

# 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 **April 17, 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 16<sup>th</sup> day of April 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, Tiptoni Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

**Date:** April 17, 2018

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

Item	Description	Resource
1.	<b>Call to Order and Pledge of Allegiance</b> .....	Chair Lucero
2.	<b>Adoption of the Agenda</b> .....(Action)	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> .....	Written Report
	F. <b>NPC Student Government Association</b> .....	No Report
5.	<b>Consent Agenda</b> .....(Action)	Chair Lucero
	A. <b>March 20, 2018 Regular Board Minutes</b>	
	B. <b>Policies 1923, 1926, 1933, 1940</b>	
	C. <b>Curriculum Modification:</b>	
	1. Program Modifications in COS AAS, CAS, 4 CPs	
	2. Program Modifications in HUS AAS, CAS, CP	
	3. Program Modifications in EDU CP	
	4. Program Deletion in IMO AAS, CAS, 7 CPs	
	5. Program Deletion in MET AAS, CAS, CP 3 specializations	
	6. New Program in EIT AAS, CAS, 8 CPs	
6.	<b>Old Business:</b>	
	None.	
7.	<b>New Business:</b>	
	A. <b>Request to Approve Faculty Emeritus Status for Tracy Chase</b> ...(Action)	Jennifer Bishop
	B. <b>Presentation of Meritorious Service and Emeritus Awards</b> .....	Various
	Tracy Chase	
	Randy Porch	
	Vicki Bessinger	
	Jeanne Swarthout	
	C. <b>Criterion 3 Report</b> .....	Jennifer Bishop
	D. <b>Request to approve partnership with NAU Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP)</b> .....	Associate Dean Campbell
	E. <b>2018-19 Budget Analysis</b> .....	CBO Ellison
	F. <b>First Read - 2018-2019 Primary Property Tax</b> .....	CBO Ellison
	G. <b>Request to Approve 2018-2019 Wage and Salary Schedule</b> .....(Action)	CBO Ellison
	H. <b>Request to Approve 2018-2019 Preliminary Budget</b> .....(Action)	CBO Ellison
	I. <b>Request to Approve 2019-2021 Preliminary Capital Budget</b> ....(Action)	CBO Ellison
	J. <b>Enrollment Report</b> .....	Vice President Vest
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>May 15, 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**

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position  
 July 1, 2017 to February 28, 2018

Budget Period Expired 67%

**Tax Supported Funds**

	General Unrestricted			
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Primary Tax Levy	14,834,954	269,691	9,912,232	67%
State Aid:				
Maintenance and Operations	1,649,000	-	1,236,750	75%
Equalization	6,672,100	-	5,004,075	75%
Tuition and Fees	4,800,000	401,874	3,586,853	75%
Investment earnings	140,000	36,100	337,708	241%
Grants and Contracts	1,500,000	41,027	448,970	30%
Other Miscellaneous	200,000	20,543	163,722	82%
Fund Balance	400,000			
Transfers	(2,900,000)	(338,483)	(2,603,788)	90%
<b>TOTAL REVENUES</b>	<b>\$ 27,296,054</b>	<b>\$ 430,752</b>	<b>\$ 18,086,522</b>	<b>66%</b>
<b>EXPENDITURES</b>				
Salaries and Wages	17,964,196	1,484,630	10,506,675	58%
Operating Expenditures	9,331,858	746,365	4,578,392	49%
Capital Expenditures				-
<b>TOTAL EXPENDITURES</b>	<b>\$ 27,296,054</b>	<b>\$ 2,230,995</b>	<b>\$ 15,085,067</b>	<b>55%</b>

	Unrestricted Plant			
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
State Aid:				
Capital/STEM	369,100	-	276,825	75%
Other Miscellaneous				
Fund Balance	3,000,000		-	0%
Transfers	2,000,000	338,483	1,944,600	97%
<b>TOTAL REVENUES</b>	<b>\$ 5,369,100</b>	<b>\$ 338,483</b>	<b>\$ 2,221,425</b>	<b>41%</b>
<b>EXPENDITURES</b>				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	5,369,100	347,237	2,221,425	41%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,369,100</b>	<b>\$ 347,237</b>	<b>\$ 2,221,425</b>	<b>41%</b>

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
 Statement of Financial Position  
 July 1, 2017 to February 28, 2018

Budget Period Expired 67%

**Restricted and Auxiliary Funds**

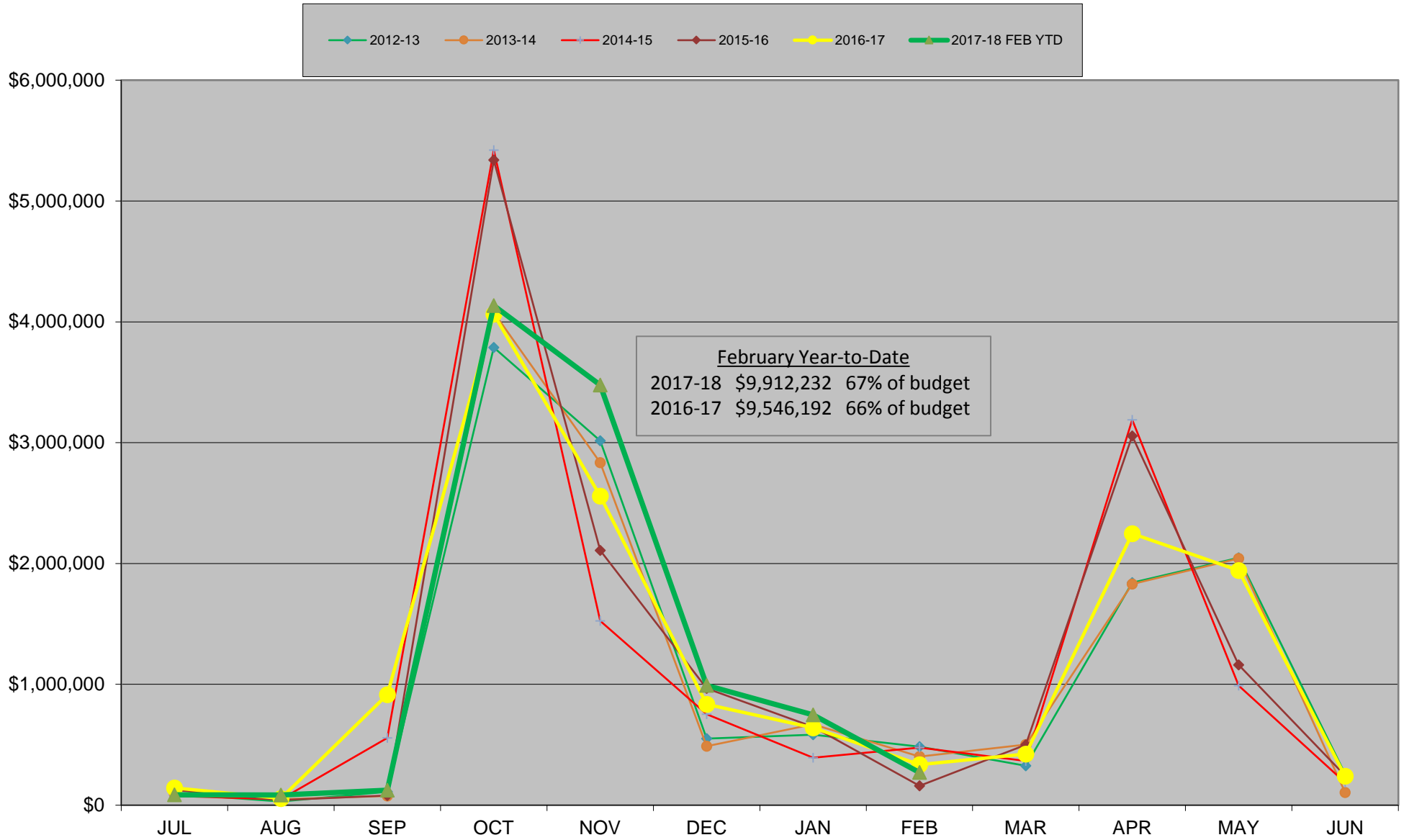
	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Grants and Contracts	6,000,000	397,969	3,039,398	51%
Fund Balance	-			
Transfers	600,000		600,000	100%
<b>TOTAL REVENUES</b>	<b>\$ 6,600,000</b>	<b>\$ 397,969</b>	<b>\$ 3,639,398</b>	<b>55%</b>
<b>EXPENDITURES</b>				
Salaries and Wages	917,965	100,622	713,280	78%
Operating Expenditures	5,682,035	224,225	2,578,373	45%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,600,000</b>	<b>\$ 324,847</b>	<b>\$ 3,291,653</b>	<b>50%</b>

	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Sales and Services	350,000	2,476	217,811	62%
Fund Balance	-			
Transfers	300,000	-	59,188	20%
<b>TOTAL REVENUES</b>	<b>\$ 650,000</b>	<b>\$ 2,476</b>	<b>\$ 276,999</b>	<b>43%</b>
<b>EXPENDITURES</b>				
Salaries and Wages	297,580	28,426	198,559	67%
Operating Expenditures	352,420	3,358	59,432	17%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 650,000</b>	<b>\$ 31,784</b>	<b>\$ 257,991</b>	<b>40%</b>

**Cash Flows**

Cash flows from all activities (YTD) . . . . .	\$24,224,344
Cash used for all activities (YTD) . . . . .	<b>\$20,856,136</b>
Net Cash for all activities (YTD) . . . . .	\$3,368,208

### 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. Instructional Support Specialist – Closes April 30, 2018**
- 4. Faculty in Computer Information Systems – Closes April 30, 2018**
- 5. Records and Registration Clerk – Veterans Certifying Official – Closes April 20,2018**
- 6. Faculty in Biology – Closes April 23, 2018. 5 applicants.**

## **CLOSED: IN REVIEW**

- 1. Faculty in Mathematics-SCC-Closed January 31, 2018. 20 applicants.**
- 2. Director of Public Safety Education – Closed March 1, 2018. 10 applicants.**
- 3. Faculty in Business-SCC- Closed March 1, 2018. 21 applicants.**
- 4. Student Accounts Manager – Closed March 31, 2018. 12 applicants.**
- 5. Bookstore Specialist – Closed March 31, 2018. 4 applicants.**
- 6. Faculty in Geology – Closed March 19, 2018. 31 applicants.**
- 7. Procurement Manager – Closed March 31, 2018. 5 applicants.**

## **FILLED**

- 8. Records and Registration Grade Entry Clerk – Alaya Darling started April 3, 2018.**
- 9. Administrative Systems Analyst – Eric Madrid started March 21, 2018.**
- 10. Faculty in English-WMC – Melody Niesen will start July 30, 2018. Melody received her Bachelor's and Master's degrees from the University of Idaho.**
- 11. Faculty in English-LCC- Elizabeth Oliphant received her Bachelor's degree from the University of Mississippi. She received her Master's and Ph.D. degrees from the University of Pittsburgh.**
- 12. Manager of Technical Services – Curtis Stevens started April 2, 2018. Curtis was previously an Audio/Video Support Technician with Northland Pioneer College.**
- 13. Coordinator of Administrative Systems and Projects – Jason LaBute started March 21, 2018. Jason received his Bachelor's degree from Sam Houston State University and his Master's degree from Wayland Baptist University.**

CASO Report April 2018

CASO didn't meet in March because of Spring Break.

When we meet in April, we will begin preliminary planning for the annual Silent Auction which is held in conjunction with August convocation.

The Silent Auction is CASO's primary fundraiser of the year and we are always amazed and humbled by the support we receive from NPC employees.

Chair persons for the 2018 Silent Auction are Gigi Nielson, Rebecca Hunt, and Donna Krieser.

Ina Sommers  
CASO President



# Navajo County Community College District Governing Board Meeting Minutes

March 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. Daniel Peaches.

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

**Governing Board Member Absent:**

**Staff Present:** President Jeanne Swarhout; 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; Pat Lopez; Danneel Elkins; Colleen Readell; Ryan Rademacher; Wei Ma; Mike Solomonson; Hallie Lucas; Randy Hoskins; Josh Rogers; Curtis Stevens; Betsy Wilson; Eric Henderson; Eric Bishop; Eleanore Hempsey; Ann Hess; Ryan Jones; Peggy Belknap; Pam Dominguez; Jennifer Bishop; Bobbi Sample; Olivia Jaquez; Diana Hutchinson; Kevin Jones; Brian Burson; Victor Love; Michael Chance; Amber Hill; Chris Roediger; Jeremy Raisor; Gail Campbell; Terrie Shevat; Ina Sommers; Allison Landy; Trudy Balcom; Donna Ashcraft; Jalyn Gerlich; Renell Heister; Candy London; Karen Hall; Mike Colwell; Betsy Peck; 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, moving Agenda Item 6 up to below Item 3. Mr. Joe seconded the motion. **The vote was unanimous in the affirmative.***

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

None.

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

### **6.A. Presidential Search:**

COO Foutz thanked everyone who had participated in the Presidential Search process.

Chair Lucero added the Board's thanks for all the input on they had received on the candidates for President and announced that Mr. Mark Vest will become the next President of Northland Pioneer College.

Mr. Vest stated that Dr. Swarthout has had a huge impact on the college and he hoped to continue moving the college forward, with everyone's help. He thanked the Board, and everyone who had shown support during the process.

#### **Agenda Item 4: Reports**

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

CBO Ellison addressed the Board and reviewed the Financial Position Report noting that the college was where it expected to be.

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

Director Wilson addressed the Board and provided an update on recent Friends and Family activities highlighting the continued support from Summit Healthcare, who have again provided a \$5000.00 donation which will be used for five \$1000.00 Nursing scholarships. JC Penny has offered provide five \$100 gift cards for students who are unable to purchase interview clothing. Director Wilson reminded everyone that Arizona Gives is on Tuesday, April 3<sup>rd</sup> and hoped to bring good news to the April Board meeting from the event.

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

Pat Lopez addressed the Board and noted that a number of faculty were present today, to learn the conclusion of the Presidential Search, but also to show support for the Wage and Salary recommendation later in the agenda. As College Council has disbanded the process was different this year with Faculty, CASO, and Executive staff meeting several times to come to an agreement on a single recommendation. Pat Lopez noted the research that Faculty and Staff had completed and the assumptions behind the recommendation, noting that a max Property Tax rise would be needed to help sustain salaries.

Mr. Matteson commented that he was, personally, very concerned about getting the right staff to come to the college and asked if the college is competitive in the market. Pat Lopez responded that Faculty had initially recommended a 5% raise which would, in their research, have placed them third from the bottom of Arizona Community colleges.

Mr. Lucero asked how and with whom Faculty had made comparisons. Pat Lopez explained the process they had used. Mr. Lucero asked if the recommendation was for all employees. Pat Lopez responded that it was.

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

Written Report.

Mr. Leslie asked what the process and timeline was for positions in the Closed and in Review category. Director of Human Resources Christine Roediger explained the process. Mr. Matteson noted the Faculty in Computer Information Systems had been closed since October of last year and asked if the college was having difficulty filling it. Department Chair Bishop responded that the pool of candidates was weak and he attributes this to the starting salary we offer as compared to the money that can be made in the private sector.

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

No Report.

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

No Report.

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

- A. **February 20, 2018 Regular Board Minutes**
- B. **March 7 and 9, 2018 Special Meeting Minutes**
- C. **March 7 and 9, 2018 Executive Session Minutes**
- D. **Policies 1000 through 1297**
- E. **Curriculum Modification:**
  - 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

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

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

##### **7.A. Invitation to Commencement**

Colleen Readel noted that Commencement would take place on Saturday, May 12th and invited Board members to attend. She asked that Board members respond to Recording Secretary Hempsey, prior to the April meeting, if they planned to attend and if they would be bringing a guest.

##### **7.B. Criterion 2 Report**

President Swarthout addressed the Board and provided a report on Criterion 2 of the Accreditation Argument noting that the college is very strong in this area and has too much supporting evidence at this point.

Mr. Matteson noted that the college was the most transparent entity he had ever worked with.

##### **7.C. Request to Accept the Audited Annual Budget Expenditure Limit Report**

CBO Ellison reviewed the Audited Annual Budget Expenditure Limit Report with the Board noting that this was a yearly item that appears after the Auditor General's office complete their visit.

*Mr. Matteson made a motion to Accept the Audited Annual Budget Expenditure Limit Report as presented. Mr. Peaches seconded. The vote was unanimous in the affirmative.*

##### **7.D. Request to Approve Adjustment to Fiscal Year 2016-17 Adopted Budget**

CBO Ellison reviewed the request to Approve Adjustment to the Fiscal Year 2016-17 Adopted Budget noting that this is a reconciliation of the adopted budget to what was actually spent.

*Mr. Matteson made a motion to Approve Adjustment to the Fiscal Year 2016-17 Adopted Budget as presented, Mr. Peaches seconded. The vote was unanimous in the affirmative.*

**7.E. 2018-19 Salary and Wage Recommendation – First Read**

CBO Ellison reviewed the 2018-19 Salary and Wage Recommendation with the Board noting the effect for each category of employee.

Mr. Lucero asked what the total cost of Wages and Salaries would be for the college, assuming a 3.5% pay increase. CBO Ellison responded that the total cost would be approximately \$14.6 million.

Mr. Lucero asked what funds will need to be utilized to cover the recommendation. CBO Ellison responded that the college would expect to use \$250,000 from fund balance and would also see between \$500,000 and \$1.5 million capacity impact on the Expenditure Limit.

President Swarthout also commented that the exceptional problem facing all AZ Community Colleges was an Expenditure Limit formula based on constant growth.

**7.F. Request to Approve 2018-19 Tuition and Fees**

CBO Ellison reviewed the Request to Approve the 2018-19 Tuition and Fees noting the Board saw the information last month and it was back as an action item this month.

*Mr. Matteson made a motion to Approve the 2018-19 Tuition and Fees as presented, Mr. Peaches seconded. The vote was unanimous in the affirmative.*

**7.G. 2018-19 Introductory Budget Analysis**

CBO Ellison reviewed the Introductory Budget Analysis with the Board noting that the preliminary budget would come back next month for approval.

**7.H. Request to Approve 4-year Contract with Hobsons**

Director Rogers addressed the Board and reviewed the Request to Approve a 4-year contract with Hobsons noting this was a renewal of the Starfish Core product and budgeted item.

*Mr. Matteson made a motion to Approve the 4-year Contract with Hobsons as presented, Mr. Peaches 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 highlighting the upcoming meeting of the Criterion Teams for Accreditation. Vice President Vest also introduced Dr. Wei Ma who has been very successful in heading up the Strategic Priority on Technology Training and support for faculty, and Randy Hoskins who is Co-chair of SPASC.

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

President Swarthout stated that Amanda Hatch, a first team All Arizona Academic Team winner for NPC, was also notified that she has been named a 2018 Coca-Cola Academic Team Silver Scholar at the national level. Dr. Swarthout introduced Mike Colwell, who heads up the college's efforts on recruitment for the All Arizona Academic Team. Dr. Swarthout also highlighted some of the current events at the state legislature.

### **8.C. Agenda Items/Informational Needs for Future Meetings**

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, April 17, 2018.

### **Agenda Item 11: Adjournment**

*The meeting was adjourned at 11:38 a.m. upon a motion by Mr. Matteson, a second by Mr. Peaches, and a unanimous affirmative vote.*

Respectfully submitted,



Paul Hempsey  
Recording Secretary to the Board

### **Policy 1923 Financial Condition**

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

The President will:

1. Avoid expending more than has been received and carried forward in the fiscal year in the General Fund.
2. Avoid expending funds or incurring the District in an amount that reduces the ending General Fund balance to less than thirty percent of General Fund revenues recognized during the fiscal year.
3. Avoid cash management practices that prevent the settlement in a timely manner of payroll and other debts or obligations of the District.
4. Make tax payments or other government-ordered payments or filings on an accurate and timely basis.
5. Inform the Governing Board of contractual breaches, losses or potential losses from grant or contractual arrangements in an amount exceeding \$100,000.
6. Submit a fiscally solvent budget that is in accordance with the College Mission and the Strategic Plan.
7. Submit a balanced budget ensuring that planned expenditures will not exceed the projected revenue for the fiscal year.

(Revised 4/17/18)

### **Policy 1926 Future Capital Reserve**

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

Northland Pioneer College will annually indicate an appropriate and specific dollar amount to be designated as future capital reserves in conjunction with the annual adoption of the capital fund budget. The Future Capital Reserve designation will occur by June 30 of each year. (Revised 4/17/18)

### **Policy 1933 Voucher: Check Approval Authorization**

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

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

(Revised 4/17/18)

## **Policy 1940 Capital Asset Policy**

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

### **Capitalization Thresholds:**

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

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

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

### **Acquisitions:**

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

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

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

### **Inventory and Maintenance:**

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

### **Transfer and Disposition:**

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

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

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

(Revised 4/17/18)



## REQUEST TO APPROVE MODIFICATION OF COSMETOLOGY PROGRAM

### **Recommendation:**

The Instructional Council (IC) recommends approval of the Cosmetology (COS) program modification for Associate of Applied Science (AAS), Certificate of Applied Science (CAS) and four Certificates of Proficiency (CP) - Cosmetology Instructor, Nail Technician, Hairstyling and Cosmetology.

### **Summary:**

COS AAS, CAS, 4 CPs – The changes to the COS program are necessary due to new verbiage in the Arizona State Board of Cosmetology laws and rules, R4-10-101(15)(c) and (d), including the following hour requirements: 1) new hairstyling license 1000 hours; 2) aesthetics 350 hours; 3) student instructor license 350 hours.

# Cosmetology (COS)

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### **Why Study Cosmetology?**

Not many jobs offer you the chance to be creative every day and be paid for your skill and efforts. You generally work in clean, fun surroundings, providing personal care to individuals who appreciate your expertise in making them look their best. Personal care service is a growing field and cosmetology skills are always in demand. If you have an eye for appearance and style, personable communication skills and good hand dexterity, this may be the career field for you.

## Program Overview

The NPC Cosmetology Programs include:

1. Cosmetology Instructor CP
2. Nail Technician CP
3. Hairstyling CP
4. Cosmetology CP, CAS, AAS

Cosmetology 1600 hours, Hairstyling 1000 hours, Nail Technician 600 hours, and Instructors License 350 hours. The primary purpose of these programs is to train the student in the basic manipulative skills, safety judgments, proper work habits, and related theory necessary to obtain a license. These courses will accommodate the new Hairstyling License along with the existing Nail Technician and Instructor License requirements. Students can use these courses to pursue in a linear movement towards a Cosmetology License and an Associate's Degree, if desired.

### Cosmetology Instructor

This is a 650-hour training that will prepare an individual in basic instructional methods and techniques for the effective instructing of students in cosmetology or nail technology related management and skills, preparing lesson plans, theory and demonstration methods and the AZ State Board of Cosmetology Laws and Regulations. Upon successful completion you will be prepared to take the AZ State Board of Cosmetology/Nail Technology Instructors Licensing Practical/Written Examinations. A student must have a current cosmetology license.

This is a 350-hour training that will prepare an individual in basic instructional methods and techniques for the effective instructing in cosmetology, hairstyling and nail technician. Upon completion you will be prepared to take the Arizona State Board of Cosmetology Instructors Licensing practical and written examinations.

### Nail Technician

This is a 600-hour program that will offer training in that will prepare an individual in nail technology, manicuring, pedicuring, nail enhancements, salon management, customer service, proper work habits and related theory necessary to obtain a license in Nail Technician, and AZ State Board of Cosmetology Laws and Regulations. Upon successful completion the individual will be prepared to take the AZ State Board of Cosmetology Nail Technology Licensing Practical/Written Examinations. (Offered Spring Semester.)

Students can use these courses to pursue in a linear movement towards a Cosmetology License and an Associate's Degree, if desired.

### Hairstyling

This is a 1000-hour program that will offer training in shampooing, haircutting, hairstyling, haircolor, chemical texture services, safety judgments, proper work habits, and related theory necessary to obtain a license in Hairstyling. Students can use these courses to pursue in a linear movement towards a Cosmetology License and an Associate's Degree, if desired.

### Cosmetology

This is a 1600-hour program that will prepare individuals in hair cutting/styling; nails; facial/scalp treatments; shampooing; chemical applications; salon management; customer service; and Arizona State Laws and Regulations. Upon successful completion you will be prepared to take the AZ State Board of Cosmetology Licensing Practical and Written Examinations. Additional training is offered that leads to state board certification and licensing.

This is a 1600-hour program that offers training in hair care, skin care, nail care services, and related theory necessary to obtain a license in Cosmetology. By completing these courses an individual can gain a CP, CAS, or AAS in Cosmetology.

**Program Locations**

NPC’s Cosmetology program is offered at three locations — White Mountain Campus in Show Low, Little Colorado Campus in Winslow and the St. Johns Center (NPC/NAVIT by airport).

Prospective students make application to the program, including a pre-admission interview. Admission is made on either a full- or part-time basis. Call the cosmetology department at **(800) 266-7845, ext. 6161** for information on how to apply or see an academic adviser at a campus or center near you.

**Career Opportunities**

Job opportunities for licensed, entry-level cosmetologists are very favorable, says the U.S. Bureau of Labor Statistics (BLS). The BLS cites growing demand for expert personal appearance care and treatments. Competition for positions may be keen at higher-end salons with the edge going to licensed cosmetologists with training and experience in a range of services.

While the median national salary for hair dressers, stylists and cosmetologists in May 2016 was \$23,710, a skilled cosmetologist can build an ever-growing and well-paying client base. Opportunities even exist for you to run your own business!

