

# 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 meet for a Work Session, open to the public, on **October 15, 2019 beginning at 9:30 a.m.** *No action will be taken at this meeting.* Following that the Board will hold a regular District Governing Board Meeting, open to the public, on **October 15, 2019 beginning at 10:00 a.m.** The meetings will be held at the Northland Pioneer College Painted Desert Campus, Tiponi Community Center meeting room, located at 2251 E. Navajo Blvd., Holbrook, Arizona.

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

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

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

I, Paul Hempsey, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on or before the 14<sup>th</sup> day of October 2019, at 9:30 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



**Northland Pioneer College Mission:**

# NPC provides, supports and promotes lifelong learning.

**Our Shared Vision:**

NPC provides a learner-centered environment, responds to community needs through effective and innovative service to our students, and fosters professional growth and collegial collaboration.

**Our Shared Values:**

NPC upholds the following values:

- A quality learning environment
- Diversity and accessibility
- Integrity and accountability
- Collaboration toward success



**Northland Pioneer College**

Northland Pioneer College EXPANDING MINDS • TRANSFORMING LIVES<sup>SM</sup>

# Governing Board Work Session Meeting Agenda

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

**Date:** Octoberber 15, 2019

**Time:** 9:30 a.m. (MST)

<b>Item</b>	<b>Description</b>	<b>Resource</b>
1.	Call to Order .....	Chair Lucero
2.	Adoption of the Agenda..... <b>(Action)</b>	Chair Lucero
3.	Old Business:	
	A. <a href="#">Accreditation</a> .....	Director Yip-Reyes
4.	Adjournment..... <b>(Action)</b>	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**

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

# Accreditation Training

# HLC Student Opinion Survey

- HLC designed the survey. NPC distributed the survey to students. HLC collected all the survey results and sent a report to NPC and the HLC peer review team.
- 141 responses (~2200 students)
- Rate 15 statements on an agreement scale; for example:
  - The communication I received from the school about the overall enrollment process was clear.
  - The school worked with me to identify an academic program that met my goals.
  - Courses required to complete my degree are available when I need to take them.
- Open-ended comments

## Seven statements received at least 80% positive ratings.

Statement	% Strongly Agree + Agree
I received clear information as to how much my education would cost.	80%
An academic advisor was available to help me with questions about my course of study.	82%
I was placed at the appropriate course level that matched my academic preparation.	87%
I am satisfied with the progress I am making toward completing my degree.	84%
Course content is appropriately challenging for my program of study.	85%
Faculty who teach are knowledgeable about their subject areas	87%
Overall, I am satisfied with my experience at the school	80%

Three statements received at least 15% negative ratings.

Statement	% Strongly Disagree + Disagree
A school financial aid officer provided financial aid counseling to help me understand the responsibilities of borrowing money to finance my education.	36%
Courses required to complete my degree are available when I need to take them.	17%
When I have non-academic questions, I can reach someone who can help me in a timely way.	18%

# Areas with Positive Comments

- Faculty, Class materials, technology
- Advising
- Support services from advisors and faculty
- Communication through Moodle and myNPC



# Areas with Negative Comments

- Registration process
- Financial aid process
- Inconsistent service quality of advisors
- Staff helpfulness/responsiveness

# Criterion 2: Integrity

- 2A. The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and processes for fair and ethical behavior on the parts of its governing board, administration, faculty, and staff.

# Criterion 2: Integrity

- 2C. The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the college and to assure its integrity.

- Deliberations reflect priorities to preserve and enhance the college
- Reviews and considers reasonable and relevant interests of internal and external constituencies during deliberations
- Preserves its independence from undue influence when such influence not in the best interest of the college
- Delegates day-to-day management to administration and expects faculty to oversee academic matters.

# Governing Board Meeting Agenda

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

**Date:** October 15, 2019

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order and Pledge of Allegiance</b> .....	Chair Lucero
2.	<b>Adoption of the Agenda</b> ..... <b>(Action)</b>	Chair Lucero
3.	<b>Call for Public Comment</b> ..... <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.	<b>Reports:</b>	
A.	<a href="#">Financial Position</a> .....	VPAS Ellison
B.	<b>NPC Friends and Family</b> .....	Director Wilson
C.	<b>NPC Faculty Association</b> .....	Inez Schaechterle
D.	<b>CASO</b> .....	Rebecca Hunt
E.	<b>NPC Student Government Association</b> .....	No Report
F.	<a href="#">Human Resources</a> .....	Written Report
5.	<b>Consent Agenda</b> ..... <b>(Action)</b>	Chair Lucero
A.	<b>September 17, 2019 <a href="#">Regular Meeting Minutes</a></b>	
B.	<b>September 30, 2019 <a href="#">Retreat Minutes</a></b>	
C.	<b>2019-20 Dual Enrollment Intergovernmental Agreement</b> between Navajo County Community College District and <a href="#">Show Low USD</a> .	
6.	<b>Old Business:</b> None.	
7.	<b>New Business:</b>	
A.	<b>Request to Award Contract - <a href="#">Welding Equipment &amp; Supplies</a> .. <b>(Action)</b></b>	VPAS Ellison
B.	<b>Request to Award Contract to <a href="#">Update Master Facilities Plan</a> ... <b>(Action)</b></b>	VPAS Ellison
C.	<b>Request to Approve <a href="#">Network Routers Lifecycle Replacement</a>. <b>(Action)</b></b>	President Vest
D.	<b>NPC Component Unit Financial Audit</b> <a href="#">NPC Friends and Family 2018-2019</a> .....	VPAS Ellison
E.	<b>NPC Component Unit Financial Audit</b> <a href="#">Northeast Arizona Training Center 2018-2019</a> .....	VPAS Ellison
F.	<b><a href="#">NATC: Requested Information &amp; Construction Update</a> .....</b>	VPLSS Clark
G.	<b><a href="#">November Board Meeting Date</a> .....</b> <b>(Action)</b>	President Vest
8.	<b>Standing Business:</b>	
A.	<b>Strategic Planning and Accreditation Steering Committee Report</b> .....	Amber Hill
B.	<b>President's Report</b> .....	President Vest
C.	<b>DGB Agenda Items and Informational Needs for Future Meetings</b> .....	Chair Lucero
9.	<b>Board Report/Summary of Current Events</b> .....	Board Members
10.	<b>Announcement of Next Regular Meeting</b> .....	Chair Lucero
11.	<b>Adjournment</b> ..... <b>(Action)</b>	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  
 Reclass General Fund Budget - Late Appropriations

Tax Supported Funds	General Unrestricted		
	Budget	Reclass	Revised Budget
<b>REVENUES</b>			
Primary Tax Levy	15,254,000		15,254,000
State Aid:			
Maintenance and Operations	1,567,700		1,567,700
Equalization	7,751,900		7,751,900
Additional Rural Funding	-	889,200	889,200
Tuition and Fees	4,860,000		4,860,000
Investment earnings	195,600	(195,600)	-
Grants and Contracts	2,000,000	(693,600)	1,306,400
Other Miscellaneous	-		-
Fund Balance	-		-
Transfers	(2,900,000)		(2,900,000)
			-
<b>TOTAL REVENUES</b>	<b>\$ 28,729,200</b>	<b>\$ -</b>	<b>\$ 28,729,200</b>
<b>EXPENDITURES</b>			
Salaries and Benefits	18,897,429		18,897,429
Operating Expenditures	9,831,771		9,831,771
Capital Expenditures			
<b>TOTAL EXPENDITURES</b>	<b>\$ 28,729,200</b>	<b>\$ -</b>	<b>\$ 28,729,200</b>

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

July 1, 2019 to August 30, 2019

Budget Period Expired

8%

Tax Supported Funds				
General Unrestricted				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Primary Tax Levy	15,254,000	37,809	138,270	1%
State Aid:				
Maintenance and Operations	1,567,700	-	391,925	25%
Equalization	7,751,900	-	1,937,975	25%
Additional Rural Funding	889,200	-	222,300	
Tuition and Fees	4,860,000	304,518	830,243	17%
Investment earnings	-	176,615	310,775	
Grants and Contracts	1,306,400	-	-	0%
Other Miscellaneous	-	19,706	47,955	
Fund Balance	-			
Transfers	(2,900,000)	(62,052)	(253,445)	9%
<b>TOTAL REVENUES</b>	<b>\$ 28,729,200</b>	<b>\$ 476,596</b>	<b>\$ 3,625,998</b>	<b>13%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	18,897,429	1,246,559	2,331,902	12%
Operating Expenditures	9,831,771	516,087	1,176,218	12%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 28,729,200</b>	<b>\$ 1,762,646</b>	<b>\$ 3,508,120</b>	<b>12%</b>
<b>Unrestricted Plant</b>				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
State Aid:				
Capital/STEM	339,500	-	84,875	25%
Fund Balance - WMC Facilities	12,500,000		-	0%
Transfers	2,000,000	51,626	233,177	12%
<b>TOTAL REVENUES</b>	<b>\$ 14,839,500</b>	<b>\$ 51,626</b>	<b>\$ 318,052</b>	<b>2%</b>
<b>EXPENDITURES</b>				
Capital Expenditures	2,339,500	51,627	318,052	14%
Capital Expenditures - WMC Facilities	12,500,000	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,839,500</b>	<b>\$ 51,627</b>	<b>\$ 318,052</b>	<b>2%</b>

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
Statement of Financial Position  
July 1, 2019 to August 30, 2019

Budget Period Expired 8%

**Restricted and Auxiliary Funds**

	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Grants and Contracts	6,000,000	79,454	210,900	4%
Fund Balance	-			
Transfers	600,000	-	-	0%
<b>TOTAL REVENUES</b>	<b>\$ 6,600,000</b>	<b>\$ 79,454</b>	<b>\$ 210,900</b>	<b>3%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	976,929	102,624	188,016	19%
Operating Expenditures	5,623,071	950,363	985,430	18%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,600,000</b>	<b>\$ 1,052,987</b>	<b>\$ 1,173,446</b>	<b>18%</b>

