



Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

June 08, 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

May 11, 2023, 9:00 a.m.

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

In Person and Virtual Meeting – Phone, Internet via Zoom

AGENDA

General Matters

Page No.

- | | |
|--|----|
| 1. Call to Order / Roll Call | |
| 2. Invocation | |
| 3. Review and Approval of Agenda | |
| 4. Announcements and Upcoming Events | |
| 5. Minutes from May 11, 2023 BOT Regular Meeting | 02 |
| 6. Call to the Audience | |
| 7. Coronavirus Update | |

New Business

- | | |
|---|----|
| 1. April 2023 Financials – Dean of Finance | 08 |
| 2. Human Resources Report – HR Generalist | 39 |
| 3. Operations Component Additional Positions | |
| • Facility Maintenance Technician | 46 |
| 4. Division for Sustainability Change Position | |
| • Computer Literacy Trainer Coordinator to Computer Literacy Instructor/Coordinator | 50 |
| 5. Education Division | |
| • New Position - Curriculum Specialist | 57 |
| • Grant Approval Request | 61 |
| • New Programs | |
| • AAS in Foundational Management | 63 |
| • Certificate in Management and Supervision | 68 |
| 6. O'odham Ńi'okĩ Ki: Program Update and Funding Renewal Request | 82 |

Reports – by Division and Division Components

- | | |
|---|-----|
| 1. President, Human Resources, Operations, O'odham Language Center, Apprenticeship Program | 109 |
| 2. Education Division, O'ohana Ki:, Tohono O'odham Studies, NSF STEM | 116 |
| 3. Student Services Division | 120 |
| 4. Sustainability, Information Technology, Office of Institutional Effectiveness, Workforce and Community Development | 123 |
| 5. Student Life, Residence Life, Athletics & Wellness | 125 |

General Matters

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

Adjournment

Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

Thursday May 11, 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 9:09 a.m. by Chairperson Dr. Ofelia Zepeda.

Present	Excused Absence	Unexcused Absence	Attendance Time	Board of Trustees
X			9:09 a.m.	Dr. Ofelia Zepeda, Chairperson
	X		9:09 a.m.	Bernard Siquieros, Vice-Chairperson
X			9:09 a.m.	Treena Parvello, Secretary
X			9:09 a.m.	Jonas Robles, Elder Member
X			9:09 a.m.	Mary Bliss, Member
				Administration Members
X			9:09 a.m.	Dr. Paul Robertson, President
X			9:09 a.m.	Dr. Mario Montes-Helu, Dean for Sustainability
X			9:09 a.m.	Joann Miguel, Dean of Finance
X			9:09 a.m.	Yolanda Pacheco, Dean of Student Services
X			9:09 a.m.	Dr. Laura Sujo-Montes, Academic Dean
				Recorder
X			9:09 a.m.	Evan Thomas, Special Assistant to the President
				Guests
X			9:09 a.m.	Ned Norris, Jr., Chairman, Tohono O'odham Nation
X			9:09 a.m.	Jesse Navarro, Governmental Affairs Assistant
X			9:09 a.m.	Leslie Luna, Co-Director, O'odham Ńi'okí Ki:
X			9:09 a.m.	Cassandra Scott, Phoenix Center Director
X			9:09 a.m.	Christina Coffman, Advisor
X			9:09 a.m.	Deshon Miguel, Information Technology Director
X			9:09 a.m.	Frances Benavidez, Tohono O'odham Studies Director
X			9:09 a.m.	Iris Nez, Bookstore Supervisor
X			9:09 a.m.	Jenny Narcho, Language Specialist
X			9:09 a.m.	Kristin Eberhardt, Project Director, Title III Grant
X			9:09 a.m.	Neal Wade, Business Instructor
X			9:09 a.m.	Wendi Cline, Interdisciplinary Instructor
X			9:09 a.m.	Adrienne Rios, Language Specialist
X			9:09 a.m.	Anselmo Ramon, Chair of Workforce and Community Development
X			9:09 a.m.	June Starr, Information Technology Manager

X			9:09 a.m.	Valentine Lee, Lead Security
X			9:09 a.m.	Myriah Cypriano, Administrative Assistant, Student Services Division
X			9:09 a.m.	DZ (Dehpue) Zuo, Project Director, NTIA Grant
X			9:09 a.m.	Adrian (Jesus) Quijada, Land Grant Office for Sustainability
X			9:09 a.m.	Brandi Espuma, Dual Enrollment Coordinator
X			9:09 a.m.	Joseph Renegar, Human Resources Generalist
X			9:09 a.m.	Sylvia Hendricks, Student Life Director
X			9:09 a.m.	Ingrid Segundo, Sponsored Projects Director
X			9:09 a.m.	Alberta Espinoza, Counselor
X			9:09 a.m.	Annastasia Gonzalez, Office Coordinator, Operations
X			9:09 a.m.	Diana Antone, Financial Aid Manager
X			9:09 a.m.	Nicole Boni, Financial Aid Officer
X			9:09 a.m.	Letitia Martin, Library Assistant
X			9:09 a.m.	Martha Lee, Consultant
X			9:09 a.m.	Rosemarie Ramon, Administrative Assistant, Education Division

Executive Summary: TOCC BOT acted on the following at the May 11, 2023 regular meeting:

- Approved the April 13, 2023 TOCC Board of Trustees regular meeting minutes with corrections.
- Accepted the March 2023 Financial Report as presented.
- Accepted the Human Resources Report for April 2023 as presented.
- Approved the two O’odham Ñi’okĩ Ki: positions as presented.
- Accepted the FY2022 TOCC Audit Report as presented.
- Approved the submission of the LGOS Horseshoeing grant proposal as presented.
- Approved the TOCC College Catalog 2023 – 2024 as presented.

2. Invocation

Jonas Robles gave the invocation.

4. 2022 TOCC Annual Report & Update with the Executive Office, Tohono O’odham Nation – Executive Session - Ned Norris, Jr., Chairman; Jesse Navarro, Governmental Affairs Assistant

By consensus the BOT amended the agenda to accommodate Chairman Norris and the TON Executive Office with the TOCC update. The Executive Office relayed positive comments about the annual report and the staff for the work that is done at TOCC.

The Executive Office supported a one-time \$2 Million allocation to TOCC and SCAC from the FY2024 Arizona State Budget. The budget was slated to be signed by Governor Hobbs.

Chairman Norris commented that financial support from the Nation will always be needed by the college for its continued success.

3. Review and Approval of Agenda

Keegan, Linscott & Associates (KLA) will be available at 10:30 a.m. to review the FY2022 TOCC Audit. The Himdag Committee would like to update the BOT on the evening cleansing held on April 24, 2023 after the Executive Session.

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

MOTION: Motion by Treena Parvello, Seconded by Mary Bliss to approve the meeting agenda with changes.

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

MOTION APPROVED

5. Announcements and Upcoming Events

S-ke:kig Maşcama Ki: (Phoenix Center) will hold an Open House on Wednesday May 24, 2023, 3:00 p.m. – 7:00 p.m., 4520 N Central Avenue, Phoenix, Arizona; Information and TOCC staff will be available to answer any questions.

2023 TOCC Commencement will be held on Friday May 19, 2023, 11:00 a.m., Fine Arts Building, Baboquivari High School, Topawa, Arizona; A shuttle will be available to transport TOCC personnel from S-cuk Du’ag Maşcamakuđ to Topawa on the morning of the event.

The TOCC All Staff Meeting scheduled for Friday May 20, 2023 is cancelled.

A listing of announcements and upcoming events was provided in a packet to the BOT.

6. Minutes from the April 13, 2023 regular meeting of the TOCC Board of Trustees

Minutes from the April 13, 2023 BOT regular meeting were reviewed and a correction was made.

A motion was made to approve the April 13, 2023 TOCC Board of Trustees regular meeting minutes with corrections.

MOTION: Motion by Jonas Robles, Seconded by Mary Bliss to approve the April 13, 2023 TOCC Board of Trustees regular meeting minutes with corrections.

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

MOTION APPROVED

7. Call to the Audience – None

8. Coronavirus Update – Dr. Paul Robertson, President

The latest Executive Order relaxed many health guidelines that were in place during the COVID-19 pandemic. TOCC's BOT also approved an updated Coronavirus Protocol last month.

Signage at TOCC campuses will be removed and there will be no health screening required to be on campus. Wearing face masks will be on a voluntary basis. This item will continue to be on the agenda as there could be a shift in health guidelines in the future.

NEW BUSINESS

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

Dean Miguel presented the March 2023 Financial Report.

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

MOTION: Motion by Treena Parvello, Seconded by Jonas Robles to accept the March 2023 Financial Report as presented.

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

MOTION APPROVED

2. Human Resources Report – Joseph Renegar, Human Resources Generalist

Generalist Renegar reviewed the April 2023 Resource List and introductions were exchanged between the following new hires and the BOT:

- Letitia Martin, Library Assistant
- Brandi Espuma, Dual Enrollment Coordinator
- Chester Antone (Not Present)

The Employment Vacancy Activity Log was reviewed.

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

MOTION: Motion by Jonas Robles, Seconded by Treena Parvello to accept the Human Resources Report for April 2023 as presented.

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

MOTION APPROVED

3. NSF Program Director Position – For Information Purposes

The electronic mail exchange between President Robertson and the Board of Trustees members approving the NSF Program Director position were included in the May 2023 board packet for informational purposes.

4. O’odham Ñi’okĩ Ki: Positions – Frances Benavidez

The information and job descriptions for the NSF Tribal Enterprise Advancement Center Program Coordinator and Administrative Assistant were reviewed.

A motion was made to approve the two O’odham Ñi’okĩ Ki: positions as presented.

MOTION: Motion by Treena Parvello, Seconded by Mary Bliss to approve the two O’odham Ñi’okĩ Ki: positions as presented.

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

MOTION APPROVED

7. (10:30 a.m.) FY2022 TOCC Audit Report - Keegan Linscott & Associates (KLA), PC; Melissa Seida, CPA, Director, Audit Services; Julian Sharpe, Audit Senior Associate

The completed FY2022 TOCC Audit Report was reviewed with the KLA auditing team and the BOT.

A motion was made to accept the 2022 TOCC Audit Report as presented.

MOTION: Motion by Treena Parvello, Seconded by Jonas Robles to accept the 2022 TOCC Audit Report as presented.

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

MOTION APPROVED

5. LGOS Horseshoeing Grant Approval Request – Dr. Adrian (Jesus) Quijada, LGOS Director

The Grant Proposal Submission Authorization was reviewed by Director Quijada and the BOT to support a horseshoeing training program. The 8-week course would be offered several times.

The program would provide career opportunities, promote economic sustainability and increase tribal member margin of profits by saving on possible horse injuries due to bad horseshoeing.

A motion was made to approve the submission of the LGOS Horseshoeing grant proposal as presented.

MOTION: Motion by Treena Parvello, Seconded by Jonas Robles to approve the submission of the LGOS Horseshoeing grant proposal as presented.

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

MOTION APPROVED

6. TOCC College Catalog 2023 - 2024 – Dr. Laura Sujo-Montes, Academic Dean

The updated TOCC college catalog for 2023 – 2024 was included in the May 2023 board packet and reviewed by Academic Dean Sujo-Montes and the BOT. The catalog will be updated annually.

A motion was made to approve the TOCC College Catalog 2023 – 2024 as presented.

MOTION: Motion by Jonas Robles, Seconded by Mary Bliss to approve the TOCC College Catalog 2023 – 2024 as presented.

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

MOTION APPROVED

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:, 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, Security

GENERAL MATTERS

4. Executive Session

The BOT excused the attendees and convened for an Executive Session from 11:44 a.m. to 12:35 p.m.

NEW BUSINESS

5. Update of TOCC Cleansing – Himdag Committee

An update by the Himdag Committee was given to the BOT of the TOCC cleansing that was held on April 24, 2023.

ADJOURNMENT – 1:18 p.m.

A motion was made to adjourn the May 11, 2023 TOCC BOT regular meeting.

MOTION: Motion by Treena Parvello, Seconded by Jonas Robles to adjourn the May 11, 2023 BOT regular meeting.

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

MOTION APPROVED

INTEROFFICE MEMORANDUM

TO: BOARD OF TRUSTEES, TOHONO O'ODHAM COMMUNITY COLLEGE
FROM: Finance Department
DATE 5/30/2023
AGENDA ITEM: MONTHLY FINANCIAL REPORTS FOR APRIL 30, 2023

EXECUTIVE SUMMARY

Enclosed are the financial reports for April 2023, as detailed budget reports by department.
The format was prepared and "Intended For Internal Management Use Only".

For the month ending, April 30, 2023, as follows:

* Bank of America, regular operational checking account	\$ 13,369,137
* Bank of America - TPT Construction Needs	844,189
* Bank of America Capital Campaign	6,550
* Bookstore Cash	12,446
* Petty Cash	<u>100</u>
Cash and cash equivalents in all accounts	\$ 14,232,421

Investments Follow:

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

Other Assets

Buildings (net of Depreciation)	9,914,776	
Student A/R	104,757	
Grants Receivable	1,610,392	
Inventory	364,156	
Prepays	<u>158,674</u>	
		\$ 12,152,755

Total Assets	<u>\$ 28,596,143</u>
--------------	----------------------

Recommendation: The President recommends the Board of Trustees accept the financial report for the month ended April 30, 2023.

Tohono O'odham Community College
Statements of Financial Position
As of April 30, 2023, March 31, 2023, and June 30, 2021 (Audited)
(Intended for internal management purposes only)

Assets	(Unaudited) April 30 2023	(Unaudited) March 31 2023	(Audited) June 30, 2021
Bank of America - operating account	\$ 13,369,137	\$ 15,055,421	\$ 11,524,743
Bank of America - TPT Construction Needs	844,189	803,345	-
Bank of America - capital campaign account	6,550	6,550	6,550
Bookstore cash	12,446	12,863	8,123
Petty cash	100	100	100
LLC Checking and Cash on Hand All Accounts	-	221	268,659
* Student accounts receivable, net of allowance for doubtful accounts	104,757	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	364,156	352,671	273,991
Prepaid expenses	158,674	138,649	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	9,914,776	9,914,776	10,265,244
Other receivables (Fraudulent Checks Cashed)	-	-	12,329
Total Assets	\$ 28,596,143	\$ 30,210,762	\$ 28,678,735
Liabilities and Net Equity			
Accounts payable	\$ 219,351	\$ 57,765	\$ 889,851
Salary related payable	1,231,367	1,125,610	513,705
Deposits/Funds Held for others	29,870	29,870	29,870
Other Payables and Accrued Expenses	(51,642)	(16,410)	75,992
Deferred grant revenue	11,850,560	11,850,560	10,768,426
Total Liabilities	\$ 13,279,506	\$ 13,047,395	\$ 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	3,624,365	5,471,094	4,708,619
Unrestricted Equity	\$ 14,291,512	\$ 16,138,241	\$ 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	\$ 28,596,143	\$ 30,210,762	\$ 28,678,735
*Recap #1			
* Recap Explained of Net Students Accounts Receivable	April 30	March 31	June 2021
Accounts Receivable	\$ 278,093	\$ 278,093	\$ 293,863
Allowance for Bad Debt	(173,336)	(173,286)	(86,421)
* Student accounts receivable, net of allowance	<u>\$ 104,757</u>	<u>\$ 104,807</u>	<u>\$ 207,442</u>
*Recap #2			
* Recap Explained of Net Fixed Assets	April 30	March 31	June 2021
Land Buildings & Equipment	\$ 18,599,727	\$ 18,599,727	\$ 18,156,232
Allowance for Depreciation	(8,684,951)	(8,684,951)	(7,890,988)
* Land building and Equipment, net of Accumulated Depreciation	<u>\$ 9,914,776</u>	<u>\$ 9,914,776</u>	<u>\$ 10,265,244</u>

TOHONO O'ODHAM COMMUNITY COLLEGE

Unrestricted Budget Activity

For the Ten Months Ended April 30, 2023

Tohono O'odham Community College
Statement of Activities - Budget and Actual
For the Ten Months Ended April 30, 2023
(Intended for internal management purposes only)

UNRESTRICTED OPERATING BUDGET				
	Year-to-Date Actual	FY 2023 Annual Budget	Budget Variance	Variance %
Unrestricted revenues:				
Tuition and fees	\$ 91,735	\$ 101,000	\$ (9,265)	-9%
Student Housing	48,000	82,000	(34,000)	-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	15,071	10,000	5,071	51%
Bookstore sales	186,672	100,150	86,522	86%
Miscellaneous income	22,728	33,000	(10,272)	-31%
Total Unrestricted Revenues	\$ 10,468,158	\$ 9,869,195	\$ 598,963	6%
Unrestricted expenses:				
Educational program services:				
Instruction	\$ 1,629,554	\$ 2,301,433	\$ 671,879	29%
Student services	817,407	1,257,907	440,500	35%
Auxiliary enterprises	223,599	523,120	299,521	57%
Supporting services:				
Academic support	256,795	574,981	318,186	55%
Institutional support without Depreciation/Bad Debts	1,781,607	2,282,929	501,322	22%
Facility operations and maintenance	785,266	1,248,786	463,520	37%
Sustainability and Solar	115,831	262,186	146,355	56%
Cultural Liason	28,758	88,245	59,487	67%
Student Life	368,723	500,309	131,586	26%
San Carlos BIE Funds and Tuition and Fees	858,603	809,190	(49,413)	0%
Culinary Arts Program	14,003	91,942	77,939	85%
Grant Match (1117/1526)	69,711	119,873	50,162	42%
Total Unrestricted Expenses	\$ 6,949,856	\$ 10,060,901	\$ 3,111,045	31%
 Unrestricted excess (deficiency) w/o Bad Debts/Depreciation	 \$ 3,518,303	 \$ (191,706)	 \$ 3,710,009	

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Ten Months Ended April 30, 2023
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 17%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
INSTRUCTION				
Instruction - 1100				
Compensation	\$ 1,249,825	\$ 1,582,106	\$ 332,281	21%
Employee related expenses	216,123	388,698	172,575	44%
Employee tuition waivers	-	1,500	1,500	100%
Travel and training	4,049	20,000	15,951	80%
Mileage	743	3,800	3,057	80%
Per Diem	50		(50)	0%
Commuter Allowance	2,483	3,600	1,117	31%
Consultant Fees	4,520	4,200	(320)	-8%
Education Supplies	2,878	11,000	8,122	74%
Office Supplies	4,027	4,000	(27)	-1%
Art program Supplies	14,195	10,000	(4,195)	-42%
Meeting expense	3,783	5,000	1,217	24%
Subscriptions/Periodicals	2,314	5,000	2,686	54%
Furniture & Fixtures	-	1,000	1,000	100%
	<u>\$ 1,504,992</u>	<u>\$ 2,039,904</u>	<u>\$ 534,912</u>	<u>26%</u>
Work Force Comm Development - 1500				
Compensation	\$ 90,943	\$ 133,450	\$ 42,507	32%
Employee related expenses	26,175	92,429	66,254	72%
Travel & Training	1,153	3,000	1,847	62%
Registrations	-	1,500	1,500	100%
Commuter Allowance	1,498	1,800	302	17%
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	250	2,000	1,750	88%
Guest Speakers/Honorariums	1,550	12,000	10,450	87%
Stipends	300	-	(300)	0%
Minor Equipment	88	1,000	912	91%
	<u>\$ 122,027</u>	<u>\$ 256,779</u>	<u>\$ 134,752</u>	<u>52%</u>
ABE-GED - 1800				
Travel/training	\$ 135	\$ 2,500	\$ 2,365	95%
Registrations	2,400	500	(1,900)	-380%
Memberships	-	500	500	100%
Education Supplies	-	500	500	100%
Office Supplies	-	375	375	100%
Other Office Supplies	-	375	375	100%
	<u>\$ 2,535</u>	<u>\$ 4,750</u>	<u>\$ 2,215</u>	<u>47%</u>
TOTAL INSTRUCTION	<u>\$ 1,629,554</u>	<u>\$ 2,301,433</u>	<u>\$ 671,879</u>	<u>29%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Ten Months Ended April 30, 2023
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 17%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
STUDENT SERVICES				
Student services - 5100				
Compensation	\$ 452,877	\$ 572,387	\$ 119,510	21%
Employee related expenses	110,537	222,996	112,459	50%
Recruiting	6,194	18,000	11,806	66%
Employee tuition waivers	-	1,800	1,800	100%
Travel and training	16,322	30,000	13,678	46%
Mileage	907	750	(157)	-21%
Registrations	350	1,950	1,600	82%
Commuter Allowance	4,302	1,800	(2,502)	-139%
Graduation	5,618	10,000	4,382	44%
Printing	835	3,300	2,465	75%
Memberships	-	1,205	1,205	100%
Advertising	-	4,900	4,900	100%
Comm/student events	1,660	13,000	11,340	87%
Consultant Fees	9,700	10,000	300	3%
Education supplies	244	2,500	2,256	90%
Office supplies	-	4,500	4,500	100%
Meeting expense	508	3,000	2,492	83%
Promotional	-	1,500	1,500	100%
Furniture and Fixtures	3,011	5,094	2,083	41%
Office Equipment	-	3,200	3,200	100%
	<u>\$ 613,065</u>	<u>\$ 911,882</u>	<u>\$ 298,817</u>	<u>33%</u>
Financial aid office - 5200				
Compensation	\$ 116,462	\$ 163,528	\$ 47,066	29%
Employee related expenses	39,568	63,411	23,843	38%
Travel and training	2,781	8,000	5,219	65%
Registrations	45	2,000	1,955	98%
Memberships	490	1,000	510	51%
Office supplies	474	1,000	526	53%
	<u>\$ 159,820</u>	<u>\$ 238,939</u>	<u>\$ 79,119</u>	<u>33%</u>
Residence Life - 5400				
Compensation	\$ 22,606	\$ 44,930	\$ 22,324	50%
Employee related expenses	9,657	15,056	5,399	36%
Travel and training expense	211	2,000	1,789	89%
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%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Ten Months Ended April 30, 2023
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 17%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
Subscriptions/periodicals	159	4,000	3,841	96%
Stipends	7,000	9,000	2,000	22%
Furniture & Fixtures	(151)	20,000	20,151	101%
	<u>\$ 44,521</u>	<u>\$ 106,086</u>	<u>\$ 61,565</u>	<u>58%</u>
Student senate - 1410				
Office supplies	\$ -	\$ 400	\$ 400	100%
Meeting expense	-	600	600	100%
	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>100%</u>
			-	
TOTAL STUDENT SERVICES	<u>\$ 817,407</u>	<u>\$ 1,257,907</u>	<u>\$ 440,500</u>	<u>35%</u>

AUXILIARY ENTERPRISES

Athletics - 5300

Compensation	\$ 54,862	\$ 109,721	\$ 54,859	50%
Employee related expenses	22,268	47,786	25,518	53%
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	299	4,000	3,701	93%
Fuel	-	2,000	2,000	100%
Hotel	-	5,000	5,000	100%
Uniform/Retail Purchases	3,949	8,000	4,051	51%
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	14,646	18,000	3,354	19%
Program Supplies	5,730	20,000	14,270	71%
Archery Expense	-	10,000	10,000	100%
	<u>\$ 131,367</u>	<u>\$ 317,507</u>	<u>\$ 186,140</u>	<u>59%</u>

Bookstore - 9100

Compensation	\$ 73,386	\$ 84,200	\$ 10,814	13%
Employee related expenses	13,733	43,913	30,180	69%
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>\$ 92,232</u>	<u>\$ 205,613</u>	<u>\$ 113,381</u>	<u>55%</u>

TOTAL AUXILIARY ENTERPRISES	<u>\$ 223,599</u>	<u>\$ 523,120</u>	<u>\$ 299,521</u>	<u>57%</u>
------------------------------------	-------------------	-------------------	-------------------	------------

