

# 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 **October 17, 2023 beginning at 10:00 a.m.** The meeting will be held at the Northland Pioneer College White Mountain Campus, 1001 W. Deuce of Clubs, Show Low, Arizona in Aspen Center Room 111. The meeting can also be joined remotely using [WebEx](#). A passcode is required under certain circumstances and it is Oct23DGB.

One or more Board members and/or staff members may participate in the meeting remotely 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). The Board may vote to hold an executive session for the purpose of considering its position and instructing its attorney regarding the public body's position regarding contracts that are the subject of negotiations pursuant to A.R.S. §38-431.03 (A)(4). 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 16<sup>th</sup> day of October, 2023, 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. KINO RADIO
5. KNNB RADIO
6. COUNTRY MOUNTAIN AIRWAVES [KQAZ/KTHQ/KNKI RADIO]
7. KWKM RADIO
8. WHITE MOUNTAIN RADIO
9. NPC WEB SITE
10. NPC ADMINISTRATORS AND STAFF
11. NPC FACULTY ASSOCIATION PRESIDENT
12. NPC CLASSIFIED AND ADMINISTRATIVE SUPPORT ORGANIZATION PRESIDENT
13. NPC STUDENT GOVERNMENT ASSOCIATION PRESIDENT

M I S S I O N

**NORTHLAND PIONEER COLLEGE  
PROVIDES EDUCATIONAL  
EXCELLENCE THAT IS AFFORDABLE  
AND ACCESSIBLE FOR THE  
ENRICHMENT OF COMMUNITIES  
ACROSS NORTHEASTERN ARIZONA.**

V I S I O N

NPC continually responds to the needs of our communities by cultivating generations of learners. By 2030, NPC will transform lives by advancing student success and socio-economic well-being through a spirit of innovation, partnership, and creative problem-solving.

V A L U E S

INTEGRITY  
INCLUSION  
ADAPTABILITY  
CIVILITY  
ACCESS

# Governing Board Meeting Agenda

White Mountain Campus, Aspen Center 111  
1001 W. Deuce of Clubs, Show Low, AZ 85901

The meeting location will be open to the public at 9:55 a.m. at the latest.

Or you can join on [WebEx](#) (Passcode Oct23DGB).

**Date:** October 17, 2023

**Time:** 10:00 a.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order and Pledge of Allegiance</b> .....	Chair Laughter
2.	<b>Adoption of the Agenda</b> ..... <b>(Action)</b>	Chair Laughter
3.	<b>Call for Public Comment</b> ..... 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.	Chair Laughter
4.	<b>Discussion Items:</b>	
	<b>A. Standing Presentations:</b>	
	1. <b><u>Financial Position</u></b> ..... VPAS Ellison will provide a report on the financial position of the college for period July 1, 2023 to August 31, 2023.	VPAS Ellison
	2. <b><u>NPC Student Government Association (SGA)</u></b> ..... Tyler Wiley, SGA Member, will provide an update on SGA activities and membership.	Tyler Wiley
	3. <b><u>NPC Faculty Association</u></b> ..... Jessica Reeck, College & Career Preparation - Integrated Education & Training (IET) Faculty, will report on efforts to relaunch a construction learning community and IET in Whiteriver.	Instructor Reeck
	4. <b><u>Classified &amp; Administrative Staff Organization (CASO)</u></b> ..... Written Report	Written Report
	5. <b><u>Northland Pioneer College (NPC) Friends and Family</u></b> ..... Betsy Wilson, Director of Friends and Family, will report on scholarships and Pedal the Petrified.	Director Wilson
	6. <b><u>Human Resources</u></b> ..... Staff has provided a written report, included in the packet, and will be available to answer questions.	Written Report
	7. <b><u>Construction Update</u></b> ..... Director Huish will provide an update on construction projects.	Director Huish
	8. <b><u>Arizona Association of Community College Trustees (AACCT)</u></b> .. Chair Laughter may provide an update on activities from AACCT.	Chair Laughter
	9. <b><u>Enterprise Resource Planning (ERP) Implementation Update</u></b> .. CIO Jacob will provide an update on the implementation of a new ERP software at the college.	CIO Jacob
	10. <b><u>President's Report</u></b> ..... President Hazelbaker will provide a report on activities from the President's office since the September meeting.	President Hazelbaker
	<b>B. <u>Arizona Center for Student Success</u></b> ..... President Hazelbaker has provided a report on activities related to the Arizona Center for Student Success and will be available to answer Questions.	President Hazelbaker
	<b>C. <u>NPC Component Unit Financial Audit NPC Friends and Family 22-23</u></b> .... Russell Kupfer, Director of Financial Services, review the results of the NPC Friends and Family audit.	Director Kupfer
	<b>D. <u>NPC Component Unit Financial Audit Northeast Arizona Training Center 22-23</u></b> ..... Russell Kupfer, Director of Financial Services, review the results of the Northeast Arizona Training Center audit.	Director Kupfer

- 5. **Consent Agenda for Action** ..... Chair Laughter
  - A. [September 19, 2023 Regular Board Meeting Minutes](#)
  
- 6. **For Discussion and Possible Action:**
  - A. **Old Business**  
None.
  
  - B. **New Business:**
    - 1. [Request to Approve Fiscal Year 25 Budget Calendar and Budget Assumptions](#) ..... VPAS Ellison  
VPAS Ellison will provide a second review of the budget calendar and budget assumptions to be used for the Fiscal Year 2025 budget creation and request Board approval.
    - 2. [Request to Approve Design Fee Contracts for Construction at Winslow Campus](#)..... Director Huish  
Director Huish will seek approval to contract with SPS+ Architects for design of an expansion to the Blunk Health Science Center and remodel of the Ruby Hill Center at the Winslow Campus.
    - 3. [Request to Approve Intergovernmental Agreement \(IGA\) with Northern Arizona University](#)..... VPLSS Solomonson  
VPLSS Solomonson will review details of an IGA with Northern Arizona University to formalize the A++ Initiative.
    - 4. [Nomination for Mr. Leslie to serve on the Association of Community College Trustees Public Policy and Advocacy Committee](#) ..... President Hazelbaker  
President Hazelbaker will review the request to supply a letter of Support for Board Member Leslie’s appointment to the Association of Community College Trustees Public Policy and Advocacy Committee.
  
- 7. **DGB Agenda Items and Informational Needs for Future Meetings**..... Chair Laughter
  
- 8. **Board Report/Summary of Current and Upcoming Events**..... Board Members  
College/Board Events:  
White Mountain Campus Skills Center Open House – October 17 starting at 1pm on the Show Low Campus  
SBDC Peeking into the Future – November 2 between 10am and 11:45pm at the Show Low Campus Symposium  
Hello Dolly Performances at the Silver Creek Performing Arts Center November 10, 11, 16, 17, 18 (Times vary)  
  
Community Events:  
  
Board Members please let Paul Hempsey know if you plan to attend any of the listed events.
  
- 9. **Announcement of Next Regular Meeting**.....**November 21, 2023** Chair Laughter
  
- 10. **Adjournment**.....**(Action)** Chair Laughter

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 regarding any items in sections 5 and 6. The Board may vote to hold an executive session for the purpose of obtaining legal advice from the District’s attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3). Should the District’s attorney not be present in person, notice is further given that the attorney may appear by speakerphone.



**Northland Pioneer College**

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

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

July 1, 2023 to August 31, 2023

Budget Period Expired

17%

Tax Supported Funds				
Current General Fund				
	Revised Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Primary Tax Levy	17,000,000	41,936	129,579	1%
State Aid:				
Maintenance and Operations	1,346,100	-	336,525	25%
Equalization	11,189,600	-	2,797,400	25%
Rural Aid	1,322,400	-	330,600	25%
Tuition and Fees	3,800,000	467,141	682,514	18%
Investment earnings	300,000	226,113	416,658	139%
Grants and Contracts	2,530,000	34,606	36,369	1%
Other Miscellaneous	387,000	31,237	43,011	11%
Fund Balance	12,342,727	-	-	0%
Transfers	(11,145,000)	(192,324)	(512,037)	5%
<b>TOTAL REVENUES</b>	<b>\$ 39,072,827</b>	<b>\$ 608,709</b>	<b>\$ 4,260,619</b>	<b>11%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	23,002,035	1,793,816	3,670,107	16%
Operating Expenditures	16,070,792	1,144,952	1,376,497	9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 39,072,827</b>	<b>\$ 2,938,768</b>	<b>\$ 5,046,604</b>	<b>13%</b>
Unrestricted Plant				
	Revised Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
State Aid:				
Capital/STEM	262,500	-	65,625	25%
Fund Balance	2,075,000	175,852	173,016	8%
Transfers In	10,445,000	49,568	368,975	4%
<b>TOTAL REVENUES</b>	<b>\$ 12,782,500</b>	<b>\$ 225,420</b>	<b>\$ 607,616</b>	<b>5%</b>
<b>EXPENDITURES</b>				
Capital Expenditures - Constructions	5,000,000	175,852	173,016	3%
Capital Expenditures - Other	7,782,500	49,568	434,600	6%
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,782,500</b>	<b>\$ 225,420</b>	<b>\$ 607,616</b>	<b>5%</b>

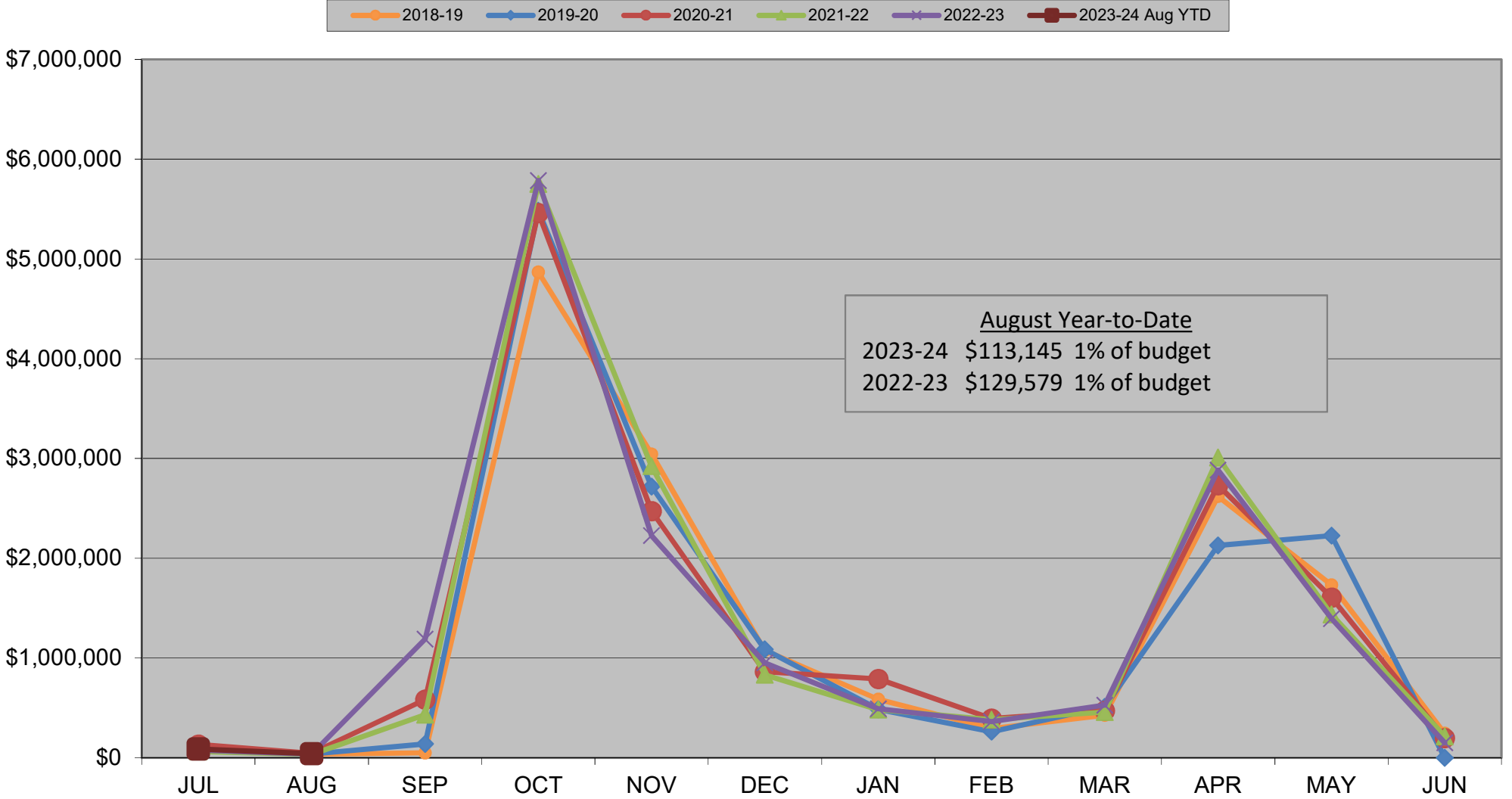
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
 Statement of Financial Position  
 July 1, 2023 to August 31, 2023

Budget Period Expired 17%

Restricted and Auxiliary Funds				
Restricted				
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Grants and Contracts	6,457,811	51,503	108,725	2%
Fund Balance				
Transfers In	500,000	125,000	125,000	25%
<b>TOTAL REVENUES</b>	<b>\$ 6,957,811</b>	<b>\$ 176,503</b>	<b>\$ 233,725</b>	<b>3%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	2,201,602	129,857	269,620	12%
Operating Expenditures	4,756,209	871,740	1,057,878	22%
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,957,811</b>	<b>\$ 1,001,597</b>	<b>\$ 1,327,498</b>	<b>19%</b>
Auxiliary				
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Sales and Services	400,000	17,660	30,099	8%
Fund Balance				
Transfers	200,000	17,756	18,062	9%
<b>TOTAL REVENUES</b>	<b>\$ 600,000</b>	<b>\$ 35,416</b>	<b>\$ 48,161</b>	<b>8%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	226,154	14,745	27,135	12%
Operating Expenditures	373,846	20,671	21,026	6%
<b>TOTAL EXPENDITURES</b>	<b>\$ 600,000</b>	<b>\$ 35,416</b>	<b>\$ 48,161</b>	<b>8%</b>

Cash Flows	
Cash flows from all activities (YTD)	\$5,150,121
Cash used for all activities (YTD)	\$7,029,879
Net Cash for all activities (YTD)	(\$1,879,758)

### Monthly Primary Property Tax Receipts



## Student Government Association (SGA)

District Governing Board Report on October 17, 2023

### *Recruiting:*

Academic advisors at all campuses and centers have been requested to help increase student engagement by recruiting for SGA and sponsoring mini-events at their locations throughout 2023-2024.

SGA sponsored an unmanned "Welcome Back" snack table at WMC the first week of classes, August 21-25, 2023, in the Learning Center. Tyler Wiley manned the table the first day of class, August 21, 2023

Advisors at Whiteriver and Hopi Centers have also sponsored unmanned SGA information tables this Fall to create presence.

SGA currently has 6 members. Meetings are held every other Friday, are available on WebEx, and are being recorded to send to members that could not attend. This initiative has received positive support from the members.

Officer elections for President, Vice-President and Secretary were held October 13, 2023.

