

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 **January 21, 2020 beginning at 9:30 a.m.** to conduct a Self-Assessment. Following that the Board will hold a regular District Governing Board Meeting, open to the public, on **January 21, 2020 beginning at 10:00 a.m.** Following the regular meeting the Board will hold a planning retreat, open to the public, on **January 21, 2020 beginning at 1:00 p.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 16th day of November 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

Governing Board Work Session Meeting Agenda

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

Date: January 21, 2020

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

Item	Description	Resource
1.	Call to Order	Chair Lucero
2.	Adoption of the Agenda..... (Action)	Chair Lucero
3.	New Business: A. Board Self-Assessment	Chair Lucero
4.	Adjournment..... (Action)	Chair Lucero

The District Governing Board may consider any item on this agenda in any order and at any time during the meeting. The District Governing Board may take action to approve, or may take other action, regarding all items of New Business, Old Business, Standing Business, or the President's Report. The Board may vote to hold an executive session for the purpose of obtaining legal advice from the District's attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3).
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Northland Pioneer College

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

Governing Board Meeting Agenda

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

Date: January 21, 2020

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

Item	Description	Resource
1.	Call to Order and Pledge of Allegiance.....	Chair Lucero
2.	Adoption of the Agenda.....(Action)	Chair Lucero
3.	Election of Board Officers and Appoint AACCT Representative.....(Action)	Chair Lucero
4.	Call for Public Comment..... <small>Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.</small>	Chair
5.	Reports:	
A.	Financial Position	President Vest
B.	NPC Friends and Family.....	Director Wilson
C.	NPC Faculty Association.....	Inez Schaechterle
D.	Classified & Administrative Staff Organization (CASO).....	Rebecca Hunt
E.	NPC Student Government Association.....	No Report
F.	Human Resources	Written Report
6.	Consent Agenda.....(Action)	Chair
A.	December 17, 2019 Work Session Minutes	
B.	December 17, 2019 Regular Session Minutes	
C.	Policies 1300 through 1350	
7.	Old Business: No old Business.	
8.	New Business:	
A.	NACOG Presentation.....	Jennifer Brown
B.	Request to Accept the Financial Audit and Single Audit Report for the Fiscal Year Ended June 30, 2019..... (Action)	Director Hill
C.	Request to Adopt the Fiscal Year 2018-19 Expenditure Limitation Report (Action)	Director Hill
D.	Request to Approve Adjustment to Fiscal Year 2019 Adopted Budget (Action)	Director Hill
E.	Request to Approve External Hearing Officers (Action)	President Vest
F.	NATC: Request to Release Funds for Master Plan (Action)	David Huish
G.	Recommendation to Complete Partnership Agreement with Expect More Arizona (Action)	President Vest
H.	TALON to Consortium: IGAs	Director Heister
I.	Executive Session: Pursuant to A.R.S. § 38-431.03(A)(1), the District Governing Board may vote to enter Executive Session for discussion of personnel issues related to the President's performance..... (Action)	Chair Lucero
9.	Standing Business:	
A.	Strategic Planning and Accreditation Steering Committee Report.....	Jason LaBute
B.	President's Report.....	President Vest
C.	DGB Agenda Items and Informational Needs for Next Meeting.....	Chair
10.	Board Report/Summary of Current Events.....	Board Members
11.	Announcement of Next Regular Meeting..... February 18, 2020	Chair
12.	Adjournment.....(Action)	Chair

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Governing Board Work Session Meeting Agenda

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

Date: January 21, 2020

Time: 1 p.m. (MST)

Item	Description	Resource
1.	Call to Order	Chair Lucero
2.	Adoption of the Agenda..... (Action)	Chair Lucero
3.	New Business:	
	A. College Direction/Vision Discussion	President Vest
	B. Potential Parameters for Partnerships	President Vest
4.	Adjournment..... (Action)	Chair Lucero

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



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NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

July 1, 2019 to November 30, 2019

Budget Period Expired

42%

Tax Supported Funds				
General Unrestricted				
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Primary Tax Levy	15,254,000	2,718,410	8,477,993	56%
State Aid:				
Maintenance and Operations	1,567,700	-	783,850	50%
Equalization	7,751,900	-	3,875,950	50%
Additional Rural Funding	889,200	-	444,600	
Tuition and Fees	4,860,000	382,823	1,579,662	33%
Investment earnings	-	87,765	617,054	
Grants and Contracts	1,306,400	3,248	262,327	20%
Other Miscellaneous	-	12,738	106,414	
Fund Balance	-			
Transfers	(2,900,000)	(187,703)	(839,988)	29%
TOTAL REVENUES	\$ 28,729,200	\$ 3,017,281	\$ 15,307,862	53%
EXPENDITURES				
Salaries and Benefits	18,897,429	1,526,929	7,089,474	38%
Operating Expenditures	9,831,771	417,806	2,793,052	28%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 28,729,200	\$ 1,944,735	\$ 9,882,526	34%
Unrestricted Plant				
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
State Aid:				
Capital/STEM	339,500	-	169,750	50%
Fund Balance - WMC Facilities	12,500,000		-	0%
Transfers	2,000,000	178,219	448,140	22%
TOTAL REVENUES	\$ 14,839,500	\$ 178,219	\$ 617,890	4%
EXPENDITURES				
Capital Expenditures	2,339,500	209,919	600,315	26%
Capital Expenditures - WMC Facilities	12,500,000	17,575	17,575	0%
TOTAL EXPENDITURES	\$ 14,839,500	\$ 227,494	\$ 617,890	4%

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

Budget Period Expired 42%

Restricted and Auxiliary Funds

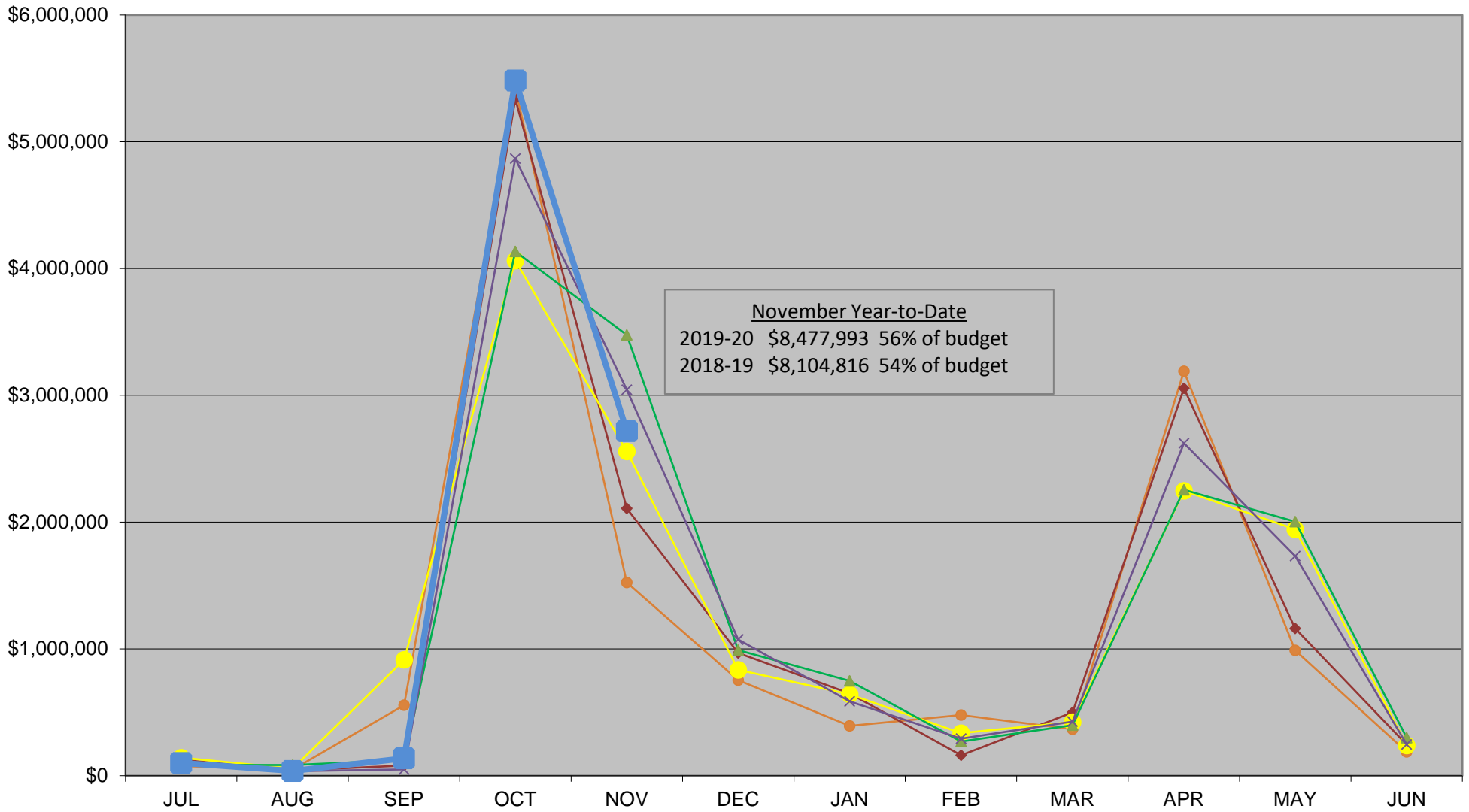
	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	6,000,000	179,646	1,472,873	25%
Fund Balance	-			
Transfers	600,000	-	300,000	50%
TOTAL REVENUES	\$ 6,600,000	\$ 179,646	\$ 1,772,873	27%
EXPENDITURES				
Salaries and Benefits	976,929	107,041	496,787	51%
Operating Expenditures	5,623,071	31,628	1,547,277	28%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 6,600,000	\$ 138,669	\$ 2,044,064	31%

	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Sales and Services	300,000	2,318	34,043	11%
Fund Balance	-			
Transfers	300,000	9,484	91,848	31%
TOTAL REVENUES	\$ 600,000	\$ 11,802	\$ 125,891	21%
EXPENDITURES				
Salaries and Benefits	298,971	8,743	91,866	31%
Operating Expenditures	301,029	2,936	34,025	11%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 600,000	\$ 11,679	\$ 125,891	21%

Cash Flows

Cash flows from all activities (YTD)	\$17,824,516
Cash used for all activities (YTD)	\$12,670,371
Net Cash for all activities (YTD)	\$5,154,145

Monthly Primary Property Tax Receipts



**DGB Human Resources Update
January 21, 2020**

OPEN POSITIONS

- 1. Systems Engineer – Open until filled. 13 applicants.**
- 2. Groundskeeper – Open until filled. 100 applicants.**
- 3. Director of Library Services – Open until filled. 14 applicants.**
- 4. St. Johns Center Manager – Open until filled. 19 applicants.**
- 5. Human Resources Generalist – Open until January 17, 2020. 49 applicant.**
- 6. Early Childhood Grant-Coordinator-Instructor. – Open until filled. 5 applicants.**
- 7. Auto Mechanic - Open Until Filled. 10 applicants**
- 8. Curriculum Coordinator – Internal position. Open until January 31, 2020. 0 applicants.**
- 9. Accounting Manager - Open until January 31, 2020. 6 applicants.**

CLOSED: IN REVIEW

- 10. Audio/Video Support Technician – Closed November 8, 2019. 6 applicants.**
- 11. Faculty in Business – Closed November 22, 2019. 1 applicant.**
- 12. Associate Librarian - Close Date January 15, 2020. 50 applicants.**
- 13. Interim Financial Aid Systems Technician – Internal position. Closed January 13, 2020**

FILLED

- 14. Library Technician – Jodie Humphrey started January 2, 2020.**
- 15. Maintenance I or II – Rickey Dick started January 6, 2020.**

Navajo County Community College District Governing Board Work Session Meeting Minutes

December 17, 2019 – 9:30 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Frank Lucero; Mr. Daniel Peaches; Mr. Everett Robinson.

Governing Board Member Present by Phone:

Governing Board Member Absent: Mr. Elias Jouen; Mr. Derrick Leslie.

Staff Present: President Mark Vest; Dean of Arts & Sciences Rickey Jackson; Recording Secretary to the Board Terrie Shevat.

Others Present: Kim Reed; Jennifer Hernandez.

Others Present by Phone:

Agenda Item 1: Call to Order

Chair Lucero called the meeting to order at 9:32 a.m.

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: New Business

3.A. Board Self-Assessment

Board members decided to postpone the Board self-assessment until January 21, 2020.

Agenda Item 4: Adjournment

The meeting was adjourned at 9:33 a.m. upon a motion by Mr. Peaches and a second by Mr. Robinson. The vote passed upon a roll-call vote with Mr. Robinson, Chair Lucero, and Mr. Peaches voting in favor. There were no votes against.

Respectfully submitted,



Terrie Shevat
Recording Secretary to the Board



Navajo County Community College District Governing Board Meeting Minutes

December 17, 2019 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

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

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; Dean of Arts & Sciences Rickey Jackson; Recording Secretary to the Board Terrie Shevat.

Others Present: Kim Reed; Betsy Wilson; Peggy Belknap; Kurt Palmer; Jennifer Hernandez; Kevin Jones; Josh Rogers; Kelli Freeman; David Huish; Ann Hess; Rebecca Hunt; Amber Hill; Ernie Hess; Laura Parsons; Kevin Westfall; Rochelle Lacapa.

Others Present by Phone:

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Lucero called the meeting to order at 10:01 a.m. and led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

*Mr. Robinson moved to adopt the agenda as presented. Mr. Leslie seconded the motion. **The vote passed upon a roll-call vote with Mr. Robinson, Chair Lucero, 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 the quarterly payment for state appropriations had been received.

4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and provided an update on recent Friends and Family activities highlighting \$17,500 of scholarships awarded for the upcoming Spring semester encompassing all campus and center locations.



4.C. Faculty Association

No Report

4.D. NPC CASO

Rebecca Hunt, President of CASO, addressed the Board and noted that professional development activities are forthcoming for CASO, and reminded the Board of the upcoming Non-food Drive which will coincide with Spring Convocation in January.

4.E. NPC Student Government Association (SGA)

Written Report.

President Vest informed the Board of a discussion he had with Cindy Owens, President of SGA, noting that SGA will fill the student position in the Leadership Council beginning January.

4.F. Human Resources

Written Report.

Agenda Item 5: Consent Agenda

- A. **November 13, 2019 Work Session Minutes**
- B. **November 13, 2019 Regular Meeting Minutes**
- C. **November 19, 2019 Meeting with HLC Peer Review Team Minutes**
- D. **2019-20 Dual Enrollment Intergovernmental Agreements** between Navajo County Community College District and Blue Ridge USD; Holbrook USD; Kayenta USD.

Mr. Leslie made a motion to approve the consent agenda as presented. Mr. Peaches seconded. The vote passed upon a roll-call vote with Mr. Robinson, Chair Lucero, 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. NPC/ASU 2+2 Secondary Education Partnership

Kurt Palmer, Director of Rural Partnerships for the Mary Lou Fulton Teachers College at Arizona State University (ASU), presented on an upcoming NPC ASU 2+2 program in secondary education.

Mr. Leslie asked why ASU. Mr. Palmer stated that ASU is looking to bring a secondary education program, which is not currently offered at NPC, to the area and noted that Northern Arizona University (NAU) does not offer this program in its rural partnerships.

Mr. Leslie asked what an ideal program would look like in one or two years moving forward at the center locations in Whiteriver, Kayenta, Hopi, St. Johns, and Springerville. Mr. Palmer stated their goal is to organize an initial cohort launch through the four primary campuses to build a program in a sustainable way that works in the communities. Once this foundation is set,



their plan is to reach out to the entire service area Northland Pioneer College (NPC) works with in the Spring of 2021.

Mr. Leslie asked what cultural diversity looks like for the program being proposed from ASU. Mr. Palmer stated they are looking to be a part of this entire area, so they are not just looking to draw students in from the primary campuses, but they must build somewhere to ensure they have a platform that is going to be sustainable. Their goal is to specifically work with every community that NPC works with to bring students in. They can build cultural and heritage courses into the programs to fit the communities and cultures they work with.

Mr. Leslie asked if they offer post bacc (Post-Baccalaureate) programs. Mr. Palmer stated they do have post bacc and master's programs that will help those with a bachelor's degree in a particular content area work towards teaching certification in that area.

7.B. Expect More Arizona: NPC Partnership

Jennifer Hernandez, Northern Arizona Regional Community Engagement Manager for Expect More Arizona, presented to the Board using a PowerPoint and additional handouts on the organization and a potential partnership opportunity for the college.

Mr. Leslie asked if the aforementioned update to data will include data for Navajo County. Ms. Hernandez stated she is hoping that with the addition of the decision center data at ASU, they may be able to take hold of a few more indicators and more data for Navajo County.

Mr. Leslie asked what Expect More Arizona needs from the college in order for NPC to support the initiative. Ms. Hernandez stated they have a formal document NPC may sign giving Expect More Arizona permission to share.

Chair Lucero asked if they are a political action committee. Ms. Hernandez said no, they are an education advocacy organization.

The Board requested staff develop a recommendation for action and place it on the agenda for the January meeting.

7.C. IGA with City of Show Low and Towns of Snowflake/Taylor

President Vest reviewed the IGA between Northland Pioneer College and the City of Show Low and Towns of Snowflake and Taylor noting staff recommends approval.

Chair Lucero asked why the decision was made to transfer responsibility from Navajo County to the City of Show Low and Towns of Snowflake and Taylor. President Vest deferred to Network & Systems Administrator, Ernie Hess, who explained there was a cost savings for combining the public safety answering point to provide a more efficient operation.

Mr. Robinson asked Mr. Hess if this is part of our agreement that gave us the redundancy into the Snowflake Campus. Mr. Hess stated yes, that agreement is still in effect with Navajo County and will remain so. Mr. Hess noted the IGA is a separate agreement relating to the shift in



responsibility for a couple of links from Navajo County to the City of Show Low and the Towns of Snowflake and Taylor.

Chair Lucero asked if Winslow will remain with Navajo County. Mr. Hess said yes.

*Mr. Robinson made a motion to approve the IGA with the City of Show Low and Towns of Snowflake and Taylor regarding first responder and law enforcement data transmission equipment. Mr. Leslie seconded. **The vote passed upon a roll-call vote with Mr. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.***

7.D. Carl Perkins Grant: Expenditure Request

Rickey Jackson, Dean of Arts & Sciences, addressed the Board and reviewed the request to purchase a Programmable Logic Control Training System, through the Carl Perkins Grant, for a total cost of \$53,368.16.

Mr. Robinson asked if this is an additional unit to what is already in the lab. Mr. Jackson said yes, this is an additional unit which would expand the application for students.

*Mr. Peaches made a motion to approve the purchase of a Programmable Logic Controller Training System via grant funding through Carl Perkins, for a total value of \$53,368.16 from Klein Education System as presented. Mr. Robinson seconded. **The vote passed upon a roll-call vote with Mr. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.***

7.E. NATC: Requested Information & Construction Update

Rickey Jackson provided additional information from the Northeast Arizona Training Center (NATC), as requested by the Board, along with an update of the expected construction that will take place in the upcoming year.

Chair Lucero asked if the dues noted are all cash payments or in-kind donations. Mr. Jackson stated they are all cash payments.

7.F. Purchase of Vehicles

VPAS Ellison reviewed the request to purchase two new vehicles, at a total cost of \$54,668.34, from Tempe Chrysler Jeep Dodge on a state contract.

Chair Lucero confirmed that this purchase was through a state contract.

*Mr. Peaches made a motion to approve the purchase of two new vehicles as presented. Mr. Robinson seconded. **The vote passed upon a roll-call vote with Mr. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.***



7.G. Request to Approve 2020-21 Budget Development Assumptions and Guidelines

VPAS Ellison reviewed the Budget Assumptions and Guidelines for the 2020-21 budget cycle, noting additional information was available to present this month, and stated staff recommends approval.

Mr. Robinson stated the March 17 meeting is in the middle of spring break and the April 21 meeting is in the middle of the Higher Learning Commission (HLC) Annual Conference and asked if these dates will need to be moved. President Vest noted this question is on the President's Report for the Board to consider and report back to staff what the Board would like to do. VPAS Ellison stated in prior years, during spring break, the board moved forward with the meeting date as scheduled.

Chair Lucero asked when we expect to start spending significant amounts in capital. VPAS Ellison stated we are still developing the master facility plan, so we expect to spend some amounts related to the architect this year and anticipate more significant spending starting in the next fiscal year.

Mr. Peaches made a motion to approve the 2020-21 Budget Development Assumptions and Guidelines as presented. Mr. Robinson seconded. The vote passed upon a roll-call vote with Mr. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

Agenda Item 8: Standing Business

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

Kevin Jones, co-chair of the SPASC committee, presented on a smooth comprehensive evaluation on-site visit from the Higher Learning Commission on November 18 and 19, and expressed SPASC's gratitude to the District Governing Board for their participation in multiple sessions. Mr. Jones noted SPASC will be extending the 2018-2019 priorities to 2018-2020 priorities. The committee is checking with members with overall responsibility (ORs) on the progress of ongoing initiatives and reassigning new ORs for several initiatives impacted by employee transition or turnover. SPASC is working to fill non-voting member positions.

8.B. President's Report

President Vest informed the Board that 11 NPC students were nominated to the 2020 All-USA/All-Arizona Academic Team and invited Board members to attend the luncheon to honor the recipients who will be recognized on Thursday, February 27.

President Vest gave notice to the Board that he will not be in attendance at the March and April District Governing Board meetings, as scheduled, and mentioned Board members are welcome to hold the March and April meetings in his absence. The Board requested to look at March and April Board meeting dates during the February meeting and make a decision at that time to move these dates or move forward as scheduled.



President Vest announced there is an opening for one Board member to attend the HLC Annual Conference in Chicago on Tuesday, April 21. President Vest will forward the HLC website along with general information about the HLC Annual Conference to Board members.

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

President Vest reminded the Board that staff is scheduled to have a mid-year update on my-goals presentation to the Board in the summer.

President Vest noted it was discussed to hold a planning retreat for partnership opportunities immediately after the Board meeting in January.

Staff to develop a recommendation for action regarding Expect More Arizona: NPC Partnership and place on the agenda for the January meeting.

Board to determine March and April Board meeting dates during the February meeting.

Agenda Item 9: Board Report/Summary of Current Event

None.

Agenda Item 10: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Tuesday, January 21, 2020.

Agenda Item 11: Adjournment

The meeting was adjourned at 11:27 a.m. upon a motion by Mr. Peaches and a second by Mr. Robinson. The vote passed upon a roll-call vote with Mr. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

Respectfully submitted,



Terrie Shevat
Recording Secretary to the Board



NPC

Review of Policies – 1300's

Policy 1300 Acquisition of Facilities

The President is authorized to develop procedures for recommendation of facilities acquisition to the Board.

Policy 1305 Lease of Facilities

In addition to the existing facilities, the college will lease or jointly use facilities from other agencies and businesses when necessary and feasible. The President, or designee, will negotiate lease amounts on an individual basis.

Policy 1310 Use of Facilities

The President, or designee, is authorized to permit the use of college facilities according to adopted procedures.

Policy 1315 Outside Use of Facilities

Each institution, organization, group, or individual desiring to rent or use facilities of the college will provide a Certificate of Insurance with minimum liability limits of one million dollars. This Certificate of Insurance will be provided to the college before the use of the facilities desired.

Policy 1316 Building Sales and Leases

The Board will approve all sales of and annual leases of college-owned buildings. The Board will also approve all annual leases that commit the college to twelve-fifty thousand dollars or more.

Policy 1330 Tobacco Free Environment

The District college prohibits use of tobacco and e-cigarette nicotine products inside all college owned or leased facilities and all college vehicles. The college provides outdoor designated smoking areas. This policy applies to all employees, students, and visitors while utilizing college buildings, facilities and vehicles.

Policy 1340 Solicitation at College Facilities

The President, or designee, is responsible for the establishment of procedures for authorizing soliciting, advertising, and posting notices at all college facilities.

Policy 1345 Possession of Deadly Weapons

The college prohibits possession of all deadly weapons such as firearms, knives (other than pocket knives), ammunition, explosives or other such deadly weapons, on college grounds, inside all college -or in facilities that are owned or leased by the college owned or leased facilities, and all college vehicles. The only exception would be those items carried by AZPOST-certified law enforcement officers, Federal Officers, or used in college sanctioned training programs. ~~The Associate Vice President—Chief Operations Officer is responsible for enforcement of this policy.~~ Any college employee is authorized to request compliance with this policy and/or contact the appropriate law enforcement agency to evict such individual who does not voluntarily follow compliance with this policy. The President, or designee, shall be responsible for the adoption and implementation of procedures regarding the possession of deadly weapons.

Policy 1350 Campus Security and Crime Reporting

Under the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC §1092, the President or designee shall establish a plan for crime awareness and campus security. This shall include an annual security report available to the public.

REQUEST TO ACCEPT THE FINANCIAL AUDIT AND SINGLE AUDIT REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Recommendation:

Staff recommends accepting the Financial Statement and Single Audit reports for the fiscal year ended June 30, 2019. The audit opinions for both reports were “unmodified,” which is positive.

Summary:

NPC’s audits are conducted by the State of Arizona Office of the Auditor General (AG). The Office of the Auditor General sends staff to present the audit during this meeting and will:

- introduce its audit staff;
- provide an overview of their responsibilities and the audit process;
- review NPC’s audit process and results; and
- review the Governance Letter associated with the audit.

NPC issues two separate reports related to its audits- the Comprehensive Annual Financial Report (CAFR) and the Single Audit - which were distributed electronically to the District Governing Board in November 2019 by the Office of the Auditor General and posted to the AG’s website at <https://www.azauditor.gov>.

Printed copies of the Comprehensive Annual Financial Report (CAFR) and the Single Audit Report are also provided to the current District Governing Board during the January 2020 DBG meeting.

The CAFR has also been submitted to the Government Finance Officers Association (GFOA) to be evaluated for the Certificate of Achievement for Excellence in Financial Reporting for the sixth consecutive year.

The audited financial statements for the Northeast Arizona Training Center (NATC) and the NPC Friends and Family are incorporated into the CAFR; both entities received a “clean” audit and were reviewed with the Board in November 2019.



Preparing for the audit and the issuance of the financial statements is a considerable annual undertaking, but what really makes the audit successful year after year is the daily commitment of all college departments and divisions to the internal controls and processes carefully put in place to ensure accuracy, efficiency and accountability.

NPC's Audit Reports include:

1. CAFR

- a. focuses on the financial audit and financial condition of the college
- b. two findings were identified related to IT resources and risk management, for which a corrective action plan is scheduled for completion June 2020.