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Ten Months Ended April 30, 2023
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 17%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
ACADEMIC SUPPORT				
Academic support - 1200				
Compensation	\$ 118,128	\$ 138,708	\$ 20,580	15%
Employee related expenses	25,730	85,517	59,787	70%
Employee Tuition Waivers	-	400	400	100%
Travel and training	289	2,500	2,211	88%
Registrations	-	1,000	1,000	100%
Memberships	-	1,000	1,000	100%
Advertising	-	2,000	2,000	100%
Community Student Events	2,000	8,000	6,000	75%
Consultant fees	1,150	2,500	1,350	54%
Education Supplies	160	1,000	840	84%
Office supplies	-	1,000	1,000	100%
Meeting Expense	2,187	2,000	(187)	-9%
Contracts/Subcontracts	3,120	25,000	21,880	88%
Promotional	1,500	900	(600)	-67%
	<u>\$ 154,264</u>	<u>\$ 271,525</u>	<u>\$ 117,261</u>	<u>43%</u>
Library - 4130				
Compensation	\$ 46,184	\$ 156,830	\$ 110,646	71%
Employee related expenses	17,383	67,234	49,851	74%
Travel and training	-	2,000	2,000	100%
Registrations	-	150	150	100%
Commuter Allowance	455	1,800	1,345	75%
Memberships	-	160	160	100%
Consultant Fees	13,900	15,600	1,700	11%
Office supplies	-	5,000	5,000	100%
Meeting expenses	-	400	400	100%
Subscriptions/periodicals	14,825	30,719	15,894	52%
Contracts/subcontracts	8,744	13,963	5,219	37%
Promotional	-	600	600	100%
Office equipment	-	4,000	4,000	100%
Library collection	1,040	5,000	3,960	79%
	<u>\$ 102,531</u>	<u>\$ 303,456</u>	<u>\$ 200,925</u>	<u>66%</u>
TOTAL ACADEMIC SUPPORT	<u>\$ 256,795</u>	<u>\$ 574,981</u>	<u>\$ 318,186</u>	<u>55%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Ten Months Ended April 30, 2023
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 17%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
INSTITUTIONAL SUPPORT				
President's office - 6100				
Compensation	\$ 142,679	\$ 164,837	\$ 22,158	13%
Employee related expenses	40,093	49,802	9,709	19%
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%
Printing	49	-	(49)	0%
Car Allowance	6,149	7,200	1,051	15%
Office supplies	41	500	459	92%
Meeting expenses	-	2,000	2,000	100%
	<u>\$ 189,012</u>	<u>\$ 228,739</u>	<u>\$ 39,727</u>	<u>17%</u>
Himdag - 6150				
Comm/Student/Events	\$ 1,850	\$ 2,000	\$ 150	7%
Meeting Expense	350	700	350	50%
	<u>\$ 2,200</u>	<u>\$ 2,700</u>	<u>\$ 500</u>	<u>19%</u>
Board of Trustees - 6190				
Trustee fees	\$ 14,807	\$ 14,000	\$ (807)	-6%
Travel and training	727	4,500	3,773	84%
Mileage	2,850	2,500	(350)	-14%
Office Supplies	117	-	(117)	0%
Communications	720	900	180	20%
Meeting expenses	4,274	7,500	3,226	43%
	<u>\$ 23,495</u>	<u>\$ 29,400</u>	<u>\$ 5,905</u>	<u>20%</u>
Institutional Effectiveness - 1300				
Compensation	\$ 45,581	\$ 53,392	\$ 7,811	15%
Employee related expenses	11,219	16,335	5,116	31%
Travel and training	(94)	1,000	1,094	109%
Mileage	-	200	200	100%
Registrations	-	200	200	100%
Vehicle Rental	-	250	250	100%
Office Supplies	-	100	100	100%
Office Equipment	-	300	300	100%
	<u>\$ 56,705</u>	<u>\$ 71,777</u>	<u>\$ 15,072</u>	<u>21%</u>
Administration & Finance - 6200				
Compensation	\$ 295,721	\$ 403,800	\$ 108,079	27%
Employee related expenses	78,482	169,065	90,583	54%
Employee Tuition Waivers	-	650	650	100%
Travel and training	-	1,000	1,000	100%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Ten Months Ended April 30, 2023
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 17%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
Mileage	-	100	100	100%
Registrations	-	250	250	100%
Commuter Allowance	4,386	5,400	1,014	19%
Auditing	59,000	72,500	13,500	19%
Office supplies	4,478	4,000	(478)	-12%
Meeting expenses	-	400	400	100%
Contracts/subcontracts	159,874	109,200	(50,674)	-46%
Bank Charges	2,736	4,500	1,764	39%
	<u>\$ 604,677</u>	<u>\$ 770,865</u>	<u>\$ 166,188</u>	<u>22%</u>

General support services - 6300

Benefits Unemployment	\$ 5,617	\$ 20,000	\$ 14,383	72%
Postage & Delivery	22,205	12,000	(10,205)	-85%
Insurance	179,694	165,000	(14,694)	-9%
Memberships	1,000	40,000	39,000	98%
Legal Fees	30,412	50,000	19,588	39%
Late Fees and Charges	141	-	(141)	0%
Meeting expenses	2,045	5,000	2,955	59%
Contracts/Subcontracts	95	-	(95)	0%
Subscriptions & Periodicals	1,375	2,000	625	31%
Promotional	906	4,000	3,094	77%
	<u>\$ 243,491</u>	<u>\$ 298,000</u>	<u>\$ 54,509</u>	<u>18%</u>

IT - 6350

Compensation	\$ 132,910	\$ 168,176	\$ 35,266	21%
Employee related expenses	53,757	92,682	38,925	42%
Employee Tuition Waivers	-	600	600	100%
Travel and training	1,282	3,000	1,718	57%
Registrations	-	3,000	3,000	100%
Communications	94,824	232,720	137,896	59%
Machine Equip Repairs and Service	4,876	15,000	10,124	67%
Building Repair and Maint	1,725	-	(1,725)	0%
Memberships	-	730	730	100%
Consultant Fees & Expenses	37,680	33,000	(4,680)	-14%
Licenses and fees	38,879	39,686	807	2%
Office supplies	174	500	326	65%
Meeting Expense	-	150	150	100%
Contracts/subcontracts	139,877	68,373	(71,504)	-105%
Other Equipment & Tools	-	20,000	20,000	100%
Office Equipment	-	3,500	3,500	100%
Computer Related Items	29,434	20,000	(9,434)	-47%
	<u>\$ 535,418</u>	<u>\$ 701,117</u>	<u>\$ 165,699</u>	<u>24%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Ten Months Ended April 30, 2023
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 17%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
Human resources - 6700				
Compensation	\$ 102,070	\$ 111,080	\$ 9,010	8%
Employee related expenses	16,752	41,840	25,088	60%
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	1,390	1,800	410	23%
Memberships	150	904	754	83%
Advertising	3,733	6,570	2,837	43%
Other professional fees	2,356	4,990	2,634	53%
Office supplies	108	360	252	70%
	<u>\$ 126,609</u>	<u>\$ 180,331</u>	<u>\$ 53,722</u>	<u>30%</u>
TOTAL INSTITUTIONAL SUPPORT	<u>\$ 1,781,607</u>	<u>\$ 2,282,929</u>	<u>\$ 501,322</u>	<u>22%</u>
OPERATIONS AND MAINTENANCE - 7100				
Compensation	\$ 383,208	\$ 468,179	\$ 84,971	18%
Employee related expenses	99,552	208,416	108,864	52%
Employee tuition waivers	-	350	350	100%
Travel and training	-	2,000	2,000	100%
Commuter Allowance	1,498	1,800	302	17%
Vehicle & Building R&M	2,164	25,000	22,836	91%
Auto expenses	1,784	20,000	18,216	91%
Vehicle rental	48,293	110,000	61,707	56%
Building Rent	104,448	114,311	9,863	9%
Utilities	73,681	180,230	106,549	59%
Office supplies	93	1,000	907	91%
Custodial expense	12,640	17,500	4,860	28%
Contracts/subcontracts	57,905	100,000	42,095	42%
TOTAL OPERATIONS AND MAINTENANCE	<u>\$ 785,266</u>	<u>\$ 1,248,786</u>	<u>\$ 463,520</u>	<u>37%</u>
SUSTAINABILITY - 5160				
Compensation	\$ 93,757	\$ 118,539	\$ 24,782	21%
Employee related expenses	16,489	34,190	17,701	52%
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	1,568	1,800	232	13%
Advertising & Promotion	-	500	500	100%
Office supplies	-	1,500	1,500	100%
Meeting Expense	1,400	500	(900)	-180%
Contracts/Subcontracts	-	1,000	1,000	100%
TOTAL SUSTAINABILITY	<u>\$ 113,535</u>	<u>\$ 161,529</u>	<u>\$ 47,994</u>	<u>30%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Ten Months Ended April 30, 2023
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 17%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
Solar Program (5161)				
Compensation	\$ -	\$ 61,650	\$ 61,650	100%
Employee related expenses	-	33,507	33,507	100%
Employee Tuition Waivers	-	300	300	100%
Travel and training	-	500	500	100%
Mileage	-	200	200	100%
Registrations	-	500	500	100%
Machine Equipment Repairs	-	1,000	1,000	100%
Memberships	-	500	500	100%
Consultants	-	1,000	1,000	100%
Office supplies	2,296	100	(2,196)	-2196%
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	\$ 115,831	\$ 262,186	\$ 146,355	56%
CULTURAL LIAISON - 6160				
Compensation	\$ 19,840	\$ 66,895	\$ 47,055	70%
Employee related expenses	8,918	20,350	11,432	56%
Community & Student Events	-	1,000	1,000	100%
TOTAL CULTURAL LIAISON	\$ 28,758	\$ 88,245	\$ 59,487	67%
STUDENT LIFE - 5150				
Compensation	\$ 298,980	\$ 345,948	\$ 46,968	14%
Employee related expenses	63,499	112,711	49,212	44%
Employee Tuition Waivers	-	250	250	100%
Travel and training	58	2,500	2,442	98%
Registrations	-	600	600	100%
Commuter Allowance	1,498	1,800	302	17%
Advertising and Promotion	544	-	(544)	0%
Community & Student Events	2,191	2,000	(191)	-10%
Office supplies	-	1,500	1,500	100%
Meeting Expense	-	500	500	100%
Contracts/Subcontracts	576	1,500	924	62%
Program Supplies	-	6,000	6,000	100%
Student Meals	1,377	25,000	23,623	94%
TOTAL STUDENT LIFE	\$ 368,723	\$ 500,309	\$ 131,586	26%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Ten Months Ended April 30, 2023
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 17%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
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)	-19%
TOTAL SAN CARLOS	<u>\$ 858,603</u>	<u>\$ 809,190</u>	<u>\$ (49,413)</u>	<u>-6%</u>
CULINARY ARTS PROGRAM - 1498				
Compensation	\$ 12,966	\$ 55,620	\$ 42,654	77%
Employee related expenses	1,037	15,247	14,210	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	<u>\$ 14,003</u>	<u>\$ 91,942</u>	<u>\$ 77,939</u>	<u>85%</u>
Grant Match (1117/1526)	\$ 69,711	\$ 119,873	\$ 50,162	42%
TOTAL UNRESTRICTED	<u>\$ 6,949,856</u>	<u>\$ 10,060,901</u>	<u>\$ 3,111,045</u>	<u>31%</u>

TOHONO O'ODHAM COMMUNITY COLLEGE

Restricted Budget Activity

For the Ten Months Ended April 30, 2023

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Ten Months Ended April 30, 2023
(Intended for internal management purposes only)

	Grant			
	Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
SPONSORED PROJECTS				
AT&T TCU/High School Completion Project B - AICF - (1111)				
(10/20/16 - Until Expended)				
Restricted revenues:				
Grant from other sources	\$ 184,000	\$ 184,000	\$ -	0%
Restricted expenses:				
Compensation	4,445	36,190	31,745	88%
High School tutors	-	1,500	1,500	100%
College Mentors	-	4,000	4,000	100%
Parent Liaison	-	500	500	100%
Travel/professional Development	55,296	15,650	(39,646)	-253%
Transportation	6,080	5,650	(430)	-8%
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)	-20%
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%
Total Restricted Expenses	165,780	137,000	(28,780)	-21%
Excess (deficiency)	\$ 18,220	\$ 47,000	\$ 28,780	
NSF -TCUP Pathways to Indigenous STEM - 1114				
(9/1/18 - 8/31/23)				
Restricted revenues:				
Federal government grants	\$ 1,282,504	\$ 2,514,278	\$ (1,231,774)	-49%
Restricted expenses:				
Compensation	895,201	1,243,273	348,073	28%
Employee Related Benefits	152,366	254,730	102,364	40%
Travel/Professional Development/Re	19,346	43,200	23,854	55%
Memberships	1,750	1,800	50	3%
Consultants	171,490	200,000	28,510	14%
Materials & Supplies	17,814	47,800	29,986	63%
Publication Costs/Documentation/Dis	-	3,500	3,500	100%
Stipends/Honorariums	49,425	-	(49,425)	0%
Other Direct Costs	-	120,375	120,375	100%
Participant Costs	12,999	51,140	38,141	75%
Indirect Costs	237,731	520,528	282,797	54%
Equipment	-	15,000	15,000	100%
Total Restricted Expenses	1,558,121	2,501,346	943,225	38%
Excess (deficiency)	\$ (275,617)	\$ 12,932	\$ (2,174,999)	

	Actual	Grant Budget	Remaining Budget	Remaining %
ANA Increase Technical Capacity - (1117) Federal Share				
(9/30/18 - 9/29/2022)				
Restricted revenues:				
Federal government grants	\$ 250,126	\$ 1,200,000	\$ (949,874)	-79%
Restricted expenses:				
Compensation	435,953	496,047	60,094	12%
Employee Related Benefits	89,861	138,894	49,033	35%
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	109,885	188,847	78,962	42%
Meeting Expenses	3,428	-	(3,428)	0%
Indirect Costs Charged to TOCC Ma	-	235,335	235,335	100%
Other Equipment & Tools	-	-	-	0%
Computers/GIS Devices/Printer	64,334	64,200	(134)	0%
Total Restricted Expenses	722,810	1,181,100	458,290	39%
Excess (deficiency)	\$ (472,684)	\$ 18,900	\$ (1,408,164)	
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)	-64%
Transportation	877	1,406	529	38%
Meeting Expenses	20,628	20,448	(180)	-1%
Contracts/Subcontracts	5,250	250	(5,000)	-2000%
Tuition & Fees	13,079	1,920	(11,159)	-581%
Stipends	1,600	6,600	5,000	76%
Participant Support	736	-	(736)	0%
Honorariums/Speakers	6,131	3,666	(2,465)	-67%
Programming & Supplies	36,251	7,684	(28,567)	-372%
Awards/Gifts	9,580	5,952	(3,628)	-61%
Total Restricted Expenses	138,221	96,570	(41,651)	-43%
Excess (deficiency)	\$ 28,979	\$ 72,060	\$ 40,221	
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)	-4%
Communications	4,101	2,400	(1,701)	-71%
Registrations/Professional Dev/Mem	22,792	32,760	9,968	30%
Education Materials & Supplies	67,351	56,836	(10,515)	-19%
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%
Total Restricted Expenses	151,915	170,450	18,535	11%
Excess (deficiency)	\$ 18,535	\$ -	\$ (18,535)	

	Actual	Grant Budget	Remaining Budget	Remaining %
TO Nation TOCC Language Center (1124)				
(3/1/20 - 2/28/23)				
Grant from other sources	\$ 900,000	\$ 900,000	\$ -	0%
Restricted expenses:				
Compensation	621,490	598,680	(22,810)	-4%
Employee Related Benefits	150,342	179,172	28,830	16%
Commuter Allowance	9,840	-	(9,840)	0%
Consultants	14,940	45,000	30,060	67%
Office & Technical Supplies	1,069	10,400	9,331	90%
Meeting Expense	4,668		(4,668)	0%
Participant Support	250		(250)	0%
Program Meals/Supplies/Honorarium	6,208	15,000	8,792	59%
Computer Equipment	3,964	-	(3,964)	0%
Total Restricted Expenses	<u>812,772</u>	<u>848,252</u>	<u>35,480</u>	<u>4%</u>
Excess (deficiency)	<u>\$ 87,228</u>	<u>\$ 51,748</u>	<u>\$ (35,480)</u>	

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	194%
Restricted expenses:				
Compensation	59,211	8,500	(50,711)	-597%
Employee related expenses	4,530	500	(4,030)	-806%
Travel (Field Trips)/Professional Dev	2,790	6,100	3,310	54%
Communications (Hot Spots)	40	2,480	2,440	98%
Memberships	85	-	(85)	0%
Mileage	-	6,000	6,000	100%
Education Materials/Supplies /Testin	35,040	19,620	(15,420)	-79%
Computer Equipment	14,134	6,800	(7,334)	-108%
Awards & gifts	7,675	-	(7,675)	0%
Total Restricted Expenses	<u>123,504</u>	<u>50,000</u>	<u>(73,504)</u>	<u>-147%</u>
Excess (deficiency)	<u>\$ 23,496</u>	<u>\$ -</u>	<u>\$ 170,504</u>	

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)	-50%
Restricted expenses:				
Compensation	-	75,000	75,000	100%
Employee related expenses	-	-	-	0%
Travel (Field Trips)/Professional Dev	-	-	-	0%
Communications (Hot Spots)	-	-	-	0%
Memberships	-	-	-	0%
Mileage	-	-	-	0%
Education Materials/Supplies /Testin	-	-	-	0%
Computer Equipment	-	-	-	0%
Awards & gifts	-	75,000	75,000	100%
Total Restricted Expenses	<u>-</u>	<u>150,000</u>	<u>150,000</u>	<u>100%</u>
Excess (deficiency)	<u>\$ 75,000</u>	<u>\$ -</u>	<u>\$ (225,000)</u>	

	Actual	Grant Budget	Remaining Budget	Remaining %
AICF Faculty Professional Development (1129)				
(1/4/23 -7/31/2023)				
Restricted revenues:				
Grant from other sources	\$ 7,000	\$ 7,000	\$ -	0%
Restricted expenses:				
Profesional Development	-	7,000	7,000	100%
Total Restricted Expenses	-	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	4,049	441,580	437,531	99%
Employee related expenses	310	158,970	158,660	100%
Travel	4,080	2,400	(1,680)	-70%
Mileage	-	157,080	157,080	100%
Supplies	230	459,700	459,470	100%
Contracts	-	363,300	363,300	100%
Indirect	-	329,327	329,327	100%
Total Restricted Expenses	8,669	1,912,357	1,903,688	100%
Excess (deficiency)	\$ (8,669)	\$ -	\$ (3,816,045)	
NEH/ATALMA 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%
Total Restricted Expenses	-	49,790	49,790	100%
Excess (deficiency)	\$ -	\$ -	\$ (99,580)	
NEHCultural Preservation (1215)				
6/1/2022 - 5/31/2022				
Restricted revenues:				
Grant from other sources	\$ 12,088	\$ 6,028	\$ 6,060	101%
Restricted expenses:				
Stipends	-	528	528	100%
Professional Fees	12,088	5,500	(6,588)	-120%
Total Restricted Expenses	12,088	6,028	(6,060)	-101%
Excess (deficiency)	\$ -	\$ -	\$ 12,120	

	Actual	Grant Budget	Remaining Budget	Remaining %
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	289%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	-	-	-	0%
Travel/Gas/Mileage	1,291	1,296	5	0%
Promtion/Advertising	704	-	(704)	0%
Meetings	1,813	3,429	1,616	47%
Other Pofessional Fees	3,150	-	(3,150)	0%
Awards & Honorariums	4,275	4,275	-	0%
Program Supplies	4,893	-	(4,893)	0%
Total Restricted Expenses	16,126	9,000	(7,126)	-79%
Excess (deficiency)	\$ 18,874	\$ -	\$ 33,126	
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	500	100%
Total Restricted Expenses	1,607	2,500	893	36%
Excess (deficiency)	\$ 893	\$ -	\$ (893)	
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	-	-	-	0%
Meeting Expenses	-	100,000	100,000	100%
Contracts/Subcontracts	-	-	-	0%
Program Supplies	-	-	-	0%
Total Restricted Expenses	-	100,000	100,000	100%
Excess (deficiency)	\$ 100,000	\$ -	\$ (100,000)	
AICF Community Aid for Student Success (1222)-(CASS)				
1/1/2021 - 10/31/2021				
Restricted revenues:				
Grant from other sources	\$ 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)	-281%
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)	-196%
Total Restricted Expenses	39,268	40,500	1,232	3%
Excess (deficiency)	\$ 8,732	\$ 7,500	\$ (1,232)	

	Actual	Grant Budget	Remaining Budget	Remaining %
BIA 93-638 - Occupational Training TCCU -(1301)				
Program Revenue and Costs				
(July 01, 2019 - June 30, 2022)				
Restricted revenues:				
Federal government grants	\$ 636,740	\$ 200,000	\$ 436,740	218%
Restricted expenses:				
Compensation	83,789	200,000	116,211	58%
Employee related expenses	-	-	-	0%
Total Restricted Expenses	83,789	200,000	116,211	58%
Excess (deficiency)	\$ 552,951	\$ -	\$ 320,529	
BIA 93-638 - Occupational Training TCCU -(1302)				
Program Revenue and Costs				
(July 01, 2019 - June 30, 2022)				
Restricted revenues:				
Grant from other sources	\$ 162,234	\$ 300,000	\$ (137,766)	-46%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	9,142	175,000	165,858	95%
Mileage	-	5,000	5,000	100%
Supplies/Other Program Cost	-	25,000	25,000	100%
Consultants/Contracts	-	95,000	95,000	100%
Total Restricted Expenses	9,142	300,000	290,858	97%
Excess (deficiency)	\$ 153,092	\$ 125,000	\$ (303,624)	
Better Way Foundation (1303)				
Program Revenue and Costs				
(January 01, 2022- December 31, 2022)				
Restricted revenues:				
Federal government grants	\$ 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	11,116	16,100	4,984	31%
Office Supplies	455	3,000	2,545	85%
Meeting Expense	200	6,135	5,935	97%
Program Supplies/materials	-	6,480	6,480	100%
Indirect Costs	-	17,093	17,093	100%
Total Restricted Expenses	15,645	80,400	64,755	81%
Excess (deficiency)	\$ 34,755	\$ -	\$ (94,755)	

	<u>Actual</u>	<u>Grant Budget</u>	<u>Remaining Budget</u>	<u>Remaining %</u>
HHS ANA Native American Language & Materials Project (1310)				
9/1/21 - 9/1/24				
Restricted revenues:				
Federal government grants	\$ -	\$ 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)	-1%
Total Restricted Expenses	<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)	-1000%
Computer Equipment	-	24,300	24,300	100%
Total Restricted Expenses	<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 grants	\$ 1,609,847	\$ 3,120,000	\$ (1,510,153)	-48%
Restricted expenses:				
Contracts/subcontracts	642,110	3,120,000	2,477,890	79%
Equipment Rental	-	-	-	0%
Construction Supplies	378,611	-	(378,611)	0%
Bank Charges	-	-	-	0%
Total Restricted Expenses	<u>1,021,327</u>	<u>3,120,000</u>	<u>2,098,673</u>	<u>67%</u>
Excess (deficiency)	<u>\$ 588,520</u>	<u>\$ -</u>	<u>\$ (3,608,826)</u>	

	Actual	Grant Budget	Remaining Budget	Remaining %
Workforce Development - (1401)				
(July 1, 2017 - June 30, 2021)				
Restricted revenues:				
State government grants	\$ 1,339,812	\$ 897,810	\$ 442,002	49%
Restricted expenses:				
Compensation	164,390	-	(164,390)	0%
Employee related expenses	56,883	-	(56,883)	0%
Commuter Allowance	1,718	-	(1,718)	0%
Printing	216	-	(216)	0%
Vehicle Rental	18,943	-	(18,943)	0%
Office Supplies	2,888	-	(2,888)	0%
Communications	302	-	(302)	0%
Meeting Expense	3,569	-	(3,569)	0%
Stipends	109,513	-	(109,513)	0%
Training	1,078	-	(1,078)	0%
Subscriptions/Periodicals	600	-	(600)	0%
Office Equipment	1,500	-	(1,500)	0%
Contracts/subcontracts	957,752	897,810	(59,942)	-7%
Construction Materials	1,557	-	(1,557)	0%
Total Restricted Expenses	<u>1,320,908</u>	<u>897,810</u>	<u>(423,098)</u>	<u>-47%</u>
Excess (deficiency)	<u>\$ 18,904</u>	<u>\$ -</u>	<u>\$ 865,100</u>	
Univ of AZ NASA Space Grant - (1402)				
(12/14/16 -12/13/22)				
Restricted revenues:				
State government grants	\$ 35,500	\$ 29,500	\$ 6,000	20%
Restricted expenses:				
Stipends	3,000	-	(3,000)	0%
Program Supplies	24,116	29,500	5,384	18%
Total Restricted Expenses	<u>27,116</u>	<u>29,500</u>	<u>2,384</u>	<u>8%</u>
Excess (deficiency)	<u>\$ 8,384</u>	<u>\$ -</u>	<u>\$ 3,616</u>	
Univ of AZ Diversity Planning Grant - (1404)				
(9/1/18 - 8/31/22)				
Restricted revenues:				
State government grants	\$ 25,000	\$ 40,000	\$ (15,000)	-38%
Restricted expenses:				
Program Supplies	-	-	-	0%
Contracts/Subcontracts	32,560	40,000	7,440	19%
Total Restricted Expenses	<u>32,560</u>	<u>40,000</u>	<u>7,440</u>	<u>19%</u>
Excess (deficiency)	<u>\$ (7,560)</u>	<u>\$ -</u>	<u>\$ (22,440)</u>	

