

# 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 **September 20, 2016 beginning at 10:00 a.m.** The meeting will be held at the Northland Pioneer College Painted Desert Campus, Tiponi Community Center meeting room, located at 2251 E. Navajo Blvd., Holbrook, Arizona.

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

The public is invited to check on addenda that may be posted up to 24 hours prior to the meetings. Copies of the meeting agenda may be obtained through the Office of the President, Northland Pioneer College, Painted Desert Campus, 2251 E. Navajo Blvd., Holbrook, AZ, telephone (928) 524-7418 or (800) 266-7845 Ext. 7418, at least 24 hours in advance of the meeting. If any disabled person needs any type of accommodation, please notify Paul Hempsey at the above address or telephone number at least 24 hours prior to the scheduled time.

The Board may vote to hold an executive session for discussion or consideration of a personnel matter pursuant to A.R.S. §38-431.03(A)(1). The Board may vote to hold an executive session for the purpose of obtaining legal advice from the District's attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3). Should the District's attorney not be present in person, notice is further given that the attorney may appear by speakerphone.

I, Paul Hempsey, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on or before the 19<sup>th</sup> day of September 2016, at 10:00 a.m.

Paul Hempsey  
Recording Secretary to the Board

## NOTICE DISTRIBUTION

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

# OUR MISSION

Northland Pioneer College  
creates, supports  
and promotes  
lifelong learning.



## Northland Pioneer College

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

**PUBLIC NOTICE OF NONDISCRIMINATION:** Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Director of Human Resources, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (800) 266-7845. The Section 504 Compliance Officer is the Coordinator of Disability Resource and Access, 1001 W. Deuce of Clubs, Show Low, Arizona 85901, (800) 266-7845. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. Revised 9-12-14

# Governing Board Meeting Agenda

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

**Date:** September 20, 2016

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order and Pledge of Allegiance .....	Chair Handorf
2.	Adoption of the Agenda..... (Action)	Chair Handorf
3.	Call for Public Comment..... <small>Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.</small>	Chair Handorf
4.	<b>Reports:</b>	
A.	<a href="#">Financial Position</a> .....	Interim Vice President Ellison
B.	NPC Friends and Family .....	Director Wilson
C.	<a href="#">NPC Faculty Association</a> .....	Ryan Rademacher
D.	<a href="#">Human Resources</a> .....	Written Report
E.	<a href="#">NPC Classified and Administrative Support Organization (CASO)</a> .....	Written Report
F.	NPC Student Government Association .....	No Report
5.	Consent Agenda..... (Action)	Chair Handorf
A.	August 16, 2016 <a href="#">Regular Board Minutes</a>	
B.	August 16, 2016 Executive Session Minutes	
C.	Intergovernmental Agreement between Navajo County Community College District and <a href="#">Northern Arizona Vocational Institute of Technology (NAVIT)</a>	
6.	Old Business: None.	
7.	<b>New Business:</b>	
A.	Northern Arizona Training Center (NATC) Report .....	Director Stuart Bishop
B.	Leadership Academy Report .....	Colleen Readell
C.	Request to Approve <a href="#">Lease Agreement with NAU</a> ..... (Action)	Interim Vice President Ellison
D.	Request to Approve <a href="#">Budget Development Calendar</a> .....	Interim Vice President Ellison
E.	<a href="#">2016 - 2017 Strategic Priorities</a> .....	Vice President Vest
F.	Request to Approve <a href="#">Purchase of Locksets</a> .....	Interim Vice President Ellison
G.	Request to Approve <a href="#">Vehicle Purchases</a> .....	Interim Vice President Ellison
H.	<a href="#">Bales Avenue Improvements</a> Status Report .....	Interim Vice President Ellison
I.	Executive Session Pursuant to 38-431.03(A)(1) - Personnel Matter .....	Chair Handorf
J.	Possible Action on Personnel Matter .....	Board Members
8.	<b>Standing Business:</b>	
A.	Strategic Planning and Accreditation Steering Committee Report.....	Vice President Vest
B.	President's Report.....	President Swarthout
C.	DGB Agenda Items and Informational Needs for Next Meeting.....	Chair Handorf
9.	Board Report/Summary of Current Events .....	Board Members
10.	Announcement of Next Regular Meeting .....	Chair Handorf
11.	Adjournment .....	Chair Handorf

The District Governing Board may consider any item on this agenda in any order and at any time during the meeting. The District Governing Board may take action to approve, or may take other action, regarding all items of New Business, Old Business, Standing Business, or the President's Report. The Board may vote to hold an executive session for the purpose of obtaining legal advice from the District's attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3). Should the District's attorney not be present in person, notice is further given that the attorney may appear by speakerphone.



## Northland Pioneer College

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, 2016 to July 30, 2016

Budget Period Expired

8%

Tax Supported Funds				
General Unrestricted				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Primary Tax Levy	14,361,969	142,314	142,314	1%
State Aid:				
Maintenance and Operations	1,606,000	401,500	401,500	25%
Equalization	6,081,500	1,520,375	1,520,375	25%
Tuition and Fees	4,700,000	263,970	263,970	6%
Investment earnings	140,000	22,768	22,768	16%
Grants and Contracts	1,800,000	-	-	0%
Other Miscellaneous	196,300	15,544	15,544	8%
Fund Balance	377,250			
Transfers	(2,800,000)	(200,715)	(200,715)	7%
<b>TOTAL REVENUES</b>	<b>\$ 26,463,019</b>	<b>\$ 2,165,756</b>	<b>\$ 2,165,756</b>	<b>8%</b>
<b>EXPENDITURES</b>				
Salaries and Wages	17,781,414	1,032,846	1,032,846	6%
Operating Expenditures	8,681,605	504,530	504,530	6%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 26,463,019</b>	<b>\$ 1,537,376</b>	<b>\$ 1,537,376</b>	<b>6%</b>
<b>Unrestricted Plant</b>				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
State Aid:				
Capital/STEM	353,700	88,425	88,425	25%
Other Miscellaneous				
Fund Balance	3,000,000			
Transfers	2,000,000	162,062	162,062	8%
<b>TOTAL REVENUES</b>	<b>\$ 5,353,700</b>	<b>\$ 250,487</b>	<b>\$ 250,487</b>	<b>5%</b>
<b>EXPENDITURES</b>				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	5,353,700	250,487	250,487	5%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,353,700</b>	<b>\$ 250,487</b>	<b>\$ 250,487</b>	<b>5%</b>

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
 Statement of Financial Position  
 July 1, 2016 to July 30, 2016

Budget Period Expired 8%

**Restricted and Auxiliary Funds**

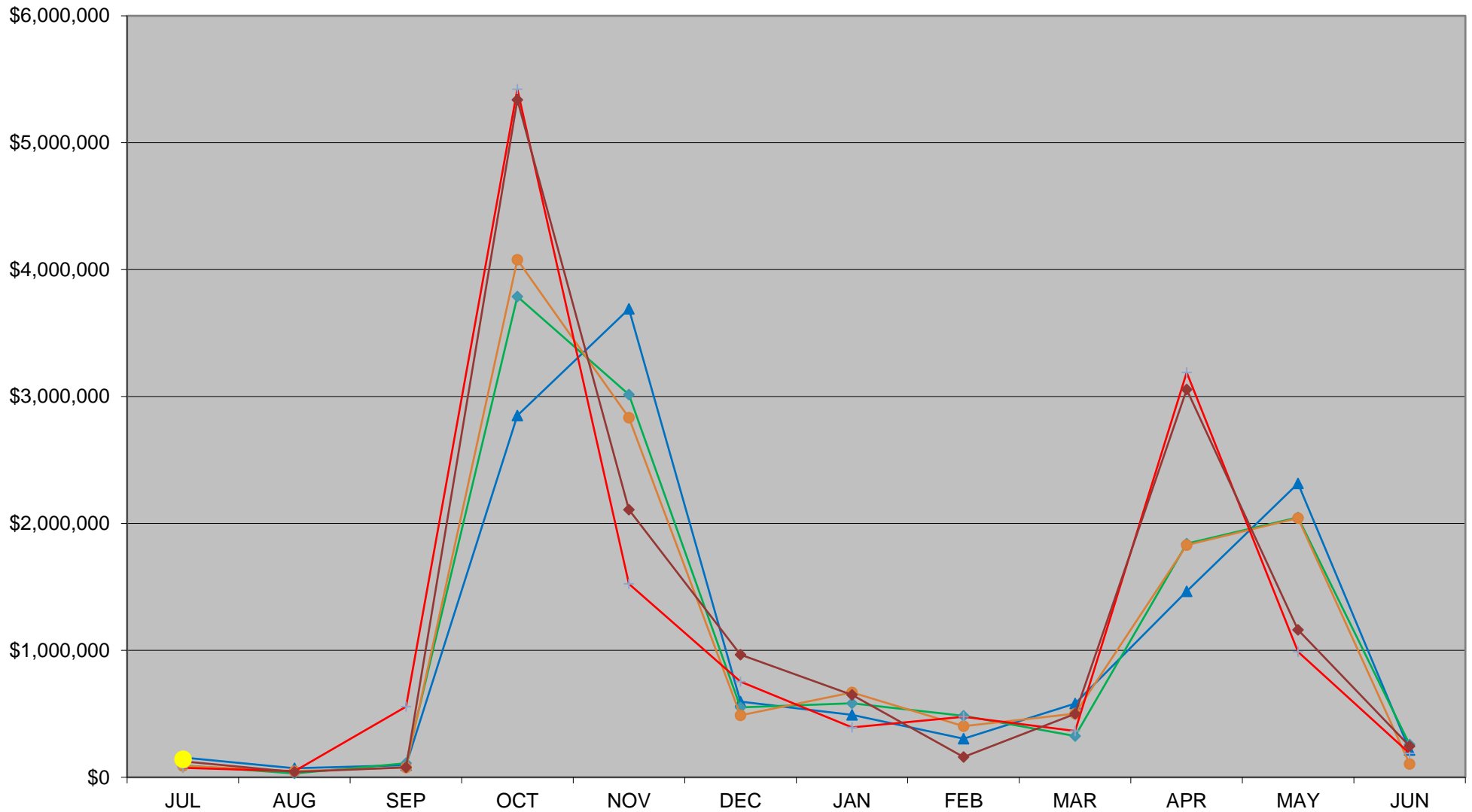
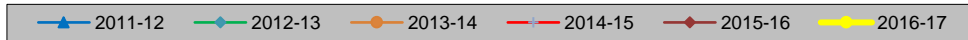
	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Grants and Contracts	6,000,000	125,973	125,973	2%
Fund Balance	-			
Transfers	600,000	-	-	0%
<b>TOTAL REVENUES</b>	<b>\$ 6,600,000</b>	<b>\$ 125,973</b>	<b>\$ 125,973</b>	<b>2%</b>
<b>EXPENDITURES</b>				
Salaries and Wages	1,053,961	68,003	68,003	6%
Operating Expenditures	5,546,039	36,982	36,982	1%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,600,000</b>	<b>\$ 104,985</b>	<b>\$ 104,985</b>	<b>2%</b>

	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Sales and Services	450,000	7,174	7,174	2%
Fund Balance	-			
Transfers	200,000	38,653	38,653	19%
<b>TOTAL REVENUES</b>	<b>\$ 650,000</b>	<b>\$ 45,827</b>	<b>\$ 45,827</b>	<b>7%</b>
<b>EXPENDITURES</b>				
Salaries and Wages	239,746	27,413	27,413	11%
Operating Expenditures	410,254	18,414	18,414	4%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 650,000</b>	<b>\$ 45,827</b>	<b>\$ 45,827</b>	<b>7%</b>

**Cash Flows**

Cash flows from all activities (YTD) .....	\$2,588,043
Cash used for all activities (YTD) .....	<b>\$1,938,675</b>
Net Cash for all activities (YTD) .....	\$649,368

### Monthly Primary Property Tax Receipts



Faculty Association Report  
September District Governing Board Meeting

1. We welcomed a lot of new faculty to NPC this fall semester. And I'm pleased to report that several have hit the ground running—volunteering for committee service and attending FA meetings.
2. The FA is getting to review Procedure 2625 (Academic Misconduct) and recently submitted to Dr. Swarthout's office proposed revisions to Procedure 2970 (how faculty move from probation to non-probation status).
3. FA is eager to continue discussing how we, as a faculty body, might create a stronger relationship with the DGB. We feel it's important that DGB members know more about what and why faculty do what they do.

