



**Tohono O'odham Kekel Ha-Maşcamakuđ**

**Board of Trustees Regular Meeting**

**March 10, 2022**

**TOCC Boardroom, Ma:cidag Gewkdag Ki:**

**S-cuk Du'ag Maşcamakuđ**

**In Person & Virtual Meeting**

***Tohono O’odham Kekel Ha-Maşcamakuđ***

Board of Trustees Regular Meeting

March 10, 2022, 9:00 a.m.

TOCC Boardroom, Gewkdag Ma:cidag Ki:, S-cuk Du’ag Maşcamakuđ

In Person and Virtual Meeting – Phone, Internet via Zoom

***Agenda***

***General Matters***

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- |  |        |
|--|--------|
| 1. Call to Order / Roll Call   |        |
| 2. Invocation  |        |
| 3. Review and Approval of Agenda   |        |
| 4. Announcements and Upcoming Events   |        |
| 5. Minutes from February 10, 2022 BOT Regular Meeting – Redlined & Corrected | 02, 07 |
| 6. Call to the Audience  |        |
| 7. Coronavirus Update  |        |

***New Business***

- |  |    |
|--|----|
| 1. January 2022 Financials – Controller  | 12 |
| 2. Human Resources Report – HR Director  | 45 |
| 3. San Carlos Apache College Board of Regents and President via Zoom at 10:00 a.m.                           |    |
| 4. Back to Campus Initiative – President & Others  |    |
| 5. IT Department Organizational Chart Change Request – President   | 51 |
| 6. IT Department New Positions Request: Senior Systems Administrator & Technical Support Manager – President | 53 |
| 7. Apprenticeship Program New Position Request: Apprenticeship Director - President                          | 60 |
| 8. O’odham Language Center Bid Status  |    |

***Reports – by Division and Division Components***

- |   |    |
|---|----|
| 1. President, HR, Operations, Community of Practice, Apprenticeship Program | 66 |
| 2. Education Division   | 77 |
| 3. Student Services Division  | 84 |
| 4. Sustainability, IT, IE, Workforce and Community Dev.                     | 90 |
| 5. Student Life, Residence Life, Athletics & Wellness                       | 92 |

***General Matters***

- |                      |  |
|----------------------|--|
| 8. Executive Session |  |
|----------------------|--|

***Adjournment***

## Tohono O'odham Kekel Ha-Maşcamakuđ

**Board of Trustees Regular Meeting**

Thursday February 10, 2022

TOCC Boardroom, Ma:cidag Gewkdag Ki:, S-cuk Du'ag Maşcamakuđ

In Person / Virtual Meeting, 9:00 a.m.

**GENERAL MATTERS**

## 1. Call to Order / Roll Call

The Board of Trustees Meeting was Called to Order at 9:11 a.m. by Chairperson Dr. Ofelia Zepeda.

Present	Excused Absence	Attendance Time	Board of Trustees:
X		9:11 a.m.	Dr. Ofelia Zepeda, Chairperson
X		9:11 a.m.	Bernard Siquieros, Vice-Chairperson
X		9:11 a.m.	Tony (Anthony) Chana, Secretary
X		9:11 a.m.	Jonas Robles, Elder Member
X		9:11 a.m.	Mary Bliss, Member
	X		Libby (Elizabeth) Francisco, Member
			<b>Administration Members</b>
X			Paul Robertson, President
X			Mario Montes-Helo, Dean for Sustainability
X			Joann Miguel, Dean of Finance
X			Liz (Ofelia) Zepeda, Interim Dean of Student Services
X			Curtis Peterson, Interim Dean of Academics
			<b>Recorder</b>
X			Evan Thomas, Special Assistant to the President
			<b>Guests</b>
X			Jai Juan, Recruiter
X			Alberta Espinoza, Counselor
X			Iris Nez, Financial Aid Technician (Temporary)
X			Brandon Causey, IT Support Technician I
X			Stacy Owsley, Human Resources Director
X			Diana Antone, Financial Aid Technician
X			Frances Benavidez, Director of Tohono O'odham Studies
X			Kristin Eberhardt, Project Director, Title III Grant
X			Ben Jose, Research Assistant
X			Jay (Johnny) Juan, Chief of Operations
X			Tashina Machain, Administrative Assistant
X			Wendi Cline, Adjunct Faculty
X			Martha Lee, Consultant
X			LeAnn Lopez, Payroll Technician
X			Ingrid Segundo, Director of Sponsored Projects
X			Andriana Jose, Principal Accountant
X			Anselmo Ramon, Academic Chair of WCD
X			Mickie Widener, Human Resources Assistant

X			Novia James, Financial Aid Officer
X			Deshon Miguel, IT Manager
X			Carmella Pablo, Library Assistant
X			Pauline Nasewytewa, BCT Program Advisor
X			Sharon Ramon, Accounting Technician
X			Diana Miles, College Credit Pathway Student
X			Janean Ortiz, College Credit Pathway Student

**Executive Summary: TOCC BOT acted on the following at the February 10, 2022 meeting:**

- Approved the January 13, 2022 TOCC Board of Trustees regular meeting minutes with corrections.
- Approved the issuance of the FY2021 TOCC Audit as presented.
- Accepted the December 2021 Financial Reports as presented.
- Accepted the Human Resources February 2022 Report as presented.
- Approved an additional Lead Facilities Maintenance Technician position as presented.
- Approved a pay increase for student workers.

2. Invocation

Mr. Jonas Robles gave the invocation.

3. Review and Approval of Agenda

The BOT meeting agenda was reviewed and the following changes were made:

- a) New Business Item No. 2 will be rescheduled to the Board of Trustees' March 2022 meeting.

A motion was made to approve the meeting agenda with the deletion of New Business Item No. 2.

**MOTION:** Motion by Mary Bliss, Seconded by Jonas Robles to approve the meeting agenda with the deletion of New Business Item No. 2.

**VOTE:** 5 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT.

**MOTION APPROVED**

4. Announcements and Upcoming Events

- a) The meeting with the HRD committee to review the Request for Support from the Tohono O'odham Nation is tentatively scheduled for 2:00 p.m. today.

5. Minutes from the January 13, 2022 regular meeting of the TOCC Board of Trustees.

Corrected minutes for the January 13, 2022 meeting were reviewed by the Board of Trustees.

A motion was made to approve the January 13, 2022 TOCC Board of Trustees regular meeting minutes with corrections.

**MOTION:** Motion by Jonas Robles, Seconded by Mary Bliss to approve the January 13, 2022 TOCC Board of Trustees regular meeting minutes with corrections.

**VOTE:** 5 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

**MOTION APPROVED**

6. Call to the Audience – None

7. Coronavirus Update – Dr. Paul Robertson, President

TOCC has obtained N-95 grade masks for students, staff and faculty. The college continues to monitor and follow the Nation's and CDC guidelines.

### **NEW BUSINESS**

1. FY2021 TOCC Audit – Melissa Seida, Audit Senior Manager, Julian Sharpe, Audit Senior Associate, Keegan Linscott & Associates, PC

Melissa Seida, CPA, presented the FY2021 TOCC Audit. The Audited Consolidated Financial Statements and Single Audit Reports were reviewed.

A motion was made to approve the issuance of the FY2021 TOCC Audit as presented.

**MOTION:** Motion by Bernard Siqueros, Seconded by Mary Bliss to approve the issuance of the FY2021 TOCC Audit as presented.

**VOTE:** 5 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

**MOTION APPROVED**

2. Financial Report for December 2021 – Mike Mainus, Controller

Mr. Mike Mainus made the December 2021 Financial Report.

A motion was made to accept the December 2021 Financial Report as presented.

**MOTION:** Motion by Bernard Siqueros, Seconded by Mary Bliss to accept the December 2021 Financial Report as presented.

**VOTE:** 5 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

**MOTION APPROVED**

3. Human Resources Report – Stacy Owsley, Human Resources Director

The Human Resources report for February 2022 was included in the board packet. An Addendum was distributed to the Board of Trustees.

Dr. Juan Carlos Cervantes, Director of Land Grant Office of Sustainability and Brandon Causey, IT Support Technician I were in attendance and introduced to the BOT.

Director Owsley reviewed the Resource List and Employment Vacancy Activity Log.

A motion was made to accept the Human Resources report for February 2022 as presented.

**MOTION:** Motion by Tony Chana, Seconded by Bernard Siqueros to accept the Human Resources report for February 2022 as presented.

**VOTE:** 5 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

**MOTION APPROVED**

4. Lead Facilities Maintenance Technician Request – Jay Juan, Chief of Operations

An additional Lead Facilities Maintenance Technician position is being requested. The position has reduced the need and costs for outside contractors in the fields of carpentry, plumbing, electrical and HVAC. The Lead Facilities Maintenance Technicians will complete the major renovation projects that the college has planned in addition to the troubleshooting / repairs that arise.

A motion was made to approve an additional Lead Facilities Maintenance Technician position and increase the pay for both positions.

**MOTION:** Motion by Tony Chana, Seconded by Bernard Siqueros to approve an additional Lead Facilities Maintenance Technician position and increase the pay for both positions.

**VOTE:** 5 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

**MOTION APPROVED**

5. Student Worker Pay Increase to \$15.00/Hour – Paul Robertson, President

TOCC's entry level wage is \$17.00/Hour. The minimum wage for the state of Arizona is currently \$12.80 and will increase to \$13.00 on April 1, 2022. ~~!An increase in the~~ minimum wage to \$15.00/hour will allow ~~for TOCC to be more~~ competitive~~ness~~, attraction~~ion~~, and retention~~ain~~ ~~for more~~ students ~~employment to work~~ at TOCC ~~and on campus~~.

A motion was made to approve a pay increase for student workers.

**MOTION:** Motion by Bernard Siqueros, Seconded by Jonas Robles to approve a pay increase for student workers.

**VOTE:** 5 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

**MOTION APPROVED**

6. 2021 TOCC Annual Report – Martha Lee, Consultant

Martha Lee reviewed the 2021 TOCC Annual Report with the BOT and meeting attendees. The suggestions made will be incorporated into the report prior to printing and distribution.

7. RBDG Grant Proposal – Anselmo Ramon, Chair of Academic Programs in WCD, Mario Montes-Helu, Dean for Sustainability

Anselmo Ramon presented the information for the Rural Business Development Grant (RBDG). The TOCC Division for Sustainability is proposing a TOCC Leadership and Entrepreneur Training Center at Wişag Koş Maşcamakuđ. ~~By consensus,~~ the BOT ~~asked for additional~~ ~~would like more~~ information ~~in the form of~~ plans and a proposal for the location of the training center.

#### **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
3. Student Services Division
4. Sustainability, IT, IE, Workforce and Community Development
5. Student Life, Residence Life, Athletics

#### **GENERAL MATTERS**

8. Executive Session  
The BOT excused the attendees and convened for an Executive Session at 1:25 p.m.

**ADJOURNMENT** – 1:55 p.m.

**MOTION:** Motion by Bernard Siquieros, Seconded by Jonas Robles to adjourn the February 2022 BOT regular meeting.

**VOTE:** 5 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

**MOTION APPROVED**

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#### ***GENERAL MATTERS***

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#### ***ADJOURNMENT*** – 1:55 p.m.

**MOTION:** Motion by Bernard Siquieros, Seconded by Jonas Robles to adjourn the February 2022 BOT regular meeting.

**VOTE:** 5 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

**MOTION APPROVED**

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**INTEROFFICE MEMORANDUM**

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

**EXECUTIVE SUMMARY**

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

* Bank of America, regular operational checking account	\$ 15,052,458
* LLC Cash Available	2,308
* Bank of America - TPT Construction Needs	363,559
* Bank of America Capital Campaign	6,550
* Bookstore Cash	9,972
* Petty Cash	100
Cash and cash equivalents in all accounts	<u>\$ 15,434,947</u>

## Investments Follow:

* Community Foundation	\$ 443,505
* Wells Fargo Securities, Building/Operating Reserves	1,944,393
Investment total	<u>\$ 2,387,898</u>

## Other Assets

Buildings (net of Depreciation)	10,287,189	
Student A/R	191,450	
Contribution Receivable TO Nation	300,000	
Grants Receivable	3,391,692	
Inventory	337,929	
Prepays	43,304	
Other A/R	398,345	
	<u>14,949,909</u>	

Total Unrestricted assets	<u><u>\$ 32,772,754</u></u>
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Recommendation: The President recommends that the Board of Trustees shall accept the financial report  
For the Month Ended January 31, 2022

**Operating Cash Balance for January 2022                      \$ 9,274,024**

Note: Operating Ending Cash Balance will fluctuate greatly each month during FY ending June 30, 2022. The major reason for this fluctuation is monthly net cash activity of grant expenses/receipts. The eventual FY 2022 ending operating cash will decrease to an estimated balance of \$2,898,904 based upon FY 2022 budget expectations.

**Tohono O'odham Community College**  
**Statements of Financial Position**  
**January 31, 2022, December 31, 2021 and June 30, 2020 (Audited)**  
**(Intended for internal management purposes only)**

<b>Assets</b>	<b>(Unaudited) January 31 2022</b>	<b>(Unaudited) December 31 2021</b>	<b>(Audited) June 30, 2020</b>
Bank of America - operating account	\$ 15,052,458	\$ 15,423,138	3,210,085
Bank of America - TPT Construction Needs	363,559	339,459	-
Bank of America - capital campaign account	6,550	6,550	6,550
Bookstore cash	9,972	8,083	1,297
Petty cash	100	100	100
LLC Checking and Cash on Hand All Accounts	2,308	2,308	156,722
* Student accounts receivable, net of allowance for doubtful accounts	191,450	191,450	243,407
Contribution Receivable TO Nation	300,000	-	-
Contracts and grants receivable	3,391,692	3,367,985	675,856
Bookstore inventory	337,929	293,621	115,222
Prepaid expenses	43,304	43,162	23,516
Wells Fargo - Building and Operating reserves	1,944,393	1,976,243	1,870,043
Community Foundation of Southern Arizona - endowment	443,505	453,010	374,235
* Land, buildings and equipment, net of accumulated depreciation	10,287,189	10,287,189	8,530,120
Other receivables	398,345	41,950	-
<b>Total Assets</b>	<b>\$ 32,772,754</b>	<b>\$ 32,434,248</b>	<b>\$ 15,207,153</b>

**Liabilities and Net Equity**

Accounts payable	\$ 318,476	\$ 103,670	458,932
Salary related payable	604,485	604,945	408,884
Deposits/Funds Held for others	29,870	29,870	36,600
Other Payables and Accrued Expenses	76,434	15,924	\$ 5,208
Deferred grant revenue	10,768,426	11,146,008	1,078,863
<b>Total Liabilities</b>	<b>\$ 11,797,691</b>	<b>\$ 11,900,417</b>	<b>1,988,487</b>

**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	9,292,791	9,727,884	2,418,456
<b>Unrestricted Equity</b>	<b>\$ 19,959,938</b>	<b>\$ 20,395,031</b>	<b>\$ 13,085,603</b>
Temporarily restricted	\$ 691,460	\$ 34,847	\$ 34,847
Permanently restricted	323,665	103,953	98,216
<b>Restricted Equity</b>	<b>\$ 1,015,125</b>	<b>\$ 138,800</b>	<b>\$ 133,063</b>
<b>Total Liabilities and Equity</b>	<b>\$ 32,772,754</b>	<b>\$ 32,434,248</b>	<b>15,207,153</b>

**\*Recap #1**

* Recap Explained of Net Students Accounts Receivable	January 2022	December 2021	\$ June 2020
Accounts Receivable	\$ 278,093	\$ 278,093	349,632
Allowance for Bad Debt	(86,643)	(86,643)	(201,808)
* Student accounts receivable, net of allowance	\$ 191,450	\$ 191,450	147,824

**\*Recap #2**

* Recap Explained of Net Net Fixed Assets	January 2022	December 2021	June 2020
Land Buildings & Equipment	\$ 18,190,882	\$ 18,190,882	\$ 14,609,425
Allowance for Depreciation	(7,903,693)	(7,903,693)	(6,549,031)
* Land building and Equipment, net of Accumulated Depreciation	2 \$ 10,287,189	\$ 10,287,189	\$ 8,060,394

