

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 **October 18, 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 17th day of October 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

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: October 18, 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.	Reports:	
A.	Financial Position	Interim Vice President Ellison
B.	NPC Friends and Family	Director Wilson
C.	NPC Faculty Association	Ryan Rademacher
D.	Human Resources	Written Report
E.	NPC Classified and Administrative Support Organization (CASO)	Written Report
F.	NPC Student Government Association	Written Report
5.	Consent Agenda..... (Action)	Chair Handorf
A.	September 20, 2016 Regular Board Minutes	
B.	September 20, 2016 Executive Session Minutes	
C.	June 16, 2015 Executive Session Minutes	
D.	Intergovernmental Agreement between Navajo County Community College District and Whiteriver USD	
6.	Old Business: None.	
7.	New Business:	
A.	Request to Approve 2016 – 2017 Strategic Priorities (Action)	Vice President Vest
B.	Financial Audit of NPC Friends and Family Report	Interim Vice President Ellison
C.	Financial Audit of Northeast Arizona Training Center Report	Interim Vice President Ellison
D.	Bales Avenue Improvements Status Report	Interim Vice President Ellison
E.	Arizona Women in Higher Education Conference Report	Vicki Bessinger
F.	Request to Approve SMARTNET Contract (Action)	Director Way
G.	Executive Session	
	Pursuant to 38-431.03(A)(1) – Personnel Matter (Action)	Chair Handorf
H.	Possible Action on Personnel Matter (Action)	Board Members
8.	Standing Business:	
A.	Strategic Planning and Accreditation Steering Committee Report.....	Vice President Vest
B.	President’s Report.....	President Swarhout
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 November 15, 2016	Chair Handorf
11.	Adjournment..... (Action)	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

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NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

July 1, 2016 to August 31, 2016

Budget Period Expired

17%

Tax Supported Funds				
General Unrestricted				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
REVENUES				
Primary Tax Levy	14,361,969	56,007	198,321	1%
State Aid:				
Maintenance and Operations	1,606,000	-	401,500	25%
Equalization	6,081,500	-	1,520,375	25%
Tuition and Fees	4,700,000	640,395	976,005	21%
Investment earnings	140,000	26,930	49,698	35%
Grants and Contracts	1,800,000	3,376	3,376	0%
Other Miscellaneous	196,300	27,294	42,586	22%
Fund Balance	377,250			
Transfers	(2,800,000)	(398,219)	(598,934)	21%
TOTAL REVENUES	\$ 26,463,019	\$ 355,783	\$ 2,592,927	10%
EXPENDITURES				
Salaries and Wages	17,781,414	1,149,623	2,182,469	12%
Operating Expenditures	8,681,605	624,872	1,131,697	13%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 26,463,019	\$ 1,774,495	\$ 3,314,166	13%
Unrestricted Plant				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
REVENUES				
State Aid:				
Capital/STEM	353,700	-	88,425	25%
Other Miscellaneous				
Fund Balance	3,000,000			
Transfers	2,000,000	248,219	410,281	21%
TOTAL REVENUES	\$ 5,353,700	\$ 248,219	\$ 498,706	9%
EXPENDITURES				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	5,353,700	248,219	498,706	9%
TOTAL EXPENDITURES	\$ 5,353,700	\$ 248,219	\$ 498,706	9%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
 Statement of Financial Position
 July 1, 2016 to August 31, 2016

Budget Period Expired 17%

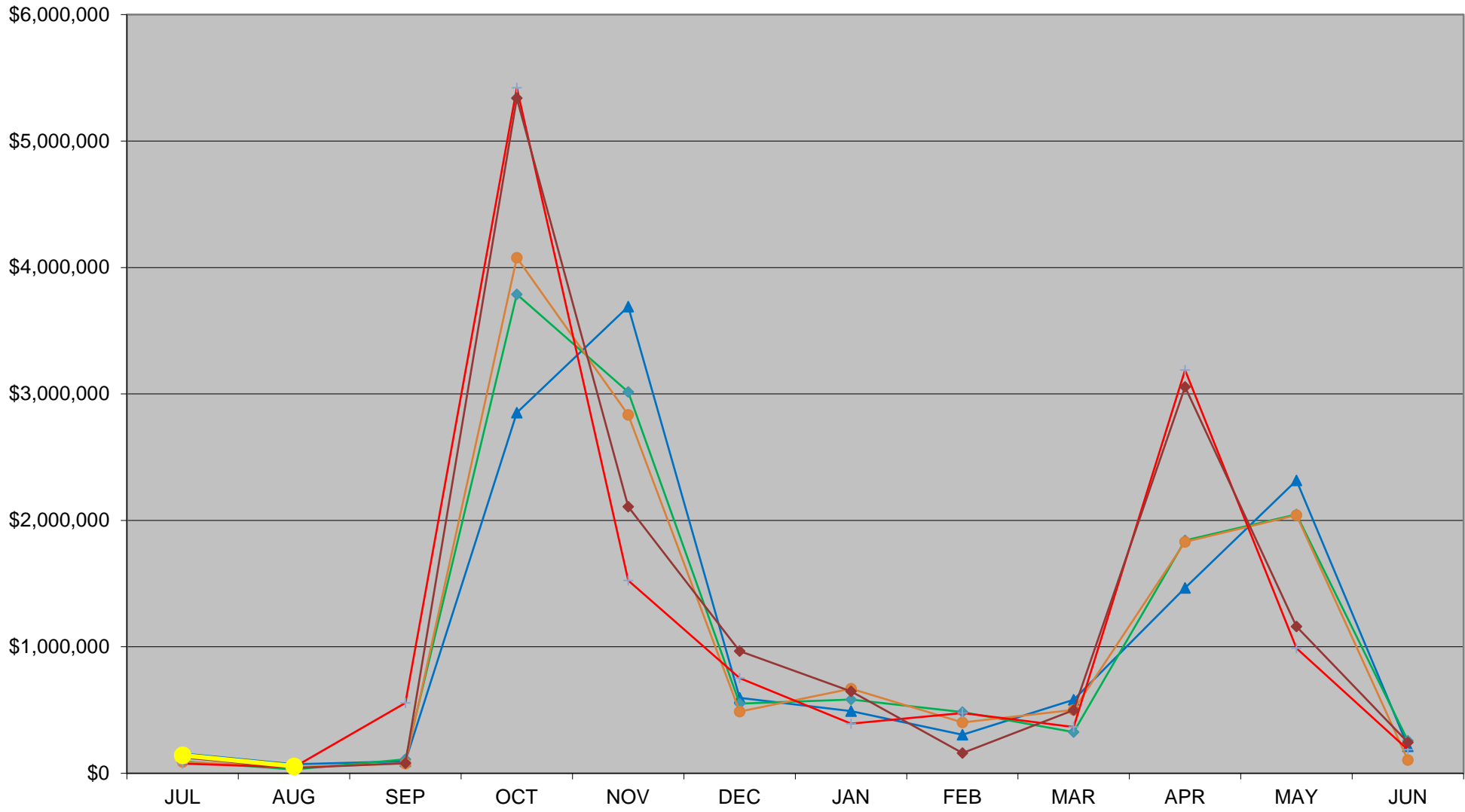
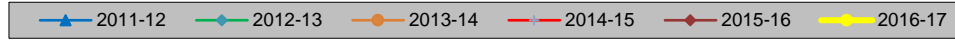
Restricted and Auxiliary Funds

	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	6,000,000	17,576	143,550	2%
Fund Balance	-			
Transfers	600,000	150,000	150,000	25%
TOTAL REVENUES	\$ 6,600,000	\$ 167,576	\$ 293,550	4%
EXPENDITURES				
Salaries and Wages	1,053,961	81,490	149,493	14%
Operating Expenditures	5,546,039	783,573	820,555	15%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 6,600,000	\$ 865,063	\$ 970,048	15%
	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Sales and Services	450,000	23,457	30,631	7%
Fund Balance	-			
Transfers	200,000	-	38,653	19%
TOTAL REVENUES	\$ 650,000	\$ 23,457	\$ 69,284	11%
EXPENDITURES				
Salaries and Wages	239,746	18,706	46,119	19%
Operating Expenditures	410,254	4,243	22,657	6%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 650,000	\$ 22,949	\$ 68,776	11%

Cash Flows

Cash flows from all activities (YTD)	\$3,454,467
Cash used for all activities (YTD)	\$4,851,696
Net Cash for all activities (YTD)	(\$1,397,229)

Monthly Primary Property Tax Receipts



Faculty Association
Report to District Governing Board
October 2016

1. At September FA meeting, faculty reviewed proposed changes to Procedure 2625 (Academic Misconduct). A survey was sent out to all faculty soliciting their vote on whether or not we should send the proposed revisions to Dr. Swarhout. By the time this report is given, voting will have closed. Once Dr. Swarhout approves the recommended changes, we will begin discussing how best to educate faculty about the changes and how to implement the changes.
2. Allison Landy, department chair of Early Childhood, spoke at the FA requesting help in reaching as many students as possible for a survey about the need for child-care at NPC.
3. The FA is still interested in developing a closer relationship with the DGB. We will continue to brainstorm on our end, and invite the DGB to do so as well. Please contact me with any suggestions you might have. We are also eager to meet the new Board member.

