

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 regular District Governing Board Meeting, open to the public, on **March 24, 2020 beginning at 10:00 a.m.** The meeting will be held via **teleconference** and you can join by calling **928-524-7479**.

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 23rd day of March, 2020, at 10:00 a.m.

Paul Hempsey
Recording Secretary to the Board

NOTICE DISTRIBUTION

1. WHITE MOUNTAIN INDEPENDENT NEWSPAPER
2. TRIBUNE-NEWS & SNOWFLAKE HERALD NEWSPAPERS
3. NAVAJO TIMES
4. NAVAJO-HOPI OBSERVER
5. KINO RADIO
6. KNNB RADIO
7. COUNTRY MOUNTAIN AIRWAVES [KQAZ/KTHQ/KNKI RADIO]
8. KWKM RADIO
9. WHITE MOUNTAIN RADIO
10. NPC WEB SITE
11. NPC ADMINISTRATORS AND STAFF
12. NPC FACULTY ASSOCIATION PRESIDENT
13. NPC CLASSIFIED AND ADMINISTRATIVE SUPPORT ORGANIZATION PRESIDENT
14. NPC STUDENT GOVERNMENT ASSOCIATION PRESIDENT



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 Meeting Agenda

Teleconference on 928-524-7479

Date: March 24, 2020

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order and Pledge of Allegiance	Chair Lucero
2.	Adoption of the Agenda..... (Action)	Chair Lucero
3.	Call for Public Comment..... <small>Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.</small>	Chair Lucero
4.	Reports:	
A.	Financial Position	VPAS Ellison
B.	NPC Student Government Association (SGA)	SGA
C.	NPC Faculty Association	Inez Schaechterle
D.	Classified & Administrative Staff Organization (CASO)	Rebecca Hunt
E.	Strategic Planning and Accreditation Steering Committee.....	Kevin Jones
F.	NPC Friends and Family	Director Wilson
G.	Human Resources	Written Report
5.	Consent Agenda..... (Action)	Chair Lucero
A.	February 18, 2020 Regular Meeting Minutes	
B.	Policies 1500 through 1595	
C.	TALON to Consortium IGA between Navajo County Community College District and Holbrook USD, Sanders USD.	
D.	Curriculum Modifications:	
1.	Program Modifications to the Business Accounting Program	
2.	Program Modifications to the Management and Leadership Specialization Program	
3.	Program Modifications to the Entrepreneurship Specialization Program	
4.	Program Modifications to the Medical Office Administration Specialization Program	
5.	New Program – Pharmacy Technician	
E.	2019-20 Dual Enrollment Intergovernmental Agreements between Navajo County Community College District and Hopi Jr/Sr High School.	
6.	Old Business: None.	
7.	New Business:	
A.	COVID-19 Discussion..... (Action)	President Vest
B.	Arizona School Board Association Membership..... (Action)	President Vest
C.	Approval of Reduction in Force of Coordinator of Administrative Systems Support and Projects Position..... (Action)	President Vest
D.	Request to Approve Purchase of Cisco Catalyst 9200 Switches (Action)	CIO Estes
E.	Request to Approve Purchase of Samsung 55” Displays, Associated Mounts, and Hardware..... (Action)	CIO Estes
F.	Request to Approve Purchase of SMART Board Displays with Mounts..... (Action)	CIO Estes
G.	Early College Program Update	VPLSS Clark
H.	Out of County Tuition	VPAS Ellison
I.	2020-2021 Tuition and Fees (Action)	VPAS Ellison

- 8. **Standing Business:**
 - A. **President's Report**..... President Vest
 - B. **DGB Agenda Items and Informational Needs for Future Meetings** Chair Lucero
- 9. **Board Report/Summary of Current Events** Board Members
- 10. **Announcement of Next Regular Meeting** **April 14, 2020** Chair Lucero
- 11. **Adjournment** **(Action)** Chair Lucero

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



Northland Pioneer College

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NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position
 July 1, 2019 to January 31, 2020

Budget Period Expired 58%

Tax Supported Funds

	General Unrestricted			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Primary Tax Levy	15,254,000	486,588	10,052,105	66%
State Aid:				
Maintenance and Operations	1,567,700	391,925	1,175,775	75%
Equalization	7,751,900	1,937,975	5,813,925	75%
Additional Rural Funding	889,200	222,300	666,900	
Tuition and Fees	4,860,000	585,196	3,142,403	65%
Investment earnings	-	106,109	830,337	
Grants and Contracts	1,306,400	143,884	707,559	54%
Other Miscellaneous	-	20,819	182,984	
Fund Balance	-			
Transfers	(2,900,000)	(322,654)	(1,247,365)	43%
TOTAL REVENUES	\$ 28,729,200	\$ 3,572,142	\$ 21,324,623	74%

EXPENDITURES				
Salaries and Benefits	18,897,429	1,385,074	10,057,608	53%
Operating Expenditures	9,831,771	860,803	3,965,177	40%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 28,729,200	\$ 2,245,877	\$ 14,022,785	49%

	Unrestricted Plant			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
State Aid:				
Capital/STEM	339,500	84,875	254,625	75%
Fund Balance - WMC Facilities	12,500,000		-	0%
Transfers	2,000,000	168,268	686,810	34%
TOTAL REVENUES	\$ 14,839,500	\$ 253,143	\$ 941,435	6%

EXPENDITURES				
Capital Expenditures	2,339,500	249,111	900,409	38%
Capital Expenditures - WMC Facilities	12,500,000	4,032	41,026	0%
TOTAL EXPENDITURES	\$ 14,839,500	\$ 253,143	\$ 941,435	6%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
 Statement of Financial Position
 July 1, 2019 to January 31, 2020

Budget Period Expired 58%

Restricted and Auxiliary Funds

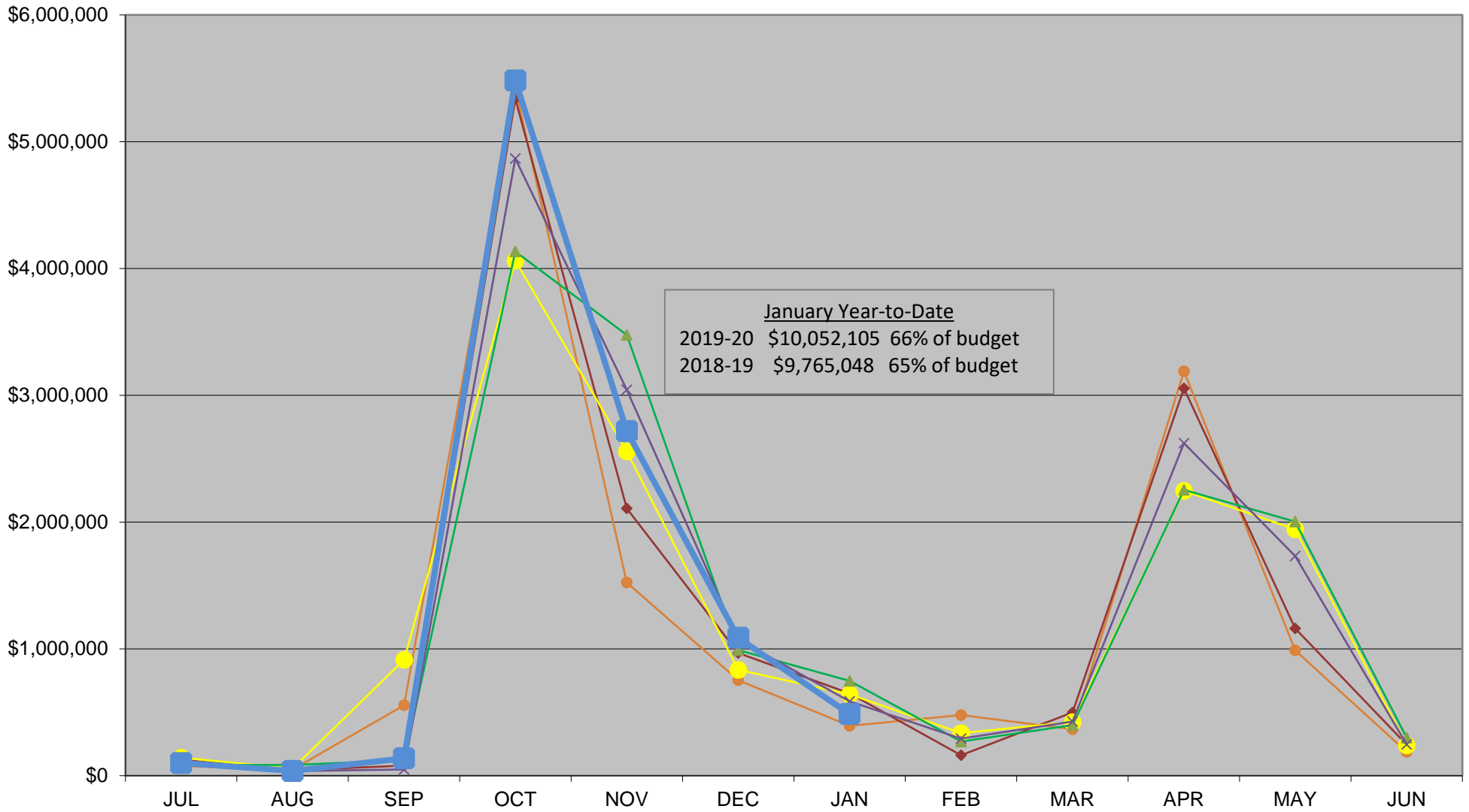
	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	6,000,000	328,563	2,078,793	35%
Fund Balance	-			
Transfers	600,000	150,000	450,000	75%
TOTAL REVENUES	\$ 6,600,000	\$ 478,563	\$ 2,528,793	38%
EXPENDITURES				
Salaries and Benefits	976,929	91,761	693,551	71%
Operating Expenditures	5,623,071	1,071,168	2,706,844	48%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 6,600,000	\$ 1,162,929	\$ 3,400,395	52%

	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Sales and Services	300,000	12,424	59,292	20%
Fund Balance	-			
Transfers	300,000	4,386	110,555	37%
TOTAL REVENUES	\$ 600,000	\$ 16,810	\$ 169,847	28%
EXPENDITURES				
Salaries and Benefits	298,971	6,243	106,547	36%
Operating Expenditures	301,029	10,567	63,300	21%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 600,000	\$ 16,810	\$ 169,847	28%

Cash Flows

Cash flows from all activities (YTD)	\$24,964,698
Cash used for all activities (YTD)	\$18,534,462
Net Cash for all activities (YTD)	\$6,430,236

Monthly Primary Property Tax Receipts



**DGB Human Resources Update
March 24, 2020**

OPEN POSITIONS

1. **Auto Mechanic - Open Until Filled. 0 applicants.**
2. **Chief Human Resources Officer – Open until filled. 19 applicants.**
3. **Community & Corporate Learning Specialist - Open until filled. 4 applicants.**
4. **Curriculum Coordinator – Open until filled. 26 applicants.**
5. **Faculty in Energy & Industrial Technician – Open until filled. 2 applicants.**

CLOSED: IN REVIEW

6. **Accounting Manager – Closed January 31, 2020. 14 applicants.**
7. **Associate Librarian - Close Date January 15, 2020. 50 applicants.**
8. **Audio/Video Support Technician – Closed February 6, 2020. 15 applicants.**
9. **Director of Library Services – Closed March 5, 2020. 17 applicants. (offer made).**
10. **Director of Nursing Services – Closed March 6, 2020. 3 applicants.**
11. **Faculty in Business – Closed November 22, 2019. 1 applicant.**
12. **Faculty in College & Career Preparation Instructor – Closed March 6, 2020. 50 applicants.**
13. **Faculty in Computer Information Systems – Closed March 3, 2020. 1 applicant.**
14. **Groundskeeper – Closed February 18, 2020. 118 applicants.**
15. **Human Resources Generalist – Closed January 20, 2020. (offer made).**
16. **SBDC Program Coordinator - Closed February 26, 2020. (offer made).**
17. **St. Johns Center Manager – Closed March 2, 2020. 30 applicants.**
18. **Systems Engineer – Closed February 13, 2020. 17 applicants.**

FILLED

19. **Interim Financial Aid Systems Technician – Desirae Silvers, start date March 2, 2020.**

Navajo County Community College District Governing Board Meeting Minutes

February 18, 2020 – 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; Mr. Elias Jouen (Missed the first vote).

Governing Board Member Present by Phone:

Governing Board Member Absent:

Staff Present: President Mark Vest; Vice President for Administrative Services (VPAS) Maderia Ellison; Chief Information Officer (CIO) Scott Estes; Recording Secretary to the Board Terrie Shevat.

Others Present: Kim Reed; Betsy Wilson; April Horne; Ann Hess; Peggy Belknap; Josh Rogers; Rebecca Hunt; Laura Parsons; Judy Yip-Reyes; Rickey Jackson; Ryan Jones; Gail Campbell; Renell Heister; Ernie Hess; Amber Hill; Inez Schaechterle; Curtis Stevens; Lauren Maestas; Jolina Barron; Karen Zimmerman; Jeremy Raisor; Matt Weber; Lance Heister; Kurt Palmer.

Others Present by Phone:

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Lucero called the meeting to order at 10:00 a.m. and asked for all present to join him in a moment of silence for White Mountain Apache Police Officer David Kellywood who was killed in the line of duty early Monday morning. Officer Kellywood was a graduate of the college's Northeast Arizona Law Enforcement Training Academy class of 2019.

Chair Lucero then 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 addressed the Board and reviewed the Financial Position Report noting that revenues were slightly ahead of expectations due to the last minute additional funding received in the state budget.

4.B. NPC Student Government Association (SGA)

Written Report.

4.C. Faculty Association

Ryan Jones, Chair of the English Department which also encompasses Languages, Humanities, and Philosophy, addressed the Board and presented on new initiatives within the department, such as a co-requisite program between English and Math. Mr. Jones also noted some of the new courses developed and taught, particularly by newer members of faculty, and the fact that the English Department had gone bookless to save their students money. Mr. Jones and other faculty will attend a Conference on Open Access educational resources at Mesa Community College.

Mr. Leslie asked that a follow-up report on the Open Access conference be provided to the Board at a future meeting.

