

# 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 **March 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 19<sup>th</sup> day of March 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](http://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:** March 20, 2018

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order and Pledge of Allegiance</b> .....	Chair Lucero
2.	<b>Adoption of the Agenda</b> ..... <b>(Action)</b>	Chair Lucero
3.	<b>Call for Public Comment</b> .....	Chair Lucero
	<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>	
4.	<b>Reports:</b>	
	A. <b>Financial Position</b> .....	CBO Ellison
	B. <b>NPC Friends and Family</b> .....	Director Wilson
	C. <b>NPC Faculty Association</b> .....	Pat Lopez
	D. <b>Human Resources</b> .....	Written Report
	E. <b>CASO</b> .....	No Report
	F. <b>NPC Student Government Association</b> .....	No Report
5.	<b>Consent Agenda</b> ..... <b>(Action)</b>	Chair Lucero
	A. <b>February 20, 2018 Regular Board Minutes</b>	
	B. <b>March 7 and 9, 2018 Special Meeting Minutes</b>	
	C. <b>March 7 and 9, 2018 Executive Session Minutes</b>	
	D. <b>Policies 1000 through 1297</b>	
	E. <b>Curriculum Modification:</b>	
	1. Program Modifications - AAEC and ECD AAS, CAS, CP Early Childhood Studies	
	2. Program Modification - MDA ASS, CAS, CP	
	3. Program Deletions - ECD AAS, CAS, CP in 4 specializations	
	4. Program Modification - General Education Course Options	
6.	<b>Old Business:</b>	
	A. <b>Presidential Search:</b>	
	<b>Update</b> .....	COO Foutz
	<b>Announcement</b> .....	Board
7.	<b>New Business:</b>	
	A. <b>Invitation to Commencement</b> .....	Colleen Readell
	B. <b>Criterion 2 Report</b> .....	President Swarthout
	C. <b>Request to Accept the Audited Annual Budget Expenditure Limit Report</b> ..... <b>(Action)</b>	CBO Ellison
	D. <b>Request to Approve Adjustment to Fiscal Year 2016-17 Adopted Budget</b> .....	CBO Ellison
	E. <b>2018-2019 Salary and Wage Recommendation – First Read</b> .....	CBO Ellison
	F. <b>Request to Approve 2018-2019 Tuition and Fees</b> ..... <b>(Action)</b>	CBO Ellison
	G. <b>2018-19 Introductory Budget Analysis</b> .....	CBO Ellison
	H. <b>Request to Approve 4-year Contract with Hobsons</b> ..... <b>(Action)</b>	Director Rogers
8.	<b>Standing Business:</b>	
	A. <b>Strategic Planning and Accreditation Steering Committee Report</b> .....	Vice President Vest
	B. <b>President’s Report</b> .....	President Swarthout
	C. <b>DGB Agenda Items and Informational Needs for Future Meetings</b> .....	Chair Lucero
9.	<b>Board Report/Summary of Current Events</b> .....	Board Members
10.	<b>Announcement of Next Regular Meeting</b> ..... <b>April 17, 2018</b>	Chair Lucero
11.	<b>Adjournment</b> .....	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 January 31, 2018

Budget Period Expired 58%

Tax Supported Funds				
General Unrestricted				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Primary Tax Levy	14,834,954	747,985	9,642,541	65%
State Aid:				
Maintenance and Operations	1,649,000	412,250	1,236,750	75%
Equalization	6,672,100	1,668,025	5,004,075	75%
Tuition and Fees	4,800,000	545,332	3,184,980	66%
Investment earnings	140,000	83,154	301,607	215%
Grants and Contracts	1,500,000	1,438	407,943	27%
Other Miscellaneous	200,000	15,923	143,179	72%
Fund Balance	400,000			
Transfers	(2,900,000)	-	(2,265,305)	78%
<b>TOTAL REVENUES</b>	<b>\$ 27,296,054</b>	<b>\$ 3,474,107</b>	<b>\$ 17,655,770</b>	<b>65%</b>
<b>EXPENDITURES</b>				
Salaries and Wages	17,964,196	1,233,271	9,022,045	50%
Operating Expenditures	9,331,858	621,471	3,832,027	41%
Capital Expenditures				-
<b>TOTAL EXPENDITURES</b>	<b>\$ 27,296,054</b>	<b>\$ 1,854,742</b>	<b>\$ 12,854,072</b>	<b>47%</b>
<b>Unrestricted Plant</b>				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
State Aid:				
Capital/STEM	369,100	92,275	276,825	75%
Other Miscellaneous				
Fund Balance	3,000,000		-	0%
Transfers	2,000,000		1,606,117	80%
<b>TOTAL REVENUES</b>	<b>\$ 5,369,100</b>	<b>\$ 92,275</b>	<b>\$ 1,882,942</b>	<b>35%</b>
<b>EXPENDITURES</b>				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	5,369,100	83,521	1,874,188	35%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,369,100</b>	<b>\$ 83,521</b>	<b>\$ 1,874,188</b>	<b>35%</b>

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
 Statement of Financial Position  
 July 1, 2017 to January 31, 2018

Budget Period Expired 58%

**Restricted and Auxiliary Funds**

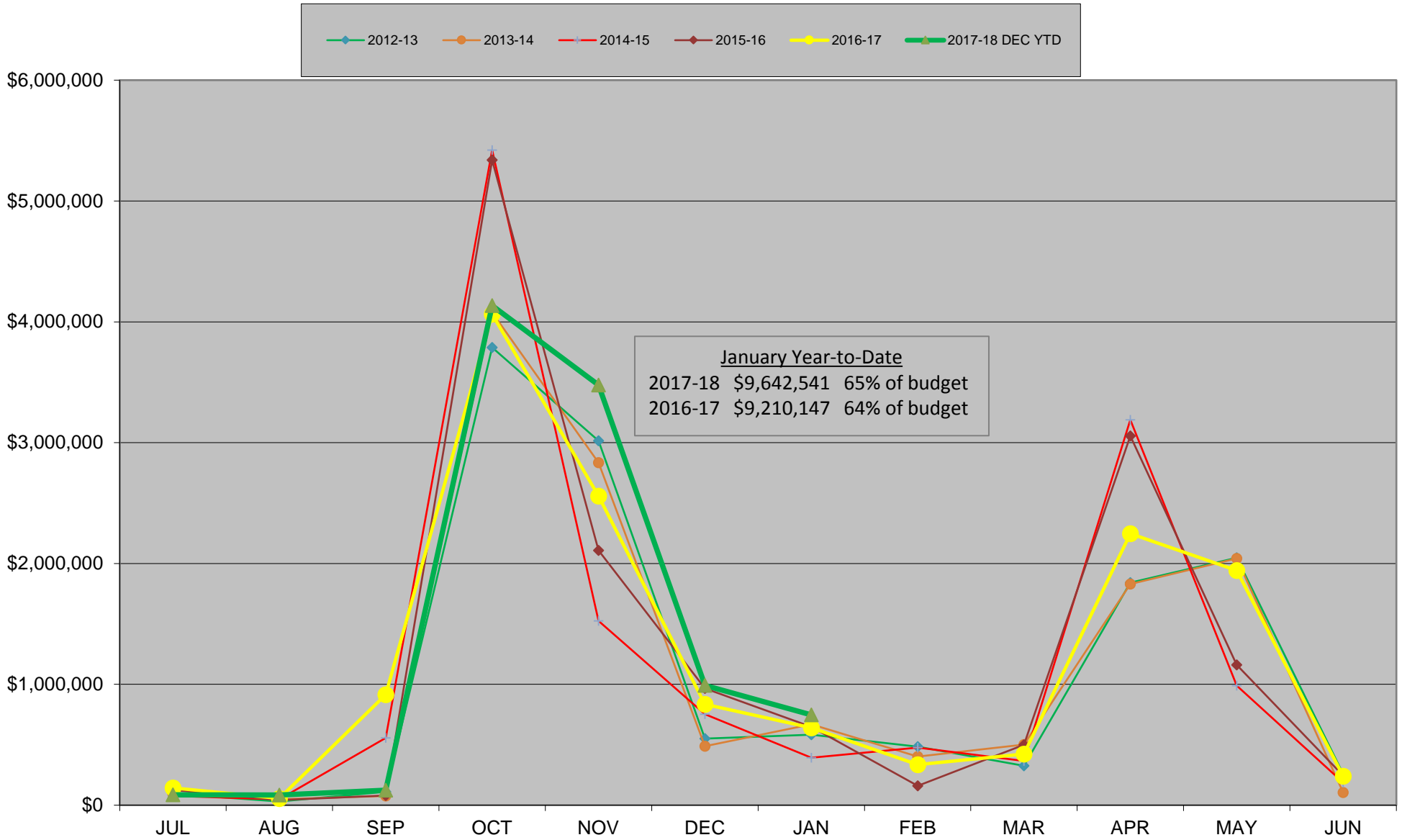
	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Grants and Contracts	6,000,000	1,105,327	2,641,429	44%
Fund Balance	-			
Transfers	600,000		600,000	100%
<b>TOTAL REVENUES</b>	<b>\$ 6,600,000</b>	<b>\$ 1,105,327</b>	<b>\$ 3,241,429</b>	<b>49%</b>
<b>EXPENDITURES</b>				
Salaries and Wages	917,965	76,801	612,658	67%
Operating Expenditures	5,682,035	384,291	2,354,149	41%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,600,000</b>	<b>\$ 461,092</b>	<b>\$ 2,966,807</b>	<b>45%</b>

	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Sales and Services	350,000	39,048	215,335	62%
Fund Balance	-			
Transfers	300,000	-	59,188	20%
<b>TOTAL REVENUES</b>	<b>\$ 650,000</b>	<b>\$ 39,048</b>	<b>\$ 274,523</b>	<b>42%</b>
<b>EXPENDITURES</b>				
Salaries and Wages	297,580	30,912	170,133	57%
Operating Expenditures	352,420	3,781	56,074	16%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 650,000</b>	<b>\$ 34,693</b>	<b>\$ 226,207</b>	<b>35%</b>

**Cash Flows**

Cash flows from all activities (YTD) . . . . .	\$23,054,664
Cash used for all activities (YTD) . . . . .	<b>\$17,921,274</b>
Net Cash for all activities (YTD) . . . . .	\$5,133,390

### Monthly Primary Property Tax Receipts



## **OPEN POSITIONS**

- 1. Jr. Network & Systems Administrator-Open until filled. 21 applicants.**
- 2. Systems Support Technician – Open until filled. 14 applicants.**
- 3. Records and Registration Grade Entry Clerk – Closes March 15, 2018. 3 applicants.**
- 4. Student Accounts Manager – Closes March 31, 2018. 7 applicants.**
- 5. Bookstore Specialist – Closes March 31, 2018.**
- 6. Faculty in Geology – Closes March 19, 2018. 14 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. 13 applicants.**
- 6. Faculty in Computer Information Systems – Open until filled – First review October 16, 2017. 12 applicants.**
- 7. Faculty in English-WMC – Closed February 19, 2018. 45 applicants.**
- 8. Faculty in English-LCC-Grant Funded Closed February 19, 2018- 29 applicants.**
- 9. Director of Public Safety Education – Closed March 1, 2018. 10 applicants.**
- 10. Faculty in Business-SCC- Closed March 1, 2018. 21 applicants.**

# Navajo County Community College District Governing Board Meeting Minutes

February 20, 2018 – 10:00 a.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

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

**Governing Board Member Present by Phone:** Mr. George Joe.

**Governing Board Member Absent:** Mr. Daniel Peaches

**Staff Present:** President Jeanne Swarthout; Chief Business Officer (CBO) Maderia Ellison; Vice President Mark Vest; Chief Information Officer (CIO) PJ Way; Chief Operations Officer (COO) Jason Foutz; Recording Secretary to the Board Paul Hempsey.

**Others Present:** Kim Reed; Everett Robinson (by phone); Diana Hutchinson; Peggy Belknap; Betsyann Wilson; Kevin Jones; Pat Lopez; Rich Harris; David Huish; Josh Rogers; Christine Roediger; Allison Landy; Olivia Jaquez; Eric Henderson; Jeremy Raisor; Amber Hill; Matt Weber.

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

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

## **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: Call for Public Comment**

None.

## **Agenda Item 4: Reports**

### ***4.A. Financial Position – Interim Vice President Ellison***

CBO Ellison addressed the Board and reviewed the Financial Position Report noting the college was on track with expected revenues for the year.

### ***4.B. NPC Friends and Family – Director Wilson***

Director Wilson addressed the Board and provided an update on recent Friends and Family activities highlighting Arizona Gives Day which is coming up on April 3rd. Director Wilson also highlighted the impact Friends and Family Scholarships have in Navajo and Apache County.



#### ***4.C. Faculty Association***

Pat Lopez addressed the Board and discussed recent activities from the Faculty Association noting the recent conclusion of a survey for faculty to provide their input on the Presidential search. Pat Lopez then introduced Dr. Allison Landy, chair of the Early Childhood Education program, to provide information on the significant changes to the department and program.

Mr. Leslie asked how the department was addressing a, perceived, lack of availability of staff within the communities. Dr Landy responded that she was attending a number of meetings with partners in the community, including First Things First, and was working hard to spread the news of changes within the department. Dr. Landy also stated she was coordinating with the Academic Advisors to make sure they had the correct information to provide to anyone who asks.

#### ***4.D. Human Resources***

Written Report.

#### ***4.E. NPC CASO***

Written Report.

#### ***4.F. NPC Student Government Association***

Written Report.

#### **Agenda Item 5: Consent Agenda**

- 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

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

#### **Agenda Item 6: Old Business**

None.

#### **Agenda Item 7: New Business**

##### ***7.A. Proactive Advising for Student Success (PASS) Report***

Director Rogers addressed the Board and provided a brief history of the PASS project and updates on recent activities and successes.

Mr. Matteson noted that a major complaint at larger institutions was the Academic Advising and asked if NPC had one-on-one advising for incoming students. Director Rogers note that the

college has professional advisors at each location who are available to help any student. Vice President Vest noted that PASS was also working to provide faculty advisors, who are experts in their field, to assist with specific program questions. Mr. Matteson asked how the college would prove to the Higher Learning Commission that the advising is working. Vice President Vest noted that the retention rate for the college had gone up by 2 and half percentile points, which is a significant increase for retention, and students attaining certificates and degrees had almost doubled. Mr. Matteson challenged Director Rogers to come back with proof that advising at the college was working. Dr. Swarthout commented that a four-year college will have so many courses that one academic advisor could not possibly be an expert in every one. Community colleges, with limited courses, can use a different model.

Mr. Matteson asked how emerging technologies could assist with the onboarding of students. CIO Way noted that he and Josh were in close contact and always looking for ways that technology can assist the students, faculty and staff.

### ***7.B. Criterion 1 Report***

COO Foutz addressed the Board and provided a report on Criterion 1 for the Accreditation Argument which revolves around the Mission of the College.

Mr. Leslie questioned the validity of the diversity statement in the report and asked if there could be clarification. COO Foutz noted that this was a summary and the full report contained a lot more information and evidence. President Swarthout noted the Board will see the full report once it has been fully written and cleaned up, most likely by the June Board meeting.

### ***7.C. Request to Approve Purchase of Modular Building***

CBO Ellison reviewed the request to purchase a Modular Building as a replacement to an existing modular at the Whiteriver Center which has outlived its useful life.

Mr. Matteson asked if the project had already opened for bid. CBO Ellison noted that it had not opened yet. Mr. Matteson asked if the bid would follow State or Federal process. CBO Ellison responded that the college would be following the state process.

Mr. Leslie asked if the Tribal Employment Rights Office would be involved in this project. Director Huish noted that it would depend on the company that the college contracts with and any sub-contractors used in the installation.

*Mr. Matteson made a motion to Approve the Purchase of a Modular Building for an amount not to exceed \$105,000 as presented, with the proviso that issues raised by Mr. Leslie were investigated. Mr. Leslie seconded. The vote was unanimous in the affirmative.*

### ***7.D. Request to Award Roofing Contract***

CBO Ellison reviewed the request to Award the Roofing Contract for the Performing Arts Center in Snowflake noting that staff recommends approval.

Mr. Huish noted that the low bid received was considered non-responsive as they did not bid on the specified material and are not licensed by the material supplier as an installer of their product.

Mr. Huish asked where Flynn Southwest was located and if they had a good reputation. Director Huish stated that they were located in Phoenix and did indeed have a good reputation.

*Mr. Matteson made a motion to Approve the Award of the Roofing Contract to Flynn Southwest for \$266,732 as presented, Mr. Joe seconded. **The vote was unanimous in the affirmative.***

#### **7.E. 2018-19 Tuition and Fees –First Read**

CBO Ellison reviewed the 2018-19 Tuition and Fees noting that a three year tuition rate increase had been approved last year and therefore the changes to be discussed were on the course and general fees. CBO Ellison highlighted the changes from each department.

Mr. Matteson asked if there had been any thought given to partnering with the renewable energy sector for our utility needs. Dr. Swarthout responded that the college had researched options years ago and the return on investment would have been very lengthy, but it could be time to look again due to advancement in systems. Vice President Vest noted that, from a program perspective, a review had taken place around the time the Skills Center was built and was found to be very expensive to run without many options for graduates.

#### **7.F. Preliminary Financial Information Relating to the Budget**

CBO Ellison reviewed the Preliminary Financial Information relating to the upcoming Budget that is currently available. CBO Ellison noted that salary negotiations with faculty and staff were ongoing and therefore not included in the current information. President Swarthout noted that staff were discussing moving a Salary and Wage recommendations to March, rather than February, on a permanent basis as relevant information continued to be received later and later in the process.

Mr. Matteson asked why the college would see a decrease in STEM funding. President Swarthout noted that it was from a formula based on Full Time Student Equivalency (FTSE).

#### **7.G. Request to Approve Purchase of Classroom Computer Hardware**

CIO Way addressed the Board and reviewed the request to approve the Purchase of Classroom Computer Hardware stating that staff recommends approval.

Mr. Lucero asked how many computers would be included. CIO Way responded the purchase was for computers and all necessary hardware to replace existing equipment in every Video I and II classrooms, fifteen in total, at the college.

*Mr. Matteson made a motion to Approve the Purchase of Classroom Computer Hardware from CDW-G for a price of \$130,274.51 as presented, Mr. Leslie seconded. **The vote was unanimous in the affirmative.***

**Agenda Item 8: Standing Business**

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

Vice President Vest addressed the Board and provided a report on recent SPASC activities. Vice President Vest highlighted the progress of the Enrollment Management Committee discussing a report recently provided to SPASC.

**8.B. President's Report**

President Swarthout addressed the Board and stated the Arizona Community College Coordinating Council would meet next week and, immediately following the meeting she would attend the All Arizona Academic Team luncheon where 12 NPC students would be receiving awards this year. President Swarthout also noted the Arizona Association of District Governing Boards would also meet next week.

**8.C. Agenda Items/Informational Needs**

None.

**Agenda Item 9: Board Report/Summary of Current Event**

None.

**Agenda Item 10: Announcement of Next Regular Meeting:** Regular District Governing Board meeting on Tuesday, March 20, 2018.

**Agenda Item 11: Adjournment**

*The meeting was adjourned at 11:51 a.m. upon a motion by Mr. Matteson, 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

March 7, 2018 – 10:00 a.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

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

**Governing Board Member Present by Phone:** Mr. George Joe.

**Governing Board Member Absent:** Mr. Daniel Peaches.

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

**Others Present:** Gail Campbell; Jane Hawthorne; Gigi Nielson; Wes King; Amber Hill; Allison Landy; Cuitlahuac Aguilar ; Matt Weber.

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

Chair Lucero called the meeting to order at 10:01 a.m.

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

*Mr. Leslie moved to adopt the agenda as presented. Mr. Matteson 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 10:04 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 11:15 a.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Matteson, second by Mr. Leslie **and a unanimous vote.***

### **3.B. Potential Action on Presidential Search**

*Mr. Matteson made a motion to direct the President to arrange an Executive Session, prior to March 20<sup>th</sup>, 2018, to discuss contract details with the selected candidate. Mr. Leslie seconded the motion. **The vote was unanimous in the affirmative.***

**Agenda Item 4: Adjournment**

*The meeting was adjourned at 11:20 a.m. upon a motion by Mr. Matteson, 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

March 9, 2018 – 9:00 a.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

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

**Governing Board Member Present by Phone:**

**Governing Board Member Absent:** Mr. George Joe, Mr. Daniel Peaches.

**Staff Present:** Recording Secretary to the Board Paul Hempsey; Vice President Mark Vest.

**Others Present:**

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

Chair Lucero called the meeting to order at 9:01a.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 9:03 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 10:14 a.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Matteson, second by Mr. Leslie **and a unanimous vote.***

### **3.B. Potential Action on Presidential Search**

*Mr. Matteson made a motion to direct the College Attorney to prepare a contract to retain the services of the selected candidate for President of NPC as discussed in Executive Session. Mr. Leslie seconded the motion. **The motion passed unanimously.***

## **Agenda Item 4: Adjournment**

*The meeting was adjourned at 10:17 a.m. upon a motion by Mr. Matteson, 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, sweeping underline.

Paul Hempsey  
Recording Secretary to the Board

DRAFT



## **Policy 1000 Election of District Governing Board Members**

Be it resolved that the Board delegates to the president of the college the authority to see that the procedures as outlined by the Navajo County Board of Supervisors are followed in the election of new Board members. (Reviewed only 3/20/18)

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## **Policy 1003 Member Absences from Board Meeting**

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

1. Act as a unit
2. Represent the community and serve the public good
3. Establish policies to support the mission of the institution
4. Employ, evaluate the College President
5. Create a culture of evidence that monitors institutional performance.

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

2.A. The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and procedures for fair and ethical behavior on the part of its governing board, administration, faculty, and staff.

2.C.1. The governing board's deliberations reflect priorities to preserve and enhance the institution.

2.C.2. The governing board reviews and considers the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.

2.C.4. The governing board delegates day-to-day management of the institution to the administration and expects faculty to oversee academic matters.

5.B.1. The governing board is knowledgeable about the institution; it provides oversight of the institution's financial and academic policies and practices and meets its legal and fiduciary responsibilities.

