



Tohono O'odham Kekel Ha-Maşcamakuđ
Board of Trustees Regular Meeting
January 12, 2023
Desert Diamond Casino and Hotel
Tucson, Arizona
In Person & Virtual Meeting



Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

January 12, 2023, 9:00 a.m.

Desert Diamond Casino & Hotel, Tucson, Arizona

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 December 08, 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 9:18 a.m. by Chairperson Dr. Ofelia Zepeda.

Present	Excused Absence	Unexcused Absence	Attendance Time	Board of Trustees
X			9:18 a.m.	Dr. Ofelia Zepeda, Chairperson
X			9:18 a.m.	Bernard Siquieros, Vice-Chairperson
X			9:18 a.m.	Jonas Robles, Elder Member
	X			Mary Bliss, Member
				Administration Members
X			9:18 a.m.	Dr. Paul Robertson, President
X			9:18 a.m.	Dr. Mario Montes-Helu, Dean for Sustainability
X			9:18 a.m.	Joann Miguel, Dean of Finance
X			9:18 a.m.	Yolanda Pacheco, Dean of Student Services
X			9:18 a.m.	Liz (Ofelia) Zepeda, Interim Dean of Academics
				Recorder
X			9:18 a.m.	Evan Thomas, Special Assistant to the President
				Guests
X			9:18 a.m.	Sonya Juan, Human Resources Director
X			9:18 a.m.	Jeanita Hungrywolf, Receptionist
X			9:18 a.m.	Bridget Taylor, Pre-College GED Instructor
X			9:18 a.m.	Christina Coffman, Academic Advisor Coordinator
X			9:18 a.m.	Drew Harris, Athletic and Wellness Manager
X			9:18 a.m.	Frances Benavidez, Tohono O'odham Studies Director
X			9:18 a.m.	Iris Nez, Bookstore Supervisor
X			9:18 a.m.	Kristin Eberhardt, Project Director, Title III Grant
X			9:18 a.m.	Madeline Cook, Library Consultant
X			9:18 a.m.	Neal Wade, Business Instructor
X			9:18 a.m.	Pauline Nasewytewa, Workforce and Community Development Advisor
X			9:18 a.m.	Wendi Cline, Library Assistant
X			9:18 a.m.	Jai Juan, Recruiter
X			9:18 a.m.	Jackson Doe, Apprenticeship Director
X			9:18 a.m.	Adrienne Rios, Language Specialist
X			9:18 a.m.	Cassandra Scott, Phoenix Center Director
X			9:18 a.m.	Diane Antone, Financial Aid Officer

X			9:18 a.m.	LeAnn Lopez, Office Coordinator
X			9:18 a.m.	Ben Jose, Research Assistant
X			9:18 a.m.	Anselmo Ramon, Chair of Workforce and Community Development
X			9:18 a.m.	Valentine Lee, Lead Security Guard
X			9:18 a.m.	Deshon Miguel, Senior Systems Administrator
X			9:18 a.m.	Mickie Widener, Human Resources Generalist
X			9:30 a.m.	Jenny Narcho, Language Specialist
X			9:30 a.m.	Carmella Pablo, Principal Accountant
X			9:30 a.m.	Rebecca Valentine, Data Entry Clerk

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

- Approved the November 10, 2022 TOCC Board of Trustees regular meeting minutes as presented.
- Accepted the October 2022 Financial Report as presented.
- Accepted the Human Resources Report for November 2022 as presented.
- Approved the Sustainability Office Coordinator position as presented.

2. Invocation

Jonas Robles gave the invocation.

3. Review and Approval of Agenda

The BOT meeting agenda was reviewed.

A motion was made to approve the meeting agenda as presented.

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

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

MOTION APPROVED

4. Announcements

The TOCC All Staff meeting for December 2022 will be Friday December 09, 2022, 8:30 a.m., GSK, S-cuk Du'ag Maşcamakuđ, In Person & Virtual.

Pima County Health Department – REACH Program will be at GSK, Main Campus on Friday December 09, 2022, 9:00 a.m. – 3:00 p.m. to provide COVID-19 vaccinations, flu shots and health screenings.

The O'odham Language Center (OLC) Groundbreaking will be held Thursday December 15, 2022, 8:30 a.m. at the site of the new facility. The program itinerary was shared.

The TOCC Recognition & Appreciation event is scheduled for Thursday December 22, 2022, 10:00 a.m. – 1:00 p.m., Desert Diamond Casino & Hotel, Tucson, Arizona. The RSVP deadline is tomorrow Friday December 09, 2022.

The TOCC Board of Trustees Regular Meeting – January 2023 will be at the Desert Diamond Casino & Hotel, Tucson, Arizona. A Future TOCC Construction meeting will follow.

Monetary donations during the Thanksgiving holiday totaled \$960.00 from eight (08) donors.

A flyer outlining activities offered at the Apedag Ki: will be distributed via email.

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

Minutes from the November 10, 2022 BOT regular meeting were reviewed.

A motion was made to approve the November 10, 2022 TOCC Board of Trustees regular meeting minutes as presented.

MOTION: Motion by Jonas Robles, Seconded by Bernard Siqueros to approve the November 10, 2022 TOCC Board of Trustees regular meeting minutes as presented.

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 continues to adhere to the Nation's health guidelines. The advisory from Sells District administration was distributed college-wide via email. On Saturday December 17, 2022, the Schuk Toak District will have a Christmas event on the grounds of S-cuk Du'ag Maşcamakuđ. All activities will take place outdoors.

NEW BUSINESS

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

Dean Miguel distributed an Addendum and reviewed the October 2022 Financial Report.

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

MOTION: Motion by Bernard Siqueros, Seconded by Jonas Robles to accept the October 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 – November 2022 and reviewed the Employment Vacancy Activity Log information.

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

- Sophie (Jeanita) Hungrywolf, Receptionist
- Bridget Taylor, GED Instructor
- Anne Miguel, Residence Life Coordinator
- Wendi Cline, Interdisciplinary Instructor

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

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

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

MOTION APPROVED

3. Division for Sustainability New Position – Dr. Mario Montes-Helu, Dean for Sustainability

- Sustainability Office Coordinator

The Dean for Sustainability reviewed the Item Form and Job Description for the Sustainability Office Coordinator.

A motion was made to approve the Sustainability Office Coordinator position as requested.

MOTION: Motion by Jonas Robles, Seconded by Bernard Siqueros to approve the Sustainability Office Coordinator position as requested.

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

MOTION APPROVED

4. Pisinemo Site Status – Information & Discussion

The information will be discussed during the Executive Session of today's meeting.

REPORTS – BY DIVISION and DIVISION COMPONENTS

The TOCC Division and Division Component Reports were included in the board packet and high points summarized.

1. President, HR, Operations, Community of Practice, O'odham Language Center, Apprenticeship Program

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 10:59 a.m.

ADJOURNMENT – 11:55 a.m.

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

<p>MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to adjourn the December 08, 2022 BOT regular meeting.</p> <p>VOTE: 3 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT</p> <p>MOTION APPROVED</p>

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: SONYA JUAN, HUMAN RESOURCES DIRECTOR
SUBJECT: AGENDA ITEM—**DECEMBER 2022 RESOURCE LIST**
DATE: 1/3/2023
CC: FILE

Background

The following employee is recommended for the Board's consideration as a Transfer.

Recommendation

The President recommends the approval of the employee on the attached list as a Transfer for the Tohono O'odham Community College.

