



Tohono O'odham Kekel Ha-Maşcamakuđ
Board of Trustees Regular Meeting
April 14, 2022
Desert Diamond Casino and Hotel
Tucson, Arizona
In Person & Virtual Meeting

Addendums attached to the end of this document

Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

April 14, 2022, 9:00 a.m.

Desert Diamond Casino & Hotel

Tucson, Arizona

In Person and Virtual Meeting – Phone, Internet via Zoom

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Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

Thursday March 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 9:16 a.m. by Vice Chairperson Bernard Siquieros.

Present	Excused Absence	Unexcused Absence	Attendance Time	Board of Trustees:
	X			Dr. Ofelia Zepeda, Chairperson
X			9:16 a.m.	Bernard Siquieros, Vice-Chairperson
X			9:16 a.m.	Tony (Anthony) Chana, Secretary
X			9:16 a.m.	Jonas Robles, Elder Member
X			9:16 a.m.	Mary Bliss, Member
		X		Libby (Elizabeth) Francisco, Member
				Administration Members
X			9:16 a.m.	Paul Robertson, President
X			9:16 a.m.	Mario Montes-Helo, Dean for Sustainability
X			9:16 a.m.	Joann Miguel, Dean of Finance
X			9:16 a.m.	Liz (Ofelia) Zepeda, Interim Dean of Student Services
X			9:16 a.m.	Curtis Peterson, Interim Dean of Academics
				Recorder
X			9:16 a.m.	Evan Thomas, Special Assistant to the President
				Guests
X			9:16 a.m.	Andriana Jose, Principal Accountant
X			9:16 a.m.	Anselmo Ramon, Academic Chair of WCD
X			9:16 a.m.	Ben Jose, Research Assistant
X			9:16 a.m.	Carmella Ann Pablo, Library Assistant
X			9:16 a.m.	Diana Antone, Financial Aid Technician
X			9:16 a.m.	Frances Benavidez, Director of Tohono O'odham Studies
X			9:16 a.m.	Jai Juan, Recruiter
X			9:16 a.m.	Jay Juan, Chief of Operations
X			9:16 a.m.	Justine Romero, Office Coordinator, LLC
X			9:16 a.m.	Kristin Eberhardt, Project Director, Title III Grant
X			9:16 a.m.	LeAnn Lopez, Payroll Technician
X			9:16 a.m.	Ingrid Segundo, Director of Sponsored Projects
X			9:16 a.m.	Madelyn Cook, Substitute Librarian
X			9:16 a.m.	Michael Mainus, Controller
X			9:16 a.m.	Mickie Widener, Human Resources Assistant
X			9:16 a.m.	Nicole Boni, Financial Aid Technician
X			9:16 a.m.	Rodney Aguilla, Student Intern
X			9:16 a.m.	Sylvia Hendricks, Director of Student Life

X			9:16 a.m.	Tashina Machain, Administrative Assistant
X			9:16 a.m.	Tim Foster, IT Instructor
X			9:30 a.m.	Xina Marie Uhl, Assistant to the Board of Regents, SCAC
X			9:30 a.m.	Gloria Benavidez, Student Support Specialist II
X			9:30 a.m.	Deshon Miguel, IT Manager
X			9:30 a.m.	Alberta Espinoza, Counselor
X			9:30 a.m.	Wendi Cline, Library Assistant
X			9:30 a.m.	Stacy Owsley, Human Resources Director
X			9:30 a.m.	Annamarie Stevens, Transition Coordinator
X			9:30 a.m.	Sharon Ramon, Accounting Technician
X			9:30 a.m.	Amber Ortega, Student Intern
X			9:56 a.m.	Martin Ahumada, President, SCAC
X			9:56 a.m.	Dorena Thompson, Vice Chairperson, SCAC Board of Regents
X			9:56 a.m.	Isaiah Belknap, Member, SCAC Board of Regents
X			9:56 a.m.	Roberta Patten, SCAC Board of Regents
X			9:56 a.m.	Lisa Eutsey, Provost, SCAC
X			9:56 a.m.	Rebecca Swift, Student Services/Librarian
X			10:29 a.m.	Ashlynn Siquieros, Consultant
X			10:52 a.m.	Delores Felix, Bookstore/Office Assistant
X			10:52 a.m.	Pauline Nasewytewa, BCT Program Advisor
X			10:52 a.m.	Sherelina Nelson, College Credit Pathway Student

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

- Approved the February 10, 2022 TOCC Board of Trustees regular meeting minutes with corrections.
- Accepted the January 2022 Financial Reports as presented.
- Accepted the Human Resources February 2022 Report as presented.
- Approved the changes to the IT Department Organizational Chart as presented.
- Approved the Senior Systems Administrator position as presented.
- Approved the Technical Support Manager position as presented.
- Approved the Apprenticeship Director position as presented.

2. Invocation

Mr. Jonas Robles gave the invocation.

3. Review and Approval of Agenda

~~Vice Chairperson Bernard Siquieros explained that according to the by-laws, the March board meeting is when the TOCC Board of Trustees elects officers. By consensus the board tabled this item until next month.~~ The Board of Trustees March Officer's election: Vice Chairperson Siquieros explained the by-laws of this procedure. The Board tabled this item for the April meeting.

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

- a) Dr. Paul Robertson, TOCC President, AICF Honoree recognition as a New Business Item at 11:30 a.m.
- b) Students from Tohono O’odham High School will be touring S-cuk Du’ag Maşcamakuđ. The students will be introduced to the board and be in attendance during the president’s recognition.

A motion was made to approve the meeting agenda with changes to the New Business items.

MOTION: Motion by Mary Bliss, Seconded by Tony Chana to approve the meeting agenda with changes to the New Business items.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT.

MOTION APPROVED

4. Announcements and Upcoming Events

- a) The Himdag Committee will host I-We:mta – Working Together on Friday March 18, 2022, 11:00 a.m. – 1:00 p.m. This event ~~is to~~will recognize ~~those who helped put up the wappto (ramada) individuals that contributed work to the traditional structures at at~~ S-cuk Du’ag Maşcamakuđ campus.

5. Minutes from the February 10, 2022 regular meeting of the TOCC Board of Trustees.

Corrected minutes for the February 10, 2022 meeting were reviewed by the Board of Trustees.

A motion was made to approve the February 10, 2022 TOCC Board of Trustees regular meeting minutes with corrections.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to approve the February 10, 2022 TOCC Board of Trustees regular meeting minutes with corrections.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT

MOTION APPROVED

6. Call to the Audience – None

7. Coronavirus Update – Dr. Paul Robertson, President

TOCC has Protective Personal Equipment (PPE) and coronavirus testing kits available for TOCC students, personnel and visitors.

There have been reports of visitors & vendors by-passing the health screening area. Proof of vaccination is required to be on campus and people have been turned away. Thanks to the Security staff for their awareness and diligence.

NEW BUSINESS

1. Financial Report for January 2022 – Mike Mainus, Controller

Mr. Mike Mainus presented the January 2022 Financial Report.

A motion was made to accept the January 2022 Financial Report as presented.

MOTION: Motion by Tony Chana, Seconded by Mary Bliss to accept the January 2022 Financial Report as presented.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT

MOTION APPROVED

3. San Carlos Apache College Board of Regents and President via Zoom at 10:00 a.m.

Introductions were made between the TOCC Board of Trustees and the SCAC Board of Regents.

The SCAC letter to the HLC for accreditation was discussed.

A joint meeting has been set for April 14, 2022 to assess and discuss SCAC's progression.~~the status of the documentation to the HLC and assist SCAC with progressing in the process.~~

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

The Human Resources report for February 2022 was included in the board packet.

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

Sentiments and well wishes were expressed to Director Stacy Owsley as she has resigned her position after over 13 years with TOCC.

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

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

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT

MOTION APPROVED

4. Back to Campus Initiative – Paul Robertson, President and Others

The information compiled for the Back to Campus Initiative was sent to the board electronically. More face to face and synchronous course offerings are being planned. Also proposed ~~Suggested of for~~ full-time students occupying the dorm should have a percentage of face to face classes. Activities and intellectual forums will be explored and meals at no cost will continue. Information will be forthcoming and marketed to the community.

- Dr. Paul Robertson, TOCC President, AICF Honoree Recognition; 11:30 a.m.

TOCC President Dr. Paul Robertson has been honored by the AICF as the 2022 TCU Presidential Honoree. The Trustees assisted in the recognition and Jonas Robles sang an honor song. Students from Tohono O’odham High School were introduced to the board and present during the recognition. The acknowledgement was recorded and will be sent to the AICF for a virtual ceremony on Monday April 04, 2022 at 6:00 p.m.

5. IT Department Organizational Chart Change Request – Mario Montes-Helu, Dean for Sustainability

There have been significant changes and an increase in operations due to modifications required to face the pandemic and moving to online activities. With more evening class offerings for the Fall 2022 semester, more cloud services – CANVAS, Jenzabar, G-Suite, etc. will demand more attention, maintenance and a technician to monitor evening classes.

The new organizational structure will address the needs of the IT Department to better serve the college. The Leadership Council and the Deans have reviewed this information.

A motion was made to approve the changes to the IT Department Organizational Chart as presented.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to approve the changes to the IT Department Organizational Chart as presented.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT

MOTION APPROVED

6. IT Department New Positions Request: Senior Systems Administrator & Technical Support Manager – Paul Robertson, President

The Senior Systems Administrator job description was included in the March 2022 board packet and reviewed.

A motion was made to approve the Senior Systems Administrator position as presented.

MOTION: Motion by Jonas Robles, Seconded by Tony Chana to approve the Senior Systems Administrator position as presented.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT

MOTION APPROVED

The Technical Support Manager job description was included in the March 2022 board packet and reviewed.

A motion was made to approve the Technical Support Manager position as presented.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to approve the Technical Support Manager position as presented.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT

~~MOTION APPROVED~~ **MOTION APPROVED**

7. Apprenticeship Program New Position Request: Apprenticeship Director – Paul Robertson, President

The previous job description: Director of Operations for TOCC Development, LLC, did not specify overseeing the apprenticeship program. The new job description outlines duties specific for the apprenticeship program. There is a need of leadership and improvement of the program for a positive impact for the applicants and students.

A motion was made to approve the Apprenticeship Director position as presented.

MOTION: Motion by Jonas Robles, Seconded by Tony Chana to approve the Apprenticeship Director position as presented.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT

MOTION APPROVED

8. O’odham Language Center Bid Status - Paul Robertson, President

The RFP yielded one bid. Options for moving forward were raised. By consensus the BOT directed the TOCC Administration to review options and present the information to the BOT. A decision can then be made to proceed.

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 1:21 p.m.

ADJOURNMENT – 1:41 p.m.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to adjourn the March 2022 BOT regular meeting.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT

MOTION APPROVED

Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

Thursday March 10, 2022

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

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

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2. Invocation

Mr. Jonas Robles gave the invocation.

3. Review and Approval of Agenda

The Board of Trustees March Officer's election: Vice Chairperson Siquieros explained the by-laws of this procedure. The Board tabled this item for the April meeting.

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

- a) Dr. Paul Robertson, TOCC President, AICF Honoree recognition as a New Business Item at 11:30 a.m.

- b) Students from Tohono O’odham High School will be touring S-cuk Du’ag Maşcamakuđ. The students will be introduced to the board and be in attendance during the president’s recognition.

A motion was made to approve the meeting agenda with changes to the New Business items.

MOTION: Motion by Mary Bliss, Seconded by Tony Chana to approve the meeting agenda with changes to the New Business items.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT.

MOTION APPROVED

4. Announcements and Upcoming Events

- a) The Himdag Committee will host I-We:mta – Working Together on Friday March 18, 2022, 11:00 a.m. – 1:00 p.m. This event is to recognize those who helped put up the wappto (ramada) at S-cuk Du’ag Maşcamakuđ campus.

5. Minutes from the February 10, 2022 regular meeting of the TOCC Board of Trustees.

Corrected minutes for the February 10, 2022 meeting were reviewed by the Board of Trustees.

A motion was made to approve the February 10, 2022 TOCC Board of Trustees regular meeting minutes with corrections.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to approve the February 10, 2022 TOCC Board of Trustees regular meeting minutes with corrections.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT

MOTION APPROVED

6. Call to the Audience – None

7. Coronavirus Update – Dr. Paul Robertson, President

TOCC has Protective Personal Equipment (PPE) and coronavirus testing kits available for TOCC students, personnel and visitors.

There have been reports of visitors & vendors by-passing the health screening area. Proof of vaccination is required to be on campus and people have been turned away. Thanks to the Security staff for their awareness and diligence.

NEW BUSINESS

1. Financial Report for January 2022 – Mike Mainus, Controller

Mr. Mike Mainus presented the January 2022 Financial Report.

A motion was made to accept the January 2022 Financial Report as presented.

MOTION: Motion by Tony Chana, Seconded by Mary Bliss to accept the January 2022 Financial Report as presented.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT

MOTION APPROVED

3. San Carlos Apache College Board of Regents and President via Zoom at 10:00 a.m.

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

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT

MOTION APPROVED

4. Back to Campus Initiative – Paul Robertson, President and Others

The information compiled for the Back to Campus Initiative was sent to the board electronically. More face to face and synchronous course offerings are being planned. Also proposed for full-time students occupying the dorm should have a percentage of face to face classes. Activities and intellectual forums will be explored and meals at no cost will continue. Information will be forthcoming and marketed to the community.

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5. IT Department Organizational Chart Change Request – Mario Montes-Helu, Dean for Sustainability

There have been significant changes and an increase in operations due to modifications required to face the pandemic and moving to online activities. With more evening class offerings for the Fall 2022 semester, more cloud services – CANVAS, Jenzabar, G-Suite, etc. will demand more attention, maintenance and a technician to monitor evening classes.

The new organizational structure will address the needs of the IT Department to better serve the college. The Leadership Council and the Deans have reviewed this information.

A motion was made to approve the changes to the IT Department Organizational Chart as presented.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to approve the changes to the IT Department Organizational Chart as presented.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT

MOTION APPROVED

6. IT Department New Positions Request: Senior Systems Administrator & Technical Support Manager – Paul Robertson, President

The Senior Systems Administrator job description was included in the March 2022 board packet and reviewed.

A motion was made to approve the Senior Systems Administrator position as presented.

MOTION: Motion by Jonas Robles, Seconded by Tony Chana to approve the Senior Systems Administrator position as presented.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT

MOTION APPROVED

The Technical Support Manager job description was included in the March 2022 board packet and reviewed.

A motion was made to approve the Technical Support Manager position as presented.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to approve the Technical Support Manager position as presented.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT

MOTION APPROVED

7. Apprenticeship Program New Position Request: Apprenticeship Director – Paul Robertson, President

The previous job description: Director of Operations for TOCC Development, LLC, did not specify overseeing the apprenticeship program. The new job description outlines duties specific for the

apprenticeship program. There is a need of leadership and improvement of the program for a positive impact for the applicants and students.

A motion was made to approve the Apprenticeship Director position as presented.

MOTION: Motion by Jonas Robles, Seconded by Tony Chana to approve the Apprenticeship Director position as presented.
VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT
MOTION APPROVED

8. O’odham Language Center Bid Status - Paul Robertson, President

The RFP yielded one bid. Options for moving forward were raised. By consensus the BOT directed the TOCC Administration to review options and present the information to the BOT. A decision can then be made to proceed.

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 1:21 p.m.

ADJOURNMENT – 1:41 p.m.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to adjourn the March 2022 BOT regular meeting.
VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT
MOTION APPROVED

INTEROFFICE MEMORANDUM

TO: BOARD OF TRUSTEES, TOHONO O'ODHAM COMMUNITY COLLEGE
FROM: MIKE MAINUS - CONTROLLER
DATE
AGENDA ITEM: MONTHLY FINANCIAL REPORTS FOR February 28, 2022

EXECUTIVE SUMMARY

Enclosed are the financial reports for February 2022, as detailed budget reports by department. The format correlates with the audited financial statements, generally accepted accounting principles and internal account structure. February 28, 2022, as follows:

* Bank of America, regular operational checking account	\$ 13,513,031
* LLC Cash Available	221
* Bank of America - TPT Construction Needs	398,930
* Bank of America Capital Campaign	6,550
* Bookstore Cash	9,503
* Petty Cash	100
Cash and cash equivalents in all accounts	\$ 13,928,335

Investments Follow:

* Community Foundation	\$ 443,505
* Wells Fargo Securities, Building/Operating Reserves	1,921,475
Investment total	\$ 2,364,980

Other Assets

Buildings (net of Depreciation)	10,265,244	
Student A/R	191,450	
Contribution Receivable TO Nation	300,000	
Grants Receivable	3,391,692	
Inventory	358,869	
Prepays	65,821	
Other A/R	13,483	
	14,586,559	\$ 14,586,559

Total Unrestricted assets	\$ 30,879,874
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Recommendation: The President recommends that the Board of Trustees shall accept the financial report For the Month Ended February 28, 2022

Operating Cash Balance for February 2022 \$ 4,390,623

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
February 28, 2022, January 31, 2022, and June 30, 2020 (Audited)
(Intended for internal management purposes only)

Assets	(Unaudited) February 28 2022	(Unaudited) January 31 2022	(Audited) June 30, 2021
Bank of America - operating account	\$ 13,513,031	\$ 15,052,458	11,524,743
Bank of America - TPT Construction Needs	398,930	363,559	-
Bank of America - capital campaign account	6,550	6,550	6,550
Bookstore cash	9,503	9,972	8,123
Petty cash	100	100	100
LLC Checking and Cash on Hand All Accounts	221	2,308	268,659
* Student accounts receivable, net of allowance for doubtful accounts	191,450	191,450	207,442
Contribution Receivable TO Nation	300,000	300,000	300,000
Contracts and grants receivable	3,391,692	3,391,692	3,391,692
Bookstore inventory	358,869	337,929	273,991
Prepaid expenses	65,821	43,304	4,584
Wells Fargo - Building and Operating reserves	1,921,475	1,944,393	1,969,507
Community Foundation of Southern Arizona - endowment	443,505	443,505	445,771
* Land, buildings and equipment, net of accumulated depreciation	10,265,244	10,287,189	10,265,244
Other receivables	13,483	398,345	12,329
Total Assets	\$ 30,879,874	\$ 32,772,754	\$ 28,678,735
Liabilities and Net Equity			
Accounts payable	\$ 275,066	\$ 318,476	889,851
Salary related payable	594,486	604,485	513,705
Deposits/Funds Held for others	29,870	29,870	29,870
Other Payables and Accrued Expenses	26,713	76,434	75,992
Deferred grant revenue	10,768,426	10,768,426	10,768,426
Total Liabilities	\$ 11,694,561	\$ 11,797,691	\$ 12,277,844
Equity:			
Unrestricted:			
Designated by the board of trustees	\$ 1,818,011	\$ 1,818,011	1,818,011
Designated Endowment CFSA	210,340	210,340	210,340
Expended for property and equipment	8,638,796	8,638,796	8,638,796
Designated for operating budget plus grants	7,493,041	9,282,791	4,708,619
Unrestricted Equity	\$ 18,160,188	\$ 19,949,938	\$ 15,375,766
Temporarily restricted	\$ 691,460	\$ 691,460	\$ 691,460
Permanently restricted	333,665	333,665	333,665
Restricted Equity	\$ 1,025,125	\$ 1,025,125	\$ 1,025,125
Total Liabilities and Equity	\$ 30,879,874	\$ 32,772,754	\$ 28,678,735

*Recap #1

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

*Recap #2

* Recap Explained of Net Net Fixed Assets	February 2022	January 2022	June 2021
Land Buildings & Equipment	\$ 18,156,232	\$ 18,190,882	\$ 18,156,232
Allowance for Depreciation	(7,890,988)	(7,903,693)	(7,890,988)
* Land building and Equipment, net of Accumulated Depreciation	1 \$ 10,265,244	\$ 10,287,189	\$ 10,265,244

TOHONO O'ODHAM COMMUNITY COLLEGE

Unrestricted Budget Activity

For the Month Ended February 28, 2022

Tohono O'odham Community College
Statement of Activities - Budget and Actual
For the Month Ended February 28, 2022
 (Intended for internal management purposes only)

