



Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

April 13, 2023

TOCC Boardroom, Gewkdag Ma:cidag Ki:

S-cuk Du'ag Maşcamakuđ

In Person & Virtual Meeting

Addendums are attached to the end of this document



Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

April 13, 2023, 1:00 p.m.

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

In Person and Virtual Meeting – Phone, Internet via Zoom

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General Matters

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Adjournment

Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

February 09, 2023, 9:00 a.m.

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			9:08 a.m.	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.	Dr. Laura Sujo-Montes, Dean of Academics
	X		9:08 a.m.	Yolanda Pacheco, Dean of Student Services
				Recorder
X			9:08 a.m.	Evan Thomas, Special Assistant to the President
				Guests
X			9:08 a.m.	Sonya Juan, Director of Human Resources
X			9:08 a.m.	Katherine Gader, Student Success Coordinator
X			9:08 a.m.	Sylvia Hendricks, Director of Student Life
X			9:08 a.m.	LeAnn Miles, Office Coordinador – Sustainability
X			9:08 a.m.	Mickie Widener, Human Resources Generalist
X			9:08 a.m.	Kristin Eberhardt, Project Director Title III Grant
X			9:08 a.m.	Neal Wade, Business Instructor
X			9:08 a.m.	Anselmo Ramon, Chair of Workforce & Community Development
X			9:08 a.m.	Iris Nez, Bookstore Supervisor
X			9:08 a.m.	Juan Cervantes, Director of Land Grant Office of Sustainability
X			9:08 a.m.	June Starr, Technical Support Manager
X			9:08 a.m.	Cassandra Scott, Phoenix Center Director
X			9:08 a.m.	Christina Coffman, Academic Advisor Coordinator
X			9:08 a.m.	Drew Harris, Athletic & Wellness Manager
X			9:08 a.m.	Jay (Johnny) Juan, Chief of Operations
X			9:08 a.m.	J. Adrian Quijada, Biodiversity & Research Specialist
X			9:08 a.m.	Carmella A. Pablo, Principal Accountant

X			9:08 a.m.	Deshon Miguel, Senior Systems Administrator
X			9:08 a.m.	Earl Anhill, Electrical Instructor – Apprentice Program
X			9:08 a.m.	Frances Benavidez, Director of Tohono O’odham Studies
X			9:08 a.m.	Ingrid Segundo, Director of Sponsored Projects
X			9:08 a.m.	Jai Juan, Recruiter
X			9:08 a.m.	Pauline Nasewytewa, Workforce & Community Development Advisor
X			9:08 a.m.	Rosemarie Ramon, Administrative Assistant
X			9:08 a.m.	Liz (Ofelia) Zepeda, Library Director
X			9:08 a.m.	Martha Lee, Consultant
X			9:08 a.m.	Tim Foster, IT Instructor
X			9:08 a.m.	Valentine Lee, Lead Security
X			9:08 a.m.	Camillus Lopez, Senior Cultural Mentor
X			9:08 a.m.	Sharon Parker, Adjunct Faculty
X			9:08 a.m.	Alberta Espinoza, Counselor
X			9:08 a.m.	Ben Jose, Research Assistant

Executive Summary: TOCC BOT acted on the following at the February 09, 2023 regular meeting:

- Approved the January 12, 2023 TOCC Board of Trustees regular meeting minutes as presented.
- Approved to discontinue the use of the Health Screening Kiosk at TOCC campuses effective February 28, 2023.
- Accepted the November 2022 & December 2022 Financial Reports as presented.
- Accepted the Human Resources Report for January 2023 as presented.
- Approved the additional Student Services Specialist I position as presented.
- Approved having two Tohono O’odham Agriculture & Natural Resources (TOANR) Assistant positions for the Extension program as presented.

2. Invocation

The invocation was given by Jonas Robles.

3. Review and Approval of Agenda

The BOT regular meeting agenda was reviewed and an Addendum to the Human Resources report was provided to the Board of Trustees.

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

MOTION: Motion by Jonas Robles, Seconded by Mary Bliss, to approve the meeting agenda as presented.

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

MOTION APPROVED

4. Announcements

Treena Parvello was interviewed by the HRDC last month and is to be considered by the TOLC on February 13, 2023 for appointment to the TOCC Board of Trustees.

TOCC's parade entry won 3rd Place in the Schools Category.

The TOCC All Staff meeting scheduled for Friday February 10, 2023 has been cancelled.

An I-wagi (Wild Spinach) Harvest has been planned for today – Thursday February 09, 2023 at 1:30 p.m. Transportation will be available from S-cuk Du'ag Maşcamakuđ at 1:00 p.m. Participants will meet at the Tohono Plaza, Sells, Arizona and travel to the harvest site.

Per the HRDC request for an update from TOCC, BOT members agreed by consensus to meet virtually with the HRDC on Thursday March 30, 2023.

TOCC's Agriculture Program partnered with the San Xavier Co-op Farm, Ajo Center for Sustainable Agriculture and the Pancho Memorial Farm to enter a float in the O'odham Wapkiál Ha-Taş parade. The entry won 1st place in the Groups Category.

Luci Tapahonso will read at the University of Arizona tonight at 7:00 p.m. in the Harvill Building, Room 150. The event is open to the public.

TOCC's exhibit booth at the rodeo complex accommodated the Recruiter and the Division for Sustainability personnel. An NTIA survey was conducted and the participants were entered into a raffle. Jason Celestine was the winner of a Chromebook device.

5. Minutes from the January 12, 2023 regular meeting of the TOCC Board of Trustees.

Minutes from the January 12, 2023 BOT regular meeting were reviewed.

A motion was made to approve the January 12, 2023 TOCC Board of Trustees regular meeting minutes as presented.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles, to approve the January 12, 2023 TOCC Board of Trustees regular meeting minutes as presented.

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

MOTION APPROVED

6. Call to the Audience – None

7. Coronavirus Update – Dr. Paul Robertson, President

There is a recommendation to eliminate the health screening requirement at S-cuk Du'ag Maşcamakuđ and Wişag Koş Maşcamakuđ for students and staff and faculty. Students, Staff and

Visitors will continue to be required to wear masks on campus. Additional signage will be installed to advise the public to check in to provide proof of vaccination.

The rapid tests are available for those that do not have vaccination documentation upon arrival to TOCC campuses. For recent events held at TOCC, a letter to confirm vaccinations for groups has been sent to the college prior to scheduled visits.

A motion was made to discontinue the use of the Health Screening Kiosk at TOCC campuses effective February 28, 2023.^[PR1]

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles, to discontinue the use of the Health Screening Kiosk at TOCC campuses effective February 28, 2023.

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

MOTION APPROVED

NEW BUSINESS

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

Dean Miguel reviewed the November 2022 Financial Report.

2. December 2022 Financials – Joann Miguel, Dean of Finance

Dean Miguel reviewed the December 2022 Financial Report.

A motion was made to accept the November 2022 and December 2022 Financial Reports as presented.

MOTION: Motion by Mary Bliss, Seconded by Bernard Siquieros, to accept the November 2022 and December 2022 Financial Reports for as presented.

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

MOTION APPROVED

3. KLA 2022 Letter of Engagement – Joann Miguel, Dean of Finance

Dean Miguel reviewed the KLA 2022 Letter of Engagement. The document was included in the February 2023 board packet for informational purposes.

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

Director Juan submitted an Addendum and reviewed the January 2023 Resource List which included the Employment Vacancy Activity Log.

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

- Katherine Gader, Student Success Coordinator
- Dr. Laura Sujo-Montes, Academic Dean

A motion was made to accept the Human Resources Report for January 2023 as presented.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles, to accept the Human Resources Report for January 2023 as presented.

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

MOTION APPROVED

5. Draft Policy Recommendation for TOCC Facility Use – Jay (Johnny) Juan, Chief of Operations

TOCC is experiencing numerous requests for facility use by employees and community groups. A policy to regulate, manage and support the use of facilities is needed.

The use of TOCC's technological equipment by non-TOCC groups was unclear. A form can be developed as part of the policy to outline availability and request technology options.

To address the points raised, the Facility Use Policy was tabled by consensus of the BOT.

6. Student Services Division Position Request – Dr. Paul Robertson, President

- Student Support Specialist I

With the increase in enrollment, the Admissions staff has taken on additional duties, worked extra hours during at peak times and requested basic student services have been delayed. An additional Student Support Specialist I will allow the Student Support Specialist II to perform needed job duties which the Registrar has taken on.

A motion was made to approve the additional Student Support Specialist I position as presented.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles, to approve the additional Student Support Specialist I position as presented.

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

MOTION APPROVED

7. Division for Sustainability Position Request – Dr. Mario Montes-Helu, Dean for Sustainability

- Tohono O'odham Agriculture & Natural Resources (TOANR) Assistant

Extension activities have increased at the Student Learning Farm (SLF) and the new oidag at Wişag Koş Maşcamakud. A high turnover of student interns working at the SLF exists. There is a need for reliable support for the SLF and the Extension activities to complete the scope of work associated with the NIFA Extension grant.

A motion was made to approve having two Tohono O’odham Agriculture & Natural Resources (TOANR) Assistant positions for the Extension program as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss, to approve having two Tohono O’odham Agriculture & Natural Resources (TOANR) Assistant positions for the Extension program as presented.

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

MOTION APPROVED

8. TOCC Micro-Credentials Presentation – Dr. Mario Montes-Helu, Dean for Sustainability

Many community colleges offer micro-credential courses. Specific disciplines can be identified and measured within a micro-credential program. The most common is enhancing skills for employment. Micro-credentials offer a specialization and set criteria for qualifications in minimal time. Micro-credentials are also stackable and can apply to several disciplines.

9. 2022 TOCC Annual Report – Martha Lee, Consultant

The 2022 TOCC Annual Report was included in the February 2023 board packet. The document was reviewed and several changes were directed by the BOT. It was urged that the report be completed and available for the HRDC meeting on March 30, 2023.

10. Data and Retreat PPT (PowerPoint) with Discussion – Dr. Paul Robertson, President

President Robertson shared a presentation entitled: TOCC College-wide and Tohono O’odham Student Presentation. During the recent BOT Mini Retreat, Tohono O’odham student data was shared. The information is further detailed for the board to review.

Comments, suggestions and further data analysis was discussed. Information about the college should be enhanced in the metropolitan areas near the reservation. More outreach on recruitment and advising is needed. Micro-credentials could be promoted and inviting to many. The College wants to get “Our Story” out to the public.

11. Request for March 2023 BOT Regular Meeting Venue – Evan Thomas, Special Assistant to the President

- TOCC Apprenticeship Building, Wişag Koş Maşcamakuđ

The BOT has expressed convening for a regular meeting at Wişag Koş Maşcamakuđ. With the completion of the Apprenticeship Building, the opportunity is there to tour the building and hold a meeting at Wişag Koş Maşcamakuđ.

By consensus the BOT agreed to hold the March 2023 BOT regular meeting at the TOCC Apprenticeship Building, Wişag Koş Maşcamakuđ.

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, 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 12:24 a.m.

ADJOURNMENT – 1:30 p.m.

A motion was made to adjourn the February 09, 2023 BOT regular meeting.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss, to adjourn the February 09, 2023 BOT regular meeting.

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

MOTION APPROVED

Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

Thursday March 09, 2023

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 9:37 a.m. by Chairperson Dr. Ofelia Zepeda.

Present	Excused Absence	Unexcused Absence	Attendance Time	Board of Trustees
X			9:37 a.m.	Dr. Ofelia Zepeda, Chairperson
X			9:37 a.m.	Bernard Siquieros, Vice-Chairperson
X			9:37 a.m.	Jonas Robles, Elder Member
	X			Mary Bliss, Member
X			9:37 a.m.	Treena Parvello, Member
				Administration Members
X			9:37 a.m.	Dr. Paul Robertson, President
X			9:37 a.m.	Dr. Mario Montes-Helu, Dean for Sustainability
X			9:37 a.m.	Joann Miguel, Dean of Finance
X			9:37 a.m.	Yolanda Pacheco, Dean of Student Services
X			9:37 a.m.	Dr. Laura Sujo-Montes, Dean of Academics
				Recorder
X			9:37 a.m.	Evan Thomas, Special Assistant to the President
				Guests
X			9:37 a.m.	Sylvia Hendricks, Director of Student Life
X			9:37 a.m.	Adrienne Rios, Language Specialist
X			9:37 a.m.	Anselmo Ramon, Chair of Workforce & Community Development
X			9:37 a.m.	Camillus Lopez, Senior Cultural Mentor
X			9:37 a.m.	Carmella A. Pablo, Principal Accountant
X			9:37 a.m.	Cassandra Scott, Phoenix Center Director
X			9:37 a.m.	Deshon Miguel, Senior Systems Administrator
X			9:37 a.m.	Ernestine Segundo, Office Coordinator, Apprenticeship Program
X			9:37 a.m.	Frances Benavidez, Director of Tohono O'odham Studies
X			9:37 a.m.	Iris Nez, Bookstore Supervisor
X			9:37 a.m.	Jai Juan, Recruiter
X			9:37 a.m.	Jay Juan, Chief of Operations
X			9:37 a.m.	Jenny Narcho, Language Specialist
X			9:37 a.m.	Katherine Gader, Student Success Coordinator
X			9:37 a.m.	Kristin Eberhardt, Project Director, Title III Grant
X			9:37 a.m.	LeAnn Miles, Office Coordinator, Division for Sustainability

X			9:37 a.m.	Madeline Cook, Substitute Librarian
X			9:37 a.m.	Mickie Widener, Human Resources Generalist
X			9:37 a.m.	Novia James, Financial Aid Officer
X			9:37 a.m.	Liz (Ofelia) Zepeda, Library Director
X			9:37 a.m.	Ben Jose, Research Assistant
X			9:37 a.m.	Pauline Nasewytewa, Workforce and Community Development Advisor
X			9:37 a.m.	Sharon Parker, Adjunct Faculty
X			9:37 a.m.	Valentine Lee, Lead Security Guard
X			9:37 a.m.	Ingrid Segundo, Director of Sponsored Projects
X			9:37 a.m.	Earldon Anhill, Electrical Instructor
X			9:37 a.m.	June Starr, Technical Support Manager
X			9:37 a.m.	Annastasia Gonzalez, Office Coordinator, Operations
X			9:37 a.m.	Alberta Espinoza, Counselor
X			9:37 a.m.	Diana Antone, Financial Aid Officer

Executive Summary: TOCC BOT acted on the following at the March 09, 2023 regular meeting:

- Approved to table the February 09, 2023 TOCC Board of Trustees regular meeting minutes.
- Accepted the January 2023 Financial Report as presented.
- Accepted the Human Resources Report for February 2023 as presented.
- Approved to table the BOT Annual Election of Officers until the April 2023 regular meeting.
- Approved the Director of Information Technology Systems position.

2. Invocation

Jonas Robles provided the invocation.

3. Welcome Newly Appointed Board of Trustees Member – Ms. Treena Parvello

A welcome and introductions were exchanged with Ms. Treena Parvello, newly appointed BOT member. Trustee Parvello provided a bio and expressed positive remarks of the association with TOCC.

4. 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 as presented.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT.

MOTION APPROVED

5. Announcements

The Community Outreach Events initiated by TOCC's WCD will be March 03, 10, & 17, 2023. TOCC departments and divisions will be available to inform the community of TOCC resources and services. A raffle will be conducted throughout the events and snacks will be available.

The All Staff meeting for March 2023 is cancelled for Friday March 10, 2023 until further notice.

6. Minutes from the February 09, 2023 regular meeting of the TOCC Board of Trustees.

A motion was made to table the February 09, 2023 TOCC Board of Trustees regular meeting minutes.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to table the February 09, 2023 TOCC Board of Trustees regular meeting minutes.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

MOTION APPROVED

7. Call to the Audience – None

8. Coronavirus Update – Dr. Paul Robertson, President

TOCC is currently reviewing the health screening process for existing students, faculty and staff. Visitors to each TOCC campus will continue to go through the health screening process. New badges are being considered for staff and students that were issued TOCC badges indicating they are fully vaccinated. The kiosk utilized for temperature taking will remain at the health screening area. Any updates and notifications will be distributed via email.

NEW BUSINESS

1. January 2023 Financials – Joann Miguel, Dean of Finance

Dean Miguel reviewed the January 2023 Financial Report.

A motion was made to accept the January 2023 Financial Report as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to accept the January 2023 Financial Report as presented.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

MOTION APPROVED

2. Human Resources Report – Mickie Widener, Human Resources Generalist

HR Generalist Widener reviewed the Resource List and the Employment Vacancy Activity Log information.

A motion was made to accept the Human Resources Report for February 2023 as presented.

MOTION: Motion by Jonas Robles, Seconded by Bernard Siquieros to accept the Human Resources Report for February 2023 as presented.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

MOTION APPROVED

3. Update on Presidential Search – Mickie Widener, Human Resources Generalist

HR Generalist Widener reviewed the timeline for the Presidential Search and the job description that was included in the board packet. A search committee is to be comprised of TOCC staff, faculty, students and community members. The TOCC Board of Trustees will make a selection from the recommended candidates. The timeline indicates a new TOCC President is to be announced in August 2023.

