec-25	11-Dec-25	None	White
01 5000	TEMPORARY FACILITIES AND	9-Dec-25	9-Dec-25	11-Dec-25	None	White
01 6000	PRODUCT REQUIREMENTS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
01 7000	CLOSEOUT REQUIREMENTS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
01 7300	EXECUTION	9-Dec-25	9-Dec-25	11-Dec-25	None	White
<b>Division 02</b>	<b>Existing Conditions/Site - NOT USED</b>					
<b>Division 03</b>	<b>Concrete</b>					
03 3000	CAST-IN-PLACE CONCRETE	9-Dec-25	9-Dec-25	11-Dec-25	None	White
03 3543	POLISHED CONCRETE SYSTEM	9-Dec-25	9-Dec-25	11-Dec-25	None	White
<b>Division 04</b>	<b>Masonry</b>					
04 2200	CONCRETE UNIT MASONRY	9-Dec-25	9-Dec-25	11-Dec-25	None	White
<b>Division 05</b>	<b>Metals</b>					
051 200	STRUCTURAL STEEL FRAMING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
051 213	ARCHITECTURALLY EXPOSED STRUCTURAL STEEL FRAMING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
052 100	STEEL JOIST FRAMING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
053 100	STEEL DECKING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
055 000	METAL FABRICATIONS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
<b>Division 06</b>	<b>Wood, Plastic , and Composites</b>					
06 1000	ROUGH CARPENTRY	9-Dec-25	9-Dec-25	11-Dec-25	None	White
06 1600	SHEATHING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
06 1753	SHOP-FABRICATED WOOD	9-Dec-25	9-Dec-25	11-Dec-25	None	White
06 1800	GLUED-LAMINATED	9-Dec-25	9-Dec-25	11-Dec-25	None	White
06 4116	PLASTIC LAMINATE-CLAD ARCHITECTURAL CABINETS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
<b>Division 07</b>	<b>Thermal and Moisture Protection</b>					
07 1113	BITUMINOUS DAMPPROOFING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
07 1900	WATER REPELLENTS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
07 2100	BUILDING INSULATION	9-Dec-25	9-Dec-25	11-Dec-25	None	White
07 2140	MASONRY WALL FOAM INSULATION	9-Dec-25	9-Dec-25	11-Dec-25	None	White
07 2419	WATER-DRAINAGE EXTERIOR	9-Dec-25	9-Dec-25	11-Dec-25	None	White
07 2600	UNDER SLAB VAPOR BARRIER	9-Dec-25	9-Dec-25	11-Dec-25	None	White
07 2726	AIR AND WATER BARRIER	9-Dec-25	9-Dec-25	11-Dec-25	None	White
07 4213.19	INSULATED CORE METAL WALL	9-Dec-25	9-Dec-25	11-Dec-25	None	White
07 5423	THERMOPLASTIC ROOFING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
07 6200	SHEET METAL FLASHING AND TRIM	9-Dec-25	9-Dec-25	11-Dec-25	None	White
07 7100	ROOF SPECIALTIES	9-Dec-25	9-Dec-25	11-Dec-25	None	White
07 7200	ROOF ACCESSORIES	9-Dec-25	9-Dec-25	11-Dec-25	None	White
07 8413	PENETRATION FIRESTOPPING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
07 9200	JOINT SEALANTS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
<b>Division 08</b>	<b>Openings</b>	9-Dec-25	9-Dec-25	11-Dec-25	None	White
08 1113	HOLLOW METAL DOORS AND FRAMES	9-Dec-25	9-Dec-25	11-Dec-25	None	White
08 1416	FLUSH WOOD DOORS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
08 3113	ACCESS DOORS	9-Dec-25	9-Dec-25	11-Dec-25	None	White