UNRESTRICTED OPERATING BUDGET	FY 2022			
	Year-to-Date Actual	Annual Budget	Budget Variance	Remaining %
Unrestricted revenues:				
Tuition and fees	\$ 53,258	\$ 91,010	\$ (37,752)	-41%
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	111,972	345,000	(233,028)	-68%
Unrestricted gifts and donations	8,596	13,000	(4,404)	-34%
Bookstore sales	67,250	46,000	21,250	46%
LLC Contract	23,939	143,633	(119,694)	-83%
Miscellaneous income	23,121	30,000	(6,879)	-23%
Total Unrestricted Revenues	\$ 7,443,825	\$ 7,725,158	\$ (281,333)	-4%
Unrestricted expenses:				
Educational program services:				
Instruction	\$ 1,012,126	\$ 1,781,709	\$ 769,583	43%
Student services	646,627	1,154,445	507,818	44%
Auxiliary enterprises	194,217	452,505	258,288	57%
Supporting services:				
Academic support	155,876	415,969	260,093	63%
Institutional support w/out Depreciation/Bad Debts	1,321,256	1,983,937	662,681	33%
Facility operations and maintenance	504,121	1,103,587	599,466	54%
Sustainability	98,146	150,255	52,109	35%
Cultural Liason	53,861	86,988	33,127	38%
Student Life	210,618	427,760	217,142	51%
San Carlos BIE Funds and Tuition and Fees	519,658	463,794	(55,864)	0%
Culinary Arts Program	-	61,383	61,383	100%
Total Unrestricted Expenses	\$ 4,716,506	\$ 8,082,332	\$ 3,365,826	42%
 Unrestricted excess (deficiency) w/o Bad Debts/Depreciati	 \$ 2,727,319	 \$ (357,174)	 \$ 3,084,493	

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended February 28, 2022
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 33 %**

	<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>
INSTRUCTION					
Instruction - 1100					
Compensation	\$ 777,173	\$	1,261,006	\$ 483,833	38%
Employee related expenses	132,394		292,182	159,788	55%
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	1,870		3,800	1,930	51%
Commuter Allowance	2,263		3,600	1,337	37%
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	2,821		15,000	12,179	81%
Meeting expense	4,488		3,000	(1,488)	0%
Subscriptions/Periodicals			2,400	2,400	100%
Furniture & Fixtures			5,000	5,000	100%
	<u>\$ 925,517</u>	<u>\$</u>	<u>1,625,788</u>	<u>\$ 700,271</u>	<u>43%</u>
Work Force Comm Development - 1500					
Compensation	\$ 66,398	\$	101,856	\$ 35,458	35%
Employee related expenses	19,013		24,515	5,502	22%
Travel & Training			3,000	3,000	100%
Mileage			300	300	100%
Registrations			1,000	1,000	100%
Commuter Allowance	1,131		1,800	669	37%
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>\$ 86,609</u>	<u>\$</u>	<u>147,671</u>	<u>\$ 61,062</u>	<u>41%</u>
ABE-GED - 1800					
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>
TOTAL INSTRUCTION	<u>\$ 1,012,126</u>	<u>\$</u>	<u>1,781,709</u>	<u>\$ 769,583</u>	<u>43%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended February 28, 2022
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 33 %**

	<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>
STUDENT SERVICES						
Student services - 5100						
Compensation	\$ 340,548	\$	495,696	\$	155,148	31%
Employee related expenses	95,934		196,817		100,883	51%
Recruiting	12,113		26,896		14,783	55%
Employee Paid Insurance/Legal Plans			8,000		8,000	100%
Employee tuition waivers			1,000		1,000	100%
Travel and training	2,571		21,104		18,533	88%
Mileage			750		750	100%
Registrations			1,950		1,950	100%
Commuter Allowance	2,263		3,600		1,337	37%
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	1,150		4,200		3,050	73%
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>\$ 463,192</u>	<u>\$</u>	<u>817,166</u>	<u>\$</u>	<u>353,974</u>	<u>43%</u>
Financial aid office - 5200						
Compensation	\$ 96,851	\$	168,848	\$	71,997	43%
Employee related expenses	31,047		58,444		27,397	47%
Travel and training			10,000		10,000	100%
Registrations			2,000		2,000	100%
Memberships			1,000		1,000	100%
Office supplies	710		2,000		1,290	65%
Promotional			2,000		2,000	100%
	<u>\$ 128,608</u>	<u>\$</u>	<u>244,292</u>	<u>\$</u>	<u>115,684</u>	<u>47%</u>
Residence Life - 5400						
Compensation	\$ 27,663	\$	41,845	\$	14,182	34%
Employee related expenses	8,343		13,507		5,164	38%
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	3,198		3,000		(198)	0%
Subscriptions/periodicals			3,000		3,000	100%
Stipends			5,000		5,000	100%
Furniture & Fixtures	15,332		17,200		1,868	11%
	<u>54,827</u>	<u>\$</u>	<u>91,987</u>	<u>\$</u>	<u>37,160</u>	<u>40%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended February 28, 2022
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 33 %**

	<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>
Student senate - 1410					
Office supplies			400	400	100%
Meeting expense	\$ -	\$ 600	\$ 600	\$ 600	100%
	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	100%
				-	
TOTAL STUDENT SERVICES	\$ 646,627	\$ 1,154,445	\$ 507,818	44%	
AUXILIARY ENTERPRISES					
Athletics - 5300					
Compensation	\$ 67,766	\$ 105,690	\$ 37,924	36%	
Employee related expenses	23,612	37,115	13,503	36%	
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	12,338	18,000	5,662	31%	
Program Supplies	6,799	18,000	11,201	62%	
Archery Expense	2,626	7,000	4,374	62%	
	137,192	279,805	142,613	51%	
Bookstore - 9100					
Compensation	\$ 37,452	\$ 72,023	\$ 34,571	48%	
Employee related expenses	11,301	23,377	12,076	52%	
Cost of Goods Sold-Retail	41	60,000	59,959	100%	
Office supplies	1,368	4,300	2,932	68%	
Promotional	6,863	13,000	6,137	47%	
	\$ 57,025	\$ 172,700	\$ 115,675	67%	
TOTAL AUXILIARY ENTERPRISES	\$ 194,217	\$ 452,505	\$ 258,288	57%	

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended February 28, 2022
(Intended for internal management purposes only)

Note: Remaining Budget Target for
Operational expenses is 33 %

	<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>
ACADEMIC SUPPORT					
				-	
Academic support - 1200				-	
Compensation	\$ 40,760	\$	92,333	\$ 51,573	56%
Employee related expenses	17,162		43,467	26,305	61%
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>\$ 59,125</u>	<u>\$</u>	<u>154,200</u>	<u>\$ 95,075</u>	<u>62%</u>
Library - 4130					
Compensation	\$ 47,095	\$	135,336	\$ 88,241	65%
Employee related expenses	18,512		53,933	35,421	66%
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	7,800		15,600	7,800	50%
Office supplies	382		5,000	4,618	92%
Meeting expenses			400	400	100%
Subscriptions/periodicals	12,167		25,790	13,623	53%
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>\$ 96,751</u>	<u>\$</u>	<u>261,769</u>	<u>\$ 165,018</u>	<u>63%</u>
TOTAL ACADEMIC SUPPORT	<u>\$ 155,876</u>	<u>\$</u>	<u>415,969</u>	<u>\$ 260,093</u>	<u>63%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended February 28, 2022
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 33 %**

	<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>
INSTITUTIONAL SUPPORT					
President's office - 6100					
Compensation	\$ 104,406	\$	153,498	\$ 49,092	32%
Employee related expenses	28,054		38,740	10,686	28%
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	4,526		7,200	2,674	37%
Office supplies	424		500	76	15%
Meeting expenses	1,521		500	(1,021)	0%
	<u>\$ 139,663</u>	<u>\$</u>	<u>204,838</u>	<u>\$ 65,175</u>	<u>32%</u>
Himdag - 6150					
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>
Board of Trustees - 6190					
Trustee fees	\$ 13,646	\$	17,000	\$ 3,354	20%
Travel and training			4,500	4,500	100%
Mileage	2,449		2,500	51	2%
Registrations			500	500	100%
Communications	440		900	460	51%
Meeting expenses	2,422		4,000	1,578	39%
	<u>\$ 18,957</u>	<u>\$</u>	<u>29,400</u>	<u>\$ 10,443</u>	<u>36%</u>
Institutional Effectiveness - 1300					
Compensation	\$ 33,118	\$	50,140	\$ 17,022	34%
Employee related expenses	9,088		15,045	5,957	40%
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>\$ 42,206</u>	<u>\$</u>	<u>68,185</u>	<u>\$ 25,979</u>	<u>38%</u>
LLC Support - 1401					
Compensation	\$ 66,807	\$	117,081	\$ 50,274	43%
Employee related expenses	20,451		51,201	30,750	60%
Communications	51		-	(51)	0%
Vehicle Rentals	13,237		26,000	12,763	49%
Bank Charges	53			(53)	0%
	<u>\$ 100,599</u>	<u>\$</u>	<u>194,282</u>	<u>\$ 93,736</u>	<u>48%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended February 28, 2022
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 33 %**

	<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>
Administration & Finance - 6200					
Compensation	\$ 227,368	\$	366,882	\$ 139,514	38%
Employee related expenses	65,981		147,493	81,512	55%
Employee Tuition Waivers	-		650	650	100%
Travel and training			1,000	1,000	100%
Mileage			100	100	100%
Registrations			250	250	100%
Commuter Allowance	3,394		5,400	2,006	37%
Auditing	57,158		47,000	(10,158)	0%
Office supplies	636		4,000	3,364	84%
Meeting expenses			400	400	100%
Contracts/subcontracts	77,421		135,000	57,579	43%
Bank Charges	2,518		6,000	3,482	58%
	<u>\$ 434,476</u>	<u>\$</u>	<u>714,175</u>	<u>\$ 279,699</u>	<u>39%</u>
General support services - 6300					
Benefits Unemployment	\$ 2,671	\$	12,000	\$ 9,329	78%
Postage & Delivery	9,302		12,000	2,698	22%
Insurance	111,332		95,000	(16,332)	0%
Memberships	36,105		35,000	(1,105)	0%
Legal Fees	15,198		25,000	9,802	39%
Consultants	-		-	-	0%
Meeting expenses	2,417		6,000	3,583	60%
Subscriptions & Periodicals	665		7,000	6,335	91%
Promotional	261		2,500	2,239	90%
	<u>\$ 177,951</u>	<u>\$</u>	<u>194,500</u>	<u>\$ 16,549</u>	<u>9%</u>
IT - 6350					
Compensation	\$ 57,248	\$	137,397	\$ 80,149	58%
Employee related expenses	20,985		79,253	58,268	74%
Employee Tuition Waivers			300	300	100%
Travel and training	1,418		3,000	1,582	53%
Registrations			3,000	3,000	100%
Communications	84,113		85,842	1,729	2%
Memberships	730		700	(30)	0%
Consultant Fees & Expenses	9,218		25,000	15,782	63%
Licenses and fees			16,586	16,586	100%
Office supplies	254		500	246	49%
Meeting Expense			250	250	100%
Contracts/subcontracts	137,793		47,067	(90,726)	0%
Other Equipment & Tools	3,132		20,000	16,868	84%
Office Equipment			3,500	3,500	100%
	<u>\$ 314,891</u>	<u>\$</u>	<u>422,395</u>	<u>\$ 107,504</u>	<u>25%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended February 28, 2022
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 33 %**

	<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>
Human resources - 6700					
Compensation	\$ 69,020	\$	104,619	\$ 35,599	34%
Employee related expenses	15,481		24,884	9,403	38%
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	1,131		1,800	669	37%
Memberships	375		885	510	58%
Advertising	3,867		7,370	3,503	48%
Other professional fees	1,239		4,990	3,751	75%
Office supplies			360	360	100%
Subscriptions & Periodicals			800	800	100%
	<u>\$ 91,750</u>	<u>\$</u>	<u>152,462</u>	<u>\$ 60,712</u>	<u>40%</u>
TOTAL INSTITUTIONAL SUPPORT	<u>\$ 1,321,256</u>	<u>\$</u>	<u>1,983,937</u>	<u>\$ 662,734</u>	<u>33%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended February 28, 2022
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 33 %**

	<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>
OPERATIONS AND MAINTENANCE - 7100					
Compensation	\$ 221,495	\$	400,773	\$ 179,278	45%
Employee related expenses	73,650		139,704	66,054	47%
Employee tuition waivers			250	250	100%
Travel and training			2,000	2,000	100%
Commuter Allowance	1,131		1,800	669	37%
Vehicle & Building R&M	14,971		25,000	10,029	40%
Auto expenses	4,324		20,000	15,676	78%
Vehicle rental	27,326		110,000	82,674	75%
Building Rent	49,250		135,330	86,080	64%
Utilities	71,737		150,230	78,493	52%
Office supplies			1,000	1,000	100%
Custodial expense	1,152		17,500	16,348	93%
Contracts/subcontracts	39,085		100,000	60,915	61%
TOTAL OPERATIONS AND MAINTENANCE	\$ 504,121	\$	1,103,587	\$ 599,466	54%
SUSTAINABILITY - 5160					
Compensation	\$ 77,320	\$	109,285	\$ 31,965	29%
Employee related expenses	19,499		31,920	12,421	39%
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	1,131		1,800	669	37%
Printing			250	250	100%
Advertising & Promotion			500	500	100%
Office supplies	99		1,500	1,401	93%
Meeting Expense	14		500	486	97%
Contracts/Subcontracts	-		1,000	1,000	100%
TOTAL SUSTAINABILITY	\$ 98,146	\$	150,255	\$ 52,109	35%
CULTURAL LIAISON - 6160					
Compensation	\$ 42,116	\$	63,379	\$ 21,263	34%
Employee related expenses	11,094		18,309	7,215	39%
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%
TOTAL CULTURAL LIAISON	\$ 53,861	\$	86,988	\$ 33,127	38%
STUDENT LIFE - 5150					
Compensation	\$ 169,029	\$	287,156	\$ 118,127	41%
Employee related expenses	33,228		86,904	53,676	62%
Employee Tuition Waivers			600	600	100%
Travel and training			2,000	2,000	100%
Registrations			800	800	100%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended February 28, 2022
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 33 %**

	<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	1,131		1,800		669	37%
Printing			300		300	100%
Community & Student Events	630		2,000		1,370	69%
Office supplies	722		1,000		278	28%
Meeting Expense			700		700	100%
Contracts/Subcontracts			12,000		12,000	100%
Program Supplies	2,134		2,500		366	15%
Student Meals	3,744		30,000		26,256	88%
TOTAL STUDENT LIFE	\$ 210,618	\$	427,760	\$	217,142	51%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended February 28, 2022
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 33 %**

	<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>
SAN CARLOS - 6900					
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%
TOTAL SAN CARLOS	<u>\$ 519,658</u>	<u>\$</u>	<u>463,794</u>	<u>\$ (55,864)</u>	<u>0%</u>
CULINARY ARTS PROGRAM - 1498					
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%
TOTAL CULINARY ARTS PROGRAM	<u>\$ -</u>	<u>\$</u>	<u>61,383</u>	<u>\$ 61,383</u>	<u>100%</u>
TOTAL UNRESTRICTED	<u>\$ 4,716,506</u>	<u>\$</u>	<u>8,082,332</u>	<u>\$ 3,365,879</u>	<u>42%</u>

TOHONO O'ODHAM COMMUNITY COLLEGE

Restricted Budget Activity

For the Month Ended February 28, 2022

For the Month Ended February 28, 2022

	Grant		
	Revenues/Expenses-to-Date		Remaining
	Actual	Grant Budget	Budget
SPONSORED PROJECTS			
AT&T TCU/High School Completion Project B - AICF - (1111) (10/20/16 - Until Expended)			
Restricted revenues:			
Grant from Other Sources	\$ 184,000	\$ 184,000	\$ -
Restricted expenses:			
Compensation	4,445	36,190	31,745
High School tutors	-	1,500	1,500
College Mentors	-	4,000	4,000
Parent Liaison	-	500	500
Travel/professional Development	55,296	15,650	(39,646)
Transportation	6,080	5,650	(430)
Printing and Marketing	3,577	9,400	5,823
Meeting Expenses	10,244		
Tuition/Programming	29,006	39,210	10,204
Stipends	3,600	3,000	(600)
Contracts/Subcontracts	41,804	-	(41,804)
Program Supplies	5,728	10,900	5,172
Honorariums/Speakers	-	5,000	5,000
Student Incentives & Awards	6,000	6,000	-
	165,780	137,000	(18,536)
Excess (deficiency)	\$ 18,220	\$ 47,000	\$ 18,536

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

Restricted revenues:			
Federal government grant	\$ 902,942	\$ 2,514,278	\$ (1,611,336)
Restricted expenses:			
Compensation	690,229	1,243,273	553,044
Employee Related Benefits	112,060	254,730	142,670
Travel/professional Development/Registrations	16,946	43,200	26,254
Memberships	1,750	1,800	50
Consultants	136,240	200,000	63,760
Materials & Supplies	11,841	47,800	35,959
Publication Costs/Documentation/Dissemination	-	3,500	3,500
Stipends/Honorariums	38,700	-	(38,700)

Other Direct Costs	-	120,375	120,375
Participant Costs	11,324	51,140	39,816
Indirect Costs	212,057	520,528	308,471
Equipment	-	15,000	15,000
	<u>1,231,147</u>	<u>2,501,346</u>	<u>1,270,199</u>
Excess (deficiency)	<u>\$ (328,205)</u>	<u>\$ 12,932</u>	<u>\$ (2,881,535)</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)
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Restricted expenses:

Compensation	353,014	496,047	143,033
Employee Related Benefits	66,476	138,894	72,418
Travel/Professional Development	8,595	25,188	16,593
Commuter Allowance	4,007	-	(4,007)
Advertising & Promotion	850	-	(850)
Meeting Expenses	1,677	-	(1,677)
Tuition/Books	5,501	18,189	12,688
Communication Data Service	-	14,400	14,400
Office Supplies/Program Support	96,304	188,847	92,543
Contracts/Subcontracts (Adjuncts)	-	18,900	18,900
Indirect Costs Charged to TOCC Match	-	235,335	235,335
Computers/GIS Devices/Printer	64,334	64,200	(134)
	<u>600,758</u>	<u>1,200,000</u>	<u>599,242</u>
Excess (deficiency)	<u>\$ (350,632)</u>	<u>\$ -</u>	<u>\$ (1,549,116)</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	147,070	171,000	-
Employee Related Benefits	39,265	43,605	23,930
Travel Expense	7,079	-	4,340
Office Supplies/Program Support	1,148	25,560	(7,079)
Contracts/Subcontracts (Adjuncts)	-	18,900	24,412
Indirect Costs	3,682	-	18,900
Computer equipment/Office equipment	1,963	40,935	-
	<u>200,207</u>	<u>300,000</u>	<u>38,972</u>
Excess (deficiency)	<u>\$ (200,207)</u>	<u>\$ (300,000)</u>	<u>\$ 64,503</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)
Restricted expenses:			
Compensation	22,496	35,520	13,024
Employee Related Benefits	1,719	2,718	999
Travel	17,032	10,406	(6,626)
Transportation	877	1,406	529
Meeting Expenses	20,628	20,448	(180)
Contracts/Subcontracts	5,250	250	(5,000)
Tuition & Fees	13,079	1,920	(11,159)
Stipends	1,600	6,600	5,000
Participant Support	736	-	(736)
Honorariums/Speakers	6,131	3,666	(2,465)
Programming & Supplies	36,251	7,684	(28,567)
Awards/Gifts	9,580	5,952	(3,628)
	<u>135,379</u>	<u>96,570</u>	<u>(38,809)</u>
Excess (deficiency)	\$ 31,821	\$ 72,060	\$ 37,379

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

Restricted revenues:

Grant from Other Sources	\$ 170,450	\$ 170,450	\$ -
Restricted expenses:			
Compensation	32,140	48,264	16,124
Employee related expenses	2,392	3,999	1,607
Mileage	4,615	4,440	(175)
Communications	4,101	2,400	(1,701)
Registrations/Professional Dev/Memberships	22,792	32,760	9,968
Education Materials & Supplies	67,351	56,836	(10,515)
Contracts/Subcontracts	3,100	4,650	1,550
Program Incentives	12,950	13,351	401
Computer Equipment	2,474	3,750	1,276
	<u>151,915</u>	<u>170,450</u>	<u>17,259</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)
Restricted expenses:						
Compensation		324,328		598,680		274,352
Employee Related Benefits		82,664		179,172		96,508
Commuter Allowance		2,304		-		(2,304)
Mileage		-		51,748		51,748
Consultants		7,990		45,000		37,010
Office & Technical Supplies		1,069		10,400		9,331
Meeting Expense		483				(483)
Program Meals/Supplies/Honorariums		-		15,000		15,000
Computer Equipment		3,964		-		(3,964)
		422,802		900,000		477,198
Excess (deficiency)	\$	177,198	\$	-	\$	(777,198)

