



Tohono O'odham Kekel Ha-Maşcamakuđ
Board of Trustees Regular Meeting
August 10, 2023
San Xavier Community Building
San Xavier District
In Person & Virtual Meeting

Addendums are attached to the end of this document



Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

August 10, 2023, 9:00 a.m.

San Xavier Community Building, Wa:k Cekşaň, Tucson, Arizona

In Person and Virtual Meeting – Phone, Internet via Zoom

AGENDA

General Matters

Page No.

1. Call to Order / Roll Call
2. Invocation
3. Review and Approval of Agenda
4. Announcements and Upcoming Events
5. Minutes from July 13, 2023 BOT Regular Meeting 02
6. Call to the Audience
7. Coronavirus Update

New Business

1. June 2023 Financials – Dean of Finance 10
2. Human Resources Report – Chief HR Officer
3. Division for Sustainability – Dean for Sustainability
 - Reclassification of Tohono Kosin Job Descriptions 42
 - Restaurant Manager (RM) 43
 - Lead Cook (LC) 46
 - Assistant Cook (AC) 49
4. IT Department – Director of Information Technology
 - Change of Supervision of the Senior Systems Administrator Position 59
5. Education Division – Academic Dean
 - Academic Catalog Policies 68
6. TOCC Living Lab Presentation – Faculty Science Instructor, Senior Cultural Mentor, Adjunct Faculty 83

Reports – by Division and Division Components

1. President, Human Resources, Operations, O'odham Ńi'okĩ Ki:, Apprenticeship Program 84
2. Education Division, O'ohana Ki:, NSF STEM 89
3. Student Services Division
4. Division for Sustainability, Information Technology, Office of Institutional Effectiveness, Workforce and Community Development 91
5. Student Life, Residence Life, Athletics & Wellness, Security 95

General Matters

8. Executive Session

Adjournment



Tohono O'odham Kekel Ha-Maşcamakuđ

TOCC Board of Trustees

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Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

Thursday July 13, 2023

9:00 a.m.

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

In Person / Virtual Meeting

GENERAL MATTERS

1. Call to Order / Roll Call

The Board of Trustees Regular Meeting was Called to Order at 9:06 a.m. by Chairperson Dr. Ofelia Zepeda. There were four (04) members present; One (01) member absent. Quorum established.

Present	Excused Absence	Unexcused Absence	Attendance Time	Board of Trustees
X			9:08 a.m.	Dr. Ofelia Zepeda, Chairperson
X			9:08 a.m.	Bernard Siquieros, Vice-Chairperson
X			9:08 a.m.	Treena Parvello, Secretary
X			9:08 a.m.	Jonas Robles, Elder Member
	X		9:08 a.m.	Mary Bliss, Member
				Administration Members
X			9:08 a.m.	Dr. Paul Robertson, President
X			9:08 a.m.	Dr. Mario Montes-Helu, Dean for Sustainability
X			9:08 a.m.	Joann Miguel, Dean of Finance
X			9:08 a.m.	Yolanda Pacheco, Dean of Student Services
X			9:08 a.m.	Dr. Laura Sujo-Montes, Academic Dean
				Recorder
X			9:08 a.m.	Evan Thomas, Special Assistant to the President
				Guests
X			9:08 a.m.	Camillus Lopez, Senior Cultural Mentor
X			9:08 a.m.	Diana Antone, Financial Aid Manager
X			9:08 a.m.	LeAnn Miles, Office Coordinator, Division for Sustainability

X			9:08 a.m.	Adrienne Rios, Language Specialist
X			9:08 a.m.	Annamarie Stevens, Transition Coordinator
X			9:08 a.m.	Anselmo Ramon, Chair of Workforce & Community Development
X			9:08 a.m.	Billy Tallas, Phoenix Center Site Technician
X			9:08 a.m.	Brandi Espuma, Dual Enrollment Coordinator
X			9:08 a.m.	Cassandra Scott, Phoenix Center Director
X			9:08 a.m.	DZ (Dehpue) Zuo, NTIA Director
X			9:08 a.m.	Deshon Miguel, Director of Information Technology
X			9:08 a.m.	Drew Harris, Athletic and Wellness Manager
X			9:08 a.m.	Ernestine Segundo, Office Coordinator, Apprenticeship Program
X			9:08 a.m.	Frances Benavidez, Program Director, NSF TEAC
X			9:08 a.m.	Ingrid Segundo, Sponsored Projects Director
X			9:08 a.m.	Iris Nez, Bookstore Supervisor
X			9:08 a.m.	Jackson Doe, Apprentice Program Director
X			9:08 a.m.	Jay Juan, Chief of Operations
X			9:08 a.m.	Jenny Narcho, Language Specialist
X			9:08 a.m.	Joseph Renegar, Human Resources Generalist
X			9:08 a.m.	Katherine Gader, Student Success Coordinator
X			9:08 a.m.	Kristin Eberhardt, Project Director, Title III Grant
X			9:08 a.m.	Leslie Luna, Co-Director, O'odham Ñi'okĩ Ki:
X			9:08 a.m.	Mickie Widener, Human Resources Generalist
X			9:08 a.m.	Myriah Cypriano, Administrative Assistant, Student Services
X			9:08 a.m.	Liz (Ofelia) Zepeda, Library Director
X			9:08 a.m.	Pauline Nasewytewa, Workforce & Community Development Advisor
X			9:08 a.m.	Rosemarie Ramon, Project Coordinator, Academics Division
X			9:08 a.m.	Rebecca Valentine, Data Entry Clerk
X			9:08 a.m.	Carmella Ann Pablo, Principal Accountant
X			9:08 a.m.	Jai Juan, Recruiter
X			9:08 a.m.	Sylvia Hendricks, Director of Student Life
X			9:08 a.m.	Xavier Gonzales, Security Guard
X			9:08 a.m.	Aimee Farmer, Chief Human Resources Officer

Executive Summary: TOCC BOT acted on the following at the July 13, 2023 regular meeting:

- Approved the June 08, 2023 TOCC Board of Trustees regular meeting minutes as presented.
- Accepted the May 2023 Financial Report as presented.
- Accepted the Human Resources Report for July 2023 as presented.
- Approved the Human Resources Organizational Chart and Job Description as presented.
- Approved the Certificate and AAS in Management and Supervision programs as presented.
- Approved the Food and Beverage Micro-Certificate program as presented.
- Approved the O'odham Ñi'okĩ Ki: Logo Request as presented.
- Approved the Re-classification of the Wellness Program Coordinator to Wellness Program Specialist as presented.
- Approved the grant proposal to USDA Rural and Community Development as presented.

- Approved to finalize the President job description and have the BOT review and approve at the August 10, 2023 regular board meeting in order to move forward with the Presidential Search Timeline as presented.

2. Invocation

A song and blessing was provided by Jonas Robles.

3. Review and Approval of Agenda

The agenda was reviewed and the following items were added to New Business:

- Grant Proposal to the USDA Rural and Community Development
- Reclassification of the Wellness Program Coordinator to Wellness Program Specialist
- Presidential Search Timeline – Review and Update
- TOCC Board of Trustees Recruitment

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

MOTION: Motion by Bernard Siquieros, Seconded by Treena Parvello to approve the meeting agenda with the added items to New Business.

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

MOTION APPROVED

5. Announcements and Upcoming Events

The monthly All Staff Meeting is scheduled for Friday, July 14 2023, 8:30 a.m., GSK, S-cuk Du'ag Maşcamakuđ, In Person Only, Breakfast to be provided by Administration & Finance Division;

The August 2023 TOCC BOT Regular Meeting and Retreat will be Thursday & Friday August 10-11, 2023, 9:00 a.m. Start both days, San Xavier Community Building;

1st Annual GED Adult Education Conference 2023, Sponsored by the Workforce & Community Development, Thursday & Friday August 17-18, 2023, GSK, S-cuk Du'ag Maşcamakuđ; To register, email pnasewytewa@tocc.edu;

TOCC Showcase at Tucson Indian Center, Wednesday September 20, 2023, 2:00 p.m. – 7:00 p.m. Walkthrough planned for August 08, 2023 2:00 p.m.

The TOCC Administration encourage All Employees to utilize the Apedag Ki; TOCC Staff are allowed the lunch hour plus 30 minutes to workout at the Apedag Ki: facility, S-cuk Du'ag Maşcamakuđ;

TOCC would like to acknowledge and recognize the Youth Workers detailed at our local campuses. The majority of them are from S-cuk Du'ag District. We want to Thank them for the

work they are providing and hope they become familiar with TOCC so they will enroll upon completing high school.

The TOCC Bahidaj Harvest 2023 was held on July 6 – 7, 2023 at Wişag Koş Maşcamakuđ. There was great community participation and a productive harvest. The BOT were each given a jar of si'tol from the event.

6. Minutes from the June 08, 2023 regular meeting of the TOCC Board of Trustees

Minutes from the June 08, 2023 BOT regular meeting were reviewed.

A motion was made to approve the June 08, 2023 TOCC Board of Trustees regular meeting minutes as presented.

MOTION: Motion by Jonas Robles, Seconded by Treena Parvello to approve the June 08, 2023 TOCC Board of Trustees regular meeting minutes as presented.

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

MOTION APPROVED

7. Call to the Audience – None

8. Coronavirus Update – None

NEW BUSINESS

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

Dean Miguel presented the May 2023 Financial Report.

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

MOTION: Motion by Treena Parvello, Seconded by Bernard Siquieros to accept the May 2023 Financial Report as presented.

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

MOTION APPROVED

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

Generalist Renegar reviewed the addendum June 2023 Resource List and introductions were exchanged between the following new hire and the BOT:

- Andrew Francisco, Security Guard
- Michele Rountree – Not in attendance

The Employment Vacancy Activity Log was reviewed. The Employment Statistics information is being updated.

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

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

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

MOTION APPROVED

3. Human Resources Organizational Chart & Job Description – Aimee Farmer, Chief Human Resources Officer

The current and revised Human Resources Organizational Chart and job descriptions were included in the July 2023 board packet and reviewed.

A motion was made to approve the Human Resources Organizational Chart and job descriptions as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Treena Parvello to approve the Human Resources Organizational Chart and job descriptions as presented.

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

MOTION APPROVED

4. New Programs; AAS in Management and Supervision, Certificate in Management and Supervision - Dr. Laura Sujo-Montes, Academic Dean

An assessment of the casino enterprise's current employment needs was discussed with TOCC's Education Division. Recognition and encouragement of its employees and developing a partnership with the enterprise will be assessed after one year. The credits for these programs can be transferred to several degrees.

A motion was made to approve the AAS in Management and Supervision and the Certificate in Management and Supervision as presented.

MOTION: Motion by Treena Parvello, Seconded by Bernard Siquieros to approve the changes in the Computer Literacy Trainer Coordinator to Computer Literacy Instructor/Coordinator as presented.

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

MOTION APPROVED

Pre-Nursing Announcement

Dean Sujo-Montes announced that TOCC will offer a Pre-Nursing degree for the Fall 2023 semester. The information will be available in the college catalog.

5. Food and Beverage Micro-Certificate – Dr. Mario Montes-Helu, Dean for Sustainability

The micro-credential will provide participants with the necessary skills and knowledge to become gainfully employed in the food and beverage industry at the entry level. The Tohono Kosin will be utilized for students to acquire culinary knowledge, technical skills and the national food handler's certification ServSafe necessary to succeed in the field.

A motion was made to approve the Food and Beverage Micro-Certificate program as presented.

MOTION: Motion by Treena Parvello, Seconded by Jonas Robles to approve the Food and Beverage Micro-Certificate program as presented.

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

MOTION APPROVED

6. Logo Proposal Request-O'odham Ñi'okĩ Ki: Program – Leslie Luna, Co-Director; Frances Benavidez, Program Director, NSF TEAC

Co-Director Luna shared the O'odham Ñi'okĩ Ki: (ONK) Program request for a unique program specific logo in order to bring greater visibility to the program's status as an entity of the college and the Tohono O'odham Nation.

Following the approved Branding Guide, the program has received approval by the Division Head - Dr. Robertson, the Himdag Committee and the Communications group.

A motion was made to approve the O'odham Ñi'okĩ Ki: (ONK) Program's request to develop a unique program specific logo and continued use of the TOCC seal as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the O'odham Ñi'okĩ Ki: (ONK) Program's request to develop a unique program specific logo and continued use of the TOCC seal as presented.

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

MOTION APPROVED

7. Protocol for engagement at S-cuk Du'ag Maşcamakuđ – Sylvia Hendricks, Director of Student Life

Director Hendricks reported on a meeting held June 30, 2023 with TOCC Security staff and Lt. Henry, TOPD. Discussed was the recent incidents involving undocumented immigrants at S-cuk Du'ag Maşcamakuđ. A protocol for engagement by TOCC Security was outlined and deterrents suggested to minimize further incidents. The safety of students, staff, faculty and visitors is TOCC's priority.

9. Reclassification of Wellness Program Coordinator to Wellness Program Specialist – Sylvia Hendricks, Director of Student Life

Director Hendricks reviewed the Item Form describing the justification for the reclassification. The Wellness Program Coordinator job description was changed to reflect the reclassification to a Wellness Program Specialist position. This position will promote health and wellness with

students, staff and community members, assist with programming and help with maintaining the Apedag Ki.

A motion was made to approve the reclassification of the Wellness Program Coordinator to Wellness Program Specialist as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the reclassification of the Wellness Program Coordinator to Wellness Program Specialist as presented.

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

MOTION APPROVED

8. Grant Proposal to USDA Rural and Community Development – Dr. Paul Robertson, President

Dr. Robertson reviewed the Grant Proposal Submission Authorization documents provided to the BOT. The funds will be designated to provide furniture and fixtures for the O’odham Ñi’oki Ki: when the building is complete.

A motion was made to approve the grant proposal to the USDA Rural and Community Development as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Treena Parvello to approve the grant proposal to the USDA Rural and Community Development as presented.

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

MOTION APPROVED

10. Presidential Search Timeline: Review and Update – Dr. Paul Robertson, President

Dr. Robertson reviewed the updated Presidential Search Timeline. A consulting firm that has national networks and reach is suggested to be hired in order to obtain highly qualified candidates. A listing of who will participate on the Search Committee and a Draft job description was reviewed. The new TOCC President will start on June 01, 2024.

A motion was made to finalize the President job description and have the BOT review and approve at the August 10, 2023 regular board meeting in order to move forward with the Presidential Search Timeline as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to finalize the President job description and have the BOT review and approve at the August 10, 2023 regular board meeting in order to move forward with the Presidential Search Timeline as presented.

VOTE: 3 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT

MOTION APPROVED

11. TOCC Board of Trustees Recruitment - Discussion

Continued efforts will be pursued to recruit community members to be appointed to the TOCC Board of Trustees. TOCC Administration will send a renewed request/announcement to the Executive Office for public distribution to Nation’s members.

REPORTS – BY DIVISION and DIVISION COMPONENTS

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

1. President, Human Resources, Operations, O’odham Language Center, Apprenticeship Program
2. Education Division, O’ohana Ki:, NSF STEM, Tohono O’odham Studies
3. Student Services Division
4. Sustainability, IT, IE, Workforce and Community Development
5. Student Life, Residence Life, Athletics & Wellness, Security

GENERAL MATTERS

8. Executive Session

The BOT excused the attendees and convened for an Executive Session from 12:12 p.m.

ADJOURNMENT – 1:00 p.m.

A motion was made to adjourn the July 13, 2023 TOCC BOT regular meeting.

MOTION: Motion by Jonas Robles, Seconded by Ofelia Zepeda to adjourn the July 13, 2023 BOT regular meeting.

VOTE: 3 FOR, 0 OPPOSED, 0 ABSTAIN, 2 ABSENT

MOTION APPROVED

INTEROFFICE MEMORANDUM

TO: BOARD OF TRUSTEES, TOHONO O'ODHAM COMMUNITY COLLEGE
FROM: Finance Department
DATE 8/10/2023
AGENDA ITEM: MONTHLY FINANCIAL REPORTS FOR JUNE 30, 2023

EXECUTIVE SUMMARY

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

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

* Bank of America, regular operational checking account	\$ 12,646,799
* Bank of America - TPT Construction Needs	956,574
* Bank of America Capital Campaign	6,550
* Bookstore Cash	12,366
* Petty Cash	<u>100</u>
Cash and cash equivalents in all accounts	\$ 13,622,389

Investments Follow:

* Community Foundation	\$ 392,964
* Wells Fargo Securities, Building/Operating Reserves	<u>1,825,270</u>
Investment total	\$ 2,218,234

Other Assets

Buildings (net of Depreciation)	10,229,032	
Student A/R	104,336	
Grants Receivable	1,610,392	
Inventory	414,615	
Prepays	<u>181,671</u>	
		\$ 12,540,045

Total Assets	<u>\$ 28,380,667</u>
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Recommendation: The President recommends the Board of Trustees accept the financial report for the month ended June 30, 2023.