RESOURCE LIST
December 2022

New Hires:

Name	Position	Date
LeAnn Lopez-Miles	Office Coordinator-Sustainability	12/08/2022

Tohono O'odham Community College
Employment Vacancy Activity Log
December 2023
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	1		1			1	1/3/2023				Yes	No	Pending manager review
Academic Dean	Edu	11	1	10		1	10	1/3/2023	2		12/01/22 & 12/12/22			Pending background check
Business Instructor	Edu	3		3		2	1	1/3/2023	1	2	12/09/2022 & 12/21/22	1	2	Pending reference check
Dual-Enrollment Coordinator	Stud Svs	1	1			1		1/3/2023						Pending manager review
NTIA Project Director	Sustain	1		1			1	1/3/2023						Pending manager review
Office Coordinator	Apprentice Prog.	3	2	1		3		1/3/2023			12/16/2022 & 1/4/2023		1	Pending additional interviews
Plumbing Apprentice Instructor	Apprentice Prog.	0						1/3/2023						Continue to advertise
Pre-College GED Instructor (1)	Workforce Comm. Devlp.	0						12/16/2022	2		11/08/2022	1	1	Position filled
Social Work Instructor	Edu	0						1/3/2023						Pending additional applicants
Solar Energy Instructor	Sustain	1		1			1	1/3/2023						Pending manager review
Student Success Coordinator	Stu Svs	2	1	1		2		1/3/2023	1		12/20/2022	1		Pending reference check
Wellness Program Coordinator	Stud Life	0						1/3/2023						Continue to advertise

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

Vacant Position	Division	Number of Applicants	Tohono O'odham			Application w/documents Complete		Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
			Native American	Other		Yes	No		Yes	No		Yes	No	
Computer Literacy Trainer	Sustain	1	1				1	1/3/2023						Pending manager review
Human Resources Generalist	Admin/Fin.	1		1		1		1/3/2023						Pending manager review
Payroll Technician	Finance	1	1			1		1/3/2023		1				Continue to advertise
Project Specialist	Lang Center	0						1/3/2023						Continue to advertise
Receptionist	Stu Svs	0							5	3	10/12/2022	2	3	Position filled 12/7/22
Security Guard	Stud Life	4	2	2		1	3	1/3/2023	3	1				Pending additional documentation
Tohono O'odham Agriculture & Natural Resources Assistant	Sustain	4	2	2		3	1	12/16/2022	2	2	12/21/2022	1	1	Pending background & FPC card

TOCC EMPLOYEE STATISTICS (December 2022)

FULL TIME POSITIONS

	<u>Numbers</u>	<u>Percentages</u>
Full-time positions:	<u>115</u>	
Filled Positions	91	79%
Vacant Positions	24	21%
Female	52	57%
Male	39	43%
Ethnicity		
Tohono O'odham	62	68%
Native American Other	7	8%
Hispanic	3	3%
White	13	14%
Black	3	3%
Asian	2	2%
Regular Staff	96	
Filled	76	79%
Vacant	20	21%
Instructors Positions	19	
Filled	15	79%
Vacant	4	21%
Commuters	45	49%
Local	46	51%

PART-TIME & TEMP POSITIONS

	<u>Numbers</u>	<u>Percentages</u>
Part-time & Temp positions:	24	
Filled Positions	14	58%
Vacant Positions	10	42%
Female	10	71%
Male	4	29%
Ethnicity		
Tohono O'odham	6	43%
Native American Other	3	21%
Hispanic	1	7%
White	3	21%
Black	0	0%
Asian	0	0%
Commuters	9	64%
Local	5	36%



Evan Thomas <ethomas@tocc.edu>

Request for time for the BOT January meeting

6 messages

Camillus Lopez <calopez@tocc.edu>

Mon, Dec 19, 2022 at 9:59 PM

To: Paul Robertson <probertson@tocc.edu>

Cc: Teresa Newberry <tnewberry@tocc.edu>, Ofelia Zepeda <ozepeda@tocc.edu>, Evan Thomas <ethomas@tocc.edu>

Dr. Paul Robertson,
President of the Tohono O'odham Community College,

S-ke:g hewbajig ab m-wui. Many blessings on you and the work you do.

We are requesting time on the January 12, 2023 Tohono O'odham Community College Board of Trustees meeting to make an informational presentation on our Man in the Maze Workbook.

This student workbook was developed as part of the NSF TCUP STEM ICE-TI "Pathways to Indigenous STEM/Ma:cidag Wo:g STEM Wui" (NSF STEM) project to apply the cultural symbol and metaphor, the Man in the Maze, to education and student success at Tohono O'odham Community College (TOCC)

We are making final edits to the document and will send it for inclusion in the Board of Trustees packet soon.

Please let us know if there are any questions or concerns.

Camillus Lopez, Senior Culture Mentor and Adjunct Professor
Teresa Lynn Newberry, Ph.D., Faculty and Chair of Science and Health

Evan Thomas <ethomas@tocc.edu>

Tue, Dec 20, 2022 at 7:22 AM

To: Camillus Lopez <calopez@tocc.edu>

Cc: Paul Robertson <probertson@tocc.edu>, Teresa Newberry <tnewberry@tocc.edu>, Ofelia Zepeda <ozepeda@tocc.edu>

S-ke:g si'alig, Camillus,
I hope all is well with you and Thank You for your communication.

Duly noted on your request and I can include this email and your supporting documents in the January 2023 board packet.

The deadline for remittance to my office is: 11:00 a.m. on Tuesday January 03, 2023.

I look forward to hearing from you, again.

Any questions prior, please let me know.

Have a safe and Merry Christmas!
Evan

Evan Thomas
Special Assistant to the President
(520) 479-2304

[Quoted text hidden]

Camillus Lopez <calopez@tocc.edu>

Tue, Dec 20, 2022 at 8:01 AM

To: Evan Thomas <ethomas@tocc.edu>

Cc: Paul Robertson <probertson@tocc.edu>, Teresa Newberry <tnewberry@tocc.edu>, Ofelia Zepeda <ozepeda@tocc.edu>

Thank you.

On Dec 20, 2022, at 7:23 AM, Evan Thomas <ethomas@tocc.edu> wrote:

[Quoted text hidden]

Camillus Lopez <calopez@tocc.edu>

Tue, Jan 3, 2023 at 10:32 AM

To: Evan Thomas <ethomas@tocc.edu>

Cc: Teresa Newberry <tnewberry@tocc.edu>

Attached are the supporting documents for our January 12 TOCC Board of Trustees request to be put on the agenda.
I do have another virtual meeting at the same time so I am requesting for a time later in the morning but it is ok, if that cannot be done.
Thank You.

This student workbook was developed as part of the NSF TCUP STEM ICE-TI "Pathways to Indigenous STEM/Ma:ci dag Wo:g STEM Wui" (NSF STEM) project to apply the cultural symbol and metaphor, the Man in the Maze, to education and student success at Tohono O'odham Community College (TOCC).

Logos: TOCC Science Ma:ci dag, NSF Logo, & TOCC logo (here or at the bottom)

Camillus Lopez, Senior Cultural Mentor and Adjunct Faculty

Camillus Lopez is currently the Senior Cultural Mentor for the NSF STEM project and an adjunct faculty in Tohono O'odham Studies at TOCC. He is a full-blooded Tohono O'odham from Santa Rosa, Arizona. He was taught O'odham ways from his paternal grandfather and parents. He is a fluent O'odham speaker and reads and writes the O'odham Language. He is dubbed 'a Lore-Master' for his O'odham Story Telling and Knowledge of the O'odham Culture. He has been published in books, journals, articles, and a film related to O'odham Culture. This workbook was developed by Mr. Lopez as part of his work as the Senior Cultural Mentor for the NSF STEM project. If you would like to contact Mr. Lopez, please email him at calopez@tocc.edu.

Teresa Lynn Newberry, Ph.D., Faculty and Chair of Science and Health

Dr. Newberry is currently in her seventeenth year as Lead Science Faculty at TOCC where she has developed culturally relevant science programs and teaches courses in Biology and Natural Resources. She is currently the Principal Investigator (PI) & Project Director (PD) for the NSF STEM project which is developing this culturally-based framework based on the Man in the Maze for improving education and providing culturally responsive academic support for student success. In her role as PI/PD for this project, she has directed and contributed to the development of this workbook. She has also piloted the use of these materials in her courses. If you want to contact Dr. Newberry, please email her at tnewberry@tocc.edu