NSF -Planning Grant TO Language Center (1125)

(9/1/19 -12/31/21)

Restricted revenues:						
Federal government grant	\$	128,001	\$	171,687	\$	(43,686)
Restricted expenses:						
Compensation		88,481		87,688		(793)
Employee Related Benefits		16,735		21,994		5,259
Travel/Professional Development		906		7,000		6,094
Consultants		-		9,000		9,000
Materials & Supplies		4,749		7,000		2,251
Meeting Expenses		-		2,505		2,505
Indirect Costs		30,949		36,500		5,551
Computer Equipment		3,755				(3,755)
		145,575		171,687		29,867
Excess (deficiency)	\$	(17,574)	\$	-	\$	(73,553)

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
Restricted expenses:						
Compensation		24,802		8,500		(16,302)
Employee related expenses		1,897		500		(1,397)
Travel (Field Trips)/Professional Dev/Memberships		1,155		6,100		4,945

Communications (Hot Spots)	40	2,480	2,440
Memberships	40	-	(40)
Mileage	-	6,000	6,000
Education Materials/Supplies /Testing	27,243	19,620	(7,623)
Computer Equipment	6,740	6,800	60
Awards & gifts	6,354	-	(6,354)
	68,271	50,000	(11,917)
Excess (deficiency)	30,229	\$ -	\$ 60,417

NEH/ATLMA Revitalize TO Oral History (1150)

Undefined

Restricted revenues:

Grant From Other Sources	\$ -	\$ 49,790	\$ (49,790)
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Restricted expenses:

Compensation		23,328	23,328
Employee Related Expenses		2,135	2,135
Consultants	-	19,800	19,800
Indirect Costs		4,527	4,527
		49,790	19,800
Excess (deficiency)	\$ -	\$ -	\$ -

AICF NEH Cultural Preservation (1215)

6/1/2021 - 2/28/2022

Restricted revenues:

Grant From Other Sources	\$ 6,060	\$ 6,060	\$ -
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Restricted expenses:

Consultants	3,030	6,060	3,030
	3,030	6,060	3,030
Excess (deficiency)	3,030	\$ (6,060)	\$ (9,090)

AICF Community Based Native Arts Learning Sharing (1216)

6/15/2021 - 4/30/2022

Restricted revenues:

Grant From Other Sources	\$ -	\$ 9,000	\$ (9,000)
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Restricted expenses:

Compensation	-	641	641
Employee related expenses	-	34	34
Auto Fuel	-	1,296	1,296
Stipends	2,400	3,600	1,200
Education/Program Supplies	-	2,400	2,400
Promtion/Advertising	-	429	429

Meetings	-	600	600
		9,000	(9,000)
Excess (deficiency)	\$ -	\$ -	\$ (18,000)

**AICF Community Aid for Student Success (1222)-(CASS)
1/1/2021 - 10/31/2021**

Restricted revenues:			
Grant From Other Sources in dec reported 12/31/2021	\$ 48,000	\$ 48,000	\$ -
Restricted expenses:			
Compensation	-	3,717	3,717
Employee related expenses	-	283	283
Office Supplies	6,208	2,000	(4,208)
Stipends	6,045	26,000	19,955
Education/Program Supplies	2,893	8,500	5,607
Office Equipment/Computers	22,227	7,500	(14,727)
	37,373	40,500	(3,127)
Excess (deficiency)	\$ 10,627	\$ 7,500	\$ 3,127

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

Restricted revenues:			
Federal government grant	\$ 344,132	\$ 200,000	\$ 144,132
Restricted expenses:			
Compensation	74,611	200,000	125,389
	74,611	200,000	125,389
Excess (deficiency)	\$ 269,521	\$ -	\$ (269,521)

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

Restricted revenues:			
Federal government grant	\$ 94,058	\$ 300,000	\$ (205,942)
Restricted expenses:			
Employee related expenses	8,739	175,000	166,261
Mileage	-	5,000	5,000
Supplies/Other Program Cost	-	25,000	25,000

Consultants/Contracts	-	95,000	95,000
Excess (deficiency)	8,739	300,000	291,261
	85,319	\$	(497,203)

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

Restricted revenues:			
Federal government grant	80,400	\$	80,400
			-
Restricted expenses:			
Community Support	-	80,400	80,400
	-	80,400	80,400
Excess (deficiency)	80,400	\$	(80,400)

HHS O'odham Language resources and Materials Project (1310)
(September 1, 2021 - September 1, 2024)

Restricted revenues:			
Grant From Other Sources	-	\$	82,609
			(82,609)
Restricted expenses:			
Office Supplies	-	8,743	8,743
Other Supplies	-	3,997	3,997
Program Supplies	-	19,063	19,063
Professional Fees	-	20,400	20,400
Meeting Expenses	-	7,099	7,099
Indirect Costs	-	16,012	16,012
Other Equipment & Tools	-	7,295	7,295
	-	82,609	82,609
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
			-
Restricted expenses:			
Student Emergency Aid	26,400	2,400	(24,000)
Computer Equipment	-	24,300	24,300
	26,400	26,700	300

Excess (deficiency) \$ 300 \$ - \$ (300)

AZ TPT State Construction Needs Funding - (1400)
(July 1, 2017 - June 30, 2037)

Restricted revenues:

State government grant \$ 1,164,319 \$ 3,120,000 \$ (1,955,681)

Restricted expenses:

Contracts/subcontracts 1,079,552 3,120,000 2,040,448
Construction Supplies 944 3,120,000 2,040,448

Excess (deficiency) \$ 83,823 \$ - \$ (3,996,129)

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

Restricted revenues:

State government grant \$ 1,060,716 \$ 897,810 \$ (162,906)

Restricted expenses:

Payroll Taxes 12,548 - (12,548)
Contracts/subcontracts 957,220 897,810 (59,410)
969,768 897,810 (59,410)

Excess (deficiency) \$ 90,948 \$ - \$ (103,496)

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

Restricted revenues:

State government grant \$ 29,500 \$ 29,500 \$ -

Restricted expenses:

Program Supplies 24,116 29,500 5,384
24,116 29,500 5,384

Excess (deficiency) \$ 5,384 \$ - \$ (5,384)

Univ of AZ Diversity Planning Grant - (1404)
(9/1/18 - 8/31/22)

Restricted revenues:

State government grant \$ 25,000 \$ 40,000 \$ 15,000

Restricted expenses:

Program Supplies	-	-	-
Contracts/Subcontracts	32,560	40,000	7,440
	<u>32,560</u>	<u>40,000</u>	<u>7,440</u>
Excess (deficiency)	<u>\$ (7,560)</u>	<u>\$ -</u>	<u>\$ 7,560</u>

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
Restricted expenses:			
Compensation	98,381	129,000	30,619
Employee related expenses	13,764	40,764	27,000
Events	-	10,104	10,104
Travel	1,240	3,338	2,098
Office/Education Supplies	2,139	6,000	3,861
Meeting Expenses	4,453	30,000	25,547
Honorariums/Guest Speakers	26,250	6,000	(20,250)
Awards & Gifts	23,100	6,000	(17,100)
Stipends	-	90,000	90,000
	<u>169,327</u>	<u>321,206</u>	<u>151,879</u>
Excess (deficiency)	<u>\$ 146,511</u>	<u>\$ (6,000)</u>	<u>\$ (152,511)</u>

BIE TCU Facilities & Improvements (1430)
(4/15/2020 -6/30/2024)

Restricted revenues:			
Federal Government Grant	\$ 428,571	\$ 428,571	\$ -
Restricted expenses:			
Other Structural Improvement	-	428,571	428,571
	<u>-</u>	<u>428,571</u>	<u>428,571</u>
Excess (deficiency)	<u>\$ 428,571</u>	<u>\$ -</u>	<u>\$ (428,571)</u>

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

Restricted revenues:			
Federal government grant	\$ 341,911	\$ 117,505	\$ (224,406)
Restricted expenses:			
Compensation	(2,631)	-	2,631
Employee related expenses	288	-	(288)
Travel/professional Development	386	-	(386)

Advertising	800	(800)
Commuter Allowance	-	-
Communications	1,653	(1,653)
Tractor/Auto Repairs	-	-
Vehicle Rental	37,039	(37,039)
Promotion/Advertising	11,145	855
Consultants/Professionals	58,055	450
Building Materials	1,689	(1,689)
Education Supplies	-	-
Meeting Expense	1,265	1,235
Stipends	300	(300)
Participant Support	225	(225)
Guest Speaker/Honorariums	-	-
Other Structural Improvements	810	(810)
Program Supplies	29,631	2,369
Office Supplies	-	2,500
Library Collections	-	-
Computer Equipment	5,657	4,343
	146,312	(28,807)
	195,599	(195,599)
Excess (deficiency)	\$ -	\$ -

NIFA Equity III - (20-1508)

(Sept 1, 2018- Aug 31, 2022)

Restricted revenues:

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

Compensation	203,147	315,345	112,198
Employee related expenses	38,044	40,165	2,121
Commuter Allowance	1,454	1,606	152
Consultants	2,000	1,606	(394)
Program Supplies	91	-	(91)
Participant Support	-	-	-
Indirect Cost	42,971	85,143	42,172
	287,707	443,865	156,158
Excess (deficiency)	\$ (53,779)	\$ (1,606)	\$ (364,489)

USDA Furniture Arts & Science (20-1509)

(May 12, 2021- May 12, 2026)

Restricted revenues:

Federal government grant	\$ -	\$ 166,200	\$ (166,200)
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Restricted expenses:

Furniture	93,607	166,200	72,593
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Excess (deficiency)	93,607	166,200	72,593
	(93,607)	-	(238,793)
	\$	\$	

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

Restricted expenses:			-
Furniture/Other (TOCC Match)	30,953	22,428	(8,525)
Excess (deficiency)	30,953	22,428	(8,525)
	\$	\$	

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

Restricted revenues:			
Federal government grant	-	99,975	(99,975)
Other Structural Improvements	99,975	99,975	-
	99,975	99,975	-
Excess (deficiency)	(99,975)	-	99,975
	\$	\$	

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

Operational expenses:			
Furniture & Equipment	-	33,000	33,000
	-	33,000	33,000
Excess (deficiency)	-	(33,000)	(33,000)
	\$	\$	

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

Restricted revenues:			
Federal government grant	37,912	177,238	139,326
	\$	\$	
Compensation & Employee related Expenses	24,918	99,528	74,610
Travel/ Per Diem/ Lodging/Registrations	5,711	2,198	(3,513)
Stipends	-	2,700	2,700
Youth Programs	-	8,000	8,000
Other Participant/trainee Support Costs	-	13,312	13,312
Workshops	-	4,000	4,000
Program supplies	-	11,500	11,500
Equipment	-	36,000	36,000
	30,629	177,238	146,609

Excess (deficiency)	\$ 7,283	\$ -	\$ (146,609)
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)
Honorarium	1,500	1,500	-
Restricted expenses:			
Compensation	255,879	283,000	27,121
Employee related expenses	57,556	65,980	8,424
Travel/Lodging/Mileage/Transportation	9,045	12,960	3,915
Registration	1,500	760	(740)
Equipment Rental	510	-	(510)
Consultants	200	1,800	1,600
Honorariums	-	2,000	2,000
Meeting Expense	2,940	-	(2,940)
Program Materials & Supplies	1,240	6,120	4,880
	328,870	366,500	37,630
Excess (deficiency)	\$ (60,594)	\$ 295,000	\$ (430,854)

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)
TOCC Match	-	7,247	(7,247)
Restricted expenses:			
Excavation	36,000	36,000	-
Excavation TOCC	6,250	6,250	-
Utility Infrastructure	29,433	64,700	35,267
Concrete	31,000	31,000	-
Framing	6,002	6,002	-
Framing TOCC	997	997	-
	109,682	144,949	35,267
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)
TOCC Match	-	-	-

Restricted expenses:		
Other costs to complete		
Equipment and Construction Costs	27,435	129,000
	<u>27,435</u>	<u>129,000</u>
		101,565
Excess (deficiency)	<u>(27,435)</u>	<u>(230,565)</u>
\$	\$	\$

2018 USDA TCI E Campus Solar Project Match (10-1622)

Restricted expenses:		
Equipment and Construction Costs	6,450	6,450
	<u>6,450</u>	<u>-</u>
		-

2020 USDA TCI Wellness Ctr (20-1628) (9/1/20- 8/31/21)

Restricted revenues:			
Federal government grant	-	\$	181,367
TOCC Match	-		9,068
			<u>190,435</u>
Restricted expenses:			
Equipment and Construction Costs	-		190,435
	<u>-</u>		<u>190,435</u>
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
	<u>840,947</u>		<u>(2,214,116)</u>
Restricted expenses:			
Compensation	564,893	1,514,365	949,472
Employee related expenses	137,354	406,112	268,758
Travel Expense	-	404,573	404,573
Mileage	-	148,740	148,740
Registrations	-	49,530	49,530
Commuter Allowance	2,443	13,320	10,877
Communications	-	5,950	5,950
Vehicle rental	4,825	37,185	32,360
Printing	-	37,185	37,185
Memberships	-	3,719	3,719
Consultant fees and expenses	20,000	74,370	54,370
Education supplies and Outreach	6	70,944	70,938
Office supplies	136	26,030	25,894
Other office supplies/GED	-	7,437	7,437

Meetings	-	18,593	18,593
Contracts/subcontracts	13,574	164,291	150,717
Other Structural Improvements	311,199	-	(311,199)
Office equipment	-	67,172	67,172
Library collection	-	5,550	5,550
Excess (deficiency)	<u>1,054,430</u>	<u>3,055,063</u>	<u>2,000,633</u>
\$	<u>(213,483)</u> \$	<u>(0)</u> \$	<u>213,483</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)
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Restricted expenses:

Compensation	-	263,422	263,422
Employee related expenses	-	81,202	81,202
Contracts/subcontracts	-	5,340	5,340
Computer equipment	-	174,011	174,011
Other Structural Improvements	607,127	2,348,984	1,741,857
Education supplies	-	186	186
Excess (deficiency)	<u>607,127</u>	<u>2,873,145</u>	<u>2,266,018</u>
\$	<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	\$ -
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Restricted expenses:

Student Assistance	-	5,581,278	5,581,278
Employee related expenses	-	-	-
Contracts/subcontracts	-	-	-
Computer equipment	-	-	-
Other Structural Improvements	-	-	-
Education supplies	-	-	-
Excess (deficiency)	<u>-</u>	<u>5,581,278</u>	<u>5,581,278</u>
\$	<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	\$ 83,894	\$ 108,000	\$ (24,106)
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Restricted expenses:

Compensation	32,143	45,501	13,358
Employee related expenses	12,185	12,285	100
Scholarships	-	1,129	1,129
Registrations	160	-	(160)
Vehicle Rental	1,945	-	(1,945)
Office Supplies	-	500	500
Meeting Expense	-	5,100	5,100
Staff Development	-	5,015	5,015
Advertising/Printing	-	489	489
Contracts/Subcontracts/Consultants	5,040	27,245	22,205
Program Incentives	-	900	900
Program Supplies & Materials	182	800	618
Indirect Cost	3,378	9,036	5,658
	55,033	108,000	52,967
Excess (deficiency)	28,861	-	(28,861)
	\$	\$	\$

Great Lakes - Paid Internship - (1726)
(5/1/17 - 10/31/19)

Restricted revenues:

Grants From Other Sources	\$ 49,105	\$ 100,000	\$ (50,895)
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Restricted expenses:

Student Employment Salary and taxes	20,844	75,000	54,156
Consulting	3,480	23,000	19,520
Meeting expense	-	1,000	1,000
Promotion	-	1,000	1,000
	24,324	100,000	75,676
	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)
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Restricted expenses:

Administrative Costs Emergency Aid	-	9,000	9,000
Administrative Costs Paid Internship	-	30,000	30,000
Student Funds Emergency Aid	4,443	30,000	25,557
Advertising & Promotion	3,296	-	(3,296)
Office Supplies	424	-	(424)
Student Funds Paid Internship	-	100,000	100,000
Meeting Expense	36	-	-
	8,199	169,000	160,837

Excess (deficiency)	\$	34,385	\$	-	\$	(34,385)
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Ed stabilization Fund Covid 19 Assistance (20-8021)

(July 1, 2019 - June 30, 2024)

Restricted revenues:

Federal government grant	\$	817,579	\$	817,579	\$	-
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Restricted expenses:

Student Assistance	-	817,579		817,579		-
Employee related expenses	-	-		-		-
Contracts/subcontracts	-	-		-		-
Computer equipment	-	-		-		-
Other Structural Improvements	-	-		-		-
Education supplies	-	-		-		-

Excess (deficiency)	\$	817,579	\$	817,579	\$	(817,579)
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TOTAL RESTRICTED EXPENSES

Restricted revenues:

Federal government grants	\$	10,958,109	\$	18,906,885	\$	7,948,776
State government grants		2,595,373		4,402,516		1,807,143
Grant from Other Sources		1,872,731		2,385,236		(513,137)
Total Restricted Revenues	\$	15,426,213	\$	25,694,637	\$	9,242,782

Restricted expenses:

		8,452,537		25,721,360		17,211,894
Excess (deficiency)	\$	6,973,676	\$	(26,723)	\$	(26,454,676)

STUDENT FINANCIAL AID

AICF Food Security Emergency Aid (20-1221)

Restricted revenue:

Federal government grant	\$	5,700	\$	5,700	\$	-
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Restricted expenses:

Grants to or expenditures for TOCC students		-		5,700		5,700
		-		5,700		5,700

Excess (deficiency)	\$	5,700	\$	-	\$	(5,700)
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Scholarships- 20-1353 AICF Online Instruction (May 26, 2020 - July 31, 2020)

Restricted revenues:

Scholarship Award	\$	10,000	\$	10,000	\$	-
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Restricted expenses:

Online Instruction	-	10,000	10,000
	-	10,000	10,000
Excess (deficiency)	\$ 10,000	\$ -	\$ (10,000)

Scholarships- 21-8010 AICF (July1, 2020 - June 30, 2021)

Restricted revenues:

Scholarship Award	\$ 119,277	\$ 102,500	\$ 16,777
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Restricted expenses:

Travel/Meeting/Office Expense	4,441	2,500	(1,941)
Scholarships	275,425	100,000	(175,425)
	279,866	102,500	(177,366)
Excess (deficiency)	\$ (160,589)	\$ -	\$ 194,143

DoE Ed Cares Act Institutional Support (5/1/20 - 6/30/21) Grant 20-8025

Restricted revenue:

Federal government grant	\$ 563,759	\$ 924,823	\$ (361,064)
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Restricted expenses:

Compensation	78,050	78,050	-
Employee Related Expenses	7,842	7,842	-
Office Supplies	-	-	-
Grants to students	702,990	775,181	72,191
Awards & Gifts	115,250	63,750	(51,500)
	904,132	924,823	20,691
Excess (deficiency)	\$ (340,373)	\$ -	\$ (340,373)

Dept of Ed Cares Act Title III TCU Fund 3/13/20-6/30/22 (20-8026)

Restricted revenue:

Federal government grant	\$ 1,444,803	\$ 7,001,292	\$ (5,556,489)
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Restricted expenses:

Compensation	380,906	-	(380,906)
Employee related expenses	24,744	-	(24,744)
SCAC Grants to or expenditures for students	-	274,665	274,665
Postage & Delivery	18,363	-	(18,363)

Communications	462			
Building Rent	24,914			
Building R&M	4,441			(4,441)
Consultant Fees	107,093	-		(107,093)
Staff Development	6,588			(6,588)
Education Supplies	8,981			(8,981)
Meeting Expense	5,718	-		(5,718)
Custodial Expenses	139,171			(139,171)
CARES ACT Higher Ed Emergency Relief	984,988			(984,988)
Residence Fees Lost	39,600	39,600		-
Residence Fees Refunded TOCC	(22,072)	17,528		39,600
Contracts/Subcontracts/consultants	-	-		-
Cleaning Supplies	-	-		-
Indirect Costs	303,279			(303,279)
Other Structural Improvements	94,079			(94,079)
Computer Equipment	566,212			(566,212)
Awards and Gifts	34,000			(34,000)
Grants to or expenditures for TOCC students	-	6,669,499		6,669,499
	2,721,467	7,001,292		4,305,201
Excess (deficiency)	\$ (1,276,664)	\$ -		\$ (1,251,288)

DOE CARES Higher Ed Emergency Student Aid Relief Fund (HEERF)(20-8031)