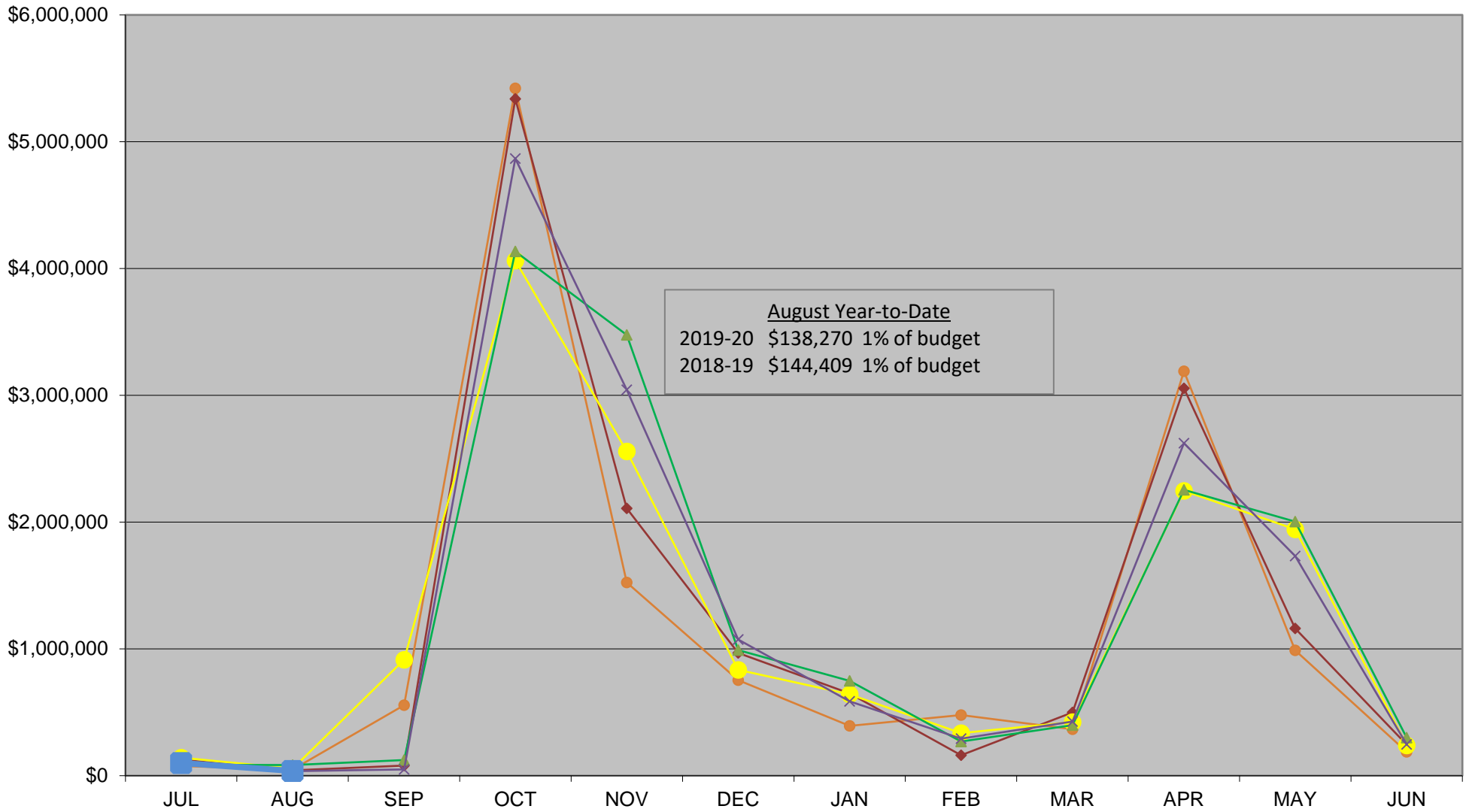
	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Sales and Services	300,000	15,980	30,161	10%
Fund Balance	-			
Transfers	300,000	10,426	20,268	7%
<b>TOTAL REVENUES</b>	<b>\$ 600,000</b>	<b>\$ 26,406</b>	<b>\$ 50,429</b>	<b>8%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	298,971	18,818	41,115	14%
Operating Expenditures	301,029	7,580	9,314	3%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 600,000</b>	<b>\$ 26,398</b>	<b>\$ 50,429</b>	<b>8%</b>

**Cash Flows**

Cash flows from all activities (YTD) .....	\$4,205,379
Cash used for all activities (YTD) .....	\$5,050,047
Net Cash for all activities (YTD) .....	(\$844,668)



### Monthly Primary Property Tax Receipts



**DGB Human Resources Update  
October 15, 2019**

**OPEN POSITIONS**

1. **Systems Engineer – Open until filled. 2 applicants.**
2. **Faculty in Energy and Industrial Technician – Open until filled. 8 applicants.**
3. **Administrative Systems Analyst – Open until filled. 11 applicants.**
4. **Financial Aid Systems Technician – Open until filled. 26 applicants.**
5. **Early Childhood Learning Collaborative Coordinator – Open until filled. 12 applicants.**
6. **Groundskeeper – Open until filled. 35 applicants.**
7. **Director of Library Services – Open until filled. 5 applicants**
8. **St. Johns Center Manager – Open until filled.**
9. **Administrative Assistant to the Associate Dean of Education & College and Career Preparation – Open until filled. 6 applicants**
10. **Maintenance I or II – Open until filled. 14 applicants**
11. **Office Assistant to Vice President of Learning and Student Services – Closes October 15, 2019**
12. **Director of Information Services – Open until filled. 2 applicants.**

**CLOSED: IN REVIEW**

13. **Audio/Video Support Technician – Closed August 2, 2019. 2 applicants.**
14. **Accounting Manager – Closed September 30, 2019. 5 applicants.**
15. **Human Resources Specialist – Closed September 22, 2019. 25 applicants**
16. **Assistant to the Vice President of Learning and Student Services – Closed October 2, 2019. 1 applicant**

**FILLED**

14. **Manager of Emergency Services and Public Safety - Carlos Reinhold started on October 1, 2019. Carlos attended the Palm Beach State College Police Academy.**

# Navajo County Community College District Governing Board Meeting Minutes

September 17, 2019 – 10:30 a.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

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**Governing Board Member Present:** Mr. Daniel Peaches; Mr. Derrick Leslie; Mr. Elias Jouen.

**Governing Board Member Present by Phone:**

**Governing Board Member Absent:** Mr. Frank Lucero; Mr. James Matteson.

**Staff Present:** President Mark Vest; Vice President for Administrative Services (VPAS) Maderia Ellison; Vice President for Learning and Student Services (VPLSS) Jessica Clark; Recording Secretary to the Board Paul Hempsey.

**Others Present:** Kim Reed; Everett Robinson; Inez Schaechterle; Rebecca Hunt; Rickey Jackson; Ann Hess; Josh Rogers; Gail Campbell; Chris Roediger; Allison Landy; Ernie Hess; Terrie Shevat; Lauren Maestas; Cynthia Owens.

**Others Present by Phone:**

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

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

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

*Mr. Jouen moved to adopt the agenda as presented. Mr. Leslie seconded the motion. **The vote passed upon a roll-call vote with Mr. Jouen, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.***

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

None.

## **Agenda Item 4: Reports**

### **4.A. Financial Position – VPAS Ellison**

VPAS Ellison addressed the Board and reviewed the Financial Position Report noting that information was for July 2019.

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

Director Wilson was unable to attend the meeting.

### **4.C. Faculty Association**

Inez Schaechterle, Faculty Association President, addressed the Board and reported on recent activities from the Faculty Association.



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

Rebecca Hunt, President of CASO, addressed the Board and noted the recent activities from CASO, highlighting the recent Silent Auction results from Convocation.

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

Cynthia Owens, President of the Student Government Association, addressed the Board and presented on upcoming events for the Student Government.

#### **4.F. Human Resources**

Written Report.

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

- A. **August 20, 2019 Special Meeting Minutes**
- B. **August 20, 2019 Executive Session 1 Minutes**
- C. **August 20, 2019 Work Session Minutes**
- D. **August 20, 2019 Regular Meeting Minutes**
- E. **August 19, 2019 Executive Session 2 Minutes**
- F. **2018-19 Dual Enrollment Intergovernmental Agreements** between Navajo County Community College District and Heber-Overgaard USD.
- G. **2019-20 Dual Enrollment Intergovernmental Agreements** between Navajo County Community College District and Snowflake USD, St. Johns USD.

*Mr. Leslie made a motion to approve the consent agenda as presented. Mr. Jouen seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

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

None.

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

##### **7.A. Request to Accept Resignation of Board Member**

President Vest addressed the Board and informed them of the Resignation of Board Member Matteson, who represents District IV, and outlined the process to fill the vacancy.

*Mr. Jouen made a motion to accept the resignation of Mr. Matteson as presented. Mr. Leslie seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

##### **7.B. Memorandum of Understanding between Northland Pioneer College and Northland Pioneer College Friends and Family**

President Vest presented the Memorandum of Understanding noting that this was an information item and he was happy to answer questions.

Mr. Leslie asked why there has been no agreement in place till now. President Vest provided some history from both the college and examples from other community colleges within the state.



**7.C. Request to Approve Renewal of Cisco Smartnet Contract**

President Vest presented the request to renew the college's Cisco Smartnet Contract in the amount of \$196,818.71, which includes applicable taxes, noting this was an annual renewal and budgeted expense.

*Mr. Jouen made a motion to approve the Renewal of Cisco Smartnet Contract as presented. Mr. Leslie seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

**7.D. Request to Approve Renewal of TALON Smartnet Contract**

President Vest presented the request to renew the college's TALON Smartnet Contract in the amount of \$54,961.33, which includes applicable taxes, noting this was also an annual renewal and budgeted expense.

*Mr. Jouen made a motion to approve the Renewal of TALON Smartnet Contract as presented. Mr. Leslie seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

**7.E. Request to Approve 2020-21 Strategic Planning and Budget Development Calendar**

VPAS Ellison reviewed the 2020-21 Strategic Planning and Budget Development Calendar with the Board highlighting key activities.

*Mr. Jouen made a motion to approve adoption of the 2020-21 Strategic Planning and Budget Development Calendar as presented. Mr. Leslie seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

**7.F. Request to Award: Summit Healthcare**

Dr. Allison Landy reviewed the request to award Summit Healthcare \$55,000.00 as a sub grantee of the recently accepted Navajo-Apache First Things First Professional Development for Early Care and Education Professionals (PD ECEP) grant.

Mr. Jouen asked if this was similar to a pass through. Dr. Landy responded that it was similar and provided details of Summit's responsibilities and role in the grant.

*Mr. Leslie made a motion to approve the award of \$55,000.00 to Summit Healthcare as presented. Mr. Jouen seconded. The vote passed upon a roll-call vote with Mr. Jouen, 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**

No Report.



**8.B. President’s Report**

President Vest reported that Community College Presidents would meet next week and will be joined, for part of the time, by Chief Business Officers as discussion will take place on Expenditure Limit strategy as well as consortium opportunities for rural K12 districts. The K12 Rural Superintendents group is also seeking support for a change to current statute language on residency requirements for Board Members to bring them closer in to alignment.

**8.C. Agenda Items/Informational Needs for future meetings**

None.

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

Mr. Jouen expressed his appreciation to Director Wilson and VPLSS Clark for their attendance and report to the Winslow City Council.

**Agenda Item 10: Announcement of Next Regular Meeting:** Regular District Governing Board meeting on Tuesday, October 15, 2019.

**Agenda Item 11: Adjournment**

*The meeting was adjourned at 10:40 a.m. upon a motion by Mr. Leslie and a second by Mr. Jouen. The vote passed upon a roll-call vote with Mr. Jouen, 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

September 30, 2019 – 10:00 a.m.

Northland Pioneer College, Northeast Arizona Training Center  
1840 W. Papermill Rd. Taylor, AZ 85939

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

**Governing Board Member Present by Phone:**

**Governing Board Member Absent:** Mr. Elias Jouen.

**Staff Present:** President Mark Vest; Vice President for Administrative Services (VPAS) Maderia Ellison; Vice President for Learning and Student Services (VPLSS) Jessica Clark; Recording Secretary to the Board Paul Hempsey.

**Others Present:** Amanda Nichols; Everett Robinson; Chris Roediger; Lauren Maestas; Ernie Hess; Curtis Stevens; Richard Strickland; David Huish; Jon Wisner.

**Others Present by Phone:**

## **Agenda Item 1: Call to Order**

Chair Lucero called the Retreat to Order at 10:00 a.m.

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

*Mr. Peaches moved to adopt the agenda as presented. Mr. Leslie seconded the motion. The vote passed upon a roll-call vote with Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

## **Agenda Item 3: New Business**

### **3.A. Tour of NATC**

The members of the District Governing Board joined staff for a tour of the NATC facilities and discussed the work that would be undertaken utilizing the state appropriation for facility improvements.

### **3.B. Discussion on Construction at NPC**

Staff presented information on construction anticipated to take place at the college in the coming years and answered questions from the Board.

### **3.C. Internal Controls**

VPAS Ellison walked the Board members through errors in some employee's pay, the reasons behind each error, and steps that would be taken, or were already underway, to recover overpayments. VPAS Ellison also described how the college was changing internal controls and



processes to make sure there is more oversight. The Board had time to ask questions which staff answered.

**3.D. Accreditation**

Dr. Yip- Reyes, Director of Institutional Effectiveness, presented further information on the upcoming accreditation visit the college will have from a Higher Learning Commission (HLC) Peer Review Team and some helpful information on what to expect as a Board. Dr. Yip-Reyes posed questions to the Board that they might hear from the HLC team and answered questions from Board members.