4.D. Classified & Administrative Staff Organization (CASO)

Rebecca Hunt, President of CASO, addressed the Board and noted the efforts improve the organization continued and she hoped to have more to report in March.

4.E. NPC Strategic Planning and Accreditation Steering Committee (SPASC)

April Horne, Academic Advisor at the White Mountain Campus, addressed the Board and provided an update from SPASC, highlighting the attempt to add a student to the committee.

Mr. Leslie asked if all Shared Governance groups had student participation. President Vest reported that this is the first year that students have been added and the SGA made a commitment to participate. Mr. Leslie asked that he be kept informed of student participation.

4.F. Friends and Family

Director Wilson addressed the Board and provided an update on upcoming Friends and Family activities highlighting a Scholarship Workshop that will take place on the college's distance system between 12pm and 2pm on Friday, February 21, 2020 inviting Board members to attend. Recording Secretary to the Board reminded members to inform him if they planned to attend as it may need to be posted as a Board Activity. Director Wilson also provided details on the efforts Friends and Family was making for Arizona Gives Day, which will take place on April 7th this year.

4.G. Human Resources

Written Report.

Agenda Item 5: Consent Agenda

- A. **January 21, 2020 Work Session Minutes**
- B. **January 21, 2020 Regular Meeting Minutes**
- C. **January 21, 2020 Executive Session 1 Minutes**
- D. **January 21, 2020 Retreat Minutes**
- E. **Policies 1402 through 1470**

Mr. Robinson made a motion to accept the consent agenda as presented. Mr. Leslie seconded. The vote passed upon a roll-call vote with Mr. Jouen, 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. Office of Institutional Effectiveness

Dr. Judy Yip-Reyes, Director of Institutional Effectiveness, addressed the Board and provided a quarterly update from the office noting the internal and external reporting recently completed. Director Yip-Reyes offered to meet with the Board in a Work Session to provide further data and context in the Board so wished.

Chair Lucero asked when the college would receive the final report from the Higher Learning Commission. President Vest responded that they hoped to have the final recommendation by the end of April.

7.B. High School Programs: Building Relationships

Renell Heister, Project Director for Title III TALON Grant, addressed the Board and presented on the partnerships the college has with our area High Schools and the continued efforts to develop those relationships.

7.C. Request to Approve Talon Consortium IGAs

Renell Heister reviewed the request to approve IGAs for a consortium agreement to replace the current TALON Grant initiative.

Mr. Leslie made a motion to approve the TALON to Consortium IGAs as presented. Mr. Jouen seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

7.D. AC4 Marketing Group Presentation

Ann Hess, Director of Marketing & Public Relations, addressed the Board and presented on the work undertaken by the Marketing sub group of the Arizona Community College Coordinating Council (AC4).

Mr. Leslie asked for a copy of the Key Messaging document. President Vest offered to send it to all Board members with his weekly report.

7.E. Request to Approve Increase to Budget Allocated for Website Work

Ann Hess reviewed the request to increase the budget allocated for website maintenance.

Mr. Leslie confirmed the request was to increase the yearly cap to \$80,000.00 for this fiscal year and next fiscal year. President Vest noted that the college would review the ongoing costs and make a decision on whether it would make more sense to put the money towards a position within the college rather than continuing with a contract service.

Mr. Leslie made a motion for the college to move forward 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. Mr. Jouen was absent for the vote.

7.F. Request to Submit Proposal to AZ Dept. of Education to Continue the Provision of Adult Basic Education Services

Gail Campbell, Associate Dean of Education and College & Career Preparation, addressed the Board and reviewed the request to submit a proposal to the Arizona Department of Education for the continuation of the provision of Adult Basic Education services at the college.

Chair Lucero asked if the \$650,000.00 was for four years. Dean Campbell responded that it was the annual amount for each of the four years. Chair Lucero asked how much the college had received in the past. Dean Campbell responded that the college generally receives between \$500,000.00 and \$600,000.00 in grant funds and NPC has a required 25 percent match on these funds.

Mr. Jouen made a motion to approve the request to submit a proposal to the Department of Education to continue the provision of Adult Basic Education services as presented. Mr. Robinson seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

7.G. Request to Approve Purchase of Desktop Computers, Laptops With Docking Stations, and Monitors

CIO Estes addressed the Board and reviewed the request to approve the purchase of computer equipment noting this was an annual endeavor and would target the computers that could not support Windows 10 and Office 2019.

CIO Estes also noted that the quote provided in the Board packet was incorrect and specified an item that could only be sold to the Healthcare industry. The quote had been updated to the correct item description and product number and the cost did not change. He offered to provide a copy of the new quote to Board members if needed.

Mr. Jouen asked how often computers were replaced at the college and if it was a budgeted item each year. CIO Estes responded that the college had a lifecycle replacement cycle for equipment and an annual budget line for said replacement.

Mr. Leslie asked that the new quote be added to the Permanent Board Records maintained by the college.

*Mr. Robinson made a motion to approve the purchase of Desktop Computers, Laptops with Docking Stations, and monitors in the amount of \$258,408.01 which includes all applicable taxes. Mr. Peaches seconded. **The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.***

7.H. Request to Approve Purchase of Cisco Telepresence Endpoints for Model Classrooms

CIO Estes reviewed the request to purchase Cisco Telepresence Endpoints for the 9 Model Classrooms at the college noting that this was also a lifecycle replacement.

*Mr. Peaches made a motion to approve the request to purchase the Cisco Telepresence Endpoints for Model Classrooms. Mr. Leslie seconded. **The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.***

7.I. Request to Approve Purchase of Cisco Telepresence Endpoints for CCP, and Audio Classrooms

CIO Estes reviewed the request to purchase Cisco Telepresence Endpoints for the 9 CCP and 9 Audio classrooms at the college noting this had been put off while faculty deliberated on what technology they would like to use in the classrooms.

Mr. Jouen confirmed the prices were based on an Arizona State Procurement Contract that the college was piggybacking on.

*Mr. Jouen made a motion to approve the request to purchase Cisco Telepresence Endpoints for CCP and Audio classrooms in the amount of \$418,051.13 as presented. Mr. Peaches seconded. **The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.***

7.J. 2020-2021 Tuition and Fees

VPAS Ellison reviewed the proposed Tuition and Fees which shows a \$3 rise in tuition for each of the next three years.

Chair Lucero asked how much revenue is usually generated from tuition. VPAS Ellison responded that it was around \$4 million each year.

Mr. Robinson asked if other community colleges had an out-of-district tuition rate. VPAS Ellison offered to provide that information at the next Board meeting.

Chair Lucero asked if other Community Colleges in the state charged for Dual Enrollment classes. VPAS Ellison responded that they do and it ranges from \$25 to the full tuition rate.

The Board suggested they would like to see information on a \$2 increase for the next fiscal year and \$3 for the next two years, which could be reduced in a future meeting if needed.

7.K. Board Training Options

President Vest discussed the training options provided through the Arizona School Board Association and the associated costs. The Board asked for an action item at the March Board meeting to gain a consensus on whether to move forward with membership.

7.L. Place Director of Human Resources Position on Salary Scale

Chair Lucero mentioned that he would rather not discuss all the issues in the Human Resources area of the college and asked for a motion to have a Chief Human Resources Officer (CHRO) on the salary scale at an E1 level.

With no motion forthcoming President Vest provided a history of the Director of Human Resources position and the salary levels at the college from D3 through E1.

Chair Lucero provided an anecdotal summary of a Human Resources position he heard about in Tucson and suggested the way the position was currently set up in the college meant the Director could not do their job due to other areas of the college telling them what they wanted. Chair Lucero suggested there had been a lack of best practices at the college, particularly in Purchasing, since he joined the Board and now he was seeing it in Human Resources. He also reported that he was informed that the previous Human Resources Director at the college did not meet the credentials for the current position but he had checked and they did. He saw the issue as less about the person the college hires but more of an institutional problem that nobody wants to listen to the person they hire. People want to hire whoever they want, regardless of background checks, which he was shocked the college do not complete nor do they fingerprint, and opened the college to the issue of child molestation. He felt the college needed someone in that position that can do their job without interference other than by their direct supervisor, the President.

Mr. Jouen asked if they were placed at that E1 level will they automatically be empowered. Chair Lucero suggested they would have the power to not be told what to do by other people.

Mr. Leslie asked if the Human Resources report from Traaen and Associates had been reviewed by Shared Governance groups. Chair Lucero states it had not and he believed it didn't need to go through Shared Governance. President Vest noted that Board Policy broadly delegates Personnel decisions to the President with Board guidance. Chair Lucero stated the college would not attract the right person for under \$100,000.00 in salary.

President Vest provided the dollar amounts of the salary levels for each bracket to the Board as there was confusion. Mr. Jouen stated he did not see empowerment coming from the salary level but rather from the President, to empower the person and direct others not to interfere with their day-to-day activities. Chair Lucero restated that they would not find anyone meeting the requirements at a D2 level and there was a hierarchy in every organization, using Mr. Jouen as an example he said Mr. Jouen would take direction from the City Manager but not a shipping clerk. Mr. Jouen agreed there is always an organizational chart showing who reports to who but

it has nothing to do with salary as, using himself as an example, if he makes more money it does not mean he can bully other employees. Chair Lucero noted the problem of bullying was not the money but the position, when a person is subordinate to another they can be told what to do. Mr. Leslie confirmed that the position had been pulled down for the discussion. President Vest noted that it was on hold and removed from the website pending the Board's decision. Mr. Leslie noted the Traaen report had recommendations and he would like to see them implemented. Chair Lucero stated they needed a person to implement the changes that met the required qualifications.

Chair Lucero confirmed the Director position was posted at a D1 level and asked if there had been any applicants that met the qualifications. President Vest responded that the job was posted internally at the college for one week, but with the expectation that they would not have anyone meeting the qualifications. At the end of this one week posting it was pulled down and there was no way to tell if we would have qualified individuals from outside the college apply.

Mr. Jouen asked when the position had last been posted. President Vest responded that it was a little over two years ago with a different set of qualifications.

Mr. Jouen asked President Vest for his recommendation. President Vest stated that he had posted the position at a D1 which made his position relatively clear on the matter.

Mr. Jouen confirmed that Chair Lucero wanted to place this position at an E1 or E2 but without changes to the position description or the expectations for the position. President Vest noted the position description had already been changed to include the recommendations made by the consultant. Mr. Jouen asked what the problem was with allowing the current position to run its course and see if there is a good pool. Chair Lucero said his opinion was they were "kicking the can down the road" and the college has enough internal problems as it is costing the college money.

Mr. Jouen asked how much turnover the position had seen. Chair Lucero responded that in 10 years the college had seen 12 Human Resources Directors. President Vest suggested 8 in ten years which included interims between permanent appointments.

Mr. Jouen made a motion to direct the college President to post the Director of Human Resources position as a Chief Human Resources Officer in the E2 salary range. Mr. Robinson seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, and Mr. Peaches voting in favor. Mr. Leslie voted against.

7.M. March and April Meeting Dates

President Vest noted that the March Board meeting fell during Spring Break, when the college was closed, and the April meeting was during the Higher Learning Commission Annual Conference with Board Member Robinson committed to attend and asked if they wished to move either meeting.

The Board discussed the potential options put forward by President Vest.

*Mr. Peaches made a motion to move the March Board meeting to Tuesday, March 24th 2020 and the April Board meeting to Tuesday, April 14th 2020. Mr. Robinson seconded. **The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.***

Agenda Item 8: Standing Business

8.A. President's Report

President Vest informed the Board that he would attend the Community College Day at the Legislation on Wednesday, February 19th with employees and students. The first week in March is Northland Pioneer College's week at the Legislation and planning was well underway to have students available to shadow legislators.

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

Mr. Leslie asked for follow-up information from faculty on their attendance at the Conference on Open Access educational resources at Mesa Community College during the Faculty Association Report.

Mr. Robinson requested information on out of District Tuition rates at other community colleges in Arizona during the discussion on 2020-21 Tuition and Fees. Mr. Robinson also asked when the next Academic Calendar would be with the Board for Approval and for an update on the Surgical Technology and Therapeutic Massage programs.

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, March 24, 2020.

Agenda Item 11: Adjournment

*The meeting was adjourned at 12:05 p.m. upon a motion by Mr. Jouen and a second by Mr. Robinson. **The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.***

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

Policy 1500 Employee Evaluations

The President is responsible for the development of procedures for the annual evaluation of all college employees.

(Reviewed 1/16/18)

Policy 1510 Selection of Staff

The President has the responsibility of filling budgeted positions and bringing the names to the next Board Meeting. See also Policy 1210.

(Revised 01/16/18)

Policy 1521 Job Descriptions

The President, or designee, is authorized to prepare a job description for each employee or each group of employees.

(Reviewed 1/16/18)

Policy 1524 Contracts and Agreements for Employment

The President, or designee, is authorized to provide written agreements for employment and for the establishment of procedures for payment. All agreements for employment will specify salaries, wages and other certain terms and conditions of employment.

(Revised 01/16/18)

Policy 1525 Pay Periods and Compensations

The President, or designee, is authorized to establish procedures for pay periods, issuance of paychecks, issuance of employment agreements, and professional development compensation.

(Revised 01/16/18)

Policy 1526 Policies as Conditions of Employment

The Board policies and their designated procedures will be deemed incorporated into each agreement of employment, executed on behalf of the college, as terms and conditions of employment. Violation of any of these policies will be sufficient cause for disciplinary action, as outlined in associated college procedures. The Board reserves the right to modify, add, or eliminate any policy whenever it appears practicable or appropriate. The provisions of the District Policy and Procedure Manual are applicable to all persons on the effective date of the change.

(Revised 01/16/18)

Policy 1527 Work Week and Flex Time

Hours and Compensation

The regular workweek for full-time employees is a forty (40) hours.

(Revised 01/16/18)

Policy 1535 Whistle-Blower Policy

No adverse personnel action will be taken against any Northland Pioneer College employee in reprisal for the disclosure of information on a matter of public concern to a public body, as defined in A.R.S. §38-531(4).

(Revised 01/16/18)

Policy 1538 Employee Record Confidentiality

The President, or designee, is authorized to establish procedures for the confidentiality of employee records and the release of information.

(Reviewed 1/16/18)

Policy 1540 Affirmative Action

The President is responsible for the establishment of procedures whereby the college shall insure equal employment opportunity within all areas of the college, and equal opportunity in the educational services of the college. These procedures shall be in consonance with State and Federal regulations and guidelines.

