



Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

September 08, 2022

TOCC Boardroom, Ma:cidag Gewkdag Ki:

S-cuk Du'ag Maşcamakuđ

In Person & Virtual Meeting



Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

September 08, 2022, 9:00 a.m.

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

In Person and Virtual Meeting – Phone, Internet via Zoom

Agenda

General Matters

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| 1. Call to Order / Roll Call | |
| 2. Invocation | |
| 3. Review and Approval of Agenda | |
| 4. Announcements and Upcoming Events | |
| 5. Minutes from August 11, 2022 BOT Regular Meeting | 02 |
| 6. Call to the Audience | |
| 7. Coronavirus Update | |

New Business

- | | |
|--|----|
| 1. July 2022 Financials – Controller | 07 |
| 2. Human Resources Report – HR Director | 35 |
| 3. Student Life Position Reclassification Request – Director of Student Life | |
| • Wellness Program Coordinator | 40 |
| 4. Education Division Position Requests – Dean of Academics | |
| • Academic Advisor Coordinator Modification & Additions | 47 |
| • New Academic Advising & Career Specialist | 55 |
| • Additional Business Instructor position | 61 |
| 5. Division for Sustainability Position Request – Dean for Sustainability | |
| • New Biodiversity and Research Specialist | 67 |
| 6. Pisinemo Site | |
| • Upcoming meeting | |
| 7. SCAC Update | |

Reports – by Division and Division Components

- | | |
|--|-----|
| 1. President, HR, Operations, Community of Practice | 71 |
| 2. Education Division, O'ohana Ki:, NSF STEM, Tohono O'odham Studies | 77 |
| 3. Student Services Division | 88 |
| 4. Sustainability, IT, IE, Workforce and Community Dev. | 96 |
| 5. Student Life, Residence Life, Athletics & Wellness | 100 |

General Matters

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

Adjournment

Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

Thursday August 11, 2022

9:00 a.m.

S-Ki:kig Maşcama Ki: (Many Houses Site – Phoenix Center)

Phoenix, Arizona

In Person / Virtual Meeting

GENERAL MATTERS

1. Call to Order / Roll Call

The Board of Trustees Regular Meeting was Called to Order at 9:24 a.m. by Chairperson Dr. Ofelia Zepeda.

Present	Excused Absence	Unexcused Absence	Attendance Time	Board of Trustees:
X			9:24 a.m.	Dr. Ofelia Zepeda, Chairperson
X			9:24 a.m.	Bernard Siqueros, Vice-Chairperson
X			9:24 a.m.	Jonas Robles, Elder Member
X			9:24 a.m.	Mary Bliss, Member
				Administration Members
X			9:24 a.m.	Dr. Paul Robertson, President
X			9:24 a.m.	Dr. Mario Montes-Helu, Dean for Sustainability
X			9:24 a.m.	Joann Miguel, Dean of Finance
X			9:24 a.m.	Liz (Ofelia) Zepeda, Interim Dean of Student Services
X			9:24 a.m.	Dr. Tiffany Viggiano, Dean of Academics
				Recorder
X			9:24 a.m.	Evan Thomas, Special Assistant to the President
				Guests
X			9:24 a.m.	Gloria Benavidez, Student Support Specialist II
X			9:24 a.m.	Carmella Ann Pablo, Library Assistant
X			9:24 a.m.	Paschell Wilson, Culinary Arts Instructor
X			9:24 a.m.	Pauline Nasewytewa, BCT Program Advisor
X			9:24 a.m.	Sonya Juan, Human Resources Director
X			9:24 a.m.	Sylvia Hendricks, Director of Student Life
X			9:24 a.m.	Wendi Cline, Library Assistant
X			9:24 a.m.	Mickie Widener, Human Resources Generalist
X			9:24 a.m.	Myriah Cypriano, Administrative Assistant – Student Services
X			9:24 a.m.	Annastasia Gonzalez, Office Coordinator – Operations
X			9:24 a.m.	Deshon Miguel, IT Manager
X			9:24 a.m.	Sharon Parker, Adjunct Faculty
X			9:24 a.m.	LeAnn Miles, Office Coordinator – Apprenticeship Program
X			9:24 a.m.	Jai Juan, Recruiter
X			9:24 a.m.	Ingrid Segundo, Sponsored Projects Director
X			9:24 a.m.	Rebecca Valentine, Data Entry Clerk

X			9:24 a.m.	Mobarak Hossain, Mathematics Instructor
X			9:24 a.m.	Tashina Machain, Phoenix Center Technician
X			11:00 a.m.	Iris Nez, Bookstore Supervisor
X			11:00 a.m.	Valentine Lee, Lead Security Guard
X			11:00 a.m.	Diana Antone – Financial Aid Technician
X			11:00 a.m.	Anselmo Ramon, Chair of Academic Programs in WCD

Executive Summary: TOCC BOT acted on the following at the August 11, 2022 regular meeting:

- Approved the July 28, 2022 TOCC Board of Trustees regular meeting minutes as presented.
- Accepted the June 2022 Financial Report as presented.
- Accepted the Human Resources Report for August 2022 as presented.
- Approved the revisions to the Gewkdag Scholarship details as presented.
- Approved the reclassification of the Head Athletic Coach to the Athletic and Wellness Manager position as presented.
- Approved the change to the Finance and Policies and Procedures/Grant Manual as presented.

2. Invocation

The invocation was given by Jonas Robles.

3. Review and Approval of Agenda

The BOT meeting agenda was reviewed and the following New Business Items were added:

5. Revision to the Gewkdag Scholarship requirements
6. Reclassification of the Head Athletic Coach position to Athletic and Wellness Manager
7. Change to the Finance and Policies and Procedures/Grant Manual

A motion was made to approve the meeting agenda with the additional New Business Items.

MOTION: Motion by Jonas Robles, Seconded by Mary Bliss to approve the meeting agenda with the additional New Business Items.

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

MOTION APPROVED

4. Announcements

TOCC in conjunction with the Pima County Health Department (PCHD) will host a Wellness Fair August 12, 2022, 7:00 a.m. – 4:00 p.m. at S-cuk Du’ag Maşcamakuđ. The Wellness Trail will be refurbished, tables for the health fair will be in GSK and tours of the Apedag Ki: will be held.

The President’s Office has received emails from deans and directors stating their attendance at today’s meeting may be intermittent as other commitments have been scheduled.

The Himdag Committee is working on scheduling the biannual Cleansing. The Blessing for the 2022 Fall semester will be August 22, 2022. An email with further information will be distributed.

5. Minutes from the July 28, 2022 regular meeting of the TOCC Board of Trustees.

Minutes for the July 28, 2022 regular meeting were reviewed.

A motion was made to approve the July 28, 2022 TOCC Board of Trustees regular meeting minutes as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the June 09, 2022 TOCC Board of Trustees regular meeting minutes as presented.

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

MOTION APPROVED

6. Call to the Audience – None

7. Coronavirus Update – Dr. Paul Robertson, President

An inventory has been conducted on rapid tests and face masks. TOCC continues with the coronavirus protocols set in place.

NEW BUSINESS

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

Dean Miguel reviewed the May 2022 Financial Report corrections.

2. Financial Report for June 2022 – Joann Miguel, Dean of Finance

Dean Miguel reviewed the June 2022 Financial Report.

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

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to accept the June 2022 Financial Report as presented.

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

MOTION APPROVED

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

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

The BOT emphasized to submit reports for the monthly board packets. Copies of the August 2022 Human Resources Report will be sent to the BOT.

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

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to accept the Human Resources Report for August 2022 as presented.

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

MOTION APPROVED

4. Tour of S-Ki:kig Maşcama Ki: - Phoenix Center Site Technician

The BOT will tour the Phoenix Site at the conclusion of the board meeting.

5. Revisions to the Gewkdag Scholarship – Liz (Ofelia) Zepeda, Interim Dean of Student Services

Clarification was needed to outline the duration of the Gewkdag Scholarship. The scholarship will be available to students for both the fall and spring semesters and can be an incentive for incoming high school students to pay for fees and books.

A motion was made to approve the revisions to the Gewkdag Scholarship details as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to approve the revisions to the Gewkdag Scholarship details as presented.

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

MOTION APPROVED

6. Reclassification of two Student Life positions – Sylvia Hendricks, Director of Student Life

A request to reclassify the Head Athletic Coach to Athletic and Wellness Manager and the Assistant Athletic Coach to Wellness Program Coordinator were reviewed. This information was sent via email on August 10, 2022.

The BOT members requested hard copies of the documents to review. The reclassification of the Assistant Athletic Coach was withdrawn from the agenda.

A motion was made to approve the reclassification of the Head Athletic Coach to Athletic and Wellness Manager as presented.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to approve the reclassification of the Head Athletic Coach to Athletic and Wellness Manager as presented.

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

MOTION APPROVED

7. Change to the Finance and Policies and Procedures/Grant Manual

With the recent audit conducted, a best practice recommendation is to formalize TOCC's suspension/department procurement policies/procedures in writing as required by the Uniform Guidance.

A motion was made to approve the changes to the Finance and Policies and Procedures/Grant Manual as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the changes to the Finance and Policies and Procedures/Grant Manual as presented.

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

MOTION APPROVED

REPORTS – BY DIVISION and DIVISION COMPONENTS

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

1. President, HR, Operations, Community of Practice
2. Education Division, O'ohana Ki:, NSF STEM, Tohono O'odham Studies
3. Student Services Division
4. Sustainability, IT, IE, Workforce and Community Development
5. Student Life, Residence Life, Athletics & Wellness

GENERAL MATTERS

1. Executive Session

The BOT excused the attendees and convened for an Executive Session at 11:26 a.m.

ADJOURNMENT – 12:22 p.m.

A motion was made to adjourn the August 11, 2022 BOT regular meeting.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to adjourn the August 11, 2022 BOT regular meeting.

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

MOTION APPROVED

INTEROFFICE MEMORANDUM

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

EXECUTIVE SUMMARY

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

* Bank of America, regular operational checking account	\$ 12,134,547
* LLC Cash Available	221
*Bank of America - TPT Construction Needs	545,756
* Bank of America Capital Campaign	6,550
* Bookstore Cash	12,428
* Petty Cash	100

Cash and cash equivalents in all accounts	<u>\$ 12,699,602</u>
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Investments Follow:

* Community Foundation	\$ 399,649
* Wells Fargo Securities, Building/Operating Reserves	<u>1,836,726</u>

Investment total	<u>\$ 2,236,375</u>
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Other Assets	\$ 14,710,185
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Buildings (net of Depreciation)	10,265,244
Student A/R	191,450
Contribution Receivable TO Nation	300,000
Grants Receivable	3,391,692
Inventory	439,806
Prepays	82,593
Other A/R	<u>39,400</u>
	14,710,185

Total Unrestricted assets	<u><u>\$ 29,646,162</u></u>
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Recommendation: The President recommends that the Board of Trustees shall accept the financial report For the Month Ended July 31, 2022

Operating Cash Balance for July 2022 **\$ 812,809**

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

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

Assets	(Unaudited) July 31 2022	(Unaudited) June 30 2022	(Audited) June 30, 2021
Bank of America - operating account	\$ 12,134,547	\$ 13,321,894	11,524,743
Bank of America - TPT Construction Needs	545,756	516,679	-
Bank of America - capital campaign account	6,550	6,550	6,550
Bookstore cash	12,428	12,446	8,123
Petty cash	100	100	100
LLC Checking and Cash on Hand All Accounts	221	221	268,659
* Student accounts receivable, net of allowance for doubtful accounts	191,450	191,450	207,442
Contribution Receivable TO Nation	300,000	300,000	300,000
Contracts and grants receivable	3,391,692	3,391,692	3,391,692
Bookstore inventory	439,806	439,806	273,991
Prepaid expenses	82,593	39,976	4,584
Wells Fargo Investments - Building and Operating reserves	1,836,726	1,787,246	1,969,507
Community Foundation of Southern Arizona - endowment	399,649	399,649	445,771
* Land, buildings and equipment, net of accumulated depreciation	10,265,244	10,265,244	10,265,244
Other receivables	39,400	21,600	12,329
Total Assets	\$ 29,646,162	\$ 30,694,553	\$ 28,678,735
Liabilities and Net Equity			
Accounts payable	\$ 712,164	\$ 524,428	889,851
Salary related payable	636,271	595,889	513,705
Deposits/Funds Held for others	29,870	29,870	29,870
Other Payables and Accrued Expenses	(29,898)	65,949	75,992
Deferred grant revenue	10,768,426	10,768,426	10,768,426
Total Liabilities	\$ 12,116,833	\$ 11,984,562	\$ 12,277,844
Equity:			
Unrestricted:			
Designated by the board of trustees	\$ 1,818,011	\$ 1,818,011	1,818,011
Designated Endowment CFSA	210,340	210,340	210,340
Expended for property and equipment	8,638,796	8,638,796	8,638,796
Designated for operating budget plus grants	5,837,057	7,017,719	4,708,619
Unrestricted Equity	\$ 16,504,204	\$ 17,684,866	\$ 15,375,766
Temporarily restricted	\$ 691,460	\$ 691,460	\$ 691,460
Permanently restricted	333,665	333,665	333,665
Restricted Equity	\$ 1,025,125	\$ 1,025,125	\$ 1,025,125
Total Liabilities and Equity	\$ 29,646,162	\$ 30,694,553	\$ 28,678,735

*Recap #1

* Recap Explained of Net Students Accounts Receivable	July 2022	June 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 Fixed Assets	July 2022	June 2022	June 2021
Land Buildings & Equipment	\$ 18,156,232	\$ 18,156,232	\$ 18,156,232
Allowance for Depreciation	(7,890,988)	(7,890,988)	(7,890,988)
* Land building and Equipment, net of Accumulated Depreciation	1 \$ 10,265,244	\$ 10,265,244	\$ 10,265,244

TOHONO O'ODHAM COMMUNITY COLLEGE

Unrestricted Budget Activity

For the Month Ended July 31, 2022

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

UNRESTRICTED OPERATING BUDGET	FY 2023		Budget Variance	Remaining %
	Year-to-Date Actual	Annual Budget		
Unrestricted revenues:				
Tuition and fees	\$ 40	\$ 101,000	\$ (100,960)	-100%
Student Housing		82,000	(82,000)	-100%
Legislative Contribution - Tohono O'odham Nation	-	5,096,045	(5,096,045)	-100%
Tribal Community College Act	-	4,102,000	(4,102,000)	-100%
Indirect costs recovered on restricted federal grants	-	345,000	(345,000)	-100%
Unrestricted gifts and donations	500	10,000	(9,500)	-95%
Bookstore sales	6,977	100,150	(93,173)	-93%
Miscellaneous income	2,165	33,000	(30,835)	-93%
Total Unrestricted Revenues	\$ 9,682	\$ 9,869,195	\$ (9,859,513)	-100%
Unrestricted expenses:				
Educational program services:				
Instruction	\$ 172,397	\$ 2,301,433	\$ 2,129,036	93%
Student services	73,592	1,257,906	1,184,314	94%
Auxiliary enterprises	24,234	523,120	498,886	95%
Supporting services:				
Academic support	21,699	574,981	553,282	96%
Institutional support w/out Depreciation/Bad Debts	100,162	2,282,929	2,182,767	96%
Facility operations and maintenance	50,807	1,248,786	1,197,979	96%
Sustainability	11,472	262,186	250,714	96%
Cultural Liason	7,000	88,245	81,245	92%
Student Life	29,074	500,309	471,235	94%
San Carlos BIE Funds and Tuition and Fees	-	809,190	809,190	100%
Culinary Arts Program	5,073	91,942	86,869	94%
Grant Match (1117/	6,472	119,873	113,401	95%
Total Unrestricted Expenses	\$ 501,982	\$ 10,060,900	\$ 9,558,918	95%
 Unrestricted excess (deficiency) w/o Bad Debts/Depreciati	 \$ (492,300)	 \$ (191,705)	 \$ (300,595)	

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

**Note: Remaining Budget Target for
Operational expenses is 92%**

	<u>Year-to-Date</u>		<u>2023 Annual</u>	<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>	<u>%</u>
INSTRUCTION					
Instruction - 1100					
Compensation	\$ 135,397	\$	1,582,106	\$ 1,446,709	91%
Employee related expenses	23,775		388,698	364,923	94%
Employee tuition waivers/tuition waivers			1,500	1,500	100%
Travel and training	50		20,000	19,950	100%
Mileage			3,800	3,800	100%
Commuter Allowance	297		3,600	3,303	92%
Consultant Fees	420		4,200	3,780	90%
Education Supplies	220		15,000	14,780	99%
Art program Supplies	218		10,000	9,782	98%
Meeting expense			5,000	5,000	100%
Subscriptions/Periodicals			5,000	5,000	100%
Furniture & Fixtures			1,000	1,000	100%
	<u>\$ 160,377</u>	<u>\$</u>	<u>2,039,904</u>	<u>\$ 1,879,527</u>	<u>92%</u>
Work Force Comm Development - 1500					
Compensation	\$ 8,889	\$	133,450	\$ 124,561	93%
Employee related expenses	2,640		92,429	89,789	97%
Travel & Training	343		3,000	2,657	89%
Registrations			1,500	1,500	100%
Commuter Allowance	148		1,800	1,652	92%
Advertising & Promotion			1,000	1,000	100%
Consultant Fees			5,500	5,500	100%
Education Supplies			2,500	2,500	100%
Office supplies			600	600	100%
Meeting Expense			2,000	2,000	100%
Guest Speakers/Honorariums			12,000	12,000	100%
Office Equipment			1,000	1,000	100%
	<u>\$ 12,020</u>	<u>\$</u>	<u>256,779</u>	<u>\$ 244,759</u>	<u>95%</u>
ABE-GED - 1800					
Travel/training/Registrations	\$	\$	2,500	\$ 2,500	100%
Mileage	-		-	-	0%
Registrations			500	500	100%
Memberships			500	500	100%
Education Supplies			500	500	100%
Office Supplies			375	375	100%
Other Office Supplies			375	375	100%
	<u>\$ -</u>	<u>\$</u>	<u>4,750</u>	<u>\$ 4,750</u>	<u>100%</u>
				-	
				-	
TOTAL INSTRUCTION	<u>\$ 172,397</u>	<u>\$</u>	<u>2,301,433</u>	<u>\$ 2,129,036</u>	<u>93%</u>

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

**Note: Remaining Budget Target for
Operational expenses is 92%**

	<u>Year-to-Date</u>		<u>2023 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	\$ 36,849	\$	572,387	\$ 535,538	94%
Employee related expenses	12,434		222,996	210,562	94%
Recruiting	175		18,000	17,825	99%
Employee tuition waivers			1,800	1,800	100%
Travel and training	846		30,000	29,154	97%
Mileage			750	750	100%
Registrations			1,950	1,950	100%
Commuter Allowance	371		1,800	1,429	79%
Graduation			10,000	10,000	100%
Printing			3,300	3,300	100%
Memberships			1,205	1,205	100%
Advertising			4,900	4,900	100%
Comm/student events			13,000	13,000	100%
Consultant Fees			10,000	10,000	100%
Education supplies			2,500	2,500	100%
Office supplies			4,500	4,500	100%
Meeting expense			3,000	3,000	100%
Promotional			1,500	1,500	100%
Furniture and Fixtures			5,094	5,094	100%
Office Equipment			3,200	3,200	100%
	<u>\$ 50,675</u>	<u>\$</u>	<u>911,882</u>	<u>\$ 861,207</u>	<u>94%</u>
Financial aid office - 5200					
Compensation	\$ 10,778	\$	163,528	\$ 152,750	93%
Employee related expenses	4,030		63,411	59,381	94%
Travel and training	3,184		8,000	4,816	60%
Registrations			2,000	2,000	100%
Memberships			1,000	1,000	100%
Office supplies			1,000	1,000	100%
	<u>\$ 17,992</u>	<u>\$</u>	<u>238,939</u>	<u>\$ 220,947</u>	<u>92%</u>
Residence Life - 5400					
Compensation	\$ 3,662	\$	44,930	\$ 41,268	92%
Employee related expenses	1,117		15,056	13,939	93%
Travel and training expense			2,000	2,000	100%
Mileage			200	200	100%
Registration expenses			500	500	100%
Memberships			300	300	100%
Advertising			500	500	100%
Comm/student events	146		4,000	3,854	96%
Office supplies			600	600	100%
Meeting Expense			1,000	1,000	100%
Custodial Expenses			4,000	4,000	100%
Subscriptions/periodicals			4,000	4,000	100%
Stipends			9,000	9,000	100%
Furniture & Fixtures			20,000	20,000	100%
	<u>4,925</u>	<u>\$</u>	<u>106,086</u>	<u>\$ 101,161</u>	<u>95%</u>