Restricted revenue:				
Federal government grant	\$ 199,280	\$ 624,022	\$	(424,742)
Restricted expenses:				
Emergency Relief	199,922	624,022	\$	424,100
Excess (Deficiency)	\$ (642)	\$ -		(848,842)

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

Restricted revenue:				
Federal government grant	\$ 473,529	\$ 800,000	\$	(326,471)
Restricted expenses:				
Office Supplies		-		-
Grants to students	984,670	1,100,000		115,330
	984,670	1,100,000		(115,330)
Excess (deficiency)	\$ (511,141)	\$ (300,000)	\$	(211,141)

TOTAL STUDENT FINANCIAL AID

Restricted revenue:				
Federal government grants	\$ 2,816,348	\$ 9,468,337	\$	(6,651,989)
Restricted donations	124,977	108,200		16,777

	<u>2,941,325</u>	<u>9,576,537</u>	<u>(6,635,212)</u>
Restricted expenses	<u>5,090,057</u>	<u>9,758,337</u>	<u>4,668,280</u>
			<u>-</u>
Excess (deficiency)	<u>\$ (2,148,732)</u>	<u>\$ (181,800)</u>	<u>\$ (1,966,932)</u>

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: MICKIE WIDENER, HUMAN RESOURCES ASSISTANT
SUBJECT: **AGENDA ITEM**— **APRIL 2022**
DATE: 4/4/2022
CC: FILE

Background

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

Recommendation

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

RESOURCE LIST
March 2022

New Hires:

Name	Position	Date
Paschell Wilson	Culinary Arts Instructor	3/28/2022
	<p>Ms. Paschell Wilson has provided her Personal Chef Services for 31 years and was Long Term Substitute Teacher with Glendale Unified School District for seven months. She was Kid's Café and Culinary Instructor with Perspectives, Inc. for six months and Executive Chef/Culinary Instructor with Mountain Berry Culinary for seven months. Ms. Wilson was Executive Chef/Kitchen Manager/Catering Coordinator with Luca Bella Personal Chefs and Catering for two years and eight months. She was Chef/Culinary Instructor/Program Coordinator with Flipany for two years.</p> <p>Ms. Paschell Wilson earned her Masters of Science, Bachelors of Arts from Arizona State University. She received her Associate of Applied Science from Tidewater Community College.</p> <p>Ms. Wilson has certifications in CPR, Food Safety Manager, Classical Cooking, Catering and Kitchen Management.</p>	
Jeremy Tashquinth	Lead Facilities Maintenance	3/28/2022
	<p>Mr. Jeremy Tashquinth was Facilities Maintenance Technician with TOCC for five months. He was a Cattle Rancher for two years with Gu-Achi Livestock RangeP2. Jeremy was a Fabricator for three years and ten months with Price Industries.</p> <p>Mr. Tashquinth received a Certificate in Facility Maintenance Repair and Building from Tohono O'odham Community College.</p>	
Rocky Marks	Facilities Maintenance Technician I	4/4/2022
	<p>Mr. Rocky Marks was Community Laborer with Topawa Community, Babquivari District for four years and three months. He was Apprentice Electrician with Delta Diversified Enterprises for six months and he was Apprentice Electrician with Industrial West Electric for two months. Mr. Marks was Custodian for Tohono O'odham Community College for seven months. He was Landscaper for Desert Glen Landscaping for one month and Labor Worker for Sells District for 10 months.</p> <p>Mr. Rocky Marks is a participant in TOCC's Apprenticeship Program.</p>	

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

Administrative/Faculty/Exempt

Vacant Position	Division	Number of Applicants	Tohono O'odham			Application w/documents Complete		Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
			Native American	Other		Yes	No		Yes	No		Yes	No	
Academic Advisor Coordinator	Edu.	3	1	2		1	2	3/30/2022	2	1	3/30/2022 & 4/5/22	1		Pending additional interview
Academic Dean	Edu.							2/1/22	2	0	2/2/2022	1	1	Position filled 3/22/22
Apprentice Director	Pres.	0												
Culinary Arts Chef Instructor	Sustain.							2/25/22	1	3	3/4/22	1		Position filled 3/28/22
Dean of Student Services	Stu. Svs.							2/18/22	3	10	2/2/22 & 2/18/22	1	2	Position filled 3/18/22
Human Resources Director	Pres.	2	1	1		1	1	3/30/2022	1	1	3/31/22			Pending additional review
Language Specialist	Edu.	0												Continue to advertise
Restaurant Manager Instructor	Sustain.	0						3/17/2022	1	1				Continue to advertise-candidate withdrew
Technical Support Manager	Sustain.	0												Continue to advertise
Tohono O'odham Language & Culture Instructor	Edu.	1	1			1		1/31/2022	1		2/18/22	1		Position filled 2/28/22

Tohono O'odham Community College
Employment Vacancy Activity Log
April 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
						Yes	No			Yes	No			Yes	No	
Administrative Assistant	Finance	2	2				2	3/31/22								Pending additional paperwork
Bookstore Supervisor	Finance	1	1			1		3/30/22								Pending managers review
Data Entry Clerk	Stu. Svs.	11	3	8		1	10	3/30/22								Pending additional paperwork
Facilities Maintenance Technician I (2)	Op.	3	2	1		1	2	3/29/22		1		3/28/22		1		One position filled

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
LEADERSHIP COUNCIL – REVIEWED THE ISSUE ON MARCH 7, 2022
FROM: JAI JUAN, RECRUITER
SUBJECT: **TOCC BRANDING GUIDE**
DATE: APRIL 4, 2022
CC: EVAN THOMAS, SPECIAL ASSISTANT TO THE PRESIDENT

Background: As a growing institution, Tohono O’odham Community College is developing new programs, and more employees are involved in producing outreach and other material that is viewed by the public. As a new employee in fall 2020, I noticed that there were different colors, fonts, logos, and presentation styles in usage at TOCC, and I heard from others that they were concerned about this as well. In fall 2021, a group of us started meeting periodically to work on these branding issues. We heard from concerned parties, such as Head Athletic Coach Michael Steward, and worked to reach a consensus on colors, logos, and other details. We wrote up our recommendations in a Branding Guide and shared the guide with the College’s Deans on February 4, 2022. We presented the guide to the College’s Leadership Council on February 7, 2022, and after a month, on March 7, 2022, we checked in with the Leadership Council. There were no requested changes, and the Council approved the Branding Guide. The Branding Committee had these members:

The Branding Committee

Jai Juan

Martha Lee

Deshon Miguel

Anselmo Ramon

Daniel Sestiaga

Evan Thomas

Justification: The first three sentences of the Branding Guide describe the scope of the committee’s work:

Branding is the process of making an organization recognizable through distinctive design. The purpose of branding is to communicate visually to an organization's stakeholders and audiences. The "brand" consists of the color, fonts, and visual expressions that signal the organization's message. (*TOCC Branding Guide 2022, p. 1*)

The rest of the Branding Guide contains the information that is needed for the College to present a unified and distinctive visual message. The guide provides approved colors, official logos, recommended fonts, and so on. The guide also sets up a process for programs or departments within the College to create their own logos that coordinate with the overall College brand.

Two Branding Committee members are working with Mr. Tony Johnson, the graphic designer who designed TOCC's logos, to develop line versions and an apparel version of the current logo. This work will be completed in the next couple of months. We are presenting the Branding Guide for the Board's review while finishing this last detail.

Action Requested: Please review the Branding Guide and approve the processes and logos described in it.

Recommendation: The President recommends approval of the Branding Guide.

Tohono O'odham Community College
Branding Guide
2022

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INTRODUCTION

Branding is the process of making an organization recognizable through distinctive design. The purpose of branding is to communicate visually to an organization's stakeholders and audiences. The "brand" consists of the color, fonts, and visual expressions that signal the organization's message. In the case of Tohono O'odham Community College--relying on the College's vision and mission--the brand needs to communicate such values as

- connected to O'odham Himdag
- vibrant and energetic
- integrated with the community
- supportive of learning
- organized, balanced, and well-defined

As people see a consistent use of College colors, fonts, and logos, they will subconsciously recognize the College's brand.

Any designated campus individual will be responsible for maintaining the correct Tohono O'odham Community College brand at all times. In the form of physical publication, online media and/or apparel, any party must follow prescribed guidelines to ensure a consistent brand across all platforms. Therefore, it is the responsibility of administration, faculty, staff and students to become familiar with and demonstrate knowledge of the branding guidelines when publishing work on behalf of Tohono O'odham Community College.

BACKGROUND

Tohono O'odham Community College (TOCC) has undergone changes to its brand, including but not limited to, the official college seal, colors, and content related to the Jegos mascot over the years since its inception. To assist the campus community in its efforts to promote TOCC and its affiliates, the branding guidelines are essential to mitigate any unapproved uses and inconsistencies within the College's publications. This branding handbook will be available to all parties through an online portal to guide any work on behalf of the College.

In these guidelines, users will find essential information that includes official college seals, colors, fonts, and so on. In addition, this handbook will be updated on a regular basis to include new themes and content to help inform new marketing strategies.

Definitions

Brand: the nonverbal communication of an entity's identity or key characteristics, expressed through design, color, typography, and other visual elements.

Branding: the process of creating the visual elements and defining, clarifying, and communicating the concepts that express an organization's brand.

Content: the ideas that a person or organization conveys through words and visual elements.

Content marketing: the process of sharing ideas, narratives, and information, especially online, in order to generate interest in an organization with the long-term goal of promoting its brand.

Copyright: the ownership of a piece of writing or other tangible expressions; the right of ownership as applied to text or other original works of art or sound. Note that copyright does not need to be registered to exist. A person who writes a page in a diary has copyright of that text; a student who writes a paper holds copyright of that essay. Generally, an organization holds the copyright of the writings of its paid employees or contractors.

Copyright registration: the process or fact of filing a notice of copyright with the United States Copyright Office, a part of the Library of Congress (or with other such offices in other countries). See <https://copyright.gov/> for more information.

Licensing: Giving permission for one entity to use the intellectual property (or the physical property) of another. Usually the owner of the property charges a fee or collect royalties from the party using the property.

Patent: intellectual property rights to an invention for a specified period of time. More information is available at the United States Patent and Trademark Office at <https://www.uspto.gov/>.

Stakeholders: Individuals or groups of people—also called constituents or constituencies—who have a connection to an entity or an interest in the success of an organization. Examples of a college's stakeholders include students, employees, the community, alumni, and donors.

Trademark: ownership of the intellectual property consisting of words, names, symbols, and other visual elements that communicate a brand or source of goods and services. More information is available at the United States Patent and Trademark Office at <https://www.uspto.gov/>.

POLICIES AND PROCEDURES

Creating TOCC Branded Content

Creating TOCC branded content means creating written and visual products that reflect and appropriately communicate the ideas and concepts contained within the College's brand. This type of content expresses the College's message to stakeholders about events, services, programs, and news. The tone of the writing and the design of visual elements should convey the values mentioned above:

- connected to O'odham Himdag
- vibrant and energetic
- integrated with the community
- supportive of learning
- organized, balanced, and well-defined

Examples of branded content include the following: fundraising letters, social media posts, radio broadcasts, newsletter articles, videos, program brochures, project-specific logos, annual reports, and much more. Examples of "non-branded" content include course lectures, the College's financial statements, and meeting notes. However, non-branded content may be presented in a format that acknowledges the brand. For example, a course lecture may be accompanied by PowerPoint slides that display the College logo, or the financial statements may be printed on TOCC letterhead.

College employees will be involved in creating both branded and non-branded content as part of their work. Branded content is designed to communicate with stakeholders and the public in a way that strengthens the College's work on its mission and brings it closer to its vision. The rest of this document focuses on branded content.

As the College grows and as media outlets multiply, TOCC employees have many opportunities to create branded content. New programs may be promoted through brochures, social media posts, advertisements, and content marketing. It may be appropriate to strengthen projects and programs by developing logos for them that work with the overall TOCC brand. See the section "Creating a Logo" below for the steps.

Because of the multiplicity of opportunities for branded content and the resulting need for review and standards, the Communications Team is offering this policy document with guidelines for developing content, as well as help with organizing and publishing content. The approved TOCC colors, fonts, seals, logos and usage standards are provided in this guide. All branded content must follow the guidelines of this Branding Guide.

Content Submissions Guidelines

For website updates, Facebook posts, and other content submissions you wish to be published on one of the college's platforms please follow the following guidelines in sending your request to the Communications Team:

1. Label subject line of the email

- a. Platform | subject, for example:
 - i. Website | 2020 Annual Report
 - ii. Facebook | Orientation Announcement
 - iii. Youtube | Campus Video

2. Determine Target Audience:

- a. For best practices, it should be pre-determined to whom content messaging is targeted. For example, content can target one or more of these groups:
 - i. General Public
 - ii. Students
 - iii. Community Members
 - iv. All

3. Content Preparation

- a. If an employee would like to highlight anything on a social media platform, send requests to communications@tocc.edu. Please make sure that you include your post's text (with limited wording) as well as your proposed content.
- b. If an employee does not have existing content, please work directly with the Communications Team to develop the new content.
 - i. This will ensure that materials are following TOCC guidelines.
 - ii. Please send verbiage with all appropriate information and a post will be created and sent back for approval.
- c. Please consider the target audience and the type of messaging that is being put out. It should be clear, concise, and targeted to whom you are trying to reach.

Creating a TOCC Profile/Account

As stated in the Information Technology Policies:

2. Monitoring of Social Media by TOCC

TOCC is not responsible for monitoring or pre-screening content posted on its social media sites. Notwithstanding, TOCC reserves the right to monitor its sites and to remove, without notice, any content that TOCC determines to be harmful, offensive, commercial in nature, or otherwise in violation of law or this Policy. If employees and students become aware of objectionable content posted on a TOCC social media or of objectionable comments concerning the College that are posted on an unaffiliated site, they should notify the TOCC IT Department promptly, and not reply on behalf of the College. TOCC's IT Department will work with the appropriate department(s) as necessary to address the objectionable content.

3. TOCC Social Media Site Approval, Administration, and Requirements

a. Authorization and Administration. TOCC social media sites may be administered on behalf of (a) TOCC as an institution; (b) individual programs or departments; (c) members of the faculty, in connection with a specific course; or (d) student organizations. The following policies must be followed:

- Any person or organization who seeks authorization for a new site will be expected to articulate an appropriate purpose of the site and a reasonable plan for managing its content. All new sites require approval from the IT Department.
- Institutional sites that represent TOCC must be authorized in advance by the President of TOCC.
- Sites administered by members of the faculty in connection with specific courses must be authorized by the Academic Dean or Dean for Sustainability.
- Sites sponsored by recognized student organizations in connection with specific activities must be authorized by the Academic Dean or Dean for Student Services.
- When naming pages or accounts, selecting profile pictures or icons, and selecting content to post, authorized TOCC sites that represent only a segment of the TOCC community (for example, an individual College program, department or course) should take care to avoid the appearance of representing the entire institution. Names, profile images, and posts should all be clearly linked to the particular program, department, or course.
- Unauthorized use of the Tohono O'odham Community College name, logo, or trademarks without the express permission of an authorized official of the College is strictly prohibited.

b. Site Administration Social media site administration is provided by the IT Manager, the Dean for Student Services and two staff members designated by the IT Manager.

Creating a Logo

Plan for your new logo proposal to take two to three months to go through the approval process. During that time you will need to develop your purpose, determine the new design, seek approval from the Himdag committee, Branding Committee, Department Dean, President's Office and the Board of Trustees. Here are the steps for the process.

1. Map out your timeline after considering the following steps.
2. Brainstorm about the meaning you would like to convey in your logo, and follow the concepts and instructions in this Branding Guide to develop the logo and materials for your program, project, or office.
3. Submit your logo and materials to the Branding Committee to consider. The Committee meets biweekly and will add your project to its next available agenda. The Committee will determine that design and branding guidelines have been met.
4. For all new logos, you will need approval from the appropriate Dean, from the Himdag Committee, from the President, and the Board of Trustees. The Himdag Committee meets biweekly and the Trustees meet monthly. To plan the timeline, keep in mind that the early approvals will need to take place before a logo can be added to a Board Packet for Board of Trustees consideration.
5. After the Board of Trustees approves the new logo, please share electronic files of the design with all employees at TOCC who might need access to it.

OUR BRAND

Who are we

Our Vision

Tohono O’odham Community College’s vision is to become the Tohono O’odham Nation’s center for higher education, and to enhance the Nation’s participation in the local, state, national, and global communities.

Our Mission

As an accredited and land grant institution, TOCC’s mission is to enhance our unique Tohono O’odham Himdag by strengthening individuals, families, and communities through holistic, quality higher education services. These services will include research opportunities and programs that address academic, life, and development skills.

Our Goals

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

To include Elders as primary resources, instructors, advisors and counselors as a means of reinforcing Tohono O’odham Himdag.

To recruit highly qualified faculty and staff who are dedicated to the art of teaching, advising, and service specifically to the Tohono O’odham Community.

To ensure the integration of appropriate Tohono O’odham Himdag in the physical environment, curriculum, and processes of the college.

To ensure that curricular offerings are relevant to the needs of communities and individuals in fundamental skills; i.e., general reading, writing and math skills.

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

Brand Values - T-Şo:şon (Our Core)

T-Wohocudadag – Our Beliefs

At Tohono O’odham Kekel Ha-Maşcamakuđ we believe that T-Wohocudadag provides balance, strengthens, and helps us respect ourselves, other people, and cultures. Things in our lives (e.g. nature, people, the environment, animals) keep us in balance. Everything is here for a reason, to learn from, to care for, and to respect.

T-Apedag – Our Well-Being

We, at Tohono O’odham Kekel Ha-Maşcamakuđ, believe that T-Apedag includes what is healthy and good for us (physically, spiritually, emotionally and mentally) and all that is around us. How we interact with the world and our relationships influences our health. Well-being is how you give, how others give to you, and how to take care of yourself and others – (mentally, spiritually, emotionally and physically). Self-reflection provides understanding of one’s place in the world, one’s effect on others, and vice versa.

T-Pi:k Elida – Our Deepest Respect

We, at Tohono O’odham Kekel Ha-Maşcamakuđ, believe that T-Pi:k Elida is a deep sense of respect for the land, the people, and the things upon the land, yourself, and your life. This includes valuing the people and the culture.

I-We:mta – Working Together

We, at Tohono O’odham Kekel Ha-Maşcamakuđ, believe that I-We:mta is crucial for the success of the college.

In years past, when someone shot a deer they shared it with the people. This was also true when planting and harvesting the fields where everyone helped one another. Providing food was not just for oneself; it included the concept of sharing, taking care of others, and giving back to the community. Tohono O’odham provided help when help was needed, particularly in times of loss and death.

College Motto

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

Colors

Primary Colors



JEGOS LOGO

CMKY (60,0,60,67)
RGB (252, 183, 20)
Hex #FCB714



JEGOS LOGO

CMKY (8,84,0,58)
RGB (97, 17, 106)
Hex #61116A

Supporting Colors



Light Yellow
CMKY (0,4,11,0)
RGB (255, 245, 227)
Hex #FFF5E3



Highlight
CMKY (0,8,54,3)
RGB (248, 227, 114)
Hex #F8E372



Highlight
CMKY (0,95,0,40)
RGB (153, 8, 153)
Hex #990899



Secondary
CMKY (0,4,17,0)
RGB (255, 246, 211)
Hex #FFF6D3



Secondary
CMKY (0,18,82,0)
RGB (255, 208, 46)
Hex #FFD02E



Secondary
CMKY (0,95,0,49)
RGB (130, 6, 130)
Hex #820682



Neutral Color
CMKY (0,15,36,5)
RGB (241, 205, 155)
Hex #F1CD9B



Primary Color
CMKY (0,27,92,1)
RGB (252, 183, 20)
Hex #FCB714



Primary Color
CMKY (8,84,0,58)
RGB (97, 17, 106)
Hex #61116A



Hue
CMKY (0,19,44,47)
RGB (134, 109, 75)
Hex #866D4B



Hue
CMKY (0,30,100,17)
RGB (212, 149, 0)
Hex #FBB716



Hue
CMKY (0,95,0,67)
RGB (84, 4, 84)
Hex #540454



Black
CMKY (0,0,0,100)
RGB (0, 0, 0)
Hex #000000



White
CMKY (0,0,0,0)
RGB (255, 255, 255)
Hex #FFFFFF

Typography

Professional/Advertising Use

Open Sans is our Sans Serif font for professional and advertising use.