	Actual	Grant Budget	Remaining Budget	Remaining %
U of A Haury Program A Student's Journey - (1406)				
(7/1/19 - 6/30/22)				
Restricted revenues:				
State government grants	\$ 315,838	\$ 315,206	\$ 632	0%
Restricted expenses:				
Compensation	154,472	129,000	(25,472)	-20%
Employee related expenses	22,941	40,764	17,823	44%
Events	-	10,104	10,104	100%
Travel	3,995	3,338	(657)	-20%
Office/Education Supplies	2,139	6,000	3,861	64%
Meeting Expenses	8,884	30,000	21,116	70%
Honorariums/Guest Speakers	34,000	6,000	(28,000)	-467%
Awards & Gifts	44,370	6,000	(38,370)	-640%
Stipends	2,900	90,000	87,100	97%
Total Restricted Expenses	<u>273,700</u>	<u>321,206</u>	<u>47,507</u>	<u>15%</u>
Excess (deficiency)	\$ <u>42,139</u>	\$ <u>(6,000)</u>	\$ <u>(46,875)</u>	
NIFA Equity Planting the Seeds of Culture & Food 1421)				
(9/1/2022 - 8/31/2026)				
Restricted revenues:				
Federal government grants	\$ -	\$ 157,142	\$ (157,142)	-100%
Restricted expenses:				
Compensation	5,034	69,038	64,004	93%
Employee related expenses	1,788	20,449	18,661	91%
Commuter Allowance	138	20,449	20,311	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%
Total Restricted Expenses	<u>6,961</u>	<u>177,593</u>	<u>170,632</u>	<u>96%</u>
Excess (deficiency)	\$ <u>(6,961)</u>	\$ <u>(20,451)</u>	\$ <u>(327,774)</u>	
BIE TCU Facilities & Improvements (1430) PL 116-260 (1430)				
(4/15/2020 -6/30/2024)				
Restricted revenues:				
Federal government grants	\$ 857,142	\$ 857,142	\$ -	0%
Restricted expenses:				
Construction Supplies	14,805	-	(14,805)	0%
Program Supplies	70,312	-	(70,312)	0%
Equipment	57,756	-	(57,756)	0%
Consultants	800	-	(800)	0%
Other Structural Improvements	160,962	857,142	696,180	81%
Total Restricted Expenses	<u>304,635</u>	<u>857,142</u>	<u>552,507</u>	<u>64%</u>
Excess (deficiency)	\$ <u>552,507</u>	\$ -	\$ <u>(552,507)</u>	

	Actual	Grant Budget	Remaining Budget	Remaining %
NIFA Endowment - (20-1502)				
(Sept 1, 2020- Aug 31, 2022)				
Restricted revenues:				
Federal government grants	\$ 314,681	\$ 243,073	\$ 71,608	29%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	-	-	-	0%
Travel/professional Development	-	-	-	0%
Printing	2,436	-	(2,436)	0%
Commuter Allowance	-	-	-	0%
Moving Expenses	5,000	-	(5,000)	0%
Communications	1,634	-	(1,634)	0%
Vehicle Rental	29,103	-	(29,103)	0%
Promotion/Advertising	23,227	36,000	12,773	35%
Consultants/Professionals	131,830	86,677	(45,153)	-52%
Building Materials	1,689	-	(1,689)	0%
Education Supplies	-	-	-	0%
Meeting Expense	3,023	7,500	4,477	60%
Stipends	-	-	-	0%
Participant Support	-	-	-	0%
Guest Speaker/Honorariums	-	-	-	0%
Program Supplies	49,978	96,000	46,022	48%
Other Structural Improvements	810	-	(810)	0%
Office Supplies	-	7,500	7,500	100%
Furniture and Fixtures	1,477	-	(1,477)	0%
Computer Equipment	-	9,396	9,396	100%
Total Restricted Expenses	<u>250,208</u>	<u>243,073</u>	<u>(7,135)</u>	<u>-3%</u>
Excess (deficiency)	<u>\$ 64,473</u>	<u>\$ -</u>	<u>\$ 78,743</u>	

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

Restricted revenues:				
Federal government grants	\$ 185,279	\$ 442,259	\$ (256,980)	-58%
Restricted expenses:				
Compensation	154,146	315,345	161,199	51%
Employee related expenses	24,141	40,165	16,024	40%
Commuter Allowance	2,631	1,606	(1,025)	-64%
Consultants	2,000	1,606	(394)	-25%
Program Supplies	-	-	-	0%
Participant Support	-	-	-	0%
Indirect Cost	21,770	85,143	63,373	74%
Total Restricted Expenses	<u>204,688</u>	<u>443,865</u>	<u>239,177</u>	<u>54%</u>
Excess (deficiency)	<u>\$ (19,408)</u>	<u>\$ (1,606)</u>	<u>\$ (496,157)</u>	

USDA Furniture Arts & Science (20-1509)
(Aug 1, 2021- July 30, 2024)

Restricted revenues:				
Federal government grants	\$ -	\$ 166,200	\$ (166,200)	-100%
Restricted expenses:				
Furniture	170,131	166,200	(3,931)	-2%
Total Restricted Expenses	<u>170,131</u>	<u>166,200</u>	<u>(3,931)</u>	<u>-2%</u>
Excess (deficiency)	<u>\$ (170,131)</u>	<u>\$ -</u>	<u>\$ (162,269)</u>	

	Actual	Grant Budget	Remaining Budget	Remaining %
USDA Disaster Relief Health & Wellness (1526) (May 12, 2021- May 12, 2026)				
Restricted revenues:				
Federal government grants	\$ -	\$ 99,975	\$ (99,975)	-100%
Other Tools/Structural Improvements	13,791	99,975	86,184	86%
Total Restricted Expenses	13,791	99,975	86,184	86%
Excess (deficiency)	\$ (13,791)	\$ -	\$ (186,159)	
TOCC Grant Match Grant 1526 USDA (1005) (May 12, 2021- May 12, 2026) No additional expenditures afer 6/30/2022				
Operational expenses:				
Furniture & Equipment	12,750	33,000	20,250	61%
Total Restricted Expenses	12,750	33,000	20,250	61%
Excess (deficiency)	\$ (12,750)	\$ (33,000)	\$ (20,250)	
USDA NIFA Extension Capacity (20-1531) (Sept 1, 2018- Aug 31, 2022)				
Restricted revenues:				
Federal government grants	\$ 201,546	\$ 177,238	\$ 24,308	14%
Compensation	168,740	99,528	(69,212)	-70%
Employee Related Benefits	149,487		(149,487)	0%
Travel/ Per Diem/ Lodging/Registrati	1,053	2,198	1,145	52%
Youth Programs	-	8,000	8,000	100%
Other Participant/trainee Support Co	-	13,312	13,312	100%
Workshops	-	4,000	4,000	100%
Education and Program supplies	45,734	11,500	(34,234)	-298%
Stipends	1,604	2,700	1,096	41%
Equipment	3,995	36,000	32,005	89%
Total Restricted Expenses	370,614	177,238	(193,376)	-109%
Excess (deficiency)	\$ (169,068)	\$ -	\$ 217,684	
NIFA Extension Capacity Bldg Together III - (20-1541) (Sept 1, 2018- Aug. 31, 2022)				
Restricted revenues:				
Federal government grants	\$ 323,449	\$ 660,000	\$ (336,551)	-51%
Grant from other sources	1,500	1,500	-	0%
Restricted expenses:				
Compensation	386,428	283,000	(103,428)	-37%
Employee related expenses	77,820	65,980	(11,840)	-18%
Travel	10,151	12,960	2,809	22%
Registration	1,520	760	(760)	-100%
Equipment Rental	510	-	(510)	0%
Consultants	200	1,800	1,600	89%
Honorariums	-	2,000	2,000	100%
Meeting Expense	2,970	-	(2,970)	0%
Program Materials & Supplies	2,991	6,120	3,129	51%
Total Restricted Expenses	482,591	372,620	(109,971)	-30%
Excess (deficiency)	\$ (157,642)	\$ 288,880	\$ (226,580)	

	Actual	Grant Budget	Remaining Budget	Remaining %
NIFA Extension Sovereign O'oidag for SovereNation (1542)				
(Sept 1, 2022- Aug. 31, 2026)				
Restricted revenues:				
Federal government grants	\$ -	\$ 246,000	\$ (246,000)	-100%
Restricted expenses:				
Compensation	10,710	152,287	141,577	93%
Employee related expenses	4,387	47,210	42,823	91%
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%
Total Restricted Expenses	15,098	246,000	230,902	94%
Excess (deficiency)	\$ (15,098)	\$ -	\$ (476,902)	
2019 USDA TCI E Campus Community Facilities (20-1621)				
(9/1/19-9/30/20)				
Restricted revenues:				
Federal government grants	\$ 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)	-75%
Framing	-	6,002	6,002	100%
Framing TOCC	-	997	997	100%
Total Restricted Expenses	109,683	144,949	35,266	24%
Excess (deficiency)	\$ (7,247)	\$ (7,247)	\$ (70,532)	
2018 USDA TCI E Campus Solar Project (20-1622)				
(9/1/18- Nov 2023)				
Restricted revenues:				
Federal government grants	\$ -	\$ 129,000	\$ (129,000)	-100%
TOCC Match	-	-	-	0%
Restricted expenses:				
Other costs to complete /consultants	91,490	-	(91,490)	0%
Equipment and Construction Costs	-	129,000	129,000	100%
Total Restricted Expenses	91,490	129,000	37,511	29%
Excess (deficiency)	\$ (91,490)	\$ -	\$ (166,511)	
2018 USDA TCI E Campus Solar Project Match (10-1622)				
Restricted expenses:				
Equipment and Construction Costs	6,450	6,450	-	0%
Total Restricted Expenses	6,450	6,450	-	0%
Excess (deficiency)	\$ (6,450)	\$ (6,450)	\$ -	
2020 USDA TCI Wellness Ctr (20-1628)				
(9/1/20- 8/31/21)				
Restricted revenues:				
Federal government grants	\$ -	\$ 181,367	\$ (181,367)	-100%
Restricted expenses:				
Equipment and Construction Costs	-	181,367	181,367	100%
Total Restricted Expenses	-	181,367	181,367	100%
Excess (deficiency)	\$ -	\$ -	\$ (181,367)	

	Actual	Grant Budget	Remaining Budget	Remaining %
Title III Part A Our Circle of Strength - (20-1632)				
(Oct. 1, 2020 - Sept. 30, 2025)				
Restricted revenues:				
Federal government grants	\$ 1,295,502	\$ 6,559,520	\$ (5,264,018)	-80%
Restricted expenses:				
Compensation	875,818	1,520,000	644,182	42%
Employee related expenses	215,431	420,000	204,569	49%
Travel Expense	-	86,000	86,000	100%
Commuter Allowance	4,608	-	(4,608)	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%
Total Restricted Expenses	1,492,408	6,559,520	5,067,112	77%
Excess (deficiency)	\$ (196,907)	\$ -	\$ (10,331,130)	
Title III Part F Honoring Yesterday to Build Tom. - (20-1642)				
(Oct. 1, 2020 - Sept. 30, 2025)				
Restricted revenues:				
Federal government grants	\$ 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	1,232,127	4,655,008	3,422,881	74%
Education supplies	-	-	-	0%
Total Restricted Expenses	1,232,127	4,655,008	3,422,881	74%
Excess (deficiency)	\$ (625,000)	\$ -	\$ (7,470,762)	
American Rescue Plan Fund (ARP) BIE PL 117-2 (1680)				
(July 1, 2019 - June 30, 2024)				
Restricted revenues:				
Federal government grants	\$ 5,581,278	\$ 5,581,278	\$ -	0%
Restricted expenses:				
Student Assistance	-	5,581,278	5,581,278	100%
Employee related expenses	-	-	-	0%
Contracts/subcontracts	-	-	-	0%
Computer equipment	-	-	-	0%
Other Structural Improvements	-	-	-	0%
Education supplies	-	-	-	0%
Total Restricted Expenses	-	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 grants	\$ 9,247	\$ 9,247	\$ -	0%
Restricted expenses:				
Meals	-	7,400	7,400	100%
Archery Costs	-	1,847	1,847	100%
Total Restricted Expenses	-	9,247	9,247	100%
Excess (deficiency)	\$ 9,247	\$ -	\$ (9,247)	

	Actual	Grant Budget	Remaining Budget	Remaining %
Community of Practice - (20-1720)				
(July 1, 2022 - June 30, 2023)				
Restricted revenues:				
Grant from other sources	\$ 173,666	\$ 108,000	\$ 65,666	61%
Restricted expenses:				
Compensation	81,021	45,501	(35,520)	-78%
Employee related expenses	37,297	12,285	(25,012)	-204%
Travel	998	-	(998)	0%
Scholarships	-	1,129	1,129	100%
Registrations	160	-	(160)	0%
Vehicle Rental	7,408	-	(7,408)	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	9,200	27,245	18,045	66%
Consultants	2,503	900	(1,603)	-178%
Program Supplies & Materials	-	800	800	100%
Indirect Cost	10,523	9,036	(1,487)	-16%
Total Restricted Expenses	149,111	108,000	(41,111)	-38%
Excess (deficiency)	\$ 24,556	\$ -	\$ (24,556)	
Great Lakes - Paid Internship - (1726)				
(5/1/17 - 10/31/19)				
Restricted revenues:				
Grant from other sources	\$ 49,105	\$ 100,000	\$ (50,895)	-51%
Restricted expenses:				
Student Employment Salary and tax	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%
Total Restricted Expenses	24,324	100,000	75,676	76%
	\$ 24,781	\$ -	\$ (24,781)	
Project Success Ascendium (1727)				
Emergency Aid/Paid Internship				
(Jan 1, 2020 - Sept 30, 2020)				
Restricted revenues:				
Grant 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	10,815	30,000	19,185	64%
Stipends	4,946	-	(4,946)	0%
Office Supplies	424	-	(424)	0%
Student Funds Paid Internship	-	100,000	100,000	100%
Meeting Expense	543	-	(543)	0%
Total Restricted Expenses	16,728	169,000	152,272	90%
Excess (deficiency)	\$ 31,856	\$ -	\$ (31,856)	

	Actual	Grant Budget	Remaining Budget	Remaining %
Ed Stabilization Fund Covid 19 Assistance (20-8021) (July 1, 2019 - June 30, 2024)				
Restricted revenues:				
Federal government grants	\$ 6,546,126	\$ 4,910,968	\$ 1,635,158	33%
Restricted expenses:				
Cleaning Supplies	-	-	-	0%
Student Assistance	-	4,910,968	4,910,968	100%
Employee related expenses	128,846	-	(128,846)	0%
Consultants	14,220	-	(14,220)	0%
Contracts/subcontracts	-	-	-	0%
Computer equipment	-	-	-	0%
Payment to SCAC	91,537	-	(91,537)	0%
Cleaning Supplies	1,223	-	(1,223)	0%
Education supplies	22,954	-	(22,954)	0%
Total Restricted Expenses	258,780	4,910,968	4,652,188	95%
Excess (deficiency)	\$ 6,287,346	\$ -	\$ (6,287,346)	

TOTAL RESTRICTED EXPENSES

Restricted revenues:				
Federal government grants	\$ 18,243,583	\$ 29,290,406	\$ (11,046,823)	-38%
State government grants	3,325,997	4,402,516	(1,076,519)	-24%
Grant from other sources	2,310,027	4,462,955	(2,152,928)	-48%
Total Restricted Revenues	\$ 23,879,607	\$ 38,155,877	\$ (14,276,270)	-37%
Restricted expenses:	\$ 11,786,596	\$ 37,693,897	25,907,301	69%
Excess (deficiency)	\$ 12,093,011	\$ 461,980	\$ (11,631,031)	

STUDENT FINANCIAL AID

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

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

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

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

	Actual	Grant Budget	Remaining Budget	Remaining %
Scholarships- 21-8010 AICF (July1, 2021 - June 30, 2022)				
Restricted revenues:				
Scholarship Award	\$ 731,332	\$ 242,904	\$ 488,428	201%
Restricted expenses:				
Travel/Meeting/Office Expense	1,044	5,185	4,141	80%
Scholarships	744,393	395,552	(348,841)	-88%
Total Restricted Expenses	745,437	400,737	(344,700)	-86%
Excess (deficiency)	\$ (14,105)	\$ (157,833)	\$ (143,728)	

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

Restricted revenue:				
Federal government grants	\$ 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 :	48,000	274,665	226,665	83%
Postage & Delivery	16,986	-	(16,986)	0%
Communications	5,099	-	(5,099)	0%
Building R&M	4,441	-	(4,441)	0%
Building Rent	24,914	-	(24,914)	0%
Consultant Fees	296,681	-	(296,681)	0%
Licenses & Fees	15,088	-	(15,088)	0%
Cleaning Supplies	13,381	-	(13,381)	0%
Meeting Expense	5,718	-	(5,718)	0%
Custodial and Cleaning Expenses	150,218	-	(150,218)	0%
CARES ACT Higher Ed Emergency	2,399,088	-	(2,399,088)	0%
Residence Fees Lost	39,600	39,600	-	0%
Residence Fees Refunded TOCC	(22,072)	17,528	39,600	226%
Contracts/Subcontracts/consultants	-	-	-	0%
Indirect Costs	403,032	-	(403,032)	0%
Other Structural Improvements	224,058	-	(224,058)	0%
Computer Equipment	654,377	-	(654,377)	0%
Awards and Gifts	45,786	-	(45,786)	0%
Grants to or expenditures for TOCC	-	6,669,499	6,669,499	100%
Total Restricted Expenses	4,730,815	7,001,292	2,270,477	32%
Excess (deficiency)	\$ (1,435,655)	\$ -	\$ 1,435,655	

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

Restricted revenue:				
Federal government grants	\$ -		\$ -	0%
Restricted expenses:				
Tuition & Fee Waivers	18,253	-	(18,253)	0%
Total Restricted Expenses	18,253	-	(18,253)	0%
Excess (deficiency)	\$ (18,253)	\$ -	\$ 18,253	

	<u>Actual</u>	<u>Grant Budget</u>	<u>Remaining Budget</u>	<u>Remaining %</u>
PELL -21- 8030 (July 1, 2021 - June 30,				
Restricted revenue:				
Federal government grants	\$ 1,068,848	\$ 1,100,000	\$ (31,152)	-3%
Restricted expenses:				
Office Supplies	-	-	-	0%
Refunds	1,623	-	(1,623)	0%
Grants to students	1,648,255	1,100,000	(548,255)	-50%
Total Restricted Expenses	<u>1,649,878</u>	<u>1,100,000</u>	<u>(549,878)</u>	<u>-50%</u>
Excess (deficiency)	<u>\$ (581,030)</u>	<u>\$ -</u>	<u>\$ 581,030</u>	
TOTAL STUDENT FINANCIAL AID				
Restricted revenue:				
Federal government grants	4,369,708	8,106,992	\$ (3,737,284)	-46%
Scholarship Award	751,332	252,904	498,428	197%
	<u>\$ 5,121,040</u>	<u>\$ 8,359,896</u>	<u>\$ 3,238,856</u>	<u>39%</u>
Restricted expenses	<u>7,154,384</u>	<u>8,517,729</u>	<u>1,363,345</u>	<u>16%</u>
Excess (deficiency)	<u>\$ (2,033,343)</u>	<u>\$ (157,833)</u>	<u>\$ 1,875,510</u>	

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: MICKIE WIDENER, INTERIM HUMAN RESOURCES DIRECTOR
SUBJECT: AGENDA ITEM—**MAY 2023 RESOURCE LIST**
DATE: **05/31/2023**
CC: FILE

Background

The following employees are recommended for the Board's consideration new hires, transfer, and separation.

Recommendation

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

RESOURCE LIST
May 2023

New Hire:

Name	Position	Date
Aimee Farmer	Chief Human Resources Officer	6/5/2023
	<p>Ms. Aimee Farmer was Office Manager with Burns International Security Services for 5 years. She was Grant Writer with Gila River Indian Community for 1 year. She was Human Resources Analyst with Tohono O'odham Nation for 1 year and 6 months. She was Human Resources Manager with Tohono O'odham Nation for 2 years and 2 months. She was Human Resources Director with Yavapai-Apache Nation for 1 year and 2 months.</p> <p>Ms. Aimee Farmer earned her Associate of Business Administration from Pima Community College, Tucson, AZ. She earned her Bachelor of Business Administration – Management from Northern Arizona University.</p>	

Transfers:

Name	Position	Date
Ramon Salcido	Tohono O'odham Agriculture & Natural Resources Assistant	5/22/2023
	<p>Mr. Ramon Salcido was Agriculture and Natural Resources Intern with Tohono O'odham Community College for 11 months.</p> <p>Mr. Salcido earned his Bachelors of Science in Healthcare Administration from University of Phoenix.</p>	

Separations:

Name	Position	Date
Earldon Anhill	Electrical Apprentice Instructor	05/26/2023

Tohono O'odham Community College
Employment Vacancy Activity Log
May 2023
Administrative/Faculty/Exempt

Vacant Position	Division	Number of Applicants	Tohono O'odham Native American Other			Application w/documents Complete		Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
Academic Advising & Career Specialist	Edu	0						05/31/2023						Continue to advertise
Administrative Assistant- Finance	Admin-Finance	2		2		2		05/31/2023	3		5/26/2023	1	2	Pending reference check
Biodiversity and Research Specialist	Sustain	0						05/31/2023						Continue to advertise
Computer Literacy Training Coordinator	Sustain	0						05/31/2023						Continue to advertise
Elementary Education Instructor	Education	1			1	1		05/31/2023						Pending manager review
Financial Aid Officer	Stu Services	1	1				1	05/31/2023						Pending manager review
Human Resources Director	President's Office	1	1	1		1		05/31/2023	1		4/27/2023	1		Tentative start date 6/5/23
Pre-College GED Instructor (1)	Workforce Comm. Devlp.	2	1	1			2	05/31/2023						Pending manager review
Social Work Instructor	Edu	0						05/31/2023	3	2	3/23/2023 & 3/24/2023	1	2	Tentative start date 8/14/23
Solar Energy Instructor	Sustain	0						05/31/2023						Continue to advertise
Wellness Program Coordinator	Stud Life	0						05/31/2023						Continue to advertise

Tohono O'odham Community College
Employment Vacancy Activity Log
May 2023
Hourly

Vacant Position	Division	Number of Applicants	Tohono O'odham			Application w/documents Complete		Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
			Native American	Other		Yes	No		Yes	No		Yes	No	
Computer Literacy Trainer	Sustain	1		1	1	1		05/31/2023	1					Pending interview
Library Assistants (2)	Edu.	8	5	3	7	1		05/31/2023	3		5/8/2023		1	One Position filled effective 4/24/23 – Pending interview(s) / manager review
Phoenix Center Site Technician	Stu Services	0						05/31/2023	3		4/21/2023, 4/28/2023	1		Tentative start date 6/5/2023
Security Guard	Stud Life	3	3		3			05/31/2023	2		5/8/2023	2		Pending interviews
Tohono O'odham Agriculture & Natural Resources Assistant (1)	Sustain	3	2	1	2	1		05/31/2023	3		5/22/2023, 5/25/2023	1	1	One position filled effective 5/22/2023/ One position pending reference check

TOCC EMPLOYEE STATISTICS

(MAY 2023)

FULL -TIME POSITIONS

	<u>Numbers</u>	<u>Percentages</u>
Full-time positions:	<u>117</u>	
Filled Positions	94	80%
Vacant Positions	23	20%
Female	54	57%
Male	40	43%
Ethnicity		
Tohono O'odham Native American	63	67%
Hispanic	3	3%
White	15	16%
Black	3	3%
Asian	3	3%
Regular Staff	98	
Filled	77	79%
Vacant	21	21%
Instructors Positions	18	
Filled	16	89%
Vacant	2	11%
Commuters	47	50%
Local	47	50%

PART-TIME & TEMP POSITIONS

	<u>Numbers</u>	<u>Percentages</u>
Part-time & Temp positions:	25	
Filled Positions	16	64%
Vacant Positions	9	36%
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	10	63%
Local	6	38%

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: JAY JUAN, CHIEF OF OPERATIONS
SUBJECT: ADDITIONAL FACILITY MAINTENANCE TECHNICIAN POSITION
DATE: APRIL 28, 2023
CC: HUMAN RESOURCES DIRECTOR

Background

With the reopening of the campuses, and increased on campus events-activities, Facility Maintenance Department is experiencing more requests for maintenance and cleaning services which has put a great demand on the current Facility Maintenance staff. In addition to the reopening demand, the completion of the **Ma:cidag Gewkdag Ki:, Apedag Ki:, S-wuagimdam Ki:, and Kosin**, require more maintenance and cleaning services as well.