(Reviewed 1/16/18)

Policy 1541 Harassment

The President, or designee, is responsible for the establishment and implementation of procedures to address harassment issues and complaints.

(Reviewed 1/16/18)

Policy 1542 Reimbursement of Interview Expenses

The college may reimburse candidates for expenses related to interviews in an amount to be established by the President, in accordance with A.R.S. §15-1406.

(Reviewed 1/16/18)

Policy 1545 Nepotism

Members of the same family (spouse, siblings, or parents, and children) or immediate household members may be employed by the college except under the following circumstances:

1. When one member of a family would be responsible for institutional decisions involving possible direct benefit (including initial appointment, retention, promotion, salary, leave of absence, etc.) to another member of the same family; or
2. When one member of a family would be responsible for supervising, evaluating, or auditing the work of another member of the same family.

When circumstances or relationships conflict or threaten the best interests of the college, the President may make transfers and/or reassignments as needed.

(Revised 01/16/18)

Policy 1549 Official Holidays

The official College Academic Calendar shall be approved by the Board.

(Reviewed 1/16/18)

Policy 1550 Leave of Absence

The Board authorizes the President, or designee, to grant leave according to established procedure.

(Reviewed 1/16/18)

Policy 1555 Outside Employment

It shall not be in violation of the policies of the college for full-time employees to be employed by entities other than the college; providing the outside employment shall not interfere with the employment duties of the individual at the college as determined by the employee's supervisor. In no case shall the outside employment interfere with the ability of the college employee to satisfactorily fulfill his/her duties and responsibilities at the college.

(Reviewed 1/16/18)

Policy 1556 Employee Attendance Obligations

The President, or designee, is authorized to establish procedures for employee attendance obligations.

(Reviewed 1/16/18)

Policy 1560 Drug-Free Workplace

It is the intent and policy of the college to maintain a drug-free and alcohol-free working environment for its employees and students.

1. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is the college's intent and obligation to provide a drug-free and alcohol-free, healthful, safe and secure work environment.
2. The college prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and alcohol on college premises, while conducting college business, or at any time which would interfere with the effective conduct of the employee's work for the college.

3. The college recognizes drug and/or alcohol dependency as illnesses and major health problems. The college also recognizes drug and alcohol abuses as potential health, safety and security problems. Employees needing help in dealing with such problems are encouraged to seek help, either through their own resources or by requesting help or referral through the sources designated in the procedure based on this policy. Conscientious efforts to seek help will not jeopardize any employee's job.
4. Employees must, as a condition of employment, abide by the terms of this policy and report any convictions under a criminal drug statute for violation occurring on or off college premises while conducting college business. A report of a conviction must be made within five (5) days after the conviction as mandated by the Drug-Free Workplace Act of 1988.

(Reviewed 1/16/18)

Policy 1561 Communicable Diseases

The Board authorizes the President, or designee, to develop and implement procedures for the prevention of the spread of communicable diseases within the college.

(Reviewed 1/16/18)

Policy 1562 Political Activity

An employee shall not engage in any political activity while acting as an agent of the college.

An employee shall not use the authority of his or her position to influence or attempt to influence the vote or political activity of any subordinate employee or any person who is a student being instructed by the employee.

(Reviewed 1/16/18)

Policy 1570 Family and Medical Leave Act (FMLA)

The President, or designee, shall develop procedures for implementing the provisions of the Family and Medical Leave Act of 1993.

(Reviewed 1/16/18)

Policy 1575 Sabbatical Leave

The President, or designee, is authorized to develop procedures for sabbatical leave.

(Reviewed 1/16/18)

Policy 1580 Retirement of College Employees

The President, or designee, is authorized to establish procedures and guidelines for retirement and for emeritus and meritorious service recognition.

(Reviewed 1/16/18)

Policy 1591 Due Process

The President shall provide for the establishment of due process procedures for enforcement of ordinances, rules, and regulations pertaining to governance of the college. Whenever the President is procedurally removed from the process, the Board shall be the final review and decision authority.

(Reviewed 1/16/18)

Policy 1595 Separation from Employment

The President, or designee, is authorized to develop procedures for separation from employment with the college.

(Reviewed 1/16/18)

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
NORTHLAND PIONEER COLLEGE COMMUNITY COLLEGE DISTRICT
AND
Holbrook UNIFIED SCHOOL DISTRICT**

This Intergovernmental Agreement ("Agreement") is entered into between Navajo County Community College District ("College"), and Holbrook School District No. 3 ("School District") (collectively "Parties"). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes ("A.R.S.") § 11-951.

BACKGROUND

College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(F), and § 15-1444(B)(4).

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

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

AGREEMENT

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

1. PURPOSE

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

2. DEFINITION

Courses offered under this IGA are a hybrid approach of dual and concurrent offerings. These are college courses offered by college faculty through technology to the high school classrooms.

3. EFFECTIVE DATE AND TERM

A. This Agreement shall be effective:

- a. After the governing boards of School District and College have approved it; and

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
NORTHLAND PIONEER COLLEGE COMMUNITY COLLEGE DISTRICT
AND
Sanders UNIFIED SCHOOL DISTRICT**

This Intergovernmental Agreement ("Agreement") is entered into between Navajo County Community College District ("College"), and Sanders School District No. 18 ("School District") (collectively "Parties"). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes ("A.R.S.") § 11-951.

BACKGROUND

College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(F), and § 15-1444(B)(4).

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

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

AGREEMENT

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Courses offered under this IGA are a hybrid approach of dual and concurrent offerings. These are college courses offered by college faculty through technology to the high school classrooms.

3. EFFECTIVE DATE AND TERM

A. This Agreement shall be effective:

- a. After the governing boards of School District and College have approved it; and

District, to cover the absence of any College instructor teaching a Concurrent Enrollment Course.

4.3 Policy and Procedure

College will provide School District access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Concurrent Enrollment Courses will be enrolled in both School District and College. Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), and applicable regulations, School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

4.4 Students with Disabilities

After notification from the student of individual needs, College will cooperate with School District to ensure the course complies with Section 504 of the Rehabilitation Act of 1973, as amended, or the Individuals with Disabilities Education Act ("IDEA"), as applicable. College shall work with the student in determining appropriate accommodations or special education services; however, the School District shall be responsible for ensuring that the student receives a free appropriate public education ("FAPE") in conformity with his or her 504 Plan or individualized education program ("IEP"), including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services. This Agreement does not relieve School District of any of its legal duties under applicable Federal or State law, including but not limited to School District's obligations relating to child find, evaluation, and placement of students with disabilities.

4.5 Reporting

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

5. OBLIGATIONS OF SCHOOL DISTRICT

- A. Shall provide classroom space, as agreed upon by the College and the District, to establish a distance education classroom. The space shall be made available and staffed in accordance with the College calendar and without regard to District holidays, days off, and early-release days.

- B. Shall provide to the College a list of course requests and anticipated enrollment by January 18th for any class to begin the following Fall semester, and September 1st for any classes to begin the following Spring semester.
- C. Shall ensure that each student enrolling in a course is aware that the student is participating in a college level course, even though provided at the school, and should act appropriately, which includes the expectation that students be on time and remain in class for the duration of the session.
- D. Shall ensure participation in a minimum of 3 college courses each semester (fall and spring).
- E. Shall assist the College in identifying and enrolling appropriate high school students in concurrent enrollment courses.
- F. Shall provide a District employee as a classroom aide during all high school concurrent enrollment courses delivered via video conferencing. During the time the class is in session, the aide shall be present in the classroom and shall be available by phone, either mobile or landline.
- G. Shall provide local technical support for the equipment.
- H. Shall coordinate equipment and technical support needs with College Information Services personnel.
- I. Will adhere to College policy regarding billing and refunding for students who withdraw.
- J. Will hold students accountable to the college's Student Conduct Code as outlined in the current college catalog.
- K. Shall not use the equipment for any purpose other than NPC classes or NPC adult basic education classes, which includes but is not limited to the attachment of any non-related cable or external devices to the Cisco equipment in the classrooms.
- L. Shall submit student registration forms to NPC prior to District students leaving for summer break.
- M. Shall provide College-identified textbooks to participating students. District may make a determination as to textbook cost recovery based on District needs.
- N. Shall identify a District employee to serve as primary District Project contact.
- O. With regard to nondiscrimination of persons with disabilities, shall assist students with the process of self-identification in order to receive appropriate services.

5.1 Policy and Procedure

- A. School District will ensure that each student seeking enrollment in a Concurrent Enrollment Course:
 - i. has completed the necessary College admissions and registration process;
 - ii. has completed College assessment examinations, if required by College;
 - iii. is aware the student is subject to both School District policies and procedures and College policies and procedures;

- iv. is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and
- v. is aware of the requirements for determination of eligibility for College in-state tuition, if applicable under the terms of this Agreement.

B. School District will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Concurrent Enrollment Courses will be enrolled in both School District and College. Pursuant to FERPA and applicable regulations, School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

5.2 Students with Disabilities

School District will work with qualified students to have individual students request appropriate accommodations for disabilities in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973 or the IDEA, as applicable, submit appropriate documentation on students with disabilities to the Disabilities Coordinator at College, and implement accommodations or special education services as required by Federal and State law and as negotiated between the College Disability Resource office and School District. Students shall work with College in determining appropriate accommodations or special education services. School District shall be responsible for ensuring that each qualified student receives a FAPE in conformity with his or her 504 Plan or IEP, including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services. This Agreement does not relieve School District of any of its legal duties under applicable Federal or State law, including but not limited to School District's obligations relating to child find, evaluation, and placement of students with disabilities.

5.6 Reporting

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

6. MUTUAL AGREEMENTS

The District agrees to maintain liability insurance in the amount of \$1,000,000.00, naming the College as an additional insured, in order to protect the College from any liability arising from the District providing services under this Agreement. The College

agrees to maintain liability insurance in the amount of \$1,000,000.00, naming the District as an additional insured, in order to protect the District from any liability arising from the College providing services under this Agreement. Any duty to indemnify under this Agreement shall be limited to such Party's maximum insured liability.

6.1 The College Instructor

Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor's employment contract and College policy.

6.2 Students

Each student enrolled in a Concurrent Enrollment Course, even though remaining a student of School District, shall follow the schedule and calendar of classes applicable for Concurrent Enrollment Courses as established and approved by College.

6.3 Removal from Course

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

6.4 Schedule

School District and College shall work together to determine the schedule of, and maximum and minimum number of students to enroll in, each Concurrent Enrollment Course. As part of this agreement, the College will make every effort to offer the following courses on a regular rotation:

ECN 211 • Principles of Macroeconomics 3 credits
ENL 101 • College Composition I 3 credits
ENL 102 • College Composition II 3 credits
HIS 105 • U.S. History to 1877 3 credits
HIS 106 • U.S. History since 1877 3 credits
MAT 152 • Advanced Algebra 3 credits
MAT 189 • Pre-Calculus Algebra/Trigonometry 3 credits
MAT 221 • Calculus I 4 credits
MAT 231 • Calculus II 4 credits
POS 110 • American Government 3 credits
SPA 101 • Elementary Spanish I 4 credits

SPA 102 • Elementary Spanish II 4 credits

6.6 Guidelines

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

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

7.1 Fees

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

7.2 Cost-Sharing

The College and partners shall share the cost of implementing this program. The partners are required to pay tuition, plus equipment or approximately 40% of the program cost. Partners shall be required to pay a deposit of \$2,500 on or before February 1, 2020. Thereafter, the College shall provide an invoice to the District with a breakdown of costs, one month prior to the due date of Full-Time Equivalents day (FTSE day) each semester. This invoice will reflect a credit of \$2,500 for the deposit. The minimum seat costs (tuition plus equipment fee) and the cost for each enrollment added to the minimum, is due by the college's FTSE day each semester. Minimum seat costs are as follows: 25 seats for schools with 300 or more students; 15 seats for schools between 100 and 299 students; there is no seat minimum cost for schools with less than 100 students. Spring minimum enrollment costs may be decreased by 2 to allow for attrition.

7.2 Supplies

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

7.3 Tuition

A. The School District shall be responsible for payment of tuition to College, as specified in Exhibit B.

B. School District understands and agrees that tuition charges for students enrolled under this program may vary depending upon the student's eligibility for in-state tuition. Pursuant to A.R.S. § 15-1802(C), the residency of an unemancipated student under the age of 19 years will be that of the student's parent or legal guardian, and any student who does not meet the statutory requirements for in-state tuition will be charged out-of-state tuition rates, to the extent such separate rates are established by this Agreement.

7.4 Billing Format

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

8. RECORDS

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

9. CONFIDENTIALITY

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

10. TERMINATION/DISPOSITION OF PROPERTY

10.1 Termination

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

10.2 No Relief from Obligations

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

10.3 Disposition of Property

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

11. RESPONSIBILITY

11.1 Conduct of Operations

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

11.2 Indemnification

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

12. CANCELLATION FOR CONFLICT OF INTEREST

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

13. NON-ASSIGNABILITY

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

14. COMPLIANCE WITH NON-DISCRIMINATION LAWS

To the extent applicable, the Parties shall comply with all College non-discrimination policies and all state and federal non-discrimination laws and regulations, including Executive Order 2009-09.

15. RIGHTS/OBLIGATIONS OF PARTIES ONLY

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

16. ENTIRE AGREEMENT

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

17. INVALIDITY OF PART OF THE AGREEMENT

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

18. GOVERNING LAW

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

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

19. NOTICE

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

If to College:

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

If to School District:

Kim J. Pearce, Superintendent
Sanders Unified School District

COLLEGE

SCHOOL DISTRICT

By: Mark Vest
Title: President

Kim Pearce
By: Kim J. Pearce
Title: Superintendent

2-10-20

Date

Date

REVIEWED AND APPROVED AS TO FORM

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

Kim Pearce
Counsel for Navajo County Community
College District
Dated: 3/11/2020

Robert Scott
Counsel for School District
Dated: 12/20/2019

EXHIBIT A

**TYPE OF INSTRUCTION
CONCURRENT ENROLLMENT COURSES**

COURSES AND CREDITS

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

Districts shall participate in a minimum of 3 college courses each semester (fall and spring) and commit to paying for the minimum seats as follows: 25 seats for schools with 300 or more students; 15 seats for schools between 100 and 299 students; no seat minimum for schools with less than 100 students. Spring minimum seats may be decreased by 2 to allow for attrition.

