

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 **November 21, 2017 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 start time.

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

I, Paul Hempsey, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on or before the 20th day of November 2017, 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
provides, 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: November 21, 2017

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order and Pledge of Allegiance	Chair Lucero
2.	Adoption of the Agenda.....(Action)	Chair Lucero
3.	Call for Public Comment	Chair Lucero
	<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>	
4.	Reports:	
	A. Financial Position.....	CBO Ellison
	B. NPC Friends and Family	Director Wilson
	C. NPC Faculty Association.....	Pat Lopez
	D. Human Resources.....	Written Report
	E. CASO.....	Written Report
	F. NPC Student Government Association	No Report
5.	Consent Agenda.....(Action)	Chair Lucero
	A. October 17, 2017 Regular Board Meeting Minutes	
	B. October 17, 2017 Retreat Minutes	
	C. Policy 1924 Cash Reserve Policy	
	D. Dual Enrollment Intergovernmental Agreements between Navajo County Community College District and Blue Ridge USD; Heber-Overgaard USD.	
6.	Old Business:	
	A. Presidential Search	
	Request to Approve Salary Range Recommendation.....(Action)	COO Foutz
	Update.....	COO Foutz
7.	New Business:	
	A. Outstanding Alumni Award Fall 2017 – Rusty Williams.....	Colleen Readle
	B. NPC and ASU Concurrent Enrollment Program for Nursing.....	Vice President Vest
	C. Budget Assumptions and Guidelines – First Read	CBO Ellison
	D. Enrollment Report	Vice President Vest
	E. Request to Approve Academic Calendar 2019-2020.....(Action)	Vice President Vest
	F. Concluding Report – NPC Participation in SFAZ+8 STEM Grant.....	Vice President Vest
	G. Arizona Community Colleges 2017 Annual Report to the Governor	President Swarthout
8.	Standing Business:	
	A. Strategic Planning and Accreditation Steering Committee Report	Vice President Vest
	B. President’s Report	President Swarthout
	C. DGB Agenda Items and Informational Needs for future Meetings.....	Chair Lucero
9.	Board Report/Summary of Current Events.....	Board Members
10.	Announcement of Next Regular Meeting..... December 19, 2017	Chair Lucero
11.	Adjournment.....(Action)	Chair Lucero

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

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

July 1, 2017 to September 30, 2017

Budget Period Expired

25%

Tax Supported Funds				
General Unrestricted				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
REVENUES				
Primary Tax Levy	14,834,954	124,050	293,261	2%
State Aid:				
Maintenance and Operations	1,649,000	-	412,250	25%
Equalization	6,672,100	-	1,668,025	25%
Tuition and Fees	4,800,000	162,976	1,214,789	25%
Investment earnings	140,000	50,784	141,210	101%
Grants and Contracts	1,500,000	620	1,025	0%
Other Miscellaneous	200,000	110,031	158,485	79%
Fund Balance	400,000			
Transfers	(2,900,000)	(736,486)	(1,118,258)	39%
TOTAL REVENUES	\$ 27,296,054	\$ (288,025)	\$ 2,770,787	10%
EXPENDITURES				
Salaries and Wages	17,964,196	1,513,713	3,651,956	20%
Operating Expenditures	9,331,858	319,398	1,839,756	20%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 27,296,054	\$ 1,833,111	\$ 5,491,712	20%
Unrestricted Plant				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
REVENUES				
State Aid:				
Capital/STEM	369,100	-	92,275	25%
Other Miscellaneous				
Fund Balance	3,000,000		-	0%
Transfers	2,000,000	725,127	937,754	47%
TOTAL REVENUES	\$ 5,369,100	\$ 725,127	\$ 1,030,029	19%
EXPENDITURES				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	5,369,100	725,127	1,030,029	19%
TOTAL EXPENDITURES	\$ 5,369,100	\$ 725,127	\$ 1,030,029	19%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
 Statement of Financial Position
 July 1, 2017 to September 30, 2017

Budget Period Expired 25%

Restricted and Auxiliary Funds

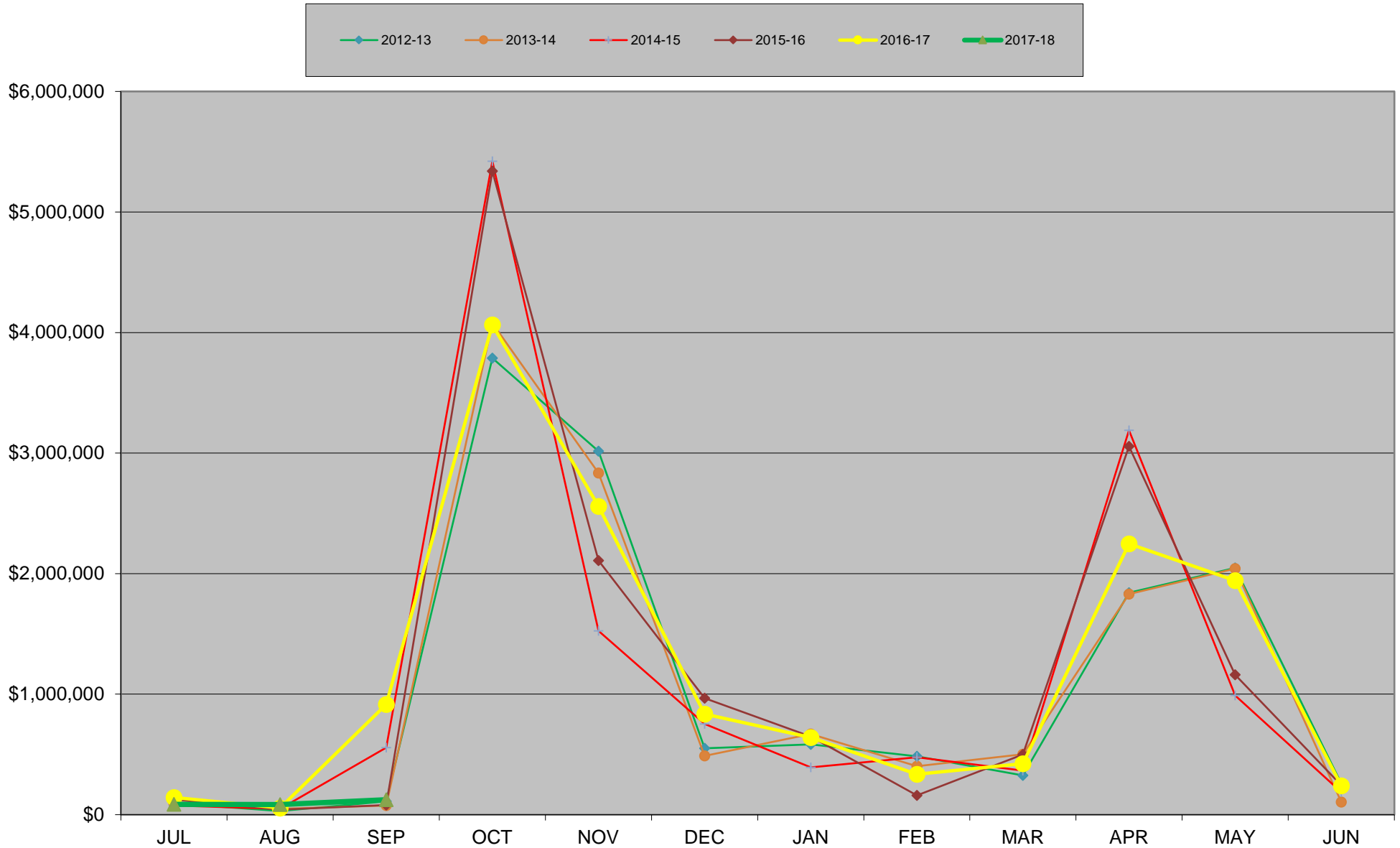
	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	6,000,000	151,323	918,832	15%
Fund Balance	-			
Transfers	600,000	-	150,000	25%
TOTAL REVENUES	\$ 6,600,000	\$ 151,323	\$ 1,068,832	16%
EXPENDITURES				
Salaries and Wages	917,965	91,839	263,697	29%
Operating Expenditures	5,682,035	126,196	1,043,696	18%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 6,600,000	\$ 218,035	\$ 1,307,393	20%

	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Sales and Services	350,000	(1,903)	56,529	16%
Fund Balance	-			
Transfers	300,000	11,359	30,504	10%
TOTAL REVENUES	\$ 650,000	\$ 9,456	\$ 87,033	13%
EXPENDITURES				
Salaries and Wages	297,580	22,877	65,982	22%
Operating Expenditures	352,420	6,766	21,051	6%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 650,000	\$ 29,643	\$ 87,033	13%

Cash Flows

Cash flows from all activities (YTD)	\$4,956,681
Cash used for all activities (YTD)	\$7,916,167
Net Cash for all activities (YTD)	(\$2,959,486)

Monthly Primary Property Tax Receipts



**DGB Human Resources Update
November 21, 2017**

OPEN POSITIONS

- 1. Administrative Systems Analyst – Open until filled. 11 applicants.**
- 2. Faculty in Computer Information Systems – Open until filled – First review October 16, 2017. 5 applicants.**
- 3. Jr. Network & Systems Administrator-Open until filled. 7 applicants.**
- 4. Systems Support Technician – Open until filled. 7 applicants.**
- 5. Support Center Operator – Closed November 17, 2017. 4 applicants.**

CLOSED: IN REVIEW

- 1. Database Administrator – Closed October 20, 2017. 33 applicants.**
- 2. Coordinator of Administrative Systems and Projects – Closed October 20, 2017. 4 applicants.**
- 3. Administrative Office Assistant for Information Services – Closed October 20, 2017. 9 applicants.**
- 4. Faculty in Mechatronics – First Review September 5, 2017. 3 applicants.**
- 5. Records and Registration Transcript Clerk – Closed October 31, 2017. 19 applicants.**

FILLED

- 1. Training Coordinator – Olivia Jaquez started November 13, 2017. Olivia received her Associate's degree from Northland Pioneer College. She received her Bachelor's degree from Ottawa University.**
- 2. Payroll Manager – Diane Archie started October 30, 2017.**
- 3. Director of Human Resources – Chris Roediger started October 31, 2017. Chris received her Bachelor's and Master's degrees from the University of Cincinnati.**
- 4. Maintenance I & II (2 positions) – Steve Bolinger and Keith Alsobrook started November 6, 2017.**
- 5. Information Services Support Technician – Karen Baker started on November 1, 2017. Karen was previously a Support Center Operator.**

CASO Report – November 2017

CASO is moving forward with our Bylaws revision. We're making excellent progress and expect to finish the project next month.

We are currently preparing for the annual non-food drive which will be held at January convocation. The non-food drive fulfills our Objective to be involved in community service. Non-food items are donated by college employees and given to charitable organizations in the communities of each college location.

Ina Sommers
CASO President

Navajo County Community College District Governing Board Meeting Minutes

October 17, 2017 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Frank Lucero; Mr. James Matteson; Mr. Daniel Peaches; Mr. Derrick Leslie.

Governing Board Member Present by Phone: George Joe.

Governing Board Member Absent:

Staff Present: President Jeanne Swarhout; Vice President Mark Vest; Chief Operations Officer (COO) Jason Foutz; Chief Information Officer (CIO) PJ Way; Chief Business Officer (CBO) Ellison; Recording Secretary to the Board Paul Hempsey.

Others Present: Kim Reed; Everett Robinson; Stuart Bishop; Terrie Shevat; Laura Parsons; Nicole Ulibarri; Pat Lopez; Rickey Jackson; Peggy Belknap; Amber Hill; Betsy Wilson; Ann Hess; Bencita Bowman; Jeremy Raisor; Ed Gentry.

