Notice of Public Meeting

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Navajo County Community College District Governing Board (Board) and to the general public that the Board will hold a Regular District Governing Board Meeting open to the public, on **March 18, 2025 beginning at 10am**. 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 MAR25DGB.

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 Farah Bughio 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, Farah Bughio, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on or before the 17th day of March, 2025, at 10:00am.

Farah Bughio
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

MISSION

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

VISION

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.

VALUES

INTEGRITY
INCLUSION
ADAPTABILITY
CIVILITY
ACCESS

Northland Pioneer College

Governing Board Meeting Agenda

Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona
The meeting location will be open to the public at 9:55 a.m. at the latest.
Or you can join on WebEx (Passcode MAR25DGB).

Date March 18, 2025   **Time:** 10:00 a.m. (MST)

Item	Description	Resource
1.	**Call to Order and Pledge of Allegiance**	Chair Robinson
2.	**Adoption of the Agenda** .... **(Action)**	Chair Robinson
3.	**Call for Public Comment**	Chair Robinson

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.

4. **Discussion Items:**

    A. **Standing Presentations:**

		Resource
1.	**Financial Position** VPAS Maderia Ellison will provide a report on the financial position of the college for period July 1, 2024 to January 31, 2025.	VPAS Ellison
2.	**NPC Student Government Association (SGA)** No report.	No report
3.	**NPC Faculty Association** Faculty Association President, Andi DeBellis, will give the Board an update.	Andi DeBellis
4.	**Classified & Administrative Staff Organization (CASO)** No report.	No report
5.	**Compensation Committee** Associate Dean Allison Landy will give the Board an update.	Associate Dean Landy
6.	**Northland Pioneer College (NPC) Friends and Family** Friends & Family Director, Betsy Wilson, will provide the Board with an update.	Director Wilson
7.	**Human Resources** AVPHR Christine Schaefer will elaborate on the report provided in the packet.	AVPHR Schaefer
8.	**Construction Report** Director of Facilities and Transportation, Justin White, will provide the Board with an update.	Director White
9.	**Enterprise Resource Planning (ERP) Implementation Update** A report is provided in the packet.	Colleen Marsh
10.	**Arizona Association of Community College Trustees (AACCT) And update to the Presidential Search** Report if available.	Chair Robinson

5.	**Office of Institutional Effectiveness** Director of Institutional Effectiveness, Judy Yip-Reyes, will give the Board an update.	Director Yip-Reyes
6.	**Primary Property Tax Levy and Rates** VPAS Maderia Ellison will present the primary property tax levy and rates to the Board.	VPAS Ellison
7.	**2025 – 26 Introductory Budget Analysis** VPAS Maderia Ellison will present the 2025 – 26 introductory budget analysis to the Board.	VPAS Ellison
8.	**Consent Agenda for Action**	Chair Robinson

    A. **February 18, 2025 Board Meeting Minutes** (Farah Bughio)

B. **February 18, 2025 Work Session Minutes** (Farah Bughio)
C. **Board Policies 1100 through 1180**
D. **Board Policies 1300 through 1350**
E. **Program Deletions –** Energy and Industrial Technology Programs including Associate of Applied Science (AAS), Certificate of Applied Science (CAS), and Certificate of Proficiency (CP) programs. This excludes the Industrial Plant Operations pathway (AAS, CAS, CP). (Michael Broyles)
F. **Program Modification –** Associate of Business (ABus). (Michael Broyles)
G. **Program Modification –** Behavioral Health Studies Associate of Applied Science (AAS). (Michael Broyles)
H. **Program Modification –** Computer Information Systems including Associate of Applied Science (AAS), Certificate of Applied Science (CAS), and Certificate of Proficiency (CP). (Michael Broyles)
I. **Program Modification –** Cybersecurity Certificate of Applied Science (CAS), Certificate of Proficiency (CP), and Associate of Applied Science (AAS). (Michael Broyles)
J. **Program Modification –** General education categories across the catalog. (Michael Broyles)
K. **Program Modification –** Management and Leadership Specialization Program, including the Associate of Applied Science (AAS), Certificate of Applied Science (CAS), and Certificate of Proficiency (CP). (Michael Broyles)
L. **Program Modification –** Medical Office Administration Program, including the Associate of Applied Science (AAS), Certificate of Applied Science (CAS), and Certificate of Proficiency (CP). (Michael Broyles)
M. **Program Modification –** Software and Web Development Specialization Program, including the Certificate of Proficiency (CP), Certificate of Applied Science (CAS), and Associate of Applied Science. (Michael Broyles)
N. **Program Modification –** Entrepreneurship Specialization Program, including the Associate of Applied Science (AAS) and Certificate of Applied Science (CAS). (Michael Broyles)

9. **For Discussion and Possible Action:**
   A. **Old Business**
   B. **New Business:**

   1. **Request to Approve the 2025 – 26 Tuition and Fees** .... Director Kupfer
      Director of Financial Services, Russell Kupfer, will request the Board accept the 2025 – 2026 tuitions and fees.

   2. **Request to Approve the Purchase of Computers**........................... CIO Jacob
      CIO Michael Jacob will request the Board approve the purchase of computers.

   3. **Request to Approve the FY25 Wage Recommendation**............... Compensation Committee
      The Compensation Committee will request the Board accept the FY25 wage recommendation.

   4. **Request to Approve Job Order Contract for PDC Tawa Building HVAC Unit Replacement**... Director White
      Director of Facilities and Transportation, Justin White, will request the Board approve a job order contract for PDC Tawa building HVAC unit replacement.

   5. **Request to Approve Purchase of Cisco Smartboard Replacements** .... CIO Jacob
      CIO Michael Jacob will request the Board approve purchase of Cisco Smartboard replacements for outdated classroom equipment.

   6. **Request to Authorize Letter of Support.** .... Chair Robinson
      Authorization for the Chair to send a letter supporting the continuation of Federal Pell grant funding to the President of the United States and members of Arizona's Congressional

Delegation.

7. **Executive Session 1**... Chair Robinson
The Governing Board may convene in executive session pursuant
to A.R.S. § 38-431.03(A)(4) to discuss and consult with its attorney
to consider its position and instruct its attorney regarding the
College's position on service of a subpoena for documents by Matt
Brown Trucking.

8. **Action from Executive Session 1**... Chair Robinson
The Board may take action related to Executive Session 1

10. **DGB Agenda Items and Informational Needs for Future Meetings** Chair Robinson
11. **Board Report/Summary of Current Events**... Board Members
12. **Announcement of Next Regular Meeting** .... **April 15, 2025** Chair Robinson
13. **Adjournment**..**(Action)** Chair Robinson

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 7 & 8. The Board may vote to hold an executive session for the purpose of discussing Presidential employment goals listed on the agenda 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.

Northland Pioneer College

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

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
Statement of Financial Position
July 1, 2024 to January 31, 2025   Budget Period Expired   58%

Tax Supported Funds

	Current General Fund			
	Revised Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Primary Tax Levy	18,340,750	917,190	12,288,060	67%
State Aid:				
Maintenance and Operations	1,375,600	343,900	1,026,700	75%
Equalization	12,016,200	3,004,050	9,012,150	75%
Rural Aid	815,000	203,750	611,250	75%
Tuition and Fees	3,800,000	424,845	3,468,500	91%
Investment earnings	2,000,000	391,007	2,511,974	126%
Grants and Contracts	2,730,000	(221,641)	2,327,628	85%
Other Miscellaneous	350,000	10,371	93,132	27%
Fund Balance	15,626,726	-	-	0%
Transfers	(18,226,726)	(345,740)	(1,913,833)	11%
TOTAL REVENUES	$ 38,827,550	$ 4,727,732	$ 29,425,561	76%
EXPENDITURES				
Salaries and Benefits	26,487,637	1,989,920	14,712,777	56%
Operating Expenditures	12,339,913	881,640	5,690,704	46%
TOTAL EXPENDITURES	$ 38,827,550	$ 2,871,560	$ 20,403,481	53%

	Unrestricted Plant			
	Revised Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
State Aid:				
Capital/STEM	273,600	68,400	205,200	75%
NAVIT Automotive Remodel	-	-	400,000	
Fund Balance	13,626,729	344,289	1,864,317	14%
Transfers In	4,000,000	0	1,216,313	14%
TOTAL REVENUES	$ 17,900,329	$ 412,689	$ 3,685,830	21%
EXPENDITURES				
Capital Expenditures - Construction and ERP	10,000,000	344,288	1,864,317	19%
Capital Expenditures - Other	7,900,329	377,389	1,785,333	23%
TOTAL EXPENDITURES	$ 17,900,329	$ 721,677	$ 3,649,652	20%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
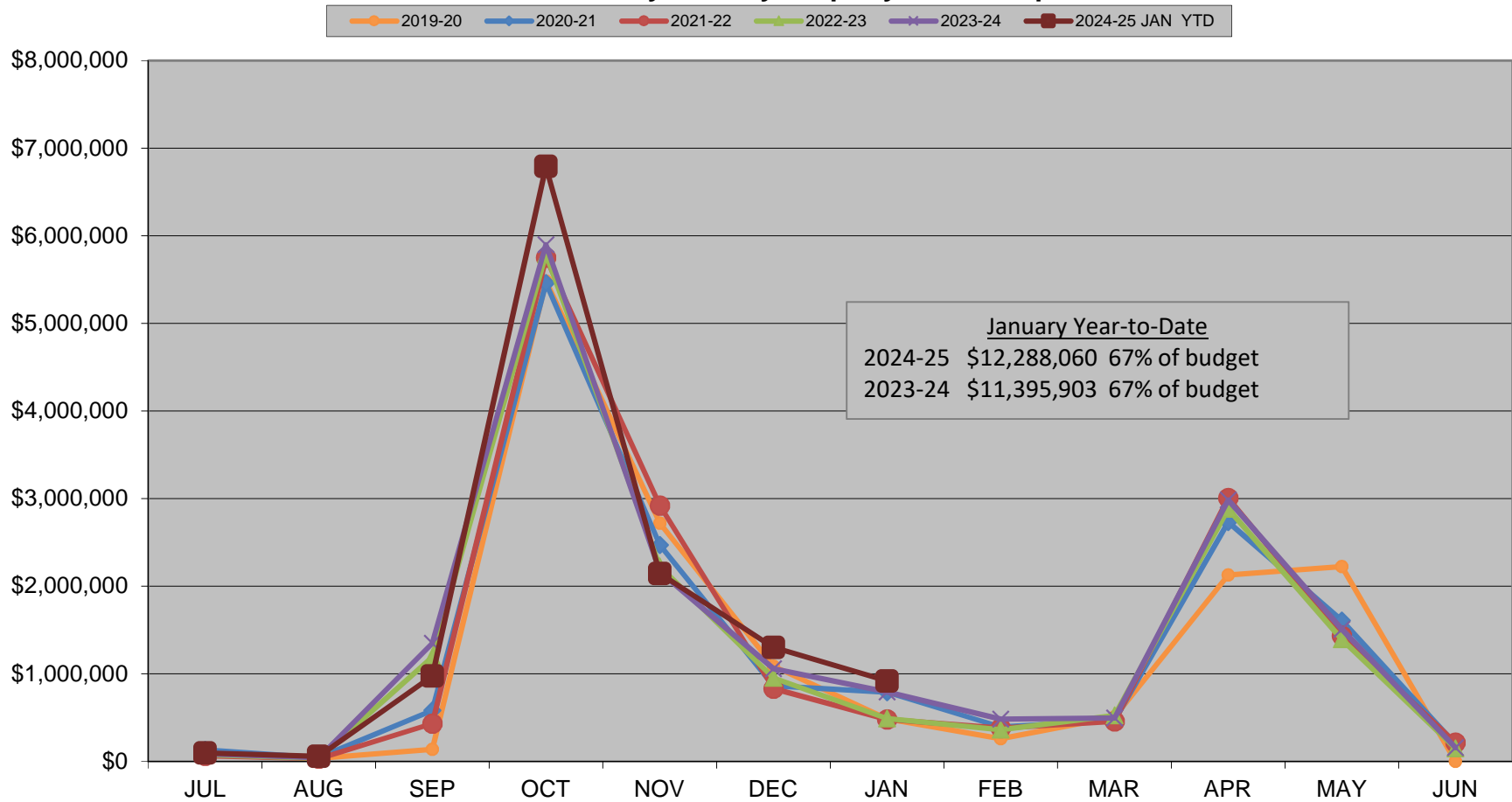Statement of Financial Position
July 1, 2024 to January 31, 2025   Budget Period Expired   58%

Restricted and Auxilary Funds

Restricted			
	Current Month		
Budget	Actual	Y-T-D Actual	%
REVENUES			
Grants and Contracts	8,800,000	1,449,646	4,552,935	52%
Kayenta Grant	-	-	8,895,684	
Fund Balance	-	-	-	
Transfers In	400,000	-	-	0%
TOTAL REVENUES	$ 9,200,000	$ 1,449,646	$ 13,448,619	146%
EXPENDITURES			
Salaries and Benefits	3,250,000	191,705	1,168,516	36%
Operating Expenditures	5,950,000	905,669	2,392,838	40%
TOTAL EXPENDITURES	$ 9,200,000	$ 1,097,374	$ 3,561,354	39%

Auxiliary			
	Current Month		
Budget	Actual	Y-T-D Actual	%
REVENUES			
Sales and Services	240,000	18,398	118,281	49%
Fund Balance	-	-	-	
Transfers	200,000	1,451	49,516	25%
TOTAL REVENUES	$ 440,000	$ 19,849	$ 167,797	38%
EXPENDITURES			
Salaries and Benefits	349,654	13,537	91,783	26%
Operating Expenditures	90,346	6,311	76,012	84%
TOTAL EXPENDITURES	$ 440,000	$ 19,848	$ 167,797	38%

Cash Flows

Cash flows from all activities (YTD) . . . . $ 46,727,807
Cash used for all activities (YTD) . . . . $ 27,782,284
Net Cash for all activities (YTD) $18,945,523

Monthly Primary Property Tax Receipts

Legend: 2019-20, 2020-21, 2021-22, 2022-23, 2023-24, 2024-25 JAN YTD

January Year-to-Date
2024-25 $12,288,060 67% of budget
2023-24 $11,395,903 67% of budget

HUMAN RESOURCES
MONTHLY REPORT

March 2025

EMPLOYEE RELATIONS AND STAFFING

On April 17th the department will host our next new employee onboarding session. This session is open to all NPC employees who wish to register for a refresher, or if they have never attended a session before.

WELCOME AND RECOGNITION

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

- ❖ Dalton Trujillo   Maintenance I

- ❖ Luciana Frank   Director of Total Rewards

Congratulations to the below employees as they transition to new positions

- ❖ Francis Skibicki   Information Security Specialist

- ❖ Ramzi Gonsalves   Technical Support Technician

The following employees have left the institution since the last report

- ❖ Melissa Pasterz   EMT Clerk

RECRUITMENT

	Location	# Qualified Applicants	Date Opened	Closing Date	Status
Faculty in Educator Preparation Programs	Painted Desert Campus	13	8/7/24	Open Until Filled	In Review
Faculty in Psychology	Silver Creek Campus	20	10/7/24	1/31/25	In Review
Faculty in History	Little Colorado Campus	45	10/7/24	1/31/25	In Review
Dean of Nursing	White Mountain Campus	3	1/15/25	Open Until Filled	In Review
Director of Enterprise & Data Systems	REMOTE	11	1/29/25	2/7/25	Offer in Progress
Testing Manager	Silver Creek Campus	12	1/29/25	Open Until Filled	In Review

Faculty in Geology	White Mountain Campus	5	2/12/25	Open Until Filled	In Review
Faculty in Nursing	Little Colorado Campus	1	2/21/25	2/28/25	In Review
Faculty in Clinical Nursing	Little Colorado Campus	0	3/3/25	Open Until Filled	In Review

EMPLOYEE CENSUS DATA

Turnover Rate for FY24/25		Employee Count	Separated	Turnover Rate
Total Employees as of	7/1/2024	373	17	4.56%
Total Faculty Turnover	FY24/25 to date		5	1.34%
Total Staff Turnover	FY24/25 to date		12	3.22%

Turnover Rate for the Last 12 Months	Employee Count	Separated	Turnover Rate
Totals for March 2024 – March 2025	350	32	9.14%
Total Faculty Turnover March 2024 – March 2025		8	2.28%
Total Staff Turnover March 2024 – March 2025		24	6.86%

*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

TOTAL REWARDS

BENEFITS AND COMPENSATION

Compensation: The President will make his wage recommendation to the DGB in this month's meeting. The work of the Compensation Committee continues.

Benefits: Open enrollment will take place from March 26th to April 3rd. Representatives from Ward services will be available at the below locations and times to assist employees in selecting benefit options

for the 2025-2026 school year.

Jake Seltzer from Summit Administrators will provide an Open Enrollment Presentation and Q & A at the All College Meeting Wednesday, March 19th at Noon.

CAMPUS	LOCATION	DAY	DATE	TIME
Show Low Campus (WMC)	Modular #6	Wednesday to Friday	March 26 to March 28	7:30 am – 5:00 pm
Winslow Campus (LCC)	Blunk Building #106	Monday	March 31	7:30 am – 5:00 pm
Silver Creek Campus (SCC)	Learning Center #LC104	Monday	March 31	7:30 am – 5:00 pm
		Tuesday	April 1	7:30 am - 12:30 pm
Painted Desert Campus (PDC)	Tiponi Small Conference #304	Tuesday to Thursday	April 1 to April 3	7:30 am – 5:00 pm

Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVES℠

ERP Project
EmpowerED

March 2025

anthology
ACADEMY

Want to see sneak peaks of our future solutions with Anthology?
Anyone with an NPC domain (@npc.edu email) can register to watch demos and training videos.
Visit https://www.anthology.com/academy to register.

ERP PROJECT STATUS (MARCH 2025)

Project EmpowerED's overall status is now **YELLOW-GREEN** after ANTH's listed Student testing deadline of 3/4/2025 turned out to be 2/5/2025. The NPC team rallied and compressed their month-long efforts into less than 2 weeks to gain back time (delivering ETL01 by 2/16/2025). However, all things being equal, this lost time means we surpass our original Student module's planned 12/19/2025 go-live timeline. Now, with further timeline shifts expected and a yet-undetermined go-live date, the Student module's status is now YELLOW. Aside from the Anthology Student module, the Anthology Payroll module is now excluded from our implementation scope, shifting that module's status from YELLOW to GREEN. Lastly, the Anthology HR module is currently at YELLOW based on uncertainty about the Benefits Management and Performance Management implementation scope, which we are actively addressing in meetings with our partners over the next 3 weeks.

STATUS

OVERALL ERP PROJECT	JAN '25	MAR '25	Status Notes
Budget			Actual spend aligned with expected. Included 2025-2026 'ramped up' expected in budget requests.
Resources			Backfills include additional hours, additional roles, and 'overtime' stipends for NPC FT employees.
Scope			Subtracted ANTH Payroll, added ADP Integrations.
Schedule			2 weeks behind on Student testing and issue resolution.
OVERALL Project EmpowerED			YELLOW-GREEN total status

ANTH Module / Functionality	JAN '25	MAR '25	Status Notes
Student			2 weeks behind on testing, pushes 12/19/2025 go-live into 1/2/2026 during blackout dates. Looking at go-live options.
Integrations			Discovery sessions' findings: many 3rd party systems can retire.
Faculty Workload Mgmt (FWM)			Waiting to launch until Design is finalized.
Student/Faculty Portal			Portal demo completed 2/25/2025, setting up design mtgs.
FinAid Automation			Kickoff in March/April 2025.
Reporting & Analytics			Defining our Critical Reports. Taking the 'live-in' approach for defining custom report needs post go-live.
Workflow / Forms Builder			Set to start with 3rd round of Student testing.
Finance			Build wraps April 17th. Next: TEST
HCM (Human Capital Mgmt)			Build wraps May 1st. Next: TEST
Payroll			Canceled Build after Design. Payroll live with ADP, next focus is Integrating ADP Payroll with ANTH Finance, HR, FWM.
Reach			REACH WC-0sessions scheduled to start March 18th.
Departmental Solutions			Occupation Insight live (Dec-24). Student Verification, Engage, Milestone to be scheduled.
OVERALL			YELLOW-GREEN total status

The potential of further timeline slippage should be anticipated. In fact, as we've learned from the Anthology Student SMEs, the initial testing cycle "always, always, always" extends beyond its original scheduling estimates. We know Anthology is used to compressing and extending deadlines/phases (as appropriate) while minimizing harm to organizations' operational realities, so we'll work together with our partners, especially Cochise College, to find the right timing for cutover activities. We are also working with NPC's HR to launch their NeoED Learn & Perform modules to go-live this summer to help with coming Anthology integrations. Overall, we anticipate HCM & Student statuses to resolve to **GREEN** between now and May 2025 with a well-aligned path forward on Benefits Management (HCM) and a mutually-agreed Student go-live dates between NPC, Cochise, and Anthology.

CURRENT PROJECT EMPOWERED (ERP) SCHEDULE OVERVIEW
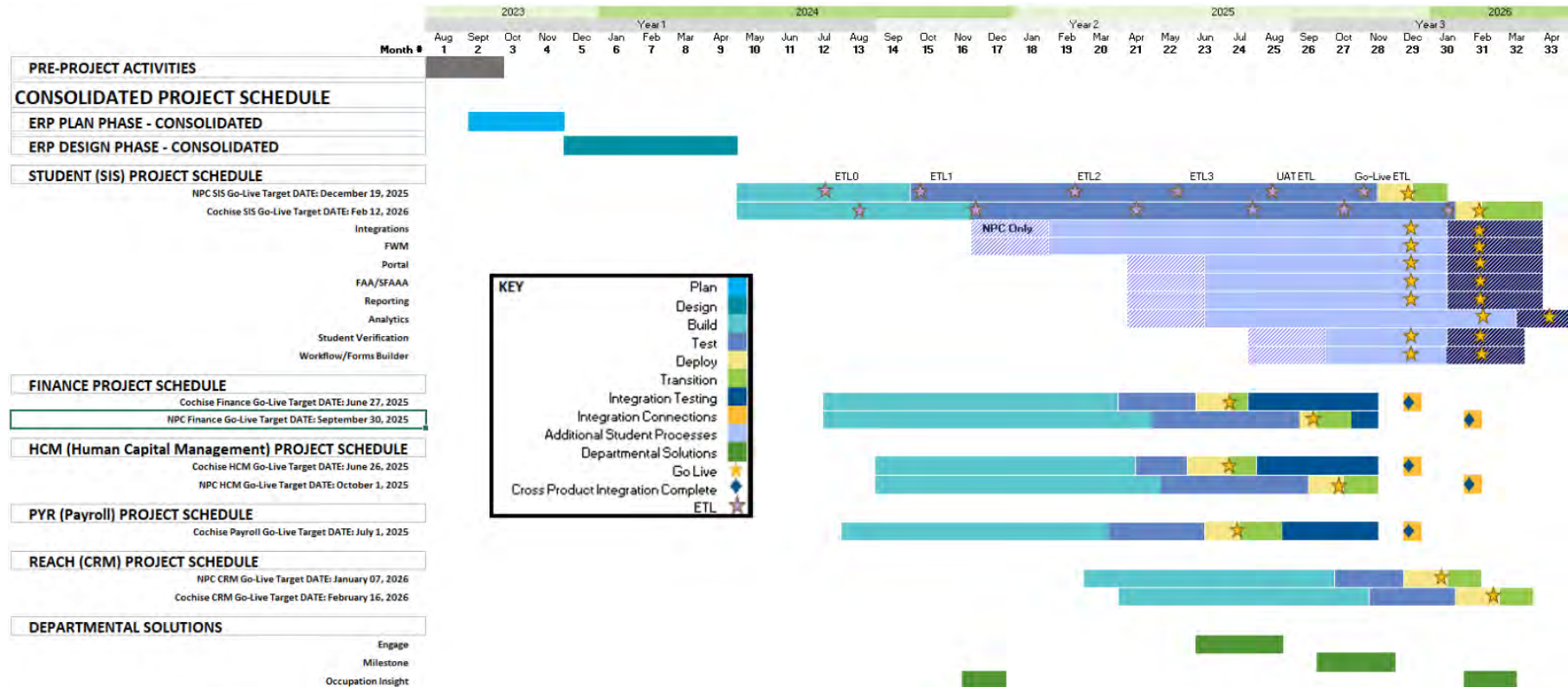
Office of Institutional Effectiveness

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 Fall and Winter Collection Reports; AZTransfer ASSIST annual and course data file submission; Perkins performance data reports; and Strategic Vision Data.

2. Fulfilled internal ad hoc data or survey requests from different divisions and departments: Advising, Early College, NAT, Instructional Technology and Curriculum Support, Arts & Sciences Division, Records & Registration, Marketing and Public Relations, Business/Economics, Behavioral Health Studies, Workforce Development, and SNAP CAN program.

3. Generated routine reports to the following divisions/departments:
   a. Spring 2025 weekly registration reports to the President (until the 45th FTSE day)
   b. TALON weekly report to the Arts & Sciences Division Dean (November 2024 to the second week of the semester)
   c. NAU AzAHead Scholarship List to Director of Student Services (November 2024 to February 2025)
   d. Fall 2024 Native American student profile data to the Title III Project Director/Native American Student Success Coordinator

4. Compiled and distributed all the course-specific Fall 2024 course improvement survey reports to all faculty (please see aggregate college-wide results on page 3), as well as specific survey reports (clinical instructors, lab instructors, site surveys for NAT and NUR courses) to the Nursing division.

5. Analyzed the Fall 2024 Revealing Institutional Strengths and Challenges survey data received from the vendor (please see attached summary report); collaborated with the vendor to set up the Spring 2025 survey for students.

6. Worked with Dr. Berlyn to collect baseline Learning Attitude survey data from biology or chemistry students to support an upcoming National Science Foundation grant.

7. Collaborated with the Learning Communities Coordinator Rickey Jackson on identifying key outcomes and outcome measurement approaches for the new NPC Learning Communities initiative under the ARMSS Grant.

8. Supported the Anthology implementation by identifying data issues in Jenzabar; worked with the ERP Implementation Leads to conduct testing.

9. Worked with the Leadership Council to provide data for its Fall 2024 Planning Retreat and to develop a set of recommended Key Results Indicators for the 2025-30 Strategic Directions.

10. Drafted the co-curricular assessment guide with input from the AY 2025-26 cohort (Library, Learning Communities, and NPC Friends & Family); provided support to these groups in their AY 2025-26 assessment planning.

Northland Pioneer College
Course Improvement Survey (Fall 2020 - Fall 2024)

Category: Positive Ratings Comparison (Strongly Agree, Agree)

	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
RATINGS ABOUT THE COURSE					
1. The learning goals of the course are clearly defined.	90.3%	86.7%	90.5%	91.7%	91.8%
2. My interest in the subject has increased as a consequence of this course.	78.0%	74.9%	76.9%	78.0%	78.2%
3. I have found the course intellectually challenging and stimulating.	85.8%	85.4%	84.2%	87.5%	83.9%
4. Required texts are valuable.	83.3%	76.6%	81.4%	83.7%	85.4%
5. Additional course materials are clear and helpful.	83.8%	80.8%	82.6%	84.9%	87.2%
6. Assignments (homework, laboratories, projects etc.) contribute to knowledge and understanding of the subject.	88.2%	85.3%	87.4%	89.1%	90.9%
RATINGS ABOUT THE INSTRUCTOR					
1. The instructor demonstrates knowledge of the course subject.	92.9%	90.7%	91.4%	93.4%	93.0%
2. The instructor teaches material that I expected based on the provided syllabus.	92.4%	88.3%	89.2%	91.9%	92.1%
3. The instruction is clear and helpful.	86.4%	81.9%	83.9%	87.7%	87.3%
4. The instructor shows enthusiasm for teaching the course.	89.9%	85.3%	87.6%	89.7%	90.8%
5. The instructor encourages me to interact with others and share my ideas and knowledge.	83.8%	77.9%	81.2%	86.6%	85.0%
6. The instructor encourages mutual respect.	91.9%	87.3%	88.5%	92.2%	92.4%
7. The instructor helps increase my knowledge and understanding of the subject.	88.7%	83.7%	85.2%	89.7%	90.3%
8. The instructor clearly explains work expectations and how grades will be assigned.	89.6%	85.4%	88.0%	90.4%	90.8%
9. The instructor is available and willing to provide additional assistance outside of regular class time.	88.5%	82.2%	85.7%	90.8%	89.5%
10. The instructor has a genuine interest in my success.	88.1%	81.5%	84.3%	88.9%	89.9%
STUDENT CONTRIBUTION TO COURSE					
1. I spend enough time studying course materials at home.	76.8%	77.3%	77.3%	78.3%	72.9%
2. I ask questions when something presented was not clear to me.	74.7%	71.7%	73.4%	78.1%	78.4%
3. I participate actively in the class.	77.8%	78.9%	80.8%	83.8%	83.9%

Northland Pioneer College
Revealing Institutional Strengths and Challenges Survey
Summary of Fall 2024 Survey Results
~Prepared by the Office of Institutional Effectiveness~

In Spring 2024 Northland Pioneer College contracted Percontor, a survey vendor, to conduct the *Revealing Institutional Strengths and Challenges Survey* (RISC). The RISC survey asks students about the problems they face in college focusing on "more than 80 specific areas colleges can act to improve student success, including… functional areas that excel in helping students succeed in college" (https://risc.college).

The RISC Survey provides detailed, actionable data about student success, using the latest advances in survey research and computing. Survey results identify where college students experience obstacles and identify campus offices that excel in helping students succeed. The survey has four main sections: demographics, challenges to student success, student-office interactions, and overall views of the institution. Data collection included a mixed-methods approach using both closed-ended Likert scale responses and open-ended responses.

The following are the results from Fall 2024 for Northland Pioneer College (NPC):

Demographics

The survey was distributed to 3,351 NPC students. 382 responses were collected, yielding a 11.4% response rate. Of the 382 respondents, 75% identified as female. 54% of respondents identified as White and 37% identified as Native American. 36% of respondents were 18 years of age or younger and 17% were 45 years of age or older. 71% of respondents were part-time students, and 40% of respondents have completed at least 15 credit hours.

Challenges to Student Success

The three (3) top categories identified by respondents as major challenges to their success as students at NPC were: *Work and Personal Issues (59%), Success in Courses (53%),* and *Academic Support Services (38%).* Each primary category was broken down into sub-challenge categories to identify specifics concerning each of the primary challenge categories (Table 1). All percentages in this table are calculated as the percentage of the entire respondent sample (n:382).

1

Table 1: Challenges to Student Success			
Primary Challenge	**Sub-Challenge**	**NPC%**	**Respondent Suggested Improvements**
Work and Personal Issues		**59%**	
	Family	38%	Provide Child Care
	Work	31%	Increase night and weekend class options
	Health/Disability	21%	Increase instructor knowledge
Success in Courses		**53%**	
	Online Classes	31%	Increase online instructor assistance to students
	Doing College-Level Work	20%	Offer more college-prep courses than currently offered
	Developmental Courses	19%	Improve tutoring services
	Faculty	18%	Improve faculty/student communication
Academic Support Services		**38%**	
	Registering for Courses	23%	Improve navigation of online registration
	Academic Advising	13%	Improve knowledge of academic advisors
	Tutoring	10%	Increase number of tutors

Student-Office Interaction

Respondents were asked to rate their experiences interacting with 5 distinct offices, the staff of those offices in areas of availability of the office staff, the amount of concern the staff demonstrated when addressing the students' issue, and how effective the staff was at addressing the students' issue.

- The 5 offices being rated by the students were the Library (42% of respondents reflected on library service experiences), Technology Advancement and Support (26%), Career Services (11%), Tutoring (8%), and the Office of Accessibility and Inclusion (7%).
- Respondents reported varying levels of experiences when interacting with staff at different offices:
  - "Very available": 60% -87%
  - "Very concerned": 52% -86%
  - "Very effective": 48%-91%

Student Views

Students were asked if they would recommend NPC to a friend, whether NPC is a good value, and how well NPC is helping them meet their enrollment goals. 97% of respondents indicated that they received at least a fair value of their education at NPC. 95% of respondents would recommend NPC to their friends.

Overall Value of Education at NPC

Would Student Recommend NPC to Friends?
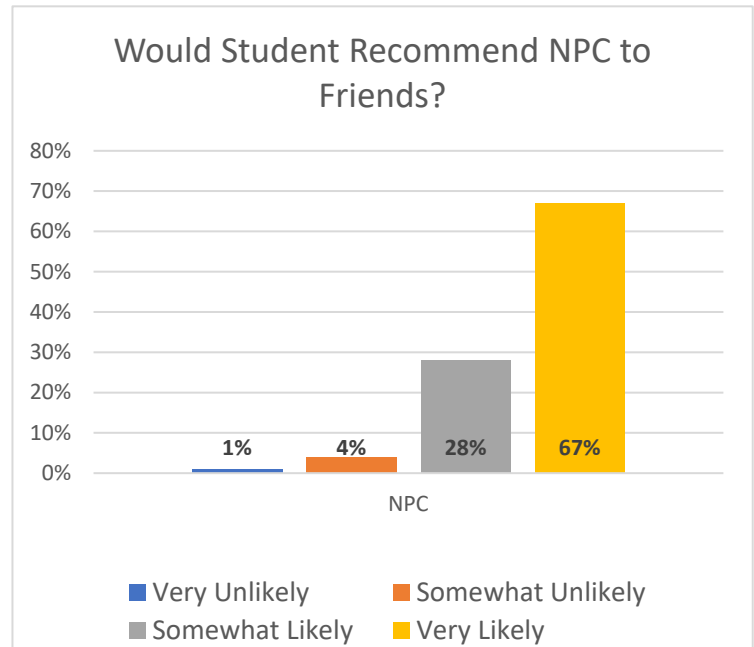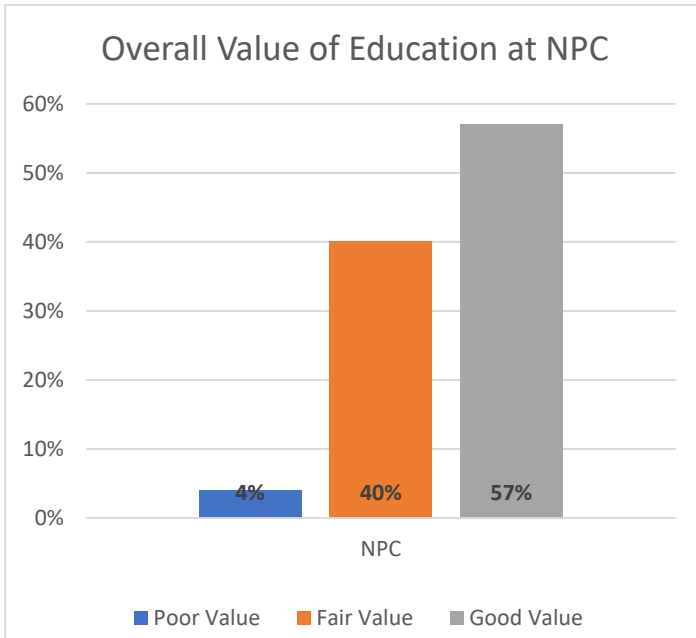
When considering respondent enrollment goals, there were three (3) predominant categories: *Increase Job and Career Opportunities, Prepare for 4-year Degree, and Self-Improvement.* In general, five out of 10 respondents commented that NPC is helping them "very well" in meeting their enrollment goals Table 2 (below) breaks down response percentages by specific respondent goal(s) (Table 2). *NPC%* is the percentage of students choosing one of the three education goals. "*How well…*" percentage is the proportion of students choosing "very well" in response to the preparation question for that goal.