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08 4113	ALUMINUM-FRAMED ENTRANCES	9-Dec-25	9-Dec-25	11-Dec-25	None	White
08 7100	DOOR HARDWARE	9-Dec-25	9-Dec-25	11-Dec-25	None	White
08 8100	GLASS AND GLAZING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
<b>Division 09</b>	<b>Finishes</b>					
09 2216	NON-STRUCTURAL METAL	9-Dec-25	9-Dec-25	11-Dec-25	None	White
09 2900	GYPSUM BOARD	9-Dec-25	9-Dec-25	11-Dec-25	None	White
09 3000	CERAMIC TILING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
09 5123	ACOUSTICAL TILE CEILINGS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
09 6513	RESILIENT BASE AND	9-Dec-25	9-Dec-25	11-Dec-25	None	White
09 6519	RESILIENT TILE FLOORING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
09 6813	TILE CARPETING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
09 7200	WALLCOVERINGS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
09 8433	SOUND ABSORBING WALL UNITS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
09 9100	PAINTING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
09 9600	HIGH PERFORMANCE COATINGS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
<b>Division 10</b>	<b>Specialties</b>					
10 1100	VISUAL DISPLAY UNITS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
10 1423	SITE SIGNAGE	9-Dec-25	9-Dec-25	11-Dec-25	None	White
10 1423.16	PANEL SIGNAGE	9-Dec-25	9-Dec-25	11-Dec-25	None	White
10 2113.19	PLASTIC TOILET COMPARTMENTS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
10 2800	TOILET AND BATH ACCESSORIES	9-Dec-25	9-Dec-25	11-Dec-25	None	White
10 4400	FIRE PROTECTION SPECIALTIES	9-Dec-25	9-Dec-25	11-Dec-25	None	White
<b>Division 11</b>	<b>Equipment - NOT USED</b>					
<b>Division 12</b>	<b>Furnishings</b>					
12 3210	MANUFACTURED PLASTIC LAMINATE CLAD CASEWORK	9-Dec-25	9-Dec-25	11-Dec-25	None	White
12 3661	SOLID SURFACE COUNTERTOPS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
<b>Division 13</b>	<b>Special Construction - NOT USED</b>					
<b>Division 14</b>	<b>Conveying Equipment - NOT USED</b>					
<b>Division 21</b>	<b>Fire Suppression - NOT USED</b>					
<b>Division 22</b>	<b>Plumbing</b>					
22 0500	COMMON WORK RESULTS FOR PLUMBING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
22 0523	VALVES FOR PLUMBING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
22 0529	SUPPORTS, ANCHORS & SLEEVES FOR PLUMBING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
22 0700	PLUMBING INSULATION	9-Dec-25	9-Dec-25	11-Dec-25	None	White
22 1116	PLUMBING PIPING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
22 1119	PLUMBING SPECIALTIES	9-Dec-25	9-Dec-25	11-Dec-25	None	White
22 3000	PLUMBING EQUIPMENT	9-Dec-25	9-Dec-25	11-Dec-25	None	White
22 4000	PLUMBING FIXTURES	9-Dec-25	9-Dec-25	11-Dec-25	None	White
<b>Division 23</b>	<b>Heating, Ventilating, and Air</b>					
23 0500	COMMON WORK RESULTS FOR HVAC	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 0529	HANGERS & SUPPORTS FOR HVAC PIPING & EQUIPMENT	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 0593	TESTING, ADJUSTING & BALANCING FOR HVAC	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 2300	REFRIGERANT & CONDENSATE PIPING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 3113	DUCTWORK	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 3114	DUCT LINING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 3115	DUCT INSULATION	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 3300	AIR DUCT ACCESSORIES	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 3423	HVAC POWER VENTILATORS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 3713	DIFFUSERS, REGISTERS & GRILLES	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 6200	PACKAGED HEATING/COOLING UNITS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 6315	DUCTLESS HEAT PUMPS	9-Dec-25	9-Dec-25	11-Dec-25	None	White