Agenda Item 1: Call to Order and Pledge of Allegiance

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

Agenda Item 2: Adoption of Agenda

*Mr. Matteson moved to adopt the agenda as presented. Mr. Leslie 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 – CBO Ellison

CBO Ellison addressed the Board and reviewed the Financial Position report noting that it is not unusual to see expenses outpacing revenue at this point of the year.

4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and provided an update on ongoing scholarships and highlighted two new scholarships approved by the Friends and Family Board.

Mr. Leslie asked where students can get information on Friends and Family Scholarships. Director Wilson responded that information was available with Academic Advisors as well as on the NPC website. Director Wilson also noted that students can email her with any questions and she is always willing to assist with essay writing for any scholarship.



4.C. Faculty Association

Pat Lopez addressed the Board and noted current activities within the Faculty Association and highlighted some of the extra-curricular activities faculty are participating in this semester.

Mr. Matteson commented that the information on extra-curricular activities was fascinating and should be made public knowledge.

4.D. Human Resources

Written report.

Chair Lucero asked about the Director of Human Resources position. President Swarthout noted that we had a verbal acceptance from a candidate but would not be specific until a signed contract was received.

Mr. Leslie asked why reposting was necessary for some positions. President Swarthout noted that all fell into the Information Services area which we find hard to get qualified applicants for. Positions like this will be pulled down and refreshed in the hope of receiving more, qualified, applicants.

4.E. NPC CASO

Written report.

4.F. NPC Student Government Association

Written report.

Agenda Item 5: Consent Agenda

A. September 19, 2017 Regular Board Meeting Minutes

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

Agenda Item 6: Old Business

6.A. Presidential Search

COO Foutz addressed the Board and presented the expected Presidential Transition team to welcome and assist the new President coming into the college.

Mr. Matteson asked how and why the listed employees were selected. President Swarthout responded that she looked for, and selected, a variety of people from different campuses and areas of the college, some who have been with the college for a short period and others that have been with the college longer.

Mr. Leslie asked which locations were represented. Dr. Swarthout listed the locations each employee worked at currently. Mr. Leslie asked who amongst them would have worked with



Native American needs. President Swarthout and COO Foutz mentioned the work and travel that Gail Campbell does in Native American Communities as an example.

*Mr. Matteson made a motion to approve the appointment of the Presidential Transition Team as presented. Mr. Joe seconded. **The vote was approved with a majority vote. Mr. Leslie opposed.***

COO Foutz also provided an update of activity regarding the Presidential Search process.

Chair Lucero asked what dates the semi-finalist interviews are hoping to be scheduled on. COO Foutz noted the weeks of the 4th and 11th of December were being considered but both had issues attached to them. Mr. Matteson noted that there were options to complete distance interviews utilizing college technology.

Agenda Item 7: New Business

7.A. Extension of IE Consulting Agreement

President Swarthout addressed the Board and reviewed the request to extend the Consulting Agreement with Eva Putzova of GeoDriven. President Swarthout noted that significant progress had been made but the college has come to the realization that much more is required. While this was not in the budget money is available from Prop 301 funds.

Mr. Matteson asked how the new data analyst was performing. President Swarthout noted the new analyst has very specific tasks but the teamwork between both analysts was incredible.

*Mr. Matteson made a motion to approve the Extension of IE Consulting Agreement as presented. Mr. Leslie seconded. **The vote was unanimous in the affirmative.***

7.B. Board Evaluation

President Swarthout noted that she was providing fair warning to Board Members of the Board self-evaluation that will take place in December per procedure.

7.C. AZ Community Colleges 2017 Strategic Vision Outcomes Report

President Swarthout reviewed the Strategic Vision Outcomes report offering to answer any questions.

Mr. Matteson and Chair Lucero commented that having read all the reports he felt a member of the public would not be able to glean any valuable information from the document. President Swarthout stated that there is an effort underway to narrow the report down to three or four metrics that really matter and can easily be presented.

Mr. Lucero asked if the state tracked the amount of money spent on remediation. President Swarthout commented that each community college would be able to pull their data and if asked it could be aggregated for the state.



Mark Vest noted that, for university transfers, full-time students are more likely to be successful than part-time students but mentioned that the two largest community college districts also had the two largest universities next door and therefore would drive the figures in the state report. Mr. Lucero asked what the difference in completion rates were between full-time and part-time students. Vice President Vest noted that he would need to bring numbers back but, when pressed, offered the suggestion of 20 - 25 percentile points as the potential difference.

7.D. Friends and Family Audit

CBO Ellison reviewed the Friends and Family Audit with the Board noting this was an annual occurrence and no issues were found.

7.E. NATC Audit

CBO Ellison reviewed the NATC Audit with the Board noting that the same auditor was used and no issues were found.

Mr. Matteson asked if the entities that committed to using the NATC facilities but then did not submit payment were still using facilities. COO Foutz responded that the entity would be unable to utilize the facilities till they were fully caught up with dues. Mr. Lucero asked why some entities pay more than others. Stuart Bishop responded that the size of the department would drive the cost. Larger departments with more staff would be charged more for usage. Mr. Lucero and Stuart Bishop discussed the fee structure and cutoff points.

Mr. Lucero mentioned that he would like to see a review of the fees being charged.

7.F. IGA Between NCESA and Northland Pioneer College

COO Foutz reviewed the IGA between Navajo County Education Service Agency and Northland Pioneer College noting it comes from STEM grant funds.

*Mr. Matteson made a motion to approve the IGA between Navajo County Education Service Agency and Northland Pioneer College as presented. Mr. Leslie seconded. **The vote was unanimous in the affirmative.***

7.G. Strategic Planning and Accreditation Biannual Report

Vice President Vest addressed the Board and reviewed the report from the Strategic Planning and Accreditation Steering Committee highlighting the efforts towards mitigating transportation and childcare needs of students for Mr. Matteson. Mr. Matteson mentioned that a Request for Proposals might go a long way at staving off complaints about which location is chosen for a trial for Childcare.

Mr. Lucero asked how money from the Transportation scholarship will be issued and tracked. Vice President Vest responded that the college was looking at issuing funds monthly and tracking whether the student was still enrolled but no matter what methods we use the results will most likely be seen at the end of the semester when full data is available. Mr. Lucero asked if the student would have to pay back the funds if they fail the course. Vice President Vest responded that this was not an option currently but could be something that is implemented at a later date.



Agenda Item 8: Standing Business

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

Vice President Vest reported out in New Business.

8.B. President's Report

President Swarthout commented that the White Mountain Leadership Academy was coming up in November and she would once again be in charge but noted that she received great cooperation from Superintendents. President Swarthout also noted potential meetings with Senator Sylvia Allen and Apache County Higher Education as well as the usual AC4 monthly meeting. Concerns have been raised by the rural community colleges about the direction AC4 seemed to be going that could significantly raise dues.

President Swarthout also reminded members of the Board that a representative of the Higher Learning Commission would conduct a multi-location visit on October 24th and 25th which was a regular occurrence and she had no concerns for the visit.

8.C. Agenda Items/Informational Needs for Future Meetings

Mr. Lucero asked for a meeting with the NATC Board regarding fees that are being charged for usage of the facilities.

Mr. Lucero asked for information on how much the college spends on the NATC facility.

Agenda Item 9: Board Report/Summary of Current Event

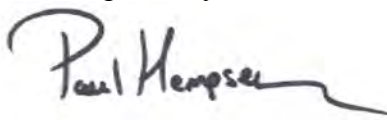
None.

Agenda Item 10: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Tuesday, November 21, 2017.

Agenda Item 11: Adjournment

The meeting was adjourned at 11:53 a.m. upon a motion by Mr. Matteson, a second by Mr. Peaches, and a unanimous affirmative vote.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board



Navajo County Community College District Governing Board Meeting Minutes

October 17, 2017 – 12:30 p.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Frank Lucero; Mr. James Matteson; Mr. Daniel Peaches; Mr. Derrick Leslie.

Governing Board Member Present by Phone: George Joe.

Governing Board Member Absent:

Staff Present: President Jeanne Swarhout; Vice President Mark Vest; Chief Operations Officer (COO) Jason Foutz; Chief Information Officer (CIO) PJ Way; Chief Business Officer (CBO) Ellison; Recording Secretary to the Board Paul Hempsey.

Others Present: Kim Reed; Everett Robinson; Josh Rogers; Jeremy Raisor.

Agenda Item 1: Thinking about the Future

Staff presented cost saving and revenue generating ideas to the Board and, where possible, provided supporting data or estimates on potential costs and savings associated with each idea as well as outlining the complexities involved with some of the options.

Board members discussed the options with staff and provided a list of questions, further data requests and suggestions for staff to follow-up on.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board



Policy 1924 Cash Reserve Policy

The Board recognizes the importance of maintaining adequate reserves in order to ensure financial and operational stability and has established the following cash reserve policy:

Northland Pioneer College will maintain actual June 30 general fund unrestricted and unallocated cash levels equal to at least twelve (12) months of budgeted general fund annual expenses. If these cash reserves fall below this level, the President shall present an action plan to the Board that will fully correct the shortfall within one year.

(October 30, 2017)

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
AND
BLUE RIDGE UNIFIED SCHOOL DISTRICT NO. 32**

This Intergovernmental Agreement (“Agreement”) is entered into this ____ day of _____, 2017, between Navajo County Community College District, dba Northland Pioneer College (“College”), and Blue Ridge Unified School District No. 32 (“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

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
AND
HEBER-OVERGAARD UNIFIED SCHOOL DISTRICT NO. 6**

This Intergovernmental Agreement (“Agreement”) is entered into this 9th day of May, 2017, between Navajo County Community College District, dba Northland Pioneer College (“College”), and Heber-Overgaard Unified School District No. 6 (“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, 2018 (“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 Marshall 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 un-emancipated 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 Swarhout, President
Northland Pioneer College
P.O. Box 610
Holbrook, Arizona 86025

If to School District:

Ron Tenney, Superintendent
Heber-Overgaard Unified School District No.6
PO Box 547,
Heber, AZ 85928

COLLEGE

SCHOOL DISTRICT

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

Ronald W. Tenney

By: Ron Tenney
Title: Superintendent

Date

Date

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: *[Signature]*

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 Seventy-two Dollars (\$72) 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)

Invoices to be sent to the School District:
(specify administrator and address)

Not applicable

7. FULL TIME STUDENT EQUIVALENT FINANCIAL INFORMATION

Amount College received in FTSE in prior academic year:
(Specify dollar amount)

\$1,582,100

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.

-FALL DE CLASSES-

COURSE	TITLE	CREDITS	SEMESTER	INSTRUCTOR
CIS 115	INTRODUCTION TO GRAPHIC COMMU	3.0	FALL	HOLLINS
CIS 116	COMPUTER PHOTOGRAPHIC IMAGING	3.0	FALL	HOLLINS

-SPRING DE CLASSES-

CIS 117	TWO-DIMENSIONAL COMPUTER DESIGN	3.0	SPRING	HOLLINS
CIS 119	PAGE LAYOUT AND DESIGN	3.0	SPRING	HOLLINS
CON 100	CONSTRUCTION MATH AND SAFETY	3.0	SPRING	SAMON
CON 110	PLAN READING, SITE LAYOUT, COMMU	3.0	SPRING	SAMON
CON 124	MASONRY SYSTEMS	3.0	SPRING	SAMON
CON 125	CONCRETE SYSTEMS	3.0	SPRING	SAMO

Request to Approved Salary Range Recommendation

Recommendation:

After consultation with R.H. Perry, and discussion with the Board, staff recommends that the salary range for the incoming president be \$155,000 to \$185,000.

Summary:

During the September DGB meeting, the Board discussed the potential salary range of the incoming president. The Board also asked for the opinion of the firm conducting the search for the new president. R.H. Perry reviewed the salaries of the other community colleges in AZ, as well as rural community colleges around the state. Due to limited new growth in the county, staff has recommended the proposed salary range.



