

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 meet for a Regular District Governing Board Meeting, open to the public, on **February 21, 2023 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. The meeting can also be joined remotely using [WebEx](#). A passcode is required under certain circumstances and it is Jan23DGB.

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

The public is invited to check on addenda that may be posted up to 24 hours prior to the meetings. Copies of the meeting agenda may be obtained through the Office of the President, Northland Pioneer College, Painted Desert Campus, 2251 E. Navajo Blvd., Holbrook, AZ, telephone (928) 524-7418 or (800) 266-7845 Ext. 7418, at least 24 hours in advance of the meeting. If any disabled person needs any type of accommodation, please notify 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). The Board may vote to hold an executive session for the purpose of considering its position and instructing its attorney regarding the public body's position regarding contracts that are the subject of negotiations pursuant to A.R.S. §38-431.03 (A)(4). 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 20th day of February, 2023, at 10:00 a.m.

Paul Hempsey
Recording Secretary to the Board

NOTICE DISTRIBUTION

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

M I S S I O N

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

V I S I O N

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

V A L U E S

INTEGRITY
INCLUSION
ADAPTABILITY
CIVILITY
ACCESS

Governing Board Meeting Agenda

Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona
Or you can join on [WebEx](#) (Passcode Feb23DGB).

Date: February 21, 2023

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order and Pledge of Allegiance	Chair Laughter
2.	Adoption of the Agenda (Action)	Chair Laughter
3.	Request to Approve Faculty Emeritus Status for Susan Jamison (Action)	President Hazelbaker
4.	Call for Public Comment <small>Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.</small>	Chair Laughter
5.	Discussion Items:	
	A. Standing Presentations:	
	1. Financial Position	VPAS Ellison
	VPAS Ellison will provide a report on the financial position of the college for period July 1, 2022 to December 31, 2022	
	2. NPC Student Government Association (SGA)	Muriel Metcalf
	Muriel Metcalf, Academic Advisor, will provide an introduction as the new SGA advisor.	
	3. NPC Faculty Association	Ryan Jones
	Professor Jones, Co-President of Faculty Association, will report on Open Educational Resources adopted by faculty.	
	4. Classified & Administrative Staff Organization (CASO)	Jodie Humphrey
	CASO provided a written report and CASO President, Jodie Humphrey will be present to expand upon it.	
	5. Northland Pioneer College (NPC) Friends and Family	Director Wilson
	Friends & Family Director, Betsy Wilson, will report on scholarships to be offered in Fall 2023 and upcoming events.	
	6. Human Resources	Written Report
	Staff has provided a report, included in the packet, and will be available to answer questions.	
	7. Construction Update	Director Huish
	Director Huish will provide an update from the current construction projects at the college.	
	8. Arizona Association of Community College Trustees (AACCT) ..	Chair Laughter
	Chair Laughter may provide an update on activities from AACCT.	
	9. President's Report	President Hazelbaker
	President Hazelbaker will provide a report on activities from the President's office since the January meeting.	
	B. 2023-24 Salary & Wage Recommendation	VPAS Ellison
	VPAS Ellison will provide a first read for the proposed compensation for 2023-24.	
	C. 2023-24 Introductory Budget Analysis – General Fund	VPAS Ellison
	VPAS Ellison will present an initial analysis of the 2023-24 budget.	
	D. 2024-2026 Tuition and Fees	VPAS Ellison
	VPAS Ellison will present an initial read of potential tuition and fees for the 2023-24 academic year and beyond.	
	E. Institutional Effectiveness Quarterly Report	Director Yip-Reyes
	Judy Yip-Reyes provided a written report and will be present to answer any questions.	
6.	Consent Agenda for Action	Chair Laughter
	A. January 17, 2023 Regular Board Meeting Minutes	
	B. Policies 1100 through 1180	

C. **Program Modifications** – Entrepreneurship Specialization Certificate of Proficiency (CP), Certification of Applied Science (CAS), and Associate of Applied Science (AAS); Management and Leadership Specialization CP, CAS, and AAS; Medical Office Administration Specialization CP, CAS, and AAS

7. **For Discussion and Possible Action:**

A. **Old Business**

None.

B. **New Business:**

1. **Board Member Travel for Higher Learning Commission Annual Conference** President Hazelbaker
 President Hazelbaker will request the Board approve travel for Board Member Leslie to attend the Higher Learning Commission Annual Conference.
2. **Request to Accept Grant Funds - Nurse Education Investment Pilot Program** Dean Zimmerman
 Dean Zimmerman will request the Board accept funds allocated by the Arizona Department of Health Services.
3. **Request to Purchase Nursing Childbirth Simulators (2) with Nurse Education Investment Pilot Program Funds** Dean Zimmerman
 Dean Zimmerman will request the Board approve purchase of two Childbirth simulator manikins.
4. **Request to Approve Cellular One Agreement** President Hazelbaker
 President Hazelbaker will review the request to expand the partnership with Cellular One for leased line connectivity.
5. **Request to Approve Purchase of Firewall Hardware and Software** President Hazelbaker
 President Hazelbaker will review the request to purchase security hardware and software related to firewall protection.
6. **Request to Approve Purchase of SMART Boards, Mounting Hardware, and Warranties** President Hazelbaker
 President Hazelbaker will review a request to purchase equipment to update classroom technology.
7. **Request to Approve Purchase of Room Kits, Cameras, Mics, and Hardware** President Hazelbaker
 President Hazelbaker will review a request to purchase equipment to update classroom technology.
8. **Request to Approve Purchase of Computers, Monitors, Accessories, and Service Agreements** President Hazelbaker
 President Hazelbaker will review a request to purchase equipment to update classroom technology.
9. **Request to Approve Design Contract for Goldwater Center** VPAS Ellison
 VPAS Ellison will review the request to award a design contract for renovations to the Goldwater Building in Show Low.

8. **DGB Agenda Items and Informational Needs for Future Meetings** Chair Laughter
9. **Board Report/Summary of Current Events** Board Members
10. **Announcement of Next Regular Meeting** **March 21, 2023** Chair Laughter
11. **Adjournment** **(Action)** Chair Laughter

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 regarding any items in sections 5 and 6. The Board may vote to hold an executive session for the purpose of obtaining legal advice from the District's attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3). Should the District's attorney not be present in person, notice is further given that the attorney may appear by speakerphone.



Northland Pioneer College

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



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

December 1, 2022

Dr. Hazelbaker,

As you are aware, Susan Jamison is a retiring member of the Nursing faculty who will be leaving Northland Pioneer College at the end of this semester. I fully support awarding Susan the honorary title of emeritus faculty.

Susan first started at NPC in 2005 as adjunct faculty in Nursing Assistant Training. I had the privilege of co-teaching with Susan in Nursing a few years after that, and found her to have unwavering devotion to student success and the profession of nursing. Later, Susan assumed the position of Nursing Assistant Coordinator and Faculty, and managed Nursing Assistant Training throughout the college's service area. She has acted as Instructional Specialist within the Nursing program, taught Nursing at both the Little Colorado and White Mountain campuses, served on SPASC and other college committees, was instrumental in the adoption of an open educational resource for the study of pharmacology, and most recently has served as faculty in Nursing for both the first and second years of the program at the White Mountain campus. The number of students whose lives Susan has touched is tremendous, and chances are good that we or someone we love has been cared for locally by a nursing assistant or registered nurse whose training Susan played a part in.

Susan is looking forward to time with her children and grandchildren as she moves on to a new chapter of life, but readily admits that retiring from NPC will be bittersweet. So much so in fact that she has agreed to teach online as adjunct faculty in Allied Health, sharing her expertise in pharmacology with students in the Medical Assistant program. We will miss having her on campus and in the classroom or clinical setting every day, but she has worked long and hard and is deserving of retirement.

Thank you for your consideration of Susan for this honor.

Sincerely,

Ruth A. Zimmerman MSN, RN
Dean of Nursing and Allied Health



November 10, 2022

Dear Chato Hazelbaker, Ed.D
President, Northland Pioneer College (NPC),

Per Procedure 2776, this letter is written as an Emeritus nomination recommendation for Susan Jamison, Nursing Faculty at NPC. Although Susan has worked for the college just under 15 years, I believe she deserves this recognition due to all her service to the college, to students, and to the community. Susan has worked in many capacities within the NPC Nursing and Allied Health Department: NAT Coordinator, Nursing Faculty- Clinical/Skills Lab Instructor and NUR 117/118/121/122 Courses Instructor, developed the IV Certification course, Nursing Lab Manager and Nursing Instructional Specialist. She has traveled to Winslow to cover Nursing Faculty positions when we had a nursing faculty shortage there. She has served on numerous College Committees and Faculty Probationary Committees over the years. Susan has always been available to help mentor and support colleagues by passing on her knowledge, experience, and actual course materials to new faculty. She is definitely an example of someone deserving recognition for countless contributions of her time, energy and expertise to NPC. Thank you for your time and consideration.

Sincerely,

Deborah A. Keith, Nursing Faculty
Northland Pioneer College
White Mountain Campus (WMC) - Show Low
928-532-6188
deborah.keith@npc.edu

Transform your life!

12/16/2022

Michelle Prentice BAS, NREMT-P
Program Coordinator of EMT
Northland Pioneer College
928-532-6139

President Hazelbaker,

I am writing to support Susan Jamison being granted Emeritus status.

When I first started at Northland Pioneer College, we were in the middle of a pandemic, no unnecessary personnel were on campus, and everything it seems was on a video format. There was no “water cooler” to gather around and ask questions, everyone was social distancing-this was a far cry from my previous experiences in a colligate environment. I still remember meeting Susan for the first time-you could see her smile despite the mask.

After that, Susan always was available: stopping in to say hi, to make sure I was doing ok, if I had any questions. This progressed rapidly to sharing her OER experience and material, answering questions, explaining how to upload tests to MOODLE (and Akins formatting), even who would make a good resource if Susan did not have the answer. If I had a question, Susan had an answer, and made the time to answer questions.

I have seen Susan stopping to speaking to students in the hallway, tutoring students in the Ponderosa conference room, and wondering what she could have done better with a student. Susan has taken time to help co-workers with schedules, creating tests, agendas, syllabi, etc. Through all of this, Susan has been cheerful, not begrudging the time or interruptions to her schedule and always put the students first. This does not include the different committees that Susan has served on in her time at NPC (NAT, Nursing, SPASC, and Dual Enrollment), again always with a smile.

If anyone deserves to be granted Emeritus status, it is Susan Jamison. Susan is an example of what a Professor should be.

Thank you for your time.

Michelle Prentice



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

Dear Chato Hazelbaker, Ed. D
President, Northland Pioneer College (NPC)
And to whom else It may concern,

This letter is being written as a nomination recommendation for Emeritus status, per Procedure 2776, for Susan Jamison, Nursing Faculty at NPC.

Susan has been a part of the Nursing Faculty (and the college) in many capacities and roles. She has taught full time (plus) in both the Allied Health Division as well as the Nursing Division for nearly 15 years. Her knowledge, expertise and compassion has been evident in all that she has taught and volunteered during her time here and will be difficult at best to replace. She consistently went above and beyond to assist students, staff and faculty within the Nursing and Allied Health Department and college wide. The students currently in the nursing field because of her dedication to excellence are many. Susan has not only left a mark at NPC and the nursing field, but within our community at large.

I cannot think of anyone more deserving of Emeritus status and am honored to have worked alongside her. Thank you for your time and consideration.

Sincerely,

Michelle Hunt

Michelle L Hunt RN MSN
Northland Pioneer College
Nursing Faculty, LCC Campus

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position
 July 1, 2022 to December 31, 2022

Budget Period Expired 50%

Tax Supported Funds		Current General Fund			
	Revised Budget	Current Month Actual	Y-T-D Actual	%	
REVENUES					
Primary Tax Levy	16,084,078	952,451	10,265,946	64%	
State Aid:					
Maintenance and Operations	1,393,400	-	696,700	50%	
Equalization	9,912,900	-	4,956,450	50%	
Rural Aid	1,305,600	-	652,800	50%	
Tuition and Fees	4,300,000	708,221	2,369,453	55%	
Investment earnings	300,000	189,361	763,311	254%	
Grants and Contracts	3,000,000	671,093	701,545	23%	
Other Miscellaneous	170,000	44,036	153,231	90%	
Fund Balance	1,500,000		-	0%	
Transfers	(2,700,000)	(16,669)	(350,000)	13%	
TOTAL REVENUES	\$ 35,265,978	\$ 2,548,493	\$ 20,209,436	57%	
EXPENDITURES					
Salaries and Benefits	23,002,035	1,729,937	10,238,526	45%	
Operating Expenditures	12,263,943	515,511	3,803,667	31%	
TOTAL EXPENDITURES	\$ 35,265,978	\$ 2,245,448	\$ 14,042,193	40%	
		Unrestricted Plant			
	Current Month				
	Actual	Y-T-D Actual	%		
REVENUES					
State Aid:					
Capital/STEM	283,600	-	141,800	50%	
Fund Balance	9,236,300	43,582	2,834,397	31%	
Transfers In	2,000,000	122,875	973,614	49%	
TOTAL REVENUES	\$ 11,519,900	\$ 166,457	\$ 3,949,811	34%	
EXPENDITURES					
Capital Expenditures - WMC Facilities	9,236,300	43,582	2,834,397	31%	
Capital Expenditures - Other	2,283,600	122,874	1,115,414	49%	
TOTAL EXPENDITURES	\$ 11,519,900	\$ 166,456	\$ 3,949,811	34%	

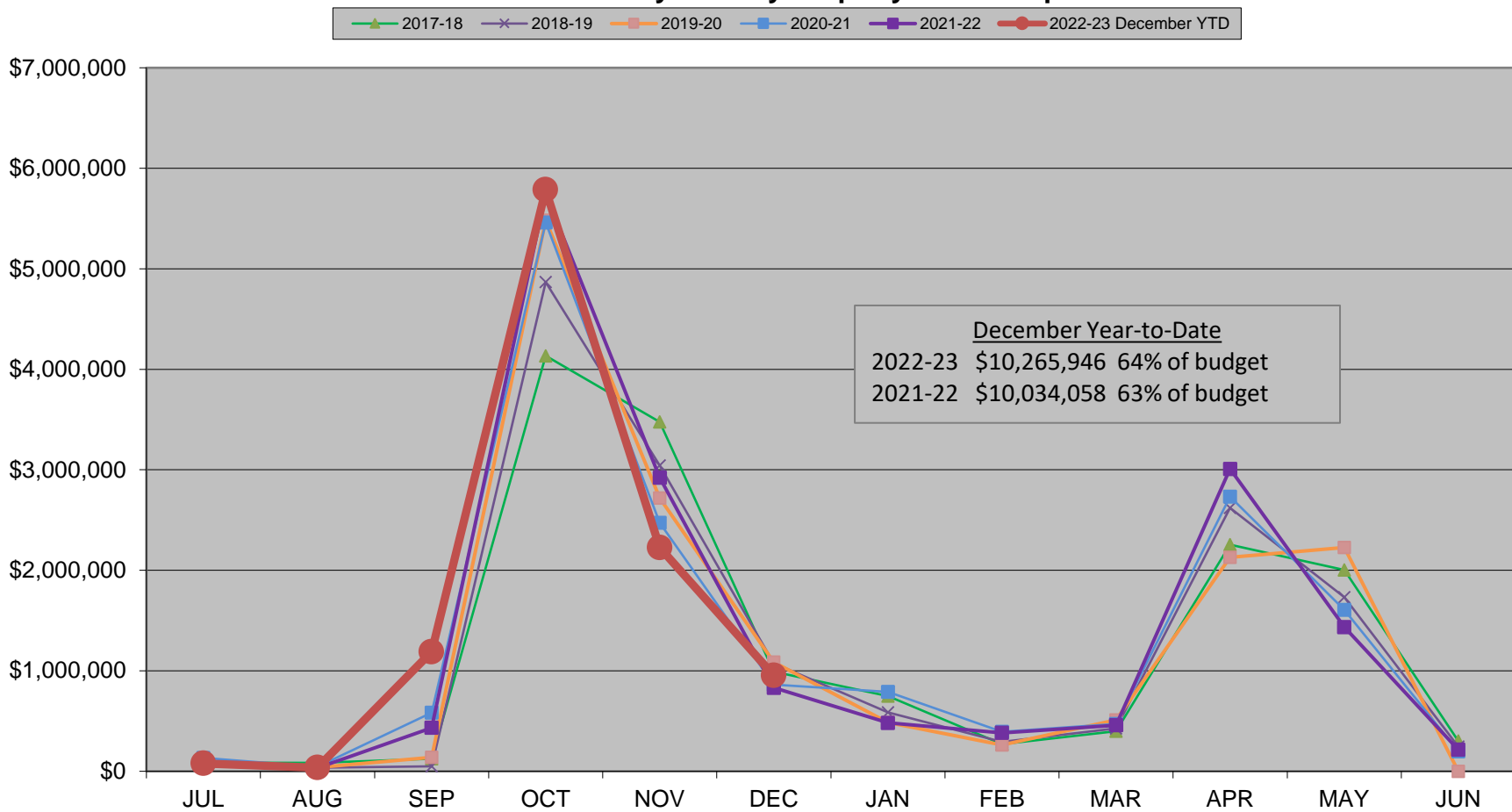
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
 Statement of Financial Position
 July 1, 2022 to December 31, 2022

Budget Period Expired 50%

Restricted and Auxiliary Funds				
Restricted				
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	10,700,000	1,349,644	2,936,422	27%
Fund Balance				
Transfers In	500,000	-	250,000	50%
TOTAL REVENUES	\$ 11,200,000	\$ 1,349,644	\$ 3,186,422	28%
EXPENDITURES				
Salaries and Benefits	1,526,522	158,470	917,811	60%
Operating Expenditures	9,673,478	93,692	1,921,148	20%
TOTAL EXPENDITURES	\$ 11,200,000	\$ 252,162	\$ 2,838,959	25%
Auxiliary				
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Sales and Services	150,000	7,308	61,844	41%
Fund Balance				
Transfers	200,000	16,669	100,000	50%
TOTAL REVENUES	\$ 350,000	\$ 23,977	\$ 161,844	46%
EXPENDITURES				
Salaries and Benefits	217,497	18,253	79,353	36%
Operating Expenditures	132,503	11,824	89,022	67%
TOTAL EXPENDITURES	\$ 350,000	\$ 30,077	\$ 168,375	48%

Cash Flows	
Cash flows from all activities (YTD)	\$27,507,513
Cash used for all activities (YTD)	\$20,999,338
Net Cash for all activities (YTD)	\$6,508,175

Monthly Primary Property Tax Receipts



Faculty Association Report to DGB: Saving Students Money by Using Open Educational Resources (OERs) and Other Free Resources instead of Textbooks

For a number of years, many NPC faculty members have worked to save our students money by switching from expensive textbooks to OERs, other free resources, and resources produced in-house. These efforts gained momentum in 2020, when NPC received a 3-Year grant, overseen at NPC by LaTonya Motley, for \$220,000 to assist faculty with training and adopting OER material during the grant period which is August 2021 through September 2024. These funds will increase the number of courses at NPC that replace or supplement their instructional material with open educational material and open textbooks. The main priority of the grant project is to improve collaboration and dissemination of OER materials in Arizona and promote student success. This report shows how much we have been able to save NPC students since Fall 2020, and in particular in the Spring 2023 semester, when many classes adopted OERs for the first time.

Context:

Textbook companies have become increasingly expensive, manipulative and coercive in recent years. Textbooks that may have cost less than \$50 just a few years ago are now three times that price. Companies have also moved to shifting significant amounts of content online, which can only be accessed through expensive access codes that are available for a single semester to prevent students from using used books. Many other tactics, such as changing editions in the middle of the academic year, are used to force students to use new, expensive textbooks. These moves have prompted the growth of the OER movement.

Definitions:

- **Open Educational Resources:** class materials that are available for free, often, but not always, through Creative Commons licenses, which allow texts to be used, edited and altered by NPC instructors. These resources can either be complete textbooks (see below) or can be assembled piecemeal by instructors and loaded into our Moodle Learning Management System, where students can access them for free.
- **OER textbooks:** in some cases, courses are able to adopt complete OER textbooks. These books are often sponsored by non-profit organizations. Online versions of these books are available for free, and in many cases, students can order inexpensive print copies, if they want them (usually around \$25).
- **Other free resources:** Many instructors use resources that are either in the public domain or are available via links to webpages for free. These resources can't be altered, but they do allow students to use them for free, and allow instructors flexibility. Essentially, instructors build their own textbooks, which takes time and effort but has many benefits.
- **Resources produced in-house:** Many instructors and departments produce materials in-house that students can use for free. Lab manuals produced in the sciences are excellent examples of these kinds of resources.

Benefits:

- Student preparation and completion: Students have class materials on day one and don't try to take a class without buying a textbook, which obviously helps them pass classes. This is supported by research at Eastern Arizona Community College.
- Improved enrollment: advisors anecdotally report that students look for classes with OERs, especially if they are considering taking an extra class. Also, money saved on textbooks can be used to take additional classes.
- Improved instruction: teachers have materials tailored to their actual course content and outcomes, and can also adjust content to respond to world events or student interests.

Savings for students:

- In the Spring 2023 semester alone, we conservatively estimate that OERs and free resources have saved NPC students \$106,276.23 in textbook costs. These per-semester savings will grow as more instructors adopt OERs.
- Since the fall of 2020 (so in just 2 ½ years), we conservatively estimate that OERs and free resources have saved students \$570,067.22 in textbook costs.
- The Science Department estimates combined savings of around \$250,000 since 2015. See https://docs.google.com/document/d/1-wSIsP6Y74XMlrLs1KKw_DJGpDHy2a6A-6NDRuwoEIA/edit for a detailed report.
- Students in the two required English Composition courses (ENL 101 and 102) have saved an estimated \$338,193.00 since 2018.

Course	Book Cost	Enrollment w/OER since Fall 2020	Spring 2023 enrollment	Yr OER Adopted	Spring 2023 savings	Total Savings since Fall 2020
BIO 181	200	619	55	F 2020	11000	123800
BIO 182	200	40	12	F 2020	2400	800
BIO 205	107.73	148	27	S 2023	2908.71	2908.71
BUS 105	116	40	40		4640	4640
BUS 106	59.99	14	14		847.86	847.86
BUS 110		31	31			
BUS 202	57.15	12	12		685.8	685.8
BUS 203	37.5	10	10		375	375
BUS 210		18	18			
BUS 220	70	21	21		1470	1470
BUS 231	88.67	19	19		1684.73	1684.73
CCP 062	35.67	103	11	F 2020	392.37	3674.01
CCP 058	35.67	83	23	F 2020	820.41	2960.61
CCP 052	35.67	56	11	F 2020	392.37	1997.52
CHM 130	92.3	40	40	S 2023	3692	3692
CHM152	70	4	4	S 2023	280	280
CIS 121	74	5	5	S 2023	370	370
CIS 141	74	5	5	S 2023	370	370
CIS 142	74	3	3	S 2023	222	222
CIS 145	145.99	10		S 2023	1459.9	1459.9
CIS 146	133.2	3	3	S 2023	399.6	2399.6
CIS 161	145.99	9	9	S 2023	1313.91	1313.91
CIS 187	145.99	4	4	S 2023	583.96	583.96
CIS 230	120	9	9	S 2023	1080	1080
CIS 232	145.99	10	10	S 2023	1459.9	1459.9
CIS 280	145.99	1	1	S 2023	145.99	145.99
ECD 108	70	121	0	earlier		8470
ECD 128	30	155	0	earlier		4650
ECD 112	45	10	0	earlier		450
ECD 250	175	26	26	S 2023	4550	4550
ECN 211	35.34	61	61	S 2023	2155.74	2155.74
ECN 212	35.34	19	19	S 2023	652.46	652.46
ENL 101	81	2224	129	F 2018	10449	190593

Course	Book Cost	Enrollment w/OER since Fall 2020	Spring 2023 enrollment	Yr OER Adopted	Spring 2023 savings	Total Savings since Fall 2020
ENL 102	80	1629	421	F 2018	33680	130320
ENL 220	50	29		S 2022		1450
ENL 221	50	6		S 2021		300
ENL 224	50	15		F 2018		750
ENL 225	50	10		F 2018		500
ENL 230	50	39		F 2018		1950
ENL 231	50	24	15	F 2018	750	1200
ENL 234	5	28		F 2021		140
ENL 238	50	37		F 2020		1850
ENL 291	20	8		F 2020		160
GLG 101	98.03	18	18	S 2023	392.12	392.12
GLG 102	58	4	4	S 2023	232	232
HUM 150	100	104	28	F 2020	2800	10400
HUM 151	100	108	33	F 2020	3300	10800
MAT 125	103.99	5	5	S 2023	519.95	519.95
MAT 142	97.55	39	39	S 2023	3804.45	3804.45
MUS 150	25	32	32	S 2023	800	800
PHL 101	100	309	15	F2020	1500	30900
PHL150	58	20		F 2022		1160
PHY 112	50	17	17	S 2023	850	850
SOC 101	27.3	31	31	S 2023	846	846
					106276.23	570067.22

February 10th, 2023

RE: CASO Report for the February Meeting of the NPC District Governing Board

To the Members of the District Governing Board:

As we look forward to the beginning of the new year, CASO is aware that one of the issues that is foremost in staff member's minds is rising inflation and cost-of-living. Although certain prices of commodities, such as fuel, has dropped from nearly five dollars a gallon to below four dollars a gallon, other prices continue to rise, such as electricity, natural gas, groceries and rent.

Because of these difficult circumstances, CASO, Faculty Association, and Administration are united in asking for a 7% increase applied completely to the base rate.

During Fall Convocation in August, we were told that over fifty new employees were starting at NPC and that this was their first convocation. In order to keep those employees and pay them a fair wage, a 7% increase is necessary. Also, employees who have worked at the college for over ten years, will not be making the same wage, but less money than they were when they first started to work at the college, if this increase is not applied.

I understand that the current economic climate is not the responsibility of NPC or its board, but making sure that our employees are fairly paid is NPC's responsibility. And it is my responsibility to bring staff member's concerns to the board and represent them in these matters. Due to economic pressures, CASO is concerned that the college will lose good employees and our students will suffer for it.

Thank you so much for listening to CASO's concerns and taking them into consideration as you make these decisions.

Sincerely,

Jodie Humphrey
CASO President



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

HUMAN RESOURCES

MONTHLY REPORT

FEBRUARY 2023

EMPLOYEE RELATIONS AND STAFFING

Search committees are continuing to work with Academic Search for the Chief Information Officer (CIO) and the Associate Vice President of Human Resources (AVPHR) positions. We are currently in the process of actively recruiting candidates. Committees are scheduled to have access to the applicants on March 22nd.

EMPLOYEE CENSUS DATA

The following employees have left the institution since the last report, we wish them luck in their future endeavors

- ❖ Jennifer Dryden- Resigned
- ❖ Steve Ballard- Resigned- Effective 02/17/2023*

Turnover Rate For FY22/23 to Date	Employee Count	Separated	Turnover Rate
Total Employees as of 7/1/2022	292	20	6.84
Total New Hires from 7/1/2022 to 1/6/2023	55	n/a	n/a
Turnover Rate For the last 12 Months	Employee Count	Separated	Turnover Rate
Totals as of 01/06/2023	376	50	13.29%

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

RECRUITMENT

Position- Location	# Qualified Applicants	Date Opened	Closing Date	Status
Assistant to the Associate Vice President Chief Information Officer	3	01/05/23	Open Until Filled	
Administrative Assistant to Dean of Instructional Innovation	17	12/19/22	Open Until Filled	
Assistant to the Campus Manager Silver Creek	63	12/07/22	Closed	Offer in Progress
Budget Accounting Analyst	3	9/7/22	Open Until Filled	Offer in Progress
Director of Total Rewards	10	9/27/22	Open Until Filled	
Faculty of Anthropology	35	9/30/22	Open Until Filled	
Faculty in Nursing LCC	1	11/30/22	Open Until Filled	
Faculty of Sociology	15	9/30/22	Open Until Filled	
Maintenance Lead	8	12/12/22	Open Until Filled	
Manager of Financial Aid Operations	2	12/14/22	1/31/23	Offer in Progress
Nursing Coordinator	0	11/10/22	Open Until Filled	
Title III Project Director/Native American Student Success Coordinator	12	10/17/22	11/15/22	

EMPLOYEE DEVELOPMENT

The following Supervisor Training Workshops are scheduled for the Spring Semester

Date	Workshop Topic	No. of Participants	Presenter
02/15/2023	Grant Seeking	Upcoming	Betsy Ann Wilson Judy Yip Reyes

Interim AVPHR and the Director of Employee Relations are continuing to do work related to developing a comprehensive performance management and supervisor workshop program.

WELCOME AND RECOGNITION

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

- ❖ Clerk of Director Public Safety Educator Morgan Hancock
- ❖ Administrative Assistant to the VPAS/CFO Rebecca Sweet
- ❖ Learning Assistant PT Kayenta Center LeShaunya James
- ❖ Course Schedule & Records Specialist Ehrren Blackman

Congratulations to the below employees as they transition to new positions

- ❖ Director of Library Services Luann Crosby
- ❖ Maintenance II / Pest Control Richard Faustman

Congratulations to the below employees on their upcoming retirement

- ❖ Terrie Shevat April 2023

TOTAL REWARDS

Three interviews were conducted for the Director of Total Rewards and we decided to continue the search. We have 3 new candidates that we are reviewing at this time and plan to interview.

COMPENSATION

- ❖ The Compensation study is continuing to make progress. The AVPHR, the Director of Employee Relations, and the Benefits and Compensation Coordinator are currently reviewing the initial job description matches and working with Gallagher to ensure positions are accurately matched. There are currently over 3,000 lines of data that are being reviewed individually. Once this information has been reviewed, we will move to the next step of the process.

2023-24 Salary & Wage Recommendation

Recommendation:

Staff recommends increasing salaries and wages by 7% for all eligible employees for an estimate of \$1,290,000. This excludes new positions, which are still under review.

Summary:

Salaries & Wages

The President, interim Chief Human Resource Officer, and representatives from both the Faculty Association and the Classified Administrative Staff Organization developed the salary and wage recommendation. The recommendation takes into consideration employee needs, recruiting and retaining talent, current funding, benefit costs and inflation. According to the Bureau of Labor Statistics, the all-items CPI index rose 6.2% for the 12 months ending December 2022. This is down from 7.1% for the 12 months ending December 2021. See attached document for more information on CPI in the West Region.