**TOHONO O'ODHAM COMMUNITY COLLEGE**

**Unrestricted Budget Activity**

**For the Month Ended January 31, 2022**

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

<b>UNRESTRICTED OPERATING BUDGET</b>	<b>FY 2022</b>		<b>Budget Variance</b>	<b>Remaining %</b>
	<b>Year-to-Date Actual</b>	<b>Annual Budget</b>		
<b>Unrestricted revenues:</b>				
Tuition and fees	\$ 50,383	\$ 91,010	\$ (40,627)	-45%
Student Housing		82,000	(82,000)	-100%
Meals		6,189	(6,189)	-100%
Legislative Contribution - Tohono O'odham Nation	4,853,376	4,853,376	-	0%
Tribal Community College Act	2,302,313	2,114,950	187,363	0%
Indirect costs recovered on restricted federal grants	107,187	345,000	(237,813)	-69%
Unrestricted gifts and donations	8,096	13,000	(4,904)	-38%
Bookstore sales	59,516	46,000	13,516	29%
LLC Contract	23,939	143,633	(119,694)	-83%
Miscellaneous income	22,986	30,000	(7,014)	-23%
<b>Total Unrestricted Revenues</b>	<b>\$ 7,427,796</b>	<b>\$ 7,725,158</b>	<b>\$ (297,362)</b>	<b>-4%</b>
<b>Unrestricted expenses:</b>				
Educational program services:				
Instruction	\$ 935,694	\$ 1,781,709	\$ 846,015	47%
Student services	596,722	1,154,445	557,723	48%
Auxiliary enterprises	183,618	452,505	268,887	59%
Supporting services:				
Academic support	144,704	415,969	271,265	65%
Institutional support without Depreciation/Bad Debts	1,168,966	1,983,937	814,971	41%
Facility operations and maintenance	463,313	1,103,587	640,274	58%
Sustainability	90,573	150,255	59,682	40%
Cultural Liason	50,284	86,988	36,704	42%
Student Life	195,808	427,760	231,952	54%
San Carlos BIE Funds and Tuition and Fees	519,658	463,794	(55,864)	0%
Culinary Arts Program	-	61,383	61,383	100%
<b>Total Unrestricted Expenses</b>	<b>\$ 4,349,340</b>	<b>\$ 8,082,332</b>	<b>\$ 3,732,992</b>	<b>46%</b>
 Unrestricted excess (deficiency) w/o Bad Debts/Depreciati	 \$ 3,078,456	 \$ (357,174)	 \$ 3,435,630	



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

**Note: Remaining Budget Target for  
Operational expenses is 42 %**

	<u>Year-to-Date</u>		<u>2022 Annual</u>	<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>	<u>%</u>
<b>INSTRUCTION</b>					
<b>Instruction - 1100</b>					
Compensation	\$ 725,718	\$	1,261,006	\$ 535,288	42%
Employee related expenses	118,240		292,182	173,942	60%
Employee tuition waivers/tuition waivers			1,500	1,500	100%
Travel and training			11,700	11,700	100%
Mileage			3,800	3,800	100%
Registrations	1,628		3,800	2,172	57%
Commuter Allowance	2,124		3,600	1,476	41%
Printing			2,000	2,000	100%
Consultant Fees	800		2,800	2,000	71%
Education Supplies	3,708		9,000	5,292	59%
Office supplies			9,000	9,000	100%
Art program Supplies	74		15,000	14,926	100%
Meeting expense	2,988		3,000	12	0%
Subscriptions/Periodicals			2,400	2,400	100%
Furniture & Fixtures			5,000	5,000	100%
	<u>\$ 855,280</u>	<u>\$</u>	<u>1,625,788</u>	<u>\$ 770,508</u>	<u>47%</u>
<b>Work Force Comm Development - 1500</b>					
Compensation	\$ 62,407	\$	101,856	\$ 39,449	39%
Employee related expenses	16,878		24,515	7,637	31%
Travel & Training			3,000	3,000	100%
Mileage			300	300	100%
Registrations			1,000	1,000	100%
Commuter Allowance	1,062		1,800	738	41%
Advertising & Promotion			3,200	3,200	100%
Office supplies			500	500	100%
Meeting Expense	67		1,000	933	93%
Tuition Waivers			2,500	2,500	100%
Other Tools and Equipment	-		2,000	2,000	100%
Office Equipment			6000	6000	100%
	<u>\$ 80,414</u>	<u>\$</u>	<u>147,671</u>	<u>\$ 67,257</u>	<u>46%</u>
<b>ABE-GED - 1800</b>					
Travel/training/Registrations	\$ -	\$	5,000	\$ 5,000	100%
Mileage	-		1,500	1,500	100%
Registrations			500	500	100%
Memberships			500	500	100%
Office Supplies			375	375	100%
Other Office Supplies			375	375	100%
	<u>\$ -</u>	<u>\$</u>	<u>8,250</u>	<u>\$ 8,250</u>	<u>100%</u>
				-	
				-	
<b>TOTAL INSTRUCTION</b>	<u>\$ 935,694</u>	<u>\$</u>	<u>1,781,709</u>	<u>\$ 846,015</u>	<u>47%</u>

**Tohono O'odham Community College**  
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**For the Month Ended January 31, 2022**  
**(Intended for internal management purposes only)**

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Operational expenses is 42 %**

	<u>Year-to-Date</u>		<u>2022 Annual</u>	<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>	<u>%</u>
<b>STUDENT SERVICES</b>					
<b>Student services - 5100</b>					
Compensation	\$ 317,680	\$	503,696	\$ 186,016	37%
Employee related expenses	84,119		196,817	112,698	57%
Recruiting	11,251		18,000	6,749	37%
Employee tuition waivers			1,000	1,000	100%
Travel and training	2,139		30,000	27,861	93%
Mileage			750	750	100%
Registrations			1,950	1,950	100%
Commuter Allowance	2,124		3,600	1,476	41%
Graduation			8,000	8,000	100%
Printing			3,300	3,300	100%
Memberships			1,205	1,205	100%
Advertising			4,900	4,900	100%
Comm/student events	793		13,000	12,207	94%
Consultant Fees			15,000	15,000	100%
Education supplies			2,500	2,500	100%
Office supplies	266		4,200	3,934	94%
Meeting expense	366		3,000	2,634	88%
Promotional			1,500	1,500	100%
Furniture and Fixtures	7,454		2,600	(4,854)	0%
Office Equipment			2,148	2,148	100%
	<u>\$ 426,192</u>	<u>\$</u>	<u>817,166</u>	<u>\$ 390,974</u>	<u>48%</u>
<b>Financial aid office - 5200</b>					
Compensation	\$ 91,491	\$	168,848	\$ 77,357	46%
Employee related expenses	27,565		58,444	30,879	53%
Travel and training			10,000	10,000	100%
Registrations			2,000	2,000	100%
Memberships			1,000	1,000	100%
Office supplies			2,000	2,000	100%
Promotional			2,000	2,000	100%
	<u>\$ 119,056</u>	<u>\$</u>	<u>244,292</u>	<u>\$ 125,236</u>	<u>51%</u>
<b>Residence Life - 5400</b>					
Compensation	\$ 26,035	\$	41,845	\$ 15,810	38%
Employee related expenses	7,482		13,507	6,025	45%
Travel and training expense			1,500	1,500	100%
Mileage			200	200	100%
Registration expenses			400	400	100%
Communications	291		635	344	54%
Memberships			300	300	100%
Advertising			300	300	100%
Comm/student events			3,500	3,500	100%
Office supplies			600	600	100%
Meeting Expense			1,000	1,000	100%
Custodial Expenses	2,615		3,000	385	13%
Subscriptions/periodicals			3,000	3,000	100%
Stipends			5,000	5,000	100%
Furniture & Fixtures	15,051		17,200	2,149	12%
	<u>51,474</u>	<u>\$</u>	<u>91,987</u>	<u>\$ 40,513</u>	<u>44%</u>

**Tohono O'odham Community College**  
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	<u>Year-to-Date</u>		<u>2022 Annual</u>	<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>	<u>%</u>
<b>Student senate - 1410</b>					
Office supplies			400	400	100%
Meeting expense	\$ -	\$ 600	\$ 600	\$ 600	100%
	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	100%
				-	
<b>TOTAL STUDENT SERVICES</b>	<b>\$ 596,722</b>	<b>\$ 1,154,445</b>	<b>\$ 557,723</b>	<b>48%</b>	

**AUXILIARY ENTERPRISES**

**Athletics - 5300**

Compensation	\$ 63,645	\$ 105,690	\$ 42,045	40%
Employee related expenses	21,162	37,115	15,953	43%
Recruiting Expense	582	2,000	1,418	71%
Travel		6,000	6,000	100%
Machinery/Equipment Repairs	-	7,000	7,000	100%
Vehicle Rental	566	4,000	3,434	86%
Fuel	370	1,500	1,130	75%
Hotel	3,677	3,500	(177)	0%
Uniform/Retail Purchases	2,508	8,000	5,492	69%
Meals	2,677	6,500	3,823	59%
Memberships	7,901	9,000	1,099	12%
Advertising & Promotion	1,887	8,000	6,113	76%
Consultant Fees	2,100	5,000	2,900	58%
On Travel Medical		3,000	3,000	100%
Other Professional Fees	1,689	3,000	1,311	44%
Office Supplies	94	2,500	2,406	96%
Tuition Waivers		25,000	25,000	100%
Contracts/Subcontracts	11,004	18,000	6,996	39%
Program Supplies	6,799	18,000	11,201	62%
Archery Expense	2,626	7,000	4,374	62%
	<u>129,287</u>	<u>279,805</u>	<u>150,518</u>	<u>54%</u>

**Bookstore - 9100**

Compensation	\$ 36,103	\$ 72,023	\$ 35,920	50%
Employee related expenses	10,590	23,377	12,787	55%
Cost of Goods Sold-Retail		60,000	60,000	100%
Office supplies	775	4,300	3,525	82%
Promotional	6,863	13,000	6,137	47%
	<u>\$ 54,331</u>	<u>\$ 172,700</u>	<u>\$ 118,369</u>	<u>69%</u>

<b>TOTAL AUXILIARY ENTERPRISES</b>	<b>\$ 183,618</b>	<b>\$ 452,505</b>	<b>\$ 268,887</b>	<b>59%</b>
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**Tohono O'odham Community College**  
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**For the Month Ended January 31, 2022**  
**(Intended for internal management purposes only)**

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Operational expenses is 42 %**

	<u>Year-to-Date</u>		<u>2022 Annual</u>		<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>		<u>Budget</u>	<u>%</u>
<b>ACADEMIC SUPPORT</b>						
					-	
<b>Academic support - 1200</b>					-	
Compensation	\$ 38,988	\$	92,333	\$	53,345	58%
Employee related expenses	15,491		43,467		27,976	64%
Employee Tuition Waivers			400		400	100%
Travel and training			1,500		1,500	100%
Mileage			250		250	100%
Registrations			250		250	100%
Community Student Events			3,000		3,000	100%
Consultant fees			2,500		2,500	100%
Education Supplies			3,000		3,000	100%
Office supplies			4,000		4,000	100%
Meeting Expense	1,203		2,000		797	40%
Promotional	-		1,500		1,500	100%
	\$ <u>55,682</u>	\$	<u>154,200</u>	\$	<u>98,518</u>	<u>64%</u>
<b>Library - 4130</b>						
Compensation	\$ 44,375	\$	135,336	\$	90,961	67%
Employee related expenses	16,738		53,933		37,195	69%
Travel and training			2,000		2,000	100%
Registrations			150		150	100%
Commuter Allowance	83		1,800		1,717	95%
Memberships			160		160	100%
Consultant Fees	6,680		15,600		8,920	57%
Office supplies	382		5,000		4,618	92%
Meeting expenses			400		400	100%
Subscriptions/periodicals	10,052		25,790		15,738	61%
Contracts/subcontracts	7,075		12,000		4,925	41%
Promotional			600		600	100%
Office equipment	3,094		4,000		906	23%
Library collection	543		5,000		4,457	89%
Depreciation	-				-	
	\$ <u>89,022</u>	\$	<u>261,769</u>	\$	<u>172,747</u>	<u>66%</u>
<b>TOTAL ACADEMIC SUPPORT</b>	\$ <u>144,704</u>	\$	<u>415,969</u>	\$	<u>271,265</u>	<u>65%</u>

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	<u>Year-to-Date</u>		<u>2022 Annual</u>	<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>	<u>%</u>
<b>INSTITUTIONAL SUPPORT</b>					
<b>President's office - 6100</b>					
Compensation	\$ 98,000	\$	153,498	\$ 55,498	36%
Employee related expenses	25,233		38,740	13,507	35%
Student related travel			2,000	2,000	100%
Travel and training	513		1,000	487	49%
Mileage	219		400	181	45%
Registrations			1,000	1,000	100%
Car Allowance	4,249		7,200	2,951	41%
Office supplies	407		500	93	19%
Meeting expenses	1,521		500	(1,021)	0%
	<u>\$ 130,142</u>	<u>\$</u>	<u>204,838</u>	<u>\$ 74,696</u>	<u>36%</u>
<b>Himdag - 6150</b>					
Comm/Student/Events	\$ 763	\$	2,000	\$ 1,237	62%
Meeting Expense			700	700	100%
Promotional	-		1,000	1,000	100%
	<u>\$ 763</u>	<u>\$</u>	<u>3,700</u>	<u>\$ 2,937</u>	<u>79%</u>
<b>Board of Trustees - 6190</b>					
Trustee fees	\$ 11,846	\$	17,000	\$ 5,154	30%
Travel and training			4,500	4,500	100%
Mileage	2,116		2,500	384	15%
Registrations			500	500	100%
Communications	440		900	460	51%
Meeting expenses	2,124		4,000	1,876	47%
	<u>\$ 16,526</u>	<u>\$</u>	<u>29,400</u>	<u>\$ 12,874</u>	<u>44%</u>
<b>Institutional Effectiveness - 1300</b>					
Compensation	\$ 31,164	\$	50,140	\$ 18,976	38%
Employee related expenses	8,159		15,045	6,886	46%
Travel and training	-		1,000	1,000	100%
Mileage	-		200	200	100%
Registrations	-		200	200	100%
Vehicle Rental			250	250	100%
Office Supplies			200	200	100%
Contracts/Subcontracts			450	450	100%
Office Equipment			700	700	100%
	<u>\$ 39,323</u>	<u>\$</u>	<u>68,185</u>	<u>\$ 28,862</u>	<u>42%</u>
<b>LLC Support - 1401</b>					
Compensation	\$ 65,730	\$	117,081	\$ 51,351	44%
Employee related expenses	15,179		51,201	36,022	70%
Communications	51		-	(51)	0%
Vehicle Rentals	13,237		26,000	12,763	49%
	<u>\$ 94,197</u>	<u>\$</u>	<u>194,282</u>	<u>\$ 100,085</u>	<u>52%</u>

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**For the Month Ended January 31, 2022**  
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Operational expenses is 42 %**

	<u>Year-to-Date</u>		<u>2022 Annual</u>		<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>		<u>Budget</u>	<u>%</u>
<b>Administration &amp; Finance - 6200</b>						
Compensation	\$ 213,398	\$	366,882	\$	153,484	42%
Employee related expenses	58,907		147,493		88,586	60%
Employee Tuition Waivers	-		650		650	100%
Travel and training			1,000		1,000	100%
Mileage			100		100	100%
Registrations			250		250	100%
Commuter Allowance	3,187		5,400		2,213	41%
Auditing	36,500		47,000		10,500	22%
Office supplies	270		4,000		3,730	93%
Meeting expenses			400		400	100%
Contracts/subcontracts	73,937		135,000		61,063	45%
Bank Charges	2,208		6,000		3,792	63%
	<u>\$ 388,407</u>	<u>\$</u>	<u>714,175</u>	<u>\$</u>	<u>325,768</u>	<u>46%</u>
<b>General support services - 6300</b>						
Benefits Unemployment	\$	\$	12,000	\$	12,000	100%
Postage & Delivery	3,564		12,000		8,436	70%
Insurance	110,855		95,000		(15,855)	0%
Memberships	36,105		35,000		(1,105)	0%
Legal Fees	13,613		25,000		11,387	46%
Consultants	-		-		-	0%
Meeting expenses	2,417		6,000		3,583	60%
Subscriptions & Periodicals	665		7,000		6,335	91%
Promotional			2,500		2,500	100%
	<u>\$ 167,219</u>	<u>\$</u>	<u>194,500</u>	<u>\$</u>	<u>27,281</u>	<u>14%</u>
<b>IT - 6350</b>						
Compensation	\$ 53,579	\$	137,397	\$	83,818	61%
Employee related expenses	18,318		79,253		60,935	77%
Employee Tuition Waivers			300		300	100%
Travel and training	1,418		3,000		1,582	53%
Registrations			3,000		3,000	100%
Communications	66,246		85,842		19,596	23%
Memberships	730		700		(30)	0%
Consultant Fees & Expenses	5,154		25,000		19,846	79%
Licenses and fees			16,586		16,586	100%
Office supplies	254		500		246	49%
Meeting Expense			250		250	100%
Contracts/subcontracts	101,073		47,067		(54,006)	0%
Other Equipment & Tools			20,000		20,000	100%
Office Equipment			3,500		3,500	100%
	<u>\$ 246,772</u>	<u>\$</u>	<u>422,395</u>	<u>\$</u>	<u>175,623</u>	<u>42%</u>

**Tohono O'odham Community College**  
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	<u>Actual</u>		<u>Budget</u>		<u>Budget</u>	<u>%</u>
<b>Human resources - 6700</b>						
Compensation	\$ 64,818	\$	104,619	\$	39,801	38%
Employee related expenses	14,081		24,884		10,803	43%
Recruiting			1,049		1,049	100%
Employee Tuition Waivers			100		100	100%
Travel and training	287		2,655		2,368	89%
Registrations	350		2,950		2,600	88%
Commuter Allowance	1,062		1,800		738	41%
Memberships	375		885		510	58%
Advertising	3,709		7,370		3,661	50%
Other professional fees	935		4,990		4,055	81%
Office supplies			360		360	100%
Subscriptions & Periodicals			800		800	100%
	\$ <u>85,617</u>	\$	<u>152,462</u>	\$	<u>66,845</u>	<u>44%</u>
<b>TOTAL INSTITUTIONAL SUPPORT</b>	\$ <u>1,168,966</u>	\$	<u>1,983,937</u>	\$	<u>814,971</u>	<u>41%</u>

