Tohono O'odham Kekel Ha-Maṣcamakuḍ

Board of Trustees Regular Meeting

October 13, 2022

TOCC Boardroom, Ma:cidag Gewkdag Ki:

S-cuk Du'ag Maṣcamakuḍ

In Person & Virtual Meeting

Addendums are attached to the end of this document

Tohono O'odham Kekel Ha-Maṣcamakuḍ
Board of Trustees Regular Meeting
October 13, 2022, 9:00 a.m.
TOCC Boardroom, Gewkdag Ma:cidag Ki:, S-cuk Du'ag Maṣcamakuḍ

In Person and Virtual Meeting – Phone, Internet via Zoom

Agenda

General Matters

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2. Invocation
3. Review and Approval of Agenda
4. Announcements and Upcoming Events
5. Minutes from September 08, 2022 BOT Regular Meeting 02
6. Call to the Audience
7. Coronavirus Update

New Business

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General Matters

8. Executive Session

Adjournment

Tohono O'odham Kekel Ha-Maṣcamakuḍ
Board of Trustees Regular Meeting
Thursday September 08, 2022
9:00 a.m.
TOCC Boardroom, Ma:cidag Gewkdag Ki:, S-cuk Du'ag Maṣcamakuḍ
In Person / Virtual Meeting

GENERAL MATTERS

1. Call to Order / Roll Call

   The Board of Trustees Regular Meeting was Called to Order at 9:07 a.m. by Chairperson Dr. Ofelia Zepeda.

Present	Excused Absence	Unexcused Absence	Attendance Time	Board of Trustees
X			9:07 a.m.	Dr. Ofelia Zepeda, Chairperson
X			9:07 a.m.	Bernard Siquieros, Vice-Chairperson
X			9:07 a.m.	Jonas Robles, Elder Member
X			9:07 a.m.	Mary Bliss, Member
				Administration Members
X			9:07 a.m.	Dr. Paul Robertson, President
X			9:07 a.m.	Dr. Mario Montes-Helu, Dean for Sustainability
X			9:07 a.m.	Joann Miguel, Dean of Finance
X			9:07 a.m.	Yolanda Pacheco, Dean of Student Services
X			9:07 a.m.	Dr. Tiffany Viggiano, Dean of Academics
				Recorder
X			9:07 a.m.	Evan Thomas, Special Assistant to the President
				Guests
X			9:07 a.m.	Christina Coffman, Academic Advisor Coordinator
X			9:07 a.m.	Frances Benavidez, Director of Tohono O'odham Studies
X			9:07 a.m.	Jay Juan, Chief of Operations
X			9:07 a.m.	Kristin Eberhardt, Project Director, Title III Grant
X			9:07 a.m.	Madelyn Cook, Substitute Librarian
X			9:07 a.m.	Neal Wade, Business Instructor
X			9:07 a.m.	Sharon Parker, Adjunct Faculty
X			9:07 a.m.	Valentine Lee, Lead Security Guard
X			9:07 a.m.	Wendi Cline, Library Assistant
X			9:07 a.m.	Myriah Cypriano, Administrative Assistant – Student Services
X			9:07 a.m.	Anselmo Ramon, Chair of Academic Programs in WCD
X			9:07 a.m.	Mickie Widener, Human Resources Generalist
X			9:07 a.m.	Curtis Peterson, Adjunct Faculty
X			9:07 a.m.	Adam Andrews, Tohono O'odham Studies Instructor
X			9:07 a.m.	Pauline Nasewytewa, BCT Program Advisor
X			9:07 a.m.	Elsa Peterson, Community of Practice Coordinator
X			9:07 a.m.	Ingrid Segundo, Director of Sponsored Projects

X			9:07 a.m.	Arlene Ali, Adjunct Faculty
X			9:07 a.m.	Ben Jose, Research Assistant
X			9:07a.m.	Liz (Ofelia) Zepeda, Library Director
			9:07 a.m.	Drew Harris, Athletic & Wellness Manager
X			9:07 a.m.	Sonya Juan, Human Resources Director
X			9:07 a.m.	Martha Lee, Consultant
X			9:07 a.m.	Deshon Miguel, Senior Systems Administrator
X			9:07 a.m.	Gloria Benavidez, Student Support II
X			9:53 a.m.	LeAnn Lopez, Office Coordinator – Apprenticeship Program
X			9:53 a.m.	June Starr, Technical Support Manager
X			9:53 a.m.	Rosemarie Ramon, Administrative Assistant – Education Division
X			9:53 a.m.	Tim Foster, IT Instructor
X			9:59 a.m.	Nicholasa Miguel, Accounting Technician
X			9:59 a.m.	Hamidou Keita, Chemistry Instructor
X			11:04 a.m.	Sharilyn Analla, O'odham Pee Posh Early Childhood Symposium

Executive Summary: TOCC BOT acted on the following at the September 08, 2022 regular meeting:

- Approved the August 11, 2022 TOCC Board of Trustees regular meeting minutes as presented.
- Accepted the July 2022 Financial Report ~~as presented~~ with corrections.
- Accepted the Human Resources Report for September 2022 as presented.
- Approved the reclassification of the Assistant Athletic Coach to Wellness Program Coordinator as presented.
- Approved the Academic Advisor Manager position as presented.
- Approved the new Academic Advising & Career Specialist position as presented.
- Approved an additional Business Instructor position as presented.
- Approved the Biodiversity and Research Specialist position as presented.

2. Invocation

   The invocation was given by Jonas Robles.

3. Review and Approval of Agenda

   The BOT meeting agenda was reviewed.

   A motion was made to approve the meeting agenda.

MOTION: Motion by Jonas Robles, Seconded by Mary Bliss to approve the meeting agenda.
VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT.
MOTION APPROVED

4. Announcements

Trustee Mary Bliss shared information regarding the Fall Festival on Saturday September 24, 2022, Kateri Tekawitha Parish, South Tucson, Arizona, 12:00 p.m. – 8:00 p.m.

The TOCC O'odham Tas will be a week-long celebration September 26 – 29, 2022. Each division will host a forum or activity on a specific day leading up to the festivities on Thursday. The college will be closed in observance of O'odham Tas on Friday September 30, 2022.

Arlene Ali Flores, a student at Northern Arizona University (NAU), requested to interview a member(s) of the TOCC Board of Trustees and to access TOCC policies for a course assignment. Dr. Paul Robertson, President directed Ms. Flores to the TOCC website for the policies and Dr. Ofelia Zepeda, Chairperson agreed to be interviewed. Evan Thomas, Special Assistant to the President will coordinate Dr. Zepeda's contact information with Ms. Flores.

5. Minutes from the August 11, 2022 regular meeting of the TOCC Board of Trustees.

   Minutes for the August 11, 2022 regular meeting were reviewed.

   A motion was made to approve the August 11, 2022 TOCC Board of Trustees regular meeting minutes as presented.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to approve the August 11, 2022 TOCC Board of Trustees regular meeting minutes as presented.
VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT
MOTION APPROVED

6. Call to the Audience – None

7. Coronavirus Update – Dr. Paul Robertson, President

   The Lead Security Guard submitted a detailed report in the Student Life BOT report. Rapid tests are utilized by staff and visitors as necessary.

   TOCC administration may propose offering an incentive to TOCC personnel that acquire the Omicron bi-valent booster shot. Data indicates that a boosted individual's symptoms are mild. TOCC's coronavirus policy does not require a bi-valent booster shot for staff members. (TOCC continues to require the initial two COVID-19 vaccinations and the two booster follow-up regimen (a total of 4 shots in all).

   TOCC continues to follow the current CDC and Nation's guidelines.

NEW BUSINESS

1. July 2022 Financials ~~Corrections~~ – Joann Miguel, Dean of Finance

   Dean Miguel reviewed the July 2022 Financial Report with corrections.

A motion was made to accept the July 2022 Financial Report ~~as presented~~ with corrections.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to accept the July 2022 Financial Report ~~as presented~~ with corrections.
VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT
MOTION APPROVED

2. Human Resources Report – Sonya Juan, Human Resources Director

   Director Juan reviewed the Resource List and the Employment Vacancy Activity Log information.

   Introductions were made between the BOT and the following new employees in attendance:

   - Yolanda Pacheco, Dean of Student Services
   - Drew Harris, Athletic & Wellness Manager
   - Nicholasa Miguel, Accounting Technician

   A motion was made to accept the Human Resources Report for September 2022 as presented.

MOTION: Motion by Jonas Robles, Seconded by Mary Bliss to accept the Human Resources Report for September 2022 as presented.
VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT
MOTION APPROVED

   The BOT requested a monthly report regarding the search for a new college president in order to have a smooth transition between administrations. Formal beginning of the search for the next president of TOCC will commence in April 2023.

3. Student Life Position Reclassification Request – Drew Harris, Athletic & Wellness Manager

   The reclassification of the Assistant Athletic Coach position to a Wellness Program Coordinator is being requested. The position is key for the hours of operation of the Apedag Ki:.

   A motion was made to approve the reclassification to Wellness Program Coordinator position as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the reclassification to Wellness Program Coordinator as presented.
VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT
MOTION APPROVED

4. Education Division Position Requests – Dr. Tiffany Viggiano, Dean of Academics

   With the increase in student enrollment, a modification of the Academic Advisor Coordinator position to an Academic Advisor Manager is being requested. The BOT reviewed the modifications and additions to the job description.

   A motion was made to approve the Academic Advisor Manager position as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to approve the Academic Advisor Manager position as presented.
VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT
MOTION APPROVED

TOCC Faculty and Advising staff are currently advising students and evaluating transcripts. Advising students for direct employment is not available. There is a need for additional advising personnel.

A motion was made to approve the Academic Advising & Career Specialist position as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the Academic Advising & Career Specialist position as presented.
VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT
MOTION APPROVED

Growth in TOCC's student population, and especially of students in the business majors for Fall 2022, has been dramatic. Business Majors number above 200. There is currently one Full Time business instructor. An additional business instructor is needed to meet the needs of servicing business courses.

A motion was made to approve an additional business instructor position as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to approve an additional business instructor position as presented.
VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT
MOTION APPROVED

5. Division for Sustainability Position Request – Dr. Mario Montes-Helu, Dean for Sustainability

   A request for a new Biodiversity and Research Specialist position is being requested. This position will be grant funded for one year. The no-cost extension of the Extension Capacity grant will allow TOCC's Division for Sustainability to address biodiversity issues on the Nation.

   A motion was made to approve the Biodiversity and Research Specialist position as presented.

MOTION: Motion by Mary Bliss, Seconded by Bernard Siquieros to approve the Biodiversity and Research Specialist position as presented.
VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT
MOTION APPROVED

6. Pisinemo Site – Dr. Paul Robertson, President

Negotiations with the Traveling Eagle Development, Inc. are progressing. The proposed lease for the TOCC site is being reviewed by Big Fire Law Firm. A meeting is to be scheduled to discuss the Impact Fee Agreement with the Pisinemo District Council. A Zoom invite will be sent to the BOT.

7. SCAC Update – Dr. Paul Robertson, President

   TOCC Administration met with SCAC. Several issues were resolved. SCAC has accomplished 19 of the 23 requirements outlined and plans to submit an initial request for accreditation to the Higher Learning Commission (HLC) on October 01, 2022.

REPORTS – BY DIVISION and DIVISION COMPONENTS

The TOCC Division and Division Component Reports were reviewed and high points summarized.

1. President, HR, Operations, Community of Practice

2. Education Division, O'ohana Ki:, NSF STEM, Tohono O'odham Studies

3. Student Services Division

4. Sustainability, IT, IE, Workforce and Community Development

5. Student Life, Residence Life, Athletics & Wellness

GENERAL MATTERS

1. Executive Session
   The BOT excused the attendees and convened for an Executive Session at 12:49 a.m.

ADJOURNMENT – 1:40 p.m.

A motion was made to adjourn the September 08, 2022 BOT regular meeting.

MOTION: Motion by Mary Bliss, Seconded by Bernard Siquieros to adjourn the September 08, 2022 BOT regular meeting.
VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT
MOTION APPROVED

INTEROFFICE MEMORANDUM

TO: **BOARD OF TRUSTEES, TOHONO O'ODHAM COMMUNITY COLLEGE**
FROM: **MIKE MAINUS - CONTROLLER**
DATE
AGENDA ITEM: **MONTHLY FINANCIAL REPORTS FOR August 31, 2022**

EXECUTIVE SUMMARY

Enclosed are the financial reports for August 2022, as detailed budget reports by department. The format correlates with the audited financial statements, generally accepted accounting principles and internal account structure. August 31, 2022, as follows:

* Bank of America, regular operational checking account	$	11,962,207
* LLC Cash Available		221
*Bank of America - TPT Construction Needs		545,756
* Bank of America Capital Campaign		6,550
* Bookstore Cash		18,852
* Petty Cash		100
Cash and cash equivalents in all accounts	$	12,533,686

Investments Follow:		
* Community Foundation	$	399,649
* Wells Fargo Securities, Building/Operating Reserves		1,797,815
Investment total	$	2,197,464

Other Assets		$	14,757,390
Buildings (net of Depreciation)	10,265,244		
Student A/R	191,450		
Contribution Receivable TO Nation	300,000		
Grants Receivable	3,391,692		
Inventory	489,037		
Prepaids	80,567		
Other A/R	39,400		
	14,757,390		
Total Unrestricted assets		$	29,488,540

Recommendation: The President recommends that the Board of Trustees shall accept the financial report For the Month Ended August 31, 2022

Operating Ending Cash Balance for August 2022 $ 3,932,700
Note: Operating Ending Cash Balance will fluctuate greatly each month during FY ending June 30, 2023. The major reason for this fluctaction is monthly net cash activity of grant expenses/receipts. The eventual FY 2023 ending operating cash will decrease to an estimated balance of $3,064,373 as of the report based upon FY 2023 operating budget expectations.

Tohono O'odham Community College
Statements of Financial Position
August 31, 2022, July 31, 2022, and June 30, 2021 (Audited)
(Intended for internal management purposes only)

Assets	(Unaudited) August 31 2022	(Unaudited) July 31 2022	(Audited) June 30, 2021
Bank of America - operating account	$ 11,962,207	$ 12,134,547	11,524,743
Bank of America - TPT Construction Needs	545,756	545,756	-
Bank of America - capital campaign account	6,550	6,550	6,550
Bookstore cash	18,852	12,428	8,123
Petty cash	100	100	100
LLC Checking and Cash on Hand All Accounts	221	221	268,659
* Student accounts receivable, net of allowance for doubtful accounts	191,450	191,450	207,442
Contribution Receivable TO Nation	300,000	300,000	300,000
Contracts and grants receivable	3,391,692	3,391,692	3,391,692
Bookstore inventory	489,037	439,806	273,991
Prepaid expenses	80,567	82,593	4,584
Wells Fargo Investments - Building and Operating reserves	1,797,815	1,836,726	1,969,507
Community Foundation of Southern Arizona - endowment	399,649	399,649	445,771
* Land, buildings and equipment, net of accumulated depreciation	10,265,244	10,265,244	10,265,244
Other receivables Fraudulent Checks Cashed)	39,400	39,400	12,329
Total Assets	**$ 29,488,540**	**$ 29,646,162**	**$ 28,678,735**
Liabilities and Net Equity			
Accounts payable	$ 548,275	$ 712,164	889,851
Salary related payable	754,727	636,271	513,705
Deposits/Funds Held for others	29,870	29,870	29,870
Other Payables and Accrued Expenses	12,177	(29,898)	75,992
Deferred grant revenue	10,768,426	10,768,426	10,768,426
Total Liabilities	**$ 12,113,475**	**$ 12,116,833**	**$ 12,277,844**
Equity:			
Unrestricted:			
Designated by the board of trustees	$ 1,818,011	$ 1,818,011	1,818,011
Designated Endowment CFSA	210,340	210,340	210,340
Expended for property and equipment	8,638,796	8,638,796	8,638,796
Designated for operating budget plus grants	5,682,793	5,837,057	4,708,619
Unrestriced Equity	**$ 16,349,940**	**$ 16,504,204**	**$ 15,375,766**
Temporarily restricted	$ 691,460	$ 691,460	$ 691,460
Permanently restricted	333,665	333,665	333,665
Restricted Equity	$ 1,025,125	$ 1,025,125	$ 1,025,125
Total Liabilities and Equity	$ **29,488,540**	**$ 29,646,162**	**28,678,735**

*Recap #1

* Recap Explained of Net Students Accounts Receivable	August 2022	July 2022	June 2021
Accounts Receivable	$ 278,093	$ 278,093	293,863
Allowance for Bad Debt	(86,643)	(86,643)	(86,421)
* Student accounts receivable, net of allowance	$ 191,450	$ 191,450	207,442

*Recap #2

* Recap Explained of Net Net Fixed Assets	August 2022	July 2022	June 2021
Land Buildings & Equipment	$ 18,156,232	$ 18,156,232	$ 18,156,232
Allowance for Depreciation	(7,890,988)	(7,890,988)	(7,890,988)
* Land building and Equipment, net of Accumulated Depreciation	$ 10,265,244	$ 10,265,244	$ 10,265,244

1

Unrestricted Budget Activity

For the Month Ended August 31, 2022

Tohono O'odham Community College
Statement of Activities - Budget and Actual
For the Month Ended August 31, 2022
(Intended for internal management purposes only)

UNRESTRICTED OPERATING BUDGET	Year-to-Date Actual	FY 2023 Annual Budget	Budget Variance	Remaining %
Unrestricted revenues:				
Tuition and fees	$ 40	$ 101,000	$ (100,960)	-100%
Student Housing		82,000	(82,000)	-100%
Legislative Contribution - Tohono O'odham Nation	-	5,096,045	(5,096,045)	-100%
Tribal Community College Act	-	4,102,000	(4,102,000)	-100%
Indirect costs recovered on restricted federal grants	-	345,000	(345,000)	-100%
Unrestricted gifts and donations	500	10,000	(9,500)	-95%
Bookstore sales	18,104	100,150	(82,046)	-82%
Miscellaneous income	12,672	33,000	(20,328)	-62%
Total Unrestricted Revenues	$ 31,316	$ 9,869,195	$ (9,837,879)	-100%
Unrestricted expenses:				
Educational program services:				
Instruction	$ 284,733	$ 2,301,433	$ 2,016,700	88%
Student services	156,378	1,257,906	1,101,528	88%
Auxiliary enterprises	66,436	523,120	456,684	87%
Supporting services:				
Academic support	50,303	574,981	524,678	91%
Institutional support without Depreciation/Bad Debts	396,522	2,282,929	1,886,407	83%
Facility operations and maintenance	119,733	1,248,786	1,129,053	90%
Sustainability	22,204	262,186	239,982	92%
Cultural Liason	14,137	88,245	74,108	84%
Student Life	59,362	500,309	440,947	88%
San Carlos BIE Funds and Tuition and Fees	-	809,190	809,190	100%
Culinary Arts Program	10,309	91,942	81,633	89%
Grant Match (1117/	12,871	119,873	107,002	89%
Total Unrestricted Expenses	$ 1,192,988	$ 10,060,900	$ 8,867,912	88%
Unrestricted excess (deficiency) w/o Bad Debts/Depreciati	$ (1,161,672)	$ (191,705)	$ (969,967)	

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended August 31, 2022
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 83%	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
INSTRUCTION				
Instruction - 1100				
Compensation	$ 214,416	$ 1,582,106	$ 1,367,690	86%
Employee related expenses	42,630	388,698	346,068	89%
Employee tuition waivers/tuition waivers		1,500	1,500	100%
Travel and training	-	20,000	20,000	100%
Mileage	210	3,800	3,590	94%
Commuter Allowance	603	3,600	2,997	83%
Consultant Fees	2,220	4,200	1,980	47%
Education Supplies	220	11,000	10,780	98%
Office Supplies		4,000	4,000	100%
Art program Supplies	333	10,000	9,667	97%
Meeting expense	100	5,000	4,900	98%
Subscriptions/Periodicals		5,000	5,000	100%
Furniture & Fixtures		1,000	1,000	100%
	$ 260,732	$ 2,039,904	$ 1,779,172	87%
Work Force Comm Development - 1500				
Compensation	$ 18,075	$ 133,450	$ 115,375	86%
Employee related expenses	5,281	92,429	87,148	94%
Travel & Training	343	3,000	2,657	89%
Registrations		1,500	1,500	100%
Commuter Allowance	302	1,800	1,498	83%
Advertising & Promotion		1,000	1,000	100%
Consultant Fees		5,500	5,500	100%
Education Supplies		2,500	2,500	100%
Office supplies		600	600	100%
Meeting Expense		2,000	2,000	100%
Guest Speakers/Honorariums		12,000	12,000	100%
Minor Equipment		1,000	1,000	100%
	$ 24,001	$ 256,779	$ 232,778	91%
ABE-GED - 1800				
Travel/training/Registrations	$	$ 2,500	$ 2,500	100%
Registrations		500	500	100%
Memberships		500	500	100%
Education Supplies		500	500	100%
Office Supplies		375	375	100%
Other Office Supplies		375	375	100%
	$ -	$ 4,750	$ 4,750	100%
			-	
			-	
TOTAL INSTRUCTION	$ 284,733	$ 2,301,433	$ 2,016,700	88%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended August 31, 2022
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 83%	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
STUDENT SERVICES				
Student services - 5100				
Compensation	$ 81,542	$ 572,387	$ 490,845	86%
Employee related expenses	25,532	222,996	197,464	89%
Recruiting	175	18,000	17,825	99%
Employee tuition waivers		1,800	1,800	100%
Travel and training	846	30,000	29,154	97%
Mileage		750	750	100%
Registrations		1,950	1,950	100%
Commuter Allowance	673	1,800	1,127	63%
Graduation		10,000	10,000	100%
Printing		3,300	3,300	100%
Memberships		1,205	1,205	100%
Advertising		4,900	4,900	100%
Comm/student events		13,000	13,000	100%
Consultant Fees		10,000	10,000	100%
Education supplies		2,500	2,500	100%
Office supplies		4,500	4,500	100%
Meeting expense		3,000	3,000	100%
Promotional		1,500	1,500	100%
Furniture and Fixtures		5,094	5,094	100%
Office Equipment		3,200	3,200	100%
	$ 108,768	$ 911,882	$ 803,114	88%
Financial aid office - 5200				
Compensation	$ 21,922	$ 163,528	$ 141,606	87%
Employee related expenses	8,041	63,411	55,370	87%
Travel and training	3,184	8,000	4,816	60%
Registrations		2,000	2,000	100%
Memberships		1,000	1,000	100%
Office supplies		1,000	1,000	100%
	$ 33,147	$ 238,939	$ 205,792	86%
Residence Life - 5400				
Compensation	$ 7,440	$ 44,930	$ 37,490	83%
Employee related expenses	2,231	15,056	12,825	85%
Travel and training expense		2,000	2,000	100%
Mileage		200	200	100%
Registration expenses		500	500	100%
Communications	116	-	(116)	0%
Memberships		300	300	100%
Advertising		500	500	100%
Comm/student events	852	4,000	3,148	79%
Office supplies		600	600	100%
Meeting Expense		1,000	1,000	100%
Custodial Expenses	3,975	4,000	25	0%
Subscriptions/periodicals		4,000	4,000	100%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended August 31, 2022
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 83%	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
Stipends		9,000	9,000	100%
Furniture & Fixtures	(151)	20,000	20,151	100%
	14,463	$ 106,086	$ 91,623	86%
Student senate - 1410				
Office supplies		400	400	100%
Meeting expense	$ -	$ 600	$ 600	100%
	$ -	$ 1,000	$ 1,000	100%
			-	
TOTAL STUDENT SERVICES	$ 156,378	$ 1,257,907	$ 1,101,529	88%
AUXILIARY ENTERPRISES				
Athletics - 5300				
Compensation	$ 24,250	$ 109,721	$ 85,471	78%
Employee related expenses	7,445	47,786	40,341	84%
Recruiting Expense	229	2,000	1,771	89%
Travel		6,000	6,000	100%
Machinery/Equipment Repairs		7,000	7,000	100%
Vehicle Rental		4,000	4,000	100%
Fuel		2,000	2,000	100%
Hotel		5,000	5,000	100%
Uniform/Retail Purchases	3,123	8,000	4,877	61%
Meals	1,003	7,000	5,997	86%
Memberships	8,135	10,000	1,865	19%
Advertising & Promotion		7,500	7,500	100%
Consultant Fees	3,000	12,000	9,000	75%
On Travel Medical		3,000	3,000	100%
Other Professional Fees	150	11,000	10,850	99%
Office Supplies		2,500	2,500	100%
Tuition Waivers		25,000	25,000	100%
Contracts/Subcontracts	2,668	18,000	15,332	85%
Program Supplies	-	20,000	20,000	100%
Archery Expense		10,000	10,000	100%
	50,003	317,507	267,504	84%
Bookstore - 9100			-	
Compensation	$ 13,868	$ 84,200	$ 70,332	84%
Employee related expenses	2,565	43,913	41,348	94%
Tuition Waivers		200	200	100%
Cost of Goods Sold-Retail		60,000	60,000	100%
Office supplies		4,300	4,300	100%
Promotional		13,000	13,000	100%
	$ 16,433	$ 205,613	$ 189,180	92%
TOTAL AUXILIARY ENTERPRISES	$ 66,436	$ 523,120	$ 456,684	87%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended August 31, 2022
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 83%	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended August 31, 2022
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 83%	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
ACADEMIC SUPPORT				
			-	
Academic support - 1200			-	
Compensation	$ 20,099	$ 138,708	$ 118,609	86%
Employee related expenses	4,546	85,517	80,971	95%
Employee Tuition Waivers	-	400	400	100%
Travel and training		2,500	2,500	100%
Registrations		1,000	1,000	100%
Memberships		1,000	1,000	100%
Advertising		2,000	2,000	100%
Community Student Events		8,000	8,000	100%
Consultant fees	1,000	2,500	1,500	60%
Education Supplies	160	1,000	840	84%
Office supplies		1,000	1,000	100%
Meeting Expense		2,000	2,000	100%
Contracts/Subcontracts		25,000	25,000	100%
Promotional		900	900	100%
	$ 25,805	$ 271,525	$ 245,720	90%
Library - 4130				
Compensation	$ 12,811	$ 156,830	$ 144,019	92%
Employee related expenses	4,554	67,234	62,680	93%
Travel and training		2,000	2,000	100%
Registrations		150	150	100%
Commuter Allowance		1,800	1,800	100%
Memberships		160	160	100%
Consultant Fees	2,200	15,600	13,400	86%
Office supplies		5,000	5,000	100%
Meeting expenses		400	400	100%
Subscriptions/periodicals	3,323	30,719	27,396	89%
Contracts/subcontracts	1,610	13,963	12,353	88%
Promotional		600	600	100%
Office equipment		4,000	4,000	100%
Library collection		5,000	5,000	100%
	$ 24,498	$ 303,456	$ 278,958	92%
			-	
TOTAL ACADEMIC SUPPORT	$ 50,303	$ 574,981	$ 524,678	91%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended August 31, 2022
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 83%	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
INSTITUTIONAL SUPPORT				
President's office - 6100				
Compensation	$ 29,347	$ 164,837	$ 135,490	82%
Employee related expenses	8,187	49,802	41,615	84%
Student related travel		2,000	2,000	100%
Travel and training		1,000	1,000	100%
Mileage		400	400	100%
Registrations		1,000	1,000	100%
Car Allowance	1,207	7,200	5,993	83%
Office supplies		500	500	100%
Meeting expenses		2,000	2,000	100%
	$ 38,741	$ 228,739	$ 189,998	83%
Himdag - 6150				
Comm/Student/Events	$ 650	$ 2,000	$ 1,350	68%
Meeting Expense		700	700	100%
	$ 650	$ 2,700	$ 2,050	76%
Board of Trustees - 6190				
Trustee fees	$ 3,400	$ 14,000	$ 10,600	76%
Travel and training	71	4,500	4,429	98%
Mileage	588	2,500	1,912	76%
Communications	160	900	740	82%
Meeting expenses	256	7,500	7,244	97%
	$ 4,475	$ 29,400	$ 24,925	85%
Institutional Effectiveness - 1300				
Compensation	$ 8,858	$ 53,392	$ 44,534	83%
Employee related expenses	2,401	16,335	13,934	85%
Travel and training	-	1,000	1,000	100%
Mileage	-	200	200	100%
Registrations	-	200	200	100%
Vehicle Rental		250	250	100%
Office Supplies		100	100	100%
Office Equipment		300	300	100%
	$ 11,259	$ 71,777	$ 60,518	84%
Administration & Finance - 6200				
Compensation	$ 49,730	$ 403,800	$ 354,070	88%
Employee related expenses	15,204	169,065	153,861	91%
Employee Tuition Waivers		650	650	100%
Travel and training		1,000	1,000	100%
Mileage		100	100	100%
Registrations		250	250	100%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended August 31, 2022
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 83%	**Year-to-Date Actual**	**2023 Annual Budget**	**Remaining Budget**	**Remaining %**
Commuter Allowance	905	5,400	4,495	83%
Auditing		72,500	72,500	100%
Office supplies	966	4,000	3,034	76%
Meeting expenses		400	400	100%
Contracts/subcontracts	23,238	109,200	85,962	79%
Bank Charges		4,500	4,500	100%
	$ 90,043	$ 770,865	$ 680,822	88%
General support services - 6300				
Benefits Unemployment	$	$ 20,000	$ 20,000	100%
Postage & Delivery		12,000	12,000	100%
Insurance	112,186	165,000	52,814	0%
Memberships	1,000	40,000	39,000	98%
Legal Fees	580	50,000	49,420	99%
Meeting expenses		5,000	5,000	100%
Subscriptions & Periodicals		2,000	2,000	100%
Promotional	418	4,000	3,582	90%
	$ 114,184	$ 298,000	$ 183,816	62%
IT - 6350				
Compensation	$ 16,135	$ 168,176	$ 152,041	90%
Employee related expenses	9,699	92,682	82,983	90%
Employee Tuition Waivers		600	600	100%
Travel and training		3,000	3,000	100%
Registrations		3,000	3,000	100%
Communications	9,687	232,720	223,033	96%
Machine Equip Repairs and Service		15,000	15,000	100%
Memberships		730	730	100%
Consultant Fees & Expenses		33,000	33,000	100%
Licenses and fees	3,794	39,686	35,892	90%
Office supplies		500	500	100%
Meeting Expense		150	150	100%
Contracts/subcontracts	72,330	68,373	(3,957)	0%
Other Equipment & Tools		20,000	20,000	100%
Office Equipment		3,500	3,500	100%
Computer Related Items		20,000	20,000	100%
	$ 111,645	$ 701,117	$ 589,472	84%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended August 31, 2022
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 83%	**Year-to-Date Actual**	**2023 Annual Budget**	**Remaining Budget**	**Remaining %**
Human resources - 6700				
Compensation	$ 20,157	$ 111,080	$ 90,923	82%
Employee related expenses	3,461	41,840	38,379	92%
Recruiting		1,289	1,289	100%
Employee Tuition Waivers		200	200	100%
Travel and training		6,718	6,718	100%
Registrations		4,580	4,580	100%
Commuter Allowance	301	1,800	1,499	83%
Memberships		904	904	100%
Advertising	800	6,570	5,770	88%
Other professional fees	806	4,990	4,184	84%
Office supplies		360	360	100%
	$ 25,525	$ 180,331	$ 154,806	86%
TOTAL INSTITUTIONAL SUPPORT	$ 396,522	$ 2,282,929	$ 1,886,407	83%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended August 31, 2022
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 83%	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
OPERATIONS AND MAINTENANCE - 7100				
Compensation	$ 71,668	$ 468,179	$ 396,511	85%
Employee related expenses	19,276	208,416	189,140	91%
Employee tuition waivers		350	350	100%
Travel and training		2,000	2,000	100%
Commuter Allowance	302	1,800	1,498	83%
Vehicle & Building R&M	1,036	25,000	23,964	96%
Auto expenses	324	20,000	19,676	98%
Vehicle rental	10,994	110,000	99,006	90%
Building Rent	4,602	114,311	109,709	96%
Utilities		180,230	180,230	100%
Office supplies		1,000	1,000	100%
Custodial expense	(25)	17,500	17,525	100%
Contracts/subcontracts	11,556	100,000	88,444	88%
TOTAL OPERATIONS AND MAINTENAI	$ 119,733	$ 1,248,786	$ 1,129,053	90%
SUSTAINABILITY - 5160				
Compensation	$ 15,385	$ 118,539	$ 103,154	87%
Employee related expenses	5,048	34,190	29,142	85%
Employee Tuiiton Waivers		500	500	100%
Travel and training		2,000	2,000	100%
Mileage		500	500	100%
Registrations		500	500	100%
Commuter Allowance	371	1,800	1,429	79%
Advertising & Promotion		500	500	100%
Office supplies		1,500	1,500	100%
Meeting Expense	1,400	500	(900)	0%
Contracts/Subcontracts		1,000	1,000	100%
TOTAL SUSTAINABILITY	$ 22,204	$ 161,529	$ 139,325	86%
Solar Program (5161)				
Compensation	$ -	$ 61,650	$ 61,650	100%
Employee related expenses	-	33,507	33,507	100%
Employee Tuiiton Waivers		300	300	100%
Travel and training		500	500	100%
Mileage		200	200	100%
Registrations		500	500	100%
Machine Equipment Repairs	-	1,000	1,000	100%
Memberships		500	500	100%
Consultants		1,000	1,000	100%
Office supplies		100	100	100%
Meeting Expense	-	300	300	100%
Subscriptions/Periodicals		300	300	100%
Guest Speakers		300	300	100%
Office Equipment		500	500	100%
TOTAL SOLAR	$	$ 100,657	$ 100,657	100%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended August 31, 2022
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 83%	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
TOTAL SUSTAINABILITY AND SOLAR	22,204	262,186	239,982	92%
CULTURAL LIAISON - 6160				
Compensation	$ 11,121	$ 66,895	$ 55,774	83%
Employee related expenses	3,016	20,350	17,334	85%
Community & Student Events		1,000	1,000	100%
TOTAL CULTURAL LIAISON	$ 14,137	$ 88,245	$ 74,108	84%
STUDENT LIFE - 5150				
Compensation	$ 47,394	$ 345,948	$ 298,554	86%
Employee related expenses	11,296	112,711	101,415	90%
Employee Tuition Waivers	-	250	250	100%
Travel and training	58	2,500	2,442	98%
Registrations		600	600	100%
Commuter Allowance	302	1,800	1,498	83%
Community & Student Events		2,000	2,000	100%
Office supplies		1,500	1,500	100%
Meeting Expense		500	500	100%
Contracts/Subcontracts		1,500	1,500	100%
Program Supplies		6,000	6,000	100%
Student Meals	312	25,000	24,688	99%
TOTAL STUDENT LIFE	$ 59,362	$ 500,309	$ 440,947	88%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended August 31, 2022
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 83%	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
SAN CARLOS - 6900				
Cost of Goods Sold	$ -	$ 32,230	32,230	100%
Tuition & Fees		52,880	52,880	100%
ISC BIE Annual Funds		724,080	$ 724,080	100%
TOTAL SAN CARLOS	$ -	$ 809,190	$ 809,190	100%
CULINARY ARTS PROGRAM - 1498				
Compensation	$ 9,580	$ 55,620	$ 46,040	83%
Employee related expenses	729	15,247	14,518	95%
Employee Tuition Waivers		300	300	100%
Travel and training		1,000	1,000	100%
Mileage		425	425	100%
Registrations	-	300	300	100%
Printing	-	250	250	100%
Reg Mach/Equipment Repairs	-	5,000	5,000	100%
Licenses and Fees	-	3,000	3,000	100%
Education Supplies		10,500	10,500	100%
Office Supplies	-	300	300	100%
TOTAL CULINARY ARTS PROGRAM	$ 10,309	$ 91,942	$ 81,633	89%
Grant Match (1117/	12,871	119,873	107,002	89%
TOTAL UNRESTRICTED	$ 1,192,988	$ 10,060,244	$ 8,767,256	87%

