

# 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 will meet for a Work Session, open to the public, on **February 19, 2019 beginning at 9:30 a.m.** *No action will be taken at this meeting.* Following that the Board will hold a regular District Governing Board Meeting, open to the public, on **February 19, 2019 beginning at 10:00 a.m.** The meetings will be held at the Northland Pioneer College Painted Desert Campus, Tiponi Community Center meeting room, located at 2251 E. Navajo Blvd., Holbrook, Arizona.

One or more Board members and/or staff members may participate in the meetings 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(s) pursuant to A.R.S. §38-431.03(A)(1). The Board may vote to hold an executive session for the purpose of obtaining legal advice from the District's attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3). 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 18<sup>th</sup> day of February 2019, at 9:30 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

# **District Governing Board Work Session Agenda**

Painted Desert Campus, Tisoni Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona  
Tuesday, February 19<sup>th</sup>, 2019 at 9:30 a.m.

- 1. Construction at the White Mountain Campus**
- 2. Accreditation**

# Accreditation Training

# Overview

1. What is the organization, purpose, and role of accreditation?
- 2. How does accreditation work? (Today's [2/19/2019] focus)**
- 3. What is the role of the board in accreditation? (Today's [2/19/2019] focus)**
4. What are NPC's Assurance Arguments?
5. How can accreditation contribute to effective board practice in leadership and governance?
6. What are some caveats as the board works with accreditation?

# Part II: How Accreditation Works

- The structure of all accrediting organizations is similar
  - Focus on **major areas of college operations** (e.g., academics, student services, governance, finance, and facilities)
  - **Own decision-making body** (commission, council, board) to decide whether to award accredited status to a specific college
  - Development of **standards**
  - Accreditors themselves undergo **external quality review** by the U.S. Department of Education and the Council for Higher Education Accreditation.

# Part II: How Accreditation Works

- Higher Learning Commission
  - Development of standards (criteria)
    - Criterion 1: Mission
    - Criterion 2: Ethics and Integrity
    - Criterion 3: Teaching and Learning I
    - Criterion 4: Teaching and Learning II
    - Criterion 5: Resource Planning and Institutional Effectiveness
  - Federal Compliance Review
    - Compliance with the expectations of specific federal regulations including, when applicable, Title IV program responsibilities.

## Additional Resources:

<https://www.hlcommission.org/Policies/criteria-and-core-components.html>

<https://www.hlcommission.org/Policies/evaluative-framework-for-the-hlc-criteria.html>

<https://www.hlcommission.org/Accreditation/federal-compliance-program.html>

# Part II: How Accreditation Works

- Open Pathway Option (10-Year Cycle)
  - Regular Monitoring via annual Institutional Update
  - Year 4: Assurance Review (usually Online)
  - Years 5-9: Quality Initiative
  - Year 10: Comprehensive Evaluation

Additional Resources:

<https://www.hlcommission.org/Accreditation/open-overview.html>

<https://www.hlcommission.org/Accreditation/assurance-review.html>

<https://www.hlcommission.org/Accreditation/quality-initiative.html>

<https://www.hlcommission.org/Accreditation/comprehensive-evaluation.html>



# Part II: How Accreditation Works

Stage	NPC's schedule	DGB's role
1. Self Study	Since 2013/2014	Participate in and review NPC's Assurance Arguments
2. Peer Review	<ul style="list-style-type: none"> <li>• Sept – Nov 2019 (Review of Arguments)</li> <li>• Comprehensive Onsite Visit (Nov 18-19, 2019)</li> </ul>	Participate in site visit
3. Decision-Making (Accreditation Status)		Meet with HLC at the time of decision
4. Follow-Up with Recommendation		Post-review monitoring of recommendations from HLC

# Participate in and review college self-study

- Review how the whole self-study activity is organized
- Assure full participation from all parties
- Assure full range of accreditation standards will be addressed

# Participate in the site visit

- Vital role as part of hosting and engaging in peer review team
- Initial introductory meeting
- Interviews with individual board members (especially board chair)
- Participate in final campus meeting where major findings and recommendations (if any) are presented by the visiting team.

# Meeting with the accrediting organization at the time of the accreditation status decision

- An important opportunity to present the college to the accreditors and to engage the accreditors in valuable discussion about the college's future.

# Post-review monitoring of recommendations

- The Board, working with the president, assure that the recommendations are addressed by the college and that needed information is submitted on a timely basis.

# Governing Board Meeting Agenda

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

**Date:** February 19, 2019

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order and Pledge of Allegiance</b> .....	Chair Lucero
2.	<b>Adoption of the Agenda</b> ..... <b>(Action)</b>	Chair Lucero
3.	<b>Call for Public Comment</b> .....	Chair Lucero
	<small>Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.</small>	
4.	<b>Reports:</b>	
A.	<a href="#">Financial Position</a> .....	CBO Ellison
B.	<b>NPC Friends and Family</b> .....	Director Wilson
C.	<a href="#">NPC Faculty Association</a> .....	Mike Solomonson
D.	<a href="#">Human Resources</a> .....	Written Report
E.	<a href="#">CASO</a> .....	Written Report
F.	<b>NPC Student Government Association</b> .....	Taylor Lopez
5.	<b>Consent Agenda</b> ..... <b>(Action)</b>	Chair Lucero
A.	<b>January 15, 2019 Regular Board Minutes</b>	
B.	<a href="#">Policies 1100 through 1180</a>	
C.	<b>Curriculum Modification:</b>	
	1. Program Modifications of <a href="#">AAEE and EDU CP Education Professions</a>	
	2. Program Modification of <a href="#">FDV AAS, CAS, CPs</a> (2)	
	3. Program Modification of <a href="#">FRS AAS, CAS, CPs</a> (3)	
6.	<b>Old Business:</b> None.	
7.	<b>New Business:</b>	
A.	<a href="#">Institutional Effectiveness Report</a> .....	Director Yip-Reyes
B.	<b>Request to Accept the 2017-18 Audited Annual Budget Expenditure Limit Report</b> .....	<b>(Action)</b> CBO Ellison
C.	<b>Request to Approve Adjustment to Fiscal Year 2018 Adopted Budget</b> .....	<b>(Action)</b> CBO Ellison
D.	<b>Request to Approve SAVE Cooperative Agreement</b> .....	<b>(Action)</b> CBO Ellison
E.	<b>Request to Approve Purchasing Association of Cooperative Entities (PACE) Inter-local Agreement</b> .....	<b>(Action)</b> CBO Ellison
F.	<b>2019-20 Introductory Budget Analysis</b> .....	CBO Ellison
G.	<b>2019-20 Tuition and Fees – First Read</b> .....	CBO Ellison
H.	<b>Request to Approve Purchase of PowerFAIDS Software</b> .....	Jeremy Raisor
8.	<b>Standing Business:</b>	
A.	<b>Strategic Planning and Accreditation Steering Committee Report</b> .....	Vice President Jackson
B.	<b>President’s Report</b> .....	President Vest
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>March 19, 2019</b>	Chair Lucero
11.	<b>Adjournment</b> ..... <b>(Action)</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.



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NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

July 1, 2018 to December 31, 2018

Budget Period Expired

50%

Tax Supported Funds				
General Unrestricted				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Primary Tax Levy	15,055,197	1,073,719	9,178,533	61%
State Aid:				
Maintenance and Operations	1,576,500	-	788,250	50%
Equalization	7,107,100	-	3,553,550	50%
Tuition and Fees	4,860,000	514,012	2,665,408	55%
Investment earnings	139,900	91,256	510,076	365%
Grants and Contracts	1,500,000	829,503	829,503	55%
Other Miscellaneous	-	19,440	127,691	
Fund Balance	650,000	-	-	
Transfers	(2,900,000)	(95,112)	(1,377,818)	48%
<b>TOTAL REVENUES</b>	<b>\$ 27,988,697</b>	<b>\$ 2,432,818</b>	<b>\$ 16,275,193</b>	<b>58%</b>
<b>EXPENDITURES</b>				
Salaries and Wages	18,406,016	1,402,496	7,928,931	43%
Operating Expenditures	9,582,681	608,297	3,551,107	37%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 27,988,697</b>	<b>\$ 2,010,793</b>	<b>\$ 11,480,038</b>	<b>41%</b>
<b>Unrestricted Plant</b>				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
State Aid:				
Capital/STEM	342,600	-	171,300	50%
Other Miscellaneous	400	-	-	
Fund Balance	9,100,000	-	-	0%
Transfers	2,000,000	72,507	818,048	41%
<b>TOTAL REVENUES</b>	<b>\$ 11,443,000</b>	<b>\$ 72,507</b>	<b>\$ 989,348</b>	<b>9%</b>
<b>EXPENDITURES</b>				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	11,443,000	72,507	989,348	9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,443,000</b>	<b>\$ 72,507</b>	<b>\$ 989,348</b>	<b>9%</b>

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

Budget Period Expired 50%

**Restricted and Auxiliary Funds**

	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Grants and Contracts	6,000,000	123,523	1,497,214	25%
Fund Balance	-			
Transfers	600,000		424,107	71%
<b>TOTAL REVENUES</b>	<b>\$ 6,600,000</b>	<b>\$ 123,523</b>	<b>\$ 1,921,321</b>	<b>29%</b>
<b>EXPENDITURES</b>				
Salaries and Wages	828,551	106,984	609,435	74%
Operating Expenditures	5,771,449	814,632	2,106,921	37%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,600,000</b>	<b>\$ 921,616</b>	<b>\$ 2,716,356</b>	<b>41%</b>

	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Sales and Services	300,000	12,851	79,024	26%
Fund Balance	-			
Transfers	300,000	22,605	135,663	45%
<b>TOTAL REVENUES</b>	<b>\$ 600,000</b>	<b>\$ 35,456</b>	<b>\$ 214,687</b>	<b>36%</b>
<b>EXPENDITURES</b>				
Salaries and Wages	296,914	20,953	138,215	47%
Operating Expenditures	303,086	17,855	76,472	25%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 600,000</b>	<b>\$ 38,808</b>	<b>\$ 214,687</b>	<b>36%</b>

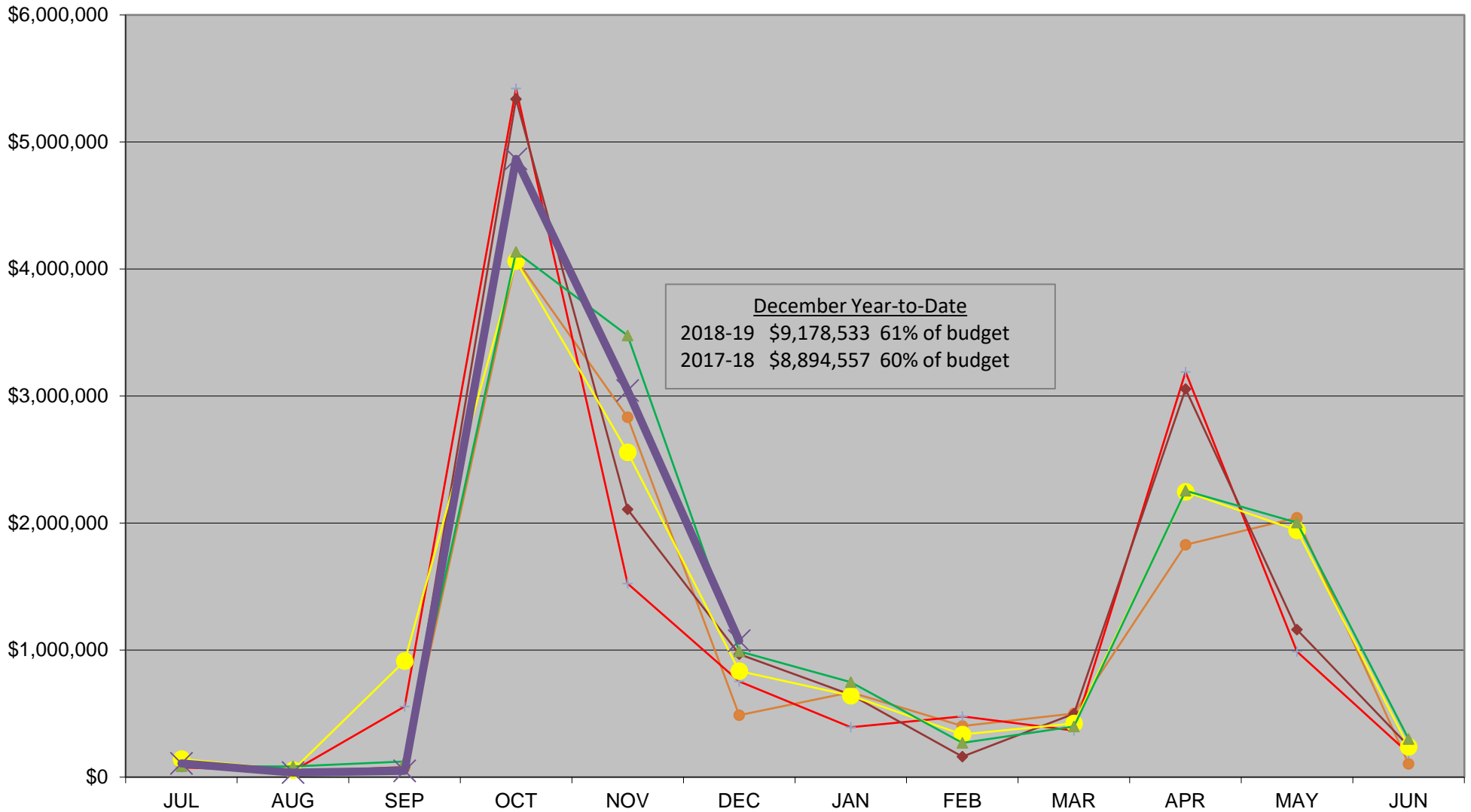
**Cash Flows**

Cash flows from all activities (YTD) . . . . .	\$19,400,549
Cash used for all activities (YTD) . . . . .	\$15,400,429
Net Cash for all activities (YTD) . . . . .	\$4,000,120



## Monthly Primary Property Tax Receipts

—●— 2013-14   
 —▲— 2014-15   
 —◆— 2015-16   
 —●— 2016-17   
 —▲— 2017-18   
 —◆— 2018-19 DECEMBER YTD



**December Year-to-Date**  
 2018-19 \$9,178,533 61% of budget  
 2017-18 \$8,894,557 60% of budget

## Faculty Accomplishments

Ashley Carnright (Nursing Faculty) successfully tested for her national certification as a Registered Nurse, certified in the practice area of obstetrics. As an adjunct faculty member, she teaches classes at WMC.

Autom Christensen (Cosmetology Faculty) collaborated with other faculty and staff, such as Chloe Fagotti, Oona Hatch, Ferryn Sam, Stacy Ashcraft, Misty Hancock, Julie Peck and Aaron Hatch to organize the Cosmetology SkillsUSA competition which was held on Monday, January 28<sup>th</sup> at WMC.

Dr. Michael Collier (Psychology Faculty) attended a 2-day conference from the American Psychological Association last semester on the topic of teaching psychology courses. It was a mix of presentations, workshops, and research posters all about improving our teaching, which provided useful ideas and perspectives to him. He also recently finished a two-week online course on the Quality Matters rubric, which is the common standard used for assessment and improvement of online courses.

Magda Gluszek (Art Faculty) had 3 sculptures featured in an exhibition called Ceramic + that were on display at Mesa Community College's gallery from Nov 26th - Jan 25th. Another of her sculptures was selected for the 40th Annual Contemporary Craft Exhibition at the Mesa Center for the Arts, which opens on February 8th, and which will be further honored by receiving a juror's award.

Dr. Amy Grey (History/Social Sciences Faculty) attended the Arizona Women in Higher Education Conference in Flagstaff last semester. The conference also had the distinction of bestowing on former NPC President Dr. Jeanne Swarouth its *Woman of the Year* award.

Dr. Rich Harris (Spanish Faculty) was part of an NPC team that presented at the annual NACEP (National Alliance of Concurrent Enrollment Partnerships) Conference in San Antonio, TX, last October. They shared completion/retention data from the TALON project regarding all NPC classes offered as well as shared a video presentation highlighting the use of the CISCO technology in the TALON Spanish classroom. Renell Heister, Karen Zimmerman, and Dr. Harris made up the presentation team.

Andrew Hassard (History/Geography Faculty) attended a weekend workshop in January at the University of Arizona on “Globalizing the Community College Curriculum. Some highlights of the workshop included information on how colleges are using virtual reality devices for phones to provide students with a 3D view of global locations. Another was the use of Skype to connect students from different countries as a means to aid learning in foreign language classes. Mr. Hassard also organized the state-wide Arizona Articulation meeting for University and Community College Geography representatives, which was hosted by NPC at PDC last October.

Terry Hayes (Nurse Assistant Training/Program Coordinator) attends monthly AZBN NAT meetings, and an annual Educators Conference. In the community, she serves on a committee that is responsible for disposing of tattered and worn flags from the Winslow Cemetery. She also sits on the Joseph City High School Grad-Night committee, and last fall she assisted at the NPC booth at the Navajo County Fair.

Dr. Eric Henderson (Social and Behavioral Sciences Faculty) attended the 117<sup>th</sup> Annual Meeting of American Anthropological Association. Among the many sessions he attended was one entitled: “Art, Anthropology, and Artistry: New Treatments in Stories of Labor Activism, Migration, Community, and Kinship.” The session was focused on themes in a book recently (2017) published by Cornell University Press: *Immigrant Girl, Radical Woman* by Matilda Rabinowitz (with commentary and original drawings by Robbin Légère Henderson). Matilda is Dr. Henderson’s grandmother and was a significant figure in the early 20<sup>th</sup> century labor movement. Robbin, his sister, pulled the manuscript together and added highly regarded illustrations to the text. The book has had an impact on the way in which narrative and art can inform anthropological analysis. The session, given the relevance of the topics (immigration, ethnicity, working class organizing, social movements, etc.) also provided him with a number of ideas that he plans to incorporate into his sociology and American government classes.

Dr. Thomas Hodgkins (Chemistry Faculty) will be serving as a judge at this year’s Regional Science and Engineering Fair on Saturday, March 2<sup>nd</sup>, which will be hosted at the NPC Performing Arts Center.

Cynthia Hutton (Biology Faculty) as an outcome of attending a “Short Course on Genomics” at the National Human Genome Research Institute of the NIH last summer, she is working with a group from NHGRI to produce a series of lesson plans that could be added to curriculum for Intro to Biology courses for majors and non-majors about the human microbiome. In June, she will be going to Kansas City for 10 days to grade the essay questions on the Advanced Placement Biology Exam. Last year she was “promoted” from Reader to Table Leader. Before the start of the semester, she provided a campus tour for about 100 high school students. She also worked with the students in small groups to give 25-minute workshops on extracting DNA.

Dr. Allison Landy (Early Childhood Development Department Chair) has been participating on the planning committee (and will be presenting at) the first ever First Things First Navajo-Apache Region Early Childhood Conference to be held at NPC's Silver Creek Campus. The event will be free to all participants, and she anticipates approximately 300 attendees. Calls for Proposals are expected to be released in early February. Dr. Landy is also partnering with Michael Gaffney of AzPBS, home of the FTF Early Childhood Scholarship program, to conduct a joint presentation highlighting their collaborative efforts to increase enrollment in early childhood college classes across Navajo Nation. The joint presentation will be made to the Navajo Nation First Things First Regional Partnership Council on February 12<sup>th</sup>.

Melody Niesen (English Faculty) attended/presented at the annual conference for the National Council of Teachers of English in November 2018. The theme this year was "Raising Student Voices," and her presentation focuses on discussing collaborative, multi-modal, and cross-disciplinary pedagogical techniques –remixes – in order promote learning that surpasses the limits of the classroom and highlights individual student voices. In addition, she is currently working with a colleague, Dr. Aimee Meyer's of Texas Women's University, on a proposal for the 2019 National Association for Multicultural Education's (NAME) annual conference, "Decolonizing Minds: Forging a New Future through Multicultural Education." Her component of the proposal discusses using project based learning, in the form of a Genius Hour project in her English 102 courses, to establish students "funds of knowledge" where they get to define literature as opposed to the academy.

Frank Pinnell and Wesley King (Welding Faculty) helped to organize the SkillsUSA Regional 4 event on Friday, February 1<sup>st</sup>. The SkillsUSA competition included things like carpentry, electrical, masonry, robotics, job interview and job demo, along with photo, welding, welding fabrication, welding sculpture, automotive and fire science. There were a total of 21 schools that were involved from around northern Arizona. A total of 403 students were hosted during these events. Pinnell specifically wanted to thank fellow faculty, staff and others who contributed their time to support the event which included Ken Wilk, Jorge Meza, Kevin Westfall, Randy Hoskins, Jon Wisner, Bill Solomon, Sammy Harris, Cyli Geisler, Pamela Dominguez, Peggy Belknap, Karen Zimmerman, Morgan Black, Rebecca Hunt, Betsyann Wilson, Kurry Klingel, Dr. Amy Grey, Amber Hill, Royce Kincanon, and Andrew Hassard. Pinnell also appreciated the support of local vendors and NPC alumni who returned to serve as judges.

Dr. Gary Reyes (Psychology Faculty) recently completed two online conferences. One was in General Basics of Cognitive Behavioral Therapy; the other was Cognitive Behavioral Therapy associated with Depression.

Dr. David Smith (Biology Faculty) attended the Society of Vertebrate Paleontologists meeting in New Mexico, where he presented ongoing results on muscle reconstructions in the unusual theropod *Nothronychus mckinleyi*. His other current research projects include an expanded description of the osteology, vertebral pneumaticity, and range of motion. These all have important implications for changes in the theropod skeleton associated with the origin and evolution of birds. Dr. Smith and his colleagues are planning to obtain scanning electron microscope pictures and geochemistry of the *Nothronychus* teeth in an attempt to clarify diet, as their hypothesis is that a plant-based diet would leave characteristic striations. This Spring Break, he hopes to go to Salt Lake to CT the sacrum and caudal vertebrae, as that is related to lung development.