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<b>Division 26</b>	<b>Electrical</b>					
23 0500	COMMON WORK RESULTS FOR	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 0529	HANGERS & SUPPORTS FOR HVAC PIPING & EQUIPMENT	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 0593	TESTING, ADJUSTING & BALANCING FOR HVAC	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 2300	REFRIGERANT & CONDENSATE PIPING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 3113	DUCTWORK	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 3114	DUCT LINING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 3115	DUCT INSULATION	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 3300	AIR DUCT ACCESSORIES	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 3423	HVAC POWER VENTILATORS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 3713	DIFFUSERS, REGISTERS & GRILLES	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 6200	PACKAGED HEATING/COOLING UNITS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
23 6315	DUCTLESS HEAT PUMPS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
<b>Division 31</b>	<b>Earthwork</b>					
31 3116	TERMITE CONTROL	9-Dec-25	9-Dec-25	11-Dec-25	None	White
<b>Division 32</b>	<b>Exterior Improvements</b>					
32 0190	OPERATION AND MAINTENANCE OF	9-Dec-25	9-Dec-25	11-Dec-25	None	White
32 1313	CONCRETE PAVING, SLABS AND	9-Dec-25	9-Dec-25	11-Dec-25	None	White
32 1540	CRUSHED STONE SURFACING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
32 1723	PAVEMENT AND CURB MARKINGS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
32 3113	CHAIN LINK FENCES AND GATES	9-Dec-25	9-Dec-25	11-Dec-25	None	White
32 3119	DECORATIVE METAL FENCES & GATES	9-Dec-25	9-Dec-25	11-Dec-25	None	White
32 9000	PLANTING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
32 9119	LANDSCAPE GRADING	9-Dec-25	9-Dec-25	11-Dec-25	None	White
32 9300	PLANTS	9-Dec-25	9-Dec-25	11-Dec-25	None	White
RAMM Project No G29400	Geotechnical Engineering Report	9-Dec-25	9-Dec-25	11-Dec-25	None	White
<b>Division 33</b>	<b>Utilities - NOT USED</b>					
<b>DRAWINGS</b>						
Specification/ Drawing	Description	Drawing Date	Stamp Date	CORE Received Date	Revision	Color
<b>General</b>						
G100	Code Plan Overall Site	8-Dec-25	N/A	11-Dec-25	None	White
G101	Code Plan	8-Dec-25	N/A	11-Dec-25	None	White
G104	Code Details	8-Dec-25	N/A	11-Dec-25	None	White
<b>Civil</b>						
C1.0	Cover	8-Dec-25	N/A	11-Dec-25	None	White
C1.1	Legend, Abbreviations, & General Notes	8-Dec-25	N/A	11-Dec-25	None	White
C2.1	Demolition Plan	8-Dec-25	N/A	11-Dec-25	None	White
C3.1	Site Plan	8-Dec-25	N/A	11-Dec-25	None	White
C4.1	Grading & Drainage Plan	8-Dec-25	N/A	11-Dec-25	None	White
C5.1	Utility Plan	8-Dec-25	N/A	11-Dec-25	None	White
C6.1	Site Details	8-Dec-25	N/A	11-Dec-25	None	White
C7.1	Stormwater Management Plan	8-Dec-25	N/A	11-Dec-25	None	White
C7.2	Stormwater Management Details	8-Dec-25	N/A	11-Dec-25	None	White
<b>Landscape</b>						
L1.0	Landscape Plan	8-Dec-25	N/A	11-Dec-25	None	White
L2.0	Landscape Details	8-Dec-25	N/A	11-Dec-25	None	White
<b>Architectural Site</b>						
SP100	Site Plan	8-Dec-25	N/A	11-Dec-25	None	White
SP101	Site Details	8-Dec-25	N/A	11-Dec-25	None	White