Open Sans Extra Bold

ĂăÑñŊŋŞşĐđ

Open Sans

ĂăÑñŊŋŞşĐđ

Open Sans Light

ĂăÑñŊŋŞşĐđ

Everyday Use

Clear, clean and professional sans serif fonts are great options for everyday use. Fonts and colors used in everyday external and internal communication should be easy to read.

Formal Use

Times New Roman is our Serif font reserved for formal documents and the college's name written in english and O'odham.

Times New Roman

ĂăÑñŊŋŞşĐđ

Times New Roman

ĂăÑñŊŋŞşĐđ

Tohono O'odham Community College

Tohono O'odham Kekel Ha-Maşcamakuđ

Website Use

Time New Romans font is used for headers

Open Sans is used for smaller/body text

BRANDED ITEMS

College Motto

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

College Seal

The Official College Seal should be used in full color on official and formal documents. The simplified white and black seals should be used in situations where it is not possible to use the full-color seal. Alterations to the official seal without the consent of TOCC's Board of Trustees is strictly prohibited. The College is developing a full-color logo with white lettering specifically for use on apparel.



JPEG



PNG Transparent



White



Black

The founding members of the Board of Trustees designed the College Seal, which is in keeping with the TOCC Vision, Mission and Goals. Tony Johnson, a local artist, was commissioned to develop the College Seal. The images in the seal express the College's commitments to education and O'odham culture.

Visit <https://tocc.edu/seal/> to learn more about the meaning of Tohono O'odham Community College's Official Seal.

DO NOT USE THE FOLLOWING SEALS



Original Seal



2014 Seal Update



20th Anniversary Seal

Jegos Mascot Logo

We encourage the use of TOCC's Jegos Logo in marketing and promotional materials. However, the Jegos logo should not replace the use of TOCC's Official Seal for formal and official matters.



In summer 2011, an anonymous donor provided funding to help TOCC start a men's basketball team. Shortly after, TOCC started a women's basketball team in 2012.

A community-wide vote determined TOCC's mascot as Jegos, the mighty summer dust storms that precede the monsoon.

The College then held a contest for the mascot's design. Local graphic artist Tony Johnson developed the Jegos logo.

2012 Jegos Logo - Not to be used



2014 Jegos Logo



Program Logos and Seals

Some programs develop logos or seals to enhance the visibility of their programs. Program-specific logos and seals are not to be used without the knowledge and consent of the program coordinators.

Students Thriving, Achieving and Rising Together Program Logo



Full Color



Black and White



White Wash

Designed by: Kevin Coochwyetewa

An academic seal-like logo was the idea behind this concept that embodies O’odham culture and spirit with the prominent Man in the Maze design that is contained within the glow of the rising sun.

The Man in the Maze story is one that embodies new beginnings and an individual’s journey through life. It appropriately symbolizes the experiences and goals of S.T.A.R.T. participants.

A silhouette of the sacred Baboquivari Peak is an identifiable landmark that creates a sense of home and also of strength, as the O’odham have lived and prospered in the region for hundreds of years. The rising sun reflects positive energy and the opportunity for new beginnings each day.

The “A” letterform of the S.T.A.R.T. logotype, represents Achievement and is appropriately “capped” with a mortarboard symbol. In addition to the gold stars, it represents academic success, excellence, and graduation — the ultimate goals of the program and its participants.

As a whole, this mark is strong, bold and professional, and would work well on all official collateral and apparel.

A Student's Journey Logo

A Student's Journey is a program that partners with the University of Arizona to help TOCC students prepare for transfer to the University. The program developed this logo.

The logo concepts presented contain various layers of symbolism that encompass learning, education, growth, O'odham heritage and cultural pride. The primary icon is a backpack, which holds the tools and belongings one needs on any journey. The backpack is illustrated with the Man in the Maze symbol, water symbols, Saguaro cacti and stylized eagle feathers that represent honor and strength. The color palette includes TOCC and University of Arizona school colors.

Script: Sarah Script-Regular

Designed By: Kevin Coochwyte



Full Color



Black and White



Bag



Name

Wellness Logo



The Wellness logo was designed to include the Man in the Maze design. Traversing the human journey of discovery is part of wellness. The feathers refer to traditional O'odham approaches to wellness.

Cross Country Logo



Seal and Logo Misuse

Do not crop the seal

Do not change the transparency of the seal

Do not alter the order or design of the seal

Do not incorporate new colors into the seal

Do not change the size of any part of the seal

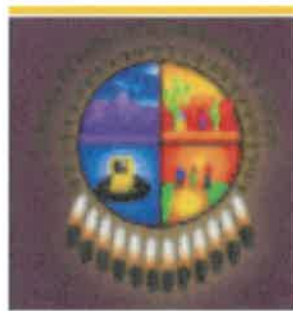
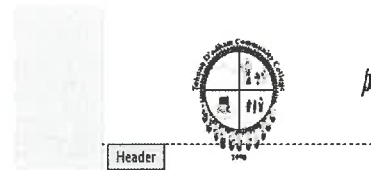
Do not distort the seal

Do not use a drop shadow or any other effects on the seal

Do not re-create the seal using a different typeface

Do not rotate any part of the seal

Misuse Examples



Stationery

Stationery, which includes paper, envelopes, cards, and other writing materials, is an essential conveyor of the College's brand. To keep official and formal communications consistent, please use the provided templates for letterhead and envelopes.

Letterhead

TOCC Master



Tohono O'odham Kekel Ha-Maşcamakuł

P.O. Box 3129 Sells, AZ 85634

Phone: (520) 479-2300 | Fax: (520) 383-8403

www.tocc.edu

Department



Tohono O'odham Kekel Ha-Maşcamakuł

Department Name

P.O. Box 3129 Sells, AZ 85634

Phone: (520) 479-2300 | Fax: (520) 383-8403

www.tocc.edu

[Insert links to documents]

Envelopes

TOCC Master



Tohono O'odham Community College

P.O. Box 3129 Sells, AZ 85634

Department



Tohono O'odham Community College

Department Name

P.O. Box 3129 Sells, AZ 85634

[Insert Links to Template]

Business Cards

Business cards introduce an organization, a position, and a person. Tohono O'odham Community College and the Branding Committee respect and support the individuality of our colleagues. Each person or office may design their own cards, ensuring that the design and content are clear, readable, and professional. Only TOCC's approved brand colors and official seal may be used.

PRINTING

This section and the following two subsections need to be completed. Meanwhile, the [Finance and Operations Policies and Procedures](#) contains pertinent purchasing guidelines.

Printing Guidelines

Employees preparing items for printing need to follow best practices such as these:

- Preparing the material so that messaging, seals and logos, colors, and fonts are consistent with the College's brand. Photographs should be high-resolution versions so that they print clearly.
- Review and proofing are conducted before the item goes to print.
- It is ideal to provide the printer with a high-resolution press-ready pdf or to work with a designer who can provide such a pdf to the printer.
- The printer is provided with clear specifications that cover color codes, paper quality, trim (margin size), count, and other details.
- Proofs from the printer are thoroughly reviewed before approval.

If a vendor cannot maintain the quality of TOCC's brand and meet our brand guidelines, a decision should be made at the proofing stage to cancel the job and go with a different vendor.

Approved Vendors

Vendors must be in compliance with the Finance Office's Finance and Operations Policies and Procedures as well as the TOCC's Branding Guidelines. A list of approved vendors for printing will be added here.

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTS, PRESIDENT
FROM: RON GERONIMO, CO-DIRECTOR, O'ODHAM LANGUAGE CENTER
SUBJECT: **PART-TIME PROJECT SPECIALIST JOB DESCRIPTION**
DATE: MARCH 30, 2022
CC: MICKIE WIDENER, HUMAN RESOURCES ASSISTANT

Background: The O'odham Language Center was recently awarded a one-year *Association of Tribal Archives, Libraries and Museums NEH SHARP* Grant to fund the *Revitalizing Tohono O'odham Oral History: A Digital Humanities Project*. The project is an extension of the Doris Duke Native American Oral History Project the O'odham Language Center is currently a part of through the Arizona State Museum.

The goal of this project is to transcribe 119 oral history recordings collected from 1966-1970 to make them accessible to O'odham and the general public for educational purposes, to contribute to language programs, and general use. The grant award allocates funding for a part-time Project Specialist and consultants to complete the transcription work needed to make the recordings accessible.

Justification: To prepare the recordings for public access and use, funding is allocated through the grant to hire a part-time Project Specialist and consultants. The part-time Project specialist will be primarily responsible for:

- comparing the transcripts to the recordings to ensure accuracy
- translating materials recorded in the O'odham language
- transcribing recordings that have not been transcribed
- adding community content i.e. photographs, documents, etc.
- obtaining permission forms from participants or family members of deceased participants
- adding traditional knowledge labels, and
- working with the Oral History Metadata Synchronizer program to index the project recordings.

Action Requested: We request the BOT to approve the job description for a Part-time Project Specialist for the O'odham Language Center.

Recommendation: The President recommends the job description for the Part-time Project Specialist. Based on review of the specialist's roles and responsibilities, and alignment with the grant specifications, it is recommended that the pay be as follows:

Hourly: \$18.00

The project specialist will work approximately 108 hours per month at a rate of \$18.00 per hour for one year totaling, \$23,328.00.

ATTACHMENT: Project Specialist job description.



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Project Specialist
Reports To: Co-Directors Tohono O'odham Language Center
Status: Part-time/ Temporary/ Non-exempt (One year grant funded)
Salary: \$18.00 per hour

SUMMARY: This Project Specialist is responsible for ensuring the completion of activities for the Revitalizing Tohono O'odham History Project. The Specialist will index the O'odham materials in the Doris Duke Oral History Collection and will evaluate the accuracy of translations and transcriptions. The position will also identify and locate original project participants or family members of participants to update information and gather additional content to include with the oral histories.

ESSENTIAL DUTIES:

- Review collection to determine which recordings need to be translated or transcribed
- Compare completed transcripts to oral recordings to ensure accuracy.
- Assist with indexing of project recordings
- Identify project participants or family members of project participants.
- Identify and add community content (photographs or documents) to oral history recordings
- Attend Language Center meetings as necessary
- 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;
- Performs other similar duties related to the Revitalizing Tohono O'odham History Project.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- High School Diploma or GED equivalent
- Ability to read, write, and speak O'odham.

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

- 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 offences within the past year.
- Must successfully pass a background check and fingerprint clearance.

KNOWLEDGE:

- Knowledge of the customs, culture, traditions, and protocols of the Tohono O'odham Nation.
- Knowledge and understanding of language and cultural related issues and history of the Tohono O'odham.
- Knowledge of courtesies and customs pertaining to communication with the O'odham community.
- Knowledge of professional ethics relating to historical and cultural information gathering.

SKILLS:

- Compilation, analyzing, and organizing information and data;
- Establishing and maintaining effective working relationships with Community Members;
- Computer literacy with proficiency in word processing and Microsoft Office; Excellent verbal and written communication.

WORK ENVIRONMENT:

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

HOW TO APPLY

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

**TOHONO O'ODHAM COMMUNITY COLLEGE
ATTENTION: HUMAN RESOURCES
P.O. BOX 3129
SELLS, AZ 85634
VOICE (520) 479-2307
FAX (520) 479-2281**

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

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: DR. PAUL ROBERTSON

FROM: DR. CURTIS PETERSON, DEAN VIGGIANO, LINDA CHAPPEL

subject: Full-time position for Arts- S-Ki:kig Maşcama Ki:

CC:

Background: Increased enrollment, return to in-person classes and resignation of the director of the Phoenix center.

Justification:

The instructor will teach a full course load in the Visual Arts department. In addition this position will assist in creating a presence for Tohono O'odham Community College in Phoenix and operations of the S-Ki:kig Mascama Ki: (the Phoenix Center). The instructor will need to know about traditional O'odham Himdag and arts traditions or will learn about those practices and apply them in the classroom.

Action Requested: Addition of Full-Time Fine Arts Position for S-ki:Kig Mascama Ki:

Recommendation: Approve



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Art Instructor - Phoenix Center

Reports To: Academic Chair

Status: Full-time/ Regular/ Exempt

Salary: \$47,701 annual (DOE)

SUMMARY: The Instructor will teach courses. Because this is a full-time position, the instructor will also be expected to design curriculum, participate in faculty curriculum development, and to participate in committee work. Support the College's vision, mission, and goals.

ESSENTIAL DUTIES:

- Instructs students in a classroom setting in an assigned area of responsibility, ensuring applicable core competencies are addressed;
- develops course syllabus; plans, teaches, observes; grades assignments completed by students; and evaluates overall student performance;
- Participates in the development of applicable instructional materials, exams, workshops, tutorials, presentations, support items, special programs, and/or other related items;
- Conduct research into new and/or revised pedagogies and educational philosophies, and maintain currency in the discipline;
- Facilitates study sessions and workshops with students;
- Participate in meetings, committees, and in other college activities;
- May assist in the preparation of schedules and course offerings;
- Develop and implement and integrate Tohono O'odham culture in the curriculum;
- 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;
- Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Master's degree in the teaching field or masters in any teaching field with 18 graduate semester hours in the teaching field or masters in any teaching field with 24 upper division and/or graduate semester hours in the teaching field.
- Experience with, or willingness to learn, multimedia presentation, IIN course delivery, and online course development and teaching.

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

- Ph.D. in the teaching field.
- Ability to speak and understand O'odham and/or Spanish.
- Knowledge and understanding of the historical and contemporary issues facing Native peoples.

- Three to five years of instructional experience in an academic environment

LICENSING REQUIREMENTS:

- Valid Arizona Driver's license with no DUI's or major traffic offences within the past two years.
 - Must successfully pass a background check and finger print clearance.
- Licenses may be required depending on area of assignment.

KNOWLEDGE:

- Instructional methodologies
- Adult learning theory;
- Research methods;
- Student evaluation methods;
- Principles in assigned academic area;
- Advising processes and practices.

SKILLS:

- Conducting research;
- Evaluating student performance;
- Instructing students;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, and the general public.
- Creating collateral materials for class sessions;
- Advising students;

WORK ENVIRONMENT:

TOCC is a tribal college located on the Tohono O'odham Nation, 60 miles west of Tucson. The incumbent will work closely with members of the Tohono O'odham Nation within a multi-culture setting. Proof of Covid-19 vaccination is a requirement for employment with TOCC.

BENEFITS:

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

HOW TO APPLY

Applications are available on line at www.tocc.edu. •Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of two references (name, position, organization and work phone numbers), and two (2) letters of recommendation dated within the past twenty-four 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

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FAX (520) 479-2281

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TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: DR. PAUL ROBERTSON, PRESIDENT

FROM: DR. TIFFANY VIGGIANO, ACADEMIC DEAN

SUBJECT: Reclassification of Ed. Division's Program Coordinator

CC:

Background: The move to advising within the Ed. division has created a significant increase in workload. Administrative assistant is required to meet work needs (see additional request). Program Coordinator will be expected to supervise Administrative Assistant and provide training to Advising Coordinator. This is a change in responsibility.

Justification: Increase in responsibility.

Action Requested: Change classification of Ed. Division's Program Coordinator from non-exemption classification to exempt level, increasing her pay from \$ 46,081 to \$47,475-\$48,050 band.

Recommendation: Approve



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: AcademicProgram Coordinator
Reports To: Academic Dean
Status: Full time/ Regular/~~HourlyExempt~~
Salary: ~~\$43,000~~ 47, 500-48, 050 annual (DOE)

SUMMARY: The AcademicProgram Coordinator ~~(AC)~~ plays a central role in organizing, supervising, and maintaining a steady flow of work in the Education Division of the College. The AC must have exemplary customer services skills, excellent problem solving skills, ability to handle a diverse range of tasks on a timely basis, capacity to deal effectively with crisis situations that may arise, and tolerance for working on short timelines in order to achieve needed ends. The AC will need to have a good overall working knowledge of higher education processes including curriculum, registration, advisement, financial aid, and course scheduling. ~~The Coordinator will 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.~~

ESSENTIAL DUTIES:

- Manage and coordinate administrative and academic projects for the Academic Dean including arranging special events;
- Prepare and edit correspondence, communications, presentations and other documents;
- Monitor, respond to and distribute incoming communications including emails as needed;
- Work with faculty members, including adjunct faculty to meet the Education Division needs;
- Answer and manage incoming calls and respond in a timely matter;
- Provide operations support via budget module in Jenzabar and monitor budget expenditures;
- Track and maintain various department records, including databases, course bank, curriculum tracking, syllabi, adjunct faculty contracts, room and course scheduling, advising trees and mailing lists;
- Interacts with incoming internal and external visitors in a professional, welcoming manner;
- Maintain cooperative working relationship with College staff, other organizations, and the public. Participate on College committees as requested;
- 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;
- Provide supervision for the Administrative Assistant;
- Perform other duties of a similar nature of level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Associate's degree from an accredited college or university or an equivalent combination of education and experience necessary to perform the essential responsibilities of the Academic Coordinator and two years related experience;

- Two years of administrative experience in an educational institution, preferably in higher education.

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

- Bachelor's degree from an accredited college or university;
- One-year supervisory experience;
- Ability to speak and understand O'odham language;
- Knowledge and understanding of the historical 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:

- Basic managerial principles and practices;
- Computer literacy with proficiency in word processing and Microsoft Office;
- Jenzabar data management system expertise or expertise with a similar system.

SKILLS:

- Ability to work well with a diverse student body and to exhibit and practice excellent customer service practices;
- Ability to relate to individuals and be approachable;
- Excellent oral and written communication skills;
- Knowledge of higher education to include knowledge of course scheduling, curriculum processing and development.

WORK ENVIRONMENT:

TOCC is a tribal college located on the Tohono O'odham Nation, 60 miles west of Tucson. The Coordinator will work closely with members of the Tohono O'odham Nation within a multicultural setting. Proof of Covid-19 vaccination is required for employment with TOCC.

BENEFITS

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

HOW TO APPLY

Applications are available on line at www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of ~~three~~two references (name, position, organization and work phone numbers), and ~~three~~(2) letters of recommendation dated within the past ~~twelve~~twenty-four 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
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P.O. BOX 3129
SELLS, AZ 85634
VOICE (520) 383-~~004~~9479-2307**

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BOT Approved: ~~2/14/19-sde~~



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Program Coordinator
Reports To: Academic Dean
Status: Full time/ Regular/Exempt
Salary: \$ 47,500 Annual (DOE)

SUMMARY: The Program Coordinator plays a central role in organizing, supervising, and maintaining a steady flow of work in the Education Division of the College. The AC must have exemplary customer services skills, excellent problem solving skills, ability to handle a diverse range of tasks on a timely basis, capacity to deal effectively with crisis situations that may arise, and tolerance for working on short timelines in order to achieve needed ends. The AC will need to have a good overall working knowledge of higher education processes including curriculum, registration, advisement, financial aid, and course scheduling.

ESSENTIAL DUTIES:

- Manage and coordinate administrative and academic projects for the Academic Dean including arranging special events;
- Prepare and edit correspondence, communications, presentations and other documents;
- Monitor, respond to and distribute incoming communications including emails as needed;
- Work with faculty members, including adjunct faculty to meet the Education Division needs;
- Answer and manage incoming calls and respond in a timely matter;
- Provide operations support via budget module in Jenzabar and monitor budget expenditures;
- Track and maintain various department records, including databases, course bank, curriculum tracking, syllabi, adjunct faculty contracts, room and course scheduling, advising trees and mailing lists;
- Interacts with incoming internal and external visitors in a professional, welcoming manner;
- Maintain cooperative working relationship with College staff, other organizations, and the public. Participate on College committees as requested;
- 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;
- Provide supervision for the Administrative Assistant;
- Perform other duties of a similar nature of level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Associate's degree from an accredited college or university or an equivalent combination of education and experience necessary to perform the essential responsibilities of the Academic Coordinator and two years related experience;
- Two years of administrative experience in an educational institution, preferably in higher education.

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

- Bachelor's degree from an accredited college or university;
- One year supervisory experience;
- Ability to speak and understand O'odham language;
- Knowledge and understanding of the historical 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:

- Basic managerial principles and practices;
- Computer literacy with proficiency in word processing and Microsoft Office;
- Jenzabar data management system expertise or expertise with a similar system.