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

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

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

(Reviewed Only 3/20/18)

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### **Policy 1005 Vacancy Within District Governing Board**

Vacancies shall be filled according to A.R.S. [§15-1441.E](#), which reads as follows:

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

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

(Reviewed Only 3/20/18)

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### **Policy 1007 Accreditation**

It shall be the policy of Northland Pioneer College to conform to the fullest extent possible with the accreditation requirements and guidelines of the [Higher Learning Commission](#). All employees shall be under a continuing duty to comply with accreditation requirements, as they arise. (Reviewed Only 3/20/18)

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### **Policy 1010 Conflict of Interest**

No member of the Board shall directly or indirectly receive any compensation or derive any profit or gain by reason of his membership on said Board or by reason of services to the college district. (A.R.S. §38-503 and §15-323) (Revised 3/20/18)

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### **Policy 1015 District Governing Board Meetings: General Sessions**

All meetings at which three (3) or more members of the Board are present shall be public meetings. All minutes of such meetings as are required by law shall be properly and accurately recorded and open to public inspection, except as provided by policy concerning executive sessions. (Reviewed Only 3/20/18)

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### **Policy 1020 District Governing Board Meetings: Executive Sessions**

Executive meetings may be held subject to the following conditions:

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

(Revised 3/20/18)

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### **Policy 1030 Policy Creation and Review**

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

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

It is intended that Board policies be living documents. Toward this end, all Board policies shall be reviewed on a regular basis to ensure that they continue to be pertinent. The president shall establish a procedure for the review and/or revision of Board policies. (Reviewed Only 3/20/18)

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### **Policy 1040 Insurance for District Governing Board Members**

The Board authorizes the president, or designee, to develop and implement procedures to allow Board members, their spouses, and dependents, to participate in the college's plan providing health, accident, life, and disability benefits, in any or all parts, as they choose, and that is allowable. This policy incorporates by reference all provisions under A.R.S. §15-1450B. 1. (d) (Revised 3/20/18)

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### **Policy 1050 Salary Schedule**

The president is responsible for the development of procedures that will allow the Board and staff to develop Board approved salaries. (Reviewed Only 3/20/18)

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### **Policy 1070 District Governing Board's Evaluation of President**

The chair of the Board will assume the role of the president's supervisor for purposes of implementing the evaluation system. The material developed will be shared with the entire Board. (Reviewed Only 3/20/18)

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### **Policy 1075 District Governing Board's Self Evaluation**

The Board will conduct a self-evaluation process annually in order to assess its effectiveness as a governing board, and individually as elected members. The District Governing Board, using the [evaluation instrument](#), will conduct a Board self-assessment at the December District Governing Board meeting each year. (Reviewed Only 3/20/18)

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

In order to carry out Board duties as outlined in A.R.S. §15-1444, the Board shall elect such officers and adopt such rules governing its meetings and members, as it deems necessary. The Board will also determine duties and responsibilities of its members. (See Procedure 2035) (Reviewed Only 3/20/18)

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### **Policy 1086 District Administrative Headquarters**

The District Administrative Headquarters shall be designated as the District Administrative address, as well as being the location for district functions as determined by the President. (Reviewed Only 3/20/18)

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### **Policy 1087 Definition of Decentralization**

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

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

(Reviewed Only 3/20/18)

### **Policy 1100 Planning and Evaluation**

The college is committed to developing instructional and support programs using processes that will include long-and-short range planning and evaluation systems in order to achieve present and projected goals. (Reviewed Only 3/20/18)

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### **Policy 1101 Engagement of Legal Counsel**

The president shall be authorized to engage outside legal counsel to represent the interests of the District as provided by A.R.S. §11-532.11 and A.R.S. §15-1448. (Revised 3/20/18)

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### **Policy 1102 Equal Employment and Educational Opportunities**

The college and its personnel will comply with all applicable federal and state laws prohibiting discrimination in employment and services including, but not limited to, applicable provisions of the Americans with Disabilities Act, the Rehabilitation Act, and the Arizona Civil Rights Act and Title IX (20 USC §1681). The president, or designee, is authorized to establish procedures to ensure compliance with this policy. (Reviewed Only 3/20/18)

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## **Policy 1103 Naming of College Facilities**

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

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

(Reviewed Only 3/20/18)

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## **Policy 1105 College Service Sites**

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

A campus must meet the following criteria:

1. It is designated a campus by the District Governing Board.
2. It provides full-service instructional programming that culminates in the awarding of degrees/certificates, consistent with the comprehensive college mission.
3. It provides access to a full complement of student support services.
4. It has a leased or owned physical plant that is staffed on a full-time basis, according to the calendar of the college district.
5. It must maintain an enrollment sufficient to warrant its continued operations and expenditures.

An additional location must meet the following criteria:

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

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

(Reviewed Only 3/20/18)

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### **Policy 1107 Geographical Locations of Campuses and Centers**

1. The Little Colorado Campus includes the Winslow area.
2. The Painted Desert Campus includes the Holbrook, Joseph City, Woodruff, and the Sun Valley areas.
3. The Silver Creek Campus includes Snowflake, Taylor, and the White Mountain Lakes areas.
4. The White Mountain Campus includes Show Low, Lakeside, Pinetop, and surrounding areas.
5. The current centers are:
  1. Whiteriver Center includes Whiteriver, Cibecue, and all adjacent White Mountain Apache Reservation communities.
  2. Hopi Center includes all of the Hopi communities and those Navajo reservation communities adjacent to the Hopi reservation.
  3. Kayenta Center includes all those areas adjacent to the Kayenta Center.
  4. St. Johns Center.
  5. Springerville/Eagar Center.
6. All other course sites encompass the communities that they are located in and offerings are limited to specific requests and by available facilities and staff.

(Reviewed Only 3/20/18)

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### **Policy 1108 Advisory Board of an Unorganized County**

The Board recognizes the need for counsel from those unorganized counties to which the District provides service. In an effort to keep communications open and allow an appropriate avenue for concerns and direction, the Board will establish a local advisory board from said unorganized county. The purpose of the Advisory Board shall be to provide advice and guidance to the

District on educational programs offered, and to recommend action on District policies, regulations, and procedures as they relate to the services and programs being offered in said unorganized county.

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

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

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

The Board hereby delegates authority to the president, or designee, to act in its place and stead for all matters related above. The president will report to the Board on all substantive issues and concerns expressed by the Advisory Board. (Reviewed Only 3/20/18)

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### **Policy 1110 Community Relations**

The college is committed to building within its constituency the feeling that the college serves them and that the programs and services offered are in concert with community needs. (Reviewed Only 3/20/18)

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### **Policy 1115 Procedures Development, Adoption and Implementation**

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

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



procedure. One week shall be deemed the minimum sufficient time for review and comment, barring unusual circumstances or an emergency.

The final decision regarding procedure approval and adoption is solely that of the president.  
(Revised 3/20/18)

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### **Policy 1117 Agreements that Bind the College**

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

The president, or designee, is authorized to sign other agreements and contracts on behalf of the college. (Reviewed Only 3/20/18)

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### **Policy 1120 Emergency Cessation of Operations**

In the event of an emergency, the president, or designee, has the authority to temporarily cease the operation of the college or any delivery site. (Reviewed Only 3/20/18)

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### **Policy 1125 Surplus Property Representatives**

The president, Chief Business Officer, and/or designee are the college's representatives to the State Surplus Property Division of the Department of Administration. (Reviewed Only 3/20/18)

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### **Policy 1126 Non-College Property**

The Board shall not be liable for non-college property lost, stolen, or damaged, while individuals are participating in college activities either in college facilities or rented facilities. (Reviewed Only 3/20/18)

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### **Policy 1130 Institutional Memberships**

The Board authorizes the president to provide opportunity for institutional membership in certain professional associations and organizations developed at the local, state, regional, and national

levels for the purpose of promoting welfare and development of community colleges and their component programs and services. (Reviewed Only 3/20/18)

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### **Policy 1134 Tuition Waivers for Arizona National Guard Members**

In accordance with A.R.S. §15-1808, the President is authorized to provide tuition waivers for Arizona National Guard members who received a Purple Heart citation on or after September 11, 2001 or who were medically discharged due to an injury or disability suffered while serving under certain conditions. (Reviewed Only 3/20/18)

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### **Policy 1135 Tuition Waivers for Survivors of Arizona Public Safety Personnel**

In accordance with A.R.S. §15-1808, the President is authorized to provide tuition waivers to survivors of Arizona peace officers, correctional officers, fire fighters, emergency paramedics and National Guard members who were killed in the line of duty. (Reviewed Only 3/20/18)

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### **Policy 1136 Tuition Waivers for Employees and their Dependents**

The president is authorized to provide tuition waivers for all regular employees working twenty hours or more per week. Additionally, the president is authorized to provide tuition waivers for dependents of regular employees working thirty hours or more per week. Dependents include: spouse, sons, and daughters, who live at home and are claimed as a dependent on state and federal income tax.

The president may award grants for tuition for adjunct faculty who are scheduled to teach in the semester for which they wish to enroll for up to six credit hours per semester. Current and past District Governing Board members are also eligible for tuition waivers for up to six credit hours per semester.

Retirees receiving emeritus and meritorious service recognition are eligible for tuition waivers. (Revised 3/20/18)

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### **Policy 1137 College Property**

The President, or designee, is responsible for the establishment of procedures for the security of property, use of vehicles, and disposal of property. (Reviewed Only 3/20/18)

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## **Policy 1138 Technology Resources**

### **Overview**

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

### **Policy**

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

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

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

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

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

(Reviewed Only 3/20/18)

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## **Policy 1140 Insurance**

The president, or designee, is responsible to secure and maintain in force, appropriate insurance against loss or damage to property by fire, storm, theft, and other hazards; risks to personnel including worker's compensation, public liability, vehicular travel, malfeasance of professional staff, and errors and omissions. (Reviewed Only 3/20/18)

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### **Policy 1150 Copyrighted Material**

Illegal reproduction of copyrighted material on college machines and equipment is prohibited. Violation of this policy may lead to disciplinary action. (Reviewed Only 3/20/18)

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### **Policy 1160 Intoxicants or Narcotics**

No employee, student, or visitor may possess or bring on to any college-owned or controlled property or facilities or to any off-campus activity any intoxicant, alcoholic beverage, illegal drug, hallucinogen or narcotic, dangerous drug, prescription drug without prescription, steroids, except possession by an instructor for the express purpose of laboratory experimentation and education purposes within statutory limits. If used for experimentation, it must be done under the strict supervision and with the full knowledge and support of the administration. Violation of this policy may lead to disciplinary action. (Reviewed Only 3/20/18)

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### **Policy 1170 Intellectual Property**

Northland Pioneer College is committed to encouraging innovation, creativity, and the development of intellectual property by all employees of the institution. (Reviewed Only 3/20/18)

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### **Policy 1180 Course Material**

The President, or designee, is responsible for the establishment of procedures for course material selection and adoption. (Reviewed Only 3/20/18)

### **Policy 1200 Delegation of Authority**

In order to assure that the college has an administrator in charge at all times, the Board authorizes the President to designate an administrator in charge in the President's absence. (Reviewed Only 3/20/18)

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### **Policy 1210 President's Job Description**

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

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

The Board chair and the President shall determine by September 1st the President's office goals and strategies for the year. (Reviewed Only 3/20/18)

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### **Policy 1215 Changes in Administrative Organization**

The President shall inform the Board of significant changes in the administrative organization of the college. (Reviewed Only 3/20/18)

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### **Policy 1220 Conflict of Interest**

The President, or designee, shall establish a procedure for compliance with A.R.S. 38-503 requiring all public officers and employees to report conflict of interest in any contract, sale, purchase, or service to the college. (Reviewed Only 3/20/18)

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### **Policy 1221 Third Party Representation**

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

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

Employees who have such interest will not participate in any transaction with the third party on the part of the college. (Revised 3/20/18)

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### **Policy 1225 Use of and Conduct on Properties**

The President is authorized to develop procedures governing the use of and conduct upon the properties of the college pursuant to ARS §13-2911. (Reviewed Only 3/20/18)

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### **Policy 1235 Records Retention**

The President is authorized to establish procedures for the reproduction and/or destruction of all college records in compliance with Federal and State statutes and the *Records Retention and Disposition for Arizona Community Colleges and Districts* as developed by the Arizona State Library, Archives and Public Records – Records Management Division. (Reviewed Only 3/20/18)

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### **Policy 1240 Fund Raising**

Any fund raising on behalf of the college (annual ongoing programs, special one-time events, capital campaigns, etc.) must be approved by the President. (Reviewed Only 3/20/18)

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### **Policy 1245 Annual Report**

The President shall submit to the Board and the Arizona Community College Association a "President's Annual Report" in accordance with provisions of A.R.S. §15-1427. (Revised 3/20/18)

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### **Policy 1280 Official Function**

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

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

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

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

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

Prior approval for use of funds for official functions must be obtained from the college President or designee. (Reviewed Only 3/20/18)

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

The Board authorizes the President, or designee, to approve who may be invited to speak on college-owned or controlled properties. Clearances for all speakers must be made prior to the issuance of the invitation to the speakers. (Reviewed Only 3/20/18)

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### **Policy 1290 Interim Suspension**

The Board authorizes the President, or designee, to suspend (interim suspension) members of the faculty, staff and students from the college when the conditions of behavior or circumstances that led to suspension include but are not limited to the following: when the continued presence of the subject person(s) on campus poses a threat to the safety of students, other persons or their property, or threatens to disrupt college functions or activities. (Reviewed Only 3/20/18)

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### **Policy 1296 Public Information Program**

The President, or designee, shall authorize the release of all public information pertaining to the college. (Reviewed Only 3/20/18)

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### **Policy 1297 Grant Procurement**

The President, or designee, shall develop a procedure for making application for Federal, State, and local grants. The Board shall accept the funds. (Reviewed Only 3/20/18)



## REQUEST TO APPROVE MODIFICATIONS TO THE EARLY CHILDHOOD PROGRAMS

### Recommendation:

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

### Summary:

AAEC - Changing core requirements in order to: 1) align core content with the 8 required Core Knowledge Areas of the workforce competencies; 2) provide flexibility of pathways so students can move toward either BA, BS or BAS degrees by making the core the same as the CP and AAS pathway; 3) update the description of program to align with legislative changes in effect as of 08-09-17; 4) update requirements to mirror changes made in the Associate of Arts in Elementary Education (AAEE) and address degree requirements to better support students' transitions to BA/BS pathways and teacher certification.

ECD AAS, CAS, CP Early Childhood Studies - Updating language in the catalog to match course name changes and address ASU's new BAS in early childhood.

## Transfer Degree

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### Associate of Arts in Early Childhood (AAEC)

#### *Why study Early Childhood Education?*

The Associate of Arts in Early Childhood (AAEC) degree offers foundational knowledge and competencies aligned with state and national standards for early childhood professional preparation. In Arizona, public preschool and kindergarten teachers are ~~required~~ **ENCOURAGED** to have specific coursework and practicum experiences in early childhood, **INCLUDING EXPERIENCES WITH CHILDREN BIRTH TO AGE FIVE**. The AAEC supports students who wish to continue their education toward a bachelor's **OF ARTS (BA) OR BACHELOR OF SCIENCE (BS)** degree in early childhood **EDUCATION** and who may have an interest in early childhood teacher certification and/or endorsement. **ADDITIONALLY, THE AAEC INCLUDES THE CERTIFICATE OF PROFICIENCY IN EARLY CHILDHOOD STUDIES TO ALLOW STUDENTS TO ENTER THE WORKFORCE WHILE CONTINUING WITH THEIR EDUCATION.**

The AAEC degree is designed for students planning to transfer to one of the three Arizona public ~~universities~~ **UNIVERSITY BA OR BS PROGRAMS**. It is specifically designed to fulfill the set of lower division general education requirements of the Arizona General Education Curriculum (AGEC-A) which, when completed, transfers as a block to any of three public universities. **ADDITIONALLY, THE AAEC PROVIDES**

**THE EDUCATION STUDENT WITH A PORTION OF THEIR BA/BS DEGREE REQUIREMENTS FOR EARLY CHILDHOOD TEACHER CERTIFICATION/ENDORSEMENT PROGRAMS.**

**Associate of Arts in Early Childhood (AAEC) • 64 credits**

Completion of the 35 general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-A) for the Associate of Arts in Early Childhood degree. (see *What is AGECE?* – page 65)

<b>General Education Courses</b> .....	<b>35 credits</b>
<b>Communications</b> .....	<b>6 credits</b>
ENL 101 College Composition I.....	3 credits
ENL 102 College Composition II.....	3 credits
<b>Mathematics</b> .....	<b>3 credits</b>
Select one of the following:	
MAT 142 College Mathematics with Contemporary Applications.....	3 credits
MAT 152 Advanced Algebra.....	3 credits
<del>MAT 189 Pre-Calculus Algebra/Trigonometry.....</del>	<del>3 credits</del>
Or any mathematics course for which MAT <del>489</del> 152 is a prerequisite.	
<b>Discipline Studies</b>	
<b>Arts and Humanities</b> .....	<b>6 credits</b>
(Select two courses from at least two disciplines from the list on page 66)	
<b>Physical and Biological Science</b> .....	<b>8 credits</b>
(Select two courses from the list on page 66)	
<b>Social and Behavioral Sciences</b> .....	<b>9 credits</b>
(Select three courses from at least two disciplines, (SELECT ONE OF THE FOLLOWING, AND TWO MORE COURSES FROM AT LEAST TWO DISCIPLINES, WITH AT LEAST ONE ASTERISK (*) COURSE TO MEET REQUIREMENTS FOR CONTEMPORARY GLOBAL, INTERNATIONAL OR HISTORICAL AWARENESS FROM THE LIST ON PAGE 66)	
<b>POS 110 AMERICAN GOVERNMENT</b> .....	<b>3 credits</b>
<b>HIS 105 U.S. HISTORY TO 1877</b> .....	<b>3 credits</b>
<b>Computer Science</b> .....	<b>3 credits</b>
CIS 105 Computer Applications and Information Technology.....	3 credits
<b>Core Requirements</b> .....	<b>22 19 credits</b>
ECD 100 Providing a Healthy Environment.....	1 credit
<del>ECD 101 The Child's Total Learning Environment.....</del>	<del>1 credit</del>
ECD 102 Ensuring a Safe Environment.....	1 credit
<del>ECD 103 Planned Arrangements and Schedules.....</del>	<del>1 credit</del>
ECD 105 Understanding Behavior and Encouraging Self-Discipline.....	1 credit
ECD 108 Observation and Assessment in Early Childhood.....	1 credit
ECD 110 Building Relationships with Families	
<del>OR ECD 112 Enhancing Family Involvement.....</del>	<del>1 credit</del>
<del>ECD 115 Nutrition in Early Childhood.....</del>	<del>1 credit</del>
ECD 120 Guidance and Development of Social-Emotional Development.....	1 credit
<b>ECD 128 CULTURE, LANGUAGE, AND COMMUNITY</b> .....	<b>1 credit</b>
<b>ECD 175 PROFESSIONALISM</b> .....	<b>1 credit</b>
<b>ECD 186 EFFECTIVE INTERACTIONS FOR LEARNING</b> .....	<b>1 credit</b>
<b>ECD 187 SUPPORTING STEM IN EARLY CHILDHOOD</b> .....	<b>1 credit</b>
<del>ECD 125 Creative Media.....</del>	<del>1 credit</del>
ECD 200 Introduction to Early Childhood Education.....	3 credits
<b>ECD 217 EARLY CHILDHOOD LANGUAGE AND LITERACY</b> .....	<b>1 credit</b>

<b>ECD 233 POLICIES AND PROCEDURES IN EARLY CHILDHOOD PROGRAMS .....</b>	<b>2 credits</b>
ECD 250 <del>Child Development I</del> <b>SURVEY OF CHILD DEVELOPMENT .....</b>	3 credits
<del>MAT 161 Algebra-based Mathematics for Elementary Teachers I.....</del>	<del>3 credits</del>
<del>MAT 162 Algebra-based Mathematics for Elementary Teachers II.....</del>	<del>3 credits</del>
<b>REQUIRED ELECTIVES.....</b>	<b>6 credits</b>
<b>MAT 161 ALGEBRA-BASED MATHEMATICS FOR ELEMENTARY TEACHERS I.....</b>	<b>3 credits</b>
<b>MAT 162 ALGEBRA-BASED MATHEMATICS FOR ELEMENTARY TEACHERS II.....</b>	<b>3 credits</b>
<b>Transferrable Electives.....</b>	<b>7-4 credits</b>

Successful completion of ~~seven~~ **FOUR** credits of unduplicated university transferrable electives, as described on page **63**. **POS 221 IS STRONGLY RECOMMENDED, THOUGH NOT REQUIRED AS AN ELECTIVE CHOICE.**

# Early Childhood Studies

## Why study Early Childhood?

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

An AAS in Early Childhood Studies may be an appropriate option for individuals pursuing a career in early childhood or a related field, such as social work or child and family studies. The AAS Early Childhood Studies degree **does not** supply the AGEC (*see page 65*) requirements for university transfer, but may **partially** support pursuit of a Bachelor of Applied Science (BAS) degree at **EACH OF two-of** the three state universities. See your adviser to design an educational pathway that meets your needs if you wish to **attain PURSUE** a BAS degree.

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

ECD 100 Providing a Healthy Environment.....	1 credit
ECD 102 Ensuring a Safe Environment .....	1 credit
ECD 105 Understanding Behavior and Encouraging Self-Discipline .....	1 credit
ECD 108 Observation and Assessment in Early Childhood .....	1 credit
ECD 110 Building Relationships with Families .....	1 credit
ECD 120 Guidance and Development of Social-Emotional Development.....	1 credit
ECD 128 Culture, Language and Community.....	1 credit
‡ECD 136 Understanding How Children Learn .....	1 credit
‡ECD 142 Designing Developmentally Effective Learning Environments .....	2 credits
*ECD 147 Prenatal and Infant Development .....	1 credit
*ECD 148 Toddler Development .....	1 credit
*ECD 149 Development of the Preschool Child.....	1 credit
ECD 175 Professionalism.....	1 credit
ECD 186 Effective Interactions for Learning.....	1 credit
ECD 187 Supporting STEM in Early Childhood.....	1 credit
‡ECD 200 Introduction to Early Childhood Education .....	3 credits
ECD 217 Early Childhood Language and Literacy .....	1 credit
ECD 233 Policies and Procedures in Early Childhood Programs .....	2 credits
*ECD 250 <del>Child Development I</del> <b>SURVEY OF CHILD DEVELOPMENT.....</b>	<b>3 credits</b>

‡ECD 136, 142 may be taken in combination or ECD 200 as a single three-credit class.  
 \*ECD 147, 148, 149 may be taken in combination or ECD 250 as a single three-credit class.

## ECD – Early Childhood Studies (CAS) • 28 credits

*Complete the ECD – Early Childhood CP ..... 19 credits*

**PLUS**

*General Education Courses..... 6 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

*Core Requirements..... 3 credits*

Select any courses within ECD

## ECD – Early Childhood Studies (AAS) • 64 credits

*Complete the ECD – Early Childhood Studies CAS..... 28 credits*

**PLUS**

*General Education Courses..... 3 credits*

*Communications..... 3 credits*

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

*Discipline Studies..... 13 credits*

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

*Core Requirements..... 11 credits*

ECD 222 Introduction to Early Childhood Special Education ..... 3 credits

**PLUS**

Select any courses within ECD ..... 8 credits

*Required Electives..... 9 credits*

Select a minimum of 9 unduplicated non-ECD credits. May be in a related area to ECD, such as SOC, EDU, or HUS.

## REQUEST TO APPROVE MODIFICATION OF MEDICAL ASSISTANT PROGRAM

### Recommendation:

The Instructional Council (IC) recommends approval of the Medical Assistant (MDA) Associate of Applied Science (AAS), Certificate of Applied Science (CAS) and Certificate of Proficiency (CP) program modification.

### Summary:

MDA AAS, CAS, CP - To organize the curriculum in a progression from basic knowledge to increasing levels of complexity and transition to practice. Students will complete prerequisites prior to engaging in clinical procedures. For example, students will complete HES 190 prior to MDA 124/125/126 and students will complete math requirement prior to HES 180.

