

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 20, 2018 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 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 19th day of November 2018, 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

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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 20, 2018

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

Item	Description	Resource
1.	Call to Order and Pledge of Allegiance	Chair Lucero
2.	Adoption of the Agenda (Action)	Chair Lucero
3.	Call for Public Comment <small>Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.</small>	Chair Lucero
4.	Reports:	
	A. Financial Position	CBO Ellison
	B. NPC Friends and Family	Director Wilson
	C. NPC Faculty Association	Mike Solomonson
	D. Human Resources	Written Report
	E. CASO	Written Report
	F. NPC Student Government Association	No Report
5.	Consent Agenda (Action)	Chair Lucero
	A. October 16, 2018 Regular Board Minutes	
	B. November 8, 2018 Retreat Minutes	
	C. Dual Enrollment Intergovernmental Agreements between Navajo County Community College District and Show Low USD; Tuba City USD; Window Rock USD.	
	D. Dual Enrollment Intergovernmental Agreements between Navajo County Community College District and Northeast Arizona Technological Institute of Vocational Education (NATIVE)	
6.	Old Business: No Old Business.	
7.	New Business:	
	A. Outstanding Alumnus Award Winner for Fall 2018	Rebecca Hunt
	B. Strategic Planning and Accreditation Priority Report	Colleen Readell
	C. Amendment #1 with NAU Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP)	Interim VPLSS Jackson
	D. Review of Fall 2018 Enrollment Report	Interim VPLSS Jackson
	E. Review of 2019-20 Budget Assumptions and Guidelines	CBO Ellison
	F. NPC Component Unit Financial Audit NPC Friends and Family 2017-18	CBO Ellison
	G. NPC Component Unit Financial Audit Northeast Arizona Training Center 2017-18	CBO Ellison
	H. Construction of Facilities at White Mountain Campus (Action)	CBO Ellison
	I. Awarding of Contract for Engineering/ Architectural Services for HVAC Replacement	CBO Ellison
	J. Annual Report to the Governor	President Vest
8.	Standing Business:	
	A. Strategic Planning and Accreditation Steering Committee Report	Interim VPLSS Jackson
	B. President's Report	President Vest
	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 18, 2018	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

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NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

July 1, 2018 to September 30, 2018

Budget Period Expired

25%

Tax Supported Funds

	General Unrestricted			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Primary Tax Levy	15,055,197	49,988	194,397	1%
State Aid:				
Maintenance and Operations	1,576,500	-	394,125	25%
Equalization	7,107,100	-	1,776,775	25%
Tuition and Fees	4,860,000	342,100	1,202,166	25%
Investment earnings	139,900	58,108	264,847	189%
Grants and Contracts	1,500,000	-	-	0%
Other Miscellaneous	-	21,071	60,752	
Fund Balance	650,000	-	-	
Transfers	(2,900,000)	(336,534)	(1,034,890)	36%
TOTAL REVENUES	\$ 27,988,697	\$ 134,733	\$ 2,858,172	10%
EXPENDITURES				
Salaries and Wages	18,406,016	1,514,968	3,635,939	20%
Operating Expenditures	9,582,681	710,076	1,964,121	20%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 27,988,697	\$ 2,225,044	\$ 5,600,060	20%

	Unrestricted Plant			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
State Aid:				
Capital/STEM	342,600	-	85,650	25%
Other Miscellaneous	400	-	-	
Fund Balance	9,100,000			0%
Transfers	2,000,000	313,926	571,679	29%
TOTAL REVENUES	\$ 11,443,000	\$ 313,926	\$ 657,329	6%
EXPENDITURES				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	11,443,000	313,926	657,329	6%
TOTAL EXPENDITURES	\$ 11,443,000	\$ 313,926	\$ 657,329	6%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
 Statement of Financial Position
 July 1, 2018 to September 30, 2018

Budget Period Expired 25%

Restricted and Auxiliary Funds

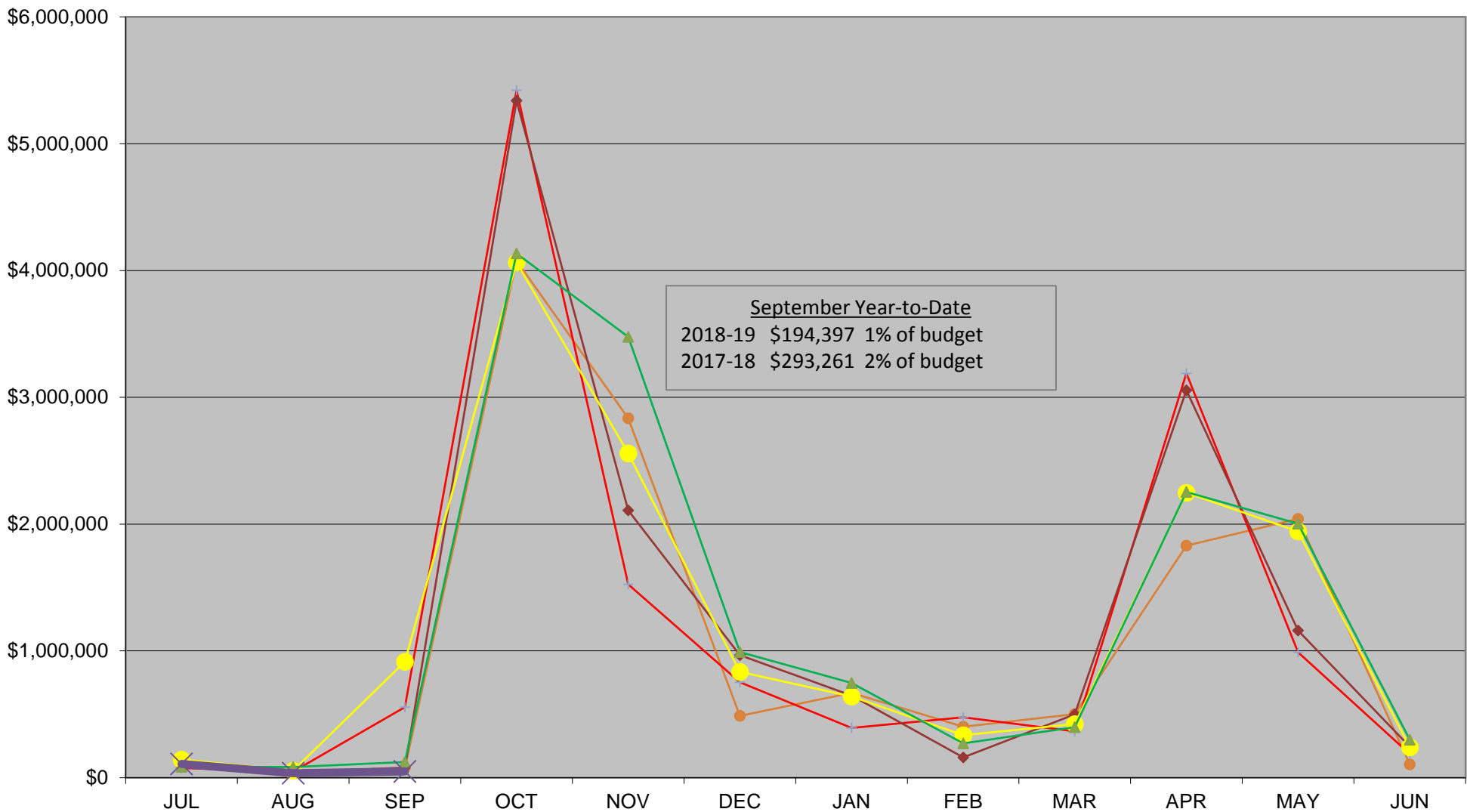
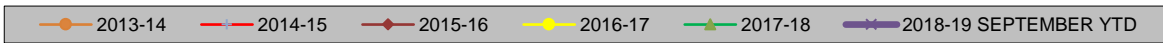
	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	6,000,000	41,378	265,835	4%
Fund Balance	-			
Transfers	600,000		420,037	70%
TOTAL REVENUES	\$ 6,600,000	\$ 41,378	\$ 685,872	10%
EXPENDITURES				
Salaries and Wages	828,551	87,855	279,483	34%
Operating Expenditures	5,771,449	154,325	955,224	17%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 6,600,000	\$ 242,180	\$ 1,234,707	19%

	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Sales and Services	300,000	3,872	58,610	20%
Fund Balance	-			
Transfers	300,000	22,608	43,174	14%
TOTAL REVENUES	\$ 600,000	\$ 26,480	\$ 101,784	17%
EXPENDITURES				
Salaries and Wages	296,914	18,877	61,201	21%
Operating Expenditures	303,086	9,318	40,583	13%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 600,000	\$ 28,195	\$ 101,784	17%

Cash Flows

Cash flows from all activities (YTD)	\$4,303,157
Cash used for all activities (YTD)	\$7,593,880
Net Cash for all activities (YTD)	(\$3,290,723)

Monthly Primary Property Tax Receipts



**DGB Human Resources Update
November 20, 2018**

OPEN POSITIONS

- 1. Faculty in Computer Information Systems – First Review October 15, 2018. 3 applicants.**
- 2. Financial Aid Systems Technician – Closes November 25, 2018. 5 applicants.**

FILLED

- 3. Accounting Technician – Tanya Hayes started November 16, 2018. Tanya was previously the Accounting Clerk.**
- 4. Campus Monitor – WMC – Stephen Valichnac started October 22, 2018. Stephen was previously a part-time campus monitor.**
- 5. Training Coordinator – Veronique Diallo started November 1, 2018. Veronique was previously a part-time student worker.**
- 6. Administrative Assistant for Student Services – Denise Wiseman-Stow started November 13, 2018. Denise received her Bachelor’s degree from Arizona State University and Her Master’s degree from Northern Arizona University.**

CASO Report November 2018

CASO is pleased to announce the election of our first ever successive vice president:
Rebecca Hunt from SCC.

Rebecca assumed her duties as vice president November 1st and will become president
November 1, 2019.

Ina Sommers
CASO President

Navajo County Community College District Governing Board Meeting Minutes

October 16, 2018 – 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. Elias Jouen.

Governing Board Member Present by Phone: Mr. Derrick Leslie.

Governing Board Member Absent:

Staff Present: President Mark Vest; Interim Vice President Rickey Jackson; Chief Business Officer (CBO) Maderia Ellison; Chief Information Officer (CIO) PJ Way; Recording Secretary to the Board Paul Hempsey.

Others Present: Kim Reed; Everett Robinson; Rochelle Lacapa; Renell Heister; Betsyann Wilson; Toni Gibbons; Ann Hess; Ken Wilk; Mike Solomonson; Gail Campbell; David Huish; Peggy Belknap; Josh Rogers; Chris Roediger; Jeremy Raisor; Amber Hill.

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. Peaches moved to adopt the agenda as presented. Mr. Matteson seconded. **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.

4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and reported on recent activities, successes, and upcoming events for Friends and Family noting that Scholarships for Spring 2019 are now open. Director Wilson highlighted a new scholarship, the Jeanne Swarouth Ph.D., Presidential Excellence Scholarship, which will award \$1,000 per semester to one successful applicant. The deadline to apply for Friends and Family scholarships is November 15.



4.C. Faculty Association

Faculty Association President Mike Solomonson addressed the Board and introduced Ken Wilk, who is the new Curriculum Support Specialist for the college. Ken Wilk described the process for curriculum development and where he is able to assist faculty, working with AZ Transfer to facilitate seamless transfer of NPC courses to the three state universities, and noted that Articulation Task Force meetings were continuing this semester.

4.D. Human Resources

Written Report.

4.E. NPC CASO

Written Report.

4.F. NPC Student Government Association

No Report.

Agenda Item 5: Consent Agenda

A. September 18, 2018 Regular Board Minutes

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

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. Title III Native American Serving Non-Tribal Institutions Supplemental Funding

Interim Vice President Jackson addressed the Board and informed those present of the receipt of supplemental funding to the Title III program and how the college hoped to utilize the funds with purchasing two virtual dissection tables and training staff on their use. Renell Heister, TALON Grant Project Director, added that Medical Schools were beginning to utilize the same technology in their instruction.

Mr. Leslie confirmed that the equipment would be set up at the White Mountain Campus and Little Colorado Campus and asked if they would be used to assist students at other locations. Interim Vice President Jackson confirmed the location and described how the college hoped the tables would be able to broadcast to all locations. Mr. Leslie asked how power outages would be handled for Broadcast locations, as students would then not be able to attend classes. Interim Vice President Jackson noted that all classes broadcast on the distance systems were recorded and these recordings would be available to any students who missed a class.

7.B. Financial Aid Office Report

Interim Vice President Jackson referred to the written report provided in the Board packet and introduced Director Raisor who provided a look at the current processes and timeline for



Financial Aid and how the college expected the changes, described in the report, to improve both.

Mr. Leslie asked what the average turnaround for Verification was. Director Raisor noted that they had not tracked turnaround times but would be able to, and intended to, and would provide this data and more at a future Board meeting to show how successful the changes proved to be.

Mr. Matteson asked if the software would automate reminders to the students. Director Raisor responded that the college would have the ability to set reminders to be sent and choose how frequently they are sent.