Justification

With the current staff of four, I do not believe they will be able to complete the necessary tasks within the timeframe required and are overwhelmed with the added workload. With an addition of two (2) employees we can meet the responsibilities of maintaining a safe and clean environment for the students and employees.

Action Requested:

Approval of two new Facility Maintenance Technician positions
Request BOT review and approve this request.

Recommendation: President recommends approval.



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Facilities Maintenance Technician I
Reports To: Chief of Operations
Status: Full-time/ Regular/ Hourly
Salary: \$17.00 an hour

SUMMARY: The custodian is responsible for the day-to-day cleaning and up-keep of all College buildings and grounds. Performs various duties such as: mopping, dusting, sweeping, trash pick-up, pruning, and raking. Promotes a clean and safe environment. The custodian will support the T-So: son (Our Core Values) including T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together.

ESSENTIAL DUTIES:

- Ensure lights, heating and Cooling Systems are turned on/off after School Hours.
- Ensure all doors to the buildings and gates are locked and secured after a workday.
- Monitors and maintains materials, supplies, equipment, and/or other applicable inventory items in assigned area of responsibility; initiates the procurement of replacement items;
- Performs preventative maintenance activities to ensure efficient and effective operations;
- Clean and sanitize, and disinfect restrooms, drinking fountains and sink.
- Refill paper towels, toilet paper, and soap.
- Sweep sidewalks, chop weeds and rake the college grounds, area Beautification.
- Empty all trashcans outside of the buildings twice a week.
- Dust and clean furniture, blinds, windows.
- Set up chairs and tables for college functions.
- Clean all microwaves and refrigerators
- Performs other duties of similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Must possess a high school diploma or equivalent; at least six (6) months work in the custodial field or any combination of training, education or experience that meets the position requirements.

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

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

LICENSING REQUIREMENTS

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

KNOWLEDGE:

- Ability to communicate effectively comprehends verbal and written instructions: read manuals. Gauges and record measurements and operate power driven machinery.
- Ability to bend, pull and push objects towards body to routinely move and lift objects weighing more than 50 pounds, to hold objects with two hands.
- Ability to frequently carry entrustments and tools weighing 10 pounds such as mops, brooms, trash containers, and work indoors and outdoors.
- Demonstrates attention to detail and follows through on commitment.
- Identifies and resolves problems in a timely manner; develops alternative solutions; demonstrates attention to detail; identifies and resolves problems in a timely manner
- Responds to requests for service and assistance.
- Knowledge of cleaning materials and chemicals.
- Must be punctual and dependable and willing to work overtime when necessary.

SKILLS:

- Providing customer service;
- Demonstrates attention to detail and follows through on commitment;
- Ability to communicate effectively; comprehends verbal and written instructions;
- Responds to requests for service and assistance;
- Must be punctual and dependable and willing to work overtime when necessary;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

WORK ENVIRONMENT:

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

BENEFITS

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

HOW TO APPLY

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

**TOHONO O'ODHAM COMMUNITY COLLEGE
ATTENTION: HUMAN RESOURCES
P.O. BOX 3129
SELLS, AZ 85634
VOICE (520) 383-0049
FAX (520) 383-0029**

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

Updated: 9/2/21 sdo

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: PAUL ROBERTSON, PRESIDENT

FROM: DR. MARIO MONTES-HELU, DEAN FOR SUSTAINABILITY AND ANSELMO RAMON CHAIR OF WORKFORCE AND COMMUNITY DEVELOPMENT, DEHPUE ZUO, NTIA PROJECT DIRECTOR

SUBJECT: CHANGE OF THE "COMPUTER LITERACY TRAINER COORDINATOR" TO A "COMPUTER LITERACY INSTRUCTOR/COORDINATOR" JOB DESCRIPTION AND SALARY

DATE: 5/29/2023

CC: MICKIE WIDENER, HUMAN RESOURCES

Background:

We have had no applications submitted for the “Computer Literacy Trainer Coordinator” position for the NTIA grant during the past six months. In order to start with the main grant activities of teaching computer skills to members of the community, we need to fill this position.

Justification: We propose to change the "computer literacy trainer coordinator" position's minimum requirements and to increase the salary to instructor level for a 12-month contract.

Action Requested: We request approval for a new “Computer Literacy Instructor/Coordinator.”

Recommendation: The President recommends the new job description for the “Computer Literacy Instructor/Coordinator.” Based on a review of the position's duties and responsibilities, it is recommended that the salary be:

Salary: \$57,000 annual

Attachment: Original description with the modifications in red font for “Computer Literacy Trainer Coordinator” and the final version of the “Computer Literacy Instructor/Coordinator.”



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Computer Literacy ~~Training Instructor~~/Coordinator
Reports To: Chair of Workforce & Community Development
Status: Full-time/ Regular/Exempt
Salary: ~~\$40,000—\$44,000~~ \$57,000 annual

SUMMARY: The ~~CLTECLIC~~ will work under the supervision of the NTIA Project Director. The ~~CLTECLIC~~ will provide general supervision, and coordination, and monitor the development and implementation administration of the NTIA Computer Literacy training program. The Computer Literacy Training Program will take place in-person at the District and Community level in the Tohono O'odham Nation by overseeing the Computer Applications Trainer when working with the community members of the Tohono O'odham Nation supported by the NTIA grant.

ESSENTIAL DUTIES:

- Develop computer literacy curriculum and deliver it to community members.
- Coordinates and supervises computer literacy trainer, and monitors community & employee development training programs.
- Responsible for the ~~development-identification and assessment~~ of ~~reporting-for measurement-of-the~~ training needs ~~assessment-and-of community participants. Provide a summary in written and table format that shows the results in a report form that includes data-analysis~~ of the findings at each participating community and or district.
- Coordinates training schedules and evaluates applicable outside training resources.
- Participates in the review of productivity levels for program participants analyzes problem areas, identifies training needs and recommends solutions to management.
- ~~Assists in the development and/or selection of Computer Literacy curriculum~~
- Coordinates materials, audio-visual equipment, and supplies for training
- Maintains computer-based documentation on training conducted, competency checklists, and training files.
- Assists District & Community partners in the identification of training needs for ~~staff-and~~ community participants.
- Delivers training ~~to~~for classes and individuals through lectures, demonstrations, exercises and workshops, in-person, via Zoom and GoTo formats.
- Identify sources of training programs that meet ~~certain~~ criteria in order to recommend sessions for attendance.
- ~~Acts~~ Serve as a liaison with all entities of the Tohono O'odham Nation.
- Produce certificates & Micro-Credentials for completion of ~~certain~~ program levels.
- Respond accurately and timely to ~~departmental-and-employee~~ requests for information
- Schedule and coordinate ~~classes;~~ training sessions and maintain facilities and equipment.

- Contribute to a team effort and perform other duties as assigned.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- ~~Associate degree.~~
- ~~Bachelor~~ in Computer Information Systems, Information Technology, Business or related field; and/or ~~two~~ one-year experience in training; and teaching adults in computer literacy courses.

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

~~Bachelor~~

- ~~Master~~ in Computer Information Systems, Information Technology, Business or related field; and/or one-year experience in training; and teaching adults in computer literacy courses.

LICENSING REQUIREMENTS:

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

KNOWLEDGE:

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

SKILLS:

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

WORK ENVIRONMENT:

TOCC is a tribal college located in the Tohono O'odham Nation, 60 miles west of Tucson. The 53 instructor will work closely with members of the Tohono O'odham Nation within a multicultural setting.

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

Covid-19 VACCINATION

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

HOW TO APPLY

Applications are available online at www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of two references (name, position, organization and work phone numbers), and one (1) letter of recommendation dated within the past twenty-four months. If claiming Indian Preference under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/or if claiming Veteran Preference, submit a copy of the DD214 form to:

TOHONO O'ODHAM COMMUNITY COLLEGE

ATTENTION: HUMAN RESOURCES

P.O. BOX 3129

SELLS, AZ 85634

VOICE (520) 479-2307

FAX (520) 479-2281

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



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Computer Literacy Instructor/Coordinator
Reports To: Chair of Workforce & Community Development
Status: Full-time/ Regular/Exempt
Salary: \$57,000 annual

SUMMARY: The CLIC will work under the supervision of the NTIA Project Director. The CLIC will provide general supervision and coordination and monitor the development and implementation administration of the NTIA Computer Literacy training program. The Computer Literacy Training Program will take place in-person at the District and Community level in the Tohono O'odham Nation by overseeing the Computer Applications Trainer when working with the community members of the Tohono O'odham Nation supported by the NTIA grant.

ESSENTIAL DUTIES:

- Develop computer literacy curriculum and deliver it to community members.
- Coordinates and supervises computer literacy trainer and monitors community & employee development training programs.
- Responsible for the identification and assessment of the training needs of community participants. Provide a summary in written and table format that shows the results of the findings at each participating community and or district.
- Coordinates training schedules and evaluates applicable outside training resources.
- Participates in the review of productivity levels for program participants analyzes problem areas, identifies training needs and recommends solutions to management.
- Coordinates materials, audio-visual equipment, and supplies for training
- Maintains computer-based documentation on training conducted, competency checklists, and training files.
- Assists District & Community partners in the identification of training needs for community participants.
- Delivers training for classes and individuals through lectures, demonstrations, exercises and workshops, in-person, via Zoom and GoTo formats.
- Identify sources of training programs that meet criteria in order to recommend sessions for attendance.
- Produce certificates & Micro-Credentials for completion of program levels.
- Respond accurately and timely to requests for information
- Schedule and coordinate training sessions and maintain facilities and equipment.
- Contribute to a team effort and perform other duties as assigned.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Bachelor in Computer Information Systems, Information Technology, Business or related field; and/or one-year experience in training and teaching adults in computer literacy courses.

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

- Master in Computer Information Systems, Information Technology, Business or related field; and/or one-year experience in training and teaching adults in computer literacy courses.

LICENSING REQUIREMENTS:

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

KNOWLEDGE:

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

SKILLS:

- Instructs participants in various course delivery methods; in-person, Zoom, GoTo, hybrid, Independent study, etc.
- Compiling and tabulating data for evaluating participant's performance;
- Communication, and interpersonal skills as applied to interaction with participants, supervisors, and the public to convey information.
- Knowledge of training methods, relating course content to computer skills and job tasks
- Knowledge of techniques for designing training plans, manuals, and aids.
- Knowledge of principles and practices of preparing reports, maintaining files and records

- Proficient in software programs including Windows, Microsoft Word, Microsoft, Excel, and Microsoft PowerPoint.
- Ability to provide supervision and leadership to assign training groups.
- Ability to compile information and create reports to management regarding training/educational objectives
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to travel to meetings, seminars, and training sites and work extended hours and on weekends as requested.

WORK ENVIRONMENT:

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

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

Covid-19 VACCINATION

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

HOW TO APPLY

Applications are available online at www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of two references (name, position, organization and work phone numbers), and one (1) letter of recommendation dated within the past twenty-four months. If claiming Indian Preference under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/or if claiming Veteran Preference, submit a copy of the DD214 form to:

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

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

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: LAURA SUJO-MONTES, ACADEMIC DEAN
SUBJECT: **JOB DESCRIPTION FOR NEW POSITION**
DATE: JUNE 8, 2023
CC: MICKIE WIDENER, INTERIM HR DIRECTOR

Background: The departure of the Education Division Program Coordinator allowed for an examination of the duties performed and their match with the division's needs. It has become evident that some curricular activities need more attention, such as aligning the proposed and approved curricular changes to Jenzabar, maintaining accuracy of Advising Trees, assisting faculty in course design, and providing faculty training, among others.

Justification: A candidate with knowledge of curriculum management, instructional design, and professional development is needed to provide faculty support. This support will ensure that programs are tailored to the needs of the Tohono O'odham culture and needs, address national discipline standards, provide a consistent course design that promotes student learning, and keep faculty appraised of research-based instructional theories and methodologies.

Action Requested: Request BOT to review and approve the new position.

Recommendation: It is recommended that the position is approved. The holder of the new position will allow for a deeper dive into the present curricular offerings to better align them with the Tohono O'odham Nation needs and national discipline standards.



TOHONO O'ODHAM COMMUNITY COLLEGE

JOB ANNOUNCEMENT

Job Title: Curriculum Specialist
Reports to: Academic Dean
Status: Full-time/ Regular/ Non-Exempt
Salary: \$47,701-60,791 Annual (DOE& E)

SUMMARY: The Curriculum Specialist will possess knowledge and skills in curriculum development, course design, technology integration, and assessment techniques and tools to support faculty course development and delivery. The incumbent will create and implement professional development learning opportunities that are based on active learning, social justice, and indigenization of the curriculum for non-traditional students in all teaching modalities (in-person, hybrid, online asynchronous and synchronous, etc.). This is an in-person position with possibility of some remote work.

ESSENTIAL DUTIES:

- Consult and collaborate with faculty on pedagogically sound and effective use of instructional design strategies, web-based resources, multimedia technologies, assessment, and instructional systems for course development and improvement that are based on Open Educational Resources.
- Develop course templates based on instructional design principles for faculty to utilize when collaborating on course design. Review hybrid and online courses for their alignment with established Specialized Professional Association national standards and data collection for assessment purposes.
- Develop and lead professional development opportunities to promote faculty competencies in digital learning and best practices in integrating technology in design and teaching for all teaching modalities.
- Provide on-demand support for faculty and staff regarding their teaching, learning, and technology needs.
- Attend curriculum committee meetings, maintain curriculum organized and up-to-date in the Student Information System including pre- and co-requisites and course rotations and sequences.
- Build and maintain course schedules and Academic Catalog.
- Supports the T-So:son (Our Core Values) including T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together;
- Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's Degree from a regionally accredited institution in instructional design, training and development, educational technology or closely related field OR an equivalent combination of a degree and directly related full-time work experience sufficient to successfully perform the essential duties of the job as listed above.
- Three to five years of experience in instructional design and development, program development, professional development, and assessment and evaluation.

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

- Master's Degree in Curriculum and Instruction, Instructional Design, Educational Technology, or closely related field.
- Teaching experience in a K-12 and/or higher education setting.
- Experience designing course templates or courses for in-person, hybrid, or online environments for a program or organization beyond individual course development.
- Experience working with faculty supporting the integration of instructional pedagogies (learning theory, active learning, classroom management, assessment techniques, etc.).
- Experience facilitating professional development learning opportunities.
- Experience using educational technology and a learning management system, preferably Canvas. Experience supporting online learning initiatives at an institutional level.
- Ability to speak and understand O'odham and/or Spanish.
- Knowledge and understanding of the historical and contemporary issues facing Native peoples.

LICENSING REQUIREMENTS

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

KNOWLEDGE:

- Student-centered learning theories and techniques.
- Different instructional design models and their application to all teaching modalities.
- Adult learning theory.
- Student evaluation methods.
- Program review and assessment.
- Use of Student Information Systems, such as Jenzabar, Peoplesoft, Banner, etc.

SKILLS:

- Using computer and related software applications to design and develop state-of-the-art curricular offerings.
- Creating collateral materials for professional development sessions.
- Communication, interpersonal skills as applied to interaction with faculty, subordinates, coworkers, supervisor, and the general public, etc.

WORK ENVIRONMENT:

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

BENEFITS:

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

HOW TO APPLY

Applications are available online at www.tocc.edu. Interested applicants must submit

- A completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of three references (name, position, organization and work phone numbers), and two (2) letters of recommendation dated within the past 24 months.
- If claiming Indian Preference Under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/ or if claiming Veteran Preference, submit a copy of the DD214 form to:

TOHONO O'ODHAM COMMUNITY COLLEGE

ATTENTION: HUMAN RESOURCES

P.O. BOX 3129 SELLS, AZ 85634

VOICE (520) 479-2307

FAX (520) 479-2281

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



TOCC GRANT PROPOSAL SUBMISSION AUTHORIZATION

DATE: June 1, 2023 . **SUBMITTED BY:** Laura E Sujo-Montes

Funding Agency: American Indian College Fund

Funding Number: _____

Letter of Intent required? Not required **Due Date** (if applicable): **N/A**

Grant Submission Date: **June 9, 2023**

Entity for proposal submission Cassandra Harden, Senior Program Coordinator at charden@collegefund.org.

Maximum Award: \$ 20,000 total award

Duration of grant: One year (2024)

(Note: determine if award listed is total for the grant period, or per year.)

Number of Awards: Unknown **Match Required?** No

(Note: if match required, specify how much, and type, i.e., cash, in kind, etc.)

Indirect Cost allowed? N/A **Amount (%)**:

Department or Division Requesting Grant: Education Division

Background and Justification: The American Indian College Fund opened a new competition to fund “The *Ihduwiyayapi: Advancing Indigenous Early Childhood Education Grant Program* to support engagement with tribal college and university (TCU) partners to build the capacity of their early childhood education programs and improve teacher education through

- Visioning, Planning, and Storytelling
- Pathway Development
- Administrative and Institutional Capacity”

Emily Whitehat, Vice President of Programs, encouraged TOCC to apply for the first level of funding: Visioning, Planning, and Storytelling. The funding will cover travel and meeting expenses for our full time Early Childhood Education (ECE) instructor to observe students and to promote the program around the state.

Objectives

There are several objectives for applying to this funding: (a) To establish an in-person connection with ECE students who are having difficulty with online courses. Some students live in remote areas of the Tohono O’odham Nation who feel isolated due to lack of reliable connectivity; having the instructor travel to meet them at their communities promotes a sense of connection with faculty, classmates, and the program. (b) To observe students in their practicum placement and communicate with mentor teachers regarding the students’ performance. c) To hold meetings in the Phoenix Center and other communities to promote the ECE programs. (d) To provide the ECE faculty with funding to attend the main conference in the discipline, the National Association for the Education of Young Children (NAEYC).

Methods

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

This project meets the TOCC Mission to “strengthen individuals, families, and communities through holistic, quality higher education services.” It is well known that the more students feel connected to the institution, faculty, and peers, the more chances they have to be successful in their courses. Also, “to ensure that curricular offerings are relevant to the needs of communities and individuals.” Early Childhood Education is vital to keep Head Start Centers well-staffed. “To include Elders as primary resources, instructors, advisors and counselors as a means of reinforcing Tohono O’odham Himdag.” Many among the Head Start staff are Elders themselves. Their participation brings the knowledge of the Tohono O’odham Himdag not only in words but also in application as they may serve as role models for others participating in the courses.

The grant funding will provide for travel and meeting expenses, such as food for attendees, door prizes for promotional meetings, the rent of a meeting place – if needed, a token of appreciation for mentor teachers, and mileage and conference attendance for the ECE instructor. These trips and meetings will happen during the 2023-2024 Academic Year. The initial plan is to meet with the students at the beginning and end of the semester with the possibility of adding a meeting at mid semester. Promotional meetings will be spread throughout the semester. The main NAEYC conference will be held in Nashville, TN in November.

Proposed Principal Investigator or Project Director: **Laura E Sujo-Montes and Diona Williams**

Lead writer: Laura E Sujo-Montes

Current staff to be paid under the grant? (List): 0

New staff to be added? (Number and positions): None.

Contractors (external evaluator required, etc): N/A

Approval by Division Dean and Date: June 1, 2023

Review by Leadership and Approval Date: _____

Board Review and Approval Date: _____

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: LAURA SUJO-MONTES, ACADEMIC DEAN
SUBJECT: **NEW PROGRAMS: AAS IN FOUNDATIONAL MANAGEMENT AND CERTIFICATE IN MANAGEMENT AND LEADERSHIP**
DATE: JUNE 8, 2023
CC: EVAN THOMAS, SPECIAL ASSISTANT TO THE PRESIDENT

Background: During a visit to the casino by some faculty members, the director of the casino expressed that he would like to see a program at TOCC that would help people move from entry level work to higher paying positions. Nowadays, it is not only important to know how to run a business, but it is as equally or more important to know how to manage the personnel. It takes the soft skills to motivate people to do what is needed to keep the business running smoothly.

Justification: Most managers and leaders have learned how to be a manager or leader by how they have been managed and supervised. However, that approach leaves vital and important parts out that can make or break a leader, manager or supervisors. The Management and Supervision (M&S) programs try to fill in those gaps and increase the skills that people already have.

The associate of applied science in Foundational Management prepares people for direct employment. The certificate in Management and Supervision was conceived more like a supplement to an already established business career, or to a business degree.

Action Requested: Request BOT to review and approve the new programs.

Recommendation: It is recommended that the new programs are approved. These programs seek to help employees move to a better paid supervisory position and to prepare them for that role.

TOHONO O'ODHAM KEKEL

TO: FACULTY, HIMDAG COMMITTEE, ADMINISTRATION, & BOARD OF TRUSTEES

FROM: NEAL WADE

SUBJECT: **NEW PROGRAM OF STUDY (DEGREE/CERTIFICATE)**

DATE: APRIL 27, 2023

CC: DEAN OF ACADEMICS

1. Name of Initiator(s): Neal Wade
2. Name of proposed degree or certificate: (indicate whether AA, AS, AAS, etc.)

Foundational Management AAS

3. Description of proposed degree or certificate.

The Management and Supervision Associate of Applied Science degree prepares the student for front-line supervision and entry-level management. Different approaches and techniques to management and supervision will be examined and how they should be applied. This includes leadership, organization, planning and other management practices.

4. Statement of purpose for the new program or certificate.

To prepare people entering into the supervision, management, and leadership roles of their respective enterprises.

5. List three to six Program Level Outcomes for the proposed degree or certificate and describe how each of those outcomes can be measured. (Complete curriculum map in Attachment B).

- a. *Differentiate appropriate and effective communication skills as applied to coworkers and supervisors.*
- b. *Identify, appraise, deescalate, and resolve different situations that could arise in the workplace.*
- c. *Demonstrate supervisory skills and knowledge as applied to different work-related situations.*
- d. *Articulate, compare, and contrast different basic business organizations and behaviors.*

- e. *Assess different workplace situations and apply motivational skills when needed.*
- f. *Determine and apply the necessary ethical behaviors of a supervisor.*

6. Describe how the proposed degree or certificate aligns with the College's Mission and Vision.

This program aligns with the school's mission and vision by increasing the students' skill sets, confidence, and analytical practices in relation to themselves and their personal, leadership, management and organizational environments.

7. Describe how the proposed program supports the O'odham Himdag.

Students are encouraged to explore and apply the Himdag in their professional lives. The application of the T-So:son is a necessary requirement to be a successful supervisor and manager.

8. Describe how the proposed program addresses employment needs of students.

This program will introduce the basics of Leadership, Management and Organization which will prepare the student for the higher paying management jobs. By giving the students an education in management, leadership, and organizational skills the student will have a much better opportunity for promotion into those positions with higher pay and responsibility as those positions become available.

9. (Section I. General Education). If a degree, which AGEC will be used? If certificate which general education classes will be used? (Note: THO 101 and HIS 122 must be included in all degrees and certificates as part of general education).

AGEC (B) will be used.

10. What are the core class requirements (Section II)? (Please include as attachment of course descriptions with learning outcomes for each course.)

MGT110, MGT122, MGT230 and MGT280, BUS220, BUS148 and CAG133

11. (Section III) How many electives will be allowed for this degree and what are the boundaries for selecting electives (ex. Degree in education may require that all electives be an EDU class)?
6 credit hours for electives and there are no restrictions on course selection but must be 101 level or higher

Using answers to questions 7, 8, and 9 complete the Program of Study in Attachment A

-
12. If this is a degree and the degree exceeds 60 credits, what is the justification?
60 credits.

It is

13. How will the proposed degree or certificate link to other degrees or certificates in the area of concentration? What degree of overlap will there be? What kind of student interest is expected in terms of student numbers and how did you arrive at that estimate?