Rusty Williams – Outstanding Alumnus Fall Semester 2017

WILLIAMS PROMOTES LIFELONG LEARNING, TUTORING

By Dennis Durband, NPC Staff Writer

Rusty Williams mentored many fellow students in his time as a college student, and though he's moved on to his career now he's still investing in the academic success of college students. As one who strongly supports and promotes life-long learning, Williams is the recipient of NPC's Fall 2017 Outstanding Alumni award. This high achiever also overcame a life-threatening car accident and inspires those around him.

A 2015 NPC graduate, Williams is working as an environmental protection technician at the U.S. Bureau of Reclamation (BOR) in Yuma. On a part-time basis, he also tutors math, biology and science students at Arizona Western College.

At the age of 17, Williams was seriously injured in a car accident near his hometown of Heber. He spent six months in a burn center, three months of which were in an induced coma and a lengthy time in physical therapy, enduring more than 40 surgeries. Williams' right arm was amputated above the elbow due to fourth-degree burns and, aside from half a thumb, all the fingers on his left hand were amputated. He says it took a while to adapt, but amazingly, this traumatic series of events was not enough to deter him from moving forward with his life and education.

Through Ashford University's online program, Williams accrued 39 credit hours of business education. He gained membership in the Phi Theta Kappa Honor Society. Also during this time, he helped his step-son with homework and realized the fulfillment that comes with helping students who need course work assistance.

In 2014, Williams enrolled at NPC as a science student. He thrived in his classes and was a dependable work study student. He received a Supporting Educational Endeavors for Degrees in Science scholarship.

Williams said three NPC instructors made a significant impact on his education -- Patricia Lopez in biology, Thomas Hodgkins in chemistry and Gary Mack in mathematics. Lopez recalls that

"Despite considerable physical limitations, Rusty completed all of the science labs, mostly surpassing his peers in performance." Hodgkins said, "Rusty was an excellent student in CHM



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151 and an above average student in CHM 152. I found him to be a very hard worker who refused to let his disability get in the way of his excellent academic progress.”

“No matter what the task as a Federal Work Study student at NPC, Rusty always approached each assignment with a genuine happiness to help out,” said Hallie Lucas, administrative assistant for learning.

After completing his Associate of Science degree at NPC, Williams went on to earn an Associate degree in Environmental Science at Arizona Western College with a 3.86 grade-point average.

Transferring to Northern Arizona University, Williams earned a bachelor’s degree in environmental science with Magna Cum Laude distinction in May 2017. He tutored more than 100 students and received an outstanding academic achievement award. He also created a reference for students in a chemistry class and became a supplemental instruction leader in chemistry.

In the summer of 2016, Williams interned with BOR. Within a few months, he gained a full-time job with that organization as an environmental protection technician. His duties include ensuring BOR’s activities are in compliance with state and federal laws, overseeing emergency preparedness in case of hazardous material releases and providing project research assistance for senior employees.

Williams is planning to work with child burn survivors to encourage them with his positive attitude. “I’m just a person who never gives up,” he says. “It’s part of my personality. I’m a very dedicated individual.”

The NPC Outstanding Alumni award came as a surprise to Williams, who said, “I’m very happy to receive this honor. It’s for people promoting education, and I really enjoy helping students understand and get the help they need with their classes.”

Williams is far from through with his education. He hopes to pursue a master’s or doctoral degree in an ecology-related area like environmental engineering or environmental chemistry.

Four members of the NPC faculty and staff nominated Williams for the Outstanding Alumni award. They are Lopez and Lucas; Sandy Manor, coordinator of Disability Resource & Access; and Colleen Readell, administrative assistant for student services. They wrote: “We believe that Rusty has a profound effect on everyone who has the privilege of meeting and getting to know him. He is a walking, breathing example to never give up and to pursue your dreams. Among his many amazing qualities are persistence, determination, integrity and kindness. He’s a hard worker and a person who meets challenges head-on.”

NPC's District Governing Board will honor Williams during its November 21 regular meeting in Holbrook. He will also receive a plaque, a certificate for three free credits at NPC and a one-year pass to all Performing Arts Center events.

To read more about previous NPC Outstanding Alumnus Award winners or to nominate an NPC graduate for this award, visit www.npc.edu/alumni-award-recipient.

NPC and ASU Concurrent Enrollment Nursing Program

Summary:

The Concurrent Enrollment Program (CEP) offers eligible Northland Pioneer College (NPC) nursing students the opportunity to earn a BSN from Arizona State University (ASU) while simultaneously earning an Associate of Applied Science (AAS) Degree in Nursing from NPC. Students will be enrolled in both NPC and ASU at the same time.

Through the pathway program and the educational partnership between NPC and ASU, NPC nursing students may transfer up to 75 credits to ASU. Students with a baccalaureate degree from a regionally accredited college or university may transfer up to 90 credits to ASU. To earn a BSN, students must complete 120 credits.

Eligible students may begin the CEP in the summer semester prior to entering the first semester of the nursing program. Once accepted into the CEP, students can complete the program in 32 months. The BSN degree will be earned in two semesters following the AAS in Nursing degree. Upon completion of the AAS degree from NPC, graduates are eligible to take the NCLEX-RN® licensure examination and continue to complete the CEP with ASU. The NPC courses will be taken at NPC in the classroom, lab, and at clinical sites. All ASU CEP courses will be offered online through ASU Online.

In this program, 38 upper division nursing credits (10 courses) and 7 upper division general study credits (usually 2 courses) are required. For a baccalaureate degree at ASU, 120 credits are required. Students with a baccalaureate degree from a regionally accredited college or university may transfer up to 90 credits to ASU. Tuition costs for the program include \$72 per credit hour for 72 credits at NPC (\$5,184) and \$435 per credit hour for 45 credits at ASU (\$19,757) in addition to textbooks, supplies and fees. Students who enroll will apply for financial aid through ASU.

Students who decide to discontinue their enrollment in the CEP may still be eligible to pursue the Associate Degree in Nursing from NPC. Students will need to work with the NPC Nursing program advisor to determine their eligibility for continuing in the NPC program. Students may re-enroll in the ASU RN to BSN after earning their AAS in Nursing degree.





Northland Pioneer College and Arizona State University Concurrent Enrollment Program

Associate Degree/Baccalaureate Degree Nursing Program

November 2017

Northland Pioneer College and Arizona State University Concurrent Enrollment Program

The Concurrent Enrollment Program (CEP) offers eligible Northland Pioneer College (NPC) nursing students the opportunity to earn a BSN from Arizona State University (ASU) while simultaneously earning an Associate of Applied Science (AAS) Degree in Nursing from NPC. Students will be enrolled in both NPC and ASU at the same time.

Through the pathway program and the educational partnership between NPC and ASU, NPC nursing students may transfer up to 75 credits to ASU. Students with a baccalaureate degree from a regionally accredited college or university may transfer up to 90 credits to ASU. To earn a BSN, students must complete 120 credits.

Eligible students may begin the CEP in the fall semester. Once accepted into the CEP, students can complete the program in 32 months. Upon graduation, the successful CEP student will earn both an AAS Degree in Nursing and a Bachelor of Science Degree in Nursing. The BSN degree will be earned in one semester following the AAS in Nursing degree.

Upon completion of the AAS degree from NPC, graduates are eligible to take the NCLEX-RN® licensure examination. Students are highly encouraged to take NCLEX-RN® as soon as possible after graduating with their AAS in Nursing. The sooner graduates take the NCLEX-RN®, the more successful they are on passing the licensure exam.

The NPC courses will be taken at NPC in the classroom, lab, and at clinical sites. The ASU CEP courses will be offered online through ASU Online. All courses taken through the CEP must be taken through ASU Online. Students may not take a hybrid or traditional classroom course.

The CEP pathway partnership helps meet the Institute of Medicine 2010 Future of Nursing goal to increase the percentage of BSN prepared RNs to 80% by 2020. BSN prepared nurses are valued by potential employers.

Eligibility

The following are required to be considered for the CEP:

- Acceptance into the NPC nursing program.
- Completion of all NPC and ASU prerequisite and corequisite courses.
- Minimum GPA of 3.0 in the NPC and ASU courses noted with an asterisk (*) below. To raise a GPA, repeated coursework will be accepted for identified ASU prerequisites.
- Questions about prerequisite and corequisite courses should be addressed to NPC and ASU nursing advisors. Contact information is located under Frequently Asked Questions.
- Final determinations of transfer credits will be made by NPC and ASU admission personnel.
- Submission of the NPC CEP application by the specified date.

Health and Safety Requirements

NPC and ASU College of Nursing and Healthcare Innovation (CONHI) have Health and Safety Requirements that must be met prior to enrolling and participating in any clinical experiences. Health care agencies throughout the state require vaccinations, titers, and other health care related requirements (examples of these requirements are background checks, CPR, drug and nicotine testing, etc.) These requirements are subject to change per health care agency contracts with the educational institution. Students must be compliant with agency requirements prior to and throughout the program.

Required Prerequisite and Corequisite courses

NPC Prerequisites (Must complete prior to applying to the nursing program)	ASU College of Nursing and Health Innovation Prerequisites
BIO 181 General Biology (4cr) *	N/A
BIO 201 Human Anatomy & Physiology I (4cr) * and BIO 202 Human Anatomy & Physiology II (4cr) *	BIO 201 Human Anatomy & Physiology I * and BIO 202 Human Anatomy & Physiology II *
BIO 205 Microbiology (4cr) *	BIO 205/206 Microbiology *
CHM 130 Fundamental Chemistry (4cr) *	CHM 130 or CHM 138 Chemistry * (not HS chemistry)
ENL 101 College Composition (3 cr) *	ENG 101 First-Year Composition I
NPC General Education (Strongly encouraged to complete prior to applying to the nursing program)	MAT 142 College Math (or higher) *
ENL 102 College Composition (3cr)	ENG 102 First-Year Composition II *
PSY 240 Developmental Psychology (3cr)	PSY 240 Developmental Psychology *
ANT 102 Cultural Anthropology (3cr) or SOC 120 General Sociology (3cr)	ASU College of Nursing and Health Innovation Corequisites
	Statistics
	An additional 7 credits of Upper Division (SB with C and/or H; and SB or HU with G and/or H) are required. These are not prerequisites but completion is highly recommended prior to entry in program. Talk with a CEP advisor.

*Courses used for GPA calculation

Frequently Asked Questions

Who can apply to the NPC - ASU Concurrent Enrollment Program?

All students who have completed the eligibility requirements for the NPC – ASU Concurrent Enrollment Program (CEP) are eligible to apply.

If I have not completed all of my prerequisite and co-requisite courses may I still apply for the NPC – ASU CEP?

To be eligible to submit an application, all Northland Pioneer and ASU prerequisite courses must be completed.

How are classes scheduled?

You will register for your courses at NPC as usual. You will register for your ASU courses online. A plan of study will be given to you after you are accepted into ASU. Course registration numbers will be sent to you by email so you register for the correct course.

Where do I go for academic advisement for this program?

NPC and ASU nursing advisors are available for questions you may have.

Northland Pioneer College Nursing Students	Arizona State University Interested CEP Students	Arizona State University Current CEP Students
Donna Krieser donna.krieser@npc.edu (928) 532-6142	Rebecca Cady asu.cep@asu.edu (602) 496-0937	Cassandra Koldenhoven conhi_rnbsn@asu.edu (602) 496-0888

How many credits are needed for the BSN?

In this program, 38 upper division nursing credits (10 courses) and 7 upper division general study credits (usually 2 courses) are required. For a baccalaureate degree at ASU, 120 credits are required. Students with a baccalaureate degree from a regionally accredited college or university may transfer up to 90 credits to ASU. Please check with an advisor.

How much does the NPC - ASU CEP cost?

NPC nursing courses are \$72 per credit hour. Textbooks, supplies and course fees are additional.