4. Board of Trustees Annual Election of Officers

A motion was made to table the BOT Annual Election of Officers until the April 2023 regular meeting.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to table the BOT Annual Election of Officers until the April 2023 regular meeting.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

MOTION APPROVED

5. Board of Trustees Budget Subcommittee

The BOT Budget Subcommittee will meet to finalize the TOCC FY2024 budget in May 2023. FY2024 begins July 01, 2023. Chairperson Zepeda, Vice Chairperson Siquieros and Trustee Parvello will comprise the BOT Budget Subcommittee.

6. IT Structure Revisited – Mario Montes-Helu, Dean for Sustainability

There is a need for a director to closely manage the IT department's daily tasks. Responsibilities include planning for future technology needs, administer Information Systems pertaining to infrastructure and cybersecurity and provide training and technical support to the college.

A motion was made to approve the Director of Information Technology Systems position as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the Director of Information Technology Systems position as presented.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

MOTION APPROVED

7. Presentations to District Councils Calendar – Evan Thomas, Special Assistant to the President

Per TOCC's Charter, the college shall make a formal oral and written report to the Chairperson of the Tohono O'odham Nation and the TOLC. With the completion of the 2022 TOCC Annual Report, it is customary to present the information to the eleven (11) districts of the Nation.

A calendar outlining upcoming meetings for the district councils was presented and reviewed. Preferred meeting dates were indicated for the respective districts and will be confirmed by the Special Assistant to the President. The updated information will be distributed via email to BOT.

REPORTS – BY DIVISION and DIVISION COMPONENTS

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

1. President, Human Resources, Operations, O'odham Language Center, Apprenticeship Program
2. Education Division, O'ohana Ki:, Tohono O'odham Studies, NSF STEM
3. Student Services Division
4. Sustainability, Information Technology, Office of Institutional Effectiveness, Workforce and Community Development
5. Student Life, Residence Life, Athletics & Wellness

GENERAL MATTERS

1. Executive Session
The BOT excused the attendees and convened for an Executive Session at 11:45 a.m.

ADJOURNMENT – 12:26 p.m.

A motion was made to adjourn the March 09, 2023 BOT regular meeting.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to adjourn the March 09, 2023 BOT regular meeting.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

MOTION APPROVED

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: TOCC ADMIN (APPROVED FOR SUBMISSION TO BOT ON JAN 31, 2023)
FROM: JAY JUAN, CHIEF OF OPERATIONS & PAUL ROBERTSON, PRESIDENT
SUBJECT: **FACILITY USE POLICY**
CC: EVAN THOMAS, SPECIAL ASSISTANT TO THE PRESIDENT

Background: TOCC is experiencing numerous requests for facility use, both by persons employed at the College and from community groups.

Justification: A policy regulating use of facilities is needed to bring order and support for facility use.

Action Requested: Request review of the attached Draft Facility Use Policy at the April 13, 2023 BOT meeting.

Recommendation:
President recommends Board approval

Policy Statement

As an educational institution, TOCC's campus sites, including its buildings and grounds, are used to support the College's educational mission. This Policy aims to: 1) facilitate the safe, effective and responsible use and enjoyment of the College's campuses in a manner consistent with the College's operations; and 2) identify the responsibilities which attach to such use.

The College has designated specific indoor and outdoor locations (i.e., all public facilities at these TOCC sites: S-cuk Du'ag Maščamakuḍ - Black Mountain Campus, Wişag Koş Maščamakuḍ - Hawk's Nest Campus, and S-ki:kig Maščama Ki: - Phoenix Site) that can generally be reserved by the following people/entities:

- By faculty and staff for College purposes
- By TOCC student organizations for activities associated with such organizations
- By third parties, including Tohono O'odham Nation entities and other educational and nonprofit entities outside of the Tohono O'odham Nation

This Policy does not cover the use of the following facilities:

- Office spaces and academic spaces typically used solely for instructional purposes
- Facilities at San Carlos Apache College (SCAC) site, which are administered by SCAC

Reserving College Facilities

Faculty and Staff Reservations

Staff and faculty seeking to reserve College Facilities must do so by placing a request through School Dude.

Third Party Reservations

Reservations must be booked and approved through the Facilities and Operations Office. A reservation to use the College's grounds or facilities requires completion of an online registration form.

Processing Requests for Facilities Use

Normally, use of TOCC Facilities is determined on a first come, first serve basis. However, there may be circumstances in which there is a need to re-locate or re-schedule a previously-reserved activity. In such circumstances, the priority for use will be considered in the following order:

- Academic/curricular activities
- Administrative activities
- Social activities
- Third Party activities

The College anticipates that it generally will be able to address potential conflicts through re-locating or rescheduling an activity. However, the Chief of Operations will resolve any remaining conflicts. This decision is final and not subject to appeal.

TOCC Support for Facility Use

The College has established a baseline level of services which will be provided for approved reservations in which the services were timely requested (5 business days before the event). Examples include room/space include the moving of chairs and tables. For reservations in which more than minor adjustments will be made to the room/space configuration or in which items will be brought to campus in support of the reservation, such set up/take down services must be timely arranged through Facilities and Operations or other TOCC department including IT, etc.

The following large-scale, official College events are not subject to the analysis of a baseline level of services: Orientation, blessings, cleansings, ground breakings, and Commencement/Commencement-related events. All available College resources will support such events.

Cleanup after facility use: The party or parties using space under the guidelines in this policy is/are responsible for moving furniture and other elements in the space used back to the original configuration unless instructed otherwise by TOCC Operations. The users must also work to put the room back into the shape it was when they commenced their use of it.

It is the College's responsibility to ensure that activities are staffed and managed appropriately to ensure the safety and security of the participants as well as College Facilities. Responsible planning therefore requires sufficient lead time for the College to assess the needs of the reservation, and to make necessary adjustments.

If the College determines that insufficient time exists to properly prepare for a reserved activity, the College may require the activity to be rescheduled at a future date. Such determinations will be made based on objective factors associated with the activity and not on the content of the activity or views associated with it. The College thus encourages anyone planning an activity to factor in an appropriate amount of time on the front-end for planning. Generally, higher profile or larger activities (i.e., in excess of 75 persons) will require two week notice. For this reason, until the reservation is confirmed by the Facilities and Operations office, the department/organization planning an activity should refrain from advertising the activity or signing any contracts with third parties until confirmation has been received.

Before finalizing the reservation, the College will consider the following factors:

- Appropriateness of venue for the activity;
- Appropriateness of the date/time for the activity given any academic or administrative events scheduled at the same time;
- Whether food will be served;

- Whether the activity implicates any municipal, county or state Codes/regulations (i.e. Fire Code, Health Code);
- The number of expected attendees;
- Whether minors will be in attendance;
- Whether any external speaker/performer is coming (and whether they bring personal security details to the activity);
- Whether the activity will include live streaming, broadcasting, or news media; and
- Overall safety and security needs. Appropriate measures may include security checkpoints; buffer zones; additional health screening check in stations, provision for COVID antibody tests for those without proof of vaccination, alternate ticketing or check-in methods; hiring additional security guards or law enforcement officers; and searches of attendees.

If you need further guidance please contact the TOCC Office of Facilities and Operations through our switchboard at 520-479-2300.



Tohono O'odham Community College
Facility Use Request

Event Title: _____

Campus Location: _____ Date: _____

Number of participants: _____ Room: _____

Start Time: _____ Ending Time: _____

Organization Information:

Organization Name: _____

Contact Name: _____ Phone: _____

Email: _____

Setup Requirements

Number of Tables: _____ Number of Chairs: _____

Table Layout: _____ (e.g. classroom, conference, or square setup)

☐ Check box for specific layout and on the back of form draw an example.

I.T. Requirements: _____

(IT only available Mon-Fri from 8 AM to 5 PM) technicalsupport@tocc.edu

The Tohono O'odham Community College is not responsible for any theft, property loss, or any injuries that may occur during the event.

Approved by: Director/Dean (*if TOCC employee*)

Print Name: _____

Signature: _____ Date: _____

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
ADMINISTRATION TEAM – APRIL 11, 2023
FROM: LAURA SUJO-MONTES, ACADEMIC DEAN
SUBJECT: **TOCC FACULTY AND ADJUNCT JOB DESCRIPTION MODIFICATION**
DATE: APRIL 13, 2023
CC: EVAN THOMAS, SPECIAL ASSISTANT TO THE PRESIDENT

Background: In preparation for posting job openings for new positions, it came to my attention that job descriptions call for the following minimum qualifications:

- Master's degree in the teaching field or a masters in any teaching field with 18 graduate semesters' hours in the teaching field or a masters in any teaching field with 24 upper division and/or graduate semester hours in the teaching field.

If broken down, it states that we can hire a candidate with one of the following degrees:

- A master's degree in the teaching field, or
- A master's degree in any teaching field with 18 graduate semester hours in the teaching field, or
- A master's degree in any teaching field with **24 upper division** and/or graduate semester hours in the teaching field.

Justification: A candidate with a master's degree in any field and 24 upper division courses means that the candidate will have expertise in the field of teaching for which they are being hired only at the bachelor's degree level, which seems deficient to teach at the bachelor's degree freshman and sophomore levels.

Action Requested: Request BOT review and approval of this request

Recommendation: It is recommended that the last option (A master's degree in any teaching field with 24 upper division and/or graduate semester hours in the teaching field) is deleted from the job description posting.

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
HIMDAG COMMITTEE – JANUARY 2023
FROM: JACKSON DOE, APPRENTICESHIP DIRECTOR
SUBJECT: THE O'ODHAM NAMING OF THE APPRENTICE BUILDING
DATE: APRIL 13, 2023
CC: EVAN THOMAS, SPECIAL ASSISTANT TO THE PRESIDENT

Background: The Apprenticeship Program wanted to find a name to capture the essence of the nearly-completed Apprentice Building located on TOCC's Wisag Kos campus. We met with the Himdag Committee during a meeting in December 2022. The committee suggested the building have an O'odham name that reflects the facility's purpose.

In a subsequent meeting with the Himdag Committee, in January 2023, several names were brought forth. "S-wagima Pion Ki" which means "Hard worker House" in Tohono O'odham was chosen as an appropriate name for the Apprentice Building.

Justification: The selected name accurately reflects the purpose for which the facility was built

Action Requested: Request BOT review and approval of this request

Recommendation: Respectfully recommend that the BOT approve the selected name for the Apprentice Building.

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: ADMINISTRATION
FROM: PAUL ROBERTSON, PRESIDENT
SUBJECT: COVID – 19 PROTOCOL PROPOSED
CC: EVAN THOMAS, SPECIAL ASST. TO THE PRESIDENT

Background: TOCC's COVID-19 guidance currently requires vaccination proof against COVID-19 for all persons on campus including students and community members as well as employees. Times are different now and the relative closure of the TOCC Campus needs to be relaxed in order to encourage face-to-face classes and free intercourse with community members.

Justification: TOCC has had a good solid policy regarding COVID-19 but the situation has changed dramatically and opening up the campus is necessary to effectively carry out our plan of having folks attend in person.

Action Requested: Request BOT approval of the attached COVID-19 protocol dated April 13, 2023.

Recommendation: President recommends BOT approval

Tohono O'odham Community College
 PO Box 3129, Sells, Arizona 85634
 520-479-2300
 www.tocc.edu



Coronavirus guidance for TOCC, April 13, 2023

Tohono O'odham Community College (TOCC) provides this guidance in the interest of ensuring a safe work environment during the ongoing coronavirus pandemic. This guidance reflects rules issued via Tohono O'odham Nation Executive Orders, recommendations issued by the U.S. Center for Disease Control and Prevention (CDC), and TOCC policy.

This guidance supersedes the TOCC coronavirus protocol dated January 9, 2022. This guidance does not apply to the San Carlos Apache College (SCAC) site.

1. Mandatory Vaccination

- a. All employees must submit proof of vaccination to the Human Resource office unless he, she, or they are granted an exemption for health reasons. All new employees must comply before they can report to work.
- b. Health exemptions as described in section 1.a. above must be documented and approved by TOCC's HR Director.

2. Health Checks and Masking Requirements

- a. Any employee who reports to work with a fever, cough, or other symptoms associated with COVID-19 must return home. Employees who experience COVID-19-like symptoms must inform the TOCC Human Resource Office and their immediate supervisor.
- b. Masking while on campus is optional and is at the discretion of the individual.

3. Coronavirus Testing

- a. Anyone experiencing COVID-19 symptoms should be tested. (Symptoms of COVID-19 may include fever, cough, shortness of breath or difficulty breathing, muscle pain, headache, sore throat, chills, repeated shaking with chills, gastrointestinal illness, and loss of taste or smell.)
- b. TOCC employees or students traveling out of state must test negative for COVID-19 within 24 hours of their departure and must test again within 24 hours upon their return. Results must be provided to TOCC's HR Director.
- c. Rapid COVID-19 tests are widely available in drug stores, clinics, and at TOCC through Security. There is no charge for testing.

4. If you test positive for COVID-19

- a. Stay in isolation for five days.
- b. If you have no symptoms after five days, you can return to campus.

- c. If you have a fever, continue to stay in isolation until your fever is gone for at least 24 hours.
 - d. To prevent the spread of COVID-19, communicate with people you have recently had close contact with and encourage them to get tested, monitor for symptoms, and reduce exposure to other people.
 - e. Students on a TOCC campus who have tested positive or believe they have been exposed to the virus are asked to contact Security. Staff and Faculty should contact the Human Resources Director or Security.
5. If you have been in close contact with someone with COVID-19 (Quarantine):
- a. Continue to wear a mask around others. Test on day five after the contact. If you develop symptoms at any time, get tested and stay in isolation until you get your results. If you can't get a test, but still have symptoms, assume you are COVID-19 positive and follow guidelines for a COVID-19 positive test (section 4 above).
 - b. If you test negative but still have symptoms, continue to isolate. Get a test in one to two days. If you test positive follow guidelines for a COVID-19 positive test (section 4 above).
 - c. If you test negative, no other test is needed.
6. Further Questions? Contact your supervisor or instructor.

Item	Actions	Discussion/Resolution/Comments
1) Personnel issue: recruitment continues to be slow as it is in other businesses and colleges in the US	HR will be posting positions on FaceBook in addition to the other outlets. HR will collaborate with Tohono O'odham Nation's HR, which may result in additional candidates for jobs at TOCC.	HR will continue to do outreach, will continue to eliminate unnecessary paperwork so as to streamline the operation. Good work on this has already begun.
2) American Indian Higher Education Consortium and Membership Committee and San Carlos Apache College	As a Board member of AIHEC I attended virtual Membership Committee meetings and was able to relay information about the success of San Carlos Apache College in completion of step one toward their own accreditation.	SCAC is to be commended for the hard work on developing the processes and support they need to move forward toward separate accreditation.
3) Updates to Tohono O'odham Nation and Districts.	Presented the Annual Report to TOCC's oversight committee, the Human Resource Development Committee (HRDC) and to Chukut Kuk District at their meeting at Miguel Community.	The Annual Report for 2022 has been well received. HRDC is requesting additional information which will be provided. TOCC should be on the June 2023 agenda to present to the Tohono O'odham Legislative Council.
4) Finance Office updates	Worked with Finance Dean Joann Miguel to secure support from consultants in light of the departure of long-time Controller Michael Mainus on April 6.	The additional support to Finance is a temporary matter and soon, once an assessment has been done, movement toward filling the spot/work that was in the purview of the Controller will be a top priority, with a goal of April 2023.
5) AIHEC Student Congress	Attended the AIHEC Board meeting at the AIHEC Student Congress in Albuquerque, NM	TOCC was one of several tribal colleges that sponsored and organized the AIHEC student congress in Albuquerque.

Item	Actions	Discussion/Resolution/Comments
6) Data and decisions regarding student success	During weekly meetings with TOCC administrators, I facilitated discussion of outcome data for TOCC students. Our Key Performance Indicators, including the percentage of all college credits attempted and resulting in grades of "c" or higher, show a dropoff in success rates since the onset of the pandemic.	Conducted All Staff meeting on last Friday of March, focusing especially on work being done to support TOCC students, including advising and outreach as well as fiscal support through the American Rescue Plan emergency funds. Much good work is being done. Need to track those efforts and consider them in relationship to future student outcomes.
7) Tohono Kosin	Set up a meeting with new BUSD Superintendent Ruben Diaz and attended at the Kosin with TOCC Dean for Sustainability Mario Montes-Helu, Chief of Operations, Jay Juan, and Workforce Chair Anselmo Ramón. Followed up with an additional meeting with Mr. Diaz and agreed on terms for securing sole TOCC authority over the Kosin.	Work on the Kosin needs to be expedited. The lease from EDA is expiring and needs to be renewed. The ties to BUSD need to be completely severed. Final work needs to be done in the Kosin. Personnel positions need to be reviewed. People have to be hired. A strong plan with benchmarks will be developed in April 2023.
8) O'odham Language Center	After lengthy waiting period, NSF contacted TOCC with the news that the Language Grant submitted in June 2022 has been funded for 3.2 million dollars over a five year period. Much work needs to be done on the various goals and objectives of this grant.	The new grant will require additional personnel. The language center building is underway with the state of AZ reviewing documents from the builder. Temporarily, until the center is built, folks will have to double-up in some offices.
9) S-ki:kig Maşcama Ki: - Many houses site in Phoenix	Added the Phoenix Director Cassandra Scott to the weekly admin meetings. Received a new lease for the same amount as currently expended. New lease will run to end of December 2023.	Will need to secure another spot for the center. Work with Phoenix Indian Center on securing a site in midtown Phoenix.