Mr. Leslie asked if all Campus and Center staff be receiving training with OnBase. Director Raisor commented that employees, who would be utilizing each new software program, would receive training in stages as they are rolled out. Mr. Leslie asked if the software would be able to screen the documents as they arrive to make sure that they are the correct forms. Director Raisor responded that this was part of the CampusLogic software.

Mr. Leslie asked if the Data Retrieval Tool (DRT) was operational on the Federal Student Aid website. Director Raisor confirmed that it was now up and running to import their tax transcripts.

Chair Lucero asked what an official tax transcript was and how you can get a copy. Director Raisor explained both as well as how it is used in the verification process.

7.C. Request to Approve the Purchase of Greens Peak Site Building and Property Rights
CIO Way addressed the Board and reviewed the request to Purchase the Greens Peak Site Building and Property Rights which is a budgeted item.

Mr. Lucero asked how much the Lease for the land was. CIO Way estimated the lease to be between \$200 and \$250 per year paid to the Forest Service.

Mr. Matteson asked who was utilizing the other space in the building currently. CIO Way noted that the remainder of the building was currently vacant.

Mr. Leslie asked if the Forest Service would also have to approve the purchase. CIO Way noted that the land lease was transferrable, which was included in the purchase, and the current lease runs to 2047.

*Mr. Matteson made a motion to approve the Purchase of Greens Peak Site Building and Property Rights for a cost of \$60,000 as presented. Mr. Leslie seconded. **The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.***



7.D. IGA for Regional Connector Transit Service

CBO Ellison reviewed the IGA for the Regional Connector Transit Service noting that the college had been a partner since the Transit Service's inception.

Chair Lucero asked if the different partners paid different amounts. President Vest noted that, as the County utilized the entire service, they paid a much larger share of the costs whereas the other partners, who only utilize portions of the service, paid much less. Mr. Matteson also commented that a federal grant paid for ninety percent of the service.

Mr. Jouen asked if there was language in the IGA to add another partner. CBO Ellison noted that there was no specific language in the IGA but it could be amended in the future to increase participation.

Mr. Matteson made a motion to approve the IGA for Regional Connector Transit Service as presented. Mr. Peaches seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

7.E. Establish Reserve for Construction of Facilities at White Mountain Campus

CBO Ellison reviewed the request to set aside \$20 million in funds for potential construction requests at the White Mountain Campus.

Mr. Matteson made a motion to approve the establishment of a Reserve for Construction of Facilities at White Mountain Campus as presented. Mr. Leslie seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

Agenda Item 8: Standing Business

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

Interim Vice President Jackson informed the Board that SPASC was currently reviewing the Criterion Arguments for the Higher Learning Commissions visit next year and would tackle Criterion Three at this week's meeting. New priorities would also be reviewed and come to the Board at the November meeting.

8.B. President's Report

President Vest reminded the Board that EagleFest was scheduled at the Painted Desert Campus this Saturday beginning at 10am. A contingent from the college, led by Vice President Jackson, would present a consortium plan to Superintendents, at their next meeting, to take the current TALON plan and operationalizing it for the long term. President Vest also reminded the Board of the HLC Annual conference in April 2019 noting that registration was open and asked, if any Board Member was interested, that they let the college know as soon as possible.



Mr. Leslie asked how the Free Expression process was progressing. President Vest noted that this item had been removed from the agenda at the last minute as we were waiting for a joint community college attorney's version on how to implement.

8.C. DGB Agenda Items and Informational Needs for Future Meetings

Chair Lucero suggested discussion on a Training for Board members he heard about which takes place in Phoenix and he would provide further information. Chair Lucero also asked for discussion on expanding the Nursing program at the Winslow campus.

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 20, 2018

Agenda Item 11: Adjournment

The meeting was adjourned at 11:18 a.m. upon a motion by Mr. Matteson, a second by Mr. Peaches. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board



Navajo County Community College District Governing Board Retreat Minutes

November 8, 2018 – 10:00 a.m.
Little Colorado Campus – Learning Center Room 136
1400 E. Third St., Winslow, AZ 86047

Governing Board Member Present: Mr. Frank Lucero; Mr. James Matteson; Mr. Derrick Leslie; Mr. Elias Jouen.

Governing Board Member Present by Phone:

Governing Board Member Absent: Mr. Daniel Peaches

Staff Present: President Mark Vest; Chief Business Officer (CBO) Maderia Ellison; Interim Vice President Rickey Jackson; Chief Information Officer (CIO) PJ Way; Recording Secretary to the Board Paul Hempsey.

Others Present: David Huish; Ernie Hess; Betsy Wilson; Curtis Stevens; Everett Robinson; Amber Hill.

Agenda Item 1: Tour of Facilities at Little Colorado Campus

Everyone present toured the Little Colorado Campus to see the current facilities and land the college owns.

Agenda Item 2: Discussion on Facilities

The Board and staff discussed the facilities and current enrollment at the Winslow campus. Staff was asked to provide some additional data on students attending college at the Winslow Campus. Options on moving programs out of the temporary buildings on campus were discussed. Other locations and facilities were also discussed briefly.

Agenda Item 3: Discussion on Construction at White Mountain Campus

The Board and staff discussed the options available to the college on moving forward with the various construction projects at the White Mountain Campus.

Agenda Item 4: Process Steps

The Board and staff discussed the steps that will be required to move the projects forward with the hope that the Board will see an action item at the regular November meeting.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

Navajo County Community College District Governing Board Meeting – 08/21/18 – Page 1 of 1



Northland Pioneer College

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**INTERGOVERNMENTAL AGREEMENT
BETWEEN
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
AND
SHOW LOW UNIFIED SCHOOL DISTRICT NO. 10**

This Intergovernmental Agreement (“Agreement”) is entered into between Navajo County Community College District (“College”), and Show Low Unified School District No. 10 (“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

“Dual Enrollment Course” shall have the same definition as set forth in A.R.S. § 15-101(11). Pursuant to A.R.S. § 15-1821.01(3), 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, 2019. (“Term”).

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
AND
TUBA CITY UNIFIED SCHOOL DISTRICT NO. 15**

This Intergovernmental Agreement ("Agreement") is entered into between Navajo County Community College District ("College"), and TUBA CITY UNIFIED SCHOOL DISTRICT NO. 15 ("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.

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B. The term of this Agreement shall be from the Effective Date through June 30, 2019. ("Term").

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
AND
WINDOW ROCK UNIFIED SCHOOL DISTRICT NO. 8**

This Intergovernmental Agreement (“Agreement”) is entered into between Navajo County Community College District (“College”), and Window Rock Unified School District No. (“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

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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, 2019. (“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 F 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 A attached to this Agreement.

C. Students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under the College's 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. For students under the age of 18, the College's admission policies shall comply, at a minimum, with the provisions of A.R.S. § 15-1805.01. In addition, the College may admit such students if they satisfy an alternative standard established by College.

D. College retains the right to refuse admission to and remove a student from Dual Enrollment Courses in accordance with College policy.

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

F. 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 25% of the students enrolled in Dual Enrollment Courses by College. College shall have written criteria for waiving the requirement for each Dual Enrollment Course, which shall comply with A.R.S. § 15-1821.01(2)(b). College shall report all exceptions and the justification for each exception as required by A.R.S. § 15-1821.01(2)(b).

G. 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.

H. 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.

- I. For each student, College will assign an identification number to the student that shall correspond to or reference the State Student ID number assigned to the student. School District will provide College with the State Student ID number for each student as provided in Section 5.1(G).
- J. 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 Dual Enrollment Course selection and implementation, and in Dual Enrollment Course faculty selection, orientation, professional development and evaluation, as required by A.R.S. § 15-1821.01(4) & (5).
- 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 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 for a Dual Enrollment Course, 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 be responsible for ensuring that the student receives a free appropriate public education ("FAPE") in conformity with his or her 504 Plan or individualized education program ("IEP"), including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services. This Agreement does not relieve School District of any of its legal duties under applicable Federal or State law, including but not limited to School District's obligations relating to child find, evaluation, and placement of students with disabilities.

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 the 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 a School District facility.

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(F) 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 State Student ID 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 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 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 College admissions and registration process;
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 eligibility for College in-state tuition, if applicable under the terms of this Agreement.

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 Dual Enrollment Courses 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 be responsible for ensuring that each qualified student receives a FAPE in conformity with his or her 504 Plan or IEP, including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services. This Agreement does not relieve School District of any of its legal duties under applicable Federal or State law, including but not limited to School District's obligations relating to child find, evaluation, and placement of students with disabilities.

5.6 Reporting

School District will provide to College in a timely fashion any data or other information that is required for the submission of any and all reports required by A.R.S. § 15-1821.01.

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, any local fire and safety regulations, and all other applicable federal and state laws.

B. Payment, if any, for facilities and ancillary services shall be designated in Exhibit B 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 Students

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 applicable for Dual Enrollment Courses, 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.

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 B 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 B.

B. College may provide grants, scholarships or financial aid in accordance with College policies and as set forth on Exhibit B. 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 19 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, to the extent such separate rates are established by this Agreement.

7.4 Billing Format

The format for the billing of all services pursuant to this Agreement is set forth on Exhibit B. All bills under this Agreement 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 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 No Relief from Obligations

Termination of this Agreement 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.

10.3 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 non-discrimination policies and all state and federal non-discrimination laws and regulations, including Executive Order 2009-09.

15. RIGHTS/OBLIGATIONS OF PARTIES ONLY

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

16. ENTIRE AGREEMENT

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

17. INVALIDITY OF PART OF THE AGREEMENT

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

18. GOVERNING LAW

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

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

19. NOTICE

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

If to College:

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

If to School District:

Lynnette Michalski, Superintendent
Window Rock Unified School District No. 8
P O Box 559
Window Rock, AZ 86504

COLLEGE

SCHOOL DISTRICT

By: Mark Vest
Title: President



By: Lynnette Michalski,
Title: Superintendent

Date

6/13/18
Date

REVIEWED AND APPROVED AS TO FORM

Pursuant to A.R.S. §11-952(D), the attorney for each of the parties has determined that the foregoing Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the party represented by such attorney.


By: Kristin Mackin
Title: Attorney
Counsel for Navajo County Community
College District
Dated: 11/1/18

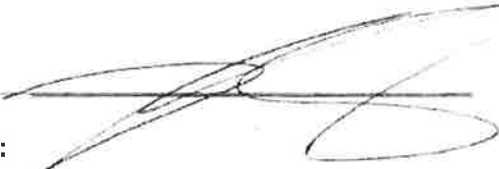

By: _____
Title: _____
Counsel for School District
Dated: 6-29-18

EXHIBIT A

**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								INSTRUCTOR	CREDITS
APAC WRCO BUS105 40 90184	TECHNIQUES OF SUPERV	0	-MTWRF-	8:25a- 9:25a	HARVEY, TYR	3.00				
APAC WRCO BUS105 71 93457	TECHNIQUES OF SUPERV	0	-MTWRF-	9:30a-10:29a	HARVEY, TYR	3.00				
APAC WRCO BUS100 76 90162	INTRODUCTION TO BUSI	2259	-MTWRF-	10:35a-11:35a	HARVEY, TYR	3.00				
APAC WRCO BUS105 79 90191	TECHNIQUES OF SUPERV	2259	-MTWRF-	10:35a-11:35a	HARVEY, TYR	3.00				
APAC WRCO HES170 84 91566	MEDICAL TERM CLINCL	0	-MTWR--	1:40p- 3:20p	REYNOLDS, K	3.00				

-SPRING DE CLASSES-

COURSE	TITLE								INSTRUCTOR	CREDITS
APAC WRCO BUS210 70 10387	PRINCIPLES OF MANAGEMEN	0	-MTWRF-	11:40-12:40	HARVEY, TY	3.00				
APAC WRCO BUS220 13 10393	PRINCIPLES OF MARKETING	0	-MTWRF-	10:35-11:35	HARVEY, TY	3.00				
APAC WRCO BUS220 72 13369	PRINCIPLES OF MARKETING	0	-MTWRF-	9:30-10:29	HARVEY, TY	3.00				
APAC WRCO BUS210 69 10386	PRINCIPLES OF MANAGEMEN	3314	-MTWRF-	12:10-13:10	HARVEY, TY	3.00				
APAC WRCO BUS220 71 10396	PRINCIPLES OF MARKETING	3314	-MTWRF-	12:10-13:10	HARVEY, TY	3.00				

EXHIBIT B

FINANCIAL PROVISIONS

*Fill in the blanks. If the information is not applicable, indicate N/A 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. *(Indicate N/A if there is no cap.)*

Invoices from the School District to the College shall be based on College course rosters and include the information listed in Exhibit A of this Agreement.

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

TUITION:

College tuition is Seventy-four Dollars (\$74) per credit hour for each in-state student and three hundred fifty-five Dollars (\$ 355) 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.	District _____	Student <u>X</u>
2.	District _____	Student <u>X</u>
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 grants, scholarships or financial aid are available, specify that information here]: N/A

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

6. FORMAT OF INVOICES BETWEEN THE SCHOOL DISTRICT AND COLLEGE

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

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

 Not Applicable

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

7. FULL TIME STUDENT EQUIVALENT FINANCIAL INFORMATION

Amount College received in FTSE funding in prior academic year:

(Specify dollar amount)
\$ 1,606,000

Portion of that FTSE distributed to School District:

(Specify percentage or dollar amount)
 Less than 1%

Amount School District returned to College:

(Specify percentage or dollar amount)
 -0-

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
AND
NORTHEAST ARIZONA TECHNOLOGICAL INSTITUTE OF VOCATIONAL EDUCATION**

This Intergovernmental Agreement (“Agreement”) is entered into between Navajo County Community College District (“College”), and Northeast Arizona Technological Institute of Vocational Education (“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

“Dual Enrollment Course” shall have the same definition as set forth in A.R.S. § 15-101(11). Pursuant to A.R.S. § 15-1821.01(3), 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, 2019. (“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 F 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 A attached to this Agreement.