There is a need for this program to prepare line workers for supervision and management roles in order for them to obtain the higher paying management positions. It is assumed that students of this major will already have some workplace experience. It is expected that this program will be popular and have at least 30+ declared majors.

14. What instructional staff will this program require? (Will the College have to hire additional persons, provide more logistical support, or other resources?)

One additional full-time faculty or the equivalent adjuncts may possibly be needed depending on the popularity of this program.

ATTACHMENT A: Program of Study

Rows may need adjusted depending on number of required courses or whether the proposal is for a certificate or Associates Degree. **Red indicates that it is required for all TOCC curriculum.**

General Education Category	Course Requirement	Credits Required
Tohono O’odham Himdag	HIS 122 Tohono O’odham History and Culture (C)	3
	THO 101 Elementary Tohono O’odham or THO 106 Conversational Tohono O’odham I	4
English Composition	WRT101	3
	WRT102	3
Mathematics	MAT142H	3
Humanities and Fine Arts	Any Humanities or Art course	6
Social and Behavioral Sciences	ECN201 or 202	3
Two Lab-loaded Science Course		8
Total General Education Credits		33
Core Courses		
MGT110: Human Relations in Business and Industry		3
MGT122: Supervision		3
MGT230: Dynamics of Leadership		3
MGT280: Business Organization and Management		3
BUS220: Legal Environment of Business		3
BUS148: Business Ethics: Morals in the Workplace		3
CAG133: Customer Service and Management		3
Total Core Credits		21
Electives: any BUS, CIS, MGT, ECN, MAT or CAG courses		6
Total Credits for Elective		
Total Credits for Degree		60

TOHONO O'ODHAM KEKEL

TO: FACULTY, HIMDAG COMMITTEE, ADMINISTRATION, & BOARD OF TRUSTEES

FROM: NEAL WADE

SUBJECT: **NEW PROGRAM OF STUDY (CERTIFICATE)**

DATE: APRIL 6, 2023

CC: DEAN OF ACADEMICS

1. Name of Initiator(s): Neal Wade
2. Name of proposed degree or certificate: (indicate whether AA, AS, AAS, etc.)

Management and Supervision Certificate

3. Description of proposed degree or certificate.

The Management and Supervision Certificate prepares the student for front line supervision and management. Different approaches and techniques to management and supervision will be examined and how they should be applied. This includes leadership, organization, planning and other management practices.

4. Statement of purpose for the new program or certificate.

To prepare people entering into the supervision management and leadership roles of their respective enterprises.

5. List three to six Program Level Outcomes for the proposed degree or certificate and describe how each of those outcomes can be measured. (Complete curriculum map in Attachment B).
 - a. *Differentiate appropriate and effective communication skills as applied to coworkers and supervisors*
 - b. *Identify, appraise, deescalate, and resolve different situations that could arise in the workplace.*
 - c. *Demonstrate supervisory skills and knowledge as applied to different work-related situations.*
 - d. *Articulate, compare, and contrast different basic business organizations and behaviors.*
 - e. *Assess different workplace situations and apply motivational skills when needed.*
 - f. *Determine and apply the necessary ethical behaviors of a supervisor.*
6. Describe how the proposed degree or certificate aligns with the College's Mission and Vision.

This program aligns with the school's mission and vision by increasing the students' skill sets, confidence, and analytical practices in relation to themselves and their personal, supervision, leadership, management and organizational environments.

7. Describe how the proposed program supports the O'odham Himdag.

Students are encouraged to explore and apply the Himdag in their professional lives. The application of the T-So:son is a necessary requirement to be a successful supervisor and manager.

8. Describe how the proposed program addresses employment needs of students.

This program will introduce the basics of Management and Supervision which will prepare the student for higher paying management jobs. By giving the students an education in management, leadership and organizational skills the student will have a much better opportunity for promotion into those positions with higher pay and responsibility as those positions become available.

9. (Section I. General Education). If a degree, which AGEC will be used? If certificate which general education classes will be used? (note: THO 101 and HIS 122 must be included in all degrees and certificates as part of general education).

This is a certificate. The complete program of study is included in Appendix A

10. What are the core class requirements (Section II)? (Please include as attachment of course descriptions with learning outcomes for each course.)

MGT110, MGT122, MGT230 and MGT280, BUS220, BUS148 and CAG133

11. (Section III) How many electives will be allowed for this degree and what are the boundaries for selecting electives (ex. Degree in education may require that all electives be an EDU class)?

No electives

Using answers to questions 7, 8, and 9 complete the Program of Study in Attachment A

12. If this is a degree and the degree exceeds 60 credits, what is the justification?

It is 31 credits.

13. How will the proposed degree or certificate link to other degrees or certificates in the area of concentration? What degree of overlap will there be? What kind of student interest is expected in

terms of student numbers and how did you arrive at that estimate?

This certificate is either stand alone for direct employment or act as a companion and enhancement to the ABBA or the ABIS business programs. There is very little overlap with present business degrees as this certificate mostly uses management courses, which are only partially used in other business degrees. It is expected that this program will be popular and have at least 30+ declared students.

14. What instructional staff will this program require? (Will the College have to hire additional persons, provide more logistical support, or other resources?)

One additional full-time faculty or the equivalent adjuncts may possibly be needed depending on the popularity of this program.

ATTACHMENT A: Program of Study

Rows may need adjusted depending on number of required courses or whether the proposal is for a certificate or Associates Degree. Red indicates that it is required for all TOCC curriculum.

General Education Category	Course Requirement	Credits Required
Tohono O'odham Himdag	HIS 122 Tohono O'odham History and Culture (C)	3
	THO 101 Elementary Tohono O'odham or THO 106 Conversational Tohono O'odham I	4
English Composition	WRT101	3
	Total General Education Credits	10
Core Courses		
MGT110: Human Relations in Business and Industry		3
MGT122 :Supervision		3
MGT230: Dynamics of Leadership		3
MGT280: Business Organization and Management		3
BUS220: Legal Environment of Business		3
BUS148: Business Ethics: Morals in the Workplace		3
CAG133 :Customer Service and Management		3
Total Core Credits		21
Total Credits for Degree		31

ATTACHMENT B: Curriculum Map

For all outcomes, mark which required courses within the program fulfill those outcomes. Not all courses need to fulfill every outcome. Use the example below to fill out the table.

EXAMPLE		Required Courses					
Outcomes		ANRxxx – Crop Production	ANRxxx – Computer Applications in Agriculture	ANRxxx – Intro to Natural Resources	ANRxxx – Hydrology	ANRxxx – Wildlife Conservation	ANRxxx – Biology
1	Internet proficiency		A	I	R		
2	Self-sufficient food production	I, R, A					
3	Natural resource scientific concepts			I	A	R	
4	Written communication	R		I		A	
5	Biological concepts	I				R	A

		REQUIRED COURSES					
OUTCOMES		MGT110	MGT122	MGT230	MGT280	BUS148	CAG133
1	<i>Differentiate appropriate and effective communication skills as applied to coworkers and supervisors</i>	I	R	R			A
2	<i>Identify, appraise, deescalate, and resolve different situations that could arise in the workplace.</i>		I	R			A
3	<i>Demonstrate supervisory skills and knowledge as applied to different work-related situations.</i>		I	R			A

4	<i>Articulate, compare, and contrast different basic business organizations and behaviors.</i>				I, A		
5	<i>Assess different workplace situations and apply motivational skills when needed.</i>	I,A	R	R			
6	<i>Determine and apply the necessary ethical behaviors of a supervisor.</i>	R	R			I,A	

Key:

I = Introduce (Themes that relate to an outcome are introduced)

R = Reinforce (Themes that relate to an outcome are reinforced. Students will have already become familiar with the theme.)

A = Assess (A course-embedded assessment is included in the syllabus to assess overall student achievement.)

MGT 110: Human Relations in Business and Industry

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Basic theories and concepts for understanding human relations' needs of business employees and managers. Includes organizational behavior, diversity, motivation and performance management, job design, group work, organizational design, organizational power, and conflict and negotiation.

MGT 122: Supervision

Prerequisite: None

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Principles of personnel supervision. Includes group dynamics, organizational work structures, source and nature of worker values, team communication skills, decision making, creativity

within worker teams, controversy within worker teams, conflict of interest within worker teams, dealing with diversity, and team development and training for continuous improvement

MGT 230: Dynamics of Leadership

Prerequisite: None Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Supervised practical training in leadership. Includes history, philosophy and vision of leadership, aspects of leadership, power of positive vision, goal setting, decision making, life planning, identifying a personal philosophy, team building, delegating, ethics in leadership, servant leadership, initiating change, managing conflict, and designing and completing leadership projects.

MGT 280: Business Organization and Management

Prerequisites: BUS 100 or permission of Instructor.

Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Overview of the functions performed and issues faced by managers in business. Includes theory, general research findings, and knowledge from a managerial perspective. Also includes diverse philosophies for understanding management as a total system within the constraints imposed by society, government, technology, and ideology.

CAG 133: Customer Service and Management

Prerequisite: None Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: This course examines customer service, management and marketing practices for delivering high quality casino gaming services. Students learn about selling, promoting and positioning services and to apply marketing concepts within the gaming industry. The course covers customer behavior and expectations, techniques for building customer loyalty, and the relation of those elements to creating a responsible and successful business environment. Students learn the importance of employee development and organizational culture, the basics of supervision, managing staff and players, in addition to counseling and employee relations.

BUS 220: Legal Environment of Business

Prerequisite: None Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Introduces the legal, ethical, and international environment of business. Includes an introduction to law, ethics and corporate responsibility, judicial system and litigation, alternative dispute resolution, administrative agencies, crimes and torts, contract law, product liability, international business law, agency law, and legal forms of business enterprises.

BUS 148: Business Ethics: Morals in the Workplace

Prerequisite: None Credits: 3 cr. hrs. (3 pds: 3 lec)

Course Description: Students will analyze how ethical principles in decision-making can be applied to business and industry settings. Includes examination of moral issues, ethical frameworks, and personal values, workplace standards, social, religious, and cultural values, legal ramifications of action and inaction, and technology's role in shaping workplace culture

Curriculum Committee Review

1. Curriculum Committee Chair or Representative name

Linda Chappel

2. Date of Review

MM DD YYYY

12 / 02 / 2022

3. Which Type of Curriculum

☒ New Program

☐ New Course

☐ Program of Modification

4. Title of Curriculum Request

Foundational Management AAS

5. Results of Review

- ☒ Curriculum was Approved with no recommendations
- ☐ Curriculum was approved with recommendations that were reviewed and approved by the curriculum developer(s). (Please submit a clean copy of curriculum without track changes)
- ☐ Curriculum was denied by the Himdag Committee
- ☐ Other:

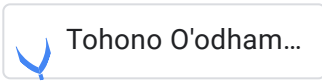
6. If curriculum was denied by Curriculum Committee, please explain

.....

7 Curriculum Committee consensus results *

	1	2	3	4	5	6	7	8	9	10
Number of members who voted "Yes"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of members who voted "No"	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of members who "abstained"	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Upload clean copy of curriculum



This form was created inside of Tohono O'odham Community College.

Google Forms

Curriculum Committee Review

1. Curriculum Committee Chair or Representative name

Linda Chappel

2. Date of Review

MM DD YYYY

04 / 21 / 2023

3. Which Type of Curriculum

☒ New Program

☐ New Course

☐ Program of Modification

4. Title of Curriculum Request

Management and Supervision Certificate

5. Results of Review

- ☒ Curriculum was Approved with no recommendations
- ☐ Curriculum was approved with recommendations that were reviewed and approved by the curriculum developer(s). (Please submit a clean copy of curriculum without track changes)
- ☐ Curriculum was denied by the Himdag Committee
- ☐ Other:


6. If curriculum was denied by Curriculum Committee, please explain

.....

7 Curriculum Committee consensus results *

	1	2	3	4	5	6	7	8	9	10
Number of members who voted "Yes"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of members who voted "No"	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of members who "abstained"	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Upload clean copy of curriculum

 Man_lead_certifi...

This form was created inside of Tohono O'odham Community College.

Google Forms

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: PAUL ROBERTSON, PRESIDENT

FROM: RONALD GERONIMO AND LESLIE LUNA, O'ODHAM LANGUAGE CENTER CO-DIRECTORS

SUBJECT: OLC STATUS UPDATE AND FUNDING REQUEST TO THE NATION

DATE: 05/30/23

Background

The Tohono O'odham Community College was awarded a \$900,000 allocation from the Tohono O'odham Nation to establish the O'odham Language Center (OLC) at \$300,000 per year for three fiscal years.

As part of the O'odham Language Center's accountability for the Tohono O'odham Nation's financial support, the O'odham Language Center must provide a program update to the Tohono O'odham Nation which includes the Nation's Treasurer, Chairman and Vice Chairwoman, and Legislative Council. The attached report highlights the progress made by the OLC for the duration of the awarded funds. A five-year funding request to sustain the management and operation of the O'odham Language Center toward language continuity is included.

Action Requested

Approval of the program report to the Nation, "O'odham Ñi'okĩ Ki: Program Update and Funding Renewal Request."

ATTACHMENT:

O'odham Ñi'okĩ Ki: Program Update and Funding Renewal Request

O'odham Ñi'okĩ Ki:
Program Update and Funding Renewal Request

Respectfully Submitted by the O'odham Ñi'okĩ Ki:

Table of Contents

Introduction.....	2
Purpose.....	2
Status Update.....	2
Request for Continued Funding.....	3
Conclusion.....	4
Attachment 1- O’odham Language Survey and Results.....	5
Attachment 2 – MOU TON Head Start Centers and O’odham Language Center.....	17
Attachment 3 – Projects and Activities.....	20
Attachment 4 – Budget and Justification.....	21
Attachment 5 – Draft Resolution Requesting Renewal Funds.....	24

Introduction

The Tohono O’odham Community College established the O’odham Language Center (OLC) in January 2020 with the support of the Tohono O’odham Nation. The center was created to facilitate the revitalization and maintenance of the O’odham language and to support acquisition of the language for all age groups. The OLC is responsible for unifying language efforts nationwide and creating a training space for language teaching, documentation and revitalization. As the central hub for language information, the Center aims to collect, store, develop and distribute language resources and materials.

Purpose

This document presents an update on the status of the O’odham Language Center since its establishment in 2020. A funding proposal is included seeking the Nation’s continued support in sustaining the staffing and operations of the language center to promote language continuity. This document explains the continuing need for fiscal support to continue language focused programming and outlines the plans for the next five years.

Status Update

Since its inception, the OLC has achieved significant milestones in its mission towards revitalizing the O’odham language, as outlined below:

Year 1 (2020/2021)

- Conducted a preliminary assessment of the status of language speakers in the Nation.
- Engaged community perspective on the development of the Center and identified best practices for administering language programs.

Year 2 (2020/2022)

- Planned next steps to administer language programs.
- Applied for and received grants to support language programs.
- Began language programming centered around capacity building, documentation, resource development, and accessibility.
- Formalized partnerships towards immersion Head Start Centers through a Memorandum of Understanding.

Year 3 (2022/2023)

- Received grant funding to :
 - o develop and implement language programming focused on developing language fluency among the Nation’s youngest members and strengthen the language fluency of parents and families.
- Coordinate a nationwide language reclamation campaign to bring awareness to the status of the O’odham language.
- Establish a cohort of future O’odham language teachers and build the capacity of fluent speakers to teach the language in schools, communities, and homes.

Notable highlights and accomplishments from 2020-2023:

- Administered a Language Survey to assess the general language fluency of the Nation’s members and determine needed language resources and programming for language learning.

- Secured construction funds and a physical site for an O’odham Language Center building.
- Established a partnership with the Tohono O’odham Nation Head Start Program towards developing immersion Head Start Centers in Santa Rosa, North Komelic, and Pisinemo.
- Developed new language learning resources and centralized language materials stored in archives, museums, and individual researchers’ holdings.
- Offered training sessions centered around immersion instruction for young learners and transcription and translation work.
- Hosted an initial “Gathering of Language Advocates” to bring together language programs from across the Nation focused on language revitalization.
- Received over \$3.5 million dollars in federal grants to implement a series of language focused programs.

See attachments 1, 2 and 3 for the O’odham language survey questions and results; memorandum of understanding between the O’odham Ni’oki Ki: and Nation’s Head Start Centers, and more information about projects and activities.

Request for Continued Funding

The Tohono O’odham Nation’s fiscal support of \$900,000 the past three years has supported the staffing and operations of the O’odham Ni’oki Ki:, allowing the center to carry out the work highlighted in this report.

To continue moving forward with the language revitalization efforts currently underway, the O’odham Ni’oki Ki: respectfully requests \$2,164,562.80 for Fiscal Years 2023 – 2027 with an annual allocation of \$497,427.30 for FY2023; \$399,452.48 for FY2024; \$410,779.30 for FY2025; \$422,444.32 for FY2026; and \$434,459.40 for FY2027. Since established, the O’odham Ni’oki Ki: has also received over \$3.5 million dollars in federal grants to support unique language focused programming:

1. National Science Foundation Planning Grant: Tohono O’odham Language Center (\$171,687.00) - Yrs. 2019 to 2021

Purpose: Funding awarded to plan for the development of a Language Center.

2. ANA Grant: Promote the Survival and Continuing Vitality of Native American Languages (\$82,609.00)- Yrs. 2021-2023

Purpose: To create a collection of elder oral histories, stories and resources that can be utilized and applied to language learning and study.

3. ATALM/NEH SHARP Program Grant: Revitalizing Tohono O’odham Oral History: A Digital Humanities Project (\$49,790.00)

Yrs. 2022-2023

Purpose: To digitize, translate, transcribe, and index over 200 O’odham-related recordings in the Arizona State Museum’s Doris Duke Oral History collection. The goal is to make the recordings accessible to the community, students, and the general public for learning purposes.

4. National Science Foundation Tribal Enterprise Advancement Center (NSF TEAC)
Grant: Reclaiming the O’odham Language (\$3,241,396.00) - Yrs. 2023-2027

Purpose: to support efforts toward intergenerational transmission of the O’odham language by creating programs to:

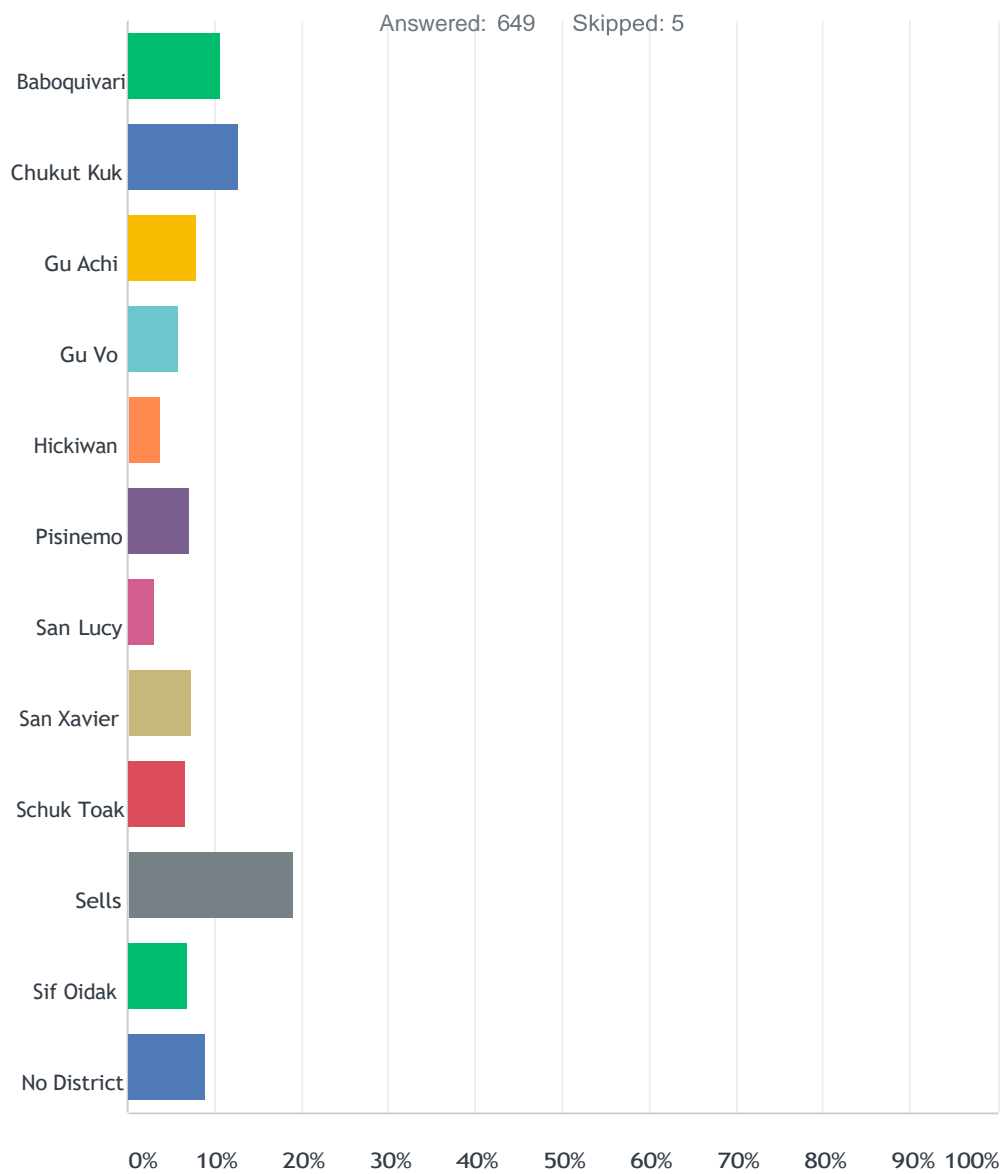
- develop language fluency amongst the Nation’s youngest members
- build the language fluency of parents and families
- bring awareness to the status of the O’odham language through a nationwide language campaign and
- establish a cohort of future O’odham language teachers and build the capacity of fluent speakers to teach the language in the schools, community, and home. The work will be done in partnership and collaboration with community members and various entities of the Nation focused on language reclamation.

If awarded continued funding by the Tohono O’odham Nation, the O’odham Ñi’okĩ Ki: will have the means to sustain staff and operations of the Center, and continue moving forward on the Nation’s language reclamation goals. See attachment 4 for budget and justification.

Conclusion

The accomplishments of the O’odham Language Center demonstrate its commitment to revitalizing the O’odham language within the Tohono O’odham Nation. Through the support of the Tohono O’odham Nation and the successful receipt of external grants, the OLC has made significant progress in preserving and promoting the O’odham language. Continued funding will enable the OLC to build upon these achievements, ensuring the intergenerational transmission of the language, fostering fluency among younger generations, and strengthening the language skills of parents and families. By investing in the O’odham Language Center, we are investing in preserving our cultural heritage and empowering our community.