### *Events:*

SGA member Tyler Wiley presented a PowerPoint to all NPC faculty and staff at Convocation on August 14, 2023, summarizing the events for SGA in Spring 2023. Several faculty/staff members demonstrated interest in sponsoring clubs in 2023-2024 as a result.

Nine HP laptops were awarded to students representing each of NPC's locations through SGA's Laptop Scholarships. SGA received 17 applications, some from every location. Due to the hard work of advisors publicizing the Laptop Scholarships, twice as many applications were received this year compared to 2022.

SGA members were present at Tiponi Point during Pedal the Petrified on September 30, 2023, to congratulate returning riders, hand out snacks, and represent NPC.





October 6, 2023

## CASO Report to DGB

Members of the District Governing Board:

In August 2023 CASO Vice-President, Janalda Nash, assumed the role of CASO President along with the following officers who were nominated then voted in:

- Jennifer Herman – CASO Vice-President
- Celia Iguado – Secretary/Historian
- Daphne Brimhall – Treasurer

We appreciate these CASO members who accepted their positions with enthusiasm and look forward to working together as a team to ensure that CASO voices are heard. To ensure that all CASO is represented we are looking at updating and recruiting CASO delegates for all campuses/centers. There were some delegates who left the college, asked to be removed as a delegate, and/or the delegate for specific locations were vacant. Hopefully soon, we will have all 13 CASO delegate positions filled – we currently have 5 confirmed. CASO delegates represent their specific locations with usually two delegates from the campuses and 1 from the centers.

In the process of ensuring that CASO is heard we discovered that not all CASO members are aware that they are a part of CASO and/or what CASO is. We are working on putting out Welcome Letters along with a “Welcome to CASO” incentive (backpack) which we are hoping to distribute to all CASO members at the CASO Retreat at the Convocation in January. We are also looking into ordering some shirts to present to new employees eligible to be CASO members as they onboard the NPC team.

We had a great turnout for the CASO Silent Auction at the Convocation in August 2023. We raised \$1,716.00 which will fund the CASO Student Scholarship offered in the Fall and Spring semesters. We are thankful to all those behind the scenes and upfront who assisted in making this a successful event.

Currently we are working on a CASO Conference and Training fund that will be used for conferences and trainings, either online or in-person. We are moving

**Transform your life!**



forward with forming a committee to develop stipulations for the funding. I will keep the DGB updated as the process develops.

Sincerely,

Janalda Nash  
CASO President  
Center Advisor/Library Tech

**Transform your life!**



# Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVES<sup>SM</sup>

## HUMAN RESOURCES

### MONTHLY REPORT

October 2023

# EMPLOYEE RELATIONS AND STAFFING

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We have initiated a comprehensive examination of our employee onboarding process. We are focusing on gathering pertinent information to identify areas for improvement. This will be done in various ways including new hire and supervisor feedback. Additionally, we are excited to report the reintroduction of our new employee orientation program, which will help acclimate newcomers to our institution's culture and values. Our goal is to streamline this essential process to ensure a smoother and more productive transition for new hires and provide supervisors with the resources they need.

## EMPLOYEE CENSUS DATA

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The following employees have left the institution since the last report.

- Brian De La Cruz      Administrative Assistant to the Dean of Instructional Innovation

<b>Turnover Rate For FY23/24</b>	<b>Employee Count</b>	<b>Separated</b>	<b>Turnover Rate</b>
Total Employees as of 7/1/2023	334	7	2.1%
Total New Hires from 07/01/2023 to 10/05/2023	39	1	2.56

<b>Turnover Rate For the Last 12 Months</b>	<b>Employee Count</b>	<b>Separated</b>	<b>Turnover Rate</b>
Totals for October 2022- October 2023	320	33	10.31%

\*Turnover Rate Calculated by dividing the number of separated employees during the period by the number of employees at the beginning of the period. This figure reflects contract employees only and excludes temporary employees

## RECRUITMENT

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	# Qualified Applicants	Date Opened	Closing Date	Status
Assistant to the President and Recording Secretary for the District Governing Board	0	9/27/23	10/20/23	
Community Recruiter-South Painted Desert Campus	1	9/13/23	Open Until Filled	
Administrative Assistant to the Dean of Instructional Innovation	5	9/13/23	Open Until Filled	
Behavioral Health Success Coach Silver Creek Campus	7	9/6/23	Open Until Filled	
Behavioral Health Program Coordinator Silver Creek Campus	4	9/5/23	Open Until Filled	
Behavioral Health Recruitment Specialist Silver Creek Campus	9	9/1/23	Open Until Filled	
Assistant to the Campus Manager (PT) White Mountain Campus	36	9/1/23	10/01/23	
Faculty in Nursing	1	8/24/23	Open Until Filled	
Faculty in Behavioral Health	5	8/23/23	Open Until Filled	
Human Resources Information Specialist (HRIS) Painted Desert Campus	10	8/21/23	Open Until Filled	
Hopi Center Manager Hopi Center	10	8/3/23	Open Until Filled	
Faculty in Energy and Industrial Technician White Mountain Campus	5	07/03/23	Open Until Filled	Offer in Progress
Maintenance II / HVAC Painted Desert Campus	10	6/23/23	Open Until Filled	

## EMPLOYEE DEVELOPMENT

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We are happy to share that last month's supervisor training on Problem Solving was well attended, highlighting the importance of such professional development initiatives. Judy Yip-Reyes and Betsy Ann Wilson led the discussion with an overview and deeper thinking about how supervisors and their teams can effectively break down problems, develop strategies, and collaborate to find the best solutions. This workshop focused on skills like critical thinking, creativity, and teamwork, fostering a culture of innovation and adaptability within the college.

Looking ahead, we eagerly anticipate this month's training, which will focus on TEACH, a cultural competence course related to the ARMSS grant. Before being made available to the broader college community, this training will first be rolled out to our supervisors to ensure they are well-prepared to lead by example and help those they supervise to navigate the program.

## WELCOME AND RECOGNITION

---

We would like to welcome the following new employees to Northland Pioneer College

- |                                   |                         |
|-----------------------------------|-------------------------|
| ❖ Assistant to the Campus Manager | Maggie Christman        |
| ❖ Custodian                       | Angelica Cervantes-Leon |
| ❖ Procurement Manager             | Mary Shea               |

Congratulations to the below employees as they transition to new positions

- |                                    |                   |
|------------------------------------|-------------------|
| ❖ Operation Lead                   | Paul Hempsey      |
| ❖ Operation Lead                   | Rebecca Hunt      |
| ❖ Financial Aid Specialist         | Berkley Hendricks |
| ❖ Financial Aid Systems Technician | Desirae Silvers   |

# TOTAL REWARDS

## BENEFITS AND COMPENSATION

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In conjunction with NPC Benefits and Compensation Coordinator, Mrs. Lori Moore, the Payroll Department will present on various payroll and benefits processes to employees at the New Employee Orientation on October 19<sup>th</sup>.

The Payroll Department is now engaged in developing worktime, attendance, and leave training to be made available to all employees, but specifically targeting those employees who are hourly wage earners and hold non-exempt status.

**Report to the Navajo County District Governing Board**  
**Arizona Center for Student Success**  
**October 5, 2023**

During the September District Governing Board meeting, Board Member Robinson asked for an update on the college's involvement with the Arizona Center for Student Success. This was a follow up to the AACCT retreat in Flagstaff in August where the representative Board Members heard a report from Andrew Clegg, the former director of the center.

**History of the Arizona Center for Student Success:** In 2019 the Office of the Governor, Helios Education Foundation, Pima Community College Foundation, and the Arizona Community Foundation jointly awarded a \$1,350,000 grant to create the Arizona Center for Student Success at the ten community colleges in the state. The center is intended to assist traditionally underserved student's complete certificates and associate degree programs that move them directly into high-demand jobs or transfer programs into the university system.

The Arizona Center for Student Success (Center) joined the national Student Success Center Network, managed by Jobs For the Future, a national nonprofit that drives transformation in the American labor market through system disruption and innovation at scale. The Center and the network have a particular focus on completion efforts and initiatives like Guided Pathways. In 2019 Andrew Clegg was hired as the Director.

The Presidents of the Arizona Community Colleges (AC4) serve as the Board of Directors for the Center and are responsible for its direction. We receive updates during our monthly meetings.

**2022-2023 Academic Year:** In 2022-2023 the Center began going through a transition. The Center was at the end of the grant funds, and they began the process to seek additional funds. With the limited funds available, they continued the Lunch and Learn series in partnership with Oregon and Washington's Student Success Centers. They also held 10 events on various Guided Pathways topics and had many Arizona attendees which student service professionals at NPC attended.

**Current Events and Looking Ahead:** Staff from Northland Pioneer College (NPC) in student affairs and members of the Student Success Alliance have participated in training. The most recent was held on September 28 and titled "Staying on the Path: Success Coaches." The presenters at the event spoke about supporting students using the Guided Pathways student success framework specifically related to helping students develop a holistic completion plan and connecting students with relevant resources. This event was delivered remotely, as have most of the center events. Later in October, the Center will be part of the statewide administrator's conference held in Yuma, Arizona that many individuals from NPC will attend.

In early 2022, Director Andrew Clegg began to transition from his full-time role and assumed a part time role to complete the funding application and hiring of the new director. The Center was awarded 3 years of funding in May, 2023 and received the funds in July of 2023. The Center has interviewed candidates for the director's role and will be bringing them in for in-person interviews soon. In the meantime, the Center is continuing with Lunch and Learns to focus on



Guided Pathways, Workforce and Adult learning (which is the new focus). The new director will be responsible for rebuilding the Center and relaunching what is being billed as Center 2.0.

## **NPC Component Unit Financial Audit NPC Friends and Family 2022-23**

### **Summary:**

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

BDR Richards, CPA's, PLC, completed the FY 2022-23 financial audit for NPCFF July 31, 2023. The auditor issued an opinion that the financial statements were presented fairly, in all material respects and in conformity with Generally Accepted Accounting Principles (GAAP.)

Below are brief highlights from the report:

- Total Assets increased by \$380,226 due to restricted contributions and donations to endowed scholarship funds and return on net investments.
- Total Net Assets increased by \$380,226 as a net result of the above activity.
- Total revenue decreased \$216,642 as a result of decreased contributions and an increase in direct benefits to donors.
- Total expenses increased by \$77,281 due to increase awards of scholarships.
- Overall cash position increased \$186,228.

The final FY 2022-23 Financial Statements are included for review.



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



**FINANCIAL STATEMENTS  
JUNE 30, 2023 and 2022**

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## Independent Auditor's Report

To the Board of Directors  
Northland Pioneer College Friends and Family, Inc.  
Snowflake, AZ 85937

### Opinion

We have audited the accompanying financial statements of Northland Pioneer College Friends and Family, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023 and 2022, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Northland Pioneer College Friends and Family, Inc. as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Northland Pioneer College Friends and Family, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Northland Pioneer College Friends and Family, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Northland Pioneer College Friends and Family, Inc.'s internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Northland Pioneer College Friends and Family, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

*BDR Richards, CPA's PLLC*

Snowflake, AZ  
July 31, 2023

Northland Pioneer College Friends and Family, Inc.  
 Statements of Financial Position  
 June 30, 2023 and 2022

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	<b>2023</b>	<b>2022</b>
<b>Assets</b>		
Cash - checking and savings	\$ 257,669	\$ 183,428
Cash - checking and savings - restricted	210,874	98,887
Investments - marketable securities	525,760	498,964
Investments - marketable securities - restricted	1,094,454	927,252
Total assets	<b>\$ 2,088,757</b>	<b>\$ 1,708,531</b>
<b>Net Assets</b>		
Without donor restrictions	783,429	682,392
With donor restrictions	1,305,328	1,026,139
Total net assets	2,088,757	1,708,531
Total liabilities and net assets	<b>\$ 2,088,757</b>	<b>\$ 1,708,531</b>

Northland Pioneer College Friends and Family, Inc.  
Statement of Activities  
Year Ended June 30, 2023

	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>
<b>Revenues and other support</b>			
Contributions	\$ 102,801	\$ 367,061	\$ 469,862
Interest and dividends	665	2,638	3,303
Net investment return	26,797	37,264	64,061
Gross special events revenue	84,693	-	84,693
Less cost of direct benefits to donors	(34,541)	-	(34,541)
Net special events revenue	50,152	-	50,152
Net assets released from restrictions	23,562	(23,562)	-
Total revenues and other support	<u>203,977</u>	<u>383,401</u>	<u>587,378</u>
<b>Expenses</b>			
Program services expense			
Scholarships	66,118	131,500	197,618
Total program expenses	<u>66,118</u>	<u>131,500</u>	<u>197,618</u>
Supporting services expense:			
Management and general	9,534	-	9,534
Total supporting services expense	<u>9,534</u>	<u>-</u>	<u>9,534</u>
Total expenses	<u>75,652</u>	<u>131,500</u>	<u>207,152</u>
<b>Change in net assets</b>	128,325	251,901	380,226
<b>Net assets, beginning of year</b>	<u>655,104</u>	<u>1,053,427</u>	<u>1,708,531</u>
<b>Net assets, end of year</b>	<u>\$ 783,429</u>	<u>\$ 1,305,328</u>	<u>\$ 2,088,757</u>



Northland Pioneer College Friends and Family, Inc.  
Statement of Activities  
Year Ended June 30, 2022

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<b>Revenues and other support</b>			
Contributions	\$ 19,975	\$ 502,504	\$ 522,479
Interest and dividends	50	-	50
Net investment return	(74,378)	(105,832)	(180,210)
Gross special events revenue	65,803	-	65,803
Less cost of direct benefits to donors	(37,386)	-	(37,386)
Net special events revenue	28,417	-	28,417
Net assets released from restrictions	129,872	(129,872)	-
Total revenues and other support	<u>103,936</u>	<u>266,800</u>	<u>370,736</u>
<b>Expenses</b>			
Program services expense			
Scholarships	84,683	36,223	120,906
Total program expenses	<u>84,683</u>	<u>36,223</u>	<u>120,906</u>
Supporting services expense:			
Management and general	8,965	-	8,965
Total supporting services expense	<u>8,965</u>	<u>-</u>	<u>8,965</u>
Total expenses	<u>93,648</u>	<u>36,223</u>	<u>129,871</u>
<b>Change in net assets</b>	10,288	230,577	240,865
<b>Net assets, beginning of year</b>	<u>644,816</u>	<u>822,850</u>	<u>1,467,666</u>
<b>Net assets, end of year</b>	<u>\$ 655,104</u>	<u>\$ 1,053,427</u>	<u>\$ 1,708,531</u>

Northland Pioneer College Friends and Family, Inc.  
 Statements of Cash Flows  
 Years Ended June 30, 2023 and 2022

	<b>2023</b>	<b>2022</b>
<b>Cash flows from operating activities</b>		
Cash received from contributions	\$ 469,862	\$ 522,479
Cash received from special events	84,693	65,803
Payments for scholarships	(197,618)	(120,906)
Payments to vendors	(44,074)	(46,350)
Interest received	3,303	50
Net cash provided by (used in) operating activities	316,166	421,076
<b>Cash flows from investing activities</b>		
Cash received from sale of investments	73,000	46,483
Purchase of investments	(202,938)	(551,351)
Net cash used in investing activities	(129,938)	(504,868)
Net increase (decrease) in cash	186,228	(83,792)
<b>Cash and cash equivalents, beginning of year</b>	282,315	366,107
<b>Cash and cash equivalents, end of year</b>	<b>\$ 468,543</b>	<b>\$ 282,315</b>

## **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

### Nature of the Organization

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

### Basis of Accounting

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

### Financial Statement Presentation

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

### Income Taxes

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

The Organization files information tax returns with the U.S. federal government.

