

# 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 **January 21, 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 JAN25DGB.

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 20<sup>th</sup> day of January, 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

M I S S I O N

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

V I S I O N

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

V A L U E S

INTEGRITY  
INCLUSION  
ADAPTABILITY  
CIVILITY  
ACCESS

# Governing Board Meeting Agenda

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

The meeting location will be open to the public at 9:55 a.m. at the latest.

**Or you can join on [WebEx](#) (Passcode JAN25DGB).**

**Date:** January 21, 2025

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order and Pledge of Allegiance</b> .....	Chair Robinson
2.	<b>Adoption of the Agenda</b> ..... (Action)	Chair Robinson
3.	<b>Election of Board Officers and AACCTT Representatives</b> .....	Chair Robinson
4.	<b>Call for Public Comment</b> .....	Chair Robinson
<p>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.</p>		
5.	<b>Discussion Items:</b>	
A. <b>Standing Presentations:</b>		
1.	<b><a href="#">Financial Position</a></b> .....	VPAS Ellison
<p>VPAS Maderia Ellison will provide a report on the financial position of the college for periods July 1, 2024 to October 31, 2024 and July 1, 2024 to November 30, 2024.</p>		
2.	<b>NPC Student Government Association (SGA)</b> .....	No Report
<p>No report.</p>		
3.	<b>NPC Faculty Association</b> .....	No report
<p>No report.</p>		
4.	<b>Classified &amp; Administrative Staff Organization (CASO)</b> .....	Melissa Willis
<p>CASO President, Melissa Willis, will provide the Board with an update.</p>		
5.	<b><a href="#">Northland Pioneer College (NPC) Friends and Family</a></b> .....	Director Wilson
<p>Friends &amp; Family Director, Betsy Wilson, will elaborate on the report provided in the packet.</p>		
6.	<b>Strategic Planning</b> .....	Director Wilson
<p>Director Wilson will provide an update on the progress made to the 2025 – 2030 strategic plan.</p>		
7.	<b><a href="#">Human Resources</a></b> .....	AVPHR Schaefer
<p>AVPHR Christine Schaefer will elaborate on the report provided in the packet.</p>		
8.	<b>Construction Report</b> .....	Director White
<p>Director of Facilities and Transportation, Justin White, will provide the Board with an update.</p>		
9.	<b>Enterprise Resource Planning (ERP) Implementation Update</b> .	Colleen Marsh
<p>Project Manager, Colleen Marsh, will provided the Board with an update.</p>		
10.	<b>Arizona Association of Community College Trustees (AACCT) And update to the Presidential Search</b> .....	Chair Robinson
<p>Report if available.</p>		
6.	<b><a href="#">All Arizona Academic Team</a></b> .....	Michael Colwell
<p>All-AZ Advisor, Michael Colwell, will elaborate on a report provided in the packet.</p>		
7.	<b><a href="#">Review Budget Information</a></b> .....	Director Kupfer
<p>Director of Financial Services, Russell Kupfer, will elaborate on information provided in the packet.</p>		
8.	<b><a href="#">Tower Project Update</a></b> .....	CIO Jacob
<p>A written update is provided in the packet.</p>		
9.	<b>Consent Agenda for Action</b> .....	Chair Robinson

- A. [November 15, 2024 Special Meeting Minutes](#) (Farah Bughio)
- B. [November 19, 2024 Board Meeting Minutes](#) (Farah Bughio)
- C. [November 25, 2024 Special Meeting Minutes](#) (Farah Bughio)
- D. [December 19, 2024 Special Meeting Minutes](#) (Farah Bughio)
- E. [Intergovernmental Agreement](#) between Navajo County Community College District and Northeastern Arizona Law Enforcement Training Academy for the White Mountain Apache Tribe.
- F. [Intergovernmental Agreement](#) between Navajo County Community College District and Northeastern Arizona Law Enforcement Training Academy for the Cite of St. Johns.
- G. [Program Modification](#) – Early Childhood Education (BAS-ECE). (Michael Broyles)
- H. [Program Modification](#) – Elementary Education (AAEE). (Michael Broyles)

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

- A. **Old Business**
- B. **New Business:**
  - 1. [Request to Accept Grant Funds for the Nurse Education Investment Pilot Program](#) ..... Dean Zimmerman  
Dean Ruth Zimmerman will request the Board accept grant funds for the Nurse Education Investment Pilot Program
  - 2. [Request to Approve Changes to Policy 1048](#) ..... VPLSS Solomonson  
VPLSS Michael Solomonson will request the Board approve changes to Policy 1048.
  - 3. [Request to Approve Additional Fees for Goldwater Addition....](#) Director White  
Director Justin White will request that the Board approve additional design fees for the Goldwater addition.
  - 4. [Request to Approve Job Order Contract for PDC Automotive Project.....](#) Director White  
Director Justin White will request that the Board approve a Job Contract Order for the PDC Automotive Project.
  - 5. [Request to Approve Additional Fees for PDC Automotive Project.....](#) Director White  
Director Justin White will request that the Board approve additional design fees for the PDC Automotive Project.
  - 6. **Executive Session 1** ..... Chair Robinson  
Pursuant to A.R.S. § 38-431.03(A)(1), the Board may vote to enter Executive Session for discussion of assignments for President Lawson.
  - 7. **Action from Executive Session 1** ..... Chair Robinson  
The Board may take action related to Executive Session 1

- 11. **DGB Agenda Items and Informational Needs for Future Meetings** Chair Robinson
- 12. **Board Report/Summary of Current Events.....** Board Members
- 13. **Announcement of Next Regular Meeting.....** **February 18, 2025** Chair Robinson
- 14. **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 8 & 9. 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)(1). Should the District's attorney not be present in speakerphone. person, notice is further given that the attorney may appear by



**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 October 31, 2024

Budget Period Expired 33%

Tax Supported Funds				
Current General Fund				
	Revised Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Primary Tax Levy	18,340,750	6,793,828	7,923,876	43%
State Aid:				
Maintenance and Operations	1,375,600	338,900	682,800	50%
Equalization	12,016,200	3,004,050	6,008,100	50%
Rural Aid	815,000	203,750	407,500	50%
Tuition and Fees	3,800,000	15,505	1,181,953	31%
Investment earnings	2,000,000	377,505	1,500,588	75%
Grants and Contracts	2,730,000	64	680,770	25%
Other Miscellaneous	350,000	16,513	60,781	17%
Fund Balance	15,626,726	-	-	0%
Transfers	(18,226,726)	(206,205)	(443,181)	2%
<b>TOTAL REVENUES</b>	<b>\$ 38,827,550</b>	<b>\$ 10,543,910</b>	<b>\$ 18,003,187</b>	<b>46%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	26,487,637	2,093,155	8,402,074	32%
Operating Expenditures	12,339,913	674,244	3,327,557	27%
<b>TOTAL EXPENDITURES</b>	<b>\$ 38,827,550</b>	<b>\$ 2,767,399</b>	<b>\$ 11,729,632</b>	<b>30%</b>
<b>Unrestricted Plant</b>				
	Revised Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
State Aid:				
Capital/STEM	273,600	68,400	136,800	50%
Fund Balance	13,626,729	181,093	412,139	3%
Transfers In	4,000,000	107,849	1,199,895	3%
<b>TOTAL REVENUES</b>	<b>\$ 17,900,329</b>	<b>\$ 357,342</b>	<b>\$ 1,748,834</b>	<b>10%</b>
<b>EXPENDITURES</b>				
Capital Expenditures - Construction and ERP	10,000,000	181,093	412,139	4%
Capital Expenditures - Other	7,900,329	176,249	1,336,695	17%
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,900,329</b>	<b>\$ 357,342</b>	<b>\$ 1,748,834</b>	<b>10%</b>

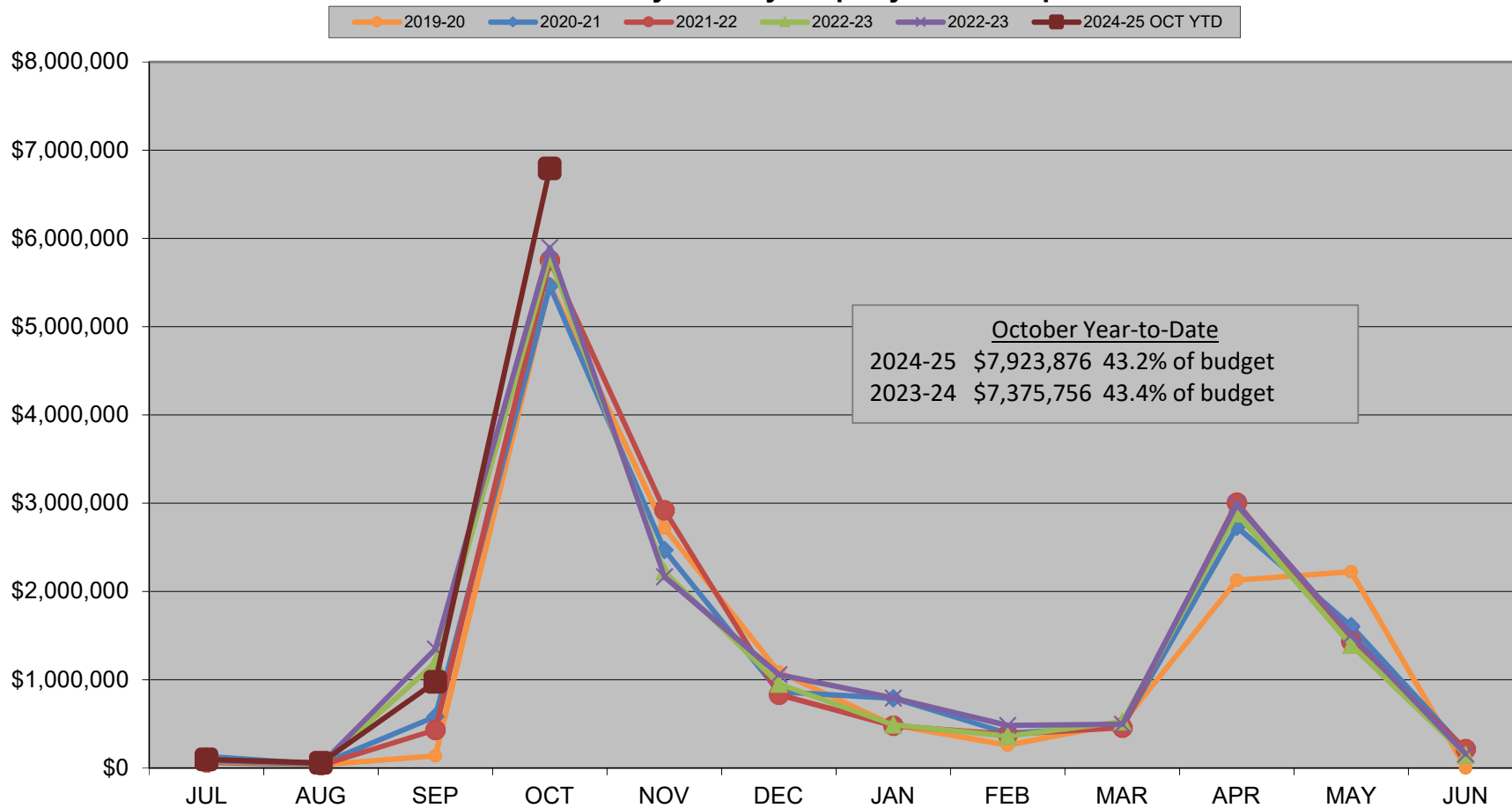
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
 Statement of Financial Position  
 July 1, 2024 to October 31, 2024

Budget Period Expired 33%

Restricted and Auxiliary Funds				
<b>Restricted</b>				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Grants and Contracts	8,800,000	843,174	1,303,993	15%
Fund Balance	-	-	-	
Kayenta Grant	-	-	8,895,684	
Transfers In	400,000	-	-	0%
<b>TOTAL REVENUES</b>	<b>\$ 9,200,000</b>	<b>\$ 843,174</b>	<b>\$ 10,199,677</b>	<b>111%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	3,250,000	181,212	714,753	22%
Operating Expenditures	5,950,000	188,338	1,390,504	23%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,200,000</b>	<b>\$ 369,550</b>	<b>\$ 2,105,257</b>	<b>23%</b>
<b>Auxiliary</b>				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Sales and Services	240,000	2,328	63,608	27%
Fund Balance	-	-	-	
Transfers	200,000	25,112	31,042	16%
<b>TOTAL REVENUES</b>	<b>\$ 440,000</b>	<b>\$ 27,440</b>	<b>\$ 94,650</b>	<b>22%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	349,654	11,653	51,427	15%
Operating Expenditures	90,346	15,787	43,223	48%
<b>TOTAL EXPENDITURES</b>	<b>\$ 440,000</b>	<b>\$ 27,440</b>	<b>\$ 94,650</b>	<b>22%</b>

Cash Flows	
Cash flows from all activities (YTD) . . . . .	\$ 30,046,348
Cash used for all activities (YTD) . . . . .	\$ 15,678,373
Net Cash for all activities (YTD) . . . . .	\$14,367,975

### Monthly Primary Property Tax Receipts



NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

July 1, 2024 to November 30, 2024

Budget Period Expired

42%

**Tax Supported Funds**

	<b>Current General Fund</b>			
	<b>Revised Budget</b>	<b>Current Month Actual</b>	<b>Y-T-D Actual</b>	<b>%</b>
<b>REVENUES</b>				
Primary Tax Levy	18,340,750	2,145,994	10,069,870	55%
State Aid:				
Maintenance and Operations	1,375,600	-	682,800	50%
Equalization	12,016,200	-	6,008,100	50%
Rural Aid	815,000	-	407,500	50%
Tuition and Fees	3,800,000	731,655	1,913,608	50%
Investment earnings	2,000,000	420,299	1,920,888	96%
Grants and Contracts	2,730,000	30,713	711,483	26%
Other Miscellaneous	350,000	11,436	72,217	21%
Fund Balance	15,626,726	-	-	0%
Transfers	(18,226,726)	(792,349)	(1,231,324)	7%
<b>TOTAL REVENUES</b>	<b>\$ 38,827,550</b>	<b>\$ 2,547,748</b>	<b>\$ 20,555,142</b>	<b>53%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	26,487,637	2,203,112	10,605,188	40%
Operating Expenditures	12,339,913	621,601	3,949,157	32%
<b>TOTAL EXPENDITURES</b>	<b>\$ 38,827,550</b>	<b>\$ 2,824,713</b>	<b>\$ 14,554,345</b>	<b>37%</b>
	<b>Unrestricted Plant</b>			
	<b>Revised Budget</b>	<b>Current Month Actual</b>	<b>Y-T-D Actual</b>	<b>%</b>
<b>REVENUES</b>				
State Aid:				
Capital/STEM	273,600	-	136,800	50%
NAVIT Automotive Remodel	-	400,000	400,000	
Fund Balance	13,626,729	781,692	1,193,831	9%
Transfers In	4,000,000	0	1,199,895	9%
<b>TOTAL REVENUES</b>	<b>\$ 17,900,329</b>	<b>\$ 1,181,692</b>	<b>\$ 2,930,526</b>	<b>16%</b>
<b>EXPENDITURES</b>				
Capital Expenditures - Construction and ERP	10,000,000	781,692	1,193,831	12%
Capital Expenditures - Other	7,900,329	54,831	1,391,526	18%
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,900,329</b>	<b>\$ 836,523</b>	<b>\$ 2,585,357</b>	<b>14%</b>



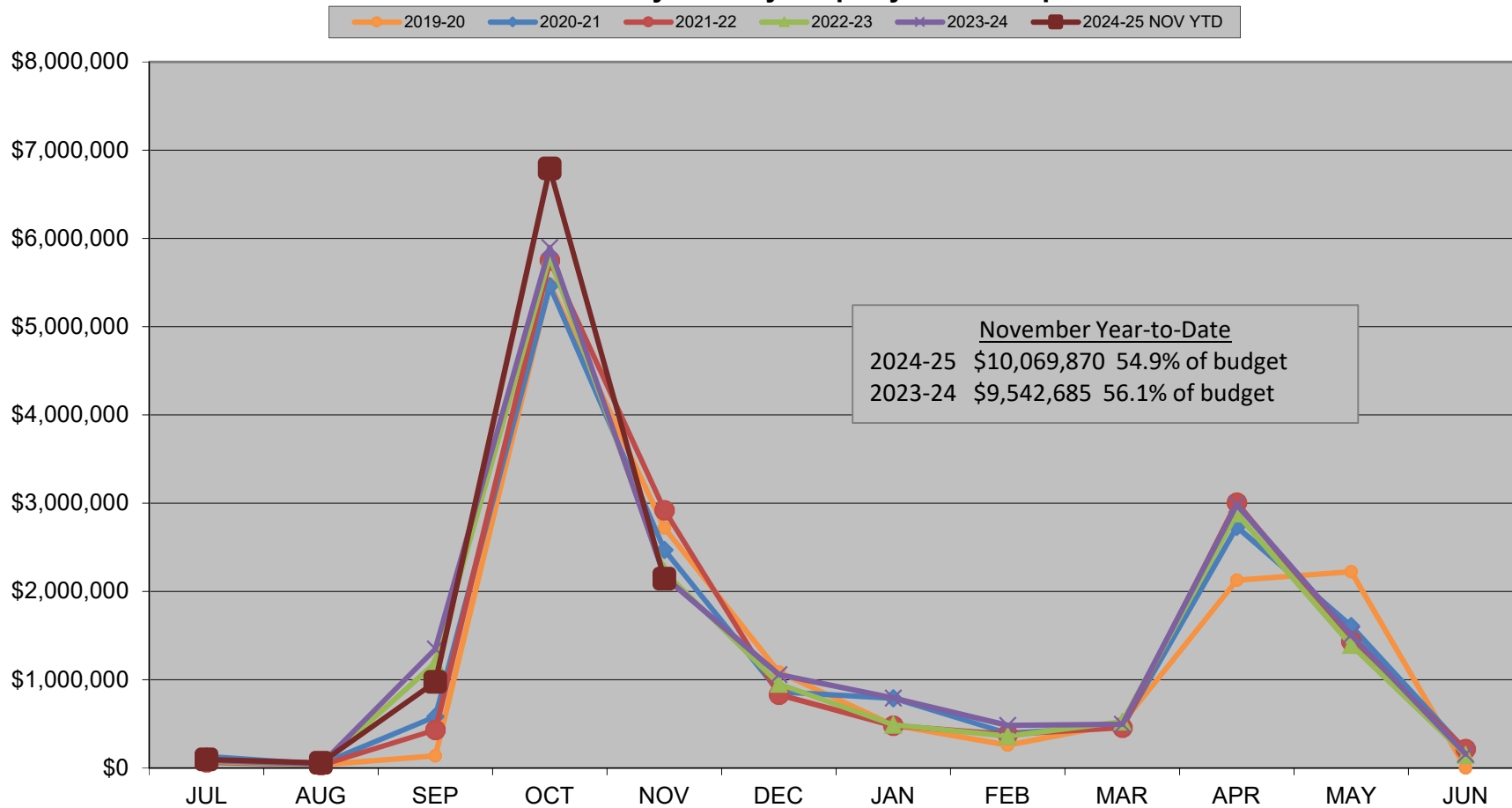
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
 Statement of Financial Position  
 July 1, 2024 to November 30, 2024

Budget Period Expired 42%

Restricted and Auxiliary Funds				
<b>Restricted</b>				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Grants and Contracts	8,800,000	577,241	1,881,234	21%
Fund Balance	-			
Kayenta Grant	-	-	8,895,684	
Transfers In	400,000	-	-	0%
<b>TOTAL REVENUES</b>	<b>\$ 9,200,000</b>	<b>\$ 577,241</b>	<b>\$ 10,776,918</b>	<b>117%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	3,250,000	138,079	852,832	26%
Operating Expenditures	5,950,000	49,157	1,439,661	24%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,200,000</b>	<b>\$ 187,236</b>	<b>\$ 2,292,493</b>	<b>25%</b>
<b>Auxiliary</b>				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Sales and Services	240,000	6,533	70,141	29%
Fund Balance				
Transfers	200,000	10,657	37,493	19%
<b>TOTAL REVENUES</b>	<b>\$ 440,000</b>	<b>\$ 17,190</b>	<b>\$ 107,634</b>	<b>24%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	349,654	12,737	64,164	18%
Operating Expenditures	90,346	4,453	47,673	53%
<b>TOTAL EXPENDITURES</b>	<b>\$ 440,000</b>	<b>\$ 17,190</b>	<b>\$ 111,839</b>	<b>25%</b>

Cash Flows	
Cash flows from all activities (YTD) . . . . .	\$ 34,370,220
Cash used for all activities (YTD) . . . . .	\$ 19,544,034
Net Cash for all activities (YTD) . . . . .	\$14,826,186

### Monthly Primary Property Tax Receipts



## January 2024 NPCFF Board/NPC DGB Report on Spring 2024 NPCFF Scholarships

Once again, the simplified process for submitting online applications for NPC Friends and Family (NPCFF) scholarships, launched one year ago for the Spring 2023 season, multiple scholarship information classes, the online availability of both written and video tutorials for developing and scholarship essay (this has been in use for the past four semesters), and a concerted push to market scholarship opportunities has resulted in NPCFF receiving another strong round of applications. We received applications from 56 unique students.

- Of the 56 applications received, 52 (93%) were complete and qualified for assessment by scholarship review committees comprised of members of the NPCFF board, NPC faculty, staff, and administrators. In Fall 2023, only 40/49 (81.6%) were complete and qualified for assessment.
- The number of total applications is up from 49 to 56 (12.5%) from Fall 2023; the number of qualified applications is up from 40 to 52 (23.1%) from Fall 2023.
- Three of the four applications that were ineligible for review due to errors were submitted on the deadline date, within two hours of the deadline. The applicants were apprised of the need to submit future applications well in advance of the deadline date, so any errors can be corrected. The fourth applicant was contacted via phone and email about the need to correct errors, but never responded.

### Applicants by Program of Study

- Of the 52 qualified applicants, 26 (50%) are pursuing the Associate Degree in Nursing (ADN).
- 0/52 are pursuing the Arizona General Education Curriculum (AGEC)
- 3/52 (5.7%) are pursuing the Associate of Arts (AA) degree
- 4/52 (7.7%) are pursuing the Associate of Science (AS) degree
- 1/52 (1.9%) is pursuing the Associate of Arts in Elementary Education (AAEE)
- 2/52 (3.8%) are pursuing the Associate of Business (ABUS) degree
- 1/52 (1.9%) is pursuing the Associate of General Studies degree (but indicates in her essay that she wants to complete the prerequisites for admission to the nursing program)
- 2/52 (3.8%) are pursuing the Associate of Applied Science (AAS) in Welding (WLD); 1/52 (1.9%) is pursuing the CAS in Welding
- 4/52 (7.7%) are pursuing the AAS in Early Childhood Development (ECD)
- 3/52 (5.7%) are pursuing the AAS in Medical Assisting (MDA)
- 2/52 (3.8%) are pursuing the AAS in Business (one identified as BUS in Leadership and Management)
- 1/52 (1.9%) is pursuing the AAS in Construction Technology (CON)
- 1/52 (1.9%) is pursuing the AAS in Medical Office Administration
- 1/52 (1.9%) is pursuing the NEW AAS in Behavioral Health Technology
- 1/52 (1.9%) is pursuing the CAS in Fire Science

**Applicants by Race and Traditional\* vs Non-Traditional (Traditional = Graduated high school within the past two years)**

Race of Applicant	# of Applicants Who Self-Identified	% of Applicants Who Self-Identified	# of Applicants Who Self-Identified in Fall 2023	% of Applicants Who Self-Identified in Fall 2023
White	23	44.2%	20	50%
American India/Alaska Native	19	36.5%	12	30%
Hispanic	6	11.5%	5	12.5%
Black/African American	3	5.8%	1	2.5%
Two or more races	0	0	0	0
Asian American	1	1.9%	2	5%
Native Hawaiian or Other Pacific Islander	0	0	0	0
Unknown; Prefer Not to Say	0	0	0	0
	52	99.90%	40	100.00%

**\*A greater number and percentage of applicants are expected to be traditional in the fall-semester scholarship competition, since there is a greater number of scholarships available for traditional students in fall than in spring.**

- 19/52 applicants identified as Native American (36.5%) Of those, 14 (73.8%) are non-traditional students; 5 (26.3%) are traditional
- 6/52 applicants identified as Hispanic (11.5%); 6/6 (100%) are non-traditional
- 1/52 applicants identified as Asian (1.9%); the student is non-traditional
- 3/52 applicants identified as Black (5.8%); 2 (66.7%) are non-traditional; one student (33.3%) is traditional;
- 23/52 applicants identified as White (44.2%); 17 (74%) are non-traditional; 6 (26%) are traditional

The table below shows the most current student race/ethnicity profile, which is used to provide an approximate comparison to the race/ethnicity profile among our scholarship applicants.

**Student Race/Ethnic Diversity Profile, Fall 2023\***

Race	# of NPC Credit-Bearing Students in Fall 2023	% of NPC Credit-Bearing Students in Fall 2023
White	1209	37.9%
American Indian/Alaskan Native	899	28.1%
Hispanic	564	17.7%

Black/African American	12	0.4%
Two or more races	68	2.1%
Asian American	31	1.0%
Native Hawaiian or Other Pacific Islander	13	0.4%
Unknown; Prefer not to Say	398	12.5%
	<b>3194</b>	<b>100%</b>

\*Source: Office of Institutional Effectiveness. These figures provide an *approximate* comparison only. They represent the ethnic distribution of all students who took at least one credit-bearing course in FA 23, and not all students are eligible for scholarships. Also, due to some issues within the online application process, the race/ethnic data were not complete, resulting in a large percentage of students being reported as “unknown/prefer not to say”.

**Number of Qualified Applications by NPC Location**

NPC Location	Number of Qualified Applications	Total Scholarships Awarded	Total Scholarship Dollars Awarded
White Mountain Campus	28	39	\$35,000.00
Painted Desert Campus	4	5	\$4,500.00
Silver Creek Campus	4	5	\$3,500.00
Little Colorado Campus	9	9	\$9,000.00
Whiteriver Center	5	6	\$5,500.00
Hopi Center	0	0	\$0.00
Kayenta Center	1	3	\$2,000.00
St. Johns Center	1 (online)	1	\$1,000.00
Springerville/Eagar Center	1	1	\$1,000.00
<b>TOTALS</b>	<b>52</b>	<b>69</b>	<b>\$61,500.00</b>

In addition to these scholarship awards for Spring 2024, an additional scholarship awards for Spring 2024 were made, as follows:

- \$9,900.00 – Eleven (11) awards were made to provide the SP 24 balance for winners of Academic Year 23-24 scholarships
- \$4,000.00 – Four (4) BAS-ECE scholarships (Hopi, LCC, PDC, and WRV)

**This brings the total number of scholarships awarded for Spring 2024 to 84, totaling \$75,400.00. This does not include the AndyVon Transportation Grants for Spring 2024 (\$15,000.00 is available each semester) or the Martin Lucas Memorial Scholarship for Spring 2024, both of which will be awarded after January 2024. The total amount of NPCFF scholarships/grants awarded for AY 23-24 will be determined by May 2024.**

### **Scoring Methodology**

Applicants are scored on a personal essay that is evaluated based on criteria including the applicant's sense of college and career goals and how well they are aligned, their resourcefulness with regard to college planning, their need for the scholarship, and their academic merit. Some were also required to submit letters of recommendation. Scholarship reviewers are provided with a scoring rubric to assist them in assessing each applicant according to the criteria. For this particular round of scholarships, there were three teams, each comprised of 7-9 individuals. To calculate each applicant's score, the high and low score for each applicant is discarded, and the remaining scores are averaged.

### **Application Scoring Patterns**

All applicants received at least one scholarship. Some applicants received two, based on the scores they received and their degree plan. For example, some scholarships are only available to Welding students; some are only for Early Childhood students.

The average score among the 52 awardees was 89.04% (Average score in Fall 2023 was 89.29%.)

The highest score among the 52 awardees was 98.0% (Highest score in Fall 2023 was 97.14%)

The lowest score among the 52 awardees was 78.6% (Lowest score in Fall 2023 81.26%)

The median score was 88.75% (Median in Fall 2023 was 91.93%)

Two of the top ten scorers, including the top scorer, (20%) identified as Hispanic; 1 (10%) identified as Asian; 2 (20%) identified as Native American; 1 (10%) identified as Black; 4 (40%) identified as White.

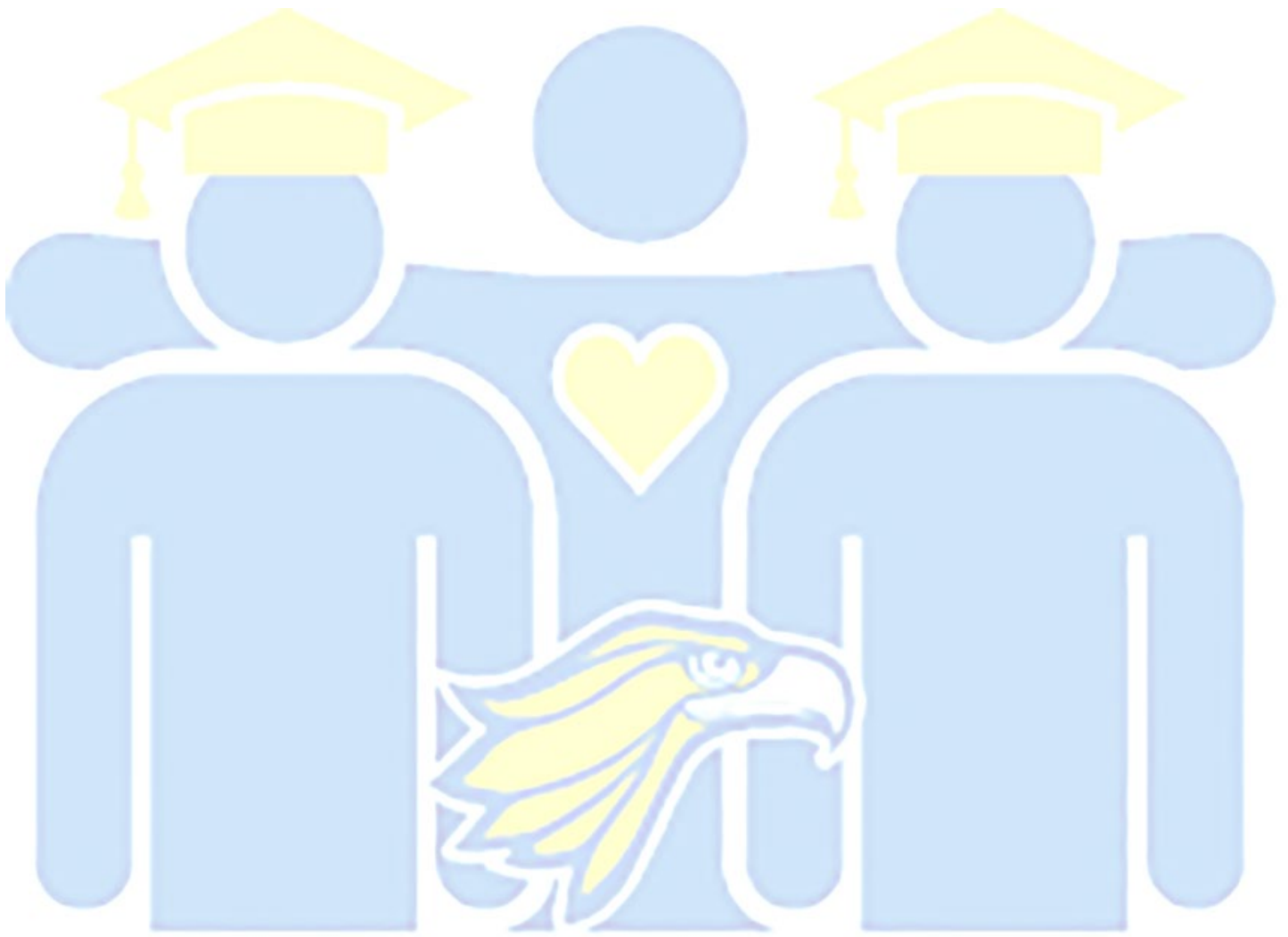
Of the top half of scorers, 9/26 (34.6%) identified as Native American; 4/26 (15.4%) identified as Hispanic; 1/26 (3.8%) identified as Asian; 1/26 (3.8%) identified as Black; 11/26 (42.3%) identified as White

Of the 52 qualified applicants, 13 (25.0%) consulted me on their scholarship essays; all of the top 10 scorers consulted me at least once on their scholarship essays. Seven of the top 10 are past NPCFF scholarship awardees; 34 of the 52 applicants (65.4%) are past NPCFF awardees.

### **Total Awards by Race**

After review, it was determined that 57 students (including four BAS-ECE scholarship recipients) will receive a total of \$75,400.00 in NPCFF scholarships for the Fall 2023 semester.

- \$27,000.00 (35.8%) of NPCFF scholarship dollars were awarded to students who identified as Native American
- \$10,000.00 (13.4%) of NPCFF scholarship dollars were awarded to students who identified as Hispanic
- \$4,000.00 (5.4%) of NPCFF scholarship dollars were awarded to students who identified as Black
- \$2,000.00 (2.7%) of NPCFF scholarships dollars were awarded to the student who identified as Asian
- \$31,500.00 (42.3%) of NPCFF scholarship dollars were awarded to students who identified as White.