Report to TOCC Board of Trustees:

Jay Juan

Chief of Operations

March 2023

Issues/Items	Actions/Assessment
Need to schedule a utility locate for Wisag Kos site.	Contacted a blue stake/utility locate company from Tucson to survey whole Campus. Utility maps for Wisag Kos site have been produced.
TON Cultural Affairs department will need to perform an assessment of Wisag Kos site.	Jefford Francisco staked/marked a cultural site on south area of Wisag Kos site.
HVAC system in residence hall needs to be repaired.	Parts were ordered and installed. Leak tests are being conducted and system should be back on line soon.
ADA parking area and ramp need to be developed for Apedag Ki.	Forming for concrete has been installed, concrete will be scheduled for pouring in the next couple of weeks.
GSA mileage report due.	Mileage gathered from all GSA vehicles and uploaded.

TOHONO O'DHAM COMMUNITY COLLEGE

To: Tohono O'dham Community College Board of Trustees
 Thru: Paul Robertson, President
 From: Ronald Geronimo, Co-Director
 Leslie Luna, Co-Director
 Subject: April 2023 Board Report
 Date: April 3, 2023
 Cc: file

O'dham Ní'okí Ki:

Strategic Initiative	Issues/Items	Actions/Assessments
Language Documentation - Print and Video		
Language Documentation - O'dham Dictionary	<ul style="list-style-type: none"> Online O'dham Dictionary Project 	The OLC met on March 14, 2023, with the Tohono O'dham Nation Education Department, TON Technology Department, and Dr. Zepeda on the progress of the online O'dham Dictionary Project. A total of 1,882 words have been entered into the online Living Dictionary platform.
Capacity Building: Training for speakers on transcribing, translating, and Teaching O'dham.		
Networking and Outreach - Organizing with the Community	<ul style="list-style-type: none"> Co-hosted a presentation by the Indigenous Mapuche from Chili 	<p>The OLC co-hosted a presentation by the Mapuche from Chili on March 31, 2023. The presentation was titled: "Revitalization and Preservation of the Indigenous Mapuche Language and Culture." Approximately 75 people attended the evening event. This event was in collaboration with the University of Arizona College of Education. The presenters were:</p> <ul style="list-style-type: none"> Kelly Baur, a filmmaker from Arizona State University. Silvia Calfuqueo Lefio, who works with Mapuche language revitalization and film. Carolina Kurruf Poblete, who works with Mapuche games and sports.
Association of Tribal Archives, Libraries, and Museums Grant.	<ul style="list-style-type: none"> Doris Duke Project 	The O'dham Language Center attended and presented at the Doris Duke Native American Oral History Revitalization Project in Tucson, Arizona, on March 7 th and 8 th . The OLC shared its experiences with the project, priorities, accomplishments, processes, and challenges.
Association of Native American Grant	<ul style="list-style-type: none"> Language Resources and Materials Project 	We met with Mark Locklear via Zoom on March 15, 2023, on how to convert the CD Rom to an

		online-based format. In addition, he shared the possibility of seeking grant funding for the project.
Arizona State Museum O'odham/PeePosh Project		
Meetings/Other	<ul style="list-style-type: none"> ● 3/2/2023 OLC meeting on Doris Duke Presentation ● 3/2/2023 Meeting with the IT Department on the OLC building ● 3/14/2023 Himdag Committee Meeting ● 3/21/2023 Planning Meeting on visitors from Chili ● 3/22/2023 OLC Weekly Meeting ● 3/28/2023 Planning Meeting on visitors from Chili ● 3/28/2023 Himdag Committee Meeting ● 3/21/2023 All Staff Meeting 	



Tohono O'odham Kekel Ha-Maşcamakuđ
Apprenticeship Program
P.O. Box 3129 Sells, AZ 85634
Phone: (520) 479-2294 | Fax: (520) 383-8403
<https://tocc.edu/apprenticeship/>

APPRENTICE PROGRAM UPDATES (APRIL 2023)

1. 19 active apprentices as of April 5, 2023
2. Three former apprentices re-joined the program in March 2023
3. Alex Vavages is now Acting Chairman of the Apprenticeship Committee
4. Dedication Ceremony for the Newly-renovated Apprentice building is April 19, 2023
5. Open house for High School Seniors is April 20, 2023
6. Orientation for active Apprentices is April 27, 2023

Board of Trustees Report
Laura Sujo-Montes, Dean of Academics
Education Division March 2023

Issue	Discussion	Summary/resolution
Meeting with Mr. Ruben Diaz	Dual Enrollment	Diona Williams and I met with Mr. Ruben Diaz, BUSD superintendent, to discuss potential offerings for dual enrollment students. He invited the principals of both high schools. We will offer a language class and a drama class. We are still in conversations regarding a specific sequence of offerings so students finish their AGECE at the same time as their HS.
S-Ki:kig Maşcama Ki: Phoenix Center	Summer In-person offerings	Ms. Frances Benavidez was able to identify a language instructor and a math instructor to offer those classes at the Phoenix Center. We are waiting on their fingerprint and background check to hire them. We still need to hire a writing instructor.
	Salt River Pima-Maricopa Indian Community	The meeting with the Salt River Pima-Maricopa Indian Community is scheduled for April 5. Cassandra Scott, Diona Williams (ECE faculty), Christina Coffman (Advisor), and Jai Juan (Recruiter) and I will visit the community to offer the ECE certificate and the Associate Degree in ECE.
Curriculum	Updating programs of study	With the revision of the catalog, some curricular discrepancies came to light. Faculty will be submitting curricular changes to strengthen programs and to clarify the catalog.
Faculty	Departure and Interviews	Our Fine Arts faculty, Linda Chappel, submitted her letter of resignation effective at the end of this year's contract. She will continue working as an adjunct instructor. Three applicants were interviewed for the Social Work faculty position. We will offer the job to a person selected by the committee and approved by the president. One person was interviewed as a potential instructor for the CIS program. He works with the Tohono O'odham High School and is interested in serving as the bridge to offer dual enrollment to THOHS students.
Faculty Meeting	Data presentation	Drs. Paul Robertson and Mario Montes-Helu presented achievement data to faculty. This has prompted us to look for ways to increase student success rates, such as requesting demonstrations of online programs, that can help faculty improve their teaching skills.

Global Meets Local	Presentation	Dr. Edison Cassadore facilitated a visit and presentation by Dr. Hauke Dorsch, director of the African Music Archives at Johannes Gutenberg University Mainz, Germany. The presentation was both in person and in zoom. There were almost 40 people in attendance.
AHEC Meeting	Faculty Participation	Three faculty were in attendance at the conference, with two of them serving as coordinators for competitions. Our advisor also attended the meeting. There was good representation from TOCC.
Achieving the Dream Open Education Resources Course	ATD OER Course	We finished the ATD OER Course on March 29. We still need to submit a plan of how we are going to use what we learned in the course.
Schedule of Classes and Catalog	Completed and work in progress	The schedules of classes for both summer and fall have been published and enrollment started at a brisk pace. The catalog is steadily progressing. Some of the curricular changes that the faculty will submit to the curriculum committee will be reflected in the new catalog.

Liz Zepeda, O'ohana Ki:

Issue	Discussion	Summary/resolution
O'ohana Ki: Technology	The online services for O'ohana Ki: have needed an upgrade and update especially now that most students are online.	<ul style="list-style-type: none"> The Library Corporation, Library Solution: A sorely needed migration to the entire library system. This system is web-based and is a bit more intuitive than the existing platform. The system was originally purchased as a branch system with Venito Garcia, San Lucy, and San Xavier Libraries. Communication had been difficult, but confirmation of the migration has been received. Training meetings will be scheduled. OverDrive, digital content platform: The CARES funding request was approved and processed. Meetings are set up with the account representatives to begin curating an online collection. The goal is to purchase not only leisure reading, but titles used for courses in addition to digital audiobooks.
Student and Community Engagement	The big challenge for TOCC has been to get more in-person attendance and engagement.	<ul style="list-style-type: none"> Later hours have been offered on Mondays and Wednesdays until 7 pm. O'ohana Ki: tabled at one of the Friday events organized by Wişag Koş and was able to give out books donated by PCPL. An order was placed for an outdoor projector and screen to allow for
Library and Resources Usage	The Academic Libraries IPEDS report was submitted for this year.	<ul style="list-style-type: none"> Total in-person visits was roughly 106 people for the month.

	Usage counts of all library resources were included in the report and it was not surprising, but disappointing that usage went down this past year. In-person usage has increased.	<ul style="list-style-type: none"> • A series of emails will go out to remind students and faculty of services offered by O’ohana Ki:--especially since research projects are forthcoming in the second half of the semester. • Interviews are scheduled for new library assistants. More staff will allow for more services to be performed.
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Tohono O’odham Studies (TOS)

Report Month: March 2023

Submitted by: Frances Benavidez

Topic	Discussion	Summary/resolution
Review of Student Course/ Program Success Rates	The success rates of student performance in Himdag required courses (language and history) has fluctuated over the past five years. As a part of a greater college wide effort to maximize student success there is a need to assess course/ program pass rates.	Began initial review of performance data and discussion of strategies to strengthen student learning. Scheduled a follow-up discussion with Dean of Academics for April.
Fulfilling Community, Tribal Government and School Needs	Communities, schools, and Nation’s governmental programs have a desire to support students and employees’ access to O’odham knowledge (1) to strengthen continued learning and understanding of the unique O’odham language, culture, and lifeways and (2) to provide culturally aware/culturally competent services.	<p>TOCC is recognized as a viable source for accessing O’odham specific knowledge as it relates to language, history, culture, philosophy and government. TOS is working collaboratively with the-</p> <ul style="list-style-type: none"> • Tohono O’odham Nation’s Attorney General’s Office to develop and organize a three-day learning experience centered around traditional and customary “regulatory” practices. • Sells District to offer a community-based language class. • BUSD- to secure language instructors to teach dual enrollment language classes for the summer and fall session. • Phoenix Center – continuing to seek adjunct language instructors to

		enhance language access in the Phoenix area.
Community Engagement (Strategic Priority- Strengthen the Himdag)	There are collegewide efforts to bring unique learning experiences to students, staff and community of TOCC and the Nation.	Organized, presented at, and/or supported several campuswide events throughout March: <ul style="list-style-type: none"> • Natural Plant Dye Workshop (partnership with TOCC's Art Program) • Native FEWS (TOS presentations at TOCC and Himdag KI:) • Language and Culture Revitalization Session of the Mapuche (organized by the O'odham N̄i'ok̄i Ki:) • Global Meets Local (partnership with TOCC's Liberal Arts Program) • Tohono Kosin Outreach (organized by the Workforce and Community Development Program) All events were well attended.

NSF STEM Grant

Report Month: March 2023

Submitted by: Teresa Newberry, Ph.D.

Issue	Discussion	Summary/resolution
Create Faculty Learning Community (FLC) with on-going mentoring by education consultants and cultural mentor.	Changing instructional practice and developing cultural competence requires significant time, effort, and commitment by faculty members. This Maci:dag Wo:g (MW) Faculty Learning Community (FLC) has an active learning group engaged in the development of culturally-centered curriculum projects. Planning continues for the activities for the AY 2022-2023 year. The theme for the year is "Critical and Action-oriented Pedagogy	The FLC met on 3/24 from 9:30-12. Discussion and Sharing Group included a presentation discussion on "Making the Best Use of Canvas Technology". The Active Learning Group continued work on 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." Planning is underway for the Teaching and Learning Showcase which will be on June 6 th . <i>This work supports Goal 5: Faculty Support and Development to provide culturally responsive curriculum and Goal 2: Indigenize and transform TOCC STEM curriculum.</i>

Issue	Discussion	Summary/resolution
	situated in the Community”. The FLC is collaborating with the Faculty Development Committee this year to ensure continuation of this activity beyond the lifetime of the grant.	
This project is piloting the use of the Man in the Maze Educational Journey to increase student success and resilience in their academic programs.	Work is on-going to create a workbook for students to use of the Man in the Maze Educational Journey to reflect on their learning journey. Based on initial work, this method. This has proven very successful based on student feedback. This work is being extended into other areas by a group of 5 faculty who will also be piloting this work in their courses.	A google version of the Man in the Maze workbook was created for faculty use in their courses. Camillus Lopez is reaching out to faculty to provide support if necessary. <i>This work supports Goal 2: Indigenize and transform TOCC STEM Curriculum. Obj. 3.2 MiME Educational Journey with support by Cultural Mentor and Student Self-Assessment.</i>
The Tohono Field Studies (TFS) Center will provide opportunities for students to professional skills so that they are prepared for a career in the sciences.	Planning is underway related to TFS Center to develop a TFS Living Laboratory on including for the development of a pollinator garden and guided walking paths on S-cuk Du’ag Maşcamakuđ. This project will enhance science education at TOCC as well as provide learning opportunities for all TOCC students.	PI meets regularly with Teresa DeKoker who is creating a landscape masterplan focused on elements of the TFS Living Lab and is also meeting with Jean Hazen who is working on developing QR codes which will connect to the TOCC plant atlas. Camillus Lopez is reviewing the TOCC plant atlas and working on expanding the O’odham names for plants. <i>Goal 3: Promote professional preparedness of students.</i>

Student Services Highlights January 2023

Dean of Student Services – Yolanda Pacheco

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
American Indian Higher Education Consortium (AIHEC) Student Conference	March 4-8, 2023 Albuquerque, New Mexico	Attendance: 3 Board of Trustee members, 10 students, 4 Faculty, 8 Staff. 4 competitions entered: Archery, Poetry Slam, Art submissions, Critical Inquiry. TOCC Critical Inquiry Team took 2 nd place.
Commencement ceremony May 19, 2023	Planning continues	Baboquivari High School Fine Arts Building confirmed for ceremony. Reception/Dinner will take place at S-cuk Du'ag Maşcamakuđ.

Counselor – Alberta Espinoza

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Director through the Tribal Affairs Division (TAD) at the Office on Violence Against Women, Sherriann Moore, would like to tour 2-3 campuses to meet and learn more about the campus and the needs of campuses to respond to victims/survivors in April.	This writer via email, welcomed Raquel De Herrera and Director of TAD to visit.	Dates for visit have been postponed to Fall 2023. Pending re-schedule.
TalkCampus	One Incident Report received for DTS. This Counselor followed up with student and provided Crisis Intervention with student	Student referred to Behavioral Health.
40 Wraparound sessions held.	Grades, Wellness status and modifications to accommodations	Continue with accommodations and changes to better suit student's needs.
3 students have indicated Suicidal Ideation. Referred to TONHC ER for Crisis Response Team	This writer discussed with students the route to getting immediate mental health services.	Student's made follow up appointments with their Doctors. Students agreed to their Safety Plan for decompensation

to evaluate.		and whom to call for help. Consulted with Himdag committee about this trend and request for Ma:kai services.
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Recruiter – Jai Juan

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Outreach	<ol style="list-style-type: none"> 1. Kosin Outreach Event 2. AIHEC 2023 Exhibitor 3. Gila River Indian Community College Fair 4. Baboquivari Unified School District Community Day 5. TOKA Immersion Camp 6. Baboquivari High School Virtual Visit 	<ol style="list-style-type: none"> 1. Was able to troubleshoot simple issues students incurred. Helped answer questions regarding the admissions process and the steps of registering for classes. 2. Spoke with other tribal college students, TCU staff and faculty, and High school and youth resource support staff. 3. Attend the college fair in Sacaton, met the education advisors for GRIC, and spoke with GRIC high school students and community members. 4. Attend BUSD's field day-themed community event. Spoke with students of all ages and met with elders and school staff. Highlighted our "free" offerings and upcoming semester dates. 5. Spoke with elementary to high school-aged girls at the TOKA Immersion Camp. Discusses what college is, our dual enrollment program, and basic facts about our college. 6. Presented to the entire high school student body. Provided information on the college, our mission, program offerings, and student support services.

Ongoing Projects	<ol style="list-style-type: none"> 1. College Preview Day 2. Commencement 3. American Indian College Fund's Digitalization Project 4. Dual Enrollment 5. Himdag Committee SDM Campus Video 6. Website 7. Data Clean Up 	<ol style="list-style-type: none"> 1. In the early stages of planning the event scheduled for May 5, 2023. BHS juniors and seniors will be at S-cuk Du'ag Maşcamakuđ. 2. Working with the commencement committee to plan this year's ceremony. We will have the ceremony at the Fine Arts Building in Topawa and hold the reception in Gewkadag Şon Ki:. 3. Assisting Annamarie Stevens with the digitalization project. I serve as the lead for the high school portion of the project. 4. Collected all required documents for dual enrollment students. 5. No update; the next meeting is scheduled for early April. 6. No update; I have not had much time to dedicate to the data clean-up efforts.
Admissions	<ol style="list-style-type: none"> 1. Upload Student Documents 2. Registration Announcement 	<ol style="list-style-type: none"> 1. Assist our Data Entry Clerk with uploading students' required documents. 2. Sent college-wide email to remind students when Summer and Fall registration is set to open. email also notified students of the date change for the Fall registration window.