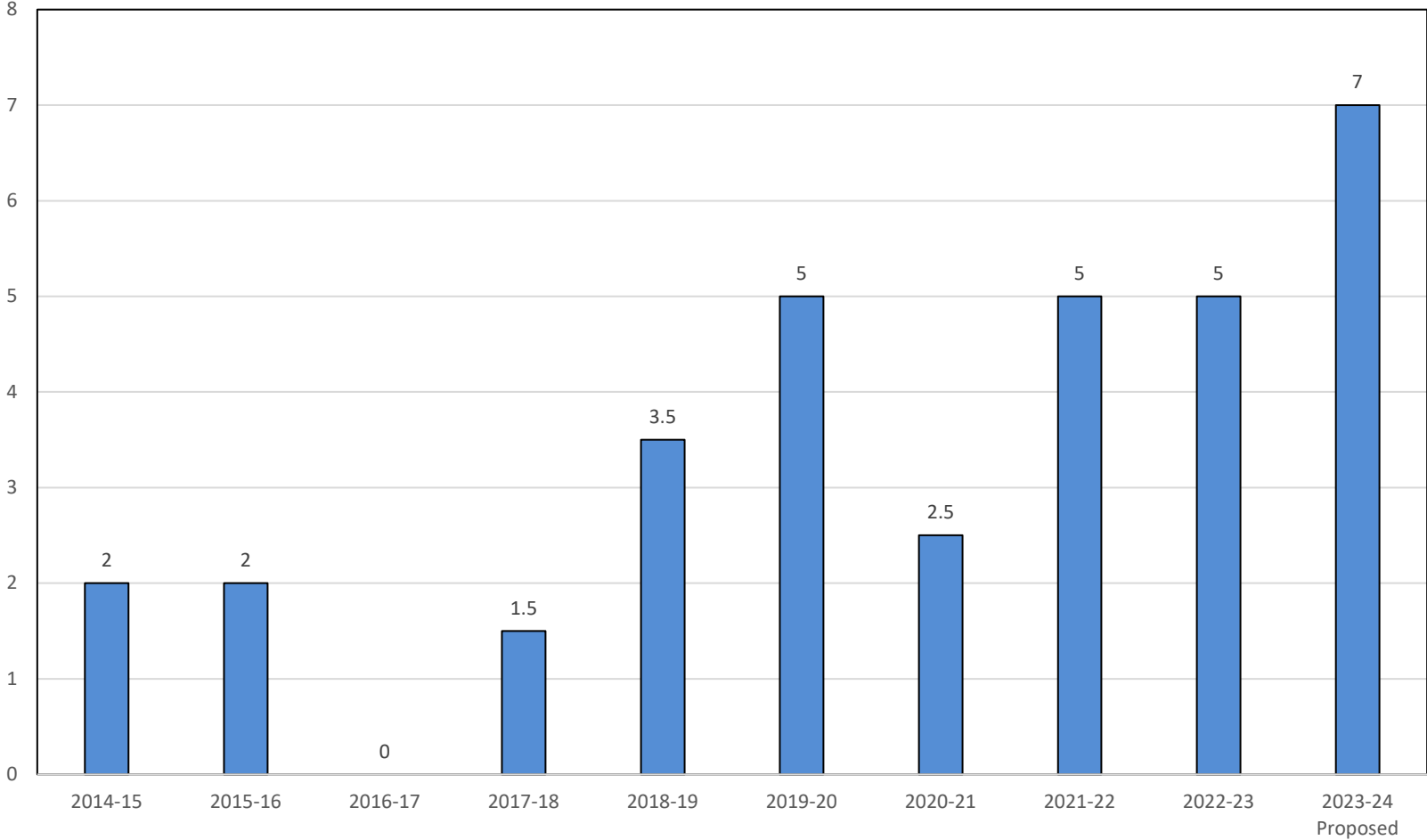
The recommendation is to apply 7% to the base salary and wage schedules for all employees (faculty, adjunct faculty, nonexempt and exempt employees). This increase will not include any adjustment to the steps/grades. The salary and wage schedules will be available next month.

Employee Related Expenses

Health Insurance: Mountain Public Employee Benefit Trust will continue to offer a High Deductible Health Plan (HDHP) and a PPO plan. The final cost sheets for dental, medical and vision costs are not yet available, but health coverage is expected to be flat. NPC pays all or nearly all of the health insurance for each employee, and the employee is responsible for coverage for their family. Dental and vision benefits are voluntary benefits and paid solely by the employee electing the coverage for themselves and their family. No increase has been included in the budget.

ASRS: Employee and employer ASRS contributions will increase from 12.17% to 12.29%. The Alternate Contribution Rate (ACR) will be applied to all ASRS retirees who are employed under the ASRS Return to Work (RTW) provisions. The ACR is paid by NPC, and the rate will increase from 9.68% to 9.99%. The impact is minimal.

NPC Historical Salary Increase Percent



FY2020-21 - 2.5% is related to Faculty & Exempt; Nonexempt employees received a \$1.00/hour increase
 FY2016-17 - \$1390 per employee (\$550 stipend plus employer paid \$360 for medical/HSA & \$480 for dental)



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Consumer Price Index, West Region — December 2022

Area prices were down 0.4 percent over the past month, up 6.2 percent from a year ago

Prices in the West Region, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), declined 0.4 percent in December, the U.S. Bureau of Labor Statistics reported today. (See [table A](#).) The December decrease was influenced by lower prices for gasoline. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U advanced 6.2 percent. (See [chart 1](#) and [table A](#).) Food prices advanced 9.9 percent, and energy prices advanced 5.7 percent. The index for all items less food and energy advanced 5.7 percent over the year. (See [table 1](#).)

News Release Information

23-37-SAN
Thursday, January 12, 2023

Contacts

Technical information:

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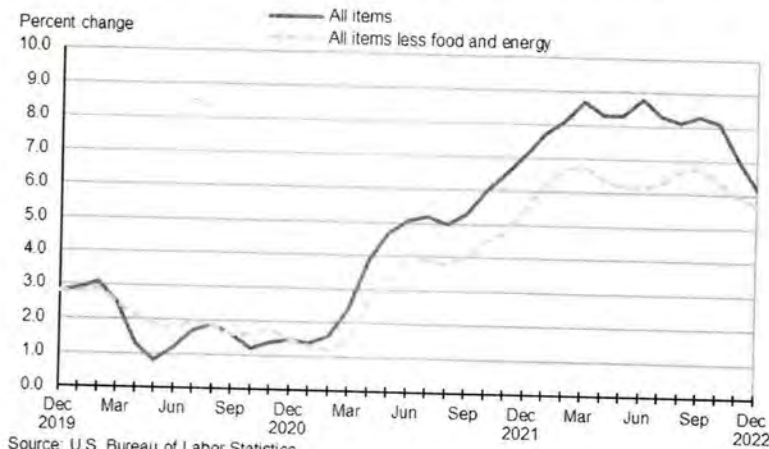
Media contact:

(415) 625-2270

Related Links

[CPI historical databases](#)

Chart 1. Over-the-year percent change in CPI-U, West region, December 2019–December 2022



Source: U.S. Bureau of Labor Statistics

[View Chart Data](#)

Food

Food prices increased 0.3 percent for the month of December. (See [table 1](#).) Prices for food at home increased 0.2 percent, with higher prices in four of the six grocery categories. Prices for food away from home increased 0.4 percent for the same period.

Over the year, food prices advanced 9.9 percent. Prices for food at home advanced 10.7 percent since a year ago. Price increases across food at home expenditure categories ranged from 6.6 percent for meats, poultry, fish, and eggs to 15.2 percent for dairy and related products. Prices for food away from home increased 8.6 percent.

Energy

The energy index decreased 8.0 percent over the month. The decrease was mainly due to lower prices for gasoline (-14.8 percent). Prices for natural gas service advanced 7.0 percent, and prices for electricity advanced 0.3 percent for the same period.

Energy prices advanced 5.7 percent over the year, largely due to higher prices for electricity (9.2 percent). Prices paid for natural gas service increased 19.0 percent, and prices for gasoline rose 0.6 percent during the past year.

All items less food and energy

The index for all items less food and energy advanced 0.1 percent in December. Higher prices for recreation (0.9 percent) and shelter (0.8 percent) were partially offset by lower prices for used cars and trucks (-2.4 percent) and apparel (-1.5 percent).

Over the year, the index for all items less food and energy advanced 5.7 percent. Components contributing to the increase included shelter (7.6 percent) and medical care (4.7 percent).

Table A. West region CPI-U 1-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2018		2019		2020		2021		2022	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
January	0.5	3.1	0.2	2.7	0.3	2.9	0.2	1.4	0.9	7.7
February	0.5	3.1	0.2	2.4	0.4	3.1	0.5	1.6	0.8	8.1
March	0.4	3.2	0.4	2.4	-0.2	2.5	0.7	2.4	1.3	8.7
April	0.4	3.2	0.8	2.9	-0.4	1.3	1.0	3.9	0.7	8.3
May	0.5	3.5	0.5	2.9	0.1	0.8	0.8	4.7	0.8	8.3
June	0.2	3.6	0.0	2.7	0.4	1.2	0.9	5.1	1.2	8.8
July	0.1	3.6	0.0	2.7	0.4	1.2	0.9	5.1	1.2	8.8
August	0.1	3.6	0.0	2.7	0.4	1.2	0.9	5.1	1.2	8.8
September	0.1	3.6	0.0	2.7	0.4	1.2	0.9	5.1	1.2	8.8
October	0.1	3.6	0.0	2.7	0.4	1.2	0.9	5.1	1.2	8.8
November	0.1	3.6	0.0	2.7	0.4	1.2	0.9	5.1	1.2	8.8
December	0.1	3.6	0.0	2.7	0.4	1.2	0.9	5.1	1.2	8.8

Month	2018		2019		2020		2021		2022	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
August	0.2	3.6	0.1	2.6	0.3	1.9	0.2	5.0	0.0	8.1
September	0.3	3.4	0.3	2.6	0.0	1.6	0.2	5.3	0.3	8.3
October	0.4	3.5	0.5	2.8	0.2	1.2	0.8	6.0	0.7	8.1
November	-0.2	3.3	-0.1	2.8	0.0	1.4	0.5	6.5	-0.4	7.1
December	-0.2	3.1	-0.2	2.8	-0.1	1.5	0.4	7.1	-0.4	6.2

The January 2023 Consumer Price Index for the West Region is scheduled to be released on February 14, 2023.

Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total U.S. population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers approximately 29 percent of the total U.S. population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments—department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date; for most of the CPI-U the reference base is 1982-84 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107. For further details see the CPI home page on the Internet at www.bls.gov/cpi and the CPI section of the BLS Handbook of Methods available on the internet at www.bls.gov/qqpub/hom/cpi/.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The West Region covered in this release is comprised of the following thirteen states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

Information in this release will be made available to sensory impaired individuals upon request. Voice phone: 202-691-5200; Telecommunications Relay Service: 7-1-1.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods

West (1982-84=100 unless otherwise noted)

Item and Group	Indexes				Percent change from-		
	Historical data	Oct. 2022	Nov. 2022	Dec. 2022	Dec. 2021	Oct. 2022	Nov. 2022
Expenditure category							
All Items	(4)	317.299	315.919	314.599	6.2	-0.9	-0.4
All items (December 1977=100)	(2)	512.896	510.665	508.532	-	-	-
Food and beverages	(4)	325.289	325.740	326.660	9.5	0.4	0.3
Food	(4)	327.312	327.717	328.729	9.9	0.4	0.3
Food at home	(4)	312.155	311.536	312.237	10.7	0.0	0.2
Cereals and bakery products	(4)	320.348	322.502	323.610	14.8	1.0	0.3
Meats, poultry, fish, and eggs	(4)	343.299	339.092	340.506	6.6	-0.8	0.4
Dairy and related products	(4)	283.916	287.908	287.438	15.2	1.2	-0.2
Fruits and vegetables	(4)	391.901	399.289	392.165	8.0	0.1	-1.8
Nonalcoholic beverages and beverage materials	(4)	220.708	217.683	218.715	9.8	-0.9	0.5
Other food at home	(4)	266.416	263.349	266.944	12.9	0.2	1.4
Food away from home	(4)	345.261	347.428	348.953	8.6	1.1	0.4
Alcoholic beverages	(4)	293.879	295.002	294.554	4.8	0.2	-0.2

Footnotes

- (1) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.
- (2) Indexes on a December 1982=100 base.
- (3) Indexes on a December 1997=100 base.
- (4) Special index based on a substantially smaller sample.
- (5) Indexes on a December 1993=100 base.
- (6) Indexes on a December 1977=100 base.

- Data not available

Regions defined as the four Census regions. West includes Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

NOTE: Index applies to a month as a whole, not to any specific date. Data not seasonally adjusted.

Item and Group	Indexes				Percent change from-		
	Historical data	Oct. 2022	Nov. 2022	Dec. 2022	Dec. 2021	Oct. 2022	Nov. 2022
Housing		345.092	346.277	348.889	7.5	1.1	0.8
Shelter		395.367	397.407	400.578	7.6	1.3	0.8
Rent of primary residence(1)		418.953	421.796	425.210	7.7	1.5	0.8
Owners' equiv. rent of residences(1)(2)		416.203	418.933	422.340	7.7	1.5	0.8
Owners' equiv. rent of primary residence(1)(2)		415.996	418.722	422.125	7.7	1.5	0.8
Fuels and utilities		379.933	377.423	382.539	9.6	0.7	1.4
Household energy		332.078	328.720	334.910	11.6	0.9	1.9
Energy services(1)		333.224	329.941	336.667	11.7	1.0	2.0
Electricity(1)		362.797	358.898	360.045	9.2	-0.8	0.3
Utility (piped) gas service(1)		284.737	282.675	302.498	19.0	6.2	7.0
Household furnishings and operations		155.108	154.960	154.793	4.7	-0.2	-0.1
Apparel		125.343	123.579	121.768	4.3	-2.9	-1.5
Transportation		287.321	278.545	265.654	3.7	-7.5	-4.6
Private transportation		285.147	276.314	263.918	3.0	-7.4	-4.5
New and used motor vehicles(3)		128.176	126.131	124.105	0.0	-3.2	-1.6
New vehicles		174.748	174.899	175.047	4.9	0.2	0.1
New cars and trucks(3)(4)		-	-	-	-	-	-
New cars(4)		174.793	174.137	174.674	5.6	-0.1	0.3
Used cars and trucks		191.640	186.239	181.812	-8.2	-5.1	-2.4
Motor fuel		433.144	392.858	335.719	1.3	-22.5	-14.5
Gasoline (all types)		430.968	389.561	331.920	0.6	-23.0	-14.8
Gasoline, unleaded regular(4)		427.664	386.169	327.980	0.4	-23.3	-15.1
Gasoline, unleaded midgrade(4)(5)		409.380	370.376	318.128	1.0	-22.3	-14.1
Gasoline, unleaded premium(4)		416.636	378.267	326.587	1.3	-21.6	-13.7
Medical Care		578.273	573.507	574.202	4.7	-0.7	0.1
Medical care commodities		433.426	438.214	439.511	3.5	1.4	0.3
Medical care services		623.019	615.318	615.829	5.0	-1.2	0.1
Professional services		397.833	397.192	398.645	5.0	0.2	0.4
Recreation(3)		125.367	125.109	126.288	4.1	0.7	0.9
Education and communication(3)		143.188	143.679	143.636	1.5	0.3	0.0
Tuition, other school fees, and child care(6)		1,625.960	1,627.469	1,628.954	4.3	0.2	0.1
Other goods and services		509.802	513.092	508.085	4.4	-0.3	-1.0
Commodity and Service Group							
All Items		317.299	315.919	314.599	6.2	-0.9	-0.4
Commodities		230.415	227.094	222.785	4.7	-3.3	-1.9
Commodities less food & beverages		183.324	178.844	172.915	1.6	-5.7	-3.3
Nondurables less food & beverages		247.557	238.248	224.583	3.7	-9.3	-5.7
Nondurables less food, beverages, and apparel		332.569	318.215	296.657	3.5	-10.8	-6.8
Durables		128.069	126.733	125.704	-0.3	-1.8	-0.8
Services		396.383	397.112	399.007	7.2	0.7	0.5
Rent of shelter(2)		421.427	423.625	427.005	7.6	1.3	0.8
Transportation services		367.184	366.598	360.625	12.5	-1.8	-1.6
Other services		390.163	392.316	394.157	4.2	1.0	0.5
Special aggregate indexes:							
All items less medical care		305.272	304.038	302.639	6.4	-0.9	-0.5

Footnotes

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(2) Indexes on a December 1982=100 base.

(3) Indexes on a December 1997=100 base.

(4) Special index based on a substantially smaller sample.

(5) Indexes on a December 1993=100 base.

(6) Indexes on a December 1977=100 base.

- Data not available

Regions defined as the four Census regions. West includes Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

NOTE: Index applies to a month as a whole, not to any specific date.

Item and Group	Indexes				Percent change from-		
	Historical data	Oct. 2022	Nov. 2022	Dec. 2022	Dec. 2021	Oct. 2022	Nov. 2022
All items less food	☒	315.876	314.217	312.533	5.7	-1.1	-0.5
All items less shelter	☒	286.702	283.925	280.773	5.5	-2.1	-1.1
Commodities less food	☒	187.765	183.364	177.495	1.7	-5.5	-3.2
Nondurables	☒	286.867	282.249	275.595	7.0	-3.9	-2.4
Nondurables less food	☒	251.708	242.932	229.931	3.7	-8.7	-5.4
Nondurables less food and apparel	☒	328.539	315.602	295.979	3.6	-9.9	-6.2
Services less rent of shelter(2)	☒	408.954	407.832	407.984	6.6	-0.2	0.0
Services less medical care services	☒	380.535	381.819	383.799	7.4	0.9	0.5
Energy	☒	395.694	371.342	341.756	5.7	-13.6	-8.0
All items less energy	☒	314.760	314.877	315.402	6.3	0.2	0.2
All items less food and energy	☒	313.489	313.557	314.001	5.7	0.2	0.1
Commodities less food and energy commodities	☒	162.359	161.313	160.237	1.8	-1.3	-0.7
Energy commodities	☒	440.236	399.850	342.515	1.5	-22.2	-14.3
Services less energy services	☒	401.594	402.557	404.182	7.0	0.6	0.4
Footnotes							
(1) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.							
(2) Indexes on a December 1982=100 base.							
(3) Indexes on a December 1997=100 base.							
(4) Special index based on a substantially smaller sample.							
(5) Indexes on a December 1993=100 base.							
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Last Modified Date: Thursday, January 12, 2023

U.S. BUREAU OF LABOR STATISTICS Western Information Office Attn: EA & I, 90 Seventh Street Suite 14-100 San Francisco, CA 94103-6715

Telephone: 1-415-625-2270, www.bls.gov/regions/west [Contact Western Region](#)

2023-24 Introductory Budget Analysis – General Fund

Summary:

General Fund Expenditure Trend

State appropriations includes operations and maintenance, equalization, and Rural Aid funding. The equalization amount is expected to increase approximately \$1.2 million, it 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). Other state appropriation amounts are expected to decrease or remain flat, but estimates are unknown.

The 3-year tuition rates will see a modest increase with overall revenues declining due to enrollment. The strategic plan continues to focus on stabilizing and ultimately increasing enrollment in the coming years. The in-state tuition rate will increase \$3 each year for the next 3 years. The proposed in-district tuition, will include both Navajo and Apache counties, and is 20 percent less than the in-state tuition rate.

The primary property tax analysis will be reviewed in March, but overall assessed valuation and new construction show growth. Starting in fiscal year 2018, the college has set the tax levy below the maximum amount. The maximum 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 assessed property valuation for fiscal year 2023 is expected to include a decrease related to the Cholla Power Plant closure, and will also impact future years.

General Fund Expenditure Trend

The proposed salary increase received from the Compensation Committee is requesting a salary increase of 7% for FY24. This recommendation does not include any recommendations from the vendor conducting the salary compensation review. The increase will take into consideration available revenue funding, the impact to the expenditure limit, and the impact to employee recruiting and retention. Every 1.0% increase in gross wages equates to approximately \$170,000.

Employer health insurance is anticipated to be flat, but final proposal will be available in March. 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, depending on the coverage they select. Employees are responsible for purchasing health insurance for their families.

Arizona State Retirement System for employer match will see a small increase from 12.17% to 12.29%.

BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2023 – 2024

APPROVED 9/20/22

ACTIVITY	RESOURCE	DUE BY
1. Receive & approve budget calendar	DGB	✓ 20 September 2022
2. Provide budget training for supervisors/department managers	CFO	✓ 27 October
3. Receive & approve budget assumptions	DGB	✓ 15 November
4. Distribute materials for operational & capital budgets and staffing requests	Financial Services	✓ 23 December
5. President, CHRO, faculty, CASO meet on compensation	Pres, CHRO, FA, CASO	✓ 1 December to 10 January
6. Financial Services receives department budget	Department Managers & Financial Services	✓ 27 January
7. President's Cabinet receives staffing requests	Department Managers & President's Cabinet	✓ 27 January
8. President receives & approves compensation recommendation	Pres, CHRO, FA, CASO	✓ 1 February
9. President's Cabinet reviews finalizes staffing needs	President's Cabinet	✓ 13 February
10. President's Cabinet reviews operational & capital budget requests, including compensation	President's Cabinet	✓ 13 February
11. Receive introductory budget analysis, including property taxes	DGB	✓ 21 February
12. Receive tuition and fee schedules	DGB	✓ 21 February
13. Receive compensation proposal	DGB	21 March 21 February
14. Budget hearing (if necessary)	President's Cabinet	6 March
15. Receive preliminary budget analysis, including property taxes	DGB	21 March
16. Approve tuition and fee schedules	DGB	21 March
17. Approve compensation	DGB	21 March
18. Receive complete budget analysis, including property taxes	DGB	18 April
19. Adopt or modify preliminary budgets (June 5)	DGB	18 April
20. Publish notice of public budget & TNT hearing (15 days prior)	CFO	1 May
21. Publish budget on website & other publication (15 days prior)	CFO	1 May
22. 2 nd notice of public budget & TNT hearing (5 days prior)	CFO	11 May
23. 2 nd publication of budget (5 days prior)	CFO	11 May
24. Conduct taxpayer public hearings (June 20)	DGB	16 May
25. Adopt property tax levy & final budgets at special meeting (June 20)	DGB	16 May
26. Notify PTOC of primary property tax levy (3 days after adoption)	CFO	19 May
27. Submit tax levy to Navajo County	CFO	19 May

Northland Pioneer College
Preliminary Budget Development Assumptions
FY24

GENERAL ASSUMPTIONS

- Budget Development Calendar will establish the due dates.
- 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.
- Expenditure limit breaches will use carry forward amounts to comply with statutory limits. Legislative action continues to be pursued.

REVENUE ASSUMPTIONS

- State appropriations for equalization is expected to increase compared to current fiscal year, offset by a decrease to operating state aid. Rural aid is expected to be flat compared to the current fiscal year.
- Tuition per credit hour for in-district and in-state is expected to reflect a small increase comparable to last fiscal year.
 - The District Governing Board will adopt a new three-year tuition plan for the period FY24 to FY26.
 - Tuition and general fees are set at a rate that:
 - (A) considers 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 to offset expendable supplies and equipment.
- Assessed valuations for setting the primary property tax levy will be available in February and a decline is expected. To protect the equalization funding, the levy needs to be set at the maximum allowable of 2% increase over the prior year. This is expected to be achieved over a two-year period. For the last five years, the levy has been set below the maximum.
- Other revenues will be based on historical information and emerging trends.

EXPENDITURE ASSUMPTIONS

- Overall expenditures will match revenues.
- Budget request that are higher than current budget **or** actual historical spending will require **justification and review during the budget hearing process.**
- Budget requests from Department Managers for operational and capital expenditures are due **January 27, 2023.**

- SALARY SCHEDULES

- The Gallagher compensation study is currently underway. The financial impact and how the recommendations should be implemented will not be available until February or later.
- The college will continue to develop salary schedules with the following in mind:
 - (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 requests cover a one-year period.
- CAPITAL budget requests cover a three-year period (FY24, FY25, and FY26).
- GRANT funding will continue to be identified and pursued.
- AUXILIARY fund activities will be maintained.

**Northland Pioneer College
Budget Development Guidelines
FY 24**

Budget Categories & Targets:

Revenues	<ul style="list-style-type: none"> • Administrative Services will prepare the budget.
Salaries/Wages & Benefits	<ul style="list-style-type: none"> • HR and Administrative Services will prepare the budget for contract positions and the benefits for all positions. • Budget Managers will prepare budget for non-contract positions and include in their department budget requests. These include: <ul style="list-style-type: none"> ○ Adjunct faculty ○ Faculty overload ○ Temporary employee ○ Lab aid ○ Substitute faculty
Operating Expenditures	<ul style="list-style-type: none"> • Budget to remain level. • Any new programs/services must demonstrate linkage to the strategic plan.
Capital Expenditures	<ul style="list-style-type: none"> • Budget requests to align with revenues from the operational budget, grant funds, or reserved funds.

**Arizona Community Colleges
FY 2024 State Aid Request for M&O, Equalization Assistance and STEM Workforce Programs**

FY 2024 State Aid Request	Cochise	Coconino	Gila	Graham	Maricopa	Mohave	Navajo	Pima	Pinal	Santa Cruz	Yavapai	Yuma/La Paz	Total
Maintenance & Operation	\$ 4,415,600	\$ 1,407,000	\$ 148,100	\$ 1,646,900	\$ -	\$ 1,039,700	\$ 1,371,400	\$ -	\$ 1,069,200	\$ (1,500)	\$ 352,300	\$ 2,239,500	\$ 13,688,200
Equalization Assistance	9,775,300	-	-	19,929,700	-	-	11,205,200	-	-	-	-	731,400	41,641,600
STEM Workforce Programs	954,700	309,600	88,800	409,700	7,927,800	431,400	274,300	1,929,400	656,800	21,200	633,000	778,000	14,414,700
FY 2023 Rural Aid - On Going/One time ⁽¹⁾	5,267,500	1,343,400	421,800	1,633,200	-	1,714,400	1,305,600	-	2,476,600	97,800	2,782,200	3,957,500	21,000,000
Total Request	\$ 20,413,100	\$ 3,060,000	\$ 658,700	\$ 23,619,500	\$ 7,927,800	\$ 3,185,500	\$ 14,156,500	\$ 1,929,400	\$ 4,202,600	\$ 117,500	\$ 3,767,500	\$ 7,706,400	\$ 90,744,500

Maintenance and Operations, Pursuant to ARS 15-1466													
FTSE Change:	Cochise	Coconino	Gila	Graham	Maricopa	Mohave	Navajo	Pima	Pinal	Santa Cruz	Yavapai	Yuma/La Paz	Total
FY 2021 Audited FTSE (Total)	5,620	1,491	472	1,770	56,417	1,914	1,468	11,488	2,655	104	3,062	4,274	90,735
FY 2022 Unaudited FTSE (Total)	5,999	1,581	457	1,994	52,589	2,200	1,429	12,469	3,234	101	3,193	5,065	90,311
Increase/(Decrease)	379	90	(15)	224	(3,828)	286	(39)	981	579	(3)	131	791	(424)
FY 2021 Audited Non Dual Enr	5,570	1,307	403	1,673	50,894	1,646	1,233	10,719	2,594	104	2,758	4,083	82,984
FY 2022 Unaudited Non Dual Enr	5,935	1,367	389	1,908	46,509	1,908	1,184	11,648	3,021	101	2,835	4,660	81,465
Increase/(Decrease)	365	60	(14)	235	(4,385)	262	(49)	929	427	(3)	77	577	(1,519)
FY 2021 Audited Dual Enrollment	50	184	69	97	5,523	268	235	769	61	-	304	191	7,751
FY 2022 Unaudited Dual Enrollment	64	214	68	86	6,080	292	245	821	213	-	358	405	8,846
Increase/(Decrease)	14	30	(1)	(11)	557	24	10	52	152	-	54	214	1,095

State Aid Adj. for FTSE Change and Dual Enrollment:													
FY 2023 State aid M&O	\$ 4,230,000	\$ 1,369,600	\$ 155,300	\$ 1,532,300	\$ -	\$ 903,000	\$ 1,393,400	\$ -	\$ 818,200	\$ -	\$ 300,400	\$ 1,898,200	\$ 12,600,400
Non Dual Enrollment Growth	182,100	29,900	(7,000)	117,300	-	130,700	(24,500)	-	213,100	(1,500)	38,400	287,900	966,400
Dual Enrollment Growth ⁽²⁾	3,500	7,500	(200)	(2,700)	-	6,000	2,500	-	37,900	-	13,500	53,400	121,400
FY 2024 Appropriation	4,415,600	1,407,000	148,100	1,646,900	-	1,039,700	1,371,400	-	1,069,200	(1,500)	352,300	2,239,500	13,688,200
Increased State approp.	\$ 185,600	\$ 37,400	\$ (7,200)	\$ 114,600	\$ -	\$ 136,700	\$ (22,000)	\$ -	\$ 251,000	\$ (1,500)	\$ 51,900	\$ 341,300	\$ 1,087,800

⁽¹⁾ Based on the language in HB 2862 \$7 Million of rural aid was a one-time only allocation.
⁽²⁾ Reflects funding adjustment for Dual Enrollment based on Dual Enrollment FTSE * Average Appropriation* 50%

Formula calculated according to statute	
FY 2023 Total M&O Appropriation	\$ 12,600,400
FY 2022 Unaudited FTSE (Total)	25,253
Average Appropriation Per FTSE (Non Dual Enrollment)	\$ 499
Average Appropriation Per FTSE (Dual Enrollment)	\$ 250

