



Tohono O'odham Kekel Ha-Maşcamakuđ
Board of Trustees Regular Meeting
September 14, 2023
TOCC Boardroom, Gewkdag Ma:cidag Ki:
S-cuk Du'ag Maşcamakuđ
In Person & Virtual Meeting



Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

September 14, 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

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| 1. Call to Order / Roll Call | |
| 2. Invocation | |
| 3. Review and Approval of Agenda | |
| 4. Announcements and Upcoming Events | |
| 5. Minutes from August 10, 2023 BOT Regular Meeting | 02 |
| 6. Call to the Audience | |
| 7. Coronavirus Update | |

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General Matters

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

Adjournment

Tohono O'odham Kekel Ha-Maşcamakuḍ
Board of Trustees Regular Meeting
 Thursday August 10, 2023
 9:00 a.m.
 San Xavier Community Building, Wack Community
 In Person / Virtual Meeting

GENERAL MATTERS

1. Call to Order / Roll Call

The Board of Trustees Regular Meeting was Called to Order at 9:21 a.m. by Chairperson Dr. Ofelia Zepeda. There were five (05) members present. Quorum established.

Present	Excused Absence	Unexcused Absence	Attendance Time	Board of Trustees
X			9:21 a.m.	Dr. Ofelia Zepeda, Chairperson
X			9:21 a.m.	Bernard Siquieros, Vice-Chairperson
X			9:21 a.m.	Treena Parvello, Secretary
X			9:21 a.m.	Jonas Robles, Elder Member
X			9:21 a.m.	Mary Bliss, Member
				Administration Members
X			9:21 a.m.	Dr. Paul Robertson, President
X			9:21 a.m.	Joann Miguel, Dean of Finance
X			9:21 a.m.	Yolanda Pacheco, Dean of Student Services
X			9:21 a.m.	Dr. Laura Sujo-Montes, Academic Dean
X			9:21 a.m.	Dr. Mario Montes-Helu, Dean for Sustainability
				Recorder
X			9:21 a.m.	Evan Thomas, Special Assistant to the President
				Guests
X			9:21 a.m.	Frances Benavidez, Program Director, NSF TEAC
X			9:21 a.m.	Neal Wade, Business Instructor
X			9:21 a.m.	Aimee Farmer, Chief Human Resources Officer
X			9:21 a.m.	Sylvia Hendricks, Director of Student Life
X			9:21 a.m.	Anselmo Ramon, Chair of Workforce & Community Development
X			9:21 a.m.	Deshon Miguel, Director of Information Technology
X			9:21 a.m.	Ben Jose, Research Assistant
X			9:21 a.m.	Dr. Michelle Rountree, Social Work Instructor
X			9:21 a.m.	Joseph Renegar, Human Resources Generalist
X			9:21 a.m.	Earldon Anhill, Solar Energy Instructor
X			9:21 a.m.	Kristin Eberhardt, Project Director, Title III Grant
X			9:21 a.m.	Michael Newberry, Adjunct Faculty
X			9:21 a.m.	Brittany Gonzales, Research Assistant
X			9:21 a.m.	Mickie Widener, Human Resources Generalist
X			9:21 a.m.	Adrianne Rios, Language Specialist

X			9:21 a.m.	Camillus Lopez, Senior Cultural Mentor
X			9:21 a.m.	Cassandra Scott, Director, Phoenix Center
X			9:21 a.m.	Diana Antone, Financial Aid Manager
X			9:21 a.m.	Myriah Cypriano, Administrative Assistant, Student Services
X			9:21 a.m.	Alberta Espinoza, Counselor
X			9:21 a.m.	Teresa Newberry, Science Instructor

Executive Summary: TOCC BOT acted on the following at the August 10, 2023 regular meeting:

- Approved the July 13, 2023 TOCC Board of Trustees regular meeting minutes as presented.
- Accepted the June 2023 Financial Report as presented.
- Accepted the Human Resources Report for August 2023 as presented.
- Approved the Tohono Kosin job descriptions as presented
- Approved moving the SSA position under the supervision of the Director of Information Technology and the removal of the Technical Support Manager position from the Organizational Chart as presented.
- Approved the revised and new academic policies as presented.
- Approved the updated Dual Enrollment IGA with San Carlos Unified School District (SCUSD) and the new Dual Enrollment IGA with the Globe Unified School District (GUSD) as presented.

2. Invocation

A blessing was given by Anselmo Ramon at breakfast prior to the BOT meeting.

3. Review and Approval of Agenda

The meeting agenda was reviewed and the following item was added to New Business:

- Approval of Two Dual Enrollment IGAs

A motion was made to approve the meeting agenda with the added item to New Business.

MOTION: Motion by Treena Parvello, Seconded by Mary Bliss to approve the meeting agenda with the added item to New Business.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT.

MOTION APPROVED

4. Announcements and Upcoming Events

The Workforce and Community Development component will host a GED Workshop on Thursday, August 17 and Friday, August 18, 2023 at S-cuk Du'ag Maşcamakuđ.

5. Minutes from the July 13, 2023 regular meeting of the TOCC Board of Trustees

Minutes from the July 13, 2023 BOT regular meeting were reviewed.

A motion was made to approve the July 13, 2023 TOCC Board of Trustees regular meeting minutes as presented.

MOTION: Motion by Jonas Robles, Seconded by Mary Bliss to approve the July 13, 2023 TOCC Board of Trustees regular meeting minutes as presented.
VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT
MOTION APPROVED

6. Call to the Audience – None

7. Coronavirus Update – None

NEW BUSINESS

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

Dean Miguel presented the June 2023 Financial Report.

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

MOTION: Motion by Mary Biliss, Seconded by Treena Parvello to accept the June 2023 Financial Report as presented.
VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT
MOTION APPROVED

2. Human Resources Report – Aimee Farmer, Chief Human Resources Officer

Chief Human Resources Officer Farmer reviewed the July 2023 Resource List and Vacancy List.

Several new hires were in attendance virtually, but due to the audio technical difficulty, introductions will take place next month.

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

MOTION: Motion by Jonas Robles, Seconded by Treena Parvello to accept the Human Resources Report for July 2023 as presented.
VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT
MOTION APPROVED

3. Reclassification of Tohono Kosin Job Descriptions – Mario Montes-Helu, Dean for Sustainability

In order to open the Tohono Kosin as a full-service restaurant, management and cook personnel need to be hired. The original Restaurant Manager Instructor and Culinary Arts Instructor –

approved by the BOT in December 2021 - will be reclassified to Restaurant Manager and Lead Cook positions respectively. New Job Descriptions were reviewed to include Assistant Cook.

A motion was made to approve the Tohono Kosin job descriptions as presented.

MOTION: Motion by Mary Bliss, Seconded by Treena Parvello to approve the Tohono Kosin job descriptions as presented.

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

MOTION APPROVED

4. Change of Supervision of the Senior Systems Administrator Position – Mario Montes-Helu, Dean for Sustainability

The IT department continues to work on streamlining the support of students, faculty and staff on their IT needs. The BOT approved the Senior Systems Administrator (SSA) in March 2022 and later approved the Director position. This request is to move the SSA position under the supervision of the Director. The Technical Support Manager position will be closed in order to support the hiring of a SSA with the approved IT budget.

The existing and new SSA job description and Organizational Chart was reviewed.

A motion was made to approve moving the SSA position under the supervision of the Director of Information Technology and the removal of the Technical Support Manager positions from the Organizational Chart as presented.

MOTION: Motion by Treena Parvello, Seconded by Mary Bliss to approve moving the SSA position under the supervision of the Director of Information Technology and the removal of the Technical Support Manager position from the Organizational Chart as presented.

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

MOTION APPROVED

5. Academic Catalog Policies – Laura Sujo-Montes, Academic Dean

With the revision of the academic catalog, it became evident that some policies were not in existence or needed to be updated. There are policies in the Academic Catalog and the Student Handbook. The goal is to align policies so they are the same in both documents. Some policies needed updating due to technology changes and others due to changing practices and needs.

A motion was made to approve the revised and new academic policies as presented.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to approve the revised and new academic policies as presented.

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

MOTION APPROVED

6. TOCC Living Lab – Ma:cig Oidag Presentation – Teresa Newberry, Science Instructor; Camillus Lopez, Senior Cultural Mentor

Instructor Newberry shared a PowerPoint presentation outlining the TOCC Living Lab Ma:cig Oidag at S-cuk Du'ag Maşcamakuđ. It was developed as part of the NSF TCUP STEM ICE-TI 'Pathways to Indigenous STEM/Ma:cidag Wo:g STEM Wui' project to enhance experiential and hands-on student learning experiences at TOCC using the natural desert environment of S-cuk Du'ag Maşcamakuđ.

The TOCC Living Lab Ma:cig Oidag is Phase 1 of the TOC Living Lab Campus Plan which is a proposed vision for the future of the TOCC campus and will be used as a seed project to envision the use of the TOCC campuses for learning, discovery, connecting with the natural world and possible research opportunities for students.

7. Approval of Two Dual Enrollment IGAs – Yolanda Pacheco, Dean of Student Services

Dean Pacheco reviewed two Dual Enrollment IGAs for San Carlos Unified School District (SCUSD) and Globe Unified School District (GUSD). SCAC has been offering dual enrollment courses with SCUSD since 2018. The Arizona State's Department of Education has made changes which justifies updating the IGA for SCUSD and GUSD would like to partner with SCAC to offer dual enrollment for their Apache students.

Dual enrollment offerings allow students to gain college level credits while in high school. It boosts student confidence and makes them more likely to continue taking college courses after high school completion. Dual enrollment also helps students financially to get college courses completed without paying tuition.

The SCAC Board of Regents approved both IGAs effective July 20, 2023.

A motion was made to approve the updated Dual Enrollment IGA with SCUSD and the new Dual Enrollment IGA with the GUSD as presented.

MOTION: Motion by Treena Parvello, Seconded by Mary Bliss to approve the updated Dual Enrollment IGA with SCUSD and the new Dual Enrollment IGA with the GUSD 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, OIE, Workforce and Community Development
5. Student Life, Residence Life, Athletics & Wellness, Security

ADJOURNMENT – 11:39 a.m.

A motion was made to adjourn the August 10, 2023 TOCC BOT regular meeting.

MOTION: Motion by Treena Parvello, Seconded by Mary Bliss to adjourn the August 10, 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 9/8/2023
AGENDA ITEM: MONTHLY FINANCIAL REPORTS FOR July 31, 2023

EXECUTIVE SUMMARY

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

For the month ending, July 31, 2023, as follows:

* Bank of America, regular operational checking account	\$ 16,660,758
* Bank of America - TPT Construction Needs	994,185
* Bank of America Capital Campaign	6,550
* Bookstore Cash	12,714
* Petty Cash	<u>100</u>
Cash and cash equivalents in all accounts	\$ 17,674,307

Investments Follow:

* Community Foundation	\$ 392,964
* Wells Fargo Securities, Building/Operating Reserves	<u>1,827,391</u>
Investment total	\$ 2,220,355

Other Assets

Buildings (net of Depreciation)	10,229,032	
Student A/R	104,336	
Grants Receivable	1,610,392	
Inventory	499,049	
Prepays	<u>192,137</u>	
		\$ 12,634,946

Total Assets	<u>\$ 32,529,607</u>
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Recommendation: The President recommends the Board of Trustees accept the financial report for the month ended July 31, 2023.

Operating Ending Cash Balance for July, 31 2023

Bank of America, regular operational checking account	\$ 16,660,758
Less: Restricted Sponsored Projects Net Activity	(11,933,857)
Less: Restricted Student Financial Aid Net Activity	1,670,049
Less: Estimated Cash needed for accrued benefits payment to TON	(1,036,960)
Ending Operating Cash Balance	<u><u>\$ 5,359,989</u></u>

Tohono O'odham Community College
Statements of Financial Position
As of July 31, 2023, June 30, 2023, and June 30, 2022 (Audited)
(Intended for internal management purposes only)

Assets	(Unaudited) July 31 2023	(Unaudited) June 30 2023	(Audited) June 30, 2022
Bank of America - operating account	\$ 16,660,758	\$ 12,646,816	\$ 13,321,894
Bank of America - TPT Construction Needs	994,185	956,574	516,679
Bank of America - capital campaign account	6,550	6,550	6,550
Bookstore cash	12,714	12,366	12,446
Petty cash	100	100	100
LLC Checking and Cash on Hand All Accounts	-	221	221
* Student accounts receivable, net of allowance for doubtful accounts	104,336	104,336	267,955
Contribution Receivable TO Nation	-	-	-
Contracts and grants receivable	1,610,392	1,610,392	1,610,392
Bookstore inventory	499,049	426,969	145,281
Prepaid expenses	192,137	181,671	8,431
Wells Fargo Investments - Building and Operating reserves	1,827,391	1,827,391	1,787,246
Community Foundation of Southern Arizona - endowment	392,964	392,964	399,649
* Land, buildings and equipment, net of accumulated depreciation	10,229,032	10,229,032	10,121,537
Other receivables (Fraudulent Checks Cashed)	-	-	-
Total Assets	\$ 32,529,607	\$ 28,395,381	\$ 28,198,380
Liabilities and Net Equity			
Accounts payable	\$ 191,140	\$ 277,745	\$ 856,600
Salary related payable	1,607,838	1,480,073	525,435
Deposits/Funds Held for others	29,870	29,870	29,870
Other Payables and Accrued Expenses	(154,808)	(125,432)	86,957
Deferred grant revenue	11,850,560	11,850,560	11,850,560
Total Liabilities	\$ 13,524,600	\$ 13,512,817	\$ 13,349,422
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	7,312,735	3,190,291	3,156,686
Unrestricted Equity	\$ 17,979,882	\$ 13,857,438	\$ 13,823,833
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	\$ 32,529,607	\$ 28,395,381	\$ 28,198,380
*Recap #1			
* Recap Explained of Net Students Accounts Receivable	July 31	June 30	June 2022
Accounts Receivable	\$ 278,093	\$ 278,093	\$ 441,241
Allowance for Bad Debt	(173,757)	(173,757)	(173,286)
* Student accounts receivable, net of allowance	<u>\$ 104,336</u>	<u>\$ 104,336</u>	<u>\$ 267,955</u>
*Recap #2			
* Recap Explained of Net Fixed Assets	July 31	June 30	June 2022
Land Buildings & Equipment	\$ 18,913,983	\$ 18,913,983	\$ 18,806,488
Allowance for Depreciation	(8,684,951)	(8,684,951)	(8,684,951)
* Land building and Equipment, net of Accumulated Depreciation	<u>\$ 10,229,032</u>	<u>\$ 10,229,032</u>	<u>\$ 10,121,537</u>

TOHONO O'ODHAM COMMUNITY COLLEGE

Unrestricted Budget Activity

For the Month Ended July 31, 2023

Tohono O'odham Community College
Statement of Activities - Budget and Actual
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

UNRESTRICTED OPERATING BUDGET				
	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
Unrestricted revenues:				
Tuition and fees	\$ -	\$ 98,000	\$ (98,000)	-100%
Student Housing	-	82,000	(82,000)	-100%
Legislative Contribution - Tohono O'odham Nation	5,096,045	5,096,045	0	0%
Tribal Community College Act	-	4,959,735	(4,959,735)	-100%
Indirect costs recovered on restricted federal grants	-	832,000	(832,000)	-100%
Unrestricted gifts and donations	360	13,000	(12,640)	-97%
Bookstore sales	102	162,800	(162,698)	-100%
Miscellaneous income	1	33,000	(33,000)	-100%
Total Unrestricted Revenues	<u>\$ 5,096,508</u>	<u>\$ 11,276,580</u>	<u>\$ (6,180,072)</u>	<u>-55%</u>
Unrestricted expenses:				
Educational program services:				
Instruction	\$ 163,706	\$ 2,552,915	\$ 2,389,209	94%
Student services	83,551	1,456,450	1,372,899	94%
Auxiliary enterprises	25,979	502,441	476,462	95%
Supporting services:				
Academic support	26,673	683,557	656,884	96%
Institutional support without Depreciation/Bad Debts	305,176	2,618,878	2,313,702	88%
Facility operations and maintenance	68,329	1,407,578	1,339,249	95%
Sustainability and Solar	17,989	329,691	311,702	95%
Student Life	41,542	588,895	547,353	93%
San Carlos BIE Funds and Tuition and Fees	-	943,713	943,713	100%
Culinary Arts Program	-	95,167	95,167	100%
Grant Match (1117/1526)	1,042	119,873	118,831	99%
Tohono Kosin	-	242,796	242,796	100%
Total Unrestricted Expenses	<u>\$ 733,987</u>	<u>\$ 11,541,954</u>	<u>\$ 10,565,171</u>	<u>92%</u>
 Unrestricted excess (deficiency) w/o Bad Debts/Depreciation	 <u>\$ 4,362,521</u>	 <u>\$ (265,374)</u>	 <u>\$ 4,385,099</u>	

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

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

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
INSTRUCTION				
Instruction - 1100				
Compensation	\$ 127,788	\$ 1,686,437	\$ 1,558,650	92%
Employee related expenses	22,503	438,137	415,634	95%
Art program Supplies	1,023	20,000	18,977	95%
Commuter Allowance	-	3,600	3,600	100%
Consultant Fees	-	9,700	9,700	100%
Education Supplies	120	20,000	19,880	99%
Employee tuition waivers	-	2,000	2,000	100%
Furniture & Fixtures	-	10,000	10,000	100%
Meeting expense	300	16,170	15,870	98%
Mileage	161	4,000	3,839	96%
Office Supplies	-	8,000	8,000	100%
Registrations	-	6,800	6,800	100%
Subscriptions/Periodicals	-	4,000	4,000	100%
Travel and training	-	90,000	90,000	100%
	<u>\$ 151,895</u>	<u>\$ 2,318,844</u>	<u>\$ 2,166,949</u>	<u>93%</u>
Work Force Comm Development - 1500				
Compensation	\$ 9,192	\$ 113,557	\$ 104,365	92%
Employee related expenses	2,257	71,749	69,492	97%
Advertising & Promotion	-	1,000	1,000	100%
Commuter Allowance	153	1,800	1,647	91%
Consultant Fees	-	5,500	5,500	100%
Education Supplies	-	2,500	2,500	100%
Guest Speakers/Honorariums	150	12,000	11,850	99%
Meeting Expense	59	2,000	1,941	97%
Office supplies	-	1,000	1,000	100%
Other Office Supplies	-	600	600	100%
Registrations	-	3,000	3,000	100%
Travel & Training	-	6,000	6,000	100%
	<u>\$ 11,811</u>	<u>\$ 220,706</u>	<u>\$ 208,895</u>	<u>95%</u>
ABE-GED - 1800				
Education Supplies	-	3,100	3,100	100%
Meeting Expense	-	540	540	100%
Memberships	-	750	750	100%
Other Office Supplies	-	375	375	100%
Registrations	-	4,000	4,000	100%
Travel/training	\$ -	\$ 4,600	\$ 4,600	100%
	<u>\$ -</u>	<u>\$ 13,365</u>	<u>\$ 13,365</u>	<u>100%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