C. Students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under the College's 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. For students under the age of 18, the College's admission policies shall comply, at a minimum, with the provisions of A.R.S. § 15-1805.01. In addition, the College may admit such students if they satisfy an alternative standard established by College.

D. College retains the right to refuse admission to and remove a student from Dual Enrollment Courses in accordance with College policy.

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

F. 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 25% of the students enrolled in Dual Enrollment Courses by College. College shall have written criteria for waiving the requirement for each Dual Enrollment Course, which shall comply with A.R.S. § 15-1821.01(2)(b). College shall report all exceptions and the justification for each exception as required by A.R.S. § 15-1821.01(2)(b).

G. 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.

H. 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.

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

J. 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 Dual Enrollment Course selection and implementation, and in Dual Enrollment Course faculty selection, orientation, professional development and evaluation, as required by A.R.S. § 15-1821.01(4) & (5).

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 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 for a Dual Enrollment Course, 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 be responsible for ensuring that the student receives a free appropriate public education ("FAPE") in conformity with his or her 504 Plan or individualized education program ("IEP"), including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services. This Agreement does not relieve School District of any of its legal duties under applicable Federal or State law, including but not limited to School District's obligations relating to child find, evaluation, and placement of students with disabilities.

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 the 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 a School District facility.

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(F) 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 State Student ID 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 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 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 College admissions and registration process;
 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 eligibility for College in-state tuition, if applicable under the terms of this Agreement.

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 Dual Enrollment Courses 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 be responsible for ensuring that each qualified student receives a FAPE in conformity with his or her 504 Plan or IEP, including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services. This Agreement does not relieve School District of any of its legal duties under applicable Federal or State law, including but not limited to School District's obligations relating to child find, evaluation, and placement of students with disabilities.

5.6 Reporting

School District will provide to College in a timely fashion any data or other information that is required for the submission of any and all reports required by A.R.S. § 15-1821.01.

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, any local fire and safety regulations, and all other applicable federal and state laws.

B. Payment, if any, for facilities and ancillary services shall be designated in Exhibit B 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 Students

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 applicable for Dual Enrollment Courses, 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.

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 B 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 B.

B. College may provide grants, scholarships or financial aid in accordance with College policies and as set forth on Exhibit B. 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 19 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, to the extent such separate rates are established by this Agreement.

7.4 Billing Format

The format for the billing of all services pursuant to this Agreement is set forth on Exhibit B. All bills under this Agreement 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 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 No Relief from Obligations

Termination of this Agreement 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.

10.3 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 non-discrimination policies and all state and federal non-discrimination laws and regulations, including Executive Order 2009-09.

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:

Mark Vest, President
Northland Pioneer College
P.O. Box 610
Holbrook, Arizona 86025

If to School District:

[Ron Tsosie], Superintendent
[NATIVE CTED] SCHOOL
[P.O. Box 710] STREET
[Kayenta, AZ 86033] CITY, STATE, ZIP

COLLEGE

SCHOOL DISTRICT

By: Mark Vest
Title: President

By: [Ron Tsosie]
Title: Superintendent

Date

Date 10/17/18

REVIEWED AND APPROVED AS TO FORM

Pursuant to A.R.S. §11-952(D), the attorney for each of the parties has determined that the foregoing Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the party represented by such attorney.

[Signature]
By: Kristin Mackin, Sims Murray
Title: Partner
Counsel for Navajo County Community
College District
Dated: 10/30/18

[Signature]
By: Brandon Kavanagh; Maryann, Well, Stops + Warden PLLC
Title: Partner/Member
Counsel for School District
Dated: 10-17-18

EXHIBIT A

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	LOCATION	INSTRUCTOR
HES	MEDICAL TERMINOLOGY	3	FALL 2018	CHINLE HS	ROBIN EUBANK
HES	MEDICAL TERMINOLOGY	3	FALL 2018	GANADO HS	ROBIN EUBANK
HES	MEDICAL TERMINOLOGY	3	FALL 2018	PINON HS	ROBIN EUBANK
HES	MEDICAL TERMINOLOGY	3	FALL 2018	RED MESA HS	ROBIN EUBANK
HES	MEDICAL TERMINOLOGY	3	FALL 2018	MONUMENT VALLEY HS	ROBIN EUBANK
HES	MEDICAL TERMINOLOGY	3	FALL 2018	WINDOW ROCK HS	ROBIN EUBANK
HES	MEDICAL TERMINOLOGY	3	FALL 2018	TUBA CITY HS	ROBIN EUBANK
HES	MEDICAL TERMINOLOGY	3	FALL 2018	VALLEY/SANDERS HS	ROBIN EUBANK
HES	MEDICAL TERMINOLOGY	3	FALL 2018	NATIVE CENTRAL/GREYHILLS HS	ROBIN EUBANK

-SPRING DE CLASSES-

None

EXHIBIT B

FINANCIAL PROVISIONS

*Fill in the blanks. If the information is not applicable, indicate N/A 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. *(Indicate N/A if there is no cap.)*

Invoices from the School District to the College shall be based on College course rosters and include the information listed in Exhibit A of this Agreement.

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

College tuition is Seventy-four Dollars (\$74) per credit hour for each in-state student and three hundred fifty-five Dollars (\$ 355) 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.	District	Student	<input checked="" type="checkbox"/>
2.	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 grants, scholarships or financial aid are available, specify that information here]: N/A

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

6. FORMAT OF INVOICES BETWEEN THE SCHOOL DISTRICT AND COLLEGE

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

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

 Not Applicable

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

7. FULL TIME STUDENT EQUIVALENT FINANCIAL INFORMATION

Amount College received in FTSE funding in prior academic year:

(Specify dollar amount)

\$ 1,606,000

Portion of that FTSE distributed to School District:

(Specify percentage or dollar amount)

 Less than 1%

Amount School District returned to College:

(Specify percentage or dollar amount)

 -0-

Lakeside Native Cindy Stirling named NPC Fall 2018 Outstanding Alumnus



Cindy Stirling has been acknowledged as one of the premiere traveling makeup artists and licensed hair stylists in the U.S. and internationally. Working with high-profile production organizations for television and film and alongside top-tier photographers, she is considered among the elite in her field and is consistently booked for high-end private lessons, photo-shoots and weddings. Living the dream of a young girl in Lakeside who had a passion for cosmetology and who got her start at Northland Pioneer

College (NPC), Stirling is the recipient of the NPC Outstanding Alumnus Award for the fall 2018 semester.

"Clients say Stirling is not only talented, but her genuine and caring nature creates a memorable experience because she is a pleasure to work with. She has an open personality with a small town heart that is rare to find," says the person who nominated Stirling for the award, Chloe Fagotti, her former instructor and the current chair of the NPC Cosmetology Department.

Among Stirling's clients are the Daytime Emmy Awards program, a Sesame Street Documentary to be aired in theaters 2019, on HBO and 20/20; Nancy Cartwright (the voice of Bart Simpson); Freddie Prinz Jr.; CBS Sports sportscasters; CBS Corporation; 20th Century Fox; Xbox live; The Simpson's at Comic Con-San Diego; reality TV celebrities; published fitness cover models for Women's health and fitness magazine; and a VIP experience concert tour by Taylor Swift, just to name a few. Stirling's work has taken her to Italy, France, Fiji, Mexico and locations around the U.S. and Canada.

"Cosmetology is my passion, and I always knew what I wanted to be when I grew up," Stirling says. "I knew that someday I would move to California to follow that dream." But first she needed the right education. During her last two years at Blue Ridge High School (2002-2004), she studied cosmetology at NPC as a Northern Arizona



*Cindy Stirling does make-up for
Freddie Prinz Jr. at Comic
Con-San Diego.*



Northland Pioneer College

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

Vocational Institute of Technology (NAVIT) student.

Stirling rates her NPC education and the cosmetology faculty as “incredible.” Instructors Fagotti, Stormi Finch and Theresa Parker all had a profound impact on her. “Because of their devotion to education, I can proudly hold up this Outstanding Alumnus Award as a mark of my achievement. They’ve inspired me to continually strive to improve in my craft and to inspire future students to follow their dreams,” she says.

As a young cosmetologist, Stirling started her career at a Scottsdale salon. Later, she opened her own salon and also worked part-time at MAC Cosmetics. In 2008, Stirling took a huge leap of faith by transferring to MAC Cosmetics in San Diego. Then in 2012 she created Cindy Stirling Makeup Artistry & Hair Styling, and with the help of two supportive clients — photographer Steven Wetherbee and San Diego TV personality Taylor Baldwin — the business skyrocketed.

Now, Stirling’s services are in high demand and clients book her well in advance. “I’m literally working every single day in the summer, and during wedding season I maybe get one day off a month,” Stirling says.

Giving back and supporting higher education are major priorities for Stirling. She has done volunteer work at a girls’ orphanage in Nepal for the Unatti Foundation. And she’s been a guest instructor for NPC cosmetology students. “NPC students reach out to me on Facebook, and it feels wonderful knowing that I’m giving back and hopefully inspiring them. None of my success would have been possible without the education I received from the NPC Cosmetology Department through the NAVIT program. I have the utmost love and gratitude for each stage of my education and career. Without it I wouldn’t be where I am today. My message for current students is this: what you want exists, don’t settle until you get it.”

Stirling also thanks her parents, Gene and Valerie Stirling, of Lakeside, and her late grandmother Elaine Stirling. “They instilled in me what it means to be an entrepreneur and business owner.”

Stirling will be out of the country November 20, when NPC's District Governing Board will recognize her during its next regular meeting in Holbrook. Accepting the award on her behalf will be her parents. Cindy will receive a plaque, a certificate for three free credits at NPC and a one-year pass to all events at the college's Performing Arts Center.

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

— — — **N P C** – *Expanding Minds • Transforming Lives* — — —

Article by Dennis Durband
NPC Marketing Staff Writer

2018-2019 STRATEGIC PRIORITIES

Summary:

The Strategic Planning and Accreditation Steering Committee (SPASC) is moving forward with the NPC 2018-2019 strategic priorities. The strategic priorities have been developed with input from the college community, the District Governing Board, President Vest, planning and consideration of the upcoming HLC Accreditation visit, and national trends.

The 2016-2017 strategic priorities of Removing Student Barriers, Technical Support for the College Community, and Enrollment Management have either been completed or rolled into the 2018-2019 priorities.

New priorities for 2018-2019 are (1) Preparing for HLC Accreditation by completing the Arguments for the HLC Assurance System and implementing an NPC-wide HLC awareness and preparation communication plan to prepare for the November 2019 onsite visit of the HLC team; and (2) Improving Student Experiences through Enrollment Management, Communication and Staff Training.

The enrollment management plan includes introducing an NPC-wide student texting system, pursuing internal consortium agreements, building guided pathways, improving financial aid packaging, and fully implementing web-based registration.

Communication and Staff Training will improve internal and external communication by addressing communication challenges throughout the college and through the use of social media. Staff Training will improve the knowledge and skill level of all college employees and lessen the workload of the Information Services staff.

Each portion of this plan will take months to implement. SPASC plans to rotate committee members to keep the Board updated on its progress throughout the year.



NPC 2018-2019 Strategic Priorities and Responsibility Assignments

NPC’s 2018-2019 Strategic Priorities focus on two areas: (1) Preparing for the Higher Learning Commission (HLC) Accreditation (2) Improving Students’ NPC Experiences.

