



Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

November 10, 2022

TOCC Boardroom, Ma:cidag Gewkdag Ki:

S-cuk Du'ag Maşcamakuđ

In Person & Virtual Meeting

Addendums are attaced to the end of this document



Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

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

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

In Person and Virtual Meeting – Phone, Internet via Zoom

Agenda

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General Matters

- | | |
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|----------------------|--|

Adjournment

Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

Thursday October 13, 2022

9:00 a.m.

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

In Person / Virtual Meeting

GENERAL MATTERS

1. Call to Order / Roll Call

The Board of Trustees Regular Meeting was Called to Order at 9:08 a.m. by Chairperson Dr. Ofelia Zepeda.

Present	Excused Absence	Unexcused Absence	Attendance Time	Board of Trustees
X			9:08 a.m.	Dr. Ofelia Zepeda, Chairperson
X			9:08 a.m.	Bernard Siquieros, Vice-Chairperson
X			9:08 a.m.	Jonas Robles, Elder Member
	X			Mary Bliss, Member
				Administration Members
X			9:08 a.m.	Dr. Paul Robertson, President
X			9:08 a.m.	Dr. Mario Montes-Helu, Dean for Sustainability
X			9:08 a.m.	Joann Miguel, Dean of Finance
X			9:08 a.m.	Yolanda Pacheco, Dean of Student Services
X			9:08 a.m.	Liz (Ofelia) Zepeda, Interim Dean of Academics
				Recorder
X			9:08 a.m.	Evan Thomas, Special Assistant to the President
				Guests
X			9:08 a.m.	Sonya Juan, Human Resources Director
X			9:08 a.m.	Drew Harris, Athletic and Wellness Manager
X			9:08 a.m.	Sylvia Hendricks, Director of Student Life
X			9:08 a.m.	Alberta Espinoza, Counselor
X			9:08 a.m.	Mickie Widener, Human Resources Generalist
X			9:08 a.m.	Iris Nez, Bookstore Supervisor
X			9:08 a.m.	Neal Wade, Business Instructor
X			9:08 a.m.	Kristin Eberhardt, Project Director, Title III Grant
X			9:08 a.m.	Sharon Parker, Adjunct Faculty
X			9:08 a.m.	Wendi Cline, Library Assistant
X			9:08 a.m.	Jenny Narcho, Language Specialist
X			9:08 a.m.	Myriah Cypriano, Administrative Assistant – Student Services
X			9:08 a.m.	Camillus Lopez, Senior Cultural Mentor
X			9:08 a.m.	Christina Coffman, Academic Advisor Coordinator
X			9:08 a.m.	Hamidou Keita, Chemistry Instructor
X			9:08 a.m.	Frances Benavidez, Tohono O'odham Studies Director
X			9:08 a.m.	Anselmo Ramon, Chair of Academic Programs in WCD

X			9:08 a.m.	Kimberly Danny, Agriculture & Natural Resources Instructor
X			9:08 a.m.	Adrianne Rios, Language Specialist
X			9:26 a.m.	Jay Juan, Chief of Operations
X			9:26 a.m.	Deshon Miguel, Senior Systems Administrator
X			9:26 a.m.	Ingrid Segundo, Director of Sponsored Projects
X			9:26 a.m.	Ben Jose, Research Assistant
X			9:26 a.m.	Tashina Machain, Administrative Assistant – Phoenix Center
X			9:26 a.m.	Jai Juan, Recruiter
X			9:26 a.m.	Pauline Nasewytewa, BCT Program Advisor
X			9:26 a.m.	Curtis Peterson, Adjunct Faculty
X			10:03 a.m.	Diana Antone, Financial Aid Technician
X			10:03 a.m.	Annamarie Stevens, Transition Coordinator
X			10:03 a.m.	Gracie Garcia, Lead Cook
X			10:03 a.m.	Tyrone Mandre, Assistant Cook

Executive Summary: TOCC BOT acted on the following at the October 13, 2022 regular meeting:

- Approved the September 08, 2022 TOCC Board of Trustees regular meeting minutes with corrections.
- Accepted the August 2022 Financial Report as presented.
- Accepted the Human Resources Report for September 2022 as presented.
- Approved the AICF Professional Development Grant as presented.
- Approved the Space Allocation Policy as presented.
- Approved the NEXTGEN USDA grant request as presented.
- Approved the Solar Energy Instructor position as presented.
- Approved the NTIA Project Director position as presented.
- Approved the NTIA Computer Literacy Training (CLT) Coordinator position as presented.
- Approved the TOCC – SCAC Operating Agreement as presented.

2. Invocation

The invocation was given by Jonas Robles.

3. Review and Approval of Agenda

The BOT meeting agenda was reviewed. One Educational Division grant request will be omitted and the following items were added to New Business:

8. Pisinemo Site Update
9. TOCC Presidential Search
10. TOCC-SCAC Operating Agreement- Final
11. Draft Dual Enrollment IGA SCAC-SCUSD
12. TOCC Lagoon Project

A motion was made to approve the meeting agenda with noted changes.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the meeting agenda with noted changes.

VOTE: 3 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT.

MOTION APPROVED

4. Announcements

Director Angela Thi Bennett, NTIA will be at S-cuk Du'ag Maşcamakuđ on Tuesday October 18, 2022 for a Community Forum and Roundtable on internet access. Tribal and District officials, Nation's departments and local entities are expected to be in attendance.

A Thanksgiving luncheon is scheduled for November 10, 2022, 12:30 p.m., GSK, S-cuk Du'ag Mascamakud. A sign-up sheet will be distributed within each division for contributions of food items.

The TOCC Staff Recognition and Appreciation is scheduled for Thursday December 22, 2022, 10:00 a.m. – 1:00 p.m., Desert Diamond Casino & Hotel, Tucson, Arizona.

The Student Services Division (SSD) will sponsor Halloween festivities to include a costume contest. More information will be distributed via email.

Evan Thomas, Special Assistant to the President acknowledged those for submitting the monthly board reports by the deadline. The October 2022 board packet was generated and distributed for review by the BOT in a timely manner.

5. Minutes from the September 08, 2022 regular meeting of the TOCC Board of Trustees.

Minutes for the September 08, 2022 BOT regular meeting were reviewed with corrections.

A motion was made to approve the September 08, 2022 TOCC Board of Trustees regular meeting minutes with corrections.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the September 08, 2022 TOCC Board of Trustees regular meeting minutes with corrections.

VOTE: 3 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

MOTION APPROVED

6. Call to the Audience – None

7. Coronavirus Update – Dr. Paul Robertson, President

TOCC is reviewing the current coronavirus protocol. Masks are required at all TOCC campuses. CDC and Nation's guidelines continue to be adhered to.

The TOCC administration is exploring an incentive to employees for acquiring the bi-valent vaccination.

NEW BUSINESS

1. August 2022 Financials – Joann Miguel, Dean of Finance

Dean Miguel reviewed the August 2022 Financial Report.

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

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to accept the August 2022 Financial Report as presented.

VOTE: 3 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

MOTION APPROVED

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

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

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

- Adrienne Rios, Language Specialist, O’odham Language Center
- Tyrone Mandre, Assistant Cook, Student Life Component

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

MOTION: Motion by Jonas Robles, Seconded by Bernard Siquieros to accept the Human Resources Report for September 2022 as presented.

VOTE: 3 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

MOTION APPROVED

3. Principal Accountant Career Ladder – For Informational Purposes

The electronic mail approvals from the BOT were included in the October 2022 board packet.

4. Education Division Grant Request, AICF Professional Development Grant – Frances Benavidez, Tohono O’odham Studies Director

Director Benavidez presented information and reviewed the grant documents.

A motion was made to approve the AICF Professional Development Grant as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the AICF Professional Development Grant as presented.

VOTE: 3 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

MOTION APPROVED

5. Proposed Space Allocation Policy – Jay Juan, Chief of Operations

The Space Allocation Policy was reviewed by the Chief of Operations and the BOT. The policy will be reviewed annually and account for optimal use of space throughout the college.

A motion was made to approve the Space Allocation Policy as presented.

MOTION: Motion by Jonas Robles, Seconded by Bernard Siquieros to approve the Space Allocation Policy as presented.

VOTE: 3 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

MOTION APPROVED

6. Track Update – Anthony Francisco, Head Coach

Coach Francisco presented information on refurbishing the track at Baboquivari Intermediate School. TOCC Cross Country team could utilize the track for training and competitions.

A grant from the Arizona State Parks & Trails Office was available which required matching funds. The BUSD#40 school board identified and approved matching funds, but the deadline for submitting the grant had passed.

The Head Coach is requesting support and approval to continue discussions with BUSD#40 to include a MOA and assistance from the TOCC Sponsored Projects Office to explore grant funding options.

By consensus the BOT supported the request by Coach Francisco and suggested that the Nation be approached to provide the opportunity as an investment in our youth and promote wellness.

7. Division for Sustainability

a. NEXTGEN USDA Grant Request – Mario Montes-Helu, Dean for Sustainability

From Learning to Leading: Cultivating the Next Generation of Diverse Food and Agriculture Professions (NEXTGEN) grant proposal was reviewed. The primary goal of the grant is to build and sustain the next generation of the food, agriculture, natural resources and human sciences (FANH) workforce. Collaboration with the Tohono O’odham Nation Natural Resources department has been established to participate in hiring employees within the outlined career fields.

A motion was made to approve the NEXTGEN USDA grant request as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the NEXTGEN USDA grant request as presented.

VOTE: 3 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

MOTION APPROVED

- b. Solar Energy Instructor Position – Anselmo Ramon, Chair of Academic Programs in WCD

The Solar Installer Certificate Program was approved by the Higher Learning Commission (HLC) on July 15, 2022. There are currently four (04) students enrolled in the program taking core courses. The Solar Energy Instructor job description was reviewed.

A motion was made to approve the Solar Energy Instructor position as presented.

MOTION: Motion by Jonas Robles, Seconded by Bernard Siquieros to approve the Solar energy Instructor position as presented.

VOTE: 3 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

MOTION APPROVED

- c. NTIA Project Director Position – Anselmo Ramon, Chair of Academic Programs in WCD

The NTIA approved the “Hewel Wepegi Macidag kc, wog = “Learning the Internet Road” grant. A project director is needed to manage the computer literacy training with the districts and communities of the Nation. The duration of the grant is two years.

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

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the NTIA Project Director position as presented.

VOTE: 3 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

MOTION APPROVED

- d. NTIA CLT Coordinator Position – Anselmo Ramon, Chair of Academic Programs in WCD

The NTIA approved the “Hewel Wepegi Macidag kc, wog = “Learning the Internet Road” grant. Support is necessary to establish the computer literacy training with the districts and communities of the Nation. The CLT Coordinator will report to the NTIA Project Director and oversee the CLT Trainer(s).

A motion was made to approve the Computer Literacy Training Coordinator position as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the Computer Literacy Training position as presented.

VOTE: 3 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

MOTION APPROVED

- e. CLT Trainer Position – Anselmo Ramon, Chair of Academic Programs in WCD

The CLT Trainer information and job description was reviewed. By consensus the BOT tabled the agenda item.

8. Pisinemo Site Update – Dr. Paul Robertson, President

Pisinemo District proposed two (02) dates to meet with the district council: November 03 or 08, 2022. Topic of discussion will be the Impact Fee Agreement and TOCC site within the Traveling Eagle development. TOCC Administration will follow up with Pisinemo District.

9. TOCC Presidential Search – Dr. Paul Robertson, President

The Human Resources Director distributed and reviewed the timeline for the upcoming Presidential Search. The agenda item is for informational purposes.

10. Final TOCC-SCAC Operating Agreement – Dr. Paul Robertson, President

The renegotiated TOCC-SCAC Operating Agreement was approved by the SCAC Board of Regents.

A motion was made to approve the TOCC-SCAC Operating Agreement as presented.

MOTION: Motion by Jonas Robles, Seconded by Bernard Siquieros to approve the TOCC-SCAC Operating Agreement as presented.

VOTE: 3 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

MOTION APPROVED

11. Draft Dual Enrollment IGA SCAC-San Carlos Unified School District (SCUSD) – Dr. Paul Robertson, President

SCAC and the SCUSD approved an Inter-Governmental Agreement for dual enrollment. The BOT inquired whether the IGA was reviewed by the State of Arizona's Education Department. TOCC Administration will follow up with SCAC and distribute the information via email for electronic approvals by the board.

12. TOCC Lagoon Project – Dr. Paul Robertson, President

An assessment completed by Fleetwood Engineering, LLC, Oro Valley, Arizona concluded that a lagoon wastewater treatment facility is recommended to accommodate any future construction at S-cuk Du'ag Maşcamakuđ. Approximately ten (10) acres is needed for the lagoon facility. A meeting with the San Isidro community to request additional land will be scheduled.

The BOT deems the project needs more discussion, research and planning. By consensus the BOT tabled the agenda item.

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 1:51 p.m.

ADJOURNMENT – 2:12 p.m.

A motion was made to adjourn the October 13, 2022 BOT regular meeting.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to adjourn the October 13, 2022 BOT regular meeting.

VOTE: 3 FOR, 0 OPPOSED, 0 ABSTAIN, 1 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 September 30, 2022

EXECUTIVE SUMMARY

Enclosed are the financial reports for September 2022, as detailed budget reports by department. The format correlates with the audited financial statements, generally accepted accounting principles and internal account structure. September 30, 2022, as follows:

* Bank of America, regular operational checking account	\$ 21,286,764
* LLC Cash Available	221
*Bank of America - TPT Construction Needs	587,112
* Bank of America Capital Campaign	6,550
* Bookstore Cash	18,242
* Petty Cash	100
Cash and cash equivalents in all accounts	<u>\$ 21,898,989</u>

Investments Follow:

* Community Foundation	\$ 399,649
* Wells Fargo Securities, Building/Operating Reserves	1,688,173
Investment total	<u>\$ 2,087,822</u>

Other Assets

Buildings (net of Depreciation)	9,934,123	
Student A/R	191,450	
Grants Receivable	1,610,392	
Inventory	250,954	
Prepays	44,640	
	<u>12,031,559</u>	<u>\$ 12,031,559</u>

Total Unrestricted assets \$ 36,018,370

Recommendation: The President recommends that the Board of Trustees shall accept the financial report For the Month Ended September 30, 2022

Operating Ending Cash Balance for September 2022 \$ 9,062,486

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 \$3,064,373 as of the report based upon FY 2023 operating budget expectations.

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

Assets	(Unaudited) September 30 2022	(Unaudited) August 31 2022	(Audited) June 30, 2021
Bank of America - operating account	\$ 21,286,764	\$ 11,962,207	11,524,743
Bank of America - TPT Construction Needs	587,112	545,756	-
Bank of America - capital campaign account	6,550	6,550	6,550
Bookstore cash	18,242	18,852	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
Contracts and grants receivable	1,610,392	3,391,692	3,391,692
Bookstore inventory	250,954	489,037	273,991
Prepaid expenses	44,640	80,567	4,584
Wells Fargo Investments - Building and Operating reserves	1,688,173	1,797,815	1,969,507
Community Foundation of Southern Arizona - endowment	399,649	399,649	445,771
* Land, buildings and equipment, net of accumulated depreciation	9,934,123	10,265,244	10,265,244
Other receivables Fraudulent Checks Cashed)	-	39,400	12,329
Total Assets	\$ 36,018,370	\$ 29,488,540	\$ 28,678,735
Liabilities and Net Equity			
Accounts payable	\$ 486,236	\$ 548,275	889,851
Salary related payable	602,694	754,727	513,705
Deposits/Funds Held for others	29,870	29,870	29,870
Other Payables and Accrued Expenses	(18,003)	12,177	75,992
Deferred grant revenue	11,850,560	10,768,426	10,768,426
Total Liabilities	\$ 12,951,357	\$ 12,113,475	\$ 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	11,374,741	5,682,793	4,708,619
Unrestricted Equity	\$ 22,041,888	\$ 16,349,940	\$ 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	\$ 36,018,370	\$ 29,488,540	\$ 28,678,735

***Recap #1**

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

***Recap #2**

* Recap Explained of Net Net Fixed Assets	September 2022	August 2022	June 2021
Land Buildings & Equipment	\$ 18,599,726	\$ 18,156,232	\$ 18,156,232
Allowance for Depreciation	(8,665,603)	(7,890,988)	(7,890,988)
* Land building and Equipment, net of Accumulated Depreciation	1 \$ 9,934,123	\$ 10,265,244	\$ 10,265,244

Unrestricted Budget Activity
For the Month Ended September 30, 2022

Tohono O'odham Community College
Statement of Activities - Budget and Actual
For the Month Ended September 30, 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	-	0%
Tribal Community College Act	4,959,735	4,102,000	857,735	0%
Indirect costs recovered on restricted federal grants	-	345,000	(345,000)	-100%
Unrestricted gifts and donations	1,280	10,000	(8,720)	-87%
Bookstore sales	31,345	100,150	(68,805)	-69%
Miscellaneous income	16,800	33,000	(16,200)	-49%
Total Unrestricted Revenues	\$ 10,105,245	\$ 9,869,195	\$ 236,050	2%
Unrestricted expenses:				
Educational program services:				
Instruction	\$ 511,816	\$ 2,301,433	\$ 1,789,617	78%
Student services	240,310	1,257,906	1,017,596	81%
Auxiliary enterprises	77,168	523,120	445,952	85%
Supporting services:				
Academic support	67,728	574,981	507,253	88%
Institutional support without Depreciation/Bad Debts	527,223	2,282,929	1,755,706	77%
Facility operations and maintenance	203,378	1,248,786	1,045,408	84%
Sustainability	29,385	262,186	232,801	89%
Cultural Liason	21,073	88,245	67,172	76%
Student Life	103,205	500,309	397,104	79%
San Carlos BIE Funds and Tuition and Fees	-	809,190	809,190	100%
Culinary Arts Program	14,804	91,942	77,138	84%
Grant Match (1117/	19,596	119,873	100,277	84%
Total Unrestricted Expenses	\$ 1,815,686	\$ 10,060,900	\$ 8,245,214	82%
 Unrestricted excess (deficiency) w/o Bad Debts/Depreciati	 \$ 8,289,559	 \$ (191,705)	 \$ 8,481,264	