SKILLS:

- Ability to work well with a diverse student body and to exhibit and practice excellent customer service practices;
- Ability to relate to individuals and be approachable;
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TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: PAUL ROBERTSON, PRESIDENT
ADMINISTRATION– REVIEW DATE: MARCH 22, 2022

FROM: LIZ ZEPEDA AND DR. SUDIP “SAM” SEN, STUDENT SERVICES

SUBJECT: **S-KI:KIG MAŞCAMA KI: DIRECTOR AND S-KI:KIG MAŞCAMA KI: SITE TECHNICIAN JOB DESCRIPTIONS**

DATE: APRIL 7, 2022

CC: EVAN THOMAS, SPECIAL ASST TO THE PRESIDENT

Background:

S-ki:kig Maşcama Ki:’s staffing has not been adequate to support the needs of the Center. The previous structure of having a manager serve as the liaison between S-ki:kig Maşcama Ki: staff did provide the necessary support as planned.

Justification:

The conversion of both positions in Phoenix from a Coordinator to a Director and the Administrative Assistant to a Site Technician will allow the staff at the Center to make decisions more readily. The Director position will have the autonomy to act from an informed perspective for the Phoenix Center. Also, by reporting directly to the Dean of Student Services, there will not be a loss of momentum or information as it relates to matters directly affecting the Phoenix Center. The conversion of the Administrative Assistant to a Site Technician will allow for a greater range of responsibilities in order to more readily assist the Site Director.

The combination of strengthened positions with more authority to act with a greater degree of autonomy will result in forward movement as far as recruitment of students, outreach to community partners, and engagement in dual enrollment and other activities that will strengthen the Center.

Action Requested: We request the BOT to approve the job descriptions for a Phoenix Site Director and a Phoenix Site Technician.

Recommendation: The President recommends the approval of the new job descriptions for S-ki:kig Maşcama Ki:. Based on a review of the position’s duties, responsibilities, and level it is recommended that the rate of pay be as indicated on the accompanying job descriptions.

TOCC Job Announcement – Phoenix Center Coordinator

Job Title: Phoenix Center Coordinator

Reports To: Dean of Student Services

Status: Full time, Exempt

Salary: \$40,000 annual (DOE)

SUMMARY: The Phoenix Center Coordinator will be responsible for handling a full-range of activities to develop and support the Center. The Coordinator will identify possible sites for course delivery, oversee the course delivery site operations, and conduct outreach with partners in the Phoenix area. The Coordinator will also be responsible for registering and advising students, assisting students in financial aid applications, coordinating with TOCC bookstore, with finance and financial aid offices, and with admissions and records. The Coordinator will need to be a high-energy, self-directed person who has a passion for education and for building an organization from the ground up.

ESSENTIAL DUTIES:

- Conduct outreach to partners in Phoenix who help support the Phoenix Center.
- Serve as a liaison to students, parents, businesses, community members, and other interested parties.
- Work routinely with TOCC Administration and Finance, Student Services, and Education Division to assist students with financial aid, College registration, grade submission and a range of other needed services.
- Represent TOCC at meetings, public events, and training sessions in the Phoenix area.
- Assist TOCC administration in identifying and securing needed support for the Phoenix Center to include securing adjunct faculty, securing and monitoring the site for delivery of courses.
- Develop methods to correspond with students including working with IT at TOCC to ensure students have TOCC email addresses.
- Work closely with adjunct faculty teaching at the Phoenix Center to ensure good communication concerning student issues, attendance, and retention of students.
- Work outside of regular working hours to include evenings and weekends when classes are being held.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's degree preferred. Associate degree with relevant work experience will be considered.
- Experience in the field of education and an understanding of higher education and its operations.

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

- Ability to speak and understand O'odham and/or Spanish.
- Knowledge and understanding of the history and of contemporary issues facing Native people.
- Familiarity with the O'odham and other native communities in the Phoenix area.
- Experience working with native populations.

LICENSING REQUIREMENTS:

- Valid Arizona Driver's license with no DUI's or major traffic offenses within the past two years.

KNOWLEDGE:

- Knowledgeable about academic programs, degrees and certificates, financial aid, internships, and career choice.

- Must be knowledgeable about confidentiality provisions of FERPA and of financial aid
- Knowledgeable about accreditation and transfer of credits

SKILLS:

- Public speaking ability
- Maintain confidentiality
- Excellent customer service skills
- Able to handle a variety of tasks and to follow through while paying attention to detail
- Be able to manage multiple projects while under pressure to meet deadlines;
- Ability to write clearly and to communicate using email and other electronic media.
- Know how to use Office software including Word, PowerPoint, and Excel

WORK ENVIRONMENT

TOCC is a tribal college located on the Tohono O'odham Nation, 60 miles west of Tucson. The Phoenix Center Coordinator will work closely with members of the Tohono O'odham Nation in the Phoenix area, with personnel at TOCC, and with community members in the Phoenix area. Some travel required, including from Phoenix to Sells, AZ. Due to the nature of the position, there will be some evening and weekend work requirements.

BENEFITS

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

HOW TO APPLY

Applications are available on line at 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 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. To claim Veterans 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) 383-0049

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TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Phoenix Center Director
Reports to: Dean of Student Services
Status: Full time, Exempt
Salary: \$60,349

SUMMARY: The S-ki:kig Maščama Ki: (Phoenix Center) Director conducts a range of activities to develop and support the Center, which is one of TOCC's three sites. The Director oversees site operations and conducts outreach with partners in the Phoenix area. The Director works with and supervises the site technician to ensure that students are advised, registered, and otherwise assisted in their educational objectives. The Director must be a high-energy, self-directed person with a passion for education and for building an organization that can help students succeed.

ESSENTIAL DUTIES:

- Supervise the Phoenix Center Staff.
- Conduct outreach to partners in Phoenix.
- Take steps to raise the profile of the Phoenix Center in the broader community in order to support increased enrollment, particularly of O'odham and other Native students.
- Serve as a liaison to students, parents, businesses, community members, and other interested parties.
- Work with TOCC Administration and Finance, Student Services, and Education Division to assist students with financial aid, registration, grade submission and a range of other needed services.
- Represent TOCC at meetings, public events, and training sessions in the Phoenix area.
- Assist TOCC administration in identifying and securing needed support for the Phoenix Center to include securing adjunct faculty, securing and monitoring the site for delivery of courses.
- Work closely with adjunct faculty teaching at the Phoenix Center to ensure good communication concerning student issues, attendance, and retention of students.
- Work outside of regular working hours to include evenings and weekends when classes are being held.
- Interface with the administration of the larger TOCC organization and communicate regularly

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's degree or higher required.
- Two years' minimum experience working in higher education.
- Experience in the field of education and an understanding of higher education and its operations.

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

- Ability to speak and understand O'odham and/or Spanish.

- Experience as a community organizer
- Knowledge and understanding of the history and of contemporary issues facing Native93 people.
- Familiarity with the O'odham and other native communities in the Phoenix area.
- Experience working with Native American populations.

LICENSING REQUIREMENTS:

- Valid Arizona Driver's license with no DUI's or major traffic offenses within the past two years.

KNOWLEDGE:

- Knowledgeable of the educational environment, and the ability to interface with students, faculty, and administration on all levels
- Knowledgeable about academic programs, degrees and certificates, financial aid, internships, and career choice.
- Must be knowledgeable about confidentiality provisions of FERPA
- Knowledgeable about accreditation and transfer of credits

SKILLS:

- Ability to assess a situation and to move forward to achieve operational goals with minimum supervision.
- Public speaking ability
- Maintain confidentiality
- Excellent customer service skills
- Able to handle a variety of tasks and to follow through while paying attention to detail
- Be able to manage multiple projects while under pressure to meet deadlines;
- Ability to write clearly and to communicate using email and other electronic media.
- Know how to use Office software including Word, PowerPoint, and Excel

WORK ENVIRONMENT

TOCC is a tribal college located on the Tohono O'odham Nation, 60 miles west of Tucson. The Phoenix Center Coordinator will work closely with members of the Tohono O'odham Nation in the Phoenix area, with personnel at TOCC, and with community members in the Phoenix area. Some travel required, including from Phoenix to Sells, AZ. Due to the nature of the position, there will be some evening and weekend work requirements.

BENEFITS

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HOW TO APPLY

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 Sells, AZ 85634
 Voice (520) 479-2300 x1603

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TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Administrative Assistant- Phoenix Center
Reports To: Phoenix Center Coordinator
Status: Full-time/ Regular/ Non-Exempt
Salary: \$15.00 an hour

SUMMARY: Responsibilities may include providing organizational or departmental information to students; compiling data and reports; scheduling appointments and meetings; processing requisitions; planning special events; reviewing, revising and distributing standard documents and correspondence; ordering supplies; tracking purchase orders; and performing basic quantitative and qualitative reviews of data. The Assistant will 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.

ESSENTIAL DUTIES:

- Initiates, processes, and reviews routine and/or specialized paperwork, forms, reports, and/or confidential information related to assigned area of responsibility, ensuring completeness and accuracy of information; maintains related records;
- Performs various clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; distributing mail; making photocopies; performing data entry; and scheduling appointments and/or department activities;
- Responds to requests for information, in person, via e-mail, and over the phone; answers routine questions and provides information; directs visitors to appropriate locations;
- Prepares and/or enters a variety of information into applicable documents, spreadsheets, documents, invoices, databases, logs, forms, and/or other related areas, utilizing established guidelines and procedures;
- Drafts and types a variety of documents, including letters, memos, contracts, and/or other related documents;
- Mails and distributes a variety of College catalogs, newsletters, messages, and/or other related documents;
- Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- High School Diploma or GED, and up to one year of additional training beyond college; and two to three years of office support experience.

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

- 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 year

KNOWLEDGE:

- Customer service principles;
- Communication methods and techniques;
- Data collection and analysis techniques;
- Modern office procedures, methods, and equipment;
- Filing and recordkeeping principles;
- Records management techniques;
- Basic office equipment maintenance procedures.

SKILLS:

- Using a computer and related software applications;
- Providing customer service;
- Compiling and tabulating data;
- Preparing correspondence;
- Filing;
- Processing information utilizing established procedures;
- Using modern office equipment;
- Maintaining records and files;
- Maintaining office equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

WORK ENVIRONMENT:

TOCC is a tribal college located on the Tohono O'odham Nation, 60 miles west of Tucson. The Phoenix Center Coordinator will work closely with members of the Tohono O'odham Nation in the Phoenix area, TOCC personnel, and with community members in the Phoenix area. Some travel required, including from Phoenix to Sells, AZ. Due to the nature of the position, there will be some evening and weekend work requirements.

BENEFITS

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

HOW TO APPLY

Applications are available on line at 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 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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TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Phoenix Center Site Technician
Reports To: Phoenix Center Director
Status: Full-time/Regular
Salary: \$20/hour

SUMMARY: The Phoenix Center Site Technician collaborates with the site Director to operate the Center so that it can provide optimal support for students. The Technician advises students, helps students register, conducts outreach into the Phoenix area in order to recruit students, provides coverage at the Center, works closely with Student Support Services in order to ensure that students are afforded access to financial aid, tutoring, and other services, and generally works with the Director to make the Center an inviting learning space (both physically and virtually) for TOCC students.

ESSENTIAL DUTIES:

- Develops and distributes needed marketing materials for posting on TOCC website and for emailing
- Ensures that the Center runs smoothly and provides an inviting space for students
- Confers with the Director to develop and execute plans aimed at strengthening the Center and its support for students
- Maintains regular, frequent communication with students and interested parties.
- Advises and assists with student registration
- Conducts outreach to partners in Phoenix through collaboration with the Director
- Maintains excellent communication with students, faculty, and community members via phone, email, texts, Facebook and other media.
- Drafts letters, memos, contracts, and other needed documents and correspondence
- Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

Associate's degree or two-year technical certificate in any field; and two to three years of Higher education experience.

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

- 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 year.

KNOWLEDGE:

- Knowledgeable about curriculum and academic programs
- Know how to plan and to problem solve
- Know how to effectively relate to students of various backgrounds and levels
- Know how to communicate effectively with community partners
- Know about how to reach out to leaders in the broader community in order to help develop the Center

SKILLS:

- Providing program support;
- Conduct outreach and recruitment to community
- Proficient in use of software for reports and communication;
- Excellent customer service
- Data compilation and reporting
- Be able to provide excellent customer service to a range of constituents
- Be able to make presentations regarding the Center and its purposes
- Excellent writing ability

WORK ENVIRONMENT:

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Item	Actions	Discussion/Resolution/Comments
1) Language Center Building	Had Chief of Operations convene a meeting to get input on options for construction of the O'odham Language Center.	Current bid of 5.1 million seems to be very high. Group convened and made several recommendations for discussion with BOT.
2) O'odham Language Center (OLC) TEAC Grant	OLC personnel are working with TOCCs O'odham Studies Program on development of a 3.5m dollar proposal to NSF due on June 1, 2022	If the TEAC Center grant is awarded, the OLC will enjoy 700,000/annum for operations for five years.
3) Apprentice Program	Continued to work with Justine Romero on program development. Participated with community representatives on the Advisory Board.	Developing written documents w/ Ms. Romero that serve to clearly identify the state of the program and its future trajectory.
4) SCAC (San Carlos Apache College) campus.	Maintaining communication with Dr. Ahumada. SCAC appears to be making good progress toward applying for candidacy through the Higher Learning Commission.	Meeting scheduled for April 14 BOT – BOT and SCAC Board will meet jointly at Desert Diamond Casino (in person and virtual).
5) Two Dean positions were filled in March 2022.	Dr. Sudip Sen (Sam) joined TOCC as the Dean of Student Services on March 18, 2022; Dr. Tiffany Viggiano joined TOCC on March 22, 2022.	The new Deans are being introduced to administration, staff, and faculty. They are assessing workloads and identifying priorities. Enrollment management, dual credit, and retention are high priorities in Student Services Division. Scheduling courses, advising protocols/practices and other priorities are being identified in Education Division.

Item	Actions	Discussion/Resolution/Comments
6) Financial Aid Benchmarks: Spring 2022 Pell awards exceeded 1m dollars; American Indian College Fund scholarships exceeded 100,000 dollars.	Students were provided Pell and other scholarships earlier in the spring semester than in the past.	Financial Aid personnel are to be congratulated as is the outgoing interim Dean of Student Services who has worked to ensure the FAO has the needed support from within the institution and from Partners in Financial Aid consulting. Title IV Pell will surely be audited for FY2022.
7) Back to Campus Campaign	Working with various staff to prepare for April 13 organizing meeting aimed at bringing students back to campus in fall semester. Worked with Academics to ensure Face-to-Face classes are on schedule. Emphasizing need to fill the dorms and take other steps to provide a valuable campus experience.	The Back to Campus effort can only be successful if I-we:mta is embraced and followed. We have to work as a team to develop activities, opportunities, and our messaging to the public.
8) Request to the Nation for support for FY 2023-2027	Evan Thomas working to secure meetings with Communities and Districts. Presentations are going forward, attendance by TOCC staff is good.	Presentations are going well. At the rate we are moving all meetings with the Districts may be completed by mid-May 2022 setting the stage for meetings with TOLC Committees and the Council itself.

Key Issues/Items addressed in March - HR Report

Issues/Items	Discussion/ Situation	Summary/ Resolution
HR Archive	HR file inventory	Continuing to purge documents for shredding.
Interviews	Conducted four interviews: Culinary Arts Chef Instructor (1) Facilities Maintenance Technician I (1), Academic Advisor Coordinator (1) HR Director (1)	Two pending additional interviews, two candidates hired.
Virtual Job Fair	Participated in One-Stop Virtual Job Fair and Q&A	Presented ways to apply, benefits, and highlighted positions in need.

Report to TOCC Board of Trustees:

Jay Juan

Director of Operations

March 2022

Issues/Items	Actions/Assessment
Termite treatment needs to be scheduled for Wişag Koş Maşcamakuđ.	Bugs Be Gone will be on site - Wişag Koş Maşcamakuđ April 2 nd to treat the whole campus for termites.
Need to get a contractor to submit bids on installing the hood and ansul system in the kitchen at I-we:mta Ki:.	Contacted two vendors and coordinated walk-throughs. Waiting for bids on the project from vendors.
Continue work on Apedag Ki construction.	TOUA has connected water and sewer, restroom plumbing fixtures and partisans have been installed, and rubber flooring is currently being installed. Waiting on meter box base, part is on back order.
Need to coordinate staging area with Solar company for upcoming project.	RDS Solar company delivered a mini mobile storage container. They have marked out the area where the parking structure will be stalled. They are having issues with locating a concrete company that will deliver to the Nation.
Need to look into forklift rental for Apprenticeship project.	Received a quote and submitted paperwork for a PO. Forklift is scheduled for delivery the week of April 4 th . Apprenticeship area project scheduled to start as soon as the forklift arrives.
Check into TOUA electric and water services for Kosin.	Requested and received a letter from TON EDA office giving the College permission to have utilities transferred to our account. Submitted application to TOUA for transfer.

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: TIFFANY VIGGIANO, DEAN OF ACADEMICS
SUBJECT: **MARCH 2022 EDUCATION DIVISION BOARD REPORT**
DATE: APRIL 1, 2022
CC:

Tiffany Viggiano – Incoming Dean of Academics
Issues/Items addressed in March 2022

Issue	Discussion	Summary/resolution
Curriculum	Solar program has been submitted for approval	Pending Faculty Senate and Himdag Committee approval by Apr 15, 2022 .
Community Integration of Academic Dean	Dean of Academics began Mar 22, 2022 . Process of getting her acquainted to the community and needs of the college is underway.	Attended San Lucy District Council Meeting Mar 22, 2022 Total of 21.3 hrs in meetings with faculty, staff, and leadership in the week of March 28- April 1st.

Academic Advising	<p>Academics processes are continuing to improve but work still needs to be done to make sure students get service. Not all faculty and staff fully understand the process and there are gaps in policy and procedures. Demand on staff and faculty time continues to be an issue.</p>	<p>Spring faculty training under consideration for May 16 and/or 17th to include advising intensive.</p> <p>Proposed restructure and hiring:</p> <p>Update on Approved Hiring: Interviewed two candidates for Academic Advisor Coordinator. Pending consideration.</p> <p>Requested Hiring: Requesting Administrative Assistant to alleviate overflow workload and allow time for Educational Coordinator to train Advising Coordinator. Administrative Assistant would also partially support NSF project currently missing their staff.</p> <p>Requested Promotion: Requesting Educational Coordinator be switched from hourly to salary to accommodate additional workload/responsibilities taken on by absence in personnel, responsibility for training incoming advising coordinator, and supervisory responsibilities of proposed administrative assistant. Consider switching to manager at a later date.</p>
Faculty	<p>Talented Tohono O’odham adjunct prepared to become full-time faculty and serve students.</p>	<p>We are requesting to hire a full time art faculty, Dwayne Manuel, at the Phoenix Center. Proposal to hire attached.</p>
HLC update	<p>The Outgoing Dean of Academics worked with campus members to draft and submit report.</p>	<p>Submitted Monday Mar 28, 2022</p>

Childcare & Early Childhood Education	<p>Members of the campus community have expressed an urgent need for childcare on campus. Though this is as a long standing need, the disproportionate impact of Cov-19 on the care responsibilities of women makes accommodating childcare support an obstacle to returning to in-person learning and work. To serve the needs of our disproportionately female student and employee population, we must develop childcare support infrastructure. It is unrealistic to expect any return to campus initiative that does not include childcare to be successful.</p> <p>In addition, we should provide opportunities to employment for the increasing graduates of our ECE program, along with internships for those currently enrolled. Investment in a childcare opens the door to full NAEYC accreditation down the road.</p>	<p>Elsa Peterson is overseeing a Better Way Foundation Grant of \$88,000 to fund Early Childhood Symposium this summer to discuss, among other things, a path to developing daycare and preschool at the college that is grounded in Tohono O'odham culture, including language immersion. Elsa Peterson is in communication with Headstart and First Things First.</p> <p>Proposal for preschool will be presented for consideration in near future.</p> <p>Elsa Peterson meeting April 21st with Executive Director of Education.</p>
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O'ohana Ki: (Library Services)**Reporting Month: February 2022****Submitted by: Ofelia "liz" Zepeda**

Issue	Discussion	Summary/resolution
Student access and outreach has been a challenge this semester.	<p>1. Librarian conducted a style guide tutorial for one class.</p> <p>2. New math tutor hired.</p> <p>3. Ready Reference Page hits are lower.</p>	<p>1. Style Guide Tutorials</p> <ul style="list-style-type: none"> • BIO 232 Literature Review: Focus on databases to support phenology. • APA format was the preferred format. <p>2. Dr. Arlene Ali has been hired as a Math Tutor. Dr. Ali had previously been an adjunct math instructor. Students have been utilizing her services. Some have already set up a schedule of appointments.</p> <p>Our Humanities tutor has been quite busy. Despite having NetTutor, students do like to have the option to utilize a TOCC tutor.</p>

		<p>3. Hits have dropped this month. We had 381 sessions rather than the 489 from this time last year. Once the librarian is back full time, the plan is to attend as many classes as possible and offer evening programming sessions based on citation styles and database offerings.</p>
On-going efforts	<p>Open Education Resources (OERs)</p> <p>Upgrade to ILS System</p>	<p>Librarian has been assigned to assist the Faculty Senate Committee on Open Education Resources. AHIEC has made all of the TCUs to the Open Education Network and have identified the Library Directors as the trainers for this endeavor.</p> <p>The current Integrated Library System needs to have a cloud-based server. Library staff have decided on continuing with the current ILS however the upgrade is an actual migration which needs a cloud-based server. We have communicated with IT to check the status of this request.</p> <p>.</p>
Staff	Work is on-going.	<ul style="list-style-type: none"> ● O'ohana Ki: is open 5 days a week. ● Librarian's stint as interim SSD Dean has come to end as of March 18th with the arrival of Dr. Sen, the new dean. ● IPEDS report was submitted.