ASU Online tuition for academic year 2017-2018 is \$435 per credit hour. There is a \$50 technology fee and \$23-\$46 Financial Aid fee per semester.

Tuition costs for the required 45 credits of ASU BSN courses can be calculated in the ASU link to calculate tuition costs: <https://students.asu.edu/tuition>

- Academic Year: 2017-2018
- Residency: Arizona Resident
- Location: Online
- Academic Career: Undergraduate (Degree-Seeking)
- College: Nursing and Health Innovation, College of
- Academic Program: Nursing, BSN, Online

Textbooks for the ASU courses will be approximately \$600. Faculty try to use textbooks in more than one course.

Where can I find scholarship and financial aid information at ASU?

Scholarships: <https://nursingandhealth.asu.edu/scholarships>

Financial Aid: <https://students.asu.edu/financialaid>

How will financial aid be disbursed between the two schools?

You will need to apply for financial aid through ASU and complete and sign a consortium agreement for financial aid disbursement because federal regulations require that financial aid can only be disbursed through one college at a time. Although the financial aid between the two programs is designed to work seamlessly, this cannot be guaranteed, so there may be times when you will be asked to pay your NPC program tuition before you receive your ASU financial aid check. You will need to be prepared to pay your NPC program tuition out of pocket or by payment plan until the balance of your financial aid is awarded by ASU.

To remain in the CEP what must I do?

- Pass each NPC and ASU course every semester.
- Be enrolled in NPC nursing course and ASU every fall and spring semester and in ASU in the summer.

May I discontinue enrollment in the CEP?

Students who decide to discontinue their enrollment in the CEP may still be eligible to pursue the Associate Degree in Nursing from NPC. Students will need to work with the NPC Nursing program advisor to determine their eligibility for continuing in the NPC program. Students may re-enroll in the ASU RN to BSN after earning their AAS in Nursing degree

Will I be able to attend ASU graduation activities?

Yes, you will be able to attend both the ASU undergraduate commencement and the College of Nursing and Health Innovation convocation ceremonies.

Will I be eligible for Honor Cords at Graduation?

Arizona State University students must complete 56 credits at ASU to receive ASU honor cords. Our CEP students with a 3.40 or higher ASU GPA will receive a certificate of recognition from the college.

What do I need to do to be successful in the CEP?

- A basic set of computer skills: Word processing such as cutting and pasting in documents, saving files, sending e-mail, and using the Internet.
- A place to study. A location to complete assignments with presentations is needed periodically.
- A calendar to schedule assignment due dates, work dates, other important dates.
- Time to spend on course work. A three credit course requires 135 hours of work; a four credit hour course requires 180 hours of work. Depending on your study skills, this is 9 hours/week for a 3 credit hour course and 12 hours/week for a 4 credit hour course. This time includes assignments, lectures, discussion board, or any other activity related to learning in the course.
- Support from family and friends. You should determine ahead of time who will help you when you begin to feel stressed or tired. Faculty and administrative staff are available to help you reach your goal of obtaining a baccalaureate degree, but you need to ask for assistance.
- Money for tuition, books, other expenses. We highly recommend completing the FAFSA form.

What nursing courses will I take in the CEP?

TWC 361 Writing for Health Care Management	3 credits
NUR 391 Professional Nursing Theory	4 credits
NUR 315 Nursing Research and Application to Practice	3 credits
NUR 392 Health Promotion Across the Life Span	4 credits
NUR 460 Art of Nursing	4 credits
NUR 440 Community/Public Health Nursing in the United States	4 credits
NUR 495 Public and Global Health in Nursing	4 credits
NUR 444 Innovation in Nursing	4 credits
NUR 445 Nursing Management in Health Care	4 credits
NUR 464 Capstone: The Synthesis of Professional Nursing	4 credits
Upper division General Study requirements	7 credits

NPC - ASU CEP Plan of Study

The plan of study for fall entry into the nursing program is outlined below and must be followed without deviation. To maintain your status as a Concurrent Enrollment Program student, you must be enrolled in an ASU course every semester as noted below. In the event that modification of this course of study is absolutely necessary, approval by the ASU nursing program director is required.

Courses	Summer (Required prior to NUR 121 in Fall Entry)	Total: 6 credits
(ASU) TWC 361	Writing for Health Care Management	3 credits
(ASU) SOC 390 or (NPC) PSY 230 or MAT 125	Social Statistics I	3 credits
Semester 1	Fall	Total: 14 credits
(NPC) NUR 117	Pharmacology I	2 credits
(NPC) NUR 121	Nursing I	8 credits
(ASU) NUR 391	Professional Nursing Theory	4 credits
Semester 2	Spring	Total: 15 credits
(NPC) NUR 118	Pharmacology II	2 credits
(NPC) NUR 122	Nursing II	8 credits
(NPC) NUR 125	PN Completion Course	2 credits
(ASU) NUR 315	Nursing Research and Application to Practice	3 credits
	Summer	Total: 11 - 12 credits
(ASU) NUR 392	Health Promotion Across the Lifespan	4 credits
(ASU) NUR 460	Art of Nursing	4 credits
One Upper Division Elective	(SB with C and/or H) or (SB or HU with C and/or H)	3-4 credits
Semester 3	Fall	Total: 15 credits
(NPC) NUR 221	Nursing III	8 credits
(NPC) SOC 120 or ANT 102	General Sociology or Cultural Anthropology	3 credits
(ASU) NUR 440	Community/Public Health in U.S.	4 credits
Semester 4	Spring	Total: 14 credits
(NPC) NUR 222	Nursing IV	8 credits
(NPC) NUR 219	NCLEX Review Course	2 credits
(ASU) NUR 495	Community Global Health	4 credits
Graduate from NPC with AAS degree; eligible for NCLEX-RN licensure exam		
	Summer	Total: 7 – 8 credits
One Upper Division Elective	(SB with C and/or H) or (SB or HU with C and/or H)	3-4 credits
(ASU) NUR 444	Nursing Innovation	4 credits
Semester 5	Fall	Total: 8 credits
(ASU) NUR 445	Leadership/Management for RNs (session A)	4 credits
(ASU) NUR 464*	Capstone (session B) <i>All courses, including upper division electives, must be completed prior to enrolling in NUR 464.</i>	4 credits
Graduation from ASU with BSN		

How to Apply

- Step 1: Student decides to pursue the CEP through the NPC - ASU partnership.
- Step 2: Student is referred to the NPC nursing advisor about the course requirements for the NPC AAS in Nursing program and the ASU BSN program.
- Step 3: Student applies to and receives an assigned seat in the NPC AAS in Nursing program.
- Step 4: Student attends NPC Spring Orientation Session.
- Step 5: Student submits the CEP application and unofficial transcripts to ASU.
- Step 6: The CEP Acceptance Committee reviews applications and determines acceptance, alternate, or denial.
- Step 7: Applicants selected for placement are notified of status and given the ability to accept or refuse placement.
- Step 8: Selected students will apply to the ASU College of Nursing and Health Innovation through ASU and will enroll in TWC 361.
- Step 9: Student completes TWC 361 and begins the NPC - ASU CEP course of study in the Fall semester.
- Step 10: Student graduates with an Associates of Applied Science (AAS) in Nursing from NPC.
- Step 11: Student tests for NCLEX-RN® and becomes licensed.
- Step 12: Student graduates with a Bachelor of Science in Nursing (BSN) from ASU.

REVIEW of 2018-19 BUDGET ASSUMPTIONS AND GUIDELINES

Summary:

Staff will review preliminary budget assumptions and guidelines for fiscal year 2018-19.



STRATEGIC PLANNING AND BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2018 – 2019

APPROVED

ACTIVITY	RESOURCE	DUE BY
1. Receive & approve calendar	DGB	✓19 September
2. Receive draft strategic plan	DGB	✓19 September
3. Approve strategic plan	DGB	✓17 October
4. Develop operational plans	SPASC	✓18 October
5. Executive team receives operational plans	SPASC	19 December
6. ERC receives wage/salary recommendations	FA-CASO	19 December
7. Receive and approve budget assumptions & overview	DGB	19 December
8. Review current strategic plan/budget at convocation	SPASC	8 January 2018
9. Solicit input for upcoming strategic plan at convocation	SPASC	8 January
10. Distribute budget materials for operational & capital	Fin Svcs	9 January
11. SPASC receives wage & salary recommendation	ERC	12 January
12. President receives wage & salary recommendation	SPASC	1 February
13. Financial Services receives budget requests	Department Managers	5 February
14. Review of operational & capital plans/budget requests	Executive Team	12 February
15. Receive introductory budget analysis	DGB	20 February
16. Receive wage and salary recommendation	DGB	20 February
17. Receive tuition and fee schedules	DGB	20 February
18. Budget hearings	SPASC	2 March
19. Receive preliminary budget analysis	DGB	20 March
20. Receive operational plans	DGB	20 March
21. Approve salary schedules	DGB	20 March
22. Approve tuition and fee schedules	DGB	20 March
23. Receive complete budget analysis	DGB	17 April
24. Adopt tentative budgets & approve publication	DGB	17 April
25. Publish notice of budget public hearing/TNT hearing	CBO	27 April
26. Develop priorities for upcoming strategic plan	DGB	28 April
27. Publish notice of TNT hearing (2)	CBO	3 May
28. Publish notice of budget public hearing (2)/TNT hearing (3)	CBO	10 May
29. Conduct taxpayer public hearings	DGB	15 May
30. Adopt property tax levy and final budgets	DGB	15 May
31. Notify PTOC of primary property tax levy	CBO	18 May
32. Submit tax levy to Navajo County	CBO	18 May
33. Develop upcoming strategic plan draft	SPASC	31 July
34. Present strategic plan report & new draft at convocation	SPASC	13 August
35. Receive input for future strategic plans at convocation	SPASC	13 August
36. Receive annual report on strategic planning	DGB	21 August 2018

Northland Pioneer College
Preliminary Budget Development Assumptions
FY 2018-19

GENERAL ASSUMPTIONS

- Budget Development Calendar will be followed.
- Introductory budget analysis for DGB in February will be prior to budget hearings and will be limited to an overview of expenditure and revenue trends.
- Preliminary budget analysis for DGB in March will include a detailed examination of budget planning similar to prior year preliminary budget analyses.
- Statutory Expenditure Limit will be breached.
- Carry-forward is available to address short-term issues and expenditures will not be restricted by statutory expenditure limitations, however, identification and recommendation for cost savings actions will be identified.

REVENUE ASSUMPTIONS

- Overall revenues are expected to decrease compared to current fiscal year.
- State funding is expected to remain relatively flat compared to current fiscal year.
- Each \$1 increase in tuition is estimated to generate \$30,000 in additional revenue. Follow the three-year tuition plan adopted in FY1718 (FY1819 increase of \$2 to \$74 per credit hour and FY1920 increase of \$3 to \$77 per credit hour). Tuition and general fees are set at a rate that:
 - (A) gives consideration to the impact on students, student enrollment, and student retention rates,
 - (B) increases incrementally, and
 - (C) is competitive in our market by maintaining a comparative position to the average overall tuition and general fees at other Arizona community colleges.
- Course fees will be set at a rate calculated to offset expendable supplies and equipment.
- Primary property tax is expected to decrease but will be levied at the maximum rate and will require a truth-in-taxation hearing.
- Other revenues will be estimated based on historical information and emerging trends.