2. Single Audit Report

- a. focuses on compliance with federal financial awards
- b. one finding was identified – relating to the risk management aspect of the financial audit, for which the above corrective action plan will resolve by June 2020 as well.

The 2019 audit was completed ahead of the submission deadline established by the US Department of Education of March 31, 2020 and has been submitted to the US Department of Education and other external partners. The CAFR and the Single Audit Report have also been distributed to the NPC Audit Committee.

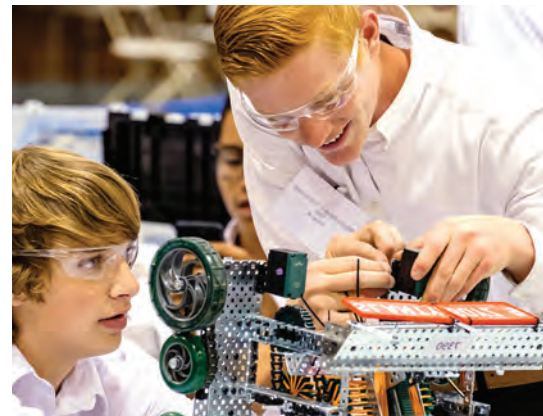
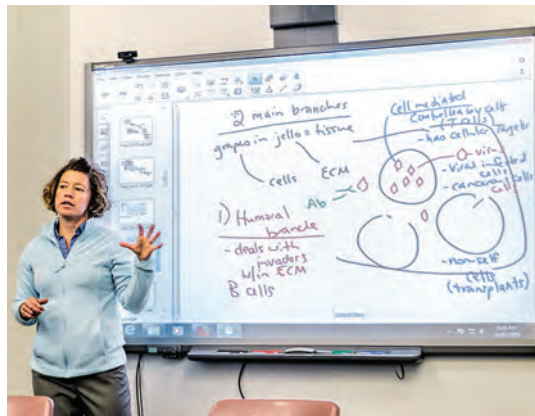
Numerous individuals across all departments and divisions worked on the audit and the related schedules and reports and their committed efforts are hereby appreciated and recognized.

NPC appreciates the working relationship we have with all members of the Auditor General's staff and the contributions they provide. They play an important role in the audit and continue to provide timely and professional work.



Northland Pioneer College

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



Comprehensive Annual Financial Report

Year Ended June 30, 2019



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

Navajo County Community College District

Holbrook, AZ

Comprehensive Annual Financial Report
Year Ended June 30, 2019

Navajo County Community College District
 (Northland Pioneer College)
 Comprehensive Annual Financial Report
 June 30, 2019

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 (Northland Pioneer College)
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Introductory Section



Northland Pioneer College
EXPANDING MINDS • TRANSFORMING LIVESSM



NORTHLAND PIONEER COLLEGE

Office of the President

November 15, 2019

Greetings! As the president of Northland Pioneer College (NPC), it is my privilege to work with a dedicated and talented group of employees to meet the needs of you, the students and community members of the district. While NPC often focuses public communication efforts on the high quality of our education services, we are also proud of the efficiency and transparency of the financial processes that support that instructional effort.

I value being the president of this college largely because of our students, staff and communities. NPC is an important place to work because we get to change peoples' lives for the better. Not all Americans are blessed with the opportunity to have a demonstrably positive impact on the lives of their neighbors and friends — at NPC, we do. I look forward to finding new and better ways to achieve that critical mission for NPC and the communities Northland serves. In the coming year NPC will strategize over how to build on the college's extensive, positive history of serving Northeastern Arizona. During this process, the college will engage students, staff and community members as we learn from the past to create a new future.

NPC has the smallest administrative staff of the state's 10 community college districts and remains committed to fulfilling its mission — to provide, support and promote lifelong learning. In doing so, NPC places emphasis on education delivery, not overhead. Transparency in government is important to me, the college administration and to our elected District Governing Board members. The college believes taxpayers deserve to know how NPC invests their tax dollars in providing services and ensures the proper accounting of all receipts and expenditures.

NPC began issuing a Comprehensive Annual Financial Report (CAFR) six years ago, supplementing the basic financial statements prepared by staff and audited by the Arizona Office of the Auditor General. Every CAFR since then has been recognized by the Government Finance Officers Association of the United States and Canada (GFOA) with Certificates of Achievement for Excellence in Financial Reporting, the highest form of recognition in the area of governmental accounting and financial reporting. This CAFR continues those high standards, demonstrating NPC's proper management of those public funds through transparent financial reporting.

In the coming months, NPC will move ahead with exciting changes. These include streamlining the registration and enrollment process from admission to financial aid and payments; construction projects — paid with an accumulated capital reserve, not with additional taxes; improving the student experience in NPC's distance classrooms and forging new partnerships to expand the reach of the college's services.

It is an honor and a blessing to enjoy the opportunity to serve our students and community, and I hope to engage each and every member of this district in the exciting endeavors that lay ahead.

Sincerely,

Mark H. Vest
President, Northland Pioneer College

Navajo County Community College District
Mailing Address: P.O. Box 610, Holbrook, AZ 86025-0610
Voice: 928-524-7420 or 800-266-7845, ext. 7420 • Fax: 928-524-7419 • Email: mark.vest@npc.edu

November 15, 2019

To the Citizens and District Governing Board of the Navajo County Community College District:

We are pleased to provide you with the Comprehensive Annual Financial Report (CAFR) of the Navajo County Community College District (also referred to as Northland Pioneer College, NPC, or the District), for the fiscal year ended June 30, 2019.

Arizona Revised Statutes requires community college districts to prepare annual financial statements and for those financial statements to be audited. The State of Arizona Office of the Auditor General audited the District's financial statements for the fiscal year ended June 30, 2019 and issued an unmodified opinion, indicating they believe the financial statements were fairly presented. See Independent Auditors' Report at page 13.

Responsibility for both the accuracy of the presented data and the completeness and fairness of the presentation including all disclosures rests with the District's management. To the best of our knowledge and belief, the enclosed data is accurate in all material respects and is reported in a manner designed to present fairly the financial position and results of operations of the District. All disclosures necessary to enable the reader to gain an understanding of the District's financial activities have been included.

Management is responsible for establishing and maintaining internal controls designed to ensure that assets are protected from loss, theft, or misuse, and to ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. The District's framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement so that the cost of the internal controls does not outweigh the benefits.

The Management's Discussion and Analysis (MD&A) immediately follows the Independent Auditors' Report and provides a narrative overview and analysis of the basic financial statements. This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it.

REPORTING ENTITY

The District is an independent reporting entity within the criteria established by Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB). In accordance with GASB Statement No. 14, 39 and 61, the financial reporting entity consists of a primary government and two component units, NPC Friends & Family and Northeast Arizona Training Center (NATC). The District is a primary government because it is a special-purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments. The financial activity of NPC Friends and Family and NATC are discretely presented as component units of the District. The District is not included in any other governmental financial reporting entity.

INSTITUTIONAL PROFILE

The District is a comprehensive community college providing services in northeast Arizona. It offers postsecondary degrees in over 63 occupational programs and specialty areas of study and offers lower division general education courses that are transferrable to a university for a degree. It has one of the lowest tuition rates in the state.

As a political subdivision of the State of Arizona, the District is subject to the oversight of its Governing Board which is comprised of five elected members representing each of the five districts of Navajo County. These members are elected for six-year terms on a staggered basis. The District Governing Board is granted full authority by Arizona Revised Statutes to manage the business and educational needs of the District. The administrative staff of the District, led by the President, is responsible for the operation and administration of all District functions.

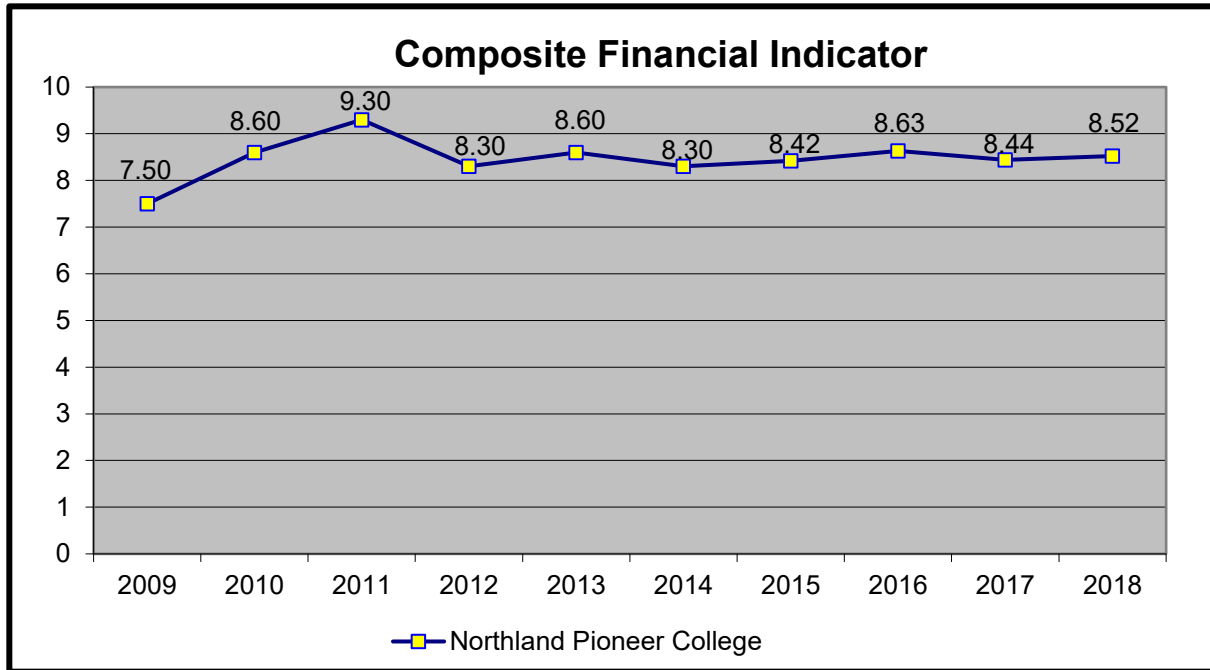
History and Service Area – Established in 1972, the District first enrolled students starting with the fall semester of 1974. The District serves Navajo and Apache counties, an area of 21,158 square miles with a 2010 U.S. Census Bureau population of 178,967. The Navajo, Hopi, and White Mountain Apache Indian Reservations occupy more than 66 percent of the total land in the District's service area and account for 60 percent of the area's population.

Campuses are located within four of the largest Navajo County communities of Holbrook, Show Low, Snowflake/Taylor and Winslow. Five center locations are located in Keams Canyon (Hopi), Kayenta, St. Johns, Springerville/Eager and Whiteriver. Central District Offices are located on the Holbrook Campus.

Staff and Student Demographics – Enrollment for the District increased slightly with fall of 2018 by 5 percent over fall 2017. Of the 3,182 headcount 55.6 percent or 1,772 was comprised of students 19 years of age and younger. Full time students make up only 20 percent of the unduplicated headcount while the remaining 80 percent are part time attendees. The student per faculty ratio increased by less than 1 percent in 2019 from 2018 and student per staff ratio also increased by less than 1 percent with the average class size dropping to 14. 52 percent of the student population is minority with 60 percent female majority.

Accreditation – In order to award college degrees and certificates, institutions of higher education must be evaluated by a nationally recognized accrediting agency. The Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools is charged with evaluating the District. The District is proud to report having passed the most recent (2010) evaluation with unqualified approval of every area of college operations. The HLC currently has revised its 10-year evaluation schedule to one that continuously monitors excellence of operational and educational standards. This new model ensures the District's students of an up-to-date, nationally recognized and accredited educational experience. The District is preparing for an upcoming re-accreditation visit in November 2019.

Accreditation Financial Ratios – On an annual basis the HLC requires member institutions to provide financial information. The information is used to calculate a Composite Financial Index (CFI) made up of four financial ratios, each one weighted differently. The CFI evaluates an institution's financial health; a CFI of 1.1 or higher indicates adequate financial health and requires no HLC review. The District's composite ratio for the years 2009 to 2019 was greater than 7.0 and for the last 8 years has been greater than 8.0. In 2015, the HLC requested the CFI be calculated with and without the new accounting and financial reporting guidelines for pensions adopted in 2015. The HLC recognized it would have a significant impact to the financials and related indicators. The District's 2018 CFI including pensions was 8.88 and excluding pensions was 8.52. The chart below indicates the CFI excluding pensions for 2018.



REGIONAL ECONOMIC OUTLOOK

Navajo and Apache Counties continue to struggle in spite of other signs of state and national recovery. According to the Bureau of Labor Statistics, Arizona’s unemployment rate for August 2019 was 4.9 percent which is higher than it was a year ago for the same period when it was 4.6 percent and is still higher than the nation’s unemployment rate of 3.5 percent for August 2019. In Navajo County, the unemployment rate is up .7 percent from August 2018 at 8.7 percent for August 2019 and Apache County is still in the double digits at 11.1 percent, also an increase of .6 percent from prior year.

The District saw student enrollment using full time student equivalents increase. When comparing Fall 2018 to Fall 2017, the District had an enrollment increase of 5 percent and comparing Spring 2019 to Spring 2018 there was an enrollment decrease of 7 percent. According to the National Student Clearinghouse Research Center enrollment decreased 3.2 percent for Fall 2018 and Spring 2019 3.4 percent for 2-year public institutions.

FINANCIAL POLICIES

The District adopted the *Cash Reserve Policy* and the *Future Capital Reserve Policy* in prior years and they had a significant impact on current financials. The *Cash Reserve Policy* recognizes the importance of maintaining adequate reserves in order to ensure financial and operational stability and requires the College to maintain unallocated cash levels equal to at least one (1) year of budgeted expenses. The *Future Capital Reserve Policy* recognizes the importance of maintaining adequate reserves to ensure future capital financial resources and to reduce the cost of capital acquisitions. These policies result in more than \$41 million set aside for financial stability of the District annually.

CURRENT MAJOR INITIATIVES

Preparing for the District's 2019 Higher Learning Commission (HLC) accreditation review and site visit slated for November 2019 continues to be a top priority. In advance of that visit, working teams were established in 2017 for each of the five (5) criterion areas. This collaborative accreditation committee has

maintained steady and meaningful assessment, evidence gathering and establishment and argument development to support the re-accreditation discussion and presentation.

The District also prioritized improving students' experiences by implementing the following strategies:

- Implementing a college-wide, nonemergency, student texting system that allows multiple NPC student service offices to text students while avoiding message duplication.
- Developing consortium agreements with local school districts to utilize newly-adopted classroom technology and improve the high school programs reach and partnerships with area high schools.
- Improve NPC's financial aid processing system and realign the disbursement schedule to assure students receive their awards in time to be fully prepared for each semester through third party software that processes aid more efficiently.
- Fully implementing a web-based payment system, processing over 750 transactions within the first term.
- Improve external communication by hiring a part-time Social Media Specialist to take charge of NPC's social media sites, post consistently on NPC outlets and produce short videos and stories about students, programs, faculty and events.

UPCOMING MAJOR INITIATIVES

Given the realities of a changing college-age demographic and the need to reach students where they live, the District is committed to following through with its Strategic Priorities and has allocated resources to accomplish the following objectives:

- Implement support service and instructional design elements of the *American Association of Community Colleges* guided pathways model.
- Fully implement a web-based registration and support service delivery system to allow for expansion into online, hybrid, and telepresence course delivery.
- Improve internal employee communication by addressing frequent communication challenges.
- Improve knowledge and skill level of all college employees on internal processes and technology.
- The college is making a significant investment in its plant and is planning new construction and renovations on the White Mountain Campus estimated between \$20 million over the next several years to address specific campus and student needs.

FINANCIAL INFORMATION

Effective management of the District's funds through internal controls, budgetary controls, cash management, financial policies and fiscal reporting comprises the District's responsibilities for stewardship, safeguarding of assets, and accountability of resource providers. Additional information relating to the District's financial management can be found in the statistical section at the back of this report.

Internal Control – The District is responsible for establishing and maintaining a system of internal controls. Internal controls are designed to ensure reasonable, but not absolute assurance that the assets of the District are protected from loss, theft or misuse and that the accounting records used to prepare the financial statements are reliable and conform to generally accepted accounting principles. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived from that control element, and that the evaluation of costs and benefits requires estimates and judgments from management. All internal control evaluations occur within the above framework. The District believes the internal control structure adequately safeguards assets and provides reasonable assurance of proper recording of financial transactions.

Budgetary Controls – The District engages in an annual financial planning cycle that begins with the Strategic Plan. The Strategic Plan is updated annually and involves all levels of the organization – it identifies the strategic direction of the District and establishes operating goals in support of its mission and vision. The District maintains budgetary controls in the form of detailed balanced budgets and budget transfer restrictions by fund, department and account. On a monthly basis the District presents various financial reports to the District Governing Board including a report of revenues, expenditures and budgets by fund, a report on property tax receipts, cash flow position, and a narrative discussing budget deviations by fund. The objective of these budgetary controls is to ensure compliance with the annual budget and to fulfill the requirements of the District Governing Board's monitoring reports.

The District complies with Arizona Revised Statutes requiring that a report of the District's adopted budget be published annually based on the prescribed format established by the Office of the Auditor General. The District also complies with Arizona Revised Statutes regarding Truth in Taxation Notice and Hearing when the District's primary property tax levy is greater than the amount levied in the preceding year.

The District also demonstrates compliance by issuance of an annual budgeted expenditure limitation report that is examined by the Office of the Auditor General. The expenditure limitation calculation determines the maximum allowable expenditure supported by local revenues.

Cash Management – The District is governed by the Arizona Revised Statutes relating to overall investment of public funds. The fiduciary responsibility for such investments is entrusted to the District Governing Board and facilitated through the Vice President of Administrative Services. The District invests unrestricted funds in a prudent, conservative, and secure manner for the highest available yield, given cash flow constraints, as prescribed by Arizona Revised Statutes. The principal investment vehicles used during the fiscal year were the Navajo County Treasurer's investment pool and the Local Government Investment Pool (LGIP) managed by the Arizona State Treasurer. Both have provided the District with safe liquid investments.

Financial Reporting – The District has an automated financial accounting system that captures all financial transactions to prepare the audited financial statements, data for the CAFR, and to develop internal management reports for decision-making needs and to aid in the allocation of resources.

The CAFR for the District was formulated with data from several sources including District records and the Navajo County Finance, Treasurer's and Assessor's Offices. These statements present information on the financial condition of the District and whether resources were adequate to cover the costs of providing services during the reporting period. The District's CAFR is distributed to the District Governing Board and administrators, the State legislature, Federal and State agencies, and financial institutions as well as others throughout the general public.

INDEPENDENT AUDIT

The District is audited by Office of the Auditor General for the State of Arizona. The audit determines if the financial statements are free of material misstatements and ensures compliance with the Arizona Revised Statutes that require an annual audit of the District's financial statements. The Independent Auditors' Report is included in the financial section of this CAFR. The District received an unmodified opinion for the fiscal year ended June 30, 2019.

The District's component units, NPC Friends and Family and NATC, are audited by a local CPA. Both component units received unmodified opinions for the fiscal year ended June 30, 2019.

GFOA CERTIFICATE OF ACHIEVEMENT

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Navajo County Community College District for its comprehensive annual financial report for the fiscal year ended June 30, 2018. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal regulations.

A Certificate of Achievement is valid for a period of one year only. We believe that our current comprehensive annual financial report continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

ACKNOWLEDGEMENTS

We express our appreciation to all those who assisted and contributed to the preparation of this report. Our deepest gratitude goes to the dedicated staff in the Business Office. We also express our appreciation to the State of Arizona Office of the Auditor General and the Navajo County Finance, Treasurer's and Assessor's Offices for their assistance with this report. Lastly, we thank the members of the District Governing Board and the President for their guidance and support in maintaining the financial stability of the District.

Respectfully submitted,

Maderia J. Ellison
Vice President for Administrative Services

Amber L. Hill, MBA, CGFM
Director for Financial Services



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**Navajo County Community
College District
Arizona**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2018

Christopher P. Morill

Executive Director/CEO

PRINCIPAL OFFICERS

As of June 30, 2019

DISTRICT GOVERNING BOARD

Mr. Daniel Peaches, District 1

Mr. Elias Jouen, District 2

Mr. Frank Lucero, District 3

Mr. James Matteson, District 4

Mr. Derrick Leslie, District 5

EXECUTIVE TEAM

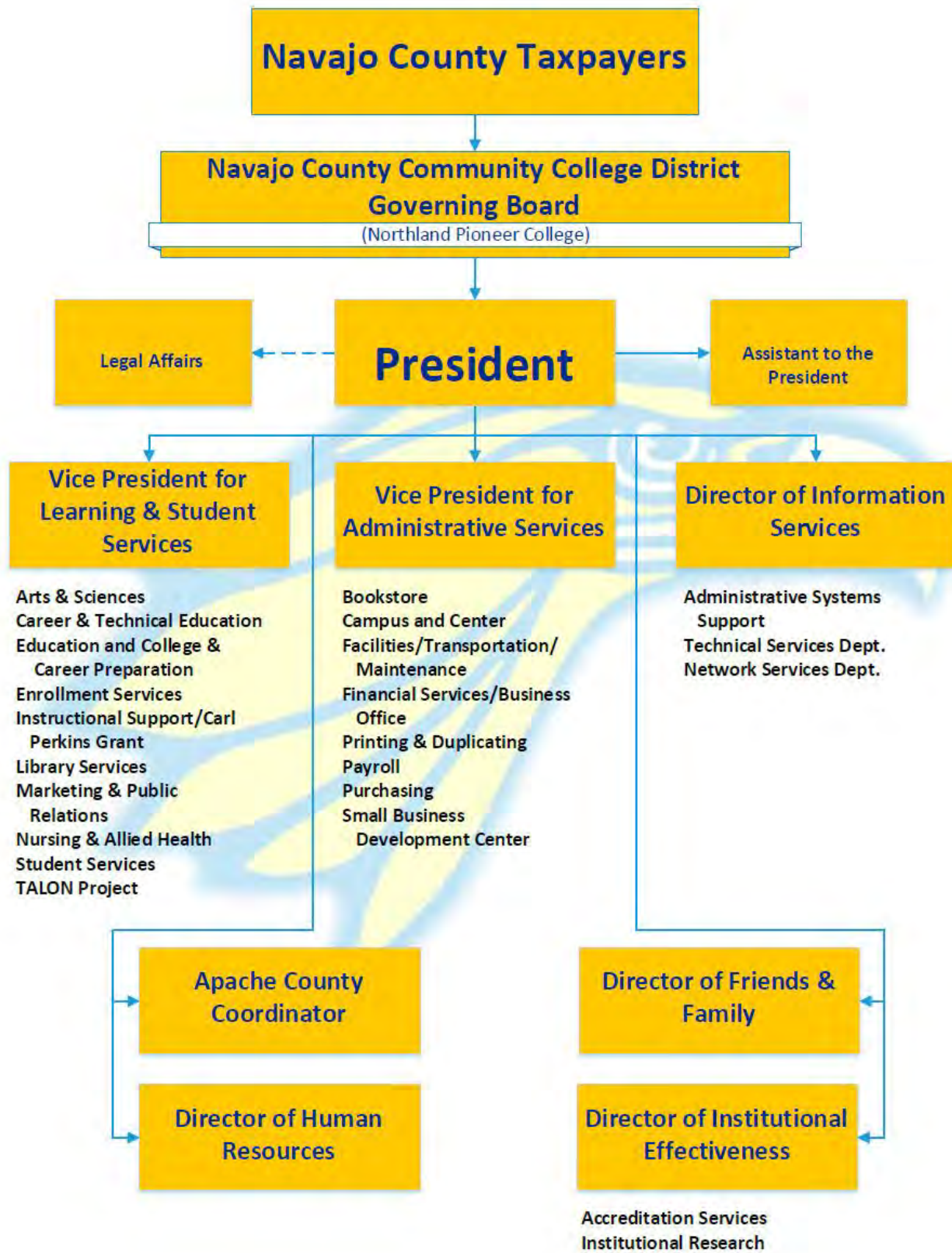
Mark Vest, President

Rickey Jackson, Interim Vice President for Learning & Student Services

Ms. Maderia J. Ellison, Vice President for Administrative Services

ORGANIZATION CHART

JUNE 30, 2019



MISSION

Northland Pioneer College 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

Financial Section



Northland Pioneer College
EXPANDING MINDS • TRANSFORMING LIVESSM



MELANIE M. CHESNEY
DEPUTY AUDITOR GENERAL

ARIZONA AUDITOR GENERAL
LINDSEY A. PERRY

JOSEPH D. MOORE
DEPUTY AUDITOR GENERAL

Independent auditors' report

Members of the Arizona State Legislature

The Governing Board of
Navajo County Community College District

Report on the financial statements

We have audited the accompanying financial statements of the business-type activities and aggregate discretely presented component units of the Navajo County Community College District as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with U.S. generally accepted accounting principles; 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.

Auditors' responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the aggregate discretely presented component units. Those statements were audited by other auditors whose reports have been furnished to us, and our opinion, insofar as it relates to the amounts included for the aggregate discretely presented component units, is based solely on the other auditors' reports. We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. The other auditors did not audit the aggregate discretely presented component units' financial statements in accordance with *Government Auditing Standards*.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' 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 auditors consider internal control relevant to the District'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 District'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 opinions.

Opinions

In our opinion, based on our audit and the reports of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and aggregate discretely presented component units of the District as of June 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with U.S. generally accepted accounting principles.

Other matters

Required supplementary information

U.S. generally accepted accounting principles require that the management's discussion and analysis on pages 15 through 21, schedule of the District's proportionate share of the net pension liability on page 46, and schedule of District pension contributions on page 47 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with U.S. generally accepted auditing standards, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The introductory and statistical sections listed in the table of contents are presented for purposes of additional analysis and are not required parts of the basic financial statements.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

Other reporting required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 15, 2019, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Lindsey Perry, CPA, CFE
Auditor General

Navajo County Community College District
(Northland Pioneer College)
Management's Discussion and Analysis
Year Ended June 30, 2019

Our discussion and analysis of the District's financial performance provides an overview of the District's financial activities for the year ended June 30, 2019. Please read it in conjunction with the transmittal letter which precedes this section and the District's basic financial statements, which immediately follow.