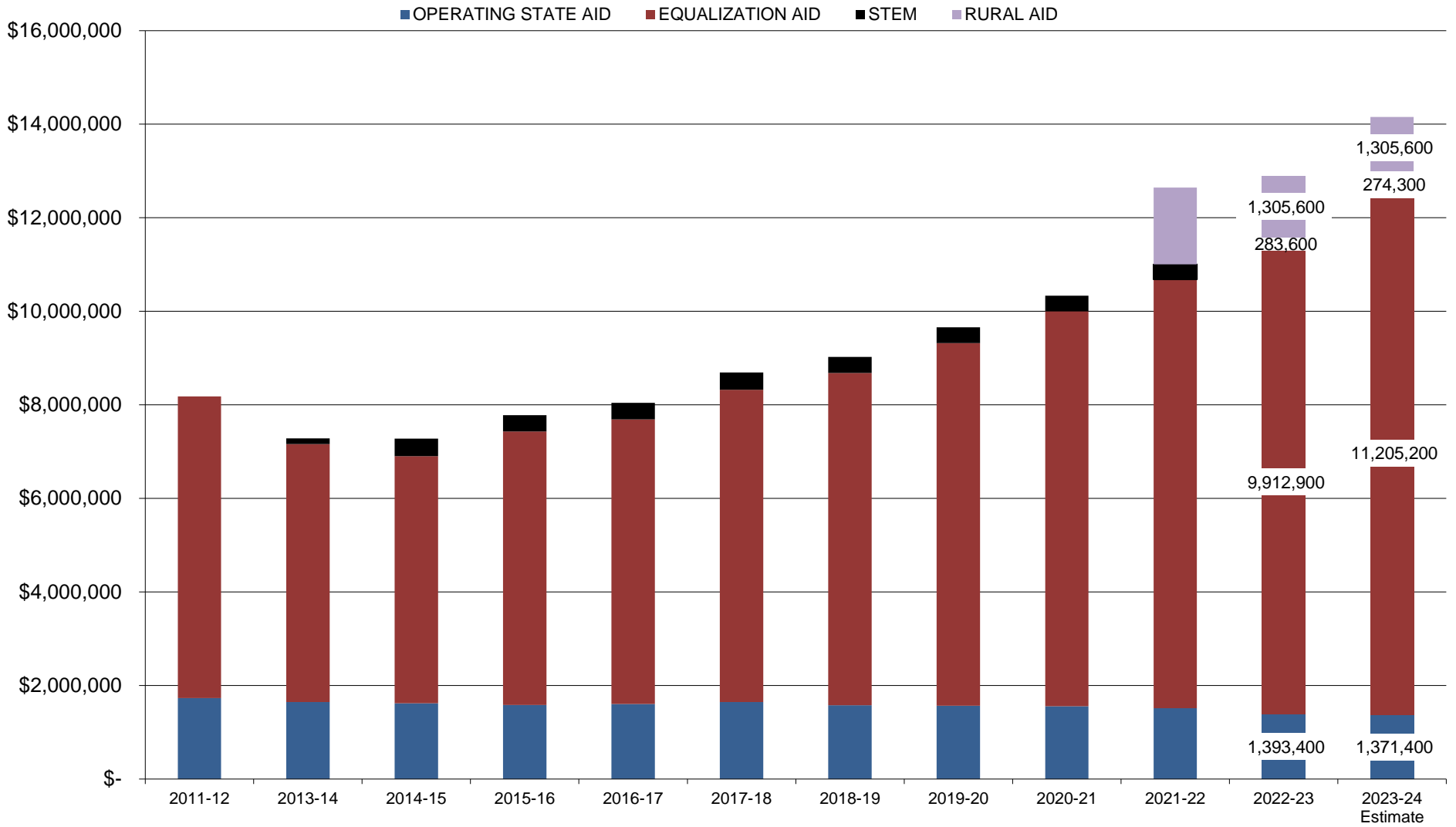
Equalization FY 2024 Calculation, Pursuant to ASRS 15-1468													
	Cochise	Coconino	Gila	Graham	Maricopa	Mohave	Navajo	Pima	Pinal	Santa Cruz	Yavapai	Yuma/La Paz	Total
FY 2024 Equalization Aid	\$ 9,775,300	\$ -	\$ -	\$ 19,929,700	\$ -	\$ -	\$ 11,205,200	\$ -	\$ -	\$ -	\$ -	\$ 731,400	\$ 41,641,600
FY 2023 Equalization Aid	8,771,400	-	-	19,114,000	-	-	9,912,900	-	-	-	-	530,200	38,328,500
Increase/(Decrease)	\$ 1,003,900	\$ -	\$ -	\$ 815,700	\$ -	\$ -	\$ 1,292,300	\$ -	\$ -	\$ -	\$ -	\$ 201,200	\$ 3,313,100

The STEM Support request shown below was calculate using the formula in ARS 15-1464

STEM Workforce Programs													
	Cochise	Coconino	Gila	Graham	Maricopa	Mohave	Navajo	Pima	Pinal	Santa Cruz	Yavapai	Yuma/La Paz	Total
FY 2022 Unaudited Non Dual Enr	5,935	1,367	389	1,908	46,509	1,908	1,184	11,648	3,021	101	2,835	4,660	81,465
FY 2022 Unaudited Dual Enrollment	64	214	68	86	6,080	292	245	821	213	-	358	405	8,846
FY 2023 Amount for Non Dual Enroll (1)	\$ 949,600	\$ 287,100	\$ 81,700	\$ 400,700	\$ 7,441,400	\$ 400,700	\$ 248,600	\$ 1,863,700	\$ 634,400	\$ 21,200	\$ 595,400	\$ 745,600	\$ 13,670,100
FY 2023 Amount for Dual Enrollment	5,100	22,500	7,100	9,000	486,400	30,700	25,700	65,700	22,400	-	37,600	32,400	744,600
FY 2024 Formula Calculation (2)	\$ 954,700	\$ 309,600	\$ 88,800	\$ 409,700	\$ 7,927,800	\$ 431,400	\$ 274,300	\$ 1,929,400	\$ 656,800	\$ 21,200	\$ 633,000	\$ 778,000	\$ 14,414,700
FY 2023 STEM Aid	895,200	293,800	91,900	361,500	8,584,900	373,800	283,600	1,776,600	551,100	21,800	611,100	877,500	14,722,800
Increase/(Decrease)	\$ 59,500	\$ 15,800	\$ (3,100)	\$ 48,200	\$ (657,100)	\$ 57,600	\$ (9,300)	\$ 152,800	\$ 105,700	\$ (600)	\$ 21,900	\$ (99,500)	\$ (308,100)

⁽¹⁾ FY 2022 FTSE times rate per FTSE: rate is <5,000 FTSE @ \$210 per FTSE, > 5,000 FTSE @ \$160 per FTSE
⁽²⁾ Reflects funding at 50% of STEM amount for Dual Enrollment Students

NPC State Aid Revenues



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.

Link to the **AGENCY'S WEBSITE:** <https://arizonacommunitycolleges.org/>

All dollar amounts are expressed in thousands.

Agency Budget Summary

	FY 2022	FY 2023	FY 2024	FY 2024
	Actual	Exp.Plan	Net Change	Exec. Bud.
General Fund	108,904.7	114,781.4	(7,483.3)	107,298.1
Agency Total	108,904.7	114,781.4	(7,483.3)	107,298.1

Major Executive Budget Initiatives and Funding

Rural Aid

The Executive Budget includes a increase in one-time funding for aid to the ten rural community college districts.

The one-time supplemental aid allows for the community colleges to cover the costs of maintenance, operations, and initiatives. This investment doubles the FY 2023 investment in rural aid to provide additional support to the community colleges.

Funding is to be allocated among the rural community college districts based on each district's share of actual FY 2022 rural enrollment.

Funding	FY 2024
General Fund	14,000.0
Issue Total	14,000.0

Executive Budget Baseline Changes

Operating State Aid

The Executive Budget includes a net ongoing increase in Operating State Aid for FY 2024.

The Operating State Aid formula is based on each community college district’s enrollment changes from the previous year. Full-time equivalent student enrollment (FTSE) increased by 8.51%, excluding the Maricopa and Pima community college districts.

Community College Operating State Aid is allocated in statute pursuant to A.R.S. § 15-1466.

Funding	FY 2024
General Fund	1,047.6
Issue Total	1,047.6

Equalization Aid

The Executive Budget includes a net increase in ongoing funding for Equalization Aid to Cochise, Graham, Navajo, and Yuma/La Paz 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.

Funding	FY 2024
General Fund	3,248.8
Issue Total	3,248.8

STEM and Workforce Aid

The Executive Budget includes a net decrease in Science, Technology, Engineering, and Mathematics (STEM) and Workforce Aid.

The STEM and Workforce Program State Aid formula is based on each community college district's enrollment changes from the previous year. Full-time equivalent student enrollment (FTSE) declined by 1,731 students in FY 2022, generating a net reduction in the STEM and Workforce Program State Aid per A.R.S. § 15-1464.

Funding	FY 2024
General Fund	(529.7)
Issue Total	(529.7)

Remove One-Time FY 2023 Appropriations

The Executive Budget removes in FY 2024 the one-time FY 2023 appropriations for various one-time initiatives.

Laws 2022, Chapter 313 provided the following one-time appropriations:

- Dine College Student Center: \$8 million
- Rural Aid: \$7 million
- Cochise First Responders Academy: \$6.25 million
- Navajo Technical University Laboratory: \$4 million

The Executive Budget aligns with current law by backing out these appropriations.

Funding	FY 2024
General Fund	(25,250.0)
Issue Total	(25,250.0)

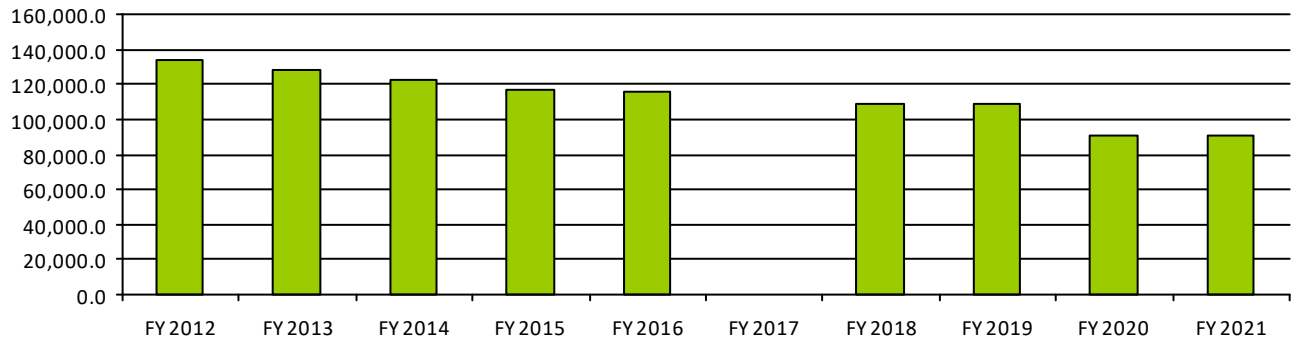
In addition to the funding amounts for this agency shown in this section, the Executive Budget also includes funding changes for this agency in the Statewide Adjustments section, which is immediately after the Capital section. Statewide Adjustments for FY 2024 include changes for health insurance premiums, retirement contributions, rent charges, accounting system costs, risk management charges, state motor vehicle fleet charges and ERE corrections.

There could also be funding for this agency in the capital or the statewide and large automation projects sections, which follow the Department of Water Infrastructure Finance Authority.

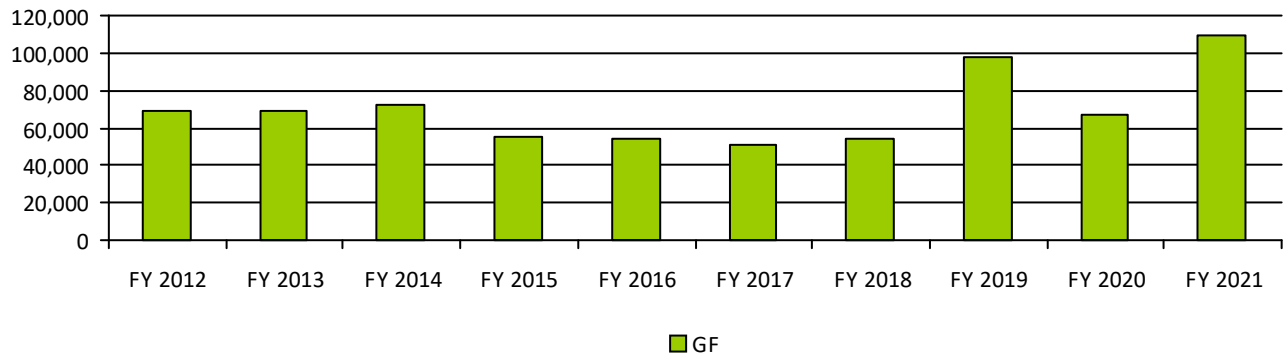
As part of the Executive Budget, for some agencies, there are changes to Arizona Revised Statutes and General Appropriations Act footnotes.

Link to [**EXECUTIVE BUDGET LEGISLATIVE CHANGES**](#)

Full-Time Equivalent Student Enrollment



Agency Expenditures (in \$1,000s)



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

State Appropriations

BY PROGRAM	FY 2022	FY 2023	FY 2024	FY 2024
	Actual	Approp.	Net Change	Exec. Bud.
Dine College	1,000.0	1,000.0	0.0	1,000.0
Equalization Aid	35,906.2	38,328.5	3,248.8	41,577.3
Gila Provisional Community College	200.0	200.0	0.0	200.0
Maricopa Nursing Center	0.0	18,250.0	(18,250.0)	0.0
One-Time Student Count Funding	28,000.0	21,000.0	7,000.0	28,000.0
Operating State Aid	15,281.4	12,600.4	1,047.6	13,648.0
Rural County Allocation	4,337.3	4,582.0	0.0	4,582.0
Rural County Reimbursement Subsidy	1,773.8	1,082.9	0.0	1,082.9
STEM and Workforce Programs	6,549.9	14,722.8	(529.7)	14,193.1
Tribal Community Colleges	2,856.1	3,014.8	0.0	3,014.8
Urban Aid	13,000.0	0.0	0.0	0.0
Agency Total - Appropriated Funds	108,904.7	114,781.4	(7,483.3)	107,298.1

BY EXPENDITURE OBJECT	FY 2022	FY 2023	FY 2024	FY 2024
	Actual	Approp.	Net Change	Exec. Bud.
Aid to Others	108,904.7	114,781.4	(7,483.3)	107,298.1

Agency Total - Appropriated Funds	108,904.7	114,781.4	(7,483.3)	107,298.1
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BY APPROPRIATED FUND

	FY 2022 Actual	FY 2023 Approp.	FY 2024 Net Change	FY 2024 Exec. Bud.
General Fund	108,904.7	114,781.4	(7,483.3)	107,298.1
Agency Total - Appropriated Funds	108,904.7	114,781.4	(7,483.3)	107,298.1

FOR MORE DETAIL ABOUT EACH FUND SEE THE STATE FUNDS BOOK

Special Line Appropriations

	FY 2022 Actual	FY 2023 Approp.	FY 2024 Net Change	FY 2024 Exec. Bud.
Cochise First Responders Academy	0.0	6,250.0	(6,250.0)	0.0
Dine College Student Center	0.0	8,000.0	(8,000.0)	0.0
Navajo Technical University Laboratory	0.0	4,000.0	(4,000.0)	0.0
Urban Aid - Maricopa	10,400.0	0.0	0.0	0.0
Urban Aid - Pima	2,600.0	0.0	0.0	0.0
Operating State Aid Cochise	4,373.5	4,230.0	193.7	4,423.7
Operating State Aid Coconino	1,626.5	1,369.6	46.3	1,415.9
Operating State Aid Gila	271.5	155.3	(3.9)	151.4
Operating State Aid Graham	1,936.1	1,532.3	129.6	1,661.9
Operating State Aid Mohave	1,205.5	903.0	21.4	924.4
Operating State Aid Navajo	1,512.3	1,393.4	(47.3)	1,346.1
Operating State Aid Pinal	1,356.5	818.2	272.7	1,090.9
Operating State Aid Santa Cruz	17.1	0.0	0.0	0.0
Operating State Aid Yavapai	590.5	300.4	72.6	373.0
Operating State Aid Yuma/La Paz	2,391.9	1,898.2	362.5	2,260.7
STEM and Workforce Programs State Aid Cochise	928.4	895.2	59.5	954.7
STEM and Workforce Programs State Aid Coconino	371.8	293.8	15.7	309.5
STEM and Workforce Programs State Aid Gila	127.2	91.9	(3.2)	88.7
STEM and Workforce Programs State Aid Graham	484.2	361.5	48.2	409.7
STEM and Workforce Programs State Aid Maricopa	1,600.0	8,584.9	(657.3)	7,927.6
STEM and Workforce Programs State Aid Mohave	465.7	373.8	4.8	378.6
STEM and Workforce Programs State Aid Navajo	319.7	283.6	(21.1)	262.5
STEM and Workforce Programs State Aid Pima	400.0	1,776.6	(7.6)	1,769.0
STEM and Workforce Programs State Aid Pinal	96.5	551.1	105.6	656.7
STEM and Workforce Programs State Aid Santa Cruz	29.8	21.8	(0.6)	21.2
STEM and Workforce Programs State Aid Yavapai	699.2	611.1	26.1	637.2
STEM and Workforce Programs State Aid Yuma/La Paz	1,027.4	877.5	(99.8)	777.7
Equalization Aid Cochise	7,925.3	8,771.4	988.2	9,759.6
Equalization Aid Graham	18,193.2	19,114.0	798.0	19,912.0
Equalization Aid Navajo	9,171.0	9,912.9	1,276.7	11,189.6
Equalization Aid Yuma/La Paz	616.7	530.2	185.9	716.1
Rural Community College Aid Cochise	6,251.0	5,267.5	1,609.8	6,877.3
Rural Community College Aid Coconino	1,907.3	1,343.4	439.2	1,782.6
Rural Community College Aid Gila	652.3	421.8	115.8	537.6
Rural Community College Aid Graham	2,483.7	1,633.2	574.3	2,207.5
Rural Community College Aid Mohave	2,388.9	1,714.4	517.5	2,231.9
Rural Community College Aid Navajo	1,640.2	1,305.6	336.2	1,641.8
Rural Community College Aid Pinal	3,666.0	2,476.6	988.9	3,465.5
Rural Community College Aid Santa Cruz	153.0	97.8	24.1	121.9
Rural Community College Aid Yavapai	3,586.9	2,782.2	871.8	3,654.0
Rural Community College Aid Yuma/La Paz	5,270.7	3,957.5	1,522.4	5,479.9
Rural County Allocation	4,337.3	4,582.0	0.0	4,582.0
Rural County Reimbursement Subsidy	1,773.8	1,082.9	0.0	1,082.9
Tribal Community Colleges	2,856.1	3,014.8	0.0	3,014.8
Additional Gila Workforce Development Aid	200.0	200.0	0.0	200.0
Dine College Remedial Education	1,000.0	1,000.0	0.0	1,000.0
Agency Total - Appropriated Funds	108,904.7	114,781.4	(7,483.3)	107,298.1

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 2022 ACTUAL	FY 2023 ESTIMATE	FY 2024 BASELINE
SPECIAL LINE ITEMS			
Equalization Aid			
Cochise	7,925,300	8,771,400	9,759,600
Graham	18,193,200	19,114,000	19,912,000
Navajo	9,171,000	9,912,900	11,189,600
Yuma/La Paz	616,700	530,200	716,100
<i>Subtotal - Equalization Aid</i>	35,906,200	38,328,500	41,577,300
Operating State Aid			
Cochise	4,373,500	4,230,000	4,428,300
Coconino	1,626,500	1,369,600	1,424,100
Gila	271,500	155,300	155,100
Graham	1,936,100	1,532,300	1,674,800
Mohave	1,205,500	903,000	934,100
Navajo	1,512,300	1,393,400	1,349,900
Pinal	1,356,500	818,200	1,108,100
Santa Cruz	17,100	0	0
Yavapai	590,500	300,400	382,300
Yuma/La Paz	2,391,900	1,898,200	2,276,500
<i>Subtotal - Operating State Aid</i>	15,281,400	12,600,400	13,733,200
STEM and Workforce Programs State Aid			
Cochise	928,400	895,200	954,700
Coconino	371,800	293,800	309,500
Gila	127,200	91,900	88,700
Graham	484,200	361,500	409,700
Maricopa	1,600,000	8,584,900	7,927,600
Mohave	465,700	373,800	378,600
Navajo	319,700	283,600	262,500
Pima	400,000	1,776,600	1,769,000
Pinal	96,500	551,100	656,700
Santa Cruz	29,800	21,800	21,200
Yavapai	699,200	611,100	637,200
Yuma/La Paz	1,027,400	877,500	777,700
<i>Subtotal - STEM and Workforce Programs State Aid</i>	6,549,900	14,722,800	14,193,100
Rural Aid			
Cochise	6,251,000	5,267,500	3,365,600
Coconino	1,907,300	1,343,400	887,000
Gila	652,300	421,800	256,400
Graham	2,483,700	1,633,200	1,118,700
Mohave	2,388,900	1,714,400	1,089,000
Navajo	1,640,200	1,305,600	771,400
Pinal	3,666,000	2,476,600	1,814,400
Santa Cruz	153,000	97,800	56,700
Yavapai	3,586,900	2,782,200	1,799,200
Yuma/La Paz	5,270,700	3,957,500	2,841,600
<i>Subtotal - Rural Aid</i>	28,000,000	21,000,000	14,000,000
Urban Aid			
Maricopa	10,400,000	0	0
Pima	2,600,000	0	0
<i>Subtotal - Urban Aid</i>	13,000,000	0	0
Rural County Allocation	4,337,300	4,582,000	4,582,000 ^{1/}
Rural County Reimbursement Subsidy	1,773,800	1,082,900	1,082,900 ^{2/}
Tribal Community Colleges	2,856,100	3,014,800	3,014,800 ^{3/}
Additional Gila Workforce Development Aid	200,000	200,000	200,000
Diné College Remedial Education	1,000,000	1,000,000	1,000,000 ^{4/}

	FY 2022 ACTUAL	FY 2023 ESTIMATE	FY 2024 BASELINE
Cochise First Responders Academy	0	6,250,000	0
Navajo Technical University Laboratory	0	4,000,000	0
Diné College Student Center	0	8,000,000	0
AGENCY TOTAL	108,904,700	114,781,400	93,383,300 ^{5/}
FUND SOURCES			
General Fund	108,904,700	114,781,400	93,383,300
SUBTOTAL - Appropriated Funds	108,904,700	114,781,400	93,383,300
Other Non-Appropriated Funds	76,215,100	70,224,300	70,224,300
TOTAL - ALL SOURCES	185,119,800	185,005,700	163,607,600

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 Associates degree, Baccalaureate degree, Certificate of Completion, or transfer to a Baccalaureate degree-granting college or university.

FOOTNOTES

- 1/ 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 2024, that amount is estimated to be \$4,582,000. Because this appropriation is in permanent statute, it is not included in the General Appropriation Act.
- 2/ Of the \$1,082,900 appropriated to the rural county reimbursement subsidy line item, Apache county receives \$699,300 and Greenlee county receives \$383,600. (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/ On or before October 15, 2024, the Diné college board of regents shall submit to the governor, the speaker of the house of representatives, the president of the senate, the secretary of state and the joint legislative budget committee a report that details the course completion rate for students who received remedial education during the 2023-2024 academic year. (General Appropriation Act footnote)
- 5/ General Appropriation Act funds are appropriated as District-by-District Special Line Items.

Equalization Aid

The Baseline includes \$41,577,300 from the General Fund in FY 2024 for Equalization Aid. Adjustments are as follows:

Property Value Changes

The Baseline includes an increase of \$3,248,800 from the General Fund in FY 2024 to reflect increased formula costs for funding Equalization Aid due to assessed valuation changes. Detail of specific district changes is shown in *Table 1*.

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, according to the most recent decennial census data. Actual assessed valuation for rural districts was 6.2% higher in TY 2022 than in the preceding year. Therefore, for the FY 2024 Equalization Aid formula calculation, the

District	FY 2023	Year-over- Year Change	FY 2024
Cochise	\$ 8,771,400	\$988,200	\$ 9,759,600
Graham	19,114,000	798,000	19,912,000
Navajo	9,912,900	1,276,700	11,189,600
Yuma/La Paz	530,200	185,900	716,100
Total	\$38,328,500	\$3,248,800	\$41,577,300

minimum assessed valuation increased 6.2% to approximately \$1.74 billion. (See Table 2 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.

In any one year a district’s equalization assistance will depend on 1) whether the district falls below the minimum threshold (\$1.74 billion in FY 2024), 2) whether the district’s dollar change in assessed value was less than the rural districts’ average change, and 3) the applicable tax rate.

District	TY 2021 Primary AV	TY 2022 Primary AV	TY 2021-2022 % Growth
Cochise*	\$ 994,800,800	\$ 1,023,219,900	2.9 %
Graham*	239,863,700	282,173,500	17.6 %
Navajo*	911,478,100	918,845,900	0.8 %
Yuma/La Paz*	1,596,348,900	1,683,333,600	5.4 %
Coconino	1,983,520,000	2,077,032,200	4.7 %
Mohave	2,143,344,600	2,298,472,300	7.2 %
Pinal	2,868,880,600	3,118,901,200	8.7 %
Yavapai	<u>3,143,221,200</u>	<u>3,333,228,500</u>	<u>6.0 %</u>
Total	\$13,881,457,800	\$14,735,207,000	6.2 %
Minimum AV	\$1,635,047,200	\$1,735,602,600	6.2 %

* These districts qualify to receive Equalization Aid under the state funding formula in FY 2024.

Operating State Aid

The Baseline includes \$13,733,200 from the General Fund in FY 2024 for Operating State Aid. Adjustments are as follows:

Enrollment Changes

The Baseline includes an increase of \$1,132,800 from the General Fund in FY 2024 to fund the statutory formula for Operating State Aid.

This amount funds statutory formula costs for a 2,124, or 9.3%, increase in Full Time Student Equivalent (FTSE) students in rural community colleges (see Table 3). The 2,124 net FTSE increase consists of a 1,656 FTSE increase in non-dual enrollment students and a 468 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.

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 2024, the last actual FTSE data was from FY 2022.)

Maricopa and Pima County are also statutory recipients of Operating State Aid. However, a session law provision suspends the formula.

The full formula funding for Maricopa and Pima County cannot effectively be calculated for FY 2024. 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.

	FY 2021 FTSE	FY 2022 FTSE	Percentage Change
<u>Rural Districts</u>			
Cochise	5,620	5,999	6.7%
Coconino	1,491	1,581	6.0%
Gila	472	457	(3.2)%
Graham	1,770	1,994	12.7%
Mohave	1,914	1,941	1.4%
Navajo	1,468	1,375	(6.3)%
Pinal	2,655	3,234	21.8%
Santa Cruz	104	101	(2.9)%
Yavapai	3,062	3,207	4.7%
Yuma/La Paz	<u>4,274</u>	<u>5,065</u>	<u>18.5%</u>
<i>Subtotal</i>	<i>22,830</i>	<i>24,954</i>	<i>9.3%</i>
<u>Urban Districts</u>			
Maricopa	56,417	52,588	(6.8)%
Pima	<u>11,488</u>	<u>11,462</u>	<u>(0.2) %</u>
Total	90,735	89,004	(1.9)%

STEM and Workforce Programs State Aid

The Baseline includes \$14,193,100 from the General Fund in FY 2024 for Science, Technology, Engineering and Mathematics (STEM) and Workforce Programs State Aid. Adjustments are as follows:

Enrollment Changes

The Baseline includes a decrease of \$(529,700) from the General Fund in FY 2024 to fund decreased formula costs for STEM and Workforce Programs State Aid. This reduction is the result of a net decline in enrollment in FY 2022.

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 FY 2024 Baseline continues to suspend the inflation adjustment required by statute and provides \$210 per FTSE for districts with 5,000 or less FTSE and \$160 per FTSE for districts with greater than 5,000 FTSE.

Rural Aid

The Baseline includes \$14,000,000 from the General Fund in FY 2024 for Rural Aid. Adjustments are as follows:

Remove One-Time Rural Aid

The Baseline includes a decrease of \$(7,000,000) from the General Fund in FY 2024 for the elimination of one-time aid to the 10 rural community college districts.

In FY 2023, this funding was allocated to the 10 rural community college districts based on each district's share of actual FY 2021 enrollment.

In FY 2024, rural aid will be allocated based on each district's share of actual FY 2022 enrollment.

Rural County Allocation

The Baseline includes \$4,582,000 from the General Fund in FY 2024 for Rural County Allocation. This amount is unchanged from FY 2023.

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. In practice, this provision affects Apache and Greenlee Counties. A.R.S. § 15-1469.01 provides that the General Fund will pay the initial cost for these counties and that the state will then withhold these

counties' Transaction Privilege Tax (TPT) revenues to offset a portion of that cost.

A.R.S. § 15-1469C prescribes the formula that calculates the amount that is owed by Apache and Greenlee Counties to the out of county community college districts. The formula is based on the number Apache and Greenlee students who attended school in an established community college district, as well as the average operating cost per student of that district. In calculating the TPT withholding for Apache and Greenlee Counties, however, the state only counts the average operating aid per student generated by the primary property tax levy. The difference between the average per student operating cost generated by primary property taxes and the average overall operating cost is effectively absorbed by the state General Fund.

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 2022, the JLBC Staff reported the amount to be \$4,582,000 for FY 2023.

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 \$1,082,900 from the General Fund in FY 2024 for Rural County Reimbursement Subsidy. This amount is unchanged from FY 2023.

This line item partially offsets the remaining cost to counties that are not part of an established community college district. The funding is appropriated to Apache and Greenlee. The Baseline continues a General Appropriation Act footnote allocating these monies. Of the \$1,082,900 subsidy, \$699,300 is distributed to Apache and \$383,600 to Greenlee. Due to differences in out-of-county enrollment levels, the subsidy partially offsets Apache's costs and fully eliminates Greenlee's costs.

Tribal Community Colleges

The Baseline includes \$3,014,800 from the General Fund in FY 2024 for Tribal Community Colleges. This amount is unchanged from FY 2023.

The Baseline includes 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 budget 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 also includes \$389,800 for Tohono O'odham Community College.

As described below, each of these amounts will depend on actual FY 2024 TPT revenue collections and the FY 2024 appropriation will adjust automatically.