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition. (SOC 39.5012), 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/cosmetology](http://www.npc.edu/cosmetology).

# Certificate of Proficiency (CP) Options

**~~Cosmetology Instructor (CP) • 16 credits~~**

~~A student must have a current cosmetology license.~~

<del>— COS 209 Science for Cosmetology Instructors.....</del>	<del>1 credit</del>
<del>— COS 210 Management for Cosmetology Instructors.....</del>	<del>3 credits</del>
<del>— COS 211 Instructing in Cosmetology I.....</del>	<del>3 credits</del>
<del>— COS 212 Instructing in Cosmetology II.....</del>	<del>3 credits</del>
<del>— COS 213 Instructing in Cosmetology III.....</del>	<del>3 credits</del>
<del>— COS 214 Instructing in Cosmetology IV.....</del>	<del>3 credits</del>

**Cosmetology Instructor (CP) • 12 credits**

A student must have a current cosmetology license.

COS 243 Laws and Ethics for a Cosmetology Instructor.....	1 credit
COS 244 Safety Concepts for a Cosmetology Instructor.....	2 credits
COS 245 Basic Teaching Skills for a Cosmetology Educator.....	3 credits
COS 246 Beauty and Wellness Disciplines for a Cosmetology Educator.....	3 credits
COS 247 Professional Development for a Cosmetology Educator.....	3 credits

**~~Nail Technician (CP only) • 20 credits~~**

<del>— COS 130 Nail Technology Theory I.....</del>	<del>3 credits</del>
<del>— COS 131 Nail Technology Theory II.....</del>	<del>3 credits</del>

—COS 132 Nail Technology Basic Practicum Practice I.....	2 credits
—COS 133 Nail Technology Basic Practicum Practice II.....	2 credits
—COS 134 Nail Technology Advanced Practicum Practice III.....	2 credits
—COS 135 Nail Technology Advanced Practicum Practice IV.....	2 credits
—COS 136 Nail Technology Advanced Practicum Practice V.....	2 credits
—COS 137 Nail Technology Advanced Practicum Practice VI.....	2 credits
—COS 138 Nail Technology Advanced Practicum Practice VII.....	2 credits

## **Nail Technician (CP) • 22 credits**

COS 107 Business Skills I .....	3 credits
COS 143 Introduction to Basic Skin Care.....	2 credits
COS 144 Introduction to Basic Nail Care .....	2 credits
COS 145 Law and Ethics for a Beauty Professional .....	3 credits
COS 146 Scientific Concepts I.....	3 credits
COS 237 Advanced Nail Care I.....	3 credits
COS 238 Advanced Nail Care II.....	3 credits
COS 239 Advanced Nail Care III.....	3 credits

## **Hairstyling (CP) • 34 credits**

COS 107 Business Skills I .....	3 credits
COS 108 Business Skills II .....	3 credits
COS 142 Introduction to Hair Care.....	6 credits
COS 143 Introduction to Basic Skin Care.....	2 credits
COS 145 Law and Ethics for a Beauty Professional .....	3 credits
COS 146 Scientific Concepts I.....	3 credits
COS 147 Scientific Concepts II.....	3 credits
COS 231 Advanced Hair Care I .....	3 credits
COS 232 Advanced Hair Care II .....	3 credits
COS 233 Advanced Hair Care III .....	3 credits
COS 240 Prepare for Licensure .....	2 credits

## **Cosmetology Certificate & Degree Options**

### **Cosmetology (CP) • 52 credits**

—COS 113 Introduction to Cosmetology.....	10 credits
—COS 114 Theory of Cosmetology II.....	3 credits
—COS 115 Theory of Cosmetology III— General Science of Cosmetology.....	3 credits
—COS 116 Theory of Cosmetology IV— Hair Care.....	2 credits
—COS 117 Theory of Cosmetology V— Skin Care and Nail Care.....	2 credits
—COS 215 Basic Practicum Practice I.....	2 credits
—COS 216 Basic Practicum Practice II.....	2 credits
—COS 217 Basic Practicum Practice III.....	2 credits
—COS 218 Basic Practicum Practice IV.....	2 credits
—COS 219 Basic Practicum Practice V.....	2 credits
—COS 220 Basic Practicum Practice VI.....	2 credits
—COS 221 Advanced Practicum Practice VII.....	2 credits
—COS 222 Advanced Practicum Practice VIII.....	2 credits
—COS 223 Advanced Practicum Practice IX.....	2 credits
—COS 224 Advanced Practicum Practice X.....	2 credits
—COS 225 Advanced Practicum Practice XI.....	2 credits
—COS 226 Advanced Practicum Practice XII.....	2 credits

<del>COS 227 Advanced Practicum Practice XIII</del>	<del>2 credits</del>
<del>COS 228 Advanced Practicum Practice XIV</del>	<del>2 credits</del>
<del>COS 229 Advanced Practicum Practice XV</del>	<del>2 credits</del>
<del>COS 230 Advanced Practicum Practice XVI</del>	<del>2 credits</del>

**Cosmetology (CP) • 54 credits**

COS 107 Business Skills I	3 credits
COS 108 Business Skills II	3 credits
COS 142 Introduction to Hair Care	6 credits
COS 143 Introduction to Basic Skin Care	2 credits
COS 144 Introduction to Basic Nail Care	2 credits
COS 145 Law and Ethics for a Beauty Professional	3 credits
COS 146 Scientific Concepts I	3 credits
COS 147 Scientific Concepts II	3 credits
COS 231 Advanced Hair Care I	3 credits
COS 232 Advanced Hair Care II	3 credits
COS 233 Advanced Hair Care III	3 credits
COS 234 Advanced Skin Care I	3 credits
COS 235 Advanced Skin Care II	3 credits
COS 236 Advanced Skin Care III	3 credits
COS 237 Advanced Nail Care I	3 credits
COS 238 Advanced Nail Care II	3 credits
COS 239 Advanced Nail Care III	3 credits
COS 240 Prepare for Licensure	2 credits

~~**Cosmetology (CAS) • 58 credits**~~

**Cosmetology (CAS) • 60 credits**

<del>Complete the Cosmetology CP</del>	<del>52 credits</del>
Complete the Cosmetology CP	54 credits

PLUS

Communications	3 credits
ENL 101 College Composition I	3 credits
Mathematics	3 credits
Select any course under the <b>Mathematics</b> General Education Course Options (for CAS and AAS Degrees) on page 66	

~~**Cosmetology (AAS) • 68 credits**~~

**Cosmetology (AAS) • 70 credits**

<del>Complete the Cosmetology CAS</del>	<del>58 credits</del>
Complete the Cosmetology CAS	60 credits

PLUS

**General Education Courses**

Communications	3 credits
Select any course under the Communications, General Education Course Options (for AAS Degrees) on page 66.	
Select <u>one</u> of the following:	
ENL 102 College Composition II	3 credits
ENL 109 Technical Writing	3 credits

SPT 120 Public Speaking.....3 credits

**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.)

## REQUEST TO APPROVE MODIFICATION OF HUMAN SERVICES PROGRAM

### **Recommendation:**

The Instructional Council (IC) recommends approval of the Human Services (HUS) program modification for the Associate of Applied Science (AAS), Certificate of Applied Science (CAS) and Certificate of Proficiency (CP) in Residential Child/Youth Care.

### **Summary:**

HUS AAS, CAS, CP in Residential Child/Youth Care – Due to the changes in Early Childhood one course will be eliminated (ECD 251 Child Development II) and two credits added to the electives.

## Human Services (HUS)

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### Residential Child/Youth Care – CP & CAS

#### *Why Become a Residential Child/Youth Assistant?*

Know how to manage time effectively?

Do you have patience, understanding and good communication skills?

Couple these with working with children and young adults in residential group care facilities, such as boarding schools, dormitories, group homes or even private residences and you might find a rewarding career as a Residential Child/Youth Assistant. The Child/Youth Assistant provides assistance in everyday living and guidance in completing tasks.

NPC's Residential Child/Youth Care Assistant program combines courses from several disciplines into an Associate of Applied Science (AAS) degree or Certificate of Applied Science (CAS) and Proficiency (CP).

#### *Career Opportunities*

Nationally employment of residential child/youth assistants is projected to grow 26 percent between 2014 and 2024, well above the average for all occupations. Locally, employment growth tends to be in residential dorms in rural areas, where there are mandated requirements for educational growth for personal care workers.

The median annual salary for residential child/youth assistants ranged from \$20,980 to \$21,640 in May 2016, with higher ranges being in specialized disability or substance abuse facilities.

(SOC 39-9021, 9041) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, May 2016.

## Child/Youth Care (CP) • 19 credits

ECD 100 Providing a Healthy Environment.....	1 credit
ECD 102 Ensuring a Safe Environment .....	1 credit
ECD 108 Observation and Assessment in Early Childhood .....	1 credit
ECD 110 Building Relationships with Families .....	1 credit
ECD 143 Inclusion of Children with Special Needs .....	2 credits
ECD 152 Learning Environment for School-Agers .....	1 credit
ECD 153 Guidance Principles for School-Agers.....	1 credit
ECD 175 Professionalism.....	1 credit
EDU 137 Principles of Child Guidance.....	1 credit
EDU 138 Managing Children’s Behavior .....	1 credit
HUS 251 Developing a Culture of Care .....	2 credits
HUS 252 Building Relationships.....	2 credits
HUS 253 Teaching Discipline.....	2 credits
HUS 256 Understanding Child Development.....	2 credits

## Residential Child/Youth Care Assistant (CAS) • 36 credits

<i>Complete the Child/Youth Care CP.....</i>	<i>19 credits</i>
Any CIS course .....	3 credits
ECD 250 <del>Child Development I</del> Survey of Child Development .....	3 credits
<del>ECD 251 Child Development II .....</del>	<del>2 credits</del>
<i>Electives.....</i>	<i>3-5 credits</i>
An additional <del>three</del> five unduplicated credits (100 level or higher) must be selected from ECD/EDU/EMT/HDE/HUS/CIS/HPE/ANT/LAN courses. Up to three credits of 199 workshops may be used.	

**PLUS**

<b>Communications.....</b>	<b>3 credits</b>
ENL 101 College Composition I .....	3 credits
<b>Mathematics (Per the list on page 66).....</b>	<b>3 credits</b>
Select any course under the <b>Mathematics</b> General Education Course Options (for CAS and AAS Degrees)	

## Residential Child/Youth Care Assistant (AAS) • 64 credits

<i>Complete the Residential Child/Youth Care CAS .....</i>	<i>36 credits</i>
<b>PLUS</b>	
<i>General Education Courses</i>	
<i>Communications.....</i>	<i>3 credits</i>
Select any course under the <b>Communications</b> General Education Course Options (for CAS and AAS degrees) on page 66	
<i>Discipline Studies (Per the lists on page 66).....</i>	<i>7 credits</i>
Select <u>one</u> course from the <b>Physical and Biological Sciences</b> and <u>one</u> course from either the <b>Arts and Humanities</b> or <b>Social and Behavioral Sciences</b> .	
<b>PLUS</b>	
CIS: Any unduplicated course .....	3 credits
<del>These additional Core Requirements .....</del>	<del>5 credits</del>
ECD 221 Stress Management for Educators .....	2 credits
ECD or EDU Internship.....	1 credit
HUS 180 Cross-Cultural Helping Skills.....	2 credits
<del>Additional Required Electives.....</del>	<del>10 credits</del>
An additional 10 <u>unduplicated</u> credits must be selected from any 100-level or above courses. Up to six credits of 199 workshops may be included in the AAS degree total of 13 elective credits.	



## REQUEST TO APPROVE MODIFICATION OF EDUCATION PROGRAM

### Recommendation:

The Instructional Council (IC) recommends approval of the Education Studies (EDU) program modification for the Certificate of Proficiency (CP) in Education Professions.

### Summary:

EDU CP in Education Professions – Changes to the Early Childhood courses make it necessary to remove ECD courses from the Education Professions CP and replace them with courses that provide a pathway to the AAEE.

### Education Studies (EDU)

Education Professions

## Why become a Paraprofessional?

School districts are among the largest employers in NPC's service area. To help supply the workforce required by the 22 public school districts and the 35 Bureau of Indian Education schools, NPC offers an **Education Profession Certificate of Proficiency (CP)**.

The **Education Professions CP** can be completed in two semesters and prepares students for the national ParaPro Assessment for individuals working as teaching assistants or serving as substitute teachers.

### *Career Opportunities*

Employment of teacher assistants is projected to grow 9 percent from 2012 to 2022, about as fast as the average for all occupations. Employment growth is expected due to increases in student enrollment in elementary and secondary schools as well as in childcare and preschool.

The median annual salary for North nonmetropolitan Arizona was \$24,200 in May 2016.

(SOC 25-9041) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, May 2016.

## Education Professions (CP only) • ~~20~~ 21 credits

ECD 250 Child Development I.....	3 credits
ECD 251 Child Development II.....	2 credits
PSY 240 Developmental Psychology.....	3 credits
EDU 220 Diversity in Education.....	3 credits
EDU 101 Effective Tutoring.....	1 credit
EDU 137 Principles of Child Guidance .....	1 credit
EDU 138 Managing Children's Behavior.....	1 credit
EDU 200 Introduction to Education.....	3 credits

EDU 201 Substitute Teaching in the Schools .....	3 credits
EDU 222 Introduction to Special Education .....	3 credits
EDU/CIS 286 Educational Technology .....	3 credits

***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/education-studies](http://www.npc.edu/education-studies)*.

## REQUEST TO APPROVE DELETION OF INDUSTRIAL MAINTENANCE & OPERATIONS PROGRAM

### **Recommendation:**

The Instructional Council (IC) recommends approval of the Industrial Maintenance & Operations (IMO) program deletions for the Associate of Applied Science (AAS), Certificate of Applied Science (CAS) and 7 Certificates of Proficiency (CP).

### **Summary:**

IMO AAS, CAS, 7 CPs: – This program will no longer exist as it is migrating to the Energy and Industrial Technician program. The new program will incorporate the best topics, outcomes, and learning activities from both IMO and Mechatronic Studies courses, while utilizing the equipment that we already have.

### ~~Industrial Maintenance & Operations (IMO)~~

#### ~~Why study IMO?~~

~~Are you a good problem solver with strong mechanical and technical skills? Do you have a familiarity with computers? If so, you might consider a career in the well-paying industrial maintenance and operations field. A degree or certificate from the NPC **Industrial Maintenance & Operations** program can provide you with that critical edge in landing a job in this field.~~

~~NPC's Industrial Maintenance & Operations program prepares students to be technicians and operators capable of understanding the entire system with which they work. Core courses cover the complex related mechanical, pneumatic, hydraulic, electrical, thermal and sensory control systems used in modern industry.~~

#### ~~Career Opportunities~~

~~According to the U.S. Bureau of Labor Statistics (BLS), due to the large number of retirements of baby boom workers in the electric power industry, job opportunities are predicted to be excellent for well-qualified applicants. Most entry-level workers start as helpers or laborers before advancing to more responsible positions such as stationery engineers, boiler operators, dispatchers, distributors and plant operators. The median salary for boiler operators in Arizona is \$50,310, plant operators earned a median salary of \$49,080 and dispatchers/distributors earned nearly \$86,610. (U.S. BLS, May 2016, SOC 51-8000)~~

~~Local career opportunities exist in all Northland district communities and throughout the state and nation. Technical employers include power plants, paper mills, saw mills, various utilities and communications companies and small to medium manufacturing companies.~~

#### ~~Hybrid Classes~~

~~Instructional emphasis is placed on foundational mathematics skills as you learn the basic mechanical, pneumatic, hydraulic, electrical, thermal and sensory control systems found in today's modern industries.~~

Lecture classes on the “operations” segment of the IMO program are offered online via the Internet; laboratory classes take place one evening a week at the Coronado Generating Station in St. Johns, the Skills Center on NPC’s Holbrook campus, the Navajo Generating Station in Page and the Tucson Electric Power Generating Station in Springerville. *(Check current semester’s class schedule for hands-on component scheduling.)*

**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/industrial-maintenance-operations](http://www.npc.edu/industrial-maintenance-operations).

For additional information about the Industrial Maintenance & Operations Program, contact the Program Coordinator at the Painted Desert Campus, **(800) 266-7845, ext. 7360**.

**Areas of Specialization**

**Electrical (CP) • 24 credits**

IMO 151 Electrical Level I.....	6 credits
IMO 152 Electrical Level II.....	6 credits
IMO 153 Electrical Level III.....	6 credits
IMO 154 Electrical Level IV.....	6 credits

**Industrial Plant Operations (CP) • 24 credits**

IMO 208 Introduction to Energy Generation and Distribution.....	6 credits
IMO 211 Power Principles II.....	6 credits
IMO 212 Power Principles III.....	6 credits
IMO 213 Power Principles IV.....	6 credits

**Instrumentation (CP) • 28 credits**

IMO 155 Instrumentation Level I.....	7 credits
IMO 156 Instrumentation Level II.....	7 credits
IMO 157 Instrumentation Level III.....	7 credits
IMO 158 Instrumentation Level IV.....	7 credits

**Mechanical Maintenance (CP) • 24 credits**

IMO 230 Mechanical Maintenance I.....	6 credits
IMO 231 Mechanical Maintenance II.....	6 credits
IMO 232 Mechanical Maintenance III.....	6 credits
IMO 233 Mechanical Maintenance IV.....	6 credits

**Operations/Maintenance (CP) • 28 credits**

IMO 201 Introduction to Industrial Maintenance.....	4 credits
IMO 208 Introduction to Energy Generation and Distribution.....	6 credits
IMO 211 Power Principles II.....	6 credits
IMO 230 Mechanical Maintenance I.....	6 credits
IMO 231 Mechanical Maintenance II.....	6 credits

**Wastewater Collection and Treatment (CP) • 18 credits**

IMO 140 Wastewater Collection and Treatment I.....	6 credits
IMO 141 Wastewater Collection and Treatment II.....	6 credits
IMO 142 Wastewater Collection and Treatment III.....	6 credits

**Water Supply Treatment (CP) • 18 credits**

IMO 130 Water Supply and Treatment I.....	6 credits
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IMO 131 Water Supply and Treatment II.....	6 credits
IMO 132 Water Supply and Treatment III.....	6 credits

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

**Note:** A Certificate of Applied Science (CAS) is NOT available in Wastewater Collection & Treatment or Water Supply Treatment

**Complete these General Education courses:**

**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 103 or BUS 133.

**PLUS the CP in your area of specialization:**

Electrical CP.....24 credits

Industrial Plant Operations CP.....24 credits

Instrumentation CP.....28 credits

Mechanical Maintenance CP.....24 credits

Operations/Maintenance CP.....28 credits

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

**Complete the CAS in your area of specialization:**

Electrical CAS..... **30 credits**

Industrial Plant Operations CAS..... **30 credits**

Instrumentation CAS..... **34 credits**

Mechanical Maintenance CAS..... **30 credits**

Operations/Maintenance CAS..... **34 credits**

### Additional Required Electives..... **15 credits**

All areas of specialization require the completion of a minimum of **15 credits** from the following:

BUS 103 Success on Your Job.....2 credits

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

BUS 144 Professional Office Skills.....3 credits

BUS 231 Microsoft Office Level 1.....3 credits

Any unduplicated IMO courses at 100 or higher level.....4 credits

### Unrestricted Electives..... **2-6 credits**

Select 2 or 6 credits (depending on selected area of specialization) from any unduplicated 100 or higher level courses.

**PLUS**

### General Education Courses

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

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

**Computer Science**..... **3 credits**

CIS 105 Computer Applications & Information Technology.....3 credit

### Discipline Studies (Per the lists on page 66)..... **7 credits**

Select one course from the **Arts and Humanities** list.....3 credits

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

## REQUEST TO APPROVE DELETION OF MECHATRONICS STUDIES PROGRAM

### Recommendation:

The Instructional Council (IC) recommends approval of the Mechatronics Studies (MET) program deletions for the Associate of Applied Science (AAS), Certificate of Applied Science (CAS) and Certificate of Proficiency (CP) in three specializations.

### Summary:

MET AAS, CAS, CP in: 1) Electrical and Instrumentation; 2) Industrial Electrical, Motors and PLC's; 3) Industrial Mechanics and Fluid Power – All three current areas of specialization will be moved from MET to the Energy and Industrial Technician program. The new program will incorporate the best topics, outcomes, and learning activities from both Industrial Maintenance & Operations and MET courses, while utilizing the equipment that we already have.

## ~~Mechatronics (MET) Studies~~

### ~~Electrical and Instrumentation Specialization~~

Known by several terms, “mechatronics” or “electro-mechanical technician,” the U.S. Bureau of Labor Statistics (BLS) describes the work as combining mechanical technology with electrical and electronic circuitry.

NPC's Mechatronics Engineering Technology (MET) Program now offers three areas of specialization to prepare students for careers as engineering technicians in diversified manufacturing. Students gain knowledge and skills in blueprint reading, CAD drawing, mechanics, pneumatics, hydraulics, electricity, motors, motor control, programmable logic controls, robotics and motion control, process control, instrumentation and computer-integrated manufacturing. Emphasis is placed on predictive maintenance, troubleshooting and quality assurance.

### ~~Career Opportunities~~

Mechatronics is one of the new and emerging growth areas for employment opportunities. Local career opportunities exist in all Northland district communities and throughout the state and nation. Technical employers include power plants, mining operations, various utilities, communications companies and small to medium manufacturing companies.

The median annual salary in Arizona was \$56,900 in May 2016. (SOC 17-3024) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, May 2016.

For additional information about the Mechatronics Engineering Technology Program, visit [www.npc.edu/mechatronics](http://www.npc.edu/mechatronics), or contact the Program Coordinator at the Painted Desert Campus, (800) 266-7845, ext. 7360.

## ~~Electrical and Instrumentation (CP) • 24 credits~~

MET 242 Industrial Maintenance Electrical and Instrumentation Technician Level I .....	6 credits
MET 243 Industrial Maintenance Electrical and Instrumentation Technician Level II .....	6 credits
MET 244 Industrial Maintenance Electrical and Instrumentation Technician Level III .....	6 credits
MET 245 Industrial Maintenance Electrical and Instrumentation Technician Level IV .....	6 credits

## ~~Electrical and Instrumentation (CAS) • 30 credits~~

~~Complete the Electrical and Instrumentation CP .....~~ **24 credits**

### ~~Complete these General Education courses:~~

~~**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 103 or BUS 133.~~

## ~~Electrical and Instrumentation (AAS) • 64 credits~~

~~Complete the Electrical and Instrumentation CAS .....~~ **30 credits**

### ~~**PLUS**~~

### ~~General Education Courses~~

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

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

~~**Computer Science** .....~~ **6 credits**

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

~~CIS 141 Managing and Maintaining Your PC I (A+) .....~~ 3 credits

~~**Discipline Studies** (Per the lists on page 66) .....~~ **7 credits**

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

~~Select one course from either the **Arts and Humanities** or **Social and Behavioral Science** lists .....~~ 3 credits

~~**Required Electives** .....~~ **18 credits**

~~Choose from any unduplicated MET courses.~~

## ~~Mechatronics (MET) Studies~~

### ~~Industrial Electrical, Motors and PLC's Specialization~~

~~Known by several terms, "mechatronics" or "electro-mechanical technician," the U.S. Bureau of Labor Statistics (BLS) describes the work as combining mechanical technology with electrical and electronic circuitry.~~

~~NPC's Mechatronics Engineering Technology (MET) Program now offers three areas of specialization to prepare students for careers as engineering technicians in diversified manufacturing. Students gain knowledge and skills in blueprint reading, CAD drawing, mechanics, pneumatics, hydraulics, electricity, motors, motor control, programmable logic controls, robotics and motion control, process control, instrumentation and computer-integrated manufacturing. Emphasis is placed on predictive maintenance, troubleshooting and quality assurance.~~

### ~~Career Opportunities~~

~~Mechatronics is one of the new and emerging growth areas for employment opportunities. Local career opportunities exist in all Northland district communities and throughout the state and nation. Technical employers include power plants, mining operations, various utilities, communications companies and small to medium manufacturing companies.~~

~~The median annual salary in Arizona was \$56,900 in May 2016.~~

For additional information about the Mechatronics Engineering Technology Program, visit [www.npc.edu/mechatronics](http://www.npc.edu/mechatronics), or contact the Program Coordinator at the Painted Desert Campus, (800) 266-7845, ext. 7360.