TOHONO O'ODHAM COMMUNITY COLLEGE

Restricted Budget Activity

For the Month Ended August 31, 2022

For the Month Ended August 31, 2022	Grant Revenues/Expenses-to-Date Actual	Grant Budget	Remaining Budget	Remaining %
SPONSORED PROJECTS				
AT&T TCU/High School Completion Project B - AICF - (1111) (10/20/16 - Until Expended)				
Restricted revenues:				
Grant from Other Sources	$ 184,000	$ 184,000	$ -	0%
			-	
Restricted expenses:			-	
Compensation	4,445	36,190	31,745	88%
High School tutors	-	1,500	1,500	100%
College Mentors	-	4,000	4,000	100%
Parent Liaison	-	500	500	100%
Travel/professional Development	55,296	15,650	(39,646)	0%
Transportation	6,080	5,650	(430)	0%
Printing and Marketing	3,577	9,400	5,823	62%
Meeting Expenses	10,244		(10,244)	0%
Tuition/Programming	29,006	39,210	10,204	26%
Stipends	3,600	3,000	(600)	0%
Contracts/Subcontracts	41,804	-	(41,804)	0%
Program Supplies	5,728	10,900	5,172	47%
Honorariums/Speakers	-	5,000	5,000	100%
Student Incentives & Awards	6,000	6,000	-	0%
	165,780	137,000	(28,780)	0%
Excess (deficiency)	$ 18,220	$ 47,000	$ 28,780	
NSF -TCUP Pathways to Indigenous STEM - 1114 (9/1/18 - 8/31/23)				
Restricted revenues:				
Federal government grant	$ 1,282,504	$ 2,514,278	$ (1,231,774)	-49%
			-	
Restricted expenses:			-	
Compensation	783,637	1,243,273	459,636	37%
Employee Related Benefits	137,156	254,730	117,574	46%
Travel/professional Development/Registrations	19,346	43,200	23,854	55%
Memberships	1,750	1,800	50	3%
Consultants	150,490	200,000	49,510	25%
Materials & Supplies	12,211	47,800	35,589	74%
Publication Costs/Documentation/Dissemination	1,200	3,500	2,300	0%
Stipends/Honorariums	46,425	-	(46,425)	0%
Other Direct Costs	-	120,375	120,375	100%
Participant Costs	11,799	51,140	39,341	77%
Indirect Costs	237,731	520,528	282,797	54%
Equipment	-	15,000	15,000	100%
	1,401,745	2,501,346	1,099,601	44%
Excess (deficiency)	$ (119,241)	$ 12,932	$ (2,331,375)	
ANA Increase Technical Capacity - (1117) Federal Share (9/30/18 - 9/29/2022)				
Restricted revenues:				
Federal government grant **	$ 250,126	$ 1,200,000	$ (949,874)	-79%
			-	
Restricted expenses:			-	
Compensation	402,454	496,047	93,593	19%
Employee Related Benefits	80,484	138,894	58,410	42%
Travel/professional Development	8,595	25,188	16,593	66%
Commuter Allowance	4,403	-	(4,403)	0%
Advertising & Promotion	850	-	(850)	0%
Tuition/Books	5,501	18,189	12,688	70%
Communication Data Service	-	14,400	14,400	100%
Office Supplies/Program Support	92,744	188,847	96,103	51%

Meeting Expenses	3,428	-	(3,428)	0%
Indirect Costs Charged to TOCC Match	-	235,335	235,335	100%
Other Equipment & Tools	16,000			
Computers/GIS Devices/Printer	64,334	64,200	(134)	0%
	678,793	1,181,100	518,307	44%
Excess (deficiency)	$ (428,667)	$ 18,900	$ (1,468,181)	

$** TOCC Matching Funds $100,000 Indirect can be used to offset requirement each year
$100,000 per year for 3 years = $300,000

TOCC Grant Match Grant 1117 ANA - (1000)
(9/30/18 - 9/29/2022)No additioanl expenditures afer 6/30/2022

Restricted expenses:			-	
Compensation	167,907	171,000	3,093	2%
Employee Related Benefits	45,010	43,605	(1,405)	0%
Travel Expense	7,079	-	(7,079)	0%
Office Supplies/Program Support	1,148	25,560	24,412	96%
Contracts/Subcontracts (Adjuncts)	-	18,900	18,900	100%
Indirect Costs	3,682			
Computer equipment/Office equipment	1,963	40,935	38,972	95%
	226,789	300,000	37,921	13%
Excess (deficiency)	$ (226,789)	$ (300,000)	$ (37,921)	

AICF AT&T TCU BRAIDING Success Project (1118)
(Until all funds are expended)

Restricted revenues:				
Grant from Other Sources	$ 167,200	$ 168,630	$ (1,430)	-1%
			-	
Restricted expenses:			-	
Compensation	25,135	35,520	10,385	29%
Employee Related Benefits	1,922	2,718	796	29%
Travel	17,032	10,406	(6,626)	0%
Transportation	877	1,406	529	38%
Meeting Expenses	20,628	20,448	(180)	0%
Contracts/Subcontracts	5,250	250	(5,000)	0%
Tuition & Fees	13,079	1,920	(11,159)	0%
Stipends	1,600	6,600	5,000	76%
Participant Support	736	-	(736)	0%
Honorariums/Speakers	6,131	3,666	(2,465)	0%
Programming & Supplies	36,251	7,684	(28,567)	0%
Awards/Gifts	9,580	5,952	(3,628)	100%
	138,221	96,570	(41,651)	0%
Excess (deficiency)	$ 28,979	$ 72,060	$ 40,221	

Dollar General GED Language & Writing Dev (1121)
(Until all Funds Expended)

Restricted revenues:				
Grant from Other Sources	$ 170,450	$ 170,450	$ -	0%
			-	
Restricted expenses:				
Compensation	32,140	48,264	16,124	33%
Employee related expenses	2,392	3,999	1,607	40%
Mileage	4,615	4,440	(175)	0%
Communications	4,101	2,400	(1,701)	0%
Registrations/Professional Dev/Memberships	22,792	32,760	9,968	30%
Education Materials & Supplies	67,351	56,836	(10,515)	0%
Contracts/Subcontracts	3,100	4,650	1,550	33%
Program Incentives	12,950	13,351	401	3%
Computer Equipment	2,474	3,750	1,276	34%
	151,915	170,450	17,259	10%
			-	

Excess (deficiency)	$ 18,535	$ -	$ (17,259)	

TO Nation TOCC Language Center (1124)
(3/1/20 - 2/28/23

Grant From Other Sources	$ 600,000	$ 900,000	$ (300,000)	-33%
			-	
Restricted expenses:			-	
Compensation	432,183	598,680	166,497	28%
Employee Related Benefits	110,925	179,172	68,247	38%
Commuter Allowance	7,309	-	(7,309)	0%
Consultants	14,940	45,000	30,060	67%
Office & Technical Supplies	1,069	10,400	9,331	90%
Meeting Expense	3,508		(3,508)	0%
Program Meals/Supplies/Honorariums	3,999	15,000	11,001	73%
Computer Equipment	3,964	-	(3,964)	0%
	577,897	848,252	270,355	32%
Excess (deficiency)	$ 22,103	$ 51,748	$ (570,355)	

Dollar General Am Indian Adult Education GED (1127)
(7/1/20 - 6/30/22)

Restricted revenues:				
Grant from Other Sources	$ 98,500	$ 50,000	$ 48,500	0%
			-	
Restricted expenses:			-	
Compensation	38,806	8,500	(30,306)	0%
Employee related expenses	2,968	500	(2,468)	0%
Travel (Field Trips)/Professional Dev/Memberships	2,745	6,100	3,355	55%
Communications (Hot Spots)	40	2,480	2,440	98%
Memberships	85	-	(85)	0%
Mileage	-	6,000	6,000	100%
Education Materials/Supplies /Testing	31,674	19,620	(12,054)	0%
Computer Equipment	12,243	6,800	(5,443)	0%
Awards & gifts	7,675	-	(7,675)	0%
	96,236	50,000	(38,561)	0%
Excess (deficiency)	$ 2,264	$ -	$ 87,061	

NEH/ATALMA RevtilizeTO Oral History (1150)
Undefined

Restricted revenues:				
Grant From Other Sources	$ -	$ 49,790	$ (49,790)	-100%
			-	
Restricted expenses:			-	
Compensation	-	23,328	23,328	100%
Employee Related Expenses	-	2,135	2,135	100%
Consultants	-	19,800	19,800	100%
Indirect Costs	-	4,527	4,527	100%
		49,790	19,800	40%
Excess (deficiency)	$ -	$ -	$ -	

AICF Community Based Native Arts Learning Sharing (1216)
6/15/2021 - 4/30/2022

Restricted revenues:				
Grant From Other Sources	$ 25,000	$ 9,000	$ 16,000	178%
			-	
Restricted expenses:				
Compensation	-	-	-	100%
Employee related expenses	-	-	-	100%
Travel/Gas/Mileage	976	1,296	320	100%
Promtion/Advertising	-	-	-	100%
Meetings	699	3,429	2,730	100%
Awards & Honorariums	4,275	4,275		

Program Supplies	1,643	4,275		
	7,593	9,000	(1,407)	100%
Excess (deficiency)	$ 17,407	$ -	$ 14,593	
AICF/TCU Preview Day (1217)				
10/15/2021 - 5/31/2022				
Restricted revenues:				
Grant From Other Sources	$ 2,500	$ 2,500	$ -	0%
			-	
Restricted expenses:				
Promotion/Advertising	704	800	96	0%
Other Supplies	-	1,200	1,200	100%
Meeting Expense	-	500		
	704	2,500	1,296	52%
Excess (deficiency)	$ 1,796	$ -	$ (1,296)	
AICF Pres Fund Lang/Cultural/HW6/22-5/24 (1218)				
6/1/2022 - 5/31/2024				
Restricted revenues:				
Grant From Other Sources	$ 100,000	$ 100,000	$ -	0%
			-	
Restricted expenses:				
Other Professional Fees	-		-	0%
Education Supplies	-		-	0%
Office Supplies	-			
Meeting Expenses	-	100,000		
Contracts/Subcontracts	-			
Program Supplies	-			
	-	100,000	-	0%
Excess (deficiency)	$ 100,000	$ -	$ -	
AICF Community Aid for Student Success (1222)-(CASS)				
(Jur 1/1/2021 - 10/31/2021				
Restricted revenues:				
Grant From Other Sources in dec reported 12/31/2021	$ 48,000	$ 48,000	$ -	0%
			-	
Restricted expenses:			-	
Compensation	-	3,717	3,717	100%
Employee related expenses	-	283	283	100%
Office Supplies	7,385	2,000	(5,385)	0%
Stipends	6,045	26,000	19,955	77%
Education/Program Supplies	2,183	8,500	6,317	74%
Office Equipment/Computers	22,227	7,500	(14,727)	0%
	37,840	40,500	2,660	7%
Excess (deficiency)	$ 10,160	$ 7,500	$ (2,660)	
BIA 93-638 - Occupational Training TCCU -(1301)				
Program Revenue and Costs				
(July 01, 2019 - June 30, 2022)				
Restricted revenues:				
Federal government grant	$ 490,436	$ 200,000	$ 290,436	0%
Restricted expenses:				
Compensation	80,326	200,000	119,674	60%
	80,326	200,000	119,674	60%
Excess (deficiency)	$ 410,110	$ -	$ (410,110)	
BIA 93-638 - Occupational Training TCCU -(1302)				

Program Revenue and Costs
(July 01, 2019 - June 30, 2022)

Restricted revenues:				
Federal government grant	$ 162,234	$ 300,000	$ (137,766)	-46%
Restricted expenses:				
Employee related expenses	9,659	175,000	165,341	94%
Mileage	-	5,000	5,000	100%
Supplies/Other Porgram Cost	-	25,000	25,000	100%
Consultants/Contracts	-	95,000	95,000	100%
	9,659	300,000	290,341	97%
Excess (deficiency)	$ 152,575	$	$ (428,107)	

Better Way Foundation (1303)
Program Revenue and Costs
(January 01, 2022- December 31, 2022)

Restricted revenues:				
Federal government grant	$ -	$ 80,400	$ (80,400)	-100%
Restricted expenses:				
Travel		13,000		
Mileage		2,000		
Postage and Delivery		1,000		
Printing		13,000		
Promotion Advertising		2,592		
Professional Fees		16,100		
Office Supplies		3,000		
Meeting Expense		3,000		
Program Supplies/materials		5,000		
Indirect Costs		15,002		
Contracts		-		
	-	73,694	73,694	100%
Excess (deficiency)	$ -	$ 6,706	$ (154,094)	

HHS ANA Native American Language & Materials Project (1310)
9/1/21 - 9/1/24

Restricted revenues:				
Grant From Other Sources	$ -	$ 82,609	$ (82,609)	-100%
			-	
Restricted expenses:				
Office Supplies	4,398	6,666	2,268	34%
Mileage	-	2,088	2,088	100%
Program Supplies	-	10,452	10,452	100%
Professional Fees	-	10,400	10,400	100%
Indirect Costs	-	9,545	9,545	100%
Other Equipment & Tools	5,821	5,744	(77)	0%
	10,219	44,895	34,676	77%
Excess (deficiency)	$ (10,219)	$ 37,714	$ (117,285)	

AICF/TCU Emergency Student Aid Success - (1352)
(5/13/20 - 12/31/20)

Restricted revenues:				
Grant From Other Sources	$ 26,700	$ 26,700	$ -	0%
			-	
Restricted expenses:				
Student Emergency Aid	26,400	2,400	(24,000)	0%
Computer Equipment	-	24,300	24,300	100%
	26,400	26,700	300	1%

Excess (deficiency)	$ 300	$ -	$ (300)	
AZ TPT State Construction Needs Funding - (1400) (July 1, 2017 - June 30, 2037)				
Restricted revenues:				
State government grant	$ 1,311,308	$ 3,120,000	$ (1,808,692)	-58%
Restricted expenses:				
Contracts/subcontracts	642,110	3,120,000	2,477,890	79%
Costruction Supplies	74,209		(74,209)	0%
	722,158	3,120,000	2,477,890	79%
Excess (deficiency)	$ 589,150	$ -	$ (4,286,582)	
Workforce Development - (1401) (July 1, 2017 - June 30, 2021)				
Restricted revenues:				
State government grant	$ 1,269,299	$ 897,810	$ 371,489	0%
Restricted expenses:				
Compensation	17,433			
Employee related expenses	19,565			
Commuter Allowance	296			
Vehicle Rental	4,995			
Stipends	6,166			
Contracts/subcontracts	975,205	897,810	(77,395)	0%
Consturction Materials	1,490			
	988,152	897,810	(77,395)	0%
Excess (deficiency)	$ 281,147	$ -	$ 448,884	
Univ of AZ NASA Space Grant - (1402) (12/14/16 -12/13/22)				
Restricted revenues:				
State government grant	$ 35,500	$ 29,500	$ (6,000)	0%
Restricted expenses:				
Stipends	1,500			
Program Supplies	24,116	29,500	5,384	18%
	25,616	29,500	5,384	18%
Excess (deficiency)	$ 9,884	$ -	$ (11,384)	
Univ of AZ Diversity Planning Grant - (1404) (9/1/18 - 8/31/22)				
Restricted revenues:				
State government grant	$ 25,000	$ 40,000	$ 15,000	0%
Restricted expenses:				
Program Supplies	-	-	-	
Contracts/Subcontracts	32,560	40,000	7,440	19%
	32,560	40,000	7,440	0%
Excess (deficiency)	$ (7,560)	$ -	$ 7,560	
U of A Haury Program A Student's Journey - (20-1406) (7/1/19 - 6/30/22)				
Restricted revenues:				
State government grant	$ 315,838	$ 315,206	$ 632	0%
Restricted expenses:			-	
Compensation	122,809	129,000	6,191	5%
Employee related expenses	17,607	40,764	23,157	57%

Events	-	10,104	10,104	100%
Travel	1,750	3,338	1,588	48%
Office/Education Supplies	2,139	6,000	3,861	64%
Meeting Expenses	5,873	30,000	24,127	80%
Honorariums/Guest Speakers	36,000	6,000	(30,000)	0%
Awards & Gifts	42,470	6,000	(36,470)	0%
Stipends	-	90,000	90,000	100%
	228,648	321,206	92,558	29%
Excess (deficiency)	$ 87,190	$ (6,000)	$ (93,190)	

BIE TCU Facilites & Inmprovements (1430) PL 116-260 (1430) (4/15/2020 -6/30/2024)

Restricted revenues:				
Federal Government Grant	$ 428,571	$ 428,571	$ -	0%
Restricted expenses:				
Other Structural Improvement	91,960	428,571	336,611	79%
	91,960	428,571	336,611	79%
Excess (deficiency)	$ 336,611	$ -	$ (336,611)	

BIE TCU Facilites & Inmprovements (1430) PL 117-103 (1431) (4/15/2022 - until all funds esxpended)

Restricted revenues:				
Federal Government Grant	$ -	$ 428,571	$ 428,571	-100%
Restricted expenses:				
Other Structural Improvement	-	428,571	428,571	100%
	-	428,571	428,571	100%
Excess (deficiency)	$ -	$ -	$ -	

NIFA Endowment - (20-1502) (Sept 1, 2020- Aug 31, 2022)

Restricted revenues:				
Federal government grant	$ 314,681	$ 243,073	$ (71,608)	0%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	-	-	-	0%
Travel/professional Development	-	-	-	0%
Advertising	-		-	0%
Commuter Allowance	-		-	0%
Moving Expenses	5,000		(5,000)	0%
Communications	1,280		(1,280)	0%
Vehicle Rental	26,617		(26,617)	0%
Promotion/Advertising	19,994	36,000	16,006	44%
Consultants/Professionals	94,892	86,677	(8,215)	0%
Building Materials	1,689	-	(1,689)	0%
Education Supplies	-		-	0%
Meeting Expense	1,336	7,500	6,164	82%
Stipends	-		-	0%
Participant Support	-		-	0%
Guest Speaker/Honorariums	-	-	-	0%
Program Supplies	31,117	96,000	64,883	68%
Other Structural Improvements	810		(810)	0%
Office Supplies	-	7,500	7,500	100%
Library Collections	-	-	-	0%
Computer Equipment	-	9,396	9,396	100%
	182,735	243,073	60,338	25%
Excess (deficiency)	$ 131,946	$ -	$ (131,946)	

NIFA Education Sustainable Tomorrow - (20-1508) (Sept 1, 2018- Aug 31, 2022)

Restricted revenues:

Federal government grant	$ 174,852	$ 442,259	$ (267,407)	0%
Restricted expenses:			-	
Compensation	114,003	315,345	201,342	64%
Employee related expenses	14,202	40,165	25,963	0%
Commuter Allowance	1,958	1,606	(352)	0%
Consultants	2,000	1,606	(394)	0%
Program Supplies	-	-	-	0%
Participant Support	-	-	-	100%
Indirect Cost	21,770	85,143	63,373	0%
	153,933	443,865	289,932	0%
Excess (deficiency)	$ 20,919	$ (1,606)	$ (557,339)	

USDA Furniture Arts & Science (20-1509)
(Aug 1, 2021- July 30,2024)

Restricted revenues:				
Federal government grant	$ -	$ 166,200	$ (166,200)	-100%
Restricted expenses:			-	
Furniture	170,131	166,200	(3,931)	0%
	170,131	166,200	(3,931)	0%
Excess (deficiency)	$ (170,131)	$ -	$ (162,269)	

TOCC Grant Match Grant 1509 USDA- (10-1004)
(Aug 31, 2021- Aug 30, 2022)

Restricted expenses:			-	
Furniture/Other (TOCC Match)	-	22,428	22,428	0%
Excess (deficiency)	$ -	$ 22,428	$ 22,428	

USDA Disaster Relief Health & Wellness (1526)
(May 12, 2021- May 12, 2026)

Restricted revenues:				
Federal government grant	$ -	$ **99,975**	$ (99,975)	-100%
Other Tools/Structural Improvements	121,284	**99,975**	(21,309)	-21%
	121,284	**99,975**	(21,309)	-21%
Excess (deficiency)	$ (121,284)	$ -	$ 121,284	

TOCC Grant Match Grant 1526 USDA (1005)
(May 12, 2021- May 12, 2026) No additioanl expenditures afer 6/30/2022

Operational expenses:				
Furniture & Equipment	-	**33,000**	33,000	100%
	-	**33,000**	33,000	100%
Excess (deficiency)	$ -	$ **(33,000)**	$ (33,000)	

USDA NIFA Extension Capacity (20-1531)
(Sept 1, 2018- Aug 31, 2022)

Restricted revenues:	-		-	
Federal government grant	$ 201,546	$ **177,238**	$ (24,308)	-100%
Compensation & Employee related Expenses	146,095	**99,528**	(46,567)	0%
Travel/ Per Diem/ Lodging/Registrations	3,154	**2,198**	(956)	0%
Youth Programs	-	**8,000**	8,000	100%
Other Participant/trainee Support Costs	-	**13,312**	13,312	100%
Workshops	-	**4,000**	4,000	100%
Education and Program supplies	45,734	**11,500**	(34,234)	100%
Stipends	1,604	**2,700**	1,096	41%
Equipment	3,995	**36,000**	32,005	89%
	200,582	**177,238**	(23,344)	-13%

Excess (deficiency)	$	964	$	-	$	23,344
NIFA Extension Capacity Bldg Together III - (20-1541) (Sept 1, 2018- Aug. 31, 2022)						
Restricted revenues:						
Federal government grant	$	323,449	$	**660,000**	$	(336,551) -51%
Honorarium		1,500		**1,500**		- 0%
Restricted expenses:						
Compensation		298,100		**283,000**		(15,100) -5%
Employee related expenses		66,895		**65,980**		(915) -1%
Travel/Lodging/Mileage/Transportation		9,045		**12,960**		3,915 30%
Registration		1,500		**760**		(740) 0%
Equipment Rental		510		**-**		(510) 0%
Consultants		200		**1,800**		1,600 89%
Honorariums		-		**2,000**		2,000 100%
Meeting Expense		2,940		**-**		(2,940) 0%
Program Materials & Supplies		1,240		**6,120**		4,880 80%
		380,430		**366,500**		(13,930) 0%
Excess (deficiency)	$	(55,481)	$	**295,000**	$	(322,621)
2019 USDA TCI E Campus Community Facilities (20-1621) (9/1/19-9/30/20)						
Restricted revenues:						
Federal government grant	$	102,436	$	137,702	$	(35,266) -26%
TOCC Match		-		7,247		(7,247) -100%
Restricted expenses:						
Excavation		-		36,000		36,000 0%
Excavation TOCC		-		6,250		6,250 0%
Utility Infrastructure		55,296		64,700		9,404 15%
Concrete		54,387		31,000		(23,387) 0%
Framing		-		6,002		6,002 0%
Framing TOCC		-		997		997 0%
		109,683		144,949		35,266 24%
Excess (deficiency)	$	(7,247)	$	-	$	(77,779)
2018 USDA TCI E Campus Solar Project (20-1622) (9/1/18- Nov 2023)						
Restricted revenues:						
Federal government grant	$	-	$	129,000	$	(129,000) -100%
TOCC Match		-		-		- 0%
				129,000		
Restricted expenses:						
Other costs to complete /consultants		91,490				(91,490) 0%
Equipment and Construction Costs		-		129,000		129,000 100%
		91,490		129,000		37,510 29%
Excess (deficiency)	$	(91,490)	$	-	$	(166,510)
2018 USDA TCI E Campus Solar Project Match (10-1622)						
Restricted expenses:						
Equipment and Construction Costs		6,450		6,450		- 0%
				6,450		-
2020 USDA TCI Wellness Ctr (20-1628) (9/1/20- 8/31/21)						
Restricted revenues:						
Federal government grant	$	74,547	$	181,367	$	(106,820) -59%
				181,367		
Restricted expenses:						

Equipment and Construction Costs	-	181,367	181,367	100%
	-	181,367	181,367	100%
Excess (deficiency)	$ 74,547	$ -	$ (181,367)	

Title III Part A Our Circle of Strength - (20-1632)
(Oct. 1, 2020 - Sept. 30, 2025)

Restricted revenues:			-	
Federal government grant	$ 1,031,769	$ 3,055,063	$ (2,023,294)	-66%
			-	
Restricted expenses:			-	
Compensation	711,478	1,514,365	802,887	53%
Employee related expenses	174,560	406,112	231,552	57%
Travel Expense	-	404,573	404,573	100%
Mileage	-	148,740	148,740	100%
Registrations	-	49,530	49,530	100%
Commuter Allowance	3,411	13,320	9,909	74%
Communications	-	5,950	5,950	100%
Vehicle rental	4,825	37,185	32,360	87%
Printing	-	37,185	37,185	100%
Memberships	-	3,719	3,719	100%
Consultant fees and expenses	36,050	74,370	38,320	52%
Education supplies and Outreach	6	70,944	70,938	100%
Office supplies	406	26,030	25,624	98%
Other office supplies/GED	-	7,437	7,437	100%
Meetings	-	18,593	18,593	100%
Contracts/subcontracts	19,345	164,291	144,946	88%
Other Structural Improvements	311,199	-	(311,199)	0%
Office equipment	24,671	67,172	42,501	63%
Library collection	-	5,550	5,550	100%
	1,285,951	3,055,063	1,769,112	58%
Excess (deficiency)	$ (254,182)	$ (0)	$ 254,182	

Title III Part F Honoring Yesterday to Build Tom. - (20-1642)
(Oct. 1, 2015 - Sept. 30, 2020)

Restricted revenues:				
Federal government grant	$ 607,127	$ 2,873,145	$ (2,266,018)	-79%
			-	
Restricted expenses:			-	
Compensation	-	263,422	263,422	100%
Employee related expenses	-	81,202	81,202	100%
Contracts/subcontracts	-	5,340	5,340	100%
Computer equipment	-	174,011	174,011	100%
Other Structural Improvements	607,127	2,348,984	1,741,857	74%
Education supplies	-	186	186	100%
	607,127	2,873,145	2,266,018	79%
Excess (deficiency)	$ -	$ -	$ -	

American Rescue Plan Fund (ARP) BIE PL 117-2 (20-1680)
(July 1, 2019 - June 30, 2024)

Restricted revenues:				
Federal government grant	$ 5,581,278	$ 5,581,278	$ -	0%
			-	
Restricted expenses:			-	
Student Assistance	-	5,581,278	5,581,278	100%
Employee related expenses	-	-	-	
Contracts/subcontracts	-	-	-	
Computer equipment	-	-	-	
Other Structural Improvements	-	-	-	
Education supplies	-	-	-	
	-	5,581,278	5,581,278	100%
Excess (deficiency)	$ 5,581,278	$ -	$ (5,581,278)	

Community of Practice - (20-1720)
(July 1, 2022 - June 30, 2023)

Restricted revenues:			-	
Grants From Other Sources	$ 152,582	$ 108,000	$ 44,582	41%
Restricted expenses:				
Compensation	64,167	45,501	(18,666)	0%
Employee related expenses	22,243	12,285	(9,958)	0%
Travel	998		(998)	0%
Scholarships	-	1,129	1,129	100%
Registrations	160	-	(160)	0%
Vehicle Rental	4,975	-	(4,975)	0%
Office Supplies	-	500	500	100%
Meeting Expense	-	5,100	5,100	100%
Staff Development	-	5,015	5,015	100%
Advertising/Printing	-	489	489	100%
Contracts/Subcontracts/Consultants	9,200	27,245	18,045	66%
Program Incentives	1,553	900	(653)	-73%
Program Supplies & Materials	-	800	800	0%
Indirect Cost	8,722	9,036	314	0%
	112,018	108,000	(4,018)	-4%
Excess (deficiency)	$ 40,564	$ -	$ (40,564)	
Great Lakes - Paid Internship - (1726)				
(5/1/17 - 10/31/19)				
Restricted revenues:			-	
Grants From Other Sources	$ 49,105	$ 100,000	$ (50,895)	-51%
Restricted expenses:				
Student Employment Salary and taxes	20,844	75,000	54,156	72%
Consulting	3,480	23,000	19,520	85%
Meeting expense	-	1,000	1,000	100%
Promotion	-	1,000	1,000	100%
	24,324	100,000	75,676	76%
	$ 24,781	$ -	$ (24,781)	
Project Success Ascendium (1727)				
Emergency Aid/Paid Internship				
(Jan 1, 2020 - Sept 30, 2020)				
Restricted revenues:			-	
Grants From Other Sources	$ 48,584	$ 169,000	$ (120,416)	-71%
Restricted expenses:				
Adminstrative Costs Emergency Aid	-	9,000	9,000	100%
Adminstrative Costs Paid Internship	-	30,000	30,000	100%
Student Funds Emergency Aid	7,749	30,000	22,251	74%
Advertising & Promotion	3,296	-	(3,296)	0%
Office Supplies	424		(424)	0%
Student Funds Paid Internship	-	100,000	100,000	100%
Meeting Expense	543			0%
	12,012	169,000	157,531	93%
Excess (deficiency)	$ 36,572	$ -	$ (36,572)	
Ed stabiliazation Fund Covid 19 Assistance (20-8021)				
(July 1, 2019 - June 30, 2024)				
Restricted revenues:				
Federal government grant	$ 4,910,968	$ 4,910,968	$ -	0%
			-	
Restricted expenses:			-	
Cleaning Supplies	1,223			
Student Assistance	183,500	4,910,968	4,727,468	100%
Employee related expenses	128,846	-	(128,846)	
Contracts/subcontracts	3,060	-	(3,060)	
Computer equipment	-	-	-	
Payment to SCAC	91,537			
Other Structural Improvements	-	-	-	