Dr. Mike Solomonson (Fine & Performing Arts Department, Chair) wrote the play *The Father-Daughter Banquet* which will be performed in New York at the Northport One-Act Play Festival on May 4 & 5, 2019. His latest full-length play *The Goodbye Levee* is a semi-finalist in the 2019 Eugene O'Neill Theater Center's National Playwriting Conference competition, where it is in a pool of 200 plays from about 1400 that were submitted. This is the third time he has been named a semi-finalist in this competition, having previously been recognized in 2016 and 2018. Another full-length play *Invasions and Penetrations* was named a semi-finalist in the 2019 ScreenCraft Stage Play Contest.

Jeff Strong (Math Faculty) portrayed Governor Theodore Roosevelt in the Joseph City/Holbrook/Winslow Community Theater production of *Newsies*, which was produced last November.

Peterson Yazzie (Art Faculty) received a commendation from NPC DRA Director Sandy Manor for having the highest DRA student count in his classes. Manor wrote: "I have had a number of students comment on how much they enjoy and learn from Peterson and that continues to show up in the numbers. . . . Peterson represents his areas well and draws students that were he not the outstanding faculty he is, may not be willing to risk trying to express their creative sides and enroll in his classes. Peterson has my deepest gratitude and respect and I wanted you to know the difference he is making for our students."

Ruth Zimmerman (Nursing Faculty) renewed her national certification as "Certified Professional in Patient Safety" in December. When she originally tested for, and received, this certification three years ago she was 1 of only 14 individuals in the state to have obtained it.

**DGB Human Resources Update  
February 19, 2019**

**OPEN POSITIONS**

- 1. Construction Manager – Closes February 21, 2019. 3 applicants.**
- 2. SBDC Client & Events Coordinator – Closes February 28, 2019. 1 applicant.**
- 3. Administrative Assistant for Learning and Curriculum – Closes February 28, 2019.**
- 4. Network Security Coordinator – Closes 3/10/2019. 2 applicants.**

**CLOSED: IN REVIEW**

- 5. Vice President of Learning and Student Services – Closed February 1, 2019. 55 applicants.**
- 6. Faculty in College and Career Preparation – Closed February 15, 2019. 3 applicants.**
- 7. Accounting Clerk – Closed February 15, 2019. 4 applicants.**

**FILLED**

- 8. Financial Aid Systems Technician – Ordell Joe started February 1, 2019. Ordell received an Associate's degree from High-Tech Institute. He also received a second Associate's degree and his Bachelor's degree from Haskell Indian Nations University. He received his MBA from Gonzaga University.**
- 9. Faculty in Computer Information Systems – Steve Sheck started February 18, 2019. Steve received his Bachelor's degree from Regis University and his Master's degree from the University of San Francisco.**
- 10. Administrative Systems Analyst – Kipp Welch started February 18. Kipp was previously the System Support Technician with NPC.**
- 11. Manager of Career Services – Benjamin Sandoval starts March 1, 2019. Benjamin received his Bachelor's degree from Northern Arizona University and his Master's degree from the University of California – Los Angeles.**

## CASO Report February 2019

CASO is currently discussing a wage and salary recommendation for the upcoming fiscal year. Delegates representing each location are reaching out to staff employees giving them the opportunity to suggest a wage increase they feel is equitable to all parties. Concerns that have been mentioned include employees being required to pay portions of medical and dental insurance, and how the minimum wage raises for temporary employees will impact wage increases for contracted workers.

Representatives from the CASO delegate group will meet with President Vest and a compensation committee to discuss the issues mentioned above and to formulate a fair and reasonable wage increase.

CASO delegates and staff appreciate the opportunity to have a voice in the wage and salary and benefits discussions.

Ina Sommers  
CASO President

# Navajo County Community College District Governing Board Meeting Minutes

January 15, 2019 – 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; Mr. Derrick Leslie; Mr. Elias Jouen.

**Governing Board Member Present by Phone:**

**Governing Board Member Absent:**

**Staff Present:** President Mark Vest; Interim Vice President for Learning and Student Services (VPLSS) Rickey Jackson; Chief Information Officer (CIO) PJ Way; Chief Business Officer (CBO) Ellison; Recording Secretary to the Board Paul Hempsey.

**Others Present:** Michael Chance; Everett Robinson; Victor Love; Mike Solomonson; Nicole Ulibarri; Ann Hess; Betsy Wilson; Gail Campbell; Jeremy Raisor; Jason LaBute; Peggy Belknap; Paul Moffitt; Curtis Stevens; Mark Ford; Mike Meeks; Victor Love; Bobbi Sample; Judy Yip-Reyes; David Huish; Ernie Hess; Josh Rogers; Amber Hill; David Glennon; Donna Miller.

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

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

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

*Mr. Peaches moved to adopt the agenda as presented. Mr. Matteson seconded the motion. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

## **Agenda Item 3: Election of Board Officers**

*Mr. Matteson nominated the current slate of officers to remain in their current roles. (Mr. Lucero to remain as Chair, Mr. Peaches to remain as Secretary, and Mr. Lucero to remain as Arizona Association of District Governing Boards (AADGB) Representative.). Mr. Peaches seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

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

No Public Comment.



## **Agenda Item 5: Reports**

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

CBO Ellison reviewed the financial position report with the Board noting that the Federal shutdown had not had a significant affect yet.

Mr. Matteson asked about a red line item for \$117,000. CBO Ellison responded that this was her calculation field and should have been removed before publishing.

Mr. Leslie asked how any changes to the bookstore might affect students and their Cost of Attendance (COA). CBO Ellison provided a background on bookstore operations and the multiple options available to purchase, rent, and sellback text books. CBO Ellison also described the Voucher program available to students for getting their textbooks.

Mr. Jouen asked how competitive the current vendor was. CBO Ellison reviewed the contracts that the college had entered into with the vendor and how it benefits students with discounts. The onus is on the student to search for the best price available, which may not always be the online bookstore.

### ***5.B. NPC Friends and Family***

Director Wilson addressed the Board and reported on recent activities, successes, and upcoming events for Friends and Family highlighting the platinum rating that Friends and Family received from GuideStar, which rates non-profit organizations on a number of factors.

Director Wilson also noted the efforts to reconnect with the communities we serve by presenting at City and Town Council meetings.

### ***5.C. Faculty Association***

Faculty Association President, Dr. Mike Solomonson, addressed the Board and reported on recent activities from the Faculty Association before introducing Mark Ford, faculty in Film and Digital Video, who showed a short video created by his students for a “Support your Local Theater” event in Winslow.

### ***5.D. Strategic Planning and Accreditation Steering Committee***

Dr. Judy Yip-Reyes addressed the Board and provided the first report and training on Accreditation in preparation of the Higher Learning Commission Comprehensive visit, scheduled for November, highlighting the role of the Board in a visit after prompting from Mr. Matteson. President Vest also noted how interactions with the Board may take place.

Mr. Jouen noted that the Commission may request to meet with community members and noted the current community outreach efforts will go a long way in preparing for this.

Dr. Yip-Reyes provided next steps for both the Board and the college as a whole and asked the Board to provide any questions they have to President Vest so training topics could be updated.

Mr. Jouen asked if the Commission would reaccredit the college for another 10 years. President Vest noted that there were a number of potential outcomes from a visit and provided examples.

Mr. Leslie asked if the current search for a Vice President for Learning and Student Services might have an effect on the visit. President Vest responded that the position should be filled but also noted the commission would look at stability within the college and may have questions.

Mr. Jouen asked if the Commission would be housed in Holbrook for their visit. President Vest responded that for the previous two visits they had requested to be based in Holbrook and he would expect the same to be true for this visit.

#### **5.E. Human Resources**

Written report.

#### **5.F. NPC CASO**

Written report.

#### **5.G. NPC Student Government Association**

No Report.

### **Agenda Item 6: Consent Agenda**

- A. **December 18, 2018 Regular Board Minutes;**
- B. **December 18, 2018 Work Session Minutes**
- C. **Intergovernmental Agreement** between Navajo County Community College District and Apache County
- D. **Policies 1000 through 1087**
- E. **Curriculum Modifications:**
  - a. Program Modifications - CON AAS, CAS, CPs (3) Construction Technology
  - b. Program Modification of General Education Course Options
  - c. Program Modifications of CIS AAS, CAS, CPs
  - d. Program Deletions of CIS AAS, CAS, CPs
  - e. Program Modification of BUS ABUS and AAS, CAS, CP (5 areas of specialization)

*Mr. Matteson made a motion to approve the consent agenda. Mr. Leslie seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

### **Agenda Item 7: Old Business**

No old business.

### **Agenda Item 8: New Business**

#### **8.A. Review and Accept Financial Audit and Single Audit Report**

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

Donna Miller, Financial Audit Director, addressed the Board and provided some background on her professional experience and noted the requirements they followed in an audit. Ms. Miller stated that the Financial Statements Audit was issued with a clean opinion.

Mr. Matteson asked if the audit was confined to the finances of the district or if other areas were reviewed. Ms. Miller responded that the main focus was on finance and compliance but would also look at internal control environment, such as policy and procedures and if they were followed. CBO Ellison noted that non-material findings were discussed with the auditors and would be addressed as needed.

Mr. Jouen asked how much emphasis was given to Procurement and Asset Management. Ms. Miller responded that emphasis would change depending on the situation and more might be given if it was part of a federal grant where requirements were more stringent. Chair Lucero asked if the minimum state requirement was followed to which Ms. Miller responded that they looked at College policy to make sure it was adhered to and the Board would be informed if their policy was not to a sufficient standard.

Mr. Matteson asked if the auditing team considered the college a branch of the state. Ms. Miller noted the college was a political sub-division of the state.

Ms. Millar reviewed the risk assessments that must be performed as part of the audit process which looked at internal controls on large dollar purchases, assessing the risk of fraud.

Mr. Glennon, Audit Manager, addressed the Board and reviewed the two findings contained in the Single Audit Report, relating to the Information Services area of the college, and recommendations they provided.

Mr. Leslie asked if the current vacant positions, Database Administrator and Security Coordinator, would help address the findings, if filled. CIO Way responded that both positions would help in responding to the findings but that a large portion of the finding was on the lack of documented procedures, procedures that are followed within the department but not documented in the correct way, and this is being addressed currently.

Chair Lucero called for a ten minute break at 11:25am.

*Mr. Matteson made a motion to accept the Financial and Single Year Audits as presented. Mr. Leslie seconded the motion. **The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.***

### ***8.B. Request to Approve Hearing Officers***

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

*Mr. Matteson made a motion to approve the list of Hearing Officers as presented. Mr. Leslie seconded the motion. **The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.***

**8.C. Request to Approve Standards of Conduct Policy**

President Vest asked the Board to approve a new Policy on Standards of Conduct, which they originally saw at the December meeting.

*Mr. Matteson made a motion to approve the Standards of Conduct Policy as presented. Mr. Peaches seconded the motion. **The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.***

**8.D. Students Receiving Financial Support**

Interim VPLSS Jackson addressed the Board and provided a verbal report on the types of Financial Support that students were receiving and the number of students benefitting.

Mr. Matteson confirmed the use of Pell money in the figures provided.

Chair Lucero also asked for a definition of private scholarships, which VPLSS Jackson provided, and asked if a comparison to other colleges in the state could be provided. VPLSS Jackson noted that he did not have that data available.

**8.E. Request to Re-approve Multiyear Contract with EBSCO**

Interim VPLSS Jackson reviewed the request to re-approve a multiyear contract with EBSCO noting this was the second time the Board was seeing the request as the contract terms, and therefore cost, had changed to \$73,199.

Mr. Leslie asked how the additional six months was missed in the initial request to the Board. VPLSS Jackson responded that the college had received two quotes from EBSCO. The first did not include the six month bridge to the full three year contract.

Mr. Jouen asked if the college had a practice of allowing 10% leeway for purchases. CBO Ellison responded that this was not in the current procedure but is something that could be looked at during the current review of purchasing procedures.

*Mr. Matteson made a motion to Re-approve the Multiyear Contract with EBSCO as presented. Mr. Leslie seconded the motion. **The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.***

**8.F. Request to Re-Approve Purchase of Anatomage Tables**

Interim VPLSS Jackson reviewed the request to re-approve the purchase of two Anatomage Clinical tables noting the requirement of Use Tax which increased the final price to \$119,295.20.

*Mr. Matteson made a motion to Re-approve the Purchase of two Anatomage Table, in the amount of \$119,295.20 as presented. Mr. Leslie seconded the motion. **The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.***

***8.G. Review of “Request for Qualifications (RFQu) for Design and Architect Services” and “Construction Manager Job Description”***

CBO Ellison reviewed the RFQu for Design and Architect Services as well as the job description for a Construction Manager.

Mr. Matteson suggested that the college should follow state law in the issuing of the RFQu and not the exemption granted to political subdivisions. Mr. Jouen also noted concerns about valuing a firm on cost rather than qualifications and reputations. CBO Ellison noted that the college was not bound by the exemption and the document could be changed to follow state law as well as possibly provide the option of multiple design firms for each project.

Mr. Matteson suggested a new Master Facilities Plan should be drafted as the initial phase of the project.

Mr. Matteson suggested asking that the desired qualifications, for the Construction Manager position, include the Construction Management Association of America (CMAA) certification as well as certification in a computer modelling software.

***8.H. Request to Approve the purchase of Network Switches, Licensing, and Support***

CIO Way addressed the Board and reviewed the request to purchase Network Switches, Licensing, and Support, as part of a National IPA, from CDW-G for a total price of \$124,544.75 which includes applicable sales tax.

Mr. Jouen asked if community colleges were eligible for E-Rate funding. CIO Way responded that they were not.

Mr. Matteson asked what the IPA was. CIO Way described the national consortium or co-op that school districts, non-profit, and higher education institutions can take advantage of to leverage best prices. Mr. Matteson asked if this was by-passing a competitive bid process. Mr. Jouen asked if this was a request to piggyback on a competitively awarded state contract. CIO Way noted this was essentially the same as a state contract. Mr. Jouen noted that he was aware of these contracts were awarded and it was a very aggressive process to receive the lowest pricing and was confident that this was a competitive prices with a bidding process already completed by the National IPA.

*Mr. Peaches made a motion to table the item. **The motion failed for lack of second.***

CBO Ellison added that the college does want to use a competitive bid purchase process where possible and current procedure allows the college to piggyback on the competitive bid process of consortiums and contracts, which the National IPA is an example of.

*Mr. Jouen made a motion to piggyback on the contract awarded by National IPA, contract number 2018011-01, for the purchase from CDW-G for a total amount of \$124,544.75. Mr. Matteson seconded. **The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, and Mr. Leslie voting in favor. Mr. Peaches abstained. There were no votes against.***

**8.I. Request to Approve the purchase of a Data Storage, Service, and Support Solution**

CIO Way reviewed the request to approve the purchase of Data Storage, Service, and Support Solution from CDW-G, as part of a National IPA, for a price of \$124,779.54. CIO Way noted that this was a budgeted item.

Chair Lucero confirmed that this was for on-site storage.

*Mr. Jouen made a motion to piggyback on National IPA contract R160201 for the procurement of Tegile storage in the amount of \$124,779.54. Mr. Matteson seconded. **The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, and Mr. Leslie voting in favor. Mr. Peaches abstained. There were no votes against.***

**Agenda Item 9: Standing Business**

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

Interim VPLSS Jackson introduced Ann Hess, Director of Marketing, who provided a review of the new website which has been a priority for SPASC and the college. Director Hess noted the increased security provided with the new website as well as a mobile friendly look.

**9.B. President's Report**

President Vest asked the Board to consider reinstating a regular Study Sessions each month to address Construction and Accreditation topics. It was suggested convening at 9:30am, on regular Board meeting days, for the Study Sessions.

President Vest noted the legislature was back in session and he would be meeting with local representatives and particularly Senator Allen on a Bill she is proposing for Proposition 301 funds. President Vest also noted the impact of the Federal Government shutdown to students.

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

Continuing updates regarding Financial Aid – Mr. Leslie

A policy or procedure discussion on utilizing the state requirements for purchasing rather than Political Subdivision exemptions – Chair Lucero

Discussion on sole source policy and/or procedure as well as procedure on hiring consultants – Chair Lucero

**Agenda Item 10: Board Report/Summary of Current Event**

Mr. Jouen apologized for missing the December Board meeting due to an Audit meeting with the City of Winslow.

**Agenda Item 11: Announcement of Next Regular Meeting:** Regular District Governing Board meeting February 19, 2019.

**Agenda Item 12: Adjournment**

*The meeting was adjourned at 12:37 p.m. upon a motion by Mr. Matteson, a second by Mr. Jouen, and a unanimous affirmative vote.*

Respectfully submitted,

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

Paul Hempsey  
Recording Secretary to the Board

DRAFT

## **Policy 1100 Planning and Evaluation**

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

(Revised 4/21/92 • Reviewed only 3/20/18)

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

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

(Revised 3/10/98 • Revised 3/20/18)

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

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

(Revised 3/10/98; formerly Policy #1590 • Reviewed only 3/20/18)

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

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

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

(New 8/8/00 • Reviewed only 3/20/18)



## **Policy 1105 College Service Sites**

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

A campus must meet the following criteria:

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

An additional location must meet the following criteria:

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

(Revised 11/10/98, 1/18/05, 06/20/17 • Reviewed only 3/20/18)

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

The current campus locations are:

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

The current centers are:

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

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

(Revised 9/19/17 • Reviewed only 3/20/18)

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

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

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

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

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

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

(Revised 9/21/04 • Reviewed only 3/20/18)

### **Policy 1110 Community Relations**

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

(Revised 4/21/92 • Reviewed only 3/20/18)

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

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

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

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

(Revised 04/18/06 • Revised 3/20/18)

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

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

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

(Revised 1/27/17 • Reviewed only 3/20/18)

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

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

(Revised 4/21/92 • Reviewed only 3/20/18)

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

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

(Revised 4/18/17 • Reviewed only 3/20/18)

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

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

(Revised 7/15/74; formerly Policy 1040 • Reviewed only 3/20/18)

### **Policy 1130 Institutional Memberships**

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

(Revised 3/28/78 • Reviewed only 3/20/18)

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

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

(New 9/21/04 • Reviewed only 3/20/18)

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

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

(Revised 9/21/04 • Reviewed only 3/20/18)

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

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

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

Retirees receiving emeritus and meritorious service recognition are eligible for tuition waivers.

(Revised 4/22/08 • Revised 3/20/18)

### **Policy 1137 College Property**

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

(New 4/19/94 • Reviewed only 3/20/18)

### **Policy 1138 Technology Resources**

#### Overview

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

#### Policy

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

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

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

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

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

(Revised 12/19/17 • Reviewed only 3/20/18)

### **Policy 1150 Copyrighted Material**

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

(New 4/19/94 • Reviewed only 3/20/18)

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

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

(New 4/19/94 • Reviewed only 3/20/18)

### **Policy 1170 Intellectual Property**

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

(New 12/21/04 • Reviewed only 3/20/18)

### **Policy 1180 Course Material**

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

(New 11/18/08 • Reviewed only 3/20/18)

# REQUEST TO APPROVE PROGRAM MODIFICATIONS FOR ASSOCIATE OF ARTS IN ELEMENTARY EDUCATION EDUCATION STUDIES: EDUCATION PROFESSIONS

## Recommendation:

The Instructional Council recommends approval of the modifications of the Associate of Arts in Elementary Education (AAEE) and the Education Studies (EDU) Education Professions Certificate of Proficiency (CP). Details of the modifications are noted below.

## Summary:

Proposed changes should: 1) provide more usable degree plans; 2) better prepare students for either direct to work or transfer to a university (the EDU CP Education Professions will lay the groundwork for the AAEE; 3) help bring the degrees up-to-date, reflecting best practices and current practices.

Proposed effective date will be Fall, 2019.

CIP Code (for both): 13.1501

# Transfer Degree

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## Associate of Arts in Elementary Education (AAEE)

### Associate of Arts in Elementary Education (AAEE) • 64 credits

Completion of the 35 general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-A) for the Associate of Arts in Elementary Education degree. (see *What is AGECE?* – page 61)

<b>General Education Courses</b> .....	<b>35 9 credits</b>
<b>Communications</b> .....	<b>6 credits</b>
ENL 101 College Composition I.....	3 credits
ENL 102 College Composition II.....	3 credits
<b>Mathematics</b> .....	<b>3 credits</b>
Select <u>one</u> of the following, or a mathematics course for which MAT 142 or MAT 152 is a prerequisite.	
MAT 142 College Mathematics with Contemporary Applications.....	3 credits
MAT 152 Advanced Algebra.....	3 credits
<b>Discipline Studies</b> .....	<b>26 credits</b>

<b>Arts and Humanities</b> .....	<b>9 credits</b>
(Select three courses from at least two disciplines from the list on page 62)	
<b>Physical and Biological Science</b> .....	<b>8 credits</b>
(Select two courses from the list on page 62)	
<b>Social and Behavioral Sciences</b> .....	<b>9 credits</b>
Select one of the following courses and <u>two</u> additional courses from the list on page XX. Courses must include at least two different disciplines, and at least one of the courses chosen must meet the requirement for Contemporary Global, International or Historical Awareness by choosing a course with an asterisk from the list on Page XX).	
(Select one of the following and two more courses from at least two disciplines with at least one asterisk (*) course to meet requirements for Contemporary Global, International or Historical Awareness, from the list on page 62.)	
POS 110 American Government .....	3 credits
HIS 105 U.S. History to 1877 .....	3 credits
<b>Core Requirements</b> .....	<b>15 28 credits</b>
EDU 200 Introduction to Education.....	3 credits
EDU 220 Diversity in Education .....	3 credits
EDU 222 Introduction to Special Education.....	3 credits
EDU 223 Classroom Observation Skills .....	1 credit
EDU 250 Critical and Evaluative Reading for Educators.....	3 credits
EDU 276 Managing the Learning Environment.....	3 credits
MAT 161 Algebra-based Mathematics for Elementary Teachers I .....	3 credits
MAT 162 Algebra-based Mathematics for Elementary Teachers II .....	3 credits
<b>Required Electives</b> .....	<b>6 credits</b>
CIS 105 Computer Applications and Information Technology .....	3 credits
<u>PLUS</u>	
<b>Successful completion of one of the following:</b>	
EDU 276 Managing the Learning Environment .....	3 credits
EDU 286 Educational Technology.....	3 credits
EDU 291 Children’s Literature .....	3 credits
ENL 291 Children’s Literature.....	3 credits
<b>Electives</b> .....	<b>8 1 credits</b>
Successful completion of <del>eight</del> <b>one</b> credits of unduplicated university transferrable electives, as described on page 59.	