Student senate - 1410

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

**Note: Remaining Budget Target for
Operational expenses is 92%**

	<u>Year-to-Date</u>		<u>2023 Annual</u>	<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>	<u>%</u>
Office supplies			400	400	100%
Meeting expense	\$ -	\$	600	\$ 600	100%
	\$ -	\$	1,000	\$ 1,000	100%
				-	
TOTAL STUDENT SERVICES	\$ 73,592	\$	1,257,907	\$ 1,184,315	94%
AUXILIARY ENTERPRISES					
Athletics - 5300					
Compensation	\$ 5,117	\$	109,721	\$ 104,604	95%
Employee related expenses	2,668		47,786	45,118	94%
Recruiting Expense	229		2,000	1,771	89%
Travel			6,000	6,000	100%
Machinery/Equipment Repairs			7,000	7,000	100%
Vehicle Rental			4,000	4,000	100%
Fuel			2,000	2,000	100%
Hotel			5,000	5,000	100%
Uniform/Retail Purchases			8,000	8,000	100%
Meals	43		7,000	6,957	99%
Memberships	4,935		10,000	5,065	51%
Advertising & Promotion			7,500	7,500	100%
Consultant Fees			12,000	12,000	100%
On Travel Medical			3,000	3,000	100%
Other Professional Fees			11,000	11,000	100%
Office Supplies			2,500	2,500	100%
Tuition Waivers			25,000	25,000	100%
Contracts/Subcontracts			18,000	18,000	100%
Program Supplies	3,123		20,000	16,877	84%
Archery Expense			10,000	10,000	100%
	<u>16,115</u>		<u>317,507</u>	<u>301,392</u>	<u>95%</u>
Bookstore - 9100				-	
Compensation	\$ 6,835	\$	84,200	\$ 77,365	92%
Employee related expenses	1,284		43,913	42,629	97%
Tuition Waivers			200		
Cost of Goods Sold-Retail			60,000	60,000	100%
Office supplies			4,300	4,300	100%
Promotional			13,000	13,000	100%
	<u>8,119</u>	<u>\$</u>	<u>205,613</u>	<u>\$ 197,494</u>	<u>96%</u>
TOTAL AUXILIARY ENTERPRISES	\$ 24,234	\$	523,120	\$ 498,886	95%

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

**Note: Remaining Budget Target for
Operational expenses is 92%**

	<u>Year-to-Date</u>		<u>2023 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	\$ 8,905	\$	138,708	\$ 129,803	94%
Employee related expenses	2,318		85,517	83,199	97%
Employee Tuition Waivers	29		400	371	93%
Travel and training			2,500	2,500	100%
Registrations			1,000	1,000	100%
Memberships			1,000	1,000	100%
Advertising			2,000	2,000	100%
Community Student Events			8,000	8,000	100%
Consultant fees			2,500	2,500	100%
Education Supplies			1,000	1,000	100%
Office supplies			1,000	1,000	100%
Meeting Expense			2,000	2,000	100%
Contracts/Subcontracts			25,000	25,000	100%
Promotional			900	900	100%
	<u>\$ 11,252</u>	<u>\$</u>	<u>271,525</u>	<u>\$ 260,273</u>	<u>96%</u>
Library - 4130					
Compensation	\$ 6,160	\$	156,830	\$ 150,670	96%
Employee related expenses	2,291		67,234	64,943	97%
Travel and training			2,000	2,000	100%
Registrations			150	150	100%
Commuter Allowance			1,800	1,800	100%
Memberships			160	160	100%
Consultant Fees			15,600	15,600	100%
Office supplies			5,000	5,000	100%
Meeting expenses			400	400	100%
Subscriptions/periodicals	386		30,719	30,333	99%
Contracts/subcontracts	1,610		13,963	12,353	88%
Promotional			600	600	100%
Office equipment			4,000	4,000	100%
Library collection			5,000	5,000	100%
	<u>\$ 10,447</u>	<u>\$</u>	<u>303,456</u>	<u>\$ 293,009</u>	<u>97%</u>
				-	
TOTAL ACADEMIC SUPPORT	<u>\$ 21,699</u>	<u>\$</u>	<u>574,981</u>	<u>\$ 553,282</u>	<u>96%</u>

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

**Note: Remaining Budget Target for
Operational expenses is 92%**

	<u>Year-to-Date</u>		<u>2023 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	\$ 14,177	\$	164,837	\$ 150,660	91%
Employee related expenses	4,017		49,802	45,785	92%
Student related travel			2,000	2,000	100%
Travel and training			1,000	1,000	100%
Mileage			400	400	100%
Registrations			1,000	1,000	100%
Car Allowance	593		7,200	6,607	92%
Office supplies			500	500	100%
Meeting expenses			2,000	2,000	100%
	<u>\$ 18,787</u>	<u>\$</u>	<u>228,739</u>	<u>\$ 209,952</u>	<u>92%</u>
Himdag - 6150					
Comm/Student/Events	\$	\$	2,000	\$ 2,000	100%
Meeting Expense			700	700	100%
	<u>\$ -</u>	<u>\$</u>	<u>2,700</u>	<u>\$ 2,700</u>	<u>100%</u>
Board of Trustees - 6190					
Trustee fees	\$ 1,800	\$	14,000	\$ 12,200	87%
Travel and training			4,500	4,500	100%
Mileage	255		2,500	2,245	90%
Communications			900	900	100%
Meeting expenses	111		7,500	7,389	99%
	<u>\$ 2,166</u>	<u>\$</u>	<u>29,400</u>	<u>\$ 27,234</u>	<u>93%</u>
Institutional Effectiveness - 1300					
Compensation	\$ 4,359	\$	53,392	\$ 49,033	92%
Employee related expenses	1,192		16,335	15,143	93%
Travel and training	-		1,000	1,000	100%
Mileage	-		200	200	100%
Registrations	-		200	200	100%
Vehicle Rental			250	250	100%
Office Supplies			100	100	100%
Office Equipment			300	300	100%
	<u>\$ 5,551</u>	<u>\$</u>	<u>71,777</u>	<u>\$ 66,226</u>	<u>92%</u>
LLC Support - 1401					
Compensation	\$				
Employee related expenses					
Vehicle Rentals	\$				

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

**Note: Remaining Budget Target for
Operational expenses is 92%**

	<u>Year-to-Date</u>		<u>2023 Annual</u>	<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>	<u>%</u>
Administration & Finance - 6200					
Compensation	\$ 27,234	\$	403,800	\$ 376,566	93%
Employee related expenses	8,170		169,065	160,895	95%
Employee Tuition Waivers			650	650	100%
Travel and training			1,000	1,000	100%
Mileage			100	100	100%
Registrations			250	250	100%
Commuter Allowance	519		5,400	4,881	90%
Auditing			72,500	72,500	100%
Office supplies			4,000	4,000	100%
Meeting expenses			400	400	100%
Contracts/subcontracts	9,848		109,200	99,352	91%
Bank Charges			4,500	4,500	100%
	<u>\$ 45,771</u>	<u>\$</u>	<u>770,865</u>	<u>\$ 725,094</u>	<u>94%</u>
General support services - 6300					
Benefits Unemployment	\$	\$	20,000	\$ 20,000	100%
Postage & Delivery			12,000	12,000	100%
Insurance			165,000	165,000	100%
Memberships	1,000		40,000	39,000	98%
Legal Fees			50,000	50,000	100%
Meeting expenses			5,000	5,000	100%
Subscriptions & Periodicals			2,000	2,000	100%
Promotional			4,000	4,000	100%
	<u>\$ 1,000</u>	<u>\$</u>	<u>298,000</u>	<u>\$ 297,000</u>	<u>100%</u>
IT - 6350					
Compensation	\$ 6,610	\$	168,176	\$ 161,566	96%
Employee related expenses	5,691		92,682	86,991	94%
Employee Tuition Waivers			600	600	100%
Travel and training			3,000	3,000	100%
Registrations			3,000	3,000	100%
Communications	1,460		232,720	231,260	99%
Machine Equip Reparis & Service			15,000	15,000	100%
Memberships			730	730	100%
Consultant Fees & Expenses			33,000	33,000	100%
Licenses and fees			39,686	39,686	100%
Office supplies			500	500	100%
Meeting Expense			150	150	100%
Contracts/subcontracts			68,373	68,373	100%
Other Equipment & Tools			20,000	20,000	100%
Office Equipment			3,500	3,500	100%
Computer Related Items			20,000	20,000	100%
	<u>\$ 13,761</u>	<u>\$</u>	<u>701,117</u>	<u>\$ 687,356</u>	<u>98%</u>

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

**Note: Remaining Budget Target for
Operational expenses is 92%**

	<u>Year-to-Date</u>		<u>2023 Annual</u>		<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>		<u>Budget</u>	<u>%</u>
Human resources - 6700						
Compensation	\$ 10,134	\$	111,080	\$	100,946	91%
Employee related expenses	2,040		41,840		39,800	95%
Recruiting			1,289		1,289	100%
Employee Tuition Waivers			200		200	100%
Travel and training			6,718		6,718	100%
Registrations			4,580		4,580	100%
Commuter Allowance	148		1,800		1,652	92%
Memberships			904		904	100%
Advertising	317		6,570		6,253	95%
Other professional fees	487		4,990		4,503	90%
Office supplies			360		360	100%
	\$ <u>13,126</u>	\$	<u>180,331</u>	\$	<u>167,205</u>	<u>93%</u>
TOTAL INSTITUTIONAL SUPPORT	\$ <u>100,162</u>	\$	<u>2,282,929</u>	\$	<u>2,182,767</u>	<u>96%</u>

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

**Note: Remaining Budget Target for
Operational expenses is 92%**

	<u>Year-to-Date</u>		<u>2023 Annual</u>	<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>	<u>%</u>
OPERATIONS AND MAINTENANCE - 7100					
Compensation	\$ 33,589	\$	468,179	\$ 434,590	93%
Employee related expenses	9,613		208,416	198,803	95%
Employee tuition waivers			350	350	100%
Travel and training			2,000	2,000	100%
Commuter Allowance	148		1,800	1,652	92%
Vehicle & Building R&M	5,432		25,000	19,568	78%
Auto expenses			20,000	20,000	100%
Vehicle rental			110,000	110,000	100%
Building Rent			114,311	114,311	100%
Utilities			180,230	180,230	100%
Office supplies			1,000	1,000	100%
Custodial expense	(25)		17,500	17,525	100%
Contracts/subcontracts	2,050		100,000	97,950	98%
TOTAL OPERATIONS AND MAINTENANCE	\$ 50,807	\$	1,248,786	\$ 1,197,979	96%
SUSTAINABILITY - 5160					
Compensation	\$ 8,601	\$	118,539	\$ 109,938	93%
Employee related expenses	2,648		34,190	31,542	92%
Employee Tuition Waivers			500	500	100%
Travel and training			2,000	2,000	100%
Mileage			500	500	100%
Registrations			500	500	100%
Commuter Allowance	223		1,800	1,577	88%
Office supplies			1,500	1,500	100%
Meeting Expense			500	500	100%
Contracts/Subcontracts			1,000	1,000	100%
Office Equipment			500	500	100%
TOTAL SUSTAINABILITY	\$ 11,472	\$	161,529	\$ 150,057	93%
Solar Program (5161)					
Compensation	\$ -	\$	61,650	\$ 61,650	100%
Employee related expenses	-		33,507	33,507	100%
Employee Tuition Waivers			300	300	100%
Travel and training			500	500	100%
Mileage			200	200	100%
Registrations			500	500	100%
Machine/Equip Repairs			1,000	1,000	100%
Memberships	-		500	500	100%
Consultants			1,000	1,000	100%
Office supplies			100	100	100%
Meeting Expense			300	300	100%
Subscriptions/Periodicals			300	300	100%
Guest Speakers			300	300	100%
Office Equipment			500	500	100%
TOTAL SOLAR	\$ -	\$	100,657	\$ 100,657	100%
TOTAL SUSTAINABILITY & SOLAR	11,472		262,186	\$ 250,714	96%
CULTURAL LIAISON - 6160					
Compensation	\$ 5,472	\$	66,895	\$ 61,423	92%

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

**Note: Remaining Budget Target for
Operational expenses is 92%**

	<u>Year-to-Date</u>		<u>2023 Annual</u>	<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>	<u>%</u>
Employee related expenses	1,528		20,350	18,822	92%
Community & Student Events			1,000	1,000	100%
TOTAL CULTURAL LIAISON	\$ 7,000	\$	88,245	\$ 81,245	92%
STUDENT LIFE - 5150					
Compensation	\$ 23,266	\$	345,948	\$ 322,682	93%
Employee related expenses	5,602		112,711	107,109	95%
Employee Tuition Waivers	-		250	250	100%
Travel and training	58		2,500	2,442	98%
Registrations			600	600	100%
Commuter Allowance	148		1,800	1,652	92%
Community & Student Events			2,000	2,000	100%
Office supplies			1,500	1,500	100%
Meeting Expense			500	500	100%
Contracts/Subcontracts			1,500	1,500	100%
Program Supplies			6,000	6,000	100%
Student Meals			25,000	25,000	100%
TOTAL STUDENT LIFE	\$ 29,074	\$	500,309	\$ 471,235	94%

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

**Note: Remaining Budget Target for
Operational expenses is 92%**

	<u>Year-to-Date</u>		<u>2023 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	\$ -	\$	32,230	32,230	100%
Tuition & Fees			52,880	52,880	100%
ISC BIE Annual Funds			724,080	\$ 724,080	100%
TOTAL SAN CARLOS	\$ -	\$	809,190	\$ 809,190	100%
CULINARY ARTS PROGRAM - 1498					
Compensation	\$ 4,714	\$	55,620	\$ 50,906	92%
Employee related expenses	359		15,247	14,888	98%
Employee Tuition Waivers			300	300	100%
Travel and training			1,000	1,000	100%
Mileage			425	425	100%
Registrations	-		300	300	100%
Printing	-		250	250	100%
Reg Mach/Equipment Repairs	-		5,000	5,000	100%
Licenses and Fees	-		3,000	3,000	100%
Education Supplies			10,500	10,500	100%
Office Supplies	-		300	300	100%
TOTAL CULINARY ARTS PROGRAM	\$ 5,073	\$	91,942	\$ 86,869	94%
Grant Match (1117/	6,472		119,873	113,401	95%
TOTAL UNRESTRICTED	\$ 501,982	\$	10,060,901	\$ 9,458,262	94%

TOHONO O'ODHAM COMMUNITY COLLEGE**Restricted Budget Activity****For the Month Ended July 31, 2022**

For the Month Ended July 31, 2022

	Grant Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
SPONSORED PROJECTS				
AT&T TCU/High School Completion Project B - AICF - (1111)				
(10/20/16 - Until Expended)				
Restricted revenues:				
Grant from Other Sources	\$ 184,000	\$ 184,000	\$ -	0% other
Restricted expenses:				
Compensation	4,445	36,190	31,745	88%
High School tutors	-	1,500	1,500	100%
College Mentors	-	4,000	4,000	100%
Parent Liaison	-	500	500	100%
Travel/professional Development	55,296	15,650	(39,646)	0%
Transportation	6,080	5,650	(430)	0%
Printing and Marketing	3,577	9,400	5,823	62%
Meeting Expenses	10,244		(10,244)	0%
Tuition/Programming	29,006	39,210	10,204	26%
Stipends	3,600	3,000	(600)	0%
Contracts/Subcontracts	41,804	-	(41,804)	0%
Program Supplies	5,728	10,900	5,172	47%
Honorariums/Speakers	-	5,000	5,000	100%
Student Incentives & Awards	6,000	6,000	-	0%
	<u>165,780</u>	<u>137,000</u>	<u>(28,780)</u>	<u>0%</u>
Excess (deficiency)	\$ <u>18,220</u>	\$ <u>47,000</u>	\$ <u>28,780</u>	
NSF -TCUP Pathways to Indigenous STEM - 1114				
(9/1/18 - 8/31/23)				
Restricted revenues:				
Federal government grant	\$ 1,282,504	\$ 2,514,278	\$ (1,231,774)	-49% Fed
Restricted expenses:				
Compensation	773,419	1,243,273	469,854	38%
Employee Related Benefits	134,618	254,730	120,112	47%
Travel/professional Development/Registrations	19,346	43,200	23,854	55%
Memberships	1,750	1,800	50	3%
Consultants	147,990	200,000	52,010	26%
Materials & Supplies	12,211	47,800	35,589	74%
Publication Costs/Documentation/Dissemination	-	3,500	3,500	0%
Stipends/Honorariums	46,425	-	(46,425)	0%
Other Direct Costs	-	120,375	120,375	100%
Participant Costs	11,799	51,140	39,341	77%
Indirect Costs	237,731	520,528	282,797	54%
Equipment	-	15,000	15,000	100%
	<u>1,385,289</u>	<u>2,501,346</u>	<u>1,116,057</u>	<u>45%</u>
Excess (deficiency)	\$ <u>(102,785)</u>	\$ <u>12,932</u>	\$ <u>(2,347,831)</u>	
ANA Increase Technical Capacity - (1117) Federal Share				
(9/30/18 - 9/29/2022)				
Restricted revenues:				
Federal government grant **	\$ 250,126	\$ 1,200,000	\$ (949,874)	-79% Fed
Restricted expenses:				
Compensation	398,966	496,047	97,081	20%
Employee Related Benefits	79,263	138,894	59,631	43%
Travel/professional Development	8,595	25,188	16,593	66%
Commuter Allowance	4,403	-	(4,403)	0%
Advertising & Promotion	850	-	(850)	0%
Tuition/Books	5,501	18,189	12,688	70%
Communication Data Service	-	14,400	14,400	100%

Office Supplies/Program Support	92,744	188,847	96,103	51%
Meeting Expenses	3,428	-	(3,428)	0%
Indirect Costs Charged to TOCC Match	-	235,335	235,335	100%
Other Equipment & Tools	16,000			
Computers/GIS Devices/Printer	64,334	64,200	(134)	0%
	<u>674,084</u>	<u>1,181,100</u>	<u>523,016</u>	<u>44%</u>
Excess (deficiency)	\$ <u>(423,958)</u>	\$ <u>18,900</u>	\$ <u>(1,472,890)</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)No additional expenditures after 6/30/2022

Restricted expenses:

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

AICF AT&T TCU BRAIDING Success Project (1118)

(Until all funds are expended)

Restricted revenues:

Grant from Other Sources	\$ <u>167,200</u>	\$ <u>168,630</u>	\$ <u>(1,430)</u>	-1% other
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Restricted expenses:

Compensation	25,135	35,520	10,385	29%
Employee Related Benefits	1,922	2,718	796	29%
Travel	17,032	10,406	(6,626)	0%
Transportation	877	1,406	529	38%
Meeting Expenses	20,628	20,448	(180)	0%
Contracts/Subcontracts	5,250	250	(5,000)	0%
Tuition & Fees	13,079	1,920	(11,159)	0%
Stipends	1,600	6,600	5,000	76%
Participant Support	736	-	(736)	0%
Honorariums/Speakers	6,131	3,666	(2,465)	0%
Programming & Supplies	36,251	7,684	(28,567)	0%
Awards/Gifts	9,580	5,952	(3,628)	100%
	<u>138,221</u>	<u>96,570</u>	<u>(41,651)</u>	<u>0%</u>

Excess (deficiency)	\$ <u>28,979</u>	\$ <u>72,060</u>	\$ <u>40,221</u>	
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Dollar General GED Language & Writing Dev (1121)

(Until all Funds Expended)

Restricted revenues:

Grant from Other Sources	\$ <u>170,450</u>	\$ <u>170,450</u>	\$ <u>-</u>	0% other
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Restricted expenses:

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

Excess (deficiency)	\$ 18,535	\$ -	\$ (17,259)	
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TO Nation TOCC Language Center (1124)
(3/1/20 - 2/28/23)

Grant From Other Sources	\$ 600,000	\$ 900,000	\$ (300,000)	-33% other
Restricted expenses:				
Compensation	411,960	598,680	186,720	31%
Employee Related Benefits	105,926	179,172	73,246	41%
Commuter Allowance	7,002	-	(7,002)	0%
Consultants	14,940	45,000	30,060	67%
Office & Technical Supplies	1,069	10,400	9,331	90%
Meeting Expense	3,508		(3,508)	0%
Program Meals/Supplies/Honorariums	638	15,000	14,362	96%
Computer Equipment	3,964	-	(3,964)	0%
	549,007	848,252	299,245	35%
Excess (deficiency)	\$ 50,993	\$ 51,748	\$ (599,245)	