# NPC Friends & Family



# Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVES<sup>SM</sup>

## HUMAN RESOURCES

### MONTHLY REPORT

January 2025



# EMPLOYEE RELATIONS AND STAFFING

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On November 14<sup>th</sup> 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

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

- ❖ Dr. Von Lawson                      President
- ❖ Tracy Mejias                              Inventory Clerk

Congratulations to the below employees as they transition to new positions

- ❖ Brynna Johnston                      Assistant to the Director of Facilities & Transportation
- ❖ Rebecca Diggs                              Associate Librarian
- ❖ Steve Bolinger                              Facilities Supervisor
- ❖ Leticia Albert                              Assistant to the Center Manager
- ❖ Tori Tessay                              Center Advisor/Library Technician
- ❖ Thomas Gilmer                              Project Coordinator
- ❖ Kathy Russell                              Faculty in Cosmetology

The following employees have left the institution since the last report

- ❖ Justin Stapley                              Behavioral Health Recruitment Specialist
- ❖ Magdalena Ayala                              Testing Manager
- ❖ Jennie Campbell                              Science Asst Lab Manager
- ❖ Rachel Antonio                              Assistant to the Center Manager
- ❖ Forrest Fish                              Technology Support Technician
- ❖ Evgeniy Kulakov                              Faculty of Geology
- ❖ Kalysa Wilson                              Faculty in Computer Information Systems
- ❖ Charles DiCarlo                              Director of Enterprise and Data Systems
- ❖ Sarah Clark                              Behavioral Health Program Coordinator

## RECRUITMENT

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	Location	# Qualified Applicants	Date Opened	Closing Date	Status
Director of Total Rewards	Painted Desert Campus		4/12/24	Open Until Filled	Out Sourced
Maintenance I	Painted Desert Campus	85	6/5/24	Open Until Filled	In Review
Faculty in Educator Preparation Programs	Painted Desert Campus	10	8/7/24	Open Until Filled	In Review
Assistant to the Campus Manager (PT)	White Mountain Campus	62	9/3/24	Open Until Filled	Offer in Progress
Director of Technical Services	Painted Desert Campus	17	9/9/24	Open Until Filled	Offer in Progress
Faculty in Psychology	Silver Creek Campus	16	10/7/24	1/31/25	In Review
Faculty in History	Little Colorado Campus	38	10/7/24	1/31/25	In Review
Systems Analyst 1	REMOTE	24	10/15/24	10/29/24	In Review
Registration Clerk ERP-TEMP	Painted Desert Campus	127	12/4/24	1/2/25	In Review
Technical Support Technician	District Wide	25	12/16/24	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	381	17	4.461%
Total New Hires from 07/01/2024 to 1/01/2025	28		7.34%
Total Faculty Turnover FY24/25 to date		7	1.8%
Total Staff Turnover FY24/25 to date		10	2.62%

Turnover Rate for the Last 12 Months	Employee Count	Separated	Turnover Rate
Totals for January 2024 – January 2025	398	35	8.79%
Total Faculty Turnover January 2024 – January 2025		7	1.75%
Total Staff Turnover January 2024 – January 2025		28	7.03%

\*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 compensation committee has finalized NPC’s compensation philosophy and this has been presented at Convocation. The Committee will now work on creating our compensation guidelines.

NPC’s Compensation Philosophy:

We aim to attract and retain highly qualified employees with the education, credentials, experience, and skills necessary to achieve the College's mission and vision.

We will accomplish this by becoming an employer of choice and creating compensation opportunities that are competitive with our peers and industry, support internal equity, and are an integral part of a total rewards program.

We are committed to being fiscally responsible and good stewards of public funds and available resources.

## Guiding Principles

- **Market Competitiveness** ensured through regular, periodic benchmarking.
- **Internal equity** among employees performing similar functions based on the requisite educational attainment, knowledge, skills, complexity, autonomy, experience, scope, and decision-making or supervisory responsibility.
- **Consistency and Fairness** enabled by a set of compensation **guidelines** that will:
  - Set salaries using transparent, equitable, market-driven processes,
  - Enable salary adjustments to be applied consistently and fairly across the organization, and
  - Recognize the contributions and outstanding performance of our employees.
- **Transparency** to foster a culture of openness and trust and ensure everyone understands and appreciates the value we place on fair and equitable compensation.
- Promotion of relevant, engaging **professional development** opportunities.
- Encouragement of **work-life balance** for a sustainable workforce.



# Northland Pioneer College 2025 All-Arizona Academic Team Members

Northland Pioneer College has nominated eight students to the **2025 All-USA/All-Arizona Academic Team**. Each will receive a tuition waiver for up to 60 credits, from the Arizona Board of Regents to complete their bachelor's degree at a state public university. The waivers save students over \$20,000 in tuition.

Team members will also receive a scholarship check from NPC, based on their ranking by national judges from business, civic, government, and education arenas.

NPC can nominate two students from each campus and center location to the All-Arizona team. A student must have taken a class at, or originating from that location to be considered for one of the two nominations.

To qualify, a student must have a cumulative 3.5 or higher GPA, be in good academic standing working toward an associate degree, and have demonstrated college and community volunteerism and leadership. Applicants do not have to be members of Phi Theta Kappa, the international honor society of two-year colleges.

All-Arizona Academic Team members from throughout the state will be honored at an awards luncheon and ceremony, **Wednesday, February 19, 2025** from 12:00 p.m. to 2:00 p.m. at the Doubletree by Hilton - Elegante Conference Center, 1800 S. Santan Village Pkwy., Gilbert, AZ 85295.

For the past 28 years, Arizona has separately recognized the state's top two-year college students as a part of the All-USA Academic Team program, co-sponsored by the American Association of Community Colleges, Phi Theta Kappa International Honor Society (PTK), Follet Higher Education Group, the Coca Cola Scholars Foundation, and USA Today.

A complete list of past NPC recipients of the All-Arizona Academic Team honor can be viewed online at [www.npc.edu/past-AllAZ](http://www.npc.edu/past-AllAZ).

## Show Low – White Mountain Campus



Graecyn Lewis

### Graecyn Lewis

Transferring to: NAU

**Major (4-Year):** Hotel and Restaurant Management

**Career Goal:** Graecyn loves helping and interacting with others and says she is a creative problem solver at heart. She plans to transfer to Northern Arizona University to pursue her dream of one day owning a hospitality firm and traveling the world.

**College/Community Activities:** NPC Student Government Member; Tails of Love Rescue Volunteer; Show Low High School FBLA member.

**College Honors:** Phi Theta Kappa Honor Society; NPC President's List; recipient of NPC's Presidential Scholarship; recipient of NPC's On the House Scholarship.

*"I am a person who loves animals and helping others, hence a degree in hospitality. I value family, art, patience, and never giving up."*

## Snowflake – Silver Creek Campus



Caleb Anson

### Caleb Anson

Transferring to: UofA

**Major (4-Year):** Intelligence and Information Operations

**Career Goal:** Caleb will attend the University of Arizona's College of Applied Science and Technology. He will pursue a degree in the field of Intelligence studies. He is interested in international affairs and hopes to one day work for a federal institution, possibly with the FBI, to combat terrorism and national security threats.

**College/Community Activities:** Snowflake High School Cross Country volunteer coach; Red Cross volunteer.

**College Honors:** NPC President's List; NPC Dean's List.

*"I have lived in multiple states. I believe this has widened my perspective on the world. I will utilize this scholarship to better the world around me."*



Carter Papa

### Carter Papa

Transferring to: ASU

**Major (4-Year):** Computer Science

**Career Goal:** Carter plans to continue his studies in technology at Arizona State University, earn his bachelor's degree, and eventually obtain a master's degree in computer science and networking. He hopes to one day work as a cybersecurity specialist for a large tech firm developing new network architecture and security technologies.

**College/Community Activities:** Volunteer and missionary for the Church of Jesus Christ of Latter-Day Saints.

**College Honors:** NPC President's List; NPC President Scholarship recipient.

*"I am passionate about technology and the world around me, and my goal is to make both better. I am dedicated to giving my all to accomplishing these goals, through diligence and hard work. I live an active lifestyle, keeping myself healthy physically and socially. I am excited about my future and genuinely love the life I am living."*

## Saint Johns Center



Elliott Emerson

### Elliott Emerson

Transferring to: UofA

**Major (4-Year):** Planetary Geoscience

**Career Goal:** Elliott plans to transfer to the University of Arizona to ultimately earn a bachelor's degree in planetary geosciences. He intends to continue his education in the field and hopes to study abroad. His career goal is to work with NASA or the European Space Agency (ESA) to contribute to data analysis and further research of our solar system and beyond.

**College/Community Activities:** Helper of the homeless and disadvantaged; Theatrical Peer Mentor at Sequoia Village High School; Assisted Living volunteer.

**College Honors:** Phi Theta Kappa Honor Society; NPC President's List.

*"I am a determined and enthusiastic learner who strives for excellence. I look forward to achieving success thanks to this opportunity!"*



Tyler Wiley

### Tyler Wiley

Transferring to: NAU

**Major (4-Year):** Business

**Career Goal:** Tyler plans to continue his studies and earn his Bachelor's in Business Economics from Northern Arizona University. He would like to open his own publishing company and focus on the rebirth of classic European literature. He also wants to create a European heritage preservation society and build a non-profit organization for needy individuals. Additionally, Tyler is very interested in politics and would like to run for political office sometime in the future.

**College/Community Activities:** NPC Student Government Association President; Pedal The Petrified Volunteer; Presidential Selection Committee Student Representative; NPC Arizona State Capital Trip Volunteer.

**College Honors:** Phi Theta Kappa Honor Society; NPC President's List; NPC Dean's List.

*"I am a passionate leader driven by a strong work ethic, committed to achieving greatness through teamwork, integrity, and an unwavering pursuit of excellence."*

## Holbrook Center



Rivke Huma

### Rivke Huma

Transferring to: NAU

**Major (4-Year):** Construction & Project Management

**Career Goal:** Rivke will be transferring to Northern Arizona University to pursue a bachelor's degree in construction and project management. She hopes to become a construction manager or general contractor and develop sustainable communities on her homelands of the Navajo Nation. Her goal is to build a legacy as a humanitarian and work to create equality and inclusivity in the world around her.

**College/Community Activities:** Vice President of Phi Theta Kappa Honor Society; PTK Honors in Action; PTK Family and Friends Movie Night.

**College Honors:** Phi Theta Kappa Honor Society; NPC Dean's List; 2024 Coca-Cola Military Leaders of Promise Scholar; Navajo Nation Manuelito Scholarship recipient.

*"I am a Diné woman, U.S. Navy veteran, and first-generation college student overcoming extreme hardships to create a beautiful life for my family."*



Dahkoshay Hinton

## Dahkoshay Hinton

Transferring to: ASU or NAU

**Major (4-Year):** Civil Engineering

**Career Goal:** Dahkoshay plans to continue his education and earn a degree in Civil Engineering. He hopes to one day work for the White Mountain Apache Housing Authority and contribute to the future of his community by creating and improving infrastructure and housing developments around the reservation.

**College/Community Activities:** Robotics treasurer and varsity chess member at Whiteriver High School.

**College Honors:** NPC President's List; NPC Dean's List.

*"Born on a reservation, I overcame struggles by taking early college courses. My goal is to develop my homeland, build infrastructure, and uplift my community."*

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Rhiannon Walker

## Rhiannon Walker

Transferring to: ASU

**Major (4-Year):** Human Services

**Career Goal:** Rhiannon plans to continue her studies at Arizona State University and obtain her bachelor's degree in human services. She hopes to one day work in public health and advocate for healthcare improvements, advanced research, and disease prevention in rural communities.

**College/Community Activities:** In-Step Community Leadership Board member; East Fork Lutheran School Volunteer; member of The Rockefeller Foundation Covid-19 response team.

**College Honors:** Phi Theta Kappa Honor Society; NPC President's List; Fill the Gaps Scholarship recipient; Leg-Up Scholarship recipient.

*"A devoted wife and mother first. I am deeply passionate about my work in health care. I also equally enjoy spending time with my family and traveling, fishing being a great favorite pastime. #An investment in knowledge pays the best interest."*



## Review Budget Information

**Summary:**

Staff will review the budget calendar, economic and historical information related to the budget process.

# BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2025-2026

Approved 10-15-24

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	10 February 2025
10. President's Cabinet reviews operational & capital budget requests, including compensation	President's Cabinet	10 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 <i>(no later than June 5 A.R.S. 15-1461)</i>	DGB	15 April 2025
20. Adopt or modify preliminary budgets	DGB	15 April 2025
21. Publish notice of <b>budget hearing &amp; special board meeting</b> <i>(not later than 15 days prior to hearing A.R.S. 15-1461)</i>	CFO	2 May 2025
22. Publish <b>budget</b> on website <i>(not later than 15 days prior to hearing A.R.S. 15-1461)</i>	CFO	2 May 2025
23. Publish notice in newspaper and issue a press release for truth in taxation ( <b>TNT hearing</b> ) <i>(14-20 days prior to hearing A.R.S. 15-1461.01)</i>	CFO	2 May 2025
24. 2 <sup>nd</sup> notice in newspaper for <b>TNT hearing</b> <i>(7-10 days prior to hearing A.R.S. 15-1461.01)</i>	CFO	13 May 2025
25. 2 <sup>nd</sup> notice of public <b>budget hearing &amp; special board meeting</b> in newspaper <i>(not later than 5 days prior to hearing A.R.S. 15-1461)</i>	CFO	14 May 2025
26. 2 <sup>nd</sup> publication of <b>budget</b> in newspaper <i>(not later than 5 days prior to hearing A.R.S. 15-1461)</i>	CFO	14 May 2025
27. Conduct public <b>budget hearing</b> and <b>TNT hearing</b> <i>(no later than June 24 A.R.S. 15-1461 &amp; 15-1461.01)</i>	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 <i>(within 3 days after hearing A.R.S. 15-1461.01)</i>	CFO	23 May 2025
30. Submit tax levy to Navajo County	CFO	23 May 2025

**Northland Pioneer College  
Budget Development Assumptions  
FY25**

**GENERAL ASSUMPTIONS**

- Budget Development Calendar will establish the due dates.
- Introductory budget analysis for DGB in February will be prior to budget hearings and will be limited to an overview of expenditure and revenue trends.
- Preliminary budget analysis for DGB in March will include a detailed examination of budget planning.
- Expenditure limit breach will use carry forward amounts to comply with statutory limits. Ongoing legislative relief is being pursued.

**REVENUE ASSUMPTIONS**

- 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 to the closure of the Cholla Power Plant. To protect the equalization funding, 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 FY25 the levy will be set at the maximum allowed.
- State appropriations for equalization is expected to increase compared to the current fiscal year, offset by a decrease to operating state aid. Rural aid is expected to be flat compared to the current fiscal year.
- 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) FY24 is \$70 per credit hour
    - (B) FY25 is \$73 per credit hour
    - (C) FY26 is \$75 per 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.**
  
- **COMPENSATION PHILOSOPHY**
  - NPC aims to attract and retain highly qualified employees with the education, credentials, experience and skills necessary to achieve the College’s mission and vision.
  
  - 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,
    - (C) consider internal equity among employees performing similar functions based on the requisite educational attainment, knowledge, skills, complexity, autonomy, experience, scope, and decision-making or supervisory responsibility.
    - (D) consider consistency and fairness enabled by a set of compensation guidelines, and
    - (E) 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
    - (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 (FY25, FY26, and FY27).

- GRANT funding will continue to be identified and pursued.
- AUXILIARY fund activities will be maintained.

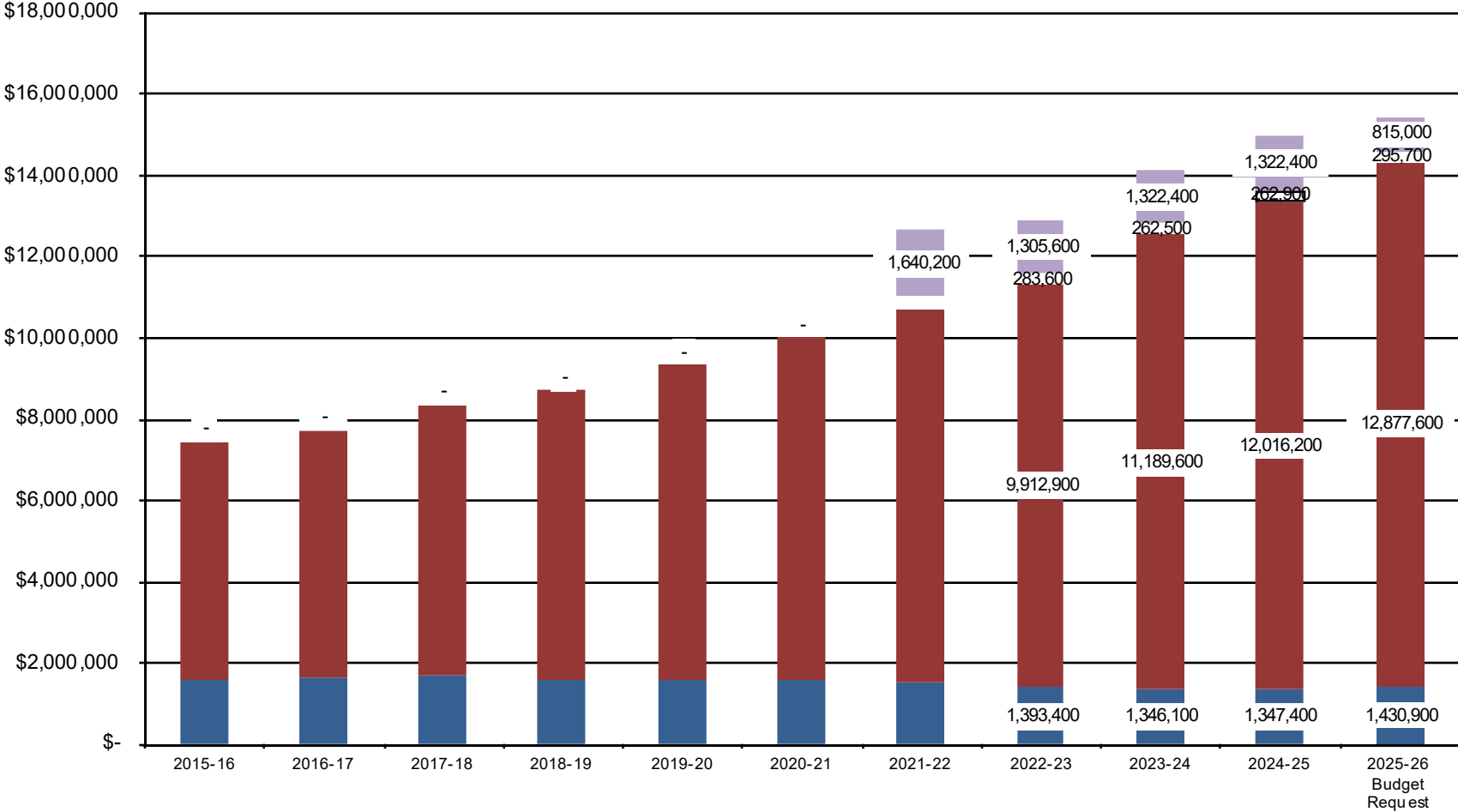
**Northland Pioneer College  
Budget Development Guidelines  
FY25**

**Budget Categories & Targets:**

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

# 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**

<b>FY 2026 State Aid Request</b>	<b>Cochise</b>	<b>Coconino</b>	<b>Gila</b>	<b>Graham</b>	<b>Maricopa</b>	<b>Mohave</b>	<b>Navajo</b>	<b>Pima</b>	<b>Pinal</b>	<b>Santa Cruz</b>	<b>Yavapai</b>	<b>Yuma/La Paz</b>	<b>Total</b>
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
<b>Total Request</b>	<b>\$ 19,643,800</b>	<b>\$ 2,636,500</b>	<b>\$ 508,300</b>	<b>\$ 26,002,300</b>	<b>\$ 8,441,600</b>	<b>\$ 2,611,900</b>	<b>\$ 15,419,200</b>	<b>\$ 1,855,500</b>	<b>\$ 3,531,900</b>	<b>\$ 196,900</b>	<b>\$ 3,069,200</b>	<b>\$ 7,976,300</b>	<b>\$ 91,893,400</b>

<b>Maintenance and Operations, Pursuant to ARS 15-1466</b>													
<b>FTSE Change:</b>	<b>Cochise</b>	<b>Coconino</b>	<b>Gila</b>	<b>Graham</b>	<b>Maricopa</b>	<b>Mohave</b>	<b>Navajo</b>	<b>Pima</b>	<b>Pinal</b>	<b>Santa Cruz</b>	<b>Yavapai</b>	<b>Yuma/La Paz</b>	<b>Total</b>
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

<b>State Aid Adj. for FTSE Change and Dual Enrollment:</b>													
FY 2025 State aid M&O <sup>(3)</sup>	\$ 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 <sup>(2)</sup>	500	4,500	(5,300)	(2,900)	4,500	4,500	8,400	-	22,700	-	(3,700)	28,500	57,200
<b>FY 2026 Appropriation</b>	<b>3,818,400</b>	<b>1,428,600</b>	<b>158,600</b>	<b>1,808,200</b>	<b>-</b>	<b>1,039,300</b>	<b>1,430,900</b>	<b>-</b>	<b>1,083,000</b>	<b>45,100</b>	<b>534,100</b>	<b>2,407,400</b>	<b>13,753,600</b>
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

<sup>(1)</sup> Based on the language in FY25 Budget & SB1735 Gen Approp Act signed by Governor  
<sup>(2)</sup> Reflects funding adjustment for Dual Enrollment based on Dual Enrollment FTSE \* Average Appropriation\* 50%

<b>Formula calculated according to statute</b>	
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

<b>Equalization FY 2026 Calculation, Pursuant to ASRS 15-1468</b>													
	<b>Cochise</b>	<b>Coconino</b>	<b>Gila</b>	<b>Graham</b>	<b>Maricopa</b>	<b>Mohave</b>	<b>Navajo</b>	<b>Pima</b>	<b>Pinal</b>	<b>Santa Cruz</b>	<b>Yavapai</b>	<b>Yuma/La Paz</b>	<b>Total</b>
<b>FY 2026 Equalization Aid</b>	<b>\$ 11,805,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,488,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,877,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,841,400</b>	<b>\$ 49,013,000</b>
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
<b>FY 2026 Formula Calculation (2)</b>	<b>\$ 1,021,200</b>	<b>\$ 315,100</b>	<b>\$ 91,700</b>	<b>\$ 465,900</b>	<b>\$ 8,441,600</b>	<b>\$ 423,600</b>	<b>\$ 295,700</b>	<b>\$ 1,855,500</b>	<b>\$ 654,800</b>	<b>\$ 38,000</b>	<b>\$ 701,500</b>	<b>\$ 822,200</b>	<b>\$ 15,126,800</b>
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



**Transmission of material in this release is embargoed until 8:30 a.m. (ET) Wednesday, December 11, 2024**

USDL-24-2516

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### CONSUMER PRICE INDEX – NOVEMBER 2024

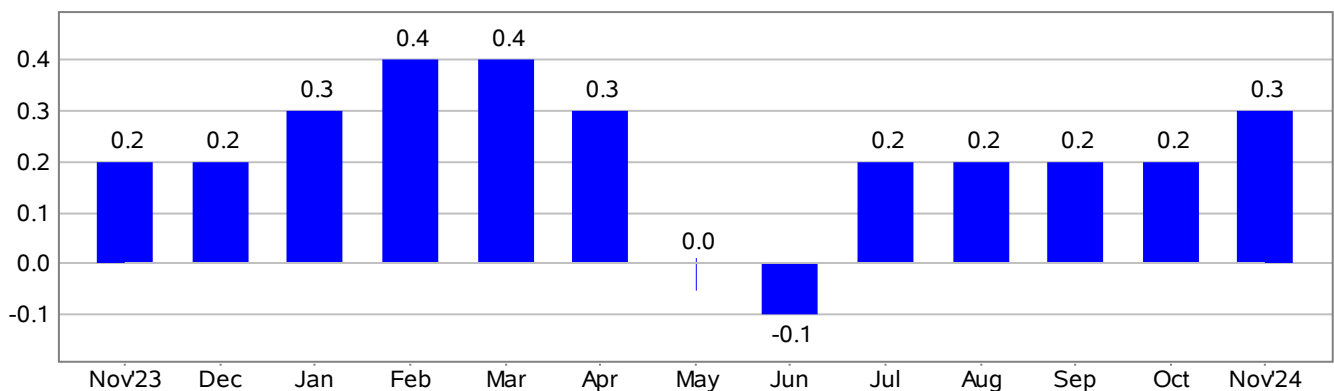
The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.3 percent on a seasonally adjusted basis in November, after rising 0.2 percent in each of the previous 4 months, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 2.7 percent before seasonal adjustment.

The index for shelter rose 0.3 percent in November, accounting for nearly forty percent of the monthly all items increase. The food index also increased over the month, rising 0.4 percent as the food at home index increased 0.5 percent and the food away from home index rose 0.3 percent. The energy index rose 0.2 percent over the month, after being unchanged in October.

The index for all items less food and energy rose 0.3 percent in November, as it did in each of the previous 3 months. Indexes that increased in November include shelter, used cars and trucks, household furnishings and operations, medical care, new vehicles, and recreation. The index for communication was among the few major indexes that decreased over the month.

The all items index rose 2.7 percent for the 12 months ending November, after rising 2.6 percent over the 12 months ending October. The all items less food and energy index rose 3.3 percent over the last 12 months. The energy index decreased 3.2 percent for the 12 months ending November. The food index increased 2.4 percent over the last year.

**Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, Nov. 2023 - Nov. 2024**  
Percent change



## Press Release

Thursday, October 10, 2024  
For Immediate Release



Mark Hinkle, Press Officer  
[press.office@ssa.gov](mailto:press.office@ssa.gov)

# News Release

## SOCIAL SECURITY

### Social Security Announces 2.5 Percent Benefit Increase for 2025

Social Security benefits and Supplemental Security Income (SSI) payments for more than 72.5 million Americans will increase 2.5 percent in 2025, the Social Security Administration announced today. On average, Social Security retirement benefits will increase by about \$50 per month starting in January.

Over the last decade the COLA increase has averaged about 2.6 percent. The COLA was 3.2 percent in 2024.

Nearly 68 million Social Security beneficiaries will see a 2.5 percent cost-of-living adjustment (COLA) beginning in January 2025. Increased payments to nearly 7.5 million people receiving SSI will begin on December 31, 2024. (Note: Some people receive both Social Security benefits and SSI).

"Social Security benefits and SSI payments will increase in 2025, helping tens of millions of people keep up with expenses even as inflation has started to cool," said Martin O'Malley, Commissioner of Social Security.

Some other adjustments that take effect in January of each year are based on the increase in average wages. Based on that increase, the maximum amount of earnings subject to the Social Security tax (taxable maximum) is slated to increase to \$176,100 from \$168,600.

Social Security begins notifying people about their new benefit amount by mail starting in early December.

This year, for the first time, Social Security beneficiaries will receive a newly designed and improved COLA notice that makes it easier for customers to find the information they need most. The simplified COLA notice is now only one page, uses plain and personalized language, and provides exact dates and dollar amounts of a person's new benefit amount and any deductions.

Individuals who have a personal [my Social Security](#) account can view their COLA notice online, which is secure, easy, and faster than receiving a letter in the mail. People can set up text or email alerts when there is a new message--such as their COLA notice--waiting for them in [my Social Security](#).

People will need to have a personal [my Social Security](#) account by Nov. 20 to see their COLA notice online. To get started, visit [www.ssa.gov/myaccount](http://www.ssa.gov/myaccount).

Information about Medicare changes for 2025 will be available at [www.medicare.gov](http://www.medicare.gov). For Social Security beneficiaries enrolled in Medicare, the 2025 benefit amount will be available via [my Social Security's](#) Message Center starting in late November. Those who have not opted to receive messages online will receive their COLA notice by mail in December.

The Social Security Act provides for how the COLA is calculated. The Social Security Act ties the annual COLA to the increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) as determined by the Department of Labor's Bureau of Labor Statistics.

To read more, please visit [www.ssa.gov/cola](http://www.ssa.gov/cola).

**NOTE TO CORRESPONDENTS:** Here is a [fact sheet](#) showing the effect of the various automatic adjustments.

*To get more Social Security news, follow the Press Office on X [@SSAPress](#).*

The following excerpts are from a quarterly news release titled Survey of Professional Forecasters.

*The Survey of Professional Forecasters* is the oldest quarterly survey of macroeconomic forecasts in the United States. The survey began in 1968 and was conducted by the American Statistical Association and the National Bureau of Economic Research. The Federal Reserve Bank of Philadelphia took over the survey in 1990.

The following information is an excerpt from the report issued November 15, 2024.

## Forecasters Lower Their Near-Term Projections for Headline Inflation

The forecasters expect current-quarter headline CPI inflation will average 2.2 percent at an annual rate, down from their prediction of 2.5 percent in the previous survey. Headline PCE inflation over the current quarter will also be slightly lower at an annual rate of 2.0 percent. The prediction for current-quarter core CPI inflation of 2.9 percent, on the other hand, is higher than that of the previous estimate of 2.6 percent.

Projections for headline and core CPI and PCE inflation in 2025 and 2026 are little changed compared with those of the previous survey.

Over the next 10 years, 2024 to 2033, the forecasters expect headline CPI inflation to average 2.23 percent at an annual rate, slightly lower than the estimate of 2.30 percent from the previous survey. The corresponding estimate for 10-year annual-average PCE inflation is 2.10 percent, unchanged from the previous prediction.

### Median Short-Run and Long-Run Projections for Inflation (Annualized Percentage Points)

	HEADLINE CPI		CORE CPI		HEADLINE PCE		CORE PCE	
	PREVIOUS	CURRENT	PREVIOUS	CURRENT	PREVIOUS	CURRENT	PREVIOUS	CURRENT
<i>Quarterly</i>								
2024:Q4	2.5	2.2	2.6	2.9	2.1	2.0	2.3	2.3
2025:Q1	2.4	2.3	2.4	2.5	2.2	2.2	2.3	2.3
2025:Q2	2.4	2.4	2.4	2.5	2.2	2.2	2.2	2.2
2025:Q3	2.3	2.2	2.4	2.3	2.1	2.1	2.1	2.1
2025:Q4	N.A.	2.3	N.A.	2.4	N.A.	2.1	N.A.	2.1
<i>Q4/Q4 Annual Averages</i>								

	HEADLINE CPI		CORE CPI		HEADLINE PCE		CORE PCE	
	PREVIOUS	CURRENT	PREVIOUS	CURRENT	PREVIOUS	CURRENT	PREVIOUS	CURRENT
2024	2.8	2.5	3.2	3.1	2.6	2.4	2.8	2.7
2025	2.3	2.4	2.4	2.4	2.1	2.2	2.2	2.2
2026	2.2	2.3	2.3	2.4	2.1	2.1	2.0	2.1
<i>Long-Term Annual Averages</i>								
2024-2028	2.40	2.40	N.A.	N.A.	2.20	2.20	N.A.	N.A.
2024-2033	2.30	2.23	N.A.	N.A.	2.10	2.10	N.A.	N.A.





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

# Arizona Community Colleges

	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 APPROVED
<b>Equalization Aid</b>			
Equalization Aid - Cochise	8,771,400	9,759,600	10,575,800
Equalization Aid - Graham	19,114,000	19,912,000	21,132,400
Equalization Aid - Navajo	9,912,900	11,189,600	12,016,200
Equalization Aid - Yuma/La Paz	530,200	716,100	896,400
<i>Subtotal - Equalization Aid</i>	<u>38,328,500</u>	<u>41,577,300</u>	<u>44,620,800</u>
<b>Operating State Aid</b>			
Operating Aid - Cochise	4,230,000	4,423,700	4,000,800
Operating Aid - Coconino	1,369,600	1,415,900	1,392,500
Operating Aid - Gila	155,300	151,400	149,700
Operating Aid - Graham	1,532,300	1,661,900	1,758,900
Operating Aid - Mohave	903,000	924,400	961,500
Operating Aid - Navajo	1,393,400	1,346,100	1,375,600
Operating Aid - Pima	0	2,000,000	0
Operating Aid - Pinal	818,200	1,090,900	1,032,900
Operating Aid - Santa Cruz	0	0	54,600
Operating Aid - Yavapai	300,400	373,000	371,300
Operating Aid - Yuma/La Paz	1,898,200	2,260,700	2,262,400
<i>Subtotal - Operating Aid</i>	<u>12,600,400</u>	<u>15,648,000</u>	<u>13,360,200</u>
<b>STEM Aid</b>			
STEM Aid - Cochise	895,200	954,700	833,400
STEM Aid - Coconino	293,800	309,500	300,700
STEM Aid - Gila	91,900	88,700	88,100
STEM Aid - Graham	361,500	409,700	446,300
STEM Aid - Maricopa	8,584,900	7,927,600	8,073,700
STEM Aid - Mohave	373,800	378,600	392,600
STEM Aid - Navajo	283,600	262,500	273,600
STEM Aid - Pima	1,776,600	1,769,000	1,768,900
STEM Aid - Pinal	551,100	656,700	634,800
STEM Aid - Santa Cruz	21,800	21,200	41,800
STEM Aid - Yavapai	611,100	637,200	636,600
STEM Aid - Yuma/La Paz	877,500	777,700	778,200
<i>Subtotal - STEM Aid</i>	<u>14,722,800</u>	<u>14,193,100</u>	<u>14,268,700</u>
<b>Rural Aid</b>			
Rural Aid - Cochise	5,267,500	5,769,700	2,999,100
Rural Aid - Coconino	1,343,400	1,520,600	892,800
Rural Aid - Gila	421,800	439,500	258,000
Rural Aid - Graham	1,633,200	1,917,800	1,239,300
Rural Aid - Mohave	1,714,400	1,866,800	1,149,000
Rural Aid - Navajo	1,305,600	1,322,400	815,000
Rural Aid - Pinal	2,476,600	3,110,400	1,794,100
Rural Aid - Santa Cruz	97,800	97,000	113,800
Rural Aid - Yavapai	2,782,200	3,084,400	1,833,600
Rural Aid - Yuma/La Paz	3,957,500	4,871,400	2,905,300
<i>Subtotal - Rural Aid</i>	<u>21,000,000</u>	<u>24,000,000</u>	<u>14,000,000</u>
<b>Additional Rural Aid</b>			
Rural County Allocation	4,582,000	5,722,300	6,109,000 <sup>1/</sup>
Rural County Reimbursement Subsidy	1,082,900	1,082,900	1,082,900 <sup>2/</sup>
<i>Subtotal - Additional Rural Aid</i>	<u>5,664,900</u>	<u>6,805,200</u>	<u>7,191,900</u>
<b>Tribal Aid</b>			
Tribal Community Colleges	1,372,200	1,372,200	1,372,200 <sup>3/</sup>
Dine College Capital Improvements	0	10,000,000	0
Dine College Remedial Education	1,000,000	1,000,000	1,000,000 <sup>4/</sup>

	FY 2023 ACTUAL	FY 2024 ESTIMATE	FY 2025 APPROVED
Dine College Student Center	8,000,000	0	0
Navajo Technical University Laboratory	4,000,000	0	0
San Carlos Apache College Remedial Education	0	2,000,000	0
Tohono O'odham Community College Remedial Education	0	2,000,000	0
<i>Subtotal – Tribal Aid</i>	14,372,200	16,372,200	2,372,200
<b>Workforce Development Aid</b>			
Additional Gila Workforce Development Aid	200,000	200,000	200,000
Arizona Western College CTE Workforce	0	15,000,000	0
Santa Cruz Provisional Community College Funding	0	200,000	0
<i>Subtotal – Workforce Development Aid</i>	200,000	15,400,000	200,000
<b>Capital Aid</b>			
Cochise First Responders Academy	6,250,000	0	0
<b>AGENCY TOTAL</b>	<b>113,138,800</b>	<b>133,995,800</b>	<b>96,013,800 <sup>5/</sup></b>
<b>FUND SOURCES</b>			
General Fund	113,138,800	133,995,800	96,013,800
<b>SUBTOTAL - Appropriated Funds</b>	<b>113,138,800</b>	<b>133,995,800</b>	<b>96,013,800</b>
Other Non-Appropriated Funds	84,489,700	89,692,200	89,692,200
<b>TOTAL - ALL SOURCES</b>	<b>197,628,500</b>	<b>223,688,000</b>	<b>185,706,000</b>

**AGENCY DESCRIPTION** — The Arizona community college system is comprised of 10 college districts and 2 provisional districts. Arizona’s community colleges provide programs and training in the arts, sciences and humanities, and vocational education leading to an 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 2025, that amount is estimated to be \$6,109,000. Because this appropriation is in permanent statute, it is not included in the General Appropriation Act.
- 2/ Of the \$1,082,900 appropriated to the rural county reimbursement subsidy line item, Apache county receives \$699,300 and Greenlee county receives \$383,600. (General Appropriation Act footnote)
- 3/ A.R.S. § 42-5031.01 directs the State Treasurer to annually transmit to the tribal colleges 10% of Transaction Privilege Tax (TPT) revenues collected from sources located on the reservation, or \$1,750,000, whichever is less, as well as 5% of TPT revenues collected on the reservation, or \$875,000, whichever is less, to a technical college on the same reservation. Because this appropriation is in permanent statute, it is not included in the General Appropriation Act.
- 4/ On or before October 15, 2025, 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 2024-2025 academic year. (General Appropriation Act footnote)
- 5/ General Appropriation Act funds are appropriated as District-by-District Special Line Items.