Under **Priority # 1 Preparing for HLC Accreditation**, the college will accomplish two major goals:

- Complete NPC’s Arguments for HLC Assurance System (Overall Responsibility: Judy Yip-Reyes as coordinator)
- Implement an NPC-wide HLC awareness and preparation communication plan to more fully prepare for HLC November 2019 onsite visit (Overall Responsibility: SPASC, Operations, Marketing, President’s Office)

Under **Priority #2 Improving Student Experiences**, NPC will implement a number of strategic initiatives in the following major areas:

Major Areas and Strategic Initiatives	Overall Responsibility Assigned to	Relevance to Improving Student Experiences
Enrollment Management		
1. Implement an NPC-wide student non-emergency texting system that allows multiple NPC offices to text students without duplication of non-instructional messages	Ann Hess	Improve NPC’s connection with students
2. Pursue internal consortium agreements with local school districts, and other potential partners, to optimize utilizing newly-adopted classroom technology	Rickey Jackson	Expand students’ access to college education
3. Implement support service and instructional design elements of American Association of Community Colleges (AACC) guided pathways model that apply to the college	Rickey Jackson	Improve students’ learning experiences via achieving educational goals sooner and using measurable learning outcomes
4. Improve financial aid packaging system and realign financial aid disbursement schedule to assure students are prepared to start each semester with what they need to be successful (e.g., books, transportation, housing)	Jeremey Raisor	Improve students’ experiences in obtaining financial aid
5. Fully implement a web-based registration, payment, and support service delivery system to allow for expansion into online, hybrid, and telepresence course delivery	Amber Hill, with assistance from Jeremy Raisor and Josh Rogers	Improve students’ registration and payment experiences

Major Areas and Strategic Initiatives	Overall Responsibility Assigned to	Relevance to Improving Student Experiences
Communication		
6. Improve internal communication by addressing communication challenges	Employee Relations Committee	Provide staff with up-to-date knowledge to more efficiently and effectively assist students
7. Improve external communication by hiring a part-time social media specialist to take charge of NPC’s social media, post consistently on outlets (e.g., Facebook and Instagram), and produce short videos and photos about students, program, and events	Ann Hess	Improve prospective and current students’ impression of college; help students connect with the college digitally
Staff Training		
8. Improve knowledge and skill level of all college employees, leading to a greater measure of self-sufficiency, and reducing Information Services (IS) training workload in the long term. This is achieved by hiring a part-time Human Resource training coordinator who will create customized training modules in areas, such as compliance and E-sign	Chris Roediger	Enable staff to have up-to-date knowledge to more efficiently and effectively assist students

Amendment #1 with NAU Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP)

Summary:

The NPC GEAR UP 13-month project, supporting GEAR UP students transitioning to NPC from Winslow and/or Holbrook high schools, has been presented with an amendment which would add \$7,600 to the existing award of \$50,000 as Student Participation Awards.

As part of the NAU Arizona GEAR UP (GEAR UP) commitment to fostering postsecondary student success beginning in middle school -- and continuing through high school, into college and beyond -- NAU is partnering with Northland Pioneer College as previously approved (April 2018). Efforts through GEAR UP are designed to increase postsecondary enrollment and persistence, and reduce the need for remedial coursework in college. This amendment to the original proposal is intended to provide participating students with up to \$200 to apply toward spring semester costs.

Services to be provided: (In addition to the original services)

Participation Award Implementation

Through the balance of Fall Semester, NPC will provide GEAR UP students the opportunity to earn an award of up to \$200 for participating in specified activities and/or completing specified steps related to college persistence. At the end of the fall semester, NPC GEAR UP staff will provide the Financial Aid Office a list of the students who earned the award and the amount of each award, with instructions that it is for students' spring semester costs.

Target Population

Every GEAR UP student attending NPC is eligible to earn the award.

Outreach to GEAR UP students

NPC will inform all GEAR UP students of this opportunity at approximately the same time to ensure equity and transparency. A variety of avenues to reach the students will be used, including, for example, college emails, text messages, social media, individual conversations and outreach.



Northland Pioneer College

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

Fall Semester Enrollment Change, 2017-2018

	TOTAL FTSE		NAVIT FTSE		DUAL FTSE		REGULAR FTSE	
	2017	2018	2017	2018	2017	2018	2017	2018
Little Colorado	174	153.60	22	16.58	17	12.40	135	124.67
Painted Desert	201	190.33	48	55.80	56	45.86	97	88.67
Silver Creek	161	185.93	24	37.87	33	30.20	104	117.86
White Mountain	490	501.07	96	88.93	39	84.86	355	327.28
Subtotal	1026	1030.93	190	199.18	145	173.32	691	658.48
ALU	0	.20	0.0	0.0	0.0	0.0	0	.20
DOC	19	15.07	0.0	0.0	0.0	0.0	19	15.07
Hopi	34	33.67	0.0	0.0	4	5.60	30	28.07
Internet	104	115	0.0	0.0	0.0	0.0	104	115
Kayenta	26	34.80	0.0	0.0	4	12.67	22	22.13
Springerville-Eagar	26	33.33	4	4.40	0.0	0.0	23	28.93
St Johns	95	78.13	41	39.47	2	11.80	52	26.86
Whiteriver	93	109.20	0.0	0.20	38	35.60	55	73.40
Apache Co Misc	35	32.87	0.0	0.0	18	21.40	17	11.47
Navajo Co Misc	9	17.20	0.0	0.0	5	14.81	3	2.39
Subtotal	442	469.47	45	44.07	71	101.88	326	323.52
TOTAL	1467.6	1500.4	234	243.20	217	275.20	1017	982

Enrollment change, Fall 2017-Fall 2018: +2.1%

Headcount change, Fall 2017-Fall 2018:3021 +161 (3182)

Ongoing enrollment impacts, positive and negative:

1. Lack of CIS faculty and decrease in Winslow NAVIT impact LCC enrollment
2. Increase at SCC due to TALON and Fire Science
3. Early Childhood program rebounds impacting Whiteriver & Kayenta enrollment as has TALON:
4. Increase number of dual enrollment courses
5. Loss of CCP enrollment due to new placement requirements

POSITIVE: TALON project enrollment, significant increase in year three:

REVIEW OF 2019-20 BUDGET ASSUMPTIONS AND GUIDELINES

Summary:

Staff will review preliminary Budget Assumptions and Guidelines for fiscal year 2019-20.



Northland Pioneer College

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Northland Pioneer College
Preliminary Budget Development Assumptions
FY 2019-20

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.
- Statutory Expenditure Limit will be breached; carry-forward is available to address short-term issues and expenditures are continuously reviewed to assess the impact on the expenditure limit.

REVENUE ASSUMPTIONS

- Overall revenues are expected to decrease compared to current fiscal year.
- State funding is expected to increase slightly compared to current fiscal year.
- Tuition revenues will show a slight decrease based on enrollment levels. The FY1920 rate will increase \$3 to \$77 per credit hour. The District Governing Board previously adopted a three-year tuition plan in FY1718 that ends with FY1920; a new three-year tuition plan will be developed next year. 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 will be levied at the maximum rate, which is two percent higher than current year tax plus new construction. Setting the tax levy at the maximum 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 will match revenues.
- 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 4, 2019.**

- SALARY SCHEDULES will be developed with:
 - (A) consideration to increasing rates balanced with available funds and impact to expenditure limit,
 - (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) consideration on impacts from third-party partnerships including:
 - (1) Employee benefit trust for medical insurance, and
 - (2) Arizona State Retirement System for retirement contributions.
- Education partner relationships will be maintained with:
 - (A) Apache County,
 - (B) NAVIT,
 - (C) Dual enrollment, and
 - (D) others.
- OPERATING budget will be developed annually; developing a three-year budget is in progress.
- CAPITAL budget requests will be developed for a three-year period (FY1920, FY2021 and FY2122).
- GRANT funding will continue to be identified and pursued.
- AUXILIARY fund activities will be maintained.

**Northland Pioneer College
Budget Development Guidelines
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 or decrease compared to historical spending. • 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.

STRATEGIC PLANNING AND BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2019 – 2020

APPROVED / * DATES REVISED

ACTIVITY	RESOURCE	DUE BY
1. Receive & approve calendar	DGB	✓18 September
2. Receive draft strategic plan	DGB	✓20 November*
3. Approve strategic plan	DGB	18 December*
4. Develop operational plans	SPASC	18 December*
5. Executive team receives operational plans	SPASC	18 December
6. Receive and approve budget assumptions & overview	DGB	18 December
7. Review current strategic plan/budget at convocation	SPASC	7 January 2019
8. Solicit input for upcoming strategic plan at convocation	SPASC	7 January
9. Distribute budget materials for operational & capital	Bus Ofc	8 January
10. Financial Services receives budget requests	Department Managers	4 February
11. Executive team, faculty, CASO meet on wages & salary	Ex Tm FA CASO	6-28 February
12. Review of operational & capital plans/budget requests	Executive Team	12 February
13. Receive introductory budget analysis	DGB	19 February
14. Receive tuition and fee schedules	DGB	19 February
15. President receives wage & salary recommendation	FA CASO	1 March
16. Budget hearings	SPASC	5 March
17. Receive preliminary budget analysis	DGB	19 March
18. Receive operational plans	DGB	19 March
19. Receive wage and salary recommendation	DGB	19 March
20. Approve tuition and fee schedules	DGB	19 March
21. Approve salary schedules	DGB	16 April
22. Receive complete budget analysis	DGB	16 April
23. Adopt tentative budgets & approve publication	DGB	16 April
24. Publish notice of budget public hearing/TNT hearing	CBO	26 April
25. Develop priorities for upcoming strategic plan	DGB	29 April
26. Publish notice of TNT hearing (2)	CBO	2 May
27. Publish notice of budget public hearing (2)/TNT hearing (3)	CBO	9 May
28. Conduct taxpayer public hearings	DGB	21 May
29. Adopt property tax levy and final budgets	DGB	21 May
30. Notify PTOC of primary property tax levy	CBO	24 May
31. Submit tax levy to Navajo County	CBO	24 May
32. Develop upcoming strategic plan draft	SPASC	31 July
33. Present strategic plan report & new draft at convocation	SPASC	12 August
34. Receive input for future strategic plans at convocation	SPASC	12 August
35. Receive annual report on strategic planning	DGB	20 August 2019

NPC Component Unit Financial Audit NPC Friends and Family 2017-18

Summary:

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

Brian Richards, CPA, finalized the fiscal year 2017-18 financial audit for NPCFF on August 22, 2018. The auditor issued an opinion that the financial statements were presented fairly, in all material respects and in conformity with generally accepted accounting principles.

Below are brief highlights of the report:

- The 2018 Financial Statements reflect an accounting standard change for presenting the net assets, which is why 2018 is presented with 2017.
- Net assets increased \$111,949.
- Cash flow decreased by \$18,170.

A copy of the final FY 2017-18 Financial Statements are included.



NORTHLAND PIONEER COLLEGE FRIENDS AND FAMILY, INC.



**FINANCIAL STATEMENTS
JUNE 30, 2018 and 2017**

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405 W F-Bar Ln, Snowflake, AZ 85937
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Independent Auditor's Report

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

Report on the Financial Statements

We have audited the accompanying consolidated financial statements of Northland Pioneer College Friends and Family, Inc., which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Northland Pioneer College Friends and Family, Inc. as of June 30, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Brian Richards, CPA

Snowflake, AZ
August 22, 2018

Northland Pioneer College Friends and Family, Inc.
 Statements of Financial Position
 June 30, 2018 and 2017

	2018	2017
ASSETS		
Cash - checking and savings	\$ 120,377	\$ 140,364
Cash - checking and savings - restricted	25,889	24,072
Investments - marketable securities	295,573	230,362
Investments - marketable securities - restricted	223,278	158,370
Real estate held for investment	8,000	8,000
Total assets	\$ 673,117	\$ 561,168
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable and accrued expenses	\$ -	\$ -
Total liabilities	-	-
NET ASSETS		
Without donor restrictions		
Undesignated	128,377	107,579
Designated by the Board for endowment	366,573	281,570
Designated by the Board for scholarships	25,889	24,072
	520,839	413,221
With donor restrictions		
Purpose restrictions	152,278	147,947
Total net assets	673,117	561,168
Total liabilities and net assets	\$ 673,117	\$ 561,168

Northland Pioneer College Friends and Family, Inc.
Statement of Activities
Year Ended June 30, 2018

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
REVENUES AND OTHER SUPPORT			
Contributions	\$ 8,907	\$ 73,821	\$ 82,728
Interest and dividends	64	-	64
Net investment return	10,553	4,010	14,563
Gross special events revenue	88,568	-	88,568
Less cost of direct benefits to donors	<u>(18,687)</u>	<u>-</u>	<u>(18,687)</u>
Net special events revenue	69,881	-	69,881
Net assets released from restrictions	<u>71,000</u>	<u>(71,000)</u>	<u>-</u>
Total revenues and other support	<u>160,405</u>	<u>6,831</u>	<u>167,236</u>
EXPENSES			
Program services expense			
Scholarships	<u>43,115</u>	<u>2,500</u>	<u>45,615</u>
Total program expenses	<u>43,115</u>	<u>2,500</u>	<u>45,615</u>
Supporting services expense:			
Management and general	<u>9,672</u>	<u>-</u>	<u>9,672</u>
Total supporting services expense	<u>9,672</u>	<u>-</u>	<u>9,672</u>
Total expenses	<u>52,787</u>	<u>2,500</u>	<u>55,287</u>
Change in net assets	107,618	4,331	111,949
Net assets, beginning of year	<u>413,221</u>	<u>147,947</u>	<u>561,168</u>
Net assets, end of year	<u>\$ 520,839</u>	<u>\$ 152,278</u>	<u>\$ 673,117</u>

Northland Pioneer College Friends and Family, Inc.
Statement of Activities
Year Ended June 30, 2017

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUES AND OTHER SUPPORT			
Contributions	\$ 6,444	\$ 43,968	\$ 50,412
Interest and dividends	55	-	55
Net investment return	23,786	14,803	38,589
Gross special events revenue	68,711	-	68,711
Less cost of direct benefits to donors	(22,005)	-	(22,005)
Net special events revenue	46,706	-	46,706
Net assets released from restrictions	3,044	(3,044)	-
Total revenues and other support	80,035	55,727	135,762
EXPENSES			
Program services expense			
Scholarships	35,109	-	35,109
Total program expenses	35,109	-	35,109
Supporting services expense:			
Management and general	16,673	-	16,673
Total supporting services expense	16,673	-	16,673
Total expenses	51,782	-	51,782
Change in net assets	28,253	55,727	83,980
Net assets, beginning of year	384,968	92,220	477,188
Net assets, end of year	\$ 413,221	\$ 147,947	\$ 561,168

Northland Pioneer College Friends and Family, Inc.
 Statements of Cash Flows
 Years Ended June 30, 2018 and 2017

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from contributions	\$ 82,728	\$ 81,400
Cash received from special events	88,568	68,711
Payments for scholarships	(45,615)	(35,109)
Payments to vendors	(28,359)	(33,576)
Interest and dividends received	64	55
Net cash provided by (used in) operating activities	97,386	81,481
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of investments	(115,556)	(40,042)
Proceeds from sales and maturities of investments	-	-
Net cash used in investing activities	(115,556)	(40,042)
Net increase (decrease) in cash	(18,170)	41,439
Cash and cash equivalents, beginning of year	164,436	122,997
Cash and cash equivalents, end of year	\$ 146,266	\$ 164,436

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

Nature of the Organization

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

Basis of Accounting

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

Financial Statement Presentation

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

Income Taxes

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

The Organization files information tax returns with the U.S. federal and Arizona state governments. With few exceptions, the Organization is no longer subject to U.S. federal and state income tax examinations by tax authorities for years before 2013 (federal) and 2012 (Arizona) as of the year ended June 30, 2018. Federal tax year 2014 and Arizona tax year 2013 were open as of June 30, 2018.