### Use of Estimates

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

### Contributions

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

### Endowment Funds

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

### Discounted or Donated Goods and Services

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

## **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

### Cash and Cash Equivalents

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

*Credit Risk* – The Organization does not have a formal policy for credit risk.

*Concentration of Credit Risk* – The Organization does not have a formal policy for concentration of credit risk. The Organization maintains bank accounts for operations at National Bank of Arizona in Snowflake, AZ, as of June 30, 2023 each of these accounts were below the federally insured limit.

### Property Held for Sale

Certain assets are received from donors by the Organization and are held for resale. Such assets are recorded at approximate fair market values at the date of donation which approximates their fair value at the dates of the Statements of Financial Position. As of June 30, 2023 the organization does not have any property held for sale.

### Investments

Investments are recorded at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values in the statements of financial position. Net investment return/(loss) is reported in the statements of activities and consists of interest and dividend income, realized and unrealized capital gains and losses, less external and direct internal investment expenses. Investment advisory fees were \$15,558 for the year ended June 30, 2023 and \$16,329 for the year ended June 30, 2022.

### Accounts Receivable

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

### Property & Equipment

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

### Date of Management's Review

Management has reviewed events subsequent to June 30, 2023, up through the date the financial statements were available to be issued, July 31, 2023, to evaluate their effect on the fair presentation of the financial statements. As of the date the financial statements were available to be issued, there have been no events subsequent to June 30, 2023, that are required to be disclosed in order to present fairly the financial position and changes in net assets of the Organization.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Net Assets

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

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

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

Revenue and Revenue Recognition

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

**NOTE 2 – LIQUIDITY AND AVAILABILITY**

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

Financial assets at year end:	2023	2022
Cash and cash equivalents	\$ 468,543	\$ 282,315
Investments	1,620,214	1,426,216
Total financial assets	2,088,757	1,708,531
Less amounts not available to be used within one year:		
Net assets with donor restrictions	1,305,328	1,026,139
	1,305,328	1,026,139
Financial assets available to meet general expenditures over the next twelve months	\$ 783,429	\$ 682,392

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

**NOTE 3 – FAIR VALUE MEASUREMENTS AND DISCLOSURES**

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

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

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

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

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

The following table presents assets measured at fair value on a recurring basis at June 30, 2022:

Assets	Level 1	Level 3
Cash	\$ 282,315	\$ -
Endowment Investments	1,426,216	-
 Total	 \$ 1,708,531	 \$ -

The following table presents assets measured at fair value on a recurring basis at June 30, 2021:

Assets	Level 1	Level 3
Cash	\$ 366,107	\$ -
Endowment Investments	1,101,559	-
 Total	 \$ 1,467,666	 \$ -

**NOTE 4 - PROPERTY & EQUIPMENT**

There is no listed property and equipment for the Organization.

## **NOTE 5 - RELATED PARTIES**

Northland Pioneer College provides the Organization with office space at no cost. Similarly, there is no charge for related items, such as utilities, insurance, and overhead. The value of these expenses is deemed minimal and has not been reflected on the financial statements as of June 30, 2023 or June 30, 2022.

## **NOTE 6 - ENDOWMENT FUNDS**

As of June 30, 2023, NPC Friends and Family's endowments consisted of the following funds: One fund established for the Martia A. Smith Memorial Art Scholarship, one for the Charles E. Listizky Scholarship, one for Prescott Winslow Memorial Scholarship, one for the Claude Endfield Early Childhood Scholarship Fund, one for Jon Graff Ph.D. for endowed scholarships, one for Jennifer Lee Witt Memorial Scholarship, one for Taking Flight Scholarships in memory of Dr. Eric B. Henderson, one for AndyVon for Native American student Scholarships, one for Mary Kath Smith Lindy Native American Scholarship, and one for NPC Friends and Family. The latter was established in October 2014 to assure the future viability of the organization.

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

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

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

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

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

As of June 30, 2023, the endowment assets were invested in marketable securities with Edward Jones. The investments were fully insured by the Securities Investor Protection Corporation (SIPC).

**NOTE 6 - ENDOWMENT FUNDS (continued)**

All endowment investments are carried at fair value and classified as non-current regardless of maturity due to restrictions limiting NPC Friends and Family's ability to use these investments. Each endowed account shall have a minimum of \$10,000, said amount to be reached within a three (3) year period from the time of initial donation, which must be at least \$5,000. If, after the three (3) year period has expired, the account has not reached the minimum level prescribed, the contributors to the fund shall have two options: (a) Award the existing amount over a designated period; or (b) authorize combining the fund with another, compatible, existing endowment fund. The three-year period may be waived if a plan has been designed with another approved time period and approved by the Board of Directors. All interest earned in developing endowed accounts shall revert to the fund corpus during the three-year period. No awards shall be made from the developing fund during the three-year period, unless the minimum balance of \$10,000 is reached prior the end of the three-year period. For June 30, 2023, all funds had balances greater than \$10,000.

The contributor to the fund may impose additional provisions for the scholarships paid from endowments. In the fiscal year ending June 30, 2023, transfers were made from the investment earnings on select endowed scholarships to the Restricted Scholarship fund. It was determined there were sufficient gains on the investments to make the awards without invading the principal and preserving sufficient return to keep the fund growing in perpetuity. To ensure observance of limitations and restrictions placed on the use of resources available to NPC Friends and Family, net assets, revenues and expenses are classified and reported as follows, based on the existence or absence of donor-imposed restrictions.

*Net Assets with Donor Restrictions* - include permanent endowments. Such funds are generally subject to donor restrictions requiring the principal to be invested in perpetuity for the purpose of producing income that may be expended or added to principal in accordance with the donor's wishes. As of June 30, 2023, the Martia A. Smith Memorial Art Scholarship endowment agreement requires the average rate of inflation for the prior calendar year of investment earnings to be added back to permanently restricted funds. Contributions designated by donors for use by particular entities or programs or for specific purposes or earnings from permanently restricted endowments, which have not been appropriated for their intended purpose. Term endowments are temporarily restricted, because they are permanent-type endowments, which include an expiration date or stated period of time or occurrence of a specified event, after which all or part of the principal may be expended.

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



**NOTE 6 - ENDOWMENT FUNDS (continued)**

As of June 30, 2023 and 2022, the Organization had the following net asset composition by type of fund:

	2023		
	Without Donor Restrictions	With Donor Restrictions	Total
Endowment net assets, beginning of year	\$ 526,252	\$ 899,964	\$ 1,426,216
Investment return, net	26,797	37,264	64,061
Contributions	126,363	343,499	469,862
Distributions from board-designated endowment pursuant to policy	(153,652)	(186,273)	(339,925)
Endowment net assets, end of year	<u>\$ 525,760</u>	<u>\$ 1,094,454</u>	<u>\$ 1,620,214</u>
	2022		
	Without Donor Restrictions	With Donor Restrictions	Total
Endowment net assets, beginning of year	\$ 458,341	\$ 643,218	\$ 1,101,559
Investment return, net	(74,378)	(105,832)	(180,210)
Contributions	177,135	345,344	522,479
Distributions from board-designated endowment pursuant to policy	(34,846)	17,234	(17,612)
Endowment net assets, end of year	<u>\$ 526,252</u>	<u>\$ 899,964</u>	<u>\$ 1,426,216</u>

**NOTE 7 - FUNCTIONAL EXPENSES**

	<b>2023</b>		
	Program Services	Support Services	Total
Contract services	\$ -	\$ 7,874	\$ 7,874
Insurance	-	1,582	1,582
Office expenses	-	78	78
Event expenses	34,541	-	34,541
Scholarships	197,618	-	197,618
	\$232,159	\$ 9,534	\$ 241,693

	<b>2022</b>		
	Program Services	Support Services	Total
Contract services	\$ -	\$ 7,008	\$ 7,008
Insurance	-	1,096	1,096
Office expenses	-	861	861
Event expenses	37,386	-	37,386
Scholarships	120,906	-	120,906
	\$158,292	\$ 8,965	\$ 167,257

# NPC Component Unit Financial Audit Northeast Arizona Training Center 2022-23

## Summary:

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

BDR Richards, CPA's, PLC, completed the FY 2022-23 financial audit for NATC on August 25, 2023. The auditor issued an opinion that the financial statements were presented fairly, in all material respects and in conformity with Generally Accepted Accounting Principles (GAAP.)

Below are brief highlights from the report:

- Total Assets and Total Net Assets decreased \$74,725 due primarily to an decrease in cash related to the Legislative appropriation pass through from NPC.
- Total operating revenue decreased \$735,096 due again to the Legislative appropriation identified above.
- Total expenses decreased \$20,650, due to a repairs and maintenance decreasing at the training center.
- Overall cash position decreased \$651,540 due to spent Legislative appropriations to be used for capital projects at the training center.

The final FY 2022-23 Financial Statements are included for review.



NORTHEAST ARIZONA TRAINING CENTER, INC.



FINANCIAL STATEMENTS  
JUNE 30, 2023 AND 2022

NORTHEAST ARIZONA TRAINING CENTER, INC.  
Financial Statements  
June 30, 2023 and 2022

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Notes to the Financial Statements	6-8

## INDEPENDENT AUDITOR'S REPORT

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

### **Opinion**

We have audited the accompanying financial statements of Northeast Arizona Training Center, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Northeast Arizona Training Center, Inc. as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Northeast Arizona Training Center, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Responsibilities of Management for the Financial Statements**

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Northeast Arizona Training Center, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Northeast Arizona Training Center, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Northeast Arizona Training Center, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

***BDR Richards CPA's, PLC***

Snowflake, AZ  
August 25, 2023

Northeast Arizona Training Center, Inc.  
 Statements of Financial Position  
 June 30, 2023 and 2022

	<b>2023</b>	<b>2022</b>
<b>Assets</b>		
Current assets		
Cash and cash equivalents	\$ 134,724	\$ 786,264
Contributions receivable	-	14,310
Prepaid expenses	16,517	14,747
Total current assets	151,241	815,321
Property and equipment		
Land	110,000	110,000
Construction in progress	857,263	162,016
Buildings	637,742	637,742
Training facilities	2,151,697	2,151,697
Other capital equipment	25,730	25,730
Less accumulated depreciation	(1,549,731)	(1,443,839)
Net property and equipment	2,232,701	1,643,346
Total assets	\$ 2,383,942	\$ 2,458,667
<b>Net Assets</b>		
Without donor restrictions-undesignated	2,383,942	2,458,667
Total net assets	\$ 2,383,942	\$ 2,458,667



Northeast Arizona Training Center, Inc.  
 Statements of Activities  
 Years ended June 30, 2023 and 2022

	<b>2023</b>	<b>2022</b>
<b>Support and revenue</b>		
Fire department membership fees	\$ 13,250	\$ 10,500
Law enforcement membership fees	13,750	15,000
Grants	39,565	762,650
Donated capital items	-	3,052
Interest	37	14
Private agency usage	3,500	14,000
Total support and revenue	70,102	805,216
 <b>Expenses</b>		
Administrative and office	38,212	29,130
Repairs and maintenance	723	30,455
Depreciation	105,892	105,892
Total expenses	144,827	165,477
 <b>Change in net assets</b>	(74,725)	639,739
 <b>Net assets at beginning of year</b>	2,458,667	1,818,928
 <b>Net assets at end of year</b>	\$ 2,383,942	\$ 2,458,667

Northeast Arizona Training Center, Inc.  
 Statements of Cash Flows  
 June 30, 2023 and 2022

	<b>2023</b>	<b>2022</b>
<b>Cash flows from operating activities</b>		
Receipts from members and users	\$ 44,810	\$ 28,000
Grants	39,565	762,650
Interest income	37	14
Payments to vendors	(40,705)	(57,284)
Net cash provided by operating activities	43,707	733,380
<b>Cash flows from investing activities</b>		
Purchase of property and equipment	(695,247)	(115,418)
Net cash used in investing activities	(695,247)	(115,418)
<b>Net change in cash</b>	(651,540)	617,962
<b>Cash at beginning of year</b>	786,264	168,302
<b>Cash at end of year</b>	\$ 134,724	\$ 786,264
 <b>Reconciliation of change in net assets to net cash provided by operating activities:</b>		
<b>Change in net assets</b>	\$ (74,725)	\$ 639,739
 <b>Adjustments to reconcile operating income to net cash provided by operating activities:</b>		
Depreciation	105,892	105,892
Non-cash donations	-	(3,052)
Changes in assets and liabilities:		
Contributions receivable	14,310	(11,500)
Prepaid expenses	(1,770)	2,301
Net cash provided by operating activities	\$ 43,707	\$ 733,380

Northeast Arizona Training Center, Inc.  
Notes to Financial Statements  
June 30, 2023

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

**Nature of the Organization**

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

**Basis of Accounting**

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

**Net Assets**

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

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

*Net Assets With Donor Restrictions* – Net assets subject to donor – (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. At June 30, 2023, NATC had no net assets with donor restrictions, at June 30, 2022 NATC had no net assets with donor restrictions.

**Use of Estimates**

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

**Cash and cash equivalents**

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

**Property and Equipment**

NATC capitalizes all property and equipment expenditures with a cost of \$3,000 or more and having estimated useful lives of more than one year. Property and equipment are recorded at cost or, for donated items, at fair value as of the date received. Expenditures for minor replacements, maintenance and repairs are charged to expense when incurred. Property and equipment are depreciated using the straight-line method over estimated useful lives ranging from five to fifty years.

Northeast Arizona Training Center, Inc.  
Notes to Financial Statements  
June 30, 2023

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Contributions receivable**

Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Conditional promises to give are not included as support until the conditions are met. As of June 30, 2023, there were no balances in contributions receivable. Contributions receivable in the year ended June 30, 2022, totaled \$14,310.

**Income Taxes**

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

**Revenue**

Revenue is recognized when earned and represent operational revenues. NATC recognizes grant revenue received through State appropriations as operational funding.

**Date of Management's Review**

Management has reviewed events subsequent, to June 30, 2023, up through the financial statement report date, August 25, 2023. As of the report date, there have been no events subsequent, to June 30, 2023, that are required to be disclosed in order to present fairly the financial position and changes in net assets of NATC.

**NOTE 2 – IN-KIND DONATIONS**

During the fiscal years ending June 30, 2023, NATC did not receive any in-kind donations and June 30, 2022, NATC received a metal shed with a fair market value of \$3,052.

**NOTE 3 – CASH AND INVESTMENTS**

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

<b>Cash and cash equivalents</b>	<b>2023</b>	<b>2022</b>
Cash - demand deposit	\$ 134,724	\$ 786,264
<b>Total unrestricted cash and cash equivalents</b>	<b>\$ 134,724</b>	<b>\$ 786,264</b>

NATC has no investments on June 30, 2023.

*Credit Risk* – NATC does not have a formal policy for credit risk.

*Custodial Credit Risk* – For an investment, custodial credit risk is the risk that, in the event of the counterparty's failure, NATC will not be able to recover the value of its investments held by NPC or collateral securities that are in an outside party's possession. NATC does not have a formal investment policy for custodial credit risk.