Human Resources UPDATE
DGB-October 18, 2016

FILLED

1. **EMS Program Clerk – Janice Marshall started September 23, 2016.**
2. **Academic Advisor PDC – Brooklyn Mauff started September 26, 2016. Brooklyn received her Associate of General Studies degree from Eastern Arizona College and her Bachelor of Sciences degree from Arizona State University.**
3. **Assistant to the Facilities Coordinator – Jeanie Tanner started October 6, 2016. Jeanie received her Bachelor of Science degree from Arizona State University.**
4. **ADOC Faculty in Business – Richard Dean started October 17, 2016. Richard received his Bachelor of Science and his MBA from Northern Arizona University.**
5. **Network and Systems Administrator – Ernie Hess started his new position on August 16, 2016. Ernie was previously the Wireless Network Engineer.**

EXTERNAL OPENINGS

6. **Database Administrator – Open until filled. 22 applicants.**
7. **Network Security Coordinator – Open until filled. 3 applicants.**
8. **Vice President of Administrative Services – Open until filled. 65 applicants.**
9. **Training Coordinator – Closed July 15, 2016. 4 applicants.**
10. **Support Center Operator – Closed August 5, 2016. 4 applicants.**
11. **Science Lab Manager – Open until filled. 23 applicants.**
12. **IS Support Tech I, WMC – Open until filled. 15 applicants.**
13. **Dual Enrollment Operations Specialist – Closed September 15, 2016. 10 applicants.**
14. **Apache County Coordinator – Closed September 29, 2016. 19 applicants.**

CASO Report October 2016

The Classified Administrative Staff Organization (CASO) is a service organization for all contracted staff employees.

We strive to serve staff employees by providing professional development opportunities and by working with college administration to improve working conditions; to foster positive relationships within the college community; serve college communities through charitable activities, and to provide scholarship opportunities for NPC students.

Each year CASO awards four \$500 scholarships with two awarded for the Fall semester and two for Spring.

As you can imagine, we stay busy with fundraising efforts throughout the year to provide funding for the scholarships.

Our current campaign is selling royal blue oven mitts with a white embroidered NPC logo for \$8.00 each. We are well on our way to reaching our goal of selling 150 mitts and earning approximately \$800.

I'm confident I'll have positive sales results to report in November.

Thank you for your service to the College.

Ina Sommers
CASO President



S.G.A Report – October 2016

The S.G.A had their ice cream socials the week of August 29th, 2016. These socials generated some recruiting for the club, but attendance is an issue that we are working hard to overcome at this time. We attempted an S.G.A. conference call and had two members attend in addition to myself and Joshua Rogers. Whether or not we want to continue with the conference calling is still an issue up for discussion.

Regarding This year's laptop scholarship, laptops were awarded to nine qualifying students.

This Fall semester the S.G.A. has started plans for our annual Thanksgiving Drive early. The goal will be to get boxes sent out to some of the local schools to collect food stuffs for families in need this Thanksgiving holiday. As yet we have not made a decision regarding whether or not we want to use S.G.A funds to sponsor a pizza party for the winning class that accumulates the most donated goods. This would be just one class per school, not per grade.

In addition to S.G.A. events, the Eagle Club has had a successful Fall social, most of our members made an appearance and it was a good night of games and food. The Eagle Club will be making some Halloween Candy Grams the week of October 24th, 2016. All monies go toward our end of the year trip in the Spring semester.

Also, the Outdoor club will be having a hike through the petrified forest on October 15th 2016, at 8 am to 5 pm. Students or faculty that wish to attend will have water and snacks provided, but will be responsible for their own lunch.

Samantha Fitzgerald
S.G.A President

Navajo County Community College District Governing Board Meeting Minutes

September 20, 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.

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; Colleen Readel; Ryan Rademacher; Stuart Bishop; David Huish; Dennis Durband; Ann Hess; Josh Rogers; Ed Gentry; Jason LaBute; Rickey Jackson; Terrie Shevat; Linda Kor; Carrie Jordan; Jeremy Raisor; Amber Hill; Peggy Belknap.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 10:00 a.m. and asked Mr. Peaches to lead the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Matteson moved to adopt the agenda as presented. Mr. Peaches 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 noting that the expected amount of Equalization to be received by the college had increased and therefore, as the budget cannot be increased at this stage; other revenues were decreased in the same amount.

4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and stated that Pedal the Petrified was a huge success again this year and thanked all the volunteers that helped. This year 235 riders participated due to a number of last minute cancellations. A new shuttle service, to transport riders with their bikes between the half way point and parking area, was very successful. Final figures going to Friends & Family Scholarships are not available yet as additional fundraising activities and some bills are still outstanding. Director Wilson stated the feedback she had received so far was overwhelmingly positive.



Mr. Matteson offered praise for two college EMT students who did a wonderful job assisting riders at the Tiponi SAG stop.

4.C. Faculty Association (FA) – Ryan Rademacher

FA President Rademacher addressed the Board and stated he was pleased to be back providing an oral report. Fourteen new faculty members joined Northland Pioneer College and many have already begun volunteering for committees and participating in FA. FA is getting ready to review Procedure 2625, Academic Misconduct, on Friday. Revisions to Procedure 2970, Assessment of Instructional Effectiveness, have already been sent to President Swarthout. FA would like to establish a more upfront and centered relationship with the Board and communication will come through Dr. Swarthout soon.

4.D. Human Resources

Written Report.

Mr. Matteson asked if the candidates interviewing for the Vice President for Administrative Services position were local or Out-of-State. President Swarthout responded that they were all from Out-of-State.

4.E. NPC CASO

Written Report.

4.F. NPC Student Government Association

No Report.

Agenda Item 5: Consent Agenda

- A. August 16, 2016 Regular Board Minutes
- B. August 16, 2016 Executive Session Minutes
- C. Intergovernmental Agreement between Navajo County Community College District and Northern Arizona Vocational Institute of Technology (NAVIT)

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

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. Northeast Arizona Training Center (NATC) Report

Director Bishop addressed the Board and presented an activity report for the NATC offering a handout for those present.

Chair Handorf commended Director Bishop for the work he has done at the NATC.



7.B. Leadership Academy Report

Colleen Readel addressed the Board and provided a report on the Leadership Academy offered to college employees.

Mr. Matteson asked if the investment of time at the Leadership Academy was worth it. Colleen Readel responded that it was absolutely worth it to attend in her opinion. Mr. Matteson asked if she would recommend and changes about the academy. Colleen Readel suggested visiting more of the college locations to get a better idea of how each operates. Mr. Matteson asked who from the college would benefit from attending the Leadership Academy. Colleen Readel responded that anyone at the college would find a benefit from attendance.

7.C. Request to Approve Lease Agreement with NAU

Interim Vice President Ellison reviewed the lease agreement with the Board stating it would be for five years, initially, and have the option of five one-year extensions. Staff recommends approval.

Mr. Matteson asked what NAU uses the space for. Interim Vice President Ellison responded that NAU does some recruiting from the space and offers a few of their own classes. Vice President Vest noted they have a small computer lab where students can complete online coursework and in the past have used the classroom for the NAU version of distance learning and there was discussion of bringing this back in the future.

Mr. Matteson made a motion to approve the Lease Agreement with NAU as presented. Mr. Lucero seconded. The vote was unanimous in the affirmative.

7.D. Request to Approve Budget Development Calendar

Interim Vice President Ellison reviewed the Budget Development Calendar with the Board stating staff recommends approval.

Mr. Lucero made a motion to approve the Budget Development Calendar as presented. Mr. Matteson seconded. The vote was unanimous in the affirmative.

7.E. 2016 – 2017 Strategic Priorities

Vice President Vest addressed the Board and reviewed the 2016 – 2017 Strategic Priorities noting the Priorities approved by the Board in October 2015 had not changed. From feedback received at Convocations in January and August, and also from the Board and President, the conclusion was that these Priorities were correct and work needed to move forward on accomplishing them before taking on additional tasks.

In addition to those priorities President Swarhout has tasked SPASC with Enrollment Management and Technology Plans and the committee has been provided with homework to begin the discussions.

Mr. Matteson asked for a definition of Enrollment Management. Vice President Vest responded that Enrollment Management is a process a college would go through after it has decided what it wants to look like, as a method to show how it will achieve that look. It incorporates how to



market the institution, who the target audiences should be, how to attract from those audiences, how we then provide the marketed services, and more.

Mr. Matteson commented that is very difficult to predict the future and what if we get it wrong. President Swarthout commented that Enrollment Management combined with Vision and Mission allows the college continual reassessment options and we can take certain market factors into account but also what opportunities we can create at the same time.

7.F. Request to Approve Purchase of Locksets

Interim Vice President Ellison reviewed the request for Purchase of Locksets with the Board noting that staff recommends approval for the amount of \$60,272.24 from C&I Show Hardware and Security Systems.

Mr. Lucero asked if the room is locked from the inside by accident could it be opened again. Interim Vice President Ellison responded that it could be opened by a key as normal and keys would be available as necessary in multiple locations.

Mr. Lucero asked about additional security measures that might be required, such as reinforced windows. President Swarthout commented that this is the only measure currently in the budget and was a first step in creating additional security at NPC locations. Further recommendations and requests may come to the Board at future meetings.

Mr. Matteson made a motion to approve the Purchase of Locksets as presented. Mr. Lucero seconded. The vote was unanimous in the affirmative.

7.G. Request to Approve Vehicle Purchases

Interim Vice President Ellison reviewed the request to Purchase Vehicles noting they were budgeted items and staff recommends approval.

Mr. Matteson commented that he was disappointed only one bid was received.

Mr. Matteson made a motion to Approve the Purchase of Vehicles from Chapman Ford in the amount of \$58,501.39, Mr. Lucero seconded. The vote was unanimous in the affirmative.

7.H. Bales Avenue Improvements Status Report

Interim Vice President Ellison provided a status report on the Bales Avenue Improvements project which was requested by Mr. Matteson at the August Board meeting. Interim Vice President Ellison noted the designs are still being finalized and the City of Winslow should start the RFP Bid process in October.

Mr. Matteson asked if the Board would receive the plans when they are finalized. David Huish provided initial drawings for the project and discussed changes he had already asked for.

President Swarthout suggested bringing the final designs to the October Board meeting as an informational item, if available.



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

At 11:12 a.m. Mr. Matteson made a motion for the Board to go into Executive Session. Mr. Lucero seconded the motion. **The motion passed unanimously.**

At 11:50 a.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Matteson, seconded by Mr. Lucero **and a unanimous vote.**

7.J. Possible Action on Personnel Contract

No action was taken by the Board.