Table 2: Statements of Goal Accomplishment at NPC			
Purpose of taking courses at NPC…	**NPC%**	**How well is education at NPC… (%very well)**	
Increase job/career opportunities	49	50	With passing all exams, I am able to complete everything within a year. I have the ability to progress in the career of my choice and improve myself.
Prepare for 4-year degree	39	47	I feel as though I have been able to learn how to communicate and collaborate with professors. I have also learned of the standard I will need to uphold when working towards a higher degree.
Self-Improvement	13	57	It has helped a lot getting more focused in school, and learning, and becoming a better involved student. prioritize everything from least to most important.

3

Finally, respondents were given three open-response questions: "*What is NPC's greatest strength?*", "*If NPC could change one thing to increase student success, what should it change?*", and "*Overall, Do you feel you belong at NPC? Why or Why not?*". Using qualitative coding and analysis, the following themes reached points of saturation:

69% of respondents identified areas of NPC's greatest strengths. The top three (3) strengths were:

- Positive Instructor and Staff Support (32%)
- Cost-Inexpensive (15%)
- Academic Options (12%)

65% of survey respondents provided suggested improvements to help support student success. The top three (3) suggestions included:

- Offering Additional Programs (13%) to allow students the opportunity to earn degrees in areas not currently offered.
- Improving Course Structure (12%) in areas of course content, course modality, and class/lab technologies
- Improving Instructor-Student Relations (8%) both within the classroom and outside of the classroom.

63% of survey respondents reflected on whether they feel they belong at NPC.

- 73% of those who responded indicated they felt a sense of belonging at NPC. The top reasons given included NPC's welcoming and supportive environment, positive instructor interactions/experiences, and having academic/career goals supported.

In conclusion, the RISC survey has provided some great insights into areas of improvement and areas of strength at NPC. The RiSC survey administration is currently funded by the Title III-NSANTI (Native American Serving Nontribal Institutions) grant. NPC will continue to conduct this survey to our students every Spring and Fall semester for at least the next 2 years.

4

Primary Property Tax Levy & Rate

Recommendation:
Staff recommends setting the primary property tax levy rate at $1.7512 generating revenues of $19,127,708.

Summary of Primary Property Taxes:
The Navajo County Assessor provides the Levy Limit Worksheet by February 10th of each year in accordance with Arizona Revised Statute §42-17052. The Truth in Taxation Analysis is used to calculate the Truth in Taxation Hearing Notice pursuant to Arizona Revised Statute §42- 17107. The information from both sources are used to develop the proposed budget.

The current year net assessed values of $1,092 million is higher than the prior year of $1,036 million. Net construction is $24.0 million compared to last year's amount of $35.1 million.

NPC's proposed tax levy and rate is set at the maximum allowed by statute. The proposal will require a TNT notice and hearing. This represents a revenue increase of $786,958 from the prior year.

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

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2025 LEVY LIMIT WORKSHEET

NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE	

MAXIMUM LEVY	2024
A.1. Maximum Allowable Primary Tax Levy	$18,340,750
A.2. A.1 multiplied by 1.02	$18,707,565

CURRENT YEAR NET ASSESSED VALUE SUBJECT TO TAXATION IN PRIOR YEAR	2025
B.1. Centrally Assessed	$171,791,528
B.2. Locally Assessed Real Property	$875,668,825
B.3. Locally Assessed Personal Property	$20,796,801
B.4. Total Assessed Value (B.1 through B.3)	$1,068,257,154
B.5. B.4. divided by 100	$10,682,572

CURRENT YEAR NET ASSESSED VALUES	2025
C.1. Centrally Assessed	$178,662,457
C.2. Locally Assessed Real Property	$892,803,638
C.3. Locally Assessed Personal Property	$20,796,801
C.4. Total Assessed Value (C.1 through C.3)	**$1,092,262,896**
C.5. C.4. divided by 100	$10,922,629

LEVY LIMIT CALCULATION	2025
D.1. LINE A.2	$18,707,565
D.2. LINE B.5	$10,682,572
D.3. D.1/D.2 (MAXIMUM ALLOWABLE TAX RATE)	**1.7512**
D.4. LINE C.5	$10,922,629
D.5. D.3 multiplied by D.4 = MAXIMUM ALLOWABLE LEVY LIMIT	**$19,127,708**
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)	**$19,127,708**

2025 New Construction	$24,005,742

2024 LEVY LIMIT WORKSHEET

NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE

MAXIMUM LEVY	FY26 Budget Est
A.1. Maximum Allowable Primary Tax Levy	$17,371,883
A.2. A.1 multiplied by 1.02	$17,719,321

CURRENT YEAR NET ASSESSED VALUE SUBJECT TO TAXATION IN PRIOR YEAR	2024
B.1. Centrally Assessed	$160,952,478
B.2. Locally Assessed Real Property	$818,835,645
B.3. Locally Assessed Personal Property	$20,930,076
B.4. Total Assessed Value (B.1 through B.3)	$1,000,718,199
B.5. B.4. divided by 100	$10,007,182

CURRENT YEAR NET ASSESSED VALUES	2024
C.1. Centrally Assessed	$178,406,909
C.2. Locally Assessed Real Property	$836,453,934
C.3. Locally Assessed Personal Property	$20,930,076
C.4. Total Assessed Value (C.1 through C.3)	$1,035,790,919
C.5. C.4. divided by 100	$10,357,909

LEVY LIMIT CALCULATION	2024
D.1. LINE A.2	$17,719,321
D.2. LINE B.5	$10,007,182
D.3. D.1/D.2 (MAXIMUM ALLOWABLE TAX RATE)	1.7707
D.4. LINE C.5	$10,357,909
D.5. D.3 multiplied by D.4 = MAXIMUM ALLOWABLE LEVY LIMIT	$18,340,750
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)	$18,340,750

2024 New Construction	$35,072,720

Truth in Taxation Analysis

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

	Maximum
Actual current primary property tax levy:	**$ 18,340,750**
(line F.1. actual levy from prior year's final levy limit worksheet)	
Net assessed valuation: **(line C.4. from current year's worksheet)**	**$1,092,262,896**
Value of new construction:	$ 24,005,742
Net assessed value minus new construction:	**$1,068,257,154**
(line B.4. from current year's levy limit worksheet)	
MAXIMUM TAX RATE THAT CAN BE IMPOSED	
WITHOUT A TRUTH IN TAXATION HEARING:	$ 1.7169
Growth in property tax levy capacity associated	
with new construction:	$ 412,155
MAXIMUM PRIMARY PROPERTY TAX LEVY	
WITHOUT A TRUTH IN TAXATION HEARING:	$ 18,753,062
Proposed primary property tax levy:	**$ 19,127,708**
Proposed increase in primary property tax levy,	
exclusive of new construction	**$ 366,412**
Proposed percentage increase in primary	
property tax levy:	**2.00%**
Proposed primary property tax rate:	$ 1.7512
Proposed increase in primary property tax rate:	$ 0.0343
Proposed primary property tax levy	
on a home valued at $100,000	**$ 175.12**
Primary property tax levy on a home valued	
at $100,000 if the tax rate was not raised:	**$ 171.69**
Proposed primary property tax levy increase	
on a home valued at $100,000:	$ 3.43

NPC Primary Maximum Property Tax Levy compared to Actual Levy

Legend: ■ Levy - Assessed ■ Levy Limit - Max

Chart x-axis categories: FY17 Max, FY18 Max, FY19 Below Max, FY20 Below Max, FY21 Below Max, FY22 Below Max, FY23 Below Max, FY24 Below Max, FY25 Max, FY26 Proposed Max

Chart y-axis: $-, $5,000,000, $10,000,000, $15,000,000, $20,000,000, $25,000,000
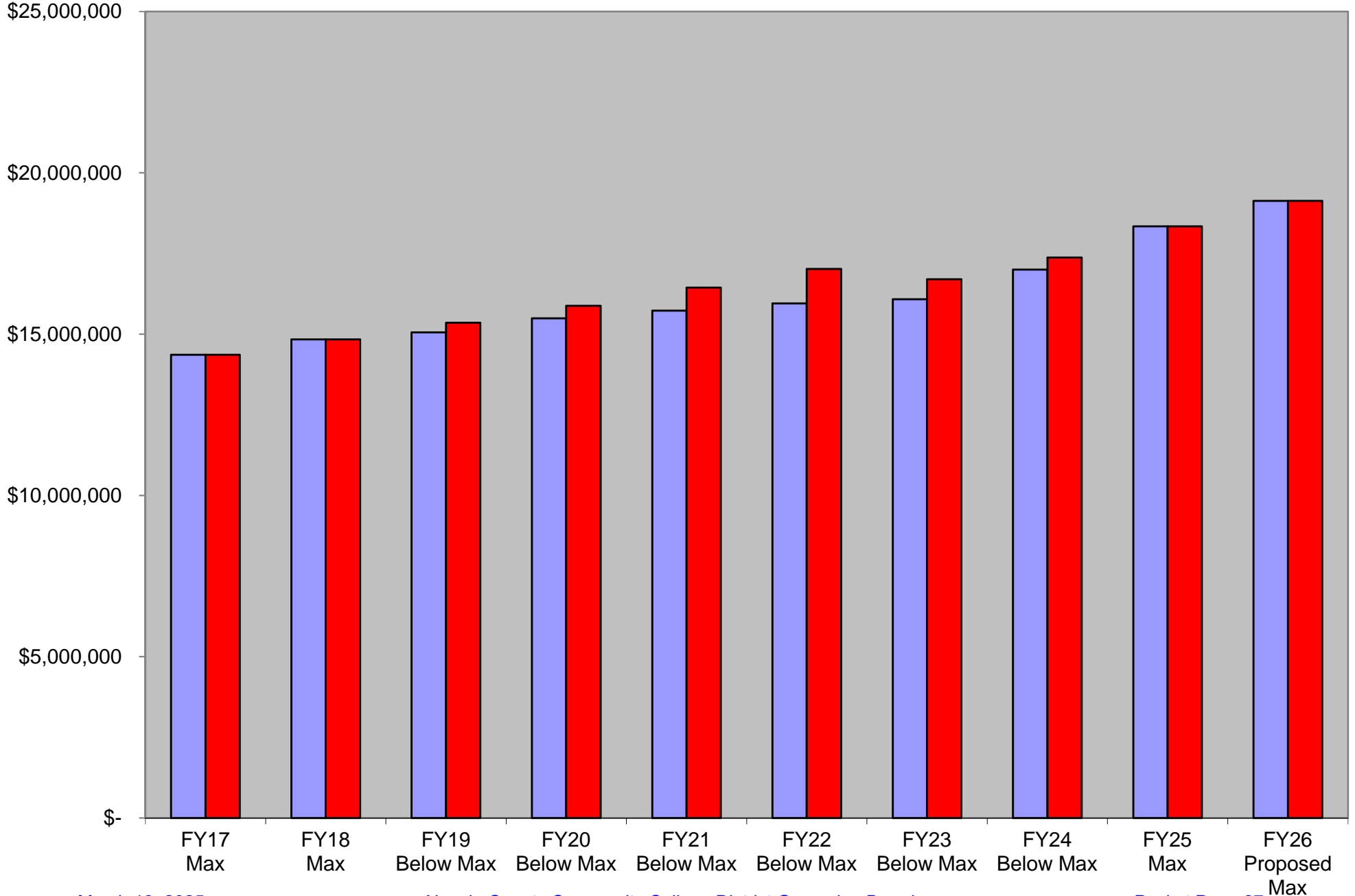
NPC Historical Property Tax Rates & Current Year Proposal

2016-17 Maximum	2017-18 Maximum	2018-19 TNT	2019-20 Same as PY	2020-21 TNT	2021-22 TNT	2022-23 Same as PY	2023-24 Mid Point	2024-25 Maximum	Proposed 2025-26 Maximum
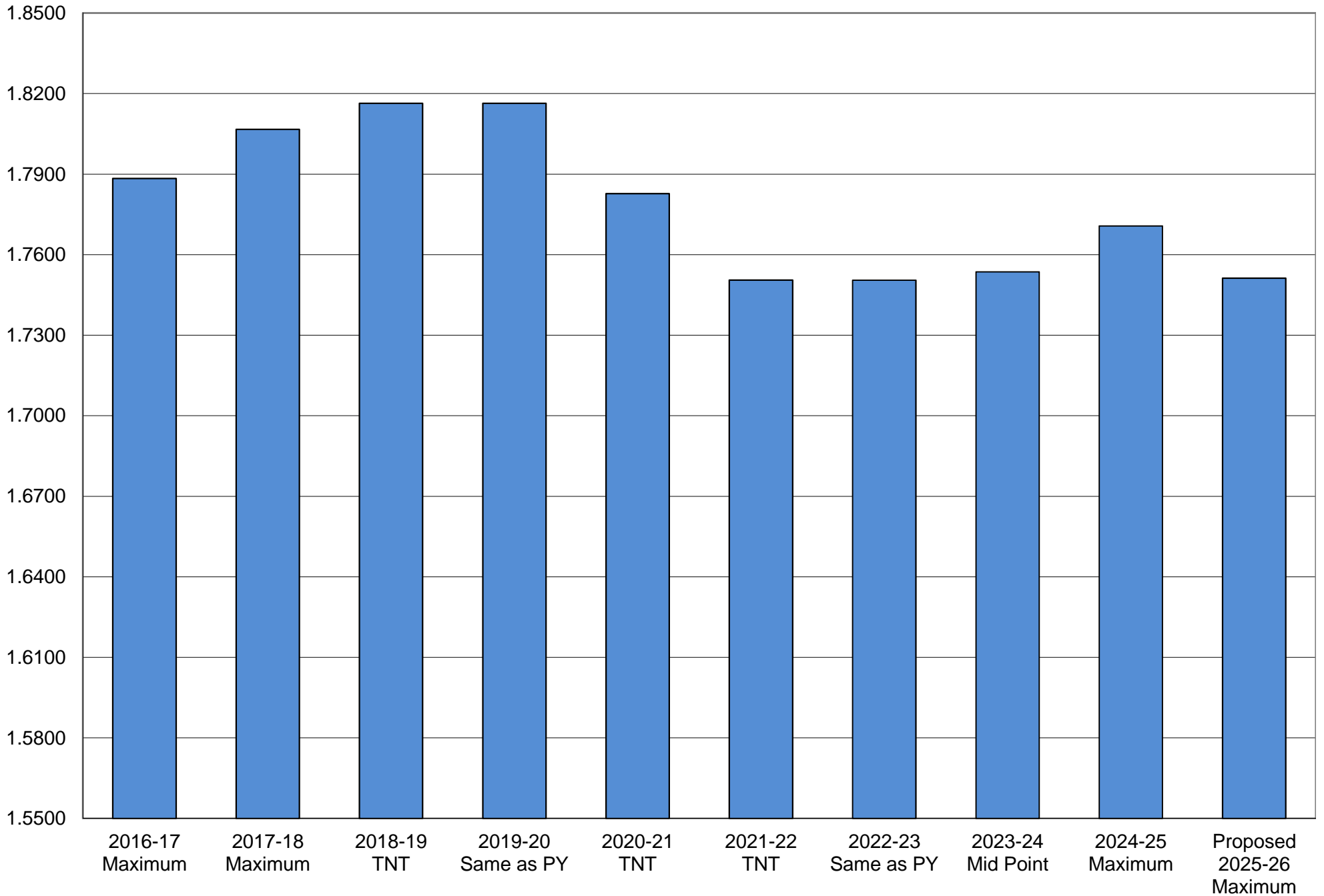
2025-26 Introductory Budget Analysis

Summary:
General Fund Revenues

	FY2526 Max Property Tax Levy	FY2425 Board Approved Budget
Property Tax Levy Rate	$ 1.7512	$ 1.7707
Revenues:		
Property Taxes	$ 19,127,708	$ 18,340,750
Operating State Aid	1,430,400	1,375,600
Equalization	12,885,200	12,016,200
Rural Funding	852,600	815,000
Tuition & Fees	4,100,000	3,800,000
Govt Grants/Contracts	3,230,000	2,730,000
Investment Income	2,750,000	2,000,000
Other	350,000	350,000
Transfers to Other Funds	(14,926,729)	(18,226,729)
Fund Balance	10,426,729	15,626,729
Total Revenues	40,225,908	38,827,550
Expenditures		
Total Expenditures	40,225,908	38,827,550
Net Deficit/Surplus	$ -	$ -

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- **Property taxes** cannot exceed the maximum allowable by statute, which includes a 2% increase plus the impact of new construction. To protect the equalization funding, the levy for FY26 is set at the maximum levy.
  - Maximum Levy – levy rate at the maximum of $1.7512 generates revenues of $19,127,708.
- **State appropriations** estimates are from the Joint Legislative Budget Committee FY26 Baseline Budget.
  - **Operating aid** – is estimated at $1,430,400 increasing over the current year by $54,800. Operating aid is based on enrollment two years in arrears.
  - **Equalization** – is estimated at $12,885,200 increasing over the current year by $869,000. Equalization aid is provided to community college districts with property tax bases that are less than the minimum assessed value for their rural district or county (populations less than 500,000 persons). There are **currently four community college districts in Arizona who receive equalization aid – Cochise (Cochise county), Eastern (Graham county), Arizona Western** (Yuma/LaPaz county) and **NPC** (Navajo county).
  - **Rural funding** –is estimated at $852,600 increasing over the current year by $37,600. This is an increase from last fiscal year. Rural funding was originally intended to be a one-time funding source a few years ago, but the state has continued to fund this program.
- **Tuition** is estimated at $4,100,000 increasing over the current year by $300,000. This takes into consideration the $3 increase per credit hour for the in-district tuition rate, free summer tuition and enrollment that has shown some increases over the past few semesters.
- **Government grants and contracts** is estimated at $3,230,000. Additional grant funding has been received thus increasing the estimate by $500,000.
- **Investment income** is estimated at $2,750,000 an increase compared to the current year of $2,000,000. It takes into consideration historical revenues.
- **Other income** is estimated at $350,000 and is comparable with historical revenues. It is related primarily to Cosmetology retail sales and Microwave Tower rentals.

Capital Fund Revenues

The state funding for STEM activities is estimated at $273,600. Other Capital Fund revenue will be transferred from the General Fund or Fund Balance. The college continues to move forward with construction/remodel activities in Show Low among other projects for an estimated total of $7,500,000, which will be come from Fund Balance. The replacement the Enterprise Resource Planning (ERP) software system is also moving forward with estimated expenditures of $2,900,000, and will also be covered from Fund Balance.

Northland Pioneer College

Restricted Fund Revenues

The college is expected to receive funding of $1,600,000 related to the Smart and Safe Arizona Act, the marijuana legalization initiative and workforce related activities. The college continues to pursue available grants to enhance it program offerings.

Auxiliary Fund Revenues

Estimates are in line with historical revenue streams. The CDL program is expected to generate approximately $204,000 in additional fees and should fully support the program.

BUDGET DEVELOPMENT CALENDAR
FISCAL YEAR 2025-2026
APPROVED: 10/15/2024

ACTIVITY	RESOURCE	DUE BY
1. Receive budget calendar and budget assumptions	DGB	☑ 17 September 2024
2. Approve budget calendar and budget assumptions	DGB	☑ 15 October 2024
3. Provide budget training for supervisors/department managers	CFO	☑ 7 November 2024
4. Distribute materials for operational & capital budgets and staffing requests	Financial Services	☑ 8 November 2024
5. President, CHRO, faculty, CASO meet on compensation	President, CHRO, FA, CASO	☑ 17 November 2024 to 23 January 2025
6. Financial Services receives department budget & justifications	Department Budget Managers & Financial Services	☑ 23 January 2025
7. President's Cabinet receives staffing requests	Department Budget Managers & President's Cabinet	☑ 23 January 2025
8. President receives compensation recommendation	President, CHRO, FA, CASO	☑ 23 January 2025
9. President's Cabinet finalizes staffing needs	President's Cabinet	☑ 7 February 2025
10. President's Cabinet reviews operational & capital budget requests, including compensation	President's Cabinet	☑ 7 February 2025
11. Receive introductory budget analysis	DGB	☑ 18 February 2025
12. Receive tuition and fee schedules	DGB	☑ 18 February 2025
13. Receive compensation proposal	DGB	☑ 18 February 2025
14. Budget Hearing (if necessary)	Department Budget Managers & Financial Services	☑ 28 February 2025
15. Budget hearing (if necessary)	President's Cabinet	☑ 10 March 2025
16. Receive preliminary budget analysis	DGB	☑ 18 March 2025
17. Approve tuition and fee schedules	DGB	☑ 18 March 2025
18. Approve compensation	DGB	☑ 18 March 2025
19. Receive state budget forms and analysis *(no later than June 5 A.R.S. 15-1461)*	DGB	15 April 2025
20. Adopt or modify preliminary budgets	DGB	15 April 2025
21. Publish notice of **budget hearing** & **special board meeting** *(not later than 15 days prior to hearing A.R.S. 15-1461)*	CFO	5 May 2025
22. Publish **budget** on website *(not later than 15 days prior to hearing A.R.S. 15-1461)*	CFO	5 May 2025
23. Publish notice in newspaper and issue a press release for truth in taxation (**TNT) hearing** *(14-20 days prior to hearing A.R.S. 15-1461.01)*	CFO	6 May 2025
24. 2nd notice in newspaper for **TNT hearing** *(7-10 days prior to hearing A.R.S. 15-1461.01)*	CFO	13 May 2024
25. 2nd notice of public **budget** hearing & **special board meeting** in newspaper *(not later than 5 days prior to hearing A.R.S. 15-1461)*	CFO	15 May 2025
26. 2nd publication of **budget** in newspaper *(not later than 5 days prior to hearing A.R.S. 15-1461)*	CFO	15 May 2025
27. Conduct public **budget hearing** and **TNT hearing** *(no later than June 20 A.R.S. 15-1461 & 15-1461.01)*	DGB	20 May 2025
28. Adopt property tax levy & final budgets at special meeting	DGB	20 May 2025
29. Notify PTOC of primary property tax levy *(within 3 days after hearing A.R.S. 15-1461.01)*	CFO	23 May 2025
30. Submit tax levy to Navajo County	CFO	23 May 2025

Northland Pioneer College
Budget Development Assumptions
FY26

GENERAL ASSUMPTIONS

- Budget Development Calendar will establish the due dates.

- Introductory budget analysis for DGB in February will before 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 breach will use carry forward amounts to comply with statutory limits.

REVENUE ASSUMPTIONS

- State appropriations for equalization and operating state aid is expected to increase compared to the current fiscal year. Rural aid is expected be flat compared to the current fiscal year.

- Assessed valuations for setting the primary property tax levy will be available in February and a decline is expected due to lower assessed valuations related a declining real estate market. To offset the decrease, the levy needs to be set at the maximum allowable amount. The maximum is a 2% increase over the prior year, plus the impact of new construction. For FY26 the levy will be set at the maximum allowed.

- The District Governing Board adopts tuition rates on a three-year cycle. The current approved plan covers the period FY24 to FY26.
    - In-district tuition rates reflects a small increase for each year listed:
      (A) FY2324 is $70 per in-district credit hour; $88 per in-state credit hour
      (B) FY2425 is $73 per in-district credit hour; $91 per in-state credit hour
      (C) FY2526 is $75 per in-district credit hour' $94 per in-state credit hour

    - 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.

- Other revenues will be based on historical information and emerging trends.

EXPENDITURE ASSUMPTIONS

- Overall expenditures will match revenues.

- Budget requests from Department Budget Managers for operational and capital expenditures are due **January 23, 2025.**

- Budget requests that are higher than the current budget or actual historical spending will require justifications and are due **January 23, 2025.**

- Budget requests to add new employee positions or modify existing contractual positions, including Grant positions, are due **January 23, 2025.**

- SALARY SCHEDULES

  - The Compensation Committee is currently evaluating salary ranges for all positions. As soon as information is available it will be shared..
  - The college will continue to develop compensation proposals with the following in mind:
    - (A) consider available funds and the impact to expenditure limit,
    - (B) consider 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) consider 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 life 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 (FY26, FY27, and FY28).

- GRANT funding will continue to be identified and pursued.

- AUXILIARY fund activities will be maintained.

Budget Categories & Targets:

Revenues	• Administrative Services will prepare the budget.

Salaries/Wages & Benefits	• Human Resources 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**:**
	
	    o Adjunct faculty
	    o Faculty overload
	    o Temporary employee
	    o Lab aid
	    o Substitute faculty

Operating Expenditures	• Budget to remain level. • Any new programs/services must demonstrate linkage to the strategic plan.
Capital Expenditures	• Budget requests to align with revenues from the operational budget, grant funds, or reserved funds.

NPC State Appropriations

■ OPERATING STATE AID   ■ EQUALIZATION AID   ■ STEM   ■ RURAL AID
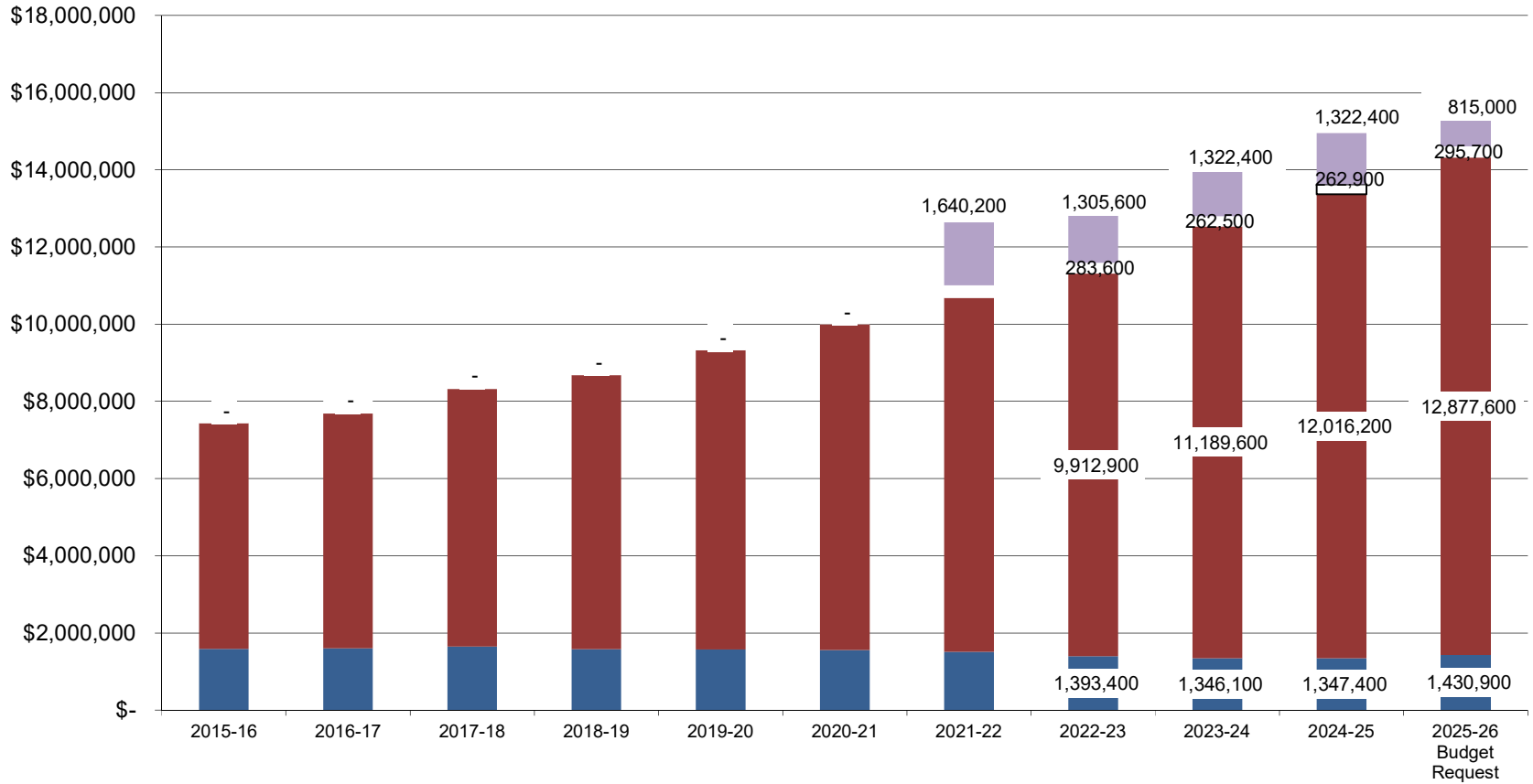
Arizona Community Colleges
FY 2026 State Aid Request for M&O, Equalization Assistance, STEM Workforce Programs, and Rural Aid

FY 2026 State Aid Request	Cochise	Coconino	Gila	Graham	Maricopa	Mohave	Navajo	Pima	Pinal	Santa Cruz	Yavapai	Yuma/La Paz	Total
Maintenance & Operation	$ 3,818,400	$ 1,428,600	$ 158,600	$ 1,808,200	$ -	$ 1,039,300	$ 1,430,900	$ -	$ 1,083,000	$ 45,100	$ 534,100	$ 2,407,400	$ 13,753,600
Equalization Assistance	11,805,100	-	-	22,488,900	-	-	12,877,600	-	-	-	-	1,841,400	49,013,000
STEM Workforce Programs	1,021,200	315,100	91,700	465,900	8,441,600	423,600	295,700	1,855,500	654,800	38,000	701,500	822,200	15,126,800
Rural Aid	2,999,100	892,800	258,000	1,239,300	-	1,149,000	815,000	-	1,794,100	113,800	1,833,600	2,905,300	14,000,000
Total Request	**$ 19,643,800**	**$ 2,636,500**	**$ 508,300**	**$ 26,002,300**	**$ 8,441,600**	**$ 2,611,900**	**$ 15,419,200**	**$ 1,855,500**	**$ 3,531,900**	**$ 196,900**	**$ 3,069,200**	**$ 7,976,300**	**$ 91,893,400**

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 2023 Audited FTSE (Total Non-weighted)	5,244	1,561	451	2,167	53,964	2,009	1,425	11,568	3,137	199	3,206	5,080	90,011
FY 2024 Unaudited FTSE (Total)	4,899	1,638	458	2,255	56,294	2,165	1,546	12,147	3,275	181	3,508	5,409	93,775
Increase/(Decrease)	(345)	77	7	88	2,330	156	121	579	138	(18)	302	329	3,764
FY 2023 Audited Non Dual Enr	5,173	1,303	388	2,083	46,957	1,730	1,181	10,543	2,909	199	2,857	4,647	79,970
FY 2024 Unaudited Non Dual Enr	4,826	1,363	415	2,182	49,226	1,869	1,270	11,047	2,961	181	3,173	4,868	83,381
Increase/(Decrease)	(347)	60	27	99	2,269	139	89	504	52	(18)	316	221	3,411
FY 2023 Audited Dual Enrollment	71	258	63	84	7,007	279	244	1,025	228	-	349	433	10,041
FY 2024 Unaudited Dual Enrollment	73	275	43	73	7,068	296	276	1,100	314	-	335	541	10,394
Increase/(Decrease)	2	17	(20)	(11)	61	17	32	75	86	-	(14)	108	353

State Aid Adj. for FTSE Change and Dual Enrollment:

	Cochise	Coconino	Gila	Graham	Maricopa	Mohave	Navajo	Pima	Pinal	Santa Cruz	Yavapai	Yuma/La Paz	Total
FY 2025 State aid M&O [3]	$ 4,000,800	$ 1,392,500	$ 149,700	$ 1,758,900	$ -	$ 961,500	$ 1,375,600	$ -	$ 1,032,900	$ 54,600	$ 371,300	$ 2,262,400	$ 13,360,200
Non Dual Enrollment Growth	(182,900)	31,600	14,200	52,200	-	73,300	46,900	-	27,400	(9,500)	166,500	116,500	336,200
Dual Enrollment Growth [2]	500	4,500	(5,300)	(2,900)	-	4,500	8,400	-	22,700	-	(3,700)	28,500	57,200
FY 2026 Appropriation	**3,818,400**	**1,428,600**	**158,600**	**1,808,200**	**-**	**1,039,300**	**1,430,900**	**-**	**1,083,000**	**45,100**	**534,100**	**2,407,400**	**13,753,600**
Increased (decreased) State appropriation	$ (182,400)	$ 36,100	$ 8,900	$ 49,300	$ -	$ 77,800	$ 55,300	$ -	$ 50,100	$ (9,500)	$ 162,800	$ 145,000	$ 393,400

[1] Based on the language in FY25 Budget & SB1735 Gen Approp Act signed by Governor

[2] Reflects funding adjustment for Dual Enrollment based on Dual Enrollment FTSE * Average Appropriation* 50%

Formula calculated according to statute	
FY 2025 Total M&O Appropriation	$ 13,360,200
FY 2024 Unaudited FTSE (Total)	25,334
Average Appropriation Per FTSE (Non Dual Enrollment)	$ 527
Average Appropriation Per FTSE (Dual Enrollment)	$ 264

Equalization FY 2026 Calculation, Pursuant to ASRS 15-1468

	Cochise	Coconino	Gila	Graham	Maricopa	Mohave	Navajo	Pima	Pinal	Santa Cruz	Yavapai	Yuma/La Paz	Total
FY 2026 Equalization Aid	**$ 11,805,100**	**$ -**	**$ -**	**$ 22,488,900**	**$ -**	**$ -**	**$ 12,877,600**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,841,400**	**$ 49,013,000**
FY 2025 Equalization Aid	10,575,800			21,132,400			12,016,200					896,400	44,620,800
Increase/(Decrease)	$ 1,229,300	$ -	$ -	$ 1,356,500	$ -	$ -	$ 861,400	$ -	$ -	$ -	$ -	$ 945,000	$ 4,392,200

The STEM Support request shown below was calculated 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 2024 Unaudited Non Dual Enr	4,826	1,363	415	2,182	49,226	1,869	1,270	11,047	2,961	181	3,173	4,868	83,381
FY 2024 Unaudited Dual Enrollment	73	275	43	73	7,068	296	276	1,100	314	-	335	541	10,394
FY 2024 Amount for Non Dual Enroll (1)	$ 1,013,500	$ 286,200	$ 87,200	$ 458,200	$ 7,876,200	$ 392,500	$ 266,700	$ 1,767,500	$ 621,800	$ 38,000	$ 666,300	$ 778,900	$ 14,253,000
FY 2024 Amount for Dual Enrollment	7,700	28,900	4,500	7,700	565,400	31,100	29,000	88,000	33,000	-	35,200	43,300	873,800
FY 2026 Formula Calculation (2)	**$ 1,021,200**	**$ 315,100**	**$ 91,700**	**$ 465,900**	**$ 8,441,600**	**$ 423,600**	**$ 295,700**	**$ 1,855,500**	**$ 654,800**	**$ 38,000**	**$ 701,500**	**$ 822,200**	**$ 15,126,800**
FY 2025 STEM Aid	833,400	300,700	88,100	446,300	8,073,700	392,600	273,600	1,768,900	634,800	41,800	636,600	778,200	14,268,700
Increase/(Decrease)	$ 187,800	$ 14,400	$ 3,600	$ 19,600	$ 367,900	$ 31,000	$ 22,100	$ 86,600	$ 20,000	$ (3,800)	$ 64,900	$ 44,000	$ 858,100

[1] FY 2024 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

Community Colleges

Arizona's 10 community colleges are economic engines of local communities, providing high-quality education and workforce development programs to more than 240,000 students annually statewide. Together, the colleges are strategically focused on workforce development, building industry partnerships, technology and innovation, and providing high quality education. The colleges are also leaders in providing early college (dual enrollment) to more than 30,000 high school students across the state, giving them a jump start to higher education and career.