## ~~Industrial Electrical, Motors and PLC's (CP) • 23 credits~~

MET 130 Industrial Electrical Systems .....	4 credits
MET 140 Introduction to Programmable Logic Controllers .....	4 credits
MET 160 Rotating Electrical Machines .....	4 credits
MET 200 Robotics and Motion Control.....	4 credits
MET 210 Process Control and Instrumentation.....	3 credits
MET 220 Advanced Programmable Logic Controllers.....	4 credits

## ~~Industrial Electrical, Motors & PLC's (CAS) • 29 credits~~

~~Complete the Industrial Electrical, Motors and PLC's CP..... 23 credits~~

~~Complete these General Education courses:~~

~~**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 103 or BUS 133.~~

## ~~Industrial Electrical, Motors & PLC's (AAS) • 64 credits~~

~~Complete the Industrial Electrical, Motors & PLC's CAS..... 29 credits~~

~~PEES~~

### ~~General Education Courses~~

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

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

~~**Computer Science**..... 6 credits~~

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

~~CIS 141 Managing and Maintaining Your PC I (A+)..... 3 credits~~

~~**Discipline Studies** (Per the lists on page 66)..... 7 credits~~

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

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

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

~~**Required Electives**..... 19 credits~~

~~Choose from any unduplicated MET courses.~~

## ~~Mechatronics (MET) Studies~~

### ~~Industrial Mechanics and Fluid Power Specialization~~

~~Known by several terms, "mechatronics" or "electro-mechanical technician," the U.S. Bureau of Labor Statistics (BLS) describes the work as combining mechanical technology with electrical and electronic circuitry.~~

~~NPC's Mechatronics Engineering Technology (MET) Program now offers three areas of specialization to prepare students for careers as engineering technicians in diversified manufacturing. Students gain knowledge and skills in blueprint reading, CAD drawing, mechanics, pneumatics, hydraulics, electricity, motors, motor control, programmable logic controls, robotics and motion control, process control, instrumentation and computer-integrated manufacturing. Emphasis is placed on predictive maintenance, troubleshooting and quality assurance.~~

### ~~Career Opportunities~~



Mechatronics is one of the new and emerging growth areas for employment opportunities. Local career opportunities exist in all Northland district communities and throughout the state and nation. Technical employers include power plants, mining operations, various utilities, communications companies and small to medium manufacturing companies.

The median annual salary in Arizona was \$56,900 in May 2016.

(SOC 17-3024) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, May 2016.

For additional information about the Mechatronics Engineering Technology Program, visit [www.npc.edu/mechatronics](http://www.npc.edu/mechatronics), or contact the Program Coordinator at the Painted Desert Campus, (800) 266-7845, ext. 7360.

## **Industrial Mechanics and Fluid Power (CP) • 25 credits**

MET 100 Introduction to Mechatronics.....	4 credits
MET 120 Industrial Mechanics I.....	5 credits
MET 150 Industrial Mechanics II.....	6 credits
MET 160 Rotating Electrical Machines.....	4 credits
MET 230 Integrated Manufacturing Systems.....	3 credits
MET 241 Hydraulic Troubleshooting.....	3 credits

## **Industrial Mechanics and Fluid Power (CAS) • 31 credits**

**Complete the Industrial Mechanics and Fluid Power CP..... 25 credits**

**Complete these General Education courses:**

**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 103 or BUS 133.

## **Industrial Mechanics & Fluid Power (AAS) • 64 credits**

**Complete the Industrial Mechanics and Fluid Power CAS..... 31 credits**

**PLUS**

### **General Education Courses**

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

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

**Computer Science..... 6 credits**

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

CIS 141 Managing and Maintaining Your PC I (A+)..... 3 credits

**Discipline Studies (Per the lists on page 66)..... 7 credits**

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

Select one course from either the **Arts and Humanities** or **Social and Behavioral Science** lists..... 3 credits

**Required Electives..... 17 credits**

Choose from any unduplicated MET courses.

## **REQUEST TO APPROVE ENERGY AND INDUSTRIAL TECHNICIAN NEW PROGRAM**

### **Recommendation:**

The Instructional Council (IC) recommends approval of the Energy and Industrial Technician (EIT) new program for Associate of Applied Science (AAS), Certificate of Applied Science (CAS) and Certificates of Proficiency (CP) in: 1) Electrical; 2) Electrical and Instrumentation; 3) Industrial Electrical, Motors and PLC's; 4) Industrial Mechanics and Fluid Power; 5) Industrial Plant Operations; 6) Instrumentation; 7) Mechanical Maintenance; 8) Operations/Maintenance.

### **Summary:**

EIT AAS, CAS, 8 CPs – The new EIT Program incorporates the best topics, outcomes and learning activities from the Industrial Maintenance & Operations (IMO) and the Mechatronics (MET) courses, while utilizing the equipment that we already have. The IMO and MET Programs will be deleted.

Upon successful completion of the Energy and Industrial Technician program, graduates will have entry-level career choices in a variety of the following areas: Gas, Coal, Nuclear; Solar; Standby Power; Geothermal, Hydroelectric; Methane/Landfill Gas Generation; Power Distribution and Dispatch; Water Treatment; Equipment Repair and Installation; Testing and Inspecting; Assembly and Production.

Samples of job titles include: Power Plant Operator, Maintenance Worker/Repairer, Industrial Mechanic, Electrical/Electrician Repairer, Auxiliary Operator, Control Operator, Operations and Maintenance Technician, Field Service Technician, Boiler Operator, Gas Turbine Technician, Solar Installation Technician, Manufacturing Technician, Fabricator, Production Technician and Assembly Technician.

## **Energy and Industrial Technician (EIT) Program**

We would like this section to include information like this from MIAT College of Technology: Upon successful completion of the Energy and Industrial Technician program, graduates will have entry-level career choices in a variety of the following areas:

- Gas, Coal, Nuclear
- Solar
- Standby Power
- Geothermal, Hydroelectric
- Methane/Landfill Gas Generation
- Power Distribution and Dispatch
- Water Treatment
- Equipment Repair and Installation
- Testing & Inspecting
- Assembly and Production

A sample of job titles includes:

Power Plant Operator, Maintenance Worker/Repairer, Industrial Mechanic, Electrical/Electrician Repairer, Auxiliary Operator, Control Operator, Operations and Maintenance Technician, Field Service Technician, Boiler Operator, Gas Turbine Technician, Solar Installation Technician, Manufacturing Technician, Fabricator, Production Technician and Assembly Technician.

## Areas of Specialization

### Electrical (CP) • 24 credits

EIT 151 Electrical Level I.....	6 credits
EIT 152 Electrical Level II.....	6 credits
EIT 153 Electrical Level III.....	6 credits
EIT 154 Electrical Level IV .....	6 credits

### Electrical and Instrumentation (CP) • 24 credits

EIT 242 Industrial Maintenance Electrical and Instrumentation Technician Level I.....	6 credits
EIT 243 Industrial Maintenance Electrical and Instrumentation Technician Level II.....	6 credits
EIT 244 Industrial Maintenance Electrical and Instrumentation Technician Level III.....	6 credits
EIT 245 Industrial Maintenance Electrical and Instrumentation Technician Level IV .....	6 credits

### Industrial Electrical, Motors and PLC's (CP) • 24 credits

EIT 130 Industrial Electrical Systems.....	4 credits
EIT 140 Introduction to Programmable Logic Controllers.....	4 credits
EIT 160 Rotating Electrical Machines .....	4 credits
EIT 200 Robotics and Motion Control.....	4 credits
EIT 205 Process Control and Instrumentation .....	4 credits
EIT 220 Advanced Programmable Logic Controllers .....	4 credits

### Industrial Mechanics and Fluid Power (CP) • 28 credits

EIT 100 Introduction to Advanced Manufacturing.....	4 credits
EIT 120 Industrial Mechanics I .....	6 credits
EIT 150 Industrial Mechanics II .....	6 credits
EIT 160 Rotating Electrical Machines.....	4 credits
EIT 235 Integrated Manufacturing Systems.....	4 credits
EIT 241 Hydraulic Troubleshooting.....	4 credits

### Industrial Plant Operations (CP)• 24 credits

EIT 208 Energy Generation and Distribution I.....	6 credits
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EIT 211 Energy Generation and Distribution II.....	6 credits
EIT 212 Energy Generation and Distribution III.....	6 credits
EIT 213 Energy Generation and Distribution IV .....	6 credits

**Instrumentation (CP) • 24 credits**

EIT 155 Instrumentation Level I.....	6 credits
EIT 156 Instrumentation Level II .....	6 credits
EIT 157 Instrumentation Level III .....	6 credits
EIT 158 Instrumentation Level IV.....	6 credits

**Mechanical Maintenance (CP) • 24 credits**

EIT 230 Mechanical Maintenance I.....	6 credits
EIT 231 Mechanical Maintenance II.....	6 credits
EIT 232 Mechanical Maintenance III.....	6 credits
EIT 233 Mechanical Maintenance IV.....	6 credits

**Operations/Maintenance (CP) • 28 credits**

EIT 201 Introduction to an Industrial Environment .....	4 credits
EIT 208 Energy Generation and Distribution I.....	6 credits
EIT 211 Energy Generation and Distribution II.....	6 credits
EIT 230 Mechanical Maintenance I.....	6 credits
EIT 231 Mechanical Maintenance II.....	6 credits

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

*Complete the CP in your area of specialization:*

Electrical CP .....	<b>24 credits</b>
Electrical and Instrumentation CP .....	<b>24 credits</b>
Industrial Electrical, Motors and PLC’s CP.....	<b>24 credits</b>
Industrial Mechanics and Fluid Power CP .....	<b>28 credits</b>
Industrial Plant Operations CP .....	<b>24 credits</b>
Instrumentation CP .....	<b>24 credits</b>
Mechanical Maintenance CP .....	<b>24 credits</b>
Operations/Maintenance CP .....	<b>28 credits</b>

*Complete these General Education courses:*

<b>Communications</b> .....	<b>3 credits</b>
ENL 101 College Composition I .....	3 credits
<b>Mathematics</b> .....	<b>3 credits</b>
Select any course under the <b>Mathematics</b> General Education Course Options (for CAS and AAS Degrees) on page 66 <b>EXCEPT</b> for MAT 103 or BUS 133.	

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

*Complete the CAS in your area of specialization:*

Electrical CAS .....	<b>30 credits</b>
Electrical and Instrumentation CAS .....	<b>30 credits</b>
Industrial Electrical, Motors and PLC’s CAS.....	<b>30 credits</b>
Industrial Mechanics and Fluid Power CAS.....	<b>34 credits</b>
Industrial Plant Operations CAS.....	<b>30 credits</b>
Instrumentation CAS.....	<b>30 credits</b>
Mechanical Maintenance CAS .....	<b>30 credits</b>
Operations/Maintenance CAS .....	<b>34 credits</b>

PLUS

**General Education Courses**

<b>Communications</b> .....	<b>3 credits</b>
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Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

**Computer Science** ..... **3 credits**

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

**Discipline Studies** (Per the lists on page 66) ..... **7 credits**

Select one course from the **Arts and Humanities** or **Social and Behavioral Science** list..... 3 credits

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

**Required Electives Additional Requirements**..... **15 credits**

BUS 103 Success on Your Job..... 2 credits

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

BUS 144 Professional Office Skills..... 3 credits

BUS 231 Microsoft Office Level 1..... 3 credits

Any unduplicated EIT courses at 100 or higher level ..... 4 credits

**Unrestricted Electives**..... **2-6 credits**

Select 2 or 6 credits (depending on selected area of specialization) from any unduplicated 100 or higher level courses.

Dr. Swarthout,

It is my pleasure to nominate Tracy Chase for emeritus recognition. As you are aware, under procedure 2776 Northland Pioneer College recognizes regular employees who (1) retire after 15 or more years of service; (2) are eligible for retirement under the rules of ASRS.

Tracy Chase has dedicated the last twenty-five years of her life helping local community members develop their business skills as an exemplary business instructor for Northland Pioneer College; 11 years full-time and 14-years as an adjunct faculty member for the business department. Additionally, she is eligible for retirement under the rules of ASRS.

Over Tracy's long and distinguished tenure at the college she has helped countless students find their path and develop the skills, confidence, and credentials that they would need to be successful. In speaking with her students and past graduates, it is clear the positive impact and affect that Tracy has had over her tenure at the college. As a department chair, Tracy has led the department through a department merger and has significantly streamlined the business department into a highly efficient and effective department within the CTE division. Under Tracy's direction we have consolidated the business program into 6, well-structured degree programs, with current outcomes supported but the local business advisory committee.

Tracy Chase's contributions to this institution, her students, and her colleagues will be realized far into the future, and it is for these reasons that I highly recommend her for the honor of Emeritus Status at Northland Pioneer College.

Sincerely,  
Jennifer Bishop, BSB, MBA, M.Ed. CTE  
Faculty in Business  
Silver Creek Campus

## Criterion 3 Report

### Summary:

#### **Criterion 3. Teaching & Learning: Quality, Resources, & Support**

**3A.** The Institution's degree programs are appropriate to higher education.

Northland Pioneer College (NPC) courses and programs are reviewed regularly to ensure course content is current and levels of performance meet the learning outcomes for both courses and programs. These learning outcomes as well as course requirements for each course and degree program are articulated in the college catalogue. The Division of Arts and Sciences has adopted the state-wide general education outcomes, which are tied to an ongoing assessment process. The Division of Career and Technical Education have created program-specific learning outcome, but are at the beginning stages of tying this to an assessment process. The current lack of data on CTE's assessment process may be an issue for the college during the HLC accreditation visit. Conversely, the multi-site visit by HLC in the Fall of 2017, praised the institution for being exemplary in the consistency it achieves in effectively teaching its learning outcomes across modalities. As proof of this process, advisory board meeting minutes, articulation task force (AFT) meeting minutes, college catalogue, as well as use of the Academic Curriculum Review and Evaluation System (ACRES).

**3B.** The institution demonstrates that the exercise of intellectual inquiry and the acquisition, application, and integration of broad learning and skills are integral to its educational programs.

NPC's degree programs are designed to engage and challenge students, while providing them with the skills necessary for the 21st century. Faculty assess students on a broad range of course-specific learning outcomes. One such learning outcome of particular importance is diversity. The sixth general learning outcomes includes diversity, and ensures students develop knowledge of diverse cultural and natural environments. The

college proves these points through our general education mission statement and student learning outcomes and the annual Assessment of Student Knowledge (ASK) report.

**3C.** The institution has the faculty and staff needed for effective, high-quality programs and student services.

Based on the NPC Quick Facts, including current full-time and part-time faculty counts, the college has the faculty and staff required to fulfill its educational mission in all facets of current and planned operations. However, there are pressures such as providing instruction to the TALON program and unfilled positions created by high regional faculty demand in specific disciplines or where private sector salaries significantly outpace college salary ranges. Both issues may create HLC concerns regarding appropriate staffing levels if they are not solved in the near future. Existing faculty are appropriately qualified, and NPC maintains a faculty qualification process fully in alignment with HLC expectations regarding faculty credentialing. Faculty and Staff are evaluated regularly per college policy and procedures. Faculty and Staff are supported with college training and resources to ensure they are proficient in their respective roles. Faculty also have professional development opportunities. Proof of compliance will be demonstrated with a current NPC Quick Facts report, Faculty Handbook regarding base load, current procedures and documentation for certification of new faculty, and college policy and procedures regarding evaluations. A listing of college training programs, resources, and professional development opportunities will be provided as additional evidence.

**3D.** The institution provides support for student learning & effective teaching.

NPC supports student learning by providing a variety of services to help ensure students can receive the assistance they need, when and where it is needed. Each campus and center provides and/or connects students with support in advising, financial aid, disability support services, career services and veteran services. NPC also ensures effective teaching by providing instructors with a technologically enhanced infrastructure, and the resources necessary to best instruct our student population across a diverse range of courses, over a large geographical area. The evidence that will be provided includes the advising handbook, financial reports, DRA assessment summary, the career services and veteran services webpages, an overview of the infrastructure and resources utilized in classrooms.



**3E.** The institution fulfills the claims it makes for an enriched educational environment.

NPC students have numerous opportunities to see how the college's mission extends beyond the classroom. NPC supports varied programs of student activities inviting involvement across a broad spectrum of sponsored programs. The intent of these programs is to offer opportunities for cultural, social and educational enrichment for students. Currently available programs include college governance, special events, educational trips, recreational opportunities, intercollegiate activities, performing arts, publications and special interest clubs. Links of each of these webpages will be provided as evidence.

## Request to approve partnership with NAU Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP)

### **Recommendation:**

In collaboration with VPLSS, Arts & Sciences, advising, and the business office, the CCP Division recommends the approval of a partnership for funding, in the amount of \$50,000, via NAU sub-grant, for a 13-month project, to support GEAR UP services for students transitioning to NPC from Winslow and/or Holbrook high schools.

### **Summary:**

As part of the NAU Arizona GEAR UP (GEAR UP) commitment to fostering postsecondary student success beginning in middle school -- and continuing through high school, into college and beyond -- NAU is partnering with Northland Pioneer College. GEAR UP has objectives related to increasing postsecondary enrollment and persistence, and reducing the need for remedial coursework in college. Through this partnership, Northland Pioneer College will provide services and support to approximately **100** GEAR UP students from Holbrook and Winslow High School's, that enroll at Northland Pioneer College. The grant will fund one 0.75 FTE Coordinator position.

### Services to be provided:

Summer Boot Camp – The NPC Summer Boot Camp will be a two-week camp with Week One focusing on English in the morning and Week Two focusing on mathematics in the morning. Afternoon sessions will focus on general college success both weeks. GEAR UP students will be encouraged to participate in either or both weeks of boot camp based on high school grades, and placement scores.

Tutoring – Throughout the year, targeted tutoring will be available to all GEAR UP students in the areas of English and mathematics. The tutoring service will be provided by the GEAR UP Coordinator/Instructor. Services will be offered two days/week at each of the two campus locations (Winslow and Holbrook), with both morning and afternoon sessions available at each location.

Academic Advising – The GEAR UP Coordinator at NPC will support the GEAR UP students' academic advisor. The advisor will meet with students prior to the start of each semester to ensure students are registered for the right classes and to assess needs for connecting to support services.

**GEAR UP PARTNER AGREEMENT**  
#1001848-23

**Postsecondary Success Initiative for Select Community Colleges**

This is a cost reimbursement subaward, also referred to as a GEAR UP Partner Agreement, issued under the authority of GEAR UP Award P334S120012 from the U.S. Department of Education. The parties to this Agreement are **Northern Arizona University**, hereafter referred to as NAU, and **Northland Pioneer College**, hereafter referred to as the GEAR UP Partner.

**BACKGROUND**

NAU is the recipient of a U.S. Department of Education GEAR UP State Grant 2012-19 award. GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs), is a discretionary grant program administered by the US Department of Education to increase college access and success for students from low-income families and under-resourced communities.

NAU was awarded a State GEAR UP grant from July 2012 to July 2019 to work with approximately 4,000 students in the High School Graduating Class of 2018, starting when these students were in 7th grade, to provide the academic preparation and college knowledge needed for college success. The students attended high schools in the following high school districts: Casa Grande Union, Colorado River Union, Douglas Unified, Holbrook Unified, Humboldt Unified, Kingman Unified, Mingus Union, Winslow Unified, and Yuma Union.

With increasing attention on not just college access, but also college success, the US Department of Education began, in 2011, making 7-year awards to enable entities to “provide services to a student through the student's first year of attendance at an institution of higher education.” Accordingly, the NAU project includes a seventh year, to provide services to this cohort during their first year of college.

AZ GEAR UP has three specific objectives related to the seventh year:

Significantly more GEAR UP students will be enrolled in postsecondary education by the fall semester following their graduation from high school, than students in a carefully matched control group.

Significantly more GEAR UP students will be on track for graduating from college by completing their freshman year in good academic standing as defined by their institution, than students in a carefully matched control group.

Significantly more GEAR UP students will be placed into college level English and math without the need for remedial courses, than students in a matched comparison group.

Awards made under the GEAR UP Postsecondary Success Initiative for Select Community Colleges are premised on these common goals and objectives shared by GEAR UP and community colleges alike: increased student enrollment in PSE; students' success in credit-bearing courses; students' completion of their freshmen year in good standing, and first-year retention.

## GEAR UP PARTNER AGREEMENT

In accordance with the terms and conditions of Prime Award No. P334S120012 from the U.S. Department of Education, which by this reference are incorporated into this Agreement, this Agreement sets forth the terms for the performance and administration of work under the prime grant and consists of:

Attachment 1 – Scope of Work

Attachment 2 – GEAR UP Partner Budget

Attachment 3 – GEAR UP Partner Progress Report Template

Attachment 4 – GEAR UP Partner Data Sharing Plan

Attachment 5 – GEAR UP Partner Financial Packet

Attachment 6 – GEAR UP Partner Fiscal Guidance

Attachment 7 – GEAR UP Partner Financial Packet Time and Effort Form

I. Execution and Modification: An agreement shall exist when this document has been signed by duly authorized representatives of the parties. Modifications shall be made only by written agreement of the authorized representatives of the parties.

II. Period of Performance: May 1, 2018 through June 30, 2019.

III. Scope of Work: The work to be done under this GEAR UP Partner Agreement is specified in Attachment 1. NAU reserves the right to provide technical direction at its discretion.

IV. Total Estimated Cost: **\$50,000**. The current fiscal year award of \$50,000 is included in this Total Cost amount. There are no cost share/in-kind contributions required under the GEAR UP Postsecondary Success Initiative for Select Community Colleges. The approved budget (Attachment 2) is included as a guide to expenditures.

### V. NAU Project Director

Teena L. Olszewski, Executive Director  
Northern Arizona University, State GEAR UP Office  
15451 N. 28th Ave., Suite 216  
Phoenix, AZ 85053  
Telephone: 602/776-4616  
Fax: 602/776-4619  
E-Mail: teena.olszewski@nau.edu

The NAU Project Director is responsible for the technical, scientific, and programmatic aspects of this Agreement and the overall administration of the project.

### VI. NAU Fiscal Officer

Stephen R. Hart, Assistant Director - Operations  
Northern Arizona University, State GEAR UP Office  
15451 N. 28th Ave., Suite 216  
Phoenix, AZ 85053  
Telephone: 602/776-4616  
Fax: 602/776-4619  
E-Mail: stephen.hart@nau.edu

The NAU Fiscal Officer is responsible for fiscal oversight related to this Agreement, including assisting the GEAR UP Partner with complying with Uniform Guidance and other applicable cost principles, identifying issues with the GEAR UP Partner's adherence to Fiscal Guidance and Requests For Reimbursement, and assisting the GEAR UP partner to resolve any concerns with budget status.

VII. NAU Administrative Officer

Heather Byers, Grant and Contract Administrator  
Northern Arizona University Office of Sponsored Projects  
Box 4130  
Flagstaff, AZ 86011-4130  
Telephone: 928/523-4541  
Fax: 928/523-1075  
E-Mail: heather.byers@nau.edu

The NAU Administrative Officer is responsible for matters of subaward administration including assistance in the interpretation of subaward policies and provisions.

VIII. NAU Authorized Representative

Michael L. Nichols, Associate Vice President  
Northern Arizona University Office of Sponsored Projects  
Box 4130  
Flagstaff, AZ 86011-4130  
Telephone: 928/523-0886  
Fax: 928/523-1075  
E-Mail: michael.nichols@nau.edu

The Authorized Representative is empowered to execute agreements and modifications on behalf of NAU. All official notices shall be addressed to the NAU Authorized Representative.

IX. GEAR UP Partner Fiscal Officer

Amber Hill, Controller  
Northland Pioneer College Business Office  
P.O. Box 610  
Holbrook, AZ 86025  
Telephone: 928/524-7381  
E-Mail: amber.hill@npc.edu

The GEAR UP Partner Fiscal Officer is responsible for fiscal oversight, including compliance with Uniform Guidance and other applicable cost principles, adherence to Fiscal Guidance and Requests For Reimbursement, and assisting to resolve any concerns with budget status.

## X. GEAR UP Partner Authorized Representative

Dr. Jeanne Swarhout, President  
Northland Pioneer College  
P.O. Box 610  
Holbrook, AZ 86025  
Telephone: 928/524-7418  
E-Mail: jeann.swarhout@npc.edu

The GEAR UP Partner Authorized Representative is empowered to execute agreements and modifications on behalf of the GEAR UP Partner. All official notices shall be addressed to the GEAR UP Partner's Authorized Representative.

## XI. GENERAL PROVISIONS:

### 1. SCOPE OF WORK

The GEAR UP Partner agrees to use its best efforts to perform the work authorized by this Agreement as required by state or federal law and as described in the scope of work incorporated as Attachment 1. No significant departures from the Scope of Work shall be undertaken without formal written modification of this Agreement.

### 2. ADMINISTRATIVE REQUIREMENTS

The Agreement shall be governed by the Education Department General Administrative Regulations (EDGAR), 34 CFR Parts 74, 75, 76, 77, 79, 80, 81, 82, 85, 86, 97, 98, 99, as applicable; 34 CFR Part 694. All conditions that require U.S. Department of Education prior written approval shall be submitted first to NAU.

### 3. PROGRESS REPORTS

The GEAR UP Partner shall prepare and submit quarterly progress reports utilizing the "GEAR UP Partner Progress Report" template (included as Attachment 3). The quarterly progress report shall be submitted within twenty (20) days after the end of the quarter to the GEAR UP Project Director. Progress reports will indicate status of progress on each Contracted Activity, followed by explanatory detail of the status (per definitions and further guidance provided by NAU).