Basic Financial Statements

The District's annual financial statements are presented in accordance with U.S. generally accepted accounting principles prescribed by the Governmental Accounting Standards Board (GASB), the authoritative body for establishing Generally Accepted Accounting Principles (GAAP) for state and local governments, including public institutions of higher education. These standards permit public colleges and universities to use the guidance for special-purpose governments engaged in business-type activities. The standards allow for the presentation of the District's financial activity in a consolidated, single-column, entity-wide format. This format is similar to the type of financial statements typical of a business enterprise or not-for-profit organization. The basic financial statements consist of the following:

The *Statement of Net Position* reflects the financial position of the District at June 30, 2019. It shows the various assets owned or controlled, deferred outflows of resources, related liabilities and other obligations, deferred inflow of resources and the various categories of net position. Net position is an accounting concept defined as total assets plus deferred outflows of resources, less total liabilities and deferred inflows of resources, and as such, represent institutional equity or ownership in the District's total assets.

The *Statement of Revenues, Expenses, and Changes in Net Position* reflects the results of operations and other changes for the year ended June 30, 2019. It shows the various revenues and expenses, both operating and nonoperating, reconciling the beginning net position amount to the ending net position amount, which is shown on the *Statement of Net Position* described above.

The *Statement of Cash Flows* reflects the inflows and outflows of cash and cash equivalents for the year ended June 30, 2019. It shows the various cash activities by type, reconciling the beginning cash and cash equivalents amount to the ending cash and cash equivalents amount, which is shown on the *Statement of Net Position* described above. In addition, this statement reconciles cash flows from operating activities to operating loss on the *Statement of Revenues, Expenses, and Changes in Net Position* described above.

Financial Highlights and Analysis

Consistent with its mission, the District provides, supports and promotes lifelong learning. Major funding sources supporting all functions include property taxes, state appropriations, government grants and contracts, and tuition and fees. The District may exercise primary and secondary property tax levy authority for generation of funds used for operating, capital equipment, and debt retirement purposes.

The condensed financial information below highlights the main categories of the *Statement of Net Position*. Assets are distinguished as either current or noncurrent. Current assets are resources available to meet the District's operating needs. Other liabilities are made up of accounts payable, unearned revenues, and accrued payroll and employee benefits. Net position is divided into three categories reflecting the broad characteristics of institutional equity in the assets of the District. In addition to the District's capital assets, the District holds resources that external parties have restricted for specific

Navajo County Community College District
(Northland Pioneer College)
Management's Discussion and Analysis
Year Ended June 30, 2019

programs or purposes. The remaining net position is unrestricted but is dedicated to the District's primary mission. Over time, increases or decreases in net position may serve as a useful indicator of whether the District's financial position is improving or deteriorating.

Condensed Financial Information

The following is a listing of condensed financial information for the District as of June 30, 2019 and June 30, 2018:

**Condensed Statement of Net Position—Primary Government
As of June 30**

	2019	2018	% Change
Assets:			
Current assets	\$ 68,138,082	\$ 60,869,148	12%
Noncurrent assets, other than capital assets	1,308,462	1,022,320	28%
Capital assets, net	<u>38,343,148</u>	<u>39,379,263</u>	-3%
Total assets	<u>107,789,692</u>	<u>101,270,731</u>	6%
Deferred Outflow of Resources:			
Deferred outflows related to pensions	<u>2,304,191</u>	<u>2,319,098</u>	-1%
Liabilities:			
Other liabilities	2,742,328	2,156,740	27%
Long-term liabilities	<u>16,979,135</u>	<u>19,234,566</u>	-12%
Total liabilities	<u>19,721,463</u>	<u>21,391,306</u>	-8%
Deferred Inflow of Resources			
Deferred inflows related to pensions	<u>2,672,946</u>	<u>2,302,480</u>	16%
Net Position:			
Net investment in capital assets	38,343,148	39,379,263	-3%
Restricted	262,066	256,361	2%
Unrestricted	<u>49,094,260</u>	<u>40,260,419</u>	22%
Total net position	<u>\$ 87,699,474</u>	<u>\$ 79,896,043</u>	10%

Total assets increased \$6.5 million, or 6 percent, concentrated in current assets of \$7.3 million or 12 percent. Cash and investments made up \$7.0 million of the current assets increase due to the District's policy to preserve and maintain ample operational and capital cash reserves. Prepaid items increased \$.06 million, or 11 percent due to an increase in multi-year software license purchases.

Total noncurrent assets, other than capital assets increased 28 percent or \$.3 million due to a \$.1 million increase in investments and \$.1 million decrease in student accounts receivable. Net capital assets decreased \$1.0 million or less than 3 percent.

Deferred outflows related to pensions decreased by less than 1 percent.

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Total liabilities decreased \$1.7 million or 8 percent. Current Liabilities increased 27 percent or \$.6 million. Non-current liabilities decreased \$2.3 million or 12 percent primarily due to a decrease in net pension liability of \$2.3 million or 12 percent.

Deferred inflows related to pensions increased overall by 16 percent or \$.4 million due to a combination of \$.5 million decrease in differences between expected and actual experience, \$.9 million increase in changes of assumptions, \$.4 million increase in difference between project and actual investment earnings and \$.5 million decrease in change in proportion and differences between employer contributions and share of proportionate contributions.

Total net position increased \$7.8 million or 10 percent primarily in unrestricted net position which increased by \$8.9 million or 22 percent. This was accomplished with an increase in total revenues of \$2.0 million or 6 percent offset by expenses increasing \$1.0 million or 3 percent. The District continues to focus on cost reduction in all areas of operations. Net investment in capital assets decreased \$1.0 million or 3 percent resulting from depreciation accelerating faster than additional capital investment. The increase in net position will be added to operational and capital reserves to bolster current and future financial health and strategic initiatives.

The condensed financial information highlights the main categories of the *Statement of Revenues, Expenses, and Changes in Net Position*. Generally, revenues generated by the District from exchange transactions are considered operating revenues. Other revenues such as state appropriations, property taxes, and certain government grants are considered nonoperating revenues. In compliance with U.S. generally accepted accounting principles, scholarships applied to tuition and fees are recorded as an offset to operating revenues instead of being reported as an expense to the District.

The District shows an operating loss because the three largest revenue sources, property taxes, state appropriations, and government grants, are considered nonoperating revenues. Please refer to the Summary of Significant Accounting Policies (Note 1), which directly follows the presentation of the basic financial statements, for a description of the differences between operating and nonoperating revenues.

Depreciation expense is recorded in accordance with the adoption of the economic resources measurement focus. The construction and acquisition of capital assets, although budgeted and tracked as expenditures in the accounting system, are not reflected as expenses in these statements. Such transactions are instead capitalized and reported as assets, with the systematic depreciation of the costs expensed over the useful lives of the assets constructed or acquired.

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**Condensed Statement of Revenues, Expenses, and
Changes in Net Position—Primary Government
Year Ended June 30**

	<u>2019</u>	<u>2018</u>	<u>% Change</u>
Revenues:			
Operating			
Tuition and fees, net	\$ 2,400,758	\$ 2,328,188	3%
Government contracts	3,021,888	2,516,324	20%
Bookstore income, net	9,471	8,549	11%
Other	<u>281,638</u>	<u>270,958</u>	4%
Total operating revenues	<u>5,713,755</u>	<u>5,124,019</u>	12%
Nonoperating			
Property taxes	15,085,682	14,879,623	1%
State appropriations	9,026,200	8,690,200	4%
Government grants	3,986,711	3,921,699	2%
Private grants	411,170	326,482	26%
Share of state sales taxes	550,981	471,721	17%
Investment earnings	<u>1,200,154</u>	<u>549,641</u>	118%
Total nonoperating revenues	<u>30,260,898</u>	<u>28,839,366</u>	5%
Total revenues	<u>35,974,653</u>	<u>33,963,385</u>	6%
Expenses:			
Operating	\$28,171,222	\$27,242,192	4%
Nonoperating	<u>42,109</u>	<u>42,109</u>	
Total expenses	<u>28,171,222</u>	<u>27,284,301</u>	4%
Increase in net position	7,803,431	6,679,084	15%
Total net position, July 1	<u>79,896,043</u>	<u>73,216,959</u>	9%
Total net position, June 30	<u>\$87,699,474</u>	<u>\$79,896,043</u>	10%

Total revenues exceed total expenses by \$7.8 million. The available funds will support future capital needs by setting aside resources as outlined in the District's *Future Capital Reserve* policy.

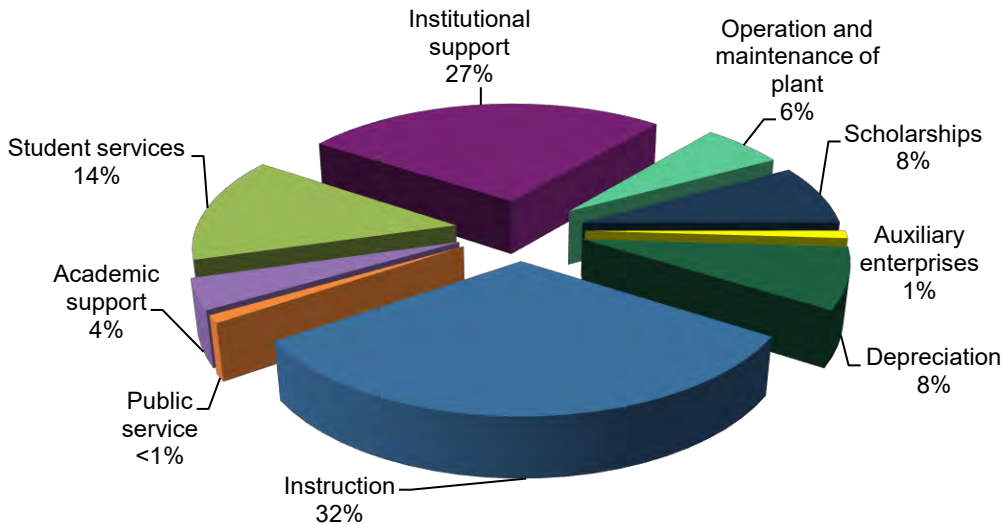
Total operating revenues increased \$.6 million, or 12 percent. Government contracts increased \$.5 million or 20 percent related to an increase in high school program enrollment relative to declining adult enrollment. Tuition and fees revenue increased \$.1 million, or 3 percent. Discount tuition for Adult Basic Education classes and for all summer classes continues. The District considered these tuition waivers essential in helping to provide economic relief to students who had barriers in attending college.

Total nonoperating revenues increased by \$1.4 million, or 5 percent. Property taxes increased \$.2 million or 1 percent over the prior fiscal year. Property tax revenues account for 42% of total revenues. The District saw an increase in state appropriations of \$.3 million, or 4 percent, which includes operating state aid, equalization aid and Science, Technology, Engineering, and Mathematics (STEM) funding. The District's state appropriations account for 25% of total revenues. Government grants increased 2 percent or \$.07 million largely due to spending in the Title III Technology Grant. Private grants increased by 26 percent or \$.1 million in large part due to significant programs implemented by NPC Friends and Family for scholarships shifting to direct payment to students such as tuition waivers and reduced tuition. Investment earnings increased \$.7 million or 118 percent due to increasing management activity for the reserves and improving the earned interest rate with the state investment pool.

Navajo County Community College District
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Year Ended June 30, 2019

	<u>2019</u>	<u>2018</u>	<u>% Change</u>
Operating Expenses			
Educational and general:			
Instruction	\$ 9,181,020	\$ 9,555,790	-4%
Public service	23,644	32,012	-26%
Academic support	1,051,367	1,042,887	1%
Student services	4,042,358	2,068,628	95%
Institutional support	7,489,043	8,484,090	-12%
Operation and maintenance	1,681,903	1,481,875	13%
Scholarships	2,163,155	2,000,677	8%
Auxiliary enterprises	353,347	375,564	-6%
Depreciation	<u>2,185,385</u>	<u>2,200,669</u>	-1%
Total operating expenses	<u>28,171,222</u>	<u>27,242,192</u>	3%
Nonoperating Expenses			
Loss on disposal of asset	_____	42,109	
Total nonoperating expense	_____	<u>42,109</u>	
Total expenses	<u>\$28,171,222</u>	<u>\$27,284,301</u>	3%

2019 Operating Expenses by Category



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Total expenses increased by \$.9 million or 3 percent. The District continues to focus on maintaining comprehensive and quality services to the students and the needs of communities in its service area while practicing responsible stewardship. Contributing to this increase is an increase of \$2 million or 95 percent in student services programs aimed at retention, intervention and enrollment growth, coupled with increases in scholarships of \$.2 million or 8 percent. The scholarship programs aim to help remove economic barriers to students encountering obstacles in attending college due to limitations on Pell Grant availability; decreasing family, community, and tribal resources; and rising costs for basic services. Offsetting this increase is a \$1.0 million or 12 percent decrease in institutional support.

Total net position increased by \$7.8 million or 10 percent.

Capital Assets and Debt Administration

The District has a rolling 3-year plan to manage capital needs; it sets aside a portion of its unrestricted net position to address these needs. In the upcoming year the District plans to spend \$15 million on capital assets.

Additional information on the District's capital assets can be found in Note 3.

The District currently has no long-term debt other than compensated absences and pension liabilities and does not anticipate acquiring new debt in the near future.

Current Factors Having Probable Future Financial Significance

The District has four primary revenues sources: property taxes, state appropriations, government grants and contracts, and tuition and fees.

The District has historically set the property tax levy at the maximum rate allowed by statute. The District set the property tax levy at the maximum rate allowed without a Truth in Taxation Hearing for fiscal year 2019 and the same was adopted by the District Governing Board – staying within the 2 percent Truth in Taxation levy limit for 2019. Taxpayer opposition to increases in property taxes continues to grow especially with the stagnant local economy and declining assessed values in Navajo and Apache Counties.

Navajo County's largest taxpayer, Arizona Public Service is reducing its presence in the region; reducing the assessed valuation of the District annually and laying off or re-assigning plant employees to other facilities out of district. This activity results in a decline in property tax, industrial client portfolio and employer base for the area.

Overall state appropriations used to support the District's operations increased by \$.3 million, or 4 percent for fiscal year 2019 from fiscal year 2018. The District received equalization aid of \$7.1 million in fiscal year 2019, which was an increase of \$.4 million or 7 percent from the prior year. STEM funding, previously known as capital appropriations was decreased slightly and funded for \$.3 million in fiscal year 2019. Overall state funding remains consistent; however, with no reasonable expectation of continuance from one legislative budget to the next.

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Funding from external sources, including federal and local grants and contracts along with community and business partnerships, is important to the District. The District continuously pursues additional grant and partnership opportunities.

The District is in its fourth award year with a Title III grant from the U.S. Department of Education for \$1.8 million over a five-year period for its Technology to Advance Learning Outcomes at Northland (TALON) proposal. This project expands the dual credit program and continues to bring remote high school districts a distance learning environment to provide higher education credits and classes to underserved populations and regions of the District. As this grant ends in the next year, discussions are in process to expand and formalize this modality to maximize the educational footprint in our rural district.

The District also continuously evaluates its tuition and fee structure. The District is sensitive to the amount of increases it can implement based on the demographics of its service area. The District's service area covers approximately 21,158 square miles and is comprised of one of the poorest, most remote, and least populated areas in both Arizona and the United States. In-state tuition increased 3 percent, up \$2 from \$72 to \$74 per credit hour in fiscal year 2019. The District continues to offer the lowest tuition rate in the State.

Entity-wide risk assessment and capital facilities improvements will be a concentrated focus this upcoming year. While cyber and personal security are in the forefront of District concerns in order to maintain and enhance employee safety and District exposure.

Streamlining the student admission, registration, payment and enrollment process tops the District's priorities as the Enrollment Management committee implements those strategic activities relating to growing student enrollment and enhancing student success and experience. Also involved in promoting student success are objectives that create a more user friendly financial aid process and a guided pathways model for coursework. Fostering a more engaging learning environment will evolve as guiding pillars as the college plans for the future.

Requests for Information

This discussion and analysis is designed to provide a general overview of the Navajo County Community College District's finances for all those with an interest in such matters. Questions concerning any of the information provided in the basic financial statements or requests for additional information should be addressed to Administrative Services, Northland Pioneer College, PO Box 610, Holbrook, AZ 86025.

Separate financial statements are issued for Northland Pioneer College Friends & Family and Northeast Arizona Training Center, Inc., which are both discretely presented component units of Navajo County Community College District. Complete financial statements for component units can be obtained from Northland Pioneer College, PO Box 610, Holbrook, AZ 86025.

Navajo County Community College District
(Northland Pioneer College)
Statement of Net Position - Primary Government
June 30, 2019

	Business-Type Activities
Assets	
Current assets:	
Cash and cash equivalents	\$ 65,234,158
Receivables (net of allowances for uncollectibles):	
Accounts	1,474,647
Property taxes	461,818
Student	279,224
Inventories	11,331
Prepaid items	676,904
Total current assets	68,138,082
Noncurrent assets:	
Restricted assets:	
Cash and investments	262,066
Property taxes receivable (net of allowances of \$90,000)	47,825
Student receivable (net of allowances of \$1,248,078)	998,572
Capital assets, not being depreciated	733,365
Capital assets, being depreciated, net	37,609,782
Total noncurrent assets	39,651,610
Total assets	107,789,692
Deferred Outflows of Resources	
Deferred outflows related to pensions	2,304,191
Liabilities	
Current liabilities:	
Accounts payable	955,176
Accrued payroll and employee benefits	312,058
Unearned revenues	1,163,414
Current portion of compensated absences payable	311,680
Total current liabilities	2,742,328
Noncurrent liabilities:	
Compensated absences payable	103,893
Net pension liability	16,875,242
Total noncurrent liabilities	16,979,135
Total liabilities	19,721,463
Deferred Inflows of Resources	
Deferred inflows related to pensions	2,672,946

(Continued)

See accompanying notes to financial statements.

Navajo County Community College District
 (Northland Pioneer College)
 Statement of Net Position - Primary Government
 June 30, 2019
 (Concluded)

	Business-Type Activities
Net Position	
Net investment in capital assets	\$ 38,343,148
Restricted:	
Nonexpendable	12,414
Endowments	
Expendable:	
Scholarships	249,652
Unrestricted	49,094,260
Total net position	\$ 87,699,474

See accompanying notes to financial statements.

Navajo County Community College District
(Northland Pioneer College)
Statement of Financial Position - Component Units
June 30, 2019

	NPC Friends & Family	Northeast Arizona Training Center, Inc.	Total
Assets			
Cash and cash equivalents	\$ 144,221	\$ 99,934	\$ 244,155
Restricted cash - savings	32,438		32,438
Investments:			
Marketable securities	368,191		368,191
Marketable securities - restricted	243,258		243,258
Real estate	6,789		6,789
Prepaid expense		14,331	14,331
Property and equipment, net of accumulated depreciation		1,786,821	1,786,821
Total assets	\$ 794,897	\$ 1,901,086	\$ 2,695,983
Net Assets			
Without donor restrictions			
Undesignated	151,009	1,901,086	2,052,095
Designated by the Board for endowment	448,360		448,360
Designated by the Board for scholarships	32,438		32,438
	631,807	1,901,086	2,532,893
With donor restrictions			
Purpose restrictions	163,090		163,090
Total net assets	794,897	1,901,086	2,695,983
 Total liabilities and net assets	 \$ 794,897	 \$ 1,901,086	 \$ 2,695,983

See accompanying notes to financial statements.

Navajo County Community College District
(Northland Pioneer College)
Statement of Revenues, Expenses, and Changes in Net Position - Primary Government
Year Ended June 30, 2019

	Business-Type Activities
Operating revenues:	
Tuition and fees, net of scholarship allowances of \$2,727,363	\$ 2,400,758
Government contracts	3,021,888
Bookstore income, net of scholarship allowances of \$25,790	9,471
Other sales and services	111,954
Other	169,684
Total operating revenues	5,713,755
Operating expenses:	
Educational and general:	
Instruction	9,181,020
Public service	23,644
Academic support	1,051,367
Student services	4,042,358
Institutional support	7,489,043
Operation and maintenance of plant	1,681,903
Scholarships	2,163,155
Auxiliary enterprises	353,347
Depreciation	2,185,385
Total operating expenses	28,171,222
Operating loss	(22,457,467)
Nonoperating revenues:	
Property taxes	15,085,682
State appropriations	9,026,200
Government grants	3,986,711
Private grants	411,170
Share of state sales taxes	550,981
Investment earnings	1,200,154
Total nonoperating revenues	30,260,898
Increase in net position	7,803,431
Total net position, July 1, 2018	79,896,043
Total net position, June 30, 2019	\$ 87,699,474

See accompanying notes to financial statements.

Navajo County Community College District
(Northland Pioneer College)
Statement of Activities - Component Units
Year Ended June 30, 2019

	NPC Friends & Family	Northeast Arizona Training Center, Inc.	Total
Changes in net assets without donor restrictions			
Contributions	\$ 4,621	\$ 25,730	\$ 30,351
Memberships and usage fees		27,500	27,500
Interest income	26		26
Unrestricted Support		6,713	6,713
Other income		153	153
Net investment return	6,127		6,127
Net special events revenue	34,175		34,175
Total unrestricted support	44,949	60,096	105,045
Net assets released from restrictions	80,169		80,169
Total unrestricted revenues and support	125,118	60,096	185,214
Expenses:			
Program services	51,777		51,777
Support services	8,367	134,141	142,508
Total expenses	60,144	134,141	194,285
Increase (Decrease) in net assets without donor restrictions	64,974	(74,045)	(9,071)
Changes in net assets with donor restrictions			
Contributions	121,530		121,530
Net assets released from restrictions	(80,169)		(80,169)
Net investment return	16,945		16,945
Total restricted revenues and support	58,306		58,306
Expenses:			
Program services	1,500		1,500
Total expenses	1,500		1,500
Increase (Decrease) in net assets with donor restrictions	56,806		56,806
Increase (Decrease) in net assets	121,780	(74,045)	47,735
Net assets, beginning of year	673,117	1,975,131	2,648,248
Net assets, end of year	\$ 794,897	\$ 1,901,086	\$ 2,695,983

See accompanying notes to financial statements.

Navajo County Community College District
(Northland Pioneer College)
Statement of Cash Flows - Primary Government
Year Ended June 30, 2019

	Business-Type Activities
Cash flows from operating activities:	
Tuition and fees	\$ 2,356,628
Government contracts	2,475,504
Bookstore receipts	9,471
Other receipts	281,638
Payments to suppliers and providers of goods and services	(6,703,656)
Payments for employee wages and benefits	(18,550,379)
Payments to students for scholarships and loans	(2,163,155)
Net cash used for operating activities	(22,293,949)
Cash flows from noncapital financing activities:	
Property taxes	15,085,682
State appropriations	9,026,200
Government grants	4,262,148
Private grants	411,170
Share of state sales taxes	540,906
Net cash provided by noncapital financing activities	29,326,106
Cash flows from capital and related financing activities:	
Purchase and construction of capital assets	(1,149,269)
Net cash used by capital and related financing activities	(1,149,269)
Cash flows from investing activities:	
Interest received on investments	1,200,154
Net cash provided by investing activities	1,200,154
Net increase in cash and cash equivalents	7,083,042
Cash and cash equivalents, July 1, 2018	58,413,182
Cash and cash equivalents, June 30, 2019	\$ 65,496,224

(Continued)

See accompanying notes to financial statements.

Navajo County Community College District
(Northland Pioneer College)
Statement of Cash Flows - Primary Government
Year Ended June 30, 2019
(Concluded)

	Business-Type Activities
Reconciliation of operating loss to net cash used for operating activities:	
Operating loss	\$ (22,457,467)
Adjustments to reconcile operating loss to net cash used for operating activities:	
Depreciation	2,185,385
Changes in assets, deferred outflows of resources, liabilities and deferred inflows of resources:	
Student accounts receivable	(114,746)
Prepaid items	(68,497)
Net pension liability	(2,260,836)
Accounts payable	518,213
Compensated absences payable	21,621
Unearned revenue	70,616
Accrued payroll and employee benefits	(19,457)
Accounts receivable	(546,384)
Inventories	(7,770)
Deferred inflows related to pensions	370,466
Deferred outflows related to pensions	14,907
Net cash used for operating activities	\$ (22,293,949)
Reconciliation of cash and cash equivalents, as presented on the Statement of Net Position:	
Cash and cash equivalents	\$ 65,234,158
Restricted assets:	
Cash and cash investments	262,066
Total cash and cash equivalents, June 30, 2019	\$ 65,496,224

See accompanying notes to financial statements.

Navajo County Community College District
(Northland Pioneer College)
Notes to Financial Statements
June 30, 2019

Note 1 - Summary of Significant Accounting Policies

Navajo County Community College District's accounting policies conform to Generally Accepted Accounting Principles (GAAP) applicable to public institutions engaged only in business-type activities adopted by the Governmental Accounting Standards Board (GASB).

A. Reporting Entity

The District is a special-purpose government that a separately elected governing body governs. It is legally separate and fiscally independent of other state and local governments. The accompanying financial statements present the activities of the District (the primary government) and its discretely presented component units, NPC Friends & Family, Inc., and the Northeast Arizona Training Center, Inc. (NATC).

NPC Friends & Family is a legally separate, tax-exempt organization. It acts primarily as a fund-raising organization that receives gifts and bequests, administers those resources, and disburses payments to, or on behalf of, the District for scholarships and other educational purposes. Although the District does not control the timing or amount of the receipts from NPC Friends & Family, its restricted resources can be used only by or for the benefit of the District or its constituents. Consequently, NPC Friends & Family is considered a component unit of the District and is discretely presented in the District's financial statements.

For financial reporting purposes, NPC Friends & Family follows the Financial Accounting Standards Board (FASB) standards for not-for-profit organizations. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to the NPC Friends & Family's financial information included in the District's financial report. Accordingly, those financial statements have been reported on separate pages following the District's respective counterpart financial statements. For financial reporting purposes, only NPC Friends & Family's statements of financial position and activities are included in the District's financial statements as required by GAAP for public colleges and universities. NPC Friends & Family has a June 30 year-end.

During the year ended June 30, 2019, NPC Friends & Family distributed \$41,911 to the District for both restricted and unrestricted purposes. Complete financial statements for them can be obtained from NPC Friends & Family, P.O. Box 610, Holbrook, AZ 86025-0610.

NATC is a legally separate, tax-exempt organization. It acts primarily as a certified regional training center to meet the educational and testing needs of fire and law enforcement professionals in Northeast Arizona. The enabling legislation for NATC calls for the District to exercise operating control over NATC. The voting members of NATC's Board of Directors are employees of the District and the District is able to significantly influence the programs, activities or level of services provided by NATC. Consequently, NATC is considered a component unit of the District and is discretely presented in the District's financial statements.