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended September 30, 2022
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 75%

	<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	\$ 389,166	\$	1,582,106	\$ 1,192,940	75%
Employee related expenses	69,719		388,698	318,979	82%
Employee tuition waivers/tuition waivers			1,500	1,500	100%
Travel and training	50		20,000	19,950	100%
Mileage	160		3,800	3,640	96%
Commuter Allowance	900		3,600	2,700	75%
Consultant Fees	3,870		4,200	330	8%
Education Supplies	498		11,000	10,502	95%
Office Supplies	1,494		4,000	2,506	63%
Art program Supplies	9,879		10,000	121	1%
Meeting expense	300		5,000	4,700	94%
Subscriptions/Periodicals			5,000	5,000	100%
Furniture & Fixtures			1,000	1,000	100%
	\$ <u>476,036</u>	\$	<u>2,039,904</u>	\$ <u>1,563,868</u>	<u>77%</u>
Work Force Comm Development - 1500					
Compensation	\$ 26,979	\$	133,450	\$ 106,471	80%
Employee related expenses	8,008		92,429	84,421	91%
Travel & Training	343		3,000	2,657	89%
Registrations			1,500	1,500	100%
Commuter Allowance	450		1,800	1,350	75%
Advertising & Promotion			1,000	1,000	100%
Consultant Fees			5,500	5,500	100%
Education Supplies			2,500	2,500	100%
Office supplies			600	600	100%
Meeting Expense			2,000	2,000	100%
Guest Speakers/Honorariums			12,000	12,000	100%
Minor Equipment			1,000	1,000	100%
	\$ <u>35,780</u>	\$	<u>256,779</u>	\$ <u>220,999</u>	<u>86%</u>
ABE-GED - 1800					
Travel/training/Registrations	\$	\$	2,500	\$ 2,500	100%
Registrations			500	500	100%
Memberships			500	500	100%
Education Supplies			500	500	100%
Office Supplies			375	375	100%
Other Office Supplies			375	375	100%
	\$ <u>-</u>	\$	<u>4,750</u>	\$ <u>4,750</u>	<u>100%</u>
				-	
				-	
TOTAL INSTRUCTION	\$ <u>511,816</u>	\$	<u>2,301,433</u>	\$ <u>1,789,617</u>	<u>78%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended September 30, 2022
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 75%**

	<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	\$ 130,163	\$	572,387	\$ 442,224	77%
Employee related expenses	36,784		222,996	186,212	84%
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	969		1,800	831	46%
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	138		3,000	2,862	95%
Promotional			1,500	1,500	100%
Furniture and Fixtures			5,094	5,094	100%
Office Equipment			3,200	3,200	100%
	<u>\$ 169,075</u>	<u>\$</u>	<u>911,882</u>	<u>\$ 742,807</u>	<u>81%</u>
Financial aid office - 5200					
Compensation	\$ 32,974	\$	163,528	\$ 130,554	80%
Employee related expenses	12,081		63,411	51,330	81%
Travel and training	2,604		8,000	5,396	67%
Registrations			2,000	2,000	100%
Memberships			1,000	1,000	100%
Office supplies			1,000	1,000	100%
	<u>\$ 47,659</u>	<u>\$</u>	<u>238,939</u>	<u>\$ 191,280</u>	<u>80%</u>
Residence Life - 5400					
Compensation	\$ 14,031	\$	44,930	\$ 30,899	69%
Employee related expenses	3,703		15,056	11,353	75%
Travel and training expense			2,000	2,000	100%
Mileage			200	200	100%
Registration expenses			500	500	100%
Communications	116		-	(116)	0%
Memberships			300	300	100%
Advertising			500	500	100%
Comm/student events	852		4,000	3,148	79%
Office supplies			600	600	100%
Meeting Expense			1,000	1,000	100%
Custodial Expenses	3,975		4,000	25	0%
Subscriptions/periodicals			4,000	4,000	100%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended September 30, 2022
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 75%

Note: Remaining Budget Target for Operational expenses is 75%		<u>Year-to-Date</u>		<u>2023 Annual Budget</u>		<u>Remaining Budget</u>		<u>Remaining %</u>	
		<u>Actual</u>							
Stipends		1,050		9,000		7,950		88%	
Furniture & Fixtures		(151)		20,000		20,151		100%	
		<u>23,576</u>		\$		<u>106,086</u>		\$	
						<u>82,510</u>		<u>78%</u>	
Student senate - 1410									
Office supplies				400		400		100%	
Meeting expense		\$ -		\$		600		\$	
		<u>-</u>		\$		<u>1,000</u>		\$	
						<u>1,000</u>		<u>100%</u>	
								-	
TOTAL STUDENT SERVICES		\$ 240,310		\$		1,257,907		\$	
						<u>1,017,597</u>		<u>81%</u>	

AUXILIARY ENTERPRISES

Athletics - 5300

Compensation	\$ 21,124	\$	109,721	\$	88,597	81%
Employee related expenses	8,302		47,786		39,484	83%
Recruiting Expense	229		2,000		1,771	89%
Printing	183		-		(183)	0%
Travel			6,000		6,000	100%
Machinery/Equipment Repairs			7,000		7,000	100%
Vehicle Rental			4,000		4,000	100%
Fuel			2,000		2,000	100%
Hotel			5,000		5,000	100%
Uniform/Retail Purchases	3,123		8,000		4,877	61%
Meals	3,133		7,000		3,867	55%
Memberships	8,235		10,000		1,765	18%
Advertising & Promotion			7,500		7,500	100%
Consultant Fees	3,000		12,000		9,000	75%
On Travel Medical			3,000		3,000	100%
Other Professional Fees	150		11,000		10,850	99%
Office Supplies			2,500		2,500	100%
Tuition Waivers			25,000		25,000	100%
Contracts/Subcontracts	4,002		18,000		13,998	78%
Program Supplies	-		20,000		20,000	100%
Archery Expense			10,000		10,000	100%
	<u>51,481</u>		<u>317,507</u>		<u>266,026</u>	<u>84%</u>

Bookstore - 9100

Compensation	\$ 21,729	\$	84,200	\$	62,471	74%
Employee related expenses	3,958		43,913		39,955	91%
Tuition Waivers			200		200	100%
Cost of Goods Sold-Retail			60,000		60,000	100%
Office supplies			4,300		4,300	100%
Promotional			13,000		13,000	100%
	<u>\$ 25,687</u>	\$	<u>205,613</u>	\$	<u>179,926</u>	<u>88%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended September 30, 2022
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 75%**

	<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>
TOTAL AUXILIARY ENTERPRISES	\$ <u>77,168</u>	\$	<u>523,120</u>	\$ <u>445,952</u>	<u>85%</u>

Tohono O'odham Community College
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For the Month Ended September 30, 2022
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	<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	\$ 23,535	\$	138,708	\$ 115,173	83%
Employee related expenses	14,128		85,517	71,389	83%
Employee Tuition Waivers	-		400	400	100%
Travel and training			2,500	2,500	100%
Registrations			1,000	1,000	100%
Memberships			1,000	1,000	100%
Advertising			2,000	2,000	100%
Community Student Events			8,000	8,000	100%
Consultant fees	1,000		2,500	1,500	60%
Education Supplies	160		1,000	840	84%
Office supplies			1,000	1,000	100%
Meeting Expense	1,612		2,000	388	19%
Contracts/Subcontracts			25,000	25,000	100%
Promotional			900	900	100%
	\$ <u>40,435</u>	\$	<u>271,525</u>	\$ <u>231,090</u>	<u>85%</u>
Library - 4130					
Compensation	\$ 13,891	\$	156,830	\$ 142,939	91%
Employee related expenses	6,269		67,234	60,965	91%
Travel and training			2,000	2,000	100%
Registrations			150	150	100%
Commuter Allowance			1,800	1,800	100%
Memberships			160	160	100%
Consultant Fees	2,200		15,600	13,400	86%
Office supplies			5,000	5,000	100%
Meeting expenses			400	400	100%
Subscriptions/periodicals	3,323		30,719	27,396	89%
Contracts/subcontracts	1,610		13,963	12,353	88%
Promotional			600	600	100%
Office equipment			4,000	4,000	100%
Library collection			5,000	5,000	100%
	\$ <u>27,293</u>	\$	<u>303,456</u>	\$ <u>276,163</u>	<u>91%</u>
TOTAL ACADEMIC SUPPORT	\$ <u>67,728</u>	\$	<u>574,981</u>	\$ <u>507,253</u>	<u>88%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended September 30, 2022
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	<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	\$ 42,543	\$	164,837	\$ 122,294	74%
Employee related expenses	12,104		49,802	37,698	76%
Student related travel			2,000	2,000	100%
Travel and training			1,000	1,000	100%
Mileage			400	400	100%
Registrations			1,000	1,000	100%
Car Allowance	1,800		7,200	5,400	75%
Office supplies	25		500	475	95%
Meeting expenses			2,000	2,000	100%
	<u>\$ 56,472</u>	<u>\$</u>	<u>228,739</u>	<u>\$ 172,267</u>	<u>75%</u>
Himdag - 6150					
Comm/Student/Events	\$ 1,850	\$	2,000	\$ 150	8%
Meeting Expense			700	700	100%
	<u>\$ 1,850</u>	<u>\$</u>	<u>2,700</u>	<u>\$ 850</u>	<u>31%</u>
Board of Trustees - 6190					
Trustee fees	\$ 4,300	\$	14,000	\$ 9,700	69%
Travel and training	71		4,500	4,429	98%
Mileage	744		2,500	1,756	70%
Communications	240		900	660	73%
Meeting expenses	586		7,500	6,914	92%
	<u>\$ 5,941</u>	<u>\$</u>	<u>29,400</u>	<u>\$ 23,459</u>	<u>80%</u>
Institutional Effectiveness - 1300					
Compensation	\$ 13,217	\$	53,392	\$ 40,175	75%
Employee related expenses	3,596		16,335	12,739	78%
Travel and training	599		1,000	401	40%
Mileage	-		200	200	100%
Registrations	-		200	200	100%
Vehicle Rental			250	250	100%
Office Supplies			100	100	100%
Office Equipment			300	300	100%
	<u>\$ 17,412</u>	<u>\$</u>	<u>71,777</u>	<u>\$ 54,365</u>	<u>76%</u>
Administration & Finance - 6200					
Compensation	\$ 82,088	\$	403,800	\$ 321,712	80%
Employee related expenses	23,808		169,065	145,257	86%
Employee Tuition Waivers			650	650	100%
Travel and training			1,000	1,000	100%
Mileage			100	100	100%
Registrations			250	250	100%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended September 30, 2022
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 75%

	<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>
Commuter Allowance	1,350		5,400		4,050	75%
Auditing			72,500		72,500	100%
Office supplies	1,822		4,000		2,178	54%
Meeting expenses			400		400	100%
Contracts/subcontracts	32,367		109,200		76,833	70%
Bank Charges	1,634		4,500		2,866	64%
	\$ 143,069	\$ 770,865		\$ 627,796	81%	
General support services - 6300						
Benefits Unemployment	\$	\$ 20,000		\$ 20,000	100%	
Postage & Delivery	1,185		12,000		10,815	90%
Insurance	112,353		165,000		52,647	32%
Memberships	1,000		40,000		39,000	98%
Legal Fees	8,478		50,000		41,522	83%
Meeting expenses			5,000		5,000	100%
Subscriptions & Periodicals			2,000		2,000	100%
Promotional	418		4,000		3,582	90%
	\$ 123,434	\$ 298,000		\$ 174,566	59%	
IT - 6350						
Compensation	\$ 32,954	\$ 168,176		\$ 135,222	80%	
Employee related expenses	13,496		92,682		79,186	85%
Employee Tuition Waivers			600		600	100%
Travel and training			3,000		3,000	100%
Registrations			3,000		3,000	100%
Communications	16,494		232,720		216,226	93%
Machine Equip Repairs and Service	-		15,000		15,000	100%
Memberships	-		730		730	100%
Consultant Fees & Expenses			33,000		33,000	100%
Licenses and fees	3,794		39,686		35,892	90%
Office supplies			500		500	100%
Meeting Expense			150		150	100%
Contracts/subcontracts	75,280		68,373		(6,907)	0%
Other Equipment & Tools			20,000		20,000	100%
Office Equipment			3,500		3,500	100%
Computer Related Items			20,000		20,000	100%
	\$ 142,018	\$ 701,117		\$ 559,099	80%	

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended September 30, 2022
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	<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	\$ 29,933	\$	111,080	\$ 81,147	73%
Employee related expenses	4,812		41,840	37,028	88%
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	450		1,800	1,350	75%
Memberships			904	904	100%
Advertising	959		6,570	5,611	85%
Other professional fees	873		4,990	4,117	83%
Office supplies			360	360	100%
	\$ <u>37,027</u>	\$	<u>180,331</u>	\$ <u>143,304</u>	<u>79%</u>
TOTAL INSTITUTIONAL SUPPORT	\$ <u>527,223</u>	\$	<u>2,282,929</u>	\$ <u>1,755,706</u>	<u>77%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended September 30, 2022
(Intended for internal management purposes only)

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Operational expenses is 75%**

	<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	\$ 109,049	\$	468,179	\$ 359,130	77%
Employee related expenses	30,142		208,416	178,274	86%
Employee tuition waivers			350	350	100%
Travel and training			2,000	2,000	100%
Commuter Allowance	450		1,800	1,350	75%
Vehicle & Building R&M	1,036		25,000	23,964	96%
Auto expenses	324		20,000	19,676	98%
Vehicle rental	16,156		110,000	93,844	85%
Building Rent	21,987		114,311	92,324	81%
Utilities			180,230	180,230	100%
Office supplies			1,000	1,000	100%
Custodial expense	632		17,500	16,868	96%
Contracts/subcontracts	23,602		100,000	76,398	76%
TOTAL OPERATIONS AND MAINTENANCE	\$ 203,378	\$	1,248,786	\$ 1,045,408	84%
SUSTAINABILITY - 5160					
Compensation	\$ 21,987	\$	118,539	\$ 96,552	81%
Employee related expenses	5,479		34,190	28,711	84%
Employee Tuition Waivers			500	500	100%
Travel and training			2,000	2,000	100%
Mileage			500	500	100%
Registrations			500	500	100%
Commuter Allowance	519		1,800	1,281	71%
Advertising & Promotion			500	500	100%
Office supplies			1,500	1,500	100%
Meeting Expense	1,400		500	(900)	0%
Contracts/Subcontracts			1,000	1,000	100%
TOTAL SUSTAINABILITY	\$ 29,385	\$	161,529	\$ 132,144	82%
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 Equipment Repairs	-		1,000	1,000	100%
Memberships			500	500	100%
Consultants			1,000	1,000	100%
Office supplies			100	100	100%
Meeting Expense	-		300	300	100%
Subscriptions/Periodicals			300	300	100%
Guest Speakers			300	300	100%
Office Equipment			500	500	100%
TOTAL SOLAR	\$ -	\$	100,657	\$ 100,657	100%

Tohono O'odham Community College
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	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>	<u>%</u>
TOTAL SUSTAINABILITY AND SOLAR	<u>29,385</u>		<u>262,186</u>	<u>232,801</u>	<u>89%</u>
CULTURAL LIAISON - 6160					
Compensation	\$ 16,593	\$	66,895	\$ 50,302	75%
Employee related expenses	4,480		20,350	15,870	78%
Community & Student Events			1,000	1,000	100%
TOTAL CULTURAL LIAISON	<u>\$ 21,073</u>	<u>\$</u>	<u>88,245</u>	<u>\$ 67,172</u>	<u>76%</u>
STUDENT LIFE - 5150					
Compensation	\$ 82,062	\$	345,948	\$ 263,886	76%
Employee related expenses	18,237		112,711	94,474	84%
Employee Tuition Waivers	-		250	250	100%
Travel and training	58		2,500	2,442	98%
Registrations			600	600	100%
Commuter Allowance	450		1,800	1,350	75%
Advertising and Promotion	544		-	(544)	0%
Community & Student Events	1,329		2,000	671	34%
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	525		25,000	24,475	98%
TOTAL STUDENT LIFE	<u>\$ 103,205</u>	<u>\$</u>	<u>500,309</u>	<u>\$ 397,104</u>	<u>79%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
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	<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	\$ 13,744	\$	55,620	\$ 41,876	75%
Employee related expenses	1,060		15,247	14,187	93%
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	\$ 14,804	\$	91,942	\$ 77,138	84%
Grant Match (1117/	19,596		119,873	100,277	84%
TOTAL UNRESTRICTED	\$ 1,815,686	\$	10,060,244	\$ 8,144,558	81%