EXPENDITURE ASSUMPTIONS

- Overall general fund expenditures are expected to be flat or decrease compared to current fiscal year.
- Items in budget requests will be linked to the current **NPC Strategic Plan** through operational plans developed at the division or departmental level. Any budget amounts that are higher than current budget **or** actual historical spending will require **justification and will be reviewed during the budget hearing process.**
- Budget requests from Department Managers for operational and capital expenditures will be completed by **Monday, February 5, 2018.**

- SALARY SCHEDULES will be developed with:
 - (A) incrementally increasing rates,
 - (B) consideration to competitive market conditions with the goal to maintain a comparative position to the average increases/rates at other local public entities, other Arizona community colleges, and other similar institutions, and
 - (C) consideration to salary recommendations received through the shared governance process.
- BENEFITS will be developed with:
 - (A) no major changes expected in plan benefit structure or options, and
 - (B) consideration on impacts from third-party partnerships including
 - (1) Employee benefit trust for medical and dental insurance and
 - (2) Arizona State Retirement System for retirement contributions.
- Education partner relationships will be maintained with:
 - (A) Apache County,
 - (B) NAVIT,
 - (C) Dual enrollment, and
 - (D) others.
- OPERATING budget will be developed for a three-year period (FY1819, FY1920, and FY2021)
- CAPITAL budget requests will be developed for a three-year period (FY1819, FY1920 and FY2021).
- GRANT funding will continue to be identified and pursued.
- AUXILIARY fund activities will be maintained.

**Northland Pioneer College
Budget Development Assumptions
FY 2018-19**

Budget Categories & Targets:

Revenues	<ul style="list-style-type: none"> • Budget will be prepared by the CBO and staff
Salaries/Wages & Benefits	<ul style="list-style-type: none"> • Budget will be prepared by the CBO and staff except for the following wages that budget managers will <u>include in their budget requests:</u> <ul style="list-style-type: none"> ○ Adjunct faculty ○ Faculty overload ○ Temporary employee ○ Lab aid ○ Substitute faculty
Operating Expenditures	<ul style="list-style-type: none"> • Expected to remain level. • Budget requests should reflect only those items identified in division or departmental operational plans. • Any new programs/services must demonstrate linkage to the adopted strategic plan.
Capital Expenditures	<ul style="list-style-type: none"> • All requests for funding will be linked to revenues from the operational budget, grant funds, or reserved funds. • Minimal state funding for STEM is expected to continue.

Fall Semester Enrollment Change, 2016-2017

	TOTAL FTSE		NAVIT FTSE		DUAL FTSE		REGULAR FTSE	
	2016	2017	2016	2017	2016	2017	2016	2017
Little Colorado	160	174	27	22	24	17	110	135
Painted Desert	202	201	49	48	46	56	108	97
Silver Creek	164	161	28	24	47	33	89	104
White Mountain	470	490	89	96	73	39	308	355
Subtotal	996	1026	193	189	192	144	615	691
ALU	1	0	0.0	0.0	0.0	0.0	1	0
CDA	13	0*	0.0	0.0	0.0	0.0	13	0
DOC	24	19	0.0	0.0	0.0	0.0	24	19
Hopi	26	34	0.0	0.0	2	4	24	30
Internet	109	104	0.0	0.0	0.0	0.0	109	104
Kayenta	24	26	0.0	0.0	2	4	22	22
Springerville-Eagar	46	26	4	4	21	0.0	20	23
St Johns	80	95	43	41	7	2	30	52
Whiteriver	92	93	0.0	0.0	41	38	50	55
Apache Co Misc	22	35	0.0	0.0	22	18	0	17
Navajo Co Misc	7	9	0.0	0.0	4	5	3	3
Subtotal	444	442	47	45	97	71	296	326
TOTAL	1439.6	1467.6	239	234	289	217*	911	1017

**Beginning Fall 2017, CDA (Early Childhood) enrollment has been allocated to the local campus/center*

**Beginning Fall 2017, TALON project enrollment has been allocated to Regular FTSE counts*

Enrollment change, Fall 2016-Fall 2017: +2.0% **Headcount change, Fall 2016-Fall 2017: -23 (3021)**

Ongoing enrollment impacts, positive and negative:

1. Department of Corrections FTSE remains at less than ½ of prior years due to program reductions
2. Vacant faculty lines: Math, English, BUS/CIS (2), Mechatronics
3. Early Childhood program curriculum change, program change:
4. Significant losses of dual enrollment instructors at area high schools
5. Loss of outlying area CCP enrollment, due to Dept of Ed regulation changes
6. **POSITIVE:** TALON project enrollment, significant increase in year two:

Request to Approve Academic Calendar 2019-2020

Recommendation:

The Instructional Council and instructional leadership recommend adoption of the 2019-2020 academic calendar as presented.

Summary:

Instructional Council and instructional leadership have developed and reviewed the academic calendar for 2019-2020. The academic calendar is approved two years in advance to allow for advance planning by the College and its JTED and K-12 partners. The structure of the recommended calendar follows that of recent years. The calendar has been reviewed by the Strategic Planning and Accreditation Steering Committee with no concerns.



AUGUST 2019							
W	S	M	T	W	Th	F	S
	28	29	30	31	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
1	25	26	27	28	29	30	31

29th - 10-month Faculty return (JULY)
 19th - 9-month Faculty return
 26th - First day of class

SEPTEMBER 2019							
W	S	M	T	W	Th	F	S
2	1	2	3	4	5	6	7
3	8	9	10	11	12	13	14
4	15	16	17	18	19	20	21
5	22	23	24	25	26	27	28
6	29	30					

2nd - Labor Day

OCTOBER 2019							
W	S	M	T	W	Th	F	S
6			1	2	3	4	5
7	6	7	8	9	10	11	12
8	13	14	15	16	17	18	19
9	20	21	22	23	24	25	26
10	27	28	29	30	31		

NOVEMBER 2019							
W	S	M	T	W	Th	F	S
10						1	2
11	3	4	5	6	7	8	9
12	10	11	12	13	14	15	16
13	17	18	19	20	21	22	23
14	24	25	26	27	28	29	30

11th - Veterans' Day
 28th-29th - Thanksgiving Break

DECEMBER 2019							
W	S	M	T	W	Th	F	S
15	1	2	3	4	5	6	7
16	8	9	10	11	12	13	14
17	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

16th - Last day of Fall
 19th - Grades due
 20th-23rd - No registration
 24th-26th, 31st & 1st College closed

JANUARY 2020							
W	S	M	T	W	Th	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
1	19	20	21	22	23	24	25
2	26	27	28	29	30	31	

1st - New Year's
 6th - 10-month Faculty return
 13th - 9-month Faculty return
 20th - MLK Day
 21st - First day of Spring semester

FEBRUARY 2020							
W	S	M	T	W	Th	F	S
							1
3	2	3	4	5	6	7	8
4	9	10	11	12	13	14	15
5	16	17	18	19	20	21	22
6	23	24	25	26	27	28	29

MARCH 2020							
W	S	M	T	W	Th	F	S
7	1	2	3	4	5	6	7
8	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
9	22	23	24	25	26	27	28
10	29	30	31				

16th-20th - Spring Break

APRIL 2020							
W	S	M	T	W	Th	F	S
10				1	2	3	4
11	5	6	7	8	9	10	11
12	12	13	14	15	16	17	18
13	19	20	21	22	23	24	25
14	26	27	28	29	30		

MAY 2020							
W	S	M	T	W	Th	F	S
14						1	2
15	3	4	5	6	7	8	9
16	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

16th Last day of Spring / Commencement
 19th - Last day for 9-month Faculty
 20th - Grades due
 21st-22nd No registration
 25th - Memorial Day
 27th - Last day for 10-month Faculty

JUNE 2020							
W	S	M	T	W	Th	F	S
1		1	2	3	4	5	6
2	7	8	9	10	11	12	13
3	14	15	16	17	18	19	20
4	21	22	23	24	25	26	27
5	28	29	30				

1st - First day of Summer school

JULY 2020							
W	S	M	T	W	Th	F	S
5				1	2	3	4
6	5	6	7	8	9	10	11
7	12	13	14	15	16	17	18
8	19	20	21	22	23	24	25
	26	27	28	29	30	31	1

4th - Independence Day (Observed on the 3rd)
 24th - Last day of Summer
 29th - Grades due

Concluding Report – NPC Participation in SFAZ+8 STEM Grant

Summary:

In 2013, Northland Pioneer College joined with the other seven rural community college districts to co-sponsor a National Science Foundation grant in conjunction with the Science Foundation of Arizona. NPC's portion of the project involved a cooperative effort with the Navajo Co Superintendent of Schools' office to increase participation in the regional science fair and increase course offerings in STEM (Science, Technology, Engineering, Mathematics) category program offerings in Kids College. Royce Kincanon and Mark Vest served as the principal investigators on the grant. While the project met with mixed results due to a number of factors, it also offered unexpected opportunities to collaborate that offer great potential for the future.

The grant project had three milestones:

1. Increase student participation in the Navajo County regional science fair by 30% over the three-year period.
2. Increase STEM course offerings in NPC's Kids College to a total of 16 over the three-year period.
3. Increase the participation rate in Kids College of students in the regional science fair to 50% over the three-year period.

Milestones #1 and #3 were not met. The Superintendent's Office reported ongoing difficulties in gaining consistent participation from county school districts. Lack of qualified science teachers, competing demands for districts' resources and time, and distances to travel to the regional fair all kept participation below the 10%/year increase for two of the three years. Science fair participants also did not translate into Kids College participants at the desired rate. Many science fair participants came from areas of the county without local access to Kids College classes. Participation was strong from school districts located near NPC campuses, much less so at more remote districts.

Milestone #2, where the College had direct control over the outcome, fared much better. In years 2 and 3 of the grant, Kids College averaged 58 STEM course offerings, far exceeding the milestone figure of 16. Student participation in those courses also exceeded projections.

Since science fair students did not participate in Kids College at the expected rate, approximately \$20,000 of grants funds remained unexpended in the summer of 2017. NPC collaborated with the Superintendent's Office to use these funds to develop a mobile STEM lab. That STEM lab (NPC



van) and its equipment are now providing hands-on STEM activities to school district students throughout the county. Susan Rodriguez from the Superintendent's Office worked with Royce Kincanon to create a "wrap" for the van, purchase needed materials, and advertise the mobile lab as an opportunity. Ms. Rodriguez has already made multiple visits to events and school districts this fall, with strongly positive responses. Science Foundation of Arizona is very pleased with this initiative and has highlighted the project and the Kids College STEM courses on their website and in their informational materials.



Northland Pioneer College

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Arizona Community Colleges 2017 Annual Report to the Governor

Summary:

The staff is pleased to present the Arizona Community Colleges 2017 Annual Report to the Governor, as required by State Statute. The Annual Report is disseminated to the Governor and to the Joint Legislative Budget Committee. As per statutory requirement, all Arizona community college districts report specified basic facts and summarizes accomplishments and upcoming challenges.



2017
State Annual Report to the Governor

Navajo County Community College District
Northland Pioneer College 10/12/2017

2016-2017
Navajo County Community College
Northland Pioneer College

Dr. Jeanne Swarhout, President
P.O. Box 610, Holbrook, Arizona 86025

Phone: 800-266-7845

Fax: 928-524-7312

Website: www.npc.edu

Introduction

- Northland Pioneer College (NPC) is a comprehensive, multicampus community college located in northeastern Arizona. Established in 1974, NPC now has 4 campuses, 5 learning centers and other delivery sites throughout the service area. NPC provides coursework in Apache County through an annually renewed intergovernmental agreement. Close to 60% of NPC's service-area population is Native American primarily residing on the Navajo Nation, Hopi Reservation and White Mountain Apache Reservation. Of the 21,158 square mile service area, nearly 40% of the land is set aside as reservation while another large amount of land is in BLM or National land, significantly affecting the College District's ability to tax local property. With few exceptions, NPC is the single provider of higher education in both Navajo and Apache counties (Diné College serves portions of the Navajo Nation). Distance, poverty levels, low educational attainment and limited infrastructure present challenges which NPC will always work with its communities to resolve.

Major Accomplishments in 2016-2017

- Completed year one of TALON project to deliver college course content to area high schools via telepresence. Student completion rates exceeded college base rates and student/administration satisfaction score were very high.
- Began evaluation of using TALON CISCO equipment as replacement for existing campus-based telepresence education technology.