Education supplies	-	-	-	
	406,943	4,910,968	4,504,025	92%
Excess (deficiency)	$ 4,504,025	$ -	$ (4,504,025)	

TOTAL RESTRICTED EXPENSES

Restricted revenues:				
Federal government grants	$ 15,936,524	$ 23,382,726	$ 7,446,202	32%
State government grants	2,956,945	4,402,516	1,445,571	33%
Grant from Other Sources	1,985,959	2,579,176	(493,849)	-19%
Total Restricted Revenues	$ 20,879,428	$ 30,364,418	$ 8,397,924	28%
Restricted expenses:	9,557,150	29,564,740	20,056,933	68%
Excess (deficiency)	$ 11,322,278	$ 799,678	$ (28,454,857)	

STUDENT FINANCIAL AID

AICF Food Security Emegency Aid (21-1221) 9/15/20 - 7/31/21

Restricted revenue:				
Federal government grant	$ 5,700	$ 5,700	$ -	0%
Restricted expenses:				
Grants to or expenditures for TOCC students	-	5,700	5,700	100%
	-	5,700	5,700	100%
Excess (deficiency)	$ 5,700	$ -	$ (5,700)	

Scholarships- 20-1353/1351 AICF Online Instruction (May 26, 2020 - July 31, 2020)

mmaint Restricted revenues:				
Scholarship Award	$ 20,000	$ 10,000	$ 10,000	100%
Restricted expenses:				
Online Instruction	-			
Computer Equipment	10,000	10,000	-	0%
	10,000	10,000	-	0%
Excess (deficiency)	$ 10,000	$ -	$ 10,000	

Scholarships- 21-8010 AICF (July1, 2021 - June 30, 2022)

Restricted revenues:				
Scholarship Award	$ 378,331	$ 242,904	$ 135,427	56%
Restricted expenses:				
Travel/Meeting/Office Expense	744	5,185	4,441	0%
Scholarships	372,831	395,552	22,721	0%
	373,575	400,737	27,162	0%
Excess (deficiency)	$ 4,756	$ (157,833)	$ 108,265	

Dept of Ed Cares Act Title III TCU Fund 3/13/20-6/30/23 (20-8026)

Restricted revenue:				
Federal government grant	$ 2,925,910	$ 7,001,292	$ (4,075,382)	0%
Restricted expenses:				
Compensation	380,906	-	(380,906)	0%
Employee related expenses	24,743	-	(24,743)	0%
SCAC Grants to or expenditures for students	-	274,665	274,665	100%
Postage & Delivery	16,986		(16,986)	0%
Communications	5,099			

Building R&M	4,441		(4,441)	0%
Building Rent	24,914			
Consultant Fees	239,747	-	(239,747)	0%
Staff Development	6,588		(6,588)	0%
Education Supplies	8,883		(8,883)	0%
Meeting Expense	5,718	-	(5,718)	0%
Custodial and Cleaning Expenses	150,218		(150,218)	0%
CARES ACT Higher Ed Emergency Relief	1,139,188		(1,139,188)	0%
Residence Fees Lost	39,600	39,600	-	0%
Residence Fees Refunded TOCC	(22,072)	17,528	39,600	0%
Contracts/Subcontracts/consultants	-		-	0%
Indirect Costs	356,661		(356,661)	0%
Other Structural Improvements	94,079		(94,079)	0%
Computer Equipment	551,329		(551,329)	0%
Awards and Gifts	34,000		(34,000)	0%
Grants to or expenditures for TOCC students	-	6,669,499	6,669,499	100%
	3,061,028	7,001,292	3,970,277	
Excess (deficiency)	$ (135,118)	$ -	$ (105,105)	

PELL -21- 8030 (July1, 2021 - June 30, 2022)

Restricted revenue:				
Federal government grant	$ 424,652	$ 1,100,000	$ (675,348)	-61%
			-	
Restricted expenses:			-	
Office Supplies		-	-	
Grants to students	419,694	1,100,000	680,306	62%
	419,694	1,100,000	(680,306)	
Excess (deficiency)	$ 4,958	$ -	$ 4,958	

TOTAL STUDENT FINANCIAL AID

Restricted revenue:				
Federal government grants	$ 3,754,593	$ 8,359,896	$ (4,605,303)	-55%
Restricted donations	384,031	248,604	135,427	54%
	4,138,624	8,608,500	(4,469,876)	-52%
			-	
Restricted expenses	3,864,297	8,507,729	4,643,432	55%
			-	
Excess (deficiency)	$ 274,327	$ 100,771	$ 173,556	

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: PAUL ROBERTSON, PRESIDENT

FROM: SONYA JUAN, HUMAN RESOURCES DIRECTOR

SUBJECT: **AGENDA ITEM— SEPTEMBER 2022 RESOURCE LIST**

DATE: 9/29/2022

CC: FILE

Background

The following employees are recommended for the Board's consideration as new hires.

Recommendation

The President recommends the approval of the employees on the attached list as new hires for the Tohono O'odham Community College.

RESOURCE LIST
August 2022

New Hires:

Name	Position	Date
Adrianne Rios	Language Specialist	9/12/2022
	Ms. Adrianne Rios was Dispatcher for four years and one month with Pascua Yaqui Police Department and she was Firefighter/E.M.T/Lieutenant for five years with Tohono O'odham Nation Fire Department. Ms. Adrianne was Dispatcher for two years and one month with Tohono O'odham Nation Police Department and she was Community Representative for San Isidro Community for seven years. Ms. Adrianne was Caregiver with Sunlife Home Care for one year and five months, she was a Tutor with Tohono O'odham Community College for one year and Substitute Teacher with Indian Oasis Baboquivari Unified School District Elementary for 11 months. Ms. Rios was Human Services Investigator with Tohono O'odham Nation Health and Human Services-Child Welfare Division for nine months. Ms. Adrianne Rios earned her Bachelor in Elementary Education from University of Arizona.	
Tyrone Mandre	Assistant Cook	10/10/2022
	Mr. Tyrone Mandre was Human Resource Clerk with National Optical Astronomy Observatory for one year and six months. Mr. Mandrea was Dishwasher with Agave Banquet and Grill Restaurants, Desert Diamond Casino for two years and eight months and he was Cook with Tohono O'odham Nation, Justice Department-Corrections for one year. Mr. Mandre was Lead Cook with Buffet-Bakery, and Steak House, Desert Diamond Casino for three years and eight months, he was Cook with Tohono O'odham Nation, Department of Health and Human Services- Senior Service for nine years and four months. Mr. Tyrone Mandre earned his Associates of General Studies and Baker's Helper Certificate from Pima County College.	

Tohono O'odham Community College
Employment Vacancy Activity Log
August 2022

Administrative/Faculty/Exempt

Vacant Position	Division	Number of Applicants	Tohono O'odham	Native American	Other	Application w/documents Complete		Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
						Yes	No		Yes	No		Yes	No	
Biodiversity and Research Specialist	Sustain.	2			2	1	1	9/28/2022	1	1	9/29/2022			Pending interview
Dual-Enrollment Coordinator	Stud Svs	2			2		2	9/28/2022	1	1				Pending interview
Interdisciplinary Instructor	Edu	2			2		2	9/28/2022	1	1				Pending interview
Restaurant Manager Instructor	Sustain.	0												On-hold
Student Success Coordinator	Stu Svs	6		3	3	2	4	9/28/2022	2	4	9/28/2022			Pending interviews
Phoenix Center Director	Stu Svs	6		1	5	1	5	8/31/2022	1	5	9/9/2022	1		Pending background check
Plumbing Apprentice Instructor	Apprentice Prog.	0										1		Continue to advertise
Pre-College GED Instructor	Workforce Comm. Develp.	2		1	1	2		9/28/2022	1					Pending interview
Principal Accountant	Spec. Proj.	1			1	1		9/28/2022						Pending additional candidates
Residence Life Coordinator	Stud Life	2			2		2	9/28/2022						Pending manager review
Social Work Instructor	Edu	1			1	1		9/28/2022	1					Pending interview

Tohono O'odham Community College
Employment Vacancy Activity Log
September
Hourly

Vacant Position	Division	Number of Applicants	Tohono O'odham	Native American	Other	Application w/documents Complete		Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
						Yes	No		Yes	No		Yes	No	
Accounts Payable Technician	Finance	1	1			1		9/28/2022						Pending additional applicants
Payroll Technician	Finance	1			1		1	9/28/2022	1	1	8/26/22		1	Continue to advertise
Project Specialist	Lang Center	2	2			1	1	08/31/2022	2		08/09&11/ 2022	1	1	On hold
Receptionist	Stu Svs	8		8		5	3	9/28/2022						Pending interview
Language Specialist	Lang Center	1	1			1		9/8/2022	1		9/8/2022	1		Position Filled effective 9/12/2022

TOCC EMPLOYEE STATISTICS
(October 2022)

FULL TIME POSITIONS

	Numbers	Percentages
Full-time positions:	**112**	
Filled Positions	91	81%
Vacant Positions	21	19%
Female	53	58%
Male	38	42%
Ethnicity		
Tohono O'odham	62	68%
Native American Other	6	7%
Hispanic	4	4%
White	12	13%
Black	3	3%
Asian	2	2%
Regular Staff	**92**	
Filled	75	82%
Vacant	17	18%
Instructors Positions	**20**	
Filled	16	80%
Vacant	4	20%
Commuters	46	51%
Local	45	49%

PART-TIME & TEMP POSITIONS

	Numbers	Percentages
Part-time & Temp positions:	**20**	
Filled Positions	12	60%
Vacant Positions	8	40%
Female	9	75%
Male	3	25%
Ethnicity		
Tohono O'odham	4	33%
Native American Other	3	25%
Hispanic	0	0%
White	2	17%
Black	0	0%
Asian	0	0%
Commuters	9	75%
Local	3	25%

TOHONO O'ODHAM COMMUNITY COLLEGE

TO:	**BOARD OF TRUSTEES**
THRU:	HR AND ADMINISTRATION
FROM:	PAUL ROBERTSON, PRESIDENT
SUBJECT:	PRINCIPAL ACCOUNTANT CAREER LADDER
CC:	EVAN THOMAS, SPECIAL ASSISTANT TO THE PRESIDENT

Background: TOCC Finance Division has had difficulty recruiting a much-needed Principal Accountant to work alongside the Sponsored Program Officer, Ingrid Segundo. In an effort to provide the needed input to that highly burdened office, the concept of a career ladder leading to a principal accountant position is being recommended. A person would be recruited into either the CLI or CLII step on the Career Ladder and would be evaluated and advanced to Principal Accountant as their skills and ability warranted. In the meantime, the College would continue to advertise and to seek a Principal Accountant. Should that position be filled, we would still want to have the Career Ladder for Principal Accountant filled as we need to build capacity in our Finance Division.

Justification: Adding a career ladder for principal accountant would assist the College by "growing our own" and would provide much needed support for our growing fiscal responsibilities as we administer more grants and additional federal funding for COVID relief.

Action Requested: Request approval of a Principal Accountant Career Ladder Position.

Recommendation: President recommends adoption of a new Principal Accountant Career Ladder Position for TOCC.

Paul Robertson <probertson@tocc.edu>

Support for Finance Division

6 messages

Paul Robertson <probertson@tocc.edu> Sun, Sep 25, 2022 at 6:01 AM
To: "Zepeda, Ofelia - (ofelia)" <ofelia@arizona.edu>, Bernard Siquieros <bsiquieros@gmail.com>, Jonas Robles <jrobles@tocc.edu>, Mary Bliss <mbliss@tocc.edu>

Board of Trustees
Tohono O'odham Community College

S-ke:g tas Trustees,

I hope you are doing well and enjoying the transition to fall. I know I am, except for the late sunrise. Narrowly missed stepping on a rattlesnake on my morning run/walk the other day.

I'm writing about our Finance Division. We continue to struggle with personnel, mainly with the lack of personnel and mainly with our inability to fill the position of principal accountant that was approved some time ago. Andriana Jose was in that position but left to work for the Nation several months ago.

One option that I mentioned before was to provide a gateway, through a stepped process, or "Career Ladder" leading to the principal accountant position. That would give us the ability to accomplish some of the needed work while simultaneously training a person who could become the principal accountant. HR Director Sonya Juan put together a plan, a copy of which is attached. Finance personnel Dean Miguel and Sponsored Programs Officer Ingrid Segundo support it.

Because our need is great and immediate I am asking if the BOT would approve the attached "Career Ladder" for Principal Accountant via email so that we could get this needed support for Finance Division.

Respectfully,

Paul Robertson, Ph.D.
President
Tohono O'odham Community College

C Ladder Prin Acct.docx
120K

Zepeda, Ofelia - (ofelia) <ofelia@arizona.edu> Sun, Sep 25, 2022 at 6:19 AM
To: Paul Robertson <probertson@tocc.edu>, Bernard Siquieros <bsiquieros@gmail.com>, Jonas Robles <jrobles@tocc.edu>, Mary Bliss <mbliss@tocc.edu>

S-ke:g si'alig, Paul
I have a question regarding the three positions.
Currently we have the Principal Accountant postion advertised so de we now add advertise for the additional two positions, CLI and CLII?
Potentially, we could have all three filled simultaneously and the CLI and CLII would be building their way up to the full Principal Accountant category, right?
Just wanted to clarify.
Ofelia

Ofelia Zepeda
Regents' Professor
Linguistics Department
520.621.8294
520.62106897
ofelia@email.arizona.edu

From: Paul Robertson <probertson@tocc.edu>
Sent: Sunday, September 25, 2022 6:01 AM
To: Zepeda, Ofelia - (ofelia) <ofelia@arizona.edu>; Bernard Siquieros <bsiquieros@gmail.com>; Jonas Robles <jrobles@tocc.edu>; Mary Bliss <mbliss@tocc.edu>
Subject: [EXT]Support for Finance Division

External Email

[Quoted text hidden]

Paul Robertson <probertson@tocc.edu> Sun, Sep 25, 2022 at 7:30 AM
To: "Zepeda, Ofelia - (ofelia)" <ofelia@arizona.edu>
Cc: Bernard Siquieros <bsiquieros@gmail.com>, Jonas Robles <jrobles@tocc.edu>, Mary Bliss <mbliss@tocc.edu>

S-ke:g si'alig Ofelia and Trustees,

Thank you for asking that question Dr. Zepeda. Thinking about it helped me think it through and hopefully to present it more clearly.

"In a nutshell", we are asking to add the Career Ladder to Principal Accountant as one additional position. We would attempt to hire a person into the CLI or CLII level depending on their background and experience and they would have a chance to move up the ladder to a Principal Accountant position. (I'm including an "item form" memorandum with this email, and a copy of the current Principal Accountant job description FYI.)

We are also going to take a look at other career ladder possibilities in other areas of the College as well as finance and will report on that in the near future. In the meantime, I am looking carefully at the existing Controller position and possible need to bolster that area in finance.

Please let me know if more clarification is needed regarding the Career Ladder proposal.

Thank you for your consideration,
[Quoted text hidden]

[Quoted text hidden]

2 attachments

Prin Acct Ladder Item Form.docx
23K

Principal Accountant 12_23_2020.pdf
375K

Zepeda, Ofelia - (ofelia) <ofelia@arizona.edu> Sun, Sep 25, 2022 at 11:00 AM
To: Paul Robertson <probertson@tocc.edu>
Cc: Bernard Siquieros <bsiquieros@gmail.com>, Jonas Robles <jrobles@tocc.edu>, Mary Bliss <mbliss@tocc.edu>

Hi Paul,
Thank you for the additional clarification. I approve the attached "Career Ladder" for Principal Accountant position.
Hopefully, CLI and CLII will be attractive to a number of people out there.
Ofelia

Ofelia Zepeda
Regents' Professor
Linguistics Department
520.621.8294
520.62106897
ofelia@email.arizona.edu

From: Paul Robertson <probertson@tocc.edu>
Sent: Sunday, September 25, 2022 7:30 AM
To: Zepeda, Ofelia - (ofelia) <ofelia@arizona.edu>
Cc: Bernard Siquieros <bsiquieros@gmail.com>; Jonas Robles <jrobles@tocc.edu>; Mary Bliss <mbliss@tocc.edu>
Subject: Re: [EXT]Support for Finance Division

[Quoted text hidden]

Bernard Siquieros <bsiquieros@gmail.com> Tue, Sep 27, 2022 at 7:05 AM
To: "Zepeda, Ofelia - (ofelia)" <ofelia@arizona.edu>
Cc: Paul Robertson <probertson@tocc.edu>, Jonas Robles <jrobles@tocc.edu>, Mary Bliss <mbliss@tocc.edu>

I also approve a career ladder for the Principal Accountant position. Bernard
[Quoted text hidden]

Memo for Record - September 27, 2022

I, Paul Robertson, TOCC President, did speak with BOT member Jonas Robles on this date over the phone and he did state his support for the "Career Ladder for the Principal Accountant position. /s/

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU:

FROM: DR. TIFFANY VIGGIANO, DEAN OF ACADEMICS

SUBJECT: AMERICAN INDIAN COLLEGE FUND PROFESSIONAL DEVELOPMENT GRANT REQUEST

CC: **Frances Benavidez**

Background:

The American Indian College Fund, with funding from the Henry Luce Foundation, aims to cultivate a culture of research and faculty excellence at tribal colleges and universities (TCU). In the 2022-23 academic year, the College Fund will award professional development grants to TCU departments or whole institutions for activities that enhance your faculty members' practices, knowledge, and/or skills.

Justification:

We would like the opportunity to fund this project via grant funds rather than department funds.

The Teaching and Learning Showcase provides a needed professional learning opportunity for all TOCC full-time and adjunct faculty. By learning best practices from local experts the instructional team has access to new ideas, methods, and strategies for rooting student learning in O'odham relevancy and adapting lessons to an online learning format as proven effective by their colleagues. It takes much time and effort to create student-centered learning experiences rooted in a worldview that may be different from the instructor. Learning new ideas from peers not only gives new ideas that may be adapted to other instructor's approach but also creates new ideas and creativity amongst the participants when redesigning and/or developing new lessons. Should approximately forty (40) faculty register for the Teaching and Learning Showcase a total budgeted amount of $7,000.00 will be expended on stipends to faculty presenters and participants.

Action Requested: Approve submission of application

Recommendation: Approve

PROFESSIONAL DEVELOPMENT GRANTS

DEPARTMENTS AND INSTITUTIONS

The American Indian College Fund, with funding from the Henry Luce Foundation, aims to cultivate a culture of research and faculty excellence at tribal colleges and universities (TCU). In the 2022-23 academic year, the College Fund will award professional development grants to TCU departments or whole institutions for activities that enhance your faculty members' practices, knowledge, and/or skills. These grants can be used to:

- bring in an outside facilitator to conduct a workshop or training for faculty.
- enroll a group of faculty in a workshop, course, or training offered by an external organization (online or in person). Travel expenses may be included in your budget.

The workshops, courses, and trainings can cover a wide range of focus areas that meet a high need for your department or institution, such as:

- accreditation, assessment, engaging students in an online environment, best practices in online instruction, conducting and/or disseminating scholarly research, developing and integrating cultural resources into curriculum, and more.

AWARD AMOUNT

This grant program has a total of $10,000 available for the 2022-23 academic year. Once the funds are exhausted, we are unable to make additional awards until the next academic year.

The maximum amount you can apply for is $10,000. However, we expect most grant applications will request less than this amount, which will allow us to support more TCUs. The full amount of the grant must be used for professional development activities for faculty members (defined as permanent faculty and adjunct instructors).

DEADLINE DATE

Applications will be accepted on a rolling basis through June 30, 2022 or until the full $10,000 has been awarded, whichever comes first.

APPLICATION CHECKLIST

- ☐ Application form completed by a college official (e.g., dean, department head, president)
- ☐ Letter outlining the need for professional development and detailed explanation of how you will use the grant to meet that need
- ☐ Documentation of the proposed workshop, course, or training opportunity
- ☐ Detailed budget, including a preliminary list of participating faculty, in a Word table or Excel spreadsheet

SELECTION PROCESS

The College Fund will review applications using the following criteria:

- Clearly demonstrated need for large-scale faculty professional development.
- Ability of the workshop or training to strengthen and improve faculty members' teaching, leadership abilities, knowledge, and/or skills.
- Potential to enhance the culture of research and faculty excellence at the TCU.

Applications will be reviewed on a regular basis and applicants will be notified as soon as possible about the success of their application. The application review process may take 2-3 weeks.

REPORTING REQUIREMENTS

If awarded, the applicant will send the following information to the Faculty Development Program Officer two weeks after the event:

- A list of participating faculty members and their titles
- A short bio for each participant (approx. one paragraph)
- A ½-1 page summary of the event *from each participant* discussing what was learned and how the information will be incorporated into their teaching, research, and/or community/tribal engagement efforts.

If you have questions or wish to discuss your idea before submitting an application, do not hesitate to contact Heidi Normandin, Faculty Development Program Officer, at 303-426-9909 or hnormandin@collegefund.org.

Thank you for your interest in our professional development grants. We look forward to receiving your application!

APPLICATION FORM – PROFESSIONAL DEVELOPMENT GRANT

Contact Information	
Applicant's name	Frances Benavidez
Title/position	Tohono O'odham Studies Director
Tribal college/university	Tohono O'odham Community College
Address	PO Box 3129
City, State Zip	Sells, AZ 85634
Email	fbenavidez@tocc.edu
Phone number	520-479-2300 ext. 1513
Other contact information *(optional)*	
Purpose of Grant	
Briefly describe the professional development you want to offer faculty (2-4 sentences)	The Tohono O'odham Community College will host a Teaching and Learning Showcase. Through this professional development opportunity faculty and adjunct instructors will learn new strategies for meetings TOCC's mission in their instruction and using technology to enhance and promote student learning.
Date(s)	May 2023
Expected number of participating faculty	40
Total budget requested	$7,000.00

PLEASE ALSO INCLUDE:

- ☐ 1-2 page letter from applicant outlining the need for professional development and a detailed explanation of how you will use the grant to meet that need
- ☐ Documentation of workshop, course, or training
    - If you would like to hire an outside facilitator, send a draft description of the workshop or training, the facilitator's CV/bio, and proposed dates.
    - If you would like to send faculty to an external event, include a description of the workshop, course, or training; the date(s); and registration fee. This information can be provided as a screen shot(s) from the conference website and/or a flyer.
- ☐ Detailed budget, including a preliminary list of participating faculty

Send this application form and supporting documents by 6/30/23 to Heidi Normandin, Faculty Development Program Officer, at hnormandin@collegefund.org.

TOHONO O'ODHAM COMMUNITY COLLEGE

P.O. Box 3129 • Sells, Arizona 85634

Phone: (520) 479-2300 • www.tocc.edu

September 22, 2022

RE: Professional Development Grants- American Indian College Fund

Dear Review Committee:

The Tohono O'odham Community College (TOCC) is seeking $7,000.00 from the American Indian College Fund's professional development grant. TOCC's Faculty Development Committee will use the funds to host a Teaching and Learning Showcase in May 2023 to share best practices in two areas (1) integration of the O'odham Himdag into the curriculum and (2) use of technology to enhance and promote student learning. What follows is a description of the showcase, budget, and preliminary listing of participating faculty.

Description: Teaching and Learning Showcase

The Teaching and Learning Showcase is a professional development opportunity designed to bring adjunct and full-time faculty together to learn best practices in integrating the O'odham himdag into the curriculum and use of technology to enhance and promote student learning. Given the unique mission of TOCC this professional development is geared toward building on the strengths of instructors who are equipped with localized methods for optimizing student learning at TOCC rooted in O'odham knowledge systems.

To ensure presentations center around the two identified themes, the Faculty Development Committee will send a call for proposals in mid-April 2023 seeking ten adjunct and/or full-time faculty proposals. The presenters will be asked to identify one of the two topics they will focus on when presenting at the teaching and learning showcase. Priority will be given to presentations that include either one or both of the topics:

1. integration of the O'odham Himdag into the curriculum, and
2. use of technology to enhance and promote student learning.

Both identified topics are high need training areas. Prior to the pandemic TOCC taught nearly 100% of its courses in-person and has since transitioned to about 90% online instruction either in a synchronous and/or asynchronous learning environment. Further, TOCC continues to hire new faculty to meet the growing enrollment of the student body, which has increased from approximately 300 students pre-pandemic to nearly 1,000 students. Thus resulting in many instructors being new to adapting their curriculum to meet the unique mission of TOCC which integrates all areas of student learning in O'odham knowledge systems. A teaching and learning showcase led by local instructors provides an

opportunity for the TOCC instructional team to learn from local experts' methods and strategies that work for them when serving the same demographic of students. By the end of the training instructors will have new ideas, methods and strategies for integrating the O'odham Himdag into the curriculum and/or using technology to enhance and promote student learning.

Budget

For this faculty development, TOCC is requesting $7,000.00 to cover the cost of approximately forty stipends: ten (10) faculty presenters and thirty (30) participants. Presenters will be compensated $250.00 for their presentation and the participants will receive $150.00 for attending and documenting how they will use their new knowledge in their teaching.

Adjunct/Full-time Faculty	**Number**	**Amount**	**Total**
Presenters	10	$250.00	$2,500.00
Participants	30	$150.00	$4,500.00
		Total:	$7,000.00

Preliminary List of Participating Faculty

TOCC has approximately fifty (50) adjunct and full-time faculty combined. Based on general attendance patterns the faculty development committee anticipates approximately seventy-five percent (75%) of the instructional team participating. Included here is an anticipated list of participating faculty.

Full-time	**Adjunct**
1. Adam Andrews	1. Camillus Lopez
2. Jacelle Ramon-Sauberan	2. Andrea Ramon
3. Frances Benavidez	3. Dwayne Pierce
4. Teresa Newberry	4. Elizabeth Ortega
5. Timothy Foster	5. Martha Burgess
6. Curtis Peterson	6. David Beeksma
7. Diona Williams	7. Sharon Parker
8. Kimberly Danny	8. Teresa Dekoker
9. Dr. Edison Cassadore	9. Marcia Valadez
10. Shaodong Lin	10. Daniel Sestiaga
11. Mobarack Hussain	11. Erin Aguilar
12. Neal Wade	12. Jared Call
13. Dwayne Manuel	13. Jennifer Montijo

14. Jason Post	14. Jeremy Johns
15. Heidi Wallace	15. Lucinda Begay
16. Hamidou Kieta	16. Michael Newberry
	17. Pamela Golden
	18. Shelly Taylor
	19. Tristan Ettleman
	20. Wendi Cline
	21. Richard Wernick
	22. Sandra Leal
	23. Jiivik Siiki
	24. Steven Kessler

Conclusion

The *Teaching and Learning Showcase* provides a needed professional learning opportunity for all TOCC full-time and adjunct faculty. By learning best practices from local experts the instructional team has access to new ideas, methods, and strategies for rooting student learning in O'odham relevancy and adapting lessons to an online learning format as proven effective by their colleagues. It takes much time and effort to create student-centered learning experiences rooted in a worldview that may be different from the instructor. Learning new ideas from peers not only gives new ideas that may be adapted to other instructor's approach but also creates new ideas and creativity amongst the participants when redesigning and/or developing new lessons. Should approximately forty (40) faculty register for the *Teaching and Learning Showcase* a total budgeted amount of $7,000.00 will be expended on stipends to faculty presenters and participants.

Thank you for considering this request.

Sincerely,

Frances Benavidez

Frances Benavidez
Tohono O'odham Studies Director

Attachment: Teaching and Learning Showcase Flyer

Teaching and Learning Showcase

Join us to celebrate online learning!

The teaching and learning showcase is an opportunity for faculty to share best practices in the following areas: 1) integration of the O'odham Himdag into the curriculum and (2) use of technology to enhance and promote student learning. This event will bring adjunct and full-time faculty together to share unique lessons that demonstrate instructional strategies for remote learning and best practices for engaging students through an online learning format. This evet is sponsored by the American Indian College Fund- Professional Development Grant.

Monday, May 22, 2023 • 9:00am-2:00pm

MODE OR PARTICIPATION

All full-time and adjunct faculty are invited to attend the showcase in one of two ways: as a participant or as a presenter. Presenters will have the chance to share a presentation about best practices in online learning.

STIPENDS

All full-time and adjunct faculty are eligible to receive a stipend as part of their participation in the showcase. Presenters are eligible for a $250 stipend where as participants are eligible for a $150 stipend.

REGISTRATION

Please register by April 21, 2023 as a presenter or participant for the showcase. You will be able to select your mode of participation in the registration form.

Questions? Please contact any member of the Faculty Development Committee.

520-479-2300

TOCC GRANT PROPOSAL SUBMISSION AUTHORIZATION

DATE: 9/27/2022 **SUBMITTED BY**: Tiffany Viggiano, PhD

Funding Agency: American Indian College Fund

Funding Number:

Letter of Intent required? Not required **Due Date** (if applicable): Rolling

Grant Submission Date: ASAP

Entity for proposal submission Professional Development Grant: Departments and Institutions

Maximum Award: $10,000

Duration of grant: One time
(Note: determine if award listed is total for the grant period, or per year.)

Number of Awards: undefined **Match Required?** NO
(Note: if match required, specify how much, and type, i.e., cash, in kind, etc.)

Indirect Cost allowed? **Amount (%):**

Department or Division Requesting Grant: Department of Academics

Background and Justification:
The Teaching and Learning Showcase provides a needed professional learning opportunity for all TOCC full-time and adjunct faculty. By learning best practices from local experts the instructional team has access to new ideas, methods, and strategies for rooting student learning in O'odham relevancy and adapting lessons to an online learning format as proven effective by their colleagues. It takes much time and effort to create student-centered learning experiences rooted in a worldview that may be different from the instructor. Learning new ideas from peers not only gives new ideas that may be adapted to other instructor's approach but also creates new ideas and creativity amongst the participants when redesigning and/or developing new lessons. Should approximately forty (40) faculty register for the Teaching and Learning Showcase a total budgeted amount of $7,000.00 will be expended on stipends to faculty presenters and participants.

Objectives

The Tohono O'odham Community College (TOCC) is seeking $7,000.00 from the American Indian College Fund's professional development grant. TOCC's Faculty Development Committee will use the funds to host a Teaching and Learning Showcase in May 2023 to share best practices in two areas (1) integration

of the O'odham Himdag into the curriculum and (2) use of technology to enhance and promote student learning. What follows is a description of the showcase, budget, and preliminary listing of participating faculty.

Methods

How the project will meet the TOCC Mission and Strategic Plans:

1D. Develop a stronger emphasis on O'odham language and culture in the everyday life of the College community.
5E. Critically situate faculty and employees within the historical and social context of the Tohono O'odham Nation and indigenous peoples.