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Specification/ Drawing	Description	Spec Date	Stamp Date	CORE Received Date	Revision	Color
SP102	Site Details	8-Dec-25	N/A	11-Dec-25	None	White
<b>Architectural</b>						
A100	Overall Floor Plan	8-Dec-25	N/A	11-Dec-25	None	White
A101	Dimension Plan	8-Dec-25	N/A	11-Dec-25	None	White
A115	Wall Types	8-Dec-25	N/A	11-Dec-25	None	White
A120	Architectural Details	8-Dec-25	N/A	11-Dec-25	None	White
A200	Reflected Ceiling Plan	8-Dec-25	N/A	11-Dec-25	None	White
A201	Reflected Ceiling Plan - Enlarged	8-Dec-25	N/A	11-Dec-25	None	White
A210	Reflected Ceiling Details	8-Dec-25	N/A	11-Dec-25	None	White
A300	Roof Plan	8-Dec-25	N/A	11-Dec-25	None	White
A305	Roof Details	8-Dec-25	N/A	11-Dec-25	None	White
A306	Roof Details	8-Dec-25	N/A	11-Dec-25	None	White
A400	Exterior Elevations	8-Dec-25	N/A	11-Dec-25	None	White
A401	Library Exterior Elevations	8-Dec-25	N/A	11-Dec-25	None	White
A500	Building Sections	8-Dec-25	N/A	11-Dec-25	None	White
A600	Wall Sections	8-Dec-25	N/A	11-Dec-25	None	White
A700	Door Schedule, Door Types, and Door Frame Types	8-Dec-25	N/A	11-Dec-25	None	White
A701	Window Schedule, Window & Storefront Types	8-Dec-25	N/A	11-Dec-25	None	White
A702	Door Details	8-Dec-25	N/A	11-Dec-25	None	White
A703	Window and Storefront Details	8-Dec-25	N/A	11-Dec-25	None	White
A704	Window and Storefront Details	8-Dec-25	N/A	11-Dec-25	None	White
A800	Enlarged Plans & Elevations	8-Dec-25	N/A	11-Dec-25	None	White
A810	Accessibility and Signage Standards	8-Dec-25	N/A	11-Dec-25	None	White
A811	Accessibility Standards	8-Dec-25	N/A	11-Dec-25	None	White
A900	Master Finish Schedule	8-Dec-25	N/A	11-Dec-25	None	White
A901	Overall Finish Plan	8-Dec-25	N/A	11-Dec-25	None	White
A917	Interior Elevations	8-Dec-25	N/A	11-Dec-25	None	White
A920	Millwork Details	8-Dec-25	N/A	11-Dec-25	None	White
A923	Finish Details	8-Dec-25	N/A	11-Dec-25	None	White
<b>Structural</b>						
S100	Structural Notes	8-Dec-25	N/A	11-Dec-25	None	White
S101	Structural Notes	8-Dec-25	N/A	11-Dec-25	None	White
S102	Typical Details	8-Dec-25	N/A	11-Dec-25	None	White
S103	Typical Details	8-Dec-25	N/A	11-Dec-25	None	White
S104	Typical Details	8-Dec-25	N/A	11-Dec-25	None	White
S105	Typical Details	8-Dec-25	N/A	11-Dec-25	None	White
S106	Typical Details	8-Dec-25	N/A	11-Dec-25	None	White
S200	Foundation Details	8-Dec-25	N/A	11-Dec-25	None	White
S300	Roof Framing Plan	8-Dec-25	N/A	11-Dec-25	None	White
S400	Foundation Details	8-Dec-25	N/A	11-Dec-25	None	White
S401	Foundation Details	8-Dec-25	N/A	11-Dec-25	None	White
S500	Framing Details	8-Dec-25	N/A	11-Dec-25	None	White
S501	Framing Details	8-Dec-25	N/A	11-Dec-25	None	White
<b>Mechanical</b>						
M101	Mechanical Floor Plan	8-Dec-25	N/A	11-Dec-25	None	White
M102	Mechanical Roof Plan	8-Dec-25	N/A	11-Dec-25	None	White
M103	Mechanical Schedules Details and Notes	8-Dec-25	N/A	11-Dec-25	None	White
M104	Mechanical Schedules	8-Dec-25	N/A	11-Dec-25	None	White
<b>Plumbing</b>						
P101	Water and Gas Plan	8-Dec-25	N/A	11-Dec-25	None	White
P102	Soil and Vent Plan	8-Dec-25	N/A	11-Dec-25	None	White
P104	Plumbing Schedules, Details and Notes	8-Dec-25	N/A	11-Dec-25	None	White
P105	Natural Gas Details	8-Dec-25	N/A	11-Dec-25	None	White



**CORE**

**CORE**

## Request to Approve Yearly Adobe Renewal

### **Recommendation:**

Staff recommends approval to renew Adobe services for one year, through CDW-G , in the amount of \$52,318.87.

### **Procurement Process and Budget Information:**

This is a budgeted expense and utilizes CDW-G as an authorized Adobe reseller to ensure competitive educational pricing for the college. The purchase is processed under standard educational software procurement practices.

### **Summary:**

Adobe Creative Cloud and Adobe Document Cloud applications are widely used across the college to support instruction, student learning, and administrative operations. These tools provide industry-standard software for digital design, media production, document management, and electronic signatures.

The Adobe licensing included in this renewal provides:

- Creative Cloud All Apps for faculty and staff instructional and professional use
- Adobe Acrobat and document management tools for PDF creation, editing, and accessibility
- Adobe Sign enterprise services to support secure electronic signatures and digital workflows
- Student access licensing to support coursework in technology, design, and digital media programs

These applications are essential for maintaining modern instructional environments, supporting online and hybrid learning, and ensuring efficient, paperless administrative processes.

The renewal includes applicable taxes and provides continued vendor-supported updates and maintenance for the duration of the contract term. All licenses are delivered electronically





Thank you for choosing CDW. We have received your quote.