- Developed rural health care consortium with Cochise College to bring respiratory therapy program to students in Navajo and Apache counties.
- Began phased implementation of efforts to improve persistence and completion, including adoption of Starfish student contact system.
- Laid the groundwork for additional partnerships with Navajo County with cost savings and revenue improvements for both entities.
- WAN topology redesign completed (Tower construction, radios, licensing and contract service).
- Added an automatic creation of student ID for access to the network after enrollment to lock down access on non-NPC persons.
- Back up remediation – DR/BU solution design complete.

Major Issues & Resolutions in 2016-2017

- Completed childcare and transportation white papers to evaluate impact of these issues on student enrollment, retention, and completion.
- Completed transition to new course placement software and model, incorporating high school GPA as a placement tool.
- With the assistance of a consultant, implemented solutions for consistent use of data in program reviews; developed an improved strategy for student course evaluation recovery.
- Open IT personnel positions while serving increased job-ready needs with declining resources.

- Deploying a Password Reset Solution with SSO – Contracted provider – ETA 2017-2018
- WAN equipment tower inspections and equipment upgrades including FCC approval.
- Information Systems Policies and Procedures – Key development required
- Security Policy implementations.

Upcoming Issues for 2016-2017

- The institution will be undergoing a presidential transition.
- Reviewing business operations to identify cost cutting measures and new revenue sources as preparation for a substantial decrease in new construction valuation and related property tax revenue as APS Cholla Power Plant moves toward closure.
- Developing a long-range budget forecast process for the college including developing a 5- to 10-year plan.
- Ongoing workforce issues impacting CTE program local hiring, thus impacting enrollment.
- Ongoing issues attracting/retaining key staff in high demand areas such as administration, HR, data, technology and some faculty areas.
- Significant lack of area-wide IT infrastructure redundancy across region resulting in delivery failures.
- Supporting and attaining goals established by Achieve60AZ with limited funding and partnership access.
- Development of key business demand technology such as document imaging, business process automation hampering project planning and resource support.
- Storage consumption.
- Growing network/data demands by students and communities.

Facts-at-a-Glance		
<u>Navajo Community College Enrollment FY 2016-2017</u>		
Annual FT Equivalent Student	1827	
Annual Unduplicated Headcount	6098	
Fall 2016 Headcount (credit)	3530	
<u>By Full-time or Part-time</u> Fall 2016		
Full-time	644	21%
Part-time	2400	79%
Total	3044	100%
<u>By Gender</u> Fall 2016		
Female	1778	58%
Male	1266	42%
Total	3044	100%
<u>By Residency Status</u> Fall 2016		
Resident	2463	80.9%
Out-of-County	568	18.7%
Out-of-State	13	0.4%
Unknown	0	0%
Total	3044	100%
<u>By Ethnic or Race Group</u> Fall 2016		
American Indian/Alaska Native	1009	33%
Asian	20	1%
Black/African American	27	1%
Hispanic/Latino	340	11%
International	2	0%
Native Hawaiian/Other Pac Islander	14	0%
Not Specified	114	4%
Two or More	82	3%
White	1436	47%
Total	3044	100%
<u>Instructional Staff</u> Fall 2016		
Full-time Instructors	75	53%
Part-time Instructors	67	47%
Total	142	100%
<u>District Fund Sources FY2016-17</u>		
Tuition & Fees	\$5,041,489	
State Aid (incl. Equalization)	\$8,041,200	
Primary/Secondary Tax Levy	\$14,383,792	
Restricted Grants	\$4,656,263	
Bond Proceeds	\$0	
Other	\$3,533,311	
Fund Balance	0\$	
Total	36,656,055\$	
<u>District Expenditures FY 2016-17</u>		
General Fund	\$21,999,031	
Restricted Fund	\$4,291,172	
Auxiliary Fund	\$388,507	
Unexpended Plant Fund	\$4,228,275	
Retirement of Indebtedness	\$ 0	
Total	\$ 39,915,154	

NAVAJO COMMUNITY COLLEGE DISTRICT
Tuition and Fees
FY 2016-17

Credit courses

TUITION	2016-17	2017-18
In-State	\$70 each credit hour	\$72 each credit hour
Apache County	\$70 each credit hour	\$72 each credit hour
Out-Of-State	\$335 per credit hour	\$345 per credit hour
Senior Citizens 60 years or older	50% of the applicable rate: In-District, Apache County, or Out-of-State. (Does not apply to non-credit courses)	50% of the applicable rate: In-District, Apache County, or Out-of-State. (Does not apply to non-credit courses)
WICHE Western Undergraduate Exchange	150% of the In-State rate	150% of the In-State rate
CCP classes (Adult Basic Education)	50% of base tuition rate	50% of base tuition rate
Summer Session	50% of base tuition rate (Does not apply to noncredit classes) Only one 50% reduction applies to TLC courses	50% of base tuition rate (Does not apply to noncredit classes) Only one 50% reduction applies to TLC courses

Non-credit courses

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each course.

Course Fees

Some courses at NPC have instructional fees covering supplies and materials used by students in the classroom.

A typical fee ranges from \$15 to \$35. Students may also be responsible for providing other supplies or tools. Some courses require higher-than-usual fees to cover special circumstances and materials. Examples of such fees are: Administration of Justice Studies, Computer Information Systems, Cosmetology; Nursing; several Emergency Medical Technology courses, Firefighter I and II, and others.

**Navajo County Community College District
FY 2016-17**

Residency	Number of Students NOT in the District
Arizona (by county)	
Apache	
Cochise	17
Cochran	7
Coconino	90
Gila	21
Graham	3
Greeley	1
Greenlee	6
La Paz	4
Maricopa	680
Mohave	22
Navajo	
Pima	137
Pinal	56
Santa Cruz	13
Yavapai	32
Yuma	24
Out-of-State	
Alabama	1
Alaska	
Arkansas	2
California	10
Colorado	
Connecticut	
Delaware	
Florida	
Georgia	
Hawaii	2
Idaho	
Illinois	1
Indiana	1
Iowa	
Kansas	2
Kentucky	

Louisiana	1
Maine	
Maryland	
Massachusetts	
Michigan	
Minnesota	1
Mississippi	
Missouri	
Montana	1
Nebraska	
Nevada	5
New Hampshire	
New Jersey	2
New Mexico	17
New York	
North Carolina	
North Dakota	1
Ohio	
Oklahoma	
Oregon	2
Pennsylvania	
Rhode Island	1
South Carolina	
South Dakota	
Tennessee	
Texas	3
Utah	2
Vermont	
Virginia	1
Washington	
West Virginia	
Wisconsin	1
Wyoming	
Other	

NAVAJO COMMUNITY COLLEGE DISTRICT
Northland Pioneer College
Dual Enrollment Faculty Advisory Committee Members
FY 2017-2018

Name	Title/Discipline
Richard Harris - Chair	Faculty in Spanish
Karen Hall	Coordinator of High School Programs
Candy London	Dual Enrollment Operations Specialist
Frank Pinnell	Faculty in Welding
Betsy Peck	Faculty in Early Childhood Education
Connie Warren	Faculty in Allied Health
Jeff Strong	Faculty in Mathematics

NAVAJO COMMUNITY COLLEGE DISTRICT
Northland Pioneer Community College
Dual Enrollment Community College Courses
FY 2016-17

COURSE		TYPE ¹	GRADE LEVEL ²				
Number	Title	A/O	S	J	So	Fr	Total
ALCHESAY HIGH SCHOOL							
BUS100	INTRODUCTION TO BUSINESS	O	4	22	1		27
BUS105	TECHNIQUES OF SUPERVISION	O	12	3			15
BUS110	SMALL BUSINESS MANAGEMENT	O	12	3			15
BUS112	FUNDAMENTALS OF BOOKKEEPING	O	10	19			29
BUS185	ETHICS IN MANAGEMENT	O	15				15
BUS202	PROFESSIONAL CUSTOMER SERVICE	O	4	22	1		27
BUS220	PRINCIPLES OF MARKETING	O	10	19			29
BUS240	ENTREPRENEURSHIP	O	15				15
ECD100	HEALTHY ENVIRONMENT	O	13	24	1		38
ECD101	CHILDS TOTAL LEARN ENVIRN	O	26	3			29
ECD102	SAFE ENVIRONMENT	O	13	24	1		38
ECD103	PLANNED ARRNGMNT-SCHEDULE	O	28				28
ECD105	ENCOURAGE SELF-DISCIPLINE	O	26	3			29
ECD108	TECH OBSERVING CHILDREN	O	22	12	2		36
ECD113	COMMUNIC-LANGUAGE SKILLS	O	26	3			29
ECD114	BEG MATHEMATICAL CONCEPTS	O	28				28
ECD115	NUTRITION EARLY CHILDHOOD	O	22	12	2		36
ECD116	SCIENCING AND DISCOVERY	O	28				28
ECD120	POSITIVE SELF-CONCEPT	O	26	3			29
ECD123	MUSIC AND CREATIVE MOVEMENT	O	22	12	2		36
ECD124	DRAMATIC PLAY	O	22	12	2		36
ECD125	CREATIVE MEDIA	O	22	12	2		36
ECD126	LARGE MUSCLE DEVELOPMENT	O	26	3			29
ECD127	SMALL MUSCLE DEVELOPMENT	O	26	3			29
ECD136	UNDRSTAND HOW CHILD LEARN	O	22	12	2		36
ECD147	PRENATAL AND INFANT DEVELOP	O	13	24	1		38
ECD148	TODDLER DEVELOPMENT	O	13	24	1		38
ECD149	DEVEL OF PRESCHOOL CHILD	O	13	24	1		38
ECD150	MIDDLE CHILDHOOD YEARS	O	13	24	1		38
ECD163	COGNITIVE DEVEL OF INFANT-TODDLR	O	28				28
ECD164	PRACT APPL COGNITIVE DEVL	O	28				28
ECD270	CDA ASSESSMENT PREP	O	6	3			9
TOTAL			594	325	20	0	939

NAVAJO COMMUNITY COLLEGE DISTRICT
Northland Pioneer Community College
Dual Enrollment Community College Courses
FY 2016-17

COURSE		TYPE ¹	GRADE LEVEL ²				
Number	Title	A/O	S	J	So	Fr	Total
BLUE RIDGE UNIFIED SCHOOL DISTRICT							
BUS100	INTRODUCTION TO BUSINESS	O	3	11	1		15
BUS105	TECHNIQUES OF SUPERVISION	O	1				1
BUS106	TECHNIQUES OF PERSONAL FINANCE	O	2	8			10
BUS110	SMALL BUSINESS MANAGEMENT	O	1				1
BUS112	FUNDAMENTALS OF BOOKKEEPING	O	3	11	1		15
BUS122	COMPUTER ACCOUNT WITH QUICKBOOKS	O	3	11	1		15
BUS231	MS OFFICE LEVEL I	O	2	8			10
BUS234	MS OFFICE LEVEL II	O	1				1
CIS102	COMPUTER LITERACY	O	23	8	4		35
CIS103	INTRO TO WINDOWS	O	9	7	4		20
CIS113	MULTIMEDIA	O	3				3
CIS115	INTRO GRAPHIC COMMUNIC TECHNOLOGY	O	34	33	15	2	84
CIS116	COMPUTER PHOTOGRAPHIC IMAGING	O	34	32	15	2	83
CIS117	TWO-DIMENSIONAL COMPUTER DESIGN	O	20	1	2		23
CIS119	PAGE LAYOUT AND DESIGN	O	20	1	2		23
CIS122	INTRO COMP PRESENTN GRAPHIC	O	3				3
CIS161	MICROSOFT OPERATING SYSTEM	O	3				3
CIS187	INTRODUCTION TO WEB DEVELOPMENT	O	9	7	4		20
CON100	CONSTRUCTION MATH AND SAFETY	O	13	23	4	3	43
CON121	CABINETMAKING I	O	13	20	4	2	39
CON221	CABINETMAKING II	O	2				2
ENL101	COLLEGE COMPOSITION I	A	7				7
ENL102	COLLEGE COMPOSITION II	A	7				7
IMO160	ROBOTICS	O	10	12	6		28
IMO161	INTRO COMPTR AID MANUFCTN	O	11	3	2		16
IMO199	PNEUMATICS & HYDRAULICS CONTROL	O	4	6	4		14
IMO199	PNEUMATICS & HYDRAULICS CONTROL	O	6	6	2		14
IMO200	SYSTEM CRITIC THINK AND CONTROL	O	11	3	2		16
INA103	FURNITUREMAKING I	O	2		1		3
INA104	FURNITUREMAKING II	O	3	1			4
INA105	WOODWORKING I	O	14	23	5	3	45
INA106	WOODWORKING II	O	5				5
INA205	WOODWORKING III	O	1	1			2
INA206	WOODWORKING IV	O	1				1
LAN160	BEG AMERICAN SIGN LANG	A	15	24	2	2	43
LAN161	INTERM AMERICAN SIGN LANG	A	7			1	8
LAN260	ADV AMERICAN SIGN LANG	A	6				6
MAT103	BUSINESS MATH	A	49	2			51
MAT152	ADVANCED ALGEBRA	A	35	25	28	6	94
MAT189	PRECALCULUS ALGEBRA-TRIG	A	28	11	9	2	50
MAT221	CALCULUS I	A	12	2			14
SPT150	INTRO TO FILM	A	5				5
TOTAL			441	300	118	23	882