## Medical Assistant (MDA)

Certificate (CP & CAS) & AAS Degree Options



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The Northland Pioneer College **Medical Assistant** program trains students for a career providing patient care and physician assistance in medical offices and clinics. Classes include front- and back-office theory and procedures, preparing students for national certification examination. A 160-hour externship is required.

The NPC program meets or exceeds the Arizona State Board of Medical Examiners training requirements. You can be certain you are gaining the necessary knowledge to succeed in this rapidly growing field.

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

### Career Opportunities

Employment of medical assistants is projected to grow 23 percent from 2014 to 2024, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to spur demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

The median annual salary for North Nonmetropolitan Arizona was \$29,830 in May 2016. (SOC 31-9092) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, May 2016.

### Cost & Time for Completion

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

You can access the current data online at [www.npc.edu/gainful\\_employment\\_data\\_archives](http://www.npc.edu/gainful_employment_data_archives).

**Medical Assistant (CP) • 42 credits**

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

**Medical Assistant (CAS) • 40-45 credits**

**Complete these Core courses**

<del>BIO 160 Introduction to Human Anatomy and Physiology .....</del>	<del>4 credits</del>
<del>—OR BIO 201 AND 202* Human Anatomy and Physiology I &amp; II (8 credits)</del>	
<del>BUS 119 Medical Office Administrative Procedures .....</del>	<del>3 credits</del>
<del>BUS 231 Microsoft Office Level I .....</del>	<del>3 credits</del>
<del>HES 109 Phlebotomy .....</del>	<del>4 credits</del>
<del>HES 170 Medical Terminology for Clinical Health Professionals .....</del>	<del>3 credits</del>
<del>HES 180 Basic Pharmacology .....</del>	<del>3 credits</del>
<del>MDA 124 Clinical Procedures I .....</del>	<del>5 credits</del>
<del>MDA 125 Clinical Procedures II .....</del>	<del>5 credits</del>
<del>MDA 126 Medical Assistant Externship .....</del>	<del>4 credits</del>

~~\*See an NPC academic adviser if selecting the BIO 201/202 option~~

**Complete the Medical Assistant CP .....** 42 credits

**PLUS these General Education courses**

<b>Communications .....</b>	<b>3 credits</b>
ENL 101 College Composition I .....	3 credits
<del><b>Mathematics .....</b></del>	<del><b>3 credits</b></del>
Select any course under the <b>Mathematics</b> General Education Course Options (for CAS and AAS Degrees) on page xx <u>EXCEPT</u> for MAT 101.	

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

**Complete the Medical Assistant CAS.....** 40 45 credits

**PLUS**

**General Education Courses**

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

Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 64 EXCEPT for SPT 110 and SPT 120.

**Discipline Studies (Per the lists on page 64).....** 7 credits

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

Select one course from the ~~Arts and Humanities~~ section.

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

One course from the ~~Social and Behavioral Sciences~~ list..... 3 credits

~~**AND PSY 101 Introduction to Psychology .....**~~ 3 credits

Select one course from the ~~Physical and Biological Sciences~~ ..... 4 credits

Select one course from either the ~~Arts and Humanities~~ or

~~Social and Behavioral Science~~ lists..... 3 credits

**PLUS**

**Required Electives Additional Requirements ..... 9 credits**

~~Select a minimum of nine credits from the following courses:~~

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

~~BUS 112 Fundamentals of Bookkeeping ..... 3 credits~~

~~BUS 122 Computerized Accounting with Quickbooks..... 3 credits~~

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

~~HES 120 Law and Ethics of the Health Care Professional ..... 3 credits~~

~~HES 145 Nutrition..... 3 credits~~

**Unrestricted Electives..... 3 credits**

~~Any unduplicated 100 or higher level course ..... 3 credits~~

## REQUEST TO APPROVE DELETIONS OF EARLY CHILDHOOD PROGRAMS

### Recommendation:

The Instructional Council (IC) recommends approval of the Early Childhood Studies (ECD) Associate of Applied Science (AAS), Certificate of Applied Science (CAS) and Certificate of Proficiency (CP) in Early Childhood Management Specialization, Family Care Specialization, Infant/Toddler Specialization and School-Age Specialization program deletions

### Summary:

ECD AAS, CAS Early Childhood Management Specialization - Program gets minimal utilization and is not needed for entry into the workforce or sustaining of a job.

ECD AAS, CAS, CP Family Care Specialization - This program is duplicative of multiple, free opportunities for becoming a trained home provider. The free opportunities are more beneficial for students because they also lead to state certification and/or licensing of their home business. Our program does not. The current program also does not provide effective coursework that leads to degree attainment.

ECD AAS, CAS, CP Infant/Toddler Specialization - We are streamlining offerings at the college to encourage students to complete their degrees and either transition to career or university programs.

ECD AAS, CAS, CP School-Age Specialization - There is no market for this degree which has minimal enrollment; and, many free, training opportunities are available elsewhere.

## ~~Early Childhood Studies (ECD) Specializations~~

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## ~~Early Childhood Management~~

### ~~*Why specialize in Early Childhood Management?*~~

~~Administering a high-quality early childhood program requires both an understanding of early childhood curriculum as well as general business and management skills.~~

~~The Early Childhood Management Specialization prepares individuals who are serving as, or who wish to serve as, a director, manager or coordinator of an early care and education program.~~

~~In addition to general early childhood coursework, the Management Specialization provides skills in supervision, budgeting, marketing and evaluation of an early childhood program.~~



The **Associate of Applied Science (AAS), Early Childhood Management Specialization** degree is not intended for university transfer, but for preparing graduates to immediately enter the workforce.

**Career Opportunities**

Employment of preschool and childcare center directors is projected to grow 7 percent from 2014 to 2024, about average for all occupations. Continued demand for preschool programs and childcare is expected to contribute to this growth.

The median Arizona annual salary is \$41,430, based on five years of experience in the field.

SOC 11-9031, May 2016. Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition.

**Early Childhood Management (CAS) • 41 credits**

ECD 100 Providing a Healthy Environment .....	1 credit
ECD 102 Ensuring a Safe Environment.....	1 credit
ECD 103 Planned Arrangements and Schedules .....	1 credit
ECD 105 Understanding Behavior and Encouraging Self-Discipline.....	1 credit
ECD 108 Observation and Assessment in Early Childhood.....	1 credit
ECD 110 Building Relationships with Families.....	1 credit
ECD 111 Supporting the Growth and Education of Parents .....	1 credit
ECD 112 Enhancing Family Involvement.....	1 credit
ECD 120 Guidance and Development of Social-Emotional Development.....	1 credit
ECD 128 Culture, Language and Community .....	1 credit
ECD 129 Planning and Implementing a Bilingual Program .....	1 credit
ECD 136 Understanding How Children Learn.....	1 credit
ECD 175 Professionalism .....	1 credit
ECD 198 Internship—(Early Childhood Management) .....	1 credit
ECD 200 Introduction to Early Childhood Education.....	3 credits
ECD 201 Exploring Early Childhood Program Philosophies .....	1 credit
ECD 211 Providing Food and Nutrition Services .....	1 credit
ECD 231 Planning and Managing an Early Childhood Program.....	2 credits
ECD 232 Designing Indoor and Outdoor Environments.....	2 credits
ECD 233 Policies and Procedures in Early Childhood Programs .....	2 credits
ECD 234 Staffing an Early Childhood Program .....	2 credits
ECD 235 Budgeting and Financial Management .....	2 credits
ECD 236 Marketing the Early Childhood Program.....	2 credits
ECD 237 Evaluating an Early Childhood Program.....	1 credit
ECD 250 Child Development I.....	3 credits

**PLUS**

**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

**ECD—Early Childhood Management (AAS) • 64 credits**

*Complete the Early Childhood Management CAS..... 41 credits*

**PLUS**

**General Education Courses**..... 3 credits

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

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

*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.)

*Required Electives*..... 13 credits

Select a minimum of 13 unduplicated credits, 100-level or higher. One-half to six credits of ECD/EDU/HUS 199s and 299s may be included in the 13 credits.

## Early Childhood Studies (ECD) Specializations

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# Family Care

### *Why specialize in Family Care?*

The **Family Care** area of specialization prepares individuals to provide high-quality early care and education programs for children in their homes. Operating a childcare program in one's home can be rewarding while also providing a service to families in one's community. The Family Care Specialization offers individuals both foundational skills in early childhood, as well as the specific knowledge and information needed to operate a childcare business.

The **Associate of Applied Science (AAS), Family Care Specialization** degree is not intended for university transfer, but prepares graduates to immediately enter the workforce.

### **ECD – Family Care (CP) • 25 credits**

- ECD 100 Providing a Healthy Environment ..... 1 credit
- ECD 101 The Child's Total Learning Environment..... 1 credit
- ECD 102 Ensuring a Safe Environment..... 1 credit
- ECD 103 Planned Arrangements and Schedules ..... 1 credit
- ECD 105 Understanding Behavior and Encouraging Self-Discipline1 credit
- ECD 108 Observation and Assessment in Early Childhood..... 1 credit
- ECD 110 Building Relationships with Families..... 1 credit
- ECD 113 Fostering Communication and Language Skills ..... 1 credit
- ECD 114 Beginning Mathematical Concepts ..... 1 credit
- ECD 116 Science and Discovery ..... 1 credit
- ECD 120 Guidance and Development of Social-Emotional Development1 credit
- ECD 123 Music and Creative Movement ..... 1 credit
- ECD 124 Dramatic Play in the Early Childhood Setting ..... 1 credit
- ECD 125 Creative Media ..... 1 credit
- ECD 126 Large Muscle Development..... 1 credit
- ECD 127 Small Muscle Development..... 1 credit
- ECD 136 Understanding How Children Learn..... 1 credit
- \*ECD 147 Prenatal and Infant Development..... 1 credit
- \*ECD 148 Toddler Development..... 1 credit
- \*ECD 149 Development of the Preschool Child..... 1 credit
- ECD 167 Guidance and Discipline of Infants and Toddlers ..... 1 credit
- ECD 175 Professionalism ..... 1 credit
- ECD 181 Recordkeeping for the Family Day Care Provider ..... 1 credit
- ECD 182 Family Day Care as a Small Business..... 1 credit
- ECD 183 Balancing Work and Family  
in a Family Day Care Setting..... 1 credit

- \*ECD 250 Child Development I..... 3 credits
- \*~~ECD 147, 148, 149 may be taken in combination or ECD 250 as a single three-credit class.~~

~~ECD – Family Care (CAS) • 31 credits~~

~~Complete the ECD – Family Care CP..... 25 credits~~

~~PLUS~~

~~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~~

~~ECD – Family Care (AAS) • 64 credits~~

~~Complete the ECD – Family Care CAS..... 31 credits~~

~~PLUS~~

~~General Education Courses..... 3 credits~~

~~Communications..... 3 credits~~

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

~~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.)~~

~~Required Electives..... 23 credits~~

~~Select a minimum of 23 unduplicated credits. One-half to six credits of ECD/EDU/HUS 199s and 299s may be included in the 23 credits.~~

~~Early Childhood Studies (ECD) Specializations~~

**Infant/Toddler**

*Why specialize in Infant/Toddler Development?*

Research has shown that the time from birth to 3 years of age lays the foundation for all future experiences in a child's life, with the brain developing at an astonishing rate—quicker than any other time.

A specialty in **Infant and Toddler Studies** provides individuals with the foundational knowledge and skills to support children during this critical period of development. Individuals with a specialization in **Infant and Toddler Studies** may choose to work directly with young children, such as in an Early Head Start program, or with their families in a variety of family support or parent education settings.

The **Associate of Applied Science (AAS), Infant and Toddler Specialization** degree is not intended for university transfer, but prepares graduates to immediately enter the workforce.

~~ECD – Infant/Toddler (CP) • 26 credits~~

~~ECD 100 Providing a Healthy Environment..... 1 credit~~

~~ECD 102 Ensuring a Safe Environment..... 1 credit~~

~~ECD 103 Planned Arrangements and Schedules..... 1 credit~~

ECD 108 Observation and Assessment in Early Childhood.....	1 credit
ECD 110 Building Relationships with Families.....	1 credit
ECD 112 Enhancing Family Involvement.....	1 credit
ECD 115 Nutrition in Early Childhood.....	1 credit
ECD 143 Inclusion of Children with Special Needs.....	2 credits
*ECD 147 Prenatal and Infant Development.....	1 credit
*ECD 148 Toddler Development.....	1 credit
*ECD 149 Development of the Preschool Child.....	1 credit
ECD 154 Environments for Infants and Toddlers.....	1 credit
ECD 155 Curriculum and Learning Materials for Infants.....	1 credit
ECD 156 Curriculum and Learning Materials for Toddlers.....	1 credit
ECD 158 Developing and Utilizing Observation Skills in Infant and Toddler Programs.....	1 credit
ECD 159 Recordkeeping Skills for Infant/Toddler Care.....	1 credit
ECD 163 Cognitive Development of Infants and Toddlers.....	1 credit
ECD 164 Practical Applications of Cognitive Development in Infants and Toddlers.....	1 credit
ECD 165 Language Development of Infants and Toddlers.....	1 credit
ECD 166 Encouraging Autonomy and Positive Self-Concept.....	1 credit
ECD 167 Guidance and Discipline of Infants and Toddlers.....	1 credit
ECD 168 Enhancing Social Competence of Infants and Toddlers.....	1 credit
ECD 169 Sensorimotor Learning in Infancy and Toddlerhood.....	1 credit
ECD 172 Physical Development in Infancy and Toddlerhood.....	1 credit
ECD 175 Professionalism.....	1 credit
*ECD 250 Child Development I.....	3 credits

**\*ECD 147, 148, 149 may be taken in combination or ECD 250 as a single three-credit class.**

**~~ECD – Infant/Toddler (CAS) • 32 credits~~**

*Complete the ECD – Infant/Toddler CP..... 26 credits*

**PLUS**

*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.

**~~ECD – Infant/Toddler (AAS) • 64 credits~~**

*Complete the ECD – Infant/Toddler CAS..... 32 credits*

**PLUS**

*General Education Courses..... 3 credits*

*Communications..... 3 credits*

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

*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.)

*Required Electives..... 22 credits*

Select a minimum of 22 unduplicated credits. One-half to six credits of ECD/EDU/HUS 199s and 299s may be included in the 22 credits.

# Early Childhood Studies (ECD) Specializations

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## School-Age

### *Why specialize in School-Age Care?*

The **School-Age** area of specialization is designed for individuals who are working with, or wish to work with, school-age children and want to further develop their knowledge and skills specific to this age group.

With a **School-Age** area of specialization, individuals are prepared to support a variety of programs, such as after-school care, children's parks and recreation programs, summer camp experiences and other programs in settings where one works with children 5—12 years of age.

The **Associate of Applied Science (AAS) School-Age Specialization** degree is not intended for university transfer, but prepares graduates to immediately enter the workforce.

### ~~ECD School-Age (CP) • 25 credits~~

ECD 100 Providing a Healthy Environment .....	1 credit
ECD 102 Ensuring a Safe Environment.....	1 credit
ECD 103 Planned Arrangements and Schedules .....	1 credit
ECD 108 Observation and Assessment in Early Childhood.....	1 credit
ECD 110 Building Relationships with Families.....	1 credit
ECD 115 Nutrition in Early Childhood.....	1 credit
ECD 116 Science and Discovery.....	1 credit
ECD 120 Guidance and Development of Social-Emotional Development.....	1 credit
ECD 123 Music and Creative Movement.....	1 credit
ECD 124 Dramatic Play in the Early Childhood Setting.....	1 credit
ECD 125 Creative Media.....	1 credit
ECD 127 Small Muscle Development.....	1 credit
ECD 128 Culture, Language and Community.....	1 credit
ECD 136 Understanding How Children Learn.....	1 credit
*ECD 147 Prenatal and Infant Development.....	1 credit
*ECD 148 Toddler Development.....	1 credit
*ECD 149 Development of the Preschool Child.....	1 credit
ECD 150 Middle Childhood Years .....	1 credit
ECD 151 Math for School-Agers.....	1 credit
ECD 152 Learning Environment for School-Agers.....	1 credit
ECD 153 Guidance Principles for School-Agers.....	1 credit
ECD 175 Professionalism.....	1 credit
ECD 186 Effective Interactions for Learning.....	1 credit
ECD 217 Early Childhood Language and Literacy.....	1 credit
*ECD 250 Child Development I.....	3 credits
EDU 139 Assisting in Teaching Elementary School Physical Education.....	1 credit
<b>*ECD 147, 148, 149 may be taken in combination or ECD 250 as a single three-credit class.</b>	

### ~~ECD School-Age (CAS) • 31 credits~~

*Complete the ECD School-Age CP..... 25 credits*

#### **PLUS**

<i>Communications.....</i>	<i>3 credits</i>
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~~

~~**ECD – School Age (AAS) • 64 credits**~~

~~Complete the ECD – School Age CAS..... 31 credits~~

~~**PLUS**~~

~~General Education Courses..... 3 credits~~

~~Communications..... 3 credits~~

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

~~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.)~~

~~Required Electives..... 23 credits~~

~~Select a minimum of 23 **unduplicated** credits. One half to six credits of ECD/EDU/HUS 100s and 200s may be included in the 23 credits.~~

# REQUEST TO APPROVE MODIFICATION OF GENERAL EDUCATION COURSE OPTIONS

## Recommendation:

The Instructional Council (IC) recommends approval of the General Education Course Options modification.

## Summary:

General Education Course Options - Expands options for students in all programs requiring general education courses.

## General Education Course Options

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Completion of the required general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC) for the Associate of Arts (AA), Associate of Arts in Early Childhood (AAEC), Associate of Arts in Elementary Education (AAEE), Associate of Business (ABus) and Associate of Science (AS) degrees. (see *What is AGECE?* – page 65)

**Communications** ..... 6 credits

- ENL 101 College Composition I ..... 3 credits
- UNLESS OTHERWISE NOTED IN A SPECIFIC CERTIFICATE OR DEGREE PROGRAM, completion of any one of the following courses fulfills the **Communications** requirement for the **second** communications course for the Associate of Applied Science (AAS) degree.
- ENL 102 College Composition II (**required for AGECE**) ..... 3 credits
- ENL 109 Technical Writing..... 3 credits
- SPT 110 Fundamentals of Oral Communications ..... 3 credits
- SPT 120 Public Speaking ..... 3 credits

**Mathematics** ..... 3-4 credits

- UNLESS OTHERWISE NOTED IN A SPECIFIC CERTIFICATE OR DEGREE PROGRAM, completion of any one of the following courses fulfills the **Mathematics** requirement for any Certificate of Applied Science (CAS) or Associate of Applied Science (AAS) degree:
- ‡ BUS 133 Business Mathematics..... 3 credits
- ‡ HES 101 Basic Technical Mathematics ..... 3 credits
- ‡ MAT 101 Basic Technical Mathematics ..... 3 credits
- ‡ MAT 103 Business Mathematics..... 3 credits
- ‡ MAT 109 Algebra I: Introductory ..... 3 credits
- ‡ MAT 112 Algebra II: Intermediate ..... 3 credits
- MAT 125 Introduction to Statistics ..... 3 credits
- MAT 142 College Mathematics with Contemporary Applications.. 3 credits
- MAT 152 Advanced Algebra ..... 3 credits

MAT 161 Algebra-based Mathematics for Elementary School Teachers I	3 credits
MAT 162 Algebra-based Mathematics for Elementary School Teachers II	3 credits
MAT 189 Pre-Calculus Algebra/Trigonometry	3 credits
MAT 211 Technical Calculus	4 credits
MAT 221 Calculus I	4 credits
MAT 231 Calculus II	4 credits
MAT 241 Calculus III	4 credits

‡ These courses are **NOT** accepted for transfer credit by all three Arizona state public universities.

## Discipline Studies

### *Arts and Humanities* ..... 6-9 credits

Select courses from at least two different disciplines, as listed under a specific degree.

ART 101 Understanding Art	3 credits
ART 115 Art History I	3 credits
ART 116 Art History II	3 credits
ART 215 Native American Art	3 credits
ENL 220 World Literature I	3 credits
ENL 221 World Literature II	3 credits
ENL 224 English Literature I	3 credits
ENL 225 English Literature II	3 credits
ENL 230 American Literature I	3 credits
ENL 231 American Literature II	3 credits
ENL 238 Women's Literature	3 credits
FDV 220 Film Aesthetics	3 credits
HUM 150 Humanities in the Western World I	3 credits
HUM 151 Humanities in the Western World II	3 credits
MUS 150 Music Appreciation	3 credits
MUS 250 World Music	3 credits
PHL 101 Introduction to Philosophy	3 credits
PHL 103 Introduction to Logic and Critical Thinking	3 credits
PHL 105 Introduction to Ethics	3 credits
SPT 130 Introduction to Theatre	3 credits
SPT 140 Principles of Drama	3 credits
SPT 150 Introduction to Film	3 credits
SPT 155 History of Television	3 credits

### *Physical and Biological Science*

Select courses, as listed under a specific degree. Students may transfer *either* CHM 130 or CHM

151, **but not both**; therefore, taking CHM 130 and CHM 151 will not satisfy the 8-credit requirement.

ANT 104 Biological Anthropology and Human Origins	4 credits
BIO 100 Biology Concepts	4 credits
BIO 105 Environmental Biology	4 credits
BIO 160 Introduction to Human Anatomy and Physiology	4 credits
BIO 181 General Biology I	4 credits
BIO 182 General Biology II	4 credits
CHM 130 Fundamental Chemistry	4 credits
CHM 151 General Chemistry I	4 credits
CHM 152 General Chemistry II	4 credits
GEO 111 Physical Geography	4 credits
GLG 101 Introduction to Geology I - Physical	4 credits
GLG 102 Introduction to Geology II - Historical	4 credits
PHY 113 General Physics I	4 credits
PHY 114 General Physics II	4 credits



**Social and Behavioral Sciences..... 6-9 credits**

Select courses from at least two different disciplines, as listed under a specific degree. (This applies to all transfer degrees, select at least one asterisk (\*) course to meet requirements for Contemporary Global, International or Historical Awareness.)

- \*ANT 102 Cultural Anthropology ..... 3 credits
- ANT 120 Buried Cities and Lost Tribes..... 3 credits
- ECN 211 Principles of Macroeconomics..... 3 credits
- ECN 212 Principles of Microeconomics ..... 3 credits
- \*GEO 110 World Regional Geography ..... 3 credits
- GEO 120 Human Geography..... 3 credits
- HIS 101 World History: Prehistory to 1450 CE..... 3 credits**
- HIS 102 World History: 1450 CE to Present ..... 3 credits**
- \*HIS 105 U.S. History to 1877..... 3 credits
- \*HIS 106 U.S. History since 1877 ..... 3 credits
- \*HIS 155 Western Civilization to 1700 ..... 3 credits
- \*HIS 156 Western Civilization Since 1700 ..... 3 credits
- HIS 201 History of Women in America..... 3 credits**
- POS 110 American Government..... 3 credits
- PSY 101 Introduction to Psychology..... 3 credits
- PSY 240 Developmental Psychology..... 3 credits
- PSY 250 Social Psychology..... 3 credits
- SOC 101 Introduction to Sociology..... 3 credits
- SOC 121 Social Problems in America ..... 3 credits
- SOC 212 Sex and Gender in Society..... 3 credits
- SOC 215 Ethnicity and Race ..... 3 credits
- SOC 225 Sociology of the Family ..... 3 credits

## Criterion 2 Report

### **Summary:**

#### **Criterion 2. Integrity: Ethical and Responsible Conduct**

**2A.** The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and procedures for fair and ethical behavior on the part of its governing board, administration and staff.