Phoenix Center Director – Cassandra Scott

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Visitors over the past couple months	Beginning with Dec. 2022 records of students vs. TOCC employee/staff visitors	February = 67 students/visitors, 2 Main Campus staff March= 31 students/visitors
Outreach		Focusing on outreach & collaboration, planning an Open House & in person Orientation at S-Ki:kig Mascama Ki: for Fall enrollment February outreach events: Tolleson Union High School Parent Night, Navajo Preparatory School board meeting attendee, Salt River Pima Maricopa First Friday Chat with Higher Education, Phoenix Indian Center civic engagement meeting, Phoenix Center host Native American Workshop Mural presentation, March outreach events: Estrella Foothills lunch event, Coaching AIHEC Critical Inquiry Team, Phoenix Union High School NAEP Career Night, Scholarship reviewer AZ Community Foundation, Phoenix Center host Tohono O'odham Urban Community candidates forum, Westwood High School Pow Wow, network at 3rd Spring Indigenous Education Gathering UofA.
Other items of interest		3/29 location update, remain in space until December 2023. Position posted for Phoenix Center Technician, interviews ongoing.

Student Success Coordinator – Katherine Gader

Student Retention Report	Contacted around 500 students each with personal emails. Will continue contact.	I have had more responses than I thought from students who were grateful to be reached out to
Assessments and Testing	Developing assessments for students regarding career interests	I have also spent time developing a Google Doc of the Career Survey form that

		populates in Excel, to keep track of student interests.
Other items of interest	Collaborations	I have also been working with Alberta re students of concern, as well as collaborating with Anselmo Ramon regarding GED and other testing possibilities.

Disability Consultant – Dr. Anthony Osborn

Wraparounds	Conducted 6 wraparounds to address a student's failing grades and lack of Satisfactory Academic Progress. Also reviewed new three new applications for ADA Services and admitted the students into the program.	Strategies were provided to the students relative to assignment completion through task analysis and description. This information was also shared with faculty. Accommodations were prepared to address the new students' needs.
Participated in 2 Roundtable event with the U of A Transition Ahead program.	Discussed strategies related to the students self-advocating and provided recommendations to use the accommodations to needs.	Focused on needed info for transfer to a 4-year college related to disabilities and the importance of transition planning.
Staff development related to the ADA program.	Addressed the need for faculty ensure accommodations are being implemented for each student regardless of their location.	Coordinated a message to faculty re-emphasizing this requirement with encouragement to contact the DRO with questions or concerns.

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

Key Issues/Items Addressed in **March 2023**

Issues/Items	Discussion/Situation	Summary/Resolution
Workforce and Community Development (WCD)	Outreach activities	The WCD had outreach events during the month of March at the Tohono Kosin. We were able to showcase the College programs, the work of the LGOS, the Apprenticeship program as well the HR department, and the Tohono O'odham Studies programs among others. The events took place on March 3, 10 and 17.
	Solar Panel Installer Certificate position	We are still looking for an instructor for the Solar Installer program. We had two interviews in March however, we were not able to select any of them for the position.
	Tohono Kosin	Paul Robertson, Jay Juan and I had a meeting with the BUSD superintendent Ruben Diaz to discuss the partnership regarding the Kosin. We agreed to terminate the IAG between the two institutions. Regarding the equipment that belongs to BUSD, we are in the process of acquiring the equipment that TOCC will use for student training as well as to open the Kosin to the public.
NTIA Grant	Activities	<ul style="list-style-type: none"> • We had an interview and selected the applicant for the Director position. He accepted the position and HR had his background checked. He will start working in April. • We were also promoting the project at the Tohono Kosing outreach event and collecting patrons' information. This information will be used to inform the curriculum that will be developed for the community training on basic computer skills. • We also had a meeting with Brian Fickett, General Manager of TOUA, and they will develop a process to provide connectivity to participants in the program.

LGOS	USDA-NIFA activities	<ul style="list-style-type: none"> • LGOS participated in the event at TOCC on March 2023 of the Food, Energy, and Water System (FEWS). Participants were from different tribal nations from all over the US. Clifford Pablo, Joyce Miguel, and the AG Interns presented their findings on the effects of the increase of temperatures in the O'odham crops due to global warming. • Dr. Adrian Quijada had a meeting with George Goode from the Native American Horse Education Foundation to discuss creating a horseshoeing micro-credential training where members of the community will get horseshoeing techniques to take care of their horses.
IT Department	IT issues	<ul style="list-style-type: none"> • The IT department continued providing support to staff, faculty, and students related to computer issues. One issue was the scam email that was targeting students and we blocked the source of the email scam. We will develop a plan to prevent TOCC fall into cybersecurity attacks by identifying email scams with fake information that can produce damage to our cyber infrastructure. • We also had problems with the connectivity of the faculty building where the internet works intermittently. After much troubleshooting, we believe that the fiber that connects the building is damaged. We are working on fixing the problem.
Institutional Effectiveness Office	Webpage and Data Hub updates	Ben Jose completed the submission of the Ipedes report this month. The reports are provided by different offices of the college and he was able to complete them in a timely manner.
ANA grant	No-cost Extension Approval	We received a no-cost grant extension for the GIS working group to start training for the Nation's departments. We will also provide equipment for them and training. We will also support the group to develop a GIS department in the Nation.

Ben Jose's March 2023 Report to TOCC Board of Trustees

Key Issues/Items addressed in March, 2023

Issues/Items	Actions/Assessment	Summary/Resolution
IPEDS Spring Cycle	Extract, compile, organize, co-ordinate and review.	All required surveys have been completed, reviewed and submitted in the month of March 2023 to close out the Spring cycle of IPEDS reporting. These surveys include the Fall Enrollment, Finance, Human Resources and the Academic Libraries reports.
Leadership committee Mtgs.	Attend and Partake	OIE has been in attendance of the bi-monthly Leadership meetings. The current focus is the outreach to the local communities on the nation in effort to inform the public about the educational opportunities the college has to offer. OIE is available to assist in the effort to inform the community.
College Board – Big Future Survey	Extract, compile and organize data	TOCC provides information annually to prospective students through the Big Future organization to assist them with their decision on choosing a college to attend.
2023 HLC Institutional Update	Extract, compile and organize data	OIE assisted in providing student enrollment data to complete the areas of Certificate and degree programs and Head counts for the Institutional update.

Board of Trustees Report
 Anselmo Ramon, M.Ed.
 Chair of Workforce & Community Development
 March 2023 Report

Challenges-Resolutions and Accomplishments

Program	Status	Recruitment	Summary
<p>Apprenticeship (WCD)</p> <p>Directs any new Apprenticeship inquiries and former students who would like to re-enroll or enroll to Mr. Jackson Doe, Apprenticeship Director</p>	<p>Solar Installer Program</p> <p>WCD division began the solar curriculum instruction with BCT 120 H, held every Saturday for the Fall 2022 and Spring 2023 semester.</p> <p>The National Electric Code course will be offered for the Summer 2023 session.</p>	<p>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.</p> <p>WCD held a Men's Circle on Traditional Roles of O'odham Men in O'odham Himdag. The meeting took place on Wednesday March 29, 2023 from 5:30PM to 7PM. A light meal was provided by Pauline N, WCD. 5 men attended. Another session will be held at the end of April 2023.</p>	<p>TOCC/Workforce Community Development Community Outreach Event held at the Tohono Kosin, (March 10, then the following Fridays, 17th and the 24th, 2023 from 10AM to 330PM). This event utilized the Kosin as a base of operation in which to advertise TOCC's Programs and services.</p> <p>127+ signed in \$350-\$400 of raffle prizes donated by TOCC employees. Basha's contributed \$300 gift card. Food was purchased with the gift card. Nachos, Tepary beans, hot dogs and water. The Kosin provided visitors a place to meet with TOCC staff, view the photo gallery with past TOCC graduates, talk with departments, take free books donated by TOCC library. Programs represented: Presidents Office, HR, Education, O'odham Studies, Early Childhood, GIS, Writing, Language Center, Library, Agriculture, GED/CCP, Student Services, Student Life-Wellness center and the Apprenticeship program. GED/CCP student volunteers. This was a successful event with many new contacts made and plenty of encouragement for the community to find out more of what TOCC has to offer.</p>

Culinary Arts Program	Tohono Kosin is in a transition time with BUSD and TOCC. The goal is to set up a CUA program with the opportunity to take CUA courses on a short term basis and continue to offer courses as a dual enrollment option with our local high schools.	Mr. Jay Juan, Chief of Operations continues to keep us updated on the work that is being done at the Tohono Kosin. Once the Fire Chief completes the safety test and gives us the 'go ahead' we can then begin to fully utilize the Kosin in the near future.	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>One Pre-College in-person GED position is 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 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>GED Program March 2023 Activities.</p> <ul style="list-style-type: none"> • 10 Independent/ foundations students • 15 students in Teacher Lead (Zoom) sessions • Ongoing assessments and applications continue to be process for prospective students. <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 provided the NTIA surveys for the visitors at the TOCC Outreach Event held at Tohono Kosin in March 2023.</p>	<p>Bridget Pre-College GED Online Instructor continues to review applications and assign assessment tests for the 4 GED subject areas.</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 (Pending) • Curriculum Coordinator • Computer Literacy Instructor <p>LeAnn & Pauline have been working to coordinate the TOCC Community Outreach Event to be held each month from WCD.</p>

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PRESIDENT PAUL ROBERTSON
FROM: JAI JUAN
SUBJECT: SUMMER CONFERENCE GRANT PROPOSAL
DATE: APRIL 10, 2023
CC: YOLAND PACHECO, STUDENT SERVICES DEAN

Background

The American Indian College Fund is providing Summer Conference Grants to Tribal Colleges and Universities, schools, and organizations who want to host a hybrid gathering for the Summer of Success Conference- Pathways to the Future: Connecting your journey to community, values and culture conference with in-person activities and programs at their campuses. The conference will take place June 13th, 14th and 15th 2023 with virtual sessions from 10 am to 2 pm. Funds of up to \$10,000 can be requested for event costs including: technology needs, staffing, transportation for attendees, materials, supplies, meals, and incentives. Funds can also be used for activities like bridge programming and orientations that are held in conjunction with the conference.

Justification

The funding provided by the American Indian College Fund will give us the opportunity to offer a pilot summer program at S-cuk Du'ag Maşcamakuđ to our youth and any interested community members. The sessions and activities covered in the hybrid conference will address college readiness topics, life skills and include cultural concepts.

Action Requested

Board approval is requested to approve submission of a proposal.

Recommendation

The President recommends approval of the Board of Trustees.



TOCC GRANT PROPOSAL SUBMISSION AUTHORIZATION

DATE: 4/7/2023

SUBMITTED BY: Jai Juan

Funding Number: \$10,000 CFDA # if applicable: _____

Letter of Intent required? No Due Date (if applicable): 10/15/2021

Grant Submission Date: April 15, 2023 Match Required? No
(Note: if match required, specify how much, and type, i.e., cash, in kind, etc.)

Indirect Cost allowed? N/A

Amount (%): N/A

Department or Division Requesting Grant: Student Services

Background and Justification:

The American Indian College Fund is providing Summer Conference Grants to Tribal Colleges and Universities, schools, and organizations who want to host a hybrid gathering for the Summer of Success Conference- Pathways to the Future: Connecting your journey to community, values and culture conference with in-person activities and programs at their campuses. The conference will take place June 13th, 14th and 15th 2023 with virtual sessions from 10 am to 2 pm. Funds of up to \$10,000 can be requested for event costs including: technology needs, staffing, transportation for attendees, materials, supplies, meals, and incentives. Funds can also be used for activities like bridge programming and orientations that are held in conjunction with the conference.

The funding provided by the American Indian College Fund will give us the opportunity to offer a pilot summer program at S-cuk Du'ag Maşcamakuđ to our youth and any interested community members. The sessions and activities covered in the hybrid conference will address college readiness topics, life skills and include cultural concepts.

Summary:

The American Indian College Fund is providing up to \$10,000 for TCUs and partners to host a hybrid gathering for the Summer of Success Conference- Pathways to the Future: Connecting

your journey to community, values and culture conference with in-person activities and programs at their campuses.

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How the project will meet the TOCC Mission and Strategic Plans:

The funding provided by the American Indian College Fund will give us the opportunity to run a pilot summer program for our youth. The hybrid conference touches on the topics of financial literacy, career exploration, mentorship, time management, personal growth and many others. Which aligns with our mission and goals to provide quality higher education services to our community.

Proposed Principal Investigator or Project Director: N/A

Lead writer: N/A

Current staff to be paid under grant? (List):

None

New staff to be added? (Number and positions):

None

Contractors (external evaluator required, etc):

None

Approval by Division Dean and Date: April 13, 2023

Review by Leadership and Approval Date: April 13, 2023

Board Review and Approval Date: _____

INTEROFFICE MEMORANDUM

TO: BOARD OF TRUSTEES, TOHONO O'ODHAM COMMUNITY COLLEGE
FROM: Finance Department
DATE
AGENDA ITEM: MONTHLY FINANCIAL REPORTS FOR February 28, 2023

EXECUTIVE SUMMARY

Enclosed are the financial reports for **February 2023**, as detailed budget reports by department.

The format was prepared and "Intended For Internal Management Use Only".

For the month ending, February 28, 2023, as follows:

* Bank of America, regular operational checking account	\$ 16,651,980
* LLC Cash Available	221
* Bank of America - TPT Construction Needs	775,633
* Bank of America Capital Campaign	6,550
* Bookstore Cash	12,436
* Petty Cash	100
Cash and cash equivalents in all accounts	<u>\$ 17,446,919</u>

Investments Follow:

* Community Foundation	\$ 392,964
* Wells Fargo Securities, Building/Operating Reserves	1,818,004
Investment total	<u>\$ 2,210,968</u>

Other Assets		\$ 12,213,158
Buildings (net of Depreciation)	9,914,775	
Student A/R	104,807	
Grants Receivable	1,610,392	
Inventory	346,100	
Prepays	<u>237,085</u>	
	12,213,158	

Total Unrestricted assets	<u><u>\$ 31,871,045</u></u>
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Recommendation: The President recommends the Board of Trustees accept the financial report
For the Month Ended February 28, 2023

Operating Ending Cash Balance for February 2023 \$ 5,817,140

Note: Operating Ending Cash Balance will fluctuate greatly each month during FY ending June 30, 2023. The major reason for this fluctuation is monthly net cash activity of grant expenses/receipts. The 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
February 28, 2023, January 31, 2023 and June 30, 2021 (Audited)
(Intended for internal management purposes only)

Assets	(Unaudited) February 28 2023	(Unaudited) January 31 2023	(Audited) June 30, 2021
Bank of America - operating account	\$ 16,651,980	\$ 17,334,923	11,524,743
Bank of America - TPT Construction Needs	775,633	734,792	-
Bank of America - capital campaign account	6,550	6,550	6,550
Bookstore cash	12,436	12,527	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	104,807	104,807	207,442
Contribution Receivable TO Nation	-	-	300,000
Contracts and grants receivable	1,610,392	1,610,392	3,391,692
Bookstore inventory	346,100	315,244	273,991
Prepaid expenses	237,085	117,176	4,584
Wells Fargo Investments - Building and Operating reserves	1,818,004	1,818,004	1,969,507
Community Foundation of Southern Arizona - endowment	392,964	392,964	445,771
* Land, buildings and equipment, net of accumulated depreciation	9,914,775	9,914,775	10,265,244
Other receivables Fraudulent Checks Cashed)	-	-	12,329
Total Assets	\$ 31,871,045	\$ 32,362,475	\$ 28,678,735
Liabilities and Net Equity			
Accounts payable	\$ 73,803	\$ 68,931	889,851
Salary related payable	1,138,009	1,160,036	513,705
Deposits/Funds Held for others	29,870	29,870	29,870
Other Payables and Accrued Expenses	110,194	22,936	75,992
Deferred grant revenue	11,850,560	11,850,560	10,768,426
Total Liabilities	\$ 13,202,436	\$ 13,132,333	\$ 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	6,976,337	7,537,870	4,708,619
Unrestricted Equity	\$ 17,643,484	\$ 18,205,017	\$ 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	\$ 31,871,045	\$ 32,362,475	\$ 28,678,735

***Recap #1**

* Recap Explained of Net Students Accounts Receivable	February 2023	January 2023	\$ June 2021
Accounts Receivable	\$ 278,093	\$ 278,093	293,863
Allowance for Bad Debt	(173,286)	(173,286)	(86,421)
* Student accounts receivable, net of allowance	\$ 104,807	\$ 104,807	207,442

***Recap #2**

* Recap Explained of Net Net Fixed Assets	February 2023	January 2023	June 2021
Land Buildings & Equipment	\$ 18,599,726	\$ 18,599,726	\$ 18,156,232
Allowance for Depreciation	(8,684,951)	(8,684,951)	(7,890,988)
* Land building and Equipment, net of Accumulated Depreciation	\$ 9,914,775	\$ 9,914,775	\$ 10,265,244