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Operational expenses is 42 %**

	<u>Year-to-Date</u>		<u>2022 Annual</u>	<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>	<u>%</u>
<b>OPERATIONS AND MAINTENANCE - 7100</b>					
Compensation	\$ 208,969	\$	400,773	\$ 191,804	48%
Employee related expenses	66,207		139,704	73,497	53%
Employee tuition waivers			250	250	100%
Travel and training			2,000	2,000	100%
Commuter Allowance	1,062		1,800	738	41%
Vehicle & Building R&M	13,321		25,000	11,679	47%
Auto expenses	4,284		20,000	15,716	79%
Vehicle rental	27,245		110,000	82,755	75%
Building Rent	48,292		135,330	87,038	64%
Utilities	62,057		150,230	88,173	59%
Office supplies			1,000	1,000	100%
Custodial expense	453		17,500	17,047	97%
Contracts/subcontracts	31,423		100,000	68,577	69%
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>\$ 463,313</b>	<b>\$</b>	<b>1,103,587</b>	<b>\$ 640,274</b>	<b>58%</b>
<b>SUSTAINABILITY - 5160</b>					
Compensation	\$ 71,939	\$	109,285	\$ 37,346	34%
Employee related expenses	17,475		31,920	14,445	45%
Employee Tuition Waivers			500	500	100%
Travel and training	83		2,000	1,917	96%
Mileage			500	500	100%
Registrations			500	500	100%
Commuter Allowance	1,062		1,800	738	41%
Printing			250	250	100%
Advertising & Promotion			500	500	100%
Office supplies			1,500	1,500	100%
Meeting Expense	14		500	486	97%
Contracts/Subcontracts	-		1,000	1,000	100%
<b>TOTAL SUSTAINABILITY</b>	<b>\$ 90,573</b>	<b>\$</b>	<b>150,255</b>	<b>\$ 59,682</b>	<b>40%</b>
<b>CULTURAL LIAISON - 6160</b>					
Compensation	\$ 39,642	\$	63,379	\$ 23,737	37%
Employee related expenses	9,991		18,309	8,318	45%
Travel and training			600	600	100%
Mileage			500	500	100%
Registrations			500	500	100%
Printing			300	300	100%
Community & Student Events	651		1,000	349	35%
Consultant Fees			500	500	100%
Education Supplies			800	800	100%
Office supplies			600	600	100%
Program Supplies			500	500	100%
<b>TOTAL CULTURAL LIAISON</b>	<b>\$ 50,284</b>	<b>\$</b>	<b>86,988</b>	<b>\$ 36,704</b>	<b>42%</b>
<b>STUDENT LIFE - 5150</b>					
Compensation	\$ 159,006	\$	287,156	\$ 128,150	45%
Employee related expenses	29,548		86,904	57,356	66%
Employee Tuition Waivers			600	600	100%
Travel and training			2,000	2,000	100%
Registrations			800	800	100%



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**Note: Remaining Budget Target for  
Operational expenses is 42 %**

	<u>Year-to-Date</u>		<u>2022 Annual</u>	<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>	<u>%</u>
Commuter Allowance	1,062		1,800	738	41%
Printing			300	300	100%
Community & Student Events	630		2,000	1,370	69%
Office supplies			1,000	1,000	100%
Meeting Expense			700	700	100%
Contracts/Subcontracts			12,000	12,000	100%
Program Supplies	2,134		2,500	366	15%
Student Meals	3,428		30,000	26,572	89%
<b>TOTAL STUDENT LIFE</b>	<b>\$ 195,808</b>	<b>\$</b>	<b>427,760</b>	<b>\$ 231,952</b>	<b>54%</b>

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

**Note: Remaining Budget Target for  
Operational expenses is 42 %**

	<u>Year-to-Date</u>		<u>2022 Annual</u>	<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>	<u>%</u>
<b>SAN CARLOS - 6900</b>					
Cost of Goods Sold	-		9,100	9,100	100%
Tuition & Fees	-		45,000	45,000	100%
ISC BIE Annual Funds	\$ 519,658	\$	403,094	\$ (116,564)	0%
SCAC ALEKS Payment Refund			6,600	6,600	100%
<b>TOTAL SAN CARLOS</b>	<u>\$ 519,658</u>	<u>\$</u>	<u>463,794</u>	<u>\$ (55,864)</u>	<u>0%</u>
<b>CULINARY ARTS PROGRAM - 1498</b>					
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%
Tuition Waivers	-		300	300	100%
Contracts/Subcontracts	-		40,308	40,308	100%
<b>TOTAL CULINARY ARTS PROGRAM</b>	<u>\$ -</u>	<u>\$</u>	<u>61,383</u>	<u>\$ 61,383</u>	<u>100%</u>
<b>TOTAL UNRESTRICTED</b>	<u>\$ 4,349,340</u>	<u>\$</u>	<u>8,082,332</u>	<u>\$ 3,732,992</u>	<u>46%</u>

**TOHONO O'ODHAM COMMUNITY COLLEGE**

**Restricted Budget Activity**

**For the Month Ended January 31, 2022**

For the Month Ended January 31, 2022

**SPONSORED PROJECTS****AT&T TCU/High School Completion Project B - AICF - (1111)  
(10/20/16 - Until Expended)**

Restricted revenues:

	Grant Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
\$	184,000	\$ 184,000	\$ -	0%
Grant from Other Sources				
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			
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%
Excess (deficiency)	165,780	137,000	(18,536)	0%
\$	18,220	\$ 47,000	\$ 18,536	

**NSF - TCUP Pathways to Indigenous STEM - 1114  
(9/1/18 - 8/31/23)**

Restricted revenues:

\$	902,942	\$ 2,514,278	\$ (1,611,336)	-64%
Federal government grant				
Restricted expenses:				
Compensation	682,406	1,243,273	560,867	45%
Employee Related Benefits	109,161	254,730	145,569	57%
Travel/professional Development/Registrations	16,946	43,200	26,254	61%
Memberships	1,750	1,800	50	3%
Consultants	136,240	200,000	63,760	32%
Materials & Supplies	11,841	47,800	35,959	75%
Publication Costs/Documentation/Dissemination	-	3,500	3,500	0%
Stipends/Honorariums	38,700	-	(38,700)	0%

Other Direct Costs	-	120,375	120,375	100%
Participant Costs	11,324	51,140	39,816	78%
Indirect Costs	212,057	520,528	308,471	59%
Equipment	-	15,000	15,000	0%
Excess (deficiency)	<u>1,220,425</u>	<u>2,501,346</u>	<u>1,280,921</u>	<u>51%</u>
	<u>\$ (317,483)</u>	<u>\$ 12,932</u>	<u>\$ (2,892,257)</u>	

#### 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%
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Restricted expenses:

Compensation	345,550	496,047	150,497	30%
Employee Related Benefits	64,097	138,894	74,797	54%
Travel/professional Development	8,595	25,188	16,593	66%
Commuter Allowance	3,928	-	(3,928)	0%
Advertising & Promotion	850	-	(850)	0%
Meeting Expenses	1,677	-	(1,677)	0%
Tuition/Books	5,501	18,189	12,688	70%
Communication Data Service	-	14,400	14,400	100%
Office Supplies/Program Support	78,557	188,847	110,290	58%
Contracts/Subcontracts (Adjuncts)	-	18,900	18,900	100%
Indirect Costs Charged to TOCC Match	-	235,335	235,335	100%
Computers/GIS Devices/Printer	64,334	64,200	(134)	0%
Excess (deficiency)	<u>573,089</u>	<u>1,200,000</u>	<u>626,911</u>	<u>52%</u>
	<u>\$ (322,963)</u>	<u>\$ -</u>	<u>\$ (1,576,785)</u>	

\$\*\* 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)

Restricted expenses:

Compensation	144,601	171,000	26,399	15%
Employee Related Benefits	38,136	43,605	5,469	13%
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	40,935	38,972	95%
Computer equipment/Office equipment	1,963	300,000	68,101	23%
Excess (deficiency)	<u>196,609</u>	<u>(300,000)</u>	<u>(68,101)</u>	
	<u>\$ (196,609)</u>	<u>\$ -</u>	<u>\$ (68,101)</u>	

**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	21,973	35,520	13,547	38%
Employee Related Benefits	1,679	2,718	1,039	38%
Travel	17,032	10,406	(6,626)	0%
Transportation	877	1,406	529	38%
Meeting Expenses	20,628	20,448	(180)	-1%
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%
	<u>134,816</u>	<u>96,570</u>	<u>(38,246)</u>	<u>0%</u>
Excess (deficiency)	\$ 32,384	\$ 72,060	\$ 36,816	

**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%
	<u>151,915</u>	<u>170,450</u>	<u>17,259</u>	<u>10%</u>
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		315,880		598,680		282,800	47%
Employee Related Benefits		78,619		179,172		100,553	56%
Commuter Allowance		2,225		-		(2,225)	0%
Mileage		-		51,748		51,748	100%
Consultants		7,990		45,000		37,010	82%
Office & Technical Supplies		1,069		10,400		9,331	90%
Program Meals/Supplies/Honorariums		-		15,000		15,000	100%
Computer Equipment		3,964		-		(3,964)	0%
Excess (deficiency)	\$	409,747	\$	900,000	\$	490,253	54%
	\$	190,253	\$	-	\$	(790,253)	

**NSF -Planning Grant TO Language Center (1125)****(9/1/19 -12/31/21)**

Restricted revenues:							
Federal government grant	\$	128,001	\$	171,687	\$	(43,686)	-25%
Restricted expenses:							
Compensation		88,481		87,688		(793)	-1%
Employee Related Benefits		16,735		21,994		5,259	24%
Travel/Professional Development		906		7,000		6,094	87%
Consultants		-		9,000		9,000	100%
Materials & Supplies		4,749		7,000		2,251	32%
Meeting Expenses		-		2,505		2,505	100%
Indirect Costs		27,213		36,500		9,287	25%
Computer Equipment		3,755		-		-	
Excess (deficiency)	\$	141,839	\$	171,687	\$	33,603	20%
	\$	(13,838)	\$	-	\$	(77,289)	

**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		23,832		8,500		(15,332)	0%
Employee related expenses		1,823		500		(1,323)	0%
Travel (Field Trips)/Professional Dev/Memberships		1,155		6,100		4,945	81%
Communications (Hot Spots)		40		2,480		2,440	98%





Stipends	6,045	26,000	19,955	77%
Education/Program Supplies	1,118	8,500	7,382	87%
Office Equipment/Computers	5,030	7,500	2,470	33%
	<u>16,444</u>	<u>40,500</u>	<u>(24,056)</u>	<u>-59%</u>
Excess (deficiency)	\$ <u>31,556</u>	\$ <u>7,500</u>	\$ <u>24,056</u>	

**BIA 93-638 - Occupational Training TCCU -(1301)**  
**Program Revenue and Costs**  
**(July 01, 2019 - June 30, 2022)**

Restricted revenues:				
Federal government grant	\$ <u>344,132</u>	\$ <u>200,000</u>	\$ <u>144,132</u>	72%
Restricted expenses:				
Compensation	<u>74,084</u>	<u>200,000</u>	<u>125,916</u>	63%
	<u>74,084</u>	<u>200,000</u>	<u>125,916</u>	<u>63%</u>
Excess (deficiency)	\$ <u>270,048</u>	\$ <u>-</u>	\$ <u>(270,048)</u>	

**BIA 93-638 - Occupational Training TCCU -(1302)**  
**Program Revenue and Costs**  
**(July 01, 2019 - June 30, 2022)**

Restricted revenues:				
Federal government grant	\$ <u>94,058</u>	\$ <u>300,000</u>	\$ <u>(205,942)</u>	-69%
Restricted expenses:				
Employee related expenses	6,835	175,000	168,165	96%
Mileage	-	5,000	5,000	100%
Supplies/Other Program Cost	-	25,000	25,000	100%
Consultants/Contracts	-	95,000	95,000	100%
	<u>6,835</u>	<u>300,000</u>	<u>293,165</u>	<u>98%</u>
Excess (deficiency)	\$ <u>87,223</u>	\$ <u>-</u>	\$ <u>(499,107)</u>	

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

Restricted revenues:				
Federal government grant	\$ <u>80,400</u>	\$ <u>80,400</u>	\$ <u>-</u>	0%
Restricted expenses:				
Community Support	-	80,400	80,400	100%
	<u>-</u>	<u>80,400</u>	<u>80,400</u>	<u>100%</u>

Excess (deficiency)	\$	80,400	\$	-	\$	(80,400)
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**HHS HHSSurvival & Vitality of Native AM Lan (1310)**  
**(September 1, 2021 - September 1, 2024)**

Restricted revenues:						
Grant From Other Sources	\$	-	\$	82,609	\$	(82,609) -100%
Restricted expenses:						
Other		-		82,609		82,609 0%
		-		82,609		82,609 100%
Excess (deficiency)	\$	-	\$	-	\$	(165,218)

**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	\$	1,128,855	\$	3,120,000	\$	(1,991,145) -64%
Restricted expenses:						
Contracts/subcontracts		1,079,552		3,120,000		2,040,448 65%
		1,079,552		3,120,000		2,040,448 65%
Excess (deficiency)	\$	49,303	\$	-	\$	(4,031,593)

**Workforce Development - (1401)**  
**(July 1, 2017 - June 30, 2021)**

Restricted revenues:						
State government grant	\$	1,043,092	\$	897,810	\$	(145,282) 0%

Restricted expenses:  
Contracts/subcontracts

974,106	897,810	(76,296)	0%
<u>974,106</u>	<u>897,810</u>	<u>(76,296)</u>	<u>0%</u>
\$ 68,986	\$ -	\$ (68,986)	

Excess (deficiency)

**Univ of AZ NASA Space Grant - (1402)**  
**(12/14/16 - 12/13/22)**

Restricted revenues:

State government grant

\$ 29,500	\$ 29,500	\$ -	0%
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Restricted expenses:

Program Supplies

24,116	29,500	5,384	18%
<u>24,116</u>	<u>29,500</u>	<u>5,384</u>	<u>18%</u>

Excess (deficiency)

\$ 5,384	\$ -	\$ (5,384)	
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**Univ of AZ Diversity Planning Grant - (1404)**  
**(9/1/18 - 8/31/22)**

Restricted revenues:

State government grant

\$ 10,000	\$ 40,000	\$ 30,000	-75%
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Restricted expenses:

Program Supplies

Contracts/Subcontracts

32,560	40,000	7,440	19%
<u>32,560</u>	<u>40,000</u>	<u>7,440</u>	<u>0%</u>

Excess (deficiency)

\$ (22,560)	\$ -	\$ 22,560	
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**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%
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Restricted expenses:

Compensation

Employee related expenses

Events

Travel

Office/Education Supplies

Meeting Expenses

Honorariums/Guest Speakers

Awards & Gifts

Stipends

96,415	129,000	-	25%
13,421	40,764	27,343	67%
-	10,104	10,104	100%
1,240	3,338	2,098	63%
2,139	6,000	3,861	64%
4,453	30,000	25,547	85%
26,250	6,000	(20,250)	0%
23,100	6,000	(17,100)	0%
-	90,000	90,000	100%

Excess (deficiency)	167,018	321,206	154,188	48%
\$	148,820	\$ (6,000)	\$ (154,820)	

**NIFA Endowment - (20-1502)**  
**(Sept 1, 2019- Aug 31, 2022)**

Restricted revenues:

Federal government grant	\$ 341,911	\$ 117,505	\$ (224,406)	0%
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Restricted expenses:

Compensation	(2,631)	-	2,631	0%
Employee related expenses	288	-	(288)	0%
Travel/professional Development	386	-	(386)	0%
Printing	-	-	-	100%
Commuter Allowance	-	-	-	0%
Communications	1,653	-	(1,653)	0%
Tractor/Auto Repairs	-	-	-	0%
Vehicle Rental	37,039	-	(37,039)	0%
Promotion/Advertising	11,145	12,000	855	7%
Consultants/Professionals	48,240	58,505	10,265	18%
Building Materials	1,689	-	(1,689)	0%
Education Supplies	-	-	-	0%
Meeting Expense	1,265	2,500	1,235	49%
Stipends	300	-	(300)	0%
Participant Support	225	-	(225)	0%
Guest Speaker/Honorariums	-	-	-	100%
Other Structural Improvements	810	-	(810)	0%
Program Supplies	27,040	32,000	4,960	16%
Office Supplies	-	2,500	2,500	100%
Library Collections	-	-	-	100%
Computer Equipment	5,657	10,000	4,343	43%
	133,106	117,505	(15,601)	-13%
Excess (deficiency)	\$ 208,805	\$ -	\$ (208,805)	

**NIFA Equity III - (20-1508)**  
**(Sept 1, 2018- Aug 31, 2022)**

Restricted revenues:

Federal government grant	\$ 233,928	\$ 442,259	\$ (208,331)	0%
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Restricted expenses:

Compensation	200,149	315,345	115,196	37%
Employee related expenses	38,044	40,165	2,121	0%
Commuter Allowance	1,454	1,606	152	0%
Consultants	2,000	1,606	(394)	0%
Program Supplies	91	-	(91)	0%

Participant Support	-	-	-	100%
Indirect Cost	42,971	85,143	42,172	0%
	284,709	443,865	159,156	0%
Excess (deficiency)	<u>(50,781)</u>	<u>(1,606)</u>	<u>(367,487)</u>	
	\$	\$	\$	

**USDA Furniture Arts & Science (20-1509)**  
**(May 12, 2021- May 12, 2026)**

Restricted revenues:				
Federal government grant	-	166,200	(166,200)	-100%
	\$	\$	\$	
Restricted expenses:				
Furniture	91,719	166,200	74,481	45%
	91,719	166,200	74,481	45%
Excess (deficiency)	<u>(91,719)</u>	<u>-</u>	<u>(240,681)</u>	
	\$	\$	\$	

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

Restricted expenses:				
Furniture (TOCC Match)	6,887	22,428	15,541	69%
Excess (deficiency)	<u>6,887</u>	<u>22,428</u>	<u>15,541</u>	
	\$	\$	\$	

**USDA Disaster Relief Health & Wellness (1526)**  
**(Aug 31, 2021- Aug 30, 2022)**

Restricted revenues:				
Federal government grant	-	99,975	(99,975)	-100%
	\$	\$	\$	
Other Structural Improvements	99,975	99,975	-	0%
	99,975	99,975	-	0%
Excess (deficiency)	<u>(99,975)</u>	<u>-</u>	<u>99,975</u>	
	\$	\$	\$	

**TOCC Grant Match Grant 1526 USDA (1005)**  
**(Aug 31, 2021- Aug 30, 2022)**

Operational expenses:				
Furniture & Equipment	-	99,975	99,975	100%
	-	99,975	99,975	100%
Excess (deficiency)	<u>-</u>	<u>(99,975)</u>	<u>(99,975)</u>	
	\$	\$	\$	

**USDA NIFA Extension Capacity (20-1531)**  
**(Sept 1, 2021- Aug 31, 2022)**

Restricted revenues:										
Federal government grant										
	\$		37,912	\$		177,238	\$	-	139,326	-100%
Compensation & Employee related Expenses										
Travel/ Per Diem/ Lodging/Registrations			22,423			99,528		77,105		0%
Stipends			5,711			2,198		(3,513)		0%
Youth Programs			-			2,700		2,700		100%
Other Participant/trainee Support Costs			-			8,000		8,000		100%
Workshops			-			13,312		13,312		100%
Program supplies			-			4,000		4,000		100%
Equipment			-			11,500		11,500		0%
			-			36,000		36,000		100%
Excess (deficiency)	\$		28,134			177,238	\$	149,104		84%
			9,778	\$		-		(149,104)		

**NIFA Extension Capacity Bldg Together III - (20-1541)**  
**(Sept 1, 2018- Aug. 31, 2022)**

Restricted revenues:									
Federal government grant	\$	266,776	\$	660,000	\$	(393,224)	0%		
Honorarium		1,500		1,500		-	0%		
Restricted expenses:									
Compensation		253,629		283,000		29,371	0%		
Employee related expenses		56,481		65,980		9,499	0%		
Travel/Lodging/Mileage/Transportation		9,045		12,960		3,915	0%		
Registration		1,500		760		(740)	-97%		
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%		
		325,545		366,500		40,955	0%		
Excess (deficiency)	\$	(57,269)	\$	295,000	\$	(434,179)	0%		

**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		29,433		64,700		35,267	55%		

Concrete	31,000	31,000	-	0%
Framing	6,002	6,002	-	0%
Framing TOCC	997	997	-	0%
	109,682	144,949	35,267	24%
Excess (deficiency)	(7,246)	\$ -	(77,780)	
	\$	\$		

#### 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	-	6,450	(6,450)	-100%
		135,450		

Restricted expenses:

Other costs to complete	-	5,450	5,450	100%
Equipment and Construction Costs	-	130,000	130,000	100%
	-	135,450	135,450	100%
Excess (deficiency)	-	\$ -	(270,900)	
	\$	\$		

#### 2020 USDA TCI Wellness Ctr (20-1628)

(9/1/20- 8/31/21)

Restricted revenues:

Federal government grant	-	\$ 181,367	\$ (181,367)	-100%
TOCC Match	-	9,068	(9,068)	-100%
		190,435		

Restricted expenses:

Equipment and Construction Costs	-	190,435	190,435	100%
	-	190,435	190,435	100%
Excess (deficiency)	-	\$ -	(380,870)	
	\$	\$		

#### Title III Part A Our Circle of Strength - (20-1632)

(Oct. 1, 2020 - Sept. 30, 2025)

Restricted revenues:

Federal government grant	840,947	\$ 3,055,063	\$ (2,214,116)	-72%
	\$	\$		

Restricted expenses:

Compensation	548,659	1,514,365	965,706	64%
Employee related expenses	131,336	406,112	274,776	68%
Travel Expense	-	404,573	404,573	100%
Mileage	-	148,740	148,740	100%
Registrations	-	49,530	49,530	100%
Commuter Allowance	2,364	13,320	10,956	82%
Communications	-	5,950	5,950	100%
Vehicle rental	4,825	37,185	32,360	100%
Printing	-	37,185	37,185	100%

Memberships	-	3,719	3,719	100%
Consultant fees and expenses	20,000	74,370	54,370	100%
Education supplies and Outreach	6	70,944	70,938	100%
Office supplies	136	26,030	25,894	99%
Other office supplies/GED	-	7,437	7,437	100%
Meetings	-	18,593	18,593	100%
Contracts/subcontracts	13,574	164,291	150,717	92%
Other Structural Improvements	311,199	-	(311,199)	0%
Office equipment	-	67,172	67,172	100%
Library collection	-	5,550	5,550	100%
Excess (deficiency)	1,032,099	3,055,063	2,022,964	66%
	<u>(191,152)</u>	<u>(0)</u>	<u>191,152</u>	
	\$	\$	\$	

#### Title III Part F Honoring Yesterday to Build Tom. - (20-1642)

(Oct. 1, 2015 - Sept. 30, 2020)

Restricted revenues:

Federal government grant	\$ 587,512	\$ 2,873,145	\$ (2,285,633)	-80%
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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	0%
Other Structural Improvements	607,127	2,348,984	1,741,857	74%
Education supplies	-	186	186	100%
Excess (deficiency)	607,127	2,873,145	2,266,018	79%
	<u>(19,615)</u>	<u>-</u>	<u>19,615</u>	
	\$	\$	\$	

#### 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%
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Restricted expenses:

Student Assistance	-	5,581,278	5,581,278	100%
Employee related expenses	-	-	-	
Contracts/subcontracts	-	-	-	
Computer equipment	-	-	-	
Other Structural Improvements	-	-	-	
Education supplies	-	-	-	
Excess (deficiency)	-	5,581,278	5,581,278	100%
	<u>5,581,278</u>	<u>-</u>	<u>(5,581,278)</u>	
	\$	\$	\$	

#### Community of Practice - (20-1720)



**(July 1, 2021 - June 30, 2022)**

## Restricted revenues:

Grants From Other Sources	\$ 70,086	\$ 108,000	\$ (37,914)	-35%
Restricted expenses:				
Compensation	29,995	45,501	15,506	34%
Employee related expenses	10,347	12,285	1,938	16%
Scholarships	-	1,129	1,129	100%
Mileage	-	-	-	0%
Registrations	160	-	(160)	0%
Vehicle Rental	1,945	-	(1,945)	0%
Program Supplies & Materials	-	800	800	100%
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	3,760	27,245	23,485	86%
Program Incentives	-	900	900	100%
Indirect Cost	3,378	9,036	5,658	63%
	49,585	108,000	58,415	54%
Excess (deficiency)	\$ 20,501	\$ -	\$ (20,501)	

**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	\$ 42,584	\$ 169,000	\$ (126,416)	-75%
Restricted expenses:				
Administrative Costs Emergency Aid	-	9,000	9,000	100%
Administrative Costs Paid Internship	-	30,000	30,000	100%

Student Funds Emergency Aid	4,384	30,000	25,616	85%
Advertising & Promotion	3,296	-	(3,296)	0%
Office Supplies	424		(424)	0%
Student Funds Paid Internship	-	100,000	100,000	100%
Excess (deficiency)	8,104	169,000	160,896	95%
	34,480	-	(34,480)	
	\$	\$	\$	

**Ed stabilization Fund Covid 19 Assistance (20-8021)**  
**(July 1, 2019 - June 30, 2024)**

Restricted revenues:				
Federal government grant	\$ 817,579	\$ 817,579	\$ -	0%
Restricted expenses:				
Student Assistance	-	817,579	817,579	100%
Employee related expenses	-	-	-	
Contracts/subcontracts	-	-	-	
Computer equipment	-	-	-	
Other Structural Improvements	-	-	-	
Education supplies	-	-	-	
Excess (deficiency)	-	817,579	817,579	100%
	\$ 817,579	\$ -	(817,579)	
	\$	\$	\$	

**TOTAL RESTRICTED EXPENSES**

Restricted revenues:				
Federal government grants	\$ 10,529,538	18,906,885	8,377,347	44%
State government grants	2,527,285	4,402,516	1,875,231	43%
Grant from Other Sources	1,537,025	2,014,180	477,155	24%
Total Restricted Revenues	14,593,848	25,323,581	10,729,733	42%
Restricted expenses:				
	8,063,995	24,960,755	16,896,760	68%
Excess (deficiency)	6,529,853	362,826	(27,626,493)	
	\$	\$	\$	

**STUDENT FINANCIAL AID**

**AICF Food Security Emergency Aid (20-1221)**

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)	
<b>Scholarships- 20-1353 AICF Online Instruction (May 26, 2020 - July 31, 2020)</b>				
Restricted revenues:			-	
Scholarship Award	\$ 10,000	\$ 10,000	-	0%
Restricted expenses:				
Online Instruction	-	10,000	10,000	100%
	-	10,000	10,000	0%
Excess (deficiency)	\$ 10,000	\$ -	\$ (10,000)	
<b>Scholarships- 21-8010 AICF (July1, 2020 - June 30, 2021)</b>				
Restricted revenues:			-	
Scholarship Award	\$ 281,875	\$ 102,500	\$ 179,375	175%
Restricted expenses:				
Travel/Meeting/Office Expense	4,441	2,500	(1,941)	0%
Scholarships	272,875	100,000	(172,875)	0%
	277,316	102,500	(174,816)	0%
Excess (deficiency)	\$ 4,559	\$ -	\$ 354,191	
<b>DoE Ed Cares Act Institutional Support (5/1/20 - 6/30/21) Grant 20-8025</b>				
Restricted revenue:				
Federal government grant	\$ 281,875	\$ 924,823	\$ (642,948)	-70%
Restricted expenses:				
Compensation	78,050	78,050	-	0%
Employee Related Expenses	7,842	7,842	-	0%
Office Supplies	-	-	-	0%
Grants to students	618,627	775,181	156,554	20%
Awards & Gifts	114,750	63,750	(51,000)	0%
	819,269	924,823	105,554	
Excess (deficiency)	\$ (537,394)	\$ -	\$ (537,394)	
<b>Dept of Ed Cares Act Title III TCU Fund 3/13/20-6/30/22 (20-8026)</b>				
Restricted revenue:				
Federal government grant	\$ 1,444,803	\$ 7,001,292	\$ (5,556,489)	0%

Restricted expenses:				
Compensation	346,906	-	(346,906)	0%
Employee related expenses	22,143	-	(22,143)	0%
SCAC Grants to or expenditures for students	-	274,665	274,665	100%
Postage & Delivery	15,609		(15,609)	0%
Communications	462			
Building Rent	24,914			
Building R&M	4,441		(4,441)	0%
Consultant Fees	97,738	-	(97,738)	0%
Staff Development	6,588		(6,588)	0%
Education Supplies	8,981		(8,981)	0%
Meeting Expense	5,718	-	(5,718)	0%
Custodial Expenses	128,968		(128,968)	0%
CARES ACT Higher Ed Emergency Relief	325,493		(325,493)	0%
Residence Fees Lost	39,600	39,600	-	0%
Residence Fees Refunded TOCC	(22,072)	17,528	39,600	0%
Contracts/Subcontracts/consultants	-		-	0%
Cleaning Supplies	-		-	
Indirect Costs	303,279		(303,279)	0%
Other Structural Improvements	94,079		(94,079)	0%
Computer Equipment	529,815		(529,815)	0%
Awards and Gifts	34,000		(34,000)	0%
Grants to or expenditures for TOCC students	-	6,669,499	6,669,499	100%
	1,966,662	7,001,292	5,060,006	
Excess (deficiency)	<u>\$ (521,859)</u>	<u>\$ -</u>	<u>\$ (496,483)</u>	

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

Restricted revenue:				
Federal government grant	\$ 473,529	\$ 800,000	\$ (326,471)	-41%
Restricted expenses:				
Office Supplies	-		-	
Grants to students	473,529	600,000	126,471	21%
	<u>473,529</u>	<u>600,000</u>	<u>(126,471)</u>	
Excess (deficiency)	<u>-</u>	<u>200,000</u>	<u>(200,000)</u>	

#### TOTAL STUDENT FINANCIAL AID

Restricted revenue:				
Federal government grants	\$ 2,497,782	\$ 8,844,315	\$ (6,346,533)	-72%
Restricted donations	287,575	108,200	179,375	166%
	<u>2,785,357</u>	<u>8,952,515</u>	<u>(6,167,158)</u>	-69%
Restricted expenses	3,536,776	8,628,615	5,091,839	59%

Excess (deficiency)	\$ <u>(751,419)</u>	\$ <u>323,900</u>	\$ <u>(1,075,319)</u>
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**TOHONO O'ODHAM COMMUNITY COLLEGE**

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**TO:** BOARD OF TRUSTEES  
**THRU:** PAUL ROBERTSON, PRESIDENT  
**FROM:** STACY D. OWSLEY, HUMAN RESOURCES DIRECTOR  
**SUBJECT:** **AGENDA ITEM**— **MARCH 2022 RESOURCE LIST ADDENDUM**  
**DATE:** 3/1/2022  
**CC:** FILE

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Background

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

Recommendation

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

## RESOURCE LIST

### February 2022

#### New Hires:

Name	Position	Date
Dr. Tiffany Viggiano	Academic Dean	3/22/2022
	<p>Dr. Tiffany Viggiano was Human Resources Talent Acquisition Associate for the School of Nursing with the Oregon Health and Science University for a year and as a Regional Recruiter for two years with University of Alaska (Anchorage). She also was an Instructor of Record with the University of California (Riverside) for three years. Dr. Viggiano was a Fulbright Fellow for Fulbright US and Fulbright Finland in Jyväskylä, Finland for a year. She was a Resources Center Coordinator for the University of California (Riverside) for one year and a Graduate Researcher with California Community College Collaborative for one year. Dr. Viggiano was also a Recruitment Ambassador with City Year Los Angeles for one year.</p> <p>Dr. Viggiano earned her Ph.D. in Philosophy in Education from University of Jyväskylä, Jyväskylän yliopisto, Finland and her Masters of Education in Higher Education Administration and Policy from University of California. She also received her Bachelor of Science in Anthropology from University of California.</p>	
Adam Andrews	Tohono O'odham Language and Culture Instructor	2/28/2022
	<p>Mr. Adam Andrews is presently an Administrative Manager for the San Xavier Cooperative Farm and an adjunct instructor for TOCC. He was a consultant for five years. Mr. Andrews was Chief Administrative Officer for two years and an Executive Assistant for four years for the Office of the Chairman &amp; Vice Chairman of the Tohono O'odham Nation. He was a Youth Development Trainer and Consultant for Brunoe Training &amp; Consulting for six years and SAWRSA (Southern Arizona Water Rights Settlement Act) Project Manager Assistant for San Xavier District for one year and three months and Youth Program Supervisor for Tohono O'odham Youth Services for six months. He was Education Center Manager for San Xavier District for one year and one month.</p> <p>Mr. Adam Andrews earned his Master in Legal Studies from James Rogers College of Law, University of Arizona and a Bachelors of Arts in Communication from Arizona State University.</p>	

Separation:

Name	Position	Date
Stacy Owsley	HR Director	3/10/22



**Tohono O'odham Community College**  
**Employment Vacancy Activity Log**  
**March 2022**

**Administrative/Faculty/Exempt**

Vacant Position	Division	Number of Applicants			Tohono O'odham Native American		Application w/documents Complete		Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
Academic Advisor Coordinator	Edu.	2	1	1	2	2	2	2	2/17/22	2	0	2/25/22	1	2	Continue to advertise
Academic Dean	Edu.	6		6		6		6	2/1/22	2	0	2/2/2022	1	1	Tentative start date 3/22/22
Culinary Arts Chef Instructor	Sustain.	4		4	1	3		3	2/25/22	1	3.	3/4/22			Pending interview
Dean of Student Services	Stu. Svs.	13		2	11	1	12	10	2/18/22	3	10	2/2/22 & 2/18/22	1	2	Pending background check
Language Specialist	Edu.	0													Continue to advertise
Restaurant Manager Instructor	Sustain.	2		2	1	1	1	1	2/25/22	1	1	2/8/22			Offer declined
Tohono O'odham Language & Culture Instructor	Edu.	1	1		1				1/31/2022	1		2/18/22	1		Pending background check