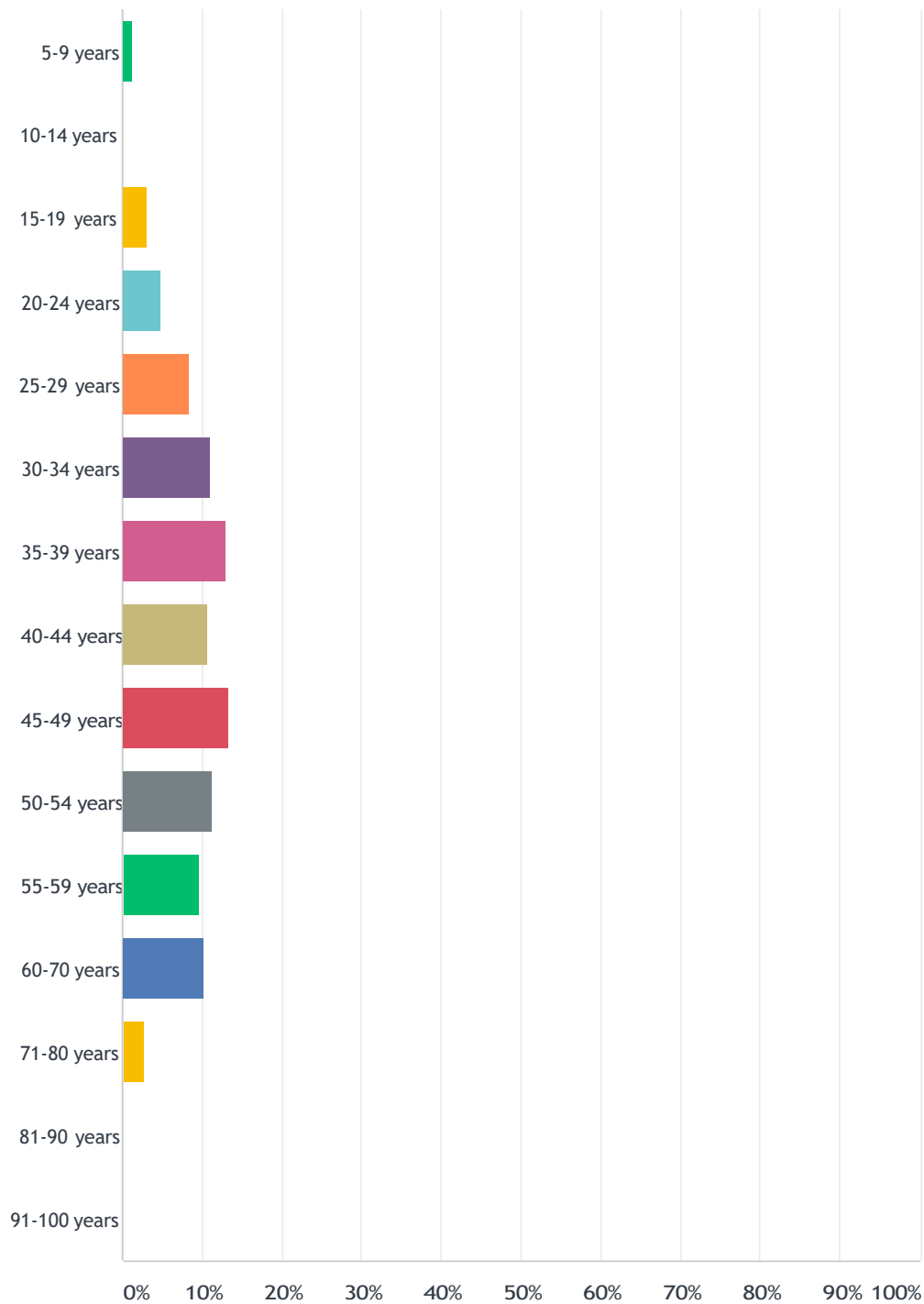
Q1 Which district are you enrolled?



ANSWER CHOICES	RESPONSES	
Baboquivari	10.63%	69
Chukut Kuk	12.79%	83
Gu Achi	7.86%	51
Gu Vo	5.86%	38
Hickiwan	3.70%	24
Pisinemo	7.09%	46
San Lucy	3.08%	20
San Xavier	7.24%	47
Schuk Toak	6.78%	44
Sells	18.95%	123
Sif Oidak	6.93%	45
No District	9.09%	59
TOTAL		649

Q3 Select your age group:

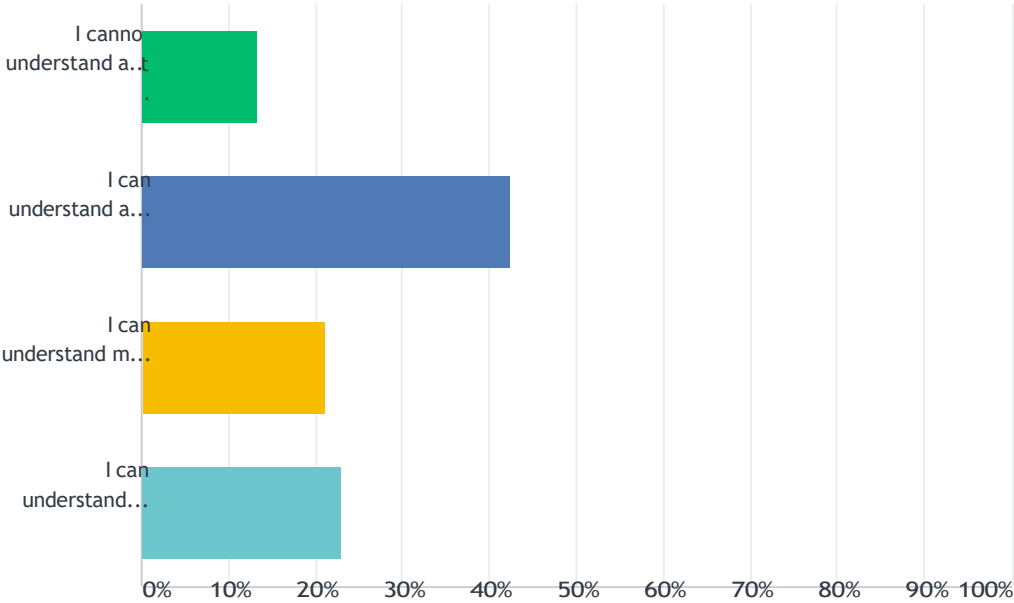
Answered: 651 Skipped: 3



ANSWER CHOICES	RESPONSES	
5-9 years	1.23%	8
10-14 years	0.15%	1
15-19 years	3.23%	21
20-24 years	4.76%	31
25-29 years	8.29%	54
30-34 years	11.06%	72
35-39 years	12.90%	84
40-44 years	10.60%	69
45-49 years	13.36%	87
50-54 years	11.37%	74
55-59 years	9.68%	63
60-70 years	10.29%	67
71-80 years	2.76%	18
81-90 years	0.31%	2
91-100 years	0.00%	0
TOTAL		651

Q4 How well do you understand the O'odham language?

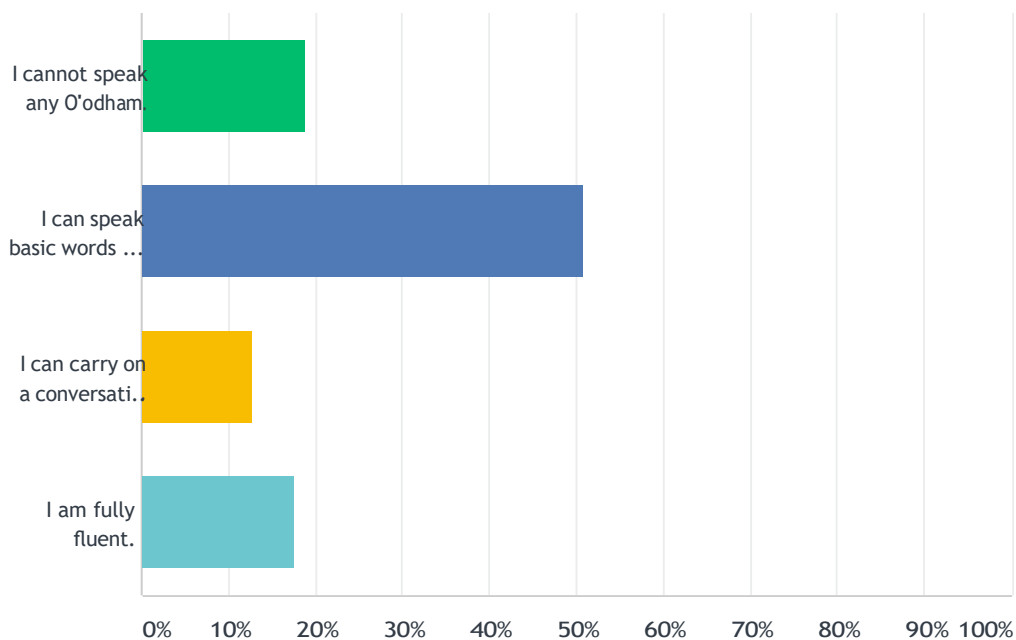
Answered: 650 Skipped: 4



ANSWER CHOICES	RESPONSES	
I cannot understand any O'odham.	13.38%	87
I can understand a little bit.	42.46%	276
I can understand most of what I hear.	21.08%	137
I can understand everything that I hear.	23.08%	150
TOTAL		650

Q5 How well do you speak the O'odham language?

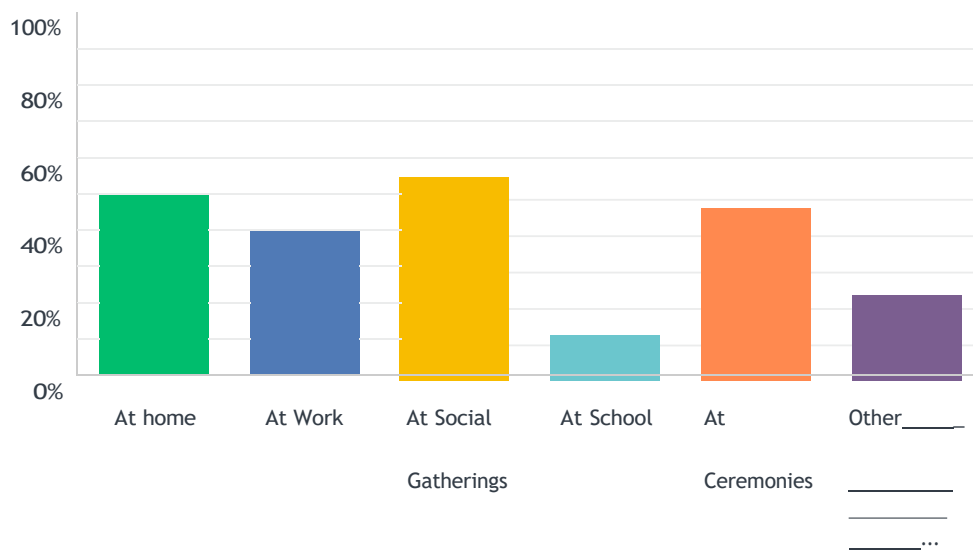
Answered: 648 Skipped: 6



ANSWER CHOICES	RESPONSES	
I cannot speak any O'odham.	18.83%	122
I can speak basic words and phrases only.	50.77%	329
I can carry on a conversation when I have to.	12.81%	83
I am fully fluent.	17.59%	114
TOTAL		648

Q6 Where do you hear the language being used? (Check all that apply)

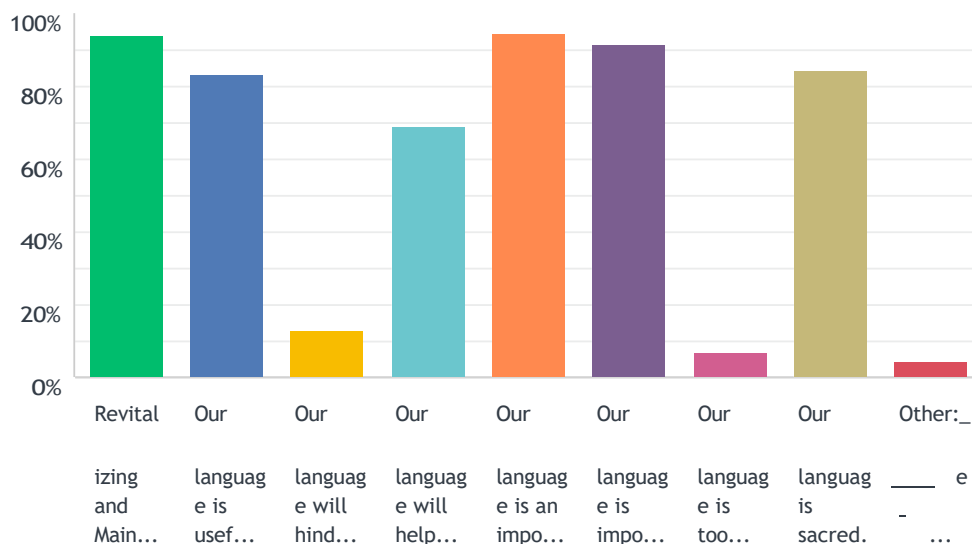
Answered: 642 Skipped: 12



ANSWER CHOICES	RESPONSES	
At home	48.60%	312
At Work	39.41%	253
At Social Gatherings	56.70%	364
At School	12.77%	82
At Ceremonies	47.98%	308
Other _____	24.14%	155
Total Respondents: 642		

Q7 Check all answers that you agree with:

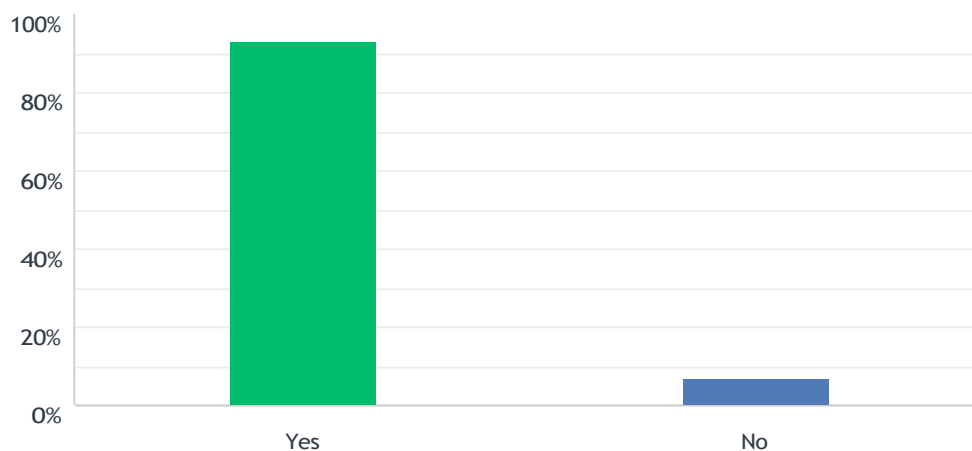
Answered: 641 Skipped: 13



ANSWER CHOICES	RESPONSES	
Revitalizing and Maintaining our language is important.	94.07%	603
Our language is useful and is necessary.	83.31%	534
Our language will hinder our children from being successful in school.	12.95%	83
Our language will help our O'odham do better in life.	68.95%	442
Our language is an important part of our identity.	94.54%	606
Our language is important to hand down to our children.	91.42%	586
Our language is too hard to learn.	7.18%	46
Our language is sacred.	84.56%	542
Other: _____	4.68%	30
Total Respondents: 641		

Q8 Language Immersion is a method of teaching the O'odham language where a learner is only hearing O'odham language while participating in activities. Do you agree that language immersion is a necessary tool for learning the language?

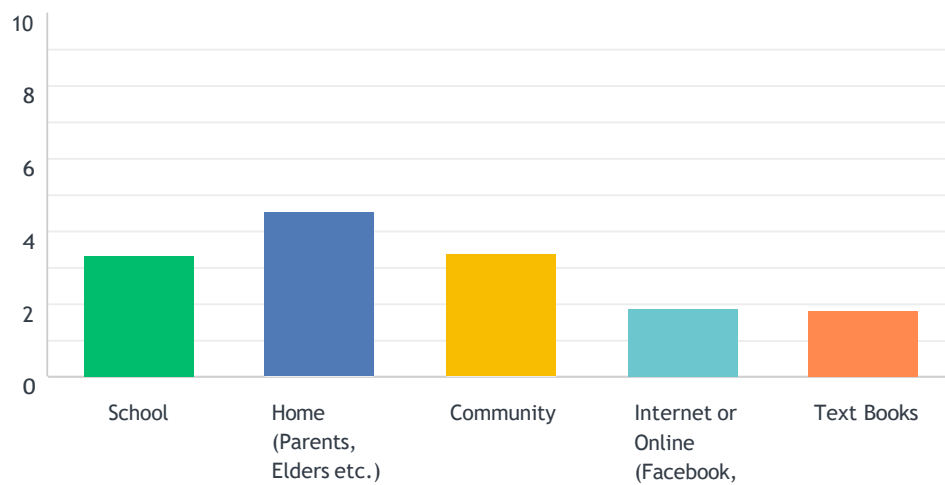
Answered: 637 Skipped: 17



ANSWER CHOICES		RESPONSES	
Yes		92.94%	592
No		7.06%	45
TOTAL			637

Q9 Where should the O'odham language be learned? Please rank from 1 to 5. One being your first choice and 5 being your last choice.

Answered: 641 Skipped: 13



	1	2	3	4	5	TOTAL	SCORE
School	10.92% 65	29.58% 176	45.21% 269	9.75% 58	4.54% 27	595	3.33
Home (Parents, Elders etc.)	79.67% 478	9.83% 59	3.17% 19	1.83% 11	5.50% 33	600	4.56
Community	3.88% 23	50.93% 302	32.21% 191	8.77% 52	4.22% 25	593	3.41
Internet or Online (Facebook, YouTube)	5.25% 31	5.59% 33	10.34% 61	33.73% 199	45.08% 266	590	1.92
Text Books	3.28% 20	4.10% 25	9.02% 55	42.95% 262	40.66% 248	610	1.86

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TOHONO O'ODHAM NATION DEPARTMENT OF EDUCATION
AND
TOHONO O'ODHAM COMMUNITY COLLEGE**

I. Purpose

The *Tohono O'odham Nation Department of Education Head Start* and the *O'odham Language Center* share a common goal of supporting intergenerational transmission of the O'odham language. Language immersion programs are identified as a pedagogical model that show the most favorable results in creating language speakers. This Memorandum of Understanding outlines how the *Tohono O'odham Nation Department of Education Head Start Centers* and the *O'odham Language Center* will work together in developing Head Start Immersion Schools.

II. Project Responsibilities

The Tohono O'odham Nation Department of Education shall be responsible for:

1. Working collaboratively with the O'odham Language Center in curriculum development centered around the Head Start Readiness goals, adapting current lessons to O'odham language instruction and updating the bilingual/bicultural curriculum
2. Commitment to delivering immersion-based instruction in the identified Head Start Centers and working collaboratively with the children's families to promote language learning in the home
3. Attending language immersion trainings at their site/center
4. Attending regularly scheduled partnership meetings
5. Assessing student learning outcomes and sharing assessment results with the OLC to inform future trainings and/or other methods of support

The O'odham Language Center shall be responsible for:

1. Providing trainings centered around language immersion instruction (quarterly- summer, winter, spring, fall)
2. Working collaboratively with Head Start Center Coordinators and teachers in curriculum development- centered around the Head Start Readiness goals and adapting lessons to O'odham language instruction and updating the bilingual/bicultural curriculum
3. Hosting regularly scheduled partnership meetings
4. Reviewing student learning outcomes and working with the Head Start Center teachers to develop strategies for continued learning
5. Applying for grants that designate funds toward staffing, training, and building on the existing curriculum to administer Pre-K Immersion schools and support to families for in-home language learning.

III. Authorization

This Memorandum of Understanding is effective upon signature of all the parties and shall remain in effect for five years unless terminated earlier by any party at any time with not less than thirty days prior written notice to each party.

I. Term

At the end of the five year term, this Memorandum of Understanding may be renewed by mutual written agreement.

II. Notice

Any notice required to be given pursuant to the terms and provisions of this Memorandum of Understanding will be in writing and will be sent by mail to:

President
Tohono O'odham Community College
PO Box 3129
Sells, AZ 85634

Executive Director
Tohono O'odham Nation Education Department
PO Box 837
Sells, AZ 85634

III. Sovereign Immunity

Nothing in this Memorandum of Understanding shall be construed as an implied or express waiver of the sovereign immunity of the Tohono O'odham Nation in any forum or jurisdiction.

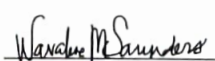
IV. IN WITNESS WHEREOF, this Memorandum of Understanding has been executed and approved by the parties and person whose signature appears below.

Tohono O'odham Community College

By: 
Paul Robertson, President

Date: June 1, 2022

Tohono O'odham Nation

By: 
Ned Norris Jr., Chairman

Date: 05/31/2022

By: Ofelia Zepeda
Ofelia Zepeda, Chairwoman
Board of Trustees

Date: 6/1/2022

Approved as to form:

By: N/A
_____, Attorney General

Date: _____

ATTACHMENT 3 – PROJECTS AND ACTIVITIES

DEVELOPING THE LANGUAGE CENTER AND PROTOCOLS

The O’odham Language Center is a new program that required preliminary work to establish program priorities and essential protocols for programmatic functions. The preliminary work included:

Administering a Language Survey

A comprehensive language survey was administered to assess language fluency and attitudes and garner community feedback on needed language resources and programming for language learning. The results of the survey inform current and upcoming language programming as it provides insight to how well people understand the O’odham language, speak the O’odham language, their perspective on language use and its importance, as well as the community’s input on where and how the language may be taught and learned.

Securing Construction Funds, Physical Site and Construction of the O’odham Ni’oki Ki:

The college identified a funding source to begin construction on the O’odham Language Center building. The physical structure will be a 6,461 square foot building that will include classrooms, offices, meeting rooms, study rooms, language lab, a recording studio, and a space to maintain accessible documents for curriculum purposes. The projected building completion date is fall 2024.

Creating a Strategic Plan

The five-year language plan is informed by the language survey and best practices in language reclamation centered around (1) building language programming and infrastructure (2) immersion programming (3) resource procurement/development (4) teacher development (6) training (7) community outreach, and (8) evaluation.

Developing Protocols to Maintain Center Resources/Collection and Administer Needed Transcription Services for Special Requests

The O’odham Ni’oki Ki: developed a data management plan and protocols for sharing and providing secure access to resources. In addition, the TOCC library will provide archival support and data management of language materials and resources.

Further, the OLC created a system for community members, tribal programs, and non- tribal entities to request transcription and translation services. Through an established directory of knowledgeable individuals with reading, writing, and oral language proficiency, the OLC connects knowledgeable people to transcription opportunities centered around language documentation.

Partnerships, Programming, and Projects

Informed by initial language assessments and research, the O’odham Language Center began work toward building the O’odham Language Center’s resource collection, reversing language shift, and prioritizing language documentation efforts by:

Establishing Partnerships

Working toward the goal of intergenerational language transmission means providing services that develop language proficiency for members of all ages. The OLC is developing partnerships with entities to support language learning amongst the Nation’s youngest learners to elders and building the capacity to provide specialized trainings that focus on immersion-based instruction, support in technology and digital media, and with museums that maintain O’odham resource collections to make materials accessible to the public.

These entities include the *Tohono O’odham Nation Division of Early Childhood and Development*, the *American Indian Language Development Institute*, *Arizona State Museum*, *American Indian Higher Education Consortium’s-Language Revitalization Initiative Program*, *Salt River Pima Maricopa Language Program*, *Tohono O’odham Nation Cultural Center and Museum*, *Tohono O’odham Nation Cultural Affairs Office* and more.

Gathering of Language Advocates

The O’odham Language Center hosted a *Gathering of Language Advocates* which brought together fourteen different language focused programs to discuss three critical points:

1. The status of language work occurring across the Tohono O’odham Nation;
2. Assess how the on-going language work and goals are aligned with one another; and
3. Determine how the programs may work collaboratively toward reaching long-term language goals.

The group consisted of language educators and administrators from various programs. The group will continue to meet to build on the strengths of the current language work in motion and use the information collected at the *Gathering of Language Advocates* to guide future discussions and planning toward language continuity.

Pre-K Immersion School Planning

Work with the Tohono O’odham Nation Division of Early Childhood and Development is underway to support immersion-based Head Start Centers and familial language development to continue language learning in the home and community. The OLC will support curriculum development, teacher training, community outreach to families and familial language learning through funding secured from the NSF Tribal Enterprise Advancement Center.

Building the OLC’s Resource Collection and Making Learning Materials Accessible

There are many O’odham language resources and materials in different archives, museums, and holdings of individual researchers. The center has secured such resources and is creating new resources to be stored at the OLC for public use. Some current projects underway include:

- Digitization of the San Simon Readers
The TOCC Library digitized the O’odham reader series, and the OLC will work to make audio recordings of each reader available to the schools and the public as a language learning tool.
- Oral History Projects

Two oral history projects are currently in progress (1) is an oral history project to record and videotape elders from the eleven districts of the Tohono O’odham Nation and the O’odham in Mexico, and (2) the OLC partnered with the Arizona State Museum and the Association of Tribal Archives, Libraries, and Museums to aid with the Doris Duke Oral History Project. The team is translating and transcribing the collection for general access. The recordings from the collection will also be held in the Language Center.

- Reproduction of Obsolete Language Learning CD ROMs
The OLC is working on transferring hundreds of O’odham language lessons and exercises in an obsolete format to an accessible digital format for student and community use.
- Development of an Online Language Dictionary
Work on an online language dictionary, in partnership with entities of the Tohono O’odham Nation, is continuing. A manuscript containing over 9,000 O’odham words has been edited through the OLC in preparation for further review and approval by the Nation for online use.