**Equalization Aid**

The budget includes \$44,620,800 from the General Fund in FY 2025 for Equalization Aid. Adjustments are as follows:

**Property Value Changes**

The budget includes an increase of \$3,043,500 from the General Fund in FY 2025 to reflect increased formula costs for funding Equalization Aid due to assessed valuation changes. Detail of specific district changes is shown in *Table 1*.



**Table 1**  
**FY 2025 Equalization Funding Changes**

District	FY 2024	Year-over-Year Change	FY 2025
Cochise	\$ 9,759,600	\$816,200	10,575,800
Graham	19,912,000	1,220,400	21,132,400
Navajo	11,189,600	826,600	12,016,200
Yuma/La Paz	716,100	180,300	896,400
<b>Total</b>	<b>\$41,577,300</b>	<b>\$3,043,500</b>	<b>\$44,620,800</b>

*Background* – The Equalization Aid line items provide additional state aid to community college districts with property tax bases that are less than the minimum assessed value specified in A.R.S. § 15-1402. Under the Equalization Aid formula, the minimum assessed valuation is revised by the average change in actual assessed valuation for the most recent year for all rural districts with populations of less than 500,000 persons, according to the most recent decennial census data. Actual assessed valuation for rural districts was 6.4% higher in TY 2023 than in the preceding year. Therefore, for the FY 2025 Equalization Aid formula calculation, the minimum assessed valuation increased 6.4% to approximately \$1.85 billion. (See Table 2 for the calculation of the growth rate.)

**Table 2**  
**Equalization Growth Factor for Tax Years (TY) 2022-2023**

District	TY 2022 Primary AV	TY 2023 Primary AV	TY 2022-2023 % Growth
Cochise*	\$ 1,023,219,900	\$ 1,074,552,900	5.0 %
Graham*	282,173,500	303,998,800	7.7 %
Navajo*	918,845,900	969,413,100	5.5 %
Yuma/La Paz*	1,683,333,600	1,781,073,400	5.8 %
Coconino	2,077,032,200	2,171,931,000	4.6 %
Mohave	2,298,472,300	2,427,679,000	5.6 %
Pinal	3,118,901,200	3,390,905,700	8.7 %
Yavapai	3,333,228,500	3,556,683,100	6.7 %
<b>Total <sup>1/</sup></b>	<b>\$14,735,207,000</b>	<b>\$15,676,236,900</b>	<b>6.4 %</b>
<b>Minimum AV</b>	<b>\$1,735,602,600</b>	<b>\$1,846,507,600</b>	<b>6.4 %</b>

<sup>1/</sup> May not add to total due to rounding.  
\* These districts qualify to receive Equalization Aid under the state funding formula in FY 2025 since they fall below the minimum assessed value threshold of \$1.85 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 (\$1.85 billion in FY 2025), 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 budget includes \$13,360,200 from the General Fund in FY 2025 for Operating State Aid. Adjustments are as follows:

**Enrollment Changes**

The budget includes a decrease of \$(287,800) from the General Fund in FY 2025 to fund the statutory formula for Operating State Aid.

This amount funds statutory formula costs for a (475), or (1.9)% decrease in Full Time Student Equivalent (FTSE) students in rural community colleges (see Table 3). The (475) net FTSE decrease consists of a (557) FTSE decrease in non-dual enrollment students and an 82 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 2022 FTSE	FY 2023 FTSE	Percentage Change
<b>Rural Districts</b>			
Cochise	5,999	5,244	(12.6)%
Coconino	1,581	1,561	(1.3)%
Gila	457	451	(1.3)%
Graham	1,994	2,167	8.7%
Mohave	1,941	2,009	3.5%
Navajo	1,375	1,425	3.6%
Pinal	3,234	3,137	(3.0)%
Santa Cruz	101	199	97%
Yavapai	3,207	3,206	0.0%
Yuma/La Paz	5,065	5,080	0.3%
<i>Subtotal</i>	<i>24,954</i>	<i>24,479</i>	<i>(1.9)%</i>
<b>Urban Districts</b>			
Maricopa	52,588	53,964	2.6%
Pima	11,462	11,568	0.9%
<b>Total</b>	<b>89,004</b>	<b>90,011</b>	<b>1.1%</b>

**Remove One-Time Pima Operating Aid**

The budget includes a decrease of \$(2,000,000) from the General Fund in FY 2025 for the elimination of one-time Pima Community College District operating aid. This appropriation was not based on the statutory formula.

*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 2025, the last actual FTSE data was from FY 2023.)

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 budget includes \$14,268,700 from the General Fund in FY 2025 for Science, Technology, Engineering and Mathematics (STEM) and Workforce Programs State Aid. Adjustments are as follows:

**Enrollment Changes**

The budget includes an increase of \$75,600 from the General Fund in FY 2025 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 2023.

*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 2025 budget 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 budget includes \$14,000,000 from the General Fund in FY 2025 for Rural Aid. Adjustments are as follows:

**Remove One-Time Rural Aid**

The budget includes a decrease of \$(10,000,000) from the General Fund in FY 2025 for the elimination of one-time aid to the 10 rural community college districts.

This funding is allocated to the 10 rural community college districts based on each district's share of actual FY 2023 enrollment.

**Additional Rural Aid**

**Rural County Allocation**

The budget includes \$6,109,000 from the General Fund in FY 2025 for Rural County Allocation. Adjustments are as follows:

**Technical Adjustment**

The budget includes an increase of \$386,700 from the General Fund in FY 2025 for a technical adjustment associated with changes in student enrollment.

*Background* – The Rural County Allocation line item facilitates payment to community college districts for students enrolled from counties that are not a part of an established community college district. If a county is not part of a community college district, it is responsible for the cost of their students attending community college in another county. In practice, this provision affects Apache and Greenlee Counties. A.R.S. § 15-1469.01 provides that the General Fund will pay the initial cost for these counties and that the state will then withhold these counties' Transaction Privilege Tax (TPT) revenues to offset a portion of that cost.

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

The payments made on behalf of the counties are not included in county expenditure limits established in the Arizona Constitution. The county payments are partially offset by a state subsidy. (See next line item.)

Each year, the amount is determined by enrollment counts submitted to the JLBC Staff. The JLBC Staff is required by A.R.S. § 15-1469D to report the county withholdings to the Treasurer by May 15 for the upcoming fiscal year. In May 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). 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 Appropriation Act.

**Rural County Reimbursement Subsidy**

The budget includes \$1,082,900 from the General Fund in FY 2025 for Rural County Reimbursement Subsidy. This amount is unchanged from FY 2024.

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 budget continues a General Appropriation Act footnote allocating these monies. Of the \$1,082,900 subsidy, \$699,300 is distributed to Apache and \$383,600 to Greenlee.

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 budget includes \$1,372,200 from the General Fund in FY 2025 for Tribal Community Colleges. This amount is unchanged from FY 2024.

The FY 2024 budget assumed tribal community colleges would receive \$1,220,900 from the General Fund in FY 2023 and FY 2024 based on prior year TPT distributions. This included \$890,700 to the Navajo Nation and \$330,200 for Tohono O'odham Community College.

Based on FY 2023 actual distributions, the budget adjusts the assumption upward to \$1,372,200 in FY 2024 and FY 2025. This includes 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 assumes \$448,500 will be distributed to Tohono O'odham Community College.

As described below, each of these amounts will depend on actual FY 2025 TPT revenue collections and the FY 2025 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 2025 will depend on FY 2025 collections. Given the language of A.R.S. § 42-5031.01, these monies do not appear in the General Appropriation Act. (Please see the FY 2020 Appropriations Report for more information.)

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

**Diné College Capital Improvements**

The budget includes no funding in FY 2025 for Diné College Capital Improvements. Adjustments are as follows:

**Remove One-Time Funding**

The budget includes a decrease of \$(10,000,000) from the General Fund in FY 2025 for the elimination of one-time Diné College Capital Improvement funding.

**Diné College Remedial Education**

The budget includes \$1,000,000 from the General Fund in FY 2025 for Diné College Remedial Education. This amount is unchanged from FY 2024.

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 budget continues a General Appropriation Act footnote that requires the Diné College Board of Regents to submit a report that details the course completion rate for students who received remedial education during the 2024-2025 academic year to the JLBC, Governor's office, and legislative leaders on or before October 15, 2025.

**Tohono O'odham Community College Remedial Education**

The budget includes no funding in FY 2025 for Tohono O'odham Community College Remedial Education. Adjustments are as follows:

**Remove One-Time Funding**

The budget includes a decrease of \$(2,000,000) from the General Fund in FY 2025 for the elimination of one-time Tohono O'odham Community College Remedial Education funding.

The FY 2024 budget included a General Appropriation Act footnote that requires the Tohono O'odham Community College Board of Trustees to submit a report that details the course completion rate for students who received remedial education during the 2023-2024 academic year to the JLBC, Governor's office, and legislative leaders on or before October 15, 2024.

**San Carlos Apache College Remedial Education**

The budget includes no funding in FY 2025 for San Carlos Apache Community College Remedial Education. Adjustments are as follows:

**Remove One-Time Funding**

The budget includes a decrease of \$(2,000,000) from the General Fund in FY 2025 for the elimination of one-time San Carlos Apache College Remedial Education funding.

The FY 2024 budget included a General Appropriation Act footnote that requires the San Carlos Apache College Board of Regents to submit a report that details the course completion rate for students who received remedial education during the 2023-2024 academic year to the JLBC, Governor's office, and legislative leaders on or before October 15, 2024.

**Workforce Development Aid**

**Additional Gila Workforce Development Aid**

The budget includes \$200,000 from the General Fund in FY 2025 for Additional Gila Workforce Development Aid. This amount is unchanged from FY 2024.

*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).

**Arizona Western College CTE Workforce**

The budget includes no funding in FY 2025 for Arizona Western College CTE Workforce. Adjustments are as follows:

**Remove One-Time Funding**

The budget includes a decrease of \$(15,000,000) from the General Fund in FY 2025 for the elimination of one-time Career Technical Education (CTE) Workforce program funding at Arizona Western College.

**Santa Cruz Provisional Community College Funding**

The budget includes no funding in FY 2025 for Santa Cruz Provisional Community College Funding. Adjustments are as follows:

**Remove One-Time Funding**

The budget includes a decrease of \$(200,000) from the General Fund in FY 2025 for the elimination of one-time Santa Cruz Provisional Community College funding.

**Other Issues**

**Statutory Changes**

The Higher Education BRB makes the following statutory changes:

- As session law, continues to suspend the Operating State Aid funding at levels specified in the General Appropriation Act, which effectively means suspending the formula in FY 2025 for only Maricopa and Pima Counties.
- As session law, continues to set the Science, Technology, Engineering and Mathematics and Workforce Programs district funding at levels specified in the General Appropriation Act, which effectively means suspending the inflation adjustment in FY 2025 for all community college districts.
- As permanent law, establishes the Arizona Community Colleges Promise Program Fund to be administered by the Arizona Board of Regents (ABOR). (Please see the ABOR section for additional information).

**Long-Term Budget Impacts**

As part of the budget's 3-year spending plan, Community College General Fund costs are projected to increase by \$3,022,700 in FY 2026 above FY 2025 and increase by \$3,311,600 in FY 2027 above FY 2026. These estimates are based on:

- Flat enrollment growth (so no change in costs for Operating State Aid or STEM and Workforce Programs State Aid for FY 2026 and FY 2027).
- An increase of \$3,022,700 for Equalization Aid in FY 2026 above FY 2025 and \$3,311,600 in FY 2027 above FY 2026. These estimates assume total Net Assessed Value (NAV) growth of 6.0% in FY 2025 and 6.2% FY 2026.

**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 4.2% of their revenues (excluding bond proceeds) from state aid.

For FY 2024, base operating revenues from all sources are estimated to be \$1,947,141,900 (See Table 4 for a summary of FY 2024 total revenue estimates.)

Property taxes are the single largest revenue source for the community colleges, accounting for 52.4% 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 2023 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 approximately 16.7% of total revenues. Tuition and fees are assessed on a per credit hour basis. FY 2024 weighted average tuition (weighted for each district's proportion of

**Table 4**

**Total Estimated Community College Revenues – FY 2024 <sup>1/</sup>**

District	State Aid <sup>2/</sup>	Tuition/Fees	Property Taxes	Grants	Other <sup>3/</sup>	FY 2024 Total <sup>4/</sup>	FY 2023 Total <sup>5/</sup>	% Change from FY 2023
Cochise	\$19,953,000	\$9,482,700	\$25,920,400	\$34,594,200	\$1,601,400	\$91,551,700	\$76,580,200	19.6%
Coconino	2,936,500	6,918,700	13,153,200	8,963,700	1,096,300	33,068,400	28,988,500	14.1%
Gila <sup>6/</sup>	590,900	0	5,843,200	615,400	355,000	7,404,500	6,525,500	13.5%
Graham	23,491,700	8,121,000	7,918,300	12,948,100	5,756,000	58,235,100	66,376,900	(12.3)%
Maricopa	0	209,884,300	623,177,700	208,529,100	24,686,200	1,066,277,300	1,083,656,400	(1.6)%
Mohave	2,791,200	9,591,900	28,030,000	17,721,200	445,400	58,579,700	50,546,900	15.9%
Navajo	13,858,100	3,800,000	16,999,600	6,457,800	3,879,500	44,995,000	47,146,600	(4.6)%
Pima	2,000,000	43,260,000	136,301,500	78,455,000	11,471,500	271,488,000	225,828,300	20.2%
Pinal	4,201,300	8,351,000	65,105,400	19,292,900	4,110,000	101,060,600	97,222,900	3.9%
Santa Cruz <sup>6/</sup>	97,000	800	1,778,100	274,800	25,900	2,176,600	2,104,200	3.4%
Yavapai	3,457,400	12,896,000	53,649,000	17,542,800	6,290,200	93,835,400	84,568,900	11.0%
Yuma/La Paz	<u>7,848,200</u>	<u>13,695,000</u>	<u>42,286,200</u>	<u>50,520,000</u>	<u>4,120,200</u>	<u>118,469,600</u>	<u>97,228,700</u>	<u>21.8%</u>
<b>Total</b>	<b>\$81,225,300</b>	<b>\$326,001,400</b>	<b>\$1,020,162,600</b>	<b>\$455,915,000</b>	<b>\$63,837,600</b>	<b>\$1,947,141,900</b>	<b>\$1,866,774,000</b>	<b>4.3%</b>

<sup>1/</sup> The data in this table was provided by the Arizona Community College Coordinating Council.  
<sup>2/</sup> State Aid revenue includes Operating State Aid and Equalization Aid.  
<sup>3/</sup> Includes auxiliary programs, interest income, workforce development funds, and transfers.  
<sup>4/</sup> Total revenues do not include bond proceeds or district fund balances. Including these amounts, total revenues are estimated to be \$2,175,730,400 for FY 2024.  
<sup>5/</sup> Total revenues do not include bond proceeds or district fund balances. Including these amounts, total revenues are \$1,901,713,800 for FY 2023.  
<sup>6/</sup> Gila Provisional Community College contracts with Graham County's Eastern Arizona College in order to provide degree programs. Therefore, Gila's tuition and fee revenues are collected by Graham according to their contract agreement. Santa Cruz Provisional Community College contracts with Pima County's Community College in order to provide degree programs. Therefore, Santa Cruz's tuition and fee revenues are collected by Pima according to their contract agreement.

**Table 5**  
**Community College Tax Rates – TY 2023**

<u>District</u>	<u>Primary Rate</u>	<u>Secondary Rate</u>	<u>Combined Rate</u>	<u>% Change Combined Rate from TY 2022</u>
Cochise	\$2.43	\$0.00	\$2.43	0.0%
Coconino	0.61	0.00	0.61	17.3%
Gila	0.92	0.00	0.92	(2.1)%
Graham	2.60	0.00	2.60	(4.1)%
Maricopa	1.08	0.06	1.14	(4.2)%
Mohave	1.15	0.00	1.15	(3.4)%
Navajo	1.75	0.00	1.75	0.0%
Pima	1.28	0.00	1.28	(0.8)%
Pinal	1.78	0.14	1.92	(6.8)%
Santa Cruz	0.43	0.00	0.43	(4.4)%
Yavapai	1.51	0.00	1.51	0.7%
Yuma/La Paz	2.07	0.30	2.37	(2.1)%

the statewide FTSE count) is \$2,708 if a full-time student attends for 30 hours a year. The FY 2024 amount represents an increase of 7.8% from FY 2023. (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 26.7% of community college revenues.

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

**Table 6**  
**Community College Resident Tuition and Fees – FY 2024**

<u>District</u>	<u>Average Cost Per Credit Hour</u>	<u>Annual Cost <sup>1/</sup></u>	<u>% Change from FY 2023</u>
Cochise	\$93	\$2,790	17.7%
Coconino	136	4,068	0.0%
Gila	98	2,940	5.4%
Graham	98	2,940	5.4%
Maricopa	97	2,910	14.1%
Mohave	81	2,430	0.0%
Navajo	91	2,730	7.1%
Pima	92	2,760	3.4%
Pinal	75	2,250	50.0%
Santa Cruz	46	1,380	5.7%
Yavapai	83	2,472	5.1%
Yuma/La Paz	<u>94</u>	<u>2,820</u>	<u>2.2%</u>
<b>Average</b>	<b>\$90</b>	<b>\$2,708</b>	<b>7.8%</b>

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

**Total Community College Expenditures**

Table 7 shows total budgeted FY 2024 community college expenditures. In FY 2024, total budgeted expenditures are \$2,283,941,800. As mentioned previously, base operating revenues for FY 2024 are \$1,947,141,900, however, this figure does not include allocated fund balances or bond proceeds. Including these amounts, total available revenues are \$2,175,730,400. Of the total \$2,283,941,800 in budgeted expenditures, \$1,816,810,400, or 79.5%, of these expenditures are from the community colleges’ General and Restricted Funds. This includes \$556,591,500, or 24.4%, for instruction and \$305,939,200, or 13.4%, for institutional support.

**Table 7**  
**Community Colleges - FY 2024 Budgeted Expenditures**

<u>General/Restricted Funds</u>	<u>Total</u>	<u>% of Total</u>
Instruction	\$ 556,591,500	24.4%
Public Service	117,147,000	5.1%
Academic Support	187,631,500	8.2%
Student Services	351,407,100	15.4%
Institutional Support	305,939,200	13.4%
Operation & Maintenance	73,875,200	3.2%
Scholarships & Grants	156,107,400	6.8%
Contingency	<u>68,111,400</u>	<u>3.0%</u>
<b>Subtotal <sup>1/</sup></b>	<b>\$1,816,810,400</b>	<b>79.5%</b>
Auxiliary Enterprises Fund	\$ 78,918,900	3.5%
Plant Fund	307,262,500	13.5%
Debt Service	<u>80,950,000</u>	<u>3.5%</u>
<b>Total <sup>1/</sup></b>	<b>\$2,283,941,800</b>	<b>100%</b>

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

Expenditures for auxiliary enterprises, including revenue-generating retail and business services such as parking lots, bookstores, and food service, are \$78,918,900 or 3.5% of the total. Plant Fund expenditures, which generally include capital costs, are \$307,262,500, or 13.5% of the total. The remaining \$80,950,000, or 3.5%, 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, 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 2024 expenditure limits and the estimated expenditures reported by the districts. Of the 12 districts, 7 currently estimate that they will be at the limit in FY 2024.

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.

**Table 8**  
**Community College Expenditure Limits – FY 2024**

<b>District</b>	<b>Expenditure Limit</b>	<b>Estimated Expenditures</b>
Cochise	\$73,550,812	\$67,378,021
Coconino	17,110,159	17,110,159
Gila*	5,076,198	4,822,388
Graham	33,994,988	32,295,239
Maricopa	476,167,690	476,167,690
Mohave	26,196,489	26,196,489
Navajo	15,470,441	15,470,441
Pima	140,472,699	140,472,699
Pinal	44,910,384	44,910,384
Santa Cruz*	1,812,166	1,810,749
Yavapai	51,167,433	51,167,433
Yuma/La Paz	60,908,539	53,111,277

\* Indicates provisional community college district

**Official Budget Forms  
Navajo County Community College District  
Northland Pioneer College  
Fiscal year 2025**



**Navajo County Community College District  
Northland Pioneer College  
Budget for fiscal year 2025  
Summary of budget data**

	<u>Budget 2025</u>	<u>Budget 2024</u>	<u>Increase/Decrease From budget 2024 To budget 2025</u>	
			<u>Amount</u>	<u>%</u>
<b>I. Current General and Plant Funds</b>				
<b>A. Expenditures:</b>				
Current General Fund	\$ 38,827,550	\$ 39,072,827	\$ (245,277)	-0.6%
Unexpended Plant Fund	17,900,329	12,782,500	5,117,829	40.0%
Retirement of indebtedness Plant Fund	0		0	
Total	\$ 56,727,879	\$ 51,855,327	\$ 4,872,552	9.4%
<b>B. Expenditures per Full-time student equivalent (FTSE):</b>				
Current General Fund	\$ 22,111 /FTSE	\$ 21,316 /FTSE	\$ 795 /FTSE	3.7%
Unexpended Plant Fund	\$ 10,194 /FTSE	\$ 6,974 /FTSE	\$ 3,220 /FTSE	46.2%
Projected FTSE count	1,756	1,833		
<b>II. Total all funds estimated personnel compensation</b>				
Employee salaries and hourly costs	\$ 22,048,897	\$ 20,059,059	\$ 1,989,838	9.9%
Retirement costs	2,705,400	2,209,092	496,308	22.5%
Healthcare costs	2,747,364	2,423,572	323,792	13.4%
Other benefit costs	1,814,903	2,263,346	(448,443)	-19.8%
Total	\$ 29,316,564	\$ 26,955,069	\$ 2,361,495	8.8%
<b>III. Summary of primary and secondary property tax levies and rates</b>				
<b>A. Amount levied:</b>				
Primary tax levy	\$ 18,340,750	\$ 17,000,000	\$ 1,340,750	7.9%
Property tax judgment			0	
Secondary tax levy			0	
Total levy	\$ 18,340,750	\$ 17,000,000	\$ 1,340,750	7.9%
<b>B. Rates per \$100 net assessed valuation:</b>				
Primary tax rate	1.7707	1.7536	0.0171	1.0%
Property tax judgment			0.0000	
Secondary tax rate			0.0000	
Total rate	1.7707	1.7536	0.0171	1.0%
<b>IV. Maximum allowable primary property tax levy for fiscal year 2025 pursuant to A.R.S. §42-17051</b>			\$ 18,340,750	
<b>V. Amount received from primary property taxes in fiscal year 2024 in excess of the maximum allowable amount as calculated pursuant to A.R.S. §42-17051</b>			\$ _____	

**Navajo County Community College District  
Northland Pioneer College  
Budget for fiscal year 2025**

**Resources**

	Current funds			Plant Fund		Other funds 2025	Total all funds 2025	Total all funds 2024	% Increase/Decrease
	General Fund 2025	Restricted Fund 2025	Auxiliary Fund 2025	Unexpended Plant Fund 2025	Retirement of indebtedness 2025				
<b>Beginning balances/(deficits)—July 1*</b>									
Restricted	\$						0	\$ 0	0.0%
Unrestricted	83,600,000			29,500,000			113,100,000	105,300,000	7.4%
Total beginning balances	\$ 83,600,000	\$ 0	\$ 0	\$ 29,500,000	\$ 0	\$ 0	\$ 113,100,000	\$ 105,300,000	7.4%
<b>Revenues and other inflows</b>									
Student tuition and fees									
General tuition	\$ 3,170,000	\$	\$	\$	\$	\$	\$ 3,170,000	\$ 3,170,000	0.0%
Out-of-district tuition							0	0	0.0%
Out-of-State tuition	90,000						90,000	90,000	0.0%
Student fees	540,000						540,000	540,000	0.0%
Tuition and fee remissions or waivers							0	0	0.0%
State appropriations									
Maintenance support	1,375,600						1,375,600	1,349,900	1.9%
Equalization aid	12,016,200						12,016,200	11,189,600	7.4%
STEM Workforce				273,600			273,600	262,500	4.2%
Rural Community College Aid	815,000						815,000	1,305,600	-37.6%
							0		0.0%
							0		0.0%
Property taxes									
Primary tax levy	18,340,750						18,340,750	17,000,000	7.9%
Secondary tax levy							0	0	0.0%
Gifts, grants, and contracts	2,730,000	7,200,000	100,000				10,030,000	7,737,811	29.6%
Sales and services							0	0	0.0%
Investment income	2,000,000						2,000,000	300,000	566.7%
State shared sales tax (Prop 301)		600,000	140,000				740,000	750,000	-1.3%
Smart and Safe Arizona Act (Prop 207)		1,000,000					1,000,000	900,000	11.1%
Other revenues	350,000						350,000	400,000	-12.5%
Proceeds from sale of bonds							0		0.0%
Total Revenues and Other Inflows	\$ 41,427,550	\$ 8,800,000	\$ 240,000	\$ 273,600	\$ 0	\$ 0	\$ 50,741,150	\$ 44,995,411	12.8%
<b>Transfers</b>									
Transfers in		400,000	200,000	17,626,729			18,226,729	11,145,000	63.5%
(Transfers out)	(18,226,729)						(18,226,729)	(11,145,000)	63.5%
Total transfers	\$ (18,226,729)	\$ 400,000	\$ 200,000	\$ 17,626,729	\$ 0	\$ 0	\$ 0	\$ 0	0.0%
<b>Reduction for amounts reserved for future budget year expenses:</b>									
Maintained for future financial stability	(39,072,827)						(39,072,827)	(35,265,978)	10.8%
Maintained for future capital acquisitions/projects	(13,273,718)			(29,500,000)			(42,773,718)	(43,273,568)	-1.2%
Maintained for future debt retirement							0	0	0.0%
Maintained for grants or scholarships							0	0	0.0%
Maintained for future retirement contributions							0	0	0.0%
Fund Balance	(15,626,726)						(15,626,726)	(12,342,727)	26.6%
Total resources available for the budget year	\$ 38,827,550	\$ 9,200,000	\$ 440,000	\$ 17,900,329	\$ 0	\$ 0	\$ 66,367,879	\$ 59,413,138	11.7%

\*These amounts exclude nonspendable amounts (e.g., prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact. See the Instructions tab, cell C11 for more information about the amounts that should and should not be included on this line.

**Navajo County Community College District  
Northland Pioneer College  
Budget for fiscal year 2025**

**Expenditures and other outflows**

	Current funds			Plant Fund		Other funds 2025	Total all funds 2025	Total all funds 2024	% Increase/ Decrease
	General Fund 2025	Restricted Fund 2025	Auxiliary Fund 2025	Unexpended Plant Fund 2025	Retirement of indebtedness 2025				
<b>Total resources available for the budget year (from Schedule B)</b>	\$ 38,827,550	\$ 9,200,000	\$ 440,000	\$ 17,900,329	\$	\$	\$ 66,367,879	\$ 59,413,138	11.7%
<b>Expenditures and other outflows</b>									
Instruction	\$ 13,651,901	\$ 3,650,000	\$	\$	\$	\$	\$ 17,301,901	\$ 16,861,424	2.6%
Public service							0	0	0.0%
Academic support	1,877,849	1,860,000					3,737,849	1,910,251	95.7%
Student services	2,739,999						2,739,999	3,608,800	-24.1%
Institutional support (Administration)	15,170,070						15,170,070	16,017,719	-5.3%
Operation and maintenance of plant	2,458,451						2,458,451	2,352,916	4.5%
Scholarships	1,875,000	3,290,000					5,165,000	4,241,931	21.8%
Auxiliary enterprises			440,000				440,000	600,000	-26.7%
Capital assets				17,900,329			17,900,329	12,782,500	40.0%
Debt service—general obligation bonds							0	0	0.0%
Debt service—other long term debt							0	0	0.0%
Other expenditures		400,000					400,000	0	--
<b>Property tax judgments</b>							0	0	0.0%
Contingency	1,054,280						1,054,280	1,037,597	1.6%
<b>Total expenditures and other outflows</b>	\$ 38,827,550	\$ 9,200,000	\$ 440,000	\$ 17,900,329	\$ 0	\$ 0	\$ 66,367,879	\$ 59,413,138	11.7%

**Northland Pioneer College  
Capital Fund (50) Budget  
FY25 Budget Cycle**

	<b>FY24 Budget</b>	<b>FY25 Budget</b>	<b>FY26 Budget</b>	<b>FY27 Budget</b>
<b>State Funding - STEM</b>	\$ 262,500	\$ 273,600	\$ 273,600	\$ 273,600
<b>Fund Balance Transfer - Operations</b>	4,075,000	4,000,000	2,000,000	3,000,000
<b>Fund Balance Transfer - Construction</b>	5,000,000	10,000,000	3,000,000	-
<b>Fund Balance Transfer- ERP</b>	3,445,000	3,626,729	2,426,729	1,435,264
<b>Total Resources</b>	<u>\$ 12,782,500</u>	<u>\$ 17,900,329</u>	<u>\$ 7,700,329</u>	<u>\$ 4,708,864</u>

**Key Projects**

**Construction**

WMC Goldwater	-	5,000,000	-	-
LCC Cosmo/Allied Health	-	3,000,000	3,000,000	-
PDC Automotive	-	1,000,000	-	-
Other Construction	-	1,000,000	-	-
WMC Facilities	5,075,250	-	-	-
<b>Total</b>	<u>5,075,250</u>	<u>10,000,000</u>	<u>3,000,000</u>	<u>-</u>

**Technology/Software**

Tower Upgrade	-	1,200,000	-	-
TAS-ERP	-	2,426,729	2,426,729	1,435,264
<b>Total Projects Supported by Fund Balance</b>	<u>-</u>	<u>3,626,729</u>	<u>2,426,729</u>	<u>1,435,264</u>

**Other Capital Projects**

Student Services	50,000	50,000	50,000	50,000
Instruction:				
Arts & Science	8,421	11,600	-	-
CTE	244,000	414,000	532,000	248,000
Nursing	25,000	-	-	-
Human Resources	-	89,766	76,412	89,147
TAS	5,359,200	1,921,000	1,902,000	2,093,000
Facilities/Transportation	2,289,629	1,934,000	1,890,000	1,890,000
<b>Total - Annual Requests</b>	<u>7,976,250</u>	<u>4,420,366</u>	<u>4,450,412</u>	<u>4,370,147</u>
<b>Total Expenses before Perkins Offset &amp; Contingency</b>	<u>13,051,500</u>	<u>18,047,095</u>	<u>9,877,141</u>	<u>5,805,411</u>

Perkins Projects	(269,000)	(146,766)	-	-
Contingency	-	-	-	-
<b>Total Expenses</b>	<u>\$ 12,782,500</u>	<u>\$ 17,900,329</u>	<u>\$ 9,877,141</u>	<u>\$ 5,805,411</u>

**Northland Pioneer College  
Capital Budget  
FY25-FY27**

Sorted by Division

Div	Dept	Dept #	Object Code	FY25 Budget Request \$	FY26 Budget Request \$	FY27 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Paid for by Perkins Grant? Y/N	Postpone Y/N
Ma	Library Serv	3500	5650	\$ 50,000	\$ 50,000	\$ 50,000	Capital Books	\$50,000 is the original budget amount	N	
<b>Total - Student Services</b>				<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>				
Niesen	Biology	1310	5645	\$ 11,600	\$ -	\$ -	B4000-28-120 BioClave Research Autoclave 28L, 120V	This request is to replace a damaged, unrepairable, outdated autoclave for the NPC PDC Science lab. We need to replace it with a higher capacity machine to accommodate capacity for sterilization, ensuring compliance with safety standards. This equipment allows us to provide quality science education, which allows students to progress towards their academic goals. If the item is not funded this year, there is a high probability that the cost will rise in subsequent years.	N	
<b>Total - Arts &amp; Science</b>				<b>\$ 11,600</b>	<b>\$ -</b>	<b>\$ -</b>				
Raisor	ATO	1110	5645	\$ -	\$ 48,000	\$ -	GM Cutaway	Introduces students to new technology used in industry, improves efficiency	N	
Raisor	ATO	1110	5645	\$ -	\$ 52,000	\$ -	Hybrid Cutaway	Introduces students to new technology used in industry, improves efficiency	N	
Raisor	ATO	1110	5645	\$ -	\$ -	\$ 32,000	Used EV Vehicle	Introduces students to new technology used in industry, improves efficiency	N	
Raisor	ATO	1110	5645	\$ 35,000			Newest scanners. Newer system will be released.	Introduces students to new technology used in industry, improves efficiency	N	
Raisor	CON	1135	5645	\$ -	\$ 90,000	\$ -	Work Truck	To support Home-site bults home	N	
Raisor	CON	1135	5645	\$ -	\$ 22,000	\$ -	Enclosed Trailer	To support Home-site bults home	N	
Raisor	CON	1135	5645	\$ -	\$ 10,000	\$ -	Flooring Tools	To support Training for flooring installation courses	N	
Raisor	EIT	1155	5645	\$ 8,000	\$ -	\$ -	Alternative Energy Trainer	Introduces students to new technology used in industry, improves efficiency	N	
Raisor	FRS	1336	5645	\$ 15,000	\$ -	\$ -	Padgenite Burn Tower Panels	Replacement of worn panel on burn tower for propor student training.	N	
Raisor	FRS	1336	5645	\$ 14,000	\$ -	\$ -	Ultra eleite MSA Postive presure air mask	Replace current 18 year old worn ones for propor student training.	Y	
Raisor	WLD	1170	5645	\$ 72,000	\$ 80,000	\$ 85,000	Welding Machines 4-WMC 6-PDC 2-STJ	Replace worn machines as part of facility maintenance	N	
Raisor	WLD	1170	5645	\$ -	\$ 18,000	\$ -	Computer Plasma System	To enhance student learning	N	
Raisor	WLD	1170	5645	\$ -	\$ -	\$ 30,000	Replace Booth Snorkles at PDC	Replace worn equipment as part of facility maintenance and safety	N	
Raisor	EMT	1335	5645	\$ 45,000	\$ -	\$ -	Ventilator, second skin, and mask	Life Cycle Replacement	Y	
Raisor	EMT	1335	5645	\$ -	\$ 150,000	\$ -	Immersion Room	Life Cycle Replacement	N	
Raisor	EMT	1335	5645	\$ -	\$ -	\$ 50,000	Ventilator, second skin, and mask	Life Cycle Replacement	N	
Raisor	PHLE	1376	5645	\$ -	\$ 10,000	\$ -	Arthroscopy Console	Provides students with training tools needed for skills development	N	
Raisor	PHT	1378	5645	\$ -	\$ -	\$ 26,000	Energy Platform	To enhance student Learning	N	