- ECN 211 • Principles of Macroeconomics 3 credits
- ENL 101 • College Composition I 3 credits
- ENL 102 • College Composition II 3 credits
- HIS 105 • U.S. History to 1877 3 credits
- HIS 106 • U.S. History since 1877 3 credits
- MAT 152 • Advanced Algebra 3 credits
- MAT 189 • Pre-Calculus Algebra/Trigonometry 3 credits
- MAT 221 • Calculus I 4 credits
- MAT 231 • Calculus II 4 credits
- POS 110 • American Government 3 credits
- SPA 101 • Elementary Spanish I 4 credits
- SPA 102 • Elementary Spanish II 4 credits

EXHIBIT B

FINANCIAL PROVISIONS

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

1. INSTRUCTORS

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

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

2. PAYMENTS TO THE SCHOOL DISTRICT

N/A

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

TUITION:

College tuition is Seventy-seven Dollars (\$77) per credit hour for each in-state student and three hundred seventy Dollars (\$ 370) per credit hour for each student who, pursuant to A.R.S. §15-1802 or A.R.S. §15-1803, does not qualify for in-state student status. Payment is due to the college prior to FTSE date each semester.

ADDITIONAL FEES AND/OR COSTS:

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

Fees and Costs (Including special course fees; assessment costs, if any; etc.)	For each fee or cost, check the appropriate line to indicate whether the School District or student is responsible for payment to the College of the fee or cost. .
1. Equipment Fee \$2,672	District <u>X</u> Student _____
2. Course Fees	District _____ Student _____
3.	District _____ Student _____

4. COLLECTION AND PAYMENT OF TUITION AND FEES/COSTS

Check the appropriate line:

- X School District is responsible for payment of tuition to the College.
- _____ Each student is responsible for payment of tuition to the College.

For tuition and fee/cost payments required to be made by the School District to the College:

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

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

5. FINANCIAL AID

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

[If grants, scholarships or financial aid are available, specify that information here]: N/A

6. FORMAT OF INVOICES BETWEEN THE SCHOOL DISTRICT AND COLLEGE

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

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

 N/A

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

7. FULL TIME STUDENT EQUIVALENT FINANCIAL INFORMATION

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

\$ _____

Portion of that FTSE distributed to School District:
(Specify percentage or dollar amount)

Amount School District returned to College:
(Specify percentage or dollar amount)

REQUEST TO APPROVE MODIFICATIONS TO THE BUSINESS ACCOUNTING PROGRAM

Recommendation:

The Instructional Council (IC) recommends approval of the Accounting Fundamentals Certificate of Proficiency (CP), Accounting Certificate of Applied Science (CAS), and Accounting Associate of Applied Science (AAS) program modifications.

Summary:

The courses requested for removal had been found to have duplicative course outcomes covered in BUS119. BUS105, BUS210, and BUS230 will provide a structured learning of management and leadership education throughout the program building upon each class and showing mastery in BUS250 Medical Administration Capstone BUS 188 (Previous course number 131) - previous course number was a lower digit then the prerequisite of 183. Changing course number to 188 will reduce confusion on program check sheets BUS 189 (Previous course number 118) - previous course number was a lower digit then the prerequisite of 183. Changing course number to 189 will reduce confusion on program check sheets BUS250 will be the capstone class that shows mastery in business communication, medical office procedures and software usage, professional development, and legal and ethical professionalism as it pertains to the medical industry. This class will have the following prerequisites: completion of CAS program, BUS188, and BUS184.

Accounting Fundamentals (CP) • 18 credits

BUS 100 Introduction to Business	3 credits
BUS 103 Success on Your Job.....	2 credits
BUS 122 Computerized Accounting with QuickBooks™	3 credits BUS-125
Payroll Accounting	3 credits
BUS 128 Microsoft Excel Applications for Business.....	3 credits
BUS 202 Professional Customer Service.....	1 credit
BUS 203 Introduction to Business Communication.....	3 credits
BUS 217 Principles of Financial Accounting.....	3 credits

Accounting (CAS) • 30 credits

Complete the Accounting Fundamentals CP 18 credits

PLUS

BUS 123 Income Tax Procedures..... 3 credits

**BUS 206 Legal, Ethical, Global and Regulatory Environment
of Business †..... 3 credits**

BUS 218 Principles of Managerial Accounting 3 credits

Communications 3 credits

ENL 101 College Composition I 3 credits

Mathematics.....3credits

BUS 133 or select any course under the Mathematics General Education Course Options (for CAS and AAS Degrees) on page 64 **EXCEPT**
for MAT 101, MAT 109, MAT 112 or MAT 125.

Accounting (AAS) • 64 credits

Complete the Accounting CAS..... 30 credits

PLUS

General Education Courses 3 credits

Communications 3 credits

Select any course under the Communications General Education Course Options (for AAS Degrees) on page 64

EXCEPT for SPT 110 and SPT 120.

Discipline Studies 7 credits

(Select one course from the Physical and Biological Sciences and one course from either the Arts and Humanities or Social and Behavioral Sciences lists on page 64.)

Core Requirements 18 credits

BUS 123 Income Tax Procedures..... 3 credits

BUS 125 Payroll Accounting 3 credits

BUS 185 Ethics in Management..... 3 credits

~~BUS 206 Legal, Ethical, Global and Regulatory Environment
of Business †..... 3 credits~~

BUS 201 Quantitative Methods 3 credits

BUS 210 Principles of Management 3 credits

~~ECN 211 Principles of Macroeconomics 3 credits~~

ECN 212 Principles of Microeconomics 3 credits

† Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

Unrestricted Electives..... 6 credits

(Choose from any unduplicated courses at the 100-level or above)

REQUEST TO APPROVE MODIFICATIONS TO THE MANAGEMENT AND LEADERSHIP SPECIALIZATION PROGRAM

Recommendation:

The Instructional Council (IC) recommends approval of the Management and Leadership Fundamentals Certificate of Proficiency (CP), Management and Leadership Certificate of Applied Science (CAS), and Management and Leadership Associate of Applied Science (AAS) program modifications.

Summary:

For this program, we are making several changes due to NPC's discontinued partnership with the Western Association of Food Chains (WAFC) and their Retail Management Certificate. This partnership was terminated because NPC has only had 1 student in 6 years, and WAFC has built strong relationships with private colleges that have developed bundled online training programs. Due to the requirements of the WAFC, we had many courses in the CP that confronted students with concepts that were too challenging at the CP level. We would like to restructure the CP to include courses that are appropriate at the CP level. The restructure would remove the following courses: BUS 225, 217 & 230 from the CP and add them later in the degree where appropriate. We would then add BUS: 105 Techniques of Supervision and BUS 185 Ethics in Management, which are both appropriate courses for the CP level.

To add more rigor and business content to the CAS program, we would add BUS: 206 Business Law, Bus: 230 Organizational Leadership and BUS 217: Principles of Accounting. This will allow us to expand on topics taught in the CP, and provide students with a continuum of business courses.

For the AAS, we would like to offer more specialized and in-depth business courses. This would include adding BUS 225: Human Resource Management. Additionally, we would like to add ECN 211: Principles of Macroeconomics as we believe this would be helpful to upcoming business leaders. CIS we feel should not be a requirement in this Management and Leadership program, and we would like to

remove it as it applies to more of someone who would be in an upper-level management position and is outside the scope of this degree.

Given the requested changes listed above, we do not anticipate impacts on other NPC programs. This would however effectively terminate our partnership with WAFC. This would also eliminate the need BUS 215: Retail Management, which would be deleted.

Management and Leadership Fundamentals (CP) • ~~22-credits~~ 19 credits

- BUS 105 Techniques of Supervision.....3 Credits
- BUS 185 Ethics in Management.....3 Credits
- BUS 202 Professional Customer Service.....1 credit
- BUS203 Introduction to Business Communication..... 3 credits
- BUS 210 Principles of Management 3 credits
- BUS 217 Principles of Financial Accounting..... 3 credits
- BUS 220 Principles of Marketing..... 3 credits
- BUS 225 Human Resources Management 3 credits
- BUS 230 Organizational Leadership..... 3 credits
- BUS 231 Microsoft Office Level I..... 3 credits

Management and Leadership (CAS) • ~~31-credits~~ 34 Credits

Complete the Management and Leadership Fundamentals CP ~~22-credits~~ 19 credits

AND

- ECN 211 Principles of Macroeconomics 3 credits
- BUS 206 Legal, Ethical, Global & Regulatory Environment of Business.....3 credits†
- BUS 217 Principles of Financial Accounting.....3 credits†
- BUS 230 Organizational Leadership.....3 credits
- Communications 3 credits
- ENL 101 College Composition I 3 credits
- Mathematics.....3 credits

Management and Leadership (AAS) • 64 credits

Complete the Management and Leadership CAS ~~31-credits~~ 34 Credits

PLUS

General Education Courses 3 credits

Communications 3 credits

Select any course under the Communications General Education Course Options (for AAS Degrees) on page 64

EXCEPT for SPT 110 and SPT 120.

Discipline Studies 7 credits

(Select one course from the Physical and Biological Sciences and one course from either the Arts and Humanities or Social and Behavioral Sciences lists on page 64.)

Core Requirements 15-credits 12 credits

- BUS 105 Techniques of Supervision
- OR BUS 215 Principles of Retail Management.....3 credits
- BUS 206 Legal, Ethical, Global and Regulatory Environment of Business†..... 3 credits
- BUS 218 Principles of Managerial Accounting..... 3 credits†
- CIS 105 Computer Applications and Information Technology..... 3 credits

BUS 225 Human Resource Management.....3 credits
ECN 211 Principles of Macroeconomics.....3 credits‡
ECN 212 Principles of Microeconomics 3 credits‡
‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

Unrestricted Electives..... 8 credits

(Choose from any unduplicated courses at the 100-level or above)

REQUEST TO APPROVE MODIFICATIONS TO THE ENTREPRENEURSHIP SPECIALIZATION PROGRAM

Recommendation:

The Instructional Council (IC) recommends approval of the Entrepreneurship Fundamentals Certificate of Proficiency (CP), Entrepreneurship Certificate of Applied Science (CAS), and Entrepreneurship Associate of Applied Science (AAS) program modifications.

Summary:

In this program we would like to restructure the CP by removing BUS 112: Bookkeeping and replacing it with BUS 106: Personal Finance. The number one reason small businesses fail is due to financial problems. BUS 106 will provide students with an overview of financial and insurance planning as well as investment strategies that are extremely important to entrepreneurs. We would also like to remove BUS 240 Entrepreneurship from the CP as many of the same topics are taught in BUS 110 Small Business Management (which is required for the CP). We feel that this course is duplicative, and should be removed from the program. If this request is approved, BUS 240 will be deleted. We would also like to remove BUS 202 Professional Customer Service and replace it with BUS 210 Principles of Management. In talks with the High Schools we realized that BUS 231 Microsoft Office Level 1 is needing to be added to the CP. In removing BUS 240, adding BUS 210 and BUS 231 we will be able to offer students additional business courses and strengthen other program outcomes.

In regards to the CAS, we would like to add BUS 225: Human Resource Management to the CAS which is an appropriate Entrepreneurship CAS level course, that shows a continuum of functional business education being offered within this certificate. Another change would be the addition of BUS 203 Business Communication. In speaking with our community advisory committee it was decided that NPC graduates needed more emphasis on business communication skills and as a result, we feel that this course is a necessary addition to the CAS.

Financial basics will be introduced in the CP with BUS 106: Personal Finance, so for the AAS, we would like to provide them with more in-depth financial management skills by adding BUS 217: Financial Accounting to the AAS degree. The changes

listed above will impact our dual enrollment partnership positively, as it will better align with the Arizona State Business Standards for K-12. This would also eliminate the need for BUS 112: Fundamentals of Bookkeeping, and BUS 240: Entrepreneurship, which would be deleted. However, there are no anticipated impacts to any other NPC programs.

Entrepreneurship Fundamentals (CP) • ~~19 credits~~ 21 credits

BUS 100 Introduction to Business	3 credits
BUS 105 Techniques of Supervision	3 credits
BUS 106 Techniques of Personal Finance.....	3 credits
BUS 110 Small Business Management	3 credits
BUS 112 Fundamentals of Bookkeeping.....	3 credits
BUS 202 Professional Customer Service.....	1 credit
BUS 210 Principles of Management.....	3 credits
BUS 220 Principles of Marketing.....	3 credits
BUS 240 Entrepreneurship.....	3 credits
BUS 231 Microsoft Office – Level 1	3 credits

Entrepreneurship (CAS) • ~~31 credits~~ 33 credits

Complete the Entrepreneurship Fundamentals CP 21 credits

PLUS

BUS 106 Techniques of Personal Finance	3 credits
BUS 203 Business Communication.....	3 credits
BUS 225 Human Resource Management.....	3 credits

Communications 3 credits

ENL 101 College Composition I 3 credits

Mathematics..... 3 credits

BUS 133 or select any course under the Mathematics General Education Course Options (for CAS and AAS Degrees) on page 64 **EXCEPT** for MAT 101, MAT 109, MAT 112 or MAT 125.

Entrepreneurship (AAS) • 64 credits

Complete the Entrepreneurship CAS 33 credits

PLUS

General Education Courses 3 credits

Communications 3 credits

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 64 **EXCEPT** for SPT 110 and SPT 120.

Discipline Studies 7 credits

(Select one course from the Physical and Biological Sciences and one course from either the Arts and Humanities or Social and Behavioral Sciences lists on page 64.)

Core Requirements 15 credits

BUS 122 Computerized Accounting with QuickBooks	3 credits
BUS 128 Microsoft Excel Applications for Business.....	3 credits
BUS 206 Legal, Ethical, Global and Regulatory Environment of Business †.....	3 credits
ECN 211 Principles of Macroeconomics	3 credits
ECN 212 Principles of Microeconomics	3 credits

BUS 217 Principles of Financial Accounting.....3 credits
‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

Unrestricted Electives..... ~~8 credits~~ 6 Credits

(Choose from any unduplicated courses at the 100-level or above)

REQUEST TO APPROVE MODIFICATIONS TO THE MEDICAL OFFICE ADMINISTRATION SPECIALIZATION PROGRAM

Recommendation:

The Instructional Council (IC) recommends approval of the Medical Office Administration Fundamentals Certificate of Proficiency (CP), Medical Office Administration Certificate of Applied Science (CAS), and Medical Office Administration Associate of Applied Science (AAS) program modifications.