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

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
TOTAL INSTRUCTION	\$ 163,706	\$ 2,552,915	\$ 2,389,209	94%
STUDENT SERVICES				
Student services - 5100				
Compensation	\$ 57,632	\$ 709,264	\$ 651,632	92%
Employee related expenses	13,280	257,579	244,299	95%
Comm/student events	-	13,000	13,000	100%
Commuter Allowance	460	5,400	4,940	91%
Consultant Fees	-	10,000	10,000	100%
Education supplies	-	3,000	3,000	100%
Employee tuition waivers	-	1,000	1,000	100%
Furniture and Fixtures	-	5,000	5,000	100%
Graduation	-	10,000	10,000	100%
Meeting expense	-	3,000	3,000	100%
Memberships	-	1,205	1,205	100%
Mileage	-	2,000	2,000	100%
Office supplies	-	5,000	5,000	100%
Printing	-	3,500	3,500	100%
Program Supplies	-	500	500	100%
Promotional	-	5,000	5,000	100%
Recruiting	243	22,000	21,757	99%
Registrations	-	2,500	2,500	100%
Travel and training	301	45,000	44,699	99%
	\$ 71,916	\$ 1,103,948	\$ 1,032,032	93%
Financial aid office - 5200				
Compensation	\$ 3,895	\$ 147,305	\$ 143,410	97%
Employee related expenses	3,646	78,007	74,361	95%
Memberships	-	3,000	3,000	100%
Office supplies	-	1,000	1,000	100%
Program Supplies	-	500	500	100%
Registrations	-	3,000	3,000	100%
Travel and training	-	10,000	10,000	100%
	\$ 7,540	\$ 242,812	\$ 235,272	97%
Residence Life - 5400				
Compensation	\$ 3,406	\$ 41,698	\$ 38,292	92%
Employee related expenses	483	13,492	13,009	96%
Advertising	-	1,000	1,000	100%
Comm/student events	-	4,000	4,000	100%
Custodial Expenses	-	8,000	8,000	100%
Furniture & Fixtures	205	20,000	19,795	99%
Meeting Expense	-	1,000	1,000	100%
Memberships	-	300	300	100%
Mileage	-	200	200	100%
Office supplies	-	600	600	100%
Registration expenses	-	500	500	100%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

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

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
Stipends	-	11,900	11,900	100%
Subscriptions/periodicals	-	4,000	4,000	100%
Travel and training expense	-	2,000	2,000	100%
	<u>\$ 4,095</u>	<u>\$ 108,690</u>	<u>\$ 104,595</u>	<u>96%</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>\$ 83,551</u>	<u>\$ 1,456,450</u>	<u>\$ 1,372,899</u>	<u>94%</u>
AUXILIARY ENTERPRISES				
Athletics - 5300				
Compensation	\$ 4,854	\$ 107,294	\$ 102,440	95%
Employee related expenses	614	42,844	42,230	99%
Advertising & Promotion	-	7,500	7,500	100%
Archery Expense	-	6,000	6,000	100%
Consultant Fees	740	17,000	16,260	96%
Contracts/Subcontracts	-	27,000	27,000	100%
Meals	-	7,000	7,000	100%
Memberships	6,650	10,000	3,350	34%
Office Supplies	-	2,500	2,500	100%
On Travel Medical	-	3,000	3,000	100%
Printing	-	10,000	10,000	100%
Program Supplies	2,001	20,000	17,999	90%
Recruiting Expense	-	2,500	2,500	100%
Travel	-	15,000	15,000	100%
Tuition Waivers	-	8,000	8,000	100%
Uniform/Retail Purchases	1,985	10,000	8,015	80%
Vehicle Rental	-	4,000	4,000	100%
	<u>\$ 16,844</u>	<u>\$ 299,638</u>	<u>\$ 282,794</u>	<u>94%</u>
Bookstore - 9100				
Compensation	\$ 7,452	\$ 85,415	\$ 77,963	91%
Employee related expenses	1,682	19,188	17,506	91%
Cost of Goods Sold-Retail	-	60,000	60,000	100%
Office supplies	-	8,000	8,000	100%
Promotional	-	30,000	30,000	100%
Tuition Waivers	-	200	200	100%
	<u>\$ 9,135</u>	<u>\$ 202,803</u>	<u>\$ 193,668</u>	<u>95%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

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

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
TOTAL AUXILIARY ENTERPRISES	\$ 25,979	\$ 502,441	\$ 476,462	95%
ACADEMIC SUPPORT				
Academic support - 1200				
Compensation	\$ 13,864	\$ 200,879	\$ 187,015	93%
Employee related expenses	4,035	92,546	88,511	96%
Community Student Events	-	10,000	10,000	100%
Consultant fees	-	3,000	3,000	100%
Contracts/Subcontracts	-	10,000	10,000	100%
Education Supplies	-	1,000	1,000	100%
Employee Tuition Waivers	-	1,500	1,500	100%
Meeting Expense	-	5,000	5,000	100%
Memberships	-	3,000	3,000	100%
Office supplies	-	3,000	3,000	100%
Program Supplies	-	4,000	4,000	100%
Promotional	-	4,000	4,000	100%
Registrations	-	5,000	5,000	100%
Travel and training	-	7,000	7,000	100%
	\$ 17,899	\$ 349,925	\$ 332,026	95%
Library - 4130				
Compensation	\$ 8,741	\$ 159,352	\$ 150,611	95%
Employee related expenses	(120)	99,768	99,888	100%
Commuter Allowance	153	1,800	1,647	91%
Consultant Fees	-	17,000	17,000	100%
Contracts/subcontracts	-	7,142	7,142	100%
Employee Tuition Waivers	-	260	260	100%
Library collection	-	5,000	5,000	100%
Meeting expenses	-	400	400	100%
Memberships	-	160	160	100%
Office Equipment	-	10,000	10,000	100%
Other Office Supplies	-	5,000	5,000	100%
Program Supplies	-	600	600	100%
Registrations	-	150	150	100%
Subscriptions/periodicals	-	25,000	25,000	100%
Travel and training	-	2,000	2,000	100%
	\$ 8,774	\$ 333,632	\$ 324,858	97%
TOTAL ACADEMIC SUPPORT	\$ 26,673	\$ 683,557	\$ 656,884	96%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

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

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
INSTITUTIONAL SUPPORT				
President's office - 6100				
Compensation	\$ 13,646	\$ 164,837	\$ 151,191	92%
Employee related expenses	4,004	49,802	45,798	92%
Car Allowance	613	7,200	6,587	91%
Office supplies	-	500	500	100%
Registrations	-	1,000	1,000	100%
Student related travel	-	2,000	2,000	100%
Travel and training	-	2,000	2,000	100%
	<u>\$ 18,264</u>	<u>\$ 227,339</u>	<u>\$ 209,075</u>	<u>92%</u>
Himdag - 6150				
Comm/Student/Events	\$ 26	\$ 8,000	\$ 7,974	100%
Construction Materials	\$ -	\$ 2,000	\$ 2,000	100%
Meeting Expense	-	4,000	4,000	100%
	<u>\$ 26</u>	<u>\$ 14,000</u>	<u>\$ 13,974</u>	<u>100%</u>
Board of Trustees - 6190				
Communications	80	900	820	91%
Meeting expenses	359	10,000	9,641	96%
Mileage	225	2,500	2,275	91%
Travel and training	-	5,500	5,500	100%
Trustee fees	\$ 1,100	\$ 14,000	\$ 12,900	92%
	<u>\$ 1,764</u>	<u>\$ 32,900</u>	<u>\$ 31,136</u>	<u>95%</u>
Institutional Effectiveness - 1300				
Compensation	\$ 4,505	\$ 54,978	\$ 50,474	92%
Employee related expenses	1,185	19,194	18,009	94%
Mileage	-	200	200	100%
Office Equipment	-	300	300	100%
Other Office Supplies	-	100	100	100%
Registrations	-	200	200	100%
Travel and training	848	3,000	2,152	72%
Vehicle Rental	-	250	250	100%
	<u>\$ 6,538</u>	<u>\$ 78,222</u>	<u>\$ 71,684</u>	<u>92%</u>
Administration & Finance - 6200				
Compensation	\$ 23,684	\$ 459,972	\$ 436,288	95%
Employee related expenses	7,532	191,000	183,468	96%
Auditing	-	72,500	72,500	100%
Bank Charges	230	4,500	4,270	95%
Commuter Allowance	307	5,400	5,093	94%
Contracts/subcontracts	17,985	150,000	132,015	88%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

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

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
Employee Tuition Waivers	-	325	325	100%
Meeting expenses	-	400	400	100%
Mileage	-	100	100	100%
Office supplies	-	5,500	5,500	100%
Registrations	-	250	250	100%
Travel and training	-	1,000	1,000	100%
	<u>\$ 49,738</u>	<u>\$ 890,947</u>	<u>\$ 841,209</u>	<u>94%</u>

General support services - 6300

Benefits Unemployment	\$ 2,817	\$ 6,000	\$ 3,183	53%
Insurance	182,439	190,000	7,561	4%
Legal Fees	-	50,000	50,000	100%
Meeting expenses	-	7,000	7,000	100%
Memberships	780	45,000	44,220	98%
Postage & Delivery	1,480	19,000	17,520	92%
Promotional	-	2,000	2,000	100%
Subscriptions & Periodicals	-	5,000	5,000	100%
	<u>\$ 187,516</u>	<u>\$ 324,000</u>	<u>\$ 136,484</u>	<u>42%</u>

IT - 6350

Compensation	\$ 12,959	\$ 172,255	\$ 159,296	92%
Employee related expenses	4,060	37,230	33,170	89%
Communications	6,197	175,855	169,658	96%
Computer Related Items	-	30,000	30,000	100%
Consultant Fees & Expenses	-	78,000	78,000	100%
Contracts/subcontracts	-	205,000	205,000	100%
Employee Tuition Waivers	-	200	200	100%
Licenses and fees	-	70,000	70,000	100%
Machine Equip Repairs and Service	656	10,000	9,344	93%
Memberships	-	730	730	100%
Office Equipment	-	5,000	5,000	100%
Office supplies	-	300	300	100%
Other Equipment & Tools	-	10,000	10,000	100%
Registrations	-	3,000	3,000	100%
Travel and training	-	4,000	4,000	100%
	<u>\$ 23,872</u>	<u>\$ 801,570</u>	<u>\$ 777,698</u>	<u>97%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

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

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
Human resources - 6700				
Compensation	\$ 14,607	\$ 162,028	\$ 147,421	91%
Employee related expenses	2,475	59,804	57,329	96%
Advertising	158	6,570	6,412	98%
Commuter Allowance	218	1,800	1,582	88%
Employee Tuition Waivers	-	200	200	100%
Memberships	-	1,050	1,050	100%
Office supplies	-	360	360	100%
Other professional fees	-	4,990	4,990	100%
Recruiting	-	1,800	1,800	100%
Registrations	-	4,580	4,580	100%
Travel and training	-	6,718	6,718	100%
	<u>\$ 17,458</u>	<u>\$ 249,900</u>	<u>\$ 232,442</u>	<u>93%</u>
TOTAL INSTITUTIONAL SUPPORT	<u>\$ 305,176</u>	<u>\$ 2,618,878</u>	<u>\$ 2,313,702</u>	<u>88%</u>
OPERATIONS AND MAINTENANCE - 7100				
Compensation	\$ 37,569	\$ 521,096	\$ 483,527	93%
Employee related expenses	12,887	223,791	210,904	94%
Auto expenses	2,545	20,000	17,455	87%
Building Rent	13,001	144,311	131,310	91%
Commuter Allowance	153	1,800	1,647	91%
Contracts/subcontracts	2,174	100,000	97,826	98%
Custodial expense	-	17,500	17,500	100%
Employee tuition waivers	-	350	350	100%
Office supplies	-	1,500	1,500	100%
Travel and training	-	2,000	2,000	100%
Utilities	-	240,230	240,230	100%
Vehicle & Building R&M	-	25,000	25,000	100%
Vehicle rental	-	110,000	110,000	100%
TOTAL OPERATIONS AND MAINTENANCE	<u>\$ 68,329</u>	<u>\$ 1,407,578</u>	<u>\$ 1,339,249</u>	<u>95%</u>
SUSTAINABILITY - 5160				
Compensation	\$ 10,746	\$ 130,969	\$ 120,223	92%
Employee related expenses	627	51,576	50,949	99%
Commuter Allowance	153	1,800	1,647	91%
Contracts/Subcontracts	-	1,000	1,000	100%
Employee Tuition Waivers	-	500	500	100%
Meeting Expense	-	1,500	1,500	100%
Mileage	-	600	600	100%
Office Equipment	-	500	500	100%
Office supplies	-	1,500	1,500	100%
Registrations	-	1,000	1,000	100%
Travel and training	-	4,000	4,000	100%
TOTAL SUSTAINABILITY	<u>\$ 11,526</u>	<u>\$ 194,945</u>	<u>\$ 183,419</u>	<u>94%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

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

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
Solar Program (5161)				
Compensation	\$ 3,765	\$ 68,145	\$ 64,380	94%
Employee related expenses	422	35,601	35,179	99%
Consultants	-	4,000	4,000	100%
Education Supplies	139	15,000	14,861	99%
Employee Tuition Waivers	-	300	300	100%
Guest Speakers	-	1,000	1,000	100%
Machine Equipment Repairs	-	1,000	1,000	100%
Meeting Expense	-	1,000	1,000	100%
Memberships	-	1,200	1,200	100%
Mileage	-	1,500	1,500	100%
Office Equipment	2,138	500	(1,638)	-328%
Other Office Supplies	-	1,000	1,000	100%
Registrations	-	1,500	1,500	100%
Travel and training	-	3,000	3,000	100%
TOTAL SOLAR	\$ 6,463	\$ 134,746	\$ 128,283	95%
TOTAL SUSTAINABILITY AND SOLAR	\$ 17,989	\$ 329,691	\$ 311,702	95%
STUDENT LIFE - 5150				
Compensation	\$ 34,004	\$ 386,184	\$ 352,180	91%
Employee related expenses	7,385	119,411	112,026	94%
Community & Student Events	-	5,000	5,000	100%
Commuter Allowance	153	1,800	1,647	91%
Contracts/Subcontracts	-	1,500	1,500	100%
Employee Tuition Waivers	-	1,000	1,000	100%
Meeting Expense	-	500	500	100%
Office supplies	-	1,500	1,500	100%
Program Supplies	-	8,000	8,000	100%
Registrations	-	1,000	1,000	100%
Student Meals	-	60,000	60,000	100%
Travel and training	-	3,000	3,000	100%
TOTAL STUDENT LIFE	\$ 41,542	\$ 588,895	\$ 547,353	93%
SAN CARLOS - 6900				
Cost of Goods Sold	\$ -	\$ 32,230	\$ 32,230	100%
ISC BIE Annual Funds	-	858,603	858,603	100%
Tuition & Fees	-	52,880	52,880	100%
TOTAL SAN CARLOS	\$ -	\$ 943,713	\$ 943,713	100%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

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

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
CULINARY ARTS PROGRAM - 1498				
Compensation	\$ -	\$ 55,620	\$ 55,620	100%
Employee related expenses	-	15,247	15,247	100%
Education Supplies	-	10,500	10,500	100%
Employee Tuition Waivers	-	300	300	100%
Gue Mach/Equipment Repairs	-	500	500	100%
Licenses and Fees	-	3,000	3,000	100%
Mileage	-	1,500	1,500	100%
Office Supplies	-	1,000	1,000	100%
Printing	-	2,000	2,000	100%
Registrations	-	1,500	1,500	100%
Travel and training	-	4,000	4,000	100%
TOTAL CULINARY ARTS PROGRAM	\$ -	\$ 95,167	\$ 95,167	100%
TOHONO KOSIN				
Compensation	\$ -	\$ 63,500	\$ 63,500	100%
Employee Related Benefits	-	35,696	35,696	100%
Cleaning Supplies	-	5,000	5,000	100%
Communications	-	1,200	1,200	100%
Contracts/Subcontracts	-	5,000	5,000	100%
Education Supplies	-	50,000	50,000	100%
Employee Tuition Waivers	-	600	600	100%
Equipment	-	10,000	10,000	100%
Licenses & Fees	-	3,000	3,000	100%
Mach/Equip Rep (service)	-	10,000	10,000	100%
Mileage	-	500	500	100%
Office Equipment	-	1,000	1,000	100%
Other Office Supplies	-	1,000	1,000	100%
Program Supplies	-	55,000	55,000	100%
Registrations	-	300	300	100%
Travel	-	1,000	1,000	100%
TOTAL TOHONO KOSIN	\$ -	\$ 242,796	\$ 242,796	100%
 Grant Match (1117/1526)	 \$ 1,042	 \$ 119,873	 \$ 118,831	 99%
 TOTAL UNRESTRICTED	 \$ 733,987	 \$ 11,541,954	 \$ 10,807,967	 94%