**Northland Pioneer College  
Capital Budget  
FY25-FY27**

Sorted by Division

Div	Dept	Dept #	Object Code	FY25 Budget Request \$	FY26 Budget Request \$	FY27 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Paid for by Perkins Grant? Y/N	Postpone Y/N
Raisor	SGT	1369	5645	\$ -	\$ -	\$ 25,000	Arm Locking Extremity Limb Positioner Set	To enhance student Learning	N	
Raisor	SGT	1369	5645	\$ -	\$ 25,000	\$ -	Synthes Titanium Trochanteric Fixation Nail System	Provides students with training tools needed for skills development	N	
Raisor	SGT	1369	5645	\$ 145,000	\$ -	\$ -	Virtual Reality Laparoscopic Training System	Simulation system of equipment used by industry	N	
Raisor	SGT	1369	5645	\$ 80,000	\$ -	\$ -	ARTHRO SIMULATOR	Simulation system of equipment used by industry	Y	
Raisor	SGT	1369	5645	\$ -	\$ 27,000	\$ -	TraumaChild System	Life Cycle Replacement	N	
			<b>Total - CTE</b>	<b>\$ 414,000</b>	<b>\$ 532,000</b>	<b>\$ 248,000</b>				
Zimmerman	NUR			\$ -	\$ -	\$ -				
			<b>Total - Nursing</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
Schaefer	HR	5200	5635				Requesting monies to purchase NEOED - Implementation costs.	Discounts include 40% off of first year set-ups, 30% off yr1 Subscription, 10% off yr2 Subscription. NEOED will replace iSolved (\$70,000 annually) which will be discontinued due to the Anthology implementation. Safe Colleges will be discontinued (\$7,000 annually) because NEOED has a more robust training module. HR needs to replace the HRIS, ATS	N	
				\$ 59,431	\$ 76,412	\$ 89,147				
Schaefer	HR	5200	5635	\$ 30,335	\$ -	\$ -	Requesting monies to purchase NEOED - Subscription fee	Discounts include 40% off of first year set-ups, 30% off yr1 Subscription, 10% off yr2 Subscription. NEOED will replace iSolved (\$70,000 annually) which will be discontinued due to the Anthology implementation. Safe Colleges will be discontinued (\$7,000 annually) because NEOED has a more robust training module. HR needs to replace the HRIS, ATS	N	
			<b>Total - HR</b>	<b>\$ 89,766.00</b>	<b>\$ 76,412.00</b>	<b>\$ 89,147.00</b>				
Jacob	TAS	5070	5600	\$ 250,000	\$ 450,000	\$ 200,000	Cisco Solution classrooms	Lifecycle, add or replace connected classroom equipment	N	
Jacob	TAS	5070	5600	\$ -	\$ -	\$ -	0	Begin lifecycle replacement of old smartboards non-distance learning	N	
Jacob	TAS	5070	5600	\$ -	\$ -	\$ -	0	This line item TAS for future classroom technology request that are unknow at thTAS time.... Could include DRA	N	
Jacob	TAS	5070	5615	\$ 75,000	\$ 75,000	\$ -	Jenzabar Consultants	Consultant training/update NPC Servers	N	
Jacob	TAS	5070	5615	\$ 60,000	\$ 125,000	\$ 125,000	JTS	Support and maintenance of towers	N	
Jacob	TAS	5070	5615	\$ 100,000	\$ 100,000	\$ 100,000	Cisco Smartnet Renewal	Smartnet coverage	N	
Jacob	TAS	5070	5615	\$ 550,000	\$ 600,000	\$ 600,000	Hyetech, Cisco, HP	Network capital contractual services	N	
Jacob	TAS	5070	5615	\$ 100,000	\$ 100,000	\$ 100,000	Security ELA Renewal once every 3 yrs pay again FY2425	Coverage for edge email, AMP, Umbrella, Netflow connector, and firewalls	N	

**Northland Pioneer College  
Capital Budget  
FY25-FY27**

Sorted by Division

Div	Dept	Dept #	Object Code	FY25 Budget Request \$	FY26 Budget Request \$	FY27 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Paid for by Perkins Grant? Y/N	Postpone Y/N
Jacob	TAS	5070	5620	\$ -	\$ -	\$ 500,000	Server Replacements @ 5 years	Update Aging Server/Blade Cycle	N	
Jacob	TAS	5070	5620	\$ 175,000	\$ -	\$ -	Replace old routers, switches and AP's @ 6 years	Update Aging Routers, Switches, and Aps	N	
Jacob	TAS	5070	5620	\$ 125,000	\$ -	\$ -	UPS (batteries for servers) lifecycle Replacements @ 5 years	Replace aging UPS systems - adding more and replacing more - failure rates from dirty power	N	
Jacob	TAS	5070	5630	\$ 250,000	\$ 275,000	\$ 300,000	Computers	Replace aging computers and new requests	N	
Jacob	TAS	5070	5630	\$ 5,000	\$ 5,000	\$ 5,000		Replace TAS aging printers	N	
Jacob	TAS	5070	5630	\$ 5,000	\$ 10,000	\$ -		Replace or add monitors per standard	N	
Jacob	TAS	5070	5635	\$ 100,000	\$ 100,000	\$ 100,000	Microsoft Azure Software and Professional Services	Intune, ESA replacments mimecast, Tools forever, and other enterprise software	N	
Jacob	TAS	5070	5635	\$ 85,000	\$ -	\$ -	TargetX	TAS to start paying FY2324	N	
Jacob	TAS	5070	5635	\$ -	\$ 50,000	\$ 50,000	Dual Enroll Software and AdAstra	Grant ending-TAS to start paying FY2627	N	
Jacob	TAS	5070	5635	\$ 22,000	\$ 12,000	\$ 13,000	Coursedog	New digital college catalog	N	
Jacob	AS/Marketing	5070	5635	\$ 19,000	\$ -	\$ -	Marketing-College Catalog Software	It is software that will all NPC to produce a digital college catalog and provide a system to control proofing, text changes and content approval in the cloud. This software is not only for Marketing but also for the Learning side of the house. Michael Broyles will be heavily using the system	N	
<b>Total - TAS</b>				<b>\$ 1,921,000</b>	<b>\$ 1,902,000</b>	<b>\$ 2,093,000</b>				
Jacob	TAS	5070	5615	\$ 1,200,000	\$ -	\$ -		Replacement and upgrade of Towers	N	
<b>Total - TAS - Tower Upgrade</b>				<b>\$ 1,200,000</b>	<b>\$ -</b>	<b>\$ -</b>				
Jacob	ERP	5071	5615	\$ 2,000,000	\$ 2,000,000	\$ 1,000,000	Jenzabar Replacement (Project Services Costs)	Total \$5.4M services, estimated split over 3y (inc. FY24)	N	
Jacob	ERP	5071	5615	\$ 426,729	\$ 426,729	\$ 435,264	Anthology Maintenance & Support - new ERP	Contracted amount + 9.43% tax	N	
Jacob	ERP	5071	5615	\$ -	\$ -	\$ -	New ERP System / support for users		N	
<b>Total - TAS - ERP</b>				<b>\$ 2,426,729</b>	<b>\$ 2,426,729</b>	<b>\$ 1,435,264</b>				
White	Transportation	5750	5645	\$ 48,000	\$ 40,000	\$ 40,000	Operational needs - Equipment	Life Cycle Replacement	N	
White	Transportation	5750	5680	\$ 164,000	\$ 100,000	\$ 100,000	Operational needs - Vehicles	Life Cycle Replacement	N	
White	Op & Maint	6100	5610	\$ 481,000	\$ 500,000	\$ 500,000	LED lighting upgrades landscaping Replace Sidewalks Interior and Exterior paint of buildings Parking lot maintenance Flooring fire alarm maint	Life Cycle Replacement	N	

**Northland Pioneer College  
Capital Budget  
FY25-FY27**

Sorted by Divison

Div	Dept	Dept #	Object Code	FY25 Budget Request \$	FY26 Budget Request \$	FY27 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Paid for by Perkins Grant? Y/N	Postpone Y/N
White	Op & Maint	6100	5605	\$ 95,000	\$ 50,000	\$ 50,000	Operational needs - Furniture	Life Cycle Replacement	N	
White	Op & Maint	6100	5610	\$ 1,122,000	\$ 1,200,000	\$ 1,200,000	Fire alarm upgrade parking blocks and restripe Field Fencing parking lot maintenance Replace front doors Tile Removal Replace water heaters Modular HVAC update Replace stairs and ramps Facility Changes for Technology		N	
White	Op & Maint	6100	5645	\$ 24,000	\$ -	\$ -	Replaceaging shop equipment	Life Cycle Replacement	N	
<b>Total - Facilities &amp; Transportation</b>				<b>\$ 1,934,000</b>	<b>\$ 1,890,000</b>	<b>\$ 1,890,000</b>				
White	Construction	6150	5610	\$ 5,000,000	\$ -	\$ -	2024-WMC Goldwater-\$5,000,000	Establish entry to Campus & One-Stop-Shop	N	
White	Construction	6150	5610	\$ 3,000,000	\$ -	\$ -	4032: LCC Blunk \$3,000,000	Expand Comsmo program in Winslow	N	
White	Construction	6150	5610	\$ -	\$ 3,000,000	\$ -	4033-LCC Ruby Hill \$3,000,000	Movement of Cosmo program will displace Allied Health	N	
White	Construction	6150	5610	\$ 1,000,000	\$ -	\$ -	1040-PDC Skill Center \$1,000,000	Add new program in Holbrook	N	
White	Construction	6151	5611	\$ 1,000,000	\$ -	\$ -	Kayenta Center or other needs		N	
<b>Total - Construction</b>				<b>\$ 10,000,000</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>				
<b>Grand Total</b>				<b>\$ 18,047,095</b>	<b>\$ 9,877,141</b>	<b>\$ 5,805,411</b>				



# TOWER UPGRADE PROJECT

The Tower Upgrade Project received board approval in June of 2024 and our vendor of choice, Johnston Technical Services, Inc. (JTS), began work in July. The project consists of upgrading of 13 tower sites and 1 additional location. Between the 14 locations, we have a total of 34 microwave dishes that need to be replaced, and 2 that need to be decommissioned.

The site locations are:

1. Show Low: 160ft Tower
2. Porter Mountain: 100ft Tower
3. Green's Peak: 80ft Tower
4. Springerville: Roof-top
5. McKay's Peak: 40ft Tower
6. Whiteriver Point: 20ft Tower
7. Whiteriver Center: Roof-top
8. Snowflake: 40ft Tower
9. Dry Lake: 300ft Tower
10. Admin Butte: 160ft Tower
11. Holbrook: 120ft Tower
12. Holbrook Garage/Old PAD: 30ft Tower
13. Winslow: 140ft Tower
14. Old Springerville: 50ft Tower

**North of I-40**

- Little Colorado Campus 200 Mbps
- Painted Desert Campus 800 Mbps
- Admin Butte 200 Mbps
- PAD 200 Mbps
- Dry Lake 800 Mbps

**South of I-40**

- Silver Creek Campus 200 Mbps
- White Mountain Campus 800 Mbps
- Porter Mountain 200 Mbps
- Springerville Center 100 Mbps
- Greens Peak 300 Mbps
- McKays Peak 200 Mbps
- Whiteriver Point 200 Mbps
- Whiteriver Center 200 Mbps



1 Gbps
1 Gbps
1 Gbps
918 Mbps
1 Gbps
1 Gbps
1 Gbps
731 Mbps
731 Mbps
1 Gbps
1 Gbps



JTS began the project by conducting a site survey on all 14 locations to check the towers for spacing, and frequency ranges. Since this project involved not only replacing the aging Microwave Equipment but also increasing our bandwidth, they needed to know what other frequencies were being used in the vicinity. It was determined that we could install the new Aviat equipment in parallel with the aging Huawei equipment, meaning nearly zero outage for our students.

The project was expected to take about 7 months, beginning in July 2024 and ending in February 2025. The phases of the project are:

- FCC Licensing
- Equipment Procurement
- Equipment Programming and Testing
- Installation
- Quality Assessment
- System Start Up
- Project Completion

Most of this work was done by JTS on the backend, there was little that NPC could do to help them. The install started on October 21<sup>st</sup>. JTS and the NPC Tower Team (Chris Cribbs and Tom Watkins) worked 6-7 days a week until the completion of Phase 1 on November 19<sup>th</sup>, in which JTS went back home for the Thanksgiving holiday. At this point, they had completed 9/14 sites.

JTS returned to Show Low on December 2<sup>nd</sup> to begin Phase 2, which ended short on December 18<sup>th</sup> due to a hardware issue with the Aviat Equipment. This is where we are now in the project. In total, we have completed 11/14 sites, 26 of 34 Microwave Dishes. They have also decommissioned most of the old equipment, as well as disposed of it for us.

JTS has had several phone calls with Aviat Support, and they are expecting to make the trip back out to Show Low in February to complete the remaining 3 sites (8 microwave dishes). However, the team was able to bring up most of the 26 dishes we did get replaced, so those connections are already showing us greatly increased bandwidth and performance on our network!

As you can imagine, climbing up a 300ft tower when the wind is blowing 50mph isn't an option, we got very lucky with the weather. We had two days impacted by high winds, and three days impacted by snow. However, the team maximized their downtime by assembling and preparing equipment for future climbs. We are very thankful we didn't get too much snow, that could have potentially grounded the climbers for days or even weeks.

On behalf of the NPC Infrastructure and Operations Team, JTS and their Team, and all of us at NPC, I'd like to express my heartfelt thank you for all your support during this project. This is a huge stride in increasing our network safety and reliability. We're all here to make NPC the best it can be for our Students, and we really appreciate your support.

# Navajo County Community College District Governing Board Meeting Minutes

November 15, 2024 – 9:30a.m.

Painted Desert Campus, Tiponi Community Center Board Room  
2251 East Navajo Boulevard, Holbrook, AZ 86025

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**Governing Board Member Present:** Chair. Everette Robinson, Ms. Kristine Laughter; Mr. Derrick Leslie; Ms. Rosie Sekayumtewa (arrived at 10:05 a.m.); Mr. Frank Lucero

**Governing Board Member Absent:** Mr. Frank Lucero

**Others Present:** Jeff Thies; Von Lawson; Sandy Caldwell; Farah Bughio

## **Agenda Item 1: Call to Order and Adoption of the Agenda**

Chair Robinson called the meeting to order at 9:30 a.m.

Chair Robinson called for a motion to adopt the agenda.

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

## **Agenda Item 2: Call for Public Comment**

None.

### **3.A. Old Business**

### **3.B. New Business**

#### **3.B.1. Executive Session 1.**

The Board voted to enter Executive Session at 9:33 a.m.

*Mr. Leslie made a motion to enter into Executive Session 1. Mr. Lucero seconded the motion. The motion carried upon a roll-call vote with Mr. Leslie, Ms. Sekayumtewa, Ms. Laughter, Mr. Lucero and Chair Robinson voting in favor. There were no votes against.*

The Board recessed from 11:32am – 12:27p.m. for lunch.

Sandy Caldwell and Farah Bughio joined the meeting at 2:30 p.m.

#### **3.B.2. Action from Executive Session 1.**

No action was taken.

**Agenda Item 4: Announcement of Next Regular Meeting**

November 19, 2024

**Agenda Item 5: Adjournment**

*The meeting was adjourned at 4:28 p.m. upon a motion by Mr. Leslie and a second by Mr. Lucero. The motion carried upon a roll-call vote with Ms. Sekayumptewa, Mr. Leslie, Ms. Laughter, Mr. Lucero and Chair Robinson voting in favor. There were no votes against.*

Respectfully submitted,



Farah Bughio  
Recording Secretary to the Board

Draft

# Navajo County Community College District Governing Board Meeting Minutes

November 19, 2024 – 10:00a.m.

Painted Desert Campus, Tiponi Community Center Board Room  
2251 East Navajo Boulevard, Holbrook, AZ 86025

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**Governing Board Member Present:** Chair. Everette Robinson, Ms. Kristine Laughter; Mr. Frank Lucero; Mr. Derrick Leslie; Ms. Rosie Sekayumptewa (arrived at 10:07a.m.)

**Governing Board Member Absent:**

**Others Present:** Interim President Michael Solomonson; CIO Michael Jacob; Betsy Wilson; Judy Yip-Reyes; Norvita Charleston; Tabitha Stickel; VPAS Maderia Ellison; AVPHR Christine Schafer; Amanda Sutter; Colleen Marsh; Katie Matott; Josh Rogers; Justin White; Russell Kupfer; Allison Landy; Michael Broyles; Natalie Kee; Maria Jaquez; Paul Hempsey; Rebecca Hunt; Ruth Zimmerman; Linda Kor; Farah Bughio; Karen Zimmerman; Muriel Metcalf; Rebeccah Sweet; Charles DiCarlo; Tamara Osborne; Wei Ma; Jeremy Raisor; Cynthia Blevins; Viki Besinger; Magda Gluszek; Von Lawson; Morgan Phillips; Angela King; Karen Baker

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

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

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

Chair Robinson asked for the agenda to be rearranged to move item 8.B.2 after 8.B.6

*Chair Robinson asked if there was a motion to adopt the agenda with modification. Mr. Lucero made a motion to adopt the agenda with modification. Ms. Laughter seconded the motion.*

*The motion carried upon a roll-call vote with Mr. Lucero, Mr. Leslie, 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)**

This presentation was delayed until after the Strategic Planning update due to technical issues. Viki Besinger gave a presentation to the Board.

No questions.

#### **4.A.3. NPC Faculty Association**

No report.

#### **4.A.4. Classified and Administrative Staff Organization (CASO)**

A recording from CASO President Melissa Willis was played followed by an update from CASO Vice President Cynthia Blevins.

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.

Ms. Laughter asked what the process was for assisting students with essay writing help. Director Wilson responded that there are multiple ways in which students can receive help. She elaborated on some of the resources that are available.

Mr. Leslie commented that this was a ubiquitous problem and a common solution would be beneficial. Director Wilson replied that there was no magic solution but increasing and meeting the goal of student applicants each cycle was a good strategy.

Ms. Sekayumptewa asked if stating the deadline for an application was sooner than it actually was would help. Director Wilson replied that would be teaching students something detrimental in the long run.

#### **4.A.6. Northland Pioneer College (NPC) Friends and Family**

Director Betsy Wilson gave an update to the 2025-2030 Strategic Plan.

No questions.

#### **4.A.7. Human Resources**

AVPHR Christine Schaefer elaborated on a report provided in the packet.

Mr. Lucero asked how much money an additional one percent would be for cost of living. AVPHR Schaefer responded with the amount.

Mr. Lucero asked what district the judge was in regarding the Fair Labor and Standards Act decision. AVPHR Schaefer responded it was nationwide.

#### **4.A.8. Construction Report**

Director Justin White gave the Board an update on construction projects.

Mr. Lucero asked if there was a footing for the WMC construction project or if it would be paved or gravel. Director White responded that it would be compacted dirt and black millings.

Mr. Lucero asked if the CDL simulator was a real simulator. Director White responded that it was.

Ms. Sekayumptewa asked which site had construction. Director White elaborated on which sites had construction.

#### ***4.A.9. Enterprise Resource Planning (ERP) Implementation Update***

Project Manager Colleen Marsh elaborated on the report provided in the packet.

Ms. Laughter asked where the data regarding available jobs came from. Ms. Marsh responded that she would follow up on what the source data was.

Ms. Laughter said she would like to try out the new software when it went live.

#### ***4.A.10. Arizona Association of Community College Trustees (AACCT)***

Derrick Leslie gave an update.

### **Agenda Item 5: Fall 2024 FTSE Report**

Registrar Hempsey elaborated on a report provided in the packet.

Chair Robinson commented that the overall increase in enrollment was excellent.

Ms. Laughter asked if there was any way to determine where online students were based. Registrar Hempsey responded that he would look into that.

### **Agenda Item 6: President's Summary of Current Events**

Interim President Michael Solomonson gave the Board an update.

Mr. Lucero asked if the legend of the Blue Lady was out of Texas. Interim Solomonson replied that it was a local legend.

Ms. Laughter commented that the term 'Tribal' can be offensive and that it is found throughout the college website and made a request that the term be removed from the website.

### **Agenda Item 7: Consent Agenda**

- A. October 15, 2024 Board Meeting Minutes** (Farah Bughio)
- B. November 7, 2024 Special Meeting Minutes** (Farah Bughio)
- C. Intergovernmental Agreement** between Navajo County Community College District and Northeastern Arizona Law Enforcement Training Academy for the Town of Pinetop - Lakeside.

**D. Intergovernmental Agreement** between Navajo County Community College District and Arizona Agribusiness and Equine Center.

**E. Intergovernmental Agreement** between Navajo County Community College District and Northeastern Arizona Law Enforcement Training Academy for Navajo County.

Mr. Lucero asked what Arizona Agribusiness was. Chair Robinson responded that it was a charter school.

*Ms. Laughter made a motion to approve all items on the consent agenda. 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.***

## **Agenda Item 8: For Discussion and Possible Action**

### **8.A. Old Business**

#### **8.B. New Business**

##### **8.B.1. Request to Accept Office of Economic Opportunity Grant Funds.**

Co-VPLSS Jeremy Raisor requested the Board accept funds from an OEO grant.

Mr. Lucero asked when the program would start. Co-VPLSS Raisor responded that it would start in the spring.

Chair Robinson asked if this would be a 6 – 8 week course. Co-VPLSS Raisor responded they were considering three one-month modules.

*Mr. Lucero made a motion to accept OEO grant funds in the amount of \$180,000. 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 Cancel the December 17 DGB Meeting.**

Chair Robinson asked the Board to cancel the December 17, 2024 DGB meeting.

Mr. Lucero asked if they wanted the Special Meeting to be on this date or before. Chair Robinson responded that they wanted the Special Meeting before December 17, 2024.

*Mr. Lucero made a motion to cancel the December 17, 2024 Regular Meeting. Ms. Laughter 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.3. Executive Session 1.**



The Board voted to enter Executive Session at 11:19am.

*Ms. Laughter made a motion to enter into Executive Session 1. Mr. Leslie seconded the motion. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Leslie, Ms. Sekayumtewa, Ms. Laughter and Chair Robinson voting in favor. There were no votes against.*

**8.B.4. Action from Executive Session 1.**

The Board did not take action.

**8.B.5. Executive Session 2.**

The Board voted to enter Executive Session at 11:34am.

*Mr. Lucero made a motion to enter into Executive Session 2. Ms. Laughter seconded the motion. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Leslie, Ms. Sekayumtewa, Ms. Laughter and Chair Robinson voting in favor. There were no votes against.*

**8.B.6. Action from Executive Session 2.**

The Board voted to hire Dr. Von Lawson as the new President with a start date of January 1, 2025.

*Ms. Laughter made a motion to hire Dr. Von Lawson as the new President with a start date of January 1, 2025. Mr. Leslie seconded the motion. The motion carried upon a roll-call vote with Mr. Leslie, Ms. Sekayumtewa, Ms. Laughter and Chair Robinson voting in favor. Mr. Lucero voted against.*

The Board voted to allow Chair Robinson to negotiate a contract with Dr. Lawson.

*Ms. Laughter made a motion to allow Chair Robinson to negotiate a contract with Dr. Lawson. Ms. Sekayumtewa seconded the motion. The motion carried upon a roll-call vote with Mr. Leslie, Ms. Sekayumtewa, Ms. Laughter and Chair Robinson voting in favor. Mr. Lucero voted against.*

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

**Agenda Item 10: Board Report/Summary of Current and Upcoming Events**

**Agenda Item 11: Announcement of Next Regular Meeting**

January 21, 2025

**Agenda Item 12: Adjournment**

*The meeting was adjourned at 12:24 p.m. upon a motion by Mr. Lucero and a second by Ms. Laughter. The motion carried upon a roll-call vote with Ms. Sekayumtewa, 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

Draft

# Navajo County Community College District Governing Board Meeting Minutes

November 25, 2024 – 1:00 p.m.

Painted Desert Campus, Tiponi Community Center Board Room  
2251 East Navajo Boulevard, Holbrook, AZ 86025

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**Governing Board Member Present:** Chair. Everette Robinson, Ms. Kristine Laughter; Mr. Frank Lucero; Mr. Derrick Leslie; Ms. Rosie Sekayumptewa

**Governing Board Member Absent:**

**Others Present:** Kristin Mackin; Tonya Thacker; AVPHR Christine Schaefer; Loy Engelhardt; Farah

## **Agenda Item 1: Call to Order and Adoption of the Agenda**

Chair Robinson called the meeting to order at 1:12 p.m.

Chair Robinson asked for the agenda.

*Chair Robinson asked if there was a motion to adopt the agenda. Ms. Sekayumptewa made a motion to adopt the agenda. Mr. Lucero seconded the motion.*

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

## **Agenda Item 2: Call for Public Comment**

None.

### **3.A. Old Business**

### **3.B. New Business**

#### **3.B.1. Executive Session 1.**

The Board voted to enter Executive Session at 1:22 p.m.

*Mr. Lucero made a motion to enter into Executive Session 1. 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.*

#### **3.B.2. Action from Executive Session 1.**

The Board voted to approve the Presidential contract and to authorize the Chair to sign on behalf of the college.

*Ms. Sekayumptewa made a motion to approve the Presidential contract and to authorize the Chair to sign on behalf of the college. Ms. Laughter seconded the motion. **The motion carried upon a roll-call vote with Mr. Leslie, Ms. Sekayumptewa, Ms. Laughter and Chair Robinson voting in favor. Mr. Lucero abstained.***

#### **Agenda Item 4: Announcement of Next Regular Meeting**

January 21, 2025

#### **Agenda Item 5: Adjournment**

*The meeting was adjourned at 1:58 p.m. upon a motion by Mr. Lucero and a second by Ms. Sekayumptewa. **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

# Navajo County Community College District Governing Board Meeting Minutes

December 19, 2024 – 9:00a.m.

Painted Desert Campus, Tiponi Community Center Board Room  
2251 East Navajo Boulevard, Holbrook, AZ 86025

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**Governing Board Member Present:** Chair. Everette Robinson, Ms. Kristine Laughter; Mr. Derrick Leslie; Ms. Rosie Sekayumtewa

**Governing Board Member Absent:** Mr. Frank Lucero

**Others Present:** Kristin Mackin; AVPHR Christine Schaefer; Farah Bughio

## **Agenda Item 1: Call to Order and Adoption of the Agenda**

Chair Robinson called the meeting to order at 9:07 a.m.

Chair Robinson called for a motion to adopt the agenda.

*Mr. Leslie made a motion to adopt the agenda. Ms. Laughter seconded the motion. The motion carried upon a roll-call vote with Mr. Leslie, Ms. Laughter, Ms. Sekayumtewa and Chair Robinson voting in favor. There were no votes against.*

## **Agenda Item 2: Call for Public Comment**

None.

### **3.A. Old Business**

### **3.B. New Business**

#### **3.B.1. Executive Session 1.**

The Board voted to enter Executive Session at 9:09 a.m.

*Mr. Leslie made a motion to enter into Executive Session 1. Ms. Laughter seconded the motion. The motion carried upon a roll-call vote with Mr. Leslie, Ms. Sekayumtewa, Ms. Laughter and Chair Robinson voting in favor. There were no votes against.*

#### **3.B.2. Action from Executive Session 1.**

The Board voted to move forward with the recommendation discussed in Executive Session 1.

*Mr. Leslie made a motion to move forward with the recommendation discussed in Executive Session 1. Ms. Laughter seconded the motion. The motion carried upon a roll-call vote with Mr. Leslie, Ms. Sekayumtewa, Ms. Laughter and Chair Robinson voting in favor. There were no votes against.*

**3.B.3. Request to Approve Board Member Travel.**

Farah Bughio, Recording Secretary to the Board, presented a request for Board members to travel to the annual ACCT National Legislative Summit in February 2025.

No questions.

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

**Agenda Item 4: Announcement of Next Regular Meeting**

January 21, 2025

**Agenda Item 5: Adjournment**

*The meeting was adjourned at 9:26 a.m. upon a motion by Ms. Laughter and a second by Mr. Leslie. The motion carried upon a roll-call vote with Ms. Sekayumptewa, Mr. Leslie, Ms. Laughter and Chair Robinson voting in favor. There were no votes against.*

Respectfully submitted,



Farah Bughio  
Recording Secretary to the Board

**INTERGOVERNMENTAL AGREEMENT REGARDING  
NORTHEASTERN ARIZONA LAW ENFORCEMENT TRAINING ACADEMY  
(NALETA)**

This Intergovernmental Agreement (“Agreement”) is made pursuant to Arizona Revised Statutes (“A.R.S.”) § 11-952 among Navajo County Community College District (“District”) and the White Mountain Apache Tribe Police Department Arizona, an Arizona municipal corporation.

1. **Purpose.** The purpose of this Agreement is to provide Northeastern Arizona with a Police Academy hereby called NALETA (“Northeastern Arizona Law Enforcement Training Academy”) that can provide certified AZPOST (Arizona Peace Officer Standards and Training) training to students who meet AZPOST qualifications and are sponsored by a Law Enforcement agency.

2. **Duties and Responsibilities of District.** District shall operate and administer NALETA. District’s operational and administrative responsibilities shall include, but not be limited to, (a) developing and providing the AZPOST curriculum to be used at NALETA; (b) scheduling courses at the NALETA, registering students at NALETA and administering transcripts for students at NALETA; (c) assisting instructors at NALETA; and (d) obtaining adequate insurance to cover liabilities that might result from damage to persons or property arising out of the operation of NALETA.

3. **Duties and Responsibilities of Cities, Towns, Tribes and Counties.** Law Enforcement agencies participating in NALETA shall provide qualified instructors for all classes given at NALETA. Any compensation to instructors shall be the responsibility of the city, town, tribe or county that employs the instructor, and the other parties to this Agreement shall have no responsibility to provide such compensation. District shall have no responsibility to conduct classes for which the participating cities and towns do not provide qualified instructors with all necessary certification.

4. **Manner of Financing the Agreement.** Except as otherwise specified in this Agreement, each party shall be responsible for whatever costs that party incurs in connection with this Agreement. The District shall charge the Student enrolled in the Districts AJS102 “Intensive Police Academy” class held at NALETA a nonrefundable program and media fee based on the current class fee schedule. Any fees that are charged shall belong to District. Any reimbursement received from AZPOST for the successful completion of NALETA shall belong to the District

5. **Enrollment of Students.** The participating cities, towns, tribes and counties shall be entitled to enroll employees in NALETA to the extent that the employees are qualified for enrollment as set forth by AZPOST Rules and Procedures Manual as set under the State of Arizona Rules of Authority A.R.S. §§ 41-1821 through 41-1828.01 and Arizona Administrative Code, Title 13-4-101 through 13-4-118 and that NALETA has the capacity to train those employees. District shall not be required to accept any employee for enrollment unless the city, town, tribe or county responsible for that employee has conducted a sufficient background check on the employee at its own expense as set forth by AZPOST regulations.

6. **Term and termination.** This Agreement shall expire on June 30, 2025. Any party may terminate the Agreement as of the end of any fiscal year by providing at least thirty (30) days’

prior written notice of its intention to do so to the other parties. Such early termination shall be effective only at the end of the fiscal year in which such notice is given. Upon termination of this Agreement, each party shall retain its own property.

7. **Immigration compliance.** As required by A.R.S. § 41-4401, each party certifies that it and all of its subcontractors, if any, are in compliance with federal immigration laws and regulations that relate to their employees and with A.R.S. § 23-214(A). A breach of this warranty shall be deemed a material breach of this Agreement and shall be subject to penalties up to and including termination of this Agreement. Each party shall have the right to inspect the papers of the other party and of any subcontractors to ensure that this warranty is being complied with.

8. **Conflicts of interest.** As required by A.R.S. § 38-511, each party gives notice as follows that it may, within three years after its execution, cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of the party is, at any time while the Agreement or any extension of the Agreement is in effect, an employee or agent of any other party to the Agreement in any capacity or a consultant to any other party of the Agreement with respect to the subject matter of the Agreement.

9. **Entire Agreement; Amendments.** This Agreement represents the entire Agreement of the Parties with respect to its subject matter. This Agreement shall not be changed, modified, or rescinded, except through a writing signed by all parties.

10. **Governing Law, Forum.** This Agreement will be governed by the laws of the State of Arizona, both as to interpretation and performance. Any judicial proceeding for the enforcement of this Agreement or any provision thereof shall be instituted only the courts of Navajo County, State of Arizona, provided that nothing herein shall be deemed a waiver of either explicit nor implicit of the parties' sovereign immunity from suit.

11. **Insurance.** The participants will ensure that all parties will protect the other participants by providing insurance coverage in an amount no less than \$1,000,000 and naming each participant as an individual insured with the proper endorsements.

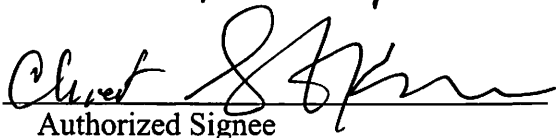
12. **Indemnification.** To the extent permitted by law, each party agrees (as indemnitor) to indemnify, defend and hold harmless the other party (as indemnitee) from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (collectively ("Claims")) arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims are caused by the act, omission or negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees or volunteers. If a Claim or Claims by third parties become subject to this indemnity provision, the parties to this Agreement that are the subject of such Claim or Claims shall expeditiously meet to discuss a common and mutual defense, including possible proportional liability and proportional payment of possible litigation expenses and money damages. The obligations under this Section shall survive termination of this Agreement.