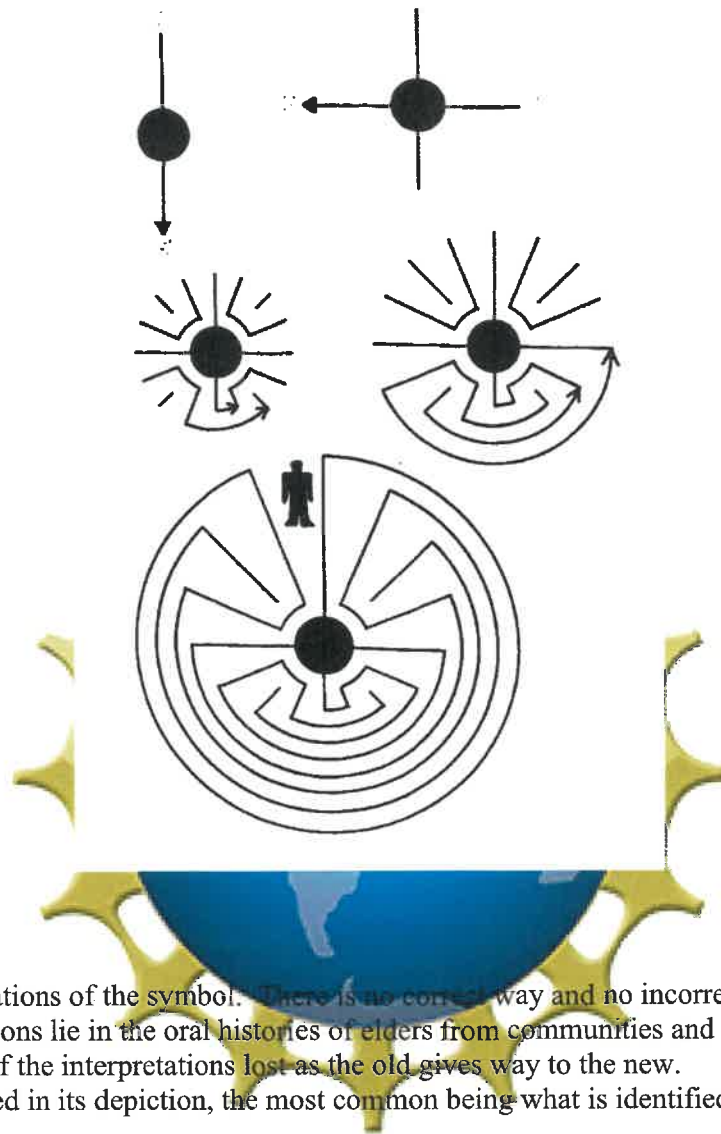
Jean Hazen, AA, IT Technician Tohono O'odham Nursing Care Authority

Mrs. Hazen served as the digital media specialist in the development of this workbook. She is a 2014 Alumni of Tohono O'odham Community College. She served as a Student Intern in the Student Success Center from 2012-2014, Data Entry Clerk 2014-2018 and IT Technician from 2018-2020 for Tohono O'odham Community College. Currently she serves as an IT Technician for Tohono O'odham Nursing Care Authority. If you wish to contact her you may email her at mediaconsultant78@gmail.com



I'ITOI KI: A STUDENT'S JOURNEY

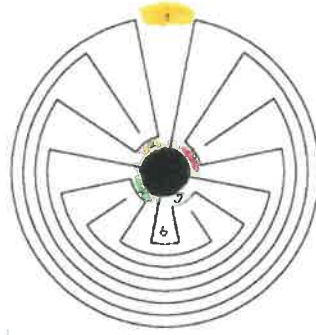
P'ITOI KI:



There are many interpretations of the symbol. There is no correct way and no incorrect way to interpret the design, but all interpretations lie in the oral histories of elders from communities and families throughout O'odham lands. Many of the interpretations lost as the old gives way to the new. There are many styles used in its depiction, the most common being what is identified as "The Southwest Design."

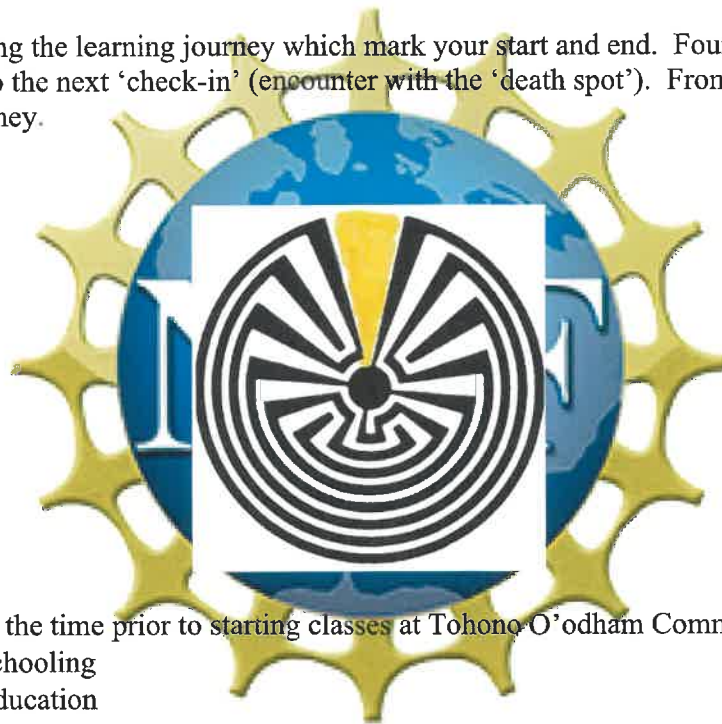
The popular English use to identify it is "The Man in the Maze" (Maze). It is actually a "labyrinth" as it is in linear form with a beginning to an end. Because of this one can place any process into the "journey" and use it as a guide to manage their progress and improve on their performance.

This workbook is designed to document and guide your semester journey by using the Man in the Maze symbol. By documenting and filling your workbooks, they will act as a reminder of your successes and shortcomings for future reflection and suggestions for how to overcome challenges to your educational obstacles.



The dark center of the maze is encountered four times during the journey. Those encounters are times for reassessing and reprioritizing your ideals to achieve your educational endeavors.

There are two points during the learning journey which mark your start and end. Four major 'check-ins' which mark your transitioning to the next 'check-in' (encounter with the 'death spot'). From one point to the next is a step in your learning journey.



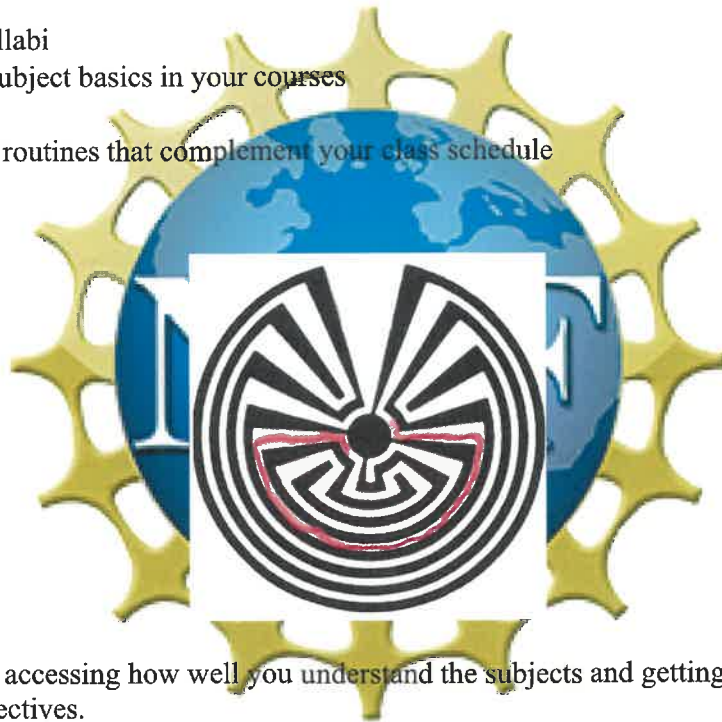
From point 1 to point 2 is the time prior to starting classes at Tohono O'odham Community College (TOCC).

- Your childhood schooling
- Your secondary education
- Your decision to enroll at TOCC
- Filling out proper documents and attending orientation
- Attain material needed for classes
- Your first day of classes
- Meeting instructors
- Meeting classmates



From point 2 to point 3 is starting on the journey in classes.

- Your review of syllabi
- Your learning of subject basics in your courses
- Setting schedule
- Your setting daily routines that complement your class schedule



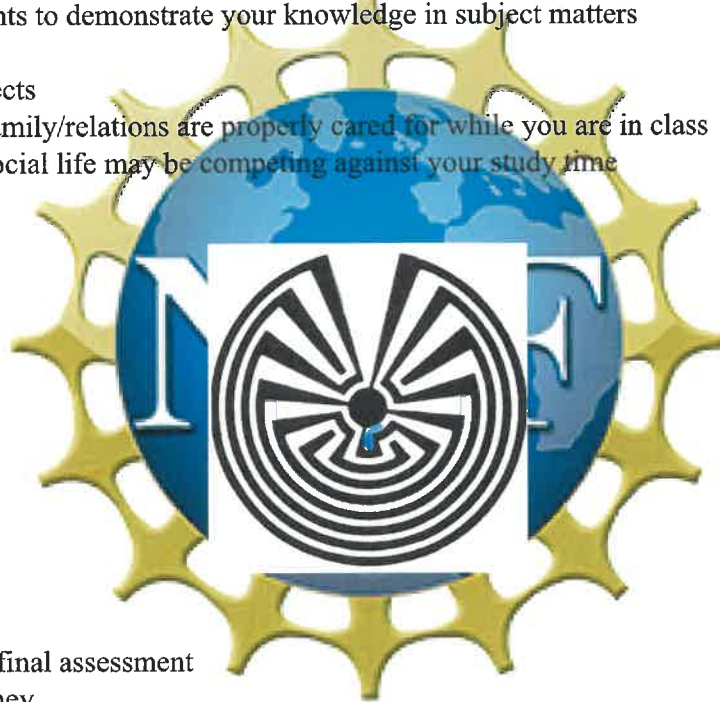
From point 3 to point 4 is accessing how well you understand the subjects and getting information needed to comprehend the class objectives.

