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2012-13 HLC Institutional Update

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Debra Myers – Institutional Research

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July 1<sup>st</sup> 2012 – June 30<sup>th</sup> 2013

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4/12/2013

Northland Pioneer College (NPC) provides an online update to the Higher Learning Commission (HLC) once each year. Submission of the Institutional Update is a requirement for maintaining accreditation or candidacy with the Commission. The Institutional update of non-financial data is updated by the Institutional Effectiveness office and the composite financial index is updated by the Administrative Services office.

**Review Report****Institutional Update 2012-2013 for Northland Pioneer College**

<b>Institution Information</b>	
<b>Name</b>	Northland Pioneer College
<b>Address</b>	P.O. Box 610
<b>City</b>	Holbrook
<b>State</b>	AZ
<b>Postal Code</b>	86025-0610
<b>Main Phone Number</b>	800-266-7845
<b>Fax</b>	928-524-7312
<b>Website</b>	www.npc.edu
<b>Enabling body</b>	Arizona Revised Statutes - Title 15 Education - Section 15-1402 Community college districts; requirements; exception
<b>Institution Ownership</b>	N/A
<b>Memberships</b>	American Association of Community Colleges

**Contact Information**

Contact Type	Name	Title	Address	City	State	Postal Code	Phone	Fax	Email
Chief Executive Officer	Dr. Jeanne K. Swarthout	President	P.O. Box 610	Holbrook	AZ	86025-0610	928-524-7420	928-524-7419	Jeanne.Swarthout@NPC.edu
Chief Financial Officer	Mr. Blaine Hatch	Vice President of Administrative Services	P.O. Box 610	Holbrook	AZ	86025	928-524-7440	928-524-7411	Blaine.Hatch@npc.edu
Chief Academic Officer	Mr. Mark Vest	V.P. of Learning	P.O. Box 610	Holbrook	AZ	86025	928-532-6141	928-532-6184	Mark.Vest@npc.edu
Data Update Coordinator	Debra Myers	IR Analyst	1001 W. Deuce of Clubs	Show Low	AZ	85901	928-532-6154	928-532-6191	debra.myers@npc.edu
Accreditation Liaison Officer	Debra Myers	IR Analyst	1001 W. Deuce of Clubs	Show Low	AZ	85901	928-532-6154	928-532-6191	debra.myers@npc.edu

## Federal Compliance

### Student Identity

**Based on the Federal definitions, do you offer any distance education or correspondence courses?**

Yes

**Do you have a process in place to verify student identity?**

Yes

**What student identity verification methods are you currently using?**

Student ID/User ID and password or passphrase

**Do you re-verify student identity at exams or other evaluations?**

Yes

**Other Methods**

### Academic Calendar

**Academic Calendar**

Semester

### Relationships with other Accrediting Agencies

**Accrediting Agency Status**

NLNAC: Good Standing

**Has your institution had any pending or final action by a state agency in the past year to sanction, limit, suspend or terminate authorization or program approval?**

No

**Sanction Agency**

**Action**

### Refund Policy

**Does the institution have a formal student refund policy?**

Yes

### Title IV Financial Aid

**Does the institution report any degree program, certificate or other academic program to the U.S. Department of Education in clock hours for Title IV purposes?**

No

**If Yes, how many academic programs are reported in clock hours?**

**Identify the institution's FY 2010 Three-Year Cohort Default Rate for student loans**

0%

**Student Head Count by Level**

Type	Current	Previous
Full-Time Undergraduate	1,198	881
Part-Time Undergraduate	2,520	3,036
Full-Time Graduate	0	0
Part-Time Graduate	0	0

**Student Head Count by Category**

Type	Current	Previous
Certificate-Seeking Undergraduate	70	35
Degree-Seeking Undergraduate	1,646	1,779
Post-Baccalaureate Certificate-Seeking	0	0
Post-Baccalaureate Degree-Seeking	0	0