13. **No Joint Venture.** This Agreement is not intended to constitute, create, give rise to, or otherwise recognize a joint venture agreement, partnership or other formal business association or organization of any kind, and the rights and obligations of the Parties shall be only those expressly set forth in this Agreement.

14. **Workman's Compensation.** For purposes of workers' compensation, an employee of a Party to this Agreement, who works under the jurisdiction or control of, or who works within the jurisdictional boundaries of another Party pursuant to this specific Agreement, is deemed to be an employee of both the Party who is his primary employer and the Party under whose jurisdiction or control or within whose jurisdictional boundaries he is then working, as provided in A.R.S. § 23-1022(D). The primary employer Party of such employee shall be solely liable for payment of workers' compensation benefits for the purposes of this section. Each Party herein shall comply with the provisions of A.R.S. § 23-1022(E) by posting the public notice required.

Entity Name White Mt Apache Police Dept

By:   
Authorized Signee

Print Name: CHIEF STEVEN KANE

ATTEST: \_\_\_\_\_

Board Clerk

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

NAVAJO COUNTY COMMUNITY  
COLLEGE DISTRICT

By: \_\_\_\_\_

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

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

ATTEST: \_\_\_\_\_

Board Clerk

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

**ATTORNEY CERTIFICATION**

The undersigned certify that they have reviewed the foregoing Agreement and that said Agreement is in proper form and is within the powers and authority granted to the public body represented by the respective attorneys.

\_\_\_\_\_

Attorney for

\_\_\_\_\_

Kristin M. Mackin

Attorney for Navajo County Community College District

**INTERGOVERNMENTAL AGREEMENT REGARDING  
NORTHEASTERN ARIZONA LAW ENFORCEMENT TRAINING ACADEMY  
(NALETA)**

This Intergovernmental Agreement (“Agreement”) is made pursuant to Arizona Revised Statutes (“A.R.S.”) § 11-952 among Navajo County Community College District (“District”) and the City of St. Johns, Arizona, an Arizona municipal corporation.

1. **Purpose.** The purpose of this Agreement is to provide Northeastern Arizona with a Police Academy hereby called NALETA (“Northeastern Arizona Law Enforcement Training Academy”) that can provide certified AZPOST (Arizona Peace Officer Standards and Training) training to students who meet AZPOST qualifications and are sponsored by a Law Enforcement agency.
2. **Duties and Responsibilities of District.** District shall operate and administer NALETA. District’s operational and administrative responsibilities shall include, but not be limited to, (a) developing and providing the AZPOST curriculum to be used at NALETA; (b) scheduling courses at the NALETA, registering students at NALETA and administering transcripts for students at NALETA; (c) assisting instructors at NALETA; and (d) obtaining adequate insurance to cover liabilities that might result from damage to persons or property arising out of the operation of NALETA.
3. **Duties and Responsibilities of Cities, Towns, Tribes and Counties.** Law Enforcement agencies participating in NALETA shall provide qualified instructors for all classes given at NALETA. Any compensation to instructors shall be the responsibility of the city, town, tribe or county that employs the instructor, and the other parties to this Agreement shall have no responsibility to provide such compensation. District shall have no responsibility to conduct classes for which the participating cities and towns do not provide qualified instructors with all necessary certification.
4. **Manner of Financing the Agreement.** Except as otherwise specified in this Agreement, each party shall be responsible for whatever costs that party incurs in connection with this Agreement. The District shall charge the Student enrolled in the Districts AJS102 “Intensive Police Academy” class held at NALETA a nonrefundable program and media fee based on the current class fee schedule. Any fees that are charged shall belong to District. Any reimbursement received from AZPOST for the successful completion of NALETA shall belong to the District
5. **Enrollment of Students.** The participating cities, towns, tribes and counties shall be entitled to enroll employees in NALETA to the extent that the employees are qualified for enrollment as set forth by AZPOST Rules and Procedures Manual as set under the State of Arizona Rules of Authority A.R.S. §§ 41-1821 through 41-1828.01 and Arizona Administrative Code, Title 13-4-101 through 13-4-118 and that NALETA has the capacity to train those employees. District shall not be required to accept any employee for enrollment unless the city, town, tribe or county responsible for that employee has conducted a sufficient background check on the employee at its own expense as set forth by AZPOST regulations.
6. **Term and termination.** This Agreement shall expire on July 31, 2027. Any party may terminate the Agreement as of the end of any fiscal year by providing at least thirty (30) days’

prior written notice of its intention to do so to the other parties. Such early termination shall be effective only at the end of the fiscal year in which such notice is given. Upon termination of this Agreement, each party shall retain its own property.

7. **Immigration compliance.** As required by A.R.S. § 41-4401, each party certifies that it and all of its subcontractors, if any, are in compliance with federal immigration laws and regulations that relate to their employees and with A.R.S. § 23-214(A). A breach of this warranty shall be deemed a material breach of this Agreement and shall be subject to penalties up to and including termination of this Agreement. Each party shall have the right to inspect the papers of the other party and of any subcontractors to ensure that this warranty is being complied with.

8. **Conflicts of interest.** As required by A.R.S. § 38-511, each party gives notice as follows that it may, within three years after its execution, cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of the party is, at any time while the Agreement or any extension of the Agreement is in effect, an employee or agent of any other party to the Agreement in any capacity or a consultant to any other party of the Agreement with respect to the subject matter of the Agreement.

9. **Entire Agreement; Amendments.** This Agreement represents the entire Agreement of the Parties with respect to its subject matter. This Agreement shall not be changed, modified, or rescinded, except through a writing signed by all parties.

10. **Governing Law, Forum.** This Agreement will be governed by the laws of the State of Arizona, both as to interpretation and performance. Any judicial proceeding for the enforcement of this Agreement or any provision thereof shall be instituted only the courts of Navajo County, State of Arizona, provided that nothing herein shall be deemed a waiver of either explicit nor implicit of the parties' sovereign immunity from suit.

11. **Insurance.** The participants will ensure that all parties will protect the other participants by providing insurance coverage in an amount no less than \$1,000,000 and naming each participant as an individual insured with the proper endorsements.

12. **Indemnification.** To the extent permitted by law, each party agrees (as indemnitor) to indemnify, defend and hold harmless the other party (as indemnitee) from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (collectively ("Claims")) arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims are caused by the act, omission or negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees or volunteers. If a Claim or Claims by third parties become subject to this indemnity provision, the parties to this Agreement that are the subject of such Claim or Claims shall expeditiously meet to discuss a common and mutual defense, including possible proportional liability and proportional payment of possible litigation expenses and money damages. The obligations under this Section shall survive termination of this Agreement.

ATTEST: \_\_\_\_\_

Board Clerk

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

ATTORNEY CERTIFICATION

The undersigned certify that they have reviewed the foregoing Agreement and that said Agreement is in proper form and is within the powers and authority granted to the public body represented by the respective attorneys.

  
\_\_\_\_\_  
Attorney for City of St. Johns

\_\_\_\_\_  
Kristin M. Mackin

Attorney for Navajo County Community College District

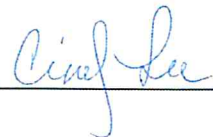
13. **No Joint Venture.** This Agreement is not intended to constitute, create, give rise to, or otherwise recognize a joint venture agreement, partnership or other formal business association or organization of any kind, and the rights and obligations of the Parties shall be only those expressly set forth in this Agreement.

14. **Workman's Compensation.** For purposes of workers' compensation, an employee of a Party to this Agreement, who works under the jurisdiction or control of, or who works within the jurisdictional boundaries of another Party pursuant to this specific Agreement, is deemed to be an employee of both the Party who is his primary employer and the Party under whose jurisdiction or control or within whose jurisdictional boundaries he is then working, as provided in A.R.S. § 23-1022(D). The primary employer Party of such employee shall be solely liable for payment of workers' compensation benefits for the purposes of this section. Each Party herein shall comply with the provisions of A.R.S. § 23-1022(E) by posting the public notice required.

Entity Name City of St Johns

By:   
Authorized Signee

Print Name: Lance Spivey

ATTEST: 

Board Clerk

Date: 12/11/2024

NAVAJO COUNTY COMMUNITY  
COLLEGE DISTRICT

By: \_\_\_\_\_

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

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

# REQUEST TO APPROVE MODIFICATION OF THE BACHELOR OF APPLIED SCIENCE, EARLY CHILDHOOD EDUCATION

**Recommendation:**

The Instructional Council (IC) recommends approval of modifications to the Bachelor of Applied Science, Early Childhood Education.

**Summary:**

The Educator Preparation Programs Division (EPD) proposes program modification to the Bachelor of Applied Science, Early Childhood Education (BAS-ECE) to update the requirements in the BAS program of study for implementation Fall 2025. The requirements need modifications to the program of study in order to state the following: “Evidence of meeting course prerequisites if the earned Associate Degree is from a college other than NPC or is not in Early Childhood Education. Evidence of one of the following (or combination of) Option A, Option B, or Option C.” The three options clarify requirements for a student transitioning into the BAS program.

Option A – Approved Program of Study	Option B – Exam	Option C – NPC Prerequisites
Complete an approved Associate Degree at a community college that has an articulation agreement with NPC’s Educator Preparation Department.	Receive a passing score on the Professional Knowledge <i>and</i> Early Childhood Subject Matter Exam	Complete the following NPC courses (22 cr) to meet the foundational requirements of the program. <ul style="list-style-type: none"> <li><input type="checkbox"/> ECD135 Survey of Child Development</li> <li><input type="checkbox"/> ECD145 Foundations in Early Childhood</li> <li><input type="checkbox"/> ECD141 Healthy and Safe EC Practices</li> <li><input type="checkbox"/> ECD184 Early Social and Emotional Development</li> <li><input type="checkbox"/> ECD110 Building Relationships with Families</li> <li><input type="checkbox"/> ECD175 Professionalism</li> <li><input type="checkbox"/> ECD217 Early Language and Literacy</li> <li><input type="checkbox"/> ECD187 Supporting STEM in EC</li> <li><input type="checkbox"/> ECD186 Effective Interactions for Learning</li> <li><input type="checkbox"/> ECD128 Culture, Language, and Community</li> <li><input type="checkbox"/> ECD188 Policies and Procedure in EC</li> <li><input type="checkbox"/> ECD208 Observation and Assessment</li> <li><input type="checkbox"/> ECD290 EC Practicum I</li> <li><input type="checkbox"/> ECD222 Intro to EC Special Education</li> </ul>

Under the catalog page’s heading, Bachelor of Applied Science in Early Childhood Education (BAS-ECE), the statement, “Complete the AAEC or AAS in Early Childhood Studies (64 course credits) and the following courses not taken as part of your Associate Degree,” needs to be changed to the following: “Complete an Associate Degree (60-64 credits) and the following courses not taken as part of your degree.” The rationale for this change is to include the completion of an approved associate’s degree at a community college that has an articulation agreement with NPC’s Educator Preparation Department.

In addition, EDP proposes an update to the student teaching requirements in the BAS-ECE program of study to align with ADE changes to student teaching, approved June 24, 2024. This proposed change includes preschool as an option for the capstone experience that leads to early childhood teacher certification. EDP also proposes edits to various wording on the catalog page and the inclusion of CFS 108 (Observing Children Within the Family System) as an elective option.

# Bachelor's Degree *\*To be offered pending Higher Learning*

## Bachelor of Applied Science, Early Childhood Education

The Bachelor of Applied Science (BAS) in Early Childhood Education (ECE) degree provides candidates with specialized, professional preparation that leads to careers to teach young children birth through in child and family services and teacher certification working with children up to 3rd grade. The BAS builds on both the AAEC and the AAS in Associate Degrees in Early Childhood Studies to deepen teaching knowledge and prepares individuals as highly qualified early childhood educators and professionals.

Admission to the college does not guarantee admission to the BAS program. The BAS program requires demonstration of prior college success and the ability to work in the field of teaching and/or family services. Lower division (100 and 200 level) courses may be taken prior to program admission, but enrollment. Enrollment in upper division courses (300 and 400 level) requires program admission.

### Requirements:

- To be admitted, students must meet **all of** the following criteria:
- An earned Associate Degree or higher from an accredited institution.
- An overall GPA of 2.0 or above on a 4.0 scale.
- A current **IVP (Identity Verified Prints)**, Level I Fingerprint clearance card.
- Evidence of meeting course prerequisites *if the earned Associate degree is from a college other than NPC or is not in Early Childhood Education.*  
Evidence of one of the following (or combination of) Option A, Option B, or Option C

Option A – Approved Program of Study	Option B – Exam	Option C – NPC Prerequisites
Complete an approved Associate Degree at a community college that has an articulation agreement with NPC's Educator Preparation Department.	Receive a passing score on the Professional Knowledge <i>and</i> Early Childhood Subject Matter Exam	Complete the following NPC courses (22 cr) to meet the foundational requirements of the program. <ul style="list-style-type: none"> <li><input type="checkbox"/> ECD135 Survey of Child Development</li> <li><input type="checkbox"/> ECD145 Foundations in Early Childhood</li> <li><input type="checkbox"/> ECD141 Healthy and Safe EC Practices</li> <li><input type="checkbox"/> ECD184 Early Social and Emotional Development</li> <li><input type="checkbox"/> ECD110 Building Relationships with Families</li> <li><input type="checkbox"/> ECD175 Professionalism</li> <li><input type="checkbox"/> ECD217 Early Language and Literacy</li> <li><input type="checkbox"/> ECD187 Supporting STEM in EC</li> <li><input type="checkbox"/> ECD186 Effective Interactions for Learning</li> <li><input type="checkbox"/> ECD128 Culture, Language, and Community</li> <li><input type="checkbox"/> ECD188 Policies and Procedure in EC</li> <li><input type="checkbox"/> ECD208 Observation and Assessment</li> <li><input type="checkbox"/> ECD290 EC Practicum I</li> <li><input type="checkbox"/> ECD222 Intro to EC Special Education</li> </ul>

### Selection Criteria

Priority admission will be given in the following order:

- NPC graduates with an earned AA or AAS in Early Childhood.



- Graduates with an Associate degree in Early Childhood from an institution with which NPC has an articulation agreement.
- Graduates with Associate degrees or Bachelor’s degrees in any field.

**The BAS in ECE includes two student teaching capstone experience options:**

**Birth to PreK option:** for those wanting to specialize in **infants and toddlers or preschool ages** the birth to five age group and (does not lead to teacher certification),

**PreK-3rd grade option:** for those seeking early childhood teacher certification.

The BAS in ECE with certification option is an Arizona Department of Education approved teacher preparation program (pending ADE approval). Students who choose the teacher certification option and complete all requirements are eligible to receive “Institutional Recommendation” (IR) from the college. Graduates then take their IR from the college, along with other required documentation, to the Arizona Department of Education (ADE) to apply for teacher certification. Using an IR to apply for teacher certification streamlines the process by eliminating the need for ADE to conduct course by course transcript reviews. The IR provides the graduate with the benefits of faster processing and reduced fees for the teacher certification application.

**Bachelor of Applied Science in Early Childhood Education (BAS-ECE) • 120 credits**

Complete the AAEC or AAS in Early Childhood Studies (64 course credits) and the following courses not taken as part of your Associate Degree:

**Complete an Associate Degree (60-64 credits) and the following courses (56-60 credits) not taken as part of your degree.**

**Core Requirements.....21-35 credits**

- ECD 232 Play and Learning Environments.....2 credits
- ECD 332 Arts and Aesthetics in Early Education.....3 credits
- ECD 387 STEM Instruction in the Early Childhood Classroom .....3 credits
- ECD 400 Navigating Early Childhood Policies and Systems .....3 credits
- EDP 301 Foundations in Reading .....3 credits
- EDP 322 Instructional Effectiveness for Children with Exceptionalities.....3 credits
- EDP 401 Essentials of Reading Instruction and Intervention.....3 credits
- EDP 408 Evaluating Learning Across the Curriculum.....3 credits
- EDU 220 Diversity in Education.....3 credits
- EDU 276 Managing the Learning Environment .....3 credits
- EDU 280 Introduction to Structured English Immersion Augmented.....3 credits
- EDU 286 Educational Technology .....3 credits

**Discipline Studies.....4-10 credits**

- EDP 400 Early Learning Research and Statistics .....3 credits
- HIS 105 U.S. History to 1877.....3 credits
- OR POS 110 American Government.....3 credits
- MTE 101 Mathematics Literacy for Early Childhood Educators.....3 credits
- Can be met by taking MAT 161 within an AA or AAS pathway**
- POS 221 Arizona Constitution and Government .....1 credit

**Electives.....0-20 4 credits**

Choose **if needed to complete the minimum 120 credits, students are encouraged to choose** from the following courses **depending on your area of interest or specialization. to complete a minimum total of 120 credits, including and that include a minimum of 30 credits of general education or Discipline Studies. Depending on your specialization and/or interests, courses may include:**

- BUS 105 Techniques of Supervision .....3 credits
- CFS 108 Observing Children Within the Family System.....1 credit**
- ECD 223 Positive Behavior Supports .....2 credits
- EDU/ENL 291 Children’s Literature .....3 credits
- PSY 240 Developmental Psychology .....3 credits
- PSY 250 Social Psychology .....3 credits
- SOC 225 Sociology of the Family.....3 credits
- SPT 120 Public Speaking .....3 credits

**Field-Based Teaching Requirements .....11 credits**

**PRACTICUM**

- ECD 390 Early Childhood Practicum-II.....1 credit
- Take concurrently with EDP 301
- ECD 391 Early Childhood Practicum-III.....1 credit
- Take concurrently with EDP 408

**STUDENT TEACHING**

Choose one of the following specialization areas:

**FOR EARLY CHILDHOOD, B-PRE-K SPECIALIZATION:**

ECD 490 Early Childhood Capstone, Experiential B-PreK.....9 credits

**FOR EARLY CHILDHOOD *TEACHER* CERTIFICATION SPECIALIZATION:**

ECD 491 Early Childhood Capstone, Experiential PreK-3.....9 credits

Must choose this specialization if pursuing Arizona Department of Education Early Childhood Teacher Certification.

# REQUEST TO APPROVE MODIFICATION OF THE ASSOCIATE OF ARTS IN ELEMENTARY EDUCATION

## **Recommendation:**

The Instructional Council (IC) recommends approval of modifications to the Associate of Arts in Elementary Education

## **Summary:**

The Educator Preparation Programs Division (EPD) proposes changes to the Associate of Arts in Elementary Education (AAEE). These changes are in response to the following:

- a. Statewide changes to the Arizona General Education Curriculum (AGEC), as approved by the AZTransfer Steering Committee.
- b. Approved modifications to the General Education Course Options
- c. The addition of the General Education Certificate of Proficiency (CP).

As such, EDP proposes to incorporate the General Education CP into the AAEE so students can continue to complete their AGEC requirements while pursuing this degree. Other responsive changes include modifications to the program narrative, category titles, and core requirements.

# Transfer Degree

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## Associate of Arts in Elementary Education (AAEE)

If you are looking for a career that allows you to cultivate curiosity and inspire a love of learning in young people, you may consider earning an education degree at NPC. have a talent for teaching and you want to make a difference in the lives of youth, the The Associate of Arts in Elementary Education (AAEE) provides you with the foundational skills to enter the teaching profession and work in classrooms up to eighth grade. The AAEE includes general education courses relevant to Arizona Department of Education (ADE) teacher certification requirements and prepares graduates to continue on to a teacher preparation bachelor's degree. The AAEE also prepares students to meet the requirements needed to be a paraprofessional or instructional assistant in public and private school settings.

### **NPC Program Requirements**

- The Associate of Arts in Elementary Education degree requires a minimum of 60 hours of course credits with a “C” or better in all courses and a minimum cumulative grade-point average of 2.0 on a 4.0 scale.
- Some courses have placement requirements or prerequisites that may result in coursework beyond 60 credits. These courses, too, require a grade of “C” or better. For information about prerequisites, see the Educator Preparation Program’s advisor.
- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements.
- Students in this program are required to complete practicum hours in a variety of school settings.
- **Prior to enrolling in EDU courses**, you must provide proof of a current IVP (Identity Verified Prints) card with Level I clearance. If you need assistance accessing fingerprint clearance, or you do not have access to a school site, contact the Educator Preparation Programs Department before registering for classes.

## Associate of Arts in Elementary Education (AAEE) • 60 credits

Completion of the Associate of Arts in Elementary Education degree includes the requirements for the Arizona General Education Certificate of Proficiency.

Completion of the 35 general education course credits fulfills requirements for the Arizona General Education Curriculum within the Associate of Arts in Elementary Education degree.

### General Education Courses .....932 credits

**Arts and Humanities ..... 6 credits**

*(Select two courses under Arts and Humanities in the General Education Course List)*

**Communication..... 6 credits**

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

ENL 102 College Composition II .....3 credits

**Natural Sciences ..... 4 credits**

*(Select one course under Natural Sciences in the General Education Course List)*

**Quantitative Reasoning ..... 3 credits**

Select one of the following:

MAT 142 College Mathematics with Contemporary Applications.....3 credits

*(Recommended for students looking to work with primary and intermediate grades)*

MAT 152 Advanced Algebra.....3 credits

*(Recommended for students looking to work with upper intermediate school and secondary education grades)*

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

*(Select two courses under Social and Behavioral Sciences in the General Education Course List)*

**Institutions of the Americas..... 3 credits**

Select one of the following:

POS 110 American Government

OR HIS 105 U.S. History to 1877..... 3 credits

**Additional Requirements.....4 credits**

Select one of the following:

Foreign Language.....4 credits

One foreign language course in the General Education Course Options

OR

Natural Sciences.....4 credits

One unduplicated course under Natural Sciences in the General Education Course Options

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

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

ENL 102 College Composition II .....3 credits

**Mathematics ..... 3 credits**

MAT 142 College Mathematics with Contemporary Applications.....3 credits

Or any math that meets the Arizona General Education Curriculum requirements

### Discipline Studies.....26 credits

**Arts and Humanities ..... 9 credits**

*(Select three 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..... 9 credits**

(From the general education course list on page XX, select three courses from at least two disciplines and that includes one of the courses below. One of the three chosen courses must also meet the requirement for contemporary Global, International, or Historical awareness by choosing any course with an asterisk from the list, including HIS105.)

HIS 105 U.S. History to 1877

—OR POS 110 American Government.....3 credits

**Core Requirements..... 25 28 credits**

ECD 135 Survey of Child Development .....3 credits

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

EDU 200 Introduction to Education .....3 credits

EDU 220 Diversity in Education.....3 credits

EDU 222 Introduction to Special Education .....3 credits

EDU 223 Classroom Observation Skills..... 1 credit

EDU 276 Managing the Learning Environment .....3 credits

EDU 286 Educational Technology .....3 credits

MAT 161 Algebra-based Mathematics for Elementary Teachers I .....3 credits

MAT 162 Algebra-based Mathematics for Elementary Teachers II .....3 credits

## **Request to Accept Grant Funds – Nurse Education Investment Pilot Program**

### **Recommendation:**

Staff recommends accepting \$666,320.00 of grant funding from the Arizona Department of Health Services for the Nurse Education Investment Pilot program for the current fiscal year.

### **Summary:**

In an effort to address the nursing workforce shortage in Arizona, House Bill 2863 and House Bill 2691 were passed by the Arizona State Legislature. The Department of Health Services was appropriated \$15,000,000.00 from the state general fund in each of fiscal years 2022-2023 and 2023-2024 for the Arizona Nurse Education Investment Pilot Program. Although not originally included in the current fiscal year's budget signed by Governor Hobbs, placing 2024-2025 funding at risk, the state was able to obtain additional supplemental federal funding for continuance of the grant in this third and final year.

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

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

For the remainder of the fiscal year 2024-2025 ending June 30, 2025, Northland Pioneer College has been awarded a total of \$666,320 to be used as shown below in the accepted budget submission. Note that unused funds from 2023-2024 as a result of state delays have resulted in a roll-over to 2024-2025.

**FY2025 Navajo Community College District dba Northland Pioneer College  
Nurse Education Investment Pilot Program Approved Budget**

Personnel Services	\$	290,500
Employee Related Expenses		52,520
Other Operating Expenses		162,300
Capital Outlay		<u>161,000</u>
		666,320



# AGREEMENT AMENDMENT

**ARIZONA DEPARTMENT OF  
HEALTH SERVICES  
OFFICE OF PROCUREMENT**  
150 N 18<sup>th</sup> Ave., Ste. #530  
Phoenix, Arizona 85007

**CONTRACT NO.: CTR062631**

**AMENDMENT NO.: Two (2)**

**PROCUREMENT OFFICER  
LUCAS TERRY**

## The Arizona Nurse Education Investment Pilot Program

Effective upon signature by both parties it is mutually agreed that the Agreement is amended as follows:

1. Pursuant to Agreement's Terms and Conditions, Provision 20, Amendment or Modifications, the Agreement is hereby revised as follows:
  - 1.1. The Terms and Conditions are revised and replaced.
  - 1.2. The Scope of Work is revised and replaced.
  - 1.3. The Price Sheet is revised and replaced.
  - 1.4. Exhibit Two (2): 2CFR is added.

**ALL CHANGES ARE REFLECTED IN RED**

**ALL OTHER PROVISIONS SHALL REMAIN IN THEIR ENTIRETY**

Contractor hereby acknowledges receipt and acceptance of above amendment and that a signed copy must be filed with the Procurement Office before the effective date

The above referenced Contract Amendment is hereby executed this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at Phoenix, Arizona

(To be filled out by Procurement Office)

Contractor Signature

Michael Solomonson (Dec 13, 2024 10:16 MST)

Contractor Signature Date

**12/13/2024**

Authorized Signatory's Name and Title


Navajo County Community College District

Contractor's Name

**Gina  
Corwin** Digitally signed  
by Gina Corwin  
Date: 2024.12.17  
11:29:06 -07'00'

Procurement Officer Signature



	<b>AGREEMENT AMENDMENT</b>		<b>ARIZONA DEPARTMENT OF HEALTH SERVICES</b> <b>OFFICE OF PROCUREMENT</b> 150 N 18 <sup>th</sup> Ave., Ste. #530 Phoenix, Arizona 85007
	<b>CONTRACT NO.: CTR062631</b>	<b>AMENDMENT NO.: Two (2)</b>	<b>PROCUREMENT OFFICER</b> <b>LUCAS TERRY</b>

**1. Term of the Agreement:**

The term of this Agreement will be effective for five (5) years from the date of signature of all parties to the Agreement, where Arizona is the "State", Arizona Department of Health Services is "ADHS" and Navajo County Community College District.

**2. Contract Extension:**

By mutual written Contract amendment, this Agreement may be extended as deemed necessary. The total Contract term, including extension, shall not exceed a total of five (5) years from the effective date of the Agreement.

**3. Funding Type:**

This Agreement shall be funded utilizing:

Both  State and Federal Funds.

**4. Agreement Type**

The Agreement shall be Cost Reimbursement.

**5. Termination:**

5.1. This Agreement remains in effect until terminated in accordance with the provision A of this section, or as otherwise provided below:

**5.1.1. Termination without Cause**


Both the ADHS and the Contractor may terminate this Agreement at any time with sixty (60) calendar days' notice in writing specifying the termination date. Such notices shall be given by personal delivery or by certified mail, return receipt requested. If the Contractor terminates this Agreement without cause, the Contractor shall pay the ADHS the Agreement price for all services and materials completed up to the date of termination;

**5.1.2. Termination for Default**

The ADHS reserves the right to terminate the Contract in whole or in part due to the failure of the Contractor to comply with any material obligation, term or condition of the Agreement, to acquire and maintain all required bonds, licenses, and permits, or to make satisfactory progress in performing the Agreement. The Contractor should receive written notice detailing the area of non-performance and have thirty (30) days to correct non-performance prior to termination for default;

**5.1.3. Cancellation for Conflict of Interest**

Pursuant to A.R.S. § 38-511, the ADHS may cancel this Agreement within three (3) years after Agreement execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of the ADHS is, or becomes at any time while the Agreement or an extension of the Agreement is in effect, an employee of or a consultant to any other party to this Agreement with respect to the subject matter of the Agreement. The cancellation shall be effective when the Contractor receives written notice of the cancellation, unless the notice specifies a later time. If

	<b>AGREEMENT AMENDMENT</b>		<b>ARIZONA DEPARTMENT OF HEALTH SERVICES</b> <b>OFFICE OF PROCUREMENT</b> 150 N 18 <sup>th</sup> Ave., Ste. #530 Phoenix, Arizona 85007
	<b>CONTRACT NO.: CTR062631</b>	<b>AMENDMENT NO.: Two (2)</b>	<b>PROCUREMENT OFFICER</b> <b>LUCAS TERRY</b>

the Contractor is a political subdivision of the ADHS, it may also cancel this Contract as provided in A.R.S. § 38-511; or

**5.1.4. Mutual Termination**

This Agreement may be terminated by mutual written agreement of the parties specifying the termination date and the terms for disposition of property and, as necessary, submission of required deliverables and payment therein.


**6. Health Insurance Portability and Accountability Act of 1996 (HIPAA):**

The Contractor warrants that it is familiar with the requirements of HIPAA, as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH Act) of 2009, and accompanying regulations and will comply with all applicable HIPAA requirements in the course of this Contract. Contractor warrants that it will cooperate with the Arizona Department of Health Services (ADHS) in the course of performance of the Contract so that both ADHS and Contractor will be in compliance with HIPAA, including cooperation and coordination with the Government Information Technology Agency (GITA), Statewide Information Security and Privacy Office (SISPO) Chief Privacy Officer and HIPAA Coordinator and other compliance officials required by HIPAA and its regulations. Contractor will sign any documents that are reasonably necessary to keep ADHS and Contractor in compliance with HIPAA, including, but not limited to, business associate agreements.

If requested by the ADHS Procurement Office, Contractor agrees to sign a “Pledge To Protect Confidential Information” and to abide by the statements addressing the creation, use and disclosure of confidential information, including information designated as protected health information and all other confidential or sensitive information as defined in policy. In addition, if requested, Contractor agrees to attend or participate in HIPAA training offered by ADHS or to provide written verification that the Contractor has attended or participated in job related HIPAA training that is: (1) intended to make the Contractor proficient in HIPAA for purposes of performing the services required and (2) presented by a HIPAA Privacy Officer or other person or program knowledgeable and experienced in HIPAA and who has been approved by the GITA/SISPO Chief Privacy Officer and HIPAA Coordinator.

**7. Utilization of Confidential Information:**

- 7.1. Contractor agrees not to use or disclose confidential medical information or personally identifying information other than as permitted by this MOU or as required by law,
- 7.2. Contractor agrees to use appropriate safeguards to prevent use or disclosure of confidential medical information or personally identifying information other than as provided by this MOU,
- 7.3. Contractor agrees to mitigate, to the extent practicable, any harmful effect that is known to Contractor from a use or disclosure of confidential medical information or personally identifying information other than as provided by this MOU,
- 7.4. Contractor agrees to report to the ADHS any use or disclosure of confidential medical information or personally identifying information not provided in this MOU of which it becomes aware, and
- 7.5. Contractor agrees to ensure that any agent, including a subcontractor, to whom Contractor provides confidential medical information or personally identifying information received from the ADHS or created or received by Contractor on behalf of the ADHS agrees to the same restrictions and conditions that apply through this MOU to Contractor with respect to such information.

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	<b>CONTRACT NO.: CTR062631</b>	<b>AMENDMENT NO.: Two (2)</b>	<b>PROCUREMENT OFFICER</b> <b>LUCAS TERRY</b>

**8. Discrimination:**

The parties hereto mutually agree that at no time will race, creed, color, sex, or other similar criteria be employed by either the ADHS or the Contractor for the purpose of discrimination, whether as to employees, applicants for employment, interns, clients, or patients. To the extent applicable to the Agreement, both parties hereto agree to comply with all state and federal laws, rules, regulations, and executive orders as to equal employment opportunity, non-discrimination, including Arizona Executive Order No. 2009-09 prohibiting discrimination in employment, and further agree that the terms of Executive Order 2009-09 are incorporated herein by reference.

**9. Records:**

Under A.R.S. § 35-214 and § 35-215, the Contractor shall retain all data and other records (“records”) relating to the Agreement for a period of five (5) years after the completion of the Agreement. All records shall be subject to inspection and audit by ADHS at reasonable times. Upon request, the Contractor shall produce a legible copy of any or all such records.

**10. Arbitration:**

The parties to this Agreement agree to resolve all disputes arising out of or relating to this Agreement, after exhausting applicable administrative review, through arbitration to the extent required by A.R.S. §12-1518.

**11. Indemnification Clause:**


11.1. To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees (hereinafter referred to as “Indemnitee”) from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys’ fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as “Claims”) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of, or recovered under, the Workers’ Compensation Law or arising out of the failure of such Contractor to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents, and employees for losses arising from the work performed by the Contractor for the State of Arizona.

11.2. This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

**12. Insurance Requirements**

**12.1. Minimum Scope and Limits of Insurance**

Contractor shall provide coverage with limits of liability not less than those stated in Exhibit 1.


	<b>AGREEMENT AMENDMENT</b>		<b>ARIZONA DEPARTMENT OF HEALTH SERVICES</b> <b>OFFICE OF PROCUREMENT</b> 150 N 18 <sup>th</sup> Ave., Ste. #530 Phoenix, Arizona 85007
	<b>CONTRACT NO.: CTR062631</b>	<b>AMENDMENT NO.: Two (2)</b>	<b>PROCUREMENT OFFICER</b> <b>LUCAS TERRY</b>

**13. Health Insurance Portability and Accountability Act Of 1996**

- 13.1. If applicable, the Contractor warrants that it is familiar with the requirements of HIPAA, as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH Act) of 2009, and accompanying regulations and will comply with all applicable HIPAA requirements in the course of this Contract. Contractor warrants that it will cooperate with the Arizona Department of Health Services (ADHS)
- 13.2. in the course of performance of the Contract so that both ADHS and Contractor will be in compliance with HIPAA, including cooperation and coordination with the Arizona Department of Administration-Arizona Strategic Enterprise Technology (ADOA-ASET) Office, the ADOA-ASET Arizona State Chief Information Security Officer and HIPAA Coordinator and other compliance officials required by HIPAA and its regulations. Contractor will sign any documents that are reasonably necessary to keep ADHS and Contractor in compliance with HIPAA, including, but not limited to, business associate agreements.
- 13.3. If applicable, and requested by the ADHS Procurement Office, Contractor agrees to sign a “Pledge To Protect Confidential Information” and to abide by the statements addressing the creation, use and disclosure of confidential information, including information designated as protected health information and all other confidential or sensitive information as defined in policy. In addition, if requested, Contractor agrees to attend or participate in HIPAA training offered by ADHS or to provide written verification that the Contractor has attended or participated in job related HIPAA training that is: (1) intended to make the Contractor proficient in HIPAA for purposes of performing the services required and (2) presented by a HIPAA Privacy Officer or other person or program knowledgeable and experienced in HIPAA and who has been approved by the ADOA-ASET Arizona State Chief Information Security Officer and HIPAA Coordinator.