Contributions

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

Endowment Funds

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

Discounted or Donated Goods and Services

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

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Cash

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

Property Held for Sale

Certain assets are received from donors by the Organization and are held for resale. Such assets are recorded at approximate fair market values at the date of donation which approximates their fair value at the dates of the Statements of Financial Position. Property held for sale as of June 30, 2018 is reported as real estate investments.

Investments

Investments are recorded at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values in the statements of financial position. Net investment return/(loss) is reported in the statements of activities and consists of interest and dividend income, realized and unrealized capital gains and losses, less external and direct internal investment expenses. Investment advisory fees were \$5,742 for the year ended June 30, 2018 and \$4,033 for the year ended June 30, 2017.

Accounts Receivable

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

Property & Equipment

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

Subsequent Events

Management has reviewed events subsequent to June 30, 2018 up through the date the financial statements were available to be issued, August 22, 2018, to evaluate their effect on the fair presentation of the financial statements. As of the date the financial statements were available to be issued, there have been no events subsequent to June 30, 2018 that are required to be disclosed in order to present fairly the financial position and changes in net assets of the Organization.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The governing board has designated, from net assets without donor restrictions, net assets for an operating reserve and board-designated endowment.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Net Assets – continued

Net Assets With Donor Restrictions – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenue and Revenue Recognition

Revenue is recognized when earned. Program service fees and payments under cost-reimbursable contracts received in advance are deferred to the applicable period in which the related services are performed or expenditures are incurred, respectively. Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met.

NOTE 2 – LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following:

Financial assets at year end:	<u>2018</u>	<u>2017</u>
Cash and cash equivalents	\$ 146,266	\$ 164,436
Investments	<u>518,851</u>	<u>388,732</u>
Total financial assets	665,117	553,168
Less amounts not available to be used within one year:		
Net assets with donor restrictions	152,278	147,947
Designated by the Board for scholarships	<u>25,889</u>	<u>24,072</u>
	<u>178,167</u>	<u>172,019</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 486,950</u>	<u>\$ 381,149</u>

Endowment funds consist of donor-restricted endowments and funds designated by the board as endowments. Income from donor-restricted endowments is restricted for specific purposes, with the exception of the amounts available for general use. Donor-restricted endowment funds are not available for general expenditure.

NOTE 3 – FAIR VALUE MEASUREMENTS AND DISCLOSURES

We report certain assets at fair value in the financial statements. Fair value is the price that would be received to sell an asset in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset based on the best information available. A three-tier hierarchy categorized the inputs as follows:

Level 1 – Quoted prices (unadjusted) in active markets for identical assets that we can access at the measurement date.

NOTE 3 – FAIR VALUE MEASUREMENTS AND DISCLOSURES (continued)

Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly. These include quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, inputs other than quoted prices that are observable for the asset, and market-corroborated inputs.

Level 3 – Unobservable inputs for the asset. In these situations, we develop inputs using the best information available in the circumstances.

A significant portion of our investment assets are classified within Level 1 because they comprise open-end mutual funds with readily determinable fair values based on daily redemption values.

The following table presents assets measured at fair value on a recurring basis at June 30, 2018:

Assets	Level 1	Level 3
Cash	\$ 146,266	\$ -
Endowment Investments	518,851	-
Real Estate Investments	-	8,000
Total	✓ \$ 665,117	✓ \$ 8,000

The following table presents assets measured at fair value on a recurring basis at June 30, 2017:

Assets	Level 1	Level 3
Cash	\$ 164,436	\$ -
Endowment Investments	388,732	-
Real Estate Investments	-	8,000
Total	✓ \$ 553,168	✓ \$ 8,000

NOTE 4 - PROPERTY & EQUIPMENT

There is no listed property and equipment for the Organization.

NOTE 5 - RELATED PARTIES

Northland Pioneer College provides the Organization with office space at no cost. Similarly, there is no charge for related items, such as utilities, insurance, and overhead. The value of these expenses is deemed minimal and has not been reflected on the financial statements as of June 30, 2018 or June 30, 2017.

NOTE 6 - ENDOWMENT FUNDS

As of June 30, 2018, NPC Friends and Family's endowments consisted of four funds: One fund established for the Martia A. Smith Memorial Art Scholarship, one for the Charles E. Listizky Scholarship, one for Prescott Winslow Memorial Scholarship and one for NPC Friends and Family. The latter was established in October 2014 to assure the future viability of the organization.

NOTE 6 - ENDOWMENT FUNDS (continued)

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

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

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

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

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

As of June 30, 2018, the endowment assets were invested in marketable securities with Edward Jones. The investments were fully insured by the Securities Investor Protection Corporation (SIPC).

All endowment investments are carried at fair value and classified as non-current regardless of maturity due to restrictions limiting NPC Friends and Family's ability to use these investments. Each endowed account shall have a minimum of \$10,000, said amount to be reached within a three (3) year period from the time of initial donation, which must be at least \$5,000. If, after the three (3) year period has expired, the account has not reached the minimum level prescribed, the contributors to the fund shall have two options: (a) Award the existing amount over a designated period; or (b) authorize combining the fund with another, compatible, existing endowment fund. The three-year period may be waived if a plan has been designed with another approved time period and approved by the Board of Directors. All interest earned in developing endowed accounts shall revert to the fund corpus during the three-year period. No awards shall be made from the developing fund during the three-year period, unless the minimum balance of \$10,000 is reached prior the end of the three-year period. For June 30, 2017, no NPC Friends and Family endowment investment accounts held less than \$10,000.

The contributor to the fund may impose additional provisions for the scholarships paid from endowments. As of June 30, 2018, there were no distributions from the investment earnings on endowed scholarships. To ensure observance of limitations and restrictions placed on the use of resources available to NPC Friends and Family, net assets, revenues and expenses are classified and reported as follows, based on the existence or absence of donor-imposed restrictions.

NOTE 6 - ENDOWMENT FUNDS (continued)

Net Assets with Donor Restrictions - include permanent endowments. Such funds are generally subject to donor restrictions requiring the principal to be invested in perpetuity for the purpose of producing income that may be expended or added to principal in accordance with the donor's wishes. As of June 30, 2018, the Martia A. Smith Memorial Art Scholarship endowment agreement requires the average rate of inflation for the prior calendar year (approximately 0.0% and 1.6%, respectively) of investment earnings to be added back to permanently restricted funds. Contributions designated by donors for use by particular entities or programs or for specific purposes or earnings from permanently restricted endowments, which have not been appropriated for their intended purpose. Term endowments are temporarily restricted, because they are permanent-type endowments, which include an expiration date or stated period of time or occurrence of a specified event, after which all or part of the principal may be expended.

Net Assets without Donor Restrictions - are not subject to donor-imposed restrictions. They also include Board Restricted endowments, of which the corpus can be invaded upon a vote by the Board. The NPC Friends and Family Endowment, established October 2014, falls into this category.

As of June 30, 2018 and 2017, the Organization had the following net asset composition by type of fund:

	2018		
	Without Donor Restrictions	With Donor Restrictions	Total
Endowment net assets, beginning of year	\$ 240,785	\$ 147,947	\$ 388,732
Investment return, net	10,553	4,010	14,563
Contributions	115,235	2,821	118,056
Distributions from board-designated endowment pursuant to policy	-	(2,500)	(2,500)
Endowment net assets, end of year	\$ 366,573	\$ 152,278	\$ 518,851
	2017		
	Without Donor Restrictions	With Donor Restrictions	Total
Endowment net assets, beginning of year	\$ 256,472	\$ 92,220	\$ 348,692
Investment return, net	23,786	14,803	38,589
Contributions	3,663	43,968	47,631
Distributions from board-designated endowment pursuant to policy	(43,136)	(3,044)	(46,180)
Endowment net assets, end of year	\$ 240,785	\$ 147,947	\$ 388,732

NOTE 7 - FUNCTIONAL EXPENSES

	2018		
	Program	Support	Total
	Services	Services	
Advertising	\$ -	\$ -	\$ -
Bank service charges	-	-	-
Contract services	-	5,500	5,500
Insurance	-	772	772
Office expenses	-	3,400	3,400
Event expenses	18,687	-	18,687
Scholarships	45,615	-	45,615
	\$ 64,302	\$ 9,672	\$ 73,974

	2017		
	Program	Support	Total
	Services	Services	
Advertising	\$ -	\$ 724	\$ 724
Bank service charges	-	243	243
Contract services	-	5,850	5,850
Insurance	-	4,269	4,269
Office expenses	-	5,587	5,587
Event expenses	22,005	-	22,005
Scholarships	35,109	-	35,109
	\$ 57,114	\$ 16,673	\$ 73,787

NOTE 8 - RECLASSIFICATIONS

Certain reclassifications of amounts previously reported have been made to the accompanying financial statements to maintain consistency between periods presented. The reclassifications had no impact on previously reported net assets.

NPC Component Unit Financial Audit Northeast Arizona Training Center 2017-18

Summary:

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

Brian Richards, CPA, finalized the fiscal year 2017-18 financial audit for NATC on August 22, 2018. The auditor issued an opinion that the financial statements were presented fairly, in all material respects and in conformity with generally accepted accounting principles.

Below are brief highlights of the report:

- The 2018 Financial Statements reflect an accounting standard change for presenting the net assets, which is why 2018 is presented with 2017.
- Net assets decreased \$96,236.
- Cash flow increased by \$9,146.

A copy of the final FY 2017-18 Financial Statements are included.



NORTHEAST ARIZONA TRAINING CENTER, INC.



FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NORTHEAST ARIZONA TRAINING CENTER, INC.

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June 30, 2018 and 2017

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Statement of Cash Flows	4
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405 W F-Bar Ln, Snowflake, AZ 85937
brian@brianrichardscpa.com

INDEPENDENT AUDITOR'S REPORT

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

We have audited the accompanying financial statements of Northeast Arizona Training Center, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2018, and 2017, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Northeast Arizona Training Center, Inc. as of June 30, 2018, and 2017, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Brian Richards, CPA

Snowflake, AZ
August 22, 2018

Northeast Arizona Training Center, Inc.
 Statements of Financial Position
 June 30, 2018 and 2017

	2018	2017
Assets		
Current assets		
Cash	\$ 95,216	\$ 86,070
Prepaid expenses	12,797	12,151
Total current assets	108,013	98,221
Property and equipment		
Land	110,000	110,000
Buildings	620,740	620,740
Training facilities	2,151,696	2,151,696
Less accumulated depreciation	(1,015,318)	(909,290)
Net property and equipment	1,867,118	1,973,146
Total assets	\$ 1,975,131	\$ 2,071,367
 Net Assets		
Without donor restrictions-undesignated	1,975,131	2,071,367
Total net assets	1,975,131	2,071,367
Total liabilities and net assets	\$ 1,975,131	\$ 2,071,367

Northeast Arizona Training Center, Inc.
 Statements of Activities
 Years ended June 30, 2018 and 2017

	2018	2017
Operating Revenue		
Fire department membership fees	\$ 14,750	\$ 15,750
Law enforcement membership fees	15,000	15,000
In-kind donations	1,500	1,000
Private agency usage	5,500	5,500
Miscellaneous	1,054	-
Total operating revenue	37,804	37,250
Operating expenses		
Administrative and office	22,124	13,840
Maintenance expenses	1,068	618
Supplies	1,500	-
Professional and technical	3,320	-
Depreciation	106,028	106,734
Total operating expenses	134,040	121,192
Operating income (loss)	(96,236)	(83,942)
Other income/expenses		
Interest expense	-	-
Total other income/expenses	-	-
Change in net assets	(96,236)	(83,942)
Net assets at beginning of year	2,071,367	2,155,309
Net assets at end of year	\$ 1,975,131	\$ 2,071,367

Northeast Arizona Training Center, Inc.
 Statements of Cash Flows
 June 30, 2018 and 2017

	<u>2018</u>	<u>2017</u>
Cash flows from operating activities		
Receipts from members and users	\$ 36,304	\$ 37,250
Donations received	-	-
Payments to vendors	(27,158)	(17,517)
Interest paid	-	-
	<u>9,146</u>	<u>19,733</u>
Cash flows from financing activities		
Payment of long-term debt	-	-
	<u>-</u>	<u>-</u>
Net cash used by financing activities	-	-
Cash flows from investing activities		
Cash paid for asset acquisition and construction	-	-
	<u>-</u>	<u>-</u>
Net cash used by investing activities	-	-
Net change in cash	9,146	19,733
Cash at beginning of year	<u>86,070</u>	<u>66,337</u>
Cash at end of year	<u>\$ 95,216</u>	<u>\$ 86,070</u>
Reconciliation of change in net assets to net cash provided by operating activities:		
Change in net assets	\$ (96,236)	\$ (83,942)
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation	106,028	106,734
Asset additions funded with non-cash donations	-	-
Changes in assets and liabilities:		
Accounts receivable	-	-
Prepaid expenses	(646)	(137)
Deferred revenue	-	-
Accounts payable	-	(2,922)
Net cash provided by operating activities	<u>\$ 9,146</u>	<u>\$ 19,733</u>

Northeast Arizona Training Center, Inc.
Notes to Financial Statements
June 30, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

Nature of the Organization

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

Basis of Accounting

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

Net Assets

NATC presents its financial statements in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification ASU 2016-14. Accordingly, NATC reports information regarding its financial position and activities according to revenues, gains, and losses that are classified based on the existence or absence of donor or grantor-imposed restrictions. Net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for us in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions – Net assets subject to donor – (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. At June 30, 2018, NATC had no net assets with donor restrictions.