Navajo County Community College District
(Northland Pioneer College)
Notes to Financial Statements
June 30, 2019

For financial reporting purposes, NATC follows the FASB standards for not-for-profit organizations. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to NATC's financial information included in the District's financial report. Accordingly, those financial statements have been reported on separate pages following the District's respective counterpart financial statements. For financial reporting purposes, only NATC's statements of financial position and activities are included in the District's financial statements as required by GAAP for public colleges and universities. NATC has a June 30 year-end.

Complete financial statements of NATC can be obtained from the Northeast Arizona Training Center, P.O. Box 610, Holbrook, AZ 86025-0610.

B. Basis of Presentation and Accounting

The basic financial statements include a statement of net position; a statement of revenues, expenses, and changes in net position; and a statement of cash flows.

A statement of net position provides information about the District's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position at the end of the year. Assets and liabilities are classified as either current or noncurrent. Net position is classified according to external donor restrictions or availability of assets to satisfy the District's obligations. Net investment in capital assets represents the value of capital assets, net of accumulated depreciation. Nonexpendable restricted net position includes gifts that have been received for endowment purposes, the corpus of which cannot be expended. Expendable restricted net position represents grants, contracts, gifts, and other resources that have been externally restricted for specific purposes. Unrestricted net position consists of all other resources, including those that have been designated by management to be used for other than general operating purposes.

A statement of revenues, expenses, and changes in net position provides information about the District's financial activities during the year. Revenues and expenses are classified as either operating or nonoperating, and all changes in net position are reported, including capital contributions and additions to endowments. Operating revenues and expenses generally result from exchange transactions. Accordingly, revenues such as tuition and bookstore charges, in which each party receives and gives up essentially equal values, are considered operating revenues. Other revenues, such as property taxes, state appropriations and government grants, result from transactions in which the parties do not exchange equal values and are considered nonoperating revenues. Operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets. Other expenses, such as interest expense, are considered to be nonoperating expenses.

A statement of cash flows provides information about the District's sources and uses of cash and cash equivalents during the year. Increases and decreases in cash and cash equivalents are classified as operating, noncapital financing, capital financing, or investing.

The financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Property taxes are recognized as revenues in the year for which they are levied. State appropriations are recognized as

Navajo County Community College District
 (Northland Pioneer College)
 Notes to Financial Statements
 June 30, 2019

revenue in the year in which the appropriation is first made available for use. Grants and donations are recognized as revenue as soon as all eligibility requirements the provider imposed have been met. The District eliminates all internal activity.

The District's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

C. Cash and Investments

For the statement of cash flows, the District's cash and cash equivalents are considered to be cash on hand, demand deposits, cash and investments held by the County Treasurer, investments in the State Treasurer's Local Government Investment Pool, and highly liquid investments with a maturity of 3 months or less when purchased. All investments are stated at fair value.

D. Inventories

Resale inventory is stated at the lower of cost (first-in, first-out method) or market.

E. Capital Assets

Capital assets are reported at actual cost, or estimated historical cost if historical records are not available. Donated assets are reported at acquisition value.

Capitalization thresholds (the dollar values above which asset acquisitions are added to the capital asset accounts), depreciation methods, and estimated useful lives of capital assets reported in the financial statements are as follows:

	Capitalization Threshold	Depreciation Method	Estimated Useful Life
Land	All	Not applicable	Not applicable
Buildings	5,000	Straight-line	10 – 40 years
Improvements other than buildings	5,000	Straight-line	20 – 40 years
Intangibles	5,000	Straight-line	10 – 40 years
Equipment	5,000	Straight-line	5 – 10 years
Library books	All	Straight-line	10 years

F. Deferred Outflows and Inflows of Resources

The statement of net position includes separate sections for deferred outflows of resources and deferred inflows of resources. Deferred outflows of resources represent a consumption of net position that applies to future periods that will be recognized as an expense in future periods. Deferred inflows of resources represent an acquisition of net position that applies to future periods and will be recognized as revenue in future periods.

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G. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the pension plan's fiduciary net position and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

H. Investment Earnings

Investment earnings are composed of interest, dividends, and net changes in the fair value of applicable investments.

I. Scholarship Allowances

A scholarship allowance is the difference between the stated charge for goods and services the District provides and the amount that the student or third parties making payments on the student's behalf pays. Accordingly, some types of student financial aid, such as Pell grants and scholarships the District awards, are considered scholarship allowances. These allowances are netted against tuition and fees revenues in the statement of revenues, expenses, and changes in net position.

J. Compensated Absences

Compensated absences payable consists of vacation leave employees earned based on services already rendered.

Employees may accumulate up to 224 hours of vacation depending on years of service, but they forfeit any unused vacation hours in excess of the maximum amount at the end of August each year. Upon terminating employment, the District pays all unused and un-forfeited vacation benefits to employees. Accordingly, vacation benefits are accrued as a liability in the financial statements.

Employees may accumulate up to 1040 hours of sick leave. Generally, sick leave benefits provide for ordinary sick pay and are cumulative but employees forfeit them upon terminating employment. Because sick leave benefits do not vest with employees a liability for sick leave benefits is not accrued in the financial statements.

Note 2 - Deposits and Investments

Arizona Revised Statutes (A.R.S.) requires the District to deposit special tax levies for the District's maintenance or capital outlay with the County Treasurer. A.R.S. does not require the District to deposit other public monies in its custody with the County Treasurer; however, the District must act as a prudent person dealing with another's property when making investment decisions about those monies. A.R.S. requires collateral for deposits at 102 percent of all deposits not covered by federal depository insurance. A.R.S. does not include any requirements for credit risk, concentration of credit risk, interest rate risk, or foreign currency risk for the District's investments.

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Deposits—At June 30, 2019, the carrying amount of the District’s deposits was \$1,777,516 and the bank balance was \$2,285,140. The District does not have a policy for custodial credit risk.

Investments—The District’s investments at June 30, 2019, were as follows:

External investment pools measured at fair value	Amounts
State Treasurer’s investment pool 5	\$28,597,678
County Treasurer’s investment pool	<u>35,116,251</u>
Total investments measured at fair value	<u>\$63,713,929</u>

Investments in the State Treasurer’s investment pools are valued at the pool’s share price multiplied by the number of shares the District held. The fair value of a participant’s position in the pools approximates the value of that participant’s pool shares. The investment in the County Treasurer’s pool is valued using the District’s proportionate participation in the pool because the pool’s structure does not provide for shares. The State Board of Investment provides oversight for the State Treasurer’s investment pools. No comparable oversight is provided for the County Treasurer’s investment pool.

Credit Risk—The District does not have a formal policy for credit risk. At June 30, 2019, credit risk for the District’s investments was as follows:

Investment Type	Rating	Rating Agency	Amount
State Treasurer’s investment pool 5	AAAf/S1+	Standard and Poor’s	\$28,597,678
County Treasurer’s investment pool	Unrated	Not applicable	<u>35,116,251</u>
Total			<u>\$63,713,929</u>

Custodial Credit Risk—For an investment, custodial credit risk is the risk that, in the event of the counterparty’s failure, the District will not be able to recover the value of its investments or collateral securities that are in an outside party’s possession. The District does not have a formal investment policy for custodial credit risk.

Concentration of Credit Risk—The District does not have a formal policy for concentration of credit risk.

Interest Rate Risk—The District does not have a formal policy for interest rate risk. At June 30, 2019, the District had the following investments in debt securities:

Investment Type	Amount	Weighted Average Maturity
State Treasurer’s investment pool 5	\$28,597,678	1.2 months
County Treasurer’s investment pool	<u>35,116,251</u>	14.13 months
Total	<u>\$63,713,929</u>	

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A reconciliation of cash, deposits, and investments to amounts shown on the Statement of Net Position follows:

Cash, deposits, and investments:		Statement of Net Position:	
Cash on hand	\$ 4,779	Cash and cash equivalents	\$65,234,158
Amount of deposits	1,777,516	Restricted assets:	
Amount of investments	<u>63,713,929</u>	Cash and investments	<u>262,066</u>
Total	<u>\$65,496,224</u>	Total	<u>\$65,496,224</u>

Note 3 - Capital Assets

Capital asset activity for the year ended June 30, 2019, was as follows:

	Balance July 1, 2018	Increases	Decreases	Balance June 30, 2019
Capital assets not being depreciated:				
Land	\$ 709,291	\$ 24,074		\$ 733,365
Construction in progress	<u>1,310,814</u>		<u>\$1,310,815</u>	
Total capital assets not being depreciated	<u>2,020,105</u>	<u>24,074</u>	<u>1,310,815</u>	<u>733,365</u>
Capital assets being depreciated:				
Buildings	42,980,010	385,607		43,365,617
Equipment	7,808,694	598,476		8,407,170
Improvements other than buildings	10,501,263	1,396,660		11,897,923
Library books	<u>592,672</u>	<u>87,228</u>	<u>31,954</u>	<u>647,939</u>
Total capital assets being depreciated	<u>61,882,638</u>	<u>2,467,965</u>	<u>31,954</u>	<u>64,318,649</u>
Less accumulated depreciation for:				
Buildings	14,997,167	873,821		15,870,988
Equipment	5,155,742	946,725		6,102,467
Improvements other than buildings	4,080,613	315,951		4,396,564
Library books	<u>289,959</u>	<u>48,888</u>		<u>338,847</u>
Total accumulated depreciation	<u>24,523,481</u>	<u>2,185,385</u>		<u>26,708,866</u>
Total capital assets being depreciated, net	<u>37,359,157</u>	<u>282,580</u>	<u>31,954</u>	<u>37,609,783</u>
Capital assets, net	<u>\$39,379,263</u>	<u>\$ 306,654</u>	<u>\$1,342,769</u>	<u>\$38,343,148</u>

Note 4 - Construction Commitments

As of June 30, 2019, the District had entered into a contract for an HVAC improvement project at White Mountain Campus. The amount spent on this project as of June 30, 2019 was \$221,248. The remaining commitment on this project is approximately \$20,000 and is expected to be completed in fiscal year 2020. This project is being financed by unrestricted net position designated by the District Governing Board for these purposes.

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Note 5 - Long-Term Liabilities

The following schedule details the District's long-term liability and obligation activity for the year ended June 30, 2019:

	Balance July 1, 2018	Additions	Reductions	Balance June 30, 2019	Due within 1 year
Compensated absences payable	\$ 393,952	\$ 462,710	\$ 441,089	\$ 415,573	\$311,680
Net pension liability	<u>19,136,078</u>	<u>2,731,431</u>	<u>4,992,267</u>	<u>16,875,242</u>	
Total long-term liabilities	<u>\$19,530,030</u>	<u>\$3,194,141</u>	<u>\$5,433,356</u>	<u>\$17,290,815</u>	<u>\$311,680</u>

Note 6 - Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District participates with other Arizona community college districts and school districts in the Arizona School Risk Retention Trust, Inc. (Trust), a public entity risk pool. The Trust insures the District against liabilities arising from general liability, professional liability, property, automobile, and commercial crime risks. The coverage limit for general liability is \$10 million per occurrence with no deductible. The coverage limit for employer's liability is \$2 million with a \$500,000 deductible. The coverage limit for cyber liability is \$1 million per occurrence with a \$15 million aggregate limit shared with all Trust members with a \$5,000 deductible. The coverage limit for professional liability is \$1 million per occurrence and \$10 million aggregate limit with no deductible. Coverage limit for property insurance is based on the district's total insurable value at an estimated amount of \$63 million with a \$1,000 deductible per occurrence. The coverage limit for automobile liability is \$10 million per occurrence with no deductible. The coverage limit for commercial crime is \$1.5 million per occurrence with a \$100 deductible.

The Trust's operating agreement includes a provision for the member to be charged an additional assessment in the event that total claims paid by the Trust exceed the members' contributions and reserves in any one year. The District will be charged for any such assessment in the following year. The District has never been charged such an assessment.

The District also carries commercial insurance for other risks of loss, including workers' compensation, accidental death and dismemberment for students and employees, employee travel, and extended reporting for errors and omissions. Settled claims resulting from these risks have not exceeded commercial insurance coverage in the past 3 fiscal years. There were no uninsured losses in the year ended June 30, 2019. Property damage insurance continues to be available for occurrences reported within 30 days of the event.

The District participates with several other entities in the Mountain Public Employee Benefit (Trust). The District uses the Trust to manage risks of loss related to employee health and accident claims. The Trust is a public entity risk pool operating as a common risk management and insurance program for its member school districts. The Trust is funded by irrevocable contributions from the District for employee coverage and from employees for dependent coverage. The Trust, which is managed by a separate board of directors, allows the fund to be self-funded, insured, or both. Additionally, if the Trust becomes insolvent, the District may be assessed, on a pro-rata basis, an additional assessment not to exceed the amount of the annual contribution. Should the District withdraw from the Trust, it would then be

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responsible for its proportional share of claims and would forfeit all rights to the return of any surplus, unearned contributions, or other legally permitted distributions from the Trust. Whether the District withdraws or the Trust becomes insolvent, the District remains liable for assessments for liabilities of the Trust incurred during the District's period of membership in the Trust.

Note 7 - Operating Leases

The District leases land, classroom and office space, information systems equipment, and vehicles under the provisions of various long-term lease agreements classified as operating leases for accounting purposes. Rental expenses under the terms of the operating leases were \$248,332 for the year ended June 30, 2019. The operating leases have remaining non-cancelable terms of 1 to 5 years and provide renewal options.

The following future minimum payments were required under the operating leases at June 30, 2019:

Year ending June 30	
2020	\$119,127
2021	78,856
2022	80,255
2023	<u>74,487</u>
Total minimum lease payments	<u>\$352,725</u>

Note 8 - Pension Benefits

Plan description—District employees participate in the Arizona State Retirement System (ASRS). The ASRS administers a cost-sharing multiple-employer defined benefit pension plan. The Arizona State Retirement System Board governs the ASRS according to the provisions of A.R.S. Title 38, Chapter 5, Articles 2 and 2.1. ASRS is a component unit of the State of Arizona. The ASRS issues a publicly available financial report that includes its financial statements and required supplementary information. The report is available on its website at www.azasrs.gov.

Benefits provided—The ASRS provides retirement and survivor benefits. State statute establishes benefits terms. Retirement benefits are calculated on the basis of age, average monthly compensation, and service credit as follows:

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	Retirement	
	Initial membership date:	
	Before July 1, 2011	On or after July 1, 2011
Years of service and age required to receive benefit	Sum of years and age equal 80 10 years, age 62 5 years, age 50* any years, age 65	30 years, age 55 25 years, age 60 10 years, age 62 5 years, age 50* any years, age 65
Final average salary is based on	Highest 36 consecutive months of last 120 months	Highest 60 consecutive months of last 120 months
Benefit percent per year of service	2.1% to 2.3%	2.1% to 2.3%

* With actuarially reduced benefits.

Retirement benefits for members who joined the ASRS prior to September 13, 2013, are subject to automatic cost-of-living adjustments based on excess investment earning. Members with a membership date on or after September 13, 2013, are not eligible for cost-of-living adjustments. Survivor benefits are payable upon a member’s death. For retired members, the retirement benefit option chosen determines the survivor benefit. For all other members, the beneficiary is entitled to the member’s account balance that includes the member’s contributions and employer’s contributions, plus interest earned.

Contributions—In accordance with state statutes, annual actuarial valuations determine active member and employer contribution requirements. The combined active member and employer contribution rates are expected to finance the costs of benefits employees earn during the year, with an additional amount to finance any unfunded accrued liability. For the year ended June 30, 2019, statute required active ASRS members to contribute at the actuarially determined rate of 11.64 percent of the members’ annual covered payroll, and statute required the District to contribute at the actuarially determined rate of 11.18 percent of the active members’ annual covered payroll. In addition, the District was required by statute to contribute at the actuarially determined rate of 10.41 percent of annual covered payroll of retired members who worked for the District in positions that an employee who contributes to the ASRS would typically fill. The District’s contributions to the pension plan for the year ended June 30, 2019, were \$1,392,742.

Pension liability—At June 30, 2019, the District reported a liability of \$16,875,242 for its proportionate share of the ASRS’ net pension liability. The net asset and net liabilities were measured as of June 30, 2018. The total liability used to calculate the net asset or net liability was determined using update procedures to roll forward the total liability from an actuarial valuation as of June 30, 2017, to the measurement date of June 30, 2018. The total liabilities as of June 30, 2018, reflect changes in actuarial assumptions based on the results of an actuarial experience study for the 5-year period ended June 30, 2016, including decreasing the discount rate from 8 percent to 7.5 percent, changing the projected salary increases from 3–6.75 percent to 2.7–7.2 percent, decreasing the inflation rate from 3 percent to 2.3 percent, and changing the mortality rates.

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The District’s proportion of the net asset or net liability was based on the District’s actual contributions to the plan relative to the total of all participating employers’ contributions for the year ended June 30, 2018. The District’s proportion measured as of June 30, 2018, was .121 percent, which was a decrease of .00184 from its proportion measured as of June 30, 2017.

Pension expense and deferred outflows/inflows of resources—For the year ended June 30, 2019 the District recognized pension expense for ASRS of \$(482,498.) At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 464,899	\$ 93,030
Changes in assumptions	446,550	1,496,222
Difference between projected and actual earnings on pension plan investments		405,810
Changes in proportion and differences between district contributions and proportionate share of contributions		677,884
District contributions subsequent to the measurement date	<u>1,392,742</u>	
Total	<u>\$2,304,191</u>	<u>\$2,672,946</u>

The \$1,392,742 reported as deferred outflows of resources related to ASRS pensions resulting from district contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to ASRS pensions will be recognized in pension expense as follows:

Year ending June 30,	
2020	\$(377,310)
2021	(586,614)
2022	(615,583)
2023	(181,990)

Actuarial assumptions—The significant actuarial assumptions used to measure the total pension liability are as follows:

Actuarial valuation date	June 30, 2017
Measurement date	June 30, 2018
Actuarial cost method	Entry age normal
Discount rate	7.5%
Projected salary increases	2.7 – 7.2%
Inflation	2.3%
Permanent benefit increase	Included
Mortality rates	2017 SRA Scale U-MP

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Actuarial assumptions used in the June 30, 2017, valuation were based on the results of an actuarial experience study for the 5-year period ended June 30, 2016.

The long-term expected rate of return on ASRS plan investments was determined to be 7.5 percent using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Equity	50%	5.50%
Fixed income	30%	3.83%
Real estate	<u>20%</u>	5.85%
Total	<u>100%</u>	

Discount rate—At June 30, 2018, the discount rate used to measure the ASRS total pension liability was 7.5 percent, which was a decrease of .5 from the discount rate used as of June 30, 2017. The projection of cash flows used to determine the discount rate assumed that contributions from participating employers will be made based on the actuarially determined rates based on the ASRS Board’s funding policy, which establishes the contractually required rate under Arizona statute. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the District’s proportionate share of the ASRS net pension liability to changes in the discount rate—The following table presents the District’s proportionate share of the net pension/OPEB (asset) liability calculated using the discount rate of 7.5 percent, as well as what the District’s proportionate share of the net pension/OPEB (asset) liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.5 percent) or 1 percentage point higher (8.5 percent) than the current rate:

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
District’s proportionate share of the net pension liability	\$24,056,045	\$16,875,242	\$10,875,796

Pension plan fiduciary net position—Detailed information about the pension plan’s fiduciary net position is available in the separately issued ASRS financial report.

Pension contributions payable—The District had no pension contributions due as of June 30, 2019.

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Note 9 - Operating Expenses

The District's operating expenses are presented by functional classification in the Statement of Revenues, Expenses, and Changes in Net Position – Primary Government. The operating expenses can also be classified into the following:

Compensation and benefits	\$16,677,080
Contract services	2,129,192
Supplies and other services	3,812,496
Communications and utilities	1,153,436
Scholarships	2,163,155
Depreciation	2,185,385
Other	<u>50,477</u>
Total	<u>\$28,171,222</u>

The District uses credit cards to pay certain vendors for goods or services. The District did not receive any reward, discount, incentive or other financial consideration resulting from credit card payments for the year ended June 30, 2019.

Note 10 - Discretely Presented Component Units Disclosures

A. Summary of Significant Accounting Policies

The significant accounting policies of NPC Friends & Family and NATC are described below to enhance the usefulness of the financial statements to the reader.

Nature of the Component Units—NPC Friends & Family is a not-for-profit corporation operating in accordance with Section 501(c)(3) of the Internal Revenue Code. It is located in Snowflake, AZ, and provides supplemental philanthropic support for students, programs and services that advance the mission of Northland Pioneer College (College). NPC Friends & Family receives cash contributions, gifts, membership dues, and rental income, and administers and invests securities and property, conducts special-event fundraisers, and disburses payments to the College for educational purposes.

NATC is a not-for-profit corporation operating in accordance with Section 501(c)(3) of the Internal Revenue Code. NATC owns and operates a regional training center located in Taylor, AZ, which 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 of NPC Friends & Family and NATC have been prepared on the accrual basis of accounting. All revenues received for support of current operations are immediately recorded as revenues while revenues received for support of future operations are deferred and recognized over the periods to which the revenues relate.

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Financial Statement Presentation—NPC Friends & Family and NATC are required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

Income Taxes—NPC Friends & Family and NATC are 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, NPC Friends & Family qualifies for the charitable deduction under Internal Revenue Section 170(b)(1)(A).

NPC Friends & Family and NATC file informational tax returns with the U.S. federal and Arizona state governments.

Use of Estimates—The preparation of financial statements in conformity with Generally Accepted Accounting Principles (GAAP) in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents—NPC Friends & Family and NATC recognize highly liquid investments with an original maturity of three months or less as cash equivalents and are stated at fair value.

Investments—NPC Friends & Family recognizes investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the Statement of Financial Position. Unrealized gains and losses are included in the change in net assets.

NATC has no investments as of June 30, 2019.

Property & Equipment—NATC capitalizes purchased property and equipment 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 their estimated fair value on the date of donation. Property and equipment are depreciated using the straight-line method over the estimated useful lives of the related assets, which range from 5 to 50 years.

Contributions—NPC Friends & Family and NATC record contributions received as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions.

Endowment Funds—NPC Friends & Family 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 NPC Friends & Family with guidance on accounting for the net asset classification of such endowment funds.

Property Held for Sale—NPC Friends & Family receives certain assets from donors that are held for resale. Such assets are recorded at their approximate fair market values at the date of donation. Property held for sale as of June 30, 2019 is reported as real estate investments.

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Date of Management’s Review—Management has reviewed events subsequent to June 30, 2019, up through the financial statements report date, for NPC Friends & Family, August 22, 2019, and for NATC, August 22, 2019. Management has also reviewed events subsequent to the component units’ financial statement report date up through the District’s financial statements report date to evaluate their effect on the fair presentation of the financial statements. As of the District’s report date, 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 either NPC Friends & Family or of NATC.

B. Cash

The total cash held by NPC Friends & Family and NATC at June 30, 2019, are as follows:

	NPC Friends and Family	NATC
Checking	\$144,221	\$99,934
Money market	611,449	
Savings	<u>32,438</u>	
	<u>\$788,108</u>	<u>\$99,934</u>
Unrestricted cash	\$512,412	\$99,934
Restricted cash	<u>275,696</u>	
	<u>\$788,108</u>	<u>\$99,934</u>

C. Fair Value Measurements

The following table represents the NPC Friends & Family fair value hierarchy for its financial assets (cash and investments) measured at fair value on a recurring basis as of June 30, 2019.

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

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

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

Assets	Level 1	Level 3	Total
Cash	\$176,659		\$176,659
Endowment investments	611,450		611,450
Real estate investments		<u>\$6,789</u>	<u>6,789</u>
Total	<u>\$788,109</u>	<u>\$6,789</u>	<u>\$794,898</u>

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NATC had no fair value measurements as of June 30, 2019.

D. Investments

Investments are stated at fair market value as of June 30, 2019.

For the year ended June 30, 2019, NPC Friends & Family had investments consisting of marketable securities held with Edward Jones and real estate comprising several lots of land. The marketable securities have a fair value of \$611,450 and the real estate value was approximately \$6,789 as of June 30, 2019.

NATC had no investments as of June 30, 2019.

E. Property and Equipment

The total property and equipment held by NATC at June 30, 2019 are as follows:

	NATC
Land	\$ 110,000
Buildings	620,740
Training facilities	2,151,697
Other capital equipment	<u>25,730</u>
	2,908,167
Less accumulated depreciation	<u>(1,121,346)</u>
	<u>\$ 1,786,821</u>

NPC Friends and Family had no property and equipment as of June 30, 2019.

F. Restrictions on Net Assets

NPC Friends & Family had net assets with donor restrictions in the amount of \$163,090 as of June 30, 2019, consisting of donated contributions and investment earnings, which are available for scholarships in future years.

NATC had no restricted net assets as of June 30, 2019.

G. 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.

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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 6 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.

Navajo County Community College District
(Northland Pioneer College)
Notes to Financial Statements
June 30, 2019

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.

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, NPC Friends and Family had the following net asset composition by fund type:

	2019		Total
	Without Donor Restrictions	With Donor Restrictions	
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		<u>(47,494)</u>	<u>(47,494)</u>
Endowment net assets, end of year	<u>\$448,360</u>	<u>\$163,090</u>	<u>\$611,450</u>

NATC had no endowment funds as of June 30, 2019.

H. Related Parties

For the year ended June 30, 2019, NPC Friends & Family received support from the College. The Executive Director for NPC Friends & Family is an employee of the College. The value for this service is not recorded on NPC Friends & Family’s financial statements.

For the year ended June 30, 2019 NATC received certain use of facilities and staff services from the College. However, since these provided facilities and services also benefit NPC’s educational programs, no value for these amounts are recorded on NATC’s financial statements.