# 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~~ **2.5** percent from ~~2012 2017~~ to ~~2022 2020~~, 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 \$24,750 in May 2017.



## Education Professions (CP) • ~~21~~ 18 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 220 Diversity in Education.....	3 credits
EDU 222 Introduction to Special Education.....	3 credits
EDU 250 Critical & Evaluative Reading for Educators.....	3 credits
EDU 276 Managing the Learning Environment.....	3 credits
EDU/CIS 286 Educational Technology.....	3 credits
PSY 240 Developmental Psychology.....	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 PROGRAM MODIFICATIONS FOR FILM AND DIGITAL VIDEO

## Recommendation:

The Instructional Council recommends approval of the modification of the Film and Digital Video (FDV) Associate of Applied Science (AAS), Certificate of Applied Science (CAS) and two Certificates of Proficiency (CPs). Details of the modifications are noted below.

## Summary:

The proposed changes include: 1) restructuring some classes, which makes completing the CAS much easier for students in a more manageable time frame; 2) addition of a new CP – some former CIS courses were absorbed by FDV, where they are a better fit.

Proposed effective date will be Fall, 2019.

CIP Code: 50.0602

## Film and Digital Video (FDV)

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

FDV 130 <u>or</u> SPT 230 Video Production .....	3 credits
FDV 140 <u>or</u> SPT 240 Video Editing .....	3 credits
FDV 150 <u>or</u> SPT 150 Introduction to Film.....	3 credits
FDV 160 Digital Audio For Film/TV .....	3 credits
FDV 210 <u>or</u> ENL 210 Screenplaywriting.....	3 credits
FDV 220 Film Aesthetics.....	3 credits
<del>FDV 222 Digital Video Pre-Production Applications.....</del>	<del>2 credits</del>
<del>FDV 232 Digital Video Production Applications.....</del>	<del>2 credits</del>
<del>FDV 242 Digital Video Post-Production Applications.....</del>	<del>2 credits</del>
FDV 260 Digital Video Production Projects.....	3 credits
FDV 270 Digital Video Post-Production Projects.....	3 credits

**Certificate of Proficiency in Visual Communication Fundamentals (CP) • 12 credits**

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

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

*Complete the FDV CP in Film and Digital Video ..... 24 credits*

PLUS

*Communications ..... 3 credits*

ENL101 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 XX.*

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

*Complete the FDV CAS in Film and Digital Video..... 30 credits*

PLUS

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

*Communications ..... 3 credits*

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

**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 \_\_.)

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

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

# REQUEST TO APPROVE PROGRAM MODIFICATION FOR FIRE SCIENCE

## Recommendation:

The Instructional Council recommends approval of the modification of the Fire Science (FRS) Associate of Applied Science (AAS), Certificate of Applied Science (CAS) and three Certificates of Proficiency (CPs). Details of the modifications are noted below.

## Summary:

The proposed changes include: 1) CP in Firefighter - more emphasis on rope skills (needed for most technical rescues), bringing it up-to-date; 2) divide Firefighter I and II into two courses to allow for more flexibility in scheduling and to adjust lab/credit hour ratio.

Proposed effective date will be Fall, 2019.

CIP Code: 43.0203

## Fire Science (FRS)

---

### FRS Firefighter (CP) • ~~18~~ 17 credits

FRS 104 Firefighter I & II .....	10 credits
FRS 103 Firefighter I .....	6 credits
FRS 105 Firefighter II .....	4 credits
FRS 110 Hazardous Materials for First Responders .....	2 credits
FRS 126 Rope Rescue I .....	1 credit
FRS 127 Rope Rescue II .....	1 credit
FRS 128 Rope Rescue III .....	1 credit
FRS 139 Confined Space Operations .....	3 credits
FRS 150 Wildland Firefighter .....	2 credits

### FRS Driver/Operator (CP) • ~~24~~ 23 credits

Complete the Firefighter Certificate of Proficiency (CP) .....	<del>18</del> 17 credits
FRS 135 Fire Protection Hydraulics and Water Supply .....	3 credits
FRS 137 Strategies and Tactics .....	3 credits

### FRS Leadership (CP) • ~~24~~ 23 credits

**Complete the Firefighter Certificate of Proficiency (CP) ..... 18 17 credits**  
 FRS 101 Principles of Fire and Emergency Services Administration ..... 3 credits  
 FRS 138 Legal Aspects of Emergency Services ..... 3 credits

## Fire Science (CAS) • 34 credits

FRS 104 Firefighter I & II ..... 10 credits  
 FRS 103 Firefighter I ..... 6 credits  
 FRS 105 Firefighter II ..... 4 credits  
 FRS 200 Fire Behavior and Combustion ..... 3 credits  
 FRS 201 Fire Protection Systems ..... 3 credits  
 FRS 202 Principles of Emergency Services ..... 3 credits  
 FRS 203 Fire Prevention ..... 3 credits  
 FRS 207 Building Construction for Fire Prevention ..... 3 credits  
 FRS 208 Principles of Fire and Emergency Services Safety and Survival ..... 3 credits

### **PLUS**

**Communications** ..... 3 credits  
 ENL 101 College Composition I ..... 3 credits  
**Mathematics** ..... 3 credits  
 Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 62

## Fire Science (AAS) • 64 credits

**Complete the Fire Science CAS..... 34 credits**

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

**Communications** ..... 3 credits  
 Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 62.

**Discipline Studies (Per the lists on page 62) ..... 9 credits**

Select one course from the **Arts and Humanities** ..... 3 credits  
**Social and Behavioral Sciences** ..... 6 credits  
 PSY 101 Introduction to Psychology ..... 3 credits  
 and any non-PSY course from the **Social and Behavioral Sciences** list.

### **PLUS**

**Required Electives Core Requirements ..... 9 credits**

Complete a minimum of 9 credit hours from the following:  
 FRS 101 Principles of Fire and Emergency Services Administration ..... 3 credits  
 FRS 110 Hazardous Materials for First Responder ..... 2 credits  
 FRS 126 Rope Rescue I ..... 1 credit  
 FRS 127 Rope Rescue II ..... 1 credit  
 FRS 128 Rope Rescue III ..... 1 credit  
 FRS 132 Fire Investigation I ..... 3 credits  
 FRS 135 Fire Protection Hydraulics and Water Supply ..... 3 credits  
 FRS 137 Strategies and Tactics ..... 3 credits  
 FRS 138 Legal Aspects of Emergency Services ..... 3 credits  
 FRS 139 Confined Space Operations ..... 3 credits  
 FRS 141 Fire Service Communication ..... 3 credits  
 FRS 150 Wildland Firefighter ..... 2 credits

**Unrestricted Electives..... 9 credits**

Any unduplicated courses at the 100 or higher level.

## Institutional Effectiveness Report

The Office of Institutional Effectiveness (OIE) completed the first Course Improvement Survey on Moodle for all regular classes in the fall semester of 2018. Slightly over half of the 420 classes (54.8%) received student survey responses with the overall response rate as 47.8%. This is considered an improvement from the fall of prior academic year (29.5%) when the surveys were only conducted on select classes via Qualtrics.

In general, students provided positive responses to the courses. Four out of five student responses indicated the courses offered by NPC:

- had clearly defined learning goals
- were intellectually challenging and stimulating
- used textbooks that are valuable
- provided clear and helpful additional course materials
- included assignments that help them understand their subjects

Students also had positive responses to our faculty. 85% of student responses indicated their instructors:

- were knowledgeable about the course subject
- showed enthusiasm for teaching
- Taught what they expected based on the syllabi
- Clearly explained work expectations and how grades were assigned
- provided clear and helpful instruction
- Encouraged mutual respect

Slightly over two-thirds (68%) of our students indicated that they spent enough time studying at home. About three out of four students stated that they actively participated in class or asked questions when the materials were not clear to them.

In addition to the Course Improvement Survey, OIE also provided standard program review data to all 21 programs last fall. Although program review runs on a 5-year cycle, this new process allows the programs to have annual data to conduct interim program reviews, if needed.

# Request to Accept the 2017-18 Audited Annual Budget Expenditure Limitation Report

## **Recommendation:**

Staff recommends adoption of the audited Expenditure Limitation Report for fiscal year 2017 -18. The report indicates expenditures for the fiscal year met the statutory expenditure limitation of \$13,982,552 using \$293,926 in carryforward amounts accumulated in prior years.

## **Summary:**

In 1980, Arizona voters approved [Arizona Constitution, Article IX, §20](#), prescribing an expenditure limitation political subdivisions. The expenditure limitation's purpose initially was intended to control expenditures of local revenues and limit future increases in spending to adjustments for inflation and population growth.

The Constitution required the Economic Estimates Commission (Commission) to establish a base limit from actual expenditures of "local" revenues for fiscal year 1980. Each year, the Commission calculates the constitutional expenditure limitation based on a complex formula accounting for estimated FTSE (population) and inflation.

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

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

# Navajo County Community College District (Northland Pioneer College)

Annual Budgeted  
Expenditure Limitation Report  
Year Ended June 30, 2018



A Report to the Arizona Legislature

Lindsey A. Perry  
Auditor General





The Arizona Office of the Auditor General's mission is to provide independent and impartial information and specific recommendations to improve the operations of State and local government entities. To this end, the Office provides financial audits and accounting services to the State and political subdivisions, investigates possible misuse of public monies, and conducts performance audits and special reviews of school districts, State agencies, and the programs they administer.

## The Joint Legislative Audit Committee

Senator **Rick Gray**, Chair  
Senator **Lupe Contreras**  
Senator **Andrea Dalessandro**  
Senator **David C. Farnsworth**  
Senator **David Livingston**  
Senator **Karen Fann** (ex officio)

Representative **Anthony T. Kern**, Vice Chair  
Representative **John Allen**  
Representative **Timothy M. Dunn**  
Representative **Mitzi Epstein**  
Representative **Jennifer Pawlik**  
Representative **Rusty Bowers** (ex officio)

## Audit Staff

**Donna Miller**, Director  
**David Glennon**, Manager and Contact Person

## Contact Information

**Arizona Office of the Auditor General**  
**2910 N. 44th St.**  
**Ste. 410**  
**Phoenix, AZ 85018**  
  
**(602) 553-0333**  
  
**[www.azauditor.gov](http://www.azauditor.gov)**



# TABLE OF CONTENTS

<b>Independent accountants' report</b>	1
<b>Annual Budgeted Expenditure Limitation Report—Part I</b>	3
<b>Annual Budgeted Expenditure Limitation Report—Part II</b>	4
<b>Notes to Annual Budgeted Expenditure Limitation Report</b>	5



## Independent accountants' report

Members of the Arizona State Legislature

The Governing Board of  
Navajo County Community College District

We have examined the accompanying Annual Budgeted Expenditure Limitation Report of Navajo County Community College District for the year ended June 30, 2018, and the related notes to the report. The District's management is responsible for presenting this report in accordance with the Uniform Expenditure Reporting System as described in note 1. Our responsibility is to express an opinion on this report based on our examination.

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

In our opinion, the Annual Budgeted Expenditure Limitation Report referred to above is presented in accordance with the information prescribed by the Uniform Expenditure Reporting System as described in note 1 in all material respects.

Donna Miller, CPA  
Director, Financial Audit Division


January 31, 2019



Navajo County Community College District  
(Northland Pioneer College)  
Annual Budgeted Expenditure Limitation Report—Part I  
Year ended June 30, 2018

1. Economic Estimates Commission expenditure limitation	\$13,982,552
2. Total amount subject to the expenditure limitation (from Part II, Line C)	<u>13,982,552</u>
3. Amount under the expenditure limitation	<u>\$ 0</u>

I hereby certify, to the best of my knowledge and belief, that the information contained in this report is accurate and in accordance with the requirements of the Uniform Expenditure Reporting System.

Signature of chief fiscal officer: 

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

Telephone number: (928) 532-6743 Date: January 31, 2019

See accompanying notes to report.

**Navajo County Community College District  
(Northland Pioneer College)  
Annual Budgeted Expenditure Limitation Report—Part II  
Year ended June 30, 2018**

Description	Current funds			Plant fund	
	Unrestricted		Restricted	Unexpended	Total
	General	Auxiliary enterprises			
A. Total budgeted expenditures	\$ 21,410,099	\$ 398,424	\$ 4,878,551	\$ 2,770,515	\$ 29,457,589
B. Less exclusions claimed:					
Dividends, interest, and gains on the sale or redemption of investment securities	539,301		53	10,287	549,641
Grants, aid, or contributions from the federal government, the State of Arizona, other political subdivisions, tribal governments, or special taxing districts (Note 2)	13,014		3,908,685	369,100	4,290,799
Grants, aid, contributions, or gifts from a private agency, organization, or individual, except amounts received in lieu of taxes			326,482		326,482
Amounts accumulated for the purchase of land, and the purchase or construction of buildings or improvements (Note 3)	2,357,760		158,564	1,783,568	1,783,568
Contracts with other political subdivisions or tribal governments (Note 2)	4,812,311	156,925			2,516,324
Tuition and fees (Note 4)	5,536				4,969,236
Refunds, reimbursements, and other recoveries (Note 5)	144,466	110,292	13,046		5,536
Amounts earned through research and entrepreneurial activities (Note 6)					267,804
Amounts received from the State of Arizona for workforce development in accordance with A.R.S. §15-1472			471,721		471,721
Prior years carryforward (Note 7)	293,926				293,926
Total exclusions claimed	8,166,314	267,217	4,878,551	2,162,955	15,475,037
C. Amounts subject to the expenditure limitation	\$ 13,243,785	\$ 131,207	\$ -	\$ 607,560	\$ 13,982,552

See accompanying notes to report.

## Note 1 - Summary of significant accounting policies

The Annual Budgeted Expenditure Limitation Report (ABELR) is presented as prescribed by the Uniform Expenditure Reporting System (UERS), as required by Arizona Revised Statutes (A.R.S.) §41-1279.07. The ABELR excludes expenditures of certain revenues specified in the Arizona Constitution, Article IX, §21, and A.R.S. §§15-792.03, 15-795.01, 15-1444, and 15-1472, as applicable, from the total budgeted expenditures.

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

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

## Note 2

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

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

Government contracts	\$ 2,516,324
Government grants	3,921,699
State appropriations	<u>8,690,200</u>
Total	<u>\$15,128,223</u>

### Annual Budgeted Expenditure Limitation Report:

Grants, aid, or contributions from the federal government, the State of Arizona, other political subdivisions, tribal governments, or special taxing districts	\$ 4,290,799
Contracts with other political subdivisions or tribal governments	<u>2,516,324</u>
Total exclusions claimed	6,807,123
Other revenues (nonexcludable)	<u>8,321,100</u>
Total	<u>\$15,128,223</u>

## Note 3

Of the \$2,472,170 reported as purchase and construction of capital assets on the statement of cash flows—primary government, \$1,783,568 was expended from amounts authorized and accumulated for purchasing land and purchasing or constructing buildings or improvements and was, therefore, claimed as an exclusion.



## Note 4

The District does not budget tuition and fees and bookstore revenue net of scholarship allowances. Of the gross tuition and fees of \$4,934,500 reported on the statement of revenues, expenses, and changes in net position—primary government, the entire amount was claimed as an exclusion. The entire amount of the gross bookstore income of \$34,736 was also claimed as an exclusion for a total of \$4,969,236 excluded as tuition and fees.

## Note 5

Amounts totaling \$5,536 are reported as insurance reimbursement and included in loss on disposal of capital assets on the statement of revenues, expenses, and changes in net position—primary government.

## Note 6

Amounts totaling \$267,804 earned through entrepreneurial activities are included in other sales and services and other revenue on the statement of revenues, expenses, and changes in net position—primary government.

## Note 7

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

<b>Description</b>	<b>Current General Fund</b>
Tuition and fees	<u>\$293,926</u>
Total prior years carryforward expended	<u>\$293,926</u>





## Request to Approve Adjustment to Fiscal Year 2018 Adopted Budget

**Recommendation:**

Staff recommends adoption of the revised fiscal year 2018 budget to actual amounts to reflect amounts used in the Expenditure Limit Report.

**Summary:**

The proposed adjustment to the adopted budget is an outcome of the completed financial audit and expenditure limitation report audit by the State of Arizonael Office of the Auditor General for the fiscal year ended June 30, 2018.

The adopted budget in the fiscal year ended June 30, 2018 for the General Fund, Auxiliary Enterprises Fund, Restricted Fund, and Unexpended Plant Fund were \$27,296,054, \$650,000, \$6,600,000 and \$5,369,100 respectively.

As the District did not spend all of the General Fund, Auxiliary Enterprises Fund, Restricted Fund, and Unexpended Plant Fund, as of June 30, 2018, the budgets for these funds were adjusted to the actual expenditure amounts of \$21,410,099, \$398,424, \$4,878,551 and \$2,770,515 respectively.

The following summarizes the original adopted budget, the revisions, and the actual expenditures reported for the year ended June 30, 2018.

	General Fund	Auxiliary Enterprises Fund	Restricted Fund	Unexpended Plant Fund	Total
Adopted Budget	\$ 27,296,054	\$ 650,000	\$ 6,600,000	\$ 5,369,100	\$ 39,915,154
Budget Adjustment	(5,885,955)	(251,576)	(1,721,449)	(2,598,585)	(10,457,565)
Revised Budget	21,410,099	398,424	4,878,551	2,770,515	29,457,589
Actual Expenses	21,410,099	398,424	4,878,551	2,770,515	29,457,589
Variance	\$ -	\$ -	\$ -	\$ -	\$ -

## Request to Approve SAVE Cooperative Agreement

**Recommendation:**

Staff recommends approval of membership in the Strategic Alliance for Volume Expenditures (SAVE) Cooperative Purchasing Agreement. SAVE is one of the few Cooperatives that require governing body approval for membership.

**Summary:**

S.A.V.E. is a consortium public agencies within the State of Arizona for which NPC qualifies as an eligible entity for membership in the Purchasing Cooperative under A.R.S. §11-951 and is authorized to enter into Intergovernmental agreements and contracts.

The benefits to NPC include improved competition, quality, services, provide lower prices for materials and services, and avoid duplication of efforts of and among other entities.

Attached is the Cooperative Purchasing Agreement and Appendix "A" indicating the agencies in Arizona that are current members. Once a member approves an agreement, membership continues in perpetuity unless action is taken to remove the entity either by the agency itself, or by the Cooperative Members.

**STRATEGIC ALLIANCE FOR VOLUME EXPENDITURES (SAVE)  
COOPERATIVE PURCHASING AGREEMENT**

This Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between school districts and governmental jurisdictions in the State of Arizona, as listed in Appendix "A" through their duly authorized representative to form a cooperative purchasing agreement named "STRATEGIC ALLIANCE FOR VOLUME EXPENDITURES" **(S.A.V.E.)**

WHEREAS, voluntary purchasing agreements between and among public agencies in the State of Arizona have been shown to improve competition, quality, services, provide lower prices for materials and services, and avoid duplication of efforts; and

WHEREAS, the parties hereto desire the free exchange of information, technology, and other services that may assist in improving the efficiency or economy of the procurement of necessary materials and services and,

WHEREAS, cooperative purchasing results from written agreements wherein lead agencies volunteer to purchase specified materials and services for themselves and participating cooperative members by compiling quantity estimates, preparing the bid or proposal solicitation, receiving bid or proposals and awarding a contract for use by all participating members. And, wherein the lead agency is responsible for placing, receipt and payment of its own orders only, while individual procuring parties separately process and pay for their own requirements; and

WHEREAS, the Cooperative Purchasing Agreement will serve these ends;

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, and for the mutual benefits to result therefrom, the parties agree as follows:

1. The purpose of the Agreement is a cooperative purchase agreement for the procurement of materials and or services.
2. Receipt, inspection, acceptance and payment for materials and services ordered under this Agreement shall be the exclusive obligation of the ordering entity.
3. The exercise of any rights or remedies by a procuring entity shall be the exclusive obligation of such procuring entity.
4. In this Agreement, failure of an entity to secure performance under its purchase order, does not necessarily require another entity to exercise its own rights or remedies.
5. The cooperative use of bids or proposals obtained by a party to this Agreement shall be in accordance with the terms and conditions of the bid or proposal, except as modification of those terms and conditions otherwise allowed by law.
6. The participation in a specific bid or proposal will be at the option of the individual entity, except that procuring entities and their requirements specifically identified within a bid or proposal shall be required to participate in the Agreement unless the resulting contract is canceled, as provided for within the terms and conditions of the specific bid or proposal.
7. That lead entity of the bid or proposal will comply with the competitive procurement and contract requirements of the procurement rules and laws.
8. The parties will make available, upon reasonable request and subject to convenience, necessity and, in appropriate circumstance a reasonable fee or charge, any information, technology, or other service, which may assist in improving the efficiency or economy of each party's procurement or disposal of material or service.
9. A procuring party will make timely payments to the vendor for materials and services received in accordance with the terms and conditions of the procurement. Payment for materials, services, inspections, acceptance of materials and services ordered by the procuring party shall be the exclusive obligation of such procuring party.
10. The procuring party shall not use this Agreement as a method for obtaining additional concessions or reduced prices for similar materials and services.

11. The procuring party shall be responsible for the ordering of materials or services under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a procuring party, and the procuring party shall hold non-procuring party harmless from any liability, which may arise from action or inaction of the procuring party.
12. Any procurement unit may terminate without notice this Agreement if another eligible procurement unit fails to comply with the terms of this Agreement.
13. This Agreement is exempt from the provisions of A.R.S. 11-952.
14. This Agreement shall remain in effect until participation has been terminated by all but one of the parties. Except as provided in Paragraph 12, any party to this Agreement may terminate their participation in this Agreement by giving 30 day written notice to all other parties to this Agreement.
15. This Agreement shall take effect after execution by participating parties. Pursuant to A.R.S. Section 41-2632 and Subsection R7-2-1191 of A.A.C. R7-2-1001 this Agreement need not be filed with the County Recorder or the Secretary of State to be effective, except as may be required by the laws, rules and/or regulations of a participating public agency.
16. This Agreement may be canceled pursuant to provisions of A.R.S. Section 38-511 which provisions are incorporated herein by this reference.
17. This Cooperative Purchasing Agreement shall become effective upon approval and execution by the authorized representative of all public agencies listed in Appendix "A".
18. The parties to this Agreement hereby agree that other agencies may be added to this Cooperative Purchasing Group.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective the date written below.