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 2024 will depend on FY 2024 collections. Given the language of A.R.S. § 42-5031.01, these monies do not appear in the General Appropriation Act. (Please see the FY 2020 Appropriations Report for more information.)

Additional Gila Workforce Development Aid

The Baseline includes \$200,000 from the General Fund in FY 2024 for Additional Gila Workforce Development Aid. This amount is unchanged from FY 2023.

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).

Diné College Remedial Education

The Baseline includes \$1,000,000 from the General Fund in FY 2023 for Diné College Remedial Education. This amount is unchanged from FY 2023.

This line item provides additional funding to Diné College to provide remedial education to help students prepare for college-level courses such as reading, writing and mathematics. In addition, the Baseline continues a General Appropriation Act footnote that requires the Diné college board of regents to submit a report that details

the course completion rate for students who received remedial education during the 2023-2024 academic year to the JLBC, Governor's office, and legislative leaders on or before October 15, 2024.

Cochise First Responders Academy

The Baseline includes no funding in FY 2024 for the Cochise First Responders Academy. Adjustments are as follows:

Remove One-Time Funding

The Baseline includes a decrease of \$(6,250,000) from the General Fund in FY 2024 for the elimination of one-time funding for the construction of a Cochise First Responders Academy.

Navajo Technical University Laboratory

The Baseline includes no funding in FY 2024 for the Navajo Technical University Laboratory. Adjustments are as follows:

Remove One-Time Funding

The Baseline includes a decrease of \$(4,000,000) from the General Fund in FY 2024 for the elimination of one-time funding for construction of an environmental testing laboratory at Navajo Technical College.

Diné College Student Center

The Baseline includes no funding in FY 2024 for the Diné College Student Center. Adjustments are as follows:

Remove One-Time Funding

The Baseline includes a decrease of \$(8,000,000) from the General Fund in FY 2024 for the elimination of one-time funding for construction of a Diné College Student Center.

Other Issues

Statutory Changes

The Baseline would:

- As session law, continue to suspend the Operating State Aid funding at levels specified in the General Appropriation Act, which effectively means suspending the formula in FY 2024 for only Maricopa and Pima Counties.
- As session law, continue to set the Science, Technology, Engineering and Mathematics and Workforce Programs district funding at levels

specified in the General Appropriation Act, which effectively means suspending the inflation adjustment in the formula in FY 2024 for all community college districts.

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 3.7% of their revenues (excluding bond proceeds) from state aid.

Long-Term Budget Impacts

As part of the Baseline's 3-year spending plan, Community College General Fund costs are projected to increase by \$3,209,000 in FY 2025 above FY 2024 spending and to increase by \$3,409,500 in FY 2026 above FY 2025 spending.

These estimates are based on:

- Flat enrollment growth (so no change in costs for Operating State Aid or STEM and Workforce Programs State Aid for FY 2025 and FY 2026).
- An increase of \$3,209,000 for Equalization Aid in FY 2025 spending above FY 2024 and \$3,409,500 in FY 2026 above FY 2025 spending. These estimates assume total Net Assessed Value (NAV) growth of 5.7% in FY 2025 and FY 2026.

For FY 2023, base operating revenues from all sources are estimated to be \$1,935,863,900 (See Table 4 for a summary of FY 2023 total revenue estimates.)

Property taxes are the single largest revenue source for the community colleges, accounting for 51.3% 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 TY 2022 property tax rates.)

Under A.R.S. § 42-17051, community colleges are allowed to collect 2% more in property tax revenues annually, not

Table 4
Total Estimated Community College Revenues – FY 2023 ^{1/}

District	State Aid ^{2/}	Tuition/Fees	Property Taxes	Grants ^{3/}	Other ^{4/}	FY 2023 Total ^{5/}	FY 2022 Total ^{6/}	% Change from FY 2022
Cochise	\$18,268,900	\$8,591,100	\$24,861,200	\$18,781,000	\$1,486,200	\$71,998,400	\$79,506,800	(9.4)%
Coconino	2,785,300	6,478,700	10,829,100	8,519,700	621,400	29,234,100	31,436,000	(7.0)%
Gila ^{7/}	577,100	0	5,590,900	615,400	355,000	7,138,400	6,447,300	10.7%
Graham	22,279,500	6,993,000	7,651,700	10,885,900	4,209,600	52,019,700	56,174,100	(7.4)%
Maricopa	0	186,507,300	613,414,100	313,762,600	20,046,000	1,133,730,000	1,091,060,400	3.9%
Mohave	2,617,400	9,501,400	27,347,200	17,650,000	417,400	57,533,500	53,044,800	8.5%
Navajo	12,611,900	4,300,000	16,084,100	10,700,000	3,903,600	47,599,600	42,534,000	11.9%
Pima	0	41,801,000	130,487,900	64,477,500	10,577,300	247,343,700	250,617,700	(1.3)%
Pinal	3,294,800	5,489,000	64,351,300	20,812,400	5,055,000	99,002,500	98,083,500	0.9%
Santa Cruz ^{7/}	97,800	10,200	1,756,800	243,000	11,700	2,119,500	1,866,300	13.6%
Yavapai	2,143,800	11,860,000	49,860,100	16,698,100	5,522,600	86,084,600	88,078,400	(2.3)%
Yuma/La Paz	<u>6,385,900</u>	<u>14,867,500</u>	<u>40,792,200</u>	<u>36,821,000</u>	<u>3,203,300</u>	<u>102,069,900</u>	<u>116,156,600</u>	<u>(12.1)%</u>
Total ^{8/}	\$71,062,400	\$296,399,200	\$993,026,600	\$519,966,600	\$55,409,100	\$1,935,863,900	\$1,915,005,900	1.1%

^{1/} That data in this table was provided by the Arizona Community College Coordinating Council.
^{2/} State Aid revenue includes Operating State Aid and Equalization Aid.
^{3/} Includes federal coronavirus-related grants.
^{4/} Includes auxiliary programs, interest income, workforce development funds, and transfers.
^{5/} Total revenues do not include bond proceeds or district fund balances. Including these amounts, total revenues are estimated to be \$2,303,537,800 for FY 2023.
^{6/} Total revenues do not include bond proceeds or district fund balances. Including these amounts, total revenues are \$2,107,007,600 for FY 2022.
^{7/} 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.
^{8/} Columns may not add to total due to rounding.

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 15.3% of total revenues. Tuition and fees are assessed on a per credit hour basis. FY 2023 weighted average tuition (weighted for each district’s proportion of the statewide FTSE count) is \$2,511 if a full-time student attends for 30 hours a year. The FY 2023 amount represents a decrease of (2.7)% from FY 2022. (See Table 6 for FY 2023 resident tuition and fee rates.)

Table 5
Community College Tax Rates – TY 2022

District	Primary Rate	Secondary Rate	Combined Rate	% Change Combined Rate from TY 2021
Cochise	\$2.43	\$0.00	\$2.43	(0.4)%
Coconino	0.52	0.00	0.52	18.4%
Gila	0.94	0.00	0.94	(1.8)%
Graham	2.71	0.00	2.71	(12.5)%
Maricopa	1.09	0.10	1.19	(2.5)%
Mohave	1.19	0.00	1.19	(4.0)%
Navajo	1.75	0.00	1.75	0.0%
Pima	1.29	0.00	1.29	1.4%
Pinal	1.87	0.19	2.06	(4.3)%
Santa Cruz	0.45	0.00	0.45	(2.0)%
Yavapai	1.50	0.00	1.50	(4.4)%
Yuma/La Paz	2.10	0.32	2.42	(1.9)%

Table 6
Community College Resident Tuition and Fees – FY 2023

District	Average Cost Per Credit Hour	Annual Cost ^{1/}	% Change from FY 2022
Cochise	\$91	\$2,730	0.0%
Coconino	136	4,068	20.0%
Gila	93	2,790	3.3%
Graham	93	2,790	3.3%
Maricopa	85	2,550	0.0%
Mohave	81	2,430	0.0%
Navajo	85	2,550	3.7%
Pima	89	2,670	2.3%
Pinal	50	1,500	(41.9)%
Santa Cruz	44	1,305	0.0%
Yavapai	78	2,352	3.2%
Yuma/La Paz	92	2,760	2.2%
Weighted Average	\$84	\$2,511	(2.7)%

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

Community colleges also receive grants and “other” revenue from a variety of sources. Combined, they account for approximately 29.7% of community college revenues.

Revenue listed in the “other” category includes auxiliary programs, interest incomes, workforce development funds, and transfers.

Total Community College Expenditures

Table 7 shows total budgeted FY 2023 community college expenditures. In FY 2023, total budgeted expenditures are \$2,302,619,400. As mentioned previously, base operating revenues for FY 2023 are \$1,935,863,900; however, this figure does not include allocated fund balances or bond proceeds. Including these amounts, total available revenues are \$2,303,537,800. Of the total \$2,302,619,400 in budgeted expenditures, \$1,845,463,400, or 80.1%, of these expenditures are from the community colleges’ General and Restricted Funds. This includes \$518,537,100, or 22.5%, for instruction and \$290,216,200, or 12.6%, for institutional support.

Expenditures for auxiliary enterprises, including revenue-generating retail and business services such as parking lots, bookstores, and food service, are \$74,865,400, or 3.3% of the total. Plant Fund expenditures, which generally include capital costs, are \$299,469,600, or 13.0% of the total. The remaining \$82,821,000, or 3.6%, is for debt service.

Community College Expenditure Limitations

The Arizona Constitution requires the Economic Estimates Commission to calculate the expenditures limitation for community college districts based on FY 1980 expenditures. The base limit is adjusted each year for enrollment and inflation.

The expenditure limitation does not apply to certain monies received by community college districts, such as tuition and fees or federal grants. A.R.S. § 15-1444 also excludes from the expenditure limitation auxiliary fees, entrepreneurial and commercial activities, research and development agreements, and grants from the state, political subdivisions, tribal governments, or special taxing districts.

As part of the annual budget submission process, the community college districts calculate their expenditures for the current year. These figures are then audited by the Auditor General after the end of each fiscal year.

Table 7

Community Colleges - FY 2023 Budgeted Expenditures

<u>General/Restricted Funds</u>	<u>Total</u>	<u>% of Total</u>
Instruction	\$ 518,537,100	22.5%
Public Service	119,251,000	5.2%
Academic Support	179,199,400	7.8%
Student Services	348,227,500	15.1%
Institutional Support	290,216,200	12.6%
Operation & Maintenance	67,174,400	2.9%
Scholarships & Grants	236,553,600	10.3%
Contingency	86,304,200	3.7%
Subtotal ^{1/}	\$1,845,463,400	80.1%
Auxiliary Enterprises Fund	\$ 74,865,400	3.3%
Plant Fund	299,469,600	13.0%
Debt Service	82,821,000	3.6%
Total ^{1/}	\$2,302,619,400	100%

^{1/} May not add to subtotal and total due to rounding.

Table 8

Community College Expenditure Limits – FY 2023

<u>District</u>	<u>Expenditure Limit</u>	<u>Estimated Expenditures</u>
Cochise	\$69,226,449	\$58,528,942
Coconino	16,739,344	16,739,344
Gila*	5,166,461	4,908,138
Graham	34,492,544	32,767,917
Maricopa	470,676,039	470,676,039
Mohave	25,000,644	25,000,644
Navajo	15,220,497	15,220,497
Pima	137,158,048	137,158,048
Pinal	36,753,233	36,753,233
Santa Cruz*	1,175,815	1,175,815
Yavapai	48,401,894	47,425,710
Yuma/La Paz	55,710,097	51,319,057

* Indicates provisional community college district

Table 8 includes the FY 2023 expenditure limits and the estimated expenditures reported by the districts. Of the 12 districts, 7 currently estimate that they will be at the limit in FY 2023.

A.R.S. § 41-1279.07 stipulates that a community college district that exceeds its expenditure limitation without authorization will have the following amount of state aid withheld, based on the percentage of the excess expenditure:

- If the excess expenditures are less than 5% of the limitation, the amount withheld is equal to the excess expenditures.
- If the excess expenditures are between 5% and 10% of the limitation or are less than 5% of the limitation and it is at least the second consecutive instance of excess expenditures, the amount withheld is equal to 3 times the excess expenditures.
- If the excess expenditures are equal to 10% or more of the limitation, the amount withheld is equal to 5 times the excess expenditures or one-third of the district's allocation of state aid, whichever is less.

Laws 2022, Chapter 367 reduces the penalty for a community college district that exceeds its FY 2023 expenditure limitation without authorization. For FY 2023, the amount of state aid withheld, based on the percentage of the excess expenditure, will be as follows:

- If the excess expenditures are less than 5% of the limitation, the amount withheld is \$5,000.
- If the excess expenditures are between 5% and 10% of the limitation, the amount withheld is \$15,000.
- If the excess expenditures are between 10% and 12% of the limitation, the amount withheld is \$20,000.
- If the excess expenditures are equal to 12% or more of the limitation, the amount withheld is equal to 5 times the excess expenditures or one-third of the district's allocation of state aid, whichever is less. However, for a provisional community college district, the maximum amount of state aid withheld may not exceed 1% of the district budget.

SUMMARY OF FUNDS	FY 2022	FY 2023
	Actual	Estimate
Smart and Safe Arizona Fund (varies by account/A.R.S. § 36-2856)		Non-Appropriated
Source of Revenue: The fund receives revenues from a 16.0% excise tax on the sale of recreational marijuana products and license and registration fees.		
Purpose of Fund: To pay costs incurred by state agencies to implement the provisions of Proposition 207, which legalized the adult use of recreational marijuana. After agencies pay administrative costs, the remaining funds are distributed 33.0% to community college districts, 31.4% to municipal police and fire departments, 25.4% to the Highway User Revenue Fund, 10.0% to the Justice Reinvestment Fund, and 0.2% to the Attorney General.		
Funds Expended	44,679,700	38,161,600
Year-End Fund Balance	0	0

SUMMARY OF FUNDS	FY 2022 Actual	FY 2023 Estimate
Tribal Assistance Fund (No Fund Number/A.R.S. § 42-5029)		Non-Appropriated
Source of Revenue: A portion of the 0.6% education sales tax. The law directs each qualifying tribal community college to receive distributions in the same manner as the transfers to individual community college district workforce development accounts. A "qualifying Indian tribe" is an Indian tribe that owns, operates, and charters any community college located on its own reservation in this state.		
Purpose of Fund: To fund workforce development and job training activities at a community college owned, operated, or chartered by a qualifying Indian tribe.		
Funds Expended	1,086,400	1,240,800
Year-End Fund Balance	0	0
Workforce Development Accounts (varies by account/A.R.S. § 15-1472)		Non-Appropriated
Source of Revenue: Three percent of collections from the 0.6% education sales tax, after debt service on state school facilities revenue bonds has been paid. This funding was authorized by voter approval of Proposition 301 in the November 2000 General Election.		
Purpose of Fund: To fund workforce development and training activities at the community college districts.		
Funds Expended	30,449,000	30,821,900
Year-End Fund Balance	0	0

2023 LEVY LIMIT WORKSHEET

Date: 2/10/2023

NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE
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MAXIMUM LEVY	2022
A.1. Maximum Allowable Primary Tax Levy	\$16,702,781
A.2. A.1 multiplied by 1.02	\$17,036,837

CURRENT YEAR NET ASSESSED VALUE SUBJECT TO TAXATION IN PRIOR YEAR	2023
B.1. Centrally Assessed	\$163,151,180
B.2. Locally Assessed Real Property	\$768,157,266
B.3. Locally Assessed Personal Property	\$19,419,373
B.4. Total Assessed Value (B.1 through B.3)	\$950,727,819
B.5. B.4. divided by 100	\$9,507,278

CURRENT YEAR NET ASSESSED VALUES	2023
C.1. Centrally Assessed	\$166,972,163
C.2. Locally Assessed Real Property	\$783,021,565
C.3. Locally Assessed Personal Property	\$19,419,373
C.4. Total Assessed Value (C.1 through C.3)	\$969,413,101
C.5. C.4. divided by 100	\$9,694,131

LEVY LIMIT CALCULATION	2023
D.1. LINE A.2	\$17,036,837
D.2. LINE B.5	\$9,507,278
D.3. D.1/D.2 (MAXIMUM ALLOWABLE TAX RATE)	1.7920
D.4. LINE C.5	\$9,694,131
D.5. D.3 multiplied by D.4 = MAXIMUM ALLOWABLE LEVY LIMIT	\$17,371,883
D.6. Excess Collections/Excess Levy	
D.7. Amount in Excess of Expenditure Limit	
D.8. ALLOWABLE LEVY LIMIT (D.5 - D.6 - D.7)	\$17,371,883

<i>2023 New Construction</i>	\$18,685,282
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Contribution Rates

ASRS Defined Benefit Plan

The Arizona State Retirement System Defined Benefit Plan provides for lifelong monthly retirement income for qualified members.

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

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

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

The Fiscal Year, How Rates Are Determined, How Often They Change

The fiscal year for the ASRS is from July 1 to the following June 30. Each July 1, the new contribution rate takes effect. This rate could increase, decrease, or stay the same from the previous year. Based on current projections, we're optimistic that contribution rates will remain stable for the foreseeable future.

Contribution Rates

Fiscal Year 2022-23. Effective July 1, 2022

	PENSION & HEALTH INSURANCE BENEFIT	LONG TERM DISABILITY INCOME PLAN	TOTAL
Employee	12.03%	0.14%	12.17%
Employer	12.03%	0.14%	12.17%

Fiscal Year 2023-24. Effective July 1, 2023

	PENSION & HEALTH INSURANCE BENEFIT	LONG TERM DISABILITY INCOME PLAN	TOTAL
Employee	12.14%	0.15%	12.29%
Employer	12.14%	0.15%	12.29%

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

[Historical Contribution Rates: 1953-present](#)

Log in to Check Your Balance

By logging in to your secure myASRS account, you can see your contribution history as well as service credit and benefit estimates based on those contributions.

[myASRS Login](#)

Why do contribution rates fluctuate?

How ASRS Contribution Rates are Set ...



In simple terms, to keep our pension system healthy. Contribution rates are determined each year through an actuarial evaluation conducted by an external actuary. In addition to the yearly evaluation, every four to five years a deeper analysis is performed, called an "experience study." These studies evaluate our current assumptions - everything from investment performance to current average lifespan - whether or not those assumptions need to be adjusted going forward, and what effect those adjustments are projected to have over the next 30 years.

While these experience studies don't outline exactly what future contribution rates will be, it does serve as an important piece of the puzzle that we use to determine a path forward, with the goal of continuing to be a healthy, properly funded retirement system.

Was this page helpful?:

Average: 4.1 (137 votes)

About Us

For more than 50 years, the Arizona State Retirement System has provided retirement security to Arizona's public servants, including teachers, municipal workers and other government employees. The ASRS proudly serves more than a half-million members, including more than 100,000 retired members.

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2024-2026 Tuition and Fees

Summary:

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

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

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

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

Tuition

The District Governing Board (DGB) approves tuition on a three-year cycle to help students properly plan for tuition costs. The attached proposal covers the period 2024 to 2026 and requires action.

Proposal:

- The in-state rate will increase \$3 for each of the next three years.
- The in-district rate will now include Apache County and will be set at approximately 80% of the in-state rate, rounded to the nearest whole dollar.
- A rate for bachelor courses is being introduced at 150% of the in-state or out-of-state rate as applicable with no discounts.

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.

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.

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE**

TUITION	Approved 2022-23	Proposed 2023-24	Proposed 2024-25	Proposed 2025-26
IN-DISTRICT (Navajo & Apache Counties)	\$68 per credit hour	Approximately 80% of in-state rate (\$70 per credit hour)	Approximately 80% of in-state rate (\$73 per credit hour)	Approximately 80% of in-state rate (\$75 per credit hour)
IN-STATE (All AZ Counties except Navajo & Apache)	\$85 per credit hour	\$88 per credit hour	\$91 per credit hour	\$94 per credit hour
OUT-OF-STATE	\$410 per credit hour	\$410 per credit hour	\$410 per credit hour	\$410 per credit hour
EARLY COLLEGE IN-DISTRICT (Navajo & Apache Counties)	\$68 per credit hour	Approximately 80% of in-state rate (\$70 per credit hour)	Approximately 80% of in-state rate (\$73 per credit hour)	Approximately 80% of in-state rate (\$75 per credit hour)
EARLY COLLEGE IN-STATE (All AZ Counties except Navajo & Apache)	\$85 per credit hour	\$88 per credit hour	\$91 per credit hour	\$94 per credit hour
EARLY COLLEGE OUT-OF-STATE	\$85 per credit hour	\$88 per credit hour	\$91 per credit hour	\$94 per credit hour
SENIOR CITIZENS 60 years or older	50% of the applicable rate: In-District, In-State, or Out- of-State. (Does not apply to non-credit courses)	50% of the applicable rate: In-District, In-State, or Out-of-State. (Does not apply to non-credit courses)		
BACHELOR COURSES (3XX & 4XX)	N/A	150% of the applicable In-State or Out-State rate. No discounts.		
CCP COURSES	50% of the applicable rate: In-District, In-State, or Out- of-State. (Does not apply to non-credit courses)	50% of the applicable rate: In-District, In-State, or Out-of-State. (Does not apply to non-credit courses)		
SUMMER SESSION COURSES	50% of the applicable rate: In-District, In-State, or Out- of-State. (Does not apply to non-credit courses)	50% of the applicable rate: In-District, In-State, or Out-of-State. (Does not apply to non-credit courses)		
WICHE WUE	150% of the In-State rate	150% of the In-State rate		
REFUNDS FOR TUITION	100% through the second week of the semester. 100% if NPC cancels the class. Eff Fall 2022.	100% through the second week of the semester. 100% if NPC cancels the class.		
SUMMER SESSION REFUNDS	100% through the first week of the semester. 100% if NPC cancels the class. Eff Fall 2022.	100% through the first week of the semester. 100% if NPC cancels the class.		
SHORT-TERM COURSE REFUNDS	100% before the first day of class. 100% if NPC cancels the class. Eff Fall 2022.	100% before the first day of class. 100% if NPC cancels the class.		

Notes:

*50% discounts are not to be combined

Bold items indicate a change from prior year

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2023-2024
Course Fees

ARTS & SCIENCES			Approved 2022-23	Proposed 2023-24
ANT	104	Biological Anthropology & Human Origins	\$40	\$40
ART	103	Basic Design	\$20	\$0
ART	105	Beginning Drawing I	\$20	\$25
ART	110	Figure Drawing I	\$20	\$25
ART	121	Digital Photography I	\$25	\$25
ART	140	Lettering	\$20	\$25
ART	150	Advertising Design	\$20	\$25
ART	155	Printmaking	\$20	\$25
ART	170	Sculpture I	\$20	\$25
ART	175	Painting	\$20	\$25
ART	180	Watercolor	\$20	\$25
ART	185	Handbuilding Pottery	\$25	\$35
ART	186	Clay Sculpture	\$25	\$35
ART	187	Raku Pottery	\$25	\$35
ART	190	Ceramics	\$25	\$35
ART	199	Photography Enrichment	\$25	\$25
ART	199	Ceramic Enrichment	\$25	\$35
ART	205	Drawing II	\$20	\$25
ART	206	Figure Drawing II	\$20	\$25
ART	220	Painting II	\$20	\$25
ART	221	Digital Photography II	\$25	\$25
ART	222	Digital Photography Practicum	\$25	\$25
ART	225	Watercolor II	\$20	\$25
ART	245	Ceramics II	\$25	\$35
ART	246	Ceramics III	\$25	\$35
ART	247	Ceramics IV	\$25	\$35
ART	280	Art Studio – 2 Dimensional	\$20	\$25
ART	281	Art Studio – 3 Dimensional	\$25	\$25
ART	289	Figurative Ceramics	\$25	\$35
BIO	100	Biological Concepts	\$40	\$40
BIO	160	Intro. to Human Anatomy & Physiology	\$40	\$40
BIO	181	General Biology I	\$40	\$40
BIO	182	General Biology II	\$40	\$40
BIO	201	Human Anatomy & Physiology I	\$40	\$40
BIO	202	Human Anatomy & Physiology II	\$40	\$40
BIO	205	Microbiology	\$40	\$40
CHM	ALL	All Courses	\$40	\$40

ARTS & SCIENCES (cont'd)			Approved 2022-23	Proposed 2023-24
ECD	ALL	ECD Permanent Number/1 cr.	\$20	\$20
ECD	ALL	ECD Permanent Number/2 cr. & 3 cr. (EXCEPT ECD 200, 222 and 250 at \$0)	\$40	\$40
ECD	108	Observation and Assessment in Early Childhood		\$20
ECD	128	Culture, Language and Community		\$20
ECD	141	Healthy and Safe Early Childhood Practices		\$40
ECD	175	Professionalism		\$20
ECD	184	Early Social and Emotional Development		\$40
ECD	186	Effective Interactions for Learning		\$20
ECD	187	Supporting STEM in Early Childhood		\$20
ECD	290	Early Childhood Practicum I		\$40
ECD	297	EC Capstone I		\$40
ECD	387	STEM Instruction in the Early Childhood Classroom		\$20
ECD	390	Practicum II		\$40
ECD	391	Practicum III		\$40
ECD	490	Capstone/Student Teaching B-PreK		\$60
ECD	491	Capstone/Student Teaching K-3		\$60
EDP	301	Foundations in Reading		\$20
EDU	281 280	Introduction to Structured English Immersion	\$55	\$55
GEO	111	Physical Geography	\$40	\$40
GLG	ALL	All Geology Courses	\$40	\$40
MUS	155	Music Applied (all)	\$120	\$120
POS	221	Arizona Constitution and Government	\$20	\$20
POS	222	U.S. Constitution	\$20	\$20
PHY	ALL	All Physics Courses	\$40	\$40
SPT	130	Introduction to Theatre	\$45	\$50
SPT	178	Stage Makeup	\$70	\$100

Notes:

- **Bold** items indicate a change from prior year.
- Increases in ART and SPT course fees reflect the rising cost of materials.

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2023-2024
Course Fees

CAREER & TECHNICAL EDUCATION			Approved 2022-23	Proposed 2023-24
AJS	102	Intensive Police Academy	\$250	\$300
AJS	ALL	All Administration of Justice courses except AJS102		\$15
ATO	ALL	All Automotive Courses except ATO116	\$125	\$135
ATO	116	Introduction to Auto and Safety	\$135	\$145
BUS	179	Medical Coding	\$40	\$50
CIS	ALL	All CIS Courses except CIS 141, 142, and 145	\$15	\$15
CIS	141	A+ Certification Preparation I	\$150	\$150
CIS	142	A+ Certification Preparation II	\$150	\$150
CIS	145	Network+ Certification Preparation	\$150	\$150
CON	ALL	All Construction Courses except CON102 & CON107	\$50	\$50
CON	102	Introduction to Construction Methods	\$75	\$75
CON	107	Safety and Job Hazard Recognition	\$25	\$25
COS	ALL	All Cosmetology Courses	\$25	\$25
COS	142	Introduction to Hair Care	\$25	\$25
COS	143	Introduction to Basic Skin Care	\$50	\$50
DRF	ALL	All Drafting Courses	\$30	\$30
EIT	ALL	All Energy and Industrial Technician Courses except EIT100 & EIT201	\$150	\$150
EIT	100	Introduction to Advanced Manufacturing	\$175	\$175
EIT	201	Introduction to an Industrial Environment	\$175	\$175
FRS	101	Principles of Fire and Emergency Service Administration	\$10	\$15
FRS	103	Firefighter I	\$135	\$220
FRS	105	Firefighter II	\$135	\$220
FRS	110	HazMat First Responder	\$25	\$55
FRS	126	Rope Rescue I	\$50	\$60
FRS	127	Rope Rescue II	\$50	\$60
FRS	128	Rope Rescue III	\$50	\$60
FRS	130	Incident Command System	\$10	\$15
FRS	132	Fire Investigation I	\$10	\$15
FRS	135	Fire Protection Hydraulics & Water Supply	\$10	\$15
FRS	137	Strategies and Tactics	\$10	\$15
FRS	138	Legal Aspects of Emergency Services	\$10	\$15

CAREER & TECHNICAL EDUCATION (cont'd)			Approved 2022-23	Proposed 2023-24
FRS	139	Confined Space Operations	\$30	\$40
FRS	141	Fire Service Communication	\$10	\$15
FRS	150	Wild Land Firefighter	\$25	\$35
FRS	200	Fire Behavior and Combustion	\$10	\$15
FRS	201	Fire Protection Systems	\$10	\$15
FRS	202	Principles of Emergency Services	\$10	\$15
FRS	203	Fire Prevention	\$10	\$15
FRS	207	Building Construction for Fire Prevention	\$10	\$15
FRS	208	Principles of Fire Emergency Services, Safety & Survival	\$10	\$15
HPE	113	Foundations of Strength and Conditioning		\$35
HPE	146	Personal Training		\$35
HPE	162	Exercise Physiology		\$35
HPE	178	Professional Activities in Weight Training		\$35
HPE	179	Professional Activities in Aerobic Training		\$35
HPE	200	Rehabilitative Techniques		\$35
HPE	210	Prevention and Care of Athletic Injuries		\$35
HPE	250	Physical Therapy Technician		\$35
INA	ALL	All Industrial Arts Courses	\$45	\$45
WLD	ALL	All Welding Courses except WLD 100 and WLD170	\$140	\$150
WLD	100	Safety and Math	\$25	\$35

Notes:

- **Bold** items indicate a change from prior year.
- Several course fees are going up to account for increased costs of instructional supplies.
- 199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.
- AJS and HPE fees are being introduced to support the new certificate and degree programs. AJS 102 is being increased due to higher cost of running the police academy.
- ATO, FRS, WLD, and BUS 179 fees are being increased due to the costs of related instructional supplies. FRS 103 and 105 will now include the cost of certification testing.