**Agenda Item 4: Adjournment**

*The meeting was adjourned at 12:55 p.m. upon a motion by Mr. Leslie and a second by Mr. Peaches. The vote passed upon a roll-call vote with Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

Respectfully submitted,



Paul Hempsey  
Recording Secretary to the Board





**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
NORTHLAND PIONEER COLLEGE 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 2019/20 (“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 unemancipated 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, AZ 86025

If to School District:

Shad Housely, Superintendent  
Show Low Unified School District No. 10  
500 W. Old Linden Rd,  
Show Low, AZ 85901-4645

COLLEGE

SCHOOL DISTRICT

\_\_\_\_\_  
By: Mark Vest  
Title: President

\_\_\_\_\_  
By: Shad Housely  
Title: Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
9-12-19  
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: 9/17/19



By: Brandon Klebanagh  
Title: Partner/Member  
Counsel for School District - Mangum Wall Steeles  
& Warden PLLC

Dated: 7/22/19

## EXHIBIT A

### TYPE OF INSTRUCTION DUAL ENROLLMENT COURSES

#### COURSES AND CREDITS

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

The number of students admitted for any Dual Enrollment Course shall not be less than (6) students per section and shall not exceed a maximum of (30) students per section except and to the extent that the parties agree otherwise in writing in a specified circumstance. All courses listed with an asterisk are also offered to freshmen and sophomore students.

WMC SLCO CON228	70	33503	ELECTRICAL SYSTEMS	5	0	-MTWRF-	8:00a- 8:50a	MARSH, CHAR	3.00	08/02/2018	12/21/2018	99
WMC SLCO CON228	71	33504	ELECTRICAL SYSTEMS	17	0	-MTWRF-	8:55a- 9:45a	MARSH, CHAR	3.00	08/02/2018	12/21/2018	99
WMC SLCO CON228	72	33505	ELECTRICAL SYSTEMS	12	0	-MTWRF-	12:25p- 1:15p	MARSH, CHAR	3.00	08/02/2018	12/21/2018	99
WMC SLCO BUS100	75	30173	INTRODUCTION TO BUSI	0	5014	-MTWRF-	8:55a- 9:45a	BOUCHER-GOO	3.00	08/02/2018	12/21/2018	99
WMC SLCO BUS220	75	33433	PRINCIPLES OF MARKET	13	5014	-MTWRF-	8:55a- 9:45a	BOUCHER-GOO	3.00	08/02/2018	12/21/2018	99
WMC SLCO BUS100	70	30170	INTRODUCTION TO BUSI	0	5140	-MTWRF-	12:25p- 1:15p	BOUCHER-GOO	3.00	08/02/2018	12/21/2018	99
WMC SLCO BUS220	70	33430	PRINCIPLES OF MARKET	16	5140	-MTWRF-	12:25p- 1:15p	BOUCHER-GOO	3.00	08/02/2018	12/21/2018	99
WMC SLCO ECD100	69	33509	HEALTHY ENVIRONMENT	2	5280	-MTWRF-	8:00a- 8:50a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC SLCO ECD102	69	33510	SAFE ENVIRONMENT	2	5280	-MTWRF-	8:00a- 8:50a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC SLCO ECD108	69	33511	OBSERV AND ASSESS EA	1	5280	-MTWRF-	8:00a- 8:50a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC SLCO ECD128	69	33512	CULTURE LANGUAGE AND	1	5280	-MTWRF-	8:00a- 8:50a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC SLCO ECD147	69	33513	PRENATAL AND INFANT	2	5280	-MTWRF-	8:00a- 8:50a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC SLCO ECD148	69	33514	TODDLER DEVELOPMENT	2	5280	-MTWRF-	8:00a- 8:50a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC SLCO ECD149	69	33515	DEVEL OF PRESCHOOL C	2	5280	-MTWRF-	8:00a- 8:50a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC SLCO ECD186	69	33516	EFFECTIV INTERACTNS	1	5280	-MTWRF-	8:00a- 8:50a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC SLCO ECD187	69	33517	SUPPORTNG STEM IN EA	1	5280	-MTWRF-	8:00a- 8:50a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC SLCO ECD217	69	33518	EARLY CHLDHD LANGUAG	1	5280	-MTWRF-	8:00a- 8:50a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC SLCO ECD100	78	33519	HEALTHY ENVIRONMENT	4	5282	-MTWRF-	8:55a- 9:45a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC SLCO ECD102	78	33520	SAFE ENVIRONMENT	4	5282	-MTWRF-	8:55a- 9:45a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC SLCO ECD108	78	33521	OBSERV AND ASSESS EA	1	5282	-MTWRF-	8:55a- 9:45a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC SLCO ECD128	78	33522	CULTURE LANGUAGE AND	1	5282	-MTWRF-	8:55a- 9:45a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC SLCO ECD147	78	33523	PRENATAL AND INFANT	4	5282	-MTWRF-	8:55a- 9:45a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC SLCO ECD148	78	33524	TODDLER DEVELOPMENT	4	5282	-MTWRF-	8:55a- 9:45a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC SLCO ECD149	78	33525	DEVEL OF PRESCHOOL C	4	5282	-MTWRF-	8:55a- 9:45a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99



WMC	SLCO	ECD186	78	33526	EFFECTIV INTERACTNS	1	5282	-MTWRF-	8:55a-9:45a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD187	78	33527	SUPPORTNG STEM IN EA	1	5282	-MTWRF-	8:55a-9:45a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD217	78	33528	EARLY CHLDHD LANGUAG	1	5282	-MTWRF-	8:55a-9:45a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD100	79	33529	HEALTHY ENVIRONMENT	2	5283	-MTWRF-	9:50a-10:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD102	79	33530	SAFE ENVIRONMENT	2	5283	-MTWRF-	9:50a-10:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD108	79	33531	OBSERV AND ASSESS EA	0	5283	-MTWRF-	9:50a-10:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD128	79	33532	CULTURE LANGUAGE AND	0	5283	-MTWRF-	9:50a-10:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD147	79	33533	PRENATAL AND INFANT	2	5283	-MTWRF-	9:50a-10:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD148	79	33534	TODDLER DEVELOPMENT	3	5283	-MTWRF-	9:50a-10:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD149	79	33535	DEVEL OF PRESCHOOL C	2	5283	-MTWRF-	9:50a-10:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD186	79	33536	EFFECTIV INTERACTNS	0	5283	-MTWRF-	9:50a-10:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD187	79	33537	SUPPORTNG STEM IN EA	0	5283	-MTWRF-	9:50a-10:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD217	79	33538	EARLY CHLDHD LANGUAG	0	5283	-MTWRF-	9:50a-10:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD100	68	33539	HEALTHY ENVIRONMENT	4	5286	-MTWRF-	10:45a-11:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD102	68	33540	SAFE ENVIRONMENT	4	5286	-MTWRF-	10:45a-11:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD108	68	33541	OBSERV AND ASSESS EA	2	5286	-MTWRF-	10:45a-11:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD128	68	33542	CULTURE LANGUAGE AND	2	5286	-MTWRF-	10:45a-11:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD147	68	33543	PRENATAL AND INFANT	4	5286	-MTWRF-	10:45a-11:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD148	68	33544	TODDLER DEVELOPMENT	4	5286	-MTWRF-	10:45a-11:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD149	68	33545	DEVEL OF PRESCHOOL C	4	5286	-MTWRF-	10:45a-11:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD186	68	33546	EFFECTIV INTERACTNS	2	5286	-MTWRF-	10:45a-11:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD187	68	33547	SUPPORTNG STEM IN EA	2	5286	-MTWRF-	10:45a-11:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	ECD217	68	33548	EARLY CHLDHD LANGUAG	2	5286	-MTWRF-	10:45a-11:40a	ABEL, DIANA	1.00	08/01/2018	12/21/2018	99
WMC	SLCO	BUS100	74	30172	INTRODUCTION TO BUSI	0	5290	-MTWRF-	1:20p-2:10p	BOUCHER-GOO	3.00	08/02/2018	12/21/2018	99
WMC	SLCO	BUS220	74	33429	PRINCIPLES OF MARKET	11	5290	-MTWRF-	1:20p-2:10p	BOUCHER-GOO	3.00	08/02/2018	12/21/2018	99
WMC	SLCO	BUS100	03	30157	INTRODUCTION TO BUSI	22	5311	-MTWRF-	8:00a-8:50a	BOUCHER-GOO	3.00	08/02/2018	12/21/2018	99
WMC	SLCO	BUS220	03	33434	PRINCIPLES OF MARKET	0	5311	-MTWRF-	8:00a-8:50a	BOUCHER-GOO	3.00	08/02/2018	12/21/2018	99
WMC	SLCO	BUS100	01	30156	INTRODUCTION TO BUSI	0	5314	-MTWRF-	10:45a-11:40a	BOUCHER-GOO	3.00	08/02/2018	12/21/2018	99
WMC	SLCO	BUS220	01	33431	PRINCIPLES OF MARKET	18	5314	-MTWRF-	10:45a-11:40a	BOUCHER-GOO	3.00	08/02/2018	12/21/2018	99
WMC	SLCO	BUS100	72	30171	INTRODUCTION TO BUSI	21	5357	-MTWRF-	9:50a-10:40a	BOUCHER-GOO	3.00	08/02/2018	12/21/2018	99
WMC	SLCO	BUS220	76	33432	PRINCIPLES OF MARKET	0	5357	-MTWRF-	9:50a-10:40a	BOUCHER-GOO	3.00	08/02/2018	12/21/2018	99
WMC	SLCO	BUS112	69	40205	FUNDAMENTALS OF BOOK	17	0	-MTWRF-	10:45a-11:40a	BOUCHER-GOO	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	BUS112	72	43400	FUNDAMENTALS OF BOOK	10	0	-MTWRF-	1:20p-2:10p	BOUCHER-GOO	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	BUS112	73	43401	FUNDAMENTALS OF BOOK	12	0	-MTWRF-	8:55a-9:45a	BOUCHER-GOO	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	FDV130	71	43494	VIDEO PRODUCTION	5	6119	-MTWRF-	1:20p-2:10p	BUTLER, GER	3.00	08/02/2018	05/23/2019	99