Proposed Principal Investigator or Project Director: Frances Benavidez

Lead writer: Frances Benavidez

Current staff to be paid under the grant? (List): Honorarium for contingent faculty and cultural mentors who participate

New staff to be added? (Number and positions): None

Contractors (external evaluator required, etc): No

Approval by Division Dean and Date: Dean of Academics, 9/27/2022

Review by Leadership and Approval Date:_____

Board Review and Approval Date: _____

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU:

FROM: DR. TIFFANY VIGGIANO, DEAN OF ACADEMICS

SUBJECT: SPOTLIGHT ON HUMANITIES GRANT APPLICATION REQUEST

CC:

Background:

Spotlight on Humanities in Higher Education:

https://www.neh.gov/program/spotlight-humanities-higher-education

"The Spotlight on Humanities in Higher Education program supports the exploration and development of small projects that would benefit underserved populations through the teaching and study of the humanities. Eligible applicants include small- to medium-size two- and four-year institutions of higher education and nonprofit organizations whose work advances the humanities at these institutions and among their faculty and students. NEH especially welcomes applications from Native American and Indigenous institutions, Historically Black Colleges and Universities, Hispanic-Serving Institutions, Asian American and Native American Pacific Islander-Serving Institutions, Tribal Colleges and Universities, minority-serving institutions, community colleges, rural colleges and universities, schools that have a majority-minority undergraduate enrollment, and those that serve significant numbers of first-generation and nontraditional students."

Justification:

We seek to consult with community experts on their approach to historical storytelling. From this process we hope to empower students with skills to document their own history and create paths towards meaningful employment as storytellers. We will convene a taskforce to discuss integrating humanistic storytelling across the curriculum, creating paths to four year degrees and employment.

The Spotlight grant is the first submission, but we also plan to use this organizing process to prepare us to submit for a larger humanities grant in February ($150,000 to fund TCUs Humanities work).

Action Requested:
Approve moving forward with grant application.

Recommendation:

TOCC GRANT PROPOSAL SUBMISSION AUTHORIZATION

DATE: 9/27/2022 **SUBMITTED BY**:

Funding Agency: National Endowment for the Humanities

Funding Number: Funding Opportunity Number: 20221102-ASA-ASB
Funding Opportunity Type: New
Federal Assistance Listing Number: 45.162

Letter of Intent required? No required **Due Date** (if applicable): 11/2/2022.

Grant Submission Date:

Entity for proposal submission Spotlight on Humanities in Higher Education:
https://www.neh.gov/program/spotlight-humanities-higher-education
The Spotlight on Humanities in Higher Education program supports the exploration and development of small projects that would benefit underserved populations through the teaching and study of the humanities. Eligible applicants include small- to medium-size two- and four-year institutions of higher education and nonprofit organizations whose work advances the humanities at these institutions and among their faculty and students. NEH especially welcomes applications from Native American and Indigenous institutions, Historically Black Colleges and Universities, Hispanic-Serving Institutions, Asian American and Native American Pacific Islander-Serving Institutions, Tribal Colleges and Universities, minority-serving institutions, community colleges, rural colleges and universities, schools that have a majority-minority undergraduate enrollment, and those that serve significant numbers of first-generation and nontraditional students.

Maximum Award (per year): $60,000

Duration of grant: Up to two years
(Note: determine if award listed is total for the grant period, or per year.)

Number of Awards: 25 **Match Required?** NO
(Note: if match required, specify how much, and type, i.e., cash, in kind, etc.)

Indirect Cost allowed? Yes **Amount (%):** Up to $25,000

Department or Division Requesting Grant: Education Department

Background and Justification:

We seek to consult with community experts on their approach to historical storytelling. From this process we hope to empower students with skills to document their own history and create paths towards meaningful employment as storytellers. We will convene a taskforce to discuss integrating humanistic storytelling across the curriculum, creating paths to four year degrees and employment.

Objectives

Design indigenized humanities coursework to be integrated across the curriculum, empowering storytelling and employment as storytellers.

- Consult community elders and members about storytelling and oral history methodological knowledge
- Design a capstone and or introduction to humanities course within AALA about storytelling from an indigenous perspective.
- Develop a story telling taskforce from multiple disciplines to consider ways to integrate humanities storytelling focus across related disciplines.
- Identify and build pathways for students to continue to learn about storytelling and become employed as storytellers.

Methods

Consult community elders and members about storytelling and oral history methodological knowledge

Approach: Event to invite those from community to contribute their stories and thoughts on approaches to storytelling. Students and faculty collaborate to facilitate discussion with community elders. Event is videoed under the direction of faculty with participation of students. Students gain experience documenting histories while learning about methodologies of storytelling.

Guiding Questions: From an indigenous perspective, what must be included? What shouldn't? Do we need more than one course? Which courses? Which modalities? What community projects could teach and empower storytelling by embedding participation in curriculum?

Core Outcome 1: Identify community elders willing to contribute to building the curriculum

Develop a story telling taskforce from multiple perspectives to consider ways to/begin to integrate humanistic storytelling throughout the curriculum

Approach: Host reoccurring sessions with TOCC/SCAC professors of literature, language, history, philosophy, drama, film, etc. (as well as cultural mentors identified at the aforementioned event) to build curriculum. Invite and visit representatives from partner institutions to begin building 2+2 agreements and career placement. Focus on oral tradition of storytelling because the Tohono O'odham are traditionally an oral society. Pay honorarium to contingent faculty, cultural mentors, and consultants invited to participate in this work.

Guiding Questions: How can students learn about humanities through oral traditions/ multiple modalities (written story, written plays, and film)

Core Outcome 2: Design a capstone and or introduction humanities course within AALA about storytelling from an indigenous perspective.

Core Outcome 3: Develop 2+2 partnerships where students can continue to gain skills necessary/ access to opportunity to be professional storytellers

How the project will meet the TOCC Mission and Strategic Plans:

1D. Develop a stronger emphasis on O'odham language and culture in the everyday life of the College community.

2H. Continue work with San Carlos Apache College site toward their independent status.
3A. Provide two or more 4 Year Degrees and/or 2 + 2 opportunities.
5E. Critically situate faculty and employees within the historical and social context of the Tohono O'odham Nation and indigenous peoples.

Proposed Principal Investigator or Project Director: Tiffany Viggiano

Lead writer: Tiffany Viggiano

Current staff to be paid under the grant? (List): Honorarium for contingent faculty and cultural mentors who participate

New staff to be added? (Number and positions): None

Contractors (external evaluator required, etc): No

Approval by Division Dean and Date: Dean of Academics, 9/27/2022

Review by Leadership and Approval Date:_____

Board Review and Approval Date: _____

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: DR. PAUL ROBERTSON, PRESIDENT
FROM: JAY JUAN, CHIEF OF OPERATIONS
SUBJECT: POLICY FOR SPACE ALLOCATION PROCESS
CC:

Background: Recent additions to Faculty and Staff has highlighted the need for a process in assigning office space.

Justification: This policy provides a detailed approach to understanding how space is assigned and the responsibilities each department has in using said space. A step by step process in requesting and assigning work space.

Action Requested: Review and approval as College policy for Space Allocation.

Recommendation: Approval

Space is a limited College resource and, consequently, it must be managed responsibly and in a way that promotes the advancement of the College's mission and alignment with its strategic priorities. Flexibility needs to be maintained by all in order to address changes in function, curricula, programs and technologies. Accordingly, a comprehensive framework for assignment and management of office space has been established to achieve best utilization and respond to current and emerging needs.

This policy provides general guidelines for the allocation of office space to the programs within all the departments/divisions on campus.

Campus facilities and property exist to serve primarily the educational mission of the College. Activities occurring in a campus facility or on campus property must be an appropriate use of that space at all times.

The purpose of this policy is to provide for the effective and efficient use of TOCC's space resources resulting in:

(i) a quality learning and working environment for students, faculty and staff;
(ii) effective management of space to meet the strategic vision and mission of the College; and
(iii) the cost effective utilization of space.

In addition, this policy provides a framework for the regular review of TOCC's space needs and use of its physical assets and a basis for the procedures to be followed in relation to the assignment of space and the relocation of staff. All space at TOCC belongs to the College. TOCC will allocate and assign space to best support and further TOCC's academic mission and priorities. The President shall designate an individual to serve as a monitor for the purpose of overseeing all space, whether leased or owned, at TOCC. The President's designee shall assure compliance with state and federal laws.

- All faculty and staff will be provided with a suitable working environment for the type of work they perform.

- Office space will be provided to departments to adequately support their core missions and functional needs.

- Office space, like all space, is College property and is allocated to a given department (not to individuals), as available, in a manner that best advances College strategic priorities. **No department "owns" space that has been allocated to it**.

- Office space allocated to a department can be reassigned to another department in response to College needs and priorities at any time.

- Office space, like all College space resources, should be deployed in the most efficient and effective manner to best serve programmatic and strategic priorities.

- Each department should manage its office space needs within the space that has been allocated to the department at any given time and should be used to maximum functionality and efficiency.

- Shared office and open office arrangements are encouraged whenever possible to efficiently use the College's limited space.

- Conference rooms and office service spaces are encouraged to be shared among one or more units whenever possible to maximize space utilization. All conference rooms shall be available to all departments and should be scheduled for faculty and staff use via SchoolDude.

- Office space vacated due to a substantial reduction in program size, reduction in workforce, or program elimination resulting in office space being unoccupied reverts back to the college space pool to be maintained by Operations-Facilities Maintenance under the direction of the Chief of Operations.

- Offices will be assigned based on need, availability, and suitability for the intended use.

- Assignment of multiple offices for individual faculty and staff members is not permitted unless there is a true demonstrated need.

Under such circumstances, a faculty or staff member may be assigned a secondary office (ideally in a shared arrangement), provided it is not located in the same building as the primary office. All decisions related to multiple offices will be made on a case-by-case basis and require the approval the Chief of Operations.

- Each department should ensure that all allocated space is occupied. When offices are left unoccupied for significant periods of time, departments should use these spaces to alleviate pressing space needs. If an office space remains under-utilized for a period longer than one year, the department may be required to provide a justification for maintaining use of the space.

- When possible, if departments desire to consolidate their space assignments for reasons of academic interaction and administrative efficiency, contiguous spaces will be provided. However, close proximity cannot be guaranteed depending upon the space and financial resources available at any given time.

- Periodic evaluation of office space allocation should be made by the department head to insure that all office space is being used to maximum functionality and efficiency.

- Official space inventory reports recording all office space allocations will be maintained by Operations-Facilities Maintenance.

- To support an accurate and complete record of space allocations, departments will verify office space allocation and names of personnel assigned to occupy specific rooms to Operations-Facilities Maintenance on an **annual basis**. This request will be sent out at the department level by the Chief of Operations.

- Office space may not be assigned to non-campus organizations without prior approval from the President and the Board of Trustees.

- Employees and organizational departments are responsible for the facilities assigned to them—to use them effectively, efficiently, and respectfully. This responsibility does not allow them to make modifications to facilities without the expressed approval of the Chief of Operations.

- Willful damage or alteration to a campus facility (property) by an assignee will result in the assignee bearing the cost for all repairs.

- All maintenance and repair work, renovations, alterations, demolitions, etc., must be administered by Operations-Facilities Maintenance Department.

Definitions:

Office space: Space that includes offices, office service spaces, and conference rooms specifically assigned to support the Colleges academic, administrative, and service functions.

Office: A space housing faculty, staff, or students working at one or more desks, tables, or workstations configured as a private office, shared office, or open office with or without cubicles.

Request for New Office Space or Change of Space

Step by Step:

1. Dean/Director(Requestor) will email Chief of Operations requesting space with justification

2. Chief of Operations will review the request and check for availability

3. Request will be discussed at Leadership meeting

4. Decision will be provided to Requestor

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT

FROM: ANTHONY FRANCISCO, JR.
SUBJECT: **TRACK UPDATE**
DATE: OCTOBER 3, 2022
CC: EVAN THOMAS, SPECIAL ASSISTANT TO THE PRESIDENT

Background:

I was contacted by Mrs. Kristine FireThunder, Policy Advisor for Tribal Affairs in the Office of Governor Doug Ducey, regarding funding available through the Arizona State Parks & Trails Office. Funding was available to help refurbish the track behind the intermediate campus in Sells.

Justification:

The track would serve several purposes. TOCC would train and compete on the track, potential hosting meets in the future as well has holding clinics for Jegos Runners to share with youth on the Nation. Local schools can utilize the track to host events tailored to their grade levels. Lastly, community members can continue to walk the track at their leisure.

Action Requested:
Requesting support of approval to continue discussions with the BUSD Board and connecting on a future MOA or IGA. As well as requesting support from Grant writing staff to assist in going after funds available.

Recommendation:

Eligible ARPA applicants are state, county, municipal, tribal governments, and non-profit organizations. Funds can be used to provide upgrades/improvements to existing facilities/programs due to the impact of COVID.

Applicant Name: Tohono O'odham Community College, and Baboquivari Unified School District

Project Name: Tohono O'odham CC Track & Field

Project Contact: Anthony Francisco
Email Address: afrancisco@tocc.edu
Phone Number: (520) 993-6065
City/Town: Sells, Arizona

Amount of Funds Requested: $500,000.00

PROJECT DESCRIPTION

Please describe your proposed project in 300 words or less. Describe how the COVID-19 pandemic has affected your proposed project and/or your community and how these funds will improve these areas and meet a need. Project must be shovel ready and completed by 12/31/2023.

This funding request will refurbish an old asphalt track for the Tohono O'odham Nation community (the "Nation"). Currently, there are 3 tracks on the Nation, 2 dirt and one asphalt track. The asphalt track sits behind the Baboquivari Unified Intermediate Campus (4-6 grade), which was previously the High School campus ("BUSD"). The refurbished track will allow schools to train and compete with lanes and other amenities that are needed to host a track & field meet.

During the time of COVID, many community members were unable to compete, train or even go for walks as much of our Nation was locked down. The goal is to

bring the track back to allow schools, community members and for Tohono O’odham Community College’s (“TOCC”) new running program to finally flourish. TOCC started it’s Cross Country Program at the end of 2019 with recruiting at the beginning of 2020. Since this time the program has seen significant challenges with closed dorms, event cancellations, quarantines, and safety precautions. It has always been the goal to bring TOCC’s running program to the community of the Nation. To host events, have clinics and camps for future Jegos Athletes.

The project will be in coordination with TOCC and BUSD. The track will be a training ground for TOCC Jegos Athletes, Baboquivari Warriors and for younger generation of runners to begin their track & field journeys. As Head Coach of the TOCC Jegos, my goal is to have running on our Nation a staple based on a strong foundation. This project and funding will assist in getting us further ahead.

Please be sure to fill out the budget section before submitting the pre-application. For help with filling out the budget section, see the budget portion of the eCivis help doc by Clicking Here

•Current Volunteer Rate: $29.90

•Current Mileage Reimbursement Rate $0.445/mile

Profile
grantstaff@azstateparks.gov

Are you applying for a Local, Regional and State Parks (LRSP) Heritage Fund Grant or a combination of LRSP and Land and Water Conservation Fund?
LRSP Heritage Fund

I. Application

Select activity that best fits your project.
Renovation (11 Points)

Project Title:
-

Organization Name:
-

Type of Applicant:
State Agency

Project Sponsor Address (Include City and Zip Code):
-

Company/Agency/Organization Website:
-

Project Coordinator:
-

Job Title:
-

Email:
-

Phone:
-

Secondary Project Coordinator:
-

Job Title:
-

Email:
-

Phone:
-

Authorized Official:
-

Project Summary:
Blank LRSP Application

Which Statewide Comprehensive Outdoor Recreation Plan (SCORP) Priorities does this project meet and how?
-

Project Timeline (Upload Here):
ArizonaStateMap.pdf

II. Project Information

Project Location (Address, Town/City):
-

Latitude:
-

Longitude:
-

Click on this link to verify your Congressional and Arizona Legislative Districts

Program/Project Congressional District (check all that apply)
All Districts

Program/Project Legislative District (check all that apply)
All districts

Nearest Major City (population 100,000+):
-

County (Select all that apply):

Project Funding Request Amount:
Up to $500,000.00

Match Amount: (Requires a dollar for dollar match)

None needed

Total Project Cost: (Grant Request + Match)

Is the need for the proposed project identified in a locally approved Municipal Comprehensive Plan, a municipal recreation plan, and/or a municipal open space plan?

Upload Plan Here:
ArizonaStateMap.pdf

Has the municipality adopted the comprehensive plan?

Does the municipality have a current "State Certified Growth Management Plan"?

Upload Plan Here

Organizational EIN Number

III. Cover Letter

Must be submitted on applicant's letterhead; signed and dated by the applicant's Chief Executive Officer and is the assurance that the sponsor endorses the proposal.

The letter must:

a. **Designate** a project leader who will be the primary individual responsible for the implementation of the project: include the individual's name, address, e-mail and a daytime telephone number.
b. **Certify** that if the grant is awarded, the applicant will comply with all applicable local, state, and federal regulations concerning acquisition and/or development of the proposed project.
c. **Identify** the type of assistance being sought (acquisition, development, renovation, or some combination of these categories.)

Cover Letter

IV. US Census Data

Based on most recent US Census data, please provide the following:

Link to Most Recent US Census Data

Population of Community in Which Project is Located

Community Median Family Income

Percentage of People with Disabilities (%)
0.00

Demographics

Please provide the percentage (%) of each demographic based on the most recent census data. *Input number as a percent with up to two decimal places. Ex. 12.35%If none, enter (0).*

American Indian and Alaska Native alone
0.00

Asian alone
0.00

Black or African American alone
0.00

Hispanic or Latino
0.00

Native Hawaiian and Pacific Islander alone
0.00

White alone
0.00

White alone, not Hispanic or Latino
0.00

Two or More Races
0.00

Other
0.00

Please be sure to fill out the budget section before submitting the pre-application.

Average Score

# of Reviews
0

# of Denials
0

Applications: File Attachments

Project Timeline (Upload Here):

Upload Plan Here:

Upload Plan Here
Cover Letter

Applicant Information

Tell us about you.

Linked Applicant

First name
-

Last name
-

Email

Title
-

Company
-

Company Website
-

City
-

State
Arizona

Organization Information

Tell us about your organization.

Organization Name
-

Employer Identification Number (EIN)
-

Authorized Representative
-

Business/Finance Representative
-

Organization Address

Address
-

Address 2
-

City
-

State
Arizona

County
-

Congressional District/Region
-

Zip
-

Phone
-

Phone Extension
-

Fax
-

Authorized Representative (if different from above)

Name
-

Title
-

Email
-

Phone
-

Business/Finance Contact (if required)

Name
-

Title
-

Email
-

Phone
-

Linked Form to Applications
-

Which grant are you applying for: Land and Water Conservation Fund (LWCF) or Local, Regional and State Parks (LRSP) Heritage Fund?
LRSP Heritage Fund

Local, Regional and State Parks (LRSP) Criteria Form

Instructions:

Grant reviewers and committee members will be looking to see how applicants incorporate core components of the updated Statewide Comprehensive Outdoor Recreation Plan (SCORP) in each section of the LRSP Criteria Form.

Address the Conservation of Resources: Maintaining existing facilities and public recreation sites; incorporating innovative and effective technologies and green building practices into projects, protecting natural and cultural resources and open space.

Partnerships and Collaboration: Sharing of information, connectivity to recreational opportunities.

Accessibility and Inclusion: Projects that increase accessibility to recreational facilities in underserved communities.

I. LRSP History/Compliance (10 Points)

Has your agency ever received an LRSP Grant from AZ State Parks?

List total number of LRSP Projects received:
0

If unsure, Click Here to see previous grants

Are your current LRSP and recreational facilities maintained and free of any major issues? (7 Points)

Do you have a current LRSP facility that is no longer being used by the public?

II. Collaboration (14 Points)

1. Will this project involve collaboration with another agency/organization? (3.5 Points)

Please indicate the collaboration effort with a letter from that agency.

2. How much ($) of your match will come from other entities? (3.5 Points)
0.00

a). Attachment:

3. If project is providing connectivity with another agency, please provide a map showing this connectivity. (3.5 Points)

4. Will your agency be collaborating with another group? (3.5 Points)

Please provide a letter from that group explaining this effort.

Provide a short description summarizing all collaboration efforts referenced in this section.
-

III. Engagement and Communication Criteria (17 Points)

Project Need (Project Specific Planning/Public Involvement)

1. Explain and document what circumstances brought this project to the forefront and why this project is a priority. (3 Points)

-

a.) Attach Additional Documents (If needed)

2. Explain and document your public outreach efforts, what you did to solicit public involvement. (8 Points for #2 through #4)

-

a) Select all public outreach activities that took place related to this project:

Conducted Surveys, Meetings, Public Hearings, Put Notices on Radio/ in Newspapers

3. Explain and document how the public was involved in determining the need or how they responded to your public outreach efforts for the project you are applying for.

-

4. Document how the public demonstrated support and affirmation for the project.

-

a) List total number of public meetings, hearings and outreach efforts that have occurred as it relates to this project:

0

b) List estimated total number of attendees for all public events:

0

c) Attach public outreach effort documents here (Newspaper, print, meeting records, surveys):

5. Describe any innovative means of engagement for members of project communities, particularly youth, in the planning process. Recreation development and experiential learning opportunities. (2 Points)

-

6. Will your proposed project serve and engage youth to grow the next generation of outdoor recreation enthusiasts? (2 Points)

Please describe how:

-

7. Will your project include any education opportunities or materials? (2 Points)

Attach any examples of education materials here:

IV. Accessibility and Inclusion Criteria (17 Points)

1. Will your project provide facilities or opportunities for underserved populations? (4 Points)

Please provide a description of how the project will provide for underserved populations:

-

2. Will this project fill a gap in recreation demand in your service area? (4 Points)

Please provide a description of how the project will fill a gap in recreation demand in your service area:

-

3. Will your project provide activities or opportunities for multiple user groups (age groups, ethnic groups, activity user groups, etc.)? (3 Points)

Please provide a description of how the project will provide activities or opportunities for multiple user groups (age groups, ethnic groups, activity user groups, etc.):
-

4. Is your facility or part of your facility ADA compliant?

Please describe the level of accessibility that will occur as a result of the project activities. (3 points will be awarded to an applicant that already has a compliant facility/program or for a project that results in full ADA Compliance, 1.5 points partial, 0 points none)
-

5. Will your proposed project serve local, regional or statewide users?
If you have additional information (i.e. articles, reports) you would like to share as it relates to Accessibility and Inclusion attach here:

V. Conservation of Resources Criteria (21 Total Points)

TYPE OF LRSP PROJECT:

A. **RENOVATION** – *of a public outdoor recreation facility that is at least 20 years old. Documentation of when facility was originally constructed and when it was last renovated must be provided.* **(11 POINTS)**

Use of green technologies in renovation activities scores more points.

B. **COMBINATION RENOVATION AND DEVELOPMENT** -*Renovation of an outdoor recreation facility that is at least 20 years old and development/construction of a new outdoor recreation facility. (Use of green technologies in renovation and development activities scores more points) development/construction of a new outdoor facility.* **(8 POINTS)**

Use of green technologies in development activities scores more points.

C. **COMBINATION ACQUISITION/DEVELOPMENT** – *Purchase of permanent rights (fee or easement) in land for public outdoor recreation purposes and development/construction of a new public outdoor recreation facility.* **(5 POINTS)**

Use of green technologies in development activities scores more points

D. **ACQUISITION** – of permanent right (fee or easement) in land for public outdoor recreation purposes.**(3 POINTS)**

E. **PLANNING** – Activities associated with planning for a project; surveys, Trails, Boating, Plans & SCORP.**(3 POINTS)**

1. Project Type:
00000000

Description:
-

2. Explain how this project will incorporate design elements, sustainable products or habitat enhancement in the most effective manner to conserve water or energy, or enhance natural resources. (5 Points)

(Conservation examples could include use of "green" practices (products or technology), smaller footprint (less concrete or asphalt), energy efficiency or conservation use of timers or sensors, solar energy.)

Conservation:
-

3. Explain how this project will protect existing natural and cultural resources within the project boundaries. (5 pts)

(Examples of existing natural and cultural resources include riparian areas, washes, wetlands, other native plant communities, or wildlife habitats.)

Protect:
-

VI. Secured Matching Funds (21 Total Points)

MATCH: LRSP funding will not exceed 50 percent, or the grant cap ($200,000), of a project's total cost. Funding requires a dollar for dollar match.

The match may include:

• Cash
• Donated (full or partial) labor, materials, services, equipment
• Other State and Local Grants and certain Federal Grants.

-LRSP funds may be matched by federal funds

1. Secured Match (11 points):

Matching Fund Criteria: *Match must be documented with a verified letter that indicates the value of the match.*

Verified Letter:

2. Other Match (5 points):

a) Matching Fund Criteria: Please explain your plan for the balance of the required match that has not yet been documented for the project.
-

The ability of the applicant to operate, maintain, or manage the facilities constructed or land acquired with grant funds throughout the required term of use is an essential factor of the LWCF grant program.

3. Project Sustainability Criteria: Explain and document how your agency intends to operate, maintain or manage this project once it is completed. (5 Points)
-

Criteria Form: File Attachments

Please indicate the collaboration effort with a letter from that agency.

a). Attachment:

3. If project is providing connectivity with another agency, please provide a map showing this connectivity. (3.5 Points)

Please provide a letter from that group explaining this effort.

a.) Attach Additional Documents (If needed)

c) Attach public outreach effort documents here (Newspaper, print, meeting records, surveys):

If you have additional information (i.e. articles, reports) you would like to share as it relates to Accessibility and Inclusion attach here:

Verified Letter:

Linked Form to Applications

-

Cultural Clearance

Instructions

1) To assist in answering questions concerning potential impacts on resources in the project area please follow the below link to the Arizona Game and Fish Environmental Review Tool. Instructions on how to submit a project through the Arizona Game and Fish Environmental Review Tool are attached below. Please complete and submit your project through the Arizona Game and Fish Environmental Review Tool. Shortly after submitting your project, a completed report will be emailed to you. This report contains information that will assist in the completion of your application. This report also contain a series of maps that are required for subsequent sections of the application. Please complete this report before completing this section of the application.

2) The State Historic Preservation Office (SHPO) will review each project to determine the effect, if any, a proposed project may have on significant archaeological and/or historical cultural resources. Significant cultural resources are those that are eligible for listing on the Arizona or National Registers of Historic Places. Each grant application recommended for funding will be reviewed as part of this process. To assist in this review, the applicant is required to submit the following information with each application for funding assistance.

AZ Game and Fish Environmental Review Tool

For additional instructions, please refer to theLWCF Grants Manual

Section I. Attachments

If these documents are missing, your project cannot be reviewed, and your application and funding will be delayed.

1. A copy of the cultural resources survey report(s) if a survey of the property has been conducted must be uploaded.

2. A copy of any comments regarding eligibility, findings of effect, and any conditions associated with findings made by the land managing agency/landowner and archaeologist (i.e. state, federal, county, municipal) on potential impacts of the project on archaeological and/or historical cultural resources.
3. A copy of State Historic Preservation Office (SHPO) comments, if the survey report has already been reviewed by SHPO.

4. If applicable to the project, attach a current agency Decision Memo.

Additional Documents: Upload additional surveys and any other documents related to cultural resources here:

Section II.

Please answer the following:

Biggest Mistake Made: Failure to list all land managers within the project area. Example: Applicant submits trail project and all trails exist within land owned by applicant except for a 1/4 mile section of one of the project trails. A small section crosses over a small parcel owned by ASLD (or Reclamation). If an agreement allowing you to develop/maintain that ASLD-owned parcel exists between your agency and ASLD please attach document directly above (Additional Documents). If no agreement is in place or the agreement has expired please stop working on the application and contact ASPT to discuss issue. Projects must be shovel ready-if you do not have permission from all land managers to conduct work your project is not shovel ready.

Current Land Owner/Manager(s):

-

Project Location, including Township, Range and Section:

-

1) Total project area in acres (or total miles if trail):

-

2) Does the proposed project have the potential to disturb the surface and/or subsurface of the ground?

Yes

3) Project Description and Impacts

a. Please provide a description (what, where, why, and how) of the proposed project, and specifically identify any surface and/or subsurface impacts that are expected.

-

b. Provide measurements for anticipated surface (areal) and subsurface (depth) disturbances that will be part of the proposed project.

-

c. Discuss both direct and indirect impact areas, such as staging areas and access routes that will be used as part of the project.

-

4) Ground Surface Information

a. Describe the condition of the current ground surface within the entire project boundary area (for example, is the ground in a natural undisturbed condition, or has it been bladed, paved, graded, etc.).

-

b. Estimate horizontal and vertical extent of existing disturbance

-

5) Are there any known prehistoric and/or historical archaeological sites in or adjacent to the project area?

Yes

Please indicate where the sites are in respect to the project area. (e.g. The historic site is adjacent to the project area and is roughly 400 feet outside the project area).

-

6) Has the project area been previously surveyed for cultural resources by a qualified archaeologist?

No

Please provide a rationale for survey not being necessary (e,g. previously disturbed).

-

7) Are there any buildings or structures (including mines, bridges, dams, canals, etc.) that are 50 years or older in or adjacent to the project area?

You must contact Parks staff to receive an Arizona Historic Property Inventory Form. The form will be provided in a Word version. When complete, upload below.

Arizona Historic Property Inventory Form

8) Is your project area within or adjacent to a historic district?

Name of district:

Section III

Will your project involve any of the following activities? (please check all that apply)

Drainage, Fencing, guardrail, retaining wall, or berm replacement or installation, Landscaping, Purchase of trail maintenance equipment materials, and supplies (i.e., mowers, tractors, shovels, hammers, etc.), Signs, kiosks, and markers replacement or installation, Trail Bridge rehabilitation or replacement, Upgrading the trail and or parking lot from dirt to stone or woodchips, or stone or woodchips to paved (asphalt, concrete, etc.)

Compliance under the Americans with Disabilities Act (ADA) including the following:
Connector trails within boundaries of existing property, Debris removal, Educational materials, Parking and Trail Access, Permanent installation of ancillary facilities (ex. port-a-potties, bike racks, lighting, benches, trash receptacles, etc.), Portable Toilets, Railings, Ramps, Regrading of trail and/or parking areas within established trail way, Renovation and restoration of trails and trail access routes, in-kind within an established path or trail way, Repair of existing signs, kiosks markers, bridges, fences, guardrails, retaining walls, and berms, Resurfacing (to pavement or boardwalk), Signage, Striping and restriping

If yes to any items from SECTION III please provide a short description of the work to be done.

Signatures

NOTE: *This form must be reviewed and electronically signed by the archaeologist for agencies that have a staff archaeologist. Please have the archaeologist register in eCivis by contacting parks staff at 602-542-7124.*

Archaeologist Printed Name and Title Here:
-

Agency Archaeologist must provide a short statement, on agency letterhead, indicating support for the project. Archaeologist must sign the letter. Note: Non-profits must have the land manager's archaeologist complete this step.

Archaeologist Approval Letter (Application will not be processed and reviewed by Park staff, committees and Parks Board if a signed letter of approval from agency's archaeologist is not provided here.)
ArizonaStateMap.pdf

Applicant Printed Name and Title Here:
-

Cultural Clearance: File Attachments

1. A copy of the cultural resources survey report(s) if a survey of the property has been conducted must be uploaded.

2. A copy of any comments regarding eligibility, findings of effect, and any conditions associated with findings made by the land managing agency/landowner and archaeologist (i.e. state, federal, county, municipal) on potential impacts of the project on archaeological and/or historical cultural resources.

3. A copy of State Historic Preservation Office (SHPO) comments, if the survey report has already been reviewed by SHPO.

4. If applicable to the project, attach a current agency Decision Memo.

Additional Documents: Upload additional surveys and any other documents related to cultural resources here:

Arizona Historic Property Inventory Form

Archaeologist Approval Letter (Application will not be processed and reviewed by Park staff, committees and Parks Board if a signed letter of approval from agency's archaeologist is not provided here.)

Linked Form to Application

-

LWCF/LRSP Maps and Photos Form

Instructions

Maps/Plans:

If you are submitting more than one (1) map please combine all maps into one (1) file, convert to a PDF document and then upload to this section.

1. Boundary Map: shows the boundaries of the property to be acquired and/or developed with federal funds that will be subject to all terms and conditions of the Land and Water Conservation Fund Act, including the "retention" obligation (see application section 1.9).
   The Boundary Map must include:
   • Dimensions of 6(f)(3) boundaries
   • Total acreage included within 6(f)(3) boundary
   • GPS coordinates
   • Physical features abutting site (roads, water bodies, utility corridors, etc.);
   • Existing recreational facilities;
   • Proposed elements of the LWCF project;
   • Means of access to the LRSP site from a public way (must be included in the boundary
   • North arrow
   • Nearest cross streets
2. Plans/Specifications: If available, final design plans and specifications should be submitted to provide additional information on the proposed development. - The plan should be to scale and not to exceed 11" x 17".