### 4. DATA SHARING PLAN

The Evaluation Plan approved by the US Department of Education for the Arizona GEAR UP 2012-19 grant requires that NAU obtain the following data: (1) Course titles for any developmental (remedial) courses in English and math taken by GEAR UP students; (2) Grades earned by GEAR UP students in developmental (remedial) courses including withdrawals and incompletes; and (3) GEAR UP students' end of freshman year GPA based on a four-point scale. CFR 99.31(a)(6)(i), allows GEAR UP Partners to release of specified identified student level academic information to NAU GEAR UP under the exception outlined in 34 CFR § 99.31 (which provides that schools can disclose, without consent, students' education records to authorized representatives for purposes of evaluating a federally-funded program, as long as data security requirements are met). See Attachment 4 for the mutually agreed upon Data Sharing Plan. GEAR UP students' academic data is provided solely for the purposes of program management, study, evaluation and required reporting of GEAR UP's effects on students' retention and success in postsecondary education. GEAR UP Partner will follow established security protocols when submitting student data to NAU GEAR UP. NAU will ensure to the greatest extent practicable that it will use Personally Identifiable Information (PII) only for the

authorized purpose; and that it will protect the PII from unauthorized disclosure or other uses. Any unauthorized disclosure of confidential student information is a violation of the Family Education Rights and Privacy Act of 1974 (FERPA) and implementing regulations found in 34 CFR Part 99. Any such disclosures shall not be permitted to occur. NAU assures GEAR UP Partner that any reports on the shared data will be written so that no individual will be identified directly or by deduction. While in possession of these data and in order to meet Department of Education GEAR UP program objectives, NAU shall permit only GEAR UP staff to have access to the data. NAU also agrees to contract with a qualified third party to store data in a secure area and to prevent unauthorized access. Per NAU requirements, all data collected through this agreement will be archived at the conclusion of this project for a period of five years and then destroyed.

#### 5. PAYMENT

The GEAR UP Partner shall prepare quarterly invoices utilizing the "GEAR UP Partner Financial Packet" and the "GEAR UP Partner Financial Packet Time & Effort Form" (included as Attachments 5 and 7), according to the Fiscal Guidance issued by NAU (Attachment 6). The quarterly financial packet shall be submitted within twenty (20) days after the end of the quarter to the GEAR UP Project Director. The final financial packet shall be submitted within twenty (20) days of the expiration date of this Agreement. If the report is submitted after the twenty (20) day period, final payment may be delayed. The GEAR UP Partner shall inform the NAU Fiscal Officer if the final invoice cannot be submitted within the twenty (20) day period. Final payment will be contingent upon the GEAR UP Partner's good faith efforts to complete the Scope of Work as described in Attachment 1.

#### 6. PAYMENT SCHEDULE

NAU shall reimburse Northland Pioneer College for services rendered and costs incurred up to but not to exceed \$50,000, payable in a series of five installments of \$10,000 each, with the first payment payable upon execution of the agreement and the remaining four payments contingent upon receipt of a completed quarterly progress report and quarterly financial packet:

<u>Date</u>	<u>Reporting Period</u>	<u>Deliverable</u>
\$10,000 May 31, 2018	Payable upon execution of Agreement and receipt of invoice	
\$10,000 October 31, 2018	05/01/18 – 09/30/18	Qtly Progress Rpt + Invoice/Financial Rpt
\$10,000 January 31, 2019	10/01/18 – 12/31/18	Qtly Progress Rpt + Invoice/Financial Rpt
\$10,000 April 30, 2019	01/01/19 – 03/31/19	Qtly Progress Rpt + Invoice/Financial Rpt
\$10,000 July 31, 2019	04/01/19 – 06/30/19	Qtly Progress Rpt + Invoice/Financial Rpt

NAU may reduce the final payment amount to ensure that NAU does not reimburse more than total costs incurred.

#### 7. ALLOWABLE COSTS

Allowable costs are those necessary to implement approved work aimed at increasing freshmen academic achievement and retention during the project period, May 1, 2018 through June 30, 2019. Awarded funds must directly link to a service, activity, initiative or program described in the Scope of Work. The amount authorized may only be used to cover project costs and whatever indirect costs are allocable thereto as described in the approved budget incorporated as Attachment 2. Approved costs must "supplement" existing resources and not "supplant" them.

## 8. FUND MANAGEMENT

The GEAR UP Partner shall maintain funds received under this subaward in separate ledger accounts which shall not be co-mingled with funds from other sources. The GEAR UP Partner shall manage funds according to U.S. Code of Federal Regulations Title 2 Subtitle A, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;

## 9. LIMITATION OF COSTS

The GEAR UP Partner shall not be reimbursed for costs incurred in excess of the amount authorized without an amendment to this Agreement. The GEAR UP Partner shall not be required to continue performance beyond the point at which Agreement funds expire, nor is NAU obligated to provide additional funding. The GEAR UP Partner shall notify the NAU Project Director if it anticipates that, within sixty (60) days, funding will be insufficient to accomplish the purposes of this Agreement.

## 10. COST SHARE

Cost Share (In-Kind Contribution) is a requirement of the GEAR UP federal award to NAU. Every dollar of federal GEAR UP funds expended must be matched 100% from a non-federal fund source. However, NAU has secured all of the required match dollars for AZ GEAR UP 2012-19; therefore, no cost share (match) contributions are required by partners under the GEAR UP Postsecondary Success Initiative for Select Community Colleges.

## 11. AUDIT

All costs incurred in the performance of the Scope of Work will be subject to audit by the Federal Government and/or NAU, and the GEAR UP Partner agrees to retain auditable records for five (5) years after the final payment and to allow the auditors access to records necessary to support the reported costs. Upon request, the GEAR UP Partner shall produce a legible copy of any or all such records. In addition, GEAR UP Partner agrees to provide documentation as may be requested by NAU in support of costs incurred under this agreement, including copies of any independent auditor's report which presents instances of non-compliance with Federal or State laws or regulations which bear directly on the performance or administration of the Agreement.

## 12. COLLECTION OF AMOUNTS DUE

NAU reserves the right to disallow costs and recover funds on the basis of a later audit or other review. Such funds constitute a debt to NAU, which may be reduced by payment of the disallowed costs; making an administrative offset against other requests for reimbursements; or taking other action permitted by statute. These disallowed costs include, but are not limited, to the following: 1) Any amounts received by the GEAR UP Partner under this Agreement which have been inaccurately reported or found to be unsubstantiated; 2) any amounts paid to the GEAR UP Partner not authorized in writing by NAU; 3) any amounts paid by NAU for services which duplicated those for which the GEAR UP Partner is paid through appropriation or another grant; 4) any amounts expended for items or purposes determined unallowable by NAU; 5) any amounts paid by NAU for which the GEAR UP Partner's books, records or other documents are not sufficient to clearly substantiate that those amounts were used by the GEAR UP Partner to perform services under this Agreement.

## 13. EQUIPMENT

Equipment may not be purchased unless itemized in the approved budget or otherwise approved in writing by NAU.



#### 14. TRAVEL

No travel may be undertaken unless itemized in the approved budget or otherwise approved in writing by NAU.

#### 15. REBUDGETING

All funds provided under this agreement shall be expended in compliance with the approved budget, identified in Attachment 2. The GEAR UP Partner shall not modify the budget without formal written modification to this Agreement, signed by the parties.

#### 16. TERMINATION

This Agreement may be terminated for convenience by either party upon thirty (30) days written notification if both parties agree that continuation of the subaward would not produce beneficial results commensurate with the further expenditure of funds. In addition, NAU may terminate this Agreement in whole or in part upon written notice if a prime award is terminated or reduced by the U.S. Department of Education. Further, NAU reserves the right to discontinue support if the GEAR UP Partner fails, in NAU's view, to make reasonable progress in carrying out the Scope of Work. Upon termination, the GEAR UP Partner will be reimbursed for any non-cancelable obligations properly incurred prior to the date of notice of termination.

#### 17. REPORTS

The GEAR UP Partner will submit all reports and deliverables identified in the Scope of Work and any other reports reasonably requested, to the NAU Project Director. All final reports shall be submitted within twenty (20) days of the expiration date of this Agreement. If the final reports are submitted after the twenty (20) day period, final payment may be delayed. The GEAR UP Partner shall inform the NAU Project Director if the final reports cannot be submitted within the twenty (20) day period. All reports shall be in a form acceptable to NAU.

#### 18. COPYRIGHT AND PUBLICATIONS

The GEAR UP Partner is free to arrange for copyright without approval when publications or similar materials are developed from work supported in whole or in part by this Agreement. Any such copyrighted materials shall be subject to a royalty-free, nonexclusive, and irrevocable license to the U.S. Government and NAU to reproduce them, translate them, publish them, use and dispose of them, and to authorize others to do so. Copies of any publications shall be provided to the NAU Project Director prior to coincidental with submission for publication. All publications shall contain appropriate acknowledgment of the support from the U.S. Department of Education and NAU under the Agreement.

#### 19. INSPECTION AND ACCEPTANCE

Designated representatives of NAU shall have the right to inspect and review the progress of the work performed pursuant to this Agreement. All reasonable facilities, including access to relevant data, test results and computations used or generated under this Agreement shall be made available when such inspections are conducted. Inspections shall be conducted in a manner as to not unduly delay the progress of the work, and NAU shall give the GEAR UP Partner reasonable notice prior to conducting such inspections.

#### 20. INDEMNIFICATION AND INSURANCE

The GEAR UP Partner agrees that it has willingly entered into the Agreement and will discharge its obligations as an independent contractor and without liability on the part of the State of Arizona or NAU. Neither party to this Agreement shall be obligated to defend, assume the cost of defense, hold harmless or indemnify the other from any liability to third parties for loss of or damage to property, death, or bodily injury arising out of or connected with the work under the

subaward. The GEAR UP Partner agrees to maintain adequate and appropriate types of and amounts of insurance for worker's compensation, comprehensive general liability, and employer's liability. Upon request, the GEAR UP Partner shall submit certification evidencing that insurance is in effect during the performance of the Agreement.

#### 21. CONFLICT OF INTEREST

This Agreement is subject to Section 38-511, Arizona Revised Statutes. The Agreement may be cancelled if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of NAU is an employee, consultant, or agent of any party to this Agreement.

#### 22. ARBITRATION

In the event of a dispute under the Agreement, the parties agree to use arbitration insofar as required under Sections 12-1518 and 12-133, Arizona Revised Statutes.

#### 23. DISPUTE RESOLUTION

If a dispute arises under this Agreement, the parties agree to exhaust all applicable administrative remedies provided for under the Arizona Board of Regents Policy 3-809.

#### 24. CERTIFICATIONS AND ASSURANCES

The GEAR UP Partner assures and certifies that is it in compliance with and will comply in the course of this Subaward with the following 1) 34 CFR Part 85 Subpart F (Drug-Free Workplace); 2) Title VI of the Civil Rights Act of 1964 (P.L. 88-352); 3) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686); 4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794); 5) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107); 6) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended; 7) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616), as amended; 8) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3); 9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended; 10) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; 11) notification of violating facilities pursuant to EO 11738; 12) protection of wetlands pursuant to EO 11990; 13) evaluation of flood hazards in floodplains in accordance with EO 11988; 14) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); 15) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); 16) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); 17) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205); 18) comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq.); 19) assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.); 20) comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance; 21) comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.); and 22) comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.).

## 25. CERTIFICATION REGARDING LOBBYING

By signing this Agreement, the authorized representative of the GEAR UP Partner certifies a material representation of fact upon which reliance was placed when this transaction was made or entered into, to the best of his/her knowledge and belief, that:

a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the GEAR UP Partner, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the GEAR UP Partner, to shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to NAU.

c) The GEAR UP Partner shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

## 26. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

By signing this Agreement, the authorized representative of the GEAR UP Partner certifies, to the best of his/her knowledge and belief, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

## 27. UNIFORM GUIDANCE

The GEAR UP Partner certifies it complies with 2 CFR Part 200, which replaces OMB Circular A-133 and that it will notify NAU of completion of required audits and of any adverse findings, which impact this Agreement.

## 28. APPLICABLE LAW

This Agreement shall be governed and construed in accordance with the laws of the State of Arizona.

## 29. ASSIGNMENT

This Agreement may not be assigned or subcontracted to a third party, in whole or in part, without the prior written consent of NAU.

## 30. LEGAL WORKER REQUIREMENTS

As required by ARS § 41-4401, NAU is prohibited after September 30, 2008 from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with ARS § 23-214-A.

a. The Contractor/GEAR UP Partner warrants that it complies fully with all federal immigration laws and regulations that relate to its employees, that it shall verify, through the U.S.

Department of Homeland Security's E-Verify program, the employment eligibility of each employee hired after December 31, 2007, and that it shall require its subcontractors and sub-subcontractors to provide the same warranties to the Contractor.

b. The Contractor/GEAR UP Partner acknowledges that a breach of this warranty by Contractor or by any subcontractor or sub-subcontractor under this Contract shall be deemed a material breach of this Contract, and is grounds for penalties, including termination of this Contract, by NAU. NAU retains the right to inspect the records of any Contractor, subcontractor and sub-subcontractor employee who performs work under this Contract, and to conduct random verification of the employment records of the Contractor and any subcontractor and sub-subcontractor who works on this Contract, to ensure that the Contractor and each subcontractor and sub-subcontractor is complying with the warranties set forth above. The portion of this provision dealing with the Contractor's warranty is not applicable where the Contractor is a governmental entity nor is the Contractor required to pass this provision through to subcontractors and sub-subcontractors who are governmental entities.

### 31. INDEPENDENT CONTRACTOR

The Contractor/GEAR UP Partner herein is an Independent Contractor, not a partner or joint venturer, and shall not act as an agent for NAU; nor shall the Contractor/GEAR UP Partner be deemed to be an employee of NAU for any purposes whatsoever. The Contractor/GEAR UP Partner shall not have any authority, either express or implied, to enter any agreement, incur any obligations on NAU's behalf, or commit NAU in any manner whatsoever without NAU's prior written consent.

### 32. FAILURE OF LEGISLATURE TO APPROPRIATE

If NAU's performance under this Subaward depends upon the appropriation of funds by the Arizona Legislature, and if the Legislature fails to appropriate the funds necessary for performance, then NAU may provide written notice of this to the Contractor/GEAR UP Partner and cancel this Agreement without further obligation of NAU. Appropriation is a legislative act and is beyond the control of NAU.

### 33. DUNS/ CCR REGISTRATION REQUIREMENTS

The Contractor/GEAR UP PARTNER is required to maintain current Dun and Bradstreet Data Universal Numbering System (DUNS) number and current registration in the Central Contractor Registration (CCR) database.

### 34. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between NAU and the GEAR UP Partner. Any changes or modifications shall be accomplished by amendment to this Agreement executed by the duly authorized representatives of the parties.

**Arizona Board of Regents for and on  
Behalf of Northern Arizona University**

**Northland Pioneer College**

\_\_\_\_\_  
Michael L. Nichols, Associate VP      Date  
Office of Sponsored Projects

\_\_\_\_\_  
Dr. Jeanne Swarthout      Date  
President



## Northland Pioneer College Scope of Work May 1, 2018 through June 30, 2019

Gaining Early Awareness & Readiness for Undergraduate Programs

POSTSECONDARY SUCCESS INITIATIVE (PSI) 2018-19

As part of the NAU Arizona GEAR UP (GEAR UP) commitment to fostering postsecondary student success beginning in middle school -- and continuing through high school, into college and beyond -- NAU is partnering with Northland Pioneer College to complete the scope of work described below. GEAR UP has objectives related to increasing postsecondary enrollment and persistence, and reducing the need for remedial coursework in college. Through this partnership, Northland Pioneer College will provide services and support to approximately **100** GEAR UP students enrolled at Northland Pioneer College with the intention of meeting these shared goals. **GEAR UP students will be flagged in the college's student information system to ensure all services can be appropriately targeted.**

### Description of Services

#### I. Academic Support – August 2018 – May 2019

##### A. Tutoring

Targeted tutoring will be available to all GEAR UP students in the areas of English and mathematics. The tutoring service will be provided by the GEAR UP Coordinator/Instructor to ensure consistency and continuity of services. Services will be offered two days/week at each of the two campus locations (Winslow and Holbrook), with both morning and afternoon sessions available at each location.

##### B. Placement of GEAR UP Students

Tutoring services will be available to all GEAR UP students, but GEAR UP students with remedial needs as determined by their placement scores/high school GPA will be strongly encouraged to attend. These students will also be advised to enroll in existing College and Career Preparation courses to assure they have a successful transition to 100 level courses. Advisors will work closely with the GEAR UP Coordinator to ensure all incoming students are contacted about the availability of tutoring and the College & Career Preparation Courses.

##### C. Outreach/Marketing

GEAR UP students from Holbrook and Winslow high schools will be identified upon enrollment at NPC. Advisors will work closely with the GEAR UP Coordinator to ensure all incoming students are contacted. The Starfish system at the college is a student tracking system to assist with overall retention. GEAR UP students will be flagged in the system to ensure students are correctly referred to the GEAR UP Coordinator. Communication between the GEAR UP Coordinator and GEAR UP students will utilize email, phone calls, face-to-face visits, and text messaging, using NAU GEAR UP's txtGU platform.

##### D. Responsible Parties

The GEAR UP Coordinator will be responsible for coordinating and delivering services for GEAR UP students at both NPC campus locations. To that end, the Coordinator will attend a retention and recruitment conference as a way to inject new ideas into the "typical" tutoring and support services model. Oversight for the project will fall under the College and Career Preparation department Associate Dean, Gail Campbell. The GEAR UP Coordinator will work with AZ GEAR UP staff at NAU as needed to implement text messaging.

## **E. Evaluation**

It is the goal of the project to serve as a pilot with the intention of continuing the services if results indicate an improvement in retention and success in regular course work. The number of student tutoring hours, subject areas and subsequent course success will also be tracked. Semester to semester retention and course success will be compared between the GEAR UP students who participate in this tutoring and a comparison group comprised of the balance of incoming students from local high schools who are not members of the GEAR UP cohort.

## **II. Integration and Connections**

N/A

## **III. Transition Activities – May - July 2018**

### **A. NPC GEAR UP Summer Boot Camp**

The NPC GEAR UP Summer Boot Camp will be offered to students who plan to enroll at NPC in the Fall semester of 2018, and are GEAR UP identified students from either Holbrook or Winslow high schools. The Boot Camp will be comprised of two one-week camps running July 16-20 and July 23-27, 2018. The mornings of Week One will focus on English, the mornings of Week Two will focus on mathematics, and afternoons for both weeks will be comprised of college success sessions. The Boot Camp will include a pre-assessment designed to determine individual student needs. Instruction for the two weeks will thereby be focused on target areas identified in the pre-assessment to ensure participants' smooth transition into 100 level course work. The College Success sessions will provide students with grounding in a variety of success strategies along with advising support to ready participants for a successful college experience.

### **B. Target Population:**

Student enrollment in the math or English (or both) portions of the Boot Camp will be based on GEAR UP students' high school grades and placement scores. The afternoon College Success course will be available to any interested GEAR UP student. NPC advisors and the NPC GEAR UP Coordinator will strongly encourage students identified as potentially benefiting from this intervention to take advantage of the Boot Camp opportunities to ensure they are successful in their college courses. The Camp will be offered at one or both (Winslow and Holbrook) NPC campuses, based on enrollment. Each session has the capacity for approximately 30 students, at each campus.

### **C. Outreach to GEAR UP Students**

The NPC GEAR UP Coordinator will reach out to the high school GEAR UP Coordinators in **May 2018** to identify potential students and then contact those students regarding the Boot Camp. Fliers with information about Boot Camp and the options available will be posted at the high schools, as well as emailed to individual students. The NPC Coordinator will make every effort to meet individually with all eligible students to encourage participation.

### **D. Responsible Parties**

The GEAR UP Coordinator will be responsible for scheduling, outreach, and recruitment of students and will work with the Associate Dean to identify faculty to provide Boot Camp instruction. Faculty providing the instruction will be paid from other fund sources.

**E. Evaluation**

Success of the Summer Boot Camp will be determined by the number of GEAR UP students enrolled who subsequently enroll in fall 2018 courses and their success in English and mathematics course work. In addition, a student exit survey will be utilized to assess student satisfaction with GEAR UP services.

**IV. Financial Support**

N/A

**V. Academic Advising – May 2018 – June 2019**

**A. Targeted Academic Advising**

The GEAR UP Coordinator at NPC will work with campus academic advisors to identify and reach out to incoming GEAR UP students in **May 2018** prior to their high school graduation. Throughout the year, there will be a number of mandatory check-ins and advising sessions for these students to ensure targeted advising services for this group of students. There will be an advising check-in prior to each semester, ensuring students are properly registered and to identify any support services students may need. Mid-semester check-ins will occur to determine if students are current on classwork or are in need of additional tutoring or other support. The GEAR UP Coordinator will be notified through the NPC Starfish system when any of the GEAR UP students are flagged by instructors as needing some type of intervention, or have received "kudos" from instructors for work to be celebrated.

**B. Target Population**

Services will be available to all GEAR UP students preparing to transition from Winslow and Holbrook high schools to NPC in 2018-19. The GEAR UP Coordinator will work with GEAR UP high school Coordinators and NPC Advisors to identify potential incoming students.

**C. Outreach to GEAR UP Students**

NPC Advisors will work closely with the NPC GEAR UP Coordinator to ensure all potential incoming students are contacted. GEAR UP students will be flagged in the Starfish System to assure students are correctly referred to the NPC GEAR UP Coordinator and so the Coordinator can easily access their information. Communication between the GEAR UP Coordinator and GEAR UP students prior to enrollment at NPC, and once enrolled, will utilize text messages (using txtGU), email, phone calls and face-to-face visits.

**D. Responsible Parties**

The GEAR UP Coordinator will be responsible for coordinating and delivering services for GEAR UP students at both NPC campus locations. The Director of Student Services will be responsible for training the GEAR UP Coordinator to ensure s/he is able to provide effective advising.

**E. Evaluation**

Assessment of the targeted advising portion of the project will be determined by the number of GEAR UP students who enroll as freshmen (Fall 2018), their retention in Spring 2019, compared to the balance of freshmen who enroll and are retained from fall 2018 to spring 2019. Additionally, a portion of the exit survey will focus on student satisfaction with targeted GEAR UP advising services.

**Reporting**

Northland Pioneer College will provide progress and financial reports to NAU quarterly, per the schedule outlined in the GEAR UP Partner Agreement. Templates for these reports are attached to this Agreement. Northland Pioneer College will also provide the data specified, in the formats described, in Attachment 4 Data Sharing Plan. **Data Set 1 is due no later than February 28, 2019. Data Set 2 is due no later than August 1, 2019.**

## **Duration of Agreement**

Northland Pioneer College will work with GEAR UP students enrolled at the College, as described above, through the duration of the agreement.





Northland Pioneer College  
 Budget  
 May 1, 2018 through June 30, 2019

Gaining Early Awareness & Readiness for Undergraduate Programs

POSTSECONDARY SUCCESS INITIATIVE (PSI) 2018-19

**OBJECTIVES**

Significantly more GEAR UP students will be:

- enrolled in postsecondary education by the fall semester following their graduation from high school;
- on track for graduating from college by completing their freshman year in good academic standing;
- placed into college level English and math without the need for remedial courses.

<b>Allocation / Target / Estimated Costs</b>	▶ GEAR UP PSI / federal: \$50,000 (see note 1)
<b>Estimated # Students To Be Served</b>	▶ 100 GEAR UP students enrolled at Northland Pioneer fall 2018 (see note 2)

**STRATEGY I. – V. All Sections / All Tasks: Project Management Team**

**DIRECT COSTS (GEAR UP PSI / Federal)**

Personnel:

Associate Dean, Education/College and Career Preparation  
 (portion of time for overall supervision/oversight – no GEAR UP funds needed)  
 +\$0

GEAR UP Coordinator/Tutor  
 (part-time – 0.75 FTE for 13 months)  
 +\$40,100 – New GEAR UP Coordinator/Tutor (3/4-time): \$31,600 salary + \$8,500 ERE, which is annual salary of \$38,896 x 0.75 FTE x 27% ERE for 13 months; 80% Academic Support; 10% Transition Activities; 10% Academic Advising

Travel:

+\$1,000 – Coordinator/Tutor attends In-State Retention Conference, Phoenix AZ, 3 Days: \$350 registration, \$295 lodging (2 hotel nights at \$147.50 per night), \$177 m&ie (\$59 per day x 3 days), \$178 mileage (400 miles round trip x \$0.445 per mile)

Operating:

+\$1,900 – Operating supplies: laptop computer, printer, office supplies, photocopying, paper, toner, postage, etc.

**= \$43,000 SUBTOTAL Project Management Team**

<b>I. Academic Support: Tutoring</b>	
<b>DIRECT COSTS (GEAR UP PSI / Federal)</b>	
<u>Operating:</u>	
+\$500 – Operating supplies: office supplies, photocopying, postage, etc.	
<b>=\$500 SUBTOTAL I. Academic Support</b>	
<b>II. Integration and Connections: N/A</b>	
N/A	
<b>III. Transition Activities: NPC GEAR UP Summer Boot Camp</b>	
<b>DIRECT COSTS (GEAR UP PSI / Federal)</b>	
<u>Operating:</u>	
+\$6,500 – Operating supplies: instructional materials, books, college-themed items, other supplies: \$65 per attendee x 100 attendees	
<b>=\$6,500 SUBTOTAL III. Transition Activities</b>	
<b>IV. Financial Support: N/A</b>	
N/A	
<b>V. Academic Advising: Targeted Academic Advising</b>	
<b>DIRECT COSTS (GEAR UP PSI / Federal)</b>	
N/A – all applicable GEAR UP costs already incorporated into Project Management Team cost structure	
<b>=\$0 SUBTOTAL V. Academic Advising</b>	
<b>TOTAL DIRECT COSTS</b>	<b>\$50,000</b>
<b>INDIRECT COSTS</b> (see note 3)	<b>WAIVED</b>
<b>TOTAL DIRECT + INDIRECT COSTS</b> (see notes 4 and 5)	<b>\$50,000</b>

**NOTES:**

- 1) The GEAR UP / federal allocation for Northland Pioneer College is \$50,000. Total costs requested for reimbursement from GEAR UP may not exceed this amount.
- 2) Through this partnership, Northland Pioneer College will provide services and support to approximately 100 GEAR UP students enrolled at Northland Pioneer College with the intention of meeting these shared goals. **GEAR UP students will be flagged in the college's student information system to ensure all services are appropriately targeted.**
- 3) As permitted by Uniform Guidance, Northland Pioneer College has agreed not to apply Indirect Cost charges (8% of the Modified Total Direct Cost (MTDC) base), thereby allowing NPC to expend 100% of its allocation of \$50,000 on direct costs.
- 4) NAU shall reimburse Northland Pioneer College for services rendered and costs incurred up to but not to exceed \$50,000, payable in a series of five installments of \$10,000 each, with the first payment payable upon execution of the agreement and the remaining four payments contingent upon receipt of a completed quarterly progress report and quarterly financial packet:

Amount / Date	Reporting Period	Deliverable
\$10,000 May 31, 2018	Payable upon execution of Agreement and receipt of invoice	
\$10,000 October 31, 2018	05/01/18 – 09/30/18	Quarterly Progress Report + Invoice/Financial Report
\$10,000 January 31, 2019	10/01/18 – 12/31/18	Quarterly Progress Report + Invoice/Financial Report
\$10,000 April 30, 2019	01/01/19 – 03/31/19	Quarterly Progress Report + Invoice/Financial Report
\$10,000 July 31, 2019	04/01/19 – 06/30/19	Quarterly Progress Report + Invoice/Financial Report

NAU may reduce the final payment amount to ensure that reimbursement does not exceed actual costs incurred.