TOHONO O'ODHAM COMMUNITY COLLEGE

Restricted Expenses and Budget by Project

For the Month Ended July 31, 2023

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant			
	Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
SPONSORED PROJECTS				
NSF -TCUP Pathways to Indigenous STEM - 1114				
(9/1/18 - 8/31/23) NCE for 12 mos new end date 08/31/2024				
Restricted revenues:				
Federal government grants	\$ 1,282,504	\$ 2,514,278	\$ (1,231,774)	-49%
Restricted expenses:				
Compensation	950,961	1,243,273	292,312	24%
Employee Related Benefits	161,301	254,730	93,429	37%
Travel/Professional Development/Registrations	19,346	43,200	23,854	55%
Memberships	1,750	1,800	50	3%
Consultants	176,990	200,000	23,010	12%
Materials & Supplies	17,814	47,800	29,986	63%
Publication Costs/Documentation/Dissemination	-	3,500	3,500	100%
Stipends	49,425	-	(49,425)	0%
Honorariums	-	-	-	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%
Registrations	-	15,000	15,000	100%
Total Restricted Expenses	1,628,316	2,501,346	873,030	35%
Excess (deficiency)	\$ (345,812)	\$ 12,932	\$ (2,104,804)	
ANA Increase Technical Capacity - (1117) Federal Share				
(9/30/18 - 1/31/2024)				
Restricted revenues:				
Federal government grants	\$ 250,126	\$ 1,200,000	\$ (949,874)	-79%
Restricted expenses:				
Compensation	446,468	496,047	49,580	10%
Employee Related Benefits	92,669	138,894	46,225	33%
Travel/professional Development	8,595	25,188	16,593	66%
Commuter Allowance	4,403	-	(4,403)	0%
Travel	653	-	(653)	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	3,853	-	(3,853)	0%
Indirect Costs Charged to TOCC Match	-	235,335	235,335	100%
Other Equipment & Tools	-	-	-	0%
Computers/GIS Devices/Printer	64,334	64,200	(134)	0%
Total Restricted Expenses	737,211	1,181,100	443,889	38%
Excess (deficiency)	\$ (487,085)	\$ 18,900	\$ (1,393,763)	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant			
	Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
AICF AT&T TCU BRAIDING Success Project (1118)				
(Until all funds are expended)				
Restricted revenues:				
Grant from other sources	\$ 167,200	\$ 168,630	\$ (1,430)	-1%
Restricted expenses:				
Compensation	26,320	35,520	9,200	26%
Employee Related Benefits	2,013	2,718	705	26%
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	139,496	96,570	(42,926)	-44%
Excess (deficiency)	\$ 27,704	\$ 72,060	\$ 41,496	
TO Nation TOCC Language Center (1124)				
(3/1/20 - 2/28/23)				
Grant from other sources	\$ 900,000	\$ 900,000	\$ -	0%
Restricted expenses:				
Compensation	691,868	598,680	(93,188)	-16%
Employee Related Benefits	165,495	179,172	13,677	8%
Commuter Allowance	10,750	-	(10,750)	0%
Consultants	14,940	45,000	30,060	67%
Office & Technical Supplies	1,069	10,400	9,331	90%
Meeting Expense	4,766		(4,766)	0%
Participant Support	574		(574)	0%
Promotion/Advertising	65		(65)	0%
Program Meals/Supplies/Honorariums	6,208	15,000	8,792	59%
Computer Equipment	3,964	-	(3,964)	0%
Total Restricted Expenses	899,699	848,252	(51,447)	-6%
Excess (deficiency)	\$ 301	\$ 51,748	\$ 51,447	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant			
	Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
Dollar General Native Americans Stepping Forward (GED) (1127)				
(8/1/22 - 6/30/23)				
Restricted revenues:				
Grant from other sources	\$ 147,000	\$ 50,000	\$ 97,000	194%
Restricted expenses:				
Compensation	66,661	8,500	(58,161)	-684%
Employee related expenses	5,099	500	(4,599)	-920%
Travel (Field Trips)/Professional Dev/Membership	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 /Testing	36,215	19,620	(16,595)	-85%
Computer Equipment	14,134	6,800	(7,334)	-108%
Awards & gifts	7,675	-	(7,675)	0%
Total Restricted Expenses	132,700	50,000	(82,700)	-165%
Excess (deficiency)	\$ 14,300	\$ -	\$ 179,700	
AICF AT & T Digitized Career Success Program (1128)				
(7/1/22 - 7/31/23)				
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/Membership	-	-	-	0%
Communications (Hot Spots)	-	-	-	0%
Meeting Expense	4,040	-	(4,040)	0%
Mileage	-	-	-	0%
Education Materials/Supplies /Testing	6,273	-	(6,273)	0%
Computer Equipment	-	-	-	0%
Awards & gifts	-	75,000	75,000	100%
Total Restricted Expenses	10,313	150,000	139,687	93%
Excess (deficiency)	\$ 64,687	\$ -	\$ (214,687)	
AICF Faculty Professional Development (1129)				
(11/7/22 -7/31/2023)				
Restricted revenues:				
Grant from other sources	\$ 7,000	\$ 7,000	\$ -	0%
Restricted expenses:				
Professional Development	4,000	7,000	3,000	43%
Total Restricted Expenses	4,000	7,000	3,000	43%
Excess (deficiency)	\$ 3,000	\$ -	\$ (3,000)	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant			
	Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
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	20,983	441,580	420,597	95%
Employee related expenses	(1,408)	158,970	160,378	101%
Travel	4,633	2,400	(2,233)	-93%
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	24,438	1,912,357	1,887,919	99%
Excess (deficiency)	\$ (24,438)	\$ -	\$ (3,800,276)	
NEH/ATALMA RevitalizeTO Oral History (1150)				
3/1/2022 - 2/28/2023 extended to 7/31/2023				
Restricted revenues:				
Grant from other sources	\$ -	\$ 49,790	\$ (49,790)	-100%
Restricted expenses:				
Compensation	3,720	23,328	19,608	84%
Employee Related Expenses	285	2,135	1,850	87%
Consultants	19,800	19,800	-	0%
Indirect Costs	-	4,527	4,527	100%
Total Restricted Expenses	23,804	49,790	25,986	52%
Excess (deficiency)	\$ (23,804)	\$ -	\$ (75,776)	
TEA Center: Reclaiming the O'odham Language				
04/01/2023-03/31/2024				
Restricted revenues:				
Grant from other sources	\$ -	\$ 1,000,000	\$ (1,000,000)	-100%
Restricted expenses:				
Compensation	10,893	146,360	135,467	93%
Employee Related Expenses	1,363	46,250	44,886	97%
Travel	69	12,045	11,976	99%
Stipends	-	316,718	316,718	100%
Printing	-	36,000	36,000	100%
Equipment	-	1,500	1,500	100%
Consulting Fees	-	153,657	153,657	100%
Meeting Expense	745	33,830	33,085	98%
Honorariums	-	20,000	20,000	100%
Contracts/Subcontracts	-	3,600	3,600	100%
Program Supplies	-	113,200	113,200	100%
Indirect Costs	-	116,840	116,840	100%
Total Restricted Expenses	13,071	1,000,000	986,928	99%
Excess (deficiency)	\$ (13,071)	\$ 0	\$ (1,986,928)	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
AICF Community Based Native Arts Learning Sharing (1216)				
6/15/2022 - 4/30/2023				
Restricted revenues:				
Grant from other sources	\$ 35,000	\$ 9,000	\$ 26,000	289%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	-	-	-	0%
Travel/Gas/Mileage	2,176	1,296	(880)	-68%
Promotion/Advertising	704	-	(704)	0%
Meetings	3,153	3,429	276	8%
Other Professional Fees	9,150	-	(9,150)	0%
Stipends	8,750	4,275	(4,475)	-105%
Program Supplies	4,893	-	(4,893)	0%
Total Restricted Expenses	28,827	9,000	(19,827)	-220%
Excess (deficiency)	\$ 6,174	\$ -	\$ 45,827	
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)	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
AICF 2023 Summer Success Conference				
04/01/2023 - 06/30/2023				
Restricted revenues:				
Grant from other sources	\$ -	\$ 10,000	10,000	100%
Restricted expenses:				
Transportation	-	1,713	1,713	100%
Stipends	-	4,000	4,000	100%
Promotion/Advertisitng	-	2,894	2,894	100%
Meeting Expenses	-	1,393	1,393	100%
Total Restricted Expenses	-	10,000	10,000	100%
Excess (deficiency)	\$ -	\$ -	\$ -	
BIA 93-638 - Occupational Training TCCU -(1301)				
Program Revenue and Costs				
(July 01, 2019 - June 30, 2025)				
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, 2025)				
Restricted revenues:				
Federal government grants	\$ 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 Porgram Cost	-	25,000	25,000	100%
Consultants/Contracts	5,575	95,000	89,425	94%
Total Restricted Expenses	14,717	300,000	285,283	95%
Excess (deficiency)	\$ 147,517	\$ 125,000	\$ (303,624)	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant			
	Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
Better Way Foundation (1303)				
Program Revenue and Costs				
(January 01, 2022- December 31, 2022)				
Restricted revenues:				
Grant from Other Sources	\$ 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	11,114	16,100	4,986	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	15,643	80,400	64,757	81%
Excess (deficiency)	\$ 34,757	\$ -	\$ (94,757)	
HHS ANA O'odham 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	2,531	10,452	7,921	76%
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	12,750	44,895	32,145	72%
Excess (deficiency)	\$ (12,750)	\$ 37,714	\$ (114,754)	
AZ TPT State Construction Needs Funding - (1400)				
(July 1, 2017 - June 30, 2037)				
Restricted revenues:				
State government grants	\$ 1,759,843	\$ 3,120,000	\$ (1,360,157)	-44%
Restricted expenses:				
Contracts/subcontracts	642,110	3,120,000	2,477,890	79%
Equipment Rental	-	-	-	0%
Construction Supplies	402,493	-	(402,493)	0%
Bank Charges	-	-	-	0%
Total Restricted Expenses	1,045,210	3,120,000	2,074,790	66%
Excess (deficiency)	\$ 714,634	\$ -	\$ (3,434,947)	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant			
	Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
Workforce Development - (1401)				
(July 1, 2017 - June 30, 2021)				
Restricted revenues:				
State government grants	\$ 1,375,651	\$ 897,810	\$ 477,841	53%
Restricted expenses:				
Compensation	213,950	-	(213,950)	0%
Employee related expenses	67,220	-	(67,220)	0%
Commuter Allowance	2,168	-	(2,168)	0%
Printing	216	-	(216)	0%
Vehicle Rental	32,750	-	(32,750)	0%
Office Supplies	10,869	-	(10,869)	0%
Communications	2,736	-	(2,736)	0%
Meeting Expense	4,663	-	(4,663)	0%
Stipends	209,946	-	(209,946)	0%
Training	21,848	-	(21,848)	0%
Subscriptions/Periodicals	600	-	(600)	0%
Office Equipment	1,500	-	(1,500)	0%
Computer Equipment	7,391	-	(7,391)	0%
Contracts/subcontracts	957,752	897,810	(59,942)	-7%
Construction Materials	1,557	-	(1,557)	0%
Total Restricted Expenses	1,535,164	897,810	(637,354)	-71%
Excess (deficiency)	\$ (159,514)	\$ -	\$ 1,115,195	
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	27,116	29,500	2,384	8%
Excess (deficiency)	\$ 8,384	\$ -	\$ 3,616	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant			
	Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
U of A Haury Program A Student's Journey - (1406)				
(7/1/21 - 6/30/23)				
Restricted revenues:				
State government grants	\$ 315,838	\$ 315,206	\$ 632	0%
Restricted expenses:				
Compensation	166,303	129,000	(37,303)	-29%
Employee related expenses	24,852	40,764	15,912	39%
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	287,442	321,206	33,764	11%
Excess (deficiency)	\$ 28,396	\$ (6,000)	\$ (33,132)	
NIFA Equity Planting the Seeds of Culture & Food 1421)				
(9/1/2022 - 8/31/2026)				
Restricted revenues:				
Grant from Other Sources	\$ -	\$ 157,142	\$ (157,142)	-100%
Restricted expenses:				
Compensation	13,133	69,038	55,905	81%
Employee related expenses	2,372	20,449	18,077	88%
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	15,643	177,593	161,950	91%
Excess (deficiency)	\$ (15,643)	\$ (20,451)	\$ (319,092)	
BIE TCU Facilities & Improvements (1430) PL 116-260 (1430)				
(4/15/2020 -6/30/2024)				
Restricted revenues:				
Federal government grants	\$ 1,314,285	\$ 857,142	\$ 457,143	53%
Restricted expenses:				
Construction Supplies	18,975	-	(18,975)	0%
Program Supplies	89,272	-	(89,272)	0%
Equipment	57,756	-	(57,756)	0%
Consultants	800	-	(800)	0%
Other Structural Improvements	212,292	857,142	644,850	75%
Total Restricted Expenses	379,095	857,142	478,047	56%
Excess (deficiency)	\$ 935,190	\$ -	\$ (20,904)	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant			
	Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
NIFA Endowment - (20-1502)				
(Sept 1, 2020- Aug 31, 2023)				
Restricted revenues:				
Federal government grants	\$ 314,681	\$ 243,073	\$ 71,608	29%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	-	-	-	0%
Travel/professional Development	246	-	(246)	0%
Printing	3,442	-	(3,442)	0%
Commuter Allowance	-	-	-	0%
Moving Expenses	5,000	-	(5,000)	0%
Communications	1,967	-	(1,967)	0%
Vehicle Rental	30,918	-	(30,918)	0%
Promotion/Advertising	23,227	36,000	12,773	35%
Consultants/Professionals	151,635	86,677	(64,958)	-75%
Building Materials	1,689	-	(1,689)	0%
Education Supplies	-	-	-	0%
Meeting Expense	3,618	7,500	3,882	52%
Stipends	-	-	-	0%
Staff Development	500	-	(500)	0%
Guest Speaker/Honorariums	-	-	-	0%
Program Supplies	50,982	96,000	45,018	47%
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	275,511	243,073	(32,438)	-13%
Excess (deficiency)	\$ 39,170	\$ -	\$ 104,046	

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	26,161	40,165	14,004	35%
Commuter Allowance	2,631	1,606	(1,025)	-64%
Consultants	3,500	1,606	(1,894)	-118%
Program Supplies	-	-	-	0%
Participant Support	-	-	-	0%
Indirect Cost	21,770	85,143	63,373	74%
Total Restricted Expenses	208,208	443,865	235,657	53%
Excess (deficiency)	\$ (22,929)	\$ (1,606)	\$ (492,637)	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant			
	Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
USDA Furniture Arts & Science (20-1509)				
(Aug 1, 2021- July 30,2026)				
Restricted revenues:				
Federal government grants	\$ -	\$ 166,200	\$ (166,200)	-100%
Restricted expenses:				
Furniture	170,131	166,200	(3,931)	-2%
Total Restricted Expenses	170,131	166,200	(3,931)	-2%
Excess (deficiency)	\$ (170,131)	\$ -	\$ (162,269)	
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	121,284	99,975	(21,309)	-21%
Total Restricted Expenses	121,284	99,975	(21,309)	-21%
Excess (deficiency)	\$ (121,284)	\$ -	\$ (78,666)	
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	178,729	99,528	(79,201)	-80%
Employee Related Benefits	152,669		(152,669)	0%
Travel/ Per Diem/ Lodging/Registrations	1,053	2,198	1,145	52%
Youth Programs	-	8,000	8,000	100%
Other Participant/trainee Support Costs	-	13,312	13,312	100%
Workshops	-	4,000	4,000	100%
Education and Program supplies	45,734	11,500	(34,234)	-298%
Stipends	1,604	2,700	1,096	41%
Equipment	3,995	36,000	32,005	89%
Total Restricted Expenses	383,784	177,238	(206,546)	-117%
Excess (deficiency)	\$ (182,238)	\$ -	\$ 230,854	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant			
	Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
NIFA Extension Capacity Bldg Together III - (20-1541)				
(Sept 1, 2018- Aug. 31, 2023)				
Restricted revenues:				
Federal government grants	\$ 323,449	\$ 660,000	\$ (336,551)	-51%
Grant from other sources	1,500	1,500	-	0%
Restricted expenses:				
Compensation	426,712	283,000	(143,712)	-51%
Employee related expenses	83,176	65,980	(17,196)	-26%
Travel	10,205	12,960	2,755	21%
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	7,269	6,120	(1,149)	-19%
Total Restricted Expenses	532,562	372,620	(159,942)	-43%
Excess (deficiency)	\$ (207,613)	\$ 288,880	\$ (176,609)	
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	12,650	17,253	4,603	27%
Consultants	-	3,200	3,200	100%
Total Restricted Expenses	27,748	246,000	218,252	89%
Excess (deficiency)	\$ (27,748)	\$ -	\$ (464,252)	
2019 USDA TCI E Campus Community Facilities (20-1621)				
(10/2/19-9/2/24)				
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)	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
2018 USDA TCI E Campus Solar Project (20-1622)				
(10/2/19- 9/2/2024)				
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%
Consultants	-	-	-	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)	
2020 USDA TCI Wellness Ctr (20-1628)				
(9/11/20- 8/31/25)				
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)	
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	941,780	1,520,000	578,220	38%
Employee related expenses	229,889	420,000	190,111	45%
Travel Expense	-	86,000	86,000	100%
Commuter Allowance	5,063	-	(5,063)	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%
Registrations	75	-	(75)	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	1,573,358	6,559,520	4,986,162	76%
Excess (deficiency)	\$ (277,857)	\$ -	\$ (10,250,180)	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant			
	Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
Title III Part F Honoring Yesterday to Build Tom. - (20-1642) (Oct. 1, 2020 - Sept. 30, 2025)				
Restricted revenues:				
Federal government grants	\$ 725,127	\$ 4,655,008	\$ (3,929,881)	-84%
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)	\$ (507,000)	\$ -	\$ (7,352,762)	
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)	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant			
	Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
Community of Practice - (20-1720)				
(July 1, 2022 - June 30, 2023)				
Restricted revenues:				
Grant from other sources	\$ 197,844	\$ 108,000	\$ 89,844	83%
Restricted expenses:				
Compensation	81,021	45,501	(35,520)	-78%
Employee related expenses	43,182	12,285	(30,897)	-252%
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	154,996	108,000	(46,996)	-44%
Excess (deficiency)	\$ 42,848	\$ -	\$ (42,848)	
Project Success Ascendium (1727)				
Emergency Aid/Paid Internship				
(Jan 1, 2020 - Dec 31, 2025)				
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)	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant			
	Revenues/Expenses-to-Date			
	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:				
Compensation	-	-	-	0%
Student Assistance	-	4,910,968	4,910,968	100%
Employee related expenses	128,846	-	(128,846)	0%
Consultants	21,180	-	(21,180)	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	265,740	4,910,968	4,645,228	95%
Excess (deficiency)	\$ 6,280,386	\$ -	\$ (6,280,386)	
TOTAL RESTRICTED EXPENSES				
Restricted revenues:				
Federal government grants	\$ 18,930,560	\$ 29,352,864	\$ (10,422,304)	-36%
State government grants	3,486,832	4,362,516	(875,684)	-20%
Grant from other sources	1,777,528	4,920,819	(3,143,291)	-64%
Total Restricted Revenues	\$ 24,194,920	\$ 38,636,199	\$ (14,441,279)	-37%
Restricted expenses:	\$ 12,261,062	\$ 38,181,769	25,920,707	68%
Excess (deficiency)	\$ 11,933,857	\$ 454,430	\$ (11,479,427)	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant			
	Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
STUDENT FINANCIAL AID				
Scholarships- 21-8010 AICF (July1, 2021 - June 30, 2022)				
Restricted revenues:				
Scholarship Award	\$ 907,595	\$ 242,904	\$ 664,691	274%
Restricted expenses:				
Travel/Meeting/Office Expense	1,044	5,185	4,141	80%
Travel/Meeting/Office Expense	744	-	(744)	0%
Scholarships	930,006	395,552	(534,454)	-135%
Total Restricted Expenses	931,794	400,737	(531,057)	-133%
Excess (deficiency)	\$ (24,199)	\$ (157,833)	\$ (133,634)	
Dept of Ed Cares Act Title III TCU Fund 7/13/20-6/30/23 (20-8026)				
Restricted revenue:				
Federal government grants	\$ 4,017,314	\$ 7,001,292	\$ (2,983,978)	-43%
Restricted expenses:				
Compensation	380,906	-	(380,906)	0%
Employee related expenses	25,513	-	(25,513)	0%
SCAC Grants to or expenditures for students	48,000	274,665	226,665	83%
Postage & Delivery	16,986	-	(16,986)	0%
Communications	5,099	-	(5,099)	0%
Building R&M	4,441	-	(4,441)	0%
Building Rent	24,914	-	(24,914)	0%
Consultant Fees	405,423	-	(405,423)	0%
Licenses & Fees	34,088	-	(34,088)	0%
Cleaning Supplies	15,921	-	(15,921)	0%
Meeting Expense	5,718	-	(5,718)	0%
Custodial and Cleaning Expenses	150,218	-	(150,218)	0%
CARES ACT Higher Ed Emergency Relief	2,777,088	-	(2,777,088)	0%
Residence Fees Lost	39,600	39,600	-	0%
Residence Fees Refunded TOCC	(22,072)	17,528	39,600	226%
Memberships	2,500	-	(2,500)	0%
Indirect Costs	403,032	-	(403,032)	0%
Other Structural Improvements	224,058	-	(224,058)	0%
Computer Equipment	702,687	-	(702,687)	0%
Awards and Gifts	45,500	-	(45,500)	0%
Grants to or expenditures for TOCC students	-	6,669,499	6,669,499	100%
Total Restricted Expenses	5,289,620	7,001,292	1,711,672	24%
Excess (deficiency)	\$ (1,272,306)	\$ -	\$ 1,272,306	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant			
	Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
FSEOG 7/1/22 - 6/30/23 (21-8020)				
Restricted revenue:				
Federal government grants	\$ -		\$ -	0%
Restricted expenses:				
Tuition & Fee Waivers	19,253	-	(19,253)	0%
Total Restricted Expenses	19,253	-	(19,253)	0%
Excess (deficiency)	\$ (19,253)	\$ -	\$ 19,253	
PELL -21- 8030 (July 1, 2021 - June 30, 2022)				
Restricted revenue:				
Federal government grants	\$ 1,658,282	\$ 1,100,000	\$ 558,282	51%
Restricted expenses:				
Office Supplies	-	-	-	0%
Refunds	1,623	-	(1,623)	0%
Grants to students	2,010,950	1,100,000	(910,950)	-83%
Total Restricted Expenses	2,012,573	1,100,000	(912,573)	-83%
Excess (deficiency)	\$ (354,291)	\$ -	\$ 354,291	
TOTAL STUDENT FINANCIAL AID				
Restricted revenue:				
Federal government grants	5,675,597	8,101,292	\$ (2,425,696)	-30%
Scholarship Award	907,595	242,904	664,691	274%
	\$ 6,583,192	\$ 8,344,196	\$ 1,761,005	21%
Restricted expenses	8,253,241	8,502,029	248,788	3%
Excess (deficiency)	\$ (1,670,049)	\$ (157,833)	\$ 1,512,216	