**Human Resources UPDATE**  
**DGB-September 20, 2016**

**FILLED**

1. **Support Center Operator TALON – Michael Meeks started September 1, 2016. Michael has attended Mesa Community College, Northland Pioneer College, Ventura Community College and American Military University.**

**EXTERNAL OPENINGS**

2. **Network and Systems Administrator - Open until filled. 2 applicants.**
3. **Database Administrator – Open until filled. 22 applicants.**
4. **Faculty in Business – Closed July 29, 2016. 23 applicants.**
5. **ADOC Faculty in Business – Closed July 29, 2016. 14 applicants.**
6. **Network Security Coordinator – Open until filled. 3 applicants.**
7. **Vice President of Administrative Services – Open until filled. 57 applicants.**
8. **Training Coordinator – Closed July 15, 2016. 2 applicants.**
9. **Academic Advisor PDC – Open until filled. 13 applicants.**
10. **Support Center Operator – Closed August 5, 2016. 2 applicants.**
11. **EMS Program Clerk – Closed August 12, 2016. 2 applicants.**
12. **Science Lab Manager – Open until filled. 22 applicants.**
13. **IS Support Tech I, WMC – Open until filled. 9 applicants.**
14. **Assistant to the Facilities Coordinator – Closed September 9, 2016. 11 applicants.**

**INTERNAL OPENINGS**

15. **Dual Enrollment Operations Specialist – Closed September 15, 2016.**



## CASO Report

CASO had a wonderfully successful Silent Auction in conjunction with August convocation. We had an unusually large selection of donations that people were anxious to purchase. We also received a donation of seven unique tables professionally crafted from wood reclaimed from the Rodeo-Chediski fire. We were able to sell two of the tables the day of convocation and have the remaining five listed on Craigslist. The tables can be seen at SCC in the Learning Center lobby.

We very much appreciate the generosity of those who donated to the auction and those who so enthusiastically bought those items.

To date \$2234 has been added to the CASO Scholarship Fund.

Ina Sommers  
CASO President

# Navajo County Community College District Governing Board Meeting Minutes

August 16, 2016 – 10:00 a.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

---

**Governing Board Member Present:** Ms. Ginny Handorf; Mr. James Matteson; Mr. Frank Lucero; Mr. Daniel Peaches; Mr. George Joe.

**Staff Present:** President Jeanne Swarhout; Interim Vice President Maderia Ellison; Vice President Mark Vest; Director PJ Way; Recording Secretary to the Board Paul Hempsey.

**Others Present:** Kim Reed; Everett Robinson; Ann Hess; Betsyann Wilson; Renell Heister; Peggy Belknap; Stuart Bishop; Josh Rogers; Jeremy Raisor; Bill Fee; Amber Hill; Linda Kor; Donna Soseman; Ed Gentry; Claude Endfield; Beulah Bob-Pennypacker.

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

Chair Handorf called the meeting to order at 10:00 a.m. and introduced Mr. George Joe, appointed as Board Member for District 2. Chair Handorf then asked Mr. Matteson to lead the Pledge of Allegiance.

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

*Mr. Matteson moved to adopt the agenda as presented. Mr. Lucero seconded the motion. The vote was unanimous in the affirmative.*

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

None

## **Agenda Item 4: Reports**

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

Interim Vice President Ellison addressed the Board and reviewed the Financial Position report stating that the documentation was for the full fiscal year of July 1st, 2015 to June 30th, 2016.

Chair Handorf asked if funds were still outstanding from grants, if the college had expended money from its own funds to cover costs and in which budget cycle any outstanding grant payments would be made. Interim Vice President Ellison responded that some of the grants received were on a reimbursement model, meaning the college had expended funds and would then be reimbursed by the Grantor. These grantors have been invoiced for the services provided by the college but the money has not hit our bank account yet. On an accrual basis the revenues from the grantors will be included in the fiscal year 2015-2016 financials.

Interim Vice President Ellison handed a copy of Tax Levies by District for all the Arizona Community Colleges noting that Mr. Lucero had requested the information at a previous Board meeting.



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

Director Wilson addressed the Board and welcomed Mr. Joe. Director Wilson commented that she learned of the passing of Board member Winslow while on vacation and upon returning to her office she was contacted by Mr. Winslow's brother and a former High School classmate on a potential scholarship in Mr. Winslow's name. Donations have currently exceeded \$6000. Director Wilson also mentioned that a Memorial Service will be held in Winslow sometime during the fall.

Director Wilson presented a Scholarship Report noting that over \$74,000 was awarded in fiscal year 2015-2016. One hundred percent of the students that received a scholarship completed the semester in which it was awarded with over seventy-eight percent enrolling in the following semester.

In other scholarship information Director Wilson reported the Claude Endfield Endowment scholarship has raised \$9200 with help from her retirement party. A memorial fund, set up in Russell Brown's name for students leaving the Department of Correction system raised \$1320 at Convocation.

In other news Friends and Family completed their yearly audit with a great report which will be turned over to the college soon. 250 riders are registered for Pedal the Petrified and there was a meeting with volunteers during Convocation.

#### **4.C. Human Resources**

Written Report.

#### **4.D. NPC CASO**

Written Report.

#### **4.E. Faculty Association**

No Report though President Swarthout made a request, from Faculty Association, for the Board to consider bringing back a verbal report.

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

No Report.

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

- A. **June 21, 2016 Regular Board Minutes**
- B. **June 21, 2016 Executive Session Minutes**
- C. **Dual Enrollment Intergovernmental Agreements** between Navajo County Community College District and Round Valley USD; and Snowflake USD.
- D. **NPC Policies: 1562** Political Activity Revision; **1940** Capitalization Revision; **1555** Outside Employment Review Only.

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



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

None.

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

### ***7.A. Emeritus Status – Claude Endfield***

Vice President Vest addressed the Board and stated that, while Claude's position would be filled she can never be replaced and thanked her, for the service she provided, on behalf of everyone.

Claude Endfield addressed the Board and commented that she owed a lot to Head Start and to NPC for providing a career that she loved and noted in everything she has done, the end result has always been for children. Claude mentioned that all four of her children were NPC graduates and NPC really impacted not only her family but families across the 22,000 miles plus that the college serves.

### ***7.B. Request to Approve Navajo County Election Services IGA***

Interim Vice President Ellison reviewed the Navajo County Election Services IGA with the Board noting that staff recommends approval for the five year duration.

Mr. Lucero asked if there was an ongoing cost to the college for these services. Interim Vice President Ellison responded that this was an annual cost to the college on years where election services were required.

*Mr. Matteson made a motion to approve the Navajo County Election Services IGA. Mr. Lucero seconded. The vote was unanimous in the affirmative.*

### ***7.C. Request to Approve New Mexico Higher Education Department IGA***

Interim Vice President Ellison reviewed the request to approve the New Mexico Higher Education Department IGA with the Board stating staff recommends approval. There are four other counties included in the agreement and has a limit of 200 FTSE shared between the counties. The agreement allows students, meeting the criteria, in-state tuition.

Mr. Joe asked how and when the cap of 200 FTSE is determined. Interim Vice President Ellison responded that the student must identify themselves during the registration process as eligible. President Swarthout mentioned the college has never come close to reaching the cap in the past.

*Mr. Matteson made a motion to approve the New Mexico Higher Education Department IGA. Mr. Lucero seconded. The vote was unanimous in the affirmative.*

### ***7.D. Annual Enrollment Report***

Vice President Vest reviewed the Annual Enrollment Report with the Board noting that a more detailed report will be available in the middle of the Fall semester. Vice President Vest commented that, for the upcoming year, even though classes are full we may see a slight decline in enrollment due to the number of faculty vacancies the college has.



Chair Handorf asked if the increase in enrollment might have something to do with the new tuition waiver programs the college is offering. Vice President Vest responded in the affirmative.

Mr. Lucero asked if the positions do get filled, will enrollment increase or will the current student load be split up. Vice President Vest responded that enrollment would go up as there is a waiting list of students needing classes.

#### **7.E. Request to Award Contract for NPC Website Redesign**

Vice President Vest reviewed the request to Award the Contract for NPC Website Redesign stating that staff recommends approval for a cost of \$98,250.00 with Archetype 5.

Mr. Joe asked if the college still publishes the class schedule. Vice President Vest responded that the college does not. Copies are available at the Campus and Centers for students to utilize.

*Mr. Matteson made a motion to approve the Request to Award Contract for NPC Website Redesign with Archetype 5 as presented. Mr. Lucero seconded. The vote was unanimous in the affirmative.*

#### **7.F. Title III TALON Grant Update**

Renell Heister, Project Director for the TALON Grant, addressed the Board and presented an update on the Title III TALON Grant, giving a brief review of the objectives for Board Member Joe. Project Director Heister noted that 10 High School Districts would participate in the first year of the Grant and she had already made good progress on connecting with additional high school districts to participate in the future. Pre-sessions were underway and classes begin on August 22<sup>nd</sup>.

Director Way addressed the Board and gave an overview of the equipment that has been installed and the technology that will be available to the instructors.

Director Heister made special mention of Jonathan Lawrence, Audio/Visual Support Technician for the TALON Grant and the efforts made by the I.S. Department.

Mr. Matteson asked how user friendly the new equipment and software was. Director Heister responded that it was more user friendly than you might think and multiple training opportunities were being provided to users.

#### **7.G. Space Use Study**

Mr. Matteson suggested the discussion was premature and believed the item should be tabled to give Mr. Joe a chance to review the Study.

*Mr. Matteson made a motion to table the item, Mr. Joe seconded. The vote was unanimous in the affirmative.*



**7.H. Executive Session Pursuant to 38-431.03(A)(1)**

*At 11:00a.m. Mr. Matteson made a motion for the Board to go into Executive Session. Mr. Lucero seconded the motion. The motion passed unanimously.*

*At 11:53 a.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Peaches, seconded by Mr. Matteson and a unanimous vote.*

**7.I. Possible Action on Personnel Contract**

*Mr. Lucero motioned to approve an addendum to the President's contract. Mr. Joe seconded. The vote was unanimous in the affirmative.*

**Agenda Item 8: Standing Business**

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

Vice President Vest stated that SPASC had presented to the college at Convocation to update them on a number of items including the PASS initiative, the redesign of the college website, and following that the redesign of the MyNPC portal, and more. The committee will be hearing reports from the individuals who have responsibility for implementing the current Strategic Priorities, throughout the year, on the progress they have made. In turn the Committee will update the Board regularly and the entire college at Spring Convocation.

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

President Swarthout addressed the Board and mentioned her attendance at the Arizona Community College Coordinating Council Retreat last week, which provided new energy and momentum and will hopefully turn into some good, long term strategies for all Community College Districts in Arizona. President Swarthout stated the college continues to work on the new Fair Labor Standards Law which have caused challenges and may produce new policies and procedures.

Mr. Matteson stated he had the chance to visit the campus in Winslow and wanted to pass along congratulations on the improvements made to enable access to buildings and asked where the process of fixing the entrance road was at. Interim Vice President Ellison responded that work had started to assess the needs of the college and the city for the project but progress was slower than we would like and she will bring further information back to the next Board meeting.

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

None.

**Agenda Item 9: Board Report/Summary of Current Event**

Mr. Matteson commented that there had been complaints from a member of the Show Low City Council regarding banners on NPC property in Show Low. The banners turned out to be on City property.




**Agenda Item 10: Announcement of Next Regular Meeting:** Regular District Governing Board meeting on Tuesday, September 20, 2016.

**Agenda Item 11: Adjournment**

*The meeting was adjourned at 12:05 p.m. upon a motion by Mr. Matteson, a second by Mr. Lucero, and a unanimous affirmative vote.*

Respectfully submitted,



Paul Hempsey  
Recording Secretary to the Board

DRAFT



**INTERGOVERNMENTAL AGREEMENT**

**by and between  
JTED  
and  
COLLEGE  
At  
College Location  
(Central Programs)**

This Intergovernmental Agreement (“Agreement”) is entered into as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Northern Arizona Vocational Institute of Technology (NAVIT), an Arizona joint technical educational (hereinafter known as “JTED”), and Northland Pioneer College , also known as NPC (hereinafter known as “College”), for the joint exercise of powers pursuant to A.R.S. §11-952 *et seq.*, A.R.S. §15-342,A.R.S. §15-393 and A.R.S §15-1444(E);

**WHEREAS**, the Parties are authorized to enter into this Agreement pursuant to A.R.S. §11-952 and A.R.S. §15-342 and A.R.S §15-393 and A.R.S §15-1444(E);

**WHEREAS**, the Parties want to provide joint technical education courses (“JTED Courses”) as a part of a joint technical education program (“JTED Program”), as those terms are defined in A.R.S. §15-391, at a College location designated by the College, and to operate under a central model with the College continuing to provide the instruction and facilities for such courses;

**WHEREAS**, the Parties may want to provide JTED Courses and/or JTED Programs” at College locations in Navajo and Apache Counties and to receive classes under the centralized model utilizing video conferencing distance learning (VCDL) technology to deliver classes. College will continue to provide facilities and facilitators for the JTED Courses;

**NOW THEREFORE**, in consideration of the mutual agreements set forth, the Parties agree as follows:

**1. Purpose**

The purpose of this Agreement is to establish the terms and conditions under which JTED will provide JTED Courses and a JTED Program, as defined below, which meet the criteria provided in A.R.S. §15-391.

**2. Term**



This Agreement shall commence and be effective on July 1, 2016, and shall be for a period of five (5) years, unless terminated by either Party as provided for in this Agreement. Payment, performance and obligations for succeeding fiscal periods are subject to the availability and appropriation of monies.

### **3. Termination**

This Agreement may be terminated by either Party upon written notice to the other Party given no later than thirty (30) days before the end of the semester; provided, however, that termination shall not become effective until the end of the current semester in which notice is given. Unless otherwise agreed in writing by the Parties, all property purchased by a JTED, or by a College with JTED funding, under this Agreement shall remain the property of the JTED and shall be returned to the JTED by the College when no longer in use or upon termination, whichever is sooner. The JTED shall, using the procedures specified in the Uniform System of Financial Records for Arizona Schools ("USFR"), maintain an inventory of all equipment which the JTED supplies to the College and which is to be returned to the JTED.