**14. Pandemic Contractual Performance**

- 14.1. The State shall require a written plan that illustrates how the Contractor shall perform up to contractual standards in the event of a pandemic. The State may require a copy of the plan at any time prior or post award of a Contract. At a minimum, the pandemic performance plan shall include:
  - 14.1.1. Key succession and performance planning if there is a sudden significant decrease in Contractor’s workforce;
  - 14.1.2. Alternative methods to ensure there are products in the supply chain; and
  - 14.1.3. An up to date list of company contacts and organizational chart.
- 14.2. In the event of a pandemic, as declared by the Governor of Arizona, U.S. Government, or the World Health Organization, which makes performance of any term under this Contract impossible or impracticable, the State shall have the following rights:
  - 14.2.1. After the official declaration of a pandemic, the State may temporarily void the Contract(s) in whole or specific sections, if the Contractor cannot perform to the standards agreed upon in the initial terms;
  - 14.2.2. The State shall not incur any liability if a pandemic is declared and emergency procurements are authorized by the Director as per A.R.S. 41-2537 of the Arizona Procurement Code; and
  - 14.2.3. Once the pandemic is officially declared over and/or the Contractor can demonstrate the ability to perform, the State, at its sole discretion, may reinstate the temporarily voided Contract(s).

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14.3. The State, at any time, may request to see a copy of the written plan from the Contractor. The Contractor shall produce the written plan within seventy-two (72) hours of the request.

**15. Unique Entity Identifier (UEI)**

Pursuant to 2 CFR 25.100 et seq., no entity (defined as a Governmental organization, which is a State, local government, or Indian tribe; foreign public entity; domestic or foreign nonprofit organization; domestic or foreign for-profit organization; or Federal agency, but only as a sub-recipient under an award or sub-award to a non-Federal entity) may receive a sub-award from ADHS unless the entity provides its Unique Entity Identifier Number to ADHS. The number can be created in SAM.gov. If already registered the UEI has been assigned and can be viewed in SAM.gov

**16. New Services**


The State, at its sole discretion may allow new services identified by the Contractor or ADHS to be incorporated. The request may be submitted at any time during the Contract period. The requested services shall align with the current Scope of Work, Requirements, Deliverables, and Price List.

**17. THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA OR TRANSPARENCY ACT - P.L.109-282, AS AMENDED BY SECTION 6202(A) OF P.L. 110-252), FOUND AT [HTTPS://WWW.FSR.GOV/](https://www.fsr.gov/)**

If applicable, the subrecipient or sub-awardee is required to abide by the Federal Funding Accountability and Transparency Act (FFATA or Transparency Act – P.L. 109-282, as amended by section 6202(a) of P.L. 110-252), found at <https://www.fsr.gov/>. The associated Grant Reporting Certification Form and completion instructions will be sent to the subrecipient from ADHS Program(s) responsible for the specific contract. The subrecipient or sub-awardee must return the completed form to ADHS Program(s) by the 15<sup>th</sup> of the month following that in which the award was received. Failure to complete a required Grant Reporting Certification Form may result in loss of funding.

**18. Transition Activities**

- 18.1. The Contractor shall support the transfer of the Evaluation Reports at the conclusion of its Contract;
- 18.2. Upon termination of this Contract, if ADHS anticipates a continued need for the Contract Services specified herein and a contract is awarded to a new Contractor, there shall be a transition of services period of not less than thirty (30) days. During this period, the existing Contractor shall work closely with the new Contractor, or Contractors, personnel and/or staff to ensure a smooth and complete transfer of duties and responsibilities;
- 18.3. An authorized representative from ADHS shall coordinate all transition activities. A transition plan will be developed in conjunction with the outgoing Contractor to assist the new Contractor, or Contractors, personnel and/or staff to implement the transfer of duties;
- 18.4. ADHS reserves the right to determine which projects nearing completion will remain with the current Contractor of record.
- 18.5. The Contractor shall return all ADHS equipment, reports, and any other documentation developed during the term of the Contract that ADHS deems necessary to maintain ongoing operations.

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**19. Contracting; Procurement; Investment; Prohibitions**

- 19.1. A public entity may not enter into a contract with a company to acquire or dispose of services, supplies, information technology or construction unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of Israel.
- 19.2. A public entity may not adopt a procurement, investment or other policy that has the effect of inducing or requiring a person or company to boycott Israel.
- 19.3. Contractor hereby certifies that it is not currently engaged in, and will not for the duration of this Contract engage in, a boycott of Israel as defined by A.R.S. § 35-393.01. Violation of this certification by Contractor may result in action by the State up to and including termination of this Contract.

**20. Fraud, Waste, or Abuse**

- 20.1. ADHS requires all employees to abide by the State’s Personnel System Rules, R2-5A-501; Standards of Conduct which includes maintaining high standards of honesty, integrity, and impartiality, free from personal considerations and/or favoritism, and Code of Conduct for individuals engaged in Accounting, Financial and Budgeting Activities which depicts the moral, ethical, legal and professional aspects of personal conduct. ADHS requires the same conduct of its consultants, vendors, contractors, subrecipients, or persons doing business with the agency.
- 20.2. Any State employee, consultant, vendor, contractor or subrecipient or person doing business with the Agency who receives a report of improper activity must report the information within one (1) business day. Note: Federal Award policy denotes awardees must disclose, in a timely manner, in writing to ADHS all violations of Federal Criminal Law, involving fraud, bribery, or gratuity violations potentially affecting Federal Awards.
- 20.3. Anyone suspecting Fraud, Waste, or Abuse related to ADHS activities are required to report Fraud, Waste, or abuse through any of the following reporting channels:

**21. Amendment or Modifications:**

No amendment or modifications to this Agreement, including any amendment or modification of this paragraph, shall be effective unless the same is in writing signed by the parties.

**22. Arizona Law:**


The law of Arizona applies to this Agreement including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona.

**23. Relationship of Parties:**

The Contractor under this Agreement is an independent Contractor. Neither party to this Agreement shall be deemed to be the employee or agent of the other party to the Agreement.

**24. Severability:**

The provisions of this Agreement are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Agreement.

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**25. No Parole Evidence:**

26. This Agreement is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document.

**27. No Waiver:**

Either party's failure to insist on strict performance of any term or condition of the Agreement shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

**28. Headings:**

Headings are for organizational purposes only and shall not be interpreted as having legal significance or meaning.

**29. Advertising and Promotion of Contract:**

The Contractor shall not advertise or publish information for commercial benefit concerning this Agreement without the prior written approval of an ADHS Procurement Officer.

**30. Payment Procedures**


- 30.1. ADHS accounting will not make payments to any Entity, Group or individual other than the Contractor with the Federal Employer Identification (FEI) Number identified in the Agreement. Contractor invoices requesting payment to any Entity, Group or individual other than the contractually specified Contractor shall be returned to the Contractor for correction.
- 30.2. The Contractor shall review and insure that the invoices for services provided show the correct Contractor name prior to sending them to the ADHS Accounting Office for payment.
- 30.3. If the Contractor Name and FEI Number change, the Contractor must complete an "Assignment and Agreement" form transferring contract rights and responsibilities to the new Contractor. ADHS must indicate consent on the form. A written Agreement Amendment must be signed by both parties and a new IRS W-9 form must be submitted by the new Contractor and entered into the system prior to any payments being made to the new Vendor.

**31. Reports and Records**

Each party shall establish and maintain records regarding its performance under this Agreement in accordance with the records retention standards established by the Department of Library and Archives. Any subcontractors shall be contractually required to retain all data and other records relating to the acquisition and performance of this Agreement for a period of five years after the completion of the Agreement as required by A.R.S. 35-214 and 35-215. All records shall be subject to inspection and audit by the State of Arizona (State) at reasonable times.

**32. E-Verify Requirements**

In accordance with A.R.S. § 41-4401, Contractor certifies compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A.

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**33. Audit**

In accordance with A.R.S. 35-214, the Contractor shall retain and shall contractually require each subcontractor to retain all data, books and other records (“records” relating to this Agreement for a period of five (5) year after completion of the Agreement. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Contractor shall produce the original of any or all such records.


**34. Federal Funding**

- 34.1. Funding for these services is contingent upon the availability of federal government funding. No commitment of any kind is made by the State concerning this Grant unless there are monies provided by a federal grant. The Grantee should take this fact into consideration.
- 34.2. For the purposes of this Grant, a capital expenditure means expenditures to acquire capital assets, as defined in 2 C.F.R. 200.12, or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life, with a cost of \$250 or greater.
- 34.3. Grantee agrees to maintain property records for equipment purchased with grant funds and perform a physical inventory and reconciliation with property records at least every year. Grantee agrees that funds will not be used for the construction of new facilities.
- 34.4. Grantee agrees to follow equipment disposition policies as determined by the Federal Awarding Agency at Award Completion or as depicted in the State of Arizona Accounting Manual. Grantee also agrees to follow the directives in ADHS Property and Procedure Policy FIN 111.
- 34.5. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must: Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated; Be incorporated into the official records of the non-Federal entity; Reasonably reflect the total activity for which the employee is compensated by the non-Federal entity, not exceeding 100% of compensated activities (for IHE, this per the IHE's definition of IBS); Encompass both federally assisted and all other activities compensated by the non-Federal entity on an integrated basis, but may include the use of subsidiary records as defined in the non-Federal entity's written policy; Comply with the established accounting policies and practices of the non-Federal entity (See paragraph above for treatment of incidental work for IHEs.; and Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity. Budget estimates (i.e., estimates determined before the services are performed) alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes only.
- 34.6. Grantee understands that financial reports are required as an accounting of expenditures for either reimbursement or ADHS-approved advance payments.
- 34.7. The final request for reimbursement of grant funds must be received by the ADHS no later than sixty (60) days after the last day of the award period.




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- 34.8. All goods and services must be received or have reasonable expectations thereof and placed in service by Grantee by the expiration of this award.
- 34.9. Grantee agrees that all encumbered funds must be expended and that goods and services must be paid by GRANTEE within sixty (60) days of the expiration of this award unless funding guidelines permit funds to be used at a future date.
- 34.10. Grantee agrees to remit all unexpended grant funds to the ADHS within thirty (30) days of written request from the ADHS.
- 34.11. Grantee agrees to account for interest earned on federal grant funds and shall manage interest income in accordance with the Cash Management Improvement Act of 1990 and as indicated in the State of Arizona Accounting Manual (SAAM) located at the following website. <https://gao.az.gov/publications/saam> Interest earned in excess of allowable limits must be remitted to the ADHS within thirty (30) days after receipt of a written request from the ADHS.
- 34.12. Grantee agrees not to use grant funds for food and/or beverage unless explicitly approved in writing by the ADHS.
- 34.13. Grantee agrees to comply with all applicable laws, regulations, policies and guidance (including specific cost limits, prior approvals and reporting requirements, where applicable) governing the use of grant funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events unless explicitly approved in writing by the ADHS.
- 34.14. No funds shall be used to supplant federal, state, county or local funds that would otherwise be made available for such purposes. Supplanting means the deliberate reduction of state or local funds because of the existence of any grant funds.
- 34.15. Grantee agrees that grant funds are not to be expended for any indirect costs that may be incurred by Grantee for administering these funds unless explicitly approved in writing by the ADHS. This may include, but is not limited to, costs for services such as accounting, payroll, data processing, purchasing, personnel, and building use which may have been incurred by the Grantee.
- 34.16. Grantee will comply with the audit requirements of OMB Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards and provide the ADHS with the Single Audit Report and any findings within ninety (90) days of receipt of such finding(s). If the report contains no findings, the Grantee must provide notification that the audit was completed. All completed Single Audits should be uploaded in the format specified to the Federal Audit Clearinghouse no later than nine (9) months after the entities fiscal year-end at the attached **Link**: <https://harvester.census.gov/facweb/default.aspx/>.
- 34.17. Grantee understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.
- 34.18. Grantee agrees not to do business with any individual, agency, company or corporation listed in the Excluded Parties Listing Service.

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34.18.1. **Link:** *System for Award Management* <https://sam.gov/content/home>.

- 34.19. Grantee agrees to ensure that, no later than the due date of the Grantee’s first financial report after the award is made, Grantee and any subgrantees have a valid UEI profile and active registration with the System for Award Management (SAM) database.
- 34.20. GRANTEE certifies that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement.
- 34.21. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees) Grantee must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee’s disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.
- 34.22. GRANTEE certifies to comply with the Drug-Free Workplace Act of 1988, and implemented in 28 CFR Part 83, Subpart F, for grantees, as defined in 28 CFR, Part 83 Sections 83.620 and 83.650.

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**1. Background**

- 1.1. The vision of Arizona Department of Health Services (ADHS) is “Health and Wellness for all Arizonans.” The ADHS conducts a five-year statewide needs assessment to examine key health indicators and provides a comprehensive overview of the health of Arizonans. ADHS published the 2021 Arizona State Health Assessment which utilizes an evidence-based public health approach to improve the health and wellness of Arizona residents;
- 1.2. The mission of ADHS, Bureau of Women’s and Children’s Health (BWCH)’s is to strengthen the family and the community by promoting and improving the health and safety of women, infants, and children. This is accomplished through the provision of community-based services and the facilitation of systems development. BWCH manages and distributes funding that provides services to reduce the mortality and morbidity among women and children, increase access to health care, and reduce health disparities; BWCH promotes and supports the development and coordination of systems of care for the maternal and child health population, which are family-centered, community based and culturally appropriate;
- 1.3. ADHS BWCH Primary Care Office (PCO) supports a variety of programs and services meant to improve access to high quality primary health care, particularly for the uninsured and other vulnerable populations. The Office focuses on improving access to primary health care through workforce recruitment and retention programs, health professional shortage area (HPSA) and medically underserved area/population (MUA/P) designations and community development programs. As of June 30, 2022, Health Resources and Services Administration (HRSA) has designated 237 Primary Care Health Professional Shortage Areas (HPSAs) in Arizona which estimates that there are 3,185,532 Arizona residents living in an area with a primary care HPSA;
- 1.4. Arizona has a long history of coordinating and implementing state and federal primary care workforce programs in an effort to increase access to care points and incentives healthcare providers to work in health professional shortage areas of the state. While the existing primary care workforce programs have been successful, healthcare systems across the state have been experiencing continued challenges for nursing staff, behavioral health technicians, faculty and preceptor sites for health professionals. Arizona ranks in the top five (5) states experiencing the greatest staffing shortages, due to a large number of nurses retiring and lack of trained nurses, nursing faculty shortages, lack of clinical training sites and associated costs;
- 1.5. In an effort to address the nursing workforce shortage of nursing in Arizona, House Bill 2863 and House Bill 2691, were passed by the Arizona State Legislature. The passing of these two (2) bills allocates \$67,500,000 to the department in State Fiscal Year 2023 to support workforce programs that include the Accelerated Nursing Program, Behavioral Health Care Provider Loan Repayment Program, Arizona Nurse Education Investment Pilot Program, and the Preceptor Grant Program for Graduate Students. The Department was appropriated \$15,000,000 from the state general fund in each of fiscal years 2022- 2023 through 2024-2025 to the Department for the Arizona Nurse Education Investment Pilot Program. Any monies remaining in the fund on July 1, 2026 revert to the state general fund. The purpose of the program is to increase the capacity of nursing education programs in this state by fostering collaboration among this state’s education and health care communities and the state and federal governments; and
- 1.6. Funds are allocated to the Arizona board of regents and community college districts based on the number of nursing students graduating in fiscal year 2021-2022 from eligible education programs offered or overseen by the Arizona board of regents and the community college districts. Eligible education programs include programs for nursing assistants, licensed practical nurses, registered nurses and advanced practice nurses.

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## 2. Objectives

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


## 3. Tasks

The Contractor shall provide the following:


- 3.1. Identify a primary contact person for the project to coordinate tasks and deliverables;
- 3.2. Develop a work plan including a strategy, budget, and timeline which demonstrates how funds will be utilized, with the goal of increasing the number of nurse graduates or students completing certificate programs;
- 3.3. Establish a process and mechanism to ensure that funds are used in a manner that:
  - 3.3.1. Increases the number of nurse graduates or students completing certificate programs by increasing available faculty and teaching resources,
  - 3.3.2. Has efficient use of available monies and shared resources, and
  - 3.3.3. Distributes monies throughout geographic areas of this state and to underrepresented populations in the nursing workforce in Arizona.
- 3.4. Ensure that the funds will only be used for:
  - 3.4.1. The salaries, benefits, training and related expenses and operational costs necessary to increase the number of qualified nursing education faculty members teaching in nursing degree and certificate programs at the community college;
  - 3.4.2. Additional nursing education faculty members based on the number of faculty members who provided this education on June 30, 2021;
  - 3.4.3. Supplementing, and not supplanting, monies that are appropriated by the legislature for each of fiscal years 2022-2023 through 2024-2025 based on the number of nursing education faculty members who provide this education and were funded in fiscal year 2021-2022; and
  - 3.4.4. Capital expenses that are directly related to additional faculty and students, including student support services.

## 4. Requirements

The Contractor shall:

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- 4.1. Be a community college district in Arizona that offers at least one (1) of the following eligible nursing education programs:
  - 4.1.1. Nursing assistants,
  - 4.1.2. Licensed practical nurses,
  - 4.1.3. Registered nurses, or
  - 4.1.4. Advanced practice nurses;
- 4.2. Utilize the monies to pay for salaries, benefits, training and related expenses and operational costs necessary to increase the number of qualified nursing education faculty members;
  - 4.2.1. The monies may be spent only for additional nursing education faculty members based on the number of faculty members who provided this education on June 30, 2021,
- 4.3. Inform ADHS in writing (within thirty (30) days) of the individual who will be the program lead;
- 4.4. Notify ADHS in writing (within sixty (60) days) of any unmet contractual obligations;
- 4.5. Work collaboratively with the ADHS PCO for completion of requirements and tasks within stated time frames; and
- 4.6. Retain and manage all required programmatic and fiscal documentation, including but not limited to reports, invoices, backup documentation, to be verified by Health Program Manager or ADHS Finance Team upon request.
- 4.7. Request approval in writing, via email, to ADHS for purchases of single items Capital Equipment at or above the purchase price of \$5,000 or more, to include the following information:
  - 4.7.1. Type of equipment requesting to be purchased.
  - 4.7.2. Cost of the equipment, and
  - 4.7.3. How the proposed purchase supports the Scope of Services;
- 4.8. Tag and inventory the equipment in compliance with the policy in the State of Arizona Accounting Manual (SAAM) <https://gao.az.gov/sites/default/files/2022-05/2535%2520Stewardship%2520190304.pdf>;
- 4.9. Submit documents pertaining to the asset, such as receiving documentation, invoices, purchase order, receipts, make, model, serial number, acquisition date, etc.; All out of state travel shall follow the travel and per diem policies as outline in the SAAM:  
  
<https://gao.az.gov/travel/travel-information>.  
  
<https://gao.az.gov/sites/default/files/2024-01/5095%20Reimbursement%20Rates%20%20240108a.pdf>.

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<https://gao.az.gov/sites/default/files/202205/5009%2520Traveler%2520Responsibilities%2520Draft%2520200113.pdf>.

- 4.10. Comply with all policies outlined in the SAAM.
- 4.11. Documentation supporting all expenses being billed shall be provided with each monthly Contractor's Expense Report.

### 5. Deliverables

The Contractor shall provide:

- 5.1. A completed application form prior to award of contract;
- 5.2. Price sheet and itemized budget based on annual funding allocation provided by August 15th of each year;
- 5.3. A quarterly report within thirty (30) days after each quarter ends (Q1: January 1 - March 31, Q2: April 1 - June 30, Q3: July 1 - September 30, Q4: October 1 - December 31). The quarterly report shall include:
  - 5.3.1. The number of nursing faculty members who have been hired or received additional training, or a description of the recruitment process being utilized,
  - 5.3.2. The number of nurses who completed each educational program;
  - 5.3.3. The number of additional nursing students in each educational program; and
  - 5.3.4. A progress update, including challenges, and barriers;
- 5.4. An annual report by August 1st of each year that includes:
  - 5.4.1. Annual Program Update,
  - 5.4.2. Challenges and barriers,
  - 5.4.3. Total number of nursing education faculty members added,
  - 5.4.4. Total number of nurse graduates or students completing certificate programs, and
  - 5.4.5. Total number of additional nursing students in each educational program;
- 5.5. Contractor's Expenditure Report (CER) with appropriate supporting documents within fifteen (15) days after the end of each month.

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**6. Notices, Correspondence, and Reports**

Notices, correspondence and reports from the Contractor to ADHS shall be sent to:

Arizona Department of Health Services

- 6.1. All notices, correspondences, and reports from the Contractor to ADHS shall be sent electronically via email to the Program Manager:

Arizona Department of Health Services Office of Primary Care  
150 North 18<sup>th</sup> Avenue, Suite 310  
Phoenix, Arizona 85007  
Email: [workforce@azdhs.gov](mailto:workforce@azdhs.gov)

- 6.2. AUTOMATED CLEARING HOUSE. ADHS may pay invoices for some or all Orders through an Automated Clearing House (ACH). In order to receive payments in this manner, the Contractor must complete an ACH Vendor Authorization Form (form GAO-618) within 30 (thirty) days after the effective date of the Contract. The form is available online at: [https://gao.az.gov/sites/default/files/GAO\\_618%20ACH%20Authorization%20Form%20101019.pdf](https://gao.az.gov/sites/default/files/GAO_618%20ACH%20Authorization%20Form%20101019.pdf)

6.2.1. ACH Vendor Authorization Form shall be emailed to [Vendor.Payautomation@azdoa.gov](mailto:Vendor.Payautomation@azdoa.gov);

- 6.3. All CERs shall be sent to the Program Manager at [workforce@azdhs.gov](mailto:workforce@azdhs.gov), who shall review for accuracy and approve to send to Accounts Payable for payment.

- 6.4. Notices, correspondence, and reports from ADHS to the Contractor shall be sent to:

Ruth Zimmerman, Dean of Nursing/Allied Health  
Email: [ruth.zimmerman@npc.edu](mailto:ruth.zimmerman@npc.edu)  
Telephone: (928) 532-6133



# AGREEMENT AMENDMENT

**ARIZONA DEPARTMENT OF  
HEALTH SERVICES  
OFFICE OF PROCUREMENT**  
150 N 18<sup>th</sup> Ave., Ste. #530  
Phoenix, Arizona 85007

**CONTRACT NO.: CTR062631**

**AMENDMENT NO.: Two (2)**

**PROCUREMENT OFFICER  
LUCAS TERRY**

**Cost Reimbursement Contract**

**Annual Price Sheet**

<b>ACCOUNT CLASSIFICATION</b>	<b>Federal LINE-ITEM TOTALS</b>	<b>General Fund Line-Item Totals</b>	<b>Total Line-Item Not to Exceed</b>
PERSONNEL	\$ 175,520.10	\$114,979.90	\$ 290,500.00
EMPLOYEE RELATED EXPENSES	\$ 31,732.58	\$20,787.42	\$ 52,520.00
PROFESSIONAL & OUTSIDE SERVICES	\$0.00	\$0.00	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00
OCCUPANCY	\$0.00	\$0.00	\$0.00
OTHER OPERATING EXPENSES	\$98,061.66	\$64,238.34	\$ 162,300.00
CAPITAL OUTLAY	\$97,276.20	\$63,723.80	\$ 161,000.00
INDIRECT COSTS* (10%)	\$0.00	\$0.00	\$0.00
<b>Total Annual Not to Exceed:</b>	<b>\$402,590.54</b>	<b>\$ 263,729.46</b>	<b>\$666,320.00</b>

The Contractor is authorized to transfer up to a maximum of ten percent (10%) of the total budget amount between line items with the written approval from an ADHS program representative.

Transfers exceeding ten percent (10%) or to a non-funded line item shall require an Agreement Amendment.

\*Indicated indirect rate calculation.





# AGREEMENT AMENDMENT

**ARIZONA DEPARTMENT OF  
HEALTH SERVICES  
OFFICE OF PROCUREMENT**  
150 N 18<sup>th</sup> Ave., Ste. #530  
Phoenix, Arizona 85007

**CONTRACT NO.: CTR062631**

**AMENDMENT NO.: Two (2)**

**PROCUREMENT OFFICER  
LUCAS TERRY**

## Exhibit Two (2) - 2 CFR 200.332


**§ 200.332**

**Requirements for pass-through entities.**

**All pass-through entities must:**

**(a) Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward.**

<b>Prime Awardee:</b>	Arizona Department of Health Services
<b>DUNS #</b>	<b>804745420</b>
Federal Award Identification (Grant Number):	SLFRP1962
Subrecipient name (which must match the name associated with its unique entity identifier):	Navajo County Community College- NORTHLAND PIONEER COLLEGE
Subrecipient's unique entity identifier (UEI #):	UN7XD37BMGY5
Federal Award Identification Number (FAIN, sometimes it's the same as the Grant Number):	SLFRP1962
Federal Award Date (see the definition of Federal award date in § 200.1 of this part) of award to the recipient by the Federal agency;	07/01/2024
Subaward Period of Performance Start and End Date;	07/01/2024-06/30/2025
Subaward Budget Period Start and End Date:	07/01/2024-06/30/2025
Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient (this is normally the contract amount):	<b>\$666,320.00</b>
Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including	\$666,320.00

	<b>AGREEMENT AMENDMENT</b>		<b>ARIZONA DEPARTMENT OF HEALTH SERVICES</b> <b>OFFICE OF PROCUREMENT</b> 150 N 18 <sup>th</sup> Ave., Ste. #530 Phoenix, Arizona 85007
	<b>CONTRACT NO.: CTR062631</b>	<b>AMENDMENT NO.: Two (2)</b>	<b>PROCUREMENT OFFICER LUCAS TERRY</b>

the current financial obligation (how much is available for contracts):			
Total Amount of the Federal Award committed to the subrecipient by the pass-through entity	\$666,320.00		
Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)	Nurse Education Investment Pilot Program		
Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity	US Department of the Treasury, State of Arizona Office of the Governor, Katie Pompay, Senior Grants Manager, Governor's Office of Strategic Planning and Budgeting, 1700 West Washington Street, Suite 600, Phoenix, AZ 85007		
Assistance Listings number and Title; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement:	21.027		
Identification of whether the award is R&D	No		
Indirect cost rate for the Federal award (including if the de minimis rate is charged) per § 200.414			

## Revision of Policy 1048—Free Expression

### **Recommendation:**

Staff recommends revising [Policy 1048](#) in order to be compliant with Arizona Revised Statutes § 15-1866 and § 15-1868 that relate to free expression and the establishment a committee on free expression.

### **Summary:**

The college has an existing Policy 1048 which was created in response to the legislature passing legislation related to Free expression. However, in November, staff learned of a related statute that required the college to establish a committee on free expression and which is to be tasked with creating an annual report to be submitted to the State. Interim President Solomonson worked with the college attorney to create a revision of Policy 1048 that reflects the current State statutes. If the Board approves this revised Policy 1048, the President (or designee) will work to create a procedure that encompasses the requirements of Arizona Revised Statutes § 15-1866 and § 15-1868. The proposed revised language for Policy 1048 is below:

### POLICY 1048—Free Expression

Pursuant to Arizona Revised Statutes [§15-1866](#), the following constitutes college policy on free expression:

1. The primary function of the college as an institution of higher education is the discovery, improvement, transmission and dissemination of knowledge by means of research, teaching, discussion and debate. To fulfill this function, the college recognizes that it must strive to ensure the fullest degree of intellectual freedom and free expression.
2. It is not the proper role of the college to shield individuals from speech protected by the first amendment, including, without limitation, ideas and opinions that may be unwelcome, disagreeable or deeply offensive.
3. Students and faculty members have the freedom to discuss any problem that presents itself, as the first amendment allows and within the limits of reasonable viewpoint and content-neutral restrictions on time, place and manner of expression that are consistent with this article and that are necessary to achieve a compelling institutional interest if these restrictions are clear, are published and provide ample alternative means of expression. Students and faculty members may assemble and engage in spontaneous

expressive activities if those activities are not unlawful and do not materially and substantially disrupt the functioning of the college.

4. Pursuant to college policy and procedures, a student who is subject to the jurisdiction of the college and who engages in individual conduct that materially and substantially infringes on the rights of other persons to engage in or listen to expressive activity will be subject to disciplinary action. The range of disciplinary actions is established by the student code of conduct.
5. In all disciplinary proceedings involving students, including proceedings involving expressive conduct, a student is entitled to a disciplinary hearing under Procedure 2602, which includes, at a minimum, all of the following:
  1. The right to receive advanced written notice of the allegations.
  2. The right to review the evidence in support of the allegations.
  3. The right to confront witnesses who testify against that student.
  4. The right to present a defense.
  5. The right to call witnesses.
  6. A decision by an impartial person or panel.
  7. The right to appeal.
  8. If either a suspension of more than thirty days or expulsion is a potential consequence of a disciplinary proceeding under this section, the right to active assistance of counsel.
6. This Policy controls in the event of conflict with any college policy, procedure, or rules, including any portion thereof.
7. Pursuant to Arizona Statute [§15-1868](#), the Governing Board establishes a Committee on Free Expression.
  - A. The President shall establish by procedure committee membership and meeting procedure.
  - B. The Committee shall submit an annual report on or before December 1 to the governor, the speaker of the house of representatives and the president of the senate and submit a copy of the annual report to the secretary of state. A copy of the annual report will be posted on the college website. The annual report shall include:
    1. A description of any barriers to or disruptions of free expression within the community colleges in this state.
    2. A description of the administrative handling and discipline relating to barriers to or disruptions of free expression within the community colleges in this state.
    3. A description of substantial difficulties, controversies or successes in maintaining a posture of administrative and institutional neutrality.
    4. Any assessments, criticisms, commendations or recommendations that the committee decides to include in the annual report.
    5. An accounting of how student activity fees were allocated in the prior year. For the purposes of this paragraph, "student activity fees" means any fee that is charged to students by a community college in this state and that is used to support and facilitate the expression and activities of students or student organizations.

## Request to Approve Additional Design Fees for the Goldwater Addition

**Recommendation:**

Staff recommends approval of the increase in design fees to be paid to SPS+ Architects (SPS+) of \$28,650 related to required additional Civil Engineering of the Goldwater Student Services Building Addition. This brings the total fees to \$463,545.

**Procurement Process and Budget Information:**

These fees will be covered in the previously approved Goldwater Building Addition Contingency fund.

**Summary:**

The District Governing Board previously awarded additional design fees based on the increased Guaranteed Maximum Price (GMP) of construction costs that brought the total design fees to \$434,895. The City of Show Low required additional civil drawings that SPS+ then provided. The increase in design fees is \$28,650 and will be covered by the contingency fund set aside for the Goldwater Building Addition project.

Goldwater Student Services Building Addition  
Design Fees

Approved Design Fees	\$	434,895
Additional Drawings	\$	<u>28,650</u>
Total Design Fees	\$	463,545



3/27/2024

4/10/2024

Justin White  
Facilities Director  
Northland Pioneer College  
102 N 1<sup>st</sup> Ave  
Holbrook, AZ 86025

**RE: Northland Pioneer College  
Goldwater Student Services Building Addition  
Additional Services Request – Additional Civil Engineering of Offsite Utilities  
SPS+ Architects Project No. E2300007**

Dear Mr. White,

Thank you for the opportunity to provide this proposal for additional services that were not included in the original scope of work for the project above.

**Scope of Work**

SPS+ to perform and provide architectural and Civil engineering services for the Goldwater Student Services Building. Scope of additional work to include:

1. Architectural coordination with the Civil Engineer
2. Civil Engineer to provide an additional topographic survey
  - a. Work will be developed for 1" = 40' foot scale mapping with a one-foot contour interval.
  - b. Work will be performed under the direction of an Arizona Registered Professional Land Surveyor.
  - c. Data to include:
    - i. Locate visible natural or man-made features within the limits of the agreed-upon survey area.
    - ii. Show visible existing utilities within the above-described limits.
    - iii. Topo will extend 50 feet beyond the agreed-upon survey area.
    - iv. Sidewalk elevations at project connection points.
3. Civil Engineer to provide an off-site water line improvement plan.
  - a. A new domestic and fire line connection to the existing 6-inch main in Deuce of Clubs is required to meet building demand.
  - b. A new offsite gas line connection to the existing main in Deuce of Clubs.
4. The Civil Engineer will prepare the off-site water line improvement plans consistent with ADOT requirements.
  - a. The Civil Engineer will prepare the encroachment permit application and submit plans for permit.
  - b. The Civil Engineer will address plan check comments and resubmit plans.
    - i. This scope of work includes two rounds of plan checks.
    - ii. The Civil Engineer will coordinate conflicting comments from the City and ADOT as a part of obtaining a permit.
    - iii. This scope of work does not include traffic control plans.

**Proposed Fee**

**The proposed project fee for the scope of work above is provided in attachment A.**

We are thankful for your business and look forward to continuing to work with you. If this proposal meets your approval, please provide a purchase order or the necessary approval for SPS+ Architects to proceed.

Sincerely,

SPS+ ARCHITECTS, LLP



Mark Davenport, AIA, LEED AP BD&C  
Partner

Cc: [SPS-AR@spsplusarchitects.com](mailto:SPS-AR@spsplusarchitects.com)  
Attachment A: Fee Calculation

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

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

**Attachment A**

**SPS+ Architects - Fee Calculation**

**Northland Pioneer College, Goldwater Student Services Building Addition  
Additional Service Request - Additional Civil Engineering of Offsite Utilities  
3/27/2024 4/10/2024**



**Architectural Services**

Consultant Coordination	Project Manager	18	hrs	@	\$	150	\$	2,700	
	Project Designer	30	hrs	@	\$	115	\$	3,450	
							Subtotal:	\$	6,150

**Civil Engineering**

Additional Topographic Survey							\$	9,500	
Off-Site Water Line Improvement Plan							\$	6,500	
ADOT Utility Encroachment Permit							\$	6,500	
							Subtotal:	\$	22,500

							<b>Total Additional Fee:</b>	<b>\$</b>	<b>28,650</b>
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## **Request to Approve a Job Order Contract for the PDC Automotive Project**

### **Recommendation:**

Staff recommends approval of CORE Construction to be awarded the Job Order Contract (JOC) for the PDC Automotive Project in the amount of \$1,397,884.

### **Summary:**

A Job Order Contract allows the college to award one contract to a qualified contractor to complete multiple smaller projects instead of going through a bidding process for each one. This saves time and money and reduces administrative burdens.