Summary:

The courses requested for removal had been found to have duplicative course outcomes covered in BUS119. BUS105, BUS210, and BUS230 will provide a structured learning of management and leadership education throughout the program building upon each class and showing mastery in BUS250 Medical Administration Capstone BUS 188 (Previous course number 131) - previous course number was a lower digit then the prerequisite of 183. Changing course number to 188 will reduce confusion on program check sheets BUS 189 (Previous course number 118) - previous course number was a lower digit then the prerequisite of 183. Changing course number to 189 will reduce confusion on program check sheets BUS250 will be the capstone class that shows mastery in business communication, medical office procedures and software usage, professional development, and legal and ethical professionalism as it pertains to the medical industry. This class will have the following prerequisites: completion of CAS program, BUS188, and BUS184.

Medical Office Administration Fundamentals (CP) • 22 credits

BIO160 Intro to Human Anatomy and Physiology.....	4 credits
or HES 190 Human Body in Health and Disease.....	4 credits
BUS 108 Basic Keyboarding and Document Processing.....	3 credits
BUS 105 Techniques of Supervision	3 credits
BUS 118 Computerized Medical Billing.....	3 credits
BUS 119 Medical Office Administrative Procedures.....	3 credits
BUS 144 Professional Office Skills	3 credits
BUS 183 Electronic Medical Records	3 credits
BUS 189 Computerized Medical Billing.....	3 credits
BUS 202 Professional Customer Service.....	1 credit

BUS 203 Introduction to Business Communications 3 credits
 BUS 231 Microsoft Office Level I 3 credits
 HES 170 Medical Terminology for Clinical Health Professionals.....3 credits

Medical Office Administration (CAS) • 32 35 credits

Complete the Medical Office Administration Fundamentals CP..... 22 credits
 BUS 210 Principles of Management..... 3 credits
 BUS 227 Medical Coding..... 4 credits
 Communications 3 credits
 ENL 101 College Composition I 3 credits
 Mathematics..... 3 credits
 BUS 133 or select any course under the Mathematics General Education Course Options (for CAS and AAS Degrees) on page 64 EXCEPT for MAT 101, MAT 109, MAT 112 or MAT 125.

Medical Office Administration (AAS) • 64 credits

Complete the Medical Office Administration CAS 32 35 credits PLUS

General Education Courses 3 credits

Communications 3 credits
 Select any course under the Communications General Education Course Options (for AAS Degrees) on page 64 EXCEPT for SPT 110 and SPT 120.

Discipline Studies 7 credits

(Select one course from the Physical and Biological Sciences and one course from either the Arts and Humanities or Social and Behavioral Sciences lists on page 64.)

Core Requirements 14 12 credits

BUS 103 Success on Your Job..... 2 credits
 BUS 105 Techniques of Supervision 3 credits
 BUS 131 Medical Transcription Fundamentals..... 3 credits
 BUS 184 Medical Scribe 3 credits
 BUS 188 Medical Transcription Fundamentals..... 3 credits
 BUS 231 Microsoft Office Level I..... 3 credits
 BUS 230 Organizational Leadership 3 credits
 BUS 250 Medical Administration Capstone..... 3 credits

AND

Unrestricted Electives..... 7 credits

(Choose from any unduplicated courses at the 100-level or above)

REQUEST TO APPROVE THE NEW PHARMACY TECHNICIAN PROGRAM

Recommendation:

The Instructional Council (IC) recommends approval of the new Pharmacy Assistant Certificate of Proficiency (CP) program.

Summary:

Prepares students to prepare medications, provide medication and related assistance to patients, and manage pharmacy clinical and business operations. Includes instruction in medical and pharmaceutical terminology, principles of pharmacology and pharmaceutics, drug identification, pharmacy laboratory procedures, prescription interpretation, patient communication and education, safety procedures, record-keeping, measurement and testing techniques, pharmacy business operations, prescription preparation, logistics and dispensing operations, and applicable standards and regulations.

Pharmacy Technician (PHT) Certificate of Proficiency (CP)

The Northland Pioneer College Pharmacy Technician program trains students for a career providing assistance in pharmacies located inside of drugstores, general merchandise stores, and grocery stores, and as well as in hospitals. Classes include theory and procedures, preparing students for national certification examination. A 120-hour internship is required.

Pharmacy Assistant (CP) • 18 credits

- HES 170 Medical Terminology for Clinical Health Professionals..... 3 credits
- PHT 103 Pharmacy Technician I 7 credits
- PHT 104 Pharmacy Technician II8 credits

Career Opportunities

Employment of pharmacy technicians is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations. The growth of the aging baby-boom population will continue to spur demand for pharmaceutical services, which are often provided by technicians. As their practices expand, pharmacies will hire more assistants to perform routine administrative and clinical duties, allowing pharmacists to see more patients.

The median annual salary for the United States was \$32,700 in May 2018.
Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2017-18 Edition.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online.

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
NAVAJO COUNTY COMMUNITY COLLEGE
AND
HOPI JUNIOR/SENIOR HIGH SCHOOL**

This Intergovernmental Agreement (“Agreement”) is entered into between Navajo County Community College, dba Northland Pioneer College (“College”), and Hopi Junior/Senior High School (“School”) (collectively “Parties”).

BACKGROUND

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

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

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

AGREEMENT

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

1. PURPOSE

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

2. DEFINITION

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

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

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

3. EFFECTIVE DATE AND TERM

- A. This Agreement shall be effective:
 - i. After the governing boards of School and College have approved it; and
 - ii. On the date that authorized representatives of both Parties have signed it.
- B. The term of this Agreement shall be from the Effective Date through [2019/20 (“Term”)].

4. OBLIGATIONS OF COLLEGE

4.1 General Course Requirements

- A. College will offer Dual Enrollment Courses to School juniors and seniors, and to freshman and sophomore students subject to Paragraph E in this Section 4.1 who meet College’s prerequisites.
- B. Pursuant to A.R.S. § 15-1821.01(3), College will ensure that all Dual Enrollment Courses offered to School students are:
 - 1. of a quality and depth to qualify for college credit as determined by College;
 - 2. evaluated and approved through the College curriculum approval process;
 - 3. at a higher level than taught by the School high school;
 - 4. transferable to an Arizona public university or applicable to an established community college occupational degree or certificate program; and
 - 5. compliant with all other standards for College courses.

Dual Enrollment Courses offered pursuant to this Agreement are listed in Exhibit B attached to this Agreement.

- C. Students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under current procedures for admission of students to College, and in compliance with A.R.S. § 15-1821.01 and A.R.S. § 15-1805.01. A student who is under eighteen (18) years of age may be

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

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

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

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

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

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

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

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

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

4.2 Instructors and Instruction

A. College will ensure that School instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by College using the same procedure and criteria that are used for instructors at College campus.

B. If College is providing the instructor for a Dual Enrollment Course, College will provide at College's expense a substitute instructor, as necessary and as agreed upon by School, to cover the absence of any College instructor teaching a Dual Enrollment Course.

4.3 Assessment and Monitoring

A. Except for vocational and occupational Dual Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Dual Enrollment Course through an assessment test prior to, or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.

B. College will involve full-time College faculty who teach a particular discipline in the selection, orientation, ongoing professional development and evaluation of School faculty teaching Dual Enrollment Courses.

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

4.4 Policy and Procedure

A. College will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in state statute and College policy.

B. College will provide School with College policies and procedures applicable to students enrolling in Dual Enrollment Courses.

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

4.5 Students with Disabilities

A. After notification from School of a student's need, if College is providing the instructor, College will cooperate with School to ensure the instructor complies with Section 504 of the

Rehabilitation Act of 1973, as amended, or the Individuals with Disabilities Education Act (“IDEA”), as applicable. College shall work with School in determining appropriate accommodations or special education services, however, School shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations or services.

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

4.6 Reporting

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

5. OBLIGATIONS OF SCHOOL

5.1 General Course Requirements

A. School will provide an opportunity for School students who meet criteria pursuant to Paragraph B of this Section 5.1 to enroll in Dual Enrollment Courses and to receive college credit and credit toward high school graduation.

B. Pursuant to A.R.S. § 15-1821.01(6), School will ensure that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student and is currently enrolled in and attending a full-time instructional program, as defined in A.R.S. § 15-901, in a school in School, except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this provision.

C. If School is providing the instructor for the Dual Enrollment Course, School will provide instruction in accordance with the policies, regulations and instructional standards of College in courses designated as Dual Enrollment Courses to students of School at the School facility during the day.

D. School will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the prerequisites for the Dual Enrollment Course as published in College’s catalog and complies with College policies and this Agreement regarding student placement in courses.

E. The School Superintendent or designee may allow freshman and sophomore students to enroll in Dual Enrollment Courses subject to Section 4.1(E) above.

F. School will adopt and utilize College approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught. School shall provide textbooks for the students. Each student shall be responsible to purchase other supplies, if any, required for the Dual Enrollment Course. Classroom supplies normally supplied by College are included in tuition charges.

G. For each student enrolling in a Dual Enrollment Course, School will enroll the student using the student's NASIS number and provide that number to College.

5.2 Instructors and Instruction

A. If School is to provide the instructor, School will nominate an instructor qualified in the appropriate subject area for each Dual Enrollment Courses and submit each instructor's name and credentials to College for approval.

B. School will ensure that School instructors teaching Dual Enrollment Courses provide instruction in accordance with the policies, regulations and instructional standards of College and comply with College assessments.

C. If School is providing the instructor, School will provide at School's expense a substitute instructor, as necessary and as agreed upon by College, to cover the absence of a School instructor who teaches a Dual Enrollment Course. In the case of substitutions exceeding ten (10) consecutive school days, School shall notify College in writing of the name and credentials of the substitute instructor.

5.3 Assessment and Monitoring

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

5.4 Policy and Procedure

A. School will ensure that each student seeking enrollment in a Dual Enrollment Course:

1. has completed the necessary registration forms;
2. has completed College assessment examinations, if required by College;
3. is aware the student is subject to both School policies and procedures and College policies and procedures;
4. is aware the student is participating in a college level course, even though provided at the School, and should act appropriately; and
5. is aware of the requirements for determination of in-state tuition.

B. School will ensure that each instructor of Dual Enrollment Courses agrees to be subject to School policies and procedures and College policies and procedures, including the right of College to withdraw authorization of the instructor's participation in the dual enrollment program for failure to follow College requirements.

C. School will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School and College. Pursuant to FERPA and applicable regulations, School and College may disclose educational records of students to each other as “officials of another school system” where the student is enrolled.

5.5 Students with Disabilities

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

5.6 Reporting

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

5.7 Facilities and Funding

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

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

6. MUTUAL AGREEMENTS

6.1 Instructor

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

B. Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor’s employment

contract and College policy, but shall also be subject to School policy. Should a College instructor violate School procedure or policy, School may ask College to withdraw authorization for the instructor to participate in the dual enrollment program and College, upon such withdrawal of authorization, shall substitute another qualified instructor and notify School in writing of such substitution.

6.2 Student

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

6.3 Removal from Course

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

6.4 Schedule and Number of Students

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

6.5 Availability of Instructors

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

6.6 Guidelines

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

6.7 Rigor of Courses

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

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

7.1 Fees

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

7.2 Supplies

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

7.3 Tuition

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

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

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

7.4 Billing Format

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

8. RECORDS

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

comptroller General of the United States or the Secretary of Education when required by applicable federal regulations.

9. CONFIDENTIALITY

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

10. TERMINATION/DISPOSITION OF PROPERTY

10.1 Termination

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

10.2 Risk to Health or Safety

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

10.3 No Relief from Obligations

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

10.4 Disposition of Property

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

11. RESPONSIBILITY

11.1 Conduct of Operations

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

11.2 Indemnification

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

12. CANCELLATION FOR CONFLICT OF INTEREST

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

13. NON-ASSIGNABILITY

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

14. COMPLIANCE WITH NON-DISCRIMINATION LAWS

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

15. RIGHTS/OBLIGATIONS OF PARTIES ONLY

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

16. ENTIRE AGREEMENT

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

17. INVALIDITY OF PART OF THE AGREEMENT

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

18. GOVERNING LAW

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

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

19. NOTICE

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

If to College:

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


If to School:

Dr. David A. Albert, Superintendent
Hopi Junior/Senior High School
P.O. Box 337
Keams Canyon, Arizona 86034

COLLEGE

SCHOOL

By: Mark Vest
Title: President


By: Dr. David A. Albert
Title: Superintendent

Date

8/22/19
Date

Attorney Approval: This Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of Arizona to the Governing Board of the College.

By: 
Legal Counsel for College

Attorney Approval: This Agreement has been reviewed pursuant to ~~A.R.S. § 11-952~~ by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under ~~the laws of Arizona~~ to the Governing Board of the School ~~District~~.
federal AND Hopi Law

By: 
Legal Counsel for School District

Eliza Reed, Manyum Wall Stoops ; WARDEN PLLC

EXHIBIT A

FINANCIAL PROVISIONS

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

1. INSTRUCTORS

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

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

2. PAYMENTS TO THE SCHOOL

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

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

TUITION:

College tuition is Sixty-eight Dollars (\$77) per credit hour for each in-state student and Three hundred twenty-five Dollars (\$370) per credit hour for each student who, pursuant to A.R.S. §15-1802 or A.R.S. §15-1803, does not qualify for in-state student status.

ADDITIONAL FEES AND/OR COSTS:

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

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

4. COLLECTION AND PAYMENT OF TUITION AND FEES/COSTS

Check the appropriate line:

- School is responsible for payment of tuition to the College.
- Each student is responsible for payment of tuition to the College.

For tuition and fee/cost payments required to be made by the School to the College:

- A. School is authorized and retains the discretion to collect tuition and fee/cost payments from its students to the extent School deems appropriate; and

B. School may reduce its required payment of tuition and fees/costs owed to the College pursuant to paragraph 3 by the amount of any payment owed to School by the College pursuant to paragraph 2.