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

Restricted revenues:				
Grant from Other Sources	\$ 98,500	\$ 50,000	\$ 48,500	0% other
Restricted expenses:				
Compensation	36,473	8,500	(27,973)	0%
Employee related expenses	2,790	500	(2,290)	0%
Travel (Field Trips)/Professional Dev/Memberships	2,745	6,100	3,355	55%
Communications (Hot Spots)	40	2,480	2,440	98%
Memberships	85	-	(85)	0%
Mileage	-	6,000	6,000	100%
Education Materials/Supplies /Testing	31,674	19,620	(12,054)	0%
Computer Equipment	12,243	6,800	(5,443)	0%
Awards & gifts	7,675	-	(7,675)	0%
	93,725	50,000	(36,050)	0%
Excess (deficiency)	\$ 4,775	\$ -	\$ 84,550	

NEH/ATALMA RevitalizeTO Oral History (1150)
(Jur Undefined)

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

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

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

Awards & Honorariums	4,275	4,275		
Program Supplies	1,643	4,275		
	<u>7,593</u>	<u>9,000</u>	<u>(1,407)</u>	100%
Excess (deficiency)	\$ <u>17,407</u>	\$ <u>-</u>	\$ <u>14,593</u>	

AICF/TCU Preview Day (1217)**10/15/2021 - 5/31/2022**

Restricted revenues:

Grant From Other Sources	\$ <u>2,500</u>	\$ <u>2,500</u>	\$ <u>-</u>	0% Other
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Restricted expenses:

Promotion/Advertising	704	800	96	0%
Other Supplies	-	1,200	1,200	100%
Meeting Expense	-	500		
	<u>704</u>	<u>2,500</u>	<u>1,296</u>	52%

Excess (deficiency)	\$ <u>1,796</u>	\$ <u>-</u>	\$ <u>(1,296)</u>	
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AICF Pres Fund Lang/Cultural/HW6/22-5/24 (1218)**6/1/2022 - 5/31/2024**

Restricted revenues:

Grant From Other Sources	\$ <u>50,000</u>	\$ <u>100,000</u>	\$ <u>(50,000)</u>	-50% Other
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Restricted expenses:

Other Professional Fees	-		-	0%
Education Supplies	-		-	0%
Office Supplies	-			
Meeting Expenses	-	100,000		
Contracts/Subcontracts	-			
Program Supplies	-			
	<u>-</u>	<u>100,000</u>	<u>-</u>	0%

Excess (deficiency)	\$ <u>50,000</u>	\$ <u>-</u>	\$ <u>(50,000)</u>	
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AICF Community Aid for Student Success (1222)-(CASS)**1/1/2021 - 10/31/2021**

Restricted revenues:

Grant From Other Sources	\$ <u>48,000</u>	\$ <u>48,000</u>	\$ <u>-</u>	0% Other
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Restricted expenses:

Compensation	-	3,717	3,717	100%
Employee related expenses	-	283	283	100%
Office Supplies	7,385	2,000	(5,385)	0%
Stipends	6,045	26,000	19,955	77%
Education/Program Supplies	2,183	8,500	6,317	74%
Office Equipment/Computers	22,227	7,500	(14,727)	0%
	<u>37,840</u>	<u>40,500</u>	<u>2,660</u>	7%

Excess (deficiency)	\$ <u>10,160</u>	\$ <u>7,500</u>	\$ <u>(2,660)</u>	
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BIA 93-638 - Occupational Training TCCU -(1301)**Program Revenue and Costs****(July 01, 2019 - June 30, 2023)**

Restricted revenues:

Federal government grant	\$ <u>490,436</u>	\$ <u>200,000</u>	\$ <u>290,436</u>	0% Fed
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Restricted expenses:

Compensation	<u>79,253</u>	<u>200,000</u>	<u>120,747</u>	60%
	<u>79,253</u>	<u>200,000</u>	<u>120,747</u>	60%

Excess (deficiency)	\$ <u>411,183</u>	\$ <u>-</u>	\$ <u>(411,183)</u>	
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BIA 93-638 - Occupational Training TCCU -(1302)**Program Revenue and Costs
(July 01, 2019 - June 30, 2023)**

Restricted revenues:

Federal government grant	\$	<u>162,234</u>	\$	<u>300,000</u>	\$	<u>(137,766)</u>	-46% Fed
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Restricted expenses:

Employee related expenses	9,683	175,000	165,317	94%
Mileage	-	5,000	5,000	100%
Supplies/Other Program Cost	-	25,000	25,000	100%
Consultants/Contracts	-	95,000	95,000	100%
	<u>9,683</u>	<u>300,000</u>	<u>290,317</u>	<u>97%</u>
Excess (deficiency)	\$	<u><u>152,551</u></u>	\$	<u><u>(428,083)</u></u>

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

Restricted revenues:

Federal government grant	\$	<u>-</u>	\$	<u>80,400</u>	\$	<u>(80,400)</u>	-100% other
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Restricted expenses:

Community Support	-	80,400	80,400	100%
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Excess (deficiency)	\$	<u><u>-</u></u>	\$	<u><u>-</u></u>	\$	<u><u>(160,800)</u></u>
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HHS ANA Native American Language & Materials Project (1310)

9/1/21 - 9/1/24

Restricted revenues:

Grant From Other Sources	\$	<u>-</u>	\$	<u>82,609</u>	\$	<u>(82,609)</u>	-100% Fed
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Restricted expenses:

Office Supplies	4,398	6,666	2,268	34%
Mileage	-	2,088	2,088	100%
Program Supplies	-	10,452	10,452	100%
Professional Fees	-	10,400	10,400	100%
Indirect Costs	-	9,545	9,545	100%
Other Equipment & Tools	5,821	5,744	(77)	0%
	<u>10,219</u>	<u>44,895</u>	<u>34,676</u>	<u>77%</u>

Excess (deficiency)	\$	<u><u>(10,219)</u></u>	\$	<u><u>37,714</u></u>	\$	<u><u>(117,285)</u></u>
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AICF/TCU Emergency Student Aid Success - (1352)

(5/13/20 - 12/31/20)

Restricted revenues:

Grant From Other Sources	\$	<u>26,700</u>	\$	<u>26,700</u>	\$	<u>-</u>	0% Other
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Restricted expenses:

Student Emergency Aid	26,400	2,400	(24,000)	0%
Computer Equipment	-	24,300	24,300	100%
	<u>26,400</u>	<u>26,700</u>	<u>300</u>	<u>1%</u>

Excess (deficiency)	\$	<u><u>300</u></u>	\$	<u><u>-</u></u>	\$	<u><u>(300)</u></u>
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AZ TPT State Construction Needs Funding - (1400)

(July 1, 2017 - June 30, 2037)

Restricted revenues:

State government grant	\$	<u>1,311,308</u>	\$	<u>3,120,000</u>	\$	<u>(1,808,692)</u>	-58% State
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Restricted expenses:

Contracts/subcontracts	642,110	3,120,000	2,477,890	79%
Construction Supplies	<u>66,991</u>		<u>(66,991)</u>	<u>0%</u>

	714,940	3,120,000	2,477,890	79%
Excess (deficiency)	\$ 596,368	\$ -	\$ (4,286,582)	
Workforce Development - (1401)				
(July 1, 2021 - June 30, 2025)				
Restricted revenues:				
State government grant	\$ 1,252,683	\$ 897,810	\$ 354,873	0% State
Restricted expenses:				
Compensation	7,018			
Employee related expenses	16,939			
Commuter Allowance	143			
Vehicle Rental	2,501			
Stipends	6,166			
Contracts/subcontracts	975,205	897,810	(77,395)	0%
Consturction Materials	1,265			
	985,280	897,810	(77,395)	0%
Excess (deficiency)	\$ 267,403	\$ -	\$ 432,268	
Univ of AZ NASA Space Grant - (1402)				
(12/14/16 -12/13/22)				
Restricted revenues:				
State government grant	\$ 35,500	\$ 29,500	\$ (6,000)	0% State
Restricted expenses:				
Stipends	1,500			
Program Supplies	24,116	29,500	5,384	18%
	25,616	29,500	5,384	18%
Excess (deficiency)	\$ 9,884	\$ -	\$ (11,384)	
Univ of AZ Diversity Planning Grant - (1404)				
(9/1/18 - 8/31/22)				
Restricted revenues:				
State government grant	\$ 25,000	\$ 40,000	\$ 15,000	0% State
Restricted expenses:				
Program Supplies	-	-	-	
Contracts/Subcontracts	32,560	40,000	7,440	19%
	32,560	40,000	7,440	0%
Excess (deficiency)	\$ (7,560)	\$ -	\$ 7,560	
U of A Haury Program A Student's Journey - (20-1406)				
(7/1/19 - 6/30/22)				
Restricted revenues:				
State government grant	\$ 315,838	\$ 315,206	\$ 632	0% State
Restricted expenses:				
Compensation	118,828	129,000	10,172	8%
Employee related expenses	16,959	40,764	23,805	58%
Events	-	10,104	10,104	100%
Travel	1,750	3,338	1,588	48%
Office/Education Supplies	2,139	6,000	3,861	64%
Meeting Expenses	4,973	30,000	25,027	83%
Honorariums/Guest Speakers	35,750	6,000	(29,750)	0%
Awards & Gifts	34,450	6,000	(28,450)	0%
Stipends	-	90,000	90,000	100%
	214,849	321,206	106,357	33%
Excess (deficiency)	\$ 100,989	\$ (6,000)	\$ (106,989)	
BIE TCU Facilites & Inmprovements (1430) PL 116-260 (1430)				

(4/15/2020 - 6/30/2024)

Restricted revenues:				
Federal Government Grant	\$ 428,571	\$ 428,571	\$ -	0% Fed
Restricted expenses:				
Other Structural Improvement	88,059	428,571	340,512	79%
	<u>88,059</u>	<u>428,571</u>	<u>340,512</u>	79%
Excess (deficiency)	\$ <u>340,512</u>	\$ <u>-</u>	\$ <u>(340,512)</u>	

BIE TCU Facilities & Improvements (1430) PL 117-103 (1431)
(4/15/2022 - until all funds expended)

Restricted revenues:				
Federal Government Grant	\$ -	\$ 428,571	\$ 428,571	-100% Fed
Restricted expenses:				
Other Structural Improvement	-	428,571	428,571	100%
	<u>-</u>	<u>428,571</u>	<u>428,571</u>	100%
Excess (deficiency)	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	

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

Restricted revenues:				
Federal government grant	\$ 117,505	\$ 243,073	\$ 125,568	0% Fed
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	-	-	-	0%
Travel/professional Development	-	-	-	0%
Advertising	-	-	-	0%
Commuter Allowance	-	-	-	0%
Moving Expenses	5,000	-	(5,000)	0%
Communications	1,179	-	(1,179)	0%
Vehicle Rental	26,163	-	(26,163)	0%
Promotion/Advertising	19,994	36,000	16,006	44%
Consultants/Professionals	86,526	86,677	151	0%
Building Materials	1,689	-	(1,689)	0%
Education Supplies	-	-	-	0%
Meeting Expense	1,336	7,500	6,164	82%
Stipends	-	-	-	0%
Participant Support	-	-	-	0%
Guest Speaker/Honorariums	-	-	-	0%
Program Supplies	31,117	96,000	64,883	68%
Other Structural Improvements	810	-	(810)	0%
Office Supplies	-	7,500	7,500	100%
Library Collections	-	-	-	0%
Computer Equipment	-	9,396	9,396	100%
	<u>173,814</u>	<u>243,073</u>	<u>69,259</u>	28%
Excess (deficiency)	\$ <u>(56,309)</u>	\$ <u>-</u>	\$ <u>56,309</u>	

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

Restricted revenues:				
Federal government grant	\$ 119,584	\$ 442,259	\$ (322,675)	0% Fed
Restricted expenses:				
Compensation	108,503	315,345	206,842	66%
Employee related expenses	12,748	40,165	27,417	0%
Commuter Allowance	1,805	1,606	(199)	0%
Consultants	2,000	1,606	(394)	0%
Program Supplies	-	-	-	0%
Participant Support	-	-	-	100%
Indirect Cost	21,770	85,143	63,373	0%
	<u>146,826</u>	<u>443,865</u>	<u>297,039</u>	0%

Excess (deficiency)	\$	<u>(27,242)</u>	\$	<u>(1,606)</u>	\$	<u>(619,714)</u>
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USDA Furniture Arts & Science (20-1509)
(Aug 1, 2021- July 30,2024)
Restricted revenues:

Federal government grant	\$	<u>-</u>	\$	<u>166,200</u>	\$	<u>(166,200)</u>	-100% Fed
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Restricted expenses:

Furniture		<u>170,131</u>		<u>166,200</u>		<u>(3,931)</u>	0%
		<u>170,131</u>		<u>166,200</u>		<u>(3,931)</u>	0%
Excess (deficiency)	\$	<u>(170,131)</u>	\$	<u>-</u>	\$	<u>(162,269)</u>	

TOCC Grant Match Grant 1509 USDA- (10-1004)
(Aug 31, 2021- Aug 30, 2022) No additionAI expenditures afer 6/30/2022
Restricted expenses:

Furniture/Other (TOCC Match)		<u>-</u>		<u>22,428</u>		<u>22,428</u>	0%
Excess (deficiency)	\$	<u>-</u>	\$	<u>22,428</u>	\$	<u>22,428</u>	

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

Federal government grant	\$	<u>-</u>	\$	<u>99,975</u>	\$	<u>(99,975)</u>	-100% Fed
Other Tools/Structural Improvements		<u>121,284</u>		<u>99,975</u>		<u>(21,309)</u>	-21%
		<u>121,284</u>		<u>99,975</u>		<u>(21,309)</u>	-21%
Excess (deficiency)	\$	<u>(121,284)</u>	\$	<u>-</u>	\$	<u>121,284</u>	

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

Furniture & Equipment		<u>-</u>		<u>33,000</u>		<u>33,000</u>	100%
		<u>-</u>		<u>33,000</u>		<u>33,000</u>	100%
Excess (deficiency)	\$	<u>-</u>	\$	<u>(33,000)</u>	\$	<u>(33,000)</u>	

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

Federal government grant	\$	<u>201,546</u>	\$	<u>177,238</u>	\$	<u>(24,308)</u>	-100% Fed
Compensation & Employee related Expenses		<u>142,729</u>		<u>99,528</u>		<u>(43,201)</u>	0%
Travel/ Per Diem/ Lodging/Registrations		<u>2,097</u>		<u>2,198</u>		<u>101</u>	0%
Youth Programs		<u>-</u>		<u>8,000</u>		<u>8,000</u>	100%
Other Participant/trainee Support Costs		<u>-</u>		<u>13,312</u>		<u>13,312</u>	100%
Workshops		<u>-</u>		<u>4,000</u>		<u>4,000</u>	100%
Education and Program supplies		<u>45,734</u>		<u>11,500</u>		<u>(34,234)</u>	100%
Stipends		<u>1,604</u>		<u>2,700</u>		<u>1,096</u>	41%
Equipment		<u>3,995</u>		<u>36,000</u>		<u>32,005</u>	89%
		<u>196,159</u>		<u>177,238</u>		<u>(18,921)</u>	-11%
Excess (deficiency)	\$	<u>5,387</u>	\$	<u>-</u>	\$	<u>18,921</u>	

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

Federal government grant	\$	<u>323,449</u>	\$	<u>660,000</u>	\$	<u>(336,551)</u>	-51% Fed
Honorarium		<u>1,500</u>		<u>1,500</u>		<u>-</u>	0%

Restricted expenses:

Compensation		<u>285,583</u>		<u>283,000</u>		<u>(2,583)</u>	-1%
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Employee related expenses	64,922	65,980	1,058	2%
Travel/Lodging/Mileage/Transportation	9,045	12,960	3,915	30%
Registration	1,500	760	(740)	0%
Equipment Rental	510	-	(510)	0%
Consultants	200	1,800	1,600	89%
Honorariums	-	2,000	2,000	100%
Meeting Expense	2,940	-	(2,940)	0%
Program Materials & Supplies	1,240	6,120	4,880	80%
	<u>365,940</u>	<u>366,500</u>	<u>560</u>	<u>0%</u>
Excess (deficiency)	\$ <u>(40,991)</u>	\$ <u>295,000</u>	\$ <u>(337,111)</u>	

2019 USDA TCI E Campus Community Facilities (20-1621)
(9/1/19-9/30/20)

Restricted revenues:

Federal government grant	\$ 102,436	\$ 137,702	\$ (35,266)	-26% Fed
TOCC Match	<u>-</u>	<u>7,247</u>	<u>(7,247)</u>	<u>-100%</u>

Restricted expenses:

Excavation	-	36,000	36,000	0%
Excavation TOCC	-	6,250	6,250	0%
Utility Infrastructure	55,296	64,700	9,404	15%
Concrete	54,387	31,000	(23,387)	0%
Framing	-	6,002	6,002	0%
Framing TOCC	-	997	997	0%
	<u>109,683</u>	<u>144,949</u>	<u>35,266</u>	<u>24%</u>
Excess (deficiency)	\$ <u>(7,247)</u>	\$ <u>-</u>	\$ <u>(77,779)</u>	

2018 USDA TCI E Campus Solar Project (20-1622)
(9/1/18- Nov 2023)

Restricted revenues:

Federal government grant	\$ -	\$ 129,000	\$ (129,000)	-100% Fed
TOCC Match	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
		129,000		

Restricted expenses:

Other costs to complete /consultants	91,490		<u>(91,490)</u>	0%
Equipment and Construction Costs	<u>-</u>	<u>129,000</u>	<u>129,000</u>	<u>100%</u>
	<u>91,490</u>	<u>129,000</u>	<u>37,510</u>	<u>29%</u>
Excess (deficiency)	\$ <u>(91,490)</u>	\$ <u>-</u>	\$ <u>(166,510)</u>	

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

Restricted expenses:

Equipment and Construction Costs	<u>6,450</u>	<u>6,450</u>	<u>-</u>	0%
		6,450	-	

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

Restricted revenues:

Federal government grant	\$ -	\$ 181,367	\$ (181,367)	-100% Fed
		181,367		

Restricted expenses:

Equipment and Construction Costs	-	181,367	181,367	100%
	<u>-</u>	<u>181,367</u>	<u>181,367</u>	<u>100%</u>
Excess (deficiency)	\$ <u>-</u>	\$ <u>-</u>	\$ <u>(181,367)</u>	

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

Restricted revenues:

Federal government grant	\$ 1,031,769	\$ 3,055,063	\$ (2,023,294)	-66% Fed
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Restricted expenses:

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Compensation	695,320	1,514,365	819,045	54%
Employee related expenses	169,147	406,112	236,965	58%
Travel Expense	-	404,573	404,573	100%
Mileage	-	148,740	148,740	100%
Registrations	-	49,530	49,530	100%
Commuter Allowance	3,258	13,320	10,062	76%
Communications	-	5,950	5,950	100%
Vehicle rental	4,825	37,185	32,360	87%
Printing	-	37,185	37,185	100%
Memberships	-	3,719	3,719	100%
Consultant fees and expenses	24,850	74,370	49,520	67%
Education supplies and Outreach	6	70,944	70,938	100%
Office supplies	406	26,030	25,624	98%
Other office supplies/GED	-	7,437	7,437	100%
Meetings	-	18,593	18,593	100%
Contracts/subcontracts	13,574	164,291	150,717	92%
Other Structural Improvements	311,199	-	(311,199)	0%
Office equipment	24,671	67,172	42,501	63%
Library collection	-	5,550	5,550	100%
	<u>1,247,256</u>	<u>3,055,063</u>	<u>1,807,807</u>	<u>59%</u>
Excess (deficiency)	\$ <u>(215,487)</u>	\$ <u>(0)</u>	\$ <u>215,487</u>	

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

Restricted revenues:

Federal government grant	\$ <u>607,127</u>	\$ <u>2,873,145</u>	\$ <u>(2,266,018)</u>	-79% Fed
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Restricted expenses:

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

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

Restricted revenues:

Federal government grant	\$ <u>5,581,278</u>	\$ <u>5,581,278</u>	\$ <u>-</u>	0% Fed
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Restricted expenses:

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

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

Restricted revenues:

Grants From Other Sources	\$ <u>110,746</u>	\$ <u>108,000</u>	\$ <u>2,746</u>	3% Other
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Restricted expenses:

Compensation	59,834	45,501	(14,333)	0%
Employee related expenses	20,497	12,285	(8,212)	0%
Travel	998	-	(998)	0%
Scholarships	-	1,129	1,129	100%
Registrations	160	-	(160)	0%
Vehicle Rental	4,562	-	(4,562)	0%

Office Supplies	-	500	500	100%
Meeting Expense	-	5,100	5,100	100%
Staff Development	-	5,015	5,015	100%
Advertising/Printing	-	489	489	100%
Contracts/Subcontracts/Consultants	9,200	27,245	18,045	66%
Program Incentives	1,553	900	(653)	-73%
Program Supplies & Materials	-	800	800	0%
Indirect Cost	8,722	9,036	314	0%
	<u>105,526</u>	<u>108,000</u>	<u>2,474</u>	<u>2%</u>
Excess (deficiency)	\$ <u>5,220</u>	\$ <u>-</u>	\$ <u>(5,220)</u>	