Northeast Arizona Training Center, Inc.  
Notes to Financial Statements  
June 30, 2023

**NOTE 3 – CASH AND INVESTMENTS (continued)**

*Concentration of Credit Risk* – NATC does not have a formal policy for concentration of credit risk. NATC maintains a single bank account in Snowflake, AZ at National Bank of Arizona. Accounts at the institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Cash at the June 30, 2023, balance sheet date did not exceed the FDIC limits. Cash at the June 30, 2022, balance sheet date exceeded federally insured limits by \$536,264.

*Interest Rate Risk* – NATC does not have a formal policy for interest rate risk.

**NOTE 4 – RELATED PARTY TRANSACTIONS**

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

**NOTE 5 – PROPERTY AND EQUIPMENT**

Property and equipment consist of the following:

	<b>2023</b>	<b>2022</b>
Land	\$ 110,000	\$ 110,000
Construction in progress	857,263	162,016
Buildings	637,742	637,742
Training facilities	2,151,697	2,151,697
Other Capital Equipment	25,730	25,730
	3,782,432	3,087,185
Less accumulated depreciation	(1,549,731)	(1,443,839)
	\$2,232,701	\$1,643,346

Depreciation expense for the period ending June 30, 2023, was \$105,892 and for the period ending June 30, 2022, was \$105,892. Property and equipment categories not being depreciated include Land and Construction in progress.

**NOTE 6 - CASH FLOW INFORMATION**

There were no non-cash financing transactions during the fiscal years 2023 or 2022. NATC paid no interest or income tax during the fiscal years 2023 or 2022.

**NOTE 7 – FUNCTIONAL EXPENSES**

All functional expenses are classified as program expenses. For the years ending June 30, 2023, and 2022, the following expenses are classified by nature and function:

	<b>2023</b>	<b>2022</b>
Insurance	\$ 19,592	\$ 21,474
Accounting/Audit	7,000	6,500
Security	723	645
Bad debt expense	11,560	-
Repairs and maintenance	-	30,455
Miscellaneous	60	511
Depreciation expense	105,892	105,892
<b>Total expenses</b>	<b>\$ 144,827</b>	<b>\$ 165,477</b>

# Navajo County Community College District Governing Board Meeting Minutes

September 19, 2023 – 10:00 a.m.  
Little Colorado Campus, Learning Center 109  
1400 E. Third St., Winslow, Arizona

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**Governing Board Member Present:** Ms. Kristine Laughter; Mr. Elias Jouen; Mr. Frank Lucero; Mr. Everett Robinson; Mr. Derrick Leslie.

**Governing Board Member Absent:**

**Others Present:** President Chato Hazelbaker; Vice President for Learning and Student Services (VPLSS) Michael Solomonson; Vice President for Administrative Services (VPAS) Maderia Ellison; Associate Vice President – Human Resources (AVPHR) Christine Schaefer; Chief Information Officer (CIO) Michael Jacob; Director of Institutional Effectiveness Judy Yip-Reyes; Recording Secretary for the Board Paul Hempsey; David Huish; Rebecca Sweet; Erin Pugh; Katie Matott; Josh Rogers; Thomas Gilmer; Tabitha Stickel; Frank Orona; Michael Broyles; Lia Keenan; Russell Kupfer; Wei Ma; Melody Niesen; Ruth Zimmerman; Jeremy Raisor; Brian De La Cruz; Rebecca Hunt; Janalda Nash; Raeann Brittain; Colleen Marsh.

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

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

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

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

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

None.

## **Agenda Item 4: Discussion Items**

### **4.A. Standing Presentations:**

#### **4.A.1. Financial Position**

VPAS Ellison addressed the Board and presented the monthly Financial Position report for the period to July 31, 2023.

#### **4.A.2. NPC Student Government Association (SGA)**

No Report.

#### **4.A.3. Faculty Association**

No Report.



#### **4.A.4. Classified & Administrative Staff Organization (CASO)**

No Report.

#### **4.A.5. Northland Pioneer College (NPC) Friends and Family**

Betsy Wilson, Executive Director of Friends and Family, addressed the Board and reported on scholarships and upcoming events. Director Wilson then announced that Friends and Family won an Arizona Association of Lifelong Learning, Champion of the Year award for efforts on a non-food pantry through the College and Career Preparation department, and invited Dr. Tabitha Stickel to speak about the Adult Basic Education efforts at the college.

#### **4.A.6. Human Resources**

Written Report.

#### **4.A.7. Construction Report**

David Huish, Director of Construction, addressed the Board and provided a report on the construction projects at the college.

#### **4.A.8 Arizona Association of Community College Trustees (AACCT)**

Mr. Robinson provided a written report in the packet and highlighted some of the activities from the AACCT retreat in Flagstaff.

#### **4.A.9 President's Report**

President Hazelbaker addressed the Board and provided a report on topics including: Strategic Initiatives and Priority Actions; Anthology Implementation; Enrollment; appointment to the Interagency and Community Broadband Advisory Council; and Indigenous People's Day planned activities.

Chair Laughter noted a meeting she had with Keith Watkins from the Arizona Commerce Authority regarding a grant specific to the Kayenta area, reporting that the money could be used for capital outlays, broadband, and other sustainability efforts with \$9 million available.

#### **4.B. Review Budget Calendar and Budget Assumptions**

VPAS Ellison provided a first read of the budget calendar and assumptions for the creation of the Fiscal Year 2025 budget, noting the Board would see an action item at the October meeting.

Mr. Lucero asked for an update on the closure of the Cholla Power Plant and any remaining impacts to Property Taxes that would result from the continued removal of assets. VPAS Ellison responded that the college believed the plant would completely close in the 2025 timeframe and impact to property taxes would be known in February each year.

Mr. Jouen asked if larger changes were needed to the budget assumptions, after approved, would the Board be made aware of them. VPAS Ellison responded that if there was a significant impact to the college budget that required a change to the assumptions the Board would be made aware.



Chair Laughter asked for an explanation of the Equalization funding. VPAS Ellison noted how the state calculated this portion of the state appropriations and which counties benefited from the funding.

#### ***4.C. Gila Provisional Community College Update***

President Hazelbaker provided a written report on activities related to the request from Gila Provisional Community College to partner with NPC on their accreditation efforts. The Board discussed the amount of time and effort NPC would be required to spend on the partnership if formed and the impact to the current Strategic Initiatives that were underway. Board members felt a partnership of this nature would significantly impact the college's ability to complete important actions resulting in a negative impact to students. President Hazelbaker offered to provide that message to Gila leadership.

#### ***4.D. Board Self-Evaluation Process***

President Hazelbaker noted the start of the Board's self-evaluation and mentioned that Recording Secretary for the Board, Paul Hempsey, would send the evaluation via email and asked for submissions to be complete by Friday, October 27<sup>th</sup>, 2023. President Hazelbaker also suggested he contact Dr. Borofsky, Director of the Arizona Association of Community College Trustees, to once again facilitate discussion at the November meeting.

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

#### **A. August 15, 2023 Regular Board Meeting Minutes**

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

### **Agenda Item 6: For Discussion and Possible Action**

#### **6.A. Old Business**

*None.*

#### **6.B. New Business**

##### **6.B.1. Request to approve FY24 Revised Budget**

VPAS Ellison presented a revised budget for fiscal year 2024 noting the changes that had been made due to the approval of a state budget, and asked the Board for approval.

*Mr. Lucero made a motion to approve the revised fiscal year 2024 budget as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, Mr. Leslie and Chair Laughter voting in favor. There were no votes against.*

##### **6.B.2. Request to Approve Annual SMARTnet Renewal**

CIO Jacob addressed the Board and reviewed the request to renew the contract with SMARTnet for support services for another year in the amount of \$89,341.08.

*Mr. Lucero made a motion to approve the contract with SMARTnet in the amount of \$89,341.08 as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Jouen,*





*Mr. Lucero, Mr. Robinson, Mr. Leslie and Chair Laughter voting in favor. There were no votes against.*

**6.B.3. Request to Increase Funding on Cellular One Agreement**

CIO Jacob presented the request to increase funding for the already approved Cellular One Agreement which is required due to the move of the Center in Springerville to a new location. CIO Jacob noted the amount would increase by \$18,700.00 for a new total cost, over three years, of \$889,400.00.

Mr. Lucero asked if this is an expense that is billed to Apache County through the current Intergovernmental Agreement and President Hazelbaker responded that it is.

*Mr. Robinson made a motion to approve the increase in funding for the Cellular One contract as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, Mr. Leslie and Chair Laughter voting in favor. There were no votes against.*

**Agenda Item 7: DGB Agenda Items and Informational Needs for Future Meetings**

Mr. Robinson asked for a report on the Center for Community College Success grant implementation.

**Agenda Item 8: Board Report/Summary of Current and Upcoming Events**

A list of upcoming events was provided in the agenda for Board Discussion.

**Agenda Item 9: Announcement of Next Regular Meeting**

Regular District Governing Board meeting on Tuesday, October 17, 2023 at 10 a.m. to be held at the White Mountain Campus in Show Low.

**Agenda Item 10: Adjournment**

*The meeting was adjourned at 11:38 a.m. upon a motion by Mr. Robinson and a second by Mr. Jouen. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.*

Respectfully submitted,



Paul Hempsey  
Recording Secretary to the Board



## Request to approve Fiscal Year 25 Budget Calendar and Budget Assumption

**Recommendation:**

Staff recommends approval of the fiscal year 2024-2025 (FY25) Budget Calendar and Assumptions.

**Summary:**

The development of the budget cycle starts in July of each year, when NPC develops and submits its State Aid request. The consolidated AZ Community Colleges State Aid request is due to the state by September 1<sup>st</sup> of each year. In order to complete the State Aid Request, transactions for Accounts Payable, Purchasing and Grants for the prior year ending June 30 must adhere to a tight deadline for completion.

The District Governing Board will be asked to approve the Budget Calendar and Assumptions in October.



# BUDGET DEVELOPMENT CALENDAR

## FISCAL YEAR 2024-2025

### PROPOSED

ACTIVITY	RESOURCE	DUE BY
1. Receive budget calendar and budget assumptions	DGB	19 September 2023
2. Approve budget calendar and budget assumptions	DGB	17 October 2023
3. Provide budget training for supervisors/department managers	CFO	15 November 2023
4. Distribute materials for operational & capital budgets and staffing requests	Financial Services	1 December 2023
5. President, CHRO, faculty, CASO meet on compensation	President, CHRO, FA, CASO	16 November 2023 to 24 January 2024
6. Financial Services receives department budget & justifications	Department Budget Managers & Financial Services	25 January 2024
7. President's Cabinet receives staffing requests	Department Budget Managers & President's Cabinet	25 January 2024
8. President receives compensation recommendation	President, CHRO, FA, CASO	25 January 2024
9. President's Cabinet finalizes staffing needs	President's Cabinet	12 February 2024
10. President's Cabinet reviews operational & capital budget requests, including compensation	President's Cabinet	12 February 2024
11. Receive introductory budget analysis	DGB	20 February 2024
12. Receive tuition and fee schedules	DGB	20 February 2024
13. Receive compensation proposal	DGB	20 February 2024
14. Budget hearing (if necessary)	President's Cabinet	4 March 2024
15. Receive preliminary budget analysis	DGB	19 March 2024
16. Approve tuition and fee schedules	DGB	19 March 2024
17. Approve compensation	DGB	19 March 2024
18. Receive state budget forms and analysis <i>(no later than June 5 A.R.S. 15-1461)</i>	DGB	16 April 2024
19. Adopt or modify preliminary budgets	DGB	16 April 2024
20. Publish notice of <b>budget hearing &amp; special board meeting</b> <i>(not later than 15 days prior to hearing A.R.S. 15-1461)</i>	CFO	6 May 2024
21. Publish <b>budget</b> on website <i>(not later than 15 days prior to hearing A.R.S. 15-1461)</i>	CFO	6 May 2024
22. Publish notice in newspaper and issue a press release for truth in taxation ( <b>TNT</b> ) <b>hearing</b> <i>(14-20 days prior to hearing A.R.S. 15-1461.01)</i>	CFO	6 May 2024
23. 2 <sup>nd</sup> notice in newspaper for <b>TNT hearing</b> <i>(7-10 days prior to hearing A.R.S. 15-1461.01)</i>	CFO	14 May 2024
24. 2 <sup>nd</sup> notice of public <b>budget hearing &amp; special board meeting</b> in newspaper <i>(not later than 5 days prior to hearing A.R.S. 15-1461)</i>	CFO	16 May 2024
25. 2 <sup>nd</sup> publication of <b>budget</b> in newspaper <i>(not later than 5 days prior to hearing A.R.S. 15-1461)</i>	CFO	16 May 2024
26. Conduct public <b>budget hearing</b> and <b>TNT hearing</b> <i>(no later than June 20 A.R.S. 15-1461 &amp; 15-1461.01)</i>	DGB	21 May 2024
27. Adopt property tax levy & final budgets at special meeting	DGB	21 May 2024
28. Notify PTOC of primary property tax levy <i>(within 3 days after hearing A.R.S. 15-1461.01)</i>	CFO	24 May 2024
29. Submit tax levy to Navajo County	CFO	24 May 2024

**Northland Pioneer College  
Budget Development Assumptions  
FY25**

**GENERAL ASSUMPTIONS**

- Budget Development Calendar will establish the due dates.
- Introductory budget analysis for DGB in February will be prior to budget hearings and will be limited to an overview of expenditure and revenue trends.
- Preliminary budget analysis for DGB in March will include a detailed examination of budget planning.
- Expenditure limit breach will use carry forward amounts to comply with statutory limits. Ongoing legislative relief is being pursued.

**REVENUE ASSUMPTIONS**

- Assessed valuations for setting the primary property tax levy will be available in February and a decline is expected due to lower assessed valuations related to the closure of the Cholla Power Plant. To protect the equalization funding, the levy needs to be set at the maximum allowable amount. The maximum is a 2% increase over the prior year, plus the impact of new construction. For FY25 the levy will be set at the maximum allowed.
- State appropriations for equalization is expected to increase compared to the current fiscal year, offset by a decrease to operating state aid. Rural aid is expected to be flat compared to the current fiscal year.
- The District Governing Board adopts tuition rates on a three-year cycle. The current approved plan covers the period FY24 to FY26.
  - In-district tuition rates reflects a small increase for each year listed:
    - (A) FY24 is \$70 per credit hour
    - (B) FY25 is \$73 per credit hour
    - (C) FY26 is \$75 per credit hour
  - Tuition and general fees are set at a rate that:
    - (A) considers the impact on students, student enrollment, and student retention rates,
    - (B) increases incrementally, and
    - (C) is competitive in our market by maintaining a comparative position to the average overall tuition and general fees at other Arizona community colleges.
- Course fees will be set at a rate to offset expendable supplies and equipment.
- Other revenues will be based on historical information and emerging trends.