WMC	SLCO	FDV140	71	41629	VIDEO EDITING	6	6119	-MTWRF-	1:20p- 2:10p	BUTLER, GER	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	FDV222	71	41645	DIGITAL VIDEO PRE-PR	1	6119	-MTWRF-	1:20p- 2:10p	BUTLER, GER	2.00	08/02/2018	05/23/2019	99
WMC	SLCO	FDV232	70	41648	DIGITAL VIDEO PRODUC	1	6119	-MTWRF-	1:20p- 2:10p	BUTLER, GER	2.00	08/02/2018	05/23/2019	99
WMC	SLCO	FDV130	65	41623	VIDEO PRODUCTION	9	6121	-MTWRF-	9:50a-10:40a	BUTLER, GER	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	FDV140	67	43498	VIDEO EDITING	17	6121	-MTWRF-	9:50a-10:40a	BUTLER, GER	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	FDV222	67	43499	DIGITAL VIDEO PRE-PR	1	6121	-MTWRF-	9:50a-10:40a	BUTLER, GER	2.00	08/02/2018	05/23/2019	99
WMC	SLCO	FDV232	72	41649	DIGITAL VIDEO PRODUC	0	6121	-MTWRF-	9:50a-10:40a	BUTLER, GER	2.00	08/02/2018	05/23/2019	99
WMC	SLCO	BUS100	67	43561	INTRODUCTION TO BUSI	1	6171	-MTWRF-	10:45a-11:40a	BOUCHER-GOO	3.00	02/28/2019	05/23/2019	99
WMC	SLCO	BUS106	68	40191	TECHNIQUES OF PERSON	16	6171	-MTWRF-	10:45a-11:40a	BOUCHER-GOO	3.00	01/07/2019	05/23/2019	99
WMC	SLCO	BUS202	70	40295	PROFESSIONAL CUSTOME	10	6171	-MTWRF-	10:45a-11:40a	BOUCHER-GOO	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	BUS100	77	43562	INTRODUCTION TO BUSI	0	6231	-MTWRF-	8:00a- 8:50a	BOUCHER-GOO	3.00	02/28/2019	05/23/2019	99
WMC	SLCO	BUS112	78	40209	FUNDAMENTALS OF BOOK	0	6231	-MTWRF-	8:00a- 8:50a	BOUCHER-GOO	3.00	01/07/2019	05/23/2019	99
WMC	SLCO	BUS220	77	43386	PRINCIPLES OF MARKET	0	6231	-MTWRF-	8:00a- 8:50a	BOUCHER-GOO	3.00	01/07/2019	05/23/2019	99
WMC	SLCO	BUS100	76	43563	INTRODUCTION TO BUSI	0	6232	-MTWRF-	9:50a-10:40a	BOUCHER-GOO	3.00	02/28/2019	05/23/2019	99
WMC	SLCO	BUS112	79	40210	FUNDAMENTALS OF BOOK	0	6232	-MTWRF-	9:50a-10:40a	BOUCHER-GOO	3.00	01/07/2019	05/23/2019	99
WMC	SLCO	BUS202	76	43564	PROFESSIONAL CUSTOME	3	6232	-MTWRF-	9:50a-10:40a	BOUCHER-GOO	1.00	02/28/2019	05/23/2019	99
WMC	SLCO	BUS220	76	43387	PRINCIPLES OF MARKET	3	6232	-MTWRF-	9:50a-10:40a	BOUCHER-GOO	3.00	01/07/2019	05/23/2019	99
WMC	SLCO	BUS112	77	40208	FUNDAMENTALS OF BOOK	15	6270	-MTWRF-	12:25p- 1:15p	BOUCHER-GOO	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	BUS100	69	43560	INTRODUCTION TO BUSI	2	6288	-MTWRF-	1:20p- 2:10p	BOUCHER-GOO	3.00	02/28/2019	05/23/2019	99
WMC	SLCO	BUS106	73	43402	TECHNIQUES OF PERSON	8	6288	-MTWRF-	1:20p- 2:10p	BOUCHER-GOO	3.00	01/07/2019	05/23/2019	99
WMC	SLCO	BUS128	73	43403	MS EXCEL APPLICATNS	3	6288	-MTWRF-	1:20p- 2:10p	BOUCHER-GOO	3.00	01/07/2019	05/23/2019	99
WMC	SLCO	BUS202	73	40298	PROFESSIONAL CUSTOME	5	6288	-MTWRF-	1:20p- 2:10p	BOUCHER-GOO	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	CON101	80	43406	JOBSITE LAYOUT	20	6290	-MTWRF-	9:50a-10:40a	MARSH, CHAR	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	CON102	80	43407	INTRO TO CONSTRUCTIO	20	6290	-MTWRF-	9:50a-10:40a	MARSH, CHAR	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	CON111	80	43408	PLAN READING AND EMP	20	6290	-MTWRF-	9:50a-10:40a	MARSH, CHAR	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	FDV130	73	43492	VIDEO PRODUCTION	5	6307	-MTWRF-	8:00a- 8:50a	BUTLER, GER	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	FDV140	73	41631	VIDEO EDITING	13	6307	-MTWRF-	8:00a- 8:50a	BUTLER, GER	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	FDV222	73	41646	DIGITAL VIDEO PRE-PR	0	6307	-MTWRF-	8:00a- 8:50a	BUTLER, GER	2.00	08/02/2018	05/23/2019	99
WMC	SLCO	FDV232	73	43493	DIGITAL VIDEO PRODUC	0	6307	-MTWRF-	8:00a- 8:50a	BUTLER, GER	2.00	08/02/2018	05/23/2019	99
WMC	SLCO	CON101	70	40571	JOBSITE LAYOUT	10	6308	-MTWRF-	1:20p- 2:10p	MARSH, CHAR	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	CON102	70	40588	INTRO TO CONSTRUCTIO	10	6308	-MTWRF-	1:20p- 2:10p	MARSH, CHAR	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	CON111	70	40613	PLAN READING AND EMP	10	6308	-MTWRF-	1:20p- 2:10p	MARSH, CHAR	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	BUS106	70	40192	TECHNIQUES OF PERSON	12	6309	-MTWRF-	8:55a- 9:45a	BOUCHER-GOO	3.00	01/07/2019	05/23/2019	99
WMC	SLCO	BUS202	71	40296	PROFESSIONAL CUSTOME	6	6309	-MTWRF-	8:55a- 9:45a	BOUCHER-GOO	1.00	01/07/2019	05/23/2019	99



WMC	SLCO	CON111	71	40614	PLAN READING AND EMP	6	6311	-MTWRF-	8:00a- 8:50a	MARSH, CHAR	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	CON229	72	43390	PLUMBING AND MECHANI	6	6311	-MTWRF-	8:00a- 8:50a	MARSH, CHAR	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	CON111	72	40615	PLAN READING AND EMP	11	6312	-MTWRF-	8:55a- 9:45a	MARSH, CHAR	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	CON229	73	43391	PLUMBING AND MECHANI	13	6312	-MTWRF-	8:55a- 9:45a	MARSH, CHAR	3.00	08/02/2018	05/23/2019	99
WMC	SLCO	BUS100	59	43565	INTRODUCTION TO BUSI	1	6313	-MTWRF-	12:25p- 1:15p	BOUCHER-GOO	3.00	02/28/2019	05/23/2019	99
WMC	SLCO	BUS106	60	43388	TECHNIQUES OF PERSON	14	6313	-MTWRF-	12:25p- 1:15p	BOUCHER-GOO	3.00	01/07/2019	05/23/2019	99
WMC	SLCO	BUS128	60	40231	MS EXCEL APPLICATNS	0	6313	-MTWRF-	12:25p- 1:15p	BOUCHER-GOO	3.00	01/07/2019	05/23/2019	99
WMC	SLCO	BUS202	60	43389	PROFESSIONAL CUSTOME	11	6313	-MTWRF-	12:25p- 1:15p	BOUCHER-GOO	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD105	11	41029	UNDRSTND BEHAV ENCOU	1	6343	-MTWRF-	8:00a- 8:50a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD110	11	41066	BLDG RELATIONSHIPS W	1	6343	-MTWRF-	8:00a- 8:50a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD120	11	41119	GUID DEVEL SOCIAL EM	1	6343	-MTWRF-	8:00a- 8:50a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD136	11	41221	UNDERSTANDING HOW CH	0	6343	-MTWRF-	8:00a- 8:50a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD142	11	41238	DESGN DEVELPMNTLY EF	0	6343	-MTWRF-	8:00a- 8:50a	ABEL, DIANA	2.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD175	11	41365	PROFESSIONALISM	1	6343	-MTWRF-	8:00a- 8:50a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD233	11	41415	POLIC PROCEDUR EARLY	1	6343	-MTWRF-	8:00a- 8:50a	ABEL, DIANA	2.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD105	12	41030	UNDRSTND BEHAV ENCOU	2	6344	-MTWRF-	8:55a- 9:45a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD110	12	43372	BLDG RELATIONSHIPS W	1	6344	-MTWRF-	8:55a- 9:45a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD120	12	41120	GUID DEVEL SOCIAL EM	2	6344	-MTWRF-	8:55a- 9:45a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD136	12	41222	UNDERSTANDING HOW CH	2	6344	-MTWRF-	8:55a- 9:45a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD142	12	41239	DESGN DEVELPMNTLY EF	2	6344	-MTWRF-	8:55a- 9:45a	ABEL, DIANA	2.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD175	12	43373	PROFESSIONALISM	1	6344	-MTWRF-	8:55a- 9:45a	ABEL, DIANA	1.00	01/07/2019	05/23/2018	99
WMC	SLCO	ECD233	12	43374	POLIC PROCEDUR EARLY	1	6344	-MTWRF-	8:55a- 9:45a	ABEL, DIANA	2.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD105	13	41031	UNDRSTND BEHAV ENCOU	1	6345	-MTWRF-	9:50a-10:40a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD110	13	41067	BLDG RELATIONSHIPS W	0	6345	-MTWRF-	9:50a-10:40a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD120	13	41121	GUID DEVEL SOCIAL EM	1	6345	-MTWRF-	9:50a-10:40a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD136	13	41223	UNDERSTANDING HOW CH	1	6345	-MTWRF-	9:50a-10:40a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD142	13	41240	DESGN DEVELPMNTLY EF	1	6345	-MTWRF-	9:50a-10:40a	ABEL, DIANA	2.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD175	13	41366	PROFESSIONALISM	0	6345	-MTWRF-	9:50a-10:40a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD233	13	41416	POLIC PROCEDUR EARLY	0	6345	-MTWRF-	9:50a-10:40a	ABEL, DIANA	2.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD105	14	41032	UNDRSTND BEHAV ENCOU	3	6347	-MTWRF-	10:45a-11:40a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD110	14	43375	BLDG RELATIONSHIPS W	2	6347	-MTWRF-	10:45a-11:40a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD120	14	41122	GUID DEVEL SOCIAL EM	3	6347	-MTWRF-	10:45a-11:40a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD136	14	41224	UNDERSTANDING HOW CH	3	6347	-MTWRF-	10:45a-11:40a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD142	14	41241	DESGN DEVELPMNTLY EF	3	6347	-MTWRF-	10:45a-11:40a	ABEL, DIANA	2.00	01/07/2019	05/23/2019	99
WMC	SLCO	ECD175	14	43376	PROFESSIONALISM	2	6347	-MTWRF-	10:45a-11:40a	ABEL, DIANA	1.00	01/07/2019	05/23/2019	99



WMC SLCO ECD233 14 43377 POLIC PROCEDUR EARLY 2 6347 -MTWRF- 10:45a-11:40a ABEL, DIANA 2.00 01/07/2019 05/23/2019 99

WMC SLCO CON111 77 43396 PLAN READING AND EMP 10 6351 -MTWRF- 12:25p- 1:15p MARSH, CHAR 3.00 08/02/2018 05/23/2019 99

WMC SLCO CON229 77 40692 PLUMBING AND MECHANI 12 6351 -MTWRF- 12:25p- 1:15p MARSH, CHAR 3.00 08/02/2018 05/23/2019 99

WMC SLCO FDV130 66 43495 VIDEO PRODUCTION 14 6370 -MTWRF- 8:55a- 9:45a BUTLER, GER 3.00 08/02/2018 05/23/2019 99

WMC SLCO FDV140 66 41627 VIDEO EDITING 15 6370 -MTWRF- 8:55a- 9:45a BUTLER, GER 3.00 08/02/2018 05/23/2019 99

WMC SLCO FDV222 66 43496 DIGITAL VIDEO PRE-PR 0 6370 -MTWRF- 8:55a- 9:45a BUTLER, GER 2.00 08/02/2018 05/23/2019 99

WMC SLCO FDV232 66 43497 DIGITAL VIDEO PRODUC 0 6370 -MTWRF- 8:55a- 9:45a BUTLER, GER 2.00 08/02/2018 05/23/2019 99

WMC SLCO FDV130 70 41624 VIDEO PRODUCTION 7 6372 -MTWRF- 12:25p- 1:15p BUTLER, GER 3.00 08/02/2018 05/23/2019 99

WMC SLCO FDV140 75 43558 VIDEO EDITING 7 6372 -MTWRF- 12:25p- 1:15p BUTLER, GER 3.00 08/02/2018 05/23/2019 99

WMC SLCO FDV222 70 43500 DIGITAL VIDEO PRE-PR 0 6372 -MTWRF- 12:25p- 1:15p BUTLER, GER 2.00 08/02/2018 05/23/2019 99

WMC SLCO FDV130 74 43501 VIDEO PRODUCTION 18 6373 -MTWRF- 10:45a-11:40a BUTLER, GER 3.00 08/02/2018 05/23/2019 99

WMC SLCO FDV140 74 43559 VIDEO EDITING 18 6373 -MTWRF- 10:45a-11:40a BUTLER, GER 3.00 08/02/2018 05/23/2019 99

WMC SLCO FDV222 74 43502 DIGITAL VIDEO PRE-PR 0 6373 -MTWRF- 10:45a-11:40a BUTLER, GER 2.00 08/02/2018 05/23/2019 99

**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-seven Dollars (\$77) per credit hour for each in-state student and three hundred seventy Dollars (\$ 370 ) per credit hour for each student who, pursuant to A.R.S. §15-1802 or A.R.S. §15-1803, does not qualify for in-state student status.