Required Supplementary Information



Northland Pioneer College
EXPANDING MINDS • TRANSFORMING LIVESSM

Navajo County Community College District
(Northland Pioneer College)
Required Supplementary Information
Schedule of District's Proportionate Share of the Net Pension Liability
June 30, 2019

Arizona State Retirement System	Reporting Fiscal Year (Measurement Date)					2014 through 2010
	2019 (2018)	2018 (2017)	2017 (2016)	2016 (2015)	2015 (2014)	
District's proportion of the net pension liability	0.121000%	0.122840%	0.129700%	0.135990%	0.132141%	
District's proportionate share of the net pension liability	\$16,875,242	\$19,136,078	\$20,934,883	\$21,181,785	\$19,552,338	
District's covered payroll	\$12,064,178	\$12,028,742	\$12,224,338	\$12,601,405	\$11,937,540	
District's proportionate share of the net pension liability as a percentage of its covered payroll	139.88%	159.09%	171.26%	168.09%	163.79%	Information not available
Plan fiduciary net position as percentage of the total pension liability	73.40%	69.92%	67.06%	68.35%	69.49%	

Navajo County Community College District
(Northland Pioneer College)
Required Supplementary Information
Schedule of District's Pension Contributions
June 30, 2019

Arizona State Retirement System	Reporting Fiscal Year						2013 through 2010
	2019	2018	2017	2016	2015	2014	
Statutorily required contribution	\$ 1,392,742	\$ 1,310,764	\$ 1,292,303	\$ 1,317,742	\$ 1,362,612	\$ 1,223,689	
District's contributions in relation to the statutorily required contribution	<u>1,392,742</u>	<u>1,310,764</u>	<u>1,292,303</u>	<u>1,317,742</u>	<u>1,362,612</u>	<u>1,223,689</u>	Information not available
District's contribution deficiency (excess)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
District's covered payroll	\$12,475,283	\$12,064,178	\$12,028,742	\$12,224,338	\$12,601,405	\$11,937,540	
District's contributions as a percentage of covered payroll	11.16%	10.86%	10.74%	10.78%	10.81%	10.25%	

Statistical Section



Northland Pioneer College
EXPANDING MINDS • TRANSFORMING LIVESSM

Statistical Section Introduction

In accordance with Governmental Accounting Standards Boards Statement No. 44, Economic Condition Reporting: This is the statistical section of Navajo County Community College District's (the District) comprehensive annual financial report (CAFR). The information in this section is presented in detail and is compiled data over ten years that addresses key areas that relate to the overall nature of the institution.

Financial Trends

These schedules contain trend information to help the reader understand how the District's financial performance and well-being have changed over-time.

- Net Position by Component
- Changes in Net Position
- Expenses by Function
- Expenses by Use
- Revenues by Source
- Statutory Limit to Budgeted Expenditures

Revenue Capacity

These schedules contain information to help the reader assess the District's most significant local revenue sources: tuition and property tax.

- Assessed Valuation, Tax Rate, and Estimated Actual Value
- Property Tax Levies and Collections
- Property Tax Rates, Direct and Overlapping Governments
- Principal Taxpayers
- Historic General Resident Tuition

Debt Capacity

These schedules present information to help the reader assess the affordability of the District's current levels of outstanding debt and the District's ability to issue additional debt in the future.

- Ratios of Outstanding Debt by Type
- Computation of Legal Debt Margin
- Debt Service Coverage (schedule is excluded since there is no debt service or secondary property tax levied for the last 10 years as of fiscal year 2019.)

Demographic and Economic Information

These schedules offer demographic and economic indicators to help the reader understand the environment within which the District's financial activities take place.

- Schedule of Demographic and Economic Statistics
- Schedule of Employment by Sector and Major Employers
- Enrollment and Degree Statistics
- Student Enrollment and Demographic Statistics

Operating Information

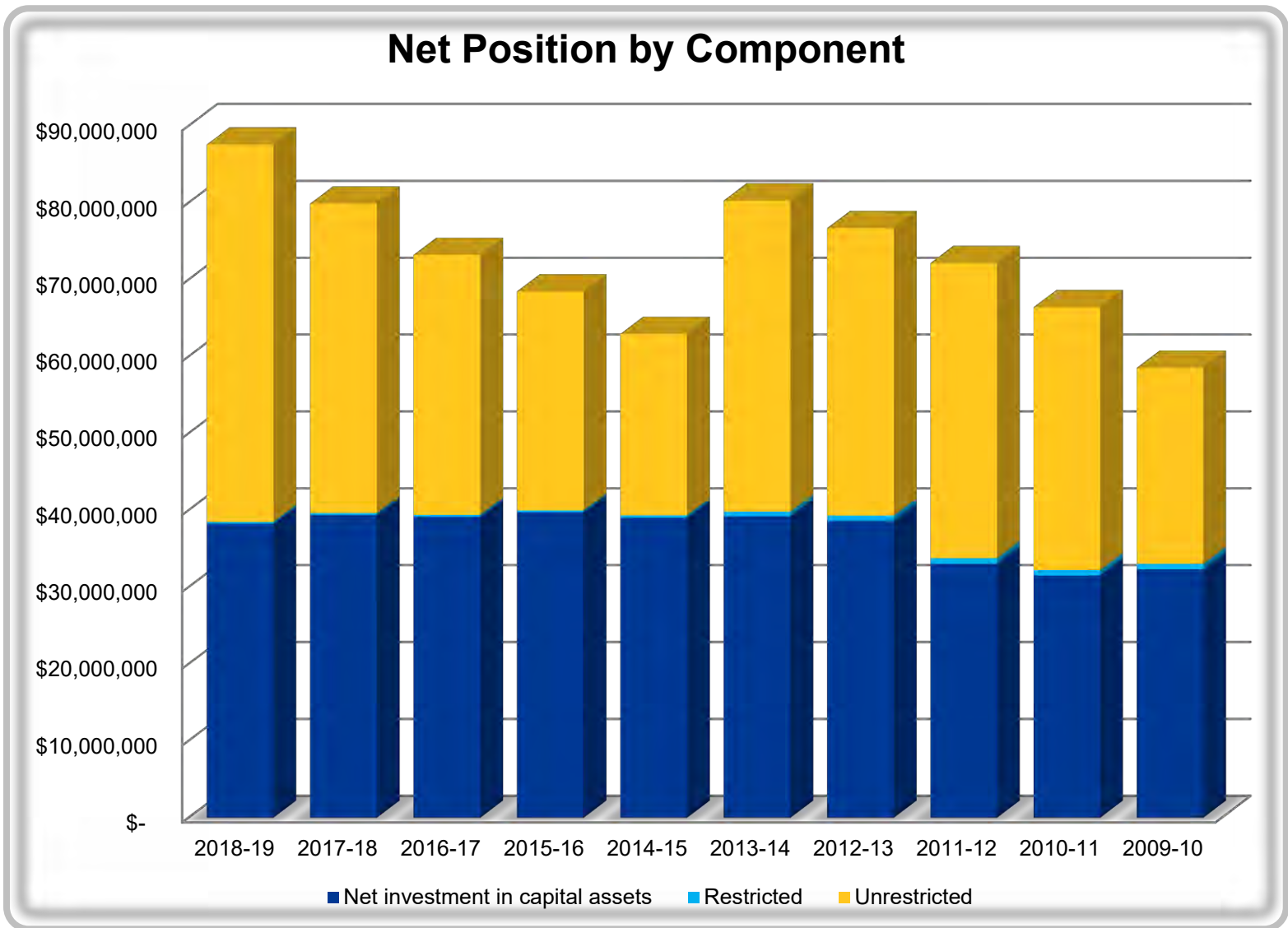
These schedules contain service and infrastructure data to help the reader understand how the information in the District's financial report relates to the services the District provides and the activities it performs.

- Employee Statistics
- Schedule of Capital Asset Information

**Navajo County Community College District
(Northland Pioneer College)
Net Position by Component
Last Ten Fiscal Years**

	2018-19	2017-18	2016-17	2015-16	2014-15
Primary government					
Net investment in capital assets	\$ 38,343,148	\$ 39,379,263	\$ 39,149,874	\$ 39,736,346	\$ 39,022,715
Restricted	262,066	256,361	253,180	251,756	314,958
Unrestricted	49,094,260	40,260,419	33,813,905	28,481,396	23,599,386
Total primary government net position	\$ 87,699,474	\$ 79,896,043	\$ 73,216,959	\$ 68,469,498	\$ 62,937,059

	2013-14	2012-13	2011-12	2010-11	2009-10
Primary government					
Net investment in capital assets	\$ 39,231,822	\$ 38,626,891	\$ 33,030,762	\$ 31,503,651	\$ 32,314,878
Restricted	612,712	691,628	735,512	717,570	716,192
Unrestricted	40,454,224	37,382,691	38,388,993	34,195,371	25,496,949
Total primary government net position	\$ 80,298,758	\$ 76,701,210	\$ 72,155,267	\$ 66,416,592	\$ 58,528,019



Source:
Audited financial statements.

**Navajo County Community College District
(Northland Pioneer College)
Changes in Net Position
Last Ten Fiscal Years**

	2018-19	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12 (1)	2010-11 (2)	2009-10
Operating revenues:										
Tuition and fees, net scholarship allowances	\$ 2,400,758	\$ 2,328,188	\$ 2,388,164	\$ 2,478,625	\$ 2,357,891	\$ 2,295,137	\$ 2,466,640	\$ 2,690,260	\$ 2,319,373	\$ 3,062,113
Government contracts	3,021,888	2,516,324	2,808,825	2,606,064	3,283,218	3,156,936	2,969,273	2,638,049	2,060,376	1,868,359
Bookstore income, net of scholarship allowances	9,471	8,549	12,231	61,854	48,491	66,720	42,460	33,564	28,892	701,123
Other	281,638	270,958	412,543	330,747	334,987	352,295	379,831	291,648	369,299	297,825
Total operating revenues	5,713,755	5,124,019	5,621,763	5,477,290	6,024,587	5,871,088	5,858,204	5,653,521	4,777,940	5,929,420
Operating expenses:										
Instruction	9,181,020	9,555,791	9,592,910	10,304,514	10,927,034	9,761,727	9,660,102	8,827,606	8,450,971	9,067,801
Public service	23,644	32,012	35,657	29,904	29,159	35,889	29,387	25,647	13,128	14,178
Academic support	1,051,367	1,042,887	1,087,234	1,048,291	1,074,313	1,046,927	1,047,037	1,009,880	996,556	985,173
Student services	4,042,358	2,068,628	2,161,513	2,155,979	2,116,755	2,143,989	2,151,538	2,015,021	1,532,942	3,750,620
Institutional Support	7,489,043	8,484,090	8,204,043	7,959,606	8,719,606	8,475,611	8,308,926	8,481,782	6,681,808	7,151,218
Operation and maintenance of plant	1,681,903	1,481,875	2,270,571	1,780,832	1,941,192	2,118,547	1,867,890	1,758,007	1,563,034	1,599,258
Scholarships	2,163,155	2,000,677	2,133,721	2,292,036	2,273,228	2,240,669	2,570,647	3,094,923	3,128,320	609,337
Auxiliary enterprises	353,347	375,564	371,401	592,749	399,147	559,067	451,470	404,767	1,217,755	1,270,886
Depreciation	2,185,385	2,200,669	2,375,273	2,172,776	2,053,133	1,838,484	1,544,414	1,366,808	1,320,494	1,435,550
Total operating expenses	28,171,222	27,242,192	28,232,323	28,336,687	29,533,567	28,220,910	27,631,411	26,984,441	24,905,008	25,884,021
Operating loss	(22,457,467)	(22,118,173)	(22,610,560)	(22,859,397)	(23,508,980)	(22,349,822)	(21,773,207)	(21,330,920)	(20,127,068)	(19,954,601)
Nonoperating revenues (expenses):										
Property taxes	15,085,682	14,879,623	14,383,804	14,430,117	13,980,187	13,153,327	13,180,294	12,703,703	11,988,497	11,353,707
State appropriations	9,026,200	8,690,200	8,041,200	7,777,000	7,276,900	7,160,800	7,059,800	8,181,800	10,214,000	10,214,000
Government grants	3,986,711	3,921,699	3,800,723	5,126,742	4,728,837	4,740,596	5,018,111	5,502,290	4,955,825	4,956,184
Private grants (3)	411,170	326,482	381,230	436,779	297,567	304,219	325,919	360,370	345,534	450,763
Share of state sales taxes	550,981	471,721	474,310	427,216	423,082	435,192	545,682	372,308	386,743	422,737
Investment earnings	1,200,154	549,641	279,951	188,535	160,532	148,526	170,717	136,283	124,907	130,891
Interest expense	-	-	(1,574)	(3,037)	(3,470)	(5,138)	-	(6,854)	(3,428)	-
Gain/(loss) on disposal of capital assets	-	(42,109)	(1,623)	8,484	41,100	(112,752)	18,627	(180,305)	3,563	-
Other	-	-	-	-	-	-	-	-	-	-
Total nonoperating revenues and expenses	30,260,898	28,797,257	27,358,021	28,391,836	26,904,735	25,824,770	26,319,150	27,069,595	28,015,641	27,528,282
Income before other revenues, expenses, gains or loss	7,803,431	6,679,084	4,747,461	5,532,439	3,395,755	3,474,948	4,545,943	5,738,675	7,888,573	7,573,682
Capital appropriations	-	-	-	-	-	122,600	-	-	-	-
Increase in net position	7,803,431	6,679,084	4,747,461	5,532,439	3,395,755	3,597,548	4,545,943	5,738,675	7,888,573	7,573,682
Total net position, July 1 (4)	79,896,043	73,216,959	68,469,498	62,937,059	59,541,304	76,701,210	72,155,267	66,416,592	58,528,019	50,954,337
Total net position, June 30	\$ 87,699,474	\$ 79,896,043	\$ 73,216,959	\$ 68,469,498	\$ 62,937,059	\$ 80,298,758	\$ 76,701,210	\$ 72,155,267	\$ 66,416,592	\$ 58,528,019

Source:

Audited financial statements except as reclassified in (3) and (4).

Notes:

(1) Starting in fiscal year 2011-12, Tuition and fees, net of scholarship allowances and Government contracts were adjusted to reclassify tuition waivers associated with an intergovernment agreement as a scholarship allowance.

(2) Starting in fiscal year 2010-11, expenses for Scholarships and Students services were adjusted to reclassify payments made to students for student financial aid and scholarships. These payments were reported as Student services in prior years.

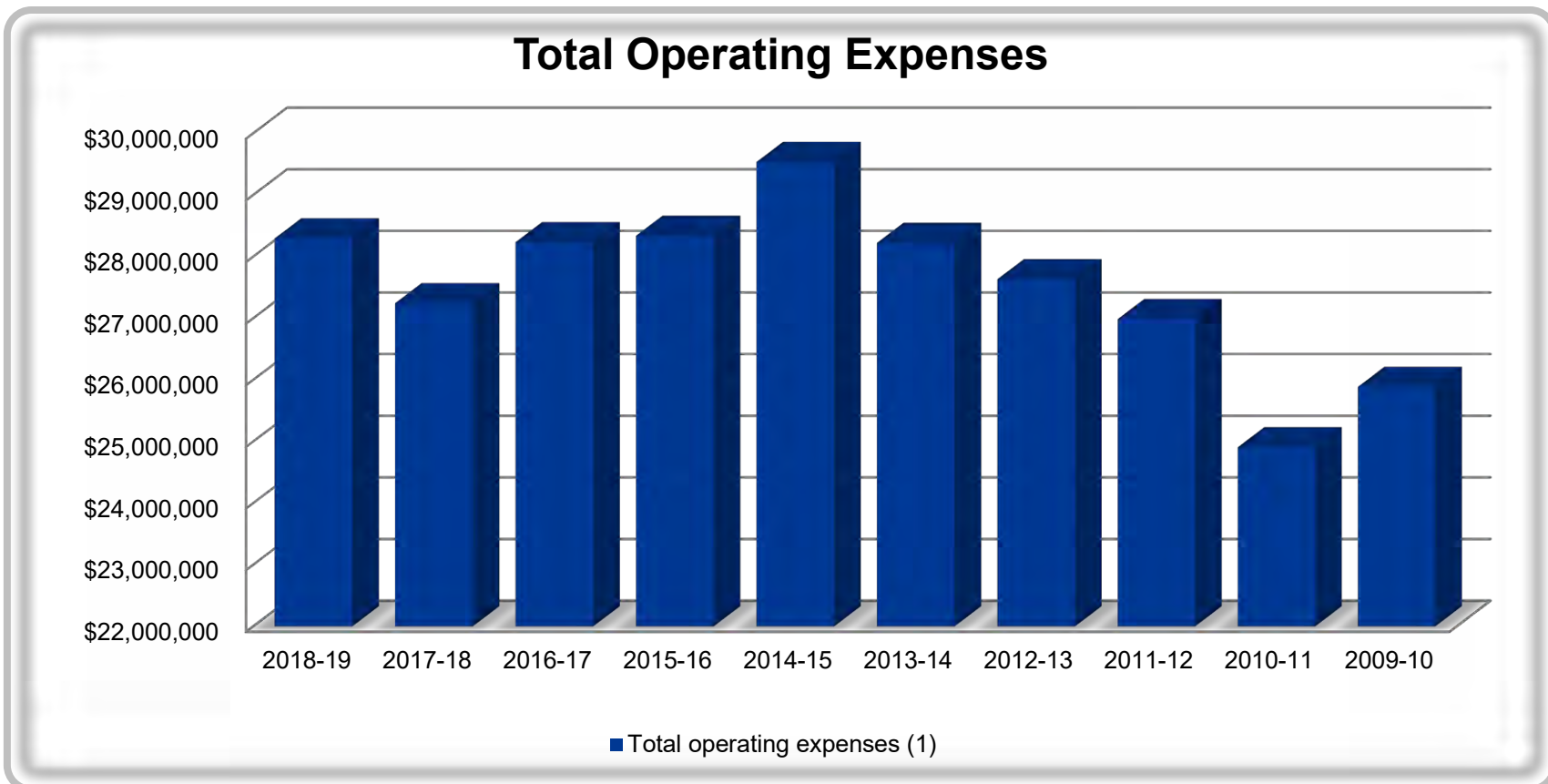
(3) In fiscal year 2011-12, Private grants were adjusted to reclassify the amounts from operating to nonoperating revenues. For comparability purposes, prior years have been reclassified.

(4) In fiscal year 2014-15, beginning net position was restated for implementation of GASB Statement No. 68, Accounting and Financial Reporting for Pensions.

**Navajo County Community College District
(Northland Pioneer College)
Expenses by Function
Last Ten Fiscal Years**

	2018-19	2017-18	2016-17	2015-16	2014-15
Instruction	\$ 9,181,020	\$ 9,555,791	\$ 9,592,910	\$ 10,304,514	\$ 10,927,034
Public service	23,644	32,012	35,657	29,904	29,159
Academic support	1,051,367	1,042,887	1,087,234	1,048,291	1,074,313
Student services	4,042,358	2,068,628	2,161,513	2,155,979	2,116,755
Institutional support	7,489,043	8,484,090	8,204,043	7,959,606	8,719,606
Operation and maintenance of plant	1,681,903	1,481,875	2,270,571	1,780,832	1,941,192
Scholarships	2,163,155	2,000,677	2,133,721	2,292,036	2,273,228
Auxiliary enterprises	353,347	375,564	371,401	592,749	399,147
Depreciation	2,185,385	2,200,669	2,375,273	2,172,776	2,053,133
Total operating expenses	28,171,222	27,242,192	28,232,323	28,336,687	29,533,567
Interest expense	-	-	1,574	3,037	3,470
Loss on disposal of capital assets	-	42,109	1,623	-	-
Other	-	-	-	-	-
Total nonoperating expenses	-	42,109	3,197	3,037	3,470
Total expenses	\$ 28,171,222	\$ 27,284,301	\$ 28,235,520	\$ 28,339,724	\$ 29,537,037

	2013-14	2012-13	2011-12	2010-11 (1)	2009-10
Instruction	\$ 9,761,727	\$ 9,660,102	\$ 8,827,606	\$ 8,450,971	\$ 9,067,801
Public service	35,889	29,387	25,647	13,128	14,178
Academic support	1,046,927	1,047,037	1,009,880	996,556	985,173
Student services	2,143,989	2,151,538	2,015,021	1,532,942	3,750,620
Institutional support	8,475,611	8,308,926	8,481,782	6,681,808	7,151,218
Operation and maintenance of plant	2,118,547	1,867,890	1,758,007	1,563,034	1,599,258
Scholarships	2,240,669	2,570,647	3,094,923	3,128,320	609,337
Auxiliary enterprises	559,067	451,470	404,767	1,217,755	1,270,886
Depreciation	1,838,484	1,544,414	1,366,808	1,320,494	1,435,550
Total operating expenses	28,220,910	27,631,411	26,984,441	24,905,008	25,884,021
Interest expense	5,138	-	6,854	3,428	-
Loss on disposal of capital assets	112,752	-	180,305	-	-
Other	-	-	-	-	-
Total nonoperating expenses	117,890	-	187,159	3,428	-
Total expenses	\$ 28,338,800	\$ 27,631,411	\$ 27,171,600	\$ 24,908,436	\$ 25,884,021



Source:

Audited financial statements.

Note:

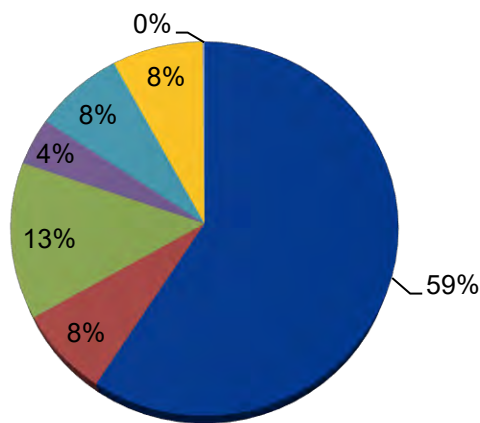
(1) Starting in fiscal year 2010-11, expenses for Scholarships and Student services were adjusted to reclassify payments made to students for student financial aid and scholarships. These payments were reported as Student services in prior years.

**Navajo County Community College District
(Northland Pioneer College)
Expenses by Use
Last Ten Fiscal Years**

	2018-19	2017-18	2016-17	2015-16	2014-15
Compensation and benefits (1)	\$ 16,677,080	\$ 16,818,499	\$ 17,121,078	\$ 17,635,444	\$ 18,189,910
Contract services	2,129,192	2,089,793	1,862,246	2,346,731	2,109,597
Supplies and other services	3,812,496	2,995,683	3,627,164	2,703,472	3,775,418
Communications and utilities	1,153,436	1,142,965	1,098,569	1,178,132	1,146,620
Scholarships	2,163,155	1,998,572	2,133,721	2,292,036	2,273,228
Depreciation	2,185,385	2,200,669	2,375,273	2,172,776	2,053,133
Other	50,477	(3,990)	14,272	8,096	(14,339)
Total operating expenses	28,171,222	27,242,192	28,232,323	28,336,687	29,533,567
Non operating expenses	-	42,109	3,197	3,037	3,470
Total expenses	\$ 28,171,222	\$ 27,284,301	\$ 28,235,520	\$ 28,339,724	\$ 29,537,037

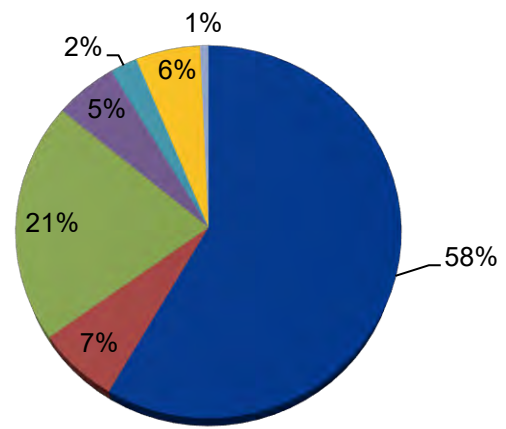
	2013-14	2012-13	2011-12	2010-11 (2)	2009-10
Compensation and benefits (1)	\$ 17,200,507	\$ 16,939,312	\$ 15,550,537	\$ 14,290,694	\$ 15,122,656
Contract services	2,243,436	2,138,098	2,680,066	1,621,476	1,729,224
Supplies and other services	3,550,497	3,223,900	3,086,612	3,289,474	5,399,355
Communications and utilities	1,086,284	1,191,308	1,183,082	1,232,953	1,399,939
Scholarships	2,240,669	2,570,647	3,094,923	3,128,320	609,337
Depreciation	1,838,484	1,544,414	1,366,808	1,320,494	1,435,550
Other	61,033	23,732	22,413	21,597	187,960
Total operating expenses	28,220,910	27,631,411	26,984,441	24,905,008	25,884,021
Non operating expenses	117,890	-	187,159	3,428	-
Total expenses	\$ 28,338,800	\$ 27,631,411	\$ 27,171,600	\$ 24,908,436	\$ 25,884,021

FY18-19 Expenses by Use



- Compensation and benefits (1)
- Supplies and other services
- Scholarships
- Other - operating & nonoperating
- Contract services
- Communications and utilities
- Depreciation

FY09-10 Expenses by Use



- Compensation and benefits (1)
- Supplies and other services
- Scholarships
- Other - operating & nonoperating
- Contract services
- Communications and utilities
- Depreciation

Source:

Audited financial statements.

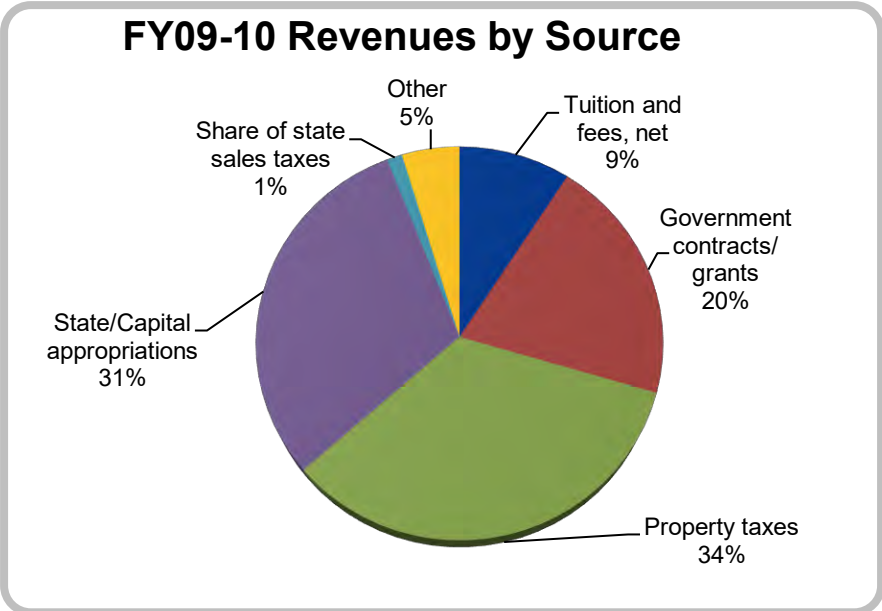
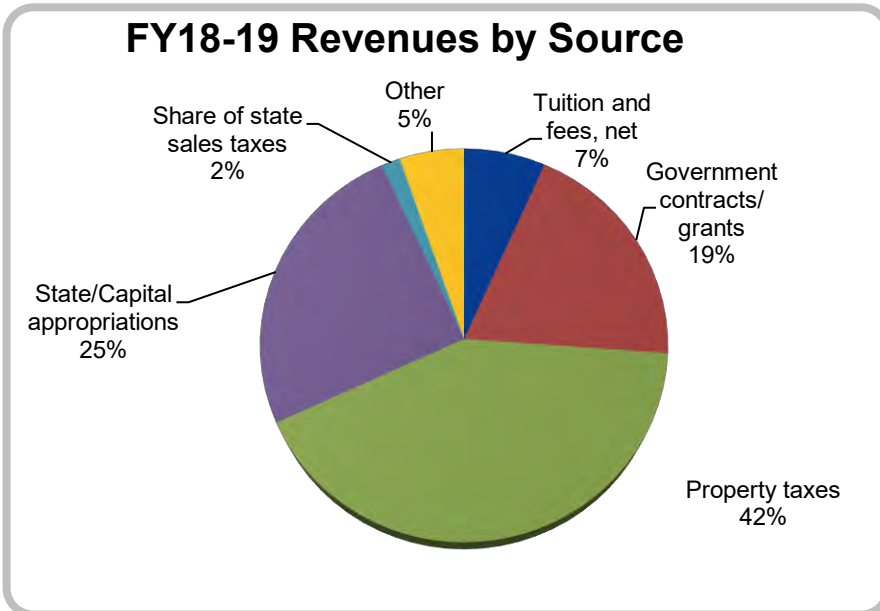
Notes:

- (1) Starting in fiscal year 2013-14, Compensation and benefits replaced Personal services to more accurately describe the expense category.
- (2) Starting in fiscal year 2010-11, expenses for Scholarships and Students services were adjusted to reclassify payments made to students for student financial aid and scholarships. These payments were reported as Supplies and other services in prior year.