**Tohono O'odham Community College**  
**Employment Vacancy Activity Log**  
**March 2022**

**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
			1	1	1	1	Yes	No		Yes	No		Yes	No	
Administrative Assistant	Finance	2					1	1	2/25/22	2		2/7/22		2	Continue to advertise
Bookstore Supervisor	Finance	1	1					1	2/28/22						Pending manager review

## TOCC EMPLOYEE STATISTICS (March 2022)

### FULL TIME POSITIONS

	<u>Numbers</u>	<u>Percentages</u>
<b>Full-time positions:</b>	<b>96</b>	
Filled Positions	84	88%
Vacant Positions	12	12%
<b>Female</b>	46	55%
<b>Male</b>	38	45%
<b>Ethnicity</b>		
Tohono O'odham	51	60%
Native American Other	8	10%
Hispanic	4	5%
White	14	17%
Black	5	6%
Asian	2	2%
<b>Regular Staff</b>	<b>78</b>	
Filled	70	90%
Vacant	8	10%
<b>Instructors Positions</b>	<b>18</b>	
Filled	14	78%
Vacant	4	22%
<b>Commuters</b>	45	54%
<b>Local</b>	39	46%

### PART-TIME & TEMP POSITIONS

	<u>Numbers</u>	<u>Percentages</u>
<b>Part-time &amp; Temp positions:</b>	<b>19</b>	
Filled Positions	7	37%
Vacant Positions	12	63%
<b>Female</b>	4	57%
<b>Male</b>	3	43%
<b>Ethnicity</b>		
Tohono O'odham	3	43%
Native American Other	3	43%
Hispanic	0	0%
White	1	14%
Black	0	0%
Asian	0	0%
<b>Commuters</b>	5	71%
<b>Local</b>	2	29%

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**TOHONO O'ODHAM COMMUNITY COLLEGE**

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**TO:** BOARD OF TRUSTEES  
**THRU:** MARIO MONTES-HELU, DEAN FOR SUSTAINABILITY  
**FROM:** PAUL ROBERTSON, PRESIDENT  
**SUBJECT:** IT DEPARTMENT ORGANIZATIONAL CHART CHANGE  
**DATE:** MARCH 1, 2022  
**CC:** STACY OWSLEY, HUMAN RESOURCES DIRECTOR

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**Background:** The IT Department has experienced significant changes and increase of operations due to modifications required to face the COVID-19 pandemic and its consequential move to online activities. As a result, a restructuring of the department to increase its efficiency is needed.

**Justification:** President Robertson recently announced that TOCC will offer in-person and online classes in the fall semester, with an emphasis on more evening class offerings. As a result, more cloud services (e.g., Jenzabar, Canvas, G-Suite, etc.) will demand more attention and maintenance as well as having a technician to monitor evening classes. The Dean of Sustainability recently presented proposed changes in the IT organizational chart to the TOCC administration. These changes will address the needs of the IT Department to better serve the college. The administration endorsed the proposed changes.

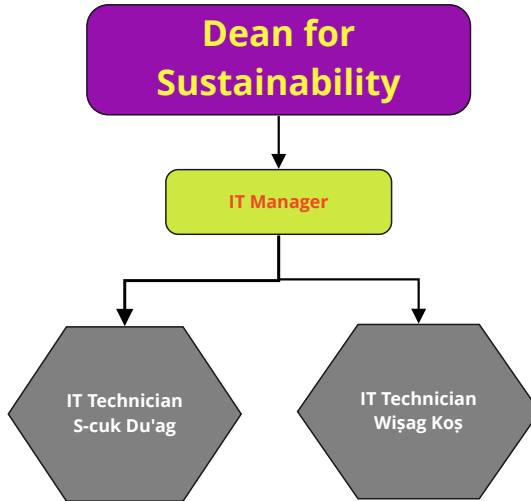
**Action Requested:** We request the BOT to approve the change in the IT Department organizational chart.

**Recommendation:** The President recommends that changes are approved by BOT.

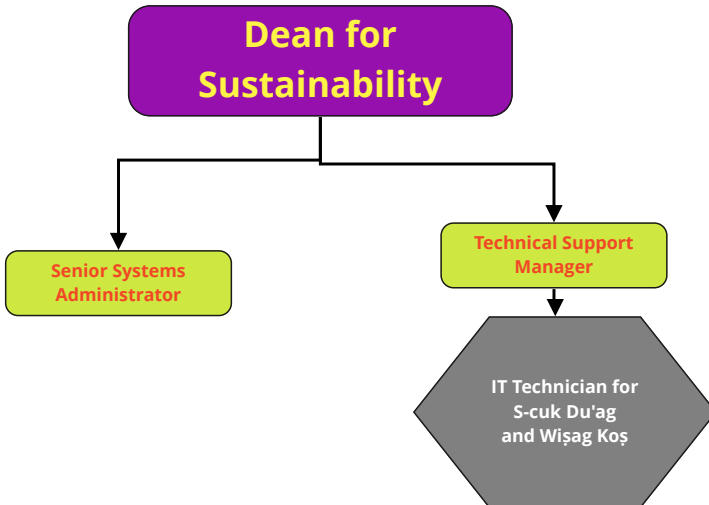
**ATTACHMENT:** Old and new IT Department organizational charts.

# Current IT Department

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## New IT Department



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**TOHONO O'ODHAM COMMUNITY COLLEGE**

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**TO:** BOARD OF TRUSTEES  
**THRU:** MARIO MONTES-HELU, DEAN FOR SUSTAINABILITY  
**FROM:** PAUL ROBERTSON, PRESIDENT  
**SUBJECT: SENIOR SYSTEMS ADMINISTRATOR AND TECHNICAL SUPPORT MANAGER JOB DESCRIPTIONS**  
**DATE:** MARCH 1, 2022  
**CC:** STACY OWSLEY, HUMAN RESOURCES DIRECTOR

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**Background:** Changes in operations precipitated by the COVID-19 pandemic, and its consequential move to online activities, has changed the needs of the IT Department because of the increase of services requested and their variety.

**Justification:** President Robertson announced that TOCC will offer in-person and online classes in the fall semester, including an increase in evening class offerings. As a result, a manager in charge of the technical and customer services is needed to monitor part of the day and all evening classes. At the same time, a dedicated Senior Systems Administrator is sorely needed to assure quality performance of TOCC cloud systems, such as Jenzabar, Canvas, G-Suite, etc. among others.

**Action Requested:** We request the BOT to approve the jobs descriptions for a Senior Systems Administrator and a Technical Support Manager.

**Recommendation:** The President recommends the approval of the new job descriptions for the IT Department. Based on a review of the positions' duties and responsibilities, it is recommended that the pay be as follows:

**Salary:** \$60,000 annually for the Senior Systems Administrator  
**Salary:** 60,000 annually for the Technical Support Manager

**ATTACHMENT:** Senior Systems Administrator and Technical Support Manager job descriptions



## TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

**Job Title:** Senior Systems Administrator  
**Reports To:** Dean for Sustainability  
**Status:** Full-time/ Regular/ Exempt  
**Salary:** \$60,000 annual

**SUMMARY:** The Senior System Administrator (SSA) is responsible for the performance, integrity, and security of the information systems databases. The SSA provides technical expertise in the design, implementation, and maintenance of database management systems that support institutional business, learning, teaching, and student applications. Additional responsibilities include reporting, data input and output, technology management, and end-user training and support.

### ESSENTIAL DUTIES:

- Provide support with databases in Jenzabar, Canvas, and other systems and assist the IT team with new product testing, implementation, and training;
- Supports multiple software systems throughout the College;
- Collaborate with and offer insights to various internal teams;
- Administer and support Microsoft, Canvas, Jenzabar, Infomaker, PowerFAIDS, Survey Monkey, Azure, and related technologies.
- Make requested changes, updates and modifications to database structure and data ensuring database security, integrity, stability and system availability.
- Develop and implement project plans, risk assessment and contingency plans;
- Define and document best practices and support procedures;
- Maintain inventory and asset configuration documentation;
- System support to students, staff and guest of TOCC and other IT team members;
- Performs after hour tasks, including but not limited to, restarting systems, application upgrades, hardware maintenance, patching etc.;
- Conducts performance monitoring and provides documentation of issues and recommendations to upper management;
- Maintain and patch systems, software and applications to eliminate security vulnerabilities and maintain technology currency of systems and applications;
- Optimize system operations, resource utilization, and perform system capacity analysis and planning;
- Support the T-Šo:šon (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 special projects and other duties as assigned.

## **TRAINING AND EXPERIENCE:**

### ***Minimum Qualifications:***

- Associate degree in Business Information Systems, Computer Science or related field. Or three years of related experience in the information technology industry managing a complex IT operation (servers, networks, security, database, telecom, externally hosted environments). A combination of experience and relevant certifications in IT will also be considered.

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

- Bachelor's degree from an accredited college or university in Business Information Systems or Computer Science.
- Ability to speak and understand O'odham and/or Spanish.
- 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.

## **KNOWLEDGE:**

- Database use and management;
- Customer service principles;
- Applicable hardware and software;
- Computer Hardware and Support;
- Experience on systems such as Google GSuite, Microsoft Office 365, One Drive, Teams, Excel, Word, PowerPoint;
- Database Programming Microsoft Access, Microsoft Excel, Microsoft SQL Server, MySQL, Oracle, Azure, etc.;
- Industry tools and processes;
- Client/server environments;
- Networks;
- Experience with Microsoft Windows Server and Active Directory;
- Research methods;
- Customer service principles;
- Applicable hardware and software.

## **SKILLS:**

- Proven ability to effectively manage multiple priorities and meet deadlines.
- Excellent written and verbal communications skills with a demonstrated ability to make difficult concepts easy to understand.
- Solid understanding of data analysis.
- Impeccable attention to detail.
- Analyzing problems and recommending appropriate solutions.
- Communicating technical information to a non-technical audience.
- Testing and debugging applications.
- Providing customer service.



- Communication, interpersonal skills as applied to interaction, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**WORK ENVIRONMENT:**

TOCC is a tribal college located on the Tohono O'odham Nation, 60 miles west of Tucson. The Senior Systems Administrator 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).

**HOW TO APPLY**

Applications are available on line at [www.tocc.edu](http://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 two (2) letters 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) 479-2300**

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**BOT Approval:**



## TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

**Job Title:** Technical Support Manager  
**Reports To:** Dean for Sustainability  
**Status:** Full-time/ Regular/ Exempt  
**Salary:** \$60,000 annual

### SUMMARY:

The Technical Support Manager (TSM) will manage the technical services and related operations, including engineering, IT, and maintenance to ensure all jobs get completed on time and within budget. TSM will recommend changes to products and services to efficiently help fulfill needs. TSM will ensure physical inventory levels remain monitored and replenished when necessary. TSM will be responsible for designing and implementing an improved process, operational policies, and train and support technicians. TSM will ensure department milestones and goals are met in a timely fashion. The successful TMS must have excellent communication, especially in identifying process gaps and upgrading system infrastructures.

### ESSENTIAL DUTIES:

- The TSM is responsible for supervising the overall technical aspects of TOCC to ensure efficient solutions are enacted to support functions and operations;
- Define, implement and manage technical support processes and procedures;
- Evaluate technical networks and systems, coordinating with the team to identify techniques that would maximize productivity and enhance operational performance;
- Direct and coordinate help desk technicians;
- Prioritize IT-related problems as they come in to the Help Desk (ticketing system) and escalate when necessary;
- Regularly analyze and review logs to determine if problems are imminent and develop solutions before they occur, analyze situations, and determine resources needed to solve them;
- Follow up with customers to gauge their satisfaction with problem resolution; identify technical support problem areas (i.e., negative trends) and, if warranted, implement corrective actions;
- Ensure ongoing training of tech support staff;
- Provide high technical assistance and support for incoming queries and issues related to computer systems, software, and hardware;
- Provide user training and support in person or remote;
- Support the T-Şo:şon (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.
- Performs other duties of a similar nature or level.

## **TRAINING AND EXPERIENCE:**

### ***Minimum Qualifications:***

- Associate's degree from an accredited college or university with a degree in computer science, information technology, programming, or related field, and/or two years of IT experience. A combination of experience and relevant certifications in IT will also be considered.

### ***Additional Consideration May Be Given to Individuals with the Following Qualifications:***

- Certifications in IT that meet the requirements of the position.
- Ability to speak and understand O'odham and/or Spanish.
- 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.

## **KNOWLEDGE:**

- Networking, Wi-Fi, TCP/IP, Proxy Servers, Active Directory/LDAP;
- Some web and database technologies including HTML & SQL;
- In-depth knowledge of office application software, including data handling and reporting;
- Ability to analyze data and produce reports on issues and recommend resolutions;
- Familiar with PC, Laptops, mobile devices and tablet technology, including practical PC/Laptop repairs and fault diagnosis, and safe handling of electrical tools and equipment;
- Working knowledge of health & safety;
- Analytical thinker and attention to detail;
- Operating systems; Windows OS, Apple iOS, etc.;
- Research methods;
- Customer service principles;

## **SKILLS:**

- Demonstrating leadership and problem-solving skills.
- Working with tight deadlines and can demonstrate sound time management and critical thinking skills.
- Using leadership skills to collaborate.
- Analyzing problems and recommending appropriate solutions.
- Communicating technical information to a non-technical audience.
- Testing and debugging applications.
- Providing customer service.
- Conducting research.
- Troubleshooting technological problems.
- Programming applications.
- Make decisions quickly, often with limited information;

- Excellent interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, faculty, staff, and students.
- Strong communication and organizational skills

**WORK ENVIRONMENT:**

TOCC is a tribal college located on the Tohono O'odham Nation, 60 miles west of Tucson. The Technical Support Manager 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).

**HOW TO APPLY**

Applications are available on line at [www.tocc.edu](http://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 two (2) letters 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:

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ATTENTION: HUMAN RESOURCES  
P.O. BOX 3129  
SELLS, AZ 85634  
VOICE (520) 479-2300**

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**BOT Approval:**

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**TOHONO O'ODHAM COMMUNITY COLLEGE**

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**TO:** BOARD OF TRUSTEES  
**THRU:** STACY OWSLEY, HUMAN RESOURCES DIRECTOR  
PAUL ROBERTSON, PRESIDENT  
**FROM:** JUSTINE ROMERO, OFFICE COORDINATOR, LLC  
**SUBJECT:** NEW POSITION REQUEST – APPRENTICESHIP DIRECTOR  
**DATE:** MARCH 03, 2022  
**CC:** EVAN THOMAS, SPECIAL ASSISTANT TO THE PRESIDENT

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**Background:** The TOCC DOL registered apprenticeship program has undergone many changes throughout its sponsorship. Current job titles assigned to the Apprenticeship Program are Office Coordinator, LLC and a contracted Carpenter Journeyman. The Apprenticeship has currently been without a Director since late November of 2021.

**Justification:** TOCC will need to identify how they can better support this Department of Labor Apprenticeship Program. As the sponsor for this registered DOL program, the Tohono O’odham community entrusts the college with the administration and success of this community program.

**Action Requested:** Request Board review and approval of the new position and job description.

**Recommendation:** The President recommends the approval of the Apprenticeship Director job description. Based on a review of the position’s duties, responsibilities, and level it is recommended that the rate of pay be as follows:

**\$67,349 annual**

**ATTACHMENT:** Apprenticeship Director job description.



## TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

**Job Title:** Apprenticeship Director  
**Reports To:** President  
**Status:** Full-time/ Regular/ Exempt  
**Salary:** \$67,349 (DOE)

**SUMMARY:** The Apprenticeship Director will lead the ongoing development and implementation of a Department of Labor (DOL) sanctioned apprenticeship initiative. The Director will supervise the Program Coordinator and a contingent of several Apprentice Instructors with expertise in carpentry, plumbing, electrical and other trades. The Director will work closely with entities located on the Tohono O'odham Nation to ensure that sufficient paid On the Job Learning opportunities are in place for TOCC apprentices. In addition, the Director will oversee the "related instruction" component of the TOCC apprenticeship program, ensuring that instruction meets industry and DOL standards.

The Director will need to establish strong professional relationships with a variety of entities within the Tohono O'odham Nation, including the Tribal Employment Rights Organization (TERO), One-Stop, the Housing Authority, Desert Diamond Casino, and a variety of other entities that can provide opportunities for apprentices.

### ESSENTIAL DUTIES:

- Develop construction cost estimates for potential projects; monitor expenditures to ensure all costs are covered by revenues.
- Develop sales and marketing program to develop adequate opportunities for apprentice students to accrue on the job training (OJT) hours in construction projects within the Tohono O'odham Nation, including such entities as the Tohono O'odham Utility Authority and the Tohono O'odham Housing Authority.
- Oversee all documentation of costs, revenues, and required OJT records.
- Manage staff, preparing work schedules and assigning specific duties.
- Implement necessary Tohono O'odham Nation TERO procedures to ensure compliance with applicable laws and regulations.
- Inform TOCC Finance regarding pay rate changes as apprentices earn OJT hours.
- Ensure positive customer relations practices that build a positive reputation for the apprenticeship program.
- 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 related duties as assigned.