THIS AGREEMENT IS HEREBY EXECUTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

**Strategic Alliance for Volume Expenditures**  
S.A.V.E. --- Cooperative Purchasing Agreements

The following agencies have signed the Cooperative Purchasing Agreement with the S.A.V.E. association as **January 22, 2018.**

**Municipalities**

City of Apache Junction  
City of Avondale  
City of Benson  
City of Bisbee  
City of Bullhead City  
City of Casa Grande  
City of Chandler  
City of Coolidge  
City of Cottonwood  
City of Douglas  
City of El Mirage  
City of Eloy  
City of Flagstaff  
City of Glendale  
City of Globe  
City of Goodyear  
City of Kingman  
City of Maricopa  
City of Mesa  
City of Nogales  
City of Page  
City of Peoria  
City of Phoenix  
City of Prescott  
City of Safford  
City of San Luis  
City of Scottsdale  
City of Sedona  
City of Show Low  
City of Sierra Vista  
City of Somerton  
City of Surprise  
City of Tempe  
City of Tolleson  
City of Tucson  
City of Willcox  
City of Winslow  
City of Yuma  
Lake Havasu City  
Town of Buckeye  
Town of Camp Verde  
Town of Cave Creek  
Town of Chino Valley  
Town of Clifton  
Town of Florence  
Town of Fountain Hills  
Town of Gila Bend  
Town of Gilbert

Town of Guadalupe  
Town of Marana  
Town of Miami  
Town of Oro Valley  
Town of Paradise Valley  
Town of Prescott Valley  
Town of Queen Creek  
Town of Sahuarita  
Town of Superior  
Town of Wickenburg

**Counties**

Apache County  
Cochise County  
Coconino County  
Gila County  
Graham County  
La Paz County  
Maricopa County  
Mohave County  
Navajo County  
Pima County  
Pinal County  
Santa Cruz County  
Yavapai County  
Yuma County

**Higher Education / Technology Districts**

Arizona State University  
Arizona Western College  
Central Arizona College  
Central Arizona Valley Institute of Technology (CAVIT)  
Cobré Valley Institute of Technology (CVIT)  
Cochise County Community College District  
Coconino County Community College District  
Diné College  
East Valley Institute of Technology (EVIT)  
Gila Institute for Technology, a Joint Technology Education District (JTED)  
Graham County Community College District  
Maricopa Community College District  
MidWestern University (Glendale campus)  
Mohave Community College  
Mountain Institute JTED  
Northeast AZ Tech Institute of Voc Ed  
Northern Arizona University  
Pima Association of Governments (PAG)  
Pima Community College



Pima County Joint Technology District #11 (JTED)  
Pima Prevention Partnership dba Pima Partnership  
Academy, Pima Partnership High School &  
Phoenix Collegiate High School  
University of Arizona  
Western Arizona Vocational Educ (W.A.V.E.),  
a Joint Technology Education District #50  
Yavapai College

### **Political Agencies**

Arizona School for the Deaf and the Blind  
Arizona Supreme Court  
Central Arizona Project  
Housing Authority of Maricopa County  
Maricopa Association of Governments  
Maricopa Integrated Health System  
Regional Transportation Authority (RTA)  
Superior Court of Arizona, Maricopa County  
Tucson Airport Authority  
Valley Metro Regional Public Transit Authority  
Phoenix-Mesa Gateway Airport Authority

### **Fire Districts**

Central Yavapai Fire District  
Drexel Heights Fire District  
Fire District of Sun City West  
Mt. Lemmon Fire District  
Northwest Fire District  
Superstition Mtn Community Facilities District  
Sun City West Fire District  
Three Points Fire District

### **Misc. Agencies**

Central Arizona Water Conservation District  
(CAWCD)  
Community Hospital Association dba Wickenburg  
Community Hospital  
North Country Community Health Center  
Pima County School Reserve Fund  
Pine-Strawberry Water Improvement District  
Western Arizona Council of Governments

### **School Districts**

Agua Fria Union High School District # 216  
Ajo Unified School District #15  
Alhambra Elementary School District # 68  
Altar Valley School District #51  
Amphitheater Unified School District #10  
Antelope Union High School #50  
Apache Junction Unified School District # 43  
Arlington Elementary School District #47  
Ash Fork Joint Unified School District  
Avondale Elementary School District #44  
Bagdad Unified School District  
Balsz Elementary School District #31  
Beaver Creek School District #26

Benson Unified School District #9  
Bisbee Unified School District #2  
Blue Ridge Unified School District #32  
Bonita School District #6  
Bouse Elementary School District  
Buckeye Elementary School District #33  
Buckeye Union High School District #201  
Bullhead City Elementary School District #15  
Camp Verde Unified School District #28  
Cartwright Elementary School District #83  
Casa Blanca Middle School dba Vah Ki Middle School  
Casa Grande Elementary School District  
Casa Grande Union High School District  
Catalina Foothills Unified School District #16  
Cave Creek Unified School District #93  
Cedar Unified School District #25  
Chandler Unified School District # 80  
Chinle Unified School District #24  
Chino Valley Unified School District #51  
Clarkdale-Jerome School District #3  
Coconino County Regional Accommodation District  
#99  
Colorado River Union High School District  
Concho Elementary School District #6  
Continental Elementary School District #39  
Coolidge Unified School District #21  
Cottonwood-Oak Creek School District #6  
Crane Elementary School District # 13  
Creighton School District #14  
Deer Valley Unified School District #97  
Double Adobe Elementary School District #45  
Douglas Unified School District #27  
Duncan Unified School District  
Dysart Unified School District # 89  
Eloy Elementary School District #11  
Elfrida Elementary School District #12  
Flagstaff Unified School District # 1  
Florence Unified School District # 1  
Flowing Wells Unified School District #8  
Fort Huachuca Accommodation School District  
Fort Thomas Unified School District #7  
Fountain Hills Unified School District #98  
Fowler Elementary School District #45  
Gadsden Elementary School District # 32  
Ganado Unified School District #20  
Gila Bend Unified Schools  
Gilbert Unified School District #41  
Glendale Elementary School District #40  
Glendale Union High School District  
Globe Unified School District #1  
Grand Canyon Unified School District #4  
Hackberry Elementary School District #3  
Heber-Overgaard Unified School District #6  
Higley Unified School District #60  
Holbrook Unified School District #3  
Horizon Community Learning Center / Horizon

Charter School  
Humboldt Unified School District #22  
Hyder Elementary School District #6  
Indian Oasis-Baboquivari School District #40  
Isaac Elementary School District # 5  
J.O. Combs Elementary School District #44  
Joseph City Unified School District #2  
Kayenta Unified School District #27  
Kin Dah Lichi'l' Olta, Inc.  
Kingman Unified School District #20  
Kyrene Elementary School District #28  
Lake Havasu Unified School District # 1  
Laveen Elementary School District #59  
Liberty Elementary School District #25  
Litchfield Elementary School District #79  
Littlefield Unified School District #9  
Littleton Elementary School District #65  
Madison Elementary School District #38  
Maine Consolidated School District  
Mammoth-San Manuel Unified School District #8  
Marana Unified School District #6  
Maricopa Regional School District #509  
Maricopa Unified School District  
Mary C. O'Brien ASD  
Mayer Unified School District #43  
Mesa Unified School District # 4  
Miami Unified School District #40  
Mingus Union High School District #4  
Mobile Elementary School District #86  
Mohave Valley Elementary School District #16  
Mohawk Valley School District # 17  
Morenci Unified School District #18  
Morristown Elementary School District #75  
Murphy Elementary School District #21  
Naco Unified School District #9  
Nadaburg Elementary District #81  
Nogales Unified School District # 1  
Osborn Elementary School District #8  
Page Unified School District #8  
Palominas Elementary School District #49  
Palo Verde Elementary School District #49  
Paradise Valley Unified School District #69  
Parker Unified School District #27  
Patagonia Elementary School District #6  
Patagonia Union High School District #92  
Payson Unified School District #10  
Peach Springs Unified School District #8  
Pendergast School District #92  
Peoria Unified School District #11  
Phoenix Elementary School District # 1  
Phoenix Union High School District #210  
Picacho Elementary School District #33  
Pima Unified School District #6  
Pine Strawberry Elementary School District #12  
Pinon Unified School District #4  
Pomerene Elementary School District #64

Prescott Unified School District #1  
Quartzsite Elementary School District #4  
Queen Creek Unified School District # 95  
Ray Unified School District #3  
Red Mesa Unified School District #27  
Riverside Elementary School District #2  
Roosevelt Elementary School District # 66  
Round Valley Unified School District #10  
Sacaton Elementary School District #18  
Saddle Mountain Unified School District #90  
Safford Unified School District #1  
Sahuarita Unified School District #30  
San Carlos Unified School District #20  
Sanders Unified School District #18  
San Simon Unified School District #18  
Santa Cruz Valley Unified School District #35  
Santa Cruz Valley Union High School District #840  
Scottsdale Unified School District # 48  
Sedona-Oak Creek Unified School District #9  
Seligman Unified School District #40  
Sentinel Elementary School District #71  
Shonto Preparatory Schools  
Show Low Unified School District #10  
Sierra Vista Unified School District # 68  
Snowflake Unified School District #5  
Somerton Elementary School District #11  
Stanfield Elementary School District #24  
St. David Unified School District #21  
St. Johns Unified School District  
Sunnyside Unified School District #12  
Superior Unified School District #15  
Tanque Verde Unified School District #13  
Tempe Elementary School District # 3  
Tempe Union High School District # 213  
Thatcher Unified Schools  
Toltec Elementary School District #22  
Tolleson Elementary School District #17  
Tolleson Union High School District # 214  
Tombstone Unified School District #1  
Tuba City Unified School District #15  
Tucson Unified School District  
Union Elementary School District #62  
Vail Unified School District #20  
Valley Union High School District #22  
Vernon Elementary School District  
Washington Elementary School District # 6  
Wellton Elementary School District #24  
West-MEC District #402  
Whiteriver Unified School District #20  
Wickenburg Unified School District #9  
Willcox Unified School District  
Williams Unified School District #2  
Wilson Elementary School District #7  
Window Rock Unified School District #8  
Winslow Unified School District #1  
Young Public-School District



## **Purchasing Association of Cooperative Entities (PACE) Inter-local Agreement**

### **Recommendation:**

Staff recommends approval of membership in the Purchasing Association of Cooperative Entities (PACE.) PACE is one of the few Purchasing Cooperatives requiring governing body approval for membership.

### **Summary:**

Purchasing agreements between and among public agencies have been shown to improve competition, quality, services, provide lower prices for materials and services.

Cooperative purchasing results from written agreements wherein lead agencies volunteer to purchase specified materials and services for themselves and participating cooperative members by compiling quantity estimates, preparing the bid or proposal solicitation, receiving bid or proposals and awarding a contract for use by all participating members.

Membership in the PACE Cooperative provides NPC greater opportunity for savings and reduces duplication of efforts in instances that other entities may have previously completed a bid process for an item of interest.

# INTERLOCAL COOPERATION AGREEMENT

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
dba NORTHLAND PIONEER COLLEGE

and

Education Service Center, Region 20 015 – 950 San Antonio, Texas

The Texas Education Code §8.002 permits Regional Education Service Center, at the direction of the Commissioner of Education, to provide services to assist school districts, colleges and universities in improving student performance and increasing the efficiency and effectiveness of school, college and university financial operations.

Interlocal contracts are authorized by the Texas Interlocal Cooperation Act (TICA) TEX.GOV'T CODE §791.001, et seq. TICA provides statutory authority for local governments, such as school districts and educational service centers, to contract or agree with another local government to perform governmental functions and services that each party to the contract is authorized to perform individually. TEX. GOV'T CODE §791.001, et seq. TICA specifically authorizes agreements to purchase goods and any services reasonably required for the installation, operation or maintenance of the goods. TEX. GOV'T CODE §791.025. An interlocal contract must be authorized by the governing body of each party; state the purposes, terms, rights and duties of the parties; and specify that each party paying for the performance of the governmental functions and services must make those payments from current revenues available to the paying party. TEX.GOV'T CODE §791.011(d).

Government Authority:

## **ARIZ. REV. STAT. ANN. § 41-2631. Definitions**

In this article, unless the context otherwise requires:

1. “Cooperative purchasing” means procurement conducted by, or on behalf of, more than one public procurement unit.
2. “External procurement activity” means any buying organization not located in this state that would qualify as a public procurement unit.
3. “Local public procurement unit” means any political subdivision, any agency, board, department or other instrumentality of such political subdivision and any nonprofit corporation created solely for the purpose of administering a cooperative purchase under this article.

4. “Nonprofit corporation” means any nonprofit corporation as designated by the internal revenue service under section 501(c)(3) through 501(c)(6) or under section 115, if created by two or more local public procurement units, includes certified nonprofit agencies that serve individuals with disabilities as defined in section 41–2636.

5. “Public procurement unit” means a local public procurement unit, the department, any other state or an agency of the United States.

**ARIZ. REV. STAT. ANN. § 41-2632**

A. Any public procurement unit may either participate in, sponsor, conduct or administer a cooperative purchasing agreement for the procurement of any materials, services, professional services, construction or construction services with one or more public procurement units or external procurement activities in accordance with an agreement entered into between the participants. The cooperative purchasing may include joint or multi-party contracts between public procurement units and open-ended public procurement unit contracts that shall be available to local public procurement units. A nonprofit corporation may enter into an agreement pursuant to this section if one or more of the parties involved is a public procurement unit. ...

F. Parties under a cooperative purchasing agreement may:

1. Sponsor, conduct or administer a cooperative agreement for the procurement or disposal of any materials, services or construction.

2. Cooperatively use materials or services.

3. Commonly use or share warehousing facilities, capital equipment and other facilities.

4. Provide personnel, except that the requesting public procurement unit shall pay the public procurement unit providing the personnel the direct and indirect cost of providing the personnel, in accordance with the agreement.

5. On request, make available to other public procurement units informational, technical or other services or software that may assist in improving the efficiency or economy of procurement. The public procurement unit furnishing the informational, technical or other services or software has the right to request reimbursement for the reasonable and necessary costs of providing these services or software.

**ARIZ. REV. STAT. ANN. § 11-952**

A. If authorized by their legislative or other governing bodies, two or more public agencies or public procurement units by direct contract or agreement may contract for services or jointly exercise any powers common to the contracting parties and may enter into agreements with one another for joint or cooperative action or may form a separate legal entity, including a nonprofit corporation, to contract for or perform some or all of the services specified in the contract or agreement or exercise those powers jointly held by the contracting parties.

**Effective:**

This Interlocal Agreement (hereinafter referred to as the “*Agreement*”) is effective \_\_\_\_\_ and shall be automatically renewed annually unless either party gives sixty (60) days prior written notice of non-renewal. This Agreement may be terminated without cause by either party upon sixty (60) days prior written notice, or may also be determined for cause at any time upon written notice stating the reason for and effective date of such terminations and after giving the affected party a thirty (30) day period to cure any breach.

**Statement of Services to be Performed:**

Education Service Center, Region 20 by this *Agreement*, agrees to provide competitively bid cooperative purchasing services to the above-named public entity through a program known as PACE Purchasing Cooperative.

**Role of the PACE Purchasing Cooperative:**

1. Provide organizational and administrative structure of PACE.
2. Provide Administrative and Support Staff necessary for efficient operation of PACE.
3. Provide marketing of the PACE to expand membership, awarded contracts and commodity categories.
4. Initiate and implement activities required for competitive bidding and vendor award process including posting, advertising, collecting proposals, scoring proposals, and awarding of vendor contracts.
5. Provide members with current awarded vendor contracts, instructions for obtaining quotes and ordering procedures.
6. Maintain filing system for all competitive bidding procedure requirements.
7. Provide Reports as requested.

**Role of the Education or Government Entity:**

1. Commit to participate in PACE.
2. Designate a Primary Contact for the entity to be responsible for promoting PACE within the organization.
3. Commit to purchase products and services from PACE Vendor Awarded Contracts when in the best interest of the entity.
4. Accept shipments of products ordered from Awarded Vendors in accordance with standard purchasing procedures.
5. Pay Awarded Vendors in a timely manner for all goods and services received.
6. Report any vendor issues that may arise to the PACE Cooperative Contact.

**General Provisions:**

Both Parties agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the programs contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing such programs.

This Agreement shall be governed by the laws of the State of Texas and venue shall be in the county in which the administrative offices of Education Service Center, Region 20 are located which is Bexar County, Texas.

It is the responsibility of the Entity purchasing from PACE Purchasing Cooperative awarded vendors to insure that the respective State purchasing laws are being followed.

This Agreement contains the entire agreement of the Parties hereto with respect to the matters covered by its terms and it may not be modified in any manner without the express written consent of the Parties.

If any term(s) or provision(s) of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect.

Before any party may resort to litigation, any claims, disputes or other matters in question between the Parties to this Agreement shall be submitted to the nonbinding mediation.

No Party to this Agreement waives or relinquishes any immunity or defense on behalf of themselves, their directors, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions and obligations described herein.

This Agreement may be negotiated and transmitted between the Parties by means of a facsimile machine and the terms and conditions agreed to are binding upon the Parties.

**Authorization:**

Education Service Center, Region 20 and PACE Purchasing Cooperative have entered into an Agreement to provide competitively bid cooperative purchasing opportunities to entities as outlined above.

The Interlocal Agreement process was approved by the governing boards of the respective Parties at meetings that were posted and held in accordance with the respective STATE Open Meetings Act, for Texas it was Government Code Ch.551.

The individuals signing below are authorized to do so by the respective Parties to this Agreement.



# INTERLOCAL COOPERATION AGREEMENT

Please send a signed Interlocal Agreement to  
(or fax to 210-370-5776 or e-mail to [jim.metzger@esc20.net](mailto:jim.metzger@esc20.net))

Education Service Center, Region 20  
Attn: PACE Coop  
1314 Hines Ave  
San Antonio, TX 78208

## Public Entity

## Education Service Center, Region 20

**BY:**

**Mark H. Vest**

**BY:**

**Authorized Signature**

**President**

**Purchasing Coordinator**  
**Title**

**Date**

**Date**

**Robert Johnson**  
**Contact Person**

**Jim Metzger**  
**Contact Person**

**Purchasing Director**  
**Title of Contact Person**

**Purchasing Coordinator**  
**Title of Contact Person**

**2251 Navajo Blvd.**  
**Street Address**

**210-370-5204**  
**Phone Number**

**Holbrook, AZ 86025**  
**City, State, Zip**

**210-370-5776**  
**Fax Number**

**928 524-7695/928 524-7476**  
**Phone/Fax Number**

**[jim.metzger@esc20.net](mailto:jim.metzger@esc20.net)**  
**E-mail Address**

**[purchasing@npc.edu](mailto:purchasing@npc.edu)**  
**E-mail Address**

## 2019-20 INTRODUCTORY BUDGET ANALYSIS

### **Summary:**

#### **General Fund Revenue Trend**

Overall revenues are expected to increase compared to the current fiscal year by approximately \$800,000 dependent on action taken by the District Governing Board and the final Arizona state budget. Estimates for state funding included in this analysis are taken from the Joint Legislative Budget Committee Baseline budget.

State funding is expected to increase related primarily to equalization with an increase of \$644,800 offset by decrease in operation state aid of \$8,800. Equalization aid is provided to community college districts with property tax bases that are less than the minimum assessed value for their rural district or county (populations less than 500,000 persons). There are currently three community college districts in Arizona who receive equalization aid – Cochise (Cochise county), Eastern (Graham county), and NPC (Navajo county).

The tuition is approved for an increase of \$3 per credit; however, due to declining enrollment revenues have been kept neutral.

Primary property tax is assumed to be levied at the maximum amount, which is 2% higher than current year tax levy plus new construction for both local and centrally valued properties. Property tax levied at the maximum requires a truth-in-taxation hearing. The 2019 Levy Limit Worksheet indicates if taxes were levied at the maximum allowable levy limit revenues would be \$15,877,014. Two known risks to property taxes include:

- Transwestern Pipeline has initiated a lawsuit disputing their centrally valued properties in the state of Arizona. There is a risk that NPC will be required to refund \$214,000 to Transwestern in FY1920 for tax years 2016 and 2017. Transwestern is also expected to initiate another lawsuit disputing their valuations for tax year 2018. The decreased property valuation will decrease future property tax revenues.

- Cholla Power Plant is still expected to significantly impact future property tax revenues. The timing of the impact is still unknown and will be evaluated each year. NPC continues to seek additional information from APS.

#### Capital Fund Revenue Trend

The state funding for STEM related activities is expected to decrease slightly from \$342,600 to \$339,500. All other Capital Fund revenue will be transferred from the General Fund.

#### Other Fund Revenue Trend

Revenues related to intergovernmental contracts with Apache County and NAVIT will remain unchanged compared to the prior year.

#### General Fund Expenditure Trend

The salary recommendation is not yet available, but will be in March. Faculty, staff and the administration will be working together to develop a joint proposal taking into consideration available revenue funding, the impact to the expenditure limit, and the impact to employee recruiting and retention. Every 1.0% increase equates to approximately \$140,000.

Employer health insurance is anticipated to increase approximately 5% totaling about \$90,000 in additional cost. There are no changes to the health insurance plans; both the high deductible and PPO plans will be offered to employees. NPC continues to cover all or nearly all of the health insurance cost for its employees. Employees are responsible for purchasing health insurance for their families.

Arizona State Retirement System for employer match increase from 11.80% to 12.11% with an expenditure impact of approximately \$50,000.

#### Other Fund Expenditure Trend

No notable changes are anticipated in expenditures for other funds.