**Navajo County Community College District
(Northland Pioneer College)
Revenues by Source
Last Ten Fiscal Years**

	2018-19	2017-18	2016-17	2015-16	2014-15
Tuition and fees, net	\$ 2,400,758	\$ 2,328,188	\$ 2,388,164	\$ 2,478,625	\$ 2,357,891
Government contracts	3,021,888	2,516,324	2,808,825	2,606,064	3,283,218
Bookstore income, net	9,471	8,549	12,231	61,854	48,491
Other	281,638	270,958	412,543	330,747	334,987
Total operating revenue	5,713,755	5,124,019	5,621,763	5,477,290	6,024,587
Property taxes	15,085,682	14,879,623	14,383,804	14,430,117	13,980,187
State appropriations	9,026,200	8,690,200	8,041,200	7,777,000	7,276,900
Government grants	3,986,711	3,921,699	3,800,723	5,126,742	4,728,837
Private grants (2)	411,170	326,482	381,230	436,779	297,567
Share of state sales taxes	550,981	471,721	474,310	427,216	423,082
Investment earnings	1,200,154	549,641	279,951	188,535	160,532
Gain on disposal of capital assets	-	-	-	8,484	41,100
Total nonoperating revenues	30,260,898	28,839,366	27,361,218	28,394,873	26,908,205
Capital appropriations	-	-	-	-	-
Total revenues	\$ 35,974,653	\$ 33,963,385	\$ 32,982,981	\$ 33,872,163	\$ 32,932,792

	2013-14	2012-13	2011-12 (1)	2010-11	2009-10
Tuition and fees, net	\$ 2,295,137	\$ 2,466,640	\$ 2,690,260	\$ 2,319,373	\$ 3,062,113
Government contracts	3,156,936	2,969,273	2,638,049	2,060,376	1,868,359
Bookstore income, net	66,720	42,460	33,564	28,892	701,123
Other	352,295	379,831	291,648	369,299	297,825
Total operating revenue	5,871,088	5,858,204	5,653,521	4,777,940	5,929,420
Property taxes	13,153,327	13,180,294	12,703,703	11,988,497	11,353,707
State appropriations	7,160,800	7,059,800	8,181,800	10,214,000	10,214,000
Government grants	4,740,596	5,018,111	5,502,290	4,955,825	4,956,184
Private grants (2)	304,219	325,919	360,370	345,534	450,763
Share of state sales taxes	435,192	545,682	372,308	386,743	422,737
Investment earnings	148,526	170,717	136,283	124,907	130,891
Gain on disposal of capital assets	-	18,627	-	3,563	-
Total nonoperating revenues	25,942,660	26,319,150	27,256,754	28,019,069	27,528,282
Capital appropriations	122,600	-	-	-	-
Total revenues	\$ 31,936,348	\$ 32,177,354	\$ 32,910,275	\$ 32,797,009	\$ 33,457,702



Source:
Audited financial statements except as reclassified in (2).

Notes:
(1) Starting in fiscal year 2011-12, Tuition and fees, net of scholarship allowances and Government contracts were adjusted to reclassify tuition waivers associated with an intergovernment agreement as a scholarship allowance.
(2) In fiscal year 2011-12, Private grants were adjusted to reclassify the amounts from operating to nonoperating revenues. For comparability purposes, prior years have been reclassified.

**Navajo County Community College District
(Northland Pioneer College)
Expenditure Limitation
Statutory Limit to Budgeted Expenditures
Last Ten Fiscal Years**

Fiscal Year	Statutory Expenditure Limitation (1)	Budgeted Expenditures Subject to Limitation (2)	Amount Under/(Over) Expenditure Limitation
2018-19	\$ 14,288,001	\$ 14,288,001	\$ -
2017-18	13,982,552	13,982,552	293,926
2016-17	13,857,022	13,857,022	49,052
2015-16	13,327,460	13,327,460	1,624,055
2014-15	13,412,368	13,412,368	994,180
2013-14	14,894,360	14,894,360	1,134,433
2012-13	15,978,265	15,561,404	416,861
2011-12	16,251,916	15,751,979	499,937
2010-11	17,086,770	14,738,989	2,347,781
2009-10	16,823,427	15,515,610	1,307,817

(3)

Source:

Audited annual budgeted expenditure limitation reports.

Notes:

(1) The Statutory Expenditure Limitation is calculated by the Arizona Department of Revenue Economic Estimates Commission and applies to Current (General, Auxiliary Enterprises, and Restricted) and Plant Funds (Unexpended and Retirement of Indebtedness).

(2) Budgeted expenditures are net of allowable exclusions.

(3) Budgeted expenditures for fiscal year 2019 is an estimate, audited numbers not yet available.

**Navajo County Community College District
(Northland Pioneer College)
Assessed Valuation, Tax Rate, and Estimated Actual Value
Last Ten Fiscal Years**

Fiscal Year	Primary Assessed Valuation			Total Assessed Value	Total Direct Tax Rate	Estimated Actual Value	Assessed Value as Percentage of Actual Value
	Centrally Assessed (1)	Locally Assessed Real Property (1)	Locally Assessed Personal Property (1)				
2018-19	\$ 209,252,253	\$605,890,780	\$ 13,705,100	\$ 828,848,133	1.8527	7,393,828,127	11.21% (2)
2017-18	219,892,518	587,340,948	13,874,290	821,107,756	1.8067	7,768,285,298	10.57%
2016-17	222,928,447	565,872,581	14,261,438	803,062,466	1.7884	7,320,532,963	10.97%
2015-16	261,979,130	556,128,109	14,662,934	832,770,173	1.7423	7,462,098,324	11.16%
2014-15	274,277,258	553,959,727	16,781,251	845,018,236	1.6610	7,511,273,209	11.25%
2013-14	272,274,079	612,397,229	18,680,546	903,351,854	1.4769	8,197,385,245	11.02%
2012-13	270,501,880	683,203,369	20,587,141	974,292,390	1.3515	8,881,425,615	10.97%
2011-12	260,662,273	745,626,178	19,848,674	1,026,137,125	1.2387	9,236,157,741	11.11%
2010-11	234,930,409	802,594,776	21,479,665	1,059,004,850	1.1308	9,472,315,295	11.18%
2009-10	219,541,850	758,613,629	20,609,071	998,764,550	1.1352	8,885,805,605	11.24%

Source:

District records, Arizona Department of Revenue, Navajo County Finance and Assessor offices.

Notes:

(1) Categories presented are based on information provided by the Property Tax Oversight Commission for the Arizona Department of Revenue. Categories based on Residential, Commercial and Personal Property is not available but is expected in future years. Centrally assessed property is assessed by the State of Arizona versus the County and includes railroads, pipelines, utilities and other real property. Assessed values include certain tax exempt properties.

(2) Assessed Value as Percentage of Actual Value for fiscal year 2018-19 is based on 2017-18 information, current year information not available.

**Navajo County Community College District
(Northland Pioneer College)
Property Tax Levies and Collections
Last Ten Fiscal Years**

Fiscal Year	Total Adjusted Tax Levy (1)	Current Tax Collections (2)	Percent of Current Tax Collections to Total Tax Levy	Collections in Subsequent Years (2)	Total Tax Collections (2)	Percent of Total Tax Collections to Total Tax Levy
2018-19	\$ 15,068,091	\$ 14,607,735	96.94%	\$ -	14,607,735	96.94%
2017-18	14,861,908	14,382,042	96.77%	\$ 423,884	14,805,926	99.62%
2016-17	14,364,227	13,890,497	96.70%	\$ 438,425	14,328,922	99.75%
2015-16	14,475,580	13,969,344	96.50%	\$ 478,291	14,447,636	99.81%
2014-15	13,963,030	13,498,333	96.67%	\$ 422,623	13,920,956	99.70%
2013-14 (3)	13,267,899	12,815,737	96.59%	\$ 406,987	13,222,725	99.66%
2012-13	13,059,169	12,671,313	97.03%	\$ 369,790	13,041,103	99.86%
2011-12	12,647,564	12,187,235	96.36%	\$ 447,136	12,634,371	99.90%
2010-11	11,898,901	11,303,655	95.00%	\$ 583,101	11,886,757	99.90%
2009-10	11,331,739	10,769,251	95.04%	\$ 553,672	11,322,923	99.92%

Source:

Navajo County Treasurer and Assessor Offices and District records.

Notes:

(1) The Total Adjusted Tax Levy amounts include cumulative adjustments from the year of levy until the present year for tax exempt property and/or court settlements.

(2) Tax collections are recorded on a cash basis.

(3) In fiscal year 2014 an adjustment was made for a court settlement with Transwestern Pipeline in the amount of \$120,000. This adjustment reduced the tax levies for fiscal years 2013, 2012 and 2011.

**Navajo County Community College District
(Northland Pioneer College)
Property Tax Rates, Direct and Overlapping Governments
Last Ten Fiscal Years (Per \$100 of Assessed Value)**

Fiscal Year	Overlapping Rates									
	Northland Pioneer College			Navajo County	Cities and Towns		Fire and Special Districts		School Districts	
	Primary	Secondary	Total		From	To	From	To	From	To
2018-19	1.8164		1.8164	0.8951	1.4231	1.4231	0.0500	3.2500	1.9679	8.0000
2017-18	1.8067		1.8067	0.8903	1.4231	1.4231	0.0500	3.5500	2.0234	8.0000
2016-17	1.7884		1.7884	0.8417	1.4021	1.4021	0.0500	3.5500	0.0813	7.3012
2015-16	1.7423		1.7423	0.8417	1.3646	1.3646	0.0500	3.5500	0.5261	7.3012
2014-15	1.6610		1.6610	0.8185	1.2831	1.2831	0.0500	3.5500	0.6338	8.0000
2013-14	1.4769		1.4769	0.6995	0.2789	1.1934	0.0500	3.5500	0.4312	8.0000
2012-13	1.3515		1.3515	0.6401	0.2789	0.9880	0.0500	3.5500	0.1255	8.0000
2011-12	1.2387		1.2387	0.5984	0.2789	0.9815	0.0500	3.5500	1.7682	7.2564
2010-11	1.1308		1.1308	0.5572	0.2789	0.8567	0.0500	3.5500	1.4797	8.0000
2009-10	1.1352		1.1352	0.5594	0.2789	0.8550	0.0500	3.5500	1.3726	8.3747

Source:

District records and Navajo County Treasurer.

**Navajo County Community College District
(Northland Pioneer College)
Principal Taxpayers
Current Year and Ten Years Ago**

	2018			2008 (1)		
	Primary Assessed Valuation	Rank	Percent of Navajo County's Primary Assessed Valuation	Primary Assessed Valuation	Rank	Percent of Navajo County's Primary Assessed Valuation
Arizona Public Service Company	\$ 100,926,321	1	50.81%	\$ 96,593,064	1	55.58%
PacifiCorp Electric Operations	38,700,000	2	19.48%	32,473,751	2	18.68%
Transwestern Pipeline Co	10,868,762	3	5.47%	7,818,785	6	4.50%
Burlington Northern/Santa Fe Railway	10,790,504	4	5.43%	5,184,182	10	2.98%
Peabody Western Coal Co	7,841,880	5	3.95%	15,712,500	3	9.04%
Kinder Morgan	7,350,978	6	3.70%	n/a	n/a	n/a
Navopache Electric Co-Op Inc	6,482,570	7	3.26%	5,430,813	9	3.12%
Unisource Energy Corporation	5,954,933	8	3.00%	n/a	n/a	n/a
Citizens Telecom of White Mountains	4,869,961	9	2.45%	10,589,603	4	6.09%
Wal-Mart Stores, Inc.	4,837,483	10	2.44%	n/a	n/a	n/a
Navajo County Assessed Value	\$ 198,623,392			\$ 173,802,698		

Source:

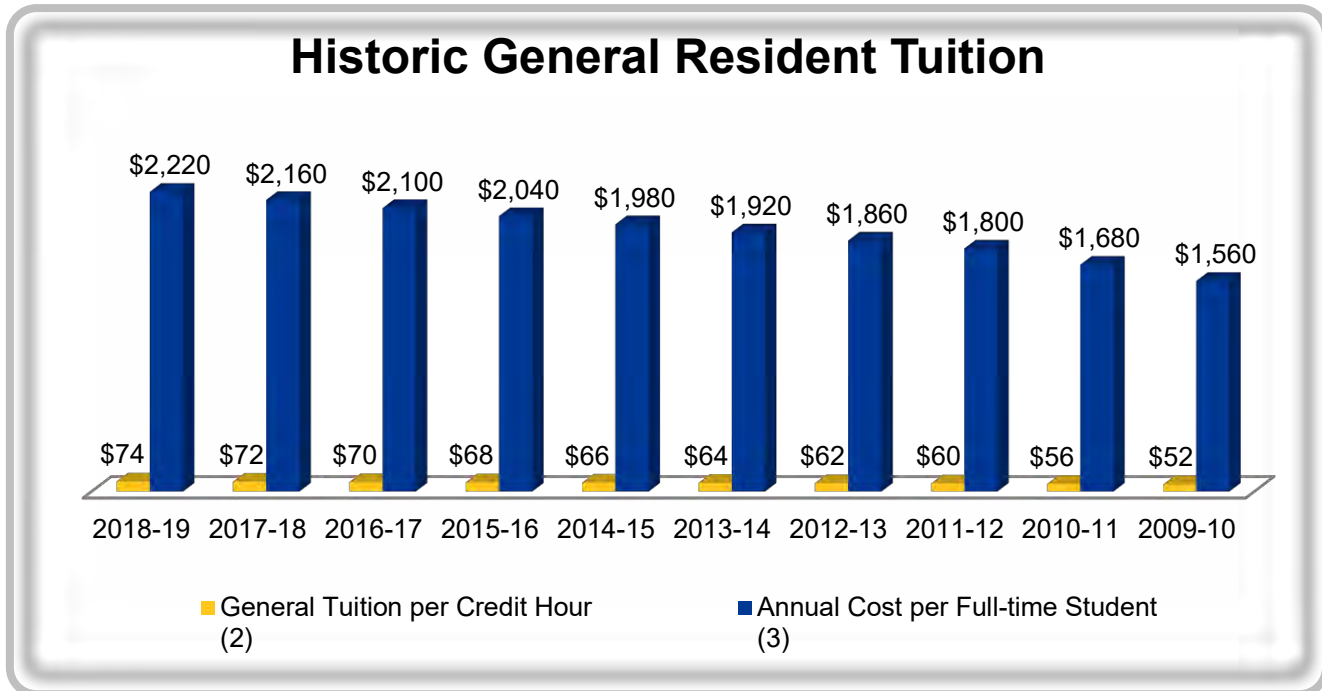
Navajo County Finance Department, 2018 Comprehensive Annual Financial Report.
Navajo County Finance and Assessor Offices.

Note:

- (1) Data from 2005-2009 is not available; information is based on 2004 data. Information for principal property taxpayers was not available prior to fiscal year 2010.
- (2) Information presented is based on tax year.

**Navajo County Community College District
(Northland Pioneer College)
Historic General Resident Tuition
Last Ten Fiscal Years**

Fiscal Year (1)	District Historic Tuition			
	General Tuition per Credit Hour (2)	Annual Cost per Full-Time Student (3)	Increase (Decrease)	
			Dollars	Percent
2018-19	\$ 74	\$ 2,220	\$ 2	3%
2017-18	72	2,160	2	3%
2016-17	70	2,100	2	3%
2015-16	68	2,040	2	3%
2014-15	66	1,980	2	3%
2013-14	64	1,920	2	3%
2012-13	62	1,860	2	3%
2011-12	60	1,800	4	7%
2010-11	56	1,680	4	8%
2009-10	52	1,560	52	0%



Source:

District records.

Notes:

- (1) Tuition rate changes are effective beginning the fall term each year.
- (2) For fiscal years 2009-10 and prior, the District utilized a tiered tuition scale featuring plateaus for credit hours between 3.5 - 7.5 and greater than 12.
- (3) Full-time students are defined as taking 30 credit hours in an academic year.

**Navajo County Community College District
(Northland Pioneer College)
Ratios of Outstanding Debt by Type
Last Ten Fiscal Years**

Fiscal Year	Capital Lease Obligations	Total Outstanding Debt	Per FTSE (1)	Per Capita
2018-19	-	-	-	-
2017-18	-	-	-	-
2016-17	-	-	-	-
2015-16	20,676	20,676	10.66	0.19
2014-15	38,964	38,964	21.04	0.36
2013-14	57,745	57,745	31.64	0.53
2012-13	74,336	74,336	37.89	0.69
2011-12	-	-	-	-
2010-11	83,123	83,123	37.46	0.77
2009-10	-	-	-	-

Source:

Audited financial statements, Audited FTSE report, U.S. Bureau of Economic A

Notes:

(1) Full Time Student Equivalent (FTSE) is based on a fiscal year.

**Navajo County Community College District
(Northland Pioneer College)
Computation of Legal Debt Margin
Last Ten Fiscal Years**

	2018-19	2017-18	2016-17	2015-16	2014-15
Secondary Assessed Value of Real and Personal Property	\$ 872,110,638	\$ 865,076,310	\$ 841,423,700	\$ 843,018,904	\$ 846,247,083
Debt Limit, 15% of Secondary Assessed Value	130,816,596	129,761,447	126,213,555	126,452,836	126,937,062
Amount of Debt Applicable to Debt Limit: General Obligation Bonded Debt	-	-	-	-	-
Total net debt applicable to the limit	-	-	-	-	-
Legal debt margin	<u>\$ 130,816,596</u>	<u>\$ 129,761,447</u>	<u>\$ 126,213,555</u>	<u>\$ 126,452,836</u>	<u>\$ 126,937,062</u>
Total net debt as a percentage of debt limit	0.00%	0.00%	0.00%	0.00%	0.00%

	2013-14	2012-13	2011-12	2010-11	2009-10
Secondary Assessed Value of Real and Personal Property	\$ 904,776,443	\$ 978,263,926	\$ 1,040,412,117	\$ 1,116,355,302	\$ 1,100,568,483
Debt Limit, 15% of Secondary Assessed Value	135,716,466	146,739,589	156,061,818	167,453,295	165,085,272
Amount of Debt Applicable to Debt Limit: General Obligation Bonded Debt	-	-	-	-	-
Total net debt applicable to the limit	-	-	-	-	-
Legal debt margin	<u>\$ 135,716,466</u>	<u>\$ 146,739,589</u>	<u>\$ 156,061,818</u>	<u>\$ 167,453,295</u>	<u>\$ 165,085,272</u>
Total net debt as a percentage of debt limit	0.00%	0.00%	0.00%	0.00%	0.00%

Source:

Navajo County Assessor's Office and District records.

Notes:

The Arizona Constitution, Article 9, Section 8, states that a county or school district may become indebted for an amount not to exceed 15% of taxable property.

**Navajo County Community College District
(Northland Pioneer College)
Schedule of Demographic and Economic Statistics
Last Ten Calendar Years**

Calendar Year	County Population (1)	County Personal Income (In Thousands)	County Personal Income Per Capita	County Unemployment Rate
2018	108,956	Not available	Not available	7.8%
2017	111,266	3,400,882	31,213	7.6%
2016 (1)	110,413	3,235,693	29,408	9.4%
2015 (1)	108,277	3,154,284	29,132	9.6%
2014	109,185	2,965,679	27,162	11.2%
2013	108,694	2,869,655	26,401	13.1%
2012	107,094	2,826,523	26,393	15.2%
2011	107,174	2,780,847	25,947	15.8%
2010	107,449	2,742,716	25,526	16.0%
2009	112,975	2,634,137	23,316	14.9%

Sources:

Navajo County Finance Department, 2018 Comprehensive Annual Financial Report.

1 - US Bureau of Economic Analysis for 2015 and 2016 (<https://bea.gov>)

**Navajo County Community College District
(Northland Pioneer College)
Schedule of Employment by Sector and Major Employers
Last Ten Calendar Years**

Employment by Sector	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Mining and Construction	1,725	2,625	1,525	1,725	1,625	1,600	1,600	1,325	1,450	1,600
Educational & Health Svcs	4,550	4,400	4,125	3,900	3,575	3,575	3,550	3,200	3,550	3,500
Financial Activities	625	525	650	625	700	600	575	425	400	475
Government	9,725	8,850	8,925	9,775	9,325	9,675	9,850	9,500	9,650	10,100
Leisure & Hospitality	3,925	3,850	3,450	3,200	3,700	3,875	3,600	3,625	3,500	3,150
Manufacturing	300	275	250	175	150	125	475	525	525	550
Information	950	950	1,050	1,200	1,150	1,175	1,175	1,150	1,150	1,075
Professional & Business Svcs	1,500	1,300	1,325	1,150	1,425	1,175	1,000	1,025	1,000	1,025
Trade, Transportation & Utilities	5,100	5,500	5,475	4,875	4,700	5,175	5,150	5,025	5,250	5,375
Other Services	650	450	975	950	925	1,050	950	525	700	750

Sources:

Navajo County Finance Department, 2018 Comprehensive Annual Financial Report.

Note:

Figures are organized under the North American Industrial Classification System (NAICS).

Major Employers (1)	Employer Type
Apache Railway	Railroad Operation
APS	Electric Services
Arizona Department of Corrections	Prison
Algae Biosciences	Pharmaceuticals
Burlington Northern Santa Fe	Line-Haul
Cellular One	Communications
Forest Energy Corp.	Energy
Hatch Auto Centers	Auto Dealer
Hondah Resort & Casino	Hospitality
Holiday Inn	Hotels and Motels
Home Depot	Retail
Kayenta Boarding B.I.A. School	Education
Keams Canyon Indian Hospital	Medical
K-Mart	Retail
Little Colorado Medical Center	Medical
Lowe's	Retail
Navajo Government Executive Branch	Government
Navajo County School District	Education
Navajo Tribal Utility Authority	Utilities
Navopache Electric Cooperative, Inc.	Utility
Northland Pioneer College	Colleges
NovoPower	Energy
Overseas Aircraft Support	Aircraft
Peabody Coal Co., Kayenta	Coal and Mining
Pinon Unified School District #4	Education
Safeway	Retail
Smithfield	Pork Production
Summit Healthcare	Hospital
Tate's Auto Center	Auto Dealer
Wal-Mart SuperCenter	Retail
Western Moulding Co. Inc.	Millwork
White Mountain Apache Tribe	Government

Sources:

Navajo County Finance Department, 2018 Comprehensive Annual Financial Report.

Note:

(1) The number of employees for the 10 largest employers in the County is not available due to State of Arizona non-disclosure restrictions.

**Navajo County Community College District
(Northland Pioneer College)
Enrollment and Degree Statistics
Last Ten Years**

Location	Fall Historic Headcount									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Holbrook	450	469	443	469	480	493	445	486	500	555
Show Low	1,098	983	1,020	1,024	960	955	1,173	1,409	1,439	1,700
Snowflake	369	334	411	367	407	390	499	525	554	705
Winslow	365	416	359	422	376	396	393	419	387	534
Kayenta	110	77	74	75	74	79	81	72	65	102
Hopi	92	101	77	97	113	130	130	135	152	195
Whiteriver	252	239	206	212	195	164	187	170	231	270
St Johns	165	183	176	199	191	188	180	167	191	178
Springerville/Eager	97	107	174	180	227	149	183	236	186	279
Sanders (3)	-	-	-	-	-	-	-	-	-	40
Heber (4)	-	-	-	-	-	-	-	-	-	71
Navajo County Misc.	77	40	33	58	1	11	36	35	37	41
Apache County Misc.	114	123	96	112	97	179	211	113	87	100
Department of Corrections	28	33	32	92	65	47	127	118	101	32
Other	441	377	461	559	515	536	709	748	743	774
Total District (1)	3,182	3,021	3,044	3,354	3,211	3,234	3,718	3,917	3,951	4,639

Location	Fall Historic FTSE (2)									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Holbrook	190	201	202	213	200	190	179	182	200	186
Show Low	501	490	470	493	473	470	526	638	667	753
Snowflake	186	161	164	131	169	143	223	184	208	253
Winslow	154	174	160	186	158	172	184	176	175	219
Kayenta	35	26	24	21	23	24	26	27	29	40
Hopi	34	34	26	34	39	47	43	49	40	66
Whiteriver	109	93	92	98	86	64	75	81	105	111
St Johns	78	95	80	99	89	89	85	72	79	53
Springerville/Eager	33	26	46	55	71	43	72	84	72	99
Sanders (3)	-	-	-	-	-	-	-	-	-	11
Heber (4)	-	-	-	-	-	-	-	-	-	15
Navajo County Misc	17	9	7	16	0	2	5	7	9	12
Apache County Misc	33	35	22	24	22	42	48	27	20	23
Department of Corrections	15	19	24	95	60	14	61	53	43	11
Other	115	104	122	136	139	146	216	227	205	212
Total District	1,500	1,468	1,440	1,601	1,529	1,446	1,743	1,807	1,852	2,064

Degrees & Certificates	Degrees and Certificates Awarded									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Associate of Arts	30	39	33	30	28	39	26	21	31	32
Associate of Arts in Early Childhd	1	1	1	-	-	-	-	-	-	-
Associate of Arts in Elementary Ed	4	10	7	11	4	6	6	7	2	1
Associate of Business	5	3	3	8	9	8	9	7	4	9
Associate of Science	12	13	17	15	11	5	3	10	3	7
Associate of General Studies	16	11	22	16	20	33	17	15	16	26
Associate of Applied Science	113	123	125	121	125	91	93	116	87	114
Certificate of Proficiency	468	472	734	545	399	341	215	236	271	390
Certificate of Applied Science	85	102	97	82	68	63	41	9	12	26

Source:

District records.