Hardware    Software    Services    IT Solutions    Brands    Research Hub

# QUOTE CONFIRMATION

MICHAEL JACOB,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. If you are an eProcurement or single sign on customer, please log into your system to access the CDW site. You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

[Convert Quote to Order](#)

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PTGF204	2/6/2026	ADO ETLA CONSORTIUM '26	302679	\$52,318.87

## QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">ADO CC ALL APPS PRO PLUS EDU-HED</a> Mfg. Part#: 30012218MA Electronic distribution - NO MEDIA Contract: MARKET	493	9057252	\$50.00	\$24,650.00
<a href="#">Adobe Shared DEV HED License</a> Mfg. Part#: 65297410MA Electronic distribution - NO MEDIA Contract: MARKET	100	5495742	\$0.00	\$0.00
<a href="#">ADOBE SIGN F ENT SVCS SUB</a> Mfg. Part#: 65310024MA Electronic distribution - NO MEDIA Contract: MARKET	12500	6277046	\$1.26	\$15,750.00
<a href="#">ADO CC ALL APPS PRO PLUS EDU-HED</a> Mfg. Part#: 30012219MA Electronic distribution - NO MEDIA Contract: MARKET	50	9008492	\$43.16	\$2,158.00
<a href="#">ACROBAT STUDIO HED STUDENT</a> Mfg. Part#: 30013610MA Electronic distribution - NO MEDIA Contract: MARKET	550	9072053	\$12.00	\$6,600.00

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SUBTOTAL	\$49,158.00
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SHIPPING	\$0.00
SALES TAX	\$3,160.87
<b>GRAND TOTAL</b>	<b>\$52,318.87</b>

PURCHASER BILLING INFO	DELIVER TO
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 Address: NORTHLAND PIONEER COLLEGE MICHAEL JACOB 2251 NAVAJO BLVD HOLBROOK, AZ 86025-1824 Shipping Method: ELECTRONIC DISTRIBUTION
	Please remit payments to:  CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



### Sales Contact Info

Jake Parker | (877) 625-3918 | [jake.parker@cdwg.com](mailto:jake.parker@cdwg.com)

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<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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## Request to Purchase Cutaway Trainer for Auto Program

### **Recommendation:**

Staff recommend the purchase of Automotive training equipment from ATech Training for the amount of \$108,221.35

### **Procurement Process and Budget Information:**

The cutaway equipment was selected with specific functionality in mind and in alignment with training standards from the ATO department. The cutaways will be used to help students understand the inner workings of different motors and help with the continuation of the program. Several vendors were evaluated, including AUTO EDU, Cutaway Creations, and Tech Com. ATech Training had the products that the ATO program was looking for and needed to meet its requirements. NAVIT will be purchasing the cutaway trainers.

### **Summary:**

The Automotive Technology program at NPC has grown significantly over the last few years, with the new skill center at WMC and the opening of a new location at PDC. These trainers will help with the curriculum of the program and allow students to have more hands-on training, along with seeing different aspects of motors to understand the theory and hands-on components of putting together different types of motors.



Northland Pioneer College

DIRECTED OR SOLE SOURCE JUSTIFICATION FORM

Purpose of this form: To communicate and document the reason for recommending a supplier where (a) competitive bidding was not used or (b) competitive bidding was used and a supplier other than the lowest bidder is recommended.

Description of Product and/or Service: Motor Cutaways for Training. (see page 4)

Name of Supplier: ATech Training Date: 2/2/26

Please select the reason for recommending the above named supplier:

- checkbox The requested product is an integral part or accessory to existing equipment.
checkbox The service requested is for existing equipment which can only be completed by the original manufacturer or manufacturer's designated service provider.
checkbox The requested product or service has unique design, performance, and/or quality specifications that are essential to particular teaching needs and are not available in comparable products.
checkbox [checked] The requested service requires a supplier that can demonstrate unique skills or experience.
checkbox Only one supplier is capable of providing supplies, services, or construction.
checkbox Emergency - The goods or services are needed to correct or prevent an emergency health, environmental or safety hazard; special or time sensitive events; and/or emergency repair or replacement of existing equipment essential for daily operations.

Time frame this Justification will extend from: 2026 to: 2031. (Not to exceed 5 years.)

Additional Information (Required Irrespective of Reason Selected):

Please explain why other suppliers were excluded from the evaluation. Attach additional sheets if necessary.

If compatibility with existing equipment is your reason for recommending the supplier, provide the following information about the existing equipment.

Description: Motor Cutaways for Training

Manufacturer & Model No.: ATech Training AT-1210, AT-1220, AT-680-4, AT680S

Other Suppliers Contacted: Note all other suppliers considered for this product or service. Include the reason why the product or service was not acceptable. Attach additional sheets if necessary.

- a) Supplier: AUTO EDU
Contact Name & Phone #: David David@edtechglobal.com +3706 700 0541 (Viber/Whatsapp)
Product/Service Description: Automotive training equipment
Technical Deficiency: Does not offer the type of cutaways Auto Dept are looking for.