**Northland Pioneer College**

# **NPC - Holbrook Campus Skills Center T.I. PROPOSAL**

**Northland  
Pioneer College**  
January 10th, 2025

- 1.) Cover Sheet
- 2.) Cost Summary
- 3.) Basis of Estimate
- 4.) Subcontractor Solicitation
- 5.) Summary of Values
- 6.) Enumeration of Documents
- 7.) Schedule



13835 N. Northsight Blvd.  
Suite #100  
Scottsdale, AZ 85260  
P: 602-494-0800

## Proposal

January 10, 2025

**VIA ELECTRONIC MAIL**

Justin White  
Northland Pioneer College  
Holbrook, AZ  
1GPA 23-15PV-04  
24-04-182 NPC – Holbrook Campus Skills Center T.I.

Dear Justin,

On behalf of CORE Construction, I am pleased to submit our proposal. Enclosed you will find the basis of estimate clarifications and schedule of values which includes the requested scope of work, general conditions, sales tax, bonds, insurances, and fee.

Total Proposal – 1,397,884

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,

A handwritten signature in black ink, appearing to read "Jared Wuethrich". The signature is fluid and cursive, with a long, sweeping underline.

Jared Wuethrich  
CORE Construction, Inc.

[www.coreconstruction.com](http://www.coreconstruction.com)



# Cost Summary



13835 N. Northsight Blvd.  
Suite #100  
Scottsdale, AZ 85260  
P: 602-494-0800

## CONSTRUCTION COST SUMMARY



JOC - NPC Holbrook Campus  
Skills T.I.

GMP - 01.10.25

LOCATION: Holbrook, AZ

ARCHITECT: SPS+ Architects

DURATION(mnths): 4

WARRANTY(yrs): 2

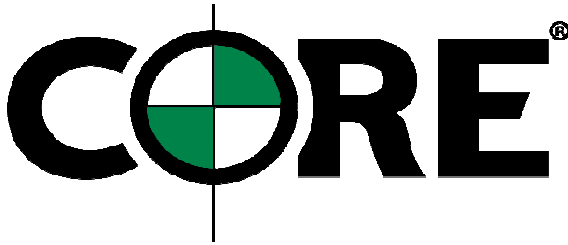
**Estimate Total**

**\$1,397,884**



13835 N. Northsight Blvd.  
 Suite #100  
 Scottsdale, AZ 85260  
 P: 602-494-0800

**COST SUMMARY**



JOC - NPC Holbrook Campus Skills T.I.

GMP - 01.10.25

CORE PROJECT NUMBER: 24-04-182

LOCATION: Holbrook, AZ

ARCHITECT: SPS+ Architects

PROCUREMENT: 1 GPA - #23-15PV-04

DURATION(mnths): 4

WARRANTY(yrs): 2

#	Description		Base Price
	GENERAL REQUIREMENTS		\$6,695
	DEMOLITION/ OFF-SITE INFRASTRUCTURE		\$64,274
	SITE WORK (ROUGH)		\$0
	SITE WORK (FINISH)		\$0
	STRUCTURE		\$80,433
	ENCLOSURE		\$6,100
	INTERIOR FINISHES		\$80,638
	SPECIALTIES		\$800
	EQUIPMENT		\$0
	MEP SYSTEMS		\$711,618
	SPECIAL SYSTEMS		\$0
	CONTINGENCIES & ALLOWANCES		\$89,573
	GENERAL REQUIREMENTS & GENERAL CONDITIONS		\$148,987

<b>Subtotal</b>		<b>\$1,189,118</b>
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<b>Subtotal (with GC's &amp; Insurance)</b>		<b>\$1,235,944</b>
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<b>Subtotal (with GC's, Insurance, &amp; Tax)</b>		<b>\$1,314,011</b>
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<b>Subtotal (GC's, Insurance, Tax, &amp; Fee)</b>		<b>\$1,397,884</b>
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	<b>Estimate Amount</b>
<b>Estimate Total</b>	<b>\$1,397,884</b>



# Basis of Estimate

The Basis of Estimate is a written explanation clarifying the scope, assumptions and exclusions used in establishing this proposal. This proposal is based upon the most recent plans and specifications issued to CORE, dated November 25, 2024, and the scope clarifications below.

## Assumptions, Clarifications, & Exclusions

### Schedule

- Anticipated Start: ~March 2025
- Long Lead Items: Mechanical Equipment
- Projected Duration: ~16 weeks

### Contingency & Allowances

- We have included a Contractor Contingency (3%) in this proposal – This is intended to be used at CORE’s discretion with prior approval from Owner, to cover costs that have not been identified as a trade specific scope established in this proposal and may require further clarification or coordination. These costs may include but are not limited to scope gap, coordination issues between trades, overtime, expediting, missed scope during subcontractor bidding process, etc. Construction Contingency does not account for design revisions or additional scope requests made by the Owner or Architect.
- We have included a Owner / Design Contingency (3%) in this proposal – This is intended to be used at CORE’s discretion to cover costs associated with the completion of the design and/or scopes of work for which sufficient detail was not available to determine a definitive cost. This is also for added scopes of work which are unknown and therefore not included at time of this proposal to determine a definitive cost for wish list or extra items.
- We have NOT included an Escalation Contingency in this proposal – The costs highlighted above are based on costs through January 2025. Escalation of construction costs should be considered when budgeting for a project that may have a later start date. In previous years, we’ve observed a relatively consistent construction cost escalation of about 1.1% per quarter (or 4.4% annually).

### 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:
  - Allowance #1 – Fire Sprinkler / Mechanical Rework
    - This allowance is included on the Schedule of Values below Contingencies & Allowances to account for the potential cost(s) to include additional work that may be necessary to aid in the mechanical duct work removal above ceiling that may require additional fire sprinkler make-safe and reinstall.



### General Assumptions

- This cost proposal is considered a Lump Sum, not line-item Estimate.
- Unless otherwise included in scope below, CORE has not included any costs for permits, including but not limited to: building permit, systems permit or dust control.
- All approved value engineering savings will be added to the Contractor’s Contingency.
- All un-used Contingency or Allowance funds will be credited back to Owner.
- We assume normal working hours. No weekends, nighttime, holidays or overtime work included.
- General Conditions and/or General Requirements are considered cost of the work.
- Normal shrinkage cracking of the slab is expected and shall not be cause for removal or replacement of structurally sound slabs
- Proposal valid for 30 days, unless otherwise directed by CORE Construction.
- The Date of Commencement of the Work shall mean the date of commencement of the Construction Phase. The Construction Phase shall be approximately five (5) days from Construction Manager’s receipt of the latter of the following:
  - Fully executed Job Order.
  - Issuance of Site Permit, Building Permit, and any other permits required to commence the Work.
  - Owner’s Notice To Proceed with Construction.

### Specific Assumptions

#### LINE ITEM MT | MATERIAL TESTING

1. We have included:
  - Material Testing for compaction and concrete breaks
2. We have not included:
  - Any special inspections

#### LINE ITEM FC | FINAL CLEAN

3. We have included:
  - Final Clean of Scope of Work Area

#### LINE ITEM 1 | DEMOLITION

1. We have included:
  - Metal stud framed walls
  - Plumbing fixtures
  - Exterior wall for new opening
  - Wall tile
  - Existing Air Handler unit
  - Sawcut and remove slab for new plumbing

- Gypsum ceiling
  - Dust collector and ductwork
  - Door and frame
2. We have NOT included:
- Dust Permit
  - Salvage of equipment or material

### LINE ITEM 27 | BUILDING CONCRETE

1. We have included:
- Extending existing sidewalk
  - Patch back of concrete at sawcut limits
  - Exhaust fan equipment pad
  - Evaporative cooler equipment pad
  - Air handler unit equipment pad
2. We have NOT included:
- Concrete seal

### LINE ITEM 30 | STEEL PACKAGE

1. We have included:
- Steel for new door opening
  - Steel for hose reel support

### LINE ITEM 38 | INSULATION

1. We have included:
- In-wall insulation
  - Insulation at door frames

### LINE ITEM 56 | HM FRAMES, DOORS, & HARDWARE

1. We have included:
- New HM Door Frames
  - New HM Doors and Hardware
  - New Lite Kits at Doors
  - New HM Window Frames

- New Glazing for Windows

#### LINE ITEM 59 | METAL STUDS & DRYWALL PACKAGE

1. We have included:
  - Metal Stud Framing & Drywall at new A6 walls
  - New gypsum ceiling

#### LINE ITEM 61 | PAINTING

1. We have included:
  - Paint new drywall
  - Paint new HM frames & doors
2. We have NOT included:
  - Paint of existing areas not touched by construction

#### LINE ITEM 62 | ACOUSTICAL CEILINGS & WALL PANELS

1. We have included:
  - Replacing ceiling tile and grid at the extents of demo

#### LINE ITEM 65 | FLOORING PACKAGE

1. We have included:
  - Patch floor at the extents of demo
  - Base at new walls and flooring areas

#### LINE ITEM 73 | SIGNAGE PACKAGE

1. We have included:
  - (3) new room signs

#### LINE ITEM 97 | FIRE SPRINKLER SYSTEMS

1. We have included:
  - Modification of fire sprinkler system to accommodate new wall & ceiling locations
  - Shop Drawings
  - Fire Sprinkler Permit
2. We have NOT included:

- Flow Tests
- Hydraulic Calculations

### LINE ITEM 98 | PLUMBING SYSTEMS

1. We have included:
  - Compressed air piping connected to existing system
  - Domestic water piping connected to existing system
  - Waste and vent piping connected to existing system
  - Gas piping connected to existing system
  - Sand Oil Interceptor
  - Hose Reels
  - Ground Cleanout
  - Floor Sink
  - Washer Wall Box
2. We have NOT included:
  - Condensate Drain Lines
  - Trench Drains

### LINE ITEM 99 | HVAC SYSTEMS

1. We have included:
  - Service existing air handler unit
  - Service existing exhaust fan
  - New ductwork
  - Insulate existing ductwork in Scope of Work area
  - New Louver
  - Dryer Vent Box
  - Evaporative Cooler
  - Exhaust Fan
  - Air Handling Unit
  - Air Devices per Mechanical Schedule
2. We have NOT included:
  - Condensing Unit
  - Furnace
  - Condensate Lines

---

### LINE ITEM 101 | TEST & BALANCE

1. We have included:
  - Balance existing air devices as called out
  - Balance existing AHU
  - Balance existing exhaust fan
  - Balance new equipment
2. We have NOT included:
  - Balancing areas outside of Scope of Work Area

### LINE ITEM 102 | ELECTRICAL SYSTEMS

1. We have included:
  - New conduit and wiring for added auto equipment
  - New exit sign
  - Conduit and wiring for mechanical controls
  - Conduit and wiring for mechanical equipment
  - Power to damper and control panel
  - Drop Cords
  - Receptacles
  - New breakers
2. We have NOT included:
  - New panelboards / SES / transformer

### LINE ITEM 103 | FIRE ALARM SYSTEMS

1. We have included:
  - Modification of fire alarm system for new floor plan

#### Specific Exclusions

- Hazardous Material Abatement
- Costs associated with Special Inspections
- Costs associated with General Building Inspections
- Removal of any unforeseen underground obstructions
- Any work associated with communication lines (Cox / CenturyLink / etc.)
- Any work associated with fiber optic lines
- Hard Dig or Rock Excavation

- Engineering or Development Fees
- SWPPP
- Provide or install Auto Equipment
- FF&E - Furniture, Fixtures, and Equipment
- Costs associated with General Building Inspections
- Off-Site Infrastructure
- Sitework (rough and finish) (i.e. Landscaping, Artificial Turf, Playground Equipment, Site/Building Signage, Earthwork, Site Utilities, Site Fencing/Gates, Paving, etc.)
- Specialties and Equipment, including, but not limited to:
  - Window Shades & Curtains
  - Visual Display Boards
  - Entrance Mats & Frames
  - Toilet Partitions & Accessories
  - Wall Protection & Corner Guards
  - Fire Extinguishers & Cabinets
  - Stainless Steel Kick-Plates
- Applied Fireproofing/Damproofing/Waterproofing
- Security Systems (i.e. - Camera's, Access Control, etc.)
- Structured Cabling (i.e. - Voice & Data, Cable, etc.)
- Audio/Visual Systems (i.e. - Displays, Speakers, Projectors, Screens, Intercom, Paging, Clock Systems, etc.)
- 'Movable' Kitchen Equipment (i.e. Ranges, Stoves, Hoods, Ice Makers, etc.)
- Residential Appliances (i.e. Fridge/Freezers, Microwaves, etc.)



# Subcontractor Solicitation



13835 N. Northsight Blvd.  
 Suite #100  
 Scottsdale, AZ 85260  
 P: 602-494-0800

## SUBCONTRACTOR SOLICITATION TOTALS

JOC | GMP - NPC Holbrook Campus Skills Center T.I.

Project Lead: Alissa Meneou (alissameneou@coreconstruction.com)

Project Location: 2251 Navajo Boulevard, Holbrook, AZ 86025, United States of America

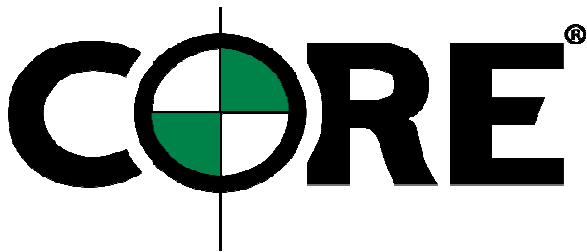
### Bid Packages

Number	Name	Companies
00-000	Final Clean	9
01-001	Demolition	6
01-004	Material Testing & Special Inspection	4
02-006	Surveying	5
04-027	Concrete	10
04-032	Pre-Engineered Metal Buildings	7
05-038	Building Insulation	6
05-044	Firestopping, Caulking & Sealants	7
06-056	Doors, Frames & Hardware	5
06-059	Framing & Drywall	7
06-061	Painting	5
06-065	Flooring	7
07-073	Signage	3
08-094	Equipment	4
09-097	Fire Sprinkler	5
09-098	Plumbing	11
09-099	Hvac	13
09-100	HVAC Controls	6
09-101	Test and Balance	5
09-102	Electrical	10
09-103	Fire Alarm	10
10-109	IT Cabling	7
	<b>Total</b>	<b>152</b>





# Summary of Values



JOC - NPC Holbrook Campus Skills T.I.

GMP - 01.10.25

CORE PROJECT NUMBER: 24-04-182

LOCATION: Holbrook, AZ

ARCHITECT: SPS+ Architects

PROCUREMENT: 1 GPA - #23-15PV-04

DURATION(mnths): 4

WARRANTY(yrs): 2

#	Description		Base Price
	<b>GENERAL REQUIREMENTS</b>		\$6,695
MT	Material Testing		\$4,495
FC	Final Clean		\$2,200
	<b>DEMOLITION/ OFF-SITE INFRASTRUCTURE</b>		\$64,274
1	Demolition		\$64,274
	<b>SITE WORK (ROUGH)</b>		\$0
	<b>SITE WORK (FINISH)</b>		\$0
	<b>STRUCTURE</b>		\$80,433
27	Building Concrete		\$40,541
30	Steel Package		\$39,892
	<b>ENCLOSURE</b>		\$6,100
38	Insulation		\$6,100
40	Glass & Glazing	(SEE LINE #56)	\$0
	<b>INTERIOR FINISHES</b>		\$80,638
56	HM Frames, Doors, & Hardware		\$35,635
59	Metal Studs & Drywall Package		\$27,350
61	Painting		\$13,253
62	Acoustical Ceilings & Wall Panels		\$1,200
65	Flooring Package		\$3,200
	<b>SPECIALTIES</b>		\$800
73	Signage Package		\$800
	<b>EQUIPMENT</b>		\$0
94	Automotive Equipment	(BY OWNER)	\$0
	<b>MEP SYSTEMS</b>		\$711,618
97	Fire Sprinkler Systems		\$10,500
98	Plumbing Systems		\$209,828
99	HVAC Systems		\$375,200
100	HVAC Controls	(SEE LINE #99)	\$0
101	Test & Balance		\$4,350
102	Electrical Systems		\$104,762
103	Fire Alarm Systems		\$6,978
	<b>SPECIAL SYSTEMS</b>		\$0
109	Structured Cabling Systems	(BY OWNER)	\$0

	<b>CONTINGENCIES &amp; ALLOWANCES</b>		<b>\$89,573</b>
<b>3.0%</b>	Construction Contingency		<b>\$41,937</b>
<b>3.0%</b>	Owner / Design Contingency		<b>\$41,937</b>
<b>AL1</b>	Allowance #01 - Fire Sprinkler / Mechanical Rework		<b>\$5,700</b>
	<b>GENERAL REQUIREMENTS &amp; GENERAL CONDITIONS</b>		<b>\$148,987</b>

	<b>Subtotal</b>		<b>\$1,189,118</b>
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	<b>Subtotal (with GC's &amp; Insurance)</b>		<b>\$1,235,944</b>
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	<b>Subtotal (with GC's, Insurance, &amp; Tax)</b>		<b>\$1,314,011</b>
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	<b>Subtotal (GC's, Insurance, Tax, &amp; Fee)</b>		<b>\$1,397,884</b>
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		<b>Estimate Amount</b>	
	<b>Estimate Total</b>	<b>\$1,397,884</b>	



# Enumeration of Documents



**ATTACHMENT C  
ENUMERATION OF DOCUMENTS**

Project Name: NPC - Holbrook Campus  
Skills Center T.I.

CORE Project No: 24-04-182

PROJECT MANUAL					
Specification/ Drawing	Description	Spec Date	Stamp Date	CORE Received Date	Revision
<b>Division 01</b>	<b>General Requirements</b>				
01 1000	Summary	11.25.24	N/A	12.19.24	0
01 2100	Allowances	11.25.24	N/A	12.19.24	0
01 2500	Substitution Procedures	11.25.24	N/A	12.19.24	0
01 2600	Contract Modification Procedures	11.25.24	N/A	12.19.24	0
01 2900	Payment Procedures	11.25.24	N/A	12.19.24	0
01 3100	Project Management & Coordination	11.25.24	N/A	12.19.24	0
01 3200	Construction Progress Documentation	11.25.24	N/A	12.19.24	0
01 3233	Photographic Documentation	11.25.24	N/A	12.19.24	0
01 3300	Submittal Procedures	11.25.24	N/A	12.19.24	0
01 4500	Quality Control	11.25.24	N/A	12.19.24	0
01 5000	Temporary Facilities and Controls	11.25.24	N/A	12.19.24	0
01 6000	Product Requirements	11.25.24	N/A	12.19.24	0
01 7000	Closeout Requirements	11.25.24	N/A	12.19.24	0
01 7300	Execution	11.25.24	N/A	12.19.24	0
<b>Division 02</b>	<b>Existing Conditions/Site</b>				
02 4119	Selective Demolition	11.25.24	N/A	12.19.24	0
<b>Division 03</b>	<b>Concrete</b>				
03 3000	Cast-in-Place Concrete	11.25.24	N/A	12.19.24	0
<b>Division 04</b>	<b>Masonry</b>				
NOT USED					
<b>Division 05</b>	<b>Metals</b>				
05 5000	Metal Fabrications	11.25.24	N/A	12.19.24	0
<b>Division 06</b>	<b>Wood, Plastics, and Composites</b>				
06 1000	Rough Carpentry	11.25.24	N/A	12.19.24	0
<b>Division 07</b>	<b>Thermal and Moisture Protection</b>				
07 9200	Joint Sealants	11.25.24	N/A	12.19.24	0
<b>Division 08</b>	<b>Openings</b>				
08 1113	Hollow Metal Doors and Frames	11.25.24	N/A	12.19.24	0
08 3113	Access Doors	11.25.24	N/A	12.19.24	0
08 8100	Glass and Glazing	11.25.24	N/A	12.19.24	0
<b>Division 09</b>	<b>Finishes</b>				
09 2216	Non-Structural Metal Framing	11.25.24	N/A	12.19.24	0
09 2900	Gypsum Board	11.25.24	N/A	12.19.24	0
09 5123	Acoustical Tile Ceilings	11.25.24	N/A	12.19.24	0
09 6513	Resilient Base and Accessories	11.25.24	N/A	12.19.24	0
09 6519	Resilient Tile Flooring	11.25.24	N/A	12.19.24	0
09 9100	Painting	11.25.24	N/A	12.19.24	0
<b>Division 10</b>	<b>Specialties</b>				
10 1423.16	Panel Signage	11.25.24	N/A	12.19.24	0
<b>Division 11</b>	<b>Equipment</b>				
NOT USED					
<b>Division 12</b>	<b>Furnishings</b>				
NOT USED					
<b>Division 13</b>	<b>Special Construction</b>				
NOT USED					
<b>Division 14</b>	<b>Conveying Equipment</b>				
NOT USED					
DRAWINGS					
Specification/ Drawing	Description	Drawing Date	Stamp Date	CORE Received Date	Revision
G001	Cover Sheet	11.25.24	11.25.22	12.19.24	0
G101	Code Plan - First Floor	11.25.24	11.25.22	12.19.24	0
SP100	Overall Site Plan	11.25.24	11.25.22	12.19.24	0
AD100	Demolition Floor Plan	11.25.24	11.25.22	12.19.24	0
A100	Overall Floor Plan	11.25.24	11.25.22	12.19.24	0
A101	Overall Clearance Plan	11.25.24	11.25.22	12.19.24	0
A103	Architectural Details & Wall Types	11.25.24	11.25.22	12.19.24	0
A200	Overall Reflected Ceiling Plan	11.25.24	11.25.22	12.19.24	0



**ATTACHMENT C  
ENUMERATION OF DOCUMENTS**

**Project Name:** NPC - Holbrook Campus  
Skills Center T.I.

**CORE Project No:** 24-04-182

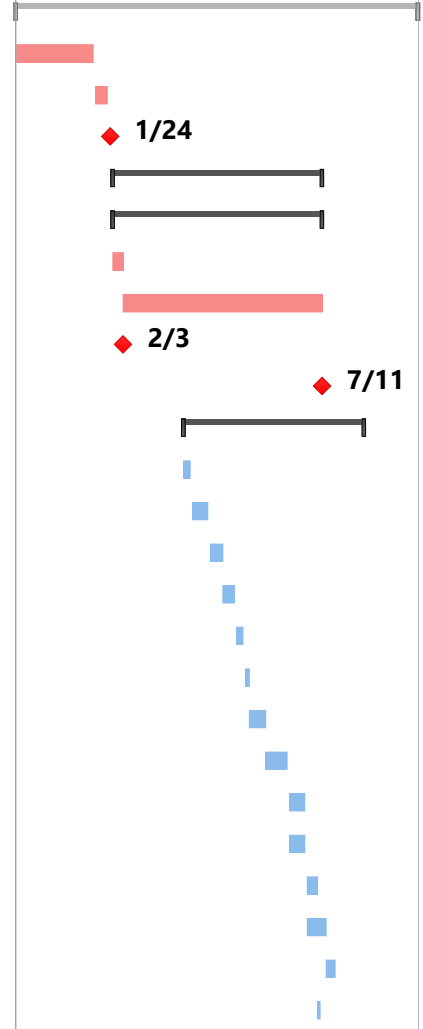
Specification/ Drawing	Description	Spec Date	Stamp Date	CORE Received Date	Revision
A700	Door Schedule, Door Types, Door Frame Types & Details	11.25.24	11.25.22	12.19.24	0
A900	Interior Elevations	11.25.24	11.25.22	12.19.24	0
A901	Overall Finish Plan, Master Finish Legend, and Finish Details	11.25.24	11.25.22	12.19.24	0
S100	Structural Notes & Details	11.25.24	11.25.24	12.19.24	0
S200	Foundation Plan	11.25.24	11.25.24	12.19.24	0
M101	Mechanical Demo Plan	11.25.24	11.25.24	12.19.24	0
M102	Mechanical New Work Plan	11.25.24	11.25.24	12.19.24	0
M103	Mechanical Control Plan	11.25.24	11.25.24	12.19.24	0
M201	Mechanical Schedule	11.25.24	11.25.24	12.19.24	0
M301	Mechanical Details	11.25.24	11.25.24	12.19.24	0
P101	Plumbing Demo Plan	11.25.24	11.25.24	12.19.24	0
P102	Plumbing New Work Plan	11.25.24	11.25.24	12.19.24	0
P201	Plumbing Schedules & Notes	11.25.24	11.25.24	12.19.24	0
E000	Electrical Legend & Notes	11.25.24	11.25.24	12.19.24	0
E100	Lighting Plan	11.25.24	11.25.24	12.19.24	0
E200	Demo Power Plan	11.25.24	11.25.24	12.19.24	0
E201	Power Plan	11.25.24	11.25.24	12.19.24	0
E300	One-Line Diagram & Schedules	11.25.24	11.25.24	12.19.24	0
E301	Electrical Schedules	11.25.24	11.25.24	12.19.24	0
E302	Panelboard Schedules	11.25.24	11.25.24	12.19.24	0
E303	Panelboard Schedules	11.25.24	11.25.24	12.19.24	0
E400	Electrical Specifications	11.25.24	11.25.24	12.19.24	0



# Schedule



ID	Task Name	Duration	Start	Finish	Half 1, 2025												Half 2, 2025			
					O	N	D	J	F	M	A	M	J	J	A	S	O	N		
0	<b>24-04-182 -NPC-Holbrook Campus Skills Center TI</b>	<b>222 d</b>	<b>Mon 11/11/24</b>	<b>Thu 9/25/25</b>																
1	Develop GMP	41 d	Mon 11/11/24	Fri 1/10/25																
2	NPC Approves GMP	7 d	Mon 1/13/25	Tue 1/21/25																
3	<i>Anticipated Notice to Proceed</i>	<i>0 d</i>	<i>Fri 1/24/25</i>	<i>Fri 1/24/25</i>																
4	<b>Procurement</b>	<b>118 d</b>	<b>Mon 1/27/25</b>	<b>Fri 7/11/25</b>																
5	<b>Submittals/Long Lead Materials</b>	<b>118 d</b>	<b>Mon 1/27/25</b>	<b>Fri 7/11/25</b>																
6	Submit Mechanical Submittals	6 d	Mon 1/27/25	Mon 2/3/25																
7	Procure Mechanical Equipment	112 d	Tue 2/4/25	Fri 7/11/25																
8	<i>Submittals Complete</i>	<i>0 d</i>	<i>Mon 2/3/25</i>	<i>Mon 2/3/25</i>																
9	<i>Procurement Complete</i>	<i>0 d</i>	<i>Fri 7/11/25</i>	<i>Fri 7/11/25</i>																
10	<b>Building Construction</b>	<b>101 d</b>	<b>Mon 3/24/25</b>	<b>Wed 8/13/25</b>																
11	MEP Make Safe	5 d	Mon 3/24/25	Fri 3/28/25																
12	MEP Demo	10 d	Mon 3/31/25	Fri 4/11/25																
13	Demo Walls and Floors	8 d	Mon 4/14/25	Wed 4/23/25																
14	Rough-in Underground Plumbing	7 d	Thu 4/24/25	Fri 5/2/25																
15	Set Sand/Oil Interceptor & Connections	5 d	Mon 5/5/25	Fri 5/9/25																
16	Pourback Concrete	3 d	Mon 5/12/25	Wed 5/14/25																
17	Install Structural Supports	8 d	Thu 5/15/25	Tue 5/27/25																
18	Install New Ductwork	13 d	Wed 5/28/25	Fri 6/13/25																
19	Install Gas Lines	10 d	Mon 6/16/25	Fri 6/27/25																
20	Install Electrical	10 d	Mon 6/16/25	Fri 6/27/25																
21	Install CA Lines	5 d	Mon 6/30/25	Mon 7/7/25																
22	Frame and Finish Walls	10 d	Mon 6/30/25	Mon 7/14/25																
23	Install Frames & Doors	5 d	Tue 7/15/25	Mon 7/21/25																
24	Install Water Lines	2 d	Tue 7/8/25	Wed 7/9/25																

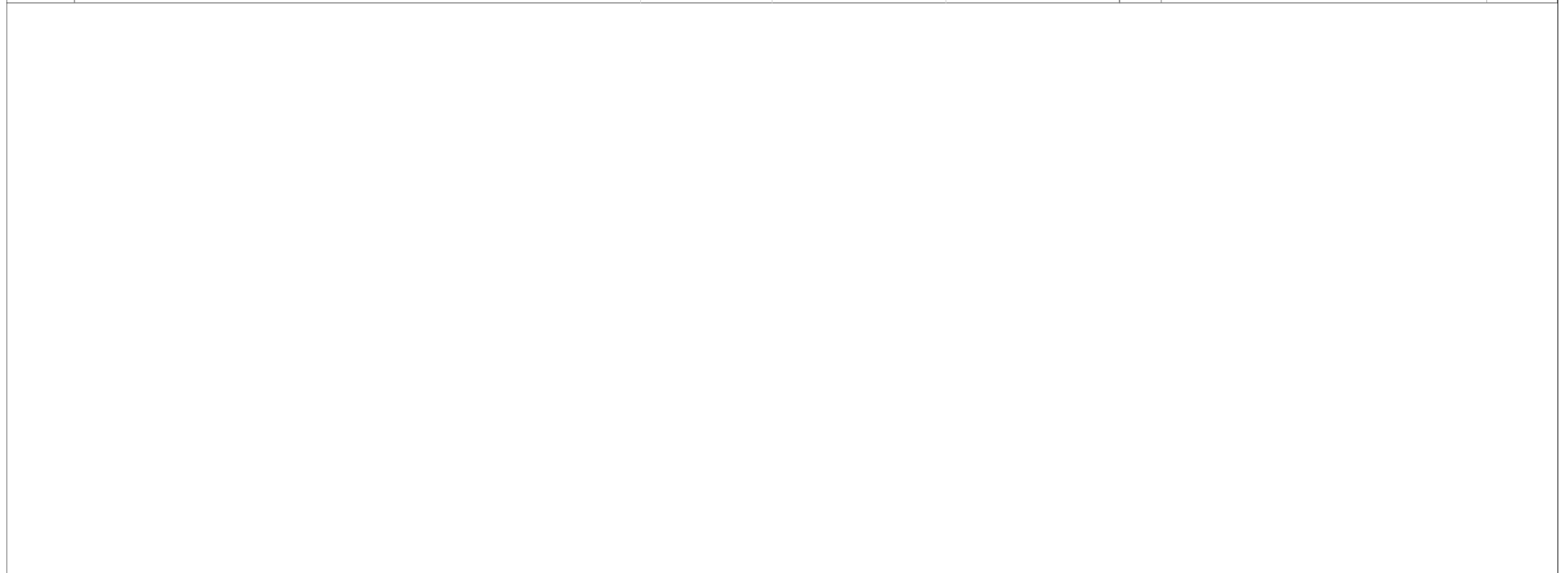


Baseline Milestone Task Summary Baseline   
 Baseline Summary Milestone Critical Tasks





ID	Task Name	Duration	Start	Finish	Half 1, 2025												Half 2, 2025									
					O	N	D	J	F	M	A	M	J	J	A	S	O	N								
25	Set Mechanical Equipment	2 d	Mon 7/14/25	Tue 7/15/25																						
26	Owner FFE Set Vehicle Lifts	5 d	Wed 7/16/25	Tue 7/22/25																						
27	Final MEP Connections	5 d	Wed 7/23/25	Tue 7/29/25																						
28	HVAC Startup & T&B	5 d	Wed 7/30/25	Tue 8/5/25																						
29	Final Clean	3 d	Wed 8/6/25	Fri 8/8/25																						
30	Testing & Inspections	6 d	Wed 8/6/25	Wed 8/13/25																						
31	<i>Substantial Completion</i>	<i>0 d</i>	<i>Wed 8/13/25</i>	<i>Wed 8/13/25</i>																						◆ 8/13
32	<i>Final Completion</i>	<i>0 d</i>	<i>Thu 9/25/25</i>	<i>Thu 9/25/25</i>																						◆ 9/25



Baseline Milestone <span>◆</span>	Task <span style="background-color: #007bff; width: 20px; height: 10px; display: inline-block;"></span>	Summary <span style="border-top: 1px solid black; width: 20px; height: 10px; display: inline-block;"></span>	Baseline <span style="border-top: 1px solid gray; width: 20px; height: 10px; display: inline-block;"></span>
Baseline Summary <span style="border-top: 1px solid gray; width: 20px; height: 10px; display: inline-block;"></span>	Milestone <span>◆</span>	Critical Tasks <span style="background-color: #dc3545; width: 20px; height: 10px; display: inline-block;"></span>	

## Request to Approve Additional Design Fees for PDC Automotive Project

**Recommendation:**

Staff recommends approval of an additional design fees for contract for SPS+ for the PDC Automotive Project in the amount of \$75,599 bringing the total to \$259,735.

**Summary:**

SPS+ has previously been given a contract to design the PDC Automotive project. The money for this project has been included in the 2024/2025 budget and will be covered from contingency.

**Details:**

SPS+ designed the renovation of 10,360 square feet within the existing skills center for the automotive program. The additional fees were from the addition of our newly created CDL program and creating space within the remodel.

PDC Automotive  
Design Fees

Initial Design Fees	\$	184,136
Additional fees	\$	<u>75,599</u>
Total Design Fees	\$	<b>259,735</b>



7/17/2024

Justin White  
Facilities Director  
Northland Pioneer College  
102 N 1st Ave  
Holbrook, AZ 86025

**RE: Northland Pioneer College  
Holbrook Campus Skills Center  
Additional Services Request – Design Revisions  
SPS+ Architects Project No. E2300011**

Dear Mr. White,

Thank you for the opportunity to provide this proposal for additional services that were not included in the original scope of work for the project above.

**Scope of Work**

SPS+ to perform and provide architectural, mechanical, electrical, and structural engineering services for the Holbrook Campus Skills Center TI. Scope of additional work to include design revisions for:

- 1. New exterior entrance
- 2. New window in office 403
- 3. New window into classroom 302
- 4. New entrance into classroom 302
- 5. Removal of phased construction

**Proposed Fee**

**The proposed project fee for the scope of work above is provided in attachment A.**

We are thankful for your business and look forward to continuing to work with you. If this proposal meets your approval, please provide a purchase order or the necessary approval for SPS+ Architects to proceed.