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2023-2024
Course Fees**

NURSING & ALLIED HEALTH			Approved 2022-23	Proposed 2023-24
EMT	104	Healthcare Provider CPR & First Aid	\$15	\$15
EMT	130	EMT Preparation Course	\$10	\$10
EMT	131	Emergency Medical Training	\$330	\$350
EMT	133	Refresher Course - EMT Recertification	\$50	\$50
EMT	135	EMT IVC	\$90	\$90
EMT	240	Basic ECG & Pharmacy	\$30	\$30
EMT	241	ALS Refresher	\$200	\$200
EMT	246	Paramedic Training I	\$950	\$950
EMT	247	Paramedic Training II	\$950	\$950
HES	109	Phlebotomy	\$250	\$275
HES	180	Basic Pharmacology	\$10	\$10
HES	190	Human Body in Health and Disease— ON CAMPUS	\$60	\$60
HES	190	Human Body in Health and Disease--- ONLINE	\$60	\$0
MDA	124	Clinical Procedures I	\$280	\$295
MDA	125	Clinical Procedures II	\$330	\$345
NAT	101	Nursing Assistant	\$150	\$160
NUR	116	LPN to RN Transition	\$475	\$495
NUR	117	Pharmacology I	\$10	\$10
NUR	118	Pharmacology II	\$10	\$10
NUR	121	Nursing I	\$475	\$495
NUR	122	Nursing II	\$475	\$495
NUR	123	Paramedic to Nurse Bridge	\$475	\$495
NUR	221	Nursing III	\$475	\$495
NUR	222	Nursing IV	\$475	\$495
NUR	291	RN Refresher Course	\$450	\$450
PHT	103	Pharmacy Technician	\$50	\$55
PHT	104	Pharmacy Technician	\$100	\$105
SGT	121	Surgical Sterile Technique and Instrumentation	\$100	\$105
SGT	122	Surgical Techniques	\$150	\$160
SGT	221	Perioperative Procedures	\$100	\$105
TMP	108	A & P with Kinesiology Techniques I	\$60	\$65
TMP	109	A & P with Kinesiology Techniques II	\$60	\$65
TMP	240	Massage Therapy Clinical Practice	\$110	\$115

Notes:

- **Bold** items indicate a change from prior year.
- Increases 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.
 - HES199 Forensic Phlebotomy \$200
 - NUR199 IV Cert for LPN \$100

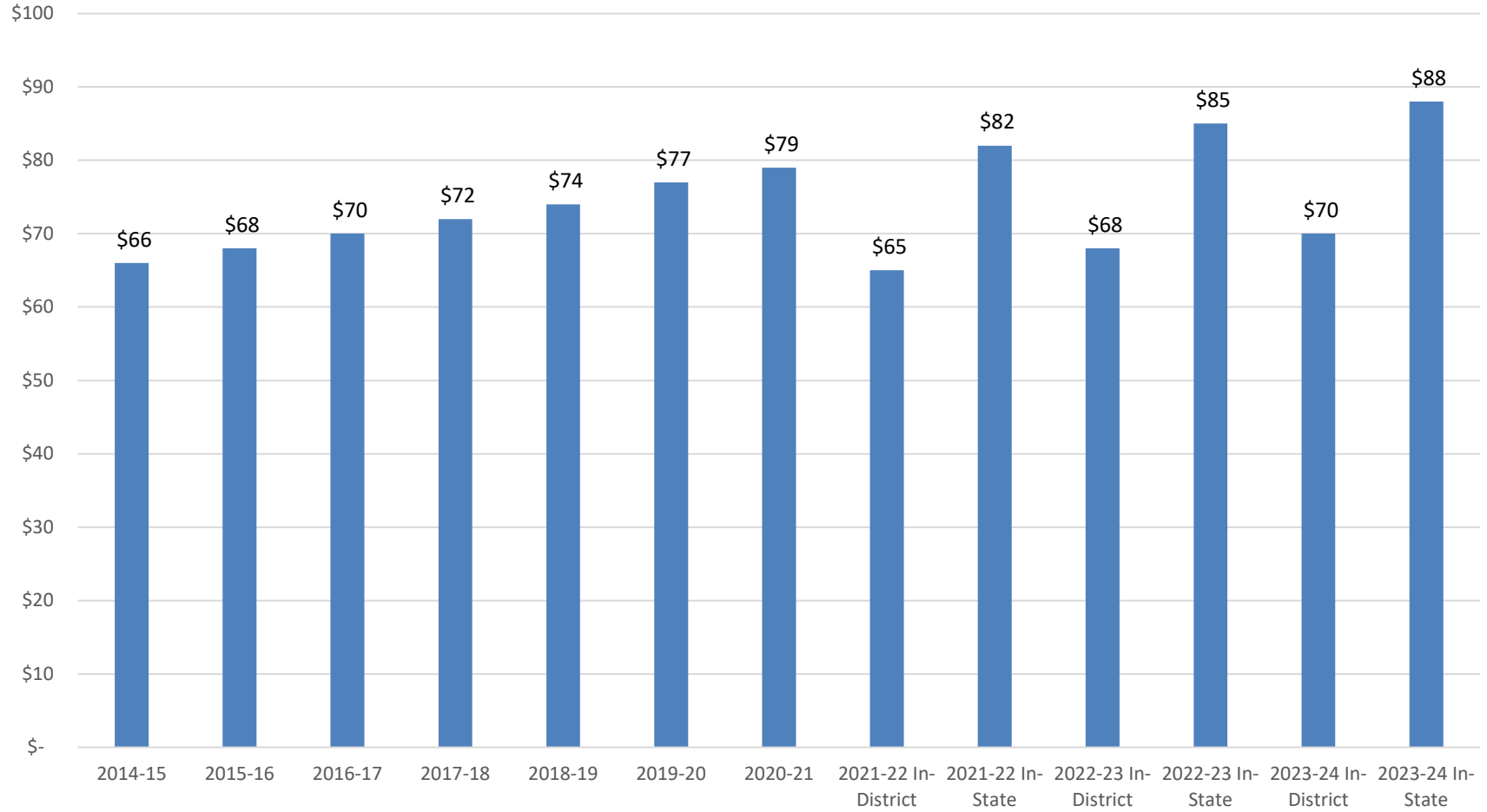
**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2023-2024**

FEES	Approved 2022-23	Proposed 2023-24
GENERAL		
Media Fee ①	\$47/semester	\$47/semester
SPECIAL		
Transcript (each) Online Order	\$10	\$10
Transcript + On Demand Fee (\$5)	\$15	\$15
Transcript (each) Priority Delivery	\$20 + current priority shipping rates	\$20 + current priority shipping rates
Diploma/Certificate Replacement	\$15	\$15
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	\$0
Credit by Evaluation Fee (non-refundable)	\$15	\$45
ACCUPLACER Testing ③	\$20	\$20
HESI Testing	\$60	\$65
NSF Check Collection	\$35	\$35
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



Note: An In-District tuition rate for Navajo County residents was introduced in 2021-22. The rate is lower than the In-State rate.

Arizona Community Colleges FY23 Tuition per Credit Hour



Notes:

Central has approved a \$25 tuition rate increase for FY24

Yavapai has approved a \$5 tuition rate increase for FY24

Other colleges are still evaluating their rates

Office of Institutional Effectiveness

The Office of Institutional Effectiveness (OIE) has worked on the following categories of reporting and analytic activities for the past few months:

1. Produced external data-related reports/files: IPEDS Winter Collection Reports (Graduation Rates, Graduation 200% Rates, and Outcomes Measures); AZTransfer ASSIST annual and course data file submission; Perkins performance data reports.
2. Fulfilled internal data requests from different divisions and departments: Career Services, Early College, Business, Business Office, Records and Registration, Advising, Nursing and Allied Health division, NCP Friends and Family, Arts and Sciences division, Educator Preparation Program division, and Learning Technology Subcommittee.
3. Assisted in the submission of a preliminary multi-location report and the BAS-ECE program application to the Higher Learning Commission.
4. Assisted in survey development and distribution for various departments: Behavioral Health, Sports Medicine, Spring 2023 Convocation, Interim Arts and Science Dean.
5. Providing data and assisting the Diversity, Equity, Inclusion, and Belonging subcommittee in their drafting of the college's DEIB plan.
6. Began working with the TAS department in developing a framework for the college in managing institutional data.
7. Compiled and distributed all the course-specific Fall 2022 course improvement survey reports to all faculty, as well as specific survey reports to the Nursing and Allied Health division.

Northland Pioneer College
 Course Improvement Survey (Fall 2018 - Fall 2022)

Category: Positive Ratings Comparison (Strongly Agree, Agree)

2018	2019	2020	2021	2022
Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022

RATINGS ABOUT THE COURSE

1. The learning goals of the course are clearly defined.
2. My interest in the subject has increased as a consequence of this course.
3. I have found the course intellectually challenging and stimulating.
4. Required texts are valuable.
5. Additional course materials are clear and helpful.
6. Assignments (homework, laboratories, projects etc.) contribute to knowledge and understanding of

86.2%	90.4%	90.3%	86.7%	90.5%
75.7%	77.5%	78.0%	74.9%	76.9%
81.5%	85.9%	85.8%	85.4%	84.2%
80.4%	81.4%	83.3%	76.6%	81.4%
79.4%	84.0%	83.8%	80.8%	82.6%
84.7%	87.8%	88.2%	85.3%	87.4%

RATINGS ABOUT THE INSTRUCTOR

1. The instructor demonstrates knowledge of the course subject.
2. The instructor teaches material that I expected based on the provided syllabus.
3. The instruction is clear and helpful.
4. The instructor shows enthusiasm for teaching the course.
5. The instructor encourages me to interact with others and share my ideas and knowledge.
6. The instructor encourages mutual respect.
7. The instructor helps increase my knowledge and understanding of the subject.
8. The instructor clearly explains work expectations and how grades will be assigned.
9. The instructor is available and willing to provide additional assistance outside of regular class time.
10. The instructor has a genuine interest in my success.

89.0%	93.8%	92.9%	90.7%	91.4%
87.2%	92.1%	92.4%	88.3%	89.2%
82.1%	86.1%	86.4%	81.9%	83.9%
86.7%	90.6%	89.9%	85.3%	87.6%
79.4%	85.3%	83.8%	77.9%	81.2%
88.3%	91.5%	91.9%	87.3%	88.5%
84.7%	88.5%	88.7%	83.7%	85.2%
84.5%	89.6%	89.6%	85.4%	88.0%
81.5%	88.1%	88.5%	82.2%	85.7%
83.1%	88.0%	88.1%	81.5%	84.3%

STUDENT CONTRIBUTION TO COURSE

1. I spend enough time studying course materials at home.
2. I ask questions when something presented was not clear to me.
3. I participate actively in the class.

68.2%	73.2%	76.8%	77.3%	77.3%
76.0%	76.0%	74.7%	71.7%	73.4%
78.6%	79.3%	77.8%	78.9%	80.8%

*Course Improvement Survey was not conducted for Spring 2020 due to COVID-19 pandemic in the middle of the semester. A COVID-19 student survey was administered in April-May, 2020.

Navajo County Community College District Governing Board Meeting Minutes

January 17, 2023 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Ms. Kristine Laughter; Mr. Elias Jouen; Mr. Frank Lucero; Mr. Everett Robinson; Mr. Derrick Leslie (Joined at 10:04 a.m.).

Governing Board Member Absent:

Others Present: President Chato Hazelbaker; Vice President for Learning and Student Services (VPLSS) Michael Solomonson; Vice President for Administrative Services (VPAS) Maderia Ellison; Associate Vice President – Human Resources (AVPHR) Shenethia Manuel; Director of Institutional Effectiveness Judy Yip-Reyes; Recording Secretary to the Board Paul Hempsey; Norvita Charleston; Betsy Wilson; David Huish; Terrie Shevat; Stacy Rollins; Kathy McPherson; Donna Soseman; Olivia Jaquez; Scott Flake; Jessica Kitchens; Michael Jacobs; Lia Keenan; Wes King; Robert Johnson; Justin White; Curtis Stevens; Allison Landy; Kathy Burson; David Borofsky; Chris Green; Frank Orona; Jeremy Raisor; Josh Rogers; Katie Matott; Lorie Hendershot; Melody Niesen; Michael Broyles; Raeann Brittain; Ruth Zimmerman; Shanna Kukla; Talaina Kor; Wei Ma; Dora Jaquez.

Agenda Item 1: Call to Order and Pledge of Allegiance

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

Agenda Item 2: Adoption of Agenda

Mr. Robinson made a motion to adopt the agenda as presented. Mr. Jouen seconded the motion. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, and Chair Laughter voting in favor. There were no votes against.

Agenda Item 3: Election of Board Officers and ACCT Representatives

Mr. Jouen made a motion to have Board Member Laughter remain Chair for 2023. Mr. Robinson seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, and Mr. Lucero voting in favor. There were no votes against. Chair Laughter abstained.

Mr. Jouen made a motion to have Board Member Robinson remain as Secretary for 2023. Chair Laughter seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Chair Laughter voting in favor. There were no votes against. Mr. Robinson abstained.

Mr. Robinson made a motion to have Chair Laughter remain as the representative with the Arizona Association of Community College Trustees. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Mr. Robinson voting in favor. There were no votes against. Chair Laughter abstained.

Mr. Leslie joined the meeting at 10:04 a.m.

Agenda Item 4: Emeritus Service Award – Terrie Shevat

VPAS Ellison awarded Terrie Shevat with the Administrative Emeritus award for service to the college. Terrie stated that she felt blessed to have landed a job at the college and had never worked with better people than all her colleagues at NPC.

Agenda Item 5: Call for Public Comment

None.

Agenda Item 6: Discussion Items

6.A. Standing Presentations:

6.A.1. Financial Position

VPAS Ellison addressed the Board and presented the monthly Financial Position report for the period to November 30th, 2022.

Mr. Jouen noted that he had visited the Winslow Campus and the Head Start building was really taking shape.

6.A.2. NPC Student Government Association (SGA)

No Report.

6.A.3. Faculty Association

Welding Instructor, Wes King, addressed the Board and presented information on Welding Thunder, a competition that Northland Pioneer College NAVIT students participated in this year.

Mr. Jouen asked if any of the industry partners that attended would sponsor students at the event. Instructor King responded that no students had been sponsored for the event but many of the industry partners had donated equipment or supplies and work through NPC Friends and Family.

6.A.4. Classified & Administrative Staff Organization (CASO)

Written Report.

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

Betsy Wilson, Director of Friends and Family, addressed the Board and provided a report on recent foundation activities highlighting some of the information provided in the Board packet this month. Director Wilson also commented that Arizona Gives Day for 2023 will take place on Tuesday, April 4th.

Director Wilson clarified how students were awarded scholarships after a request for clarification from Mr. Jouen and also provided the dates that she, and others from the college, planned to visit the center locations to conduct student outreach, for Mr. Leslie.

6.A.6. Human Resources

Written Report.

Mr. Robinson asked for the location for open and filled positions to be included in the report. AVPHR Manuel made a note to have it included in the future.

Mr. Leslie requested an update on the compensation study. President Hazelbaker noted he would discuss the study in his report later but asked AVPHR Manuel to provide additional information.

Mr. Jouen asked if the firm hired to assist the college would be considering the demographics, other employers, and cost of living within the service area as part of the study. AVPHR Manuel and President Hazelbaker responded that the firm would indeed look at all those considerations and more.

6.A.7. Construction Report

David Huish, Director of Construction, addressed the Board and provided a report on the construction projects at the college.

Mr. Lucero asked when the Automotive program could be scheduled to move to the new building. Director Huish noted that faculty had requested small changes to the automotive layout which the contractor would complete first but, hoped to begin the move in the next couple of weeks. Mr. Lucero asked how long the remaining construction would take to complete. Director Huish responded that they hope to be complete by the middle of March, weather permitting.

Mr. Jouen and Mr. Robinson asked for details on the flooding at the Silver Creek Campus. Director Huish noted that he was no longer responsible for that activity and VPAS Ellison provided the information she had available on the situation.

6.A.8 Arizona Association of Community College Trustees (AACCT)

Chair Laughter provided a report on the upcoming activities for AACCT, highlighting a potential retreat for all Trustees provisionally planned for April 20-22, 2023.

6.A.9 President's Report

President Hazelbaker addressed the Board and provided a report on topics including: the loss of a NAVIT student over the winter break; the start of a new semester; the all-college Convocation; Strategic Initiatives at the college; the searches for a permanent Associate Vice President – Human Resources and Chief Information Officer; Spring Enrollment; and upcoming legislative activities.

Mr. Jouen asked for an explanation of the process for the college to apply for a grant that might have a matching component from the college. President Hazelbaker explained the process and noted the college was not seeking any such grants at the moment.

6.B. Assessment of Student Knowledge Annual Report
Written Report.

6.C. One-Stop Shop Cross-Training

VPLSS Solomonson addressed the Board and provided requested information on the training received by participants in the One-Stop Shop Pilot program.

Agenda Item 7: Consent Agenda

- A. November 22, 2022 Regular Board Meeting Minutes
- B. November 22, 2022 Board Work Session Minutes
- C. Board Policies 1000 through 1099
- D. Program Modification – Cosmetology Associate of Applied Science (AAS), Certificate of Applied Science (CAS) and Certificate of Proficiency (CP)
- E. Program Modification – Early Childhood Studies AAS, CAS, CP, & Associate of Arts in Early Childhood (AAEC)
- F. Program Modification – General Education Associate of Arts (AA), AAEC, Associate of Arts Elementary Education (AAEE), AAS, Associate of Business (ABus), Associate of General Studies (AGS), Associate of Science (AS), & CAS

Mr. Jouen made a motion to approve the consent agenda as presented. Mr. Robinson seconded the motion. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

Agenda Item 8: For Discussion and Possible Action

8.A. Old Business

None.

8.B. New Business

8.B.1. Request to Approve External Hearing Officers

AVPHR Manuel requested the Board approve the list of Hearing Officers the college could call on if required, noting they had all agreed to serve and no changes had been made from last year's list.

Mr. Robinson made a motion to approve the list of External Hearing Officers for 2023 as presented. Mr. Lucero seconded. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

8.B.2. Board Member Travel for ACCT National Legislative Summit

President Hazelbaker asked the Board to approve travel for Chair Laughter and Board Member Leslie to attend the ACCT National Legislative Summit in February 2023.

Mr. Robinson made a motion to approve travel for Chair Laughter and Board Member Leslie to attend the ACCT National Legislative Summit as presented. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Mr. Robinson voting in favor. There were no votes against. Mr. Leslie and Chair Laughter abstained.

8.B.3. Request to Approve Bachelor of Applied Science, Early Childhood Education Degree
Associate Dean of Educator Preparation Programs, Allison Landy, provided an update on progress toward offering Bachelor degrees at NPC and asked the Board to approve curriculum for the Bachelor of Applied Science, Early Childhood Education Degree.

*Mr. Leslie made a motion to approve the Bachelor of Applied Science Early Childhood Education degree as presented. Mr. Lucero seconded. **The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.***

8.B.4. Request to Extend Contract with The Registry for Interim Associate Vice President of Human Resources

President Hazelbaker reviewed the request to extend the services of AVPHR Manuel through The Registry to May 12, 2023.

*Mr. Lucero made a motion to extend the contract with The Registry in the amount not to exceed \$67,200.00 as presented. Mr. Leslie seconded. **The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.***

8.B.5. Request to Accept the Financial and Single Audit Report for Fiscal Year Ended June 30, 2022

VPAS Ellison reviewed the Annual Comprehensive Financial report for the fiscal year ended June 30, 2022 and noted the team from the state Auditor General's office was not able to join the meeting this month but would hopefully be available in either March or April to present to the Board.

Mr. Lucero asked for an estimated cost to replace the college Enterprise Resource Planning (ERP) system. President Hazelbaker noted he would expect it to cost between \$5 and \$8 million with payments starting in July of 2023. Mr. Robinson asked if it was advantageous for the college to finance the purchase with a loan. VPAS Ellison noted the advantages of a loan related to expenditure limit relief but stressed that no decision had been made and the college would look at what the best overall option would be.

Mr. Jouen and Mr. Lucero asked for more information on the audit findings related to technology. VPAS Ellison responded that the findings were similar to those in previous years and related to system access and controls. The college was making progress in these areas but each year the requirements changed a little so more work is needed. VPAS Ellison described how access is currently assigned for employees and what should happen when an employee leaves the service of the college. Mr. Jouen asked if a new ERP would take care of the issue. VPAS Ellison noted that it would likely assist but software could not solve every issue.

Chair Laughter asked if it would be important to have a new Chief Information Officer (CIO) in place for the move to a new ERP system. President Hazelbaker responded that he felt it was and

the college was on track to make that happen but, Michael Jacob, Database Administrator, would likely continue to be the lead for the college throughout the process even after a CIO was hired.

Mr. Leslie left the meeting at 12:20 p.m.

*Mr. Robinson made a motion to accept the Annual Comprehensive Financial Report for fiscal year ending June 30, 2022 as presented. Mr. Jouen seconded. **The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, and Chair Laughter voting in favor. There were no votes against.***

8.B.6. Request to Accept Additional Funds for Open Textbooks Grant

Dean of Instructional Innovation, Wei Ma, addressed the Board and requested the Board accept additional grant funds related to the ongoing Open Textbook grant.

*Mr. Lucero made a motion to accept the additional \$126,059.76 funding for the Open Textbook grant as presented. Mr. Robinson seconded. **The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, and Chair Laughter voting in favor. There were no votes against.***

8.B.7. Request to Approve Purchase of Computer Equipment

President Hazelbaker requested the Board approve the purchase of laptops and accessories as part of the college annual refresh cycle for equipment.

Mr. Lucero confirmed the number of laptops being purchased.

*Mr. Lucero made a motion to approve the purchase of laptop computers for the total cost of \$232,868.34 as presented. Mr. Jouen seconded. **The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, and Chair Laughter voting in favor. There were no votes against.***

Agenda Item 9: DGB Agenda Items and Informational Needs for Future Meetings

None.

Agenda Item 10: Board Report/Summary of Current Event

None.

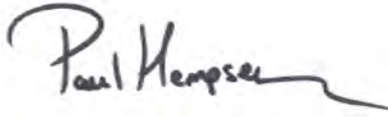
Agenda Item 11: Announcement of Next Regular Meeting

Regular District Governing Board meeting on Tuesday, February 21, 2023 at 10 a.m.

Agenda Item 12: Adjournment

*The meeting was adjourned at 12:26 p.m. upon a motion by Mr. Jouen and a second by Mr. Robinson. **The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, and Chair Laughter voting in favor. There were no votes against.***

Respectfully submitted,

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

Paul Hempsey
Recording Secretary to the Board

Draft

Policy 1100 Planning and Evaluation

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

(Reviewed only 5/17/2022)

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.

(Reviewed only 5/17/2022)

Policy 1102 Equal Opportunity, Harassment and Nondiscrimination

- Also see: [Information About Title IX](#) | [Report It! forms](#)

Policy 1102 Equal Opportunity, Harassment and Nondiscrimination^[1]

Section: 1100-College Operations Policies

Responsible Area: Vice President for Learning and Student Services, Title IX Coordinator

Procedure(s) that relates to the policy: 2110

1.0 Scope

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this anti-discrimination policy is reported, the allegations are subject to resolution using Northland Pioneer College's "Process A" or "Process B," as determined by the Title IX Coordinator, and as in Procedure 2110.

When the Respondent is a member of Northland Pioneer College community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the Northland Pioneer College community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers. The procedures below may be applied to

incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

2.0 Purpose

Northland Pioneer College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Northland Pioneer College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Northland Pioneer College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

3.0 Definitions

- *Advisor* means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.
- *Complaint (formal)* means a document filed/signed by a Complainant or signed by the Title IX Coordinator alleging harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and requesting that Northland Pioneer College investigate the allegation.
- *Confidential Resource* means an employee who is not a Mandated Reporter of notice of harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status).
- *Day* means a business day when Northland Pioneer College is in normal operation.
- *Education program or activity* means locations, events, or circumstances where Northland Pioneer College exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by Northland Pioneer College.
- *Final Determination*: A conclusion by the standard of proof that the alleged conduct occurred and whether it did or did not violate policy.
- *Finding*: A conclusion by the standard of proof that the conduct did or did not occur as alleged.

- *Formal Grievance Process* means “Process A,” a method of formal resolution designated by Northland Pioneer College to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.
- *Grievance Process Pool* includes any investigators, hearing officers, appeal officers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
- *Hearing Decision-maker or Panel* refers to those who have decision-making and sanctioning authority within Northland Pioneer College’s Formal Grievance process.
- *Investigator* means the person or persons charged by Northland Pioneer College with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
- *Mandated Reporter* means an employee of Northland Pioneer College who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator and/or their supervisor.
- *Notice* means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
- *Official with Authority (OWA)* means an employee of Northland Pioneer College explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of Northland Pioneer College.
- *Parties* include the Complainant(s) and Respondent(s), collectively.
- *Process A* means the Formal Grievance Process detailed below and defined above.
- *Process B* means the informal alternative resolution procedure.
- *Recipient* means a postsecondary education program that is a recipient of federal funding.
- *Remedies* are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to Northland Pioneer College’s educational program.
- *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.
- *Resolution* means the result of an informal or Formal Grievance Process.

- *Sanction* means a consequence imposed by Northland Pioneer College on a Respondent who is found to have violated this policy.
- *Sexual Harassment* is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence. **See Section 17.b.**, for greater detail.
- *Title IX Coordinator* is at least one official designated by Northland Pioneer College to ensure compliance with Title IX and Northland Pioneer College's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.
- *Title IX Team* refers to the Title IX Coordinator, any deputy coordinators, and any member of the Grievance Process Pool.

4.0 Procedure

4.1 Title IX Coordinator

The Vice President for Learning and Student Services serves as the Title IX Coordinator and oversees implementation of Northland Pioneer College's policy on equal opportunity, harassment, and nondiscrimination. The Title IX Coordinator has the primary responsibility for coordinating Northland Pioneer College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.^[2]

4.2 Independence and Conflict-of-Interest

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact Northland Pioneer College president at chato.hazelbaker@npc.edu or (928) 524-7420. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to Northland Pioneer College President at chato.hazelbaker@npc.edu or (928) 524-7420 or designee. Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the Title IX Coordinator.

4.3 Administrative Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures and about the application of Title IX, may be made internally to:

- **Dr. Michael Solomonson**
Title IX Coordinator – Vice President for Learning & Student Services
1611 S Main Street, Performing Arts Center, Rm 114
Office of Vice President for Learning & Student Services
Snowflake, AZ 85937
928-536-6217
michael.solomonson@npc.edu
<https://www.npc.edu/title-ix/title-ix-team>
- **Nicole Ulibarri**
Director of Employee Relations & Staffing
Title IX Deputy Coordinator – Employees
EEO and ADA/504 Coordinator
Office of Human Resources
Tiponi Community Center, Human Resources Room 302, Painted Desert Campus,
Holbrook
(928) 524-7471
nicole.ulibarri@npc.edu
- **Josh Rogers**
Director of Student Services
Title IX Deputy Coordinator – Students
Office of Student Services
Student Center, Room 109, Sliver Creek Campus, Snowflake
(928) 536-6227
joshua.rogers@npc.edu

Northland Pioneer College has also classified all employees as Mandated Reporters of any knowledge they have that a member of the community is experiencing harassment, discrimination, and/or retaliation. The section below on Mandated Reporting details which employees have this responsibility and their duties, accordingly.

Inquiries may be made externally to:

- Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

- Arizona, Colorado, New Mexico, Utah, Wyoming
Office for Civil Rights,
Denver Office
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: (303) 844-5695
Facsimile: (303) 844-4303
[Email: OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

For complaints involving employees: [Equal Employment Opportunity Commission](#) (EEOC)

- Phoenix District Office
3300 North Central Avenue
Suite 690
Phoenix, AZ 85012-2504
1-800-669-4000
<https://www.eeoc.gov/field-office/phoenix/location>

4.4 Notice/Complaints of Discrimination, Harassment, and/or Retaliation

Notice or complaints of discrimination, harassment, and/or retaliation may be made by any person using any of the following options:

1) File a complaint with, or give verbal notice to, the Title IX Coordinator or deputies:

- **Dr. Michael Solomonson**
Vice President for Learning and Student Services
Title IX Coordinator
Office of Vice President for Learning and Student Services
Goldwater Building, Room 117, White Mountain Campus, Show Low
(928) 532-6141
michael.solomonson@npc.edu
<https://www.npc.edu/title-ix/title-ix-team>
- **Nicole Ulibarri**
Director of Employee Relations & Staffing
Title IX Deputy Coordinator – Employees
EEO and ADA/504 Coordinator
Office of Human Resources
Tiponi Community Center, Human Resources Room 302, Painted Desert Campus,
Holbrook
(928) 524-7871
nicole.ulibarri@npc.edu

- **Josh Rogers**
Director of Student Services
Title IX Deputy Coordinator – Students
Office of Student Services
Student Center, Room 109, Sliver Creek Campus, Snowflake
(928) 536-6227
joshua.rogers@npc.edu

Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

2) Report online, using the reporting form posted at <https://www.npc.edu/title-ix>. Anonymous reports are accepted and can give rise to a need to investigate. Northland Pioneer College tries to provide supportive measures to all Complainants, which may be impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as Northland Pioneer College respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows Northland Pioneer College to discuss and/or provide supportive measures.

3) Report to any supervisor or instructor.

A Formal Complaint means a document filed/signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that Northland Pioneer College investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by Northland Pioneer College) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

4.5 Supportive Measures

Northland Pioneer College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to Northland Pioneer College’s education program or activity, including measures designed to protect the safety of all parties or Northland Pioneer College’s educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, Northland Pioneer College will inform the Complainant, in writing, that they may file a formal complaint with Northland Pioneer College either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

Northland Pioneer College will maintain the privacy of the supportive measures, provided that privacy does not impair Northland Pioneer College's ability to provide the supportive measures. Northland Pioneer College will act to ensure as minimal an academic impact on the parties as possible. Northland Pioneer College will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- [Timely warnings](#)
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

4.6 Emergency Removal

Northland Pioneer College can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the CARE Team using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student, employee, or two (2) representatives from a student organization will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

Northland Pioneer College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a residence hall, temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

4.7 Promptness

All allegations are acted upon promptly by Northland Pioneer College once it has received notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but Northland Pioneer College will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in Northland Pioneer College procedures will be delayed, Northland Pioneer College will provide written notice to the parties of the delay,

the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

4.8 Privacy

Every effort is made by Northland Pioneer College to preserve the privacy of reports. Northland Pioneer College will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

Northland Pioneer College reserves the right to designate which College officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint, including but not limited to: CARE Team and Human Resources. Information will be shared as necessary with Investigators, Hearing Panel members/Decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

Northland Pioneer College may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk, but will usually consult with the student first before doing so.