Operating Ending Cash Balance for June 2023

Bank of America, regular operational checking account	\$ 12,646,799
Less: Restricted Sponsored Projects Net Activity	(11,706,352)
Less: Restricted Student Financial Aid Net Activity	<u>1,114,899</u>
Ending Operating Cash Balance	<u>\$ 2,055,345</u>

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

Assets	(Unaudited) June 30 2023	(Unaudited) May 31 2023	(Audited) June 30, 2022
Bank of America - operating account	\$ 12,646,799	\$ 12,147,827	\$ 13,321,894
Bank of America - TPT Construction Needs	956,574	903,861	516,679
Bank of America - capital campaign account	6,550	6,550	6,550
Bookstore cash	12,366	12,605	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	414,615	406,947	145,281
Prepaid expenses	181,671	167,718	8,431
Wells Fargo Investments - Building and Operating reserves	1,825,270	1,812,907	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 Cashd)	-	-	-
Total Assets	\$ 28,380,667	\$ 27,795,461	\$ 28,198,380
Liabilities and Net Equity			
Accounts payable	\$ 217,283	\$ 98,233	\$ 856,600
Salary related payable	1,480,073	1,317,150	525,435
Deposits/Funds Held for others	29,870	29,870	29,870
Other Payables and Accrued Expenses	(125,432)	(69,290)	86,957
Deferred grant revenue	11,850,560	11,850,560	11,850,560
Total Liabilities	\$ 13,452,355	\$ 13,226,524	\$ 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	3,236,040	2,876,665	3,156,686
Unrestricted Equity	\$ 13,903,187	\$ 13,543,812	\$ 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	\$ 28,380,667	\$ 27,795,461	\$ 28,198,380
*Recap #1			
* Recap Explained of Net Students Accounts Receivable	June 30	May 31	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	June 30	May 31	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 Twelve Months Ended June 30, 2023

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

UNRESTRICTED OPERATING BUDGET				
	Year-to-Date Actual	FY 2023 Annual Budget	Budget Variance	Variance %
Unrestricted revenues:				
Tuition and fees	\$ 121,285	\$ 101,000	\$ 20,285	20%
Student Housing	48,000	82,000	(34,000)	-41%
Legislative Contribution - Tohono O'odham Nation	5,096,045	5,096,045	-	0%
Tribal Community College Act	4,959,735	4,102,000	857,735	21%
Indirect costs recovered on restricted federal grants	48,172	345,000	(296,828)	-86%
Unrestricted gifts and donations	20,691	10,000	10,691	107%
Bookstore sales	239,324	100,150	139,174	139%
Miscellaneous income	22,728	33,000	(10,272)	-31%
Total Unrestricted Revenues	\$ 10,555,980	\$ 9,869,195	\$ 686,785	7%
Unrestricted expenses:				
Educational program services:				
Instruction	\$ 1,975,761	\$ 2,301,433	\$ 325,672	14%
Student services	1,006,150	1,257,907	251,757	20%
Auxiliary enterprises	268,879	523,120	254,241	49%
Supporting services:				
Academic support	320,635	574,981	254,346	44%
Institutional support without Depreciation/Bad Debts	2,186,949	2,282,929	95,980	4%
Facility operations and maintenance	965,172	1,248,786	283,614	23%
Sustainability and Solar	143,345	262,186	118,841	45%
Cultural Liason	30,402	88,245	57,843	66%
Student Life	436,777	500,309	63,532	13%
San Carlos BIE Funds and Tuition and Fees	858,603	809,190	(49,413)	0%
Culinary Arts Program	14,003	91,942	77,939	85%
Grant Match (1117/1526)	82,697	119,873	37,176	31%
Total Unrestricted Expenses	\$ 8,289,373	\$ 10,060,901	\$ 1,771,528	18%
 Unrestricted excess (deficiency) w/o Bad Debts/Depreciation	 \$ 2,266,608	 \$ (191,706)	 \$ 2,458,314	

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

**Note: Remaining Budget Target for
Operational expenses is 0%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
INSTRUCTION				
Instruction - 1100				
Compensation	\$ 1,505,030	\$ 1,582,106	\$ 77,076	5%
Employee related expenses	257,300	388,698	131,398	34%
Employee tuition waivers	-	1,500	1,500	100%
Travel and training	6,541	20,000	13,459	67%
Mileage	1,758	3,800	2,042	54%
Per Diem	50		(50)	0%
Commuter Allowance	2,721	3,600	879	24%
Consultant Fees	7,520	4,200	(3,320)	-79%
Education Supplies	3,422	11,000	7,578	69%
Office Supplies	4,027	4,000	(27)	-1%
Art program Supplies	28,843	10,000	(18,843)	-188%
Meeting expense	3,819	5,000	1,181	24%
Subscriptions/Periodicals	2,314	5,000	2,686	54%
Furniture & Fixtures	-	1,000	1,000	100%
	<u>\$ 1,823,346</u>	<u>\$ 2,039,904</u>	<u>\$ 216,558</u>	<u>11%</u>
Work Force Comm Development - 1500				
Compensation	\$ 109,030	\$ 133,450	\$ 24,420	18%
Employee related expenses	31,218	92,429	61,211	66%
Travel & Training	1,153	3,000	1,847	62%
Registrations	-	1,500	1,500	100%
Commuter Allowance	1,800	1,800	0	0%
Advertising & Promotion	-	1,000	1,000	100%
Consultant Fees	-	5,500	5,500	100%
Education Supplies	69	2,500	2,431	97%
Office supplies	1,530	600	(930)	-155%
Meeting Expense	878	2,000	1,122	56%
Guest Speakers/Honorariums	2,150	12,000	9,850	82%
Stipends	300	-	(300)	0%
Minor Equipment	88	1,000	912	91%
	<u>\$ 148,215</u>	<u>\$ 256,779</u>	<u>\$ 108,564</u>	<u>42%</u>
ABE-GED - 1800				
Travel/training	\$ 1,800	\$ 2,500	\$ 700	28%
Registrations	2,400	500	(1,900)	-380%
Memberships	-	500	500	100%
Education Supplies	-	500	500	100%
Office Supplies	-	375	375	100%
Other Office Supplies	-	375	375	100%
	<u>\$ 4,200</u>	<u>\$ 4,750</u>	<u>\$ 550</u>	<u>12%</u>
TOTAL INSTRUCTION	<u>\$ 1,975,761</u>	<u>\$ 2,301,433</u>	<u>\$ 325,672</u>	<u>14%</u>

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

**Note: Remaining Budget Target for
Operational expenses is 0%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
STUDENT SERVICES				
Student services - 5100				
Compensation	\$ 558,681	\$ 572,387	\$ 13,706	2%
Employee related expenses	136,739	222,996	86,257	39%
Recruiting	12,514	18,000	5,486	30%
Employee tuition waivers	-	1,800	1,800	100%
Travel and training	16,322	30,000	13,678	46%
Mileage	1,268	750	(518)	-69%
Registrations	350	1,950	1,600	82%
Commuter Allowance	5,207	1,800	(3,407)	-189%
Graduation	8,463	10,000	1,537	15%
Printing	1,255	3,300	2,045	62%
Memberships	-	1,205	1,205	100%
Advertising	-	4,900	4,900	100%
Comm/student events	1,660	13,000	11,340	87%
Consultant Fees	11,500	10,000	(1,500)	-15%
Education supplies	244	2,500	2,256	90%
Office supplies	620	4,500	3,880	86%
Meeting expense	740	3,000	2,260	75%
Promotional	-	1,500	1,500	100%
Furniture and Fixtures	3,215	5,094	1,879	37%
Office Equipment	-	3,200	3,200	100%
	<u>\$ 758,779</u>	<u>\$ 911,882</u>	<u>\$ 153,103</u>	<u>17%</u>
Financial aid office - 5200				
Compensation	\$ 141,992	\$ 163,528	\$ 21,536	13%
Employee related expenses	47,307	63,411	16,104	25%
Travel and training	3,350	8,000	4,650	58%
Registrations	45	2,000	1,955	98%
Memberships	490	1,000	510	51%
Office supplies	492	1,000	508	51%
	<u>\$ 193,677</u>	<u>\$ 238,939</u>	<u>\$ 45,262</u>	<u>19%</u>
Residence Life - 5400				
Compensation	\$ 29,463	\$ 44,930	\$ 15,467	34%
Employee related expenses	11,973	15,056	3,083	20%
Travel and training expense	211	2,000	1,789	89%
Mileage	-	200	200	100%
Registration expenses	-	500	500	100%
Communications	116	-	(116)	0%
Memberships	-	300	300	100%
Advertising	-	500	500	100%
Comm/student events	947	4,000	3,053	76%
Office supplies	-	600	600	100%
Meeting Expense	-	1,000	1,000	100%
Custodial Expenses	3,975	4,000	25	1%

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

**Note: Remaining Budget Target for
Operational expenses is 0%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
Subscriptions/periodicals	159	4,000	3,841	96%
Stipends	7,000	9,000	2,000	22%
Furniture & Fixtures	(151)	20,000	20,151	101%
	<u>\$ 53,694</u>	<u>\$ 106,086</u>	<u>\$ 52,392</u>	<u>49%</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>\$ 1,006,150</u>	<u>\$ 1,257,907</u>	<u>\$ 251,757</u>	<u>20%</u>
AUXILIARY ENTERPRISES				
Athletics - 5300				
Compensation	\$ 64,414	\$ 109,721	\$ 45,307	41%
Employee related expenses	27,291	47,786	20,495	43%
Recruiting Expense	586	2,000	1,414	71%
Printing	5,581	-	(5,581)	0%
Travel	1,580	6,000	4,420	74%
Machinery/Equipment Repairs	-	7,000	7,000	100%
Vehicle Rental	1,406	4,000	2,594	65%
Fuel	-	2,000	2,000	100%
Hotel	-	5,000	5,000	100%
Uniform/Retail Purchases	3,949	8,000	4,051	51%
Meals	3,828	7,000	3,172	45%
Memberships	8,235	10,000	1,765	18%
Advertising & Promotion	3,458	7,500	4,042	54%
Consultant Fees	9,671	12,000	2,329	19%
On Travel Medical	-	3,000	3,000	100%
Other Professional Fees	1,795	11,000	9,205	84%
Office Supplies	1,557	2,500	943	38%
Tuition Waivers	-	25,000	25,000	100%
Contracts/Subcontracts	14,646	18,000	3,354	19%
Program Supplies	6,074	20,000	13,926	70%
Archery Expense	-	10,000	10,000	100%
	<u>\$ 154,072</u>	<u>\$ 317,507</u>	<u>\$ 163,435</u>	<u>51%</u>
Bookstore - 9100				
Compensation	\$ 87,413	\$ 84,200	\$ (3,213)	-4%
Employee related expenses	16,818	43,913	27,095	62%
Tuition Waivers	-	200	200	100%
Cost of Goods Sold-Retail	-	60,000	60,000	100%
Office supplies	5,796	4,300	(1,496)	-35%
Promotional	4,780	13,000	8,220	63%
	<u>\$ 114,807</u>	<u>\$ 205,613</u>	<u>\$ 90,806</u>	<u>44%</u>
TOTAL AUXILIARY ENTERPRISES	<u>\$ 268,879</u>	<u>\$ 523,120</u>	<u>\$ 254,241</u>	<u>49%</u>

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

**Note: Remaining Budget Target for
Operational expenses is 0%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
ACADEMIC SUPPORT				
Academic support - 1200				
Compensation	\$ 136,993	\$ 138,708	\$ 1,715	1%
Employee related expenses	31,487	85,517	54,030	63%
Employee Tuition Waivers	-	400	400	100%
Travel and training	1,354	2,500	1,146	46%
Registrations	-	1,000	1,000	100%
Memberships	-	1,000	1,000	100%
Advertising	-	2,000	2,000	100%
Community Student Events	2,480	8,000	5,520	69%
Consultant fees	1,150	2,500	1,350	54%
Education Supplies	160	1,000	840	84%
Office supplies	-	1,000	1,000	100%
Meeting Expense	2,639	2,000	(639)	-32%
Contracts/Subcontracts	5,194	25,000	19,806	79%
Promotional	1,500	900	(600)	-67%
	<u>\$ 182,957</u>	<u>\$ 271,525</u>	<u>\$ 88,568</u>	<u>33%</u>
Library - 4130				
Compensation	\$ 66,170	\$ 156,830	\$ 90,660	58%
Employee related expenses	19,654	67,234	47,580	71%
Travel and training	1,800	2,000	200	10%
Registrations	-	150	150	100%
Commuter Allowance	757	1,800	1,043	58%
Memberships	-	160	160	100%
Consultant Fees	15,700	15,600	(100)	-1%
Office supplies	-	5,000	5,000	100%
Meeting expenses	-	400	400	100%
Subscriptions/periodicals	22,813	30,719	7,906	26%
Contracts/subcontracts	8,744	13,963	5,219	37%
Promotional	-	600	600	100%
Office equipment	-	4,000	4,000	100%
Library collection	2,040	5,000	2,960	59%
	<u>\$ 137,678</u>	<u>\$ 303,456</u>	<u>\$ 165,778</u>	<u>55%</u>
TOTAL ACADEMIC SUPPORT	<u>\$ 320,635</u>	<u>\$ 574,981</u>	<u>\$ 254,346</u>	<u>44%</u>

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

**Note: Remaining Budget Target for
Operational expenses is 0%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
INSTITUTIONAL SUPPORT				
President's office - 6100				
Compensation	\$ 171,834	\$ 164,837	\$ (6,997)	-4%
Employee related expenses	48,253	49,802	1,549	3%
Student related travel	-	2,000	2,000	100%
Travel and training	70	1,000	930	93%
Mileage	291	400	109	27%
Registrations	-	1,000	1,000	100%
Printing	49	-	(49)	0%
Car Allowance	7,356	7,200	(156)	-2%
Office supplies	41	500	459	92%
Meeting expenses	-	2,000	2,000	100%
	<u>\$ 227,894</u>	<u>\$ 228,739</u>	<u>\$ 845</u>	<u>0%</u>
Himdag - 6150				
Comm/Student/Events	\$ 1,850	\$ 2,000	\$ 150	7%
Meeting Expense	478	700	223	32%
	<u>\$ 2,328</u>	<u>\$ 2,700</u>	<u>\$ 372</u>	<u>14%</u>
Board of Trustees - 6190				
Trustee fees	\$ 21,461	\$ 14,000	\$ (7,461)	-53%
Travel and training	727	4,500	3,773	84%
Mileage	3,829	2,500	(1,329)	-53%
Office Supplies	117	-	(117)	0%
Communications	960	900	(60)	-7%
Meeting expenses	4,935	7,500	2,565	34%
	<u>\$ 32,029</u>	<u>\$ 29,400</u>	<u>\$ (2,629)</u>	<u>-9%</u>
Institutional Effectiveness - 1300				
Compensation	\$ 54,444	\$ 53,392	\$ (1,052)	-2%
Employee related expenses	13,201	16,335	3,134	19%
Travel and training	96	1,000	904	90%
Mileage	-	200	200	100%
Registrations	-	200	200	100%
Vehicle Rental	-	250	250	100%
Office Supplies	-	100	100	100%
Office Equipment	-	300	300	100%
	<u>\$ 67,742</u>	<u>\$ 71,777</u>	<u>\$ 4,035</u>	<u>6%</u>
Administration & Finance - 6200				
Compensation	\$ 342,325	\$ 403,800	\$ 61,475	15%
Employee related expenses	93,387	169,065	75,678	45%
Employee Tuition Waivers	-	650	650	100%
Travel and training	-	1,000	1,000	100%

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

**Note: Remaining Budget Target for
Operational expenses is 0%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
Mileage	-	100	100	100%
Registrations	-	250	250	100%
Commuter Allowance	4,990	5,400	411	8%
Auditing	59,000	72,500	13,500	19%
Office supplies	4,593	4,000	(593)	-15%
Meeting expenses	-	400	400	100%
Contracts/subcontracts	221,245	109,200	(112,045)	-103%
Bank Charges	2,972	4,500	1,528	34%
	<u>\$ 728,512</u>	<u>\$ 770,865</u>	<u>\$ 42,353</u>	<u>5%</u>

General support services - 6300

Benefits Unemployment	\$ 7,086	\$ 20,000	\$ 12,914	65%
Postage & Delivery	29,195	12,000	(17,195)	-143%
Insurance	180,034	165,000	(15,034)	-9%
Memberships	7,471	40,000	32,529	81%
Legal Fees	33,342	50,000	16,658	33%
Late Fees and Charges	141	-	(141)	0%
Meeting expenses	2,045	5,000	2,955	59%
Contracts/Subcontracts	95	-	(95)	0%
Subscriptions & Periodicals	1,375	2,000	625	31%
Promotional	906	4,000	3,094	77%
	<u>\$ 261,690</u>	<u>\$ 298,000</u>	<u>\$ 36,310</u>	<u>12%</u>

IT - 6350

Compensation	\$ 161,391	\$ 168,176	\$ 6,785	4%
Employee related expenses	68,301	92,682	24,381	26%
Employee Tuition Waivers	-	600	600	100%
Travel and training	1,282	3,000	1,718	57%
Registrations	-	3,000	3,000	100%
Communications	121,684	232,720	111,036	48%
Machine Equip Repairs and Service	4,876	15,000	10,124	67%
Building Repair and Maint	1,725	-	(1,725)	0%
Memberships	-	730	730	100%
Consultant Fees & Expenses	62,280	33,000	(29,280)	-89%
Licenses and fees	108,585	39,686	(68,899)	-174%
Office supplies	482	500	18	4%
Meeting Expense	-	150	150	100%
Contracts/subcontracts	149,567	68,373	(81,194)	-119%
Other Equipment & Tools	3,362	20,000	16,638	83%
Office Equipment	-	3,500	3,500	100%
Computer Related Items	29,434	20,000	(9,434)	-47%
	<u>\$ 712,970</u>	<u>\$ 701,117</u>	<u>\$ (11,853)</u>	<u>-2%</u>