Agenda Item 8: Standing Business

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

Vice President Vest stated that SPASC was moving forward with the Accreditation charge of the committee. There are three components for the ten-year Accreditation review due in three years' time. The Quality Initiative, which is well underway with the PASS project. Assurance, which requires demonstrating to the Commission that the college fulfills all components of the five Criterion in writing with documentation. Dr. Swarhout has identified an Assurance Team which has begun work and the college is confident they will be prepared well in advance. Finally Federal Compliance, which Dr. Swarhout has asked Director Raisor to lead and it is a Black and White process, you either meet compliance or you do not and, again, the college is confident in meeting the requirements.

8.B. President's Report

President Swarhout offered no report this month.

8.C. Agenda Items/Informational Needs

Final Bales Road Improvement plans to be brought to the October meeting.

Agenda Item 9: Board Report/Summary of Current Event

Agenda Item 10: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Tuesday, October 18, 2016.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:00 p.m. upon a motion by Mr. Lucero, a second by Mr. Peaches, and a unanimous affirmative vote.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board



**INTERGOVERNMENTAL AGREEMENT
BETWEEN
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
AND
WHITERIVER UNIFIED SCHOOL DISTRICT NO. 20**

This Intergovernmental Agreement (“Agreement”) is entered into this 13th day of April, 2016, between Navajo County Community College District, dba Northland Pioneer College (“College”), and Whiteriver Unified School District No. 20, (“School District”) (collectively “Parties”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (“A.R.S.”) § 11-951.

BACKGROUND

College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(F), § 15-1444(B)(4), and § 15-1821.01. Grant schools are authorized to participate in this Agreement under the Tribally Controlled Schools Act, 25 U.S.C. § 2501 *et seq.* This Agreement and its use are mandated under A.R.S. § 15-1821.01(1).

College has determined that it is desirable to offer college level courses that may be counted toward both high school and college graduation requirements at the high school during the school day.

School District desires that College provide to high school students college level courses that may be counted toward both high school and college graduation requirements.

AGREEMENT

In consideration of the mutual promises contained herein, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing Dual Enrollment Courses, as defined in Section 2 below, to eligible School District students.

2. DEFINITION

Pursuant to A.R.S. § 15-101(11), a “Dual Enrollment Course” is defined as a college level course that is conducted on the campus of a high school or on the campus of a joint technological education district, and that is:

A. applicable to an established community college academic degree or certificate program, and transferable to a university under the jurisdiction of the Arizona Board of Regents; or

- B. applicable to a community college occupational degree or certificate program.
- C. Notwithstanding the foregoing, physical education shall not be available as a Dual Enrollment Course.

3. EFFECTIVE DATE AND TERM

- A. This Agreement shall be effective:
 - i. After the governing boards of School District and College have approved it; and
 - ii. On the date that authorized representatives of both Parties have signed it (“Effective Date”).
- B. The term of this Agreement shall be from the Effective Date through June 30, 2017 (“Term”).

4. OBLIGATIONS OF COLLEGE

4.1 General Course Requirements

- A. College will offer Dual Enrollment Courses to School District juniors and seniors, and to freshman and sophomore students subject to Paragraph E in this Section 4.1 who meet College’s prerequisites.
 - B. Pursuant to A.R.S. § 15-1821.01(3), College will ensure that all Dual Enrollment Courses offered to School District students are:
 - 1. of a quality and depth to qualify for college credit as determined by College;
 - 2. evaluated and approved through the College curriculum approval process;
 - 3. at a higher level than taught by the School District high school;
 - 4. transferable to an Arizona public university or applicable to an established community college occupational degree or certificate program; and
 - 5. compliant with all other standards for College courses.
- Dual Enrollment Courses offered pursuant to this Agreement are listed in Exhibit B attached to this Agreement.
- C. Students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under current procedures for admission of students to College, and in compliance with A.R.S. § 15-1821.01 and A.R.S. § 15-1805.01. A student who is under eighteen (18) years of age may be

granted admission if the student meets the pre-requisites for the Dual Enrollment Course and the student achieves any one of the following:

1. a composite score of ninety-three (93) or more on the preliminary scholastic aptitude test;
2. a composite score of nine hundred thirty (930) or more on the scholastic aptitude test;
3. a composite score of twenty-two (22) or more on the American college test;
4. a passing score on the relevant portions of the Arizona instrument to measure standards test;
5. the completion of a college placement test designated by College that indicates the student is at the appropriate college level for the course; or
6. is a graduate of a private or public high school or has a high school certificate of equivalency.

Home schooled students are exempt from Sections 1-6 of this Paragraph C. Notwithstanding the above, a student who enrolls in a vocational or occupational education course may be admitted on an individual basis with the approval of College if the student meets the established requirements of the course for which the student enrolls and College determine that the student's admission is in the best interest of the student. College retains the right to refuse admission to and remove a student from Dual Enrollment Courses in accordance with College policy.

D. College shall determine residency status of students for tuition purposes in accordance with A.R.S. § 15-1801 *et seq.*

E. Pursuant to A.R.S. § 15-1821.01(2)(b) and subject to Section 5.1(E) below, College may waive the class status requirements set forth in Section 4.1(A) for up to twenty-five percent (25%) of the students enrolled for Dual Enrollment Courses by College. College shall have written criteria for waiving the requirement for each Dual Enrollment Course which shall include a demonstration, by an examination of the specific purposes and requirements of the course, that freshman and sophomore students who meet the Dual Enrollment Course prerequisites are prepared to benefit from the college level course. College shall report all exceptions and the justification for each exception.

F. College will provide to School District the instructional information necessary to meet the goals of the courses delivered, including but not limited to College approved textbook titles, syllabi, course outlines and grading standards applicable to the Dual Enrollment Courses.

G. College will ensure that instructors of Dual Enrollment Courses follow the Dual Enrollment Course guidelines, and that the same standards of expectation and assessment that are applied to other College courses are applied to the Dual Enrollment Courses.

H. For each student, College will assign an identification number to the student that shall correspond to or reference the Student Accountability Information System (SAIS) number assigned to the student. School District will provide College with the SAIS number for each student as provided in Section 5.1(G).

I. College will grant College credit for a Dual Enrollment Course when a student satisfactorily completes the course.

4.2 Instructors and Instruction

- A. College will ensure that School District instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by College using the same procedure and criteria that are used for instructors at College campus.
- B. If College is providing the instructor for a Dual Enrollment Course, College will provide at College's expense a substitute instructor, as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Dual Enrollment Course.

4.3 Assessment and Monitoring

- A. Except for vocational and occupational Dual Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Dual Enrollment Course through an assessment test prior to, or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.
- B. College will involve full-time College faculty who teach a particular discipline in the selection, orientation, ongoing professional development and evaluation of School District faculty teaching Dual Enrollment Courses.
- C. College will designate a liaison officer to assist with dual enrollment activities and to meet with the liaison designated by School District as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school scope and sequence, and to review and amend the course outlines as necessary.

4.4 Policy and Procedure

- A. College will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in state statute and College policy.
- B. College will provide School District with College policies and procedures applicable to students enrolling in Dual Enrollment Courses.
- C. College will provide School District access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), and applicable regulations, School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

4.5 Students with Disabilities

- A. After notification from School District of a student's need, if College is providing the instructor, College will cooperate with School District to ensure the instructor complies with Section 504 of the Rehabilitation Act of 1973, as amended, or the Individuals with Disabilities Education Act ("IDEA"), as applicable. College shall work with School District in determining appropriate accommodations or special education services, however, School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations or services.

B. College will provide training and guidance to instructors and other personnel in the area of compliance with the Americans with Disabilities Act (“ADA”) and Rehabilitation Act of 1973, as amended, as the Acts specifically relate to instructing students in a postsecondary education situation.

4.6 Reporting

College will submit a report to the Joint Legislative Budget Committee pursuant to A.R.S. § 15-1821.01(2)(b) when necessary, and School District will provide College with data that is required for inclusion in any such report in a timely fashion, as specified in Section 5.6.

5. OBLIGATIONS OF SCHOOL DISTRICT

5.1 General Course Requirements

- A. School District will provide an opportunity for School District students who meet criteria pursuant to Paragraph B of this Section 5.1 to enroll in Dual Enrollment Courses and to receive college credit and credit toward high school graduation.
- B. Pursuant to A.R.S. § 15-1821.01(6), School District will ensure that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student and is currently enrolled in and attending a full-time instructional program, as defined in A.R.S. § 15-901, in a school in School District, except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this provision.
- C. If School District is providing the instructor for the Dual Enrollment Course, School District will provide instruction in accordance with the policies, regulations and instructional standards of College in courses designated as Dual Enrollment Courses to students of School District at the School District facility during the day.
- D. School District will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the prerequisites for the Dual Enrollment Course as published in College’s catalog and complies with College policies and this Agreement regarding student placement in courses.
- E. The School District Superintendent or designee may allow freshman and sophomore students to enroll in Dual Enrollment Courses subject to Section 4.1(E) above.
- F. School District will adopt and utilize College approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught. School District shall provide textbooks for the students. Each student shall be responsible to purchase other supplies, if any, required for the Dual Enrollment Course. Classroom supplies normally supplied by College are included in tuition charges.
- G. For each student enrolling in a Dual Enrollment Course, School District will enroll the student using the student’s SAIS number and provide that number to College.

5.2 Instructors and Instruction

- A. If School District is to provide the instructor, School District will nominate an instructor qualified in the appropriate subject area for each Dual Enrollment Courses and submit each instructor's name and credentials to College for approval.
- B. School District will ensure that School District instructors teaching Dual Enrollment Courses provide instruction in accordance with the policies, regulations and instructional standards of College and comply with College assessments.
- C. If School District is providing the instructor, School District will provide at School District's expense a substitute instructor, as necessary and as agreed upon by College, to cover the absence of a School District instructor who teaches a Dual Enrollment Course. In the case of substitutions exceeding ten (10) consecutive school days, School District shall notify College in writing of the name and credentials of the substitute instructor.