Northland Pioneer College

DIRECTED OR SOLE SOURCE JUSTIFICATION FORM

b) Supplier: Cutaway Creation
Contact Name & Phone #: 304.724.1188
Product/Service Description: Motor Cutaways for different engine types
Technical Deficiency: Does not offer the type of cutaways Auto Dept are looking for.

Authorization

Maderia Ellison

Printed or Typed Name of Vice President/Chief Business Officer

X Maderia Ellison (Feb 12, 2026 11:43:57 MST)

Signature of Vice President/Chief Business Officer

Andrew Farr

Printed or Typed Name of Requester

X Andrew Farr

Signature of Requester

I certify that I am in compliance with the Disclosure of Substantial Interest requirements (Policy 1220, Procedure 2715). I understand and accept my obligation to disclose any interest in a proposed College transaction.

I have no substantial interest to disclose.

The above is an accurate and current statement of all my reportable outside interests and activities, to the best of my knowledge.

Date: 2/2/26 Requester's Signature: Andrew Farr

For CBO Use Only
CHIEF BUSINESS OFFICER APPROVAL
Approved by: \_\_\_\_\_ Date of Review: \_\_\_\_\_
Approved: [ ] Yes [ ] No Reason for denial: \_\_\_\_\_
[ ] Need additional information before a decision can be made.
Information needed: \_\_\_\_\_

# Northland Pioneer College

## DIRECTED OR SOLE SOURCE JUSTIFICATION FORM

### **NPC Procedures:**

Northland Pioneer College purchasing procedures permit, under certain conditions, purchases of goods or services from a directed or sole source without soliciting bids from multiple sources.

NPC recognizes that special circumstances may not support the use of competitive bidding. In these situations, directed or sole source purchases may be an acceptable alternative.

Directed or sole source purchases are an exception to the Northland Pioneer College Purchasing Procedure, and must always be in writing. The Chief Business Officer will approve a directed or sole source purchase on a case-by-case basis.

### **Definitions:**

Directed Source: Indicates a product or service must, for specific and justifiable reasons, be purchased from one specified supplier. Directed Source procurement may be used when one of the following conditions exists:

- The requested product is an integral part or accessory to existing equipment.
- The service requested is for existing equipment which can only be completed by the original manufacturer or manufacturer's designated service provider.
- The requested product or service has unique design, performance, and/or quality specifications that are essential to a particular research protocol or teaching needs and are not available in comparable products.
- The requested service or system requires a supplier with unique skills or experience.

Sole Source: Indicates only one supplier exists capable of providing a particular product or service.

### **Process:**

The Directed or Sole Source Justification Form shall accompany any request for a purchase from a Directed or Sole Source where:

- the purchase exceeds \$5,000 (*\*3,500 for federal grant purchases*), and
- the purchase is not covered by an existing contract or price agreement.

Furnish the necessary explanation and documentation as noted on the form. The requestor and the appropriate approver (vice president) must co-sign this document. Forward the form and supporting documentation to the Vice President for Administrative Services for review and approval.

### **Evaluation:**

For directed and sole source purchases, each department is responsible for evaluating alternative sources of supply and documenting the reasons that the purchase will be directed to a particular supplier or service provider when alternative sources are available. Departments also are responsible for verifying that prices paid for directed and sole source purchases are fair and reasonable.

Under no circumstances shall a supplier be advised that a contract will be awarded on a directed or sole source basis before approval by the Vice President for Administrative Services.

The determination as to whether a directed or sole source justification is reasonable is based on one or more of these criteria:

- the requestor has investigated and documented his/her evaluation of potential alternate sources of supply for the requested product and/or service.
- the requestor's documentation explains how similar products and/or services cannot meet the required specifications.
- the requestor has documented that a good faith effort has been made to identify other sources.

If the purchase meets the criteria for Directed or Sole Source, the Vice President for Administrative Services will authorize the purchase. The Directed or Sole Source Form will be returned to the requestor if the purchase does not meet the criteria or if additional information is needed.

### **Exclusions:**

Subscriptions, dues, memberships and other similar items will be treated as sole source, and do not require sole source justification documentation.

The Automotive Cutaway training equipment will provide students with hands-on and visual learning to understand the concepts of building and maintaining motors. This is not a software, but the cutaways that the Autos department was only able to find in one company that provides the engine cutaways they are looking for and need to use. Since this is a physical product, the software does not rely on it. This will be a one-time purchase and will not have any subscriptions. No, there is no setup cost and IT will not need to be made aware of this equipment.