### TRAINING AND EXPERIENCE:

#### *Minimum Qualifications:*

- Associate of arts or bachelor's degree in a construction field desirable

- Journey Person status for a minimum of five years
- Five (5) years of onsite construction management experience

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

- Licensed General Contractor
- Four (4) years Journeyman level trade experience
- Construction Project Management experience.
- Experience working with Native American communities.
- Ability to speak and understand O'odham and/or Spanish.
- Knowledge and understanding in 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 three years.
- Must successfully pass a background check.

**KNOWLEDGE:**

- Managerial principles and practices;
- Administrative program oversight principles, practices, and techniques;
- Program development, planning, and administration principles and practices;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Policy and procedure development practices;
- Troubleshooting and solving complex program issues;
- Budgeting principles.<sup>[SO1]</sup>

**SKILLS:**

- Excellent written and verbal communication skills.
- Experience in supervision.
- Excellent customer service.
- Lead through example; use collaborative methods in working with a team to get the job done.
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.<sup>[SO2]</sup>

**WORK ENVIRONMENT:**

TOCC is a tribal college located on the Tohono O'odham Nation, 60 miles west of Tucson. The custodian 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).

**HOW TO APPLY**

Applications are available on line at [www.tocc.edu](http://www.tocc.edu). Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates,

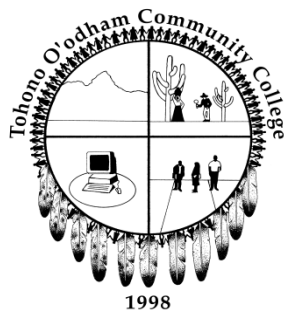
a list of two (2) references (name, position, organization and work phone numbers), and two (2) letters of recommendation dated within the past twelve months. If claiming Indian Preference under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/ or if claiming Veteran Preference, submit a copy of the DD214 form to:

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SELLS, AZ 85634  
VOICE (520) 479-2300**

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**Board approval:**





## TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

**Job Title:** Director of Operations for TOCC Development, LLC  
**Reports To:** President  
**Employment Status:** Full-time, Regular, Salaried  
**Salary:** \$ 51,700.00

### **SUMMARY:**

Plan, organize, facilitate, direct, and review business operations and activities in the area of construction management and LLC operations. Coordinate construction activities with various trades' instructors. Develop business opportunities and revenue sources. Support the College's vision, mission and objectives.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

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

*The education and experience requirements listed below are representative of this position's requirements.*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop construction cost estimates for potential projects; monitor expenditures to ensure all costs are covered by revenues.
- Review and update financial statements in accounting software on a monthly basis.
- Evaluate operations and activities; recommend improvements and modifications. Conduct studies, analysis and research on a broad range of construction projects. Prepare bids and responses to Request for Proposals.
- Develop sales and marketing program to develop adequate opportunities for apprentice students to accrue on the job training (OJT) hours in construction projects
- Ensure positive customer relations practices that build a positive reputation for the business.
- Oversee all documentation of costs, revenues, and required OJT records.
- Manage staff, preparing work schedules and assigning specific duties.
- Identify needs for management information related to the LLC.
- Implement necessary TERO procedures to ensure compliance with applicable laws and regulations.
- Inform the payroll department regarding pay rate changes as apprentices earn OJT hours.
- Provide instructional oversight of apprentice students on OJT as needed.
- Perform related duties as assigned.

**COMPETENCY** (To perform the job successfully, an individual should demonstrate the following competencies):

Excellent written and verbal communication skills.  
 Knowledge of construction accounting software.  
 Knowledge of business and management principles

### **REQUIRED EDUCATION/EXPERIENCE:**

- Five (5) years of "on site" construction management experience
- Five (5) years Construction Office Management experience

**ADDITIONAL CONSIDERATION MAY BE GIVEN TO INDIVIDUALS WITH THE FOLLOWING QUALIFICATIONS:**

- Licensed General Contractor
- Four (4) years Journeyman level trade experience
- Bachelors Degree in Business, Construction Project Management or related field.
- Ability to speak and understand O'odham and/or Spanish.
- Knowledge and understanding in the history and contemporary issues facing Native peoples.
- One year work experience with Native American communities.

**WORK ENVIRONMENT:** Ability to work in a multi-cultural educational setting. TOCC is located in Sells, Arizona, which is 60 miles west of Tucson on the Tohono O'odham Nation.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands and fingers, handle, feel, and reach with hands and arms; climb or balance; stoop, crouch, crawl; and talk or hear. The employee frequently is required to stand. The employee must regularly lift and move up to 50 pounds and occasionally lift and move 75 pounds.

**BENEFITS:** The College offers a comprehensive benefit package.

**HOW TO APPLY:** Applications are available on line at [www.tocc.edu](http://www.tocc.edu). Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of three references (name, position, organization and work phone numbers), and three (3) letters of recommendation, if claiming Indian Preference under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card to:

**TOHONO O'ODHAM COMMUNITY COLLEGE  
ATTENTION: HUMAN RESOURCES  
P.O. BOX 3129  
SELLS, AZ 85634  
VOICE (520) 383-0049  
FAX (520) 383-0029**

Item	Actions	Discussion/Resolution/Comments
1) Student Success	Collaborated with Deans and several others to review data analytics for student success so as to determine the impact of the pandemic and transition to online courses on student outcomes. Facilitate a Feb 24 planning session to address the findings.	TOCC student success, as measured by credits earned with C grade or better fell from 53% in spring 2020 to 41% in fall 2020 and then edged up to 48% in fall 2021. A number of interventions to increase student engagement have been identified and need to be implemented.
2) Language Center RFP (Request for Proposals)	Just one firm made the submission guideline. The bid is for \$5.1m which translates to over \$780/square foot.	Need to determine whether to do another Request for Proposals. Current bid is very high though construction is much higher during the pandemic.
3) Apprentice Program	Collaborated with Justine Romero who has worked with Finance and the Advisory Board as well as with DOL in order to clearly depict the history of the program. I attended the Feb. meeting with the Advisory Board and described future plans.	Community perceptions of the Apprenticeship Program match those of administration: the program needs to be revitalized, can have lots to offer, needs to be "redeveloped" in order to serve the College and community.
4) SCAC (San Carlos Apache College) campus.	Attempted to set a meeting with SCAC in early February concerning their submission of a letter of intent to the Higher Learning Commission (HLC) to apply for candidacy. SCAC not readily available. Can join the March meeting of TOCC BOT.	Meeting scheduled for March 10 during the TOCC BOT will have SCAC President and Board zoom in. This meeting was requested by TOCC BOT and aim is to encourage SCAC to submit to HLC the request for candidacy.

Item	Actions	Discussion/Resolution/Comments
5) O'odham Language Center (OLC)	Encouraged OLC to submit reports to NSF regarding the Language Planning Grant. Kept up with the ongoing planning sessions involving the Nation's Early Childhood program and aimed at establishing O'odham language immersion.	Plans to secure support for continuing work of OLC include development and submission of a proposal for up to \$3m + over five years. Due date is June 1, 2022.
6) Recruitment: Two Deans: Academic Dean and Dean of Student Services and other personnel. Difficulties in recruiting are problematic and need to be addressed.	<p>Worked with HR, constituted two teams to interview candidates for the two dean positions and that resulted in offers of employment to two highly qualified individuals who will be onboarded NLT March 2022.</p> <p>Determined that starting salaries for TOCC Director positions - \$60,349 – is too low and charged HR with review.</p> <p>Noted that entry level positions, now starting at \$17/hour plus benefits, are going unfilled. Small numbers of often minimally qualified or unqualified candidates are applying.</p>	<p>TOCC has raised salaries of Deans, of Managers, and of entry level positions and some at a higher level as well.</p> <p>Salary is one factor that may be hindering employment at some levels. But the pandemic effects which are impacting industry around the US are impacting TOCC as well. More work needs to be done to assess and address this situation.</p>
7) Organizational Review indicated.	Organizational review of Student Service Division is informally underway. Review of the entire TOCC structure is warranted at this time due to numerous changes impacting the TOCC.	Staffing issues, recurrent illness and staff shortages due to COVID, challenges to mental health, and growing workload indicate the need for review of the organization in relation to the College's mission and purpose. Review will start in March with draft plans to BOT by May 2022.

***Key Issues/Items addressed in February - HR Director Report***

<b>Issues/Items</b>	<b>Discussion/ Situation</b>	<b>Summary/ Resolution</b>
Booster vaccination	Booster vaccination deadline	81 employees and 10 adjuncts received \$400 incentive pay for providing vaccination cards. Funded by the CARES Act program.
College Catalog	College Catalog	Updated staff and faculty section with new hires, advance degrees, title/ department changes and terminations.
Faculty Contracts	Drafted 15 faculty contracts	Drafted faculty contracts for the President's signature and distribution.
HR Archive	HR file inventory	Continuing to purge documents for shredding.
Personnel Issues	Personnel Issues	Addressed three supervisors' concerns regarding four staff members.

Report to TOCC Board of Trustees:

**Jay Juan**

**Director of Operations**

**February 2022**

Issues/Items	Actions/Assessment
Termites spotted in one of the dorms.	Contacted and arranged for termite inspection of S-cuk Du'ag Maşcamakud and Wişag Koş Maşcamakud. Termite treatment was completed for S-cuk Du'ag Maşcamakud on February 26 <sup>th</sup> and 27 <sup>th</sup> .
Need to have ansul fire system installed in kitchen at I-We:mta Ki:.	Called several companies in Tucson for quotes on installing ansul system. Having difficulty getting anyone to come out to assess and provide a quote due to workforce and material availability.
Need to finalize contract with RDS solar company for parking structure at S-cuk Du'ag Maşcamakud.	Contract was reviewed and signed by College President. First payment was made to start the project. RDS is currently attempting to secure materials for parking structure. Hoping to start project in March.
Need to continue with construction of Apedag Ki.	Sewer connections were completed. Electric work is ongoing despite difficulties with locating materials. Currently looking for a meter base, electric vendor has reserved a meter base for purchase in next shipment due to arrive in Tucson on March 30 <sup>th</sup> .
Need to purchase additional COVID tests and PPE.	Received large shipments of tests and masks.



## Tohono O'odham Early Childhood Education Community of Practice

By

Elsa Peterson Community of Practice Coordinator

### January and February 2022 Board of Trustees Report

Issue/Items	Discussion/Situation	Summary/Resolution
The community of practice is conducting a Conscious Discipline cohort.	The A'al Ha-Mascam Community of Practice is bringing 10 FREE session opportunities. Conscious Discipline is the topic and it aims to engage parents, caregivers and students in building healthy, brain-smart environments that help children grow and learn.	There is a total of 20 students that have committed to attend four of the sessions. This cohort has broadened student's ways on how to discipline their own children and children they work with. This has brought much reflection as people and how they need to work on themselves before interacting with others.
The A'al Ha-Mascam Community of Practice continues to meet monthly for professional development.	The Community of Practice met Monday, January 10 <sup>th</sup> at 9:00 AM for a Monthly A'al Ha-Mascam Community of Practice Professional Development Session.  Tessa Brock was the presenter. The community of practice continues to meet via zoom.	35 members continue to attend consistently. The topic this month was:  <b>CALMING THE TRIGGERED BRAIN (USING BRAIN STATE AWARENESS TO INFUSE SELF- REGULATION)</b> This interactive and informative session provided hands-on experiences to scaffold upon trauma-informed insights specific to brain states and will highlight the important role of connection and regulation for both the student and educator.

Issue/Items	Discussion	Summary/Resolution
<p>The A'al Ha-Mascam Community of Practice continues to meet monthly for professional development.</p>	<p>The Community of Practice met Monday, January 10<sup>th</sup> at 9:00 AM for a Monthly A'al Ha-Mascam Community of Practice Professional Development Session.</p> <p>Tessa Brock was the presenter. The community of practice continues to meet via zoom.</p>	<p>35 members continue to attend consistently. The topic this month was:</p> <p><b>What to Do When You Don't Know What to Do:</b></p> <p>It's sometimes hard to know what to do when a challenging behavior arises. Whether it is a child who frequently struggles or a child who is just having an "off" day, it can be difficult to be the calming and regulating adult we WANT to be or to think of the best approach to be helpful. In this light-hearted and insightful session, you will walk away with tangible prevention and de-escalation strategies that will lead to increased regulation for both the child and yourself.</p>
<p>Elsa Peterson, the community of practice coordinator continues to work with service boards both on the Tohono O'odham Nation and in the Tucson community.</p>	<p>The community of practice coordinator continues her work on the;</p> <ul style="list-style-type: none"> <li>• Southern Arizona Association for the Education of Young Children, serving the seat as member at large. <a href="https://www.sazaeyc.org/">https://www.sazaeyc.org/</a></li> <li>• Tohono O'odham First Things First Regional Partnership Council serving the seat as Educator. <a href="https://www.firstthingsfirst.org/regions/t">https://www.firstthingsfirst.org/regions/t</a></li> </ul>	<p>The community of practice coordinator continues to work with each of these boards to continue to support the importance of Early Childhood Education.</p>



	<p>ohono- oodham- nation/</p> <ul style="list-style-type: none"> <li>• Center for Economic Integrity serving as a new board of director. <a href="https://economicintegrity.org/">https://economicintegrity.org/</a></li> <li>• The Preschool Promise Coalition as the social media director. <a href="https://www.thepre">https://www.thepre</a></li> </ul>	
The February A'al Ha-Mascam Community of Practice has been delivered	The community of practice coordinator has sent the board members the link to the newsletter.	The coordinator has emailed it to all Board of Trustees Members individually.

TOCC Apprenticeship Program  
Justine Romero, Office Coordinator, LLC  
March 2022 BOT Update

Apprenticeship Advisory Committee-Friday February 25, 2022

The Apprenticeship Program had a very successful and productive meeting with the community agency representatives. Everyone attended with the exception of the Ki Ki Association. I believe there are supposed to be district representatives invited to these committee meetings but the apprenticeship has not included them. This may change.

Reconnecting with AAC: TOCC updated the AAC of the current changes to the program: Robert Wambolt Leaving, LLC no longer managing the apprenticeship and the possibility of a new Director. Jon Rios of One Stop calls it a revitalization effort that is much needed for the community. He went on to say that he did not feel that the Apprenticeship Program was living up to its potential. Longtime AAC Committee Chair, Alex Vavages, agreed. The Committee went on to decide to meet every month instead of every 3 months. The last topic of discussion was regarding an update of the outdated apprentice handbook. The next meeting is scheduled for Thursday March 24, 2022 at 10 AM via zoom.

OJL: Carpenter Apprentices have access to Michael Moreno, Carpenter Journeyman (currently on contract). TOCC has not provided journeymen in other trades (Heavy Equipment Operation, HVAC, Painting, Electrical, Plumbing) for the apprentice's that do not have permanent work.

RTI: All with the exception of 2 apprentices have not been able to participate in their curriculum. The reason for this is due to not having laptops and internet access.

\*4 apprentices filled out a library application and checked out a hot spot from Pima County Public Library in Ajo, AZ. Unfortunately they have no devices to work on.