5.3 Assessment and Monitoring

School District will designate a liaison officer to assist with dual enrollment activities and to meet with the College designated liaison as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school scope and sequence to review and amend the course outlines as necessary.

5.4 Policy and Procedure

- A. School District will ensure that each student seeking enrollment in a Dual Enrollment Course:
1. has completed the necessary registration forms;
 2. has completed College assessment examinations, if required by College;
 3. is aware the student is subject to both School District policies and procedures and College policies and procedures;
 4. is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and
 5. is aware of the requirements for determination of in-state tuition.
- B. School District will ensure that each instructor of Dual Enrollment Courses agrees to be subject to School District policies and procedures and College policies and procedures, including the right of College to withdraw authorization of the instructor's participation in the dual enrollment program for failure to follow College requirements.
- C. School District will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant

to FERPA and applicable regulations, School District and College may disclose educational records of students to each other as “officials of another school system” where the student is enrolled.

5.5 Students with Disabilities

School District will determine the appropriate accommodations for each qualified student with disabilities in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973 or the IDEA, as applicable, submit appropriate documentation on students with disabilities to the Disabilities Coordinator at College, and implement accommodations or special education services as required by Federal and State law and as negotiated between the College Disability Resource office and School District. School District shall work with College in determining appropriate accommodations or special education services. School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations or services.

5.6 Reporting

School District will provide to College any data or other information that is required for the submission of the report required by A.R.S. § 15-1821.01(2)(b).

5.7 Facilities and Funding

A. School District will provide classroom/laboratory space in which Dual Enrollment Courses and activities will be conducted. Facilities and ancillary services provided for the delivery of Dual Enrollment Courses shall comply with all applicable provision of the state Fire Marshal Code, A.R.S. § 41-2161 et seq. (access for disabled persons), and all other applicable federal and state laws.

B. Payment, if any, for facilities and ancillary services shall be designated in Exhibit A attached to this Agreement.

6. MUTUAL AGREEMENTS

6.1 Instructor

A. Throughout the term of this Agreement, an instructor provided by School District shall remain an employee of School District, and shall be subject to the terms and conditions of the instructor’s employment contract and School District policy, but shall also be subject to continuing approval by College. Should a School District instructor violate College procedure or policy, College may withdraw authorization for the instructor to participate in the dual enrollment program and School District, upon such withdrawal of authorization, shall substitute another qualified instructor and notify College in writing of such substitution. The instructor must be approved by College pursuant to the terms of this Agreement.

B. Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor’s employment contract and College policy, but shall also be subject to School District policy. Should a College instructor violate School District procedure or policy, School District may ask College to withdraw authorization for the instructor to participate in the dual enrollment program and College, upon such

withdrawal of authorization, shall substitute another qualified instructor and notify School District in writing of such substitution.

6.2 Student

Each student enrolled in a Dual Enrollment Course, even though enrolled as a College student during the term of the Dual Enrollment Course, shall remain a student of School District and shall follow the schedule and calendar of classes as established by School District and approved by College.

6.3 Removal from Course

School District retains the right to refuse to allow a student to enroll in a Dual Enrollment Course and to discipline and/or remove any student from the Dual Enrollment Course in accordance with School District policies. College shall have the right to request School District to remove a student from a Dual Enrollment Course in accordance with College policy.

6.4 Schedule and Number of Students

School District and College shall mutually determine the schedule of, and maximum and minimum number of students to enroll in, each Dual Enrollment Course. Such schedule shall not be changed except by prior written agreement of School District and College. School District and College must mutually agree if any student who is not a student of School District will be enrolled in a Dual Enrollment Course; provided, however, that any such student must comply with the admissions requirements and course prerequisite requirement provisions of this Agreement.

6.5 Availability of Instructors

Availability of Dual Enrollment Courses offered by College shall be dependent on the availability of appropriately qualified instructors. College may compensate School District for the services of a qualified instructor provided by School District or, alternatively, College may provide a qualified instructor to deliver any Dual Enrollment Course.

6.6 Guidelines

School District and College shall ensure that each student enrolled in a Dual Enrollment Course, and all personnel of School District and all personnel of College who are involved in the dual enrollment program are provided with dual enrollment guidelines, and that such persons agree to review and comply with the guidelines.

6.7 Rigor of Courses

College and School District agree that college level courses are rigorous and demanding courses, and the standards and criteria of any Dual Enrollment Course shall meet statutory and College criteria, and such criteria shall not be diminished for the purpose of the dual enrollment program.

///

7. FINANCIAL PROVISIONS AND FORMAT FOR BILLING: See Exhibit A attached.

7.1 Fees

Fees and charges for the Dual Enrollment Courses and program are provided on Exhibit A attached to this Agreement.

7.2 Supplies

School District will provide and pay for basic textbooks, workbooks, supplies and other costs related to the teaching of and the administration of Dual Enrollment Courses within School District.

7.3 Tuition

A. Either the student or School District shall be responsible for payment of tuition to College, as specified in Exhibit A.

B. College may provide grants, scholarships or financial aid in accordance with College policies and as set forth in Exhibit A. In addition, College may offset tuition payments owed to College by School District with payments due from College to School District.

C. School District understands and agrees that tuition charges for students enrolled under this program may vary from student to student depending upon the total number of student credit hours for which each student has enrolled each term, and depending upon the student's eligibility for in-state tuition. Pursuant to A.R.S. § 15-1802(C), the residency of an unemancipated student under the age of nineteen years will be that of the student's parent or legal guardian, and any student who does not meet the statutory requirements for in-state tuition will be charged out of state tuition rates.

7.4 Billing Format

The format for the billing of all services pursuant to this Agreement is set forth on Exhibit A. The Billing Format shall include all information required by A.R.S. § 15-1821.01(1)(a).

8. RECORDS

All accounts, reports, files and other records relating to this Agreement shall be kept for a minimum of five (5) years after termination of this Agreement and shall be open to reasonable inspection and audit by the other party during that period. Audits may be conducted, at a time mutually agreed upon by the parties, by any appropriate political subdivision or agency of the State of Arizona or by representatives of the comptroller General of the United States or the Secretary of Education when required by applicable federal regulations.

9. CONFIDENTIALITY

All written student records shall be kept confidential in accordance with FERPA and regulations adopted pursuant to FERPA, the IDEA and regulations adopted thereunder, and applicable state laws and School District policies controlling the disclosure of personally identifiable information from a student's education records.

10. TERMINATION/DISPOSITION OF PROPERTY

10.1 Termination

Either Party may terminate this Agreement for any reason following written notice to the other Party of intent to terminate delivered not less than 90 days prior to the intended date of termination. Except as provided in this section 10, termination shall only be effective at the end of a semester, and no Dual Enrollment Course shall be terminated prior to such effective date.

10.2 Risk to Health or Safety

If either Party has reason to suspect that any activities undertaken pursuant to this Agreement present a risk to the health or safety of students or is contrary to the Party's mission or operations, that Party may request that a meeting between the Parties be convened within 48 hours and promptly confirm the meeting in writing. In such circumstances, the Parties to this Agreement will attempt to reconcile differences within five working days of such meeting. If reconciliation is not achieved within the five day period, this Agreement will automatically terminate.

10.3 No Relief from Obligations

Termination shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already admitted and enrolled in a course or courses and obtaining dual credit at the time of termination or notice thereof.

10.4 Disposition of Property

The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the program shall be retained by College, and equipment furnished or purchased by School District for the program shall be retained by School District.

11. RESPONSIBILITY

11.1 Conduct of Operations

Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits.

11.2 Indemnification

Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents.

12. CANCELLATION FOR CONFLICT OF INTEREST

This Agreement may be canceled pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

13. NON-ASSIGNABILITY

Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.

14. COMPLIANCE WITH NON-DISCRIMINATION LAWS

To the extent applicable, the Parties shall comply with all College policies and State and Federal laws and regulations, including Executive Order 2009-09, which prohibit discrimination against any person based on race, religion, handicap, color, age, sex, sexual orientation, political affiliation or national origin, and the Parties shall prohibit discrimination in the employment or advancement in employment of a qualified person because of physical or mental disability including all applicable provisions of the ADA.

15. RIGHTS/OBLIGATIONS OF PARTIES ONLY

The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third party beneficiary or other person, agency or organization.

16. ENTIRE AGREEMENT

This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.

17. INVALIDITY OF PART OF THE AGREEMENT

If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.

18. GOVERNING LAW

This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing intergovernmental agreements and mandatory contract provisions of state agencies required by statute or executive order.

All statutes and regulations referenced in this Agreement are incorporated herein as if fully stated in their entirety in the Agreement. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this Agreement.

19. NOTICE

All notices, requests for payment, or other correspondence between the Parties regarding this Agreement shall be mailed United States postage prepaid or delivered personally to the respective parties at the following addresses:

If to College:

Dr. Jeanne Swarthout, President
Northland Pioneer College
P.O. Box 610
Holbrook, Arizona 86025

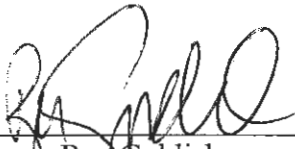
If to School District:

Rea Goklish, Superintendent
Whiteriver Unified School District No. 20
P.O. Box 190
Whiteriver, Arizona 85941

COLLEGE

SCHOOL DISTRICT

By: Jeanne Swarthout, Ph.D.
Title: President

By:  Rea Goklish
Title: Superintendent

Date

Date

8/11/14

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 Arizona to the Governing Board of the College.

By: _____
Legal Counsel for College

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 Arizona to the Governing Board of the School District.

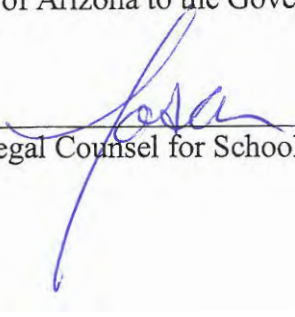
By:  _____
Legal Counsel for School District

EXHIBIT A

FINANCIAL PROVISIONS

Fill in the blanks. If the information is not applicable, indicate NA in the blank. Additional directions for completing this form are in italics.