## EXPENDITURE ASSUMPTIONS

- Overall expenditures will match revenues.
- Budget requests from Department Budget Managers for operational and capital expenditures are due **January 25, 2024.**
- Budget requests that are higher than the current budget or actual historical spending will require justifications and are due **January 25, 2024.**
- Budget requests to add new employee positions or modify existing contractual positions, including Grant positions, are due **January 25, 2024.**
  
- SALARY SCHEDULES
  - The Gallagher compensation study has been received and will be incorporated into the compensation proposal for FY25, along with a proposal for a cost of living adjustment.
  - The college will continue to develop compensation proposals with the following in mind:
    - (A) consider available funds and the impact to expenditure limit,
    - (B) consider competitive market conditions with the goal to maintain a comparative position to the average increases/rates at other local public entities, other Arizona community colleges, and other similar institutions, and
    - (C) consider salary recommendations received through the shared governance process.
  
- BENEFITS will be developed with:
  - (A) consideration on impacts from third-party partnerships including:
    - (1) Employee benefit trust for medical insurance, and
    - (2) Arizona State Retirement System for retirement contributions.
  
- Education partner relationships will be maintained with:
  - (A) Apache County,
  - (B) NAVIT,
  - (C) Dual enrollment, and
  - (D) others.
  
- OPERATING budget requests cover a one-year period.
- CAPITAL budget requests cover a three-year period (FY25, FY26, and FY27).
- GRANT funding will continue to be identified and pursued.
- AUXILIARY fund activities will be maintained.

**Northland Pioneer College  
Budget Development Guidelines  
FY25**

**Budget Categories & Targets:**

Revenues	<ul style="list-style-type: none"> <li>• Administrative Services will prepare the budget.</li> </ul>
Salaries/Wages & Benefits	<ul style="list-style-type: none"> <li>• HR and Administrative Services will prepare the budget for contract positions and the benefits for all positions.</li> <li>• Budget Managers will prepare budget for non-contract positions and include in their department budget requests. These include:             <ul style="list-style-type: none"> <li>○ Adjunct faculty</li> <li>○ Faculty overload</li> <li>○ Temporary employee</li> <li>○ Lab aid</li> <li>○ Substitute faculty</li> </ul> </li> </ul>
Operating Expenditures	<ul style="list-style-type: none"> <li>• Budget to remain level.</li> <li>• Any new programs/services must demonstrate linkage to the strategic plan.</li> </ul>
Capital Expenditures	<ul style="list-style-type: none"> <li>• Budget requests to align with revenues from the operational budget, grant funds, or reserved funds.</li> </ul>

## Request to Approve Design Fee Contracts for Construction at Winslow Campus

### **Recommendation:**

Staff recommends the approval of two design fee contracts with SPS+ Architects (SPS+) for expansion of the Blunk Health Science Center (Blunk) for \$314,158.50 and the remodel of the Ruby Hill Center (Ruby Hill) for \$163,621.00 for a combined total of \$477,779.50.

### **Procurement Process and Budget Information:**

In August 2023, the District Governing Board (Board) established a reserve from Fund Balance for construction projects at Little Colorado Campus (LCC) in Winslow in the amount of \$6 million that will span several years. These designs fees will be paid from that reserve. NPC continues to use SPS+ Architects, who was selected in 2019 in response to a Request for Qualifications (RFQu) AS#19-5 for Professional Planning and Architectural Services for updating the Master Facilities Plan and design of new or renovation of facilities.

### **Summary:**

To better serve students and patrons, the proposal is to relocate the cosmetology program from the modular buildings to the Ruby Hill building at LCC. The cosmetology program is currently at capacity and to increase enrollment the program needs a larger space. The Ruby Hill building is slated to be remodeled into a larger up to date instructional space, which will include salon space, classrooms, and offices. To allow for this remodel, the Allied Health program currently located in Ruby Hill will need to be moved to another building. Consideration was given to remodeling the Multipurpose building in addition to expanding the Blunk building. SPS+ is recommending NPC expand the Blunk building, which is included in the 2020 updated Master Facilities plan, to provide a permanent location for Allied Health thus saving time and money (see attached SPS+ letter). The expansion of the Blunk building will include instructional labs, classroom and office and adhere to state requirements for the program.

The SPS+ design fees include the state approved architectural design fee rate of 6.0% of GMP (Guaranteed Maximum Price) or construction cost + change orders for the Blunk expansion and 7.2% for the Ruby Hill remodel. Basic design services for this project are based upon budgeted construction amounts of \$3,200,000 for Blunk and \$1,150,000 for Ruby Hill, plus additional services as requested by NPC (see attached SPS+ proposals).



**Northland Pioneer College**

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Proposed layouts of the building expansion and remodel will be presented to the Board for their approval at a future meeting.

If approved, the design process for both projects will take approximately 9 months, October 2023 to June 2024. The bidding of the project is slated for December 2024 to February 2025 (3 months). The awarding of contracts is expected in March 2025. The construction of the Blunk building is expected to occur from April to December 2025 (9 months). Allied Health is expected to start with classes in its new location in January 2026. The Ruby Hill remodel is slated for January to May 2026 (5 months) with Cosmetology ready to start with classes in its new location in August 2026.



**Northland Pioneer College**

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10/3/2023

Mr. David Huish  
Director of Facilities  
Northland Pioneer College,  
102 N 1<sup>st</sup> Ave  
Holbrook, AZ 86025

**RE: Northland Pioneer College, Winslow Blunk Health Sciences Center Addition  
SPS+ Architects Fee Proposal**

Dear Mr. Huish,

Thank you for the opportunity to present our fee proposal to provide architectural services for the project above. The Scope of Work, Design Services, Proposed Fee, and Exclusions are outlined below.

### Scope of Work

SPS+ Architects shall provide full-service architectural design including construction administration services for Northland Pioneer College. Scope of work to include:

1. SPS+ to coordinate with the Client and Project team to design a new one-story, 6,400 SF Addition to the Blunk Health Sciences Center.
2. The Addition will serve as additional program space for Allied Health. Includes four (4) classrooms and five (5) offices.
3. Extension of existing compressed air, vacuum, and medical gases from the existing building to the addition.

### Scope of Services

The following is an outline of proposed Basic Services that SPS+ Architects will provide as required to facilitate this project.

1. Schematic Design Services
  - a. Program verification
  - b. Preparation of conceptual floor plans for Client review.
2. Design Development Services
  - a. Provide design documents indicating areas, plans, and elevations of the proposed project. Drawings will indicate materials to be used along with Mechanical, Plumbing, and Electrical systems.
  - b. Provide reviews with all applicable reviewing agencies for compliance with all building codes as a courtesy.
  - c. Prepare an outline specification and coordinate within the design team.
3. Construction Documents Services
  - a. Provide a full set of completed construction documents and specifications for construction of project for this procurement.
  - b. SPS+ Architects will work with the project team to provide documents that meet the Client's approved construction dollar amount.
  - c. SPS+ Architects will utilize industry standard care in preparation of Construction Documents.

4. Permit/ Bidding Assistance
  - a. SPS+ Architects will assist the Client in the permit and bidding process, answering questions and providing clarifications as necessary.
5. Construction Administration Services
  - a. Construction Administration Services will be provided as needed and may include construction meeting attendance, submittal review, RFI responses, pay application review, change order processing, and project closeout verification. Construction administration will be completed and carried out per industry standard of care. Site Visits are included as a Supplemental Service below.

### Supplemental Services

1. Existing Facilities Survey
  - a. Conduct a site visit to review the existing conditions through physical observation. SPS+ to develop drawings based on measurements to utilize for design documents.
2. Site Design
3. Programming
  - a. Identify and determine Client's existing or new program by meeting with Client team and community partners as needed to develop the scope of the project.
4. Civil Engineering
  - a. Civil Engineer to provide design, construction documents, and construction administration services with the project team.
  - b. Scope and fee include project meetings & coordination, topographic survey, site grading plan, site utility plan, and stormwater pollution prevention plan.
5. Landscape Architecture
  - a. Landscape Architect to provide design and construction documents services with the project team.
6. Design Site Trips are to be provided as an additional service from the Architect, Mechanical/Plumbing, Electrical, and Structural Engineers within the allowance stated in Attachment A.
7. CA Site Trips to be provided and calculated as stated in Attachment A. Please note fee per trip will differ depending on the Project Manager site trip or the Construction Admin Specialist site trip.
8. Design Contingency can be utilized for the Client-directed design as required.
9. Reimbursable Allowance to cover printing of design documents for Client's use as needed.

### Proposed Fee

1. This Fee Proposal utilizes SPS+ Architects' **Mohave Contract No. 21A-SPS-0507** for contract pricing. All quotes for services must be priced using contract pricing approved by Mohave. Please see the attached Mohave Contract Document, "Architect Fees for Basic Services". SPS+ Architects' fee for this proposal will use the Group D percentage fee schedule based upon "Repairs and Renovations". The percentage fee schedule ranges from 7.2% and 7.8% of construction cost for basic services. The preliminary estimated construction cost is \$1,150,000 for this project. Given the nature of the complexities of this project, we are proposing a 7.2% fee.
2. **A proposed fee for Architectural and Design services is provided in Attachment A.**
3. The above fee is based on an estimated scope and can be reevaluated if additional scope is requested by the Client. Any increase in the scope of work approved by the Client for similar work will be billed in keeping with the approved A/E fee percent to construction cost for the initial project.
4. The proposed project billing percentages for Basic Services are as follows: Percentage is based upon workload and fee attributed to each Phase.

### Percent of Fee Schedule

Schematic Design	15%
Design Development	20%
Construction Documents	35%
Permit/ Bidding Process	5%
Construction Administration	25%
	<hr/>
	100%

5. Payment terms:
  - a. SPS+ will invoice monthly on a percent complete basis.
  - b. Payment terms - net 30 days.
  - c. Accounts unpaid 90 days after the invoice date may be subject to a monthly service charge of 1.5% per month (or the legal rate) on the then unpaid balance.
  - d. Additional services and items approved by Client will be billed according to the SPS+ Architects' Mohave Contract No. 21A-SPS-0507 as outlined in Attachment B.
  - e. This proposal is valid for ninety days. After ninety days, please contact us for possible revisions.
  - f. Please address purchase orders to [SPS-AR@spsplusarchitects.com](mailto:SPS-AR@spsplusarchitects.com), 480-991-0800.

### Proposed Exclusions

The following items have been excluded from the scope of work and proposed fee. In some cases, these items may be added as additional services for an additional fee.

The following items have been excluded from the scope of work and proposed fee. In some cases, these items may be added as additional services for an additional fee.

1. As-Building
2. Site planning
3. FF+E Coordination and Procurement (See Attachment A)
4. Cost Estimating (See Attachment A)
5. Additional Site Visits beyond those indicated above and in Attachment A.
6. Geotechnical Engineering (Please note that SPS+ will facilitate and coordinate the Geotechnical Engineer's scope of work and fee. However, the Geotech Engineering services will be directly contracted between the Engineer and Client)
7. LEED Design
8. Commissioning
9. Topo/ALTA Survey
10. Renderings
11. Traffic Impact Analysis
12. Physical Finish Board(s)
13. Value Engineering
14. Kitchen/ Food Service Consultant
15. Providing design services for extensive change orders beyond original scope and construction change directives during the construction process.
16. Provide extensive drawings to evaluate different system costs.
17. Providing design services for construction beyond the contracted established construction budget (unless approved by Client in writing.)
18. Providing any services beyond customary Architectural Services and as outlined in this proposal.
19. Engineering for remodeling or new building fire protection if required.
20. Detailed fire alarm drawings. The selected fire alarm contractor secured by the general contractor will be responsible as required by the authority having jurisdiction.
21. Payment for building permits, fees, and any construction-related permits and fees.
22. Taxes and Fees.
23. Special inspections that may be required by the AHJ.
24. Other special systems are excluded from the contract such as (may be provided via allowance identified above):
  - a. Design associated with E-ratable construction is excluded.

- b. Computer network cabling and equipment and programming including main cross-connect, intermediate cross-connect, horizontal cross-connect, and LAN is excluded.
- c. Security camera systems are excluded.
- d. Uninterrupted power supply system design is excluded.
- e. (Note that conduit and power for excluded systems will be incorporated per the Client's layout document.)

SPS+ Architects will work with the project team and building committee to meet design team milestones.

Please review this proposal and let us know if any modifications are needed. If this proposal meets your approval, please provide a purchase order or the necessary approval for SPS+ Architects to proceed. Two steps are required on your behalf to facilitate this Mohave procurement.

1. Client to independently verify that quotations and purchase orders comply with the terms of the award of a contract or procurement. (Attached you will find SPS+ Architects, Mohave Architects Fees for Basic Services).
2. Client to forward purchase orders to Mohave via fax (928-718-3232), or email (orders@mesc.org) for review.

Once this is complete, Mohave will review and email with the "MESC Reviewed" stamp, to SPS+ Architects, LLP.

Thank you for considering SPS+ Architects for this project. We sincerely look forward to working with you and your team in delivering a successful project.

Sincerely,

SPS+ ARCHITECTS, LLP



Mark Davenport, AIA, LEED AP BD&C  
Partner

cc: SPS-AR@spsplusarchitects.com  
Attachment A: Fee Calculation  
Attachment B: Mohave Contract No. 21A-SPS-0507 Architect Fees  
Attachment C: Site Plan

If the terms of this agreement are acceptable, please indicate your acceptance and return a copy to our office.

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

# Attachment A

**SPS+ Architects - Fee Calculation**  
**NPC, Winslow Blunk Health Sciences Center Addition**  
**10/3/2023**



Estimated Construction Budget: \$ 3,200,000.00  
 Mohave Fee Percent (Group B) 6.0%

**Basic Services:**

Architectural & Engineering Design (Based on Construction Budget & Fee Percent above)	\$ 192,000.00
<b>Total Basic Services:</b>	<b>\$ 192,000.00</b>

**Supplemental Services:**

Existing Facilities Survey		\$ 5,000.00
Programming		\$ 9,600.00
Civil Engineering		\$ 25,000.00
Landscape Architecture		\$ 14,000.00
Design Site Visit Allowance	6 trips @	\$ 2,111.75 \$ 12,670.50
CA Site Visit Allowance	16 trips @	\$ 1,961.75 \$ 31,388.00
Design Contingency		\$ 22,500.00
Reimbursable Allowance (Includes printing, does not include fees and permits)		\$ 2,000.00
<b>Total Supplemental Services:</b>		<b>\$ 122,158.50</b>

**Total Fee: \$ 314,158.50**

*Additional Site Visits beyond included in Basic Services, shall be billed individually at the rate(s) listed below.*

**\*\*Site Visit Fee Calculation for PM (Round Trip): Tucson, AZ to Winslow, AZ (Design)**

Travel Time - PM	9	hrs	@	\$ 150	\$ 1,350.00
Mileage	558	miles	@	\$ 0.625	\$ 348.75
Meals	1	meal	@	\$ 15	\$ 15.00
Lodging	1	night	@	\$ 98	\$ 98.00
Mtg Time - PM	2	hrs	@	\$ 150	\$ 300.00
<b>Total Round Trip:</b>					<b>\$ 2,111.75</b>

**\*\*Site Visit Fee Calculation for PM (Round Trip): Tucson, AZ to Winslow, AZ (CA)**

Travel Time - PM	9	hrs	@	\$ 150	\$ 1,350.00
Mileage	558	miles	@	\$ 0.625	\$ 348.75
Meals	1	meal	@	\$ 15	\$ 15.00
Lodging	1	night	@	\$ 98	\$ 98.00
Mtg Time - PM	1	hrs	@	\$ 150	\$ 150.00
<b>Total Round Trip:</b>					<b>\$ 1,961.75</b>

**RFO 21A-0204 ARCHITECT SERVICES**  
**FEES FOR BASIC SERVICES**

The fee for an individual project shall be determined by both difficulty and the cost of the project.