For the Month Ended September 30, 2022

**Grant
Revenues/Expenses-to-Date**

	Actual	Grant Budget	Remaining Budget	Remaining %
SPONSORED PROJECTS				
AT&T TCU/High School Completion Project B - AICF - (1111) (10/20/16 - Until Expended)				
Restricted revenues:				
Grant from Other Sources	\$ 184,000	\$ 184,000	\$ -	0%
Restricted expenses:				
Compensation	4,445	36,190	31,745	88%
High School tutors	-	1,500	1,500	100%
College Mentors	-	4,000	4,000	100%
Parent Liaison	-	500	500	100%
Travel/professional Development	55,296	15,650	(39,646)	0%
Transportation	6,080	5,650	(430)	0%
Printing and Marketing	3,577	9,400	5,823	62%
Meeting Expenses	10,244	-	(10,244)	0%
Tuition/Programming	29,006	39,210	10,204	26%
Stipends	3,600	3,000	(600)	0%
Contracts/Subcontracts	41,804	-	(41,804)	0%
Program Supplies	5,728	10,900	5,172	47%
Honorariums/Speakers	-	5,000	5,000	100%
Student Incentives & Awards	6,000	6,000	-	0%
	<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%
Restricted expenses:				
Compensation	795,829	1,243,273	447,444	36%
Employee Related Benefits	139,983	254,730	114,747	45%
Travel/professional Development/Registrations	19,346	43,200	23,854	55%
Memberships	1,750	1,800	50	3%
Consultants	150,490	200,000	49,510	25%
Materials & Supplies	12,211	47,800	35,589	74%
Publication Costs/Documentation/Dissemination	1,200	3,500	2,300	0%
Stipends/Honorariums	46,425	-	(46,425)	0%
Other Direct Costs	-	120,375	120,375	100%
Participant Costs	11,799	51,140	39,341	77%
Indirect Costs	237,731	520,528	282,797	54%
Equipment	-	15,000	15,000	100%
	<u>1,416,764</u>	<u>2,501,346</u>	<u>1,084,582</u>	<u>43%</u>
Excess (deficiency)	\$ <u>(134,260)</u>	\$ <u>12,932</u>	\$ <u>(2,316,356)</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%
Restricted expenses:				
Compensation	405,882	496,047	90,165	18%
Employee Related Benefits	81,706	138,894	57,188	41%
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>683,443</u>	<u>1,181,100</u>	<u>513,657</u>	<u>43%</u>
Excess (deficiency)	\$ <u>(433,317)</u>	\$ <u>18,900</u>	\$ <u>(1,463,531)</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%
			-	
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>	

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%
			-	
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)	\$ <u>18,535</u>	\$ <u>-</u>	\$ <u>(17,259)</u>	

TO Nation TOCC Language Center (1124)

(3/1/20 - 2/28/23)

Grant From Other Sources	\$ <u>600,000</u>	\$ <u>900,000</u>	\$ <u>(300,000)</u>	-33%
			-	
Restricted expenses:				
Compensation	452,023	598,680	146,657	24%
Employee Related Benefits	115,902	179,172	63,270	35%
Commuter Allowance	7,606	-	(7,606)	0%
Consultants	14,940	45,000	30,060	67%
Office & Technical Supplies	1,069	10,400	9,331	90%
Meeting Expense	3,508		(3,508)	0%
Program Meals/Supplies/Honorariums	3,999	15,000	11,001	73%

Computer Equipment	3,964	-	(3,964)	0%
	603,011	848,252	245,241	29%
Excess (deficiency)	\$ (3,011)	\$ 51,748	\$ (545,241)	

Dollar General Native Americans Stepping Forward (GED) (1127)**(7/1/20 - 6/30/22)**

Restricted revenues:

Grant from Other Sources	\$ 147,000	\$ 50,000	\$ 97,000	0%
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Restricted expenses:

Compensation	41,141	8,500	(32,641)	0%
Employee related expenses	3,147	500	(2,647)	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	31,889	19,620	(12,269)	0%
Computer Equipment	12,243	6,800	(5,443)	0%
Awards & gifts	7,675	-	(7,675)	0%
	98,965	50,000	(41,290)	0%
Excess (deficiency)	\$ 48,035	\$ -	\$ 138,290	

NIST/NTIA Connecting Communities 1140**(11/1/22 -10/31/24**

Restricted revenues:

Grant from Other Sources	\$ -	\$ 1,912,357	\$ (1,912,357)	-100%
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Restricted expenses:

Compensation	-	441,580	441,580	100%
Employee related expenses	-	158,970	158,970	100%
Travel	-	2,400	2,400	100%
Mileage	-	157,080	157,080	100%
Supplies	-	459,700	459,700	100%
Contracts	-	363,300	363,300	100%
Indirect	-	329,327	329,327	100%
	-	1,912,357	1,912,357	100%
Excess (deficiency)	\$ -	\$ -	\$ (3,824,714)	

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

Restricted revenues:

Grant From Other Sources	\$ -	\$ 49,790	\$ (49,790)	-100%
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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)	\$ -	\$ -	\$ -	

NEHCultural Preservation (1215)**6/1/2022 - 5/31/2022**

Restricted revenues:

Grant From Other Sources	\$ -	\$ 6,028	\$ (6,028)	-100%
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Restricted expenses:

Stipends	-	528	528	100%
Professional Fees	-	5,500	5,500	100%
	-	6,028	6,028	100%
Excess (deficiency)	\$ -	\$ -	\$ (12,056)	

AICF Community Based Native Arts Learning Sharing (1216)

6/15/2021 - 4/30/2022

Restricted revenues:

Grant From Other Sources	\$ 25,000	\$ 9,000	\$ 16,000	178%
			-	

Restricted expenses:

Compensation	-	-	-	100%
Employee related expenses	-	-	-	100%
Travel/Gas/Mileage	976	1,296	320	100%
Promtion/Advertising	-	-	-	100%
Meetings	699	3,429	2,730	100%
Awards & Honorariums	4,275	4,275		
Program Supplies	1,643	4,275		
	<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>	
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AICF/TCU Preview Day (1217)**10/15/2021 - 5/31/2022**

Restricted revenues:

Grant From Other Sources	\$ 2,500	\$ 2,500	\$ -	0%
			-	

Restricted expenses:

Promotion/Advertising	704	800	96	0%
Other Supplies	-	1,200	1,200	100%
Meeting Expense	-	500		
	<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	\$ 100,000	\$ 100,000	\$ -	0%
			-	

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>100,000</u>	\$ <u>-</u>	\$ <u>-</u>	
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AICF Community Aid for Student Success (1222)-(CASS)**(Jur 1/1/2021 - 10/31/2021)**

Restricted revenues:

Grant From Other Sources in dec reported 12/31/2021	\$ 48,000	\$ 48,000	\$ -	0%
			-	

Restricted expenses:

Compensation	-	3,717	3,717	100%
Employee related expenses	-	283	283	100%
Office Supplies	7,385	2,000	(5,385)	0%
Stipends	6,045	26,000	19,955	77%
Education/Program Supplies	2,183	8,500	6,317	74%
Office Equipment/Computers	22,227	7,500	(14,727)	0%
	<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, 2022)

Restricted revenues:

Federal government grant	\$ 490,436	\$ 200,000	\$ 290,436	0%
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Restricted expenses:

Compensation	81,366	200,000	118,634	59%
	<u>81,366</u>	<u>200,000</u>	<u>118,634</u>	<u>59%</u>

Excess (deficiency)	\$ 409,070	\$ -	\$ (409,070)	
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BIA 93-638 - Occupational Training TCCU -(1302)**Program Revenue and Costs****(July 01, 2019 - June 30, 2022)**

Restricted revenues:

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

Employee related expenses	9,646	175,000	165,354	94%
Mileage	-	5,000	5,000	100%
Supplies/Other Program Cost	-	25,000	25,000	100%
Consultants/Contracts	-	95,000	95,000	100%
	<u>9,646</u>	<u>300,000</u>	<u>290,354</u>	<u>97%</u>

Excess (deficiency)	\$ 152,588	\$ -	\$ (428,120)	
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Better Way Foundation (1303)**Program Revenue and Costs****(January 01, 2022- December 31, 2022)**

Restricted revenues:

Federal government grant	\$ 80,400	\$ 80,400	\$ -	0%
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Restricted expenses:

Travel		13,000		
Mileage		2,000		
Postage and Delivery		1,000		
Printing		13,000		
Promotion Advertising		2,592		
Professional Fees		16,100		
Office Supplies		3,000		
Meeting Expense		6,135		
Program Supplies/materials		6,480		
Indirect Costs		17,093		
	-	80,400	80,400	100%

Excess (deficiency)	\$ 80,400	\$ -	\$ (80,400)	
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HHS ANA Native American Language & Materials Project (1310)**9/1/21 - 9/1/24**

Restricted revenues:

Federal Government Grant	\$ -	\$ 82,609	\$ (82,609)	-100%
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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)	\$ (10,219)	\$ 37,714	\$ (117,285)	
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AICF/TCU Emergency Student Aid Success - (1352)

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

Restricted revenues:

Grant From Other Sources	\$ 26,700	\$ 26,700	\$ -	0%
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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>	1%

Excess (deficiency)	\$ <u>300</u>	\$ <u>-</u>	\$ <u>(300)</u>	
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AZ TPT State Construction Needs Funding - (1400)**(July 1, 2017 - June 30, 2037)**

Restricted revenues:

State government grant	\$ 1,352,664	\$ 3,120,000	\$ (1,767,336)	-57%
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Restricted expenses:

Contracts/subcontracts	642,110	3,120,000	2,477,890	79%
Costruction Supplies	144,209		(144,209)	0%
	<u>792,158</u>	<u>3,120,000</u>	<u>2,477,890</u>	79%

Excess (deficiency)	\$ <u>560,506</u>	\$ <u>-</u>	\$ <u>(4,245,226)</u>	
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Workforce Development - (1401)**(July 1, 2017 - June 30, 2021)**

Restricted revenues:

State government grant	\$ 1,286,792	\$ 897,810	\$ 388,982	0%
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Restricted expenses:

Compensation	39,488			
Employee related expenses	25,998			
Commuter Allowance	444			
Printing	68			
Vehicle Rental	7,160			
Office Supplies	313			
Meeting Expense	124			
Stipends	6,166			
Contracts/subcontracts	975,205	897,810	(77,395)	0%
Consturction Materials	1,490			
	<u>990,970</u>	<u>897,810</u>	<u>(77,395)</u>	0%

Excess (deficiency)	\$ <u>295,822</u>	\$ <u>-</u>	\$ <u>466,377</u>	
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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%
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Restricted expenses:

Stipends	1,500			
Program Supplies	24,116	29,500	5,384	18%
	<u>25,616</u>	<u>29,500</u>	<u>5,384</u>	18%

Excess (deficiency)	\$ <u>9,884</u>	\$ <u>-</u>	\$ <u>(11,384)</u>	
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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%
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Restricted expenses:

Program Supplies	-	-	-	
Contracts/Subcontracts	32,560	40,000	7,440	19%
	<u>32,560</u>	<u>40,000</u>	<u>7,440</u>	0%

Excess (deficiency)	\$	<u>(7,560)</u>	\$	<u>-</u>	\$	<u>7,560</u>	
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U of A Haury Program A Student's Journey - (1406)
(7/1/19 - 6/30/22)

Restricted revenues:

State government grant	\$	<u>315,838</u>	\$	<u>315,206</u>	\$	<u>632</u>	0%
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Restricted expenses:

Compensation	126,667	129,000	2,333	2%
Employee related expenses	18,333	40,764	22,431	55%
Events	-	10,104	10,104	100%
Travel	1,750	3,338	1,588	48%
Office/Education Supplies	2,139	6,000	3,861	64%
Meeting Expenses	5,873	30,000	24,127	80%
Honorariums/Guest Speakers	36,000	6,000	(30,000)	0%
Awards & Gifts	42,470	6,000	(36,470)	0%
Stipends	-	90,000	90,000	100%
	<u>233,232</u>	<u>321,206</u>	<u>87,974</u>	<u>27%</u>

Excess (deficiency)	\$	<u>82,606</u>	\$	<u>(6,000)</u>	\$	<u>(88,606)</u>	
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NIFA Equity Planting the Seeds of Culture & Food 1421)
(9/1/2022 - 8/31/2026)

Restricted revenues:

Federal government grant	\$	<u>-</u>	\$	<u>157,142</u>	\$	<u>(157,142)</u>	-100%
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Restricted expenses:

Compensation	6,113	69,038	62,925	91%
Employee related expenses	1,260	20,449	19,189	94%
Commuter Allowance	168	20,449	20,281	99%
Indirect	-	33,408	33,408	100%
Consultants	-	3,200	3,200	0%
Materials	-	11,049	11,049	0%
Stipends	-	20,000	20,000	100%
	<u>7,541</u>	<u>177,593</u>	<u>170,052</u>	<u>96%</u>

Excess (deficiency)	\$	<u>(7,541)</u>	\$	<u>(20,451)</u>	\$	<u>(12,910)</u>	
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BIE TCU Facilities & Improvements (1430) PL 116-260 (1430)
(4/15/2020 -6/30/2024)

Restricted revenues:

Federal Government Grant	\$	<u>428,571</u>	\$	<u>428,571</u>	\$	<u>-</u>	0%
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Restricted expenses:

Other Structural Improvement	<u>113,504</u>	<u>428,571</u>	<u>315,067</u>	74%
	<u>113,504</u>	<u>428,571</u>	<u>315,067</u>	74%

Excess (deficiency)	\$	<u>315,067</u>	\$	<u>-</u>	\$	<u>(315,067)</u>	
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BIE TCU Facilities & Improvements (1430) PL 117-103 (1431)
(4/15/2022 - until all funds expended)

Restricted revenues:

Federal Government Grant	\$	<u>-</u>	\$	<u>428,571</u>	\$	<u>428,571</u>	-100%
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Restricted expenses:

Other Structural Improvement	<u>-</u>	<u>428,571</u>	<u>428,571</u>	100%
	<u>-</u>	<u>428,571</u>	<u>428,571</u>	100%

Excess (deficiency)	\$	<u>-</u>	\$	<u>-</u>	\$	<u>-</u>	
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NIFA Endowment - (20-1502)

(Sept 1, 2020- Aug 31, 2022)

Restricted revenues:

Federal government grant	\$	<u>511,857</u>	\$	<u>243,073</u>	\$	<u>(268,784)</u>	0%
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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	1,331		(1,331)	0%
Vehicle Rental	26,936		(26,936)	0%
Promotion/Advertising	20,109	36,000	15,891	44%
Consultants/Professionals	95,612	86,677	(8,935)	0%
Building Materials	1,689	-	(1,689)	0%
Education Supplies	-	-	-	0%
Meeting Expense	1,536	7,500	5,964	80%
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>184,140</u>	<u>243,073</u>	<u>58,933</u>	<u>24%</u>
Excess (deficiency)	\$ <u>327,717</u>	\$ <u>-</u>	\$ <u>(327,717)</u>	

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

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

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%
Restricted expenses:				
Furniture	170,131	166,200	(3,931)	0%
	<u>170,131</u>	<u>166,200</u>	<u>(3,931)</u>	<u>0%</u>
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)

Restricted expenses:				
Furniture/Other (TOCC Match)	-	22,428	22,428	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%

Other Tools/Structural Improvements	121,284	99,975	(21,309)	-21%
	<u>121,284</u>	<u>99,975</u>	<u>(21,309)</u>	<u>-21%</u>
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 additional expenditures after 6/30/2022**

Operational expenses:

Furniture & Equipment	-	33,000	33,000	100%
	<u>-</u>	<u>33,000</u>	<u>33,000</u>	<u>100%</u>
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>	<u>-100%</u>
Compensation & Employee related Expenses	146,680	99,528	(47,152)	0%
Travel/ Per Diem/ Lodging/Registrations	3,154	2,198	(956)	0%
Youth Programs	-	8,000	8,000	100%
Other Participant/trainee Support Costs	-	13,312	13,312	100%
Workshops	-	4,000	4,000	100%
Education and Program supplies	45,734	11,500	(34,234)	100%
Stipends	1,604	2,700	1,096	41%
Equipment	3,995	36,000	32,005	89%
	<u>201,167</u>	<u>177,238</u>	<u>(23,929)</u>	<u>-14%</u>
Excess (deficiency)	\$ <u>379</u>	\$ <u>-</u>	\$ <u>23,929</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>	<u>-51%</u>
Honorarium	<u>1,500</u>	<u>1,500</u>	<u>-</u>	<u>0%</u>

Restricted expenses:

Compensation	295,659	283,000	(12,659)	-4%
Employee related expenses	66,609	65,980	(629)	-1%
Travel/Lodging/Mileage/Transportation	9,045	12,960	3,915	30%
Registration	1,500	760	(740)	0%
Equipment Rental	510	-	(510)	0%
Consultants	200	1,800	1,600	89%
Honorariums	-	2,000	2,000	100%
Meeting Expense	2,940	-	(2,940)	0%
Program Materials & Supplies	1,240	6,120	4,880	80%
	<u>377,703</u>	<u>366,500</u>	<u>(11,203)</u>	<u>0%</u>
Excess (deficiency)	\$ <u>(52,754)</u>	\$ <u>295,000</u>	\$ <u>(325,348)</u>	

NIFA Extension Sovereign O'oidag for SovereNation (1542)**(Sept 1, 2022- Aug. 31, 2026)**

Restricted revenues:

Federal government grant	\$ <u>-</u>	\$ <u>246,000</u>	\$ <u>(246,000)</u>	<u>-100%</u>
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Restricted expenses:

Compensation	13,076	152,287	139,211	91%
Employee related expenses	2,283	47,210	44,927	100%
Travel	-	11,250	11,250	100%
Stipends	-	8,800	8,800	100%
Meals	-	6,000	6,000	100%
Materials and Supplies	-	17,253	17,253	100%
Consultants	-	3,200	3,200	100%
	<u>15,359</u>	<u>246,000</u>	<u>230,641</u>	<u>0%</u>
Excess (deficiency)	\$ <u>(15,359)</u>	\$ <u>-</u>	\$ <u>(476,641)</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%
TOCC Match	-	7,247	(7,247)	-100%

Restricted expenses:

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

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

Restricted revenues:

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

Restricted expenses:

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

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%
		<u>6,450</u>	<u>-</u>	

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

Restricted revenues:

Federal government grant	\$ 74,547	\$ 181,367	\$ (106,820)	-59%
		<u>181,367</u>		

Restricted expenses:

Equipment and Construction Costs	<u>-</u>	<u>181,367</u>	<u>181,367</u>	100%
	<u>-</u>	<u>181,367</u>	<u>181,367</u>	100%
Excess (deficiency)	\$ 74,547	\$ -	\$ (181,367)	

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

Restricted revenues:

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

Compensation	729,034	1,514,365	785,331	52%
Employee related expenses	180,072	406,112	226,040	56%
Travel Expense	-	404,573	404,573	100%
Mileage	-	148,740	148,740	100%
Registrations	-	49,530	49,530	100%
Commuter Allowance	3,559	13,320	9,761	73%
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	35,900	74,370	38,470	52%

Education supplies and Outreach	6	70,944	70,938	100%
Office supplies	406	26,030	25,624	98%
Other office supplies/GED	-	7,437	7,437	100%
Meetings	-	18,593	18,593	100%
Contracts/subcontracts	19,544	164,291	144,747	88%
Other Structural Improvements	311,199	-	(311,199)	0%
Office equipment	24,671	67,172	42,501	63%
Library collection	-	5,550	5,550	100%
	<u>1,309,216</u>	<u>3,055,063</u>	<u>1,745,847</u>	<u>57%</u>
Excess (deficiency)	\$ <u>(277,447)</u>	\$ <u>(0)</u>	\$ <u>277,447</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>	<u>-79%</u>
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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 (1680)

(July 1, 2019 - June 30, 2024)

Restricted revenues:

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

TO Gaming Back to Campus Daily Meals and Archery Range (1716)

May 27, 2022 - Until funds expended)

Restricted revenues:

Federal government grant	\$ <u>9,247</u>	\$ <u>9,247</u>	\$ <u>-</u>	<u>0%</u>
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Restricted expenses:

Meals	-	7,400	7,400	100%
Archery Costs	-	1,847	1,847	
	<u>-</u>	<u>9,247</u>	<u>9,247</u>	<u>100%</u>
Excess (deficiency)	\$ <u>9,247</u>	\$ <u>-</u>	\$ <u>(9,247)</u>	

Community of Practice - (20-1720)

(July 1, 2022 - June 30, 2023)

Restricted revenues:

Grants From Other Sources	\$ <u>152,582</u>	\$ <u>108,000</u>	\$ <u>44,582</u>	<u>41%</u>
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Restricted expenses:

Compensation	64,167	45,501	(18,666)	0%
Employee related expenses	22,243	12,285	(9,958)	0%
Travel	998	-	(998)	0%
Scholarships	-	1,129	1,129	100%
Registrations	160	-	(160)	0%
Vehicle Rental	4,975	-	(4,975)	0%

Office Supplies	-	500	500	100%
Meeting Expense	-	5,100	5,100	100%
Staff Development	-	5,015	5,015	100%
Advertising/Printing	-	489	489	100%
Contracts/Subcontracts/Consultants	9,200	27,245	18,045	66%
Program Incentives	1,553	900	(653)	-73%
Program Supplies & Materials	-	800	800	0%
Indirect Cost	8,722	9,036	314	0%
	<u>112,018</u>	<u>108,000</u>	<u>(4,018)</u>	<u>-4%</u>
Excess (deficiency)	\$ <u>40,564</u>	\$ <u>-</u>	\$ <u>(40,564)</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%
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%
Restricted expenses:				
Administrative Costs Emergency Aid	-	9,000	9,000	100%
Administrative Costs Paid Internship	-	30,000	30,000	100%
Student Funds Emergency Aid	9,179	30,000	20,821	69%
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>13,442</u>	<u>169,000</u>	<u>156,101</u>	<u>92%</u>
Excess (deficiency)	\$ <u>35,142</u>	\$ <u>-</u>	\$ <u>(35,142)</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>4,910,968</u>	\$ <u>-</u>	0%
Restricted expenses:			-	
Cleaning Supplies	1,223	-	-	
Student Assistance	183,500	4,910,968	4,727,468	100%
Employee related expenses	128,846	-	(128,846)	
Contracts/subcontracts	4,380	-	(4,380)	
Computer equipment	-	-	-	
Payment to SCAC	91,537	-	-	
Other Structural Improvements	-	-	-	
Education supplies	-	-	-	
	<u>408,263</u>	<u>4,910,968</u>	<u>4,502,705</u>	<u>92%</u>
Excess (deficiency)	\$ <u>4,502,705</u>	\$ <u>-</u>	\$ <u>(4,502,705)</u>	

TOTAL RESTRICTED EXPENSES

Restricted revenues:				
Federal government grants	\$ <u>16,142,947</u>	\$ <u>23,795,115</u>	\$ <u>9,526,728</u>	40%
State government grants	<u>3,015,794</u>	<u>4,402,516</u>	<u>1,386,722</u>	31%
Grant from Other Sources	<u>2,114,859</u>	<u>2,579,176</u>	<u>(364,949)</u>	-14%
Total Restricted Revenues	\$ <u>21,273,600</u>	\$ <u>30,776,807</u>	\$ <u>10,548,501</u>	34%

Restricted expenses:	9,405,444	32,057,633	22,709,140	71%
Excess (deficiency)	\$ 11,868,156	\$ (1,280,826)	\$ (33,257,641)	

STUDENT FINANCIAL AID

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

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

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

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

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

Restricted revenues:				
Scholarship Award	\$ 533,331	\$ 242,904	\$ 290,427	120%
Restricted expenses:				
Travel/Meeting/Office Expense	744	5,185	4,441	0%
Scholarships	391,317	395,552	4,235	0%
	392,061	400,737	8,676	0%
			-	
Excess (deficiency)	\$ 141,270	\$ (157,833)	\$ 281,751	

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

Restricted revenue:				
Federal government grant	\$ 2,925,910	\$ 7,001,292	\$ (4,075,382)	0%
Restricted expenses:				
Compensation	380,906	-	(380,906)	0%
Employee related expenses	24,743	-	(24,743)	0%
SCAC Grants to or expenditures for students	24,000	274,665	250,665	100%
Postage & Delivery	16,986		(16,986)	0%
Communications	5,099			
Building R&M	4,441		(4,441)	0%
Building Rent	24,914			
Consultant Fees	239,747	-	(239,747)	0%
Staff Development	6,588		(6,588)	0%
Education Supplies	8,883		(8,883)	0%
Meeting Expense	5,718	-	(5,718)	0%
Custodial and Cleaning Expenses	150,721		(150,721)	0%
CARES ACT Higher Ed Emergency Relief	1,139,188		(1,139,188)	0%
Residence Fees Lost	39,600	39,600	-	0%
Residence Fees Refunded TOCC	(22,072)	17,528	39,600	0%

Contracts/Subcontracts/consultants	-	-	0%
Indirect Costs	421,651	(421,651)	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>3,150,521</u>	<u>7,001,292</u>	<u>3,880,784</u>
Excess (deficiency)	\$ <u>(224,611)</u>	\$ <u>-</u>	\$ <u>(194,598)</u>

20-8031 need entered

FSEOG 7/1/22 - 6/30/23 (21-8020)

Restricted revenue:			
Federal government grant	\$ -	\$ 7,001,292	\$ (7,001,292) 0%
Restricted expenses:			
Tuition & Fee Waivers	13,627	-	(13,627) 0%
	<u>13,627</u>		
	\$ <u>(13,627)</u>	\$	

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

Restricted revenue:			
Federal government grant	\$ 424,652	\$ 1,100,000	\$ (675,348) -61%
Restricted expenses:			
Office Supplies	-	-	-
Grants to students	1,023,804	1,100,000	76,196 7%
	<u>1,023,804</u>	<u>1,100,000</u>	<u>(76,196)</u>
Excess (deficiency)	\$ <u>(599,152)</u>	\$ <u>-</u>	\$ <u>(599,152)</u>

21-8031 needs entered

TOTAL STUDENT FINANCIAL AID

Restricted revenue:			
Federal government grants	\$ 3,909,593	\$ 8,359,896	\$ (4,450,303) -53%
Restricted donations	4,590,013	248,604	4,341,409 1746%
	<u>8,499,606</u>	<u>8,608,500</u>	<u>(108,894) -1%</u>
Restricted expenses	4,576,386	8,507,729	3,931,343 46%
	<u>4,576,386</u>	<u>8,507,729</u>	<u>3,931,343</u>
Excess (deficiency)	\$ <u>3,923,220</u>	\$ <u>100,771</u>	\$ <u>3,822,449</u>

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: SONYA JUAN, HUMAN RESOURCES DIRECTOR
SUBJECT: **AGENDA ITEM**—**OCTOBER 2022 RESOURCE LIST ADDENDUM**
DATE: 11/02/2022
CC: FILE

Background

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

Recommendation

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

RESOURCE LIST

October

New Hires:

Name	Position	Date
Jesus Adrian Quijada	Biodiversity and Research Specialist	10/20/2022
	<p>Mr. Quijada was Data Management Technician with Bangor for one year and Research Professor with Universidad Michoacán for three years. Mr. Quijada was Assistant Research Scientist with University of Arizona for three years and was Natural Resources Instructor with Tohono O'odham Community for four years.</p> <p>Mr. Quijada earned his Ph. D from University of Wales and Master in Science from Universidad Nacional Autonoma de Mexico.</p>	
Carmella Pablo	Principal Accountant	10/27/2022
	<p>Ms. Carmella Pablo was Receptionist for two years and six months, and Library Assistant for 13 years with Tohono O'odham Community College.</p> <p>Ms. Carmella Pablo earned her High School Diploma from Baboquivari High School.</p>	
Cassandra Scott	Phoenix Center Director	11/7/2022
	<p>Ms. Cassandra Scott was Student Services Specialist with Chandler-Gilbert Community College for five months; she was Academic Advisor with Rio Salado College for one year. Ms. Scott was Student Services Specialist, Academic Advisor with Mesa Community College for two years and three months and she was Student Services Specialist with Scottsdale Community College for five months. Ms. Scott was Academic Success Coordinator with Arizona State University for four years and 10 months.</p> <p>Ms. Cassandra Scott Earned her Master of Education from Northern Arizona University and her Bachelors in Interdisciplinary Studies-Education & Public Administration from Arizona State University and her Associates in Arts from Mesa Community College.</p>	

Separation:

Name	Position	Date
Juana Jose	Cultural Liaison	11/01/2022

Tohono O'odham Community College
Employment Vacancy Activity Log
October 2022
Administrative/Faculty/Exempt

Vacant Position	Division	Number of Applicants	Tohono O'odham Native American Other			Application w/documents Complete		Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
Academic Advising & Career Specialist	Edu	4	1	3	2	2	2	10/31/2022				Yes	No	Pending manager review
Academic Dean	Edu	17	1				17	10/28/2022						Pending manager review
Biodiversity and Research Specialist	Sustain.	5		5			5	10/28/2022	1	1	9/29/2022			Position filled
Business Instructor	Edu	11		11	1		10	10/31/2022						Pending manager review
Dual-Enrollment Coordinator	Stud Svs	0						10/28/2022	1	1				Pending interview
Financial Aid Manager	Stud Svs	1		1			1	10/31/2022	1					Pending additional documents
Interdisciplinary Instructor	Edu	3		3	1	2		10/28/2022	1	1				Pending interview
Student Success Coordinator	Stu Svs	2		2		2		10/28/2022			9/28/22, 10/19/22			Pending background
Phoenix Center Director	Stu Svs							10/28/2022	1	5	9/9/2022	1		Position filled
Plumbing Apprentice Instructor	Apprentice Prog.	0												Continue to advertise
Pre-College GED Instructor	Workforce Comm. Develop.	1		1	1			10/31/2022						Pending manager review
Principal Accountant	Spec. Proj.	1		1	1			9/28/2022						Position filled
Residence Life Coordinator	Stud Life	2		2		2		10/28/2022			10/19/22, 10/25/22			Continue to advertise

Social Work Instructor	Edu	0				10/28/2022						Pending additional applicants
Wellness Program Coordinator	Stud Life	2		2		2	10/31/2022					Pending manager review

Tohono O'odham Community College
Employment Vacancy Activity Log
October 2022
Hourly

Vacant Position	Division	Number of Applicants	Tohono O'odham Native American		Application w/documents Complete		Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
			Other		Yes	No		Yes	No		Yes	No	
Payroll Technician	Finance	1	1		1		10/31/2022	1		10/10/2022		1	Continue to advertise
Project Specialist	Lang Center	0					10/31/2022	2		08/09&11/2022	1	1	Offer declined-continue to advertise
Receptionist	Stu Sys	1	1		1		10/31/2022	5	3	10/12/2022	2	3	Pending offer

TOCC EMPLOYEE STATISTICS (November 2022)

FULL TIME POSITIONS

	<u>Numbers</u>	<u>Percentages</u>
Full-time positions:	<u>111</u>	
Filled Positions	92	83%
Vacant Positions	19	17%
Female	52	57%
Male	40	43%
Ethnicity		
Tohono O'odham	63	68%
Native American Other	6	7%
Hispanic	4	4%
White	12	13%
Black	3	3%
Asian	2	2%
Regular Staff	91	
Filled	76	84%
Vacant	15	16%
Instructors Positions	20	
Filled	16	80%
Vacant	4	20%
Commuters	46	50%

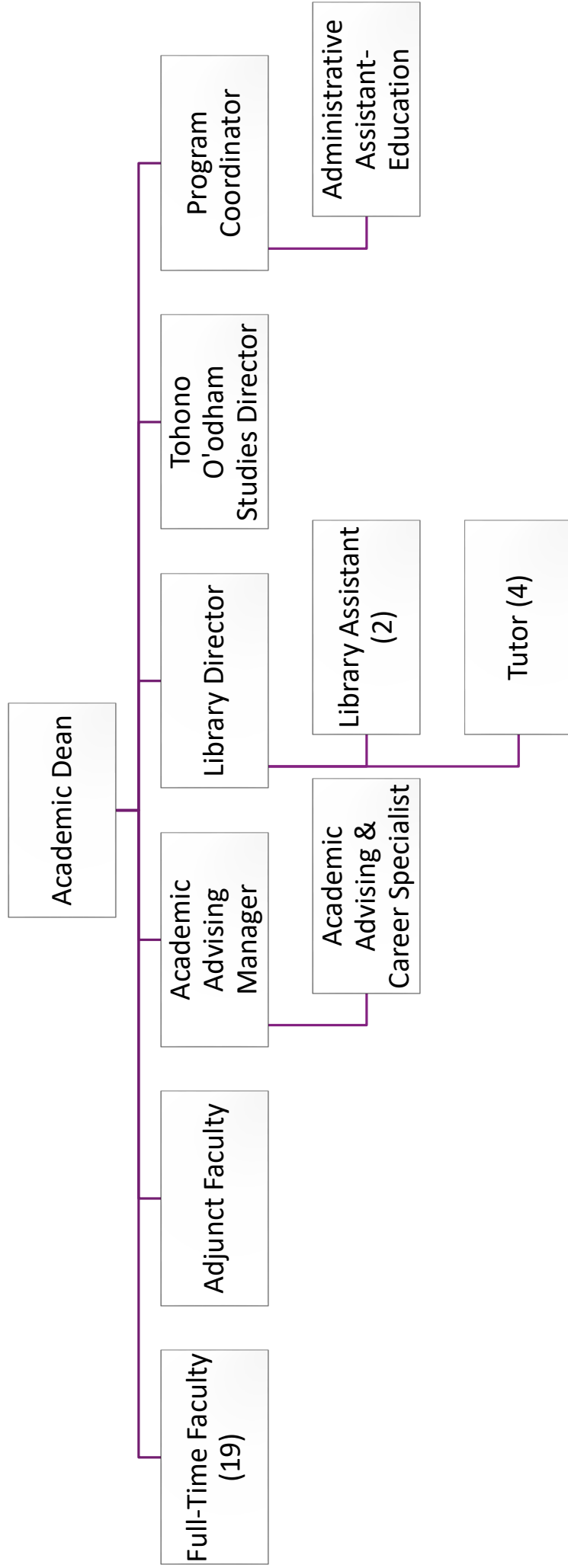
PART-TIME & TEMP POSITIONS

	<u>Numbers</u>	<u>Percentages</u>
Part-time & Temp positions:	24	
Filled Positions	17	71%
Vacant Positions	7	29%
Female	12	71%
Male	5	29%
Ethnicity		
Tohono O'odham	8	47%
Native American Other	3	18%
Hispanic	0	0%
White	3	18%
Black	0	0%
Asian	0	0%
Commuters	10	59%
Local	7	41%