- Your comprehension of class objectives
- Learn and participate
- Ask questions on subject matter so instructors can gauge and assist in your comprehension of subject matter
- Test yourself on understand/comprehending what has been taught
- Check your current grades recorded.
- Find tutors to assist or even to check your work
- Contact classmates if you need to ask for other perspectives on subjects
- Check that your family/relations are properly cared for while you are in class
- Check your social life, hobbies and routines that may be competing against your studies



Point 4 to point 5 is time for demonstrating your understanding of the course material

- Review past coursework and assignments
- Demonstrate your knowledge in the course subjects
- Assist other students to demonstrate your knowledge in subject matters
- Study for finals
- Prepare final projects
- Check that your family/relations are properly cared for while you are in class
- Check that your social life may be competing against your study time



Point 5 to point 6 is your final assessment

- Review your journey
- Document what you learned
- Document what events were obstacles that you overcame for future reference
- Reflect on your next journey and what you can add to maintain good habits for success
- Reflect on your education and how much you have acquired during this semester
- Honor the people who have assisted you to finish this semester
- Recognize people and events that may have caused setbacks in your journey
- Reassess your dreams and plan for the next semester or how you can use your learning to improve your life and the lives of those who rely on your support



T-So:son (Our Core)

TOCC has adopted these core values to guide our college in our endeavors

Below are the core values with a perspective on how to use them as guides in our journey. Consider these core values in your semester reflections and self-assessments.

T-Wohocudadag – Our Beliefs

Centuries ago O'odham had a belief system based on the environment and the Ho'oki A:ga. Other cultures surrounded our aboriginal lands and O'odham recognized and respected them and their beliefs. The coming of other peoples of the world brought other belief systems which were accepted by some O'odham and are being practiced. TOCC students come from all regions of the earth and each student brings a unique belief system which deserves respect from all at TOCC. The beliefs need to be understood as much as O'odham Himdag.

T-Apedag – Our Well-Being

Our own personal health needs to be a priority in our lives. We are all parts of family units. Our family and clans are part of communities. TOCC is a community. The 'well-being' of TOCC ought to be considered by all students and staff as a person's health is diagnosed.

T-Pi:k Elida – Our Deepest Respect

Individuals coming out of a group still have unique traits. Students studying the same subject will acquire different understanding and different levels of using the methods and performing the skill achieved in the class. Every individual has worth and is honored in O'odham Himdag as is every part of creation. respecting and honoring uniqueness is encouraged in all relationships.

I-We:mta – Working Together

Communities working together is the way O'odham made their lives prosper in this land. It is an example for how we can become successful. If a person needs assistance, whether it is verbalized or not, we must be ready to assist. A community is only as strong as the members' commitment to one another.

"We will plant our crops and pray for rain. If the rain comes, we will be happy and eat for another year. If the rain doesn't come, then, we'll take whatever is out there and make a life out of it."



Tohono O'odham Community College

P'ITOI KI:

A Student's Journey:

First day of class

First encounter with the dark spot

For reference, what is the instructor's name and contact information:

List some things that the instructor might need to be aware of such as medical conditions, scheduled appointments, family issues and schedule a time to meet with the instructor or write a detailed email if you feel that issues might conflict with during the semester

Ensure that you have all the required course materials

Ensure that you have read and understand the course syllabus

Be sure that you meet all the course prerequisites

Things to remember about the class

Personal reflection about the first day





Tohono O'odham Community College

I'TOI KI:

A Student's Journey:

End of first week

On-going assessment between the 1st & 2nd encounter with the dark spot

Write a reflection about some things you did not know about the class subject.

Consider how you used the core values:



List some things you did know about that were mentioned in the class.

Consider how you used the core values:



Tohono O'odham Community College

I'TOI KI:

A Student's Journey:

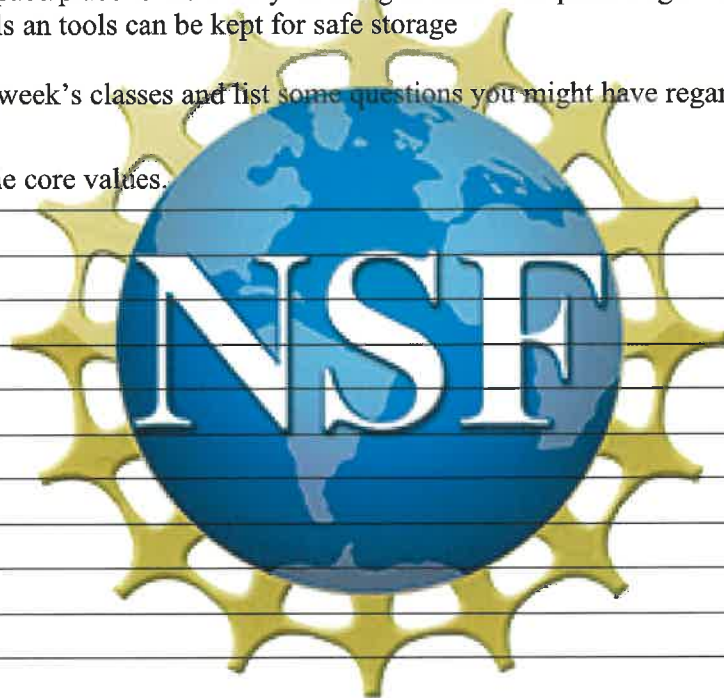
End of the second week

On-going assessment between the 1st & 2nd encounter with the dark spot

Tip: creating good study habits will assist you in retaining and learning new things. Part of this requires that you have a space/place to work on your assignments. The place ought be a space where your study materials and tools can be kept for safe storage

Write a reflection on this week's classes and list some questions you might have regarding class subject matter

Consider how you used the core values.



Tohono O'odham Community College



I'TOI KI: **A Student's Journey:**

End of the third week

On-going assessment between the 1st & 2nd encounter with the dark spot

Check in

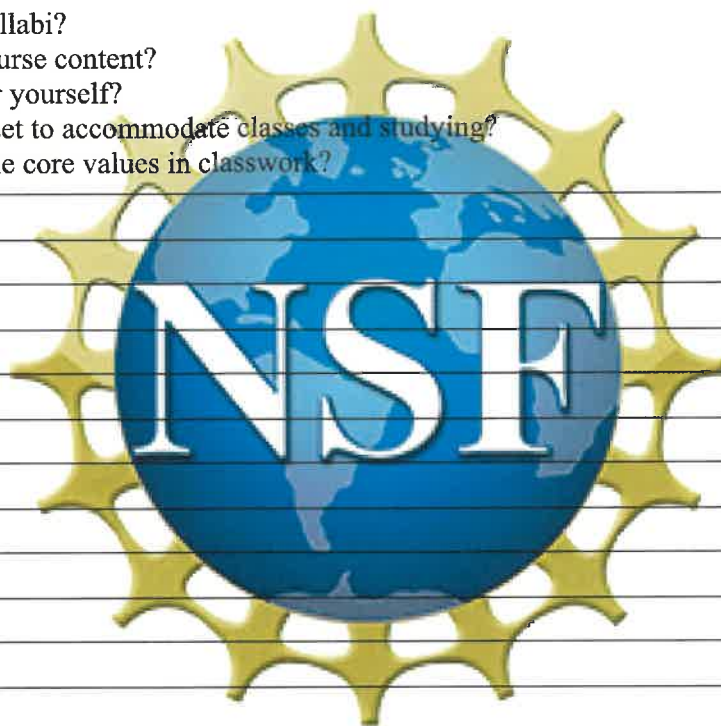
Have you reviewed the syllabi?

Do you understand the course content?

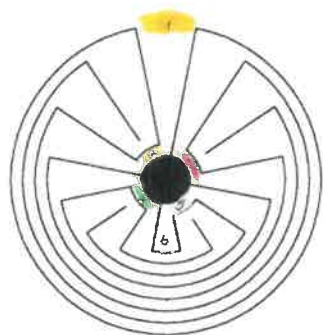
Did you set a schedule for yourself?

What schedule have you set to accommodate classes and studying?