**Basic Services**

Basic Architect Services shall include all necessary services to design and construct the project without any hidden or unknown cost. The services to be included as part of the contract as basic services shall include but not be limited to structural, mechanical, and electrical engineering services; fire protection; special systems; assistance with furniture fixtures and equipment; post-construction inspection; warranty; guarantee inspection; on-site civil engineering; landscaping and acoustical engineering. Services may be provided by your in-house staff or may be subcontracted.

**Lump Sum Fee**

This is a fixed fee based on a percentage of the cost of construction for the approved project for a defined scope of work. However, an estimated cost for construction may be used to initiate the Architect Services until the construction contract is completed.

**Construction Cost**

The cost of construction shall include the construction cost of the building, site improvements and all fixed and installed equipment. It shall not include furniture, fixtures and equipment (FF&E), testing, surveys, permits, land cost, studies, contingencies or architect and engineer fees.

**Note: In accordance with the Arizona School District Procurement Rules, there shall be no mark-up for pass through and/or normally reimbursable items.**

**Project Types:**

- **Group A – Higher than Average Complexity Projects:** New complex stand-alone facilities (e.g., special purpose building/classrooms, laboratory building/classrooms, libraries, auditoriums and/or food service facilities).
- **Group B – Average Complexity Projects:** Total facilities (e.g., new governing body facility, elementary schools, middle schools, high schools, or large additions to existing facilities).
- **Group C – Less than Average Complexity Projects:** New, less complex stand-alone facilities (e.g., warehouses, maintenance facilities, bus barns, offices, and storage facilities or any repetitive design use of a facility).
- **Group D – Repairs and Renovations:** Miscellaneous repairs and renovations, alterations to facilities, code corrective work or upgrades, system replacements, etc.

Construction Cost	Group A	Group B	Group C	Group D
\$0 to \$99,999.99	8.8% - 9.0%	7.9% - 8.8%	7.2% - 8.1%	8.9% - 9.8%
\$100,000 to \$399,999.99	7.8% - 8.5%	7.2% - 7.9%	6.6% - 7.2%	8.3% - 8.9%
\$400,000 to \$999,999.99	7.2% - 7.8%	6.7% - 7.2%	6.2% - 6.6%	7.8% - 8.3%
\$1,000,000 to \$4,999,999.99	6.3% - 7.2%	6.0% - 6.7%	5.7% - 6.2%	7.2% - 7.8%
\$5,000,000 to \$9,999,999.99	6.0% - 6.3%	5.5% - 6.0%	5.3% - 5.7%	6.8% - 7.2%
\$10,000,000 to \$14,999,999.99	5.5% - 6.0%	5.5% - 6.0%	5.0% - 5.3%	5.7% - 6.6%
\$15,000,000 to \$19,999,999.99	5.5% - 6.0%	5.5% - 6.0%	5.0% - 5.3%	5.7% - 6.6%
\$20,000,000 to \$29,999,999.99	5.5% - 6.0%	5.5% - 6.0%	4.3% - 5.0%	5.0% - 6.0%
\$30,000,000 and above	5.5% - 6.0%	5.5% - 5.65%	4.3% - 5.0%	5.0% - 6.0%

**ARCHITECTURAL WORK-TOTAL  
PERCENTAGE BREAKDOWN FEE**

Description of Phase	Percentage of Fee Schedule
Schematic Design Phase	15%
Design Development Phase	20%
Construction Documents Phase	35%
Bidding or Negotiations Phase	5%
Construction Administration Phase	25%

Indicate service NOT included in the above fee schedule for basic services.

1. Programing, LEED certification, historic, food service, multiple designs, revisions, existing condition documentation, as-builts documents, offsite civil, surveying, commissioning, special inspections, testing, review and permit fees, investigations, legal assistance and contingency.
2. Civil engineering and landscape architecture in addition to the immediate area adjacent to the building.
3. Multiple requested architectural and engineering options.
4. Fire protection, acoustics and special systems design in addition basic design criteria.
5. Furniture, fixture and equipment design in addition to placement layout.
6. Additional construction administration.
7. Schedule extensions.
8. Travel mileage, travel time and per diem expenses.
9. Reprographics, printing, postage and deliveries

Note: In the event of federal or state tax increases on architectural services, rates may be revised.

Indicate if your firm would be using the current State of Arizona Reimbursable Travel Rates, or if travel is included in your fee structure:

Using State of Arizona Reimbursable Travel Rates       Travel Rates are included in the fee structure

Indicate if your firm would be using drive time hours or per miles rate, or if drive time is included in your fee structure:

Included in the fee structure      \$150.00/per hour      \$      /per miles

**SUBMITTED BY:**

Company Name: SPS+ Architects, LLP  
Address: 8681 E. Via de Negocio  
Scottsdale, AZ 85258

Phone: 480-991-0800  
Fax: N/A

By: \_\_\_\_\_ Date: 3/31/21

  
Authorized Signature

\_\_\_\_\_  
Partner  
Title

**HOURLY RATES FOR ADDITIONAL SERVICES**

**ARCHITECTURAL STAFF**

**HOURLY RATE**

Principal Architect	<u>\$195.00</u>
Project Manager	<u>\$150.00</u>
Auto CADD/Technical	<u>\$95.00</u>
Construction Administration -in office	<u>\$95.00</u>
Clerical/Support	<u>\$60.00</u>

**STRUCTURAL ENGINEER STAFF**

**HOURLY RATE**

Principal Project
Engineer
Draftsperson/CADD
Clerical

**MECHANICAL ENGINEER STAFF**

**HOURLY RATE**

Manager
Engineer Senior
Designer
Drafter
Clerical

**ELECTRICAL ENGINEER STAFF**

**HOURLY RATE**

Principal
Project Engineer
Designer
Cad Operator
Support Services

**Authorized Signature:** \_\_\_\_\_ 

Mark Davenport, Partner



**CIVIL ENGINEER STAFF**

**HOURLY RATE**

Principal Project

Engineer

Designer

Cad Operator

**FOOD SERVICE STAFF**

**HOURLY RATE**

Principal

Designer

Cad Operator

Office Manager/Clerical

**LANDSCAPE ARCHITECT STAFF**

**HOURLY RATE**

Principal

Landscape Designer

Draftsman

Office Manager/Clerical

**On a separate sheet, please include any other hourly rates that may be provided as additional services.**

[See attached SPS+ Architects LLP - Additional architect hourly rates sheet, March 16, 2021](#)

**Authorized Signature:** \_\_\_\_\_



Mark Davenport, Partner

End

# Additional architect hourly rates

Mohave ESC - March 16, 2021



ROLE	RATE
Architect	\$160.00
Senior Designer	\$145.00
Job Captain/Designer	\$115.00
Construction Administrator - field	\$135.00

# BUNK HEALTH SCIENCES CENTER PLAN

Northland Pioneer College  
Little Colorado Campus - Winslow



Future Expansion Opportunity





9/5/2023

Mr. David Huish  
Director of Facilities  
Northland Pioneer College  
102 N 1<sup>st</sup> Ave  
Holbrook, AZ 86025

**RE: Northland Pioneer College, Cosmetology TI  
SPS+ Architects Fee Proposal**

Dear Mr. Huish:

Thank you for the opportunity to present our fee proposal to provide architectural and engineering services for the project above. The Scope of Work, Design Services, Proposed Fee, and Exclusions are outlined below.

### Scope of Work

SPS+ Architects shall provide architectural design, mechanical/plumbing, electrical, and structural engineering including construction administration services for Northland Pioneer College located in Winslow, Arizona. Scope of work to include:

1. SPS+ to coordinate with the project team to design the tenant improvement of the existing 5,500 SF Ruby Hill building. The new spaces will consist of:
  - a. Renovating the existing three (3) Classrooms and support spaces for the Cosmetology Program (+/- 5,500 SF Total)
    - i. Provide washer/dryer in the existing prep room.
    - ii. Provide new millwork with sink in the existing prep room.
  - b. Converting existing storage room into front lobby.
  - c. Combining two (2) existing classrooms into one lab/salon space with thirty (30) stations.
    - i. New millwork with hair wash sinks in lab/salon space.
    - ii. Provide partial height wall along lab/salon and corridor.
  - d. Converting existing single-occupant office into two (2) separate offices.
  - e. Converting two (2) offices to a locker room space with forty (40) lockers.
  - f. Providing new ceiling, lighting, flooring, and paint throughout

### Scope of Services

The following is an outline of proposed Basic Services that SPS+ Architects will provide as required to facilitate this project.

1. Schematic Design Services
  - a. Program verification.
  - b. Preparation of conceptual floor plans for Client review.
2. Design Development Services
  - a. Provide design documents indicating areas, plans, and elevations of the proposed project. Drawings will indicate materials to be used along with Mechanical, Plumbing, and Electrical systems.
  - b. Provide reviews with all applicable reviewing agencies for compliance with all building codes as a courtesy.
  - c. Prepare an outline specification and coordinate within the design team.

3. Construction Documents Services
  - a. Provide a full set of completed construction documents and specifications for construction of project for this procurement.
  - b. SPS+ Architects will work with the project team to provide documents that meet the Client's approved construction dollar amount.
  - c. SPS+ Architects will utilize industry standard care in preparation of Construction Documents.
4. Permit/ Bidding Assistance
  - a. SPS+ Architects will assist the Client in the permit and bidding process, answering questions and providing clarifications as necessary.
5. Construction Administration Services
  - a. Construction Administration Services will be provided as needed and may include construction meeting attendance, submittal review, RFI responses, pay application review, change order processing, and project closeout verification. Construction administration will be completed and carried out per industry standard of care. Site Visits are included as a Supplemental Service below.

### Supplemental Services

1. Existing Facilities Survey
  - a. Conduct site visit to review the existing conditions through physical observation. SPS+ to develop drawings based on measurements to utilize for design documents.
2. Renderings Allowance
  - a. SPS+ to provide up to four (4) 3D renderings as requested by the client of building and area of scope.
3. Design Site Trips are to be provided as an additional service from the Architect, Mechanical/ Plumbing, Electrical, and Structural Engineers within the allowance stated in Attachment A.
4. CA Site Trips to be provided and calculated as stated in Attachment A. Please note fee per trip will differ depending on Project Manager site trip or Construction Admin Specialist site trip. SPS+ anticipates construction to take place for 6 months and will provide two (2) site visits per month, two (2) site visits for an in-person kickoff meeting, and two (2) site visits for a punch walk for a total of seventeen (17) site visits.
5. Design Contingency can be utilized for the Client directed design as required.
6. Reimbursable Allowance to cover printing of design documents for Client's use as needed.

### Proposed Fee

1. This Fee Proposal utilizes SPS+ Architects' **Mohave Contract No. 21A-SPS-0507** for contract pricing. All quotes for services must be priced using contract pricing approved by Mohave. Please see the attached Mohave Contract Document, "Architect Fees for Basic Services". SPS+ Architects' fee for this proposal will use the Group D percentage fee schedule based upon "Repairs and Renovations". The percentage fee schedule ranges from 7.2% and 7.8% of construction cost for basic services. The preliminary estimated construction cost is \$1,150,000 for this project. Given the nature of the complexities of this project, we are proposing a 7.2% fee.
2. **A proposed fee for Architectural and Design services is provided in Attachment A.**
3. The above fee is based on an estimated scope and can be reevaluated if additional scope is requested by the Client. Any increase in the scope of work approved by the Client for similar work will be billed in keeping with the approved A/E fee percent to construction cost for the initial project.
4. The proposed project billing percentages for Basic Services are as follows: Percentage is based upon workload and fee attributed to each Phase.

### Percent of Fee Schedule

Schematic Design	15%
Design Development	20%
Construction Documents	35%
Permit/ Bidding Process	5%
Construction Administration	25%
	100%

5. Payment terms:
  - a. SPS+ will invoice monthly on a percent complete basis.
  - b. Payment terms - net 30 days.
  - c. Accounts unpaid 90 days after the invoice date may be subject to a monthly service charge of 1.5% per month (or the legal rate) on the then unpaid balance.
  - d. Additional services and items approved by Client will be billed according to the SPS+ Architects' Mohave Contract No. 21A-SPS-0507 as outlined in Attachment B.
  - e. This proposal is valid for ninety days. After ninety days, please contact us for possible revisions.
  - f. Please address purchase orders to [SPS-AR@spsplusarchitects.com](mailto:SPS-AR@spsplusarchitects.com), 480-991-0800.

### Proposed Exclusions

The following items have been excluded from the scope of work and proposed fee. In some cases, these items may be added as additional services for an additional fee.

1. As-Building
2. Structural engineering
3. Site planning
4. FF+E Coordination and Procurement
5. Cost Estimating
6. Civil Engineering
7. Landscape Architecture
8. Additional Site Visits beyond those indicated above and in Attachment A.
9. Geotechnical Engineering
10. Physical Finish Board(s)
11. Value Engineering
12. Kitchen/ Food Service Consultant
13. Providing design services for extensive change orders beyond original scope and construction change directives during the construction process.
14. Provide extensive drawings to evaluate different system costs.
15. Providing design services for construction beyond the contracted established construction budget (unless approved by Client in writing.)
16. Providing any services beyond customary Architectural Services and as outlined in this proposal.
17. Engineering for remodeling or new building fire protection if required.
18. Detailed fire alarm drawings. The selected fire alarm contractor secured by the general contractor will be responsible as required by the authority having jurisdiction.
19. Payment for building permits, fees, and any construction-related permits and fees.
20. Taxes and Fees.
21. Special inspections that may be required by the AHJ.
22. Other special systems are excluded from the contract such as (may be provided via allowance identified above):
  - a. Design associated with E-ratable construction is excluded.
  - b. Computer network cabling and equipment and programming including main cross-connect, intermediate cross-connect, horizontal cross-connect, and LAN is excluded.
  - c. Security camera systems are excluded.
  - d. Uninterrupted power supply system design is excluded.
  - e. (Note that conduit and power for excluded systems will be incorporated per the Client's layout document.)

SPS+ Architects will work with the project team and building committee to meet design team milestones.

Please review this proposal and let us know if any modifications are needed. If this proposal meets your approval, please provide a purchase order or the necessary approval for SPS+ Architects to proceed. Two steps are required on your behalf to facilitate this Mohave procurement.

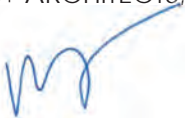
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2. Client to forward purchase orders to Mohave via fax (928-718-3232), or email (orders@mesc.org) for review.

Once this is complete, Mohave will review and email with the "MESC Reviewed" stamp, to SPS+ Architects, LLP.

Thank you for considering SPS+ Architects for this project. We sincerely look forward to working with you and your team in delivering a successful project.

Sincerely,

SPS+ ARCHITECTS, LLP



Mark Davenport, AIA, LEED AP BD&C  
Partner

cc: SPS-AR@spsplusarchitects.com  
Attachment A: Fee Calculation  
Attachment B: Mohave Contract No. 21A-SPS-0507 Architect Fees

If the terms of this agreement are acceptable, please indicate your acceptance and return a copy to our office.