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

Agency Budget Summary

Program	FY 2024 Actual	FY 2025 Expenditure Plan	FY 2026 Net Change	FY 2026 Executive Budget
General Fund	133,995.8	96,013.8	1,921.7	97,935.5
Total	**133,995.8**	**96,013.8**	**1,921.7**	**97,935.5**

Executive Budget Baseline Changes

Operating State Aid

The Executive Budget includes a net ongoing increase in Operating State Aid for FY 2026.

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 3.63%, 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 2026
General Fund	424.6
Issue Total	**424.6**

STEM and Workforce Aid

The Executive Budget includes a net increase 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) grew by 3,798 students in FY 2024, generating a net increase in the STEM and Workforce Program State Aid per A.R.S. § 15-1464.

Funding	FY 2026
General Fund	871.1
Issue Total	**871.1**

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 2026
General Fund	626.0
Issue Total	**626.0**

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.

Funding for this agency may be included in the Capital or the Statewide and Large Automation Projects sections.

As part of the Executive Budget, for some agencies, there are changes to Arizona Revised Statutes and General Appropriation Act footnotes in the Executive Budget Legislative Changes and Major Budget Footnote Changes sections.

As reported by agency

Full-Time Equivalent Student Enrollment
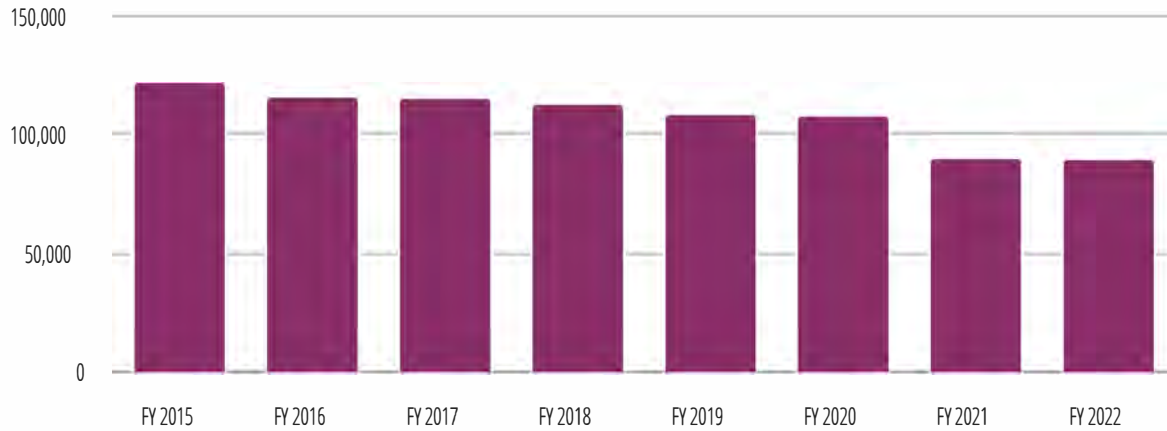
Agency Expenditures
(in $1,000s)

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All dollar amounts are expressed in thousands.
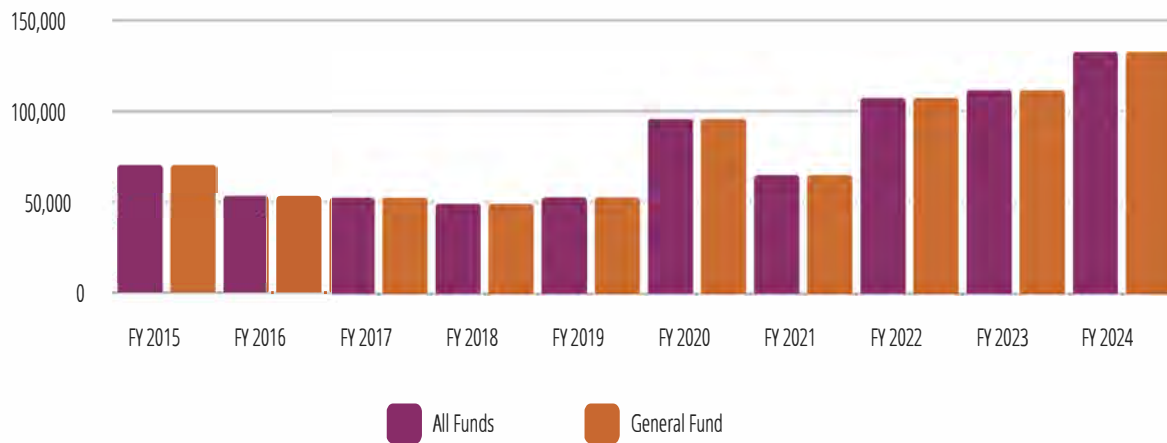
State Appropriations

BY PROGRAM	FY 2024 Actual	FY 2025 Appropriation	FY 2026 Net Change	FY 2026 Executive Budget
SLI Additional Gila Workforce Development Aid	400.0	200.0	0.0	200.0
SLI College Items	15,000.0	0.0	0.0	0.0
SLI Dine College Remedial Education	15,000.0	1,000.0	0.0	1,000.0
SLI Equalization Aid	41,577.3	44,620.8	626.0	45,246.8
SLI Operating State Aid	15,648.0	13,360.2	424.6	13,784.8
SLI Rural Community College Aid	24,000.0	14,000.0	0.0	14,000.0
SLI Rural County Allocation	5,722.3	6,109.0	0.0	6,109.0
SLI Rural County Reimbursement Subsidy	1,082.9	1,082.9	0.0	1,082.9
SLI STEM and Workforce Programs State Aid	14,193.1	14,268.7	871.1	15,139.8
SLI Tribal Community Colleges	1,372.2	1,372.2	0.0	1,372.2
Agency Total - Appropriated Funds	**133,995.8**	**96,013.8**	**1,921.7**	**97,935.5**

BY EXPENDITURE OBJECT	FY 2024 Actual	FY 2025 Appropriation	FY 2026 Net Change	FY 2026 Executive Budget
Aid To Organizations & Individuals	133,995.8	96,013.8	1,921.7	97,935.5
Agency Total - Appropriated Funds	**133,995.8**	**96,013.8**	**1,921.7**	**97,935.5**

BY APPROPRIATED FUND	FY 2024 Actual	FY 2025 Appropriation	FY 2026 Net Change	FY 2026 Executive Budget
General Fund	133,995.8	96,013.8	1,921.7	97,935.5
Agency Total - Appropriated Funds	**133,995.8**	**96,013.8**	**1,921.7**	**97,935.5**

Special Line Appropriations

	FY 2024 Actual	FY 2025 Appropriation	FY 2026 Net Change	FY 2026 Executive Budget
SLI Additional Gila Workforce Development Aid	200.0	200.0	0.0	200.0
SLI Arizona Western College CTE and Workforce Expansion	15,000.0	0.0	0.0	0.0
SLI Dine College Capital Improvements	10,000.0	0.0	0.0	0.0
SLI Dine College Remedial Education	1,000.0	1,000.0	0.0	1,000.0
SLI Equalization Aid Cochise	9,759.6	10,575.8	303.4	10,879.2
SLI Equalization Aid Graham	19,912.0	21,132.4	430.6	21,563.0
SLI Equalization Aid Navajo	11,189.6	12,016.2	(64.5)	11,951.7
SLI Equalization Aid Yuma/La Paz	716.1	896.4	(43.5)	852.9
SLI Operating State Aid Cochise	4,423.7	4,000.8	(182.2)	3,818.6
SLI Operating State Aid Coconino	1,415.9	1,392.5	34.0	1,426.5
SLI Operating State Aid Gila	151.4	149.7	9.0	158.7
SLI Operating State Aid Graham	1,661.9	1,758.9	49.2	1,808.1
SLI Operating State Aid Mohave	924.4	961.5	95.1	1,056.6

All dollar amounts are expressed in thousands.

Special Line Appropriations

	FY 2024 Actual	FY 2025 Appropriation	FY 2026 Net Change	FY 2026 Executive Budget
SLI Operating State Aid Navajo	1,346.1	1,375.6	54.8	1,430.4
SLI Operating State Aid Pima	2,000.0	0.0	0.0	0.0
SLI Operating State Aid Pinal	1,090.9	1,032.9	50.0	1,082.9
SLI Operating State Aid Santa Cruz	0.0	54.6	(9.5)	45.1
SLI Operating State Aid Yavapai	373.0	371.3	184.6	555.9
SLI Operating State Aid Yuma/La Paz	2,260.7	2,262.4	139.6	2,402.0
SLI Rural Community College Aid Cochise	5,769.7	2,999.1	0.0	2,999.1
SLI Rural Community College Aid Coconino	1,520.6	892.8	0.0	892.8
SLI Rural Community College Aid Gila	439.5	258.0	0.0	258.0
SLI Rural Community College Aid Graham	1,917.8	1,239.3	0.0	1,239.3
SLI Rural Community College Aid Mohave	1,866.8	1,149.0	0.0	1,149.0
SLI Rural Community College Aid Navajo	1,322.4	815.0	0.0	815.0
SLI Rural Community College Aid Pinal	3,110.4	1,794.1	0.0	1,794.1
SLI Rural Community College Aid Santa Cruz	97.0	113.8	0.0	113.8
SLI Rural Community College Aid Yavapai	3,084.4	1,833.6	0.0	1,833.6
SLI Rural Community College Aid Yuma/La Paz	4,871.4	2,905.3	0.0	2,905.3
SLI Rural County Allocation	5,722.3	6,109.0	0.0	6,109.0
SLI Rural County Reimbursement Subsidy	1,082.9	1,082.9	0.0	1,082.9
SLI San Carlos Apache Remedial Education	2,000.0	0.0	0.0	0.0
SLI Santa Cruz Provisional Community College Funding	200.0	0.0	0.0	0.0
SLI STEM and Workforce Programs State Aid Cochise	954.7	833.4	187.7	1,021.1
SLI STEM and Workforce Programs State Aid Coconino	309.5	300.7	13.6	314.3
SLI STEM and Workforce Programs State Aid Gila	88.7	88.1	3.6	91.7
SLI STEM and Workforce Programs State Aid Graham	409.7	446.3	19.6	465.9
SLI STEM and Workforce Programs State Aid Maricopa	7,927.6	8,073.7	367.9	8,441.6
SLI STEM and Workforce Programs State Aid Mohave	378.6	392.6	37.9	430.5
SLI STEM and Workforce Programs State Aid Navajo	262.5	273.6	21.9	295.5
SLI STEM and Workforce Programs State Aid Pima	1,769.0	1,768.9	86.7	1,855.6
SLI STEM and Workforce Programs State Aid Pinal	656.7	634.8	20.0	654.8
SLI STEM and Workforce Programs State Aid Santa Cruz	21.2	41.8	(3.8)	38.0
SLI STEM and Workforce Programs State Aid Yavapai	637.2	636.6	73.6	710.2
SLI STEM and Workforce Programs State Aid Yuma/La Paz	777.7	778.2	42.4	820.6
SLI Tohono O'odham Remedial Education	2,000.0	0.0	0.0	0.0
SLI Tribal Community Colleges	1,372.2	1,372.2	0.0	1,372.2
Agency Total - Appropriated Funds	**133,995.8**	**96,013.8**	**1,921.7**	**97,935.5**

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

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Community Colleges

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Arizona Community Colleges

	FY 2024 ACTUAL	FY 2025 ESTIMATE	FY 2026 BASELINE
Equalization Aid			
Equalization Aid - Cochise	9,759,600	10,575,800	11,812,600
Equalization Aid - Graham	19,912,000	21,132,400	22,496,500
Equalization Aid - Navajo	11,189,600	12,016,200	12,885,200
Equalization Aid - Yuma/La Paz	716,100	896,400	1,786,400
Subtotal – Equalization Aid	41,577,300	44,620,800	48,980,700
Operating Aid			
Operating Aid - Cochise	4,423,700	4,000,800	3,818,600
Operating Aid - Coconino	1,415,900	1,392,500	1,426,500
Operating Aid - Gila	151,400	149,700	158,700
Operating Aid - Graham	1,661,900	1,758,900	1,808,100
Operating Aid - Mohave	924,400	961,500	1,056,600
Operating Aid - Navajo	1,346,100	1,375,600	1,430,400
Operating Aid - Pima	2,000,000	0	0
Operating Aid - Pinal	1,090,900	1,032,900	1,082,900
Operating Aid - Santa Cruz	0	54,600	45,100
Operating Aid - Yavapai	373,000	371,300	555,900
Operating Aid - Yuma/La Paz	2,260,700	2,262,400	2,402,000
Subtotal – Operating Aid	15,648,000	13,360,200	13,784,800
STEM Aid			
STEM Aid - Cochise	954,700	833,400	1,021,100
STEM Aid - Coconino	309,500	300,700	314,300
STEM Aid - Gila	88,700	88,100	91,700
STEM Aid - Graham	409,700	446,300	465,900
STEM Aid - Maricopa	7,927,600	8,073,700	8,441,600
STEM Aid - Mohave	378,600	392,600	430,500
STEM Aid - Navajo	262,500	273,600	295,500
STEM Aid - Pima	1,769,000	1,768,900	1,855,600
STEM Aid - Pinal	656,700	634,800	654,800
STEM Aid - Santa Cruz	21,200	41,800	38,000
STEM Aid - Yavapai	637,200	636,600	710,200
STEM Aid - Yuma/La Paz	777,700	778,200	820,600
Subtotal – STEM Aid	14,193,100	14,268,700	15,139,800
Rural Aid			
Rural Aid - Cochise	5,769,700	2,999,100	2,703,600
Rural Aid - Coconino	1,520,600	892,800	901,800
Rural Aid - Gila	439,500	258,000	252,800
Rural Aid - Graham	1,917,800	1,239,300	1,244,500
Rural Aid - Mohave	1,866,800	1,149,000	1,202,500
Rural Aid - Navajo	1,322,400	815,000	852,600
Rural Aid - Pinal	3,110,400	1,794,100	1,807,400
Rural Aid - Santa Cruz	97,000	113,800	99,900
Rural Aid - Yavapai	3,084,400	1,833,600	1,955,300
Rural Aid - Yuma/La Paz	4,871,400	2,905,300	2,979,600
Subtotal – Rural Aid	24,000,000	14,000,000	14,000,000
Additional Rural Aid			
Rural County Allocation	5,722,300	6,109,000	6,109,000 1/
Rural County Reimbursement Subsidy	1,082,900	1,082,900	1,082,900 2/
Subtotal – Additional Rural Aid	6,805,200	7,191,900	7,191,900
Tribal Aid			
Tribal Community Colleges	517,400	1,441,100	1,441,100 3/
Dine College Capital Improvements	10,000,000	0	0
Dine College Remedial Education	1,000,000	1,000,000	1,000,000 4/
San Carlos Apache College Remedial Education	2,000,000	0	0

Tohono O'odham Community College Remedial Education	2,000,000	0	0
Subtotal – Tribal Aid	15,517,400	2,441,100	2,441,100
Workforce Development Aid			
Additional Gila Workforce Development Aid	200,000	200,000	200,000
Arizona Western College CTE Workforce	15,000,000	0	0
Santa Cruz Provisional Community College Funding	200,000	0	0
Subtotal – Workforce Development Aid	15,400,000	200,000	200,000
AGENCY TOTAL	**133,141,000**	**96,082,700**	**101,738,300** [5]

FUND SOURCES

General Fund	133,141,000	96,082,700	101,738,300
SUBTOTAL - Appropriated Funds	**133,141,000**	**96,082,700**	**101,738,300**
Other Non-Appropriated Funds	87,974,400	91,580,600	91,580,600
TOTAL - ALL SOURCES	221,115,400	187,663,300	193,318,900

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 2026, that amount is estimated to be $6,109,000. Because this appropriation is in permanent statute, it is not included in the General Appropriations 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 Appropriations 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 Appropriations Act.

4/ On or before October 15, 2026, 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 2025-2026 academic year. (General Appropriations Act footnote)

5/ General Appropriations Act funds are appropriated as District-by-District Special Line Items.

Equalization Aid

The Baseline includes $48,980,700 from the General Fund in FY 2026 for Equalization Aid. Adjustments are as follows:

Property Value Changes
The Baseline includes an increase of $4,359,900 from the General Fund in FY 2026 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

Table 1

FY 2026 Equalization Funding Changes

District	FY 2025	Year-over-Year Change	FY 2026
Cochise	$10,575,800	$1,236,800	11,812,600
Graham	21,132,400	1,364,100	22,496,500
Navajo	12,016,200	869,000	12,885,200
Yuma/La Paz	896,400	890,000	1,786,400
Total	**$44,620,800**	**$4,359,900**	**$48,980,700**

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 7.0% higher in TY 2024 than in the preceding year. Therefore, for the FY 2026 Equalization Aid formula calculation, the minimum assessed valuation increased 7.0% to approximately $1.98 billion. *(See Table 2 for the calculation of the growth rate.)*

Table 2			
Equalization Growth Factor for Tax Years (TY) 2023-2024			
District	TY 2023 Primary AV	TY 2024 Primary AV	TY 2023-2024 % Growth
Cochise*	$ 1,074,552,900	$ 1,114,080,000	3.7 %
Graham*	303,998,800	334,238,400	10.0 %
Navajo*	969,413,100	1,035,790,900	6.9 %
Yuma/La Paz*	1,781,073,400	1,845,925,300	3.6 %
Coconino	2,171,931,000	2,298,821,800	5.8 %
Mohave	2,427,679,000	2,569,180,300	5.8 %
Pinal	3,390,905,700	3,772,917,900	11.3 %
Yavapai	3,556,683,100	3,806,627,200	7.0 %
Total [1/]	**$15,676,236,900**	**$16,777,581,800**	**7.0 %**
Minimum AV	**$1,846,507,600**	**$1,976,317,100**	**7.0 %**

_____
[1/] May not add to total due to rounding.
* These districts qualify to receive Equalization Aid under the state funding formula in FY 2026 since they fall below the minimum assessed value threshold of $1.98 billion.

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 ($1.98 billion in FY 2026), 2) whether the district's dollar change in assessed value was less than the rural districts' average change, and 3) the applicable tax rate.

Operating State Aid

The Baseline includes $13,784,800 from the General Fund in FY 2026 for Operating State Aid. Adjustments are as follows:

Enrollment Changes
The Baseline includes an increase of $424,600 from the General Fund in FY 2026 to fund the statutory formula for Operating State Aid.

This amount funds statutory formula costs for a 889, or 3.6%, increase in Full Time Student Equivalent (FTSE) students in rural community colleges *(see Table 3)*. The 889 net FTSE increase consists of a 723 FTSE increase in non-dual enrollment students and a 166 FTSE increase in dual enrollment students. A.R.S. § 15-1466.01 requires dual enrollment students be funded at 50% for state aid purposes. Dual enrollment refers to high school students who are enrolled in community college courses for both high school and community college credit.

Table 3			
Community College Enrollment			
	FY 2023 FTSE	FY 2024 FTSE	Percentage Change
Rural Districts			
Cochise	5,244	4,899	(6.6)%
Coconino	1,561	1,634	4.7%
Gila	451	458	1.6%
Graham	2,167	2,255	4.1%
Mohave	2,009	2,179	8.5%
Navajo	1,425	1,545	8.4%
Pinal	3,137	3,275	4.4%
Santa Cruz	199	181	(9.0)%
Yavapai	3,206	3,543	10.5%
Yuma/La Paz	5,080	5,399	6.3%
Subtotal	*24,479*	*25,368*	*3.6%*
Urban Districts			
Maricopa	53,964	56,294	4.3%
Pima	11,568	12,147	5.0%
Total	**90,011**	**93,809**	**4.2%**

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 2026, the last actual FTSE data was from FY 2024.)*

Maricopa and Pima Counties 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 be calculated. 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 formulaic Operating State Aid since FY 2015.

STEM and Workforce Programs State Aid

The Baseline includes $15,139,800 from the General Fund in FY 2026 for Science, Technology, Engineering and Mathematics (STEM) and Workforce Programs State Aid. Adjustments are as follows:

Enrollment Changes

The Baseline includes an increase of $871,100 from the General Fund in FY 2026 to fund increased formula costs for STEM and Workforce Programs State Aid. This increase is the result of a net growth in enrollment in FY 2024.

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 2026 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 2026 for Rural Aid. This amount is unchanged from FY 2025.

The budget year funding is allocated to the 10 rural community college districts based on each district's share of the last year's actual enrollment counts. The FY 2026 allocations are based on FY 2024 enrollment counts.

Additional Rural Aid

Rural County Allocation

The Baseline includes $6,109,000 from the General Fund in FY 2026 for Rural County Allocation. This amount is unchanged from FY 2025.

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 by the community colleges 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 2024, the JLBC Staff reported that the General Fund would pay a total $6,109,000 in FY 2025, of which $2,317,400 would be withheld from the two unestablished counties ($1,769,100 for Apache and $548,300 for Greenlee). The net impact is further adjusted by the Rural County Reimbursement Subsidy line item below. After TPT revenue withholdings, the General Fund net cost is $3,791,600.

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

Rural County Reimbursement Subsidy

The Baseline includes $1,082,900 from the General Fund in FY 2026 for Rural County Reimbursement Subsidy. This amount is unchanged from FY 2025.

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 Appropriations Act footnote allocating these monies. Of

the $1,082,900 subsidy, $699,300 is distributed to Apache and $383,600 to Greenlee.

After the reimbursement subsidy, FY 2025 net costs are $1,069,800 to Apache and $164,700 to Greenlee.

Tribal Aid

Tribal Community Colleges

The Baseline includes $1,441,100 from the General Fund in FY 2026 for Tribal Community Colleges. This amount is unchanged from FY 2025.

The FY 2025 budget assumed tribal community colleges would receive $1,372,200 from the General Fund in FY 2024 and FY 2025 based on FY 2023 actual TPT distributions. This assumption included a distribution of $923,700 to the Navajo Nation, comprised of $615,800 for Diné College and $307,900 for Navajo Technical College. The budget also assumed that $448,500 would be distributed to Tohono O'odham Community College.

Tohono O'odham Community College received a distribution of $517,400 in FY 2024. Diné College and Navajo Technical College, however, received no TPT distributions. The Navajo Nation reported negative FY 2024 TPT revenue of $(732,700). A negative amount is typically reported when large refund payments are made that exceed the overall level of gross TPT collections.

The Baseline adjusts the assumption upward to $1,441,100 in FY 2025 and FY 2026. This assumption is based on the most recent actual distribution for the Navajo Nation in FY 2023 ($923,700, comprised of $615,800 for Diné College and $307,900 for Navajo Technical College) and Tohono O'odham Community College in FY 2024 ($517,400).

As described below, each of these amounts will depend on actual FY 2026 TPT revenue collections and the FY 2026 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 2026 will depend on FY 2026 collections. Given the language of A.R.S. § 42-5031.01, these monies do not appear in the General Appropriations Act. *(Please see the FY 2020 Appropriations Report for more information.)*

The monies received are used to support maintenance, renewal, and capital expenses on each college campus.

Diné College Remedial Education

The Baseline includes $1,000,000 from the General Fund in FY 2026 for Diné College Remedial Education. This amount is unchanged from FY 2025.

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 Appropriations 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 2025-2026 academic year to the JLBC, Governor's office, and legislative leaders on or before October 15, 2026.

Workforce Development Aid

Additional Gila Workforce Development Aid

The Baseline includes $200,000 from the General Fund in FY 2026 for Additional Gila Workforce Development Aid. This amount is unchanged from FY 2025.

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)*.

Other Issues

Statutory Changes

The Baseline would:

- As session law, continue to suspend the Operating State Aid funding at levels specified in the General Appropriations Act, which effectively means suspending the formula in FY 2026 for only Maricopa and Pima Counties.
- As session law, continue to set the Science, Technology, Engineering and Mathematics and

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Workforce Programs district funding at levels specified in the General Appropriations Act, which effectively means suspending the inflation adjustment in FY 2026 for all community college districts.

Long Term Budget Impacts

As part of the Baseline 3-year spending plan, Community College General Fund costs are projected to increase by $4,326,000 in FY 2027 above FY 2026 and increase by $4,691,200 in FY 2028 above FY 2027. These estimates are based on:

- Flat enrollment growth (no change in costs for Operating State Aid or STEM and Workforce Programs State Aid for FY 2027 and FY 2028).
- An increase of $4,326,000 for Equalization Aid in FY 2027 above FY 2026 and $4,691,200 in FY 2028 above FY 2027. These estimates assume total Net Assessed Value (NAV) growth of 6.5% in FY 2027 and 6.6% FY 2028.

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 3.4% of their revenues (excluding bond proceeds) from state aid.

For FY 2025, base operating revenues from all sources are estimated to be $2,058,990,500. *(See Table 4 for a summary of FY 2025 total revenue estimates.)*

Property taxes are the single largest revenue source for the community colleges, accounting for 51.5% 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 2024 property tax rates.)

Under A.R.S. § 42-17051, community colleges are allowed to collect 2% more in property tax revenues annually, not including revenue from new construction. Any increase over 2% requires voter approval, unless the district has foregone increases in prior years and consolidates those increases into a single year.

The community colleges also collect tuition and fees from enrolled students. These collections account for

			Property			**FY 2025**	**FY 2024**	**% Change from**
District	**State Aid [2/]**	**Tuition/Fees**	**Taxes**	**Grants**	**Other [3/]**	**Total [4/]**	**Total [5/]**	**FY 2024**
Cochise	$17,575,700	$9,943,700	$27,232,600	$17,533,400	$1,692,900	$73,978,300	$83,870,700	(11.8)%
Coconino	2,285,300	6,866,000	15,792,900	9,844,200	1,423,600	36,212,000	31,993,900	13.2%
Gila [6/]	407,700	0	6,020,800	696,000	355,000	7,479,500	7,949,500	(5.9)%
Graham	24,130,600	8,226,000	8,225,300	14,624,800	13,410,100	68,616,800	65,689,900	4.5%
Maricopa	0	215,530,300	644,357,000	215,562,000	66,562,700	1,142,012,000	1,129,524,300	1.1%
Mohave	2,110,500	10,425,400	28,592,400	17,524,000	3,883,500	62,535,800	53,234,700	17.5%
Navajo	14,206,800	3,800,000	18,340,700	9,200,000	5,193,600	50,741,100	49,144,700	3.2%
Pima	0	43,941,000	141,019,000	97,439,000	13,954,000	296,353,000	246,783,600	20.1%
Pinal	2,827,000	8,636,600	68,395,500	20,811,400	11,863,000	112,533,500	103,917,200	8.3%
Santa Cruz [6/]	168,400	0	1,795,400	305,000	0	2,268,800	2,454,000	(7.5)%
Yavapai	2,204,900	14,111,000	56,931,900	18,275,700	10,098,300	101,621,800	93,504,900	8.7%
Yuma/La Paz	6,064,100	15,518,600	42,955,200	33,100,000	7,000,000	104,637,900	121,340,600	(13.8)%
Total	**$71,981,000**	**$336,998,600**	**$1,059,658,700**	**$454,915,500**	**$135,436,700**	**$2,058,990,500**	**$1,989,408,000**	**3.5%**

Table 4

Total Estimated Community College Revenues – FY 2025 [1/]

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1/ The 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 auxiliary programs, interest income, workforce development funds, and transfers.

4/ Total revenues do not include bond proceeds or district fund balances. Including these amounts, total revenues are estimated to be $2,337,620,300 for FY 2025.

5/ Total revenues do not include bond proceeds or district fund balances. Including these amounts, total revenues are $2,060,632,500 for FY 2024.

6/ 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.

approximately 16.4% of total revenues. Tuition and fees are assessed on a per credit hour basis. FY 2025 weighted average tuition (weighted for each district's proportion of the statewide FTSE count) is $2,900 if a full-time student attends for 30 hours a year. The FY 2025 amount represents an increase of 13.6% from FY 2024. *(See Table 6 for FY 2024 resident tuition and fee rates.)*

Community colleges also receive grants and "other" revenue from a variety of sources. Combined, they account for approximately 28.7% of community college revenues.

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

Table 5

Community College Tax Rates – TY 2024

District	Primary Rate	Secondary Rate	Combined Rate	% Change Combined Rate from TY 2023
Cochise	$2.44	$0.00	$2.44	0.6%
Coconino	0.69	0.00	0.69	12.6%
Gila	0.90	0.00	0.90	(1.7)%
Graham	2.46	0.00	2.46	(5.4)%
Maricopa	1.05	0.06	1.10	(3.1)%
Mohave	1.11	0.00	1.11	(3.2)%
Navajo	1.77	0.00	1.77	1.2%
Pima	1.25	0.00	1.25	(2.1)%
Pinal	1.69	0.12	1.81	(5.6)%
Santa Cruz	0.41	0.00	0.41	(5.4)%
Yavapai	1.50	0.00	1.50	(1.0)%
Yuma/La Paz	2.04	0.29	2.33	(1.6)%

Table 6

Community College Resident Tuition and Fees – FY 2025

District	Average Cost Per Credit Hour	Annual Cost 1/	% Change from FY 2024
Cochise	$95	$2,850	2.2%
Coconino	142	4,248	4.4%
Gila	98	2,940	0.0%
Graham	98	2,940	0.0%
Maricopa	97	2,910	0.0%
Mohave	91	2,730	12.3%
Navajo	91	2,730	0.0%
Pima	101	3,015	9.2%
Pinal	75	2,250	0.0%
Santa Cruz	50	1,508	9.3%
Yavapai	86	2,592	4.9%
Yuma/La Paz	97	2,910	3.2%
Weighted Average	**$97**	**$2,900**	**13.6%**

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

Total Community College Expenditures

Table 7 shows total budgeted FY 2025 community college expenditures. In FY 2025, total budgeted expenditures are $2,334,978,100. As mentioned previously, base operating revenues for FY 2025 are $2,058,990,500, however, this figure does not include allocated fund balances or bond proceeds. Including these amounts, total available revenues are $2,337,620,300. Of the total $2,334,978,100 in budgeted expenditures, $1,885,142,200, or 80.7%, of these expenditures are from the community colleges' General and Restricted Funds. This includes $546,646,300, or 23.4%, for instruction and $424,778,100, or 18.2%, for institutional support.

Expenditures for auxiliary enterprises, including revenue-generating retail and business services such as parking lots, bookstores, and food service, are $98,398,000 or 4.2% of the total. Plant Fund expenditures, which generally include capital costs, are $289,080,300, or 12.4% of the total. The remaining $62,357,700, or 2.7%, is for debt service.

Community College Expenditure Limitations

The Arizona Constitution requires the Economic Estimates Commission to calculate the expenditure 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,

Table 7

Community Colleges - FY 2025 Budgeted Expenditures

General/Restricted Funds	Total	% of Total
Instruction	$546,646,300	23.4%
Public Service	31,685,800	1.4%
Academic Support	175,548,900	7.5%
Student Services	198,326,400	8.5%
Institutional Support	424,778,100	18.2%
Operation & Maintenance	135,841,700	5.8%
Scholarships & Grants	293,263,900	12.6%
Auxiliary Enterprises	25,000	0.0%
Contingency	79,026,000	3.4%
Subtotal 1/	**$1,885,142,200**	**80.7%**
Auxiliary Enterprises Fund	$98,398,000	4.2%
Plant Fund	289,080,300	12.4%
Debt Service	62,357,700	2.7%
Total 1/	**$2,334,978,100**	**100%**

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

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 8* includes the FY 2025 expenditure limits and the estimated expenditures reported by the districts. Of the 12 districts, 9 currently estimate that they will be at the limit in FY 2025. Santa Cruz Community College district is reporting estimated expenditures that exceed the expenditure limit by $2,900.

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 operating 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 2023, Chapter 184 modified the penalties for community college district expenditure limit exceedances for FY 2024 and FY 2025. This session law stipulates that a community college district that exceeds its expenditure limitation without authorization will have the following amount of operating 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 $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 limit, the amount withheld is $20,000.
- If the excess expenditures are equal to or greater than 12% 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. For provisional districts, the maximum amount withheld cannot exceed 1% of the district budget.

Additionally, Maricopa County Proposition 486 was approved by voters in the November 2024 election, permanently adjusting the community college district's FY 1980 base expenditure limit upward by $52,841,800. Maricopa Community College district estimates that this adjustment will increase the FY 2026 expenditure limit to $902,317,300.