	Occupation Title	First Name	Last Name	Apprentice Number	Employer Name	
1	CARPENTER	██████	WILSON	AZ15N021539	Stipend	7
2	CARPENTER	██████	GARCIA	AZ16N023699	not working	
3	CARPENTER	████	Moreno	AZ2017025541	Stipend	
4	CARPENTER	██████	Robles	AZ2018001533	Sellers and Sons	
5	CARPENTER	████	Juan	AZ2020000499	Stipend	
6	CARPENTER	██████	Eric-Haven		not working	
7	CARPENTER	████	Palimo	AZ2020001443	Stipend	
8	ELECTRICIAN (Alternate Title: Interior Electrician)	██████	ENCINAS	AZ15N021865	not working	4
9	ELECTRICIAN (Alternate Title: Interior Electrician)	████	THOMAS	AZ15N021676	TERO	
10	ELECTRICIAN (Alternate Title: Interior Electrician)	████	ANDREW	AZ17N024907	not working	
11	ELECTRICIAN (Alternate Title: Interior Electrician)	████	Antone	AZ2021000279	TERO	

12	HEATING, VENTILATION , AIR CONDITIO NING (Ex. Tit: Heating&Air Cond. Inst/Ser)	██████	Antonio	AZ2018001596	not working	1
13	OPERATING ENGINEER (Alternate Title: Heavy Construction Equipment Mechanic)	██████	Campillo	AZ2018002301	working	4
14	OPERATING ENGINEER (Alternate Title: Heavy Construction Equipment Mechanic)	██████	Ignacio	AZ2019000316	not working	
15	OPERATING ENGINEER (Alternate Title: Heavy Construction Equipment Mechanic)	██████	Lopez	AZ2019000563	not working	
16	OPERATING ENGINEER (Alternate Title: Heavy Construction Equipment Mechanic)	██████	Gonzales	AZ2020000500	not working	

17	PAINTER (Const)	██████	GARCIA	AZ04N003137	not working	3
18	PAINTER-DE CORATOR (Painter Const)	████	ELEANDO	AZ15N020975	KI:KI	
19	PAINTER-DE CORATOR (Painter Const)	██████	Jose	AZ2018001276	not working	
20	PLUMBER	██████	PABLO	AZ09N013635	TOUA/not working	7
21	PLUMBER	██████	ANTONE	AZ15N021478	Steve Seidel plumbing	
22	PLUMBER	██████	Toro	AZ2018000233	TERO	
23	PLUMBER	████	Johnson	AZ2018000875	TOUA	
24	PLUMBER	██	joseph	AZ16N023708	company in tucson	
25	PLUMBER	████	Wilson	AZ2018001763	TOUA	

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**TOHONO O'ODHAM COMMUNITY COLLEGE**

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**TO:** BOARD OF TRUSTEES  
**THRU:** PAUL ROBERTSON, PRESIDENT  
**FROM:** CURTIS PETERSON, DEAN OF ACADEMICS  
**SUBJECT:** **FEBRUARY 2022 EDUCATION DIVISION BOARD REPORT**  
**DATE:** MARCH 1, 2022  
**CC:**

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**Curtis Peterson – Dean of Academics**  
*Issues/Items addressed in February 2022*

<b>Issue</b>	<b>Discussion</b>	<b>Summary/resolution</b>
<b>HLC update</b>	Starting annual HLC update.	Working with different division to complete report.
<b>Curriculum</b>	New GIS programs are still being processed by Department of Education.	The programs are approved by HLC at this time, however, without DOE permissions students may not receive Federal financial aid if they are in this program.
<b>Spring 2022 semester</b>	45 <sup>th</sup> Day Census is Friday March 4, after which we will have a picture of how many active students we have at TOCC.	No further discussion
<b>Faculty</b>	We hired a new Tohono O'odham Language and Culture Faculty Adam Andrews.	Fall 2022 we will have another full-time writing instructor.
<b>Academic Advising</b>	Academics processes are continuing to improve but work still needs to be done to make sure students get service.	Still recruiting for an Academic Advisor Coordinator. Interviews were held during week of Feb 21 but no successful candidate.

**O'ohana Ki: (Library Services)**  
**Reporting Month: February 2022**  
**Submitted by: Ofelia "Liz" Zepeda**

<b>Issue</b>	<b>Discussion</b>	<b>Summary/resolution</b>
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Access and Outreach	<p>1. Librarian conducted style guide tutorials to two classes.</p> <p>2. NetTutor is starting to pick up.</p> <p>3. Ready Reference Page</p> <p>4. Open Education Resources (OERs)</p>	<p>1. Style Guide Tutorials</p> <ul style="list-style-type: none"> <li>● MLA Overview and Paper Formatting Session for Writing 102 course</li> <li>● APA Overview and Database Access Session for ECE 217</li> </ul> <p>2. Video tutorial access has been created. February has had 28 sessions which have lasted a total of 747 minutes. The primary subject has been math followed by writing/English literature.</p> <p>3. Ready Reference page has had 236 users and 344 sessions for the month. The number is below pre-Pandemic stats, but the numbers mirror the total from last year at this time. We have seen an increase in return users which indicates students have found the site to be useful.</p> <p>4. Discussions on Open Education Resources have begun.</p>
Supplies	<p>Art Kits</p> <p>Devices</p>	<p>Library staff continue to assist Linda Chappel with the mailing of art kits. and supplies.</p> <p>Requests for devices have dropped off. We have begun to coordinate with Pima County Public Library to secure hotspots for GED and apprenticeship students.</p>

Staff	Work is on-going.	<ul style="list-style-type: none"> <li>● O'ohana Ki: is open 5 days a week.</li> <li>● Carmella Pablo and Wendi Cline assisted the Finance Department with stuffing envelopes for the Emergency Relief Fund checks.</li> <li>● Librarian has continued to double as interim dean of student services.</li> </ul>
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### Tohono O'odham Studies Program

Report Month: February 2022

Submitted by: Frances Benavidez

Topic	Discussion	Summary/resolution
Worked on Strategic Initiatives and Corollaries: 1 (B) and (D); and 3(A).	<p>1. Strengthen the Himdag: (B) Continue to develop the OLC to serve the O'odham Nations.</p> <p>---</p> <p>(D) Develop a stronger emphasis on O'odham language and culture in the everyday life of the college community.</p>	<ul style="list-style-type: none"> <li>• Continuing to facilitate partnership discussions, and post meeting follow-up toward development of immersion Head Start Centers with the Tohono O'odham Nation Division of Early Childhood and Development and O'odham Language Center. Plans include offering trainings, curriculum development support, and applying for funding to support start-up costs. Group will continue with bi-monthly (twice monthly) meetings.</li> <li>• Following up and supporting requests from the Heard Museum and the Arizona School for the Deaf and Blind to the OLC. This includes connecting requestors with community contacts and cultural resources for specialized requests centered around transcription work and cultural resources.</li> </ul> <p>---</p>



		<ul style="list-style-type: none"> <li>Developed a plan for an initial project to complete with the new TOS faculty on developing a stronger emphasis on O'odham language and culture in the everyday life of the college community. Will begin project development in March.</li> </ul>
	<p>3. Establish Curricular Pathways: Build on TOCC's strengths to address community needs and to support students' academic and career interests.</p> <p>(A) Provide two or more 4-year degrees.</p>	<ul style="list-style-type: none"> <li>Advisory group is meeting and discussing Tohono O'odham Studies BA program purpose, focus, and desired program outcomes. An initial presentation and review of TOS AA program development history and a look at eleven BA tribal studies programs across tribal colleges garnered much discussion on next steps. Group will continue meeting bi-monthly (twice monthly).</li> </ul>
Carry out Area Chair duties and Other Activities	Fulfill the immediate day-to-day programmatic responsibilities.	<ul style="list-style-type: none"> <li>New TOS Faculty: worked with a selection committee to review, interview and select new TOS faculty. The new instructor is set to begin in March.</li> <li>AICF NEH Grant Report: began initial report writing for a small grant awarded for curriculum development. The curriculum for the new conversational O'odham language courses is nearly complete.</li> <li>Developed summer and fall schedule.</li> <li>Working with the Himdag Committee to plan for a volunteer acknowledgement luncheon scheduled for mid-March.</li> <li>Continuing to plan with ASU School of Social Work Faculty and TOS Faculty for the <i>Tribal Perspective on Borderlands</i></li> </ul>

		<p><i>Issues</i> event, scheduled for early April.</p> <ul style="list-style-type: none"> <li>• Faculty Retreat- the Faculty Development Committee began initial planning for a faculty retreat. The focus will be on T-apedag tentatively scheduled for mid-May. The committee continues to meet monthly.</li> </ul>
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.	<ul style="list-style-type: none"> <li>• Himdag Committee/Subcommittee (4)</li> <li>• OLC Immersion Meetings (2)</li> <li>• TOS/BA Group Meetings (3)</li> <li>• Cultural Learning Opportunities (3)</li> <li>• Standing Meetings (8)</li> <li>• Other (7)</li> </ul>

#### NSF STEM Grant

**Report Month: February 2022**

**Submitted by:** Teresa Newberry

Issue	Discussion	Summary/resolution
<p>Support for students during their transitions from high school to TOCC and from TOCC to universities.</p> <p>Support during these transitional phases is critical and serves to increase student enrollment and graduation.</p>	<p>Plans are underway to develop and offer virtual programs for the Summer Bridge Program and a hybrid program for the Summer Science Institute.</p> <p>UA received an S-STEM collaborative planning grant to better understand the barriers to success for Native students as they enter STEM programs and transfer to large institutions of higher learning has award.</p>	<p>Recruitment of lead faculty, Jason Post, is completed and planning is underway for the 2021 Summer Science Institute with a focus on Geographical Information Systems (GIS). The Summer Bridge dates have been set (6/27-7/18) and will be co-taught by Teresa Newberry &amp; Camillus Lopez. The recruitment of a Math faculty team member is underway.</p> <p>Teresa Newberry is working with UA S-STEM grant to plan for the submission of a full S-STEM grant in Spring which would support students in STEM programs and support for their transfer to UA. This planning grant will include the development of two plus two agreements in STEM programs. The UA team is planning an on campus visit in March. This work supports Goal 4: Support for</p>

		Transitions from High School to TOCC to University
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.	The FLC met on 2/28 from 9:30-12. Discussion and Sharing Group included a presentation by Camillus Lopez on the Core Values and Strengthening Community followed by a discussion of how we support each other as faculty. The Active Learning Group included a presentation by Teresa Newberry on PBL Driving Questions and Action Learning as well as working time for the PBL units. This work supports <i>Goal 5: Faculty Support and Development to provide culturally responsive curriculum and Goal 2: Indigenize and transform TOCC STEM curriculum.</i>
Research experiences involving student researchers working with faculty members and other mentors is an important strategy that has been shown to support students along the STEM pathway	This project is committed to increasing research experiences for students as an essential and transformative element for their academic preparation and success. We will institutionalize undergraduate research by requiring a Research Methods course in the Associate of Science degrees. This course incorporates Indigenous Research Methodologies, TEK and Community-based Participatory Research.	BIO 232 Principles of Research in Natural Sciences is a required course in our Associate of Science degrees and is being taught by Teresa Newberry in Spring 2022.  <i>This work supports Goal 2: Objective 1: Indigenize the TOCC STEM and transform STEM curriculum. (Objective 2: Increase rigor of TOCC STEM curriculum through problem-solving and research experiences</i>
The Tohono Field Studies (TFS) Center will provide opportunities for students to professional skills so that they are prepared for a	There are several initiatives underway related to TFS Center including a proposal for supplemental funding for a digital media specialist and support for a pollinator garden as well as partnerships with the TON Department of Natural	\$6K in NASA Space Grant funding was received to support the development of a pollinator garden which will be used to enrich science education. Teresa Newberry has identified a consultant to develop a landscaping plan for the pollinator garden,

career in the sciences. This supports the goal of increasing the rigor of our curriculum and preparing students for the professional workplace.	Resources (DNR) and SW Archeology to provide students with research and field experience through internships and coursework.	<p>Teresa DeKoker, and they had an initial meeting to begin planning.</p> <p>The NSF Supplemental Funding Request to enhance the TFS Center and its activities is under review at NSF and Teresa Newberry is working to move this through the approval process. to enhance the TFS Center and its activities.</p> <p>The NSF Build &amp; Broaden grant proposal with SW archeology was completed but is on hold for next year's funding cycle pending TON IRB approval.</p> <p><i>Goal 3: Promote professional preparedness of students</i></p>
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**Faculty Senate****Report Month: February 2022****Submitted by:** Neal Wade

<b>Issue</b>	<b>Discussion</b>	<b>Summary/resolution</b>
Free/open source text books for students	This is an ongoing discussion and the faculty's recommendations will be submitted by the end of the semester	A 3 person task group has been assigned to research this issue.

**Ofelia Liz Zepeda, Interim Student Services Dean**  
***Student Services, February 2022***

Issue	Discussion	Summary/resolution
Emergency Relief Fund Survey and Application	Meeting the timeline was a challenge.	<ul style="list-style-type: none"> <li>• Coordination between Finance, SSD, and library staff allowed for the processing of 718 checks. <ul style="list-style-type: none"> <li>○ 421 students @ \$1500</li> <li>○ 202 students @ \$1000</li> <li>○ 95 students @ \$700</li> </ul> </li> <li>• 25 students were denied <ul style="list-style-type: none"> <li>○ 9 were not enrolled as students</li> <li>○ 13 did not update their addresses by the deadline</li> <li>○ 1 had an administrative hold on their account</li> </ul> </li> </ul>
Dual Enrollment IGAs need to be updated.	Liz Zepeda and Dr. Robertson met with a BIE representative, Dr. Roanhorse-Dineyazhe, to discuss the 9 year old IGA and a MOU between TOCC and the BIE.	The MOU between TOCC and BIE was outdated and unnecessary. We discovered the MOU was meant to serve TOCC at a time there were not ample facilities. Now that TOCC has facilities, we can use a facility request form in order to use a BIE-sponsored site. The Dual Enrollment IGA was accepted. A draft was sent to the BIE representative after some clean up on the language.
S-ki:kig Maşcama Ki:	Coverage and next steps since the departure of the Center Coordinator.	Courses are being held on site. Two sessions have occurred for the Native Arts Workshop. Tashina Machain has worked the weekends to accommodate the participants and workshop staff.
Retention	Retention Portlet and EARS reports are being sent out.	The 4-Week Early Alert was made to make the first 4-week EARS Alert. A list of students receiving Ds and Fs were sent to resource-based staff members such as the librarian, counselor, and others. Liz Zepeda will pick up the reporting for the next iteration of the EARS report.
Vacancies	A number of positions are vacant.	Ronald Felix and Daniel Sestiaga both had their last days February 18 <sup>th</sup> . Transitions are being worked on and responsibilities are being shared between SSD staff members. Positions are being rewritten to match the current needs of the College. Interviews for the Dean's position were conducted.
Student of the Year Nominations	The information for Student of the Year was not received on time by the deadline.	Liz Zepeda contacted the AICF representative for an extension. The new deadline is March 4 <sup>th</sup> . A form was sent out to employees for nominations.

Financial Aid staff need training to coordinate activities vital to remaining compliant for Title IV eligibility.	Training is necessary to alleviate the work load on the Financial Aid Officer and allow TOCC's Financial Aid Office to manage Title IV responsibility.	Partners in Financial Aid, our Financial Aid consultants, have provided training to Diana Antone and Nicole Boni, TOCC Financial Aid Technicians. Both techs have received training on Satisfactory Academic Progress (SAP) and Returning Title IV Funds (R2T4). SAP Appeals were responded to for both Fall 2021 and Spring 2022. R2T4 has occurred as students have withdrawn from all of their courses. As a result of their work and training, over 190 Pell grants were distributed sooner in the semester than previous semesters.
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### Alberta Espinoza, Counselor

Issues/Items	Actions/Assessment
Attendance at meetings, Special Events	<ul style="list-style-type: none"> <li>• 2/1 Webinar: Current state of Stalking and Gender based violence.</li> <li>• 2/1 Himdag Mtg.</li> <li>• 2/2 ASJ Staff Mtg.</li> <li>• 2/3 Webinar: Authentic Student Engagement</li> <li>• 2/4 Take Back the Night mtg.</li> <li>• 2/9 In class virtual visit</li> <li>• 2/10 HRDC Meeting</li> <li>• 2/10 TOCC BOT Mtg.</li> <li>• 2/11 All Staff Mtg.</li> <li>• 2/15 Himdag Mtg.</li> <li>• 2/16 Planning Mtg. for volunteers.</li> <li>• 2/17 Webinar: College Students Strengthening mental health amid Covid 19</li> <li>• 2/18 Take Back the Night Mtg.</li> <li>• 2/22 ASJ Planning mtg.</li> <li>• 2/22 Webinar Reclaiming Native Psychological Brilliance</li> <li>• 2/28 Orientation for students interns with Counseling Office.</li> </ul>
Student Intervention and Contacts	<p>Ongoing: Virtual, phone, contact with students regarding, advising, classes, support services, Wraparound sessions, Crisis interventions, life skills interventions.</p> <ul style="list-style-type: none"> <li>• 21 counseling/Wraparound sessions held for month of January</li> <li>• Personal Counseling to 4 staff members.</li> <li>• Responded to 201 emails for assistance with students, instructors, advising questions, degree plans Contacted students in Wraparound that have not registered.</li> <li>• 2/22 Received Title IX Complaint.</li> </ul>
Administrative	On-going:

	<ul style="list-style-type: none"> <li>• Continue to provide advising for students as they transition to Faculty for advising services.</li> <li>• Working with Dr. Osborn in transitioning students who have been determined to have DSR accommodations in Wraparound sessions.</li> <li>• In process: Will need to present NIJ grant to IRB. NIJ is requiring tribes to submit a Resolution approving IRB for TOCC and NIJ working relationship.</li> </ul>

**Anthony Osborn – Disability Resource Office**  
***Key Issues/Items addressed in February 2022***

<b>Issues/Items</b>	<b>Actions/Assessment</b>
Examined and modified accommodations to meet the needs of students in an online setting.	<ul style="list-style-type: none"> <li>• Coordinated with leadership, faculty, students and staff related to documentation specifying how noted disabilities impacted their education.</li> </ul>
Provided information on the TOCC Disability Program to new students.	<ul style="list-style-type: none"> <li>• Admitted two new students who self-identified into the ADA program.</li> <li>• Discussed requirements (e.g., needed documentation) with the students requesting services.</li> <li>• Explained the benefits and requirements of requesting accommodations.</li> <li>• Conducted research for students with severe psycho-emotional disabilities relative to post-secondary and online learning.</li> </ul>
Instructor conferences	<ul style="list-style-type: none"> <li>• Corresponded with faculty related to students who self-identified as having a disability and facilitated contact with the students related to specific accommodations and needs in an online setting for each course the student was in. Details and strategies related to visual and social/emotional issues were specifically addressed along with contact with faculty for asynchronous online courses.</li> <li>• Continued to coordinate with faculty related to students requesting accommodations for Spring 2022.</li> </ul>
Staff Collaboration	<p>On-going collaboration with faculty and staff.</p> <ul style="list-style-type: none"> <li>• Provided and discussed the success of students in the program related to related to ongoing success and needs.</li> <li>• Participated in 2 wraparound meetings with the counselor, instructors, and students related to students with disabilities who were struggling in various courses.</li> </ul>
Ongoing Program initiatives	<p>Coordinated with the Sonoran UCEDD to discuss:</p> <ul style="list-style-type: none"> <li>• Participated in two transition meetings for students transferring to post-secondary education.</li> </ul>