**ADDITIONAL FEES AND/OR COSTS:**

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

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

    N/A      
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. FULL TIME STUDENT EQUIVALENT FINANCIAL INFORMATION**

Amount College received in FTSE in prior academic year:

*(Specify dollar amount)*

\$     1,649,000    

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-

## Request to Award Contract - Welding Equipment & Supplies

### **Recommendation:**

Staff recommends awarding an annual contract, renewable for four (4) additional years to Sentry Fire for welding equipment and supplies. Historical annual spending for welding equipment and supplies, including gases, has ranged from \$80,000 to \$ 250,000, and is projected to continue to fall within this range over the life of this contract.

### **Summary:**

Upon evaluating annual aggregate spending for vendors and commodities, it was determined that welding equipment and supplies met the threshold to be competitively bid.

RFP AS#20-01 was issued to establish one or more competitive contracts with qualified vendors for welding equipment and supplies for annual aggregate purchases in excess of \$50,000.

This is a multi-year contract beginning from date of award for one year. The contract is renewable for up to a maximum of four (4) additional years on a year-to-year basis. Annual renewals will be based on performance, cost and general quality of the services provided by the successful vendor selected.

The RFP was published beginning on July 1<sup>st</sup> end ending August 1st with a total of ten downloads from the Public Purchase Website. Several of these downloads resulted in publication on multiple trade and bid solicitation sites.

The bid opening for the Request for Proposal (RFP) AS#20-01 occurred on August 1, 2019 with two vendors responding (see attached tabulation sheet.) The two proposals were recorded as complete: Praxair and Sentry Fire.

The evaluation committee for the RFP consisted of employees from the Instructional Division, specifically Welding and Automotive, Business Office, Maintenance, the Dean of Arts & Science and Purchasing. The committee evaluated the two responding firms in accordance with defined criteria set forth in the RFP.



**Northland Pioneer College**

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

Based on the responses and performance data submitted by the vendors, the committee members ranked each vendor, then the committee as a whole selected a single vendor for award.

In making this determination, the committee members evaluated the value, scope, complexity, and the nature of the services to be rendered and the terms of the submitted proposal are determined to be fair and reasonable.

The final evaluation matrix is shown below:

<b>Totals</b>			
<b>Criteria</b>	<b>Max Score</b>	<b>Praxair Score</b>	<b>Sentry Score</b>
<b>PRICING: (60%)</b>			
Net Discounts	100	61.36	75.92
Fees	20	12.40	18.60
<b>Services: (25%)</b>			
Setup/Training	10	9.50	3.83
Support Availability	10	9.33	6.67
Advisory Board Availability	10	10.00	10.00
Shipping time	10	7.62	7.92
Shipping terms	10	10.00	10.00
<b>References: (15%)</b>			
Reliability	10	6.33	3.00
Order Accuracy	10	6.33	3.00
Order Timeliness	10	6.50	3.00
<b>Total</b>	<b>200</b>	<b>139.38</b>	<b>141.94</b>



**RFP AS #20-01 Bid Tabulation**

REQUEST FOR PROPOSALS (RFP)

WELDING EQUIPMENT AND SUPPLIES

Navajo County Community College District dba Northland Pioneer College

3:00 P.M., Arizona time

August 01, 2019

Page 1 of 1

<b>Vendor Name</b>	<b>Date Received</b>	<b>Time Received</b>	<b>RFP Submission Received By</b>
Sentry Fire & Welding Supply	07/31/19	1:35 PM	Electronic - Public Purchase
Praxair Distribution Inc.	08/01/19	11:52 AM	Electronic - Public Purchase

NPC RFP NO. AS #20-01

WE HEREBY CERTIFY THIS IS A TRUE AND ACCURATE  
TABULATION OF THE PROPOSALS RECEIVED FOR THE  
ABOVE REFERENCED REQUEST FOR PROPOSALS ON August 01, 2019.

Request for Proposals Due on August 01, 2019 at 3:00 P.M., Arizona time. Request for Proposals Received by: Robert Johnson (Public Purchase.com), Terrie Shevat.

Navajo County Community College District dba Northland Pioneer College  
RECORDED BY: Terrie Shevat

## Request to Award Contract to Update Master Facilities Plan

### **Recommendation:**

SPS+ Architects (SPS+) responded to a Request for Qualifications (RFQual) AS#19-05 along with five other architectural firms. Based on an evaluation SPS+ was determined to be the best qualified architectural firm to work with NPC on facility needs in Show Low. Staff recommends approval of contract award to SPS+ for updating the 2012 Facilities Master Plan in the amount of \$188,600.

### **Summary:**

The first phase of the work required for construction and renovation of NPC facilities is to update the 2012 Facilities Master Plan for all locations in Navajo County. The architectural fees proposed by SPS+ on September 20, 2019 was \$234,170. Staff reviewed this proposal and identified three different options, see below. Ultimately Staff determined option 3 was most appropriate for NPC. Staff concluded that a Market Study was not necessary as it had knowledge and access to other public information regarding the demographics and community needs in Navajo County. Further, Staff concluded that Kayenta did not need to be included in the Updated Master Facilities Plan since it is a leased facility and any capital improvement must be approved with the Kayenta Township.

- Option 1 - Update Master Plan including a Market Study and work for the Kayenta Center. Total cost \$234,170.
- Option 2 - Update Master Plan excluding the Market Study with an estimate of \$25,000. Total cost \$209,170.
- Option 3 - Update Master Plan excluding the Market Study with an estimate of \$25,000 and excluding the Kayenta Center with an estimate of \$20,570. Total cost \$188,600.



**Northland Pioneer College  
RFQual AS#19-05 Evaluation notes**

**Committee:**

1. Director of Facilities and Transportation
2. White Mountain Campus Manager (Show Low)
3. Career and Technical Education Faculty
4. Vice President for Administrative Services
5. Dean of Arts and Sciences
6. Procurement Manager

**RFQual Respondents (present at pre-bid conference):**

1. bws – Tucson, AZ
2. Corgan – National Firm with local office in Phoenix, AZ
3. DLR – Phoenix, AZ
4. Emc<sup>2</sup> – Mesa, AZ
5. Merge – Scottsdale, AZ
6. SPS+ - Scottsdale, AZ

**RFQual Scoring Totals:**

Criteria	(Maximum Score)	Totals					
		bws	Corgan	DLR	Emc2	Merge	SPS+
Experience	150	116.1	104.2	122.7	95.9	100.9	129.4
Design strategy integration	120	99	84	98.5	77	84	108
Design firm staffing	90	69.75	62.25	73.5	56.625	60.75	81
References	90	63	59.4	72	50.4	52.2	77.4
Firm profile	90	60.8	59	69.6	44	47.8	77
Financial stability	60	38.88	57.12	30.72	38.88	46.08	48.48
	<b>600</b>	<b>447.53</b>	<b>425.97</b>	<b>467.02</b>	<b>362.805</b>	<b>391.73</b>	<b>521.28</b>

**Ranking:**

- 1) **SPS+**
- 2) **DLR**
- 3) **bws**
- 4) **Corgan**
- 5) **Merge**
- 6) **Emc<sup>2</sup>**



**Northland Pioneer College**  
**Update to Master Facilities Plan**  
**SPS+ September 20, 2019 Proposal**

Option 1	Option 2	Option 3
<p style="text-align: center;">Proposal:</p> <ul style="list-style-type: none"> <li>• Part 1 – 2012 Master Plan Review</li> <li>• Part 2 – NPC/Campus Input (Interview campus leadership and staff) &amp; Additional Forecasting (Market Study Consultant)</li> <li>• Part 3 – Site Investigation (Architect) &amp; Site Master Planning (Campus programming and planning)</li> <li>Part 4 – Project Programming</li> </ul> <p style="text-align: center;">Timing: Approximately three months</p> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. 2012 DLR Master Facilities Plan cost \$157,560</li> <li>2. Kayenta was not included in the 2012 Master Facilities Plan; Kayenta Center consists of a leased modular from the Township; annual lease \$28,884</li> </ol>		
<p><b>\$234,170</b></p>	<p>\$234,170  <u>-\$25,000</u>  <b>\$209,170</b></p>	<p>\$234,170  -\$20,570  <u>-\$25,000</u>  <b>\$188,600</b></p>
<p>Proposal:</p> <ul style="list-style-type: none"> <li>• Includes Kayenta \$20,570</li> <li>• Includes Market Study \$25,000</li> </ul>	<p>Proposal:</p> <ul style="list-style-type: none"> <li>• Includes Kayenta \$20,570</li> <li>• Excludes Market Study \$25,000</li> </ul>	<p>Proposal:</p> <ul style="list-style-type: none"> <li>• Excludes Kayenta \$20,570</li> <li>• Excludes Market Study \$25,000</li> </ul>

9/20/2019



Mr. David Huish,  
Facilities and Maintenance Supervisor  
Northland Pioneer College  
P.O. Box 610  
Holbrook, Arizona, 86025

PARTNERS  
Robert L. Pian, AIA, NCARB  
William R. Pittenger, RA, CSI  
Mark A. Davenport, AIA, LEED AP BD+C

ASSOCIATES  
Richard K. Begay Jr., AIA  
Neil L. Pieratt, RA, LEED AP BD+C

**Re: Northland Pioneer College, Facilities Master Plan Update  
SPS+ Architects Fee Proposal**

Dear Mr. Huish,

Thank you for the opportunity to update the 2012 NPC Facilities Master Plan. The Scope of Work and Proposed Fee for this proposal are outlined below.

### Scope of Work

Based on our in-person meeting with yourself and Maderia Ellison, Vice President for Administrative Services, as well as follow up communications and review of the 2012 NPC facility master plan, SPS+ has compiled a three-part facility master plan update plus a building programming effort as follows:

1. Review the 2012 facilities master plan and note what has been accomplished.
  - a. Likely 90% or more of the maintenance items are completed.
  - b. Document master plan items that have yet to be accomplished.
2. Collect the campuses impressions of future wants and needs.
  - a. Interview campus leadership, district leadership, community contacts.
    - i. Site, property line and floor plans information based on documents provided by NPC.
    - ii. Record existing program locations.
    - iii. Optional, provide market study consultation.
  - b. Collect Kayenta Center information. (Kayenta Center was not a part of the 2012 master plan.)
  - c. Collect community input
  - d. Market study (via allowance for consultant services)
  - e. Report
3. Site familiarization
  - a. Architectural
    - i. Tour the four main campuses and Kayenta Center.
  - b. Civil, at the four main campuses and Kayenta Center, scope varies per Painted Sky Engineering and Survey campus familiarity.
    - i. Storm drainage study
    - ii. Parking and ADA walks review
    - iii. Water and sewer study
    - iv. Mapping
  - c. Mechanical, Plumbing, and Electrical

- 
- i. Tour LCC and WMC
      - d. Facility master plan site designs
        - i. Significant planning is anticipated for Little Colorado Campus and White Mountain campuses
        - ii. Minor update planning anticipated for Hopi Center and White River Center
        - iii. Review of Kayenta Center which was not a part of the 2012 Master planning.
      - e. Provide conceptual cost estimates of probable cost for budgeting
        - i. Note that construction costs have increased 35% from 2012 prices.
      - f. Provide an updated facilities master plan document for NPC use.
    4. Provide detailed programming for project(s) determined by NPC would like to execute first.
      - a. By allowance, subject to the need
      - b. Assist NPC with investigation of alternative construction procurement options.