- 5) See Attachment 5 GEAR UP Partner Financial Packet, Attachment 6 GEAR UP Partner Fiscal Guidance and Attachment 7 GEAR UP Partner Financial Packet Time and Effort Form for more information on GEAR UP fiscal operations.

Gaining Early Awareness & Readiness for Undergraduate Programs

**POSTSECONDARY SUCCESS INITIATIVE (PSI) 2018 – 2019**

**Progress Report Template**

<b>Partner:</b> Northland Pioneer College	
<b>Allocation:</b> \$50,000	<b>Reporting Period:</b> Quarter 1 May 1, 2018 – September 30, 2018

**OBJECTIVES**

Significantly more GEAR UP students will be:

- enrolled in postsecondary education by the fall semester following their graduation from high school;
- on track for graduating from college by completing their freshman year in good academic standing;
- placed into college level English and math without the need for remedial courses.

**Instructions for completing narrative:**

For each **Contracted Activity** on the left, begin by indicating the status in the **Results** column (see below definitions) followed by explanatory detail of the status.

**Statuses:**

**Upcoming:** No actual progress to date, though activity may be scheduled and/or preparations underway. (Indicate when the activity has been scheduled and what preparation/planning has occurred to date.)

**In Progress:** Actions have been taken and/or are underway. (Describe progress in detail and identify anticipated completion date.)

**Completed:** All actions to accomplish contracted activity are complete. (Provide a detailed account of how the activity was completed and your reflections. Did it meet your expectations? Does the activity contribute to systemic change? If so, how?)

Section 1: Academic Support	
Contracted Activities	Results
Targeted English and math Tutoring, 2 days per week, both campus locations (Winslow and Holbrook), morning and afternoon sessions (August 2018-May 2019)	Quarter 1: This activity is (choose one) Upcoming In-Progress Completed
	Quarter 2: This activity is (choose one) Upcoming In-Progress Completed
	Quarter 3: This activity is (choose one) Upcoming In-Progress Completed
	Quarter 4: This activity is (choose one) Upcoming In-Progress Completed
Section 2: Integration and Connections	
Contracted Activities	Results
N/A	N/A
Section 3: Transition Activities	
Contracted Activities	Results
Two one-week NPC GEAR UP Summer Boot Camps (May 2018-July 2018)	Quarter 1: This activity is (choose one) Upcoming In-Progress Completed
	Quarter 2: This activity is (choose one) Upcoming In-Progress Completed
	Quarter 3: This activity is (choose one) Upcoming In-Progress Completed
	Quarter 4: This activity is (choose one) Upcoming In-Progress Completed

Section 4: Financial Support	
Contracted Activities	Results
N/A	N/A
Section 5: Academic Advising	
Contracted Activities	Results
Targeted Academic Advising (May 2018-June 2019)	Quarter 1: This activity is (choose one)    Upcoming    In-Progress    Completed
	Quarter 2: This activity is (choose one)    Upcoming    In-Progress    Completed
	Quarter 3: This activity is (choose one)    Upcoming    In-Progress    Completed
	Quarter 4: This activity is (choose one)    Upcoming    In-Progress    Completed



## Northland Pioneer College Data Sharing Plan May 1, 2018 through June 30, 2019

Gaining Early Awareness & Readiness for Undergraduate Programs

POSTSECONDARY SUCCESS INITIATIVE (PSI) 2018-19

The Evaluation Plan approved by the US Department of Education for the Arizona GEAR UP 2012-19 grant requires that NAU obtain the following data: (1) course titles for any developmental (remedial) courses in English and math taken by GEAR UP students; (2) grades earned by GEAR UP students in developmental (remedial) courses including withdrawals and incompletes; and (3) GEAR UP students' end of freshman year GPA based on a four-point scale. CFR 99.31(a)(6)(i), allows GEAR UP Partners to release specified identified student level academic information to NAU GEAR UP under the exception outlined in 34 CFR § 99.31 (which provides that schools can disclose, without consent, students' education records to authorized representatives for purposes of evaluating a federally-funded program, as long as data security requirements are met). GEAR UP students' academic data is provided solely for the purposes of program management, study, evaluation and required reporting of GEAR UP's effects on students' retention and success in postsecondary education. GEAR UP Partner will follow established security protocols when submitting student data to NAU GEAR UP. NAU will ensure to the greatest extent practicable that it will use Personally Identifiable Information (PII) only for the authorized purpose; and that it will protect the PII from unauthorized disclosure or other uses. Any unauthorized disclosure of confidential student information is a violation of the Family Education Rights and Privacy Act of 1974 (FERPA) and implementing regulations found in 34 CFR Part 99. Any such disclosures shall not be permitted to occur. NAU assures GEAR UP Partner that any reports on the shared data will be written so that no individual will be identified directly or by deduction. While in possession of these data and in order to meet Department of Education GEAR UP program objectives, NAU shall permit only GEAR UP staff to have access to the data. NAU also agrees to contract with a qualified third party to store data in a secure area and to prevent unauthorized access. Per NAU requirements, all data collected through this agreement will be archived at the conclusion of this project for a period of five years and then destroyed.

### Directions for File Sharing

**Data Transmittal:** Data will be provided electronically in two password-protected EXCEL files to a secure drop box provided by Northern Arizona University GEAR UP. The file password will be provided to Dr. Fetsco.

**File Formatting Instructions:** Each of the two electronically delivered EXCEL files will contain two worksheets. Worksheet 1 in both files will contain GEAR UP identified, student-level data that is formatted according to the directions in this document. The second worksheet in each file contains de-identified, student-level comparison data that is formatted according to the directions in this document. Although separate file layout specifications are provided for each worksheet, there are some general formatting directions.

1. Each worksheet should contain one row of data per student.
2. The variable names provided in the file layout specifications for each worksheet serve as column headings.
3. For purposes of data entry, a GEAR UP student is defined as a student who graduated in 2018 from one of the twelve GEAR UP high schools, and who enrolled in your institution as a part-time or full-time student during 2018-19 for any length of time. The 12 GEAR UP high schools are: Bradshaw Mountain High School, Casa Grande Union High School, Douglas High School, Holbrook High School, Kingman

High School, Lee Williams High School, Mingus Union High School, Mohave High School, River Valley High School, San Luis High School, Vista Grande High School, and Winslow High School.

4. For purposes of data entry, a comparison student is defined as a student who graduated in 2018 from an Arizona high school other than the twelve GEAR UP high schools, and who enrolled in your institution as a part-time or full-time student during 2018-19 for any length of time.
5. Each worksheet contains columns for entering English and math courses students enrolled in at your institution. GEAR UP needs these data to calculate and interpret the percentage of GEAR UP students who enroll in and succeed in developmental math and English courses during Fall and Spring of 2018-19 (dependent measure). There are some general guidelines for entering these data.
  - a. Data should be entered for every English and math course students enroll in during Fall and Spring 2018-2019.
  - b. There are three columns for entering each course (course name, course number, and grade earned by student).
  - c. Enough columns (six) are provided to enter up to two English and math courses per semester. In the unlikely event that students enroll in more than two Math or English courses in a semester, please include the three columns (name, number, and grade) for each of those courses as new columns at the end of the worksheet. Please use similar variable labels to those used for the first two courses (e.g., FallMathName3).
  - d. If a student did not take a math or English course in a given semester, the six columns provided for that semester should be left blank.
  - e. If a student only enrolled in one math or English course during a particular semester, the second set of three columns for entering courses for that semester should be left blank.
  - f. If a student enrolled in two math or English courses, enter the course with the lower course number in the first set of columns. The second course would be entered in the second set of columns for that semester.

**Data Sharing Timeline:** The data specified in this attachment will be provided in two separate electronically delivered EXCEL files by Northland Pioneer College to Northern Arizona University GEAR UP. File 1 with GEAR UP and comparison student data is due by February 28, 2019. File 2 containing GEAR UP and comparison student data is due August 1, 2019. To the extent possible, data will be formatted according to the file layout specifications provided in this document for each worksheet contained in those files (e.g., *File Layout Specifications for File 1, Worksheet 1: Identified. Student-level Data for GEAR UP Students* on pages 3-6).



**File Layout Specifications for File 1, Worksheet 1: Identified, Student-level Data for GEAR UP Students**

**Due: February 28, 2019**

**This file contains one row for every GEAR UP student who attended your institution in 2018-19. A GEAR UP student is defined as a student who graduated in 2018 from one of the twelve GEAR UP high schools, and who enrolled in your institution as a part-time or full-time student during 2018-19 for any length of time.**

Variable Name	Column	Variable Detail	Format	Notes
LastName	1	Student's Last Name	Students' Complete Last Name	Data element used to merge files for analyses.
FirstName	2	Students' First Name	Students' Complete First Name	Data element used to merge files for analyses.
MiddleName	3	Students' Middle Name	Middle Name or Initial if that is all that is available	Data element used to merge files for analyses.
DOB	4	Students' Date of Birth	MM/DD/YYYY	Data element used to merge files for analyses.
SchoolName	5	Numeric code for the GEAR UP high school the student graduated from in 2018	1=Bradshaw Mountain High School 2=Casa Grande Union High School 3=Douglas High School 4=Holbrook High School 5=Kingman High School 6=Lee Williams High School 7=Mingus Union High School 8=Mohave High School 9=River Valley High School 10=San Luis High School 11=Vista Grande High School 12=Winslow High School	Data element used for data validation.
GradYear	6	Students' high school graduation year	Should be 2018 for all students	Data element used for data validation.
EnrolledFall	7	Student enrolled at your institution in Fall 2018	No = 1 Yes= 2	Data element used for data validation.
FallEnglishName1	8	Course name for English course student enrolled in during Fall 2018	Complete course name for only English course enrolled in during Fall 2018, or the English course with the lowest course number if there are two English courses for Fall 2018	Data element provides information about a dependent measure. If student did not enroll in any English course in Fall 2018, leave columns 8 through 13 blank.

FallEnglishNo1	9	Course number for course listed in column 8	Course number (e. g., ENL 101)	Data element provides information about a dependent measure.
FallEnglishGrade1	10	Grade earned by student for the course listed in column 8	A, B, C, D, F, I, IP, P, W, AU, TR, NC, AP, AS, IB, CL	A-F=Traditional letter grades I=Incomplete IP=In Progress P=Pass W=Withdrawal AU= Audit TR=Transfer Credit (credit, no letter grade) NC=No Credit AP = Advanced Placement AS = Assessed Credit IB = International Baccalaureate CL=CLEP Testing
FallEnglishName2	11	Course name for second English course enrolled in during Fall 2018, if any	Complete course name for second English course student enrolled in during Fall 2018	This column would be blank unless student enrolled in a second English course in Fall 2018.
FallEnglishNo2	12	Course number for English course listed in column 11	Course number (e.g., ENL 101)	This column would be blank unless student took a second English course in Fall 2018.
FallEnglishGrade2	13	Letter Grade student earned in course identified in column 11	A, B, C, D, F, I, IP, P, W, AU, TR, NC, AP, AS, IB, CL	See grade codes listed for column 10. This column would be blank unless student took a second English course in Fall 2018.
FallMathName1	14	Course name for math course student enrolled in during Fall 2018	Complete course name for only math course enrolled in during Fall 2018, or the math course with the lowest course number if there are two math courses for Fall 2018	Data element is related to dependent measure. Columns 14 through 19 should be blank if student did not enroll in any math course during Fall 2018.
FallMathNo1	15	Course number for math course listed in column 14	Course Number for math course listed in column 14 (e.g., MAT 142)	Data element is related to dependent measure.
FallMathGrade1	16	Grade earned by student in math course listed in column 14	A, B, C, D, F, I, IP, P, W, AU, TR, NC, AP, AS, IB, CL	See grade codes listed for column 10.

FallMathName2	17	Course name for second math course student enrolled in during Fall 2018, if any	Complete Course Name	Data element is related to dependent measure. This column would be blank unless student enrolled in a second math course during Fall 2018.
FallMathNo2	18	Course number for math course listed in column 17	Course Number (e.g., MAT 142)	Data element is related to dependent measure. This column would be blank unless student enrolled in a second math course during Fall 2018.
FallMathGrade2	19	Grade earned by student in math course listed in column 17	A, B, C, D, F, I, IP, P, W, AU, TR, NC, AP, AS, IB, CL	See grade codes listed for column 10. This column would be blank unless student enrolled in a second math course during Fall 2018.
EnglishPlaceTest	20	English placement test for student, if any	Name of English placement test (e.g., Accuplacer, ACT)	Data element used to match comparison and GEAR UP groups. Leave columns 20 and 21 blank if there is no English placement test data for a student.
EnglishPlaceScore	21	Student performance on English placement test	Scale score for English placement test	Data element used to match comparison and GEAR UP groups.
MathPlaceTest	22	Math placement test for student, if any	Name of math placement test (e.g., Accuplacer, ACT)	Data element used to match comparison and GEAR UP groups. Leave columns 22 and 23 blank if no math placement test was taken by a student.
MathPlaceScore	23	Student performance on math placement test	Scale score for math placement test	Data element used to match comparison and GEAR UP groups.
CreditsAttFall	24	Total number of credits student attempted during Fall of 2018	Total number of credits students attempted during Fall of 2018	This provides additional data for dependent measures.
CreditsEarnFall	25	Total number of credits earned during Fall of 2018	Total number of credits for courses students passed in Fall of 2018	This provides additional data for dependent measures.

**File Layout Specifications for File 1, Worksheet 2: De-Identified, Student-level Data for Comparison Students**

**Due: February 28, 2019**

**This file contains one row for each comparison student who attended your institution in 2018-19. A comparison student is defined as a student who graduated in 2018 from an Arizona high school other than the twelve GEAR UP high schools, and who enrolled in your institution as a part-time or full-time student during 2018-19 for any length of time.**

Variable Name	Column	Variable Detail	Format	Notes
StudentID	1	Encrypted ID created by your institution	6-digit number that is unique for each student	Partner will maintain a key that matches encrypted ID to student. This key will not be shared with GEAR UP. Encrypted ID will be used to merge comparison files.
Gender	2	Numeric code for students' gender	1=female 2=male	Data element will be used to describe sample and to help match GEAR UP and comparison students.
Ethnicity	3	Numeric code for students' ethnicity	1=American Indian or Alaskan 2=Asian 3=Black or African American 4=Latino or Hispanic 5=Multiracial 6=Native Hawaiian or other Pacific Islander 7=White	Data element will be used to describe sample and to help match GEAR UP and comparison students.
SchoolName	4	High school the student graduated from in 2018	School name (e.g., Coconino High School)	Data element will be used to describe sample and to help match comparison GEAR UP and comparison students.
GradYear	5	Students' graduation year from high school listed in column 4	Should be 2018 for all students.	Data element used for data validation.
EnrolledFall	6	Was the student enrolled in Fall 2018?	Yes=2 No =1	Data element used for data validation.
FallEnglishName1	7	Course name for English course student enrolled in during Fall 2018	Complete course name for the only English Course enrolled in during Fall 2018, or the English course with the lowest course number if there are two English courses for Fall 2018.	Data element provides information about a dependent measure. If student did not enroll in any English course in Fall 2018, leave columns 7 through 12 blank.

FallEnglishNo1	8	Course number for course listed in column 7	Course number (e.g., ENL 101)	Data element provides information about a dependent measure.
FallEnglishGrade1	9	Grade earned by student for the course listed in column 7.	A, B, C, D, F, I, IP, P, W, AU, TR, NC, AP, AS, IB, CL	A-F=Traditional letter grades I=Incomplete IP=In Progress P=Pass W=Withdrawal AU= Audit TR=Transfer Credit (credit, no letter grade) NC=No Credit AP = Advanced Placement AS = Assessed Credit IB = International Baccalaureate CL=CLEP Testing
FallEnglishName2	10	Course name for second English course, if any, enrolled in during Fall 2018	Complete course name for second English course student enrolled in during Fall 2018	This column would be blank unless student took a second English course in Fall 2018.
FallEnglishNo2	11	Course number for English course listed in column 10	Course number (e.g., ENL 101)	This column would be blank unless student enrolled in a second English course in Fall 2018.
FallEnglishGrade2	12	Letter grade student earned in English course identified in column 10	A, B, C, D, F, I, IP, P, W, AU, TR, NC, AP, AS, IB, CL	See grade codes listed for column 9. This column would be blank unless student took a second English course in Fall 2018.
FallMathName1	13	Course name for math course student enrolled in during Fall 2018	Complete course name for only math course enrolled in during Fall 2018, or the math course with the lowest course number if there are two math courses for Fall 2018	Data element is related to dependent measure. Columns 13 through 18 should be blank if student did not enroll in any math course during Fall 2018.
FallMathNo1	14	Course number for math course listed in column 13	Course Number for math course listed in column 13 (e.g., MAT 142)	Data element is related to dependent measure.
FallMathGrade1	15	Grade earned by student in math course listed in column 13	A, B, C, D, F, I, IP, P, W, AU, TR, NC, AP, AS, IB, CL	See grade codes listed for column 9.

FallMathName2	16	Course name for second math course student enrolled in during Fall 2018, if any	Complete Course Name	Data element is related to dependent measure. This column would be blank unless student enrolled in a second math course during Fall 2018.
FallMathNo2	17	Course number for math course listed in column 16	Course Number (e.g., MAT 142)	Data element is related to dependent measure. This column would be blank unless student enrolled in a second math course during Fall 2018.
Fall MathGrade2	18	Grade earned by student in math course listed in column 16	A, B, C, D, F, I, IP, P, W, AU, TR, NC, AP, AS, IB, CL	See grade codes for column 9. This column would be blank unless student enrolled in a second math course during Fall 2018.
EnglishPlaceTest	19	English placement test for student, if any	Name of English placement test (e.g., Accuplacer, ACT)	Data element used to match comparison and GEAR UP groups. Leave columns 19 and 20 blank if there is no English placement test data for a student.
EnglishPlaceScore	20	Student performance on English placement test	Scale score for English placement test	Data element used to match comparison and GEAR UP groups.
MathPlaceTest	21	Math placement test for student, if any	Name of math placement test (e.g., Accuplacer, ACT)	Data element used to match comparison and GEAR UP groups. Leave columns 21 and 22 blank if no math placement test was taken by a student.
MathPlaceScore	22	Student performance on math placement test	Scale score for math placement test	Data element used to match comparison and GEAR UP groups.
CreditsAttFall	23	Total number of credits student attempted during Fall of 2018	Total number of credits students attempted during Fall of 2018	This provides additional data for dependent measures.
CreditsEarnFall	24	Total number of credits earned during Fall of 2018	Total number of credits for courses students passed in Fall of 2018	This provides additional data for dependent measures.

**File 2, Worksheet 1: Layout Specifications for Identified, Student level Data for GEAR UP Students**

**Due: August 1, 2019**

**This file contains one row for every GEAR UP student who attended your institution in 2018-19. A GEAR UP student is defined as a student who graduated in 2018 from one of the twelve GEAR UP high schools, and who enrolled in your institution as a part-time or full-time student during 2018-19 for any length of time.**

Variable Name	Column	Variable Detail	Format	Notes
LastName	1	Students' Last Name	Students' Complete Last Name	Data element used to merge files for analyses.
FirstName	2	Students' First Name	Students' Complete First Name	Data element used to merge files for analyses.
MiddleName	3	Students' Middle Name	Middle Name or Initial if that is all that is available	Data element used to merge files for analyses.
DOB	4	Students' Date of Birth	MM/DD/YYYY	Data element used to merge files for analyses.
SchoolName	5	Numeric code for the GEAR UP high school the student graduated from in 2018	1=Bradshaw Mountain High School 2=Casa Grande Union High School 3=Douglas High School 4=Holbrook High School 5=Kingman High School 6=Lee Williams High School 7=Mingus Union High School 8=Mohave High School 9=River Valley High School 10=San Luis High School 11=Vista Grande High School 12=Winslow High School	Data element used for data validation.
GradYear	6	Students' high school graduation year	Should be 2018 for all students	Data element used for data validation.
Program	7	Students' major or program	Institutions' names for students' programs	Data used in interpreting developmental courses.
EnrolledSpring	8	Student enrolled at your institution in the Spring 2019	No=1 Yes=2	Data element used for data validation.
CumGPA	9	End-of-year GPA for 2018-19 based on a 4-point scale	0.00 to 4.00	Data element is a dependent measure. CumGPA is based on Fall and Spring terms.

SpringEnglishName1	10	Course name for English course enrolled in by student in Spring 2019	Complete course name for only English course enrolled in during Spring 2019, or the English course with the lowest course number if there are two English courses for Spring 2019	Data element provides information about a dependent measure. Columns 10 through 15 would be blank if the student did not enroll in any English course during Spring 2019.
SpringEnglishNo1	11	Course number for course listed in column 10	Course Number (e.g., ENL 101)	Data element provides information about a dependent measure.
SpringEnglishGrade1	12	Letter grade student earned in the course identified in column 10	A, B, C, D, F, I, IP, P, W, AU, TR, NC, AP, AS, IB, CL	A-F=Traditional letter grades I=Incomplete IP=In Progress P=Pass W=Withdrawal AU= Audit TR=Transfer Credit (credit, no letter grade) NC=No Credit AP = Advanced Placement AS = Assessed Credit IB = International Baccalaureate CL=CLEP Testing
SpringEnglishName2	13	Course name for second English course student enrolled in during Spring 2019, if any.	Full Course Name	Data element provides information about a dependent measure. Columns 13 through 15 left blank if there is not a second English course in Spring 2019.
SpringEnglishNo2	14	Course number for course listed in column 13	Course number (e.g., ENL 101)	Data element provides information about a dependent measure
SpringEnglishGrade2	15	Letter grade student earned in the course identified in column 13	A, B, C, D, F, I, IP, P, W, AU, TR, NC, AP, AS, IB, CL	Data element provides information about a dependent measure See grade codes listed for column 12.
SpringMathName1	16	Name for math course student enrolled in during Spring 2019	Complete course name for only math course enrolled in during Spring, 2019, or the math course with the lowest course number if there are two math courses for Spring 2019	Data element provides information about a dependent measure.  Columns 16 through 21 are left blank is student did not enroll in any math course during Spring 2019.
SpringMathNo1	17	Course number for math course listed in column 16	Course Number (e.g., MAT 142)	Data element provides information about a dependent measure.



SpringMathGrade1	18	Letter grade student earned in the course identified in column 16	A, B, C, D, F, I, IP, P, W, AU, TR, NC, AP, AS, IB, CL	Data element provides information about a dependent measure. See grade codes listed for column 12.
SpringMathName2	19	Name of second math course student enrolled in during Spring 2019, if any	Full Course Name	Data element provides information about a dependent measure. Columns 19 through 21 left blank if there is not a second math course.
SpringMathNo2	20	Course number for math course listed in column 19	Course Number (e.g., MAT 142)	Data element provides information about a dependent measure.
SpringMathGrade2	21	Letter grade student earned in the course identified in column 19	A, B, C, D, F, I, IP, P, W, AU, TR, NC, AP, AS, IB, CL	Data element provides information about a dependent measure. See grade codes listed for column 12.
CreditsAttSpring	22	Total number of credits student attempted during Spring of 2019	Total number of credits students attempted during Spring of 2019	This provides additional data for dependent measures.
CreditsEarnSpring	23	Total number of credits earned during Spring of 2019	Total number of credits for courses students passed in Spring of 2019	This provides additional data for dependent measures.