TOHONO O'ODHAM COMMUNITY COLLEGE

Unrestricted Budget Activity

For the Month Ended February 28, 2023

Tohono O'odham Community College
Statement of Activities - Budget and Actual
For the Month Ended February 28, 2023
(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	\$ 91,695	\$ 101,000	\$ (9,305)	-9%
Student Housing	48,040	82,000	(33,960)	-41%
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	21%
Indirect costs recovered on restricted federal grants	48,172	345,000	(296,828)	-86%
Unrestricted gifts and donations	12,211	10,000	2,211	22%
Bookstore sales	119,672	100,150	19,522	19%
Miscellaneous income	39,366	33,000	6,366	19%
Total Unrestricted Revenues	\$ 10,414,936	\$ 9,869,195	\$ 545,741	6%
Unrestricted expenses:				
Educational program services:				
Instruction	\$ 1,255,744	\$ 2,301,433	\$ 1,045,689	45%
Student services	594,555	1,257,906	663,351	53%
Auxiliary enterprises	183,074	523,120	340,046	65%
Supporting services:				
Academic support	177,327	574,981	397,654	69%
Institutional support w/out Depreciation/Bad Debts	1,399,789	2,282,929	883,140	39%
Facility operations and maintenance	657,381	1,248,786	591,405	47%
Sustainability	86,391	262,186	175,795	67%
Cultural Liason	26,293	88,245	61,952	70%
Student Life	291,503	500,309	208,806	42%
San Carlos BIE Funds and Tuition and Fees	858,603	809,190	(49,413)	0%
Culinary Arts Program	14,002	91,942	77,940	85%
Grant Match (1117/1526)	62,486	119,873	57,387	48%
Total Unrestricted Expenses	\$ 5,607,148	\$ 10,060,900	\$ 4,453,752	44%
 Unrestricted excess (deficiency) w/o Bad Debts/Depreciatio	 \$ 4,807,788	 \$ (191,705)	 \$ 4,999,493	

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended February 28, 2023
(Intended for internal management purposes only)

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

	<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	\$ 967,683	\$	1,582,106	\$ 614,423	39%
Employee related expenses	161,269		388,698	227,429	59%
Employee tuition waivers			1,500	1,500	100%
Travel and training	1,784		20,000	18,216	91%
Mileage	527		3,800	3,273	86%
Per Diem	50			(50)	0%
Commuter Allowance	2,152		3,600	1,448	40%
Consultant Fees	3,870		4,200	330	8%
Education Supplies	2,878		11,000	8,122	74%
Office Supplies	1,494		4,000	2,506	63%
Art program Supplies	14,591		10,000	(4,591)	0%
Meeting expense	3,433		5,000	1,567	31%
Subscriptions/Periodicals	1,857		5,000	3,143	63%
Furniture & Fixtures			1,000	1,000	100%
	<u>\$ 1,161,588</u>	<u>\$</u>	<u>2,039,904</u>	<u>\$ 878,316</u>	<u>43%</u>
Work Force Comm Development - 1500					
Compensation	\$ 71,077	\$	133,450	\$ 62,373	47%
Employee related expenses	19,202		92,429	73,227	79%
Travel & Training	1,153		3,000	1,847	62%
Registrations			1,500	1,500	100%
Commuter Allowance	1,167		1,800	633	35%
Advertising & Promotion			1,000	1,000	100%
Consultant Fees			5,500	5,500	100%
Education Supplies	69		2,500	2,431	97%
Office supplies			600	600	100%
Meeting Expense			2,000	2,000	100%
Guest Speakers/Honorariums	1,400		12,000	10,600	88%
Minor Equipment	88		1,000	912	91%
	<u>\$ 94,156</u>	<u>\$</u>	<u>256,779</u>	<u>\$ 162,623</u>	<u>63%</u>
ABE-GED - 1800					
Travel/training	\$ -	\$	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>\$</u>	<u>4,750</u>	<u>\$ 4,750</u>	<u>100%</u>
				-	
TOTAL INSTRUCTION	<u>\$ 1,255,744</u>	<u>\$</u>	<u>2,301,433</u>	<u>\$ 1,045,689</u>	<u>45%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended February 28, 2023
(Intended for internal management purposes only)

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

	Year-to-Date		2023 Annual	Remaining	Remaining
	Actual		Budget	Budget	%
STUDENT SERVICES					
Student services - 5100					
Compensation	\$ 346,488	\$	572,387	\$ 225,899	39%
Employee related expenses	76,117		222,996	146,879	66%
Recruiting	2,490		18,000	15,510	86%
Employee tuition waivers			1,800	1,800	100%
Travel and training	4,008		30,000	25,992	87%
Mileage	726		750	24	3%
Registrations	350		1,950	1,600	82%
Commuter Allowance	3,012		1,800	(1,212)	0%
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	1,505		13,000	11,495	88%
Consultant Fees	5,200		10,000	4,800	48%
Education supplies			2,500	2,500	100%
Office supplies			4,500	4,500	100%
Meeting expense	508		3,000	2,492	83%
Promotional			1,500	1,500	100%
Furniture and Fixtures	1,249		5,094	3,845	75%
Office Equipment			3,200	3,200	100%
	<u>\$ 441,652</u>	<u>\$</u>	<u>911,882</u>	<u>\$ 470,230</u>	<u>52%</u>
Financial aid office - 5200					
Compensation	\$ 90,511	\$	163,528	\$ 73,017	45%
Employee related expenses	28,545		63,411	34,866	55%
Travel and training	2,604		8,000	5,396	67%
Registrations			2,000	2,000	100%
Memberships	440		1,000	560	56%
Office supplies			1,000	1,000	100%
	<u>\$ 122,100</u>	<u>\$</u>	<u>238,939</u>	<u>\$ 116,839</u>	<u>49%</u>
Residence Life - 5400					
Compensation	\$ 15,305	\$	44,930	\$ 29,625	66%
Employee related expenses	6,602		15,056	8,454	56%
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	947		4,000	3,053	76%
Office supplies			600	600	100%
Meeting Expense			1,000	1,000	100%
Custodial Expenses	3,975		4,000	25	1%
Subscriptions/periodicals	159		4,000	3,841	96%
Stipends	3,850		9,000	5,150	57%
Furniture & Fixtures	(151)		20,000	20,151	100%
	<u>30,803</u>	<u>\$</u>	<u>106,086</u>	<u>\$ 75,283</u>	<u>71%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended February 28, 2023
(Intended for internal management purposes only)

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

	<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 senate - 1410					
Office supplies			400	400	100%
Meeting expense	\$ -	\$ 600	\$ 600	600	100%
	\$ -	\$ 1,000	\$ 1,000	1,000	100%
				-	

TOTAL STUDENT SERVICES	\$ 594,555	\$ 1,257,907	\$ 663,352	53%
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AUXILIARY ENTERPRISES

Athletics - 5300

Compensation	\$ 44,371	\$ 109,721	\$ 65,350	60%
Employee related expenses	15,242	47,786	32,544	68%
Recruiting Expense	586	2,000	1,414	71%
Printing	1,922	-	(1,922)	0%
Travel	1,356	6,000	4,644	77%
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	3,028	7,000	3,972	57%
Memberships	8,235	10,000	1,765	18%
Advertising & Promotion	3,458	7,500	4,042	54%
Consultant Fees	8,671	12,000	3,329	28%
On Travel Medical		3,000	3,000	100%
Other Professional Fees	800	11,000	10,200	93%
Office Supplies	1,557	2,500	943	38%
Tuition Waivers		25,000	25,000	100%
Contracts/Subcontracts	11,332	18,000	6,668	37%
Program Supplies	5,730	20,000	14,270	71%
Archery Expense		10,000	10,000	100%
	<u>109,411</u>	<u>317,507</u>	<u>208,096</u>	<u>66%</u>

Bookstore - 9100

Compensation	\$ 58,559	\$ 84,200	\$ 25,641	30%
Employee related expenses	9,991	43,913	33,922	77%
Tuition Waivers		200	200	100%
Cost of Goods Sold-Retail		60,000	60,000	100%
Office supplies	4,288	4,300	12	0%
Promotional	825	13,000	12,175	94%
	\$ <u>73,662</u>	\$ <u>205,613</u>	\$ <u>131,951</u>	<u>64%</u>

TOTAL AUXILIARY ENTERPRISES	\$ 183,074	\$ 523,120	\$ 340,046	65%
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Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended February 28, 2023
(Intended for internal management purposes only)

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

	<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	\$ 91,867	\$	138,708	\$ 46,841	34%
Employee related expenses	17,446		85,517	68,071	80%
Employee Tuition Waivers	-		400	400	100%
Travel and training	155		2,500	2,345	94%
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	2,187		2,000	(187)	0%
Contracts/Subcontracts			25,000	25,000	100%
Promotional			900	900	100%
	<u>\$ 112,815</u>	<u>\$</u>	<u>271,525</u>	<u>\$ 158,710</u>	<u>58%</u>
Library - 4130					
Compensation	\$ 31,374	\$	156,830	\$ 125,456	80%
Employee related expenses	13,363		67,234	53,871	80%
Travel and training			2,000	2,000	100%
Registrations			150	150	100%
Commuter Allowance	124		1,800	1,676	93%
Memberships			160	160	100%
Consultant Fees	10,500		15,600	5,100	33%
Office supplies			5,000	5,000	100%
Meeting expenses			400	400	100%
Subscriptions/periodicals	6,502		30,719	24,217	79%
Contracts/subcontracts	1,610		13,963	12,353	88%
Promotional			600	600	100%
Office equipment			4,000	4,000	100%
Library collection	1,040		5,000	3,960	79%
	<u>\$ 64,512</u>	<u>\$</u>	<u>303,456</u>	<u>\$ 238,944</u>	<u>79%</u>
TOTAL ACADEMIC SUPPORT	<u>\$ 177,327</u>	<u>\$</u>	<u>574,981</u>	<u>\$ 397,654</u>	<u>69%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended February 28, 2023
(Intended for internal management purposes only)

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

	Year-to-Date		2023 Annual	Remaining	Remaining
	Actual		Budget	Budget	%
INSTITUTIONAL SUPPORT					
President's office - 6100					
Compensation	\$ 111,676	\$	164,837	\$ 53,161	32%
Employee related expenses	29,766		49,802	20,036	40%
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	4,824		7,200	2,376	33%
Office supplies	41		500	459	92%
Meeting expenses			2,000	2,000	100%
	<u>\$ 146,307</u>	<u>\$</u>	<u>228,739</u>	<u>\$ 82,432</u>	<u>36%</u>
Himdag - 6150					
Comm/Student/Events	\$ 1,850	\$	2,000	\$ 150	8%
Meeting Expense	350		700	350	50%
	<u>\$ 2,200</u>	<u>\$</u>	<u>2,700</u>	<u>\$ 500</u>	<u>19%</u>
Board of Trustees - 6190					
Trustee fees	\$ 9,336	\$	14,000	\$ 4,664	33%
Travel and training	244		4,500	4,256	95%
Mileage	1,399		2,500	1,101	44%
Communications	640		900	260	29%
Meeting expenses	3,977		7,500	3,523	47%
	<u>\$ 15,595</u>	<u>\$</u>	<u>29,400</u>	<u>\$ 13,805</u>	<u>47%</u>
Institutional Effectiveness - 1300					
Compensation	\$ 35,845	\$	53,392	\$ 17,547	33%
Employee related expenses	8,433		16,335	7,902	48%
Travel and training	-		1,000	1,000	100%
Mileage	(102)		200	302	100%
Registrations	-		200	200	100%
Vehicle Rental			250	250	100%
Office Supplies			100	100	100%
Office Equipment			300	300	100%
	<u>\$ 44,176</u>	<u>\$</u>	<u>71,777</u>	<u>\$ 27,601</u>	<u>38%</u>
Administration & Finance - 6200					
Compensation	\$ 226,797	\$	403,800	\$ 177,003	44%
Employee related expenses	55,861		169,065	113,204	67%
Employee Tuition Waivers			650	650	100%
Travel and training			1,000	1,000	100%
Mileage			100	100	100%
Registrations			250	250	100%
Commuter Allowance	3,501		5,400	1,899	35%
Auditing	59,000		72,500	13,500	19%
Office supplies	3,638		4,000	362	9%
Meeting expenses			400	400	100%
Contracts/subcontracts	90,402		109,200	18,798	17%
Bank Charges	2,123		4,500	2,377	53%
	<u>\$ 441,323</u>	<u>\$</u>	<u>770,865</u>	<u>\$ 329,542</u>	<u>43%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended February 28, 2023
(Intended for internal management purposes only)

Note: Remaining Budget Target for

Operational expenses is 33%

	Year-to-Date		2023 Annual	Remaining	Remaining
	Actual		Budget	Budget	%
General support services - 6300					
Benefits Unemployment	\$	\$	20,000	\$ 20,000	100%
Postage & Delivery	19,337		12,000	(7,337)	0%
Insurance	179,020		165,000	(14,020)	0%
Memberships	1,000		40,000	39,000	98%
Legal Fees	36,613		50,000	13,387	27%
Meeting expenses	2,045		5,000	2,955	59%
Subscriptions & Periodicals	95		2,000	1,905	95%
Promotional	906		4,000	3,094	77%
	<u>\$ 239,016</u>	<u>\$</u>	<u>298,000</u>	<u>\$ 58,984</u>	<u>20%</u>
IT - 6350					
Compensation	\$ 101,507	\$	168,176	\$ 66,669	40%
Employee related expenses	33,540		92,682	59,142	64%
Employee Tuition Waivers			600	600	100%
Travel and training	1,282		3,000	1,718	57%
Registrations			3,000	3,000	100%
Communications	71,610		232,720	161,110	69%
Machine Equip Repairs and Service	-		15,000	15,000	100%
Memberships	-		730	730	100%
Consultant Fees & Expenses	37,680		33,000	(4,680)	0%
Licenses and fees	7,658		39,686	32,028	81%
Office supplies	174		500	326	65%
Meeting Expense			150	150	100%
Contracts/subcontracts	133,977		68,373	(65,604)	0%
Other Equipment & Tools			20,000	20,000	100%
Office Equipment			3,500	3,500	100%
Computer Related Items	29,434		20,000	(9,434)	0%
	<u>\$ 416,862</u>	<u>\$</u>	<u>701,117</u>	<u>\$ 284,255</u>	<u>41%</u>
Human resources - 6700					
Compensation	\$ 76,230	\$	111,080	\$ 34,850	31%
Employee related expenses	11,588		41,840	30,252	72%
Recruiting			1,289	1,289	100%
Employee Tuition Waivers			200	200	100%
Travel and training			6,718	6,718	100%
Registrations	50		4,580	4,530	99%
Commuter Allowance	1,167		1,800	633	35%
Memberships			904	904	100%
Advertising	3,250		6,570	3,320	51%
Other professional fees	1,917		4,990	3,073	62%
Office supplies	108		360	252	70%
	<u>\$ 94,309</u>	<u>\$</u>	<u>180,331</u>	<u>\$ 86,022</u>	<u>48%</u>
TOTAL INSTITUTIONAL SUPPORT	<u>\$ 1,399,789</u>	<u>\$</u>	<u>2,282,929</u>	<u>\$ 883,140</u>	<u>39%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended February 28, 2023
(Intended for internal management purposes only)

Note: Remaining Budget Target for		Year-to-Date		2023 Annual Budget	Remaining Budget	Remaining %	
Operational expenses is 33%		Actual					
OPERATIONS AND MAINTENANCE - 7100							
Compensation	\$	308,213	\$	468,179	\$	159,966	34%
Employee related expenses		75,829		208,416		132,587	64%
Employee tuition waivers				350		350	100%
Travel and training				2,000		2,000	100%
Commuter Allowance		1,167		1,800		633	35%
Vehicle & Building R&M		1,036		25,000		23,964	96%
Auto expenses		1,048		20,000		18,952	95%
Vehicle rental		48,087		110,000		61,913	56%
Building Rent		91,369		114,311		22,942	20%
Utilities		73,681		180,230		106,549	59%
Office supplies		93		1,000		907	91%
Custodial expense		7,138		17,500		10,362	59%
Contracts/subcontracts		49,721		100,000		50,279	50%
TOTAL OPERATIONS AND MAINTENANCE	\$	657,381	\$	1,248,786	\$	591,405	47%
SUSTAINABILITY - 5160							
Compensation	\$	61,837	\$	118,539	\$	56,702	48%
Employee related expenses		19,302		34,190		14,888	44%
Employee Tuiiton Waivers				500		500	100%
Travel and training		301		2,000		1,699	85%
Mileage				500		500	100%
Registrations		20		500		480	96%
Commuter Allowance		1,236		1,800		564	31%
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	\$	84,096	\$	161,529	\$	77,433	48%
Solar Program (5161)							
Compensation	\$	-	\$	61,650	\$	61,650	100%
Employee related expenses		-		33,507		33,507	100%
Employee Tuiiton 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%
Education supplies		2,296		100		(2,196)	0%
Meeting Expense		-		300		300	100%
Subscriptions/Periodicals				300		300	100%
Guest Speakers				300		300	100%
Office Equipment				500		500	100%
TOTAL SOLAR	\$	2,296	\$	100,657	\$	98,361	98%
TOTAL SUSTAINABILITY AND SOLAR		86,391		262,186		175,795	67%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended February 28, 2023
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 33%	Year-to-Date		2023 Annual Budget	Remaining Budget	Remaining %
	Actual				
CULTURAL LIAISON - 6160					
Compensation	\$ 19,840	\$	66,895	\$ 47,055	70%
Employee related expenses	6,453		20,350	13,897	68%
Community & Student Events			1,000	1,000	100%
TOTAL CULTURAL LIAISON	\$ 26,293	\$	88,245	\$ 61,952	70%
STUDENT LIFE - 5150					
Compensation	\$ 238,359	\$	345,948	\$ 107,589	31%
Employee related expenses	47,847		112,711	64,864	58%
Employee Tuition Waivers	-		250	250	100%
Travel and training	58		2,500	2,442	98%
Registrations			600	600	100%
Commuter Allowance	1,167		1,800	633	35%
Advertising and Promotion	544		-	(544)	0%
Community & Student Events	2,191		2,000	(191)	0%
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	1,337		25,000	23,663	95%
TOTAL STUDENT LIFE	\$ 291,503	\$	500,309	\$ 208,806	42%
SAN CARLOS - 6900					
Cost of Goods Sold	\$ -	\$	32,230	32,230	100%
Tuition & Fees			52,880	52,880	100%
ISC BIE Annual Funds	858,603		724,080	(134,523)	0%
TOTAL SAN CARLOS	\$ 858,603	\$	809,190	\$ (49,413)	0%
CULINARY ARTS PROGRAM - 1498					
Compensation	\$ 12,966	\$	55,620	\$ 42,654	77%
Employee related expenses	1,036		15,247	14,211	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	\$ 14,002	\$	91,942	\$ 77,940	85%
Grant Match (1117/1526	62,486		119,873	57,387	48%
TOTAL UNRESTRICTED	\$ 5,604,853	\$	10,060,244	\$ 4,355,391	43%