**Proposed Fee: \$ 234,170.00** See fee attachment.

The exhibit complies the anticipated tasks, fees and allowances to accomplish the NPC facilities master plan update. The fees are based on SPS+ state wide on call rates that have been pre negotiated for best value to the client. The master planning effort is expected to take approximately 90 days and is dependent on the availability of the participants.

#### Exclusions

1. Geotechnical Engineering
2. Civil Engineering
3. Construction staking
4. Archeological Investigation
5. Providing design services for extensive change orders beyond original scope and construction change directives during the construction process.
6. Provide extensive drawings to evaluate different system cost.
7. Providing design services for construction beyond the contracted established construction budget (unless approved by Client in writing.)
8. Providing any services beyond customary Architectural Services and as outlined in this proposal.
9. Engineering for fire protection if required.
10. Detailed fire alarm, sprinkler design, and drawings. The selected sub-contractor secured by the general contractor will be responsible as required by the authority having jurisdiction.
11. Payment for building permits, fees, and any construction related permits and fees.
12. Special inspections as may be required by the authority having jurisdiction.
13. Other special systems are excluded from the contract such as (may be provided via allowance identified above):
  - a. Computer network cabling and equipment and programming including main cross-connect, intermediate cross-connect, horizontal cross-connect, and LAN is excluded.
  - b. Security camera system is excluded.
  - c. Uninterrupted power supply system design is excluded.
  - d. (Note that conduit and power for excluded systems will be incorporated per the Client's layout document.)

Please see the attached fee schedule for an itemized breakdown of our proposed fee. We look forward to a successful project.

Sincerely,  
SPS+ ARCHITECTS, LLP

A handwritten signature in black ink, appearing to read "Robert L. Pian". The signature is fluid and cursive, with a large initial "R" and "P".

Robert L. Pian, AIA, NCARB  
Partner

cc: [accounting@spsplusarchitects.com](mailto:accounting@spsplusarchitects.com)  
Attachments: SPS+ Architects fee schedule

Task	Qua	Unit	\$/Units	Subtotal	Total	Comments
<b>Part 1 2012 Master plan review</b>						
Review 2012 master plan document	8	Hr	\$ 135.00	\$ 1,080.00		4 campuses and 2 sites
Review executed 2012 projects	8	Hr	\$ 135.00	\$ 1,080.00		Via David Huish
Evaluate	8	Hr	\$ 135.00	\$ 1,080.00		
Site and floor plan exhibits	16	Hr	\$ 115.00	\$ 1,840.00		Provided by NPC
Trips	1	Ea	\$ 1,000.00	\$ 1,000.00		
					\$ 6,080.00	
<b>Part 2 NPC/Campus input</b>						
<b>Interview campus leadership and staff</b>						
LCC and WMC	16	Hr	\$ 135.00	\$ 2,160.00		Work day
PDC and SCC	8	Hr	\$ 135.00	\$ 1,080.00		half day
Hopi Center and Whiteriver Center	4	Hr	\$ 135.00	\$ 540.00		phone interview
Kayenta Center	2	Hr	\$ 135.00	\$ 270.00		Not a part of the 2012 MP
<b>Interview district leadership and staff</b>						
LCC and WMC	16	Hr	\$ 135.00	\$ 2,160.00		Work day
PDC and SCC	8	Hr	\$ 135.00	\$ 1,080.00		half day
Hopi Center and Whiteriver Center	4	Hr	\$ 135.00	\$ 540.00		phone interview
Kayenta Center	2	Hr	\$ 135.00	\$ 270.00		Not a part of the 2012 MP
<b>Community input</b>						
Meetings	16	Hr	\$ 135.00	\$ 2,160.00		Update
Kayenta Center	4	Hr	\$ 135.00	\$ 540.00		Meeting and notes
<b>Report</b>						
Evaluate	24	Hr	\$ 135.00	\$ 3,240.00		Update
Kayenta Center	8	Hr	\$ 135.00	\$ 1,080.00		Meeting and notes
<b>Trips</b>						
Trips	8	Ea	\$ 1,000.00	\$ 8,000.00		
Kayenta trip	1	Ea	\$ 1,750.00	\$ 1,750.00		Not a part of the 2012 MP
					\$ 24,870.00	
<b>Part 2 Additional-Forecasting</b>						
Market study consultant	1	Ea	\$ 25,000.00	\$ 25,000.00		Allowance scope to be determined
					\$ 25,000.00	
<b>Part 3 Site investigation</b>						
<b>Architectural</b>						
LCC and WMC on site evaluation	80	Hr	\$ 135.00	\$ 10,800.00		
PDC and SCC on site evaluation	40	Hr	\$ 135.00	\$ 5,400.00		
Kayenta Center site evaluation	16	Hr	\$ 135.00	\$ 2,160.00		Not a part of the 2012 MP
<b>Civil</b>						
						<b>Painted Sky</b>
						Storm drainage study
						Parking and ADA walks review
						Water and sewer review
						Mapping
LCC	1	Ls	\$ 11,000.00	\$ 11,000.00		Allowance scope to be determined
WMC	1	Ls	\$ 10,000.00	\$ 10,000.00		Allowance scope to be determined
PDC	1	Ls	\$ 8,000.00	\$ 8,000.00		Allowance scope to be determined
SCC	1	Ls	\$ 6,000.00	\$ 6,000.00		Allowance scope to be determined
Kayenta Center						Not a part of the 2012 Master plan
Mapping Aerial	1	Ls	\$ 4,000.00	\$ 4,000.00		
Topo survey	1	Ls	\$ 2,500.00	\$ 2,500.00		
As Built review	1	Ls	\$ 300.00	\$ 300.00		
Water and sewer review	1	Ls	\$ 750.00	\$ 750.00		
Grading and drainage review	1	Ls	\$ 1,500.00	\$ 1,500.00		
Parking lot and drives review	1	Ls	\$ 750.00	\$ 750.00		
<b>Mech and plumbing</b>						
						<b>Applied Engineering</b>
LCC Site visit, evaluation and report	1	Ea	\$ 1,950.00	\$ 1,950.00		
WMC Site visit, evaluation and report	1	Ea	\$ 1,950.00	\$ 1,950.00		
						Kayenta NA
<b>Electrical</b>						
						<b>EDC</b>
LCC Site visit, evaluation and report	1	Ea	\$ 1,950.00	\$ 1,950.00		
WMC Site visit, evaluation and report	1	Ea	\$ 1,950.00	\$ 1,950.00		
						Kayenta NA
<b>Report</b>						
Kayenta Center	12	Hr	\$ 135.00	\$ 1,620.00		Not a part of the 2012 MP
Document	24	Hr	\$ 115.00	\$ 2,760.00		
Trips	4	Ea	\$ 1,000.00	\$ 4,000.00		
					\$ 82,580.00	

<b>Part 3 Site master planning</b>						
<b>Campus programing and planning</b>						
LCC	40	Hr	\$ 135.00	\$ 5,400.00		
WMC	40	Hr	\$ 135.00	\$ 5,400.00		
PDC	24	Hr	\$ 135.00	\$ 3,240.00		
SCC	16	Hr	\$ 135.00	\$ 2,160.00		
Hopi Center	8	Hr	\$ 135.00	\$ 1,080.00		
Whiteriver Center	8	Hr	\$ 135.00	\$ 1,080.00		
Kayenta Center	8	Hr	\$ 135.00	\$ 1,080.00		
<b>Conceptual estimate</b>						
LCC	24	Hr	\$ 135.00	\$ 3,240.00		
WMC	24	Hr	\$ 135.00	\$ 3,240.00		
PDC	16	Hr	\$ 135.00	\$ 2,160.00		
SCC	16	Hr	\$ 135.00	\$ 2,160.00		
Hopi Center	8	Hr	\$ 135.00	\$ 1,080.00		
Whiteriver Center	8	Hr	\$ 135.00	\$ 1,080.00		
Kayenta Center	8	Hr	\$ 135.00	\$ 1,080.00		
<b>Finalization and presentation</b>						
Finalize	40	Hr	\$ 135.00	\$ 5,400.00		
Kayenta Center	8	Hr	\$ 115.00	\$ 920.00		
Presentation	40	Hr	\$ 115.00	\$ 4,600.00		
Trips	4	Ea	\$ 1,000.00	\$ 4,000.00		
					\$ 48,400.00	
<b>Part 4 Project programing</b>						
<b>Project programing allowance</b>						
LCC	1	Ea	\$ 15,000.00	\$ 15,000.00		Buildings
WMC	1	Ea	\$ 25,000.00	\$ 25,000.00		Allowance scope to be determined
Construction method inquiry support	24	Hr	\$ 135.00	\$ 3,240.00		
Trips	4	Ea	\$ 1,000.00	\$ 4,000.00		
					\$ 47,240.00	
<b>Total</b>				<b>\$ 234,170.00</b>	<b>\$ 234,170.00</b>	
<b>Average trip cost</b>						
Mileage	330	Mi	\$ 0.58	\$ 191.40		
Travel time	6	Hr	\$ 135.00	\$ 810.00		
Expenses	1	Ls	\$ 35.00	\$ 35.00		
Total					\$ 1,036.40	Use \$1,000.00
Kayenta Mileage	600	Mi	\$ 0.58	\$ 348.00		
Travel time	10	Hr	\$ 135.00	\$ 1,350.00		
Expenses	1	Ls	\$ 70.00	\$ 70.00		
Total					\$ 1,768.00	Use \$1750.00

## Request to Approve Network Routers Lifecycle Replacement

### **Recommendation:**

Staff recommends approval to purchase Cisco network routers in accordance with our budgeted lifecycle schedule for this fiscal year. The total price to vendor of \$111,059.45 includes sales tax. Also documented is the 3% tax due to the City of Holbrook of \$3,140.23. The purchase meets competitive purchasing guidelines under the contract National IPA Technology Solutions Education (2018011-01).

### **Summary:**

This lifecycle purchase is a budgeted item for this fiscal year. The proposed purchase allows IS to lifecycle aging network routers, including the associated licensing and peripheral parts, depicted in the attached quote, requisition, and SAM.gov search results. Competitive purchasing guidelines are met, as this quote is under the contract National IPA Technology Solutions Education (2018011-01).







# Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

## REQUISITION

P.O. NUMBER

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CDWG

200 N. Milwaukee Ave.

Vernon Hills, IL 60061

Rachel Somers | (866) 708-1693 | rachpar@cdw.com

Use Tax  1099

NPC IDENTIFICATION NUMBER

Hess Ernest Digitally signed by Hess, Ernest  
DN: cn=Ernest Hess, email=ehess@cdw.com, o=CDW

ORIGINATOR / BUDGET MANAGER

Date Sep 24, 2019

BUDGET MANAGER / DEAN / DIRECTOR

Date Sep 24, 2019

PROCUREMENT REVIEW (Required \$10,000 & Above)

Date Sep 24, 2019

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

Date

PRESIDENT (Required \$25,000 & Above)

Date

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

Date

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

QTY	DETAILED DESCRIPTION	UNIT PRICE	AMOUNT	ACCOUNT NUMBER
Multi	Cisco Routers, Software, Licensing	Multi	104674   31	50 - 5070 - 5620 - 10
	Contract: National IPA Technology Solutions Education (2018011-01)			
	Quote: KWBV137			
			<b>SUB TOTAL</b>	104674   31
			<input type="checkbox"/> SALES / <input type="checkbox"/> USE TAX	6385   14
			<b>FREIGHT</b>	
			<b>TOTAL</b>	111059   45

Please add 3%, \$3140.23 for Holbrook tax for transaction, but not to vendor.