NPC excels on this Component and we present evidence such as audits, CAFR, policies and procedures, conflict of interest processes, adherence to AZ Open Meeting Law, and a variety of strong evidence. As an entire institution, we are proud of our record on this component.

**2B.** The institution presents itself clearly and completely to its students, faculty, staff and the public with regard to its programs, requirements, faculty and staff, costs to students, control, and accreditation relationships.

Again, NPC is well positioned regarding this component of Criterion 2. As our new website is rolled out, evidence for this Component will be more accessible to the user; the website serves as the primary vehicle for these important information pieces such as the catalog, various handbooks, course schedules, program specific and regional accreditation information and cost calculator. Faculty and administration credentials and program information are also readily available.

**2C.** The Governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity.

NPC was established by voters of Navajo County in adherence with Arizona statutes governing community colleges and board requirements. NPC's governing body consists of five publicly elected members from within districts established for the county Board of Supervisors. Board elections are conducted by the Elections Department of Navajo County. There are numerous policies that regulate board member behavior including conflict of interest. The board operates consistently in the best interests of the institution.

**2D.** The Institution is committed to freedom of expression and the pursuit of truth in teaching and learning.

NPC policy and Procedure affirms the institution's commitment to freedom of expression. Unless state statute (pending at legislature) requires wording, the institution currently simply affirms and does not speak further on freedom of expression. Examples are included in the assurance material.

**2E.** The Institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, students and staff.

NPC has extensive evidence to support its claim that this component is met including an IRB policy/procedure, procedures related to academic honesty, Student Code of Conduct, and information literacy workshops. Course syllabi repeat much of the procedures and guidelines around academic honesty. The library and the CCP/Writing Center provide assistance and direction to support research and writing.

In conclusion, NPC can demonstrate with evidence that it meets Criterion 2 and is proud of its accomplishments in the broad are of institutional integrity.

## REQUEST TO ACCEPT THE AUDITED ANNUAL BUDGET EXPENDITURE LIMIT REPORT

**Recommendation:**

Staff recommends acceptance of the audited Annual Budgeted Expenditure Limitation Report (ABELR) for the year ended June 30, 2017.

**Summary:**

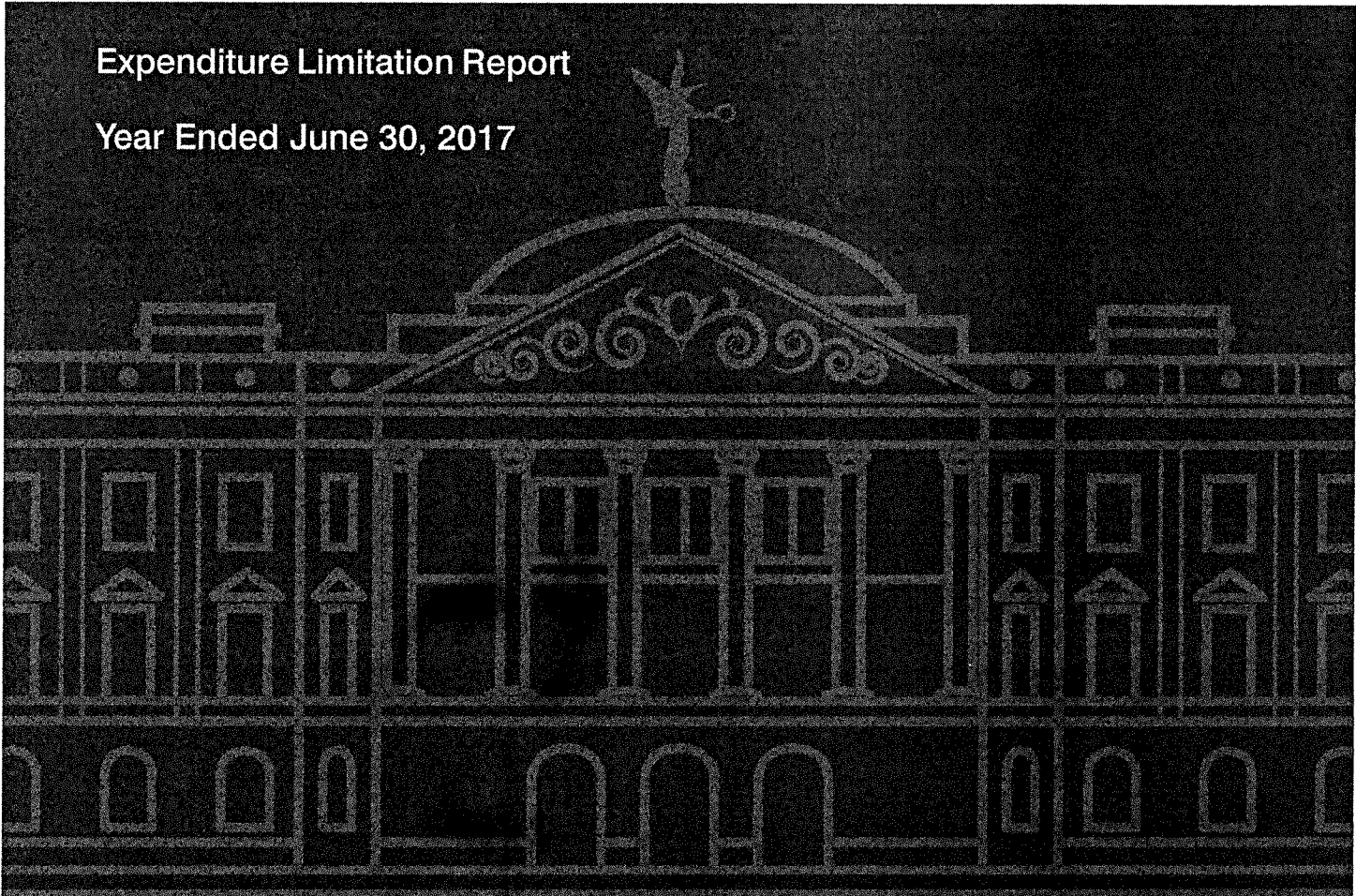
The 2017 ABELR has been audited by the Office of the Auditor General (OAG) and a copy of the audited report has been provided by the OAG directly to the District Governing Board. The audited report also follows this recommendation and summary. The report indicates expenditures for the fiscal year met the statutory expenditure limitation of \$13,857,022, with \$49,052 of carryforward expended in the current year.

The amounts carried forward will provide additional flexibility in addressing expected expenditure limitation issues. The current accumulation of the carryforward balance is nearly \$30 million.

The Annual Budgeted Expenditure Limitation Report (ABELR) for the fiscal year ending 2017 incorporates proposed reconciling adjustments.

# Navajo County Community College District (Northland Pioneer College)

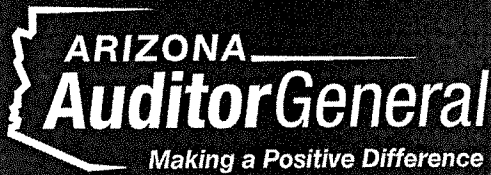
Expenditure Limitation Report  
Year Ended June 30, 2017



A Report to the Arizona Legislature

Debra K. Davenport  
Auditor General





The Auditor General is appointed by the Joint Legislative Audit Committee, a bipartisan committee composed of five senators and five representatives. Her mission is to provide independent and impartial information and specific recommendations to improve the operations of state and local government entities. To this end, she provides financial audits and accounting services to the State and political subdivisions, investigates possible misuse of public monies, and conducts performance audits and special reviews of school districts, state agencies, and the programs they administer.

### The Joint Legislative Audit Committee

- Representative **Anthony Kern**, Chair
- Representative **John Allen**
- Representative **Rusty Bowers**
- Representative **Rebecca Rios**
- Representative **Athena Salman**
- Representative **J.D. Mesnard** (ex officio)

- Senator **Bob Worsley**, Vice Chair
- Senator **Sean Bowie**
- Senator **Judy Burges**
- Senator **Lupe Contreras**
- Senator **John Kavanagh**
- Senator **Steve Yarbrough** (ex officio)

### Audit Staff

- Jay Zsorey**, Director
- David Glennon**, Manager and Contact Person

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**Ste. 410**  
**Phoenix, AZ 85018**

**(602) 553-0333**

**[www.azauditor.gov](http://www.azauditor.gov)**



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**DEBRA K. DAVENPORT, CPA**  
AUDITOR GENERAL

**STATE OF ARIZONA**  
OFFICE OF THE  
**AUDITOR GENERAL**

**MELANIE M. CHESNEY**  
DEPUTY AUDITOR GENERAL

**Independent accountants' report**

Members of the Arizona State Legislature

The Governing Board of  
Navajo County Community College District

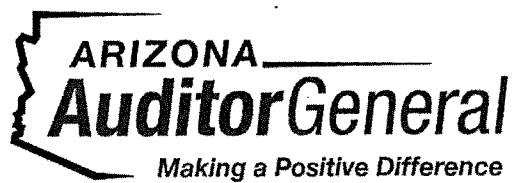
We have examined the accompanying annual budgeted expenditure limitation report of Navajo County Community College District for the year ended June 30, 2017, and the related notes to the report. The District's management is responsible for presenting this report in accordance with the uniform expenditure reporting system as described in note 1. Our responsibility is to express an opinion on this report based on our examination.

We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether this report is presented in accordance with the uniform expenditure reporting system in all material respects. An examination involves performing procedures to obtain evidence about the amounts and disclosures in the report. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of the report, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the annual budgeted expenditure limitation report referred to above is presented in accordance with the information prescribed by the uniform expenditure reporting system as described in note 1 in all material respects.

Jay Zsorey, CPA  
Financial Audit Director

March 1, 2018



**Navajo County Community College District  
(Northland Pioneer College)  
Annual budgeted expenditure limitation report—part I  
Year ended June 30, 2017**

1. Economic Estimates Commission expenditure limitation	\$13,857,022
2. Total amount subject to the expenditure limitation (from Part II, Line C)	<u>13,857,022</u>
3. Amount under the expenditure limitation	<u>\$ 0</u>

I hereby certify, to the best of my knowledge and belief, that the information contained in this report is accurate and in accordance with the requirements of the uniform expenditure reporting system.

Signature of chief fiscal officer: \_\_\_\_\_

Name and title: Maderia Ellison, Associate Vice President/Chief Business Officer

Telephone number: (928) 532-6743 Date: March 1, 2018

See accompanying notes to report.

**Navajo County Community College District  
(Northland Pioneer College)  
Annual budgeted expenditure limitation report—part II  
Year ended June 30, 2017**

Description	Current funds			Plant fund	
	Unrestricted		Restricted	Unexpended	Total
	General	Auxiliary enterprises			
A. Total budgeted expenditures	\$ 21,450,444	\$ 388,507	\$ 4,839,759	\$ 1,853,001	\$ 28,531,711
B. Less exclusions claimed:					
Debt service requirements (Note 2)				22,250	22,250
Dividends, interest, and gains on the sale or redemption of investment securities (Note 3)	272,853		59		272,912
Grants, aid, or contributions from the federal government, the State of Arizona, other political subdivisions, tribal governments, or special taxing districts (Note 4)	12,167		3,788,556	353,700	4,154,423
Grants, aid, contributions, or gifts from a private agency, organization, or individual, except amounts received in lieu of taxes			381,230		381,230
Amounts accumulated for the purchase of land, and the purchase or construction of buildings or improvements (Note 5)				1,195,285	1,195,285
Contracts with other political subdivisions or tribal governments	2,613,221		195,604		2,808,825
Tuition and fees (Note 6)	4,921,289	152,192			5,073,481
Refunds, reimbursements, and other recoveries (Note 7)	22,505				22,505
Amounts earned through research and entrepreneurial activities (Note 8)	202,458	17,958			220,416
Amounts received from the State of Arizona for workforce development in accordance with A.R.S. §15-1472			474,310		474,310
Prior years carryforward (Note 9)	49,052				49,052
Total exclusions claimed	8,093,545	170,150	4,839,759	1,571,235	14,674,689
C. Amounts subject to the expenditure limitation	\$ 13,356,899	\$ 218,357	\$ -	\$ 281,766	\$ 13,857,022

See accompanying notes to report.

**Navajo County Community College District  
 (Northland Pioneer College)  
 Notes to annual budgeted expenditure limitation report  
 Year ended June 30, 2017**

**Note 1 - Summary of significant accounting policies**

The annual budgeted expenditure limitation report (ABELR) is presented as prescribed by the uniform expenditure reporting system (UERS), as required by Arizona Revised Statutes (A.R.S.) §41-1279.07. The ABELR excludes expenditures of certain revenues specified in the Arizona Constitution, Article IX, §21, and A.R.S. §§15-792.03, 15-795.01, 15-1444, and 15-1472 from the total budgeted expenditures.

The information reported in both the ABELR and the financial statements is derived from the same underlying accounting data. However, the formats of the ABELR and the financial statements differ. The ABELR presents budgeted expenditures, exclusions, and amounts subject to the limitation by fund type as required by A.R.S. §41-1279.07. The financial statements present the net position, changes in net position, and cash flows in accordance with U.S. generally accepted accounting principles.

In accordance with the UERS requirements, a note to the ABELR is presented below for any exclusion reported in the total column on part II that cannot be traced directly to an amount reported in the annual financial statements.

**Note 2**

The \$22,250 exclusion claimed for debt service requirements includes the amounts reported as principal paid on capital debt of \$20,676 and interest paid on capital debt of \$1,574 on the statement of cash flows—primary government.

**Note 3**

Amounts received as dividends, interest, and gains on the sale or redemption of investment securities are reported on the statement of revenues, expenses, and changes in net position—primary government in the amount of \$279,951. Of this amount, only \$272,912 is claimed as an exclusion. The remaining \$7,039 has been carried forward to future years

**Note 4**

The following schedule presents revenues from which exclusions have been claimed for government grants, aid, contributions, and contracts:

**Statement of revenues, expenses, and changes in net position—primary government:**

Government contracts	\$ 2,808,825
Government grants	3,800,723
State appropriations	<u>8,041,200</u>
Total	<u>\$14,650,748</u>

**Navajo County Community College District  
(Northland Pioneer College)  
Notes to annual budgeted expenditure limitation report  
Year ended June 30, 2017**

**Annual budgeted expenditure limitation report:**

Grants, aid, or contributions from the federal government, the State of Arizona, other political subdivisions, tribal governments, or special taxing districts	\$ 4,154,423
Contracts with other political subdivisions or tribal governments	<u>2,808,825</u>
Total exclusions claimed	6,963,248
Other revenues (nonexcludable)	<u>7,687,500</u>
Total	<u>\$14,650,748</u>

**Note 5**

Of the \$1,769,747 reported as purchase and construction of capital assets on the statement of cash flows—primary government, \$1,195,285 was expended from amounts authorized and accumulated for the purchase of land, and the purchase or construction of buildings or improvements, and was therefore claimed as an exclusion.

**Note 6**

The District does not budget tuition and fees and bookstore revenue net of scholarship allowances. Of the gross tuition and fees of \$5,041,489 reported on the statement of revenues, expenses, and changes in net position—primary government, the entire amount was claimed as an exclusion. The entire amount of the gross bookstore income of \$31,992 was also claimed as an exclusion for a total of \$5,073,481 excluded as tuition and fees.

**Note 7**

The amount claimed for exclusion from refunds, reimbursements, and other recoveries consists of an insurance loss recovery of \$22,505 included in other revenue on the statement of revenues, expenses, and changes in net position—primary government.

**Note 8**

Amounts totaling \$220,416 earned through research and entrepreneurial activities are included in other sales and services and other revenue on the statement of revenues, expenses, and changes in net position—primary government.

**Note 9**

Prior years carryforward consists of constitutionally excludable revenues unexpended in the year of receipt that have been accumulated and were expended in the current years as follows:

Description	Current general fund
Tuition and fees	\$49,052
Total prior years carryforward expended	\$49,052



## **REQUEST TO APPROVE ADJUSTMENT TO FISCAL YEAR 2016-17 ADOPTED BUDGET**

**Recommendation:**

Staff recommends approval of the adjustments to the Fiscal Year 2016-17 adopted budget.

**Summary:**

The Annual Budgeted Expenditure Limitation Report (ABELR) for the fiscal year ending June 30, 2017 incorporates adjustments to reconcile the budgeted expenditures with the actual expenditures for the fiscal year. The details of the budget adjustments are included in the attached document.



## ADJUSTMENT TO FISCAL YEAR 2017 ADOPTED BUDGET

The proposed adjustment to the adopted budget is an outcome of the completed financial audit for the fiscal year ended June 30, 2017. The expenditure limitation report has been issued by the State of Arizona Office of the Auditor General.

The adopted budget in the fiscal year ended June 30, 2017 for the General Fund, Auxiliary Enterprises Fund, Restricted Fund, and Unexpended Plant Fund were \$26,463,019, \$650,000, \$6,600,000 and \$5,353,700 respectively.

As the District did not spend all of the General Fund, Auxiliary Enterprises Fund, Restricted Fund, and Unexpended Plant Fund, as of June 30, 2017, the budgets for these funds were adjusted to the actual expenditure amounts of \$21,450,444, \$388,507, \$4,839,759 and \$1,853,001 respectively.

The following summarizes the original adopted budget, the revisions, and the actual expenditures reported for the year ended June 30, 2017.

	General Fund	Auxiliary Enterprises Fund	Restricted Fund	Unexpended Plant Fund	Total
Adopted Budget	26,463,019	650,000	6,600,000	5,353,700	39,066,719
Budget Adjustment	(5,012,575)	(261,493)	(1,760,241)	(3,500,699)	(10,535,008)
Revised Budget	21,450,444	388,507	4,839,759	1,853,001	28,531,711
Actual Expenses	21,450,444	388,507	4,839,759	1,853,001	28,531,711
Variance	-	-	-	-	-

## 2018-19 Salary and Wage Recommendation – First Read

### Summary:

#### **Salaries & Wages:**

NPC Administrators, faculty, and staff (team) developed the salary and wage recommendation collaboratively. The joint recommendation of 3.5% is higher than the increases provided during each of the last four years. The team addressing compensation recognize that the increase will negatively impact the Expenditure Limit for the district in fiscal year 2018-19 and in subsequent years. The district will continue to use its Expenditure Limit capacity, known as carryforward, with a current balance of nearly \$30 million. In future years Expenditure Limit capacity may be depleted at a greater speed than anticipated. The district will also be using approximately \$250,000 of its fund balance to help pay for this effort; fund balance is typically used for capital needs so this is a departure in operations for the district. This will be an ongoing maintenance and operational cost to the college. The team believes these are necessary risks to assume so that the district can retain its strong employees and help with recruiting vacancies. As of February 2018, the district had 14 positions that were in various stages of being filled and many of the IS positions have been unfilled for over a year.

The recommended 3.5% increase would be applied as follows.

Contract employees:

- Faculty – employees will receive 2.0%, as we increase the base salaries, as well as a 1 step (1.5%) adjustment
- Nonexempt – employees will receive 2.0%, as we increase the base salaries, as well as a 1 step (1.5%) adjustment
- Professional Nonexempt - employees will receive a 3.5% salary increase and the salary ranges will be adjusted 2.0%
- Exempt – employees will receive a 3.5% salary increase and the salary ranges will be adjusted 2.0%

Note: Adjustments to the base will provide a 2% increase for employees who have reached the maximum amount for their position based on the salary schedules; these are known internally as “redlined” employees.



**Northland Pioneer College**

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Noncontract employees:

- Adjunct Faculty – employee rate will increase 3.5%

**Employee Related Expenses:**

Health Insurance: The Trust has changed its name from Navajo County School Employee Benefit Trust to Mountain Public Employee Benefit Trust. The Trust has determined they will make no changes to the medical benefit plan it offers to its members for 2018-19; it will continue to offer a High Deductible Health Plan (HDHP) and a PPO plan. The employer cost of offering health insurance will be increasing 5% for a cost of approximately \$70,000 in 2018-19. The employees will also see a 5% increase for spouse/children/family coverage, under either the HDHP or PPO plan.

- NPC will pay \$676 towards health insurance for each employee. If the employee selects a medical plan that exceeds that amount, the employee is responsible for the additional cost.
- Dental and vision benefits are voluntary benefits and paid solely by the employee electing that coverage.

Open enrollment for employees will occur in April.

ASRS: Employee and employer ASRS contributions will increase from 11.50 percent to 11.80 percent. The institutional impact is expected to be an increase in expenditures of approximately \$50,000. The Alternate Contribution Rate (ACR) will be applied to all ASRS retirees who are functioning as employees through the ASRS Return to Work (RTW) provisions. The ACR is paid by NPC and the rate will increase from 9.49% to 10.53%; the impact is minimal.

**Economic Indicators:**

**Bureau of Labor Statistics:**

The Consumer Price Index for All Urban Consumers (CPI-U) all items index rose 2.1 percent before seasonal adjustment for the 12-month period ending December 2017. The same index also rose 2.1 percent for the 12-month period ending December 2016.

**Survey of Professional Forecasters:**

The Survey of Professional Forecasters, which consolidates multiple well-regarded national macroeconomic forecasts, is the oldest quarterly survey of its kind in the United States. The most recent report “The Fourth Quarter 2017 Survey of Professional Forecasters” was released November 13, 2017: Measured on a fourth-quarter over fourth-quarter basis, headline CPI inflation is expected to average 2.1 percent in 2018 and 2.2 percent in 2019. Over the next 10 years, 2017 to 2026, the forecasters expect headline CPI inflation to average 2.20 percent at an annual rate.



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**Northland Pioneer College**  
**Options for FY1819 Salary & Wage Increase**

**Assumptions:**

<b>1% Salary Increase</b>	<b>\$ 140,000.00</b>
FY1718 - Salaries & wages	\$ 13,697,946
FY1819 Increases:	
Executive	15,000
FLSA professional nonexempt OT	60,000
AZ Minimum wage increase	50,000
Potential grants	100,000
<b>Salaries &amp; wages</b>	<b><u>\$ 13,922,946</u></b>

**Expenditure Limit Impact**

Salaries & wages are not an exclusion item in EL.