TOHONO O'ODHAM COMMUNITY COLLEGE

Restricted Budget Activity

For the Month Ended February 28, 2023

For the Month Ended February 28, 2023

	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%
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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%
	165,780	137,000	(28,780)	0%

Excess (deficiency)	\$ 18,220	\$ 47,000	\$ 28,780	
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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%
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Restricted expenses:

Compensation	835,590	1,243,273	407,683	33%
Employee Related Benefits	143,583	254,730	111,147	44%
Travel/professional Development/Registrations	19,346	43,200	23,854	55%
Memberships	1,750	1,800	50	3%
Consultants	160,240	200,000	39,760	20%
Materials & Supplies	12,211	47,800	35,589	74%
Publication Costs/Documentation/Dissemination	1,200	3,500	2,300	66%
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%
	1,469,875	2,501,346	1,031,471	41%

Excess (deficiency)	\$ (187,371)	\$ 12,932	\$ (2,263,245)	
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ANA Increase Technical Capacity - (1117) Federal Share (9/30/18 - 9/29/2022)

Restricted revenues:

Federal government grant **	\$ 250,126	\$ 1,200,000	\$ (949,874)	-79%
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Restricted expenses:

Compensation	418,682	496,047	77,365	16%
Employee Related Benefits	84,776	138,894	54,118	39%
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	93,244	188,847	95,603	51%
Meeting Expenses	3,428	-	(3,428)	0%
Indirect Costs Charged to TOCC Match	-	235,335	235,335	100%
Other Equipment & Tools	16,000	-	(16,000)	0%
Computers/GIS Devices/Printer	64,334	64,200	(134)	0%
	699,813	1,181,100	481,287	41%

Excess (deficiency)	\$ (449,687)	\$ 18,900	\$ (1,431,161)	
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For the Month Ended February 28, 2023

Grant
Revenues/Expenses-to-Date

	Actual	Grant Budget	Remaining Budget	Remaining %
AICF AT&T TCU BRAIDING Success Project (1118)				
(Until all funds are expended)				
Restricted revenues:				
Grant from Other Sources	\$ 167,200	\$ 168,630	\$ (1,430)	-1%
Restricted expenses:				
Compensation	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)	0%
	<u>138,221</u>	<u>96,570</u>	<u>(41,651)</u>	0%
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	\$ 170,450	\$ 170,450	\$ -	0%
Restricted expenses:				
Compensation	32,140	48,264	16,124	33%
Employee related expenses	2,392	3,999	1,607	40%
Mileage	4,615	4,440	(175)	0%
Communications	4,101	2,400	(1,701)	0%
Registrations/Professional Dev/Memberships	22,792	32,760	9,968	30%
Education Materials & Supplies	67,351	56,836	(10,515)	0%
Contracts/Subcontracts	3,100	4,650	1,550	33%
Program Incentives	12,950	13,351	401	3%
Computer Equipment	2,474	3,750	1,276	34%
	<u>151,915</u>	<u>170,450</u>	<u>17,259</u>	10%
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	\$ 900,000	\$ 900,000	\$ -	0%
Restricted expenses:				
Compensation	539,739	598,680	58,941	10%
Employee Related Benefits	128,139	179,172	51,033	28%
Commuter Allowance	8,715	-	(8,715)	0%
Consultants	14,940	45,000	30,060	67%
Office & Technical Supplies	1,069	10,400	9,331	90%
Meeting Expense	3,968	-	(3,968)	0%
Program Meals/Supplies/Honorariums	4,299	15,000	10,701	71%
Computer Equipment	5,053	-	(5,053)	0%
	<u>705,922</u>	<u>848,252</u>	<u>142,330</u>	17%
Excess (deficiency)	\$ <u>194,078</u>	\$ <u>51,748</u>	\$ <u>(142,330)</u>	

For the Month Ended February 28, 2023

	Grant Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
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%
Restricted expenses:				
Compensation	50,556	8,500	(42,056)	0%
Employee related expenses	3,864	500	(3,364)	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	32,650	19,620	(13,030)	0%
Computer Equipment	14,134	6,800	(7,334)	0%
Awards & gifts	7,675	-	(7,675)	0%
	111,749	50,000	(54,074)	0%
Excess (deficiency)	\$ 35,251	\$ -	\$ 151,074	
AICF AT & T Digitized Career Success Program (1128)				
(7/1/22 - 6/30/24)				
Restricted revenues:				
Grant from Other Sources	\$ 75,000	\$ 150,000	\$ (75,000)	-100%
Restricted expenses:				
Compensation	-	75,000	75,000	100%
Employee related expenses	-	-	-	0%
Travel (Field Trips)/Professional Dev/Memberships	-	-	-	0%
Communications (Hot Spots)	-	-	-	0%
Memberships	-	-	-	0%
Mileage	-	-	-	0%
Education Materials/Supplies /Testing	-	-	-	0%
Computer Equipment	-	-	-	0%
Awards & gifts	75,000	75,000	-	0%
	75,000	150,000	75,000	50%
Excess (deficiency)	\$ -	\$ -	\$ (150,000)	
AICF Faculty Professional Development (1129)				
(1/4/23 -7/31/2023)				
Restricted revenues:				
Grant from Other Sources	\$ 7,000	\$ 7,000	\$ -	0%
Restricted expenses:				
Profesisional Development	-	7,000	7,000	100%
	-	7,000	7,000	100%
Excess (deficiency)	\$ 7,000	\$ -	\$ (7,000)	
NIST/NTIA Connecting Communities 1140				
(11/1/22 -10/31/24)				
Restricted revenues:				
Grant from Other Sources	\$ -	\$ 1,912,357	\$ (1,912,357)	-100%
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)	

For the Month Ended February 28, 2023

	Grant			
	Revenues/Expenses-to-Date		Grant	Remaining
	Actual	Budget	Budget	%
NEH/ATLMA RevitalizeTO Oral History (1150)				
Undefined				
Restricted revenues:				
Grant From Other Sources	\$ -	\$ 49,790	\$ (49,790)	-100%
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	49,790	100%
Excess (deficiency)	\$ -	\$ -	\$ -	
NEHCultural Preservation (1215)				
6/1/2022 - 5/31/2022				
Restricted revenues:				
Grant From Other Sources	\$ 12,088	\$ 6,028	\$ 6,060	0%
Restricted expenses:				
Stipends	-	528	528	100%
Professional Fees	12,088	5,500	(6,588)	0%
	12,088	6,028	(6,060)	0%
Excess (deficiency)	\$ -	\$ -	\$ 12,120	
AICF Community Based Native Arts Learning Sharing (1216)				
6/15/2021 - 4/30/2022				
Restricted revenues:				
Grant From Other Sources	\$ 35,000	\$ 9,000	\$ 26,000	0%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	-	-	-	0%
Travel/Gas/Mileage	976	1,296	320	25%
Promtion/Advertising	-	-	-	0%
Meetings	791	3,429	2,638	77%
other Pofessional Fees	2,950	-	(2,950)	0%
Awards & Honorariums	4,275	4,275	-	0%
Program Supplies	1,643	4,275	2,632	62%
	10,635	9,000	1,635	
Excess (deficiency)	\$ 24,365	\$ -	\$ 27,635	
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	12%
Other Supplies	903	1,200	297	25%
Meeting Expense	-	500	-	100%
	1,607	2,500	393	16%
Excess (deficiency)	\$ 893	\$ -	\$ (393)	
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	-	100%
Contracts/Subcontracts	-	-	-	
Program Supplies	-	-	-	
	-	100,000	-	
Excess (deficiency)	\$ 100,000	\$ -	\$ -	

For the Month Ended February 28, 2023

	Grant Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
AICF Community Aid for Student Success (1222)-(CASS) (Jur 1/1/2021 - 10/31/2021)				
Restricted revenues:				
Grant From Other Sources in dec reported 12/31/20:	\$ 48,000	\$ 48,000	\$ -	0%
Restricted expenses:	-	-	-	
Compensation	-	3,717	3,717	100%
Employee related expenses	-	283	283	100%
Office Supplies	7,610	2,000	(5,610)	0%
Stipends	7,250	26,000	18,750	72%
Education/Program Supplies	2,181	8,500	6,319	74%
Office Equipment/Computers	22,227	7,500	(14,727)	0%
	39,268	40,500	1,232	3%
Excess (deficiency)	\$ 8,732	\$ 7,500	\$ (1,232)	
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%
Restricted expenses:				
Compensation	81,970	200,000	118,030	59%
	81,970	200,000	118,030	59%
Excess (deficiency)	\$ 408,466	\$ -	\$ (408,466)	
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%
Restricted expenses:				
Employee related expenses	9,188	175,000	165,812	95%
Mileage	-	5,000	5,000	100%
Supplies/Other Program Cost	-	25,000	25,000	100%
Consultants/Contracts	-	95,000	95,000	100%
	9,188	300,000	290,812	97%
Excess (deficiency)	\$ 153,046	\$ -	\$ (428,578)	
Better Way Foundation (1303) Program Revenue and Costs (January 01, 2022- December 31, 2022)				
Restricted revenues:				
Federal government grant	\$ 50,400	\$ 80,400	\$ (30,000)	-37%
Restricted expenses:				
Travel	3,875	13,000	9,125	70%
Mileage	-	2,000	2,000	100%
Postage and Delivery	-	1,000	1,000	100%
Printing	-	13,000	13,000	100%
Promotion Advertising	-	2,592	2,592	100%
Professional Fees	6,016	16,100	10,084	63%
Office Supplies	-	3,000	3,000	100%
Meeting Expense	200	6,135	5,935	97%
Program Supplies/materials	455	6,480	6,025	93%
Indirect Costs	-	17,093	17,093	100%
	-	80,400	80,400	100%
	10,546			
Excess (deficiency)	\$ 39,854	\$ -	\$ (110,400)	

For the Month Ended February 28, 2023

	Grant Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
HHS ANA Native American Language & Materials Project (1310)				
9/1/21 - 9/1/24				
Restricted revenues:				
Federal Government Grant	\$ -	\$ 82,609	\$ (82,609)	-100%
Restricted expenses:				
Office Supplies	4,398	6,666	2,268	34%
Mileage	-	2,088	2,088	100%
Program Supplies	2,344	10,452	8,108	78%
Professional Fees	-	10,400	10,400	100%
Indirect Costs	-	9,545	9,545	100%
Other Equipment & Tools	5,821	5,744	(77)	0%
	<u>12,563</u>	<u>44,895</u>	<u>32,332</u>	<u>72%</u>
Excess (deficiency)	\$ <u>(12,563)</u>	\$ <u>37,714</u>	\$ <u>(114,941)</u>	
AICF/TCU Emergency Student Aid Success - (1352)				
(5/13/20 - 12/31/20)				
Restricted revenues:				
Grant From Other Sources	\$ 26,700	\$ 26,700	\$ -	0%
Restricted expenses:				
Student Emergency Aid	26,400	2,400	(24,000)	0%
Computer Equipment	-	24,300	24,300	100%
	<u>26,400</u>	<u>26,700</u>	<u>300</u>	<u>1%</u>
Excess (deficiency)	\$ <u>300</u>	\$ <u>-</u>	\$ <u>(300)</u>	
AZ TPT State Construction Needs Funding - (1400)				
(July 1, 2017 - June 30, 2037)				
Restricted revenues:				
State government grant	\$ 1,454,813	\$ 3,120,000	\$ (1,665,187)	-53%
Restricted expenses:				
Contracts/subcontracts	642,110	3,120,000	2,477,890	79%
Costruction Supplies	324,919	-	(324,919)	0%
	<u>972,868</u>	<u>3,120,000</u>	<u>2,477,890</u>	<u>79%</u>
Excess (deficiency)	\$ <u>481,944</u>	\$ <u>-</u>	\$ <u>(4,143,077)</u>	
Workforce Development - (1401)				
(July 1, 2017 - June 30, 2021)				
Restricted revenues:				
State government grant	\$ 1,357,545	\$ 897,810	\$ 459,735	0%
Restricted expenses:				
Compensation	103,005	-	(103,005)	0%
Employee related expenses	36,767	-	(36,767)	0%
Commuter Allowance	999	-	(999)	0%
Printing	216	-	(216)	0%
Vehicle Rental	18,943	-	(18,943)	0%
Office Supplies	2,471	-	(2,471)	0%
Meeting Expense	124	-	(124)	0%
Stipends	9,076	-	(9,076)	0%
Office Equipment	-	-	-	0%
Contracts/subcontracts	975,205	897,810	(77,395)	0%
Construction Materials	1,557	-	(1,557)	0%
	<u>1,148,363</u>	<u>897,810</u>	<u>(110,780)</u>	<u>0%</u>
Excess (deficiency)	\$ <u>209,182</u>	\$ <u>-</u>	\$ <u>537,130</u>	

For the Month Ended February 28, 2023

	Grant Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
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%
Restricted expenses:				
Stipends	3,000	-	(3,000)	0%
Program Supplies	24,116	29,500	5,384	18%
	27,116	29,500	5,384	18%
Excess (deficiency)	\$ 8,384	\$ -	\$ (11,384)	
Univ of AZ Diversity Planning Grant - (1404) (9/1/18 - 8/31/22)				
Restricted revenues:				
State government grant	\$ 25,000	\$ 40,000	\$ 15,000	0%
Restricted expenses:				
Program Supplies	-	-	-	
Contracts/Subcontracts	32,560	40,000	7,440	19%
	32,560	40,000	7,440	0%
Excess (deficiency)	\$ (7,560)	\$ -	\$ 7,560	
U of A Haury Program A Student's Journey - (1406) (7/1/19 - 6/30/22)				
Restricted revenues:				
State government grant	\$ 315,838	\$ 315,206	\$ 632	0%
Restricted expenses:				
Compensation	138,241	129,000	(9,241)	0%
Employee related expenses	20,455	40,764	20,309	50%
Events	-	10,104	10,104	100%
Travel	3,555	3,338	(217)	0%
Office/Education Supplies	2,139	6,000	3,861	64%
Meeting Expenses	8,884	30,000	21,116	70%
Honorariums/Guest Speakers	36,000	6,000	(30,000)	0%
Awards & Gifts	44,370	6,000	(38,370)	0%
Stipends	-	90,000	90,000	100%
	253,644	321,206	67,562	21%
Excess (deficiency)	\$ 62,194	\$ (6,000)	\$ (68,194)	
NIFA Equity Planting the Seeds of Culture & Food 1421) (9/1/2022 - 8/31/2026)				
Restricted revenues:				
Federal government grant	\$ -	\$ 157,142	\$ (157,142)	-100%
Restricted expenses:				
Compensation	6,113	69,038	62,925	91%
Employee related expenses	1,871	20,449	18,578	91%
Commuter Allowance	168	20,449	20,281	99%
Indirect	-	33,408	33,408	100%
Consultants	-	3,200	3,200	100%
Materials	-	11,049	11,049	100%
Stipends	-	20,000	20,000	100%
	8,152	177,593	169,441	95%
Excess (deficiency)	\$ (8,152)	\$ (20,451)	\$ (12,299)	
BIE TCU Facilities & Improvements (1430) PL 116-260 (1430) (4/15/2020 -6/30/2024)				
Restricted revenues:				
Federal Government Grant	\$ 428,571	\$ 857,142	\$ 428,571	-50%
Restricted expenses:				
Other Structural Improvement	130,717	857,142	726,425	85%
	130,717	857,142	726,425	85%
Excess (deficiency)	\$ 297,854	\$ -	\$ (297,854)	