**Total Entering Undergraduate Head Count**

Type	Current	Previous
Full-Time Entering	504	166
Part-Time Entering	614	532

**Institutional Head Count**

<b>Type</b>	<b>Current</b>	<b>Previous</b>
Full-Time Faculty	76	70
Part-Time Faculty	134	132
Full-Time Administration	93	18
Part-Time Administration	9	0
Full-Time Staff	35	104
Part-Time Staff	195	10
Student-Faculty Ratio	16	17

**Certificates & Degrees Awarded**

<b>Type</b>	<b>Current</b>	<b>Previous</b>
Total Certificates Awarded	245	281
Graduate Certificates Awarded	0	0
Undergraduate Certificates Awarded	245	281
Undergraduate Certificates NOT part of an existing degree program	5	0
Associate's Degrees Awarded	176	143
Bachelor's Degrees Awarded	0	0
Master's Degrees Awarded	0	0
Specialist's Degrees Awarded	0	0
Doctor's Degrees Awarded	0	0

**Degree Programs Offered**

<b>Type</b>	<b>Current</b>	<b>Previous</b>
Associate's Degree Programs	50	42
Bachelor's Degree Programs	0	0
Master's Degree Programs	0	0
Specialist's Degree Programs	0	0
Doctor's Degree Programs	0	0

**Certificate Programs Offered**

Type	Current	Previous
Total number of credit-bearing certificates offered	95	96
Of the total number of credit-bearing certificates, how many are Title IV eligible?	71	58
This listing is provided for informational purposes only. The section lists Title IV eligible certificates, None where the courses are not a subset of courses extracted from existing degree programs with 50% or more being courses specifically developed for the certificate program.		

**Branch Campuses (do NOT include main/home campus)**

Location	Name	Status	Opened	Closed	Address	City State Zip	Country	Prev HC	New HC
In State	White Mountain	Active	1974-07-15		1001 W. Deuce of Clubs	Show Low, AZ 85901	United States	1000-4999	1000-4999
In State	Silver Creek	Active	1974-07-15		1611 S. Main	Snowflake, AZ 85937	United States	500-999	500-999
In State	Painted Desert	Active	1974-07-15		2251 E. Navajo Blvd	Holbrook, AZ 85025	United States	100-499	100-499
In State	Little Colorado	Active	1975-05-15		1400 E. 3rd St.	Winslow, AZ 85045	United States	100-499	100-499

**Additional Locations**

Location	Name	Status	Opened	Closed	Address	City State Zip	Country	Prev HC	New HC
In State	Whiteriver	Active	1974- 07-15		720 S. Chief	Whiteriver, AZ 85941	United States	100- 499	100- 499
In State	St. Johns	Active	1974- 07-15		65 S. 3rd West	St. Johns, AZ 85964	United States	100- 499	100- 499
In State	Springerville/Eagar	Inactive	1974- 07-15		578 N. Main St.	Eagar, AZ 85925	United States	100- 499	None
In State	Hopi	Active	1974- 07-15		First Mesa	Polacca, AZ 86037	United States	100- 499	100- 499
In State	Show Low Auto Technology site	Active	2009- 08-03		1400 North Lumberman's Loop	Show Low, AZ 85901	United States	1-99	1-99
In State	St Johns Cosmetology Program	Active	2010- 01-04		955 W13 West, Suite B	St. Johns, AZ 85936	United States	1-99	1-99
In State	Taylor Area Fire Science	Active	2008- 08-04		Northern Arizona Training Center, 1840 Papermill Road	Taylor, AZ 85939	United States	1-99	1-99
In State	Taylor Heavy Equipment Operations	Active	2007- 08-06		797 South Gene Taylor Ranch Road	Taylor, AZ 85939	United States	1-99	1-99
In State	Eagar Heavy Equipment Operations	Active	2008- 08-04		7 South Highway 180, Lot #2	Eagar, AZ 85925	United States	1-99	1-99
In State	Joseph City Ind. Technology and Maintenance	Active	2003- 08-04		Cholla Power Plant, 4801 Frontage Road	Joseph City, AZ 86032	United States	1-99	1-99
In State	St Johns Ind. Technology and Maintenance	Active	2007- 08-06		Coronado Generating Station, 7mi North of St. Johns, Hwy 191	St. Johns, AZ 85936	United States	1-99	1-99
In State	Show Low Welding	Active	2000- 08-07		1320 East Thornton Road	Show Low, AZ 85901	United States	100- 499	100- 499
In State	St Johns Welding	Active	2003- 08-04		955 W13 West, Suite A	St. Johns, AZ 85936	United States	1-99	1-99
In State	Kayenta	Active	2012- 01-03		Comb Ridge Road, Monument Valley Unified School District grounds	Kayenta, AZ 86033	United States	100- 499	100- 499
In State	Springerville/Eagar Center	Active	2012- 12-21		940 East Maricopa Street	Springerville, AZ 85938	United States	100- 499	100- 499