Future Programming

With a strong foundation in place, the OLC will continue building on the work from the past three years. Future and ongoing programming includes:

- Continuing to develop operational functions of the center
- Provide trainings in immersion-based instruction, O’odham writing, transcription work, and curriculum development to build the skillsets and capacity needed to create speakers and resources.
- Building O’odham language teacher capacity to teach the O’odham language in the schools, communities, and home
- Organizing a language awareness campaign with support of a Language Advisory Group
- Administering immersion-based programs such as Master-Apprentice, language nests and Pre-k immersion instruction.
- Continuing to develop and collect O’odham language resources
- Expanding programming to the districts and a radio program with KOHN that discusses topics about the language in O’odham and a language application that features online resources and games.
- Beginning construction on the Language Center Building

All of this important work is possible through the support of the Tohono O’odham Nation, Tohono O’odham Community College and federal grant funds.

ATTACHMENT 4 – BUDGET AND JUSTIFICATION

Item	Year 1	Year 2	Year 3	Year 4	Year 5	Sum – 5 years
1. PERSONNEL						
Project Dir., 2.0 FTE	150,297	154,806	159,451	164,235	169,163	797,952
Language Specialist, 2.0 FTE	80,035	82,437	84,911	87,459	90,083	424,925
Multimedia Coordinator	48,131	49,575	51,063	52,595	54,173	248,537
Total Personnel Wages	278,463	286,818	295,425	304,289	313,419	1,478,414
2. FRINGE BENEFITS	87,994.30	90,634.48	93,354.30	96,155.32	99,040.40	467,178.80
FICA, HEALTH INS., RETIREMENT, DISABILITY @ 31.6%						
TOTAL FRINGE BENEFITS	87,994.30	90,634.48	93,354.30	96,155.32	99,040.40	467,178.80
3. SUPPLIES	1,000	1,000	1,000	1,000	1,000	5,000
Office and technical supplies						
TOTAL SUPPLIES:	1,000	1,000	1,000	1,000	1,000	5,000
4. OTHER	6,000	6,000	6,000	6,000	6,000	30,000
a. Program Supplies: Meals, honoraria, for program participants						
b. Consultants to interpret and transcribe materials, to do audio versions of dictionary and O’odham texts. \$50/hr. x 300hrs.	15,000	15,000	15,000	15,000	15,000	75,000
c. Other Equipment/tools for a one time purchase of a language application	108,970	0	0	0	0	108,970
TOTAL OTHER:	129,970	21,000	21,000	21,000	21,000	213,970
GRAND TOTALS	497,427.30	399,452.48	410,779.30	422,444.32	434,459.40	2,164,562.80

Budget Justification – O’odham Language Center Seeking Renewal Funds from the Tohono O’odham Nation for Fiscal Years 2023, 2024, 2025, 2026, and 2027

1. Language Center Co-Directors (2.0 FTE - \$797,952) –at a \$67,000 annual salary each. Co-Directors jointly administer language programs, grant funds, and supervise the Multimedia Coordinator and Language Specialists. The directors are in charge of administering the Nation’s allocation, and additional grants received from additional funding agencies.
2. Language Specialists (2.0 FTE- \$424,925) – the O’odham language specialists, at \$40,082 per specialist, will assist the Co-Directors in arranging and organizing meetings with community participants, setting up venues for video recordings, and in promotional work to include assisting in the development of marketing materials. They will also assist in the work needed to catalog, inventory, and distribute language products throughout the Tohono O’odham Nation including to language teachers in the Early Childhood and K-12 systems as well as to interested community members.
3. Multimedia Coordinator (1.0 FTE – \$248,537)– the Coordinator at \$48,131/annum, will be the lead person in recording videos centered around oral history projects, digital language resource development and documenting O’odham Language Center immersion training sessions and special events and activities. The Multimedia Coordinator will have demonstrated expertise in videography.

All requested salaries include a 3% annual cost of living increase for years 2-5 of the funding period.

2. Fringe Benefits (\$467,178.80) – Fringe benefits at the Tohono O’odham Community College rate of 31.6% will cover the Co-Director, Language Specialist, and Multimedia Coordinator.

3. Supplies (\$5,000) - \$1,000 for years 1-5 will cover office and technical supplies.

4.a. Program Supplies (\$30,000) \$6,000 for years 1-5 will cover program supplies, including meals, and honoraria for program participants and language speakers supporting specialized projects. Meals may be provided for participants during events in the communities, including gatherings to set up video recordings or language focused programming. Speakers who participate in video recordings and/or lead language focused programming will be provided with honoraria in recognition of their contributions.

4.b.Consultants (\$75,000) – \$15,000 per annum will provide 300 hours of technically demanding work in the form of transcription and interpretation of texts, audio, and audio-visual materials, at a rate of \$50/hour. This work requires expertise and focus in order to produce the highest-quality transcriptions and interpretation of linguistic resources.

4.c. Equipment/ Other Tools (\$108,700) - one time request of \$108,700 for the purchase of a language application development tool.

Total Direct Costs for five years - \$2,164,562.80

ATTACHMENT 5 DRAFT RESOLUTION REQUESTING RENEWAL FUNDS

RESOLUTION OF THE TOHONO O'ODHAM LEGISLATIVE COUNCIL (Supporting the Establishment of an O'odham Language Center by Tohono O'odham Community College)

RESOLUTION NO. 24-_____

WHEREAS, the Constitution of the Tohono O'odham Nation vests the Legislative Council with the authority to “promote, protect and provide for public health, peace, morals, education and general welfare of the Tohono O'odham Nation and its members” and to “authorize, charter and regulate public or private corporations and associations whether organized for profit, or for non-profit or charitable purposes” (Constitution, Article VI, Section 1(c)(2) and Section 1(e)); and

WHEREAS, the Tohono O'odham Community College (“TOCC”) was established in January 1998 to serve as the Tohono O'odham Nation’s center for higher education, research, culture and tradition (11 Tohono O'odham Code Article 1, Section C., Charter of the Tohono O'odham Community College as amended June 19, 2018); and

WHEREAS, t h e O'odham language is in decline as it is not being regularly transmitted inter-generationally and it is listed as an endangered language by the United Nations Educational, Scientific, and Cultural Organization (UNESCO); and

WHEREAS, by Resolution No. 20-021, the Legislative Council approved the efforts of TOCC to establish a language center dedicated to the revitalization of the O'odham language; and

WHEREAS, the O'odham Language Center has reached significant milestones and established critical partnerships designed to revitalize the O'odham language and make progress in developing language fluency amongst young language learners, and

WHEREAS the Tohono O'odham Legislative Council encouraged and supported TOCC’s efforts to secure additional grant funding from entities including the National Science Foundation’s Tribal Enterprise Advancement Center and Language Planning Grant opportunities, the Administration for Native Americans and other funding sources for the preservation and revitalization of O'odham language which the O'odham Language Center applied for and received to develop language focused programs toward language continuity; and

WHEREAS, the previously appropriated funds for establishing and operating the O'odham Language Center of \$900,000 from the Nation’s General Fund in \$300,000 increments each fiscal year 2020, 2021, and 2022 has ended; and

WHEREAS, the Human Resource Development Committee, Cultural Preservation Committee and Budget and Finance Committee recommend continued financial support to manage and operate a language center dedicated to the revitalization of the O'odham language; and

NOW, THEREFORE, BE IT RESOLVED that the Tohono O’odham Legislative Council hereby approves continued financial support to manage and operate the O’odham Language Center in the total amount of \$2,164,562.80 from the Nation’s General Fund to Tohono O’odham Community College, to be disbursed to the O’odham Language Center in the following increments each fiscal year for the next five years as follows \$497,427.30, 2023; \$399,452.48, 2024; \$410,779.30, 2025; \$434,459.40, 2026; and \$434,459.40, 2027, of which an annual report will be provided to the Tohono O’odham Legislative Council.

BE IT FURTHER RESOLVED that the Tohono O’odham Legislative Council encourages and supports TOCC’s efforts to continue to secure grant funding from entities including but not limited to the National Science Foundation, the Administration for Native Americans, and other funding sources for the preservation and revitalization of the O’odham language;

BE IT FINALLY RESOLVED that the Tohono O’odham Legislative Council hereby encourages all Nation entities that are involved with O’odham language teaching, learning, and research to pursue partnership with the O’odham language center for the teaching, learning, and research of the O’odham language at TOCC. Such partnerships will strengthen collaboration, promote the sharing of resources and expertise and contribute to a comprehensive approach to language revitalization.

Constitutional Authority: Article VI, Section 1 (c) (2) and Section 1 (c)

Item	Actions	Discussion/Resolution/Comments
1) Audit FY 2022	Audit completed. Assisted in review. Drafted corrective action plans with Finance staff	TOCC will begin the audit process sooner this year: NLT Sep 30, 2023 and we are assessing the personnel needs in finance.
2) San Carlos Apache College	Reviewed response from the Higher Learning Commission regarding SCAC progress and provided written feedback.	SCAC continues to work diligently on the process of becoming a stand-alone college.
3) Updates to Tohono O'odham Nation and Districts.	Presented the Annual Report to GuAchi, SifOidak, San Lucy and GuVo Districts.	Meetings are scheduled with Baboquivari and Hikiwan Districts. Then we will meet with HRDC and Budget Committees and TOLC.
4) Finance Office updates	We continue to use Your Part Time Controller consulting to assist since the Controller position has been vacated.	Finance Office, with the President, will present a plan for increased and/or changed staffing at the July 2023 BOT meeting.
5) Tohono Kosin	Followed through with Finance and paid BUSD for materials they owned and those materials are now owned by TOCC and are in the Kosin itself.	The plan is to meet with Sustainability and to provide support for their efforts going forward. Monthly reports will be made to the BOT.

Item	Actions	Discussion/Resolution/Comments
6) O'odham Language Center: NSF Grant	Continued correspondence with F. Benavidez concerning report to the Nation and request for continued funding from the Nation for the Language Center.	Positions were approved (NSF grant for Language Reclamation) at May BOT meeting and have been advertised. Chief of Operations Jay Juan assisted in identifying space for incoming personnel.
7) Liaison with Big Fire Law on various items	Correspondence with Big Fire regarding a planned agreement on Certified Nursing Assistant work being carried out by the Academic Dean; the same re. a review of an IGA with a provider of faculty training.	Big Fire Law continues to be an important partner to the College. They are responsive and have knowledge of Indian Country that is valuable to the College.
8) Budget for FY 2024	Worked with Finance and administrators on the budget process, which was led by Dean Joann Miguel.	Budget will be presented to the BOT for consideration during the June 2023 meeting.

9) Apprenticeship Program	Supporting the Apprenticeship Program with personnel matters, support for contracted hours for tutoring initiated by Jackson Doe, Director. Building rehabilitation is complete. Director Doe secured services of a plumbing instructor.	Apprenticeship Program is developing/growing but is fragile and needs support at this stage. Much interest is expressed through the community. Apprentices are highly motivated. Director Doe and Assistant Earnestine Segundo are keeping the momentum going.
10) Wişag Koş Maşcamakuđ	Coordinated with Mr. Jay Juan, Mr. Jackson Doe, Dr. Montes-Helu and others on a meeting of all personnel who work onsite at Wişag Koş Maşcamakuđ (June 1, 2023). Purpose is to develop a plan for ensuring the campus has the needed infrastructure and facilities to support Apprenticeship, Workforce Development, Agriculture, and other initiatives situated on the campus.	A development plan is warranted, especially now that there is noticeable growth on the Wişag Koş Maşcamakuđ. An architect will be involved in the planning stage. Drawings will be developed and drafts will be presented to the Board of Trustees in July and August 2023.

Key Issues/Items addressed May HR Director Report

Issues/Items	Discussion/ Situation	Summary/ Resolution
HR Archive	HR file inventory	Continuing to purge documents for shredding.
Interviews	Conducted Seven (7) interviews: Receptionist (1), Library Assistant (1), Tohono O'odham Agriculture & Natural Resources Assistant (2), Administrative Assistant – Administration & Finance (2), Security Guard (1)	One hired, two pending reference checks, one pending other interviews, one continue to advertise
Personnel Issues	Personnel Concerns	Addressed one employee's concern, and one supervisor's concern.

Report to TOCC Board of Trustees:

Jay Juan

Chief of Operations

May 2023

Issues/Items	Actions/Assessment
Wişag Koş Maşcamakuđ roof project.	Continue repair and replacing of roofs at Wişag Koş Maşcamakuđ. Project is nearing the halfway mark.
Need a map of the cultural assessment findings on Wişag Koş Maşcamakuđ.	Jackson Doe was able to assist us by producing a GPS map of the site. This map will allow us to plan accordingly for future growth.
Yearly safety inspection/walk through due.	The insurance representative lead the inspection of Wişag Koş Maşcamakuđ and S-cuk Du'ag Maşcamakuđ. There were minor findings.
Help with commencement.	Helped with setup of Gewkdag Şon Ki:, parking, and transportation.
Meeting with various contractors/vendors.	Met with various contractors for road/pavement improvements, walls in GSK maintenance, concrete work at the Apedag Ki:, and HVAC maintenance.

TOHONO O'ODHAM COMMUNITY COLLEGE

To: Tohono O'odham Community College Board of Trustees
 Thru: Paul Robertson, President
 From: Ronald Geronimo, Co-Director
 Leslie Luna, Co-Director
 Subject: June 2023 Board Report
 Date: May 30, 2023
 Cc: file

O'odham Ñi'okĩ Ki:

Strategic Initiative	Issues/Items	Actions/Assessments
Language Documentation - Print and Video		
Language Documentation - O'odham Dictionary	<ul style="list-style-type: none"> Dictionary Project 	<ul style="list-style-type: none"> Work on the Dictionary Project with the Tohono O'odham Nation is ongoing.
Capacity Building: Training for speakers on transcribing, translating, and Teaching O'odham.		
Networking and Outreach - Organizing with the Community	<ul style="list-style-type: none"> Santa Rosa Ranch School 	<ul style="list-style-type: none"> Conducted a rattle making workshop with some of the students that were part of the O'odham Language Center groundbreaking ceremony
Association of Tribal Archives, Libraries, and Museums Grant.	<ul style="list-style-type: none"> Doris Duke Project 	<u>Chester Antone's Appointment</u> <ul style="list-style-type: none"> Chester Antone has been hired as the O'odham Language Center Project Specialist under the Doris Duke Project. His employment started on May 1, 2023. Mr. Antone brings valuable expertise and knowledge to the project team.
Association of Native American Grant	<ul style="list-style-type: none"> Oral History Project 	<u>Oral History Project Interview</u> <ul style="list-style-type: none"> On May 18, 2023, the OLC interviewed Mary Stella Miranda from the S-cuk Du'ag District as part of the Oral History Project. This initiative aims to document and preserve oral traditions and cultural heritage.
Arizona State Museum O'odham/PeePosh Project		
TEA (TCU [Tribal Colleges and Universities] Enterprise Advancement) Center: Reclaiming the O'odham Language	<ul style="list-style-type: none"> Preparation 	<u>Approval of Coordinator and Administrative Assistant Positions</u> <ul style="list-style-type: none"> At their May Board meeting, the Board of Trustees (BOT) approved the Coordinator and Administrative Assistant positions under the

		<p>grant. These roles will support the O'odham Language Center's ongoing initiatives.</p> <p><u>Program Director Transition</u></p> <ul style="list-style-type: none"> ● It was announced that Frances Benavidez would transition into the Program Director position, which had previously received BOT approval. This change in leadership is expected to enhance the effectiveness and strategic direction of the OLC. <p><u>Meeting with Early Childhood Headstart and Education Department</u></p> <ul style="list-style-type: none"> ● The O'odham Language Center met with the representatives of the Early Childhood Headstart and Tohono O'odham Nation Education Department on May 12, 2023. The purpose of this meeting was to discuss the overview of the immersion programming part of the grant. The participants engaged in productive discussions and formulated "Next Steps" to guide the implementation of the grant's objectives.
Other	●	

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

Issue	Discussion	Summary/resolution
Dual Enrollment	Meeting with Mr. Ruben Diaz and HS Principals.	There are some challenges to implementing dual enrollment, such as not having a block schedule, lack of a teacher to supervise students while taking online classes, etc. Both parties are looking for creative solutions to implement dual enrollment in a more systemized way starting in the fall semester.
Faculty Professional Development	<ol style="list-style-type: none"> 1. Open Educational Resources (OER) 2. Association of College and University Educators (ACUE) 	<ol style="list-style-type: none"> 1. Dr. Deborah Baker spent several hours with faculty teaching them about OER and how to use no- or low-cost textbooks. 2. TOCC and ACUE have been working on finalizing a Service Agreement for the implementation of ACUE during the 2023-2024 AY. Faculty will enroll in two courses per semester to learn student-centered, active-learning techniques and earn an online teaching certification. Commitment from faculty was secured during the last faculty meeting of the semester.
Personnel	<ol style="list-style-type: none"> 1. Geographic Information Science (GIS) Instructor 2. Elementary Education and Fine Arts Instructor 3. Tohono O'odham Studies Director 4. Education Division Program Coordinator 	<ol style="list-style-type: none"> 1. Dr. Jason Post resigned his position as the GIS instructor. He will still teach the summer courses, though. A search for a new instructor will need to be underway soon. 2. The Elementary Education position was posted recently. The Fine Arts Instructor still needs to be posted. 3. Ms. Frances Benavidez transitioned from being the TOS Director to become the NSF Grant Project Director. A search for this position has not started yet. 4. The Education Division Program Coordinator position is being transformed into a curriculum specialist position. Please see the corresponding item in the agenda.

Liz Zepeda, O'ohana Ki: -
May 2023

Issue	Discussion	Summary/Resolution
O'ohana Ki: Technology	The online services for O'ohana Ki: have needed an upgrade and update	<ul style="list-style-type: none"> • Continued coordination of library software and OverDrive.

	especially now that most students are online.	
Student and Community Engagement, Continuing Efforts	Staff is working on being out and about as well as being involved with College events.	<ul style="list-style-type: none"> Staff assisted with Commencement efforts. Key items for decoration are housed in the library. Staff also assisted with preparation and printing of the Commencement Programs. Met with Mr. Stanley Throssell for feedback on <i>The Runner</i> work. Parameters were agreed upon and workflow has been redesigned.
Library and Resources Usage	Staffing has been tight at the library and being able to participate in events has been challenging.	<ul style="list-style-type: none"> Final push of work for Spring semester. Work has begun for Summer in terms of student device requests, mailing of art kits, and other beginning of term tasks. The library director attended Open Educational Resources (OER) training for Education Division. Library Director met with presenter to be the OER contact for TOCC.

Tohono O'odham Studies (TOS)

Report Month: May 2023

Submitted by: Frances Benavidez

Topic	Discussion	Summary/resolution			
Tohono O'odham Studies	There is much to celebrate with the growth of Tohono O'odham studies as it relates to the increase in instructors, student enrollment, and ability to offer unique O'odham specific courses in various modalities with a strong teacher base of cultural content experts.	<p><u>New Instructors to Meet Summer Course Needs</u></p> <ul style="list-style-type: none"> 2 new language instructors onboarded to teach a dual enrollment and S-ki:kig Maščama Ki: in-person language class 3 instructors returned after a brief hiatus to teach O'odham history and TON Govt. this summer <p>-----</p> <p><u>Student Completion</u></p> <p>Continuing to support students toward program completion:</p> <table border="1"> <tr> <td><u>2022</u> 1st TOS Graduate</td><td><u>2023</u> 2nd TOS Graduate</td><td><u>2024</u> 7 students on track to graduate</td></tr> </table> <p>-----</p> <p><u>Program Growth</u></p> <ul style="list-style-type: none"> Student Enrollment – increased from 4 students spring 2021 to 35 students spring 2023 	<u>2022</u> 1 st TOS Graduate	<u>2023</u> 2 nd TOS Graduate	<u>2024</u> 7 students on track to graduate
<u>2022</u> 1 st TOS Graduate	<u>2023</u> 2 nd TOS Graduate	<u>2024</u> 7 students on track to graduate			

		<ul style="list-style-type: none"> ● Full-time/Adjunct Instructors -increased from 5 to 15 content experts who specialize in O’odham: <ul style="list-style-type: none"> ○ language, history, govt., contemporary issues, philosophy, and cultural arts <p>Content experts are essential to offering TOCC’s unique O’odham focused courses in all modalities to meet college academic course needs, dual enrollment, and community-based language class requests.</p>
Transitioning to O’odham Ñi’okĩ Ki: NSF TEAC Program Director	Need to prepare for full-transition from O’odham Studies to O’odham Language Center.	Completed time sensitive tasks, and drafted transition document for special assignments and on-going support for TOS instructors.
NSF TEAC Program (National Science Foundation – Tribal Enterprise Advancement Center)	The NSF TEAC Grant will provide the fiscal support needed to implement language focused programs designed to bring greater visibility to the O’odham language rooted in community perspective, and increase language fluency amongst the Nation’s youngest learners and their parents and families.	<p>Started preliminary work toward new program implementation under the NSF TEAC Grant:</p> <ul style="list-style-type: none"> ● Budget Approved by Special Projects Office ● Received approval for new positions – submitted request to HR for advertising ● Began site visits with program partners and consultants ● Coordinating a new workspace for NSF TEAC Program Staff with Chief of Operations and Facilities team <p>Coming up: district presentations; implementation of new young learner/parent/familial language programs; language awareness campaign; and O’odham language teacher training programs.</p>

NSF STEM Grant**Report Month:** May 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.	The Maci:dag Wo:g (MW) Faculty Learning Community (FLC) has an active learning group engaged in the development of culturally-centered curriculum projects. The FLC is collaborating with the Faculty Development Committee this year to ensure continuation of this activity beyond the lifetime of the grant.	<p>A Wrap-up Workshop was held on May 16th for the FLC Active Learning Participants. Planning continues for the Teaching and Learning Showcase on June 6th. Planning is also underway for the continuation of the FLC in AY 2023-2024.</p> <p><i>This work supports Goal 5: Faculty Support and Development to provide culturally responsive curriculum and</i></p>

		<i>Goal 2: Indigenize and transform TOCC STEM curriculum.</i>
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. Work is also on-going to create a video with animation of the Man in the Maze.	<p>Camillus Lopez and Jean Hazen have been making good progress on the Man in the Maze animation video and most of the basic animation is in place for 6 videos that we plan to produce.</p> <p><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></p>
The Tohono Field Studies (TFS) Center will provide opportunities for students to professional skills so that they are prepared for a career in the sciences.	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 Maşcamakuḍ. This project will enhance science education at TOCC as well as provide learning opportunities for all TOCC students.	<p>TFS Living Lab landscape masterplan is completed. Camillus Lopez is reviewing the TOCC Plant Atlas and working on expanding the O'odham names for plants.</p> <p><i>Goal 3: Promote professional preparedness of students.</i></p>
Support for students during their transitions from TOCC to universities.	The 2023 Summer Science Institute with a focus on Geographical Information Science (GIS) will be led by Dr. Jason Post.	<p>Student recruitment and planning is completed for both the Summer Science Institute (SCI 290). Five students have been selected for the participation in the Summer Science program which will begin on 5/30.</p> <p><i>Goal 4: Support for Transitions from High School to TOCC to University</i></p>
Grant Administration	The NSF requires annual reporting of grant activities and since the NSF STEM grant is in Year 5 due to expire on 8/31/2023, a no-cost extension is needed to adequately ensure completion of grant goals especially in light of the delays due to the COVID-19 pandemic	PI Teresa Newberry has submitted the request for a no-cost extension and is continuing work with Evaluator Carol Henderson-Dahms to gather data for and prepare the Annual Report.

Student Services Highlights

Dean of Student Services – Yolanda Pacheco

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
2023 Graduation	Largest graduating class	89 graduates of which 2 were from the Apprenticeship program and 1 from the College Career Pathways program.
S-Ki:kig Mascama Ki: Open House	Open House for students and community members to promote the Phoenix Center and provide information to students and visitors.	8 TOCC departments staffed information tables, 78 visitors (students, potential students, community members) 14 TOCC staff members participated. Phoenix Indian Center had an information table and some of their staff visited. PIC also provided social media promotion for the event.