Use of Estimates

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

Cash and Cash Equivalents

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

Northeast Arizona Training Center, Inc.
Notes to Financial Statements
June 30, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Property and Equipment

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

Income Taxes

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

Revenue

Revenue is recognized when earned.

NOTE 2 – IN-KIND DONATIONS

During fiscal year ending June 30, 2018, NATC received in-kind donations consisting of radio equipment from Pinetop Fire Department valued at \$1,500. The radio equipment was not capitalized during the year as it was below the capitalization threshold.

NOTE 3 – RELATED PARTY TRANSACTIONS

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

NOTE 4 – PROPERTY AND EQUIPMENT

Property and equipment consists of the following:

	2018	2017
Land	\$ 110,000	\$ 110,000
Buildings	620,740	620,740
Training facilities	2,151,696	2,151,696
	2,882,436	2,882,436
Less accumulated depreciation	(1,015,318)	(909,290)
	\$1,867,118	\$1,973,146

Depreciation expense for the period ending June 30, 2018 was \$106,028 and for the period ending June 30, 2017 was \$106,734.

Northeast Arizona Training Center, Inc.
Notes to Financial Statements
June 30, 2018

NOTE 5 - CASH FLOW INFORMATION

There were no non-cash financing transactions during the fiscal years 2018 or 2017. NATC paid no interest or income tax during the fiscal years 2018 or 2017.

NOTE 6 – LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following:

	<u>2018</u>	<u>2017</u>
Cash	\$95,216	\$86,070

NOTE 7 – FUNCTIONAL EXPENSES

Functional expenses are classified on the Statements of Activities for the years ending June 30, 2018, and 2017 by nature and function.

NOTE 8 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through August 22, 2018, the date that the financial statements were issued. No significant subsequent events have been identified that would require adjustment of or disclosure in the accompanying financial statements.

Construction of Facilities at White Mountain Campus

Recommendation:

Staff recommends hiring a Construction Manager (CM), along with an assistant, to oversee the planning, design and construction of the new facilities and the repair and renovation of existing facilities all the White Mountain Campus in Show Low. The construction of facilities will be split into three distinct projects that may overlap and may utilize different construction options. Hiring of a CM is a priority and is expected no later than January 2019. An RFQ for an Architect is also expected to be issued in the same timeframe.

Summary:

In October, the District Governing Board (DGB) established a \$20 million cash reserve for the construction of facilities at the White Mountain Campus in Show Low. The new facilities and renovation projects will provide opportunities to add new programs and increase class sizes, which will help grow enrollment. The constructions and renovations will be split into three separate projects, as follows:

1. Skills Center (consolidates Welding, Automotive, Metal Arts and other programs)
2. General Education Building (2 story classrooms with new technology and office space)
3. Repair and renovate Learning Center for Nursing and minor renovation in the Aspen Building and Goldwater buildings

Earlier in November, the DGB met with staff to review various approaches to designing and constructing facilities and assess the pros and cons. Staff's recommendation is a hybrid of the options listed below:

- Construction Manager at Risk (CMAR)
- Design build (DB)
- Design, Bid, and Build (DBB)

The documents that follow provide background information associated with this recommendation and include options for designing and building new facilities; summary of new facilities; and map of the Show Low campus.



**Northland Pioneer College
New Facilities at White Mountain Campus in Show Low
Building Options**

DRAFT 11/6/18

Definitions:

- **Architect/Design Firm - responsible for designing the building(s)**
- **Contractor - responsible for providing materials and labor to construct building(s)**
- **Construction Manager – responsible for overall project(s) – planning, design and construction**
- **CMAR (Construction Manager at Risk) – construction management company responsible for constructing the building at a fixed cost (they assume responsibility for overages)**
- **RFQ – Request for qualifications for professional services**
- **RFP – Request for proposal for construction services**

Construction Manager at Risk	Design Build	Design-Bid-Build (Traditional Method)
<ul style="list-style-type: none"> • NPC issues <u>RFQ</u> for Architect/Design Team • NPC hires an Architect/Design Team (fee based) • NPC issues <u>RFQ</u> for CMAR (fee based firm) with advice from Architect • NPC hires CMAR • <u>Both Architect/Design Team and CMAR work for NPC</u> • Architect/Design Team designs building • CMAR reviews design plans and suggests value engineering • CMAR constructs buildings, hires subcontractors and suppliers • Owner and Architect oversee CMAR 	<ul style="list-style-type: none"> • NPC issues an <u>RFQ</u> for Contractor/CM • NPC hires the Contractor/CM • Contractor/CM hires the Architect/Design firm • <u>Contractor works for NPC, but Architect/Design firm works for Contractor</u> • Contractor/CM and Architect/Design Firm design and construct building • Contractor/CM hires subcontractors/suppliers • Contractor/CM controls project 	<ul style="list-style-type: none"> • NPC issues <u>RFQ</u> for Architect • NPC hires the Architect • Architect designs building • NPC issues <u>RFP</u> for Contractors who bid project • NPC hires the Contractor • <u>Both Architect and Contractor work for NPC</u> • Architect designs building • Contractor constructs buildings, hires subcontractors and suppliers • Owner and Architect oversee project Contractor

Construction Manager at Risk	Design Build	Design-Bid-Build (Traditional Method)
<p>Pros</p> <ul style="list-style-type: none"> • No change orders or limited • Fixed price before construction starts • Faster project schedule • CMAR helps in planning and design • More teamwork between design staff and contractor • Transfer of some risks from owner to CMAR • CMAR has total control of construction and all subcontractors • Selection of contractor based upon qualifications not price 	<p>Pros</p> <ul style="list-style-type: none"> • Will have change orders • Guaranteed price early in process • Price tends to match quality (also a disadvantage) • Speed of project delivery • Communication is faster • Single point of responsibility for project • Selection of contractor based upon qualifications, experience and team 	<p>Pros</p> <ul style="list-style-type: none"> • Will have change orders • Lower price due to competitive bidding • Construction cost is fixed by contract • Owner retains control of project design and construction • Both design team and contractor accountable to owner • Fully defined project scope for both design and construction before construction begins • Widely applicable, understood, defined roles of individual parties; simpler to manage

Construction Manager at Risk	Design Build	Design-Bid-Build (Traditional Method)
<p>Cons</p> <ul style="list-style-type: none"> • Higher price due to reduced competition (5-10%) • Hard for owner to determine if best price has been achieved for the work • CMAR may increase budget to create future savings • Design changes after start of construction are costly 	<p>Cons</p> <ul style="list-style-type: none"> • Owner loses control of project • No party responsible to represent owner's interests • Owner has no input in the selection of design team • No checks and balances between contractor and architect • Difficult for owner to determine if best price was achieved for the work • Design may be less creative than one from independent designer/architect • Difficult to make changes once project has begun; very costly • Initial price higher due to contractor risk 	<p>Cons</p> <ul style="list-style-type: none"> • No project manager • Slower construction phase • No preconstruction review of design for construction effectiveness and constructability • Change orders; price not established until bids received • Owner assumes majority of risks

RFQ Requirements:

- Ownership of work product belongs to NPC
- Contingency balance reverts to owner
- NPC needs input on subcontractors
- Legal review
- Insurance review

New Facilities at White Mountain Campus in Show Low

Build General Ed Building, Repair & Remodel Learning Center as Allied Health Building, Minor Remodel of Aspen & Goldwater
Estimated Cost - \$20 million Sq Ft Cost w/ Skills Center = \$15.9 million + \$4.1 million for IS, landscaping, furniture and contingencies
Build General Ed Building 20,000 square feet Cost – \$4.5 million (\$224/sf x 20,000 sf) Two stories – need elevator First Floor: <ul style="list-style-type: none">• Library,• Computer lab,• Connected classrooms,• CCP,• IS department (1800 sf),• Education Technologist,• Training Room Second Floor: <ul style="list-style-type: none">• Classrooms,• Faculty offices
Repair Learning Center Cost - \$1.5 million

Remodel Learning Center as Allied Health Building

No increase in square feet
Currently 26,555 square feet
Cost to remodel - \$3.2 million
(\$120/sf x 26,555)

- Nursing, EMT, Phlebotomy, Testing/Computer Lab, Faculty offices (21k sf)
- Marketing (1.5k sf)
- Storage (Front office, Marketing & Commencement – 2.5k sf)
- NAU (1k sf)

Remodel Aspen Center

No increase in square feet
Currently 16,236 square feet
Cost to remodel - \$864,000
(\$108/sf x 8,000 sf)

- Talon Gallery remains
- Art department remains
- Move in Institutional Effectiveness
- Move in Small Business Development
- Move in VPL/SS and assistant
- Move in CBO and assistant

Remodel Goldwater Building

8,627 square feet
No increase in square feet
Currently 8,627 square feet
Cost to remodel - \$432,000
(\$108/sf x 4000 sf)