**Dual Credit**

Type	Current	Previous
Total Dual Credit Student Head Count	1,004	1,037
Dual Enroll College Degree & High School	Yes	Yes

### Distance Education and Correspondence Education

Type	Current
Total Head Count in courses offered by Distance Education	1000-4999
Total Head Count in courses offered by Correspondence Education	None

Type	Modality	Start Date	CIP	Program Level	Catalog Title	Offered
Distance Education	One-way or Two Way Transmission	1999-01-11	43.0107 Criminal Justice/Police Science	Associate	Administration of Criminal Justice	Institution
Distance Education	Audioconferencing, Internet, One-way or Two Way Transmission	2005-09-01	24.0102 General Studies	Associate	Associate of Arts in Elementary Education	Institution
Distance Education	Audioconferencing, Internet, One-way or Two Way Transmission	1999-09-01	24.0102 General Studies	Associate	Associate of Science	Institution
Distance Education	Audioconferencing, Internet, One-way or Two Way Transmission	1999-09-01	24.0102 General Studies	Associate	Associate of Business	Institution
Distance Education	Audioconferencing, Internet, One-way or Two Way Transmission	1999-09-01	24.0102 General Studies	Associate	Associate of Arts	Institution
Distance Education	Audioconferencing, Internet, One-way or Two Way Transmission	1999-09-01	24.0102 General Studies	Associate	Associate of General Studies	Institution
Distance Education	Internet	2002-06-14	22.0301 Legal Administrative Assistant/Secretary	Associate	Administrative Information Services	Institution
Distance Education	Internet	2002-06-14	51.0705 Medical Office Management/Administration	Associate	Administrative Information Services	Institution
Distance Education	Internet	2002-06-14	51.0708 Medical Transcription/Transcriptionist	Associate	Administrative Information Services	Institution
Distance Education	Internet	2002-06-14	51.0801 Medical/Clinical Assistant	Associate	Administrative Information Services	Institution
Distance Education	Internet	2002-06-14	52.0204 Office Management and Supervision	Associate	Administrative Information Services	Institution
Distance Education	Internet	2002-06-14	52.0401 Administrative Assistant and Secretarial Science, General	Associate	Administrative Information Services	Institution
Distance Education	Internet	2002-06-14	52.0407 Business/Office Automation/Technology/Data Entry	Associate	Administrative Information Services	Institution
Distance Education	Internet	2002-06-14	52.0408 General Office Occupations and Clerical Services	Associate	Administrative Information Services	Institution
Distance Education	One-way or Two Way Transmission	1998-08-24	24.0102 General Studies	Associate	Anthropology	Institution
Distance Education	One-way or Two Way Transmission, Audioconferencing	2002-06-14	24.0102 General Studies	Associate	Art	Institution

