

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 20, 2018 beginning at 10:00 a.m.** The meeting will be held at the Northland Pioneer College Painted Desert Campus, Tiponi Community Center meeting room, located at 2251 E. Navajo Blvd., Holbrook, Arizona.

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

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

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

I, Paul Hempsey, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on or before the 19th day of February 2018, at 10:00 a.m.

Paul Hempsey
Recording Secretary to the Board

NOTICE DISTRIBUTION

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

OUR MISSION

Northland Pioneer College
provides, supports
and promotes
lifelong learning.



Northland Pioneer College

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

PUBLIC NOTICE OF NONDISCRIMINATION: Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Director of Human Resources, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (800) 266-7845. The Section 504 Compliance Officer is the Coordinator of Disability Resource and Access, 1001 W. Deuce of Clubs, Show Low, Arizona 85901, (800) 266-7845. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. Revised 9-12-14

Governing Board Meeting Agenda

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

Date: February 20, 2018

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order and Pledge of Allegiance	Chair Lucero
2.	Adoption of the Agenda (Action)	Chair Lucero
3.	Call for Public Comment <small>Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.</small>	Chair Lucero
4.	Reports:	
	A. Financial Position	CBO Ellison
	B. NPC Friends and Family	Director Wilson
	C. NPC Faculty Association	Pat Lopez
	D. Human Resources	Written Report
	E. CASO	Written Report
	F. NPC Student Government Association	Cuitlahuac Aguilar
5.	Consent Agenda (Action)	Chair Lucero
	A. January 16, 2018 Regular Board Minutes	
	B. January 16, 2018 Work Session Minutes	
	C. Minutes from Special Meetings on February 2, 6, and 8, 2018	
	D. Minutes from Executive Session Meetings on February 2, 6, and 8, 2018	
	E. Policies 1710 through 1962	
	F. Curriculum Modification:	
	1. Program Modification – ABUS, BUS - AAS, CAS, CP Accounting, Management & Leadership, Medical Office, Modern Office	
6.	Old Business: None.	
7.	New Business:	
	A. Proactive Advising for Student Success (PASS) Report	Director Rogers
	B. Criterion 1 Report	COO Foutz
	C. Request to Approve Purchase of Modular Building (Action)	CBO Ellison
	D. Request to Award Roofing Contract (Action)	CBO Ellison
	E. 2018-19 Tuition and Fees – First Read	CBO Ellison
	F. Preliminary Financial Information Relating to Budget	CBO Ellison
	G. Request to Approve Purchase of Classroom Computer Hardware (Action)	CIO Way
8.	Standing Business:	
	A. Strategic Planning and Accreditation Steering Committee Report	Vice President Vest
	B. President’s Report	President Swarthout
	C. DGB Agenda Items and Informational Needs for Next Meeting	Chair Lucero
9.	Board Report/Summary of Current Events	Board Members
10.	Announcement of Next Regular Meeting March 20, 2018	Chair Lucero
11.	Adjournment (Action)	Chair Lucero

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

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

July 1, 2017 to December 31, 2017

Budget Period Expired

50%

Tax Supported Funds

	General Unrestricted			
	Budget	Current Month		%
		Actual	Y-T-D Actual	
REVENUES				
Primary Tax Levy	14,834,954	990,769	8,894,556	60%
State Aid:				
Maintenance and Operations	1,649,000	-	824,500	50%
Equalization	6,672,100	-	3,336,050	50%
Tuition and Fees	4,800,000	648,224	2,639,649	55%
Investment earnings	140,000	30,897	218,453	156%
Grants and Contracts	1,500,000	403,796	406,504	27%
Other Miscellaneous	200,000	14,150	130,455	65%
Fund Balance	400,000			
Transfers	(2,900,000)	(521,504)	(2,265,305)	78%
TOTAL REVENUES	\$ 27,296,054	\$ 1,566,332	\$ 14,184,862	52%
EXPENDITURES				
Salaries and Wages	17,964,196	1,379,184	7,787,939	43%
Operating Expenditures	9,331,858	453,323	3,210,791	34%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 27,296,054	\$ 1,832,507	\$ 10,998,730	40%

	Unrestricted Plant			
	Budget	Current Month		%
		Actual	Y-T-D Actual	
REVENUES				
State Aid:				
Capital/STEM	369,100	-	184,550	50%
Other Miscellaneous				
Fund Balance	3,000,000		-	0%
Transfers	2,000,000	221,504	1,606,117	80%
TOTAL REVENUES	\$ 5,369,100	\$ 221,504	\$ 1,790,667	33%
EXPENDITURES				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	5,369,100	222,991	1,790,667	33%
TOTAL EXPENDITURES	\$ 5,369,100	\$ 222,991	\$ 1,790,667	33%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
 Statement of Financial Position
 July 1, 2017 to December 31, 2017

Budget Period Expired 50%

Restricted and Auxiliary Funds

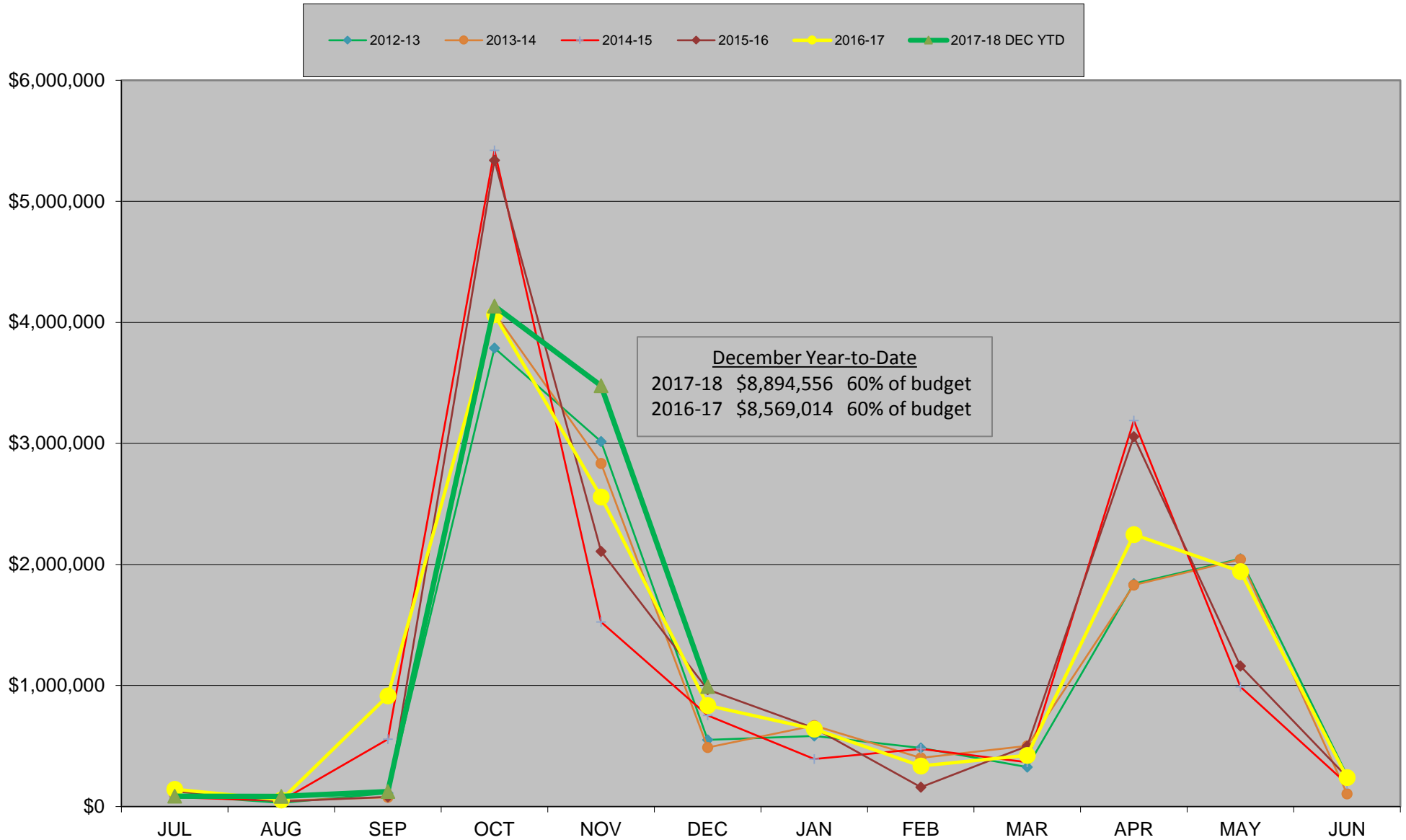
	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	6,000,000	432,602	1,533,139	26%
Fund Balance	-			
Transfers	600,000	300,000	600,000	100%
TOTAL REVENUES	\$ 6,600,000	\$ 732,602	\$ 2,133,139	32%
EXPENDITURES				
Salaries and Wages	917,965	79,663	536,692	58%
Operating Expenditures	5,682,035	709,924	1,969,858	35%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 6,600,000	\$ 789,587	\$ 2,506,550	38%

	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Sales and Services	350,000	12,810	176,286	50%
Fund Balance	-			
Transfers	300,000	-	59,188	20%
TOTAL REVENUES	\$ 650,000	\$ 12,810	\$ 235,474	36%
EXPENDITURES				
Salaries and Wages	297,580	26,049	139,222	47%
Operating Expenditures	352,420	13,022	52,292	15%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 650,000	\$ 39,071	\$ 191,514	29%

Cash Flows

Cash flows from all activities (YTD)	\$18,344,142
Cash used for all activities (YTD)	\$15,487,461
Net Cash for all activities (YTD)	\$2,856,681

Monthly Primary Property Tax Receipts



OPEN POSITIONS

- 1. Faculty in Computer Information Systems – Open until filled – First review October 16, 2017. 12 applicants.**
- 2. Jr. Network & Systems Administrator-Open until filled. 19 applicants.**
- 3. Systems Support Technician – Open until filled. 13 applicants.**
- 4. Faculty in English-WMC – Closes February 19, 2018. 45 applicants.**
- 5. Faculty in English-LCC-Grant Funded Closes February 19, 2018- 27 applicants.**
- 6. Director of Public Safety Education – Closes March 1, 2018. 5 applicants.**
- 7. Faculty in Business-SCC- Closes March 1, 2018. 19 applicants.**

CLOSED: IN REVIEW

- 1. Database Administrator – Closed October 20, 2017. 33 applicants.**
- 2. Coordinator of Administrative Systems and Projects – Closed October 20, 2017. 4 applicants.**
- 3. Administrative Systems Analyst – In review. 11 applicants.**
- 4. Faculty in Mathematics-SCC-Closed January 31, 2018. 20 applicants.**
- 5. Manager of Technical Services – Closed February 12, 2018. 9 applicants.**

FILLED

- 1. Faculty in Clinical Nursing – Rebecca Short started January 17, 2018. Rebecca received her Associate's degree from Northland Pioneer College and she received her Bachelor's degree from Grand Canyon University.**
- 2. Financial Aid Specialist – Samantha Fitzgerald started February 1, 2018. Samantha is currently working on an Associate of Applied Science degree from Northland Pioneer College.**

CASO Report February 2018

CASO has been excited to participate in the annual salary recommendation. It has been a pleasure working with Faculty Association and the Executive Team to recommend a wage increase that is equitable for the College and all employees.

We've also enjoyed the opportunity to meet the presidential candidates.

We are nearing the end of our long bylaws revision process and plan to send the final draft to CASO employees this month.

Ina Sommers
CASO President
Little Colorado Campus



**STUDENT GOVERNMENT ASSOCIATION
NORTHLAND PIONEER COLLEGE**

Student Government Association report.

By SGA President Cuitlahuac Aguilar

Tuesday, February 13th, 2018

Dear Board, administration, staff, faculty, and guests,

The SGA is proud to announce some of the upcoming events in which it will participate. These events include:

- The 10th annual SGA talent show, held in March.
 - We are holding auditions for the talent show in early March.
- The 2nd Eagle Fest in Show Low
 - We will be out seeking donations from local businesses for the raffle at Eagle Fest.
- Water bottle filling stations will be in operation soon. I give credit for the work put into this effort to the SGA members of the Spring 2017 semester. The SGA President at that time was Shadrack Molck, I was his VP.

In addition, we updated the SGA constitution over the winter break. Some of the changes include:

- Removed certain requirements to hold officer positions. For example, some officer positions required that the student had taken certain courses like accounting or that they passed college algebra with at least an A.
- We also modified the way voting procedure. It used to be that all students voted for senators and those senators voted for officers. That procedure will now only be used if a certain threshold of senators are elected, if not, then the whole student body will be allowed to vote for officers.

Another highlight thus far are the "service awards" that will be granted to active participants in the SGA. Officers will receive an award based on high participation. The amount of participation required to receive a service award will lessen for senators and finally for members.

These service awards will surely be helpful in helping recruit future members. We are hoping that the awards will make their debut in the Fall 2018 semester. Another recruitment effort on my part will be to visit area high schools and meet with the counselors and discuss the benefits of joining the SGA at NPC. While there, I will leave some SGA flyers for the counselor to distribute to those students that may be interested in joining when they transition to NPC. It's only natural for students currently in their school's student council to make the leap to the SGA.

Personally, as the president in the course of my duties, will be travelling to different campuses for our meetings, beginning with Holbrook on February 16th. Two weeks after that I will visit the Silver Creek Campus, where auditions for the talent show will be taking place. Eventually, I plan to visit Winslow's LCC and the Whiteriver, Kayenta, and Hopi centers. The visits to Holbrook and Winslow are very important because although these are campus locations, we have zero members there.

Thank you for your time.

For more information about the above, please contact the student activities coordinator:
Ryan Orr.

Navajo County Community College District Governing Board Meeting Minutes

January 16, 2018 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Frank Lucero; Mr. James Matteson; Mr. Daniel Peaches; Mr. Derrick Leslie; Mr. George Joe.

Governing Board Member Present by Phone:

Governing Board Member Absent:

Staff Present: President Jeanne Swarhout; Vice President Mark Vest; Chief Operations Officer (COO) Jason Foutz; Chief Information Officer (CIO) PJ Way; Chief Business Officer (CBO) Ellison; Recording Secretary to the Board Terrie Shevat.

Others Present: Kim Reed; Everett Robinson; Diana Hutchison; Ann Hess; Betsy Wilson; Mike Solomonson; Pat Lopez; Amber Hill, Jeremy Raisor; Josh Rogers; Peggy Belknap; Ricky Jackson; Chris Roediger; Gail Campbell; David Glennon; Jay Zsorey.

Agenda Item 1: Call to Order and Pledge of Allegiance

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

Agenda Item 2: Adoption of Agenda

*Mr. Matteson moved to adopt the agenda as presented. Mr. Peaches seconded the motion. **The vote was unanimous in the affirmative.***

Agenda Item 3: Election of Board Officers

*Mr. Matteson nominated Mr. Lucero to remain as Chair. Mr. Peaches seconded. **The vote was unanimous in the affirmative.***

*Mr. Matteson nominated Mr. Peaches to remain as Secretary. Mr. Peaches seconded. **The vote was unanimous in the affirmative.***

*Mr. Matteson nominated Mr. Lucero to remain as the Arizona Association of District Governing Boards (AADGB) Representative. Mr. Peaches seconded. **The vote was unanimous in the affirmative.***

Agenda Item 4: Call for public Comment

None

Agenda Item 5: Reports

5.A. Financial Position

CBO Ellison reviewed the financial position report with the Board noting that on a year-to-date, or cumulative basis, college property tax revenue is in line with where it is expected to be.

5.B. NPC Friends and Family

Director Wilson addressed the Board and reviewed information on scholarships and outcomes on scholarship recipients, noting the total number of students receiving awards since 2014 increased from 132 to 155 in spring, and from 98 to 111 in fall. Director Wilson also reported on the Pres Winslow Memorial Scholarship fund. She mentioned with the receipt of the \$50,000 grant from the Smart Family Foundation, the sale of the Navajo rug, and other donations received in 2017, NPC Friends and Family established their second largest endowment with the Pres Winslow Memorial Scholarship fund totaling just over \$71,000.

Mr. Matteson asked how many scholarships are available to our students each year. Director Wilson responded over 300 scholarships can be found on the college website at www.NPC.edu/scholarships.

5.C. Faculty Association

Pat Lopez addressed the Board and discussed Instructional Council (IC) and the help IC receives from its subcommittees. She noted the Assessment of Student Knowledge (ASK) is a subcommittee for IC which has a systematic approach to assess whether students understand the broad learning objectives for a course. Pat Lopez introduced Dr. Mike Solomonson, Chair of the Assessment of Student Knowledge Subcommittee and Faculty in Speech and Theatre, who was present to discuss the assessment process.

Dr. Mike Solomonson provided Board members with a handout on the assessment process and explained that the process is not only aimed at ensuring student learning, but is also a key component of NPC's continued accreditation by the Higher Learning Commission. Dr. Mike Solomonson reviewed the three phases for the overall assessment process, NPC's general assessment model, and student learning outcomes. Dr. Mike Solomonson also presented the Board with a brochure of the Performing Arts Center Events Calendar for Spring 2018.

Mr. Leslie asked how the assessment process captures the student perspective or student input and how diversity is addressed in the process. Dr. Mike Solomonson stated it depends on the tool and noted that in the Humanities area a critique is used which is administered to the students as a written assignment at some point during the semester. Dr. Mike Solomonson explained how diversity is addressed in the assessment process, noting that diversity may be addressed either culturally or through the natural environment.