### **4. Requirements under A.R.S. §15-393(L)**

#### **A. Financial Provisions and Format for Billing.** See Exhibit A.

(1) The services provided by the Parties shall be proportionally calculated in the cost of delivering the service.

(2) Payment for services shall not exceed the cost of the services provided. Unexpended funds remaining at the school year end will be used to decrease the reimbursement allocation in the next school year. A written plan for the accumulation of funds must be requested and approved by the JTED Governing Board.

(3) Payment obligations of JTED under this Agreement are conditioned upon receipt of funds from the State of Arizona or from funds received from tax levies. The obligations of College are conditioned upon the availability to College of funds that may lawfully be used for such purpose.

**B. Accountability Provisions.** The Parties agree to cooperate as appropriate to ensure compliance of both Parties with required student testing schedules and procedures, reporting, and other requirements of applicable state and federal law concerning accountability in educational programs. JTED may, at its expense, request an audit or accounting of expenditures by College related to joint technical education programs.

#### **C. Responsibilities.**

(1) Responsibilities of JTED.

- a. JTED will manage and control the joint technical education district.
- b. JTED will be responsible for the content and quality of JTED Courses taught by the College and shall ensure that courses meet the standards and outcomes expected of a course under the criteria of ARS §15-821.01 .
- c. JTED will review with the College the standard for the quality of the teachers who instruct JTED Courses and ensure that each teacher meets the College's requirements for teaching college courses.
- d. JTED and College have agreed that all teachers are employees of the College and JTED may reimburse College for a portion of the salary of any teacher instructing a JTED Course.
- e. Pursuant to College reporting any student discipline problems to JTED, JTED will be responsible to address discipline problems with the student involved and shall administer discipline pursuant to the NAVIT Handbook.
- f. JTED will coordinate with College to upload central student attendance reports into the ADE SAIS AzEDS system.
- g. Within Thirty (30) calendar days of approval by JTED's Governing Board, JTED shall submit College requests for approval or addition of Central JTED Courses or JTED Programs directly to the Career and Technical Education Division of the Arizona Department of Education.
- h. JTED shall submit the report required by A.R.S. §15-393.01 in the manner mandated by said statute by no later than December 31st of year for which this Agreement is in effect.
- i. JTED shall provide professional development for Satellite District JTED Course and JTED Program teachers. The nature, duration, frequency, and type of professional development provided by JTED pursuant to this section shall be determined in the sole discretion of JTED.
- j. JTED shall provide ongoing evaluation and support services to Satellite District JTED Courses and JTED Programs. The nature, duration, frequency, and type of evaluation and support services provided by JTED pursuant to this section shall be determined in the sole discretion of JTED.

k. JTED will coordinate with Satellite to upload Satellite student attendance reports into the ADE SAIS AzEDS system.

l. JTED will maintain an itemized listing of goods and services that are provided to Satellite District and which are paid for by the retention of Satellite District student funding. JTED shall provide said itemized list to Satellite District within Thirty (30) calendar days of receipt of a request for same from Satellite.

m. Within Thirty (30) calendar days of approval by JTED's Governing Board, JTED shall submit Satellite District requests for approval or addition of Satellite District JTED Courses or JTED Programs directly to the Career and Technical Education Division of the Arizona Department of Education.

(2) Responsibilities of College. Failure of College to comply with any of the reporting requirements of this Paragraph (2) may result in JTED withholding funds to the College on a temporary or long-term basis.

a. Attendance data must be reported at least every 7 (seven) days by the College to JTED in order for the site to receive funding as agreed upon in this Agreement. College will be compliant with ADE reporting standards, provided, however that JTED and College may agree that College will upload the attendance data.

b. College is solely responsible to comply with its legal obligations to generate the required Average Daily Membership and to refrain from efforts to prevent or prohibit any student from attending a JTED Course.

c. College will provide the instruction in any JTED Course referenced in Exhibit C at the College through College teachers who shall remain employees of College and subject to College's employment policies. However, College may, to the extent permitted under A.R.S. §15-537 and the personnel policies of College, consult with and consider the input received from JTED in teacher evaluations.

d. College will provide a cost analysis and course JTED eligibility documents for each potential JTED class by November 1st of each year for consideration and approval by the JTED Governing Board.

e. If College is participating in Distance Learning CTE classes, see Exhibit B.

f. College will provide necessary facilities, equipment, supplies, maintenance, property and liability insurance, and instructional staff to conduct the JTED Courses as agreed upon by the JTED and College.

g. College will comply with all applicable state, federal and JTED safety procedures and regulations.

h. College will cooperate with JTED to provide JTED with timely information for purposes of generating the itemized list required in Section C(i) above and any reports required by A.R.S. §15-393.

i. College shall provide JTED with any and all documentation requested by JTED for the purposes of generating the report required by A.R.S. §15-393.01 by no later than November 30th of the then current JTED fiscal year. College shall provide any documentation requested by JTED after November 30th of the then current JTED fiscal year for the purposes of complying with A.R.S. §15-939.01 in a timely manner.

j. College will receive and utilize as it deems appropriate its proportionate share of all funds, if any, received from the JTED under A.R.S. §15-977 (Proposition 301- Classroom Site Funds) and A.R.S. §15-979 (Proposition 202 – Instructional Improvement Fund).

k. College shall submit all requests for approval or addition of Central JTED Courses or JTED Programs directly to JTED.

l. College will cooperate with JTED to provide JTED with timely information for purposes of generating the itemized list required in Section C(i) above and any reports required by A.R.S. §15-393.

**D. Type of Instruction.** All Central courses must be submitted for approval by June 1st of each school year and approved by the JTED Governing Board. The list of approved courses, type of instruction, the quality and content of each course, shall be attached hereto as Exhibit C. All classes that may generate funding must meet the criteria for programs as required by law. All College teachers are required to follow these criteria.

**E. Quality of Instruction.** “Joint technical education course” (“JTED Course”) shall mean a course which is part of a sequence of courses taught as a JTED Program and which meets the criteria identified in A.R.S. §§15-391(3) and (5).

**F. Enrollment.**

(1) JTED will coordinate enrollment and registration with the staff of each College.

(2) College and JTED must approve all enrollments, verifying student eligibility in classes approved by the JTED Governing Board.

(3) College will provide registration and attendance information for JTED students in approved courses consistent with State guidelines and subject to the requirements of the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. §1232g, *et seq.*

(4) JTED will not be responsible to pay tuition or provide any financial assistance to any student who cannot document that the student is a United States citizen or lawfully present in the United States.

(5) For purposes of this Agreement, a “student” is defined as any person enrolled in the joint district without regard to the person’s age or high school graduation status. Adults and post-secondary students may enroll in JTED courses subject to College’s policy. College shall be responsible to acquire documentation pursuant to A.R.S. §15-828(A).

## **5. Cancellation for Conflict of Interest**

Pursuant to A.R.S. §38-511, either Party may, within three (3) years after the execution of this Agreement, cancel it without further penalty or obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement is at any time while 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 contract with respect to the subject matter of the Agreement. A cancellation made pursuant to this provision shall be effective when either Party receives written notice of the cancellation unless the notice specifies a later time.

## **6. Non-discrimination**

The Parties shall comply with Executive Order 2009-09 and all other applicable State and Federal employment laws, rules, and regulations, mandating that all persons shall have equal access to employment opportunities, and that no person shall be discriminated against due to race, creed, color, religion, sex, national origin or disability.

## **7. Insurance**

College and JTED each represent and warrant to the other that it shall at all times retain insurance coverage in compliance with State laws and shall name the other Party as an additional insured.

## **8. Employees**

An employee of any Party to this Agreement who works under the jurisdiction or control of or within the jurisdictional boundaries of another Party to this Agreement pursuant to this Agreement is deemed to be an employee of both public agencies for the purposes of Arizona workers' compensation law, and A.R.S. §23-1022. The primary employer shall be solely liable for the payment of workers' compensation benefits.

**9. Mutual Indemnification**

Each Party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other Parties (as "Indemnitees") from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney fees), hereinafter collectively referred to as "claims," arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitees, are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

**10. Applicable Law**

This Agreement shall be governed and interpreted by the laws of the State of Arizona. JTED shall operate under the provisions of A.R.S. Title 15, Ch. 3, Art. 6 (§§15- 391 through 15-396), as amended, and in the event a conflict exists between this Agreement and the laws of the State of Arizona, the laws of the State of Arizona shall control.

**11. Mediation**

Neither Party may file a claim against the other without first participating in good faith in mediation with a trained and impartial mediator. The Parties shall share the expenses of the mediator, however, each Party shall bear its own cost for presentation before the mediator, including the cost incurred by the Party for representation by an attorney at the mediations, if such representation is desired.

**12. Notice**

Any notice required or permitted under the terms of this Agreement shall be deemed given or served if sent by certified mail, return receipt requested, postage prepaid, to:

**JTED**  
Matthew G. Weber, Superintendent  
NAVIT  
951 West Snowflake Boulevard  
Snowflake, AZ 85937  
Phone: 928-536-6100

**COLLEGE**  
Jeanne Swarthout, President  
Northland Pioneer College  
P.O. Box 610  
Holbrook, AZ 86025  
Phone: 928-524-7311

Fax: 928-536-7287

Fax: 928-524-7419

**13. Counterparts**

This Intergovernmental Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement. This Intergovernmental Agreement is effective as of the date first written above.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK  
Signature pages follow

**IN WITNESS HEREOF**, the Parties sign this Agreement:

FOR JTED:

By: Matt Weber

Title: Superintendent

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, upon resolution of the JTED Governing Board approving this Agreement and authorizing its Superintendent to sign below:

FOR JTED:

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

Title: Superintendent

**Attorney approval:**

This Agreement has been reviewed pursuant to A.R.S. §11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the JTED Governing Board.

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

Legal Counsel for JTED



***NAVAJO COMMUNITY COLLEGE DISTRICT, dba NORTHLAND PIONEER COLLEGE***

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon resolution of the Governing Board of the Northland Pioneer College District approving this Agreement and authorizing its President to sign below:

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

Title: NPC President

This Agreement has been reviewed pursuant to A.R.S. §11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Governing Board of the Northland Pioneer College District.

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

Legal Counsel for College

**Exhibit A**

**Funding**

**Exhibit A**  
**Northland Pioneer College**  
**Estimated Costs**

Department	Class Prefix	NAVIT %	Wages & Benefits	Instruction Expenses	Total Expenses	NAVIT Related \$	Invoiced @ 50%	Total NAVIT
Automotive	ATO	70.0%	\$ 147,589	\$ 35,324	\$ 182,913	\$ 128,039	\$ 64,019	\$ 64,019
Business Administration	BUS	5.0%	\$ 401,737	\$ 1,241	\$ 402,978	\$ 20,149	\$ 10,074	\$ 10,074
Computer Info Serv	CIS	5.0%	\$ 133,355	\$ 12,469	\$ 145,824	\$ 7,291	\$ 3,646	\$ 3,646
Construction Technology	CON	10.0%	\$ 100,186	\$ 26,776	\$ 126,962	\$ 12,696	\$ 6,348	\$ 6,348
Cosmetology	COS	45.0%	\$ 897,900	\$ 77,409	\$ 975,309	\$ 438,889	\$ 219,445	\$ 219,445
Fire Science	FRS	65.0%	\$ 112,792	\$ 18,997	\$ 131,789	\$ 85,663	\$ 42,831	\$ 42,831
Health Science	HES	40.0%	\$ 135,919	\$ 134	\$ 136,053	\$ 54,421	\$ 27,211	\$ 27,211
Industrial Maint Op	IMO	20.0%	\$ 325,816	\$ 60,986	\$ 386,802	\$ 77,360	\$ 38,680	\$ 38,680
Medical Assistant	MDA	55.0%	\$ 37,857	\$ 4,507	\$ 42,364	\$ 23,300	\$ 11,650	\$ 11,650
Mechatronics	MET	70.0%	\$ 68,288	\$ -	\$ 68,288	\$ 47,802	\$ 23,901	\$ 23,901
Nurse Assistant	NAT	25.0%	\$ 352,759	\$ 10,857	\$ 363,616	\$ 90,904	\$ 45,452	\$ 45,452
Welding	WLD	60.0%	\$ 536,057	\$ 128,523	\$ 664,580	\$ 398,748	\$ 199,374	\$ 199,374
Total Instruction Expenses			\$ 3,250,255	\$ 377,223	\$ 3,627,478	\$ 1,385,263	\$ 692,631	\$ 692,631
Tuition & Misc								\$ 460,000
Grand Total			\$ 3,250,255	\$ 377,223	\$ 3,627,478	\$ 1,385,263	\$ 692,631	\$ 1,152,631

## **Exhibit B**

### **Distance Learning CTE Courses**

Any College participating in Distance Learning CTE Classes utilizing the JTED Video Conferencing Distance Learning (VCDL) network will present the VCDL course to the JTED to accept as an approved site course, participate in JTED training to acquire usage procedures and instructional strategies, provide appropriate classroom environment and staff, and complete all necessary ADE forms in order for the class enrollment to be reported by the College to JTED.