Distance Education	Audioconferencing, Internet, One-way or Two Way Transmission	2003-12-12	24.0102 General Studies	Associate	Biology	Institution
Distance Education	Internet, One-way or Two Way Transmission	2002-06-14	52.0201 Business Administration and Management, General	Associate	Business	Institution
Distance Education	One-way or Two Way Transmission	1998-08-24	24.0102 General Studies	Associate	Chemistry	Institution
Distance Education	Internet, Audioconferencing	2002-06-14	11.0101 Computer and Information Sciences, General	Associate	Computer Information Systems	Institution
Distance Education	Internet, Audioconferencing	2002-06-14	11.0301 Data Processing and Data Processing Technology/Technician	Associate	Computer Information Systems	Institution
Distance Education	Internet, Audioconferencing	2002-06-14	11.0801 Web Page, Digital/Multimedia and Information Resources Design	Associate	Computer Information Systems	Institution
Distance Education	Internet, Audioconferencing	2002-06-14	11.0803 Computer Graphics	Associate	Computer Information Systems	Institution
Distance Education	Internet, Audioconferencing	2002-06-14	11.0901 Computer Systems Networking and Telecommunications	Associate	Computer Information Systems	Institution
Distance Education	Internet, Audioconferencing, One-way or Two Way Transmission	1998-08-24	19.0709 Child Care Provider/Assistant	Associate	Early Childhood Development	Institution
Distance Education	Audioconferencing, Internet, One-way or Two Way Transmission	1998-08-24	13.1210 Early Childhood Education and Teaching	Associate	Early Childhood Development	Institution
Distance Education	Audioconferencing, Internet, One-way or Two Way Transmission	2002-09-13	24.0102 General Studies	Associate	Education	Institution
Distance Education	Audioconferencing, Internet, One-way or Two Way Transmission	2003-11-14	24.0102 General Studies	Associate	English	Institution
Distance Education	Internet	2005-09-09	43.0203 Fire Science/Fire-fighting	Associate	Fire Science	Institution
Distance Education	Internet, Audioconferencing	2003-10-10	24.0102 General Studies	Associate	Geography	Institution
Distance Education	One-way or Two Way Transmission	2005-04-08	51.0705 Medical Office Management/Administration	Associate	Health Science	Institution
Distance Education	One-way or Two Way Transmission	2005-04-08	51.0708 Medical Transcription/Transcriptionist	Associate	Health Science	Institution
Distance Education	One-way or Two Way Transmission	2005-04-08	51.0708 Medical Transcription/Transcriptionist	Associate	Health Science	Institution
Distance Education	One-way or Two Way Transmission	2005-04-08	51.0904 Emergency Medical Technology/Technician (EMT Paramedic)	Associate	Health Science	Institution
Distance Education	One-way or Two Way Transmission	2005-04-08	51.3801 Registered Nursing/Registered Nurse	Associate	Health Science	Institution
Distance Education	One-way or Two Way Transmission, Audioconferencing	2002-09-13	24.0102 General Studies	Associate	History	Institution
Distance Education	One-way or Two Way Transmission	1998-08-24	24.0102 General Studies	Associate	Honors	Institution
Distance Education	Audioconferencing, One-way	1999-	24.0102 General Studies	Associate	Geology	Institution