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

5. FINANCIAL AID

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

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

6. FORMAT OF INVOICES BETWEEN THE SCHOOL AND COLLEGE

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

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

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

Not applicable

7. FULL TIME STUDENT EQUIVALENT FINANCIAL INFORMATION

Amount College received in FTSE in prior academic year:

(Specify dollar amount)

\$1,649,000

Portion of that FTSE distributed to School :

(Specify percentage or dollar amount)

Less than 1%

Amount School returned to College:

-0-

EXHIBIT B

TYPE OF INSTRUCTION DUAL ENROLLMENT COURSES

COURSES AND CREDITS

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

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

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

COURSE	TITLE	CREDITS	SEMESTER	INSTRUCTOR
ENL 101	COLLEGE COMPOSITION I	3.0	FALL	RON CARPENTER
ENL 102	COLLEGE COMPOSITION II	3.0	SPRING	RON CARPENTER
MAT 152	ADVANCED ALGEBRA	3.0	FALL/SPRING	LAVERNE LOMAKEMA
MAT 189	PRE-CALC ALGEBRA/TRIG	3.0	FALL/SPRING	LAVERNE LOMAKEMA

Approval of Reduction in Force of Coordinator of Administrative Systems Support and Projects Position

Recommendation:

Staff recommends the elimination of the Coordinator of Administrative Systems Support and Projects within the Information Services division. Chief Information Officer Estes has recommended to the President, and the President concurs, that it is in the best interest of the College to eliminate this position and create a Database Administrator position in its place.

Summary:

College Procedure 2720 requires that the College bring Reduction in Force recommendations to the District Governing Board as a request for action. In this case, the Chief Information Officer has determined that he will take on many of the planning, budgeting, and project management responsibilities of the Coordinator position in question, and that the funds used for that position are better served supporting the creation of a Database Administrator position. The affected employee has been given written and verbal notice of the recommendation and his right to give comments to the District Governing Board, per procedure 2720.

Upon his hiring, Chief Information Officer Estes was tasked by President Vest to evaluate the current staffing of the Information Services division and recommend any needed changes. CIO Estes believes that the recommended change will have the following benefits to the institution:

- Reduce cost currently paid for external support of the Jenzabar system
- Allow better data governance and management, reducing the College's risk in areas of information security and governance
- Allow management of Jenzabar analysts on staff by an individual with appropriate technical skillsets and knowledge
- Provide in-house expertise in the Jenzabar system, expedite response time to emerging support issues

Request to Approve Purchase of Cisco Catalyst 9200 Switches

Recommendation:

Staff recommends approval to purchase Cisco networking equipment from CDWG under AZ STATE PROCUREMENT CONTRACT National IPA Technology Solutions Education #2018011-01. The total amount of the request is \$88,105.09.

Summary:

This purchase is requested to replace switches that are end of life. We are requesting (qty 21) 9200 series Catalyst Switches with associated expansion modules and 3-year coverage for SmartNet support and maintenance. The cost of all associated equipment is \$80512.74, tax is \$7,592.35 (which includes the 3% (\$2415.38) due to the City of Holbrook), and shipping is included in above price for a total price of \$88,105.09. The purchase meets competitive purchasing guidelines by utilizing National IPA Technology Solutions Education #2018011-01

QUOTE CONFIRMATION



DEAR PAUL MOFFITT,

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

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LGTG170	2/28/2020	C9200 QTY 21	302679	\$85,689.71

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

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Cisco Catalyst 9200 - Essential Edition - switch - 48 ports - smart - rack- Mfg. Part#: C9200-48P-E UNSPSC: 43222612 TAX: HOLBROOK, AZ 6.4300% \$3,931.40 Contract: National IPA Technology Solutions Education (2018011-01)	21	5396216	\$2,911.50	\$61,141.50
Cisco Smart Net Total Care - extended service agreement Mfg. Part#: CON-SNT-C92048PE UNSPSC: 81111811 6 months SmartNET cotermed to 9/30/20 Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.4300% \$255.13 Contract: National IPA Technology Solutions Education (2018011-01)	21	5397824	\$188.94	\$3,967.74
Cisco Catalyst 9200 Series Network Module - expansion module Mfg. Part#: C9200-NM-4G UNSPSC: 43201404 TAX: HOLBROOK, AZ 6.4300% \$309.89 Contract: National IPA Technology Solutions Education (2018011-01)	21	5396219	\$229.50	\$4,819.50
Cisco Digital Network Architecture Essentials - Term License (3 years) - 48 Mfg. Part#: C9200-DNA-E-48-3Y UNSPSC: 43233204 Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.4300% \$680.55 Contract: National IPA Technology Solutions Education (2018011-01)	21	5396222	\$504.00	\$10,584.00

PURCHASER BILLING INFO	SUBTOTAL	\$80,512.74
Billing Address: NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 Phone: (928) 524-7600 Payment Terms: Request Terms	SHIPPING	\$0.00
	SALES TAX	\$5,176.97
	GRAND TOTAL	\$85,689.71
	DELIVER TO	

Shipping Address:
NORTHLAND PIONEER COLLEGE
PAUL MOFFITT
102 N 1ST AVE
HOLBROOK, AZ 86025-2902
Shipping Method: DROP SHIP-GROUND

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

Need Assistance? CDW•G SALES CONTACT INFORMATION



Rachel Somers

(866) 708-1693

rachpar@cdw.com

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

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SAM Search Results
List of records matching your search for :

Record Status: Active
DUNS Number: 026157235

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

Request to Approve Purchase of Samsung 55" Displays, Associated Mounts, and Hardware

Recommendation:

Staff recommends approval to purchase 54 Samsung 55" LED displays and swivel mounts, along with various other brackets, cables, DVD Drives, and wireless keyboards for our Cisco Telepresence rooms, from CDWG under AZ STATE PROCUREMENT CONTRACT National IPA Technology Solutions Education #2018011-01. The total amount of the request is \$61,564.69.

Summary:

This purchase is requested to complete the setup and configuration of the Cisco Telepresence classrooms for all campus and center locations. These units are being upgraded and this equipment is needed to complete the install. The cost of all associated equipment is \$56259.42, tax is \$5305.27 (which includes the 3% (\$1687.78) due to the City of Holbrook), and shipping is included in above price for a total price of \$61,564.69. The purchase meets competitive purchasing guidelines by utilizing National IPA Technology Solutions Education #2018011-01.

QUOTE CONFIRMATION



DEAR PAUL MOFFITT,

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

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LGCQ853	2/13/2020	SAM DISPLAYS	302679	\$59,876.91

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Samsung DC55E DCE Series - 55" LED display Mfg. Part#: DC55E UNSPSC: 43211902 Contract: National IPA Technology Solutions Education (2018011-01)	54	3999723	\$699.00	\$37,746.00
Samsung ProCare Technology Protection Fast Track - extended service agreeme Mfg. Part#: P-LM-NN1X57A UNSPSC: 81111811 Contract: National IPA Technology Solutions Education (2018011-01)	54	2191646	\$99.00	\$5,346.00
Tripp Lite Display TV Wall Monitor Mount Arm Swivel Tilt 26" - 55" Screen Mfg. Part#: DWM2655M UNSPSC: 31162313 Contract: National IPA Technology Solutions Education (2018011-01)	54	3371043	\$73.18	\$3,951.72
Tripp Lite 6U Wall Mount Rack Enclosure Cabinet Wallmount Rack Switch Depth Mfg. Part#: SRW6U UNSPSC: 43201601 Contract: National IPA Technology Solutions Education (2018011-01)	27	2074065	\$145.23	\$3,921.21
HP LCD Monitor Quick Release Bracket 2 Mfg. Part#: 6KD15AT UNSPSC: 43211612 Contract: National IPA Technology Solutions Education (2018011-01)	27	5568161	\$29.84	\$805.68
LG GP65NB60 External DVD Drive - Black Mfg. Part#: GP65NB60 UNSPSC: 43201818 Contract: National IPA Technology Solutions Education (2018011-01)	27	3607657	\$26.38	\$712.26
Logitech Wireless Combo MK270 - keyboard and mouse set - English Mfg. Part#: 920-004536 UNSPSC: 43211706 Contract: National IPA Technology Solutions Education (2018011-01)	27	3006282	\$19.65	\$530.55
Tripp Lite 25ft High Speed HDMI Cable Digital A/V 4K x 2K UHD Gold M/M 25' Mfg. Part#: P568-025 UNSPSC: 26121604 Contract: National IPA Technology Solutions Education (2018011-01)	50	1227472	\$23.24	\$1,162.00

QUOTE DETAILS (CONT.)

Tripp Lite 50' High Speed HDMI Cable Digital Audio Video Gold M/M 50ft	50	1227473	\$33.91	\$1,695.50
Mfg. Part#: P568-050 UNSPSC: 26121604 Contract: National IPA Technology Solutions Education (2018011-01)				
Tripp Lite Rack Enclosure/Open Frame Server Cabinet ESD Grounding Panel 1U	10	3897461	\$38.85	\$388.50
Mfg. Part#: SRGROUNDPANELBC UNSPSC: 24102001 Contract: National IPA Technology Solutions Education (2018011-01)				

PURCHASER BILLING INFO	SUBTOTAL	\$56,259.42
Billing Address: NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 Phone: (928) 524-7600 Payment Terms: Request Terms	SHIPPING	\$0.00
	SALES TAX	\$3,617.49
	GRAND TOTAL	\$59,876.91
	DELIVER TO Shipping Address: NORTHLAND PIONEER COLLEGE ATTN: PAUL MOFFITT 102 N 1ST AVE HOLBROOK, AZ 86025-2902 Shipping Method: UPS Ground (2-3 days)	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Rachel Somers

(866) 708-1693

rachpar@cdw.com

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

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SAM Search Results
List of records matching your search for :

Record Status: Active
DUNS Number: 026157235

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

Request to Approve Purchase of SMART Board Displays with Mounts

Recommendation:

Staff recommends approval to purchase (qty 19) SMART Board Displays, along with mounts and 2-year warranty from CCS under AZ STATE PROCUREMENT CONTRACT #ADSP017-184594. The total amount of the request is \$153,822.93.

Summary:

This purchase is requested to replace older digital smart displays in several of our Cisco Telepresence rooms. We are requesting (qty 19) SMART Board Displays, with 2-year warranty and (qty 28) Balancebox height adjustable mounts and brackets. The cost of all associated equipment including shipping is \$140,567.42, additionally, total tax is \$13,255.51(which includes additional sales tax not charged by the vendor \$1939.82) for a total price of \$153,822,93. The purchase meets competitive purchasing guidelines by utilizing National IPA Technology Solutions Education #2018011-01.



Billing Questions? Contact us at:
 billing@ccsprojects.com
 Web: www.ccsprojects.com

Quote

CCS Presentation Systems
 17350 N Hartford Drive
 Scottsdale, AZ, 85255
 480-348-0100 - 480-348-0101 Fax

3633 E Irvington
 Tucson, AZ 85714
 520-318-0100 Fax 520-318-1011

Order No.: 1037824
Order Date: 2/14/2020
Account Rep: Dana Halsey
Customer ID: NORTHLAND

Smart 7000 Pro Qt

AZ STATE PROCUREMENT CONTRACT #ADSP017-184594

BILL TO:	SHIP TO:
NORTHLAND PIONEER COLLEGE Accounts Payable PO BOX 610 Holbrook AZ 86025 UNITED STATES Attn: BUSINESS OFFICE	NORTHLAND PIONEER COLLEGE Accounts Payable PO BOX 610 Holbrook AZ 86025 UNITED STATES Attn: BUSINESS OFFICE

CUSTOMER P.O. NO.	TERMS	CONTACT
	NET 30	HALSEY DANA, DHALSEY@CCSPROJECTS.COM

FOB POINT	SHIPPING TERMS	SHIP VIA
Shipping Point		UPS GROUND

NO.	ITEM	QTY.	UOM	PRICE	EXTENDED PRICE
1	SBID-7275P-V2: SMART Board 7075 Pro Display with iQ and SMART Meeting Pro	19.00	EACH	5,034.00	95,646.00
2	MISC: EWY2-SBID-7275 - SMART 7275 Pro Series interactive display with iQ 2 year warranty extension	19.00	EACH	351.78	6,683.82
3	SVC-SP-B1YR-M: SMART 1YR BASIC SVC FOR SMART BOARD PRO SERIES INTERACTIVE DISP	19.00	EACH	0.00	0.00
4	484A08: BALANCEBOX - 650-130 height adjustable mount	28.00	EACH	1,169.10	32,734.80
5	481A19: BALANCEBOX- vesa interface bracket	28.00	EACH	98.10	2,746.80
6	SHIPPING: SHIPPING	1.00	EACH	2,756.00	2,756.00

Approved by:	Sales Total: 140,567.42
X _____	Tax Total: 11,315.69
	Total (USD): 151,883.11
ROC 140448 Invoices subject to 1 1/2% interest ROC 297120 charge per month if not paid within terms.	 This information is confidential and may be legally privileged. It is intended solely for the addressee.

SAM Search Results
List of records matching your search for :

Search Term : COMMERCIAL COMPUTER SERVICES, INC.*
Record Status: Active

ENTITY	COMMERCIAL COMPUTER SERVICES, INC.	Status: Active
DUNS: 784472409	+4:	CAGE Code: 1GWD3 DoDAAC:
Expiration Date: 10/16/2020	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 17350 N HARTFORD DR		
City: SCOTTSDALE	State/Province: ARIZONA	
ZIP Code: 85255-5694	Country: UNITED STATES	

Early College Program

Reinventing High School Programs @ NPC

Listening & Learning

Fall 2019

- Internal Individual Meetings
- Internal Listening Sessions
- Yavapai Early College Meeting
- High School Visits (Superintendents, Principals, and Counselors)

Spring 2020

- High School Visits (Superintendents, Principals, and Counselors)
- High School Program(s) Review
- National Association of Concurrent Enrollment Partnerships (NACEP) Accreditation Standards Review by Dual Enrollment Committee
- Registration Process/Technology Review

Summer
2020

- Early College Program Planning Retreat(s)

Our Current Environment

- ◇ High School Programs = 44% of our enrollment
 - ◇ organic growth w/o a comprehensive strategy and alignment
 - ◇ 5 Primary Programs:
 - ◇ NAVIT
 - ◇ TALON
 - ◇ Dual
 - ◇ Early College
 - ◇ Concurrent (various programs not identified above)
 - ◇ varied registration processes, points of contact, scholarship eligibility, tuition rates, advising, and more

Competition

AZSOC

- ◇ Arizona Student Opportunity Collaborative
 - ◇ Grand Canyon University, HELIOS Foundation, Prescott College
- ◇ offering college course for free for students with free and reduced lunches
 - ◇ \$110 for all other students (per class)
- ◇ NOTE: ~65% of our service area qualifies for free and reduced lunch

ASU Prep Digital

- ◇ free for full-time students earning both high school and college credit
- ◇ part-time students it is \$600 per course for college credit
 - ◇ prices may be reduced through individual agreements with each high school

Streamlining & Repackaging: Early College Programs

- ◆ Standardization Needed
 - ◆ One Program Umbrella – Early College
 - ◆ Single Point of Contact - Leadership
 - ◆ Common Tuition Rate
 - ◆ Streamlined Admissions Process
 - ◆ Common Registration Process
 - ◆ Creation of Early College Advisors

Streamlining & Repackaging: Early College Programs

Set common tuition rate for Early College Program.