5.D. Human Resources

Written Report

5.E. NPC CASO

Written Report

5.F. NPC Student Government Association

No Report

Agenda Item 6: Consent Agenda

- A. **December 19, 2017 Regular Board Minutes**
- B. **December 19, 2017 Work Session Minutes**
- C. **Policies 1300 through 1595**

*Mr. Matteson made a motion to approve the consent agenda. Mr. Peaches seconded. **The vote was unanimous in the affirmative.***

Agenda Item 7: Old Business

7.A. Presidential Search

COO Foutz provided an update on activities regarding the Presidential Search process noting the Presidential Search Committee has completed interviews for all semifinalists. COO Foutz stated the search committee has deliberated on the candidates and will announce the finalists in the next few days. COO Foutz mentioned the interview dates for the finalists have been moved from the week of January 29 to the week of February 5. The decision to lengthen the interview dates by a week was to provide sufficient time for the search committee to make recommendations on the finalists and to allow the search firm to complete their due diligence.

Agenda Item 8: New Business

8.A. Review and Accept Financial and Single Year Audits

CBO Ellison addressed the Board and stated staff recommends the acceptance of the Financial and Single Year Audits and introduced members of the State Auditing team who were present to discuss the audit process and review their findings.

Jay Zsorey, Financial Audit Director with the Office of the Auditor General, gave a brief presentation about the financial statements and single audit results. Mr. Zsorey stated that Northland Pioneer College was, again, the first community college in the state of Arizona to issue both the single audit and financial statements. Mr. Zsorey mentioned the financial statements presented to the Auditor General's office were found to be accurate and the college received unmodified opinions, or clean opinions, noting this is the best opinion you can get. He also stated no findings were found related to the administration of the student Financial Aid programs. Mr. Zsorey noted there were findings related to Information Technology (IT) and explained to the Board that their audit processes change as the world of information technology continues to evolve at a rapid pace.

David Glennon, Financial Audit Manager, addressed the Board and reviewed the audit findings. Mr. Glennon reported they had no prior year findings to follow up on. Mr. Glennon stated there were no findings over their federal compliance work. Mr. Glennon reported on four IT related findings. Mr. Glennon stated the first IT finding is associated with the risk assessment process, noting they recommend the district conduct an IT risk assessment annually. The remaining three IT findings were in the area of access controls over the network, configuration or change

management, and IT security. He noted these findings centered on improving policies and procedures.

Mr. Matteson questioned if the controls within the college are in the process of being updated. Mr. Glennon stated that was correct. Mr. Matteson extended thanks to the auditors for their hard work in identifying the need for better controls and credited CIO Way for his work on the matter and to the organization for their sensitivity regarding the issue.

Mr. Joe asked why the college has numerous findings in the IT area this year if there were no findings last year. Mr. Glennon stated the Auditor General's Office performed a lot of additional work this year over IT controls, noting they modified their audit plans and procedures based on what is happening now in regards to IT related threats and attacks. Mr. Zsorey stated they are adapting as technology continues to change in the regulatory environment. CBO Ellison added that each year the auditors and the college take a look at risks. She noted risk assessment helps to determine what areas the auditors are going to focus on, taking into consideration the regulatory requirements, compliance changes, law changes, and personnel changes, which are all evaluated as the audit plan is determined.

Mr. Matteson commented that one of the findings relates to the District seeking to hire a Security Coordinator for the past year and the position is currently still vacant. Mr. Matteson asked if this type of position is difficult to fill. CIO Way stated IT security professionals are one of the most sought out professionals in the information systems world and noted it is not a matter of location but rather a lack of resources for IT security professionals.

Mr. Leslie asked if one or more of the findings directly relate to the position vacancy. CIO Way stated no, and explained that hiring a security professional would be a tremendous benefit for the college; however, it would not stop our progress with evaluating and maintaining our security posture. CBO Ellison added that the controls we have in place are solid, noting the college just needs to do even better in the future as this area progresses.

Mr. Peaches asked if the auditors should report annually or quarterly. Mr. Zsorey explained the process, noting they follow up on all of the findings and report out to the Board annually.

CBO Ellison extended thanks to the Office of the Auditor General, the NPC Business Office, Financial Aid and IT staff for their work on the annual audit. Mr. Glennon and Mr. Zorey joined CBO Ellison in extending thanks to Dr. Swarthout for her participation in the entrance meeting, exit meeting and other periodic audit meetings throughout the audit cycle.

*Mr. Matteson made a motion to accept the Financial and Single Year Audits as presented. Mr. Joe seconded the motion. **The motion passed with a unanimous vote.***

8.B. Federal Compliance

Director Raisor addressed the Board and provided a brief update on the Federal Compliance report, noting the college is in full compliance with federal regulations.

Mr. Lucero asked if lead time is given when federal requirements change. Director Raisor stated depending on the nature of the change, adequate lead time is typically given.

Mr. Joe asked if the Board will review the federal compliance argument. Dr. Swarthout responded yes, and noted the Board will have the chance to review the entire assurance argument.

8.C. Request to Approve Hearing Officers

President Swarthout addressed the Board and stated that the college asks the Board to approve a list of external Hearing Officers each year.

*Mr. Matteson made a motion to approve the list of Hearing Officers as presented. Mr. Peaches seconded the motion. **The motion passed with a unanimous vote.***

8.D. Request to Approve Renewal of VMWare Annual Contract

CIO Way addressed the Board and reviewed the request to approve the Renewal of the VMWare Annual Contract for a total cost of \$67,659.58 including sales tax.

Mr. Lucero asked for the time period of the annual contract. CIO Way responded the annual contract is from July 1, 2018 through June 30, 2019.

*Mr. Matteson made a motion to approve the Renewal of the VMWare Annual Contract in the amount of \$67,659.58 including sales tax. Mr. Peaches seconded the motion. **The motion passed with a unanimous vote.***

8.E. Request to Approve Purchase of Cisco Telepresence Solution

CIO Way reviewed the request to approve the purchase of Cisco Telepresence Solution stating this is to provide equipment hardware and licensing from CDW-G for a price of \$411,908.17 including sales tax. CIO Way noted this purchase is part of the entire renovation within the proposals for this year and the next two years to renovate the college systems.

Mr. Lucero asked for the time period of the contract. CIO Way stated the contract is only to purchase hardware and is a one-time purchase replacement cycle.

*Mr. Peaches made a motion to approve the Purchase of Cisco Telepresence Solution as presented. Mr. Matteson seconded the motion. **The motion passed with a unanimous vote.***

8.F. Request to Approve Purchase of Cisco Meeting Server

CIO Way reviewed the request to approve the purchase of Cisco Meeting Server (CMS) stating that staff recommends approval for the purchase the CMS solution from CDW-G for a price of \$171,146.20 including sales tax. CIO Way mentioned this purchase will support all 45 endpoints at the end of the three-year contract and is a one-time purchase.

Mr. Lucero asked about the time period for the licensing. CIO Way stated the licensing is a renewal based on annual performance and is part of the three-year proposal.

*Mr. Matteson made a motion to approve the Purchase of Cisco Meeting Server for \$171,146.20 as presented. Mr. Leslie seconded the motion. **The motion passed with a unanimous vote.***

8.G. Request for Board Member Interest and Travel Budget for 2018 HLC Annual Conference

President Swarthout addressed the Board and stated the college received a request from Board member, Mr. Derrick Leslie, to attend the 2018 Higher Learning Commission (HLC) annual meeting. President Swarthout stated the college asks the Board to approve a travel budget not to exceed \$2,500 for Mr. Leslie to attend the conference.

*Mr. Joe made a motion to approve a travel budget not to exceed \$2,500 for Board member, Mr. Derrick Leslie, to attend the 2018 HLC annual meeting as presented. Mr. Peaches seconded the motion. **The motion passed with a unanimous vote.***

Agenda Item 9: Standing Business

9.A. Strategic Planning and Accreditation Steering Committee (SPASC) Report

Vice President Vest addressed the Board and stated that SPASC has not met since the last Board meeting and noted there is no report. Vice President Vest mentioned the Enrollment Management Committee is meeting on Friday to review recommendations from the various members to move a set of recommendations forward to Strategic Planning for next steps.

9.B. President's Report

President Swarthout stated the Governor's Budget was provided on Friday afternoon, noting it was pretty much what we expected. The Governor's Budget was sent to the College and to the Board. President Swarthout also mentioned the Board was updated in writing on the AC4 meeting with some of the remaining legislative issues.

President Swarthout remarked on the first bill tracking of the year and noted she will be sending this out weekly to the Board and to the College. She reminded the Board that the bill tracking is early and she expects the relatively short document will expand considerably by the time bill closure takes place.

9.C. Agenda Items/Informational Needs

None

Agenda Item 10: Board Report/Summary of Current Event

None

Agenda Item 11: Announcement of Next Regular Meeting: Regular District Governing Board meeting February 20, 2018.

Agenda Item 12: Adjournment

The meeting was adjourned at 11:36 a.m. upon a motion by Mr. Matteson, a second by Mr. Peaches, and a unanimous affirmative vote.

Respectfully submitted,



Terrie Shevat
Recording Secretary to the Board

DRAFT

Navajo County Community College District Governing Board Meeting Minutes

January 16, 2018 – 1:00 p.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Frank Lucero; Mr. James Matteson; Mr. Derrick Leslie; Mr. George Joe.

Governing Board Member Present by Phone:

Governing Board Member Absent: Mr. Daniel Peaches.

Staff Present: President Jeanne Swarhout; Chief Operations Officer (COO) Jason Foutz; Chief Information Officer (CIO) PJ Way; Chief Business Officer (CBO) Maderia Ellison; Recording Secretary to the Board Terrie Shevat.

Others Present: Jeremy Raisor; Betsyann Wilson; Josh Rogers.

Agenda Item 1: Interview Questions for Candidates

Board members discussed potential interview questions, to ask candidates in the Presidential Search process, as well as process and logistic issues with the interviews. Staff present offered support and advice where required. Future meeting dates for the Board to discuss the ongoing process were tentatively arranged.

Respectfully submitted,



Terrie Shevat
Recording Secretary to the Board

Navajo County Community College District Governing Board Special Meeting Minutes

February 2, 2018 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Frank Lucero. Mr. Daniel Peaches.

Governing Board Member Present by Phone: Mr. James Matteson; Mr. Derrick Leslie; Mr. George Joe.

Governing Board Member Absent:

Staff Present: President Jeanne Swarthout; Recording Secretary to the Board Paul Hempsey.

Others Present: Bill Jeffers.

Agenda Item 1: Call to Order

Chair Lucero called the meeting to order at 10:00a.m.

Agenda Item 2: Adoption of Agenda

Mr. Matteson moved to adopt the agenda as presented. Mr. Leslie seconded the motion. The vote was unanimous in the affirmative.

Agenda Item 3: Old Business

3.A. Presidential Search

Executive Session Pursuant to 38-431.03(A)(1)

At 10:01 a.m. Mr. Matteson made a motion for the Board to go into Executive Session. Mr. Leslie seconded the motion. The motion passed unanimously.

At 11:03 a.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Peaches, seconded by Mr. Leslie and a unanimous vote.

Agenda Item 4: Adjournment

The meeting was adjourned at 11:03a.m. upon a motion by Mr. Joe , a second by Mr. Peaches, and a unanimous affirmative vote.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

Navajo County Community College District Governing Board Special Meeting Minutes

February 6, 2018 – 11:30 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. James Matteson; Mr. Daniel Peaches; Mr. Derrick Leslie.

Governing Board Member Present by Phone:

Governing Board Member Absent: Mr. Frank Lucero; Mr. George Joe (joined the meeting at 12:15pm).

Staff Present: Recording Secretary to the Board Paul Hempsey.

Others Present: Dr. James Dire.

Agenda Item 1: Call to Order

Mr. Matteson assumed the duties of Chair and called the meeting to order at 11:43a.m.

Agenda Item 2: Adoption of Agenda

*Mr. Leslie moved to adopt the agenda as presented. Mr. Peaches seconded the motion. **The vote was unanimous in the affirmative.***

Agenda Item 3: Old Business

3.A. Presidential Search – Candidate Dire Interview

Executive Session Pursuant to 38-431.03(A)(1)

*At 11:45 a.m. Mr. Leslie made a motion for the Board to go into Executive Session. Mr. Peaches seconded the motion. **The motion passed unanimously.***

*At 1:43 p.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Leslie, seconded by Mr. Peaches **and a unanimous vote.***

Agenda Item 4: Adjournment

The meeting was adjourned at 1:45 a.m. upon a motion by Mr. Leslie , a second by Mr. Peaches, and a unanimous affirmative vote.

Respectfully submitted,

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

Paul Hempsey
Recording Secretary to the Board

DRAFT

Navajo County Community College District Governing Board Special Meeting Minutes

February 6, 2018 – 6:00 p.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. James Matteson; Mr. Daniel Peaches; Mr. Derrick Leslie; Mr. George Joe.

Governing Board Member Present by Phone:

Governing Board Member Absent: Mr. Frank Lucero

Staff Present: Recording Secretary to the Board Paul Hempsey.

Others Present: Dr. Gerald Giraud.

Agenda Item 1: Call to Order

Mr. Matteson called the meeting to order at 6:01p.m.

Agenda Item 2: Adoption of Agenda

*Mr. Leslie moved to adopt the agenda as presented. Mr. Joe seconded the motion. **The vote was unanimous in the affirmative.***

Agenda Item 3: Old Business

3.A. Presidential Search – Candidate Giraud Interview

Executive Session Pursuant to 38-431.03(A)(1)

*At 6:03 p.m. Mr. Leslie made a motion for the Board to go into Executive Session. Mr. Peaches seconded the motion. **The motion passed unanimously.***

*At 8:16 p.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Leslie, seconded by Mr. Joe **and a unanimous vote.***

Agenda Item 4: Adjournment

The meeting was adjourned at 8:18 p.m. upon a motion by Mr. Joe , a second by Mr. Leslie, and a unanimous affirmative vote.

Respectfully submitted,

A handwritten signature in black ink that reads "Paul Hempsey". The signature is written in a cursive style with a long horizontal flourish at the end.

Paul Hempsey
Recording Secretary to the Board

DRAFT

Navajo County Community College District Governing Board Special Meeting Minutes

February 8, 2018 – 11:30 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. James Matteson; Mr. Derrick Leslie; Mr. George Joe.

Governing Board Member Present by Phone:

Governing Board Member Absent: Mr. Frank Lucero; Mr. Daniel Peaches.

Staff Present: Recording Secretary to the Board Paul Hempsey.

Others Present: Dr. Randy Smith.

Agenda Item 1: Call to Order

Mr. Matteson called the meeting to order at 11:35a.m.

Agenda Item 2: Adoption of Agenda

*Mr. Leslie moved to adopt the agenda as presented. Mr. Joe seconded the motion. **The vote was unanimous in the affirmative.***

Agenda Item 3: Old Business

3.A. Presidential Search – Candidate Smith Interview

Executive Session Pursuant to 38-431.03(A)(1)

*At 11:37 a.m. Mr. Joe made a motion for the Board to go into Executive Session. Mr. Leslie seconded the motion. **The motion passed unanimously.***

*At 1:43 p.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Joe, seconded by Mr. Leslie **and a unanimous vote.***

Agenda Item 4: Adjournment

*The meeting was adjourned at 1:43 p.m. upon a motion by Mr. Joe, a second by Mr. Leslie , **and a unanimous affirmative vote.***

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

Navajo County Community College District Governing Board Special Meeting Minutes

February 8, 2018 – 6:00 p.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. James Matteson; Mr. Derrick Leslie; Mr. George Joe.

Governing Board Member Present by Phone:

Governing Board Member Absent: Mr. Frank Lucero; Mr. Daniel Peaches.

Staff Present: Recording Secretary to the Board Paul Hempsey

Others Present: Mr. Mark Vest.

Agenda Item 1: Call to Order

Mr. Matteson called the meeting to order at 6:02 p.m.

Agenda Item 2: Adoption of Agenda

*Mr. Joe moved to adopt the agenda as presented. Mr. Leslie seconded the motion. **The vote was unanimous in the affirmative.***

Agenda Item 3: Old Business

3.A. Presidential Search – Candidate Vest Interview

Executive Session Pursuant to 38-431.03(A)(1)

*At 6:03 p.m. Mr. Joe made a motion for the Board to go into Executive Session. Mr. Leslie seconded the motion. **The motion passed unanimously.***

*At 8:15 p.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Joe, seconded by Mr. Leslie **and a unanimous vote.***

Agenda Item 4: Adjournment

The meeting was adjourned at 8:15 p.m. upon a motion by Mr. Joe, a second by Mr. Leslie, and a unanimous affirmative vote.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

Policy 1710 Faculty Workload

The President shall establish procedures for the determination of faculty workload. (Reviewed only 2/20/18)

Policy 1720 Extended or Extra Duty Contracts

The Board authorizes the President to issue extended or extra duty contracts to those personnel who may elect to provide instructional services over and above that required by their regular contract. (Reviewed only 2/20/18)

Policy 1730 Faculty Assessment

The President, or designee, is authorized to establish faculty assessment procedures. (Reviewed only 2/20/18)

Policy 1805 Instructional Program

The college is a comprehensive community college. It will offer educational programs for career preparation, transfer to four-year colleges and universities, developmental studies, and a range of extended services to meet the life-long learning needs of its citizens. It is the policy of the college's instructional programs to strive to adhere to the Guiding Principles as established by the Board and those of any accreditation bodies with which it is formally associated. (Reviewed only 2/20/18)

Policy 1810 Academic Freedom

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

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

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

Faculty members recognize that free expression is essential to the mission of higher education, and that with freedom comes responsibility. The faculty encourages civil discourse, reasoned thought, sustained discussion and constructive engagement free from behaviors which degrade, abuse, harass, or deny others the opportunity to be heard. (Reviewed only 2/20/18)

Policy 1900 Collection of College Funds

The President, or designee, is authorized to establish procedures for the collection of college funds. (Reviewed only 2/20/18)

Policy 1901 Tax Levy

The Board is responsible for authorizing the request to the Board of Supervisors of Navajo County for the annual college tax levy. (Reviewed only 2/20/18)

Policy 1902 Out-of-County Tuition

Counties which do not have operating, organized community colleges will be billed for their students' tuition in accordance with A.R.S. §15-1469. (Reviewed only 2/20/18)

Policy 1903 Funds from College Events

Funds raised through and by college-sponsored activities are deposited with the Business Office and accounted for in accordance with policies of the Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR). (Reviewed only 2/20/18)

Policy 1910 Budget Development

The President, or designee, is responsible for the preparation of college budgets for recommendation to the District Governing Board in accordance with A.R.S. §15-1461 and the *Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR)*. (Reviewed only 2/20/18)

Policy 1915 Budget Transfer

The President, or designee, is authorized to establish procedures for budget transfers. (Reviewed only 2/20/18)

Policy 1920 Accounting

The President, or designee, is responsible for the establishment and maintenance of an accounting system in accordance with the guidelines set forth in the *Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR)*, guidelines published by the American Institute of Certified Public Accountants (AICPA), and A.R.S. §15-1473. (Reviewed only 2/20/18)

Policy 1921 Financial Guidelines

The *Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR)* as prescribed by the State Auditor General's Office will be the guidelines for all financial activity. (Reviewed only 2/20/18)

Policy 1922 Financial Audit

A financial audit will be conducted by the State Auditor General as soon as possible after the close of each fiscal year. If such audit cannot be completed in reasonable time by the Auditor General, the President may be authorized to hire a Certified Public Accountant to perform such audit. (Reviewed only 2/20/18)

Policy 1923 Financial Condition

The President shall avoid fiscal jeopardy and material deviation from Board priorities as described in the Strategic Plan.