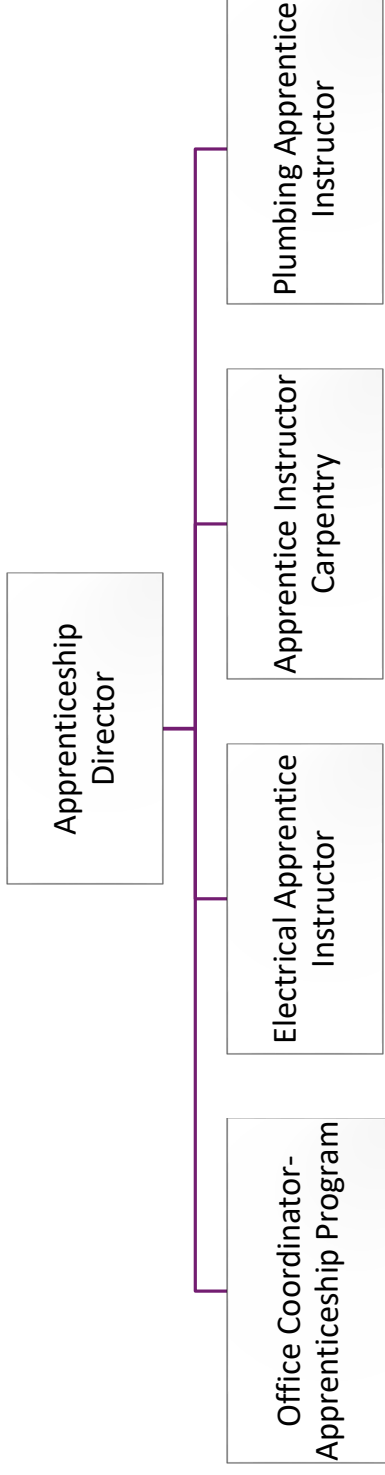
TOHONO O'ODHAM COMMUNITY COLLEGE

ORGANIZATION CHART

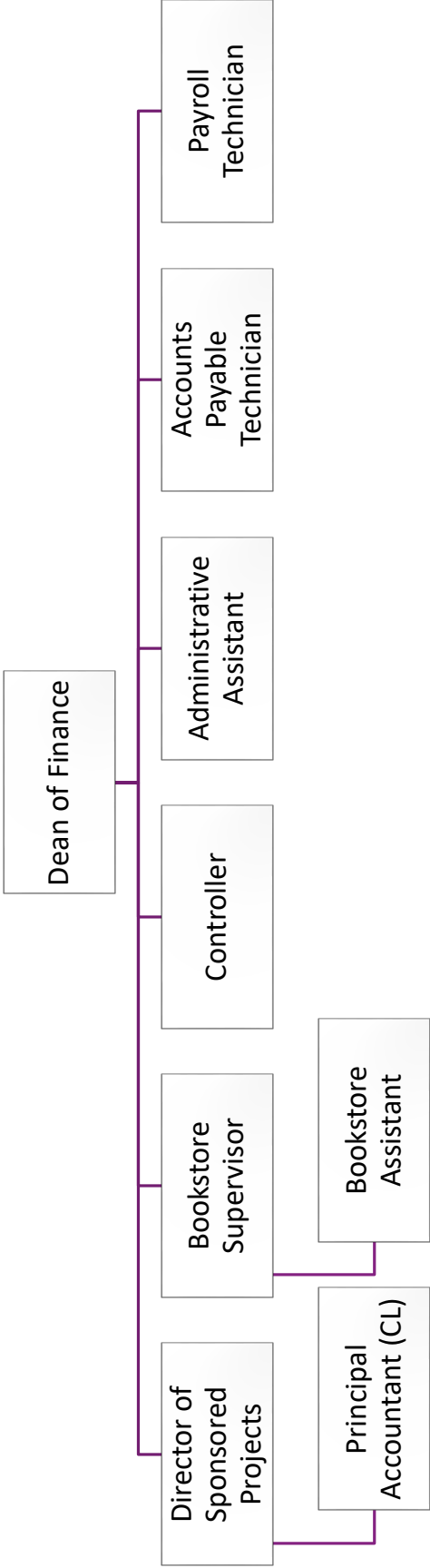
Academics



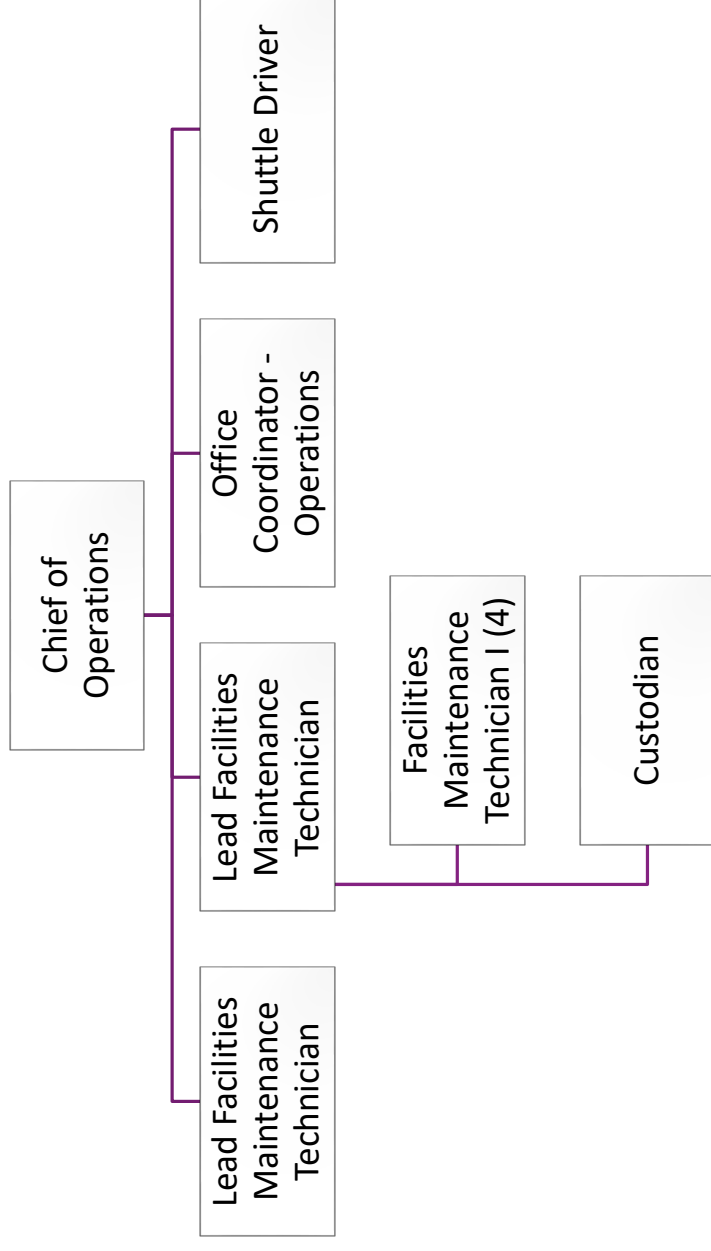
Apprenticeship



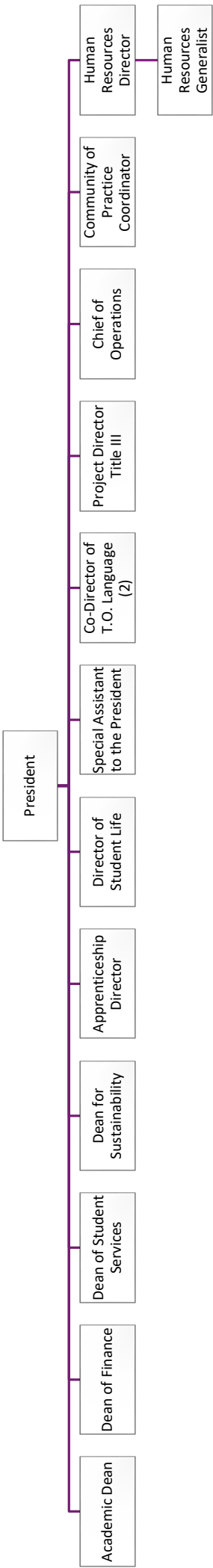
Finance



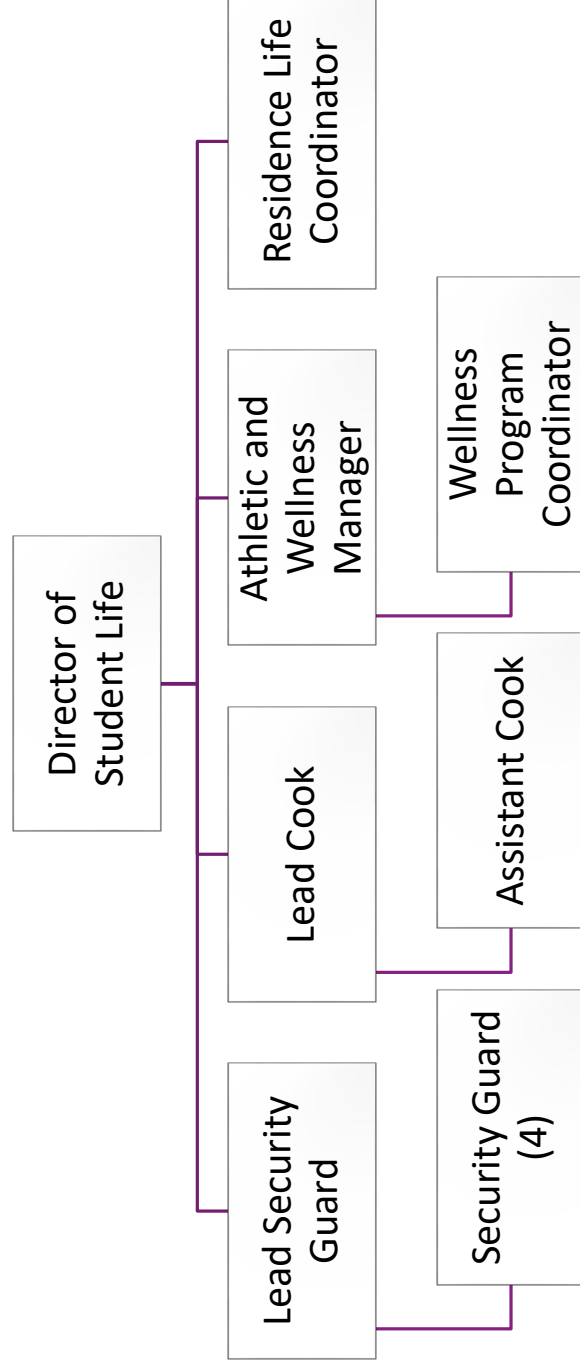
Operations



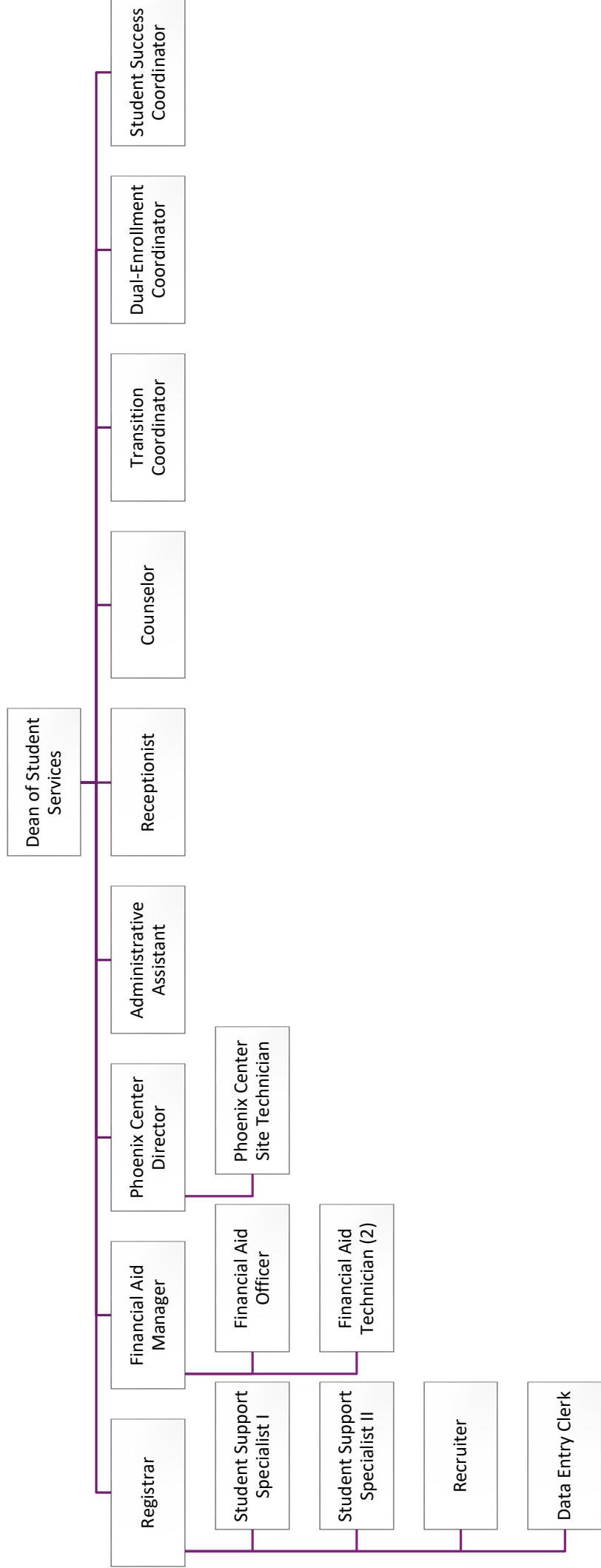
President's Office



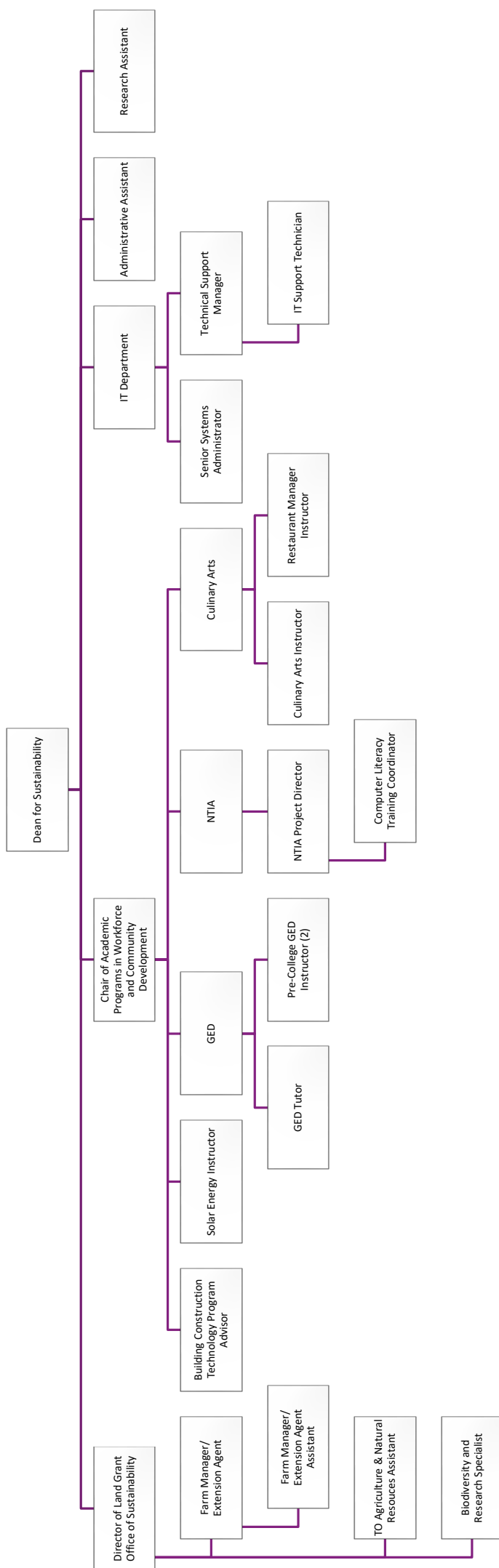
Student Life



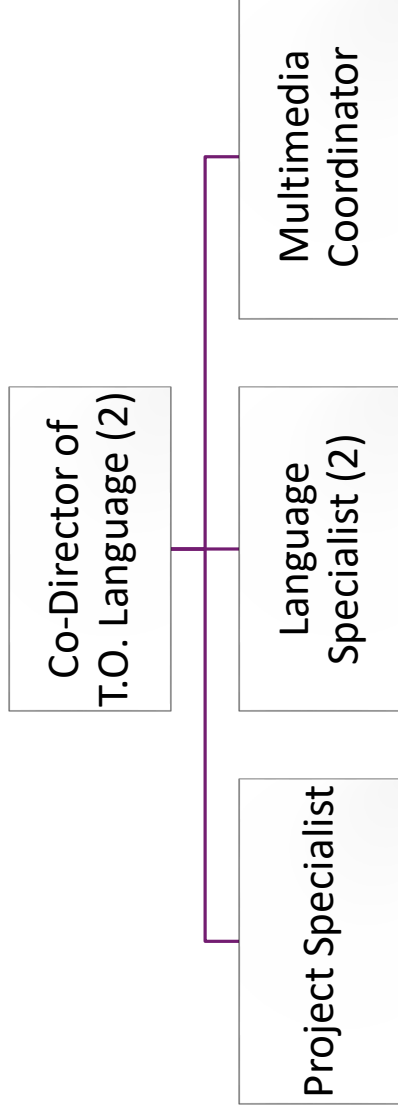
Student Services



Sustainability



O’odham Language Center



TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: SONYA JUAN, HR DIRECTOR
FROM: PAUL ROBERTSON, PRESIDENT
DATE: NOVEMBER 2, 2022
SUBJECT: TOCC "DIRECTOR" BASE SALARY INCREASE REQUEST
CC: DEANS

Background: TOCC periodically raises certain salaries in order to be competitive in hiring and in order to provide adequate compensation for work and value provided. TOCC's "Manager" and "Dean" positions have been substantially increased this past year. The "Dean" and "Manager" classification salaries were increased through BOT action on August 12, 2021. Dean salaries were raised from 65,000 to 77,000 and "Manager" salaries were increased from 50,000 to 57,000. The "Director" classification salary remained the same at 60,349. That amount has been static for the past six years. A review of Director salaries in the region and nationally suggests that a salary of 67,000 would be appropriate. It would fit well with the Dean and Manager position levels as well: 57,000 for Managers, 67,000 for Directors, 77,000 for Deans.

Justification: The narrative in "Background" just above provides justification for the change.

Action Requested: Request Board approval of a recommended change in the base pay for TOCC Directors from 60,349 to 67,000.

Recommendation: The President conferred with HR and with the Deans concerning this request and all agreed that it should be presented to the BOT for consideration.

Pay Proposal FY22

Background:

According to the Society for Human Resources Management (SHRM), 43% of employers are boosting their pay to fill critical or hard to fill positions. There is an anticipation that the nationwide labor markets could continue to be tight in 2022 due to a strong economic recovery, job growth and baby boomers leaving the workforce. Also, the cost of living is increasing to include the rising housing market and rental costs.