- ◇ Goal: Remain the college of choice for our high school partners in light of the current competition (free).
 - ◇ Goal: Maintain and/or grow high school enrollment (i.e. 44% of our current enrollment)
- ◇ Current Practice:
 - ◇ Dual Enrollment and NAVIT Tuition is presently waived under our current model
 - ◇ represents over 83% of our current high school students,
 - ◇ The biggest impact comes from the three remaining programs as outlined below (or 17% of high school enrollment):

Program	Total Credit Hours*	Tuition Waived @ \$79/Credit Hour
TALON	1,809	\$142,911
Early College	514	\$40,606
Concurrent	1,629	\$128,691
Total	3,952	\$312,208

- Media fee waivers included
 - an additional **\$24,435**
 - brings the total estimated budgetary impact to the college to **\$336,643.**

Streamlining & Repackaging: Early College Programs

- ◇ Early Program Tuition Waivers
 - ◇ All students; all programs
- ◇ To reduce the budgetary impact on the college, we have identified funding sources that can be repurposed to off-set the cost of these new tuition waivers
- ◇ We recommend reallocating the following funds:

Scholarship / Fund	Amount to Reallocate
College Bound Scholarship	\$100,000
Counselor's Choice Scholarship	\$40,000
Finish Line Scholarship	\$25,000
President's Scholars	\$20,000
Housing Assistance Scholarship	\$5,000
Dual Enrollment Stipends	\$75,000
CCP Tuition Reduction	\$25,000
Total	\$290,000

Even though it is not budget neutral, it could help the college in other crucial ways such as expenditure limit relief.

Streamlining & Repackaging: Early College Programs

- ◆ Moving forward ...
 - ◆ Technology Advancement and Support (formerly IS) creating online Early College Program admissions and registration
 - ◆ Creation of new organizational structure for Early College Program
 - ◆ Leadership, Coordinator, Advisors
 - ◆ Summer Planning Retreats/Training
 - ◆ Align program more with Best Practices (and NACEP standards)
 - ◆ Improve the student experience, and thereby completion and/or matriculation rates

**Arizona Community Colleges
Information Requested by the District Governing Board
Out-of-County Tuition Rates
FY1920**

County	College	Out-of-County Tuition Rates
Cochise	Cochise	n/a
Coconino	Coconino	Have a separate rate. 2019-2020 tuition rates: County Resident \$111.00 Out-of-County \$122.10 Out-of-State \$388.50
Graham	Eastern	n/a
Maricopa	Maricopa	Have a separate rate for Apache & Greenlee Counties. 2019-2020 tuition rates: County Resident \$85 Out-of-County \$401 Out-of-State \$326
Mohave	Mohave	n/a
Navajo	Northland	Have a separate rate for Apache County. 2019-2020 tuition rates: County Resident \$77 Out-of-County \$77 Out-of-State \$370
Pima	Pima	n/a
Pinal	Central	n/a
Yavapai	Yavapai	n/a
Yuma	Western	n/a

Notes:

Only Coconino, Maricopa and Northland have Out-of-County rates. Northland lists a separate rate but is the same as In-State rate.

2020-2021 Tuition and Fees

Summary:

Based on the Budget Development calendar, staff is providing proposed information on tuition and fees. Staff has developed the tuition and fee information based on Board approval of the Budget Development Guidelines, which include the following assumptions for tuition and fees:

Tuition and general fees will be set at a rate that:

- A. gives consideration to the impact on students, student enrollment, and student retention rates;*
- B. increases incrementally; and*
- C. is competitive in our market by maintaining a comparative position to the average tuition at other Arizona community colleges.*

Course fees will be set at a rate calculated to offset expendable supplies and equipment.

Tuition

A three-year tuition plan is proposed that covers the three-year period 2021-2023 for in-state and out-of-state tuition. A \$2 increase is estimated to increase overall revenues a total of \$60,000; however, due to declining enrollment tuition revenues for 2021-22 are estimated to increase \$30,000.

- Year 1 (2020-21) - increase of \$2, or 3%
- Year 2 (2021-22) - increase of \$3, or 4%
- Year 3 (2022-23) - increase of \$3, or 4%

Historical tuition rates are included along with comparative information to projected tuition rates at other community colleges in Arizona, if available.

Course Fees

Instructional staff review course fees to assure fees are based on cost of consumable supplies and other course specific expenses. Proposed course fee changes are expected to cover new courses and the increased cost of course supplies, equipment maintenance, and course-specific operational expenses. Changes in the fees are noted by bold type.

General Fees

General fees include the Media Fee, transcript fees, testing fees and other. These fees are per transaction and not assessed on a credit hour basis.

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2020-2021
PROPOSED**

TUITION	Proposed 2020-21	Proposed 2021-22	Proposed 2022-23
IN-STATE	\$79 per credit hour	\$82 per credit hour	\$85 per credit hour
APACHE COUNTY	\$79 per credit hour	\$82 per credit hour	\$85 per credit hour
OUT-OF-STATE	\$380 per credit hour	\$395 per credit hour	\$410 per credit hour
EARLY COLLEGE – IN-STATE	\$79 per credit hour	\$82 per credit hour	\$85 per credit hour
EARLY COLLEGE – OUT-OF-STATE	\$79 per credit hour	\$82 per credit hour	\$85 per credit hour
SENIOR CITIZENS 60 years or older	*50% of the applicable rate: In-District, Apache County, or Out-of-State. (Does not apply to non-credit courses)		
CCP COURSES	*50% of the applicable rate: In-District, Apache County, or Out-of-State. (Does not apply to non-credit courses)		
SUMMER SESSION COURSES	*50% of the applicable rate: In-District, Apache County, or Out-of-State. (Does not apply to non-credit courses)		
WICHE WUE	150% of the In-State rate		
REFUNDS FOR TUITION	100% before 1 st day of semester and if NPC cancels the class. 50% during 1 st and 2 nd weeks of the semester. No refund after the end of the second week of the semester		
SUMMER SESSION REFUNDS	100% prior to 1 st day of session. 50% through first week of the session. No refunds after first week.		
SHORT-TERM COURSE REFUNDS	100% prior to 1 st day of session. 50% through first week of the session. No refunds after first week.		

Notes:

*50% discounts are not to be combined

Bold items indicate a change from prior year

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2020-2021
Course Fees**

ARTS & SCIENCES			Approved 2019-20	Proposed 2020-21
ANT	104	Biological Anthropology & Human Origins	\$40	\$40
ART	103	Basic Design	\$20	\$20
ART	105	Beginning Drawing I	\$20	\$20
ART	110	Figure Drawing I	\$20	\$20
ART	121	Digital Photography I	\$25	\$25
ART	140	Lettering	\$20	\$20
ART	150	Advertising Design	\$20	\$20
ART	155	Printmaking	\$20	\$20
ART	170	Sculpture I	\$20	\$20
ART	175	Painting	\$20	\$20
ART	180	Watercolor	\$20	\$20
ART	185	Handbuilding Pottery	\$25	\$25
ART	186	Clay Sculpture	\$25	\$25
ART	187	Raku Pottery	\$25	\$25
ART	190	Ceramics	\$25	\$25
ART	199	Photography Enrichment	\$25	\$25
ART	199	Ceramic Enrichment	\$25	\$25
ART	205	Drawing II	\$20	\$20
ART	206	Figure Drawing II	\$20	\$20
ART	220	Painting II	\$20	\$20
ART	221	Digital Photography II	\$25	\$25
ART	222	Digital Photography Practicum	\$25	\$25
ART	225	Watercolor II	\$20	\$20
ART	245	Ceramics II	\$25	\$25
ART	246	Ceramics III	\$25	\$25
ART	247	Ceramics IV	\$25	\$25
ART	280	Art Studio – 2 Dimensional	\$20	\$20
ART	281	Art Studio – 3 Dimensional	\$25	\$25
BIO	100	Biological Concepts	\$40	\$40
BIO	160	Intro. to Human Anatomy & Physiology	\$40	\$40
BIO	181	General Biology I	\$40	\$40
BIO	182	General Biology II	\$40	\$40
BIO	201	Human Anatomy & Physiology I	\$40	\$40
BIO	202	Human Anatomy & Physiology II	\$40	\$40
BIO	205	Microbiology	\$40	\$40
CHM	ALL	All Courses	\$40	\$40

ARTS & SCIENCES (cont'd)			Approved 2019-20	Proposed 2020-21
ECD	ALL	ECD Permanent Number/1 cr.	\$20	\$20
ECD	ALL	ECD Permanent Number/2 cr. & 3 cr. (EXCEPT ECD 200, 222 and 250 at \$0)	\$40	\$40
EDU	281	Introduction to Structured English Immersion	\$55	\$55
FDV	130	Video Production	\$20	\$20
FDV	140	Video Editing	\$20	\$20
FDV	160	Digital Audio For Film/TV	\$20	\$20
FDV	222	Digital Video Pre-Production Applications	\$20	\$20
FDV	232	Digital Video Production Applications	\$20	\$20
FDV	242	Digital Video Post-Production Applications	\$20	\$20
GEO	111	Physical Geography	\$40	\$40
GLG	ALL	All Geology Courses	\$40	\$40
MUS	155	Music Applied (all)	\$120	\$120
POS	221	Arizona Constitution and Government	\$55	\$55
POS	222	U.S. Constitution	\$55	\$55
PHY	ALL	All Physics Courses	\$40	\$40
SPT	130	Introduction to Theatre	\$45	\$45
SPT	178	Stage Makeup	\$60	\$60
SPT	230	Video Production	\$20	\$20
SPT	240	Video Editing	\$20	\$20

Notes:

- **Bold** items indicate a change from prior year.
- 199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2020-2021
Course Fees**

CAREER & TECHNICAL EDUCATION			Approved 2019-20	Proposed 2020-21
AJS	102	Intensive Police Academy	\$200	\$250
ATO	ALL	All Automotive Courses except ATO116	\$100	\$100
ATO	116	Introduction to Auto and Safety		\$125 new
BUS	ALL	All Business Courses except BUS 133	\$15	\$15
BUS	133	Business Math	\$0	\$0
CIS	ALL	All CIS Courses except CIS 141, CIS 142, CIS 145	\$15	\$15
CIS	141	Managing and Maintaining Your PC I	\$100	\$100
CIS	142	Managing and Maintaining Your PC II	\$100	\$100
CIS	145	Network + Certification Preparation	\$100	\$100
CON	ALL	All Construction Courses except CON102 & CON107	\$50	\$50
CON	102	Introduction to Construction Methods		\$75 new
CON	107	Safety and Job Hazard Recognition	\$15	\$25
COS	ALL	All Cosmetology Courses	\$25	\$25
COS	142	Introduction to Hair Care		\$50 new
DRF	ALL	All Drafting Courses	\$30	\$30
EIT	All	All Energy and Industrial Technician Courses except EIT100 & EIT201	\$150	\$150
EIT	100	Introduction to Advanced Manufacturing		\$175 new
EIT	201	Introduction to an Industrial Environment		\$175 new
FRS	101	Principles of Fire and Emergency Service Administration	\$10	\$10
FRS	103	Firefighter I	\$125	\$135
FRS	104	Firefighter I & II	\$250	Eliminate
FRS	105	Firefighter II	\$125	\$135
FRS	110	HazMat First Responder	\$25	\$25
FRS	126	Rope Rescue I	\$50	\$50
FRS	127	Rope Rescue II	\$50	\$50
FRS	128	Rope Rescue III	\$50	\$50
FRS	130	Incident Command System	\$10	\$10
FRS	132	Fire Investigation I	\$10	\$10
FRS	135	Fire Protection Hydraulics & Water Supply	\$10	\$10
FRS	137	Strategies and Tactics	\$10	\$10
FRS	138	Legal Aspects of Emergency Services	\$10	\$10
FRS	139	Confined Space Operations	\$30	\$30

CAREER & TECHNICAL EDUCATION (cont'd)			Approved 2019-20	Proposed 2020-21
FRS	141	Fire Service Communication	\$10	\$10
FRS	150	Wild Land Firefighter	\$25	\$25
FRS	200	Fire Behavior and Combustion	\$10	\$10
FRS	201	Fire Protection Systems	\$10	\$10
FRS	202	Principles of Emergency Services	\$10	\$10
FRS	203	Fire Prevention	\$10	\$10
FRS	207	Building Construction for Fire Prevention	\$10	\$10
FRS	208	Principles of Fire Emergency Services, Safety & Survival	\$10	\$10
INA	ALL	All Industrial Arts Courses	\$45	\$45
WLD	ALL	All Welding Courses except WLD 100 and WLD170	\$120	\$120
WLD	100	Safety and Math	\$0	\$25
WLD	170	Metal Preparation, Quality & Alignment 2	\$0	\$0

Notes:

- **Bold** items indicate a change from prior year.
- AJS increase for student and staff uniforms.
- ATO115, CON102, CON107, COS142, EIT100, EIT201, and WLD100 increase for OSHA10 training for students.
- FRS103 and FRS105 increase for consumables.
- 199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2020-2021
Course Fees**