Current EL carryforward balance is nearly \$30M; estimate it will be exhausted at a rate of \$2M per year

**FY1819**

**Option 1**

2% salary & wage increase	\$ 280,000
Stipend for employees at maximum scale (redlined employees)	\$ 16,000
	<u>\$ 296,000</u>
Estimated taxes	\$ 56,240
<b>Total Cost</b>	<b><u>\$ 352,240</u></b>

**Option 2**

2% salary & wage increase	\$ 280,000
1.5% pool for recruiting incentives (use over 2 yrs)	\$ 210,000
Stipend for employees at maximum scale (redlined employees)	\$ 16,000
	<u>\$ 506,000</u>
Estimated taxes	\$ 96,140
<b>Total Cost</b>	<b><u>\$ 602,140</u></b>

**Option 3**

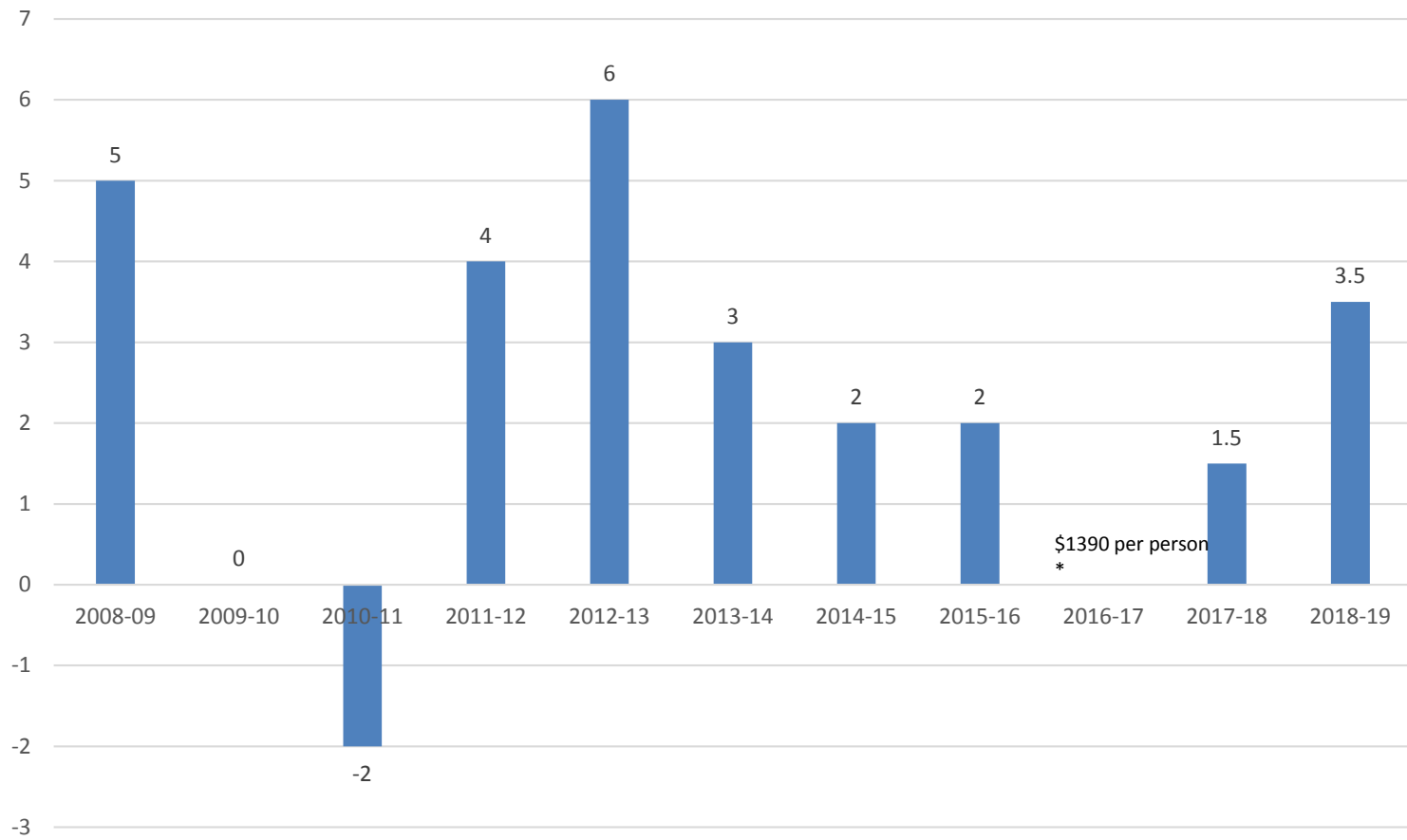
3.5% salary & wage increase	\$ 490,000
	<u>\$ 490,000</u>
Estimated taxes	\$ 93,100
<b>Total Cost</b>	<b><u>\$ 583,100</u></b> Recommendation

**Faculty/Staff**

**Request**

5% salary & wage increase	\$ 696,147
	<u>\$ 696,147</u>
Estimated taxes	\$ 132,268
<b>Total Cost</b>	<b><u>\$ 828,415</u></b>

### Annual Percentage Change in Wages



\* \$550 stipend, \$360 medical or HSA, \$480 dental

**Arizona Community College  
Preliminary Info  
FY1819**

**Preliminary Salary**

<b>County</b>	<b>College</b>	<b>Increase</b>
Cochise	Cochise	3.8%
Coconino	Coconino	2.0%
Graham	Eastern	TBD
Maricopa	Maricopa	TBD
Mohave	Mohave	2.4%
Navajo	Northland	3.5%
Pima	Pima	0.0%
Pinal	Central	TBD
Yavapai	Yavapai	3.0%
Yuma	Western	2.0%

**Northland Pioneer College  
2018 - 2019 Faculty Salary Schedule PROPOSED**

	Grade										
	1	2	3	4	5	6	7	8	9	10	11
1	\$42,102	\$42,860	\$43,631	\$44,417	\$45,216	\$46,030	\$46,859	\$47,702	\$48,561	\$49,435	\$50,325
2	\$42,734	\$43,503	\$44,286	\$45,083	\$45,894	\$46,721	\$47,561	\$48,418	\$49,289	\$50,176	\$51,079
3	\$43,375	\$44,155	\$44,950	\$45,759	\$46,583	\$47,421	\$48,275	\$49,144	\$50,028	\$50,929	\$51,846
4	\$44,025	\$44,818	\$45,624	\$46,446	\$47,282	\$48,133	\$48,999	\$49,881	\$50,779	\$51,693	\$52,623
5	\$44,686	\$45,490	\$46,309	\$47,142	\$47,991	\$48,855	\$49,734	\$50,629	\$51,541	\$52,468	\$53,413
6	\$45,356	\$46,172	\$47,003	\$47,849	\$48,711	\$49,587	\$50,480	\$51,389	\$52,314	\$53,255	\$54,214
7	\$46,036	\$46,865	\$47,708	\$48,567	\$49,441	\$50,331	\$51,237	\$52,160	\$53,098	\$54,054	\$55,027
8	\$46,727	\$47,568	\$48,424	\$49,296	\$50,183	\$51,086	\$52,006	\$52,942	\$53,895	\$54,865	\$55,853
9	\$47,428	\$48,281	\$49,150	\$50,035	\$50,936	\$51,853	\$52,786	\$53,736	\$54,703	\$55,688	\$56,690
10	\$48,139	\$49,006	\$49,888	\$50,786	\$51,700	\$52,630	\$53,578	\$54,542	\$55,524	\$56,523	\$57,541
11	\$48,861	\$49,741	\$50,636	\$51,547	\$52,475	\$53,420	\$54,381	\$55,360	\$56,357	\$57,371	\$58,404
12	\$49,594	\$50,487	\$51,395	\$52,321	\$53,262	\$54,221	\$55,197	\$56,191	\$57,202	\$58,232	\$59,280
13	\$50,338	\$51,244	\$52,166	\$53,105	\$54,061	\$55,034	\$56,025	\$57,033	\$58,060	\$59,105	\$60,169
14	\$51,093	\$52,013	\$52,949	\$53,902	\$54,872	\$55,860	\$56,865	\$57,889	\$58,931	\$59,992	\$61,072
15	\$51,859	\$52,793	\$53,743	\$54,710	\$55,695	\$56,698	\$57,718	\$58,757	\$59,815	\$60,892	\$61,988
16	\$52,637	\$53,585	\$54,549	\$55,531	\$56,531	\$57,548	\$58,584	\$59,639	\$60,712	\$61,805	\$62,917
17	\$53,427	\$54,389	\$55,368	\$56,364	\$57,379	\$58,411	\$59,463	\$60,533	\$61,623	\$62,732	\$63,861
18	\$54,228	\$55,204	\$56,198	\$57,210	\$58,239	\$59,288	\$60,355	\$61,441	\$62,547	\$63,673	\$64,819
19	\$55,042	\$56,032	\$57,041	\$58,068	\$59,113	\$60,177	\$61,260	\$62,363	\$63,485	\$64,628	\$65,791
20	\$55,867	\$56,873	\$57,897	\$58,939	\$60,000	\$61,080	\$62,179	\$63,298	\$64,438	\$65,598	\$66,778
21	\$56,705	\$57,726	\$58,765	\$59,823	\$60,900	\$61,996	\$63,112	\$64,248	\$65,404	\$66,581	\$67,780
22	\$57,556	\$58,592	\$59,647	\$60,720	\$61,813	\$62,926	\$64,058	\$65,211	\$66,385	\$67,580	\$68,797
23	\$58,419	\$59,471	\$60,541	\$61,631	\$62,740	\$63,870	\$65,019	\$66,190	\$67,381	\$68,594	\$69,829
24	\$59,295	\$60,363	\$61,449	\$62,555	\$63,681	\$64,828	\$65,995	\$67,182	\$68,392	\$69,623	\$70,876
25	\$60,185	\$61,268	\$62,371	\$63,494	\$64,637	\$65,800	\$66,985	\$68,190	\$69,418	\$70,667	\$71,939
26	\$61,088	\$62,187	\$63,307	\$64,446	\$65,606	\$66,787	\$67,989	\$69,213	\$70,459	\$71,727	\$73,018
27	\$62,004	\$63,120	\$64,256	\$65,413	\$66,590	\$67,789	\$69,009	\$70,251	\$71,516	\$72,803	\$74,114
28	\$62,934	\$64,067	\$65,220	\$66,394	\$67,589	\$68,806	\$70,044	\$71,305	\$72,589	\$73,895	\$75,225
29	\$63,878	\$65,028	\$66,198	\$67,390	\$68,603	\$69,838	\$71,095	\$72,375	\$73,677	\$75,004	\$76,354
30	\$64,836	\$66,003	\$67,191	\$68,401	\$69,632	\$70,885	\$72,161	\$73,460	\$74,783	\$76,129	\$77,499
31	\$65,809	\$66,993	\$68,199	\$69,427	\$70,677	\$71,949	\$73,244	\$74,562	\$75,904	\$77,271	\$78,661
32	\$66,796	\$67,998	\$69,222	\$70,468	\$71,737	\$73,028	\$74,342	\$75,681	\$77,043	\$78,430	\$79,841
33	\$67,798	\$69,018	\$70,261	\$71,525	\$72,813	\$74,123	\$75,458	\$76,816	\$78,198	\$79,606	\$81,039

<u>Adjunct Faculty Rate/Load Unit</u>	
Level 1	\$735
Level 2	\$756
Level 3	\$776

<u>Substitute Rate/Hour</u>	
\$	21

**Northland Pioneer College**  
**Hourly Rate 2018-2019 Schedule PROPOSED**  
**Hourly Rate - Nonexempt Staff**

Step	Grade >										
	1	2	3	4	5	6	7	8	9	10	11
1	\$ 12.91	\$ 13.27	\$ 13.63	\$ 13.99	\$ 14.35	\$ 14.71	\$ 15.07	\$ 15.43	\$ 15.79	\$ 16.15	\$ 16.51
2	\$ 13.27	\$ 13.63	\$ 13.99	\$ 14.35	\$ 14.71	\$ 15.07	\$ 15.43	\$ 15.79	\$ 16.15	\$ 16.51	\$ 16.87
3	\$ 13.63	\$ 13.99	\$ 14.35	\$ 14.71	\$ 15.07	\$ 15.43	\$ 15.79	\$ 16.15	\$ 16.51	\$ 16.87	\$ 17.23
4	\$ 13.99	\$ 14.35	\$ 14.71	\$ 15.07	\$ 15.43	\$ 15.79	\$ 16.15	\$ 16.51	\$ 16.87	\$ 17.23	\$ 17.59
5	\$ 14.35	\$ 14.71	\$ 15.07	\$ 15.43	\$ 15.79	\$ 16.15	\$ 16.51	\$ 16.87	\$ 17.23	\$ 17.59	\$ 17.95
6	\$ 14.71	\$ 15.07	\$ 15.43	\$ 15.79	\$ 16.15	\$ 16.51	\$ 16.87	\$ 17.23	\$ 17.59	\$ 17.95	\$ 18.31
7	\$ 15.07	\$ 15.43	\$ 15.79	\$ 16.15	\$ 16.51	\$ 16.87	\$ 17.23	\$ 17.59	\$ 17.95	\$ 18.31	\$ 18.67
8	\$ 15.43	\$ 15.79	\$ 16.15	\$ 16.51	\$ 16.87	\$ 17.23	\$ 17.59	\$ 17.95	\$ 18.31	\$ 18.67	\$ 19.03
9	\$ 15.79	\$ 16.15	\$ 16.51	\$ 16.87	\$ 17.23	\$ 17.59	\$ 17.95	\$ 18.31	\$ 18.67	\$ 19.03	\$ 19.39
10	\$ 16.15	\$ 16.51	\$ 16.87	\$ 17.23	\$ 17.59	\$ 17.95	\$ 18.31	\$ 18.67	\$ 19.03	\$ 19.39	\$ 19.75
11	\$ 16.51	\$ 16.87	\$ 17.23	\$ 17.59	\$ 17.95	\$ 18.31	\$ 18.67	\$ 19.03	\$ 19.39	\$ 19.75	\$ 20.11
12	\$ 16.87	\$ 17.23	\$ 17.59	\$ 17.95	\$ 18.31	\$ 18.67	\$ 19.03	\$ 19.39	\$ 19.75	\$ 20.11	\$ 20.47
13	\$ 17.23	\$ 17.59	\$ 17.95	\$ 18.31	\$ 18.67	\$ 19.03	\$ 19.39	\$ 19.75	\$ 20.11	\$ 20.47	\$ 20.83
14	\$ 17.59	\$ 17.95	\$ 18.31	\$ 18.67	\$ 19.03	\$ 19.39	\$ 19.75	\$ 20.11	\$ 20.47	\$ 20.83	\$ 21.19
15	\$ 17.95	\$ 18.31	\$ 18.67	\$ 19.03	\$ 19.39	\$ 19.75	\$ 20.11	\$ 20.47	\$ 20.83	\$ 21.19	\$ 21.55
16	\$ 18.31	\$ 18.67	\$ 19.03	\$ 19.39	\$ 19.75	\$ 20.11	\$ 20.47	\$ 20.83	\$ 21.19	\$ 21.55	\$ 21.91
Level 1											

**Hourly Rate - Technical and Skilled Craft**

Step	Grade >											
	1	2	3	4	5	6	7	8	9	10	11	12
1	\$ 14.75	\$ 15.11	\$ 15.47	\$ 15.83	\$ 16.19	\$ 16.55	\$ 16.91	\$ 17.27	\$ 17.63	\$ 17.99	\$ 18.35	\$ 18.71
2	\$ 15.11	\$ 15.47	\$ 15.83	\$ 16.19	\$ 16.55	\$ 16.91	\$ 17.27	\$ 17.63	\$ 17.99	\$ 18.35	\$ 18.71	\$ 19.07
3	\$ 15.47	\$ 15.83	\$ 16.19	\$ 16.55	\$ 16.91	\$ 17.27	\$ 17.63	\$ 17.99	\$ 18.35	\$ 18.71	\$ 19.07	\$ 19.43
4	\$ 15.83	\$ 16.19	\$ 16.55	\$ 16.91	\$ 17.27	\$ 17.63	\$ 17.99	\$ 18.35	\$ 18.71	\$ 19.07	\$ 19.43	\$ 19.79
5	\$ 16.19	\$ 16.55	\$ 16.91	\$ 17.27	\$ 17.63	\$ 17.99	\$ 18.35	\$ 18.71	\$ 19.07	\$ 19.43	\$ 19.79	\$ 20.15
6	\$ 16.55	\$ 16.91	\$ 17.27	\$ 17.63	\$ 17.99	\$ 18.35	\$ 18.71	\$ 19.07	\$ 19.43	\$ 19.79	\$ 20.15	\$ 20.51
7	\$ 16.91	\$ 17.27	\$ 17.63	\$ 17.99	\$ 18.35	\$ 18.71	\$ 19.07	\$ 19.43	\$ 19.79	\$ 20.15	\$ 20.51	\$ 20.87
8	\$ 17.27	\$ 17.63	\$ 17.99	\$ 18.35	\$ 18.71	\$ 19.07	\$ 19.43	\$ 19.79	\$ 20.15	\$ 20.51	\$ 20.87	\$ 21.23
9	\$ 17.63	\$ 17.99	\$ 18.35	\$ 18.71	\$ 19.07	\$ 19.43	\$ 19.79	\$ 20.15	\$ 20.51	\$ 20.87	\$ 21.23	\$ 21.59
10	\$ 17.99	\$ 18.35	\$ 18.71	\$ 19.07	\$ 19.43	\$ 19.79	\$ 20.15	\$ 20.51	\$ 20.87	\$ 21.23	\$ 21.59	\$ 21.95
11	\$ 18.35	\$ 18.71	\$ 19.07	\$ 19.43	\$ 19.79	\$ 20.15	\$ 20.51	\$ 20.87	\$ 21.23	\$ 21.59	\$ 21.95	\$ 22.31
12	\$ 18.71	\$ 19.07	\$ 19.43	\$ 19.79	\$ 20.15	\$ 20.51	\$ 20.87	\$ 21.23	\$ 21.59	\$ 21.95	\$ 22.31	\$ 22.67
13	\$ 19.07	\$ 19.43	\$ 19.79	\$ 20.15	\$ 20.51	\$ 20.87	\$ 21.23	\$ 21.59	\$ 21.95	\$ 22.31	\$ 22.67	\$ 23.03
14	\$ 19.43	\$ 19.79	\$ 20.15	\$ 20.51	\$ 20.87	\$ 21.23	\$ 21.59	\$ 21.95	\$ 22.31	\$ 22.67	\$ 23.03	\$ 23.39
15	\$ 19.79	\$ 20.15	\$ 20.51	\$ 20.87	\$ 21.23	\$ 21.59	\$ 21.95	\$ 22.31	\$ 22.67	\$ 23.03	\$ 23.39	\$ 23.75
16	\$ 20.15	\$ 20.51	\$ 20.87	\$ 21.23	\$ 21.59	\$ 21.95	\$ 22.31	\$ 22.67	\$ 23.03	\$ 23.39	\$ 23.75	\$ 24.11
Level T1												



**Northland Pioneer College**  
**Professional Nonexempt Salary Range Chart 2018-2019 PROPOSED**

12 Month Staff		
Group	Base	Max
B2	\$35,645	\$49,902
B1	\$38,685	\$54,210
C3	\$39,674	\$55,542
C2	\$43,443	\$60,820

11 Month Staff		
Group	Base	Max
B2	\$32,218	\$45,106
B1	\$34,967	\$48,953
C3	\$35,859	\$50,202
C2	\$39,267	\$54,972
C1	\$41,792	\$58,508

10 Month Staff		
Group	Base	Max
B2	\$29,476	\$41,265
B1	\$31,988	\$44,784
C3	\$32,806	\$45,929
C2	\$35,922	\$50,292
C1	\$38,234	\$56,603

Positions by Salary Group	
B2	Center Manager
B2	Data Analyst
B2	Purchasing Manager
B2	Silver Creek Facilities Coordinator
B1	Associate Librarian
B1	Campus Manager
B1	Payroll Manager
B1	Small Business Analyst
C3	Academic Advisor
C2	Assistant to the President
C2	Assistant to the Chief Business Officer
C2	Biology Lab Manager
C2	Grant Accountant
C2	Student Account Coordinator

**Northland Pioneer College  
Exempt Salary Range Chart 2018-2019 PROPOSED**

12 Month Staff		
Group	Base	Max
B2	\$35,645	\$49,902
B1	\$38,685	\$54,210
C3	\$39,674	\$55,542
C2	\$43,443	\$60,820
D3	\$51,588	\$72,222
D2	\$64,581	\$90,415
D1	\$84,071	\$113,497
E2	\$96,900	\$130,560
E1	\$106,188	\$143,355

11 Month Staff		
Group	Base	Max
B2	\$32,218	\$45,106
B1	\$34,967	\$48,953
C3	\$35,859	\$50,202
C2	\$39,267	\$54,972
C1	\$41,792	\$58,508

10 Month Staff		
Group	Base	Max
B2	\$29,476	\$41,265
B1	\$31,988	\$44,784
C3	\$32,806	\$45,929
C2	\$35,922	\$50,292
C1	\$38,234	\$56,603

Positions by Salary Group	
B2	Financial Aid Advisor/Technician
B2	Network Technician
B2	Technical Designer/Production Manager
B1	Small Business Analyst
C3	Maintenance Supervisor
C3	Manager of Career Services
C2	Media Relations Coordinator
C1	Accounting Manager
C1	ADOC Program Coordinator
C1	AE Special Sites Coordinator
C1	Coordinator of Administrative Services & Projects
C1	Database Administrator
C1	Disabilities Resource & Access Coordinator
C1	High School Programs & Recruitment Coordinator
C1	Institutional Research Analyst
C1	Instructional Support Specialist/C Perkins
C1	Jr. Network and Systems Administrator
C1	Manager of Technical Services
C1	Network Security Coordinator
C1	System Analyst
D3	Apache County Coordinator
D3	Community and Corporate Learning Coordinator
D3	Director of Financial Aid
D3	Director of Library Services
D3	Director of Small Business Development Center
D3	Network & Systems Administrator
D2	Associate Dean of Education and CCP
D2	Controller
D2	Director of Enrollment Services
D2	Director of Facilities & Vehicles
D2	Director of Human Resources
D2	Director of Marketing & Public Relations
D2	Director of Public Safety Education
D2	Director of Student Services
D1	Dean of Arts and Sciences
D1	Dean of Career and Technical Education
D1	Dean of Nursing & Allied Health
D1	Director of NPC Friends & Family
E2	Chief Business Officer, Associate VP
E2	Chief Operating Officer, Associate VP
E2	Chief Information Officer, Associate VP
E1	Vice President for Learning & Student Services