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

Restricted revenues:			-	
Grants From Other Sources	\$ <u>49,105</u>	\$ <u>100,000</u>	\$ <u>(50,895)</u>	-51% Other
Restricted expenses:				
Student Employment Salary and taxes	20,844	75,000	54,156	72%
Consulting	3,480	23,000	19,520	85%
Meeting expense	-	1,000	1,000	100%
Promotion	-	1,000	1,000	100%
	<u>24,324</u>	<u>100,000</u>	<u>75,676</u>	<u>76%</u>
	\$ <u>24,781</u>	\$ <u>-</u>	\$ <u>(24,781)</u>	

Project Success Ascendium (1727)
Emergency Aid/Paid Internship
(Jan 1, 2020 - Sept 30, 2020)

Restricted revenues:			-	
Grants From Other Sources	\$ <u>48,584</u>	\$ <u>169,000</u>	\$ <u>(120,416)</u>	-71% Other
Restricted expenses:				
Administrative Costs Emergency Aid	-	9,000	9,000	100%
Administrative Costs Paid Internship	-	30,000	30,000	100%
Student Funds Emergency Aid	6,808	30,000	23,192	77%
Advertising & Promotion	3,296	-	(3,296)	0%
Office Supplies	424	-	(424)	0%
Student Funds Paid Internship	-	100,000	100,000	100%
Meeting Expense	543	-	-	0%
	<u>11,071</u>	<u>169,000</u>	<u>158,472</u>	<u>94%</u>
Excess (deficiency)	\$ <u>37,513</u>	\$ <u>-</u>	\$ <u>(37,513)</u>	

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

Restricted revenues:				
Federal government grant	\$ <u>4,910,968</u>	\$ <u>817,579</u>	\$ <u>4,093,389</u>	501% Fed
Restricted expenses:				
Cleaning Supplies	1,223	-	-	
Student Assistance	183,500	817,579	634,079	100%
Employee related expenses	128,846	-	(128,846)	
Contracts/subcontracts	-	-	-	
Computer equipment	-	-	-	
Payment to SCAC	91,537	-	-	
Other Structural Improvements	-	-	-	
Education supplies	-	-	-	
	<u>403,883</u>	<u>817,579</u>	<u>413,696</u>	<u>51%</u>
Excess (deficiency)	\$ <u>4,507,085</u>	\$ <u>-</u>	\$ <u>(4,507,085)</u>	

TOTAL RESTRICTED EXPENSES

Restricted revenues:				
Federal government grants	\$ 15,609,533	\$ 19,289,337	\$ 3,679,804	19%
State government grants	2,940,329	4,402,516	1,462,187	33%
Grant from Other Sources	1,894,123	2,579,176	(535,685)	-21%
Total Restricted Revenues	\$ <u>20,443,985</u>	\$ <u>26,271,029</u>	\$ <u>4,606,306</u>	<u>18%</u>

Restricted expenses:	<u>9,391,616</u>	<u>25,471,351</u>	<u>16,118,988</u>	63%
Excess (deficiency)	\$ <u>11,052,369</u>	\$ <u>799,678</u>	\$ <u>(20,725,294)</u>	

STUDENT FINANCIAL AID

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

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

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

mmain Restricted revenues:				
Scholarship Award	\$ <u>20,000</u>	\$ <u>10,000</u>	\$ <u>10,000</u>	100% other
Restricted expenses:				
Online Instruction	<u>-</u>			
Computer Equipment	<u>10,000</u>	<u>10,000</u>	<u>-</u>	0%
	<u>10,000</u>	<u>10,000</u>	<u>-</u>	0%
			<u>-</u>	
Excess (deficiency)	\$ <u>10,000</u>	\$ <u>-</u>	\$ <u>10,000</u>	

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

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

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

Restricted revenue:				
Federal government grant	\$ <u>2,925,910</u>	\$ <u>7,001,292</u>	\$ <u>(4,075,382)</u>	0% fed
Restricted expenses:				
Compensation	<u>380,906</u>	<u>-</u>	<u>(380,906)</u>	0%
Employee related expenses	<u>24,743</u>	<u>-</u>	<u>(24,743)</u>	0%
SCAC Grants to or expenditures for students	<u>-</u>	<u>274,665</u>	<u>274,665</u>	100%
Postage & Delivery	<u>16,986</u>		<u>(16,986)</u>	0%
Communications	<u>5,099</u>			
Building R&M	<u>4,441</u>		<u>(4,441)</u>	0%
Building Rent	<u>24,914</u>			
Consultant Fees	<u>239,747</u>	<u>-</u>	<u>(239,747)</u>	0%
Staff Development	<u>6,588</u>		<u>(6,588)</u>	0%
Education Supplies	<u>8,883</u>		<u>(8,883)</u>	0%
Meeting Expense	<u>5,718</u>	<u>-</u>	<u>(5,718)</u>	0%
Custodial and Cleaning Expenses	<u>150,218</u>		<u>(150,218)</u>	0%
CARES ACT Higher Ed Emergency Relief	<u>1,139,188</u>		<u>(1,139,188)</u>	0%
Residence Fees Lost	<u>39,600</u>	<u>39,600</u>	<u>-</u>	0%
Residence Fees Refunded TOCC	<u>(22,072)</u>	<u>17,528</u>	<u>39,600</u>	0%

Contracts/Subcontracts/consultants	-	-	0%
Indirect Costs	356,661	(356,661)	0%
Other Structural Improvements	94,079	(94,079)	0%
Computer Equipment	551,329	(551,329)	0%
Awards and Gifts	34,000	(34,000)	0%
Grants to or expenditures for TOCC students	-	6,669,499	100%
	<u>3,061,028</u>	<u>7,001,292</u>	<u>3,970,277</u>
Excess (deficiency)	\$ <u>(135,118)</u>	\$ <u>-</u>	\$ <u>(105,105)</u>

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

Restricted revenue:			
Federal government grant	\$ <u>419,694</u>	\$ <u>1,100,000</u>	\$ <u>(680,306)</u> -62%
			-
Restricted expenses:			
Office Supplies		-	-
Grants to students	<u>419,694</u>	<u>1,100,000</u>	<u>680,306</u> 62%
	<u>419,694</u>	<u>1,100,000</u>	<u>(680,306)</u>
Excess (deficiency)	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>

TOTAL STUDENT FINANCIAL AID

Restricted revenue:			
Federal government grants	\$ <u>3,749,635</u>	\$ <u>8,359,896</u>	\$ <u>(4,610,261)</u> -55%
Restricted donations	<u>384,031</u>	<u>248,604</u>	<u>135,427</u> 54%
	<u>4,133,666</u>	<u>8,608,500</u>	<u>(4,474,834)</u> -52%
			-
Restricted expenses	<u>3,864,297</u>	<u>8,507,729</u>	<u>4,643,432</u> 55%
			-
Excess (deficiency)	\$ <u>269,369</u>	\$ <u>100,771</u>	\$ <u>168,598</u>

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: SONYA JUAN, HUMAN RESOURCES DIRECTOR
SUBJECT: **AGENDA ITEM**— **SEPTEMBER 2022 RESOURCE LIST**
DATE: 08/31/2022
CC: FILE

Background

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

Recommendation

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

RESOURCE LIST

August 2022

New Hires:

Name	Position	Date
Yolanda Pacheco	Dean of Student Services	8/17/2022
	<p>Ms. Yolanda Pacheco was Associate Director, Academic Advisement and Job Connection Services with Central New Mexico Community College for five years and six months. She was Enrollment Placement Officer with Southwestern Indian Polytechnic Institute for five years and three months. Ms. Pacheco was Program Development and Outreach Manager with Central New Mexico Community College for one year and eight months.</p> <p>Ms. Yolanda Pacheco earned a M.A in Arts in Business from Webster University and B.A. and A.A from Nazarene Indian Bible College.</p>	
Drew Harris	Athletic Wellness Manager	8/12/2022
	<p>Mr. Drew Harris was Community Outreach Specialist for six months and he was Community Cultural Specialist for two years and Native Connections Project Coordinator for three years with Tucson Indian Center.</p> <p>Mr. Harris received a Bachelor of Science from University of Arizona and Associate of Arts from Tohono O'odham Community College.</p>	
Nicholasa Miguel	Ms. Nicholasa Miguel was Switchboard Operator for four years combined, Receptionist for two years, and Administrative Secretary for one year and 11 months with Executive Office, Tohono O'odham Nation. Ms. Miguel was Office Support Worker for nine months, Book Keeper for six months, and Treasurer for three years and two months with Gu Achi District. She was Administrative Assistant for three years and nine months with Office of the Chairman and Vice Chairman, Tohono O'odham Nation. Ms. Miguel was Book Keeper for two years and four months with Gu Achi Trading Post and Accounts Payable Clerk for two years and seven months with Gu Achi District.	08/29/2022

Separation:

Name	Position	Date
Roberta Ramon	Assistant Cook	8/26/2022
Paschell Wilson	Culinary Arts Instructor	9/9/2022
Gabriel Valencia	Residence Life Coordinator	9/14/2022

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

Administrative/Faculty/Exempt

Vacant Position	Division	Number of Applicants	Tohono O'odham Native American			Application w/documents		Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
						Yes	No		Yes	No		Yes	No	
Dean of Student Services	Pres.	8			8	1	7	7/1/2022		8				Position filled 8/17/22
Dual-Enrollment Coordinator	Edu	0												Continue to advertise
Restaurant Manager Instructor	Sustain.	0						6/30/2022	1		7/11/22		1	Continue to advertise
Student Success Coordinator	Education	1			1		1	8/31/2022	1	1				Pending additional documents
Phoenix Center Director	Stu Svs	6		1	5	1	5	8/31/2022	1	5				Pending interview
Plumbing Apprentice Instructor	Apprentice Prog.	1	1			1		8/9/2022	1		08/09/2022	1		Offer rescinded
Pre-College GED Instructor	Workforce Comm. Develop.	2			2	2		8/31/22	2		9/2/2022			Pending interview
Principal Accountant	Spec. Proj.	0												Continue to advertise
Technical Support Manager	Sustain.	1	1			1		6/29/2022	1		7/11/22			Position 08/15/22

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

Hourly

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	
Accounts Payable Technician	Finance	1	1				1	08/09/2022	2		08/22/2022	1	1	Position filled 8/29/22
Payroll Technician	Finance	2		1	1	2		08/31/2022	1	1	8/26/22			Continue to advertise
Project Specialist	Lang Center	2	2			1	1	08/31/2022	2		08/09&11/2022	1	1	Pending background check.

TOCC EMPLOYEE STATISTICS (September 2022)

FULL TIME POSITIONS

	<u>Numbers</u>	<u>Percentages</u>
Full-time positions:	<u>107</u>	-
Filled Positions	92	86%
Vacant Positions	15	14%
Female	53	58%
Male	39	42%
Ethnicity		
Tohono O'odham	61	66%
Native American Other	6	7%
Hispanic	4	4%
White	12	13%
Black	4	4%
Asian	2	2%
Regular Staff	89	
Filled	76	85%
Vacant	13	15%
Instructors Positions	18	
Filled	16	89%
Vacant	2	11%
Commuters	51	55%

PART-TIME & TEMP POSITIONS

	<u>Numbers</u>	<u>Percentages</u>
Part-time & Temp positions:	18	
Filled Positions	11	61%
Vacant Positions	7	39%
Female	8	73%
Male	3	27%
Ethnicity		
Tohono O'odham	4	36%
Native American Other	3	27%
Hispanic	0	0%
White	1	9%
Black	0	0%
Asian	0	0%
Commuters	8	73%
Local	3	27%

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTON, PRESIDENT
FROM: SYLVIA HENDRICKS, DIRECTOR OF STUDENT LIFE
SUBJECT: RECLASSIFICATION OF ASSISTANCE ATHLETIC COACH POSITION TO
 “WELLNESS PROGRAM COORDINATOR”
DATE: JULY 19, 2022
CC: SONYA JUAN, HUMAN RESOURCE DIRECTOR

Background: TOCC has had the Assistant Coach position since November of 2017, almost 5 years ago who assisted the Head Coach with the sport of the Basketball team and Athletic Program. Then when the Basketball program changed and we focused on a Cross Country Team. The Assistant Coach assisted with the NJCAA reports, recruitment, Athletic budget, scheduling, promoting etc. Then with the change to online courses, meetings and working remotely and the change to the Athletic Program to the focus on Health & Wellness and the building of the Ape dag Ki: (Wellness Center) for the college the Athletic Department which included the Assistant Coach worked on online wellness presentation on providing students and staff Healthy practices from food to exercising. Along with continues duties alongside the Head Coach. With the focus of getting the Ape dag Ki; up and running for TOCC, and the community.

Justification: The reclassification for a Wellness Program Coordinator is needed and will be a positive addition to the college as we grow and continue to go to great lengths in promoting Health and Wellness throughout the college and the nation. The Wellness Program Coordinator will focus on providing this service for students and staff with the new Job Description focusing on this and the setup, coordination of programs and maintaining of the TOCC Ape dag Ki:

Action Requested: Request Board of Trustees approval for the Reclassification of a Wellness Coordination.

Recommendation: President recommends approval.



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: ~~Assistant Athletic Coach~~ Wellness Program Coordinator

Reports To: Director of Student Life

Status: Full-time/ Regular/ Exempt

Salary: ~~\$35,000 - \$45,000~~ annual (DOE) **\$40,000 - \$44,000**

SUMMARY: The ~~Assistant Coach~~ **Wellness Program Coordinator** will help direct, lead and oversee **the Wellness Program & building (Apedag Ki) as well administrative**, coaching and ~~instructing instructional~~ duties for TOCC ~~sports~~ **Athletics & Wellness programs & sports** ~~including basketball and other sports~~ that may be developed. ~~(TOCC has an interest in developing both archery and cross-country sports but does not offer those at this time.)~~ The ~~Assistant Coach~~ **Wellness Program Coordinator** is charged with working with other TOCC staff and faculty toward developing a program that promotes academic success and personal growth **and overall wellness.**

~~The Assistant Coach will recruit players within the TOCC catchment area and beyond, primarily within the desert southwest, will help supervise the coaching staff, The~~ **Wellness Program Coordinator will organize, create and oversee wellness programs** and will be expected to support the core values of the College, namely the T-Šo:šon (Our Core Values). Those are T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect, and I-We:mta – Working Together.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Develop and** coordinate ~~all aspects of the TOCCC Basketball program including purchasing and inventory of equipment, maintaining spending within budget, updating of player and team stats on the NJCAA website, conducting media relations, and reporting to ensure compliance with Title IX, NJCAA, Federal, state and Tohono O'odham Nation rules and regulations;~~ **fitness and wellness programs or services;**
- Assist in ~~coordinating the scheduling of games, tournaments, and practices~~ **leading a comprehensive wellness program;**
- Assist in the development of an athletics/**wellness** budget, help review and control expenditures through the College's data management system (Jenzabar), and assist in design and implement fund raising activities;
- ~~Oversee and participate in the recruitment and retention of student athletes with high academic and physical standards~~ **Manage and oversee for maintenance of fitness equipment and facilities, ensuring safe and clean facilities and equipment;**
- **Operate, and instruct others in proper operation of fitness equipment, such as weight machines, exercise bicycles, benches, hand weights, and fitness assessment devices;**
- Maintain good relations with the community, state, and conference organizations to include attendance at regional meetings;

- **Supervise fitness or wellness workers, such as fitness instructors, recreation workers, nutritionists, and health educators;**
- Work nights and weekends as required;
- ~~Participate in the development and implantation of archery, cross-country, and other intra-mural sports~~ **Maintain wellness and fitness related schedules, records and reports;**
- Be able to teach physical education and/or conduct intra-mural sports activities;
- Perform other duties of a similar nature or level;
- ~~Travel with teams, be responsible for team conduct on trips, return vehicles in good order, keep receipts of all monetary transactions and provide appropriate backup for all requisitions in a timely manner.~~ **Plans and implements classes, speakers, seminars, personal training, and fitness assessments that promote healthy lifestyles.**

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TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's degree from an accredited college or university;
- Two years ~~coaching experience in high school or an institution of higher learning~~ **experience in Athletics, Wellness or Exercise Science;**
- Teaching experience preferred;
- A combination of education and experience will be considered.

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

- Bachelor degree in a field directly relevant to coaching;
- Ability to speak and understand O'odham and/or Spanish;
- Knowledge and understanding of the history and contemporary issues facing Native peoples;
- Experience working with Native American communities;
- Experience ~~and understanding of budgets and fiscal responsibilities.~~ **wellness program development.**

LICENSING REQUIREMENTS:

- Valid Arizona Driver's license with no DUI's or major traffic offenses within the past three years;
- Must successfully pass a background check and finger print clearance;
- Obtain First Aid and CPR certification within three months of hire.

KNOWLEDGE:

- ~~Fundamentals of basketball;~~
- Managerial principles and practices;
- Applicable federal, state, and local laws and regulations;
- Policy and procedure development and implementation;
- Research methods as they apply to competitive sports;
- Budgeting principles;
- Manage and administer program budgets.

SKILLS:

- Direct, monitor, administer, and evaluate athletic **& wellness** programs;
- Work effectively in a team environment;

- Develop ~~basketball~~ **sports** and ~~other sports~~ **wellness** programs in accord with the College's mission and purposes; 43
- ~~Teach fundamental skills and develop and motivate student athletes on and off the court;~~
- Develop and teach courses in physical education;
- Interpret and apply applicable laws, rules, and regulations, to include NJCAA by-laws and guidelines;
- Establish solid working relationships between TOCC and other colleges;
- Prepare and compose a variety of reports, records, and correspondence.

WORK ENVIRONMENT:

TOCC is a tribal college located on the Tohono O'odham Nation, 60 miles west of Tucson. The ~~Assistant Coach~~ **Wellness Program Coordinator** will work closely with members of the Tohono O'odham Nation within a multicultural setting.

BENEFITS:

Tohono O'odham Community 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 (2) references (name, position, organization and work phone numbers), two (2) letters of recommendation dated within the past twelve months, and a letter of interest. 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 DD 214 Form to:

Tohono O'odham Community College
Attention: Human Resources
P.O. BOX 3129
SELLS, AZ 85634
VOICE (520) 383-0049
FAX (520) 383-0029

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

BOT Approved: 9/14/17
Updated: 9/2/21 sdo



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Wellness Program Coordinator
Reports To: Director of Student Life
Status: Full-time/ Regular/ Exempt
Salary: \$40,000 - \$44,000 annual (DOE)

SUMMARY: The Wellness Program Coordinator will assist, lead and oversee the Wellness Program & building (Apedag KI) as well administrative, coaching and instructional duties for TOCC Athletic & Wellness programs & sports that may be developed. The Wellness Program Coordinator is charged with working with other TOCC students, staff and faculty toward developing a program that promotes academic success, personal growth and overall wellness.

The Wellness Program Coordinator will organize, create and oversee wellness programs and will be expected to support the core values of the College, namely the T-Şo:şon (Our Core Values). Those are T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect, and I-We:mta – Working Together.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and coordinate fitness and wellness programs or services;
- Assist in leading a comprehensive wellness program;
- Assist in providing a safe and welcoming environment for students and staff;
- Assist in the development of an athletics/wellness budget, help review and control expenditures through the College's data management system (Jenzabar), and assist in design and implement fund raising activities;
- Manage and oversee for maintenance of fitness equipment and facilities, ensuring safe and clean facilities and equipment;
- Operate, and instruct others in, proper operation of fitness equipment, such as weight machines, exercise bicycles, benches, hand weights, and fitness assessment devices
- Maintain good relations with the community, state, and conference organizations to include attendance at regional meetings;
- Supervise fitness or wellness workers, such as fitness instructors, recreation workers, nutritionists, and health educators
- Work nights and weekends as required;
- Maintain wellness and fitness related schedules, records or reports;
- Be able to teach physical education and/or conduct intra-mural sports activities;
- Perform other duties of a similar nature or level;
- Plans and implements classes, speakers, seminars, personal training, and fitness assessments that promote healthy lifestyles.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's degree from an accredited college or university;

- Two years' Experience in Athletics, Wellness or Exercise Science;
- Teaching experience preferred;
- A combination of education and experience will be considered.

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

- Bachelor degree in a field directly relevant to coaching, health or physical education, psychology, counseling, social work or related field;
- Ability to speak and understand O'odham and/or Spanish;
- Knowledge and understanding of the history and contemporary issues facing Native peoples;
- Experience working with Native American communities;
- Experience in wellness program development

LICENSING REQUIREMENTS:

- Valid Arizona Driver's license with no DUI's or major traffic offenses within the past three years;
- Must successfully pass a background check and finger print clearance;
- Obtain First Aid and CPR certification within three months of hire.