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

**Note: Remaining Budget Target for
Operational expenses is 0%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
Human resources - 6700				
Compensation	\$ 124,547	\$ 111,080	\$ (13,467)	-12%
Employee related expenses	20,417	41,840	21,423	51%
Recruiting	-	1,289	1,289	100%
Employee Tuition Waivers	-	200	200	100%
Travel and training	-	6,718	6,718	100%
Registrations	50	4,580	4,530	99%
Commuter Allowance	1,390	1,800	410	23%
Memberships	150	904	754	83%
Advertising	4,533	6,570	2,037	31%
Other professional fees	2,591	4,990	2,399	48%
Office supplies	108	360	252	70%
	<u>\$ 153,786</u>	<u>\$ 180,331</u>	<u>\$ 26,545</u>	<u>15%</u>
TOTAL INSTITUTIONAL SUPPORT	<u>\$ 2,186,949</u>	<u>\$ 2,282,929</u>	<u>\$ 95,980</u>	<u>4%</u>
OPERATIONS AND MAINTENANCE - 7100				
Compensation	\$ 462,832	\$ 468,179	\$ 5,347	1%
Employee related expenses	118,095	208,416	90,321	43%
Employee tuition waivers	-	350	350	100%
Travel and training	-	2,000	2,000	100%
Commuter Allowance	1,800	1,800	0	0%
Vehicle & Building R&M	5,286	25,000	19,714	79%
Auto expenses	1,784	20,000	18,216	91%
Vehicle rental	74,457	110,000	35,543	32%
Building Rent	126,088	114,311	(11,777)	-10%
Utilities	99,278	180,230	80,952	45%
Office supplies	93	1,000	907	91%
Custodial expense	14,695	17,500	2,805	16%
Contracts/subcontracts	60,764	100,000	39,236	39%
TOTAL OPERATIONS AND MAINTENANCE	<u>\$ 965,172</u>	<u>\$ 1,248,786</u>	<u>\$ 283,614</u>	<u>23%</u>
SUSTAINABILITY - 5160				
Compensation	\$ 114,903	\$ 118,539	\$ 3,636	3%
Employee related expenses	20,389	34,190	13,801	40%
Employee Tuiiton Waivers	-	500	500	100%
Travel and training	301	2,000	1,699	85%
Mileage	-	500	500	100%
Registrations	20	500	480	96%
Commuter Allowance	1,869	1,800	(69)	-4%
Advertising & Promotion	-	500	500	100%
Office supplies	409	1,500	1,091	73%
Meeting Expense	1,400	500	(900)	-180%
Contracts/Subcontracts	-	1,000	1,000	100%
TOTAL SUSTAINABILITY	<u>\$ 139,290</u>	<u>\$ 161,529</u>	<u>\$ 22,239</u>	<u>14%</u>

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

**Note: Remaining Budget Target for
Operational expenses is 0%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
Solar Program (5161)				
Compensation	\$ -	\$ 61,650	\$ 61,650	100%
Employee related expenses	-	33,507	33,507	100%
Employee Tuition Waivers	-	300	300	100%
Travel and training	-	500	500	100%
Mileage	-	200	200	100%
Registrations	-	500	500	100%
Machine Equipment Repairs	-	1,000	1,000	100%
Memberships	-	500	500	100%
Consultants	-	1,000	1,000	100%
Office supplies	4,055	100	(3,955)	-3955%
Meeting Expense	-	300	300	100%
Subscriptions/Periodicals	-	300	300	100%
Guest Speakers	-	300	300	100%
Office Equipment	-	500	500	100%
TOTAL SOLAR	\$ 4,055	\$ 100,657	\$ 96,602	96%
TOTAL SUSTAINABILITY AND SOLAR	\$ 143,345	\$ 262,186	\$ 118,841	45%
CULTURAL LIAISON - 6160				
Compensation	\$ 19,840	\$ 66,895	\$ 47,055	70%
Employee related expenses	10,562	20,350	9,788	48%
Community & Student Events	-	1,000	1,000	100%
TOTAL CULTURAL LIAISON	\$ 30,402	\$ 88,245	\$ 57,843	66%
STUDENT LIFE - 5150				
Compensation	\$ 354,608	\$ 345,948	\$ (8,660)	-3%
Employee related expenses	75,559	112,711	37,152	33%
Employee Tuition Waivers	-	250	250	100%
Travel and training	58	2,500	2,442	98%
Registrations	-	600	600	100%
Commuter Allowance	1,800	1,800	0	0%
Advertising and Promotion	544	-	(544)	0%
Community & Student Events	2,191	2,000	(191)	-10%
Office supplies	-	1,500	1,500	100%
Meeting Expense	-	500	500	100%
Contracts/Subcontracts	576	1,500	924	62%
Program Supplies	64	6,000	5,936	99%
Student Meals	1,377	25,000	23,623	94%
TOTAL STUDENT LIFE	\$ 436,777	\$ 500,309	\$ 63,532	13%

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

**Note: Remaining Budget Target for
Operational expenses is 0%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
SAN CARLOS - 6900				
Cost of Goods Sold	\$ -	\$ 32,230	\$ 32,230	100%
Tuition & Fees	-	52,880	52,880	100%
ISC BIE Annual Funds	858,603	724,080	(134,523)	-19%
TOTAL SAN CARLOS	<u>\$ 858,603</u>	<u>\$ 809,190</u>	<u>\$ (49,413)</u>	<u>-6%</u>
CULINARY ARTS PROGRAM - 1498				
Compensation	\$ 12,966	\$ 55,620	\$ 42,654	77%
Employee related expenses	1,037	15,247	14,210	93%
Employee Tuition Waivers	-	300	300	100%
Travel and training	-	1,000	1,000	100%
Mileage	-	425	425	100%
Registrations	-	300	300	100%
Printing	-	250	250	100%
Reg Mach/Equipment Repairs	-	5,000	5,000	100%
Licenses and Fees	-	3,000	3,000	100%
Education Supplies	-	10,500	10,500	100%
Office Supplies	-	300	300	100%
TOTAL CULINARY ARTS PROGRAM	<u>\$ 14,003</u>	<u>\$ 91,942</u>	<u>\$ 77,939</u>	<u>85%</u>
Grant Match (1117/1526)	\$ 82,697	\$ 119,873	\$ 37,176	31%
TOTAL UNRESTRICTED	<u>\$ 8,289,373</u>	<u>\$ 10,060,901</u>	<u>\$ 1,771,528</u>	<u>18%</u>

TOHONO O'ODHAM COMMUNITY COLLEGE

Restricted Budget Activity

For the Twelve Months Ended June 30, 2023

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

	Grant			
	Revenues/Expenses-to-Date		Remaining	Remaining
	Actual	Budget		
SPONSORED PROJECTS				
AT&T TCU/High School Completion Project B - AICF - (1111)				
(10/20/16 - Until Expended)				
Restricted revenues:				
Grant from other sources	\$ 184,000	\$ 184,000	\$ -	0%
Restricted expenses:				
Compensation	4,445	36,190	31,745	88%
High School tutors	-	1,500	1,500	100%
College Mentors	-	4,000	4,000	100%
Parent Liaison	-	500	500	100%
Travel/professional Development	55,296	15,650	(39,646)	-253%
Transportation	6,080	5,650	(430)	-8%
Printing and Marketing	3,577	9,400	5,823	62%
Meeting Expenses	10,244		(10,244)	0%
Tuition/Programming	29,006	39,210	10,204	26%
Stipends	3,600	3,000	(600)	-20%
Contracts/Subcontracts	41,804	-	(41,804)	0%
Program Supplies	5,728	10,900	5,172	47%
Honorariums/Speakers	-	5,000	5,000	100%
Student Incentives & Awards	6,000	6,000	-	0%
Total Restricted Expenses	165,780	137,000	(28,780)	-21%
Excess (deficiency)	\$ 18,220	\$ 47,000	\$ 28,780	
NSF -TCUP Pathways to Indigenous STEM - 1114				
(9/1/18 - 8/31/23) 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	933,232	1,243,273	310,041	25%
Employee Related Benefits	158,131	254,730	96,599	38%
Travel/Professional Development/Re	19,346	43,200	23,854	55%
Memberships	1,750	1,800	50	3%
Consultants	174,490	200,000	25,510	13%
Materials & Supplies	17,814	47,800	29,986	63%
Publication Costs/Documentation/Di	-	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	1,604,918	2,501,346	896,428	36%
Excess (deficiency)	\$ (322,414)	\$ 12,932	\$ (2,128,202)	

	Actual	Grant Budget	Remaining Budget	Remaining %
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	442,925	496,047	53,122	11%
Employee Related Benefits	92,171	138,894	46,723	34%
Travel/professional Development	8,595	25,188	16,593	66%
Commuter Allowance	4,403	-	(4,403)	0%
Advertising & Promotion	850	-	(850)	0%
Tuition/Books	5,501	18,189	12,688	70%
Communication Data Service	-	14,400	14,400	100%
Office Supplies/Program Support	109,885	188,847	78,962	42%
Meeting Expenses	3,853	-	(3,853)	0%
Indirect Costs Charged to TOCC Me	-	235,335	235,335	100%
Other Equipment & Tools	-	-	-	0%
Computers/GIS Devices/Printer	64,334	64,200	(134)	0%
Total Restricted Expenses	<u>732,516</u>	<u>1,181,100</u>	<u>448,584</u>	<u>38%</u>
Excess (deficiency)	<u>\$ (482,390)</u>	<u>\$ 18,900</u>	<u>\$ (1,398,458)</u>	

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	<u>139,496</u>	<u>96,570</u>	<u>(42,926)</u>	<u>-44%</u>
Excess (deficiency)	<u>\$ 27,704</u>	<u>\$ 72,060</u>	<u>\$ 41,496</u>	

Dollar General GED Language & Writing Dev (1121)
(Until all Funds Expended)

Restricted revenues:				
Grant from other sources	\$ 170,450	\$ 170,450	\$ -	0%
Restricted expenses:				
Compensation	32,140	48,264	16,124	33%
Employee related expenses	2,392	3,999	1,607	40%
Mileage	4,615	4,440	(175)	-4%
Communications	4,101	2,400	(1,701)	-71%
Registrations/Professional Dev/Merr	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	<u>151,915</u>	<u>170,450</u>	<u>18,535</u>	<u>11%</u>
Excess (deficiency)	<u>\$ 18,535</u>	<u>\$ -</u>	<u>\$ (18,535)</u>	

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
TO Nation TOCC Language Center (1124) (3/1/20 - 2/28/23)				
Grant from other sources	\$ 900,000	\$ 900,000	\$ -	0%
Restricted expenses:				
Compensation	667,283	598,680	(68,603)	-11%
Employee Related Benefits	159,765	179,172	19,407	11%
Commuter Allowance	10,443	-	(10,443)	0%
Consultants	14,940	45,000	30,060	67%
Office & Technical Supplies	1,069	10,400	9,331	90%
Meeting Expense	4,668		(4,668)	0%
Participant Support	250		(250)	0%
Program Meals/Supplies/Honorariur	6,208	15,000	8,792	59%
Computer Equipment	3,964	-	(3,964)	0%
Total Restricted Expenses	868,590	848,252	(20,338)	-2%
Excess (deficiency)	\$ 31,410	\$ 51,748	\$ 20,338	

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	64,751	8,500	(56,251)	-662%
Employee related expenses	4,953	500	(4,453)	-891%
Travel (Field Trips)/Professional Dev	2,790	6,100	3,310	54%
Communications (Hot Spots)	40	2,480	2,440	98%
Memberships	85	-	(85)	0%
Mileage	-	6,000	6,000	100%
Education Materials/Supplies /Testir	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	130,644	50,000	(80,644)	-161%
Excess (deficiency)	\$ 16,356	\$ -	\$ 177,644	

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	-	-	-	0%
Communications (Hot Spots)	-	-	-	0%
Meeting Expense	4,040	-	(4,040)	0%
Mileage	-	-	-	0%
Education Materials/Supplies /Testir	6,138	-	(6,138)	0%
Computer Equipment	-	-	-	0%
Awards & gifts	-	75,000	75,000	100%
Total Restricted Expenses	10,178	150,000	139,822	93%
Excess (deficiency)	\$ 64,822	\$ -	\$ (214,822)	

AICF Faculty Professional Development (1129) (11/7/22 - 7/31/2023)				
Restricted revenues:				
Grant from other sources	\$ 7,000	\$ 7,000	\$ -	0%
Restricted expenses:				
Profesional Development	4,000	7,000	3,000	43%
Total Restricted Expenses	4,000	7,000	3,000	43%

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
Excess (deficiency)	\$ 3,000	\$ -	\$ (3,000)	

	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	15,277	441,580	426,303	97%
Employee related expenses	(911)	158,970	159,881	101%
Travel	4,480	2,400	(2,080)	-87%
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	19,077	1,912,357	1,893,280	99%
Excess (deficiency)	\$ (19,077)	\$ -	\$ (3,805,637)	
NEH/ATALMA RevitalizeTO Oral History (1150)				
3/1/2022 - 2/28/2023				
Restricted revenues:				
Grant from other sources	\$ -	\$ 49,790	\$ (49,790)	-100%
Restricted expenses:				
Compensation	2,042	23,328	21,286	91%
Employee Related Expenses	156	2,135	1,979	93%
Consultants	-	19,800	19,800	100%
Indirect Costs	-	4,527	4,527	100%
Total Restricted Expenses	2,199	49,790	47,591	96%
Excess (deficiency)	\$ (2,199)	\$ -	\$ (97,381)	
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	4,970	146,360	141,390	97%
Employee Related Expenses	635	46,250	45,615	99%
Travel	134	12,045	11,911	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	-	33,830	33,830	100%
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	5,738	1,000,000	994,262	99%
Excess (deficiency)	\$ (5,738)	\$ 0	\$ (1,994,262)	
NEHCultural 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	

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
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%
Promtion/Advertising	704	-	(704)	0%
Meetings	3,153	3,429	276	8%
Other Poessional 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/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)	(0)
Excess (deficiency)	\$ (1,103)	\$ -	\$ 1,103	
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)	

	Actual	Grant Budget	Remaining Budget	Remaining %
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)	

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, 2022)				
Restricted revenues:				
Grant from other sources	\$ 162,234	\$ 300,000	\$ (137,766)	-46%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	9,142	175,000	165,858	95%
Mileage	-	5,000	5,000	100%
Supplies/Other Porgram Cost	-	25,000	25,000	100%
Consultants/Contracts	2,530	95,000	92,470	97%
Total Restricted Expenses	11,672	300,000	288,328	96%
Excess (deficiency)	\$ 150,562	\$ 125,000	\$ (303,624)	

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
Better Way Foundation (1303)				
Program Revenue and Costs				
(January 01, 2022- December 31, 2022)				
Restricted revenues:				
Federal government grants	\$ 50,400	\$ 80,400	\$ (30,000)	-37%
Restricted expenses:				
Travel	3,875	13,000	9,125	70%
Mileage	-	2,000	2,000	100%
Postage and Delivery	-	1,000	1,000	100%
Printing	-	13,000	13,000	100%
Promotion Advertising	-	2,592	2,592	100%
Professional Fees	11,114	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)	
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)	
AZ TPT State Construction Needs Funding - (1400)				
(July 1, 2017 - June 30, 2037)				
Restricted revenues:				
State government grants	\$ 1,722,232	\$ 3,120,000	\$ (1,397,768)	-45%
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)	\$ 677,022	\$ -	\$ (3,472,558)	

	Actual	Grant Budget	Remaining Budget	Remaining %
Workforce Development - (1401) (July 1, 2017 - June 30, 2021)				
Restricted revenues:				
State government grants	\$ 1,357,469	\$ 897,810	\$ 459,659	51%
Restricted expenses:				
Compensation	199,776	-	(199,776)	0%
Employee related expenses	64,519	-	(64,519)	0%
Commuter Allowance	2,014	-	(2,014)	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	4,167	-	(4,167)	0%
Stipends	175,522	-	(175,522)	0%
Training	21,608	-	(21,608)	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	<u>1,482,976</u>	<u>897,810</u>	<u>(585,166)</u>	<u>-65%</u>
Excess (deficiency)	\$ <u>(125,507)</u>	\$ <u>-</u>	\$ <u>1,044,826</u>	

Univ of AZ NASA Space Grant - (1402) (12/14/16 -12/13/22)				
Restricted revenues:				
State government grants	\$ 35,500	\$ 29,500	\$ 6,000	20%
Restricted expenses:				
Stipends	3,000	-	(3,000)	0%
Program Supplies	<u>24,116</u>	<u>29,500</u>	<u>5,384</u>	<u>18%</u>
Total Restricted Expenses	<u>27,116</u>	<u>29,500</u>	<u>2,384</u>	<u>8%</u>
Excess (deficiency)	\$ <u>8,384</u>	\$ <u>-</u>	\$ <u>3,616</u>	

Univ of AZ Diversity Planning Grant - (1404) (9/1/18 - 8/31/22)				
Restricted revenues:				
State government grants	\$ 25,000	\$ 40,000	\$ (15,000)	-38%
Restricted expenses:				
Program Supplies	-	-	-	0%
Contracts/Subcontracts	<u>32,560</u>	<u>40,000</u>	<u>7,440</u>	<u>19%</u>
Total Restricted Expenses	<u>32,560</u>	<u>40,000</u>	<u>7,440</u>	<u>19%</u>
Excess (deficiency)	\$ <u>(7,560)</u>	\$ <u>-</u>	\$ <u>(22,440)</u>	

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
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	162,316	129,000	(33,316)	-26%
Employee related expenses	24,219	40,764	16,545	41%
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	282,823	321,206	38,383	12%
Excess (deficiency)	\$ 33,015	\$ (6,000)	\$ (37,751)	
NIFA Equity Planting the Seeds of Culture & Food 1421)				
(9/1/2022 - 8/31/2026)				
Restricted revenues:				
Federal government grants	\$ -	\$ 157,142	\$ (157,142)	-100%
Restricted expenses:				
Compensation	5,034	69,038	64,004	93%
Employee related expenses	1,788	20,449	18,661	91%
Commuter Allowance	138	20,449	20,311	99%
Indirect	-	33,408	33,408	100%
Consultants	-	3,200	3,200	100%
Materials	-	11,049	11,049	100%
Stipends	-	20,000	20,000	100%
Total Restricted Expenses	6,961	177,593	170,632	96%
Excess (deficiency)	\$ (6,961)	\$ (20,451)	\$ (327,774)	
BIE TCU Facilities & Improvements (1430) PL 116-260 (1430)				
(4/15/2020 -6/30/2024)				
Restricted revenues:				
Federal government grants	\$ 857,142	\$ 857,142	\$ -	0%
Restricted expenses:				
Construction Supplies	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	187,470	857,142	669,672	78%
Total Restricted Expenses	354,273	857,142	502,869	59%
Excess (deficiency)	\$ 502,869	\$ -	\$ (502,869)	

	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	1,916	-	(1,916)	0%
Vehicle Rental	30,918	-	(30,918)	0%
Promotion/Advertising	23,227	36,000	12,773	35%
Consultants/Professionals	148,035	86,677	(61,358)	-71%
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	<u>271,861</u>	<u>243,073</u>	<u>(28,788)</u>	<u>-12%</u>
Excess (deficiency)	<u>\$ 42,820</u>	<u>\$ -</u>	<u>\$ 100,396</u>	