1. INSTRUCTORS

Instructors shall be provided as follows: *(Check the appropriate line)*

- School District shall provide and pay all instructors.
- College shall provide and pay all instructors.
- Each party shall provide and pay for instructors as follows: _____

2. PAYMENTS TO THE SCHOOL DISTRICT

For each course for which the School District provides and pays for the instructor, the College shall pay the School District Ten Dollars (\$10) per credit hour for each properly enrolled student, capped at One hundred Dollars (\$100) per credit hour for each course. Invoices from the District to the College shall be based on College course rosters and include the information listed in Exhibit B of this Agreement.

3. PAYMENTS OF TUITION AND FEES/COSTS TO THE COLLEGE

TUITION:

College tuition is Sixty-eight Dollars (\$68) per credit hour for each in-state student and Three hundred twenty-five Dollars (\$325) per credit hour for each student who, pursuant to A.R.S. §15-1802 or A.R.S. §15-1803, does not qualify for in-state student status.

ADDITIONAL FEES AND/OR COSTS:

Set out below are additional fees and costs and, for each, a designation as to whether the School District or student is responsible for payment of each fee or cost.

Fees and Costs (Including special course fees; assessment costs, if any; etc.)	<i>For each fee or cost, check the appropriate line to indicate whether the School District or student is responsible for payment to the College of the fee or cost. .</i>	
1. Media Fee	District _____	Student <input checked="" type="checkbox"/>
2. Course Fees (schedule attached)	District _____	Student <input checked="" type="checkbox"/>
3.	District _____	Student _____

4. COLLECTION AND PAYMENT OF TUITION AND FEES/COSTS

Check the appropriate line:

- School District is responsible for payment of tuition to the College.
 - Each student is responsible for payment of tuition to the College.
- For tuition and fee/cost payments required to be made by the School District to the College:
- A. School District is authorized and retains the discretion to collect tuition and fee/cost payments from its students to the extent School District deems appropriate; and
 - B. School District may reduce its required payment of tuition and fees/costs owed to the College pursuant to paragraph 3 by the amount of any payment owed to School District by the College pursuant to paragraph 2.

For any tuition and fee/cost payment required to be made by a student to the College, the College shall establish an individual billing account for that student and the billing for such tuition and/or fees and costs

shall occur in accordance with College policies and procedures.

5. FINANCIAL AID

Except as indicated in this section, College offers no grant, scholarship or financial aid for the dual enrollment program.

If tuition and/or additional fees and costs are the responsibility of individual students, a student may be eligible for tuition and fee and cost scholarships in compliance with College policies and procedures.

6. FORMAT OF INVOICES BETWEEN THE SCHOOL DISTRICT AND COLLEGE

The School District and College shall send invoices to the other to the attention and at the address listed below no later than thirty (30) days after the end of each semester. Each invoice shall detail any payments due. Payments shall be due within thirty (30) days of receipt of an invoice.

Invoices to be sent to the College:

(specify administrator and address)

Not applicable

Invoices to be sent to the School District:

(specify administrator and address)

7. FULL TIME STUDENT EQUIVALENT FINANCIAL INFORMATION

Amount College received in FTSE in prior academic year:

(Specify dollar amount)

\$1,618,200

Portion of that FTSE distributed to School District:

(Specify percentage or dollar amount)

Less than 1%

Amount School District returned to College:

-0-

EXHIBIT B

TYPE OF INSTRUCTION DUAL ENROLLMENT COURSES

COURSES AND CREDITS

For complete course descriptions, refer to the current College catalog.

All courses listed with an asterisk are also offered to freshmen and sophomore students.

The number of students admitted for any Dual Enrollment Course shall not be less than six (6) students per section and shall not exceed a maximum of thirty (30) students per section except and to the extent that the parties agree otherwise in writing in a specified circumstance.

COURSE	TITLE	CREDITS	SEMESTER	INSTRUCTOR
ENL101	COLLEGE COMPOSITION I	3.00	FALL	CAFFEY, FAIT
ECD100	HEALTHY ENVIRONMENT	1.00	FALL	CARLSON, CHE
ECD101	CHILDS TOTAL LEARN EN	1.00	FALL	CARLSON, CHE
ECD102	SAFE ENVIRONMENT	1.00	FALL	CARLSON, CHE
ECD105	ENCOURAGE SELF-DISCI	1.00	FALL	CARLSON, CHE
ECD118	BLOCKS EARLY CHILDHD	1.00	FALL	CARLSON, CHE
ECD120	POSITIVE SELF-CONCEPT	1.00	FALL	CARLSON, CHE
ECD124	DRAMATIC PLAY	1.00	FALL	CARLSON, CHE
ECD127	SMALL MUSCLE DEVELOPM	1.00	FALL	CARLSON, CHE
ECD147	PRENATAL AND INFANT D	1.00	FALL	CARLSON, CHE
ECD148	TODDLER DEVELOPMENT	1.00	FALL	CARLSON, CHE
ECD149	DEVEL OF PRESCHOOL CH	1.00	FALL	CARLSON, CHE
ECD150	MIDDLE CHILDHOOD YEAR	1.00	FALL	CARLSON, CHE
DRF120	TECHNICAL DRAFTING I	3.00	FALL	MENDELL, JAM
DRF130	ARCHITECTURAL DRAFTING I	3.00	FALL	MENDELL, JAM
DRF220	TECHNICAL DRAFTING II	3.00	FALL	MENDELL, JAM
CIS105	COMPUTER APPL AND INF	3.00	FALL	NOVELL, GINN
CIS111	INTRODUCTION TO PROGR	3.00	FALL	NOVELL, GINN
CIS113	MULTIMEDIA	3.00	FALL	NOVELL, GINN
CIS168	WEB AUTHORIZING TOOLS	3.00	FALL	NOVELL, GINN
MAT152	ADVANCED ALGEBRA	3.00	FALL	STRONG, JEFF
WLD100	SAFETY AND MATH	3.00	FALL	LARSEN, DALE
LAN120	CONV NAVAJO I	3.00	SPRING	JACKSON, SYLVIA
LAN121	CONV NAVAJO II	3.00	SPRING	JACKSON, SYLVIA
WLD100	SAFETY AND MATH	3.00	SPRING	LARSEN, DALE
WLD151	CUTTING PROCESS AND W	3.00	SPRING	LARSEN, DALE
ENL102	COLLEGE COMPOSITION II	3.00	SPRING	CAFFEY, FAIT
ECD103	PLANNED ARRNGMNT-SCHE	1.00	SPRING	CARLSON, CHE
ECD108	TECH OBSERVING CHILDR	1.00	SPRING	CARLSON, CHE
ECD113	COMMUNIC-LANGUAGE SKI	1.00	SPRING	CARLSON, CHE

ECD114	BEG MATHEMATICAL CONC	1.00	SPRING	CARLSON, CHE
ECD115	NUTRITION EARLY CHILD	1.00	SPRING	CARLSON, CHE
CON100	CONSTRUCTION MATH AND	3.00	SPRING	TUBBS, A
CON110	PLAN READ SITE LAYOUT	3.00	SPRING	TUBBS, A
CON121	CABINETMAKING I	3.00	SPRING	TUBBS, A

2016-2017 STRATEGIC PRIORITIES

Summary:

The Strategic Planning and Accreditation Steering Committee (SPASC) presents the District Governing Board 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.

Please note that the first two priorities are as approved by the Board in October 2015. The priorities as presented reflect two updated major tasks given to SPASC by President Swarthout.

The administration requests Board approval of the 2016-2017 strategic priorities as presented.



NPC 2016-2017 STRATEGIC PRIORITIES AND RESPONSIBILITY ASSIGNMENTS

Removing Student Barriers

- Implement PASS program (OR – Director of Student Services Josh Rogers)
- Evaluate and make recommendations on childcare options for students/employees (OR - study group chair Tanya Baker)
- Evaluate and make recommendations on transportation options for students (OR - study group chair Sandy Manor)
- Evaluate effectiveness of current student funding activities (tuition, scholarships, etc) (Defer to 2017-2018, tentative OR – Director of Enrollment Services Jeremy Raisor)
- Listen to students and community and schedule accordingly (OR – VP for Learning and Student Services Mark Vest)
 - Continue development and advertising of course sequencing
- Review current programs/program offerings and analyze need for potential new programs – where is our best return on investment for communities? (OR – Director of Institutional Effectiveness TBD)

Technical Support for the College community

- Training in using available technology for college employees that leads to a greater measure of self-sufficiency and reduces IS training workload in long term) (OR – Human Resources Director Bill Fee)
- Educational technology training that turns frustration with classroom tech into seeing tech as something that adds to teaching experience (OR – Faculty in Educational Technology Wei Ma)
- Evaluate, rewrite, and redesign college technology platforms, including MyNPC, public website, and other related items, focused on improving usability, simplicity, and efficiency. (OR – VP for Learning and Student Services Mark Vest)

At direction of President Swarthout

- Begin development of a comprehensive enrollment management plan that reflects the college's current mission and vision for the future. Overall responsibility has yet to be assigned for this task. SPASC began work on this topic at its 10/7 meeting. An enrollment management plan will likely subsume **Removing Student Barriers**, as well as some items such as recruitment set aside for future years.
- Begin development of a comprehensive technology plan that reflects the college's current mission/status and vision for the future. SPASC sees this plan following the enrollment management plan, given that technology supports methods implementing strategies to achieve college goals. Overall responsibility has yet to be assigned for this task.

OR = College employee with Overall Responsibility for completing the listed priority objective

2015-16 NPC COMPONENT UNIT FINANCIAL AUDIT NPC FRIENDS AND FAMILY

Summary:

NPC Friends and Family (NPCFF) is a separate legal entity but is considered a component unit of Northland Pioneer College (NPC) as defined by Governmental Accounting Standards Board (GASB) Statement of Standards No. 14. It is included in the audited financial statements for NPC by discrete presentation.