KNOWLEDGE:

- Managerial principles and practices;
- Applicable federal, state, and local laws and regulations;
- Policy and procedure development and implementation;
- Research methods as they apply to competitive sports;
- Budgeting principles;
- Manage and administer program budgets.

SKILLS:

- Direct, monitor, administer, and evaluate athletic & wellness programs;
- Work effectively in a team environment;
- Develop sports and wellness programs in accord with the College's mission and purposes;
- Develop and teach courses in physical education;
- Interpret and apply applicable laws, rules, and regulations, to include NJCAA by-laws and guidelines;
- Establish solid working relationships between TOCC and other colleges;
- Prepare and compose a variety of reports, records, and correspondence.

WORK ENVIRONMENT:

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

BENEFITS:

Tohono O'odham Community 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 (2) references (name, position, organization and work phone numbers), two (2) letters of recommendation dated within the past twelve months, and a letter of interest. 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 DD 214 Form to:

Tohono O'odham Community College
Attention: Human Resources
P.O. BOX 3129
SELLS, AZ 85634
VOICE (520) 383-0049
FAX (520) 383-0029

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BOT Approved: 9/14/17

Updated: 9/2/21 sdo

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: DR. PAUL ROBERTSON, PRESIDENT

FROM: DR. TIFFANY VIGGIANO, DEAN OF ACADEMICS

SUBJECT: ADVISING POSITION MODIFICATIONS & ADDITIONS

CC:

Background:

Enrollment continues to grow and students need dedicated academic advising at various stages of their education. Enrollment has more than doubled since 2018, but the number of faculty has not increased. As we transition from testing-based placement to advising-based placement more workload is placed on academic advisors. For these reasons, the advising load on faculty advisors has increased substantially. The program with some of the highest advising load, due to significant enrollment demands, is Business.

One of the peak times new students need advising is over summer. Faculty advisors are off contract over summer, so cannot meet with students. As such, to ensure that students continue to get appropriate intake advising, we should have multiple staff academic advisors. Staff academic advisors also serve an important role in facilitating transcript evaluations, degree audits, and graduation applications. Building capacity here will ensure that we are able to meet the deadlines for completion outlined in BOT policy (ex. 30 day transcript review for transfer of credit).

Furthermore, we have specialized advisors for students for a variety of reasons (for example transfer), but there isn't currently a specialized advisor for students looking to go directly to employment.

Justification:

- One Academic Advisor Coordinator cannot handle all academic advising over summer when the faculty are off contract
- Faster and higher quality responses for students seeking intake advising over summer
- Students can enroll in the correct courses quicker (good for enrollment, retention, completion, etc.)
- Better advising for direct to employment degree seeking students
- Directly supports strategic objective 3.C "Enroll and graduate students in the Arizona "College Credit Pathway" so they can earn a High School Equivalency diploma for 25 distributed college credits."

Action Requested:


- Add formal responsibilities to “Academic Advising Coordinator”, changing to “Academic Advising Manager”.
- Add new position: “Academic Advising & Career Specialist”
- Add new Business Instructor

Recommendation:

Approve positions.

Academic Advisor Manager Position Modification

Red Lined:  Academic Advisor Manager PD.docx

Clean Copy:  Clean Copy of Academic Advisor Manager PD.docx

Academic Advising & Career Specialist New Position

Red Lined:

https://docs.google.com/document/d/1YJpQbbMJ3qAJ6UYPOMqQpaqawibH_I EW/edit

Clean Copy:

<https://docs.google.com/document/d/1xLl03JTLzVNiQjSU3sRUhjvP4Ux7A5Zx/edit?usp=sharing&ouid=100397006824364904757&rtopof=true&sd=true>

Additional Business Instructor Position

No changes from previous description:



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Academic Advisor ~~Coordinator~~ Manager

Reports To: Academic Dean

Status: Full time/ Regular / Exempt

Salary: ~~\$44,260~~ \$57,000

Closing Date: Open Until Filled

SUMMARY: The Academic Advisor ~~Coordinator~~ Manager (AAM) will oversee the day-to-day functions of academic advising under the supervision of the Dean of Academics. ~~In close collaboration with the Dean of Academics, the AAM will create processes which all academic advisors will follow. The AAM will support faculty advisors and the academic advisor coordinator throughout these processes. The AAM will advise~~ new and returning students, providing information and guidance about academic requirements for various programs and degrees offered by TOCC. The ~~coordinator~~ AAM will assure evaluation of credits for transfer are completed in a timely manner and will assist the Registrar's Office in determining whether or not degree requirements have been met. The ~~Advisor Coordinator~~ AAM will train faculty on how to conduct student advising and will assign students to faculty advisors and advising specialists within Student Services. The Advisor 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:

~~Coordinate~~ Under the direction of the Dean of Academics:

- Oversee advisement of incoming, ~~and~~ returning students, and exiting students through by ensuring collaboration amongst providing direct student advising and working with admissions, faculty advisors, and other Student Services staff to assure all incoming students receive academic advising information;
- Facilitate and participate in advising based placement;
- Develop training materials and ~~t~~train faculty advisors and academic advisor coordinator on how to conduct academic advising;
- Oversee assignment of students to faculty advisors in collaboration with IT and consultants;
- Host and coordinate advising events such as group advising sessions for each full-time faculty member;
- Provide direct student advising, taking on a primary role when faculty are off contract;
- Assign students faculty advisors;
- Along with supervisor ~~M~~, monitor advising system to assure student needs are being met, and prepare an advising progress report each semester as determined by supervisor;

- Keep record of—and ensure deadlines are met for—student advisement engagement, transcript evaluations, course substitution approval, graduation applications, and exit survey completion-
- Coordinate and assist in training for academic advising conducted by Student Services staff;
- ~~Assist students who have questions regarding how to registration process and provide a variety of other services to students alongside student services personnel and faculty;~~
- Participate as a non-voting member of the Curriculum Committee;
- Directly supervise the Academic Advisor Coordinator;
- ~~Perform other duties of a similar nature or level.~~

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- ~~Bachelor's-Master's~~ degree. However, an associate-bachelor degree with additional credits will be considered;
- Two years of experience in higher education.
- Experience working with students in an educational setting.
- Experience with analysis of data and report writing.

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;
- Previous experience as an advisor or working in enrollment or related areas in an institution of higher learning.

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, particularly FAFSA;
- Knowledgeable about accreditation and transfer of credits;

SKILLS:

- Be able to interpret and applying applicable laws, rules, regulations, policies, and procedures;
- Be able to speak in public;
- Be able to maintain confidentiality;
- Have excellent customer service skills;
- Be able to manage multiple projects while under pressure to meet deadlines;
- Effective written, verbal, and interpersonal communication skills;

- Demonstrated experience using computer technologies such as databases, internet, tracking systems, and word processing.

WORK ENVIRONMENT:

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

BENEFITS:

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

HOW TO APPLY

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

Under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/or if claiming Veteran Preference, submit a copy of the DD214 form to:

**TOHONO O'ODHAM COMMUNITY COLLEGE
ATTENTION: HUMAN RESOURCES
P.O. BOX 3129
SELLS, AZ 85634
VOICE (520) 479-3207 ext. 3215
FAX (520) 383-0029**

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

BOT Approved:



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Academic Advisor Manager
Reports To: Academic Dean
Status: Full time/ Regular / Exempt
Salary: \$57,000
Closing Date: Open Until Filled

SUMMARY: The Academic Advisor Manager (AAM) will oversee the day-to-day functions of academic advising under the supervision of the Dean of Academics. In close collaboration with the Dean of Academics, the AAM will create processes which all academic advisors will follow. The AAM will support faculty advisors and the academic advisor coordinator throughout these processes. The AAM will advise new and returning students, providing information and guidance about academic requirements for various programs and degrees offered by TOCC. The AAM will assure evaluation of credits for transfer are completed in a timely manner and will assist the Registrar's Office in determining whether or not degree requirements have been met. The AAM will train faculty on how to conduct student advising and will assign students to faculty advisors and advising specialists within Student Services. The Advisor Coordinator will support the T-Şo:şon (Our Core Values) including T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together.

ESSENTIAL DUTIES:

Under the direction of the Dean of Academics:

- Oversee advisement of incoming, returning students, and exiting students by ensuring collaboration amongst admissions, faculty advisors, and other Student Services staff to assure all incoming students receive academic advising information;
- Facilitate and participate in advising based placement;
- Develop training materials and train faculty advisors and academic advisor coordinator on how to conduct academic advising;
- Steward advising based placement and manage use of EdReady in cooperation with library staff
- Oversee assignment of students to faculty advisors in collaboration with IT and consultants;
- Host and coordinate advising events such as group advising sessions for each full-time faculty member;
- Provide direct student advising, taking on a primary role when faculty are off contract;
- Monitor advising system to assure student needs are being met, and prepare an advising progress report each semester as determined by supervisor;
- Keep record of—and ensure deadlines are met for—student advisement engagement, transcript evaluations, course substitution approval, graduation applications, and exit survey completion
- Coordinate and assist in training for academic advising conducted by Student Services staff;

- Participate as a non-voting member of the Curriculum Committee;
- Serve as the official AZ Transfer Facilitator;
- Directly supervise the Academic Advisor Coordinator;
- Perform other duties of a similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Master's degree. However, a bachelor degree with additional credits will be considered;
- Two years of experience in higher education.
- Experience working with students in an educational setting.
- Experience with analysis of data and report writing.

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;
- Previous experience as an advisor or working in enrollment or related areas in an institution of higher learning.

LICENSING REQUIREMENTS:

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

KNOWLEDGE:

- 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, particularly FAFSA;
- Knowledgeable about accreditation and transfer of credits;

SKILLS:

- Be able to interpret and applying applicable laws, rules, regulations, policies, and procedures;
- Be able to speak in public;
- Be able to maintain confidentiality;
- Have excellent customer service skills;
- Be able to manage multiple projects while under pressure to meet deadlines;
- Effective written, verbal, and interpersonal communication skills;
- Demonstrated experience using computer technologies such as databases, internet, tracking systems, and word processing.

WORK ENVIRONMENT:

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

BENEFITS:

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

HOW TO APPLY

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

Under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/or if claiming Veteran Preference, submit a copy of the DD214 form to:

**TOHONO O'ODHAM COMMUNITY COLLEGE
ATTENTION: HUMAN RESOURCES
P.O. BOX 3129
SELLS, AZ 85634
VOICE (520)479-2307 ext. 3215
FAX 520-479-2281**

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TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Academic ~~Advisor~~ Advising & Career Specialist Coordinator

Reports To: Academic Dean

Status: Full time/ Regular / Exempt

Salary: \$44,260

Closing Date: Open Until Filled

SUMMARY: Under the direct supervision of the Academic Advisor Manager, the Academic Advising & Career Specialist (AACS) will advise new, and returning, and exiting students, providing information and guidance about academic requirements for various programs and degrees offered by TOCC.- The coordinator-AACS will serve as the primary monitor of the advising email and assure evaluation of assist with assessing credits for transfer and facilitation of advising focused events. The AACS will serve as a primary point of contact for all degree seeking students who have identified direct employment as their goal after graduation. The AACS will engage with the community to facilitate partnerships and develop pathways to direct employment for students after graduation. -are completed in a timely manner and will assist the Registrar's Office in determining whether or not degree requirements have been met. The Advisor Coordinator will train faculty on how to conduct student advising and will assign students to faculty advisors and advising specialists within Student Services. The AACS Advisor Coordinator will support the T-So:şon (Our Core Values) including T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together.

ESSENTIAL DUTIES:

- Serve as an advisor on the advising team for all students at TOCC;
- Coordinate advisement of incoming and returning students, through providing direct student advising and working with admissions, faculty advisors, and Student Services staff to assure all incoming students receive academic advising information; Serve as the primary monitor of the advising email, directing students to appropriate campus resources, assisting students who have questions regarding how to registration process, and providing a variety of other services to students alongside student services personnel and faculty;
- Train faculty advisors on how to conduct academic advising;
- Assign students faculty advisors;
- Along with supervisor, monitor advising system to assure student needs are being met, and prepare an advising progress report each semester as determined by supervisor.
- Coordinate and aAssist in facilitating advising events and coordinating training for academic advising-conducted by Student Services staff;
- Complete transcript evaluations and degree audits as assigned by supervisor
- Under the supervision of the Academic Advisor Manager, and in collaboration with the campus community, facilitate partnerships and develop pathways to direct employment for students after graduation;

- ~~▪ Assist students who have questions regarding how to registration process and provide a variety of other services to students alongside student services personnel and faculty;~~
- ~~▪ Participate as a non-voting member of the Curriculum Committee;~~
- Perform other duties of a similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's degree. However, an associate degree from TOCC will be considered~~with additional credits will be considered~~;
- ~~▪ Two years of experience in higher education~~
- Experience working with students in an educational setting.
- Professional experience outside of academia
- ~~▪ Experience with analysis of data and report writing.~~

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;
- ~~▪ Previous experience as an advisor or working in enrollment or related areas in an institution of higher learning.~~
- Experience in career assessments

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, particularly FAFSA;
- Knowledgeable about accreditation and transfer of credits;

SKILLS:

- Be able to interpret and applying applicable laws, rules, regulations, policies, and procedures;
- Be able to speak in public;
- Be able to maintain confidentiality;
- Have excellent customer service skills;
- Be able to manage multiple projects while under pressure to meet deadlines;
- Effective written, verbal, and interpersonal communication skills;
- Demonstrated experience using computer technologies such as databases, internet, tracking systems, and word processing.

WORK ENVIRONMENT:

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

BENEFITS:

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

HOW TO APPLY

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

Under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/or if claiming Veteran Preference, submit a copy of the DD214 form to:

**TOHONO O'ODHAM COMMUNITY COLLEGE
ATTENTION: HUMAN RESOURCES
P.O. BOX 3129
SELLS, AZ 85634
VOICE (520) 479-3207 ext. 3215
FAX (520) 383-0029**

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

BOT Approved:



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Academic Advising & Career Specialist
Reports To: Academic Dean
Status: Full time/ Regular / Exempt
Salary: \$44,260
Closing Date: Open Until Filled

SUMMARY: Under the direct supervision of the Academic Advisor Manager, the Academic Advising & Career Specialist (AACS) will advise new, returning, and exiting students, providing information and guidance about academic requirements for various programs and degrees offered by TOCC. The AACS will serve as the primary monitor of the advising email and assist with assessing credits for transfer and facilitation of advising focused events. The AACS will serve as a primary point of contact for all degree seeking students who have identified direct employment as their goal after graduation. The AACS will engage with the community to facilitate partnerships and develop pathways to direct employment for students after graduation. The AACS will 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.

ESSENTIAL DUTIES:

- Serve as an advisor on the advising team for all students at TOCC;
- Serve as the primary monitor of the advising email, directing students to appropriate campus resources, assisting students who have questions regarding how to registration process, and providing a variety of other services to students alongside student services personnel and faculty;
- Along with supervisor, monitor advising system to assure student needs are being met;
- Assist in facilitating advising events and coordinating training for academic advising;
- Complete transcript evaluations and degree audits as assigned by supervisor
- Under the supervision of the Academic Advisor Manager, and in collaboration with the campus community, facilitate partnerships and develop pathways to direct employment for students after graduation;
- Perform other duties of a similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's degree. However, an associate degree from TOCC will be considered;
- Experience working with students in an educational setting.
- Professional experience outside of academia

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;
- Previous experience as an advisor or working in enrollment or related areas in an institution of higher learning.
- Experience in career assessments

LICENSING REQUIREMENTS:

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

KNOWLEDGE:

- 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, particularly FAFSA;
- Knowledgeable about accreditation and transfer of credits;

SKILLS:

- Be able to interpret and applying applicable laws, rules, regulations, policies, and procedures;
- Be able to speak in public;
- Be able to maintain confidentiality;
- Have excellent customer service skills;
- Be able to manage multiple projects while under pressure to meet deadlines;
- Effective written, verbal, and interpersonal communication skills;
- Demonstrated experience using computer technologies such as databases, internet, tracking systems, and word processing.

WORK ENVIRONMENT:

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

BENEFITS:

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

HOW TO APPLY

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

Under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/or if claiming Veteran Preference, submit a copy of the DD214 form to:

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SELLS, AZ 85634
VOICE 520-479-2307 ext. 3215
FAX 520-479-2281**

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TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: ADMINISTRATION INCLUDING PRESIDENT
FROM: EDUCATION DIVISION
SUBJECT: REQUEST FOR ADDITIONAL BUSINESS INSTRUCTOR
CC: EVAN THOMAS, SPECIAL ASSISTANT TO THE PRESIDENT

Background: TOCC's student population has grown quickly during the past few years and numbers of students in the business majors (Associate degrees in Business and Business Administration) have outstripped all other majors. There are over 200 students majoring in Business this fall semester 2022. TOCC currently has one Full Time business instructor and needs an additional instructor to help meet the needs of servicing business courses including the core classes.

Justification: TOCC has adequate resources to support this request.

Action Requested: Request BOT consideration of this request.

Recommendation: Recommend hiring a second business instructor.



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Business Instructor
Reports To: Academic ~~Chair~~Dean
Status: Regular Full-Time/ Exempt
Salary: ~~\$43,183 annual~~ \$47,701 - \$60,791 annual (Depends on Education and Experience)

SUMMARY: The Business Instructor will teach business courses needed for general education and for associates degree in business and business administration. Teaching assignments may include evening classes and online formats. Support the College's vision, mission, and goals.

~~The instructor will support the college 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;~~
- ~~▪ Performs other duties of a similar nature or level. Teach courses in accordance with college and departmental policies and procedures (15 semester hour teaching load each semester);~~
- Be student-centered and focused on student learning outcomes;
- Develop outcome-based instructional materials, exams, workshops, tutorials, presentations, support items, and/or other related items;
- Instruct and evaluate student performance in an assigned area of responsibility, ensuring applicable core competencies are addressed;
- Maintain currency in the discipline by conducting research into new and/or revised pedagogies and educational philosophies;
- Facilitate study sessions and workshops with students;
- Participate in meetings, committees, and in other college activities;
- Integrate the curriculum into the Tohono O'odham Himdag;
- Prepare and submit timely grade reports on student performance as scheduled or required;
- 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

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- ~~Master's degree from an accredited institution in the teaching field; or masters in any teaching field; with 18 graduate semesters' hours in the teaching field or a masters in any teaching field with 24 upper division and/or graduate semester hours in the teaching field.~~
- Ability to teach face-to-face, online, and hybrid modalities.
- ~~Experience with, or willingness to learn, multimedia presentation, ITV course delivery, and online course development and teaching.~~
- _____

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

- MBA or Ab 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.
- 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 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:

- ~~Using a computer and related software applications;~~
- Conducting research;
- Evaluating student performance;
- ~~Instructing students;~~
- ~~Creating collateral materials for class sessions;~~
- ~~Advising students;~~
- _____
- ~~Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.~~
- Excellent interpersonal skills.

WORK ENVIRONMENT:

TOCC is a tribal college located on the Tohono O'odham Nation, 560 miles west of Tucson. The ~~incumbent Instructor~~ will work closely with members of the Tohono O'odham Nation within a ~~multi-culture sovereign native nation in the heart of the great Sonoran desert setting.~~

BENEFITS

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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.~~ CV, Letter of Interest, related degrees, transcripts, certificates, a list of two references (name, position, organization and work phone numbers), and one (1) 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) 383-0049
FAX (520) 383-0029**

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



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Business Instructor
Reports To: Academic Dean
Status: Regular Full-Time/ Exempt
Salary: \$47,701 - \$60,791 annual (Depends on Education and Experience)

SUMMARY: The Business Instructor will teach business courses needed for general education and for associates degree in business and business administration. Teaching assignments may include evening classes and online formats. Support the College's vision, mission, and goals.

ESSENTIAL DUTIES:

- Teach courses in accordance with college and departmental policies and procedures (15 semester hour teaching load each semester);
- Be student-centered and focused on student learning outcomes;
- Develop outcome-based instructional materials, exams, workshops, tutorials, presentations, support items, and/or other related items;
- Instruct and evaluate student performance in an assigned area of responsibility, ensuring applicable core competencies are addressed;
- Maintain currency in the discipline by conducting research into new and/or revised pedagogies and educational philosophies;
- Facilitate study sessions and workshops with students;
- Participate in meetings, committees, and in other college activities;
- Integrate the curriculum into the Tohono O'odham Himdag;
- Prepare and submit timely grade reports on student performance as scheduled or required;
- Support the T- Şo:şon (Our Core Values) including T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Master's degree from an accredited institution in Business, or closely related field; ability to teach face-to-face, online, and hybrid modalities.