**Exhibit C**

**Type of Instruction**

Exhibit C

FA 2016 - CTE

<u>CrsNo</u>	<u>Description</u>	<u>Days</u>	<u>Times</u>	<u>Instructor</u>	<u>CrHrs</u>
<b>HOPI</b>					
BUS112	FUNDAMENTALS OF BOO	---R--	8:00a-10:44a	BAUM, CLOV	3
<b>KAY</b>					
BUS112	FUNDAMENTALS OF BOO	---R--	8:00a-10:44a	BAUM, CLOV	3
<b>LCC</b>					
BUS105	TECHNIQUES OF SUPER	-M-----	8:00a-10:44a	HUNTER, JA	3
BUS119	MEDICAL OFFICE ADMI	-M-----	8:00a-10:44a	HUNTER, JA	3
BUS112	FUNDAMENTALS OF BOO	---R--	8:00a-10:44a	BAUM, CLOV	3
COS113	INTRODUCTION TO COS	-MTWRF-	8:00a-10:59a	SAM, FERRY	10
COS113	INTRODUCTION TO COS	-MTWRF-	12:30p- 3:29p	SAM, FERRY	10
COS116	THEORY OF COS IV-HA	-MTWRF-	8:00a-10:59a	SAM, FERRY	2
COS217	BASIC PRACTICUM PRA	-MTWRF-	8:00a-10:59a	SAM, FERRY	2
COS218	BASIC PRACTICUM PRA	-MTWRF-	8:00a-10:59a	SAM, FERRY	2
COS219	BASIC PRACTICUM PRA	-MTWRF-	8:00a-10:59a	SAM, FERRY	2
COS220	BASIC PRACTICUM PRA	-MTWRF-	8:00a-10:59a	SAM, FERRY	2
COS221	BASIC PRACTICUM PRA	-MTWRF-	8:00a-10:59a	SAM, FERRY	2
COS222	BASIC PRACTICUM PRA	-MTWRF-	8:00a-10:59a	SAM, FERRY	2
COS223	ADVANCED PRACTICUM	-MTWRF-	8:00a-10:59a	SAM, FERRY	2
COS224	ADVANCED PRACTICUM	-MTWRF-	8:00a-10:59a	SAM, FERRY	2
COS114	THEORY OF COSMETOLO	-MTWRF-	12:30p- 3:29p	SAM, FERRY	3
COS115	THEORY OF COS III-G	-MTWRF-	12:30p- 3:29p	SAM, FERRY	3
COS116	THEORY OF COS IV-HA	-MTWRF-	12:30p- 3:29p	SAM, FERRY	2
COS117	THEORY COS V-SKIN A	-MTWRF-	12:30p- 3:29p	SAM, FERRY	2
COS215	BASIC PRACTICUM PRA	-MTWRF-	12:30p- 3:29p	SAM, FERRY	2
COS216	BASIC PRACTICUM PRA	-MTWRF-	12:30p- 3:29p	SAM, FERRY	2
COS217	BASIC PRACTICUM PRA	-MTWRF-	12:30p- 3:29p	SAM, FERRY	2
COS218	BASIC PRACTICUM PRA	-MTWRF-	12:30p- 3:29p	SAM, FERRY	2
COS219	BASIC PRACTICUM PRA	-MTWRF-	12:30p- 3:29p	SAM, FERRY	2
COS220	BASIC PRACTICUM PRA	-MTWRF-	12:30p- 3:29p	SAM, FERRY	2
COS221	BASIC PRACTICUM PRA	-MTWRF-	12:30p- 3:29p	SAM, FERRY	2
COS222	BASIC PRACTICUM PRA	-MTWRF-	12:30p- 3:29p	SAM, FERRY	2
COS223	ADVANCED PRACTICUM	-MTWRF-	12:30p- 3:29p	SAM, FERRY	2
COS224	ADVANCED PRACTICUM	-MTWRF-	12:30p- 3:29p	SAM, FERRY	2
COS225	ADVANCED PRACTICUM	-MTWRF-	12:30p- 3:29p	SAM, FERRY	2
COS226	ADVANCED PRACTICUM	-MTWRF-	12:30p- 3:29p	SAM, FERRY	2

COS227	ADVANCED PRACTICUM	-MTWRF-	12:30p- 3:29p	SAM, FERRY	2
COS228	ADVANCED PRACTICUM	-MTWRF-	12:30p- 3:29p	SAM, FERRY	2
COS229	ADVANCED PRACTICUM	-MTWRF-	12:30p- 3:29p	SAM, FERRY	2
COS230	ADVANCED PRACTICUM	-MTWRF-	12:30p- 3:29p	SAM, FERRY	2

**PDC**

BUS112	FUNDAMENTALS OF BOO	---R--	8:00a-10:44a	BAUM, CLOV	3
CON101	JOBSITE LAYOUT	-MTWRF-	8:15a-11:14a	WILK, KENN	3
CON102	INTRO TO CONSTRUCTI	-MTWRF-	8:15a-11:14a	WILK, KENN	3
CON111	PLAN READING AND EM	-MTWRF-	8:15a-11:14a	WILK, KENN	3
CON126	FRAMING SYSTEMS	-MTWRF-	8:15a-11:14a	WILK, KENN	4
CON140	COMPUTER APPLICATNS	-MTWR--	8:15a-11:14a	WILK, KENN	3
CON180	CONSTRUCTION SERVIC	-MTWRF-	8:15a-11:15a	WILK, KENN	3
CON200	INTEGRAT CONSTRC MG	-MTWRF-	8:15a-11:15a	WILK, KENN	3
CON230	SUSTAINABLE CONSTRU	-MTWRF-	8:15a-11:15a	WILK, KENN	3
IMO201	INTRO TO INDUSTRIAL	---WRF-	8:00a-10:59a	CALDERON,	4
IMO230	MECHANICL MAINTENAN	---WRF-	8:00a-10:59a	CALDERON,	6
IMO231	MECHANICL MAINTENAN	---WRF-	8:00a-10:59a	CALDERON,	6
IMO208	INTRO TO ENERGY GEN	-MT----	8:00a-10:59a	CALDERON,	6
IMO212	POWER PRINCIPLES II	-MT----	8:00a-10:59a	CALDERON,	6
WLD100	SAFETY AND MATH	-MTWRF-	7:45a-10:44a	KING, WESL	2
WLD170	METAL PREP QUALITY	-MTWRF-	7:45a-10:44a	KING, WESL	2
WLD171	WELDING CUTTING PRO	-MTWRF-	7:45a-10:44a	KING, WESL	2
WLD172	SMAW ARC	-MTWRF-	7:45a-10:44a	KING, WESL	3
WLD173	SMAW OPEN ROOT PLAT	-MTWRF-	7:45a-10:44a	KING, WESL	2
WLD265	GMAW PIPE	-MTWRF-	7:45a-10:44a	KING, WESL	3
WLD266	FCAW PIPE	-MTWRF-	7:45a-10:44a	KING, WESL	3
WLD267	GTAW PIPE I	-MTWRF-	7:45a-10:44a	KING, WESL	3
WLD268	GTAW PIPE II	-MTWRF-	7:45a-10:44a	KING, WESL	3
WLD100	SAFETY AND MATH	-MTWRF-	12:15p- 3:14p	KING, WESL	2
WLD170	METAL PREP QUALITY	-MTWRF-	12:15p- 3:14p	KING, WESL	2
WLD171	WELDING CUTTING PRO	-MTWRF-	12:15p- 3:14p	KING, WESL	2
WLD172	SMAW ARC	-MTWRF-	12:15p- 3:14p	KING, WESL	3
WLD173	SMAW OPEN ROOT PLAT	-MTWRF-	12:15p- 3:14p	KING, WESL	2
WLD265	GMAW PIPE	-MTWRF-	12:15p- 3:14p	KING, WESL	3
WLD266	FCAW PIPE	-MTWRF-	12:15p- 3:14p	KING, WESL	3
WLD267	GTAW PIPE I	-MTWRF-	12:15p- 3:14p	KING, WESL	3
WLD268	GTAW PIPE II	-MTWRF-	12:15p- 3:14p	KING, WESL	3

**SCC**

BUS112	FUNDAMENTALS OF BOO	---R--	8:00a-10:44a	BAUM, CLOV	3
FRS104	FIREFIGHTER I AND I	-MTWRF-	7:40a-10:40a	SOLOMON, B	10
FRS110	HAZ MAT FIRST RESPO	-MTWRF-	7:40a-10:39a	SOLOMON, B	2

FRS126	ROPE RESCUE I	-MTWRF-	7:40a-10:39a	SOLOMON, B	1
FRS150	WILDLAND FIREFIGHTE	-MTWRF-	7:40a-10:39a	SOLOMON, B	2

**SPE**

BUS112	FUNDAMENTALS OF BOO	----R--	8:00a-10:44a	BAUM, CLOV	3
--------	---------------------	---------	--------------	------------	---

**STJ**

BUS112	FUNDAMENTALS OF BOO	----R--	8:00a-10:44a	BAUM, CLOV	3
COS113	INTRODUCTION TO COS	-MTWRF-	12:00p- 2:59p	PECK, JULI	10
COS114	THEORY OF COSMETOLO	-MTWRF-	12:00p- 2:59p	PECK, JULI	3
COS115	THEORY OF COS III-G	-MTWRF-	12:00p- 2:59p	PECK, JULI	3
COS116	THEORY OF COS IV-HA	-MTWRF-	12:00p- 2:59p	PECK, JULI	2
COS117	THEORY COS V-SKIN A	-MTWRF-	12:00p- 2:59p	PECK, JULI	2
COS215	BASIC PRACTICUM PRA	-MTWRF-	12:00p- 2:59p	PECK, JULI	2
COS216	BASIC PRACTICUM PRA	-MTWRF-	12:00p- 2:59p	PECK, JULI	2
COS217	BASIC PRACTICUM PRA	-MTWRF-	12:00p- 2:59p	PECK, JULI	2
COS218	BASIC PRACTICUM PRA	-MTWRF-	12:00p- 2:59p	PECK, JULI	2
COS219	BASIC PRACTICUM PRA	-MTWRF-	12:00p- 2:59p	PECK, JULI	2
COS220	BASIC PRACTICUM PRA	-MTWRF-	12:00p- 2:59p	PECK, JULI	2
COS221	BASIC PRACTICUM PRA	-MTWRF-	12:00p- 2:59p	PECK, JULI	2
COS222	BASIC PRACTICUM PRA	-MTWRF-	12:00p- 2:59p	PECK, JULI	2
COS223	ADVANCED PRACTICUM	-MTWRF-	12:00p- 2:59p	PECK, JULI	2
COS224	ADVANCED PRACTICUM	-MTWRF-	12:00p- 2:59p	PECK, JULI	2
COS225	ADVANCED PRACTICUM	-MTWRF-	12:00p- 2:59p	PECK, JULI	2
COS226	ADVANCED PRACTICUM	-MTWRF-	12:00p- 2:59p	PECK, JULI	2
COS227	ADVANCED PRACTICUM	-MTWRF-	12:00p- 2:59p	PECK, JULI	2
COS228	ADVANCED PRACTICUM	-MTWRF-	12:00p- 2:59p	PECK, JULI	2
COS229	ADVANCED PRACTICUM	-MTWRF-	12:00p- 2:59p	PECK, JULI	2
COS230	ADVANCED PRACTICUM	-MTWRF-	12:00p- 2:59p	PECK, JULI	2
COS113	INTRODUCTION TO COS	-MTWRF-	7:30a-10:29a	HATCH, OON	10
COS114	THEORY OF COSMETOLO	-MTWRF-	7:30a-10:29a	HATCH, OON	3
COS115	THEORY OF COS III-G	-MTWRF-	7:30a-10:29a	HATCH, OON	3
COS116	THEORY OF COS IV-HA	-MTWRF-	7:30a-10:29a	HATCH, OON	2
COS117	THEORY COS V-SKIN A	-MTWRF-	7:30a-10:29a	HATCH, OON	2
COS215	BASIC PRACTICUM PRA	-MTWRF-	7:30a-10:29a	HATCH, OON	2
COS216	BASIC PRACTICUM PRA	-MTWRF-	7:30a-10:29a	HATCH, OON	2
COS217	BASIC PRACTICUM PRA	-MTWRF-	7:30a-10:29a	HATCH, OON	2
COS218	BASIC PRACTICUM PRA	-MTWRF-	7:30a-10:29a	HATCH, OON	2
COS219	BASIC PRACTICUM PRA	-MTWRF-	7:30a-10:29a	HATCH, OON	2
COS220	BASIC PRACTICUM PRA	-MTWRF-	7:30a-10:29a	HATCH, OON	2
COS221	BASIC PRACTICUM PRA	-MTWRF-	7:30a-10:29a	HATCH, OON	2
COS222	BASIC PRACTICUM PRA	-MTWRF-	7:30a-10:29a	HATCH, OON	2
COS223	ADVANCED PRACTICUM	-MTWRF-	7:30a-10:29a	HATCH, OON	2