Brian Richards, CPA, finalized the fiscal year 2015-16 financial audit for NPCFF on August 5, 2016. The auditor issued an opinion that the financial statements were presented fairly, in all material respects and in conformity with accounting principles generally accepted.

A copy of the final FY 2015-16 Financial Statement are included.



NORTHLAND PIONEER COLLEGE FRIENDS AND FAMILY, INC.



FINANCIAL STATEMENTS
JUNE 30, 2016

NORTHLAND PIONEER COLLEGE FRIENDS AND FAMILY, INC.

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Northland Pioneer College Friends and Family, Inc.

We have audited the accompanying financial statements of Northland Pioneer College Friends and Family, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2016, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Northland Pioneer College Friends and Family, Inc. as of June 30, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Brian Richards, CPA

Brian Richards, CPA
Snowflake, AZ

August 5, 2016

Northland Pioneer College Friends and Family, Inc.
Statement of Financial Position
Fiscal Year Ended June 30, 2016

ASSETS		2016
Assets		
Cash		
Checking and savings	\$	106,425
Checking and savings-restricted		16,572
Total cash		122,997
Investments		
Marketable securities		212,178
Marketable securities-restricted		136,513
Real Estate		8,000
Total investments		356,691
Prepaid expense		1,301
Total Assets	\$	480,989

LIABILITIES AND NET ASSETS	
Liabilities	
Accounts payable	\$ 3,801
Total liabilities	3,801
Net Assets	
Unrestricted	
Unrestricted, undesignated	111,925
Board designated, scholarships	16,572
Temporarily restricted	256,472
Permanently restricted	92,220
Total net assets	477,188
Total Liabilities and Net Assets	\$ 480,989

Northland Pioneer College Friends and Family, Inc.
Statement of Activities
Fiscal Year Ended June 30, 2016

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Revenues, Gains, and Other Support				
Contributions	\$ 92,258	\$ 25,984	\$ 5,269	\$ 123,520
Interest & dividend income	5,809	1,804	2,579	10,192
Other income	1,256	-	-	1,256
Net assets (released) increased to/from restrictions	(117,342)	122,682	(5,340)	-
Total Revenues, Gains, and Other Support	<u>(18,019)</u>	<u>150,470</u>	<u>2,508</u>	<u>134,968</u>
Expenses and Losses				
Program services	90,092	-	-	90,092
Support services	14,395	-	-	14,395
Unrealized loss on investments	-	4,483	839	5,322
Investment fees	-	2,726	1,206	3,932
Total Expenses and Losses	<u>104,487</u>	<u>7,209</u>	<u>2,045</u>	<u>113,741</u>
Increase (Decrease) in Net Assets	(122,506)	143,261	463	21,218
Net Assets, Beginning of Year	<u>251,002</u>	<u>113,211</u>	<u>91,757</u>	<u>455,970</u>
Net Assets, End of Year	<u>\$ 128,496</u>	<u>\$ 256,472</u>	<u>\$ 92,220</u>	<u>\$ 477,188</u>

Northland Pioneer College Friends and Family, Inc.
Statement of Cash Flows
Fiscal Year Ended June 30, 2016

Cash Flows From Operating Activities		
Increase in net assets		\$ 21,218
Adjustments to reconcile increase in net assets to net cash provided by (used in) operating activities:		
Increase (Decrease):		
Accounts Payable		3,801
(Increase) Decrease:		
Prepaid expense		<u>19</u>
Net Cash Provided by (Used in) Operating Activities		<u>25,038</u>
 Cash Flows From Investing Activities		
Purchases of marketable securities		<u>(11,831)</u>
Net Cash Used in Investing Activities		<u>(11,831)</u>
 Net Increase (Decrease) in Cash		13,207
 Cash, Beginning of Year		<u>109,790</u>
 Cash, End of Year		<u><u>\$ 122,997</u></u>

Northland Pioneer College Friends and Family, Inc.
Notes to Financial Statements
June 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies of Northland Pioneer College (NPC) Friends and Family, Inc. (the Organization) are described below to enhance the usefulness of the financial statements to the reader.

Nature of the Organization

The Organization is a not-for-profit corporation operating in accordance with Section 501(c)(3) of the Internal Revenue Code. The Organization is located in Snowflake, Arizona, and provides supplemental philanthropic support for students, and programs and services that advance the mission of Northland Pioneer College (NPC). The Organization receives cash contributions, and gifts; administers and invests securities and property; conducts special-event fundraisers; and disburses payments to the College for educational purposes.

Basis of Accounting

The financial statements have been prepared following the U.S. GAAP Financial Reporting Framework, using the accrual basis of accounting, in conformity with accounting principles generally accepted in the United States of America.

Financial Statement Presentation

The Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets in accordance with the existence or absence of donor restrictions.

Income Taxes

The Organization is a public non-profit organization and is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and Section 43-1201 of the Arizona Revised Statutes. Therefore, the accompanying financial statements contain no provision or liability for income taxes. In addition, the Organization qualifies for the charitable deduction under Internal Revenue Section 170(b)(1)(A).

The Organization files information tax returns with the U.S. federal and Arizona state governments. With few exceptions, the Organization is no longer subject to U.S. federal and state income tax examinations by tax authorities for years before 2011 (federal) and 2010 (Arizona) as of the year ended June 30, 2016. Federal tax year 2012 and Arizona tax year 2011 were open as of June 30, 2016.

Contributions

The Organization records contributions received as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor imposed restrictions.

Endowment Funds

The Organization is subject to an enacted version of the Uniform Prudent Management of Institutional Funds Act (UPMIFA), which requires enhanced disclosures for all its endowment funds. UPMIFA provides the Organization with guidance on accounting for the net asset classification of endowment funds.

Discounted or Donated Goods and Services

The Organization receives certain discounted or donated goods and services that directly benefit NPC and the Organization. Amounts for these discounts and donations have been included in the accompanying financial statements to the extent that a measurable basis exists for their fair values and the corresponding benefit to the Organization. These discounted or donated goods and services that are received by the Organization for no value in return are recorded as program and support service expenses and as in-kind donations and are reflected in the financial statements at their fair values. If donated goods merely pass through the Organization to charitable beneficiaries, and if the Organization is only an agent for the donors, no contribution is recorded.

Cash

For purposes of the Statement of Cash Flows, the Organization considers all highly liquid debt instruments with maturities of three months or less to be cash equivalents.

Northland Pioneer College Friends and Family, Inc.
Notes to Financial Statements
June 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Property Held for Sale

Certain assets are received from donors by the Organization and are held for resale. Such assets are recorded at approximate fair market values at the date of donation which approximates their fair value at the dates of the Statements of Financial Position. Property held for sale as of June 30, 2016 is reported as real estate investments.

Investments

Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the Statements of Financial Position. Unrealized gains and losses are included in the change in net assets.

Accounts Receivable

Accounts are determined to be delinquent on an individual basis depending on the nature of the receivable and are written off when deemed uncollectible in management's opinion.

Property & Equipment

Purchased property and equipment are capitalized at cost. Donations of property and equipment are recorded as contributions at their estimated fair value on the date of donation. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Date of Management's Review

Management has reviewed events subsequent to June 30, 2016 up through the date the financial statements were available to be issued, August 5, 2016, to evaluate their effect on the fair presentation of the financial statements. As of the date the financial statements were available to be issued, there have been no events subsequent to June 30, 2016 that are required to be disclosed in order to present fairly the financial position and changes in net assets of the Organization.

NOTE 2 - USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 3 - CASH FLOW INFORMATION

There were no non-cash financing transactions during the fiscal year 2016. The Organization paid no interest or income tax during the fiscal year 2016.

NOTE 4 - MAJOR CONCENTRATIONS

During the year ended June 30, 2016, there were no major contributions by any one donor.

Northland Pioneer College Friends and Family, Inc.
Notes to Financial Statements
June 30, 2016

NOTE 5 - CASH

The total cash held by the Organization as of June 30, 2016 is as follows:

	2016
Checking	\$ 34,346
Money market	72,079
Restricted scholarships account	16,572
Total	\$ 122,997
Unrestricted cash	\$ 106,425
Restricted cash	16,572
Total	\$ 122,997

NOTE 6 – INVESTMENTS

For the year ended June 30, 2016, investments consisted of marketable securities held with Edward Jones and real estate comprising several lots of land. As of June 30, 2016, the marketable securities had a fair market value of \$348,692, and the real estate value was approximately \$8,000.

The marketable securities investments are stated at the aggregate fair market value as of June 30, 2016 as follows:

	2016	
	Market Value	Cost
Mutual funds	\$ 348,692	\$ 335,554
Total	\$ 348,692	\$ 335,554
Unrestricted investments	\$ -	
Restricted investments	348,692	
Total	\$ 348,692	

NOTE 7 - FAIR VALUE MEASUREMENTS

The following table represents the Organization's fair value hierarchy for its financial assets (cash and investments) measured at fair value on a recurring basis as of June 30, 2016.

Level 1 inputs: Quoted prices in active markets for identical assets that the Organization has the ability to access at the measurement date.

Level 2 inputs: Inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly. These include interest rates at commonly quoted intervals and other inputs not directly observable, but derived principally from, or corroborated by, observable market data.

Level 3 inputs: Unobservable inputs for the asset which are therefore based primarily upon management's own estimates, the economic and competitive environment, the characteristics of the asset and other such factors. Therefore, the results cannot be determined with precision and may not be realized in an actual sale or immediate settlement of the asset.

Northland Pioneer College Friends and Family, Inc.
Notes to Financial Statements
June 30, 2016

NOTE 7 - FAIR VALUE MEASUREMENTS (continued)

	Level 1	Level 2	Level 3	Total Fair Value
Cash	\$122,997	-	-	\$122,997
Investments:				
Marketable Securities	348,692	-	-	348,692
Real Estate	-	-	8,000	8,000
Total	\$471,689	\$ -	\$8,000	\$479,689

NOTE 8 - PROPERTY & EQUIPMENT

There is no listed property and equipment for the Organization.