Counselor – Alberta Espinoza

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Provide Counseling to 2 Staff		Meet with staff members once per week. Check on medication dosage and side effects.
Provide Counseling to 1 student at Wisag Kos		Once per week. Student is stable.
Prepare for dates Title IX training for staff and students		Summer 2023

Phoenix Center Director – Cassandra Scott

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Visitors	Monthly visitors, including staff	April = 44, staff 5 TOTAL 49 May = 77, 18 staff TOTAL 95
Outreach Events	April outreach events = 11	Salt River Earlychildhood Meeting, Phoenix Union High School NAEP Meeting Maryvale High School, Radio Interview with TOCC student intern, AZ Transfer Meeting, AZ

	May outreach events = 7	<p>Community Foundation Scholarship reviewer, TOUC Candidate forum, TOCC Education course facilitated at Phx Center, Akchin Higher Education College Fair, Mesa Public Schools FAFSA Night, Tolleson Schools Native American Night, Tempe High School Spring Into Future Event</p> <p>Maricopa HS fair, PUHSD North High School NAEP Meeting, SCC MMIP Gathering, SRPMIC Early Childhood meeting, Akchin event, AZ Pima County Recorder presentation, S-Ki:kig Maşcama Ki: Open House.</p>
--	-------------------------	--

Disability Consultant – Dr. Anthony Osborn

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Wraparounds	<ul style="list-style-type: none"> Conducted 5 wraparounds to address student accommodations. It was learned that some faculty were not implementing a student's accommodations. Another student was having difficulty typing papers. Also reviewed two new applications for ADA Services and admitted the students into the program. 	<ul style="list-style-type: none"> The student's accommodations were reviewed and determined to still be appropriate. It was decided that a memo to the responsible faculty was in order and an email was drafted emphasizing the importance of implementing noted accommodations. The committee and the student's advocates agreed that it would be appropriate for the student to address assignments using a voice recording that did not require the physical dexterity that typing

		<p>required.</p> <ul style="list-style-type: none"> • Accommodations were prepared to address the new students' needs.
Polled existing students receiving ADA services to determine who would be attending summer school.	Contacted the registrar's office to obtain schedules to facilitate contacting faculty to coordinate the accommodations and provide assistance, as needed.	Awaiting receipt of the schedules sent to the registrar for the six students who have indicated the intent to attend summer classes.

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

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

Issues/Items	Discussion/ Situation	Summary/Resolution
Workforce and Community Development (WCD)	Solar Panel Installer Certificate position	We are still looking for an instructor for the Solar Panel installation program. We will be offering the National Electric Code course during the summer session with an adjunct instructor.
	Meeting with Tohono O'odham Health Care	We had a meeting with Dr. Merlin Curry, Dr. William Mills, and Dr. Susan Hausser, from the TOHC, to discuss the possibility of offering the Certified Nurse Assistant (CNA) and Emergency Medical Technology (EMT) courses at TOCC with the help of the hospital personnel. We will continue working to provide the courses with the help of Pima Community College and have clinical practice at the Hospital. We are working on finalizing the IGA for that purpose.
	Tohono Kosin	The Tohono Kosin facilities are ready and approved by the fire department. Anselmo Ramon, Paul Robertson, and I are now working on the final planning for hiring the personnel to operate the Kosin, and once it is operating, we can start providing training in food and beverage skills for direct employment to students.
National Telecommunications Information Administration (NTIA) Grant	Activities	Grant director, Dehpue Zuo, Anselmo, and I, have been working on the curriculum for the NTIA training. We also have computer cost estimates and curriculum prospects so we can start the training soon.
LGOS	USDA-NIFA activities	<ul style="list-style-type: none"> • Dr. Adrian Quijada and the LGOS personnel are working with Kimberly Danny in developing the ANR 111, Agroecology and Tohono O'odham Crop Production, class at the student learning farm. • We had a meeting with the Arizona Conservation Corps to discuss the

		development of micro-credentials for the conservation of natural resources in the Tohono O'odham Nation.
IT Department	IT issues	We are looking to systematize the student course evaluation so data collected can give feedback to faculty and information to the Education division. Then, the Institutional Effectiveness Office can collect and analyze the information for the different academic programs. In that way, we can have information for accreditation. We will review the different platforms that can be integrated with the Learning Management System (LMS) Canvas to distribute the survey to evaluate the courses.
Institutional Effectiveness Office	Classification of Instructional Programs (CIP codes)	We had a meeting to discuss the definitions of the CIP codes for the college programs. We reviewed some of them and we agreed we need to actualize them so CIP codes can really describe our academic programs properly. When discussed with the Administration, we decided to have a process where the Education, Registrar, and Financial Aid offices work together to define them.



**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: May 30, 2023
 SUBJECT: Student Life Staff **June 2023** Board Reports

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

Issues/Items	Actions/Assessment
Director of Student Life Monthly Highlights	<p>Just a few Highlights for the month of May 2023:</p> <ul style="list-style-type: none"> ➤ I continue working with HR on filing 2 Student Life positions: <ul style="list-style-type: none"> ○ Wellness Program Coordinator ○ 1 Security (Interview on 5/30 for 1 applicant) ➤ I attended and participated with the Administration team on the FY2024 Budget Worksheet and Approval Session during the first part of May. It again was a great session, great input and insight on what all areas of the college departments are planning for the 2023-24 Budget year. ➤ As part of the Himdag Committee I participated in decorating for the 2023 Commencement Ceremony which took place on Friday 5/19/2023. The traditional theme décor has always been presenting the Vision and Mission of the college. ➤ I attended 2 District Presentations during the month of May, a virtual session with Gu Achi and onsite with Sif Oidak. I attend these session when I am available in support of the BOT, the President, and the college as a whole and if any questions arose in any of my areas to assist the President in answering. ➤ I continue to work with the Food Program, Security, the Wellness Program and the Residence Life staff on a number of projects they are working on. Making sure they have all the resources they need to complete projects.
Food Program Information	The Food program closed the kitchen in order to prepare for the upcoming Summer Session that included inventory of supplies, preparing a Summer Menu and planning for the upcoming Fall Session.

	The Food Program is excited to have a new Student Cook Assistant that started on Monday 5/22/2023, Ashlyn Siquieros is enrolled for Summer and Fall Sessions.
Community relations and outside college contacts	The only area in Student Life is the Athletic/Wellness Program that continues to collaborate with other Wellness program on and off the nation.

Anne Miguel- Residence Life Coordinator

Key Issues/Items addressed in 2023 May

Issues/Items	Actions/Assessment
Current Residents	<ul style="list-style-type: none"> - For the Summer Semester there are currently 5 applicants that have been processed and accepted for the Resident Program, with 2 that are pending background checks.
Preparation of physical structures	<ul style="list-style-type: none"> - Air conditioner has been repaired before the summer semester. - Plans for a deep cleaning for the resident program is necessary for sanitary purposes and maintaining the furniture which will be scheduled after Summer Session - Repair to several window frames is planned along with ordering new screens and locks on windows.
Alarm System	<ul style="list-style-type: none"> - Alarm system throughout units are being addressed with the proper departments on repair, however no date has been set for repair.
Residence Life Coordinator position	<ul style="list-style-type: none"> - Spring Session students checked out of the dorms on May 5-6th. - A list of repairs were identified: <ul style="list-style-type: none"> o Filters to be replaced o Inventoried, floors, windows, fire exits and furniture - The dorms were left in good condition with minor additional cleaning made. All keys were returned. - Prepared for Summer Move In, which is scheduled for Sunday & Monday 5/28 & 29/ 2023. - Attended the Phoenix site Open House event with other division to promote the Residence Program. Had a number of inquiries of interest for the Fall Session. - Attended several recruiting events that were held for students in communities along with the Recruiter. - Planning training for new Resident Assistants for the upcoming 2023 Summer and Fall Sessions.

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

Issues/Items	Actions/Assessment
Working status	<ul style="list-style-type: none"> a) The Apedag Ki: & XC Country team hosted a Youth Track Meet in collaboration with the Intermediate School. b) 100,000 Step Challenge has been launched. 80 participants are registered. c) 2 Youth Basketball Camps have been confirmed for July. d) Personal Training Certification is scheduled for June.
Coaching and Recruiting	<ul style="list-style-type: none"> a) Head Coach recruited potential prospects at State Track & Field Meet. b) Currently 6 team roster. c) Contracted Assistant Coach was proposed and upon approving of the FY2024 the position will move forward to be filled.
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.
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. b) A Study Hall has been discussed for Fridays. c) Continuous follow up with runners on classes/credits and class schedule.
Administration	<ul style="list-style-type: none"> a) TOCC continues to recruit for Wellness Program Coordinator position.
Wellness	<ul style="list-style-type: none"> b) Advertising Materials have been purchased to be sold out of Apedag Ki: Monies to support Athletics' Program.
Budget/Fundraising	<ul style="list-style-type: none"> a) The Athletic/Wellness Manager completed and submitted the next fiscal year budget justifications for 2023-2024. Waiting for final approval.
Outreach/Community Service	<ul style="list-style-type: none"> a) The Athletics' Program participated in the upcoming Field Day event at Baboquivari. b) 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. The TOCC Athletic program recently meet with the AD of Baboquivari HS.

Valentine Lee- Lead Security
Key Issues/Items addressed in 2023 May

Issues/Items	Actions/Assessment
Student Issue/Discipline	<ul style="list-style-type: none"> • One student had a medical issue at commencement. Refused all medical and stayed (19th)
Incident Reports	<ul style="list-style-type: none"> • One incident with Border Patrol following a car which was stopped on campus.(16th)
Updates on Dorms	<ul style="list-style-type: none"> • Students moved out of the dorms on the (6th) Students are on break for now summer should be starting soon
Security Staff	<ul style="list-style-type: none"> • We are still looking for another security guard with a scheduled interview on 5/30. And another one later on in the week. • We continue to do are best with covering other shifts went needed or when someone calls off.

Tohono O'odham Community College
Employment Vacancy Activity Log
May 2023
Administrative/Faculty/Exempt
Addendum 1

Vacant Position	Division	Number of Applicants	Tohono O'odham Native American Other			Application w/documents Complete	Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
Academic Advising & Career Specialist	Edu	0					06/08/2023						Continue to advertise
Administrative Assistant- Finance	Admin-Finance	2		2		2	06/08/2023	3		5/26/2023	1	2	Pending reference check
Biodiversity and Research Specialist	Sustain	0					06/08/2023						Continue to advertise
Computer Literacy Training Coordinator	Sustain	0					06/08/2023						Continue to advertise
Elementary Education Instructor	Education	1			1	1	06/08/2023						Pending manager review
Financial Aid Officer	Stu Services	1	1			1	06/08/2023						Pending manager review
Human Resources Director/Chief Human Resources Officer	President's Office	1		1		1	06/08/2023	1		4/27/2023	1		Position filled 6/5/23
Pre-College GED Instructor (1)	Workforce Comm. Devlp.	2	1		1	2	06/08/2023	1		6/2/2023	1		Pending reference check
Social Work Instructor	Edu	0					06/08/2023	3	2	3/23/2023 & 3/24/2023	1	2	Tentative start date 8/14/23
Solar Energy Instructor	Sustain	0					06/08/2023						Continue to advertise
Wellness Program Coordinator	Stud Life	0					06/08/2023						Continue to advertise

Tohono O'odham Community College
Employment Vacancy Activity Log
May 2023
Hourly

Vacant Position	Division	Number of Applicants	Tohono O'odham Native American Other			Application w/documents Complete		Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
						Yes	No		Yes	No		Yes	No	
Computer Literacy Trainer	Sustain	1			1	1		06/08/2023	1		6/2/2023	1		Pending background check
Library Assistants (2)	Edu.	8	5		3	7	1	06/08/2023	3		5/8/2023		1	One Position filled effective 4/24/23 –Pending interview(s) / manager review
Phoenix Center Site Technician	Stu Services	0						06/08/2023	3		4/21/2023, 4/28/2023	1		Position filled 6/5/2023
Security Guard	Stud Life	3	3			3		06/08/2023	2		5/8/2023	2		Pending President's approval
Tohono O'odham Agriculture & Natural Resources Assistant (1)	Sustain	3	2	1	1	2	1	06/08/2023	3		5/22/2023, 5/25/2023	1	1	One position filled effective 5/22/2023/ One position pending Fingerprint clearance card

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: LAURA SUJO-MONTES, ACADEMIC DEAN
SUBJECT: NEW PROGRAMS: AAS IN FOUNDATIONAL MANAGEMENT AND CERTIFICATE IN MANAGEMENT AND LEADERSHIP
DATE: JUNE 8, 2023
CC: EVAN THOMAS, SPECIAL ASSISTANT TO THE PRESIDENT

Background: During a visit to the casino by some faculty members, the director of the casino expressed that he would like to see a program at TOCC that would help people move from entry level work to higher paying positions. Nowadays, it is not only important to know how to run a business, but it is as equally or more important to know how to manage the personnel. It takes the soft skills to motivate people to do what is needed to keep the business running smoothly.

Justification: Most managers and leaders have learned how to be a manager or leader by how they have been managed and supervised. However, that approach leaves vital and important parts out that can make or break a leader, manager or supervisors. The Management and Supervision (M&S) programs try to fill in those gaps and increase the skills that people already have.

The associate of applied science in Foundational Management prepares people for direct employment. The certificate in Management and Supervision was conceived more like a supplement to an already established business career, or to a business degree.

Action Requested: Request BOT to review and approve the new programs.

Recommendation: It is recommended that the new programs are approved. These programs seek to help employees move to a better paid supervisory position and to prepare them for that role.

TOHONO O'ODHAM KEKEL

TO: FACULTY, HIMDAG COMMITTEE, ADMINISTRATION, & BOARD OF TRUSTEES
FROM: NEAL WADE
SUBJECT: NEW PROGRAM OF STUDY (DEGREE/CERTIFICATE)
DATE: APRIL 27, 2023
CC: DEAN OF ACADEMICS

1. Name of Initiator(s): Neal Wade
2. Name of proposed degree or certificate: (indicate whether AA, AS, AAS, etc.)

Foundational Management AAS

3. CIP Code and Definition:
 - a. Code 52.0207. Title: Customer Service Management.
 - b. Definition: A program that prepares individuals to supervise and monitor customer service performance and manage frontline customer support services, call centers/help desks, and customer relations. Includes instruction in customer behavior, specialized information technology and systems management, developing and using customer service databases, user surveys and other feedback mechanisms, strategic and performance planning and analysis, operations management, personnel supervision, and communications and marketing skills.
4. Description of proposed degree or certificate.

The Management and Supervision Associate of Applied Science degree prepares the student for front-line supervision and entry-level management. Different approaches and techniques to management and supervision will be examined and how they should be applied. This includes leadership, organization, planning and other management practices.

5. Statement of purpose for the new program or certificate.
-

To prepare people entering into the supervision, management, and leadership roles of their respective enterprises.

6. List three to six Program Level Outcomes for the proposed degree or certificate and describe how each of those outcomes can be measured. (Complete curriculum map in Attachment B).

- a. *Differentiate appropriate and effective communication skills as applied to coworkers and supervisors.*
- b. *Identify, appraise, deescalate, and resolve different situations that could arise in the workplace.*
- c. *Demonstrate supervisory skills and knowledge as applied to different work-related situations.*
- d. *Articulate, compare, and contrast different basic business organizations and behaviors.*
- e. *Assess different workplace situations and apply motivational skills when needed.*
- f. *Determine and apply the necessary ethical behaviors of a supervisor.*

7. Describe how the proposed degree or certificate aligns with the College's Mission and Vision.

This program aligns with the school's mission and vision by increasing the students' skill sets, confidence, and analytical practices in relation to themselves and their personal, leadership, management and organizational environments.

8. Describe how the proposed program supports the O'odham Himdag.

Students are encouraged to explore and apply the Himdag in their professional lives. The application of the T-So:son is a necessary requirement to be a successful supervisor and manager.

9. Describe how the proposed program addresses employment needs of students.

This program will introduce the basics of Leadership, Management and Organization which will prepare the student for the higher paying management jobs. By giving the students an education in management, leadership, and organizational skills the student will have a much better opportunity for promotion into those positions with higher pay and responsibility as those positions become available.

10. (Section I. General Education). If a degree, which AGECE will be used? If certificate which general education classes will be used? (Note: THO 101 and HIS 122 must be included in all degrees and certificates as part of general education).

AGECE (B) will be used.

11. What are the core class requirements (Section II)? (Please include as attachment of course descriptions with learning outcomes for each course.)

MGT110, MGT122, MGT230 and MGT280, BUS220, BUS148 and CAG133

12. (Section III) How many electives will be allowed for this degree and what are the boundaries for selecting electives (ex. Degree in education may require that all electives be an EDU class)?
6 credit hours for electives and there are no restrictions on course selection but must be 101 level or higher
-

Using answers to questions 7, 8, and 9 complete the Program of Study in Attachment A

13. If this is a degree and the degree exceeds 60 credits, what is the justification? *It is 60 credits.*

14. How will the proposed degree or certificate link to other degrees or certificates in the area of concentration? What degree of overlap will there be? What kind of student interest is expected in terms of student numbers and how did you arrive at that estimate?

There is a need for this program to prepare line workers for supervision and management roles in order for them to obtain the higher paying management positions. It is assumed that students of this major will already have some workplace experience. It is expected that this program will be popular and have at least 30+ declared majors.

15. What instructional staff will this program require? (Will the College have to hire additional persons, provide more logistical support, or other resources?)

One additional full-time faculty or the equivalent adjuncts may possibly be needed depending on the popularity of this program.

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PRESIDENT
FROM: FINANCE DIVISION
SUBJECT: NEW POSITION REQUEST: GRANTS COORDINATOR
CC:

Background: Numbers and size of grants to the TOCC have increased a great deal, especially since the pandemic began. Grants in the millions of dollars have been received for COVID-19 relief. American Indian College Fund (AICF) has been successfully raising funds and TOCC has been the recipient of a number of those in the past several years and that trend does not seem to be slowing. The recent addition of the 3.2 million dollar NSF grant for O'odham Language Reclamation will require a good deal of grants management time. TOCC's current complement of one Sponsored Projects Director and a ladder position leading to a "Principal Accountant" needs to be supplemented by a Grants Coordinator so that TOCC can effectively administer its grants. This conclusion is also supported by YPTC (Your Part Time Controller). YPTC has been assisting with financial statements since the departure of the previous Controller and the experienced and seasoned consultant has indicated that ours is a "complex operation" with "a very large number of grants."

Justification: TOCC needs to have capacity to handle the increased number of grants it administers in order to accomplish its mission and to strengthen its Finance Division. The addition of a Grants Coordinator will provide the needed capacity TOCC is experiencing.

Action Requested: Request BOT approval of a Grants Coordinator position per the attached job description.

Recommendation: The president recommends approval.



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Grants Coordinator
Reports To: Sponsored Projects Director
Status: Full-time/ Regular/ Exempt
Salary: \$57,000

SUMMARY: The **Grants Coordinator** will administer assigned grant programs as determined by the Sponsored Projects Director. Assist in ensuring compliance with all regulations applicable to grants. Maintain file management of assigned grants in the Grants shared file on goggle drive.

The Grant Assistant will support T-Şo:şon (TOCC's Core Values): T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect, and I-We:mta – Working Together.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide technical support to grant-funded programs as it relates to budget inquiries, appropriate line items, and allowable expenses
- Review requisitions in accordance with grant budget, standards, and regulations
- Support secretarial and administrative functions of the Office of Sponsored Projects
- Complete special projects as assigned by the Sponsored Projects Director
- Monitor and ensure grant compliance for assigned project/programs by the Sponsored Projects Director
- Assists in the delivery of grant and financial training to all Sponsored Project programs.
- Provide assistance to Principal Accountant in reconciliation of grant programs
- May develop schedules, action plans and progress reports to develop or meet Sponsored Project's goals
- Maintain file management of assigned grants and/or assist with all sponsored projects updates in the shared Grants via the goggle drive
- Performs miscellaneous job-related duties as assigned

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Associate's degree
- At least two years' experience directly related to the duties and responsibilities related to the duties and responsibilities specified.

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

- Associate's degree or two-year technical certificate in business, finance, or related field;
- Knowledge and understanding of the history and contemporary issues facing

- Native peoples;
- Experience working with Native American communities;

LICENSING REQUIREMENTS:

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

KNOWLEDGE:

- Knowledge and understanding of Federal, State, and University regulations, guidelines, and policies covering contracting and granting process for public institutions;
- Working knowledge of Microsoft Office Suite and comfortable working in computer data base systems;
- Knowledge and understanding of proposal and grant writing procedures and requirements;
- Knowledge and understanding of financial analysis, intellectual property rights laws, guidelines, and policies;

SKILLS:

- Understanding of post award functions in the grant cycle;
- Strong verbal and written communication and interpersonal skills and the ability to present information effectively to groups;
- Analytical, evaluative, critical thinking and negotiating skills;
- Excellent organizational and time management skills;
- Ability to work independently as well as with others in a collaborative team environment;
- Excellent oral and communication skills;
- Strong technology information skills, including experience using database programs and Microsoft Office
- Ability to establish solid working relationships between the Office of Sponsored Projects and TOCC's grant funded programs;

WORK ENVIRONMENT:

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

BENEFITS:

Tohono O'odham Community College offers a comprehensive benefit package and 401(k).

HOW TO APPLY:

Applications are available on line at www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of two (2) references (name, position, organization and work phone numbers), two (2) letters of recommendation dated within the past twelve months, and a letter of interest. If claiming Indian Preference under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/or if claiming Veteran Preference, submit a copy of the DD 214 Form to:

Tohono O'odham Community College
Attention: Human Resources
P.O. BOX 3129
SELLS, AZ 85634
VOICE (520) 383-0049
FAX (520) 383-002

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

Challenges-Resolutions and Accomplishments

Program	Status	Recruitment	Summary
<p>Apprenticeship (WCD) 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>The National Electric Code course will be offered for the Summer 2023 session.</p> <p>WCD, Office of Sustainability and Education Dean met with Tohono O’odham Health Care Professionals to discuss a partnership with TOCC’s discussion on health care related occupations. The following medical staff are the main contacts in this conversation.</p> <p>Dr. Merlin Curry ER/EMS Director and Dr. Mills Chief Medical Officer, This discussion was very informative and has laid some ground work to begin to explore some possibilities that we can collaborate on regarding health related professions and TOCC partnerships.</p> <p>The collaboration with Education and Sustainability, WCD and TOHC will continue on a monthly basis and as needed to clarify areas of collaboration.</p>	<p>WCD program continues to advertise the Solar Panel Installer program and encourage more students and community members to take advantage of the ‘free books and tuition’ offered by Tohono O’odham Community College. WCD offers the courses on Saturday and this has provided them the flexibility to work during the week and take the courses on the weekends.</p> <p>WCD offered an Art for Wellness workshop at Wisag Kos. Participants from the community learned that Art is a way to relieve stress and not totally focused on one’s ability to draw well. Art, know how is included in the workshops and shows participants some ways in which to begin to develop artistic ability in drawing, painting and other mediums. The next workshop is to be held in June 2023.</p>	<p>May 8, 2023 Students enrolled in the solar panel installer program were able to visit the University of Arizona Sustainable Built Environments & Senior Capstone final projects. The event was hosted by CAPLA (College of Architecture Planning & Landscape Architecture). Slogan - Building a Changing World. “With the Sonoran Desert as your laboratory, learn to plan, design and build innovative spaces and place that endure.”</p> <p>Pauline N, BCT 120N instructor was able to take 4 students from the Solar Panel Installer program to this event. Mario Montes-Helu was requested to be a judge for the Capstone projects and I was in attendance as well. I had the opportunity to share the fact that the University is a Land Grant Institution and we hope that more of these opportunities are open and available for our students at TOCC.</p>
<p>Culinary Arts Program</p>	<p>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.</p>	<p>Mr. Jay Juan, Chief of Operations continues to keep us updated on the work that is being done at the Tohono Kosin.</p>	<p>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.</p>

<p>Pre-College GED</p>	<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 May 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>Mr. Zuo NTIA Director has been working on securing the equipment necessary to establish our Computer Literacy Training in the Districts on the Tohono O'odham Nation.</p> <p>NTIA project leads Mario, Anselmo and Dehpue meet monthly with Karen, area grant director of NTIA on the status of or project and our work plan. The meetings have been very informative and helpful in keeping us on track to establish this opportunity to get out into the communities of the Tohono O'odham Nation.</p>	<p>Bridget Pre-College GED Online Instructor continues to have classes four days each week. Students attend via zoom. Students who need to use our wifi are always welcome to come to Wisag Kos and connect with the instructor in our GED classroom.</p> <p>Our FAST Track student was able to complete three official GED exam in our makeshift testing room. A vacant office space at Wisag Kos. The student is now studying for the final Math exam for the completion of this GED certification.</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> <p>Pauline have been working to coordinate the TOCC Community Outreach Event to be held each month from WCD. Our next outreach event will to attend the Sells Farmers Market in May 2023.</p>
------------------------	--	--	---