Sincerely,

SPS+ ARCHITECTS, LLP

Mark Davenport, AIA, LEED AP BD&C  
Partner

Cc: [SPS-AR@spsplusarchitects.com](mailto:SPS-AR@spsplusarchitects.com)  
Attachment A: Fee Calculation

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

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

**Attachment A**

**SPS+ Architects - Fee Calculation**

**Northland Pioneer College, Holbrook Campus Skills Center TI**

**Additional Service Request - Design Revisions**

**7/17/2024**



**Architectural Services**

Architectural Redesign	Project Manager	100	hrs	@	\$ 150	\$ 15,000
						Subtotal: \$ 15,000

**Engineering Services**

Mechanical Design Changes						\$ 1,800
Electrical Design Changes						\$ 1,500
Structural Design Changes						\$ 3,200
						Subtotal: \$ 6,500

<b>Total Additional Fee: \$ 21,500</b>					
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11/21/2024

Justin White  
Facilities Director  
Northland Pioneer College  
102 N 1<sup>st</sup> Ave  
Holbrook, AZ 86025

**RE: Northland Pioneer College  
Holbrook Campus Skills Center  
Additional Services Request – Fee Adjustment  
SPS+ Architects Project No. E2300011**

Dear Mr. White,

Thank you for the opportunity to provide this proposal for additional services that were not included in the original scope of work for the project above.

**Scope of Work**

SPS+ Architects is requesting an additional fee for the, NPC Holbrook Automotive Skill Center Project, to account for the actual effort it took our design team to complete the project with added design requests and changes that were outside of the scope of work outlined in the basic services of the original contract. These scope of work changes originated from two owner revisions documented during design review meetings, phone calls and emails, throughout the project design phases; Schematic design through Construction documentation. This also includes changing the scope of work after the project was completed and approved by the City of Holbrook and the State Fire Marshal.

Attachment A is an hourly breakdown of the actual hours needed to complete the project, including hours for the design team as well as the additional services fees for the engineering team(s).

The changes to the scope of work were documented and captured from the two owner revisions; The first set of owner revisions included adding a CDL classroom with an exterior door, updating an office, and changing the use of their existing locker room into another office, with adjoining doors. The scope of work from the existing contract was also reduced at this time, removing the new wall that enclosed the workroom and removing some demo scope throughout the project.

The second round of owner revisions included the two large classrooms to the south end of the auto shop to remove an interior movable partition to be replaced by a traditional wall type, removal of a door to one of the classrooms, adding windows into the classroom for views from the office across the work room, and adding a number of doors through out the space, and a gas line relocation and redesign for the new AHU.

**Proposed Fee**

**The proposed project fee for the scope of work above is \$54,099.**

We are thankful for your business and look forward to continuing to work with you. If this proposal meets your approval, please provide a purchase order or the necessary approval for SPS+ Architects to proceed.

Sincerely,

SPS+ ARCHITECTS, LLP



Mark Davenport, AIA, LEED AP BD&C  
Partner

Cc: [SPS-AR@spsplusarchitects.com](mailto:SPS-AR@spsplusarchitects.com)  
Attachment A: Project Hours Breakdown

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

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

**Northland Pioneer College, Holbrook Campus Skills Center TI**

**Schematic Design Total**

**Francisco Acedo 1.25**

**Meetings**

	Date	Total
intro	10/5/2023	0.50
branch meeting	10/11/2023	0.25
BRANCH MEETING	10/16/2023	0.50

**Francisco Zazueta Encinas 29.50**

**Drawings**

	Date	Total
Worked on modeling the existing building.	10/16/2023	4.00
Meeting with Sharon, Francisco and Kate to discuss process for building modeling.	10/18/2023	2.00
Worked on modeling existing building.	10/19/2023	3.50
Worked on modeling existing building for holbrook.	10/20/2023	6.00
Worked on existing conditions model.	10/24/2023	4.00
Worked on existing conditions model.	10/25/2023	4.00
Continued to work on existing conditions for Holbrook.	10/26/2023	4.00
Completed modeling of Holbrooke (for now)	10/27/2023	2.00

**Jessica Cuadra 6.75**

**Meetings**

	Date	Total
discussed schedule and status	1/23/2024	0.25
reviewed drawings, looked into schedule,	2/1/2024	1.75
followed with Nancy on specs and schedule, followed up with consultants, updated wrike schedule,	2/2/2024	1.00
branch meeting, marked up drawings for phasing, sent DD set to owner,	2/5/2024	2.00
followed up with consultants,	2/7/2024	0.25
followed up with consultants, set up touch base meeting,	2/8/2024	0.25
branch meeting, reviewed meeting notes and phasing with Kate, consultant touch base meeting,	2/12/2024	1.00
saved structural drawings to folder, reievwed structural drawings,	2/15/2024	0.25

**Johnathan Szymanowski 4.50**

**Drawings**

	Date	Total
Diagrams for layout of auto lifts and circulation.	11/13/2023	3.00
Finalizing design options for auto lift diagram.	11/14/2023	1.00

**Meetings**

	Date	Total
Kick-off meeting - Meeting minutes.	11/7/2023	0.50

**Kate Hutchinson 84.25**

**Drawings**

	Date	Total
branch meeting time for updates. updated schedule in wrike based on feedback from ricky and sharon, need to finalize the dates once we hear back from David Huish.	10/30/2023	1.25
added vehicie lifts and all new design work has been added and demo has been started. I also developed a list of questions for sharon and or the client to respond to for the new design and worked on new work in the drawings and got elements added that were missing from existing conds.	10/31/2023	5.00
adding a diagram sheet for the clearances for the cars into the lifts	11/6/2023	3.00
	11/7/2023	2.00
working on drawings to get to SD level, working on clearances and other sheet set up - will get JS in the model to do the cartoon set	11/8/2023	3.50

floor plan progress and coordination with consultants on questions, researching car lifts and requirements	11/9/2023	3.00
WORKED ON TURNING RADIUS AND THEN DELEGATED THIS TASK TO JOHNATHAN AND WORKED ON QUESTIONS LIST	11/13/2023	4.00
QUESTIONS LIST COMPLETED AND UPDATED DIAGRAMS AND FLOOR PLAN PACKAGE TO SEND TO DAVID FOR REVIEW	11/17/2023	2.00
drawing updates, email responses to team, added questions for owner	11/21/2023	6.00

**Meetings**

	Date	Total
kick off meeting with consultants	11/7/2023	1.00
MET WITH STACI TO SHOW HER THE PROJECT - WE BOTH AGREE THIS PROJECT DOES NOT NEED INTERIORS OTHER THAN MAYBE THE REST	11/15/2023	0.50

**Project Management**

	Date	Total
coordinating with FZ on existing conditions task	10/25/2023	0.50
research on permit requirements, time spent creating schedules in write for this project, time also coordinating with FZ on existing conditions and where we are in that process - he should be done tomorrow	10/26/2023	2.00
research for permit information, looked at red lines on the existing plans, coordinating with FZ, he is done with existing modeling for now, need to add in structural PEMB beams and columns if they show in documents later on, did not want him to spend time on those right now	10/27/2023	1.00
coordinate with mech and electrical to see if we expect any long lead times for anything since we are looking at a 5 mo construction timeline, ken may be worried about the mech unit and its long lead branch meeting time	10/30/2023	1.00
	11/6/2023	0.25
	11/13/2023	1.50
consultant coordination, called the city of holbrook, coordination with johnathan, plus branch meeting time	11/21/2023	1.50
coordination, email responses	11/22/2023	0.50
reviewed all answers that came back from the teachers at NPC many of them still left unanswered so i compiled another list of coordination with external and internal team	11/28/2023	3.00
	12/5/2023	3.00
coordination time	12/6/2023	3.00
talked to the city of holbrook to know what submission need to be made, fire marshalls and city submission for plans, coordination with consultants on new deadline dates	12/7/2023	4.00
I updated the schedule to reflect the hold that the design team had while waiting for the client to respond to questions for the the consultants	12/11/2023	1.25
sent meeting invite for consultant coordination for internal team, next week. catch up on email, etc.	12/12/2023	1.50
reached out to holbrook city to see if we could use the local fire marshal instead of the state, need to use state fire marshal, coordination with Lauren on the consultants not having CA as part of their base contract, need to follow up with ricky on what to do	12/14/2023	1.00
REVIEWED RYANS DETAILS FOR THE CAR LIFTS, NO FOUNDATIONS ARE NEEDED, GOOD NEWS!	12/18/2023	0.25
REVIEWING PROJECT WITH FA AND STACI TO GET THEM STARTED ON IT	12/19/2023	2.00
COORDINATE WITH MEP AND STRUCT CONSULTANTS VIA EMAIL	12/20/2023	1.50
AFTER HAVING THE COORDINATION WITH CONSULTANTS THIS WEEK WE WERE STILL MISSING SOME ANSWERS FROM NPC. I EMAILED JUSTIN ALL THE EQUIPMENT THAT WAS STILL UNKNOWN FOR PLUMBING SUCH AS GAS, COMPRESSED AIR, AND WATER (H/C) I TYPED UP THIS LIST VERY CLEARLY AND SENT IT OVER TO JUSTIN AND OUT	12/21/2023	1.00
REVIEWING CONTRACT AND PO TO SEE WHERE WE CAN GET MORE MONEY FROM SINCE THEY ONLY GAVE US A PO FOR THE BASIC SERVICES AND WE ARE WELL INTO DOING PARTS OF THE SUPPLEMENTAL SERVICES, I HAVE MARKED UP THE CONTRACT IN DETAIL -- I ALSO REVIEWED ALL OF JUSTINS ANSWERS TO THE QUESTION I SENT YESTERDAY, HE WAS VERY QUICK TO RESPOND TO ME	12/22/2023	3.00



added sheet to the bbs, created bbs, added notes to the equipment sheet that went out to consultants yesterday	12/23/2023	1.50
more questions needed to be written up for NPC to answer for the engineers, sent email to justin for questions, coordination with structural for details, coordination with FA on progress with the over all SD/DD set submission coming up	12/26/2023	4.00
working on fridays submission and jumped into revit to start the code plan	12/27/2023	4.00
helping organize and get consultants drawings on the server to start to put the DD package together due tomorrow	12/28/2023	4.50
sen tout SD/DD set to justin and the team	12/29/2023	1.00

**Specifications**

	Date	Total
working through the master TOC and striking out what we do and do not need - working on preliminary spec information	12/13/2023	2.50
working on outline spec -- added time for project review with mark, ricky, natalie, lauren and sharon	12/14/2023	0.50
looking at initial files for nancy	12/18/2023	0.25
reviewed TOC specs with FA and JC to get to nancy to have a TOC for fridays submission	12/26/2023	1.00
nancy had a few more question about this project as she is working on toc	12/28/2023	1.00

<b>Ricardo Enriquez</b>	<b>0.25</b>
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**Project Management**

	Date	Total
workflow coordination	12/27/2023	0.25

<b>Rob Bass</b>	<b>2.00</b>
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**Meetings**

	Date	Total
project coordination	12/19/2023	1.00
project coordination	12/20/2023	1.00

<b>Sharon Lew</b>	<b>10.00</b>
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**Drawings**

	Date	Total
project management/redlines	10/11/2023	1.00
project management/redlines	10/12/2023	1.00
project management/redlines	10/13/2023	1.00
project management/redlines	10/18/2023	1.00
project management/redlines	10/19/2023	1.00
project management/redlines	10/24/2023	1.00

**Project Management**

	Date	Total
project management/redlines	10/4/2023	1.00
project management/redlines	10/11/2023	1.00
project management/redlines	10/12/2023	1.00
project management/redlines	10/13/2023	1.00

<b>Total</b>	<b>Schematic Design</b>	<b>138.50</b>
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**Design Development** **Total**

<b>Francisco Acedo</b>	<b>67.00</b>
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**Drawings**

	Date	Total
design development redlines and coordination	12/19/2023	5.00
design development redlines and coordination	12/20/2023	9.00
design development redlines and coordination	12/21/2023	9.00

design development redlines and coordination	12/22/2023	4.00
design development redlines and coordination	12/26/2023	8.00
design development redlines and coordination	12/27/2023	8.00
design development redlines and coordination	12/28/2023	8.00
design phases redlines	2/6/2024	9.00
design phases redlines	2/14/2024	2.00
design phases redlines	2/15/2024	1.00
design phases redlines	2/19/2024	2.50

**Meetings**

	Date	Total
	2/12/2024	0.50
branch meeting and meeting with npc	2/19/2024	0.75
branch meeting	2/26/2024	0.25
<b>Jessica Cuadra</b>		<b>2.00</b>

**Meetings**

	Date	Total
consultant coordination meeting	12/19/2023	0.75
reviewed spec questions from Nancy,	12/21/2023	1.25
<b>Johnathan Szymanowski</b>		<b>1.00</b>

**Drawings**

	Date	Total
Sheet index - Compiling consultant drawings	12/29/2023	1.00
<b>Kate Hutchinson</b>		<b>7.50</b>

**Meetings**

	Date	Total
COORDINATION WITH CONSULTANTS, GATHERED MORE QUESTIONS THAT THEY HAVE AND REVIEWED PROGRESS	12/19/2023	1.00
coordination meeting with all consultants to see what they might need in the new fews days before submission of DD set	12/26/2023	1.00
branch meeting time	1/29/2024	0.25
coordination meeting with team to talk about phasing (rob to follow up with justin), internal team meeting before hand to review items i	2/12/2024	1.50

**Project Management**

	Date	Total
cleaned up bbs with PDFs that were out of date and added the DD submission tha went out to the client so i can start redlining and making comments, NPC has until tj	1/2/2024	1.00
reached out to justin to get follow up on when he would like to meet but we have not heard back from him in a while - rob to call and branch meeting time and lessons learned	1/4/2024	0.50
	1/8/2024	0.50
project updates via email to our consultants	1/19/2024	0.50
team update on hold until heard from justin	2/7/2024	1.00
billing time with Lauren and Ricky	2/14/2024	0.25
<b>Nancesca Gartland Elmore</b>		<b>2.50</b>

**Specifications**

	Date	Total
Book specifications	12/21/2023	0.50
Book specifications	12/27/2023	1.00
Book specifications	12/28/2023	1.00
<b>Ricardo Enriquez</b>		<b>1.25</b>

**Project Management**

	Date	Total
workflow coordination	2/13/2024	0.25
workflow coordination	2/19/2024	0.25
workflow coordination	2/26/2024	0.25
workflow coordination	3/4/2024	0.50
<b>Rob Bass</b>		<b>2.00</b>

**Meetings**

	Date	Total
	2/12/2024	1.00
	2/19/2024	1.00

<b>Total</b>	<b>Design Development</b>	<b>83.25</b>
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<b>Construction Documents</b>	<b>Total</b>
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<b>Ashley Pankratz</b>	<b>61.00</b>
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**Drawings**

	Date	Total
	3/14/2024	2.25
	3/15/2024	7.00
	4/3/2024	4.50
Coord	5/29/2024	0.25
	5/31/2024	7.25
	6/5/2024	4.00
	6/6/2024	2.50
	6/10/2024	0.25
	9/9/2024	4.00
	9/10/2024	1.75
	9/12/2024	0.75
	9/24/2024	7.00

**Meetings**

	Date	Total
Branch	3/11/2024	0.25
	3/13/2024	1.25
	3/25/2024	0.50
Review with Bill	3/28/2024	0.50
Workload Meeting	4/3/2024	0.25
	9/3/2024	1.00
	9/5/2024	6.00
	9/6/2024	7.00
	9/18/2024	1.00
	10/6/2024	0.00

**Project Management**

	Date	Total
	3/21/2024	0.25
Partner Review	4/24/2024	0.75
	4/25/2024	0.50
emails	5/3/2024	0.25

<b>Elizabeth Hurd</b>	<b>19.50</b>
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**Drawings**

	Date	Total
Print and compille complete set	3/4/2024	0.50
Print and compille complete set, clean up set.	3/6/2024	4.00
Set clean up	3/7/2024	4.00
set clean up	3/8/2024	4.00
Clean up drawings	3/11/2024	1.00
Helped puck up redlines	5/14/2024	3.50
Helped puck up redlines	5/15/2024	1.00
Internal meeting	5/29/2024	0.50
package and organize bid set.	5/31/2024	1.00

<b>Francisco Acedo</b>	<b>1.25</b>
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**Drawings**

Date	Total
4/4/2024	1.00

**Meetings**

	Date	Total
BRANCH MEETING	3/11/2024	0.25
<b>Jessica Cuadra</b>		<b>1.00</b>

**Meetings**

	Date	Total
phone call with owner	2/19/2024	0.25
reviewed plumbing drawings,	2/29/2024	0.25
meeting to discuss NPC projects, took notes,	3/25/2024	0.25
meeting with NPC to review status, took notes	3/27/2024	0.25
<b>Johnathan Szymanowski</b>		<b>12.00</b>

**Drawings**

	Date	Total
Picking up redlines - Updates to drawing set	8/6/2024	3.00
Updating drawings as per Kate redlines.	8/7/2024	5.00
Picking up redlines as per Kate.	8/16/2024	4.00
<b>Kate Hutchinson</b>		<b>128.25</b>

**Drawings**

	Date	Total
got into the model and picked up some of Bills comments to help get as much in the set as we could be we hit print at 6pm, i had extra time to work today to reduce my PTO from yesterday and picking up red lines and asking others to help with redlines, this was a busy week so i had to pick up some of the higher level redlines	3/15/2024	3.00
	4/1/2024	1.00
picking up red lines and asking others to help with redlines, this was a busy week so i had to pick up some of the higher level redlines	4/2/2024	3.50
picking up red lines and asking others to help with redlines, this was a busy week so i had to pick up some of the higher level redlines	4/3/2024	2.50
picking up red lines and asking others to help with redlines, this was a busy week so i had to pick up some of the higher level redlines	4/4/2024	1.00
picked up a few redlines that lizzie did not get to since she didnt fully understand, I just knocked them out	5/23/2024	1.50

**Meetings**

	Date	Total
branch meeting time and meeting with justin to review projects	2/19/2024	1.50
branch meeting time	2/26/2024	0.25
branch meeting	3/4/2024	0.25
branch meeting time	3/11/2024	0.25
bill was able to do a page turn with us on his frist round of comments and i tasked ashley with helping pick up as many of those comments as possible before EOD on friday, we will pick up the rest of his comments during the owner review period. also billing time with lauren.	3/13/2024	1.25
NPC TOUCHBASE MOSTLY ABOUT HOLBROOKS 100 PACKAGE COMING UP	3/25/2024	1.00
PRE MEETING TO THE MEETING PAGE TURN OF HOLBROOK CDS, INTRODUCTION TO NPC HIGHER UPS, ETC. ANSWERED QUESTIONS ABOUT RFP TIMING ETC. MEETING WENT WELL AND NO FUTHER FEEDBACK FOR HOLBROOK	3/26/2024	1.50
BILLS REVIEW OF THE 100% CD SET QAQC PAGE TURN, FINAL REVIEW	3/28/2024	1.00
last min coordination meeting on a few items that were clashing and to discuss how to mount the hose reels to the structure above, ryan to create detail, he is only hourly so he does not need an add service	4/4/2024	1.00

reviewing required front end documents with nancy for Justin for both Holbrook and Goldwater, should be very similar documentation between the two projects. I also had the partner review with Mark, Jordan, Jon and Ashley, there are still a few items that need to be picked architecturally and I need to get the consultants to make their drawings more clear as they are difficult to understand with only keynotes, all before we can reissue the drawings and specs as bid documents, as well as the documentation needed from Justin (front end specs and ACM report).	4/24/2024	2.00
Jess and I met with Justin to explain the front-end documentation that are required for the bid documents, and clarified which of those documents were required by law and which were just suggestions by us. We did this for both Holbrook and Goldwater as they will likely be very similar in terms of the legal front-end documents and instructions to bidders, etc.	4/26/2024	0.50
met with justin on teams and shared screen and went through the new scope and removed scope, talked about mep systems, procurement (JOC) and then some other misc. coordination items, still need ACM report and front end spec and instruction to bidders	6/26/2024	1.00
SCOPE CHANGE COORDINATION MEETING	7/11/2024	1.00
PM/PD PROJECT REVIEW - MONTHLY	8/1/2024	0.25
check in for redline progress added a few more commenrs to the set	9/4/2024	0.75
nancy, ashley kate internally meeting to review scope change so nancy can update specs	9/5/2024	1.00
	9/6/2024	0.25
met with ashley to review issues she found in the model for MEP, sent out email showing these issues and requesting a coordination meeting if needed so we can get the b id set wrapped up	9/12/2024	1.00
	9/16/2024	1.00
	9/17/2024	1.00
ashley/ricky/kate coordination meeting for a few project to develop priorities for ashley on a few projects that we need to get our the doors & preparing and conducting page turn with the client on the 90% documents for the change in the scope of work	9/18/2024	3.50
	9/19/2024	0.50
	9/20/2024	0.50
reviewing print out from ashley and other PM related items to get this reay for bid, sent items to justin that we need to complete project	9/24/2024	2.00
coordination meeting with consultants on feedback from page turn meeting with consultants and review other parts of scope change, etc.	9/25/2024	1.25
checkin in on project ashley clained a lot of hours	9/27/2024	0.25

**Project Management**

	Date	Total
coordination with consultants, responding to emails and providing over all updates	2/19/2024	1.00
review and approval for invoices	2/22/2024	0.50
coordination with consultants - progress set due today	2/28/2024	2.00
didnt get all progress set, had to call some consultants to get the drawing, organized online and will have lizzie help me combine with arch	2/29/2024	2.00
forwarded other drawings to lizzie and got her on the revit model to clean up arch sheets	3/1/2024	0.50
reminders to the team for progress sets to be turned in today and for the final sets to be given by COB tomorrow - deadline not made	3/6/2024	1.50
	3/7/2024	1.00
	3/8/2024	1.50
coordination via email to consultants,pushing deadline back 1 week - coordiantion with mech to get electrical infromation for final submission	3/11/2024	1.00
explained items to Lizzie for her to clean up in the model that were just basic graphic clean up but need a project lead to help close out the holes, adding ashley into the project tomorrow	3/12/2024	0.50

brought ashley on to the project to help me wrap things up architecturally, showed her the project and walked her through the design and the holes that we still had to work through before we can stamp the set, got her into the model, showed her pictures, equipment and all new and demo architectural elements. organized MEP and structural sets as we recieved them and coordinated with them for the final sets (unstamped)	3/13/2024	1.50
sick this day but answering questions ashley had on the project and bills feedback, also responding to consultant emails as their sets were due by EOD	3/14/2024	1.00
answering questions and supporting ashley via teams chat	3/15/2024	1.00
coordination with Bill on when he can do his deep dive QAQC on this project	3/18/2024	0.50
coordination and adding my own redlines with bills redlines	3/20/2024	1.50
redlines in the session	3/21/2024	1.50
recieved mark ups from bill and started looking through them, adding more QAQC comments and coordination with team, etc	3/27/2024	2.50
updated team on when to expect QAQC comments and comments from the owner and when the package will be resubmitted, etc	3/28/2024	3.00
MAKING UP FOR MISSED HOURS ON FRIDAY DUE TO DENTIST APT GOING LONG AND MILD SEDATION... I MARKED UP THE REST OF THE PLANS FOR THE FINAL QAQC AND GOT BILLS COMMENTS INTO THE BBS, I SENT OUT AND EMAIL FOR OUR CONSULTANTS TO PICK UP THE COMMENTS AND RETURN IN A WEEK FOR FINAL SUBMISSION. GOT NANCY TAGGED IN THE BBS AS WELL	3/31/2024	2.00
coordination with nancy for wrapping up specifications, coordination and a little bit of revit work	4/8/2024	2.50
coordination and drawings, recieved last consultant drawings to do one last look across the set, some remaining arch items are left for tomorrow before the print	4/10/2024	3.00
working on drawings to complete the package once we got the last detail from the engineers for the hose reels, submission of the whole set to Justin with specifaicon, still need to complete BID	4/11/2024	2.50
	4/16/2024	1.00
	4/16/2024	0.50
invoicing	4/17/2024	0.25
	4/17/2024	0.50
preparing for final review with Mark tomorrow	4/23/2024	1.00
working through some clearance issues, and mechanical graphics that dont look right, i still need to reach out to ken at KC mech about the graphic issues i am finding in their drawings	4/24/2024	1.00
working through some clearance issues, and mechanical graphics that dont look right, i still need to reach out to ken at KC mech about the graphic issues i am finding in their drawings	4/25/2024	3.00
working on drawings and getting ashley on board to help me wrap up a few items	4/26/2024	1.50
CA FORM TO JON	4/30/2024	1.00
	5/2/2024	4.00
EMAIL COORDINATION FOR FRONT END DOCUMENTS	5/6/2024	0.50
FRONT END DOC COORDINATION VIA EMAIL CATCH UP FROM JESSS EMAILS	5/6/2024	0.50
SCHEUDLING MEETING AND RESPONDING TO EMAILS FROM CONSULTANTS TO PREPARE FOR FRIDAYS MEETING, HAD 30 MINS TO ADD COMMENTS TO OUR PERMIT SET STILL completed QAQC for tomrrows meeting	5/7/2024	1.00
	5/9/2024	4.00
holbrook coordinatinon meeting	5/10/2024	1.00
coordination with Lizzie to pick up comments	5/13/2024	0.50
coordination with Lizzie on commnets	5/14/2024	1.00
billing time with LL	5/16/2024	0.25
looked at commnets not picked up, started to pick them up	5/16/2024	1.00
SENT JUSTIN AN EMAIL SO HE KNOW WHAT WE STILL NEED TO GET THIS PROJECT TO BE READY FOR THE RFQ - HOLBROOK PERMIT WAS APPROVED! GETING WEBSITE AND USER NAME AND PASSWORD TO JUSTIN DO HE CAN MAKE THE PAYMENT FOR THE PERMIT	5/28/2024	1.50

HOLBROOK COORDINATION INTERNAL ON ITEMS THAT I NEED HELP WRAPPING UP	5/29/2024	0.50
	6/3/2024	1.50
	6/4/2024	0.50
	6/5/2024	1.00
meeting to get someone to print the BID SET, need to change the titleblocks and gets dates to match still...	6/10/2024	0.50
gathering bid set together - the way CA wants it, still needs some updates, waiting on spec infor from owner	6/18/2024	1.00
invoicing issues, looking at contracts need to confirm with ricky	6/21/2024	1.00
kate and rob check in about some changes coming for this project	6/24/2024	0.50
recieved sketch from justin on the changes and review with ricky and rob, need to set up meeting to make sure all scope is understood	6/26/2024	0.50
passed off drafting task to Staci, checked in, printed it when done highlighted issues and gave to ricky to understand scope and coordinated with him	6/27/2024	1.00
	7/8/2024	0.75
GENERAL PROJECT MANAGEMENT	7/9/2024	1.00
GENERAL PROJECT MANAGEMENT	7/10/2024	0.50
billing and coordinating with Kevin to get him access to parts of the site to confirm dimesnison and do a quick survey for the scope of work changes	7/29/2024	1.25
coordination emails for survey information to consultants	7/30/2024	0.50
	8/6/2024	1.00
	8/8/2024	1.00
	8/13/2024	1.00
	8/14/2024	0.50
COORINDATION MEETING AND MARKUPS FOR ARCH	8/15/2024	2.50
COORDINATION MEETING WITH STRUCT SINCE HE COULDNT MAKE THE ONE EARLIER IN THE WEEK	8/16/2024	0.50
REVIEWED AND MARKED UP SET AFTER JS REPRINT IT	8/19/2024	2.00
LOOKED AT DRAWING SET AND GOT SEND OUT TO TIM FFOR QAQA	8/22/2024	1.00
review QAQC comments set up meeting to review with ashley next week to complete project	8/28/2024	1.00
	8/29/2024	0.50
met with ashley to review QAQC comments and scope change information so she can wrap up this project- project check in with ashley to see progress etc	9/3/2024	1.50
	9/5/2024	0.75
checking in and llooking over progress set	9/9/2024	0.50
	9/13/2024	0.50
reviewed progress set, a few little things left to pick up and then mep coordination before its completed	9/14/2024	2.00

### Specifications

	Date	Total
coordination with nancy on a few last min questions before she sent over the specs	3/13/2024	0.25
coordination with nancy via email	3/21/2024	1.00
looking into finding out if we need a metal panel spec or if they plan to use the same opening for new duct work	5/22/2024	0.50
coord. with nancy for what is left to work on the spec book, some metal specs and front end docs, wrapping up bid set to send to her to make sure we got everything,	5/23/2024	1.00

<b>Nancesca Gartland Elmore</b>	<b>68.00</b>
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### Specifications

	Date	Total
Book specifications	2/21/2024	1.00

Book specifications	2/27/2024	3.25
Book specifications	2/28/2024	4.00
Book specifications	3/5/2024	1.00
Book specifications	3/7/2024	6.00
Book specifications	3/8/2024	2.50
Book specifications	3/11/2024	1.00
Book specifications	3/13/2024	6.25
Book specifications	3/14/2024	1.25
Book specifications	3/20/2024	6.75
Book specifications	3/21/2024	6.25
Book specifications	3/22/2024	7.50
Book specifications	4/2/2024	4.00
Book specifications	4/4/2024	0.25
Book specifications	4/8/2024	1.25
Book specifications	4/10/2024	6.00
Book specifications	9/5/2024	0.50
Book specifications	9/12/2024	8.00
Book specifications	9/13/2024	1.25

<b>Ricardo Enriquez</b>		<b>21.50</b>
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**Project Management**

	Date	Total
workflow coordination	3/25/2024	0.50
workflow coordination	3/27/2024	0.50
workflow coordination	3/28/2024	0.25
workflow coordination	3/29/2024	0.25
workflow coordination	4/4/2024	0.50
workflow coordination	4/8/2024	0.25
workflow coordination	4/9/2024	0.25
workflow coordination	4/10/2024	0.25
workflow coordination	4/16/2024	0.50
workflow coordination	4/17/2024	0.25
workflow coordination	4/23/2024	0.25
workflow coordination	4/24/2024	0.25
workflow coordination	5/30/2024	0.50
workflow coordination	6/24/2024	0.25
workflow coordination	6/26/2024	0.50
workflow coordination	6/27/2024	0.50
workflow coordination	7/3/2024	1.00
workflow coordination	7/9/2024	0.25
workflow coordination	7/10/2024	0.50
workflow coordination	7/15/2024	0.50
workflow coordination	7/16/2024	1.00
workflow coordination	7/17/2024	1.00
workflow coordination	7/18/2024	0.25
workflow coordination	7/23/2024	0.25
workflow coordination	7/24/2024	1.00
workflow coordination	7/25/2024	0.25
workflow coordination	7/26/2024	0.25
workflow coordination	7/30/2024	0.50
workflow coordination	7/31/2024	0.50
workflow coordination	8/7/2024	0.50
workflow coordination	8/13/2024	0.25
workflow coordination	8/14/2024	0.50
workflow coordination	8/15/2024	0.25
workflow coordination	8/19/2024	1.00
workflow coordination	8/20/2024	1.00
workflow coordination	8/21/2024	0.25
workflow coordination	8/22/2024	0.25
workflow coordination	8/26/2024	0.25



workflow coordination	9/3/2024	0.25
workflow coordination	9/5/2024	0.25
workflow coordination	9/10/2024	0.25
workflow coordination	9/18/2024	0.50
workflow coordination	9/19/2024	2.00
workflow coordination	9/23/2024	0.50
workflow coordination	9/25/2024	0.25
workflow coordination	9/30/2024	0.25

<b>Sarah Brausch</b>	<b>10.00</b>
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<b>Drawings</b>	<b>10.00</b>
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Date	Total
8/19/2024	2.00
8/20/2024	7.00
8/21/2024	1.00

<b>Staci Alatsis</b>	<b>8.75</b>
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<b>Drawings</b>
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	Date	Total
Redesign redlines	4/2/2024	3.00
Redesign redlines	4/3/2024	2.00
Redesign redlines	4/4/2024	0.50
Redesign redlines	6/27/2024	2.00

<b>Meetings</b>
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	Date	Total
Redesign redlines	4/2/2024	1.00
Redesign redlines	4/3/2024	0.25

<b>William Pittenger</b>	<b>17.75</b>
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<b>QA/QC</b>
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	Date	Total
Quality control review and redline	3/12/2024	3.00
Quality control review and redline	3/13/2024	3.00
Quality control review and redline	3/20/2024	0.75
Quality control review and redline	3/21/2024	2.50
Quality control review and redline	3/27/2024	3.00
Quality control review and redline	3/28/2024	1.00
Quality control review and redline	4/2/2024	2.00
Quality control review and redline	4/3/2024	2.00
Quality control review and redline	4/10/2024	0.50

<b>Total Construction Documents</b>	<b>339.00</b>
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<b>Permitting</b>	<b>Total</b>
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<b>Francisco Acedo</b>	<b>1.50</b>
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<b>Permit Process</b>
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	Date	Total
coordination with State Fire and Town of Holbrook	4/18/2024	0.50

coordination with State Fire and Town of Holbrook	4/19/2024	1.00
coordination with State Fire and Town of Holbrook	4/23/2024	1.00

<b>Kate Hutchinson</b>	<b>1.00</b>
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**Permit Process**

	Date	Total
I did some coordination with Francisco on what the SFM needed from us and how to break out parts of the drawing set and upload them to the correct locations, we used a contractor that is interested in bidding on this project since the SFM now requires you to provide the contractors information and license number before applying to the SFM. Did another review of the submission and it looked good so gave Francisco the go ahead submit it!	4/23/2024	1.00

<b>Nancesca Gartland Elmore</b>	<b>4.00</b>
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**Specifications**

	Date	Total
Book specification	5/22/2024	0.25
Book specification	5/23/2024	0.50
Book specification	6/18/2024	0.50
Book specification	6/21/2024	2.75

<b>Total Permitting</b>	<b>6.50</b>
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<b>Total</b>	<b>567.25</b>
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<b>Hours Budgeted with Original Fee (\$10,000/\$135 average rate)</b>	<b>-74</b>
<b>Hours Budgeted for Redesign Add Service (\$15,000/\$135 average rate)</b>	<b>-111</b>
<b>Hours not included in Budget</b>	<b>382.06</b>
<b>Additional Architectural Requested Fee (382 hours * \$135 average rate)</b>	<b>\$ 51,579</b>
<b>Structural Hose Reel Supports</b>	<b>\$ 2,520</b>
<b>TOTAL</b>	<b>\$ 54,099</b>

**Previous Fees**

**Consultant Fee Summary**

BS Fee: \$ 61,500.00

Consultant Fees									
Name:	BRODERICK		AZPE	KC MECH					
	Structural	Structural	ELEC	MECH	Civil	Civil	Cons. Total	SPS+	
SD-CD	\$6,400		\$3,700	\$13,000			\$23,100	\$11,450	
CA	\$1,200		\$1,450	\$2,800			\$5,450		
Add services	\$3,200		\$1,500	\$1,800				\$15,000	
<b>Total:</b>	<b>\$10,800</b>	<b>\$0</b>	<b>\$6,650</b>	<b>\$17,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,050</b>	<b>\$26,450</b>	
<b>%</b>	<b>18%</b>	<b>0%</b>	<b>11%</b>	<b>29%</b>	<b>0%</b>	<b>0%</b>	<b>57%</b>	<b>43%</b>	