The President will:

1. Avoid expending more than has been received and carried forward in the fiscal year in the General Fund.
2. Avoid expending funds or incurring debt in an amount that reduces the ending General Fund balance to less than thirty percent of General Fund revenues recognized during the fiscal year.
3. Avoid cash management practices that prevent the settlement in a timely manner of payroll and other debts or obligations of the District.

4. Make tax payments or other government-ordered payments or filings on an accurate and timely basis.
5. Inform the Governing Board of contractual breaches, losses or potential losses from grant or contractual arrangements in the amount exceeding \$100,000.
6. Submit a fiscally solvent budget that is in accordance with the College Mission and the Strategic Plan.
7. Submit a balanced budget ensuring that planned expenditures will not exceed the projected disbursements for the fiscal year.

(Reviewed only 2/20/18)

Policy 1924 Cash Reserve Policy

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

Northland Pioneer College will maintain actual June 30 general fund unrestricted and unallocated cash levels equal to at least six (6) months of budgeted general fund annual expenses. If these cash reserves fall below this level, the President shall present an action plan to the Board that will fully correct the shortfall within one year.

(Reviewed only 2/20/18)

Policy 1925 Issuance of Bonds

The District Governing Board shall authorize negotiable bonds by resolution. The issuance of bonds shall be in accordance with the Arizona Revised Statutes, Title 15, Chapter 12, Article 5.
(Reviewed only 2/20/18)

Policy 1926 Future Capital Reserve

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

Northland Pioneer College will annually indicate an appropriate and specific dollar amount to be designated as future capital reserves in conjunction with the annual adoption of the capital fund budget. The Future Capital Reserve designation will occur by June 30 of each year. A report detailing the savings realized by eliminating financing and bond issuance cost will be provided to the Board annually. (Reviewed only 2/20/18)

Policy 1930 Expenditure of College Funds

The President, or designee, is responsible for the development of procedures for the expenditure of college funds in accordance with the Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR) and guidelines published by the American Institute of Certified Public Accountants (AICPA). (Reviewed only 2/20/18)

Policy 1931 Payment of Expenses

The Board grants authority to the President, or designee, to pay all properly authorized expenses.

1. Payments made by checks will be signed by the President, Chief Business Officer, or Controller. In lieu of actual signature, a facsimile signature plate may be used.
2. Payments made by electronic transfer require approval by the President, or Chief Business Officer, or Controller.

(Reviewed only 2/20/18)

Policy 1932 Purchasing of Goods and Services

In accordance with A.R.S. §15-1444 and the Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR), the President, or designee, is responsible for the establishment of purchasing and bidding procedures. (Reviewed only 2/20/18)

Policy 1933 Voucher: Check Approval Authorization

The Board grants authority to the President, or designee, to release checks.

1. All checks for amounts less than twenty-five thousand dollars will be released upon one signature on the check. It may be a facsimile signature.
2. All checks for amounts more than twenty-five thousand dollars will be released upon two signatures on the check. One signature may be a facsimile signature. The authorized signatories include the President, Chief Business Officer, or Controller, of which one must be an original signature.

(Reviewed only 2/20/18)

Policy 1937 Contracting with Equal Opportunity Employers

Prior to the signing of contract documents with any contractor to perform services or provide goods in excess of fifty thousand dollars, to be funded from Federal dollars, the Board shall require the submission of a letter of assurance that the contractor is an Equal Opportunity Employer in compliance with Executive Order 11246. (Reviewed only 2/20/18)

Policy 1940 Capital Asset Policy

The Board has established the following Capital Asset Policy that is within the guidelines established by the *Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR)* as required by the Office of the Auditor General.

Capitalization Thresholds:

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

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

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

Acquisitions:

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

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

Inventory and Maintenance:

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

Transfer and Disposition:

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

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

Grant assets must follow this procedure and require additional approval from the Grant Administrator to ensure that any disposition requirements are fulfilled.

(Reviewed only 2/20/18)

Policy 1950 Salary Deductions

The Board authorizes the President, or designee, to establish procedures for the making of payroll deductions from employees' salaries in accordance with Federal and State law and Board policy. (Reviewed only 2/20/18)

Policy 1960 Reimbursement for Damages

The President, or designee, is authorized to develop procedures for the collection of reimbursement for damage to college-owned property or equipment. (Reviewed only 2/20/18)

Policy 1961 Agency and Club Funds Authorization

The President, or designee, is authorized to establish procedures for acceptance, control, and expenditure of agency and club funds. (Reviewed only 2/20/18)

Policy 1962 Travel

The President, or designee, is responsible for approving and authorizing expenditures for travel in accordance with the Arizona Revised Statutes. (See A.R.S. §15-1406) (Reviewed only 2/20/18)

**REQUEST TO APPROVE MODIFICATIONS OF THE
ASSOCIATE OF BUSINESS and
BUSINESS ASSOCIATE OF APPLIED SCIENCE,
CERTIFICATE OF APPLIED SCIENCE & CERTIFICATE
OF PROFICIENCY in
ACCOUNTING SPECIALIZATION,
MANAGEMENT AND LEADERSHIP SPECIALIZATION,
MEDICAL OFFICE TECHNOLOGIES SPECIALIZATION,
MODERN OFFICE TECHNOLOGIES SPECIALIZATION**

Recommendation:

The Instructional Council (IC) recommends approval of the Business program modifications listed above.

Summary:

Associate of Business – This modification will bring the accounting curriculum for this degree up to date. These changes are supported and recommended by the Business Articulation Task Force as well as our business advisory committee.

Business Accounting Specialization – This degree already includes accounting and Excel; the addition of basic data statistics (MAT 125 or BUS 201) makes the employee powerful in the business industry. In addition, the proposed changes should make the degree more competitive and give our students the tools they need to be effective in their field.

Business Management and Leadership Specialization – The proposed modification will enhance this degree by increasing the accounting requirements, broadening the math opportunities and expanding the management education. Skills taught regarding data driven decisions should give students a different type of confidence to recommend needed changes to their employer and provide the reasons for the suggestions.

Medical Office Technologies and Modern Office Technologies - Proposed changes, for these programs, involved exchanging existing courses with those even more pertinent to the degrees. The role of professional office administrative employees is ever changing. Technology is being constantly updated. We continually adapt accordingly.

Associate of Business (ABus) • 64 credits

Completion of the 36 general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-B) for the Associate of Business degree. (see *What is AGECE?* – page 65)

General Education Courses

Communications	6 credits
ENL 101 College Composition I.....	3 credits
ENL 102 College Composition II	3 credits
Mathematics	4 credits
MAT 221 Calculus I	4 credits
Or any mathematics course for which MAT 221 is a prerequisite	

Discipline Studies

Arts and Humanities	6 credits
(Select two courses from at least two disciplines from the list on page 66)	
Physical and Biological Science	8 credits
(Select two courses from the list on page 66)	
Social and Behavioral Sciences	6 credits
(Select two courses from at least two disciplines from the list on page 66. Make at least one selection an asterisk (*) course to meet requirements for Contemporary Global, International or Historical Awareness.)	
Computer Science	3 credits
CIS 105 Computer Applications and Information Technology.....	3 credits
General Electives Options	3 credits

(Select one additional unduplicated course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66 to satisfy the requirements of 36 general education credits.)

Business Core	18 credits
BUS 120 Principles of Financial Accounting II	3 credits
BUS 217 PRINCIPLES OF FINANCIAL ACCOUNTING	3 credits
BUS 121 Principles of Accounting – Managerial	3 credits
BUS 201 Quantitative Methods	3 credits
BUS 206 Legal, Ethical, Global and Regulatory Environment of Business ‡.....	3 credits
ECN 211 Principles of Macroeconomics	3 credits
ECN 212 Principles of Microeconomics.....	3 credits
‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A	

Electives 10 credits

Successful completion of 10 credits of unduplicated university transferrable electives, as described on page 63.

Accounting Specialization

Accounting Fundamentals (CP) • 18 credits

BUS 100 Introduction to Business.....	3 credits
BUS 103 Success on Your Job	2 credits
BUS 117 Principles of Financial Accounting I	3 credits
BUS 217 PRINCIPLES OF FINANCIAL ACCOUNTING	3 credits
BUS 122 Computerized Accounting with QuickBooks.....	3 credits
BUS 125 Payroll Accounting.....	3 credits
BUS 128 Microsoft Excel Applications for Business	3 credits
BUS 202 Professional Customer Service.....	1 credit

Accounting (CAS) • 30 credits

Complete the Accounting Fundamentals CP..... 18 credits

PLUS

~~BUS 120 Principles of Financial Accounting II.....3 credits~~
BUS 121 PRINCIPLES OF ACCOUNTING – MANAGERIAL3 credits
 BUS 123 Income Tax Procedures3 credits

Communications 3 credits

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

Mathematics..... 3 credits

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 **EXCEPT** for MAT 101, MAT 109, ~~MAT 112, MAT 125~~ or MAT 142.

Accounting (AAS) • 64 credits

Complete the Accounting CAS 30 credits

PLUS

General Education Courses

Communications 3 credits

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 **EXCEPT** for SPT 110 and SPT 120.

Discipline Studies..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

AND

~~BUS 121 Principles of Accounting – Managerial~~3 credits
BUS 201 QUANTITATIVE METHODS3 credits
 BUS 185 Ethics in Management3 credits
 BUS 206 Legal, Ethical, Global and Regulatory Environment of Business ‡.....3 credits
 BUS 210 Principles of Management.....3 credits
 ECN 211 Principles of Macroeconomics3 credits
 ECN 212 Principles of Microeconomics.....3 credits

‡Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

Unrestricted Electives 6 credits

(Choose from any unduplicated courses at the 100-level or above)

Management and Leadership Specialization

Management and Leadership Fundamentals (CP) • 22 credits

BUS 202 Professional Customer Service..... 1 credit
 BUS 203 Introduction to **Business** Communication3 credits
 BUS 210 Principles of Management.....3 credits
 BUS 220 Principles of Marketing.....3 credits
 BUS 225 Human Resources Management3 credits
 BUS 230 Organizational Leadership3 credits
 BUS 231 Microsoft Office Level I.....3 credits
~~BUS 238 Financial Management and Budgeting~~3 credits
BUS 217 PRINCIPLES OF FINANCIAL ACCOUNTING3 credits

Management and Leadership (CAS) • 31 credits

Complete the Management and Leadership Fundamentals CP..... 22 credits

AND

ECN 211 Principles of Macroeconomics 3 credits

Communications 3 credits

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

Mathematics 3 credits

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 **EXCEPT** for MAT 101, MAT 109, ~~MAT 112, MAT 125~~ or MAT 142.

Management and Leadership (AAS) • 64 credits

Complete the Management and Leadership CAS 31 credits

PLUS

General Education Courses

Communications 3 credits

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 **EXCEPT** for SPT 110 and SPT 120.

Discipline Studies..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

AND

~~BUS 117 Principles of Financial Accounting I..... 3 credits~~

~~BUS 121 PRINCIPLES OF ACCOUNTING – MANAGERIAL 3 credits~~

~~BUS 105 TECHNIQUES OF SUPERVISION~~

~~BUS 150 Administrative Policymaking~~

OR BUS 215 Principles of Retail Management..... 3 credits

BUS 206 Legal, Ethical, Global and Regulatory Environment of Business‡..... 3 credits

CIS 105 Computer Applications and Information Technology..... 3 credits

ECN 212 Principles of Microeconomics..... 3 credits

‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

Unrestricted Electives 8 credits

(Choose from any unduplicated courses at the 100-level or above)

Medical Office Technologies Specialization

Medical Office Technologies Fundamentals (CP) • 18 credits

BUS 101 Business Grammar 1 credit

BUS 104 Developing Your Professionalism..... 1 credit

BUS 108 Basic Keyboarding and Document Processing..... 3 credits

BUS 118 Computerized Medical Billing 3 credits

BUS 119 Medical Office Administrative Procedures 3 credits

~~BUS 126 Vocabulary for the Medical Office..... 3 credits~~

HES 170 Medical Terminology for Clinical Health Professionals 3 credits

BUS 183 Electronic Medical Records 3 credits

BUS 202 Professional Customer Service..... 1 credit

Medical Office Technologies (CAS) • 29 credits

Complete the Medical Office Technologies Fundamentals CP 18 credits

BUS 102 Proofreading Mastery	1 credit
BUS 227 Medical Coding	4 credits
Communications	3 credits
ENL 101 College Composition I.....	3 credits
Mathematics	3 credits
Select any course under the Mathematics General Education Course Options (for CAS and AAS Degrees) on page 66 EXCEPT for MAT 101, MAT 109, MAT 112, MAT 125 or MAT 142.	

Medical Office Technologies (AAS) • 64 credits

Complete the Medical Office Technologies CAS **29 credits**

PLUS

General Education Courses

Communications

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 **EXCEPT** for SPT 110 and SPT 120.

Discipline Studies

BIO 160 Introduction to Human Anatomy and Physiology

(Plus one course from either the **Arts and Humanities** or

Social and Behavioral Sciences lists on page 66.)

AND

BUS 106 Techniques of Personal Finance 3 credits

BUS 111 Ten-Key Skill Mastery

~~BUS 112 Fundamentals of Bookkeeping~~

~~BUS 103 Success on Your Job~~

BUS 131 Medical Transcription Fundamentals

BUS 184 Medical Scribe

BUS 231 Microsoft Office Level I

CIS 103 Introduction to Windows

AND

Unrestricted Electives.....

(Choose from any unduplicated courses at the 100-level or above)

Modern Office Technologies Specialization

Modern Office Technologies Fundamentals (CP)

• 18 credits

BUS 101 Business Grammar

BUS 102 Proofreading Mastery

BUS 103 Success on Your Job

BUS 108 Basic Keyboarding and Document Processing.....

BUS 144 Professional Office Skills.....

BUS 155 Microsoft Word Level I.....

BUS 182 Records Management.....

BUS 202 Professional Customer Service.....

CIS 103 Introduction to Windows

Modern Office Technologies (CAS) • 28 credits

Complete the Modern Office Technologies Fundamentals CP

BUS 104 Developing Your Professionalism.....

BUS 231 Microsoft Office Level I.....

Communications

ENL 101 College Composition I.....

Mathematics

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 **EXCEPT** for MAT 101, MAT 109, MAT 112, MAT 125 or MAT 142.

Modern Office Technologies (AAS) • 64 credits

Complete the Modern Office Technologies CAS..... 28 credits

PLUS

General Education Courses

Communications 3 credits

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 **EXCEPT** for SPT 110 and SPT 120.

Discipline Studies..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

AND

~~BUS 100 Introduction to Business 3 credits~~

~~BUS 122 Computerized Accounting with QuickBooks 3 credits~~

~~BUS 106 Techniques of Personal Finance 3 credits~~

~~BUS 109 Advanced Keyboarding & Document Processing 3 credits~~

~~BUS 128 Microsoft Excel Applications for Business 3 credits~~

~~BUS 111 Ten-Key Skill Mastery 1 credit~~

~~BUS 112 Fundamentals of Bookkeeping 3 credits~~

~~BUS 105 Techniques of Supervision 3 credits~~

~~BUS 149 Microsoft Publisher Basics 1 credit~~

~~BUS 170 Written Business Communication 3 credits~~

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

Unrestricted Electives 9 10 credits

(Choose from any unduplicated courses at the 100-level or above)

Higher Learning Commission Criterion 1

Summary:

As the college prepares for the Higher Learning Commission (HLC) to visit in November, 2019, teams have been assembled at the college to draft statements for the college. These statements are known as assurance arguments and have very specific topics. Each of the arguments address specific criteria that the college needs to meet. These criteria cover all areas of the college. Criterion 1 addresses the Mission of the college. The HLC checks to see if the college mission is articulated clearly and publicly, as well as how this mission guides our operations. The following are some of the core components in Criterion 1:

1. The institution's mission is broadly understood within the institution and guides its operations
 - a. Under this component, the process of updating the mission, vision, and value statements will be shared. The argument briefly touches on how the most recent update of the mission, vision, and values was accomplished.
 - b. Further, the college must show that its academic programs, student support services, and enrollment profile are consistent with its mission. The argument shares how the programs at the college are regularly reviewed to ensure that they are meeting the needs of our students. A brief layout of how we support our students is also addressed in this section. In this section, data are shared that shows how the college strives to meet the needs of our student population. From Kids College, to dual enrollment, to the Learning Adventure Excursions, the college strives to meet the needs of students of all ages.
 - c. The budget calendar is also shared as a part of this core component. The college must show that its planning and budget priorities align with and support the mission. The budget calendar ensures that each area of the college has the opportunity to advocate for their respective area.
2. The mission is articulated publicly
 - a. As part of this core component, the HLC is ensuring that the mission is shared publicly. In this section, a list of where the mission is shared is articulated. (i.e., website, college catalog, board documents, employee handbooks)
 - b. The college must also show that the mission is current. The college was able to prioritize the update of the mission, vision, and values over the last year. This was a strategic priority for SPASC. Also, this section shares the importance of SPASC and how it helps the college to follow its mission.