# STRATEGIC PLANNING AND BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2019 – 2020

APPROVED / \* DATES REVISED

ACTIVITY	RESOURCE	DUE BY
1. Receive & approve calendar	DGB	✓18 September
2. Receive draft strategic plan	DGB	✓20 November
3. Approve strategic plan	DGB	✓18 December
4. Develop operational plans	SPASC	✓18 December*
5. Executive team receives operational plans	SPASC	✓18 December*
6. Receive and approve budget assumptions & overview	DGB	✓18 December
7. Review strategic plan/budget at convocation or meetings	SPASC	✓7 January 2019
8. Solicit input for strategic plan at convocation or meetings	SPASC	✓7 January
9. Distribute budget materials for operational & capital	Bus Ofc	✓8 January
10. Financial Services receives budget requests	Department Managers	✓4 February
11. Executive team, faculty, CASO meet on wages & salary	Ex Tm FA CASO	28 February
12. Review of operational & capital plans/budget requests	Executive Team	12 February
13. Receive introductory budget analysis	DGB	19 February
14. Receive tuition and fee schedules	DGB	19 February
15. President receives wage & salary recommendation	FA CASO	1 March
16. Budget hearings	SPASC	5 March
17. Receive preliminary budget analysis	DGB	19 March
18. Receive operational plans	DGB	19 March
19. Receive wage and salary recommendation	DGB	19 March
20. Approve tuition and fee schedules	DGB	19 March
21. Approve salary schedules	DGB	16 April
22. Receive complete budget analysis	DGB	16 April
23. Adopt tentative budgets & approve publication	DGB	16 April
24. Publish notice of budget public hearing/TNT hearing	CBO	26 April
25. Develop priorities for upcoming strategic plan	DGB	29 April
26. Publish notice of TNT hearing (2)	CBO	2 May
27. Publish notice of budget public hearing (2)/TNT hearing (3)	CBO	9 May
28. Conduct taxpayer public hearings	DGB	21 May
29. Adopt property tax levy and final budgets	DGB	21 May
30. Notify PTOC of primary property tax levy	CBO	24 May
31. Submit tax levy to Navajo County	CBO	24 May
32. Develop upcoming strategic plan draft	SPASC	31 July
33. Present strategic plan report & new draft at convocation	SPASC	12 August
34. Receive input for future strategic plans at convocation	SPASC	12 August
35. Receive annual report on strategic planning	DGB	20 August 2019

**Northland Pioneer College**  
**Preliminary Budget Development Assumptions**  
**FY 2019-20**

**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.
- Statutory Expenditure Limit will be breached; carry-forward is available to address short-term issues and expenditures are continuously reviewed to assess the impact on the expenditure limit.

**REVENUE ASSUMPTIONS**

- Overall revenues are expected to decrease compared to current fiscal year.
- State funding is expected to increase slightly compared to current fiscal year.
- Tuition revenues will show a slight decrease based on enrollment levels. The FY1920 rate will increase \$3 to \$77 per credit hour. The District Governing Board previously adopted a three-year tuition plan in FY1718 that ends with FY1920; a new three-year tuition plan will be developed next year. 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 will be levied at the maximum rate, which is two percent higher than current year tax plus new construction. Setting the tax levy at the maximum 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 will match revenues.
- 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 4, 2019.**
  
- SALARY SCHEDULES will be developed with:
  - (A) consideration to increasing rates balanced with available funds and impact to expenditure limit,
  - (B) consideration to competitive market conditions with the goal to maintain a comparative position to the average increases/rates at other local public entities, other Arizona community colleges, and other similar institutions, and
  - (C) consideration to salary recommendations received through the shared governance process.
- BENEFITS will be developed with:
  - (A) consideration on impacts from third-party partnerships including:
    - (1) Employee benefit trust for medical insurance, and
    - (2) Arizona State Retirement System for retirement contributions.
- Education partner relationships will be maintained with:
  - (A) Apache County,
  - (B) NAVIT,
  - (C) Dual enrollment, and
  - (D) others.
- OPERATING budget will be developed annually; developing a three-year budget is in progress.
- CAPITAL budget requests will be developed for a three-year period (FY1920, FY2021 and FY2122).
- GRANT funding will continue to be identified and pursued.
- AUXILIARY fund activities will be maintained.

**Northland Pioneer College  
Budget Development Guidelines  
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 or decrease compared to historical spending.</li> <li>• Budget requests should reflect only those items identified in division or departmental operational plans.</li> <li>• Any new programs/services must demonstrate linkage to the adopted strategic plan.</li> </ul>
Capital Expenditures	<ul style="list-style-type: none"> <li>• All requests for funding will be linked to revenues from the operational budget, grant funds, or reserved funds.</li> <li>• Minimal state funding for STEM is expected to continue.</li> </ul>

**NPC 2018-2019 Strategic Priorities and Responsibility Assignments**

NPC’s 2018-2019 Strategic Priorities focus on two areas: (1) Preparing for the Higher Learning Commission (HLC) Accreditation (2) Improving Students’ NPC Experiences.

Under **Priority # 1 Preparing for HLC Accreditation**, the college will accomplish two major goals:

- Complete NPC’s Arguments for HLC Assurance System (Overall Responsibility: Judy Yip-Reyes as coordinator)
- Implement an NPC-wide HLC awareness and preparation communication plan to more fully prepare for HLC November 2019 onsite visit (Overall Responsibility: SPASC, Operations, Marketing, President’s Office)

Under **Priority #2 Improving Student Experiences**, NPC will implement a number of strategic initiatives in the following major areas:

Major Areas and Strategic Initiatives	Overall Responsibility Assigned to	Relevance to Improving Student Experiences
<b>Enrollment Management</b>		
1. Implement an NPC-wide student non-emergency texting system that allows multiple NPC offices to text students without duplication of non-instructional messages	Ann Hess	Improve NPC’s connection with students
2. Pursue internal consortium agreements with local school districts, and other potential partners, to optimize utilizing newly-adopted classroom technology	Rickey Jackson	Expand students’ access to college education
3. Implement support service and instructional design elements of American Association of Community Colleges (AACC) guided pathways model that apply to the college	Rickey Jackson	Improve students’ learning experiences via achieving educational goals sooner and using measurable learning outcomes
4. Improve financial aid packaging system and realign financial aid disbursement schedule to assure students are prepared to start each semester with what they need to be successful (e.g., books, transportation, housing)	Jeremey Raisor	Improve students’ experiences in obtaining financial aid
5. Fully implement a web-based registration, payment, and support service delivery system to allow for expansion into online, hybrid, and telepresence course delivery	Amber Hill, with assistance from Jeremy Raisor and Josh Rogers	Improve students’ registration and payment experiences



Major Areas and Strategic Initiatives	Overall Responsibility Assigned to	Relevance to Improving Student Experiences
<b>Communication</b>		
6. Improve internal communication by addressing communication challenges	Employee Relations Committee	Provide staff with up-to-date knowledge to more efficiently and effectively assist students
7. Improve external communication by hiring a part-time social media specialist to take charge of NPC's social media, post consistently on outlets (e.g., Facebook and Instagram), and produce short videos and photos about students, program, and events	Ann Hess	Improve prospective and current students' impression of college; help students connect with the college digitally
<b>Staff Training</b>		
8. Improve knowledge and skill level of all college employees, leading to a greater measure of self-sufficiency, and reducing Information Services (IS) training workload in the long term. This is achieved by hiring a part-time Human Resource training coordinator who will create customized training modules in areas, such as compliance and E-sign	Chris Roediger	Enable staff to have up-to-date knowledge to more efficiently and effectively assist students

# Community Colleges

Arizona’s community colleges offer training and programs in the arts, sciences, and humanities, and provide vocational education leading to an associate’s degree, certificate of completion, or transfer to a baccalaureate degree-granting college or university.

All dollar amounts are expressed in thousands.

## Agency Budget Summary

	<b>FY 2018 Actual</b>	<b>FY 2019 Exp.Plan</b>	<b>FY 2020 Net Change</b>	<b>FY 2020 Exec. Bud.</b>
General Fund	50,856.9	57,205.5	26,848.2	84,053.7
<b>Agency Total</b>	<b>50,856.9</b>	<b>57,205.5</b>	<b>26,848.2</b>	<b>84,053.7</b>

## Major Executive Budget Initiatives and Funding

### Maricopa County Community College District Health Care Specialty Expansion

The Executive Budget includes a one-time increase in funding for the Maricopa County Community College District (MCCCD) to expand the District’s health care learning facilities.

Due to expected growth in metropolitan Phoenix’s health care market, MCCCD is investing to expand its learning environments for in-demand specialty areas such as operating room, emergency care, telemetry, oncology, intensive care unit, and home care.

MCCCD has allocated \$1.7 million of its own resources to increase the number of classroom simulators in those target areas and to build labs and outfit control rooms. Classroom simulators allow teachers to oversee students and their interactions with life-like mannequins.

Combined with State support, the investment is projected to increase student enrollment in the aforementioned specialty areas by more than 300%. Additionally, the planned enhancements will allow students to gain hands-on experience, which improves the likelihood of timely completion of clinical certification.

<b>Funding</b>	<b>FY 2020</b>
General Fund	5,800.0
<b>Issue Total</b>	<b>5,800.0</b>

### Pima Community College Aviation Center Expansion

The Executive Budget includes \$20 million in one-time funding for the expansion of the Pima Community College (PCC) Aviation Technology program.

The program gives students the opportunity to gain hands-on experience with a variety of aircraft. The majority of program graduates are placed in high-demand jobs within the aerospace and defense industries, particularly in Pima County.

PCC’s Aviation Technology Center is equipped to provide training for both commercial and semi-commercial regional jets. The Center’s expansion is part of a larger \$100 million investment that relies on a number of funding sources, including PCC bond funding, federal grants, and program reprioritization. PCC has secured funding of about \$70 million for the overall investment.

<b>Funding</b>	<b>FY 2020</b>
General Fund	20,000.0
<b>Issue Total</b>	<b>20,000.0</b>

## Executive Budget Baseline Changes

### Equalization Assistance

The Executive Budget includes an increase in funding for Equalization Aid to Cochise, Graham, and Navajo counties.

The Equalization Aid formula established in A.R.S. § 15-1468 supports community college districts that have an insufficient property tax base

compared to the minimum assessed value as described in A.R.S. § 15-1402.

<b>Funding</b>	<b>FY 2020</b>
General Fund	1,361.4
<b>Issue Total</b>	<b>1,361.4</b>

### Operating State Aid

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

The Operating State Aid formula established in A.R.S. § 15-1466 is based on each community college district's enrollment change from the previous year. In FY 2018, full-time student equivalent enrollment declined by (2,525) students statewide, generating a reduction in Operating State Aid.

<b>Funding</b>	<b>FY 2020</b>
General Fund	(442.9)
<b>Issue Total</b>	<b>(442.9)</b>

### STEM and Workforce Programs State Aid

The Executive Budget includes an increase in funding for STEM and Workforce Programs Aid to community colleges.

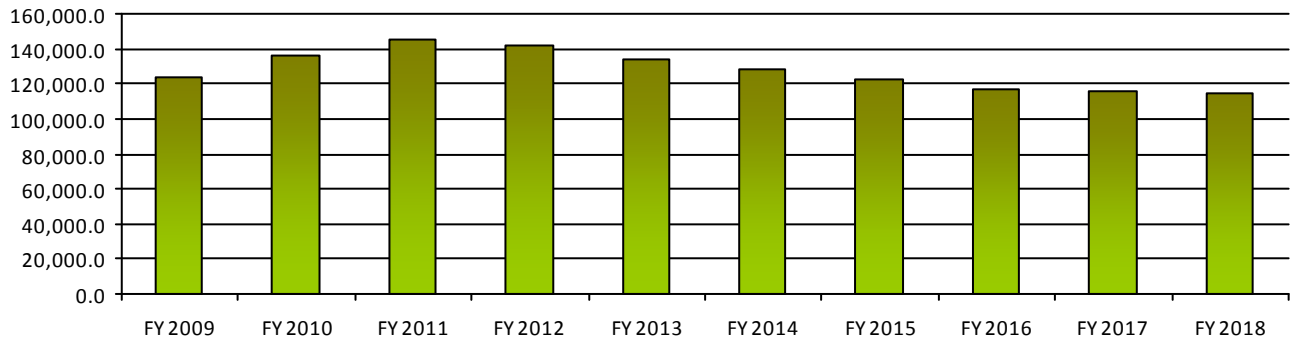
The STEM and Workforce Programs State Aid formula established in A.R.S. § 15-1464 is allocated based on full-time student equivalent enrollment. Community college districts with FTSE enrollment over 5,000 receive \$160 per FTSE, while districts with less than 5,000 receive \$210 per FTSE.

While FTSE enrollment declined by (2,525) students statewide in FY 2018, the increase in STEM and Workforce Programs Aid reflects enrollment increases at certain districts throughout the state.

<b>Funding</b>	<b>FY 2020</b>
General Fund	129.7
<b>Issue Total</b>	<b>129.7</b>

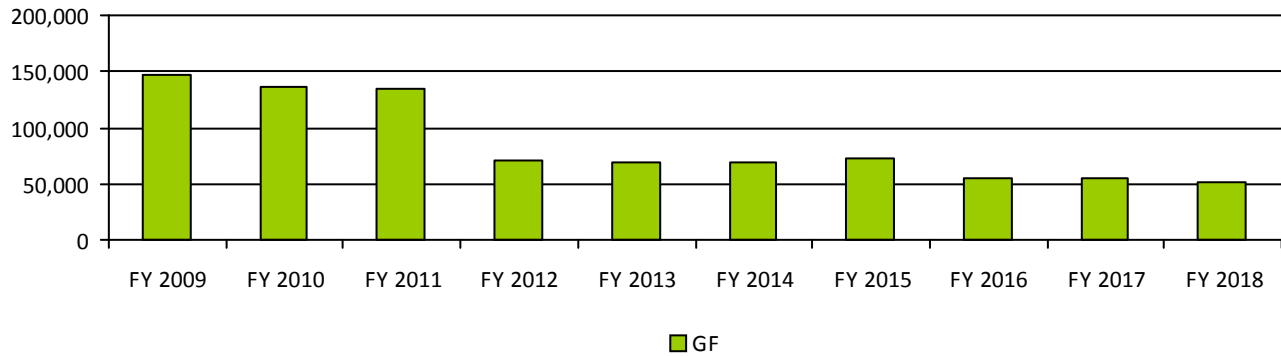
*In addition to the funding amounts for this agency shown in this section, the Executive Budget also includes funding changes for this agency in the Statewide Adjustment section, which is immediately after the Department of Water Resources. Statewide Adjustments for FY 2020 include changes for health insurance premiums, IT pro-rata charges, retirement contributions, rent charges, risk management premiums, charges for shared services at 1740 West Adams, and pay increases.*

### Full-Time Equivalent Student Enrollment



## Agency Expenditures

(in \$1,000s)



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

## State Appropriations

<b>BY PROGRAM</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Net Change</b>	<b>FY 2020 Exec. Bud.</b>
Dine College	2,625.0	2,825.0	0.0	2,825.0
Equalization Aid	26,910.9	28,673.1	1,361.4	30,034.5
Gila Provisional Community College	250.0	200.0	0.0	200.0
Maricopa Nursing Center	0.0	0.0	5,800.0	5,800.0
Operating State Aid	12,142.0	16,633.8	(442.9)	16,190.9
Pima Aviation Center	0.0	0.0	20,000.0	20,000.0
Rural County Allocation	2,956.7	2,902.3	0.0	2,902.3
Rural County Reimbursement Subsidy	1,273.8	1,273.8	0.0	1,273.8
STEM and Workforce Programs	4,698.5	4,697.5	129.7	4,827.2
<b>Agency Total - Appropriated Funds</b>	<b>50,856.9</b>	<b>57,205.5</b>	<b>26,848.2</b>	<b>84,053.7</b>

<b>BY EXPENDITURE OBJECT</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Net Change</b>	<b>FY 2020 Exec. Bud.</b>
Aid to Others	50,856.9	57,205.5	26,848.2	84,053.7
<b>Agency Total - Appropriated Funds</b>	<b>50,856.9</b>	<b>57,205.5</b>	<b>26,848.2</b>	<b>84,053.7</b>

<b>BY APPROPRIATED FUND</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Net Change</b>	<b>FY 2020 Exec. Bud.</b>
General Fund	50,856.9	57,205.5	26,848.2	84,053.7
<b>Agency Total - Appropriated Funds</b>	<b>50,856.9</b>	<b>57,205.5</b>	<b>26,848.2</b>	<b>84,053.7</b>

**FOR MORE DETAIL ABOUT EACH FUND SEE THE STATE FUNDS BOOK**

## Special Line Appropriations

	FY 2018 Actual	FY 2019 Approp.	FY 2020 Net Change	FY 2020 Exec. Bud.
Dine College	2,625.0	2,825.0	0.0	2,825.0
Equalization Cochise	5,210.2	5,848.2	336.9	6,185.1
Equalization Graham	15,028.6	15,717.8	584.1	16,301.9
Equalization Navajo	6,672.1	7,107.1	440.4	7,547.5
Maricopa Nursing Center	0.0	0.0	5,800.0	5,800.0
Operating Cochise	0.0	4,677.3	(53.8)	4,623.5
Operating Coconino	1,731.1	1,749.2	(45.8)	1,703.4
Operating Gila	298.4	324.9	(31.1)	293.8
Operating Graham	2,288.3	2,357.9	31.7	2,389.6
Operating Mohave	1,195.5	1,152.7	22.6	1,175.3
Operating Navajo	1,649.0	1,576.5	(8.8)	1,567.7
Operating Pinal	1,621.4	1,507.8	(55.8)	1,452.0
Operating Santa Cruz	96.8	84.1	(99.4)	(15.3)
Operating Yavapai	639.4	589.9	11.5	601.4
Operating Yuma/La Paz	2,622.1	2,613.5	(214.0)	2,399.5
Pima Aviation Center	0.0	0.0	20,000.0	20,000.0
Rural County Allocation	2,956.7	2,902.3	0.0	2,902.3
Rural County Reimbursement Subsidy	1,273.8	1,273.8	0.0	1,273.8
STEM and Workforce Programs Cochise	986.4	1,010.8	(14.7)	996.1
STEM and Workforce Programs Coconino	409.0	415.6	(16.4)	399.2
STEM and Workforce Programs Gila	136.5	146.2	(11.2)	135.0
STEM and Workforce Programs Graham	609.0	634.4	11.4	645.8
STEM and Workforce Programs Mohave	462.5	446.9	8.1	455.0
STEM and Workforce Programs Navajo	369.1	342.6	(3.1)	339.5
STEM and Workforce Programs Pinal	96.5	96.5	0.0	96.5
STEM and Workforce Programs Santa Cruz	67.0	62.4	(35.5)	26.9
STEM and Workforce Programs Yavapai	717.0	699.0	4.1	703.1
STEM and Workforce Programs Yuma/La Paz	845.5	843.1	187.0	1,030.1
<b>Agency Total - Appropriated Funds</b>	<b>50,606.9</b>	<b>57,005.5</b>	<b>26,848.2</b>	<b>83,853.7</b>

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

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

## Arizona Community Colleges

	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BASELINE
<b>SPECIAL LINE ITEMS</b>			
<b>Operating State Aid</b>			
Cochise	4,589,600	4,677,300	4,623,500
Coconino	1,731,100	1,749,200	1,703,400
Gila	298,400	324,900	293,700
Graham	2,288,300	2,357,900	2,389,600
Mohave	1,195,500	1,152,700	1,175,300
Navajo	1,649,000	1,576,500	1,567,700
Pinal	1,621,400	1,507,800	1,452,000
Santa Cruz	96,800	84,100	0
Yavapai	639,400	589,900	601,400
Yuma/La Paz	2,622,100	2,613,500	2,399,500
<i>Subtotal - Operating State Aid</i>	16,731,600	16,633,800	16,206,100
<b>STEM and Workforce Programs State Aid</b>			
Cochise	986,400	1,010,800	996,200
Coconino	409,000	415,600	399,200
Gila	136,500	146,200	135,000
Graham	609,000	634,400	645,800
Mohave	462,500	446,900	455,000
Navajo	369,100	342,600	339,500
Pinal	96,500	96,500	96,500
Santa Cruz	67,000	62,400	26,900
Yavapai	717,000	699,000	703,100
Yuma/La Paz	845,500	843,100	784,900
<i>Subtotal - STEM and Workforce Programs State Aid</i>	4,698,500	4,697,500	4,582,100
<b>Equalization Aid</b>			
Cochise	5,210,200	5,848,200	6,389,500
Graham	15,028,600	15,717,800	16,506,200
Navajo	6,672,100	7,107,100	7,751,900
<i>Subtotal - Equalization Aid</i>	26,910,900	28,673,100	30,647,600
Rural County Allocation	2,596,700	2,902,300	2,902,300 <sup>1/</sup>
Rural County Reimbursement Subsidy	1,273,800	1,273,800	1,273,800 <sup>2/</sup>
Tribal Community Colleges	2,625,000	2,825,000	2,825,000 <sup>3/</sup>
Additional Gila Workforce Development Aid	250,000	200,000	200,000
<b>AGENCY TOTAL</b>	<b>55,086,500</b>	<b>57,205,500</b>	<b>58,636,900<sup>4/</sup></b>
<b>FUND SOURCES</b>			
General Fund	55,086,500	57,205,500	58,636,900
<b>SUBTOTAL - Appropriated Funds</b>	<b>55,086,500</b>	<b>57,205,500</b>	<b>58,636,900</b>
Other Non-Appropriated Funds	20,121,600	20,121,600	20,120,600
<b>TOTAL - ALL SOURCES</b>	<b>75,208,100</b>	<b>77,327,100</b>	<b>78,757,500</b>

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

### FOOTNOTES

<sup>1/</sup> A.R.S. § 15-1469.01 provides that the General Fund will pay the initial cost of students attending community colleges who are from counties that are not part of an established community college district, and then the state will withhold these counties' sales tax revenues to offset that cost. In FY 2020, that amount is estimated to be \$2,902,300. Because this appropriation is in permanent statute, it is not included in the General Appropriation Act.