Photos:

1. Application must include color maps of the project site and photos that help provide a general description of the project activities. Please upload a series color photographs that show the project area, land acquisition or specific features.
2. Please combine all photos into one (1) file, convert to a PDF document and then upload to this section.
3. Please **download** the State Map Form to mark the location of your project area; when complete upload the State Map as a cover sheet to your map documents.

Maps

Plans/Specifications

Photos

Maps, Trails, & Photos: File Attachments

Maps

Plans/Specifications

Photos

Linked Form to Application
-

Resolution & Authority to Apply LWCF/LRSP

Instructions

Applicants will upload two(2) separate documents on this form:

1. **Resolution**
2. **Project Certification/Authority to Apply**

1. Resolution

Resolution Number:
-

Project Sponsor Name:
-

Project Sponsor's Governing Body (if different from Sponsor Name) :
-

Signed by:
-

Date:

A draft resolution may be submitted with the application. The final resolution must be provided before the Project Sponsor Agreement can be signed. The application will be ineligible if a resolution is not submitted.

Please Upload Resolution Here:

2. Project Certification/Legal Authority to Apply

Applicant must submit on Municipal/Agency/School letterhead:

Steps:
Step 1. Use the language provided;
Step 2. Copy to a Word document; agency letterhead
Step 3. Collect necessary signatures
Step 4. Upload document below (Browse Feature)

This is to certify that the (legislative body – i.e., Town Meeting, City Council, etc. and name of City/Town) hereby authorizes (name or title of Municipal official, Agency, or Department) to make application for financial assistance under the provisions of the Land and Water Conservation Fund Act, Public Law 88-578 for (specify acquisition or development) of (give title of project as it will appear on the project application).

This further certifies that the (legislative body and name of City/Town) is familiar with the terms and conditions of the Land and Water Conservation Fund Project and hereby authorizes (name or title) to enter into said agreement between (name of municipality) and the State of Arizona upon federal approval of the above identified project.

This further certifies that the (name of agency or department) has been legally constituted and is responsible for planning and carrying out the municipal recreation program, and the continued operation and maintenance of this completed project in accordance with the terms and conditions of the Land and Water Conservation Fund Project Agreement (provide data on how established and organized).

Date/Signature

Upload Project Certification/ Authority to Apply Here:

Resolution: File Attachments

Please Upload Resolution Here:

Upload Project Certification/ Authority to Apply Here:

Linked Form to Application

-

Tenure of Property and Additional Documents

Tenure of Property

The applicant is responsible for operation and maintenance of grant assisted facilities or equipment and retention of land acquisitions according to the Term of Public Use established in the General Provisions. The Term of Public Use must be at least 25 years for equipment over $50,000 (personal property), 25 years for facilities (real property) and 99 years for acquired land.

The applicant MUST submit documentation to demonstrate the control (i.e., deed, lease, easement, etc.) and tenure (i.e., 25 years, 50 years, etc.) of the land where the project site is located. For a development project, the applicant must include copies of the document which evidences control and tenure of the proposed project site. Evidence of control and tenure can be shown by submitting copies of the required documents listed in either #1 or #2 below.

1) Title or Deed -- If the land proposed for development is owned by the applicant, the following must be submitted with the application:

• copy of the recorded title or deed
• legal description of the deed with an attached map
• updated copy of title insurance for the property or a title opinion

In lieu of title insurance, a “title opinion” of the applicant’s legal representative may be submitted. This opinion will certify that the title is vested in the applicant and there are no outstanding liens or encumbrances imposed against the property, which would adversely affect the proposed development.

2) Leases, Easements, Permits, or Special Use Agreements -- Lands not owned by the applicant may be developed with grant assistance if provisions exist in a lease or use agreement. The lease, permit, or special use agreement must adequately safeguard the long-term use of the land for public recreation in perpetuity. AN APPLICATION WILL BE CONSIDERED INELIGIBLE IF A LEASE OR SPECIAL USE AGREEMENT IS NOT INCLUDED IN THE APPLICATION. The following must be submitted with the application:

• copy of the signed lease, easement, permit, or special use agreement.
• map depicting the area(s) existing or proposed for lease, easement, permit, or agreement

Upload Tenure of Property/ Evidence of Control here:

Additional Tenure of Property Upload

Additional Tenure of Property Upload

File Upload

Additional Documents

Upload Additional Documents Here:

-

-

Certification Form: 34017159

Linked Form to Application
-

Is this certification for LWCF or LRSP Heritage Fund?
LRSP Heritage Fund

LRSP Heritage Fund

Instructions

The authorized official for your agency must sign (Type) in the space provided below. We no longer need a handwritten signature on these documents or a hard copy of the application. However, for the electronic signature process to work the authorized official must also be registered in eCivis with their own unique username and password.

Check the box below each section to confirm acknowledgement

If your supervisor is required to sign grant documents please have your supervisor contact Parks staff at 480-340-1305 for assistance. You cannot sign (Type) on-behalf of your supervisor.

Authorized officials must log in using their unique use name and password and type their name, title, date below.

Certification

The ability of the applicant to operate, maintain, or manage the facilities constructed or land acquired with grant funds throughout the required term of use is an essential factor of the LRSP grant programs. These grant programs mandate that any facilities or land, including natural areas or open space, purchased with grant funds be available for public use in perpetuity.
Project Sustainability Agreement

The certified application form MUST be electronically signed and dated by the individual authorized to act on behalf of the project sponsor entity / organization in conducting all official business related to the project (same person as specified in project sponsor's Resolution/Authority To Apply Form).

A signature page with the following information must be signed by the Authorized Agent and uploaded below to complete this application

I hereby certify that the information in this application is true and correct and that our agency agrees to comply with all appropriate procedures, guidelines, and requirements established by Arizona State Parks & Trails.

Project Sponsor Name:
Authorized Agent:
Title:
Contact Information:
Date:

Authorized Agent Signature Page
DELETE.docx

Certification Form: File Attachments

Authorized Agent Signature Page

Local, Regional and State Park
Preapproval On-Site Inspection Report
Staff Inspection

Participant: Baboquivari Unified School District—Sells Arizona
Project Title: Campus Track and Field Renovation
Inspector Name and Title: **Mickey Rogers, Chief of Grants and Trails**
Date: **May 9, 2022**
Sponsor Name(s) and Title(s): **Anthony Francisco, Head Coach—Jegos Croos County—Tohohno O'odham Community College**
Project Description: Renovation of an existing track located at the school. Work would include tearing up existing asphalt, regrading track and resurfacing the track. Engineer is going to meet with sponsor to develop and plan and estimated costs. Track would be used for practice and school meets and would be used by the public when not used by the school.

Type of Project: ☒Development ☐Acquisition ☐Both

Project Scope Items: Renovation of an existing track.

Does the land appear to be suitable for proposed use?	☒ Yes ☐ No
Are there any reserved rights/restrictions?	☐ Yes ☒ No
Is the site located in a floodplain/wetland?	☐ Yes ☒ No ☐ Unknown
Are any permits needed?	☐ Yes ☐ No ☒ Unknown
Are there any known historic/archeological sites?	☐ Yes ☐ No ☒ Unknown
Does the Sponsor own the property?	☒ Yes ☐ No
Does the site appear to be on prime/unique farmland?	☐ Yes ☒ No
Does there appear to be any potential health or safety problems?	☐ Yes ☒ No
Will project result in displacement of persons, businesses, etc.?	☐ Yes ☒ No
Is there private recreation facilities in the vicinity that the project may compete with?	☐ Yes ☒No
Does the area appear to present any physical difficulty in construction/eventual maintenance of the facility?	☐ Yes ☒ No
Does the area appear to be compatible for the proposed construction? (if no, explain)	☒ Yes ☐ No
Have provision been made to make facilities and programs accessible to the handicapped?	☒ Yes ☐ No
Are the quality of materials proposed adequate for the facility? (Answer only if plans and specifications are available)	☐ Yes ☐ No ☒ Unknown
Does it appear that the proposed facility blend with the park and/or other existing or planned facilities?	☒ Yes ☐ No
Will the materials proposed for construction provide for the maximum life of the type of facility? (if no plans n/a)	☐ Yes ☐ No ☒ Unknown

Explanations to questions:
Sponsor will be required to make the track accessible for the public which could be incorporated in the project. This may include a wider fence opening and some sort of ramp to access the track. Sponsor stated the school is very supportive of the project however may need to have a fiscal sponsor to pay invoices for reimbursement. This project may qualify for American Rescue Plan Act funding which would include a one-page summary of the project with estimated costs which grant staff will forward to the governor's office for approval. If approved, this project will not require any match and must be

completed within 2 years of award. All projects must be approved by one of our advisory committees and the Arizona State Parks Board. Applications are due at the beginning of any month for the Board to be able to review during that month. The Board does not meet in July and possibly August. Unless the application is completed by the end of May will have to wait until August/September for review. Maximum award is $500,000 and suggested the sponsor put in contingency for unanticipated costs increases due to the lag in submission and Board approval. This funding is limited and recommend the application be filled out as soon as they have a plan. Design and engineering costs could be included in the cost of the grant. Staff emphasized that they would be willing to assist with any portions of the grant while the application is in draft.
Information on our grants can be found at: https://azstateparks.com/grants/.. It would be the LRSP funding opportunity which stills has ARPA funding available. If approved, reimbursements can be made at any time, does not have to wait for project completion. Attached is the required one-page form to forward to state parks which must then be sent to the governor's office for approval. Attached is also a blank application which can be found on our on-line grant system.

Notes to future inspectors/other significant information.

Photographs with descriptive captions included? ☒ Yes ☐ No

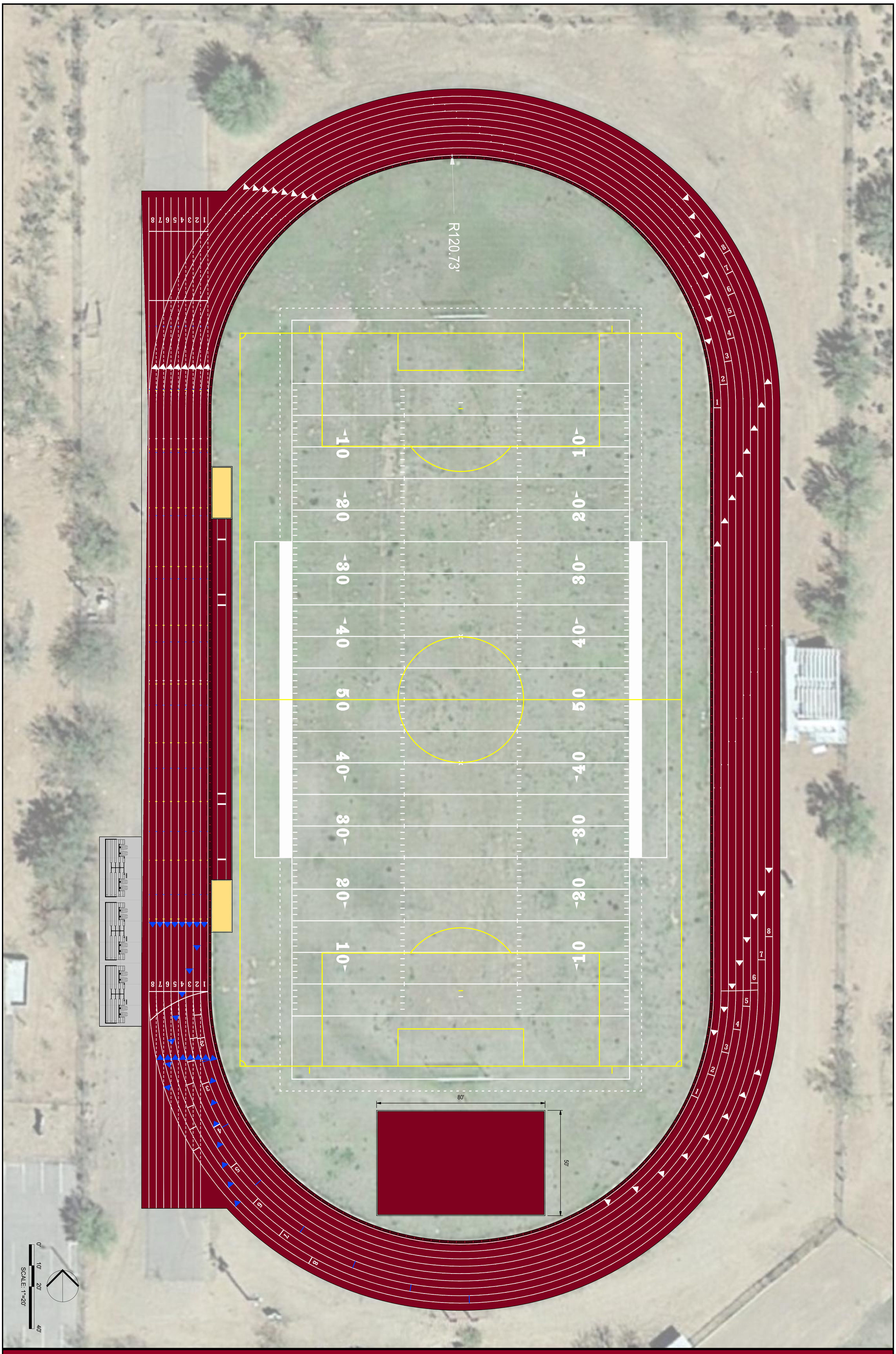
Signature: Inspector: 5-9-2022

VIEW LOOKING SOUTH—OLD ASPHALT TRACK

SCOREBOARD

FOOTBALL FIELD NOT PART OF THIS PROJECT

STAIRS TO TRACK, WILL HAVE TO MAKE TRACK ACCESSIBLE



CONCEPT PLAN

SELLS ARIZONA
TRACK AND FIELD RENOVATION
05.19.2022

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TOCC GRANT PROPOSAL SUBMISSION AUTHORIZATION

DATE: 9/20/2022 **SUBMITTED BY**: Juan Carlos Cervantes, Director Land Grant Office of Sustainability

Funding Agency: National Institute of Food and Agriculture, USDA

Funding Number: USDA-NIFA-ARPAED-009362 **CFDA** #: 10.237, From Learning to Leading: Cultivating the Next Generation of Diverse Food and Agriculture Professionals (NEXTGEN)

Letter of Intent required? No required **Due Date** (if applicable): 9/16/2022.

Grant Submission Date: November 15, 2022

Entity for proposal submission (grants.gov, e-grants, Fastlane, etc.) Grants.gov

Maximum Award (per year): For the grant period is $1,000,000 for Tier I, $2,000,000 for Tier II and $3,000,000 for Tier III

Duration of grant: 5 years
(Note: determine if award listed is total for the grant period, or per year.)

Number of Awards: NA **Match Required?** NO
(Note: if match required, specify how much, and type, i.e., cash, in kind, etc.)

Indirect Cost allowed? Yes **Amount (%):** 27%

Department or Division Requesting Grant: Land Grant Office of Sustainability

Background and Justification:

The From Learning to Leading: Cultivating the Next Generation of Diverse Food and Agriculture Professionals (NEXTGEN) funding opportunity offers the Tohono O'odham Nation the prospect of developing its own professional-level of human resource capacity.

Objectives

The primary goal of this grant is to build and sustain the next generation of the food, agriculture, natural resources, and human sciences (FANH) workforce. This includes the future USDA workforce, primarily through providing student scholarship support, meaningful paid internships, fellowships, job opportunity matching, and facilitating opportunities to learn the processes and pathways leading to training and employment in the federal sector.

Developing outreach strategies to highlight agriculture's relevance to younger generations, including future professionals, scientists, and thought leaders, and the critical opportunity to participate in public service and build an effective, equitable, and accountable Tribal Government. Showcasing the vast and rewarding career opportunities in food and agriculture may attract youth and other audiences to train and prepare for employment in the broader agricultural enterprise and related disciplines.

Methods

We plan to carry out three types of projects: a) Student scholarships, b) Experiential learning, c) Outreach and engagement to (1) Implement strategies to increase exposure to career disciplines related to food, agriculture, natural resources, and human sciences before, during, and after college for tribal students and (2) engage collaborators outside of TOCC to synthesize creative options for training students.

Over five years of the grant, LGOS will offer twelve paid internships per year to students in different cohorts: Last year's TOCC students, TOCC first-year students, and high school students. They will be exposed to experiential and professional experiences at various partner institutions at state and national levels. They will visit the TON Department of Natural Resources, San Xavier Co-Op Farm, the University of Arizona, UArizona Indigenous Resilience Center, USDA quarters in Washington DC, and the Smithsonian Museum. These visits will build leadership skills and expose interns to experiences and potential job opportunities for the future.

How the project will meet the TOCC Mission and Strategic Plans:

This project will support the strengthening of individuals and families of the Tohono O'odham Nation by developing a professional core of tribal students. The project is aligned with TOCC's goals to:

- To strengthen academic learning that will reinforce a strong competitive spirit to participate in an ever-changing society.

- To establish a training core that will enable the students and the broader community to meet future challenges.

Proposed Principal Investigator or Project Director: Juan Carlos Cervantes, Ph.D

Lead writer: Juan Carlos Cervantes.

Current staff to be paid under the grant? (List): None

New staff to be added? (Number and positions): 4 (Student Support Professionals)

Contractors (external evaluator required, etc): No

Approval by Division Dean and Date: Dean of Sustainability, September 25, 2022

Review by Leadership and Approval Date: September 27, 2022_____

Board Review and Approval Date: _____

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: PAUL ROBERTSON, PRESIDENT

FROM: DR. MARIO MONTES-HELU, DEAN FOR SUSTAINABILITY

SUBJECT: **SOLAR ENERGY INSTRUCTOR**

DATE: 10/03/2022

CC: SONYA JUAN, HR DIRECTOR, ANSELMO RAMON, CHAIR OF ACADEMIC PROGRAMS IN WORKFORCE & COMMUNITY DEVELOPMENT

Background

The Solar Installer Certificate Program is designed to provide the Tohono O'odham Nation and greater Tucson region with well-trained, technically proficient in the basic principles of electrical theory. This program is designed to meet an emerging trend in solar power with the use of photovoltaic technology. Students will gain hands-on experience in understanding the work ethic required to meet the growing demand as a solar panel installer.

Justification

The Higher Learning Commission provided Dr. Paul Robertson, President of TOCC formal notification of action taken by the HLC in a letter dated July 15, 2022: HLC approved the Tohono O'odham Community College request for the Solar Panel Installer Certificate Program at 39 credits hours.

Action Requested

Solar Energy Instructor for 12 months position with a salary of $57,000 annually (DOE).

ATTACHMENT:

Solar Energy Instructor Job Description

TOHONO O'ODHAM COMMUNITY COLLEGE

JOB ANNOUNCEMENT

Job Title: Solar Energy Instructor

Reports To: Chair of Academic Programs in Workforce and Community Development

Status: Full-time/ Regular/ Exempt

Salary: Salary: $57,000 annual (DOE)

SUMMARY: The Solar Energy Instructor will teach Photovoltaic related courses in a tribal community college setting. Teaching assignments may include evening and weekend classes in-person, and online formats. The instructor will use multiple methods of instruction, assessment results, and appropriate technologies to engage students and promote student success. The instructor will also be expected to design curriculum, participate in professional development in indigenous education practices and online learning, and participate in committee work.

ESSENTIAL DUTIES:

- Develop and maintain the curriculum for a Solar Installer certificate;
- Teach 15 equated load hours/semester to include material and preparation time; develop and grade exams and instruments to evaluate student learning and progress; submission of student grades/progress as required by the programs/policies of the Instruction area. Maintain office hours of 5 per week;
- Develop and recommend Electrical and Solar class schedules and remain current in discipline and industry standards/credentials as established by NCCER and NABCEP;
- Practice and enforce department-approved safety regulations in the lab room;
- Promote and practice good laboratory techniques along with end of lab clean-up;
- Be student-centered and focused on student learning outcomes;
- Maintain currency in the discipline by conducting research and attending conferences
- Mentor and advise students;
- Participate in meetings, committees, and in other college activities;
- Integrate Tohono O'odham culture into the curriculum;
  Working with the Academic Chair of WCD, develop and implement processes and tools for assessment of teaching and student learning outcomes;

- Work with the Chair of Academic Programs of WCD, and the Coordinator of Dual Enrollment to coordinate the articulation between secondary and post-secondary partners;
- Support the T-So:son (Our Core Values) including T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together.
- Perform other duties of a similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's degree in a related field with three years current, relevant experience or a minimum of 5 years of industry experience in Construction/Electrical/Solar.
- Or an Associate Degree in photovoltaic systems and 5 years of experience with NABCEP (North American Board of Certified Energy Practitioners) certification or ability to complete within one year. Have the NCCER (National Center for Construction Education and Research) certificate or ability to complete before teaching a course using NCCER curriculum. OR;
- Be a Certified Journey person in Electrical, residential and commercial with current certification.

Additional Consideration May Be Given To Individuals with the Following Qualifications:

- A Master's or Ph.D. in a related field.
- Additional expertise in Mathematics, Solar Energy, Green Constructions, Computer Science, or Engineering.
- Two years of instructional experience in higher education.
- Classroom experience working with Native American students of the Southwest in tribal communities.
- Ability to speak and understand O'odham and/or Spanish.

LICENSING REQUIREMENTS

- Valid Arizona Driver's license with no DUI's or major traffic offenses within the past two years;
- Must successfully pass a background check and fingerprint clearance;

KNOWLEDGE:

- Knowledge of lab techniques as it relates to solar energy and photovoltaics;
- Instructional methodologies;
- Adult learning theory;
- Research methods;
- Student evaluation methods (formative and summative);
- Principles in assigned academic area;
- Advising processes and practices;
- Curriculum development.

SKILLS:

- Using a computer and relevant software applications;
- Conducting research;
- Evaluating student performance;

- Instructing students;
- Creating collateral materials for class sessions;
- Advising students;
- Working with Native American students;
- Strong communication and interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, and the public.

WORK ENVIRONMENT:

TOCC is a tribal college located in the Tohono O'odham Nation, 60 miles west of Tucson. The instructor will work closely with members of the Tohono O'odham Nation within a multicultural setting.

BENEFITS:

The College offers a comprehensive benefit package and 401(k).

Covid-19 VACCINATION

Proof of Covid-19 Vaccination is a requirement for employment with TOCC.

HOW TO APPLY:

Applications are available online at www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of two (2) references (name, position, organization and work phone numbers), and one (1) letter of recommendation dated within the past 24 months. If claiming Indian Preference under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/ or if claiming Veteran Preference, submit a copy of the DD214 form to:

TOHONO O'ODHAM COMMUNITY COLLEGE

ATTENTION: HUMAN RESOURCES

P.O. BOX 3129

SELLS, AZ 85634

VOICE (520) 479-2307

FAX (520) 383-0029

"This institution is an equal opportunity provider and employer."

BOT approved:

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: PAUL ROBERTSON, PRESIDENT

FROM: DR. MARIO MONTES-HELU, DEAN FOR SUSTAINABILITY

SUBJECT: **NTIA PROJECT DIRECTOR**

DATE: 10/03/2022

CC: SONYA JUAN, HR DIRECTOR, ANSELMO RAMON, CHAIR OF ACADEMIC PROGRAMS IN WORKFORCE & COMMUNITY DEVELOPMENT

Background

The National Telecommunications and Information Administration (NTIA) approved the grant, number 04-09-C13027, with Tohono O'odham Community College to support the work described in the proposal entitled “Hewel Wepegi Macidag kc, wog = "Learning the Internet Road”

Justification

In order to establish the framework necessary to begin Computer Literacy Training to the districts and the communities of the Tohono O’odham Nation, it will be necessary to hire a Project Director for the NTIA grant. The duration of the grant is two years.

Action Requested

Approval of the new 12-month position of NTIA Project Director with a salary of $67,000.

ATTACHMENT:

NTIA Project Director Job Description

TOHONO O'ODHAM COMMUNITY COLLEGE

JOB ANNOUNCEMENT

Job Title: NTIA Grant Project Director

Reports To: Chair of Academic Programs in Workforce & Community Development.

Status: Full-time/ Regular/ Salary/Exempt
Salary: $60,349 (DOE)

SUMMARY: Project Director (PD) will manage and supervise the activities of the Hewel Wepegi Macidag kc, wog = "Learning the Internet Road" and lead a team of Information Technology technical trainers, in training Tohono O'odham Nation Community members in the understanding and application of computer literacy skills in computer hardware, software applications and internet connectivity. The PD will plan and coordinate training sessions within communities of the Tohono O'odham Nation, and administer the grant expenditures and purchases. Provide the leadership for the successful completion of the grant, funded by the National Telecommunications and Information Administration (NTIA)

ESSENTIAL DUTIES:

- The project director will manage multiple projects at the strategic level of planning district/community meetings and reporting meeting sessions and outcomes to the Dean of Sustainability and the Chair of Academic Programs in Workforce & Community Development.
- Prioritizing the procurement of computers, laptops, hotspots and hardware necessary to implement a Computer Literacy Training Program at the district level.
- Coordinating project team members and developing schedules and individual responsibilities. Organizing meetings to discuss project goals and progress.
- In collaboration with TOCC's Information Technology Department, Workforce and Community Development and the office of Sustainability; identify, develop, and implement a computer literacy training program that meets the goal of the NTIA grant.
- The Project Director will oversee the NTIA grant allocation and oversee finances to ensure that the project progress is on time and budget. The project director reviews regular progress reports and makes staffing, financial, or other adjustments to align the developing project with broader outcome goals.
- The Project Director will develop an overall project work plan that is complimented by IT Technical trainers' plans to meet those goals.
- Using project management tools to track project performance and schedule adherence
- Assess the 'current' IT status of district IT infrastructure and determine necessary upgrades and required equipment and space to have a stable internet connectivity.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- BA in education, business administration, Information Technology or closely related field
- Must have at least 2 years of experience in project management
- Experience in Computer Literacy Training
- Some experience in curriculum development & training
- Adult Education and/or college teaching experience and a thorough understanding of pedagogy and andragogy

Additional Consideration May Be Given To Individuals with the Following Qualifications:

- Master's degree in education degree with 24 upper-division credits in Information Technology, business administration and/or education.
- Three years in project management.
- Ability to speak and understand O'odham.
- Knowledge and understanding of the history and contemporary issues facing Native peoples.

LICENSING REQUIREMENTS:

- Valid Arizona Driver's license with no DUI's or major traffic offenses within the past two years.
- Must successfully pass a background check and fingerprint clearance.

KNOWLEDGE:

- Customer service principles.
- Proficient in Microsoft office suite & applications.
- Communication methods and techniques.
- Instructional methodologies.
- Modern office procedures, methods, and equipment.
- Filing and record keeping principles.
- Records management techniques.
- Adult learning theory.
- Research and student evaluation methods.
- Advising processes and practices.

SKILLS:

- Using a computer and related software applications.
- Providing customer service to district and community groups.
- Conducting research; advise project team on district/community IT needs & requests
- Instructing students in various course delivery methods; zoom, in-person & hybrid models.
- Compiling and tabulating data for evaluating student performance.
- Micro Badging principals and implementing.
- Maintaining records and files.
- Good communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Effective Communication with all community partners and stakeholders, from the Executive office of the Chairman, District Chairperson, community leaders and 'end users', the community.
- Must be able to work with scheduling and Time Management deadlines and responsibilities of the project team.
- Must have strong leadership skills
- Technical Expertise in Information Technology and necessary technical know-how to move projects toward completion.
- Must have Critical Thinking and Problem-Solving abilities

WORK ENVIRONMENT:

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BENEFITS

The College offers a comprehensive benefits package and 401(k).

Covid-19: Proof of Covid-19 Vaccination is a requirement for employment with TOCC.

HOW TO APPLY

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TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: PAUL ROBERTSON, PRESIDENT

FROM: DR. MARIO MONTES-HELU, DEAN FOR SUSTAINABILITY

SUBJECT: COMPUTER LITERACY TRAINING COORDINATOR JOB DESCRIPTION

DATE: 10/03/2022

CC: SONYA JUAN, HR DIRECTOR, ANSELMO RAMON, CHAIR OF ACADEMIC PROGRAMS IN WORKFORCE & COMMUNITY DEVELOPMENT

Background

The National Telecommunications and Information Administration (NTIA) approved the grant, number 04-09-C13027, with Tohono O'odham Community College to support the work described in the proposal entitled “Hewel Wepegi Macidag kc, wog = "Learning the Internet Road”

Justification

In order to establish the support necessary to begin Computer Literacy Training for the districts and the communities of the Tohono O’odham Nation, it will be necessary to hire a Training Coordinator for the NTIA grant. The CLTC will work directly under the supervision of the NTIA Project Director.

Action Requested

Approval of new 12-month position: NTIA Computer Literacy Training Coordinator for the amount of $52,000.

ATTACHMENT:

NTIA Computer Literacy Training Coordinator Job Description

TOHONO O'ODHAM COMMUNITY COLLEGE

JOB ANNOUNCEMENT

Job Title: Computer Literacy Training Coordinator

Reports To: Chair of Academic Programs in Workforce & Community Development
Status: Full-time/ Regular/Exempt
Salary: $52,000 annual (Grant funded)

SUMMARY: The CLTC will work under the supervision of the NTIA Project Director. of the NTIA project. The CLTC will provide general supervision, and coordination, and monitor the development and implementation administration of the NTIA Computer Literacy training program. The Computer Literacy Training Program will take place at the District level in the Tohono O'odham Nation. by overseeing the Computer Applications Trainer when working with the community members of the Tohono O'odham Nation supported by the NTIA grant.

ESSENTIAL DUTIES:

- Coordinates and supervises computer literacy trainer, and monitors community & employee development training programs.
- Responsible for the development of reporting for measurement of training needs assessment and results in a report form that includes data analysis.
- Coordinates training schedules and evaluates applicable outside training resources.
- Participates in the review of productivity levels for program participants analyzes problem areas, identifies training needs and recommends solutions to management.
- Assists in the development and/or selection of Computer Literacy curriculum
- Coordinates materials, audio-visual equipment, and supplies for training
- Maintains computer-based documentation on training conducted, competency checklists, and training files.
- Assists District & Community partners in the identification of training needs for staff and community participants.
- Delivers training to classes and individuals through lectures, demonstrations, exercises and workshops, in-person, via Zoom and GoTo formats.
- Identify sources of training programs that meet certain criteria in order to recommend sessions for attendance.
- Acts as a liaison with all entities of the Tohono O'odham Nation.
- Produce certificates & Micro-Credentials for completion of certain program levels.
- Respond accurately and timely to departmental and employee requests for information
- Schedule and coordinate classes; maintain facilities and equipment.
- Contribute to a team effort and perform other duties as assigned.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

Associate degree in Computer Information Systems, Information Technology, Business or related field; and/or two-year experience in training, and teaching adults in computer literacy courses.

Additional Consideration May Be Given To Individuals with the Following Qualifications:

Bachelor in Computer Information Systems, Information Technology, Business or related field; and/or one year experience in training, and teaching adults in computer literacy courses.

LICENSING REQUIREMENTS:

Valid Arizona Driver's license with no DUI's or major traffic offenses within the past two years. Must successfully pass a background check and fingerprint clearance.

KNOWLEDGE:

- Instructs participants in various course delivery methods; in-person, Zoom, GoTo, hybrid, Independent study, etc.
- Customer service principles;
- Curriculum development
- Communication methods and techniques;
- Instructional methodologies;
- Modern office procedures, methods, and equipment;
- Records management techniques;
- Adult learning theory;
- Research and Student evaluation methods;
- Advising processes and practices.

SKILLS:

- Instructs participants in various course delivery methods; in-person, Zoom, GoTo, hybrid, Independent study, etc.
- Compiling and tabulating data for evaluating participant's performance;
- Communication, and interpersonal skills as applied to interaction with participants, supervisors, and the public to convey information
- Knowledge of training methods, relating course content to computer skills and job tasks
- Knowledge of techniques for designing training plans, manuals, and aids.
- Knowledge of principles and practices of preparing reports, maintaining files and records

- Skill in the use of computer software programs to include Windows, Microsoft Word, Microsoft, Excel, and Microsoft PowerPoint.
- Ability to provide supervision and leadership to assigned training groups.
- Ability to compile information and create reports to management regarding training/educational objectives
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to travel to meetings, seminars, and training sites and work extended hours and on weekends as requested.