Consider how you used the core values in classwork?







Tohono O'odham Community College

I'TOI KI:

A Student's Journey:

End of the sixth week

Second encounter with the dark spot

Check in:

What are things that are going well?

What are somethings that you are not understanding?

What grades are my assignments showing?

You can schedule a meeting with your instructor.

You can look for a friend, classmate or tutor to help you understand the concepts.

Do you need to reorganize your schedule to improve your study habit?

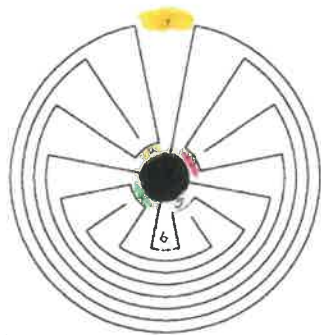
How did you use the core values in the first six weeks of this course?

Reflect on your semester journey so far.

Consider how you used the core values.







Tohono O'odham Community College

I'TOI KI:

A Students Journey:

Two weeks after midterm.

Third encounter with the dark spot

Make an assessment regarding your schoolwork thus far.

Everyone needs help during their life journey, even if things are going well.

Even if your grades are above average, schedule a meeting with your instructor to gain insight on your performance and to get advice with your schoolwork.

Visit with classmates to get help with schoolwork.

Schedule time meet with other instructors for assistance with schoolwork.

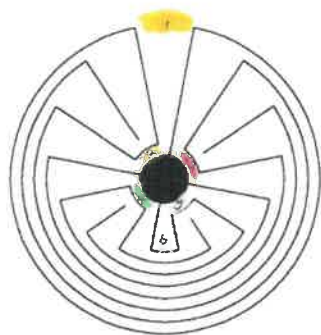
Notify instructor if you think you might need extra credit assignment.

Consider how you are using the core values.

Reprioritize.







Tohono O'odham Community College

P'ITOI KI:

A Student's Journey:

Last day of class

Fourth encounter with the dark spot

Final Exam or Project.

Do you feel that the work you did will give you a passing grade?

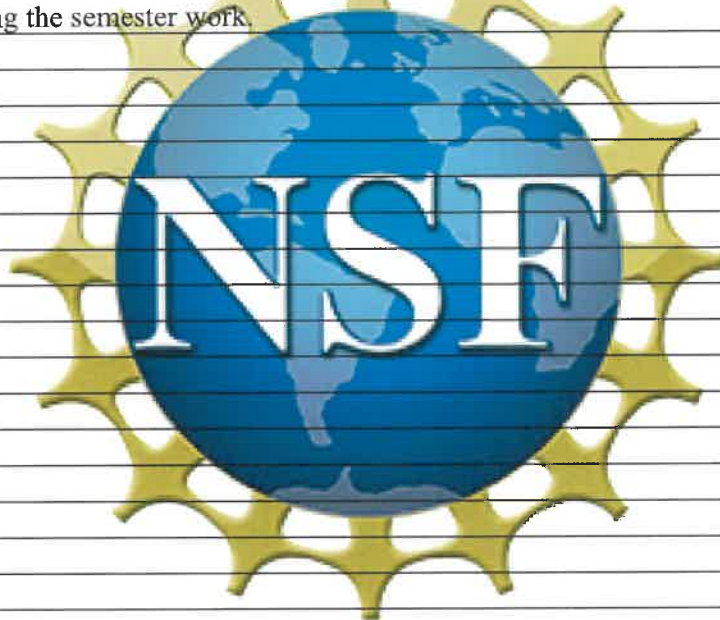
Did you earn what you think you needed to, to demonstrate your knowledge of the class subject?

Review your experience this semester and note what could have been different this semester.

Make a note of how priorities have changed because of your check-ups.

Consider how you used the core values.-add in each reflection

Write a reflection assessing the semester work.







Tohono O'odham Community College

I'ITOI KI:

A Student's Journey:

FINAL ASSESSMENT

JOURNEY TO THE END

ASSESSMENT:

What grade did you receive for the semester?

Looking back at your semester journey,

What old habits helped you?

What new habits did you interject that helped you?

Was there any advise given to you that assisted your learning.

What old habits 'got in the way'?

What habits did you recognize needed to change but did not change that may be a factor in your final grade.

MAKE A PLAN:

What can you sacrifice for your next semester journey to be a better student?

How will you involve your classmates, relatives, friends, instructors, and your community in your next semester journey?

What is your academic goal?

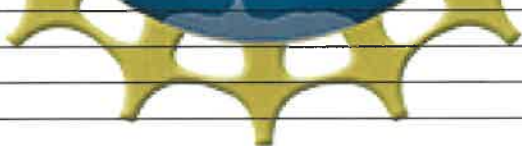
How will you feel when you have completed your educational endeavors?

TIME CAPSULE:

Store your workbooks in a safe place and review them when you need to make an assessment.

(Suggestion). After a few years, give your workbooks to a young student as a guide to their educational journey struggles.

strategies:









Item	Actions	Discussion/Resolution/Comments
1) Personnel shortage in Financial Aid Office	Worked with HR and Dean Student Services to assist in developing career ladder for FAO aimed at ensuring a strong lead in that office.	This solution is tied to commitment to “grow our own” as the saying goes.
2) American Indian Higher Education Consortium Student Congress	Continued meetings with southwestern Tribal College Presidents	Work is proceeding but slowly and the event is in early March (2-7 March 2023) in Albuquerque.
3) O’odham Language Center	Participated in groundbreaking for O’odham Language Center on December 15, 2023.	Attended by 150 persons including Chair of Legislative Council, AILD representative, and others.
4) Mini-Retreat planning to be with BOT on Jan 12-13 at Desert Diamond	Coordinated with others to put together needed information for the retreat.	Next steps for TOCC’s physical infrastructure need to be carefully considered.
5) Hiring of Academic Dean	Worked with HR and brought two individuals on campus to meet with faculty and students after interviews.	Method of including on-campus visits appears to be an important adjunct to the interview process, especially for higher level positions at the College. A candidate was selected and start date is January 17, 2023.
6) Reporting to BIE	Drafted and submitted narrative report for Facility Maintenance and Repair (FM&R) grant from BIE.	FM&R grant is being used to rehabilitate Apprenticeship Classroom building at Wişag Koş Maşcamakuđ and will be an annual amount for foreseeable future.

Key Issues/Items addressed in December - HR Director Report

Issues/Items	Discussion/ Situation	Summary/ Resolution
HR Archive	HR file inventory	Continuing to purge documents for shredding.
Personnel Issues	Personnel Issues	Addressed one supervisors' concerns.
Interviews	Conducted 11 Interviews (2) Academic Dean, (3) Business Instructor, (2) Library Student Worker, (2) Tohono O'odham Agriculture and Natural Resources Assistant, (1) Student Success Coordinator, and (1) Assistant Cook (student)	Two pending background check, two pending reference check, one pending offer, and one hired.
Annual Leave Cash Out	Annual Leave Cash Out	23 employees requested and received an annual leave cash out on December 23, 2022.
Holiday Bonus	2022 Holiday Bonus	92 employees received a Holiday Bonus pay on December 09, 2022.
	Annual Service Awards	Certificates for employees who have been with the College for one year (8 employees), five years (6 employees), fifteen years (3 employees). Awards for employees who have been with the College for ten years (2 former employees), fifteen years (1 former employee) twenty years (1 employee).
ISolved	Isolved Benefits Portal	Meeting held with the Nation's Human Resources Director for the new ISolved Benefits Portal implementation (Clear Path Prime replacement), data in preparation.

Report to TOCC Board of Trustees:

Jay Juan
Chief of Operations
December 2022

Issues/Items	Actions/Assessment
Need to meet with roofing companies for roof repairs at Wişag Koş Maşcamakud.	Met with roofing companies Dec. 14 th to walk the campus and assess all the roofs that need repairs. Construction companies will submit their quotes no later than January 13 th .
Need to work with Language Center Committee for groundbreaking event.	Cleared weeds from the designated area and setup chairs.
Need to setup a meeting with the keyless entry company about IT compatibility.	Met virtually with Assa Abloy key company on Dec. 16 th . TOCC IT department was included in the meeting. All concerns and issues were explored, resulting in no reasons of we cannot move forward keyless system.
S-cuk Du'ag district is wanting to host their Holiday celebration on campus Dec. 17 th .	Called Chairwoman Flores to discuss how we could help the setup for their event. We scheduled a site visit to walk through the S-cuk Du'ag campus to discuss how the event will be setup out.
Renovation of Apprenticeship building.	All dry wall has been installed, taped and textured. Interior painting has begun. Electrical work is at 95% completion. An additional HVAC unit was ordered and should be installed in the upcoming week.