**File 2, Worksheet 2: File Layout Specifications for De-identified, Student level Data for Comparison Students**

**Due: August 1, 2019**

**This file contains one row for each comparison student who attended your institution in 2018-19. A comparison student is defined as a student who graduated in 2018 from an Arizona high school other than the twelve GEAR UP high schools, and who enrolled in your institution as a part-time or full-time student during 2018-19 for any length of time.**

Variable Name	Column	Variable Detail	Format	Notes
StudentID	1	Encrypted ID created by your institution	6-digit number that is unique for each student	Partner will maintain a key that matches encrypted ID to student. This key will not be shared with GEAR UP. Encrypted ID will be used to merge comparison files.
Gender	2	Numeric code for students' gender	1=female 2=male	Data element will be used to describe sample and to help match GEAR UP and comparison students.
Ethnicity	3	Numeric code for students' ethnicity	1=American Indian or Alaskan 2=Asian 3=Black or African American 4=Latino or Hispanic 5=Multiracial 6=Native Hawaiian or other Pacific Islander 7=White	Data element will be used to describe sample and to help match GEAR UP and comparison students.
SchoolName	4	High school the student graduated from in 2018	School name (e.g., Coconino High School)	Data element will be used to describe sample and to help match comparison GEAR UP and comparison students.
GradYear	5	Students' graduation year from high school listed in column 4	Should be 2018 for all students	Data element used for data validation.
Program	6	Students' identified major or program	Institutions' names for student programs	Data used in interpreting developmental courses.
EnrolledSpring	7	Student enrolled at your institution in Spring 2019	No=1 Yes=2	Data element used for data validation.

CumGPA	8	End-of-year GPA for 2018-19 based on a 4-point scale	0.00 to 4.00	Data element is a dependent measure. CumGPA is based on Fall and Spring semesters.
SpringEnglishName1	9	Course name for English course enrolled in by student in Spring 2019	Complete course name for only English course enrolled in during Spring 2019, or the English course with the lowest course number if there are two English courses for Spring 2019	Data element provides information about a dependent measure. Columns 9 through 14 would be blank if the student did not enroll in any English course during Spring 2019.
SpringEnglishNo1	10	Course number for course listed in column 9	Course number (e.g., ENL 101)	Data element provides information about a dependent measure.
SpringEnglishGrade1	11	Letter grade student earned in the course identified in column 9	A, B, C, D, F, I, IP, P, W, AU, TR, NC, AP, AS, IB, CL	A-F=Traditional letter grades I=Incomplete IP=In Progress P=Pass W=Withdrawal AU= Audit TR=Transfer Credit (credit, no letter grade) NC=No Credit AP = Advanced Placement AS = Assessed Credit IB = International Baccalaureate CL=CLEP Testing
SpringEnglishName2	12	Course name for second English course student enrolled in during Spring 2019, if any	Full Course Name	Data element provides information about a dependent measure. Columns 12 through 14 left blank if there is not a second English course in Spring 2019.
SpringEnglishNo2	13	Course number for course listed in column 12	Course number (e.g., ENL 101)	Data element provides information about a dependent measure.
SpringEnglishGrade2	14	Letter grade student earned in the course identified in column 12	A, B, C, D, F, I, IP, P, W, AU, TR, NC, AP, AS, IB, CL	Data element provides information about a dependent measure See grade codes listed for column 11.
SpringMathName1	15	Name for math course student enrolled in during Spring 2019	Complete course name for only math course enrolled in during Spring, 2019, or the math course with the lowest course number if there are two math courses for Spring 2019	Data element provides information about a dependent measure Columns 15 through 20 are left blank is student did not enroll in any math course during Spring 2019.

SpringMathNo1	16	Course number for math course listed in column 15	Course Number (e.g., MAT 142)	Data element provides information about a dependent measure.
SpringMathGrade1	17	Letter grade student earned in the course identified in column 15	A, B, C, D, F, I, IP, P, W, AU, TR, NC, AP, AS, IB, CL	Data element provides information about a dependent measure. See grade codes listed for column 11.
SpringMathName2	18	Name of second math course student enrolled in during Spring 2019, if any	Full Course Name	Data element provides information about a dependent measure. Columns 18 through 20 left blank if there is not a second math course.
SpringMathNo2	19	Course number for math course listed in column 18	Course Number (e.g., MAT 142)	Data element provides information about a dependent measure.
SpringMathGrade2	20	Letter grade student earned in the course identified in column 18	A, B, C, D, F, I, IP, P, W, AU, TR, NC, AP, AS, IB, CL	Data element provides information about a dependent measure. See grade codes listed for column 11.
CreditsAttSpring	21	Total number of credits student attempted during Spring of 2019	Total number of credits students attempted during Spring of 2019	This provides additional data for dependent measures.
CreditsEarnSpring	22	Total number of credits earned during Spring of 2019	Total number of credits for courses students passed in Spring of 2019	This provides additional data for dependent measures.

# NORTHERN ARIZONA UNIVERSITY

Gaining Early Awareness & Readiness for Undergraduate Programs

## POSTSECONDARY SUCCESS INITIATIVE (PSI) 2018-19

### QUARTERLY FINANCIAL PACKET

*To be completed in accordance with GEAR UP Guidelines and Instructions, and submitted within 20 days after quarter end.*

#### SUMMARY & CERTIFICATION

Partner: Northland Pioneer College Allocation: \$50,000

Check payable to: \_\_\_\_\_ Completed by: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

Signature of GEAR UP Partner's authorized official: \_\_\_\_\_ Date signed: \_\_\_\_\_

*By signing this form, the GEAR UP Partner's Authorized Official certifies to the best of his/her knowledge and belief that this financial packet is true, complete and accurate, and that all expenditures requested for reimbursement were made in accordance with GEAR UP Postsecondary Success Initiative Partner Agreement terms and conditions. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). This GEAR UP Partner financial packet will not be processed for payment by NAU without the GEAR UP Partner's Authorized Official's signature.*

ACTUAL EXPENDITURES BY QUARTER AS OF: _____				
	PERSONNEL	OPERATING	TRAVEL	TOTAL
Q1: 05/01/18 - 09/30/18	_____	_____	_____	\$ -
Q2: 10/01/18 - 12/31/18	_____	_____	_____	\$ -
Q3: 01/01/19 - 03/31/19	_____	_____	_____	\$ -
Q4: 04/01/19 - 06/30/19	_____	_____	_____	\$ -
<b>TOTAL DIRECT</b>	\$ -	\$ -	\$ -	\$ -
	<b>INDIRECT @ 8%</b>			<b>waived</b>
	<b>TOTAL</b>			<b>\$ -</b>

BUDGETED TOTAL VS. ACTUAL EXPENDITURES TOTAL			
CATEGORY	BUDGETED TOTAL	ACTUAL EXPENDITURES TOTAL	BUDGETED TOTAL LESS ACTUAL EXPENDITURES TOTAL
PERSONNEL	\$ 40,100	\$ -	\$ 40,100
OPERATING	\$ 8,900	\$ -	\$ 8,900
TRAVEL	\$ 1,000	\$ -	\$ 1,000
<b>TOTAL DIRECT</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>
<b>INDIRECT @ 8%</b>	<b>waived</b>	<b>waived</b>	<b>waived</b>
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>

NAU shall reimburse NPC for services rendered and costs incurred up to but not to exceed \$50,000, payable in a series of five installments of \$10,000 each, following receipt of a completed financial packet. Payment schedule is as follows:

- \$10,000 May 30, 2018
- \$10,000 October 31, 2018
- \$10,000 January 31, 2019
- \$10,000 April 30, 2019
- \$10,000 July 31, 2019

NAU may reduce the final payment amount to ensure that NAU does not reimburse more than total costs incurred.

**ITEMIZED COSTS: PERSONNEL**

BUDGET ITEM	THIS QUARTER'S REIMBURSEMENT
Project Management: GEAR UP Coordinator/Tutor (part-time)	
<b>SUBTOTAL THIS QUARTER'S PERSONNEL COSTS</b>	<b>\$ -</b>

*Please ensure that the amounts entered for THIS QUARTER'S PERSONNEL COSTS are equal to the amounts entered for this budget category on the SUMMARY AND CERTIFICATION page. In addition, in the space provided below, please submit a brief written narrative for THIS QUARTER'S PERSONNEL COSTS in accordance with the guidelines and instructions contained in the GEAR UP Partner Agreement. Attach additional pages if the space provided is not sufficient. Attach all required supporting documentation of each Personnel cost requested for reimbursement.*

**ITEMIZED COSTS: OPERATING**

BUDGET ITEM	THIS QUARTER'S REIMBURSEMENT
Project Management: Operating Supplies (laptop, printer, ofc supplies, etc)	
I. Academic Support: Tutoring Program Operating Supplies	
III. Transition Activities: Summer Boot Camp Operating Supplies	
<b>SUBTOTAL THIS QUARTER'S OPERATING COSTS</b>	<b>\$ -</b>
<p><i>Please ensure that the amounts entered for THIS QUARTER'S OPERATING COSTS are equal to the amounts entered for this budget category on the SUMMARY AND CERTIFICATION page. In addition, in the space provided below, please submit a brief written narrative for THIS QUARTER'S OPERATING COSTS in accordance with the guidelines and instructions contained in the GEAR UP Partner Agreement. Attach additional pages if the space provided is not sufficient. Attach all required supporting documentation of each Operating cost requested for reimbursement.</i></p>	
<p><i>(Empty space for narrative and documentation)</i></p>	

**ITEMIZED COSTS: TRAVEL**

BUDGET ITEM	THIS QUARTER'S REIMBURSEMENT
GEAR UP Coordinator/Tutor Attends In-State Retention Conf (Phoenix)	
<b>SUBTOTAL THIS QUARTER'S TRAVEL COSTS</b>	<b>\$ -</b>
<p><i>Please ensure that the amounts entered for THIS QUARTER'S TRAVEL COSTS are equal to the amounts entered for this budget category on the SUMMARY AND CERTIFICATION page. In addition, in the space provided below, please submit a brief written narrative for THIS QUARTER'S TRAVEL COSTS in accordance with the guidelines and instructions contained in the GEAR UP Partner Agreement. Attach additional pages if the space provided is not sufficient. Attach all required supporting documentation of each Travel cost requested for reimbursement.</i></p>	
<p><i>(Empty space for narrative and documentation)</i></p>	

# FISCAL GUIDANCE

## Postsecondary Success Initiative (PSI) 2018-19

### ALLOWABLE COSTS

Allowable costs are those necessary to achieve approved plans aimed at increasing freshmen academic achievement and retention during the project period, May 1, 2018 through June 30, 2019. Requested funds must directly link to a service, activity, initiative or program described in the scope of work.

Costs for the Postsecondary Success Initiative are funded by federal GEAR UP resources (on a reimbursement basis). Therefore, federal cost principles apply to expenditure of funds. Accordingly, financial reporting and documentation standards for use of GEAR UP funds are high, as is accountability associated with fund use. Audit-ready financial records of costs incurred must demonstrate that expenditures:

- Are allowable as defined in federal government Uniform Guidance – U.S. Code of Federal Regulations Title 2 Subtitle A, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- Are in accordance with institutional policies and procedures; and,
- Clearly serve their designated public purpose; in this case, implementing plans to help GEAR UP college freshmen succeed academically during their first year of PSE and return to college for their sophomore year.

Common cost components (federal) include:

- Institutional Personnel (salaries + benefits)
- Non-Institutional Personnel (consultants, independent contractors, AmeriCorps members, etc.)
- Materials & Supplies (associated with program implementation)
- Printing, Photocopying & Postage
- Student Transportation
- In-State Travel (registration, mileage, m&ie, lodging)
- Technology Purchases (computers, apps, software, etc.)

Federal cost principles on allowable costs, state that they must be:

- Reasonable (reflecting an action that a prudent person would take, and generally recognized, as necessary for the institution to accomplish a task, guided by established institutional policies and practices);



- Allocable (applied in proportion to relative benefits, as approximated through reasonable methods; i.e., when GEAR UP funds are used to fully pay expenses, GEAR UP students must benefit fully from the procured good or service);
- Consistently treated (anything not allowed by the partner institution is not allowed by GEAR UP);
- Compliant with applicable limitations and exclusions (as stated in federal cost principles, guidelines, institutional policies and procedures, and any Agreement made between AZ GEAR UP and a PSE institution).

⇒ **INDIRECT COSTS:** 2 CFR Chapter 1, Chapter II, Part 200, §200.100, §200.331, and §200.414 make requesting reimbursement for the charging of indirect costs by partners to AZ GEAR UP Partner Agreements allowable but not mandatory. Indirect costs are defined by 2 CFR Chapter 1, Chapter II, Part 200, §200.56; for PSE partners, indirect costs are general expenses such as costs of senior management, personnel administration, accounting personnel, and general operations and maintenance expenses. Most PSE partners have established an indirect rate with the federal government through a cognizant federal agency. **However, the maximum indirect rate allowed by the United States Department of Education (USDOE) for GEAR UP partnerships is 8%.** Indirect costs will (or will not) be incurred / reimbursed according to the rate and terms agreed to between AZ GEAR UP and partners, not to exceed 8%. The maximum fund amount available under the Postsecondary Success Initiative is inclusive of both direct and indirect costs. Institutions may waive indirect costs. Costs for Travel are generally considered “participant support costs” per federal cost principles and thus they are removed from the Modified Total Direct Cost (MTDC) base.

⇒ **GEAR UP FUNDS ARE TO SUPPLEMENT, NOT SUPPLANT:** Approved costs must “supplement” existing resources and not “supplant” them. That is, the services provided through partnership with AZ GEAR UP during the 2018-19 project period and the associated costs of such services, must otherwise not be possible were it not for GEAR UP funding. Using GEAR UP funds to replace / divert existing funds that would otherwise have been available is not permitted.

⇒ **NON-ALLOWABLE COSTS:** Non-allowable costs include those that are specifically prohibited by U.S. Code of Federal Regulations Title 2 Subtitle A, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards, Subpart E Cost Principles, General Provisions For Selected Items of Cost, §200.420 through §200.475. For reference: [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl). Please contact the NAU GEAR UP Director of Fiscal / Office Operations if you have any questions about whether a proposed cost under this initiative is allowable under federal cost principles as specified in federal Uniform Guidance.

Your institution may also have developed its own specific list of costs that are not allowable per institutional policy. GEAR UP funds may not be used for these types of costs per the “consistently treated” clause of federal cost principles – anything not allowed to be purchased by the partner organization is not allowed to be purchased with GEAR UP funds.

The following costs are also not allowable:

- Costs for entertainment and socializing – cost-bearing events (especially those involving food costs) must have multiple GEAR UP students and/or parents in attendance, and must be held to accomplish a specific purpose and task (and not solely for the purpose of entertainment or socializing); great care and careful planning of food and drink costs paid with GEAR UP funds must be taken to ensure that

provision of food and drinks at these events complies with institutional policies and procedures as well as federal cost principles concerning allowable costs.

- Travel-related costs that are not itemized in the approved plan or budget – if approved, the Partner-agency’s travel policies and procedures apply (NAU’s travel policies and procedures only govern NAU employees).
- Equipment costs (single items that cost \$5,000+) – there are no equipment costs in the approved GEAR UP 2012-19 budget and therefore equipment costs may not be incurred.

- ⇒ **COST ALLOCATION:** Costs can be shared (split) among sources; for example, you can propose that a task / initiative be paid for 50% with GEAR UP funds and 50% with institutional funds.
- ⇒ **FUND MANAGEMENT:** Funds issued to the Community College Partner from NAU for reimbursement of expenses cannot be co-mingled with funds from other sources. The Agreement between NAU and the Community College Partner will require the Partner to establish a separate local account to capture GEAR UP-related financial activity. This auditable transaction record of both revenue received and expenses incurred must be assigned a unique identifying number from within the Partners’ existing General Ledger account structure. Only NAU GEAR UP Agreement-related financial activity can be posted to this account. A detailed statement of each quarter’s account activity that conforms to generally accepted accounting principles must be submitted as part of the supporting documentation record for requested reimbursement.
- ⇒ **COST SHARE:** AZ GEAR UP is a 1:1 match program; that is, every dollar of federal GEAR UP funds expended must be matched 100% from a non-federal fund source. However, NAU has secured all of the required match dollars for AZ GEAR UP 2012-19; therefore, no cost share (match) contributions are required by partners under the Postsecondary Success Initiative for Select Community Colleges.

## Quarterly Financial Packet Guidelines and Instructions

GEAR UP PSI Partnerships operate on a modified cost reimbursement basis. NAU reimburses Partners for services rendered and costs incurred up to but not to exceed the Agreement maximum, payable in a series of five equal installments, each issued following receipt and review of a completed quarterly progress report and financial packet. NAU may reduce the final payment amount to ensure that NAU does not reimburse more than total costs incurred.

Partners request reimbursement by way of a completed quarterly financial packet using forms developed by NAU GEAR UP. The quarterly financial packet must be e-mailed (scanned image) or mailed (hard copy) or saved to a designated Dropbox area on or before the due dates specified below (generally 20 days after the close of a quarter). The packet includes a Summary and Certification section and an Itemized Costs & Brief Narrative section. Supporting documentation must be included for each expense being requested for reimbursement.

PSI Reporting Schedule		Submission Instructions
REPORTING PERIOD	DUE ON OR BEFORE	<p><b><u>Mail all originals to:</u></b>                      Arizona GEAR UP                      15451 N. 28th Ave. #216                      Phoenix, AZ 85053</p> <p><b><u>OR...save scanned images of originals to Dropbox.</u></b></p> <p><b><u>OR...Email scanned image of all originals to:</u></b>                      stephen.hart@nau.edu</p>
May 1 – Sept 30, 2018	October 22, 2018	
Oct 1 – Dec 31, 2018	January 21, 2019	
Jan 1 – March 31, 2019	April 22, 2019	
April 1 – June 30, 2019	July 22, 2019	

1. Food costs are considered allowable when there is a compelling business purpose for providing food. Costs for entertaining / socializing alone (including food costs) are not allowable and will not be approved by the NAU GEAR UP State Office. Cost-bearing activities (especially those involving food costs) must have multiple GEAR UP students and/or parents in attendance, and must be held to accomplish a specific PSI work plan task.
  
2. The Brief Narrative included with the financial packet must clearly identify all items requested for reimbursement, and make the purpose of each evident by correlating them to specific work plan task(s); this means that listing an employee name alone (under Personnel) or a vendor name alone (under Operating) is inadequate.
  
3. Supporting documentation means copies of all Time and Effort forms, payroll registers, receipts, invoices, purchase orders, calculation sheets, transaction reports, accounting reports, e-mail correspondence, sign-in sheets, and other types of documentation in support of expenses requested for reimbursement. This includes:
  - An auditable transaction record of both revenue received and expenses incurred during the reporting period, for the separate local account established to capture GEAR UP PSI-related financial activity.
  
  - A payroll register that conforms to generally accepted accounting principles, as documentation for salaries, wages, and benefits of school personnel costs.

- Copies of signed Time and Effort forms for each staff member whose personnel costs are being requested for reimbursement in a given month (partners may substitute copies of their own such forms if they meet standards of Uniform Guidance 2 CFR Title 2 → Subtitle A → Chapter II → Part 200 → §200.430 Compensation – Personal Services).
  - All other supporting expenditure documentation, as backup for reimbursement related to travel and operating costs.
4. A GEAR UP Partner’s “Authorized Official” is the person who is designated in the Agreement as such. The original signature of the Partner’s Authorized Official must appear on page 1 of each quarterly financial packet submitted to the State GEAR UP Office. By signing, the Authorized Official is certifying that expenditures requested for reimbursement comply with all applicable federal regulations, that the brief narrative and cumulative report are accurate, and that all required supporting documentation is attached.
  5. Budgets are administered on a “category” basis. The three major categories are: Personnel; Operating; and Travel. Each category may have several line items within it (EX: the Personnel category is the sum of line items Salaries and Wages + Employee Benefits). Partners’ cumulative costs requested for reimbursement in each category may not exceed the total amount authorized for reimbursement.
  6. If applicable, GEAR UP Partners shall submit written requests to modify workplans and budgets to their designated GEAR UP contact. These written workplan and budget modification requests must include a clear explanation and justification of the reason(s) why original workplan activities are not feasible and include proposed change(s) to the budget. Such requests must be made at the time a change to the workplan / budget is apparent. Written requests for the workplan / budget modifications relative to the fourth quarter of the performance period (April 1, 2019 – June 30, 2019) must be received by NAU GEAR UP on or before **March 31, 2019**. NAU GEAR UP will review and approve / disapprove budget modification requests accordingly, and initiate any administrative actions necessary to formalize such approval.
  7. GEAR UP Partners shall notify NAU no later than sixty (60) days prior to the end of the performance period if it appears that total reimbursement funding will be insufficient to accomplish the purposes of the Agreement. Following that notification, NAU and the Partner will carefully review budget status and determine a solution (NAU is not obligated to increase the Reimbursement amount and the Partner is not obligated to provide services beyond the point at which Reimbursement funds expire).
  8. Questions on PSI financial reporting may be directed to:  
**Stephen Hart, Assistant Director – Operations, (602) 776 – 4614, [stephen.hart@nau.edu](mailto:stephen.hart@nau.edu)**

**NORTHERN ARIZONA UNIVERSITY**

Gaining Early Awareness & Readiness for Undergraduate Programs

**POSTSECONDARY SUCCESS INITIATIVE (PSI) 2018-19**

**Time and Effort Form**

In accordance with Financial Packet Guidelines and Instructions, this form is required to be completed, signed and submitted with the quarterly financial packet for each staff member whose personnel costs are being requested for reimbursement.

**Staff Member**

Employee Name:		ID#:	
Position:			
Organization:			

**Statement of Time and Effort Charged or Contributed**

Period Beginning:		Period Ending:	
Account:			
Effort (% or # hours):			
Brief Description:			

**Certification**

<b>Employee Signature</b>	
Signature ↑	Date ↑
Print Name ↑	
Employee's signature certifies that this is a correct record of time and effort charged or contributed to the GEAR UP PSI 2018-19 program during the noted period.	

## 2018-19 Budget Analysis

### Summary:

The 2018-19 budget development process is on target. The Board approved budget calendar and the assumptions are included. The proposed preliminary budget will be presented for action on the official forms provided by the Office of the Auditor General. The State of Arizona has not yet approved its budget. The following analysis summarizes key items in the general fund and other funds.

### General fund:

	<b>FY1819</b>	<b>FY1718</b>	<b>Change</b>	<b>% Change</b>
Operating 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	-	
Subtotal	<u>30,539,569</u>	<u>29,796,054</u>	743,515	2.5%
Fund Balance	650,000	400,000	250,000	
Transfers	<u>(2,900,000)</u>	<u>(2,900,000)</u>	-	
Total Revenues	<u>\$ 28,289,569</u>	<u>\$ 27,296,054</u>	\$ 993,515	3.6%
Total Expenditures	<u>\$ 28,289,569</u>	<u>\$ 27,296,054</u>	\$ 993,515	3.6%

- a. **Operating State aid** is expected to decrease \$76,000 based on declining enrollment.
- b. **Equalization** is expected to increase \$239,000. 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).
- c. **Tuition** will increase \$60,000 based on the approved \$2 per credit hour.
- d. 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. Details included in the property tax documents.
- e. **Expenditures** include the proposed salary and wage increase of 3.5%. Details included in the salary and wage documents. Other expenditures include technology cost related

to long distance learning for approximately \$300,000. This technology initiative impacts the current and future years.

Unrestricted plant fund (capital):

- a. General fund transfer remains the same at \$2,000,000
- b. State Aid for STEM is \$343,000
- c. Fund balance support is \$9,100,000; pursuing major building repair & new Allied Health building, but timing not solid
- d. Details included in the capital budget documents

Restricted fund (grants and student federal financial aid):

- a. General fund transfer remains the same at \$600,000
- b. Continue to pursue grant opportunities

Auxiliary fund:

- a. General fund transfer remains the same at \$300,000
- b. Continue to grow Corporate Training
- c. Continue to offer Kids College in the summer
- d. Non-credit course will continue to be offered year round
- e. Bookstore revenues continue to decline, looking at alternatives
- f. Other auxiliary activities remain steady

# 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	✓*2 March
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	✓*20 March
21. Approve tuition and fee schedules	DGB	✓20 March
22. Approve salary schedules	DGB	✓*17 April
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>

## 2018 – 2019 PRIMARY PROPERTY TAX LEVY

### **Summary:**

The preliminary budget includes primary property taxes levied at the maximum. The maximum levy is a 2 percent (2%) increase over the prior year, excluding new construction. When the levy is set at the maximum a Truth in Taxation hearing is required. The 2018 Levy Limit worksheet is attached listing the maximum levy as \$15,356,069 and a rate of \$1.8527. This is an increase of \$521,115 from the current year levy. A Truth in Taxation hearing along with publication of notices will be required. Documentation received from the Property Tax Oversight Commission is included.

Truth in Taxation notices will be published in the Holbrook Tribune-News and the White Mountain Independent. A notice of the scheduled Truth in Taxation hearing will also be published and sent as a news release to all area media outlets. The news release will also present supporting information for the proposed increase.

Staff recommends increasing the levy to the maximum rate in order to demonstrate a continuing and consistent local willingness to support the operations of the District, to recognize the value of the educational opportunities provided to communities and individuals throughout Navajo County, and to provide necessary current and future funding.

The Board approved the Budget Development assumptions and guidelines including a determination to levy at the maximum rate. However, the Board can levy the primary property tax at a level below the maximum rate, including setting the rate at a level that does not require a Truth-in-Taxation hearing. The attached 2018 Truth in Taxation analysis shows the calculation if the levy was set at a level that would not require a hearing. The rate of \$1.8164 would result in a levy of \$15,055,197.

Final action on the primary property tax levy will be taken at a special meeting on May 15, 2018, following the Truth in Taxation and budget hearings. The levy can be decreased but not increased at that time.