WORK ENVIRONMENT:

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BENEFITS

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TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: PAUL ROBERTSON, PRESIDENT

FROM: DR. MARIO MONTES-HELU, DEAN FOR SUSTAINABILITY

SUBJECT: COMPUTER LITERACY TRAINER

DATE: 10/03/2022

CC: SONYA JUAN, HR DIRECTOR, ANSELMO RAMON, CHAIR OF ACADEMIC PROGRAMS IN WORKFORCE & COMMUNITY DEVELOPMENT

Background

The National Telecommunications and Information Administration (NTIA) approved the grant, number 04-09-C13027, with Tohono O'odham Community College to support the work described in the proposal entitled “Hewel Wepegi Macidag kc, wog = "Learning the Internet Road”

Justification

In order to establish the support necessary to begin Computer Literacy Training to the districts and the communities of the Tohono O’odham Nation, it will be necessary to hire a Computer Literacy Trainer (CLT) for the NTIA grant. The CLT will work directly under the supervision of the NTIA Computer Literacy Training Coordinator (CLTC).

Action Requested

Approval of new 12-month position: NTIA Computer Literacy Trainer for $22.00 an hour.

ATTACHMENT:

NTIA Computer Literacy Trainer Job Description

TOHONO O'ODHAM COMMUNITY COLLEGE

JOB ANNOUNCEMENT

Job Title: Computer Literacy Trainer

Reports To: Chair of Academic Programs in Workforce & Community Development

Status: Full-time/ Regular/ Non-exempt

Salary: $22.00 per hour

SUMMARY:

The Computer Literacy Trainer (CLT) will introduce basic computer skills in software & hardware applications that prepare students to succeed online at home, in the workplace, and college. The CLT will support students in developing an understanding of professional communications and leadership skills while gaining proficiency in basic computer applications, such as word processing, email, zoom, GoTo, and presentation management software. CLT will provide training for students to demonstrate digital literacy through basic internet searches, setting up email accounts, and being able to use spreadsheets and database software effectively.

ESSENTIAL DUTIES:

- Motivate students by demonstrating professionalism, enthusiasm, and sensitivity to their concerns. Actively involve them in classroom discussions and/or activities.
- Identify different student learning styles and adjust accordingly.
- Maintain accurate record keeping as it applies to student progress.
- Actively engage in retention activities including documented communication with participants and Training Coordinator regarding attendance and progress. Administers mid-phase academic advising forms for all students.
- Manages tools assigned to the online classroom.
- Integrates features of Canvas into the learning environment, including announcements, threaded discussions, quizzes/exams, videos, communication inbox and gradebook.
- Conduct live online/virtual sessions weekly and record/post on the online platform.
- Constantly evaluate the curriculum to ensure relevance, sends feedback to the Training Coordinator, Chair of Academic Programs, and the Dean for Sustainability for consideration and feedback
- Maintaining a working field knowledge through continuing education demonstrates continuing professional development of technical expertise as a Trainer.
- Respond to all initial threaded discussion posts within 24-36 hours.

- Post videos/ tutorials as necessary to increase student engagement and understanding of the material.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

High School Diploma or GED, and up to six months experience in computer software & hardware, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

Additional Consideration May Be Given To Individuals with the Following Qualifications:

Associates in Computer Information Systems, Information Technology, Business or related field. Experience in training, and teaching adults in computer literacy courses. Experience in training computer Applications Training. Adult education experience.

Preference for a bachelor's in Computer Information Systems, Information Technology, Business, or related field. Experience in training, and teaching adults in computer literacy courses.

LICENSING REQUIREMENTS:

Valid Arizona Driver's license with no DUI's or major traffic offenses within the past two years. Must successfully pass a background check and fingerprint clearance.

KNOWLEDGE:

- Customer service principles;
- Communication methods and techniques;
- Instructional methodologies;
- Modern office procedures, methods, and equipment;
- Records management techniques;
- Adult learning theory;
- Research and Student evaluation methods;
- Advising processes and practices

SKILLS:

- Instructs participants in various course delivery methods; in-person, Zoom, GoTo, hybrid, Independent study, etc.
- Compiling and tabulating data for evaluating participant's performance;
- Communication, and interpersonal skills as applied to interaction with participants, supervisors, and the public to convey information
- Knowledge of training methods, relating course content to computer skills and job tasks
- Knowledge of techniques for designing training plans, manuals, and aids.
- Knowledge of principles and practices of preparing reports, maintaining files and records
- Skill in the use of computer software programs to include Windows, Microsoft Word, Microsoft, Excel, and Microsoft PowerPoint.
- Ability to provide supervision and leadership to assigned training groups.
- Ability to compile information and create reports to management regarding training/educational objectives
- Ability to communicate efficiently and effectively both verbally and in writing.
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President's Report for September/October 2022

Item	Actions	Discussion/Resolution/Comments
1) SCAC (San Carlos Apache College) campus.	Completed discussion with San Carlos Apache College regarding revision of Inter-governmental Agreement.	Agreement draft (renewal) is completed, has been reviewed by Big Fire Law, is ready for final review and signature by BOT.
2) Personnel shortage in Finance Division.	Continued to work with Finance re. need for key personnel.	HR Director Sonya Juan completed a career ladder position leading to Principal Accountant and the BOT approved it electronically.
3) Tohono Kosin	Communicated with BUSD Superintendent Dr. Bonn re. TOCC's interest in securing the premises and equipment and opening the Kosin as a restaurant with coursework provision coming thereafter.	Dr. Bonn, BUSD Superintendent indicated agreement. Met with A. Ramon and Mario Montes-Helu and we will complete work on agreement revision and other paperwork and regulatory matters needed to clear the way for an opening of the Kosin as a restaurant.
4) Student Congress	Continued meetings with southwestern Tribal College Presidents regarding plans for March 2023 Student Congress to be held in Albuquerque, NM.	TOCC will send a busload of interested students to participate in the annual AIHEC Student Congress which has not met since the onset of the COVID pandemic.
5) O'odham Language Center	Had Big Fire Law review 35 page contract for building of the Language Center – minor changes were accepted by ESB Design Build.	This project will move forward as soon as the signed contract is provided to ESB.
6) Overall considerations	I continue to lead weekly administration meetings designed to identify issues and solve them as well as to review actions including recommendations for proposal submissions, etc.	Cross-divisional meetings are important insofar as they help serve as an antidote to the creation of silos within the operation and they serve as a forum for discussion of novel proposals.

Key Issues/Items addressed in September - HR Report

Issues/Items	**Discussion/ Situation**	**Summary/ Resolution**
HR Archive	HR file inventory	Continuing to purge documents for shredding.
Interviews	Conducted 13 interviews: Pre-College GED Instructor (1), Phoenix Center Director (6), Student Landscaper (2), Student Project Specialist (1), Student Success Coordinator (2), and Biodiversity & Research Specialist (1).	One will continue to advertise, One pending background check, One pending offer, One reschedule (internet connection issues.) One pending reference check.
Job Fair	HR and Recruiter participated in the Tohono O'odham Nation's Human Resources Job Fair held 09/21/22.	Attendees received informational packets and incentives.
Personnel Issues	Personnel Issues	Addressed three supervisor's concerns.

Report to TOCC Board of Trustees:

Jay Juan
Chief of Operations
September 2022

Issues/Items	**Actions/Assessment**
Need to follow-up with kitchen sink and ice machine purchase.	Received delivery of sink and ice machine on 9-1-2022. Facility Maintenance staff installed both pieces of equipment in the kitchen.
Need to place a camera in the drain at the Kosin to ensure plumbing is working correctly.	On 9-13-22 TOUA came out to check the drain, it was clear.
Need to provide a solution for additional privacy for the dressing rooms in the Apedag Ki.	Scheduled a vendor to come out and take measurements for a partition wall to be installed in front of the dressing rooms. Awaiting quote from vendor.
Final inspection and test for the fire system in the kitchen at I-we:mta Ki: and Apedag Ki.	TO Fire inspector performed inspection and tests on both facilities. Both passed and were approved for use 9-9-22.
Apedag Ki requires a final building inspection.	Contacted Nation Planning Office to schedule building inspection. Building passed inspection on 9-27-22, certificate of occupancy will be issue as soon as possible.
Need to assist with preparations for O'odham tas.	Cleared weeds around campus, located requested tools and equipment for scheduled events.

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: DR. PAUL ROBERTSON, PRESIDENT

FROM: DR. TIFFANY VIGGIANO, DEAN OF ACADEMICS

SUBJECT: **SEPTEMBER 2022 EDUCATION DIVISION BOARD REPORT**

DATE: OCTOBER 1, 2022

CC:

Tiffany Viggiano

Issues/Items addressed in **September 2022**

Subject	**Description**	**Details**
Requesting Permission for Humanities Grant Applications	Humanities Grants- Empowering and Teaching Storytelling	Met with faculty from Art, Writing, Drama, Tohono O'odham Studies, SCAC to discuss unified grant application for humanities. Now: Small start- $60,000 max Future: Larger Developed- $150,000 max
Requesting Permission for Professional Development Grant Applications	American Indian College Fund	AICF money is not exhausted for the year. Asking that faculty submit for AICF funding when requesting funding from the college.

AZ Transfer Updates	ATF Meetings Happening	1. Dr. Viggiano presented our position to Gender Studies ATF-very supportive of our position 2. Dr. Cassadore joined special taskforce of faculty for AGEC redesign 3. Faculty have been briefed on state of AZ Transfer and are attending ATF meetings 4. Dr. Viggiano & Dr. Eutsey attending Gen. Ed. ATF 5. Dr. Viggiano will attend Dec. 1 Executive Steering Committee meeting
Hiring Interns	Ascendium Grant	Not spent, but allowed to continue. Need to demonstrate use. Anything spent before Dec. 1 will probably be fully replenished Jobs for Dorm Students and others: Art x2, STEM, Library
Faculty In-Residence Events	Events for Dorm Students Hosted by Faculty	See Table 2.
Hiring Contingent/ Adjunct Faculty	Due to growing enrollment and turnover, Sp'23 will require additional contingent/adjunct faculty	Waiting for HR approval to advertise for specific disciplines

Table 2. Faculty In-Residence Events Schedule

Date	Time	Title	Host
Wednesday, September 21st	3pm - 4pm	The Story of the 1491s: From YouTube to Hollywood.	Professors Mackay & Cassadore
TBD	TBD	Time Management Workshop	Professors Kimberly Danny & Diona Williams
Wednesday, October 12th	3pm-4pm	Virtual Reality Demonstration	Dean Tiffany Viggiano
Wednesday, October 19th	3pm - 4pm	Improv Workshop	Professors Mackay & Cassadore
Monday, October 31	TBD	True Monsters - in the Mind of a Psychopath Presentation & Discussion	Professor Curtis Peterson
Thursday, November 3	2 PM	For-Fun Art Project	Professor Linda Chappel
Friday, November 4	5 PM	Drawing Circle Session	Professor Dwayne Manuel
Wednesday, November 16th	3pm - 4pm	Counter Hegemonic Representations in Film & Theatre	Professors Mackay & Cassadore
TBD	TBD	Drone Presentation Workshop	Professor Jason Post

T- Ba'itk Board Report
Report Month: September, 2022
Submitted by: Neal Wade

Issue	**Discussion**	**Summary/resolution**
New faculty senate officers	Several faculty members were nominated and election was held via Google forms	President: Neal Wade V.P. Hamidou Keita Secretary: Kimberly Danny
Faculty handbook needs updating	The faculty handbook needs to be edited and updated to reflect the current academic environment	.A workgroup was formed to edit and update the faculty handbook, This is expected to be completed by the end of the Fall22 semester.
Faculty pay scale initiative	This initiative looks to bring the faculty pay scale up to date reflecting various aspects not currently covered.	A work group was formed to explore and develop a reasonable pay scale for faculty.

TOCC Board of Trustees Report

O'ohana Ki:, September 2022
Liz (Ofelia) Zepeda, Library Director

Issue	Discussion	Summary/resolution
Student Outreach	The start of the semester starts with student needs. Requests for IDs, Chromebooks, iPads, and laptops were sent in by students. Information was promoted at orientation sessions and by faculty and staff.	Multiple IDs have been created and mailed to students. At least 15 laptops were mailed out to students. These laptops were not checkouts and students will be able to keep the laptops without worry of returning. Fewer Chromebooks were checked out because of the ability to give away laptops. Dorm students were also provided devices as part of their no-cost stay.
Tutoring	• Embedded tutoring for TOCC-employed tutors is underway. • Tutoring position is being advertised.	• Teresa Onstott is embedded in Writing 101 online courses. Liz Zepeda is embedded in the lone Writing 101 in person class. The model is still being refined as it requires an adjustment for instructors and tutors alike. Tutoring hours are made known to students in the courses. • Tutor applications are under review. Many are from out of state which makes it difficult to hire.
Usage of Library and Services	• Made space available for O'odham Taṣ activities. • Usage of online and in-person library services	• Shared space for meetings and flower making. • The Ready Reference page has had continued usage.There were 254 users and 397 sessions. In-person traffic had a strong presence at the beginning of the month, then died down at the end of the month.
Space Sharing	The O'odham Language Center staff has been utilizing library space until they have a building.	Ron Geronimo is in a stand-alone office intended for archival storage of *The Runner* and his language specialists are in the tutoring center portion of the library.

Short-staffed	Staff have been assisting in other areas. Carmella Pablo, Library Assistant, has been detailed to Finance for an unknown length of time. Liz Zepeda, Library Director, is making the transition from Student Services back to the Library full time.	Job duties have been shared. Wendi Cline and Madelyn Cook have been helpful. Student worker positions have been posted. One applicant has submitted so far. The final major part of the SSD duties has been for the librarian to complete work on Financial Aid duties by reviewing multiple degrees, determining the count of transfer courses which apply to a student's current plan of study, and working on SAP appeals.

NSF STEM Grant
Report Month: September 2022
Submitted by: Teresa Newberry

Issue	Discussion	Summary/resolution
Create Faculty Learning Community (FLC) with on-going mentoring by education consultants and cultural mentor	Changing instructional practice and developing cultural competence requires significant time, effort, and commitment by faculty members. This Maci:dag Wo:g (MW) Faculty Learning Community (FLC) has an active learning group engaged in the development of culturally-centered curriculum projects. Planning is underway for the activities for the AY 2022-2023 year. The theme for the year is "Critical and Action-oriented Pedagogy situated in the Community". The FLC will be working closely with the Faculty Senate Faculty Development Committee this year to ensure continuation of this activity beyond the lifetime of the grant.	The FLC met on 9/23 from 9:30-12. Discussion and Sharing Group included a discussion of the "Recognizing Students' Gifts in the classroom." The Active Learning Group is exploring the use of the Zais model for their curriculum units based on this year's theme. This work supports *Goal 5: Faculty Support and Development to provide culturally responsive curriculum and Goal 2: Indigenize and transform TOCC STEM curriculum.*
Increase student enrollment and increase rigor of our science programs.	The new A.S. Physical Science and additional Physical Science courses are being offered to fill a need identified in the NSF Pre-TI planning grant visioning sessions. These courses provide support for Life Science/Pre-Health Students and an educational pathway for students interested in physical science careers such as engineering or hydrology.	Enrollment continues to increase in our Science Programs with 109 students with a declared major in the A.S. Life Science, A.A. Life Science, or A.S. Physical Science major. There are 15 students with a declared major in A.S. Physical Science, 48 in A.S. Life Science, and 46 in A.A. Life Science This work supports Goal 1: Expand STEM curricular offerings in the Physical Sciences.

Tohono O'odham Studies
Report Month: September 2022
Submitted by: Frances Benavidez

Topic	Discussion	Summary/resolution
Tohono O'odham Language Teacher Preparation/Renewal Certification Efforts	Received a small AICF/NEH Cultural Preservation grant to support language preservation, revitalization, and restoration goals.	Began offering two O'odham Language Teacher Preparation Programs in the month of September as co-Developed with Instructor Andrea Ramon. 1. O'odham Language Teacher Preparation course: *fifteen (15) proficient O'odham language speakers enrolled in the 12-week course to prepare to become either first year O'odham language teachers and/or to earn clock hours for renewal certification aligned with the Tohono O'odham Language Teacher Certification requirements.* 2. O'odham Language Teacher Master/ Apprentice Program: *A newly certified Tohono O'odham language teacher is working closely with a veteran O'odham language instructor (Andrea Ramon) in preparation to teach Elementary Tohono O'odham language courses for TOCC in upcoming semesters.*
AICF Professional Development Grants	The AICF is offering small grants to cover the cost of professional development at TCU's.	Wrote a small grant proposal and budget to cover the cost of an end-of-the-year faculty development that focuses on best practices in incorporating curriculum into the O'odham Himdag and using technology to enhance and promote student learning.
Community-wide Survey Assessing Academic Programs and Community Student Needs	The TOS team was approved by Dr. Viggiano and President Robertson to administer a community-wide survey as part of our BA Program development efforts.	Began the first phase of survey administration which consists of soliciting community feedback on the survey questions. Five distinct communities were selected to share feedback representing different regions of the Nation: Queenswell, Tecolote, Al Jek, San Lucy, Chu Chui, and Florence. The next step will include a small sample run of the census-style survey approach by surveying up to 10% of a pre-identified community.
Tohono O'odham Studies	Continue to fulfill day-to-day TOS duties.	• Teaching TOS240- Academic Writings about Tohono O'odham course. • Worked with TOS120- Traditional Basketry Instructor on a field trip to harvest takwi and moho for students in-class project/assignments. Spent the day with students harvesting materials. • Guest lecturer for two courses- HIS122 and STU101. • Continue to host bi-weekly meetings with TOS team to review and discuss special requests, BA program development, and special topics.
Participated and Followed-up as Needed on Items from Scheduled Mtgs.	Participated in collaboration, planning and partnership meetings, followed-up on action items from discussions.	• TOL Teacher Preparation Course Development Mtgs. (3) • Standing Meetings (9) • Other (18)

Student Services Highlights – Report to Board of Trustees

Dean of Student Services

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Interviews for Phoenix Center Director	A 4 member panel interviewed 6 qualified candidates on September 9, 2022.	A candidate was chosen and a tentative offer was given and accepted. Start date is pending the completion of a background check.
3 positions open until filled: Dual Enrollment Coordinator, Student Success Coordinator, Receptionist, Financial Aid Manager to be posted soon.	A 3 member panel interviewed 2 candidates for the Student Success Coordinator position on September 28, 2022. Other positions are pending interview scheduling.	Due to internet issues, one interview could not be completed and was re-scheduled. At submission of this report the interview has not been done.
Emergency Relief Fund for Fall 2022	An email with the application link was sent to all students on Monday, September 19, 2022. Students had until Monday, September 26, 2022 at 11:59 Arizona time to submit the application.	653 applications were received. The process to verify all applicants, move to the Finance department to process checks will take a few weeks.
Met with Skyline Gila River School	Met with Principal and other staff to discuss TOCC offering Dual Enrollment courses for their students.	At the time of this report submission discussion is still taking place on TOCC end to ready Skyline DE courses to begin in January.
Student of Concern Reports	Some students that did respond were registered for classes they were not prepared for and needed lower level coursework to gain skills to maintain their academic pursuit of higher level courses.	The Counselor sent emails to students listed. Since Add/Drop period passed the Counselor provided supports in tutoring by Canvas and library staff. Received some replies from students.
Residential Coordinator departure	The Counselor asked Residential Student leaders if they had training on first aid and	The Counselor provided training to 3 student leaders. Also contacted Sylvia Hendricks to

	location of defibrillators on campus. No.	order phone for student leaders to they have communication with campus staff in case of incidents, emergencies, etc.
Title IX Training	Scheduled for October 10-28, 2022. Online format.	Will send out Google form for students to register. Mandatory attendance. Anticipate 500+ students. On 9/8/22 provided training for West Campus apprentices.
Counseling Sessions	Held virtually and in person.	Approximately 10 students in person and 5 virtual.
Wraparound Sessions	Held virtually and in person.	25 students total.
Outreach	1. Tohono O'odham Nation Job Fair 2. Coolidge College and Career Fair 3. Dual Enrollment 4. Baboquvari High School Homecoming Tailgate 5. O'odham Taṣ Week	1. Accompanied Sonya Juan to the TON's Job Fair in San Xavier District. Spoke with community members and other attendees about our upcoming semester and degree programs. 2. Attended Coolidge High School's College and Career Fair. Spoke with students and parents about TOCC and our offerings. 3. Created a flyer that provides high school students and parents with an overview of our Dual Enrollment Program. 4. Participated in Baboquvari High School's Homecoming Tailgate. Spoke with students and community members about TOCC, our O'odham Taṣ event series, and Dual Enrollment Program. 5. Worked with departments to create, publish and advertise TOCC's O'odham Taṣ events.
Ongoing Projects	Meet with the President	Co-host weekly zoom sessions with students

		and the president. The hour-long sessions allow the students to share their thoughts, struggles, concerns, and hopes for the college.
Needed to identify students previously receiving ADA accommodations that are enrolled in Fall 2022 semester.	Sent request containing students previously served through ADA and requested schedules for each if enrolled.	Forwarded accommodations and requested faculty contact the Disability office with any questions. Also requested that each faculty member touch base with each student identified to discus operationalizing accommodations within the context of each course.
Wraparounds	Two students with significant disabilities and involved accommodations were conducted.	Accommodations were adjusted to address needs in online asynchronous settings.
Coordinated with faculty members related to a student who was not making Satisfactory Academic Progress at the 4 week progress reporting period).	Conducted a wraparound and provided recommendations to use the accommodations to address the situation.	The student agreed to better communicate with his advisor and teachers and use available supports (e.g., tutoring).

Board of Trustees Report
Dean for Sustainability Mario Montes-Helu, Ph.D.

Key Issues/Items addressed in **September 2022**

Issues/Items	**Discussion/Situation**	**Summary/Resolution**
Workforce and Community Development (WCD)	Culinary Arts Program (CUA) and the Tohono Kosin	The renovations in the Tohono Kosin continue. Operations is working with a restaurant supply company, and they are making good progress. We expect to install most of the equipment in the next 4 to 6 weeks. We are also exploring alternative uses of the Kosin for training students with a different education model. Our conversation with BUSD continues to determine whether to remain in collaboration with them or to end the IGA.
	GED program	The position for the GED instructor is still open. We had the planned interview, but we did not offer the position to the applicant. However, we received two applications, and we are planning to interview them in October. Students continue working with the math and a part-time tutors hired by the program. Our students will take the GED test in October.
	Solar Panel Installer Certificate	We have four students enrolled in the core skills class and we will have the basic electricity class in the spring with a part-time instructor. We are working with the Financial Aid office to give students access to monetary support. Also, we are sending the job description for Board approval for the solar program instructor.
ANA Grant	Requesting a no-cost extension of the GIS grant	We sent the request for the no-cost extension. We are working with the agency, and we were unofficially approved for an extension until June 30, 2023. We are waiting for the official approval.

NTIA Grant	Initial Activities	We had a productive conversation with grant officers at the kick-off meeting. They provided very useful advice on how to conduct the first community needs assessment and on planning of the beginning of the project. We are also submitting the job descriptions for the grant personnel for Board approval. We had a meeting with AIHEC representatives. They are providing support to select the appropriate curriculum that we will use in the basic skills training that the grant will provide to community members. They gave us some contacts and we will have some meetings with the suggested companies in the next few weeks.
LGOS	USDA-NIFA Grants	● Equity Grant. We started developing the curriculum for the training on traditional agriculture. We are planning to start offering the training on introduction to agriculture to the general community in the spring 2023. ● Extension Capacity Grant. The grant's main purpose is to create community gardens in the eleven main nation districts. We started collaborating with two districts and the plot planning and soil sampling has begun. ● First Americans Land Grant Consortium (FALCON) Annual Meeting. The FALCON meeting will take place in Albuquerque in October. We will take two interns from the Agricultural and Natural Resources program to present the results of the mentioned soil testing. ● USDA NextGen Grant. The Land Grant 1994 Institutions (TCUs) were encouraged to apply for this grant. The purpose of the grant will be to provide scholarships, experiential learning, and outreach support to students in tribal communities. The call for proposals recommends creating collaborations with higher education institutions that are land-grant and minority-serving. We are planning to submit a proposal that will aim to support students at TOCC in completing the Associate Degree and then move to the University of Arizona to complete the bachelor's degree. The grant will provide scholarships and academic support to participating students.

IT Department	IT	● Online Payment System. We are working with the Transact Company to allow students to pay their bills online. The system will also facilitate sending financial aid and emergency aid directly to students. We are planning to have the system running by spring 2023. ● Data Hub. We received the first draft of a dashboard built by our IT consultants to provide real-time information on student population profiles, such as gender, programs, graduation rates, etc. ● Resource Inventory. We are conducting a resource inventory to update equipment and to improve student, faculty, and staff IT support. ● New Support Staff. We continue training the new support staff, June Starr and Shawn Nez. They are being trained in Azure, Google Suite, and other systems that IT oversees for the technology needs of the college.
Institutional Effectiveness Office	IPEDS Reports	Ben Jose has been working with the different areas of the college to collect information to write the IPEDS report. That report is a collective effort and, under Mr. Jose's direction, we are planning to submit the second week of October for this cycle report to the US Department of Education.

Board of Trustees Report
Anselmo Ramon, M.Ed.
Chair of Academic Programs in Workforce & Community Development
September, 2022 Report

Challenges-Resolutions and Accomplishments

Program	Discussion/Challenges	Accomplishments & Resolutions	Summary
Apprenticeship	(WCD) Directs any new Apprenticeship inquiries and former students who would like to re-enroll or enroll to Mr. Jackson Doe, Apprenticeship Director	Solar Installer Program. The first set of required courses (BCT 120H 6cr.) – Core Curriculum for the Solar Installer program is taking place in person on Saturdays at Wisag Kos Mascamakud	The office of sustainability and WCD have completed the Solar Energy Instructor Job Description.
Culinary Arts Program		Current focus is to work with the Apprenticeship Department to offer an Apprenticeship model for the Culinary Arts Program. Mr. Jay Juan, Chief of Operations continues to keep us updated on the work that is being done at the Tohono Kosin.	TOCC office for Sustainability and WCD will continue to communicate with BHS for services associated with the Culinary Arts Program.
Pre-College GED	The Pre-College GED program maintains contact with students and is offering tutoring services for those students currently enrolled in our program. Two Pre-College GED positions are currently open and interviews are being scheduled as candidates apply and who meet the criteria for the posisiton. The Pre-College GED program has Aztec software that assist students in building academic skills in all of the GED content areas, 4 computers are available for student use in the GED classroom. Pre-College GED students now have the opportunity to take the practice test from home as well as the official GED test.	The Pre-College GED program has focused upon a 12-month program of services and has provided a new timeline for all students who are successfully enrolled in the GED program to complete within one year or less. Updated Pre-College GED webpage with information regarding the following GED options, and how to apply. In-person and Online Zoom GED classes Pre-College GED applications are currently closed until the two candidates are selected for the Instructor positions. The GED program is assisting students who have applied during our Spring 2022 term.	The Pre-College GED online learning utilizes the zoom feature with the GED students in addition to online links for students to study at home and with others. The Request for Proposal "Native Students Stepping Forward" Dollar General High School Equivalency Completion Program was approved at $48,500. Grant year begins August 1, 2022 to June 30, 2023. This new grant cycle also provides support for the College Credit Pathway Students. A total (19) CCP students are enrolled for the fall 2022 academic term.

	AICF Community of Practice August 24th meeting, the first in a series of meetings throughout the year for our DG grant award and reporting and program progress sharing meetings. The Office of Sustainability and WCD have been working to establish the workflow for the (NTIA) The National Telecommunications Information Administration Grant. This work is in tandem with Apex Applied Technology. A preliminary detailed work plan has been set up to begin the process of establishing the following. 1. TON Computer Literacy Needs assessment (Apex & WCD) 2. Positions necessary to begin the work of the NTIA grant (TOCC) 3. Series of planning meetings to be sure we are in line with our federal lead person. September 15, 2022, Office for Sustainability & WCD has had a preliminary meeting with the new TOUA Manager Mr. Brian Fickett, Kristan Johnson & Enrique Orci, to discuss the NITA grant along with our move towards offering our solar installer program.	The College Credit Pathway Option is outlined in the TOCC College Catalog page 112. The CCP program is an open enrollment format. Students can register at any time and start at any semester, including summer. August 12, 2022 NTIA kick-off meeting with Apex Applied Technology Inc. August 16, 2022 – CMC, Connecting Minority Community Grant Orientation meeting via zoom. September 13, CMC (Connecting Minority Communities) meeting with AIHEC to discuss IT support for our NTIA grant. AIHEC is offering their support to TOCC with any IT questions and review of our plans to provide internet connectivity to our communities.	New applicants have come from TON One Stop Program, Pascua Yaqui's GED program and Touch Angels Behavioral Health organization located in Gilbert Arizona. Septe1st & 2nd Achieving the Dream end of 3-year cycle with TOCC meeting summary and future planning. September 14, 2022 (ATE) Advance Technological Training Pre-Conference Workshop Planning Call. Culturally Responsive Teaching & Learning. September 26-29 TOCC O'odham Tas Activities at Schuk Du-ag Mascamakud. Wellness trail clean up weeding and identifying the trail path for use.

Ñia, Oya G-T-Taccul Am Hab E-ju:
Our Dream Fulfilled

TO: Tohono O'odham Community College Board of Trustees

THRU: Paul Robertson, President

FROM: Sylvia Hendricks, Director of Student Life

DATE: September 28, 2022

SUBJECT: Student Life Staff **October 2022** Board Reports

Sylvia Hendricks- Director of Student Life

Key Issues/Items addressed in September 2022

Issues/Items	**Actions/Assessment**
Director of Student Life meetings, activities & training.	Essential Meetings and events on behalf of planning and important information essential to Student Life and the college as a whole: • The month of September was like all other months just as busy. With changes of personnel, filling positions, attending meetings with a big focus in getting the O'odham Tash Week reestablished through planning and working together with other divisions to make it successful for students, staff and the community • I've attended all Leadership meetings with other team members held every two weeks on Monday mornings at 9:05 am. Participating in discussions and planning on a number of items presented by President Robertson and providing updates on Security, Athletics, the Food Program and the Residence. • I continue to attend most of the weekly O'odham Niok Sessions with other staff members on Mondays at 8:30 am, unfortunately I've missed a few of these sessions due to work and personal obligations. And some have been cancelled due to other activities and meetings scheduled • I continue setting up and attend the Himdag Committee meetings on zoom, regular meetings scheduled every two week on Tuesday. Along with other committee members taking turns on facilitating the meetings. And as we continue to work on cultural activities and planning events on behalf of the college. The committee continues to focus on Mental and Physical Wellness for employees and students. As mentioned earlier the focus for September was the planning and reestablishing the O'odham Tash annual event. • I have returned to working onsite fulltime due to the changes of personnel and activities and meetings occurring throughout the month of September.