NIFA Education Sustainable Tomorrow - (20-1508)				
(Sept 1, 2018- Aug 31, 2022)				
Restricted revenues:				
Federal government grants	\$ 185,279	\$ 442,259	\$ (256,980)	-58%
Restricted expenses:				
Compensation	154,146	315,345	161,199	51%
Employee related expenses	25,525	40,165	14,640	36%
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	<u>207,572</u>	<u>443,865</u>	<u>236,293</u>	<u>53%</u>
Excess (deficiency)	<u>\$ (22,293)</u>	<u>\$ (1,606)</u>	<u>\$ (493,273)</u>	

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	<u>170,131</u>	<u>166,200</u>	<u>(3,931)</u>	<u>-2%</u>
Excess (deficiency)	<u>\$ (170,131)</u>	<u>\$ -</u>	<u>\$ (162,269)</u>	

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
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 Improvement	121,284	99,975	(21,309)	-21%
Total Restricted Expenses	121,284	99,975	(21,309)	-21%
Excess (deficiency)	\$ (121,284)	\$ -	\$ (78,666)	

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)	

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	175,363	99,528	(75,835)	-76%
Employee Related Benefits	151,588		(151,588)	0%
Travel/ Per Diem/ Lodging/Registrat	1,053	2,198	1,145	52%
Youth Programs	-	8,000	8,000	100%
Other Participant/trainee Support Cc	-	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	379,337	177,238	(202,099)	-114%
Excess (deficiency)	\$ (177,791)	\$ -	\$ 226,407	

NIFA Extension Capacity Bldg Together III - (20-1541)
(Sept 1, 2018- Aug. 31, 2022)

Restricted revenues:				
Federal government grants	\$ 323,449	\$ 660,000	\$ (336,551)	-51%
Grant from other sources	1,500	1,500	-	0%
Restricted expenses:				
Compensation	416,237	283,000	(133,237)	-47%
Employee related expenses	81,618	65,980	(15,638)	-24%
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	7,114	6,120	(994)	-16%
Total Restricted Expenses	520,374	372,620	(147,754)	-40%
Excess (deficiency)	\$ (195,425)	\$ 288,880	\$ (188,797)	

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
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	12,214	17,253	5,039	29%
Consultants	-	3,200	3,200	100%
Total Restricted Expenses	27,312	246,000	218,688	89%
Excess (deficiency)	\$ (27,312)	\$ -	\$ (464,688)	
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)	
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 /consultant:	91,490	-	(91,490)	0%
Equipment and Construction Costs	-	129,000	129,000	100%
Total Restricted Expenses	91,490	129,000	37,511	29%
Excess (deficiency)	\$ (91,490)	\$ -	\$ (166,511)	
2018 USDA TCI E Campus Solar Project Match (10-1622)				
Restricted expenses:				
Equipment and Construction Costs	6,450	6,450	-	0%
Total Restricted Expenses	6,450	6,450	-	0%
Excess (deficiency)	\$ (6,450)	\$ (6,450)	\$ -	
2020 USDA TCI Wellness Ctr (20-1628)				
(9/11/20- 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)	

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
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	921,006	1,520,000	598,994	39%
Employee related expenses	226,085	420,000	193,915	46%
Travel Expense	-	86,000	86,000	100%
Commuter Allowance	4,910	-	(4,910)	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	<u>1,548,627</u>	<u>6,559,520</u>	<u>5,010,893</u>	<u>76%</u>
Excess (deficiency)	<u>\$ (253,125)</u>	<u>\$ -</u>	<u>\$ (10,274,911)</u>	

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	<u>1,232,127</u>	<u>4,655,008</u>	<u>3,422,881</u>	<u>74%</u>
Excess (deficiency)	<u>\$ (507,000)</u>	<u>\$ -</u>	<u>\$ (7,352,762)</u>	

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	<u>-</u>	<u>5,581,278</u>	<u>5,581,278</u>	<u>100%</u>
Excess (deficiency)	<u>\$ 5,581,278</u>	<u>\$ -</u>	<u>\$ (5,581,278)</u>	

	Actual	Grant Budget	Remaining Budget	Remaining %
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)	
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	41,172	12,285	(28,887)	-235%
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	152,986	108,000	(44,986)	-42%
Excess (deficiency)	\$ 44,858	\$ -	\$ (44,858)	
Great Lakes - Paid Internship - (1726)				
(5/1/17 - 10/31/19)				
Restricted revenues:				
Grant from other sources	\$ 49,105	\$ 100,000	\$ (50,895)	-51%
Restricted expenses:				
Student Employment Salary and tax	20,844	75,000	54,156	72%
Consulting	3,480	23,000	19,520	85%
Meeting expense	-	1,000	1,000	100%
Promotion	-	1,000	1,000	100%
Total Restricted Expenses	24,324	100,000	75,676	76%
	\$ 24,781	\$ -	\$ (24,781)	
Project Success Ascendium (1727)				
Emergency Aid/Paid Internship				
(Jan 1, 2020 - Sept 30, 2020)				
Restricted revenues:				
Grant from other sources	\$ 48,584	\$ 169,000	\$ (120,416)	-71%
Restricted expenses:				
Administrative Costs Emergency Aid	-	9,000	9,000	100%
Administrative Costs Paid Internship	-	30,000	30,000	100%
Student Funds Emergency Aid	10,815	30,000	19,185	64%
Stipends	4,946	-	(4,946)	0%
Office Supplies	424	-	(424)	0%
Student Funds Paid Internship	-	100,000	100,000	100%
Meeting Expense	543	-	(543)	0%
Total Restricted Expenses	16,728	169,000	152,272	90%
Excess (deficiency)	\$ 31,856	\$ -	\$ (31,856)	

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
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	19,320	-	(19,320)	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	263,880	4,910,968	4,647,088	95%
Excess (deficiency)	\$ 6,282,246	\$ -	\$ (6,282,246)	
TOTAL RESTRICTED EXPENSES				
Restricted revenues:				
Federal government grants	\$ 18,361,583	\$ 29,290,406	\$ (10,928,823)	-37%
State government grants	3,456,039	4,402,516	(946,477)	-21%
Grant from other sources	2,307,505	5,472,955	(3,165,450)	-58%
Total Restricted Revenues	\$ 24,125,127	\$ 39,165,877	\$ (15,040,750)	-38%
Restricted expenses:	\$ 12,418,775	\$ 38,703,897	26,285,122	68%
Excess (deficiency)	\$ 11,706,352	\$ 461,980	\$ (11,244,372)	

	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	-	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)	
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	748,843	395,552	(353,291)	-89%
Total Restricted Expenses	750,631	400,737	(349,894)	(1)
Excess (deficiency)	156,964	(157,833)	(314,797)	
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	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	13,381	-	(13,381)	0%
Meeting Expense	5,718	-	(5,718)	0%
Custodial and Cleaning Expenses	150,218	-	(150,218)	0%
CARES ACT Higher Ed Emergency	2,775,888	-	(2,775,888)	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%

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
Computer Equipment	702,687	-	(702,687)	0%
Awards and Gifts	45,500	-	(45,500)	0%
Grants to or expenditures for TOCC	-	6,669,499	6,669,499	100%
Total Restricted Expenses	5,285,881	7,001,292	1,715,411	25%
Excess (deficiency)	\$ (1,268,566)	\$ -	\$ 1,268,566	

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

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

PELL -21- 8030 (July 1, 2021 - June 30)

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	1,651,702	1,100,000	(551,702)	-50%
Total Restricted Expenses	1,653,325	1,100,000	(553,325)	-50%
Excess (deficiency)	\$ 4,957	\$ -	\$ (4,957)	

TOTAL STUDENT FINANCIAL AID

Restricted revenue:				
Federal government grants	5,675,597	8,106,992	\$ (2,431,396)	-30%
Scholarship Award	927,595	252,904	674,691	267%
	\$ 6,603,192	\$ 8,359,896	\$ 1,756,705	21%
Restricted expenses	7,718,090	8,517,729	799,639	9%
Excess (deficiency)	\$ (1,114,899)	\$ (157,833)	\$ 957,066	

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: MARIO MONTES-HELU, DEAN FOR SUSTAINABILITY, AND ANSELMO RAMON, CHAIR OF WORKFORCE AND COMMUNITY DEVELOPMENT.

FROM: PAUL ROBERTSON, PRESIDENT

SUBJECT: **TOHONO KOSIN RESTAURANT MANAGER, LEAD COOK, AND ASSISTANT COOK POSITIONS**

DATE: AUGUST 3, 2023

CC: AIMEE FARMER HUMAN RESOURCES

Background: TOCC has been working diligently to have the Tohono Kosin ready to be opened. In preparation for that event, we need to hire the personnel to be able to manage it. We will offer the Food and Beverage micro-credential at the Kosin as a way to provide training for job opportunities for members of the Tohono O'odham Nation.

Justification: As a full-service restaurant, the Tohono Kosin will need the staff for it to work properly. We need a restaurant manager to manage the front end of the Kosin. We also need a Lead Cook that will perform the following duties: provide the on the job learning (OJL) for the micro-credential; develop the menus; and oversee the kitchen staff. The Assistant Cook will assist the Lead Cook in preparing the food and keeping the kitchen up and running. This team of people will allow us to provide the food for the restaurant and to provide a safe environment for the students at the Kosin.

Action Requested: We request the BOT to approve the job descriptions for a Restaurant Manager, Lead Cook, and Assistant Cook.

Recommendation: Recommend approval.

Attachments: Tohono Kosin Manager, Lead Cook, Lead Cook, and Assistant Cook new job descriptions. We included the changes from the original Restaurant Manager Instructor and Culinary Arts Instructor (approved by the Board in December 2021) to the new Restaurant Manager and Lead Cook positions. Also, addition of the Tohono Kosin unit as part of the Workforce and Community Development organizational chart.



TOHONO O'ODHAM COMMUNITY COLLEGE

JOB ANNOUNCEMENT

Job Title: Tohono Kosin Restaurant Manager (RM)
Reports to: Chair of Workforce and Community Development
Status: Full-time/ Regular/ Exempt
Salary: \$60,000 Annual (DOE)

SUMMARY:

The Tohono Kosin (Desert Kitchen) Restaurant Manager (RM) will manage the startup and operation of a full-service restaurant in Sells, Arizona. The RM will supervise the full-time Lead Cook and provide the environment for the Food and Beverage micro-credential students and student interns who aid in the full range of operations of the Tohono Kosin. RM duties include hiring and training restaurant staff, addressing restaurant concerns and solve problems, and creating work schedules for restaurant staff. The RM will supervise the front-end of the restaurant. The RM will need to know about traditional O'odham food and culinary practices or will have to learn about those practices and apply them in the Kosin.

ESSENTIAL DUTIES:

- Manage the overall operations of the Tohono Kosin;
- Supervise the Lead Cook of the Tohono Kosin.
- Purchasing, inventory control, budgeting, scheduling, ensuring safety and sanitation, and other functions necessary for the operation of a full-service restaurant;
- Coordinate day-to-day front end business operations;
- Create detailed reports on a weekly, monthly and annual basis that include revenues and expense reports;
- Enforce security measures at the restaurant so that the safety of our employees and guests are always maintained;
- Responsible for ensuring that transactions for payment will be handled electronically;
- Maintain proper employee records and documentation per company standards and federal, state, and local ordinances;
- Licenses and certificates and building codes up to date
- Be able to work nights, weekends, and holidays as required;
- 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;
- Perform other duties of a similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

Associate Degree in Business, Hospitality, Culinary Arts or related field, and two years restaurant management experience with casual dining or full-service restaurants. A High School Diploma with similar experience may be considered. A Bachelor's degree is preferred.

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

- Bachelor's degree from four-year college or university on Hospitality, Management, or Business and at least one year of managerial experience;
- Familiarity with Tohono O'odham food and culture;
- Ability to speak the O'odham language.

LICENSING REQUIREMENTS

- Valid Arizona Driver's license with no DUI's or major traffic offenses within the past three years.
- ServSafe, local and state certifications, or the ability to obtain those, is required.
- Must successfully pass a background check and fingerprint clearance.
- Obtain First Aid and CPR certification within three months of hire.

KNOWLEDGE:

- Systems such as Microsoft Office, Aloha, HotSchedules, and Optimum Control Inventory Management System experience;
- Managerial principles and practices;
- Applicable federal, state, and local laws and regulations;
- Policy and procedure development and implementation.

SKILLS:

- Extensive food and beverage knowledge, with an ability to remember and recall ingredients and dishes to inform customers and staff;
- Proven customer service experience as a manager;
- Familiarity with restaurant management software;
- Strong leadership, motivational and people skills;
- Strong financial management skills.

Physical Requirements:

- Ability to work around hot equipment (pizza oven, grill, fryer, etc.) and in cold temperatures (walk-in freezer and refrigerator);
- Ability to move around the restaurant and through tight spaces;
- Ability to walk or stand for up to ten (10) hours;
- Climb or balance, and talk or hear. Occasionally required to stoop, kneel, crouch, or crawl and taste or smell;
- Lift and/or move up to 25 pounds and frequently lift and/or move up to ten (10) pounds;
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision and depth perception.

○

WORK ENVIRONMENT:

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

BENEFITS:

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

HOW TO APPLY

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

**TOHONO O'ODHAM COMMUNITY COLLEGE
ATTENTION: HUMAN RESOURCES
P.O. BOX 3129
SELLS AZ 85634
VOICE (520) 479-3207
FAX (520) 383-0029**

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

BOT approved:



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Tohono Kosin Lead Cook (LC)
Reports To: Restaurant Manager
Status: Full time/ Regular/ Non-Exempt
Salary: \$57,000 DOE

SUMMARY: The Tohono Kosin in Sells, AZ is looking for a lead cook (LC) who will provide food of high nutritious quality in a safe and clean atmosphere. The LC will provide the on the job learning (OJL) for students of the Food and Beverage micro-certificate program. LC will develop menus and direction and will oversee the kitchen staff and make sure that the restaurant runs smoothly through each service. LC will delegate tasks to the assistant cook from food preparation to wiping down the work surfaces after service. The LC requires a culinary degree or extensive professional chef experience.

ESSENTIAL DUTIES:

- Provide the OJL for students of the Food and Beverage micro-certificate program;
- Plans out for breakfast/lunch menus on a weekly basis;
- Request update the inventory to the Kosin Manager;
- Prepares food and oversees the functioning of the other kitchen staff;
- Assumes responsibility for checking that all equipment in the kitchen area is in safe working condition and notifies the Manager when repairs or replacement are needed;
- Supervises kitchen personnel in the safe, proper and efficient use of all kitchen equipment;
- Maintains records on food and supplies purchased and used;
- Purchase and maintain an inventory of all foods, supplies, and equipment; security of food and supplies;
- Demonstrate and ensures the cleaning of kitchen, serving, storage, and dining areas;
- Directs sanitation procedures at the Kosin;
- The lead cook will 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.
- Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Associate Degree in Culinary Arts or related field
- Training and experience in the food industry or equivalent
- SafeServ certified
- A proficiency in preparation of large quantities of food

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 contemporary issues facing Native peoples.

LICENSING REQUIREMENTS:

- Valid Arizona Driver's license with no DUI's or major traffic offenses within the past year.
- Possess a Food Handlers Card.

KNOWLEDGE:

- Knowledge of good dietary practices;
- Pedagogy for the on the job learning (OJL);
- Demonstrates attention to detail and follows through on commitments; Maintains confidentiality;
- Manages difficult or emotional customer situations;
- Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds effectively to questions;
- Safe work practices;
- Ability to read and interpret documents such as procedures manuals, operating, and maintenance instructions;
- Work independently with minimal direction.

SKILLS:

- Using a computer and related software applications;
- Interpreting and applying applicable laws, rules, regulations, policies, and procedures;
- Implementing initiatives including healthy diet initiatives;
- Provide customer service;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the public, etc. sufficient to exchange or convey information and to receive work direction.

WORK ENVIRONMENT:

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

BENEFITS:

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

HOW TO APPLY

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

**TOHONO O'ODHAM COMMUNITY COLLEGE
ATTENTION: HUMAN RESOURCES
P.O. BOX 3129**

**SELLS, AZ 85634
VOICE (520) 383-0049
FAX (520) 383-0029**

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BOT Approval:



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Tohono Kosin Assistant Cook (AC)
Reports To: Restaurant Lead Cook
Status: Full time/ Regular/ Non-Exempt
Salary: \$17.00-\$20.00 an hour DOE

SUMMARY: The Tohono Kosin in Sells, AZ is looking for an assistant cook (AC) who will assist the Lead Cook to provide food of high nutritious quality in a safe and clean atmosphere at the Tohono Kosin restaurant in Sells, AZ. AC will work with the Lead Cook in preparing food and manage the kitchen sanitation by cleaning the kitchen area, washing dishes and utensils and ensuring that the Lead Cook has everything required to run the kitchen efficiently.

ESSENTIAL DUTIES:

- Assist with preparation of food and the functions of the Kitchen;
- Will work with the Lead Cook on the responsibility for checking that all equipment in the kitchen area is in safe, working condition and notifies the manager and Lead Cook when repairs or replacement are needed;
- Maintains records on food and supplies purchased and used;
- Purchase and maintain an inventory of all foods, supplies, and equipment; security of food and supplies;
- Ensures the cleaning of kitchen, serving, storage, and dining areas;
- Follow sanitation procedures;
- Provide kitchen assistance in the operation of the Tohono Kosin
- The assistant cook will support the T-So:son (Our Core Values) including T-Wohocudag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together;
- Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Must have a high school diploma or equivalent.
- Training and experience in the food industry or equivalent
- Proficiency in preparation of large quantities of food.

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 contemporary issues facing Native peoples.

LICENSING REQUIREMENTS:

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

- Possess a Food Handlers Card.

KNOWLEDGE:

- Must have the ability to communicate effectively with students, faculty, staff and community members in a professional and courteous manner;
- Customer service principles; responds promptly to customer needs and solicits customer feedback to improve service;
- Knowledge of good dietary practices;
- Demonstrates attention to detail and follows through on commitments; Maintains confidentiality;
- Manages difficult or emotional customer situations;
- Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds effectively to questions;
- Safe work practices;
- Ability to read and interpret documents such as procedures manuals, operating, and maintenance instructions;
- Work independently with minimal direction.