**Northland Pioneer College  
2017 - 2018 Faculty Salary Schedule APPROVED**

	Grade										
	1	2	3	4	5	6	7	8	9	10	11
1	\$41,276	\$42,019	\$42,776	\$43,546	\$44,329	\$45,127	\$45,940	\$46,767	\$47,608	\$48,465	\$49,338
2	\$41,896	\$42,650	\$43,417	\$44,199	\$44,994	\$45,804	\$46,629	\$47,468	\$48,323	\$49,192	\$50,078
3	\$42,524	\$43,289	\$44,069	\$44,862	\$45,669	\$46,491	\$47,328	\$48,180	\$49,047	\$49,930	\$50,829
4	\$43,162	\$43,939	\$44,730	\$45,535	\$46,354	\$47,189	\$48,038	\$48,903	\$49,783	\$50,679	\$51,591
5	\$43,809	\$44,598	\$45,401	\$46,218	\$47,050	\$47,897	\$48,759	\$49,636	\$50,530	\$51,439	\$52,365
6	\$44,466	\$45,267	\$46,082	\$46,911	\$47,755	\$48,615	\$49,490	\$50,381	\$51,288	\$52,211	\$53,151
7	\$45,133	\$45,946	\$46,773	\$47,615	\$48,472	\$49,344	\$50,232	\$51,137	\$52,057	\$52,994	\$53,948
8	\$45,810	\$46,635	\$47,474	\$48,329	\$49,199	\$50,084	\$50,986	\$51,904	\$52,838	\$53,789	\$54,757
9	\$46,498	\$47,334	\$48,186	\$49,054	\$49,937	\$50,836	\$51,751	\$52,682	\$53,631	\$54,596	\$55,579
10	\$47,195	\$48,044	\$48,909	\$49,790	\$50,686	\$51,598	\$52,527	\$53,472	\$54,435	\$55,415	\$56,412
11	\$47,903	\$48,765	\$49,643	\$50,536	\$51,446	\$52,372	\$53,315	\$54,275	\$55,251	\$56,246	\$57,258
12	\$48,621	\$49,497	\$50,388	\$51,295	\$52,218	\$53,158	\$54,115	\$55,089	\$56,080	\$57,090	\$58,117
13	\$49,351	\$50,239	\$51,143	\$52,064	\$53,001	\$53,955	\$54,926	\$55,915	\$56,921	\$57,946	\$58,989
14	\$50,091	\$50,993	\$51,911	\$52,845	\$53,796	\$54,764	\$55,750	\$56,754	\$57,775	\$58,815	\$59,874
15	\$50,842	\$51,758	\$52,689	\$53,638	\$54,603	\$55,586	\$56,586	\$57,605	\$58,642	\$59,697	\$60,772
16	\$51,605	\$52,534	\$53,480	\$54,442	\$55,422	\$56,420	\$57,435	\$58,469	\$59,522	\$60,593	\$61,684
17	\$52,379	\$53,322	\$54,282	\$55,259	\$56,253	\$57,266	\$58,297	\$59,346	\$60,414	\$61,502	\$62,609
18	\$53,165	\$54,122	\$55,096	\$56,088	\$57,097	\$58,125	\$59,171	\$60,236	\$61,321	\$62,424	\$63,548
19	\$53,962	\$54,934	\$55,922	\$56,929	\$57,954	\$58,997	\$60,059	\$61,140	\$62,240	\$63,361	\$64,501
20	\$54,772	\$55,758	\$56,761	\$57,783	\$58,823	\$59,882	\$60,960	\$62,057	\$63,174	\$64,311	\$65,469
21	\$55,593	\$56,594	\$57,613	\$58,650	\$59,705	\$60,780	\$61,874	\$62,988	\$64,122	\$65,276	\$66,451
22	\$56,427	\$57,443	\$58,477	\$59,529	\$60,601	\$61,692	\$62,802	\$63,933	\$65,083	\$66,255	\$67,448
23	\$57,274	\$58,304	\$59,354	\$60,422	\$61,510	\$62,617	\$63,744	\$64,892	\$66,060	\$67,249	\$68,459
24	\$58,133	\$59,179	\$60,244	\$61,329	\$62,433	\$63,556	\$64,700	\$65,865	\$67,051	\$68,257	\$69,486
25	\$59,005	\$60,067	\$61,148	\$62,249	\$63,369	\$64,510	\$65,671	\$66,853	\$68,056	\$69,281	\$70,528
26	\$59,890	\$60,968	\$62,065	\$63,182	\$64,320	\$65,477	\$66,656	\$67,856	\$69,077	\$70,321	\$71,586
27	\$60,788	\$61,882	\$62,996	\$64,130	\$65,284	\$66,460	\$67,656	\$68,874	\$70,113	\$71,375	\$72,660
28	\$61,700	\$62,811	\$63,941	\$65,092	\$66,264	\$67,456	\$68,671	\$69,907	\$71,165	\$72,446	\$73,750
29	\$62,625	\$63,753	\$64,900	\$66,068	\$67,258	\$68,468	\$69,701	\$70,955	\$72,233	\$73,533	\$74,856
30	\$63,565	\$64,709	\$65,874	\$67,059	\$68,267	\$69,495	\$70,746	\$72,020	\$73,316	\$74,636	\$75,979
31	\$64,518	\$65,680	\$66,862	\$68,065	\$69,291	\$70,538	\$71,807	\$73,100	\$74,416	\$75,755	\$77,119
32	\$65,486	\$66,665	\$67,865	\$69,086	\$70,330	\$71,596	\$72,885	\$74,196	\$75,532	\$76,892	\$78,276
33	\$66,468	\$67,665	\$68,883	\$70,123	\$71,385	\$72,670	\$73,978	\$75,309	\$76,665	\$78,045	\$79,450

Adjunct Faculty Rate/Load Unit

Level 1	\$710
Level 2	\$730
Level 3	\$750

Substitute Rate

\$20.00/hr

**Northland Pioneer College  
Hourly Rate 2017-2018 Schedule REVISED  
Hourly Rate - Nonexempt Staff**

Step	Grade >											
	1	2	3	4	5	6	7	8	9	10	11	
1	\$ 12.48	\$ 12.84	\$ 13.20	\$ 13.56	\$ 13.92	\$ 14.28	\$ 14.64	\$ 15.00	\$ 15.36	\$ 15.72	\$ 16.08	
2	\$ 12.84	\$ 13.20	\$ 13.56	\$ 13.92	\$ 14.28	\$ 14.64	\$ 15.00	\$ 15.36	\$ 15.72	\$ 16.08	\$ 16.44	
3	\$ 13.20	\$ 13.56	\$ 13.92	\$ 14.28	\$ 14.64	\$ 15.00	\$ 15.36	\$ 15.72	\$ 16.08	\$ 16.44	\$ 16.80	
4	\$ 13.56	\$ 13.92	\$ 14.28	\$ 14.64	\$ 15.00	\$ 15.36	\$ 15.72	\$ 16.08	\$ 16.44	\$ 16.80	\$ 17.16	
5	\$ 13.92	\$ 14.28	\$ 14.64	\$ 15.00	\$ 15.36	\$ 15.72	\$ 16.08	\$ 16.44	\$ 16.80	\$ 17.16	\$ 17.52	
6	\$ 14.28	\$ 14.64	\$ 15.00	\$ 15.36	\$ 15.72	\$ 16.08	\$ 16.44	\$ 16.80	\$ 17.16	\$ 17.52	\$ 17.88	
7	\$ 14.64	\$ 15.00	\$ 15.36	\$ 15.72	\$ 16.08	\$ 16.44	\$ 16.80	\$ 17.16	\$ 17.52	\$ 17.88	\$ 18.24	
8	\$ 15.00	\$ 15.36	\$ 15.72	\$ 16.08	\$ 16.44	\$ 16.80	\$ 17.16	\$ 17.52	\$ 17.88	\$ 18.24	\$ 18.60	
9	\$ 15.36	\$ 15.72	\$ 16.08	\$ 16.44	\$ 16.80	\$ 17.16	\$ 17.52	\$ 17.88	\$ 18.24	\$ 18.60	\$ 18.96	
10	\$ 15.72	\$ 16.08	\$ 16.44	\$ 16.80	\$ 17.16	\$ 17.52	\$ 17.88	\$ 18.24	\$ 18.60	\$ 18.96	\$ 19.32	
11	\$ 16.08	\$ 16.44	\$ 16.80	\$ 17.16	\$ 17.52	\$ 17.88	\$ 18.24	\$ 18.60	\$ 18.96	\$ 19.32	\$ 19.68	
12	\$ 16.44	\$ 16.80	\$ 17.16	\$ 17.52	\$ 17.88	\$ 18.24	\$ 18.60	\$ 18.96	\$ 19.32	\$ 19.68	\$ 20.04	
13	\$ 16.80	\$ 17.16	\$ 17.52	\$ 17.88	\$ 18.24	\$ 18.60	\$ 18.96	\$ 19.32	\$ 19.68	\$ 20.04	\$ 20.40	
14	\$ 17.16	\$ 17.52	\$ 17.88	\$ 18.24	\$ 18.60	\$ 18.96	\$ 19.32	\$ 19.68	\$ 20.04	\$ 20.40	\$ 20.76	
15	\$ 17.52	\$ 17.88	\$ 18.24	\$ 18.60	\$ 18.96	\$ 19.32	\$ 19.68	\$ 20.04	\$ 20.40	\$ 20.76	\$ 21.12	
16	\$ 17.88	\$ 18.24	\$ 18.60	\$ 18.96	\$ 19.32	\$ 19.68	\$ 20.04	\$ 20.40	\$ 20.76	\$ 21.12	\$ 21.48	
Level 1												
Level 2												
Level 3												

**Hourly Rate - Technical and Skilled Craft**

Step	Grade >											
	1	2	3	4	5	6	7	8	9	10	11	12
1	\$ 14.28	\$ 14.64	\$ 15.00	\$ 15.36	\$ 15.72	\$ 16.08	\$ 16.44	\$ 16.80	\$ 17.16	\$ 17.52	\$ 17.88	\$ 18.24
2	\$ 14.64	\$ 15.00	\$ 15.36	\$ 15.72	\$ 16.08	\$ 16.44	\$ 16.80	\$ 17.16	\$ 17.52	\$ 17.88	\$ 18.24	\$ 18.60
3	\$ 15.00	\$ 15.36	\$ 15.72	\$ 16.08	\$ 16.44	\$ 16.80	\$ 17.16	\$ 17.52	\$ 17.88	\$ 18.24	\$ 18.60	\$ 18.96
4	\$ 15.36	\$ 15.72	\$ 16.08	\$ 16.44	\$ 16.80	\$ 17.16	\$ 17.52	\$ 17.88	\$ 18.24	\$ 18.60	\$ 18.96	\$ 19.32
5	\$ 15.72	\$ 16.08	\$ 16.44	\$ 16.80	\$ 17.16	\$ 17.52	\$ 17.88	\$ 18.24	\$ 18.60	\$ 18.96	\$ 19.32	\$ 19.68
6	\$ 16.08	\$ 16.44	\$ 16.80	\$ 17.16	\$ 17.52	\$ 17.88	\$ 18.24	\$ 18.60	\$ 18.96	\$ 19.32	\$ 19.68	\$ 20.04
7	\$ 16.44	\$ 16.80	\$ 17.16	\$ 17.52	\$ 17.88	\$ 18.24	\$ 18.60	\$ 18.96	\$ 19.32	\$ 19.68	\$ 20.04	\$ 20.40
8	\$ 16.80	\$ 17.16	\$ 17.52	\$ 17.88	\$ 18.24	\$ 18.60	\$ 18.96	\$ 19.32	\$ 19.68	\$ 20.04	\$ 20.40	\$ 20.76
9	\$ 17.16	\$ 17.52	\$ 17.88	\$ 18.24	\$ 18.60	\$ 18.96	\$ 19.32	\$ 19.68	\$ 20.04	\$ 20.40	\$ 20.76	\$ 21.12
10	\$ 17.52	\$ 17.88	\$ 18.24	\$ 18.60	\$ 18.96	\$ 19.32	\$ 19.68	\$ 20.04	\$ 20.40	\$ 20.76	\$ 21.12	\$ 21.48
11	\$ 17.88	\$ 18.24	\$ 18.60	\$ 18.96	\$ 19.32	\$ 19.68	\$ 20.04	\$ 20.40	\$ 20.76	\$ 21.12	\$ 21.48	\$ 21.84
12	\$ 18.24	\$ 18.60	\$ 18.96	\$ 19.32	\$ 19.68	\$ 20.04	\$ 20.40	\$ 20.76	\$ 21.12	\$ 21.48	\$ 21.84	\$ 22.20
13	\$ 18.60	\$ 18.96	\$ 19.32	\$ 19.68	\$ 20.04	\$ 20.40	\$ 20.76	\$ 21.12	\$ 21.48	\$ 21.84	\$ 22.20	\$ 22.56
14	\$ 18.96	\$ 19.32	\$ 19.68	\$ 20.04	\$ 20.40	\$ 20.76	\$ 21.12	\$ 21.48	\$ 21.84	\$ 22.20	\$ 22.56	\$ 22.92
15	\$ 19.32	\$ 19.68	\$ 20.04	\$ 20.40	\$ 20.76	\$ 21.12	\$ 21.48	\$ 21.84	\$ 22.20	\$ 22.56	\$ 22.92	\$ 23.28
16	\$ 19.68	\$ 20.04	\$ 20.40	\$ 20.76	\$ 21.12	\$ 21.48	\$ 21.84	\$ 22.20	\$ 22.56	\$ 22.92	\$ 23.28	\$ 23.64
Level T1												
Level T2												
Level T3												

**Northland Pioneer College  
Professional Nonexempt Salary Range Chart 2017-2018 APPROVED**

12 Month Staff		
Group	Base	Max
B2	\$34,946	\$48,924
B1	\$37,926	\$53,147
C3	\$38,896	\$54,453
C2	\$42,591	\$59,627

11 Month Staff		
B2	\$31,586	\$44,222
B1	\$34,281	\$47,993
C3	\$35,156	\$49,218
C2	\$38,497	\$53,894
C1	\$40,973	\$57,361

10 Month Staff		
B2	\$28,898	\$40,456
B1	\$31,361	\$43,906
C3	\$32,163	\$45,028
C2	\$35,218	\$49,306
C1	\$37,484	\$55,493

Positions by Salary Group	
B2	Center Manager
B2	Data Analyst
B2	Information Services Manager
B2	Silver Creek Facilities Coordinator
B1	Associate Librarian
B1	Campus Manager
B1	Payroll Manager
B1	Small Business Analyst
C3	Academic Advisor
C2	Assistant to the President
C2	Executive Assistant to the Vice President
C2	Grant Accountant
C2	Student Account Coordinator

**Note:** Professional nonexempt (PNE) is a new employee category established December 1, 2016 to comply with new overtime requirements established by the Fair Labor Standards Act (FLSA). One of the requirements was a new minimum salary level for exempt employees. If employees did not meet the annual salary level of \$47,476 they could no longer be identified as an exempt employee. FLSA provided options on how to address the issue, one option was to reorganize. NPC chose to reorganize by establishing a new employee category. These employees maintain their previous exempt benefits but are now required to complete timesheets.

**Northland Pioneer College  
Exempt Salary Range Chart 2017-2018 APPROVED**

12 Month Staff		
Group	Base	Max
B2	\$34,946	\$48,924
B1	\$37,926	\$53,147
C3	\$38,896	\$54,453
C2	\$42,591	\$59,627
C1	\$45,330	\$63,462
D3	\$50,576	\$70,806
D2	\$63,315	\$88,642
D1	\$82,423	\$111,272
E2	\$95,000	\$128,000
E1	\$104,106	\$140,544

11 Month Staff		
Group	Base	Max
B2	\$31,586	\$44,222
B1	\$34,281	\$47,993
C3	\$35,156	\$49,218
C2	\$38,497	\$53,894
C1	\$40,973	\$57,361

10 Month Staff		
Group	Base	Max
B2	\$28,898	\$40,456
B1	\$31,361	\$43,906
C3	\$32,163	\$45,028
C2	\$35,218	\$49,306
C1	\$37,484	\$55,493

Positions by Salary Group	
B2	Business Analyst and Training Specialist
B2	Financial Aid Advisor/Technician
B2	Technical Designer/Production Manager
B1	Bookstore Manager
C3	Carl Perkins Grant Manager
C3	Maintenance Supervisor
C3	Manager of Career Services
C2	Biology Lab Manager
C2	Media Relations Coordinator
C1	Accounting Manager
C1	ADOC Program Coordinator
C1	AE Special Sites Coordinator
C1	Database Administrator
C1	Disabilities Resource & Access Coordinator
C1	High School Programs & Recruitment Coordinator
C1	Institutional Research Analyst
C1	Jr. Network and Systems Administrator
C1	Manager of Technical Services
C1	Network Security Coordinator
C1	System Analyst
D3	Apache County Coordinator
D3	Community and Corporate Learning Coordinator
D3	Director of Financial Aid
D3	Director of Library Services
D3	Director of Small Business Development Center
D3	Network & Systems Administrator
D2	Associate Dean of Education and CCP
D2	Controller
D2	Director of Enrollment Services
D2	Director of Facilities & Vehicles
D2	Director of Human Resources
D2	Director of Marketing & Public Relations
D2	Director of Public Safety Education
D2	Director of Student Services
D1	Dean of Arts and Sciences
D1	Dean of Career and Technical Education
D1	Dean of Nursing & Allied Health
D1	Director of NPC Friends & Family
E2	Chief Business Officer, Associate VP
E2	Chief Operating Officer, Associate VP
E2	Chief Information Officer
E1	Vice President for Learning & Student Services

NORTHLAND PIONEER COLLEGE

NPC Insurance Costs for Employees

Effective July 1, 2018

Mountain Public Employee Benefits Trust

2018-2019 Contribution Rates

<b>PPO</b>	<b>Medical Insurance Cost</b>	<b>NPC will pay</b>	<b>Employee will pay</b>
Employee Only	\$710.00	\$676.00	\$34.00
Employee & Spouse	\$1,388.00	\$676.00	\$712.00
Employee & Child (ren)	\$1,307.00	\$676.00	\$631.00
Employee & Family	\$1,543.00	\$676.00	\$867.00

<b>HDHP*</b>	<b>Medical Insurance Cost</b>	<b>NPC will pay</b>	<b>Employee will pay</b>
Employee Only	\$676.00	\$676.00	\$0.00
Employee & Spouse	\$1,225.00	\$676.00	\$549.00
Employee & Child (ren)	\$1,149.00	\$676.00	\$473.00
Employee & Family	\$1,346.00	\$676.00	\$670.00

*\*For new and existing enrollees in the HDHP, \$1000 will be contributed to the employee Health Savings Account (\$500 in September 2018 and \$500 in January 2019).*

**VOLUNTARY DEDUCTIONS – Optional elections for employee.**

**Cost of Delta Dental Insurance**

<b>Covered Group</b>	<b>Employee will pay</b>
Employee Only	\$45.48
Employee & Spouse	\$62.58
Employee & Child (ren)	\$73.40
Employee & Family	\$123.14

For benefit questions call 1-800-352-6132

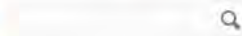
Locate a Delta Provider at [www.deltadentalaz.com](http://www.deltadentalaz.com)

**Cost of Avesis Vision Insurance**

<b>Covered Group</b>	<b>Employee will pay</b>
Employee Only	\$8.05
Employee & Spouse	\$15.13
Employee & Child (ren)	\$16.58
Employee & Family	\$20.93

For benefit questions call 1-800-828-9341

Locate an AVESIS Provider at [www.avesis.com](http://www.avesis.com)



## Contribution Rates

### ASRS Defined Benefit Plan

The Arizona State Retirement System Defined Benefit Plan is the primary retirement plan for ASRS members and will provide lifelong monthly retirement income.

The plan is tax qualified under section 401(a) of the Internal Revenue Code. It is a "cost sharing" model, meaning both the member and the employer contribute equally. Members are also mandated to participate and contribute to the ASRS Long Term Disability Income Plan.

Contribution rates are actuarially determined and are adjusted annually to ensure the plan remains fiscally sound and able to meet current and future obligations.

There are two portions to the ASRS contribution rate - the Retirement Pension & Health Insurance Benefit, and the Long Term Disability Income Plan. The Pension Plan contribution is a pre-tax deduction, and the Long-Term Disability deduction is post-tax. Tax on pension benefits is deferred until payment is made to the member as a benefit or refund.

### Alternate Contribution Rate - for Retired, Returned to Work Members

For members who retire, then returned to work for an ASRS employer while keeping their monthly pension, an Alternate Contribution Rate (ACR) is required. Read more on the [ACR page](#).

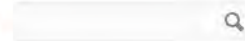
### Fiscal 2017 - 2018 - (Effective July 1, 2017)

	RETIREMENT PENSION & HEALTH INSURANCE BENEFIT	LONG TERM DISABILITY INCOME PLAN	TOTAL
Employee	11.34%	0.16%	11.50%
Employer	11.34%	0.16%	11.50%

### Fiscal 2018 - 2019 - (Effective July 1, 2018)

	RETIREMENT PENSION & HEALTH INSURANCE BENEFIT	LONG TERM DISABILITY INCOME PLAN	TOTAL
Employee	11.64%	0.16%	11.80%
Employer	11.64%	0.16%	11.80%





## Alternate Contribution Rate

### General Information

Legislation passed in 2011 under Senate Bill 1609 authorizes the ASRS to implement an Alternate Contribution Rate (ACR) to employers who hire ASRS retirees who return to work. The rate will be charged to and remitted to the ASRS by the employer. The purpose of the legislation is to mitigate the potential actuarial impact that retired members who return to work may have on the Trust Fund.

Here is a summary of the provisions now contained in Arizona Revised Statute 38-766.02:

- > Beginning July 1, 2012, requires employers to pay an Alternate Contribution Rate (ACR) for members who return to work in any capacity and in a position ordinarily filled by an employee of the employer.
- > Charges the ACR starting the first day after retirement for a member who reached normal retirement and for a member who is an early retiree working less than 20/20 for as long as that member stays in service and for any future employment periods during which the member does not suspend their benefits and resume active membership.
- > States that the retired member does not accrue credited service, member service (for UORP), account balances, retirement benefits or LTD Program benefits, and the time is not later eligible for service purchase.
- > Requires employers to pay the ACR on behalf of any retiree that it employs regardless of 20/20 status, direct/leasing/contracting arrangement, or whether the retiree satisfied the 12-month break in service without working in a leased or contract arrangement.
- > States that late contributions are subject to interest (8%) and may be recovered in court or by state revenue offsets.
- > Requires employers to submit any reports, data, paperwork, or materials required by the ASRS to determine the function, utilization, efficacy or operation of the return to work program.
- > Includes a Legislative Intent clause that states the purpose of the legislation is to mitigate the potential actuarial impact that retired members who return to work might have on the Trust Fund.

### Current ACR Information

#### Alternate Contribution Rate

Fiscal year 2017-18, effective July 1, 2017	9.49%
Fiscal year 2018-19, effective July 1, 2018	10.53%

[ACR Guide](#) - Step-by-step instructions for online alternate contribution rate processing and payment. (Updated March 2016)

[ACR Template](#) - This template is for web-based contribution reporting employers to provide the required ACR data to the ASRS.

### Frequently Asked Questions

#### − When is the ACR effective?

The ACR became effective on July 1, 2012 and applies only to wages earned on and after that date. Pay periods which began prior to July 1, 2012 and end on or after July 1, 2012 must be split for ACR purposes. This is only applicable for the initiation of the ACR and is contrary to conventional reporting of active contributions, in which pay periods are not split and one rate is applied to an entire pay period based upon the rate in effect on the Pay Period Ending (PPE) date.