COS224	ADVANCED PRACTICUM	-MTWRF-	7:30a-10:29a	HATCH, OON	2
COS225	ADVANCED PRACTICUM	-MTWRF-	7:30a-10:29a	HATCH, OON	2
COS226	ADVANCED PRACTICUM	-MTWRF-	7:30a-10:29a	HATCH, OON	2
COS227	ADVANCED PRACTICUM	-MTWRF-	7:30a-10:29a	HATCH, OON	2
COS228	ADVANCED PRACTICUM	-MTWRF-	7:30a-10:29a	HATCH, OON	2
COS229	ADVANCED PRACTICUM	-MTWRF-	7:30a-10:29a	HATCH, OON	2
COS230	ADVANCED PRACTICUM	-MTWRF-	7:30a-10:29a	HATCH, OON	2
IMO208	INTRO TO ENERGY GEN	-MT----	7:30a-10:29a	KEITH, KEN	6
IMO212	POWER PRINCIPLES II	-MT----	7:30a-10:29a	KEITH, KEN	6
IMO201	INTRO TO INDUSTRIAL	---WRF-	7:30a-10:29a	MOULTON, H	4
IMO231	MECHANICL MAINTENAN	---WRF-	7:30a-10:29a	MOULTON, H	6
WLD100	SAFETY AND MATH	-MTWRF-	7:30a-10:29a	PINNELL, F	2
WLD170	METAL PREP QUALITY	-MTWRF-	7:30a-10:29a	PINNELL, F	2
WLD171	WELDING CUTTING PRO	-MTWRF-	7:30a-10:29a	PINNELL, F	2
WLD172	SMAW ARC	-MTWRF-	7:30a-10:29a	PINNELL, F	3
WLD173	SMAW OPEN ROOT PLAT	-MTWRF-	7:30a-10:29a	PINNELL, F	2
WLD265	GMAW PIPE	-MTWRF-	7:30a-10:29a	PINNELL, F	3
WLD266	FCAW PIPE	-MTWRF-	7:30a-10:29a	PINNELL, F	3
WLD267	GTAW PIPE I	-MTWRF-	7:30a-10:29a	PINNELL, F	3
WLD268	GTAW PIPE II	-MTWRF-	7:30a-10:29a	PINNELL, F	3
WLD100	SAFETY AND MATH	-MTWRF-	12:00p- 2:59p	PINNELL, F	2
WLD170	METAL PREP QUALITY	-MTWRF-	12:00p- 2:59p	PINNELL, F	2
WLD171	WELDING CUTTING PRO	-MTWRF-	12:00p- 2:59p	PINNELL, F	2
WLD172	SMAW ARC	-MTWRF-	12:00p- 2:59p	PINNELL, F	3
WLD173	SMAW OPEN ROOT PLAT	-MTWRF-	12:00p- 2:59p	PINNELL, F	2
WLD260	FIT UP-INSPECT-META	-MTWRF-	12:00p- 2:59p	PINNELL, F	2
WLD265	GMAW PIPE	-MTWRF-	12:00p- 2:59p	PINNELL, F	3
WLD266	FCAW PIPE	-MTWRF-	12:00p- 2:59p	PINNELL, F	3
WLD267	GTAW PIPE I	-MTWRF-	12:00p- 2:59p	PINNELL, F	3
WLD268	GTAW PIPE II	-MTWRF-	12:00p- 2:59p	PINNELL, F	3

**WMC**

ATO103	SAFETY AND HAZARDOU	-MTWRF-	8:00a-10:59a	HARRIS, SA	2
ATO111	ENGINE PERFORMANCE	-MTWRF-	8:00a-10:59a	HARRIS, SA	3
ATO112	AUTOMATIC TRANSMISS	-MTWRF-	8:00a-10:59a	HARRIS, SA	3
ATO113	AUTOMATIC TRANSMISS	-MTWRF-	8:00a-10:59a	HARRIS, SA	3
ATO205	SUSPENSION AND STEE	-MTWRF-	8:00a-10:59a	HARRIS, SA	4
ATO207	ELECTRICL AND ELECT	-MTWRF-	8:00a-10:59a	HARRIS, SA	3
ATO208	ELECTRICL AND ELECT	-MTWRF-	8:00a-10:59a	HARRIS, SA	3
ATO209	ELECTRICL AND ELECT	-MTWRF-	8:00a-10:59a	HARRIS, SA	3
ATO103	SAFETY AND HAZARDOU	-MTWRF-	1:00p- 3:59p	HARRIS, SA	2
ATO110	ENGINE PERFORMANCE	-MTWRF-	1:00p- 3:59p	HARRIS, SA	3
ATO111	ENGINE PERFORMANCE	-MTWRF-	1:00p- 3:59p	HARRIS, SA	3

ATO112	AUTOMATIC TRANSMISS	-MTWRF-	1:00p- 3:59p	HARRIS, SA	3
ATO113	AUTOMATIC TRANSMISS	-MTWRF-	1:00p- 3:59p	HARRIS, SA	3
ATO205	SUSPENSION AND STEE	-MTWRF-	1:00p- 3:59p	HARRIS, SA	4
ATO207	ELECTRICL AND ELECT	-MTWRF-	1:00p- 3:59p	HARRIS, SA	3
ATO208	ELECTRICL AND ELECT	-MTWRF-	1:00p- 3:59p	HARRIS, SA	3
ATO209	ELECTRICL AND ELECT	-MTWRF-	1:00p- 3:59p	HARRIS, SA	3
BUS105	TECHNIQUES OF SUPER	-M-----	8:00a-10:44a	BISHOP, JE	3
BUS112	FUNDAMENTALS OF BOO	----R--	8:00a-10:44a	BISHOP, JE	3
BUS119	MEDICAL OFFICE ADMI	-M-----	8:00a-10:44a	CHASE, TRA	3
COS113	INTRODUCTION TO COS	-MTWRF-	8:00a-10:59a	REIDHEAD,	10
COS113	INTRODUCTION TO COS	-MTWRF-	1:00p- 3:59p	HICKS, BAR	10
COS114	THEORY OF COSMETOLO	-MTWRF-	1:00p- 3:59p	CHRISTENSE	3
COS115	THEORY OF COS III-G	-MTWRF-	1:00p- 3:59p	CHRISTENSE	3
COS116	THEORY OF COS IV-HA	-MTWRF-	1:00p- 3:59p	CHRISTENSE	2
COS117	THEORY COS V-SKIN A	-MTWRF-	1:00p- 3:59p	CHRISTENSE	2
COS215	BASIC PRACTICUM PRA	-MTWRF-	1:00p- 3:59p	CHRISTENSE	2
COS216	BASIC PRACTICUM PRA	-MTWRF-	1:00p- 3:59p	CHRISTENSE	2
COS217	BASIC PRACTICUM PRA	-MTWRF-	1:00p- 3:59p	CHRISTENSE	2
COS218	BASIC PRACTICUM PRA	-MTWRF-	1:00p- 3:59p	CHRISTENSE	2
COS219	BASIC PRACTICUM PRA	-MTWRF-	1:00p- 3:59p	CHRISTENSE	2
COS220	BASIC PRACTICUM PRA	-MTWRF-	1:00p- 3:59p	CHRISTENSE	2
COS221	BASIC PRACTICUM PRA	-MTWRF-	1:00p- 3:59p	CHRISTENSE	2
COS222	BASIC PRACTICUM PRA	-MTWRF-	1:00p- 3:59p	CHRISTENSE	2
COS223	ADVANCED PRACTICUM	-MTWRF-	1:00p- 3:59p	CHRISTENSE	2
COS224	ADVANCED PRACTICUM	-MTWRF-	1:00p- 3:59p	CHRISTENSE	2
COS225	ADVANCED PRACTICUM	-MTWRF-	1:00p- 3:59p	CHRISTENSE	2
COS226	ADVANCED PRACTICUM	-MTWRF-	1:00p- 3:59p	CHRISTENSE	2
COS227	ADVANCED PRACTICUM	-MTWRF-	1:00p- 3:59p	CHRISTENSE	2
COS228	ADVANCED PRACTICUM	-MTWRF-	1:00p- 3:59p	CHRISTENSE	2
COS229	ADVANCED PRACTICUM	-MTWRF-	1:00p- 3:59p	CHRISTENSE	2
COS230	ADVANCED PRACTICUM	-MTWRF-	1:00p- 3:59p	CHRISTENSE	2
COS114	THEORY OF COSMETOLO	-MTWRF-	8:00a-10:59a	CHRISTENSE	3
COS115	THEORY OF COS III-G	-MTWRF-	8:00a-10:59a	CHRISTENSE	3
COS116	THEORY OF COS IV-HA	-MTWRF-	8:00a-10:59a	CHRISTENSE	2
COS117	THEORY COS V-SKIN A	-MTWRF-	8:00a-10:59a	CHRISTENSE	2
COS215	BASIC PRACTICUM PRA	-MTWRF-	8:00a-10:59a	CHRISTENSE	2
COS216	BASIC PRACTICUM PRA	-MTWRF-	8:00a-10:59a	CHRISTENSE	2
COS217	BASIC PRACTICUM PRA	-MTWRF-	8:00a-10:59a	CHRISTENSE	2
COS218	BASIC PRACTICUM PRA	-MTWRF-	8:00a-10:59a	CHRISTENSE	2
COS219	BASIC PRACTICUM PRA	-MTWRF-	8:00a-10:59a	CHRISTENSE	2
COS220	BASIC PRACTICUM PRA	-MTWRF-	8:00a-10:59a	CHRISTENSE	2
COS221	BASIC PRACTICUM PRA	-MTWRF-	8:00a-10:59a	CHRISTENSE	2
COS222	BASIC PRACTICUM PRA	-MTWRF-	8:00a-10:59a	CHRISTENSE	2

COS223	ADVANCED PRACTICUM	-MTWRF-	8:00a-10:59a	CHRISTENSE	2
COS224	ADVANCED PRACTICUM	-MTWRF-	8:00a-10:59a	CHRISTENSE	2
COS225	ADVANCED PRACTICUM	-MTWRF-	8:00a-10:59a	CHRISTENSE	2
COS226	ADVANCED PRACTICUM	-MTWRF-	8:00a-10:59a	CHRISTENSE	2
COS227	ADVANCED PRACTICUM	-MTWRF-	8:00a-10:59a	CHRISTENSE	2
COS228	ADVANCED PRACTICUM	-MTWRF-	8:00a-10:59a	CHRISTENSE	2
COS229	ADVANCED PRACTICUM	-MTWRF-	8:00a-10:59a	CHRISTENSE	2
COS230	ADVANCED PRACTICUM	-MTWRF-	8:00a-10:59a	CHRISTENSE	2
WLD100	SAFETY AND MATH	-MTWRF-	8:00a-10:59a	HOSKINS, R	2
WLD170	METAL PREP QUALITY	-MTWRF-	8:00a-10:59a	HOSKINS, R	2
WLD171	WELDING CUTTING PRO	-MTWRF-	8:00a-10:59a	HOSKINS, R	2
WLD172	SMAW ARC	-MTWRF-	8:00a-10:59a	HOSKINS, R	3
WLD173	SMAW OPEN ROOT PLAT	-MTWRF-	8:00a-10:59a	HOSKINS, R	2
WLD265	GMAW PIPE	-MTWRF-	8:00a-10:59a	HOSKINS, R	3
WLD266	FCAW PIPE	-MTWRF-	8:00a-10:59a	HOSKINS, R	3
WLD267	GTAW PIPE I	-MTWRF-	8:00a-10:59a	HOSKINS, R	3
WLD268	GTAW PIPE II	-MTWRF-	8:00a-10:59a	HOSKINS, R	3
WLD100	SAFETY AND MATH	-MTWRF-	1:00p- 3:59p	HOSKINS, R	2
WLD170	METAL PREP QUALITY	-MTWRF-	1:00p- 3:59p	HOSKINS, R	2
WLD171	WELDING CUTTING PRO	-MTWRF-	1:00p- 3:59p	HOSKINS, R	2
WLD172	SMAW ARC	-MTWRF-	1:00p- 3:59p	HOSKINS, R	3
WLD173	SMAW OPEN ROOT PLAT	-MTWRF-	1:00p- 3:59p	HOSKINS, R	2
WLD265	GMAW PIPE	-MTWRF-	1:00p- 3:59p	HOSKINS, R	3
WLD266	FCAW PIPE	-MTWRF-	1:00p- 3:59p	HOSKINS, R	3
WLD267	GTAW PIPE I	-MTWRF-	1:00p- 3:59p	HOSKINS, R	3
WLD268	GTAW PIPE II	-MTWRF-	1:00p- 3:59p	HOSKINS, R	3
<b>WRV</b>					
BUS112	FUNDAMENTALS OF BOO	----R--	8:00a-10:44a	BAUM, CLOV	3

**Exhibit D**  
**Transportation**

No special transportation provisions have been negotiated by JTED and College

## REQUEST TO APPROVE LEASE AGREEMENT WITH NORTHERN ARIZONA UNIVERSITY

**Recommendation:**

Staff recommends approval of the agreement where NAU leases office space from NPC at the White Mountain Campus. The total revenue generated for the five-year agreement is \$18,000.

**Summary:**

NPC has been leasing office space to NAU since 2006. The office space is located in the Learning Center at the White Mountain Campus in Show Low. The lease also allows for NAU to have access to a classroom and control room next to the office space they lease. The lease is for five years with five one year extensions, for a total of 10 years. The annual charge for the office space for the first year is \$2,400 and will incrementally increase \$600 per year. The total revenue generated for the five-year agreement is \$18,000. A copy of the lease agreement is included.