For the Month Ended February 28, 2023

	Grant Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
NIFA Endowment - (20-1502)				
(Sept 1, 2020- Aug 31, 2022)				
Restricted revenues:				
Federal government grant	\$ 511,857	\$ 243,073	\$ (268,784)	0%
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	1,534	-	(1,534)	0%
Vehicle Rental	29,099	-	(29,099)	0%
Promotion/Advertising	20,109	36,000	15,891	44%
Consultants/Professionals	109,695	86,677	(23,018)	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	44,863	96,000	51,137	53%
Other Structural Improvements	810	-	(810)	0%
Office Supplies	-	7,500	7,500	100%
Library Collections	-	-	-	0%
Computer Equipment	-	9,396	9,396	100%
	214,335	243,073	28,738	12%
Excess (deficiency)	\$ 297,522	\$ -	\$ (297,522)	
NIFA Education Sustainable Tomorrow - (20-1508)				
(Sept 1, 2018- Aug 31, 2022)				
Restricted revenues:				
Federal government grant	\$ 185,279	\$ 442,259	\$ (256,980)	-58%
Restricted expenses:				
Compensation	124,970	315,345	190,375	60%
Employee related expenses	16,875	40,165	23,290	58%
Commuter Allowance	2,294	1,606	(688)	0%
Consultants	2,000	1,606	(394)	0%
Program Supplies	-	-	-	0%
Participant Support	-	-	-	0%
Indirect Cost	21,770	85,143	63,373	74%
	167,909	443,865	275,956	62%
Excess (deficiency)	\$ 17,370	\$ (1,606)	\$ (532,936)	
USDA Furniture Arts & Science (20-1509)				
(Aug 1, 2021- July 30, 2024)				
Restricted revenues:				
Federal government grant	\$ -	\$ 166,200	\$ (166,200)	-100%
Restricted expenses:				
Furniture	170,131	166,200	(3,931)	0%
	170,131	166,200	(3,931)	0%
Excess (deficiency)	\$ (170,131)	\$ -	\$ (162,269)	
USDA Disaster Relief Health & Wellness (1526)				
(May 12, 2021- May 12, 2026)				
Restricted revenues:				
Federal government grant	\$ -	\$ 99,975	\$ (99,975)	-100%
Other Tools/Structural Improvements	121,284	99,975	(21,309)	0%
	121,284	99,975	(21,309)	0%
Excess (deficiency)	\$ (121,284)	\$ -	\$ 121,284	

For the Month Ended February 28, 2023

	Grant Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
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%
	-	33,000	33,000	100%
Excess (deficiency)	\$ -	\$ (33,000)	\$ (33,000)	
USDA NIFA Extension Capacity (20-1531)				
(Sept 1, 2018- Aug 31, 2022)				
Restricted revenues:	-		-	
Federal government grant	\$ 201,546	\$ 177,238	\$ (24,308)	0%
Compensation & Employee related Expenses	157,733	99,528	(58,205)	0%
Travel/ Per Diem/ Lodging/Registrations	3,864	2,198	(1,666)	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)	0%
Stipends	1,604	2,700	1,096	41%
Equipment	3,995	36,000	32,005	89%
	212,930	177,238	(35,692)	0%
Excess (deficiency)	\$ (11,384)	\$ -	\$ 35,692	
NIFA Extension Capacity Bldg Together III - (20-1541)				
(Sept 1, 2018- Aug. 31, 2022)				
Restricted revenues:				
Federal government grant	\$ 323,449	\$ 660,000	\$ (336,551)	-51%
Honorarium	1,500	1,500	-	0%
Restricted expenses:				
Compensation	317,893	283,000	(34,893)	0%
Employee related expenses	68,686	65,980	(2,706)	0%
Travel/Lodging/Mileage/Transportation	10,151	12,960	2,809	22%
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%
	403,120	366,500	(36,620)	0%
Excess (deficiency)	\$ (78,171)	\$ 295,000	\$ (299,931)	
NIFA Extension Sovereign O'oidag for SovereNation (1542)				
(Sept 1, 2022- Aug. 31, 2026)				
Restricted revenues:				
Federal government grant	\$ -	\$ 246,000	\$ (246,000)	-100%
Restricted expenses:				
Compensation	13,076	152,287	139,211	91%
Employee related expenses	3,077	47,210	44,133	93%
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%
	16,153	246,000	229,847	93%
Excess (deficiency)	\$ (16,153)	\$ -	\$ (475,847)	
2019 USDA TCIE Campus Community Facilities (20-1621)				
(9/1/19-9/30/20)				
Restricted revenues:				
Federal government grant	\$ 102,436	\$ 137,702	\$ (35,266)	-26%
Restricted expenses:				
Excavation	-	36,000	36,000	100%
Excavation TOCC	-	6,250	6,250	100%
Utility Infrastructure	55,296	64,700	9,404	15%
Concrete	54,387	31,000	(23,387)	0%
Framing	-	6,002	6,002	100%
Framing TOCC	-	997	997	100%
	109,683	144,949	35,266	24%
Excess (deficiency)	\$ (7,247)	\$ (7,247)	\$ (70,532)	

For the Month Ended February 28, 2023

	Grant Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
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%
		129,000		
Restricted expenses:				
Other costs to complete /consultants	91,490		(91,490)	0%
Equipment and Construction Costs	-	129,000	129,000	100%
	91,490	129,000	37,510	29%
Excess (deficiency)	\$ (91,490)	\$ -	\$ (166,510)	
2018 USDA TCI E Campus Solar Project Match (10-1622)				
Restricted expenses:				
Equipment and Construction Costs	6,450	6,450	-	0%
	6,450	6,450	-	
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%
		181,367		
Restricted expenses:				
Equipment and Construction Costs	-	181,367	181,367	100%
	-	181,367	181,367	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	\$ 6,559,520	\$ (5,527,751)	-84%
			-	
Restricted expenses:				
Compensation	788,678	1,520,000	731,322	48%
Employee related expenses	187,815	420,000	232,185	55%
Travel Expense	-	86,000	86,000	100%
Commuter Allowance	4,004	-	(4,004)	0%
Vehicle rental	4,825	-	(4,825)	0%
Consultant fees and expenses	35,900	200,000	164,100	82%
Education supplies and Outreach	6	36,000	35,994	100%
Office supplies	406	-	(406)	0%
Contracts/subcontracts	19,544	-	(19,544)	0%
Other Structural Improvements	311,199	3,619,520	3,308,321	91%
Office equipment	24,671	100,000	75,329	75%
Other	-	578,000	578,000	100%
	1,377,048	6,559,520	5,182,472	79%
Excess (deficiency)	\$ (345,279)	\$ -	\$ 345,279	
Title III Part F Honoring Yesterday to Build Tom. - (20-1642)				
(Oct. 1, 2020 - Sept. 30, 2025)				
Restricted revenues:				
Federal government grant	\$ 607,127	\$ 4,655,008	\$ (4,047,881)	-87%
			-	
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	-	-	-	0%
Contracts/subcontracts	-	-	-	0%
Computer equipment	-	-	-	0%
Other Structural Improvements	607,127	4,655,008	4,047,881	87%
Education supplies	-	-	-	0%
	607,127	4,655,008	4,047,881	87%
Excess (deficiency)	\$ -	\$ -	\$ -	

For the Month Ended February 28, 2023

	Grant			
	Revenues/Expenses-to-Date		Remaining	Remaining
	Actual	Grant Budget	Budget	%
American Rescue Plan Fund (ARP) BIE PL 117-2 (1680)				
(July 1, 2019 - June 30, 2024)				
Restricted revenues:				
Federal government grant	\$ 5,581,278	\$ 5,581,278	\$ -	0%
Restricted expenses:				
Student Assistance	-	5,581,278	5,581,278	100%
Employee related expenses	-	-	-	
Contracts/subcontracts	-	-	-	
Computer equipment	-	-	-	
Other Structural Improvements	-	-	-	
Education supplies	-	-	-	
	-	5,581,278	5,581,278	100%
Excess (deficiency)	\$ 5,581,278	\$ -	\$ (5,581,278)	
TO Gaming Back to Campus Daily Meals and Archery Range (1716)				
May 27,2022 - Until funds expended)				
Restricted revenues:				
Federal government grant	\$ 9,247	\$ 9,247	\$ -	0%
Restricted expenses:				
Meals	-	7,400	7,400	100%
Archery Costs	-	1,847	1,847	100%
	-	9,247	9,247	100%
Excess (deficiency)	\$ 9,247	\$ -	\$ (9,247)	
Community of Practice - (20-1720)				
(July 1, 2022 - June 30, 2023)				
Restricted revenues:				
Grants From Other Sources	\$ 173,666	\$ 108,000	\$ 65,666	61%
Restricted expenses:				
Compensation	69,346	45,501	(23,845)	0%
Employee related expenses	23,840	12,285	(11,555)	0%
Travel	998	-	(998)	0%
Scholarships	-	1,129	1,129	100%
Registrations	160	-	(160)	0%
Vehicle Rental	7,005	-	(7,005)	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)	0%
Program Supplies & Materials	-	800	800	100%
Indirect Cost	8,722	9,036	314	0%
	120,824	108,000	(12,824)	0%
Excess (deficiency)	\$ 52,842	\$ -	\$ (52,842)	
Great Lakes - Paid Internship - (1726)				
(5/1/17 - 10/31/19)				
Restricted revenues:				
Grants From Other Sources	\$ 49,105	\$ 100,000	\$ (50,895)	-51%
Restricted expenses:				
Student Employment Salary and taxes	20,844	75,000	54,156	72%
Consulting	3,480	23,000	19,520	85%
Meeting expense	-	1,000	1,000	100%
Promotion	-	1,000	1,000	100%
	24,324	100,000	75,676	76%
	\$ 24,781	\$ -	\$ (24,781)	

For the Month Ended February 28, 2023

	Grant			
	Revenues/Expenses-to-Date		Remaining	Remaining
	Actual	Grant Budget	Budget	%
Project Success Ascendium (1727)				
Emergency Aid/Paid Internship				
(Jan 1, 2020 - Sept 30, 2020)				
Restricted revenues:			-	
Grants From Other Sources	\$ 48,584	\$ 169,000	\$ (120,416)	-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	11,093	30,000	18,907	63%
Advertising & Promotion	3,296	-	(3,296)	0%
Office Supplies	424	-	(424)	0%
Student Funds Paid Internship	-	100,000	100,000	100%
Meeting Expense	543	-	(543)	0%
	15,356	169,000	154,187	91%
Excess (deficiency)	\$ 33,228	\$ -	\$ (33,228)	
Ed stabilization Fund Covid 19 Assistance (20-8021)				
(July 1, 2019 - June 30, 2024)				
Restricted revenues:				
Federal government grant	\$ 6,546,126	\$ 4,910,968	\$ 1,635,158	33%
Restricted expenses:			-	
Cleaning Supplies	1,223	-	(1,223)	0%
Student Assistance	183,500	4,910,968	4,727,468	96%
Employee related expenses	130,646	-	(130,646)	0%
Consultants	3,240	-	(3,240)	0%
Contracts/subcontracts	4,380	-	(4,380)	0%
Computer equipment	-	-	-	0%
Payment to SCAC	91,537	-	(91,537)	0%
Other Structural Improvements	-	-	-	0%
Education supplies	-	-	-	0%
	413,303	4,910,968	4,497,665	92%
Excess (deficiency)	\$ 6,132,823	\$ -	\$ (6,132,823)	
TOTAL RESTRICTED EXPENSES				
Restricted revenues:				
Federal government grants	\$ 17,785,735	\$ 29,507,209	\$ (11,450,516)	-39%
State government grants	3,188,696	4,402,516	1,213,820	28%
Grant from Other Sources	2,191,352	2,430,217	238,865	10%
Total Restricted Revenues	\$ 23,165,783	\$ 36,339,942	\$ (9,997,831)	-28%
Restricted expenses:	10,282,043	37,700,402	27,812,148	74%
Excess (deficiency)	\$ 12,883,740	\$ (1,360,460)	\$ (17,814,318)	

For the Month Ended February 28, 2023

	Grant Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
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)				
mmain Restricted revenues:				
Scholarship Award	\$ 20,000	\$ 10,000	\$ 10,000	0%
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	\$ 713,957	\$ 242,904	\$ 471,053	0%
Restricted expenses:				
Travel/Meeting/Office Expense	744	5,185	4,441	86%
Scholarships	426,268	395,552	(30,716)	0%
	427,012	400,737	(26,275)	0%
Excess (deficiency)	\$ 286,945	\$ (157,833)	\$ 497,328	
Dept of Ed Cares Act Title III TCU Fund 3/13/20-6/30/23 (20-8026)				
Restricted revenue:				
Federal government grant	\$ 3,295,160	\$ 7,001,292	\$ (3,706,132)	-53%
Restricted expenses:				
Compensation	380,906	-	(380,906)	0%
Employee related expenses	25,513	-	(25,513)	0%
SCAC Grants to or expenditures for students	48,000	274,665	226,665	83%
Postage & Delivery	16,986	-	(16,986)	0%
Communications	5,099	-	(5,099)	0%
Building R&M	12,941	-	(12,941)	0%
Building Rent	24,914	-	(24,914)	0%
Consultant Fees	243,028	-	(243,028)	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	152,540	-	(152,540)	0%
CARES ACT Higher Ed Emergency Relief	1,905,988	-	(1,905,988)	0%
Residence Fees Lost	39,600	39,600	-	0%
Residence Fees Refunded TOCC	(22,072)	17,528	39,600	100%
Contracts/Subcontracts/consultants	-	-	-	0%
Indirect Costs	421,651	-	(421,651)	0%
Other Structural Improvements	94,079	-	(94,079)	0%
Computer Equipment	576,699	-	(576,699)	0%
Awards and Gifts	44,250	-	(44,250)	0%
Grants to or expenditures for TOCC students	-	6,669,499	6,669,499	100%
	3,991,311	7,001,292	3,009,981	43%
Excess (deficiency)	\$ (696,151)	\$ -	\$ (696,151)	

For the Month Ended February 28, 2023

For the Month Ended February 28, 2023		Grant			
		Revenues/Expenses-to-Date		Remaining Budget	Remaining %
	Actual	Grant Budget			
FSEOG 7/1/22 - 6/30/23 (21-8020)					
Restricted revenue:					
Federal government grant	\$ -	\$ 7,001,292	\$ (7,001,292)	-100%	
Restricted expenses:					
Tuition & Fee Waivers	16,628	-	(16,628)	100%	
	<u>16,628</u>	<u>-</u>	<u>(16,628)</u>		
	\$ (16,628)	\$ 7,001,292	(7,001,292)		
PELL -21- 8030 (July1, 2021 - June 30, 2022)					
Restricted revenue:					
Federal government grant	\$ 1,033,851	\$ 1,100,000	\$ (66,149)	-6%	
Restricted expenses:					
Office Supplies	-	-	-		
Refunds	1,623	-	(1,623)	0%	
Grants to students	1,022,361	1,100,000	77,639	7%	
	<u>1,023,984</u>	<u>1,100,000</u>	<u>(76,016)</u>	7%	
Excess (deficiency)	\$ 11,490	\$ -	\$ 11,490		
TOTAL STUDENT FINANCIAL AID					
Restricted revenue:					
Federal government grants	\$ 5,068,668	\$ 8,359,896	\$ (3,291,228)	-39%	
Restricted donations	5,468,935	248,604	5,220,331	0%	
	<u>10,537,603</u>	<u>8,608,500</u>	<u>1,929,103</u>	22%	
Restricted expenses					
	<u>5,452,307</u>	<u>8,507,729</u>	<u>3,055,422</u>	36%	
Excess (deficiency)	\$ 5,085,296	\$ 100,771	\$ 4,984,525		

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: SONYA JUAN, HUMAN RESOURCES DIRECTOR
SUBJECT: AGENDA ITEM—**MARCH 2023 RESOURCE LIST**
DATE: 4/13/2023
CC: FILE

Background

The following employees are recommended for the Board's consideration for three new hires, two transfers, and two separations.

Recommendation

The President recommends the approval of the employees on the attached list for two new hires, four transfers, and two separations for the Tohono O'odham Community College.