- c. The HLC also wants to know that the mission identifies the nature, scope, and intended constituents of the programs and services. For example, the mission states that the college promotes lifelong learning. The age range for enrolled students during the last year ranged from age 6 to age 81.
3. The institution understands the relationship between its mission and the diversity of society.
 - a. Under this component the college addresses the different areas of diversity. The range of diversity covers age, gender, economic, and cultural. Under this component, the challenge of attracting diversity in faculty and staff is also addressed.
4. The institution's mission demonstrates a commitment to the public good.
 - a. This component is used to illustrate that the college understands that it has a public obligation. As part of the argument, the examples of the TALON grant and two of the new scholarships offered at the institution. The TALON grant allows the college to reach more students within the service area. Students that may not otherwise have access to college classes. The two scholarships are the transportation scholarships. One provides a car to allow students to attend classes that are not offered in their location. The second provides money for fuel to students that may not have the economic means to make the regular trip to class.
 - b. The institution must also show that its educational responsibilities take priority of generating returns for investors. The college is a publicly funded institution under Arizona Statute. As such, there are no external investors in the institution.
 - c. The college must also engage external constituencies and communities and show that we respond to their needs as our mission allows. The college holds community outreach meetings annually at each location to receive input on how we are doing in each area. We also seek input on how we can better serve each location.

In drafting the assurance arguments, the college has a clear mission. It is understood within the institution and does guide its operations. The mission needs to be shared publicly on a more frequent and consistent basis. The college does understand the relationship that the mission has and the diversity of the society that we serve. Lastly, the institution demonstrates a commitment to the public good.

Request to Approve Purchase of Modular Building

Recommendation:

Staff request the Board approve the purchase and installation of a double wide modular building for the Whiteriver Center not to exceed \$105,000. The modular building would be used for classrooms, and include space for a faculty office, and storage area for tools and supplies for the Construction program.

Summary:

The Facilities Department is currently reviewing the availability of a double wide modular within the budgeted price range. Advance approval of the purchase would allow the college to move quickly with the purchase when one is identified.

The existing single wide, single classroom modular building has out lived its useful life. The cost to modify and correct structural and functional issues exceed the value of the modular unit. The single wide unit does not give the Construction class enough room for instruction and hands-on activities.

The project will consist of removal of an existing single wide, single classroom modular building. Enlarging the existing excavation for the new unit to be installed ground level. Constructing and anchoring concrete slabs. Enlarging the electrical service to the new unit. Providing new skirting and backfill. Re-working entry walks to meet new door locations.

This project is included in the fiscal year 2017-18 approved capital budget.

Request to Award Roofing Contract

Recommendation:

Staff recommends award of contract to Flynn Southwest for \$266,732 to replace the roofing system on the Performing Arts Center (PAC) on the Snowflake Campus. Five bids were received but only three were considered responsive. The bids were opened on January 25, 2018 with bids ranging from \$266,732 to \$307,460.

Summary:

The existing roofing system on the PAC has outlived its warranty and is in need of replacement. The roof is experiencing leaking, which can be traced back to the original installation during construction of the building with multiple attempts to fix during the warranty period. The warranty period has now expired and the roof needs to be replaced.

Northland Pioneer College hired SPS+ Architects to do a survey of the existing roofing system and determined the current roof cannot be saved and should be removed and replaced. Engineering for the roofing system has been completed. Design specifications, construction documents, and bid documents were prepared.

The project will consist of removal of the existing roofing material down to the roof insulation and all flashing and counter flashing will be removed. The new parapet cap will be removed and saved for reinstallation. New crickets will be built to direct the flow of run off in specified locations on the existing roof toward the existing roof drains. A new base sheet material will be installed over the existing insulation and the new crickets. Two layers of roofing material, with associated flashing and counter flashing will be installed as required. A twenty-year warranty will be given on the finished roof by the roofing material manufacturer after their final inspection and any corrections are made by the contractor.

This project is included in the fiscal year 2017-18 approved capital budget.

January 29, 2018



PARTNERS

Robert L. Pian, AIA, NCARB

William R. Pittenger, RA, CSI

Mark A. Davenport, AIA, LEED AP BD+C

ASSOCIATES

Richard K. Begay Jr., AIA

Neil L. Pieratt, RA, LEED AP BD+C

Mr. David Huish, Director of Maintenance
Navajo County Community College Distinct
P.O. Box 610
Holbrook, Arizona 86025-0610

RE: Northland Pioneer College – Performing Arts Center Re-Roofing Project
Silver Creek Campus – Snowflake, AZ
Navajo County Community College District Bid No. AS#18-01
SPS+ Project No. 1741

Dear Mr. Huish,


Bids were held for the above referenced project on January 25, 2018. Of the five bids received, the apparent low bid was from Flynn Southwest for \$266,732 for the complete scope of the Base Bid work for the project. Flynn Southwest has provided a letter stating it was their intent to acknowledge two addenda, not just addenda No. two. It is our recommendation this informality in bidding be waived.

Per the Arizona Registrar of Contractors, Flynn Southwest is a licensed General Contractor with no complaints. Their proposed bond and insurance companies also meet the BEST rating requirement.

Accordingly it is our recommendation that Flynn Southwest be awarded the construction contract for this project.

Sincerely

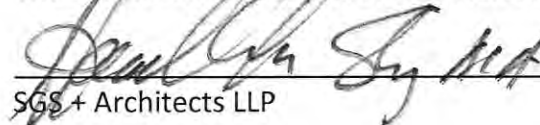
SPS+ ARCHITECTS


Howell L. Shay AIA Emeritus
Manager

BID TABULATION						
Performing Arts Center Silver Creek Campus, Snowflake, AZ Re-Roofing 1741 NPC #18-01						
Bid Date 2:00 PM, January 25, 2017 Nizhoni Rm. 143, Open Tiponi Conference Room						
	Base Bid	Addendum No.1	Addendum No.2	Bid Bond	Non Collusion Affidavit	Subcontractor List
Classic Roofing	Bid Envelope received by Northern Pioneer College at 3:22 P.M. Envelope was not opened					
Star Roofing	\$307,460.00	Yes	Yes	Yes	Yes	Yes
Sierra Building Systems	\$284,431.00	Yes	Yes	Yes	Yes	Yes
Flynn Southwest	\$266,732.00	No	Yes	Yes	Yes	Yes
Contract West Roofing	\$217,000.00	Yes	Yes	Yes	Yes	Yes

1. Flynn Southwest noted on their bid form: I (We) acknowledge receipt of the following addenda and have included their provisions in this Bid: Addenda Nos. TWO (This could be interpreted as an acknowledgment they received two addenda)
2. Contract West is not a Performance Roofing Systems (Derbigum) approved installing contractor either Utah (2 approved), their home state, nor in Arizona (5 approved) and is therefore deemed to be a non responsive bid.

We Hereby Certify This Is A True And Accurate Tabulation Of
The Bids Received For The Above-Referenced Project


SGS + Architects LLP



FLYNN SOUTHWEST

7901 E. Pierce St. Ste C&D. Scottsdale, AZ 85257
T: 623.937.1210 W: www.flynncompanies.com

January 29, 2018

To:

Chip Shea

**SPS Plus Architects
8681 E Via De Negocio,
Scottsdale, AZ 85258**

Project:

**Performing Art Center Re-roof project
1611 South Main Street
Snowflake, AZ
Project #1714**

Chip,

Please take this letter as formal confirmation that it was our full intent on the addenda acknowledgement line (Line 2 in tender document), that we had received and reviewed in detail both addenda #1 & #2 (2 addenda's in total).

Please let us know if you required anything further and we look forward to working with you and your team on the successful completion of this project.

Regards,

Monty Hill
Branch Manager
Flynn Southwest LP
Monty.Hill@flynncompanies.com
408 508 7665

2018-19 TUITION AND FEES

Summary:

Based on the Budget Development calendar, staff is providing proposed 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 for tuition and fees:

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

A three-year tuition plan was adopted last year that covers the three-year period 2017-18 to 2019-20 for in-state and out-of-state tuition. Each dollar increase equates to approximately \$30,000, reduced from \$50,000 to reflect conservative enrollment assumptions.

- Year 2 (2018-19) - increase of \$2, or 3%, per credit hour, generating \$60,000 in revenues
- Year 3 (2019-20) - increase of \$3, or 4%, per credit hour, generating \$60,000 in revenues.

Historical tuition rates are included along with comparative information to projected tuition rates at other community colleges in Arizona.

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 by division are listed below:

- Arts and Sciences - no changes in existing fees.
- Career and Technical Education:
 - consolidating all Industrial Maintenance (IMO) and Mechatronics (MET) courses into Energy and Industrial Technician (EIT) courses,
 - eliminating Heavy Equipment Operations (HQO) courses, and
 - modifying Computer Information Systems (CIS) & Construction (CON) fees.
- Nursing and Allied Health division – adding fee for new Health Sciences (HES) 190 course.

General Fees

No changes to existing fees are being proposed.

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2017-2020
APPROVED**

TUITION	Approved 2017-18	Approved 2018-19	Approved 2019-20
IN-STATE	\$72 per credit hour	\$74 per credit hour	\$77 per credit hour
APACHE COUNTY	\$72 per credit hour	\$74 per credit hour	\$77 per credit hour
OUT-OF-STATE	\$345 per credit hour	\$355 per credit hour	\$370 per credit hour
SENIOR CITIZENS 60 years or older	*50% of the applicable rate: In-District, Apache County, or Out-of-State. (Does not apply to non-credit courses)	*50% of the applicable rate: In-District, Apache County, or Out-of-State. (Does not apply to non-credit courses)	
CCP COURSES	*50% of the applicable rate: In-District, Apache County, or Out-of-State. (Does not apply to non-credit courses)	*50% of the applicable rate: In-District, Apache County, or Out-of-State. (Does not apply to non-credit courses)	
SUMMER SESSION COURSES	*50% of the applicable rate: In-District, Apache County, or Out-of-State. (Does not apply to non-credit courses)	*50% of the applicable rate: In-District, Apache County, or Out-of-State. (Does not apply to non-credit courses)	
WICHE WUE	150% of the In-State rate	150% of the In-State rate	
REFUNDS FOR TUITION	100% before 1 st day of semester and if NPC cancels the class. 50% during 1 st and 2 nd weeks of the semester. No refund after the end of the second week of the semester	100% before 1 st day of semester and if NPC cancels the class. 50% during 1 st and 2 nd weeks of the semester. No refund after the end of the second week of the semester	
SUMMER SESSION REFUNDS	100% prior to 1 st day of session. 50% through 1 st two days of the term	100% prior to 1 st day of session. 50% through 1 st two days of the term	
SHORT-TERM COURSE REFUNDS	100% prior to 1 st day of session. 50% through 1 st two days of the term	100% prior to 1 st day of session. 50% through 1 st two days of the term	

* 50% discounts are not to be combined

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2018-2019
Proposed Course Fees**

ARTS & SCIENCES			Approved 2017-18	Proposed 2018-19
ART	103	Basic Design	\$15	\$15
ART	105	Beginning Drawing I	\$15	\$15
ART	110	Figure Drawing I	\$15	\$15
ART	140	Lettering	\$15	\$15
ART	150	Advertising Design	\$15	\$15
ART	155	Printmaking	\$15	\$15
ART	170	Sculpture I	\$15	\$15
ART	175	Painting	\$15	\$15
ART	180	Watercolor	\$15	\$15
ART	185	Handbuilding Pottery	\$20	\$20
ART	186	Clay Sculpture	\$20	\$20
ART	187	Raku Pottery	\$20	\$20
ART	190	Ceramics	\$20	\$20
ART	205	Drawing II	\$15	\$15
ART	206	Figure Drawing II	\$15	\$15
ART	220	Painting II	\$15	\$15
ART	225	Watercolor II	\$15	\$15
ART	245	Ceramics II	\$20	\$20
ART	246	Ceramics III	\$20	\$20
ART	247	Ceramics IV	\$20	\$20
ART	280	Art Studio – 2 Dimensional	\$15	\$15
ART	281	Art Studio – 3 Dimensional	\$20	\$20
BIO	100	Biological Concepts	\$35	\$35
BIO	160	Intro. to Human Anatomy & Physiology	\$35	\$35
BIO	181	General Biology I	\$35	\$35
BIO	182	General Biology II	\$35	\$35
BIO	201	Human Anatomy & Physiology I	\$35	\$35
BIO	202	Human Anatomy & Physiology II	\$35	\$35
BIO	205	Microbiology	\$35	\$35
CHM	ALL	All Courses	\$35	\$35
ECD	ALL	ECD Permanent Number/1 cr.	\$17	\$17
ECD	143	Inclusion of Children w/ Special Needs	\$17	\$17
ECD	233	Developing Policies & Procedures for Early Childhood Programs	\$35	\$35

ARTS & SCIENCES (cont'd)			Approved 2017-18	Proposed 2018-19
EDU	281	Introduction to Structured English Immersion	\$55	\$55
FDV	130	Video Production	\$20	\$20
FDV	140	Video Editing	\$20	\$20
FDV	160	Digital Audio For Film/TV	\$20	\$20
FDV	222	Digital Video Pre-Production Applications	\$20	\$20
FDV	232	Digital Video Production Applications	\$20	\$20
FDV	242	Digital Video Post-Production Applications	\$20	\$20
GEO	111	Physical Geography	\$25	\$25
GLG	ALL	All Geology Courses	\$25	\$25
MUS	155	Music Applied (all)	\$120	\$120
PHO	100	Beginning Photography	\$20	\$20
PHO	101	Digital Photography	\$20	\$20
PHO	115	Pictorial Journalism	\$20	\$20
PHO	150	Investigative Photo I	\$20	\$20
PHO	151	Investigative Photo II	\$20	\$20
PHO	200	Intermediate Photography	\$20	\$20
PHO	201	Intermediate Digital Photography	\$20	\$20
PHO	212	Color Photography I	\$20	\$20
PHO	213	Color Photography II	\$20	\$20
PHO	220	Advanced Photography	\$20	\$20
PHO	230	View Camera Photo	\$20	\$20
PHO	240	Photography Portfolio	\$20	\$20
PHO	270	Free Lance/Stock Photo	\$20	\$20
PHO	280	Photography Practicum	\$20	\$20
POS	221	Arizona Constitution and Government	\$55	\$55
POS	222	U.S. Constitution	\$55	\$55
PHY	ALL	All Physics Courses	\$25	\$25
SPT	178	Stage Makeup	\$50	\$50
SPT	230	Video Production	\$20	\$20
SPT	240	Video Editing	\$20	\$20

A&S had no changes to class fees for 2018-19.

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2018-2019
Proposed Course Fees**

CAREER & TECHNICAL EDUCATION			Approved 2017-18	Proposed 2018-19
AJS	102	Intensive Police Academy	\$200	\$200
ATO	ALL	All Automotive Courses	\$90	\$90
BUS	ALL	All Business Courses except BUS 133	\$15	\$15
BUS	133	Business Math	\$0	\$0
CIS	ALL	All CIS Courses except CIS 141, CIS 142, CIS 145, and CIS 146	\$15	\$15
CIS	141	Managing and Maintaining Your PC I	\$100	\$100
CIS	142	Managing and Maintaining Your PC II	\$100	\$100
CIS	145	Network + Certification Preparation	\$210	\$100
CIS	146	Security + Certification Preparation	\$210	eliminate
CON	ALL	All Construction Courses	\$45	\$50
COS	ALL	All Cosmetology Courses	\$25	\$25
DRF	ALL	All Drafting Courses	\$30	\$30
EIT	All	All Energy and Industrial Technician Courses - New		\$150
FRS	101	Principles of Fire and Emergency Service Administration	\$10	\$10
FRS	104	Firefighter I & II	\$250	\$250
FRS	110	HazMat First Responder	\$25	\$25
FRS	126	Rope Rescue I	\$50	\$50
FRS	127	Rope Rescue II	\$50	\$50
FRS	128	Rope Rescue III	\$50	\$50
FRS	130	Incident Command System	\$10	\$10
FRS	132	Fire Investigation I	\$10	\$10
FRS	135	Fire Protection Hydraulics & Water Supply	\$10	\$10
FRS	137	Strategies and Tactics	\$10	\$10
FRS	138	Legal Aspects of Emergency Services	\$10	\$10
FRS	139	Confined Space Operations	\$30	\$30
FRS	141	Fire Service Communication	\$10	\$10
FRS	150	Wild Land Firefighter	\$25	\$25
FRS	200	Fire Behavior and Combustion	\$10	\$10
FRS	201	Fire Protection Systems	\$10	\$10

CAREER & TECHNICAL EDUCATION (cont'd)			Approved 2017-18	Proposed 2018-19
FRS	202	Principles of Emergency Services	\$10	\$10
FRS	203	Fire Prevention	\$10	\$10
FRS	207	Building Construction for Fire Prevention	\$10	\$10
FRS	208	Principles of Fire Emergency Services, Safety & Survival	\$10	\$10
HQO	ALL	All Heavy Equipment Operations Courses	\$200	eliminate
INA	ALL	All Industrial Arts Courses	\$45	\$45
IMO	ALL	All Industrial Maintenance Courses except as listed below	\$160	eliminate
IMO	151	Electrical Level I	\$90	eliminate
IMO	152	Electrical Level II	\$90	eliminate
IMO	153	Electrical Level III	\$90	eliminate
IMO	154	Electrical Level IV	\$90	eliminate
IMO	155	Instrumentation Level I	\$90	eliminate
IMO	156	Instrumentation Level II	\$90	eliminate
IMO	157	Instrumentation Level II	\$90	eliminate
IMO	158	Instrumentation Level IV	\$90	eliminate
IMO	201	Introduction to Industrial Maintenance	\$90	eliminate
IMO	214	Advanced Power Plant Specific Training	\$90	eliminate
IMO	230	Mechanical Maintenance I	\$90	eliminate
IMO	231	Mechanical Maintenance II	\$90	eliminate
IMO	232	Mechanical Maintenance III	\$90	eliminate
IMO	233	Mechanical Maintenance IV	\$90	eliminate
IMO	234	Power Generation Maintenance Mechanic	\$90	eliminate
IMO	270	DC Analysis and Lab	\$50	eliminate
IMO	271	AC Analysis and Lab	\$50	eliminate
MET	ALL	All Mechatronics Courses	\$125	eliminate
WLD	ALL	All Welding Courses except WLD 100, WLD 15 , WLD 170	\$110	\$110
WLD	100	Safety and Math	\$0	\$0
WLD	150	Symbols, Drawings/Metal Preparation	\$0	eliminate
WLD	170	Metal Preparation, Quality & Alignment 2	\$0	\$0

*CIS decrease due to not buying student vouchers. CON increase due to industrial supplies. HQO deleting courses from catalog. IMO/MET merging departments to Energy and Industrial Technician (EIT).