Table 8

Community College Expenditure Limits – FY 2025

District	Expenditure Limit	Estimated Expenditures
Cochise	$73,173,322	$55,300,562
Coconino	$16,741,573	$16,741,573
Gila*	$4,831,807	$4,831,807
Graham	$32,181,287	$32,181,287
Maricopa	$466,516,664	$466,516,664
Mohave	$26,429,139	$26,429,139
Navajo	$15,282,620	$15,282,620
Pima	$137,938,978	$137,938,978
Pinal	$47,302,104	$47,302,104
Santa Cruz*	$3,266,362	$3,269,239
Yavapai	$53,180,239	$53,180,239
Yuma/La Paz	$62,690,700	$58,078,224

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* Indicates provisional community college district

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	52,654,000	54,854,500
Year-End Fund Balance	0	0

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	1,302,800	1,378,700
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	34,017,600	35,347,400
Year-End Fund Balance	0	0

Navajo County Community College District
Governing Board Meeting Minutes
February 18 – 10:00a.m.
Painted Desert Campus, Tiponi Community Center Board Room
2251 East Navajo Boulevard, Holbrook, AZ 86025

Governing Board Member Present: Chair. Everett Robinson, Ms. Kristine Laughter; Mr. Frank Lucero; Mr. Derrick Leslie (arrived at 10:05am); Ms. Rosie Sekayumptewa (arrived at 10:28am)

Governing Board Member Absent:

Others Present: President Von Lawson; VPLSS Michael Solomonson; CIO Michael Jacob; Betsy Wilson; Judy Yip-Reyes; VPAS Maderia Ellison; AVPHR Christine Schafer; Colleen Marsh; Katie Matott; Josh Rogers; Justin White; Russell Kupfer; Jennifer Brimhall; Allison Landy; Michael Broyles; Pamela Bishop; Rebeccah Sweet; Farah Bughio; Ben Turner; Cynthia Blevins; Rebecca Diggs;

Agenda Item 1: Call to Order and Pledge of Allegiance
Chair Robinson called the meeting to order at 10:03 a.m. and led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Chair Robinson asked if there was a motion to adopt the agenda with an amendment removing item 8.B.3. Ms. Laughter made a motion to adopt the amended agenda. Mr. Lucero seconded the motion.

The motion carried upon a roll-call vote with Mr. Lucero, Ms. Laughter, and Chair Robinson voting in favor. There were no votes against.

Agenda Item 3: Call for Public Comment
None.

Agenda Item 4: Discussion Items

4.A.1. Financial Position
VPAS Ellison expanded on the report provided in the packet.

No questions.

4.A.2. NPC Student Government Association (SGA)
SGA President, Pamela Bishop, gave a presentation to the Board.

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No questions.

4.A.3. NPC Faculty Association

Ms. Laughter asked for a report at the next meeting.

4.A.4. Classified and Administrative Staff Organization (CASO)
CASO Vice President, Cynthia Blevins, introduced Rebecca Diggs who gave a report on libraries.

No questions.

4.A.5. Northland Pioneer College (NPC) Friends and Family
Betsy Wilson, Director of NPC Friends and Family gave an update on scholarships and NPC Friends and Family.

Chair Robinson asked about Arizona Gives Day. Director Wilson gave information on Arizona Gives Day.

4.A.6. Human Resources
AVPHR Christine Schaefer elaborated on a report provided in the packet.

No questions.

4.A.7. Construction Report
Director Justin White gave the Board an update on construction projects.

No questions.

4.A.8. Enterprise Resource Planning (ERP) Implementation Update
Project Manager Colleen Marsh elaborated on the report provided in the packet.

No questions.

4.A.9. Arizona Association of Community College Trustees (AACCT)
Derrick Leslie gave an update.

Agenda Item 5: Compensation Committee Salary Budget Recommendation
Associate Dean Allison Landy and Director Justin White presented the salary budget recommendation.

Mr. Lucero asked for clarification on the D3 line. Dean Landy responded with mid ranges for the D2 and D3 salary lines.

Chair Robinson asked about red line employees. Dean Landy clarified.

Agenda Item 6: 2025 – 26 Tuition and Fees

VPAS Maderia Ellison presented the proposed 2025 – 2026 tuition and fees.

No questions.

Agenda Item 7: Consent Agenda

- A. **January 21, 2025 Board Meeting Minutes** (Farah Bughio)
- B. **January 21, 2025 Work Session Minutes** Farah Bughio)
- C. **Program Modification –** Early Childhood Program (AAEC, CAS, AAS). (Michael Broyles)
- D. **Program Modification –** Associates of Science (AS). (Michael Broyles)
- E. **Program Modification –** Associates of Arts (AA). (Michael Broyles)
- F. **Program Modification –** Associates of General Studies (AGS). (Michael Broyles)

*Ms. Laughter made a motion to approve all items on the consent agenda. Mr. Lucero seconded the motion. **The motion carried upon a roll-call vote with Mr. Lucero, Mr. Leslie, Ms. Sekayumptewa, Ms. Laughter and Chair Robinson voting in favor. There were no votes against.***

Agenda Item 8: For Discussion and Possible Action

8.A. Old Business

8.B. New Business

8.B.1. Request to Accept the Financial and Single Audit for Fiscal Year Ended June 30, 2024

Director of Financial Services Russell Kupfer and Signing Director Jean Dietrich requested the Board accept the financial and Single audits for fiscal year ended June 30, 2024.

No questions.

*Ms. Laughter made a motion to accept the financial and single audit for fiscal year ended June 30, 2024. Mr. Leslie seconded the motion. **The motion carried upon a roll-call vote with Mr. Lucero, Mr. Leslie, Ms. Sekayumptewa, Ms. Laughter and Chair Robinson voting in favor. There were no votes against.***

8.B.2. Request to Approve the Purchase of Modern Campus USA Inc

Project Manager Colleen Marsh requested the Board approve the purchase of Modern Campus USA Inc.

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Chair Robinson asked how much NPC would save by switching. Ms. Marsh responded that there would be no savings.

*Ms. Laughter made a motion to approve the purchase of Modern Campus USA Inc for $143,277.74. Ms. Sekayumptewa seconded the motion. **The motion carried upon a roll-call vote with Mr. Lucero, Mr. Leslie, Ms. Sekayumptewa, Ms. Laughter and Chair Robinson voting in favor. There were no votes against.***

Item 8.B.3 was removed

8.B.4. Request to Approve the Revision of Policy 1102
VPLSS Michael Solomonson requested the Board approve the revision of policy 1102.

No questions.

*Ms. Laughter made a motion to approve the revision of policy 1102. Ms. Sekayumptewa seconded the motion. **The motion carried upon a roll-call vote with Mr. Lucero, Mr. Leslie, Ms. Sekayumptewa, Ms. Laughter and Chair Robinson voting in favor. There were no votes against.***

Items 8.B.5 and 8.B.6 were not discussed as the college attorney was not available.

8.B.7. Request to Approve Board Member Travel
Recording Secretary for the Board, Farah Bughio, requested approval for Board member Leslie to travel to the HLC Conference.

*Ms. Laughter made a motion to approve Board member Leslie's travel. Ms. Sekayumptewa seconded the motion. **The motion carried upon a roll-call vote with Mr. Lucero, Ms. Sekayumptewa, Ms. Laughter and Chair Robinson voting in favor. Mr. Leslie abstained. 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 and Upcoming Events
Chair Robinson announced upcoming events.

Agenda Item 11: Announcement of Next Regular Meeting
March 18, 2025

Agenda Item 12: Adjournment

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The meeting was adjourned at 11:31 a.m. upon a motion by Ms. Laughter and a second by Mr. Lucero. **The motion carried upon a roll-call vote with Ms. Sekayumptewa, Mr. Leslie, Mr. Lucero, Ms. Laughter and Chair Robinson voting in favor. There were no votes against.**

Respectfully submitted,

Farah Bughio
Recording Secretary to the Board

Northland Pioneer College

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Navajo County Community College District
Governing Board Work Session Minutes

February 18 – 12:01 p.m.
Painted Desert Campus, Tiponi Community Center Board Room
2251 East Navajo Boulevard, Holbrook, AZ 86025

Governing Board Member Present: Chair. Everett Robinson, Ms. Kristine Laughter; Mr. Frank Lucero; Ms. Rosie Sekayumptewa

Governing Board Member Absent: Mr. Derrick Leslie

Others Present: President Von Lawson; Farah Bughio; VPAS Maderia Ellison; Director Betsy Wilson; Director Judy Yip-Reyes

Agenda Item 1: Call to Order
Chair Robinson called the meeting to order at 12:01pm.

Agenda Item 2: Adoption of Agenda

Chair Robinson asked if there was a motion to adopt the agenda. Mr. Lucero made a motion to adopt the agenda. Ms. Sekayumptewa seconded the motion.
The motion carried upon a roll-call vote with Mr. Lucero, Ms. Laughter, Ms. Sekayumptewa and Chair Robinson voting in favor. There were no votes against.

Agenda Item 3A: Expenditure Limitation
VPAS Maderia Ellison presented expenditure limitation to the Board.

Mr. Lucero asked where NPC's money came from. VPAS Ellison elaborated on where the budget comes from.

Ms. Laughter asked how many students were required for a FTSE increase. VPAS Ellison replied that it was a large amount but she didn't have the exact numbers.

Mr. Lucero asked for clarification on FTSE. VPAS Ellison gave further clarification.

Ms. Sekayumptewa asked if NPC had a government liaison. VPAS Ellison responded that NPC does not have a government liaison.

Agenda Item 3B: Strategic Planning
Directors Betsy Wilson and Judy Yip-Reyes gave the Board a presentation on strategic planning.

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No questions.

Agenda Item 3C: Board Event

Chair Robinson led a discussion on planning a Board social event.

The Board settled on attending a Kachina dance as invited by Ms. Sekayumptewa with further details to be decided later.

Agenda Item 4: Adjournment

None.

The meeting was adjourned at 1:26 p.m. upon a motion by Mr. Lucero and a second by Ms. Laughter. **The motion carried upon a roll-call vote with Ms. Sekayumptewa, Mr. Lucero, Ms. Laughter and Chair Robinson voting in favor. There were no votes against.**

Respectfully submitted,

Farah Bughio
Recording Secretary to the Board

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 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.

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)

Policy 1300 Acquisition of Facilities

The president, or designee, is authorized to develop procedures for recommendation of facilities acquisition to the District Governing Board.

(Revised 5/17/2022)

Policy 1305 Lease of Facilities

In addition to the existing facilities, the college will lease or jointly use facilities from other agencies and businesses when necessary and feasible. The president, or designee, will negotiate lease amounts on an individual basis.

(Revised 5/17/2022)

Policy 1310 Use of Facilities

The president, or designee, is authorized to permit the use of college facilities according to adopted procedures.

(Revised 5/17/2022)

Policy 1315 Outside Use of Facilities

Each institution, organization, group, or individual desiring to rent or use facilities of the college will provide a Certificate of Insurance with minimum liability limits of one million dollars. This Certificate of Insurance will be provided to the college before the use of the facilities desired.

(Reviewed only 5/17/2022)

Policy 1330 Tobacco Free Environment

The college prohibits use of nicotine products inside all college owned or leased facilities and all college vehicles. The college provides outdoor designated smoking areas. This policy applies to all employees, students, and visitors while utilizing college buildings, facilities and vehicles.

(Reviewed only 5/17/2022)

Policy 1340 Solicitation at College Facilities

The president, or designee, is responsible for the establishment of procedures for authorizing soliciting, advertising, and posting notices at all college facilities.

(Revised 5/17/2022)

Policy 1345 Possession of Deadly Weapons

The college prohibits possession of all deadly weapons such as firearms, knives (other than pocket knives), ammunition, explosives or other such deadly weapons, on college grounds, inside all college owned or leased facilities, and all college vehicles. The only exception would be those items carried by AZPOST-certified law enforcement officers,, Federal Officers, or used in college sanctioned training programs. Any college employee is authorized to request compliance with this policy and/or contact the appropriate law enforcement agency to evict such individual who does not voluntarily follow compliance with this policy. The president, or designee, shall be responsible for the adoption and implementation of procedures regarding the possession of deadly weapons.

(Revised 5/17/2022)

Policy 1350 Campus Security and Crime Reporting

Under the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC §1092, the president or designee shall establish a plan for crime awareness and campus security. This shall include an annual security report available to the public.

(Reviewed 5/17/2022)

REQUEST TO APPROVE THE DELETION OF SEVERAL ENERGY AND INDUSTRIAL TECHNOLOGY PROGRAMS

Recommendation:

The Instructional Council (IC) recommends approval of the deletion of several Energy and Industrial Technology Programs, noted below. These include Associate of Applied Science (AAS), Certificate of Applied Science (CAS), and Certificate of Proficiency (CP) programs. This excludes the Industrial Plant Operations pathway (AAS, CAS, CP).

Summary:

The Industrial Technology Trades department, formerly Energy and Industrial Technology (EIT), proposes the deletion of the EIT programs indicated below because the ITT programs have replaced them.

We are keeping the Industrial Plant Operations pathway because the local coal plants are still running and will be continuing to operate for years to come. Although Industrial Plan Operations has no curricular changes, relevant categories are being updated to align with the recently modified General Education Course Options list.

~~Energy and Industrial Technician (EIT)~~

The Industrial Plant Operations specialization prepares you to be a certified power plant operator focusing on plant safety, minor maintenance, reading diagrams, instrumentation and control measurement, plant boilers, turbines, water treatment and air and water pollution control.

~~NPC's Energy and Industrial Technician (EIT) program prepares students to be technicians, operators and maintenance workers capable of understanding the entire industrial system within which they work. Core courses cover a range of complex related mechanical, pneumatic, hydraulic, electrical, thermal and sensory control systems in an ever changing industrial or energy production environment.~~

~~Upon successful completion of the Energy and Industrial Technician program, graduates will have entry level career choices in a variety of the following areas:~~

- ~~Gas, Coal, Nuclear or Solar Energy Generation~~
- ~~Standby Power~~
- ~~Geothermal or Hydroelectric~~
- ~~Petrochemical~~
- ~~Methane/Landfill Gas Generation~~
- ~~Power Distribution and Dispatch~~
- ~~Water Treatment~~
- ~~Equipment Repair and Installation~~
- ~~Testing and Inspection~~
- ~~Assembly and Production~~

~~NPC offers eight areas of specialization within the EIT program:~~

- ~~The Electrical specialization prepares you to be a certified industrial electrician, focusing on alternating current, motors, lighting, circuit breakers, grounding, various types of control systems, basic electronic theory and distribution systems.~~
- ~~Electrical and Instrumentation specialization covers the principles and applications of a certified electrical and instrumentation technician whose job is to service and maintain electrical-related equipment, including high voltage systems, adjust and calibrate pressure, temperature, level, flow and control measuring and recording devices used in computer-integrated manufacturing.~~
- ~~Industrial Electrical, Motors and PLC's specialization covers the principles and applications of industrial electrical systems, programmable logic controllers (PCL), robotics, motion control, process controls and instrumentation involved in maintaining, troubleshooting and looking at predictive and preventative maintenance used in computer-integrated manufacturing.~~
- ~~Industrial Mechanics and Fluid Power specialization covers the principles and applications of mechanical drives, rotating electrical motors and fluid power, hydraulic components including maintaining, troubleshooting and looking at predictive and preventative maintenance used in computer-integrated manufacturing.~~
- ~~The Industrial Plant Operations specialization prepares you to be a certified power plant operator focusing on plant safety, minor maintenance, reading diagrams, instrumentation and control measurement, plant boilers, turbines, water treatment and air and water pollution control.~~
- ~~The Instrumentation specialization prepares you to be a certified instrumentation technician, focusing on instrumentation, hand and power tools, fasteners, actuators and positioners, relays and timers, digital logic circuits, program-mable logic controllers and distributed control systems.~~
- ~~The Mechanical Maintenance specialization prepares you to be a certified industrial maintenance mechanic, focusing on oxyfuel cutting, pumps, valves, rigging, hydrostatic and pneumatic testing, high-pressure steam systems, laser alignment, repairing gearboxes and conveyors.~~
- ~~The Operations and Maintenance specialization prepares you to be a certified operator and mechanical mechanic, focusing on electric generation and distribution, mining, water treatment, natural gas, refinery, semiconductor, petrochemical and pharmaceutical processes.~~

The program also covers basic mechanical maintenance, including hydrostatic and pneumatic testing, low- and high-pressure steam systems and heat exchangers.

Hybrid Classes

Many of the courses required for an EIT associate degree or certificates are offered as "hybrid" courses, with instruction offered via the internet, combined with hands-on laboratory components.

Program Locations

Hands-on laboratories are offered at the Skills Center on the Holbrook – Painted Desert Campus and at the Coronado Generating Station outside of St. Johns. Labs at additional locations may be available. Check the current semester's class schedule for availability, or contact the program coordinator.

Work Environment

Industrial plant workers of all types may work indoors and outdoors, possibly in adverse weather conditions. They may have to work in confined spaces, or high places, may do rounds and check equipment. Their environment may be noisy and workers must follow safety precautions and use protective equipment. Most workers are employed full-time, and many work rotating shifts, which can be tiring.

For more information about this program, please contact the program coordinator, Kevin Westfall, (800) 266-7845, ext. 7455 or an NPC Academic Adviser.

Job Outlook

Job prospects will be good, particularly for applicants with a broad range of skills in machine repair as older workers retire or otherwise leave the occupation. Increased automation, including the use of many computer-controlled machines in factories and manufacturing plants, and the need to keep increasingly sophisticated machinery functioning and efficient will continue to create demand for industrial machinery mechanics, machinery maintenance workers and millwrights, growing an average of seven percent annually through 2026, creating over 32,000 new jobs.

Students completing NPC's EIT program will have the broad range of skills to adapt as technology is constantly growing and changing very quickly within the manufacturing, distribution and energy production sectors.

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science

(AAS) Associate of Applied Science Degree www.npc.edu/energy-industrial-technician.

Areas of Specialization Industrial Plant Operations • CP & CAS Options

Electrical (CP) • 24 credits

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

Electrical and Instrumentation (CP) • 24 credits

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

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

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

Industrial Mechanics and Fluid Power (CP) • 28 credits

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

Industrial Plant Operations (CP) • 24 credits

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

Instrumentation (CP) • 24 credits

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

Mechanical Maintenance (CP) • 24 credits

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

Operations/Maintenance (CP) • 28 credits

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

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Certificate of Applied Science (CAS) • 30 34 credits

Complete the **CP** in your area of specialization Complete the following CP
Electrical CP .... 24 credits
Electrical and Instrumentation (CP) .... 24 credits
Industrial Electrical, Motors and PLC's CP .... 24 credits
Industrial Mechanics and Fluid Power CP .... 28 credits
Industrial Plant Operations (CP) .... 24 credits
Instrumentation (CP) .... 24 credits
Mechanical Maintenance (CP) .... 24 credits
Operations/Maintenance (CP) .... 28 credits

General Education Courses......................... 6 credits

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

Select any **Mathematics** General Education Course Options (for CAS and AAS degrees) on page 66 _**EXCEPT**_ for MAT 103 or BUS 133.

Energy & Industrial Technician (AAS) • 64 credits

~~Complete the CAS in your area of specialization~~ **Complete the following CAS** . ~~30~~ 34 credits

~~Electrical CAS .... 30 credits~~
~~Electrical and Instrumentation CAS .... 30 credits~~
~~Industrial Electrical, Motors and PLC's CAS .... 30 credits~~
~~Industrial Mechanics and Fluid Power CAS...................................... 34 credits~~
Industrial Plant Operations CAS... 30 credits
~~Instrumentation CAS .... 30 credits~~
~~Mechanical Maintenance CAS .... 30 credits~~
~~Operations/Maintenance CAS .... 34 credits~~

**PLUS**

General Education Courses....................................~~6~~ 13 credits

~~Communications~~ **Written and Oral Communication** .... 3 credits
Select any course under ~~Communications~~ Written and Oral Communications General Education Course Options (for AAS degrees) on page 66.

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

~~Discipline Studies~~ (per list on page 66)~~.. 7 credits~~

Select one course from the **Arts and Humanities** or
   Social and Behavioral Science list .... 3 credits
Select one course from the ~~Physical and Biological Sciences~~ **Natural Sciences** list 4 credits

Additional Requirements .... 15 credits

BUS 103 Success on Your Job.. 2 credits
BUS 105 Techniques of Supervision... 3 credits
BUS 144 Professional Office Skills... 3 credits
BUS 231 Microsoft Office Level 1... 3 credits
Any unduplicated EIT courses at 100 or higher level................................ 4 credits

Electives .... ~~2~~ 6 credits

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

REQUEST TO APPROVE MODIFICATION OF THE ASSOCIATE OF BUSINESS

Recommendation:
The Instructional Council (IC) recommends approval of modifications to the Associate of Business (ABus).

Summary:
The Business Department proposes to incorporate the recently approved General Education Certificate of Proficiency (CP) into the ABus so students can continue to complete their Arizona General Education Curriculum (AGEC) requirements while pursuing this degree. Needed modifications include adjustments to the curriculum and edits to the catalog language.

These changes are in response to the following:

   a. Statewide changes to the AGEC
   b. Recent approval of modifications to the General Education Course Options
   c. Recent approval of the General Education Certificate of Proficiency (CP).

Transfer Degree

Associate of Business (ABus) Degree

No matter what field you may decide to pursue, it is helpful to begin with an understanding of business. The Associate of Business (ABus) degree is the foundation for many careers and a way to gain an edge and the critical knowledge needed to be successful in the business environment.

The NPC Associate of Business degree is a transfer degree. The general education component of the ABus degree fulfills the Arizona General Education Curriculum (AGEC~~-B~~). When completed, the ~~AGEC-B~~ General Education CP will transfer to the three Arizona public universities as a block that meets all lower division general education requirements. (see What is AGEC? – page 65)

NPC Requirements

The Associate of Business (ABus) degree requires a minimum of 64 course credits with a grade of "C" or better in all courses and a minimum cumulative grade-point average of 2.0 on a 4.0 scale.

Graduates must complete ~~CIS 105~~ core requirements and at least 33 general education credits.

An ~~18~~ 21-credit-hour business core provides foundational business knowledge, as recommended by the Arizona Transfer Committee. This will ensure that when students transfer to state universities they have the core courses that they need to be successful in their upper level businesses courses. Additionally, this business core will ensure that students who graduate with an ABus, and do not further their business education, can be successful in a business environment.

Some courses have placement requirements or prerequisites that may result in coursework beyond ~~64~~ 60 credits. These courses, too, require a grade of "C" or better.

Associate of Business (ABus) • ~~64~~ 60 credits

Completion of the ~~36 general education course credits~~ General Education CP fulfills requirements for the Arizona General Education Curriculum ~~(AGEC B)~~ for the Associate of Business degree. Between the CP and the ABus requirements, students must at least complete MAT 211 or MAT 221 in Quantitative Reasoning.

~~General Education Courses~~

~~Communications .... 6~~
~~credits ENL 101 College Composition I ....~~
~~3 credits~~
~~ENL 102 College Composition II .... 3 credits~~
~~Mathematics .... 4~~
~~credits MAT 211 Technical Calculus or MAT 221 Calculus I ....~~
~~4 credits~~
~~Or any mathematics course for which MAT 221 is a prerequisite~~
~~Discipline Studies Arts and Humanities~~
~~... 6 credits~~
~~(Select two courses from at least two disciplines from the list on page 66)~~
~~Physical and Biological Science .... 8~~
~~credits~~
~~(Select two courses from the list on page 66)~~
~~Social and Behavioral Sciences .... 6~~
~~credits~~
~~(Select two courses from at least two disciplines from the list on page 66. Make at least one selection an asterisk (*) course to meet requirements for Contemporary Global,~~
~~International or Historical Awareness.)~~

Computer Science...3 credits

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

General Electives Options ....3 credits

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

Complete the General Education CP.........32 credits
ABUS students should use the following to complete the General Education CP

Arts and Humanities .... 6 credits
(Select two courses under Arts and Humanities in the General Education Course List)

Written and Oral Communication .... 6 credits
ENL 101 College Composition I .... 3 credits
ENL 102 College Composition II .... 3 credits

Natural Sciences .... 8 credits
(Select two courses under Natural Sciences in the General Education Course List)

Quantitative Reasoning .... 3 credits
MAT 152 Advanced Algebra .... 3 credits
OR
MAT 189 Pre-Calculus Algebra/Trigonometry.. .3 credits
OR
MAT 211 Technical Calculus..4 credits
OR
MAT 221 Calculus 1..4 credits
(Students who do not complete MAT 211 or MAT 221 to fulfill Quantitative Reasoning must take one of these courses in the Transferable Electives Option below to meet the degree requirements)

Social and Behavioral Sciences .... 6 credits
(Select two courses under Social and Behavioral Sciences in the General Education Course List. Between Social and Behavioral Sciences and Institutions in the Americas, students must take courses within at least two different prefixes.)

Institutions in the Americas .... 3 credits
(Select one course under Institutions in the Americas in the General Education Course List. Between Social and Behavioral Sciences and Institutions in the Americas, students must take courses within at least two different prefixes.)

PLUS

Core Requirements ....~~18~~ **21** credits
BUS 201 Quantitative Methods .... 3 credits
BUS 206 Legal, Ethical, Global and Regulatory Environment
     of Business .... .3 credits
BUS 217 Principles of Financial Accounting...3 credits
BUS 218 Principles of Managerial Accounting... 3 credits
CIS 105 Computer Applications and Information Technology .... 3 credits
ECN 211 Principles of Macroeconomics .... 3 credits
ECN 212 Principles of Microeconomics .... 3 credits

Transferable Electives...~~10~~ **7** credits
Successful completion of ~~10~~ 7 credits of unduplicated university transferable electives, as described ~~on page 67~~ in the Educational Definitions.

REQUEST TO APPROVE MODIFICATION OF THE BEHAVIORAL HEALTH STUDIES ASSOCIATE OF APPLIED SCIENCE

Recommendation:

The Instructional Council (IC) recommends approval of modifications to the Behavioral Health Studies Associate of Applied Science (AAS).

Summary:

NPC's Behavioral Health Studies is adding two new courses to its program: BHS 266 (Clinical Assessment and Treatment of Addiction) and BHS 267 (Return to Use, Recovery, and Addiction) under "Addiction and Substance Abuse" in Electives. These added courses better align NPC's curriculum with industry standards as stipulated by the National Addiction Studies Accreditation Commission (NASAC) and state licensure requirements for Licensed Addiction Counselor Technicians (LACT).

In addition, there is a mistake on the catalog page that needs to be corrected. BHS 209 was never approved as a course so it must be removed from the electives list.

Other minor writing edits reflect current practice.

Behavioral Health Studies (BHS)

Certificate of Proficiency (CP) & Certificate of Applied Science (CAS)

NPC's behavioral health program prepares students to work directly in areas of mental health treatment, social work, early childhood mental health, developmental disabilities, behavioral training programs, ~~substance abuse~~ addiction treatment, and community education. Students learn how to work in a care-team facilitating behavioral health treatment, among other skills related to assessment, treatment planning, psycho-education, case management, and cultural competence. Students will also be required to take courses related to self-care, stress resiliency, and crisis management to increase their ability to successfully navigate the specific challenges of this field.

Certification opportunities from state and third-party organizations will be available. The AAS level also prepares students for certain occupational standards that require a minimum of an AAS (or 60 college level credits) and is designed to provide students with further experiential learning.

Program Requirements

Students are required to have active First Aid and CPR Certification. NPC offers a half-credit course, EMT 104, for certification or students can demonstrate their certification through other training.

Certifications & Training

Students will have the opportunity to achieve training and certifications in Mental Health First Aid, Psychological First Aid, and Article 9. Other certifications will be available depending on course from third-party organizations such as Living Works, the National Institute of Behavioral Medicine, and Arizona Trauma Institute and the Behavior Analyst Certification Board. All programs require a CPR and First Aid Certification.

Job Opportunities

The need for behavioral health workers has been increasing and is projected to grow more as mental health disorders are becoming more common. Job opportunities that can stem from this training program range from mental health organizations and children's behavioral health programs to state and county positions. They can include:

- Behavioral Health Technician (Specialist/ Paraprofessional, Certified Mental Health Technician, Psychiatric Technician, Counselor Aide, Direct Care Provider)
- Residential Technician
- Support Coordinator
- Registered Behavioral Health Technician
- ~~Substance Abuse~~ Addiction Counselor Technician
- Direct Care Worker
- Family Advocate
- Rehabilitation Services Technician
- Parent/Community/Public Health Educator
- Victim Services
- Department of Child Services Case Aide
- Life Skills Aide/Paraprofessional
- Behavior Coach
- Crisis Advocate
- Case Manager

Further Training and Education

This program is also designed to introduce students to fields such as ~~substance abuse~~ addiction counseling, school counseling, psychological assessment, therapy and counseling, clinical psychology, special education and occupational therapy with the ability to pursue further education in these training areas with transferability to Arizona universities.

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

Behavioral Health (CP) • 22 credits

BHS 150 Behavioral Health Professions............................ 3 credits
BHS 155 Professional Resiliency and Well Being .... 3 credits
BHS 160 Ethical Awareness .... 3 credits
BHS 165 Therapeutic Communication Skills .... 3 credits
BHS 166 Treatment Planning & Assessment .... 3 credits
BHS 170 Case Management and Clinical Documentation 3 credits
BHS 195 Internship I... 1 credit
PSY 101 Introduction to Psychology .... 3 credits

Behavioral Health Technician (CAS) • 44 credits

Complete the Behavioral Health CP listed above .... 22 credits
PLUS
Communications...3 credits
ENL 101 College Composition I .... 3 credits
Mathematics ....3 credits
Select one of the following
MAT 142 College Mathematics with Contemporary Applications 3 credits
MAT 152 Advanced Algebra... 3 credits
Or any **Mathematics** General Education course for which MAT 152 is a prerequisite (see page 66).

Core Requirements..................................16 credits

BHS 175 Trauma & Crisis Management............................. 3 credits
BHS 185 Multicultural Competence.................................. 3 credits
BHS 205 Theories in Individual Therapy .... 3 credits
BHS 210 De-escalation and Conflict Resolution .... 1 credit
BHS 215 Theories in Group Therapy .... 3 credits
ECD 135 Survey of Child Development.............................. 3 credits

Behavioral Health Studies (AAS) • 65 credits

Complete the Behavioral Health Technician CAS .... 44 credits
PLUS

General Education Courses.. 7 credits

Communications.. 3 credits
ENL 109 Technical Writing .... 3 credits
Any **Communications** General Education course **besides** ENL 101 will satisfy this requirement (see page 66).
Discipline Studies.. 4 credits
Physical and Biological Science .... 4 credits
BIO 160 Introduction to Human Anatomy and Physiology................................... 4 credits
Or any General Education **Physical and Biological Science** course listed on page 66.

Core Requirements.. 5 credits

BHS 295 Internship II... 2 credits
PSY 240 Developmental Psychology
   _OR_ PSY 270 Abnormal Psychology .... 3 credits

Electives .... 9 credits

Choose 9 credits of electives from unduplicated courses.

Psychology

BHS 230 Crisis and Trauma Stabilization.. 3 credits
PSY 240 Developmental Psychology (if not previously taken) .... 3 credits
PSY 250 Social Psychology.. 3 credits
PSY 270 Abnormal Psychology (if not previously taken) .... 3 credits

Social Work

BHS 168 Introduction to Social Work .... 3 credits
BHS 180 Child, Family, & Adult Advocacy .... 3 credits
SOC 101 Introduction to Sociology .... 3 credits
SOC 121 Social Problems.. 3 credits
SOC 212 Sex and Gender in Society .... 3 credits
SOC 215 Ethnicity and Race .... 3 credits
SOC 225 Sociology of the Family... 3 credits

Addiction and Substance ~~Abuse~~ Misuse

BHS 178 Peer and Recovery Support Certification .... 3 credits
BHS 206 Foundations of Chemical Dependency.. 3 credits
BHS 207 Family Dynamics and Chemical Dependency............................... 3 credits
BHS 208 Biosystems/Pharmacology of Chemical Dependency.............................. 3 credits
~~BHS 209 Drug Abuse in Our Society .... 3 credits~~
BHS 266 Clinical Assessment and Treatment of Addiction....................................... 3 credits
BHS 267 Return to Use, Recovery, and Addiction .... 3 credits

Family Support Specialization

BHS 220 Applied Behavior Analysis .... 3 credits
CFS 108 Observing Children Within The Family System .... 1 credit
ECD 112 Enhancing Family and Community Engagement.. 1 credit
ECD 223 Positive Behavior~~s~~ Supports .... 2 credits
ECD 252 Risk and Resiliency in Early Childhood .... 3 credits

Workshops in Skills and Certifications

BHS 190 Mental Health Technician Certification....................................... 1 credit
BHS 191 Division of Developmental Disability Trainings .... 1 credit

REQUEST TO APPROVE MODIFICATION OF THE COMPUTER INFORMATION SYSTEMS SPECIALIZATION PROGRAM

Recommendation:
The Instructional Council (IC) recommends approval of modifications to the Computer Information Systems Associate of Applied Science (AAS), Certificate of Applied Science (CAS), and Certificate of Proficiency (CP).

Summary:
The Computer Information Systems (CIS) Department proposes the below curricular change to the CP in order to enhance the curriculum's transferability to Arizona's three state public university and align with best practices. In addition, the proposed category changes will align this program with the recently modified General Education Course Options list.

Computer Information Systems (CIS)

Computer Information Systems Specialization

Nearly every kind of business organization relies on computing and computer technology to operate efficiently, and those organizations continue to adopt increasingly sophisticated technologies. Employers may train you in their business, but they expect you to know your "business" – computer systems and how to develop them and keep them running smoothly. Northland's Computer Information Systems program provides knowledge and skills in the areas of computer programming languages, digital media, hardware, networks, operating systems, productivity applications, database management and information systems.

Career Opportunities
Future job possibilities in Computer Information Systems will be found in every area that touches human lives: the sciences, engineering, business, entertainment, education and more. And once established in the computing field, your training and experience can open doors to evermore challenging positions with increasing pay.

Computer Information Systems (CP) • 18 credits

~~CIS 107 IT Fundamentals & ITF+ Certification Preparation~~ .... ~~3 credits~~
CIS 105 Computer Applications and Information Technology .... 3 credits
CIS 111 Introduction to Programming I .... 3 credits
CIS 130 Information Security Fundamentals .... 3 credits
CIS 141 A+ Certification Preparation I.. 3 credits
CIS 142 A+ Certification Preparation II... 3 credits
CIS 145 Network+ Certification Preparation.. 3 credits

Computer Information Systems (CAS) • 45 credits

Complete the Computer Information Systems CP *...* ***18 credits***
CIS 121 Critical Thinking in Information Technology .... 3 credits
CIS 123 Electronics in Computing .... 3 credits
CIS 161 Microsoft Operating Systems... 3 credits
CIS 171 Linux Operating System .... 3 credits
CIS 227 C# Programming.. 3 credits
CIS 245 Database Management Concepts.. 3 credits
CIS 280 Systems Analysis and Design.. 3 credits

PLUS

~~**Communications**~~ **Written and Oral Communication** *...* ***3 credits***
ENL 101 College Composition I .... 3 credits

~~**Mathematics**~~ **Quantitative Reasoning** *...* ***3 credits***
Select any course under the ~~**Mathematics**~~ **Quantitative Reasoning** General Education Course Options (for CAS and AAS Degrees) ~~on page 66~~ **_EXCEPT_** for MAT 101, MAT 103, MAT 109 or BUS 133.