Request:

We are requesting a pay increase for our entry level, technical level, and manager level and deans positions. Entry level positions would increase from \$15.00 to \$17.00 (13% increase) and \$16.12 to \$18.00 (11% increase). The technical levels would increase from \$17.41 (9% increase) and \$18.25 to \$19.00 (4% increase). The manager level would increase from \$50K to \$57K (14% increase) and the dean positions would increase from \$65K to \$77K (18% increase). For our middle tier employees, we are requesting a 2% cost of living increase.

current base	proposed base	levels
\$ 15.00 hourly	\$ 17.00	Entry
\$ 16.12 hourly	\$ 18.00	
\$ 17.41 hourly	\$ 19.00	Technical
\$ 18.25 hourly	\$ 19.00	
\$ 50,000 salary	\$ 57,000	Manager
\$ 65,000 salary	\$ 77,000	Dean

Justification:

The Tohono O’odham Nation has increased the hourly and salary rates for many of their employees thereby increasing the competition for labor in the local area. TOCC administration feel it’s necessary to lead the local market to give the College the opportunity to hire the most qualified applicants while retaining our current employees.

Another financial struggle for our employees is the increase in the cost of medical premiums for this upcoming benefit year. During the current year, the Nation offered six medical plans which has been reduced four plans for 2021 -2022 benefit year. The two entry level medical plans’ premiums have increased by 12% - 13% while the higher end medical plans increased by 20%.

By increasing the base pay for our entry level positions and providing our middle tier employees a 2% cost of living increase, TOCC will be more competitive while helping our employees offset the cost of increasing medical premiums.

TOCC is able to absorb the increase in employment costs by using the board approved budget and streamlining two unfilled positions and laying off a position that wasn’t needed. The total cost of the proposed pay increases amount to approximately \$150,161 minus \$157,019 for unfilled positions and related benefits. The result is a \$6,858 employment savings.

Attached is list of positions which includes their current pay and proposed pay. Please note, this list does not include grant funded position as the grants will fund those positions to be in alignment with the College’s pay policies. Faculty are not included as their pay scale was readjusted in 2018 while the rest of the staff were not given a COLA that year.

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: SONYA JUAN, HR DIRECTOR
FROM: PAUL ROBERTSON, PRESIDENT
DATE: NOVEMBER 2, 2022
SUBJECT: ADDITIONAL HR GENERALIST POSITION
CC: EVAN THOMAS, SPECIAL ASSISTANT TO THE PRESIDENT

Background: TOCC's expansion in student numbers has been followed by a related increase in the number of employees, including regular full time employees, faculty members, and others. That has meant a good deal more work among the various components of the College but nowhere is the workload being felt more intensely than in Human Resources (HR). HR Director Sonya Juan, HR Generalist Mickie Widener, the Deans, and I have all had occasion to discuss the need for an additional HR employee. Another HR Generalist is needed, with the same job description as the current position.

Justification: An HR Workload that has grown greatly in the past year and continues to grow is strong justification for the recommended change. At the current time the two HR employees are stretched to complete their tasks within regular working hours. Meanwhile, the needs of the workforce for HR intervention in issues arising among employees, the need for educating the workforce about our benefits, and other matters are indicators that to remain a healthy work environment the additional employee is much needed.

Action Requested: Request BOT approval of this request to add and HR Generalist to the HR Department.

Recommendation: The president recommends consideration by the BOT and requests the addition of an HR Generalist position to complement the current HR Department.



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Human Resources Generalist
Reports To: Human Resources Director
Status: Full-time/ Regular/ Hourly
Salary: \$20.00 an hour

SUMMARY:

The HR Technician is responsible for providing expertise across a variety of general human resources functions, including in the areas of payroll, recruitment, hiring, and onboarding. The Technician will help ensure excellent and timely customer service to faculty, staff, and administration, with the goal of ensuring a positive experience for job candidates, hiring managers, staff, and faculty.

TOCC is committed to building a culturally diverse community of faculty, staff, and students and is dedicated to contributing to an inclusive and equitable campus environment.

ESSENTIAL DUTIES:

- Maintain online applicant tracking system (e.g., Paychex/Staffing Pro).
- Assist the Director in transitioning the HR Office at TOCC in its move to an automated regime operating within the Jenzabar database system and eliminating much of the paper flow
- Attend career fairs on and off the Tohono O'odham Nation.
- Reconcile bi-weekly payroll and provide backup for the Payroll Technician.
- Schedules employees, applicants, and/or other applicable individuals for interviews, orientations, and/or related activities; prepares new hire paperwork, payroll and separation forms; and provides new hire and benefits orientations. Focus on recruitment practices and procedures.
- Compiles and prepares a variety of data and reports.
- Responds to requests for information from employees and/or the general public over the phone, in person, and via e-mail regarding a variety of Human Resources procedures, programs, job opportunities, and/or other related information.
- Performs duties related to the maintenance of HR policies, procedures and systems.
- 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:

- Associate's degree or higher, Or
- Two years of human resources support or office assistant experience Or,
- An equivalent combination of education and experience necessary to perform the essential responsibilities of the position.

- Ability to speak and understand O'odham.
- Knowledge and understanding in the history and contemporary issues facing Native peoples.

LICENSING REQUIREMENTS

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

KNOWLEDGE:

- Basic human resources principles and practices.
- Customer service principles.
- Recordkeeping principles and practices.
- Data base operations and management.
- Computers and related software applications.

SKILLS:

- Able to prepare clearly stated memoranda and reports
- Providing excellent customer service;
- Maintaining a variety of records and logs;
- Lead staff and faculty training sessions.
- Be able to handle sensitive and confidential issues.

WORK ENVIRONMENT:

TOCC is a tribal college located on the Tohono O'odham Nation, 60 miles west of Tucson. The Human Resources Assistant 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 three references (name, position, organization and work phone numbers), and three (3) letters of recommendation dated within the past twelve months. If claiming Indian Preference under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/or if claiming Veteran Preference, submit a copy of the DD214 form to:

**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

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: DR. MARIO MONTES-HELU, DEAN FOR SUSTAINABILITY
SUBJECT: COMPUTER LITERACY TRAINER
DATE: 11/02/2022
CC: SONYA JUAN, HR DIRECTOR, ANSELMO RAMON, CHAIR OF ACADEMIC PROGRAMS
IN WORKFORCE & COMMUNITY DEVELOPMENT

Background

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

Justification

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

Action Requested

Approval of new 12-month position: NTIA Computer Literacy Trainer for \$17.00 an hour.

ATTACHMENT:

NTIA Computer Literacy Trainer Job Description



TOHONO O'ODHAM COMMUNITY COLLEGE

JOB ANNOUNCEMENT

Job Title: Computer Literacy Trainer

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

Status: Full-time/ Regular/ Non-exempt

Salary: \$17.00 an hour

SUMMARY:

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

ESSENTIAL DUTIES:

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

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

TRAINING AND EXPERIENCE:

Minimum Qualifications:

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

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

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

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

LICENSING REQUIREMENTS:

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

KNOWLEDGE:

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

SKILLS:

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

WORK ENVIRONMENT:

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

BENEFITS

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

Covid-19 VACCINATION

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

HOW TO APPLY

Applications are available online at www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of two references (name, position, organization and work phone numbers), and one (1) letter 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

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: DR. MARIO MONTES-HELU, DEAN FOR SUSTAINABILITY
SUBJECT: CHANGE OF BUILDING CONSTRUCTION TECHNOLOGY ADVISOR TO WORKFORCE & COMMUNITY DEVELOPMENT ADVISOR.
DATE: 11/02/2022
CC: SONYA JUAN, HR DIRECTOR, ANSELMO RAMON, CHAIR OF ACADEMIC PROGRAMS IN WORKFORCE & COMMUNITY DEVELOPMENT

Background

After the Sustainability division was created, the Building Construction Technology (BCT) program was changed into the Workforce & Community Development (WCD) department, which was aligned to the new Sustainability Division's mission and goals. The current program advisor's title has remained as BCT advisor, even when the program no longer exists. The WCD department consists of the Solar Installer, Culinary Arts program, the Pre-college GED, and other programs that may be planned in the future.

Justification

The advisor's title needs to match the department's name instead of keeping a discontinued program's name.

Action Requested

It is requested that the Board of Trustees approves the change of title from Building Construction Technology Advisor to Workforce and Community Development Advisor.

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: DR. MARIO MONTES-HELU, DEAN FOR SUSTAINABILITY
SUBJECT: CHANGE OF CHAIR OF ACADEMIC PROGRAMS IN WORKFORCE & COMMUNITY DEVELOPMENT TO CHAIR OF WORKFORCE & COMMUNITY DEVELOPMENT.
DATE: 11/02/2022
CC: SONYA JUAN, HR DIRECTOR, ANSELMO RAMON, CHAIR OF ACADEMIC PROGRAMS IN WORKFORCE & COMMUNITY DEVELOPMENT

Background

After the Sustainability division was created, the Workforce & Community Development (WCD) department was split into academic programs and apprenticeship programs. At that time, an Academic Programs Chair position was created to manage the same, since the trades programs were managed by the TOCC Development, LLC.

Justification

With the dissolution of the TOCC Development, LLC, the trades program became the Apprenticeship program, which has its own director. However, the title of the position kept the word “Academic,” which is redundant because all programs in the WCD department are academic in nature.

Action Requested

It is requested that the Board of Trustees approves the change of title from Chair of Academic Programs in Workforce & Community Development to Chair of Workforce & Community Development.



Tohono O'odham Kekel Ha-Maşcamakuđ
 Board of Trustees
 P.O. Box 3129 Sells, AZ 85634
 Phone: (520) 479-2300
www.tocc.edu

October 27, 2022

Ned Norris, Jr.
 Chairman
 Tohono O'odham Nation

Dear Chairman Norris,

The Tohono O'odham Community College (TOCC) Board of Trustees continues to meet each month per the requirements of our charter, though we are now down to four members, one less than called for in our charter which specifies the College should have between five and eleven members.

TOCC has reached out repeatedly to the broader community and has made it known that we have vacancies that need to be filled. We have also heard from your office within the past several months that some individuals have applied. We did inquire as to who they might be, but we were informed the information was privileged.

We are concerned about the future and the need to fill several more BOT slots soon. In fact, three of our current members have served a significant number of years already and they continue to serve, far beyond their appointed terms. I am writing to you in the hope that you may be able to provide the College with some solution, perhaps an extraordinary exception that might allow you to recommend individuals who might serve on our Board directly to the Tohono O'odham Legislative Council for consideration. But of course, there may be other options as well.

Thank you for your consideration,

Ofelia Zepeda, Ph.D.
 Board Chair

Item	Actions	Discussion/Resolution/Comments
1) Personnel shortage in Finance Division.	Position of Principal Accountant with ladder approved by BOT has been filled.	This solution is designed to assist with grants administration in the Sponsored Programs Office. Follow up is indicated to assess whether this solution is indeed making the workload more manageable.
2) American Indian Higher Education Consortium Student Congress	Continued meetings with southwestern Tribal College Presidents	TOCC will send some staff, some faculty, and some student to the Student Congress in March 2023.
3) O'odham Language Center	Contract with ESB + Design Build for construction of the O'odham Language Center Building was finalized. Designated the Co-Directors to prepare the groundbreaking.	The Co-Directors planned an initial blessing for November 3 with a groundbreaking event to follow later.
4) Board member openings.	Drafted a letter for Dr. Zepeda's signature that will be forwarded to the Nation's Executive Office emphasizing the need to fill BOT positions.	Continued advocacy for selection of additional BOT members for the College remains a priority.
5) Audit for FY 2022	Finance is having difficulty reconciling the trial balance and is working with Jenzabar and Your Part Time Controllers consultants to remedy the situation.	Audit initiation with KLA has been pushed back due to the additional time needed to produce the trial balance. The plan to involve other entities in solving this is warranted.
6) The TOCC Strategic Plan envisions a significant number of in-person students at the S-cuk Du'ag Maşcamakuđ	BOT Special Meeting recommended but first review the civil engineer's report re. handling of waste (Marc Fleetwood); consider options, develop a plan of action moving forward to include liaison with the San Isidro Community and S-cuk Du'ag District; evaluate funding options, get quotes, and formalize plan.	Future construction possibilities, possibly including a lagoon, more dorms, a multi-purpose building with a cafeteria and gymnasium, would help create the infrastructure needed to support a community of in-person students.

Key Issues/Items addressed in October - HR Director Report

Issues/Items	Discussion/ Situation	Summary/ Resolution
HR Archive	HR file inventory	Continuing to purge documents for shredding.
Personnel Issues	Personnel Issues	Continuing to work with two supervisors regarding personnel issues within their department.
Interviews	Conducted Eight Interviews (8) Payroll Technician position, (1) Radio Intern Position (1), Receptionist (3), Student Success Coordinator (2), Residence Life Coordinator (1)	Two continue to advertise, one hire, and one pending offer, and one pending background.
Annual Report	Annual report	Demographic annual report for 2022 was provided to Marta Lee.
Booster Incentive	COVID-19 - Bivalent booster incentive.	Booster incentive pay was issued to full time employees (staff & faculty) and part time (adjuncts, students & interns) for providing vaccination cards. Funded by the CARES Act program

Report to TOCC Board of Trustees:

Jay Juan

Chief of Operations

October 2022

Issues/Items	Actions/Assessment
Need to arrange/setup GSK for Symposium event.	We moved Security screening to lobby of GSK and added an additional check-in kiosk. Cleared area in front of GSK for a tent.
Nee to have a demolition planning meeting.	Met with Staff at Wişag Koş Maşcamakud to discuss logistics for demolition project.
Door knobs in I-We:mta Ki: need to be replaced with Best locks.	Replaced all door knobs in I-We:mta Ki: for safety and security purposes.
Contact vendor to schedule equipment in Kosin to be installed.	Contacted American Restaurant Equipment Designers to set a time to install kitchen equipment.
Cleaning demo/training in Tucson for Maintenance staff.	Registered maintenance staff to attend a cleaning equipment demonstration-training in Tucson. The Staff attended training on October 26 th .
Need to attend training on Best locks.	Jeremy and myself attended training in Chandler, AZ. We were able to see demonstrations of the most recent technology in door locks and security.

TOHONO O'ODHAM COMMUNITY COLLEGE

To:	Tohono O'odham Community College Board of Trustees
Thru:	Paul Robertson, President
From:	Ronald Geronimo, Co-Director Leslie Luna, Co-Director
Subject:	November 2022 Board Report
Date:	October 27, 2022
cc:	file

O'odham Ni'oki Ki:

Strategic Initiative	Issues/Items	Actions/Assessments
Language Documentation - Print and Video	Reviewed videos held in the library collection that included O'odham actors to determine if the O'odham language was spoken in the video (Language Specialists)	Watched the videos and all of them had O'odham actors but only four of them used the O'odham language. Translated the O'odham into English and documented when they appeared in the video. Also documented when the O'odham actors appeared in the videos that did not use the O'odham language.
Language Documentation - O'odham Dictionary	Reviewed O'odham spelling of the word list that will be used for the online O'odham Dictionary. The word list was provided by the Tohono O'odham Nation Education Department. Online Dictionary Program	Reviewed and completed all three sections of the word list and submitted to the supervisor for final edits. (Language Specialists) 10/27/2022 Attended the Online Dictionary Meeting with the Tohono O'odham Nation Department of Information Technology and Education Department. It was decided to use LivingDictionary.com as the online dictionary platform. One-third of the word listing was provided to DOIT for input. The Education Department will help with the word list input.
Capacity Building: Training for speakers on		

transcribing, translating, and Teaching O'odham.			
Networking and Outreach - Organizing with the Community	Agriculture Extension Program	10/27/2022 Assisted the Agriculture Extension Program to translate into O'odham the theme for "The Ag Day," that will be happening on November 16, 2022.	
	KOHN Radio	10/28/2022 "Meet and Greet" with Sial Thonoligk, General Manager, and Cynthia Garcia. Ms. Garcia is the Hewel N'ioł Cultural Affairs Director. She will be a liaison with departments and programs addressing cultural issues, including language preservation efforts.	
	Tohono O'odham Studies Program	Assist the TOS program with teaching an O'odham language course for the rest of the semester when the original instructor was not able to continue due to health concerns.	
Association of Tribal Archives, Libraries, and Museums Grant.	Doris Duke Oral History Project. A project in association with the Arizona State Museum.	Listening to interviews regarding O'odham storytelling and translating/transcribing into English. (Language Specialist) Listening to interviews regarding the Plomo War and checking accuracy of translations/transcriptions. (Language Specialists)	
Association of Native American Grant	Districts of the Tohono O'odham Nation Oral History Project.	Attended a meeting with the S-cuk Du'ag District to present the project and request assistance in identifying elders to interview for the project. We have also met with the Ge'e A:ji District and are waiting to hear from Sells District. Two interviews have already been completed, Manuel Javier and Jonas Robles.	
Arizona State Museum O'odham/PeePosh Documentary History Project	A project in collaboration with the Arizona State Museum the Himdag Ki: and other interested individuals.	10/14/2022 Meeting to discuss readings about the O'odham from documents that have been translated from Spanish to English. These documents were archived in Mexico City. A lot of these are Father Kino's diaries. Dale S. Brenneman, Ph.D., Associate Curator of Documentary History, Office of Ethnohistorical	

		Research, Mr. Bernard Siqueros, and Himdag Ki representatives were in attendance.
Meetings	<p>10/04/2022 Attended the Administration for Native Americans Native Language Summit</p> <p>10/06/2022 Attended the O'odham and Pee Posh Early Childhood Symposium on language immersion programs.</p> <p>10/12/2022 S-cuk Du'ag Maşcamakuđ Campus Video Meeting</p> <p>10/19/2022 OLC Weekly Meeting</p> <p>10/20/2022 Limoşañ Planning Meeting</p> <p>10/25/2022 Himdag Committee Meeting</p> <p>10/26/2022 OLC Weekly Meeting</p> <p>10/26/2022 Dictionary Group Meeting</p>	

Liz Zepeda, Interim Dean of Academics
Education Division, October 2022

Issue	Discussion	Summary/resolution
Adjusting to the departure of former dean	Transition has taken longer than anticipated.	There is a lot of missing information and it has taken some time to get acclimated. Multiple meetings with: <ul style="list-style-type: none"> • Faculty Senate leadership • Staff and Faculty • Staff Have helped keep the division moving. There were a number of items being worked on out of policy and adjustments are being made to revert to policy.
Course Evaluations	The goal is to get course evaluations out earlier and to receive feedback from students. The challenge has been to get feedback from students in general.	The questions have been revised to reflect on the course and instructor in a constructive manner. Morningstar Carroll has embedded the link for the course evaluations into the Canvas courses. As a way to solicit more feedback, we are going to offer three gift cards, \$100, \$50, and \$25, in a drawing. There will be a 2 week turnaround for the drawing.
Spring 2023 Schedule	The schedule was fairly well established, but reworking needs to happen as it is a live document.	Challenges have been staffing instructors, ensuring courses are in the correct rotation, and the time requirements are being fulfilled.
Advising	Advising sessions were held at regular intervals in preparation for Spring 2023.	Christina Coffman arranged for a series of advising sessions. She partnered with faculty and staff to ensure students had access to pertinent advisors. Some sessions were held in person and others were held via Zoom.