RESOURCE LIST
March 2023

New Hire:

Name	Position	Date
Joseph Renegar	HR Generalist	3/23/2023
	<p>Joseph Renegar was Social Media Content Moderator with Alorica for 2 years and 9 months. Joseph was and still is Social Media Coordinator with Horizon Church for 1 year and 1 month. Joseph was Social Media Coordinator with Papago Assembly of God for 1 year. Joseph Renegar was Media Intern with Cochise Community College for 5 months.</p> <p>Joseph Renegar earned his General Studies/Communications Associate's Degree from Cochise Community College.</p>	
Dehpue Zuo	NTIA Project Director	4/10/2023
	<p>Dehpue Zuo was Executive Director/Consultant for 2 years and 11 months. Dehpue was Director for International Cooperation with Ministry of Foreign Affairs, Republic of Liberia for 1 year and 9 months. Dehpue was Assistant Director for Economic Affairs with Ministry of Foreign Affairs, Republic of Liberia for 2 years and 1 month. Dehpue was Macroeconomist/Poly Analyst with LIMPAC for 5 years and 8 months. Dehpue has been Lecturer of Economics with University of Liberia and AME University, Monrovia, Liberia for 14 years. Dehpue Zuo was Financial Analyst/Forecaster for ULICAF for 4 years and 5 months. Dehpue was Payroll Associate with Fidelity Investment for 3 months. Dehpue was Data Analyst with Liberia Democracy Watch for 5 years.</p> <p>Dehpue earned his Applied Economics Master's of Science Degree from Southern New Hampshire University. Dehpue earned his Economics Bachelor's Degree from University of Liberia.</p>	

Transfers:

Name	Position	Date
Adrian Quijada	Director of Land Grant Office of Sustainability	4/17/2023
	<p>Adrian Quijada was Biodiversity and Research Specialist with TOCC for 6 months. Adrian was Full-Time Faculty with TOCC for 5 years. Adrian was Adjunct Faculty with TOCC for 1 year. Adrian was Assistant Research Scientist with Institute of Environment at University of Arizona for 2 years. Adrian was Adjunct Assistant Professor/Research Scientist with School of Natural Resources and the Environment at University of Arizona for 3 years. Adrian was Research Professor with Universidad Michoacana de San Nicolas de Hidalgo (UMNSH) for 3 years. Adrian was Data Management Technician with School of Psychology, University of Wales, UK for 1 year. Adrian was Laboratory and Field Research Technician with Universidad Nacional Autonoma de Mexio (UNAM) for 2 years.</p>	

	Adrian Quijada earned his Philosophy Doctorate's Degree from University of Wales, United Kingdom, Ecology and Evolution. Adrian earned his Sciences/Ecology Master's Degree from Universidad Nacional Autonoma de Mexico. Adrian earned his Sciences/Basic Field Ecology Bachelor's Degree from Universidad Estatal de Sonora.	
Diana Antone	Financial Aid Manager	4/10/2023
	<p>Diana Antone was Financial Aid Officer with Tohono O'odham Community College for 4 months. Diana was Financial Aid Technician with Tohono O'odham Community College for 2 years and 11 months. Diana has been Topawa Community Representative/District Council Member with Babaoquivari District for 3 years and 10 months. Diana was Student Worker/Intern with Tohono O'odham Community College for 2 years and 11 months.</p> <p>Diana Antone earned her Liberal Arts Associate's of Arts Degree from Tohono O'odham Community College. Diana Antone earned her Early Childhood Education Associate's of Arts Degree from Tohono O'odham Community College.</p>	
Jeanita Sophie Hungrywolf	Student Support Specialist	4/10/2023
	Sophie Hungrywolf earned her Process Bachelor's Degree from University of Arizona.	

Separations:

Name	Position	Date
Michael Mainus	Controller	4/7/2023

Name	Position	Date
Sonya Juan	Human Resources Director	4/7/2023

Name	Position	Date
Novia James	Financial Aid Officer	5/26/2023

Tohono O'odham Community College
Employment Vacancy Activity Log
March 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
						Yes	No		Yes	No		Yes	No	
Academic Advising & Career Specialist	Edu	0						04/13/2023						Pending hiring manager review
Administrative Assistant- Finance	Admin-Finance	1			1		1	04/13/2023						Pending additional applicants
Computer Literacy Training Coordinator	Sustain	0						04/13/2023						Continue to advertise
Director of Information Technology Systems	Sustain	0						04/13/2023						Pending documents
Dual-Enrollment Coordinator	Stud Svs	1	1				1	04/13/2023	1					Pending interview
Financial Aid Manager	Stu Svs	0						04/13/2023	1		3/24/2023	1		Position filled effective 4/10/2023
NTIA Project Director	Sustain	0						04/13/2023	1		2/22/2023	1		Position filled effective 4/10/2023
Plumbing Apprentice Instructor	Apprentice Prog.	0						04/13/2023						Continue to advertise
Pre-College GED Instructor (1)	Workforce Comm. Devlp.	0						04/13/2023						Continue to advertise
Social Work Instructor	Edu	0						04/13/2023	3	2	3/23/2023 & 3/24/2023	1	2	Pending start date
Solar Energy Instructor	Sustain	0						04/13/2023	2		3/01/2023 & 3/7/2023			Continue to advertise
Wellness Program Coordinator	Stud Life	0						04/13/2023						Continue to advertise

Tohono O'odham Community College
Employment Vacancy Activity Log
March 2023
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
			Tohono O'odham	Other	Yes	No		Yes	No		Yes	No	
Computer Literacy Trainer	Sustain	0					04/13/2023	1		2/14/2023		1	Continue to advertise
Human Resources Generalist	Admin/Fin.	0					04/13/2023	2		2/23/2023	1	1	Position filled 3/20/2023
Library Assistants (2)	Edu.	3	3		1	2	04/13/2023	1	6	4/5/2023			Pending background check and additional interviews
Project Specialist	Lang Center	0					04/13/2023						Continue to advertise
Security Guard	Stud Life	0					04/13/2023	2		2/24/2023			Continue to advertise
Student Support Specialist	Stud Svs	0					04/13/2023	1		3/28/2023			Filled effective 04/10/2023
Tohono O'odham Agriculture & Natural Resources Assistant (2)	Sustain	2	1	1	1	1	04/13/2023	2	2	12/21/2022	2		Pending additional documents (1), Pending manager review (1)

TOCC EMPLOYEE STATISTICS

(March 2023)

FULL TIME POSITIONS

	<u>Numbers</u>	<u>Percentages</u>
Full-time positions:	118	
Filled Positions	93	79%
Vacant Positions	25	21%
Female	54	58%
Male	39	42%
Ethnicity		
Tohono O'odham	63	68%
Native American Other	7	8%
Hispanic	3	3%
White	15	15%
Black	3	3%
Asian	2	2%
Regular Staff	99	
Filled	77	78%
Vacant	22	22%
Instructors Positions	19	
Filled	16	84%
Vacant	3	16%
Commuters	47	51%
Local	46	49%

PART-TIME & TEMP POSITIONS

	<u>Numbers</u>	<u>Percentages</u>
Part-time & Temp positions:	26	
Filled Positions	16	62%
Vacant Positions	10	38%
Female	13	81%
Male	3	19%
Ethnicity		
Tohono O'odham	6	38%
Native American Other	4	25%
Hispanic	1	6%
White	5	31%
Black	0	0%
Asian	0	0%
Commuters	9	56%

Local	7	44%
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Key Issues/Items addressed March HR Director Report

Issues/Items	Discussion/ Situation	Summary/ Resolution
HR Archive	HR file inventory	Continuing to purge documents for shredding.
Going Green	Jenzabar HR Training	Participated in Training in an effort to find the best solution for electronically storing HR records.
Interviews	Conducted Seven (7) interviews: Social Work Instructor (3), Solar Instructor (2) Financial Aid Manager (1) and Student Support Specialist (1)	One pending start date, One pending reference check, One pending offer and One continue to advertise,
Personnel Issues	Personnel Issues	Addressed one supervisor's concerns one staff member.



**Ñla, Oya G-T-Taccul Am Hab E-Ju:
Our Dream Fulfilled**

TO: Tohono O’odham Community College Board of Trustees
 THRU: Paul Robertson, President
 FROM: Sylvia Hendricks, Director of Student Life
 DATE: March 10, 2023
 SUBJECT: Student Life Staff **April 2023** Board Reports

Sylvia Hendricks- Director of Student Life
Key Issues/Items addressed in 2023 March

Issues/Items	Actions/Assessment
Director of Student Life meetings, activities & training.	<p>Meetings and events scheduled for the month of March in Student Life:</p> <ul style="list-style-type: none"> • I’ve attended all Leadership meetings (every other Monday), Admin Meetings (weekly Tuesday meeting), O’odham Niok Sessions (every Monday), and Himdag Committee Meetings (every other Tuesday) during the month of March 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 and updated on events and reminders for the remainder and beyond the semester. • Additional events & meeting during the month of March: <ul style="list-style-type: none"> ○ Spring Break for TOCC Students- 3/6-10/2023 ○ Purchase Give-away Items in Tucson w/Frances- 3/7/2023 ○ TOCC BOT Meeting- 3/9/2023 ○ TOCC/WCD Community Day Event- 3/10 & 17/2023 ○ Native FEWS Planning Meeting- 3/10, 25, & 20/2023 ○ TOCC BOT Meeting- 2/9/2023 ○ Residence Life Flyer Meeting- 3/15/2023 ○ Meeting w/Drew Harris- 3/15/2023 ○ Global Meeting Local- 3/29/2023 ○ Residence Life Meeting w/Facilities- 3/29/2023 ○ Presentation-Revitalization of the Mapuche Lang. & Culture- 3/29 <p>Just a few Highlights for the month of March 2023:</p> <ul style="list-style-type: none"> ➤ I continue working with HR on filing 3 Student Life positions: <ul style="list-style-type: none"> ○ Assistant Cook-Student Position

	<ul style="list-style-type: none"> ○ Wellness Program Coordinator ○ 1 Security <p>➤ Upcoming event that the Food Program is in preparation for:</p> <ul style="list-style-type: none"> ○ High School visit from BUSD Alternative & High School Seniors <p>➤ I continue working on Credit Card Bank Statement Reconciliations for FY2023 (2022 July-2023 February) Will submit reports for 2023 July-January the week of 4/10/2023.</p> <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"> ○ FY2024 Budget worksheets became available early March, I am working with Residence Life and Athletic/Wellness personnel on their budgets along with requesting a training session with the Dean of Finance on the budget planning process. ○ I am also working on the Student Life Budget for FY2024. All budgets are due by April 14, 2023 and am scheduled to meet with administrators for budget reviews & approvals on 5/3-5/2023 for the next level of approval. ○ I continue to work with the Residence Life Coordinator, Anne Miguel on issues in regards to residence and processes, along with making some changes to the program to improve and evaluate the processes of the Residence Program. ○ The Wellness Program continues to offer a number of Wellness events for students and staff along with continuing use of the facility by students and staff. ○ The Wellness Program is preparing to open up the Apedag Ki: to the public soon by sending out flyers on our TOCC Facebook page.
Food Program Information	<p>The Food Program continues to provide delicious and nutritious meals for TOCC Students and Staff and in particularly the Dorm students for Breakfast, Lunch and Dinner. .</p> <p>The Lead Cook also continues to shop weekly for Food Supplies and provides a weekly menu.</p> <p>Very positive results on the Meal prepared for the Native FEWS Conference event. Due to the large group and preparation for this event, breakfast, lunches and dinner were eliminated for our students and staff. Arrangements were made for our Dorm students only. It has been decided that the Food Program will discontinue preparing meals for large outside groups but will continue with assisting with small TOCC functions.</p>
Community relations and outside college contacts	<p>Collaboration with other entities have continued to be done both in person and virtually as other programs and entities open up in light of Pandemic situation in Arizona and the nation.</p> <p>We continue to collaborate with the different division here at TOCC and have slowly begin meeting face to face with the option of joining virtually.</p>

Anne Miguel- Residence Life Coordinator***Key Issues/Items addressed in 2023 March***

Issues/Items	Actions/Assessment
Current Residents	<ul style="list-style-type: none">- We currently have 18 registered student residents- 11 Female Residents and 7 male students, 3 females returned home for family Emergencies. These students are continuing classes online.
Preparation of physical structures	<ul style="list-style-type: none">- Minor repairs such as replacement of door knobs, window screens, lights,- The main air conditioner/heater leaks were discovered and are in process of repair. Facilities is still waiting for parts to complete the repair.- IT made upgrades to the dorms connections,- Student lounge room is being used by students when quarantine is needed.
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 Attended Housing and Residential Life Training in Mesa AZ,- Several students are making use of resources to improve academics,- Participated in several Community Events to recruit students for the resident program,- Worked on updating promotional flier for Resident Program- Students were provided with a presentation on O’odham Blessings and its meaning. Additional cleansing of dorms was required and a final cleansing to be held in April,- Several meetings with the Advisor, Counselor and Retention Coordinator provided valuable information in assisting students.
Residence Assistants	<ul style="list-style-type: none">- 1 Resident Assistant received Student of the Year Award and attended the AIHEC Student Conference for the recognition banquet in Albuquerque New Mexico.- 2 Art students entered artwork in the exhibition at the AIHEC Student Conference.- Working on event for end of semester- 1 student participated in a Food, Energy, Water Systems (FEWS) Gathering in Tucson, AZ

Drew Harris- Athletic/Wellness Manager***Key Issues/Items addressed in 2023 March***

Issues/Items	Actions/Assessment
Working status	<ul style="list-style-type: none">a) The Apedag Ki: has now confirmed a full program schedule. For weekly events:<ul style="list-style-type: none">a. Mondays & Fridays are open workouts.b. Tuesdays Zumba will be offered, onc. Wednesdays Tai Chi will be offered along with Nutrition Ed.b) For monthly events: Massage Therapy & Acupuncture will be offered to students and staff.

	<ul style="list-style-type: none"> c) The Athletic/Wellness Manager has also inquired and submitted a backhoe and tractor request to the Schuk Toak District. The backhoe and tractor will be used to clear space for the Apedag Ki:’s Volleyball Court/Parking. d) Summer events that are currently being planned are: <ul style="list-style-type: none"> a. Youth Track Meet. The Athletics’ program & the Indian Oasis Middle School’s Track & Field club will host a multi competition event. b. The Athletics’ Program will also host a Youth Basketball Camp in July. c. The Apedag Ki: is working with the HOPP to put on a 100,000 step challenge for the community starting in June. Registration will start in May. d. The Apedag Ki: will be hosting a Mini Summer 2 on 2 Tournament for staff and students. The tournament will take place the last week of the semester and consist of Basketball Pong, Volleyball, and Badminton.
Coaching and Recruiting	<ul style="list-style-type: none"> a) One recruit was signed to a LOI in March. The goal/requirement from the ACCAC is to have 5 Men and 5 Women on each team. Total as of today for next year’s roster is 2 women and 2 men. b) The ACCAC 3rd qtr. meeting will took place in March in Mesa. c) Off-season workouts have started at the Apedag Ki: on Tuesdays & Thursdays. d) Recruitment of an Assistant Coach Cross-Country Coach took place in March and a potential candidate has been found. Awaiting 2023-2024 budget proposal approval to finalize.
Scheduling	<ul style="list-style-type: none"> a) 2023-2024 schedule will start to be planned for the next season. b) The Apedag Ki: Event/Class Schedule has been set and finalized with both Weekly & Monthly Events. As described in the working status section of this report.
Academics	<ul style="list-style-type: none"> a) The Student Life Coordinator, Athletic/Wellness Manager, and the Cross-Country Head Coach met to discuss a plan for Academic accountability amongst the Student-Athletes. A Study Hall has been discussed for Fridays. b) Continuous follow up with runners on classes/credits and class schedule. c) 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. There are two interested students ready to start once approved. c) Meetings with consultants to provide programing for the Apedag Ki: has taken place. d) The Apedag Ki: Event/Class Schedule has been set and finalized with both Weekly & Monthly Events. As described in the working status section of this report. e) Attended multiple meetings regarding the upcoming Commencement.
Wellness	<ul style="list-style-type: none"> a) 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

	<p>that a measurement and estimate has been made for a divider to block easy visual access.</p> <p>b) Recently ordered equipment & supplies: First Aid Kits, jump ropes, and foam rollers.</p> <p>c) In March, Acupuncture & Massage Therapy were scheduled and took place on the 13th and drew in 20 participants. The next Massage therapy is scheduled for the 28th.</p> <p>d) Massage Therapy has been averaging well over 20 participants each event.</p>
Budget/Fundraising	<p>a) The Athletic/Wellness Manager is working on a budget for the rest of the 2022/2023 budget year. Currently on track.</p> <p>b) Athletic/Wellness Manager took a training for Budget Proposals /Justifications for the upcoming 2023-2024 fiscal year.</p>
Outreach/Community Service	<p>a) The cross-country head coach and the Athletic/Wellness Manager have met to discuss plans to assist with off-season training for the Cross-Country team. Part of the plan is to develop a running club that the runners on the cross-country team can participate in and run competitively as unattached from the school. Depending on the rules and certain criteria of the NJCAA the TOCC Athletic program may or may not be able to assist financially on the new club team's development. More information will be provided on dependent funding source for the running club after the 3rd qtr. Athletic Directors meetings in March.</p> <p>b) The Athletics' Program will be participating in the upcoming Field Day event at Baboquivari High School.</p> <p>c) The Athletic Program will continue to make 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>d) The TOCC Athletic program recently meet with the AD of Baboquivari HS.</p>

Valentine Lee- Lead Security

Key Issues/Items addressed in 2023 March

Issues/Items	Actions/Assessment
Student Issue/Disciplines Incidents reports	<p>a) One report for medical on the 21st</p> <p>b) One illegal on campus and was picked by border patrol (17th)</p>
Temperature Check Station	<p>a) Staff/employee's and students no longer have to check in daily as long as they have the new staff/employees and student badges, which they can obtain from the library.</p> <p>b) Only visitor's and vendors have to check in and show proof of vaccination. Vendors may take a test at the check in station if they are not vaccinated</p>
Security Staff	<p>a) Security is still down a person. We are waiting for a potential candidate to apply for the Security position and pass the background check.</p> <p>b) We continue to help each other cover all shifts when needed.</p> <p>c) We continue to do are rounds here at S-cuk Du`ag campus and check on Wis ag kos campus.</p>