NAVAJO COMMUNITY COLLEGE DISTRICT
Northland Pioneer Community College
Dual Enrollment Community College Courses
FY 2016-17

COURSE		TYPE ¹	GRADE LEVEL ²				
Number	Title	A/O	S	J	So	Fr	Total
CHINLE HIGH SCHOOL							
BUS100	INTRODUCTION TO BUSINESS	O	11	3	3		17
HES170	MEDICAL TERM CLINCL HLTH PROFESS	O	11	4	3	1	19
WLD100	SAFETY AND MATH	O	10	4	2		16
WLD170	METAL PREP QUALITY AND ALIGNMENT	O	11	3			14
WLD171	WELDING CUTTING PROCESSES	O	11	3			14
WLD172	SMAW ARC	O	10	4	2		16
TOTAL			64	21	10	1	96
GANADO HIGH SCHOOL							
HES170	MEDICAL TERM CLINCL HLTH PROFESS	O	11				11
TOTAL			11	0	0	0	11
GREY HILLS HIGH SCHOOL							
HES170	MEDICAL TERM CLINCL HLTH PROFESS	O	7	4			11
TOTAL			7	4	0	0	11

NAVAJO COMMUNITY COLLEGE DISTRICT
Northland Pioneer Community College
Dual Enrollment Community College Courses
FY 2016-17

COURSE		TYPE ¹	GRADE LEVEL ²				
Number	Title	A/O	S	J	So	Fr	Total
HOLBROOK HIGH SCHOOL							
CON100	CONSTRUCTION MATH AND SAFETY	O		1			1
CON102	INTRO TO CONSTRUCTION METHODS	O	14	15	1		30
CON110	PLAN READ SITE LAYOUT COMM EMPLY	O	3	6			9
CON111	PLAN READING AND EMPLOYMENT	O	12	14	1		27
CON121	CABINETMAKING I	O	9	9			18
DRF120	TECHNICAL DRAFTING I	O	3	12	3		18
DRF150	AUTOCAD I	O	8	7			15
DRF220	TECHNICAL DRAFTING II	O	8	2			10
DRF250	AUTOCAD II	O	8				8
DRF251	AUTOCAD 3D	O	1				1
ECD100	HEALTHY ENVIRONMENT	O	2	15	2		19
ECD101	CHILDS TOTAL LEARN ENVIRN	O	12	2			14
ECD102	SAFE ENVIRONMENT	O	2	15	2		19
ECD103	PLANNED ARRNGMNT-SCHEDULE	O	13				13
ECD105	ENCOURAGE SELF-DISCIPLINE	O	12	2			14
ECD108	TECH OBSERVING CHILDREN	O	2	13			15
ECD110	RELATNSHP WITH PARENT-COMMUNIC	O	1				1
ECD112	ENHANC FAMILY INVOLVEMENT	O	1				1
ECD113	COMMUNIC-LANGUAGE SKILLS	O	12	2			14
ECD114	BEG MATHEMATICAL CONCEPTS	O	11				11
ECD115	NUTRITION EARLY CHILDHOOD	O	2	13			15
ECD116	SCIENCING AND DISCOVERY	O	13				13
ECD120	POSITIVE SELF-CONCEPT	O	2				2
ECD123	MUSIC AND CREATIVE MOVEMENT	O	2	13			15
ECD124	DRAMATIC PLAY	O		1			1
ECD125	CREATIVE MEDIA	O		1			1
ECD126	LARGE MUSCLE DEVELOPMENT	O	2				2
ECD127	SMALL MUSCLE DEVELOPMENT	O	2				2
ECD147	PRENATAL AND INFANT DEVELOP	O	2	15	2		19
ECD148	TODDLER DEVELOPMENT	O		2			2
ECD149	DEVEL OF PRESCHOOL CHILD	O		2			2
ECD150	MIDDLE CHILDHOOD YEARS	O		2			2
ECD175	PROFESSIONALISM	O	1				1
ENL101	COLLEGE COMPOSITION I	O	28	5			33
ENL102	COLLEGE COMPOSITION II	O	26				26
LAN171	NAVAJO I	A	9	19	27	2	57
LAN172	NAVAJO II	A	9	6			15
MAT152	ADVANCED ALGEBRA	A	5	2			7
MAT189	PRECALCULUS ALGEBRA-TRIG	A	4	1			5
MAT221	CALCULUS I	A	2	7	1		10
MAT231	CALCULUS II	A	5	4			9
POS110	AMERICAN GOVERNMENT	A	12	5			17
SPT150	INTRO TO FILM	A	5				5
WLD100	SAFETY AND MATH	O	7	14			21
WLD151	CUTTING PROCESS AND WELD QUALITY	O	12	5			17
WLD171	WELDING CUTTING PROCESSES	O	6				6
TOTAL			290	232	39	2	563

NAVAJO COMMUNITY COLLEGE DISTRICT
Northland Pioneer Community College
Dual Enrollment Community College Courses
FY 2016-17

COURSE		TYPE ¹	GRADE LEVEL ²				
Number	Title	A/O	S	J	So	Fr	Total
HOPI JR/SR HIGH SCHOOL							
MAT152	ADVANCED ALGEBRA	A	3	1			4
MAT189	PRECALCULUS ALGEBRA-TRIG	A	1				1
POS110	AMERICAN GOVERNMENT	A	8				8
SPT150	INTRO TO FILM	A	1				1
TOTAL			13	1			14
JOSEPH CITY UNIFIED SCHOOL DIST							
ENL101	COLLEGE COMPOSITION I	A	10				10
ENL102	COLLEGE COMPOSITION II	A	10				10
MAT152	ADVANCED ALGEBRA	A	6	5			11
MAT189	PRECALCULUS ALGEBRA-TRIG	A		1			1
POS110	AMERICAN GOVERNMENT	A	10				10
SPA101	ELEM SPANISH I	A	1	2	1		4
SPA102	ELEM SPANISH II	A	1	2	1		4
TOTAL			38	10	2		50
MOGOLLON HIGH SCHOOL							
CIS115	INTRO GRAPHIC COMMUNIC TECHNOLOGY	O	5	2			7
CIS116	COMPUTER PHOTOGRAPHIC IMAGING	O	4	11			15
CIS117	TWO-DIMENSIONAL COMPUTER DESIGN	O	12	5			17
CIS119	PAGE LAYOUT AND DESIGN	O	6				6
CON100	CONSTRUCTION MATH AND SAFETY	O	2	3			5
CON110	PLAN READ SITE LAYOUT COMM EMPLY	O	2	3			5
CON124	MASONRY SYSTEMS	O	4				4
CON125	CONCRETE SYSTEMS	O	4				4
ENL101	COLLEGE COMPOSITION I	A	11	1			12
ENL102	COLLEGE COMPOSITION II	A	10				10
MAT152	ADVANCED ALGEBRA	A	1	6			7
MAT189	PRECALCULUS ALGEBRA-TRIG	A	5	2			7
MAT221	CALCULUS I	A	8	1			9
MAT231	CALCULUS II	A	3				3
TOTAL			77	34			111
MONUMENT VALLEY HIGH SCHOOL							
HES170	MEDICAL TERM CLINCL HLTH PROFESS	O	10	2			12
TOTAL			10	2			12
RED MESA HIGH SCHOOL							
BUS220	PRINCIPLES OF MARKETING	O	14	10	2		26
ENL101	COLLEGE COMPOSITION I	A	3				3
ENL102	COLLEGE COMPOSITION II	A	3				3
HES170	MEDICAL TERM CLINCL HLTH PROFESS	O	5	1			6
MAT152	ADVANCED ALGEBRA	A	5				5
MAT189	PRECALCULUS ALGEBRA-TRIG	A	5				5
TOTAL			35	11	2		48

NAVAJO COMMUNITY COLLEGE DISTRICT
Northland Pioneer Community College
Dual Enrollment Community College Courses
FY 2016-17

COURSE		TYPE ¹	GRADE LEVEL ²				
Number	Title	A/O	S	J	So	Fr	Total
ROUND VALLEY HIGH SCHOOL							
BUS100	INTRODUCTION TO BUSINESS	O		9	8	6	23
BUS105	TECHNIQUES OF SUPERVISION	O		9	8	6	23
BUS106	TECHNIQUES OF PERSONAL FINANCE	O	60				60
BUS110	SMALL BUSINESS MANAGEMENT	O	2	11	10	3	26
BUS128	MS EXCEL APPLICATNS FOR BUSINESS	O	2	11	10	3	26
BUS215	PRINCIPLES OF RETAIL MANAGEMENT	O	56				56
TOTAL			120	40	36	18	214
SHONTO PREP HIGH SCHOOL							
ENL101	COLLEGE COMPOSITION I	A	1	1			2
ENL102	COLLEGE COMPOSITION II	A		1			1
MAT152	ADVANCED ALGEBRA	A	6	2			8
MAT189	PRECALCULUS ALGEBRA-TRIG	A	5	1			6
TOTAL			12	5			17

NAVAJO COMMUNITY COLLEGE DISTRICT
Northland Pioneer Community College
Dual Enrollment Community College Courses
FY 2016-17