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|  | <ul style="list-style-type: none"> <li>Coordinated with the Nation H.S. relative to programs and services for their students wanting to attend TOCC.</li> </ul> |
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### Jai Juan - Recruiter

#### *Key Issues/Items addressed in February 2022*

Issues/Items	Actions/Assessment
Recruitment & Outreach	<p>Native Art Workshop Outreach: Stopped by the Phoenix site to introduce myself to the workshop participants and give out TOCC promo items.</p> <p>Residence Life Marketing Strategy Planning: Met with <a href="#">Gabriel Valencia</a> to discuss marketing plans to advertise student housing and increase applications for the Fall semester. Listed possible tools to advertise student housing for the upcoming semester.</p> <p>Tohono O'odham High School: Met with the new principal Ms. Wilson and <a href="#">Daniel Sestiaga</a> to discuss future partnerships.</p> <p>Scheduled a virtual information session via Zoom that is open to TOHS students and their families. Unfortunately, only Ms. Wilson showed up.</p> <p>Unity Midyear Conference: Attended the Unity Midyear conference in Phoenix with College Mentor, Sebastian Preston. Spoke with conference attendees and networked with other exhibitors and high school administrators.</p>
Student Services	<p>Data Clean Up: Assisted the Admissions and Registration team check student files and indicate any missing required documents or other important information.</p> <p>Transition Support Promotion: Met with <a href="#">Annamarie Stevens</a> to discuss possible ways to increase student engagement and awareness of her events and support services.</p>
On-going Projects	<p>High School Outreach: Schedule high school visits, campus tours, and other outreach opportunities.</p> <p>Branding Committee: Working with Deshon, Evan, Anselmo, and Martha on a branding guide.</p> <p>College Preview Day: Begin planning the event(s) for local high school students in March. Schedule a virtual visit with BHS and an in person campus tour for TOHS.</p>

### *Annamarie Stevens, Transition Coordinator*

#### *Key Issues/Items addressed in February 2022*

Issues/Items	Actions/Assessment
Haury Grant	Fall Practicum



	<ul style="list-style-type: none"> <li>Two students started their practicum: BUSD and UArizona AIDLI Program</li> <li>One student is waiting to start her practicum with Linda Chappel</li> </ul> <p>ASJ-Coordinator's Meeting are held every Tuesday at 10:00 a.m.</p> <ul style="list-style-type: none"> <li>Meeting with ANIE program to discuss partnership for the summer</li> <li>Meeting with TOCC Counselor to discuss future collaboration</li> <li>Dates and times for Spring Workshop</li> <li>Discuss professional training with AISES Leadership Summit &amp; NAPASA</li> </ul> <p>ASJ-Team Meeting</p> <ul style="list-style-type: none"> <li>Prep for meeting with Agnes Haury regarding program and future funding</li> <li>Review applicants and discuss interview dates and times</li> <li>Team interviewed 12 individuals and 11 were selected</li> <li>Transition meeting to discuss budgets, files, and duties for ASJ</li> <li>NASAI Proposal for a workshop at annual conference</li> <li>Discuss presentation to 19 interns for College of Pharmacy</li> </ul> <p>ASJ-Presentations</p> <hr/> <ul style="list-style-type: none"> <li>February 3rd-ASJ virtual presentation-1 student</li> </ul>
	<p>University Presentation</p> <ul style="list-style-type: none"> <li>February 7<sup>th</sup>-Grand Canyon Presentation-5 students</li> <li>February 16<sup>th</sup>-Dine'College Presentation-5 students &amp; 2 staff</li> <li>February 16<sup>th</sup>-UArizona informational session-2 students</li> </ul> <p>Advising</p> <ul style="list-style-type: none"> <li>Internship-5 students</li> <li>Transition-8 students</li> </ul> <p>Other Projects</p> <ul style="list-style-type: none"> <li>February 4<sup>th</sup>-Meeting with TOCC Workforce Development-LeadLocal</li> <li>February 16<sup>th</sup>-Meeting with ASU Social Services Advisor group</li> <li>February 28<sup>th</sup>-United Way-Enrollment &amp; Completion Change Network Meeting</li> </ul>
Internship/Career Readiness Projects	<ul style="list-style-type: none"> <li>Henry Fork Internship Information Session</li> <li>RISE Internship Presentation-3 students and 1 staff</li> <li>Meeting with IBM for information on internship and to set up future presentation</li> <li>Meeting with State Department Ambassador for information on internship &amp; careers</li> <li>Meeting with Indigenous Internship for information and set up presentation</li> <li>Attempt to reach out to Yellowstone Buffalo Program</li> </ul>
Upcoming Dates	<p>Upcoming Visits/Events</p> <ul style="list-style-type: none"> <li>March 1<sup>st</sup>-State Department Career Fair</li> </ul>

	<ul style="list-style-type: none"><li>• March 1<sup>st</sup>-University of Oregon Transfer Information Session</li><li>• March 2<sup>nd</sup>-IBM internship informational session</li><li>• March 2<sup>nd</sup>-Presentation to UArizona Pharmacy Interns</li><li>• March 5<sup>th</sup>-ASJ's first meeting with new cohort</li><li>• March 7<sup>th</sup>-Indigenous Internship Presentation</li><li>• March 17<sup>th</sup>-UArizona Presentation</li><li>• March 19<sup>th</sup>-UArizona Native American College Day</li><li>• March 23<sup>rd</sup>-Cultural sharing with UArizona Pharmacy interns</li><li>• March 25<sup>th</sup>-ASJ workshop</li><li>• Working on set up presentations for ASU, NAU, and other colleges or universities that students are interested in attending</li></ul>
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## *Ben Jose's February 2022 Report to TOCC Board of Trustees*

### ***Key Issues/Items addressed in February 2022***

<b>Issues/Items</b>	<b>Actions/Assessment</b>	<b>Summary/Resolution</b>
2021 Winter IPEDS collection	Completing all required surveys	OIE completed and submitted all Winter cycle Surveys, which include: 1) Student Financial Aid, 2) Graduation Rates, 3) Graduation Rates-200 and 4) Outcome Measures reports. TOCC is current and in compliance with the IPEDS reports.
2022 AIHEC AIMS Akis Interim Report	Extract, compile and organize data	I have been organizing information to prepare for March submissions of the AIMS Akis Spring Interim report. This provides AIHEC with the current Spring semester enrollment in particular the ISC and tribal affiliation data.
Internal Requests	Extract, compile and organize data	I worked at fulfilling requests made internally. OIE receives numerous requests of needed information to assist faculty and staff with data for Grants, Program Reviews, the TOCC Annual Report, etc....
Upcoming Tasks and Due Dates	Extract, compile and organize data	In February, I began preparing for the HLC institutional Update and the Achieving the Dream KPI report for the March meeting. I also begin working on the IPEDS Fall Enrollment Survey that will be submitted in April.

Board of Trustees Report  
 Anselmo Ramon, M.Ed.  
 Chair of Academic Program in Workforce & Community Development  
*February 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 the Office Manager, Justine Romero.	Solar Installer Program. New course request has been completed. WCD & Office of Sustainability will submit to the curriculum committee/himdag committee for review.	The office of sustainability and WCD have completed the Solar Instructor Job Description for HR review  Target date to complete the curriculum review process will be March/April 2022.
Culinary Arts Program		The office of sustainability and WCD interview team are reviewing applicants for the Restaurant Manager and the Culinary Arts Chef/Instructor. Interviews for the CUA Chef/Instructor will continue into March2022.	BUSD, TOCC office of Sustainability and WCD will continue to communicate on the Culinary Arts Program and any new developments that arise for reopening services associated with the Culinary Arts Program
GED	<p>The GED program has moved to in person classes along with the zoom feature. The GED classes will take place at Wisag Kos, GED classroom. This room has been equipped with a Smart Board.</p> <p>The GED program has requested (2) laptops to be used for official GED testing as Wisag Kos.</p> <p>(2) students have been sent to in-person test sites off the nation to take the official GED exam.</p> <p>(2) students are ready to test at Wisag Kos Mascamakud.</p>	<p>The 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.</p> <p>Update Pre-College GED webpage with information regarding the following GED options, and how to apply.</p> <p>In=person and Online Zoom GED classes</p> <p>The Community College Credit Pathway Option is outlined in the TOCC College Catalog page 112.</p>	The GED online learning format is making progress with students who use the zoom feature with the GED instructor.



**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: February 28, 2022  
 SUBJECT: Student Life Staff **March 2022** Board Reports

**Sylvia Hendricks- Director of Student Life**

*Key Issues/Items addressed in February 2022*

Issues/Items	Actions/Assessment
Director of Student Life meetings, activities & training.	<p>Essential Meetings and events on behalf of planning and important information essential to Student Life and the college as a whole:</p> <ul style="list-style-type: none"> <li>• February one of the shortest months of the year and in preparation for the Student Life to begin planning for an updated Kitchen in I-We:mta Ki:, the completion of the Apedag Ki: and filling the residence with students through recruitment and dorm preparations.</li> <li>• 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.</li> <li>• Continue to attend the weekly O'odham Niok Sessions with other staff members on Mondays at 8:30 am during the month of February.</li> <li>• I continue setting up and attend the Himdag Committee meetings on zoom. The committee continues to work on a number of items from cultural activities and planning events on behalf of the college. Most recent event preparation is a Recognition Luncheon for volunteers that participated in the Wappto Repair on the S-cuk Du'ag Campus, this involved staff and community members.</li> <li>• I continue to work 4 days a week onsite with the exception of Tuesday I work remotely.</li> <li>• The following are additional events/meeting I attended and conducted during the month of February: (most of the meetings held virtually)             <ul style="list-style-type: none"> <li>○ TOCC Board of Trustees Meeting (attended by Gabriel Valencia)</li> <li>○ TOCC All Staff Meeting- 2/11/2022</li> <li>○ Meeting with Lead cook- 2/14/2022</li> <li>○ Athletic Meeting- 2/17/2022</li> <li>○ Best Wishes Luncheon for Daniel &amp; Ron- 2/18/2022</li> <li>○ All Day Planning Session- 2/24/22</li> </ul> </li> </ul> <p>I'd like to highlight a few events &amp; meetings conducted and or attended for your information:</p>

	<ul style="list-style-type: none"> <li>➤ I continue to work and meet with the responsible areas I oversee on progression and planning for upcoming semester sessions or upcoming events and the work needed toward the entire college planning.</li> <li>➤ As the Athletic Department continue planning for the completion of the Apedag Ki: they also have pending storage issues with BUSD that have been addressed by our Chief of Operations and BUSD Athletic Director. The Athletic Staff is working on storage solutions with Chief of Operations and Student Life Director.</li> <li>➤ In preparing and discussion on the future of TOCC planning on getting more students on campus for Face to Face courses and Student Success, I was invited to an all-day Planning Session with other Directors, Deans and Staff on Thursday 2/24/2022 with President Robertson. The discussion and sharing of ideas was very informative and provided ideas on what I need to work with my staff on as we move forward. I look forward to continuing to our next step and to include the entire TOCC Faculty and Staff in all areas.</li> </ul>
Food Program Information	<p>The renovation of the I-We:mta Ki: Kitchen to enlarge it is getting close to completion but the ETA at this point is uncertain as the Chief of Operations informed us that the new stove is now considered a commercial stove and will need an Ansul and Hood before it can be used. The Chief of Operations is working on this project.</p> <p>Also the Lead Cook is also working on locating another Ice Machine and shelves for the Kitchen which will give her more storage space.</p> <p>The Lead Cook continues to use Gewkdag Son Ki: kitchen in the meantime to provide meals and snacks for students and staff.</p> <p>The Lead Cook is also scheduled to prepare the meal for the upcoming Recognition Luncheon for the Himdag Committee in March.</p>
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.

### **Gabriel Valencia- Residence Life Coordinator**

#### ***Key Issues/Items addressed in February 2022***

<b>Issues/Items</b>	<b>Actions/Assessment</b>
Current Residents	<ul style="list-style-type: none"> <li>- Currently there are no student residents at this time.</li> <li>- Housing applications are being received</li> <li>- Currently have 5 applicants for Fall 2022</li> <li>- Planning to re-open in the Fall of 2022</li> </ul>
Preparation of physical structures	<ul style="list-style-type: none"> <li>- Kitchen counter in B100 in progress</li> <li>- New dressers to be installed in early March</li> <li>- Old dressers were donated to the Family Preservation Program and Child Welfare on the nation</li> <li>- New blinds for all living rooms to be installed</li> <li>- Air purifiers have been ordered</li> <li>- Quench water Dispenser installed in Women's and Co-ed dorms.</li> </ul>
Termites	<ul style="list-style-type: none"> <li>- Termite trails have been found in C-100 Men's Dorm. Chief of Operations is working on getting a termite inspection and treatment done.</li> </ul>

Alarm System	- Alarm system throughout units needs to be inspected due to continuous beeping and “trouble” light on
Leadership Meetings	- Residence Life Coordinator has attended leadership meetings as well as TOCC all staff meetings, both virtually
Student Housing webpage	- Updates have been made to the Student Housing page - Modifications to online forms are to come
Open Dorm Advertisement	- Met with TOCC recruiter - Ordering new brochures/pamphlets - Update Flyers - Update Radio PSA - Distribute Flyers and Information to High Schools and Communities - Make Contact with High School Counselors.
FHLC Meetings	- Preparation planning for Future Health leaders Camp in Summer '22 has begun

### **Michael Steward- Athletic Head Coach**

#### ***Key Issues/Items addressed in February 2022***

<b>Issues/Items</b>	<b>Actions/Assessment</b>
Working status	a) During the month of February, the Athletic Department has continued working partially remotely through this pandemic.
Coaching and Recruiting	a) Continued recruiting runners for 2022-23...awaiting list from Coach Francisco. b) Looking at Track Meets in the Spring to attend for recruiting purposes and continue training for 2022 FALL XC Season. c) Continue sending workouts to current Athletes and potential future Athletes.
Scheduling	a) Have begun reaching out to school for scheduling.
Academics	a) We have been in contact with student athletes regarding their grades. b) Following up with runners on classes/credits and class schedule. c) Preparing for next semester and class schedules. d) Encouraging runners to get involved with programs being shared through TOCC email, Internships and summer programs.
Administration	a) Participated in NJCAA EDI Committee. b) Participated in NJCAA D2 Men's Basketball weekly committee meetings. c) Participated in NJCAA D2 Golf Annual meeting. d) Met with the Branding Committee to discuss the school logo. e) Continued work on the 5-year Plan for Athletics.
Health and Wellness	a) Have remained in communication with AZ Health to discuss next steps to install flooring and arrival of equipment. b) Made a walkthrough of Apeadag Ki: with IT staff; to discuss placement of needed technology. c) We have continued meeting weekly as a staff to discuss the rollout of the Wellness Program. d) Have reached out to potential guest speakers for the wellness program. e) Set up meeting with Tucson Wellness to talk about individual/group strength training when Apeadag Ki: is up and running. f) Completed our 17 <sup>th</sup> month of the Wellness Programming and have begun planning programming for March.

Budget/Fundraising	a) We have gotten current on Jenzabar.
Outreach/Community Service	<p>b) Due to COVID and the ongoing restrictions from the Nation's Executive Office, no community service or outreach has been planned.</p> <p>c) Reached out to Baboquivari AD to workout with BHS Track Team, Season begins in March.</p> <p>d) <b>**Continued**</b> co-host for a Men's Virtual Talking Circle through the National Foundation "A Call to Men". This virtual talking circle is for Native Men and those who identify as Men, to address the ongoing Missing and Murdered Indigenous Women and Girls. Trying to create a healthy view and outlook for men in tribal communities.</p>

### **Valentine Lee- Lead Security**

#### ***Key Issues/Items addressed in February 2022***

<b>Issues/Items</b>	<b>Actions/Assessment</b>
Student Issue/Disciplines	We had zero incident reports for the month of February.
Temperature Check Station	<p>The Temperature Check Station machine continues to work well. Some employees still use the paper check in form.</p> <p>We continue to perform rapid tests for employees and vendors as needed.</p> <p>We have had a few employees and vendors test positive with it going down from the January report.</p> <p>Security continues to follow protocol after someone tests positive. We have had a small increase in the number of employees incoming.</p> <p>Security has turned away 1 or 2 students for February due to not having proof of the vaccination per protocol.</p> <p>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.</p>
Security Staff	<p>There are 2 Security Staff working on completing their Security Guard Training with Arizona Security Group out of Tempe, AZ. This is to update their Security Guard Cards and will soon be scheduled for First Aid/CPR Training to also update their cards in this area.</p> <p>Security is continuing to work hard to ensure Employees are safe and following guidelines. We check on buildings at both campuses to make sure all is locked and secure after hours.</p>