#### + Is there a grandfather clause?

#### + For which ASRS retirees is the ACR applicable?

#### + What is the ACR this year, and how is it determined?

**ASRS Return to Work - Violations**

- > Clarifies the period for which a member shall repay suspended pensions to the ASRS starts with the date the ASRS notifies the member in writing that their employment violated the statute, the date the ASRS determines the member knew or should have known that their employment violated the statute, or any other time period that approximates the duration of the violation, as determined by the ASRS.
- > Requires an employer that employed a member whose pension was suspended to pay the ASRS the ACR starting with the date the member returned to employment. The employer is required to make the ACR payment through the earlier of:
  - > The date the member terminates employment,
  - > The date the employer begins making the ACR payment required by the new Return to Work statute, or
  - > The date the member resumes active membership in the ASRS.

- + How is the ACR applied?
- + Does the ACR apply to ASRS retirees who are hired to work less than 20 hours per week or less than 20 weeks?
- + What kind of data is collected for ACR payments?
- + What if an employer uses a third party employer for staffing purposes?
- + How are ACR data and payments submitted to ASRS?
- + Can there be multiple files for the same pay period?
- + How frequently is ACR due?
- + Can the employer pass the cost of the contribution required by the ACR on to the employee?

# Request to Approve 2018- 2019 TUITION AND FEES

## **Recommendation:**

Staff recommends approval of the 2018-19 Tuition and Fee schedules as presented.

## **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**

<b>TUITION</b>	<b>Approved 2017-18</b>	<b>Approved 2018-19</b>	<b>Approved 2019-20</b>
<b>IN-STATE</b>	\$72 per credit hour	\$74 per credit hour	\$77 per credit hour
<b>APACHE COUNTY</b>	\$72 per credit hour	\$74 per credit hour	\$77 per credit hour
<b>OUT-OF-STATE</b>	\$345 per credit hour	\$355 per credit hour	\$370 per credit hour
<b>SENIOR CITIZENS</b> 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)	
<b>CCP COURSES</b>	*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)	
<b>SUMMER SESSION COURSES</b>	*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)	
<b>WICHE WUE</b>	150% of the In-State rate	150% of the In-State rate	
<b>REFUNDS FOR TUITION</b>	100% before 1 <sup>st</sup> day of semester and if NPC cancels the class. 50% during 1 <sup>st</sup> and 2 <sup>nd</sup> weeks of the semester. No refund after the end of the second week of the semester	100% before 1 <sup>st</sup> day of semester and if NPC cancels the class. 50% during 1 <sup>st</sup> and 2 <sup>nd</sup> weeks of the semester. No refund after the end of the second week of the semester	
<b>SUMMER SESSION REFUNDS</b>	100% prior to 1 <sup>st</sup> day of session. 50% through 1 <sup>st</sup> two days of the term	100% prior to 1 <sup>st</sup> day of session. 50% through 1 <sup>st</sup> two days of the term	
<b>SHORT-TERM COURSE REFUNDS</b>	100% prior to 1 <sup>st</sup> day of session. 50% through 1 <sup>st</sup> two days of the term	100% prior to 1 <sup>st</sup> day of session. 50% through 1 <sup>st</sup> 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**

<b>ARTS &amp; SCIENCES</b>			<b>Approved 2017-18</b>	<b>Proposed 2018-19</b>
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

<b>ARTS &amp; SCIENCES (cont'd)</b>			<b>Approved 2017-18</b>	<b>Proposed 2018-19</b>
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**

<b>CAREER &amp; TECHNICAL EDUCATION</b>			<b>Approved 2017-18</b>	<b>Proposed 2018-19</b>
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, <del>and CIS 146</del>	\$15	\$15
CIS	141	Managing and Maintaining Your PC I	\$100	\$100
CIS	142	Managing and Maintaining Your PC II	\$100	\$100
<b>CIS</b>	<b>145</b>	<b>Network + Certification Preparation</b>	\$210	<b>\$100</b>
<b>CIS</b>	<b>146</b>	<b>Security + Certification Preparation</b>	\$210	<b>eliminate</b>
<b>CON</b>	<b>ALL</b>	<b>All Construction Courses</b>	\$45	<b>\$50</b>
COS	ALL	All Cosmetology Courses	\$25	\$25
DRF	ALL	All Drafting Courses	\$30	\$30
<b>EIT</b>	<b>All</b>	<b>All Energy and Industrial Technician Courses - New</b>		<b>\$150</b>
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



<b>CAREER &amp; TECHNICAL EDUCATION (cont'd)</b>			<b>Approved 2017-18</b>	<b>Proposed 2018-19</b>
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
<b>HQO</b>	<b>ALL</b>	<b>All Heavy Equipment Operations Courses</b>	\$200	<b>eliminate</b>
INA	ALL	All Industrial Arts Courses	\$45	\$45
<b>IMO</b>	<b>ALL</b>	<b>All Industrial Maintenance Courses except as listed below</b>	\$160	<b>eliminate</b>
<b>IMO</b>	<b>151</b>	<b>Electrical Level I</b>	\$90	<b>eliminate</b>
<b>IMO</b>	<b>152</b>	<b>Electrical Level II</b>	\$90	<b>eliminate</b>
<b>IMO</b>	<b>153</b>	<b>Electrical Level III</b>	\$90	<b>eliminate</b>
<b>IMO</b>	<b>154</b>	<b>Electrical Level IV</b>	\$90	<b>eliminate</b>
<b>IMO</b>	<b>155</b>	<b>Instrumentation Level I</b>	\$90	<b>eliminate</b>
<b>IMO</b>	<b>156</b>	<b>Instrumentation Level II</b>	\$90	<b>eliminate</b>
<b>IMO</b>	<b>157</b>	<b>Instrumentation Level II</b>	\$90	<b>eliminate</b>
<b>IMO</b>	<b>158</b>	<b>Instrumentation Level IV</b>	\$90	<b>eliminate</b>
<b>IMO</b>	<b>201</b>	<b>Introduction to Industrial Maintenance</b>	\$90	<b>eliminate</b>
<b>IMO</b>	<b>214</b>	<b>Advanced Power Plant Specific Training</b>	\$90	<b>eliminate</b>
<b>IMO</b>	<b>230</b>	<b>Mechanical Maintenance I</b>	\$90	<b>eliminate</b>
<b>IMO</b>	<b>231</b>	<b>Mechanical Maintenance II</b>	\$90	<b>eliminate</b>
<b>IMO</b>	<b>232</b>	<b>Mechanical Maintenance III</b>	\$90	<b>eliminate</b>
<b>IMO</b>	<b>233</b>	<b>Mechanical Maintenance IV</b>	\$90	<b>eliminate</b>
<b>IMO</b>	<b>234</b>	<b>Power Generation Maintenance Mechanic</b>	\$90	<b>eliminate</b>
<b>IMO</b>	<b>270</b>	<b>DC Analysis and Lab</b>	\$50	<b>eliminate</b>
<b>IMO</b>	<b>271</b>	<b>AC Analysis and Lab</b>	\$50	<b>eliminate</b>
<b>MET</b>	<b>ALL</b>	<b>All Mechatronics Courses</b>	\$125	<b>eliminate</b>
WLD	ALL	All Welding Courses except WLD 100, <del>WLD 15</del> , WLD 170	\$110	\$110
WLD	100	Safety and Math	\$0	\$0
<b>WLD</b>	<b>150</b>	<b>Symbols, Drawings/Metal Preparation</b>	\$0	<b>eliminate</b>
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**

<b>NURSING AND ALLIED HEALTH</b>			<b>Approved 2017-18</b>	<b>Proposed 2018-19</b>
HES	109	Phlebotomy	\$200	\$200
HES	180	Basic Pharmacology	\$10	\$10
<b>HES</b>	<b>190</b>	<b>Human Body in Health and Disease - NEW</b>		<b>\$35</b>
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

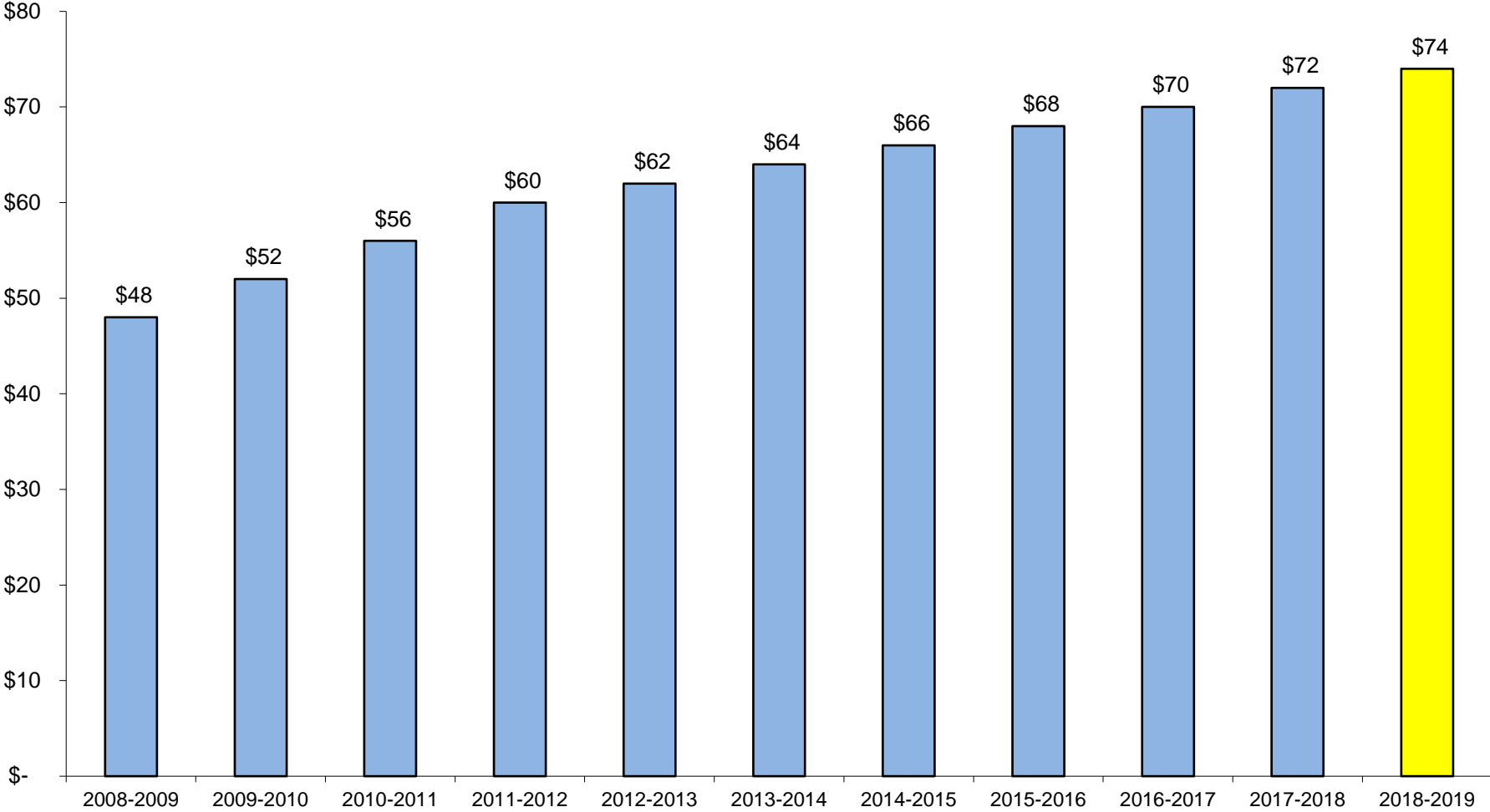
**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
2018-2019  
PROPOSED**

<b>FEES</b>	<b>Approved 2017-18</b>	<b>Proposed 2018-19</b>
<b>GENERAL</b>		
Media Fee <sup>①</sup>	<b>\$45/semester</b>	<b>\$45/semester</b>
<b>SPECIAL</b>		
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 <sup>②</sup>	50% of in-state tuition rate	50% of in-state tuition rate
Credit by Evaluation Fee (non-refundable)	\$15	\$15
ACCUPLACER Testing <sup>③</sup>	\$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**

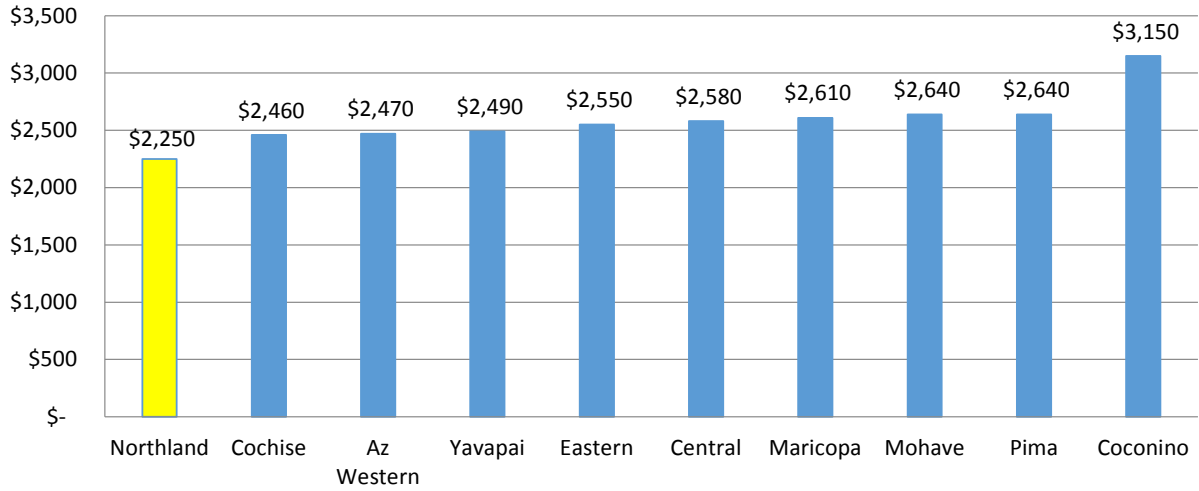
(Note - Fees include mandatory technology, registration and activity fees - it does not include class fees)

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 <sup>7</sup>	\$ 86.0	\$ -	\$ 1,305	\$ 2,610	\$ 30 <sup>7</sup>	\$ 86.0	\$ -	0.00%
Mohave	\$ 1,320	\$ 2,640	\$ 210 <sup>8</sup>	\$ 81.0	\$ -	\$ 1,320	\$ 2,640	\$ 210 <sup>8</sup>	\$ 81.0	\$ -	0.00%
Northland	\$ 1,125	\$ 2,250	\$ 90 <sup>12</sup>	\$ 72.0	\$ 2.00	\$ 1,155	\$ 2,310	\$ 90 <sup>12</sup>	\$ 74.0	\$ 2.00	2.78%
Pima	\$ 1,320	\$ 2,640	\$ 195 <sup>9</sup>	\$ 81.5	\$ 3.00	\$ 1,335	\$ 2,670	\$ 195 <sup>9</sup>	\$ 82.5	\$ 1.00	1.23%
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 <sup>13</sup>	\$ 82.0	\$ 2.00	\$ 1,265	\$ 2,530	\$ 10 <sup>13</sup>	\$ 84.0	\$ 2.00	2.44%
<b>Average</b>	<b>\$ 1,292</b>	<b>\$ 2,584</b>	<b>\$ 54</b>	<b>\$ 84</b>	<b>\$2.40</b>	<b>\$ 1,321</b>	<b>\$ 2,641</b>	<b>\$ 54</b>	<b>\$ 86</b>	<b>\$1.90</b>	<b>2.25%</b>
Increase	2.97%	2.97%	-5.59%	2.93%		2.21%	2.21%	0.00%	2.25%		

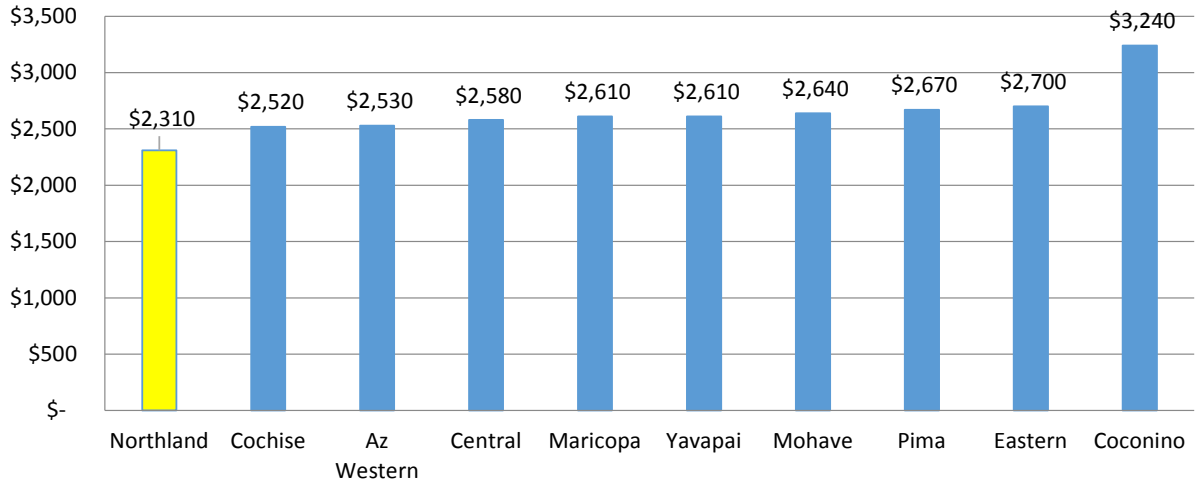
**Notes :**

- (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



## 2018-19 Introductory Budget Analysis

### Summary:

#### General Fund Revenue Trend

At this time, overall revenues are expected to increase over \$700,000 compared to the current fiscal year budget, assuming the maximum property tax is levied. Estimates for state funding included in this analysis are taken from the Governor’s proposed budget. The state budget has not been approved yet, any deviations from the Governor’s budget is not expected to be significant.

	<b>FY1819</b>	<b>FY1718</b>	<b>Change</b>	<b>% Change</b>
State Aid	\$ 1,572,700	\$ 1,649,000	\$ (76,300)	-4.6%
Equalization	6,910,800	6,672,100	238,700	3.6%
Tuition	4,860,000	4,800,000	60,000	1.3%
Property Taxes	15,356,069	14,834,954	521,115	3.5%
Grants/Contracts	1,500,000	1,500,000	-	-
Other	340,000	340,000	-	-
	<u>\$ 30,539,569</u>	<u>\$ 29,796,054</u>	\$ 743,515	2.5%

**State funding** is expected to increase approximately \$163,000 related primarily to equalization with an increase of \$239,000 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 rate, which is 2% higher than current year tax levy plus adjustments for new construction. Property tax levied at the maximum requires a truth-in-taxation (TNT) hearing. The Cholla Power Plant is

included in the centrally value properties and is still expected to significantly impact future property tax revenues.

The maximum levy will increase the current tax rate of \$1.8067/\$100 NAV to a rate of \$1.8527 and results in increased revenues of approximately \$521,000. The TNT levy, the amount that could be levied without a hearing, would be \$1.8164/\$100 NAV compared to the current rate of \$1.8067/\$100 NAV.

	<b>FY1819</b>	<b>FY1718</b>	<b>Change</b>	<b>% Change</b>
Tax rate - max	\$ 1.8527	\$ 1.8067	\$ 0.0460	2.5%
Tax revenues	\$ 15,356,069	\$ 14,834,954	\$ 521,115	3.5%
Tax rate - TNT	\$ 1.8164	\$ 1.8067	\$ 0.0097	0.5%
Tax revenues	\$ 15,055,197	\$ 14,834,954	\$ 220,243	1.5%

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

NPC Administrators, faculty and staff (team) collaboratively developed the 3.5% salary and wage recommendation. The impact to base salary & wages is \$490,000 with estimated taxes of \$93,100, for a total of \$583,100. The recommendation and the employee related expenses are further addressed in the salary and wage documents.

Expenditures related to technology, implementing phase II of improving and adopting a standard system for long distance learning will impact the current and future years. The estimated increase for the upcoming year is estimated at \$300,000.