**Northland Pioneer College and  
The Arizona Board of Regents for  
and on behalf of  
Northern Arizona University**

**FACILITIES USE AGREEMENT**

THIS AGREEMENT is entered into pursuant to A.R.S. §11-951 et. seq., between the Arizona Board of Regents for and on behalf of Northern Arizona University, hereinafter referred to as NAU and Northland Pioneer College hereinafter referred to as NPC.

NAU is authorized to enter into the Agreement by virtue of A.R.S. §15-1625.

**ARTICLE I - DURATION/TERMINATION**

This Agreement shall become effective on July 1, 2016, or on such date as may be provided below with respect to any specific portion of this Agreement, and shall terminate on June 30, 2021, unless sooner terminated as provided in this Agreement. Appropriate action by ordinance, resolution or otherwise pursuant to the laws applicable to the governing parties approving or extending the duration of the Agreement shall be necessary before this Agreement becomes effective.

This Agreement may be extended by five (5) one (1) year agreements as approved in writing by both parties. Discussions pertaining to extending this Agreement shall begin in January 2021.

This Agreement is subject to annual review and/or modification at the request of either party. Any changes to this Agreement shall be in writing, signed by an authorized individual and attached to this master Agreement.

Should either party decide to terminate this Agreement, termination will occur at the end of a given semester, provided a minimum one-hundred eighty (180) day written notice is provided by the party desiring to terminate.

**ARTICLE II - FACILITIES/MAINTENANCE**

Office Space (*WMC Learning Center #106*): The space shall consist of approximately one hundred ten (110) square feet of office space of the premises. The premises shall be utilized solely by NAU staff. The charge for the space shall be as follows:

- July 1, 2016 – June 30, 2017, monthly rent of \$200, annual rent of \$2,400
- July 1, 2017 – June 30, 2018, monthly rent of \$250, annual rent of \$3,000
- July 1, 2018 – June 30, 2019, monthly rent of \$300, annual rent of \$3,600
- July 1, 2019 – June 30, 2020, monthly rent of \$350, annual rent of \$4,200

- July 1, 2020 – June 30, 2021, monthly rent of \$400, annual rent of \$4,800

The monthly rent includes applicable taxes, utilities, maintenance, and custodial services.

The annual rent may be amended by mutual consent at each renewal of the Agreement term. Notification of such change shall be in writing at least thirty (30) days prior to the renewal date. Price increases shall be based on increases in the rent from NPC to NAU.

ITV Classroom/Control Room (*WMC Learning Center #102 & 103*): This space shall consist of approximately six hundred twenty (620) square feet of space for room #102 and nine hundred (900) square feet of space for room #103. NPC will continue not to charge for the ITV classroom/control room facilities and electricity. Nominal custodial service to this room includes vacuuming, emptying of trash cans, and other appropriate cleaning done at least once-a-week at a time when NAU personnel may be present.

### **ARTICLE III: SIGNAGE AND PARKING**

NAU shall not erect or place, or permit to be erected or placed, on the exterior of the premises, any sign, decoration, lettering or advertising matter of any kind (including signs placed in the interior of the premises for exterior views) without prior written consent.

General parking privileges will be available for students, faculty, and staff during scheduled course times and in performance of their instructional duties. If required, individuals will register vehicle and purchase their own parking permits in accordance with NPC parking policies.

### **ARTICLE IV: NON-DISCRIMINATION**

The parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity, immigration (Executive Order 13465 – Employment Eligibility Verification, E-Verify; 73 FR 67704), nondiscrimination (Executive Order 11246), and affirmative action. When Applicable, the parties shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin.

### **ARTICLE V: CANCELLATION FOR CONFLICT OF INTEREST**

The parties agree that this Agreement may be cancelled for conflict of interest in accordance with A.R.S. §38-511.

### **ARTICLE VI: CONTRACT CLAIMS AND CONTROVERSIES**

All contract claims and controversies arising under this Agreement shall be resolved pursuant to Arizona Board of Regents procurement procedures, section 3-809, in particular section 3-809(C).

### **ARTICLE VII: CANCELLATION FOR LACK OF FUNDING**

This Agreement may be cancelled without any further obligation on the part of the Arizona Board of Regents and NAU in the event that sufficient appropriated funding is unavailable to assure full performance of its terms. NPC shall be notified in writing of such non-appropriation at the earliest opportunity.

### **ARTICLE VIII: ASSIGNMENT OF ANTI-TRUST OVERCHARGE CLAIMS**

The parties recognize that in actual economic practice overcharges resulting from anti-trust violations are in fact borne by the ultimate purchaser; therefore, NPC hereby assigns to the Arizona Board of Regents any and all claims for such overcharges.

### **ARTICLE IX: INSPECTION AND AUDIT**

All books, accounts, reports, files and other records relating to this Agreement shall be subject at all reasonable times to inspection and audit by the Arizona Board of Regents, NAU or the Auditor General of the State of Arizona, or their agents for five (5) years after completion of this Agreement. Such records shall be produced at NAU, or such other location as designated by NAU, upon reasonable notice to NPC.

### **ARTICLE X: LIABILITY INSURANCE**

NAU shall maintain adequate insurance (through the State's Risk Management Division, which is a self-insurance program) to cover any liability arising from the acts and omissions of NAU employees participating in the program. NAU shall not be responsible for maintaining insurance coverage for liability arising from the acts and omissions of NPC employees or agents.

NPC shall maintain adequate insurance (which may include a bona fide self-insurance program) to cover any liability arising from the acts and omissions of NPC's employees or agents. NPC shall not be responsible for maintaining insurance coverage for liability arising from the acts and omissions of NAU employees or agents.

### **ARTICLE XI: AMERICANS WITH DISABILITIES ACT AND REHABILITATION ACT**

The parties will comply with all applicable provisions of the Americans with Disabilities Act,



the Rehabilitation Act, and all applicable federal regulations.

**ARTICLE XII: JEANNE CLERY ACT**

The parties will comply with all applicable provisions of the Clery Act.

**ARTICLE XIII: SIGNATURES**

ARIZONA BOARD OF REGENTS  
FOR AND ON BEHALF OF  
NORTHERN ARIZONA UNIVERSITY

Northland Pioneer College

By: \_\_\_\_\_  
Rita Hartung Cheng  
President

By: \_\_\_\_\_  
Dr. Jeanne Swarhout  
President

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

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

## **REQUEST TO APPROVE 2017-18 STRATEGIC PLANNING AND BUDGET DEVELOPMENT CALENDAR**

**Recommendation:**

Staff recommends approval of the 2017-18 Strategic Planning and Budget Development Calendar.

**Summary:**

The Strategic Planning and Budget Development Calendar is similar to the previous year. Staff will review the proposed strategic planning and budget development for 2017-18 and answer questions.



# STRATEGIC PLANNING AND BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2017 – 2018

APPROVED

ACTIVITY	RESOURCE	DUE BY
1. Receive & approve calendar	DGB	20 September
2. Receive draft strategic plan	DGB	20 September
3. Approve strategic plan	DGB	18 October
4. Develop operational plans	SPASC	19 October
5. Executive team receives operational plans	SPASC	13 December
6. ERC receives wage/salary recommendations	FA-CASO	13 December
7. Receive and approve budget assumptions & overview	DGB	20 December
8. Review current strategic plan/budget at convocation	SPASC	9 January 2017
9. Solicit input for upcoming strategic plan at convocation	SPASC	9 January
10. Distribute budget materials for operational & capital	Director Fin Svcs	10 January
11. College Council receives wage & salary recommendation	ERC	13 January
12. President receives wage & salary recommendation	College Council	1 February
13. Financial Services receives budget requests	Department Managers	6 February
14. Review of operational & capital plans/budget requests	Executive Team	13 February
15. Receive introductory budget analysis	DGB	21 February
16. Receive wage and salary recommendation	DGB	21 February
17. Receive tuition and fee schedules	DGB	21 February
18. Budget hearings	SPASC	3 March
19. Receive preliminary budget analysis	DGB	21 March
20. Receive operational plans	DGB	21 March
21. Approve salary schedules	DGB	21 March
22. Approve tuition and fee schedules	DGB	21 March
23. Receive complete budget analysis	DGB	18 April
24. Adopt tentative budgets & approve publication	DGB	18 April
25. Publish notice of budget public hearing/TNT hearing	VP Adm Svcs	27 April
26. Develop priorities for upcoming strategic plan	DGB	28 April
27. Publish notice of TNT hearing (2)	VP Adm Svcs	4 May
28. Publish notice of budget public hearing (2)/TNT hearing (3)	VP Adm Svcs	9 May
29. Conduct taxpayer public hearings	DGB	16 May
30. Adopt property tax levy and final budgets	DGB	16 May
31. Notify PTOC of primary property tax levy	VP Adm Svcs	19 May
32. Submit tax levy to Navajo County	VP Adm Svcs	19 May
33. Develop upcoming strategic plan draft	SPASC	29 July
34. Present strategic plan report & new draft at convocation	SPASC	15 August
35. Receive input for future strategic plans at convocation	SPASC	15 August
36. Receive annual report on strategic planning	DGB	16 August 2017

## 2016-2017 STRATEGIC PRIORITIES

### Summary:

The Strategic Planning and Accreditation Steering Committee (SPASC) is moving forward with the NPC 2016-2017 strategic priorities. The strategic priorities have been developed utilizing input from the college community, the District Governing Board, President Swarthout, and a review of local and national trends.

At the September 2 SPASC meeting, President Swarthout tasked the group with overseeing development of a comprehensive enrollment management plan and a college technology plan. Current strategic priorities fit cleanly within these two broader efforts. Focus on current adopted strategic priorities will continue at the operational level, while SPASC shifts to coordination and development of these two broader efforts.

A technology plan focuses on current and future anticipated technology needs for the college, accounting for instructional and staff needs, budget constraints, and existing/emerging technologies.

An enrollment management plan may involve any/all aspects of strategic enrollment management (SEM), including recruitment, marketing, program/services needs analysis, admissions and financial aid processes, customer service, student retention and persistence, program review, instructional quality, course scheduling, and alumni/graduate relations. SEM also typically requires broad discussion about the desired size and composition of the college's future enrollment.

Each plan will likely take several months to create. They require input from across the college, research and data analysis, review of external opportunities and stressors, and direction and guidance from the board and the president. SPASC is looking forward to this opportunity and will provide the board with regular updates throughout the year.



## REQUEST TO APPROVE PURCHASE OF LOCKSETS

### **Recommendation:**

Staff recommends award of a contract to purchase Locksets and Security Hardware from C&I Show Hardware and Security Systems for the amount of \$60,272.24.

### **Summary:**

The NPC Safety Committee received concerns from students, faculty and staff regarding the safety of persons in college buildings and the ability to lock out an intruder. Currently classroom locks can only be locked from the outside with a key. The ability to lock the door from the inside could potentially keep an intruder out of the classroom. The Safety Committee forwarded this request to the Maintenance department with their endorsement as a valid safety need.

A professional lock survey and subsequent inspection has been completed for the entire college by Best Locks (who supplied the existing locksets and keying system to the college). A list of locksets and locking hardware was prepared to determine what locksets would have to be changed or enhanced to address the concerns of the Safety Committee.

The list of locksets and locking hardware was sent to five State Contract Vendors. A comparison of all bids for this hardware package was completed and C&I is the vendor with the lowest and most complete bid to meet the requirements of this hardware purchase.

The cost of this project is included in the current year capital budget.





# Northland Pioneer College

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

## REQUISITION

**S  
U  
B  
S  
C  
R  
I  
B  
E  
R**

C&I Show Hardware and Security Systems

1209 North Stadem Drive

Tempe, AZ 85281

State Contract# ADSPO014-074947

Use Tax \_\_\_\_\_ 1099 \_\_\_\_\_

NPC IDENTIFICATION NUMBER \_\_\_\_\_

P.O. NUMBER \_\_\_\_\_

ORIGINATOR / BUDGET MANAGER

Date / /

BUDGET MANAGER / DEAN / DIRECTOR

Date 7/22/16

VICE PRESIDENT (Required for Purchases \$10,000 & Above)

Date 8/1/16

PRESIDENT (Required for Purchases \$25,000 & Above)

Date / /

BOARD APPROVAL (Required for \$50,000 & Above)

Date / /

**GIVE FULL AND COMPLETE PARTICULARS FOR EACH ITEM REQUESTED**

QTY	DETAILED DESCRIPTION	UNIT PRICE	AMOUNT	ACCOUNT NUMBER
	Quote # 22569-Snowflake Campus		10700   17	006100520430
	# 22571-Hopi Center		1979   53	00610052045230
	#22568-Winslow Campus		16952   24	006100520440
	#22570-Holbrook Campus		12286   43	006100520410
	#22567- Kayenta Center		1467   57	006100520451
	#22572-ShowLow Campus		11514   81	006010520420
	#22573-Whiteriver Center		5371   49	006100520453
SUB TOTAL				
<input checked="" type="checkbox"/> SALES / <input type="checkbox"/> USE TAX				
FREIGHT				
<b>TOTAL</b>			<b>60272   24</b>	

COMMENTS/SPECIAL INSTRUCTIONS:  
 State contract vendor. Purchase approved in 16/17 capital budget. (\$23,227.60 less that budgeted amount) Door locks requested by Security Committee.

All vendors for service, equipment rentals, and leases must have a W-9 compliance form on file with the NPC Business Office. If the vendor is not listed on the 1099 listing, a completed W-9 form must be attached to the requisition.