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: January 2023 Board Report
 Date: January 03, 2023
 cc: file

O'odham Ñi'okĩ Ki:

Strategic Initiative	Issues/Items	Actions/Assessments
Language Documentation - Print and Video	<ul style="list-style-type: none"> Listening to the oral histories and proofreading them. Transcribing O'odham stories to English. Oral History Project S-cuk Du'ag Campus Video Project 	<p>Continue working with three identified elders from S-cuk Du'ag District for their interviews. Interview dates are being planned.</p> <p>Finalized the building around S-cuk Du'ag Maşcamakuđ. Next steps will be to record audio describing the building and campus.</p>
Language Documentation - O'odham Dictionary		
Capacity Building: Training for speakers on transcribing, translating, and Teaching O'odham.		
Networking and Outreach - Organizing with the Community	<ul style="list-style-type: none"> 'Aigo I-wua G Jeweđ O'odham Ñi'okĩ Je:ñgida 	<p>The Groundbreaking for the OLC Building was held on December 15, 2022. There were approximately 100 people in attendance. Invited speakers were Dr. Ofelia Zepeda, Chair, TOCC Board of Trustees; Timothy Joaquin, Chairman, Tohono O'odham Legislative Council; Dr. Paul Robertson, President, TOCC; and the two Co-Directors, Leslie Luna and Ronald Geronimo. The Santa Rosa Ranch School Dancers did the I-da'iwuñim. Breakfast was served after the event.</p> <p>The Language Gathering was held on Wednesday, December 14 from 1:00 p.m. to 5:00 p.m. and Thursday, December 15 from 10:30 a.m. to 5:00 p.m. The purpose of the gathering will be to</p>

		<p>discuss the current language projects and programs offered on the Nation and assess how our language goals are aligned, determine how we may work collaboratively to develop long-term language goals. There were 14 programs that were represented at the gathering.</p> <p>The group identified some of the:</p> <p><u>Strengths</u></p> <ul style="list-style-type: none"> ● language is represented in a wide range of spaces ● strong focus on developing employees' language knowledge with staff leading language lessons <ul style="list-style-type: none"> - built in language classes for employees ● language access in k-12 schools, community, media, adults ● desire to learn amongst diverse age groups ● aims to meet community needs (surveys) ● access to language courses to gain new knowledge ● fluent speakers being utilized ● access to community resources (elders) ● people using the words and phrases they learn ● program collaboration ● use of technology for language sessions- zoom, language apps ● support from Nation's government to fund language programs and new language focused positions <p><u>Barriers</u></p> <ul style="list-style-type: none"> ● Limited access to cultural knowledge/speakers: some may not want to or be willing to share their stories from the community <ul style="list-style-type: none"> - Limited language knowledge in the home ● Perceived lack of interest from youth to want to learn, ● Lack of confidence in speaking O'odham <ul style="list-style-type: none"> - Discouragement/judgment from others (embarrassed, shy, afraid to be incorrect) ● Vacancies in language focused positions
Association of Tribal Archives, Libraries, and Museums Grant.	Doris Duke Oral History Project	<ul style="list-style-type: none"> ● Continue to process the O'odham collection with transcriptions and translations

Association of Native American Grant	Oral History Project	Continue working with three identified elders from S-cuk Du'ag District for their interviews. Interview dates are being planned.
Arizona State Museum O'odham/PeePosh Project		
Meetings/Other	<ul style="list-style-type: none"> ● 12/1/2022 OLC Language Gathering Planning Meeting & Groundbreaking Planning Meeting ● 12/05/2022 AIHEC Language Advisory Board meeting. ● 12/6/2022 Himdag Committee Meeting ● 12/7/2022 OLC Weekly Meeting ● 12/20/2022 Himdag Faculty Training Planning Meeting ● 12/20/2022 Himdag Committee Meeting ● 12/21/2022 Main Campus Video Project Meeting ● 12/21/2022 OLC Language Gathering & Groundbreaking Wrap-Up Meeting ● 	

Apprenticeship Program Updates

Key Statistics

- 19 Active employees
- 7 On-The-Learning Sites
- 3 Females, 16 males
- 6 Carpenters, 4 Plumbers, 9 Electricians
- 100% of Apprentices are members of the Nation
- Five former apprentices re-joined the program
- Two apprentices recently canceled the program

Accomplishments

- Re-accreditation of the Apprenticeship Program
- Certification of instructors
- Apprenticeship Standard Revised
- Updated Apprenticeship Agreement

Ongoing Project: Renovation of Apprentice Building



Regular Activities

- Operations meeting Mondays at 11:00 AM
- General Apprenticeship Meeting Tuesdays at 11:00 AM
- Apprenticeship Committee Meeting 1st Thursday monthly
- Employee/Apprentice Recognition 1st Tuesday monthly

Outreach Activities

- Presentation at Tohono Oodham High School
- Presentation at Baboquivari High School
- Possible collaboration with Sonora Pueblo Contracting

Job Openings

- Apprentice Plumbing Instructor
- Office Coordinator

Short-Term Plans

- Marketing the Apprenticeship Program
- Web App for tracking OJL (on-the-job learning) hrs
- Updating Web Page
- Designing Admission Process
- Resumption of Related Technical Instruction

Liz Zepeda, Interim Dean of Academics
Education Division and O'ohana Ki, December 2022

Issue	Discussion	Summary/resolution
New Academic Dean	Meet and greets were established for faculty and staff to meet potential candidates.	The sessions were particularly helpful and allowed for more interaction than a typical interview. The questions posed to the candidates helped provide input on the candidates' abilities as well as allowing more individuals the opportunities to provide feedback for the panel.
Arizona Transfer Steering Committee	A culminating meeting for the semester was held.	The meeting allowed for members of the steering committee to reflect on the work as well as moving forward with decisions made throughout the semester.
Fall 2022 Grades	The end of the semester yielded many grade-related challenges.	<ul style="list-style-type: none"> • Roughly 32 incompletes were processed. • The Grade Pull on December 16th was fairly successful. Grades which did not "pull" were either courses which did not have dates established in their descriptions or were for students who were did not drop or withdraw from the course and had a null grade which should have been converted to an F before the grade pull. Grade change forms were sent to instructors. • Y grades were discussed and paperwork is pending for a few students.
O'ohana Ki:		
New Student Orientation	Library staff worked both virtual and in-person orientations.	The overview of services and staff was provided.
Student Relaxation Week and Staff Activities	Library assisted in activities for stress relief.	<ul style="list-style-type: none"> • Provided snacks and materials for the scrapbooking and painting session for Student Relaxation Week. • Provided materials and instructions on how to create O'odham book ornaments for staff the following week.
Staffing	Library is now sparsely staffed.	<ul style="list-style-type: none"> • Interviews were held for two student workers. Offers were made to both candidates. • Wendi Cline has moved up to full-time instructor status. Her last day is the end of the fall semester. • The job description is being edited before posting the library assistant positions.
AICF	Librarian attended the AICF grant iteration update meeting.	The meeting helped to solidify concepts and plans of action with TOCC and its partners. Yolanda Pacheco, Dean of Student Services, is the lead on this project.

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

Issue	Discussion	Summary/resolution
Create Faculty Learning Community (FLC) with on-going mentoring by education consultants and cultural mentor.	<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 11/18 from 9:30-12. Discussion and Sharing Group included a discussion of the “The Man in the Maze and Oral Traditions” 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>
Increase rigor of our science programs.	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>A new independent research course in science was submitted to the Curriculum Committee and is under 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>
This project is piloting the use of the Man in the Maze Educational Journey to increase student success	PI Teresa Newberry has been piloting the use of the Man in the Maze Educational Journey in courses for	Camillus Lopez is creating a Man in the Maze booklet that students can use as a reflection journal for their educational journey. An initial draft is completed and will be presented to the

and resilience in their academic programs.	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>Himdag Committee on 11/29. Plans are underway to present to 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>
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Tohono O'odham Studies