TOHONO O'ODHAM COMMUNITY COLLEGE

Restricted Expenses and Budget by Project - Inactive

For the Month Ended July 31, 2023

Tohono O'odham Community College
Restricted Expenses and Budget by Project - Inactive
For the Month Ended July 31, 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	
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/Memberships	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)	

Tohono O'odham Community College
Restricted Expenses and Budget by Project - Inactive
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
NEH Cultural Preservation (1215)				
6/1/2022 - 2/28/2023				
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	
AICF/TCU Preview Day (1217)				
2/10/2023 - 5/1/2023				
Restricted revenues:				
Grant from other sources	\$ 2,500	\$ 2,500	\$ -	0%
Restricted expenses:				
Promotion/Advertising	1,431	800	(631)	-79%
Other Supplies	2,172	1,200	(972)	-81%
Meeting Expense	-	500	500	100%
Total Restricted Expenses	3,603	2,500	(1,103)	-44%
Excess (deficiency)	\$ (1,103)	\$ -	\$ 1,103	
AICF/TCU Emergency Student Aid Success - (1352)				
(5/13/20 - 12/31/20)				
Restricted revenues:				
Grant from other sources	\$ -	\$ 26,700	\$ (26,700)	-100%
Restricted expenses:				
Student Emergency Aid	-	2,400	2,400	100%
Computer Equipment	-	24,300	24,300	100%
Total Restricted Expenses	-	26,700	26,700	100%
Excess (deficiency)	\$ -	\$ -	\$ (53,400)	

Tohono O'odham Community College
Restricted Expenses and Budget by Project - Inactive
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
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	32,560	40,000	7,440	19%
Excess (deficiency)	\$ (7,560)	\$ -	\$ (22,440)	
TOCC Grant Match Grant 1526 USDA (1005) (May 12, 2021- May 12, 2026) No additional expenditures afer 6/30/2022				
Operational expenses:				
Furniture & Equipment	-	33,000	33,000	100%
Total Restricted Expenses	-	33,000	33,000	100%
Excess (deficiency)	\$ -	\$ (33,000)	\$ (33,000)	
2018 USDA TCI E Campus Solar Project (20-1622) (10/2/19- 9/2/2024)				
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)	

Tohono O'odham Community College
Restricted Expenses and Budget by Project - Inactive
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
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)	\$ -	
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 taxes	20,844	75,000	54,156	72%
Consulting	3,480	23,000	19,520	85%
Meeting expense	-	1,000	1,000	100%
Promotion	-	1,000	1,000	100%
Total Restricted Expenses	24,324	100,000	75,676	76%
	\$ 24,781	\$ -	\$ (24,781)	
TOTAL RESTRICTED EXPENSES				
Restricted revenues:				
Federal government grants	\$ -	\$ 129,000	\$ (129,000)	-100%
State government grants	25,000	40,000	(15,000)	-38%
Grant from other sources	418,143	489,678	(71,535)	-15%
Total Restricted Revenues	\$ 443,143	\$ 658,678	\$ (215,535)	-33%
Restricted expenses:	\$ 488,210	\$ 651,128	162,918	25%
Excess (deficiency)	\$ (45,067)	\$ 7,550	\$ 52,617	

Tohono O'odham Community College
Restricted Expenses and Budget by Project - Inactive
For the Month Ended July 31, 2023
(Intended for internal management purposes only)

	Grant Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
STUDENT FINANCIAL AID				
AICF Food Security Emergency Aid (21-1221) 9/15/20 - 7/31/21				
Restricted revenue:				
Federal government grants	-	\$ 5,700	\$ (5,700)	-100%
Restricted expenses:				
Grants to or expenditures for TOCC students	-	5,700	5,700	100%
Total Restricted Expenses	-	5,700	5,700	100%
Excess (deficiency)	\$ -	\$ -	\$ -	
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)	
TOTAL STUDENT FINANCIAL AID				
Restricted revenue:				
Federal government grants	-	5,700	(5,700)	-100%
Scholarship Award	20,000	10,000	10,000	100%
	\$ 20,000	\$ 15,700	\$ (4,300)	-27%
Restricted expenses				
	10,000	15,700	5,700	36%
Excess (deficiency)	\$ 10,000	\$ -	\$ (10,000)	



Evan Thomas <ethomas@tocc.edu>

Fwd: FY23 Audit

2 messages

Joann Miguel <jmiguel@tocc.edu>
 To: Evan Thomas <ethomas@tocc.edu>
 Cc: Paul Robertson <probertson@tocc.edu>

Fri, Sep 8, 2023 at 11:46 AM

Hi Evan and Paul,

See attached documentation to be included in the board packet for next week's BOT meeting. Let me know if you have any questions.

Joann

----- Forwarded message -----

From: **Melissa Seida, CPA** <mseida@keeganlinscott.com>
 Date: Thu, Aug 24, 2023 at 8:40 AM
 Subject: RE: FY23 Audit
 To: Joann Miguel <jmiguel@tocc.edu>
 Cc: Julian Sharpe <jsharpe@keeganlinscott.com>, Laura Carrera <lcarrera@keeganlinscott.com>

Hello Joann,

I hope you are doing well today! Attached please find our engagement letter as well as the required pre-audit communications to the Board of Trustees regarding the planned scope and timing of this year's audit. Currently, we have you on our schedule to begin Monday October 9th. How does that timing sound?

If Julian hasn't gotten Basecamp populated yet, we'll get that going in the next week or so.

Please feel free to reach out to me or Julian if you have any questions or concerns.

Thanks!

Melissa Seida, CPA
 Director, Audit Services

3443 N Campbell Avenue, Suite 115, [Tucson, Arizona](#) 85719-2328
 P: 520.884.0176 | E: mseida@keeganlinscott.com

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From: Joann Miguel <jmiguel@tocc.edu>
Sent: Tuesday, August 8, 2023 3:25 PM



August 23, 2023

To the Board of Trustees
c/o Joann Miguel, Dean of Finance
Tohono O'odham Community College
Highway 86
Milepost 115.5N
Sells, Arizona 85634

Dear Ladies and Gentlemen:

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of Tohono O'odham Community College (the "Entity")'s consolidated financial statements and compliance as of and for the year ending June 30, 2023.

Communication

Effective two-way communication between Keegan Linscott & Associates, PC (the "Firm") and the Board of Trustees is important to understanding matters related to the audit and developing a constructive working relationship.

Your insights may assist us in understanding the Entity and its environment, identifying appropriate sources of audit evidence and providing information about specific transactions or events. We will discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate to us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing and extent of audit procedures, your suspicion or detection of fraud, or any concerns you may have about the integrity or competence of senior management.

We will timely communicate to you any fraud involving senior management and other known or likely fraud, noncompliance with provisions of laws, statutes, regulations, rules, provisions of contracts or grant agreements or abuse that is likely to have a material effect on the consolidated financial statements. We will also communicate illegal acts, instances of noncompliance or fraud that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Additionally, we will communicate significant unusual transactions, matters that are difficult or contentious for which we consulted outside the engagement team, and circumstances that affect the form and content of the auditor's report. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing.

Shared Responsibilities for Independence

Independence is a joint responsibility and is managed most effectively when management, audit committees (or their equivalents), and audit firms work together in considering compliance with American Institute of Certified Public Accountants (AICPA) and *Government Accountability Office* (GAO) independence rules. For the Firm to fulfill its professional responsibility to maintain and monitor independence, management, the Board of Trustees, and the Firm each play an important role.

Our responsibilities

- AICPA and GAO rules require independence both of mind and in appearance when providing audit and other attestation services. The Firm is to ensure that the AICPA and GAO's General Requirements for performing non-attest services are adhered to and included in all letters of engagement.
- Maintain a system of quality control over compliance with independence rules and firm policies.

Your responsibilities

- Timely inform the Firm, before the effective date of transactions or other business changes, of the following:
 - New affiliates, directors, officers, or person in financial reporting and compliance oversight roles.
 - Changes in the reporting entity impacting affiliates such as subsidiaries, partnerships, related entities, investments, joint ventures, component units, jointly governed organizations.
- Provide necessary affiliate information such as new or updated structure charts, as well as financial information required to perform materiality calculations needed for making affiliate determinations.
- Understand and conclude on the permissibility, prior to the Organization and its affiliates, officers, directors, or persons in a decision-making capacity, engaging in business relationships with the Firm.
- Not entering into arrangements of nonaudit services resulting in the Firm being involved in making management decisions on behalf of the Organization.
- Not entering into relationships resulting in the Firm, the Firm covered persons or their close family members, temporarily or permanently acting as an officer, director, or person in an accounting, financial reporting or compliance oversight role at the Organization.

Our Independence Policies and Procedures

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. For example, our directors or professional employees are restricted in their ability to own a direct financial interest or a material indirect financial interest in a client or any affiliate of a client. Also, if an immediate family member or close relative of a director or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with Firm policy. In addition, our policies prohibit us from providing certain non-attest services and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how your entity functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your operations. The development of a specific audit plan will begin by meeting with management to obtain an understanding of your business objectives, strategies, risks, and performance.

As part of obtaining an understanding of your organization and its environment, we will obtain an understanding of your system of internal control. We will use this understanding to identify risks of material misstatement and noncompliance, which will provide us with a basis for designing and implementing responses to the assessed risks of material misstatement and noncompliance. We will also obtain an understanding of the users of the consolidated financial statements in order to establish an overall materiality level for audit purposes. We will conduct formal discussions among engagement team members to consider how and where your consolidated financial statements might be susceptible to material misstatement due to fraud or error or to instances of noncompliance.

The Concept of Materiality in Planning and Executing the Audit

We apply the concept of materiality in both planning and performing the audit, evaluating the effect of identified misstatements or noncompliance on the audit and the effect of uncorrected misstatements, if any, on the consolidated financial statements, forming the opinion in our report on the consolidated financial statements, and determining or reporting in accordance with *Government Auditing Standards* and other compliance reporting requirements. Our determination of materiality is a matter of professional judgment and is affected by our perception of the financial and compliance informational needs of users of the consolidated financial statements. We establish performance materiality at an amount less than materiality for the consolidated financial statements as a whole to allow for the risk of misstatements that may not be detected by the audit. We use performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current consolidated financial statements as well as consolidated financial statements of future periods. We will accumulate misstatements identified during the audit, other than those that are clearly trivial. At the end of the audit, we will inform you of all individual uncorrected misstatements aggregated by us in connection with our evaluation of our audit test results.

Significant Risks of Material Misstatement

Our audit of the consolidated financial statements includes the performance of risk assessment procedures in order to identify risks of material misstatement, whether due to fraud or error. As part of these risk assessment procedures, we determine whether any risks identified are a significant risk. A significant risk is an identified risk of material misstatement for which the assessment of inherent risk is close to the upper end of the spectrum of inherent risk due to the degree to which inherent risk factors affect the combination of the likelihood of a misstatement occurring and the magnitude of the potential misstatement should that misstatement occur, or that is to be treated as a significant risk in accordance with generally accepted auditing standards in the United States of America. As part of our initial risk assessment procedures, we identified the following risks as significant risks. Additional significant risks may be identified as we perform additional audit procedures.

Risk Name	Risk Description	Planned Response
Management override of controls.	There is always a risk that management could utilize their position to override existing internal controls and record fraudulent transactions.	The Firm will select a sample of general journal entries from the entity's accounting system that are considered high risk.
Fraudulent revenue recognition.	There is always presumed to be a risk that the entity's revenues are misstated due to fraud.	The Firm will select a sample of transactions from the entity's significant revenue accounts and related receivables and deferred revenue accounts and vouch to supporting documentation and/or confirm with the entity's funders.

Our Approach to Internal Control and Compliance Relevant to the Audit

Our audit of the consolidated financial statements, including compliance, will include obtaining an understanding of internal control sufficient to plan the audit and determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or identify significant deficiencies or material weaknesses. Our review and understanding of the entity's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

We will issue reports on internal control related to the consolidated financial statements and major programs. These reports describe the scope of testing of internal control and the results of our tests of internal control. Our reports on internal control will include any significant deficiencies and material weaknesses in the system of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with the requirements of *Government Auditing Standards* issued by the Comptroller General of the United States, the Single Audit Act, and *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* at 2 CFR 200 (Uniform Guidance).

We will issue reports on compliance with laws, statutes, regulations, and the terms and conditions of federal awards. We will report on any noncompliance that could have a material effect on the consolidated financial statements and any noncompliance that could have a direct and material effect on each major program. Our reports on compliance will address material errors, fraud, violations of compliance requirements, and other responsibilities imposed by state and federal statutes and regulations and assumed contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with the requirements of the standards identified above.

Reporting – Expected Emphasis-of-Matter Paragraph

Due to the Entity's expected implementation of ASC 842, *Leases*, we plan to include an emphasis-of-matter paragraph in the auditor's report. Below is a draft of the paragraph to be included in the auditor's report.

Emphasis of Matter

As discussed in Note 3 to the consolidated financial statements, in 2023, the Organization adopted ASU No. 2016-02, *Leases (Topic 842)*. Our opinion is not modified with respect to this matter.

Timing of the Audit

We have scheduled audit planning to commence the week of October 9, 2023 and year-end audit fieldwork to commence the week of October 16, 2023. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit.

To the Board of Trustees
Tohono O'odham Community College
August 23, 2023
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Closing

We will be pleased to respond to any questions you have about the foregoing. Please contact Ms. Melissa Seida at (520) 884-0176 or mseida@keeganlinscott.com. We appreciate the opportunity to be of service to the Tohono O'odham Community College.

This communication is intended solely for the information and use of the Board of Trustees and is not intended to be, and should not be, used by anyone other than this specified party.

Sincerely,

A handwritten signature in black ink that reads "Keegan Linscott & Associates, PC". The signature is written in a cursive, flowing style.

KEEGAN LINSKOTT & ASSOCIATES, PC



August 23, 2023

Board of Trustees
Tohono O'odham Community College
Highway 86
Milepost 115.5N
Sells, Arizona 85634

Attention: Joann Miguel, Dean of Finance

The Objective and Scope of the Audit of the Consolidated Financial Statements

You have requested that Keegan Linscott & Associates, PC (the "Firm", "we", "us", or "our") audit the consolidated financial statements of Tohono O'odham Community College and Tohono O'odham Community Development Corporation (collectively, the "Entity"), which comprise the consolidated statement of financial position as of June 30, 2023, and the related consolidated statements of activities, expenses by function and nature and cash flows for the year then ending, and the related notes to the consolidated financial statements. You have also requested that we report on whether the supplementary information to include the schedule of expenditures of federal awards ("SEFA") is fairly stated, in all material respects, in relation to the consolidated financial statements as a whole. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter ("Engagement Letter").

The objectives of our audit are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America ("GAAS") and *Government Auditing Standards* issued by the Comptroller General of the United States ("GAS"), will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.

You have also requested that we perform the audit of the Entity as of June 30, 2023 as to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations ("CFR") Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance").