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

# Attachment A

SPS+ Architects - Fee Calculation  
 Northland Pioneer College, Cosmetology TI  
 9/5/2023



Estimated Construction Budget: \$ 1,150,000.00  
 Mohave Fee Percent (Group D): 7.2%

**Basic Services:**

Architectural & Engineering Design (Based on Construction Budget & Fee Percent above)	\$ 82,800.00
<b>Total Basic Services:</b>	<b>\$ 82,800.00</b>

**Supplemental Services:**

Existing Facilities Survey				\$ 8,000.00	
Renderings Allowance			\$ 6,000.00		
Design Site Visit Allowance	4	Visits	@ \$	2,111.75	\$ 8,447.00
CA Site Visit Allowance	8	Visits	@ \$	1,961.75	\$ 15,694.00
CA Site Visit Allowance - CA Specialist	9	Visits	@ \$	520.00	\$ 4,680.00
Design Contingency					\$ 36,000.00
Reimbursable Allowance (Includes printing, does not include fees and permits)					\$ 2,000.00
<b>Total Supplemental Services:</b>					<b>\$ 80,821.00</b>

**Total Fee: \$ 163,621.00**

*Additional Site Visits beyond included in Basic Services, shall be billed individually at the rate(s) listed below.*

**\*\*Site Visit Fee Calculation for PM (Round Trip): Tucson, AZ to Winslow, AZ (Design)**

Travel Time - PM	9	hrs	@	\$ 150	\$ 1,350.00
Mileage	558	miles	@	\$ 0.625	\$ 348.75
Meals	1	meal	@	\$ 15	\$ 15.00
Lodging	1	night	@	\$ 98	\$ 98.00
Mtg Time - PM	2	hrs	@	\$ 150	\$ 300.00
<b>Total Round Trip:</b>					<b>\$ 2,111.75</b>

**\*\*Site Visit Fee Calculation for PM (Round Trip): Tucson, AZ to Winslow, AZ (CA)**

Travel Time - PM	9	hrs	@	\$ 150	\$ 1,350.00
Mileage	558	miles	@	\$ 0.625	\$ 348.75
Meals	1	meal	@	\$ 15	\$ 15.00
Lodging	1	night	@	\$ 98	\$ 98.00
Mtg Time - PM	1	hrs	@	\$ 150	\$ 150.00
<b>Total Round Trip:</b>					<b>\$ 1,961.75</b>

**\*\*Site Visit Fee Calculation for CA Specialist (Round Trip): Ganado, AZ to Winslow, AZ**

Travel Time - CA Specialist	3	hrs	@	\$ 95	\$ 285.00
Mileage	200	miles	@	\$ 0.625	\$ 125.00
Meals	1	meal	@	\$ 15	\$ 15.00
Site Visit - CA Specialist	1	hrs	@	\$ 95	\$ 95.00
<b>Total Round Trip:</b>					<b>\$ 520.00</b>



**RFO 21A-0204 ARCHITECT SERVICES**  
**FEES FOR BASIC SERVICES**

The fee for an individual project shall be determined by both difficulty and the cost of the project.

**Basic Services**

Basic Architect Services shall include all necessary services to design and construct the project without any hidden or unknown cost. The services to be included as part of the contract as basic services shall include but not be limited to structural, mechanical, and electrical engineering services; fire protection; special systems; assistance with furniture fixtures and equipment; post-construction inspection; warranty; guarantee inspection; on-site civil engineering; landscaping and acoustical engineering. Services may be provided by your in-house staff or may be subcontracted.

**Lump Sum Fee**

This is a fixed fee based on a percentage of the cost of construction for the approved project for a defined scope of work. However, an estimated cost for construction may be used to initiate the Architect Services until the construction contract is completed.

**Construction Cost**

The cost of construction shall include the construction cost of the building, site improvements and all fixed and installed equipment. It shall not include furniture, fixtures and equipment (FF&E), testing, surveys, permits, land cost, studies, contingencies or architect and engineer fees.

**Note: In accordance with the Arizona School District Procurement Rules, there shall be no mark-up for pass through and/or normally reimbursable items.**

**Project Types:**

- **Group A – Higher than Average Complexity Projects:** New complex stand-alone facilities (e.g., special purpose building/classrooms, laboratory building/classrooms, libraries, auditoriums and/or food service facilities).
- **Group B – Average Complexity Projects:** Total facilities (e.g., new governing body facility, elementary schools, middle schools, high schools, or large additions to existing facilities).
- **Group C – Less than Average Complexity Projects:** New, less complex stand-alone facilities (e.g., warehouses, maintenance facilities, bus barns, offices, and storage facilities or any repetitive design use of a facility).
- **Group D – Repairs and Renovations:** Miscellaneous repairs and renovations, alterations to facilities, code corrective work or upgrades, system replacements, etc.

Construction Cost	Group A	Group B	Group C	Group D
\$0 to \$99,999.99	8.8% - 9.0%	7.9% - 8.8%	7.2% - 8.1%	8.9% - 9.8%
\$100,000 to \$399,999.99	7.8% - 8.5%	7.2% - 7.9%	6.6% - 7.2%	8.3% - 8.9%
\$400,000 to \$999,999.99	7.2% - 7.8%	6.7% - 7.2%	6.2% - 6.6%	7.8% - 8.3%
\$1,000,000 to \$4,999,999.99	6.3% - 7.2%	6.0% - 6.7%	5.7% - 6.2%	7.2% - 7.8%
\$5,000,000 to \$9,999,999.99	6.0% - 6.3%	5.5% - 6.0%	5.3% - 5.7%	6.8% - 7.2%
\$10,000,000 to \$14,999,999.99	5.5% - 6.0%	5.5% - 6.0%	5.0% - 5.3%	5.7% - 6.6%
\$15,000,000 to \$19,999,999.99	5.5% - 6.0%	5.5% - 6.0%	5.0% - 5.3%	5.7% - 6.6%
\$20,000,000 to \$29,999,999.99	5.5% - 6.0%	5.5% - 6.0%	4.3% - 5.0%	5.0% - 6.0%
\$30,000,000 and above	5.5% - 6.0%	5.5% - 5.65%	4.3% - 5.0%	5.0% - 6.0%

ARCHITECTURAL WORK-TOTAL  
PERCENTAGE BREAKDOWN FEE

Description of Phase	Percentage of Fee Schedule
Schematic Design Phase	15%
Design Development Phase	20%
Construction Documents Phase	35%
Bidding or Negotiations Phase	5%
Construction Administration Phase	25%

Indicate service NOT included in the above fee schedule for basic services.

1. Programing, LEED certification, historic, food service, multiple designs, revisions, existing condition documentation, as-builts documents, offsite civil, surveying, commissioning, special inspections, testing, review and permit fees, investigations, legal assistance and contingency.
2. Civil engineering and landscape architecture in addition to the immediate area adjacent to the building.
3. Multiple requested architectural and engineering options.
4. Fire protection, acoustics and special systems design in addition basic design criteria.
5. Furniture, fixture and equipment design in addition to placement layout.
6. Additional construction administration.
7. Schedule extensions.
8. Travel mileage, travel time and per diem expenses.
9. Reprographics, printing, postage and deliveries

Note: In the event of federal or state tax increases on architectural services, rates may be revised.

Indicate if your firm would be using the current State of Arizona Reimbursable Travel Rates, or if travel is included in your fee structure:

Using State of Arizona Reimbursable Travel Rates       Travel Rates are included in the fee structure

Indicate if your firm would be using drive time hours or per miles rate, or if drive time is included in your fee structure:

Included in the fee structure      \$150.00/per hour      \$      /per miles

**SUBMITTED BY:**

Company Name: SPS+ Architects, LLP  
Address: 8681 E. Via de Negocio  
Scottsdale, AZ 85258

Phone: 480-991-0800  
Fax: N/A

By: \_\_\_\_\_ Date: 3/31/21

  
Authorized Signature

\_\_\_\_\_  
Partner  
Title

**HOURLY RATES FOR ADDITIONAL SERVICES**

**ARCHITECTURAL STAFF**

**HOURLY RATE**

Principal Architect	<u>\$195.00</u>
Project Manager	<u>\$150.00</u>
Auto CADD/Technical	<u>\$95.00</u>
Construction Administration -in office	<u>\$95.00</u>
Clerical/Support	<u>\$60.00</u>

**STRUCTURAL ENGINEER STAFF**

**HOURLY RATE**

Principal Project
Engineer
Draftsperson/CADD
Clerical

**MECHANICAL ENGINEER STAFF**

**HOURLY RATE**

Manager
Engineer Senior
Designer
Drafter
Clerical

**ELECTRICAL ENGINEER STAFF**

**HOURLY RATE**

Principal
Project Engineer
Designer
Cad Operator
Support Services

Authorized Signature: 

Mark Davenport, Partner

**CIVIL ENGINEER STAFF**

**HOURLY RATE**

Principal Project

Engineer

Designer

Cad Operator

**FOOD SERVICE STAFF**

**HOURLY RATE**

Principal

Designer

Cad Operator

Office Manager/Clerical

**LANDSCAPE ARCHITECT STAFF**

**HOURLY RATE**

Principal

Landscape Designer

Draftsman

Office Manager/Clerical

**On a separate sheet, please include any other hourly rates that may be provided as additional services.**

[See attached SPS+ Architects LLP - Additional architect hourly rates sheet, March 16, 2021](#)

**Authorized Signature:** \_\_\_\_\_



Mark Davenport, Partner

End

# Additional architect hourly rates

Mohave ESC - March 16, 2021



ROLE	RATE
Architect	\$160.00
Senior Designer	\$145.00
Job Captain/Designer	\$115.00
Construction Administrator - field	\$135.00



William R. Pittenger, RA | Partner  
 Mark A. Davenport, AIA, LEED AP, BD+C | Partner  
 Richard K. Begay Jr., AIA, NCARB | Partner

5 September 2023

To: David Huish

Director of Construction

Northland Pioneer College

Dear David,

Thank you for the opportunity to submit the fee proposals for our architectural services on the NPC Holbrook Auto Technology tenant improvement as well as the tenant improvements for Cosmetology and Allied Health at the Winslow campus.

We understand that the Allied Health improvement at the Winslow campus would be a short-term, temporary relocation with an estimated construction value of \$1.1-\$1.5 million. As having prepared the 2020 Master Plan Update, one of the future projects that we identified was the 6400 s.f. addition to the existing Blunk Health Sciences Center (the ideal home for the temporary Allied Health tenant improvement) with an estimated construction cost of \$3,200,000. The temporary relocation construction cost accounts for approximately 40% of the cost of the addition.

In the near future, Allied Health will need to vacate the proposed, renovated Multi-purpose building, and an additional tenant improvement will need to be completed for the new tenant. Construction costs will continue to increase, so future tenant improvements will cost more (approx. \$1.25-1.75 million in the next couple of years). The proposed tenant improvement and the future tenant improvement construction cost accounts for approximately 100% of the cost of the addition.

SPS + Architects advises and recommends to NPC to consider constructing the addition of the Blunk Health Sciences Center in conjunction the Cosmetology tenant improvement in the Ruby Hill building in lieu of constructing as a temporary relocation of Allied Health in the existing Multi-Purpose Building. This will save both time and money for Northland Pioneer College in the long run.

Best regards,

Mark Davenport

Partner SPS + Architects

8681 East Via de Negocio  
 Scottsdale, AZ 85258-3330  
 P: 480.991.0800

219 North 3<sup>rd</sup> Ave, Ste 111  
 Tucson, AZ 85745-1434  
 P: 520.428.1180

[www.spsplusarchitects.com](http://www.spsplusarchitects.com)



# Request to Approve Intergovernmental Agreement (IGA) with Northern Arizona University

## **Recommendation:**

Staff recommends approval to enter into an intergovernmental agreement (IGA) with Northern Arizona University (NAU), formalizing efforts related to the A++ initiative.

## **Summary:**

Beginning in the Fall 2022, the college began participation in the project known as A++ which was championed by NAU's President José Luis Cruz Rivera and included participation of the state's community colleges to facilitate state-wide efforts to improve the student experience and create an environment that enhances economic opportunities for students. VPLSS Solomonson has served as the NPC liaison to A++, and he attended bi-weekly meetings and served on the data and infrastructure sub-committee. Two subsequent A++ retreats were held and further NPC participants included Dean Melody Niesen, Director of Enrollment Management Frank Orona, Curriculum Coordinator Dr. Michael Broyles, and then Database Administrator Michael Jacob. Retreat participants also included representatives from the Arizona Commerce Authority and the Gates Foundation. The intergovernmental agreement is designed to codify the work of the consortium of participating community colleges and NAU to develop a five-year plan for the further development and implementation of A++, with a state-wide emphasis on:

- Developing a multi-directional transfer, enrollment, and degree-granting cosystem.
- Identifying at least five academic pathway areas that are aligned with areas of economic need and promise.
- Establishing minimum standards for academic and career advising.
- Designing specifications for a data and technical infrastructure to facilitate this.
- Implement additional plans for universal admission and milestone credentials.



**Northland Pioneer College**

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

**ARIZONA ATTAINMENT ALLIANCE  
INTERGOVERNMENTAL AGREEMENT**

**THIS INTERGOVERNMENTAL AGREEMENT** (hereafter “Agreement”) dated \_\_\_\_\_, 2023 by and between the **ARIZONA BOARD OF REGENTS for and on behalf of NORTHERN ARIZONA UNIVERSITY** (hereafter “NAU”) and **NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT** (hereafter “College”), each a “Party” and collectively the “Parties”, is to permit the Parties to participate in educational collaborations through the Arizona Attainment Alliance (A++) designed to meet the higher education needs of the State of Arizona pursuant to Arizona Revised Statutes (“A.R.S.”) and rules of the applicable legislative or other governing bodies as provided herein.

**RECITALS**

1. WHEREAS, the Arizona Attainment Alliance (A++) was formed in September 2022 to meet the attainment imperative facing the State of Arizona and dramatically boost the prosperity of Arizonans through the collaborative efforts of representatives from the State’s ten (10) community college districts, the Arizona Commerce Authority, and NAU, who worked together to unearth the opportunities and challenges related to increasing college access and affordability, facilitating student success, boosting attainment, and promoting prosperity; and
2. WHEREAS, a robust discovery process surfaced a clear vision among A++ partners to strengthen and transform the State of Arizona’s postsecondary ecosystem by harnessing their collective impact to reshape approaches to college access; create or reimagine high-quality academic pathways that match student interests with the needs of the State of Arizona’s transforming economy; develop and adopt common approaches and minimum standards to academic and career advising; identify and implement a series of milestone credentials that incentivizes further postsecondary attainment; and develop the data and technical infrastructure that centers student success within and across partners to facilitate postsecondary reform on modern students instead of traditional structures; and
3. WHEREAS, during a 2023 A++ retreat, representatives from the State of Arizona’s ten (10) community college districts, the Arizona Commerce Authority, and NAU affirmed their intent and collective commitment to move from ideation to implementation around at least one A++ initiative to be adopted by each member that will advance joint efforts to strengthen the postsecondary ecosystem and broaden access, attainment, and prosperity in Arizona; and



4. WHEREAS, the Parties agree to continue A++ and further the Parties' shared commitment to college access, student success, upward economic mobility, and social impact.