- Main Campus Office
- Advisors
- Fin Aid (future)
- Disability Resources



NORTHLAND PIONEER COLLEGE WHITE MOUNTAIN CAMPUS

Usage Summary



PROPERTY
BOUNDARY



WEST DEUCE OF CLUBS - HIGHWAY 60

SOUTH 8TH AVENUE

AREA: 23.86 ACRES

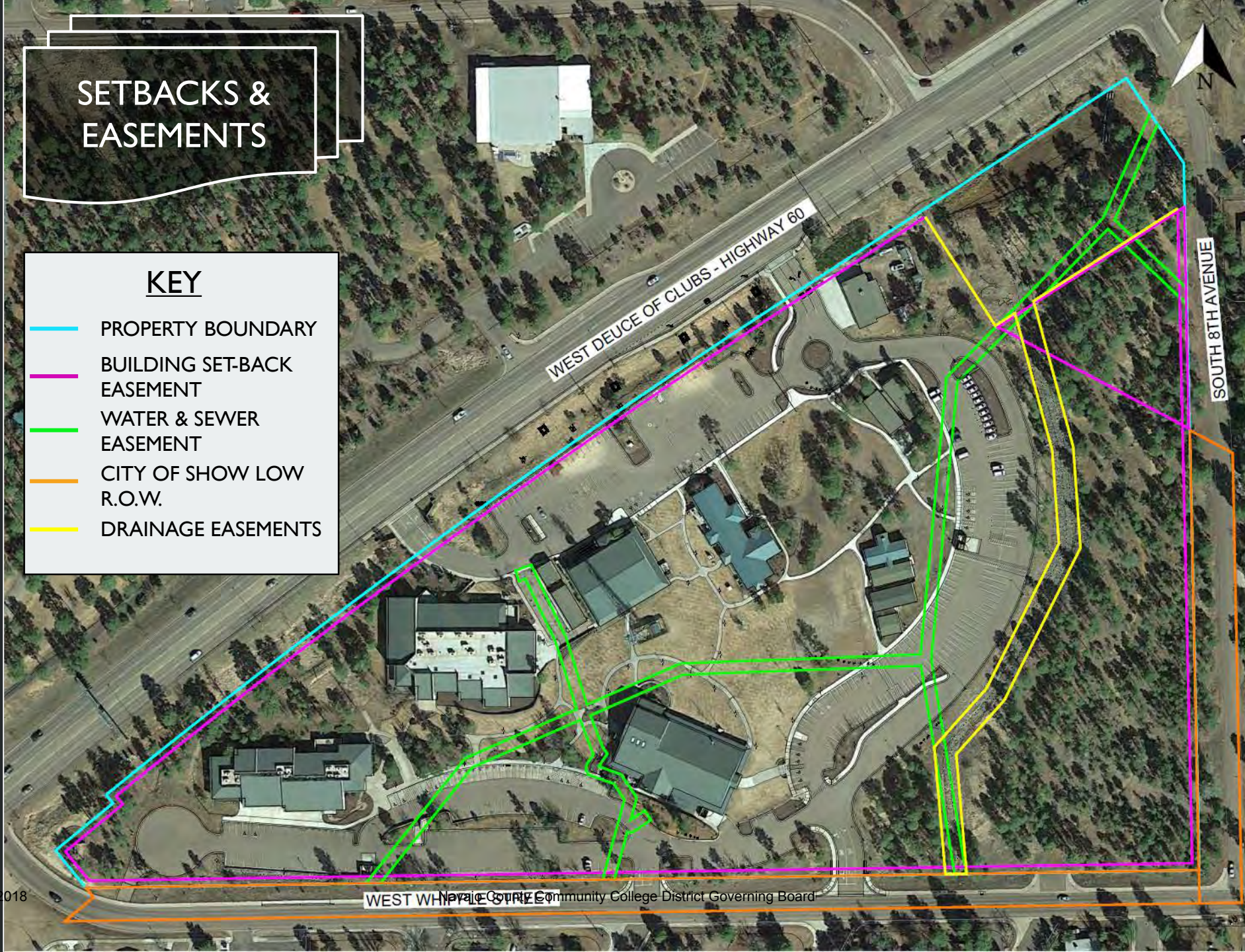
WEST WHIPPLE STREET



SETBACKS & EASEMENTS

KEY

- PROPERTY BOUNDARY
- BUILDING SET-BACK EASEMENT
- WATER & SEWER EASEMENT
- CITY OF SHOW LOW R.O.W.
- DRAINAGE EASEMENTS



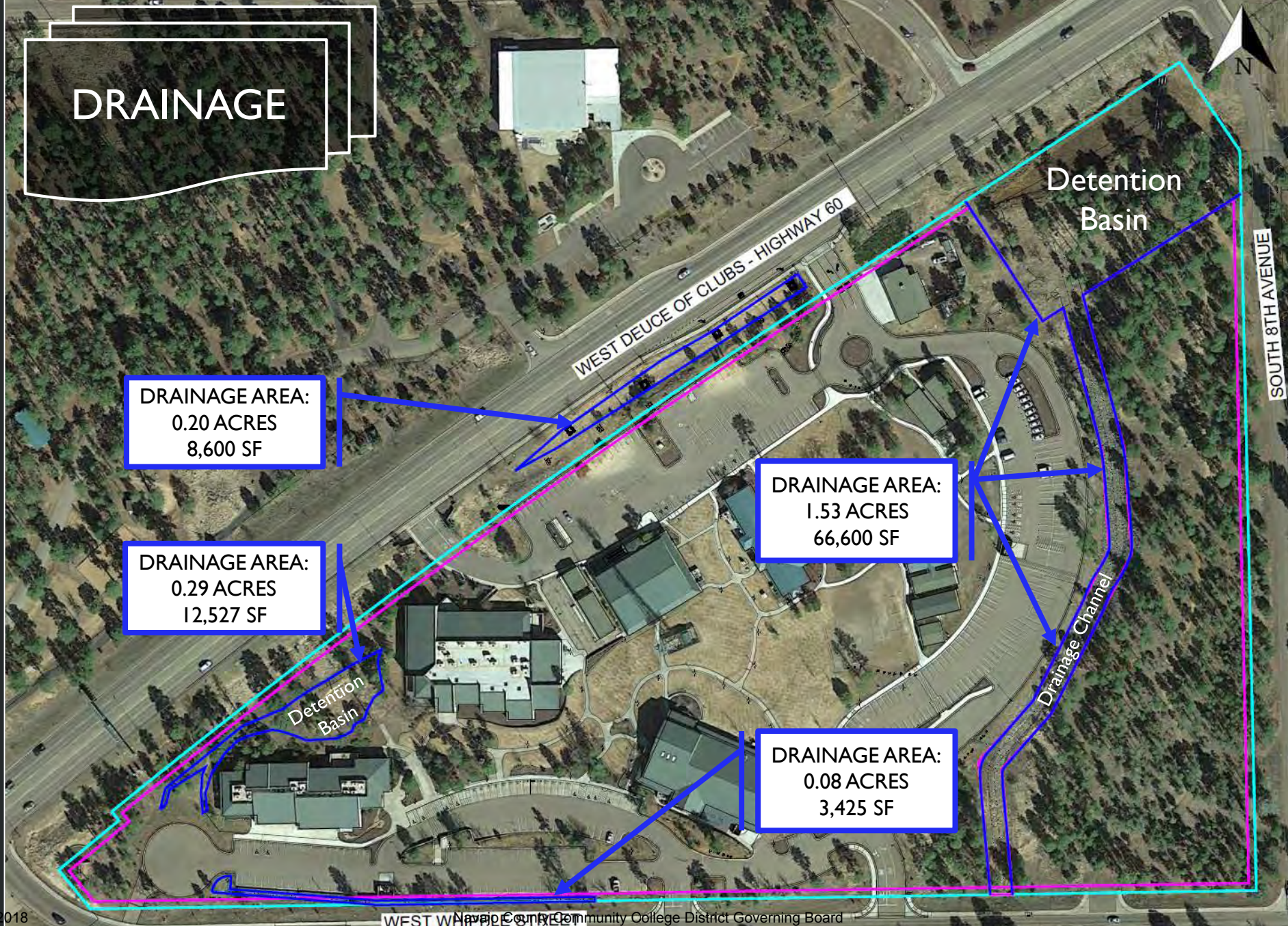
WEST DEUCE OF CLUBS - HIGHWAY 60

SOUTH 8TH AVENUE

WEST WINDY CREEK Community College District Governing Board



DRAINAGE





EXISTING BUILDINGS

COSMETOLOGY
11,665 SF

COMPUTER TECH LAB
745 SF

TECH LAB
1,472 SF

LEARNING CENTER
26,555 SF

PONDEROSA CENTER
11,665 SF

ASPEN CENTER
16,236 SF

MAINTENANCE
3,182 SF

PHLOBOTOMY
1,792 SF

INFORMATION SYSTEMS
1,792 SF

GOLDWATER
8,627 SF

EMT
3,455 SF

MARKETING
1,788 SF

STORAGE
842 SF

WEST DEUCE OF CLUBS - HIGHWAY 60

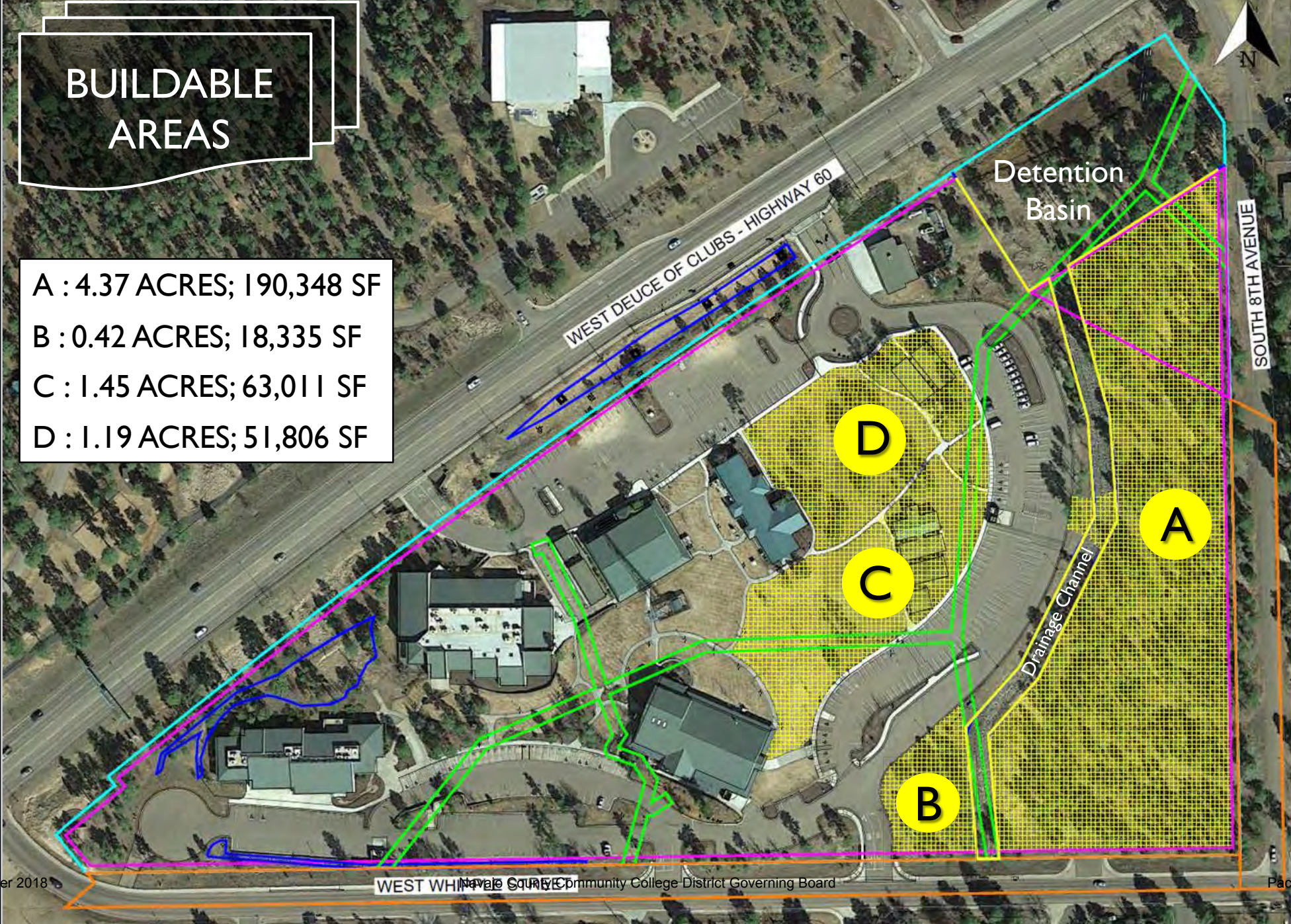
SOUTH 8TH AVENUE

WEST WHIPPLE STREET



BUILDABLE AREAS

- A : 4.37 ACRES; 190,348 SF
- B : 0.42 ACRES; 18,335 SF
- C : 1.45 ACRES; 63,011 SF
- D : 1.19 ACRES; 51,806 SF





D
1.19 ACRES
51,806 SF

C
1.45 ACRES
63,011 SF

B
0.42 ACRES
18,335 SF

Drainage
Crossing

A
4.37 ACRES
190,348 SF



NPC WMC
USAGE SUMMARY

Awarding of Contract for Engineering/ Architectural Services for HVAC Replacement

Summary:

This is provided to the District Governing Board as information only.

Staff will be awarding a contract for engineering and architectural services to Adams Engineering and Associates for \$36,650. Adams Engineering was selected from five firms who responded to an RFQ. The contract will provide engineering services to design the removal and replacement of the HVAC system in the Aspen Center on the White Mountain Campus in Show Low. This is the beginning phase of a multi-year, multi-location project.

As of 2010, the EPA has ruled that HVAC units that use Freon R-22 will no longer be sold or manufactured. Therefore, NPC is no longer able to support existing HVAC units in several buildings located in Show Low, Snowflake, Winslow, and Polacca. These units will be replaced through a phased replacement program starting with the Aspen Center. The capital budget for fiscal year 2018-19 includes the Aspen Center HVAC project.

Upon completion of the engineering and design phase, an RFP will be issued for the construction portion of the project. Board approval is required at that time as construction costs are expected to exceed the approval threshold of \$50,000.



Bid Tabulation
 Architectural and Engineering
 For HVAC Removal and Replacement
 Aspen Center, White Mountain Campus
 Navajo County Community College District Bid NO. AS #18-02

3:00 P.M., MST
 October 18, 2018
 Page 1 of 1

CONTRACTOR	GLHN	Adams and Associates Engineers	Spectrum Engineers	IMEG	SPS+ Architects
Signed Offer & Contract Award	Yes	Yes	Yes	Yes	Yes
Exceptions to General Terms & Cond	No exceptions	No exceptions	No exceptions	No exceptions	No exceptions
Exceptions to Special Terms & Cond	No exceptions	No exceptions	No exceptions	No exceptions	No exceptions
Exceptions/Deviations to Scope of Work and Specifications	No exceptions No deviations	No exceptions No deviations	No exceptions No deviations	No exceptions No deviations	No exceptions No deviations
Signed Debarment & Suspension page	Yes	Yes	Yes	Yes	Yes
Base Proposal Fee	65,450	29,850	73,060	50,710	67,850
Cost for Additional Services		6,800		5,040	32,070
Total Project Proposal Fee	65,450	36,650	73,060	55,750	99,920

To: David Huish

From: Philip Bowler

According to energy.gov the "lifespan" of a central air conditioner is about 15 to 20 years. As such some of our HVAC units are due to be replaced. In addition to this lifespan the EPA ruled that the manufacture of R-22 based units was to be phased out in 2010, and in 2020 the R-22 Freon contained in these units will be phased out completely. The 2010 rule means that as of 2010 we can no longer purchase R-22 condensing units to replace the condensing units we have. The 2020 phase out means we will no longer be able to purchase R-22 Freon to repair these units. As a result of these phase outs I propose that we start a gradual replacement plan for those units affected by these EPS rules and as part of our normal lifespan expectancy replacement procedures. This replacement plan will help us ensure reliability and cost effectiveness for our HVAC systems. I recommend the following replacement phases based on reliability, past issues, and install date:

Phase #1 Aspen Center 2019-2020 replacement, installed in 2000.