COURSE		TYPE ¹	GRADE LEVEL ²				
Number	Title	A/O	S	J	So	Fr	Total
SHOW LOW HIGH SCHOOL							
BUS100	INTRODUCTION TO BUSINESS	O	6	40	28	3	77
BUS105	TECHNIQUES OF SUPERVISION	O	1				1
BUS112	FUNDAMENTALS OF BOOKKEEPING	O	41	18			59
BUS202	PROFESSIONAL CUSTOMER SERVICE	O	25	18			43
BUS210	PRINCIPLES OF MANAGEMENT	O	21	2			23
BUS220	PRINCIPLES OF MARKETING	O	28	35	2		65
BUS240	ENTREPRENEURSHIP	O	1				1
CON100	CONSTRUCTION MATH AND SAFETY	O	1	1			2
CON101	JOBSITE LAYOUT	O	6	22	9	1	38
CON102	INTRO TO CONSTRUCTION METHODS	O	6	13	7	1	27
CON111	PLAN READING AND EMPLOYMENT	O	6	22	9	1	38
CON145	ROOF THERML MOISTURE PROTEC SYST	O	11	12			23
CON228	ELECTRICAL SYSTEMS	O	8	12			20
CON229	PLUMBING AND MECHANICAL SYSTEMS	O	15	5			20
ECD100	HEALTHY ENVIRONMENT	O	4	2	1		7
ECD101	CHILDS TOTAL LEARN ENVIRN	O	5				5
ECD102	SAFE ENVIRONMENT	O	4	2	1		7
ECD103	PLANNED ARRNGMNT-SCHEDULE	O	4				4
ECD105	ENCOURAGE SELF-DISCIPLINE	O	5				5
ECD108	TECH OBSERVING CHILDREN	O	3	2			5
ECD110	RELATNSHP WITH PARENT-COMMUNIC	O	4				4
ECD112	ENHANC FAMILY INVOLVEMENT	O	4				4
ECD113	COMMUNIC-LANGUAGE SKILLS	O	5				5
ECD114	BEG MATHEMATICAL CONCEPTS	O	4				4
ECD115	NUTRITION EARLY CHILDHOOD	O	3	2			5
ECD116	SCIENCING AND DISCOVERY	O	4				4
ECD120	POSITIVE SELF-CONCEPT	O	5				5
ECD123	MUSIC AND CREATIVE MOVEMENT	O	3	2			5
ECD124	DRAMATIC PLAY	O	3	2			5
ECD125	CREATIVE MEDIA	O	3	2			5
ECD126	LARGE MUSCLE DEVELOPMENT	O	5				5
ECD127	SMALL MUSCLE DEVELOPMENT	O	5				5
ECD136	UNDRSTAND HOW CHILD LEARN	O	3	2			5
ECD147	PRENATAL AND INFANT DEVELOP	O	4	2	1		7
ECD148	TODDLER DEVELOPMENT	O	4	2	1		7
ECD149	DEVEL OF PRESCHOOL CHILD	O	4	2	1		7
ECD150	MIDDLE CHILDHOOD YEARS	O	4	2	1		7
ECD175	PROFESSIONALISM	O	4				4
FDV130	VIDEO PRODUCTION	O	2	7	5		14
FDV140	VIDEO EDITING	O	12	3	3		18
FDV160	DIGITAL AUDIO FOR FILM AND TV	O	15	9	8		32
FDV222	DIGITAL VIDEO PRE-PRODUCTN APPLC	O	7	2			9
FDV232	DIGITAL VIDEO PRODUCTION APPLIC	O	9	6			15
MAT152	ADVANCED ALGEBRA	A	25	29			54
MAT189	PRECALCULUS ALGEBRA-TRIG	A	33	19			52
MAT221	CALCULUS I	A	6	1			7
TOTAL			381	300	77	6	764

NAVAJO COMMUNITY COLLEGE DISTRICT
Northland Pioneer Community College
Dual Enrollment Community College Courses
FY 2016-17

COURSE		TYPE ¹	GRADE LEVEL ²				
Number	Title	A/O	S	J	So	Fr	Total
SNOWFLAKE HIGH SCHOOL							
ART105	BEGINNING DRAWING I	A	12				12
ENL101	COLLEGE COMPOSITION I	A	76	7			83
ENL102	COLLEGE COMPOSITION II	A	82	1			83
FDV130	VIDEO PRODUCTION	O	4	23	1	1	29
FDV140	VIDEO EDITING	O	17	10		1	28
FDV222	DIGITAL VIDEO PRE-PRODUCTN APPLC	O	9	2			11
FDV232	DIGITAL VIDEO PRODUCTION APPLIC	O	7				7
FDV242	DIGITAL VIDEO POST-PRODUCT APPLC	O	7				7
MAT152	ADVANCED ALGEBRA	A	49	36	3		88
MAT189	PRECALCULUS ALGEBRA-TRIG	A	33	24			57
MAT221	CALCULUS I	A	27	5			32
SPA101	ELEM SPANISH I	A	6	24	2		32
SPA102	ELEM SPANISH II	A	14	14			28
TOTAL			343	146	6	2	497
ST. JOHNS HIGH SCHOOLS							
BUS106	TECHNIQUES OF PERSONAL FINANCE	O	8				8
BUS110	SMALL BUSINESS MANAGEMENT	O	3	2			5
BUS112	FUNDAMENTALS OF BOOKKEEPING	O	5				5
BUS122	COMPUTER ACCOUNT WITH QUICKBOOKS	O	3				3
CHM130	FUNDAMENTAL CHEMISTRY	A	8	24	1		33
ENL101	COLLEGE COMPOSITION I	A	5	1			6
ENL102	COLLEGE COMPOSITION II	A	4				4
MAT152	ADVANCED ALGEBRA	A	6	18			24
MAT189	PRECALCULUS ALGEBRA-TRIG	A	12	2			14
SPA101	ELEM SPANISH I	A	8	3			11
SPA102	ELEM SPANISH II	A	11				11
TOTAL			73	50	1		124
WINDOW ROCK HIGH SCHOOL							
BUS100	INTRODUCTION TO BUSINESS	O	4				4
BUS105	TECHNIQUES OF SUPERVISION	O	4	10	4		18
BUS210	PRINCIPLES OF MANAGEMENT	O	4				4
BUS220	PRINCIPLES OF MARKETING	O	9	6			15
HES170	MEDICAL TERM CLINCL HLTH PROFESS	O	2				2
TOTAL			23	16	4		43

NAVAJO COMMUNITY COLLEGE DISTRICT
Northland Pioneer Community College
Dual Enrollment Community College Courses
FY 2016-17

COURSE		TYPE ¹	GRADE LEVEL ²				
Number	Title	A/O	S	J	So	Fr	Total
WINSLOW HIGH SCHOOL							
DRF120	TECHNICAL DRAFTING I	O	6	3	7		16
DRF130	ARCHITECTURAL DRAFTING I	O	6	3	7		16
DRF150	AUTOCAD I	O	7	5	2		14
DRF220	TECHNICAL DRAFTING II	O	7	7	2		16
DRF230	ARCHITECTURAL DRAFTING II	O	1	3			4
DRF250	AUTOCAD II	O	1	3			4
DRF252	AUTOCAD PRODUCTIVITY	O	1	2			3
ENL101	COLLEGE COMPOSITION I	A	42	5			47
ENL102	COLLEGE COMPOSITION II	A	46				46
MAT152	ADVANCED ALGEBRA	A	5	1			6
MAT189	PRECALCULUS ALGEBRA-TRIG	A	10				10
POS110	AMERICAN GOVERNMENT	A	15	2			17
SPA101	ELEM SPANISH I	A	1	1	7		9
SPA102	ELEM SPANISH II	A	1	4	3		8
TOTAL			149	39	28		216

¹ Academic or Occupational

² Senior, Junior, Sophomore or Freshman

15-1427 Annual Report

Part C (3, 4)

Part C – 4 - NPC does not award grants or scholarships to dual enrollment students only tuition waivers..

Part C – 3 –There have been no addendum to intergovernmental agreements or contracts since the 2012-2013 report:

ARS 15-1427. Annual report

A. By December 1 of each year, each community college district shall make a report for the preceding fiscal year to the governor, the president of the senate, the speaker of the house of representatives and the joint legislative budget committee and shall provide a copy of this report to the secretary of state.

B. The report shall contain the following information regarding the operation of the district:

1. The state of progress of the community colleges operated under this chapter.
2. The courses of study included in the curricula.
3. The number of professors and other instructional staff members employed.
4. The number of students registered and attending classes.
5. The number of full-time equivalent students enrolled during the year.
6. The total number of students not residing in the district, disaggregated by the county of residence for nonresident students who reside in this state and by the state of residence for nonresident students who reside in another state.
7. The amount of receipts and expenditures.
8. A general description of tuition and fees charged for credit courses.
9. A general description of tuition and fees charged for noncredit courses.
10. Such other information as the governor and the joint legislative budget committee deem proper.

C. In each odd-numbered calendar year, the report shall also contain the following information regarding dual enrollment programs operated pursuant to section 15-1821.01:

1. Documentation of compliance with the requirements prescribed in section 15-1821.01, paragraphs 3, 4 and 5, including a list of the members of the faculty advisory committees of each community college.
2. Total enrollments listed by location, by high school grade level and by course.
3. A copy of each addendum to intergovernmental agreements or contracts executed pursuant to section 15-1821.01, paragraph 1.
4. Summary data by community college district and by individual community colleges on the number of scholarships or grants awarded to students.
5. Such other information as the governor and the joint legislative budget committee deem proper.

ARS 15-1821.01. Dual enrollment information

On a determination by a community college district governing board that it is in the best interest of the citizens of a district, the district governing board may authorize district community colleges to offer college courses that may be counted toward both high school and college graduation requirements at the high school during the school day subject to the following:

1. The community college district governing board and the governing board of the school district or organization of which the high school is a part shall enter into an agreement or contract. These intergovernmental agreements or contracts shall be based on a uniform format that has been cooperatively developed by the community college districts in this state. Each of these agreements or contracts shall clearly specify the following:

(a) The financial provisions of the agreement or contract and the format for the billing of all services under the agreement or contract, including the amount that the community college received in full-time student equivalent funding pursuant to section 15-1466.01, the portion of the funding that is distributed to the school district governing board or charter school and any amount that is subsequently returned to the community college district by the school district governing board or charter school.

(b) Student tuition and financial aid policies, including if scholarships or grants are awarded to students in dual enrollment courses from the community college.

(c) The accountability provisions for each party to the agreement or contract.

(d) The responsibilities and services required of each party to the agreement or contract.

(e) The type of instruction that will be provided under the agreement or contract, including the titles of the courses to be offered.

(f) The quality of the instruction that will be provided under the agreement or contract.

2. Students shall be admitted to the community college under the policies adopted by each district, subject to the following:

(a) All students enrolled for college credit shall be high school juniors or seniors. All students in the course, including those not electing to enroll for college credit, shall satisfy the prerequisites for the course as published in the college catalog and shall comply with college policies regarding student placement in courses.

(b) A community college may waive the class status requirements specified in subdivision (a) of this paragraph for up to twenty-five per cent of the students enrolled by a college in courses, provided that the community college has an established written criteria for waiving the requirements for each course. These criteria shall include a demonstration, by an examination of the specific purposes and requirements of the course, that freshman and sophomore students who meet course prerequisites are prepared to benefit from the college level course. All exceptions and the justification for the exceptions shall be reported annually to the joint legislative budget committee on or before October 1.

3. The courses shall be previously evaluated and approved through the curriculum approval process of the district, shall be at a higher level than taught by the high school and shall be transferable to a university under the jurisdiction of the Arizona board of regents or be applicable to an established community college occupational degree or certificate program. Physical education courses shall not be available for dual enrollment purposes.

4. College approved textbooks, syllabuses, course outlines and grading standards that are applicable to the courses if taught at the community college shall apply to these courses and to

all students in the courses offered pursuant to this section. The chief executive officer of each community college shall establish an advisory committee of full-time faculty who teach in the disciplines offered at the community college to assist in course selection and implementation in the high schools and to review and report at least annually to the chief executive officer whether the course goals and standards are understood, the course guidelines are followed and the same standards of expectation and assessment are applied to these courses as though they were being offered at the community college. The advisory committee of full-time faculty shall meet at least three times each academic year.

5. Each faculty member shall meet the requirements established by the governing board pursuant to section 15-1444. The chief executive officer of each community college district shall establish an advisory committee of full-time faculty who teach in the disciplines offered at the community college district to assist in the selection, orientation, ongoing professional development and evaluation of faculty teaching college courses in conjunction with the high schools. The advisory committee of full-time faculty shall meet at least two times each academic year.

6. A school district shall ensure that a pupil is a full-time student as defined in section 15-901 and is enrolled in and attending a full-time instructional program at a school in the school district before that pupil is allowed to enroll in a college course pursuant to this section, except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this paragraph.