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2018-2019
Proposed Course Fees**

NURSING AND ALLIED HEALTH			Approved 2017-18	Proposed 2018-19
HES	109	Phlebotomy	\$200	\$200
HES	180	Basic Pharmacology	\$10	\$10
HES	190	Human Body in Health and Disease - NEW		\$35
EMT	090	Heart Saver CPR	\$10	\$10
EMT	095	Healthcare Provider CPR	\$25	\$25
EMT	104	Healthcare Provider CPR & First Aid	\$10	\$10
EMT	120	Emergency Medical Responder	\$10	\$10
EMT	121	EMR Refresher	\$10	\$10
EMT	130	EMT Preparation Course	\$10	\$10
EMT	132	Emergency Medical Training	\$200	\$200
EMT	133	Refresher Course - EMT Recertification	\$40	\$40
EMT	134	EMT IVC	\$50	\$50
EMT	236	Advanced Cardiac Life Support	\$20	\$20
EMT	237	Pediatric Advanced Life Support	\$20	\$20
EMT	238	ACLS Renewal	\$10	\$10
EMT	239	PALS Renewal	\$10	\$10
EMT	240	Basic ECG & Pharmacy	\$30	\$30
EMT	241	ALS Refresher	\$150	\$150
EMT	244	Paramedic Training I	\$825	\$825
EMT	245	Paramedic Training II	\$825	\$825
EMT	250	Instructor Strategy	\$20	\$20
EMT	251	Instructor Renewal	\$10	\$10
MDA	124	Clinical Procedures I	\$130	\$130
MDA	125	Clinical Procedures II	\$130	\$130
NAT	101	Nursing Assistant	\$40	\$40
NUR	116	LPN to RN Transition	\$400	\$400
NUR	117	Pharmacology I	\$10	\$10
NUR	118	Pharmacology II	\$10	\$10
NUR	121	Nursing I	\$400	\$400
NUR	122	Nursing II	\$400	\$400
NUR	123	Paramedic to Nurse Bridge	\$400	\$400
NUR	221	Nursing III	\$400	\$400
NUR	222	Nursing IV	\$400	\$400
NUR	290	RN Refresher Course	\$400	\$400
PHT	102	Pharmacy Technician	\$40	\$40

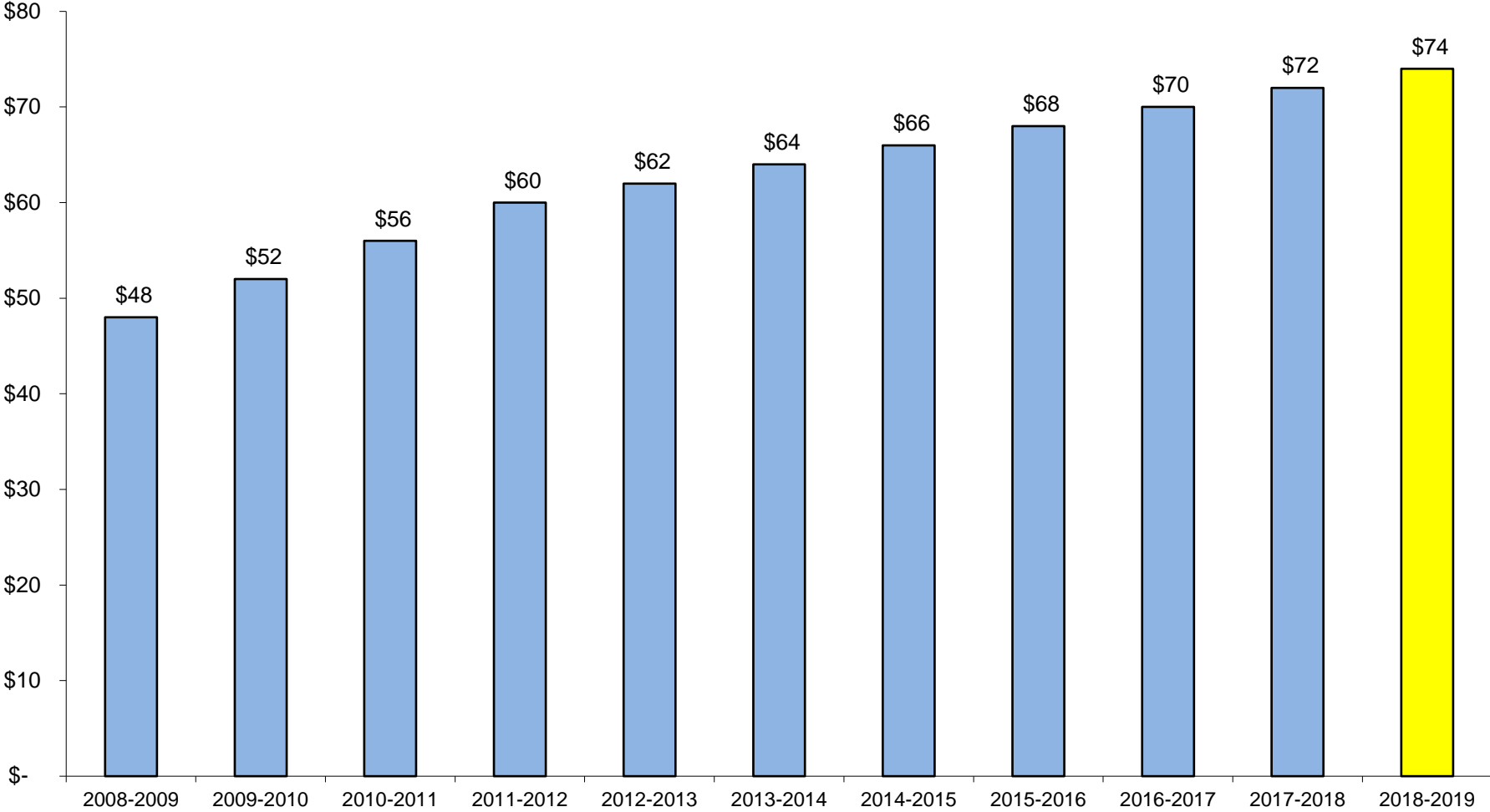
**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2018-2019
PROPOSED**

FEES	Approved 2017-18	Proposed 2018-19
GENERAL		
Media Fee ^①	\$45/semester	\$45/semester
SPECIAL		
Transcript (each) Online Order	\$10	\$10
Transcript + On Demand Fee (\$5)	\$15	\$15
Transcript (each) Paper Order	\$15	\$15
Transcript + On Demand Fee (\$5)	\$20	\$20
Transcript (each) Priority Delivery	\$20 + current priority shipping rates	\$20 + current priority shipping rates
Diploma/Certificate Replacement	\$15	\$15
Late Registration	\$25	\$25
Credit by Exam	50% of in-state tuition rate	50% of in-state tuition rate
Credit by Evaluation ^②	50% of in-state tuition rate	50% of in-state tuition rate
Credit by Evaluation Fee (non-refundable)	\$15	\$15
ACCUPLACER Testing ^③	\$20	\$20
HESI Testing	\$44	\$44
Microsoft Office Testing (MOS)	\$50	\$50
NSF Check Collection	\$25	\$25
Money Card Replacement (Bank Mobile):		
ACTIVE card	\$10	\$10
INACTIVE card	\$10	\$10
Student ID Replacement Fee	\$5	\$5

No changes to fees.

- ① Assessed to all students enrolling in three (3) or more credit hours.
- ② Includes up to three (3) tests.
- ③ Evaluation of Learning Certificates (Assessed Credits) from business, industry, government, and non-regionally accredited institutions without waiver agreement.

NPC Tuition History
per Credit Hour



**Arizona Community Colleges
Comparative In-State Tuition and Fees**

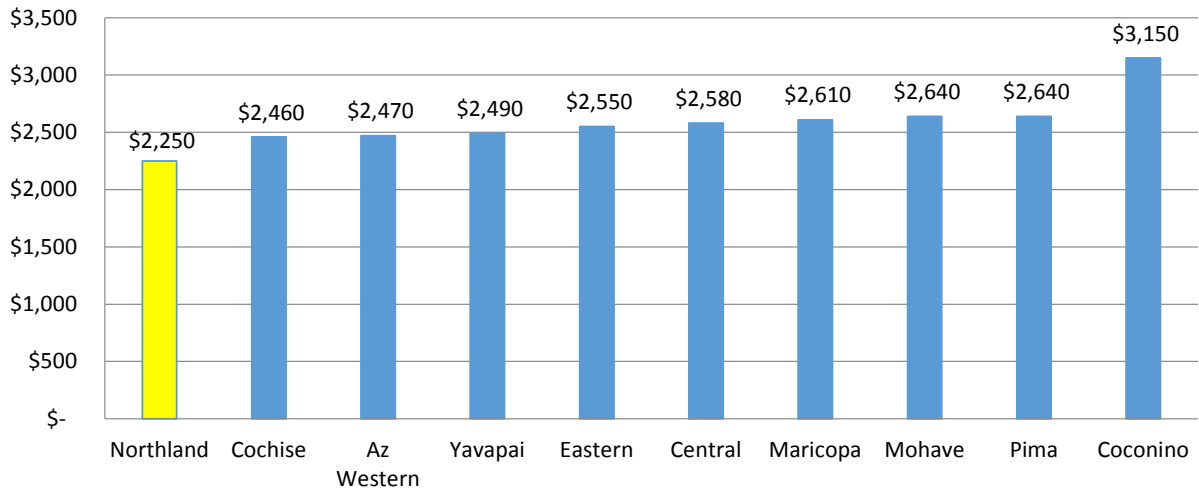
(Note - Fees include mandatory technology, registration and activity fees - it does not include class fees)

DISTRICT	In-state Tuition Increases FY 18					Preliminary In-State Tuition Increase FY 19					Preliminary % Inc FY 19 Annual Tuition & Fees
	Semester Tuition & Fees	Annual Tuition & Fees	Annual Fees	Tuition Rate	FY 18 Tuition Increase per credit hr	Semester Tuition & Fees	Annual Tuition & Fees	Annual Fees	Tuition Rate	Preliminary FY 19 Tuition Increase per credit hr	
	(15 cr hrs)	(30 cr hrs)	(mandatory)	(per cr hr)		(15 cr hrs)	(30 cr hrs)	(mandatory)	(per cr hr)		
Cochise	\$ 1,230	\$ 2,460	\$ -	\$ 82.0	\$ 3.00	\$ 1,260	\$ 2,520	\$ -	\$ 84.0	\$ 2.00	2.44%
Coconino	\$ 1,575	\$ 3,150	\$ -	\$ 105.0	\$ 3.00	\$ 1,620	\$ 3,240	\$ -	\$ 108.0	\$ 3.00	2.86%
Eastern	\$ 1,275	\$ 2,550	\$ -	\$ 85.0	\$ 5.00	\$ 1,350	\$ 2,700	\$ -	\$ 90.0	\$ 5.00	5.88%
Maricopa	\$ 1,305	\$ 2,610	\$ 30 ⁷	\$ 86.0	\$ -	\$ 1,305	\$ 2,610	\$ 30 ⁷	\$ 86.0	\$ -	0.00%
Mohave	\$ 1,320	\$ 2,640	\$ 210 ⁸	\$ 81.0	\$ -	\$ 1,320	\$ 2,640	\$ 210 ⁸	\$ 81.0	\$ -	0.00%
Northland	\$ 1,125	\$ 2,250	\$ 90 ¹²	\$ 72.0	\$ 2.00	\$ 1,155	\$ 2,310	\$ 90 ¹²	\$ 74.0	\$ 2.00	2.78%
Pima	\$ 1,320	\$ 2,640	\$ 195 ⁹	\$ 81.5	\$ 3.00	\$ 1,350	\$ 2,700	\$ 195 ⁹	\$ 83.5	\$ 2.00	2.45%
Central	\$ 1,290	\$ 2,580	\$ -	\$ 86.0	\$ 2.00	\$ 1,290	\$ 2,580	\$ -	\$ 86.0	\$ -	0.00%
Yavapai	\$ 1,245	\$ 2,490	\$ -	\$ 83.0	\$ 4.00	\$ 1,305	\$ 2,610	\$ -	\$ 87.0	\$ 4.00	4.82%
Az Western	\$ 1,235	\$ 2,470	\$ 10 ¹³	\$ 82.0	\$ 2.00	\$ 1,265	\$ 2,530	\$ 10 ¹³	\$ 84.0	\$ 2.00	2.44%
Average	\$ 1,292	\$ 2,584	\$ 54	\$ 84	\$2.40	\$ 1,322	\$ 2,644	\$ 54	\$ 86	\$2.00	2.37%
Increase	2.97%	2.97%	-5.59%	2.93%		2.32%	2.32%	0.00%	2.37%		

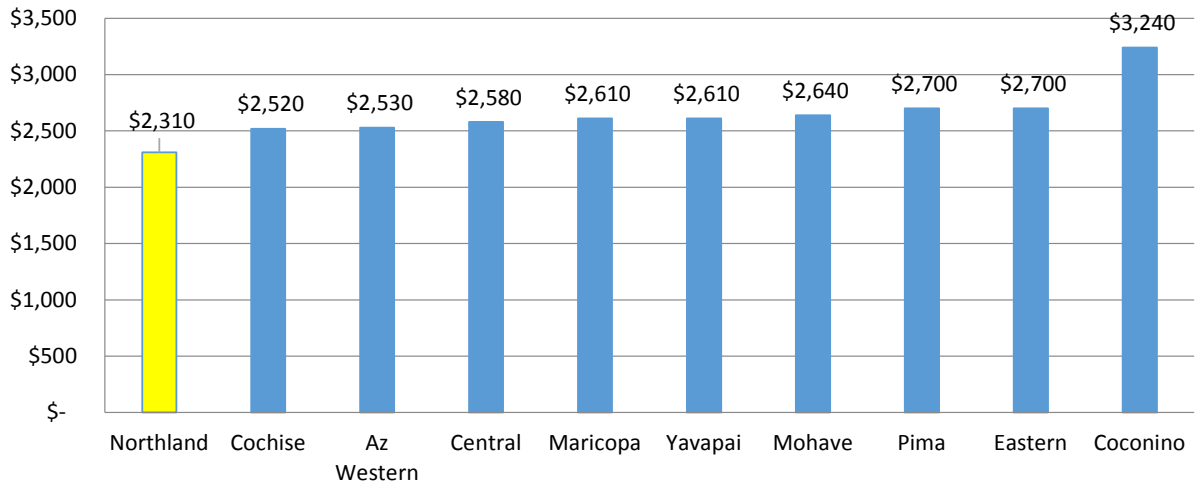
Notes :

- (7) \$15 registration fee per semester not included (Maricopa)
- (8) FY 15 \$6 Tech + \$1 Activity fee (Mohave)
- (9) FY18 \$3 stu serv fee and \$2.5 in tech fee plus \$15 processing fee per semester (Pima);
- (12) \$45 media fee per semester for students taking 3 credit hours or more per semester (NPC)
- (13) \$5 per semester transportation (bus pass) fee

FY 18 Annual Tuition & General Fees



FY 19 Preliminary Annual Tuition & General Fees



Preliminary Financial Information Relating to Budget

Summary:

General Fund Revenue Trend

At this time, overall revenues are expected to increase approximately \$400,000 to \$700,000 compared to the current fiscal year. Updated figures will be provided at the next meeting once staff finalizes its review of property taxes. Estimates for state funding included in this analysis are taken from the Governor's proposed budget.

State funding is expected to increase approximately \$162,000 related primarily to equalization with an increase of \$238,000 offset by decrease in operation state aid of \$76,000. Equalization aid is provided to community college districts with property tax bases that are less than the minimum assessed value for their rural district or county (populations less than 500,000 persons). There are currently three community college districts in Arizona who receive equalization aid – Cochise (Cochise county), Eastern (Graham county), and NPC (Navajo county).