The Responsibilities of the Auditor

We will conduct our audit in accordance with GAAS, GAS, the Uniform Guidance, and the U.S. Office of Management and Budget's ("OMB") Compliance Supplement. Those standards, regulations, and supplements require that we comply with applicable ethical requirements. As part of an audit in accordance with GAAS, GAS, and the Uniform Guidance, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, based on an understanding of the entity and its environment, the applicable financial reporting framework, and the entity's system of internal control, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
- Consider the entity's system of internal control in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the consolidated financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Entity's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of controls, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and GAS. Because the determination of waste or abuse is subjective, GAS does not require auditors to perform specific procedures to detect waste or abuse in financial statement audits.

We will communicate to the board of trustees (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the consolidated financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

We are responsible for the compliance audit of major programs under the Uniform Guidance, including the determination of major programs, the consideration of internal control over compliance, and reporting responsibilities.

Our report(s) on internal control over financial reporting and over compliance for major programs will include any significant deficiencies and material weaknesses in internal controls over financial reporting and over compliance for major programs of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control over financial reporting and over compliance for major programs consistent with requirements of the standards and regulations identified above. Our report(s) on compliance matters will address material errors, fraud, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts, and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards and regulations identified above.

We will maintain our independence in accordance with the standards of the American Institute of Certified Public Accountants ("AICPA") and GAS.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Management is responsible for:

- a. Identifying and ensuring that the Entity complies with the laws and regulations applicable to its activities, and for informing us about all known violations of such laws or regulations, other than those that are clearly inconsequential;
- b. The design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the consolidated financial statements; and
- c. Informing us of its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, short sellers, vendors, customers or others.

Management is responsible for the preparation of the supplementary information in accordance with the requirements of the Uniform Guidance. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and will indicate that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited consolidated financial statements or, if the supplementary information will not be presented with the audited consolidated financial statements, to make the audited consolidated financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

The board of trustees is responsible for informing us of its views about the risks of fraud, waste or abuse within the Entity, and its knowledge of any fraud waste or abuse or suspected fraud, waste or abuse affecting the Entity.

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP");
2. To evaluate subsequent events through the date the consolidated financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the consolidated financial statements. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error;
4. For report distribution; and
5. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the consolidated financial statements, including information relevant to disclosures;

- b. Draft consolidated financial statements, including information relevant to their preparation and fair presentation, when needed, to allow for the completion of the audit in accordance with the proposed timeline;
- c. Additional information that we may request from management for the purpose of the audit; and
- d. Unrestricted access to persons within the Entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit, including among other items:

- 1. That management has fulfilled its responsibilities as set out in the terms of this Arrangement Letter; and
- 2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the consolidated financial statements taken as a whole.

Because the audit will be performed in accordance with the Single Audit Act and the Uniform Guidance, management is responsible for (a) identifying all federal awards received and expended; (b) preparing and the fair presentation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with Uniform Guidance requirements; (c) internal control over compliance; (d) compliance with federal statutes, regulations, and the terms and conditions of federal awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan; (g) timely and accurate completion of the data collection form and (h) submitting the reporting package and data collection form.

Reporting

We will issue a written report upon completion of our audit of the Entity's consolidated financial statements. Our report will be addressed to the Board of Trustees of the Entity. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, or add an emphasis-of-matter paragraph or other-matter paragraph to our auditor's report.

If circumstances arise relating to the condition of the Entity's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the consolidated financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including, but not limited to, declining to express an opinion or issue a report, or withdrawing from the engagement.

In addition to our report on the Entity's consolidated financial statements, we will also issue the following types of reports:

- A report on the fairness of the presentation of the Entity's schedule of expenditures of federal awards for the year ending June 30, 2023;

- Reports on internal control over the financial statements and over compliance for major programs. These reports will describe the scope of testing of internal control over the consolidated financial statements and over compliance for major programs and the results of our tests of internal controls over the consolidated financial statements and over compliance for major programs;
- Reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance that could have a material effect on the consolidated financial statements and any noncompliance that could have a material effect, as defined by the Uniform Guidance, on each major program; and
- A schedule of findings and questioned costs.

Records and Assistance

During the course of our engagement, we may accumulate records containing data that should be reflected in the Entity's books and records. The Entity will determine that all such data, if necessary, will be so reflected. Accordingly, the Entity will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by Entity personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with Joann Miguel, Dean of Finance. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit reports.

Non-audit Services, including Tax Services

In connection with our audit, you have requested us to perform certain non-audit services:

1. Preparation of the consolidated financial statements and notes to the consolidated financial statements.
2. Assessing the impact of new accounting standards (if applicable).
3. Preparation of the SEFA and notes to the SEFA.
4. Preparation of the Entity's tax returns.
5. Preparation of the data collection form.
6. Any and all other non-attest services that may be requested.

The GAS independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the Entity, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit service to be performed. The Entity has agreed that Joann Miguel, Dean of Finance, and Nicole Ramer, Outsourced Accountant, possess suitable skill, knowledge or experience and that the individual understands the non-audit services listed above to be performed sufficiently to oversee them. Accordingly, the management of the Entity agrees to the following:

1. The Entity has designated Joann Miguel, Dean of Finance, and Nicole Ramer, Outsourced Accountant, as senior members of management, who possess suitable skill, knowledge, and experience to oversee the services;

2. Joann Miguel, Dean of Finance, and Nicole Ramer, Outsourced Accountant, will assume all management responsibilities for subject matter and scope of the non-audit services;
3. The Entity will evaluate the adequacy and results of the services performed; and
4. The Entity accepts responsibility for the results and ultimate use of the services.

GAS further requires that we establish an understanding with the Entity's management and those charged with governance of the objectives of the nonaudit services, the services to be performed, the Entity's acceptance of its responsibilities, the auditor's responsibilities and any limitations of the nonaudit services. We believe this letter documents that understanding.

Our services under this Engagement Letter do not include services for tax return preparation, tax advice or representation in any tax matter. Nevertheless, we may discuss with you certain tax considerations or provide you with tax information that may be relevant to our services. Any such discussions or information would be based upon limited tax research, limited due diligence and limited analysis regarding the underlying facts. Because additional research or a more complete review of the facts could affect our analysis and conclusions, the information provided during these discussions shall not be used as the basis for proceeding with any transaction or any tax return reporting.

Separate arrangements, including fee arrangements, are required for tax preparation, tax advice or tax representation services.

Parties' Understandings Concerning Situation Around COVID-19

To the extent any of the services described herein require a party to visit ("Visiting Party") the other party's facilities ("Host Party") in person, the Visiting Party agrees to comply with the Host Party's rules and regulations regarding COVID-19 safety protocols while on the Host Party's premises, provided the Visiting Party is made aware of such rules and regulations. Further, in the event any of the services described herein need to be suspended and/or rescheduled by a party due to the ongoing situation surrounding COVID-19, the party requesting the suspension or rescheduling of the services will provide the other party with prompt written notice of the foregoing. To the extent such suspension and/or rescheduling of the services impacts either the cost of the services or the ability of the Entity or the Firm to meet any deadlines or timeframes set forth herein, or both, the parties will document this in a written agreement mutually agreed upon and executed by both parties.

Other Relevant Information

In accordance with GAS, a copy of our most recent peer review report has been provided to you for your information.

Fees, Costs, and Access to Workpapers

Our fees for the audit and accounting services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement. Our fee for the consolidated financial statement audit will be \$63,000, and our fee for the compliance audit will be \$6,000, which is inclusive of one standard major program (note: the inclusion of the Student Financial Assistance Cluster as a major program will increase the base compliance audit fee by \$4,000, and additional standard major programs will increase our compliance audit fee by \$3,500 per additional standard major program). Our fees and completion of our work are based upon the following criteria:

- a. Anticipated cooperation from Entity personnel;
- b. Timely responses to our inquiries;
- c. Timely completion and delivery of client assistance requests;

- d. Timely communication of all significant accounting and financial reporting matters;
- e. The assumption that unexpected circumstances will not be encountered during the engagement; and
- f. The assumption that there will not be more than ten audit adjustments during the course of our audit (e.g., adjusting entries, reclassification entries, uncorrected misstatements, and client-prepared entries).

If any of the aforementioned criteria are not met, then fees may increase. Billings are due upon submission. The payment schedule for the aforementioned services is as follows:

First billing	October 2023	\$	34,500
Final billing	November 2023		34,500
Total		\$	<u>69,000</u>

All matters related to the Entity's adoption of the new leases standard pursuant to ASC 842 will be accounted for and billed separately.

Use of Subcontractors and Third-Party Products

We may, in our sole discretion, use qualified third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose Confidential Information (as such term is defined below) to them. We may share your information, including Confidential Information, with these third-party service providers; provided that such recipients are bound by written obligations of confidentiality. You acknowledge and agree that our use of a third-party service provider may involve the processing, input, disclosure, movement, transfer, and storage of your information and data outside of our technology infrastructure. We will be responsible to you for the performance of our third-party service providers, solely as related to the services performed under this Engagement Letter, subject to all limitations and disclaimers set forth herein.

We also may provide services to you using certain third-party hardware, software, equipment, or products (collectively, "Third-Party Products" and each, individually, a "Third-Party Product"). You acknowledge that the use of a Third-Party Product may involve the processing, input, disclosure, movement, transfer, and storage of information provided by or on behalf of you to us, including Confidential Information and Personal Information, within the Third-Party Product's infrastructure and not ours. You further acknowledge that the terms of use and service, including, but not limited to, applicable laws, set forth in the end-user license, end-user subscription agreement, or other end-user agreement for such Third-Party Product (collectively, "EULA(s)") will govern all obligations of such licensor relating to data privacy, storage, recovery, security, and processing within such Third-Party Product's infrastructure, as well as, the service levels associated with such Third-Party Product. You hereby consent to the disclosure of your information, including your Confidential Information and Personal Information, to the licensors of such Third-Party Products for the purpose described herein.

To the extent the Firm gives the Entity access to a Third-Party Product in connection with the services contemplated herein, the Entity agrees to comply with the terms of any applicable EULA for such Third-Party Product, and the Entity shall be solely responsible for the improper use of a Third-Party Product or a violation of the applicable EULA for such Third-Party Product, by the Entity, or any user to whom the Entity grants access to such Third-Party Product. The Entity agrees to indemnify and hold the Firm harmless from and against any claims, actions, lawsuits, proceedings, judgments, liens, losses, damages, costs, expenses, fees (including reasonable legal fees, expenses, and costs) and other liabilities relating to, or arising from or out of, the improper use of a Third-Party Product, or a violation of the terms of the applicable EULA for such Third-Party Product, by the Entity, or any user to whom the Entity grants access to such Third-Party Product.

You acknowledge that the use of Third-Party Products may be subject to limitations, delays, interruptions, errors, and other problems which are beyond our control, including, without limitation, internet outage or lack of availability related to updates, upgrades, patches, fixes, maintenance, or other issues. We will not be liable for any delays, delivery failures, or other losses or damages resulting from such issues. Nor will we be held responsible or liable for any loss, or unauthorized use or disclosure, of any information or data provided by you, including, without limitation, Personal Information provided by you, resulting from the use of a Third-Party Product.

Use and Ownership; Access to Audit Documentation

The Audit Documentation for this engagement is the property of the Firm. For the purposes of this Engagement Letter, the term "Audit Documentation" shall mean the confidential and proprietary records of the Firm's audit procedures performed, relevant audit evidence obtained, other audit-related workpapers, and conclusions reached. Audit Documentation shall not include custom-developed documents, data, reports, analyses, recommendations, and deliverables authored or prepared by the Firm for the Entity under this Engagement Letter, or any documents belonging to the Entity or furnished to the Firm by the Entity.

Review of Audit Documentation by a successor auditor or as part of due diligence is subject to applicable the Firm policies, and will be agreed to, accounted for and billed separately. Any such access to our Audit Documentation is subject to a successor auditor signing an Access & Release Letter substantially in the Firm's form. The Firm reserves the right to decline a successor auditor's request to review our workpapers.

In the event we are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the Entity, the Entity will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of the Firm. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the Audit Documentation upon their request and that we shall maintain the Audit Documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to the requested Audit Documentation will be provided under the supervision of the Firm audit personnel and at a location designated by our firm.

Indemnification, Limitation of Liability, and Claim Resolution

Because the Firm will rely on the Entity and its management and the Board of Directors to discharge the foregoing responsibilities, the Entity agrees to indemnify, hold harmless and release the Firm and its directors, principals, officers, employees, affiliates, subsidiaries, contractors, Subcontractors, agents, representatives, successors, or assigns from all third-party claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the Entity's management.

THE ENTITY AND THE FIRM AGREE THAT NO CLAIM ARISING OUT, FROM, OR RELATING TO THE SERVICES RENDERED PURSUANT TO THIS ENGAGEMENT LETTER SHALL BE FILED MORE THAN TWO YEARS AFTER THE DATE OF THE AUDIT REPORT ISSUED BY THE FIRM OR THE DATE OF THIS ENGAGEMENT LETTER IF NO REPORT HAS BEEN ISSUED. IN NO EVENT SHALL THE FIRM OR THE ENTITY, OR ANY OF THEIR RESPECTIVE DIRECTORS, PRINCIPALS, OFFICERS, EMPLOYEES, AFFILIATES, SUBSIDIARIES, CONTRACTORS, SUBCONTRACTORS, AGENTS, REPRESENTATIVES, SUCCESSORS, OR ASSIGNS (COLLECTIVELY, THE "COVERED PARTIES" AND EACH INDIVIDUALLY, A "COVERED PARTY"), BE LIABLE FOR THE INTERRUPTION OR LOSS OF BUSINESS, ANY LOST PROFITS, SAVINGS, REVENUE, GOODWILL, SOFTWARE, HARDWARE, OR DATA, OR THE LOSS OF USE THEREOF (REGARDLESS OF WHETHER SUCH LOSSES ARE DEEMED DIRECT DAMAGES), OR INCIDENTAL, INDIRECT, PUNITIVE, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR SIMILAR SUCH DAMAGES, EVEN IF ADVISED OF THE

POSSIBILITY OF SUCH DAMAGES. EXCEPT FOR A COVERED PARTY'S INDEMNIFICATION OBLIGATIONS UNDER THIS ENGAGEMENT LETTER, TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF THE COVERED PARTIES ARISING OUT OF, FROM, OR RELATING TO THIS ENGAGEMENT LETTER, OR THE REPORT ISSUED OR SERVICES PROVIDED HEREUNDER, REGARDLESS OF THE CIRCUMSTANCES OR NATURE OR TYPE OF CLAIM, INCLUDING, WITHOUT LIMITATION, CLAIMS ARISING FROM A COVERED PARTY'S NEGLIGENCE OR BREACH OF CONTRACT OR WARRANTY, OR RELATING TO OR ARISING FROM A GOVERNMENT, REGULATORY OR ENFORCEMENT ACTION, INVESTIGATION, PROCEEDING, OR FINE, WILL NOT EXCEED THE TOTAL AMOUNT OF THE FEES PAID BY THE ENTITY TO THE FIRM UNDER THIS ENGAGEMENT LETTER. NOTWITHSTANDING THE FOREGOING, NOTHING IN THIS LIMITATION OF LIABILITY PROVISION SHALL, OR SHALL BE INTERPRETED OR CONSTRUED TO, RELIEVE THE ENTITY OF ITS PAYMENT OBLIGATIONS TO THE FIRM UNDER THIS ENGAGEMENT LETTER.

Confidentiality

The Firm and the Entity may, from time to time, disclose Confidential Information (as defined below) to one another. Accordingly, the Firm and the Entity agree as the recipient of such Confidential Information (the "Receiving Party") to keep strictly confidential all Confidential Information provided to it by the disclosing party (the "Disclosing Party") and use, modify, store, and copy such Confidential Information only as necessary to perform its obligations and exercise its rights under this Engagement Letter. Except as otherwise set forth herein, the Receiving Party may only disclose the Confidential Information of the Disclosing Party to its personnel, agents, and representatives who are subject to obligations of confidentiality at least as restrictive as those set forth herein and only for the purpose of exercising its rights and fulfilling its obligations hereunder. To avoid any doubt, the Firm is permitted to disclose the Entity's Confidential Information to the Firm's personnel, agents, and representatives to provide the services or exercise its rights under this Engagement Letter or for the purpose of maintaining compliance with applicable laws and professional, regulatory, and/or ethical standards.

As used herein, "Confidential Information" means, information in any form, oral, graphic, written, electronic, machine-readable or hard copy consisting of: (i) any nonpublic information provided by the Disclosing Party, including, but not limited to, all of its inventions, designs, data, source and object code, programs, program interfaces, know-how, trade secrets, techniques, ideas, discoveries, marketing and business plans, pricing, profit margins and/or similar information; (ii) any information that the Disclosing Party identifies as confidential; or (iii) any information that, by its very nature, a person in the same or similar circumstances would understand should be treated as confidential, including, but not limited to, this Engagement Letter.

As used herein, the term "Confidential Information" will not include information that: (i) is publicly available at the time of disclosure by the Disclosing Party; (ii) becomes publicly available by publication or otherwise after disclosure by the Disclosing Party, other than by breach of the confidentiality obligations set forth herein by the Receiving Party; (iii) was lawfully in the Receiving Party's possession, without restriction as to confidentiality or use, at the time of disclosure by the Disclosing Party; (iv) is provided to the Receiving Party without restriction as to confidentiality or use by a third party without violation of any obligation to the Disclosing Party; or (v) is independently developed by employees or agents of the Receiving Party who did not access or use the Disclosing Party's Confidential Information.

The Receiving Party will treat the Disclosing Party's Confidential Information with the same degree of care as the Receiving Party treats its own confidential and proprietary information, but in no event will such standard of care be less than a reasonable standard of care. The Receiving Party will promptly notify the Disclosing Party if it becomes aware that any of the Confidential Information of the Disclosing Party has been used or disclosed in violation of this Engagement Letter.

Notwithstanding anything stated to the contrary in this Engagement Letter, the Entity consents to the Firm: (i) using any information or data, including Confidential Information and Personal Information, provided by or on behalf of the Entity, or otherwise obtained by the Firm, in connection with the services provided under this Engagement Letter, to provide the Entity with professional services under any other professional services agreement the Entity enters into or has entered into with the Firm; and (ii) using any information or data provided by or on behalf of the Entity, or otherwise obtained by the Firm, in connection with professional services provided by the Firm under another professional service agreement the Firm has entered into with the Entity, including confidential, personal, or other protected information, to provide the services under this Engagement Letter to the Entity.