Notes:

- (1) Totals are unduplicated headcounts.
- (2) FTSE refers to Full Time Student Equivalent which is calculated by dividing total enrolled credit hours per semester by 15 credit hours.
- (3) Data for this location no longer tracked, included in Apache Co Misc.
- (4) Location was closed.

**Navajo County Community College District
(Northland Pioneer College)
Student Enrollment and Demographic Statistics—Page 1
Last Ten Years**

Fall Semester	Attendance		Residency			Gender	
	Full-Time	Part-Time	In State	Out of County (1)	Out of State	Female	Male
2018	20%	80%	88%	12%	0%	1,902	1,262
2017	20%	80%	86%	14%	0%	1,809	1,212
2016	21%	79%	87%	13%	0%	1,778	1,266
2015	24%	76%	89%	11%	0%	1,952	1,402
2014	23%	77%	86%	14%	0%	1,922	1,289
2013	21%	79%	88%	12%	0%	1,969	1,265
2012	22%	78%	87%	13%	0%	2,221	1,497
2011	22%	78%	86%	13%	1%	2,333	1,584
2010	24%	76%	88%	11%	1%	2,393	1,558
2009	22%	78%	88%	11%	1%	3,062	1,577

Fall Semester	Ethnic Background						
	White (Caucasian)	American Indian	Black	Hispanic	Asian	Pacific Islander	Other/Unknown
2018	43%	37%	1%	7%	1%	0%	12%
2017	45%	37%	1%	5%	1%	0%	11%
2016	49%	34%	1%	3%	1%	0%	12%
2015	46%	36%	1%	1%	1%	0%	14%
2014	47%	35%	1%	11%	1%	0%	5%
2013	49%	36%	1%	8%	1%	0%	5%
2012	49%	35%	1%	9%	1%	0%	5%
2011	52%	30%	1%	7%	1%	0%	9%
2010	48%	31%	0%	7%	1%	0%	13%
2009	51%	27%	1%	6%	1%	0%	14%

Source:

District records.

Notes:

(1) The District's Enterprise Resource Planning system tracks in-state and out-of-state students; a customized tracking system was created to specifically track students in Apache County. The Out of County amounts listed on this schedule represent Apache County students taking classes in Apache County.

Navajo County Community College District
 (Northland Pioneer College)
 Student Enrollment and Demographic Statistics—Page 2
 Last Ten Years

Fall Semester	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
19 & Under	1,772	1,534	1,618	1,651	1,461	1,437	1,697	1,748	1,726	1,770
20 - 24	409	447	462	505	525	508	575	657	641	655
25 - 29	313	322	313	332	316	304	365	381	402	488
30 - 39	346	356	330	425	444	447	516	558	557	609
40 - 49	185	206	164	228	263	275	314	313	316	483
50 - 59	106	104	97	158	151	200	182	174	231	348
60 & Over	51	52	60	55	51	63	69	86	78	286
Unknown	-	-	-	-	-	-	-	-	-	-
Total (1)	3,182	3,021	3,044	3,354	3,211	3,234	3,718	3,917	3,951	4,639

Source:

District records.

Note:

(1) Totals are unduplicated headcounts.

**Navajo County Community College District
(Northland Pioneer College)
Employee Statistics
(Headcount)
Last Ten Fiscal Years**

Employees	2018-19	2017-18	2016-17	2015-16	2014-15	2013-14 (3)	2012-13	2011-12	2010-11	2009-10
Faculty										
Full-time	74	74	75	78	75	77	76	77	70	70
Part-time FTE	73	86	70	83	83	82	85	64	66	94
Subtotal of Faculty	147	160	145	161	158	159	161	141	136	164
Administrative & Support Staff										
Full-time	140	124	130	129	135	137	133	134	125	125
Part-time FTE	146	184	168	131	138	136	151	156	164	181
Subtotal of Staff	286	308	298	260	273	273	284	290	289	306
Total Employees	433	468	443	421	431	432	445	431	425	470
Students per Faculty (1)	11.85	11.08	12.60	12.06	11.72	11.48	12.19	14.68	16.32	14.61
Students per Staff (1)	6.09	5.75	6.13	7.46	6.78	6.68	6.91	7.14	7.68	7.83
Average class size (2)	14	15	14	14	13	11	12	13	11	12

Source:

District records.

Notes:

- (1) Audited annual Full Time Student Equivalent (FTSE) divided by Subtotal Faculty or Subtotal Staff.
- (2) Average class size is based on an academic year and is calculated using only classes for Liberal Arts and Nursing excluding multicourse labs and two internet classes (POS221 & POS222).
- (3) Average class size for 2013-14 was corrected from 12 to 11

**Navajo County Community College District
(Northland Pioneer College)
Schedule of Capital Asset Information
Last Ten Fiscal Years**

Location	Fiscal Years									
	2018-19	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10
Old Holbrook Campus										
Total Square Footage	-	-	-	-	-	-	-	-	12,360	12,360
Total Acreage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	40.00
Maintenance/PAD										
Total Square Footage										
102 N. 1st Avenue	8,320	8,320	8,320	8,320	8,320	8,320	8,320	8,320	8,320	8,320
103 N. 1st Avenue - Old District Office (1)	-	-	-	-	-	-	-	-	-	12,000
Total Acreage	0.89	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54
New Holbrook Campus										
Total Square Footage	101,287	101,287	101,287	101,287	101,287	101,287	56,220	56,220	56,220	56,220
Total Acreage	27.71	27.71	27.71	27.71	27.71	27.71	27.71	27.71	27.71	27.71
Show Low Campus										
Total Square Footage	84,646	84,646	84,646	84,646	84,646	84,646	84,646	84,646	84,646	84,646
Total Acreage	31.69	31.69	31.69	31.69	31.69	31.69	31.69	31.69	31.69	31.69
Snowflake Campus										
Total Square Footage	60,240	60,240	60,240	60,240	60,240	60,240	60,240	60,240	60,240	60,240
Total Acreage	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5
Winslow Campus										
Total Square Footage	50,540	50,540	50,540	50,540	50,540	50,540	50,540	50,540	50,540	50,540
Total Acreage	26.72	26.72	26.72	26.72	26.72	26.72	26.72	26.72	26.72	26.72
Kayenta Center (1)										
Total Square Footage	3,000	3,000	3,000	3,000	3,000	3,000	3,532	3,532	1,700	1,700
Hopi Center (2)										
Total Square Footage	9,500	9,500	9,500	9,500	9,500	9,500	9,500	9,500	9,500	9,500
Whiteriver Center (2)										
Total Square Footage	14,194	13,256	12,054	12,054	12,054	12,054	12,054	12,054	12,054	12,054
St Johns Center (1)										
Total Square Footage	5,320	5,320	5,320	5,320	5,320	5,320	5,320	5,320	5,320	5,320
Springerville/Eager Center										
Total Square Footage										
940 E Maricopa (1)	25,670	25,670	25,670	25,670	25,670	25,670	25,670	-	-	-
578 N. Main	-	-	-	-	-	-	-	4,000	4,000	4,000
District Owned Modulars	-	-	-	-	-	-	-	2,880	2,880	2,880
Heber Center (3)										
Total Square Footage	-	-	-	-	-	-	-	-	-	3,870
Greens Peak Building										
Total Square Footage	140.0	-	-	-	-	-	-	-	-	3,870
Total District										
Total Square Footage	362,857	361,779	360,577	360,577	360,577	360,577	316,042	297,252	307,780	323,650
Total Acreage	105.51	105.16	105.16	105.16	105.16	105.16	105.16	105.16	145.16	145.16

Source:

District records.

Notes:

- (1) Leased facilities, only square footage of facilities included.
- (2) District owned building on Tribal lands, only square footage of building included.
- (3) Location closed.



Expanding Minds, Transforming Lives

In September 1974, locations throughout Navajo County became centers for higher learning opportunities that would transform lives for generations to come. Located close to population clusters, these centers provided college courses, workshops and vocational training from Northland Pioneer College, utilizing a decentralized concept unique in Arizona.

Today, NPC is recognized as a leader in innovative applications of distance learning technology, steadily expanding educational opportunities throughout its vast coverage area. NPC once pioneered the use of micro-

wave technology to provide interactive video instruction, allowing an instructor at one campus to teach students at multiple locations. Now, NPC's modern wireless wide area network connects 10 different locations, scattered over an area nearly equal in size to the state of West Virginia!

Recently, a grant from the U.S. Department of Education enabled NPC to upgrade its classroom video system to high definition and increase interactivity between students and faculty. This system allows NPC to bring higher education courses to high school students in the remote, rural areas of North-

eastern Arizona. Without this opportunity, a college education would be beyond the geographical and financial reach of many of these students. Sixteen remote high schools are currently participating in NPC's "Project TALON" (Technology to Advance Learning Outcomes at Northland), and more than 1,500 dual high school students in Northeastern Arizona have gained the opportunity to take college courses while still in high school. Our faculty maintain a close, personal touch with their class members, and nearly 90 percent of TALON students have passed these rigorous college courses!



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

Locations: Show Low, Snowflake/Taylor, Holbrook, Winslow
Kayenta, Hani, Springerville/Fagar, St. Johns, Whiteriver

Navajo County Community College District (Northland Pioneer College)

Single Audit Report

Year Ended June 30, 2019



A Report to the Arizona Legislature

Lindsey A. Perry
Auditor General



The Arizona Office of the Auditor General's mission is to provide independent and impartial information and specific recommendations to improve the operations of State and local government entities. To this end, the Office provides financial audits and accounting services to the State and political subdivisions, investigates possible misuse of public monies, and conducts performance audits and special reviews of school districts, State agencies, and the programs they administer.

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Senator **Lupe Contreras**
Senator **Andrea Dalessandro**
Senator **David C. Farnsworth**
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Representative **Timothy M. Dunn**
Representative **Mitzi Epstein**
Representative **Jennifer Pawlik**
Representative **Rusty Bowers** (ex officio)

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Report Issued Separately

Comprehensive Annual Financial Report



MELANIE M. CHESNEY
DEPUTY AUDITOR GENERAL

ARIZONA AUDITOR GENERAL
LINDSEY A. PERRY

JOSEPH D. MOORE
DEPUTY AUDITOR GENERAL

Independent auditors' report on internal control over financial reporting and on compliance and other matters based on an audit of basic financial statements performed in accordance with *Government Auditing Standards*

Members of the Arizona State Legislature

The Governing Board of
Navajo County Community College District

We have audited the financial statements of the business-type activities and aggregate discretely presented component units of Navajo County Community College District as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated November 15, 2019. Our report includes a reference to other auditors who audited the financial statements of the aggregate discretely presented component units, as described in our report on the District's financial statements. We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. However, the financial statements of the aggregate discretely presented component units were not audited in accordance with *Government Auditing Standards*, and accordingly, this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the aggregate discretely presented component units.

Internal control over financial reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's basic financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2019-01 and 2019-02, that we consider to be significant deficiencies.

Compliance and other matters

As part of obtaining reasonable assurance about whether the District's basic financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Navajo County Community College District's response to findings

Navajo County Community College District's responses to the findings identified in our audit are presented in its corrective action plan at the end of this report. The District is responsible for preparing a corrective action plan to address each finding. The District's responses and corrective action plan were not subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we express no opinion on them.

Purpose of this report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Lindsey Perry, CPA, CFE
Auditor General

November 15, 2019



MELANIE M. CHESNEY
DEPUTY AUDITOR GENERAL

ARIZONA AUDITOR GENERAL
LINDSEY A. PERRY

JOSEPH D. MOORE
DEPUTY AUDITOR GENERAL

**Independent auditors' report on compliance for each major federal program;
report on internal control over compliance; and report on schedule of
expenditures of federal awards required by the Uniform Guidance**

Members of the Arizona State Legislature

The Governing Board of
Navajo County Community College District

Report on compliance for each major federal program

We have audited Navajo County Community College District's compliance with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019. The District's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' responsibility

Our responsibility is to express an opinion on compliance for each of the District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with U.S. generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the District's compliance.

Opinion on each major federal program

In our opinion, Navajo County Community College District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

Other matters

The results of our auditing procedures disclosed instances of noncompliance that are required to be reported in accordance with the Uniform Guidance and that are described in the accompanying schedule of findings and questioned costs as item 2019-101. Our opinion on each major federal program is not modified with respect to these matters.

Report on internal control over compliance

The District's management is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we did identify a deficiency in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as item 2019-101, that we consider to be a significant deficiency.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Navajo County Community College District's response to findings

Navajo County Community College District's responses to the finding identified in our audit is presented in its corrective action plan at the end of this report. The District is responsible for preparing a corrective action plan to address each finding. The District's response and corrective action plan were not subjected to the auditing procedures applied in the audit of compliance, and accordingly, we express no opinion on them.

Report on schedule of expenditures of federal awards required by the Uniform Guidance

We have audited the financial statements of the business-type activities and aggregate discretely presented component units of Navajo County Community College District as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon dated November 15, 2019 that contained unmodified opinions on those financial statements. Our report also included a reference to our reliance on other auditors. Our audit was conducted for the purpose of forming our opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of the District's management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Lindsey Perry, CPA, CFE
Auditor General

November 15, 2019

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Summary of auditors' results

Financial statements

Type of auditors' report issued on whether the financial statements audited were prepared in accordance with generally accepted accounting principles Unmodified

Internal control over financial reporting

Material weaknesses identified? No

Significant deficiencies identified? Yes

Noncompliance material to the financial statements noted? No

Federal awards

Internal control over major programs

Material weaknesses identified? No

Significant deficiencies identified? Yes

Type of auditors' report issued on compliance for major programs Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR §200.516(a)? Yes

Identification of major programs

CFDA number 84.007, 84.033, 84.063	Name of federal program or cluster Student Financial Assistance Cluster
--	---

Dollar threshold used to distinguish between Type A and Type B programs \$750,000

Auditee qualified as low-risk auditee? Yes

Other matters

Auditee’s summary schedule of prior audit findings required to be reported in accordance with 2 CFR §200.511 (b)? Yes

Financial statement findings

2019-01

Managing risk

Condition and context—The District's process for managing and documenting its risks did not include an overall risk assessment process that included identifying, analyzing, and responding to the District-wide information technology (IT) risks, such as potential harm from unauthorized access, use, disclosure, disruption, modification, or destruction of IT data and systems.

Criteria—Effectively managing risk at the District includes an entity-wide risk assessment process that involves members of the District's administration and IT management to determine the risks the District faces as it seeks to achieve its objectives to not only report accurate financial information and protect its IT systems and data but to also carry out its overall mission and service objectives. The process should provide the basis for developing appropriate responses based on identified risk tolerances and specific potential risks to which the District might be subjected. To help ensure the District's objectives can be met, an annual risk assessment should consider IT risks. For each identified risk, the District should analyze the identified risk and develop a plan to respond within the context of the District's defined objectives and risk tolerances.

Effect—Without correcting these deficiencies, the District's administration and IT management may put the District's operations and IT systems and data at unintended and unnecessary risk.

Cause—The District relied on an informal and undocumented process to manage, assess, and respond to IT risks.

Recommendations—The District should identify, analyze, and reduce risks to help prevent undesirable incidents and outcomes that could impact business functions and IT systems and data. It also should plan for where to allocate resources and where to implement critical controls. To help ensure it has effective entity-wide policies and procedures to achieve these objectives, the District should follow guidance from a credible industry source such as the National Institute of Standards and Technology. Responsible administrative officials and management over finance, IT, and other entity functions should be asked for input in the District's process for managing risk. The District should conduct the following as part of its process for managing risk:

- Perform an annual entity-wide IT risk assessment process that includes evaluating and documenting risks and safeguards. Such risks may include inappropriate access that would affect financial data, system changes that could adversely impact or disrupt system operations, and inadequate or outdated system security.

The District's responsible officials' views and planned corrective action are in its corrective action plan included at the end of this report.

This finding is similar to prior-year finding 2018-01.

2019-02

Information technology (IT) controls—access and security

Condition and context—The District's control procedures were not sufficiently designed, documented, and implemented to respond to risks associated with its IT systems and data. The District lacked adequate procedures over the following:

- **Restricting access to its IT systems and data**—Procedures did not consistently help prevent or detect unauthorized or inappropriate access.
- **Securing systems and data**—IT security policies and procedures lacked controls to prevent unauthorized or inappropriate access or use, manipulation, damage, or loss.

Criteria—The District should have effective internal controls to protect its IT systems and help ensure the integrity and accuracy of the data it maintains.

- **Logical access controls**—Help to ensure systems and data are accessed by users who have a need, systems and data access granted is appropriate, and key systems and data access is monitored and reviewed.
- **IT security internal control policies and procedures**—Help prevent, detect, and respond to instances of unauthorized or inappropriate access or use, manipulation, damage, or loss to its IT systems and data.

Effect—There is an increased risk that the District may not adequately protect its IT systems and data, which could result in unauthorized or inappropriate access and/or the loss of confidentiality or integrity of systems and data.

Cause—The District had not sufficiently documented and fully implemented its policies and procedures over protecting IT systems and data.

Recommendations—To help ensure the District has effective policies and procedures over its IT systems and data, the District should follow guidance from a credible industry source such as the National Institute of Standards and Technology. To help achieve these control objectives, the District should develop, document, and implement control procedures in each IT control area described below:

Access

- Assign and periodically review employee user access ensuring appropriateness and compatibility with job responsibilities.
- Remove terminated employees' access to IT systems and data.
- Review all other account access to ensure it remains appropriate and necessary.
- Evaluate the use and appropriateness of accounts shared by 2 or more users and manage the credentials for such accounts.
- Enhance authentication requirements for IT systems.

Security

- Perform proactive key user and system activity logging and log monitoring, particularly for users with administrative access privileges.
- Prepare and implement a security incident response plan clearly stating how to report and handle such incidents.

The District's responsible officials' views and planned corrective action are in its corrective action plan included at the end of this report.

This finding is similar to prior-year finding 2018-02.

Federal award findings and questioned costs

2019-101

Cluster name:	Student Financial Assistance Cluster
CFDA numbers and names:	84.007 Federal Supplemental Educational Opportunity Grants 84.033 Federal Work-Study Program 84.063 Federal Pell Grant Program
Award numbers and years:	P007A180127; P033A180127; P063P183482; July 1, 2018 through June 30, 2019
Federal agency:	U.S. Department of Education
Compliance requirement:	Special tests and provisions
Questioned costs:	N/A

Condition and context—The District had no evidence that it had performed the required risk assessment and documented safeguards of the student financial aid information it maintains.

Criteria—The District's agreement with the U.S. Department of Education requires the District to protect student financial aid information by designating an employee to coordinate its information security program. The District must also perform a risk assessment and document a safeguard for each risk identified. (Gramm-Leach-Bliley Act, Title 16 U.S. Code of Federal Regulations, Part 314).

Effect—Without correcting these deficiencies, the District's administration and information technology (IT) management may put the District's operations and IT systems and data, including student financial aid information, at unintended and unnecessary risk.

Cause—The District designated an individual to coordinate its information security program over its student financial aid information but relied on an informal and undocumented process to manage, assess, and respond to IT risks.

Recommendation—To help ensure that the District protects student financial aid information, the District should:

- Perform a risk assessment to identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of student financial aid information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information. The risk assessment should consider risks related to:
 - Employee training and management.
 - Information systems, including network and software design, as well as information processing, storage, transmission and disposal.
 - Detecting, preventing and responding to attacks, intrusions, or other system failures.

- Document and implement a safeguard for each risk identified.
- Monitor the effectiveness of the safeguards' key controls, systems, and procedures on a periodic basis.
- Evaluate and adjust the information security program in light of the testing and monitoring results, any significant changes to the District's operations or business arrangements, and any other circumstances that may have a significant impact on the information security program.

The District's responsible officials' views and planned corrective action are in its corrective action plan at the end of this report.

DISTRICT SECTION

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Fiscal Period 7/1/2018 - 6/30/2019**

<i>Federal Awarding Agency/Program Title</i>	<i>Federal CFDA Number</i>	<i>Name of Funder Pass-Through Entity</i>	<i>Identifying Number Assigned By Funder Pass-Through Entity</i>	<i>Federal Expenditures</i>	<i>Federal Program Total</i>	<i>Cluster Name</i>	<i>Cluster Total</i>
SMALL BUSINESS ADMINISTRATION							
		<i>MARICOPA COUNTY</i>					
<i>SMALL BUSINESS DEVELOPMENT CENTERS</i>	59.037	<i>COMMUNITY COLLEGE DISTRICT</i>	SBAHQ-18-B-0042	\$108,291	\$108,291	N/A	\$0
TOTAL SMALL BUSINESS ADMINISTRATION				<u>\$108,291</u>			
DEPARTMENT OF EDUCATION							
		<i>ARIZONA DEPARTMENT OF</i>					
<i>ADULT EDUCATION - BASIC GRANTS TO STATES</i>	84.002	<i>EDUCATION</i>	V002A1800003	\$469,803	\$469,803	N/A	\$0
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS	84.007			\$51,115	\$51,115	STUDENT FINANCIAL ASSISTANCE	\$2,375,329
HIGHER EDUCATION_INSTITUTIONAL AID	84.031			\$495,095	\$495,095	N/A	\$0
FEDERAL WORK-STUDY PROGRAM	84.033			\$84,784	\$84,784	STUDENT FINANCIAL ASSISTANCE	\$2,375,329
<i>CAREER AND TECHNICAL EDUCATION -- BASIC GRANTS TO STATES</i>	84.048	<i>ARIZONA DEPARTMENT OF</i>					
		<i>EDUCATION</i>	V048A1800003	\$270,789	\$270,789	N/A	\$0
FEDERAL PELL GRANT PROGRAM	84.063			\$2,239,430	\$2,239,430	STUDENT FINANCIAL ASSISTANCE	\$2,375,329
<i>GAINING EARLY AWARENESS AND READINESS FOR UNDERGRADUATE PROGRAMS</i>	84.334	<i>NORTHERN ARIZONA</i>					
		<i>UNIVERSITY</i>	1001848-23	\$48,215	\$48,215	N/A	\$0
TOTAL DEPARTMENT OF EDUCATION				<u>\$3,659,231</u>			
TOTAL EXPENDITURE OF FEDERAL AWARDS				<u>\$3,767,522</u>			

Please Note:

Italicized award lines indicate pass-through funding

The accompanying Notes to the Schedule of Expenditures of Federal Awards are an integral part of the schedule.

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Fiscal Period 7/1/2018 - 6/30/2019

Significant Accounting Policies Used in Preparing the SEFA

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

10% De Minimis Cost Rate

The auditee did not use the de minimis cost rate.

Basis of presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Navajo County Community College District for the year ended June 30, 2019. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

Catalog of Federal Domestic Assistance (CFDA) numbers

The program titles and CFDA numbers were obtained from the federal or pass-through grantor or the 2019 Catalog of Federal Domestic Assistance.

DISTRICT RESPONSE



November 15, 2019

Lindsey Perry
Auditor General
2910 N. 44th St., Ste. 410
Phoenix, AZ 85018

Dear Ms. Perry:

We have prepared the accompanying corrective action plan as required by the standards applicable to financial audits contained in *Government Auditing Standards* and by the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Specifically, for each finding, we are providing you with our responsible officials' views, the names of the contact people responsible for corrective action, the corrective action planned, and the anticipated completion date.

Sincerely,

Maderia J. Ellison
Vice President for Administrative Services

Navajo County Community College District
Northland Pioneer College
Corrective action plan
Year ended June 30, 2019

Financial statement findings

**2019-01
Managing Risk**

Maderia Ellison, Associate Vice President and Chief Business Officer
Ernest Hess, Network Administrator
Anticipated completion date: June 30, 2020

The District should identify, analyze and reduce risks to help prevent undesirable incidents and outcomes that could impact business functions and IT systems and data.

Corrective Action Plan:

The District has been made aware of the issues related to risk-assessment process and concurs with the finding and recommendations.

The District will make the necessary changes to improve an entity-wide risk-assessment process that includes District Administration and IT management to develop an appropriate risk response that defines objectives to identify risks, define risk tolerance, identify, analyze and respond to identified risk; specifically, it will:

- Evaluate and identify risk scenarios, including likelihood and magnitude; document and disseminate results, review, and prioritize for mitigation.

**2019-02
Information technology (IT) controls – access and security**

Chief Information Officer
Anticipated completion date: June 30, 2020

The District should improve its access and security over information technology resources.

Corrective Action Plan:

The District has been made aware of the issues related to improving existing access and security and concurs with the finding and recommendations.

The District will make the necessary changes to improve existing access controls over information technology resources; specifically, it will:

- Evaluate and update existing controls and processes to review user access to network and systems. Process development to establish supervisory responsibilities at all leadership levels to ensure compliance with IS/IT mandates.

Navajo County Community College District
Northland Pioneer College
Corrective action plan
Year ended June 30, 2019

- Evaluate and update existing policies and procedures across the District departments to effectively provide timely employee status updates that notify IS/IT for timely removal of employee access and/or removal of account.
- Evaluate and update existing contractor and nonentity account access audit procedure for annual review.
- Evaluate and document shared network access account procedure to include revision of credentials when group members leave a shared account.
- Evaluate and update existing password policy for all account users and apply to all network and system accounts.

The District will make the necessary changes to improve existing security over information technology resources; specifically, it will:

- Establish enhanced monitoring and logging practice to be developed further with procedure outlining expectations and actions required.
- Evaluate and establish an incident response plan scenario and test cycle to ensure effective incident response measures.
- Perform, analyze, and evaluate, on a periodic basis, an IS/IT vulnerability scan.

Navajo County Community College District
Northland Pioneer College
Corrective action plan
Year ended June 30, 2019

Federal award findings and questioned costs

2019-101

Cluster name:	Student Financial Assistance Cluster
CFDA numbers and names:	84.007 Federal Supplemental Educational Opportunity Grants 84.033 Federal Work-Study Program 84.063 Federal Pell Grant Program
Award numbers and years:	P007A180127; P033A180127; P063P183482; July 1, 2018 through June 30, 2019
Federal agency:	U.S. Department of Education
Compliance requirement:	Special tests and provisions
Questioned costs:	N/A

Maderia Ellison, Associate Vice President and Chief Business Officer
Ernest Hess, Network Administrator
Anticipated completion date: June 30, 2020

The District will make the necessary changes to improve existing security over information technology resources; specifically, it will ensure that the District protects student financial aid information in accordance with the Gramm-Leach-Bliley Act and specifically, will:

- Designate an employee to coordinate the information security program.
- Perform an annual risk assessment of its maintained student financial aid information to identify, analyze and respond to IT risks related to its employee training and management; IT systems and data; and detecting, preventing, and responding to attacks, intrusions, or other systems failures.
- Document a safeguard for each risk identified.
- Monitor the effectiveness of the safeguards' key controls, systems, and procedures on a periodic basis.
- Evaluate and adjust the information security program in light of the results of the testing and monitoring any material changes to the District's operations or business arrangements; or any other circumstances that may have a material impact on the information security program.