With the approved tuition increase of \$2 per credit overall tuition and fee revenues are expected to increase by \$60,000 compared to the current year.

Primary property tax is assumed to be levied at the maximum amount, which is 2% higher than current year tax levy plus new construction for both local and centrally valued properties. Property tax levied at the maximum requires a truth-in-taxation hearing. The Cholla Power Plant is included in the centrally value properties and is still expected to significantly impact future property tax revenues. Staff recently received the 2018 Levy Limit Worksheet and will continue to evaluate and analyze the information.

Capital Fund Revenue Trend

The state funding for STEM related activities is expected to decrease approximately \$26,000 to \$343,000. All other Capital Fund revenue will be transferred from the General Fund.

Other Fund Revenue Trend

Revenues related to intergovernmental contracts with Apache County and NAVIT will remain unchanged compared to the prior year. The college is working with Apache County to develop options regarding a new billing model.

General Fund Expenditure Trend

The salary recommendation is not yet available, but will be in March. Faculty, staff and the administration are working together to develop a joint proposal. The additional month will allow all parties to better evaluate current salaries and wages, the impact it has on recruiting and retention, and how property taxes and the expenditure limit will impact the proposal. Every 1.0% increase equates to approximately \$140,000.

Benefit cost increases include an anticipated increase in the employee health insurance of approximately 5-6% totaling about \$100,000 in additional cost. There are no anticipated changes to the health insurance plans; both the high deductible and PPO plans will continue to be offered to employees. NPC continues to cover all or nearly all of the health insurance cost for its employees. For employees purchasing coverage for their families the high deductible plan has a lower premium option.

Arizona State Retirement System for employer match increase from 11.50% to 11.80% with an expenditure impact of less than \$50,000.

Other Fund Expenditure Trend

No notable changes are anticipated in expenditures for other funds.

STRATEGIC PLANNING AND BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2018 – 2019

APPROVED / ***REVISIONS**

ACTIVITY	RESOURCE	DUE BY
1. Receive & approve calendar	DGB	✓19 September
2. Receive draft strategic plan	DGB	✓19 September
3. Approve strategic plan	DGB	✓17 October
4. Develop operational plans	SPASC	✓18 October
5. Executive team receives operational plans	SPASC	✓19 December
6. ERC receives wage/salary recommendations	FA-CASO	19 December
7. Receive and approve budget assumptions & overview	DGB	✓19 December
8. Review current strategic plan/budget at convocation	SPASC	✓8 January 2018
9. Solicit input for upcoming strategic plan at convocation	SPASC	✓8 January
10. Distribute budget materials for operational & capital	Fin Svcs	✓9 January
11. SPASC receives wage & salary recommendation	ERC	12 January
12. President receives wage & salary recommendation	SPASC	*2 March
13. Financial Services receives budget requests	Department Managers	✓5 February
14. Review of operational & capital plans/budget requests	Executive Team	✓12 February
15. Receive introductory budget analysis	DGB	✓20 February
16. Receive wage and salary recommendation	DGB	*20 March
17. Receive tuition and fee schedules	DGB	✓20 February
18. Budget hearings	SPASC	2 March
19. Receive preliminary budget analysis	DGB	20 March
20. Receive operational plans	DGB	20 March
21. Approve salary schedules	DGB	*17 April
22. Approve tuition and fee schedules	DGB	20 March
23. Receive complete budget analysis	DGB	17 April
24. Adopt tentative budgets & approve publication	DGB	17 April
25. Publish notice of budget public hearing/TNT hearing	CBO	27 April
26. Develop priorities for upcoming strategic plan	DGB	28 April
27. Publish notice of TNT hearing (2)	CBO	3 May
28. Publish notice of budget public hearing (2)/TNT hearing (3)	CBO	10 May
29. Conduct taxpayer public hearings	DGB	15 May
30. Adopt property tax levy and final budgets	DGB	15 May
31. Notify PTOC of primary property tax levy	CBO	18 May
32. Submit tax levy to Navajo County	CBO	18 May
33. Develop upcoming strategic plan draft	SPASC	31 July
34. Present strategic plan report & new draft at convocation	SPASC	13 August
35. Receive input for future strategic plans at convocation	SPASC	13 August
36. Receive annual report on strategic planning	DGB	21 August 2018

Northland Pioneer College
Preliminary Budget Development Assumptions
FY 2018-19

GENERAL ASSUMPTIONS

- Budget Development Calendar will be followed.
- Introductory budget analysis for DGB in February will be prior to budget hearings and will be limited to an overview of expenditure and revenue trends.
- Preliminary budget analysis for DGB in March will include a detailed examination of budget planning similar to prior year preliminary budget analyses.
- Statutory Expenditure Limit will be breached.
- Carry-forward is available to address short-term issues and expenditures will not be restricted by statutory expenditure limitations, however, identification and recommendation for cost savings actions will be identified.

REVENUE ASSUMPTIONS

- Overall revenues are expected to decrease compared to current fiscal year.
- State funding is expected to remain relatively flat compared to current fiscal year.
- Each \$1 increase in tuition is estimated to generate \$30,000 in additional revenue. Follow the three-year tuition plan adopted in FY1718 (FY1819 increase of \$2 to \$74 per credit hour and FY1920 increase of \$3 to \$77 per credit hour). Tuition and general fees are 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 overall tuition and general fees at other Arizona community colleges.
- Course fees will be set at a rate calculated to offset expendable supplies and equipment.
- Primary property tax is expected to decrease but will be levied at the maximum rate and will require a truth-in-taxation hearing.
- Other revenues will be estimated based on historical information and emerging trends.

EXPENDITURE ASSUMPTIONS

- Overall general fund expenditures are expected to be flat or decrease compared to current fiscal year.
- Items in budget requests will be linked to the current **NPC Strategic Plan** through operational plans developed at the division or departmental level. Any budget amounts that are higher than current budget **or** actual historical spending will require **justification and will be reviewed during the budget hearing process.**
- Budget requests from Department Managers for operational and capital expenditures will be completed by **Monday, February 5, 2018.**

- SALARY SCHEDULES will be developed with:
 - (A) incrementally increasing rates,
 - (B) consideration to competitive market conditions with the goal to maintain a comparative position to the average increases/rates at other local public entities, other Arizona community colleges, and other similar institutions, and
 - (C) consideration to salary recommendations received through the shared governance process.
- BENEFITS will be developed with:
 - (A) no major changes expected in plan benefit structure or options, and
 - (B) consideration on impacts from third-party partnerships including
 - (1) Employee benefit trust for medical and dental insurance and
 - (2) Arizona State Retirement System for retirement contributions.
- Education partner relationships will be maintained with:
 - (A) Apache County,
 - (B) NAVIT,
 - (C) Dual enrollment, and
 - (D) others.
- OPERATING budget will be developed for a three-year period (FY1819, FY1920, and FY2021)
- CAPITAL budget requests will be developed for a three-year period (FY1819, FY1920 and FY2021).
- GRANT funding will continue to be identified and pursued.
- AUXILIARY fund activities will be maintained.

**Northland Pioneer College
Budget Development Assumptions
FY 2018-19**

Budget Categories & Targets:

Revenues	<ul style="list-style-type: none"> • Budget will be prepared by the CBO and staff
Salaries/Wages & Benefits	<ul style="list-style-type: none"> • Budget will be prepared by the CBO and staff except for the following wages that budget managers will <u>include in their budget requests:</u> <ul style="list-style-type: none"> ○ Adjunct faculty ○ Faculty overload ○ Temporary employee ○ Lab aid ○ Substitute faculty
Operating Expenditures	<ul style="list-style-type: none"> • Expected to remain level. • Budget requests should reflect only those items identified in division or departmental operational plans. • Any new programs/services must demonstrate linkage to the adopted strategic plan.
Capital Expenditures	<ul style="list-style-type: none"> • All requests for funding will be linked to revenues from the operational budget, grant funds, or reserved funds. • Minimal state funding for STEM is expected to continue.

NPC Strategic Plan

STRATEGIC PRIORITIES 2016-17

Our Mission

Northland Pioneer College creates, supports and promotes lifelong learning.

Strategic Priority I

To improve student success, the college will identify and remove barriers to completion.

What we heard that shaped this strategic priority:

- The college advising process must be updated and enhanced.
- Students need active support from faculty and staff to overcome their challenges.
- To assist educational planning the college should implement a two-year scheduling model.
- We should be more responsive to community needs and workforce trends.



What we will do to identify and remove barriers to student completion:

ACTION STEPS

1. Implement phase one of PASS (*Proactive Advising for Student Success*).
2. Implement and promote to students a two year class schedule.
4. Analyze study group written recommendations for potential adoption of feasible student childcare and transportation options.
5. Analyze current and potential program offerings to ensure we are serving our communities.

TARGETED OUTCOMES

1. Proactive Advising for Student Success
2. Two-year Schedule
3. Childcare Study Group
4. Transportation Study Group
5. Program Offerings

Strategic Priority II

To improve the user experience with technology, the college will enhance technology professional development and improve the NPC website and MyNPC.

What we heard that shaped this strategic priority:

The quality and quantity of available technical training does not meet the needs of the college community.

The current NPC website (www.npc.edu) is not mobile friendly and needs an organizational update.

The MyNPC website does not meet the needs of staff or students.

We should be more responsive to community needs and workforce trends.

► **What we will do to improve technology, professional development, and college websites:**

ACTION STEPS

1. Implement a range of technology-focused training and professional development opportunities for college employees.
2. Review and improve prioritization of IS technology support.
3. Implement peer-based training founded on college needs and capabilities.
4. Redesign www.npc.edu to be mobile friendly.
5. Redesign MyNPC website based on industry best practices, user input and www.npc.edu redesign. Project to start after redesign of www.npc.edu is complete.

TARGETED OUTCOMES

1. Training and Professional Development
2. Prioritization IS Technology Support
3. Peer-based Training
4. Redesign www.npc.edu
5. Redesign MyNPC Website - Project starts after redesign of www.npc.edu

Future Priorities 2018-19

STRATEGIC PRIORITIES 2018-19

Future Priorities

Northland Pioneer College's Strategic Plan is based on a three-year cycle. Not all objectives outlined in Year One may be able to be completed in a single year. Goals that are still in progress after Year One will be continued into Years Two and or Three.

Future priorities identified by the college:

- ▶ Community and Communication
- ▶ Improve internal communication
- ▶ Improve knowledge and skill level of all college employees
- ▶ Improve external communication on college successes

Recruitment

- ▶ Develop site based recruitment teams
- ▶ Develop and utilize a clear, consistent recruitment message
- ▶ Enhance partnerships and improve relationships with area parents and high schools

Community Colleges

Arizona’s community colleges provide programs and training in the arts, sciences and humanities, and vocational education leading to an Associate’s degree, Certificate of Completion, or transfer to a Baccalaureate degree-granting college or university.

Link to the [AGENCY'S WEBSITE](#)

All numbers representing dollars are expressed in thousands.

Agency Budget Summary

	FY 2017 Actual	FY 2018 Exp.Plan	FY 2019 Net Change	FY 2019 Exec. Bud.
General Fund	54,312.7	55,086.5	1,069.6	56,156.1
Agency Total	54,312.7	55,086.5	1,069.6	56,156.1

Executive Budget Baseline Changes

Equalization Aid Formula Funding

The Executive Budget includes an increase in funding for Equalization Aid to Cochise, Graham, and Navajo counties by \$441,600, \$492,900, and \$238,700, respectively.

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

Funding	FY 2019
General Fund	1,173.2
Issue Total	1,173.2

Operating State Aid Formula Funding

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

The Operating State Aid formula established in A.R.S. § 15-1466 is based on each community college district's enrollment change from the previous year. In FY 2017, full-time equivalent student enrollment declined by (543) students, generating a reduction in Operating State Aid.

Funding	FY 2019
General Fund	(102.5)
Issue Total	(102.5)

STEM Formula Funding

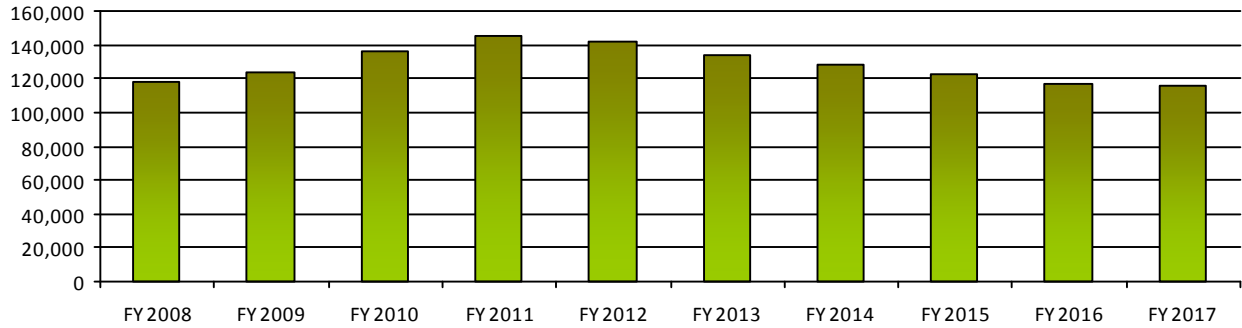
The Executive Budget includes a decrease in funding for STEM and Workforce Program State Aid to community colleges.

The Science, Technology, Engineering, and Mathematics (STEM) and Workforce Program State Aid formula established in A.R.S. § 15-1464 is based on the change in each community college district's enrollment from the previous year. In FY 2017, full-time equivalent student enrollment declined by (543) students, generating a reduction in the STEM and Workforce Program State Aid.

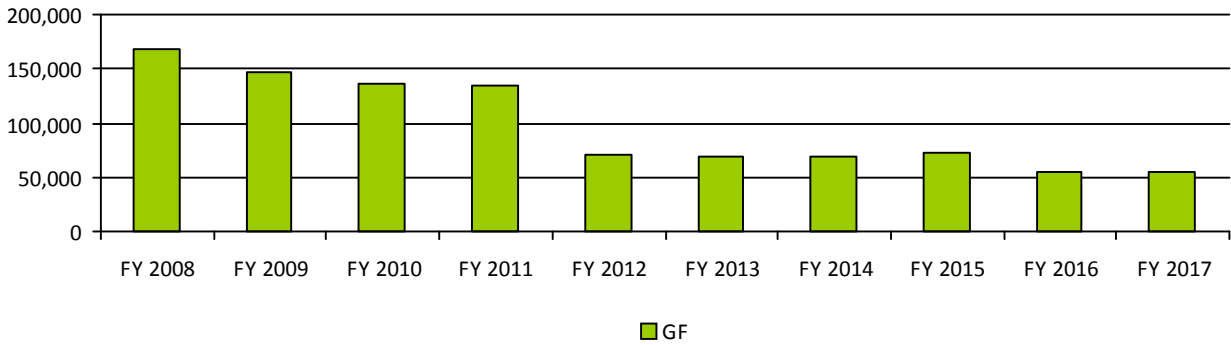
Funding	FY 2019
General Fund	(1.1)
Issue Total	(1.1)

Adjustments for risk management charges and retirement contributions for this agency are not incorporated into the totals shown here. They are listed separated with adjustments for all state agencies immediately following the Capital Projects section. Funding for these adjustments is included as part of the total Executive Budget.