Confidentiality and mandated reporting are addressed more specifically in **Section 17.b.19 Mandated Reporting**.

4.9 Jurisdiction of Northland Pioneer College

This policy applies to the education program and activities of Northland Pioneer College, to conduct that takes place on the campus or on property owned or controlled by Northland Pioneer College, at Northland Pioneer College-sponsored events, or in buildings owned or controlled by Northland Pioneer College's recognized student organizations. The Respondent must be a member of Northland Pioneer College's community in order for its policies to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to Northland Pioneer College's educational program. Northland Pioneer College may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial Northland Pioneer College interest.

Regardless of where the conduct occurred, Northland Pioneer College will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial Northland Pioneer College interest includes:

- (a) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- (b) Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- (c) Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- (d) Any situation that is detrimental to the educational interests or mission of Northland Pioneer College.

If the Respondent is unknown or is not a member of the Northland Pioneer College community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of the Northland Pioneer College's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

In addition, Northland Pioneer College may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from Northland Pioneer College property and/or events.

All vendors serving Northland Pioneer College through third-party contracts are subject to the policies and procedures of their employers or to these policies and procedures to which their employer has agreed to be bound by their contracts.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the Title IX Coordinator may be able to advocate for a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to Northland Pioneer College where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the Complainant.

4.10 Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Northland Pioneer College's jurisdiction and/or

significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, Northland Pioneer College will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

4.11 Online Harassment and Misconduct

The policies of Northland Pioneer College are written and interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on Northland Pioneer College's education program and activities or use Northland Pioneer College networks, technology, or equipment.

While Northland Pioneer College may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to Northland Pioneer College, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via Snaps or other social media, unwelcome sexting, revenge porn, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of Northland Pioneer College community.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of Northland Pioneer College's control (e.g., not on Northland Pioneer College networks, websites, or between Northland Pioneer College email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline.

Off-campus harassing speech by employees, whether online or in person, may be regulated by Northland Pioneer College only when such speech is made in an employee's official or work-related capacity.

4.12 Policy on Nondiscrimination

Northland Pioneer College adheres to all federal and state civil rights laws and regulations prohibiting discrimination in public institutions of higher education.

Northland Pioneer College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of:

- Race,
- Religion,
- Hearing status,
- Personal appearance,
- Color,
- Sex,
- Pregnancy,
- Political affiliation,
- Source of income,
- Place of business,
- Residence,
- Religion,
- Creed,
- Ethnicity,
- National origin (including ancestry),
- Citizenship status,
- Physical or mental disability (including perceived disability),
- Age,
- Marital status,
- Family responsibilities,
- Sexual orientation,
- Gender identity,
- Gender expression,
- Veteran or military status (including disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran),
- Predisposing genetic characteristics,
- Domestic violence victim status,
- Height,
- Weight
- or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the Northland Pioneer College community whose acts deny, deprive, or limit the educational or employment or residential and/or social access, benefits, and/or opportunities of any member of the Northland Pioneer College community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of Northland Pioneer College policy on nondiscrimination.

When brought to the attention of Northland Pioneer College, any such discrimination will be promptly and fairly addressed and remedied by Northland Pioneer College according to the appropriate grievance process described below.

4.13 Policy on Disability Discrimination and Accommodation

Northland Pioneer College is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities.

Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity.

The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by Northland Pioneer College, regardless of whether they currently have a disability. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

The Chief Human Resources Officer has been designated as Northland Pioneer College's ADA/504 Coordinator responsible for overseeing efforts to comply with these disability laws, including responding to grievances and conducting investigations of any allegation of noncompliance or discrimination based on disability.

Grievances related to disability status and/or accommodations will be addressed using the procedures below. For details relating to disability accommodations in Northland Pioneer College's resolution process, see [Procedure 2110](#).

a. Students with Disabilities

Northland Pioneer College is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs, facilities, and activities of Northland Pioneer College.

All accommodations are made on an individualized basis. A student requesting any accommodation should first contact the Office of Accessibility and Inclusion Coordinator, who coordinates services for students with disabilities.

The Office of Accessibility and Inclusion Coordinator reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate for the student's particular needs and academic program(s).

b. Employees with Disabilities

Pursuant to the ADA, Northland Pioneer College will provide reasonable accommodation(s) to all qualified employees when they are unable to perform their essential job functions, except when doing so would be unduly disruptive or would result in undue hardship to Northland Pioneer College.

An employee with a disability is responsible for submitting a request for an accommodation to the ADA/504 Coordinator and providing necessary documentation. The ADA/504 Coordinator will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

4.14 Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. Northland Pioneer College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited harassment that are also prohibited under Northland Pioneer College policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of Northland Pioneer College policy, though supportive measures will be offered to those impacted.

a. Discriminatory Harassment

Discriminatory harassment constitutes a form of discrimination that is prohibited by Northland Pioneer College policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law.

Northland Pioneer College does not tolerate discriminatory harassment of any employee, student, visitor, or guest. Northland Pioneer College will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a "hostile environment."

A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities.^[3] This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive *and* objectively offensive.

When discriminatory harassment rises to the level of creating a hostile environment, Northland Pioneer College may also impose sanctions on the Respondent through application of the appropriate grievance process below.

Northland Pioneer College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature and

not based on a protected status. Addressing such conduct will not result in the imposition of discipline under Northland Pioneer College policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternate Resolution, and/or other informal resolution mechanisms.

For assistance with Alternate Resolution and other informal resolution techniques and approaches, employees should contact the Chief Human Resources Officer, and students should contact the Director of Student Services.

b. Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Arizona regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

Northland Pioneer College has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo:
 - o a. an employee of Northland Pioneer College,
 - o b. conditions the provision of an aid, benefit, or service of Northland Pioneer College,
 - o c. on an individual's participation in unwelcome sexual conduct; and/or
2. Sexual Harassment:
 - o a. unwelcome conduct,
 - o b. determined by a reasonable person,
 - o c. to be so severe, and,
 - o d. pervasive, and,
 - o e. objectively offensive,
 - o f. that it effectively denies a person equal access to Northland Pioneer College's education program or activity.^[4]
3. Sexual assault, defined as:
 - o (a) Sex Offenses, Forcible:
 - i) Any sexual act directed against another person,
 - ii) without the consent of the Complainant,
 - iii) including instances in which the Complainant is incapable of giving consent.

- (b) Forcible Rape:
 - i) Penetration,
 - ii) no matter how slight,
 - iii) of the vagina or anus with any body part or object,
 - iv) or oral penetration by a sex organ of another person,
 - v) without the consent of the Complainant.
 - (c) Forcible Sodomy:
 - i) Oral or anal sexual intercourse with another person,
 - ii) forcibly,
 - iii) and/or against that person's will (non-consensually), or
 - iv) not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - (d) Sexual Assault with an Object:
 - i) The use of an object or instrument to penetrate,
 - ii) however slightly,
 - iii) the genital or anal opening of the body of another person,
 - iv) forcibly,
 - v) and/or against that person's will (non-consensually),
 - vi) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - (e) Forcible Fondling:
 - i) The touching of the private body parts of another person (buttocks, groin, breasts),
 - ii) for the purpose of sexual gratification,
 - iii) forcibly,
 - iv) and/or against that person's will (non-consensually),
 - v) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - (f) Sex Offenses, Non-forcible:
 - i) Incest:
 - 1) Non-forcible sexual intercourse,
 - 2) between persons who are related to each other,
 - 3) within the degrees wherein marriage is prohibited by Arizona law.&
 - ii) Statutory Rape:
 - 1) Non-forcible sexual intercourse,
 - 2) with a person who is under the statutory age of consent of eighteen (18).
4. Dating Violence, defined as:
- a) violence,
 - b) on the basis of sex,
 - c) committed by a person,

- d) who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - i) The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 - ii) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - iii) Dating violence does not include acts covered under the definition of domestic violence.
5. Domestic Violence, defined as:
- a) violence,
 - b) on the basis of sex,
 - c) committed by a current or former spouse or intimate partner of the Complainant,
 - d) by a person with whom the Complainant shares a child in common, or
 - e) by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner,
 - f) or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Arizona,
 - g) or by any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of Arizona.
- *To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.
6. Stalking, defined as:
- a) engaging in a course of conduct,
 - b) on the basis of sex,
 - c) directed at a specific person,
 - i. that would cause a reasonable person to fear for the person’s safety, or
 - ii. the safety of others; or
 - iii. Suffer substantial emotional distress.
 - *For the purposes of this definition—*
 - (i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
 - (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
 - (iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

EXPECTATIONS REGARDING UNETHICAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty member and student or supervisor and employee). These relationships may, in reality, be less consensual than perceived by the individual whose position confers power or authority. Similarly, the relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Circumstances may change, and conduct that was once welcome may, at some point in the relationship, become unwelcome.

Even when both parties have initially consented to romantic or sexual involvement, the possibility of a later allegation of a relevant Policy violation still exists. Northland Pioneer College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of Northland Pioneer College. However, for the personal protection of members of this community, relationships in which power differentials are inherent (e.g., faculty-student, staff-student) are generally discouraged. They may also violate standards of professionalism and/or professional ethics.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or otherwise evaluative role over the other party are inherently problematic. Therefore, persons with direct supervisory or otherwise evaluative responsibilities who are involved in such relationships must bring these relationships to the timely attention of their supervisor and/or the Title IX Coordinator. The existence of this type of relationship will likely result in removing the supervisory or evaluative responsibilities from the employee or shifting a party from being supervised or evaluated by someone with whom they have established a consensual relationship. When an affected relationship existed prior to adoption of this policy, the duty to notify the appropriate supervisor still pertains.

This type of relationship includes Housing Advisors (HAs) and students over whom the HA has direct responsibility. While no relationships are prohibited by this policy, failure to timely self-report such relationships to a supervisor as required can result in disciplinary action for an employee. The Title IX Coordinator will determine whether to refer violations of this provision to Human Resources for resolution, or to pursue resolution under this Policy, based on the circumstances of the allegation.

Northland Pioneer College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

c. Force, Coercion, Consent, and Incapacitation^[5]

As used in the offenses above, the following definitions and understandings apply:

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” “Okay, don’t hit me, I’ll do what you want.”).

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Consent is:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Northland Pioneer College to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM^[6] or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so Northland Pioneer College’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

d. Other Civil Rights Offenses

In addition to the forms of sexual harassment described above, which fall within the coverage of Title IX, Northland Pioneer College additionally prohibits the following offenses as forms of discrimination outside of Title IX when the act is based upon the Complainant’s actual or perceived membership in a protected class.

- Sexual Exploitation, defined as: taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of Sexual Exploitation include, but are not limited to:
 - Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
 - Invasion of sexual privacy.
 - Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a

closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of revenge pornography

- Prostituting another person
 - Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection
 - Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
 - Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections
 - Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
 - Knowingly soliciting a minor for sexual activity
 - Engaging in sex trafficking
 - Creation, possession, or dissemination of child pornography
- Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;
 - Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;
 - Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
 - Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the Northland Pioneer College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
 - Bullying, defined as:
 - Repeated and/or severe
 - aggressive behavior
 - likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally
 - that is not speech or conduct otherwise protected by the First Amendment.

Violation of any other Northland Pioneer College policies may constitute a Civil Rights Offense when a violation is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

Sanctions for the above-listed Civil Rights Offenses range from reprimand through expulsion/termination.

4.15 Retaliation

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Northland Pioneer College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for Northland Pioneer College or any member of Northland Pioneer College's community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

4.16 Mandated Reporting

All Northland Pioneer College employees (faculty, staff, administrators) are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

The following sections describe the reporting options at Northland Pioneer College for a Complainant or third-party (including parents/guardians when appropriate):

a. Confidential Resources

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- Off-campus (non-employees):
 - Licensed professional counselors and other medical providers
 - Local rape crisis counselors
 - Domestic violence resources
 - Local or state assistance agencies
 - Clergy/Chaplains
 - Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

Northland Pioneer College employees who are confidential will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

b. Anonymous Notice to Mandated Reporters

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous notice will be investigated by Northland Pioneer College to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided.

However, anonymous notice typically limits Northland Pioneer College's ability to investigate, respond, and provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator. Mandated reporters may not be able to maintain requests

for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements.

c. Mandated Reporters and Formal Notice/Complaints

All employees of Northland Pioneer College (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as “Take Back the Night” marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from Northland Pioneer College.

Supportive measures may be offered as the result of such disclosures without formal Northland Pioneer College action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of harassment or discrimination of which they become aware is a violation of Northland Pioneer College policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though Northland Pioneer College is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

4.17 When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether Northland Pioneer College proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires Northland Pioneer College to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Northland Pioneer Colleges may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and Northland Pioneer College's ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When Northland Pioneer College proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

Note that Northland Pioneer College's ability to remedy and respond to notice may be limited if the Complainant does not want Northland Pioneer College to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing Northland Pioneer College's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow Northland Pioneer College to honor that request, Northland Pioneer College will offer informal resolution options (see Procedure 2110), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by Northland Pioneer College, and to have the incidents investigated and properly resolved through these procedures.

4.18 Federal Timely Warning Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, Northland Pioneer College must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

Northland Pioneer College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

4.19 False Allegations and Evidence

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under Northland Pioneer College policy.

4.20 Amnesty for Complainants and Witnesses

Northland Pioneer College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to Northland Pioneer College officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of Northland Pioneer College community that Complainants choose to report misconduct to Northland Pioneer College officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Northland Pioneer College maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty to a Respondent is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

Students: Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual misconduct to Campus Security).

Northland Pioneer College maintains a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, Northland Pioneer College may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

Employees: Sometimes, employees are hesitant to report harassment or discrimination they have experienced for fear that they may get in trouble themselves. For example, an employee who has violated the consensual relationship policy and is then assaulted in the course of that relationship might hesitate to report the incident to Northland Pioneer College officials.

Northland Pioneer College may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to Respondents and witnesses on a case-by-case basis.

4.21 Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- (a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- (b) Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- (c) VAWA - based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
- (d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be passed along to the Clery Administrator regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include: student affairs/student conduct staff, campus security, local police, coaches, housing staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

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² The Chief Human Resources Officer serves as the EEO and ADA/504 Coordinator, and oversees the Affirmative Action and Equal Opportunity plan as well as disability compliance.

³ This definition of hostile environment is based on Federal Register / Vol. 59, No. 47 / Thursday, March 10, 1994: [Department of Education Office for Civil Rights, Racial Incidents and Harassment Against Students At Educational Northland Pioneer Colleges Investigative Guidance.](#)

⁴ Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances (“in the shoes of the Complainant”), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

⁵ The state definition of consent is acquiescence or compliance, which is applicable to criminal prosecutions for sex offenses in Arizona but may differ from the definition used on campus to address Policy violations.

⁶ Bondage, discipline/dominance, submission/sadism, and masochism.

(Revised 5/17/2022)

Policy 1107 Geographical Locations of Campuses and Centers

The current campus locations are:

- The Little Colorado Campus includes Winslow and surrounding 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 surrounding 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 Township.
- 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 5/17/2022)

Policy 1110 Community Relations

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

(Reviewed only 5/17/2022)

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.

(Reviewed only 5/17/2022)

Policy 1120 Emergency Cessation of Operations

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

(Reviewed only 5/17/2022)

Policy 1125 Surplus Property Representatives

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

(Reviewed only 2/19/19)

Policy 1134 Tuition Waivers for Arizona National Guard Members

In accordance with A.R.S. §15-1808, the president, or designee, 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.

(Revised 5/17/2022)

Policy 1135 Tuition Waivers for Survivors of Arizona Public Safety Personnel

In accordance with A.R.S. §15-1808, the president, or designee, 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 5/17/2022)

Policy 1136 All Other Tuition Waivers

The president, or designee, is authorized to provide tuition and media fee waivers to college employees, district governing board members, and retirees with meritorious service recognition as deemed appropriate, and with the best interests of the college in mind

(Revised 5/17/2022)

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.

(Revised 5/17/2022)

Policy 1138 Technology Resources

Overview

Northland Pioneer College's (College) Technology Advancement and Support (TAS) division 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 TAS 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 Information Technology (IT) assets and promote the most efficient use of technology resources. All TAS 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 President's Cabinet 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 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 5/17/2022)

Policy 1150 Copyrighted Material

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

(Reviewed only 5/17/2022)

Policy 1160 Intoxicants or Narcotics

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

(Reviewed only 5/17/2022)

Policy 1170 Intellectual Property

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

(Reviewed only 5/17/2022)

Policy 1180 Course Material

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

(Revised 5/17/2022)

REQUEST TO APPROVE MODIFICATION OF BUSINESS PROGRAMS

Recommendation:

The Instructional Council (IC) recommends approval of modifications to the following business programs:

- Entrepreneurship Specialization Certificate of Proficiency (CP), Certification of Applied Science (CAS), and Associate of Applied Science (AAS)
- Management and Leadership Specialization CP, CAS, and AAS
- Medical Office Administration Specialization CP, CAS, and AAS

Summary:

The Business Department proposes the following changes to the above three programs to align with prerequisite requirements and look towards alignment with future bachelor's degree programs. Particular attention was given to proper degree progression and course options. They also performed standard editing on the degree information.

Entrepreneurship Specialization

Entrepreneurship plays a vital role in the growth of the U.S. economy. The number of new business establishments (establishments that are less than 1-year-old in any given year) tends to rise and fall with the business cycle of the overall economy. Entrepreneurs start new businesses and take on the risks and rewards of being an owner. Those who plan ahead and educate themselves on the range of issues that will impact their business before they start are the most successful. Annual salaries vary by industry and level of success.

If you are considering starting your own business, consider contacting NPC's Small Business Development Center for a free consultation and assistance in contracting with governmental agencies or preparing Small Business Administration loan applications.

The Entrepreneurship certificates and degree require a grade of “C” or better in all courses and a minimum cumulative grade point average of 2.0 on a 4.0 scale.

Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at studentaid.ed.gov/sa/fafsa.

Apply early, as the process can take 4-6 weeks. You should have all of your paperwork submitted to the Financial Aid Office by the Priority Deadlines.

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

Entrepreneurship Fundamentals (CP) • 21 credits

BUS 100 Introduction to Business.....	3 credits
BUS 105 Techniques of Supervision	3 credits
BUS 106 Techniques of Personal Finance.....	3 credits
BUS 110 Small Business Management	3 credits
BUS 127 Microsoft Office – Level 1.....	3 credits
BUS 210 Principles of Management.....	3 credits
BUS 220 Principles of Marketing.....	3 credits
BUS 231 Microsoft Office – Level 1	3 credits

Entrepreneurship (CAS) • 33 credits

Complete the Entrepreneurship Fundamentals CP21 credits

PLUS

BUS 203 Business Communication.....	3 credits
BUS 225 Human Resource Management	3 credits

Communications 3 credits

ENL 101 College Composition I	3 credits
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Mathematics 3 credits

MAT ~~142~~ 152 or higher.

Entrepreneurship (AAS) • 64 credits

Complete the Entrepreneurship CAS33 credits

PLUS

General Education Courses.....3 10 credits

Communications 3 credits

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

Discipline Studies 7 credits

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

Core Requirements 15 credits

- BUS 114 Survey of Accounting.....3 credits
- BUS 122 Computerized Accounting with QuickBooks.....3 credits
- BUS 206 Legal, Ethical, Global and Regulatory Environment
of Business3 credits
- ECN 211 Principles of Macroeconomics3 credits
- ECN 212 Principles of Microeconomics3 credits

Electives 6 credits

(Choose from any unduplicated courses at the 100-level or above. **Recommend any course from the General Education Course Options on page 66**)

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Management and Leadership Specialization

The Management and Leadership area of specialization prepares graduates for a variety of career options, from administrative services managers, human relations managers, sales managers, marketing specialists, natural science managers, hospitality and food service managers or even school or college administrators.

The Management and Leadership Specialization certificates and degree require a grade of “C” or better in all courses and a minimum cumulative grade point average of 2.0 on a 4.0 scale.

Career Opportunities

Employment opportunities in the management area are projected to grow 12 percent per year through 2022. Tasks such as managing operations, facilities and people will remain important in a wide range of industries.

The following, according to the U.S. Bureau of Labor and Management, are the annual mean wages in Arizona for some management and leadership fields: Food Service Manager, \$54,780; First-line supervisor for retail sales workers, \$34,740; First-line supervisors for office and administrative support workers, \$46,840. (Figures from US BLS May 2021, SOC 11-2022).

Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at studentaid.ed.gov/sa/fafsa.

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

Management and Leadership Fundamentals (CP) • 19 credits

- BUS 105 Techniques of Supervision 3 Credits

BUS 114 Survey of Accounting.....	3 credits
BUS 127 Microsoft Office Level I.....	3 credits
BUS 185 Ethics in Management	3 Credits
BUS 202 Professional Customer Service.....	1 credit
BUS 203 Introduction to Business Communication.....	3 credits
BUS 210 Principles of Management.....	3 credits
BUS 220 Principles of Marketing.....	3 credits
BUS 231 Microsoft Office Level I.....	3 credits

Management and Leadership (CAS) • 34 credits

Complete the Management and Leadership Fundamentals CP.....19 credits

AND

BUS 122 Computerized Accounting with QuickBooks.....	3 credits
BUS 206 Legal, Ethical, Global & Regulatory Environment of Business	3 credits
BUS 210 Principles of Management.....	3 credits
BUS 217 Principles of Financial Accounting.....	3 credits
BUS 230 Organizational Leadership	3 credits

Communications 3 credits

ENL 101 College Composition I	3 credits
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Mathematics 3 credits

MAT ~~142~~ 152 or higher.

Management and Leadership (AAS) • 64 credits

Complete the Management and Leadership CAS.....34 credits

PLUS

General Education Courses.....3 10 credits

Communications 3 credits

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

Discipline Studies 7 credits

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

Core Requirements 12 credits

BUS 218 Principles of Managerial Accounting	3 credits
BUS 225 Human Resource Management	3 credits
BUS 230 Organizational Leadership	3 credits
ECN 211 Principles of Macroeconomics.....	3 credits
ECN 212 Principles of Microeconomics	3 credits

Electives 8 credits

(Choose from any unduplicated courses at the 100-level or above. **Recommend any course from the General Education Course Options on page 66**)

.....

Medical Office Administration Specialization

Medical office administrative assistants are multi-skilled individuals essential in providing clerical support for the running of an efficient and profitable medical practice. They ensure quality, accuracy, accessibility and security in both paper and electronic systems. Because they work in the health care field, medical office administrative assistants also need specialized knowledge about the types of various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries and to maintain patients' medical histories.

The Medical Office Administration Specialization certificates and degree require a grade of "C" or better in all courses and a minimum cumulative grade point average of 2.0 on a 4.0 scale.

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

Medical Office Administration Fundamentals (CP) • 22 credits

BUS 105 Techniques of Supervision	3 credits
BUS 119 Medical Office Administrative Procedures	3 credits
BUS 127 Microsoft Office Level I	3 credits
BUS 231 Microsoft Office Level I	3 credits
HES 120 Law and Ethics of the Healthcare Professions.....	3 credits
HES 170 Medical Terminology for Clinical Health Professionals.....	3 credits
HES 190 Human Body in Health and Disease	4 credits

Medical Office Administration Specialization (CAS) • 35 credits

Complete the Medical Office Administration Fundamentals CP22 credits

BUS 114 Survey of Accounting.....	3 credits
BUS 179 Medical Coding.....	4 credits
BUS 210 Principles of Management.....	3 credits

Communications 3 credits

ENL 101 College Composition I	3 credits
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Mathematics 3 credits

MAT 142 152 or higher.

Medical Office Administration Specialization (AAS) • 64 credits

Complete the Medical Office Administration Specialization CAS.....35 credits

PLUS

General Education Courses.....3 10 credits

Communications 3 credits

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

Discipline Studies 7 credits

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

Core Requirements 12 credits

BUS 189 Computerized Medical Billing	3 credits
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BUS 188 Medical Transcription Fundamentals3 credits
BUS 210 Principles of Management.....3 credits
BUS 230 Organizational Leadership3 credits
BUS 250 Medical Administration Capstone3 credits

AND

Unrestricted Electives 7 credits

(Choose from any unduplicated courses at the 100-level or above. Recommend any course from the General Education Course Options on page 66)

Board Member Travel for Higher Learning Commission Annual Conference

Recommendation:

Staff recommends approval for Board Member Leslie to attend the Higher Learning Commission Annual Conference in Chicago, IL.

Procurement Process and Budget Information:

The approximate cost to send a participant will be around \$2800 and money is available in the college budget.

Summary:

Per Procedure 2036 – District Governing Board Travel “All travel for DGB members exceeding \$500 must be approved by the DGB prior to travel.”

The Higher Learning Commission (HLC) is the accrediting agency for Northland Pioneer College (NPC). With Strategic Initiatives that include offering Bachelor degrees, moving to a new Enterprise Resource Planning software, and the expected multi location visit by a HLC peer reviewer, this will be an important year to have employees and a board member attend.

The annual conference offers the opportunity to engage with HLC staff, including the college’s HLC liaison, view demonstrations from vendors, learn more of the current trends in higher education and expectations for the future, and attend presentations from leaders in the higher education sector.

President Hazelbaker will also be attending for NPC.

Request to Accept Grant Funds - Nurse Education Investment Pilot Program

Recommendation:

Staff recommends accepting \$402,555.94 of grant funding from the Arizona Department of Health Services for the Nurse Education Investment Pilot Program.

Summary:

In an effort to address the nursing workforce shortage in Arizona, House Bill 2863 and House Bill 2691, were passed by the Arizona State Legislature. The Department of Health Services was appropriated \$15,000,000.00 from the state general fund in each of fiscal years 2022-2023 through 2024-2025 for the Arizona Nurse Education Investment Pilot Program.

Funds are allocated to the community college districts based on the number of nursing students graduating in fiscal year 2021-2022 from eligible education programs, including programs for nursing assistants, licensed practical nurses, registered nurses and advanced practice nurses.

Objectives of the grant are to; Increase the capacity of nursing education programs in the state by fostering collaboration among partners; Increase the number of all levels of nurses graduating by the end of fiscal year 2026-2027 from the number graduating in fiscal year 2021-2022; and Increase the number of additional nursing education faculty members compared to the number of faculty members providing this education on June 30, 2021.

For the remainder of fiscal year 2022-2023, ending June 30, 2023, Northland Pioneer College has been awarded a total of \$402,555.94, to be used as shown below in the accepted budget submission.

Request to Purchase Nursing Childbirth Simulators (2) with Nurse Education Investment Pilot Program Funds

Recommendation:

Staff recommends the purchase of two Laerdal Medical Corporation SimMom Model Childbirth Simulators at a cost of \$114,876.11.

Procurement Process and Budget Information:

Funding for this capital purchase is available over the life of the Nurse Education Investment Pilot Program grant. The bid prepared by Laerdal Medical is consistent with national cooperative (“Buy Board”) pricing.

Summary:

Funding allocated through the Nurse Education Investment Pilot Program provides for “capital expenses that are directly related to additional faculty and students, including student support services.” The Northland Pioneer College Nursing Program does not currently own functional childbirth simulators necessary for optimal presentation and practice of maternal/neonatal assessment and management in the skills lab setting.

The Laerdal SimMom product offers consistency in equipment and peripherals being used with other high-fidelity simulators in the Nursing Program, and does not require faculty or students to learn new operating systems or features.

City of Holbrook tax is missing from the attached quote and inclusion brings the total purchase cost to \$114,876.11.



Laerdal Medical Corporation
 167 Myers Corners Road
 Wappingers Falls, NY 12590
 Phone Order To: 877-LAERDAL
 Fax Order To: (800) 227-1143
 Email: customerservice@laerdal.com

CLIENT EXECUTIVE
 Bruna Rodrigues
 bruna.rodrigues@laerdal.com

To prevent any delays in processing your purchase, please include your quote # when ordering.

DATE: 2/7/2023
ATTN: Mrs. Ruth Zimmerman
 Director of Nursing and Allied Health
 +1928-532-6133
 ruth.zimmerman@npc.edu

QUOTE NUMBER: Q-670611
CREDIT TERMS: 30 days
EXPIRATION DATE: 5/7/2023

BILL TO: 00124770
 NORTHLAND PIONEER COLLEGE
 P O Box 610
 Holbrook AZ 86025

SHIP TO
 Northland Pioneer College
 Ruth Zimmerman
 1001 West Deuce of Clubs
 Show Low AZ 85901

BuyBoard Contract 610-20 Pricing Applied

SimMom

QTY	PRODUCT	DESCRIPTION	LIST PRICE	UNIT PRICE	EXTENDED PRICE
2	377-03050	SimMom Tetherless Includes: SimMom Manikin, Birthing Baby with placenta, 4 Uteri Modules (Cervix, Amniotic Bag, Post-Partum Hemorrhage Module and Inverted Uterus), Set of Consumables, Blood Pressure Cuff, Quick Set up guide, LLEAP License and MamaBirthing at no additional charge	\$40,099.00	\$37,693.06	\$75,386.12
2	360-00133	MamaBirthing (L)	\$1,749.00	\$0.00	\$0.00
2	377-05350	ADM2 for SimMom Tetherless Includes Complete ADM (pneumatic delivery canister), product orientation, lubricant and soft case for storage of the ADM.	\$6,499.00	\$6,109.06	\$12,218.12
2	400-10201	Laptop For use with LLEAP, Ultrasound, or as a Patient Monitor	\$2,149.00	\$2,020.06	\$4,040.12
2	400-29301	All In One Panel PC For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor	\$2,749.00	\$2,584.06	\$5,168.12
1	377-B-EDBNDL1	SimMom Education Bundle: Getting Started/LLEAP A 2-day educational session with a Laerdal Educator at the customer site for up to 8 participants. Day one focuses on fundamental knowledge of the Simulator and day two provides in-depth knowledge of the Learner Application software.	\$7,898.00	\$7,424.12	\$7,424.12
SimMom TOTAL:					\$104,236.60

ITEM TOTAL :	\$104,236.60
SHIPPING/HANDLING :	\$810.00
ADDITIONAL CHARGE/CREDIT :	\$0.00
TAX :	\$6,277.11
TOTAL :	\$111,323.71

There are various payment options; please see bottom of your quote for further clarification.
 Appropriate Sales Tax will be added to invoice – Pricing and Availability are subject to change
 Shipping/Handling costs will be added to invoice

By Accepting this Quote, the following terms are hereby incorporated into customer’s order:

Products:

Products that are currently on contract will be removed immediately if manufacturing or distribution of the product is discontinued.