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

## 2018 LEVY LIMIT WORKSHEET

<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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<i>Prior year actual levy (from line F.1 of the 2017 worksheet)</i>	\$14,834,954
<i>Divided by current values excluding new construction per line B.5</i>	\$8,167,199
<b>Truth in Taxation Rate</b>	<b>1.8164</b>

If the proposed tax rate is greater than the Truth in Taxation Rate noted above, a truth in taxation hearing must be held. If the proposed levy, excluding new construction, is equal to 15% or more, the motion to levy the increase must be approved by a unanimous roll call vote. (see A.R.S. § 42-17107)

Values cannot be changed after February 10 without the approval of the Property Tax Oversight Commission pursuant to § 42-17051.A. Thus, the total net assessed values per line C.4 must be used when adopting a primary property tax levy and tax rate.

*For questions, contact Darlene Teller at (602) 716-6436 or dteller@azdor.gov.*

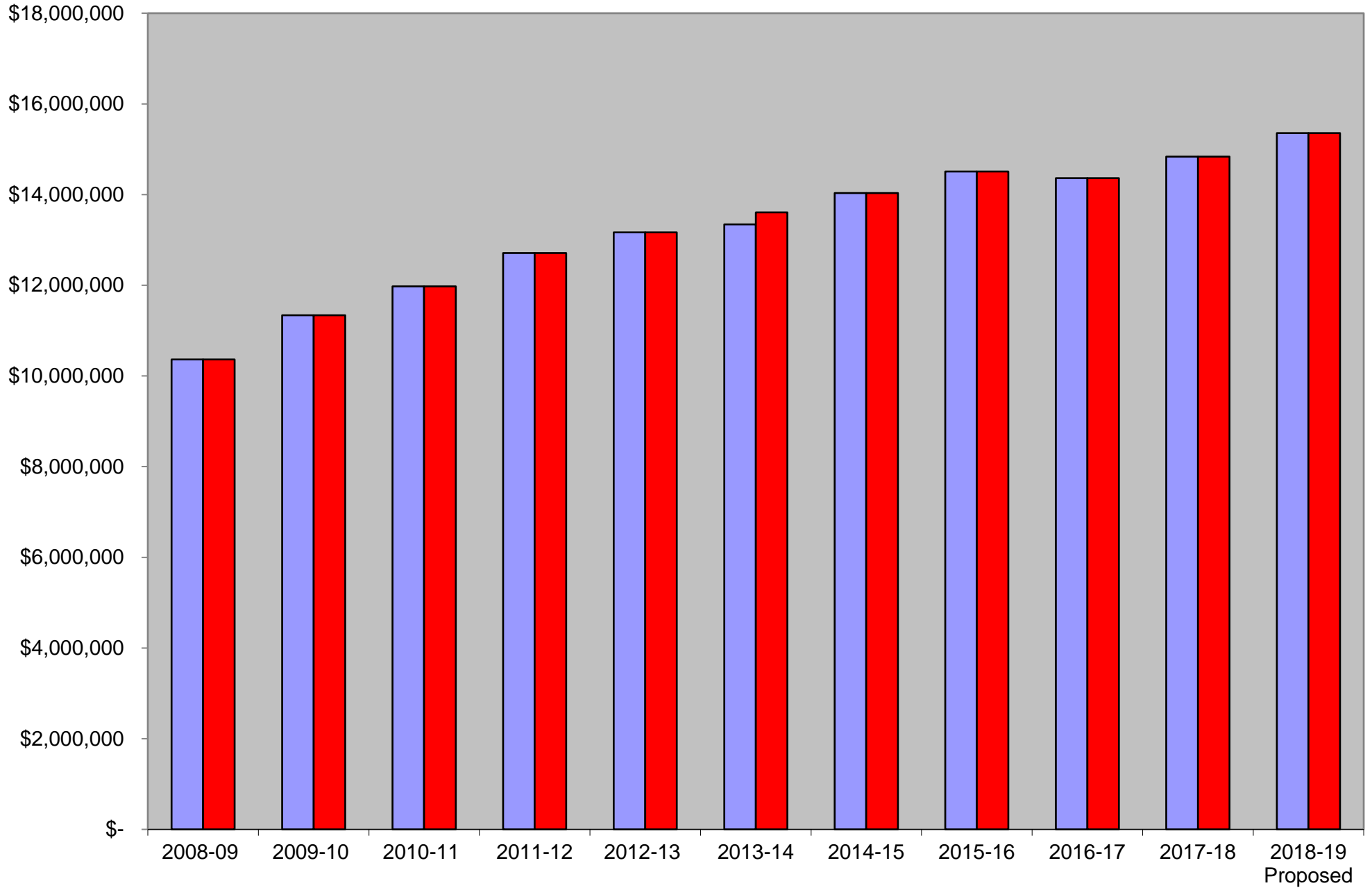
# Truth in Taxation Analysis

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

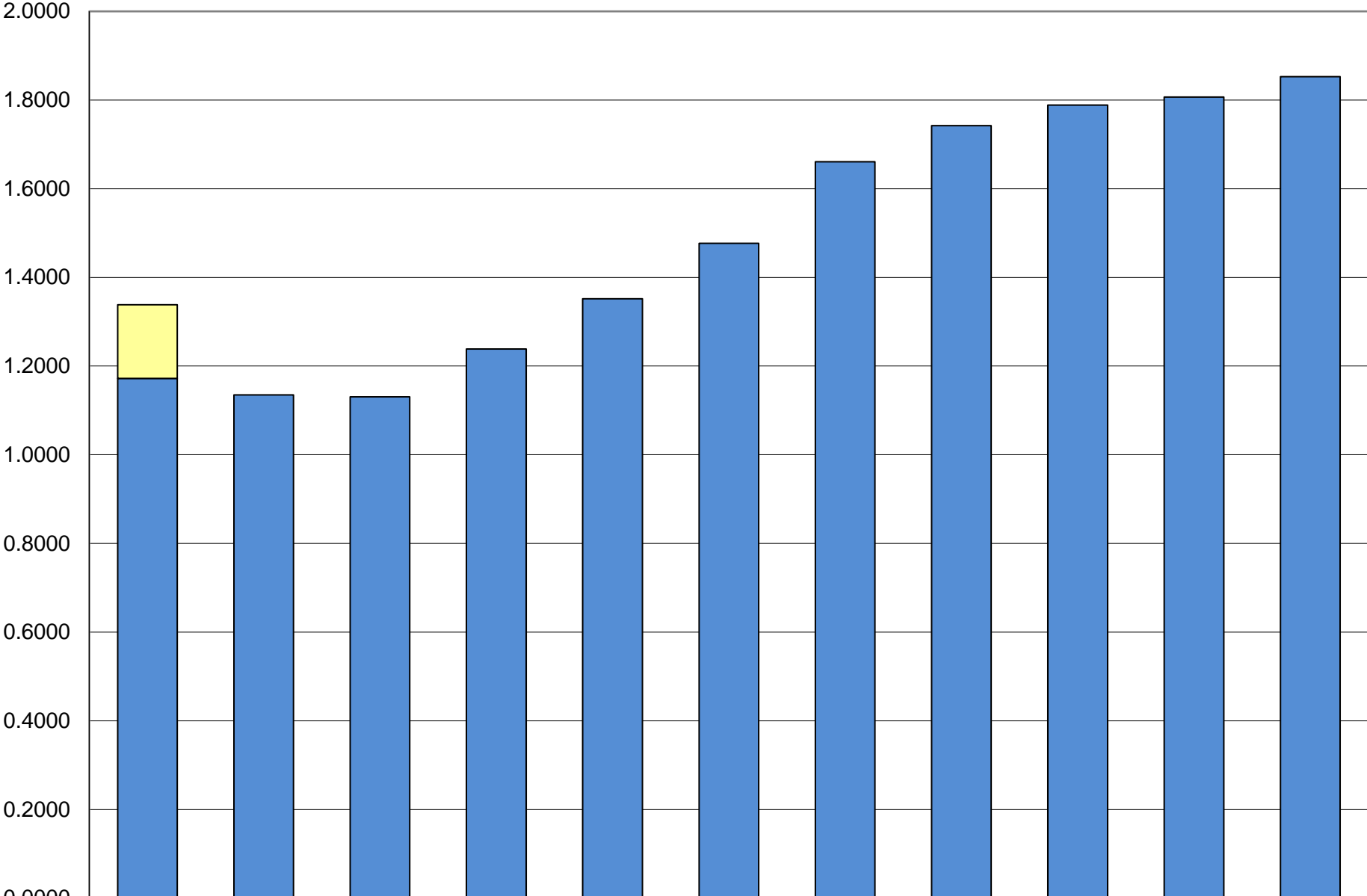
<b>Actual current primary property tax levy:</b> <i>(line F.1. actual levy from prior year's final levy limit worksheet) or from A.1. current levy worksheet</i>	<b>\$ 14,834,954</b>
<b>Net assessed valuation:</b> <i>(line C.4. from current year's worksheet)</i>	<b>\$ 828,848,133</b>
<b>Value of new construction:</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>

# NPC Primary Maximum Property Tax Levy compared to Actual Levy

Levy - Assessed    Levy Limit - Max



### NPC Historical Property Tax Rates & Current Year Proposal



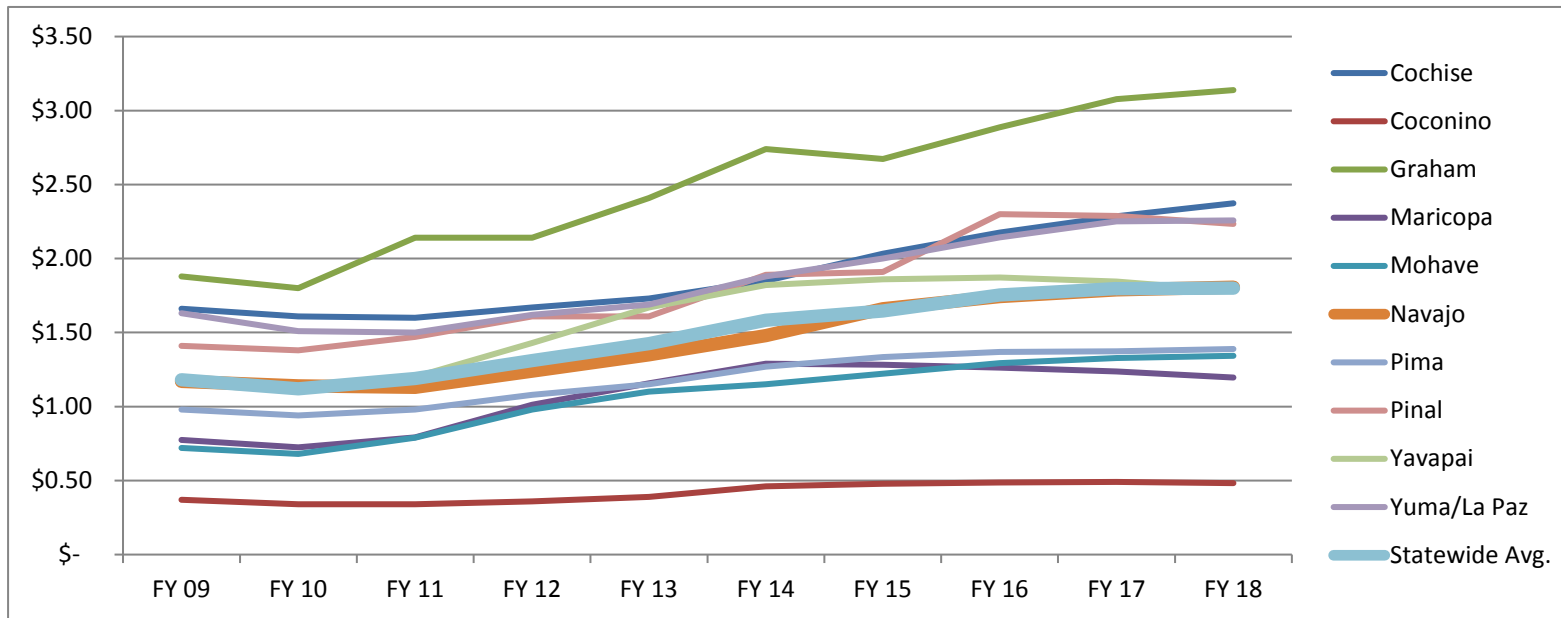
■ Secondary  
■ Primary

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19 Proposed
Secondary	0.1663	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Primary	1.1719	1.1352	1.1308	1.2387	1.3515	1.4769	1.6610	1.7423	1.7884	1.8067	1.8527

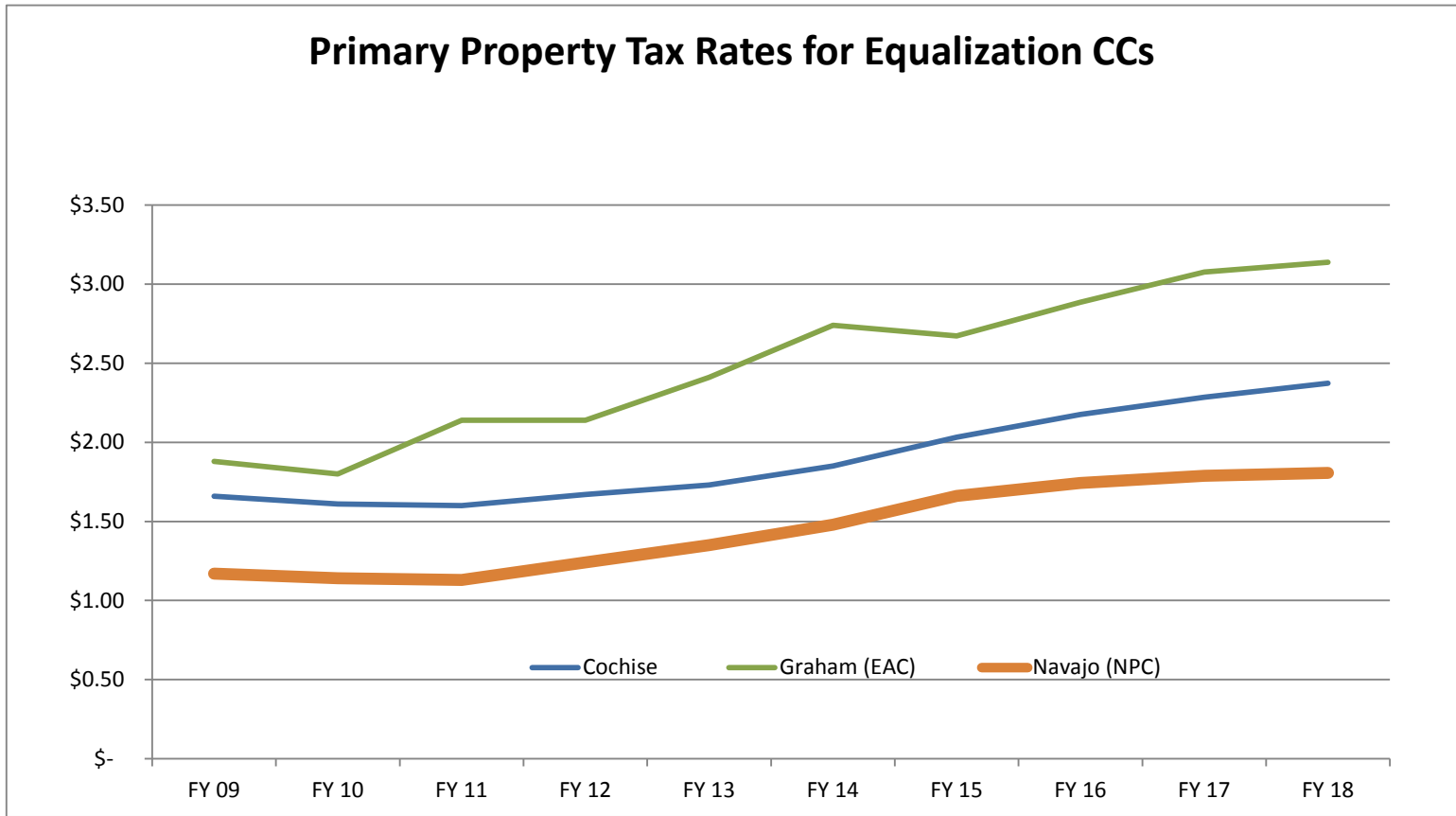


**Community College Primary Property Tax Rates**

<u>CC District</u>	<u>FY 09</u>	<u>FY 10</u>	<u>FY 11</u>	<u>FY 12</u>	<u>FY 13</u>	<u>FY 14</u>	<u>FY 15</u>	<u>FY 16</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY19 Prelim Proposal</u>
Cochise	\$ 1.66	\$ 1.61	\$ 1.60	\$ 1.67	\$ 1.73	\$ 1.85	\$ 2.03	\$ 2.18	\$ 2.29	\$ 2.37	2% max
Coconino	\$ 0.37	\$ 0.34	\$ 0.34	\$ 0.36	\$ 0.39	\$ 0.46	\$ 0.48	\$ 0.49	\$ 0.49	\$ 0.48	2% max
Graham	\$ 1.88	\$ 1.80	\$ 2.14	\$ 2.14	\$ 2.41	\$ 2.74	\$ 2.67	\$ 2.89	\$ 3.08	\$ 3.14	no increase
Maricopa	\$ 0.78	\$ 0.72	\$ 0.79	\$ 1.01	\$ 1.16	\$ 1.29	\$ 1.28	\$ 1.26	\$ 1.24	\$ 1.20	no increase
Mohave	\$ 0.72	\$ 0.68	\$ 0.79	\$ 0.98	\$ 1.10	\$ 1.15	\$ 1.22	\$ 1.29	\$ 1.33	\$ 1.34	2% max
Navajo	\$ 1.17	\$ 1.14	\$ 1.13	\$ 1.24	\$ 1.35	\$ 1.48	\$ 1.66	\$ 1.74	\$ 1.79	\$ 1.81	2% max
Pima	\$ 0.98	\$ 0.94	\$ 0.98	\$ 1.08	\$ 1.15	\$ 1.27	\$ 1.33	\$ 1.37	\$ 1.37	\$ 1.39	2% max
Pinal	\$ 1.41	\$ 1.38	\$ 1.47	\$ 1.61	\$ 1.61	\$ 1.89	\$ 1.91	\$ 2.30	\$ 2.29	\$ 2.23	2% max
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	no increase
<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>	



### Primary Property Tax Rates for Equalization CCs



## 2018-19 SALARY & WAGE RECOMMENDATION

### **Recommendation:**

Staff recommends increasing salaries and wages by 3.5% for the fiscal year 2018-19 for all eligible contract employees and adjunct faculty. The impact to base salary & wages is \$490,000 with estimated taxes of \$93,100 for a total of \$583,100.

### **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.

#### *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.

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

**Assumptions:**

1% Salary Increase \$ 140,000

**FY1819 Base Salaries & Wages:**

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

**Base Salaries & wages** \$ 13,922,946

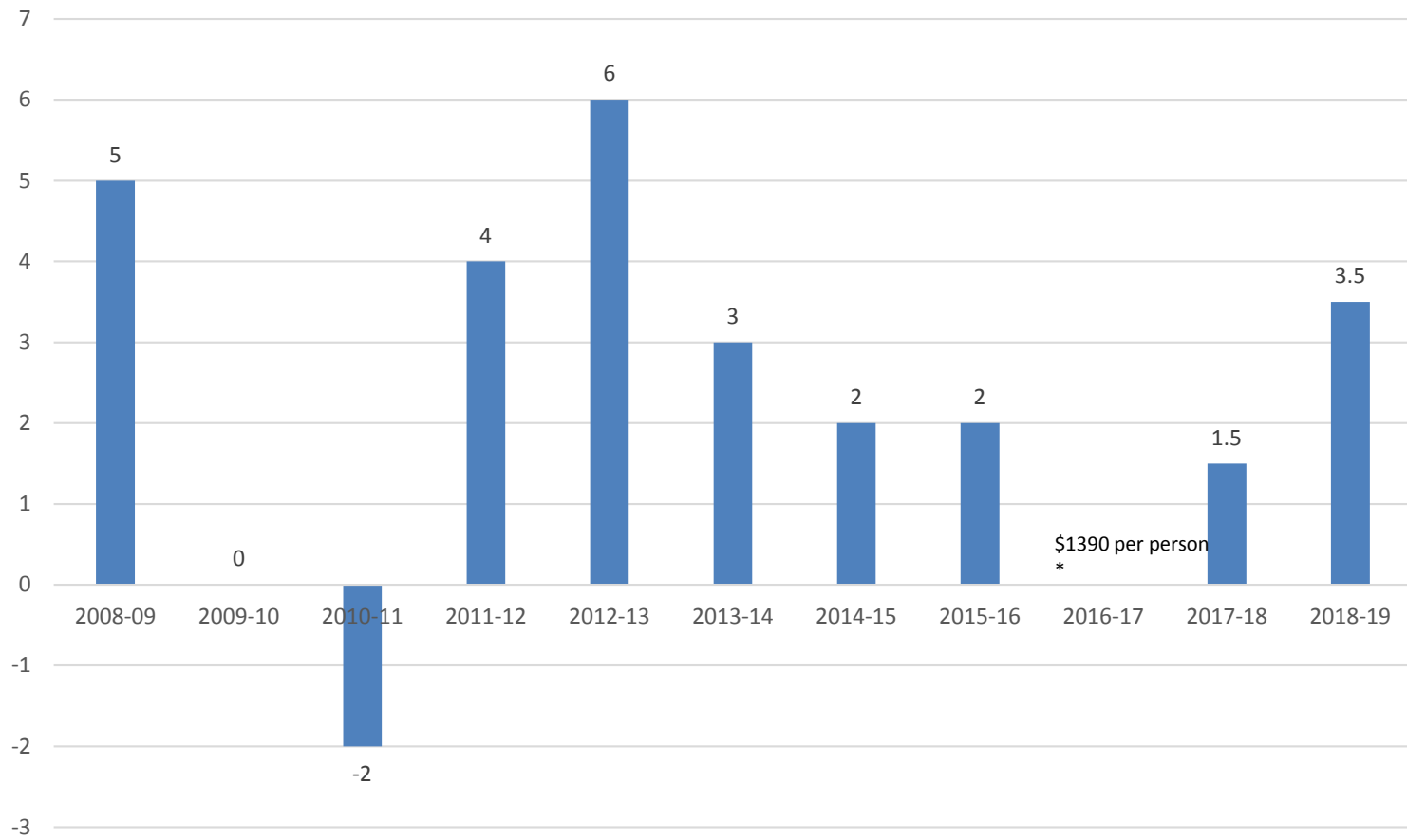
**Expenditure Limit Impact:**

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

	<b>FY1819</b>
	<b>Option 1</b>
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 Incremental Cost</b>	<u><u>\$ 352,240</u></u>
	<b>Option 2</b>
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 Incremental Cost</b>	<u><u>\$ 602,140</u></u>
	<b>Option 3</b>
3.5% salary & wage increase	\$ 490,000
Estimated taxes	\$ 93,100
<b>Total Incremental Cost</b>	<u><u>\$ 583,100</u></u> Recommendation
	<b>Faculty/Staff Request</b>
5% salary & wage increase	\$ 696,147
Estimated taxes	\$ 132,268
<b>Total Incremental Cost</b>	<u><u>\$ 828,415</u></u>

### 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	3.75%
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

Adjunct Faculty Rate/Load Unit

Level 1	\$735
Level 2	\$756
Level 3	\$776

Substitute Rate/Hour

\$ 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											
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	\$ 14.75	\$ 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												
Level T2												
Level T3												

**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
C1	\$46,237	\$64,731

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
C1	\$46,237	\$64,731
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	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	Coordinator of Administrative Services & Projects
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	\$1,422.00	\$676.00	\$746.00
Employee & Child (ren)	\$1,341.00	\$676.00	\$665.00
Employee & Family	\$1,577.00	\$676.00	\$901.00

<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 2018-19 Preliminary Budget

### **Recommendation:**

Staff recommends approval of the 2017-2018 Preliminary Budget as presented.

### **Summary:**

The preliminary budget can be reduced, but cannot be increased at the Board meeting on May 15, 2018. The preliminary budget as approved by the District Governing Board will be published prior to the budget hearing according to statutory requirements. Notices about the budget hearing will be published on the NPC website, in the Holbrook Tribune and in the Show Low White Mountain Independent. A notice of the hearing scheduled for May 15 will also be published and sent as a news release to all area media outlets.

The preliminary budget includes operating and staffing adjustments based on the NPC Strategic Plan approved by the District Governing Board along with Board discussions throughout the budget development process. Involvement at the department and executive level produced the attached budget proposal following the approved budget development calendar, assumptions and guidelines.

Although the Arizona State Budget is not final, NPC anticipates it will receive the state aid and equalization amounts included in the preliminary budget.

The preliminary budget reflects the maximum primary property tax levy along with all other budget assumptions previously approved by the Board.

The recommendation for the proposed salaries and wages are also included in the preliminary budget.

Staff anticipates the expenditure limit will be breached in FYE 2019, but carry-forward balances will cover the excess.