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

Topic	Discussion	Summary/resolution
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<p>Worked on Strategic Initiatives and Corollaries:</p> <p>1 (B) and 3(A).</p>	<p>1. Strengthen the Himdag:</p> <p>(B) Continue to develop the OLC to serve the O’odham Nations.</p>	<ul style="list-style-type: none"> · Working with the OLC to meet one of its central charges through: <ul style="list-style-type: none"> ○ Continuing to coordinate partnership meetings and learning opportunities with Tohono O’odham Nation Head Start Centers to build capacity for language immersion Head Start programs. ○ Planning and coordinating a week-long summer Head Start language teacher gathering. ○ Report writing to sustain funding for programming from the Nation.
	<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"> · Advisory group is continuing to meet. Priorities for this month included drafting a preliminary needs assessment survey and comprehensive survey distribution plan to local communities and districts, with a proposed budget for contracting with surveyors. Proposal will be submitted for leadership review by Monday, April 11. <p>The results of the proposed survey will inform the direction of the BA program and potentially other areas of community learning interest. Group will continue meeting bi-monthly (twice monthly).</p>

<p>Carry out Area Chair duties and Other Activities</p>	<p>Fulfill the immediate day-to-day programmatic responsibilities.</p>	<ul style="list-style-type: none"> · Solidified project details for developing a series of culturally relevant anatomy diagrams to include O’odham terms, and an audio supplement for BIO160N class and public use in partnership with Title III, the OLC, an art instructor and a science instructor. · Advised students preparing for graduation, and next steps as well as continuing students on summer and fall courses. · Continued bringing awareness to Tohono O’odham Studies as an academic program by delivering two outreach presentations. · Continued working with the Himdag Committee to plan and host the I-we:mta Luncheon. · Continued planning with ASU School of Social Work Faculty and TOS Faculty for the <i>Tribal Perspective on Borderlands Issues</i> event, scheduled April 9th with Nation’s leaders, and community organizers.
<p>Participated and Followed-up as Needed on Items from Scheduled Mtgs.</p>	<p>Participated in collaboration, planning and partnership meetings, followed-up on action items from discussions.</p>	<ul style="list-style-type: none"> · Himdag Committee/Subcommittee (7) · OLC Meetings (6) · TOS/BA Group Meetings (3) · Cultural Learning Opportunities (3) · District/Community Meetings (3) · Standing Meetings (6) · Advising: Graduation and Summer/Fall Courses (15) · Other (7)

NSF STEM Grant**Report Month: February 2022****Submitted by: Teresa Newberry**

Issue	Discussion	Summary/resolution
<p>The Tohono Field Studies (TFS) Center will provide opportunities for students to professional skills so that they are prepared for a career in the sciences. This supports the goal of increasing the rigor of our curriculum and preparing students for the professional workplace.</p>	<p>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 Resources (DNR) and SW Archeology to provide students with research and field experience through internships and coursework.</p>	<p>\$90K in NSF Supplemental Funding was received to enhance the TFS Center and its activities. This award includes funds for a digital media consultant and for the development of a pollinator garden and guided walking paths on S-cuk Du'ag Maşcamakuđ. Teresa DeKoker will be the landscape designer for this project and a working group including science, art and ECE faculty, maintenance staff, and other staff members has met to begin the planning process. This will be a year-long project with signage for walking path to be placed in Summer 2022 and garden planting in Spring 2023. This project will enhance science education at TOCC but will also provide learning opportunities for all students.</p> <p><i>Goal 3: Promote professional preparedness of students</i></p>

<p>Support for students during their transitions from high school to TOCC and from TOCC to universities. Support during these transitional phases is critical and serves to increase student enrollment and graduation.</p>	<p>The 2022 Summer Science Institute with a focus on Geographical Information Systems (GIS) will be led by Dr. Jason Post. This will be a hybrid event with virtual lectures and 4-day camping field trip Southern California. The Summer Bridge dates have been set (6/27-7/18) and will be co-taught by Teresa Newberry & Camillus Lopez.</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>Student recruitment and continued planning is underway for both the Summer Science Institute and Summer Bridge Program.</p> <p>Teresa Newberry is working with UA S-STEM grant to plan for the submission of a full S-STEM grant in the future 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 late April. This work supports Goal 4: Support for Transitions from High School to TOCC to University</p>
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<p>Create Faculty Learning Community (FLC) with on-going mentoring by education consultants and cultural mentor</p>	<p>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.</p>	<p>The FLC met on 3/25 from 9:30-12. Discussion and Sharing Group included a recap of the year, a review of the FLC guiding principles based on TOCC core values, and a discussion of action research for teaching and learning. The Active Learning Group included a recap of the year as well as working time for the PBL units. Plans are underway for the Teaching & Learning Showcase and FLC wrap-up meeting on May 17th & 18th.</p> <p>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></p>
<p>Offer scholarships for incoming Science students</p>	<p>The First-Year STEM Student Scholarships provides new full-time science majors with financial support to improve student success. The selection protocol includes an essay requirement.</p>	<p>13 First-Year STEM Student Scholarships awarded. This work supports <i>Goal 2, Objective 3: Increased support for students</i></p>
<p>Offer Scholarships for Ma:cidag Wo:g Scholars Program</p>	<p>Ma:cidag Wo:g Scholarships are offered to provide support and incentive for science majors as well as to have them serve as ambassadors for the program.</p>	<p>Ma:cidag Wo:g Scholarship awarded to Shannon Taylor. This work supports <i>Goal 2, Objective 3: Increased support for students</i></p>

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>
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Faculty Senate**Report Month: February 2022****Submitted by: Neal Wade**

Issue	Discussion	Summary/resolution
Faculty withdrawals		Please see attached statement
Free/open source for learning materials	Sub-committee was formed to research. A survey of the faculty was conducted along with other research	Data was gathered and compiled for review and analysis along with conclusions. This issue and it's solutions will be ongoing. Please see attached for those conclusions.
Student academic orientation	A comprehensive orientation will reduce attrition, increase retention and should improve student success by setting the correct expectations.	The method of delivery is still in discussion. It was recognized that this would need to be done with Student Services.

Dr. Sudip Sam Sen, Dean of Student Services

Student Services, March 2022

Present & Future Initiatives

Dr S Sen, Dean of Student Services

Present & Future Initiatives

- 1) Increasing Student Success Metrics (Retention, Graduation, Student Progress & Student Advancement)**
- 2) Building Enrollment**
- 3) Way to do it**
 - a) *Continue & Initiate Dual Enrollment:*** A few schools have been identified and communications are ongoing with them to offer dual enrollment credits to appropriate courses of interest.
 - b) *Accelerated Pathway for Degrees:*** TOCC will identify a few high school courses and offer TOCC credits for these if students pass with at least 'C' grade. This way the students might have the opportunity to build enough credits for an associate degrees or certificates from TOCC.
 - c) *Strengthen Phoenix Center and increase Enrollment:*** TOCC will strengthen its efforts to increase enrollment at the Phoenix Center. A new Center Director and a Technician will be pivotal to lead these efforts.
 - d) *Increase External Fund Raising (e.g., TCUP and others):*** Funds are very crucial to initiate and sustain the all-round efforts to increase enrollment, retention and graduation. National Science Foundation's Tribal College & University Program (TCUP) and other minority programs administered by NASA, DOE and DOF will be our main sources of funding.
 - e) *Increase In-demand Course Offer:*** One of the driving force that attracts students to a college is the in-demand courses the college offer. Considering the need of the local communities and markets we plan to offer programs in Nursing, Health Care, Cybersecurity & Solar Energy etc. in future.
 - f) *Continue and Initiate Online Course Delivery:*** Considering that majority of our students want online course delivery, we plan to continue & expand our trek in this direction.
 - g) *Continue and Initiate More Evening & Weekend Courses:*** Considering that majority of our students want evening classes we plan to continue & expand our offers in this direction.
 - h) *Continue & Initiate Summer Bridge Programs & Summer Projects:*** We recognize the interest of the community in the summer programs we offer to the high school and TOCC students. We plan to strengthen and expand these programs in future.

- i) **Improve Registration Process and make it State of the Art:** As the enrollment number increases we plan to improve our registration process and make it more efficient & effortless. We made a lot of progress in this direction and continue to move further in providing a state of the art registration experience in future.
- j) **More 8 weeks' crash courses (e.g., writing class):** From our past success of delivering 8 weeks' courses we plan to expand our offer in this direction, one area of particular interest is the writing classes where our students traditionally need more attention and help.

Ofelia Liz Zepeda, Interim Student Services Dean

Student Services, March 2022

Issue	Discussion	Summary/resolution
Onboarding of Dr. Sudip “Sam” Sen, new Student Services Dean, began March 18, 2022.	Interim is transitioning out as permanent dean is transitioning into the position.	Interim dean dedicated two weeks to acclimating the new dean and will return to original position the first week of April. New dean has been meeting with staff and learning how TOCC works.
S-ki:kig Maščama Ki:	Coverage and next steps since the departure of the Center Coordinator.	Final session of the Native American Arts Workshop occurred March 12 th and 13 th . Mr. Ron Carlos was the artist-in-residence. Students were Dr. Sen will be completing the position revisions for both S-ki:kig Center positions.
Retention	EARS reports are being sent out by a new person.	After getting a training session from Deshon Miguel and our consultants from TeckStack, Liz Zepeda sent out the 8 Week EARS notification and anticipates sending out the 12 week notification until the new Retention Coordinator is hired.
Vacancies	A number of positions are vacant, but new Dean needs to have input on job descriptions.	Current positions vacant: Data Entry Clerk—posted and interviews will be scheduled in early April Special Projects and Initiatives Manager, Phoenix Center Coordinator, and Retention Coordinator position descriptions need new Dean’s input before advertising.
Commencement is upcoming.	We would like to hold a concurrent virtual and in-person commencement ceremony.	A committee has been convened to discuss details. Student Services, Sustainability, Education, and the Himdag Committee comprise the membership. Date was decided upon as May 19 th at 11 am in Gewkdag Šon Ki: to avoid conflict with local graduations. Committee members attended the San Isidro Community to request their approval

		to hold an in-person ceremony. We are being mindful of the most recent Executive Orders dated March 22, 2022.
Dual Enrollment needs to be attended to.	Dual Enrollment relationships need to be re-established or established in some cases.	The IGAs need to be received. Currently awaiting feedback or IGA from BUSD and BIE. The new schedules are out after a delay so the impetus to make contact and arrangements are in motion.

Chandra Claw, Registrar

Student Services, March 2022

Recruiting

- Updating marketing materials: Main brochure, Program Leaflets, Program Posters, Mission and Objective Poster, and Admissions flyers.

-Recruiting Budget - Joann Miguel approved and completed a budget modification. Approximately, 8,000 was returned to the Recruiting expense line item. Jai is now taking care of the expenses she budgeted for. She needs to complete this by end of April.

-We would like to coordinate a Drive Through Open House as a recruiting event for Summer and Fall semester as a recruiting event. This would give the community an opportunity to see new the buildings on campus and our departments to promote their programs and recruit new and returning students to TOCC.

- Direct Mailers for Post Offices on and near the TO Nation. This would be targeting new and returning students. This would be in lieu of newspaper ads since we no longer have the Runner. This would use recruiting budget.

Admissions:

- San Carlos students had issues with submitting Online Applications and setting the temporary user passwords. Based on conversations with SCAS staff, the problem was the users were forgetting their password. It did not appear to be a tech issue.

-TOCC and PHX center students did not report similar issues. Mario tested the application and created a temp user account and didn't have issues.

Registration:

- When Students Register for summer session, their transaction status is now showing as Preregistered. That normally doesn't happen. This is due to a checkbox in the Year Term Table. I think the box was checked in error. I emailed Tech Support about it.

- Students on Academic Alert, Probation or disqualification are able to register themselves. I asked Deshon if we can add a code for an academic hold. This would prevent them from registering online until they saw an advisor. Lisa from SCAS confirmed that she manually entered approximately academic standing codes for 37 students for Fall. Joanne from Techstack is planning to update the Academic Standings for Fall 2021 for both TOCC and SCAS. I am hoping to have the code for the new hold in place soon. We would like for these students to see an advisor before they register.

Other:

Spring 2022 Graduation

- held two information sessions for graduation applications.
- graduation committee met three times to plan commencement and provide updates. .
- diploma paper - there were a couple of spelling errors on the diplomas. So we requested for corrections. They made one of the corrections, waiting on the second. Once they make the second correction. They will provide an updated proof. They provided an updated invoice yesterday.

Missing Grades

- Deshon verified that midterm grades were not pulled because Canvas was not utilized, there was no midterm grade to pull into Jenzabar. San Carlos confirmed, at least for the Dual Enrollment courses that was the case. I would like for all instructors to use Canvas to enter final grades.
- Followed up with Curtis. Faculty need to fill out the grade list forms for midterm grades.

Jai Juan - Recruiter

Key Issues/Items addressed in March 2022

Issues/Items	Actions/Assessment
Recruitment & Outreach	<p>Gila Bend High School Junior Class College Fair - Spoke with students about our programs, open door policy and campus being open.</p> <p>Gila Bend High School- Spoke with two students who are behind in their work and would benefit from our HSE programs. Put them in contact with Anselmo.</p> <p>PXU Native American Education Program Career Night - Spoke with students and parents about our programs, free tuition and Phoenix Site.</p> <p>S.T.A.R.T. Program- spoke with staff from Tohono O'odham High School about the program, Sebastian ran through the workshop to give them an idea.</p>

	<p>Dual Enrollment Information Sessions- Spoke with Tohono O’odham High School Student and Parent about our program.</p> <p>Ha:sañ College & Career Day - spoke with students about our programs, campus resources and scholarship opportunities.</p>
Student Services	<p>Commencement Committee - serving on the planning committee for this year’s commencement ceremony.</p> <p>Program of Study Training - learned the basics of updating a student’s program of study.</p>
On-going Projects	<p>High School Outreach: Schedule high school visits, campus tours, and other outreach opportunities.</p> <p>Dorm Video: spoke with Gabe to coordinate a promotional video highlighting the Dorms.</p> <p>Main Campus Planning Video: Working with Ron G. Martha L. Leslie L. and Monte L. on a “recruitment” style campus video.</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.</p>

Alberta Espinoza, Counselor

Key Issues/Items addressed in March 2022

Issues/Items	Actions/Assessment
Attendance at meetings, Special Events	<ul style="list-style-type: none"> • 03/01 Himdag Meeting • 03/02 I-we:mta Planning Mtg. • 03/03 SAMHSA Webinar • 03/04 I-we:mta Planning Mtg. • 03/04 Take Back The Night (TBTN) Mtg. • 03/07 Clinical Debriefing with Intern • 03/07 Leadership Council • 03/08 Graduation Committee Mtg. • 03/08 I-we:mta planning mtg. • 03/10 BOT Regular Mtg. • 03/10 Presentation to TOHS students visiting TOCC • 03/10 Graduation Mtg. • 03/11 TOCC All Staff Mtg. • 03/14 Clinical Debrief with Interns

	<ul style="list-style-type: none"> • 03/15 Meeting with Principal Wilson regarding Presentation to TOHS Parent Group • 03/15 SSD Updates • 03/15 Webinar: Campus Climate Surveys and TCUs • 03/15 Himdag Comm. Mtg. • 03/16 Meet with TOHS Parent Group • 03/17 I-We:mta Event Run Through • 03/18 I-We:mta Event at Huhu'u Weco • 03/18 TBTN Meeting • 03/21 Leadership Mtg. • 03/21 Debriefing with Interns • 03/22 ASJ Coordinator's Weekly Meeting • 03/22 Webinar Reclaiming Native Psychological Brilliance • 03/23 Graduation Meeting • 03/23 2022 Grad Info. Session • 03/25 2022 Grad. Info. Session • 03/25 ASJ Workshop Strengths, Needs and Culture • 03/28 Submitted Weekly Activity Report to Dean Sen • 03/28 Debriefing with Interns • 03/29 Webinar Dan Schorr Title IX Decision makers • 03/29 Himdag Mtg. • 03/30 Graduation Meeting • 03/30 Meeting with PCHD • 03/30 NIJ Grant Meeting with UNO
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"> • 53 counseling/Wraparound sessions held for month of March. • Personal Counseling to 3 staff members. • Responded to 360 emails for assistance with students, instructors, advising questions, degree plans • Contacted students in Wraparound that have not utilized Canvas per their Instructor. • 03/21 Contacted student in Wraparound and DSR services regarding Withdrawal deadline.
Administrative	<p>On-going:</p> <ul style="list-style-type: none"> • Continue to provide advising for students as they transition to Faculty for advising services. • Working with Dr. Osborn in transitioning students who has been determined to have DSR accommodations in Wraparound sessions.

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Anthony Osborn – Disability Resource Office

Key Issues/Items addressed in March 2022

Issues/Items	Actions/Assessment
Examined and modified accommodations to meet the needs of students in an online setting.	<ul style="list-style-type: none"> Coordinated with leadership, faculty, students and staff related to documentation specifying how noted disabilities impacted their education.
Provided information on the TOCC Disability Program to new students.	<ul style="list-style-type: none"> Admitted one new student who self-identified into the ADA program. Discussed requirements (e.g., needed documentation) with the student requesting services. Explained the benefits and requirements of requesting accommodations. Conducted research for student with severe psycho-emotional disability relative to post-secondary and online learning.
Instructor conferences	<ul style="list-style-type: none"> 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. Continued to coordinate with faculty related to students requesting accommodations for Spring 2022.
Staff Collaboration	<p>On-going collaboration with faculty and staff.</p> <ul style="list-style-type: none"> Provided and discussed the success of students in the program related to related to ongoing success and needs. Participated in 4 wraparound meetings with the counselor, instructors, and students related to students with disabilities who were struggling in various courses.
Ongoing Program initiatives	<p>Coordinated with the Sonoran UCEDD to discuss:</p> <ul style="list-style-type: none"> Participated in two transition meetings for students transferring to post-secondary education.