	• The following are additional events/meetings I attended and conducted during the month of August: (most of the meetings held virtually) o College wide Individual Cleansing- 9/2/2022 o O'odham Tash Sub Committee Meeting- 9/6, 13… o Meeting w/Residence (Virtually)- 9/9/2022 o Special Himdag Committee Meeting- 9/14/2022 o Meeting w/RAs- 9/14/2022 o Meeting w/Head Cook- 9/15/2022 o Meeting w/President- 9/23/2022 o Admin Meeting- 9/27/2022 o Presented Welcoming for O'odham Tash- 9/26/2022 o Organized Cemait Contest- 9/27/2022 o Student Life Fun Walk/Run & O'odham Running Presentation- 9/28/2022 I'd like to highlight a few events & meetings conducted and or attended for your information: ➢ I continue to work and meet with the areas I oversee on progression and updates on projects that they are working on. ➢ There has been a change in staffing in the Residence Department due to the recent resignation of Gabriel Valencia. I am presenting overseeing that area with assistance from Ms. Alberta Espinosa and Frances Benavidez. Alberta works closes with student in the counseling area and I have asked Frances if she would like to reside in the Residence Life Coordinator's living quarters to ensure that we have someone onsite after hours, which she graciously agreed to until the position is filled. I also instructed Gabriel to work on getting RAs hired before by the end of his 2 week resignation notification which he did and did a great job. We now have 3 RAs one for each dorm. ➢ The Himdag Committee along with division representation from Student Services, Education Language Department, and Student Life working together in planning the Annual O'odham Tash Event or rather reestablishing it after a 2 year postponement with activities held onsite and presentation presented onsite and virtually. I will attach the agenda and flyers to my report. ➢ I am also presently working on the Annual 2022 Campus Safety and Security Survey that provides any crimes that have occurred during the 2021 calendar year. The deadline to get all information entered is October 19, 2022 which I have set October 14, 2022 to lock the report and have it posted on the website. We are now only reporting 4 campuses, S-Cuk Du'ag Maṣcamakuḍ, Wiṣag Koṣ Maṣcamakuḍ. San Carlos Site, and S-Ki:kig Maṣcama Ki:. Komckuḍ E-Wa:'osidk Maṣcamakuḍ has been eliminated as we do not occupy that site anymore.
Food Program Information	The renovation of the I-Wemta Ki: Kitchen to enlarge it has been completed and Gracie Garcia, Head Cook has moved back into the kitchen and has been serving meals there since Wednesday 9/20/2022. She loves the kitchen is very happy with the industrial stove, new sink and just the overall enlargement of the kitchen.

	We are planning a luncheon later on during the month of October for the Facility staff, Apprentice program and all that took part in the planning and remodeling of a much needed update of our kitchen that serves our students and staff. In working with HR we have finalized the process on bringing in a new Assistant Cook and he will be starting on October 10th with an orientation and finalizing paperwork with HR then will start with Gracie in our new updated kitchen. The Lead Cook also continues to shop weekly for Food Supplies and sometimes will use an extra day when she is preparing for an event The Lead cook also continues to work with other division on providing meals for events.
Community relations and outside college contacts	Collaboration with other entities have all been done virtually due to the ongoing Pandemic situation in Arizona and the nation. But we continue to collaborate with the different division here at TOCC.

Residence Life Update by Director of Student Life

Issues/Items	**Actions/Assessment**
Current Residents	- We currently have 20 registered student residents - All 20 have moved in and are residing in dorms - 13 Female Residents & 7 Males Residents - Dorms fees will be paid by a grant for all student residents. This includes dorm fees, tuition, and books.
Preparation of physical structures	- Washing machines are out of service in B200, C300, and C200. I am following up on this issue with CPEC Coin & Professional Equipment Co. Gabriel ran into a billing issue that belonged to the Tribe. I've worked out the issue with an accounting presentative and TOCC Finance and now waiting for them to schedule us for service. - Gabriel equipped all dorms with supplies needed such as kitchen supplies, mattress covers and flashlights. - Air filters in each unit.
Alarm System	- Alarm system throughout units needs to be inspected due to continuous beeping and "trouble" light on
Residence Life Coordinator position	- I am presently working with HR on filling the Residence Life Coordinator position. Have receive 1 applicant at this point. Am waiting for at least 1 or 2 more applicants. - A farewell luncheon was held for Gabriel Valencia that was attended by staff and students on Tuesday 9/13/2022.
Residence Assistants	- In the last two weeks before Gabriel's last day with TOCC, he was asked to work on getting RAs interviewed, selected and trained before leaving. He did a traffic job and we now have 3 RAs hired. He also worked on increasing

	their stipends which I supported and approved.

Drew Harris- Athletic/Wellness Manager
Key Issues/Items addressed in September 2022

Issues/Items	Actions/Assessment
Working status	a) The new Athletic/Wellness Manager attended the 1st quarter ACCAC meeting and has met with other College Athletic Directors. I have now been updated in the NJCAA & ACCAC system as the point of contact.
Coaching and Recruiting	a) Our Cross-Country team has competed in 4 meets as of September 27th and the next meet will be October 1st in Las Vegas. b) Practice and workouts are continued throughout the season. c) Student-Athletes have moved into the dorms. LOI season has started. d) Team schedules and pictures have been printed and handed out. Schedule posted in public areas.
Scheduling	a) Schedule has been completed for 22-23 season.
Academics	a) We have been in contact with student athletes regarding their grades. b) Continuous follow up with runners on classes/credits and class schedule. c) Classes have started for the Fall 2022 semester. d) Encouraging runners to get involved with programs being shared through TOCC email. Internships and summer programs.
Administration	a) Attended meeting with Director of Student Life to discuss Athletics & Wellness b) Distributed and collected the Student-Athlete packet (which includes physicals, NJCAA Amateurism questionnaire, etc.). c) Archery range has been cleared. Purchasing of equipment has been purchased. The first demonstration will take place on September 29th for the O'odham Tas Celebration. d) Met with Green Rainbow to discuss graphic design plans for Apedag Ki. Rough draft for Apedag Ki: logo has been made and awaiting approval. e) Jenzibar was requested and set up on the Athletic/Wellness Manager computer. f) Submitted membership dues to NJCAA & ACCAC due.
Wellness	a) The Certificate of Occupancy has been given on 9/27/2022. Plans to open Apedag Ki: is scheduled for November. b) Lockers and mirrors for Apedag Ki: has been delivered and installed. Battle ropes and medicine ball holders are still needed to be installed. c) Wifi and fire TV devises needed to be installed and purchased for gym's TVs. d) A walk-thru and estimate has been started for the potential install of security cameras and Access Control Cards for entry in the gym. The company developing quotes is Security 101. e) Operations is scheduled to clean the floor before the opening of the gym. f) Working with facilities to address issues with the bathrooms. Athletic/Wellness Manager found that there is an unblocked visual access to both women and

	men's bathrooms/shower. Operations has informed the manager and Student Life Director that a measurement and estimate has been made for the dividers to block easy visual access. g) Have reached out to potential guest speakers/instructors for wellness program. h) Continued meeting with Tucson Wellness to talk about individual/group strength training when Apedag Ki is up & running.
Budget/Fundraising	a) The Athletic was contacted by a representative of Circle K to inform us that we were chosen to receive a $5,000 donation on the behalf of both Circle K & the Phoenix Rising Organizations. On October 1st the Athletic program will accept a check.
Outreach/Community Service	a) The Athletic Program will host a Fun Run/Walk on September 28th for the O'odham Tas Celebration. T-shirts and Raffle Prices will be handed out.

Valentine Lee- Lead Security

Key Issues/Items addressed in August 2022

Issues/Items	**Actions/Assessment**
Student Issue/Disciplines Incidents reports	Only one report for the month September in regards to the dorms
Temperature Check Station	We continue to check in vendors and test those who need it, staff and students Some Students/visitors are turned away due to not having the poof of vaccination with them. We continue to have minor issue with the check in station. We have whomever may need to check in on the paper from when needed. Security continue to perform rapid tests for employees and vendors as needed. We had no positive test for September, Security continues to follow protocol if someone tests positive. We continue to have students/visitors who try to come into I:We:mta Ki: without checking they are referred back to the check in station.
Security Staff	Security is having to lock unlocked dorm doors after 5pm Security continues to do checks to ensure everything is locked and secured after hours as well as west campus. We are having O'odham Tas week (26-29) all went well during the entire week

Tohono O'odham Kekel Ha-Maṣcamakuḍ

TOHONO O'ODHAM COMMUNITY COLLEGE

O'ODHAM TAṢ

September 26-29, 2022

At S-cuk Du'ag Maṣcamakuḍ
Arizona Highway86, Milepost 125.5 N.

Per TOCC Policy, all persons on any of our campuses and sites must be fully vaccinated. 'Fully vaccinated' shall be understood to include booster shots recommended by the Center for Disease Control (CDC). Please stop by one of our check-in stations before accessing TOCC grounds. You are required to provide proof of vaccination during check-in

Monday 9/ 26

9:00AM—Opening Blessing/ Welcome: Himdag Committee (In-person and virtual via Zoom)
10:00AM—Presentation: TOCC Early Years to the Present: Founding Purpose and Cultural Significance (In-person and virtual via Zoom)
1:00PM—O'odham Jeopardy

Tuesday 9/27

7:00AM—T-hihimcuda Wo:g Clean-up
9:00AM—Traditional Food Demonstration, Farmers Market, and Student Vendors.
1:00PM—Cemait Making Contest

Wednesday 9/28

7:00AM—Fun Run/ Walk
9:00AM—Presentation: Different types of Running
1:00PM—O'odham Bingo

Thursday 9/29

7:00AM-8:00AM—T-hihimcuda Wo:g Clean-up
8:00AM—Breakfast (Free)
9:00AM-12:00PM—Cultural Arts Demonstration, Traditional Games, and Local Vendors.
11:30AM—Lunch (Free) Movie Screening: *Waila! Making The People Happy*
12:00PM-2:00PM—Entertainment by South Image
1:00PM—Waila Dance Contest
2:00PM—Giveaway Dance
2:45PM—Closing Blessing

Free Health Screening All Day
Sign-up for mammograms, sugar level, and blood pressure checks.
For more information or to schedule, call or text (520) 486-9204

PIMA COUNTY HEALTH DEPARTMENT REACH program

For more information contact,
Myriah Cypriano mcypriano@tocc.edu or (520)479-2300

Tohono O'odham Community College

FUN RUN & WALK

***PROOF OF VACCINATION IS REQUIRED. .

RAFFLE PRIZES & EVENT T-SHIRTS

WEDNESDAY
SEP 28TH

Agenda of Events:

- 6:00am: On-site registration starts.
- 7:00am: Fun Run/Walk Begins
- 7:30am: Breakfast.
- Raffle Tickets will be given out upon completion of fun run/walk
- 9:00am: O'odham Running History Presentation.

Pre-register now using this QR Code:

RAFFLE PRIZES | BREAKFAST | PRESENTATION

For More Information Call
ANTHONY FRANCISCO:
520-993-6065
AFRANCISCO@TOCC.EDU

Community Partnership:

HEALTHY O'ODHAM PROMOTION PROGRAM

TOCC Board of Trustees Regular Meeting

October 13, 2022

ADDENDUMS & ADDED AGENDA ITEMS

October 2022 Resource List Addendum – Human Resources October 2022 BOT Report

NEXTGEN USDA Grant request – From Learning to Leading: Cultivating the Next Generation of Diverse Food and Agriculture Professionals (NEXTGEN) Program

Pisinemo Site Update - Letter To Chairman Stanley Cruz – Amend Options

JDworkin Reply Impact Lease Electronic Mail

TOCC Presidential Search – Timeline Document

TOCC–SCAC Operating Agreement - Final

Draft Dual Enrollment IGA SCAC-SCUSD

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: PAUL ROBERTSON, PRESIDENT

FROM: SONYA JUAN, HUMAN RESOURCES DIRECTOR

SUBJECT: **AGENDA ITEM— SEPTEMBER 2022 RESOURCE LIST-ADDENDUM**

DATE: 10/12/2022

CC: FILE

Background

The following employees are recommended for the Board's consideration as new hires.

Recommendation

The President recommends the approval of the employees on the attached list as new hires for the Tohono O'odham Community College.

RESOURCE LIST
August 2022

New Hires:

Name	Position	Date
Adrianne Rios	Language Specialist	9/12/2022
	Ms. Adrianne Rios was Dispatcher for four years and one month with Pascua Yaqui Police Department and she was Firefighter/E.M.T/Lieutenant for five years with Tohono O'odham Nation Fire Department. Ms Adrianne was Dispatcher for two years and one month with Tohono O'odham Nation Police Department and she was Community Representative for San Isidro Community for seven years. Ms. Adrian was Caregiver with Sunlife Home Care for on eyear and five months, she was Tutor with Tohono O'odham Community College for one year and Substitute Teach with Indian Oasis Baboquivari Unified School District Elementary for 11 months. Ms. Rios was Human Services Investigator with Tohono O'odham Nation Health and Human Services-Child Welfare Division for nine months. Ms.Adrianne Rios earned her Bachelor in Elementary Education from University of Arizona.	
Tyrone Mandre	Assistant Cook	10/10/2022
	Mr. Tyrone Mandre was Human Resource Clerk with National Optical Astronomy Observatory for one year and six months. Mr. Mandre was Dishwasher with Agave Banquet and Grill Restaurants, Desert Diamond Casino for two years and eight months and he was Cook with Tohono O'odham Nation, Justice Department-Corrections for one year. Mr. Mandre was Lead Cook with Buffet-Bakery, and Steak House, Desert Diamond Casino for three years and eight months, he was Cook with Tohono O'odham Nation, Department of Health and Human Services- Senior Service for nine years and four months. Mr. Tyrone Mandre earned his Associates of General Studies and Baker's Helper Certificate from Pima County College.	

Separations:

Name	Position	Date
Tiffany Viggiano	Dean of Academics	10/05/2022

Tohono O'odham Community College
Employment Vacancy Activity Log
September 2022

Administrative/Faculty/Exempt

Vacant Position	Division	Number of Applicants	Tohono O'odham	Native American	Other	Application w/documents Complete		Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
						Yes	No		Yes	No		Yes	No	
Biodiversity and Research Specialist	Sustain.	2			2	1	1	9/28/2022	1	1	9/29/2022			Pending background check
Dual-Enrollment Coordinator	Stud Svs	2			2		2	9/28/2022	1	1				Pending interview
Interdisciplinary Instructor	Edu	2			2		2	9/28/2022	1	1				Pending interview
Restaurant Manager Instructor	Sustain.	0												On-hold
Student Success Coordinator	Stu Svs	6		3	3	2	4	9/28/2022	2	4	10/19/2022			Pending additional interview
Phoenix Center Director	Stu Svs	6		1	5	1	5	8/31/2022	1	5	9/9/2022	1		Tentative start date 11/07/22
Plumbing Apprentice Instructor	Apprentice Prog.	0										1		Continue to advertise
Pre-College GED Instructor	Workforce Comm. Develp.	2		1	1	2		9/28/2022	1					Pending interview
Principal Accountant	Spec. Proj.	1			1	1		9/28/2022						Pending manager review
Residence Life Coordinator	Stud Life	2			2		2	9/28/2022						Pending interviews
Social Work Instructor	Edu	1			1	1		9/28/2022	1					Pending interview

Updated 9/29/2022

Tohono O'odham Community College
Employment Vacancy Activity Log
September
Hourly

Vacant Position	Division	Number of Applicants	Tohono O'odham	Native American	Other	Application w/documents Complete		Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
						Yes	No		Yes	No		Yes	No	
Payroll Technician	Finance	1			1		1	9/28/2022	1	1	8/26/22		1	Continue to advertise
Project Specialist	Lang Center	2	2			1	1	08/31/2022	2		08/09&11/ 2022	1	1	On hold
Receptionist	Stu Svs	8		8		5	3	9/28/2022	1	2	10/12/2022			Pending reference check
Language Specialist	Lang Center	1	1			1		9/8/2022	1		9/8/2022	1		Position Filled effective 9/12/2022

Preparing the next generation to sustain Tohono O'odham's food and natural resources heritage.

A TOCC proposal for the USDA's "From Learning to Leading: Cultivating the Next Generation of Diverse Food and Agriculture Professionals (NEXTGEN) Program"

Deadline: November 15, 2022

- **The NEXTGEN program prepares students for tribal and federal government sector employment using three different projects.**

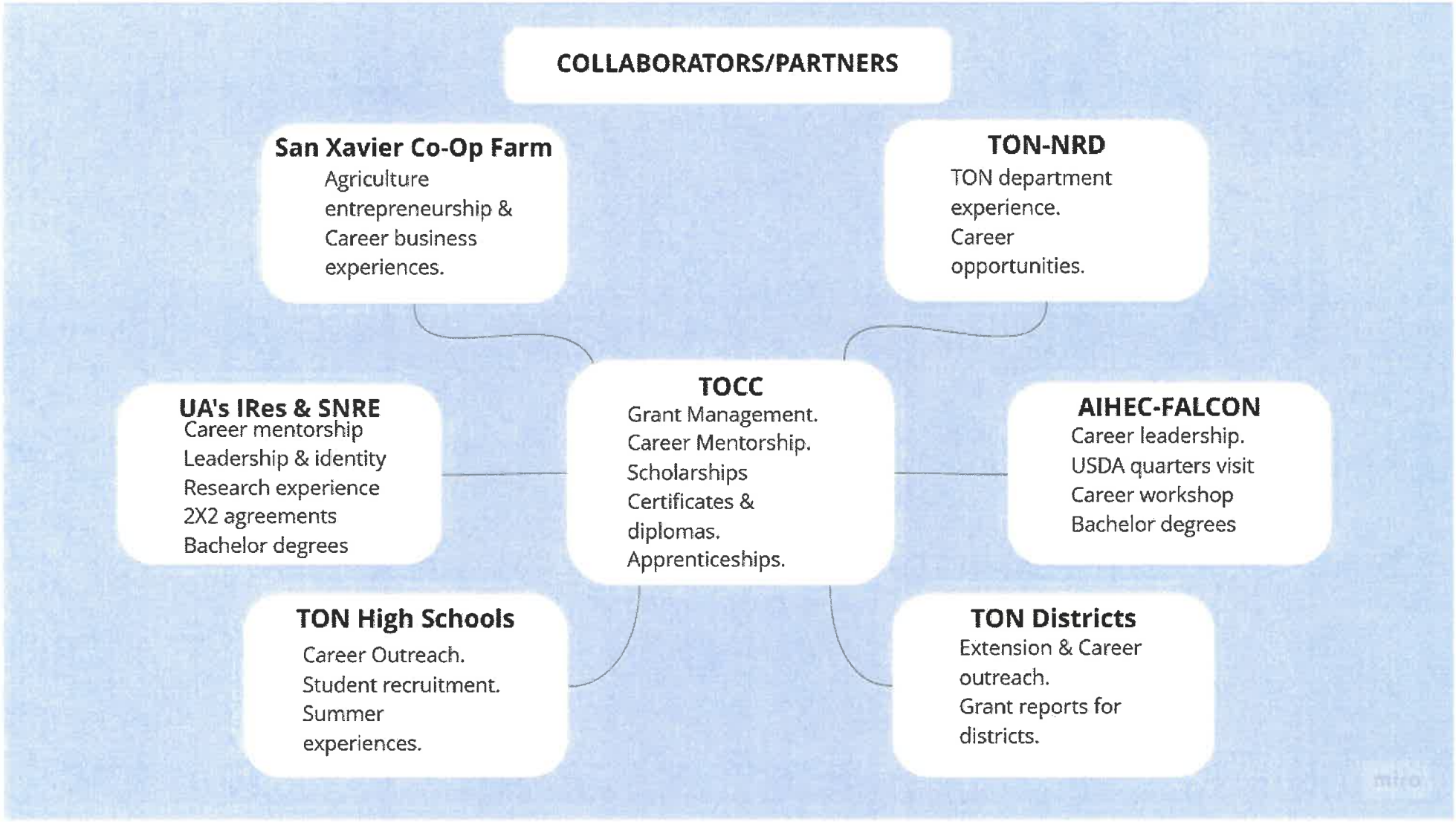
1. Experiential Learning through:
   a. Research in summer internships
   b. Education with project based learning
   c. Extension working in the community

2. Student scholarship projects
   a. Focused student financial support to engage in studying Food, Agriculture and Natural Resources and related fields
   b. Mentoring and coaching
   c. Cultural awareness through O'odham mentors

3. Outreach and Engagement projects
   a. Develop networks to enhance knowledge of opportunities
   b. Engage students as ambassadors in K-12 settings
   c. Paid internships, fellowships, and job opportunity matching

GOALS

1. To strengthen the learning processes that lead to employment opportunities in Food, Agriculture and Natural Resources and related fields
2. To strengthen learning pathways leading to the Tohono O'odham Nation and USDA employment
3. To develop a strong sense of cultural values of the Tohono O'odham Nation when working in tribal lands and federal government


COLLABORATORS/PARTNERS
San Xavier Co-Op Farm
Agriculture entrepreneurship & Career business experiences.
TON-NRD
TON department experience.
Career opportunities.
UA's IRes & SNRE
Career mentorship
Leadership & identity
Research experience
2X2 agreements
Bachelor degrees
TOCC
Grant Management.
Career Mentorship.
Scholarships
Certificates & diplomas.
Apprenticeships.
AIHEC-FALCON
Career leadership.
USDA quarters visit
Career workshop
Bachelor degrees
TON High Schools
Career Outreach.
Student recruitment.
Summer experiences.
TON Districts
Extension & Career outreach.
Grant reports for districts.

TOHONO O'ODHAM COMMUNITY COLLEGE

P.O. BOX 3129 • SELLS, ARIZONA 85634
PHONE: (520) 383-8401 • FAX: (520) 383-8403

October 10, 2022

VIA CERTIFIED MAIL
Chairman Stanley Cruz
Pisinemo District
Highway 86 & Route 21 Mile 1,
Sells, Arizona 85634

Dear Chairman Stanley Cruz,

In 2007 Tohono O'odham Community College ("TOCC") and the Pisinemo District ("District") entered into a lease to provide payment to cover administrative costs related to the building of a satellite college campus. The Agreement's costs were intended to compensate the District for administrative costs and other impact costs from the design, construction, and operation of the satellite campus. TOCC did not build a satellite campus. Nevertheless, TOCC has continued to pay the impact lease annually. TOCC has paid nearly $10,000/annum for the last several years, funds the College could be using to benefit its students and accomplish its mission.

Given that the purpose of the agreement is moot, TOCC is proposing an amendment that would end responsibility to pay annual costs for impacts when there are no impacts. Proposed language for two options is provided in two attachments to this letter and we hope that one or the other will be found to be satisfactory. We look forward to working with the District to amend the existing impact lease agreement.

Sincerely,

Paul M. Robertson, Ph.D.

Paul Robertson
President

Attachments:
1. Option 1: Proposed Amendment to Terminate Agreement
2. Option 2: Proposed Amendment to Suspend Payments

Option 1 – Termination of Impact Lease between TOCC and Pisinemo District

AMENDMENT TO AGREEMENT
TERMINATION OF AGREEMENT

This Amendment #1 to the Memorandum of Agreement ("Agreement") originally executed on May 16, 2007. Tohono O'odham Community College ("TOCC") and the Pisinemo District ("District") entered into an agreement to provide payment to cover administrative costs related to the building of a satellite college campus. Pursuant to Section 6 of the Impact Lease, the parties amend the impact lease. The original Agreement will remain unchanged except for all language or provisions that conflict with the following amended changes.

Whereas, the TOCC entered into an agreement to provide payment to the District to cover administrative costs related to the building of a satellite college campus. However, TOCC abandoned this project and there have been no other projects by TOCC completed on the leased land.

Whereas, the TOCC has paid the District annually since 2007. The District will not incur administrative costs since the TOCC has determined to not use the land leased.

Whereas, TOCC seeks to amend the original agreement to reduce administrative costs paid by the TOCC to the District since TOCC has opted to not proceed with the satellite campus as planned.

Section 9. Termination of Agreement

The Agreement executed on May 16, 2007, is hereby terminated.

AGREED, UNDERSTOOD, AND EFFECTIVE this ___day of _____2022.

Option 2 – Agreement to Suspended Payments for Impact Lease between Pisinemo and TOCC

AMENDMENT TO AGREEMENT
SUSPENDED PAYMENTS

This Amendment #1 to the Memorandum of Agreement ("Agreement") originally executed on May 16, 2007. Tohono O'odham Community College ("TOCC") and the Pisinemo District ("District") entered into an agreement to provide payment to cover administrative costs related to the building of a satellite college campus. Pursuant to Section 6 of the Impact Lease, the parties amend the impact lease. The original Agreement will remain unchanged except for all language or provisions that conflict with the following amended changes.

Whereas, the TOCC entered into an agreement to provide payment to the District to cover administrative costs related to the building of a satellite college campus. However, TOCC abandoned this project and there have been no other projects by TOCC completed on the leased land.

Whereas, the TOCC has paid the District annually since 2007. The District will not incur administrative costs since the TOCC has determined to not use the land leased.

Whereas, TOCC seeks to amend the original agreement to reduce administrative costs paid by the TOCC to the District since TOCC has opted to not proceed with the satellite campus as planned.

Section 9. Suspended Impact Lease Payments

Fees required under Section 2 are suspended for the remainder of the term unless further amended or if TOCC should make any plans requiring administration by the District.

AGREED, UNDERSTOOD, AND EFFECTIVE this ___day of _____2022.

Paul Robertson <probertson@tocc.edu>

RE: Proposal to amend Impact Lease [IWOV-iManage.FID597244]

1 message

Dworkin, Judith M. <Judith.Dworkin@sackstierney.com> Tue, Oct 11, 2022 at 2:54 PM
To: Stanley Cruz <stanley.cruz@toua.net>, Paul Robertson <probertson@tocc.edu>

President Robertson: I have reviewed your two options and discussed the same with Chairman Cruz. The approach that the Pisinemo District ought to be considering is as follows:

At such time as the College enters into a Sublease with Traveling Eagle, the District would terminate its Lease between the District and the College. The Memorandum of Agreement only is effective while there is an operational lease.

Judy

Judith M. Dworkin

Attorney

P: 480.425.2615 C: 602.460.9483

SACKS TIERNEY

4250 N. Drinkwater Blvd., Fourth Floor
Scottsdale, AZ 85251

From: Stanley Cruz <stanley.cruz@toua.net>
Sent: Tuesday, October 11, 2022 1:47 PM
To: Paul Robertson <probertson@tocc.edu>
Cc: Dworkin, Judith M. <Judith.Dworkin@sackstierney.com>
Subject: Re: Proposal to amend Impact Lease

President Robertson,

Unfortunately our second meeting for October is this evening and next Tuesday's meeting is for Legislative reports. If you would like to schedule for next month, the in person meetings will be November 3rd, and the 8th. Let me know if one of these dates will work for TOCC. Thanks.

From: "Paul Robertson" <probertson@tocc.edu>
To: "Stanley cruz" <stanley.cruz@toua.net>, "judith dworkin" <Judith.Dworkin@sackstierney.com>
Sent: Monday, October 10, 2022 3:29:47 PM
Subject: Proposal to amend Impact Lease

S-ke:g tas:

I hope you are doing well. We're already at midterm of the semester and time is moving more quickly than ever it seems.

We visited recently about amending the 2007 Impact Lease between TOCC and Pisinemo. The letter appended to this email includes two possible avenues to amend that lease. Can we present these at an upcoming District meeting?

Thank you for your consideration,

Paul Robertson

President
Tohono O'odham Community College

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Evan Thomas <ethomas@tocc.edu>

Presidential Search for TOCC

1 message

Sonya Juan <sjuan@tocc.edu> Wed, Oct 12, 2022 at 4:01 PM
To: Paul Robertson <probertson@tocc.edu>, Evan Thomas <ethomas@tocc.edu>

Hello Paul and Evan,

I have attached the Presidential Search Timeline for tomorrow's board meeting. Please let me know if you have any questions

Thank you

Sonya Juan
Director of Human Resources
Tohono O'odham Community College
phone: 520-479-2300 | fax : 520-479-2281

2023 Presidential Search Timeline (1).docx
17K

Presidential Search for TOCC

Tohono O'odham Community College (TOCC) President Paul Robertson has announced his intent to retire effective December 31, 2023. Robertson has served as TOCC's President since January 2016.

The TOCC Board of Trustees will soon select a firm to guide a nation search for Robertson's successor. College employees and community members will be selected to participate on the Search Committee where they will provide input as to the qualities and characteristics TOCC is seeking in its next president

Presidential Search Timeline

November 30, 2022: Publish RFP to select firm to conduct the search

January 2023: Engagement of firm to conduct search through bid process with BOT making the selection

February -March: Search preparation phase

- The search committee is established – 12 members from different divisions
    - Trustee: Chair of Committee
    - Trustee: Board representative
    - 2 Full-Time Faculty
    - 2 Part-Time Faculty
    - Support Staff
    - Student
    - Alumnus
    - Tohono O'odham Legislative Council representative
    - BUSD Superintendent
    - Executive Administrator
- Board reviews and approves the President job description and the College Profile
- President search announcement is updated and reviewed by the Board for approval
- Update the website, announcing the search with a timeline and other details.
- Post the Presidential vacancy on different social media outlets and recruitment publications (2 months)

April – July 2023 Candidate recruitment phase:

- HR collects incoming applications

August 15, 2023: Application deadline

- Search firm reviews candidate rankings and selects semi-final candidates for preliminary interviews
- Search committee interviews
    - Search committee interviews semi-final candidates and recommends 3 to 5 candidates to the Board for consideration

September 2023: Board of Trustees Interview onsite

- The Board interviews the final candidates and selects the new President.

- Public forums and tours of TOCC for finalists
- Board makes an offer with a background check and fingerprint clearance contingency

October – November 2023

- Background and fingerprint clearance completed
- President contract is drafted with Board and Legal review
- The Board proposes contract and determines a transition timeline; contract is finalized

December 2023: Outgoing President final interview

January 2, 2024: First day of work for new President

February 2024: Welcome reception for new TOCC President at S-cuk Du'ag Mascamakud

FIRST AMENDED AND RESTATED OPERATING AGREEMENT BETWEEN SAN CARLOS APACHE COLLEGE AND TOHONO O'ODHAM COMMUNITY COLLEGE

THIS FIRST AMENDED AND RESTATED OPERATING AGREEMENT (hereinafter, the "Amended Agreement") is entered into by and between SAN CARLOS APACHE COLLEGE ("SCAC"), a subsidiary education and economic development enterprise chartered by the San Carlos Apache Tribe ("Tribe"), and TOHONO O'ODHAM COMMUNITY COLLEGE ("TOCC"), chartered by the Tohono O'odham Nation and accredited by the Higher Learning Commission ("HLC"), individually referred to herein as a "Party" and collectively as the "Parties." This Amended Agreement shall become effective as of the last date on the signature page(s) hereof (the "Effective Date").

WHEREAS, SCAC and TOCC entered into that certain Operating Agreement Between San Carlos Apache College and Tohono O'odham Community College for the Establishment of San Carlos Apache College as a Branch Campus of Tohono O'odham Community College, dated December 9, 2016, with respect to SCAC operating as an additional location under TOCC's accreditation until such time as SCAC achieved its HLC accreditation ("Original Agreement"); and

WHEREAS, SCAC and TOCC now wish to amend and restate the Original Agreement and accordingly hereby amend and restate the Original Agreement; and

NOW WHEREFORE, in consideration of the mutual promises, conditions, and terms contained herein, the Parties adopt this Amended Agreement to provide in its entirety as follows:

ARTICLE I. PURPOSE

The purpose of this Amended Agreement is to set forth the understanding of the Parties as to the terms and conditions under which TOCC will provide academic programs and courses, as well as educational support services and programs of study for SCAC as an additional location of TOCC that operates geographically apart and independent of the main campus of TOCC, in accordance with the HLC standards. SCAC will expedite the process of attaining independent accreditation from the HLC in accordance with the latest applicable HLC Eligibility Process and Candidacy Guidelines. The Parties further understand and agree that SCAC intends to become a "tribally controlled college," as defined in the Tribally Controlled Community College Act, 25 U.S.C. § 1801, *et seq.*, renamed the Tribally Controlled College or University Assistance Act in 1998, to serve the higher educational interests of the Tribe once it attains independent accreditation from HLC.

ARTICLE II. DEFINITIONS

The following terms used in this Amended Agreement shall have the same meaning as those terms currently defined by the Higher Learning Commission: accreditation, additional location, candidacy, Higher Learning Commission (HLC), initial accreditation.

ARTICLE III. TOCC OBLIGATIONS

TOCC shall:

1. For purposes of instruction and operation:

   a) Provide academic programs and courses, as well as educational support services and programs of study for eligible SCAC students to pursue the Associate degrees and Certificates listed in the current TOCC Catalog;

   b) Ensure that all TOCC faculty and other employees who may be assigned to SCAC participate in an orientation provided by SCAC on Apache culture and SCAC's mission and goals;

   c) Be responsible for the general supervision of courses including monitoring instructor qualifications to ensure compliance with TOCC and HLC standards. This responsibility does not apply to day-to-day supervision or determination of the teaching methods and procedures;

   d) Maintain the highest, accredited academic standards, and provide SCAC with the protocols, policies, and procedures for these assessments;

   e) Provide SCAC with timely access to TOCC records related to SCAC student count, tuition, and fee payments, including, but not limited to, TOCC data on SCAC students for and reports made to the Integrated Post-Secondary Education Data System, the American Indian Higher Education Consortium, the Arizona Instrument to Measure Standards, and the Indian Student Count (hereinafter "ISC") for the Tribally Controlled Community College Act; and

   f) Provide reasonable assistance and guidance upon SCAC's request for SCAC's timely compliance with requirements for accreditation by the HLC, including review and comment on SCAC's application for HLC eligibility, candidacy and initial accreditation, and related documents.