NOTE 9 - RESTRICTIONS ON NET ASSETS

Temporarily restricted net assets in the amount of \$256,472 as of June 30, 2016, consist of donated contributions and investment earnings, which are available for scholarships in future years. Permanently restricted net assets of \$92,220 as of June 30, 2016, represent endowed scholarship funds which must be invested in perpetuity.

NOTE 10 - RELATED PARTIES

Northland Pioneer College provides the Organization with office space at no cost. Similarly, there is no charge for related items, such as utilities, insurance, and overhead. The value of these expenses is deemed minimal and has not been reflected on the financial statements as of June 30, 2016.

NOTE 11 - ENDOWMENT FUNDS

As of June 2016, NPC Friends and Family's endowments consisted of four funds: One fund established for the Martia A. Smith Memorial Art Scholarship, one for the Charles E. Listizky Scholarship, one for Claude Endfield, and one for NPC Friends and Family. The latter was established in October 2014 to assure the future viability of the organization.

As required by generally accepted accounting principles, net assets associated with endowment funds, including funds designated by the Board of Directors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

The Board of Directors of NPC Friends and Family has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, NPC Friends and Family classifies as permanently restricted net assets the original value of gifts donated to the permanent endowment and the original value of subsequent gifts to the permanent endowment.

The remaining portion of the donor-restricted endowment fund earnings that are not classified in permanently restricted net assets are classified as temporarily restricted net assets, until those amounts are appropriated for expenditure by NPC Friends and Family in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, NPC Friends and Family considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) The duration and preservation of the various funds; (2) The purposes of the donor-restricted endowment funds; (3) General economic conditions; (4) The possible effect of inflation and deflation; (5) The expected total return from income and the appreciation of investments; (6) Other resources of NPC Friends and Family; and (7) NPC Friends and Family's investment policies.

Northland Pioneer College Friends and Family, Inc.
Notes to Financial Statements
June 30, 2016

NOTE 11 - ENDOWMENT FUNDS (continued)

The three endowments are managed in separate investment accounts. Transactions within each individual endowment are based on the unit market value at the end of the month during which the transaction takes place for withdrawals and additions. It is the goal of NPC Friends and Family that the total return from each endowment investment should be adequate to meet the following objectives:

- Preserve investment capital and its purchasing power
- Generate sufficient resources to meet spending needs (payout)
- Attain reasonable capital appreciation, through prudent acceptance of risk, to enhance the future purchasing power of the investment capital.

As of June 30, 2016, the endowment assets were invested in marketable securities with Edward Jones. The investments were fully insured by the Securities Investor Protection Corporation (SIPC).

All endowment investments are carried at fair value and classified as non-current regardless of maturity due to restrictions limiting NPC Friends and Family's ability to use these investments. Each endowed account shall have a minimum of \$10,000, said amount to be reached within a three (3) year period from the time of initial donation, which must be at least \$5,000. If, after the three (3) year period has expired, the account has not reached the minimum level prescribed, the contributors to the fund shall have two options: (a) Award the existing amount over a designated period; or (b) authorize combining the fund with another, compatible, existing endowment fund. The three-year period may be waived if a plan has been designed with another approved time period and approved by the Board of Directors. All interest earned in developing endowed accounts shall revert to the fund corpus during the three-year period. No awards shall be made from the developing fund during the three-year period, unless the minimum balance of \$10,000 is reached prior the end of the three-year period. For June 30, 2016, the Claude Endfield, a new endowment, was below the threshold of \$10,000.

The contributor to the fund may impose additional provisions for the scholarships paid from endowments. As of June 30, 2016, there were no distributions from the investment earnings on endowed scholarships. The Martia A. Smith Memorial Art Scholarship was awarded to a student on May 1, 2016, but the funds will not be transferred until the student awarded registers for classes in August, 2016. To ensure observance of limitations and restrictions placed on the use of resources available to NPC Friends and Family, net assets, revenues and expenses are classified and reported as follows, based on the existence or absence of donor-imposed restrictions.

Permanently restricted net assets include permanent endowments. Such funds are generally subject to donor restrictions requiring the principal to be invested in perpetuity for the purpose of producing income that may be expended or added to principal in accordance with the donor's wishes. As of June 30, 2016, the Martia A. Smith Memorial Art Scholarship endowment agreement requires the average rate of inflation for the prior calendar year (approximately 0.0% and 1.6%, respectively) of investment earnings to be added back to permanently restricted funds.

As of June 30, 2016, the Charles E. Listizky Scholarship endowment was frozen, pending clarification of donor restrictions from the Listizky Family. While the Northland Pioneer College Foundation Financial Statements for June 30, 2014 and 2013 note, "Effective July 1, 2012, the Listizky Scholarship agreement was amended to allow the Foundation to use all of the original endowment, subsequent additions to the fund, and all investment earnings at its sole discretion," the Board of Directors of NPC Friends and Family can find no documentation that validates this statement.

Temporarily restricted net assets relate to contributions designated by donors for use by particular entities or programs or for specific purposes or earnings from permanently restricted endowments, which have not been appropriated for their intended purpose. Term endowments are temporarily restricted, because they are permanent-type endowments, which include an expiration date or stated period of time or occurrence of a specified event, after which all or part of the principal may be expended.

Northland Pioneer College Friends and Family, Inc.
Notes to Financial Statements
June 30, 2016

NOTE 11 - ENDOWMENT FUNDS (continued)

Unrestricted net assets are not subject to donor-imposed restrictions. They also include Board Restricted endowments, of which the corpus can be invaded upon a vote by the Board. The NPC Friends and Family Endowment, established October 2014, falls into this category.

Endowment funds consisted of the following as of June 30, 2016:

	Temporarily Restricted	Permanently Restricted	Total
Balance, June 30, 2015	\$ 236,739	\$ 91,757	\$ 328,496
Contributions received	25,984	5,269	31,253
Investment earnings (loss), net of fees	(5,405)	534	(4,871)
Net assets released	(846)	(5,340)	(6,186)
Balance, June 30, 2016	<u>\$ 256,472</u>	<u>\$ 92,220</u>	<u>\$ 348,692</u>

NOTE 12 - FUNCTIONAL EXPENSES

	For the year ended June 30, 2016		
	Program	Support	Total
	Services	Services	
Advertising	\$ -	\$ 737	\$ 737
Bank service charges	-	1,600	1,600
Contract services	-	6,126	6,126
Insurance	-	1,952	1,952
Office expenses	-	3,980	3,980
Event expenses	11,730	-	11,730
Scholarships	78,362	-	78,362
	<u>\$ 90,092</u>	<u>\$ 14,395</u>	<u>\$ 104,487</u>

2015-16 NPC COMPONENT UNIT FINANCIAL AUDIT NORTHEASTERN ARIZONA TRAINING CENTER

Summary:

Northeast Arizona Training Center, Inc. (NATC) is a separate legal entity but is considered a component unit of Northland Pioneer College (NPC) as defined by Governmental Accounting Standards Board (GASB) Statement of Standards No. 14. It is included in the audited financial statements for NPC by discrete presentation.

NATC selected a new auditor to complete its fiscal year 2015-16 financial audit; it selected Brian Richards, CPA, located in Snowflake. The fiscal year 2014-15 financial audit was completed by Nordstrom & Associates located in Flagstaff. The change in auditors was done primarily to manage costs.

Brian Richards, CPA, finalized the fiscal year 2015-16 financial audit for NATC on August 26, 2016. The auditor issued an opinion that the financial statements were presented fairly, in all material respects and in conformity with accounting principles generally accepted.

A copy of the final FY 2015-16 Financial Statement are included.



NORTHEAST ARIZONA TRAINING CENTER, INC.



FINANCIAL STATEMENTS
JUNE 30, 2016

NORTHEAST ARIZONA TRAINING CENTER, INC.

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Northeast Arizona Training Center, Inc.

We have audited the accompanying financial statements of Northeast Arizona Training Center, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2016, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Northeast Arizona Training Center, Inc. as of June 30, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

We did not audit the Northeast Arizona Training Center, Inc. 2015 financial statements, and do not express an opinion on them. Northeast Arizona Training Center, Inc. 2015 financial statements were audited by a previous auditor. The audit report from the previous audit dated August 7, 2015 was unmodified.

Brian Richards, CPA

Snowflake, AZ
August 26, 2016

Northeast Arizona Training Center, Inc.
 Statements of Financial Position
 June 30, 2016 and 2015

	2016	2015
<u>Assets</u>		
Current assets		
Cash	\$ 66,337	\$ 40,581
Accounts receivable	-	1,734
Prepaid expenses	12,013	11,834
Total current assets	78,350	54,149
Property and equipment		
Land	110,000	110,000
Buildings	681,048	620,740
Training facilities	2,102,315	2,111,514
Less accumulated depreciation	(813,482)	(718,154)
Net property and equipment	2,079,881	2,124,100
Total assets	\$ 2,158,231	\$ 2,178,249
<u>Liabilities</u>		
Current liabilities		
Accounts payable	\$ 2,922	\$ -
Total liabilities	2,922	-
<u>Net Assets</u>		
Unrestricted	2,155,309	2,178,249
Total net assets	2,155,309	2,178,249
Total liabilities and net assets	\$ 2,158,231	\$ 2,178,249

Northeast Arizona Training Center, Inc.
 Statements of Activities
 Years ended June 30, 2016 and 2015