T- Ba'itk Board Report

Report Month: October, 2022

Submitted by: Neal Wade

Issue	Discussion	Summary/resolution
Course Evaluations	Faculty involvement was discussed	A working group was formed to explore how the faculty could be involve and assist with this important feedback tool.
Faculty Research group	We discussed the need for a faculty research group	A group is being formed by Dr. Newberry that will examine this need and make recommendations.
Faculty pay scale initiative	The assigned work group submitted the report with recommendations	The Faculty Senate reviewed and voted to accept the report and recommendations and submit to the President and the Board of Trustees.
Senate committee duty descriptions	We discussed the need to add these descriptions to the Faculty Senate Constitution	The individual committees, Assessment, Curriculum and Faculty Development will review Faculty hand book and make recommendations for the writting of this amendment. It was decided that the faculty handbook descriptions would serve as the basis for this amendment.

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

Issue	Discussion	Summary/resolution
<p>Create Faculty Learning Community (FLC) with on-going mentoring by education consultants and cultural mentor.</p>	<p>Changing instructional practice and developing cultural competence requires significant time, effort, and commitment by faculty members. This Maci:dag Wo:g (MW) Faculty Learning Community (FLC) has an active learning group engaged in the development of culturally-centered curriculum projects.</p> <p>Planning is underway for the activities for the AY 2022-2023 year. The theme for the year is “Critical and Action-oriented Pedagogy situated in the Community”. The FLC will be working closely with the Faculty Senate Faculty Development Committee this year to ensure continuation of this activity beyond the lifetime of the grant.</p>	<p>The FLC met on 10/28 from 9:30-12. Discussion and Sharing Group included a discussion of the “Cultivating a Sense of Place” The Active Learning Group is revising the A.S. Life Science Zais model for their curriculum units based on this year’s theme of “Critical and action-oriented pedagogy situated in the community.”</p> <p>This work supports <i>Goal 5: Faculty Support and Development to provide culturally responsive curriculum and Goal 2: Indigenize and transform TOCC STEM curriculum.</i></p>
<p>Increase rigor of our science programs.</p>	<p>One of the objectives of the NSF STEM project is to increase the rigor of the STEM curriculum by increasing problem-solving and research experiences for students.</p>	<p>A new independent research course in science was submitted to the Curriculum Committee for review. This will be an elective for the Science programs.</p> <p>This work supports <i>Goal 2: Indigenize and transform TOCC STEM Curriculum. Objective 2: Increase rigor of TOCC STEM curriculum through problem-solving and research experiences</i></p>
<p>This project is piloting the use of the Man in the Maze Educational Journey to increase student success and resilience in their academic programs.</p>	<p>PI Teresa Newberry has been piloting the use of the Man in the Maze Educational Journey in courses for students to reflect on their learning journey throughout her courses based on the Pathways to Completion worksheet developed by Camillus Lopez. This work has proven very successful based on student feedback.</p>	<p>Camillus Lopez is creating a Man in the Maze booklet that students can use as a reflection journal for their educational journey. This will be completed in mid-November and will be presented to the Himdag Committee, the Faculty Learning Community, and college wide. It will be piloted in selected Spring science courses as well in any other course if the faculty is interested in participating.</p> <p>This work supports <i>Goal 2: Indigenize and transform TOCC STEM Curriculum. Obj. 3.2 MiME Educational Journey with support by Cultural Mentor and Student Self-Assessment.</i></p>

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

Topic	Discussion	Summary/resolution
Instructor Update	At the start of October a TOS instructor needed to take a leave of absence for the remainder of the semester.	Identified and secured four new instructors to carry out the course-load for: <ul style="list-style-type: none"> • POS226- TON Govt. (DPierce) • THO101-1 (RGerónimo) • THO101-2 (ARamon) • THO106 (Lois Liston) There are approximately 71 students served by these courses and much gratitude is extended to each instructor for committing to new courses half-way through the semester.
TOCC College Catalog 2022-2024	A group of TOCC personnel have been working to update the college catalog for the 2022-2024 catalog years. This catalog needs formal review and approval as soon as possible.	Began working closely with the Education Division Program Coordinator this month to edit the comprehensive document, and incorporate new edits/updates from faculty reviews of course rotations, descriptions, and programs of study. The document will be ready for formal by the leadership team the first week of November.
Gathering of Language Entities of the Nation	There is much language work taking place across the Nation from departmental programs, schools and community-led initiatives that call for long-term language planning to support one another with language reclamation goals.	Began initial planning with the O'odham Language Center Co-Directors to convene a <i>gathering of language entities</i> . At this gathering, each entity will share about their language focused initiatives, goals, and projected outcomes. This information will inform a comprehensive language plan and be the first of on-going meetings amongst the group.
Tohono O'odham Studies	Fulfill the immediate day-to-day programmatic responsibilities.	Spring Schedule- continuing to update the spring schedule to support access and student request. This spring will re-introduce a course that hasn't been offered in many years- <i>TOS114- Apedag Wellness and Well-being- Songs, Dance and Music</i> taught by Andrea Ramon. TOL Instructor Preparation-continuing to actively recruit new TOL instructors. TOS has initiatives in place and supplemental support available to potential new language instructors in supporting them in teaching adult language learners. Advising- with the release of the spring schedule many advisees are reaching out for course advisement plans, updated programs of study, and general help with registration and course selection. Meeting with students daily.

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"> • Limosan Planning • TOS Group Advising • Indian Education Advisory Council • Veteran's Day Recognition • Standing Meetings (8) • Other (22)
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Liz Zepeda, O'ohana Ki:

October 2022

Issue	Discussion	Summary/resolution
<i>The Runner</i> website is taking time.	Deshon Miguel downloaded Adobe Pro onto Liz Zepeda's laptop to edit the files and insert a watermark.	The edits are necessary in order to make the files a smaller resolution and to help mitigate any co-opting of Mr. Throssell's work.
Staffing	Carmella Pablo has transferred to Finance to work in the Career Laddered Principal Accountant.	Adjusting to the library will be different, but we are happy for Carmella! Finance is lucky to have her.
Venito Garcia Library	O'ohana Ki: is trying to establish a closer working partnership with Venito Garcia Library.	The library staff have been meeting to discuss The Library Corporation software and usage as well as ways to work on programming ideas.
Addison Smith Donation	Ms. Vivian Juan-Sanders referred Mr. Smith to O'ohana Ki: as he has decided to donate his personal library.	Madelyn Cook and Liz Zepeda visited Mr. Smith and his wife. He provided a great set of stories of his time with the Nation. Mr. Smith donated some rare titles specific to the Tohono O'odham Nation.
Facility difficulty	A strange smell was emanating from the library.	Facilities was called and Jeremy Tashquinth discovered dead rodents in the computer lab wall. The smell was overpowering.

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

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

Issues/Items	Discussion/Situation	Summary/Resolution
Workforce and Community Development (WCD)	Tohono Kosin	Tohono Kosin renovations continue. Operations is estimating the equipment will be ready by the end of November. The testing by the fire department will take place after the installation is completed. We are working on developing the new job descriptions for the Manager and Chef positions.
	GED program	We are still looking to fill the position of the GED instructor. We had an interview, but we did not offer the position. We requested to have one of the two positions open as remote work. There is a great demand for student support, and we think that a position for remote work may be more attractive to potential instructors. A remote instructor will provide support for students working in remote areas of the Nation who have difficulty driving long distances but have the opportunity to connect online. Remote instruction may help them to accelerate the time to have their GED testing.
	Solar Panel Installer Certificate	There are four students taking the core curriculum class, which is a requirement for the Solar Panel Installer program. There will be a class on basic electricity during the spring semester. We are planning to offer the core curriculum class so we can increase the number of students in the program. We are also working with Novia James, from the financial aid office, to get the Department of Education's approval to offer financial aid to students in the program.
ANA Grant	Requesting a no-cost extension of the GIS grant	We are still waiting for the confirmation of official approval. We continue working on the mapping of the Nation with the GIS working group. There are some plans to develop the GIS department of the Tohono O'odham Nation in the next fiscal year and the lead in this effort is the DoIT department.

NTIA Grant	Initial Activities	Members of the NTIA visited us on October 18th for an NTIA Listening Session that took place at TOCC. The CMC (Connecting Minority Communities) meeting had the participation of the Tohono O'odham Nation Districts, TOUA, TON Executive Office, and others. There was ample opportunity to discuss the limitations that exist in the Nation regarding the use of Broadband connectivity.
LGOS	FALCON Meeting and NextGen grant	<ul style="list-style-type: none"> • First Americans Land Grant Consortium (FALCON) Annual Meeting took place in Albuquerque NM. Interns Amber Ortega and Ramon Salcido from the Agricultural and Natural Resources program presented the poster "Analyzing Jewed (Soils) Characteristics of four sites in the Tohono O'odham Nation" with great success. • USDA NextGen Grant. We started working on the narrative of the grant and budget. We tried working with University of Arizona as a sub-contractor, but we decide to focus on TOCC students' training and support. The University of Arizona will not be part of our grant proposal.
IT Department	IT issues	<ul style="list-style-type: none"> • Online Payment System. We are still working with the Transact Company. We had good progress on the initial technical system configuration. We are now working with the Jenzabar company to complete the integration. • IT addressed the inclusion of some programs, including the new solar installer program, to facilitate online registration to create a better student experience when they apply to the college. • New backup battery systems are being installed on all critical IT equipment to keep them running in case of a power outage.
Institutional Effectiveness Office	AIMS Report	Ben Jose will submit the report this month. The AIHEC AIMS, Key Indicator System is part of the AIHEC effort to get key indicators of the progress made in all tribal colleges, which include the present graduation and retention rates, use of the facilities and student support, among others.

*Tohono O'odham Community College - Board of Trustees Report
Deshon Miguel, Senior Systems Administrator
October 2022*

Key Issues/Items addressed in October 2022

Issues/Items	Actions/Assessment
Jenzabar Maintenance Scheduled for the night of 10/18 into 10/19.	Staff was notified thorough an email. System Downtime- Changes caused two issues for our partner (teckstack). We had to work with the Jenzabar network team to re-establish database integrations connections.
CCP Web codes	Meet with the registrar to establish the Web Registration code for our CCP Students. This code will be used in the system to streamline the process of registration for our CCP Student population.
Partners in Financial Aid	Started (first meeting 10/25 our weekly meetings with PIFA and the FAO team.
Reporting Database	Teckstack presented us a demo of the reporting database and there was some outstanding items/topics that needed to addressed.
NTIA Meeting	Attended the NTIA Roundtable Meeting (in-person).
UPS Installs (Replacements)	Replaced the backup battery equipment in our MDF and IDF rooms for both campuses. (Wisag Kos and S-cuk Duag Mascamakud),
Transact	We began the implementation process for Student Billing module. First phase is nearly complete. We will begin working on the second phase as soon as we can make necessary connections with Jenzabar network to connect the integrations to our production systems. At this time we are working in our TEST environment with our resource Teckstack who is also involved to assist us with this project.

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

Challenges-Resolutions and Accomplishments

Program	Discussion/Challenges	Accomplishments & Resolutions	Summary
Apprenticeship	(WCD) Directs any new Apprenticeship inquiries and former students who would like to re-enroll or enroll to Mr. Jackson Doe, Apprenticeship Director	Solar Installer Program. The first set of required courses (BCT 120H 6cr.) – Core Curriculum for the Solar Installer program is taking place in person on Saturdays at Wisag Kos Mascamakud	Solar Energy Instructor Job Description was submitted to HR for TOCC Job Announcements – Open positions.
Culinary Arts Program		Current focus is to work with the Apprenticeship Department to offer an Apprenticeship model for the Culinary Arts Program. Mr. Jay Juan, Chief of Operations continues to keep us updated on the work that is being done at the Tohono Kosin.	TOCC office of Sustainability and WCD will continue to communicate with BHS for services associated with the Culinary Arts Program.
Pre-College GED	<p>The Pre-College GED program maintains contact with students and is offering tutoring services for those students currently enrolled in our program.</p> <p>Two Pre-College GED positions are currently open and interviews are being scheduled as candidates apply and who meet the criteria for the position.</p> <p>The Pre-College GED program has Aztec software that assist students in building academic skills in all of the GED content areas, 4 computers are available for student use in the GED classroom.</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 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.</p> <p>GED program is assisting students who have been participating during our Spring 2022 term. Instruction is via zoom with PT Instructor and PT Math tutor.</p> <p>The College Credit Pathway Option is outlined in the TOCC College Catalog page 112.</p> <p>The CCP Advisor is now Christina Hoffman, Academic Advising Manager</p> <p>October 15, 2022. TCU Digital Inclusion/Equity – Mark Buell, Connect Humanity</p>	<p>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 to access other online tutorials and educational websites.</p> <p>October 26-27, 2022 (ATE) Advance Technological Training Pre-Conference Guest speaker, TOCC's Culturally Responsive Teaching & Learning initiatives.</p> <p>WCD department is working with the Education Division & Himdag Committee to have the first ever Limosan celebration at Schuk Du-ag Mascamakud</p>

	<p>The Office of Sustainability and WCD have been working to establish the workflow for the (NTIA) The National Telecommunications Information Administration Grant. This work is in tandem with Apex Applied Technology. A preliminary detailed work plan has been set up to begin the process of establishing the following.</p> <ol style="list-style-type: none">1. TON Computer Literacy Needs assessment (Apex & WCD)2. Positions necessary to begin the work of the NTIA grant (TOCC)3. Series of planning meetings to be sure we are in line with our federal lead person.	<p>October 18 NTIA Listening Sessions at TOCC, CMC (Connecting Minority Communities) meeting with invited guests, TON Districts, TOUA, TON Executive Office, DoIT and TOCC Dean of Sustainability, TOCC IT, WCD and the President's Office.</p>	
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**Ñia, Oya G-T-Taccul Am Hab E-Ju:
Our Dream Fulfilled**

TO: Tohono O'odham Community College Board of Trustees
 THRU: Paul Robertson, President
 FROM: Sylvia Hendricks, Director of Student Life
 DATE: October 27, 2022
 SUBJECT: Student Life Staff **November 2022** Board Reports

Sylvia Hendricks- Director of Student Life
Key Issues/Items addressed in September 2022

Issues/Items	Actions/Assessment
Director of Student Life meetings, activities & training.	<p>Meetings and events scheduled for the month of October in Student Life:</p> <ul style="list-style-type: none"> • I've attended all Leadership meetings, O'odham Niok Sessions, Himdag Committee Meetings during the month of October in regards to the following: <ul style="list-style-type: none"> ○ Providing updates on Security, Athletics, the Food Program and the Residence. ○ Setting up meeting and planning sessions for upcoming events. • Additional events & meeting during the month of October: <ul style="list-style-type: none"> ○ TOCC BOT Meeting- 10/13 ○ TOCC All Staff Meeting- 10/14 ○ Admin Meeting- 10/18 ○ Residence Life Coordinator Interview- 10/19 ○ Limoson Planning Meeting- 10/20 ○ South Mountain Representatives- 10/20/2022 ○ Training Session & RA Meeting- 10/21 <p>Just a couple of Highlights to share for the month of October:</p> <ul style="list-style-type: none"> ➤ Completed the Annual 2022 Campus Safety and Security Survey and locked it in on 10/17/2022. The report was due by 10/19/2022. The report is available to all our student, staff and public on our TOCC Website. ➤ I continue to work with Staff on a number of projects they are working on. Making sure they have all the resources they need to complete projects.
Food Program Information	The Food Program have been quite busy working with a number of divisions and planning committees on College events this month and have done a fantastic job in providing meals for these events.

	<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>I have also provided the Data for our Breakfast & Lunch provision. Please see attachment I provided on this report.</p>
Community relations and outside college contacts	Collaboration with other entities have all been done virtually due to the ongoing Pandemic situation in Arizona and the nation. But we continue to collaborate with the different division here at TOCC.