COMMENTS/SPECIAL INSTRUCTIONS:  
Submit to October 2019 DGB

All vendors for service, equipment rentals, and leases **must** have a W-9 compliance form on file with the NPC Business Office. If the vendor is not listed on the 1099 listing, a completed W-9 form must be attached to the requisition. MPR 5/14-Marketing/Forms/Business Office

DISTRIBUTION: BUSINESS OFFICE – White & Yellow; BUDGET MANAGER / DEAN / DIRECTOR / REQUISITIONER – Pink



# QUOTE CONFIRMATION



DEAR PAUL MOFFITT,

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

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KWBV137	9/3/2019	REVISED VGW ROUTERS	302679	\$111,059.45

**IMPORTANT - PLEASE READ**

**Special Instructions:** TAX: MULTIPLE TAX JURISDICTIONS APPLY  
TAX: CONTACT CDW FOR TAX DETAILS


QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Cisco Integrated Services Router 4331 - Unified Communications Bundle - rou</u> Mfg. Part#: ISR4331-V/K9 UNSPSC: 43222609 TAX: HOLBROOK, AZ 6.1000% \$1,121.29 Contract: National IPA Technology Solutions Education (2018011-01)	7	3529829	\$2,625.98	\$18,381.86
<u>Cisco SMARTnet Solution Support - extended service agreement</u> Mfg. Part#: CON-SSSNT-ISR4331V UNSPSC: 81111811 Prorated to 11mo to end 9/30/2020 Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.1000% \$386.20 Contract: National IPA Technology Solutions Education (2018011-01)	7	4303750	\$904.45	\$6,331.15
<u>Cisco memory - 16 GB; 2 x 8 GB</u> Mfg. Part#: MEM-4300-4GU16G UNSPSC: 32101602 TAX: HOLBROOK, AZ 6.1000% \$384.30 Contract: National IPA Technology Solutions Education (2018011-01)	7	3520152	\$900.00	\$6,300.00
<u>Cisco upgrade from 4GB to 16GB - flash memory card - 13 GB - CompactFlash</u> Mfg. Part#: MEM-FLSH-4U16G UNSPSC: 43202005 TAX: HOLBROOK, AZ 6.1000% \$288.23 Contract: National IPA Technology Solutions Education (2018011-01)	7	3520155	\$675.00	\$4,725.00
<u>Cisco Unified Survivable Remote Site Telephony - license - 2 endpoint</u> Mfg. Part#: SRST-EP UNSPSC: 43232805 Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.1000% \$160.13 Contract: National IPA Technology Solutions Education (2018011-01)	175	5120500	\$15.00	\$2,625.00
<u>Cisco Smart Net Total Care Software Support Service - technical support - 1</u> Mfg. Part#: CON-ECMU-SRSTGTEP	175	5121968	\$3.66	\$640.50

QUOTE DETAILS (CONT.)

UNSPSC: 81112201 Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.1000% \$39.07 Contract: National IPA Technology Solutions Education (2018011-01)				
<u>Cisco Fourth-Generation Multi-Flex Trunk Voice/Channelized Data T1/E1 Modul</u>	7	3447221	\$1,800.00	\$12,600.00
Mfg. Part#: NIM-2CE1T1-PRI UNSPSC: 43201404 TAX: HOLBROOK, AZ 6.1000% \$768.60 Contract: National IPA Technology Solutions Education (2018011-01)				
<u>Cisco Network Interface Module - expansion module</u>	7	4771321	\$630.00	\$4,410.00
Mfg. Part#: NIM-2FXS/4FXOP UNSPSC: 43201404 TAX: HOLBROOK, AZ 6.1000% \$269.01 Contract: National IPA Technology Solutions Education (2018011-01)				
<u>Cisco Integrated Services Router 4351 - Unified Communications Bundle - rou</u>	4	3548847	\$6,364.39	\$25,457.56
Mfg. Part#: ISR4351-V/K9 UNSPSC: 43222609 TAX: HOLBROOK, AZ 6.1000% \$1,552.91 Contract: National IPA Technology Solutions Education (2018011-01)				
<u>Cisco SMARTnet Solution Support - extended service agreement</u>	4	4635151	\$1,374.31	\$5,497.24
Mfg. Part#: CON-SSSNT-ISR4351V UNSPSC: 81111811 Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.1000% \$335.33 Contract: National IPA Technology Solutions Education (2018011-01)				
<u>Cisco memory - 16 GB: 2 x 8 GB</u>	4	3520152	\$900.00	\$3,600.00
Mfg. Part#: MEM-4300-4GU16G UNSPSC: 32101602 TAX: HOLBROOK, AZ 6.1000% \$219.60 Contract: National IPA Technology Solutions Education (2018011-01)				
<u>Cisco upgrade from 4GB to 16GB - flash memory card - 16 GB - CompactFlash</u>	4	3520155	\$675.00	\$2,700.00
Mfg. Part#: MEM-FLSH-4U16G UNSPSC: 43202005 TAX: HOLBROOK, AZ 6.1000% \$164.70 Contract: National IPA Technology Solutions Education (2018011-01)				
<u>Cisco Unified Survivable Remote Site Telephony - license - 1 endpoint</u>	400	5120500	\$15.00	\$6,000.00
Mfg. Part#: SRST-EP UNSPSC: 43232805 Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.1000% \$366.00 Contract: National IPA Technology Solutions Education (2018011-01)				
<u>Cisco Smart Net Total Care Software Support Service - technical support - f</u>	100	5121968	\$3.66	\$366.00
Mfg. Part#: CON-ECMU-SRSTGTEP UNSPSC: 81112201 Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.1000% \$22.33 Contract: National IPA Technology Solutions Education (2018011-01)				
<u>Cisco Network Interface Module - expansion module</u>	4	4771321	\$630.00	\$2,520.00
Mfg. Part#: NIM-2FXS/4FXOP UNSPSC: 43201404 TAX: HOLBROOK, AZ 6.1000% \$153.72 Contract: National IPA Technology Solutions Education (2018011-01)				

QUOTE DETAILS (CONT)				
Cisco Network Interface Module - expansion module	4	4771321	\$630.00	\$2,520.00
Mfg. Part#: NIM-2FXS/4FXOP				
UNSPSC: 43201404				
TAX: HOLBROOK, AZ 6.1000% \$153.72				
Contract: National IPA Technology Solutions Education (2018011-01)				

<b>PURCHASER BILLING INFO</b>	<b>SUBTOTAL</b>	\$104,674.31
<b>Billing Address:</b> NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 <b>Phone:</b> (928) 524-7600 <b>Payment Terms:</b> Request Terms	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$6,385.14
	<b>GRAND TOTAL</b>	<b>\$111,059.45</b>
<b>DELIVER TO</b>	<b>Please remit payments to:</b>	
<b>Shipping Address:</b> NORTHLAND PIONEER COLLEGE ATTN: PAUL MOFFITT 102 N 1ST AVE HOLBROOK, AZ 86025-2902 <b>Shipping Method:</b> DROP SHIP-GROUND	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need to Buy? CDW's Sales Contact Information		
	Rachel Sumers	(866) 708-1693   rachpar@cdw.com

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 For more information, contact a CDW account manager

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**SAM Search Results**  
**List of records matching your search for :**

**Record Status: Active**  
**DUNS Number: 026157235**

<b>ENTITY</b> CDW Government LLC	Status: Active
DUNS: 026157235 +4:	CAGE Code: 1KH72 DoDAAC:
Expiration Date: 07/15/2020	Has Active Exclusion?: No Debt Subject to Offset?: No
Address: 230 N Milwaukee Ave	
City: Vernon Hills	State/Province: ILLINOIS
ZIP Code: 60061-4304	Country: UNITED STATES



## Component Unit Financial Audit NPC Friends and Family 2018-2019

### **Summary:**

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

BDR Richards, CPA's, PLC, completed the fiscal year (FY) 2018-19 financial audit for NPCFF on August 22, 2019. The auditor issued an opinion that the financial statements were presented fairly, in all material respects and in conformity with Generally Accepted Accounting Principles (GAAP.)

Below are brief highlights from the report:

- Total Assets and Total Net Assets both increased by \$121,780 primarily in marketable securities investments designated for endowment.
- Total revenue increased \$16,188 while expenses rose only \$6,357.
- Overall Cash position increased \$30,393.

A copy of the final FY 2018-19 Financial Statements are included for additional review.



**NORTHLAND PIONEER COLLEGE FRIENDS AND FAMILY, INC.**



**FINANCIAL STATEMENTS  
JUNE 30, 2019 and 2018**



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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, 2019 and 2018, 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 judgement, 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, 2019 and 2018, 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.

*BDR Richards, CPA's PLLC*

Snowflake, AZ  
August 22, 2019

Northland Pioneer College Friends and Family, Inc.  
 Statements of Financial Position  
 June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
<b>ASSETS</b>		
Cash - checking and savings	\$144,221	\$120,377
Cash - checking and savings - restricted	32,438	25,889
Investments - marketable securities	368,191	295,573
Investments - marketable securities - restricted	243,258	223,278
Real estate held for investment	<u>6,789</u>	<u>8,000</u>
Total assets	<u><u>\$794,897</u></u>	<u><u>\$673,117</u></u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>LIABILITIES</b>		
Accounts payable and accrued expenses	<u>\$ -</u>	<u>\$ -</u>
Total liabilities	<u>-</u>	<u>-</u>
<b>NET ASSETS</b>		
Without donor restrictions		
Undesignated	151,009	128,377
Designated by the Board for endowment	448,360	366,573
Designated by the Board for scholarships	<u>32,438</u>	<u>25,889</u>
	631,807	520,839
With donor restrictions		
Purpose restrictions	<u>163,090</u>	<u>152,278</u>
Total net assets	<u>794,897</u>	<u>673,117</u>
Total liabilities and net assets	<u><u>\$794,897</u></u>	<u><u>\$673,117</u></u>

Northland Pioneer College Friends and Family, Inc.  
Statement of Activities  
Year Ended June 30, 2019

	Without Donor Restrictions	With Donor Restrictions	Total
Contributions	\$ 4,621	\$ 121,530	\$126,151
Interest and dividends	26	-	26
Net investment return	6,127	16,945	23,072
Gross special events revenue	76,462	-	76,462
Less cost of direct benefits to donors	(42,287)	-	(42,287)
Net special events revenue	34,175	-	34,175
Net assets released from restrictions	80,169	(80,169)	0
Total revenues and other support	125,118	58,306	183,424
Program services expense			
Scholarships	40,411	1,500	41,911
Scholarships - Other	11,366	-	11,366
Total program expenses	51,777	1,500	53,277
Supporting services expense:			
Management and general	8,367	-	8,367
Total supporting services expense	8,367	-	8,367
Total expenses	60,144	1,500	61,644
	64,974	56,806	121,780
	520,839	152,278	673,117
	\$ 585,813	\$ 209,084	\$794,897

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

	Without Donor Restrictions	With Donor Restrictions	Total
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	(18,687)	-	(18,687)
Net special events revenue	69,881	-	69,881
Net assets released from restrictions	71,000	(71,000)	-
Total revenues and other support	160,405	6,831	167,236
Program services expense			
Scholarships	43,115	2,500	45,615
Scholarships - Other	-	-	-
Total program expenses	43,115	2,500	45,615
Supporting services expense:			
Management and general	9,672	-	9,672
Total supporting services expense	9,672	-	9,672
Total expenses	52,787	2,500	55,287
	107,618	4,331	111,949
	413,221	147,947	561,168
	<u>\$ 520,839</u>	<u>\$ 152,278</u>	<u>\$673,117</u>



Northland Pioneer College Friends and Family, Inc.  
 Statements of Cash Flows  
 Years Ended June 30, 2019 and 2018

	2019	2018
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received from contributions	\$ 126,151	\$ 82,728
Cash received from special events	76,462	88,568
Payments for scholarships	(53,277)	(45,615)
Payments to vendors	(50,653)	(28,359)
Interest and dividends received	64	64
	98,747	97,386
Net cash provided by (used in) operating activities		
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of investments	(68,354)	(115,556)
Proceeds from sales and maturities of investments	-	-
	(68,354)	(115,556)
Net cash used in investing activities		
Net increase (decrease) in cash	30,393	(18,170)
Cash and cash equivalents, beginning of year	146,266	164,436
Cash and cash equivalents, end of year	\$ 176,659	\$146,266

## **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, 2019. Federal tax year 2015 and Arizona tax year 2014 were open as of June 30, 2019.