SKILLS:

- Using a computer;
- Interpreting and applying applicable laws, rules, regulations, policies, and procedures;
- Implementing public relations initiatives;
- Provide customer service;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, and the public.

WORK ENVIRONMENT:

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

BENEFITS:

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

HOW TO APPLY

Applications are available on line at www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of two (2) references (name, position, organization and work phone numbers). 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) 383-0029

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BOT Approval:



TOHONO O'ODHAM COMMUNITY COLLEGE

JOB ANNOUNCEMENT [MM1] [MM2]

Job Title: Tohono Kosin Restaurant Manager/~~Instructor (RMI (RM))~~
Reports to: Chair of ~~Academic Programs~~, Workforce and Community Development
Status: Full-time/ Regular/ Exempt
Salary: \$5560,000 Annual (DOE)

SUMMARY:

The Tohono Kosin (Desert Kitchen) Restaurant Manager/~~Instructor (RMI (RM))~~ will manage the startup and operation of a full-service restaurant in Sells, Arizona ~~and will simultaneously provide On the Job Learning (OJL) for high school and college students enrolled in Tohono O'odham Community College's (TOCC) Culinary Arts certificate programs.~~

The ~~RMIR~~ will supervise the full-time ~~Culinary Arts Instructor/chef~~ Lead Cook and ~~culinary arts~~ provide the environment for the Food and Beverage micro-credential students, and student interns who aid in the full range of operations of the Tohono Kosin.

RM duties include hiring and training restaurant staff, addressing restaurant concerns and solve problems, and creating work schedules for restaurant staff. The ~~RMIR~~ will supervise the front-end of the restaurant. The RM will need to know about traditional O'odham food and culinary practices or will have to learn about those practices and apply them in the Kosin.

ESSENTIAL DUTIES:

- Manage the overall operations of the Tohono Kosin;
- ~~Supervise the Culinary Arts Instructor/Chef and high school and college students pursuing the Culinary Arts Certificate Programs of TOCC;~~
 - Supervise the Lead Cook of the Tohono Kosin.
- Purchasing, inventory control, budgeting, scheduling, ensuring safety and sanitation, and other functions necessary ~~to~~for the operation of a full-service restaurant;
- Coordinate day-to-day front end business operations ~~in unison with the Culinary Arts Chef/Instructor to facilitate teaching and hands on training in the facility;~~
- Create detailed reports on a weekly, monthly and annual basis that include revenues and expense reports;
- Enforce ~~appropriate~~ security measures at the restaurant so that the safety of our employees and guests are always maintained;
- Responsible for ensuring that transactions for payment will be handled electronically;
- Maintain proper employee records and documentation per company standards and federal, state, and local ordinances;
- Licenses and certificates and building codes up to date
- Be able to work nights, weekends, and holidays as required;
- Support the T-Šo:son (Our Core Values) including T- Wohocudadag – Our Beliefs, T- Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together;
- Perform other duties of a similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

Associate Degree in Business, Hospitality, Culinary Arts or related field, and two years restaurant management experience with casual dining or full-service restaurants. A High School Diploma with similar experience may be considered. A Bachelor's degree is preferred.

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

- Bachelor's degree from four-year college or university on Hospitality, Management, or Business and at least one year of managerial experience;
- Familiarity with Tohono O'odham food and culture;
- Ability to speak the O'odham language.

LICENSING REQUIREMENTS

- Valid Arizona Driver's license with no DUI's or major traffic offenses within the past three years.
- ServSafe, local and state certifications, or the ability to obtain those, is required.
- Must successfully pass a background check and fingerprint clearance.
- Obtain First Aid and CPR certification within three months of hire.

KNOWLEDGE:

- Systems such as Microsoft Office, Aloha, HotSchedules, and Optimum Control Inventory Management System experience;
- Managerial principles and practices;
- Applicable federal, state, and local laws and regulations;
- Policy and procedure development and implementation.

SKILLS:

- Extensive food and beverage knowledge, with an ability to remember and recall ingredients and dishes to inform customers and staff;
- Proven customer service experience as a manager;
- Familiarity with restaurant management software;
- Strong leadership, motivational and people skills;
- Strong financial management skills.

Physical Requirements:

- Ability to work around hot equipment (pizza oven, grill, fryer, etc.) and in cold temperatures (walk-in freezer and refrigerator);
- Ability to move around the restaurant and through tight spaces;
- Ability to walk or stand for up to ten (10) hours;
- Climb or balance, and talk or hear. Occasionally required to stoop, kneel, crouch, or crawl and taste or smell;
- Lift and/or move up to 25 pounds and frequently lift and/or move up to ten (10) pounds;
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision and depth perception.

WORK ENVIRONMENT:

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

BENEFITS:

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

HOW TO APPLY

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

TOHONO O'ODHAM COMMUNITY COLLEGE
ATTENTION: HUMAN RESOURCES
P.O. BOX 3129
SELLS AZ 85634
VOICE (520) 479-3207
FAX (520) 383-0029

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BOT approved:



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Culinary Arts Chef/Instructor/Tohono Kosin Lead Cook (LC)
Reports to: Restaurant Manager/Instructor
Status: Full-time/ Regular/ Non-Exempt
Salary: \$57,000 Annual (DOE ??)

SUMMARY: Tohono O'odham Community College (TOCC) is seeking a Culinary Arts Instructor/Chef who will develop, lead and oversee a culinary program that includes a certificate and an Associate of Applied Science in Culinary Arts. The Culinary Instructor/Chef will develop curriculum, teach courses that involve both theory and practice, and oversee the development and operation of a food service business that provides On the Job Learning (OJL) for TOCC college students and dual enrollment students in addition to needed classroom instruction.

SUMMARY: The Tohono Kosin in Sells, AZ is looking for a lead cook (LC) who will provide food of high nutritious quality in a safe and clean atmosphere. The LC will provide the on the job learning (OJL) for students of the Food and Beverage micro-certificate program. LC will develop menus and direction and will oversee the kitchen staff and make sure that the restaurant runs smoothly through each service. LC will delegate tasks to the assistant cook from food preparation to wiping down the work surfaces after service. The LC requires a culinary degree or extensive professional chef experience.

ESSENTIAL DUTIES:

- Develop and manage a food service business in Sells, Arizona that provides an opportunity for culinary students to acquire the needed (OJL) On the Job Learning hours toward certificates and degrees as well as teaching the theoretical basis for the culinary arts, including nutrition and compliance with food service industry regulations;
 - Coordinate all aspects of a TOCC culinary program including purchasing and inventory of equipment, maintaining budget and spending records;
 - Develop a curriculum in culinary arts that includes the integration of traditional foods that are grown and gathered within the boundaries of the Tohono O'odham Nation;
 - Maintain good relations with the community;
 - Work nights and weekends as required;
- Support
- Provide the OJL for students of the Food and Beverage micro-certificate program;
 - Plans out for breakfast/lunch menus on a weekly basis;
 - Request update the inventory to the Kosin Manager;
 - Prepares food and oversees the functioning of the other kitchen staff;
 - Assumes responsibility for checking that all equipment in the kitchen area is in safe working condition and notifies the Manager when repairs or replacement are needed;
 - Supervises kitchen personnel in the safe, proper and efficient use of all kitchen equipment;
 - Maintains records on food and supplies purchased and used;
 - Purchase and maintain an inventory of all foods, supplies, and equipment; security of food and supplies;
 - Demonstrate and ensures the cleaning of kitchen, serving, storage, and dining areas;
 - Directs sanitation procedures at the Kosin;
 - The lead cook will support the T-So:son (Our Core Values) including T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together;

- ~~Perform~~ Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- ~~Bachelor's degree~~ Associate Degree in Culinary Arts or a combination of education related field
- ~~Training and experience and certifications in the field~~ food industry or equivalent
- ~~SafeServ certified~~
- ~~A proficiency in preparation of large quantities of~~ culinary arts food

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

- ~~Experience as a chef~~
- ~~Experience starting and/or running a business~~
- ~~Ability to speak and understand O'odham~~ and/or Spanish
- ~~Knowledge and understanding of the history and contemporary issues facing Native peoples~~
- ~~Experience handling financial aspects of a business;~~
- ~~Experience working with Native American communities.~~

LICENSING REQUIREMENTS:

- ~~Valid Arizona Driver's license with no~~ DUI's ~~DUI's~~ or major traffic offenses within the past three years year.
- ~~ServSafe, local and state certifications, or the ability to obtain those, is required~~
- ~~Must successfully pass a background check and fingerprint clearance~~
- ~~Obtain First Aid and CPR certification within three months of hire.~~
- Possess a Food Handlers Card.

KNOWLEDGE:

- ~~Culinary Arts;~~
- ~~Managerial principles and~~
- Knowledge of good dietary practices;
- ~~Applicable federal, state, and local laws and regulations~~
- ~~Policy and procedure development and implementation.~~
- Pedagogy for the on the job learning (OJL);
- Demonstrates attention to detail and follows through on commitments; Maintains confidentiality;
- Manages difficult or emotional customer situations;
- Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds effectively to questions;
- Safe work practices;
- Ability to read and interpret documents such as procedures manuals, operating, and maintenance instructions;
- Work independently with minimal direction.

SKILLS:

- ~~Direct, monitor, administer, and evaluate a culinary program;~~
- ~~Work effectively in a team environment;~~
- Teach fundamental skills Using a computer and related software applications;
- Interpreting and develop and motivate college and high school students;
- ~~Develop and teach courses in culinary arts;~~
- Interpret and apply applying applicable laws, rules, and regulations including health regulations policies, and procedures;
- ~~Communicate effectively with students and with staff;~~
- Use Microsoft suite software as it relates to database management, planning and organizing student schedules and assignments;

- ~~Use educational software~~ Implementing initiatives including Canvas-healthy diet initiatives;

Physical Requirements:

- ~~Use Microsoft suite software as it relates to database management, planning and organizing student schedules and assignments;~~
- ~~Use educational software including Canvas.~~
- ~~Ability to work around hot equipment (pizza oven, grill, fryer, etc.) and in cold temperatures (walk-in freezer and refrigerator);~~
- ~~Ability to move around the restaurant and through tight spaces;~~
- ~~Ability to walk or stand for up to ten (10) hours;~~
- ~~Climb or balance, and talk or hear. Occasionally required to stoop, kneel, crouch, or crawl and taste or smell;~~
- ~~Lift and/or move up to 25 pounds and frequently lift and/or move up to ten (10) pounds;~~
- ~~Specific vision abilities required include close vision, distance vision, color vision, peripheral vision and depth perception.~~
- Provide customer service;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the public, etc. sufficient to exchange or convey information and to receive work direction.

WORK ENVIRONMENT:

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

BENEFITS:

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

HOW TO APPLY

Applications are available online on line at www.toce.edu- www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of three references (name, position, organization and work phone numbers), and three two (2) letters of recommendation dated within the past 24 twelve months. If claiming Indian Preference

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

TOHONO O'ODHAM COMMUNITY COLLEGE

ATTENTION: HUMAN RESOURCES

P.O. BOX 3129

SELLS, AZ 85634

VOICE (520) 479-2300 383-0049

FAX (520) 383-0029

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BOT approval:

Approval:



TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: MARIO MONTES-HELU, DEAN FOR SUSTAINABILITY, AND DESHON MIGUEL, DIRECTOR OF INFORMATION TECHNOLOGY

FROM: PAUL ROBERTSON, PRESIDENT

SUBJECT: **CHANGE OF SUPERVISION OF THE SENIOR SYSTEMS ADMINISTRATOR POSITION**

DATE: AUGUST 4, 2023

CC: AIMEE FARMER, HUMAN RESOURCES

Background: The Information Technology Department (IT) has been adapting to the needs of the college and preparing for future challenges in computer systems and cybersecurity. Also, the department has worked on streamlining the support of students, faculty, and staff on their IT needs.

Justification: More and more we depend on the computer systems for all activities of the college: from the online application to our student information system, Jenzabar, and our learning management system, Canvas. However, our cybersecurity infrastructure needs to be strengthened to avoid suffering a cyber-ransom attack. At present, the Director of Information Technology is supporting many systems, but we need a specific position for this purpose. The Board of Trustees approved the Senior System Administrator (SSA) in March 2022; later, BOT approved the Director position. We are requesting that the SSA position moves under the supervision of the director. We are removing the Technical Support Manager position so we can support the hiring of a SSA with the approved IT budget.

Action Requested: We request the BOT 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.

Recommendation: Recommend approval.

Attachments: New and old job description and the new organizational chart.



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Senior Systems Administrator
Reports To: Dean for Sustainability
Status: Full-time/ Regular/ Exempt
Salary: \$60,000 annual

SUMMARY: The Senior System Administrator (SSA) is responsible for the performance, integrity, and security of the information systems databases. The SSA provides technical expertise in the design, implementation, and maintenance of database management systems that support institutional business, learning, teaching, and student applications. Additional responsibilities include reporting, data input and output, technology management, and end-user training and support.

ESSENTIAL DUTIES:

- Provide support with databases in Jenzabar, Canvas, and other systems and assist the IT team with new product testing, implementation, and training;
- Supports multiple software systems throughout the College;
- Collaborate with and offer insights to various internal teams;
- Administer and support Microsoft, Canvas, Jenzabar, Infomaker, PowerFAIDS, Survey Monkey, Azure, and related technologies.
- Make requested changes, updates and modifications to database structure and data ensuring database security, integrity, stability and system availability.
- Develop and implement project plans, risk assessment and contingency plans;
- Define and document best practices and support procedures;
- Maintain inventory and asset configuration documentation;
- System support to students, staff and guest of TOCC and other IT team members;
- Performs after hour tasks, including but not limited to, restarting systems, application upgrades, hardware maintenance, patching etc.;
- Conducts performance monitoring and provides documentation of issues and recommendations to upper management;
- Maintain and patch systems, software and applications to eliminate security vulnerabilities and maintain technology currency of systems and applications;
- Optimize system operations, resource utilization, and perform system capacity analysis and planning;
- 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.
- Perform special projects and other duties as assigned.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Associate degree in Business Information Systems, Computer Science or related field. Or three years of related experience in the information technology industry managing a complex IT operation (servers, networks, security, database, telecom, externally hosted environments). A combination of experience and relevant certifications in IT will also be considered.

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

- Bachelor's degree from an accredited college or university in Business Information Systems or Computer Science.
- Ability to speak and understand O'odham and/or Spanish.
- Knowledge and understanding of the history and contemporary issues facing Native peoples.

LICENSING REQUIREMENTS:

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

KNOWLEDGE:

- Database use and management;
- Customer service principles;
- Applicable hardware and software;
- Computer Hardware and Support;
- Experience on systems such as Google GSuite, Microsoft Office 365, One Drive, Teams, Excel, Word, PowerPoint;
- Database Programming Microsoft Access, Microsoft Excel, Microsoft SQL Server, MySQL, Oracle, Azure, etc.;
- Industry tools and processes;
- Client/server environments;
- Networks;
- Experience with Microsoft Windows Server and Active Directory;
- Research methods;
- Customer service principles;
- Applicable hardware and software.

SKILLS:

- Proven ability to effectively manage multiple priorities and meet deadlines.
- Excellent written and verbal communications skills with a demonstrated ability to make difficult concepts easy to understand.
- Solid understanding of data analysis.
- Impeccable attention to detail.
- Analyzing problems and recommending appropriate solutions.
- Communicating technical information to a non-technical audience.
- Testing and debugging applications.

- Providing customer service.
- Communication, interpersonal skills as applied to interaction, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

WORK ENVIRONMENT:

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

BENEFITS:

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

HOW TO APPLY

Applications are available on line at www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of two (2) references (name, position, organization and work phone numbers), and two (2) letters of recommendation dated within the past 24 months. If claiming Indian Preference under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/or if claiming Veteran Preference, submit a copy of the DD214 form to:

**TOHONO O'ODHAM COMMUNITY COLLEGE
ATTENTION: HUMAN RESOURCES
P.O. BOX 3129
SELLS, AZ 85634
VOICE (520) 479-2300**

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BOT Approval:



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Senior Systems Administrator
Reports To: Director of Information Technology
Status: Full-time/ Regular/ Exempt
Salary: \$60,000

SUMMARY: The Senior System Administrator (SSA) is responsible for the performance, integrity, and security of the information systems databases. The SSA provides technical expertise in the design, implementation, and maintenance of database management systems that support institutional business, learning, teaching, and student applications. Additional responsibilities include reporting, data input and output, technology management, and end-user training and support.

ESSENTIAL DUTIES:

- Provide support with databases in Jenzabar, Canvas, and other systems and assist the IT team with new product testing, implementation, and training;
- Supports multiple software systems throughout the College;
- Collaborate with and offer insights to various internal teams;
- Administer and support Microsoft, Canvas, Jenzabar, Infomaker, PowerFAIDS, Azure, and related technologies.
- Make requested changes, updates and modifications to database structure and data ensuring database security, integrity, stability and system availability.
- Develop and implement project plans, risk assessment and contingency plans;
- Define and document best practices and support procedures;
- Maintain inventory and asset configuration documentation;
- System support to students, staff and guest of TOCC and other IT team members;
- Performs after hour tasks, including but not limited to, restarting systems, application upgrades, hardware maintenance, patching etc.;
- Conducts performance monitoring and provide documentation of issues and recommendations to upper management;
- Maintain and patch systems, software and applications to eliminate security vulnerabilities and maintain technology currency of systems and applications;
- Optimize system operations, resource utilization, and perform system capacity analysis and planning;
- Support the T-Šo:šon (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.
- Perform special projects and other duties as assigned.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Associate degree in Business Information Systems, Computer Science or related field. Or three years of related experience in the information technology industry managing a complex IT operation (servers, networks, security, database, telecom, externally hosted environments). A combination of experience and relevant certifications in IT will also be considered.