- 2/ Of the \$1,273,800 appropriated to the Rural County Reimbursement Subsidy line item, Apache County receives \$699,300 and Greenlee County receives \$574,500. (General Appropriation Act footnote)
- 3/ A.R.S. § 42-5031.01 directs the State Treasurer to annually transmit to the tribal colleges 10% of Transaction Privilege Tax (TPT) revenues collected from sources located on the reservation, or \$1,750,000, whichever is less, as well as 5% of TPT revenues collected on the reservation, or \$875,000, whichever is less, to a technical college on the same reservation. Because this appropriation is in permanent statute, it is not included in the General Appropriation Act.
- 4/ General Appropriation Act funds are appropriated as District-by-District Special Line Items.

**Operating State Aid**

The Baseline includes \$16,206,100 from the General Fund in FY 2020 for Operating State Aid. FY 2020 adjustments are as follows:

**Enrollment Changes**

The Baseline includes a decrease of \$(427,700) from the General Fund in FY 2020 to fund the statutory formula for Operating State Aid.

This amount funds statutory formula costs for a (798), or (2.7)% decrease in Full Time Student Equivalent (FTSE) students in rural community colleges (see Table 1). The (798) net FTSE decrease consists of a (709) FTSE decrease in non-dual enrollment students and an (89) FTSE decrease in dual enrollment students. A.R.S. § 15-1466.01 requires dual enrollment students be funded at 50% for state aid purposes. Dual enrollment refers to high school students who are enrolled in community college courses for both high school and community college credit.

The FY 2020 Baseline has no Operating State Aid for the Santa Cruz Provisional Community College District (SCPCCD) for FY 2020. The Operating State Aid formula adjusts a community college's Operating State Aid appropriation for FY 2020 based on the FTSE change from FY 2017 to FY 2018 multiplied by the statewide average Operating State Aid provided in FY 2019 (\$588). Given the SCPCCD (170) FTE reduction, their operating reduction would be \$(100,000). SCPCCD, however, only has \$84,100 in Operating State Aid. As a result, Santa Cruz will qualify for \$0 in FY 2020 in Operating State Aid.

*Background* – With the exception of Maricopa and Pima, the Operating State Aid line items provide each community college district with funds for continuing operating and maintenance expenses pursuant to A.R.S. § 15-1466. The Operating State Aid formula adjusts state aid in an amount that reflects changes in the FTSE enrollment count. This enrollment adjustment is calculated by multiplying the change in the most recent year's actual FTSE for each district by the average state aid per FTSE appropriated in the current fiscal year. (For FY 2020, the last actual FTSE data was from FY 2018.)

**Table 1  
Community College Enrollment**

District	FY 2017 FTSE	FY 2018 FTSE	Percentage Change
Cochise	6,353	6,258	(1.5)%
Coconino	2,048	1,999	(2.4)%
Gila	735	684	(6.9)%
Graham	3,075	3,125	1.6%
Mohave	2,270	2,296	1.1%
Navajo	1,827	1,772	(3.0)%
Pinal	3,688	3,578	(3.0)%
Santa Cruz	298	128	(57.0)%
Yavapai	3,498	3,510	0.3%
Yuma/La Paz	5,305	4,949	(6.7)%
<b>Total</b>	<b>29,097</b>	<b>28,299</b>	<b>(2.7)%</b>

As permanent law, the FY 2016 Higher Education Budget Reconciliation Bill (BRB) eliminated Operating State Aid for Maricopa and Pima. The FY 2018 Higher Education BRB subsequently restored Maricopa and Pima County's eligibility for FY 2019 Operating State Aid in permanent law. A session law provision, subsequently, however, continued to suspend the formula for FY 2019. As a result, Maricopa and Pima County continued to receive no Operating State Aid. The Baseline assumes that the Higher Education BRB for FY 2020 will continue to suspend Maricopa and Pima Operating State Aid funding in FY 2020.

The full formula funding for Maricopa and Pima County cannot be calculated for FY 2020. The Operating State Aid formula adjusts the prior year's appropriation based on the changes in FTSE enrollment count. Maricopa and Pima County have not received Operating State Aid since FY 2015.

**STEM and Workforce Programs State Aid**

The Baseline includes \$4,582,100 from the General Fund in FY 2020 for Science, Technology, Engineering and Mathematics (STEM) and Workforce Programs State Aid (formerly Capital Outlay State Aid). FY 2020 adjustments are as follows:

**Enrollment Changes**

The Baseline includes a decrease of \$(115,400) from the General Fund in FY 2020 to fund reduced formula costs for STEM and Workforce Programs State Aid.

As permanent law, the FY 2018 Higher Education BRB restored eligibility for FY 2019 STEM and Workforce Programs State Aid funding for Maricopa and Pima County that was eliminated by Laws 2015, Chapter 16. As session law, however, the FY 2019 Higher Education BRB continued to suspend the program’s funding formula and instead funded the amounts specified in the General Appropriation Act. The General Appropriation Act included no STEM and Workforce Programs State Aid funding for Maricopa and Pima County in FY 2019.

The Baseline assumes that the FY 2020 Higher Education BRB will continue to fully fund the STEM and Workforce Program State Aid formula for all rural districts except for Pinal, which will continue to be kept flat at \$96,500. If Pinal was fully funded, it would cost an additional \$652,700. If the formula were fully funded for FY 2020, Maricopa would receive \$10,849,300 and Pima would receive \$2,343,200 in FY 2020.

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

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

**Equalization Aid**

The Baseline includes \$30,647,600 from the General Fund in FY 2020 for Equalization Aid. FY 2020 adjustments are as follows:

**Property Value Changes**

The Baseline includes an increase of \$1,974,500 from the General Fund in FY 2020 to reflect increased formula costs for funding Equalization Aid due to assessed valuation changes. Detail of specific district changes is shown in *Table 2*.

**Table 2**  
**FY 2020 Equalization Funding Changes**

District	FY 2019	Year-over-Year Change	FY 2020
Cochise	\$ 5,848,200	\$541,300	\$ 6,389,500
Graham	15,717,800	788,400	16,506,200
Navajo	<u>7,107,100</u>	<u>644,800</u>	<u>7,751,900</u>
<b>Total</b>	<b>\$28,673,100</b>	<b>\$1,974,500</b>	<b>\$30,647,600</b>

*Background* – The Equalization Aid line items provide additional state aid to community college districts with property tax bases that are less than the minimum assessed value specified in A.R.S. § 15-1402. Under the Equalization Aid formula, the minimum assessed valuation is revised by the average change in actual assessed valuation for the most recent year for all rural districts with populations of less than 500,000 persons. For the FY 2020 Equalization Aid formula calculation, the minimum assessed valuation increased 4.1% to approximately \$1.4 billion. (*See Table 3 for the calculation of the growth rate.*)

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

As noted in *Table 3*, the average rural district assessed values all increased by 4.1% in TY 2017. In comparison, Cochise increased by 1.7%, Graham declined by (1.4)%, and Navajo increased by 0.9%. Because their primary assessed value increased by less than the average rural district, Cochise, Graham, and Navajo qualify for more aid.

**Table 3**  
**Equalization Growth Factor for Tax Years (TY) 2017-2018**

District	TY 2017 Primary AV	TY 2018 Primary AV	TY 2017-2018 % Growth
Cochise*	\$ 913,002,900	\$ 928,290,400	1.7 %
Graham*	192,589,700	189,842,100	(1.4)%
Navajo*	821,107,800	828,848,100	0.9 %
Coconino	1,648,531,000	1,726,579,800	4.7 %
Mohave	1,739,751,600	1,811,189,500	4.1 %
Pinal	2,239,027,300	2,355,433,500	5.2 %
Yavapai	2,463,150,000	2,599,537,800	5.5 %
Yuma/LaPaz	<u>1,358,691,500</u>	<u>1,401,182,900</u>	<u>3.1 %</u>
<b>Total</b>	<b>\$11,375,851,800</b>	<b>\$11,840,904,100</b>	<b>4.1 %</b>
<b>Minimum AV</b>	<b>\$1,339,876,700</b>	<b>\$1,394,677,700</b>	<b>4.1 %</b>

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



In any one year a district's equalization assistance will depend on 1) whether the district falls below the minimum threshold (\$1.39 billion in FY 2020), 2) whether the district's change in assessed value was less than the rural districts' average change, and 3) the applicable tax rate.

#### **Rural County Allocation**

The Baseline includes \$2,902,300 from the General Fund in FY 2020 for Rural County Allocation. This amount is unchanged from FY 2019.

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

Each year, the amount is determined by enrollment counts submitted to the JLBC Staff. The JLBC Staff is required by A.R.S. § 15-1469D to report the county withholdings to the Treasurer by May 15 for the upcoming fiscal year. In May 2018, the JLBC Staff reported the amount to be \$2,902,300 for FY 2019.

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

#### **Rural County Reimbursement Subsidy**

The Baseline includes \$1,273,800 from the General Fund in FY 2020 for Rural County Reimbursement Subsidy. This amount is unchanged from FY 2019.

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

#### **Tribal Community Colleges**

The Baseline includes \$2,825,000 from the General Fund in FY 2020 for Tribal Community Colleges. This amount is unchanged from FY 2019.

The Baseline assumes a distribution of \$2,625,000 to the Navajo Nation, comprised of \$1,750,000 for Diné College, and \$875,000 for Navajo Technical College. For the Navajo Nation, the Baseline assumes the maximum amounts allowed under statute since a net of 15% of their current TPT revenues would exceed the statutory distribution limits as described below. The Baseline assumes \$200,000 for the Tohono O'Odham Community College in FY 2020 based on a projection of 10% of the collected TPT revenues from the reservation.

*Background* – This funding is limited to qualified tribes that instituted a compact with the State before September 1, 2017 to receive a portion of Transaction Privilege Tax (TPT) revenues for support of tribe's postsecondary institution(s). A.R.S. § 42-5031.01 allows any qualifying tribal community college to receive \$1,750,000, or 10% of the TPT revenues collected from all sources located on the reservation, whichever is less. A.R.S. § 42-5031.01 also allows any additional technical college located on the same reservation to receive \$875,000, or 5% of the TPT revenues collected from sources located on the reservation, whichever is less. Actual amounts for FY 2020 will depend on FY 2020 collections. Given the language of A.R.S. § 42-5031.01, these monies do not appear in the General Appropriation Act.

The State has compacts with the Navajo Nation and the Tohono O'Odham Nation. Laws 2016, Chapter 148 set a 20-year term for compacts entered into by a qualified tribe and the Executive; a compact can be renewed during the fourth year prior to the compact's expiration for an additional term of 20 years or more. The renewal requires JLBC review.

The initial compact for Diné College was signed October 19, 1999, and the JLBC Committee favorably reviewed a 10-year renewal term in April 2009. The compact was amended to include Navajo Technical College in February 2014, and renewal was extended until June 30, 2020. On June 1, 2018, the Executive and the Navajo Nation signed a 20-year compact for the 2 institutions that is effective from July 1, 2020 to June 30, 2040; the next JLBC review would be in 2036.

The Tohono O'Odham entered into an initial compact with the Executive in 2017; the next JLBC review would be in 2033.

### **Additional Gila Workforce Development Aid**

The Baseline includes \$200,000 from the General Fund for Additional Gila Workforce Development Aid in FY 2020. This amount is unchanged from FY 2019.

*Background* – As a provisional community college district, Gila County is not eligible for a \$200,000 annual Workforce Development allocation from Proposition 301 monies (see A.R.S. § 42-5029). In FY 2018, the General Appropriation Act provided an additional one-time appropriation of \$50,000 for this purpose.

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### **Other Issues**

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### **Statutory Changes**

The Baseline would:

- As session law, continue to suspend the Operating State Aid formula funding in FY 2020 for Maricopa and Pima Counties.
- As session law, continue to suspend the STEM and Workforce Programs funding formula for FY 2020 and specify funding in the General Appropriation Act, which for Pinal would again equal \$96,500.

### **Long-Term Budget Impacts**

As part of the budget's 3-year spending plan, the Arizona Community College General Fund costs are projected to increase by \$2,583,100 in FY 2021 above FY 2020 and \$2,802,900 in FY 2022 above FY 2021. These estimates assume:

- Flat enrollment growth (so no change in costs for Operating State Aid or STEM and Workforce Programs State Aid for FY 2020 and FY 2021).
- No funding changes for Operating State Aid or STEM and Workforce Programs State Aid for Maricopa, Pima, and Pinal County.
- An increase of \$2,583,100 for Equalization Aid in FY 2021 and \$2,802,900 in FY 2022. These estimates assume Net Assessed Value (NAV) growth of 4.9% in FY 2020 and FY 2021 based on the state-wide average. The counties receiving aid would see a 2.3% increase in FY 2020 and 2.4% NAV increase in both years for the counties that receive Equalization Aid. This would cause NAV in those districts to grow farther from the statewide NAV average for rural counties in both years, entitling them to more Equalization Aid in both years.

### **Community College Revenue Sources**

In addition to state General Fund monies, Arizona's community colleges receive revenues from a number of other sources, including student tuition and fees, local property taxes, grants, and other monies generated by the colleges. Of the total, the community colleges receive 2.9% of their revenues (excluding bond proceeds) from state aid.

For FY 2019, base operating revenues from all sources are estimated to be \$1,738,467,300, which would be an increase of 3.9% from FY 2018. (See Table 4 for a summary of FY 2019 total revenue estimates.)

Property taxes are the single largest revenue source for the community colleges, accounting for 51% of their revenues. There are 2 types of property taxes: primary and secondary. For the community colleges, primary property taxes are levied for operating purposes and secondary property taxes are levied to pay for capital outlay expenses. Both taxes are levied on limited property values. Each community college district determines its primary and secondary property tax rates. (See Table 5 for a summary of FY 2019 property tax rates.)

In 2012, Proposition 117 capped annual property value increases on any single parcel of real property to 5% starting in FY 2016 (see the FY 2017 Appropriations Report for more information). The existing 2% "levy limit" remains in place. Under A.R.S. § 42-17051, community colleges are allowed to collect 2% more in property tax revenues annually, not including revenue from new construction.

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

The community colleges also collect tuition and fees from enrolled students. These collections account for approximately 21.0% of total revenues. Tuition and fees are assessed on a per credit hour basis. FY 2019 weighted average tuition (weighted for each district's proportion of the statewide FTSE count) is \$2,550 if a full-time student attends for 30 hours a year. The FY 2019 amount represents an increase of 0.1% from FY 2018. (See Table 6 for FY 2019 resident tuition and fee rates.)

**Table 4**

**Total Estimated Community College Revenues – FY 2019**

District	State Aid	Tuition/Fees	Property Taxes	Grants	Other <sup>1/</sup>	FY 2019 Total <sup>2/</sup>	FY 2018 Total <sup>3/</sup>	% Change from FY 2017
Cochise	\$11,536,300	\$9,726,700	22,300,300	12,879,000	\$1,205,800	\$57,648,100	\$51,864,400	11.2%
Coconino	2,164,800	7,845,200	10,288,000	5,394,400	1,018,300	26,710,700	25,722,400	3.8%
Gila <sup>4/</sup>	471,100	0	4,725,200	375,000	325,000	5,896,300	5,836,500	1.0%
Graham	18,710,100	8,539,800	6,316,000	9,541,600	9,971,500	53,079,000	46,026,600	15.3%
Maricopa	-	239,207,400	555,988,400	199,719,900	50,345,600	1,045,261,300	1,009,481,200	3.5%
Mohave	1,599,600	9,105,900	24,291,700	8,566,200	853,000	44,416,400	43,240,700	2.7%
Navajo	9,026,200	4,860,000	15,055,200	5,657,400	2,282,900	36,881,700	35,831,700	2.9%
Pima	-	48,772,000	116,532,800	48,630,000	6,820,200	220,755,000	208,225,900	6.0%
Pinal	1,604,300	11,675,000	43,853,400	16,007,500	2,040,000	75,180,200	90,905,200	-17.3%
Santa Cruz <sup>4/</sup>	146,500	10,000	1,621,500	45,100	16,500	1,839,600	1,782,300	3.2%
Yavapai	1,288,900	11,355,000	50,403,300	12,945,200	8,955,900	84,948,300	78,155,400	8.7%
Yuma/La Paz	<u>3,456,600</u>	<u>13,133,800</u>	<u>35,977,600</u>	<u>25,156,900</u>	<u>8,125,800</u>	<u>85,850,700</u>	<u>75,873,200</u>	<u>13.2%</u>
<b>Total</b>	<b>\$50,004,400</b>	<b>\$364,230,800</b>	<b>\$887,353,400</b>	<b>\$344,918,200</b>	<b>\$91,960,500</b>	<b>\$1,738,467,300</b>	<b>\$1,672,945,500</b>	<b>3.9%</b>

- <sup>1/</sup> Includes auxiliary programs, interest income, workforce development funds, and transfers.
- <sup>2/</sup> Total revenues do not include bond proceeds or district fund balances. Including these amounts total revenues are estimated to be \$2,051,396,800 for FY 2019.
- <sup>3/</sup> Total revenues do not include bond proceeds or district fund balances. Including these amounts total revenues are \$1,737,121,800 for FY 2018.
- <sup>4/</sup> Gila Provisional Community College contracts with Graham County's Eastern Arizona College in order to provide degree programs. Therefore, Gila's tuition and fee revenues are collected by Graham according to their contract agreement. Santa Cruz Provisional Community College contracts with Pima County's Community College in order to provide degree programs. Therefore, Santa Cruz's tuition and fee revenues are collected by Pima according to their contract agreement.

**Table 5**

**Community College Tax Rates – FY 2019**

District	Primary Rate	Secondary Rate	Combined Rate	% Change Combined Rate from FY 2018
Cochise	\$2.40	\$0.00	\$2.40	1.2%
Coconino	0.47	0.12	0.60	-3.0%
Gila	0.96	0.00	0.96	2.3%
Graham	3.33	0.00	3.33	6.0%
Maricopa	1.17	0.20	1.38	-2.4%
Mohave	1.34	0.00	1.34	-0.1%
Navajo	1.82	0.00	1.82	0.5%
Pima	1.40	0.00	1.40	0.7%
Pinal	2.18	0.19	2.36	-7.1%
Santa Cruz	0.49	0.00	0.49	-1.0%
Yavapai	1.76	0.19	1.95	-1.8%
Yuma/La Paz	2.22	0.35	2.57	3.2%

Community colleges also receive grants and “other” revenue from a variety of sources. Combined, they account for approximately 19.8% of community college revenues. Grants traditionally come from the federal government, including: the U.S. Department of Education, Small Business Administration, National Science Foundation, and Health and Human Services. Revenue listed in the “other” category includes auxiliary programs, interest incomes, workforce development funds, and transfers.

**Table 6**

**Community College Resident Tuition and Fees – FY 2019**

District	Cost Per Credit Hour	Annual Cost <sup>1/</sup>	% Change from FY 2018
Cochise	\$85	\$2,550	3.7%
Coconino	109	3,270	3.8%
Gila	80	2,400	-5.9%
Graham	90	2,700	5.9%
Maricopa	85	2,550	-1.2%
Mohave	81	2,430	0.0%
Navajo	74	2,220	2.8%
Pima	83	2,475	1.2%
Pinal	86	2,580	0.0%
Santa Cruz	83	2,475	1.2%
Yavapai	87	2,610	4.8%
Yuma/La Paz	<u>84</u>	<u>2,520</u>	<u>2.4%</u>
<b>Weighted Average</b>	<b>\$85</b>	<b>\$2,550</b>	<b>0.1%</b>

<sup>1/</sup> Annual cost is for 30 hours a year, or 15 hours per semester.

**Total Community College Expenditures**

Table 7 shows total budgeted FY 2019 community college expenditures. In FY 2019, total budgeted expenditures are \$2,051,396,800. As mentioned previously, base operating revenues for FY 2019 are \$1,738,467,300; however, this figure does not include allocated fund balances or bond proceeds. Including these amounts, total available revenues are \$2,051,396,800. Of the total

\$2,051,396,800 in budgeted expenditures, \$1,563,704,900, or 76.2%, of these expenditures are from the community colleges' General and Restricted Funds. This includes about \$493,210,900, or 24%, for instruction and \$298,084,600, or 14.5%, for administrative support.

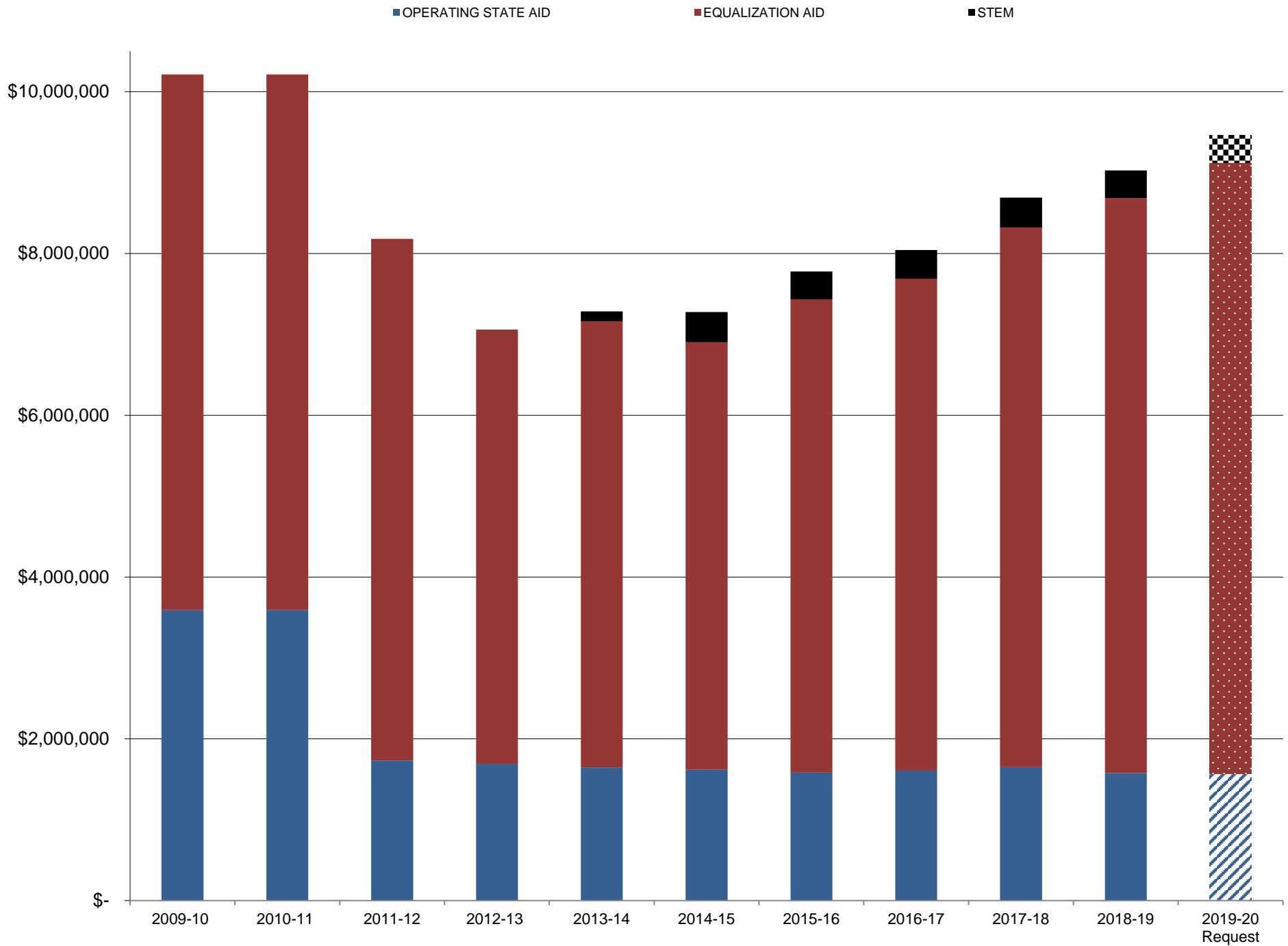
Expenditures for auxiliary enterprises, including revenue generating retail and business services such as parking lots, book stores, and food service, are \$152,918,000, or 7.5% of the total. Plant Fund expenditures, which generally include capital costs, are \$188,323,300, or 9.2% of the total. The remaining \$146,450,600 is for debt service.