Computer Information Systems (AAS) • 64 credits

Complete the Computer Information Systems CAS .... 45 credits
PLUS

General Education Courses... 3 credits

~~Communications~~ Written and Oral Communication .... 3 credits

Select any course under the ~~Communications~~ **Written and Oral Communication** General Education Course Options (for AAS Degrees) on page 66.

Discipline Studies .... 7 credits

(Select one course from the ~~Physical and Biological Sciences~~ **Natural Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on ~~page 66~~ the General Education Course Options list.)

Unrestricted Electives.. 9 credits

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

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

REQUEST TO APPROVE MODIFICATION OF THE CYBERSECURITY PROGRAM

Recommendation:

The Instructional Council (IC) recommends approval of modifications to the Cybersecurity Certificate of Applied Science (CAS), Certificate of Proficiency (CP), and Associate of Applied Science (AAS).

Summary:

The Computer Information Sciences Department requests the below curricular changes to align with best practices in the cybersecurity field and enhance transferability to Arizona's three public universities. In addition, the proposed category changes will align this program with the recently modified General Education Course Options list.

Computer Information Systems (CIS)

CIS Cybersecurity Specialization

This program prepares individuals to assess the security needs of computer and network systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures. Includes instruction in computer architecture, programming, and systems analysis; networking; telecommunications; cryptography; security system design; applicable law and regulations; risk assessment and policy analysis; contingency planning; user access issues; investigation techniques; and troubleshooting.

Career Opportunities

Information security analysts plan and carry out security measures to protect an organization's computer networks and systems. Their responsibilities are continually expanding as the number of cyberattacks increases.

Information security analysts must continually adapt to stay a step ahead of cyberattackers. They must stay up-to-date on the latest methods attackers are using to infiltrate computer systems and on IT security. Analysts need to research new security technology to -decide what will most effectively protect their organization.

Demand for certified Information Security Analysts is extremely high, with growth estimates as high as 58 percent, far exceeding other general computer and all occupations.

Cybersecurity (CP) • 18 credits

~~CIS 107 IT Fundamentals & ITF+ Certification Preparation~~ .... 3 credits
CIS 105 Computer Applications and Information Technology .... 3 credits
CIS 130 Information Security Fundamentals .... 3 credits
CIS 135 IT Assessment, Audit, and Controls .... 3 credits
CIS 141 A+ Certification Preparation I... 3 credits
CIS 145 Network+ Certification Preparation... 3 credits
CIS 146 Security+ Certification Preparation... 3 credits

Cybersecurity (CAS) • 45 credits

Complete the Cybersecurity CP .... ***18 credits***
PLUS
CIS 111 Introduction to Programming I .... 3 credits
CIS 121 Critical Thinking in Information Technology .... 3 credits
CIS 161 Microsoft Operating Systems.. 3 credits
CIS 171 Linux Operating System .... 3 credits
CIS 230 Operating System Security... 3 credits
CIS 231 Digital Forensics and Investigations
    OR
CIS 233 Ethical Hacking .... 3 credits
~~CIS 232 Network Security~~.. ~~3 credits~~

~~Communications~~ Written and Oral Communication .... ***3 credits***
ENL 101 College Composition I .... 3 credits

~~Mathematics~~ Quantitative Reasoning .... ***3 credits***
Select any course under the ~~Mathematics~~ Quantitative Reasoning General Education Course Options (for CAS and AAS Degrees) on page 66 **_EXCEPT_** for MAT 101, MAT 103, MAT 109 or BUS 133.

Cybersecurity (AAS) • 64 credits

Complete the Cybersecurity CAS .... ***45 credits***

PLUS

General Education Courses... 3 credits

~~Communications~~ Written and Oral Communication .... 3 credits

Select any course under the ~~Communications~~ **Written and Oral Communication** General Education Course Options (for AAS Degrees) ~~on page 66.~~

Discipline Studies .... 7 credits

(Select one course from ~~the **Physical and Biological Sciences**~~ **Natural Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** ~~lists on page 66~~ on the General Education Course Options list.)

Unrestricted Electives... 9 credits

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

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

REQUEST TO APPROVE MODIFICATION OF GENERAL EDUCATION CATEGORIES ACROSS THE CATALOG

Recommendation:
The Instructional Council (IC) recommends approval of modifications to the general education categories across the catalog.

Summary:
As you are aware, the AZTransfer Steering Committee approved a new Arizona General Education Curriculum (AGEC) with the category changes described below. In Fall 2024, updates to the General Education Course Options list were approved by the District Governing Board (DGB) for implementation in Fall 2025. Given the changes to these categories, updates throughout the catalog are needed. These changes are as follows:

1. Communications to Written and Oral Communication
2. Mathematics to Quantitative Reasoning
3. Physical and Biological Sciences to Natural Sciences

Many of these changes have been implemented through proposals addressing other curricular changes. Nonetheless, this proposal contains the 19 programs that still need category changes, indicated on the below strike-throughs. No other changes, curricular or otherwise, are being proposed to these programs.

Administration of Justice Studies (AJS)

Northland Pioneer College's Administration of Justice Studies program is designed to:

1. Prepare students for a career in judicial studies, law enforcement, corrections, and 911 dispatching.
2. Provide students with a better understanding of criminal justice and public safety services.
3. Meet the minimum standards of training for those that wish to be law enforcement officers in Arizona.
4. Provide a basic understanding of the role administration of justice plays in society.

The Associate of Applied Science in Administration of Justice Studies provides students with opportunities for continuing education and professional growth in support of career promotions. Students wishing to transfer to four-year institutions will have the academic foundation applicable to various career fields such as corrections, patrol officers, deputies, park rangers, fish and game wardens, and court officers.

Degree Requirements

The Peace Officer (CP) program prepares students for service as a sworn police officer by completing the ****Arizona Peace Officers Standards and Training (AZPOST) curriculum.** AZPOST establishes the minimum requirements for recruits in police academies in Arizona.

First Responders

Not only is the field of administration of justice dangerous and complex, as a law enforcement officer you are frequently the first emergency personnel at the scene of a traffic accident or medical emergency and may be called upon to treat injuries or perform other vital functions. Through cooperation with local police departments, you'll train to deal with these and other critical situations, as well as the use of firearms and specialized emergency equipment.

Career Opportunities

Would you rather have an office job or an officer job? Local governments employ about 80% of law enforcement workers, and 20% are employed by the federal government. Police jobs are expected to grow by 10% over the next decade, with an edge going to applicants with a college education.

Certificate of Proficiency (CP) & Certificate of Applied Science (CAS)

Peace Officer (CP) • 36 credits
AJS 102 Intensive Police Academy .... 36 credits
Students who graduated from an AZPOST police academy or Land Management Police Training program from the Federal Law Enforcement Training Center (FLETC) will have fulfilled the above CP requirement toward an Administration of Justice degree. Graduates from other police academies will be evaluated on a case-by-case basis.

Criminal Justice (CP) • 36 credits

Core Requirements..18 credits

AJS 101 Introduction to Administration of Justice ....3 credits
AJS 109 Substantive Criminal Law ....3 credits
AJS 230 The Police Function ....3 credits
AJS 240 The Correctional Function ....3 credits
AJS 260 Criminal Procedure ....3 credits
AJS 275 Criminal Investigation ....3 credits

Additional Requirements...18 credits

Choose from the following or any unduplicated Administration of Justice course at the 100-level or above:

Law
AJS 106 Public Safety Telecommunication-Dispatch.........3 credits
AJS 110 Forensic Law Enforcement Phlebotomy ....3 credits
AJS 111 Internship... 1-6 credits
AJS 212 Juvenile Justice Procedures ....3 credits
AJS 225 Criminology..3 credits
AJS 270 Community Policing..3 credits

Computer Security
CIS 105 Computer Applications and Information Technology 3 credits
CIS 130 Information Security Fundamentals ....3 credits
CIS 146 Security+ Certification Preparation......................3 credits
CIS 231 Digital Forensics and Investigations.....................3 credits

Behavioral Health
BHS 155 Professional Resiliency and Well Being...............3 credits
BHS 175 Trauma and Crisis Management ....3 credits
BHS 180 Child, Family & Adult Advocacy...........................3 credits
BHS 185 Multicultural Competency....................................3 credits
BHS 210 De-escalation and Conflict Resolution .... 1 credit

Fire
EMT 104 Healthcare Provider CPR and First Aid .... 0.5 credit
FRS 110 Hazardous Materials for First Responder ....2 credits
FRS 150 Wildland Firefighter ....2 credits
FRS 203 Fire Prevention ....3 credits

Administration of Justice Studies (CAS) • 45 credits

Complete the Peace Officer CP or Criminal Justice CP...............................36 credits

PLUS

~~Communications~~ Written and Oral Communication .... 3 credits
ENL 101 College Composition I ....3 credits

~~Mathematics~~ Quantitative Reasoning............................... 3 credits
Select any course under the ~~Mathematics~~ Quantitative Reasoning General Education Course Options (for CAS and AAS Degrees) on page 66
A transferable mathematics course is recommended.

Core Requirements..3 credits

AJS 124 Ethics and the Administration of Justice ....3 credits

Administration of Justice Studies (AAS) • 64 credits

Complete the Administration of Justice Studies CAS ....45 credits

PLUS

General Education Courses ....3 credits

~~Communications~~ Written and Oral Communication ....3 credits

Select any course under the ~~Communications~~ **Written and Oral Communication** General Education Course Options (for AAS Degrees) on page 66.

Discipline Studies ....13 credits

Arts and Humanities..3 credits

Select any course under the **Arts and Humanities General** Education Course Options on page 66.

~~Physical and Biological Sciences~~ Natural Sciences ....4 credits

Select any course under the ~~Physical and Biological Science~~ **Natural Sciences** General Education Course Options on page 66.

Social and Behavioral Sciences ....6 credits

Select any courses under the **Social and Behavioral Science** General Education Course Options on page 66.

PLUS

Electives ....3 credits

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

Automotive Technology (ATO)

Degree and Certificate Options

This program is for students who are seeking a career in the automotive repair industry. It offers a combination of self-guided, computer-aided instruction, guided instruction and hands-on laboratory learning. Students will perform numerous repairs on a combination of training modules, practice and live vehicles. All repairs and tasks will follow ASE guidelines to prepare students to become ASE certified in eight areas of repair. These areas are: electronics and electrical systems; engine performance; suspension and steering; brakes; heating and air-conditioning; engine repair; manual transmissions and axles; and automatic transmissions. Students will then be encouraged to participate in the ASE testing process to obtain certifications in their area of interest. Additionally, students are required to complete 4 hours of additional documented E-learning per credit hour of enrollment outside of classroom (in addition to homework, studying, and other regularly-assigned reading materials).

Upon completion of the program, the student will receive an **Associate of Applied Science (AAS) degree in Automotive Technology.** This degree, coupled with the ASE certifications, will enhance career opportunities in the automotive industry.

Preceding the AAS degree, students are afforded the opportunity to obtain a **Certificate of Applied Science in Automotive Technology** or **Certificates of Proficiency**.

Career Opportunities

There will be steady employment in the auto services industry due to the need for maintenance and repairs as car owners keep vehicles longer than in the past. Added to this is the need to replace retiring mechanics, rapidly changing hybrid-fuel technologies, as well as mandates for improved vehicle performance standards.

Why Study Automotive Technology?

Cars are getting more sophisticated and today's auto dealerships and repair facilities want trained workers who can adapt to new technologies and repair techniques. Individuals without formal training and national certification will face stiff competition for entry-level employment opportunities.

Certificates of Proficiency (CP)

Automotive Service Operations (CP) • 24 credits

ATO 216 Suspension and Steering .... 4 credits
ATO 218 Automatic Transmissions .... 4 credits
ATO 220 Manual Transmissions and Drive Trains .... 4 credits
ATO 222 Brake Systems .... 4 credits
ATO 224 HVAC Systems .... 4 credits
ATO 226 Automotive Diesel .... 4 credits

Electrical Systems and Engines (CP) • 23 credits

ATO 116 Introduction to Automotive and Safety .... 2 credits
ATO 118 Electrical I .... 3 credits
ATO 120 Electrical II .... 3 credits
ATO 122 Electrical III .... 3 credits
ATO 124 Engine Repair I .... 3 credits

ATO 126 Engine Repair II ....3 credits
ATO 128 Engine Performance I...3 credits
ATO 130 Engine Performance II..3 credits

Automotive Technology Certificate of Applied Science (CAS) • 29 credits

Complete the Electrical Systems and Engines CP .... 23 credits

~~Communications~~ Written and Oral Communication .... 3 credits

ENL 101 College Composition I ....3 credits

~~Mathematics~~ Quantitative reasoning............................... 3 credits

Select any course under the ~~Mathematics~~ Quantitative Reasoning General Education Course Options (for CAS and AAS Degrees) on page 66.

Automotive Technology (AAS) • 64 credits

Complete the Automotive Service Operations CP .... 24 credits

Complete the Electrical Systems and Engines CAS .... 29 credits

General Education Courses .... 3 credits

~~Communications~~ Written and Oral Communication .... 3 credits

Select any course under the ~~Communications~~ Written and Oral Communication General Education Course Options (for AAS Degrees) on page 66.

Discipline Studies .... 7 credits

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

Electives ....1 credit

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

Bachelor's Degree

Bachelor of Applied Management

Northland Pioneer College's Bachelor of Applied Management (BAM) degree is designed to teach students how to apply management techniques in various business environments. Throughout the program, students learn financial management, general and operational management, marketing and communication management, information systems management, and human resources management consistent with industry standards. NPC's Bachelor of Applied Management is perfect for students who have completed an associate degree, including those with technical degrees, and are looking for a pathway toward management. Students can choose from two specialized degrees of emphasis:

- Bachelor of Applied Management with a specialization in Entrepreneurship and Leadership.
- Bachelor of Applied Management with a specialization in Medical Administration Management.

Career Opportunities

Managers are an integral part of every industry. They function as decision-makers, role models, innovators, analysts, communicators, and employee motivators. With a Bachelor of Applied Management from Northland Pioneer College, graduates will have knowledge and skills that can be applied to various management careers in both the public and private sectors.

All earned associate degrees are welcome in NPC's Bachelor of Applied Management degree program. If you are interested in pursuing a career in management or perhaps in owning your own business, contact an NPC advisor to determine the best pathway to help you achieve your goals.
(visit www.npc.edu/advising)

Admission Requirements

Admission requirements ensure that all students pursuing the Bachelor of Applied Management degree are prepared with the foundational knowledge necessary to succeed in the program. Entry requirements are:

1. Possess an earned associate degree with a minimum of 60 credits from an accredited college or university with a cumulative GPA of 2.0 or higher. Students with associate degrees that are less than 60 credits, please contact an academic advisor at www.npc.edu/advising.
2. Completion of at least 15 credits of general education to include:
   Completion of ENL 101 – College Composition I with a C or higher.
   Completion of 3 credits in mathematics 100-level or higher with a C or higher.
   Completion of 4 credits in Physical and Biological Sciences with a C or higher.
3. Completion of BUS 127, BUS 203, BUS 206, BUS 217, BUS 218, ECN 211, ECN 212.

Admission to the college does not guarantee admission to the BAM program. Enrollment in upper division courses (300 and 400 level) requires program admission.

Graduation Requirements:

To obtain the Bachelor of Applied Management from NPC, the candidate must:

- Complete the program with a cumulative GPA of 2.0 or better by satisfying the degree requirements as published in the applicable NPC Catalog prior to the date of graduation.
- Have a cumulative GPA of 2.0 or better in courses taken at NPC. Only grades of C or better will be accepted. Courses may be repeated by students if needed.
- Have a minimum of 30 credits in residence at NPC that apply towards the degree being pursued and meet the requirements for the applicable NPC catalog. Credits obtained by assessment may not be used toward the residency requirement.

Program Costs

NPC program rates are for the 2024-2025 academic year.

These are estimated costs based on attending NPC for both an associate degree and continuing into the BAM degree.

*Costs do not include all course fees or other fees required by the college.

Tuition Per Credit	
Lower Division	$91 (*In state tuition is shown here)
Upper Division	$136.50
Credits per Program	
Lower Division	90
Upper Division	30
Total Program Costs	
Lower Division	$8,190
Upper Division	$4,095
Total Cost	$12,285

Bachelor of Applied Management (BAM) • Total Credits 120

Earned Associate Degree..................................... **60 credits minimum**

Lower Division Requirements ....**30 credits**

Students who have already met the 15 credit General Education requirement or completed any of the Business Lower Division Core courses below, must select

another course from the **list of Business electives** below.

General Education ....*15 credits*

~~Mathematics~~ Quantitative Reasoning .... **3 credit minimum**
MAT 112 Algebra II: Intermediate (or higher) .... 3 credits
~~Communications~~ Written and Oral Communication **3 credit minimum**
ENL 102 College Composition II
   <u>*OR*</u> ENL 109 Technical Writing... credits
General Education Courses........................... **9 credit minimum**
   <u>*TO INCLUDE*</u>
ECN 211 Principles of Macroeconomics .... 3 credits
ECN 212 Principles of Microeconomics .... 3 credits

Business Lower Division Core ....*15 credits*

BUS 127 Microsoft Office Level I
   <u>*OR*</u> CIS 105 Computer Applications and Information Technology .... 3 credits
BUS 203 Introduction to Business Communication.. 3 credits
BUS 206 Legal, Ethical, Global & Regulatory Environment of Business
   <u>*OR*</u> HES 120 Law and Ethics of the Health Care Professional............................ 3 credits
BUS 217 Principles of Financial Accounting.. 3 credits
BUS 218 Principles of Managerial Accounting... 3 credits

Business Electives...3-45 credits

Classes with an Asterisk (*) are recommended courses if not already completed.

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 114 Survey of Accounting... 3 credits
BUS 122 Computerized Accounting with QuickBooks*.......................... 3 credits
BUS 124 Basic Keyboarding and Document Processing .... 3 credits
BUS 128 Microsoft Excel Applications for Business................................ 3 credits
BUS 185 Ethics in Management*.. 3 credits
BUS 201 Quantitative Methods .... 3 credits
BUS 210 Principles of Management .... 3 credits
BUS 220 Principles of Marketing .... 3 credits
BUS 225 Human Resources Management*... 3 credits
BUS 230 Organizational Leadership*.. 3 credits
Any 100-or 200-level course .... 3 credits

Business Upper Division Core..30 credits

(All students must take the courses listed below.)
BUS 320 Marketing and Communications Management .... 3 credits
BUS 325 Managing Organizational Change .... 3 credits
BUS 360 Diversity in Organizations... 3 credits
BUS 380 Understanding the Supply Chain.. 3 credits
BUS 400 Introduction to Project Management .... 3 credits
BUS 490 Applied Management Capstone.. 3 credits

CIS 405 Information System Management.. 3 credits

Choose an area of emphasis below:

Entrepreneurship and Leadership .... 9 credits

BUS 310 Introduction to Strategic Management .... 3 credits
BUS 418 Financial Management .... 3 credits
BUS 440 Principles of International Business .... 3 credits

Medical Administration .... 9 credits

BUS 330 Organizational Management in Healthcare .... 3 credits
BUS 419 Healthcare Finance and Revenue Cycles... 3 credits
BUS 445 Healthcare Economics and Data Management... 3 credits

Behavioral Health Studies (BHS)

Certificate of Proficiency (CP) & Certificate of Applied Science (CAS)

NPC's behavioral health program prepares students to work directly in areas of mental health treatment, social work, early childhood mental health, developmental disabilities, behavioral training programs, substance abuse treatment, and community education. Students learn how to work in a care-team facilitating behavioral health treatment, among other skills related to assessment, treatment planning, psycho-education, case management, and cultural competence. Students will also be required to take courses related to self-care, stress resiliency, and crisis management to increase their ability to successfully navigate the specific challenges of this field.

Certification opportunities from state and third-party organizations will be available. The AAS level also prepares students for certain occupational standards that require a minimum of an AAS (or 60 college level credits) and is designed to provide students with further experiential learning.

Program Requirements

Students are required to have active First Aid and CPR Certification. NPC offers a half-credit course, EMT 104, for certification or students can demonstrate their certification through other training.

Certifications & Training

Students will have the opportunity to achieve training and certifications in Mental Health First Aid, Psychological First Aid, and Article 9. Other certifications will be available depending on course from third-party organizations such as Living Works, the National Institute of Behavioral Medicine, and Arizona Trauma Institute and the Behavior Analyst Certification Board. All programs require a CPR and First Aid Certification.

Job Opportunities

The need for behavioral health workers has been increasing and is projected to grow more as mental health disorders are becoming more common. Job opportunities that can stem from this training program range from mental health organizations and children's behavioral programs to state and county positions. They can include:

• Behavioral Technician (Specialist/ Paraprofessional, Certified Mental Health Technician, Psychiatric Technician, Counselor Aide, Direct Care Provider)

• Residential Technician

• Support Coordinator

• Registered Behavioral Technician

• Substance Abuse Technician

• Direct Care Worker

- Family Advocate

- Rehabilitation Services Technician

- Parent/Community/Public Health Educator

- Victim Services

- Department of Child Services Case Aide

- Life Skills Aide/Paraprofessional

- Behavior Coach

- Crisis Advocate

- Case Manager

Further Training and Education

This program is also designed to introduce students to fields such as substance abuse counseling, school counseling, psychological assessment, therapy and counseling, clinical psychology, special education and occupational therapy with the ability to pursue further education in these training areas with transferability to Arizona universities.

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

Behavioral Health (CP) • 22 credits

BHS 150 Behavioral Health Professions............................3 credits
BHS 155 Professional Resiliency and Well Being.............. 3 credits
BHS 160 Ethical Awareness .... 3 credits
BHS 165 Therapeutic Communication Skills..................... 3 credits
BHS 166 Treatment Planning & Assessment ....3 credits
BHS 170 Case Management and Clinical Documentation.3 credits
BHS 195 Internship I... 1 credit
PSY 101 Introduction to Psychology ....3 credits

Behavioral Health Technician (CAS) • 44 credits

Complete the Behavioral Health CP listed above............. 22 credits

PLUS

~~Communications~~ *Written and Oral Communication .... 3 credits*
ENL 101 College Composition I ....3 credits

~~Mathematics~~ *Quantitative Reasoning.............................. 3 credits*
Select one of the following
MAT 142 College Mathematics with Contemporary Applications3 credits
MAT 152 Advanced Algebra ....3 credits
Or any ~~Mathematics~~ Quantitative Reasoning General Education course for which MAT 152 is a prerequisite (see page 66).

Core Requirements...................................16 credits

BHS 175 Trauma & Crisis Management............................3 credits
BHS 185 Multicultural Competence .... 3 credits
BHS 205 Theories in Individual Therapy .... 3 credits
BHS 210 De-escalation and Conflict Resolution .... 1 credit
BHS 215 Theories in Group Therapy................................ 3 credits
ECD 135 Survey of Child Development.. 3 credits

Behavioral Health Studies (AAS) • 65 credits

Complete the Behavioral Health Technician CAS ....44 credits

PLUS

General Education Courses ....7 credits

~~Communications~~Written and Oral Communication ....3 credits

    ENL 109 Technical Writing .... 3 credits

    Any ~~Communications~~ **Written and Oral Communication** General Education course **besides** ENL 101 will satisfy this requirement (see page 66).

Discipline Studies..4 credits

    ~~Physical and Biological Science~~ **Natural Sciences** .... 4 credits

    BIO 160 Introduction to Human Anatomy and Physiology................................... 4 credits

    Or any General Education ~~Physical and Biological Science~~ **Natural Sciences** course listed on page 66.

Core Requirements ....5 credits

    BHS 295 Internship II.. 2 credits

    PSY 240 Developmental Psychology

      OR PSY 270 Abnormal Psychology .... 3 credits

Electives ....9 credits

    Choose 9 credits of electives from unduplicated courses.

    Psychology

    BHS 230 Crisis and Trauma Stabilization .... 3 credits

    PSY 240 Developmental Psychology (if not previously taken) .... 3 credits

    PSY 250 Social Psychology .... 3 credits

    PSY 270 Abnormal Psychology (if not previously taken) .... 3 credits

    Social Work

    BHS 168 Introduction to Social Work .... 3 credits

    BHS 180 Child, Family, & Adult Advocacy... 3 credits

    SOC 101 Introduction to Sociology .... 3 credits

    SOC 121 Social Problems .... 3 credits

    SOC 212 Sex and Gender in Society... 3 credits

    SOC 215 Ethnicity and Race .... 3 credits

    SOC 225 Sociology of the Family... 3 credits

    Addiction and Substance Abuse

    BHS 178 Peer and Recovery Support Certification .... 3 credits

    BHS 206 Foundations of Chemical Dependency... 3 credits

    BHS 207 Family Dynamics and Chemical Dependency.............................. 3 credits

    BHS 208 Biosystems/Pharmacology of Chemical Dependency................... 3 credits

    BHS 209 Drug Abuse in Our Society.. 3 credits

    Family Support Specialization

    BHS 220 Applied Behavior Analysis .... 3 credits

    CFS 108 Observing Children Within The Family System............................1 credit

    ECD 112 Enhancing Family and Community Engagement ....1 credit

    ECD 223 Positive Behavior~~s~~ Supports .... 2 credits

    ECD 252 Risk and Resiliency in Early Childhood .... 3 credits

    Workshops in Skills and Certifications

    BHS 190 Mental Health Technician Certification.......................................1 credit

    BHS 191 Division of Developmental Disability Trainings...........................1 credit

Business Studies (BUS)

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.gov**.

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 MS Office Level 1 .... 3 credits
BUS 210 Principles of Management .... 3 credits
BUS 220 Principles of Marketing .... 3 credits

Entrepreneurship (CAS) • 33 credits

Complete the Entrepreneurship Fundamentals CP...21 credits
PLUS
BUS 203 Business Communication .... 3 credits
BUS 225 Human Resource Management .... .3 credits
~~Communications~~ Written and Oral Communication ....3 credits
ENL 101 College Composition I .... 3 credits
~~Mathematic~~ Quantitative Reasoning ....3 credits

MAT 152 or higher.

Entrepreneurship (AAS) • 64 credits

Complete the Entrepreneurship CAS ....33 credits
<u>PLUS</u>

General Education Courses ....10 credits
~~Communications~~ Written and Oral Communication ....3 credits
Select any course under the ~~Communications~~ **Written and Oral Communication** General Education Course Options (for AAS Degrees) on page 66 <u>*EXCEPT*</u> for SPT 110 and SPT 120.
Discipline Studies..7 credits
(Select one course from the ~~Physical and Biological Sciences~~ **Natural 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 Business .... 3 credits
ECN 211 Principles of Macroeconomics   .... 3 credits
ECN 212 Principles of Microeconomics .... 3 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)

Business Studies (BUS)

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 of management analysts is projected to grow 11 percent from 2023 to 2033, much faster than the average for all occupations.

About 95,700 openings for management analysts are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

(Figures from US BLS Aug. 2024).

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.gov.

(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 MS 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 220 Principles of Marketing .... 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
~~*Communications*~~ *Written and Oral Communication ....3 credits*
ENL 101 College Composition I .... 3 credits

~~Mathematics~~ Quantitative Reasoning...*3 credits*
    MAT 152 or higher.

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Management and Leadership (AAS) • 64 credits

Complete the Management and Leadership CAS...*34 credits*
<u>***PLUS***</u>

General Education Courses ....10 credits

~~Communications~~ Written and Oral Communication ....*3 credits*
    Select any course under the **~~Communications~~ Written and Oral Communication** General Education Course Options (for AAS Degrees) on page 66 <u>***EXCEPT***</u> for SPT 110 and SPT 120.

Discipline Studies..*7 credits*
    (Select one course from the **~~Physical and Biological Sciences~~ Natural Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Core Requirements ....12 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.)

Business Studies (BUS)

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.

Career Opportunities

The Bureau of Labor Statistics forecasts that the demand for medical secretaries and administrative assistants will increase by 8% between 2021 and 2031. This is impacted by the country's aging population and the resulting increase in the need for elderly care.

(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 MS Office Level I .... 3 credits
BUS 183 Electronic Medical Records .... 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 CP............................22 credits
BUS 114 Survey of Accounting.. 3 credits
BUS 179 Medical Coding .... 4 credits
~~Communications~~ Written and Oral Communication ....3 credits
ENL 101 College Composition I .... 3 credits
~~Mathematics~~ Quantitative Reasoning..3 credits
MAT 152 or higher.

Medical Office Administration Specialization (AAS) • 64 credits

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

PLUS

General Education Courses ....10 credits

Communications* *Written and Oral Communication ....*3 credits*

Select any course under the ~~Communications~~ **Written and Oral Communication** 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** **Natural Sciences** and one course from either the **Arts and Humanities or Social and Behavioral Sciences** lists on page 66.

Core Requirements ....12 credits

BUS 188 Medical Transcription Fundamentals.. 3 credits
BUS 189 Computerized Medical Billing .... 3 credits
BUS 210 Principles of Management .... 3 credits
BUS 250 Medical Administration Capstone... 3 credits

AND

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.)

Construction Technology (CON)

Certificate Options – CP & CAS

The Construction Technology program emphasizes general residential and commercial construction by teaching basic hands-on skills applicable across a wide range of industrial and manufacturing processes.

If you are thinking about a building trades career, consider these benefits of NPC's Construction Technology program:

- Highly qualified and experienced construction professionals provide instruction in small, personalized classroom and workshop settings.
- Hands-on classes take place in the Painted Desert Campus (Holbrook) NPC Skills Center. This state-of-the-art facility is an ideal setting for learning construction skills basics. Classes are also offered at the Whiteriver Center.
- NPC tuition and fees are among the lowest in the entire state. And you may even qualify for federal grants to help defray your education-related expenses!
- OSHA-10 construction certification to prepare you for entry into the workforce is standard.
- Coursework is geared to fulfill the requirements of NCCER, the national agency for standardized construction training and credentialing.
- Successful completion provides a portable certification of skills that heightens employability in any location.

For more information regarding this program, contact the program chair at (800) 266-7845, ext. 6236.

Why Study Construction Technology?

The economic downturn that has slowed the construction industry in Arizona the past few years is easing. Prospects for the building trades are greatly improved and increasing every day! Now is the opportune time to learn construction technology skills that will serve you a lifetime.

At NPC, you'll find a degree program that emphasizes building fundamentals for any number of career fields including: masonry and concrete systems, framing, roofing, thermal and moisture protection, electrical, mechanical and plumbing systems. Effective communication and job success strategies are emphasized throughout the program.

Career Opportunities

Employment of construction laborers and helpers is projected to grow 13 percent through 2024.

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

Drafting (CP) • 21 credits

The Drafting CP is currently only available as a dual enrollment option at participating area high schools.

CON 102 Introduction to Construction Methods* .... 3 credits

CON 111 Plan Reading and Employment* .... 3 credits
DRF 120 Technical Drafting I... 3 credits
DRF 130 Architectural Drafting I .... 3 credits
DRF 150 AutoCAD I .... 3 credits
DRF 230 Architectural Drafting II .... 3 credits
DRF 250 AutoCAD II .... 3 credits

Construction Technology (CP) • 25 credits

CON 102 Introduction to Construction Methods* .... 3 credits
CON 111 Plan Reading and Employment* .... 3 credits
CON 120 Concrete and Masonry Systems* .... 3 credits
*CON 121 Cabinetmaking .... 3 credits
CON 126 Framing Systems* .... 4 credits
CON 145 Roofing, Thermal and Moisture Protection Systems* .... 3 credits
CON 228 Electrical Systems* .... 3 credits
CON 229 Plumbing and Mechanical Systems* .... 3 credits

* NCCER Certified Course

Masonry (CP) • 26 credits

CON 101 Jobsite Layout* .... 3 credits
CON 102 Introduction to Construction Methods* .... 3 credits
CON 111 Plan Reading and Employment* .... 3 credits
CON 120 Concrete and Masonry Systems* .... 3 credits
CON 205 Masonry Fundamentals* .... 3 credits
CON 206 Masonry Installation* .... 3 credits
CON 207 Residential Masonry* .... 4 credits
CON 208 Structural Masonry* .... 4 credits

* NCCER Certified Course

Construction Technology (CAS) • 31 credits

Complete the Construction Technology CP ....25 credits

PLUS

~~Communications~~ Written and Oral Communication ....3 credits
ENL 101 College Composition I .... 3 credits

~~Mathematics~~ Quantitative Reasoning...3 credits
Select any course under the ~~Mathematics~~ Quantitative Reasoning General Education Course Options (for CAS and AAS Degrees) on page 66

Associate of Applied Science (AAS) Degree

Construction Technology (AAS) • 64 credits

Complete the Construction Technology CAS ....31 credits

PLUS

General Education Courses ....3 credits

~~Communications~~ Written and Oral Communication ....3 credits
Select any course under the ~~Communications~~ Written and Oral Communication General Education Course Options (for AAS Degrees) on page 66.

Discipline Studies ....7 credits

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

Core Courses ....8 credits

CON 200 Integrated Construction Management/Design Laboratory .... 3 credits
CON 230 Sustainable Construction*.. 3 credits
CON 265 Construction Capstone Portfolio .... 2 credits

* NCCER Certified Course

<u>**AND**</u>

Electives ....15 credits

Select any unduplicated 100-level or above courses.

Cosmetology (COS)

Why Study Cosmetology?

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

Program Overview

The NPC Cosmetology Programs include: Cosmetology Instructor (minimum 350 hours); Nail Technician (minimum 600 hours); Hairstyling (minimum 1,000 hours); and Cosmetology (minimum 1,500 hours) CP, CAS, AAS.

The primary purpose of these programs is to train the student in the basic manipulative skills, safety judgments, proper work habits and related theory necessary to obtain a license. These courses will accommodate the Hairstyling, Nail Technician, and Instructor licenses and certificates, along with the Cosmetology AAS.