### 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, 2019 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 \$6,278 for the year ended June 30, 2019 and \$5,742 for the year ended June 30, 2018.

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, 2019 up through the date the financial statements were available to be issued, August 22, 2019, 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, 2019 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:	2019	2018
Cash and cash equivalents	\$176,659	\$146,266
Investments	611,450	518,851
Total financial assets	788,109	665,117
Less amounts not available to be used within one year:		
Net assets with donor restrictions	163,090	152,278
Designated by the Board for scholarships	32,438	25,889
	195,528	178,167
Financial assets available to meet general expenditures over the next twelve months	\$592,581	\$486,950

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, 2019:

Assets	Level 1	Level 3
Cash	\$ 176,659	\$ -
Endowment Investments	611,450	-
Real Estate Investments	-	6,789
Total	\$ 788,109	\$ 6,789

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

**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, 2019 or June 30, 2018.

**NOTE 6 - ENDOWMENT FUNDS**

As of June 30, 2019, NPC Friends and Family’s endowments consisted of five 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, one for the Claude Endfield Early Childhood Scholarship Fund, one for Jon Graff Ph.D. for endowed scholarships, 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 six 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, 2019, 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, 2019, the John Graff Ph.D. fund had less than \$10,000 in the account, it having been established in the current fiscal year end.

The contributor to the fund may impose additional provisions for the scholarships paid from endowments. As of June 30, 2019, 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, 2019, 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, 2019 and 2018, the Organization had the following net asset composition by type of fund:

	2019		
	Without Donor Restrictions	With Donor Restrictions	Total
Endowment net assets, beginning of year	\$ 366,573	\$ 152,278	\$ 518,851
Investment return, net	6,127	16,945	23,072
Contributions	75,660	41,361	117,021
Distributions from board-designated endowment pursuant to policy	-	(47,494)	(47,494)
Endowment net assets, end of year	<u>\$ 448,360</u>	<u>\$ 163,090</u>	<u>\$ 611,450</u>
	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	<u>\$ 366,573</u>	<u>\$ 152,278</u>	<u>\$ 518,851</u>

**NOTE 7 - FUNCTIONAL EXPENSES**

	2019		
	Program	Support	Total
	Services	Services	
Contract services	\$ -	\$ 5,500	\$ 5,500
Insurance	-	313	313
Office expenses	-	2,553	2,553
Event expenses	42,287	-	42,287
Scholarships	53,277	-	53,277
	\$ 95,564	\$ 8,366	\$ 103,930

	2018		
	Program	Support	Total
	Services	Services	
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

**NOTE 8 - RECLASSIFICATIONS**

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



# Component Unit Financial Audit Northeast Arizona Training Center 2018-2019

**Summary:**

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

BDR Richards, CPA's, PLC, completed the fiscal year (FY) 2018-19 financial audit for NATC on August 22, 2019. The auditor issued an opinion that the financial statements were presented fairly, in all material respects and in conformity with Generally Accepted Accounting Principles (GAAP.)

Below are brief highlights from the report:

- Total Assets and Total Net Assets both decreased by \$74,045 primarily due to depreciating assets.
- Total revenue increased \$22,292 primarily due to in kind vehicle donations while expenses remained flat at \$134,141.
- Overall Cash position increased \$4,718 due to operational activities.

A copy of the final FY 2018-19 Financial Statements are included for additional review.



NORTHEAST ARIZONA TRAINING CENTER, INC.



FINANCIAL STATEMENTS  
JUNE 30, 2019 AND 2018

NORTHEAST ARIZONA TRAINING CENTER, INC.

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June 30, 2019 and 2018

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## INDEPENDENT AUDITOR'S REPORT

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

We have audited the accompanying financial statements of Northeast Arizona Training Center, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2019, and 2018, 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 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 Northeast Arizona Training Center, Inc. as of June 30, 2019, and 2018, 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.

*BDR Richards, CPA's, PLLC*

Snowflake, AZ  
August 22, 2019

Northeast Arizona Training Center, Inc.  
 Statements of Financial Position  
 June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
<b>Assets</b>		
Current assets		
Cash	\$ 99,934	\$ 95,216
Prepaid expenses	14,331	12,797
Total current assets	<u>114,265</u>	<u>108,013</u>
Property and equipment		
Land	110,000	110,000
Buildings	620,740	620,740
Training facilities	2,151,697	2,151,696
Other Capital Equipment	25,730	-
Less accumulated depreciation	<u>(1,121,346)</u>	<u>(1,015,318)</u>
Net property and equipment	1,786,821	1,867,118
Total assets	<u><u>\$ 1,901,086</u></u>	<u><u>\$ 1,975,131</u></u>
<b>Net Assets</b>		
Without donor restrictions-undesignated	<u>1,901,086</u>	<u>1,975,131</u>
Total net assets	<u>1,901,086</u>	<u>1,975,131</u>
Total liabilities and net assets	<u><u>\$ 1,901,086</u></u>	<u><u>\$ 1,975,131</u></u>



**Northeast Arizona Training Center, Inc.**  
**Statements of Activities**  
**Years ended June 30, 2019 and 2018**

	<u>2019</u>	<u>2018</u>
<b>Operating Revenue</b>		
Fire department membership fees	\$ 13,750	\$ 14,750
Law enforcement membership fees	13,750	15,000
In-kind donations	25,730	1,500
Private agency usage	6,713	5,500
Miscellaneous	153	1,054
	<u>60,096</u>	<u>37,804</u>
<b>Operating expenses</b>		
Administrative and office	23,244	22,124
Maintenance expenses	4,869	1,068
Supplies	-	1,500
Professional and technical	-	3,320
Depreciation	106,028	106,028
	<u>134,141</u>	<u>134,040</u>
<b>Operating income (loss)</b>	<u>(74,045)</u>	<u>(96,236)</u>
<b>Change in net assets</b>	(74,045)	(96,236)
<b>Net assets at beginning of year</b>	<u>1,975,131</u>	<u>2,071,367</u>
<b>Net assets at end of year</b>	<u><u>\$ 1,901,086</u></u>	<u><u>\$ 1,975,131</u></u>

Northeast Arizona Training Center, Inc.  
 Statements of Cash Flows  
 June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
<b>Cash flows from operating activities</b>		
Receipts from members and users	\$ 34,365	\$ 36,304
Donations received	-	-
Payments to vendors	(29,647)	(27,158)
Interest paid	-	-
	<u>4,718</u>	<u>9,146</u>
<b>Net cash provided by operating activities</b>	4,718	9,146
<b>Net change in cash</b>	4,718	9,146
<b>Cash at beginning of year</b>	<u>95,216</u>	<u>86,070</u>
<b>Cash at end of year</b>	<u><u>\$ 99,934</u></u>	<u><u>\$ 95,216</u></u>
<b>Reconciliation of change in net assets to net cash provided by operating activities:</b>		
<b>Change in net assets</b>	\$ (74,045)	\$ (96,236)
<b>Adjustments to reconcile operating income to net cash provided by operating activities:</b>		
Depreciation	106,028	106,028
Asset additions funded with non-cash donations	(25,730)	-
Changes in assets and liabilities:		
Prepaid expenses	(1,535)	(646)
Net cash provided by operating activities	<u><u>\$ 4,718</u></u>	<u><u>\$ 9,146</u></u>

Northeast Arizona Training Center, Inc.  
Notes to Financial Statements  
June 30, 2019

**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, 2019, 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, 2019

**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, 2019, NATC received in-kind donations consisting of two 2013 Chevrolet Tahoe's from the White Mountain Apache Tribe valued at \$25,730. The vehicles were capitalized during the year as they were above 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:

	<b>2019</b>	<b>2018</b>
Land	\$ 110,000	\$ 110,000
Buildings	620,740	620,740
Training facilities	2,151,697	2,151,696
Other Capital Equipment	25,730	
	2,908,167	2,882,436
Less accumulated depreciation	(1,121,346)	(1,015,318)
	\$1,786,821	\$1,867,118

Depreciation expense for the period ending June 30, 2019 was \$106,028 and for the period ending June 30, 2018 was \$106,028.

Northeast Arizona Training Center, Inc.  
Notes to Financial Statements  
June 30, 2019

**NOTE 5 - CASH FLOW INFORMATION**

There were no non-cash financing transactions during the fiscal years 2019 or 2018. NATC paid no interest or income tax during the fiscal years 2019 or 2018.

**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>2019</u>	<u>2018</u>
Cash	\$99,934	\$95,216

**NOTE 7 – FUNCTIONAL EXPENSES**

Functional expenses are classified on the Statements of Activities for the years ending June 30, 2019, and 2018 by nature and function.

**NOTE 8 – SUBSEQUENT EVENTS**

Management has evaluated subsequent events through August 22, 2019, 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.



# NATC: Requested Information & Construction Update

## Summary:

### *Requested Information:*

- List of Due Paying Members:
  - Fire Membership:
    - Heber/Overgaard Fire Department
    - Pinetop Fire Department
    - Taylor Fire Department
    - Vernon Fire Department
    - Eager Fire Department
    - Forest Lakes Fire Department
    - Clay Springs/Pinedale Fire Department
    - Concho Fire Department
    - Timber Mesa Fire & Medical District
    - SRP
    - APS-Cholla
    - USFS
  - Law Enforcement
    - Apache County Sheriff's Office
    - AZ Department of Public Safety
    - Eager Police Department
    - Holbrook Police Department
    - Navajo County Sheriff's Office
    - Pinetop-Lakeside Police Department
    - Show Low Police Department
    - Snowflake-Taylor Police Department
    - Springerville Police Department
    - St. Johns Police Department
    - White Mountain Apache Tribal Police
    - Winslow Police Department
  - Other Misc.
    - NALETA



**Northland Pioneer College**

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

- Outstanding Dues 2018/19:
  - Holbrook Police Department
- Current Billing:
  - Membership Invoices sent out of 9/28/19 for this year. \*\*Dues are starting to come in as of 10/8/19.

*Construction Update: (Plan approved by NATC Board @ Special Meeting on 10/8/19)*

- Seeking Approved Status to use as State Approved List for Firms
  - Submitted Paperwork Week of 10/8/19
- Director to Create a Scope of Work – Master Plan
  - Using Legislative Plan (Spring 2019) & Partners
  - Director to Meet with NAPA on October 17<sup>th</sup>
  - Director to Meet with NAFCA on October 24<sup>th</sup>
  - Director to Meet with NPC Director of Facilities & Vehicles
- Invite the 15 State Approved Architectural Firms to NATC (around November 1<sup>st</sup>)
  - Scope of Work Presentations – around November 13<sup>th</sup>
    - Tour Site
  - Give One Month to Draft Plan
- Invite back for Proposal Presentations – December 12<sup>th</sup>/13<sup>th</sup>
- Present Request to Release Funds to DGB at January 2020 Board Meeting
  - Master Plan Development



## November Board Meeting Date

**Recommendation:**

Staff recommends the Board amend the date of the Regular District Governing Board meeting in November to accommodate the Higher Learning Commission Peer Review Team visit on November 18 and 19.