Payment:

Net 30 Days for approved open accounts; CIA; Credit Cards accepted. Financing options now available – sample leasing payment terms follow.

- Lease term 24 months: USD 4,376.94 *
- Lease term 36 months: USD 2,917.96 *
- Lease term 48 months: USD 2,188.47 *

* Quoted payments do not include Interest, Taxes, Maintenance, Cancellation fees or Insurance. Quotes are subject to credit approval and may change without notice.

Warranty:

One(1) year warranty on manufactured products and 90 day warranty on refurbished products
 Two(2) year parts replacement warranty with technical assistance by phone on all Hill-Rom refurbished products

Delivery:

Delivery of product to a specific location within your building, if requested is at an additional charge and not included in this quote

Training/Education:

Onsite and Virtual Education will expire one (1) year from date of purchase. Exceptions include:

- Educational Pathway trainings will expire two (2) years from date of purchase. Five (5) or more Ed Path Training days will expire in five (5) years.
- Contracts/Technology Sustainment Program (TSP)
- Advanced Care & Maintenance Courses

CANCELLATION or RESCHEDULING of EDUCATIONAL or TECHNICAL SERVICES WILL RESULT IN CANCELLATION/RESCHEDULING FEES.

- 7 DAYS OR LESS: 100% of Course / Service Cost
- 8 DAYS to 2 WEEKS: 75% of Course / Service Cost
- 15 DAYS to 20 DAYS: 50% of Course / Service Cost
- 3 WEEKS or MORE: NO FEE

Customer will be required to submit a new PO to reschedule a cancelled course / service.

Confidential

Request to Approve Cellular One Agreement

Recommendation:

Staff recommends approval of an expanded partnership with Cellular One for leased line connectivity over a three-year period in the amount of \$870,700.00.

Procurement Process and Budget Information:

Funds were budgeted in Fiscal Year 2023 by the Technology Advancement and Support (TAS) division and Arizona State Contract CTR049876 is utilized to ensure best value for the college.

Summary:

Northland Pioneer College (NPC) has a current lease agreement with Cellular One to provide leased line connectivity to several locations. Leased line connectivity provides hard wired connections that serve as additional, more reliable internet connections than our current wide area network (WAN) which relies on the radio towers. With leased line connectivity comes improved internet performance and increased bandwidth.

Cellular One has expanded capabilities in the region which allows NPC the opportunity to connect more locations to a leased line service. Cellular One will provide a robust Carrier Grade Network using hybrid Fiber Optic and Licensed Microwave technology for delivery of the NPC network services. In addition, Cellular One has been a long-time vendor with NPC and has a proven track record of providing services, responding to outages, and has worked in tandem with NPC as partners to aid in not just supporting our remote campuses but has gone beyond their contracted duty to support our own Microwave Network when called upon.

This recommendation can be extremely beneficial to NPC. As we look for future growth of instruction, and increased bandwidth obligations, our current tower infrastructure will need major enhancements to keep up with the demands of providing higher education in rural and remote locations. The transition to a single ISP will allow us greater flexibility to obtain those goals and set NPC up for success.

The total cost includes one-time non-recurring charges of \$26,500 for Cellular One to install necessary equipment and make new connections. When everything is set up the college will then see monthly costs of \$23,450 as outlined below which, over a three year period, brings the total cost to the requested \$870,700.00.

Project Number: BIW-AZ2106-BNPC Date 1/23/2023

Client: Northland Pioneer College

Customer Type: Enterprise Project State AZ

Attention: Dr. Hazelbaker - President

Product Type: WAN Point To Point

Contact: Randy Mifflin

Mobile: (928) 358-7496 Office: (928) 537-0375 x2217

State Contract: CTR049876

Email Address: RMifflin@sunstatetech.com

Demarc	Customer Site Name	Address	LAT	LONG	Bandwidth	NRC	MRC	Term	Initial Here
Z-LOC	NPC Hopi Campus	First Mesa, Highway 264 MP 397, Keams Canyon, AZ 86034	35° 49' 11.27" N	110° 18' 32.28" W	50 Mbps	\$0.00	\$1,800	Three (3) Years + (2) One Year extensions	
Z-LOC	Holbrook PAD	101 1st Avenue Holbrook, AZ 86025	34°54'3.76"N	110° 9'37.35"W	200 Mbps	\$3,500.00	\$1,200	Three (3) Years + (2) One Year extensions	
Z-LOC	NPC St. Johns Campus	65 South, 3rd West, St. Johns, AZ 85936	34°31'5.23"N	109°22'58.26"W	100 Mbps	\$0.00	\$2,950.00	Three (3) Years + (2) One Year extensions	
Z-LOC	NPC Kayenta Campus	1/4 Mile north of junction 160/163, Adjacent to Post Office	36°42'40.76"N	110°15'5.70"W	100 Mbps	\$1,500.00	\$2,000.00	Three (3) Years + (2) One Year extensions	
Z-LOC	NPC Whiteriver Campus	720 South Chief Avenue, Whiteriver, AZ 85941	33°49'31.55" N	109°58'24.30" W	200 Mbps	\$2,500.00	\$2,200.00	Three (3) Years + (2) One Year extensions	
Z-LOC	NPC Winslow Campus	1400 E. Third Street, Winslow, AZ 86047	35° 1'14.89"N	110°41'1.09"W	200 Mbps	\$5,000.00	\$1,250.00	Three (3) Years + (2) One Year extensions	
Z-LOC	NPC Springerville Campus	940 E. Maricopa Street, Springerville, AZ 85938	34°07'29"N	109°16'31"W	200 Mbps	\$5,000.00	\$2,050.00	Three (3) Years + (2) One Year extensions	
Z-LOC	NPC Holbrook Campus	2251 E. Navajo Blvd. Holbrook, AZ 86025	34°55'48.61"N	110° 8'28.19"W	1 Gbps	\$2,500.00	\$5,400.00	Three (3) Years + (2) One Year extensions	
Z-LOC	NPC Holbrook Campus	2251 E. Navajo Blvd. Holbrook, AZ 86025	34°55'48.61"N	110° 8'28.19"W	300 Mbps	\$5,000.00	\$2,400.00	Three (3) Years + (2) One Year extensions	
Z-LOC	NPC Snowflake Campus	1611 S. Main St. Snowflake, AZ 85937	34°29'13.97"N	110° 4'54.06"W	200 Mbps	\$1,500.00	\$2,200.00	Three (3) Years + (2) One Year extensions	

Terms and Conditions

- This Proposal is subject to all of the terms and conditions of the Agreement; provided, however, that in the case of a conflict between the above Service related terms of this Proposal and the terms of the Agreement, the Service related terms of this Proposal shall control.
- Proposed pricing and services contained herein are subject to change and is contingent upon availability and pricing at the time of the order.
- SBI dba Cellular One will not and cannot be held liable or responsible for any services that become unavailable at the time of order.
- All non recurring and monthly recurring pricing in cost proposal is subject to changed based on availability of services at the time of order, Special Construction Cost may apply on a site by site basis.
- In some cases SBI will be working with a third party to provide requested services which may occur in deviations to SLA.
- Price Proposal is valid for 60 days and will need to be refreshed in the event that the bid evaluation period extends beyond pricing validity date however with bid award all pricing will be honored
- All cost contained herein are based on site engineering performed at the time of request in conjunction with estimations of available frequency license, right of ways, Co Locations and available backhaul.

Definitions


- MRC - Monthly Recurring Charge.
- NRC - Non Recurring Charge (Install Fee.)
- MTTR - Meant Time To Respond.
- SBI - Smith Bagley Inc. (parent company to Cellular One).

Included in Services:

- * 24-hour Outage Number
- * Secured Network Engineered to 99.99% up time
- * Updates, Network Maintenance and help line
- * Graphs provided of usage and available bandwidth
- * Timeframe to turn up will be provided upon receipt of order

Technical Specifications - SLA

- Class of Service: WAN Point To Point
- Availability: 99.9%
- Frame Delay/Latency: <30ms
- Delay Variation/Jitter: <20ms
- MTTR: <4 hours


Signature _____ Date 12/19/2022

Accepted for Smith Bagley, Inc. by Ian Hathcock

Signature _____ Date _____

Accepted for Client by Dr. Hazelbaker - President

Request to Approve Purchase of Firewall Hardware and Software

Recommendation:

Staff recommends approval to purchase Firewall hardware, software, and related services from HyeTech Network & Security Solutions, LLC. at a total cost of \$341,811.12.

Procurement Process and Budget Information:

Funds were budgeted in Fiscal Year 2023 by the Technology Advancement and Support (TAS) division and Government Procurement Alliance contract 22-02PV-08 is utilized to ensure best value for the college.

Summary:

Firewalls are an essential part of Northland Pioneer College (NPC) Information Technology's security, providing a security perimeter around our network and protecting college systems, services, devices, and data from unauthorized access and malicious code. Additionally, firewalls allow the college to monitor, control, and prioritize bandwidth and allow secure Virtual Private Network (VPN) access for employees.

NPC currently maintains 4 firewall appliances and related software with both hardware and software reaching the end of their lifecycles. Replacing the firewalls will ensure continuity of secure and reliable services for students, employees, and community members.

In addition, the recommendation includes the request to purchase 2 additional firewall appliances along with the software and services required to maintain them. This planned addition to NPC's security infrastructure will primarily be used to isolate and protect the most sensitive data at the college.

The attached quote contains all applicable taxes.



HyeTech Network & Security Solutions, LLC.
 10235 S. 51st Street #120
 Phoenix, AZ 85044

Date: February 06, 2023

Quotation #: 1102-057

Customer ID: 1102

Prepared by: Justin Maroney

Quotation valid until: March 08, 2023

Project Detail: Firewalls

Contract: 1GPA Contract 22-02PV-08

Bill To:
 Northland Pioneer
 Curtis Stevens
 2251 E. Navajo Blvd.
 Holbrook, AZ 86025

Ship To:
 Northland Pioneer
 Curtis Stevens
 2251 E. Navajo Blvd.
 Holbrook, AZ 86025

Products:

Part	Description	Term	List Price	Unit Price	Qty	Ext. Price
FPR1010-NGFW-K9	CISCO FIREPOWER 1010 NGFW APPLIANCE, DES	---	\$1,413.55	\$540.68	2	\$1,081.36
CON-SNT-FPR1010N	SNTC-8X5XNBD CISCO FIREPOWER 1010 NGFW A	36	\$339.00	\$220.35	2	\$440.70
FPR1010T-TM	CISCO FPR1010 THREAT DEFENSE THREAT AND	---	\$0.00	\$0.00	2	\$0.00
L-FPR1010T-TM-3Y	CISCO FPR1010 THREAT DEFENSE THREAT AND	36	\$1,353.55	\$517.73	2	\$1,035.46
FPR1K-DT-PWR-AC	CISCO FIREPOWER 1K SERIES 150W POWER ADA	---	\$585.53	\$0.00	2	\$0.00
CAB-AC-C5	AC PWR CORD TYPE C5 US CANADA	---	\$0.00	\$0.00	2	\$0.00
SF-F1K-TD7.0.1-K9	CISCO FIREPOWER THREAT DEFENSE SOFTWARE	---	\$0.00	\$0.00	2	\$0.00
FPR1K-DT-ACY-KIT	CISCO FIREPOWER 1K SERIES ACCESSORY KIT	---	\$59.14	\$0.00	2	\$0.00
FPR1000-ASA	CISCO FIREPOWER 1000 STANDARD ASA LICENS	---	\$0.00	\$0.00	2	\$0.00
FPR-LTP-QR-LBL	CISCO FIREPOWER QR LABEL - INTERNAL USE	---	\$0.00	\$0.00	2	\$0.00
FPR3110-NGFW-K9	CISCO SECURE FIREWALL 3110 NGFW APPLIANC	---	\$45,225.00	\$19,559.81	2	\$39,119.62
CON-SNT-FPR3110N	SNTC-8X5XNBD CISCO SECURE FIREWALL 3110	36	\$10,800.00	\$7,020.00	2	\$14,040.00
FPR3K-PWR-AC-400	CISCO SECURE FIREWALL 3K SERIES 400W AC	---	\$2,957.21	\$0.00	2	\$0.00
FPR3K-PWR-AC-400	CISCO SECURE FIREWALL 3K SERIES 400W AC	---	\$2,957.21	\$1,278.99	2	\$2,557.98
CAB-AC	AC PWR CORD NORTH AMERICA C13 NEMA 5-15P	---	\$0.00	\$0.00	4	\$0.00
SF-F3K-TD7.1.0-K9	CISCO FIREPOWER THREAT DEFENSE SOFTWARE	---	\$0.00	\$0.00	2	\$0.00
FPR3K-SSD900	CISCO SECURE FIREWALL 3K SERIES 900GB	---	\$11,049.98	\$0.00	2	\$0.00
FPR3K-SLIDE-RAILS	CISCO SECURE FIREWALL 3100 SLIDE RAIL KI	---	\$467.24	\$0.00	2	\$0.00
FPR3110-BSE	CISCO SECURE FIREWALL 3110 BASE LIC	---	\$0.00	\$0.00	2	\$0.00
FPR3K-FAN	CISCO SECURE FIREWALL 3K SERIES FAN TRAY	---	\$1,182.89	\$0.00	4	\$0.00
FPR3K-SSD-BLANK	CISCO SECURE FIREWALL 3100 SERIES SSD BL	---	\$147.87	\$0.00	2	\$0.00
FPR3K-NM-BLANK	FIREPOWER 3100 SERIES NETWORK MODULE BLA	---	\$59.14	\$0.00	2	\$0.00
FPR3110T-TM	CISCO SECURE FIREWALL FPR3110 TP AND AMP	---	\$0.00	\$0.00	2	\$0.00
L-FPR3110T-TM-3Y	CISCO SECURE FIREWALL FPR3110 TP AND AMP	36	\$36,903.60	\$15,960.81	2	\$31,921.62
FMC1600-K9	CISCO FIREPOWER MANAGEMENT CENTER 1600 C	---	\$29,235.01	\$12,644.14	1	\$12,644.14
CON-SNT-FCM1600K	SNTC-8X5XNBD CISCO FIREPOWER MANAGEMENT	12	\$3,491.00	\$2,618.25	1	\$2,618.25
FMC-M5-MRAID-12G	CISCO FMC 12G MODULAR RAID CONTROLLER WI	---	\$2,733.65	\$0.00	1	\$0.00
FMC-M5-SD-32G	CISCO FMC 32GB SD CARD MODULE	---	\$195.18	\$0.00	1	\$0.00
FMC-M5-TPM-2.0	CISCO FMC TRUSTED PLATFORM MODULE 2.0	---	\$88.72	\$0.00	1	\$0.00
FMC-M5-MSTOR-SD	CISCO FMC MINI STORAGE CARRIER CARD FOR	---	\$124.21	\$0.00	1	\$0.00
FMC-M5-HDD-1.2TB	CISCO FMC 1.2TB 12G SAS 10K RPM SFF HDD	---	\$1,815.73	\$0.00	2	\$0.00



Products:

Part	Description	Term	List Price	Unit Price	Qty	Ext. Price
FMC-M5-CPU-I4215	CISCO FMC 2.4 GHZ 4215 PROCESSOR, 13.75M	---	\$3,430.37	\$0.00	1	\$0.00
FMC-M5-MEM-A-16GB	CISCO FMC 16GB DDR4-3200-MHZ RDIMM/PC4-2	---	\$1,578.65	\$0.00	2	\$0.00
SF-FMC-7.0.1-K9	CISCO FIREPOWER MANAGEMENT CENTER SOFTWARE	---	\$0.00	\$0.00	1	\$0.00
FMC-M5-PS-AC-770W	CISCO FMC 770W AC POWER SUPPLY	---	\$828.02	\$0.00	2	\$0.00
CAB-9K12A-NA	CTO PWR CORD 125VAC 13A NEMA 5-15 PLUG N	---	\$0.00	\$0.00	2	\$0.00
FMC-M5-NIC-SFP	CISCO FMC X710-DA2 DUAL-PORT 10G SFP+ NI	---	\$2,217.91	\$0.00	1	\$0.00
FPR3110-NGFW-K9	CISCO SECURE FIREWALL 3110 NGFW APPLIANC	---	\$45,225.00	\$19,559.81	4	\$78,239.24
CON-SNT-FPR3110N	SNTC-8X5XNBD CISCO SECURE FIREWALL 3110	\$36.00	\$10,800.00	\$7,020.00	4	\$28,080.00
FPR3K-PWR-AC-400	CISCO SECURE FIREWALL 3K SERIES 400W AC	---	\$2,957.21	\$0.00	4	\$0.00
FPR3K-PWR-AC-400	CISCO SECURE FIREWALL 3K SERIES 400W AC	---	\$2,957.21	\$1,278.99	4	\$5,115.96
CAB-AC	AC PWR CORD NORTH AMERICA C13 NEMA 5-15P	---	\$0.00	\$0.00	8	\$0.00
SF-F3K-TD7.1.0-K9	CISCO FIREPOWER THREAT DEFENSE SOFTWARE	---	\$0.00	\$0.00	4	\$0.00
FPR3K-SSD900	CISCO SECURE FIREWALL 3K SERIES 900GB	---	\$11,049.98	\$0.00	4	\$0.00
FPR3K-SLIDE-RAILS	CISCO SECURE FIREWALL 3100 SLIDE RAIL KI	---	\$467.24	\$0.00	4	\$0.00
FPR3110-BSE	CISCO SECURE FIREWALL 3110 BASE LIC	---	\$0.00	\$0.00	4	\$0.00
FPR3K-FAN	CISCO SECURE FIREWALL 3K SERIES FAN TRAY	---	\$1,182.89	\$0.00	8	\$0.00
FPR3K-SSD-BLANK	CISCO SECURE FIREWALL 3100 SERIES SSD BL	---	\$147.87	\$0.00	4	\$0.00
FPR3K-NM-BLANK	FIREPOWER 3100 SERIES NETWORK MODULE BLA	---	\$59.14	\$0.00	4	\$0.00
FPR3110T-TM	CISCO SECURE FIREWALL FPR3110 TP AND AMP	---	\$0.00	\$0.00	4	\$0.00
L-FPR3110T-TM-3Y	CISCO SECURE FIREWALL FPR3110 TP AND AMP	\$36.00	\$36,903.60	\$15,960.81	4	\$63,843.24
Subtotal:						\$280,737.57

Professional Services:

General Pre-Installation Tasks:

- Verify hardware list vs. hardware on hand
- Identify modules, power-supplies and any other external parts
- Assemble equipment and test
- All cables and switches will be physically installed to client standards
- Label and deploy in MDF/IDF as defined by client staff
- Upgrade all hardware to latest stable OS / Firmware, perform POST and burn-in for 48 hours

Deploy Internet Edge Firewalls at PDC and WMC (1 each):

- Perform base device configuration for Firepower Threat Defense
 - Upgrade firmware and software to latest OEM & HyeTech recommended version
 - Upgrade FMC functionality to latest version
- Configure all layer 2-3 functions per client standards
 - VLANs, IP addressing and Management reachability
- Configure Firewall services
 - ACLs for inbound/outbound traffic copying existing ruleset
 - Outbound NAT rules copying existing ruleset
 - Inbound NAT rules copying existing ruleset
- Perform cutover to new internet firewall
- Perform testing to ensure successful cutover
- Also includes "Day 1" support after the cutover for any tuning/tweaking that needs to be done after the cutover.

Professional Services:

Deploy Remote Access Firewalls at PDC and WMC (1 each):

- Perform base device configuration for Firepower Threat Defense
 - Upgrade firmware and software to latest OEM & HyeTech recommended version
 - Upgrade FMC functionality to latest version
- Configure all layer 2-3 functions per client standards
 - VLANs, IP addressing and Management reachability
- Configure Firewall services
 - ACLs for inbound/outbound traffic copying existing ruleset
 - Outbound NAT rules copying existing ruleset
 - Inbound NAT rules copying existing ruleset
 - Configure Anyconnect copying existing cconfig
- Perform cutover to new firewall
- Perform testing to ensure successful cutover
- Also includes "Day 1" support after the cutover for any tuning/tweaking that needs to be done after the cutover.

Deploy Core Firewalls:

- PDC Data Center:
 - Physical Installation: rack, stack, power-on, cabling, and burn-in
 - Initial configuration and burn-in
 - Configure HA
 - Connect to Firepower Management Center
 - Upgrade FX-OS to support latest gold-star image
 - Upgrade FTD to latest gold-star image
 - Configure core firewall to support up to 5 data center segments
 - Configure NGFW features where appropriate
- WMC Data Center:
 - Physical Installation: rack, stack, power-on, cabling, and burn-in
 - Initial configuration and burn-in
 - Configure HA
 - Connect to Firepower Management Center
 - Upgrade FX-OS to support latest gold-star image
 - Upgrade FTD to latest gold-star image
 - Configure core firewall to support up to 5 data center segments
 - Configure NGFW features where appropriate

General Post-Installation Tasks:

- Provide up to 4 hours of next day support
- Update site documentation, hardware asset information and location
- Dispose of all boxes and other trash as directed by client staff

Project Management:

- Provide project management throughout the duration of the project
- Kick off meeting
- Status meetings
- Single point of contact for all communications

Assumptions & Requirements:

- All work to be performed remotely unless otherwise called out in the statement of work
- Customer to provide Hye Tech with all relevant organizational policies such as standardization, naming convention, IP addressing, or other pertinent information to the project
- Customer will participate and provide access to information, documentation, and technology necessary for project discovery
- Customer to provision access to necessary infrastructure
- Customer to provide access to any support or licensing contracts associated with the project
- Items not specified in this scope of work are explicitly excluded from this service offering



Quotation

Quote Summary		Amount
Products:		\$280,737.57
Professional Services:		\$34,600.00
	Subtotal:	\$315,337.57
	Estimated Tax:	\$26,473.55
	Total:	\$341,811.12



Terms & Conditions:

Invoicing & Payment

Unless otherwise stated in an SOW, exhibit, or definitive agreement, Hye Tech shall invoice Customer on a project basis. Customer shall pay Hye Tech within thirty (30) calendar days from the date of invoice for any of the Services and expenses provided or incurred hereunder. Hye Tech may charge Customer interest and late fees on any overdue and unpaid portion of the Fees in an amount equal to one and one half percent (1.5%) per month. All payments shall be made in U.S. dollars. In the event Customer disputes any Fees, Customer shall pay any undisputed portion of the invoice containing the disputed Fees.

Suspension

In the event of non-payment of any Fees or other fees payable within forty-five (45) days from the date of invoice, HT may, in addition to any other rights and remedies it may have, suspend Customer's access to the Products and Services.

Request to Approve Purchase of SMART Boards, Mounting Hardware, and Warranties

Recommendation:

Staff recommends approval to purchase SMART Boards, mounting hardware, and warranties from CCS Presentation Systems for a total cost of \$174,750.84.

Procurement Process and Budget Information:

Funds were budgeted in Fiscal Year 2023 by the Technology Advancement and Support (TAS) division and Government Procurement Alliance contract 22-02PV-04 is utilized to ensure best value for the college.

Summary:

This item is the first of three requests related to the annual lifecycle refresh of distance classroom technology, plus the installation of the same technology in classrooms where it is not currently equipped.

The distance learning technology in some Connected Classrooms has reached the end of expected life and needs replaced to ensure continued services for staff and students. At the same time TAS has budgeted for distance learning technology to be installed in classrooms that have never been set up for the full distance learning experience. By adding endpoints to these classrooms, it opens up more options for scheduling classes throughout the district. These rooms are also regularly scheduled for shared governance or other employee meetings and should allow more participation.

The purchase from CCS is for the larger (75 inch) SMART Board screens and hardware.

City of Holbrook tax is missing from the attached quote and inclusion brings the total purchase cost to \$174,750.84.



CCS Presentation Systems
 1426 West Bass Pro Drive
 Mesa, AZ 85201
 Phone: (480) 273-8260
 Fax: 480-348-0100/0101
 Web: www.ccsprojects.com

3633 E Irvington
 Tucson, AZ 85714
 520-318-0100 Fax 520-318-1011

Billing Questions? Contact us at:
 billing@ccsprojects.com
 Web: www.ccsprojects.com

Quote

Order No.: 1063931
Order Date: 2/5/2023
Account Rep: Dana Halsey
Customer ID: NORTHLAND

Smart Pro 75in Display Qty 25


1GPA – Contract 22-02PV-04 Technology & Audio Visual Solutions

BILL TO:	SHIP TO:
NORTHLAND PIONEER COLLEGE accountspayable@npc.edu Holbrook AZ 86025 UNITED STATES Attn: BUSINESS OFFICE	NORTHLAND PIONEER COLLEGE Accounts Payable PO BOX 610 Holbrook AZ 86025 UNITED STATES Attn: BUSINESS OFFICE

CUSTOMER P.O. NO.	TERMS	CONTACT
	NET 30	HALSEY DANA, DHALSEY@CCSPROJECTS.COM

FOB POINT	SHIPPING TERMS	SHIP VIA
Shipping Point		UPS GROUND

NO.	ITEM	QTY.	UOM	PRICE	EXTENDED PRICE
1	SBID-6275S-V3-P: SMART Board 6075S-V3 Pro interactive display with iQ	25.00	EACH	5,069.00	126,725.00
2	EOW2-SBID-75-P: SMART 2 Year SMART Assure warranty extension with RM for SMART Board 75" Pro series interactive displays	25.00	EACH	375.00	9,375.00
3	484A08: BALANCEBOX - 650-130 height adjustable mount	25.00	EACH	626.00	15,650.00
4	481A70: BALANCE BOX 400 Touchscreen Universal mounting bracket	25.00	EACH	75.00	1,875.00
5	SHIPPING: SHIPPING	1.00	EACH	6,639.00	6,639.00

Approved by:		Sales Total:	160,264.00
X _____		Tax Total:	12,366.83
		Total (USD):	172,630.83
ROC 140448	Invoices subject to 1 1/2% interest	 <p>This information is confidential and may be legally privileged. It is intended solely for the addressee.</p>	
ROC 297128	charge per month if not paid within terms.		

Request to Approve Purchase of Room Kits, Cameras, Mics, and Hardware

Recommendation:

Staff recommends approval to purchase of Cisco room kits, cameras, microphones, etc. from HyeTech Network & Security Solutions, LLC. at a total cost of \$695,463.83.

Procurement Process and Budget Information:

Funds were budgeted in Fiscal Year 2023 by the Technology Advancement and Support (TAS) division and Government Procurement Alliance contract 22-02PV-08 is utilized to ensure best value for the college.

Summary:

This purchase is related to the technology refresh and classroom upgrades referenced in the previous request. Better value was found in utilizing Government Procurement Alliance contract 22-02PV-08 and working with HyeTech for the purchase.

Included in this purchase are the Cisco WebEx room kits, cameras, microphones and all hardware and services required for installation and operation in classrooms.

All applicable taxes are included in the attached quote.



HyeTech Network & Security Solutions, LLC.
 10235 S. 51st Street #120
 Phoenix, AZ 85044

Date: January 20, 2023
Quotation #: 1102-055
Customer ID: 1102
Prepared by: Justin Maroney
Quotation valid until: February 18, 2023
Project Detail: Video Endpoints
Contract: 1GPA Contract 22-02PV-08

Bill To: Northland Pioneer
 Curtis Stevens
 2251 E. Navajo Blvd.
 Holbrook, AZ 86025

Ship To: Northland Pioneer
 Curtis Stevens
 2251 E. Navajo Blvd.
 Holbrook, AZ 86025

Products:

Part	Description	Term	List Price	Unit Price	Qty	Ext. Price
CS-KITPRO-K9	WEBEX ROOM KIT PRO CODEC QUAD CAM TCH 10	---	\$35,942.64	\$16,425.79	23	\$377,793.17
CON-SNT-CS0CK9KI	ROOM KIT PRO - CODEC, QUAD CAM, ROOM NAV	12	\$3,519.00	\$2,357.73	23	\$54,227.79
CS-CODEC-PRO+	CODEC PRO FOR AUTO EXPAND	---	\$0.00	\$0.00	23	\$0.00
PSU-12VDC-70W-GR+	POWERSUPPLY - AC/DC 12V 6.25A GREY	---	\$0.00	\$0.00	23	\$0.00
CAB-DV10-8M+	NETWORK CABLE (ETHERNET) 8 METER	---	\$0.00	\$0.00	23	\$0.00
CS-CPRO-ANT+	ANTENNAS FOR CODEC PRO	---	\$0.00	\$0.00	23	\$0.00
CS-T10-TS+	CISCO WEBEX ROOM NAVIGATOR - TABLE STAND	---	\$0.00	\$0.00	23	\$0.00
PWR-CORD-USA-B	POWER CORD FOR UNITED STATES OF AMERICA	---	\$0.00	\$0.00	46	\$0.00
CAB-ETHRSHLD-10M	10M SHIELD CBL FOR CEIL MIC NOT PLENUM	---	\$88.72	\$40.55	69	\$2,797.95
CTS-MIC-CLNG-G2	TELEPRESENCE CEIL MIC GENERATION 2	---	\$1,762.50	\$805.46	69	\$55,576.74
CON-SNT-CT2CG2SM	CISCO TELEPRESENCE CEILING MICROPHONE	---	\$175.00	\$117.25	69	\$8,090.25
CS-CPRO-RACKEARS	RACKEARS FOR CISCO SPARK CODEC PRO	---	\$0.00	\$0.00	23	\$0.00
CS-CAM-PTZ4K	PTZ 4K CAMERA	---	\$10,527.68	\$4,811.15	23	\$110,656.45
CON-SNT-CS1F4KCA	PAN-TILT-ZOOM 4K 20X CAM SNTC-8X5XNBD	12	\$1,048.00	\$702.16	23	\$16,149.68
CS-PTZ4K-BRKT	BRACKET FOR MOUNTING OF PTZ 4K CAMERA	---	\$294.54	\$134.60	23	\$3,095.80
PSU-12VDC-40W2	POWER SUPPLY 12 VDC 40W	---	\$200.00	\$0.00	23	\$0.00
PWR-CORD-USA-B	POWER CORD FOR UNITED STATES OF AMERICA	---	\$0.00	\$0.00	23	\$0.00
CS-QUADCAM2+	CISCO QUAD CAMERA IN FIRST LIGHT COLOUR	---	\$0.00	\$0.00	23	\$0.00
BRKT-QCAM-WMK-	WALL MOUNTING BRACKET FOR QUAD CAMERA	---	\$0.00	\$0.00	23	\$0.00
CS-KIT-MINI-K9	ROOM KIT MINI MIC ARRAY SPK AND TCH 10	---	\$7,026.71	\$3,211.21	2	\$6,422.42
CON-SNT-CS8GK9KI	ROOM KIT MINI WITH MICROPHONE ARRAY,	12	\$395.00	\$264.65	2	\$529.30
PWR-CORD-USA-B	POWER CORD FOR UNITED STATES OF AMERICA	---	\$0.00	\$0.00	2	\$0.00
CS-KIT-MINI-SMK	SCREEN MOUNT KIT FOR THE ROOM KIT MINI	---	\$211.73	\$96.76	2	\$193.52
CAB-2HDMI-1.5M-GR-	1.5M GREY HDMI 2.0	---	\$0.00	\$0.00	2	\$0.00
CS-KIT-MINI-WMK-	WALL MOUNT FOR CISCO ROOM KIT MINI (DEFA	---	\$0.00	\$0.00	2	\$0.00
CAB-ETH-5M-GR-	CAB (16,4 FEET / 5M) GREY ETHERNET	---	\$0.00	\$0.00	2	\$0.00
PSU-12VDC-70W-GR-	POWERSUPPLY - AC/DC, 12V, 6.25A, GREY	---	\$0.00	\$0.00	2	\$0.00
CAB-DV10-8M+	NETWORK CABLE (ETHERNET) 8 METER	---	\$0.00	\$0.00	2	\$0.00
CS-KITMIN-CAM-COV-	CAMERA COVER FOR ROOM KIT MINI	---	\$0.00	\$0.00	2	\$0.00
CS-T10-TS+	CISCO WEBEX ROOM NAVIGATOR - TABLE STAND	---	\$0.00	\$0.00	2	\$0.00
TRN-CLC-001	CISCO LEARNING PARTNER 100 TRAINING CRED	12	\$10,000.00	\$0.00	3	\$0.00



Quotation

Subtotal: **\$635,533.07**

Quote Summary		Amount
Products:		\$635,533.07
	Subtotal:	\$635,533.07
	Estimated Tax:	\$59,930.76
	Total:	\$695,463.83



Terms & Conditions:

Invoicing & Payment

Unless otherwise stated in an SOW, exhibit, or definitive agreement, Hye Tech shall invoice Customer on a project basis. Customer shall pay Hye Tech within thirty (30) calendar days from the date of invoice for any of the Services and expenses provided or incurred hereunder. Hye Tech may charge Customer interest and late fees on any overdue and unpaid portion of the Fees in an amount equal to one and one half percent (1.5%) per month. All payments shall be made in U.S. dollars. In the event Customer disputes any Fees, Customer shall pay any undisputed portion of the invoice containing the disputed Fees.