November 15, 2019

Lindsey Perry
Auditor General
2910 N. 44th St., Ste. 410
Phoenix, AZ 85018

Dear Ms. Perry:

We have prepared the accompanying summary schedule of prior audit findings per the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Specifically, we are reporting the status of audit findings included in the prior audit's schedule of findings and questioned costs. This schedule also includes the status of audit findings reported in the prior audit's summary schedule of prior audit findings that were not corrected.

Sincerely,

Maderia J. Ellison
Vice President for Administrative Services

Navajo County Community College District
(Northland Pioneer College)
Summary schedule of prior year audit findings
Year Ended June 30, 2019

Managing risk

Finding No. **2018-01 & 2017-01**

Status: *Partially Corrected*

As of June 30, 2019, the District has not fully implemented the necessary changes to improve and document an entity-wide risk-assessment process that includes District Administration and IT management due to the complexity of the requirement. The District has developed policies and procedures documenting and addressing the IT risk-assessment process and continues to develop entity-wide risk assessment processes in addition to improving its IT risk assessments and better document remediation, prioritization and responses.

Information technology (IT) controls—access, configuration management, security

Finding No. **2018-02, 2017-02 (access), & 2017-04 (security)**

Status: *Partially Corrected*

As of June 30, 2019, the District has not fully implemented the necessary changes to improve existing IT access and security controls over information technology resources due to the complexity of the requirements. The District has developed policies and procedures documenting the control processes over IT access and the security protocols. These policies and procedures will allow the District to better monitor, manage and control access to data and IT devices, as well as maintain IT security.

The District should improve its configuration management process over information technology resources

Finding No. 2017-03

Status: *Fully Corrected*





MELANIE M. CHESNEY
DEPUTY AUDITOR GENERAL

ARIZONA AUDITOR GENERAL
LINDSEY A. PERRY

JOSEPH D. MOORE
DEPUTY AUDITOR GENERAL

January 13, 2020

The Governing Board of
Navajo County Community College District

Mr. Mark Vest, President
Navajo County Community College District

We have completed our financial audit of Navajo County Community College District and our federal compliance audit of its major federal programs as of and for the year ended June 30, 2019, and issued our reports dated November 15, 2019. We conducted our audits in accordance with U.S. generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*; and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). As those auditing standards require, we are providing you the following information related to our audits to help you oversee the financial reporting and disclosure process and to help you oversee the federal programs the District administers for which management is responsible. Other auditors audited the financial statements of the Northeast Arizona Training Center, Inc. and NPC Friends and Family, as described in our report on the District's financial statements.

Auditors' reports issued and auditors' results

We have reported the results of our audits and the other auditors' audits to which we referred in the District's Comprehensive Annual Financial Report (CAFR) and Single Audit Report. You should have already received a copy of the CAFR and Single Audit Report, which include the following reports:

- Auditors' report on the District's financial statements.
- Auditors' report on the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance.
- Auditors' report on the District's compliance with the requirements applicable to each major federal program the District administers and on its internal control over compliance, which includes our auditors' opinion on the District's schedule of expenditures of federal awards.

Financial statement audit results—Based on our audit and the other auditors' audits, we found that the information in the District's financial statements is fairly presented in all material respects and the financial statements are reliable. Also, the District generally maintained adequate internal control over financial reporting; however, we identified internal control weaknesses that the District should correct. Those weaknesses are described in the District's Single Audit Report on pages 8 through 10.

The Governing Board of
Navajo County Community College District

Mr. Mark Vest, President
Navajo County Community College District
January 13, 2020
Page 2

Major federal programs audit results—Based on our audit, we found that the District maintained adequate internal control over compliance and materially complied with federal compliance requirements for the major federal program tested. However, we noted an internal control weakness and instance of noncompliance with federal requirements, which are described in the District's Single Audit Report on pages 10 through 11. In addition, the Single Audit Report includes a summary schedule of prior audit findings. This schedule lets you know whether management has been correcting the findings identified in prior audits.

The District is responsible for its system of internal control over financial reporting and federal compliance and is also responsible for correcting the internal control weaknesses and instance of noncompliance noted above.

Qualitative aspects of significant accounting practices

Management is responsible for selecting and using appropriate accounting policies, accounting estimates, and financial statement disclosures. The significant accounting policies the District used are described in Note 1 to the financial statements. The District did not adopt new accounting policies or change the application of existing policies during the year ended June 30, 2019. We noted no transactions the District entered into during the year for which there is a lack of authoritative guidance or consensus.

Accounting estimates are an integral part of the financial statements management prepares and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimates of the net pension liability, deferred outflows of resources related to pensions, deferred inflows of resources related to pensions, and pension expense were based on actuarial estimates. We evaluated the key factors and assumptions management used to develop these estimates in determining that they were reasonable in relation to the financial statements taken as a whole.

The disclosures in the notes to the financial statements are neutral, consistent, and clear.

Qualitative aspects of compliance with federal program requirements and accounting practices

Management is responsible for complying with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs. Management is also responsible for selecting and using appropriate accounting policies for recording federal transactions, making accounting estimates, and preparing the schedule of expenditures of federal awards disclosures. In addition, management is responsible for establishing and maintaining effective internal control over compliance for federal programs that provides reasonable assurance that transactions are properly recorded, accounted for, and executed in compliance with federal statutes, regulations, and the terms and conditions of the federal award that could have a material effect on its federal programs. We noted no transactions the District entered into during the year for which there is a lack of authoritative guidance or consensus.

The Governing Board of
Navajo County Community College District

Mr. Mark Vest, President
Navajo County Community College District
January 13, 2020
Page 3

The significant accounting policies the District used in preparing its schedule of expenditures of federal awards are described in the notes to the schedule. These notes are neutral, consistent, and clear.

Material misstatements

There were no material misstatements that came to our attention during the audit of the District's financial statements and schedule of expenditures of federal awards that required management's correction.

Management representations

We obtained written representations from management in a letter dated November 15, 2019 that confirmed District management is responsible and has fulfilled its responsibilities for the preparation and fair presentation of the District's CAFR and schedule of expenditures of federal awards, and for the completeness of the information provided to us. Management also acknowledged its responsibility for the design, implementation, and maintenance of internal control over preparing the District's CAFR. Further, management acknowledged its responsibility for complying with the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of the District's federal programs and for the design, implementation, and maintenance of internal control over compliance for federal programs.

This letter is intended solely for the information of those charged with governance and appropriate management of Navajo County Community College District and is not intended to be and should not be used by anyone other than these specified parties.

If you would like to discuss this letter or have any questions, please contact Donna Miller, Financial Audit Director, or David Glennon, Financial Audit Manager, at (602) 553-0333.

Sincerely,
Lindsey Perry, CPA, CFE
Auditor General

cc: Ms. Maderia Ellison, Vice President for Administrative Services

Request to Adopt the Fiscal Year 2018-19 Expenditure Limitation Report

Recommendation:

Approve adoption of the audited Expenditure Limitation Report for fiscal year 2018-19.

Summary:

In 1980, Arizona voters approved Arizona Constitution, Article IX, §20, prescribing an expenditure limitation for political subdivisions. The expenditure limitation's purpose initially was intended to control expenditures of local revenues and limit future increases in spending to adjustments for inflation and population growth. For the College, the population growth is student enrollment known as Full Time Student Equivalents (FTSE).

The Constitution required the Economic Estimates Commission (Commission) to establish a base limit from actual expenditures of "local" revenues for fiscal year 1980. Each year, the Commission calculates the constitutional expenditure limitation based on a complex formula accounting for inflation and estimated FTSE.

The annual budgeted expenditure limitation report (ABELR) is presented as prescribed by the uniform expenditure reporting system (UERS), as required by Arizona Revised Statutes (A.R.S.) §41-1279.07. The ABELR excludes expenditures of certain revenues specified in the Arizona Constitution, Article IX, §21, and A.R.S. §§15-792.03, 15-795.01, 15-1444, and 15-1472, as applicable, from the total budgeted expenditures.

The information reported in both the ABELR and the financial statements is derived from the same underlying accounting data. However, the formats of the ABELR and the financial statements differ. The ABELR presents budgeted expenditures, exclusions, and amounts subject to the limitation by fund type as required by A.R.S. §41-1279.07. The financial statements present the net position, changes in net position, and cash flows in accordance with U.S. Generally Accepted Accounting Principles (GAAP).



Navajo County Community College District (Northland Pioneer College)

Annual Budgeted Expenditure
Limitation Report

Year Ended June 30, 2019

A Report to the Arizona Legislature

Lindsey A. Perry
Auditor General



The Arizona Office of the Auditor General's mission is to provide independent and impartial information and specific recommendations to improve the operations of State and local government entities. To this end, the Office provides financial audits and accounting services to the State and political subdivisions, investigates possible misuse of public monies, and conducts performance audits and special reviews of school districts, State agencies, and the programs they administer.

The Joint Legislative Audit Committee

Senator **Rick Gray**, Chair
Senator **Lupe Contreras**
Senator **Andrea Dalessandro**
Senator **David C. Farnsworth**
Senator **David Livingston**
Senator **Karen Fann** (ex officio)

Representative **Anthony T. Kern**, Vice Chair
Representative **John Allen**
Representative **Timothy M. Dunn**
Representative **Mitzi Epstein**
Representative **Jennifer Pawlik**
Representative **Rusty Bowers** (ex officio)

Audit Staff

Donna Miller, Director
David Glennon, Manager

Contact Information

Arizona Office of the Auditor General
2910 N. 44th St., Ste. 410
Phoenix, AZ 85018-7271

(602) 553-0333

contact@azauditor.gov

www.azauditor.gov



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MELANIE M. CHESNEY
DEPUTY AUDITOR GENERAL

ARIZONA AUDITOR GENERAL
LINDSEY A. PERRY

JOSEPH D. MOORE
DEPUTY AUDITOR GENERAL

Independent accountants' report

Members of the Arizona State Legislature

The Governing Board of
Navajo County Community College District

We have examined the accompanying Annual Budgeted Expenditure Limitation Report of Navajo County Community College District for the year ended June 30, 2019, and the related notes to the report. The District's management is responsible for presenting this report in accordance with the Uniform Expenditure Reporting System as described in Note 1. Our responsibility is to express an opinion on this report based on our examination.

We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether this report is presented in accordance with the Uniform Expenditure Reporting System in all material respects. An examination involves performing procedures to obtain evidence about the amounts and disclosures in the report. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of the report, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the Annual Budgeted Expenditure Limitation Report referred to above is presented in accordance with the Uniform Expenditure Reporting System as described in Note 1 in all material respects.

Donna Miller, CPA
Director, Financial Audit Division

January 8, 2020

**Navajo County Community College District
(Northland Pioneer College)
Annual Budgeted Expenditure Limitation Report—Part I
Year ended June 30, 2019**

1. Economic Estimates Commission expenditure limitation	\$14,288,001
2. Total amount subject to the expenditure limitation (from Part II, Line C)	<u>13,317,976</u>
3. Amount under the expenditure limitation	<u>\$ 970,025</u>

I hereby certify, to the best of my knowledge and belief, that the information contained in this report is accurate and in accordance with the requirements of the Uniform Expenditure Reporting System.

Signature of chief fiscal officer: (Signature removed for website presentation.)

Name and title: Maderia Ellison, Vice President for Administrative Services/Chief Financial Officer

Telephone number: (928) 532-6743 Date: January 8, 2020

See accompanying notes to report.

**Navajo County Community College District
(Northland Pioneer College)
Annual Budgeted Expenditure Limitation Report—Part II
Year ended June 30, 2019**

Description	Current funds			Plant fund	Total
	Unrestricted		Restricted	Unexpended	
	General	Auxiliary enterprises			
A. Total budgeted expenditures	\$ 21,682,887	\$ 377,819	\$ 5,091,926	\$ 1,586,358	\$ 28,738,990
B. Less exclusions claimed:					
Dividends, interest, and gains on the sale or redemption of investment securities	1,178,922		139	21,093	1,200,154
Grants, aid, or contributions from the federal government, the State of Arizona, other political subdivisions, tribal governments, or special taxing districts (Note 2)	9,304		3,977,407	342,600	4,329,311
Grants, aid, contributions, or gifts from a private agency, organization, or individual, except amounts received in lieu of taxes			411,170		411,170
Amounts accumulated for the purchase of land, and the purchase or construction of buildings or improvements (Note 3)				471,452	471,452
Contracts with other political subdivisions or tribal governments (Note 2)	2,879,003		142,885		3,021,888
Tuition and fees (Note 4)	5,045,648	117,734			5,163,382
Refunds, reimbursements, and other recoveries (Note 5)	7,170				7,170
Amounts earned through research and entrepreneurial activities (Note 6)	231,444	24,718	9,344		265,506
Amounts received from the State of Arizona for workforce development in accordance with A.R.S. §15-1472			550,981		550,981
Total exclusions claimed	<u>9,351,491</u>	<u>142,452</u>	<u>5,091,926</u>	<u>835,145</u>	<u>15,421,014</u>
C. Amounts subject to the expenditure limitation	<u>\$ 12,331,396</u>	<u>\$ 235,367</u>	<u>\$ -</u>	<u>\$ 751,213</u>	<u>\$ 13,317,976</u>

See accompanying notes to report.

**Navajo County Community College District
 (Northland Pioneer College)
 Notes to Annual Budgeted Expenditure Limitation Report
 Year ended June 30, 2019**

Note 1 - Summary of significant accounting policies

The Annual Budgeted Expenditure Limitation Report (ABELR) is presented as prescribed by the Uniform Expenditure Reporting System (UERS), as required by Arizona Revised Statutes (A.R.S.) §41-1279.07. The ABELR excludes expenditures of certain revenues specified in the Arizona Constitution, Article IX, §21, and A.R.S. §§15-792.03, 15-795.01, 15-1444, and 15-1472, as applicable, from the total budgeted expenditures.

The information reported in both the ABELR and the financial statements is derived from the same underlying accounting data. However, the formats of the ABELR and the financial statements differ. The ABELR presents budgeted expenditures, exclusions, and amounts subject to the limitation by fund type as required by A.R.S. §41-1279.07. The financial statements present the net position, changes in net position, and cash flows in accordance with U.S. generally accepted accounting principles.

In accordance with the UERS requirements, a note to the ABELR is presented below for any exclusion reported in the total column on part II that cannot be traced directly to an amount reported in the annual financial statements.

Note 2

The following schedule presents revenues from which exclusions have been claimed for government grants, aid, contributions, and contracts:

Statement of revenues, expenses, and changes in net position—primary government:

Government contracts	\$ 3,021,888
Government grants	3,986,711
State appropriations	<u>9,026,200</u>
Total	<u>\$16,034,799</u>

Annual Budgeted Expenditure Limitation Report:

Grants, aid, or contributions from the federal government, the State of Arizona, other political subdivisions, tribal governments, or special taxing districts	\$ 4,329,311
Contracts with other political subdivisions or tribal governments	<u>3,021,888</u>
Total exclusions claimed	7,351,199
Other revenues (nonexcludable)	<u>8,683,600</u>
Total	<u>\$16,034,799</u>

Note 3

Of the \$1,149,269 reported as purchase and construction of capital assets on the statement of cash flows—primary government, \$471,452 was expended from amounts authorized and accumulated for purchasing land and purchasing or constructing buildings or improvements and was, therefore, claimed as an exclusion.

**Navajo County Community College District
(Northland Pioneer College)
Notes to Annual Budgeted Expenditure Limitation Report
Year ended June 30, 2019**

Note 4

The District does not budget tuition and fees and Bookstore income revenues net of scholarship allowances. Of the gross tuition and fees of \$5,128,121 reported on the statement of revenues, expenses, and changes in net position—primary government, the entire amount was claimed as an exclusion. The entire amount of the gross Bookstore income of \$35,261 was also claimed as an exclusion for a total of \$5,163,382 excluded as tuition and fees.

Note 5

Amounts totaling \$7,170 are reported as insurance reimbursement and included in other revenue on the statement of revenues, expenses, and changes in net position—primary government.

Note 6

Amounts totaling \$265,506 earned through entrepreneurial activities are included in other sales and services and other revenue on the statement of revenues, expenses, and changes in net position—primary government.



Request to Approve Adjustment to Fiscal Year 2019 Adopted Budget

Recommendation:

Adopt the revised Fiscal Year 2019 Budget.

Summary:

The proposed adjustment to the adopted budget is an outcome of the completed financial audit and expenditure limitation report audited by the State of Arizona Office of the Auditor General for the fiscal year ended June 30, 2019.

The adopted budget in the fiscal year ended June 30, 2019 for the General Fund, Auxiliary Enterprises Fund, Restricted Fund, and Unexpended Plant Fund were \$27,988,697, \$600,000, \$6,600,000, and \$11,443,000, respectively.

As the District did not spend all of the General Fund, Auxiliary Enterprises Fund, Restricted Fund, and Unexpended Plant Fund, as of June 30, 2019, the budgets for these funds were adjusted to the actual expenditure amounts of \$21,682,887, \$377,819, \$5,091,926 and \$1,586,358, respectively.

The following summarizes the original adopted budget, the revisions, and the actual expenditures reported for the year ended June 30, 2019.

	General Fund	Auxiliary Enterprises Fund	Restricted Fund	Unexpended Plant Fund	Total
Adopted Budget	27,988,697	600,000	6,600,000	11,443,000	46,631,697
Budget Adjustment	(6,305,810)	(222,181)	(1,508,074)	(9,856,642)	(17,892,707)
Revised Budget	21,682,887	377,819	5,091,926	1,586,358	28,738,990
Actual Expenses	21,682,887	377,819	5,091,926	1,586,358	28,738,990
Variance	-	-	-	-	-



Request to Approve External Hearing Officers

Recommendation:

Staff recommends the approval of the list of external Hearing Officers under Procedure 2755, Discipline of Employees.

Summary:

College Procedure 2755 requires that the District Governing Board approve a list of acceptable hearing officers on an annual basis (Procedure 2755, ll.C). The approval of acceptable external hearing officers will be used for calendar year 2020. The list of Hearing Officers is provided by the college attorney and these individuals have agreed to serve if called on.



NORTHLAND PIONEER COLLEGE

2020/2021

List of Hearing Officers/Investigators

- **Prudence Lee**
1023 E Country Gables Dr.
Phoenix, AZ 85022
- **Clyde Dangerfield**
Cantelme & Brown, PLC
2020 S McClintock Dr Suite 109
Tempe, AZ 85202
- **Pierce Coleman**
2020 North Central Ave., Suite 670
Phoenix, AZ 85004
- **Don Peters**
Peters, Cannata & Moody PLC
3030 North Third St., Suite 905
Phoenix, AZ 85012
- **C. Benson Hufford**
Hufford Horstman Mongini Parnell & Tucker, PC
Tucson, Arizona (also has an office in Flagstaff)

NATC: Request to Release Funds for Master Plan

Recommendation:

The NATC Board voted unanimously to award LEA Architects, LLC the contract for designing the master plan. LEA Architects, LLC was determined to be the best qualified of the three state-approved firms that submitted proposals for designing the NATC Master Plan. Therefore, the NATC Board is requesting the release of \$24,800 (\$19,800 + up to \$5,000 in reimbursable expenses) to NATC in order to contract LEA Architects, LLC for designing the Master Plan for NATC.

Summary:

On January 7, 2020, the NATC Board voted unanimously to contract the state-approved firm LEA Architects, LLC to design the Master Plan of its facilities in Snowflake. Three firms – LEA Architects LLC, ADM Group Inc., and SPS+ -- attended the scope of work meeting and submitted proposals for this contract. From these proposals, NATC's Board (with the support of its Director of Public Safety Education) determined LEA Architects, LLC to be the best value in consideration of their response to the scope of work, their experience, and the details provided in their report. The architectural fees proposed by LEA Architects, LLC are \$19,800 + reimbursable expenses. The NATC Board has set the cap on reimbursable expenses to not exceed \$5,000. Total cost \$24,800.

LEA Architects, LLC have provided master planning and professional design services for many new police and fire training facilities and public safety facilities. They have designed facilities throughout Arizona – including several public safety facilities for Avondale, Chandler, Cottonwood, Somerton, and Goodyear, Arizona. They have built more than 150 Fire Stations, numerous police facilities, court facilities, and several police and fire training facilities. This regional experience, combined with an outstanding personalized response to NATC's Scope of Work resulted in the NATC Board's selection of LEA Architects, LLC from the three proposals.

LEA Architects, LLC is one of the 15 state approved architectural firms with pre-negotiated pricing.



Recommendation to Complete Partnership Agreement with Expect More Arizona

Recommendation:

Staff recommends acceptance of the request from Expect More Arizona to become a designated partner with that group. Expect More Arizona is a statewide education advocacy organization. Approval would authorize the president to complete a partnership document with Expect More Arizona.

Summary:

Expect More Arizona is a statewide education advocacy organization. Their written/oral presentation from the December board meeting included the following organizational summary:

"Expect More Arizona is a statewide, non-partisan, education advocacy organization. We foster collaborative action among partners statewide to advocate for all Arizona students. We are committed to working with our partners toward a shared vision for an education system that prepares Arizona's children to succeed and makes Arizona one of the best places to live, work and raise a family. Realizing this vision is vital to our state's economic prosperity, quality of life and civic health. Our shared vision includes the key elements that everyone can agree on – from having quality early learning experiences to ensuring that all Arizona students have access to post-secondary education."

Current EMA education/municipality partners include: Arizona Board of Regents, the three state universities, seven public community college districts, the school districts of Winslow, Holbrook and Snowflake, and the cities of Winslow and Holbrook. Business and industry partners include: APS, SRP, Freeport-McMoran, Intel, and Wells Fargo.

Partnering with EMA would allow NPC to join a statewide coalition of business and industry, education, and municipality leaders working together to improve educational opportunities for students locally and statewide.





Expect More Arizona brings together more than 200 partner organizations statewide to work toward a shared vision for world-class education system that prepares Arizona’s children to succeed and makes Arizona one of the best places to live, work and raise a family. Our shared vision includes the key elements that everyone can agree on – from having quality early learning experiences to every child being able to read proficiently by third grade and having the opportunity for some form of post-secondary education.

Achieving a high-quality education system requires leadership, high expectations, strategic investments and the willingness of everyone to work together. Become a partner today and commit to making education a top priority and to taking action to support teachers and students in our communities.

We list all of our partners on our website with hyperlinks to their sites. We will also provide a web emblem that can be embedded on your website to designate you as a World-Class Education partner as well as a window cling that can be displayed at your office. There are a number of benefits to becoming a partner, including:

- Cross-promotion opportunities (media stories, guest blogs, highlighting stories of excellence within your community)
- Presentations and workshops by one of our trained outreach specialists on a range of topics
- Timely advocacy information and resources







We work with each of our partners to determine which key areas they are most interested in and identify ways to collaborate on projects and/or communications efforts. Let me know if you’d like any additional information about our partner program or would like to meet to discuss further.



All Arizona children deserve a world-class education, which gives them the opportunity to succeed in life. To ensure a strong economic future for Arizona and a higher quality of life for everyone, we have to make education a top priority in our state. In Arizona, we are fortunate to have many bright spots and countless dedicated educators. But they can't do it alone. Everyone has a role to play. That's why we've joined with thousands of concerned individuals and organizations to build a movement dedicated to a shared vision of world-class education for all children.









A Shared Vision for Arizona Education

Every Arizona child, regardless of background, income, or zip code, deserves:

-  access to high-quality early learning that prepares him/her for Kindergarten.
-  to be able to read proficiently by the 3rd grade.
-  to graduate from high school ready for college or career.
-  the opportunity to attain a college degree and/or certificate or industry credential.
-  great teachers and principals.
-  a fully-funded education from birth through career to produce excellence.



To make this vision a reality in Arizona, we are committed to measuring progress in the following eight overarching key metrics:

-  **Postsecondary Attainment:** % of Arizona residents completing a 2 or 4 year degree or industry certificate.
-  **Postsecondary Enrollment:** % of Arizona high school graduates attending a post-secondary institution.
-  **Opportunity Youth:** % of youth 16-24 not in school or working.
-  **High School Graduation:** % of Arizona high school students graduating in 4 years.
-  **8th Grade Math:** % of Arizona 8th grade students proficient or highly proficient on AzMERIT math.
-  **3rd Grade Reading:** % of Arizona 3rd grade students proficient or highly proficient in reading on AzMERIT English language arts.
-  **Preschool Enrollment:** % of Arizona 3 and 4 year olds enrolled in preschool, including public, private and homeschool settings.
-  **Teacher Pay:** Median Arizona teacher salary as compared to the national median teacher salary.

Today, we will join the movement and do our part to advance a world-class education for all Arizona children.

_____ Name

_____ Date

_____ Title

_____ Organization

_____ Mailing Address

_____ City, Zip Code

_____ Phone

_____ E-mail

TALON to Consortium: IGAs

Summary:

As our grant ends, we are moving forward with a cost-sharing partnership (henceforth referred to as the Consortium). Through this Consortium NPC will offer quality, live, and interactive distance learning opportunities to our high school partners – providing students with opportunities to earn dual credits that will transfer to all Arizona community colleges and universities. Through this agreement, NPC has committed to offering the following courses to our partners:

- ▶ ECN 211 • Principles of Macroeconomics
- ▶ ENL 101 • College Composition I
- ▶ ENL 102 • College Composition II
- ▶ HIS 105 • U.S. History to 1877
- ▶ HIS 106 • U.S. History since 1877
- ▶ MAT 152 • Advanced Algebra
- ▶ MAT 189 • Pre-Calculus Algebra/Trigonometry
- ▶ POS 110 • American Government
- ▶ MAT 221 • Calculus I
- ▶ MAT 231 • Calculus II
- ▶ SPA 101 • Elementary Spanish I
- ▶ SPA 102 • Elementary Spanish II

NPC and the high school partners have agreed to share the cost of this program. The partners are required to pay tuition, plus equipment or approximately 40% of the program cost.

At the February District Governing Board meeting, we will present the IGAs with our Consortium partners for DGB approval.