Cosmetology Instructor

This is a minimum 350-hour training that will prepare an individual in basic instructional methods and techniques for effective teaching in cosmetology, hairstyling, and nail technician. Upon successful completion you will be prepared to take the **Arizona State Board of Cosmetology Instructors Licensing practical and written examinations.** A student must have a current cosmetology license and at least one year work experience.

Nail Technician

This is a minimum 600-hour program that will offer training in manicuring, pedicuring, nail enhancements, salon management, customer service, proper work habits, and related theory necessary to obtain a **Nail Technician license**. Students can use these courses to pursue in a linear movement a **Cosmetology License and an associate degree**, if desired.

Hairstyling

This is a minimum 1000-hour program that will offer training in shampooing, haircutting, hairstyling, hair color, chemical texture services, safety judgments, proper work habits, and related theory necessary to obtain a **license in Hairstyling**. Students can use these courses to pursue in a linear movement a **Cosmetology License and an associate degree**, if desired.

Cosmetology

This is a minimum 1500-hour program that offers training in hair care, skin care, nail care services, and related theory necessary to obtain a license in Cosmetology. By completing these courses, an individual can gain a Cosmetology CP, CAS or AAS.

Program Locations

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

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

Career Opportunities

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

Licensure-Certification

**AZ State Board of Cosmetology licensure - certification.

Certificate (CP & CAS) & AAS Degree Options

Hairstyling (CP) • 34 credits

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

Cosmetology (CP) • 51 credits

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

Nail Technician (CP) • 22 credits

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

Cosmetology Instructor (CP) • 12 credits

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

Cosmetology (CAS) • 57 credits

Complete the Cosmetology CP.. 51 credits

PLUS

~~Communications~~ Written and Oral Communication .... 3 credits
    ENL 101 College Composition I ....3 credits

~~Mathematics~~ Quantitative Reasoning .... 3 credits
    Select any course under the ~~Mathematics~~ Quantitative Reasoning General -Education Course Options (for CAS and AAS Degrees) on page 66.

Cosmetology (AAS) • 67 credits

Complete the Cosmetology CAS...................................... 57 credits

PLUS

General Education Courses .... 3 credits

~~Communications~~ Written and Oral Communication .... 3 credits
    Select any course under the ~~Communications~~ Written and Oral Communication General Education Course Options (for CAS and AAS Degrees) on page 66

Discipline Studies .... 7 credits

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

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

Paramedicine (EMT)

Certificates (CP & CAS) and AAS Degree

How do I start?

STEP 1: Students must first enroll in EMT 240 Basic Electrocardiogram (ECG) and Pharmacology, and upon successful completion of the course take an entrance exam and interview for acceptance into the paramedic program.

STEP 2: When accepted in the program you will take the core requirement course EMT 246 Paramedic Training I, a 20-credit hour course that meets two full days per week for the fall semester.

STEP 3: The following spring semester you take the final paramedicine core course, the 22-credit hour EMT 247 Paramedic Training II.

Note: Successful completion of the NPC program also fulfills the Arizona Department of Health Services mandatory requirement of 500 hours of clinical and vehicular hours.

Prerequisites:

Students interested in earning their EMT-Paramedic must also meet a number of requirements to qualify for the NPC program. Applicants must:

1. Be an Arizona certified EMCT with a minimum of one year of experience.
2. Have taken EMT 130 and EMT 131 with successful completion of a "C" or better for each class OR possess valid Arizona State EMT-Basic certification. All students must also have successfully completed EMT 240.
3. Have a Next Gen Accuplacer Reading Placement Test score of 249 or better.
4. Have a current, negative TB skin test or chest x-ray, Hepatitis B (or waiver), MMR, Varicella, and Tdap immunizations. In addition, a COVID-19 vaccination or clinical agency-approved waiver is required.

Cost & Time for Completion

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

You can access the current data for the Paramedicine (CP & CAS) Program online at www.npc.edu/paramedicine

Upon completion, students test for state psychomotor, National Registry computer based testing (NRTEM) required to obtain Arizona certification. ACLS and PALS for national certification. International Trauma Life Support (ITLS) Advanced EMT goes toward AZ license.

CAAHEP Accreditation for Paramedics: "To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels."

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

Paramedicine (CP) • 45 credits

EMT 240 Basic Electrocardiogram (ECG) and Pharmacology .... 3 credits
EMT 246 Paramedic Training I .... 20 credits
EMT 247 Paramedic Training II .... 22 credits

Minimum of 500 clinical/vehicular hours and 500 didactic hours are mandatory for completion of any paramedic program per AZDHS. Students must meet 100% of program minimums as per CoAEMSP. Clinical/vehicular shifts are scheduled separate from class days..

Paramedicine (CAS) • 51 credits

Complete the Paramedicine CP ....***45 credits***

PLUS,

~~***Communications***~~ ***Written and Oral Communication*** ....***3 credits***

ENL 101 College Composition I .... 3 credits

~~***Mathematics***~~ ***Quantitative Reasoning*** ....***3 credits***

Select any course under the ~~**Mathematics**~~ **Quantitative Reasoning** General Education Course Options (for CAS and AAS Degrees) on page 66

Paramedicine (AAS) • 63 credits

Complete the Paramedicine CAS ....***51 credits***

PLUS

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

~~***Communications***~~ ***Written and Oral Communication*** ....***3 credits***

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

Discipline Studies (Per the lists on page 66)**......................................9 credits**

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

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

PHL 105 is recommended, but not required

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

PSY 101 Introduction to Psychology .... 3 credits

AND

One additional non-PSY course from the

Social and Behavioral Sciences list .... 3 credits

Film and Digital Video (FDV)

Degree and Certificate Options

The Northland Pioneer College Film and Digital Video program trains students for a career in motion pictures. Foundational courses in the history and theory of film, as well as film aesthetics, pave the way for hands-on courses in the art and craft of several fields of video production, including lighting, cinematography, sound, screenwriting and editing. Students work with the latest digital tools to produce their own video work in the AAS degree, which acts as a résumé or "short reel" for entry into the professional world of film/video. Students enrolled in NPC's program will work with Adobe Premiere Pro, an industry standard software.

Students can also earn a Certificate of Proficiency (CP) in Visual Communications, learning skills used in video production, but also in the commercial graphics and printing industries.

Dual Credit Options

Students enrolled in NAVIT and several local high schools may be eligible for dual enrollment credit while pursuing a Film and Digital Video degree at NPC.

This allows students to remain in the area and gain valuable experience in the field before possibly pursuing an advanced degree.

Where are the Jobs?

You don't have to move to Hollywood to be successful in the film industry. Today, a feature film can be made anywhere with the relatively low cost of technology. As the equipment gets smaller and less expensive, there's more opportunity to create high quality videos for a local band, business, wedding or event.

Most film and digital video graduates will begin as an assistant for an editor, director, producer or camera person.

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

Visual Communications Fundamentals (CP) • 12 credits

The Visual Communications Fundamentals CP is currently only available as a dual enrollment option at participating area high schools.

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

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

FDV 130 *or* SPT 230 Video Production.. 3 credits
FDV 140 *or* SPT 240 Video Editing .... 3 credits
FDV 150 *or* SPT 150 Introduction to Film .... 3 credits
FDV 160 Digital Audio for Film/TV .... 3 credits
FDV 210 or ENL 210 Screenplay Writing.. 3 credits
FDV 220 Film Aesthetics .... 3 credits
FDV 260 Digital Video Production Projects... 3 credits

FDV 270 Digital Video Post-Production Projects .... 3 credits

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Certificate of Applied Science (CAS) • 30 credits

Complete the Film and Digital Video CP ....24 credits

PLUS

~~Communications~~ Written and Oral Communication ....3 credits

ENL 101 College Composition I .... 3 credits

~~Mathematics~~ Quantitative Reasoning..3 credits

Select any course under the ~~**Mathematics**~~ **Quantitative Reasoning** General Education Course Options (for CAS and AAS Degrees) on page 66

Associate of Applied Science (AAS) • 64 credits

Complete the Film and Digital Video CAS ....30 credits

PLUS

General Education Courses ....3 credits

~~Communications~~ Written and Oral Communication ....3 credits

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

Discipline Studies ....7 credits

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

Unrestricted Electives ....24 credits

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

Fire Science (FRS)

Certificate Options – CP & CAS

Northland Pioneer College's Fire Science program is designed to:

- Prepare students for a career in Fire Science or a related field;
- Provide students with a better understanding of fire and related hazards and challenges faced in providing public safety services, and
- Provide training to professional fire service personnel in order that they may perform their duties in the safest, most efficient means possible.

The curriculum is designed after the ****U.S. Fire Administration's National Fire Academy (NFA) Fire and Emergency Services Higher Education (FESHE) model** in order to provide consistent training as offered in participating colleges around the United States.

Degree Requirements

The Fire Science Certificate of Proficiency (CP) program prepares you for service as a firefighter in rural settings. These certificates emphasize professional firefighting skills corresponding to the everyday demands of the profession. It is designed for both individuals serving in the profession as firefighters and as a preparatory program for those seeking a career in firefighting.

Live-train at the Northeast Arizona Training Center (NATC) in Taylor, an "all-risk" facility complete with burn tower, flash chamber and 10-acre defensive driving track.

First Responders

Not only is fighting fires dangerous and complex, as a firefighter you are frequently the first emergency personnel at the scene of a traffic accident or medical emergency and may be called upon to treat injuries or perform other vital functions. In addition, some firefighters work in hazardous materials units that are specially trained for the control, prevention and cleanup of dangerous substances.

Through cooperation with local fire departments, you'll train to deal with these and other fire situations, as well as the use of specialized emergency equipment.

Career Opportunities

According to the U.S. Bureau of Labor Statistics, employment of firefighters is projected to grow 5 percent through 2024. Physically fit applicants with high test scores and paramedic training will have the best job prospects.

FRS Firefighter (CP) • 17 credits

FRS 103 Firefighter I .... 6 credits
FRS 105 Firefighter II .... 4 credits
FRS 110 Hazardous Materials for First Responder .... 2 credits
FRS 126 Rope Rescue I .... 1 credit
FRS 127 Rope Rescue II .... 1 credit
FRS 128 Rope Rescue III .... 1 credit
FRS 150 Wildland Firefighter .... 2 credits

FRS Driver/Operator (CP) • 23 credits

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

FRS Leadership (CP) • 23 credits

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

Fire Science (CAS) • 34 credits

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

PLUS

~~Communications~~ Written and Oral Communication ....3 credits
ENL 101 College Composition I .... 3 credits
~~Mathematics~~ Quantitative Reasoning ....3 credits
Select any course under the **~~Mathematics~~ Quantitative Reasoning** General Education Course Options (for CAS and AAS Degrees) on page 66

Fire Science (AAS) • 64 credits

Complete the Fire Science CAS..34 credits

General Education Courses ....3 credits
~~Communications~~ Written and Oral Communication ....3 credits
Select any course under the **~~Communications~~ Written and Oral Communication** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies ....9 credits
Arts and Humanities...3 credits
Select one course from the Arts and Humanities list on page 66
Social and Behavioral Sciences ....6 credits
PSY 101 Introduction to Psychology .... 3 credits
and any non-PSY course from the **Social and Behavioral Sciences** list
  on page 66.

PLUS

Core Requirements ....9 credits
Complete a minimum of 9 credit hours from the following:
FRS 101 Principles of Fire and Emergency Services Administration......................... 3 credits
FRS 110 Hazardous Materials for First Responder .... 2 credits
FRS 126 Rope Rescue I ....1 credit
FRS 127 Rope Rescue II ....1 credit
FRS 128 Rope Rescue III ....1 credit

FRS 132 Fire Investigation I... 3 credits
FRS 135 Fire Protection Hydraulics and Water Supply........................... 3 credits
FRS 137 Strategies and Tactics.. 3 credits
FRS 138 Legal Aspects of Emergency Services.. 3 credits
FRS 139 Confined Space Operations.. 3 credits
FRS 141 Fire Service Communication .... 3 credits
FRS 150 Wildland Firefighter .... 2 credits

Unrestricted Electives ....9 credits

Any <u>unduplicated</u> courses at the 100 or higher level.

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

Health & Physical Education (HPE)

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

Northland Pioneer College's Physical Health & Performance program is designed to:

1. Provide students with a better understanding of sports medicine and personal training and rehabilitation;
2. Prepare students for a career as a physical therapy, occupational therapy, or chiropractor aide; and
3. Prepare students to transfer for advanced education as a healthcare professional

The Physical Health & Performance program prepares students for employment in the area of health and fitness. This program also provides students with opportunities for continuing education and professional growth. Students wishing to transfer to four-year institutions will have the academic foundation applicable to various career fields across the healthcare industry.

Certificate & Degree Options

The Personal Training and Rehabilitation CP prepares students for the Certified Personal Trainer exam. Both the Sports Medicine and the Personal Training and Rehabilitation CPs prepare students to work as an aide for a physical therapist, occupational therapist, or chiropractor. Courses in the CAS and AAS in Physical Health & Performance are designed for university transfer as a first step toward several different medical programs including Bachelor's degrees in pre-medicine, pre-dentistry, pre-physical therapy, pre-pharmacy and more.

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

Sports Medicine (CP) • 24 credits

HES 145 Nutrition .... 3 credits
HPE 104 Personal Health .... 3 credits
HPE 112 Introduction to Sports Medicine .... 3 credits
HPE 116 Introduction to Exercise Science and Physical Education .... 3 credits
HPE 120 Sports Performance Training .... 3 credits
HPE 131 Sports Psychology .... 3 credits
HPE 140 Contemporary Sports Management .... 3 credits
HPE 157 Kinetic Anatomy .... 3 credits

Personal Training & Rehabilitation (CP) • 24 credits

HPE 113 Foundations of Strength and Conditioning .... 3 credits
HPE 146 Personal Training .... 3 credits
HPE 162 Exercise Physiology .... 4 credits
HPE 178 Professional Activities in Weight Training .... 2 credits

HPE 179 Professional Activities in Aerobic Training .... 2 credits
HPE 181 Fitness and Performance..1 credit
HPE 200 Rehabilitative Techniques .... 3 credits
HPE 210 Prevention and Care of Athletic Injuries .... 3 credits
HPE 250 Physical Therapy Technician.. 3 credits

Physical Health & Performance (CAS) • 38 credits

Complete one of the Certificates of Proficiency (CP) listed above ....24 credits

PLUS

~~Communications~~ Written and Oral Communications..3 credits
ENL 101 College Composition I .... 3 credits

~~Physical and Biological Sciences~~ Natural Sciences ....8 credits
CHM 151 General Chemistry I .... 4 credits
CHM 152 General Chemistry II .... 4 credits

~~Mathematics~~ Quantitative Reasoning...3 credits
MAT 152 Advanced Algebra .... 3 credits
Or any math course for which MAT 152 is a prerequisite.

Physical Health & Performance (AAS) • 64 credits

Complete the Physical Health & Performance CAS ....38 credits

General Education Courses ....3 credits

~~Communications~~ Written and Oral Communications..3 credits
ENL 102 College Composition II .... 3 credits

Discipline Studies ....19 credits

Social and Behavioral Sciences ....3 credits
PSY 101 Introduction to Psychology .... 3 credits

~~Physical and Biological Sciences~~ Natural Sciences ....16 credits
BIO 181 General Biology I .... 4 credits
BIO 182 General Biology II .... 4 credits
BIO 201 Human Anatomy and Physiology I .... 4 credits
BIO 202 Human Anatomy and Physiology II .... 4 credits

Transfer Electives ....4 credits

Successful completion of 4 credits of unduplicated university-transferable electives, as described on page 67.

Industrial Technology Trades (ITT)

Certificate (CAS) and AAS Degree Options

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

Complete the **CP** in your area of specialization

Electrical and Instrumentation (CP)...................................28 credits
HVAC (CP) ....28 credits
Industrial Technology Trades - General (CP)....................24 credits
Mechanical Maintenance (CP)...28 credits
Power and Alternative Energy (CP) ....27 credits

General Education Courses .... 6 credits

Communications* *Written and Oral Communication* .... *3 credits
  ENL 101 College Composition I ....3 credits
Mathematics* *Quantitative Reasoning*.............................. *3 credits
  Or any mathematics course for which MAT 109 is a prerequisite. Students must fulfill the prerequisite for CHM 130.

Industrial Technology Trades (AAS) • 60 credits

Complete the CAS in your area of specialization...*30-34 credits*
  Electrical and Instrumentation Technician (CAS) .... 34 credits
  HVAC Technician (CAS) .... 34 credits
  Industrial Technology Trades - General (CAS) .... 30 credits
  Mechanical Maintenance Technician (CAS) .... 34 credits
  Power and Alternative Energy Technician (CAS) .... 33 credits

PLUS

General Education Courses ....10 credits

Communications* *Written and Oral Communication* ....*3 credits
  Select any course under ~~Communications~~ **Written and Oral Communication** General Education Course Options (for AAS degrees) on page 66.
Discipline Studies...*7 credits*
  Per the General Education Course Options on page 66
  Select one course from the **Arts and Humanities** or
    Social and Behavioral Science list .... 3 credits
  ~~Physical and Biological Sciences~~ **Natural Sciences**
    CHM 130 Fundamental Chemistry... 4 credits

Additional Requirements ....9 credits

  BUS 105 Techniques of Supervision... 3 credits
  BUS 127 MS Office Level 1 .... 3 credits
  BUS 203 Introduction to Business Communication... 3 credits

Electives ....7-11 credits

Select 7 to 11 credits (depending on selected area of specialization) from any unduplicated 100 or higher-level courses.

Medical Assistant (MDA)

Certificate (CP & CAS) & (AAS) Degree Options

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

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

The Northland Pioneer College Phlebotomy Technician Certificate of Proficiency (CP) program prepares students for a career as healthcare professionals responsible for collection of patient specimens. At the end of the CP, students can sit for the NCPT Certification exam.

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

Career Opportunities - Medical Assistants

According to the U.S. Bureau of Labor Statistics, job opportunities for medical assistants who handle both administrative and clinical duties should be excellent through 2032, particularly for those with formal training. The field is expected to grow 14 percent during this period as the healthcare industry expands due to technological advances combined with the growth and aging of the population

Career Opportunities – Phlebotomist

According to the U.S. Bureau of Labor Statistics, job opportunities for phlebotomists include being employed in a variety of settings, including hospitals, medical and diagnostic laboratories, blood donor centers, and doctors' offices; the field is expected to grow 8% percent between 2022 and 2032.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.
You can access the current data online at www.npc.edu/medical-assistant.

**National Certification Medical Assistant NCMA,
Accredited by NCCA.

Clinical Assistant (CP) • 16 credits

BUS 119 Medical Office Administrative Procedures ....3 credits
BUS 127 Microsoft Office Level I..3 credits
BUS 183 Electronic Medical Records ....3 credits
HES 170 Medical Terminology for Clinical Health Professionals3 credits
HES 190 Human Body in Health and Disease ....4 credits

Phlebotomy Technician (CP) • 16 credits

*direct pathways to Phlebotomy certification

BUS 183 Electronic Medical Records ....3 credits
HES 102 Health Career Occupations.................................3 credits
HES 109 Phlebotomy...4 credits
HES 120 Law and Ethics of the Health Care Professional ..3 credits
HES 170 Medical Terminology for Clinical Health Professionals3 credits

Medical Assistant (CAS) • 52 credits

Complete the Clinical Assistant CP................................... 16 credits
HES 102 Health Career Occupations.................................3 credits
HES 109 Phlebotomy...4 credits
HES 120 Law and Ethics of the Health Care Professional ..3 credits
HES 145 Nutrition...3 credits
HES 180 Basic Pharmacology ....3 credits
MDA 124 Clinical Procedures I..5 credits
MDA 125 Clinical Procedures II...5 credits
MDA 126 Medical Assistant Externship............................4 credits
PLUS

General Education Courses .... 6 credits

~~Communications~~ Written and Oral Communication .... 3 credits
ENL 101 College Composition I ....3 credits
~~Mathematics~~ Quantitative Reasoning............................... 3 credits
HES 101 Basic Technical Mathematics
   OR MAT 109 or higher..3 credits

Associate of Applied Science (AAS) • 62 credits

Complete the Medical Assistant CAS .... 52 credits

General Education Courses .... 10 credits

~~Communications~~ Written and Oral Communication .... 3 credits
Select any course under the **~~Communications~~ Written and Oral Communication** General Education
Course Options (for AAS degrees) on page 66 ***EXCEPT***
for SPT 110 and SPT 120.

Discipline Studies (Per the lists on page 66)***........................ 7 credits***
One course from the **~~Physical and Biological Sciences~~ Natural Sciences** list 4 credits
One course from either the **Arts and Humanities** or
   Social and Behavioral Sciences lists ....3 credits

Nursing Assistant (NAT)

Certificate of Proficiency (CP)

The Nursing Assistant Certificate of Proficiency (CP) is designed to provide a curriculum to improve student knowledge about the healthcare field. Successful completion includes the required course content and hours specified by the ****Arizona Nurse Practice Act making a student eligible to take the Arizona state test to become a Certified Nursing Assistant (CNA) or Licensed Nursing Assistant (LNA).**

This certification not only establishes direct-to-work credentials, it is a foundation for students interested in pursuing other allied health careers. Licensed Nursing Assistant (LNA) is a mandatory requirement for entering the NPC Nursing Program.

To qualify for NAT 101, students must provide a DPS Fingerprint Clearance Card prior to enrollment. Upon completion of NAT 101, students seeking the LNA credential must submit a second set of fingerprints to the Arizona State Board of Nursing and pay an additional fee.

Career Opportunities

According to the U.S. Bureau of Labor Statistics, employment opportunity for nursing assistants is expected to grow 4% through 2032. This is due to long-term care needs of a growing elderly population, plus the many advancements of modern medical technology that save and extend lives, increasing the need for long-term care provided by nursing assistants.

Cost & Time for Completion

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

You can access the current data at www.npc.edu/nursing-assistant.

Requirements:

To earn the Certificate of Proficiency in Nursing Assistant, a student must complete all courses with a grade of 'C' or better.

Additionally, under the ****Arizona Nurse Practice Act, an applicant can be denied certification** as a nursing assistant if convicted of a felony or addicted to habit-forming drugs or if the applicant in any other way fails to meet qualifications required by law. To enter the program, a Department of Public Safety (DPS) Level 1 Fingerprint Clearance Card, a current TB skin test and immunization (Hep B, MMR and Varicella) records are required.

Additional Costs and Requirements

Current Hepatitis B, MMR, Varicella immunizations and a COVID-19 vaccination or clinical agency-approved waiver are required

Clinical agency approved waivers MAY be available.
Tuition, course fee, media fee, a current negative TB test, textbook, royal blue scrubs, clean athletic shoes, a watch with a second hand, and current costs of
testing and certification examination and fingerprinting.

Students applying for the certification exam must provide proof of legal presence in the United States, provide an additional set of fingerprints for a criminal background check if seeking the LNA credential and compliance with A.R.S. § 32-1606(B)(17) regarding felony/misdemeanor convictions.

Note: Students planning to enter the NPC Nursing Program must acquire Licensed Nursing Assistant (LNA) certification from the Arizona State Board of Nursing instead of the Certified Nursing Assistant (CNA) certification. LNA requirements are almost identical to the CNA requirements as there is no difference in the curricular or examination requirements. The LNA applicant must pay an additional $100 and provide fingerprints for a complete criminal background check prior to issuance of the LNA license. The fingerprint clearance by the Nursing Board is at a higher level of oversight than the DPS Level I Clearance Card, acceptable at some healthcare facilities. The renewal requirements are also different. LNAs are required to practice a minimum of 160 hours within the past two years to renew their license, while the CNA practice requirement to renew is only eight hours every two years. See an academic advisor or Nursing Department for details.

Nursing Assistant (CP) • 21 credits

General Education Courses ....10 credits

~~Communications~~ Written and Oral Communication ....*3 credits*
ENL 101 College Composition I or higher, with grade of "C" or better.................... 3 credits

~~Mathematics~~ Quantitative Reasoning...*3 credits*
Select any course under the ~~Mathematics~~ **Quantitative Reasoning** General Education Course Options (for CAS and AAS Degrees) on page 66 *EXCEPT* for MAT 101.

~~Physical and Biological Science~~ Natural Sciences..*4 credits*
BIO 181 General Biology 1 .... 4 credits

Core Requirements ....5 credits

NAT 101 Nursing Assistant Training... 5 credits
* Students must submit DPS Fingerprint Clearance Card BEFORE enrolling in this course.

Additional Requirements ....6 credits

HES 170 Medical Terminology .... 3 credits
PSY 240 Developmental Psychology.. 3 credits

Surgical Technology (SGT)

Why choose NPC's Surgical Technology Program?

Northland Pioneer College's Surgical Technology Program provides you with a quality Surgical Technologist education at a cost far below comparable programs in the State of Arizona. Our experienced faculty are careful to provide you with planned experiences and individualized up-to-date evidence-based instruction and are dedicated to helping you achieve your goals in this demanding field.

Program Guidelines

Patient safety dictates that specific guidelines apply to this program that are more stringent than the general college student policies. A copy of the Surgical Technology Student Handbook is issued to students admitted to the program. In case of accreditation-mandated changes, curriculum and/or guidelines could change.

Clinical experiences take place in various health care agencies in and outside of Northland's district. Hours may vary from the class schedule depending on the clinical placement. Travel and overnight stays may be required.

Requirements:

To earn the Certificate of Proficiency in Surgical Technology, a student must complete the program with a grade-point average of "C" or better.

Additionally, an applicant can be denied certification as a surgical technologist if convicted of a felony or addicted to habit forming drugs or if the application in any other way fails to meet qualifications required by law. To enter the course, a Department of Public Safety (DPS) level 1 Fingerprint Clearance Card, CPR, a current TB skin test, Hepatitis B, MMR and Varicella immunizations, and a COVID-19 vaccination or clinical agency-approved waiver may be required.

Admission to the Surgical Technology Program

- Students must be admitted to the Surgical Technology Program in order to enroll in surgical technology courses. (Admission information is available in the academic advising and the surgical technology program areas.)
- Completed Surgical Technology application should be submitted on or before the designated deadline that is noted in the application packet. Late applicants may be accepted on a space-available basis if they meet the admission criteria but not before applicants who submit applications on time.
- All prerequisite courses must be completed prior to admission to the program.

Admission Selection:

Admission criteria will include: Admission Assessment test composite and cumulative scores, prerequisite GPA and applicant statement. The factors will be weighted by the committee.

Significant weight will be given to the Admission Assessment composite percentage and prerequisite GPA. Admission is contingent upon completion of program prerequisites.

- General Education and core requirements must be completed as listed on the curriculum outline in the program admission information packet.
- College credits over eight years old may be accepted with appropriate documentation and approval.
- Transfer students for second, third or fourth semesters are considered on an individual basis. Criteria include course comparables, GPA, specified examination results and recommendation from previous program director.

National Certification Tech in Surgery - Certified (NCCT, TS-C (NCCT); Accredited by NCCA.

Surgical Technology (SGT)

Certificate (CP & CAS) and (AAS) Degree Options

Prerequisites Required Before Admission

Before the student will be considered eligible to enter the Surgical Technology Program, completion of the following prerequisites is required. Successful completion with a "C" grade or better for each class is required and a cumulative Grade-Point Average (GPA) of "B" (3.0 on a 4.0 scale) is recommended.

HES 170 Medical Terminology for Clinical Health Professionals3 credits

HES 190 Human Body in Health and Disease ....4 credits

~~Mathematics~~ Quantitative Reasoning

Minimum ~~mathematics~~ quantitative reasoning placement of Next Gen ACCUPLACER 263 Arithmetic/Numeric; or ACT 17, or MAT 101/HES 101, MAT 109 or higher completed within three years.

Surgical Technology (CP) • 40 credits

HES 170 Medical Terminology for Clinical Health Professionals3 credits

HES 190 Human Body in Health and Disease ....4 credits

SGT 117 Pharmacology for Surgical Technology ....3 credits

SGT 121 Surgical Sterile Techniques and Instrumentation2 credits

SGT 122 Surgical Techniques ....4 credits

SGT 221 Perioperative Procedures ....4 credits

SGT 222 Surgical Concepts and Specialty Procedures.......4 credits

SGT 223 Surgical Technology Clinical Practicum I..............5 credits

SGT 224 Surgical Technology Clinical Practicum II...........10 credits

SGT 229 Surgical Technologist Review Seminar .... 1 credit

Surgical Technology (CAS) • 46 credits

Complete the Surgical Technology CP .... 40 credits

PLUS

~~Communications~~ Written and Oral Communication .... 3 credits

ENL 101 College Composition I ....3 credits

~~Mathematics~~ Quantitative Reasoning.............................. 3 credits

HES 101 Basic Technical Mathematics

  OR MAT 109 or higher...3 credits

Surgical Technology (AAS) • 60 credits

Complete the Surgical Technology CAS .... 46 credits

General Education Courses .... 10 credits

~~Communications~~ Written and Oral Communication .... 3 credits

ENL 102 College Composition II ....3 credits

Arts and Humanities
No requirement.

~~Physical and Biological Sciences~~ Natural Sciences .... 4 credits
BIO 181 General Biology I ....4 credits

Social and Behavioral Sciences .... 3 credits
Pick one of the following:
PSY 101 Introduction to Psychology ....3 credits
ANT 102 Cultural Anthropology..3 credits
SOC 101 Introduction to Sociology ....3 credits

Additional Requirements ....4 credits.
HES 201 Microbiology for Healthcare Professionals ....4 credits

Therapeutic Massage (TMP)

Certificate (CP, CAS) and AAS Degree

Today's massage therapists provide a range of services from personal care services for stress reduction, relaxation and preventative wellness techniques to health care services in clinical settings with other health care professionals, medical doctors, chiropractors, and nurse practitioners. While many massage therapists have private practices, others are finding career opportunities in full-service salons and day spas, health resorts, cruise ships, sports medicine clinics, gyms, and with personal trainers, as well as in hospitals and other health care offices.

Locations and Requirements

Check with your academic advisor for availability

A COVID-19 vaccination or clinical agency-approved waiver may be required.

Career Opportunities

Employment of massage therapists is projected to grow 26 percent from 2016 to 2026, much faster than the average for all occupations. Continued growth in the demand for massage services will lead to new openings for massage therapists.

As more states adopt licensing requirements and standards for massage therapists, the practice of massage is likely to be respected and accepted by more people as a way to treat pain and to improve overall wellness.

Cost & Time for Completion

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

You can access the current data for the Therapeutic Massage Program online at www.npc.edu/therapeutic-massage

Arizona State Licencing LMT.

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

Therapeutic Massage (CP) • 32 credits

TMP 107 Overview for Alternative and Complementary Medicine .... 3 credits
TMP 108 A & P with Kinesiology Techniques I .... 4 credits
TMP 109 A & P with Kinesiology Techniques II .... 4 credits
TMP 111 Pathology for Massage Therapists .... 3 credits
TMP 112 Business and Communication for Massage Therapy .... 3 credits
TMP 205 Applied Therapeutic Massage .... 4 credits
TMP 214 Massage Techniques .... 4 credits
TMP 221 Body/Mind Therapy... 3 credits
TMP 240 Massage Therapy Clinical Practice .... 4 credits

Therapeutic Massage (CAS) • 38 credits

Complete the Therapeutic Massage CP ....*32 credits*

PLUS

~~*Communications*~~ *Written and Oral Communication* ....*3 credits*

    ENL 101 College Composition I .... 3 credits

~~*Mathematics*~~ *Quantitative Reasoning* ....*3 credits*

    MAT 103 Business Mathematics.. 3 credits

Therapeutic Massage (AAS) • 64 credits

Complete the Therapeutic Massage CAS ....*38 credits*

PLUS

General Education Courses ....3 credits

~~*Communications*~~ *Written and Oral Communication* ....*3 credits*

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

Discipline Studies ....14 credits

Arts and Humanities...*3 credits*

    (Select one course from the **Arts and Humanities** list on page 66)

Social and Behavioral Sciences ....*3 credits*

    PSY 101 Introduction to Psychology .... 3 credits

~~*Physical and Biological Sciences*~~ *Natural Sciences* ....*8 credits*

    (Select two courses from the ~~**Physical and Biological Sciences**~~ **Natural Sciences** list on page 66)

PLUS

Additional Requirements ....6 credits

    Complete a minimum of 6 credit hours from the following:

    BUS 100 Introduction to Business .... 3 credits

    BUS 110 Small Business Management.. 3 credits

    BUS 114 Survey of Accounting... 3 credits

    BUS 122 Computerized Accounting with QuickBooks™ .... 3 credits

    BUS 231 Microsoft Office Level I.. 3 credits

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

Electives ....3 credits

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

Welding (WLD)

Certificates of Proficiency (CP)

Why study Welding?

It takes a special person to become a welder. If you have good eyesight, hand-eye coordination and manual dexterity coupled with good math, problem-solving and communication skills, this may be the job opportunity of a lifetime.

Northland's Welding Program is designed to teach incremental levels of welding skills, which enable students to achieve nationally recognized certifications from the National Center for Construction Education and Research (NCCER) and the AWS, the American Welding Society (NCCER/AWS Level I Entry Level Welder, Level II Intermediate Level Welder and Level III Advanced Level Welder). Industry markets acknowledge each certificate level is proof of acquired skills in various forms of welding, cutting, base metal preparation, welding inspection, safety and metallurgy. This prepares students for certification tests in specific welding code applications, such as AWS, API and ASME Sec IX.

In addition to welder certifications, students can obtain Certificates of Proficiency, a Certificate of Applied Science and an Associate of Applied Science degree.

The NPC program also teaches leadership and employability strategies, such as career planning, job search basics and how to interview. You develop techniques to enhance your critical thinking and problem solving abilities.

Welding Training Centers

NPC offers Welding training
at three locations:

1320 E. Thornton Road, Show Low

2251 E. Navajo Blvd., Holbrook

955 W. 13th West, St. Johns

Career Opportunities

According to the U.S. Bureau of Labor Statistics (BLS), prospects should be good for trained welders, especially those familiar with the latest technologies. Almost two out of every three jobs in the manufacturing sector is held by welders, brazers or solderers. Plus, basic welding skills are the same across industries, allowing welders to easily shift from one industry to another, or from one location to another depending on where there is greatest opportunity.

Employment of welders, cutters, solderers and brazers is projected to continue to grow, especially for skilled welders with up-to-date training. The more types of welding you master the more you can earn.

Welding Level I – Entry Level Welder (CP) • 13 credits

WLD 100 Safety and Math .... 2 credits
WLD 170 Metal Preparation, Quality and Alignment .... 2 credits
WLD 171 Welding Cutting Processes .... 2 credits
WLD 172 SMAW ARC .... 3 credits
WLD 173 SMAW Open Root Plate .... 2 credits
WLD 174 SMAW V-Groove with Backing .... 2 credits

Welding Level II – Intermediate Welder (CP) • 11 credits

Student must complete all of the requirements for Welding Level I and receive a Certificate of Proficiency for Level I before receiving the Welding Level II certificate.