2. For transcripts and degrees:

   a) Make official transcripts available to SCAC for all SCAC students within one (1) month of receipt of final grades, provided that written authorization from SCAC for release of the transcript has been received by TOCC within such time;

   b) Include a notation on SCAC student transcripts that signifies his/her/their status as an SCAC student.

3. Direct the TOCC Financial Aid Office to access and process federal financial aid and other student aid as it is available for SCAC students who are eligible for federal Pell grant, federal Supplemental Educational Opportunities Grant and federal work-study funding; provided that:

a) Private scholarships (e.g., American Indian College Fund) shall be distributed without regard to a student's matriculation as an SCAC or TOCC student;

b) The Parties acknowledge that TOCC does not participate in any Federal Loan Programs and will not process any loan applications for SCAC students;

c) TOCC assumes no liability or responsibility for any Federal Loans or other programs previously participated in by SCAC students;

d) TOCC shall verify U.S. Department of Veterans Affairs ("VA") benefits eligibility for veterans enrolled in the programs under this Amended Agreement. TOCC's Financial Aid Director will serve as the official sign-off authority for VA benefits; and

e) Ensure compliance with Title IV, undertake financial aid audits, and reporting data thereof to SCAC.

4. Designate the TOCC President or designee to facilitate the carrying out of the terms of this Amended Agreement.

ARTICLE IV. SCAC OBLIGATIONS

SCAC shall:

1. Under the 2021 HLC Guidelines, SCAC shall be considered by the parties to be an "additional location" campus and no longer a "branch location" campus of TOCC.

2. Continue to embrace SCAC's dual identity as an unaccredited college chartered by the Tribe and as a TOCC additional location providing accredited TOCC courses until such time as SCAC achieves its independent accreditation from HLC.

3. Expedite the process for the timely attaining of independent accreditation from HLC, including and in accordance with the latest applicable HLC guidelines, and:

   a) For such purpose, SCAC shall be responsible for its own dues and fees;

   b) SCAC in its effort to gain separate accreditation from the HLC shall, under SCAC Board policy:

      (i) Maintain substantial financial and administrative independence from TOCC, including matters related to personnel, provided that SCAC adheres to TOCC and HLC standards;
      (ii) Be responsible for the selection and hiring of all SCAC faculty and staff, including any faculty and staff hired to perform services pursuant to this Amended Agreement; and
      (iii) Provide library resources, student support, and instructional support necessary to meet the needs of students and the community;

c) Provide SCAC's application for candidacy for HLC accreditation and related documents to TOCC for review and comment no less than one (1) month prior to submission; and

d) Provide the TOCC President with periodic progress reports on the steps and requirements identified by HLC for SCAC's accreditation, as reasonably necessary or upon request by the TOCC President.

4. For Financial Aid, SCAC shall provide financial aid support to SCAC students in coordination with TOCC's Financial Aid Office.

5. For Registration:

a) Recruit, counsel, and advise SCAC students;

b) Coordinate course offerings with TOCC's Academic Dean in order to ensure that adequate classes are available for all TOCC and SCAC students;

c) Identify courses that are available to SCAC students exclusively and coordinate such designation for appliable courses with the TOCC Dean of Student Services or designee in a timely manner;

d) Work collaboratively with TOCC to ensure that students poised to graduate within one (1) semester will be afforded an opportunity to access the course or courses they may need;

e) Follow TOCC curriculum processes to include submitting all proposed curricula to the TOCC for consideration;

f) Submit semester course schedules to the TOCC Director of Admissions and Records not later than two (2) months prior to the first day of classes; and

6. For Instructors:

a) Employ instructors and staff as employees of SCAC;

b) Deliver Certification of Instructor forms and all related documentation to TOCC's Dean of Academics not later than two (2) weeks prior to the beginning of each semester, which includes, but is not limited to, the following:

(i) Instructional Personnel Information and needs assessment data;
(ii) Current Resumes and summaries of instructor evaluations;
(iii) Official Transcripts;
(iv) Certification of Instructor Forms;
(v) Signed Instructor Contracts; and
(vi) Syllabi for all courses offered through this Amended Agreement; and

c) Maintain files for all instructors containing the same information provided to TOCC, plus the following:
   (i) Syllabi for all courses offered through this Amended Agreement; and
   (ii) Summaries of instructor evaluations.

7. For Administration:

   a) Provide notice to TOCC in writing of SCAC's intent to enter into any affiliation or articulation agreement(s) with another educational institution;

   b) Any dual enrollment agreement with a high school or equivalent educational institution shall require mutual agreement of the Parties;

   c) Designate its President to administer and implement this Amended Agreement, while day-to-day coordination will be carried out by the appropriate departments;

   d) Establish salaries and benefits for SCAC employees, and paying said employees accordingly once SCAC has established its own budgeting and accounting system independent from that of the Tribe;

   e) Provide equipment, supplies, and facilities necessary for program offerings;

   f) Ensure annual financial audits and reporting thereof to applicable federal agencies once SCAC has established its own payroll, budgeting, and accounting systems independent from that of the Tribe, with copies to TOCC;

   g) Continue to implement its own policies and procedures for faculty, staff, students and its administration as are necessary to ensure that SCAC will be prepared and able to carry out its operations that adhere with TOCC policies and procedures, as well as HLC accreditation standards; and

   h) Conduct all instruction, advising, and other student support functions in an open and direct manner to facilitate communication and to assure effective delivery of services.

ARTICLE V. MUTUAL OBLIGATIONS OF THE PARTIES

It is mutually agreed that:

1. Both Parties shall continue to re-affirm and support the unique and historic nature of the partnership.

2. Each Party shall individually, mutually and collectively promote and defer to the other Party's unique needs of their respective communities and student success at both their institutions.

3. The Parties shall make reasonable and best efforts to collaborate on SCAC's quest for independent accreditation by HLC.

4. For the purpose of this Amended Agreement, SCAC shall function as an "additional location" of TOCC within the meaning of the current HLC standards.

5. In order to ensure compliance with TOCC and HLC standards, TOCC shall have:

   a) Oversight over the SCAC courses; and

   b) Authority to review records pertaining to the finances, administration, and hiring, firing and retention of personnel at a reasonable and mutually agreeable time at SCAC.

6. Amended Communication.

   a) SCAC will discuss with TOCC and obtain prior written approval of those news releases and promotional materials of publicity relevant to TOCC offerings;

   b) The use of the name of Tohono O'odham Community College or TOCC in any literature produced by SCAC is subject to written approval by TOCC, and likewise the use of the name of San Carlos Apache College or SCAC in any literature produce by TOCC is subject to written approval by SCAC;

   c) The formal lines of communication shall be between the SCAC President and the TOCC President or their respective designees (i.e. The SCAC Financial Aid Director may communicate with the TOCC Financial Aid Director for the purpose of facilitating transactions and records);

   d) The Parties agree to establish policies and procedures for timely communicating data and sharing reports to funding and accreditation agencies; and

   e) The SCAC Board of Regents and TOCC Board of Trustees shall jointly meet at least annually, first on the San Carlos Apache Reservation and then at TOCC, and rotating thereafter, on such places, dates and at such times to be mutually agreed upon. Other joint meetings shall take place as desired and agreed upon. For such purpose, the Boards of SCAC and TOCC shall mutually develop a process that ensures an open dialogue on any issues of concern, interest or request for exchanging information, data and reports by their respective administrative departments.

7. Student Status. SCAC students shall be considered students of TOCC with all attendant rights and privileges.

8. Class size. TOCC and SCAC shall have the same protocol in regard to minimum class size.

9. Grants. SCAC may apply for grants or other funding, and shall follow the same applicable internal policy and process as TOCC for the same, to include notifying TOCC when SCAC applies for such grants or other funding.

10. Non-Profit Foundation. SCAC may establish a non-profit foundation, independent from TOCC, to solicit and manage donations to SCAC, which money shall be managed solely by and for SCAC and its related programs.

ARTICLE VI. FINANCIAL CONSIDERATIONS, INDIAN STUDENT COUNT

1. SCAC students will be considered TOCC students for reporting purposes required by the Integrated Post-Secondary Education Data System, the American Indian Higher Education Consortium, the Arizona Instrument to Measure Standards, and the Indian Student Count (hereinafter "ISC") for the Tribally Controlled Community College Act.

2. The ISC calculation shall be conducted according to the timeline established by the Bureau of Indian Education ("BIE").

3. A Pell Grant Summary Report that indicates the student's name, amount of award, fees deducted, and remaining balance for each student will be provided to SCAC by the TOCC Finance Office.

4. Cost Reimbursement - Tuition, Full Time Student Equivalence ("FTSE") funding shall be computed according to the BIE formula. The parties agree that:

   a) TOCC's tuition and fees schedule shall apply to SCAC students; however, SCAC may, upon application from the SCAC Board of Regents, and with the written agreement of TOCC's Board of Trustees, adopt a different tuition cost rate;

   b) All SCAC student tuition payments shall be made payable to TOCC. TOCC shall remit seventy-two percent (72%) of the student tuition payments collected, but no more, to SCAC within thirty (30) days of receipt; and

   c) Seventy-five percent (75%) of Tribally Controlled Community College Act funds resulting from the enrollment of SCAC students will be disbursed to SCAC. This percentage share will be reviewed and determined by TOCC on an annual basis prior to July 1st of each year. Payment to SCAC of the seventy-five percent (75%) will be made within two (2) weeks of receipt of said funds by TOCC.

ARTICLE VII. TERMINATION OF THIS AMENDED AGREEMENT

1. This Amended Agreement shall terminate:

   a) On the termination date listed in Article IX below unless otherwise renewed in accordance with Article IX; or

   b) If SCAC is precluded by the Tribal Council of the San Carlos Apache Tribe from fulfilling its obligations under this Amended Agreement; or

c) If applicable law allows SCAC to provide degrees and certificates and SCAC gives ninety (90) days written notice to TOCC of its intention to terminate this Amended Agreement; or

d) If this Amended Agreement is terminated for the convenience of either Party upon ninety (90) days written notice to the other Party; or

e) If SCAC achieves its independent accreditation from HLC and SCAC gives ninety (90) days written notice to TOCC of the same, and during which ninety (90) day period TOCC and SCAC shall coordinate efforts to separate necessary functions.

2. Effective Date of Termination. In the event this Amended Agreement is terminated, such termination shall become effective at the end of the designated academic year, provided that any termination of this Amended Agreement for any other reason provided in this Amended Agreement shall not be in the middle of, or before the end of a semester, and in such event neither Party shall have any continued obligation of any kind to the other Party after the effective termination date of this Amended Agreement, except for the payment by SCAC to TOCC of any expenses or costs incurred by TOCC pursuant to this Amended Agreement during its term.

3. A Party shall be deemed to be precluded by law from fulfilling its obligations under this Amended Agreement if a court of competent jurisdiction makes such a determination.

4. The parties understand and agree that in the event that SCAC is dissolved and ceases to exist at any time during the term of this Amended Agreement, either by a change in law or otherwise, pursuant to SCAC's charter, the San Carlos Apache Tribe will assume all obligations, responsibilities, duties and rights of SCAC pursuant to this Amended Agreement, and will honor all terms and provisions of this Amended Agreement as if SCAC had not been dissolved or otherwise ceased to exist.

ARTICLE VIII. GENERAL PROVISIONS

1. Insurance. SCAC shall be responsible for insuring against personal injury and wrongful death liability and loss or damage to all real and personal property and facilities of SCAC used by TOCC to provide programs and services under this Amended Agreement which are located or rendered on the San Carlos Apache Reservation and further agrees to include TOCC as a named insured on such insurance policies. TOCC shall not be responsible or liable for any personal injury and wrongful death or loss or damage to SCAC's personal or real property or facilities not caused by TOCC staff or faculty. SCAC may, at its sole option and expense, request that TOCC obtain insurance coverage for personal injury and wrongful death liability and for any loss or damage to all real and personal property and facilities rented by SCAC to TOCC, and for those TOCC staff who may be assigned to SCAC, if any.

2. Students, instructors, and TOCC staff participating in this Amended Agreement shall not be considered as employees of SCAC, and students, instructors, agents or employees of SCAC shall not be considered employees of the TOCC. Accordingly, employees of one Party shall

not be entitled to employee benefits normally provided to bona fide employees of the other Party.

3. Indemnification. To the extent allowed by law, the Parties agree to indemnify, defend, and hold harmless each other from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (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 arise out of the respective Parties' activities under this Amended Agreement and which are caused by the act, omission, negligence, misconduct, or other fault of the indemnifying Party, its officers, officials, agents, employees, or volunteers. This indemnification provision shall survive termination of the Agreement and remain in effect.

4. Dispute Resolution. The Parties recognize that, disagreements may arise over either or both of the respective Parties' responsibilities pursuant to this Amended Agreement. Accordingly, in the event any such disagreement does arise, the Parties will attempt to informally and amicably resolve the dispute first between the SCAC President and the TOCC President, and then by a meeting of the SCAC Board of Regents and the TOCC Board of Trustees at a date and time the Parties mutually determine.

5. Sovereign Immunity. Nothing in this Amended Agreement shall be construed as a waiver of the sovereign immunity of the Tohono O'odham Nation, the TOCC, the San Carlos Apache Tribe, or the SCAC from suit in any jurisdiction for any reason.

6. No Joint Venture. Each Party shall retain complete control and jurisdiction over such programs of its own that are outside of this Amended Agreement, and nothing in the execution of this Amended Agreement or in its performance shall be construed to establish a joint venture of the Parties hereto.

7. Amended and Restated Agreement. This Amended Agreement amends, restates, and replaces in its entirety the Original Agreement.

8. Entire Agreement. This document contains the entire Agreement between the Parties and may not be modified, amended, altered, or extended except through a written amendment by the Parties.

9. Counterparts. This Amended Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Amended Agreement.

ARTICLE IX. AGREEMENT TERM

This Amended Agreement shall commence upon the Effective Date, and shall continue for one (1) year therefrom, unless sooner terminated by either Party as provided for in this Amended Agreement. This Amended Agreement shall be jointly reviewed by the Parties no less than sixty (60) days prior to expiration of the agreement term and may be renewed with appropriate revisions

by mutual agreement of the Parties. The continuation and renewal of this Amended Agreement shall be subject to approval by the respective governing boards of the Parties and subject to the appropriation and receipt of sufficient funds by the Parties to administer and support the programs described in this Amended Agreement. Any such renewal will be made in writing.

(Remainder of page intentionally left blank – signature page follows.)

WE, THE UNDERSIGNED, AS AUTHORIZED BY OUR RESPECTIVE GOVERNING BOARDS, HEREBY AGREE TO THE TERMS AND CONDITIONS SET FORTH IN THIS AMENDED AGREEMENT.

Dr. Martin M. Ahumada, President Date San Carlos Apache College	Dr. Paul M. Robertson, President Date Tohono O'odham Community College
Roberta Patten Date Chair Board of Regents San Carlos Apache College	Ofelia Zepeda, PhD Date Chair Board of Trustees Tohono O'odham Community College

REVIEWED AND APPROVED AS TO FORM

The undersigned attorney for each of the Parties has determined that the foregoing Agreement is in proper form and is within the powers and authority granted under the respective laws and charters of the Party which such attorney represents.

Alexander B. Ritchie Date SCAC Legal Counsel	Andrea Snowball Date TOCC Legal Counsel

DUAL ENROLLMENT INTERGOVERNMENTAL AGREEMENT
TOHONO O'ODHAM COMMUNITY COLLEGE, SAN CARLOS APACHE COLLEGE
AND
SAN CARLOS UNIFIED SCHOOL DISTRICT

THIS INTERGOVERNMENTAL AGREEMENT ("AGREEMENT") IS ENTERED INTO BETWEEN TOHONO O'ODHAM COMMUNITY COLLEGE ("TOCC"), SAN CARLOS APACHE COLLEGE ("SCAC"), AND BABOQUIVARI UNIFIED SCHOOL DISTRICT ("SCHOOL DISTRICT"), (COLLECTIVELY "PARTIES"). THIS AGREEMENT SHALL BE IMPLEMENTED AND GUIDED BY ARIZONA REVISED STATUTE ("A.R.S.") 15-1821.01.

1. **Purpose:**

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

2. **Definitions:**

The "Dual Enrollment course(s)" shall have the same definition as set forth in A.R.S. 15-101 (11) and pursuant to A.R.S. 15-1821.01 (3); physical education courses shall not be offered as Dual Enrollment Courses.

A "Dual Enrollment student" at Tohono O'odham Community College shall be defined as a high school student (pursuant to A.R.S. 15-1821.01 (2,6,7) enrolled at TOCC and a high school, seeking credit to be applied toward a high school diploma and a college program of study/major simultaneously as outlined in the TOCC Dual Enrollment Policy in Exhibit A.

3. **Term:**

The Agreement is ongoing and will automatically renew at the end of June 2023, and each year thereafter unless either party chooses to terminate or modify the conditions of this agreement. A written statement must be received by the initiating party no later than May of the given year. A maximum of five (5) years will be allowable under this Intergovernmental Agreement before all parties must review and enter into a new agreement.

a. This agreement shall be effective:
    i. After the Governing Bodies of the Parties have approved it;
    ii. On the date that authorized representatives of Parties have signed it ("Effective Date");

The term of this Agreement shall be from the Effective Date through June 30, 2027

4. **High School Dual Enrollment Courses:**

The Parties will jointly identify courses that may be taken for high school credit and college credit. The process necessary for dual enrollment admissions shall be determined through the joint effort of the high school and the college. Examples of some Dual Enrollment Courses that could be offered pursuant to this Agreement are listed in Exhibit B attached to this Agreement.

Pursuant to A.R.S. 15-701.01 (F) the Parties agree that the School District shall award at least one-half of a Carnegie unit and up to and including one Carnegie unit for each three semester hours of credit that the student earns in an approved College course.

5. **TOCC and SCAC's Role:**

1. SCAC shall be responsible for facilitating communication about TOCC's dual enrollment policies and procedures with the SCUSD.
2. A tuition schedule for Dual Enrollment courses shall be made available to the SCUSD and its high school and interested high school students before the beginning of the academic year as listed in Exhibit C of this Agreement. Parties will confer and determine cost sharing arrangements before each academic year.
3. SCAC shall be responsible for the hiring of all Dual Enrollment adjunct faculty, regardless of course location; qualifications shall be based on the credentialing requirements as set forth by the Higher Learning Commission ("HLC"). All high school faculty members seeking to teach for the dual enrollment program must be approved through SCAC prior to the start date of the dual enrollment course.
4. SCAC will facilitate course and teacher evaluations for the Dual Enrollment course(s).
5. Dual Enrollment Course(s) must meet TOCC's academic requirements and policies set forth by the State of Arizona (A.R.S. 15-1821.01). SCAC will ensure that academic rigor is being met within the dual enrollment setting by implementing the following:
    a. Require all course syllabi to adhere to the College's agreed upon format including the stated learning outcomes.
    b. Each faculty shall submit a completed syllabus and include a grading scheme prior to the commencement of his/her/their course, and a completed grading schedule at its completion, to the high school administrator.
    c. Only transferable college courses numbered 100 and above are eligible for dual enrollment.
    d. Students will only be awarded transferable credit for a grade "C" or above in accordance with State of Arizona policies.
6. ISBN number(s) of the textbook(s) currently used for the course at SCAC shall be provided to the dual enrollment faculty member.
7. SCAC will provide access to all forms that are specific to the College's Dual Enrollment Program via www.apachecollege.org.

8. SCAC's Dual Enrollment liaisons will conduct business on behalf of TOCC's Dual Enrollment Program. Those liaisons are:
    a. Dr. Lisa Eutsey, Provost
    b. Rebecca Swift, Director of Student Services
    c. Rachael Kenton, Registrar

6. San Carlos Unified School District Role:

1. Provide transportation, as needed, for students enrolled in the Dual Enrollment Program.
2. Purchase textbooks required for the Dual Enrollment Course(s).
3. Provide funding for tuition and fees per Section 5.1.
4. Provide for the following:
    a. Adequate facilities to include classroom space, lab access, and other facility support as needed
    b. Equipment or supplies associated with course instruction

7. High School Role:

1. The High School will provide classroom space(s) free of charge, including (but not limited to) computer and science labs, auditoriums, and recreational facilities to SCAC.
2. Provide interested students with registration materials for the Dual Enrollment Program.
3. The high school will observe the following:
    a. Designate a period/hour(s) in which the course(s) will be taught for dual enrollment.
    b. Students enrolling in Dual Enrollment courses will follow the timelines as mutually agreed upon in addition to policies and procedures outlined in the TOCC/SCAC Catalogs.
    c. Ensure that only those students who have fully registered for the Dual Enrollment course(s) participate in said course.
4. The TOCC/SCAC Application for Admissions and Registration Material Deadlines:
    a. The last day of registration for classes that start in August will be identified as "Last Day to Add without an Instructor's Signature," in the current TOCC Academic Year Calendar
    b. The last day of registration for classes that start in January will be identified as "Last Day to Add without an Instructor's Signature," in the current TOCC/SCAC Academic Year Calendar
5. The high school and SCAC will determine if the student has the skills needed to succeed in the proposed college coursework. Some SCAC courses may require placement tests, which will be administered through arrangements between the Parties. Additional consideration for course participation may be given via instructor approval and signature.
6. The high school will declare no later than two (2) months prior to the beginning of the

school semester which courses will be taught for dual enrollment.

7. The following information must be disclosed and on file at the time of course request:
    a. Application for Adjunct Faculty at SCAC
        i. Instructor(s) who will teach the course
        ii. Instructor(s) resume and official transcripts
    b. Start and end dates for the course
8. The high school will provide SCAC with all calendars (i.e. regular bell schedule, testing schedule, early release, etc.) at the time of course offering request.
9. The high school will provide access to data used for reporting purposes that are in the best interest of students, including, but not limited to, data required for funding.
10. The high school shall be responsible for the payment of books and supplies prior to the beginning of the first day of class.
11. The high school will identify Dual Enrollment liaisons as those who will conduct business and handle matters on behalf of the high school. Those positions are listed as the following:
    a. TBD
    b. TBD

8. Student Responsibilities:

1. Complete Application for Admission and supply all registration materials (as detailed by current College Catalog) to SCAC by the dates listed below:
    a. The "Last Day to Add without an Instructor's Signature," in the current TOCC/SCAC Academic Year Calendar for courses that start in August
    b. The "Last Day to Add without an Instructor's Signature," in the current TOCC/SCAC Academic Year Calendar for courses that start in January
2. Obtaining all required signatures to confirm registration by submitting the completed Underage/Dual Enrollment Permission Form in Exhibit D attached to this agreement.
3. Pay course drop and add fee, if applicable

9. Non-Discrimination

The parties to this Agreement do not discriminate on the basis of race, creed, religion, sex, marital status, color, age, sexual orientation, gender, physical or mental handicap, or because of national origin, unless based on reasonable grounds, in compliance with the requirements of the Civil Rights of 1964, Title IX of the Educational Amendments of 1972, Title VII and VIII of the Public Health Service Act, and the Rehabilitation Act of 1973.

EXHIBIT A:

TOCC DUAL ENROLLMENT POLICY

A Dual Enrollment student at Tohono O'odham Community College shall be defined as a high school student (pursuant to Arizona Revised Statute (A.R.S.) 15-1821.01 (2, 6, 7)) enrolled at TOCC and a high school, seeking credit to be applied toward a high school diploma and a college program of study/major simultaneously. This is different from a Concurrent Enrollment student who is enrolled at both institutions at the same time but not seeking to have credit applied toward a high school diploma.

A Dual Enrollment Course shall be offered pursuant to A.R.S. 15-1821.01 (3), which includes courses numbered 100 or above, transferable to a university or to an approved community college program. Physical education courses will not be offered as dual enrollment.

All Dual Enrollment students must meet enrollment criteria (i.e. placement scores, course prerequisites, etc.) as identified in the current course catalog pursuant to A.R.S. 15-1821.01 (2).

A Dual Enrollment student must also be enrolled at a high school within the State of Arizona. Exemptions will be made for out-of-state schools with an established Intergovernmental Agreement (IGA) (i.e. residential boarding schools).

A high school student may seek Dual Enrollment Credit independent of an Intergovernmental Agreement with a school district. In this instance, a student must submit the Underage/Dual Enrollment Permission Form as it will serve as the contract between the high school and college. If the high school agrees to honor a course for Dual Enrollment, then a student will be considered a Dual Enrollment Student. If the high school does not agree to honor a course for Dual Enrollment, then a student will be considered a Concurrent Student.

IN WITNESS THEREOF TO THIS MEMORANDUM OF UNDERSTANDING has been executed on the _____ day of _____, 20_____.

TOHONO O'ODHAM COMMUNITY COLLEGE

By: _____
Name: _____
Title: _____
Tohono O'odham Community College Board of Trustees

Date: _____

SAN CARLOS UNIFIED SCHOOL DISTRICT

By: _____
Name: _____
Title: _____
San Carlos Unified School District

Date: _____

SAN CARLOS APACHE COLLEGE

By: _____
Name: _____
Title: _____
San Carlos Apache College Board of Trustees

Date: _____

TOHONO O'ODHAM COMMUNITY COLLEGE

By: _____
Name: _____
Title: _____
Tohono O'odham Community College President

Date: _____

SAN CARLOS APACHE COLLEGE

By: _____
Name: _____
Title: _____
San Carlos Apache College President

Date: _____

SAN CARLOS HIGH SCHOOL

By: _____
Name: _____
Title: _____
San Carlos High School Principal

Date: _____

EXHIBIT B:

DUAL ENROLLMENT COURSES

For complete course descriptions, refer to the current College catalog. All courses listed here are available for Dual Enrollment. Generally, courses listed under an approved AGEC are also eligible for offering. It is understood by Parties, that this is not a comprehensive list and that course offerings will be updated on a regular semester basis listed in the College course schedule and website: www.tocc.edu/startprogram/

BUSD High School	Course Prefix and Number	Title	Credits	Semester
EXAMPLE:	*HIS 122*	*Tohono O'odham History and Culture I*	*3*	*Fall 2021*
	HIS 122	Tohono O'odham History and Culture I	3	Fall
	HIS 125	Tohono O'odham History and Culture II	3	Spring
	THO 101	Elementary Tohono O'odham I	4	Fall
	THO 102	Elementary Tohono O'odham II	4	Spring
	THO 106	Conversational Tohono O'odham I	4	As Needed
	THO 107	Conversational Tohono O'odham II	4	As Needed
	THO 201	Intermediate Tohono O'odham	4	Fall
	THO 202	Advanced Tohono O'odham	4	Spring
	AIS 101	Introduction to American Indian Studies 1	3	As Needed
	ANR 111N	Agroecology and Tohono O'odham Crop Production	4	As Needed
	APA 101	Apache Language I	4	Fall
	APA 102	Apache Language II	4	Fall
	ART 100	Basic Design	3	Fall/Spring
	ART 104	Digital Media and Photography	3	Fall/Spring
	BIO 100N	Biology Concepts	4	As Needed
	BIO 127N	Human Nutrition and Biology	4	As Needed
	CHM 121N	Chemistry and Society	4	As Needed
	CHM 130N	Fundamental Chemistry	4	As Needed
	CIS 100	Introduction to Computers	3	Fall/Spring
	CPH 101	Exploring Careers in Health Professions	2	Fall/Spring
	CUA 110	Food Safety & Sanitation	3	As Needed
	CUA 120	Culinary Math	2	As Needed
	CUA 125	Professional Cooking I	4	As Needed
	ECE 105	Foundations of Early Childhood	3	Fall/Spring

		Education		
	ECE 125	Nutrition and Safety of Young Children	3	Fall
	ECE 217	Child Development	3	Fall
	ECE 226	Effective Interactions and Guidance	3	Spring
	ECE 228	Family, Culture, and Community	3	Spring
	ECN 200	Basic Economic Principles	3	As Needed
	HIS 130	Apache History	3	As Needed
	HIS 141	History of the United States	3	As Needed
	HIS 142	History of the United States II	3	As Needed
	LIT 174	Introduction to Native American Writings	3	As Needed
	MAT 142H	College Mathematics	4	Fall
	MAT 151	College Algebra	4	Spring
	MAT 187	Pre-Calculus	5	As Needed
	MAT 220	Calculus I	5	As Needed
	PHI 101	Introduction to Philosophy	3	As Needed
	POS 110	American National Government	3	As Needed
	POS 226	Tohono O'odham Nation Government	3	As Needed
	PSY 101	Introduction to Psychology	3	As Needed
	SCI 101	Pathways to Science	2	As Needed
	SOC 101	Introduction to Sociology	3	As Needed
	SPE 110	Public Speaking	3	As Needed
	STU 101	Becoming a Master Student	3	As Needed
	TOC 150	Tohono O'odham Food Systems	3	As Needed
	TOS 111	Tohono O'odham Traditional Arts	3	As Needed
	TOS 112	Tohono O'odham Traditional Arts: Pottery and Basketry	3	As Needed
	WRT 101	Writing I	3	Summer/Fall
	WRT 102	Writing II	3	Summer/Spring

EXHIBIT C:

TOCC TUITION SCHEDULE

Credit Hours	Tuition	
1	$34.25	**Semester Processing Fee (A non-refundable fee due every semester, including summer session): $10**
2	$68.50	
3	$102.75	**Miscellaneous Lecture Fee: Not to Exceed $40.00 per course (for recovery of extraordinary course-specific costs)**
4	$137.00	
5	$171.25	
6	$205.50	**Miscellaneous Laboratory Fee: Lab fees vary with course**
7	$239.75	
8	$274.00	
9	$308.25	**Student Activity Fee: $15**
10	$342.50	
11	$376.75	
12	$411.00	**Technology Fee: $2.50 per credit hour**
13	$445.25	
14	$479.50	
15	$513.75	**Art Courses: Fees depend on the materials used**
16	$548.00	

Exhibit D:

Tohono O'odham Community College

Underage Student Enrollment Permission Form

STUDENT INFORMATION: (All Students Must Complete this Section)

Name: _____ **TOCC ID#:** _____ **DOB:** _____

School Name: _____ **Grade:** ____ **Graduation Date:** _____ **SAIS/ID Number:** _____

Dean of Student Services/Designee: _____ **Date:** _____
(Note: Students 16 years of age or younger must have permission of the TOCC Dean of Student Services)

COURSES at TOHONO O'ODHAM COMMUNITY COLLEGE:

Course Prefix	Course Number	Course Section	Credit Hours

_____ _____ _____ _____
Student Signature **Date** **Parent or Guardian Signature (if under 18)** **Date**

High School Dual Enrollment Permission Form

TOCC Course Plan/Dual Enrollment Option:
(To be completed by High School Staff for students seeking Dual Enrollment)

- High school approval is required prior to TOCC course registration for any classes taken during any session if TOCC courses are to be used for high school graduation credit. **NOTE: Three (3) TOCC credits equal (1/2) of a high school credit.** (The High School Counselor will determine the equivalent high school course)
- Fill in the TOCC Courses that the student is enrolling in and submit this form when registering for classes.

Year/Semester:

Tohono O'odham Community College Course			Equivalent High School Course	
Course Prefix	*Course Number*	*Credit Hours*	*Course*	*Credit Hours*

- Is the student graduating from high school at the end of this semester? Yes_____ No____
- Signatures above give permission for TOCC to release grades to high school officials

_____ _____ _____ _____
High School Counselor/Designee **Date** **High School Administrator** **Date**

For Official Use:

_____ **Underage Permission:** A student seeking enrollment under the 18 years of age
_____ **Concurrent Enrollment:** A student who is enrolled at Tohono O'odham Community College and not seeking high school credit
_____ **Dual Enrollment:** A student enrolled at a high school and Tohono O'odham Community College earning credit for both institutions *(signatures required)*

Dual Enrollment: _____
Date: _____

Registrar: _____
Date: _____