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

- MBA or Ph.D.
- 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.
- 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 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;
- Advising students;
- Excellent interpersonal skills.

WORK ENVIRONMENT:

TOCC is a tribal college located on the Tohono O'odham Nation, 50 miles west of Tucson. The Instructor will work closely with members of the Tohono O'odham Nation within a sovereign native nation in the heart of the great Sonoran desert.

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, CV, Letter of Interest, related degrees, transcripts, certificates, a list of two references (name, position, organization and work phone numbers), and one (1) 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:

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TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: DR. MARIO MONTES-HELU, DEAN FOR SUSTAINABILITY
SUBJECT: BIODIVERSITY AND RESEARCH SPECIALIST
DATE: 08/31/2022
CC: SONYA JUAN, HR DIRECTOR, DR. JUAN CERVANTES, LAND GRANT OFFICE OF SUSTAINABILITY DIRECTOR.

Background

The work that was proposed at the no-cost extension of the USDA-NIFA Extension Capacity grant includes the hiring a Biodiversity and Research Specialist. This position is grant funded for one year. We will use this position to engage with the community to address the needs of biodiversity conservation, traditional germplasm preservation, and the analysis of biodiversity of the ecological resources of the Tohono O'odham Nation.

Justification

Having the no-cost extension of the Extension Capacity grant, will allow to start to address some biodiversity issues on the Nation with the hiring of a Biodiversity and Research Specialist position.

Action Requested

Approve the new position with a salary \$47,701- \$60,791 annual (DOE)

ATTACHMENTS:

Biodiversity and Research Specialist Job Description



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Biodiversity and Research Specialist
Reports To: Director, Land Grant Office for Sustainability
Status: Full-time
Salary: \$47,701- \$60,791 annual (DOE). *One year position.*

Summary: The Biodiversity and Research Specialist (BRS) will support the Land Grant Office of Sustainability (LGOS) objectives in the areas of biodiversity conservation, traditional germplasm preservation, statistical analysis of biodiversity, development of indigenized research methods, and preparation and submission of grant proposals.

- The selected individual will promote collaboration with the Tohono O'odham Nation Department of Natural Resources (TONDNR), other tribal authorities, tribal advocacy groups, and community members on biodiversity, wildlife, and conservation.
- The BRS will also provide technical training and mentorship to TOCC students and interns as well as support the community with technical and scientific expertise.
- The successful applicant will teach classes/and/or Micro-credentials per departmental need, including capstone activities.
- The BRS will assist LGOS's mission to formulate collaborative and training strategies, design, implement, monitor, and evaluate biodiversity conservation and natural resources management projects.
- The BRS will communicate effectively with the TONDNR and manage knowledge on biodiversity conservation, sustainable natural resources management, and related topics.
- This position will also support outreach efforts to relevant TON departments, advocacy groups, community tribal members, and the public.
- 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:

- The BRS will represent the LGOS in local, national meetings, conferences, and seminars.
- The selected individual will assist in developing procedures to ensure that LGOS's activities in wildlife, natural resources, and biodiversity conservation are tracked, and that relevant findings and lessons are disseminated on time.
- The BSR will maintain contact with the environmental community to keep current with the latest technical, scientific, and policy developments and promote collaboration for the sustainable use of natural resources in the Tohono O'odham Nation.

POSITION REQUIREMENTS TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Master's degree in biology, agriculture and natural resources

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

- Ph.D. in Biology, agriculture and natural resources
- Publication record demonstrating expertise in biodiversity and research, teaching, student mentoring, and grant writing experience.
- The applicant should have familiarity with indigenized scientific research methodologies.
- Have an understanding of the natural resources tribal needs
- Knowledge on tribal governance, and knowledge of the TON landscape, biodiversity, and history.

KNOWLEDGE:

- Knowledge of genetic lab techniques
- Germplasm sampling techniques
- Instructional methodologies
- Adult learning theory
- Research methods
- Student evaluation methods (formative and summative)
- Principles in biology and genetics
- Advising processes and practices
- Curriculum development.

SKILLS:

- Use of computer and relevant software applications
- Ability to conduct research
- Ability to Evaluate student performance
- Ability to instruct students
- Ability to create collateral materials for teaching sessions

WORK ENVIRONMENT:

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

BENEFITS:

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

HOW TO APPLY:

Applications are available online at www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of two (2) references (name, position, organization and work phone numbers), and two (2) letters of recommendation dated within the past 24 months. If claiming Indian Preference

under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/or if claiming Veteran Preference, submit a copy of the DD214 form to:

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Item	Actions	Discussion/Resolution/Comments
1) Apprentice Program	Coordinated with Apprentice Director Jackson Doe on various issues.	Report from DOL pursuant recent visit lists deficiencies that need to be corrected. Director working to address each item. Two instructors, carpentry and electrical, have been hired.
2) SCAC (San Carlos Apache College) campus.	Met with SCAC administration and attorney. Coordinated with Big Fire attorney Andrea Snowball on verbiage for renewal of agreement with SAC.	Nearing agreement as of early September and coordination with TOCC's HLC Liaison proved helpful. Revised agreement draft will be ready for the TOCC BOT to review not later than October 2022.
3) Back to Campus in fall semester	<ul style="list-style-type: none"> Not many students opting for face-to-face classes, though 22 dorm residents are on campus and are taking some face-to-face classes. Much discussion over this. More work to organize and "tell our story" is needed and will ramp that up in September 	
4) Personnel shortage in Finance Division.	Worked with Dean of Finance and others to assist in bringing on a person from library to assist in Finance; worked similarly to connect with "Your Part Time Controller" to provide assistance in grants and reconciliations.	Process shows some promise but is limited. Still need to have a principal accountant on board. That is a critical unmet need.
5) Enhancing Student Engagement	Initiated a once/week digital meeting with students in coordination with TOCC recruiter Jai Juan.	First event well attended by TOCC staff but few students (about 10 or so). Going to continue this effort along with others.
6) Pisinemo Site	Coordinated with Chairman Cruz and attorney Judith Dworkin and came to agreement on annual lease amount for site.	Agreed to terms TOCC Board provided: 27,500/annum with 3% increase every three years. Formal document for Board review will be available in September.

<p>7) Data Review and Meeting with Achieving the Dream Coaches</p>	<p>Met with Stephen Schoonmaker and Miguel Ceja on Sep 1-2 along with some staff and TOCC administration.</p>	<p>Good review of data. Need to reinforce use of data on regular basis for decision making. Important question discussed was how the increase in numbers of students from various tribal nations stacks up with our mission. This is something we have discussed in-house and with BOT repeatedly during the past two years and more discussion is warranted.</p>
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Key Issues/Items addressed in August - HR Report

Issues/Items	Discussion/ Situation	Summary/ Resolution
HR Archive	HR file inventory	Continuing to purge documents for shredding.
Interviews	Conducted 3 interviews: Plumber Instructor (1). Project Specialist (2)	One pending background check, one pending offer.
Hiring Blitz- O'odham Language Center	Assisted with O'odham Language Center's Hiring Blitz for their Project Specialist Position held 08/05/2022	Hiring panel and O'odham Language Center Personnel set up a booth in Sells to offer onsite on the spot screening interviews. A viable candidate was recruited to undergo an interview and was selected to fill the position.
Personnel Issues	Personnel Issues	Addressed three supervisor's concerns.

Report to TOCC Board of Trustees:

Jay Juan

Chief of Operations

August 2022

Issues/Items	Actions/Assessment
Language Center recruiting event at the Kosin, Aug. 5th.	Cleaned and setup tables and chairs for the event. Event was successful.
Need final fire alarm system equipment installed at the Apedag Ki.	The fire module arrived and was installed on the 26 th . I've contacted the TON Fire Inspectors and others to schedule the final fire system test.
Meeting with kitchen vendor at Kosin.	The American Restaurant Company came out and walked through the Kosin kitchen with us to discuss what would need to be completed before the new equipment arrived. We are waiting on all the equipment to come in so we can start this project.
Need to help with upcoming Wellness day.	Met with committee several times, provided tools for the event. Event went very well.
Walls in GSK need to be scheduled for service.	Vortex company was able to come out and service the walls on the 15 th . Walls are all operating properly and safely.
Need to schedule HVAC company for walk through on Apprenticeship Workshop renovation project.	We selected Comfort Control to provide HVAC equipment for the Apprenticeship Workshop building. The equipment has been ordered and should arrive in 2 weeks.



A'al Ha-Mascam
(Children and Their Learning)



Tohono O'odham Early Childhood Education Community of Practice and Indigenous Mothers and Early Childhood

By

Elsa Peterson Community of Practice Coordinator

August 2022 Board of Trustees Report

Issues/Items	Discussion/Situation	Summary/Resolution
<p>2022 O'odham & Pee Posh Early Childhood Symposium. Wecij' Al Ha-Mamscamdah Hemapig Thursday October 6th Tohono O'odham Community College (TOCC) Sells Arizona From 8:00 am to 5:00 pm.</p> <p>Registration: https://docs.google.com/forms/d/e/1FAIpQLSfEY0pOsa6uzQeVcXgQk7BrbNlxil_wvIPbVjFfk48DfgYTYw/vie_wform?usp=sf_link Contact email: OodhamPeePoshECESymposium@gmail.com</p>	<p>Symposium Purpose The O'odham & Pee Posh Early Childhood Symposium or Wecij' A'al Ha-Mamscamdah Hemapig and Xumar Thnquur Kushkwiish Mat Asheevm brings together O'odham and Pee Posh early childhood professionals from the four sister tribes of Ak-Chin, Gila River, Salt River, and the Tohono O'odham Nation to reimagine and redesign O'odham and Pee Posh early childhood systems, teaching, and training in ways that are representative of each communities' philosophies of childhood and learning. Currently we are having challenging issues in approving and finalizing the symposium budget by TOCC finance department.</p>	<p>Sherilyn Annalla from Mothers and Early Childhood who is working with Elsa Peterson from TOCC spoke to Ofelia Zepeda for further support with this endeavor.</p> <p>Agenda Morning* Welcome Address (Pending) Dr. Ofelia Zepeda, Regents' Professor and Professor in Linguistics, University of Arizona</p> <p>O'odham & Pee Posh Elder Panel</p> <p>Tracey Cordero, Indigenous Montessori Institute Director, Keres Children's Learning Center, New Mexico</p> <p>Afternoon* TOCC Early Childhood Student Panel</p> <p>Ce: ce:m 'A'al 'o O'odham Ñeñok Preschool Immersion Program Panel</p> <p>Dr. Nicol Russel, Vice President of Implementation Research, Teaching Strategies, LLC</p> <p>Closing Address</p> <p><i>*There will be morning and afternoon discussion breakouts.</i></p>

		<i>Lunch will be provided.</i>
August 16 th First face to face A'al Ha-Mascam Community of Practice Session at the Santa Rosa Head Start.	A total of 21 Early Childhood Educators met face to face with the community practice coordinator for an all day workshop on pre-services topics. The topics for this workshop were: Classroom Set-Up/Curriculum/Lesson Planning/Observation. Dr. Curtis Peterson gave an inspirational welcome and tips on mental health. This was the first time since the pandemic, educators came together face to face.	The Community of Practice Coordinator planned for online professional development. Educators in the field no longer have Mondays to plan and train. Professional Development will happen online but coaching and technical assistance provided by the coordinator will continue face to face as she will continue to visit the 7 Head Starts and the Childcare centers in the Tohono O'odham Nation. The community of practice coordinator continues to work closely with members to specifically meet their needs.
This year the A'al Ha-Mascam Community of Practice has two cohorts.	<p>The cohorts are as follows</p> <ul style="list-style-type: none"> • Conscious Discipline zoom live sessions on Saturdays, West Campus, coordinators office. • A'al Ha-Mascam, Professional Development Cohort 	The coordinator will continue to recruit students into the ECE club which helps students connect with other educators in the community as well as participate in advocacy efforts in legislation.

TOHONO O'ODHAM COMMUNITY COLLEGE

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

Tiffany Viggiano

Issues/Items addressed in August 2022

Subject	Description	Details
Fall Enrollment	Classes reached capacity. Over 1,000 students enrolled.	<p>Virtually no courses cut for low enrollment that weren't in-person TOCC courses</p> <p>Credit caps reached for apx. 43 TOCC courses</p> <p>Extended credit caps reached for 3 TOCC courses</p>
Proposed Advising Positions	<p>Modification- Academic Advising Coordinator→Manager</p> <p>New- Academic Advising and Career Specialist</p>	<p>See Tables 1- 5</p> <p>https://docs.google.com/document/d/1B3u7LLMjVqvGt4crVM27SbgwA6yzT9Gh_vTvmtz0fVc/edit?usp=sharing</p>
Proposed New Instructor Position	<p>Add Second Business Instructor</p> <p>Reactivating Social Work & Elementary Education</p>	<p>See Tables 1-5: Largest number of declared students are business students, but we only have one business advisor</p>
New in-person Wellness Initiatives in Ed. Div. Wednesdays this term	Strategic objective 2.G- “Provide wellness programs for students and employees”	Wellness events Wednesday morning events (weeding, exercise, meditation, etc.), critical consciousness book discussions (current book: Intersectional Environmentalist), faculty lunch
AZ Transfer Moving Forward with “American Institutions” course	AGEC sub-committee refused to take steps to indigenize the requirements. Presented the ABOR policy as guiding details to General Education Task Force.	See Table 6 for specific differences in suggestions
Completed Robust Faculty Orientation Week	Strategic objective 5.E- “E. Critically situate faculty and employees within the historical and social context of the Tohono O’odham Nation and indigenous peoples.”	Himdag presentations, FLC critical pedagogy presentations, advising workshops, etc. Memo of updates was shared with faculty

Table 1

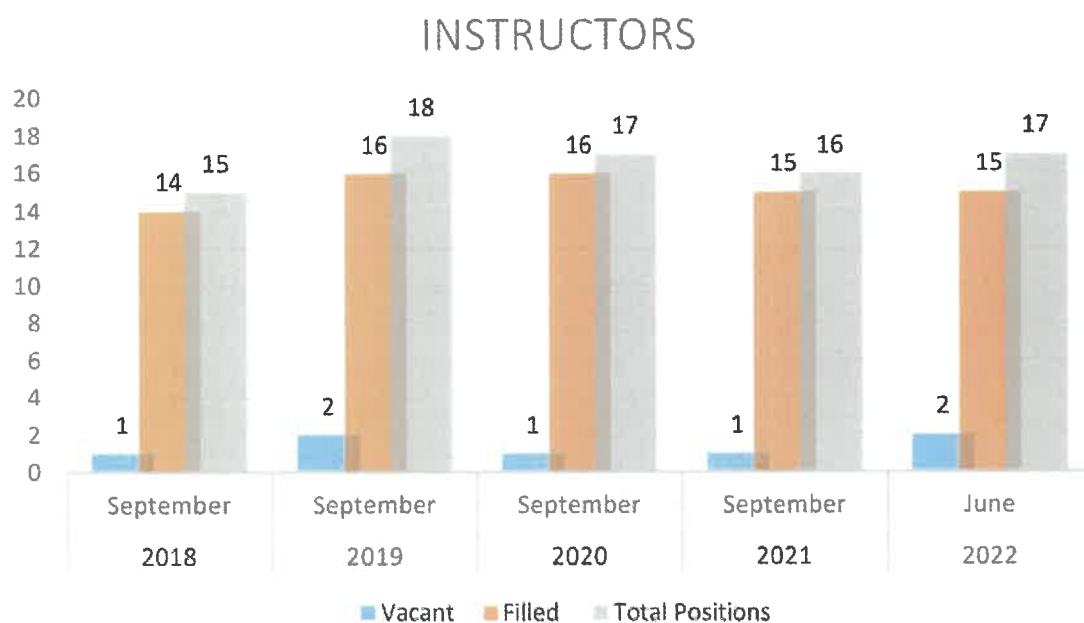
Number of Instructors Over Four Years

Table 2

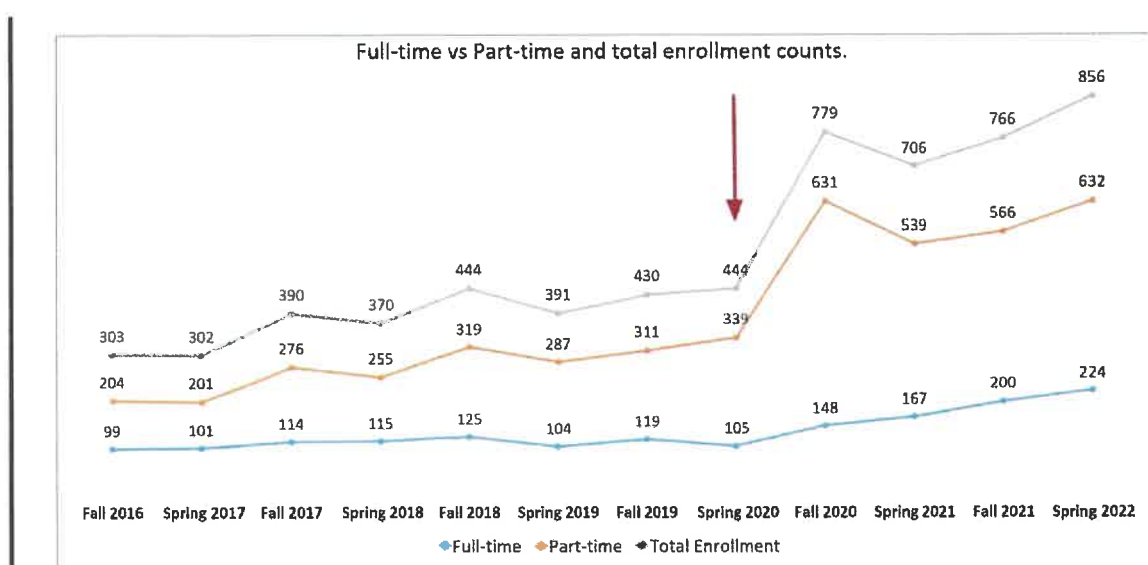
Number of Students Over Six Years

Table 3

Number of Staff Over Four Years

REGULAR STAFF

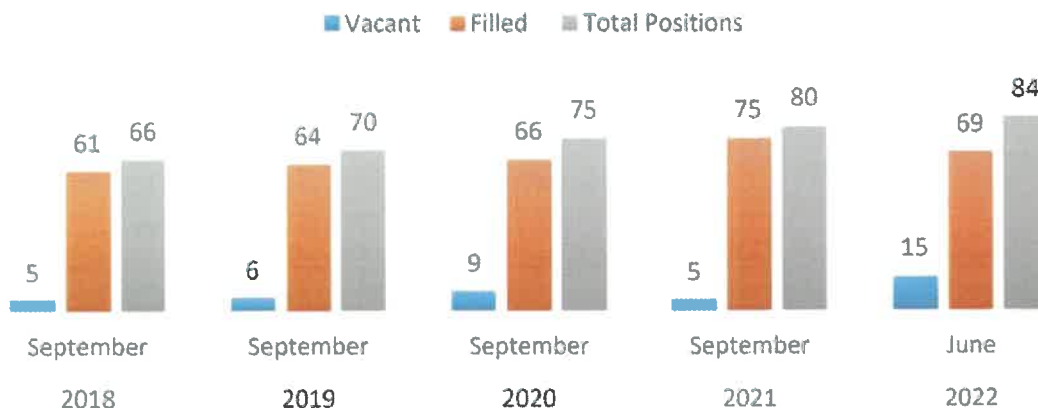


Table 4

Tohono O'odham Students Declared Degrees as of Summer 2022

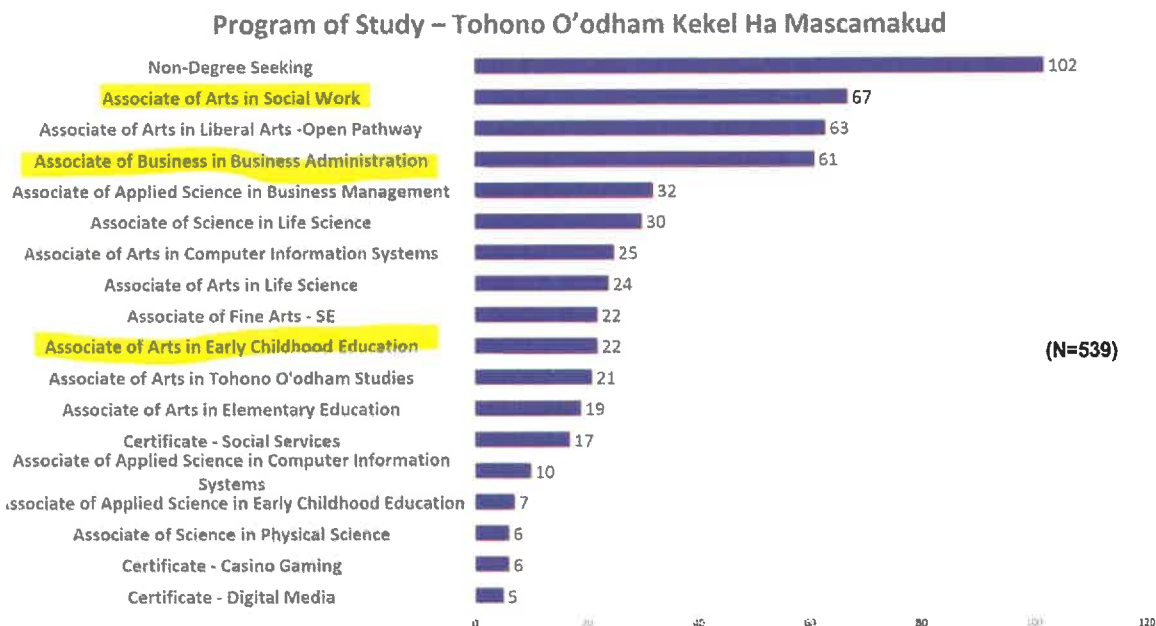


Table 5

All Students Declared Degrees as of Summer 2022

Total counts for Programs of Study.