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
<del>6. ERC receives wage/salary recommendations</del>	<del>FA-CASO</del>	<del>19 December</del>
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. Financial Services receives budget requests	Department Managers	✓5 February
13. Review of operational & capital plans/budget requests	Executive Team	✓12 February
14. Receive introductory budget analysis	DGB	✓20 February
15. Receive tuition and fee schedules	DGB	✓20 February
16. President receives wage & salary recommendation	SPASC	✓ <b>*2 March</b>
17. Budget hearings	SPASC	✓8 March
18. Receive preliminary budget analysis	DGB	✓20 March
19. Receive operational plans	DGB	✓20 March
20. Receive wage and salary recommendation	DGB	✓ <b>*20 March</b>
21. Approve tuition and fee schedules	DGB	✓20 March
22. Approve salary schedules	DGB	<b>*17 April</b>
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"> <li>• Budget will be prepared by the CBO and staff</li> </ul>
Salaries/Wages & Benefits	<ul style="list-style-type: none"> <li>• Budget will be prepared by the CBO and staff <b>except</b> for the following wages that budget managers will <b><u>include in their budget requests:</u></b> <ul style="list-style-type: none"> <li>○ Adjunct faculty</li> <li>○ Faculty overload</li> <li>○ Temporary employee</li> <li>○ Lab aid</li> <li>○ Substitute faculty</li> </ul> </li> </ul>
Operating Expenditures	<ul style="list-style-type: none"> <li>• Expected to remain level.</li> <li>• Budget requests should reflect only those items identified in division or departmental operational plans.</li> <li>• Any new programs/services must demonstrate linkage to the adopted strategic plan.</li> </ul>
Capital Expenditures	<ul style="list-style-type: none"> <li>• All requests for funding will be linked to revenues from the operational budget, grant funds, or reserved funds.</li> <li>• Minimal state funding for STEM is expected to continue.</li> </ul>

# 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
<b>Agency Total</b>	<b>54,312.7</b>	<b>55,086.5</b>	<b>1,069.6</b>	<b>56,156.1</b>

## 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
<b>Issue Total</b>	<b>1,173.2</b>

### 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)
<b>Issue Total</b>	<b>(102.5)</b>

### STEM Formula Funding

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

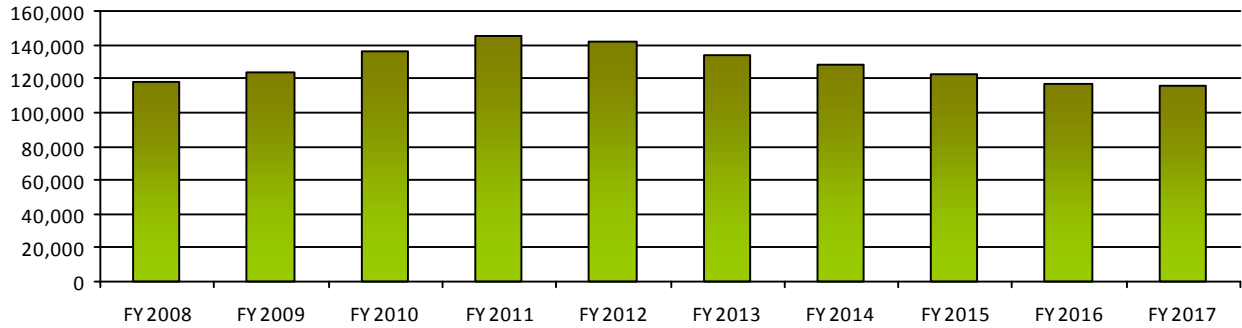
The Science, Technology, Engineering, and Mathematics (STEM) and Workforce Program State Aid formula established in A.R.S. § 15-1464 is based on the change in each community college district's enrollment from the previous year. In FY 2017, full-time equivalent student enrollment declined by (543) students,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

Funding	FY 2019
General Fund	(1.1)
<b>Issue Total</b>	<b>(1.1)</b>

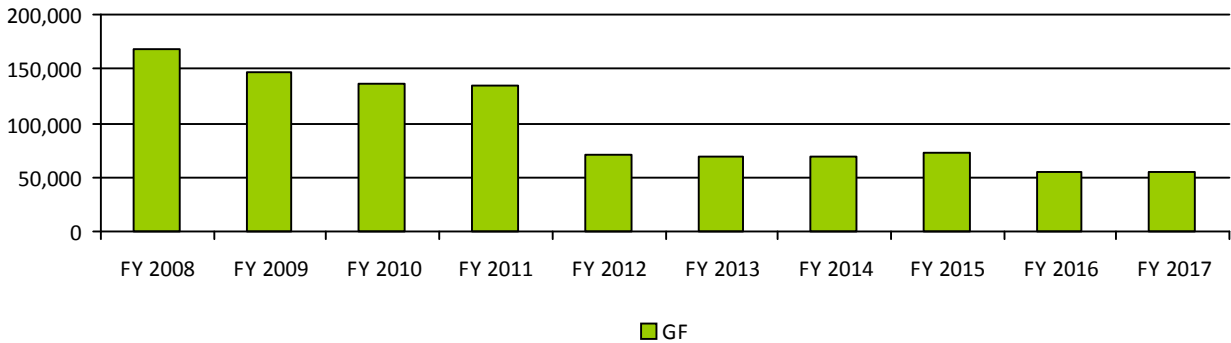


Adjustments for risk management charges and retirement contributions for this agency are not incorporated into the totals shown here. They are listed separated with adjustments for all state agencies immediately following the Capital Projects section. Funding for these adjustments is included as part 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
<b>Agency Total - Appropriated Funds</b>	<b>54,312.7</b>	<b>55,086.5</b>	<b>1,069.6</b>	<b>56,156.1</b>

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)
<b>Agency Total - Appropriated Funds</b>	<b>54,312.7</b>	<b>55,086.5</b>	<b>1,069.6</b>	<b>56,156.1</b>

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
<b>Agency Total - Appropriated Funds</b>	<b>54,312.7</b>	<b>55,086.5</b>	<b>1,069.6</b>	<b>56,156.1</b>

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
<b>Agency Total - Appropriated Funds</b>	<b>54,312.7</b>	<b>54,836.5</b>	<b>1,069.6</b>	<b>55,906.1</b>

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
<b>SPECIAL LINE ITEMS</b>			
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
<b>AGENCY TOTAL</b>	<b>54,312,700</b>	<b>55,086,500</b>	<b>56,899,900</b>

### FUND SOURCES

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

**AGENCY DESCRIPTION** — The Arizona community college system is comprised of 10 college districts and 2 provisional districts. Arizona's community colleges provide programs and training in the arts, sciences and humanities, and vocational education leading to an 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>
<b>Total</b>	<b>29,224</b>	<b>29,097</b>	<b>(0.4)%</b>

**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>
<b>Total</b>	<b>\$26,910,900</b>	<b>\$1,762,200</b>	<b>\$28,673,100</b>

*Background* – The Equalization Aid line items provide additional state aid to community college districts with property tax bases that are less than the minimum assessed value specified in A.R.S. § 15-1402. Under the Equalization Aid formula, the minimum assessed valuation is revised by the average change in actual assessed valuation for the most recent year for all rural districts with populations of less than 500,000 persons. 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>
<b>Total</b>	<b>\$10,953,050,400</b>	<b>\$11,375,851,800</b>	<b>3.9%</b>
<b>Minimum AV</b>	<b>\$1,290,079,600</b>	<b>\$1,339,876,700</b>	<b>3.9%</b>

\* 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 <sup>1/</sup>	FY 2018 Total <sup>2/</sup>	FY 2017 Total <sup>3/</sup>	% 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 <sup>4/</sup>	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 <sup>4/</sup>	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)%
<b>Total</b>	<b>\$48,341,000</b>	<b>\$378,616,300</b>	<b>\$874,669,100</b>	<b>\$384,442,200</b>	<b>\$61,082,700</b>	<b>\$1,747,151,300</b>	<b>\$1,653,146,100</b>	<b>5.7%</b>

<sup>1/</sup> Includes auxiliary programs, interest income, workforce development funds, and transfers.

<sup>2/</sup> 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.

<sup>3/</sup> Total revenues do not include bond proceeds or district fund balances. Including these amounts total revenues are \$1,729,783,600 for FY 2017.

<sup>4/</sup> Gila Provisional Community College contracts with Graham County's Eastern Arizona College in order to provide degree programs. Therefore, Gila's tuition and fee revenues are collected by Graham according to their contract agreement. Santa Cruz Provisional Community College contracts with 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 <sup>1/</sup>	% 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%
<b>Weighted Average</b>	<b>\$85</b>	<b>\$2,547</b>	<b>0.1%</b>

<sup>1/</sup> 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%
<b>Subtotal</b>	<b>\$1,615,236,100</b>	<b>75%</b>
Auxiliary Enterprises Fund	\$ 163,549,200	8%
Plant Fund	180,772,300	8%
Debt Service	191,025,500	9%
<b>Total</b>	<b>\$2,150,583,100</b>	<b>100%</b>



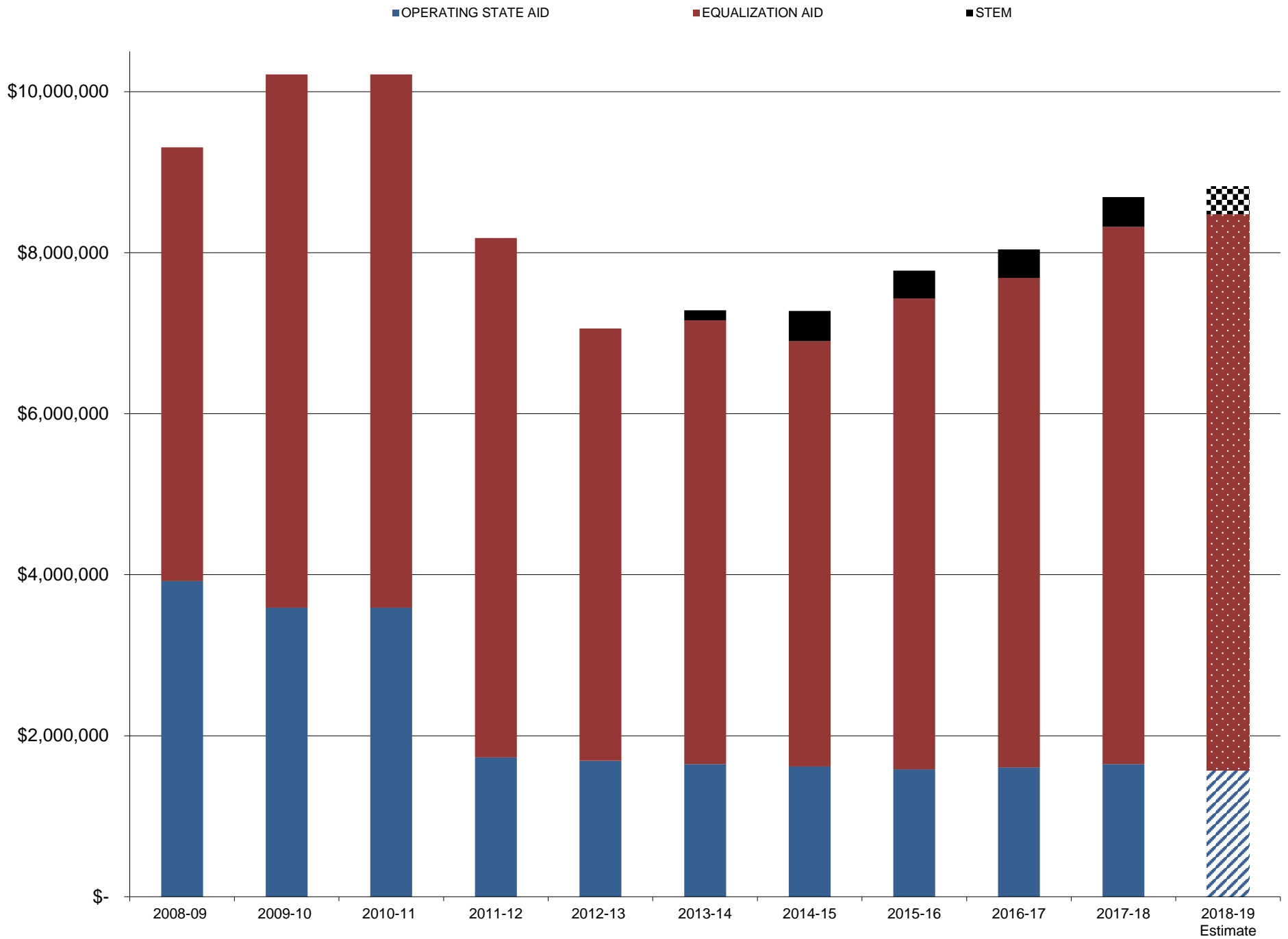
**Community College Tuition Financing Districts**

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

# NPC State Aid Revenues



## 2018 LEVY LIMIT WORKSHEET

Date: 2/9/2018

<b>NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE</b>
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<b>MAXIMUM LEVY</b>	<b>2017</b>
A.1. Maximum Allowable Primary Tax Levy	\$14,834,954
A.2. A.1 multiplied by 1.02	\$15,131,653

<b>CURRENT YEAR NET ASSESSED VALUE SUBJECT TO TAXATION IN PRIOR YEAR</b>	<b>2018</b>
B.1. Centrally Assessed	\$203,822,803
B.2. Locally Assessed Real Property	\$599,192,015
B.3. Locally Assessed Personal Property	\$13,705,100
B.4. Total Assessed Value (B.1 through B.3)	\$816,719,918
B.5. B.4. divided by 100	\$8,167,199

<b>CURRENT YEAR NET ASSESSED VALUES</b>	<b>2018</b>
C.1. Centrally Assessed	\$209,252,253
C.2. Locally Assessed Real Property	\$605,890,780
C.3. Locally Assessed Personal Property	\$13,705,100
C.4. Total Assessed Value (C.1 through C.3)	<b>\$828,848,133</b>
C.5. C.4. divided by 100	\$8,288,481

<b>LEVY LIMIT CALCULATION</b>	<b>2018</b>
D.1. LINE A.2	\$15,131,653
D.2. LINE B.5	\$8,167,199
<b>D.3. D.1/D.2 (MAXIMUM ALLOWABLE TAX RATE)</b>	<b>1.8527</b>
D.4. LINE C.5	\$8,288,481
<b>D.5. D.3 multiplied by D.4 = MAXIMUM ALLOWABLE LEVY LIMIT</b>	<b>\$15,356,069</b>
D.6. Excess Collections/Excess Levy	
D.7. Amount in Excess of Expenditure Limit	
<b>D.8. ALLOWABLE LEVY LIMIT (D.5 - D.6 - D.7)</b>	<b>\$15,356,069</b>

<i>2018 New Construction</i>	\$12,128,215
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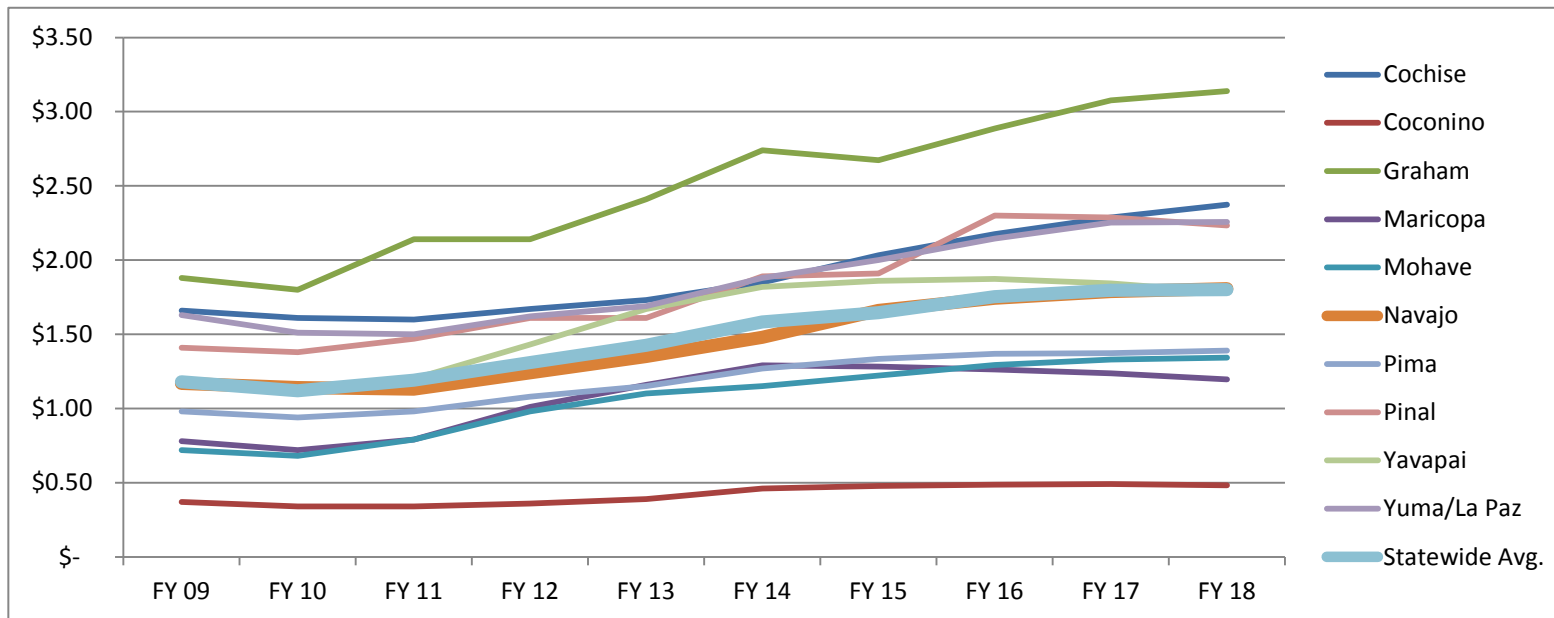
# Truth in Taxation Analysis

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

<b>Actual current primary property tax levy:</b> <i>(line F.1. actual levy from prior year's final levy limit worksheet) or from A.1. current levy worksheet</i>	<b>\$ 14,834,954</b>
<b>Net assessed valuation:</b> <i>(line C.4. from current year's worksheet)</i>	<b>\$ 828,848,133</b>
<b>Value of new construction:</b>	<b>\$ 12,128,215</b>
<b>Net assessed value minus new construction:</b> <i>(line B.4. from current year's levy limit worksheet)</i>	<b>\$ 816,719,918</b>
<b>MAXIMUM TAX RATE THAT CAN BE IMPOSED WITHOUT A TRUTH IN TAXATION HEARING:</b>	<b>\$ 1.8164</b>
<b>Growth in property tax levy capacity associated with new construction:</b>	<b>\$ 220,297</b>
<b>MAXIMUM PRIMARY PROPERTY TAX LEVY WITHOUT A TRUTH IN TAXATION HEARING:</b>	<b>\$ 15,055,197</b>
<b>Proposed primary property tax levy:</b>	<b>\$ 15,356,069</b>
<b>Proposed increase in primary property tax levy, exclusive of new construction</b>	<b>\$ 300,872</b>
<b>Proposed percentage increase in primary property tax levy:</b>	<b>2.0%</b>
<b>Proposed primary property tax rate:</b>	<b>\$ 1.8527</b>
<b>Proposed increase in primary property tax rate:</b>	<b>\$ 0.0363</b>
<b>Proposed primary property tax levy on a home valued at \$100,000</b>	<b>\$ 185.27</b>
<b>Primary property tax levy on a home valued at \$100,000 if the tax rate was not raised:</b>	<b>\$ 181.64</b>
<b>Proposed primary property tax levy increase on a home valued at \$100,000:</b>	<b>\$ 3.63</b>

Community College Primary Property Tax Rates

CC District	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY19 Proposal
Cochise	\$ 1.66	\$ 1.61	\$ 1.60	\$ 1.67	\$ 1.73	\$ 1.85	\$ 2.03	\$ 2.18	\$ 2.29	\$ 2.37	Max levy
Coconino	\$ 0.37	\$ 0.34	\$ 0.34	\$ 0.36	\$ 0.39	\$ 0.46	\$ 0.48	\$ 0.49	\$ 0.49	\$ 0.48	Max levy
Graham	\$ 1.88	\$ 1.80	\$ 2.14	\$ 2.14	\$ 2.41	\$ 2.74	\$ 2.67	\$ 2.89	\$ 3.08	\$ 3.14	TBD
Maricopa	\$ 0.78	\$ 0.72	\$ 0.79	\$ 1.01	\$ 1.16	\$ 1.29	\$ 1.28	\$ 1.26	\$ 1.24	\$ 1.20	TBD
Mohave	\$ 0.72	\$ 0.68	\$ 0.79	\$ 0.98	\$ 1.10	\$ 1.15	\$ 1.22	\$ 1.29	\$ 1.33	\$ 1.34	Max levy
Navajo	\$ 1.17	\$ 1.14	\$ 1.13	\$ 1.24	\$ 1.35	\$ 1.48	\$ 1.66	\$ 1.74	\$ 1.79	\$ 1.81	Max levy
Pima	\$ 0.98	\$ 0.94	\$ 0.98	\$ 1.08	\$ 1.15	\$ 1.27	\$ 1.33	\$ 1.37	\$ 1.37	\$ 1.39	2%
Pinal	\$ 1.41	\$ 1.38	\$ 1.47	\$ 1.61	\$ 1.61	\$ 1.89	\$ 1.91	\$ 2.30	\$ 2.29	\$ 2.23	Max levy
Yavapai	\$ 1.19	\$ 1.12	\$ 1.20	\$ 1.43	\$ 1.67	\$ 1.82	\$ 1.86	\$ 1.87	\$ 1.84	\$ 1.78	2%
Yuma/La Paz	\$ 1.63	\$ 1.51	\$ 1.50	\$ 1.62	\$ 1.69	\$ 1.88	\$ 2.00	\$ 2.14	\$ 2.25	\$ 2.26	0
<b>Statewide Avg.</b>	<b>\$ 1.18</b>	<b>\$ 1.12</b>	<b>\$ 1.19</b>	<b>\$ 1.31</b>	<b>\$ 1.43</b>	<b>\$ 1.58</b>	<b>\$ 1.65</b>	<b>\$ 1.75</b>	<b>\$ 1.80</b>	<b>\$ 1.80</b>	



## Request to Approve 4-Year Contract with Hobsons

**Recommendation:**

Staff recommends the Board approve a renewed contract for services with Hobsons for use of its early alert product, Starfish Core, for a total cost of \$146,000.00 over a four-year period.

**Summary:**

Hobsons Starfish Core is a software product that allows faculty and staff to connect students to academic advisors, tutoring, and other NPC support services when potential problems with student progress are apparent. Hobsons Starfish is central to NPC's Quality Initiative project for reaccreditation with the Higher Learning Commission. This "early alert" product, Starfish Core, supports strategic priority I, Removing Barriers to Student Completion, and is a budgeted purchase.



# Sales Order Form

50 E Business Way  
Suite 300  
Cincinnati, OH 45241  
[www.hobsons.com](http://www.hobsons.com)

**Sold To:** Northland Pioneer College  
**Name:** Josh Rogers  
**Address:** 2251 E. Navajo Blvd., Holbrook, AZ 86025-0610  
**Email:** joshua.rogers@npc.edu  
**Phone:**

**Hobsons Contact:**  
**Name:** Jean Russell  
**Email:** jean.russell@hobsons.com  
**Phone:** (703) 678-4327

**Order Date:** February 21, 2018

**Valid Until:** 4/30/2018  
**Quote Number:** Q162802  
**Contract Start Date:** 10/30/2018  
**Contract End Date:** 10/29/2022  
**Contract Term (in months):** 48  
**Currency:** USD

**Purchase Order:**  
**Payment Term:** Net 30

Product	Start Date	Description
Hobsons Summer Institute Registration (Starfish) 2018	7/1/2018	Registration to the Hobsons Summer Institute
Starfish Enterprise Success Platform - Level I	10/30/2018	Includes Starfish Core and Professional Services.
Starfish Enterprise Success Platform - Level I	10/30/2019	Includes Starfish Core and Professional Services.
Starfish Enterprise Success Platform - Level I	10/30/2020	Includes Starfish Core and Professional Services.
Starfish Enterprise Success Platform - Level I	10/30/2021	Includes Starfish Core and Professional Services.

<b>Total Price:</b>	<b>146,000.00</b>
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Professional Services	Up to Quantity	Unit	Start Date	Term (In Months)
Project Consulting	25	Hours	10/30/2018	12
Project Consulting	25	Hours	10/30/2019	12
Project Consulting	25	Hours	10/30/2020	12
Project Consulting	25	Hours	10/30/2021	12

Product or Service	Quantity	Unit	Start Date	Term (In Months)
Starfish Core	3,044	Users	10/30/2018	12
Starfish Core	3,044	Users	10/30/2019	12
Starfish Core	3,044	Users	10/30/2020	12
Starfish Core	3,044	Users	10/30/2021	12
Hobsons Summer Institute - Early Bird	1	Attendee	7/1/2018	1

**Comments:**

**Terms and Conditions**

This Hobsons Order Form and the Services included are subject to all terms of the Master Services Agreement dated October 30, 2015 between Customer and Hobsons. Customer shall be responsible for collection of payments owed by others as a consequence of the use of Services. Sales tax applies unless a tax-exempt form is provided. Any Professional Services (consulting services and/or training services) purchased under this Order Form are valid for twelve (12) months from date of Order Form execution. If the Order Form term is longer than twelve (12) months and Professional Services are purchased for the additional term years, Professional Services must be used within the term defined. Pre-paid travel must be used within twelve (12) months of the date of purchase, or within the term defined. Customer acknowledges and agrees that it is responsible for paying the travel expenses associated with providing onsite Services. Unless payment terms/dates are specifically detailed, Hobsons will issue invoices once per year for services to be delivered in the following year, with the first invoice taking place upon execution of the Order Form and then annually thereafter throughout the term of the Agreement.

By signing below, you agree to be bound by such terms and that such terms are made a part of this contract.

Customer Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Hobsons Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hobsons Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Customer shall be invoiced upon execution of the Order Form and payment is due 30 days from the date of the invoice, unless otherwise agreed upon by the parties. By signing this Order Form, you are stating that you are authorized by your institution to make this purchase.

**HOBSONS, INC.**

**CUSTOMER**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



Date: \_\_\_\_\_

Address: 50 E-Business Way, Ste. 300

Cincinnati, OH 45241 USA

Date: \_\_\_\_\_

Address: \_\_\_\_\_