Education	or Two Way Transmission	08-23					
Distance Education	Internet, One-way or Two Way Transmission	2003-11-14	24.0102 General Studies	Associate	Humanities	Institution	
Distance Education	Audioconferencing, One-way or Two Way Transmission	2005-01-10	24.0102 General Studies	Associate	Human Services	Institution	
Distance Education	Internet	2002-08-26	15.0404 Instrumentation Technology/Technician	Associate	Industrial Maintenance & Operations	Institution	
Distance Education	Internet	2002-08-26	15.0499 Electromechanical and Instrumentation and Maintenance Technologies/Technicians, Other	Associate	Industrial Maintenance & Operations	Institution	
Distance Education	Internet	2002-08-26	15.0506 Water Quality and Wastewater Treatment Management and Recycling Technology/Technician	Associate	Industrial Maintenance & Operations	Institution	
Distance Education	Internet	2002-08-26	15.0612 Industrial Technology/Technician	Associate	Industrial Maintenance & Operations	Institution	
Distance Education	Internet	2002-08-26	47.0303 Industrial Mechanics and Maintenance Technology	Associate	Industrial Maintenance & Operations	Institution	
Distance Education	Internet	2002-06-14	24.0102 General Studies	Associate	Language	Institution	
Distance Education	Internet	2003-04-04	25.0101 Library and Information Science	Associate	Library Media Technology/Library Services	Institution	
Distance Education	Audioconferencing, Internet, One-way or Two Way Transmission	2002-06-14	24.0102 General Studies	Associate	Math	Institution	
Distance Education	One-way or Two Way Transmission	2005-01-14	24.0102 General Studies	Associate	Music	Institution	
Distance Education	One-way or Two Way Transmission	1999-08-23	24.0102 General Studies	Associate	Nursing Assistant	Institution	
Distance Education	Internet	2003-10-10	51.3801 Registered Nursing/Registered Nurse	Associate	RN/LPN	Institution	
Distance Education	Audioconferencing, One-way or Two Way Transmission	1998-08-24	24.0102 General Studies	Associate	Philosophy	Institution	
Distance Education	Audioconferencing, Internet, One-way or Two Way Transmission	2003-11-14	24.0102 General Studies	Associate	Political Science	Institution	
Distance Education	Audioconferencing, Internet, One-way or Two Way Transmission	2002-06-14	24.0102 General Studies	Associate	Psychology	Institution	
Distance Education	Internet	1998-08-24	52.0703 Small Business Administration/Management	Associate	Small Business Management	Institution	
Distance Education	One-way or Two Way Transmission, Audioconferencing	1998-08-24	24.0102 General Studies	Associate	Sociology	Institution	
Distance Education	One-way or Two Way Transmission	1998-08-24	24.0102 General Studies	Associate	Spanish	Institution	
Distance Education	Internet, One-way or Two Way Transmission	2002-06-14	24.0102 General Studies	Associate	Speech, Theater & Film	Institution	
Distance Education	Audioconferencing	2011-06-12	32.0101 Basic Skills and Developmental/Remedial Education, General	Associate	The Learning Center	Institution	

**Contractual Arrangements**

Entity	Accreditor	Relationship	State	Country	CIP	Program Level	Effective Date	Prev HC	New HC	Percentage	Catalog Title
None											

**Consortial Arrangements**

Consortium	State	Country	CIP	Program Level	Accreditor	Effective Date	Prev HC	New HC	Percentage	Catalog Title
None										

## Review Report

### Institutional Update 2012-2013 for Northland Pioneer College

#### Financial Information

Type	FY 2012	FY 2011	FY 2010
Ending month of fiscal year	June	June	June
Last Completed Audit Year (example 2012)	2012	2011	2010
Did you receive your last completed audit within 6 months of the close of your fiscal year?	Yes	Yes	Yes
Was your most recent financial audit UNQUALIFIED?	Yes	Yes	Yes
Did your most recent audit report include a going concern for disclosure?	No	No	