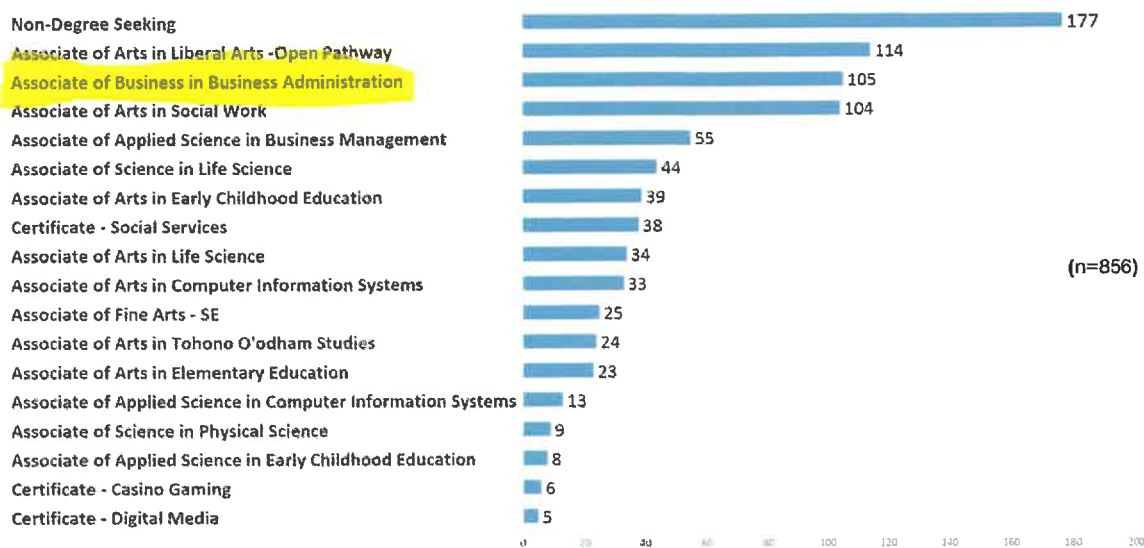


Table 6
AZ Transfer 'American Institutions' Position Summary

AGEC Taskforce Proposition- Later erased		My Counter Proposition		ABOR Mandate	
2 & 3	Courses in this category will include basic principles of American constitutional democracy and how they are applied under a republican form of government, including the functions of the branches of government; Courses in this category will include the essential founding documents and how they have shaped the nature and functions of American Institutions of self-governance	1	The basic principles of different governance structures among the peoples comprising the current populace within the boundaries of the United States, including the functions and branches of government and founding documents, and their impact on current governance.	2 & 4	II) the basic principles of American constitutional democracy and how they are applied under a republican form of government; IV) the essential founding documents and how they have shaped the nature and functions of American Institutions of self-governance

	Not Included	2	The civic actions necessary for effective citizenship and civic participation in an inclusive self-governing society – for example anti-racist discourse, critical consciousness, power and privilege awareness, civil dialog, civil disagreement	6	VI) the civic actions necessary for effective citizenship and civic participation in a self-governing society – for example civil dialog and civil disagreement
	Not Included	3	Basic social scientific and economic knowledge to critically assess public policy options and to inform professional and personal decisions– to include structural racism, implicit bias, and additional key concepts.	7	VII) basic economic knowledge to critically assess public policy options and to inform professional and personal decisions.
4	Courses in this category will include how the perspectives and experiences of diverse peoples shape the American experience.	4	Ways in which the perspectives and experiences of people from historically marginalized communities have and do shape the American experience.		Not Included
1	Courses in this category will include how the history of the United States continues to shape the present.	5	Ways in which the colonial, sexist, and racist history of the United States continues to shape the present via implicit bias and institutionalized oppression, with particular attention to major American constitutional debates and developments	1& 3 & 5	I) how the history of the United States continues to shape the present; III) the United States Constitution and major American constitutional debates and developments; V) landmark Supreme Court cases that have shaped law and society
	Not Included	6	Ways in which democracy functions on a global scale and differences among countries		Not Included

O'ohana Ki:, July 2022

Issue	Discussion	Summary/resolution
Online library traffic has been a challenge.	Usage continues; promotion efforts are working	<p>The month of July had:</p> <ul style="list-style-type: none"> • 233 Total Users • 188 New users • 325 Sessions <p>New users made up most of our webpage traffic. Students have been reaching out to discuss research for their work. The instructional sessions conducted in two Writing courses assisted in the increase. Classes ended July 18th and the bulk of the users were from the time courses were in session.</p>
Library staff assisted with New Student Orientation	Multiple sessions occurred during the month of July.	Library staff were available for information sessions and tours. Sessions included services offered to students and how library staff can help with academic needs.

O'ohana Ki:, August 2022

Issue	Discussion	Summary/resolution
Library usage	Usage continues; promotion efforts are working	<p>The month of August had:</p> <ul style="list-style-type: none"> • 503 Total Users • 425 New users • 677 Sessions <p>The library staff attended the in-person and online new student orientations which helped the usage. The librarian also conducted two information sessions for History 122 and History 125. The library promotion helps. We have shared information with San Carlos staff as well.</p>
Tutoring usage needs to be increased by students.	Students will benefit from tutors, but seem reluctant to use tutoring services.	A solution is to embed tutors into classes. Working with Dr. Viggiano and faculty, we are embedding tutors into the gateway courses. The initial plan was to embed tutors into Writing 101 and Math 089. Unfortunately, we have not been able to hire math tutors so we are only able to embed tutors in WRT 101. A solution to actually hire is to adjust the tutor job description to state that the position is online. Some of the dorm students have been asking about tutoring positions as well. They have been referred to the online job application.

Beginning of the semester student technology needs	Students need reliable devices to attend their online courses and complete their assignments.	<p>Students need to meet the following three criteria:</p> <ul style="list-style-type: none"> • Be a continuing student • Be enrolled in at least 6 credits for the current semester • Be a degree-seeking student with a declared major <p>Students have been emailing and calling. Staff have also been referring students to us.</p>
Art kits needed to be mailed to students.	The pandemic has caused ongoing challenges in getting materials to students.	Between the art instructors and the library staff, over 50 art kits were packed. Bookstore staff mailed the items.

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

Issue	Discussion	Summary/resolution
Create Faculty Learning Community (FLC) with on-going mentoring by education consultants and cultural mentor	Changing instructional practice and developing cultural competence requires significant time, effort, and commitment by faculty members. This Maci:dag Wo:g (MW) Faculty Learning Community (FLC) has an active learning group engaged in the development of culturally-centered curriculum projects.	<p>A two-day workshop entitled “Pathways to Indigenous Education for Tribal College Faculty” with Dr. Gregory Cajete and project consultants and staff was held on August 17th & 18th. This year’s focus was on critical and action-oriented pedagogy and indigenous evaluation and assessment. It was required for all full-time faculty and many adjunct faculty also attended.</p> <p>Planning is underway for this year’s FLC activities which will be held on the 4th Friday of the month.</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>
Increase student enrollment and increase rigor of our science programs.	The new A.S. Physical Science and additional Physical Science courses are being offered to fill a need identified in the NSF Pre-TI planning grant visioning sessions. These courses provide support for Life Science/Pre-Health Students and an educational pathway for students interested in physical science careers such as engineering or hydrology.	<p>Enrollment continues to increase in our Physical Science courses with 8 students in PHY 121N, 36 students total in CHM 121N, CHM 151N, and CHM 152N, and 14 students in AST 101N. We are also offering PHY 298 and 299 Service-learning & Research Practicum courses for the first time.</p> <p>This work supports Goal 1: Expand STEM curricular offerings in the Physical Sciences.</p>

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

Topic	Discussion	Summary/resolution																																										
Tohono O'odham Studies (TOS)	The need for increased Tohono O'odham language and history classes and instructors continues to grow. TOS is working to meet this need by providing proficient speakers with teacher development training and support.	<p>TOS Fall Courses and Student Enrollment Increase:</p> <table> <tr> <th><u>Fall 2020</u></th><th><u>Fall 2021</u></th><th><u>Fall 2022</u></th></tr> <tr> <td>HIS122 (4)</td><td>HIS122 (5)</td><td>HIS122 (6)</td></tr> <tr> <td>THO101 (3)</td><td>HIS125 (1)</td><td>HIS125 (1)</td></tr> <tr> <td>THO106 (2)</td><td>THO101 (5)</td><td>THO101 (7)</td></tr> <tr> <td>THO102 (1)</td><td>THO106 (2)</td><td>THO102 (1)</td></tr> <tr> <td>THO2021 (1)</td><td>THO201 (1)</td><td>THO106 (1)</td></tr> <tr> <td>POS226 (1)</td><td>TOS115 (1)</td><td>THO201 (1)</td></tr> <tr> <td></td><td>POS 226 (1)</td><td>TOS115 (1)</td></tr> <tr> <td></td><td>TOS240 (1)</td><td>TOS120 (1)</td></tr> <tr> <td></td><td></td><td>TOS240 (1)</td></tr> <tr> <td>--</td><td>--</td><td>--</td></tr> <tr> <td>12 classes</td><td>17 classes</td><td>20 classes</td></tr> <tr> <td>--</td><td>--</td><td>--</td></tr> <tr> <td>Enrollment: NA</td><td>Enrollment: 277</td><td>Enrollment:334</td></tr> </table> <p>O'odham Language Teacher Training</p> <ul style="list-style-type: none"> A cohort of speakers who have interest in teaching the O'odham language in a classroom setting will join a weekly O'odham language teacher preparation course beginning late-September. This course will also fulfill Tohono O'odham Language Teacher Certification renewal hours in teaching methods, second language acquisition, and O'odham language and history. <p>O'odham Language Teacher Mentorship Program</p> <ul style="list-style-type: none"> A future TOCC O'odham language instructor is currently shadowing and receiving weekly mentorship from Ms. Andrea Ramon in preparation for teaching THO101 courses with TOCC beginning the Spring 2023 semester. 	<u>Fall 2020</u>	<u>Fall 2021</u>	<u>Fall 2022</u>	HIS122 (4)	HIS122 (5)	HIS122 (6)	THO101 (3)	HIS125 (1)	HIS125 (1)	THO106 (2)	THO101 (5)	THO101 (7)	THO102 (1)	THO106 (2)	THO102 (1)	THO2021 (1)	THO201 (1)	THO106 (1)	POS226 (1)	TOS115 (1)	THO201 (1)		POS 226 (1)	TOS115 (1)		TOS240 (1)	TOS120 (1)			TOS240 (1)	--	--	--	12 classes	17 classes	20 classes	--	--	--	Enrollment: NA	Enrollment: 277	Enrollment:334
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Preparation for the Fall 2022 Semester	Throughout August there was much activity in preparation for the fall semester as it related to advising, faculty training, and bi-annual <i>start-of-the-semester</i> events.	<p>College Cleansing</p> <ul style="list-style-type: none"> Worked closely with the Himdag Committee to prepare for the bi-annual cleansing of the college facilities. Working closely with a subcommittee (<i>Sylvia, Ron, and Evan</i>) to follow-through on cleansing recommendations, particularly as it relates to providing an employee cleansing scheduled the first Friday of September. <p>Welcome Blessing</p> <ul style="list-style-type: none"> Worked closely with the Himdag Committee to plan, coordinate and host the bi-annual welcome blessing. A special thanks to all the speakers: <i>Rosie Ramon, Camillus Lopez, Dr. Robertson, Sylvia Hendricks, Rodney Aguilla, and Leslie Luna.</i> <p>Faculty Training</p> <ul style="list-style-type: none"> Worked closely with the Himdag Committee and Tohono O'odham Studies Instructors to plan and deliver a faculty training centered on methods and strategies for 																																										

		<p>learning more about O’odham, and O’odhamizing curriculum. A special thanks to our faculty collaborators: <i>Dr. Edison Cassadore, Dwayne Pierce, Diona Williams and Dr. Sharon Parker.</i></p> <p>Advising</p> <ul style="list-style-type: none"> ○ Hosted a series of in-person and virtual advising sessions to prepare Tohono O’odham Studies program majors, and social services students for the fall semester. ○ Helped students write appeals to support continued receipt of financial aid.
O’odham Language Center (OLC)	The OLC has key vacancies in several positions that need to be filled quickly.	Worked closely with the OLC to recruit and select staff for their Project Specialist and Language Specialist positions via a Hiring Blitz and interviews.
Participated and Followed-up as Needed on Items from Scheduled Mtgs.	Participated in collaboration, planning and partnership meetings, followed-up on action items from discussions.	<ul style="list-style-type: none"> ● Fall 2022 Faculty Training Planning Mtgs. (2) ● Training (4) ● Standing Meetings (5) ● Advising/Other (32)

Liz Zepeda, Interim Student Services Dean
Student Services, July 2022

Issue	Discussion	Summary/resolution
Uptick in student contact	Orientations and impending Fall semester deadlines have prompted an increase in communication from students.	Student services staff have been responding as quickly as possible. Students have been asking good questions and requests in preparation for the Fall. Staff have fielded the questions and requests as well as redirected to the appropriate departments (i.e. Financial Aid, Advising, Bookstore)
EARS	Reports sent bi-weekly for 8 week session.	The six-week EARS report was sent out to students July 5th. A list of important dates was included; one was the withdrawal deadlines. Fall registration was highlighted.
Dual Enrollment	Continued conversations with schools to develop and maintain partnerships.	Meetings with BHS and Skyline Gila River were had regarding dual enrollment. There is a lot of work to do yet. The coordination has not been easy to manage, but we are keeping lines of communication open.
AICF	Met with Jack Soto regarding an extension/re-imagination of the Braiding Success grant.	A two-day meeting occurred to brainstorm the extension of the Braiding Success grant. TOCC staff from Student Services, Workforce Development, Academics, and Administration attended as well as community partners. The concept is to further “O’odhamize” and digitize aspects of the previous iteration of the Braiding Success grant work while also enhancing it so that a student could potentially work through the program if there was no staff member available to provide information directly.
Financial Aid	The American Indian College Fund Summer Funds/Scholarships were disbursed. FSEOG monies were distributed as well.	The money averaged out to roughly \$500 to students who had a demonstrated need via their FAFSA information. The checks were an unexpected award and the money came in handy to students in the longer time between the end of the summer and start of the Fall. Students who were eligible for FSEOG funding were awarded monies in addition to their Pell disbursements.
Emergency Relief	Summer Emergency Relief was awarded.	A flat rate of \$500 was awarded to every student who submitted a survey in June and met the criteria: <ul style="list-style-type: none"> You must be a currently enrolled TOCC/SCAC student for Summer 2022. You must have a complete student file with all necessary documents submitted. You must submit an accurate AND complete relief funding application. Roughly 370 students were issued checks. The checks were mailed in July.

Student Services, August 2022

Issue	Discussion	Summary/resolution
New Dean Onboarding	Ms. Yolanda Pacheco started on August 17.	The new dean started and has been meeting with staff and familiarizing herself with the Student Services Division and the rest of TOCC. A visit to S-ki:kig Maščama Ki: has occurred as well. Dean Pacheco came at a great time being that the Fall admissions deadline and the registration deadlines happened within days of her arrival. She has jumped right into the work and is a welcome addition to TOCC.
EARS	Reports will be sent at Weeks 1, 2, 3, 4, 8, and 12.	Week 1 email went out to students; information rather than grades were sent (I, Liz Zepeda, made a mistake on sending it out and left off the grade placeholders—Week 2 will have grades though.)
Dual Enrollment	Onset of K-12 school year made conversations difficult to maintain. What dual enrollment looks like at a tribal college is in flux.	As a result of one circumstance or another, we have one dual enrollment course this semester. The State of Arizona is looking at implementing new policy to better benefit the students so we will need to get our IGAs edited. A copy has been sent to the President for his signature and that of TOCC's legal counsel.
AICF	Met with Jack Soto regarding an extension/re-imagination of the Braiding Success grant.	A two-day meeting occurred to brainstorm the extension of the Braiding Success grant. TOCC staff from Student Services, Workforce Development, Academics, and Administration attended as well as community partners.
Back to campus	More students have been coming on-site to receive services.	Staff have been working with more students on campus and it has been an adjustment, but a welcomed adjustment. Out connectivity was problematic so being able to provide services in-person and online was a challenge. Admissions staff worked overtime to meet the needs of the students.
Admissions	Deadlines and reports have been worked on.	Chandra Claw, Registrar, has been working on collecting samples for the audit she submitted to the Arizona State Auditor General's Office. Collection has taken a fair bit of time. Registrar has also provided numerous reports for other offices to assist in their work. Financial Aid, Student Life, and Finance have benefitted from the reports pulled. Fall admissions and registration deadlines occurred on August 19 th and 26 th respectively. Admissions staff worked overtime to process applications and registration transactions. Students are sent email confirmations as their requests were processed.

Jai Juan, Recruiter
Student Services, August 2022

Item	Action	Summary/Resolution/Comments
Outreach	<ol style="list-style-type: none"> 1. Semester Announcements 2. Indianpreneurship Workshop 3. Wellness Fair 4. Native Health Radio Interview 5. FAFSA Applicant Follow-up 	<ol style="list-style-type: none"> 1. Posted important date reminders to Facebook and students via email. 2. Provided participants information about the 2022 fall semester and led them on a tour of S-cuk Du'ag Maşcamakuđ. 3. Set up a table at the Wellness Fair at S-cuk Du'ag Maşcamakuđ. 4. Spoke about TOCC's free tuition offer and important semester deadlines. The college was experiencing internet connectivity issues, so the interview quality was not the best. 5. Contacted FAFSA applicants who used TOCC's school code. Reminded them of our admissions application deadline and answered questions via email and phone.
Admissions	<ol style="list-style-type: none"> 1. Non-registered Students 2. Virtual Orientation 3. In-person Orientation 	<ol style="list-style-type: none"> 1. Contacted admitted students who did not register for the fall semester. Answered questions, provided assistance, and gave important date reminders. 2. Hosted the last virtual orientation for the 2022 fall semester. Had 63 students in attendance. 3. Hosted the last in-person orientation for the 2022 fall semester. Had eight students in attendance.
Ongoing Projects	<ol style="list-style-type: none"> 1. "Back to Campus" 2. Himdag Committee SDM Campus Video 	<ol style="list-style-type: none"> 1. Worked on Dorm video, free attendance announcement for dorm residents, and provided Student Life Department with applicants' admissions status and credit count. 2. O'odham Language Center staff will review footage and make notes on O'odham pronunciation. Depending on the number of edits needed, we may need to re-film or start over.

Alberta Espinoza, Counselor
Student Services, July 2022

Issue	Discussion	Summary/resolution
NIJ IRB Review	Emailed Beth Michel; Bi weekly meeting with UNO team.	Pending response from TON IRB.

Alberta Espinoza, Counselor
Student Services, August 2022

Issue	Discussion	Summary/resolution
NIJ IRB Review	Emailed HRDC for non-response from IRB. On August 15, 2022 received via email "Denial" of NIJ grant.	Forwarded IRB response to Ingrid Segundo. Discussion with Dr. Robertson on IRB response. TOCC will collaborate a "think tank" of academics regarding this decision. UNO to consult their NIJ Manager to see what next steps to take. Pending response.