Full-Time Equivalent Student Enrollment



Agency Expenditures (in \$1,000s)



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

State Appropriations

BY PROGRAM	FY 2017 Actual	FY 2018 Approp.	FY 2019 Net Change	FY 2019 Exec. Bud.
	2,730.6	2,596.7	0.0	2,596.7
Capital Outlay State Aid	4,819.1	4,698.5	(1.1)	4,697.4
Dine College	2,625.0	2,625.0	0.0	2,625.0
Equalization Aid	25,655.7	26,910.9	1,173.2	28,084.1
Gila Provisional Community College	0.0	250.0	0.0	250.0
Operating State Aid	17,208.5	16,731.6	(102.5)	16,629.1
Rural County Reimbursement Subsidy	1,273.8	1,273.8	0.0	1,273.8
Agency Total - Appropriated Funds	54,312.7	55,086.5	1,069.6	56,156.1

BY EXPENDITURE OBJECT	FY 2017 Actual	FY 2018 Approp.	FY 2019 Net Change	FY 2019 Exec. Bud.
Aid to Others	54,312.7	55,086.5	1,070.7	56,157.2
Capital Outlay	0.0	0.0	(1.1)	(1.1)
Agency Total - Appropriated Funds	54,312.7	55,086.5	1,069.6	56,156.1

BY APPROPRIATED FUND	FY 2017 Actual	FY 2018 Approp.	FY 2019 Net Change	FY 2019 Exec. Bud.
General Fund	54,312.7	55,086.5	1,069.6	56,156.1
Agency Total - Appropriated Funds	54,312.7	55,086.5	1,069.6	56,156.1

FOR MORE DETAIL ABOUT EACH FUND SEE THE STATE FUNDS BOOK

Special Line Appropriations

	FY 2017 Actual	FY 2018 Approp.	FY 2019 Net Change	FY 2019 Exec. Bud.
Capital Outlay Cochise	1,008.2	986.4	24.1	1,010.5
Capital Outlay Coconino	418.0	409.0	6.5	415.5
Capital Outlay Gila	142.5	136.5	9.5	146.0
Capital Outlay Graham	595.2	609.0	25.0	634.0
Capital Outlay Mohave	505.2	462.5	(15.3)	447.2
Capital Outlay Navajo	353.7	369.1	(26.1)	343.0
Capital Outlay Pinal	96.5	96.5	0.0	96.5
Capital Outlay Santa Cruz	61.4	67.0	(4.6)	62.4
Capital Outlay Yavapai	774.4	717.0	(17.8)	699.2
Capital Outlay Yuma/La Paz	864.0	845.5	(2.4)	843.1
Dine College	2,625.0	2,625.0	0.0	2,625.0
Equalization Cochise	4,878.4	5,210.2	441.6	5,651.8
Equalization Graham	14,695.8	15,028.6	492.9	15,521.5
Equalization Navajo	6,081.5	6,672.1	238.7	6,910.8
Operating Cochise	4,670.0	4,589.6	92.4	4,682.0
Operating Coconino	1,756.4	1,731.1	19.1	1,750.2
Operating Gila	315.2	298.4	27.9	326.3
Operating Graham	2,249.7	2,288.3	73.3	2,361.6
Operating Mohave	1,315.0	1,195.5	(44.8)	1,150.7
Operating Navajo	1,606.0	1,649.0	(76.3)	1,572.7
Operating Pinal	1,724.7	1,621.4	(119.6)	1,501.8
Operating Santa Cruz	81.2	96.8	(13.3)	83.5
Operating Yavapai	800.2	639.4	(52.1)	587.3
Operating Yuma/La Paz	2,690.1	2,622.1	(9.1)	2,613.0
Rural County Allocation	2,730.6	2,596.7	0.0	2,596.7
Rural County Reimbursement Subsidy	1,273.8	1,273.8	0.0	1,273.8
Agency Total - Appropriated Funds	54,312.7	54,836.5	1,069.6	55,906.1

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

Arizona Community Colleges

	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BASELINE
SPECIAL LINE ITEMS			
Operating State Aid			
Cochise	4,670,000	4,589,600	4,677,300
Coconino	1,756,400	1,731,100	1,749,200
Gila	315,200	298,400	324,900
Graham	2,249,700	2,288,300	2,357,900
Mohave	1,315,000	1,195,500	1,152,700
Navajo	1,606,000	1,649,000	1,576,500
Pinal	1,724,700	1,621,400	1,507,800
Santa Cruz	81,200	96,800	84,100
Yavapai	800,200	639,400	589,900
Yuma/La Paz	2,690,100	2,622,100	2,613,500
<i>Subtotal - Operating State Aid</i>	17,208,500	16,731,600	16,633,800
STEM and Workforce Programs State Aid			
Cochise	1,008,200	986,400	1,010,800
Coconino	418,000	409,000	415,600
Gila	142,500	136,500	146,200
Graham	595,200	609,000	634,400
Mohave	505,200	462,500	446,900
Navajo	353,700	369,100	342,600
Pinal	96,500	96,500	96,500
Santa Cruz	61,400	67,000	62,400
Yavapai	774,400	717,000	699,000
Yuma/La Paz	864,000	845,500	843,100
<i>Subtotal - STEM and Workforce Programs State Aid</i>	4,819,100	4,698,500	4,697,500
Equalization Aid			
Cochise	4,878,400	5,210,200	5,848,200
Graham	14,695,800	15,028,600	15,717,800
Navajo	6,081,500	6,672,100	7,107,100
<i>Subtotal - Equalization Aid</i>	25,655,700	26,910,900	28,673,100
Rural County Allocation	2,730,600	2,596,700	2,596,700
Rural County Reimbursement Subsidy	1,273,800	1,273,800	1,273,800
Tribal Community Colleges	2,625,000	2,625,000	2,825,000
Additional Gila Workforce Development Aid	0	250,000	200,000
AGENCY TOTAL	54,312,700	55,086,500	56,899,900

FUND SOURCES

General Fund	54,312,700	55,086,500	56,899,900
SUBTOTAL - Appropriated Funds	54,312,700	55,086,500	56,899,900
Other Non-Appropriated Funds	18,869,500	19,674,400	19,674,400
TOTAL - ALL SOURCES	73,182,200	74,760,900	76,574,300

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

Operating State Aid

The Baseline includes \$16,633,800 from the General Fund in FY 2019 for Operating State Aid. FY 2019 adjustments are as follows:

Enrollment Changes

The Baseline includes a decrease of \$(97,800) from the General Fund in FY 2019 to fund the statutory formula for Operating State Aid.

This amount funds statutory formula costs for a (127), or (0.4)% decrease in Full Time Student Equivalent (FTSE) students in rural community colleges (see Table 1). The (127) net FTSE decrease consists of a (213) FTSE decrease in non-dual enrollment students and an 86 FTSE increase in dual enrollment students. A.R.S. § 15-1466.01 requires dual enrollment students be funded at 50% for state aid purposes. Dual enrollment refers to high school students who are enrolled in community college courses for both high school and community college credit.

As permanent law, the FY 2016 Higher Education Budget Reconciliation Bill (BRB) (Laws 2015, Chapter 16) eliminated Operating State Aid for Maricopa and Pima. The FY 2018 Higher Education BRB (Laws 2017, Chapter 310), however, restores Maricopa and Pima County's eligibility for Operating State Aid in permanent law. A session law provision, however, suspended the formula for FY 2018. Maricopa and Pima County received no Operating State Aid in FY 2018. The Baseline continues to suspend Maricopa and Pima funding in FY 2019.

The full formula funding for Maricopa and Pima County cannot be calculated for FY 2019. The Operating State Aid formula adjusts the prior year's appropriation based on the changes in FSTE enrollment count. Maricopa and Pima County have not received Operating State Aid since FY 2015.

Background – With the exception of Maricopa and Pima, the Operating State Aid line items provide each community college district with funds for continuing operating and maintenance expenses pursuant to A.R.S. § 15-1466. The Operating State Aid formula adjusts state aid in an amount that reflects changes in the FTSE enrollment count. This enrollment adjustment is calculated by multiplying the change in the most recent year's actual FTSE for each district by the average state aid per FTSE appropriated in the current fiscal year. (For FY 2019, the last actual FTSE data was from FY 2017.)

Table 1

Community College Enrollment

District	FY 2016 FTSE	FY 2017 FTSE	Percentage Change
Cochise	6,195	6,353	2.6%
Coconino	2,007	2,048	2.0%
Gila	667	735	10.2%
Graham	2,951	3,075	4.2 %
Mohave	2,347	2,270	(3.3)%
Navajo	1,940	1,827	(5.8) %
Pinal	3,900	3,688	(5.4)%
Santa Cruz	319	298	(6.6) %
Yavapai	3,585	3,498	(2.4)%
Yuma/La Paz	<u>5,313</u>	<u>5,305</u>	<u>(0.2)%</u>
Total	29,224	29,097	(0.4)%

STEM and Workforce Programs State Aid

The Baseline includes \$4,697,500 from the General Fund in FY 2019 for Science, Technology, Engineering and Mathematics (STEM) and Workforce Programs State Aid (formerly Capital Outlay State Aid). FY 2019 adjustments are as follows:

Enrollment Changes

The Baseline includes a decrease of \$(1,000) from the General Fund in FY 2018 to fund STEM and Workforce Programs State Aid.

As permanent law, the FY 2016 Higher Education BRB eliminated STEM and Workforce Program State Aid for Maricopa and Pima County. The FY 2018 Higher Education BRB, however, restores eligibility for STEM and Workforce Programs State Aid funding for Maricopa and Pima County in permanent law. As session law, however, the FY 2018 Higher Education BRB suspended the program's funding formula for FY 2018 and instead funded the amounts specified in the General Appropriation Act, which total to \$4,698,500, and included no funding for Maricopa and Pima.

The Baseline continues to fully fund the STEM and Workforce Program State Aid formula for all rural districts except for Pinal, which has been kept flat at \$96,500. If Pinal was fully funded, it would cost an additional \$672,600. If the formula were fully funded, Maricopa would receive \$11,149,000 and Pima would receive \$2,350,200 in FY 2019.

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

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

Equalization Aid

The Baseline includes \$28,673,100 from the General Fund in FY 2019 for Equalization Aid. FY 2019 adjustments are as follows:

Property Value Changes

The Baseline includes an increase of \$1,762,200 from the General Fund in FY 2019 to reflect increased formula costs for funding Equalization Aid due to assessed valuation changes. Detail of specific district changes is shown in *Table 2*.

**Table 2
FY 2019 Equalization Funding Changes**

District	FY 2018	Year-over-Year Change	FY 2019
Cochise	\$ 5,210,200	\$ 638,000	\$ 5,848,200
Graham	15,028,600	689,200	15,717,800
Navajo	<u>6,672,100</u>	<u>435,000</u>	<u>7,107,100</u>
Total	\$26,910,900	\$1,762,200	\$28,673,100

Background – The Equalization Aid line items provide additional state aid to community college districts with property tax bases that are less than the minimum assessed value specified in A.R.S. § 15-1402. Under the Equalization Aid formula, the minimum assessed valuation is revised by the average change in actual assessed valuation for the most recent year for all rural districts with populations of less than 500,000 persons. For the FY 2019 Equalization Aid formula calculation, the minimum assessed valuation increased 3.9% to \$1.34 billion. (See *Table 3* for the calculation of the growth rate.)

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

As noted in *Table 3*, the average rural district assessed value increased by 3.9%, in TY 2017. In comparison, Cochise increased by 0.4%, Graham declined by (0.3)%, and Navajo increased by 2.2%. Because their primary assessed value increased by less than the average rural district, Cochise, Graham, and Navajo qualify for more aid.

Table 3

**Equalization Growth Factor
for Tax Years (TY) 2016-2017**

District	TY 2016 Primary AV	TY 2017 Primary AV	TY 2016-2017 % Growth
Cochise*	\$ 909,774,000	\$ 913,002,900	0.4%
Graham*	193,098,400	192,589,700	(0.3)%
Navajo*	803,062,500	821,107,800	2.2%
Coconino	1,569,812,800	1,648,531,000	5.0%
Mohave	1,696,200,000	1,739,751,600	2.6%
Pinal	2,119,750,900	2,239,027,300	5.6%
Yavapai	2,344,409,900	2,463,150,000	5.1%
Yuma/LaPaz	<u>1,316,941,500</u>	<u>1,358,691,500</u>	<u>3.2%</u>
Total	\$10,953,050,400	\$11,375,851,800	3.9%
Minimum AV	\$1,290,079,600	\$1,339,876,700	3.9%

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

In any one year a district's equalization assistance will depend on 1) whether the district falls below the minimum threshold (\$1.34 billion in FY 2019), 2) whether the district's change in assessed value was less than the rural districts' average, and 3) the applicable tax rate.

Rural County Allocation

The Baseline includes \$2,596,700 from the General Fund in FY 2019 for Rural County Allocation. This amount is unchanged from FY 2018.

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

Each year, the amount is determined by enrollment counts submitted to the JLBC Staff. The JLBC Staff is required by A.R.S. § 15-1469D to report the county withholdings to the Treasurer by May 15 for the upcoming fiscal year. In May 2017, the JLBC Staff reported the amount to be \$2,596,700 for FY 2018. This FY 2018 amount is used as an approximation for FY 2019 until the calculation is finalized in May 2018.

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

Rural County Reimbursement Subsidy

The Baseline includes \$1,273,800 from the General Fund in FY 2019 for Rural County Reimbursement Subsidy. This amount is unchanged from FY 2018.

This funding partially offsets the cost to counties that are not part of an established community college district. The funding is appropriated to Apache and Greenlee Counties. The FY 2019 Baseline allocates \$699,300 to Apache and \$574,500 to Greenlee.

Tribal Community Colleges

The Baseline includes \$2,825,000 from the General Fund in FY 2019 for Tribal Community Colleges. FY 2019 adjustments are as follows:

Tohono O’Odham Funding

The Baseline includes an increase of \$200,000 from the General Fund in FY 2019 for Tohono O’Odham Community College.

Background – A.R.S. § 42-5031.01 allows any qualifying tribal community college to receive \$1,750,000, or 10% of the Transaction Privilege Tax (TPT) revenues collected from all sources located on the reservation, whichever is less. These monies provide tribal community colleges with funding for maintenance, renewal, and capital expenses. A.R.S. § 42-5031.01 also allows any additional technical college located on the same reservation to receive \$875,000, or 5% of the TPT revenues collected from sources located on the reservation, whichever is less. Actual amounts for FY 2019 will depend on FY 2019 collections. Given the language of A.R.S. § 42-5031.01, these monies do not appear in the General Appropriation Act.

This funding is limited to tribes that enter into a compact with the Executive. The FY 2016 Higher Education BRB extended the deadline for tribes to enter into a compact from September 1, 2012 to September 1, 2017. Diné College and Navajo Technical College on the Navajo Nation already qualify for the funding. Tohono O’Odham entered into a compact with the Executive in 2017, so now also qualifies.

Laws 2016, Chapter 148 increased the term of an initial compact from 10 to 20 years and changed the time of a JLBC review required for a compact renewal from the last year of the term to the fourth year prior to the expiration

of the term. The Navajo Nation compact is set to expire in 2020. If the Navajo Nation enters into a new 20-year compact with the Executive, the next JLBC review would be in 2036.

The Baseline assumes that \$1,750,000 will be distributed to Diné College and \$875,000 will be distributed to Navajo Technical College in FY 2019. These amounts represent 10% and 5%, up to \$1,750,000 and \$875,000, respectively, of the estimated TPT revenues to be collected in the Navajo reservation in FY 2019. The Baseline also assumes that \$200,000 will be distributed to Tohono O’Odham Community College.

Additional Gila Workforce Development Aid

The Baseline includes \$200,000 for Additional Gila Workforce Development Aid in FY 2019. FY 2019 adjustments are as follows:

Remove One-Time Funding

The Baseline includes a decrease of \$(50,000) from the General Fund in FY 2019 for Gila County.

Background – As a provisional community college district, Gila County is not eligible for a \$200,000 annual Workforce Development allocation from Proposition 301 monies (see A.R.S. § 42-5029). The FY 2018 budget provided General Fund money for this purpose. Of the \$250,000, \$50,000 was labeled as one-time. The FY 2018 budget's 3-year spending plan includes \$200,000 for Gila County in FY 2019 and FY 2020.

* * *

FORMAT — District-by-District Special Line Items

FOOTNOTES

Standard Footnotes

Of the \$1,273,800 appropriated to the Rural County Reimbursement Subsidy line item, Apache County receives \$699,300 and Greenlee County receives \$574,500.

STATUTORY CHANGES

The Baseline would:

- As session law, continue to suspend the Operating State Aid formula funding in FY 2019 for Maricopa and Pima Counties.
- As session law, continue to suspend the STEM and Workforce Programs funding formula for FY 2019 and specify funding in the General Appropriation Act, which for Pinal would again equal \$96,500.

Table 4

Total Estimated Community College Revenues – FY 2018

District	State Aid	Tuition/Fees	Property Taxes	Grants	Other ^{1/}	FY 2018 Total ^{2/}	FY 2017 Total ^{3/}	% Change from FY 2017
Cochise	\$10,786,200	\$8,821,400	\$21,670,100	\$13,683,000	\$1,162,900	\$56,123,600	\$51,698,500	8.6%
Coconino	2,140,100	7,988,800	10,124,300	6,713,800	1,001,300	27,968,300	25,636,800	9.1%
Gila ^{4/}	434,900	-	4,511,900	130,000	375,000	5,451,800	5,353,500	1.8%
Graham	17,925,900	8,249,600	6,044,000	9,391,000	9,835,500	51,446,000	45,581,800	12.9%
Maricopa	-	254,264,900	539,211,600	229,517,300	28,444,600	1,051,438,400	999,793,000	5.2%
Mohave	1,658,000	7,958,300	23,364,900	8,314,300	845,000	42,140,500	41,554,300	1.4%
Navajo	8,690,200	4,800,000	14,835,000	6,030,900	2,559,100	36,915,200	35,504,600	4.0%
Pima	-	48,178,000	112,161,200	52,684,000	5,308,800	218,332,000	198,668,400	9.9%
Pinal	1,717,900	13,545,000	56,937,000	25,700,000	1,780,000	99,679,900	91,367,300	9.1%
Santa Cruz ^{4/}	163,800	900	1,583,000	24,900	17,500	1,790,100	1,812,300	(1.2)%
Yavapai	1,356,400	10,746,500	48,614,300	13,098,500	4,185,800	78,001,500	76,388,600	2.1%
Yuma/La Paz	<u>3,467,600</u>	<u>14,062,900</u>	<u>35,611,800</u>	<u>19,154,500</u>	<u>5,567,200</u>	<u>77,864,000</u>	<u>79,787,000</u>	(2.4)%
Total	\$48,341,000	\$378,616,300	\$874,669,100	\$384,442,200	\$61,082,700	\$1,747,151,300	\$1,653,146,100	5.7%

1/ Includes auxiliary programs, interest income, workforce development funds, and transfers.
 2/ Total revenues do not include bond proceeds or district fund balances. Including these amounts total revenues are estimated to be \$2,150,583,100 for FY 2018.
 3/ Total revenues do not include bond proceeds or district fund balances. Including these amounts total revenues are \$1,729,783,600 for FY 2017.
 4/ Gila Provisional Community College contracts with Graham County's Eastern Arizona College in order to provide degree programs. Therefore, Gila's tuition and fee revenues are collected by Graham according to their contract agreement. Santa Cruz Provisional Community College contracts with Cochise County's Community College in order to provide degree programs. Therefore, Santa Cruz's tuition and fee revenues are collected by Cochise according to their contract agreement.

Other Issues

Long-Term Budget Impacts

Beyond FY 2019 Baseline changes, the JLBC Staff estimates that Community College statutory caseload changes will require an additional \$1,084,500 in FY 2020 and an additional \$1,248,500 in FY 2021.