<b>Composite Financial Index</b>												
	<b>FY 2012</b>				<b>FY 2011</b>				<b>FY 2010</b>			
<b>Primary Reserve Ratio Calculation</b>	<b>Data</b>	<b>Str</b>	<b>Wt</b>	<b>CFI</b>	<b>Data</b>	<b>Str</b>	<b>Wt</b>	<b>CFI</b>	<b>Data</b>	<b>Str</b>	<b>Wt</b>	<b>CFI</b>
Institution unrestricted net assets	38,388,993				34,195,371				25,496,949			
Institution expendable restricted net assets	+ 735,512				717,570				716,192			
Component Unit (C.U.) unrestricted net assets	+ 86,809				122,794				139,007			
C.U. temporary restrict net assets	+ 23,648				20,211				21,681			
C.U. net investment in plant	- 35,927				35,000				36,250			
<b>Numerator Total</b>	<b>39,199,035</b>				<b>35,020,946</b>				<b>26,337,579</b>			
Institution operating expenses	26,984,441				24,905,008				25,884,021			
Institution nonoperating expenses	+ 6,854				3,428				0			
Elimination of inter-entity amounts	+ 0				0				0			
C.U. total expenses	+ 128,333				136,198				62,115			
<b>Denominator Total</b>	<b>27,119,628</b>				<b>25,044,634</b>				<b>25,946,136</b>			
Primary reserve ratio (p. 58*) /	1.445	10.00	0.55	5.50	1.398	10.00	0.35	3.50	1.015	7.63	0.35	2.67
<b>Net Operating Revenue Ratio Calculation</b>												
Institution operating income (loss)	- 20,970,550				- 19,781,534				- 19,503,838			
Institution net nonoperating revenues	+ 26,709,225				27,670,107				27,077,519			
C.U. change in unrestricted net assets	+ -35,985				-16,213				-41,864			
Elimination of inter-entity amounts	+ 0				0				0			
<b>Numerator Total</b>	<b>5,702,690</b>				<b>7,872,360</b>				<b>7,531,817</b>			
Institution operating revenues	6,013,891				5,123,474				6,380,183			
Institution nonoperating revenues	+ 26,896,384				27,673,535				27,077,519			
C.U. total unrestricted revenues	+ 90,373				117,714				17,206			
Elimination of inter-entity amounts	+ 0				0				0			
<b>Denominator Total</b>	<b>33,000,648</b>				<b>32,914,723</b>				<b>33,474,908</b>			
Net Operating Revenue ratio (p. 86*) /	0.173	10.00	0.15	1.50	0.239	10.00	0.10	1.00	0.225	10.00	0.10	1.00
<b>Return on Net Assets ratio calculation</b>												
Change in net assets plus C.U. change in net assets	5,720,159				7,885,631				7,531,818			
Elimination of inter-entity amounts	+ 0				0				0			
Divided by total net assets + C.U. total net assets (beginning of year)	66,628,007				58,742,376				51,135,208			
Return on Net Assets ratio (p. 74*) /	0.086	4.30	0.30	1.29	0.134	6.70	0.20	1.34	0.147	7.35	0.20	1.47
<b>Viability ratio calculation</b>												
<b>Numerator - Expendable net</b>	<b>39,199,035</b>				<b>35,020,946</b>				<b>26,337,579</b>			

<b>assets (from Primary Reserve Numerator)</b>															
Institution long-term debt (total project-related debt)	0					0						0			
C.U. long-term debt (total project-related debt)	+ 0					0						0			
<b>Denominator - Total Long-term + C.U. debt (total project-related debt)</b>	0					0						0			
Viability ratio (p. 64*) /	0.000	10.00	0.00	0.00		0.000	10.00	0.35	3.50			0.000	10.00	0.35	3.50
<b>Total-Composite Financial Indicator Score (CFI)</b>				8.3					9.3						8.6

<b>Comments</b>															
2012: None															
2011: None															
2010: None															

**What the Total Composite Financial Indicator Score (CFI) Means to You**

The chart below identifies three zones in which the CFI scores shown above will fall: Above, In, and Below. Each zone specifies a range of CFI scores, with different ranges for private and public institutions. Following the close of the Institutional Update, the Commission will review all the financial data reported and will identify any institutions that have CFI scores in the **Below** zone for a **single** year or the **In** zone for **two consecutive** years. The Commission will notify those institutions about possible follow-up needed on their financial condition, including review by the Commission's Financial Panel Review process.

Zones	Private Institutions (-1 to 3) Composite Index	Public Institutions (-4 to 10) Composite Index	Outcomes
Above	1.5 to 3.0	1.1 to 10	No Review
In	1.0 to 1.4	0 to 1.0	Financial Panel Review if "In" for two or more consecutive years.
Below	-1.0 to 0.9	-4.0 to -0.1	Financial Panel Review if "Below" in any given year.