Dr. Osborn, Disability Office
Student Services, July 2022

Issue	Discussion	Summary/resolution
Coordinated with Academic Advisor concerning a solicitation for assistive technology services related to students who are deaf or hard of hearing.	This program is very expensive and goes beyond the needs of past or current students.	Recommended that we use other alternatives to address the needs of students whose disability impacts their hearing.
Wraparound	Two students with significant disabilities and involved accommodations were conducted.	Accommodations were adjusted to address needs in online asynchronous settings.

Dr. Osborn, Disability Office
Student Services, August 2022

Issue	Discussion	Summary/resolution
Needed to identify students previously receiving ADA accommodations that are enrolled in Fall 2022 semester.	Sent request containing students previously served through ADA and requested schedules for each if enrolled.	Forwarded accommodations and requested faculty contact the Disability office with any questions. Also requested that each faculty member touch base with each student identified to discuss operationalizing accommodations within the context of each course.
Wraparound	Two students with significant disabilities and involved accommodations were conducted.	Accommodations were adjusted to address needs in online asynchronous settings.

Annamarie Stevens, Transition Coordinator
Student Services, August 2022

Update Report-August, 2022

A Student Journey	What was done	What will be done in the future
	<ul style="list-style-type: none"> • There were 10 students that participated in this summer program • Four of the students had children and 2 of those students needed another housing option • 1 student and 1 RA had to isolate • Started the process to find a practicum 	<ul style="list-style-type: none"> • Students were placed in interested based on their interest <ul style="list-style-type: none"> ○ World of Words ○ Native SOAR ○ Fashion Industry & Catalyst Studio ○ College of Digital Humanities ○ Indigenous Resilience Center ○ Arizona State Museum ○ Banner –OGBYN ○ Norton School ○ Tree Ring Lab • Future to start working throughout the year to create partnership for next cohort's placement • Airbnb were reserved for a month for the two students. This allowed them to bring their family. We worked with UA Recreation center to get students children into the A Camp for the summer • Future plans to continue to support those students with children otherwise they will not be able to take advantage of the perks of the program. Also, continue to work with the Recreation Center but start earlier in the year. • We followed the UA protocol process. The student isolated for a week. Student were expected to isolate but not given a microwave or refrigerator. We provide some meals and pick up supplies. She was extremely frustrated with the process and I encouraged her to write a letter to the Residence Life Program. • The RA isolated for five days and we had to hire an emergency RA for those days. • Future plans hire 2 RA's for the summer program • Arizona State Museum would like to create an interactive display highlighting the Tribes in the area. Two students will be working on the project and visiting traditional homelands of the O'odham and take footage of the landscape.

	<p>placement for five students</p> <ul style="list-style-type: none"> • Haury approved a no cost extension for remaining funds 	<ul style="list-style-type: none"> • Gila Crossing will be working with one to gain the experience in the field of Social Work. The program provides GED classes, resources for students, and childcare. • San Carlos Apache College and partnership with A Student's Journey. The student will interview students in a round table discussion on the benefits of the program. Also work with other universities to create similar programs. Become a mentor to future ASJ students. • Partnership with Native FEWS Alliance and AIHEC on a Social Media Project exploring Environmental Issues. • Indigenous Resilience Program with branding the center • There are five other students that I need to begin the discussion with their practicum placement. Students Interest <ul style="list-style-type: none"> ○ In a Library or Newspaper ○ Banner-OBGYN or shadowing doctors at Sells ER ○ Fashion program or art program ○ Press program • The goal is to have the placed and ready to begin at the end of the month. • The program would like to continue to support ASJ alumni with stipends once completing the practicum portion of the program and assist with transition needs. • Also fund travel for conferences targeting their interest to help them establish partnerships
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Partnerships	What was done?	What we plan to for the future?
	<ul style="list-style-type: none"> • Norton School of Family Studies • College of Digital Humanities 	<ul style="list-style-type: none"> • Work on setting up pathway to transfer • Develop workshop in sewing • Tours for TOCC students and staff • Create a articulation agreements • Collaboration on a grant to create internship opportunities in technology and training for TOCC staff in the field. Develop a pathway to ASJ and transferring to UArizona with an internship.

	<ul style="list-style-type: none"> • Native FEWS Alliance 	<ul style="list-style-type: none"> • Partnership with Native FEWS Alliance and AIHEC on a Social Media Project exploring Environmental Issues. • We will be working with Kimberly Danny and Mark Clytus to help us identify students in the STEM field at both campus and assist with project. The goal is to get students to share with other TCU's and create opportunities for them to share at conferences.
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Novia James, Financial Aid Officer

Key Issues/Items addressed in August 2022

Issues/Items	Actions/Assessment
Working Projects	Still working with Financial Aid Consultants, Partners in Financial Aid, on setting up PowerFAIDS and making sure the integration between Jenzabar and PowerFAIDS is working. -Zoom Meetings are held Tuesdays & Thursdays from 9:00 AM - 11:00 AM
Letters	-Thank you letters, Missing Information letters, and Award (Novia) -SAP Appeals, Reviews (Diana & Nicole)

	<ul style="list-style-type: none">-Import students who are registered for the fall semester into PowerFAIDSEmergency Aid Assistance- waiting on students to submit missing documents-billing statement
Webinars	American Indian College Fund training on Wizehive, changing from Civicore Scheduled training starting the week of September 12th.
Pending	Data importing (minor issues)

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

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

Issues/Items	Discussion/Situation	Summary/Resolution
Workforce and Community Development (WCD)	Culinary Arts Program (CUA) and the Tohono Kosin	Renovations in the Tohono Kosin continue and we expect them to be ready by the end of the fall semester. The Culinary Arts instructor, Paschell Wilson, submitted her resignation from the job on August 30, 2022. We will start looking for a new instructor as soon as possible. All classes were canceled and students have been advised. Most of the students are also taking other classes, which will ameliorate the impact of this resignation. We are looking for ways to accommodate the students' needs.
	GED program	The position for the GED instructor is still open. We are planning to conduct an interview for an applicant at the beginning of September.
	Solar Panel Installer Certificate	We are submitting to the Board the job descriptions of the instructors so we can start the hiring process. We are planning renovations in the Wişag Koş to have the lab and classroom ready for use by the students in the program for the spring 2023 semester.
ANA Grant	Requesting an extension of the GIS grant	We are still working on the no-cost extension of the grant for the fiscal year 2022-2023. We are waiting for pertinent information from the Sponsored Projects Office to complete the application.
NTIA Grant	Kick-off Meeting	We had a meeting with the agency's grant officers and support staff to plan the start of the grant as soon as possible. We are working on developing the job descriptions for the project director and the trainers that will develop the curriculum to teach computer skills to community members in the different districts.

LGOS	USDA-NIFA Grants	We will start a new four-year cycle of the Equity and Extension grants in September 2022. No-cost extension was approved for both grants which were affected by the pandemic. We will use the no-cost extension to hire more personnel to help us to complete the pending activities of these two grants. The FALCON meeting will be in person in Albuquerque and the interns participating in the Agriculture and Natural Resources grants will be presenting a poster at the meeting of the work they have been doing during the summer and fall of 2022.
IT Department	IT Positions	The new Technical Support Manager, June Starr, and Technical Support Technician, Shawn Nez, started in August. They are being trained on the systems that will be used to provide technical support to faculty, students, and staff in all technical matters. These two new support people have been busy providing multiple support to students in completing their online applications and solving problems to complete the admission process.
Institutional Effectiveness Office	Data Hub and Fall 2022 Student Profile	Ben Jose has been working on analyzing the data for fall 2022 with a focus on developing a student profile that describes the Tohono O'odham student. This profile will be presented at the Achieving the Dream meeting in September 2022.

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

Challenges-Resolutions and Accomplishments

Program	Discussion/Challenges	Accomplishments & Resolutions	Summary
Apprenticeship	(WCD) Directs any new Apprenticeship inquiries and former students who would like to re-enroll or enroll to Mr. Jackson Doe, Apprenticeship Director	Solar Installer Program. The first set of required courses (BCT 120H 6cr.) – Core Curriculum for the Solar Installer program will be offered in person on Saturdays at Wisag Kos Mascamakud	The office of sustainability and WCD have completed the Solar Energy Instructor Job Description.
Culinary Arts Program		Current focus is to work with TON Planning Department, TONFD and EDA to ensure the building is inspected and meets the required building and safety checks. Upgrades have been recommended and will need to follow a join inspection plan with TON planning and TOFD to begin the upgrades, if approved. Mr. Jay Juan, Chief of Operations continues to keep us updated on the work that is being done at the Tohono Kosin.	TOCC office of Sustainability and WCD will continue to communicate with BHS for reopening services associated with the Culinary Arts Program for dual enrollment. The CUA program is focused on making sure the Tohono Kosin is safe to operate and has the necessary working equipment and facilities for students to learn culinary in person and lab session in the Tohono Kosin.
Pre-College GED	The Pre-College GED program maintains contact with students and is offering tutoring services for those students currently enrolled in our program. Two Pre-College GED positions are currently open and interviews are being scheduled as candidates apply and who meet the criteria for the position. The Pre-College GED program has Aztec software that assist students in building academic skills in all of the GED content areas, 4 computers are available	The Pre-College GED program has focused upon a 12-month program of services and has provided a new timeline for all students who are successfully enrolled in the GED program to complete within one year or less. Updated Pre-College GED webpage with information regarding the following GED options, and how to apply. In-person and Online Zoom GED classes Pre-College GED applications are currently closed until the latter part of August 2022. The	The Pre-College GED online learning utilizes the zoom feature with the GED students in addition to online links for students to study at home and with others. The Request for Proposal “Native Students Stepping Forward” Dollar General High School Equivalency Completion Program was approved at \$48,500. Grant year begins August 1, 2022 to June 30, 2023. This new grant cycle also provides

<p>Indianpreneurship Training – August 3 & 4th, 2022 at S-cuk Du-ag Mascamakud</p>	<p>for student use in the GED classroom.</p> <p>Pre-College 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 is now ready to offer official GED testing as Wisag Kos. Students will be monitored via laptop by the testing center for the duration of the testing.</p>	<p>GED program is assisting students who have applied during our Spring 2022 term.</p> <p>The College Credit Pathway Option is outlined in the TOCC College Catalog page 112.</p> <p>The CCP program is an open enrollment format. Students can register at any time and start at any semester, including summer.</p> <p>Nine community members signed up and participated in the two-day event.</p> <p>Mr. Neal Wade was present to share TOCC Business Degree options and to offer his expertise in starting your own business.</p> <p>Lunch was provided for the two-day event and we had a lot of positive feedback from the participants. Two participants stayed overnight in the dorms.</p>	<p>support for the College Credit Pathway Students.</p> <p>(7) CCP students attended spring and summer sessions 2022.</p> <p>(1) student from the spring 2022 term did not take any summer 2022 classes).</p> <p>(9) New CCP candidates have enrolled for the fall 2022 term.</p> <p>A total (17) CCP students are enrolled for the fall 2022 academic term.</p> <p>New applicants have come from TON One Stop Program, Pascua Yaqui's GED program and Touch Angels Behavioral Health organization located in Gilbert Arizona.</p> <p>Workforce & Community Development will be offering more of these events in business, culture and self-help sessions to encourage in person learning and workshops. It is also another way WCD is promoting college degree programs and WFCD opportunities.</p>
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**Ñia, Oya G-T-Taccui Am Hab E-Ju:
Our Dream Fulfilled**

TO: Tohono O'odham Community College Board of Trustees
 THRU: Paul Robertson, President
 FROM: Sylvia Hendricks, Director of Student Life
 DATE: September 1, 2022
 SUBJECT: Student Life Staff **September 2022** Board Reports

Sylvia Hendricks- Director of Student Life
Key Issues/Items addressed in August 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"> • The month of August was a busy month in continued preparation of and the beginning of the 2022 Fall Semester with the expectation of student in the residence and on Campus which is what we have been working hard for and also excited in welcoming all our student to TOCC. • I've attended all Leadership meetings with other team members held every two weeks on Monday mornings at 9:05 am. Participating in discussions and planning on a number of items presented by President Robertson and providing updates on Security, Athletics, the Food Program and the Residence. • I continue to attend most of the weekly O'odham Niok Sessions with other staff members on Mondays at 8:30 am, unfortunately I missed a few of these sessions due to work and personal obligations. • I continue setting up and attend the Himdag Committee meetings on zoom, regular meetings scheduled every two week on Tuesday. We continue to work on cultural activities and planning events on behalf of the college. The committee continues to focus on Mental and Physical Wellness for employees and students and as we are getting close to the 2022 Fall Session we planned and held the annual cleansing and opening blessing ceremonies • I continue to work 4 days a week onsite with the exception of Tuesday I work remotely. Due to meetings, events and work load my schedule fluctuates so work at home is not always on scheduled time. • The following are additional events/meetings I attended and conducted during the month of August: (most of the meetings held virtually) <ul style="list-style-type: none"> ○ Meeting Re: Dorm "Digital Meet & Greet"- 8/1 & 8/2022

- Faculty Orientation Planning Meeting- 8/1 & 8/2022
- Special Himdag Committee Meeting- 8/2/2022
- Meeting w/President Re: a Dorm Initiative- 8/2/2022
- Athletic/Wellness Meeting w/President- 8/2/2022
- Fall 2022 Info Session- 8/5/2
- TOCC Board of Trustees Meeting- 8/11/2022
- Virtual New Student Orientation- 8/17/2022
- Cleansing Ceremony- 8/18/2022
- In-Person New Student Orientation- 8/19/2022
- Dry Run for Fall Blessing- 8/19/2022
- Fall 2022 Welcome Blessing- 8/22/2022
- Food Program Staff Meeting- 8/24/2022
- Follow-up Cleansing Planning Meeting- 8/25 & 31/2022
- Mandatory Security Meeting- 8/26/2022

I'd like to highlight a few events & meetings conducted and or attended for your information:

- I continue to work and meet with the areas I oversee on progression and updates on projects that they are working on.
- There has been a change in staffing for the Athletic Department with the recent departure of Michael Steward, Head Athletic Coach and as the planning and work needed to be continued and continues the planning for the completion of the Apidag Ki: which is getting closer and the Cross Country Season beginning. an Administrative decision was made to hire Mr. Drew Harris to continue with this work and planning. Drew has been updated by Mr. Jay Juan, Chief of Operations on the building. Drew has also been in contact with Michael on the Cross Country equipment, travel, etc. Along with obtaining a handle on the budget for this department.
- With a recent decision on providing Free Dorms for TOCC students the Applications begin coming in and the dorms are now open and have 21 dorm students as of today. Gabriel has worked hard on this process and getting ready for these students by having virtual Meet & Greet Sessions to introduce them to TOCC and to staff. More information is shared by Gabriel in his report section.
- The Himdag Committee was involved in a few events held during the month of August:
 - With our focus on Health and Wellness for our students and staff I was able to attend and participate in the Wellness Fair that was planned in collaboration Pima County Health Department and a number of vendors in the Health Field that also included clearing out the walking path that was created by the Himdag Committee a few years ago.
 - I was able to participate in the planning and participate in the Faculty Orientation Presentation in collaboration with the Language Department. We are always looking for unique ways to provide learning opportunities for faculty on the Himdag and

	<p>the To:son (our values). It was a great turnout and a success with great evaluations.</p> <ul style="list-style-type: none"> ○ With a slow start in planning for the Annual Cleansing and Welcome Back Blessing. We were able to plan and schedule both events with the purpose of creating a clean and safe campus and to make a Blessing and Welcoming back for the returning and new students attending the 2022 Fall Session both virtually and in person.
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. There is some electrical work that needs to be done by the electrician and the new sink and ice machine have arrived and will be worked on by facilities during the next few days. A scheduled test on the stove hood is scheduled for next week along with one more fire test will be done by the Fire Marshal and the Kitchen will be ready to be moved in and for usage.</p> <p>The Assistant Cook position has been recently vacated so we will be posting the position and am hoping to fill in within the next couple of weeks or as soon as possible.</p> <p>The Food Program continues to use Gegdak Son Ki: kitchen in the meantime to provide meals and snacks for students and staff.</p> <p>An additional meal has been added as we have students in the residence we now are also providing Dinner for the dorm students.</p> <p>The Lead Cook also continues to shop weekly for Food Supplies and sometimes will use an extra day when she is preparing for an event</p> <p>The Lead cook also continues to work with other division on providing meals for events.</p>
Community relations and outside college contacts	<p>Collaboration with other entities have all been done virtually due to the ongoing Pandemic situation in Arizona and the nation. But we continue to collaborate with the different division here at TOCC.</p>

Gabriel Valencia- Residence Life Coordinator

Key Issues/Items addressed in August 2022

Issues/Items	Actions/Assessment
Current Residents	<ul style="list-style-type: none"> - We currently have 21 registered student residents - 19 have already moved in - 2 are in the process of moving out to TOCC from out of state. - 14 Female Residents & 7 Males Residents - Dorms fees will be paid by a grant for all student residents. This includes dorm fees, tuition, and books.

Preparation of physical structures	<ul style="list-style-type: none"> - Washing machines are out of service in B200, C300, and C200. We are on a waiting list to get a tech out to inspect the machines but they are delayed. May need additional support from TOCC facilities. - All new kitchen supplies in all dorms - New mattress covers - Equipped with flashlights if needed - Air filters in each unit. -
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
Residence Assistants	<ul style="list-style-type: none"> - Applications are being received for 4 open RA positions. - Interviews, selections and training will take place 9/6 - 9/9.

Drew Harris- Athletic/Wellness Manager

Key Issues/Items addressed in August 2022

Issues/Items	Actions/Assessment
Working status	<ul style="list-style-type: none"> a) During the month of August the Athletics Department Michael Steward stepped down as the Athletic Head Coach for TOCC. Drew Harris has stepped in as the new Wellness/Athletic Manager.
Coaching and Recruiting	<ul style="list-style-type: none"> a) Continued recruiting runners for 2022-23...we have had 4 commitments. b) Practice and workouts with commitments has started. c) Student-Athletes have moved into the dorms. d) Team photos were scheduled and taken.
Scheduling	<ul style="list-style-type: none"> a) Schedule has been completed for 22-23 season.
Academics	<ul style="list-style-type: none"> a) We have been in contact with student athletes regarding their grades. b) Continuous follow up with runners on classes/credits and class schedule. c) Classes have started for the Fall 2022 semester. d) Encouraging runners to get involved with programs being shared through TOCC email. Internships and summer programs.
Administration	<ul style="list-style-type: none"> a) Attended meeting with Director of Student Life to discuss Athletics & Wellness b) Distributed and collected the Student-Athlete packet (which includes physicals, NJCAA Amateurism questionnaire, etc.). c) Archery range has been cleared. Purchasing of equipment has begun. Decided on no concrete for range. Targets and putting up a berm is needed. d) Met with Green Rainbow to discuss graphic design plans for Apedag Ki. e) Attended the ACCAC 1st Quarter meeting. f) Submitted membership dues to NJCAA.

Wellness	<ul style="list-style-type: none"> a) AZ Health has installed equipment for Apedag Ki. b) Paid for AZ Health to clean the floor before installation. c) Working with facilities to address issue with the bathrooms. d) Have reached out to potential guest speakers/instructors for wellness program. e) Continued meeting with Tucson Wellness to talk about individual/group strength training when Apedag Ki is up & running. f) Completed our 21st month of Wellness Programming and have begun planning programming for September.
Budget/Fundraising	<ul style="list-style-type: none"> a) We have gotten current on Jenzabar.
Outreach/Community Service	<ul style="list-style-type: none"> a) Participated in the Wellness Fair event. Gave tour of the Apedag Ki: Facility with attendees. Attended the Residence Life Student orientation. Also attended TOCC's student orientation.

Valentine Lee- Lead Security

Key Issues/Items addressed in August 2022

Issues/Items	Actions/Assessment
Student Issues/Disciplines Campus Incidents	We had 3 repots for the month of August 2 fall(one was a guest during an event and the other was an employee) and an allergic reaction(employee) TOPD Stopped by with a report of a 911 call and hang up, all was ok
Temperature Check Station	<p>Students have returned to the dorms and in person classes. We had an increase in the people we check in. Some students have not been fully vaccinated yet. Some barely received their second shot and are not eligible for the booster just yet (6months after second shot). Some Students/visitors are turned away due to not having the poof of vaccination with them.</p> <p>We continue to minor issue with the check in station. We have whomever may need to check in on the paper from when needed. Security continue to perform rapid tests for employees and vendors as needed.</p> <p>We had no positive test for August, Security continues to follow protocol after someone tests positive. We continue to have students/visitors who try to come into I:We:mta Ki: without checking they are referred back to the check in station.</p>
Security Staff	<p>Security is doing well with the return of students to the dorms.</p> <p>We are not able to arm the alarm at west (sensor broken)</p> <p>Security continues to do checks to ensure everything is locked and secured after hours as well as checking on the dorms.</p>