NOW THEREFORE, in consideration of the mutual obligations and covenants set forth herein, the Parties agree as follows:

#### **ARTICLE 1 – AUTHORITY AND LAWS**

1. NAU is an Arizona public institution of higher education and is authorized to enter into this Agreement pursuant to A.R.S. §11-952 and A.R.S. §15-1625.
2. College is a post-secondary educational institution and is authorized to enter into this Agreement pursuant to A.R.S. §11-952 and §41-2632 and College's Governing Board action of October 17, 2023.
3. This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing the intergovernmental agency agreements and mandatory contract provisions of state agencies required by statute or executive order.
4. All statutes and regulations referenced in this Agreement are incorporated herein as if fully stated in their entirety in this Agreement. Each Party agrees to comply with provisions, the statutes, and the regulations set out in this Agreement.

#### **ARTICLE 2 - TERM**

1. This Agreement shall be for a period of five (5) years effective from the date of final signature of the Parties.
2. Upon mutual consent of the Parties, this Agreement may be extended through an amendment signed by the Parties. No extension term may exceed ten (10) years.

#### **ARTICLE 3 - PURPOSE**

The purpose of this Agreement shall be to permit the Parties to participate in, sponsor, conduct and/or administer cooperative initiatives to maximize each Party's resources and expertise to increase educational attainment and student success by strengthening the statewide postsecondary ecosystem through collaborative endeavors that include;

boosting the immediate college-going rate; serving more adults that have some college but no degree; achieving greater progression and graduation rates; increasing the postgraduate value of high-quality credentials that students earn through A++; and developing and securing the relevant data and technical capacities between institutions to facilitate this work. Cooperative initiatives will be defined in separate memorandum/memoranda of agreements entered between the Parties.

#### **ARTICLE 4 – COSTS AND EXPENSES**

The costs and expenses of all collaboration activities that are specific to NAU shall be funded by NAU. The cost and expenses for all collaboration activities specific to the College shall be funded by the College. For educational programs or activities which are shared by both Parties, authorized officials from each Party shall meet and negotiate mutually acceptable cost-sharing for those programs or activities. Both Parties agree to make good faith efforts to budget funds necessary to carry out the terms of this Agreement. This Agreement does not create any fiduciary or other obligation between the Parties, except for those obligations expressly and specifically set forth herein.

#### **ARTICLE 5 - TERMINATION**

1. Any Party may terminate its participation in this Agreement, in part or in whole, upon ninety (90) days' written notice to the other Party.
2. The Parties understand that this Agreement may be cancelled at any time by action of any successor legislative or other governing body. It is further agreed that if this Agreement is cancelled, no damages to any of the respective Parties shall result from such cancellation.
3. The Parties agree that this Agreement may be cancelled for conflict of interest in accordance with A.R.S. §38-511.
4. This Agreement may be cancelled by either Party without any further obligations in the event that sufficient appropriated funds are not available to assure full performance of its terms.

#### **ARTICLE 6 – RESPONSIBILITIES OF EACH PARTY**

1. The Parties recognize the need to occasionally modify or end programs based on financial or other considerations. Both Parties will endeavor to give adequate notice of intent to discontinue a program and to discuss in advance any changes to such programs. If a program is cancelled, Parties' obligations already agreed to and/or

incurred will be fulfilled, especially those that are to students. Such changes shall be documented through a written amendment to the program's memorandum of agreement.

2. The Parties agree to work together to provide classroom and office space for locally delivered programs. Facility needs will be reviewed relevant to each program at least annually, or more often as needed.

3. Under this Agreement, the Parties agree to:

a. Abide by all applicable federal, state, and local laws, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), regulations related to research with human subjects, and each Party's intellectual knowledge and property.

b. Designate one executive-level member or similar leadership position from each Party to serve as a liaison on the A++ Steering Committee for the duration of this Agreement. Each Party shall ensure that the designee has access to the resources required to faithfully engage in the programs.

c. Adopt and implement at least one A++ initiative for the duration of this Agreement that builds on the collective effort to support student access, success, attainment, and prosperity.

d. Designate functional area representatives to serve on implementation teams with full engagement to implement agreed-upon programs. Teams may change or require more than one representative based on a phased approach and required knowledge and technical expertise of the specific program. Each Party shall ensure that the designee has access to the resources required to faithfully engage in the programs.

e. Develop shared efforts around the following A++ initiatives:

- 1) The design, scale, and automation of the Universal Admissions program and the future addition of stop-out re-engagement efforts to promote access and success among students across member institutions.
- 2) The creation of high-tech capabilities that leverage cross-institutional and sector data, such as predictive analytics, to support students' academic and career momentum through timely and responsive advising services and other tools.

- 3) The development and automatic delivery of milestone credentials at critical points in students' academic journey (e.g., the conferral of a badge or credential that memorializes the completion of the Arizona General Education Core (AGEC).
- 4) The translation of the transcript into skills and competencies that resonate with employers.
- 5) The identification, refinement, and/or creation of high-demand, high-wage, high-quality academic pathways and fully articulated course offerings that lead to disproportionate social and economic gains to be implemented with member institutions.
- 6) In recognition of the importance of data systems and technological infrastructure to facilitating the key initiatives noted above, informing decision making across A++ partners, and driving assessment and optimization efforts that will strengthen Arizona's postsecondary ecosystem, member institutions will engage in the creation of a unified data and technical infrastructure to strengthen the efficacy of all dimensions of the partnership. This infrastructure will be developed and maintained through the development, acquisition, and/or integration of select assets (such as particular data fields, technology platforms, or technical and implementation expertise) within and across partners. Such infrastructure will be developed and maintained with a commitment to ethical practices and industry standards for the storage, analysis, and use of data.

f. Promote and utilize efficient, effective, and functional education resources through pooling and sharing of common and complementary resources of each Party, while preserving and maintaining each Party's respective institutional integrity, identity, defined mission, and autonomy.

g. Respond flexibly to changing educational needs and create additional educational collaborations between the Parties that will provide additional opportunities for students to obtain desired educational degrees or outcomes.

h. Engage collaboratively in securing, creating, and executing third-party financial support from public, private, or philanthropic organizations.

## **ARTICLE 7 – INSURANCE, LIABILITY, AND INDEMNIFICATION**

1. Each Party shall maintain adequate insurance, which may include a bona fide self-insurance program, to cover any liability arising from the acts and omissions of the Party's employees or agents. The Parties may include specific insurance requirements in individual memorandum of agreement(s) as applicable.
2. Each Party shall be responsible for liability due to an act or omission of its employees or its agents under this Agreement.
3. Each party (as "indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees and costs) (hereinafter collectively referred to as "claims") arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, indemnitor's officer, officials, agents, employees, or volunteers.
4. Nothing in this Agreement shall be construed to modify, alter, or amend the authorities, duties, responsibilities or obligations of either Party under applicable law.

#### **ARTICLE 8 – NONDISCRIMINATION**

The Parties agree to comply with all applicable state, and federal laws, rules, regulations, and executive orders governing equal employment opportunity, immigration, nondiscrimination, including the Americans with Disabilities Act. These regulations prohibit discrimination against qualified individuals based on status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on race, color, sex, religion, age, national origin, disability, or protected veteran status.

#### **ARTICLE 9 - ARIBITRATION**

The Parties will be required to make use of mandatory arbitration of any legal action that is filed in the Arizona superior court concerning a controversy arising out of this Agreement if required by A.R.S. §12-133.

#### **ARTICLE 10 – RECORDS RETENTION**

The Parties agree to retain all books, accounts, reports, files, and other records relating to this Agreement and to make sure such records are available at all reasonable times for inspection and audit by either Party, the Arizona Board of Regents, or the Auditor General of the State of Arizona, or its agents, during the term of and for a period of five (5) years after the completion of this Agreement.

#### **ARTICLE 11 – RELATIONSHIP OF THE PARTIES AND MARKS**

Each Party is an independent contractor and is independent of the other Party. Under no circumstances shall any employee of one Party be deemed the employee of the other Party for any purpose. This Agreement does not create a partnership, joint venture, or agency relationship between the Parties of any kind or nature. No Party shall have any right, power, or authority under this Agreement to act as a legal representative of the other Party, and no Party shall have any power to obligate or bind the other Party or to make representations, expressed or implied, on behalf of or in the name of the other Party in any manner or for any purpose whatsoever. Each Party acknowledges that the relationship of the Parties hereunder is non-exclusive. In addition, no Party shall use any trade name, trademark, service mark, logo, domain name, nor any other distinctive brand feature owned or used by the other Party without prior written authorization from such Party.

#### **ARTICLE 12 – AMERICANS WITH DISABILITIES AND REHABILITATION ACT**

The Parties will comply with all applicable provisions of the Americans with Disabilities Act, the Rehabilitation Act, and all applicable federal regulations.

#### **ARTICLE 13 – NO THIRD-PARTY BENEFICIARIES**

No person or entity, whether or not mentioned or referred to in this Agreement, other than NAU and College and each Party's permitted successors and assigns, shall be considered to be a third-party beneficiary of or entitled to assert any rights under this Agreement.

#### **ARTICLE 14 – FORCE MAJEURE**

Neither Party shall be held responsible for any losses resulting if the fulfillment of any terms or provisions of this Agreement are delayed or prevented by any cause not within the control of the Party whose performance is interfered with, and which by the exercise of reasonable diligence, said Party is unable to prevent (“force majeure event”), including but not limited to acts of God, epidemics, pandemics, war, civil disturbance,

terrorism, disaster, fire, earthquakes, hurricanes, known or suspected threats of illness, or government regulation.

#### **ARTICLE 14 – NOTICES**

All notices to be given under any of the provisions of this Agreement will be in writing and will be sent via registered or certified mail, overnight courier, or email with delivery receipt, and notice will be deemed given (i) if mailed, when deposited, postage prepaid, in the United States mail, (ii) if sent by overnight courier, one (1) business day after delivery to the courier, (iii) if sent by email, when received. Notices shall be sent to a Party at the address listed on the signature line with a copy to Northern Arizona University, Contracts, Purchasing and Risk Management, PO Box 4124, 545 E. Pine Knoll Dr., Flagstaff, AZ 86011, [NAU-Contracts@nau.edu](mailto:NAU-Contracts@nau.edu).

#### **ARTICLE 15 - COUNTERPARTS**

This Agreement may be signed in counterparts. Each counterpart will constitute an original document and these counterparts taken together shall constitute one and the same Agreement. The exchange of copies of this Agreement and of signature pages by electronic means shall constitute effective execution and delivery of this Agreement as to the Parties and may be used in lieu of the original Agreement for all purposes. Signatures of the Parties transmitted by electronic means shall be deemed to be original signatures for all purposes.

#### **ARTICLE 16 – FINAL AGREEMENT**

This Agreement represents the final agreement of the Parties and supersedes any prior written or oral agreements between the Parties. This Agreement may not be modified or amended except by written instrument signed by the authorized representatives of each Party.

(signature page to follow)

IN WITNESS WHEREOF, the Parties hereto have read and agree to the terms and conditions herein and have executed this Agreement as of the last signature hereof:

**ARIZONA BOARD OF REGENTS FOR AND ON BEHALF OF  
NORTHERN ARIZONA UNIVERSITY**

\_\_\_\_\_  
Name:

Title:

Date: \_\_\_\_\_

PO Box 4123, 1900 S. Knoles Dr., Flagstaff, AZ 86011, [EMSI@nau.edu](mailto:EMSI@nau.edu)

**REPRESENTING NAU:**

The undersigned counsel for NAU has reviewed this Agreement and determined that this Agreement is in proper form.

Signature: \_\_\_\_\_

Name: Michelle G. Parker

Title: Vice President for Legal Affairs & General Counsel

Date: \_\_\_\_\_

**Navajo County Community College District**

\_\_\_\_\_  
Name: Chato Hazelbaker

Title: President

Date: \_\_\_\_\_

PO Box 610, Holbrook, AZ 86025 [chato.hazelbaker@npc.edu](mailto:chato.hazelbaker@npc.edu)

**REPRESENTING COLLEGE:**

The undersigned counsel for College has reviewed this Agreement and determined that this Agreement is in proper form.

Signature: Kristin Mackin

Name: Kristin Mackin

Title: Attorney

Date: 9/29/23



## Nomination for Mr. Leslie to serve on the Association of Community College Trustees Public Policy and Advocacy Committee

### **Recommendation:**

Staff recommends support for the Letter of Nomination for Board Member Leslie to serve on the Association of Community College Trustees (ACCT) Public Policy and Advocacy Committee

### **Procurement Process and Budget Information:**

Funds for Board Member travel are budgeted annually and are currently sufficient to cover the required costs for meeting and conference attendance.

### **Summary:**

ACCT maintain a number of standing committees and each year invites trustees from member institutions to indicate their interest to serving on a particular committee or committees. Trustees are asked to submit a Committee Interest Form and a letter of nomination from the Board, supporting their appointment.

Board Member Leslie has noted an interest in serving on the 2024 Public Policy and Advocacy committee, which is charged with reviewing public policy issues and recommending positions to the ACCT Board of Directors. While most of the work may be completed through email and posted mail, attendance at two in-person meetings in 2024 is required. The first will be just prior to the Community College National Legislative Summit in February 2024 and the second just prior to the Annual ACCT Leadership Congress in October 2024.

Board Secretary Robinson was asked by staff to draft the Board letter of nomination and support which is included in the packet.





# Navajo County Community College District Governing Board

October 17, 2023

The Honorable Chair  
Association of Community College Trustees  
1101 17th Street, NW • Suite 300  
Washington, D.C. 20036

*Re: Appointment of Mr. Derrick Leslie to the ACCT Public Policy & Advocacy Committee*

The Governing Board of the Navajo County Community College District unanimously support the nomination of our member, Mr. Derrick Leslie, to serve on the ACCT Public Policy & Advocacy Committee. The District will provide the necessary financial and other support for Mr. Leslie to travel for committee meetings and to attend conferences related to his appointment.

Mr. Leslie represents District 5, which encompasses the White Mountain Apache Reservation and the communities of Pinetop and Lakeside, Arizona. He has served on our Board since January 2018, with his current term expiring at the end of December 2028.

A first-generation college graduate, Mr. Leslie earned his associate degree at Chemeketa Community College in Salem, Oregon, and a bachelor's degree in psychology from Grand Canyon University in Phoenix, Arizona. He is currently the White Mountain Apache Tribe's Education Director, advocating for education on behalf of the Tribe and serving as liaison to outside educational agencies. He was the Tribe's Education Coordinator for six years before becoming Director.

In his capacity as Education Director, Mr. Leslie serves on a national Indian Education association's Advocacy Subcommittee, where he advocates for higher education specifically in the area of the Reauthorization of the Higher Education Act (HEA).

He has attended several national ACCT events, including the most recent 2023 Leadership Congress in Las Vegas, Nevada, where he was one of the presenters, and the 2023 National Legislative Summit in Washington, D.C.

We would be very honored to have Mr. Leslie serve on an ACCT committee and strongly recommend his appointment to the ACCT Public Policy & Advocacy Committee.

*Sincerely,*

*Kristine Laughter, Chair, District 1*

*Elias Joven, District 2*

*Everett Robinson, Secretary, District 4*

*Frank Lucero, District 3*



P.O. Box 610 • Holbrook, AZ 86025-0610

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