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

- Bachelor's degree from an accredited college or university in Business Information Systems or Computer Science.
- Ability to speak and understand O'odham and/or Spanish.
- Knowledge and understanding of the history and contemporary issues facing Native peoples.

LICENSING REQUIREMENTS:

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

KNOWLEDGE:

- Database use and management;
- Applicable hardware and software;
- Computer Hardware and Support;
- Experience in systems such as Google GSuite, Microsoft Office 365, One Drive, Teams, Excel, Word, PowerPoint;
- Database Programming Microsoft Access, Microsoft Excel, Microsoft SQL Server, MySQL,
- Oracle, Azure, etc.;
- Industry tools and processes;
- Client/server environments;
- Networks;
- Experience with Microsoft Windows Server and Active Directory;
- Research methods;
- Customer service principles;

SKILLS:

- Proven ability to effectively manage multiple priorities and meet deadlines.
- Excellent written and verbal communications skills with a demonstrated ability to make difficult concepts easy to understand.
- Solid understanding of data analysis.
- Impeccable attention to detail.
- Analyzing problems and recommending appropriate solutions.
- Communicating technical information to a non-technical audience.
- Testing and debugging applications.
- Providing customer service.

- Communication, interpersonal skills as applied to interaction, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

WORK ENVIRONMENT:

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

BENEFITS:

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

HOW TO APPLY

Applications are available on line at www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of two (2) references (name, position, organization and work phone numbers), and two (2) letters of recommendation dated within the past 24 months. If claiming Indian Preference under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/or if claiming Veteran Preference, submit a copy of the DD214 form to:

**TOHONO O'ODHAM COMMUNITY COLLEGE
ATTENTION: HUMAN RESOURCES
P.O. BOX 3129
SELLS, AZ 85634
VOICE (520) 479-2300**

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

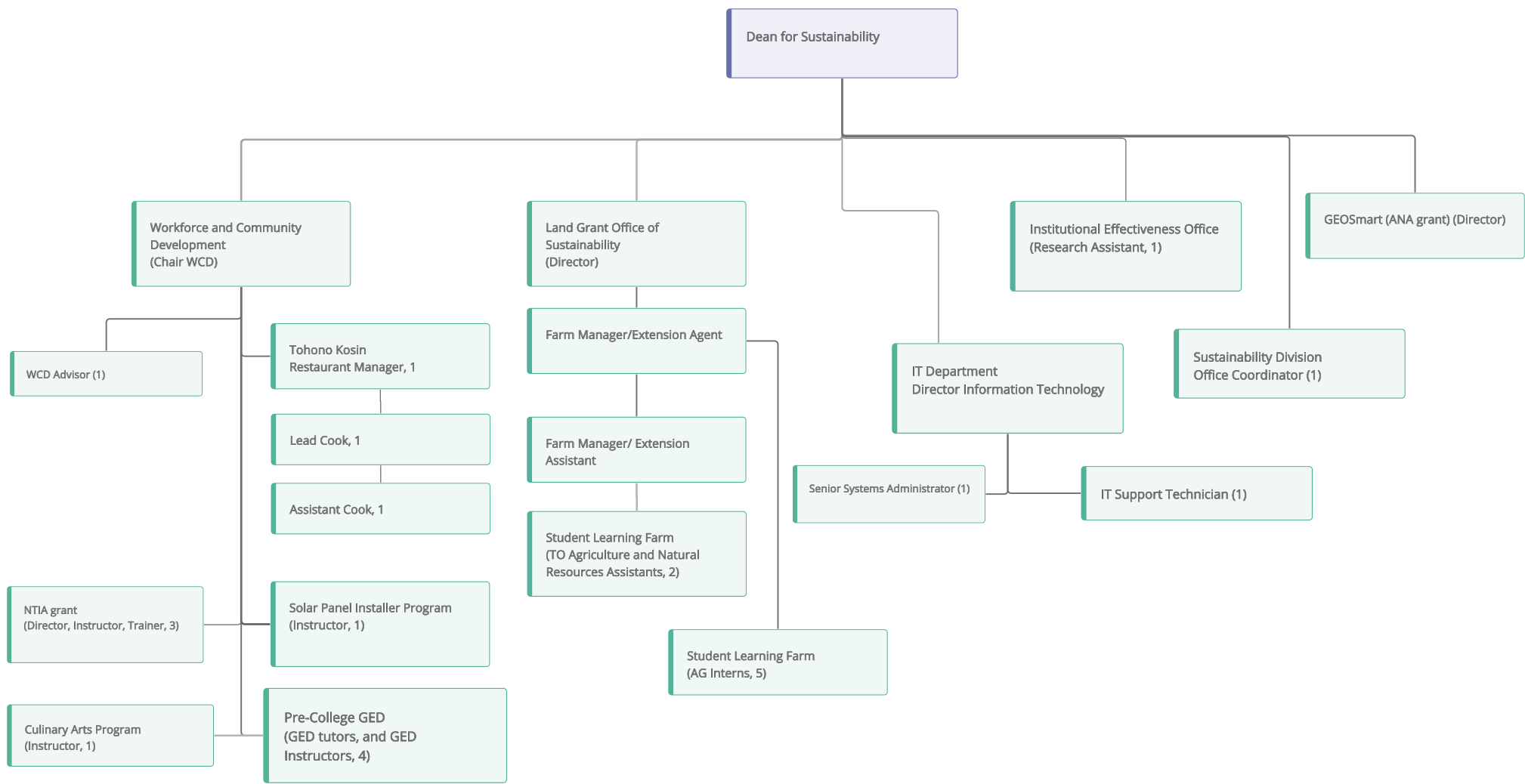
BOT Approval:

Dean for Sustainability

IT Department
Director Information Technology

IT Support Technician (1)

Senior Systems Administrator (1)



TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: LAURA E SUJO-MONTES, DEAN OF ACADEMICS
FROM: PAUL ROBERTSON, PRESIDENT
SUBJECT: **ACADEMIC CATALOG POLICIES**
DATE: AUGUST 3, 2023
CC: AIMEE FARMER HUMAN RESOURCES

Background: With the revision of the academic catalog, it became evident that some policies were not in existence or needed to be revised. It is a good practice to review policies from time to time to respond to different circumstances, such as COVID-19 or a substantial increase in student population.

Justification: We have several policies in the Academic Catalog and others in the Student Handbook. The purpose is to unify policies so they are the same in the Student Handbook as they are in the Academic Catalog. This is with the purpose of students finding the information regardless of the document they consult. Some of our existing policies, such as the one on Plagiarism, needed to be updated to keep up with the changes that technology is provoking on academia. Other policies, such as the Account Hold, needed to be updated to reflect current practices.

Action Requested: We request the BOT to approve the revised and new policies.

Recommendation: Recommend approval.

Attachments: Academic Catalog Policies. These policies have been reviewed by the administration team and a team in SCACC.

Catalog Policies

Existing:

Declaring a Program of Study

Students should declare a program of study (a major) when applying for admission and should make sure it is listed correctly on their records. Current programs offered by TOCC are listed in Chapter 5. An advisor is available to help students choose the right program of study. The program of study can affect financial aid or veteran's benefits. Students may change their program of study at any time. Students can only declare two programs of study concurrently at any given time during their tenure as a student.

New:

During the admission process, degree-seeking students are required to declare a program of study, commonly known as a major. Ensuring the accurate listing of the chosen program of study on their academic records is of utmost importance. **The deadline for declaring a program of study is set at the conclusion of the first semester at TOCC, with the exception of summer sessions.** Failure to declare a program of study by the specified deadline may result in the placement of a hold on the student's account, necessitating a meeting with an advisor.

To assist students in making informed decisions about their academic journey, the institution provides access to dedicated advisors who can guide them in choosing the appropriate program of study. It is essential to recognize that the selected program of study can have implications for financial aid or veteran's benefits, making it crucial to make a well-informed choice.

Students are allowed to modify their program of study only once within a given semester. Additionally, they may simultaneously declare up to two programs of study during their tenure as a student, subject to the institution's guidelines and regulations.

Existing:

Account Holds

If an outstanding debt is owed to TOCC from a previous term, student records and account will be placed on hold. A student may register for the current term provided that the debt is paid, or arrangements are made with the Finance Office. To release a hold, payments must be made in cash, by check, or by credit card prior to registration. Payments by check require 15 working days before a hold can be released. Some reasons for holds and the amounts needed to clear them are shown in the Account Holds table on the following page. This is not a complete list of possible holds. Rates are subject to change. P. 25

New:

Account Holds (Temporarily Waived)

Academic Standing (See separate regulations for Financial Aid)

Good Academic Standing:

In order for a student to be in good academic standing, they must maintain an overall Grade Point Average (GPA) of 2.0 or higher.

Academic Alert

A student may be placed in an Academic Alert status if their overall GPA falls below a 2.0. After the end of each Fall, Spring, or Summer semester, TOCC will identify students whose grades cause them to be placed on Academic Alert and will notify them by TOCC email.

Academic Probation (new)

Upon being placed in Academic Alert, students are required to maintain a semester Grade Point Average (GPA) of 2.00 or higher to avoid academic probation during the subsequent semester of regular attendance. If a student attains a GPA of 2.0 or above for the ongoing semester, but the overall GPA is less than 2.00, they will be allowed to remain on Academic Alert status. The criteria for this academic progression are outlined in the table provided below:

Academic Probation Status

Academic Load	No. of Attempted Credit Hours	GPA
Part time students	16 or more cumulative semester cr hrs	11 or fewer attempted credit hours with GPA less than 2.0
Full time students	12 or more semester credit hours	Placed on probation if GPA is less than 2.0

Full-time students, upon completion of 12 or more semester credit hours, are placed on academic probation if they have a GPA less than 2.00.

Part-time students, upon completion of 16 or more cumulative semester credit hours, are placed on academic probation when a total of 11 or fewer credit hours of work have been attempted in a semester and cumulative GPA is less than a 2.00.

Students on academic probation may take no more than 6 credit hours per semester unless approved by an advisor.

Academic Disqualification (Existing)

A student on Academic Alert will be academically disqualified if after the academic alert semester, the student has not returned to good academic standing. If the student earns a 2.0 GPA or higher for the current semester, the student will be permitted to continue on academic alert status. A student who is academically disqualified has the option to follow an established college appeal procedure for reinstatement. If the appeal process is successful and the student is reinstated, he/she will revert to an Academic Alert status for one semester.

Academic Suspension (New)

Students who fail to meet the prescribed minimum standards during the probationary semester will be subject to academic suspension. Academic suspension entails the student's ineligibility to enroll in any classes at TOCC for the duration of the suspension semester. Upon re-enrollment, the student will be placed on academic probation until the requisite standards for satisfactory progress are achieved.

Students on academic probation or academic suspension are bound by additional regulations governing Satisfactory Academic Progress (SAP). In the event of academic suspension due to inadequate SAP, students have the option to appeal the decision by obtaining pertinent appeal information from the Office of the Registrar.

Academic Recognition (New)

Academic recognition can be attained through the following distinctions:

1. President's Honor List: To earn a place on the President's Honor List, students must attain a semester Grade Point Average (GPA) of 4.00, successfully complete a minimum of 12 credit hours, and receive no grades of "I" (Incomplete) or "IP" (In Progress).
2. Dean's Honor List: Students can qualify for the Dean's Honor List by achieving a semester GPA within the range of 3.50 to 3.99, completing at least 12 credit hours, and not receiving any grades of "I" or "IP."

Application for Graduation

The application for graduation is a crucial step for students intending to graduate from the institution. It must be submitted during the semester preceding the intended graduation date. Specifically, the application deadlines are as follows:

1. For students graduating in the Spring semester, the application for graduation is due on December 1st of the preceding Fall semester.
2. For students graduating in the Summer or Fall semester, the application for graduation is due on May 1st of the preceding Spring semester.

Adhering to these deadlines ensures that the necessary administrative processes are carried out in a timely manner, facilitating a smooth transition towards graduation for eligible students.

Graduation with Honors

The distinction of "Graduation with Honors" is awarded to students who have completed a minimum of 30 credit hours at TOCC and have achieved a commendable cumulative Grade Point Average (GPA) of 3.5 or higher. Specifically, students attaining a GPA within the range of 3.5 to 3.799 will graduate "with honors," while those who earn a GPA of 3.8 to 4.0 will be conferred with the distinguished title of "high honors."

This prestigious honors designation will be prominently displayed on both the students' diplomas and official transcripts, serving as a testament to their exemplary academic performance and dedication throughout their academic journey at the institution.

Participation in the Commencement Ceremony

Participation in the graduation ceremony is exclusively reserved for students who have fulfilled all the stipulated requirements as outlined in their respective program of study. No deviations or exceptions to this policy will be permitted under any circumstances. Consequently, only those students who have successfully met all the necessary academic criteria will be eligible to partake in the commencement ceremony, celebrating their academic achievements and completion of their chosen course of study.

How many times can a course be counted for a degree – Registrar needs a policy for this

New:

Faculty Withdrawals

The Faculty Withdrawal process entails the possibility of a student being withdrawn from a course due to a lack of active participation in the enrolled class. The final date by which a Faculty Withdrawal can be initiated aligns with the Drop/Full Refund Deadline, leading to the cancellation of the student's registration in the respective course. Consequently, all records related to the course enrollment are expunged from the student's permanent academic record.

Should a student perceive the faculty-initiated withdrawal as unjustified, an avenue for appeal is available. The student has the right to contest the withdrawal decision and seek redress through a written appeal directed to the Dean of Academics, who will consider the merits of the case and make a determination regarding the validity of the faculty-initiated withdrawal.

Withdrawing from a Course

The process of withdrawing from a course enables students to formally discontinue their enrollment in a specific class during the period spanning from the Drop/Full Refund Deadline up until the semester's Withdrawal Deadline. Upon successful withdrawal, a grade of "W" is assigned, irrespective of the student's academic standing at the time of withdrawal. No prior approval is required for the withdrawal; however, students must submit a withdrawal form to initiate the process.

The "W" designation will be recorded on the student's permanent academic record, but it will have no impact on the calculation of the student's grade-point-average (GPA). It serves as an indicator that the student withdrew from the course, and it does not carry any academic weight in terms of GPA assessment.

Existing:

Plagiarism

Plagiarism is defined as using the work or ideas of others and presenting that work or ideas as your own. It is a type of theft. If you follow the guidance in the following quite you will avoid plagiarism and its consequences: "All work done for this class must be your own, or the original

Student Handbook 2020-2022 (V. 21.2)

work of your group. While you may discuss assignments with other class members, the final written project must clearly be original. You may use work from books and other materials if it is properly cited. Copying from a book without proper reference or from a person under any circumstances will result in an “F” for the assignments, and at the instructor’s discretion, possibly an “F” for the course. If you are uncertain about proper citation, ask your instructor or the librarian.”

New

Academic Integrity

Academic integrity refers to honest and ethical conduct in all aspects of academic life. The primary attributes of academic integrity are honesty, trustworthiness, fairness, and responsibility. Integrity entails a firm adherence to a set of values; the values most essential to an academic community are grounded in honesty with respect to all intellectual efforts of oneself and others.

Integrity is expected of every student within the TOCC community in all academic pursuits in all venues, including but not limited to: classroom (both in-person and virtual), laboratory, internships, clinical practicum, clinics, paid positions, etc. or medium, including but not limited to: assignments, written work, data gathering, oral presentations, etc. Academic integrity is expected not only in formal coursework settings, but in all relationships and interactions connected to the educational process, including the use of the institution’s resources.

All forms of academic deceit, such as plagiarism, cheating, the use of Artificial Intelligence without disclosure, collusion, falsification or fabrication of results or records; permitting work to be submitted by another; or inappropriately recycling work from one class to another constitutes academic misconduct that may result in serious disciplinary consequences. All students and faculty members are responsible for reporting suspected instances of academic misconduct.

Additional Information

- A student may not drop a course in which a final grade of "F" was issued as a result of academic integrity sanctions. If a student drops the course, the Academic Dean will work with the Registrar to have the student reinstated and a grade assigned, if applicable.
- A faculty member may not administratively drop a student from a course involved in the academic integrity process until a final determination has been made with regard to alleged violations and any related sanctions.

- All Academic Integrity violations are recorded in the student's record, regardless of any enrollment actions taken by the student.

Faculty Responsibilities

Faculty members bear significant responsibilities concerning academic integrity within the educational environment. These responsibilities are outlined as follows:

1. **Clarity in Expectations:** Faculty members are obliged to provide clear and unambiguous expectations concerning academic assignments, examinations, and other academic pursuits. This includes explicitly addressing academic integrity principles in the course syllabi.
2. **Support for Academic Integrity:** Faculty members play a vital role in upholding academic integrity by promptly reporting any incidents of academic dishonesty they encounter. Such reporting should be done in accordance with the procedures outlined in this policy.
3. **Determination of Violations:** Faculty members hold the initial authority to determine whether a specific action warrants treatment as a violation of the Academic Integrity policy. Additionally, they have the discretion to impose appropriate sanctions in response to such violations. To facilitate this process, faculty members are required to complete the Academic Integrity Form, recommending sanctions that align with the severity of the student's transgression. The completed form must be submitted to the Dean of Academics, with all relevant parties signing it.

Upon receipt of the Academic Integrity Form, the Dean of Academics or an appointed representative assumes the responsibility of conducting a thorough review to ascertain the existence of any prior violations of the academic integrity policy associated with the implicated student.

Notwithstanding the authority and flexibility granted to faculty members in addressing academic integrity violations within the parameters of this policy, the Dean of Academics or a designated authority retains the prerogative to make modifications or overturn recommended sanctions if deemed appropriate in specific cases.

To ensure transparency and adherence to due process, faculty members and administrators bear the obligation of effectively communicating all pertinent procedures and final determinations related to academic integrity issues to students through the official TOCC email platform. This established mode of

communication serves as the sanctioned means for disseminating official information within the institutional context.

Through the unwavering commitment to their roles and responsibilities, faculty members actively foster an atmosphere of academic integrity and ethical comportment, thereby cultivating an optimal and conducive learning environment for all students.