NURSING & ALLIED HEALTH			Approved 2019-20	Proposed 2020-21
EMT	090	Heart Saver CPR	\$10	Eliminate
EMT	095	Healthcare Provider CPR	\$15	Eliminate
EMT	104	Healthcare Provider CPR & First Aid	\$15	\$15
EMT	130	EMT Preparation Course	\$10	\$10
EMT	131	Emergency Medical Training		\$280 new
EMT	132	Emergency Medical Training	\$280	Eliminate
EMT	133	Refresher Course - EMT Recertification	\$40	\$40
EMT	134	EMT IVC	\$75	Eliminate
EMT	135	EMT IVC		\$75 new
EMT	240	Basic ECG & Pharmacy	\$30	\$30
EMT	241	ALS Refresher	\$175	\$175
EMT	244	Paramedic Training I	\$900	Eliminate
EMT	245	Paramedic Training II	\$900	Eliminate
EMT	246	Paramedic Training I		\$900 new
EMT	247	Paramedic Training II		\$900 new
HES	109	Phlebotomy	\$200	\$200
HES	180	Basic Pharmacology	\$10	\$10
HES	190	Human Body in Health and Disease	\$35	\$40
MDA	124	Clinical Procedures I	\$180	\$180
MDA	125	Clinical Procedures II	\$180	\$180
NAT	101	Nursing Assistant	\$40	\$90
NUR	116	LPN to RN Transition	\$400	\$425
NUR	117	Pharmacology I	\$10	\$10
NUR	118	Pharmacology II	\$10	\$10
NUR	121	Nursing I	\$425	\$425
NUR	122	Nursing II	\$425	\$425
NUR	123	Paramedic to Nurse Bridge	\$400	\$425
NUR	221	Nursing III	\$425	\$425
NUR	222	Nursing IV	\$425	\$425
NUR	290	RN Refresher Course	\$400	Eliminate
NUR	291	RN Refresher Course		\$400 new
PHT	102	Pharmacy Technician	\$40	Eliminate
PHT	103	Pharmacy Technician *		\$40 new
PHT	104	Pharmacy Technician *		\$40 new
SGT	121	Surgical Sterile Technique and Instrumentation	\$100	\$100
SGT	122	Surgical Techniques	\$100	\$100
SGT	221	Perioperative Procedures	\$100	\$100
TMP	108	A & P with Kinesiology Techniques I	\$60	\$60
TMP	109	A & P with Kinesiology Techniques II	\$60	\$60
TMP	240	Massage Therapy Clinical Practice	\$60	\$60

Notes:

- **Items** indicate a change from prior year.
- Increases primarily related to increased supplies and testing fees.
- 199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.
 - HES199 Forensic Phlebotomy \$200
 - NUR199 IV Cert for LPN \$65
- * Pending Instructional Council approval.

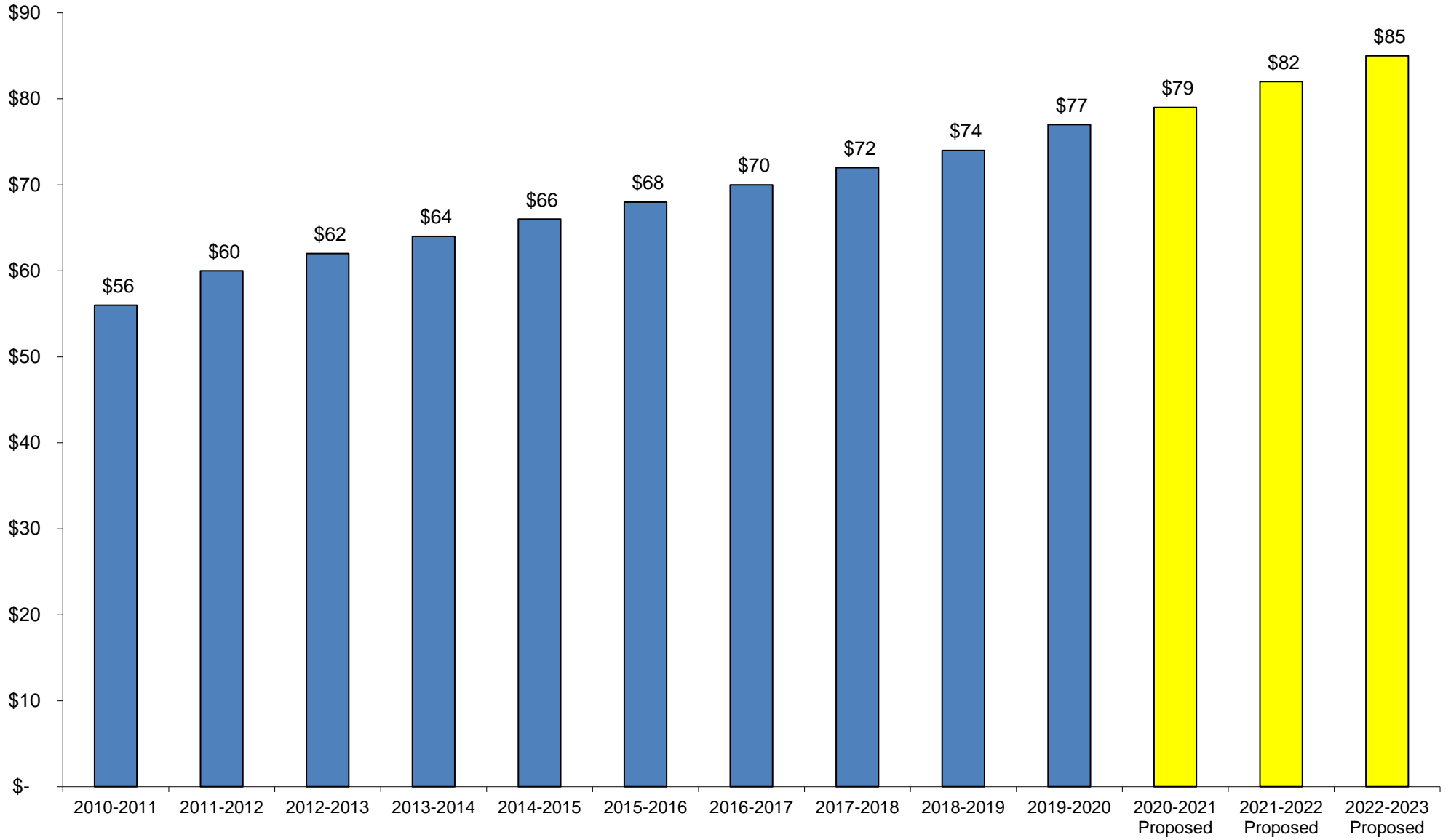
**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2020-2021
PROPOSED**

FEES	Approved 2019-20	Proposed 2020-21
GENERAL		
Media Fee ①	\$45/semester	\$47/semester
SPECIAL		
Transcript (each) Online Order	\$10	\$10
Transcript + On Demand Fee (\$5)	\$15	\$15
Transcript (each) Paper Order	\$15	\$15
Transcript + On Demand Fee (\$5)	\$20	\$20
Transcript (each) Priority Delivery	\$20 + current priority shipping rates	\$20 + current priority shipping rates
Diploma/Certificate Replacement	\$15	\$15
Late Registration	\$30	\$30
Credit by Exam	50% of in-state tuition rate	50% of in-state tuition rate
Credit by Evaluation ②	50% of in-state tuition rate	50% of in-state tuition rate
Credit by Evaluation Fee (non-refundable)	\$15	\$15
ACCUPLACER Testing ③	\$20	\$20
HESI Testing	\$44	\$44
NSF Check Collection	\$35	\$35
Money Card Replacement (Bank Mobile):		
ACTIVE card	\$10	\$10
INACTIVE card	\$10	\$10
Student ID Replacement Fee	\$5	\$5

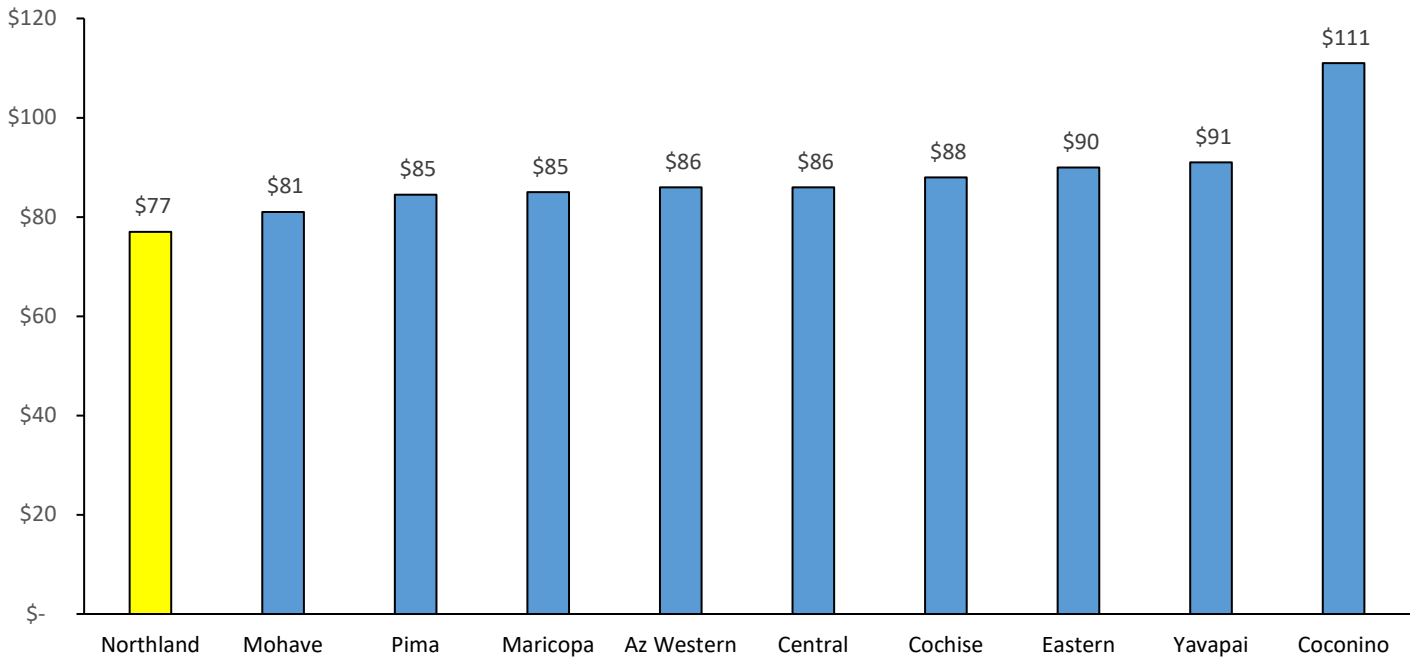
Bold items indicate a change from prior year.

- ① Assessed to all students enrolling in three (3) or more credit hours.
- ② Evaluation of Learning Certificates (Assessed Credits) from business, industry, government, and non-regionally accredited institutions without waiver agreement.
- ③ Includes up to three (3) tests.

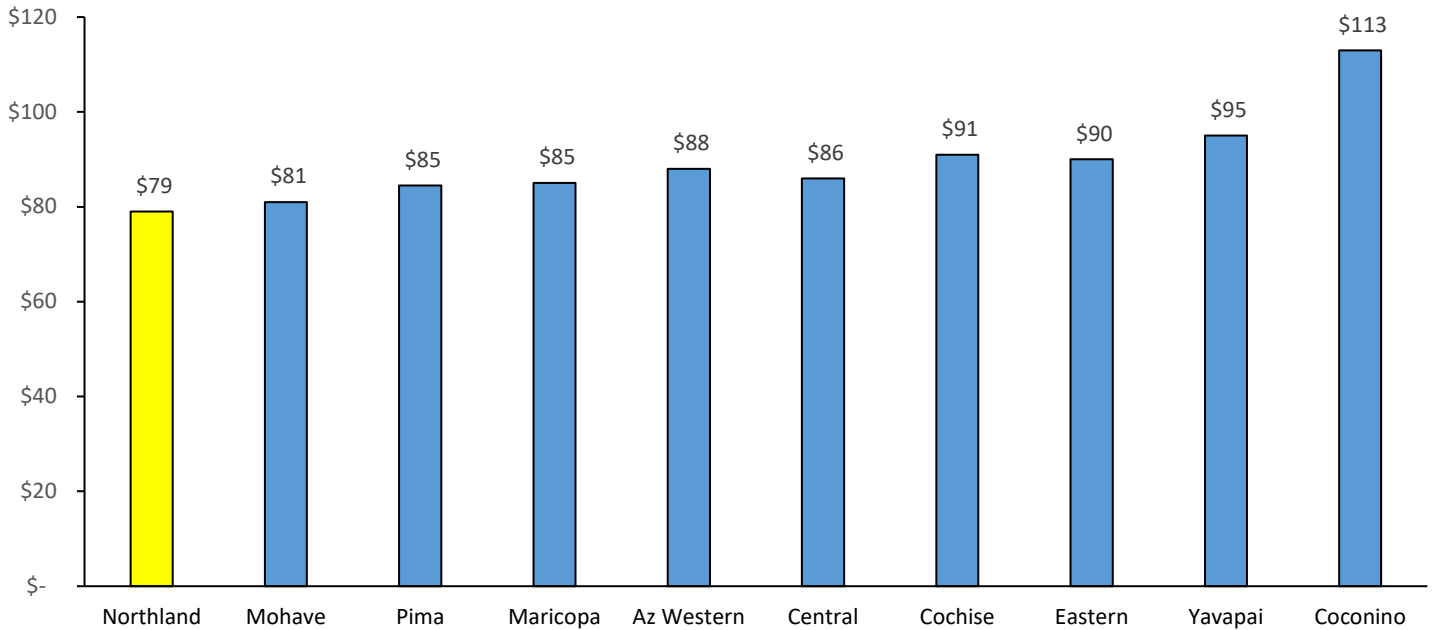
NPC Tuition History per Credit Hour



Arizona Community Colleges FY20 Tuition per Credit Hour



Arizona Community Colleges FY21 Tuition per Credit Hour Proposed Rates



Notes:

Coconino, Eastern, Mohave, Central, Yavapai and AZ Western have approved their rates
 Pima is evaluating an increase between \$0 to \$3; chart reflects \$0 increase