The first R-22 units I propose to replace are the HVAC units found on the Aspen Center White Mountain Campus. They were installed in the Year 2000 and have exhibited the most issues, such as compressor burn-outs and condenser failures. Also the boiler (which provides heat to the Aspen Center) system has become obsolete in that we can no longer order parts for it. I propose that we replace these units with high efficiency heating and air-conditioning units and remove the boiler system. This will save us from costly repairs and also save on gas and electric. Replacing the boiler system will remove the water pipes that are required for the hot water heating system, and therefore eliminate the possibility of water damage from these pipes bursting.

Phase #2 Hopi Center 2020-2021 replacement, installed in 2000.

The second set of units I propose to replace is Hopi Center. I have recently had a few issues with the HVAC units on the Hopi Center and because of the relative distance and remoteness I would like to replace them next.

Phase #3 WMC Cosmetology and Goldwater Center 2021-2022 replacement, installed in 1995 and 1988 respectively.

I haven't had very many issues with the Goldwater Center units, but because of their install date I feel it is important to replace them before we start having issues with them.

Phase #4 Snowflake Student Center 2022-2023 replacement, installed in 2002.

Silver Creek Student Center HVAC units have had some issues, but they are somewhat newer so I think they will last a little longer.

Phase #5 Ruby Hill 2023-2024 replacement, installed in 1994.

The units on Ruby Hill have been very reliable and so I believe are not as urgently needing to be replaced. However, they are very old and obsolete.

An official website of the United States government.

We've made some changes to EPA.gov. If the information you are looking for is not here, you may be able to find it on the EPA Web Archive or the January 19, 2017 Web Snapshot.

Close



Phaseout of Class II Ozone-Depleting Substances

Additional Information

[Information for Equipment Owners and Operators](#)

“Class II” ozone-depleting substances (ODS) have an ozone depletion potential less than 0.2, and are all hydrochlorofluorocarbons (HCFCs). HCFCs were developed as transitional substitutes for Class I ODS and are subject to a later phaseout schedule than Class I ODS.

HCFCs are used in a wide variety of applications, including refrigeration, air conditioning, foam blowing, solvents, aerosols, and fire suppression. Although there are currently 34 HCFCs that are subject to the phaseout, only a few are commonly used. Historically, the most widely used include HCFC-22 (usually as a refrigerant), HCFC-141b (as a solvent and foam-blowing agent), and HCFC-142b (as a foam-blowing agent and component in refrigerant blends). [Learn more about common HCFCs and their uses.](#)

Some HCFCs, like HCFC-22, are also a component in refrigerant blends. While these blends are not listed among the 34 controlled HCFCs, they are subject to the same rules because they contain Class II ODS. Common refrigerant blends that contain HCFC-22 include R-401A, R-402A, R-408A, R-409A, R-414B, and R-502A.

The Phaseout of HCFCs

Key Resources

[2018 Draft Report: Projected Servicing Demand in the U.S. Air-conditioning, Refrigeration, and Fire Suppression Sectors \(2020-2030\)](#). This draft report revises the 2014 report for HCFC-123 and HCFC-124 based on current uses in air-conditioning, refrigerant, and fire suppression equipment and considers the availability of recovered HCFCs for future demand.

As a Party to the Montreal Protocol, the United States must incrementally decrease HCFC consumption and production, culminating in a complete HCFC phaseout in 2030. HCFC usage must be reduced to at least 90 percent below baseline levels in 2015 and to at least 99.5 percent below baseline levels in 2020.

Section 605 of the Clean Air Act establishes the U.S. phaseout targets for Class II substances. In 1993, EPA established the phaseout framework and the "worst-first" approach, which focused first on HCFC-22, HCFC-141b, and HCFC-142b because they have the highest ozone depletion potentials of all HCFCs.

The U.S. schedule for meeting the Montreal Protocol phaseout requirements is summarized in the following table.

U.S. Action to Meet the Montreal Protocol Phaseout Schedule

Year to Be Implemented	Implementation of HCFC Phaseout through Clean Air Act Regulations	Year to Be Implemented	Percent Reduction in HCFC Consumption and Production from Baseline
2003	No production or import of HCFC-141b	2004	35.0%
2010	No production or import of HCFC-142b and HCFC-22, except for use in equipment manufactured before January 1, 2010	2010	75.0%

Year to Be Implemented	Implementation of HCFC Phaseout through Clean Air Act Regulations	Year to Be Implemented	Percent Reduction in HCFC Consumption and Production from Baseline
2015	No production or import of any other HCFCs, except as refrigerants in equipment manufactured before January 1, 2020	2015	90.0%
2020	No production or import of HCFC-142b and HCFC-22	2020	99.5%
2030	No production or import of any HCFCs	2030	100.0%

[More about the HCFC Allowance System](#)

Common HCFCs and Their Uses

Common HCFCs include:

- **HCFC-22:** used as a refrigerant in several applications such as unitary air conditioners, cold storage, retail food refrigeration equipment, chillers, and industrial process refrigeration. Also historically used (in smaller quantities) as a blowing agent for certain foam applications and as a propellant in aerosols.
- **HCFC-141b:** used as a blowing agent in rigid polyurethane foams and integral skim foams and in aerosol solvent cleaning applications.
- **HCFC-142b:** used as a blowing agent in extruded polystyrene boardstock. Also used in small quantities in refrigerant blends and as a retrofit refrigerant, such as in motor vehicle air conditioners that previously used [chlorofluorocarbon \(CFC\)-12](#).
- **HCFC-123:** used in centrifugal chillers and portable fire extinguishers.
- **HCFC-124:** used in some sterilant mixtures and as a component in some CFC-12 retrofit refrigerants. Can be used as a retrofit to replace CFC-114 in some heat pumps and special air conditioning equipment.
- **HCFC-225ca and HCFC-225cb:** used as a solvent and aerosol solvent. Also historically used in small quantities in adhesives, coatings, and inks.
- **HCFC-21:** used as a refrigerant in highly specialized cooling loops.

The phaseout restricts the use of these HCFCs, and EPA continues to evaluate HCFC alternatives through its [Significant New Alternatives Policy \(SNAP\)](#) program.

LAST UPDATED ON MAY 9, 2018

2018
State Annual Report to the Governor

Navajo County Community College District
Northland Pioneer College 10/22/2018

2017-2018
Navajo County Community College
Northland Pioneer College

Mark Vest, President
P.O. Box 610, Holbrook, Arizona 86025

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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 2017-2018

- Completed year 2 of the TALON Title III grant project to deliver college courses to area high schools via telepresence. Completion and success rates exceed community college state averages; participant satisfaction very high.
- Implemented phase 1 deployment of CISCO technology from TALON pilot in campus-based telepresence classrooms.

- Hired new president from within college to provide stability and direction. College supportive of Board's decision.
- Enrollment management plan developed and adopted by the college to guide future direction. Phase I plan items identified and implementation in progress.
- Institutional Effectiveness director hired and leading processes related to course assessment, program review, and HLC compliance.
- Developed and implemented significant improvements to IT security policies and access controls.

Major Issues & Resolutions in 2017-2018

- Implemented new course assessment, program review and student course survey forms and processes. Institutional Effectiveness department providing consistent data sets to all areas for program review.
- Filled one-half of all vacant IT personnel positions with qualified staff. Staffing remains an ongoing challenge.
- Developed and implemented a reorganization and improvement plan for Financial Aid. Began purchase and utilization of new software tools to streamline work and expedite student aid awarding.
- Implemented a student transportation pilot to allow students to utilize college vehicles to travel to a nearby location for a science lab. Students must pass safety criteria to utilize vehicles. Pilot successful to date.
- IT staff working jointly with ADA support services to develop ADA-compliant technology tools for students/staff.

- IT continues to address through training the social engineering component of network and information security.

Upcoming Issues for 2017-2018

- Planning underway for significant capital improvements at the Show Low campus. College has cash resources to build but this is a complex project and will consume much staff time.
- Higher Learning Commission reaccreditation visit in November 2019 requires lengthy preparation in 2017-19.
- Process underway to move TALON grant project to a sustainable cost-sharing model post-grant with area high schools.
- College working to adopt applicable elements of Guided Pathways model while keeping unique nature of service area in mind.
- Continue to review college structure, activities, and operations to identify cost reduction measures in anticipation of substantial decrease in new construction valuation and related property tax revenue as APS Cholla plant moves toward closure.
- Developing long-range budget forecast models and processes for the college that move beyond current three-year window.
- Ongoing issues attracting and retaining faculty and staff, especially in high demand areas (HR, data, tech, some faculty areas).
- Supporting and attaining Achieve60AZ goals with few major local business partner options and limited funding (while operating under current state expenditure limit constraints).
- Implementing course scheduling software and other tools that lead to greater scheduling efficiency, reduce costs, and increase completion rates.
- Implementing OnBase document imaging solution to allow for needed efficiencies and improvements in back-end and student-facing office processes.

Facts-at-a-Glance		
Navajo Community College Enrollment FY 2017-2018		
Annual FT Equivalent Student	1827	
Annual Unduplicated Headcount	5970	
Fall 2017 Headcount (credit)	3021	
By Full-time or Part-time		
	Fall 2017	
Full-time	616	21%
Part-time	2405	80%
Total	3021	100%
By Gender		
	Fall 2017	
Female	1809	60%
Male	1212	40%
Total	3021	100%
By Residency Status		
	Fall 2017	
Resident	2476	82%
Out-of-County	528	17%
Out-of-State	17	1%
Unknown	0	0%
Total	3021	100%
By Ethnic or Race Group		
	Fall 2017	
American Indian/Alaska Native	1102	36%
Asian	20	1%
Black/African American	28	1%
Hispanic/Latino	374	12%
International	2	0%
Native Hawaiian/Other Pac Islander	5	0%
Not Specified	113	4%
Two or More	78	3%
White	1299	43%
Total	3021	100%
Instructional Staff		
	Fall 2017	
Full-time Instructors	74	46%
Part-time Instructors	86	54%
Total	160	100%
District Fund Sources FY2017-18		
Tuition & Fees	\$4,934,498	
State Aid (incl. Equalization)	\$8,690,200	
Primary/Secondary Tax Levy	\$14,879,626	
Restricted Grants	\$4,719,902	
Bond Proceeds	\$ 0	
Other	\$3,329,548	
Fund Balance	\$ 0	
Total	\$36,553,774	
District Expenditures FY 2017-18		
General Fund	\$22,141,527	
Restricted Fund	\$4,147,123	
Auxiliary Fund	\$398,424	
Unexpended Plant Fund	\$3,187,616	
Retirement of Indebtedness	\$ 0	
Total	\$29,874,690	

NAVAJO COMMUNITY COLLEGE DISTRICT
Tuition and Fees
FY 2017-18

TUITION	2017-18
In-State	\$72 each credit hour
Apache County	\$72 each credit hour
Out-Of-State	\$345 per credit hour
Senior Citizens 60 years or older	In-state or out-of-state, may qualify for a reduced tuition rate at 50% of the base fall and spring semester tuition rate. All other fees will be assessed at the full rate for students. The tuition reduction is NOT applicable for enrollment in noncredit seminars, classes, or programs.
WICHE Western Undergraduate Exchange	150% of the In-State rate
CCP classes (Adult Basic Education)	50% of base tuition rate
Summer Session	50% of base tuition rate <i>(Does not apply to noncredit classes)</i> 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.

A media fee of \$45 is charged for students enrolled in 3 or more credits.

**Navajo County Community College District
FY 2017-18**

Residency	Number of Students NOT in the District
Arizona (by county)	
Apache	723
Cochise	15
Cochran	11
Coconino	87
Gila	64
Graham	3
Greeley	1
Greenlee	2
La Paz	3
Maricopa	743
Mohave	19
Navajo	
Pima	162
Pinal	85
Santa Cruz	9
Yavapai	28
Yuma	22
Out-of-State	
Alabama	
Alaska	2
Arkansas	
California	3
Colorado	2
Connecticut	
Delaware	
Florida	1
Georgia	1
Hawaii	2
Idaho	2
Illinois	3
Indiana	
Iowa	1
Kansas	
Kentucky	
Louisiana	3
Maine	

Maryland	
Massachusetts	
Michigan	2
Minnesota	1
Mississippi	
Missouri	
Montana	
Nebraska	
Nevada	
New Hampshire	
New Jersey	1
New Mexico	23
New York	1
North Carolina	1
North Dakota	
Ohio	
Oklahoma	
Oregon	1
Pennsylvania	2
Rhode Island	
South Carolina	
South Dakota	1
Tennessee	2
Texas	6
Utah	5
Vermont	1
Virginia	1
Washington	2
West Virginia	
Wisconsin	2
Wyoming	
Other	3

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.