# C & I Show Hardware and Security Systems, Inc.

1209 North Stadem Drive

Tempe, AZ 85281

Phone 480-967-8568/ 800-678-8568

Fax: 480-967-8990

ESTIMATE #
------------

22569 ISSUE
-------------

NORTHLAND PIONEER COLLEGE  
David Huish/ Dir of Facilities  
928-524-7961-office  
928-205-1163 -cell  
david.huish@npc.edu

## Quotation

DATE	TERMS	Sales Pe...	FOB	PROJECT	Enter By
7/6/2016	Net 30	CWS			

QTY	DESCRIPTION	Cost Each	TOTAL
	M/F - NPC; SNOWFLAKE SUPPLY ONLY QUOTE STATE CONTRACT # ADSPO14-074947		
9	VONDUPRIN "CD" KITS 050115	40.00	360.00T
46	1EA6A4 THUMB TURN CYLINDERS	20.00	920.00T
13	BEST 9K37AB15DS3626 ENTRY LOCK L/C	176.80	2,298.40T
6	PRECISION FL2110 X 4908A X 630 EXIT W/ TRIM	750.00	4,500.00T
18	CORBIN CD KIT 653F12	80.00	1,440.00T
4	JACKSON 30-2671 626 CYL DOGGING PKG	95.00	380.00T
	NOTE: EXCLUDES ITEM:32		

STATE CONTRACT # ADSPO14-074947	<b>Subtotal</b>	\$9,898.40
	<b>Sales Tax (8.1%)</b>	\$801.77
	<b>TOTAL</b>	<b>\$10,700.17</b>

email@cishowhardware.com

THANK YOU

# C & I Show Hardware and Security Systems, Inc.

**1209 North Stadem Drive  
Tempe, AZ 85281**

Phone 480-967-8568/ 800-678-8568

Fax: 480-967-8990

ESTIMATE #
------------

22571 ISSUE
-------------

**NORTHLAND PIONEER COLLEGE**  
David Huish/ Dir of Facilities  
928-524-7961-office  
928-205-1163 -cell  
david.huish@npc.edu

## Quotation

DATE	TERMS	Sales Pe...	FOB	PROJECT	Enter By
7/6/2016	Net 30	CWS			

QTY	DESCRIPTION	Cost Each	TOTAL
	M/F - NPC; HOPI SUPPLY ONLY QUOTE STATE CONTRACT # ADSP014-074947		
4	VONDUPRIN "CD" KITS 050115	40.00	160.00T
4	1EA6A4 THUMB TURN CYLINDERS	20.00	80.00T
9	BEST 9K37AB15DS3626 ENTRY LOCK L/C	176.80	1,591.20T

STATE CONTRACT # ADSP014-074947	<b>Subtotal</b>	\$1,831.20
	<b>Sales Tax (8.1%)</b>	\$148.33
	<b>TOTAL</b>	<b>\$1,979.53</b>

email@cishowhardware.com

THANK YOU



# C & I Show Hardware and Security Systems, Inc.

1209 North Stadem Drive  
Tempe, AZ 85281  
Phone 480-967-8568/ 800-678-8568  
Fax: 480-967-8990

ESTIMATE #
22568 ISSUE

NORTHLAND PIONEER COLLEGE  
David Huish/ Dir of Facilities  
928-524-7961-office  
928-205-1163 -cell  
david.huish@npc.edu

## Quotation

DATE	TERMS	Sales Pe...	FOB	PROJECT	Enter By
7/6/2016	Net 30	CWS			

QTY	DESCRIPTION	Cost Each	TOTAL
	M/F - NPC; WINSLOW SUPPLY ONLY QUOTE - REVISED STATE CONTRACT # ADSPO14-074947		
5	VONDUPRIN "CD" KITS 050115	40.00	200.00T
18	1EA6A4 THUMB TURN CYLINDERS	18.00	324.00T
25	BEST 9K37AB15DS3626 ENTRY LOCK L/C	145.00	3,625.00T
7	7KC3 7AB 15D 626 ENTRY L/C	89.00	623.00T
13	PRECISION FL2100 X 4908A X 630 EXIT W/ TRIM	700.00	9,100.00T
2	CORBIN CD KIT 653F12	80.00	160.00T
6	BEST 45H 7AT 15H 626 MORTISE L/C	275.00	1,650.00T
	NOTE: EXCLUDES ITEMS 18; 19; 21		

STATE CONTRACT # ADSPO14-074947	<b>Subtotal</b>	<b>\$15,682.00</b>
	<b>Sales Tax (8.1%)</b>	<b>\$1,270.24</b>
	<b>TOTAL</b>	<b>\$16,952.24</b>

email@cishowhardware.com

THANK YOU

# C & I Show Hardware and Security Systems, Inc.

1209 North Stadem Drive

Tempe, AZ 85281

Phone 480-967-8568/ 800-678-8568

Fax: 480-967-8990

ESTIMATE #
------------

22570 ISSUE
-------------

NORTHLAND PIONEER COLLEGE  
 David Huish/ Dir of Facilities  
 928-524-7961-office  
 928-205-1163 -cell  
 david.huish@npc.edu

## Quotation

DATE	TERMS	Sales Pe...	FOB	PROJECT	Enter By
7/6/2016	Net 30	CWS			

QTY	DESCRIPTION	Cost Each	TOTAL
	M/F - NPC; HOLBROOK SUPPLY ONLY QUOTE STATE CONTRACT # ADSP014-074947		
18	1EA6A4 THUMB TURN CYLINDERS	20.00	360.00T
31	BEST 9K37AB15DS3626 ENTRY LOCK L/C	176.80	5,480.80T
6	PRECISION FL2110 X 4908A X 630 EXIT W/ TRIM	750.00	4,500.00T
2	BEST 45H 7AT 15H 626 MORTISE L/C	275.00	550.00T
5	JACKSON 30-2671 626 CYL DOGGING PKG	95.00	475.00T
	NOTE: EXCLUDES ITEM 32 (COPY - 83)		

STATE CONTRACT # ADSP014-074947	<b>Subtotal</b>	\$11,365.80
	<b>Sales Tax (8.1%)</b>	\$920.63
	<b>TOTAL</b>	<b>\$12,286.43</b>

email@cishowhardware.com

THANK YOU

# C & I Show Hardware and Security Systems, Inc.

1209 North Stadem Drive  
Tempe, AZ 85281  
Phone 480-967-8568/ 800-678-8568  
Fax: 480-967-8990

ESTIMATE #
22567 ISSUE

NORTHLAND PIONEER COLLEGE  
David Huish/ Dir of Facilities  
928-524-7961-office  
928-205-1163 -cell  
david.huish@npc.edu

## Quotation

DATE	TERMS	Sales Pe...	FOB	PROJECT	Enter By
7/6/2016	Net 30	CWS			

QTY	DESCRIPTION	Cost Each	TOTAL
	M/F - NPC; KAYENTA SUPPLY ONLY QUOTE STATE CONTRACT # ADSPO14-074947		0.00
2	VONDUPRIN "CD" KITS 050115	40.00	80.00T
2	1EA6A4 THUMB TURN CYLINDERS	20.00	40.00T
7	BEST 9K37AB15DS3626 ENTRY LOCK L/C	176.80	1,237.60T

STATE CONTRACT # ADSPO14-074947	<b>Subtotal</b>	<b>\$1,357.60</b>
	<b>Sales Tax (8.1%)</b>	<b>\$109.97</b>
	<b>TOTAL</b>	<b>\$1,467.57</b>

email@cishowhardware.com

THANK YOU

# C & I Show Hardware and Security Systems, Inc.

1209 North Stadem Drive

Tempe, AZ 85281

Phone 480-967-8568/ 800-678-8568

Fax: 480-967-8990

ESTIMATE #
------------

22572 ISSUE
-------------

NORTHLAND PIONEER COLLEGE  
David Huish/ Dir of Facilities  
928-524-7961-office  
928-205-1163 -cell  
david.huish@npc.edu

## Quotation

DATE	TERMS	Sales Pe...	FOB	PROJECT	Enter By
7/6/2016	Net 30	CWS			

QTY	DESCRIPTION	Cost Each	TOTAL
	M/F - NPC; SHOW LOW SUPPLY ONLY QUOTE STATE CONTRACT # ADSPO14-074947		
10	VONDUPRIN "CD" KITS 050115	40.00	400.00T
29	1EA6A4 THUMB TURN CYLINDERS	20.00	580.00T
40	BEST 9K37AB15DS3626 ENTRY LOCK L/C	176.80	7,072.00T
2	PRECISION FL2110 X 4908A X 630 EXIT W/ TRIM	750.00	1,500.00T
2	CORBIN CD KIT 653F12	80.00	160.00T
8	YALE "CD" KITS	95.00	760.00T
3	PRECISION CDK-3 KITS	60.00	180.00T
	NOTE: EXCLUDES ITEMS: 49; 90; 91 :		

STATE CONTRACT # ADSPO14-074947	<b>Subtotal</b>	<b>\$10,652.00</b>
	Sales Tax (8.1%)	\$862.81
	<b>TOTAL</b>	<b>\$11,514.81</b>

email@cishowhardware.com

THANK YOU

# C & I Show Hardware and Security Systems, Inc.

1209 North Stadem Drive

Tempe, AZ 85281

Phone 480-967-8568/ 800-678-8568

Fax: 480-967-8990

ESTIMATE #
------------

22573 ISSUE
-------------

NORTHLAND PIONEER COLLEGE  
David Huish/ Dir of Facilities  
928-524-7961-office  
928-205-1163 -cell  
david.huish@npc.edu

## Quotation

DATE	TERMS	Sales Pe...	FOB	PROJECT	Enter By
7/6/2016	Net 30	CWS			

QTY	DESCRIPTION	Cost Each	TOTAL
	M/F - NPC; WHITERIVER SUPPLY ONLY QUOTE - REVISED STATE CONTRACT # ADSPO14-074947		
4	VONDUPRIN "CD" KITS 050115	39.00	156.00T
8	1EA6A4 THUMB TURN CYLINDERS	18.00	144.00T
15	BEST 9K37AB15DS3626 ENTRY LOCK L/C	145.00	2,175.00T
1	VONDUPRIN 050388 99-2 CONVERSION KIT RHR	475.00	475.00T
2	MORTISE HOUSING 1E74/626 L/C	18.00	36.00T
2	RIM HOUSING BEST 12-E72/US26D	18.00	36.00T
8	7KC2 7AB 15D 626 L/C ENTRY	89.00	712.00T
15	1C7WH1 7 PIN CORE	12.00	180.00T
2	PRECISION CD2103 X 1703 X 630 EXIT W/ TRIM	495.00	990.00T
1	BEST 7T2 7K 626 DEADBOLT L/C	65.00	65.00T

STATE CONTRACT # ADSPO14-074947	<b>Subtotal</b>	<b>\$4,969.00</b>
	<b>Sales Tax (8.1%)</b>	<b>\$402.49</b>
	<b>TOTAL</b>	<b>\$5,371.49</b>

email@cishowhardware.com

THANK YOU

# SECURITY Hardware

## BEST LOCRES

LOCATION	C&I	CLARK	DI PALE	89A	TCH
Kegata	1467.57	1732.95	2074.16	2224.18	2587.33
Hegri	1979.53	2320.65	2617.63	2819.83	3204.57
Winslow	16952.24	17150.64	21543.30	22687.25	27740.17
PDC	12286.43	13174.78	17718.10	19305.07	17837.00
SCC	10700.17	11510.61	14935.79	16052.67	14431.39
wmc	71514.81	14060.29	16841.77	16240.61	17628.50
w/r	5371.47	5424.60	622.24	6240.79	7229.89
	60272.24	65434.52	81952.49	85,570.40	90,658.85

I have all these other bids in my file. Too much paper to include with req. Can make copies if required

*rl.* 7/22/16

## REQUEST TO APPROVE PURCHASE OF TWO TRUCKS

**Recommendation:**

Staff recommends the purchase of two Ford trucks from state contract vendor Chapman Ford for \$58,501.39.

**Summary:**

The Maintenance and IS departments both have older vehicles that need to be replaced. The specific requirements for each vehicle were identified by each department and the NPC Transportation department contacted several state contract vendors for quotes. Chapman Ford was the only vendor who provided quotes.

The addition of these vehicles will not increase the size of the NPC fleet as two older vehicles will be removed from the fleet. These vehicles will extend the life of the existing fleet, allow safe transportation for our Maintenance and IS employees who travel to and from assignments and especially safe transportation to and from NPC tower locations in the White Mountains during all seasons of the year.

The cost of this purchase is included in the current year capital budget.