Report Month: December 2022

Submitted by: Frances Benavidez

Topic	Discussion	Summary/resolution
Strengthen the Himdag: Prioritize and practice O'odham culture, language and lifeways.	Working closely with the Himdag Committee, O'odham Language Center and community partners on planning and coordinating projects, and events related to shared language and culture reclamation goals to meet collegewide and community needs.	<p><u>NEH Planning Grant with Humanities Team:</u> met with the Chair of Liberal Arts and humanities instructors to discuss potential projects to explore through an NEH grant. Reviewed TOCC's strategic priorities and areas of need. Group will reconvene in January.</p> <p><u>O'odham Ńi'okĩ Je:ñgida:</u> worked closely with the O'odham Ńi'okĩ Ki to convene fourteen (14) community programs focused on language programming toward sustaining the Tohono O'odham language. Twenty-four O'odham language educators and program administrators from programs across the Tohono O'odham Nation attended to share about the purpose of their work, highlights, and needs toward reaching long-term language goals. Drafted a summary report of key points, themes, and identified needs that may be used to guide future discussions at upcoming meetings.</p> <p><u>Himdag Faculty Training:</u> organizing and planning for the upcoming annual spring faculty training with a Himdag Committee subcommittee (Camillus, Pauline, Sylvia, Andrea, Anselmo, and Leslie). The training will emphasize the unique purpose tribal colleges serve to meet the learning needs of indigenous students and their development as "whole people."</p> <p><u>Himdag Committee Curriculum Review:</u> served on the Himdag Committee curriculum review team for four new academic courses and one new academic program. Discussed cultural considerations with the course developers and Faculty Senate Curriculum Committee as it related to the new curriculum. Course recommendations by the Himdag Committee review team were accepted.</p>

		<p><u>Visit to A'al Vaipia (Quitobaquito Springs):</u> worked closely with Annamarie Stevens, Transition Coordinator and Jennifer Juan of the Arizona State Museum to organize a day long cultural learning opportunity of A'al Vaipia with Lorraine Eiler who shared about the Hia'ced O'odham history, sites of cultural significance and general communities. This information will be documented and preserved by two former ASJ students who are working on a special project related to O'odham sites of cultural significance.</p> <p><u>TON Himdag Ki: Partnership Meeting:</u> had an initial meeting with the new Education Curator for the Himdag Ki:. Began discussion of two upcoming cultural focused community events for the spring semester.</p>
Tohono O'odham Studies	Working closely with a tentative TOS 230-Contemporary Tohono O'odham and Native American Issues to teach this course in the Spring 2023 Semester.	Working closely with an instructor candidate who has nineteen years' experience serving on the Nation's Legislative Council and federally appointed advisory committees to teach Tohono O'odham Studies courses for TOCC. All paperwork has been submitted to HR and the applicant is pending a background check.
Student Support- Advising and Programs of Study	In preparation for the spring semester scheduled several advising sessions and updated programs of study throughout December for student scholarships and continued planning toward degree completion.	
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"> • Groundbreaking Ceremony/ Language Mtg. Planning (3) • Anatomy Diagram Resources (2) • Faculty Development Committee- Retreat Planning (1) • ASU Collaboration Mtg. (2) • Standing Meetings (6) • Other (19)

Student Services Highlights

Dean of Student Services – Yolanda Pacheco

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Earn to Learn Matched Savings Program- savings and personal finance training.	Earn to Learn presented to TOCC Administrators and Transition Coordinator. The program partners with colleges to provide eligible students with personal finance training and a matched savings account, up to \$4,000. Earn to Learn donors and TOCC will provide a designated amount to match the student's personal savings. Savings can be used toward any educational expenses the student chooses.	Administrators agreed this could be a beneficial program to eligible TOCC students. The personal finance and financial literacy training will add life-long skill and the matched savings will be an immediate benefit to the student. Further discussion will take place before signing a Memorandum of Understanding to become a partner with Earn to Lean.
Dual Enrollment Meeting with AZ Department of Education, Office of Indian Education	TOCC Student Services staff and Education staff participated in an informational meeting with Terri Beeler-Saucedo regarding AZ Department of Education Dual Enrollment processes and policies.	The meeting helped to clarify processes and policies around funding, payment and eligibility for TOCC's Dual Enrollment program. The meeting also helped to solidify TOCC's relationship with Office of Indian Education for further information sharing and training.
Collaboration between Admissions and Apprenticeship Program	Student Services staff met with Apprenticeship program staff to collaborate on the application process for Apprenticeship program students. Required documents, processing of applications and follow-up with Admissions was discussed.	A designated Student Services staff person will work directly with the Apprenticeship program to provide technical and informational support. An "Admissions" station will be set-up at West Campus for apprentices to utilize during admissions dates and the designated Student Services staff will be on site to assist students.
Student Success Coordinator interview	Interviewed a candidate. The committee unanimously agreed to move the candidate forward to make an offer.	Offer pending reference checks.

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

Key Issues/Items addressed in December, 2022

Issues/Items	Actions/Assessment	Summary/Resolution
2022 AIHEC AIMS Akis Report.	Extract, compile and organize data	All components of the AIHEC AIMS Akis report was submitted by December 1, 2022. The data analyst at AIHEC did not request any further information or corrections, edits to the report. TOCC is in compliance with all required submissions to AIHEC.
Leadership committee Mtgs.	Attend and Partake	OIE has been in attendance of the bi-monthly Leadership meetings. Much of the current focus is on preparation for the upcoming Spring term. December is a short month with end of the year activities and the closure of the college for the holiday season.
IPEDS- Winter and Spring reports	Prepare and organize information	IPEDS announced the opening of the Winter and Springs surveys. All individuals assigned to assist in completing reports have been notified and given access to their reports.

Board of Trustees Report
 Anselmo Ramon, M.Ed.
 Chair of Workforce & Community Development
December 2022 Report

Challenges-Resolutions and Accomplishments

Program	Status	Recruitment	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 WCD division began the solar curriculum instruction with BCT 120 H, held every Saturday for the fall 2022 semester.	As part of the solar curriculum the SLR 104 Basic Electricity course has been added to the spring 2023 schedule of classes. This will be an 8 week session held on Saturdays at Wisag Kos Mascamakud, along with the BCT 120H course a 16 week 6 credit course.	Plans are being made to begin to recruit for the Solar Install program at the TON Rodeo to be held February 3-5, 2022. WCD division of Sustainability will be promoting enrollment in our WCD program, Solar, GED/CCP & Apprenticeship
Culinary Arts Program	In preparation for the CUA program we are looking at the possibility of an Apprenticeship Model that may be more suited to the hands on training necessary in a 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 and TOHS for services associated with the Culinary Arts Program and dual enrollment.
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>One 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</p>	<p>A Pre-College GED Instructor was hired on December 5, 2022. The Pre-College GED program has focused upon a 12-month program of services.</p> <p>Math tutor continues to work with students via zoom to prepare student who only need to pass the GED math exam to complete their program.</p> <p>Angela Francisco from Little Tucson passed her GED Math exam on December 21, 2022. She scored a 152! A passing Score is 145.</p> <p>Another option for individuals to want to complete their High school education is by the College Credit Pathway Option</p>	<p>Bridget work has been to identify students who were/are on the list of possible GED candidates who have applied to the program this past spring and fall 2022.</p> <ul style="list-style-type: none"> • 155 students were contacted • 38 students are in the process of assessment • Bridget was able to leave voice messages and send emails out to those who did not have a current phone number. • The areas with the most responses at the time of this

	<p>practice test from home as well as the official GED test.</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>The CCP Advisor is now Christina Hoffman, Academic Advising Manager</p> <p>A standing meeting with TOUA Management is held monthly to communicate the needs we anticipate for the Connecting Minority Communities initiative through the NTIA grant. This meeting serves to collaborate on the end user needs and the IT infrastructure that will be necessary to connect community members to the internet. Computer equipment will also need to be purchased and be ready to offer the computer literacy skills to begin leaning the internet road.</p> <p>WCD office plans to have a table at the Nation's Rodeo to advertise our NTIA positions, the Solar Program and the GED/CCP program. We have included the Apprenticeship program to be a part of this outreach to the community</p>	<p>report is the Sells District and the Baboquivari District</p> <p>HR TOCC Job Announcements – Open positions for hire.</p> <p>NTIA positions are currently posted on TOCC HR. This is a 2-year project. Connecting Tohono O'odham Communities with the Internet.</p> <ul style="list-style-type: none"> • NTIA Project Director • Curriculum Coordinator • Computer Literacy Instructor <p>LeAnn & Pauline have been working to coordinate with Student Services on this outreach opportunity.</p> <ul style="list-style-type: none"> • A technology survey will be conducted at our table and participants will be entered into a drawing to win a 'free chromebook' at the end of the day. Courtesy of the President's office.
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**Ñia, Oya G-T-Taccui Am Hab E-Ju:
Our Dream Fulfilled**