Residence Life Update by Director of Student Life

Issues/Items	Actions/Assessment
Current Residents	<ul style="list-style-type: none"> - We currently have 20 registered student residents - All 20 have moved in and are residing in dorms - 13 Female Residents & 7 Males Residents
Preparation of physical structures	<ul style="list-style-type: none"> - Washing machines in B200, C300, and C200 have been fixed and are in working conditions now.
Alarm System	<ul style="list-style-type: none"> - Alarm system throughout units needs to be inspected due to continuous beeping and “trouble” light on
Residence Life Coordinator position	<ul style="list-style-type: none"> - I am presently working with HR on filling the Residence Life Coordinator position. - Had 1 interview for the position and 1 no show. I do have 2 more applicants that we will be setting interviews for now. - For your information, Frances Benavidez is no longer staying in the residence for after hour monitoring. But I do have Anne Miguel who volunteered to fill in until the position is filled. I am so grateful to the two for their assistance.
Residence Assistants	<ul style="list-style-type: none"> - The RAs have been doing a fantastic job and keeping in communication on anything how the residence are doing.

Drew Harris- Athletic/Wellness Manager

Key Issues/Items addressed in September 2022

Issues/Items	Actions/Assessment
Working status	<ul style="list-style-type: none"> a) The EADA Equity in Athletics Certificate of Completion was obtained and submitted. b) The Athletic Manager started working remotely on October 13th and will return November 1st. c) Upon return the Apedag Ki: will become open to staff and students. d) The first Archery practice begin the week of 10/24/2022

Coaching and Recruiting	<ul style="list-style-type: none"> a) Our Cross-Country team is towards the end of its season with just Regionals remaining. October 29th Regionals will take place. b) Practice and workouts are continued throughout the season. c) Recruiting and the new LOI season will take place on November 1st. Team schedules and pictures have been printed and handed out. Schedule posted in public areas.
Scheduling	Meeting to discuss upcoming schedules will take place soon.
Academics	<ul style="list-style-type: none"> a) We have been in contact with student athletes regarding their grades. A plan to meet with TOCC's Counselor Alberta was developed and Student -Athletes were asked to set up a time to meet to do academic/wellness check-ins. b) Continuous follow up with runners on classes/credits and class schedule. c) Discussion and consideration for Study Hall will begin and mostly likely take place next semester. Encouraging runners to get involved with programs being shared through TOCC email.
Administration	<ul style="list-style-type: none"> a) Attended meeting with Director of Student Life to discuss Athletics & Wellness b) The Archery registration packet was created and submitted and approved. c) Archery range has been cleared. Equipment has been purchased. Flyer for first practice was created, submitted, and distributed to staff and student emails. d) Met with Green Rainbow to discuss graphic design plans for Apedag Ki. Rough Draft for Apedag Ki: logo has been made and submitted to the Logo creation committee. The request was denied and the previous Wellness Logo will be used in Apedag Ki:'s sinage and advertising. e) Jenzabar was requested and set up on the Athletic/Wellness Manager computer.
Wellness	<ul style="list-style-type: none"> a) The Certificate of Occupancy has been given on 09/27/22. Plans to open Apedag Ki: is scheduled for November. b) Lockers and mirrors for Apedag Ki: has been delivered and installed. Battle ropes and medicine ball holders are still needed to be installed. c) Wifi and Fire TV devices needed to be installed and purchased for gym's tvs. d) A walk-thru and estimate has been started for the potential install of security cameras and Access Control Cards for entry into gym. The company developing quotes is Security 101. e) Operations is scheduled to clean the floor before the opening of gym. f) Working with facilities to address issues with the bathrooms. Athletic/Wellness Manager found that there is unblocked visual access to both women and men's bathrooms/ shower. Operation had informed manager and Student Life Director that a measurement and estimate has been made for a divider to block easy visual access. g) Have reached out to potential guest speakers/instructors for wellness programs. Continued meeting with Tucson Wellness to talk about individual/group strength training when Apedag Ki is up & running.
Budget/Fundraising	Entering and submitting requisitions and have been staying up to date on them.

Outreach/Community Service	The Athletic Program assisted in food preparation with the Comobabi community on October 15 th . A request to assist for the Sells Recreation Trunk or Treat event was made and approved for October 28 th .
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Valentine Lee- Lead Security

Key Issues/Items addressed in August 2022

Issues/Items	Actions/Assessment
Student Issue/Disciplines Incidents reports	Zero incidents for the Students. For the College we had one incident involving TOPD And one employee illness
Temperature Check Station	We haven't had issues with the check in station lately. Only one employee use the paper from. Security continue to perform rapid tests for employees and vendors as needed. No positive test for October, Security continues to follow protocol if someone should tests positive. We continue to have students/visitors who try to come into I:We:mta Ki: without checking they are referred back to the check in station.
Security Staff	Security still locking Dorm doors after hours. Security continues to cover other shifts when needed. Locks in I-we:mta Ki were change out

FOOD PROGRAM REPORT
Breakfast & Lunch forecast
2022 FALL SESSION
August 2022 – October 2022
(8/22/2022 thru 10/28/2022)

WEEKLY DATE	Students			Employees			Visitors			Snacks
	Breakfast	Lunch/	Dinner	Breakfast	Lunch/	Dinner	Breakfast	Lunch/	Dinner	
8/22 – 26/2022	28	55	19	6	92	6				21
8/29 – 9/2/2022	28	39	37	97	88	10	3	13		10
9/6 – 9/2022	15	41	39	70	84	8	3	1		23
9/5/2022- Holiday										
9/12 – 16/2022	16	42	45	79	132	5		2		25
9/19 – 23/2022	15	33	29	65	53	7	7			4
No Meals on 9/20 & 21)										
9/26 – 30/2022	31	69	13	69	173	13	24	125		2
9/29/2022 O'odham Tash										
9/30/2022- Holiday										
10/3 - 7/2022	0	2	13	0	19	4				
Fall Break Week										
10/4/2022- Holiday										
10/10 – 14/2022	19	44	49	78	101	14		1		6
10/17 - 21/2022	34	60	65	78	115	5	2	16		19
10/18/2022 NTIA Forum										
10/24 - 28/2022	35	62	56	86	133	11		9		11
Totals	201	447	365	628	992	83	39	167		121

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: SONYA JUAN, HUMAN RESOURCES DIRECTOR
SUBJECT: **AGENDA ITEM**—**OCTOBER 2022 RESOURCE LIST ADDENDUM**
DATE: 11/02/2022
CC: FILE

Background

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

Recommendation

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

RESOURCE LIST

October

New Hires:

Name	Position	Date
Jesus Adrian Quijada	Biodiversity and Research Specialist	10/20/2022
	<p>Mr. Quijada was Data Management Technician with Bangor for one year and Research Professor with Universidad Michoacán for three years. Mr. Quijada was Assistant Research Scientist with University of Arizona for three years and was Natural Resources Instructor with Tohono O'odham Community for four years.</p> <p>Mr. Quijada earned his Ph. D from University of Wales and Master in Science from Universidad Nacional Autonoma de Mexico.</p>	
Carmella Pablo	Principal Accountant CLII	10/27/2022
	<p>Ms. Carmella Pablo was Receptionist for two years and six months, and Library Assistant for 13 years with Tohono O'odham Community College.</p> <p>Ms. Carmella Pablo earned her High School Diploma from Baboquivari High School.</p>	
Cassandra Scott	Phoenix Center Director	11/7/2022
	<p>Ms. Cassandra Scott was Student Services Specialist with Chandler-Gilbert Community College for five months; she was Academic Advisor with Rio Salado College for one year. Ms. Scott was Student Services Specialist, Academic Advisor with Mesa Community College for two years and three months and she was Student Services Specialist with Scottsdale Community College for five months. Ms. Scott was Academic Success Coordinator with Arizona State University for four years and 10 months.</p> <p>Ms. Cassandra Scott Earned her Master of Education from Northern Arizona University and her Bachelors in Interdisciplinary Studies-Education & Public Administration from Arizona State University and her Associates in Arts from Mesa Community College.</p>	

Separation:

Name	Position	Date
Juana Jose	Cultural Liaison	11/01/2022
Elsa Peterson	Community of Practice Coordinator	11/18/2022

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PRESIDENT PAUL ROBERTSON
FROM: YOLANDA PACHECO, DEAN OF STUDENT SERVICES
DATE: NOVEMBER 9, 2022
SUBJECT: RECLASSIFICATION OF TWO POSITIONS – “FINANCIAL AID TECHNICIAN” TO “FINANCIAL AID OFFICER” AND THE FINANCIAL AID OFFICER JOB DESCRIPTION.
CC: HR DEPARTMENT

This memorandum addresses two separate but related requests:

- 1) Request to reclassify the TOCC Financial Aid Officer position according to the attached redline and clean copies.
- 2) Request Board permission for reclassification to the two Financial Aid Technicians positions to the Financial Aid Officer. That would bring the total “officers” to three and all three would report to one Financial Aid Manager. The Manager, in turn, would report to the Dean of Student Services.

Background:

The two Financial Aid Technicians in the FAO are performing duties above their classification and are also limited in their ability to tackle certain work in FAO due to their classification. Because of the limitations, certain key elements of the workload fall on one Financial Aid Officer; that has delayed services to students. Two additional Financial Aid Officers will provide sufficient expertise to provide needed access to student information, Jenzabar and PowerFaid systems, as well as to the Federal Government Title IV systems which only persons at the level of Financial Aid Officers can access. The additional positions will help in dividing up the workload and in ensuring that there is backup when it is needed to serve our students.

Justification:

With the growing student population at Tohono O’odham Community College this change will help to serve students better by ensuring student financial aid, Title IV funding, and scholarships are processed and distributed in a timely manner.

Action Requested: Request Board of Trustees approval.

Recommendation:

- Recommend reclassification of two Financial Aid Technician positions to Financial Aid Officer.
- Recommend reclassification to the Financial Aid Officer job description. A redline and clean copy of the Financial Aid Officer position description are attached.



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Financial Aid Officer
Reports To: ~~Dean of Student Services~~ Financial Aid Manager
Status: Full time/ Regular/ Exempt
Salary: \$~~44,260~~ ???? annual
Closing Date: Open Until Filled

SUMMARY:

This position serves TOCC students seeking Pell grants, scholarships, and other financial aid resources essential to their success. Duties involve analysis of student documentation to determine eligibility for aid programs, completion of verification processes, and semester-by-semester review of student eligibility requirements per the College's satisfactory academic progress rule. Student success is the cornerstone of the department and excellent customer service that show students that their interests are paramount is critical. The successful candidate must be technically proficient with PowerFacts, and the Department of Education's COD system. -The Financial Aid Officer will represent the College off-campus at local high schools and during monthly All Staff meetings. The Financial Aid Officer will abide by 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 & RESPONSIBILITIES:

- Counsel students regarding application process, aid programs, and student rights and responsibilities in compliance with aid guidelines
- Evaluate and review financial aid awards, process documents, respond to student requests
- Participate in strategizing and implementing methods to raise student-centered financial aid services to best practices and benchmarks
- Make independent adjustments to a student's financial aid profile within federal and state regulations and the use of professional judgment.
- Conduct orientations and host informational sessions and workshops to students, parents, and/or other interested parties on financial aid, financial aid policy and procedural issues at TOCC.
- Respond to inquiries and research and resolve problems related to transactions handled by the FAO;
- Provide information, in person, on the telephone, and through electronic chat, to students, prospective students, and families regarding student financial aid.
- Serve as liaison with state, federal, tribal, and other agencies; keeps abreast of student assistance opportunities and program regulations.

- Assist with the collection, management, and reporting of data in accordance with the objectives of the position; participates in the development and implementation of data management systems and procedures, as appropriate.
- Implement, coordinate, and oversee one or more specific administrative programs and/or service areas, as assigned.
- Perform miscellaneous job-related duties as assigned.
- ~~Analyze student documentation to determine aid eligibility for specific aid programs including Pell, FSEOG, Work Study, and American Indian College Fund Scholarships. Verify accuracy of documents and completeness of documentation and consistency of data, from various sources and request additional documentation as needed. Award federal, state and institutional aid within the policies and guidelines of the Department of Education (DOE) and TOCC;~~
- ~~Assist the Financial Aid Manager as directed in order to provide cross-training for Financial Aid Technician positions to include FAFSA preparation and submission, processing of ISERs, and all other aspects of financial aid.~~
- ~~Develop and deliver public presentations and provide financial aid information, scholarships and financing higher education for the College and the community;~~
- ~~Assist the Financial Aid Manager in developing and implementing policies and procedures to ensure students and community partners are served in an effective way with a high level of customer service;~~
- ~~Determine adjustments and revisions to student budgets and award as necessary;~~
- ~~Monitor student enrollment status and adjust award level accordingly, and update award in compliance with Federal refund calculations in a timely manner;~~
- ~~Review student degree program for compliance with Federal accreditation.~~
- ~~Monitor Federal websites to ensure continued student eligibility for aid programs;~~
- ~~Counsel students regarding application process, aid programs, and student rights and responsibilities in compliance with aid guidelines;~~
- ~~Maintain related records and files as may be required by federal, state, or agency requirements;~~
- ~~Maintain cooperative working relationship with College staff, other organizations, and the public. Participate on College committees as requested;~~
- ~~Perform other duties of a similar nature of level.~~

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Associate's degree from an accredited college or university or an equivalent combination of education and experience necessary to perform the essential responsibilities of the Financial Aid Technician and five years position and financial aid related experience;
- ~~One year supervisory experience;~~
- Knowledgeable about federal financial aid and the requirements.

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

- Bachelor's degree from an accredited college or university or an equivalent combination of education and experience and three years years' financial aid related experience;
- One year~~One-year~~ supervisory experience;
- Ability to speak and understand O'odham language;
- Knowledge and understanding of the historical and contemporary issues facing Native peoples.

LICENSING REQUIREMENTS:

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

KNOWLEDGE:

- Knowledge of federal and state laws, regulations, and policies concerning the provision of financial aid to students.
- Knowledge of financial aid policies, procedures, and eligibility requirements.
- Knowledge of financial aid-specific data management systems and processes.
- Knowledge of the policies and eligibility requirements of a range of federal, state, and agency scholarship programs for students.
- ~~▪ Basic managerial principles and practices;~~
- ~~▪ Computer literacy with proficiency in word processing and Microsoft Office;~~
- ~~▪ Ability to master PowerFacts, , and other web portals;~~
- ~~▪ Jenzabar data management system pertaining to the Financial Aid module.~~

SKILLS:

- Skill in the use of personal computers and related software applications.
- Organizing and coordinating skills.
- Ability to verify and assess student eligibility for financial aid.
- Ability to make evaluative judgments.
- Ability to investigate and analyze information and draw conclusions.
- Ability to develop and present educational programs and/or workshops.
- Ability to communicate effectively verbally, in writing, and over the telephone.
- ~~▪ Ability to work well with a diverse student body and to exhibit and practice excellent customer service practices;~~
- ~~▪ Ability to relate to individuals and be approachable;~~
- ~~▪ Excellent oral and written communication skills.~~

WORK ENVIRONMENT:

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

BENEFITS:

Comprehensive health benefits package and 401(k).

HOW TO APPLY

Applications are available on line at www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of three references (name, position, organization and work phone numbers), and three (3) letters of recommendation dated within the past twelve months. If claiming Indian Preference Under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/or if claiming Veteran Preference, submit a copy of the DD214 form to:

**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 revised approval: 9/10/20 sdo



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Financial Aid Officer
Reports To: Financial Aid Manager
Status: Full time/ Regular/ Exempt
Salary: \$???? annual
Closing Date: Open Until Filled

SUMMARY:

This position serves TOCC students seeking Pell grants, scholarships, and other financial aid resources essential to their success. Duties involve analysis of student documentation to determine eligibility for aid programs, completion of verification processes, and semester-by-semester review of student eligibility requirements per the College's satisfactory academic progress rule. Student success is the cornerstone of the department and excellent customer service that show students that their interests are paramount is critical. The successful candidate must be technically proficient with PowerFacts, and the Department of Education's COD system. The Financial Aid Officer will represent the College off-campus at local high schools and during monthly All Staff meetings. The Financial Aid Officer will abide by 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 & RESPONSIBILITIES:

- Counsel students regarding application process, aid programs, and student rights and responsibilities in compliance with aid guidelines
- Evaluate and review financial aid awards, process documents, respond to student requests
- Participate in strategizing and implementing methods to raise student-centered financial aid services to best practices and benchmarks
- Make independent adjustments to a student's financial aid profile within federal and state regulations and the use of professional judgment.
- Conduct orientations and host informational sessions and workshops to students, parents, and/or other interested parties on financial aid, financial aid policy and procedural issues at TOCC.
- Respond to inquiries and research and resolve problems related to transactions handled by the FAO;
- Provide information, in person, on the telephone, and through electronic chat, to students, prospective students, and families regarding student financial aid.
- Serve as liaison with state, federal, tribal, and other agencies; keeps abreast of student assistance opportunities and program regulations.

- Assist with the collection, management, and reporting of data in accordance with the objectives of the position; participates in the development and implementation of data management systems and procedures, as appropriate.
- Implement, coordinate, and oversee one or more specific administrative programs and/or service areas, as assigned.
- Perform miscellaneous job-related duties as assigned.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Associate's degree from an accredited college or university or an equivalent combination of education and experience necessary to perform the essential responsibilities of the position and financial aid related experience;
- Knowledgeable about federal financial aid and the requirements.

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

- Bachelor's degree from an accredited college or university or an equivalent combination of education and experience and three years' financial aid related experience;
- One-year supervisory experience;
- Ability to speak and understand O'odham language;
- Knowledge and understanding of the historical and contemporary issues facing Native peoples.

LICENSING REQUIREMENTS:

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KNOWLEDGE:

- Knowledge of federal and state laws, regulations, and policies concerning the provision of financial aid to students.
- Knowledge of financial aid policies, procedures, and eligibility requirements.
- Knowledge of financial aid-specific data management systems and processes.
- Knowledge of the policies and eligibility requirements of a range of federal, state, and agency scholarship programs for students.

SKILLS:

- Skill in the use of personal computers and related software applications.
- Organizing and coordinating skills.
- Ability to verify and assess student eligibility for financial aid.
- Ability to make evaluative judgments.
- Ability to investigate and analyze information and draw conclusions.
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