	<ul style="list-style-type: none"> Coordinated with the Nation H.S. relative to programs and services for their students wanting to attend TOCC.
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Novia James, Financial Aid Officer

Key Issues/Items addressed in March 2022

Issues/Items	Actions/Assessment
Working Projects	
2021-2022 Scholarship Awards: Pell Grant	\$514,439.00 awarded for 209 students in the Fall Semester \$520,443.00 awarded for 207 students in the Spring Semester Total: \$1,024,683.00 for 270 students
AICF TCU/General	\$101,727.00 awarded for 54 students in the Fall Semester \$101,727.00 awarded for 52 students in the Fall Semester Total: \$203,454.00
AICF Full Circle	\$19,050.00 awarded for 9 students in the Fall Semester \$20,950.00 awarded for 10 students in the Spring Semester Total: \$40,000.00
Direct Scholarships	\$73,666.00 awarded for 36 students in the Fall Semester \$78,241.00 awarded for 37 students in the Spring Semester Total: \$151,907.00
Project Success - Emergency Aid Program	9 students applied for the Fall semester only 3 were awarded 8 students applied for the Fall semester only 3 were awarded Total: \$3,279.23
Financial Aid Consultants	We are still currently working with the consultants, w are going to start preparing for the Summer session for disbursements, will be reviewing SAP policy, and sending out corresponding letters to students.
Updating Student files being completed by Iris Nez and Diana Antone.	Files for 2021-2022 are still WIP Files for 2020-2021 files are completed Files for 2019-2020 files are completed

	Files for 2018-2019 “Pending” Files for 2017-2018 “Pending”
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Annamarie Stevens, Transition Coordinator

Key Issues/Items addressed in March 2022

Issues/Items	Actions/Assessment
Haury Grant	<p>Fall Practicum</p> <ul style="list-style-type: none"> One student needs to complete their practicum <p>ASJ-Coordinator’s Meeting are held every Tuesday at 10:00 a.m.</p> <ul style="list-style-type: none"> Met with Mark Clytus to brainstorm Workshop #3 Students will create an art piece that reflects an environmental issue in their community and will share with the group. Mark will share his knowledge as it relates to local Environmental Health issues within San Carlos. Discuss set up meeting with Bob-Consultant to discuss assessments Discuss ideas for April 13th SWEHSC interns TOCC campus visit Set date and time for Spring Workshops and the topics. Discuss the ideas of an Open House for ASJ students and working with UArizona American Indian Alumni Association Discuss Summer details for those students that need daycare services and family housing Ideas for internship placement and work on setting up meeting with possible placements Met with Alberta to prepare for March 25th workshop <p>ASJ-Team Meeting</p> <ul style="list-style-type: none"> Discuss details for April 13th campus visit and set an agenda, confirmations, catering <ul style="list-style-type: none"> Agenda- Welcome from Himdag Committee and Tour, Panel Discussion, and Lunch 9-1 Confirmations on Panel-TON Environmental Office, TON Wildlife & Conservation Program, TON Water Resource, and TON One Stop Catering: Discuss if this will be permit and in the process of getting an invoice Discuss submitting a proposal for University of New Mexico conference in October Finalize letter for UArizona-requesting for a decrease rate for the summer Discuss that we need an assessment for Cultural Identity-going to reach out to Frances Benvidez and Lance Sanchez(summer RA), and including Native Soar in the discussion This year we will be including a mentor orientation in June-bringing in speakers to address Culture Diversity training Discuss ideas for those students that have children and need family housing-options to get those that are old enough into summer camps and reach out to surrounding daycares

	<p>ASJ-Workshops</p> <ul style="list-style-type: none"> • March 4th-ASJ Orientation: 10 students attended • March 25th-Workshop: Student Success with Alberta Juan, Counselor-9 student attended •
	<p>University Presentation</p> <ul style="list-style-type: none"> • March 1st-Attended a Transfer information session for the University of Oregon • March 18th-meet with a Representative from Montana State University for the Nursing Program • March 29th-ASU information Session-2 students <p>Advising</p> <ul style="list-style-type: none"> • Meet with the Art and Early Childhood Faculty Advisors to help review Degree Audit form for graduation requirement • Internship-2 students • Transition-12 students • Registration-5 students <p>Other Projects</p> <ul style="list-style-type: none"> • Graduation Committee Meetings were held once a week to discuss details for the event • Discussion for future Book Club and discussion with the Author • March 10th-TOHS Campus Visit • March 15th-SSD Meeting • March 31st-Duel Enrollment meeting
Internship/Career Readiness Projects	<ul style="list-style-type: none"> • March 2nd-IBM presentation-no students attended but two students asked for information • March 7th-Indigenous Internship Program- 1 student and two requested information • March 10th-Yellowstone Buffalo Program-3 students and two requested information • March 28th-Presentation by U.S. Department of State collaboration with Dine College-2 Faculty and 7 students
Upcoming Dates	<p>Upcoming Visits/Events</p> <ul style="list-style-type: none"> • April-Every Tuesday is ASJ Coordinator's meeting • April –Every Wednesday is ASJ Team meeting • April-Bi-weekly meeting with Consultant • April-Attend weekly Commencement meetings • April 13th-SWEHSC Interns TOCC campus visit and panel discussion • April 14th-Unitedway Advisory Committee • April 15th-ASJ #3 Workshop: Environmental and Health Impacts • April 20th-Gradute Meeting • April 27th-29th-ASJ individual meeting to prepare for summer placement • Working on set up presentations for ASU-Teacher program, NAU, University of Montana and other internship programs.

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

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

Issues/Items	Discussion/Situation	Summary/Resolution
Workforce and Community Development (WCD)	Culinary Arts Program and the Tohono Kosin	We had an interview for the Culinary Arts instructor and we selected the applicant for the position. Paschell Wilson is now the instructor and she has started working on reviewing and updating the curriculum. She is also evaluating the facilities of the Tohono Kosin to determine what is needed to open and teach classes there. We have started conversations with BUSD to offer dual enrollment starting this fall.
	Solar Installer Certificate	Solar certificate curriculum was completed and submitted to the Curriculum Committee for review. The program will prepare students for careers in the photovoltaic jobs that are being created for use in conjunction with existing systems or off the grid.
ANA Grant	GIS Districts Trainings	The ANA grant is preparing at least two members of the 11 Districts of the Nation to use the GPS to collect information that can help them to address geospatial issues in their districts. We also offer training in using the GIS software to make maps. We are providing each district with a computer and a GPS device for them to keep. We continue working with the Department of the Nation and we had a request for training the Fire Department on the use of GPS for rescue missions.
NIFA	Equity and Extension Grants	We submitted an Equity grant proposal to USDA-NIFA. Regarding the Extension grant, we are waiting for the call for proposals. We also continue working on the new Oidag at Wişag Koş where traditional crops will be used for the Tohono Kosin traditional food as part of the culinary arts program.
IT Department	IT Department changes	With the Board approval of the changes to the organizational chart in February, we have two new positions: Senior Systems Administrator and Technical Support Manager. We promoted Deshon Miguel to the System Senior Administrator

		position. We opened and posted the position of Technical Support Manager and we are waiting for applications. In the meantime, we moved Brandon Causey as interim manager until we find the person for this position.
	IT Department Meetings	As the changes were applied, we started meeting to create a strategy for coordination of the two new positions in the IT department. We are expecting an improvement in the amount and quality of the support to the systems-related projects and the customer service for technical support of the College.
	Grants Manager System	We are working on the implementation of the integration of the grant management system with Jenzabar for the Sponsored Projects Office. Deshon Miguel is leading the technical implementation in conjunction with Amplifund who will provide the system. Ingrid Segundo and Andriana Jose will manage the system once it is configured.
	Online Payments	We are working on implementing an online payment system so students can pay their bills remotely (at this time, they do it by phone, in person, or by mail). We are in the process of evaluating systems at this time. After the system is selected, the implementation will take several months. We expect to have a fully functional system by next spring.
	IT meeting with Education Division	We had a meeting with the new Dean of Education, Tiffany Viggiano, and Morningstar Carol to provide support for some issues of the use of Jenzabar by this division. We also discussed developing training for Education staff and Faculty to support online learning.
	Data Analytics	We continue working with Teckstack for the data analytics project. Working with Ben Jose of the Institutional Effectiveness office and with the Registrar Office, and we identified the locations of the different information in the Jenzabar database that are going to be used in the dashboard.

Institutional Effectiveness Office	Emergency Surveys	<p>Ipeds reports are up to date. Ben Jose did an analysis of the Emergency Aid surveys that we have been doing since the beginning of the pandemic. Results show that students prefer late afternoon or evening classes, they use social media quite frequently, among other things. However, there is a qualitative part that we need to analyze.</p>
Administration activities		<ul style="list-style-type: none"> • Achieving the Dream meeting. We had a meeting with the data and leadership coaches where we discussed several aspects of the key performance indicators as well the results of the emergency survey. We were able to evaluate passing rates and some issues reported by the students in the survey. Some of the conclusions after the analysis were used to make decisions, such as offering more late afternoon and evening classes as well to have more online synchronous (Zoom) classes that have shown to increase the passing rate. • I worked with the Education division to develop the schedules for the summer session and the fall semester. • I took part in a dual enrollment meeting at the Student Services Division to define a strategy to increase such enrollment in the coming semesters.

Ben Jose's March 2022 Report to TOCC Board of Trustees

Key Issues/Items addressed in March 2022

Issues/Items	Actions/Assessment	Summary/Resolution
2022 Spring IPEDS collection	Completing all required surveys	In the month of March, completed and submitted were 3 of the 4 Spring cycle Surveys, which include: 1) Fall Enrollment, 2) Human Resources and 3) Finance. We continue to work toward a successful completion and submission of all Spring Cycle reports.
2022 AIHEC AIMS Akis Interim Report	Extract, compile and organize data	I have prepared data to submit 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 and scholarship award for Spring students.
HLC Institutional Update.	Extract, compile and organize data	OIE contributed the information to assist in completing the Institutional Update to the Higher Learning Commission.

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

Challenges-Resolutions and Accomplishments

Program	Discussion/Challenges	Accomplishments & Resolutions	Summary
Apprenticeship	<p>(WCD) Directs any new Apprenticeship inquiries and former students who would like to re-enroll or enroll to the Office Manager, Justine Romero.</p> <p>La Causa Construction representative inquired about LLC/TOCC Apprenticeship program. Expecting projects to become available for housing units in the north & west areas of the nation. Would like to give carpentry apprentices and opportunity to gain some OJL. Directed the information to Justine Romero. Apprenticeship Office Coordinator.</p> <p>Mr. Gurerro PYT workforce development requested information on TOCC/LLC heavy equipment program and a possible partnership with their program. Directed the information to Justine Romero.</p>	<p>Solar Installer Program. New course request has been completed. The curriculum is to be reviewed by the committee in April 2022.</p> <p>It is our goal to have the solar program available for students to register for classes by the fall 2022.</p>	<p>The office of sustainability and WCD have completed the Solar Instructor Job Description for HR review</p> <p>Target date to complete the curriculum review process will be March/April 2022.</p>
Culinary Arts Program		<p>A CUA Chef/Instructor has been hired. WCD & office of sustainability are working with Jay Juan, Chief of Operations & Deshon, IT department to prepare for facilities to be operational and have internet connectivity to begin online classes by fall 2022.</p> <p>CUA Instructor/WCD & Office of Sustainability are working to</p>	<p>TOCC office of Sustainability and WCD will continue to communicate with BHS for reopening services associated with the Culinary Arts Program for dual enrollment.</p>

		formalize the CUA curriculum updates and proposed changes for the fall 2022 term.	
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>Four computers have just been added and set up by IT for students to use as part of their GED program. The GED program has Aztec software that assist students in building academic skills in all of the GED content areas.</p> <p>The GED program has requested (2) laptops to be used for official GED testing as Wisag Kos. This has been completed by IT and we are now ready to begin scheduling students who are ready to test.</p> <p>GED students now have the opportunity to take the practice test from home as well as the official GED test.</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 College Credit Pathway Option is outlined in the TOCC College Catalog page 112.</p> <p>16 years and older, not required to be enrolled in high school and successfully complete 25 college credits with a 'c' or higher and take and pass the Arizona civics exam.</p> <p>5 students have continued this spring semester and are averaging a "C" or higher in their GPA as required by the Arizona Department of Education and TOCC.</p>	<p>The GED online learning format is making progress with students who use the zoom feature with the GED instructor.</p> <p>The CCP program is currently recruiting for summer and fall 2022 semester. Ms. Jai Juan has completed the GED/CCP flyer and has it posted on the TOCC fb page.</p>



**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: March 3 2022
 SUBJECT: Student Life Staff **April 2022** Board Reports

Sylvia Hendricks- Director of Student Life

Key Issues/Items addressed in March 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"> • March mid Spring Semester for Students and the College. Student Life continues to prepare and plan on the updated Kitchen in I-We:mta Ki:, the completion of the Apedag Ki: and filling the residence with students through recruitment and dorm preparations. • 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. • Continue to attend the weekly O'odham Niok Sessions with other staff members on Mondays at 8:30 am during the month of March. • 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. • I continue to work 4 days a week onsite with the exception of Tuesday I work remotely. • The following are additional events/meeting I attended and conducted during the month of March: (most of the meetings held virtually) <ul style="list-style-type: none"> ○ TOCC Board of Trustees Meeting- 3/10/2022 ○ TOCC All Staff Meeting- 3/11/2022 ○ I Wemta Luncheon Planning Meeting- 3/2 & 4/2022 ○ I Wemta Luncheon- 3/18/2022 ○ Schuk Toak District Presentation- 3/26/2022 <p>I'd like to highlight a few events & meetings conducted and or attended for your information:</p> <ul style="list-style-type: none"> ➤ I continue to work and meet with the responsible areas I oversee on progression and planning for upcoming semester sessions or upcoming events and updates on projects that they are working on.

	<ul style="list-style-type: none"> ➤ The Athletic Department continues the planning for the completion of the Apedag Ki: ➤ Athletics has also completed clearing out the storage area at the Baboquivari High School that was addressed by our Chief of Operations and BUSD Athletic Director. ➤ Director of Student Life and the Athletic Program is also working on getting the Archery Club re-established for interested students. We are working with Valentine Lee on relocating the Archery Field and getting that all set up. ➤ The Residence Program is also gearing up for the 2022 Fall Session on recruitment and preparing the dorms in order to fill the residence and get more students on campus. Residence is also part of the video promoting and showing students what we have available on the S-Cuk Du'ag campus. ➤ The I Wemta Luncheon event was a success with a good amount of staff and guests attending with more than half of the individual that were recognized in attendance.
Food Program Information	<p>The renovation of the I-Wemta Ki: Kitchen to enlarge it is getting close to completion. The Chief of Operations continues to work on getting the stove operable.</p> <p>The Lead Cook continues to use Gegdak Son Ki: kitchen in the meantime to provide meals and snacks for students and staff.</p> <p>The Lead Cook has also recently began providing Breakfast & Lunch for the GED Student on Wişag Koş Maşcamakud and working with Security to deliver the meals for these students.</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 March 2022

Issues/Items	Actions/Assessment
Current Residents	<ul style="list-style-type: none"> - Currently there are no student residents at this time. - Housing applications are being received - Currently have 7 applicants for Fall 2022 - Planning to re-open in the Fall of 2022
Preparation of physical structures	<ul style="list-style-type: none"> - New dressers have been installed - Old dressers were donated to the Family Preservation Program and Child Welfare on the nation - Quench water Dispenser installed in Women's and Co-ed dorms - 1 Refrigerator under repair
Termites	<ul style="list-style-type: none"> - Termites have been treated throughout the entire residence units
Alarm System	<ul style="list-style-type: none"> - Alarm system throughout units needs to be inspected due to continuous beeping and "trouble" light on
Leadership Meetings	<ul style="list-style-type: none"> - Residence Life Coordinator has attended leadership meetings as well as TOCC all staff meetings, both virtually

Student Housing webpage	<ul style="list-style-type: none"> - Updates have been made to the Student Housing page. - Modifications to online forms are coming for future residence students.
Open Dorm Advertisement	<ul style="list-style-type: none"> - Met with TOCC recruiter. - Filming new advertising videos and photos. - Ordering new brochures/pamphlets. - Updated Flyers. - Updated KOHN Radio PSA. - Distribute Flyers and Information to High Schools and Communities - Scheduling future showings with recruiter for High School group visits TOCC campus.
FHLC Meetings	<ul style="list-style-type: none"> - Continued preparation planning for Future Health Leaders Camp in Summer of 2022.

Michael Steward- Athletic Head Coach

Key Issues/Items addressed in March 2022

Issues/Items	Actions/Assessment
Working status	<ul style="list-style-type: none"> a) During the month of March, the Athletic Department has continued working partially remotely through this pandemic.
Coaching and Recruiting	<ul style="list-style-type: none"> 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 CROSS COUNTRY Season. c) Continue sending workouts to current Athletes and potential future Athletes.
Scheduling	<ul style="list-style-type: none"> a) Have begun reaching out to schools for potential meets for 2022-23 season.
Academics	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> a) Walked the area that was designated for our Archery field. b) Attended 3rd quarter ACCAC meetings. c) Participated in NJCAA EDI Committee. d) Participated in NJCAA D2 Men's Basketball weekly committee meetings. e) Participated in NJCAA D2 Golf Annual meeting. f) Met with the Branding Committee to discuss the school logo.
Health and Wellness	<ul style="list-style-type: none"> a) Have remained in communication with AZ Health to discuss next steps to install flooring and arrival of equipment. b) Made a walkthrough of Apedag Ki: to inspect installation of flooring. c) Continued price comparisons for TVs for Apedag Ki:. d) We have continued meeting weekly as a staff to discuss the rollout of the Wellness Program. e) Have reached out to potential guest speakers/instructors for the wellness program. f) Setup meeting with Tucson Indian Center to talk about programming for wellness program.

	<p>g) Continued meeting with Tucson Wellness to talk about individual/group strength training when Apeadag Ki: is up and running.</p> <p>h) Completed our 18th month of the Wellness Programming and have begun planning programming for April.</p>
Budget/Fundraising	<p>a) We have gotten current on Jenzabar.</p> <p>b) Began working on the FY23 Budget.</p>
Outreach/Community Service	<p>a) Due to COVID and the ongoing restrictions from the Nation's Executive Office, no community service or outreach have been planned.</p> <p>b) Donated basketball scorer's table to TOKA for their new recreation center.</p> <p>c) Donated basketballs, shot clocks, medical supplies & ball racks to BHS.</p> <p>d) Met with April Ignacio for preliminary talks on fielding a Toka team.</p> <p>e) Worked out with BHS track & field team.</p> <p>f) **Continued** 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 March 2022

Issues/Items	Actions/Assessment
Student Issue/Disciplines	We had zero reports for the month of March/
Temperature Check Station	<p>The Temperature Check Station is running smooth no issues with checking in. Some employees still use the paper check in form.</p> <p>Security continue to perform rapid tests for employees and vendors as needed. We had one employee test positive this past month (March).</p> <p>Security continues to follow protocol after someone tests positive. Security has turned away a few students due to not having proof of the vaccine or there Student ID.</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>Security has one report of an Illegal on campus on 3/11, no other incidents were reported.</p> <p>Security is now transporting breakfast and lunch meals to the GED student at Wişag Koş Maşcamakuđ</p> <p>Security is continuing to work hard to insure Employees are safe and following guidelines. We check on buildings at both campuses to make sure all building and offices locked and secure after hours.</p>

TOCC Board of Trustees Regular Meeting

April 14, 2022

ADDENDUMS & ADDED AGENDA ITEMS

Request for Support from the Tohono O'odham Nation FY 2023 - FY2027– Calendar of Meetings;
Announcement Item

TOCC Apprenticeship Program – April 2022 Update; BOT Reports

April

TOCC Community & District Council Presentations

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3 Fresnal Canyon Virtual 10:00 a.m. <u>Artesia/L Tucson</u> In Person 10:00 am	4 San Xavier District Council In Person 6:00 p.m.	5	6	7 Pisinemo District Council Virtual 6:00 p.m.	8	9 Chukut Kuk Virtual 9:00 a.m. <u>Sif Oidak</u> Virtual 12:00 p.m.
10 Topawa Community Mtg. Virtual 9:00 a.m.	11	12	13	14 TOCC Board of Trustees Mtg.- Desert Diamond Hotel & Casino 9:00 a.m.	15 Good Friday	16 Hickiwan District Council - Virtual 9:00 a.m.
17 Easter	18	19	20	21	22	23 Gu Achi District Council Mtg. Virtual 8:00 a.m.
24 South Komelic Community Mtg. Virtual 8:00 a.m.	25	26	27	28	29	30

May

TOCC Community & District Council Presentations

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21 Gu Vo District Council Mtg. In Person 10:00 a.m.
22	23	24	25	26	27	28
29	30	31				

TOCC Apprenticeship Program(AP)

To develop a skilled workforce by providing apprentices with top quality training and on the job learning opportunities that meet US Department of Labor standards and that lead to journey person status and gainful employment in key trades needed on the Tohono O'odham Nation and beyond.

April 2022 Update

DOL 2022 Audit

- As of April 2022 through end of May 2022 TOCC AP will be under audit by the federal DOL.
- AP Coordinator will work with DOL to supply necessary documents and comply with recommendations to bring the program into compliance.
- DOL will be visiting our TOCC campus the week of May 23, 2022. This visit will signify the end of the 2022 audit.



Sponsorship

- TOCC is working to Solidify itself as the sole sponsor of the AP's standards. This came about recommendations from the federal DOL and after a legal review by Big Fire Law in March 2022. The review recommends that route to reduce the College's potential liability.
- We have advertised for an Apprenticeship Director and currently have a candidate for interview.
- TOCC support service departments are continuing to work to develop a streamline process for current and future operations of the AP. We are estimating that by June of 2022 we will have made substantial progress in regards to Administration of the program.

Workspace at Wişag Koş

- This structure will incorporate the needs of the Wisag Kos Campus because it will be a facility that allows TOCC to offer hands-on training in a safe and clean environment.
- The completion date for this facility is October of 2022.