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

<u>General/Restricted Funds</u>	<u>Total</u>	<u>% of Total</u>
Instruction	\$493,210,900	24.0%
Public Service	\$24,478,500	1.2%
Academic Support	\$144,919,700	7.1%
Student Services	\$160,705,200	7.8%
Institutional Support	\$298,084,600	14.5%
Operation & Maintenance	\$112,164,600	5.5%
Scholarships/Grants	\$282,801,600	13.8%
Contingency	\$47,339,800	2.3%
<b>Subtotal</b>	<b>\$1,563,704,900</b>	<b>76.2%</b>
Auxiliary Enterprises Fund	\$152,918,000	7.5%
Plant Fund	\$188,323,300	9.2%
Debt Service	\$146,450,600	7.1%
<b>Total</b>	<b>\$2,051,396,800</b>	<b>100%</b>

<b>SUMMARY OF FUNDS</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Estimate</b>
<b>Tribal Assistance Fund (No Fund Number/A.R.S. § 42-5029)</b>		<b>Non-Appropriated</b>
<b>Source of Revenue:</b> A portion of the 0.6% education sales tax. The law directs each qualifying tribal community college to receive distributions in the same manner as the transfers to individual community college district workforce development accounts. A "qualifying Indian tribe" is an Indian tribe that owns, operates, and charters any community college located on its own reservation in this state.		
<b>Purpose of Fund:</b> To fund workforce development and job training activities at a community college owned, operated, or chartered by a qualifying Indian tribe.		
<b>Funds Expended</b>	772,700	772,700
<b>Year-End Fund Balance</b>	0	0
<b>Workforce Development Accounts (varies by account/A.R.S. § 15-1472)</b>		<b>Non-Appropriated</b>
<b>Source of Revenue:</b> Three percent of collections from the 0.6% education sales tax, after debt service on state school facilities revenue bonds has been paid. This funding was authorized by voter approval of Proposition 301 in the November 2000 General Election.		
<b>Purpose of Fund:</b> To fund workforce development and training activities at the community college districts.		
<b>Funds Expended</b>	19,348,900	19,348,900
<b>Year-End Fund Balance</b>	0	0

# NPC State Aid Revenues



## 2019 LEVY LIMIT WORKSHEET

Date: 2/8/2019

<b>NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE</b>
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<b>MAXIMUM LEVY</b>	<b>2018</b>
A.1. Maximum Allowable Primary Tax Levy	\$15,356,069
A.2. A.1 multiplied by 1.02	\$15,663,190

<b>CURRENT YEAR NET ASSESSED VALUE SUBJECT TO TAXATION IN PRIOR YEAR</b>	<b>2019</b>
B.1. Centrally Assessed	\$204,266,293
B.2. Locally Assessed Real Property	\$621,766,539
B.3. Locally Assessed Personal Property	\$15,104,737
B.4. Total Assessed Value (B.1 through B.3)	\$841,137,569
B.5. B.4. divided by 100	\$8,411,376

<b>CURRENT YEAR NET ASSESSED VALUES</b>	<b>2019</b>
C.1. Centrally Assessed	\$205,630,301
C.2. Locally Assessed Real Property	\$631,342,222
C.3. Locally Assessed Personal Property	\$15,667,722
C.4. Total Assessed Value (C.1 through C.3)	<b>\$852,640,245</b>
C.5. C.4. divided by 100	\$8,526,402

<b>LEVY LIMIT CALCULATION</b>	<b>2019</b>
D.1. LINE A.2	\$15,663,190
D.2. LINE B.5	\$8,411,376
<b>D.3. D.1/D.2 (MAXIMUM ALLOWABLE TAX RATE)</b>	<b>1.8621</b>
D.4. LINE C.5	\$8,526,402
<b>D.5. D.3 multiplied by D.4 = MAXIMUM ALLOWABLE LEVY LIMIT</b>	<b>\$15,877,014</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>\$15,877,014</b>

<i>2019 New Construction</i>	\$11,502,676
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## 2019-20 Tuition and Fees – First Read

### **Summary:**

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

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

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

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

### **Tuition**

A three-year tuition plan was previously adopted that covers the three-year period 2017-18 to 2019-20 for in-state and out-of-state tuition. A \$3 increase is estimated to increase overall revenues a total of \$90,000; however, due to declining enrollment tuition revenues for 2019-20 are estimated to be neutral.

- Year 3 (2019-20) - increase of \$3, or 4%.

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

### Course Fees

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

- Arts and Sciences (A&S) - Changes are to offset the rising costs of supplies needed for instruction and science lab safety. Deleting all PHO courses from the catalog and replacing with digital photography ART.
- Career and Technical Education - ATO and WLD increase due to industrial supplies. CON107 no supplies, OSHA card only.
- Nursing and Allied Health - Increased supplies and testing fees.

### General Fees

General fees include the Media Fee, transcript fees, testing fees and other. These fees are per transaction and not assessed on a credit hour basis.

Increases for 2019-20 include, a \$5 increase for Late Registration, and a \$10 increase for the Non-Sufficient Fund Check Collection fee.



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

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

\* 50% discounts are not to be combined

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
2019-2020**

**Proposed Course Fees**

<b>ARTS &amp; SCIENCES</b>			<b>Approved 2018-19</b>	<b>Proposed 2019-20</b>
<b>ANT</b>	<b>104</b>	<b>Biological Anthropology &amp; Human Origins</b>		<b>\$40 new</b>
ART	103	Basic Design	\$15	<b>\$20</b>
ART	105	Beginning Drawing I	\$15	<b>\$20</b>
ART	110	Figure Drawing I	\$15	<b>\$20</b>
<b>ART</b>	<b>121</b>	<b>Digital Photography I</b>		<b>\$25 new</b>
ART	140	Lettering	\$15	<b>\$20</b>
ART	150	Advertising Design	\$15	<b>\$20</b>
ART	155	Printmaking	\$15	<b>\$20</b>
ART	170	Sculpture I	\$15	<b>\$20</b>
ART	175	Painting	\$15	<b>\$20</b>
ART	180	Watercolor	\$15	<b>\$20</b>
ART	185	Handbuilding Pottery	\$20	<b>\$25</b>
ART	186	Clay Sculpture	\$20	<b>\$25</b>
ART	187	Raku Pottery	\$20	<b>\$25</b>
ART	190	Ceramics	\$20	<b>\$25</b>
<b>ART</b>	<b>199</b>	<b>Photography Enrichment</b>		<b>\$25 new</b>
<b>ART</b>	<b>199</b>	<b>Ceramic Enrichment</b>		<b>\$25 new</b>
ART	205	Drawing II	\$15	<b>\$20</b>
ART	206	Figure Drawing II	\$15	<b>\$20</b>
ART	220	Painting II	\$15	<b>\$20</b>
<b>ART</b>	<b>221</b>	<b>Digital Photography II</b>		<b>\$25 new</b>
<b>ART</b>	<b>222</b>	<b>Digital Photography Practicum</b>		<b>\$25 new</b>
ART	225	Watercolor II	\$15	<b>\$20</b>
ART	245	Ceramics II	\$20	<b>\$25</b>
ART	246	Ceramics III	\$20	<b>\$25</b>
ART	247	Ceramics IV	\$20	<b>\$25</b>
ART	280	Art Studio – 2 Dimensional	\$15	<b>\$20</b>
ART	281	Art Studio – 3 Dimensional	\$20	<b>\$25</b>
BIO	100	Biological Concepts	\$35	<b>\$40</b>
BIO	160	Intro. to Human Anatomy & Physiology	\$35	<b>\$40</b>
BIO	181	General Biology I	\$35	<b>\$40</b>
BIO	182	General Biology II	\$35	<b>\$40</b>
BIO	201	Human Anatomy & Physiology I	\$35	<b>\$40</b>
BIO	202	Human Anatomy & Physiology II	\$35	<b>\$40</b>
BIO	205	Microbiology	\$35	<b>\$40</b>
CHM	ALL	All Courses	\$35	<b>\$40</b>

ARTS & SCIENCES (cont'd)			Approved 2018-19	Proposed 2019-20
ECD	ALL	ECD Permanent Number/1 cr.	\$17	\$20
<b>ECD</b>	<b>ALL</b>	<b>ECD Permanent Number/2 cr. &amp; 3 cr. (EXCEPT ECD 200, 222 and 250 at \$0)</b>		<b>\$40 new</b>
<b>ECD</b>	<b>143</b>	<b>Inclusion of Children w/ Special Needs</b>	<b>\$17</b>	<b>Combined Above</b>
<b>ECD</b>	<b>233</b>	<b>Developing Policies &amp; Procedures for Early Childhood Programs</b>	<b>\$35</b>	<b>Combined Above</b>
EDU	281	Introduction to Structured English Immersion	\$55	\$55
FDV	130	Video Production	\$20	\$20
FDV	140	Video Editing	\$20	\$20
FDV	160	Digital Audio For Film/TV	\$20	\$20
FDV	222	Digital Video Pre-Production Applications	\$20	\$20
FDV	232	Digital Video Production Applications	\$20	\$20
FDV	242	Digital Video Post-Production Applications	\$20	\$20
GEO	111	Physical Geography	\$25	<b>\$40</b>
GLG	ALL	All Geology Courses	\$25	<b>\$40</b>
MUS	155	Music Applied (all)	\$120	\$120
PHO	100	Beginning Photography	\$20	<b>Eliminate</b>
PHO	101	Digital Photography	\$20	<b>Eliminate</b>
PHO	115	Pictorial Journalism	\$20	<b>Eliminate</b>
PHO	150	Investigative Photo I	\$20	<b>Eliminate</b>
PHO	151	Investigative Photo II	\$20	<b>Eliminate</b>
PHO	200	Intermediate Photography	\$20	<b>Eliminate</b>
PHO	201	Intermediate Digital Photography	\$20	<b>Eliminate</b>
PHO	212	Color Photography I	\$20	<b>Eliminate</b>
PHO	213	Color Photography II	\$20	<b>Eliminate</b>
PHO	220	Advanced Photography	\$20	<b>Eliminate</b>
PHO	230	View Camera Photo	\$20	<b>Eliminate</b>
PHO	240	Photography Portfolio	\$20	<b>Eliminate</b>
PHO	270	Free Lance/Stock Photo	\$20	<b>Eliminate</b>
PHO	280	Photography Practicum	\$20	<b>Eliminate</b>
POS	221	Arizona Constitution and Government	\$55	\$55
POS	222	U.S. Constitution	\$55	\$55
PHY	ALL	All Physics Courses	\$25	<b>\$40</b>
SPT	178	Stage Makeup	\$50	<b>\$60</b>
SPT	230	Video Production	\$20	\$20
SPT	240	Video Editing	\$20	\$20

**Notes:**

- **Bold** items indicate a change from prior year.
- Changes are to offset the rising costs of supplies needed for instruction and science lab safety.
- Deleting all PHO courses from the catalog and replacing with digital photography ART.
- 199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

**NAVAJO COUNTY COMMUNITY COLLEGE  
DISTRICT NORTHLAND PIONEER COLLEGE  
2019-2020  
CTE Proposed Course Fees**

<b>CAREER &amp; TECHNICAL EDUCATION</b>			<b>Approved 2018-19</b>	<b>Proposed 2019-20</b>
AJS	102	Intensive Police Academy	\$200	\$200
ATO	ALL	All Automotive Courses	\$90	<b>\$100</b>
BUS	ALL	All Business Courses except BUS 133	\$15	\$15
BUS	133	Business Math	\$0	\$0
CIS	ALL	All CIS Courses except CIS 141, CIS 142, CIS 145	\$15	\$15
CIS	141	Managing and Maintaining Your PC I	\$100	\$100
CIS	142	Managing and Maintaining Your PC II	\$100	\$100
CIS	145	Network + Certification Preparation	\$100	\$100
CON	ALL	All Construction Courses <b>except CON107</b>	\$50	\$50
CON	<b>107</b>	<b>Safety and Job Hazard Recognition</b>		<b>\$15 new</b>
COS	ALL	All Cosmetology Courses	\$25	\$25
DRF	ALL	All Drafting Courses	\$30	\$30
EIT	All	All Energy and Industrial Technician Courses	\$150	\$150
FRS	101	Principles of Fire and Emergency Service Administration	\$10	\$10
FRS	104	Firefighter I & II	\$250	\$250
FRS	110	HazMat First Responder	\$25	\$25
FRS	126	Rope Rescue I	\$50	\$50
FRS	127	Rope Rescue II	\$50	\$50
FRS	128	Rope Rescue III	\$50	\$50
FRS	130	Incident Command System	\$10	\$10
FRS	132	Fire Investigation I	\$10	\$10
FRS	135	Fire Protection Hydraulics & Water Supply	\$10	\$10
FRS	137	Strategies and Tactics	\$10	\$10
FRS	138	Legal Aspects of Emergency Services	\$10	\$10
FRS	139	Confined Space Operations	\$30	\$30
FRS	141	Fire Service Communication	\$10	\$10
FRS	150	Wild Land Firefighter	\$25	\$25
FRS	200	Fire Behavior and Combustion	\$10	\$10
FRS	201	Fire Protection Systems	\$10	\$10

<b>CAREER &amp; TECHNICAL EDUCATION (cont'd)</b>			<b>Approved 2018-19</b>	<b>Proposed 2019-20</b>
FRS	202	Principles of Emergency Services	\$10	\$10
FRS	203	Fire Prevention	\$10	\$10
FRS	207	Building Construction for Fire Prevention	\$10	\$10
FRS	208	Principles of Fire Emergency Services, Safety & Survival	\$10	\$10
INA	ALL	All Industrial Arts Courses	\$45	\$45
WLD	ALL	All Welding Courses except WLD 100 and WLD170	\$110	<b>\$120</b>
WLD	100	Safety and Math	\$0	\$0
WLD	170	Metal Preparation, Quality & Alignment 2	\$0	\$0

**Notes:**

- **Bold** items indicate a change from prior year.
- ATO and WLD increase due to industrial supplies. CON107 no supplies, OSHA card only.
- 199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
2019-2020  
Proposed Course Fees**

<b>NURSING AND ALLIED HEALTH</b>			<b>Approved 2018-19</b>	<b>Proposed 2019-20</b>
HES	109	Phlebotomy	\$200	\$200
HES	180	Basic Pharmacology	\$10	\$10
HES	190	Human Body in Health and Disease	\$35	\$35
EMT	090	Heart Saver CPR	\$10	\$10
EMT	095	Healthcare Provider CPR	\$25	<b>\$15</b>
EMT	104	Healthcare Provider CPR & First Aid	\$10	<b>\$15</b>
<del>EMT</del>	<del>120</del>	<del>Emergency Medical Responder</del>	<del>\$10</del>	<del>delete</del>
<del>EMT</del>	<del>121</del>	<del>EMR Refresher</del>	<del>\$10</del>	<del>delete</del>
EMT	130	EMT Preparation Course	\$10	\$10
EMT	132	Emergency Medical Training	\$200	<b>\$280</b>
EMT	133	Refresher Course - EMT Recertification	\$40	\$40
EMT	134	EMT IVC	\$50	<b>\$75</b>
<del>EMT</del>	<del>236</del>	<del>Advanced Cardiac Life Support</del>	<del>\$20</del>	<del>delete</del>
<del>EMT</del>	<del>237</del>	<del>Pediatric Advanced Life Support</del>	<del>\$20</del>	<del>delete</del>
<del>EMT</del>	<del>238</del>	<del>ACLS Renewal</del>	<del>\$10</del>	<del>delete</del>
<del>EMT</del>	<del>239</del>	<del>PALS Renewal</del>	<del>\$10</del>	<del>delete</del>
EMT	240	Basic ECG & Pharmacy	\$30	\$30
EMT	241	ALS Refresher	\$150	<b>\$175</b>
EMT	244	Paramedic Training I	\$825	<b>\$900</b>
EMT	245	Paramedic Training II	\$825	<b>\$900</b>
<del>EMT</del>	<del>250</del>	<del>Instructor Strategy</del>	<del>\$20</del>	<del>delete</del>
<del>EMT</del>	<del>251</del>	<del>Instructor Renewal</del>	<del>\$10</del>	<del>delete</del>
MDA	124	Clinical Procedures I	\$130	<b>\$180</b>
MDA	125	Clinical Procedures II	\$130	<b>\$180</b>
NAT	101	Nursing Assistant	\$40	\$40
NUR	116	LPN to RN Transition	\$400	\$400
NUR	117	Pharmacology I	\$10	\$10
NUR	118	Pharmacology II	\$10	\$10
NUR	121	Nursing I	\$400	<b>\$425</b>
NUR	122	Nursing II	\$400	<b>\$425</b>
NUR	123	Paramedic to Nurse Bridge	\$400	\$400
NUR	221	Nursing III	\$400	<b>\$425</b>
NUR	222	Nursing IV	\$400	<b>\$425</b>
NUR	290	RN Refresher Course	\$400	\$400
PHT	102	Pharmacy Technician	\$40	\$40

**Notes:**

- **Bold** items indicate a change from prior year.
- Increases primarily related to increased supplies and testing fees.
- 199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
2019-2020  
PROPOSED**

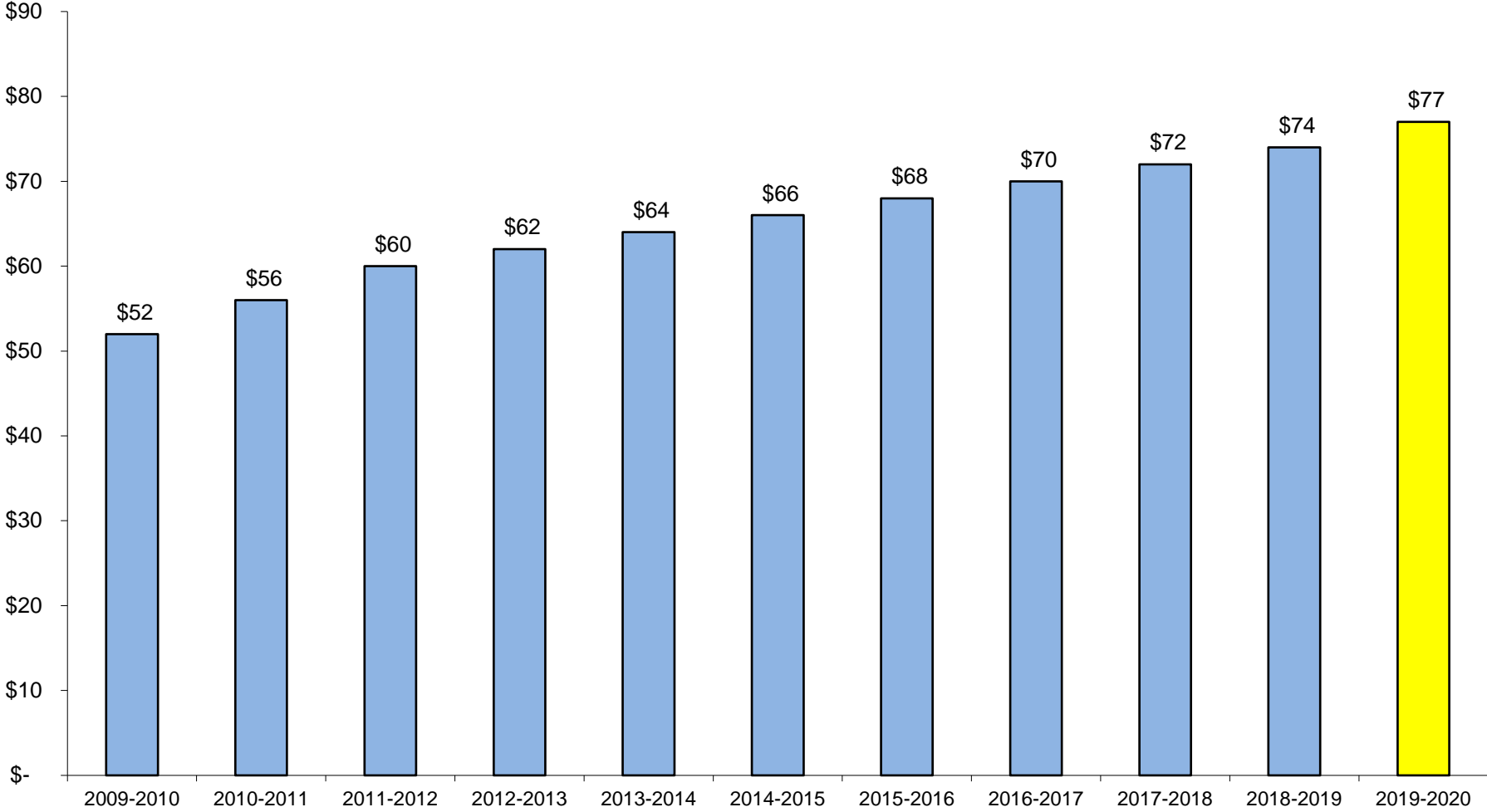
<b>FEES</b>	<b>Approved 2018-19</b>	<b>Proposed 2019-20</b>
<b>GENERAL</b>		
Media Fee ①	<b>\$45/semester</b>	<b>\$45/semester</b>
<b>SPECIAL</b>		
Transcript (each) Online Order	\$10	\$10
Transcript + On Demand Fee (\$5)	\$15	\$15
Transcript (each) Paper Order	\$15	\$15
Transcript + On Demand Fee (\$5)	\$20	\$20
Transcript (each) Priority Delivery	\$20 + current priority shipping rates	\$20 + current priority shipping rates
Diploma/Certificate Replacement	\$15	\$15
Late Registration	\$25	<b>\$30</b>
Credit by Exam	50% of in-state tuition rate	50% of in-state tuition rate
Credit by Evaluation ②	50% of in-state tuition rate	50% of in-state tuition rate
Credit by Evaluation Fee (non-refundable)	\$15	\$15
ACCUPLACER Testing ③	\$20	\$20
HESI Testing	\$44	\$44
<del>Microsoft Office Testing (MOS)</del>	<del><b>\$50</b></del>	<del><b>Delete</b></del>
NSF Check Collection	\$25	<b>\$35</b>
Money Card Replacement (Bank Mobile):		
ACTIVE card	\$10	\$10
INACTIVE card	\$10	\$10
Student ID Replacement Fee	\$5	\$5

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

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



### NPC Tuition History per Credit Hour



## Arizona Community Colleges FY19 Tuition per Credit Hour



**Notes:**

FY20 rates from other AZ Community Colleges are limited

Northland - FY20 rates are approved at \$77 per credit hour for a \$3 increase or 4%

Eastern - FY20 rates are approved at \$90 per credit hour, same at FY19

Coconino and Cochise are proposing a \$3 increase, but they are not approved

## Request to Approve Purchase of PowerFAIDS Software

### **Recommendation:**

As a result of the Request for Proposals AS#19-01, staff recommends an approval to purchase PowerFAIDS financial aid processing software for \$171,472.88.