# Request to Purchase GuestVision Software for Cosmo Program

**Recommendation:**

CTE recommends purchasing Guest Vision because of its user-friendly capabilities, and that it is compatible with Anthology and was a sole source, One-Time \$121,000.00

**Procurement Process and Budget Information:**

The Guest Vision software was specifically selected with specific functions in mind, with the user friendliness for the staff and customers in mind. Several vendors were looked at, but did not fit the exact needs that the COS program is looking for. Guest Vision was identified as a sole source and can work with Anthology. Funding for this purchase will be through the Perkins Grant.

**Summary:**

Quest Vision will be installed at all three locations to help improve the services that the COSMO program provides both for the students and customers. The current software being used is outdated and not user-friendly for both customers and staff. Over the course of a couple of years, IT reviewed multiple companies, including MEEVO and Salon Pro Software, and Guest Vision collaborates with Anthology.



Northland Pioneer College

DIRECTED OR SOLE SOURCE JUSTIFICATION FORM

Purpose of this form: To communicate and document the reason for recommending a supplier where (a) competitive bidding was not used or (b) competitive bidding was used and a supplier other than the lowest bidder is recommended.

Description of Product and/or Service: Software for COSMO Program. ( see page 4 )

Name of Supplier: Guest Vision Date: 2/2/26

Please select the reason for recommending the above named supplier:

- checkbox The requested product is an integral part or accessory to existing equipment.
checkbox The service requested is for existing equipment which can only be completed by the original manufacturer or manufacturer's designated service provider.
checkbox The requested product or service has unique design, performance, and/or quality specifications that are essential to particular teaching needs and are not available in comparable products.
checkbox [checked] The requested service requires a supplier that can demonstrate unique skills or experience.
checkbox Only one supplier is capable of providing supplies, services, or construction.
checkbox Emergency - The goods or services are needed to correct or prevent an emergency health, environmental or safety hazard; special or time sensitive events; and/or emergency repair or replacement of existing equipment essential for daily operations.

Time frame this Justification will extend from: 2026 to: 2030. (Not to exceed 5 years.)

Additional Information (Required Irrespective of Reason Selected):

Please explain why other suppliers were excluded from the evaluation. Attach additional sheets if necessary.

If compatibility with existing equipment is your reason for recommending the supplier, provide the following information about the existing equipment.

Description: Compatible with Anthology with more user friendly options

Manufacturer & Model No.: GuestVision Solutions Software

Other Suppliers Contacted: Note all other suppliers considered for this product or service. Include the reason why the product or service was not acceptable. Attach additional sheets if necessary.

a) Supplier: Meevo

Contact Name & Phone #: 973.406.4046

Product/Service Description: Salon Software

Technical Deficiency: Does not work with Anthology

Northland Pioneer College

DIRECTED OR SOLE SOURCE JUSTIFICATION FORM

b) Supplier: Salon Pro Software Aura
Contact Name & Phone #: Emmy 786.504.7532
Product/Service Description: Salon Software
Technical Deficiency: Does not work with ANthology

Authorization

Maderia Ellison
Printed or Typed Name of Vice President/Chief Business Officer

X Maderia Ellison (Feb 12, 2026 11:43:57 MST)
Signature of Vice President/Chief Business Officer

Andrew Farr
Printed or Typed Name of Requester

X Andrew Farr
Signature of Requester

I certify that I am in compliance with the Disclosure of Substantial Interest requirements (Policy 1220, Procedure 2715). I understand and accept my obligation to disclose any interest in a proposed College transaction.

I have no substantial interest to disclose.

The above is an accurate and current statement of all my reportable outside interests and activities, to the best of my knowledge.

Date: 02/12/2026 Requester's Signature: Andrew Farr

For CBO Use Only
CHIEF BUSINESS OFFICER APPROVAL
Approved by: \_\_\_\_\_ Date of Review: \_\_\_\_\_
Approved: [ ] Yes [ ] No Reason for denial: \_\_\_\_\_
[ ] Need additional information before a decision can be made.
Information needed: \_\_\_\_\_

# Northland Pioneer College

## DIRECTED OR SOLE SOURCE JUSTIFICATION FORM

### **NPC Procedures:**

Northland Pioneer College purchasing procedures permit, under certain conditions, purchases of goods or services from a directed or sole source without soliciting bids from multiple sources.

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Directed or sole source purchases are an exception to the Northland Pioneer College Purchasing Procedure, and must always be in writing. The Chief Business Officer will approve a directed or sole source purchase on a case-by-case basis.