Preexisting Nondisclosure Agreements

In the event that the parties have executed a separate nondisclosure agreement, such agreement shall be terminated as of the effective date of this Engagement Letter and the terms of this Engagement Letter shall apply to the treatment of information shared by the parties hereto.

Personal Information

As used herein, the term "Personal Information" means any personal information, as may be defined by applicable privacy, data protection, or cybersecurity laws, that directly or indirectly identifies a natural person, and includes, but is not limited to, nonpublic, personally identifiable information such as Social Security numbers, Social Insurance numbers, driver's license numbers or state- or province-issued identification card numbers, and health information.

Each party agrees to transmit Personal Information consistent with applicable laws and any other obligations the respective party may have. We are permitted to use all such Personal Information to perform our obligations and exercise our rights under this Engagement Letter.

You represent and warrant that you have provided all notices and obtained all consents required under applicable data protection laws prior to your collection, use and disclosure to us or our Subcontractors of such Personal Information and shall take reasonable steps to ensure that such Personal Information does not include irrelevant or unnecessary information about individuals.

Where we are acting as a service provider under the California Consumer Privacy Act and the California Privacy Rights Act, including as amended or replaced, and the associated regulations ("CCPA"), we (i) will not Sell or Share (as those terms are defined by the CCPA) any Personal Information received from the Entity; (ii) will not retain, use, or disclose Personal Information to another business, person, or third party, except for the purpose of maintaining or providing the services or exercising our rights as specified in this Engagement Letter, including to provide Personal Information to advisers or sub-contractors to maintain or provide the services provided under this Engagement Letter, or to the extent such disclosure is required by law. At your written request, and at your cost, we shall reasonably assist you in addressing your obligations under the CCPA with regard to privacy rights requests related to your Personal Information held by us, directly resulting from our business relationship with you. We reserve the right to decline such a request where, as determined in our sole discretion, the request for our assistance could violate or impair a Consumer's (as that term is defined by the CCPA) rights under the CCPA or another applicable law, regulation, or professional or ethical standard. We certify that we understand and will comply with the requirements enumerated in (i) and (ii). For the avoidance of doubt, all permitted uses of Personal Information by service providers that are enumerated in the CCPA are understood to apply to the Personal Information processed by us.

We agree to maintain appropriate security measures to protect such Personal Information in accordance with applicable laws.

If we become aware of an unauthorized acquisition or use of Entity-provided Personal Information, we will promptly inform you of such unauthorized acquisition or use as required by applicable laws and, upon your written request, reasonably cooperate with you at your sole cost in support of any breach notification requirements as imposed upon you by applicable laws.

Retention of Records

We will return to you all original records you provide to us in connection with this engagement. Further, in addition to providing you with those deliverables set forth in this Engagement Letter, we will provide to you a copy of any records we prepare or accumulate in connection with such deliverables which are not otherwise reflected in your books and records without which your books and records would be incomplete. You have the sole responsibility for retaining and maintaining in your possession or custody all of your financial and nonfinancial records related to this engagement. We will not host, and will not accept responsibility to host, any of your records. We, however, may maintain a copy of any records of yours necessary for us to comply with applicable law and/or professional standards or to exercise our rights under this Engagement Letter. Any such records retained by us will be subject to the confidentiality obligations set forth herein and destroyed in accordance with our record retention policies.

Termination

Your failure to make full payment of any and all undisputed amounts invoiced in a timely manner constitutes a material breach for which we may refuse to provide deliverables and/or, upon written notice, suspend or terminate our services under this Engagement Letter. We will not be liable to you for any resulting loss, damage or expense connected with the suspension or termination of our services due to your failure to make full payment of undisputed amounts invoiced in a timely manner.

You may terminate this Engagement Letter for any reason upon fifteen (15) days' prior written notice to us. In the event you terminate this engagement, you will pay us for all services rendered (including deliverables and products delivered), expenses incurred, and noncancelable commitments made by us on your behalf through the effective date of termination.

Either party may terminate this Engagement Letter upon written notice if: (i) circumstances arise that in its judgment would cause its continued performance to result in a violation of law, a regulatory requirement, applicable professional or ethical standards, or, in the case of the Firm, our client acceptance or retention standards; or (ii) if the other party is placed on a Sanctioned List (as defined herein), or if any director or executive of, or other person closely associated with such other party or its affiliate, is placed on a Sanctioned List.

We will not be responsible for any delay or failure in our performance resulting from acts beyond our reasonable control or unforeseen or unexpected circumstances, such as, but not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At your option, you may terminate this Engagement Letter where our services are delayed more than 120 days; however, you are not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this Engagement Letter.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, we may, at our sole discretion, terminate this Engagement Letter without further obligation to you. Resumption of our work following termination may be subject to our client acceptance procedures and, if resumed, will require additional procedures not contemplated in this Engagement Letter. Accordingly, the scope, timing and fee arrangement discussed in this Engagement Letter will no longer apply. In order for us to recommence work, the execution of a new Engagement Letter will be required.

The parties agree that those provisions of this Engagement Letter which, by their context, are intended to survive, including, but not limited to, payment, limitations on liability, claim resolution, use and ownership, and confidentiality obligations, shall survive the termination of this Engagement Letter.

Miscellaneous

We may mention your name and provide a general description of the engagement in our client lists and marketing materials.

Notwithstanding anything stated to the contrary in this Engagement Letter, the Entity acknowledges and consents that we also may utilize Confidential Information and Personal Information to (i) improve the quality of our services and offerings and/or (ii) develop or perform internal data analysis or other insight generation. Information developed in connection with these purposes may be used by us to provide services or offerings. We will not use your Confidential Information or Personal Information in a way that would permit the Entity or an individual to be identified by third parties without your prior written consent.

The Entity agrees that it will not include our reports or otherwise associate us with any public or private securities offering without first obtaining our consent. Therefore, the Entity agrees to contact us before it includes our reports, or otherwise makes reference to us, in any public or private securities offering. Our association with an official statement is a matter for which separate arrangements may be necessary. The Entity agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing, and with a copy of the final reproduced material for our approval before it is distributed. If, based on our review, we identify no material inconsistencies with our audit, or other misstatements of fact, we will promptly communicate in writing to the Entity that we do not object to the inclusion of our report in the offering documents. In the event our auditor/client relationship has been terminated when the Entity seeks such consent, we will be under no obligation to grant such consent or approval.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a director or professional employee leaves the Firm and is subsequently employed by or associated with a client in a key position. Accordingly, you agree to compensate us for any additional costs incurred as a result of your employment of one of our directors, principals or employees.

Each party hereto affirms it has not been placed on a Sanctioned List (as defined below) and will promptly notify the other party upon becoming aware that it has been placed on a Sanctioned List at any time throughout the duration of this Engagement Letter. The Entity shall not, and shall not permit third parties to, access or use any of the deliverables provided for hereunder, or Third-Party Products provided hereunder, in violation of any applicable sanctions laws or regulations, including, but not limited to, accessing or using the deliverables provided for hereunder or any Third-Party Products from any territory under embargo by the United States or Canada. The Entity shall not knowingly cause the Firm to violate any sanctions applicable to the Firm. As used herein "Sanctioned List" means any sanctioned person or entity lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the Consolidated Canadian Autonomous Sanctions List, the United Nations Security Council, the European Union, and United Kingdom.

Any term of this Engagement Letter that would be prohibited by or impair our independence under applicable law or regulation shall not apply, to the extent necessary only to avoid such prohibition or impairment.

Notices

Unless otherwise expressly agreed upon by the parties in this Engagement Letter, all notices required to be given hereunder will be in writing and addressed to the party at the business address provided in this Engagement Letter, or such other address as such party may indicate by a notice delivered to the other party. A copy of any legal notice (e.g., any claimed breach or termination of this Engagement Letter) sent by the Entity to the Firm shall

also be sent to the following address: 3443 N. Campbell Ave, Suite #115, Tucson, AZ 85719. Except as otherwise expressly provided in this Engagement Letter, notices hereunder will be deemed given and effective: (i) if personally delivered, upon delivery; (ii) if sent by registered or certified mail or by overnight courier service with tracking capabilities, upon receipt; and, (iii) if sent by electronic mail (without indication of delivery failure), at such time as the party that sent the notice receives confirmation of receipt, whether by read-receipt confirmation or otherwise.

Governing Law

This Engagement Letter, including, without limitation, its validity, interpretation, construction, and enforceability, and any dispute, litigation, suit, action, claim, or other legal proceeding arising out of, from, or relating in any way to this Engagement Letter, any provisions herein, a report issued or the services provided hereunder, will be governed and construed in accordance with the laws of the State of Arizona, without regard to its conflict of law principles, and applicable U.S. federal law.

Entire Agreement

This Engagement Letter constitutes the complete and exclusive statement of agreement between the Firm and the Entity and supersedes all prior agreements, understandings, and proposals, whether oral or written, relating to the subject matter of this Engagement Letter.

If any term or provision of this Engagement Letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken, and all other terms and provisions will remain in full force and effect.

This Engagement Letter may be amended or modified only by a written instrument executed by both parties.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature of a party to this Engagement Letter or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (a) to be "written" or "in writing," (b) to have been signed and (c) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (a) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (b) an electronic copy of a traditional signature affixed to a document, (c) a signature incorporated into a document utilizing touchscreen capabilities or (d) a digital signature. This Engagement Letter may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

Please sign and return a copy of this Engagement Letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the consolidated financial statements, including our respective responsibilities.

Board of Trustees
Tohono O'odham Community College
August 23, 2023
Page 14

Acknowledgement and Acceptance

Each party acknowledges that it has read and agrees to all of the terms and conditions contained herein. Each party and its signatory below represent that said signatory is a duly authorized representative of such party and has the requisite power and authority to bind such party to the undertakings and obligations contained herein.

Sincerely,



KEEGAN LINSYCOTT & ASSOCIATES, PC

Confirmed on behalf of **Tohono O'odham Community College**:

Board Chair

Date

President

Date

Dean of Finance

Date

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: AIMEE FARMER, CHIEF HUMAN RESOURCES OFFICER
SUBJECT: AGENDA ITEM—**AUGUST 2023 RESOURCE LIST**
DATE: **08/31/2023**
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
August 2023

New Hire:

Name	Position	Date
Brian Antonio	Facilities Maintenance Technician I	8/31/2023
	Mr. Antonio was Custodian for 4 years with Baboquivari Unified School District. He was Maintenance Technician for 3 years with Baboquivari Unified School District.	
Jeremy Harvey	Facilities Maintenance Technician I	8/18/2023
	Mr. Harvey was Sterile Processing Technician for 2 months with Robles Plastic Surgery. He was Dishwasher for 2 months with The Monica. He was Housekeeper for 3 months with Community Bridges, Inc. Mr. Harvey has Vocational Training experience in Sterile Processing Technician from Pima Medical Institute.	
Adrienne Brown	Library Assistant	7/24/2023
	Ms. Brown was Safer Volunteer for 4 months with University of Arizona. She was Research Assistant for 2 years with University of Arizona. Ms. Brown earned her Bachelor's in Psychological Science from University of Arizona	
Erin Aguilar	Elementary Education Instructor	8/14/2023
	Ms. Aguilar was Teacher Assistant for 2 years with Merryland Nursery School. She was Lead Teacher for 3 years with St. Marks School. She was Substitute Teacher and One-on-one Aide for 2 years with St. Mark's Preschool & Kindergarten. She was Quality First Coach for 1 year with Easter Seals Blake Foundation. She was/is Inclusion Specialist for 10 years with Inspire Inclusion Community of Practice. She was/is Adjunct Faculty for 10 years with Pima Community College. She was/is Board Member for 8 years with Southern Arizona Association for Education of Young Children. She was/is Adjunct Faculty for 7 years with Tohono O'odham Community College. She was/is Inclusion Member for 6 years with AZ Department of Education Early Childhood Task Force. She was/is Special Rights Worker for 4 years with Special Rights for Families Work Group Ms. Aguilar earned her AGEC-A for transfer from Pima Community College. She earned her Bachelor's of Science in Elementary Education from Northern Arizona University. She earned her Master's of Arts in Early Childhood Education from Northern Arizona University. She earned her Certificate to teach Early Childhood Education, Child Development Associate, and Elementary Education from Pima Community College.	
Grace Salcido	Academic Advising & Career Specialist	8/14/2023

	<p>Ms. Salcido was Recreation Specialist for 4 months. She was Child Care Specialist for 1 year. She was Transit Driver/Health Transportation Servicer for 5 years. She was Unit Clerk for 3 years with Tohono O'odham Nation Health Clinic. She was Covid-19 Community Health Representative for 1 year with Tucson Indian Center.</p> <p>Ms. Salcido earned her General Education Diploma from Tohono O'odham Community College. She earned her Medical Terminology Certificate I & II from Pima Community College. She earned her Associate's Degree in Social Work from Tohono O'odham Community College.</p>	
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Transfers:

Name	Position	Date
Jenny Narcho	Program Coordinator – O'odham Language Center	9/5/2023
	<p>Mrs. Narcho was Home Visitor for 13 years with Tohono O'odham Nation. She was Family and Community Representative for 1 year with Tohono O'odham Nation. She was Family and Community Specialist for 2 years with Tohono O'odham Nation. She was Research Technician with University of Arizona for 3 years. She was Education Technician for 14 years with Santa Rosa Day School. She was Language Specialist for 1 year with Tohono O'odham Community College.</p> <p>Mrs. Narcho earned her Language Teacher Certification from Tohono O'odham Education Department. She earned her Child Development Certificate from Pima Community College. She earned her Child Development Associate Preschool Option from Pima Community College. She earned her Child Development Associate of Applied Science from Tohono O'odham Community College.</p>	

Separations:

Name	Position	Date
Mickie Widener	HR Generalist	9/7/2023
Billy Tallas	Phoenix Center Site Technician	8/18/2023

Tohono O'odham Community College
Employment Vacancy Activity Log
August 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	2			2		2	8/31/2023	1		6/29/23 & 7/6/2023	1	1	Position filled effective 8/14/2023
Biodiversity and Research Specialist	Sustain	2			2		2	8/31/2023		2				Pending manager review
Curriculum Specialist	Edu	1			1	1		8/31/2023	1		7/21/2023			Pending more applicants
Electrical Apprentice Instructor	App Prgm							8/31/2023	1		6/28/2023	1		Condition of Employment Date passed for FPC, Continue to advertise
Elementary Education Instructor	Education							8/31/2023	2	2	7/20/2023	1	1	Position filled effective 8/14/2023
Fine Arts Instructor	Edu	2			2		2	8/31/2023	1		6/30/2023	1		Position filled, tentative start date 8/14/2023
GIS Instructor	Sustain	6			6	1	5	8/31/2023						Pending HM review
Grants Coordinator	Admin.	2			2		2	8/31/2023	3	1	7/18/2023 & 7/20/2023	1	3	Pending HM review
Pre-College GED Instructor (1)	Workforce Comm. Devlp.	1		1			1	8/31/2023	1		8/16/2023	1		Pending President approval
Program Coordinator – O'odham Language Center	Language Center	4	2		2	1	3	8/31/2023	1		8/23/2023	1		Position filled effective 9/5/2023
Senior Systems Administrator	Sustain	2			2		2	8/31/2023						Pending HM review
Solar Energy Instructor	Sustain	0						8/31/2023	1		6/26/2023			Position filled effective 7/11/2023

Tohono O'odham Language & Culture Instructor	Edu	1	1			1		8/31/2023	1		7/25/2023			Pending FPC card
Tohono O'odham Studies Director	Edu	1			1		1	8/31/2023						Pending HM review

Tohono O'odham Community College
Employment Vacancy Activity Log
August 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	
Administrative Assistant- Finance	Admin.	2		1	1	1	1	8/31/2023	2		8/17/2023		2	Continue to advertise
Administrative Assistant-OLC	OLC	1			1		1	8/31/2023		1				Continue to advertise
Computer Literacy Trainer	Sustain	1			1	1		8/31/2023	1					Pending interview
Facilities Maintenance Tech I (2)	Op	4		3	1		4	8/31/2023	4		8/3/2023, 8/7/2023	2	2	Both positions filled effective 8/18/2023, 8/31/2023
Financial Aid Technician	Stu Services	2	1		1		2	8/31/2023						Pending HM review
Library Assistants (2)	Edu.	3	1		2		3	8/31/2023	3		7/14/2023	1		Position filled effective 8/21/2023
Phoenix Center Site Technician	Stu Services	23	1	1	21	7	16	8/31/2023						Pending HM review
Receptionist	Stu Services	2	2			1	1	8/31/2023						Pending HM review
Tohono O'odham Agriculture & Natural Resources Assistant (1)	Sustain	3	2	1	1	2	1	8/31/2023	3		5/22/2023, 5/25/2023	1	1	One position filled effective 5/22/2023
Wellness Program Specialist	Stu Services	4	2		2	2	2	8/31/2023	2		8/23/2023	1		Pending background check

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: ADMINISTRATORS TEAM
FROM: EDUCATION DIVISION, STUDENT SERVICES, AND SUSTAINABILITY
SUBJECT: APPROVAL TO SUBMIT A GRANT APPLICATION FOR FUNDING
CC: INGRID SEGUNDO, SPONSORED PROJECTS DIRECTOR

Background: Ms. Delphina Thomas, from the American Indian College Fund, visited with deans from Student Services, Sustainability, and Education to talk about a new funding opportunity through AICF. The project, *Cultivating Native Student Success: Supporting the Native Student Journey*, provides funding to develop and/or improve TOCC's Strategic Enrollment Management Plan. The funding is for \$250,000 per year for five years and it was planned to include flexibility in its use.

Justification: TOCC needs to develop a strong Strategic Enrollment Plan (SEM). Student Services, Sustainability, and Education Divisions will work together to submit the application. A SEM impacts enrollment, retention, persistence, and completion rates at all levels: from dual enrollment and GED to academic degrees, apprenticeship, and microcredentials. The funding will allow TOCC to examine current approaches and to develop long term strategies that support student success to promote transformative changes.

Action Requested: Request approval of the submission of the grant application to AICF for the SEM grant.

Recommendation: President requests approval.



TOCC GRANT PROPOSAL SUBMISSION AUTHORIZATION

DATE: September 14, 2023 **SUBMITTED BY:** Laura Sujo-Montes, Yolanda Pacheco, and Mario Montes-Helu.

Funding Agency: American Indian College Fund (AICF).

Funding Number: _____

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

Grant Submission Date: **September 30, 2023**

Entity for proposal submission American Indian College Fund (AICF) website.