**OFFICIAL BUDGET FORMS**  
**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT**  
**NORTHLAND PIONEER COLLEGE**  
**FISCAL YEAR 2019**

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
BUDGET FOR FISCAL YEAR 2019  
SUMMARY OF BUDGET DATA**

	<b>Budget 2019</b>	<b>Budget 2018</b>	<b>Increase/Decrease From Budget 2018 To Budget 2019</b>	
			<b>Amount</b>	<b>%</b>
<b>I. CURRENT GENERAL AND PLANT FUNDS</b>				
<b>A. Expenditures:</b>				
Current General Fund	\$ 28,289,569	\$ 27,296,054	\$ 993,515	3.6%
Unexpended Plant Fund	11,443,000	5,369,100	6,073,900	113.1%
Retirement of Indebtedness Plant Fund				
TOTAL	\$ 39,732,569	\$ 32,665,154	\$ 7,067,415	21.6%
<b>B. Expenditures Per Full-Time Student Equivalent (FTSE):</b>				
Current General Fund	\$ 14,145 /FTSE	\$ 13,703 /FTSE	\$ 442 /FTSE	3.2%
Unexpended Plant Fund	\$ 5,722 /FTSE	\$ 2,695 /FTSE	\$ 3,026 /FTSE	112.3%
Projected FTSE Count	2,000	1,992		
<b>II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION</b>				
Employee Salaries and Hourly Costs	\$ 15,434,817	\$ 14,963,955	\$ 470,862	3.1%
Retirement Costs	1,609,043	1,567,742	41,301	2.6%
Healthcare Costs	1,808,975	1,730,640	78,335	4.5%
Other Benefit Costs	1,376,642	1,363,203	13,439	1.0%
TOTAL	\$ 20,229,477	\$ 19,625,540	\$ 603,937	3.1%
<b>III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES</b>				
<b>A. Amount Levied:</b>				
Primary Tax Levy	\$ 15,356,069	\$ 14,834,954	\$ 521,115	3.5%
Secondary Tax Levy				
TOTAL LEVY	\$ 15,356,069	\$ 14,834,954	\$ 521,115	3.5%
<b>B. Rates Per \$100 Net Assessed Valuation:</b>				
Primary Tax Rate	1.8527	1.8067	0.0460	2.5%
Secondary Tax Rate				
TOTAL RATE	1.8527	1.8067	0.0460	2.5%
<b>IV. MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY FOR FISCAL YEAR 2019 PURSUANT TO A.R.S. §42-17051</b>				\$ 15,356,069
<b>V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2018 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051</b>				\$ _____

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
BUDGET FOR FISCAL YEAR 2019  
RESOURCES**

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2019	Total All Funds 2019	Total All Funds 2018	% Increase/ Decrease
	General Fund 2019	Restricted Fund 2019	Auxiliary Fund 2019	Unexpended Plant Fund 2019	Retirement of Indebtedness 2019				
<b>BEGINNING BALANCES-July 1*</b>									
Restricted	\$	\$	\$	\$	\$	\$	\$	\$	
Unrestricted	42,900,000			16,600,000			59,500,000	53,800,000	10.6%
Total Beginning Balances	\$ 42,900,000	\$	\$	\$ 16,600,000	\$	\$	\$ 59,500,000	\$ 53,800,000	10.6%
<b>REVENUES AND OTHER INFLOWS</b>									
Student Tuition and Fees									
General Tuition	\$ 3,060,000	\$	\$	\$	\$	\$	\$ 3,060,000	\$ 3,000,000	2.0%
Out-of-District Tuition									
Out-of-State Tuition	100,000						100,000	100,000	
Student Fees	700,000						700,000	700,000	
Tuition and Fee Remissions or Waivers	1,000,000						1,000,000	1,000,000	
State Appropriations									
Maintenance Support	1,572,700						1,572,700	1,649,000	-4.6%
Equalization Aid	6,910,800						6,910,800	6,672,100	3.6%
Capital Support				343,000			343,000	369,100	-7.1%
Property Taxes									
Primary Tax Levy	15,356,069						15,356,069	14,834,954	3.5%
Secondary Tax Levy									
Gifts, Grants, and Contracts	1,500,000	5,600,000					7,100,000	7,500,000	-5.3%
Sales and Services									
Investment Income	140,000						140,000	140,000	
State Shared Sales Tax		400,000					400,000	400,000	
Other Revenues	200,000		300,000				500,000	550,000	-9.1%
Proceeds from Sale of Bonds									
Total Revenues and Other Inflows	\$ 30,539,569	\$ 6,000,000	\$ 300,000	\$ 343,000	\$	\$	\$ 37,182,569	\$ 36,915,154	0.7%
<b>TRANSFERS</b>									
Transfers In		600,000	300,000	2,000,000			2,900,000	2,900,000	
(Transfers Out)	(2,900,000)						(2,900,000)	(2,900,000)	
Total Transfers	(2,900,000)	600,000	300,000	2,000,000					
Less:									
Governing Board Designations	(4,860,431)						(4,860,431)	(23,551,973)	-79.4%
Policy 1924 - Cash Reserve	(28,289,569)						(28,289,569)	(13,648,027)	107.3%
Policy 1926 - Future Capital Reserve	(9,100,000)			(7,500,000)			(16,600,000)	(13,600,000)	22.1%
Total Resources Available for the Budget Year	\$ 28,289,569	\$ 6,600,000	\$ 600,000	\$ 11,443,000	\$	\$	\$ 46,932,569	\$ 39,915,154	17.6%

\*These amounts exclude amounts not in spendable form (i.e., prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact.

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
BUDGET FOR FISCAL YEAR 2019  
EXPENDITURES AND OTHER OUTFLOWS**

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2019	Total All Funds 2019	Total All Funds 2018	% Increase/Decrease
	General Fund 2019	Restricted Fund 2019	Auxiliary Fund 2019	Unexpended Plant Fund 2019	Retirement of Indebtedness 2019				
<b>TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR</b> (from Schedule B)	\$ 28,289,569	\$ 6,600,000	\$ 600,000	\$ 11,443,000	\$	\$	\$ 46,932,569	\$ 39,915,154	17.6%
<b>EXPENDITURES AND OTHER OUTFLOWS</b>									
Instruction	\$ 10,932,264	\$ 1,500,000	\$	\$	\$	\$	\$ 12,432,264	\$ 12,047,012	3.2%
Public Service		20,000					20,000	20,000	
Academic Support	1,163,861						1,163,861	1,111,599	4.7%
Student Services	1,924,272	650,000					2,574,272	2,525,369	1.9%
Institutional Support (Administration)	9,142,382	30,000					9,172,382	8,544,328	7.4%
Operation and Maintenance of Plant	1,856,825						1,856,825	1,769,885	4.9%
Scholarships	2,033,775	4,400,000					6,433,775	6,417,775	0.2%
Auxiliary Enterprises			600,000				600,000	650,000	-7.7%
Capital Assets				11,443,000			11,443,000	5,369,100	113.1%
Debt Service-General Obligation Bonds									
Debt Service-Other Long Term Debt									
Other Expenditures									
Contingency	1,236,190						1,236,190	1,460,086	-15.3%
Total Expenditures and Other Outflows	\$ 28,289,569	\$ 6,600,000	\$ 600,000	\$ 11,443,000	\$	\$	\$ 46,932,569	\$ 39,915,154	17.6%



# ECONOMIC ESTIMATES COMMISSION

Department of Revenue Building



**Grant Nülle**  
Chairman

*Elliott D. Pollack*  
Member

*Alan E. Maguire*  
Member

March 27, 2018

Community College Business Officials  
State of Arizona

## RE: Final FY 2018/19 Expenditure Limits

The final fiscal year 2018/19 expenditure limits for all community colleges are being supplied in accordance with Article IX, Section 20, Constitution of Arizona and A.R.S. § 41-563.

The fiscal year 1979/80 base limits have been adjusted for changes in the student population and the cost of living between 1978 and 2017. The formula is shown below.

$$\frac{\text{2018/19 Population}}{\text{1979/80 Population}} \times \frac{\text{GDP Implicit Price Deflator 2017}}{\text{GDP Implicit Price Deflator 1978}} \times \text{FY 1979/80 Base Limit} = \text{Final FY 2018/19 Expenditure Limit}$$

Please contact Duong Nguyen in Economic Research and Analysis at (602) 716-6048 if you have any questions.

Sincerely,

ECONOMIC ESTIMATES COMMISSION



Grant Nülle, Chairman

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1600 West Monroe Street, Phoenix AZ 85007-2650

**FINAL FY 2018/19 EXPENDITURE LIMITS: COMMUNITY COLLEGES**

COMMUNITY COLLEGE DISTRICT	POPULATION**		POPULATION FACTOR	INFLATION FACTOR*	FY 1979/80 BASE LIMIT	FINAL FY 2018/19 EXPENDITURE LIMITATION
	2018/19	1979/80				
COCHISE	7,065	2,156	3.2769	3.0102	\$6,038,815	\$59,567,476
COCONINO	2,234	1,000	2.2340	3.0102	\$2,459,758	\$16,541,299
GILA	829	905	0.9160	3.0102	\$1,948,412	\$5,372,554
GRAHAM	3,535	1,329	2.6599	3.0102	\$4,508,230	\$36,096,456
MARICOPA	79,642	27,299	2.9174	3.0102	\$52,841,755	\$464,052,073
MOHAVE	2,710	1,033	2.6234	3.0102	\$3,163,993	\$24,986,104
NAVAJO	2,000	1,566	1.2771	3.0102	\$3,716,543	\$14,288,001
PIMA	19,461	11,038	1.7631	3.0102	\$19,071,763	\$101,218,447
PINAL	4,494	2,452	1.8328	3.0102	\$7,534,121	\$41,566,098
SANTA CRUZ	317	700	0.4529	3.0102	\$1,507,059	\$2,054,403
YAVAPAI	4,078	1,568	2.6008	3.0102	\$5,759,613	\$45,090,861
YUMA/LA PAZ	5,760	1,952	2.9508	3.0102	\$6,215,322	\$55,207,791
<b>TOTAL</b>	<b>132,125</b>	<b>52,998</b>	<b>2.4930</b>		<b>\$114,765,384</b>	<b>\$866,041,563</b>

\* SOURCE: Global Insight February 2018 - (2017 GDP Implicit Price Deflator/1978 GDP Implicit Price Deflator) = 113.424/37.680

\*\* FTSE counts are calculated pursuant to A.R.S. §15-1466.01 and Laws 2016, 2nd Regular Session, SB 1322, Ch. 58, Section 8

## Request to Approve 2019-2021 Preliminary Capital Budget

**Recommendation:**

Staff recommends approval of the 2019-2021 Preliminary Capital Budget as presented.

**Summary:**

The preliminary budget as approved by the District Governing Board will guide capital project planning for the next three years. The first year of the preliminary capital budget is incorporated into the 2018-19 preliminary annual budget. The budget is based on the NPC Strategic Plan approved by the District Governing Board along with involvement at the division and department levels.

Funding has been identified as a combination of current fund balances, contributions from ongoing general fund operating revenues and state appropriations for STEM funding. STEM funding will be used for capital equipment purchases. Staff anticipates STEM to be funded at the levels included in this preliminary budget but if it is not sufficient fund balance is available.

**Northland Pioneer College  
Capital Fund (50) Budget  
FY1819 Budget Cycle**

	<b>FY17/18 Budget</b>	<b>FY1819 Budget</b>	<b>FY1920 Budget</b>	<b>FY2021 Budget</b>	<b>3 Yr Total from Fund Balance</b>
<b>Fund Balance - Annual Ops</b>	3,000,000	2,500,000	2,500,000	2,500,000	7,500,000
<b>Fund Balance - Special Projects</b>		6,600,000	4,100,000	-	10,700,000
<b>Transfer from Operating Fund</b>	2,000,000	2,000,000	2,000,000	2,000,000	
<b>State Funding - STEM</b>	369,100	343,000	350,000	350,000	
<b>Annual Capital Funding</b>	<u>5,369,100</u>	<u>11,443,000</u>	<u>8,950,000</u>	<u>4,850,000</u>	
<b>Key Capital Projects &amp; SPASC</b>					
WMC Learning Center - Repair		2,500,000	-	-	
WMC Allied Health		4,000,000	4,000,000	-	
Strategic Plans	50,000	100,000	100,000	-	
Total - Annual Requirements	50,000	6,600,000	4,100,000	-	10,700,000
<b>Annual Capital Requests</b>					
Administrative	2,027,900	1,980,400	1,609,740	1,330,000	
Student Services	56,925	71,064	59,225	60,410	
IS	2,506,500	2,296,000	1,878,800	1,590,000	
Instruction:					
Arts & Science	-	-	-	-	
CTE	172,000	-	202,000	164,276	
Nursing	34,375	-	-	-	
Total - Annual Requests	4,797,700	4,347,464	3,749,765	3,144,686	
<b>Contingency</b>	521,400	495,536	1,100,235	1,705,314	
<b>Total Expenses</b>	<u>5,369,100</u>	<u>11,443,000</u>	<u>8,950,000</u>	<u>4,850,000</u>	
<b>Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Northland Pioneer College  
Capital Budget  
FY1819-2021**

Sorted by Division

Div	Dept	Dept #	Object Code	FY1819 Budget Request \$	FY1920 Budget Request \$	FY2021 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Postponed? Y/N
ADM SERV	MAINT	6100	5610	2,500,000			WMC Learning Center - Repair \$1.5M & Remodel \$1.0M	Building needs repair	Y
ADM SERV	MAINT	6100	5610	4,000,000	4,000,000		WMC Allied Health	Address Nursing needs	Y
<b>KEY PROJ</b>	<b>Key Capital Projects Total</b>			<b>6,500,000</b>	<b>4,000,000</b>	<b>-</b>			
				495,536	1,100,235	1,705,314			
<b>CONTINGENCY</b>		<b>Contingency Total</b>		<b>495,536</b>	<b>1,100,235</b>	<b>1,705,314</b>			
SPASC	CAMPUS/C TR MGRS	5130	5635	100,000	100,000	-	MyNPC revamp	SPASC Priority	N
<b>SPASC</b>		<b>SPASC Total</b>		<b>100,000</b>	<b>100,000</b>	<b>-</b>			
ADM SERV	CAMPUS/C TR MGRS	5130	5645	500,000	500,000	-	Video Security System at PDC, WMC, SCC, LCC, KAY, Hopi, WRV	The current system isn't operating well and is 5 years old	Y
ADM SERV	MAINT	6100	5108	50,000	50,000	50,000	Professional consulting services	Architect and engineers	N
ADM SERV	MAINT	6100	5605	75,000	35,000	35,000	Furniture Requests	Annual furniture requests from departments	N
ADM SERV	MAINT	6100	5610	759,500	727,240	1,045,000	Facilities and maintenance projects	Maintain buildings, address safety needs, renovate to meet current needs, utilities savings, maintain aesthetics of campuses	N
ADM SERV	MAINT	6100	5610	363,400	200,000	200,000	IS Technology/Facility Changes	Changes required for technology	N
ADM SERV	MAINT	6100	5645	45,000	-	-	Landscape truck	replace worn out vehicles	N
ADM SERV	MAINT	6100	5645	5,000	-	-	Weed control equipment	Weed control	N
ADM SERV	MAINT	6100	5645	32,500	-	-	Storage containers	Maintenance storage	N
ADM SERV	AUTO	5750	5680	20,000	-	-	Forklift for Skill Center	operator safety, welding program	N
ADM SERV	AUTO	5750	5680	32,500	-	-	Engines and Paint for vehicles	extend life of fleet	N
ADM SERV	AUTO	5750	5680	45,000	-	-	Maintenance trucks	replace worn out vehicles	N
ADM SERV	AUTO	5750	5680	-	45,000	-	Maintenance trucks	replace worn out vehicles	Y
ADM SERV	AUTO	5750	5680	52,500	52,500	-	Cube van for IS department	safety in moving large electronic items	Y
ADM SERV	AUTO	5750	5680	-	-	-	replace 2003 Toyotas, cant get parts	extend life of fleet	N
<b>ADM SVC</b>		<b>Admin Services Total</b>		<b>1,980,400</b>	<b>1,609,740</b>	<b>1,330,000</b>			
STUD SERV	LIBRARY	3500	5650	58,064	59,225	60,410	Materials in the library collection: print,	Increases as follows: FY18-19	N
STUD SERV	MARKETING	5920	5645	13,000	-	-	Color printer for Marketing department - Konica Minolta Bizhub c658	Current printer is at end of life. Printer is used to produce short run internal and external publications.	N
<b>STUD SERV</b>	<b>17 April 2018</b>	<b>Student Services Total</b>		<b>71,064</b>	<b>59,225</b>	<b>60,410</b>			

**Northland Pioneer College  
Capital Budget  
FY1819-2021**

Sorted by Division

Div	Dept	Dept #	Object Code	FY1819 Budget Request \$	FY1920 Budget Request \$	FY2021 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Postponed? Y/N
IS	IS	5070	5600	440,000	360,000	175,000	Cisco Solution classrooms	Replace Polycom at end of life. Enterprise solution to replace 45 classrooms	N
IS	IS	5070	5600	30,000	30,000	175,000	Replace old smartboards	Begin replacement of old smartboards non-distance learning	N
IS	IS	5070	5600	220,000	-	-	Classroom Development	Model/Audio	N
IS	IS	5070	5600	15,000	15,000	15,000	DRA Classroom Development	DRA Classroom Development and compliance	N
IS	IS	5070	5615	240,000	265,000	295,000	Jenzabar Maintenance	Yearly Maintenance Contract	N
IS	IS	5070	5615	30,000	30,000	30,000	Jenzabar Consultants	Consultant training/update NPC Servers	N
IS	IS/Bus	5070	5615	15,000	15,000	15,000	Jenzabar Training hours (remote)	Support Business Office Jenzabar Users	N
IS	IS	5070	5615	110,000	120,000	130,000	Cisco Smartnet Renewal	Necessary Contratural Maintenance	N
IS	IS	5070	5620	180,000	400,000	200,000	Server Replacements @ 4 years	Update Aging Server/Blade Cycle	N
IS	IS	5070	5620	150,000	250,000	125,000	Replace old routers, switches and AP's @ 6 years	Update Aging Routers, Switches, and Aps	N
IS	IS	5070	5620	150,000	50,000	50,000	UPS (batteries for servers) lifecycle Replacements @ 5 years	Replace aging UPS systems	N
IS	IS	5070	5620	300,000	50,000	50,000	Secondary terciary storage	Necessary Server Backup Solution	N
IS	IS	5070	5620	100,000	-	-	Microwave Equipment	Necessary Microwave Equipment	N
IS	IS	5070	5630	80,000	120,000	100,000	Computers @ 4 years (230)	Replace aging computers	N
IS	IS	5070	5630	60,000	60,000	40,000	Printers @ 3 years	Replace aging printers	N
IS	IS	5070	5630	30,000	30,000	30,000	Monitors @ 4 years	Replace aging monitors	N
IS	IS	5070	5630	80,000	40,000	30,000	Portable/Mobile technology	Replace some laptops with Surface Pros, Mobile Tech	N
IS-CTE	IMO	5070	5630	-	30,000	-	Laptops and PC for IMO labs	replace computers at IMO Labs	N
IS-CCP	CCP	5070	5630	-	8,800	-	4 iMac Lifecycle Replacements	SCC Video Production Lab Lifecycle iMac Computer Replacements	N
IS-NURS	NURS	5070	5630	6,000	-	-	WMC / LCC Nursing Simulator Lab	WMC / LCC Nursing Simulator Lab Hardware	N
IS-CIS/BUS	CIS/BUS	5070	5630	7,000	-	-	Computer upgrade machines with dual monitors and special cable  Pilot Project - WMC Computer Lab - Dual Screens	WMC new lab for CIS and BUS	N

**Northland Pioneer College  
Capital Budget  
FY1819-2021**

Sorted by Division

Div	Dept	Dept #	Object Code	FY1819 Budget Request \$	FY1920 Budget Request \$	FY2021 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Postponed? Y/N
IS	IS	5070	5635	45,000	-	-	Veam - Network Backup Software	Initial implementation Replace Commvaultand Yearly Maintenance Contract	N
IS	PAD	5700	5645	-	-	120,000	Konica Minolta Replace 2 Large Printers	The 2 large printers will be at end of life	N
IS	PAD	5700	5645	8,000	5,000	10,000	Replacement of aging and broken equipment	To maintain a professional print production for staff and students	N
<b>IS</b>			<b>IS Total</b>	<b>2,296,000</b>	<b>1,878,800</b>	<b>1,590,000</b>			
CTE	AJS	1205	5645	-	20,000	-	Wrestling Mats	Replacements	N
CTE	ATO	1110	5645	-	8,000	-	Jones & Bartlett Learning - CDX Online Training 2 Yrs Fee	2 Years Fee	
CTE	ATO	1110	5645	-	20,000	-	Two Twin-Post Largere Truck Lifts	Keep to Current Industry Standards	N
CTE	ATO	1110	5645	-	-	-	4 Top and Bottom Toolboxes Complete W/Tools	Increase in Student Enrollment	N
CTE	ATO	1110	5645	-	-	-	One 2010 or Newer Diesel Truck	Keep to Current Industry Standards	N
CTE	ATO	1110	5645	-	25,000	-	One 2015 or New Hybrid	Keep to Current Industry Standards	N
CTE	ATO	1110	5645	-	-	28,000	Snap-On DVOM Trainer System	Introduces Students to New Technology used in Industry, Improves Efficiciency	N
CTE	ATO	1110	5645	-	-	26,000	Snap-On Torque Trainer System	Introduces Students to New Technology used in Industry, Improves Efficiciency	N
CTE	FRS	1336	5645	-	-	-	Bullex Natural Gas Pressure Vessel Fire Training Prop	Provides secondary fire prop for extended attack.	N
CTE	*MET/EIT	1156	5645	-	18,000	-	Hydarulic Trainer	Keep to Current Industry Standards	N
CTE	*MET/EIT	1156	5645	-	52,000	-	Fanuc Robot	Student Certification	N
CTE	*MET/EIT	1156	5645	-	-	-	Portable AC/DC Electrical Learning System	Keep to Current Industry Standards	N
CTE	*MET/EIT	1156	5645	-	-	-	Portable Electric Relay Control Learning System	Keep to Current Industry Standards	N
CTE	*MET/EIT	1156	5645	-	-	55,276	Portable PLC Trainer	Keep to Current Industry Standards	N
CTE	WLD	1170	5645	-	44,000	44,000	Welding Machine	Replace Worn Machines as Part of Facility Maintenance	N
CTE	WLD	1170	5645	-	-	-	WMC-Plasmacam, to include Plasma Cutter & Software	Teaches Students Automation in Fabrication	Y
CTE	WLD	1170	5645	-	-	-	3-Ridgit Pipe Bevel with Consumables, One for Each Location	Intruduces Students to New Technology Used in Industry, Improves Efficiency	Y

**Northland Pioneer College  
Capital Budget  
FY1819-2021**

Sorted by Division

Div	Dept	Dept #	Object Code	FY1819 Budget Request \$	FY1920 Budget Request \$	FY2021 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Postponed? Y/N
CTE	WLD	1170	5645	-	15,000	-	Semi-Auto Bandsaw PDC	Intruduces Students to New Technology Used in Industry, Improves Efficiency	Y, One-Year
CTE	WLD	1170	5645	-	-	11,000	Slip Roller PDC	Intruduces Students to New Technology Used in Industry, Improves Efficiency	Y, One-Year
CTE	WLD	1170	5645	-	-	-	5-Heavy Duty Weld Positioners NEW 2-WMC, 2-PDC, 1-STJ	Intruduces Students to New Technology Used in Industry, Improves Efficiency	N
<b>CTE</b>			<b>CTE Total**</b>	<b>-</b>	<b>202,000</b>	<b>164,276</b>			
<b>Nursing</b>			<b>Nursing Total</b>	<b>-</b>	<b>-</b>	<b>-</b>			
	<b>Total NPC Annual Capital</b>			<b>11,443,000</b>	<b>8,950,000</b>	<b>4,850,000</b>			



	TOTAL FTSE		NAVIT FTSE		DUAL FTSE		REGULAR FTSE	
	2017	2018	2017	2018	2017	2018	2017	2018
Little Colorado	158	150	20	19	21	15	117	116
Painted Desert	216	224	49	46	56	77	110	102
Silver Creek	157	148	27	21	57	40	73	86
White Mountain	642	594	78	94	251	175	313	325
Subtotal	1183	1116	175	180	385	307	613	629
ALU	1	1	0.0	0.0	0.0	0.0	1	1
CDA*	17	--	0.0	0.0	0.0	0.0	17	--
DOC	46	19	0.0	0.0	0.0	0.0	46	19
Hopi	23	28	0.0	0.0	1	6	22	28
Internet	113	125	0.0	0.0	0.0	0.0	113	125
Kayenta	23	24	0.0	0.0	0.0	1	23	22
Springerville-Eagar	50	23	4	2	22	0	25	20
St Johns	112	94	47	39	22	13	40	42
Whiteriver	101	87	0.0	0.0	41	33	60	54
Apache Co Misc	14	23	0.0	0.0	14	12	0	11
Navajo Co Misc	1	20	0.0	0.0	1	18	0	2
Subtotal	491	449	51	41	101	82	350	324
<b>TOTAL</b>	<b>1674</b>	<b>1565</b>	<b>226</b>	<b>229</b>	<b>486</b>	<b>389</b>	<b>963</b>	<b>953</b>

Total Enrollment percentage change, Spring 2017-Spring 2018: -6.6% (Dual Enrollment: -20%)

**HEADCOUNT**

2017 – 3483

2018 – 3337

Total Headcount percentage change, Spring 2016-Spring 2017: -4.2%

*\*NOTE: CDA (Early Childhood Development) enrollment has been moved into campus/center enrollments. The bulk of CDA enrollment is now listed in Apache Co Miscellaneous and Navajo County Miscellaneous*