## REQUISITION

S  
U  
B  
S  
E  
S  
T  
E  
D  
V  
E  
N  
D  
O  
R

Chapman Ford  
**VENDOR NAME**

7100 E. McDowell Rd  
**VENDOR ADDRESS**

Scottsdale, AZ 85257-3316  
**VENDOR ADDRESS**

**USE TAX** \_\_\_\_\_ **1099** \_\_\_\_\_

**NPC ID #** \_\_\_\_\_

**P.O. NUMBER** \_\_\_\_\_

Ernie Cunningham  
**ORIGINATOR/BUDGET MANAGER, DATE** 8/29/2016

David Huish  
**BUDGET MANAGER/DEAN/DIRECTOR, DATE** 8/29/2016

**VICE PRESIDENT** \_\_\_\_\_ (Required for Purchases \$10,000 & Above) **DATE** \_\_\_\_\_

**PRESIDENT** \_\_\_\_\_ (Required for Purchases \$25,000 & Above) **DATE** \_\_\_\_\_

**BOARD APPROVAL** \_\_\_\_\_ (Required for \$50,000 & Above) **DATE** \_\_\_\_\_

**GIVE FULL AND COMPLETE PARTICULARS FOR EACH ITEM REQUESTED**

QTY	DETAILED DESCRIPTION	UNIT PRICE	AMOUNT	ACCOUNT NUMBER
1	2016 F-350 Chassis XL 4x4 SD crew cab	29,797.31	29,797.31	50-5750-5680-05
1	2017 F-350 XL 4x4 SD crew cab	28,704.08	28,704.08	50-5750-5680-05
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
		<b>SUB TOTAL</b>	58,501.39	
		SALES TAX	-	
		USE TAX	-	
		FREIGHT	-	
		<b>TOTAL</b>	58,501.39	

**COMMENTS/SPECIAL INSTRUCTIONS:**  
 State Contract Vendor# ADSP0-12-016662  
 Sales tax and destination charges included.

All vendors for service, equipment rentals, and leases must have a W-9 compliance form on file with the NPC Business Office. If the Vendor is not listed on the 1099 listing, a completed W-9 form must be attached to the requisition. Business Office 7/16-Business Office/Templates/Requisition





Chapman Ford  
7100 E. McDowell, Scottsdale, Arizona, 852573316  
Office: 480-946-3900

## Customer Proposal

---

**Prepared for:**

Mr. Ernest Cunningham  
Northland Pioneer College  
Email: [ernest.cunningham@npc.edu](mailto:ernest.cunningham@npc.edu)

**Prepared by:**

Milt Ward  
Office: 480-861-4115  
Email: [miltward@chapmanchoice.com](mailto:miltward@chapmanchoice.com)

**Date:** 08/26/2016

**Vehicle:** 2017 F-350 XL  
4x4 SD Crew Cab 6.75' box 160" WB SRW





---

**Mr. Ernest Cunningham**  
**Northland Pioneer College**  
Email: [ernest.cunningham@npc.edu](mailto:ernest.cunningham@npc.edu)

*Re: Vehicle Proposal*

---

Dear Mr. Cunningham,

Thank you very much for your interest in acquiring a vehicle from our dealership. We concur that your interest is well deserved. We hope that an outstanding product lineup and our dedication to customer service will enhance your ownership experience should you decide to buy a vehicle from us.

Attached, please find additional information that I hope will assist you in making a more informed decision. Please feel free to contact me at any time as I would truly appreciate the opportunity to be of service to you.

Sincerely,

**Milt Ward**  
Government Sales Manager  
480-861-4115  
[miltward@chapmanchoice.com](mailto:miltward@chapmanchoice.com)



## Warranty - Standard Equipment & Specs

### Warranty

<i>Basic</i>			
Distance	36000 miles	Months	36 months
<i>Powertrain</i>			
Distance	60000 miles	Months	60 months
<i>Corrosion Perforation</i>			
Distance	Unlimited miles	Months	60 months
<i>Roadside Assistance</i>			
Distance	60000 miles	Months	60 months

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Mr. Ernest Cunningham, Northland Pioneer College  
 By: Milt Ward Date: 08/26/2016 | Price Level: 725 Quote ID: ERNIEF-350



## Selected Options

Code	Description	MSRP
<b>Base Vehicle</b>		
W3B	Base Vehicle Price (W3B)	\$40,110.00
<b>Packages</b>		
610A	Order Code 610A	N/C
<b>Powertrain</b>		
996	Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel	Included
44P	Transmission: TorqShift 6-Speed Automatic <i>Includes SelectShift.</i>	Included
X37	3.73 Axle Ratio	Included
STDGV	GVWR: 10,500 lb Payload Package	Included
<b>Wheels &amp; Tires</b>		
TD8	Tires: LT245/75Rx17E BSW A/S PLUS (4)	Included
64A	Wheels: 17" Argent Painted Steel <i>Includes painted hub covers/center ornaments.</i>	Included
<b>Seats &amp; Seat Trim</b>		
1	Cloth 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>	\$315.00
<b>Other Options</b>		
160WB	160" Wheelbase	STD
PAINT	Monotone Paint Application	STD
587	Radio: AM/FM Stereo <i>Includes digital clock and 6-speakers.</i>	Included
<b>Emissions</b>		
425	50-State Emissions System	STD
<b>Interior Colors</b>		
1S_05	Medium Earth Gray	N/C
<b>Primary Colors</b>		

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Mr. Ernest Cunningham, Northland Pioneer College  
 By: Milt Ward Date: 08/26/2016 | Price Level: 725 Quote ID: ERNIEF-350



Chapman Ford  
 7100 E. McDowell, Scottsdale, Arizona, 852573316  
 Office: 480-946-3900

**2017 F-350, SD Crew Cab**  
 4x4 SD Crew Cab 6.75' box 160" WB SRW  
 XL(W3B)

## Selected Options (cont'd)

Code	Description	MSRP
Z1_01	Oxford White	N/C
SUBTOTAL		\$40,425.00
Destination Charge		\$1,195.00
TOTAL		\$41,620.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: **Mr. Ernest Cunningham, Northland Pioneer College**  
 By: **Milt Ward** Date: **08/26/2016** | Price Level: **725** Quote ID: **ERNIEF-350**



## Pricing - Single Vehicle

	<b>MSRP</b>
<i>Vehicle Pricing</i>	
Vehicle Price	\$40,110.00
Options & Colors	\$315.00
Upfitting	\$0.00
Destination Charge	\$1,195.00
<b>Subtotal</b>	<b>\$41,620.00</b>
<i>Pre-Tax Adjustments</i>	
<b>Description</b>	
Special Fleet Discount	-\$735.00
Dealer Prep Charge / Includes Window Tint	\$232.00
Special Ford Concessions	-\$8,765.00
Special Chapman Ford Discount	-\$2,728.00
<b>Subtotal</b>	<b>\$29,624.00</b>
<i>Discount Adjustments</i>	
Discount	-\$3,033.84
<b>Subtotal</b>	<b>\$26,590.16</b>
<i>Sales Taxes</i>	
<b>Description</b>	
sales tax	\$2,113.92
<b>Total</b>	<b>\$28,704.08</b>

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Mr. Ernest Cunningham, Northland Pioneer College  
 By: Miit Ward Date: 08/26/2016 | Price Level: 725 Quote ID: ERNIEF-350



**Chapman Ford**  
7100 E. McDowell, Scottsdale, Arizona, 852573316  
Office: 480-946-3900

## Customer Proposal

---

**Prepared for:**

Mr. Ernest Cunningham  
Northland Pioneer College  
Email: [ernest.cunningham@npc.edu](mailto:ernest.cunningham@npc.edu)

**Prepared by:**

Milt Ward  
Office: 480-861-4115  
Email: [miltward@chapmanchoice.com](mailto:miltward@chapmanchoice.com)

**Date:** 08/26/2016

**Vehicle:** 2016 F-350 Chassis XL  
4x4 SD Crew Cab 176" WB SRW





---

**Mr. Ernest Cunningham**  
**Northland Pioneer College**  
Email: [ernest.cunningham@npc.edu](mailto:ernest.cunningham@npc.edu)

*Re: Vehicle Proposal*

---

Dear Mr. Cunningham,

Thank you very much for your interest in acquiring a vehicle from our dealership. We concur that your interest is well deserved. We hope that an outstanding product lineup and our dedication to customer service will enhance your ownership experience should you decide to buy a vehicle from us.

Attached, please find additional information that I hope will assist you in making a more informed decision. Please feel free to contact me at any time as I would truly appreciate the opportunity to be of service to you.

Sincerely,

**Milt Ward**  
Government Sales Manager  
480-861-4115  
[miltward@chapmanchoice.com](mailto:miltward@chapmanchoice.com)





## Warranty - Standard Equipment & Specs

### Warranty

*Basic*

Distance	36000 miles	Months	36 months
----------	-------------	--------	-----------

*Powertrain*

Distance	60000 miles	Months	60 months
----------	-------------	--------	-----------

*Corrosion Perforation*

Distance	Unlimited miles	Months	60 months
----------	-----------------	--------	-----------

*Roadside Assistance*

Distance	60000 miles	Months	60 months
----------	-------------	--------	-----------

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: **Mr. Ernest Cunningham, Northland Pioneer College**  
 By: **Milt Ward** Date: **08/26/2016** | Price Level: **650** Quote ID: **ernie**



## Selected Options

Code	Description	MSRP
<b>Base Vehicle</b>		
W3F	Base Vehicle Price (W3F)	\$39,390.00
<b>Packages</b>		
630A	Order Code 630A	N/C
<b>Powertrain</b>		
996	Engine: 6.2L 2-Valve SOHC EFI NA V8 (Flex-Fuel)	STD
44P	Transmission: TorqShift 6-Speed Automatic <i>Includes SelectShift, range select and tow/haul feature.</i>	Included
X37	3.73 Axle Ratio	Included
68D_	GVWR: 9,800 lb Payload Downgrade Package	Included
<b>Wheels &amp; Tires</b>		
TBK	Tires: LT245/75Rx17E BSW AS	Included
64A	Wheels: 17" Argent Painted Steel <i>Includes painted hub covers/center ornaments.</i>	Included
<b>Seats &amp; Seat Trim</b>		
1	Cloth 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder and storage.</i>	\$315.00
<b>Other Options</b>		
PAINT	Monotone Paint Application	STD
176WB	176" Wheelbase	STD
531	Trailer Tow Package <i>Includes aftermarket trailer brake wiring kit. NOTE: Salesperson's Source Book or Ford RV Trailer Towing Guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability.</i>	\$155.00
41P	Transfer Case Skid Plates	\$100.00
59H	Center High Mounted Stop Lamp (CHMSL)	N/C
587	Radio: AM/FM Stereo w/Digital Clock <i>Includes 2 speakers.</i>	Included
<b>Emissions</b>		

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Mr. Ernest Cunningham, Northland Pioneer College  
By: Milt Ward Date: 08/26/2016 | Price Level: 650 Quote ID: ernie



### Selected Options (cont'd)

Code	Description	MSRP
425	50-State Emissions System	STD
<b>Interior Colors</b>		
1S_03	Steel	N/C
<b>Primary Colors</b>		
Z1_01	Oxford White	N/C
SUBTOTAL		\$39,960.00
Destination Charge		\$1,195.00
TOTAL		\$41,155.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Mr. Ernest Cunningham, Northland Pioneer College  
 By: Milt Ward Date: 08/26/2016 | Price Level: 650 Quote ID: ernie



## Pricing - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Vehicle Price	\$39,390.00
Options & Colors	\$570.00
Upfitting	\$0.00
Destination Charge	\$1,195.00
<b>Subtotal</b>	<b>\$41,155.00</b>
<i>Pre-Tax Adjustments</i>	
<b>Description</b>	
Dealer Prep Charge / Includes Window Tint	\$232.00
Special Ford Concessions	-\$7,365.00
Special Fleet Discount	-\$735.00
Special Chapman Ford Discount	-\$2,692.00
<b>Subtotal</b>	<b>\$30,595.00</b>
<i>Discount Adjustments</i>	
Discount	-\$2,992.12
<b>Subtotal</b>	<b>\$27,602.88</b>
<i>Sales Taxes</i>	
<b>Description</b>	
sales tax	\$2,194.43
<b>Total</b>	<b>\$29,797.31</b>

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: **Mr. Ernest Cunningham, Northland Pioneer College**  
 By: **Milt Ward** Date: **08/26/2016** | Price Level: 650 Quote ID: **ernie**

## STATUS REPORT ON IMPROVEMENTS TO BALES AVENUE IN WINSLOW ARIZONA

### Summary:

The Board agreed to partner with the City of Winslow to make improvements to Bales Avenue in Winslow; the approved funding for this project is \$240,000 for fiscal year 2016-17. The City of Winslow is responsible for overseeing the entire project.

David Huish, Director of Facilities, is working closely with Stephen Pauken, City Manager of Winslow NPC and with Woodson Engineering. The preliminary engineered drawings are currently under review by all parties.

The tentative timeline is as follows, but is subject to change:

- September 15, 2016 – Comments on preliminary design due to Woodson Engineering
- September 30, 2016 – Reissue revised design
- October 15, 2016 – Approval of design by NPC and City of Winslow
- October 15 to November 15, 2016 – Bid announcement/bidding process by City of Winslow
- November 30, 2016 – Bid approval and award
- December 1, 2016 – Construction to begin

If construction is started in December, the contractor could start with the concrete work -- curbs, gutters and sidewalks. It will be too cold for paving, but that could be schedule for the later part of March or early April weather permitting.

The project will consist of removing the existing asphalt surface, rebuilding the subgrade, addition of new curbs, gutter and sidewalk on the NPC side of the road from Highway 66 to the campus. Installation of new paving from Highway 66 to the north property line of the Little Colorado Campus.

During the construction phase students, staff and community members will continue to have access to the campus, but it will be congested.