Maximum Award: \$ 1,575,000 Total Award

Duration of grant: Five Years with an expected distribution of \$250,000 from AICF and \$65,000 from AIHEC for a total of \$315,000 per year

(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? All AICF funds are unrestricted, but only 9% of AIHEC funds are unrestricted. Depending on the proposal, these funds can be applied as indirect costs. **Amount (%):**

Department or Division Requesting Grant: Education, Student Services, and Sustainability Divisions

Background and Justification: TOCC Divisions are seeking funding to support the development and implementation of a Strategic Enrollment Management (SEM) Plan. A SEM Plan will allow the institution to do an inventory of current data and practices to identify strengths and opportunities for improvement, and to implement such opportunities. The goal is to develop processes and programs that are effective for students, staff, and community members. The funding will allow us to build capacity to improve enrollment, retention, persistence, and completion rates of our students, as well as to provide more opportunities for community members through direct employment offerings. TOCC has several layers of services that touch student enrollment: Dual Enrollment, General Education Diploma (GED), College Credit Pathway (CCP), Associate Degrees and Certificates, Apprenticeship, Microcredentials, and Certificates for Direct Employment. All of those programs will benefit from having an actionable SEM Plan.

This funding will allow us to examine existing advising systems, develop or strengthen strategic partnerships with entities inside and outside of the nation, collect data to understand and measure progress and success, and to continue to support our students in their life journey.

Objectives

The all-encompassing objective is to examine and understand TOCC's practices and educational landscape. Through this examination, we can design long term strategies that are comprehensive; are tailored to the needs of the community in the nation; and develop supports and partnerships to promote transformative and systemic change to impact all TOCC's constituencies.

Methods

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

This program directly addresses TOCC's Mission: to enhance the unique Tohono O'odham Himdag (culture, language, and lifeways) by strengthening individuals, families, and communities through holistic, quality higher education services. The SEM Plan's components will impact individuals, families and communities, which is also part of TOCC's Mission statement: these services will include research opportunities and programs that address academic, life, and development skills.

This project will address five of the six TOCC's established goals:

- To strengthen academic learning that will reinforce a strong competitive spirit to participate in an ever-changing society. Through the examination of academic data, specific processes will be built to increase retention, persistence, and completion rates.
- To include Elders as primary resources, instructors, advisors and counselors as a means of reinforcing Tohono O'odham Himdag. TOCC academic life is based on the Himdag. All of our activities address the O'odham Core Values. Elders are the vehicle to bring younger generations to college campuses. We seek to develop opportunities for Elders to be active participants in TOCC's life.
- To recruit highly qualified faculty and staff who are dedicated to the art of teaching, advising, and service specifically to the Tohono O'odham Community. Good academic programs bring good professors. We need to have highly qualified faculty and staff to provide the supports that are needed to help our students succeed. This funding will allow us to hire more people, if so needed, and to provide the professional development to mold faculty and staff to the needs of the college.
- To ensure the integration of appropriate Tohono O'odham Himdag in the physical environment, curriculum, and processes of the college. Part of an enrollment strategy is to have a beautiful and functional campus. This funding will allow us to address some needs to make the campus more functional to attract more residential students.

Proposed Principal Investigator or Project Director: Yolanda Pacheco, PI; Mario Montes-Helu and Laura Sujo-Montes, Co-PIs.

Lead writer: Yolanda Pacheco, Mario Montes-Helu, and Laura Sujo-Montes

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

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

Contractors (external evaluator required, etc): To be determined _____

Approval by Division Dean and Date: N/A _____

Review by Leadership and Approval Date: September 11, 2023 _____

Board Review and Approval Date: _____



Evan Thomas <ethomas@tocc.edu>

For BOT Packet

2 messages

Paul Robertson <probertson@tocc.edu>
 To: Evan Thomas <ethomas@tocc.edu>
 Cc: Laura Sujo-Montes <lsujo-montes@tocc.edu>

Wed, Aug 23, 2023 at 11:43 AM

Hi Evan,

Please insert the attached Item Form and Job Description into the Sep BOT book as informational item. I've gotten three approvals for the additional position on this day and will provide that later.

Thank you,

Paul Robertson, Ph.D.
 President
 Tohono O'odham Community College

2 attachments

 **Academic Advising & Career Specialist (1).docx**
 45K

 **Item form Acad Advising.docx**
 23K

Evan Thomas <ethomas@tocc.edu>
 To: Paul Robertson <probertson@tocc.edu>

Wed, Aug 23, 2023 at 11:47 AM

Good morning, Paul,
 Please be advised the information will be included in the September 2023 board packet.

Should I be of further assistance, please let me know.

Have a great day!
 Evan

Evan Thomas
 Special Assistant to the President

[Quoted text hidden]

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: FINANCE AND PRESIDENT
FROM: EDUCATION DIVISION AND PRESIDENT
SUBJECT: REQUEST FOR ADDITIONAL “ACADEMIC ADVISING AND CAREER SPECIALIST” POSITION
CC: HUMAN RESOURCES, EDUCATION DIVISION

Background: Advising is one of the most important services a College provides to its students. TOCC has one full-time advisor and one “Academic Advising and Career Specialist” AACS position. Both are currently filled. The AACS position was approved by the Board two months ago. The addition was justified by the rapid increase in TOCC students. What we did not predict, however, was an additional surge in students like the one we are currently experiencing. TOCC’s enrollment for this current fall semester is up by almost 300 students beyond the 922 we had last fall.

Justification: An additional advisor is sorely needed. The advising load is simply too large for current staff, even with the recent addition of a second position. Even though we also use faculty advisors and we do some group advising, the workload warrants another advising position.

Funding for an additional position is available in our operational funds.

Action Requested: Request electronic approval of this request so that the College can hire a sorely needed additional advisor.

Recommendation: President requests approval.



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

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

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

ESSENTIAL DUTIES:

- Serve as an advisor on the advising team for all students at TOCC;
- Serve as the primary monitor of the advising email, directing students to appropriate campus resources, assisting students who have questions regarding how to registration process, and providing a variety of other services to students alongside student services personnel and faculty;
- Along with supervisor, monitor advising system to assure student needs are being met;
- Assist in facilitating advising events and coordinating training for academic advising;
- Complete transcript evaluations and degree audits as assigned by supervisor
- Under the supervision of the Academic Advisor Manager, and in collaboration with the campus community, facilitate partnerships and develop pathways to direct employment for students after graduation;
- Support the T-Şo:şon (Our Core Values) including T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together; and
- Perform other duties of a similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

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

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

- Ability to speak and understand O'odham and/or Spanish;
- Knowledge and understanding of the history and of contemporary issues facing Native people;
- Previous experience as an advisor or working in enrollment or related areas in an institution of higher learning.
- Experience in career assessments

LICENSING REQUIREMENTS:

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

KNOWLEDGE:

- Knowledgeable about academic programs, degrees and certificates, financial aid, internships, and career choice;
- Must be knowledgeable about confidentiality provisions of FERPA and of financial aid, particularly FAFSA;
- Knowledgeable about accreditation and transfer of credits;

SKILLS:

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

WORK ENVIRONMENT:

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

BENEFITS:

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

COVID-19: Proof of Covid-19 vaccination with booster is required for employment with TOCC.

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). If claiming Indian Preference

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

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

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

Item	Actions	Discussion/Resolution/Comments
1) Check signing	Finance, Sustainability and IT made the electronic check signing work on Sep 5, thereby saving significant time investments heretofore needed by staff and administration.	TOCC has some good plans to automate processes. We have noted them and assigned responsibilities.
2) Apprenticeship Program	I routinely visit with the Director and assist the apprenticeship operation when able to do so. There is much community interest. Apprentices are learning through "bookwork" and many are also learning from OJL (on the job learning).	Instructors in Carpentry, Plumbing, and Electrical are on board. Carpentry and Electric are full-time TOCC employees. The plumbing instructor is a contract worker. The position is advertised. I believe personnel augmentation for Apprenticeship is needed and will work with the Program to develop a plan.
3) Construction updates and needs	Coordinated with Title III Director and visited with Deans and some Directors. Discussion about a multi-purpose building at Wişag Koş Maşcamakud is underway.	This process – deciding what facility to recommend to the BOT – is ongoing and will be completed within 1-2 months.
4) Joining SARA (State Authorization Reciprocity Agreement)	Met virtually - along with Martha Lee (consulting) and Dr. Laura Sujo-Montes - with the Arizona SARA representatives on September 7, 2023.	TOCC was accepted into SARA. Information about our membership will be posted on our website once we receive the official notification which should happen in September or early October 2023.

Continued on next page.

Item	Actions	Discussion/Resolution/Comments
5) Overall operation of the College.	Continue to meet together weekly with Deans and some Directors in order to problem solve on issues that transcend division boundaries	There are some thorny issues that we are focusing on. The list is not long but some of the issues have been with us for some time and have not moved forward. An example is membership in the National Student Clearinghouse which would, among other things, allow us to learn how students who have attended TOCC and/or have graduated are doing. That information is important for a number of reasons including for reporting to our constituents on the Tohono O'odham Nation.
6) Transition in Human Resources	Continue to meet regularly with Chief Human Resource officer on a variety of issues including top priorities.	Priority issues for HR include presidential search, developing and making recommendations for salary increases across the entire College (including full-time faculty, staff, and administrators). Other priorities include assisting individuals with specific HR needs including Family Medical Leave, path to permanent residency, and assisting in the development of new position job descriptions.
7) Succession planning – President	Met with Chief Human Resource Officer – company to assist the search to be identified, committee to convene, job description draft to BOT for final approval.	This process should not be influenced by the current president. Others will be involved. The Board will select from candidates identified by the search committee.

August 2023 Board Report Activities
Human Resources

Issues/Items	Discussion/ Situation	Summary/ Resolution
Partnering in the Presidential Search	Recruitment process; selection of the search committee members, etc.	In-Progress
HR Archives	HR file inventory: scan, purge and shred documents	In-Progress
Records Management System	HR Records Management System in electronic and manual files	Reviewing opportunities to create a comprehensive RMS
Advertise /Recruit Positions	Continuously advertise vacant positions, conducted interviews, pre-hire employment processing; and on-boarding candidates	On-boarded 5 new employee
Personnel Issues	Personnel Concerns	Manage an investigation
Website Redesigns for HR	Internal updates on the MyTOCC; and External updates on the HR section of the www.tocc.edu website	In-progress
Medical Renewal	Open Enrollment Period for employees	Closed and completed on August 23rd

TOHONO O'ODHAM COMMUNITY
COLLEGE

To: Tohono O'odham Community College Board of Trustees
 Thru: Paul Robertson, President
 From: Ronald Geronimo, Director
 Subject: August 2023 Board Report
 Date: September 01, 2023

O'odham Ñi'okĩ Ki:
Key Issues / Items addressed in August 2023

Strategic Initiative	Issues/Items	Actions/Assessments
Language Documentation – Print and Video	<ul style="list-style-type: none"> Doris Duke Oral History Project 	<u>Translation/Transcribing and Identifying Participants</u> <ul style="list-style-type: none"> The ATALM grant has been completed but the work on the Doris Duke Project with the Arizona State Museum is continuing
Capacity Building: Training Program for speakers on transcribing, translating and teaching O'odham.	<ul style="list-style-type: none"> Building capacity for TON Head Start Centers: Pisinemo, Santa Rosa, North Komelic to transition to immersion Head Start Centers. 	<u>Immersion Training</u> <ul style="list-style-type: none"> Worked with Andrea Ramon to provide two-day immersion training to Nation's Head Start Centers on immersion teaching methods and strategies – September 14th and 15th. On the second day teachers put into practice introductory language for speaking daily routines in O'odham with young language learners e.g. greetings, putting away items, and handwashing. <u>Training: Digital Tools for Online Teaching</u> <ul style="list-style-type: none"> Provided new THO101 Language Instructor and TOS instructor one-to-one training on digital resources for online instruction. Support is on-going.
Networking and Outreach - Organizing with the Community	<ul style="list-style-type: none"> Promoting Language Use and Language Visibility 	<u>Language Awareness Campaign</u> <ul style="list-style-type: none"> The advisory committee convened twice in August (08/08 & 08/21) to discuss and identify strategies for promoting language use and visibility across the Nation. At the next meeting the group will develop a plan for implementing recommendations. Group will continue meeting monthly. <u>Gathering of Language Advocates</u> <ul style="list-style-type: none"> Brought together representatives (08/11) from language focused programs across the Nation to discuss strategies for addressing four areas impacting teaching and learning of the O'odham language. The ONK is drafting a plan with the recommendations devised by the group to guide next steps. The group will continue meeting quarterly. <u>Meeting with Head Start Parents and Families</u> <ul style="list-style-type: none"> Met with all parents of the three partner Head

		<p>Start Centers to promote language learning opportunities open to them through the Master Apprentice Program and Family Engagement nights:</p> <ul style="list-style-type: none"> • Pisinemo Head Start (08/22) • Santa Rosa Head Start (08/24) • N. Komelic Head Start (08/30) <p><u>Community Outreach</u> Hosted and conducted outreach at community events to promote ONK's mission, programs and services:</p> <ul style="list-style-type: none"> • Weekly Immersion Luncheon (4) – (08/02, 08/09, 08/16, 08/23, 08/30) participants learn O'odham in an immersive environment (<i>partnership with TOCC's Food Service Program</i>) • 08/17 – 08/18 - Adult Education Conference -TOCC – program presentation and language learning game. • 08/20 – San Isidro Community Meeting <p><u>Community-based Language Class – Sells District</u></p> <ul style="list-style-type: none"> • Working with Sells District Elderly Program and TOCC's Education Division to offer a community-based language class. Class will begin in September and meet weekly in the new Sells District Resource Center. Participating students will receive 1 CEU. <p><u>Translation Requests:</u></p> <ul style="list-style-type: none"> • Tohono O'odham Nation Tribal Opioid Response Program • Organ Pipe Cactus National Monument through Himdag Ki: • TOCC IT Department
Other	<ul style="list-style-type: none"> • Funding Request to the Nation 	<p><u>Tohono O'odham Nation Approved 5-Year Funding Request for ONK</u></p> <ul style="list-style-type: none"> • The Tohono O'odham Legislative Council approved the language center's funding request in the amount of \$2,164,562.82 for years 2023-2027. The NSF TEAC Grant is also for years 2023-2027 giving the language center an annual budget of approximately \$1 million dollars toward language reclamation programming through the two funding sources combined.

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

Issue	Discussion	Summary/resolution
Advising	New Hire	Given the surge in enrollment numbers, one more advisor is needed to meet the demand. Ms. Jannon Quannah was hired to cover a new advisor and career specialist position. She will start on September 11, 2023.
Faculty	<ul style="list-style-type: none"> • Welcome back • Professional development 	<ul style="list-style-type: none"> • Welcome-back meetings were conducted with faculty during August 17, 18, and 19 to come up with strategies to revamp assessment practices in preparation for the HLC visit. • A one-year long course is being offered to faculty for professional development. All full time faculty are participating, along with selected adjunct faculty. The professional development will provide student-centered strategies to teach online and in-person courses. The course will launch on September 8, 2023.
Other Updates	<ul style="list-style-type: none"> • Math • Dual Enrollment 	<ul style="list-style-type: none"> • Our Mathematics faculty received training to implement a math course based on reasoning, which was developed by Carnegie. It is called QuantWay and it departs from teaching mathematics as processes to solve a problem to help students with reasoning to find the solution. • We are offering dual enrollment courses in Baboquivari High School and Oasis Intermediate School. We are in conversations to offer dual enrollment to Ha:san Preparatory and to Phoenix Union to serve urban O'odham students.

Liz Zepeda, O'ohana Ki: -
August 2023

Issue	Discussion	Summary/Resolution
The beginning of the semester brought an influx of requests for	<ul style="list-style-type: none"> • Beginning of Semester Orientations 	Library staff assisted with orientations for students and faculty.

students, faculty, and staff.	<ul style="list-style-type: none"> ● Faculty Welcome Week ● GED Conference ● Art Kits 	<p>Student requests involved textbooks and technology. Library staff redirects students to the bookstore. 12 Chromebooks and 4 iPads were checked out to students. There are no more devices to loan which are compatible with the current level of Chrome which is essential to support Canvas.</p> <p>Library Director attended faculty welcome week. Provided an overview of services to faculty.</p> <p>Library staff assisted with student orientations. Staff also assisted with the GED Conference by creating and printing the conference booklet as well as providing sessions on online resources available for GED students and their instructors. A focus was placed on resources available freely online.</p> <p>Library staff assisted with the packing and mailing of over 70 art kits.</p> <p>There were at least 200 visits to O'ohana Ki: during August.</p>
Upgrades and software trainings are in process.	<ul style="list-style-type: none"> ● Technology RE: Library connections ● Connectivity ● Migration ● E-books 	<ul style="list-style-type: none"> ● The cloud-hosted server went live and the library is no longer reliant on a local server. Venito Garcia Library, San Lucy Library, and TOCC O'ohana Ki: are working to coordinate training times regarding migration to the 5.XX version of TLC. ● Students have been asking for e-book access but OverDrive is still in flux. The delay is a form that needs to be filled out by IT in order to move forward with opening the platform. The hope was to have it in place at the start of this semester, but now next semester is the goal.

NSF STEM Grant**Report Month:** August 2023**Submitted by:** Teresa Newberry, Ph.D.