Suspension

In the event of non-payment of any Fees or other fees payable within forty-five (45) days from the date of invoice, HT may, in addition to any other rights and remedies it may have, suspend Customer's access to the Products and Services.

Request to Approve Purchase of Computers, Monitors, Accessories, and Service Agreements

Recommendation:

Staff recommends approval to purchase computers, monitors, peripherals, hardware, and service agreements from SHI International Corp at a total cost of \$97,521.83.

Procurement Process and Budget Information:

Funds were budgeted in Fiscal Year 2023 by the Technology Advancement and Support (TAS) division and National Association of State Procurement Officials Software VAR Contract #: ADSP016-130651 is utilized to ensure best value for the college.

Summary:

This purchase is related to the technology refresh and classroom upgrades referenced in the previous two requests. Better value was found in utilizing National Association of State Procurement Officials Software VAR Contract #: ADSP016-130651 and working with SHI for the purchase.

Included in this purchase is the computers and accessories to run the distance technology, remaining monitors to outfit the classrooms, mounting and other hardware required for installation, as well as necessary service agreements.

City of Holbrook tax is missing from the attached quote and inclusion brings the total purchase cost to \$97,521.83.



Pricing Proposal
 Quotation #: 23050364
 Created On: 2/3/2023
 Valid Until: 2/28/2023

AZ-Northland Pioneer College

Inside Account Executive

Curtis Stevens

PO Box 610
 Holbrook, AZ 86025
 United States
 Phone: (800) 266-7845
 Fax:
 Email: Curtis.Stevens@npc.edu

Chris Grimmer

290 Davidson Ave
 Somerset, NJ 08873
 Phone: 732-652-0291
 Fax: 732-XXX-XXXX
 Email: chris_grimmer@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Tripp Lite 6U Wall Mount Rack Enclosure Cabinet Knock Down w/Doors & Sides - Rack cabinet - wall mountable - black - 6U - 19" Tripp Lite - Part#: SRW6UKD Contract Name: NASPO Software VAR Contract #: ADSPO16-130651 Subcontract #: CTR046099 Note: In Stock	25	\$181.44	\$4,536.00
2 Tripp Lite Display TV Wall Monitor Mount Arm Swivel/Tilt 26" to 55" TVs / EA / Flat-Screens - Bracket - for flat panel - steel - black - screen size: 26"-55" - wall-mountable Tripp Lite - Part#: DWM2655M Contract Name: NASPO Software VAR Contract #: ADSPO16-130651 Subcontract #: CTR046099 Note: In Stock	50	\$94.65	\$4,732.50
3 HP Quick Release Bracket 2 - Desktop to wall/monitor mounting bracket - promo - for HP 260 G4, P244, P274, t540; EliteDesk 705 G5, 800 G5; EliteDisplay E223; ProDesk 405 G4 HP, Inc. - Part#: 6KD15AT Contract Name: NASPO Software VAR Contract #: ADSPO16-130651 Subcontract #: CTR046099 Note: In Stock	25	\$27.88	\$697.00
4 LG GP65NB60 - Disk drive - DVD RW (R DL) / DVD-RAM - 8x/8x/5x - USB 2.0 - external - black LG Electronics - Part#: GP65NB60 Contract Name: NASPO Software VAR Contract #: ADSPO16-130651 Subcontract #: CTR046099	25	\$29.48	\$737.00
5 Logitech MK270 Wireless Combo - Keyboard and mouse set - wireless - 2.4 GHz - English Logitech - Part#: 920-004536 Contract Name: NASPO Software VAR	25	\$15.87	\$396.75

Contract #: ADSPO16-130651

Subcontract #: CTR046099

Note: In Stock

6	55IN COMMERCIAL 4K UHD LED LCDDISPLAY 350 NIT Samsung - Part#: QB55B Contract Name: NASPO Software VAR Contract #: ADSPO16-130651 Subcontract #: CTR046099 Note: In Stock	50	\$922.44	\$46,122.00
7	Samsung ProCare Technology Protection Fast Track - Extended service agreement - advanced exchange program (for indoor digital signage with 52" - 65" diagonal size) - 3 years - response time: NBD - for Samsung DB55, DE55, ED55, ED65, LE55, MD55, MD65, ME5 Samsung - Part#: P-LM-NN1X57A Contract Name: NASPO Software VAR Contract #: ADSPO16-130651 Subcontract #: CTR046099 Note: In Stock	50	\$99.78	\$4,989.00
8	Tripp Lite Rack Enclosure/Open Frame Server Cabinet ESD Grounding Panel 1U - Grounding kit - 1U - 19" Tripp Lite - Part#: SRGROUNDANELBC Contract Name: NASPO Software VAR Contract #: ADSPO16-130651 Subcontract #: CTR046099	25	\$41.23	\$1,030.75
9	StarTech.com DisplayPort to HDMI Adapter with HDR - 4K 60Hz - Black - DP to HDMI Converter (DP2HD4K60H) - Video adapter - DisplayPort (M) latched to HDMI (F) - 25.16 cm - shielded - black - 4K support - for P/N: ST121HD20FXA StarTech.com - Part#: DP2HD4K60H Contract Name: NASPO Software VAR Contract #: ADSPO16-130651 Subcontract #: CTR046099 Note: In Stock	25	\$28.44	\$711.00
10	HP EliteDesk 800 G6 - Wolf Pro Security - mini desktop - Core i5 10500T / 2.3 GHz - vPro - RAM 16 GB - SSD 256 GB - NVMe, TLC - UHD Graphics 630 - GigE - WLAN: 802.11a/b/g/n/ac/ax, Bluetooth 5.1 - Win 10 Pro 64-bit (includes Win 11 Pro License) - monitor HP, Inc. - Part#: 683J7UT#ABA Contract Name: NASPO Software VAR Contract #: ADSPO16-130651 Subcontract #: CTR046099 Note: In Stock	25	\$937.97	\$23,449.25
11	Tripp Lite 25ft High Speed HDMI Cable with Ethernet Digital Video / Audio 4K x 2K M/M 25' - HDMI cable with Ethernet - HDMI male to HDMI male - 7.6 m - black Tripp Lite - Part#: P569-025	75	\$22.89	\$1,716.75

Subtotal	\$89,118.00
Shipping	\$0.00
*Tax	\$5,730.29
Total	\$94,848.29

*Tax is estimated. Invoice will include the full and final tax due.

Optional Items For: 10. HP EliteDesk 800 G6 - Wolf Pro Security - mini desktop - Core i5 10500T / 2.3 GHz - vPro - RAM 16 GB - SSD 256 GB - NVMe, TLC - UHD Graphics 630 - GigE - WLAN: 802.11a/b/g/n/ac/ax, Bluetooth 5.1 - Win 10 Pro 64-bit (includes Win 11 Pro License) - monitor

Electronic HP Care Pack Next Business Day Hardware Support - Extended service agreement - parts and labor (for desktop without monitor) - 4 years - on-site - response time: NBD - for Presence Small Space Solution with Zoom Rooms HP, Inc. - Part#: U7897E	30	\$53.79	\$1,613.70
HP E24 G4 - E-Series - LED monitor - 23.8" (23.8" viewable) - 1920 x 1080 Full HD (1080p) @ 60 Hz - IPS - 250 cd/m - 1000:1 - 5 ms - HDMI, VGA, DisplayPort - silver (stand), black head HP, Inc. - Part#: 9VF99AA#ABA	30	\$225.26	\$6,757.80
HP 235 - Keyboard and mouse set - wireless - US - Smart Buy - for Elite Mobile Thin Client mt645 G7; Pro Mobile Thin Client mt440 G3; ZBook Fury 16 G9 HP, Inc. - Part#: 1Y4D0UT#ABA	30	\$36.18	\$1,085.40

Additional Comments

Please Note: Tripp Lite has a zero returns policy.

Please Note: HP, Inc. has a zero returns policy on custom build PCs. Ink and toner are also considered non-returnable

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

SHI SPIN: #143012572

SHI-GS SPIN (For Texas customers ONLY): #143028315

For E-rate SPI orders, applicant shall be responsible for payment of any outstanding or ineligible costs if USAC rejects reimbursement claim in whole or in part.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#), unless a separate resale agreement exists between SHI and the Customer.

Request to Approve Design Contract for Goldwater Center

Recommendation:

Staff recommends the approval of a design fee contract with SPS+ Architects (SPS+) for \$391,250 to renovate the White Mountain Campus (WMC) Goldwater Center to relocate the campus office and create a one stop shop for student services.

Procurement Process and Budget Information:

The design fee will be paid from the capital expansion budget originally set aside by the District Governing Board (Board) in October 2018 for \$20 million. The current balance is \$5.5 million after completion of the Skills Center.

Summary:

The 2020 NPC Master Plan Update identified the creation of a “One Stop Shop” for student services in the existing Goldwater Center at the WMC in Show Low. The creation of the “One Stop Shop” would bring the campus office from its existing location in the Aspen Center to the Goldwater Center which is located near the entrance from Highway 260 or Deuce of Clubs. Students and community members will be able to quickly locate the campus office and student services activities, such as, registration, financial aid, student advising, and registrar services.

In May 2020, the Board approved the award of a design services contract to SPS+ Architects for the capital expansion projects slated for the WMC. This contract was written so that additional services can be added as specified by NPC. The contracted design fees are based upon the state approved architectural design fee rate of 5.8% of Guaranteed Maximum Price (GMP) or construction cost plus change orders. Basic design services for this project are based upon an estimated budget for construction of \$4 million (10,000sqft@ \$400sqft). The SPS+ proposal along with possible layouts of the building renovation are attached. The design process will likely take 6 months, March-August 2023.



1/18/2023

Mr. David Huish
 Director of Facilities
 Northland Pioneer College
 102 N 1st Ave
 Holbrook, AZ 86025

**RE: Northland Pioneer College, Goldwater Student Services Building Addition
 SPS+ Architects Fee Proposal**

Dear Mr. Huish:

Thank you for the opportunity to present our fee proposal to provide architectural and engineering services for the project above. The Scope of Work, Scope of Services and Proposed Fee are outlined below.

Scope of Work:

SPS+ Architects shall provide full-service architectural design, structural, mechanical/plumbing, and electrical engineering including construction administration services for Northland Pioneer College in Show Low, Arizona. Scope of work to include:

New Student Services Building Addition:

1. SPS+ to coordinate with the Client and Project team to design a new one-story, 10,000 SF Addition to the existing Show Low Campus.
2. The Addition will serve as Student Welcome Center with centralized student services and support spaces including Student Services Center, Advisor Offices, Coordinator Offices, Small Testing Room, and one (1) Conference Room. Building Addition exterior design to match existing surrounding buildings on campus.

Basic Scope of Services:

The following is an outline of proposed Basic Services that SPS+ Architects will provide as required to facilitate this project.

1. Existing Conditions Verification:
 - a. Conduct site visit to review the existing conditions through physical observation. Gather input from facility staff in these areas.
 - b. Includes one design (1) site visit by SPS+ Architects.
2. Schematic Design Services
 - a. Provide study of internal user group dynamics, using matrices, diagrammatic floor plan, and illustrative graphics.
 - b. Preparation of conceptual space plans.
3. Design Development Services
 - a. Provide design documents indicating areas, volume, plans, elevations, and sections of the proposed project. Drawings will indicate materials to be used along with Mechanical, Plumbing and Electrical systems.
 - b. Provide reviews with all applicable reviewing agencies for compliance with building codes.
 - c. Prepare an outline specification and coordinate within the design team.
 - d. Provide project administration for purposes of coordinating all disciplines and coordination with the Client.
 - e. Pre-Application Submittal or courtesy review meeting with Authority Having Jurisdiction (AHJ) as necessary.



4. Construction Documents Services
 - a. Provide a full set of completed construction documents and specifications for construction of project for this procurement.
 - b. SPS+ Architects will work with the project team to provide documents that meet the Client's approved construction dollar amount. SPS+ will utilize alternates within the documents to help meet the Client's budget.
 - c. SPS+ Architects will utilize industry standard care in preparation of Construction Documents.
 - d. SPS+ Architects will coordinate with the AHJ for code compliance and permit issuance.
5. Permit/ Bidding Assistance
 - a. SPS+ Architects will assist the Client in the permit and bidding process, answering questions and providing clarifications as needed.
 - b. SPS+ Architects will manage the permitting process as required with the AHJs including submission of plans and specifications, responses to review comments, and obtaining of permits. Any associated plan review and permit fees will be paid and billed to the Client as a direct reimbursable.
6. Construction Administration Services
 - a. Construction Administration Services will be provided as needed and may include construction meeting attendance, submittal review, RFI responses, pay application review, change order processing, and project closeout verification. Construction administration will be completed and carried out per industry standard of care. SPS+ anticipates construction to take place for 8 months and will provide two (2) site visits per month.

Additional Scope of Services:

1. Programming and Conceptual Design Services
 - a. Identify and determine Client's existing or new program by meeting with Client team and community partners as needed to develop scope for project.
2. Interior Design – FF+E Services
 - a. SPS+ to provide Furniture, Finishes, and equipment procurement, coordination, and specifications as needed for this project. This scope of work also applies to the Future Scopes of Work. See Attachment A for further details.
3. 3D Renderings
 - a. SPS+ to provide up to four (4) 3D renderings as requested by the client of building and area of scope.
4. Door Hardware Consultant
 - a. Door Hardware consulting services and SPS+ coordination with the consultant as needed for the project.
5. Design Site Trips are to be provided as an additional service from the Architect, Mechanical/ Plumbing, Electrical, and Structural Engineers within the allowance stated in Attachment A.
6. CA Site Trips to be provided and calculated as stated in Attachment A. Please note fee per trip will differ depending on Project Manager site trip or Construction Admin Specialist site trip.
7. Civil Engineering (provide via allowance, scope criteria of site is not known at this time)
 - a. Civil Engineer to provide design, construction documents, and construction administration services with the project team.
 - b. Scope and fee include project meetings & coordination, topographic survey, site grading plan, site utility plan, and stormwater pollution prevention plan.
8. Design Contingency can be utilized for the Client directed design as required.
9. Landscape Architecture
 - a. Landscape Architect to provide design, construction documents, and construction administration services with the project team.

10. Geotechnical Engineering
 - a. Please note that SPS+ will coordinate the scope of work and fee as needed between the Client and the Geotechnical Engineer, but these services will be contract directly between the Client and Engineer and provided as a direct reimbursable. See Proposed Exclusions below.
11. Cost Estimating consultant to provide a detailed cost estimate for the project during Design Development and Construction Documents.
12. Reimbursable Allowance to cover printing of design documents for Client's use as needed.

Proposed Fee:

1. **A proposed fee for Architectural and Engineering Design services is provided in Attachment A.**
2. The above fee is based on an estimated scope and construction cost and will be reevaluated if additional scope is requested by the Client or construction cost is updated. Any increase in the scope of work approved by the Client for similar work will be billed in keeping with the approved A/E fee percent to construction cost for the initial project.
3. Payment terms:
 - a. SPS+ will invoice monthly on a percent complete basis.
 - b. Payment terms - net 30 days.
 - c. Accounts unpaid 90 days after the invoice date may be subject to a monthly service charge of 1.5% per month (or the legal rate) on the then unpaid balance.
 - d. Additional services and items approved by Client will be billed according to the attached SPS+ Architects hourly rates and fees as listed in Attachment B.
 - e. This proposal is valid for ninety days. After ninety days, please contact us for possible revisions.
 - f. Please address purchase orders to: SPS-AR@spsplusarchitects.com. 480-991-0800.

Proposed Exclusions:

The following items have been excluded from the scope of work and proposed fee. **In some cases, these items may be added as additional services for an additional fee.**

1. Programming (See Attachment A)
2. Interior Design (Including FF+E Coordination, Procurement, and Specifications, See Attachment A)
3. 3D Renderings/ Fly-Through's (See Attachment A)
4. Door Hardware Consultant (See Attachment A)
5. Additional Site Visits Beyond listed above and in Attachment A.
6. As-Built drawings
7. 3D Scanning/ 3D modeling
8. Providing extensive Value Engineering
9. Traffic Impact Analysis
10. Civil Engineering (See Attachment A)
11. Offsite Civil Engineering and utilities
12. Landscape Architecture (See Attachment A)
13. Public Hearings regarding Zoning modifications, etc.
14. Cost Estimating (See Attachment A)
15. Commissioning
16. LEED Design and Coordination
17. Geotechnical Engineering (Direct Passthrough/ Direct Reimbursable to Owner)
18. Environmental Impact Studies
19. Kitchen/ Food Service Consultant
20. Providing design services for extensive change orders beyond original scope and construction change directives during the construction process.
21. Provide extensive drawings to evaluate different system cost.
22. Providing design services for construction beyond the contracted established construction budget (unless approved by Client in writing.)

23. Providing any services beyond customary Architectural Services and as outlined in this proposal.
24. Engineering for remodel or new building fire protection if required.
25. Detailed fire alarm drawings. The selected fire alarm contractor secured by the general contractor will be responsible as required by the authority having jurisdiction.
26. Payment for building permits, fees, and any construction related permits and fees.
27. Taxes and Fees.
28. Special inspections as may be required by the AHJ.
29. Other special systems are excluded from the contract such as (may be provided via allowance identified above):
 - a. Design associated with E-rateable construction is excluded.
 - b. Computer network cabling and equipment and programming including main cross-connect, intermediate cross-connect, horizontal cross-connect, and LAN is excluded.
 - c. Security camera system is excluded.
 - d. Uninterrupted power supply system design is excluded.
 - e. (Note that conduit and power for excluded systems will be incorporated per the Client's layout document.)

SPS+ Architects will work with the project team and building committee to meet design team milestones.

Please let us know if any modifications are needed. If this proposal meets your approval, please provide a purchase order or the necessary approval for SPS+ Architects to proceed. Please address purchase orders to: SPS-AR@spsplusarchitects.com. 480-991-0800.

Thank you for considering SPS+ Architects for this project. We sincerely look forward to working with your team in delivering a successful project.

Sincerely,

SPS+ ARCHITECTS, LLP

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

cc: SPS-AR@spsplusarchitects.com
Attachment A: Fee Calculation
Attachment B: SPS+ Architects Hourly Rates & Fees

If the terms of this agreement are acceptable, please indicate your acceptance and return a copy to our office.

Signature/Title

Date

Attachment A
SPS+ Architects - Fee Calculation
NPC, Goldwater Student Services Building Addition
1/18/2023



Estimated Construction Cost: \$ 4,000,000.00
 Fee Percent: 5.8%

BASIC SERVICES:

Architectural & Engineering Design (Based on Fee Percent & Construction Cost shown above)	\$ 232,000.00
Total Basic Services:	\$ 232,000.00

ADDITIONAL SERVICES:

Programming	\$ 15,000.00
Interior Design (Includes FF+E Services)	\$ 25,000.00
3D Renderings (Includes up to 4 Renderings)	\$ 6,000.00
Door Hardware Consultant Allowance	\$ 5,000.00
Design Site Trips Allowance - Project Manager (Est. 8 Trips)*	\$ 13,000.00
CA Site Trips Allowance - Project Manager (Est. 8 Trips)**	\$ 12,000.00
CA Site Trips Allowance - CA Specialist (Est. 8 Trips)**	\$ 6,000.00
Design Contingency Allowance	\$ 20,000.00
Civil Engineering Allowance	\$ 21,080.00
Landscape Architecture Allowance	\$ 9,000.00
Geotechnical Engineering Allowance (Direct Passthrough/ Direct Reimbursable with Owner)	\$ 9,045.00
Cost Estimating Allowance	\$ 13,125.00
Reimbursable Allowance (Includes printing. Does not include permit fees.)	\$ 5,000.00
Total Additional Services:	\$ 159,250.00

Total Fee: \$ 391,250.00

*Please note that if these two scopes of work are concurrent, the total number of site visits can be reduced. Additional site visits requested beyond listed in scope and fee above, shall be billed individually at the rates described below.

**CA fee: based upon travel from Ganado, AZ if CA specialist travels, and Tucson, AZ if Project Manager travels to site.

Site Visit Fee Calculation (Round Trip): PM - Tucson to Show Low, AZ (Design)

Travel Time	7	hrs	@	\$ 135	\$ 945.00
Mileage	360	miles	@	\$ 0.625	\$ 225.00
Meals (1 day)	1	day	@	\$ 15	\$ 15.00
Lodging	1	night	@	\$ 140	\$ 140.00
Mtg Time - PM	2	hrs	@	\$ 135	\$ 270.00
Total Fee: \$					1,595.00

Site Visit Fee Calculation (Round Trip): PM - Tucson to Show Low, AZ (CA)

Travel Time	7	hrs	@	\$ 135	\$ 945.00
Mileage	360	miles	@	\$ 0.625	\$ 225.00
Meals (1 day)	1	day	@	\$ 15	\$ 15.00
Lodging	1	night	@	\$ 140	\$ 140.00
Mtg Time - PM	1	hrs	@	\$ 135	\$ 135.00
Total Fee: \$					1,460.00

Site Visit Fee Calculation (Round Trip): CA Specialist - Ganado to Show Low, AZ (CA)

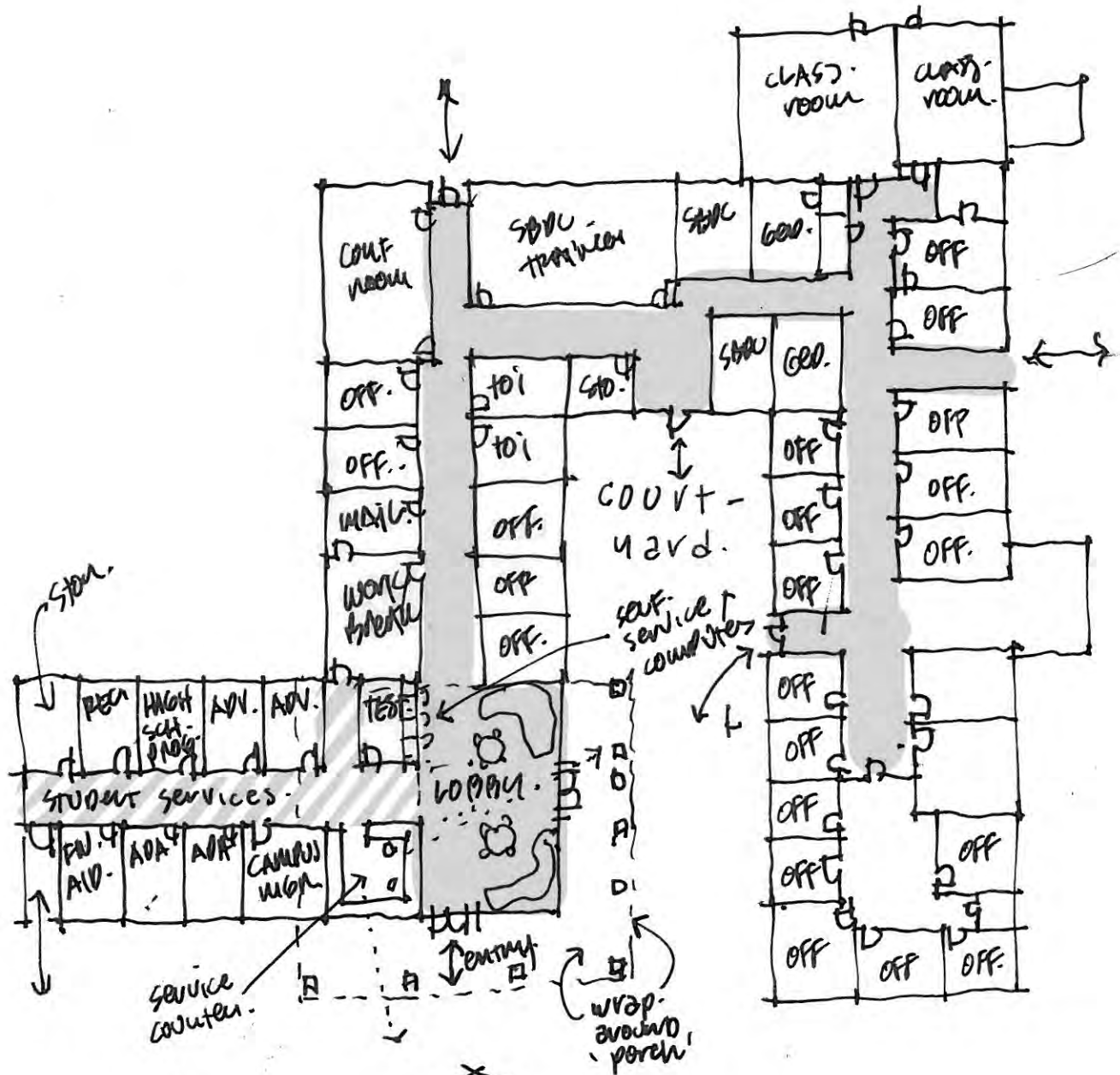
Travel Time	5	hrs	@	\$ 95	\$ 475.00
Mileage	260	miles	@	\$ 0.625	\$ 162.50
Meals (1 day)	1	day	@	\$ 15	\$ 15.00
Mtg Time - CA Field	1	hr	@	\$ 95	\$ 95.00
Total Fee: \$					747.50

Architect Hourly Rates

2021-2022



ROLE	RATE	DESCRIPTION
Principal Architect	\$195	Licensed Architect/Project Principal in charge, oversees the QA/ QC process; establishes design standards and oversees design department/firm, ultimate decision maker for the firm. Minimal anticipated billable project hours.
Registered Design Architect	\$150	Licensed Architect; minimum 6 years experience; performs planning, programming, design, and construction document preparation; writes specifications; prepares presentation and design drawings in both sketch and computer modeling formats. Under the supervision of the firm Project Manager.
Project Manager	\$135	Administers and supports programming, design, and construction document preparation; specifications; coordinates with clients and consultants, manages projects. Under the supervision of the firm principal. Coordinates all project efforts in order to ensure effective execution, prepare strategic plans and serves as client liaison. Actively manages client budgets, schedules and manages project communications and documentation, office administrative tasks and project team assignments.
Senior Designer	\$125	Has a degree in Architecture; performs planning, programming, design, and construction document preparation; writes specifications. Under the supervision of the firm Project Manager.
Job Captain/ Designer	\$115	Minimum 5 years experience with expertise in Architectural practice, manages and coordinates CADD technicians assigned to the project; performs routine design work. Under the supervision of the firm Project Manager.
Draftsperson	\$95	Performs routine drafting assignments. CAD specialist, drafting, design, prepares plan sheets and layouts, performs rendering as needed/requested.
Construction Administration	\$95	Experience in vertical construction and construction document interpretation; performs site visits at key times of construction to assess contractors progress and interprets and enforces construction documents; checks shop drawings; reviews RFI, submittals, may provide full Construction Administration services upon request.
Clerical	\$55	Support office functions (supplies, filing, typing, and record keeping), provides administrative assistance and helps manage the day-to-day operations of firm.
Percent markup for Sub-consultants	0%	Mark up for exclusively consultant services. (Percentage waived when the consultant services are less than SPS+ services)
Percent markup for Reimbursable Items	0%	Mark up when solely reimbursable expenses (lodging, meals, mileage per federal business IRS guidelines)



NORTHWEST ELEVATION

GOLDWATER
 11 APRIL 2013. SKETCH IDEA.