WLD 175 GMAW Plate .... 3 credits
WLD 176 FCAW Plate .... 3 credits
WLD 177 GTAW (TIG) Plate... 3 credits
WLD 178 Metallurgy, Drawings and Symbols... 2 credits

Welding Level III – Advanced Welder (CP) • 21 credits

Student must complete all of the requirements for Welding Level I & II and receive a Certificate of Proficiency for Level I & II before receiving the Welding Level III certificate.

WLD 179 AWS Prep... 2 credits
WLD 200 AWS Certification .... 4 credits
WLD 280 GMAW (MIG) Pipe.. 3 credits
WLD 281 FCAW Pipe .... 3 credits
WLD 282 GTAW CS Pipe... 3 credits
WLD 283 GTAW LA and SS Pipe .... 3 credits
WLD 284 SMAW CS Pipe... 3 credits

Certificate (CAS) and AAS Degree Options

Certificate of Applied Science (CAS) • 30 credits

Complete the Welding Level I Entry Level Welder CP..**13 credits**
Complete the Welding Level II Intermediate Welder CP..**11 credits**
PLUS
~~*Communications*~~ *Written and Oral Communication* ....**3 credits**
ENL 101 College Composition I .... 3 credits
~~*Mathematics*~~ *Quantitative Reasoning*..**3 credits**
Select any course under the ~~**Mathematics**~~ **Quantitative Reasoning** General Education Course Options (for CAS and AAS Degrees) on page 66

Associate of Applied Science (AAS) • 64 credits

Complete the Welding CAS..**30 credits**
Complete the Welding Level III Advanced Welder CP...**21 credits**
PLUS

General Education Courses ....**3 credits**
~~*Communications*~~ *Written and Oral Communication* ....**3 credits**
Select any course under the ~~**Communications**~~ **Written and Oral Communication** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies ....**7 credits**
Select one course from the ~~**Physical and Biological Sciences**~~ **Natural Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.
PLUS

Electives ....**3 credits**
Student must complete a minimum of three credits from the following:
WLD 134 Fundamentals of Plastic Welding.. 3 credits
WLD 288 Advanced Topics in Welding: Aluminum .... 6 credits
WLD 290 Welding Fabrication .... 3 credits

WLD 291 Internship for Welding .... 2 credits
Or any unduplicated 100-level course or higher .... 3 credits

REQUEST TO APPROVE MODIFICATION OF THE MANAGEMENT AND LEADERSHIP SPECIALIZATION PROGRAM

Recommendation:
The Instructional Council (IC) recommends approval of modifications to the Management and Leadership Specialization Program, including the Associate of Applied Science (AAS), Certificate of Applied Science (CAS), and Certificate of Proficiency (CP).

Summary:
After reviewing current course topics and community partner feedback, the Business Department proposes the below changes to align the Management and Leadership Specialization program with community and industry needs. These changes include curricular updates and writing edits. In addition, the proposed category changes align with the recently approved General Education Course Options list.

Business Studies (BUS)

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.gov.

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

Management and Leadership Fundamentals (CP) • ~~19~~ **18** credits

BUS 105 Techniques of Supervision .... 3 credits
BUS 114 Survey of Accounting .... 3 credits
BUS 127 MS 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 220 Principles of Marketing .... 3 credits

Management and Leadership (CAS) • ~~34~~ **30** credits

Complete the Management and Leadership Fundamentals CP .... ~~19~~ 18 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
Written and Oral Communications .... 3 credits
ENL 101 College Composition I .... 3 credits
Quantitative Reasoning ~~Mathematics~~ .... 3 credits
MAT ~~152~~ 112 or higher.

Management and Leadership (AAS) • ~~64~~ **60** credits

Complete the Management and Leadership CAS .... ~~34~~ 30 credits __PLUS__

General Education Courses .... 10 credits

Oral and Written Communications .... 3 credits

Select any course under the **Oral and Written Communications** list in the General Education Course List ~~General Education Course Options (for AAS Degrees) on page 66~~ __EXCEPT__ for SPT 110 and SPT 120.

Additional Requirements ~~Discipline Studies~~ .... 7 credits

(Select one course from the **Natural Sciences** ~~Physical and Biological Sciences~~ and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists ~~on page 66~~ in the General Education Course List.)

Core Requirements .... 12 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~~ List ~~on page 66~~.)

REQUEST TO APPROVE MODIFICATION OF THE MEDICAL OFFICE ADMINISTRATION SPECIALIZATION PROGRAM

Recommendation:
The Instructional Council (IC) recommends approval of modifications to the Medical Office Administration Program, including the Associate of Applied Science (AAS), Certificate of Applied Science (CAS), and Certificate of Proficiency (CP).

Summary:
After reviewing current course topics and community partner feedback, the Business Department proposes the below changes to align the Medical Office Administration Specialization program with community and industry needs. These changes include curricular updates and writing edits. In addition, the proposed category changes align with the recently approved General Education Course Options list.

Business Studies (BUS)

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~~ **19** credits
> ~~BUS 105 Techniques of Supervision .... 3 credits~~
> BUS 119 Medical Office Administrative Procedures .... 3 credits
> BUS 127 MS Office Level I .... 3 credits
> BUS 183 Electronic Medical Records .... 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 CP ....* ~~*22*~~ ***19 credits***
> BUS 114 Survey of Accounting .... 3 credits
> BUS 179 Medical Coding .... 4 credits
> BUS 203 Business Communication .... 3 credits
> ***Written and Oral*** **Communications** ~~..~~ ***3 credits***
> ENL 101 College Composition I .... 3 credits
> ***Quantitative Reasoning*** ~~***Mathematics***~~ *...* ***3 credits***
> MAT ~~152~~ 112 or higher.

Medical Office Administration Specialization (AAS) • **60** ~~64~~ credits
> *Complete the Medical Office Administration Specialization CAS..........................35 credits*
> ***PLUS***

General Education Courses .... 10 credits
> ***Written and Oral*** **Communications** *...* ***3 credits***
> Select any course under the ~~**Communications**~~ **Written and Oral Communication** General Education Course Options (for AAS Degrees) ~~on page 66~~ ***EXCEPT*** for SPT 110 and SPT 120.
> ***Additional Requirements*** ~~***Discipline Studies***~~ *...* ***7 credits***
> Select one course from the **Natural Sciences** ~~**Physical and Biological Sciences**~~ and one course from either the **Arts and Humanities or Social and Behavioral Sciences** lists ~~listed on page 66~~ in the General Education Course list.

Core Requirements .... **12 credits**

BUS 105 Techniques of Supervision .... 3 credits
BUS 188 Medical Transcription Fundamentals .... 3 credits
BUS 189 Computerized Medical Billing .... 3 credits
~~BUS 210 Principles of Management .... 3 credits~~
BUS 250 Medical Administration Capstone .... 3 credits

~~**AND**~~

Electives .... ~~**7**~~ **3credits**

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

REQUEST TO APPROVE MODIFICATION OF THE SOFTWARE AND WEB DEVELOPMENT SPECIALIZATION PROGRAM

Recommendation:
The Instructional Council (IC) recommends approval of modifications to the Software and Web Development Specialization Program, including the Certificate of Proficiency (CP), Certificate of Applied Science (CAS), and Associate of Applied Science.

Summary:
The Computer Information Systems Department proposes modifying this program to focus on software development. These changes include:

(1) Removing references to web development, including in the programmatic, certificate, and degree names.
(2) Removing courses related to web development
(3) Adding courses related to software development
(4) Replacing CIS 107 (IT Fundamentals & ITF+ Certification Preparation) with CIS 105 (Computer Applications and Information Technology)

Currently, the program's design has caused some confusion among students since the program combines two different fields: software development and web development. It is in the best interest of the students to delete the Web 'emphasis' within the program and modify the program into a comparable software development track. Replacing CIS 107 with CIS 105 will enhance the curriculum's transferability to Arizona's three public universities.

Additionally, General Education categories are slated to change to align with the new General Education Course Options list.

Computer Information Systems (CIS)

CIS Software ~~and Web~~ Development Specialization

When a user clicks to open a computer program, thousands of lines of programming code are being executed to display the user interface (UI). In NPC's Software ~~and Web~~ Development degree and certificate programs you'll learn to meet with clients or management to identify the core functionality needed, determine user requirements, write the code for those applications, and test for security and performance measures. ~~You'll also learn the technical structure of websites, including e-commerce applications, and establish processes for allowing others to add or modify existing content.~~

You could be designing data management systems for corporations, a better word processor or games for consumers.

Career Opportunities

Employment in the fields of software ~~and web~~ development are expected to grow 15 – 24 percent through at least 2026, much faster than the average for all occupations. If you are a creative person with technical aptitude, a career in the more technically specialized fields of software ~~and web~~ development can pay handsomely.

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

Software ~~and Web~~ Development (CP) • 18 credits

~~CIS 107 IT Fundamentals & ITF+ Certification Preparation .... 3 credits~~
CIS 105 Computer Applications and Information Technology .... 3 credits
CIS 111 Introduction to Programming I .... 3 credits
CIS 187 Introduction to Web Development... 3 credits
CIS 190 JavaScript Programming... 3 credits
~~CIS 227 C# Programming... 3 credits~~
CIS 217 JAVA Programming.. 3 credits
~~CIS 243 Database-Driven Websites... 3 credits~~
CIS 218 Mobile Application Development.. 3 credits

Software ~~and Web~~ Development (CAS) • 45 credits

Complete the Software ~~and Web~~ Development CP .... 18 credits
PLUS
CIS 112 Introduction to Programming II .... 3 credits
CIS 121 Critical Thinking in Information Technology .... 3 credits
CIS 130 Information Security Fundamentals .... 3 credits
~~CIS 217 JAVA Programming~~
~~**OR** CIS 225 C Programming~~
~~**OR**~~ CIS 226 C++ Programming .... 3 credits
OR CIS 227 C# Programming .... 3 credits
CIS 245 Database Management Concepts... 3 credits
~~CIS 265 Web Programming... 3 credits~~
CIS 280 Systems Analysis and Design... 3 credits
CIS 219 Introduction to Human Computer Interaction .... 3 credits

~~Communications~~ Written and Oral Communication .... 3 credits
ENL 101 College Composition I .... 3 credits
~~Mathematics~~ Quantitative Reasoning .... 3 credits
Select any course under the ~~Mathematics~~ Quantitative Reasoning General Education Course Options list (for CAS and AAS Degrees) ~~on page 66.~~ EXCEPT for MAT 101, MAT 103, MAT 109 or BUS 133.

Software ~~and Web~~ Development (AAS) • 64 credits

Complete the Software ~~and Web~~ Development CAS.. 45 credits
PLUS

General Education Courses.. 3 credits

~~Communications~~ Written and Oral Communication .... 3 credits

Select any course under the ~~Communications~~ **Written and Oral Communication in the** General Education Course Options list (for AAS Degrees) ~~on page 66~~.

Discipline Studies .... 7 credits

(Select one course from the ~~Physical and Biological Sciences~~ **Natural Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on ~~page 66~~ the General Education Course Options list.)

Unrestricted Electives.. 9 credits

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

REQUEST TO APPROVE MODIFICATION OF THE ENTREPRENEURSHIP SPECIALIZATION PROGRAM

Recommendation:
The Instructional Council (IC) recommends approval of modifications to the Entrepreneurship Specialization Program, including the Associate of Applied Science (AAS) and Certificate of Applied Science (CAS).

Summary:
After reviewing current course topics and community partner feedback, the Business Department proposes the below changes to align the Entrepreneurship Specialization program with community and industry needs. These changes include curricular updates and credit adjustments. In addition, the proposed category changes align with the recently approved General Education Course Options list.

Business Studies (BUS)

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.gov.

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 MS Office Level 1 .... 3 credits
BUS 210 Principles of Management .... 3 credits
BUS 220 Principles of Marketing .... 3 credits

Entrepreneurship (CAS) • 33 credits
Complete the Entrepreneurship Fundamentals CP .... 21 credits
PLUS
BUS 203 Business Communication .... 3 credits
BUS 225 Human Resource Management .... .3 credits
Written and Oral Communications .... 3 credits
ENL 101 College Composition I .... 3 credits
Quantitative Reasoning ~~Mathematics~~ .... 3 credits
MAT ~~152~~ 112 or higher.

Entrepreneurship (AAS) • ~~64~~ **60** credits

Complete the Entrepreneurship CAS .... 33 credits
PLUS

General Education Courses .... 10 credits

*Written and Oral **Communications** .... 3 credits*
Select any course under the **Written and Oral Communication** ~~Communication~~ General Education Course Options (for AAS Degrees) ~~on page 66~~ **EXCEPT** for SPT 110 and SPT 120.

Additional Requirements ~~Discipline Studies~~ .... 7 credits
(Select one course from the **Natural Sciences** ~~Physical and Biological Sciences~~ and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists in the General Education Course list ~~on page 66~~.)

Core Requirements ....~~15~~ **12** 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 Business .... 3 credits
ECN 211 Principles of Macroeconomics .... 3 credits
ECN 212 Principles of Microeconomics .... 3 credits

Electives .... ~~6~~ **5** credits (Choose from any unduplicated

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

2025-2026 Tuition and Fees

Recommendation:
Staff recommends approving the course fees and general fees as presented. No action is needed for tuition, which was previously approved.

Summary:
Staff is providing the current approved tuition schedule and proposed rates for course fees and general fees.

The tuition rates and fees are set in accordance with the Budget Development Guidelines and includes the following assumptions:

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 schedule covers the period 2025 to 2026 and was approved in March 2023. In February 2024 the cost was amended for the reduction in summer tuition. No further action is needed for tuition.

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.

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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. Changes in the fees are noted by bold type.

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
Approved 3/21/23
Summer Tuition Revised & Approved 2/20/24

TUITION	Approved 2023-24	Approved 2024-25	Approved 2025-26
IN-DISTRICT (Navajo & Apache Counties)	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)	$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
EARLY COLLEGE IN-DISTRICT (Navajo & Apache Counties)	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)	$88 per credit hour	$91 per credit hour	$94 per credit hour
EARLY COLLEGE OUT-OF-STATE	$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)		
BACHELOR COURSES (3XX & 4XX)	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)		
SUMMER SESSION COURSES	Summer course will be discounted 100%. Free tuition for In-District, In-State, or Out-of-State. (Does not apply to non-credit courses or Bachelor Courses) *Effective for Summer 2024, 2025 & 2026 only*		
WICHE WUE	150% of the In-State rate		
REFUNDS FOR TUITION	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.		
SHORT-TERM COURSE REFUNDS	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
2025-2026 Course Fees
DGB Approved:

ARTS & SCIENCES			Approved 2024-25	Proposed 2025-26
ANT	104	Biological Anthropology & Human Origins	$40	$40
ART	103	Basic Design	$0	$0
ART	105	Beginning Drawing I	$25	$25
ART	110	Figure Drawing I	$25	$25
ART	121	Digital Photography I	$25	$25
ART	140	Lettering	$25	$25
ART	150	Advertising Design	$25	$25
ART	155	Printmaking	$25	$25
ART	170	Sculpture I	$25	$25
ART	175	Painting	$25	$25
ART	180	Watercolor	$25	$25
ART	185	Hand Building Pottery	$40	$40
ART	186	Clay Sculpture	$40	$40
ART	187	Raku Pottery	$40	$40
ART	190	Ceramics	$40	$40
ART	199	Photography Enrichment	$25	$25
ART	199	Ceramic Enrichment	$40	$40
ART	205	Drawing II	$25	$25
ART	206	Figure Drawing II	$25	$25
ART	220	Painting II	$25	$25
ART	221	Digital Photography II	$25	$25
ART	222	Digital Photography Practicum	$25	$25
ART	225	Watercolor II	$25	$25
ART	245	Ceramics II	$40	$40
ART	246	Ceramics III	$40	$40
ART	247	Ceramics IV	$40	$40
ART	280	Art Studio – 2 Dimensional	$25	$25
ART	281	Art Studio – 3 Dimensional	$25	$25
ART	289	Figurative Ceramics	$40	$40
BIO	100	Biological Concepts	$40	$40
BIO	**105**	**Environmental Biology**	**$0**	**$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 2024-25	Proposed 2025-26
ECD	128	Culture, Language and Community	$20	$20
ECD	141	Healthy and Safe Early Childhood Practices	$40	$40
ECD	175	Professionalism	$20	$20
ECD	184	Early Social and Emotional Development	$40	$40
ECD	186	Effective Interactions for Learning	$20	$20
ECD	187	Supporting STEM in Early Childhood	$20	$20
ECD	208	Observation and Assessment in Early Childhood (new course number, no change in fee)	$20	$20
ECD	**290**	**Early Childhood Practicum I**	**$40**	**$60**
ECD	**297**	**ECD Capstone I**	**$40**	**$20**
ECD	387	STEM Instruction in the Early Childhood Classroom	$0	$0
ECD	390	EC Practicum II	$60	$60
ECD	391	EC Practicum III	$60	$60
ECD	490	Capstone/Student Teaching B-PreK	$60	$60
ECD	**491**	**Capstone/Student Teaching K-3 (Traditional)**	**$60**	**$100**
ECD	491	Capstone/Student Teaching K-3 (Student Teaching Intern Certificate)	$300	$300
EDP	301	Foundations in Reading	$145	$145
EDU	223	Classroom Observation Skills	$20	$20
EDU	280	Introduction to Structured English Immersion	$30	$30
EDU	**390**	**Elementary Practicum I**	**$0**	**$60**
EDU	**391**	**Elementary Practicum II**	**$0**	**$80**
EDU	**392**	**Elementary Practicum III**	**$0**	**$80**
EDU	**490**	**Elementary Education Capstone**	**$0**	**$100**
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	$50	$50
SPT	178	Stage Makeup	$100	$100

Notes:

- **Bold** items indicate a change from prior year.
  - Adding BIO105 to correct historical oversight.
  - ECD290 - Increasing to align with other practicum classes.
  - ECD297 - Reducing cost to offset practicum increase.
  - ECD491 - Assists with the cost of stipends to Student Teaching supervisors.
  - EDU390 - Fee aligns with other practicum courses in the EPP program.
  - EDU391 and EDU 392 - These courses are 2 credits (vs other practicum courses at 1 credit) and require an additional student visit by the faculty.
  - EDU490 - Covers a small portion of the Supervising Practitioner stipend paid per student.

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2025-2026 Course Fees
DGB Approved:

CAREER & TECHNICAL EDUCATION			Approved 2024-25	Proposed 2025-26
AJS	ALL	All Administration of Justice courses except AJS102	$15	$15
AJS	102	Intensive Police Academy	$300	$300
ATO	ALL	All Automotive Courses except ATO116	$155	$155
ATO	116	Introduction to Auto and Safety	$160	$160
BUS	179	Medical Coding	$85	$85
CIS	ALL	All CIS Courses except CIS 141, 142, 145, and 146	$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
CIS	**146**	**Security+ Certification Preparation**	**$0**	**$150**
CIS	**171**	**Linux Operating System**	**$0**	**$100**
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**	**$50**
COS	**ALL**	**All Cosmetology Courses except COS143**	**$30**	**$40**
COS	**142**	**Introduction to Hair Care**	**$30**	**$40**
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
EMT	**101**	**Emergency Medical Responder**	**$0**	**$175**
EMT	104	Healthcare Provider CPR & First Aid	$20	$20
EMT	**105**	**EMR Refresher**	**$0**	**$25**
EMT	130	EMT Preparation Course	$10	$10
EMT	131	Emergency Medical Training	$365	$365
EMT	133	Refresher Course - EMT Recertification	$50	$50
EMT	135	EMT IVC	$90	$90
EMT	**175**	**Advanced Emergency Medical Technician**	**$0**	**$450**
EMT	240	Basic ECG & Pharmacy	$30	$30
EMT	241	ALS Refresher	$210	$210
EMT	246	Paramedic Training I	$1,045	$1,045
EMT	247	Paramedic Training II	$1,045	$1,045

CAREER & TECHNICAL EDUCATION			Approved 2024-25	Proposed 2025-26
FRS	101	Principles of Fire and Emergency Service Administration	$15	$15
FRS	103	Firefighter I	$220	$220
FRS	105	Firefighter II	$220	$220
FRS	110	HazMat First Responder	$55	$55
FRS	126	Rope Rescue I	$60	$60
FRS	127	Rope Rescue II	$60	$60
FRS	128	Rope Rescue III	$60	$60
FRS	130	Incident Command System	$15	$15
FRS	132	Fire Investigation I	$15	$15
FRS	135	Fire Protection Hydraulics & Water Supply	$15	$15
FRS	137	Strategies and Tactics	$15	$15
FRS	138	Legal Aspects of Emergency Services	$15	$15
FRS	139	Confined Space Operations	$40	$40
FRS	141	Fire Service Communication	$15	$15
FRS	150	Wild Land Firefighter	$35	$35
FRS	200	Fire Behavior and Combustion	$15	$15
FRS	201	Fire Protection Systems	$15	$15
FRS	202	Principles of Emergency Services	$15	$15
FRS	203	Fire Prevention	$15	$15
FRS	207	Building Construction for Fire Prevention	$15	$15
FRS	208	Principles of Fire Emergency Services, Safety & Survival	$15	$15
HES	**ALL**	**All Health Science courses except HES 109 and HES 190**	**$0**	**$25**
HES	109	Phlebotomy	$275	$275
HES	**180**	**Basic Pharmacology**	**$10**	**$25**
HES	190	Human Body in Health and Disease—ON CAMPUS	$60	$60
HES	190	Human Body in Health and Disease---ONLINE	$0	$0
HES	**201**	**Micro**	**$0**	**$60**
HPE	113	Foundations of Strength and Conditioning	$35	$35
HPE	146	Personal Training	$35	$35
HPE	162	Exercise Physiology	$35	$35
HPE	178	Professional Activities in Weight Training	$35	$35
HPE	179	Professional Activities in Aerobic Training	$35	$35
HPE	200	Rehabilitative Techniques	$35	$35
HPE	210	Prevention and Care of Athletic Injuries	$35	$35
HPE	250	Physical Therapy Technician	$35	$35
INA	ALL	All Industrial Arts Courses	$45	$45
ITT	ALL	All Industrial Technology Trades Courses except ITT100	$150	$150
ITT	100	Craft Skills Core Curriculum	$175	$175

CAREER & TECHNICAL EDUCATION			Approved 2024-25	Proposed 2025-26
MDA	**124**	**Clinical Procedures I**	**$295**	**$345**
MDA	**125**	**Clinical Procedures II**	**$345**	**$395**
PHT	**103**	**Pharmacy Technician**	**$55**	**$125**
PHT	**104**	**Pharmacy Technician**	**$105**	**$125**
SGT	**ALL**	**All Surgical Technology courses except SGT 122, 221, 222, and 229**	**$0**	**$250**
SGT	**121**	**Surgical Sterile Techniques and Instrumentation**	**$175**	**$250**
SGT	122	Surgical Techniques	$310	$310
SGT	221	Perioperative Procedures	$310	$310
SGT	222	Surgical Concepts and Specialty Procedures	$310	$310
TMP	**ALL**	**All Therapeutic Massage courses except TMP 240**	**$0**	**$50**
TMP	**108**	**A & P with Kinesiology Techniques I**	**$65**	**$50**
TMP	**109**	**A & P with Kinesiology Techniques II**	**$65**	**$50**
TMP	240	Massage Therapy Clinical Practice	$115	$115
WLD	**ALL**	**All Welding Courses except WLD 100 and WLD170**	**$180**	**$200**
WLD	100	Safety and Math	$60	$60

Notes:
- **Bold** items indicate a change from prior year.

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2025-2026
Course Fees

NURSING			Approved 2024-2025	Proposed 2025-26
NAT	**101**	**Nursing Assistant**	**$160**	**$170**
NUR	116	LPN to RN Transition	$495	$495
NUR	117	Pharmacology I	$10	$10
NUR	118	Pharmacology II	$10	$10
NUR	**121**	**Nursing I**	**$495**	**$500**
NUR	**122**	**Nursing II**	**$495**	**$500**
NUR	123	Paramedic to Nurse Bridge	$495	$495
NUR	**199**	**IV Cert for LPN**	**$120**	**$130**
NUR	**221**	**Nursing III**	**$495**	**$500**
NUR	**222**	**Nursing IV**	**$495**	**$500**
NUR	291	RN Refresher Course	$450	$450

Notes:
- **Bold** items indicate a change from prior year.
- NUR121, 122, 221, 222: Cost of annual drug screen increasing by $10, so adding $5 to each semester.
- NUR199: Increased cost of consumables
- NAT101: Drug screen cost increasing by $10

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2025-2026

FEES	Approved 2024-25	Proposed 2025-26
GENERAL		
Media Fee ①	**$47/semester**	**$50/Semester**
SPECIAL		
Transcript (each) Online Order **Transcript + On Demand Fee ($5)**	**$12** **$17**	**$14.50** **$19**
Diploma/Certificate Replacement	**$15**	**$17**
Credit by Exam Proctoring	$0 $25	$0 $25
Credit by Evaluation Fee (non-refundable) ②	$45	$45
ACCUPLACER Testing ③	$20	$20
HESI Testing	$65	$65
NSF Check Collection	$35	$35
Money Card Replacement (Bank Mobile): ACTIVE card INACTIVE card	$10 $10	$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.

- **Notes to Preparer:**
- Media Fee – contact CIO, Michael Jacbos – should align with 3 year tuition cycle
- Transcripts – contact Records & Reg – Raea Wood or Deena Gillespie
- Credit by Exam/Eval – contact Advising – Paul Hempsey
- Accuplacer Testing – contact Advising – Josh Rogers
- HESI Testing – contact Dean of Nursing – Ruth Zimmerman
- NSF Check Collection – contact Dir of Financial Services – Russell Kupfer
- Money Card Replacement – contact Dir of Financial Services – Russell Kupfer
- Student ID Replacement Fee – contact Lead Campus Mgr – Jessica Kitchens

Request to Approve Purchase of Computers

Recommendation:
Staff recommends approval to purchase 100 Small Form Factor Desktops and 100 laptops from HP at a total cost of $208,104.13.

Procurement Process and Budget Information:
Funds budgeted in Fiscal Year 2025 by the Technology Advancement and Support (TAS) division and HP Contract #: CTR068884 are utilized to ensure the better value at a cost savings for the college.

Summary:
This purchase is requested to replace Desktop and Laptop computers as part of our annual computer refresh cycle. They will be deployed to various campuses to replace faculty, staff, and classroom equipment:

The total for Desktop purchases is $94,471.00. The tax for this purchase is $8,908.62. The total amount for this purchase is $103,379.62.

The total for Laptop purchases is $95,700.00. The tax for this purchase is $9,024.51. The total amount for this purchase is $104,724.51.

The total amount for both purchases is $208,104.13.

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800 SFF-NPC-qty 100-RR-3/4/25

Page 1 of 3

HP Customer Quote 8205504
Contract Number: AZ – STATE OF ARIZONA (NVP PC5)
[CTR068884]
HP PROPRIETARY INFORMATION FOR CUSTOMER USE ONLY. DO
NOT SHARE

March 4, 2025 3:47:33 PM

Northland Pioneer College
2251 E Navajo Blvd.
Holbrook, AZ 86025

Dear Michael Jacob,

Thank you for your recent interest in HP Public Sector Sales. Attached is the price quotation you requested.

Please reference this contract: AZ – STATE OF ARIZONA (NVP PC5)[CTR068884] when placing this order. The terms and conditions of this contract will apply to any order placed as a result of this inquiry; no other terms or conditions shall apply.

If you should have questions regarding this quotation or need any other assistance, please contact your Inside Account Representative

Orders can be placed electronically at www.hp.com/buy/pshp2b. You can place this order by searching for the HP Customer Quote ID displayed above and simply check out.

Should you choose this order can also be Faxed to 800-825-2329 or emailed to ORDERS-PROCESSING-USA@hp.com.

If you are faxing or emailing this order a sample Purchase Order Document can be downloaded that gives guidance on what is required to place an order with HP. Click here to download the sample Purchase Order

All orders not placed electronically need to be made out to HP Inc. or HP with the Ordering address referenced below.

The Purchase Order should include the Contract Number in the body of the Purchase Order. Please also be sure to include a copy of the quote, email address,the ship to location or drop ship locations, delivery date requirements and any other special information and if applicable, the HP Authorized Reseller Agent name or authorization number for the HP Agent providing you with support.

Ordering address:
HP INC.
Attn: SLED Order
2351 HP Way
Rio Rancho, NM 87144

Page 2 of 3

HP Customer Quote 8205504
Contract Number: AZ – STATE OF ARIZONA (NVP PC5)
[CTR068884]
HP PROPRIETARY INFORMATION FOR CUSTOMER USE ONLY. DO NOT SHARE

![HP logo]

800 SFF-NPC-qty 100-RR-3/4/25

Information & Details

Organization name: NORTHLAND PIONEER COLLEGE
Catalog name: AZ – STATE OF ARIZONA (NVP PC5) [CTR068884]
Created by: rachel.romero@hp.com
Partner Agent ID:
Name: Rachel Romero
Email: michael.jacob@npc.edu
Phone: 9285247400
Email notification: rachel.romero@hp.com
Created: March 4, 2025 3:47:33 PM
Expires: April 3, 2025 3:47:33 PM
Payment method: Purchase Order
Quote total: USD 103,379.62

Billing Information

OM ID: 0170271943
Company: Northland Pioneer College
Address:
2251 E Navajo Blvd.
City : Holbrook
State/Province: Arizona
Zip/postal code: 86025
Country: US
Attention to: Michael Jacob
Email: michael.jacob@npc.edu
Phone:
Fax:

Shipping Information

Company: Northland Pioneer College
Address:
2251 E Navajo Blvd.
City: Holbrook
State/Province: Arizona
Zip/postal code: 86025
Country: US
Attention to: rr
Email:
Phone: 1234567891
Fax:
Requested Delivery date:
Shipping options:
Shipping method: Ship Partial – Ship Items as they become available

Comments:

Invoice instructions:

Shipping instructions:

Quote Summary

Product #	Product Description	MFG#:	Qty	Unit Price	Total Price
A12GZUT#ABA	HP Elite SFF 800 G9 i514500 16GB/256 PC **Operating system** – Windows 11 Pro **Processor** – Intel® Core™ i5-14500 (up to 5.0 GHz with Intel® Turbo Boost Technology, 24 MB L3 cache, 14 cores, 20 threads) **Memory** – 16 GB DDR5-4800 MHz RAM (1 x 16 GB) **Internal Storage** – 256 GB PCIe® NVMe™ M.2 SSD **Power** – 260 W internal power adapter, up to 92% efficiency, active PFC **Form factor** – Small form factor **Security management** – HP Sure Recover Gen5,HP Sure Run Gen5,HP Sure Start,HP Tamper Lock,HP Secure Erase,HP Sure Recover,HP Sure Sense2,HP Sure Run,Absolute Persistence module,HP Sure Click,HP Client Security Manager Gen7,HP Sure Start Gen7,HP Sure Sense,Trusted Platform Module TPM 2.0 Embedded Security Chip shipped with Windows 10 (Common Criteria EAL4+ Certified)(FIPS 140-2 Level 2 Certified),HP Sure Admin **Warranty** – 1 year (1/1/1) limited warranty includes 1 year of parts, labor and on-site repair. Terms and conditions vary by country. Certain restrictions and exclusions apply.		100	USD 944.71 ~~USD 1,236.51~~ Special price valid until 06/30/2025	USD 94,471.00

Special pricing code: 46625837

Subtotal	USD 94,471.00
Estimated Tax	USD 8,908.62
Total	USD 103,379.62

　
800 SFF-NPC-qty 100-RR-3/4/25

Page 3 of 3

HP Customer Quote 8205504
Contract Number: AZ – STATE OF ARIZONA (NVP PC5)
[CTR068884]
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Unless our contract prohibits it, (a) prices are valid for 30 days from quote date and/or (b) HP may change prices or discounts and reissue quotes immediately if there are increases in costs, tariffs, or other changes outside HP's control.

If the bill to company and address you wish to use is not present at the time of check out please enter it in the "Shipping Instructions" box. The order management team will make sure it is billed to the correct location.

Components of Configurable systems may not be ordered separately. Reference Model ID's and Configuration ID's are not part numbers, they are reference descriptions to your specific configuration.

If you are submitting a hard copy purchase order, please include a printed copy of this quote with your purchase order.

If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently shipped an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with the return of the product, if payment was not already made. If payment was already made, HP will work with the agency to correct the invoice. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.

EB 640 &660 qty 100-RR 3/13/25

Page 1 of 3

HP Customer Quote 8238318
Contract Number: AZ – STATE OF ARIZONA (NVP PC5)
[CTR068884]
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March 13, 2025 1:58:22 PM

Northland Pioneer College
2251 E Navajo Blvd.
Holbrook, AZ 86025

Dear Michael Jacob,

Thank you for your recent interest in HP Public Sector Sales. Attached is the price quotation you requested.

Please reference this contract: AZ – STATE OF ARIZONA (NVP PC5)[CTR068884] when placing this order. The terms and conditions of this contract will apply to any order placed as a result of this inquiry; no other terms or conditions shall apply.

If you should have questions regarding this quotation or need any other assistance, please contact your Inside Account Representative

Orders can be placed electronically at www.hp.com/buy/pshp2b. You can place this order by searching for the HP Customer Quote ID displayed above and simply check out.

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The Purchase Order should include the Contract Number in the body of the Purchase Order. Please also be sure to include a copy of the quote, email address,the ship to location or drop ship locations, delivery date requirements and any other special information and if applicable, the HP Authorized Reseller Agent name or authorization number for the HP Agent providing you with support.