Issue	Discussion	Summary/resolution
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<p>This project is piloting the use of the Man in the Maze Educational Journey to increase student success and resilience in their academic programs.</p>	<p>Work is on-going in using Man in the Maze Educational Journey for student success at TOCC. Work is also on-going to create a video with animation of the Man in the Maze.</p>	<p>Camillus Lopez and Teresa Newberry co-presented on the Man in the Maze work book and using it in courses to all faculty on 8/16. We had a follow up presentation & workshop for the 9 faculty who are implementing it in their courses on 8/25. <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>
<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.</p>	<p>Planning is underway related to TFS Center to develop a TOCC Living Laboratory which will provide practical, hands-on learning at TOCC. Students' professional skills will also be enhanced by placement in internships through partnerships with TON and other agencies.</p>	<p>Teresa and Camillus presented the updated TOCC Living Lab to the BOT on 8/10. The TON Department of Natural Resources received IRB approval of their Tribal Wildlife Grant which includes a collaboration with TOCC for placement of student interns. A planning meeting was held on August 3rd for this project. <i>Goal 3: Promote professional preparedness of students.</i></p>
<p>Support for students during their transitions from TOCC to universities.</p>	<p>Working with UA on 2+2's for Physical and Life Science programs in Health, Environment, and Computer Science</p>	<p>UA's "Walking in STEM program" partner, Dr. K Ogden travelled to TOCC to meet with Dr. L Sujo-Montes and Dr. T Newberry regarding the S_STEM project. There are plans to submit a proposal by February 2024. <i>Goal 4: Support for Transitions from High School to TOCC to Univers</i></p>
<p>Grant Administration</p>	<p>With the approval of the no-cost extension, the NSF annual report became due.</p>	<p>The NSF annual report and evaluator's annual was submitted to Research.gov on 8/2. Still awaiting approval from Program Officer who is behind due to other deadlines.</p>
<p>Create Faculty Learning Community (FLC) with on-going mentoring by education consultants and cultural mentor.</p>	<p>This Maci:dag Wo:g (MW) Faculty Learning Community (FLC) has an active learning group engaged in the development of culturally-centered curriculum projects.</p>	<p>Planning is underway for the 2023-2024 Ma:cidag Wo:g FLC in collaboration with the Faculty Development Committee. <i>This work supports Goal 5: Faculty Support and Development to provide culturally responsive curriculum and Goal 2: Indigenize and transform TOCC STEM curriculum.</i></p>

Student Services Highlights

Dean of Student Services – Yolanda Pacheco

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Student Services	Busy month focused on Admissions and Registration for Fall 2023	1300 + initially enrolled for Fall 2023.

Phoenix Center – Cassandra Scott

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Fall 2023	Updates	Art Faculty teaching virtual 4 courses for Fall 2023. English Adjunct teaching in person WRT101 for Fall 2023. Phone calls to Fall 2023 students for registration & textbook ordering reminders = 176 Phx Technician Billy Tallas resigned 8/18. Working with HR to get position posted as well as part-time student worker.
Visitors	Visitor count June , July, August	June updated= 43, 7 staff July= 34, 8 staff August= 72, 5 staff TOTAL 149
Outreach events = 16	July/August	Native American Connections presentation, NABI College & Career Fair, Phoenix Union HS NAEP/NABI volunteer, Native Forward Scholars Fund Reader, Ft McDowell Yavapai Nation Higher Ed, American Indian College Fund FYE Series, Mesa Public Schools NAEP Back to School event, MPS/Native American Education Program "Indigenous Pathway to Success Expo", Dine Night - Tempe Union Native American Program
Recruitment Mtgs/collaborative = 6		Pop up Art Market planning Oct 2023 Phoenix Indian Center moving plans Dec 2023.

		<p>Tempe Union Native Program Dual Enrollment/IGA discussion.</p> <p>Wellness Initiative (acupuncture/yoga/massage) postponed due to budgetary constraints.</p> <p>AZTransfer School Counselor Workshop.</p> <p>UArizona Native SOAR (Student Outreach Access & Resiliency) mentor/mentee request.</p>
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Disability Consultant – Dr. Anthony Osborn

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Wraparounds	Conducted 8 wraparounds to address student accommodations. Students with very significant disabilities were admitted to the ADA program. The WA committee discussed the students' needs and accommodations were developed.	The students' accommodations were reviewed and determined to still be appropriate. Four new students with diverse, exceptional needs were admitted to the program that required very special accommodations. The Wraparound committee explored specific student accommodations and discussed various ways to meet the students' needs in various settings.

Recruiter – Jai Juan

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Outreach	<ol style="list-style-type: none"> 1. Native American Advancement Foundation Visit 2. San Xavier Co-op Presentation 3. Arizona State University Visit 4. Facebook Required Documents Reminder 	<ol style="list-style-type: none"> 1. Native American Advancement Foundation visited the main campus. I provided an overview of Tohono O'odham Community College, a tour of campus, and help with accessing the online application. 2. San Xavier Co-op requested a presentation and admissions help for their staff. I held an

		<p>information session and answered questions regarding the admissions process.</p> <p>3. Arizona State University's Native American Student Association visited the main campus. I led a tour of campus and gave background on Tohono O'odham Community College.</p> <p>4. Posted an infographic on our Facebook page that reminded the public of the required documents needed for attendance.</p>
Admissions/ Dual Enrollment	<p>1. Dual Enrollment Meeting</p> <p>2. New Student Orientations</p> <p>3. Upload documents received through email and mail</p> <p>4. Answer admissions office phone calls and emails</p>	<p>1. Met with Brandi Espuma and Chandra Claw to get an update on the state of our dual enrollment program.</p> <p>2. Held a virtual and in-person new student orientation for students to meet staff and learn about the college's processes.</p> <p>3. Assisted the admissions team by uploading student documents that were sent to the admissions office.</p> <p>4. Managed the phone and emails while the admissions team processed applications.</p>
Ongoing Projects	<p>1. AICF Digi Project</p> <p>a. Meet with the BHS team</p> <p>b. TOCC team meeting</p>	<p>1.</p> <p>a. Met with BHS admin to discuss the schedule for our in-person sessions. We have four sessions at the high school and three visits scheduled for the students to be on our campus.</p> <p>b. Met with Brandi and Annamarie to discuss the details of the workshop sessions.</p>

Student Success Coordinator – Katherine Gader

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Emails to Students	Welcomed all new and returning students for Fall 2023 and introduced myself.	Via group email I contacted around 800 students and about 160 individually.

	Emailed the unresponsive students from Summer 2023 semester.	
Faculty presentations	Both live and virtual presentations to the Faculty	Explained my role as Student Success Coordinator and what the process is if they have a student of concern.

Dual Enrollment Coordinator – Brandi Espuma

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Fall Dual Enrollment - BHS (18) students - IOHS (8) Fall Concurrent Enrollment - San Carlos High School, Periodt, AZ - Alchesay High School, Whiteriver, AZ		BUSD schools have successfully enrolled and registered 18 students at BHS taking a total of 108 credits in MAT 142H and WRT 101. IOHS school has 11 students applying for TOCC with 8 students moving forward with enrollment in THO 106. Dr. Sujo-Motes was able to create a separate course for students with an instructor Lois Liston. We also had two students enroll for concurrent enrollment at San Carlos High School and Alchesay High School.
IGA Update	BHS and Ha:san have the draft IGA to oversee all new conditions. Next move will be to have the IGA approved by the TOCC board and School Boards	Meetings are being conducted with Ha:san Prep. to be more in-depth for their IGA draft. Waiting for their lawyers for additional feedback.
Interested Schools	Now with students registered for Fall. The main focus will shift to making stronger connections with additional schools within TOCC's parameters such as Tucson and Phoenix. Meetings are currently ongoing with Phoenix schools.	Update and create new marketing material for students and interested schools/districts.

Transition Coordinator – Annamarie Stevens

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
A Students Journey	Student's Showcase-August 4, 2023	12 of the 13 students did a short presentation with an

	<p>Practicum Meetings were held</p> <p>Recruitment will begin in November for the new cohort</p>	<p>hour of a poster session It proved the student's the opportunity to engage guests.</p> <p>I meet with 10 of the 13 students to discuss grades and practicums</p> <p>5 students have to wait to complete their practicum do their GPA being lower than 2.00</p> <p>8 students will start their practicum in the Fall 2023. I will be working on finding placement and reaching out to instructors to see if the practicum can meet internship/practicum/volunteer hours requirements for their degree</p> <p>Host in person and virtual presentation at TOCC main campus, Phoenix campus, and San Carlos Campus</p>
Informational Sessions	<p>UArizona Admission/ITEP presentation</p> <p>College/University Presentations</p> <p>Internships</p>	<p>August 31 st an informational session was held and 7 students attended</p> <p>I will be setting up other presentations each month for various colleges</p> <p>RegisterHER presentation</p>

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

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

Issues/Items	Discussion/ Situation	Summary/Resolution
Workforce and Community Development (WCD)	Certified Nurse Assistant Program (CNA)	We are in the process of getting the needed equipment for the CNA program. Requisitions are in place and we will be receiving the materials soon.
	Tohono Kosin	The Restaurant Manager, the Lead Cook, and the Assistant Cook job positions are posted on the TOCC website. We are going to promote the positions in the Nation so we can find members of the community taking these positions.
	Solar Panel Installer Program	We have only two classes offered for the Solar Installer program this fall. They are AC/DC and basic electricity. There were no students for the Basic Core Skill classes this time. We will promote the program with the good news of having financial aid for the Certificate starting this fall.
National Telecommunications Information Administration (NTIA) Grant	Activities	We are presenting to District councils the objectives of the grant. We had presentations in the San Lucy and S-cuk Du'ag districts. There is a lot of interest from them in participating in the program. The computers are being inventoried and we are getting ready to start the training. We will attend the Chairperson's monthly meeting to present the grant to them. Director Dehpue Zuo and June Starr are in charge of the presentations.
IT Department	IT issues	The IT Director and the IT technician were getting ready for the beginning of the semester. Some projects are coming regarding computer systems and cyberinfrastructure. Another thing we are going to address is the redundancy of the internet connection at TOCC. We had an internet outage for three days at Wişag Koş. We are now looking for alternative connection to the internet besides TOUA if possible.

Land Grant Office of Sustainability	Student Farm Activities	The LGOS team is now supporting the Agroecology and Tohono O'odham Agriculture (ANR111) class that is taking place in person. Labs are hands-on at the Student Learning Farm at Wişag Koş. They are working on having the Agriculture Youth Day this fall working with the Food and Farm working group.
Institutional Effectiveness Office	First IPEDS cycle report and Data requests	The IEO has been working with data requests from the different departments commonly used at the beginning of the semester. Ben Jose, from the IEO, is now working on the first cycle of IPEDS reports. The deadline for the cycle is October 15, 2023.
Administration of Native Americans grant	Geography Information Science (GIS) Department at the Tohono O'odham Nation	Following the main goals of the GEOSmart grant, we are working with the GIS Working Group from the Nation to have a meeting to propose the creation of a new Nation's department. There is a big need for support for managing, storing, and sharing information for the use of GIS in the different Nation's departments. We are taking the lead in the organization of the meeting by providing the space to discuss the need for a new department. The meeting will take place on October 25, 2023, at the Wa:k community building.



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

TO: Tohono O'odham Community College Board of Trustees
 THRU: Paul Robertson, President
 FROM: Sylvia Hendricks, Director of Student Life
 DATE: September 5, 2023
 SUBJECT: Student Life Staff **September 2023** Board Reports

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

Issues/Items	Actions/Assessment
C	<p>Just a few Highlights for the month of August 2023:</p> <ul style="list-style-type: none"> ➤ All Student Life positions have been filled, with the final Wellness Program Specialist starting her position on Monday 9/11/2023. ➤ The month of August is an exciting month as all Student Life areas all prepared for the beginning of the 2023 Fall Session. I worked with all lead personnel as they planned and prepared their areas to welcome all new and returning students. Which you will see in their reports presented. ➤ A Mandatory Security Meeting is scheduled each month. For the August Security Meeting we had a discussion and presentation by IT and a representative from Converge One Company. It was a great presentation on Security cameras. The Director of Student Life and Lead Security are waiting for quotes and we are looking at setting up cameras on the Schuk-Toak and Wisag Kos campuses. We are looking at getting this project done within the next couple of months. ➤ The other project Security discussed and presented was an electronic reporting system. The Student Life Director and Lead Security worked with Ofelia Zepeda on creating an electronic system for Incident reports and Daily Logs. The electronic system is well on its way with the Lead Security doing training with each of the Security Staff as the final phase. ➤ Attended the monthly Board of Trustees Meeting (BOT) and All Staff Meeting. For the month of August the BOT session was combined with the BOT/Admin Retreat which is conducted annually in planning for the Next

	<p>school year and creating expectations for all employees as we move forward and as TOCC grows in enrollment, programs and personnel.</p> <p>➤ Attended all invited meeting, weekly and bi weekly meeting, such as the Admin and Himdag Meetings, etc. I also continue to meet and 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.</p>
Food Program Information	<p>The Food program plan and prepare for the upcoming 2023 Fall Session and has provided meals for some of the department events that occurred during the month of August.</p> <p>The Food program also attended a Nutrition and Meal Planning training with a Nutritionist from the Tohono O’odham Clinic Program with a planned Kitchen Inspection scheduled for later on in September by the same individual along with the Director of Environmental Health also from the clinic.</p> <p>With the new 2023 Fall Session beginning the Food Program has begun providing Breakfast, Lunch and Dinner (for Dorm Students) Monday-Thursday and Breakfast and lunch on Friday.</p>
Community relations and outside college contacts	<p>All areas of Student Life as well as the Athletic/Wellness Program have begun collaborating with other programs on and off the nation and within the TOCC departments, as you will read in this report.</p>

Anne Miguel- Residence Life Coordinator

Key Issues/Items addressed in 2023 August

Issues/Items	Actions/Assessment
Current Residents	<ul style="list-style-type: none"> - The 2023 Fall Session started with 28 students. - A student was injured at home and could not return another student left for Personal reasons. 1 female student arrived late - 27 students are living on campus (15 women and 12 men)
Preparation of physical structures	<ul style="list-style-type: none"> - Minor repairs such as replacement of door knobs, window screens, lights, - The air conditioner was working perfectly until it went out - Repairs are scheduled during the first week of September. - Floors in the dorms were cleaned twice in effort to remove hard water spot floors - Handicap equipment on doors need minor repair to work properly. - All of the dorms and offices were deep cleaned before the students moved in. - The interior and exterior of the dorms has been exterminated twice - Cable connection is in process for the dorms. - Power outages caused dryers to malfunctioning and had to be reset.
Alarm System	<ul style="list-style-type: none"> - Alarm system throughout units needs to be inspected due to continuous beeping - Sprinkler system needs a system inspection. Chief of Operations has

	scheduled the inspection early September.
Residence Life Coordinator position	<ul style="list-style-type: none"> - Residence Life Coordinator met with Student Life Director regularly to update housing repairs, student applications, etc. - Inventory of property in each dormitory was conducted; broken, old items were discarded or donated to Family Preservation. - Recruiting of students for the Resident Program is ongoing. - By the end of the second week in August, 25 students were approved for Residence Program. - Met with TOFD Training Officer to set up fire drills and fire extinguisher training - Assisted students in obtaining internships, part time employment, which has provided opportunities for students to learn and earn funds for themselves. - Collaborated with counselor in transporting a student for medical appointments. - Attended planning meeting for the O'odham Tas for Residence student involvement. - Working with Kitchen Staff to hold cooking demonstrations for students, ordering food for the weekends for dorm students. - Improving time management between administrative duties and other duties to provide adequate services, interaction, assistance for students. - The first Residence meeting with dorm students was scheduled to review the Residence Life Policy. Additional meetings will be held to include Security and Director of Student Life
Residence Assistants	<ul style="list-style-type: none"> - 3 Resident Assistants were selected and received an over view of their duties - Resident Assistants will attend First Aid and CPR training with Security when it becomes available.

Drew Harris- Athletic/Wellness Manager

Key Issues/Items addressed in 2023 August

Issues/Items	Actions/Assessment
Working status	<ul style="list-style-type: none"> a) As on today overall registrants to the Apedag Ki is 125. b) In the month of August 16 new registrants have signed up to the Apedag Ki: c) Overall user traffic in the month of August was 143.
Coaching and Recruiting	<ul style="list-style-type: none"> a) For the 23-24 Cross Country (XC) Season Roster there are 8 student-athletes. 3 Women & 4 Men. 1 student-athlete has left back for home, due to family matters. b) Head and Assistant XC coaches have begun practicing with the new team.
Scheduling	<ul style="list-style-type: none"> a) 2023-2024 XC schedule has been finalized and posted. b) The first XC meet is on September 2. c) The Apedag Ki: Event/Class Schedule has been set and finalized with both Weekly & Monthly Events. d) Personal Training Program has begun. 1on 1 and group training provided.
Academics	<ul style="list-style-type: none"> a) The Residence Life Coordinator, Athletic/Wellness Manager, and the Cross-Country Head Coach met to discuss a plan for Academic accountability amongst the Student-Athletes.

	<p>b) A Study Hall has been discussed for Fridays for the upcoming Fall semester.</p> <p>c) Continuous follow up with runners on classes/credits and class schedule.</p>
Administration	<p>a) Interviews was held and an applicant was chosen for the Wellness Program Specialist position; Alohilani Felix was offered and accepted the position.</p> <p>b) NJCAA Men's & Women's dues have been submitted for payment.</p> <p>c) ACCAC Men's & Women's dues have been submitted for payment.</p> <p>d) XC Meal Travel Money for the entire season has been submitted.</p> <p>e) XC Entry Fees for the George Kyte Classic.</p>
Wellness	<p>The Wellness Program has scheduled the following:</p> <p>a) Zumba/Tai Chi will be a weekly class on Tuesday.</p> <p>b) Aikido will be a weekly class on Wednesday.</p> <p>c) Nutrition Education will be on Thursday or Friday.</p> <p>d) Monthly events still consist of Acupuncture and Massage Therapy.</p> <p>The Annual Wellness event is set for September 8. The planning taking place in August.</p> <p>Wellness Programming for the Phoenix campus was proposed. A proposal for wellness classes to start in the Fall semester is being planned.</p>
Budget/Fundraising	<p>The Athletic/Wellness Manager has requested and is awaiting response the following items:</p> <ul style="list-style-type: none"> - a meeting to discuss fundraising sales of t-shirts, and Concessions for the Apedag Ki. - With the increase of the XC team roster funds are needed for essentials, like hotels, food, etc. - A request was also made to have the \$10,000 that was donated by circle K to the Athletics' program to be added to budget lines.
Outreach/Community Service	<p>a) The Athletics' Program received a request to sponsor a local selected youth who will participate in the All State game. Top players from the throughout the state are nominated. TOCC Athletics' decide to sponsor the youth.</p> <p>b) XC Team will now be open to request from the community to assist in any community event(s).</p>

Valentine Lee- Lead Security

Key Issues/Items addressed in 2023 August

Issues/Items	Actions/Assessment
Student Issue/Disciplines	<ul style="list-style-type: none"> • Only one report for the month of August, it was between a student and college employee at Wişag Koş (West Campus). Unknown if any discipline action was taken.
Incidents reports	<ul style="list-style-type: none"> • One report between college employees and student at Wişag Koş (West Campus). One the 1st of the August
Security Staff	<ul style="list-style-type: none"> • Security is doing a good job checking on the campuses. • Security truck is in the shop. • Security had a meeting on the 25th to go over any issues that may have come up during the month, met with vendor for security cameras. We also met with Liz about getting our logs onto the computer. Updates on upcoming event on S-cuk Du'ag Mascamakud were also provided and discussed.