### **Definitions:**

Directed Source: Indicates a product or service must, for specific and justifiable reasons, be purchased from one specified supplier. Directed Source procurement may be used when one of the following conditions exists:

- The requested product is an integral part or accessory to existing equipment.
- The service requested is for existing equipment which can only be completed by the original manufacturer or manufacturer's designated service provider.
- The requested product or service has unique design, performance, and/or quality specifications that are essential to a particular research protocol or teaching needs and are not available in comparable products.
- The requested service or system requires a supplier with unique skills or experience.

Sole Source: Indicates only one supplier exists capable of providing a particular product or service.

### **Process:**

The Directed or Sole Source Justification Form shall accompany any request for a purchase from a Directed or Sole Source where:

- the purchase exceeds \$5,000 (*\*3,500 for federal grant purchases*), and
- the purchase is not covered by an existing contract or price agreement.

Furnish the necessary explanation and documentation as noted on the form. The requestor and the appropriate approver (vice president) must co-sign this document. Forward the form and supporting documentation to the Vice President for Administrative Services for review and approval.

### **Evaluation:**

For directed and sole source purchases, each department is responsible for evaluating alternative sources of supply and documenting the reasons that the purchase will be directed to a particular supplier or service provider when alternative sources are available. Departments also are responsible for verifying that prices paid for directed and sole source purchases are fair and reasonable.

Under no circumstances shall a supplier be advised that a contract will be awarded on a directed or sole source basis before approval by the Vice President for Administrative Services.

The determination as to whether a directed or sole source justification is reasonable is based on one or more of these criteria:

- the requestor has investigated and documented his/her evaluation of potential alternate sources of supply for the requested product and/or service.
- the requestor's documentation explains how similar products and/or services cannot meet the required specifications.
- the requestor has documented that a good faith effort has been made to identify other sources.

If the purchase meets the criteria for Directed or Sole Source, the Vice President for Administrative Services will authorize the purchase. The Directed or Sole Source Form will be returned to the requestor if the purchase does not meet the criteria or if additional information is needed.

### **Exclusions:**

Subscriptions, dues, memberships and other similar items will be treated as sole source, and do not require sole source justification documentation.

The GuestVision software will provide a more user-friendly experience for customers and staff of the Cosmetology program. This will help improve customer experience, including tracking student hours, creating client appointments, checking in for appointments, and making payments, etc. The Guest Vision software is unique in that it works with Anthology and aligns with the college's direction in moving towards the new ERP. The current software that the Cosmo program is using is [onlinediscoverypro.com](http://onlinediscoverypro.com). and does not track or help students in the way that Guest Vision will allow. Other programs that were considered did not offer the option to work with Anthology. The quote that we received was for 3 years for a total cost of \$83,587.73, and subscriptions a year cost around \$18-19K a year. 5 years, I am guessing, would cost around \$121,000. The setup fee for the first year is \$45,671.70, and this includes licenses, services, and hardware. IT is supportive of this purchase. They helped pick out the software to make sure it would work with Anthology and meet our needs.

## Request to Approve Board Travel for Board Member Derrick Leslie

### **Recommendation:**

Staff recommends approval for Board Member Derrick Leslie to travel to the Higher Learning Commission Annual Conference in Chicago, IL from March 21 – March 24, 2026

### **Summary:**

Per Procedure 2036 – District Governing Board Travel “All travel for DGB members exceeding \$1000 must be approved by the DGB prior to travel.” Higher Learning 2026 will bring together professionals who are shaping the future of higher ed. The conference will explore how institutions can pursue continuous improvement through accreditation and ensure high-quality, transformative educational experiences that meet the evolving needs of students and society. Join colleagues to exchange ideas, explore new strategies, and gain skills that will enhance your institution’s impact and leadership.



## Request to Approve Board Travel for Board Member Rosie Sekayumptewa

### **Recommendation:**

Staff recommends approval for Board Member Rosie Sekayumptewa to travel to the Higher Learning Commission Annual Conference in Chicago, IL from March 21 – March 24, 2026

### **Summary:**

Per Procedure 2036 – District Governing Board Travel “All travel for DGB members exceeding \$1000 must be approved by the DGB prior to travel.” Higher Learning 2026 will bring together professionals who are shaping the future of higher ed. The conference will explore how institutions can pursue continuous improvement through accreditation and ensure high-quality, transformative educational experiences that meet the evolving needs of students and society. Join colleagues to exchange ideas, explore new strategies, and gain skills that will enhance your institution’s impact and leadership.