Ordering address:
HP INC.
Attn: SLED Order
2351 HP Way
Rio Rancho, NM 87144

HP

EB 640 &660 qty 100-RR 3/13/25

Page 2 of 3

HP Customer Quote 8238318

Contract Number: AZ – STATE OF ARIZONA (NVP PC5)
[CTR068884]

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Information & Details

Organization name: NORTHLAND PIONEER COLLEGE

Catalog name: AZ – STATE OF ARIZONA (NVP PC5)
[CTR068884]

Created by: rachel.romero@hp.com

Partner Agent ID:

Name: Rachel Romero

Email: michael.jacob@npc.edu

Phone: 9285247400

Email notification: Rachel.romero@hp.com

Created: March 13, 2025 1:58:22 PM

Expires: April 12, 2025 1:58:22 PM

Payment method: Purchase Order

Quote total: USD 104,724.51

Billing Information

OM ID: 0170271943

Company: Northland Pioneer College

Address:

2251 E Navajo Blvd.

City : Holbrook

State/Province: Arizona

Zip/postal code: 86025

Country: US

Attention to: Michael Jacob

Email: michael.jacob@npc.edu

Phone:

Fax:

Shipping Information

Company: Northland Pioneer College

Address:

2251 E Navajo Blvd.

City: Holbrook

State/Province: Arizona

Zip/postal code: 86025

Country: US

Attention to: Jonathan

Email:

Phone: 1234567891

Fax:

Requested Delivery date:

Shipping options:

Shipping method: Ship Partial - Ship Items as they
become available

Comments:

Invoice instructions:

Shipping instructions:

Quote Summary

Product #	Product Description	MFG#:	Qty	Unit Price	Total Price
A6TN7UT#ABA	HP EB640G11 U5-135U 14 16GB/256 PC **Operating system** - Windows 11 Pro **Memory** - 16 GB DDR5-5600 MHz RAM (1 x 16 GB) **Internal Storage** - 256 GB PCIe® NVMe™ SSD **Power** - 65 W USB Type-C™ adapter **Display** - 14\ diagonal, WUXGA (1920 x 1200), IPS, narrow bezel, anti-glare, 300 nits, 45% NTSC **Wireless** - Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card **Battery type** - HP Long Life 3-cell, 56 Wh Li-ion **Warranty** - 1 year (1/1/0) limited warranty includes 1 year of parts and labor. No on-site repair. Terms and conditions vary by country. Certain restrictions and exclusions apply.		80	USD 955.00 ~~USD 1,583.01~~ Special price valid until 06/30/2025	USD 76,400.00
A6UC2UT#ABA	HP EB660G11 U5-135U 16 16GB/256 PC **Operating system** - Windows 11 Pro **Memory** - 16 GB DDR5-5600 MT/s (1 x 16 GB) **Internal Storage** - 256 GB PCIe® NVMe™ SSD **Power** - 65 W USB Type-C™ adapter **Display** - 16\ diagonal, WUXGA (1920 x 1200), IPS, anti-glare, 300 nits, 45% NTSC **Wireless** - Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card **Battery type** - HP Long Life 3-cell, 56 Wh Li-ion **Warranty** - 1 year (1/1/0) limited warranty includes 1 year of parts and labor. No on-site repair. Terms and conditions vary by country. Certain restrictions and exclusions apply.		20	USD 965.00 ~~USD 1,583.01~~ Special price valid until 06/30/2025	USD 19,300.00

Page 3 of 3

HP Customer Quote 8238318
Contract Number: AZ – STATE OF ARIZONA (NVP PC5)
[CTR068884]
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EB 640 &660 qty 100-RR 3/13/25

Product #	Product Description	MFG#:	Qty	Unit Price	Total Price

Special pricing code: 46625837

Subtotal	USD 95,700.00
Estimated Tax	USD 9,024.51
Total	USD 104,724.51

Unless our contract prohibits it, (a) prices are valid for 30 days from quote date and/or (b) HP may change prices or discounts and reissue quotes immediately if there are increases in costs, tariffs, or other changes outside HP's control.

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Components of Configurable systems may not be ordered separately. Reference Model ID's and Configuration ID's are not part numbers, they are reference descriptions to your specific configuration.

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If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently shipped an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with the return of the product, if payment was not already made. If payment was already made, HP will work with the agency to correct the invoice. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.

2025-26 Salary & Wage Recommendation

Recommendation:

Staff recommends making the following economic adjustments:

Economic Adjustments

2.5% for all eligible* Staff and Faculty (approximately 240 employees)
1.5% for eligible* Administrators *(D2 and Above)* (approximately 26 employees)
Estimated Cost = $406,000

Other Adjustments Budget

0.6% Budgeted amount to be held for off-cycle adjustments to address internal equity/salary compression and market competitiveness
Estimated Cost = $103,000

Total Budget Recommendation: 2.96%

Total Estimated Cost $509,000.

*Eligible employees include those not currently under disciplinary action per Procedure 2755. This represents a change recommended by the committee, pending approval for 2025 implementation.

This data does not include new positions, adjunct faculty or temporary hourly employees.

Summary:

Salaries & Wages

According to the Bureau of Labor Statistics, the all-items CPI index rose 2.5% for the 12 months ending December, 2024. This is down from 3.6 % for the 12 months ending December 2023. See attached document for more information on CPI in the West Region.

Once the District Governing Board has made their decision on the compensation recommendation the Human Resources department will begin implementing the decision, effective July 1, 2025.

The Compensation Committee developed NPC's Compensation Philosophy and is now working on the Compensation Guidelines and subsequently will work on the salary grade structures. Due to this forthcoming work of the Compensation Committee, the new salary grade structures are not ready to present to the DGB.

Employee Related Expenses

Health Insurance: Mountain Public Employee Benefit Trust will continue to offer a High Deductible Health Plan (HDHP) and a PPO (Preferred Provider Organization) plan. The cost sheets for dental, medical and vision are in this packet. The increase for medical coverage, paid by the college, will be 5% or approximately $124,000. NPC pays all (HDHP) or nearly all (PPO) 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.

ASRS: Employee and employer ASRS contributions will decrease from 12.12% to 11.86 % as of July 1, 2025. 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 decrease from 10.19 to 9.75 on July 1, 2025. The impact is minimal.

Northland Pioneer College

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

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News Release Information

24-300-SAN
Tuesday, February 13, 2024

Contacts

Technical information:

(415) 625-2270
BLSinfoSF@bls.gov
www.bls.gov/regions/west
Media contact:

(415) 625-2270

Related Links

CPI historical databases

Consumer Price Index, West Region — January 2024

Area prices were up 0.7 percent over the past month, up 3.3 percent from a year ago

Prices in the West Region, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 0.7 percent in January, the U.S. Bureau of Labor Statistics reported today. (See table A.) The January increase was influenced by higher prices for shelter. (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 3.3 percent. (See chart 1 and table A.) Food prices increased 2.9 percent. Energy prices fell 0.9 percent, largely the result of a decrease in the price of natural gas service. The index for all items less food and energy increased 3.7 percent over the year. (See table 1.)

Chart 1. Over-the-year percent change in CPI-U, West region, January 2021–January 2024

Source: U.S. Bureau of Labor Statistics.
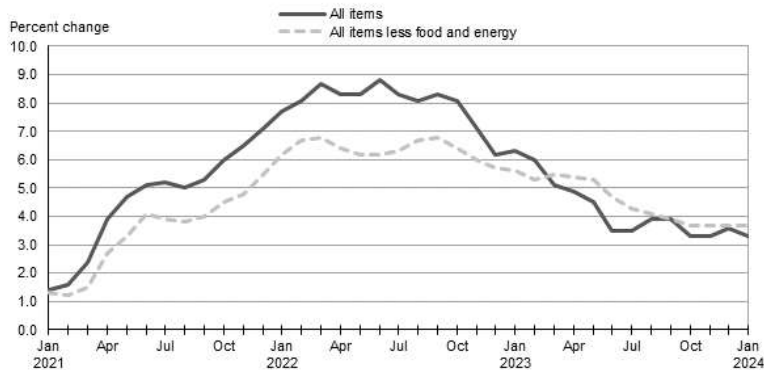
View Chart Data

Food

Food prices advanced 0.8 percent for the month of January. (See table 1.) Prices for food at home rose 0.8 percent, led by higher prices for nonalcoholic beverages and beverage materials (2.5 percent) and fruits and vegetables (2.4 percent). Prices for food away from home advanced 0.7 percent for the same period.

Over the year, food prices increased 2.9 percent. Prices for food at home advanced 1.6 percent since a year ago, with higher prices in five of the six grocery categories. Prices for food away from home rose 5.3 percent.

Energy

The energy index fell 0.3 percent over the month. The decrease was mainly due to lower prices for gasoline (-3.7 percent). Prices for electricity advanced 4.9 percent, and prices for natural gas service increased 1.6 percent for the same period.

Energy prices fell 0.9 percent over the year, largely due to lower prices for natural gas service (-25.8 percent). Prices paid for gasoline fell 0.7 percent, while prices for electricity rose 11.3 percent during the past year.

All items less food and energy

The index for all items less food and energy advanced 0.7 percent in January. Higher prices for recreation (1.2 percent) and shelter (0.6 percent) were partially offset by lower prices for used cars and trucks (-3.7 percent).

Over the year, the index for all items less food and energy increased 3.7 percent. Components contributing to the increase included shelter (4.9 percent) and medical care (4.1 percent). Partly offsetting the increases were price decreases in used cars and trucks (-3.6 percent) and apparel (-0.3 percent).

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

Month	2020		2021		2022		2023		2024	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
January	0.3	2.9	0.2	1.4	0.9	7.7	0.9	6.3	0.7	3.3
February	0.4	3.1	0.5	1.6	0.8	8.1	0.5	6.0		
March	-0.2	2.5	0.7	2.4	1.3	8.7	0.5	5.1		
April	-0.4	1.3	1.0	3.9	0.7	8.3	0.5	4.9		
May	0.1	0.8	0.8	4.7	0.8	8.3	0.4	4.5		
June	0.4	1.2	0.9	5.1	1.2	8.8	0.3	3.5		
July	0.5	1.7	0.6	5.2	0.1	8.3	0.1	3.5		
August	0.3	1.9	0.2	5.0	0.0	8.1	0.4	3.9		
September	0.0	1.6	0.2	5.3	0.3	8.3	0.4	3.9		
October	0.2	1.2	0.8	6.0	0.7	8.1	0.1	3.3		
November	0.0	1.4	0.5	6.5	-0.4	7.1	-0.4	3.3		
December	-0.1	1.5	0.4	7.1	-0.4	6.2	-0.1	3.6		

_____

The February 2024 Consumer Price Index for the West Region is scheduled to be released on March 12, 2024.

Technical Note

The Consumer Price Index for the West Region is published monthly. 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, 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/opub/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	Nov. 2023	Dec. 2023	Jan. 2024	Jan. 2023	Nov. 2023	Dec. 2023

Item and Group	Indexes				Percent change from-		
	Historical data	Nov. 2023	Dec. 2023	Jan. 2024	Jan. 2023	Nov. 2023	Dec. 2023
Expenditure category							
All Items	📈	326.299	325.932	328.053	3.3	0.5	0.7
All items (December 1977=100)	📈	527.444	526.851	530.280	-	-	-
Food and beverages	📈	335.363	336.099	338.646	2.8	1.0	0.8
Food	📈	337.657	338.478	341.068	2.9	1.0	0.8
Food at home	📈	316.867	316.944	319.595	1.6	0.9	0.8
Cereals and bakery products	📈	332.976	332.779	331.333	1.4	-0.5	-0.4
Meats, poultry, fish, and eggs	📈	342.927	344.486	343.304	0.4	0.1	-0.3
Dairy and related products	📈	280.532	283.943	283.177	-1.9	0.9	-0.3
Fruits and vegetables	📈	395.785	393.629	403.229	2.1	1.9	2.4
Nonalcoholic beverages and beverage materials	📈	224.183	221.911	227.536	2.4	1.5	2.5
Other food at home	📈	274.282	274.641	277.074	3.1	1.0	0.9
Food away from home	📈	366.415	368.744	371.193	5.3	1.3	0.7
Alcoholic beverages	📈	300.099	299.663	301.567	2.0	0.5	0.6
Housing	📈	364.859	365.434	368.627	4.2	1.0	0.9
Shelter	📈	419.200	420.452	422.948	4.9	0.9	0.6
Rent of primary residence[1]	📈	448.966	450.336	451.299	5.3	0.5	0.2
Owners' equiv. rent of residences[1][2]	📈	442.812	444.763	446.985	5.2	0.9	0.5
Owners' equiv. rent of primary residence[1][2]	📈	442.599	444.556	446.778	5.2	0.9	0.5
Fuels and utilities	📈	411.251	410.166	424.202	1.7	3.1	3.4
Household energy	📈	361.707	360.040	374.501	-0.3	3.5	4.0
Energy services[1]	📈	364.567	362.837	377.989	-0.1	3.7	4.2
Electricity[1]	📈	397.880	397.308	416.928	11.3	4.8	4.9
Utility (piped) gas service[1]	📈	307.628	302.884	307.590	-25.8	0.0	1.6
Household furnishings and operations	📈	157.691	156.869	158.462	1.3	0.5	1.0
Apparel	📈	123.079	120.719	123.555	-0.3	0.4	2.3
Transportation	📈	275.724	271.388	269.967	1.8	-2.1	-0.5
Private transportation	📈	274.738	270.826	268.437	1.9	-2.3	-0.9
New and used motor vehicles[3]	📈	123.871	123.366	122.166	-1.7	-1.4	-1.0
New vehicles	📈	176.246	175.712	176.123	0.1	-0.1	0.2
New cars and trucks[3][4]	📈	-	-	-	-	-	-
New cars[4]	📈	175.617	174.694	175.287	-0.1	-0.2	0.3
Used cars and trucks	📈	178.979	179.115	172.443	-3.6	-3.7	-3.7
Motor fuel	📈	363.616	337.053	324.445	-1.1	-10.8	-3.7
Gasoline (all types)	📈	360.984	334.565	322.269	-0.7	-10.7	-3.7
Gasoline, unleaded regular[4]	📈	356.870	330.231	317.806	-0.9	-10.9	-3.8
Gasoline, unleaded midgrade[4][5]	📈	345.099	320.846	309.601	-0.2	-10.3	-3.5
Gasoline, unleaded premium[4]	📈	354.576	330.653	319.526	0.2	-9.9	-3.4
Medical Care	📈	594.011	598.854	599.698	4.1	1.0	0.1
Medical care commodities	📈	460.946	461.457	462.342	4.1	0.3	0.2
Medical care services	📈	635.226	641.361	642.190	4.1	1.1	0.1
Professional services	📈	414.332	420.718	420.967	5.3	1.6	0.1
Recreation[3]	📈	129.894	130.609	132.189	3.4	1.8	1.2
Education and communication[3]	📈	142.182	142.559	143.688	-0.2	1.1	0.8
Tuition, other school fees, and child care[6]	📈	1,648.584	1,650.569	1,655.928	1.6	0.4	0.3
Other goods and services	📈	549.509	547.520	553.901	8.0	0.8	1.2
Commodity and Service Group							
All Items	📈	326.299	325.932	328.053	3.3	0.5	0.7
Commodities	📈	226.762	224.793	225.376	0.7	-0.6	0.3
Commodities less food & beverages	📈	175.125	172.490	172.341	-0.6	-1.6	-0.1
Nondurables less food & beverages	📈	234.318	227.825	226.246	0.5	-3.4	-0.7
Nondurables less food, beverages, and apparel	📈	312.291	302.904	298.333	0.8	-4.5	-1.5
Durables	📈	123.923	123.523	124.230	-1.4	0.2	0.6
Services	📈	418.580	419.994	423.617	4.9	1.2	0.8

Item and Group	Indexes				Percent change from-		
	Historical data	Nov. 2023	Dec. 2023	Jan. 2024	Jan. 2023	Nov. 2023	Dec. 2023
Rent of shelter(2)	〰	447.013	448.326	450.979	4.9	0.9	0.6
Transportation services	〰	384.817	385.594	391.805	7.4	1.8	1.6
Other services	〰	407.481	409.393	412.587	3.9	1.3	0.8
Special aggregate indexes:							
All items less medical care	〰	313.959	313.376	315.543	3.3	0.5	0.7
All items less food	〰	324.626	324.090	326.141	3.4	0.5	0.6
All items less shelter	〰	289.673	288.635	290.616	2.4	0.3	0.7
Commodities less food	〰	179.800	177.180	177.073	-0.5	-1.5	-0.1
Nondurables	〰	285.001	281.772	282.155	1.8	-1.0	0.1
Nondurables less food	〰	239.499	233.298	231.891	0.6	-3.2	-0.6
Nondurables less food and apparel	〰	310.682	302.113	298.102	0.9	-4.0	-1.3
Services less rent of shelter(2)	〰	429.311	431.036	436.415	4.9	1.7	1.2
Services less medical care services	〰	403.360	404.452	408.246	5.0	1.2	0.9
Energy	〰	369.686	353.908	352.784	-0.9	-4.6	-0.3
All items less energy	〰	326.202	326.774	329.111	3.6	0.9	0.7
All items less food and energy	〰	325.113	325.647	327.948	3.7	0.9	0.7
Commodities less food and energy commodities	〰	160.543	159.826	160.886	-0.3	0.2	0.7
Energy commodities	〰	370.205	343.570	330.784	-1.3	-10.6	-3.7
Services less energy services	〰	423.386	424.978	428.035	5.2	1.1	0.7

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.

Last Modified Date: Tuesday, February 13, 2024

Northland Pioneer College

Insurance Costs for Employees Effective
July 1, 2025
Mountain Public Employee Benefits Trust
2025-2026 Contribution Rates

For More Benefit Information Visit the Human Resources SharePoint Page

PPO Plan	Medical Insurance Cost	Employer will pay	Employee will pay (per month)	Employee will pay (per pay period)
Employee only	$895.00	$846.00	$49.00	$24.50
Employee & Spouse	$1,674.00	$846.00	$828.00	$414.00
Employee & Child(ren)	$1,501.00	$846.00	$655.00	$327.50
Employee & Family	$1762.00	$846.00	$916.00	$458.00

HDHP Plan *	Medical Insurance Cost	Employer will pay	Employee will pay (per month)	Employee will pay (per pay period)
Employee only	$846.00	$846.00	$0.00	$0.00
Employee & Spouse	$1,497.00	$846.00	$651.00	$325.50
Employee & Child(ren)	$1,352.00	$846.00	$506.00	$253.00
Employee & Family	$1,568.00	$846.00	$722.00	$361.00

For new and existing enrollees in the HDHP, $1,000 will be contributed to the employee Health Savings Account ($500 in September 2025 and $500 in January 2026).

VOLUNTARY DEDUCTIONS – Optional elections for employee.

Delta Dental Insurance	Employee will pay (per month)
Employee only	$50.00
Employee & Spouse	$68.00
Employee & Child(ren)	$79.00
Employee & Family	$134.00

For benefit questions call 1-800-352-6132   Locate a Delta Provider at www.deltadentalaz.com

VSP Vision Insurance	Employee will pay (per month)
Employee only	$14.08
Employee & Family	$30.25

For benefit questions call 1-800-877-7195   For more information visit www.vsp.com

February 26, 2025

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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, if not on a slight downward trend, for the foreseeable future.

Contribution Rates

Fiscal Year 2024-25. Effective July 1, 2024

	PENSION & HEALTH INSURANCE BENEFIT	LONG TERM DISABILITY INCOME PLAN	TOTAL
Employee	12.12%	0.15%	12.27%
Employer	12.12%	0.15%	12.27%

Fiscal Year 2025-26. Effective July 1, 2025

	PENSION & HEALTH INSURANCE BENEFIT	LONG TERM DISABILITY INCOME PLAN	TOTAL
Employee	11.86%	0.14%	12.00%
Employer	11.86%	0.14%	12.00%

Alternate Contribution Rate - for Retired, Returned to Work MembersFor 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

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Alternate Contribution Rate

General Information

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

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

Effective August 27, 2019, an amendment to this statute provides that an employer is not required to pay alternate contributions if the retired member is working in a position that is currently filled by another employee who is actively contributing to the ASRS. This means if an active member employee is on paid leave (and therefore actively contributing to the ASRS), and the employer hires a retired member to fill in during the active member's paid leave, then the employer is not required to pay ACR for the retired member. For further information please refer to the Employer Manual Chapter 6 page 11.

Beginning July 1, 2012, requires employers to pay an Alternate Contribution Rate (ACR) for members who return to work in any capacity and in a position ordinarily filled by an employee of the employer.

Charges the ACR starting the first day after retirement for a member who reached normal retirement and for a member who is an early retiree working less than 20/20 for as long as that member stays in service and for any future employment periods during which the member does not suspend their benefits and resume active membership.

States that the retired member does not accrue credited service, member service (for UORP), account balances, retirement benefits or LTD Program benefits, and the time is not later eligible for service purchase.

Requires employers to pay the ACR on behalf of any retiree that it employs regardless of 20/20 status, direct/leasing/contracting arrangement, or whether the retiree satisfied the 12-month break in service without working in a leased or contract arrangement.

States that late contributions are subject to interest (7.5%) and may be recovered in court or by state revenue offsets.

Requires employers to submit any reports, data, paperwork, or materials required by the ASRS to determine the function, utilization, efficacy or

Current ACR Information

> **Alternate Contribution Rate**
>
> Fiscal year 2024-25, effective July 1, 2024: 10.19%
>
> Fiscal year 2025-26, effective July 1, 2025: 9.75%

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

ACR Template - This template is for web-based contribution reporting employers to provide the required ACR data to the ASRS.

Frequently Asked Questions

When is the ACR effective?

The ACR became effective on July 1, 2012 and applies only to wages earned on and after that date.

Is there a grandfather clause?

For which ASRS retirees is the ACR applicable?

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

How is the ACR applied?

Does the ACR apply to ASRS retirees who are hired to work less than 20 hours per week or less than 20 weeks?

What kind of data is collected for ACR payments?

operation of the return to work program.

Includes a Legislative Intent clause that states the purpose of the legislation is to mitigate the potential actuarial impact that retired members who return to work might have on the Trust Fund.

ASRS Return to Work - Violations

Clarifies the period for which a member shall repay suspended pensions to the ASRS starts with the date the ASRS notifies the member in writing that their employment violated the statute, the date the ASRS determines the member knew or should have known that their employment violated the statute, or any other time period that approximates the duration of the violation, as determined by the ASRS.

Requires an employer that employed a member whose pension was suspended to pay the ASRS the ACR starting with the date the member returned to employment. The employer is required to make the ACR payment through the earlier of:

The date the member terminates employment,

The date the employer begins making the ACR payment required by the new Return to Work statute, or

The date the member resumes active membership in the ASRS.

Was this page helpful?:
Average: 3.9 (48 votes)

What if an employer uses a third party employer for staffing purposes?

How are ACR data and payments submitted to ASRS?

Can there be multiple files for the same pay period?

How frequently is ACR due?

Can the employer pass the cost of the contribution required by the ACR on to the employee?

About Us

For more than 70 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 650,000 members, including more than 175,000 retired members.

★★★★★
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Request to Approve Job Order Contract for PDC Tawa Building HVAC Unit Replacement

Recommendation:
Staff recommends approval of a Job Order Contract with CORE Construction in the amount of $293,712 for the PDC Campus Tawa building HVAC Unit Replacement.

Procurement Process and Budget Information:
Procurement went through 1 GPA, contract number #23-15PV-04. The project went out to 15 companies, 10 viewed it and CORE received 6 bids. They picked the one with the best value.

Summary:
Through a Job Order Contract, CORE goes through the bidding process, saving NPC administration a lot of time. For this project, the units we have now are at their end of life. Buying parts to keep up with and repair them will be costlier in the long run. There is a $14,686 construction contingency, which is 5% of the total cost, for this project already included in the proposal amount.

Tawa Unit Replacement
Cost Breakdown

MEP Systems	$	205,575
Contingency		14,686
GC, Insurance, Tax		49,954
Other Contractor Fees		23,497
Total	$	293,712

Northland Pioneer College

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

![Northland Pioneer College logo]

NPC - Holbrook Campus Tawa Bldg HVAC Unit Replacement

PROPOSAL

Northland Pioneer College
February 24th, 2025

CORE

February 24th, 2025

VIA ELECTRONIC MAIL
Justin White
Director of Facilities and Transportation
Northland Pioneer College
2251 Navajo Blvd
Holbrook, AZ 86025

RE: **PROPOSAL | NPC – Holbrook Campus Tawa Building HVAC Unit Replacement**

Dear Justin,

On behalf of CORE Construction, I am pleased to submit our proposal for the NPC – Holbrook Campus Tawa Building HVAC Unit Replacement.

Summary:

Total Price	$293,712

Enclosed you will find the Basis of Clarifications, Cost Summary, and Schedule of Values

We look forward to a successful and enjoyable project together. Thank you for this opportunity, please do not hesitate to contact me directly with any questions or comments.

Respectfully submitted,

Tyler Bivins
Project Director

CORE Construction | Arizona
C: 602-531-5340 | W: coreconstruction.com

Cost Summary

CONSTRUCTION COST SUMMARY

NPC Holbrook Campus Tawa Building
HVAC Unit Replacement - JOC
2/24/2025

CORE PROJECT NUMBER:	25-04-015
LOCATION:	Holbrook, AZ
ARCHITECT:	
PROCUREMENT:	1 GPA - #23-15PV-04
DURATION(mnths):	1
WARRANTY(yrs):	2
SITE ACREAGE:	
SQUARE FOOTAGE:	

	Estimate Amount
Estimate Total	**$293,712**

www.coreconstruction.com

Basis of Estimate

The Basis of Estimate is a written explanation clarifying the scope, assumptions and exclusions used in establishing the estimate dated February 24th, 2025.

All costs are based on CORE's incorporation of the scope shown on the site photos and unit schedule provided by NPC on 1/29/25 and 2/13/25 and the scope clarifications below.

ASSUMPTIONS, CLARIFICATIONS, & EXCLUSIONS

Schedule

- Anticipated Construction Start: Summer 2025
- HVAC Unit Lead time: 9-11 weeks after submittal approval
- Duration of Project from Start to Finish: 2-3 weeks
- Substantial Completion: August 1st, 2025

Contingency

- Construction Contingency of 5% ($14,686 direct cost) is included in this proposal – Construction Contingency is intended to be used at CORE's discretion to cover costs that have not been identified as a trade specific scope on the documents and may require further clarification or coordination. These costs may include scope gap, coordination issues between trades, and missed scope during the subcontractor bidding process. Construction Contingency does not account for design revisions or additional scope requests made by the Owner or Architect.
- Owner/Design Contingency - is NOT included in this proposal.
- Escalation Contingency – is NOT included in this proposal.

Allowances

- "Allowances" are considered to be an allotted sum of money included for a particular system or scope of work for which sufficient detail is not available to determine a definitive cost. A reasonable estimate for an assumed scope and quality is included as a placeholder. The Owner receives the savings for any amount under the allocation and is responsible for any amount over the allocation. We have included the "Allowances" listed below:

    a) None

Alternates

None.

General Assumptions

- This proposal is valid for 15 days.
- Any cost savings from approved value engineering after executed PO will be added to the Construction Contingency.

- CORE has not included any costs for building permit, mechanical/electrical/plumbing permits.   We have included a Dust permit and NESHAP for the demo.
- We assume normal working hours.
- Any increased costs associated with tariffs promulgated after the contract execution date are not included. The contractor will assist the owner with sourcing alternative materials not affected by the tariff but in the event that the owner chooses to retain the originally selected material or there is not another material option available that does not affect the original budget or project schedule then the contractor is entitled to a change order for the additional cost and time associated with the enactment of the applicable tariffs.
- This proposal includes all costs related to warranty as required in the contract.
- This estimate proposal is considered a Lump Sum, not line item proposal.
- There are no Addendum issued for this project.

Specific Exclusions to Proposal

a. Asbestos Abatement (assumed by Owner)
b. Structural modifications as we have assumed like for like replacement of HVAC units
c. Roofing modifications
d. Curb modifications
e. FF&E - Furniture, Fixtures, and Equipment
f. Special Systems other than Fire Alarm
g. The following are excluded and assumed to be by Owner or Owner's vendor:
    o Hazardous Material (Asbestos) Abatement
    o Data Cabling & Related Equipment (Pathway and cable tray by CORE as shown)
    o Security and Access Control Systems
    o Intercom, Paging, and Clock Systems
    o Audio and Video Equipment of any kind including Monitors, Smart Boards, Projectors
    o HVAC DDC Controls Systems
    o Delivery and Installation of all above

Other Scope Specific Assumptions and Clarifications:

LINE ITEM 47 | Membrane Roofing

1. We have included: none
2. We have NOT included: Any roofing patches or curb footprint changes

LINE ITEM 99 | HVAC Systems

1. We have included: Disconnect of 11 existing units, removal and haul off of old units, 11 new TRANE units, upsize of AH-11 to 48k unit, economizers, hail guards, disconnects, 3 phase protection devices where applicable.
2. We have NOT included: any ductwork modifications, any new curbs, any thermostats or wiring, any other accessories not specified above.

LINE ITEM 100 | HVAC Controls

1. We have included: None.

2. We have NOT included: disconnect of low voltage wiring, rewiring of comms for new units to thermostats, these were assumed by Owner

LINE ITEM 101 | Test & Balance

1. We have included: T&B for 11 units per standard CFM requirements of units, testing of 2 smoke detector devices

2. We have NOT included: pre-read testing, air distribution balancing.

LINE ITEM 102 | Electrical Systems

1. We have included: make safe, disconnect of existing RTU's, reconnection of units.

2. We have NOT included: new wiring and circuits, motors, disconnects.

LINE ITEM 103 | Fire Alarm Systems

1. We have included: rewiring of (2) RTUS if they have duct smoke detectors

2. We have NOT included: global RTU shutdown, readdressing FA devices, new fire alarm devices, any other fire alarm work.

LINE ITEM 107 | Lightning Protection Systems

3. We have included: removing LP cable from existing units and reinstalling onto new units, recertifying LP system via 3rd party testing.

4. We have NOT included: any other defects or fixes in the LP system that do not meet code. If discovered these will be brought to the Owner's attention immediately.

Subcontractor Solicitation

SUBCONTRACTOR SOLICITATION TOTALS

Projects / NPC – Holbrook Campus Tawa Building HVAC Unit Repl...

NPC – Holbrook Campus Tawa Building HVAC Unit Repl...

Bid Packages   Messages   Files   Information   Bid Forms   Team   **Reports**

Overall Project Reach

+ Add Segment

15	67%	10	9/8	7	8x/8	6
Companies		Viewed		Bidding		Bids

Formatted Bidder List

Summary of Values

NPC Holbrook Campus Tawa Building
HVAC Unit Replacement - JOC
2/24/2025

CORE PROJECT NUMBER:	*25-04-015*
LOCATION:	Holbrook, AZ
ARCHITECT:	
PROCUREMENT:	1 GPA - #23-15PV-04
DURATION(mnths):	1
WARRANTY(yrs):	2
SITE ACREAGE:	
SQUARE FOOTAGE:	

#	Description		Base Price
	MEP SYSTEMS		**$205,575**
99	Mechanical Systems		**$178,450**
100	HVAC Controls	By Owner	**$0**
101	Test & Balance		**$7,495**
102	Electrical Systems		**$9,580**
103	Fire Alarm Systems		**$2,950**
107	Lightning Protection		**$7,100**
	SPECIAL SYSTEMS		**$0**
	CONTINGENCIES & ALLOWANCES		**$14,686**
5.0%	Construction Contingency		**$14,686**
	GENERAL REQUIREMENTS & GENERAL CONDITIONS		**$17,120**

Subtotal		**$237,381**
Subtotal (with GC's & Insurance)		**$253,674**
Subtotal (with GC's, Insurance, & Tax)		**$270,215**

RATE	JOC PROCUREMENT FEE - COST OF WORK		SUB TOTAL
1.00%	1 GPA - #23-15PV-04	$293,712	**$2,937**

RATE	CONTRACTOR'S FEE		SUB TOTAL
7.00%	Construction Fee	$293,712	**$20,560**

Subtotal (GC's, Insurance, Tax, & Fee)		**$293,712**

	Estimate Amount
Estimate Total	**$293,712**

Request to Approve Purchase of Cisco Smartboard Replacements for outdated Classrooms Equipment

Recommendation:
Requesting Board approval to purchase 40 Cisco Smartboards for replacement, with Extended Warranty for each, from CDWG . The total amount of the request is $178,976.59.

Procurement Process and Budget Information:
This is a budgeted expense for improvement of our classrooms that utilizes the Government Procurement Alliance to ensure competitive pricing for the college under AZ state procurement contract E&I PHWG554 catalog

Summary:

The purchase of the SMART boards is to replace outdated touch displays that have reached their end of life. The new displays are larger and brighter. This will increase the visibility in the classroom. They are also easier to operate with an intuitive interface and peripherals like pens and erasers to enhance the teaching experience. These boards are used with and without our connected classrooms, making them very versatile. This also includes the purchase of 10 microphones that will allow for clearer communication in older classrooms, that do not already have them installed.

The purchase of the Logitech video conferencing systems is to add versatility to some of our classrooms that are used for multiple purposes. These systems are compatible with all video conferencing platforms and are simple to use and set up for a variety of applications.

The cost for the systems, and all associated equipment is $169,029.90, tax is $9,946.69 for a total price of $178,976.59. The purchase meets competitive purchasing guidelines by utilizing AZ state procurement contract E&I PHWG554

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QUOTE CONFIRMATION

BEN TURNER,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PHWG554	2/28/2025	SMART BOARD RX 75" W/ WARRANTY	302679	$178,976.59

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
SMART Board RX275 RX Series with iQ - 75" LED-backlit LCD display - 4K - fo Mfg. Part#: RX275 Contract: E&I CNR01439 Catalog (CNR01439)	40	7846369	$3,583.15	$143,326.00
SMART Extended Warranty - extended service agreement (extension) - 2 years Mfg. Part#: EOW2-SBID-75 Electronic distribution - NO MEDIA Contract: E&I CNR01439 Catalog (CNR01439)	40	6438160	$358.45	$14,338.00
Logitech GROUP Video Conferencing System Plus Expansion Mics Mfg. Part#: 960-001060 UNSPSC: 45111902 Contract: E&I CNR01439 Catalog (CNR01439)	10	3986731	$1,136.59	$11,365.90

SUBTOTAL	$169,029.90
SHIPPING	$0.00
SALES TAX	$9,946.69
GRAND TOTAL	$178,976.59

PURCHASER BILLING INFO	DELIVER TO
Billing Address: NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 **Phone:** (928) 524-7600 **Payment Terms:** NET 30 Days-Govt/Ed	**Shipping Address:** NORTHLAND PIONEER COLLEGE BEN TURNER 2251 NAVAJO BLVD HOLBROOK, AZ 86025-1824 **Shipping Method:** FEDEX Ground

Sales Contact Info

Jake Parker | (877) 625-3918 | jake.parker@cdwg.com

LEASE OPTIONS			
FMV TOTAL	**FMV LEASE OPTION**	**BO TOTAL**	**BO LEASE OPTION**
$169,029.90	**$4,783.55/Month**	**$169,029.90**	**$5,500.23/Month**

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

• Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.

• Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.

• Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.

• Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.

• Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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