### **Summary:**

This purchase includes a one-time licensing fee of \$115,613.39, a one-time implementation fee of \$33,123.00, and an annual maintenance fee of \$22,736.50 (all dollar amounts include applicable taxes which account for the increase over the RFP quotes). Annual maintenance is expected to increase at the industry standard of 6-8% each year. The software will allow financial aid staff to automate several time consuming processes that contribute to delays in awarding financial aid. Benefits of the software include improved efficiencies by simplifying the federal reporting process, reducing federal compliance bottlenecks in awarding student aid, simplifying the internal and external reconciliation of Title IV funding (including Federal Pell Grants, Federal Supplemental Education Opportunity Grants (FSEOG), and Federal Work Study), providing a better student experience and improving student retention.

The only other bid received was for the newest Jenzabar Financial Aid module for a total of \$77,688.10 which includes a one-time implementation fee of \$32,167.32 and recurring annual fee of \$45,520.78 which is expected to increase at the industry standard of 6-8% each year (these amounts also include applicable taxes).

Rationale for choosing the PowerFAIDS software is based on several critical factors. The Jenazabar solution is a new product that does not have any existing customers that have completed implementation. Staff feel that it is unwise to be the first customer to adopt the software solution when any problems could put our federal compliance and ability to offer federal financial aid at risk.

While the upfront costs of the software are significantly different, the reduced annual maintenance costs of the PowerFAIDS software makes it a better long-term

solution. Beginning with year nine, the total costs of the Jenzabar option will have exceeded the total costs of the PowerFAIDS option.

When comparing the software features of the two systems, the PowerFAIDS functionality was ranked higher than Jenzabar according to the scoring instrument that we used to evaluate the software. Significant limitations of the Jenzabar product include dependency on third party software to generate the required federal reports. Purchasing this reporting software would increase the costs of this option. Implementation for Jenzabar is estimated to take four to five months where PowerFAIDS implementation is estimated to be as little as three months. Additional limitations are identified in the scoring sheets included with this recommendation.

## Executive Summary

### Jenzabar Financial Aid

Jenzabar Financial Aid is the industry's next-generation financial aid software designed so you're compliant, accurate, and fast with your award packages, giving you a critical competitive advantage. With new state-of-the-art automation, packaging, and reporting, Jenzabar Financial Aid will increase your productivity enabling you to spend more time helping your students succeed.

Northland Pioneer College needs reliable, accurate information to put together the best award packages for your students. Jenzabar Financial Aid's embedded analytics and reports easily give you the data you need right at your fingertips to make the best decisions.

Jenzabar Financial Aid's workflow and automation will easily guide you through regulations to ensure that you are compliant.

### Jenzabar and PowerFAIDS

Jenzabar has maintained a long partnership with PowerFAIDS and the College Board due to the deep and robust financial aid processing functionality provided by PowerFAIDS.

PowerFAIDS is in its 24th year and currently has over 650 clients relying on its solution. Of those using the solution, half are also Jenzabar clients. PowerFAIDS continually stays in compliance with federal financial aid standards and provides seamless processing of a variety of transactions including R2T4, COD, FISAP, and verification. FA SAP calculations are created in Jenzabar using our flexible Rules Based Update function which allows any database element to be used in the calculation. The final calculated satisfactory academic progress (SAP) value is then communicated to PowerFAIDS. Furthermore, any additional school desired data elements can be configured in the integration tool and will transfer upon the next update (as quickly as every two minutes).

Student data from institutional student information records (ISIR) imported into PowerFAIDS can be exported to create candidate records using system tools. Disbursement reconciliation tools provide a quick confirmation of fund balances between both systems and facilitate monthly direct loan reconciliation requirements. Also, integration with payroll enables tracking of work study awards and disbursements. Federally eligible hours are calculated allowing schools to stay compliant with federal award requirements.

Over 325 Jenzabar schools serving tens of thousands of students successfully operate PowerFAIDS seamlessly with the Jenzabar Student Financials solution. Jenzabar has developed the best and most efficient PowerFAIDS interface available.

### A Team of Experts to Achieve Your Goals

The Jenzabar team is highly effective at providing the entire implementation life cycle, from supporting change management to training and knowledge transfer. Our project team is comprised of industry experts and structured in a way that is ideally suited for Northland Pioneer College to be successful with a project of this magnitude.

## Vibrant Client Community

Our client community is one of the most active and engaged in the industry, demonstrating consistently high levels of customer involvement and satisfaction year after year. Our customer advisory boards help shape the future of our products and services.

## A Strong Financial Position

As a privately held company with solid financial footing and a strong balance sheet, Jenzabar takes a long-term perspective, valuing customer satisfaction and enduring client relationships. Jenzabar is a stable partner. Our clients rely on us to remain committed to their best interests. We do that by providing the most advanced, innovative, award-winning solutions for higher education, and by delivering exceptional value with low total cost of ownership.

- Jenzabar is **singularly committed** to higher education
- Our products are in use at over **1,300 campuses around the world** – more institutions have chosen a Jenzabar Student solution over the past five years than any other vendor
- We enjoy extremely **long-term relationships with our customers** – over 250 have been with us for over 25 years
- Our client facing employees have on average **over 20 years of experience in higher education** – this translates into extraordinary customer service
- Our customers trust Jenzabar to **run their solutions in the cloud** – strategic spending and peace of mind.

## The Jenzabar Difference

At Jenzabar, we firmly believe in a one size fits one approach. This philosophy is based on our deep higher education roots and our experience in implementing the Jenzabar solution at hundreds of institutions around the world. Our implementation approach allows for quick wins and lays the foundation for a long-term vision.

With a comprehensive solution portfolio designed specifically for higher education, a strong roadmap for future innovation and a collaborative approach to product development, Jenzabar is the industry leading choice for higher education.

## Pricing

### NORTHLAND PIONEER COLLEGE PROPOSAL SUBMISSION FORM RFP AS #19-01

#### Financial Aid Processing Solution

The Offeror will furnish all materials and services as required in accordance with the Scope of Work & Specifications, Special Terms & Conditions, and General Terms & Conditions of the proposed contract for the amount(s) listed herein.

Pricing will include a one-time cost (if applicable) and recurring annual cost for the maintenance and support of the proposed Financial Aid Processing Solution (FAPS).


#### Jenzabar Financial Aid (JFA)

Required Products/Services	One-time cost	Recurring cost/Annual (if applicable)
Financial Aid Processing Solution (FAPS) as outlined in the Scope of Work and Specifications and Appendix A.	\$	\$41,916
Professional Services for installation, configuration, and training.	\$29,620	\$
Maintenance (updates and technical support)	\$	\$
OTHER	\$	\$

Confidential

### PowerFAIDS –Pricing for requested seven (7) licenses

Required Products/Services	One-time cost	Recurring cost/Annual (if applicable)
Financial Aid Processing Solution (FAPS) as outlined in the Scope of Work and Specifications and Appendix A.	\$106,458	\$
Professional Services for installation, configuration, and training.	\$30,500	\$
Maintenance (updates and technical support) * *Estimates as this is billed directly by College Board	\$	\$20,936
OTHER	\$	\$

Signature 

Date 1/10/19

Email: Legal@Jenzabar.com

**Disclaimer:** Jenzabar’s proposal contains Jenzabar’s estimate, based on the information provided by Northland Pioneer College, for a proposed price for software licenses. Jenzabar has also proposed an estimate as to the amount of professional services required for the proposed solution. Consistent with industry practices, the fee associated with such professional services is an estimate and any additional fees shall be agreed upon by both parties and set forth in writing.

\*Jenzabar’s acceptance of the terms and conditions contained herein is subject to its disclaimers, the provisions of its Master Agreement, and the Exceptions appendix.



**PowerFAIDS Scoring Sheet**

<b>Evaluation Criterion</b>	<b>Good (Score = 2)</b>	<b>Acceptable (Score = 1)</b>	<b>Unacceptable (Score = 0)</b>	<b>Score (2,1,0)</b>	<b>Weight</b>	<b>Weighted Score</b>
1. Appropriate solution for the appropriate problem	Solution is designed for comprehensive financial aid processing. Meets strategic priority outcomes to automate awarding and reduce processing times.	Solution meets many of the strategic priority outcomes, but not all of them. Features or functionality of the software fall short of expectations.	Solution is not the appropriate solution to obtain the goals of the strategic priority.	1.67	100	167
2. Ease of use (end user)	Interfaces are simple and intuitive. System responds to user input and queries in a timely fashion. System understands and accommodates the needs of its users.	Solution is slow.	Unnecessarily complex processes. Cumbersome or unintuitive user interface (e.g., multiple clicks to achieve a task). Not user friendly.	1.67	100	167
3. Security, privacy, local, state, and federal laws	Role-based access control at a detailed level. Secure web site and secure communication (https), and encryption of relevant data.	Some role-based access control. Unclear security features and/or encryption of relevant data.	Lack of role-based access to data. Insecure web site (http). Lack of proper encryption.	2	50	100
4. Proven and verifiable record of success	Provided positive references and information on 3 or more significant Jenzabar CX implementations.	Has some demonstrated experience with Jenzabar.	Claims of success with little or no evidence. No Jenzabar experience.	2	25	50
5. Flexible roles	Provides the ability to have multiple users access student record as well as one user to multiple students (many-to-many relationship).	Unclear ability to have multiple users access student record as well as one user to multiple students (many-to-many relationship).	Does not provide the ability to have multiple users access student record as well as one user to multiple students (does not support many-to-many relationship).	1.67	25	42
6. Add Custom Fields	Ability to add custom fields that can be used in packaging process. Fields can be included in system logic to help determine student eligibility and compliance with Title IV regulations.	Limited ability to add custom fields.	Can't add custom fields.	1.83	25	46
7. Auto Packaging	Ability to automatically package students that are not selected for verification and do not have actionable C codes.	Limited auto packaging.	No auto packaging.	2	25	50

8. Satisfactory Academic Progress (SAP)	Ability to track factors of SAP, calculate student academic progress, and identify students that fail to meet SAP requirements. Tracks SAP appeals, denials and approvals.	Limited SAP functionality.	No SAP functionality.	1.67	25	42
9. Ability to audit data – actions, communications, and omissions of users	Yes.	Limited.	No.	1.67	25	42
10. Technology implementation	Database is Informix or Microsoft SQL Server.	Database is MySQL.	Database is proprietary to the solution.	1	25	25
11. Cost of maintenance	Fixed and reasonable.	Variable and difficult to predict for budgeting purposes.	Unreasonable.	2	25	50
12. Cost and ease of integration with existing systems	Fixed and reasonable cost of integration or migration of data to the new financial aid processing system; i.e., Jenzabar CX, OnBase, and CampusLogic. Recent experience integrating with Jenzabar CX.	Unclear cost of integration or migration of data to the new financial aid processing system. No recent experience integrating with Jenzabar CX.	Open-ended cost structure. Unclear path for migration of data.	1.33	25	33
13. Ability to enter notes/summaries to student portfolios/files	Yes.	Limited.	No.	2	25	50
14. Student segmenting and sorting by award type, date, and status	Yes.	Limited.	No.	2	25	50
15. R2T4 and Overpayment	Ability to easily identify students that have decreased their enrollment status (Half-time, Withdrawn etc.).	Can run a report for changes to student enrollment (12 credits, 9 credits, etc.).	System doesn't connect to registration data.	1.5	25	38
16. Reconciliation	Ability to easily access student award summaries for COD reconciliation.	Can run reports on student awards.	Difficult or cumbersome reconciliation process.	2	25	50
17. Flexible reporting	Ability to schedule reports to run on a regular basis. Reports can be created in MS Word, Excel, or PDF file formats.	Ability to run reports, but with little or no automation. Report file formats are limited.	Rigid or inadequate reporting; labor-intensive processes.	2	25	50
18. Timely software upgrades / responsiveness	Quick to respond to changes in federal regulations. Committed to federal compliance.	Slow to respond to changes in federal regulations. Burden of federal compliance placed solely on users.	Not responsive to changes in federal regulations.	2	25	50

19. Dashboard and real-time graphic reports	One click access to most frequently asked questions Provides a variety of graphs for most frequently asked questions.	Limited graphical access to data. Unclear graphs, difficult to access, or interpret data.	No dashboard or graphic reports available.	1	10	10
20. Context sensitive help	Built in FAQs, context sensitive help, tool tips, video tutorials.	Printed manuals. Requires financial aid staff, IT staff, and administrators to attend training sessions for an extended period of time.	No documentation and help is provided or incomplete help is provided.	1.3	10	13
21. Communication tools to create email, text, and snail mail documents	Yes.	Limited.	No.	1.3	10	13
22. Scalability	The system should be scalable. Accommodate the natural growth of the college. Scalability does not require an increase in the cost of hardware or software.	Scalability may require reasonable increase in the cost of hardware or software.	System design is not scalable or requires significant increase in the cost of software or hardware.	1.3	10	13
23. Cost of supporting software tools and infrastructure	No hidden costs for additional software licensing. Preferably using mature public domain tools and technologies.	Unclear cost structure. Reasonable licensing costs.	Some software applications include a hidden licensing cost (such as having to purchase runtime libraries, database systems, development tools, etc.).	1.3	10	13
24. Initial software price	Fixed and reasonable	Variable and difficult to predict for budgeting purposes	Unreasonable	1.3	5	7
25. Cost of hardware and network (servers, network traffic, etc.)	Fixed and reasonable.	Variable and/or unclear costs.	Variable and unreasonable costs.	1.3	5	7
26. Student schedules – ability to identify financial aid eligible courses.	Yes.	Limited.	No.	1.3	5	7

**Total Score:**

**1183**

**Max Score:**

**1380**

### Jenzabar Scoring Sheet

Evaluation Criterion	Good (Score = 2)	Acceptable (Score = 1)	Unacceptable (Score = 0)	Score (2,1,0)	Weight	Weighted Score
1. Appropriate solution for the appropriate problem	Solution is designed for comprehensive financial aid processing. Meets strategic priority outcomes to automate awarding and reduce processing times.	Solution meets many of the strategic priority outcomes, but not all of them. Features or functionality of the software fall short of expectations.	Solution is not the appropriate solution to obtain the goals of the strategic priority.	1	100	100
2. Ease of use (end user)	Interfaces are simple and intuitive. System responds to user input and queries in a timely fashion. System understands and accommodates the needs of its users.	Solution is slow.	Unnecessarily complex processes. Cumbersome or unintuitive user interface (e.g., multiple clicks to achieve a task). Not user friendly.	1.67	100	167
3. Security, privacy, local, state, and federal laws	Role-based access control at a detailed level. Secure web site and secure communication (https), and encryption of relevant data.	Some role-based access control. Unclear security features and/or encryption of relevant data.	Lack of role-based access to data. Insecure web site (http). Lack of proper encryption.	2	50	100
4. Proven and verifiable record of success	Provided positive references and information on 3 or more significant Jenzabar CX implementations.	Has some demonstrated experience with Jenzabar.	Claims of success with little or no evidence. No Jenzabar experience.	1.17	25	29
5. Flexible roles	Provides the ability to have multiple users access student record as well as one user to multiple students (many-to-many relationship).	Unclear ability to have multiple users access student record as well as one user to multiple students (many-to-many relationship).	Does not provide the ability to have multiple users access student record as well as one user to multiple students (does not support many-to-many relationship).	2	25	50
6. Add Custom Fields	Ability to add custom fields that can be used in packaging process. Fields can be included in system logic to help determine student eligibility and compliance with Title IV regulations.	Limited ability to add custom fields.	Can't add custom fields.	1.5	25	38
7. Auto Packaging	Ability to automatically package students that are not selected for verification and do not have actionable C codes.	Limited auto packaging.	No auto packaging.	1.33	25	33

8. Satisfactory Academic Progress (SAP)	Ability to track factors of SAP, calculate student academic progress, and identify students that fail to meet SAP requirements. Tracks SAP appeals, denials and approvals.	Limited SAP functionality.	No SAP functionality.	1.33	25	33
9. Ability to audit data – actions, communications, and omissions of users	Yes.	Limited.	No.	1.67	25	42
10. Technology implementation	Database is Informix or Microsoft SQL Server.	Database is MySQL.	Database is proprietary to the solution.	1.33	25	33
11. Cost of maintenance	Fixed and reasonable.	Variable and difficult to predict for budgeting purposes.	Unreasonable.	1.67	25	42
12. Cost and ease of integration with existing systems	Fixed and reasonable cost of integration or migration of data to the new financial aid processing system; i.e., Jenzabar CX, OnBase, and CampusLogic. Recent experience integrating with Jenzabar CX.	Unclear cost of integration or migration of data to the new financial aid processing system. No recent experience integrating with Jenzabar CX.	Open-ended cost structure. Unclear path for migration of data.	1.33	25	33
13. Ability to enter notes/summaries to student portfolios/files	Yes.	Limited.	No.	2	25	50
14. Student segmenting and sorting by award type, date, and status	Yes.	Limited.	No.	1.67	25	42
15. R2T4 and Overpayment	Ability to easily identify students that have decreased their enrollment status (Half-time, Withdrawn etc.).	Can run a report for changes to student enrollment (12 credits, 9 credits, etc.).	System doesn't connect to registration data.	1.33	25	33
16. Reconciliation	Ability to easily access student award summaries for COD reconciliation.	Can run reports on student awards.	Difficult or cumbersome reconciliation process.	1.33	25	33
17. Flexible reporting	Ability to schedule reports to run on a regular basis. Reports can be created in MS Word, Excel, or PDF file formats.	Ability to run reports, but with little or no automation. Report file formats are limited.	Rigid or inadequate reporting; labor-intensive processes.	.67	25	17
18. Timely software upgrades / responsiveness	Quick to respond to changes in federal regulations. Committed to federal compliance.	Slow to respond to changes in federal regulations. Burden of federal compliance placed solely on users.	Not responsive to changes in federal regulations.	1.67	25	42

19. Dashboard and real-time graphic reports	One click access to most frequently asked questions Provides a variety of graphs for most frequently asked questions.	Limited graphical access to data. Unclear graphs, difficult to access, or interpret data.	No dashboard or graphic reports available.	.67	10	7
20. Context sensitive help	Built in FAQs, context sensitive help, tool tips, video tutorials.	Printed manuals. Requires financial aid staff, IT staff, and administrators to attend training sessions for an extended period of time.	No documentation and help is provided or incomplete help is provided.	1.3	10	13
21. Communication tools to create email, text, and snail mail documents	Yes.	Limited.	No.	1.67	10	17
22. Scalability	The system should be scalable. Accommodate the natural growth of the college. Scalability does not require an increase in the cost of hardware or software.	Scalability may require reasonable increase in the cost of hardware or software.	System design is not scalable or requires significant increase in the cost of software or hardware.	1.67	10	17
23. Cost of supporting software tools and infrastructure	No hidden costs for additional software licensing. Preferably using mature public domain tools and technologies.	Unclear cost structure. Reasonable licensing costs.	Some software applications include a hidden licensing cost (such as having to purchase runtime libraries, database systems, development tools, etc.).	1.67	10	17
24. Initial software price	Fixed and reasonable	Variable and difficult to predict for budgeting purposes	Unreasonable	1.83	5	9
25. Cost of hardware and network (servers, network traffic, etc.)	Fixed and reasonable.	Variable and/or unclear costs.	Variable and unreasonable costs.	1.67	5	8
26. Student schedules – ability to identify financial aid eligible courses.	Yes.	Limited.	No.	1.67	5	8

<b>Total Score:</b>	<b>1013</b>
<b>Max Score:</b>	<b>1380</b>