These estimates assume:

- Flat enrollment growth (so no change in costs for Operating State Aid or STEM and Workforce Programs State Aid for FY 2019 and FY 2020).
- No funding changes for Operating State Aid or STEM and Workforce Programs State Aid for Maricopa and Pima County.
- Gila Community College Workforce Development aid remains at \$200,000 for FY 2020 and FY 2021.
- An increase of \$1,084,500 for Equalization Aid in FY 2020 and \$1,248,500 in FY 2021. These estimates assume Net Assessed Value (NAV) growth of 1.5% in FY 2019 and 2.0% growth in FY 2020 for counties overall, but a (0.5)% NAV decline in both years for the 3 counties that receive Equalization Aid based on past trends. This would cause NAV in those 3 districts to grow farther from the statewide NAV average for rural counties in both years, entitling them to more Equalization Aid in both years.

Community College Revenue Sources

In addition to state General Fund monies, Arizona's community colleges receive revenues from a number of other sources, including student tuition and fees, local property taxes, grants, and other monies generated by the colleges. Of the total, the community colleges receive 2.8% of their revenues (excluding bond proceeds) from state aid.

For FY 2018, base operating revenues from all sources are estimated to be \$1,747,151,300, which would be an increase of 5.7% from FY 2017. (See Table 4 for a summary of FY 2018 total revenue estimates.)

Property taxes are the single largest revenue source for the community colleges, accounting for 50.1% of their revenues. There are 2 types of property taxes: primary and secondary. For the community colleges, primary property taxes are levied for operating purposes and secondary property taxes are levied to pay for capital outlay expenses. Both taxes are levied on limited property values. Each community college district determines its primary and secondary property tax rates. (See Table 5 for a summary of FY 2018 property tax rates.)

In 2012, Proposition 117 capped annual property value increases on any single parcel of real property to 5% starting in FY 2016 (see the FY 2017 Appropriations

Table 5

Community College Tax Rates – FY 2018

District	Primary Rate	Secondary Rate	Combined Rate	% Change in Combined Rate from FY 2017
Cochise	\$2.37	\$0.00	\$2.37	3.8 %
Coconino	0.48	0.13	0.61	(1.2) %
Gila	0.94	0.00	0.94	7.2 %
Graham	3.14	0.00	3.14	2.0 %
Maricopa	1.20	0.21	1.41	(3.8) %
Mohave	1.34	0.00	1.34	1.1 %
Navajo	1.81	0.00	1.81	1.0 %
Pima	1.39	0.00	1.39	1.1 %
Pinal	2.23	0.31	2.54	(3.2) %
Santa Cruz	0.50	0.00	0.50	(0.6) %
Yavapai	1.78	0.20	1.98	(3.6) %
Yuma/La Paz	2.26	0.23	2.49	(5.3) %

Report for more information). The existing 2% “levy limit” remains in place. Under A.R.S. § 42-17051, community colleges are allowed to collect 2% more in property tax revenues annually, not including revenue from new construction.

Any increase over 2% requires voter approval, unless the district has foregone increases in prior years and consolidates those increases into a single year.

The community colleges also collect tuition and fees from enrolled students. These collections account for approximately 21.7% of total revenues. Tuition and fees are assessed on a per credit hour basis. FY 2018 weighted average tuition (weighted for each district’s proportion of the statewide FTSE count) is \$2,547 if a full-time student attends for 30 hours a year. The FY 2018 amount represents an increase of 0.1% from FY 2017. (See Table 6 for FY 2018 resident tuition and fee rates.)

Table 6

Community College Resident Tuition and Fees – FY 2018

District	Cost Per Credit Hour	Annual Cost ^{1/}	% Change from FY 2017
Cochise	\$82	\$2,460	3.8%
Coconino	105	3,150	2.9%
Gila	85	2,550	6.3%
Graham	85	2,550	6.3%
Maricopa	86	2,580	0.0%
Mohave	81	2,430	(8.0)%
Navajo	72	2,160	2.9%
Pima	82	2,445	(4.1)%
Pinal	86	2,580	2.4%
Santa Cruz	82	2,445	3.2%
Yavapai	83	2,490	5.1%
Yuma/La Paz	82	2,460	2.5%
Weighted Average	\$85	\$2,547	0.1%

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

Community colleges also receive grants and “other” revenue from a variety of sources. Combined, they account for approximately 25.5% of community college revenues. Grants traditionally come from the federal government, including: the U.S. Department of Education, Small Business Administration, National Science Foundation, and Health and Human Services. Revenue listed in the “other” category includes auxiliary programs, interest incomes, workforce development funds, and transfers.

Total Community College Expenditures

Table 7 shows total budgeted FY 2018 community college expenditures. In FY 2018, total budgeted expenditures are \$2,150,583,100. As mentioned previously, base operating revenues for FY 2018 are \$1,747,151,300; however, this figure does not include allocated fund balances or bond proceeds. Including these amounts, total available revenues are \$2,150,583,100. Of the total \$2,150,583,100 in budgeted expenditures, \$1,615,236,000, or 75%, of these expenditures are from the community colleges’ General and Restricted Funds. This includes about \$494,087,100, or 23%, for instruction and \$274,939,500, or 13%, for administrative support. Expenditures for auxiliary enterprises, including revenue generating retail and business services such as parking lots, book stores, and food service, are \$163,549,200, or 8% of the total. Plant Fund expenditures, which generally include capital costs, are \$180,772,300, or 8% of the total. The remaining \$191,025,500 is for debt service.

Community College Expenditure Limitation - Laws 2016, Chapter 58 modified the method for calculating community college expenditure limits, excludes certain types of expenditures from counting against the limit, and allows for an adjustment to the base expenditure limit. (See FY 2018 Appropriations Report for more information.)

Table 7

Community Colleges - FY 2018 Budgeted Expenditures

General/Restricted Funds	Total	% of Total
Instruction	\$494,087,200	23%
Public Service	38,479,400	2%
Academic Support	160,128,500	7%
Student Services	166,531,600	8%
Institutional Support	274,939,500	13%
Operation & Maintenance	111,693,300	5%
Scholarships/Grants	283,966,300	13%
Contingency	85,410,300	4%
Subtotal	\$1,615,236,100	75%
Auxiliary Enterprises Fund	\$ 163,549,200	8%
Plant Fund	180,772,300	8%
Debt Service	191,025,500	9%
Total	\$2,150,583,100	100%

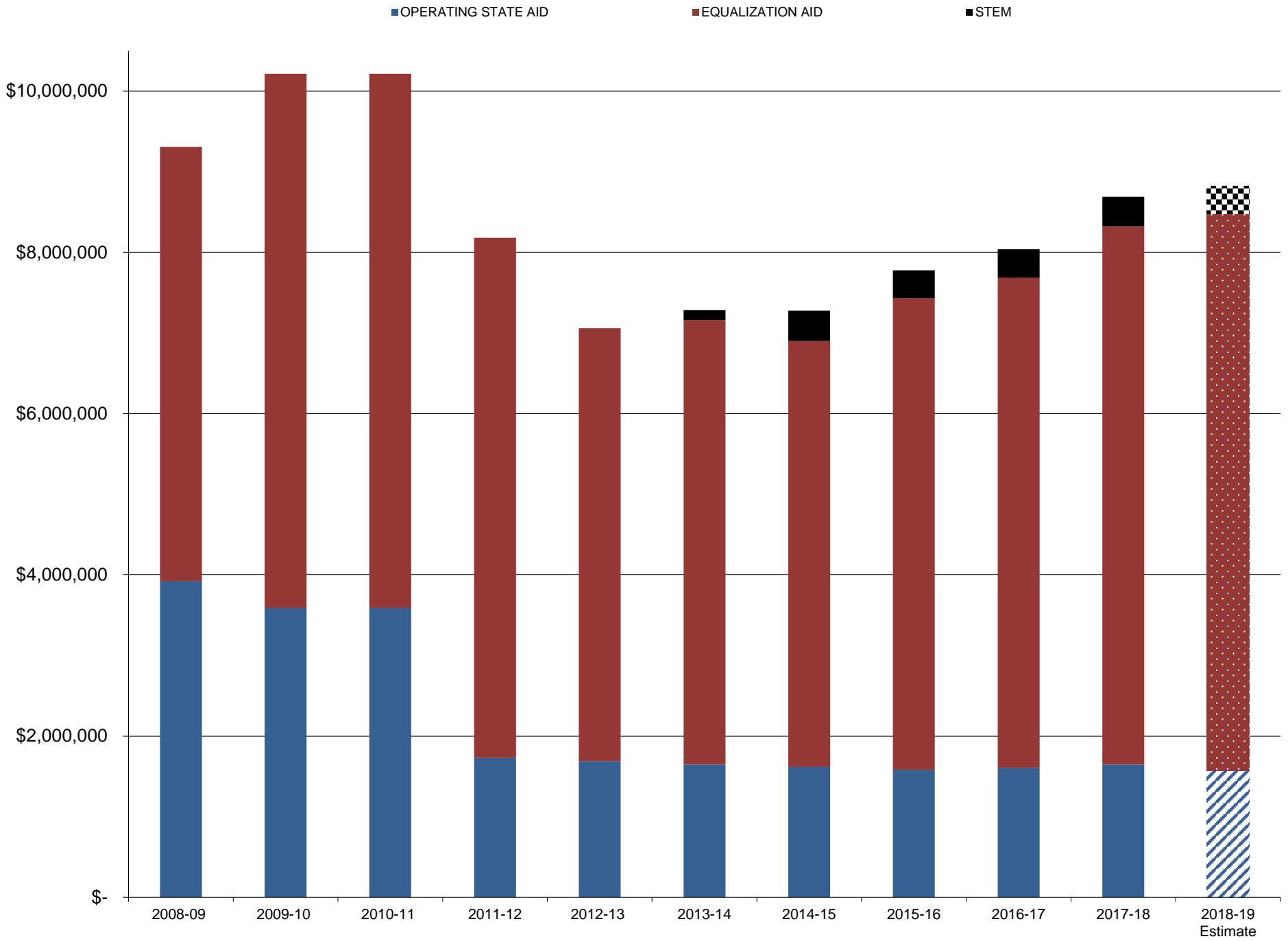
Community College Tuition Financing Districts

Laws 2015, Chapter 306 renamed provisional community college districts established after December 31, 2014, to *community college tuition financing districts* and specified that the county board of supervisors will serve as the governing board to any community college tuition financing district. Gila and Santa Cruz are the only existing provisional districts and they were both established before December 31, 2014.

An area that wishes to form a community college but does not meet the minimum assessed valuation or population requirements in A.R.S § 15-1402 may form a tuition financing district. A tuition financing district is required to contract with an existing community college district to provide instruction and services to students.

SUMMARY OF FUNDS	FY 2017 Actual	FY 2018 Estimate
Tribal Assistance Fund (No Fund Number/A.R.S. § 42-5029)		Non-Appropriated
Source of Revenue: A portion of the 0.6% education sales tax. The law directs each qualifying tribal community college to receive distributions in the same manner as the transfers to individual community college district workforce development accounts. A "qualifying Indian tribe" is an Indian tribe that owns, operates, and charters any community college located on its own reservation in this state.		
Purpose of Fund: To fund workforce development and job training activities at a community college owned, operated, or chartered by a qualifying Indian tribe.		
Funds Expended	770,000	767,600
Year-End Fund Balance	0	0
Workforce Development Accounts (varies by account/A.R.S. § 15-1472)		Non-Appropriated
Source of Revenue: Three percent of collections from the 0.6% education sales tax, after debt service on state school facilities revenue bonds has been paid. This funding was authorized by voter approval of Proposition 301 in the November 2000 General Election.		
Purpose of Fund: To fund workforce development and training activities at the community college districts.		
Funds Expended	18,099,500	18,906,800
Year-End Fund Balance	0	0

NPC State Aid Revenues



Request to Approve Purchase of Classroom Computer Hardware

Recommendation:

Staff recommends approval for the purchase of HP ProDesk 600 G3 – mini desktop computers, to include all hardware and necessary equipment, for a total price of \$130,274.51, which includes sale tax, from CDW-G.

Summary:

To support continued development of the classroom environments, this purchase will replace existing hardware in the current video classrooms. This is a budgeted purchase that adheres to national contract (Arizona HP Inc. NVP Computer Equipment and the National IPA Technology Solutions Education) agreements.

QUOTE CONFIRMATION



DEAR CURTIS STEVENS,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JMHT164	1/5/2018	SX80 CLASSROOMS QTY 15	302679	\$130,274.51

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP ProDesk 600 G3 - mini desktop - Core i5 6500T 2.5 GHz - 8 GB - 128 GB - Mfg. Part#: 1FY63UT#ABA UNSPSC: 43211508 includes 3yr warranty onsite Contract: Arizona HP Inc NVP Computer Equipment (MNNVP-133 ADSP016-098209)	15	4464598	\$795.00	\$11,925.00
HP EliteDisplay E202 - LED monitor - 20" - Smart Buy Mfg. Part#: M1F41A8#ABA UNSPSC: 43211902 Contract: National IPA Technology Solutions Education (130733)	15	3986068	\$138.05	\$2,070.75
LG GP65NB60 External DVD Drive - Black Mfg. Part#: GP65NB60 UNSPSC: 43201818 Contract: National IPA Technology Solutions Education (130733)	15	3607657	\$26.45	\$396.75
Tripp Lite 6U Wall Mount Server Rack Enclosure Cabinet Wallmount Mfg. Part#: SRW6U UNSPSC: 43201601 Contract: National IPA Technology Solutions Education (130733)	16	2074065	\$145.23	\$2,323.68
Tripp Lite 25' High Speed HDMI Cable w/ Ethernet Digital Video Audio M/M Mfg. Part#: P569-025 UNSPSC: 26121604 Contract: National IPA Technology Solutions Education (130733)	25	2287179	\$26.74	\$668.50
Tripp Lite 50' High Speed HDMI Cable Digital Audio Video Gold M/M 50ft Mfg. Part#: P568-050 UNSPSC: 26121604 Contract: National IPA Technology Solutions Education (130733)	40	1227473	\$37.71	\$1,508.40
StarTech.com 3 ft High Speed HDMI Cable M/M - Ultra HD 4k x 2k HDMI Cable Mfg. Part#: HDMM3 UNSPSC: 26121604 Contract: National IPA Technology Solutions Education (130733)	210	2968990	\$5.76	\$1,209.60
Samsung DB55E 55" LED Display Mfg. Part#: DB55E	30	3732104	\$1,149.00	\$34,470.00

QUOTE DETAILS (CONT.)				
UNSPSC: 43211902 Contract: National IPA Technology Solutions Education (130733)				
InFocus JTouch INF6502WBp-65" display(\$3399-\$100 savings=\$3299, 3/31)	15	4043738	\$2,899.00	\$43,485.00
Mfg. Part#: INF6502WBP UNSPSC: 43211902 Contract: National IPA Technology Solutions Education (130733)				
InFocus Extended Warranty extended service agreement - 1 year	15	4623129	\$415.00	\$6,225.00
Mfg. Part#: EPW-65JT1 UNSPSC: 81111812 Contract: National IPA Technology Solutions Education (130733)				
StarTech.com DisplayPort to HDMI Video Converter	19	2003264	\$15.36	\$291.84
Mfg. Part#: DP2HDMI2 UNSPSC: 26121604 Contract: National IPA Technology Solutions Education (130733)				
StarTech.com 15 ft HDMI® to DVI-D Cable - M/M	19	1282309	\$18.71	\$355.49
Mfg. Part#: HDMIDVIMM15 UNSPSC: 26121604 Contract: National IPA Technology Solutions Education (130733)				
StarTech.com 8" HDMI to DVI-D Video Cable Adapter - HDMI Female to DVI Male	19	2878037	\$8.28	\$157.32
Mfg. Part#: HDDVIFM8IN UNSPSC: 26121628 Contract: National IPA Technology Solutions Education (130733)				
Tripp Lite 100' High Speed HDMI Cable Digital Audio Video Gold M/M 100ft	50	1227474	\$97.98	\$4,899.00
Mfg. Part#: P568-100 UNSPSC: 26121604 Contract: National IPA Technology Solutions Education (130733)				
InFocus - mounting component	15	3641053	\$75.68	\$1,135.20
Mfg. Part#: INA-VESABB UNSPSC: 31162313 Contract: National IPA Technology Solutions Education (130733)				
InFocus - mounting component (Raise and Lower)	15	3641052	\$631.18	\$9,467.70
Mfg. Part#: INA-MNTBB70 UNSPSC: 31162313 Contract: National IPA Technology Solutions Education (130733)				
Tripp Lite Display TV Wall Monitor Mount Arm Swivel Tilt 26" - 55" Screen	30	3371043	\$73.18	\$2,195.40
Mfg. Part#: DWM2655M UNSPSC: 31162313 Contract: National IPA Technology Solutions Education (130733)				

PURCHASER BILLING INFO	SUBTOTAL	\$122,784.63
Billing Address: NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 Phone: (928) 524-7600 Payment Terms: Request Terms	SHIPPING	\$0.00
	SALES TAX	\$7,489.88
	GRAND TOTAL	\$130,274.51
	DELIVER TO	Please remit payments to:

Shipping Address:
NORTHLAND PIONEER COLLEGE
ATTN: CURTIS STEVENS
102 N 1ST AVE
HOLBROOK, AZ 86025-2902
Shipping Method: CEVA Deferred, 3-5 Days

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

Need Assistance? CDW•G SALES CONTACT INFORMATION



Rachel Parker

(866) 708-1693

rachpar@cdw.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at
<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

© 2018 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

SAM Search Results
List of records matching your search for :

Record Status: Active
DUNS Number: 828071642
Functional Area: Entity Management, Performance Information

ENTITY CDW GOVERNMENT LLC	Status:Active
DUNS: 828071642 +4:	CAGE Code: 6DNY3 DoDAAC:
Expiration Date: Dec 1, 2018 Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 13461 SUNRISE VALLEY DR STE 350	
City: HERNDON	State/Province: VIRGINIA
ZIP Code: 20171-3242	Country: UNITED STATES