	<u>2016</u>	<u>2015</u>
Operating Revenue		
Fire department membership fees	\$ 16,500	\$ 19,000
Law enforcement membership fees	13,750	13,750
Facilities lease	24,000	24,000
Donations	500	700,046
In-kind donations	66,243	40,142
Private agency usage	6,000	6,000
Miscellaneous	1,329	-
	<u>128,322</u>	<u>802,938</u>
Operating expenses		
Administrative and office	22,731	19,339
Maintenance expenses	11,539	60,344
Utilities	12,464	14,915
Depreciation	104,528	91,863
	<u>151,262</u>	<u>186,461</u>
Total operating revenue	<u>128,322</u>	<u>802,938</u>
Total operating expenses	<u>151,262</u>	<u>186,461</u>
Operating income (loss)	<u>(22,940)</u>	<u>616,477</u>
Other income/expenses		
Interest expense	-	(23,650)
	<u>-</u>	<u>(23,650)</u>
Total other income/expenses	<u>-</u>	<u>(23,650)</u>
Change in net assets	(22,940)	592,827
Net assets at beginning of year	<u>2,178,249</u>	<u>1,585,422</u>
Net assets at end of year	<u><u>\$ 2,155,309</u></u>	<u><u>\$ 2,178,249</u></u>

Northeast Arizona Training Center, Inc.
 Statements of Cash Flows
 Years ended June 30, 2016 and 2015

	2016	2015
<u>Cash flows from operating activities</u>		
Receipts from members and users	\$ 69,248	\$ 62,250
Donations received	500	700,046
Payments to vendors	(43,992)	(93,015)
Interest paid	-	(23,650)
	25,756	645,631
<u>Cash flows from financing activities</u>		
Payment of long-term debt	-	(345,000)
	-	(345,000)
<u>Cash flows from investing activities</u>		
Cash paid for asset acquisition and construction	-	(326,769)
	-	(326,769)
Net change in cash	25,756	(26,138)
Cash at beginning of year	40,581	66,719
Cash at end of year	\$ 66,337	\$ 40,581
Reconciliation of change in net assets to net cash provided by operating activities:		
Change in net assets	\$ (22,940)	\$ 592,827
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation	104,528	91,863
Asset additions funded with non-cash donations	(60,308)	(28,733)
Changes in assets and liabilities:		
Accounts receivable	1,734	(1,734)
Prepaid expenses	(180)	(8,092)
Deferred revenue	-	(500)
Accounts payable	2,922	-
Net cash provided by operating activities	\$ 25,756	\$ 645,631

Northeast Arizona Training Center, Inc.
Notes to Financial Statements
June 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies of Northeast Arizona Training Center, Inc. (NATC) are described below to enhance the usefulness of the financial statements to the reader.

Nature of the Organization

NATC was incorporated as a not-for-profit organization in the state of Arizona in 2004. NATC's mission is to own and operate a certified all risk regional training center to meet the educational and testing needs of fire and law enforcement personnel in Northeast Arizona. The voting members of the board of directors of NATC are personnel of Northland Pioneer College. Due to the control exercised by Northland Pioneer College, NATC is considered to be a component unit of Northland Pioneer College. Northland Pioneer College provides certain personnel and other expenses incurred for the benefit of NATC. Northland Pioneer College holds some of its classes in the NATC's training facility and owns certain educational assets utilized in the training facility. The revenue raised and expenses incurred by Northland Pioneer College for the operation of the Northeast Arizona Training Facility are not included in these financial statements. The training facility is utilized by Fire and Law Enforcement personnel throughout Northeast Arizona. NATC derives its operating revenues primarily through membership dues paid by the various user agencies and through user fees charged to other private organizations.

Basis of Accounting

The financial statements have been prepared following the U.S. GAAP Financial Reporting Framework, using the accrual basis of accounting, in conformity with accounting principles generally accepted in the United States of America.

Financial Statement Presentation

NATC presents its financial statements in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958. Accordingly, NATC reports information regarding its financial position and activities according to three classes of net assets: permanently restricted, temporarily restricted, and unrestricted.

Permanently restricted net assets – Net assets subject to donor-imposed stipulations that they be maintained permanently by the NATC. Generally, the donors of these assets permit NATC to use all or part of the income earned on related investments for general or specific purposes. At June 30, 2016, NATC had no permanently restricted net assets.

Temporarily restricted net assets – Net assets subject to donor-imposed stipulations that may or will be met by actions of the board of NATC and/or the passage of time. At June 30, 2016, NATC had no temporarily restricted net assets.

Unrestricted net assets – Net assets which include unrestricted resources which represent the funds that are available for the operating objectives of NATC.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from these estimates. The most significant estimate impacting NATC is the depreciable lives of fixed assets.

Cash and Cash Equivalents

Highly liquid investments with an original maturity of three months or less are classified as cash equivalents and are stated at fair value.

Northeast Arizona Training Center, Inc.
Notes to Financial Statements
June 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Property and Equipment

NATC capitalizes all property and equipment expenditures with a cost of \$5,000 or more and having estimated useful lives of more than one year. Property and equipment are recorded at cost or, for donated items, at fair value as of the date received. Expenditures for minor replacements, maintenance and repairs are charged to expense when incurred. Property and equipment are depreciated using the straight-line method over estimated useful lives ranging from five to fifty years.

Income Taxes

NATC is a public non-profit organization and is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and Section 43-1201 of the Arizona Revised Statutes. Therefore, the accompanying financial statements contain no provision or liability for income taxes. Continued tax-exempt status is contingent on future operations being in compliance with the Internal Revenue Code.

NOTE 2 – IN-KIND DONATIONS

NATC records contributions received as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor imposed restrictions. During fiscal year ending June 30, 2016, NATC received in-kind donations consisting of shooting range improvements of \$2,377 from Navajo County, and \$63,866 from Northland Pioneer College consisting of a new HVAC system \$26,928 and roof for \$33,380. The roof and HVAC system were both capitalized during the year, the shooting range improvements were below the capitalization threshold, the remaining \$3,558 was for track maintenance and not capitalized.

NOTE 3 – RELATED PARTY TRANSACTIONS

Northland Pioneer College provides certain use of facilities and staff services which benefits NATC. However, since these provided facilities and services also benefit Northland Pioneer College's educational programs, no value for these amounts are recorded on NATC's financial statements.

Northland Pioneer College also leases the training facility and equipment on a year to year lease. The lease income to NATC from Northland Pioneer College was \$25,000 for the year ending June 30, 2016.

NOTE 4 – PROPERTY AND EQUIPMENT

Property and equipment consists of the following:

	2016	2015
Land	\$ 110,000	\$ 110,000
Buildings	681,048	620,740
Training facilities	2,102,315	2,111,514
	2,893,363	2,842,254
Less accumulated depreciation	(813,482)	(718,154)
	\$ 2,079,881	\$ 2,124,100

Depreciation expense for the period ending June 30, 2016 was \$104,528.

Northeast Arizona Training Center, Inc.
Notes to Financial Statements
June 30, 2016

NOTE 5 - CASH FLOW INFORMATION

There were no non-cash financing transactions during the fiscal year 2016. NATC paid no interest or income tax during the fiscal year 2016.

NOTE 6 - MAJOR CONCENTRATIONS

During the year ended June 30, 2016, Northland Pioneer College paid \$24,000 as lease for the training facilities.

NOTE 7 - CASH

The total cash held by NATC as of June 30, 2016 is as follows:

	2016	2015
Unrestricted cash	\$ 66,337	\$ 40,581

NOTE 8 - RESTRICTIONS ON NET ASSETS

There were no restrictions on net assets as of June 30, 2016

NOTE 9 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through August 26, 2016, the date that the financial statements were issued. No significant subsequent events have been identified that would require adjustment of or disclosure in the accompanying financial statements.

STATUS REPORT ON IMPROVEMENTS TO BALES AVENUE IN WINSLOW ARIZONA

Summary:

In accordance with the tentative timeline, the approval of the design for Bales Avenue is on schedule. The current engineered drawings will be available for review by District Governing Board members.

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



Request to Approve the renewal of Cisco Smartnet contracts

Recommendation:

Staff recommends approval to renew the existing Cisco Smartnet contract from CDW-G for a price of \$65,963.54 which includes sales tax.

Summary:

This purchase will provide multiple service contracts for technical support, upgrades and warranty services. This is a renewal contract price for existing services which support unified communications and Cisco network infrastructure (route switch, firewalls, etc.). The pricing and contract adheres to national contract agreements.



QUOTE CONFIRMATION



DEAR ERNEST HESS,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HJGZ874	9/1/2016	SMARTNET RNWL	302679	\$65,963.54

IMPORTANT - PLEASE READ
Special Instructions: TAX: MULTIPLE TAX JURISDICTIONS APPLY TAX: CONTACT CDW FOR TAX DETAILS

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
CISCO SMARTNET SW APP SUPP + UPG Mfg. Part#: CON-SAU-1-1K Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.1000% \$15.37 Contract: National IPA Technology Solutions Education (130733)	1	1504536	\$252.00	\$252.00
Cisco SMARTnet extended service agreement Mfg. Part#: CON-SNT-1-50K UNSPSC: 81111812 Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.1000% \$2,543.37 Contract: National IPA Technology Solutions Education (130733)	1	1504550	\$41,694.66	\$41,694.66
CISCO SMARTNET SW APP SUPP Mfg. Part#: CON-SAS-1-5K Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.1000% \$102.44 Contract: National IPA Technology Solutions Education (130733)	1	1504533	\$1,679.30	\$1,679.30
CISCO SMARTNET ESS SW SUPP UPGR Mfg. Part#: CON-ECMU-1-25K Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.1000% \$1,131.25 Contract: National IPA Technology Solutions Education (130733)	1	2576802	\$18,545.15	\$18,545.15

PURCHASER BILLING INFO	SUBTOTAL	\$62,171.11
Billing Address: NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 Phone: (928) 524-7600 Payment Terms: Request Terms	SHIPPING	\$0.00
	SALES TAX	\$3,792.43
	GRAND TOTAL	\$65,963.54
	DELIVER TO Shipping Address: NORTHLAND PIONEER COLLEGE ATTN: JASON LABUTE 102 N 1ST AVE HOLBROOK, AZ 86025-2902 Shipping Method: ELECTRONIC DISTRIBUTION	
Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		



Rachel Parker

(866) 708-1693

rachpar@cdw.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

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