Examples of Violations

The following actions serve as illustrative examples of behaviors that contravene the Academic Integrity Policy. It is important to note that this enumeration is not exhaustive and may not encompass every possible form of academic dishonesty:

1. **Cheating:** Cheating within the academic context entails the intentional utilization of unauthorized methods, which may include the use of artificial intelligence generators, to gain an unfair advantage in academic exercises, papers, or assignments. Specific instances of cheating include but are not limited to copying another student's work, sharing exam answers without proper authorization, employing prohibited aids during examinations, assuming another student's identity during an exam, altering examination answers after grading to receive undeserved credit, possessing forbidden assistance during exams, and disregarding specified time limits in examinations.
2. **Fabrication/Fraud:** Fabrication/Fraud involves the deliberate and unauthorized creation or invention of data, information, or citations within academic exercises. This category encompasses instances where information is presented without adherence to established ethical guidelines, where methodological details related to data collection are omitted, and attempts to deceive faculty members or administrative personnel regarding academic work or attendance are made.
3. **Facilitation:** Facilitation refers to actions in which individuals actively collaborate, support, conspire, or collude to engage in academic dishonesty. These acts include instances where students work together on individual tasks without proper authorization, knowingly allow others to copy their work and submit it for assessment, disseminate course assessment materials without authorization, and provide assistance to others in committing academic infractions.
4. **Falsification:** Falsification pertains to the manipulation or misrepresentation of materials, equipment, processes, or data, leading to inaccuracies in the results of academic exercises.

5. **Obtaining an Unfair Advantage:** This category examines actions that undermine fair assessment practices and hinder students' academic progress. Such actions encompass stealing, reproducing, or gaining unauthorized access to assessment materials before designated times, depriving others of access to reference materials, and utilizing previously administered examinations without proper authorization.
6. **Plagiarism:** Plagiarism involves the act of using or presenting another individual's original work, ideas, or creative output as one's own without providing proper attribution. This encompasses various forms of plagiarism, including direct copying, improper paraphrasing, and insufficient citation.
7. **Self-Plagiarism:** Self-plagiarism is the act of reusing one's own previous work without adhering to proper citation protocols or obtaining explicit permission from the instructor. Instances of self-plagiarism may involve submitting assignments previously completed for one course to fulfill requirements in another course (or even within the same course) without obtaining specific approval from the instructor.

TOCC remains steadfast in its commitment to upholding academic integrity and fostering an environment of honesty, respect, and responsibility for all members of its academic community. Vigilance in addressing academic misconduct is crucial to maintaining the institution's academic reputation and nurturing a community of scholars who embody the principles of intellectual honesty and ethical conduct.

Initial Discovery, Notification, and Sanctions:

In cases where a faculty member has a well-founded belief, with a higher probability than not, that a student has violated the Academic Integrity policy, the faculty member is required to expeditiously notify the student through TOCC email. This notification should outline the alleged violation and the recommended sanction within a maximum of five (5) business days from the moment evidence supporting the claim is discovered. Faculty members are granted the authority to initiate these actions based on information acquired through their direct involvement in the course or from reliable third-party sources.

The severity of sanctions associated with violations of this policy is intended to be commensurate with the gravity of the offense. Considerations to be taken into account during sanctioning may encompass the academic level of the student, instances of repeated or continuous violations within the class

(suggesting an awareness of the policy), any evidence of prior academic integrity training, and the consistency of sanctions with similar incidents within the academic institution. Those found to be in violation of the Academic Integrity policy shall be subject to the prescribed sanctions in this policy and may also be subject to additional sanctions under the purview of the Student Code of Conduct.

The faculty-imposed sanctions may comprise, but are not limited to, issuing a written warning to the student, reducing the grade on the assignment or examination, awarding a grade of zero or "F" for the affected assessment, lowering the overall course grade by one letter grade, assigning a failing grade for the entire course, or, in applicable cases, implementing termination of employment.

Outcomes:

In the event that the student accepts the violation and the recommended sanction without dispute, no further review or appeal process shall be deemed necessary in accordance with this policy. The faculty member is responsible for recording the student's acceptance on the designated Academic Integrity Form, which is then submitted to the Dean of Academics for review and appropriate documentation. The dean is tasked with evaluating the violation and sanction, and subsequently formulates a recommendation to be presented to the faculty, which may be confirmation of the initial sanction or imposing a different one. Such decision shall be documented in the Academic Integrity Form and forwarded to the faculty and the Registrar for proper recording.

If the student wishes to contest the alleged violation and/or the proposed sanction, they must officially respond to the faculty member within three (3) business days from the receipt of the integrity violation notification. A face-to-face meeting between the involved parties must be scheduled and conducted within a maximum of ten (10) business days from the date of the faculty member's initial notification. During the meeting, any party may choose to have a silent observer present, serving as a passive witness without active participation or speaking on behalf of either party. This silent observer may be present during all relevant meetings and hearings.

Initial Meeting:

At the initial meeting, the faculty member is required to provide a comprehensive explanation of the alleged violation, supported by evidence indicating the likelihood of the student violating TOCC's Academic Integrity Policy standards. In turn, the student is granted a reasonable opportunity to offer an effective response to the allegation during this meeting.

Outcomes of Initial Meeting: Faculty & Student

1. If, based on the evidence available and the student's response, the faculty member concludes that it is more likely than not that no violation occurred, the incident shall be considered closed without formal reporting.
2. If the student admits or acknowledges their involvement in the integrity violation(s), the faculty member may recommend any of the faculty-imposed sanctions in accordance with this policy. The student's acceptance of the sanction is documented on the Academic Integrity Form, which is then submitted to the Dean of Academics for further review.
3. In the event that the student disputes the final recommendation provided by the faculty member, the student may request a review and/or meeting with the Dean of Academics. This request must be made within three (3) business days from the date of communication of the final recommendation to the student.

Outcomes of Meeting: Faculty, Student, & Dean of Academics

1. If, during the meeting involving the student, faculty member, and the Dean of Academics, the student provides compelling evidence indicating that it is more likely than not that no violation occurred, the incident shall be deemed closed without formal reporting.
2. If the student admits or acknowledges the integrity violation(s), the dean may uphold the previously recommended faculty-imposed sanctions or propose additional faculty-imposed sanctions in accordance with this policy. The instructor will submit the Academic Integrity Form to the Dean of Academics for final review.
 - a. The Dean of Academics is tasked with conducting a comprehensive review of all academic integrity violation evidence, taking into consideration materials submitted during previous stages of the academic integrity process and any recommendations made throughout the process. The Dean of Academics holds decision-making authority concerning the validity of the alleged academic violation and the recommended faculty-imposed sanctions. They are also responsible for ensuring proper documentation.
 - b. In situations where prior violations are discovered or the nature of the violation necessitates sanctions beyond those available to the faculty member under this policy, the Dean of Academics reserves the right to refer the case to the ad hoc Academic Integrity Board.

Appeal Process in Academic Integrity Violations:

Students have the right to appeal decisions and/or sanctions rendered by the faculty and the Dean of Academics in cases of alleged academic integrity violations. Appeals typically arise under the following circumstances:

1. If the faculty or academic unit significantly deviates from the accepted and specified standards established by the institution, academic unit, or course syllabus.
2. If the standards outlined in this policy were not applied fairly or equitably to the student in question.
3. If there was a substantial deviation from the procedures mandated by this policy during the investigation or decision-making process.

Time Limit on Appeal:

The initiation of the appeal process occurs when the student communicates their desire for a hearing review to the Dean of Academics in writing. All correspondences related to the appeal process must be conveyed through TOCC email to ensure accurate documentation. The student must commence the appeal process within the following timeframes:

1. Appeals of academic integrity violations and/or sanctions received during the fall session must be initiated no later than the 15th business day of the subsequent spring term (for 16-week courses) or session (for courses shorter than 16 weeks).
2. Appeals of academic integrity violations and/or sanctions received during the spring or summer sessions must be initiated no later than the 15th business day of the subsequent fall term (for 16-week courses) or session (for courses shorter than 16 weeks).

Failure to submit the required materials or notify the designated administrator within the specified timeline in this policy will result in a waiver of the student's right to an appeal. In such cases, the original decision, action, or outcome from the immediate previous decision will remain final.

The decision rendered by the ad hoc Academic Integrity Hearing Board during the appeal process is considered final and binding.

Ad hoc Academic Integrity Hearing Board ("Hearing Board")

Composition: The model Academic Integrity Hearing Board comprises the following constituent groups, assembled as required:

1. A chairperson, preferably an experienced faculty member.
2. One faculty member from the area where the academic violation occurred.
3. One member of the Senate Executive Committee.
4. At least one student representative whom will be provided with the specifics of FERPA.
5. Dean of Student Services or designated representative.
6. One identified record keeper responsible for recording and maintaining clear and comprehensive records of the proceedings. The record keeper's role is to create an official record, and they do not actively participate in the hearing.

The ad hoc Academic Integrity Hearing Board is responsible for hearing appeals of decisions related to Academic Integrity violations. The board has the authority to uphold, modify, or overturn the decisions made by the academic unit and may impose additional sanctions or recommend institutional-level sanctions.

The Hearing Board's jurisdiction includes cases when:

1. A student appeals the final determination made by the Dean of Academic Affairs.
2. A student has a history of prior and/or repeated academic integrity violations.
3. Two or more faculty members requests the Dean of Academics to refer the case to the Hearing Board.

The ad hoc Academic Integrity Hearing Board has the power to impose various sanctions for violations of the Academic Integrity Policy, which may include but are not limited to:

1. Recommending to the Academic Dean that the student be temporarily removed from their major, degree program, or college.
2. Recommending to the Academic Dean that the student be permanently removed from their major, degree program, or college.
3. Recommending to the Academic Dean that the student be suspended from the institution.
4. Recommending to the Academic Dean that the student be expelled from the institution.

Records of all actions taken by the Hearing Board shall be documented using the Academic Integrity Violation Reporting Form and submitted to the Office of the Academic Dean and Registrar via TOCC email. In cases where the Hearing Board finds the student not in violation and overturns a previous

finding of violation, a notation will be made in the student's file indicating the outcome and a brief description of the process and results.

Extension of Time: If an extension of time is required at any stage of the appeal process, the requesting party shall present a petition to the Academic Dean, outlining the reasons for the extension. The Academic Dean will inform all involved parties of the decision to grant or deny the extension request to ensure fairness and timely resolution of the matter. If the Hearing Board requires an extension of time, all parties involved will be notified, specifying the additional days granted, with the aim of ensuring fairness and timely resolution.

Disability-related Accommodations: For individuals requiring disability-related accommodations to participate in a meeting or any stage of the academic integrity process, it is essential to ensure that the student's records are up-to-date with Disability Resources. Additionally, students should promptly notify the Academic Dean of any approved accommodations.

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: PAUL ROBERTSON, PRESIDENT
LEADERSHIP COUNCIL – 7/11/2023
HIMDAG COMMITTEE – 7/5/2023

FROM: TERESA NEWBERRY, PD NSF STEM GRANT/FACULTY

SUBJECT: **TOCC LIVING LAB—MA:CIG OIDAG**

DATE: AUGUST 4 2023

CC: EVAN THOMAS, SPECIAL ASSISTANT TO THE PRESIDENT

Background:

The TOCC Living Lab Ma:cig Oidag was developed as part of the NSF TCUP STEM ICE-TI “Pathways to Indigenous STEM/Ma:cidag Wo:g STEM Wui” (NSF STEM) project to enhance experiential and hands-on student learning experiences at TOCC using the natural desert environment of S-cuk Du’ag Maşcamakuđ. It includes a food forest, a pollinator garden, a restored intermittent pond/riparian area, and guided walking paths on S-cuk Du’ag Maşcamakuđ. This project will provide learning opportunities for all TOCC students through observing and monitoring weather, plant, and animal activity on campus. It will be a resource to the community and foster environmental/cultural stewardship and support the Tohono O’odham Himdag.

Justification:

The TOCC Living Lab Ma:cig Oidag is in fulfillment of the NSF STEM’s Goal 3 Objective 2: to create opportunities for hands-on, inquiry-based learning and research opportunities for students. The TOCC Living Lab Ma:cig Oidag is Phase I of the TOCC Living Lab Campus Plan which is a proposed vision for the future of the TOCC campus and will be used 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.

Action Requested: Informational

Recommendation: Recommendation

President's Report for July/August 2023
Page 1 of 2

Item	Actions	Discussion/Resolution/Comments
1) Finance Office updates/needs	We continue to use Your Part Time Controller consulting for needed accounting tasks; seeking additional assistance from YPTC in grants as well.	Grants Coordinator applicant was selected and accepted the position at end of July; YPTC will provide some training in grant management.
2) Apprenticeship Program	Continued support for apprentice program through several meetings with Director Doe and Coordinator Ernestine Segundo.	Apprentices are participating in in-class instruction in the NCCER Core, and in Carpentry, Electrical, and Plumbing trades. The electrical instructor position was advertised, a selection made, and the individual accepted the position.
3) Construction updates and needs	Language Center: ESB+ Design Build has started the dirt work, has some of the walls constructed, and is working on needed infrastructure, which involves trenching, and related work.	Chief of Operations Jay Juan is the "owner's representative" on the Language Center project. Both he and Kristin Eberhardt maintain regular communication with the contractor.
4) Joining SARA (State Authorization Reciprocity Agreement - see column 3 for explanation)	The application for SARA is complete.	TOCC needs to join SARA; it will further legitimize TOCC's online platform degree provision. There will be a panel with TOCC by Arizona SARA in September and we will learn whether our application is accepted.

Continued on next page.

Item	Actions	Discussion/Resolution/Comments
5) Paperwork reduction – automatic check signing	For months we have been planning for automatic check signing. We continue to be in a holding pattern but will do a test on Monday, August 8.	If the plan works, much time will be saved that otherwise requires schedule adjustment, etc. Checks of \$40,000 or higher will continue to be signed manually with a BOT member participating.
6) Overall operation of the College.	Continue to follow up in areas needing extra support and/or reorganization: Finance, Financial Aid, Admissions and Records, and Apprenticeship.	Illness and employee outages have impacted TOCC operations; more effort and different approaches are needed and must be implemented on a timely basis.

Human Resources - July Report

Issues/Items	Discussion/ Situation	Summary/ Resolution
HR Archives	HR file inventory	Continuing to purge and shred documents
Recruitment/ Advertisement	Conducted interviews, advertised positions, on-boarding	3 new hires for the month of July
Personnel Issues	Personnel Concerns	One investigation in July
Website Redesigns for HR	Internal updates on the MyTOCC; and External updates on the HR section of the www.tocc.edu website	In-progress
COLA Increases	Process COLA increases for all college employees	Retro pay for July 1
Medical Renewal	Open Enrollment Period for employees	In-progress
Adjunct Faculty	Adjunct Contracts for Fall 2023 semester; start date 8/14	In-progress

Report to TOCC Board of Trustees:

Jay Juan

Chief of Operations

July 2023

Issues/Items	Actions/Assessment
Need to work on establishing solar at Wişag Koş Maşcamakuđ.	I met with a solar company to ascertain what would be needed to bring solar to Wişag Koş Maşcamakuđ.
Need to get bids for renovation work at the residence.	We had several construction companies do a site visit for the propose of submitting bids for the renovation work. Bids are due Aug. 15 th .
Several vehicles need repairs.	Delivered vehicles to Tucson shops for maintenance repairs. Several of the College owned vehicles are older and will need to be replaced in the near future.

To: Tohono O'odham Community College Board of Trustees
 Thru: Paul Robertson, President
 From: Ronald Geronimo, Co-Director
 Leslie Luna, Co-Director
 Subject: July 2023 Board Report
 Date: July 31, 2023
 Cc: file

O'odham Ñi'okĩ Ki:

Key issues/Items addressed in July 2023

Strategic Initiative	Issues/Items	Actions/Assessments
Capacity Building: Training for speakers on transcribing, translating, and Teaching O'odham.	TON Head Start Centers: Pisinemo, Santa Rosa, North Komelic	<u>Immersion Training</u> <ul style="list-style-type: none"> Planning for a week-long immersion training to take place with the three partner Head Start Centers in August. <u>Program Evaluation</u> <ul style="list-style-type: none"> Working with grant evaluator and immersion coach to develop assessment tools for the Head Start immersion school on-site instructional coaching. School will begin 09/05/23.
Networking and Outreach - Organizing with the Community	Promoting Language Use and Language Visibility	<u>Salt River Language Program Site Visit:</u> <ul style="list-style-type: none"> Networked with the Salt River Language Program to learn from one another by collectively sharing about our services, initiatives, successes, and challenges related to sustaining the O'odham language. <u>Community Outreach</u> <ul style="list-style-type: none"> Hosted and conducted outreach at community events to promote ONK's mission, programs, and services: <ul style="list-style-type: none"> 07/17/23 – Reclaiming the O'odham Language (<i>discussed status of the language and efforts underway to sustain the language</i>) 07/26/23- Immersion Luncheon Practice Run (<i>partnership with TOCC's Food Service Program</i>) 07/28/23- A Student's Journey Campus Event (<i>provided immersion lesson</i>) 07/28/23- TOCC's Open House Coming up: weekly immersion lunches to

		<p>promote language use in an immersive environment, beginning 08/02 from 12-1pm (<i>partnership with TOCC's Food Service Program</i>)</p> <p><u>Language Awareness Campaign</u></p> <ul style="list-style-type: none"> Received confirmation from seven community members that will serve on an Advisory Committee to inform the direction of the language awareness campaign. Each member represents different communities and specialty areas. Group will begin meeting 08/08.
Association of Tribal Archives, Libraries, and Museums (ATALM) Grant.	<ul style="list-style-type: none"> Doris Duke Project 	<p><u>Grant End Date: July 31, 2023</u></p> <ul style="list-style-type: none"> The ATALM grant ended 07/31. This grant allowed the program to contract with a part-time project specialist to collect contact information for family members of Doris Duke recordings. The contact information will be used to seek approval from noted family members to make the recordings accessible to the public.
Association of Native American Grant	<ul style="list-style-type: none"> Collecting Elder Oral Histories 	<p><u>Identifying Participants.</u></p> <ul style="list-style-type: none"> Identifying O'odham Elders living in Mexico to interview for the Oral History Project. Received confirmation from <u>Raymond Valenzuela and Rosita ?</u>
Other	<ul style="list-style-type: none"> Seeking Continued Funding from the TON for the O'odham Ñi'okĩ Ki: USDA Rural Development Tribal College Grant Program 2023 	<p><u>Tohono O'odham Nation 5-Year Funding for ONK</u></p> <ul style="list-style-type: none"> The ONK, TOCC President and Dean of Finance continued meeting with council committees to seek approval for a five-year funding request: <ul style="list-style-type: none"> 07/14/23 – Cultural Preservation Committee 07/18/23 – Budget and Finance Committee Next step: meet with full-Council hopefully during the August General Session. Date TBD. <p><u>O'odham Language Center Building</u></p> <ul style="list-style-type: none"> Working with Jane Latane who is applying for funds under the USDA Rural Development Tribal Government grant program to purchase furniture for the O'odham Ñi'okĩ Ki:.