TO: Tohono O'odham Community College Board of Trustees
 THRU: Paul Robertson, President
 FROM: Sylvia Hendricks, Director of Student Life
 DATE: January 3, 2023
 SUBJECT: Student Life Staff **January 2023** Board Reports

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

Issues/Items	Actions/Assessment
Director of Student Life meetings, activities & training.	<p>Meetings and events scheduled for the month of December in Student Life:</p> <ul style="list-style-type: none"> • I've attended all Leadership meetings, Admin Meetings, O'odham Niok Sessions, Himdag Committee Meetings during the month of December 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. ○ Areas of concern and planning that is related to the upcoming semester and beyond. • Additional events & meeting during the month of November: <ul style="list-style-type: none"> ○ TOCC BOT Meeting- 12/8/2022 ○ Assistant Cook-Student Position Interview- 12/8/2022 ○ TOCC All Staff Meeting- 12/9/2022 ○ Academic Dean Applicant Visit- 12/9/2022 ○ Student Life Staff Meeting/Appreciation Session- 12/19/2022 ○ Himdag Faculty Training Planning Committee- 12/20/2022 ○ TOCC Recognition and Appreciation Event- 12/22/2022 ○ Holiday Break- 12/23/2022- 1/3/2023 <p>Just a couple of Highlights to share for the month of December:</p> <ul style="list-style-type: none"> ➤ There are a few items that I focused on this month, which has either been completed or am still working on: <ul style="list-style-type: none"> ○ Still need and working with HR on filling Student Life position- 1 Security Position, Assistant Cook-Student Position, and the Wellness Program Coordinator.

	<p>➤ 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.</p> <ul style="list-style-type: none"> ○ Worked with the Lead Security and TON PD on Holiday Break Security Schedule. We have had great communication with the TON PD on scheduling Drive Through to ensure we continue watch over all TOCC Campuses when I have Security staff taking the same holidays as other TOCC staff. ○ Worked with the New Residence Life Coordinator, Anne Miguel making sure she had all equipment and training as she transitioned into this new position. She also worked closely with the residence ensuring they had registered for the upcoming 2023 Spring Semester and as they moved out for the Holiday break. ○ I also worked with Anne Miguel, Residence Life Coordinator on new applicants for the upcoming 2023 Spring Session and on a plan to recruit more TOCC student to the Residence Program.
Food Program Information	<p>The Food Program continues to provide delicious and nutritious meals for TOCC Students and Staff and continues to work with a number of divisions and planning committees on College events.</p> <p>The Lead Cook also continues to shop weekly for Food Supplies and provides a weekly menu.</p> <p>Working with Lead and Assistant Cook on researching on Food Supplies company on food deliveries for TOCC Food Program. Will have updates as we proceed with eventually having this done in the near future.</p>
Community relations and outside college contacts	<p>Collaboration with other entities have all been done virtually due to the ongoing Pandemic situation in Arizona and the nation. But we continue to collaborate with the different division here at TOCC.</p>

Anne Miguel- Residence Life Coordinator
Key Issues/Items addressed in December 2022

Issues/Items	Actions/Assessment
Current Residents	<ul style="list-style-type: none"> - We currently have 20 registered student residents - 13 Female Residents & 7 Males Residents - Students are beginning to make use of the newly opened Apedag Ki, - Several students attended a women's basketball game and a special recognition event of Indigenous students and programs at the University of Arizona - Students were invited and participated in two visits of the Dean of Academics applicants.
Preparation of physical structures	<ul style="list-style-type: none"> - Washing machines in B200, C300, and C200 have been fixed and are in working condition now. - Some appliances, refrigerator, microwave have minor damages such as broken handles. Appliances are still operational.

	<ul style="list-style-type: none"> - Floors are in need of cleaning and pending further review of costs.
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"> - Residence Life Coordinator has been trained to complete background checks on applicants for residency in the dorms. We have a total of 5 applicants in the system. Two applications (1) female, (1) male are scheduled to move into the dorms for 2023 Spring semester. I am working with the other applicants to complete the process and get them into the dorms for the Spring Session. - The Coordinator is becoming familiar with various processes and working with others for assistance. - Updates Director of any incidents or issues in the dorm. - There were Study Sessions conducted this month as students prepared for finals. We will continue to provide Study Session in the new 2023 Spring Session.
Residence Assistants	<ul style="list-style-type: none"> - The RAs continued with their normal duties along with completing their finals and class assignments.

Drew Harris- Athletic/Wellness Manager

Key Issues/Items addressed in December 2022

Issues/Items	Actions/Assessment
Working status	<ul style="list-style-type: none"> a) The Athletic/Wellness Manager worked with the Student Life Event committee to host the Student Relaxation Week on Dec 5th through the 7th. b) The Athletic/Manager was in charge of Dec 7th date, where Zumba & Massage Therapy was offered at the Apedag Ki:. A total of 26 participants attended the events offered. c) Due to the success of the Student Relaxation Week event Zumba, Tai Chi & Nutrition Education classes will be offered once a week. d) Massage Therapy & maybe Acupuncture will be offered once a month all at the Apedag Ki starting in January. e) Also depending either January or February the Apedag Ki: will have a “Biggest Winner” challenge and have a competitive weight loss goal challenge for employees and students. f) Finally, the Athletic/Wellness Manager continues to wait for an applicant to fill the Wellness Program Coordinator position, however efforts have been made to get a student intern for the gym in the meantime. Two interested students have been talked to about position. g) The Athletic/Wellness Manager attended the Student Life Department staff gathering. h) The Athletic Manager also attended multiple AHIEC meetings to start planning for competitions. The Athletic Program will assist with the funding of both the Archery & newly added Volleyball teams. The Athletic/Wellness Manager recruited a coach for the AHIEC Volleyball competition.

Coaching and Recruiting	<ul style="list-style-type: none"> a) Two recruits were signed to a LOI in November. The goal/requirement from the ACCAC is to have 5 Men and 5 Women on each team. b) TOCC Head Coach was appointed to the ACCAC cross-country committee at the ACCAC 2nd qtr meeting. a) Practice and workouts have been on pause because of the end of the season.
Scheduling	<ul style="list-style-type: none"> a) 2023-2024 schedule will start to be planned for the next season. b) Continued development of the Apedag Ki: Event/Class Schedule.
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. d) Encouraging runners to get involved with programs being shared through TOCC email. Internships and summer programs.
Administration	<ul style="list-style-type: none"> a) TOCC continues to recruit for Wellness Program Coordinator position. b) Athletic/Wellness Manager has started to process to attain a student intern until we find a program coordinator. c) Meetings with consultants to provide programing for the Apedag Ki: has taken place d) A nutritionist from IHS will provide Nutrition Education classes once a week at the Apedag Ki: for students and staff starting in January. e) Zumba & Tai Chi will be provided once a week by the HOPP. f) Massage Therapy will be provided once a month by Three Sisters Wellness. g) A contract is been worked on for possible Acupuncture once a month at the Apedag Ki: h) Attended multiple meetings regarding the AHIEC competitions.
Wellness	<ul style="list-style-type: none"> a) Internet/WIFI has been installed at the gym. TV's are working properly. b) Soap dispensers, water dispensers, towel dispensers as well as battle ropes, medicine ball holders are still needed to be installed. c) Fire TV devices have been installed on the televisions. d) 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. e) Hoist gym equipment has been ordered for the Dual Series pull strip equipment. f) Other gym items ordered and received are bathroom benches, barbell pads, weight scale, and "Watch Your Step" indicators for front door. g) Continued meeting with Tucson Wellness MD, HOPP, and Massage Therapist to talk about individual/group strength training and other wellness activities to implement into the Apedag Ki:

Budget/Fundraising	a) The Athletic/Wellness Manager is working on a budget for the rest of the 2022/2023 budget year.
Outreach/Community Service	<p>a) The Athletic Program has recently made an effort to connect with the local high school's athletics programs. The purpose is find solutions to lack of local O'odham athletes attending and participating in sports and school at TOCC.</p> <p>b) The TOCC Athletic program recently met with the AD of Baboquivari HS and decided to assist with team/individual pictures. Possibly looking into getting both men's and women's programs some jackets for the fall/winter.</p>

Valentine Lee- Lead Security

Key Issues/Items addressed in 2022 December

Issues/Items	Actions/Assessment
Student Issue/Disciplines Incidents reports	- Zero incidents for the Students two cans of alcohol was found on proper
Temperature Check Station	<ul style="list-style-type: none"> - We haven't had issues with the check in station lately. - Only two employees use the paper from. - Security continue to perform rapid tests for employees and vendors as needed. - No positive test for December. - 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 is down a person and we all help cover shifts until the position is filled