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

Issue	Discussion	Summary/resolution
Open Positions	New Hires	<p>We conducted interviews with applicants for different positions. We were able to hire for the following positions:</p> <ul style="list-style-type: none"> • Academic Advisor and Career Specialist • Fine Arts Instructor • Elementary Education Instructor <p>We also had the following interviews:</p> <ul style="list-style-type: none"> • Language and Culture Instructor. The applicant is going through the hiring process. • Curriculum Specialist. We are waiting for more applications to come.
Dual Enrollment	Meeting with BHS Principal and Assistant Principals	A detailed schedule of classes was presented to the BHS administration. The first two classes in this schedule are MAT 142H and ART 100, which will be taught by BUSD faculty during this fall semester. The two instructors have been identified and technology issues to access our Canvas system by BHS students have been resolved.
Other Updates	<ul style="list-style-type: none"> • Tutors • Living Lab 	<ul style="list-style-type: none"> • Liz Zepeda served as tutor for multiple students during the summer session. We need to hire mathematics and writing tutors. • Dr. Teresa Newberry presented plans to create a Living Lab around campus. It will consist of landscaping areas to include native plants, a pond, places to gather and teach, plant atlas, etc.

Liz Zepeda, O'ohana Ki: -
July 2023

Issue	Discussion	Summary/Resolution
Library physical space needs updating to improve operations.	<ol style="list-style-type: none"> 1. District youth worker, Achilles "Alex" Krug assisted with many projects 2. Furniture was ordered to replace aging and bulky cubicles. 	<ol style="list-style-type: none"> 1. Major purging projects were completed. 2. Furniture created a more open space for the library assistant work area
Library connections	<ol style="list-style-type: none"> 1. Have met with The Library Corporation, Venito Garcia, and San Lucy to determine the migration process. 	<ol style="list-style-type: none"> 1. IT has subscribed to a cloud-hosted server in order to offer better services. 2. Madelyn's contract will be renewed. 3. To assist with writing endeavors, Liz tutored in Writing 101 and Writing 102. 4. Liz Zepeda met with Noel Reed, the new library/media specialist for Ha:sañ. Classification, collections from an Indigenous point of view and

	<ol style="list-style-type: none"> 2. Madelyn Cook took July off. 3. Liz Zepeda tutored writing students. 4. Librarian met with the new library media specialist for Ha:sañ Preparatory. 	possible donations as well as collaboration were discussed.
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NSF STEM Grant

Report Month: July 2023

Submitted by: Teresa Newberry, Ph.D.

Issue	Discussion	Summary/resolution
This project is piloting the use of the Man in the Maze Educational Journey to increase student success and resilience in their academic programs.	Work is on-going to create a workbook for students to use of the Man in the Maze Educational Journey to reflect on their learning journey. Work is also on-going to create a video with animation of the Man in the Maze.	<p>Camillus Lopez and Jean Hazen have been making good progress on the Man in the Maze animation video and most of animation is complete for 3 of the videos that we plan to produce.</p> <p><i>This work supports Goal 2: Indigenize and transform TOCC STEM Curriculum. Obj. 3.2 MiME Educational Journey with support by Cultural Mentor and Student Self-Assessment.</i></p>
The Tohono Field Studies (TFS) Center will provide opportunities for students to professional skills so that they are prepared for a career in the sciences.	Planning is underway related to TFS Center to develop a TOCC Living Laboratory on including for the development of a pollinator garden and guided walking paths on S-cuk Du'ag Mašcamakud. This project will enhance science education and provide learning opportunities for all TOCC students through observing and monitoring weather, plant, and animal activity on campus.	<p>The plan was modified to have two phases: the Ma:cig Oidag Living Lab to be completed in 2023-2024 and the Campus-wide Living Lab to be completed contingent on future funding. Presentation to the Himdag Committee on July 5th and Admin on July 11th. Planning is also underway to incorporate GLOBE protocols to monitor phenology & weather conditions on the TOCC campus.</p> <p><i>Goal 3: Promote professional preparedness of students.</i></p>
Support for students during their transitions from TOCC to universities.	<p>The 2023 Summer Science Institute with a focus on Geographical Information Systems (GIS) was led by Dr. Jason Post.</p> <p>Working with UA on 2+2's for Physical and Life Science programs in Health, Environment, and Computer Science</p>	<p>Summer Science Institute (SCI 290) completed with 4 students successfully completing the program with positive reviews. Student stipends are being processed.</p> <p>Met with UA "Walking in STEM program" on 2+2's in Biosystems Engineering, Environmental Science, Environmental Engineering, Computer Science. Continued work 2+2's in Pre-professional nursing and Community and Public Health.</p> <p><i>Goal 4: Support for Transitions from High School to TOCC to Univers</i></p>

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

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

Issues/Items	Discussion/ Situation	Summary/Resolution
Workforce and Community Development (WCD)	Meeting with Pima Community College about the Certified Nurse Assistant program (CNA)	We are working on ordering the skills-lab materials that will be used in room 122 at the Macidag building. Also, we are reviewing the IGA with the Pima Community College for offering the CNA program at TOCC. WCD will start working on the promotion of the program with the community because of the specific requirements for this program, which need to be addressed to apply to the program. We will also have a meeting with different PCC people and Dr. Curry, from the TONHC, to discuss the possibility of opening an Emergency Medical Technician (EMT) pathway to direct employment.
	Tohono Kosin	We will present to the Board in August the request for approval of the job descriptions for the Tohono Kosin. They are the Restaurant Manager, the Lead Cook, and the Assistant Cook. Having the personnel will allow us to open the Tohono Kosin and start the delivery of the Food and Beverage micro-credential at the Kosin.
	Solar Panel Installer Program	We hired Mr. Earldon Anhill as the instructor of the Solar Panel Installer Program. One of the requirements of the position is to get certification from the North American Board of Certified Energy Practitioners (NABCEP). This August, we are expecting him to start the work for the certification and complete it in about 6 months. We are going to offer classes for DC/AC circuits, Basic Electricity, and the Core Curriculum in the fall semester.
National Telecommunications Information Administration (NTIA) Grant	Activities	We are waiting for the NTIA's response to our request for a no-cost extension of the grant. We interviewed for the Computer Literacy Instructor/Coordinator and we offered the position to June Starr and she accepted it. We are now ready to get the word out to the Districts and start the training. We are still working with TOUA for the connectivity part that the grant will support. We are waiting for their response about the process to provide connectivity to community members participating in the program.

IT Department	IT issues	IT Director has been working with the Financial Aid Office on providing support for the integration of the PowerFails system and Jenzabar.
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Board of Trustees Report
 Anselmo Ramon, M.Ed.
 Chair of Workforce & Community Development
 July, 2023 Report

Challenges-Resolutions and Accomplishments

Program	Status	Recruitment	Summary
Apprenticeship (WCD) Directs any new Apprenticeship inquiries and former students who would like to re-enroll or enroll to Mr. Jackson Doe, Apprenticeship Director	<p>Solar Installer Program</p> <p>The National Electric Code course was completed for 2023 session.</p> <p>WCD, Office of Sustainability and Education Dean met with Tohono O'odham Health Care Professionals to discuss a partnership with TOCC's goal to provide health care related occupations. The following medical staff are the main contacts in this conversation.</p> <p>Currently working on a Education/WCD flyer that will advertise the CAN courses in collaboration with PCC.</p> <p>The collaboration with Education and Sustainability, WCD and TOHC will continue on a monthly basis and as needed to clarify areas of collaboration. The goal is to develop a RNA, (Registered Nursing Assistant Program) and eventually a EMT program. Other possibilities for workforce occupation is in Radiology, IT (Information Technology), Pharmacy, and other areas of need at TOHC.</p>	<p>WCD program continues to advertise the Solar Panel Installer program and encourage more students and community members to take advantage of the 'free books and tuition' offered by Tohono O'odham Community College. WCD offers the courses on Saturday and this has provided them the flexibility to work during the week and take the courses on the weekends.</p> <p>WCD offered an Art for Wellness workshop at Wisag Kos. Participants from the community learned that Art is a way to relieve stress and not totally focused on one's ability to draw well. Art, know how is included in the workshops and shows participants some ways in which to begin to develop artistic ability in drawing, painting and other mediums. The next workshop is to be held in June 2023 in in July 2023.</p>	<p>May 23, 2023. WCD and TOCC, Education, Language Center and NTIA programs were set up at the San Xavier Co-op for the Farmers Market. We continue to advertise TOCC free books and tuition and promote WCD programs.</p> <p>Solar Panel Installer Program, NTIA Grant Opportunity, Pre-College GED and our upcoming GED Adult Education Conference scheduled for August 17 & 18th.</p>
Culinary Arts Program	Tohono Kosin is in a transition time with BUSD and TOCC. The goal is to set up a CUA program with the opportunity to take CUA courses on a short term basis and continue to offer courses as a dual enrollment option with our local high schools.	Mr. Jay Juan, Chief of Operations continues to keep us updated on the work that is being done at the Tohono Kosin.	TOCC office of Sustainability and WCD will continue to communicate with BHS and TOHS for services associated with the Culinary Arts Program and dual enrollment.
Pre-College GED	One Pre-College in-person GED position is currently open and	GED Program July 2023 Activities.	Pre-College GED Online Total current students- 13 - In zoom- 7

	<p>interviews are being scheduled as candidates apply and who meet the criteria for the position.</p> <p>The Pre-College GED program has Aztec software that assist students in building academic skills in all of the GED content areas, 4 computers are available for student use in the GED classroom. Aztec computer literacy skills and workforce readiness skills component has been added to a student's program of study in the GED program.</p> <p>Pre-College GED students now have the opportunity to take the practice test from home as well as the official GED test.</p> <p>The Office of Sustainability and WCD have been working to establish the workflow for the (NTIA) The National Telecommunications Information Administration Grant. This work is in tandem with Apex Applied Technology. A preliminary detailed work plan has been set up to begin the process of establishing the following.</p> <ol style="list-style-type: none"> 1. TON Computer Literacy Needs assessment (Apex & WCD) 2. Positions necessary to begin the work of the NTIA grant (TOCC) 3. Series of planning meetings to be sure we are in line with our federal lead person. 	<ul style="list-style-type: none"> • Preparing for fall 2023 new student orientation • Ongoing assessments and applications continue to be process for prospective students. <p>Mr. Zuo NTIA Director has been working on securing the equipment necessary to establish our Computer Literacy Training in the Districts on the Tohono O'odham Nation.</p> <p>NTIA project leads Mario, Anselmo and Dehpue meet monthly with Karen, area grant director of NTIA on the status of or project and our work plan. The meetings have been very informative and helpful in keeping us on track to establish this opportunity to get out into the communities of the Tohono O'odham Nation.</p> <p>The proposed outreach August 2023 to the Districts of the Tohono O'odham Nation has been delayed some due to this being an election year. After August 4th new and/or continuing leadership will be contacted regarding the 'launch' of our NTIA CMC training program in the communities.</p>	<p>- independent- 6 9 Passed AZ Civics in July</p> <p>Our FAST Track student was able to complete three official GED exam in our makeshift testing room. A vacant office space at Wisag Kos. This option continues to be available for students who are ready for the GED state exam.</p> <p>NTIA positions are currently posted on TOCC HR. This is a 2-year project. Connecting Tohono O'odham Communities with the Internet. The NTIA project has requested a 1 year no cost extension. This will provide for enough time to full expend and execute the Computer Literacy Training program in the districts of the Tohono O'odham Nation.</p> <p>Pauline have been working to coordinate the TOCC Community Outreach Events to share what we are currently offering and opportunities to enroll and or advance in knowledge and skill at TOCC.</p>
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**Ñia, Oya G-T-Taccul Am Hab E-Ju:
Our Dream Fulfilled**

TO: Tohono O'odham Community College Board of Trustees
 THRU: Paul Robertson, President
 FROM: Sylvia Hendricks, Director of Student Life
 DATE: July 31, 2023
 SUBJECT: Student Life Staff **August 2023** Board Reports

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

Issues/Items	Actions/Assessment
Director of Student Life Monthly Highlights	<p>Just a few Highlights for the month of July 2023:</p> <ul style="list-style-type: none"> ➤ I continue working with HR on filing 1 Student Life positions: <ul style="list-style-type: none"> ○ Wellness Program Specialist ➤ Attended and participated in the Annual 2 day TOCC Bahidaj Harvest in early July sponsored by the Himdag Committee. Again great experience and comraderies among employees and community members with a bountiful bahidaj picking. The Committee appreciated everyone that participated in this year harvest. ➤ Held a Mandatory Security Meeting toward the end of the month of July. Met with Security Staff on recent issues, upcoming events. We also planned for the upcoming 2023 Fall Session on how we can continue to keep campus, students and staff safe. ➤ 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.
Food Program Information	<p>The Food program provided meals for summer school, breakfast, lunch and dinner for dorm students and as the summer school ended and the youth workers ended their summer jobs the Food Program Staff provided meals the student chose in celebrating their time with the Food Program Staff.</p>

	The Food Program has planned to close down the kitchen for 2 weeks in August in order to get reorganize, clean, do menu planning for the upcoming 2023 Fall Session.
Community relations and outside college contacts	The only area in Student Life is the Athletic/Wellness Program that continues to collaborate with other Wellness programs on and off the nation.

Anne Miguel- Residence Life Coordinator

Key Issues/Items addressed in 2023 July

Issues/Items	Actions/Assessment
Current Residents	<ul style="list-style-type: none"> - The 2023 Summer Session, 6 students completed their 8 week courses. There were 4 males and 2 females. - 17 Students (11 women, 6 men) have been approved for Fall semester - Several student applications are still in the process for the Fall
Preparation of physical structures	<ul style="list-style-type: none"> - Minor repairs such as replacement of door knobs, window screens, lights - The air conditioner/heater, continues to remain in service since repair in May - Floors in the dorms were cleaned twice in effort to remove hard water spots. - The floors will need to be cleaned more often. - The space that was used as the quarantine area will remain for the purpose. - Handicap equipment on doors need minor repair to work properly. - All of the dorms and offices are scheduled to be deep cleaned before the students arrive for 2023 Fall Semester. - The interior and exterior of the dorms has been exterminated twice during the summer - TV Cable connection is in process for the dorms. - After a power outage several dryers malfunctioned and are in the process of being reset. Students had access to dryers in other dorms for their use.
Alarm System	<ul style="list-style-type: none"> - Alarm system throughout units needs to be inspected due to continuous beeping and “trouble” light on
Residence Life Coordinator position	<ul style="list-style-type: none"> - Residence Life Coordinator met with Student Life Director regularly to update on housing applications, repairs, and students on campus. - Inventory of property was started in each dormitory, broken and old items were discarded or donated to Family Preservation Recruiting of students for the Resident Program is on-going. - Participated in an open house at the end of the month. Several interested students toured the Dorms - Met with students to register for Fall and assisted/referred to the proper programs when necessary - Youth Employee completed his employment with the Resident Program. He assisted in various assignments, attendance was excellent, eager to do work, and spoke positively about him attending high school - Worked closely with Facilities on repairs, prevention methods, and - Working with Kitchen Staff to hold cooking demonstration for Fall Students - Preparing for the Fall Semester, in areas such as activities, academics, visitor forms and working on the Resident Assistants process.

Residence Assistants	- There maybe 1 Student showing interest in the Resident Assistant Position for the 2023 Fall Session.
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Drew Harris- Athletic/Wellness Manager

Key Issues/Items addressed in 2023 July

Issues/Items	Actions/Assessment
Working status	<ul style="list-style-type: none"> a) The Apedag Ki: 100,000 Step Challenge has been launched. 80 participants are registered. b) 2 Youth Basketball Camps were completed. A total of 90 youth participated. c) Personal Training Certification of the Athletic/Wellness Manager has been completed. d) Attended the Native American Basketball Invitational College Fair. e) Met with the TOCC Phoenix Campus to discuss and plan for wellness initiative. f) Met to discuss plans for Akido at Apedag Ki:
Coaching and Recruiting	<ul style="list-style-type: none"> a) Head Coach & Assistant Coach contracts have been signed. Currently 7 team roster. 3 Women & 4 Men.
Scheduling	<ul style="list-style-type: none"> a) 2023-2024 XC schedule has been finalized. (Schedule will be provided once it's been finalized) b) The Apedag Ki: Event/Class Schedule has been set and finalized with both Weekly & Monthly Events. c) Personal Training Program will begin in August.
Academics	<ul style="list-style-type: none"> a) The Student Life Coordinator, Athletic/Wellness Manager, and the Cross-Country Head Coach met to discuss a plan for Academic accountability amongst the Student-Athletes. A Study Hall has been discussed for Fridays for the upcoming Fall Session. b) Continuous follow up with runners on classes/credits and class schedule.
Administration	<ul style="list-style-type: none"> a) Revision to the Wellness Program Coordinator job description was submitted to HR and presented to Board of Trustees. The revision of position from a Coordinator to a Specialist was approved at the July BOT Meeting. b) Working with HR on posting of the position in hopes that the position will be filled soon.
Wellness	<ul style="list-style-type: none"> a) Wellness Programming for the Phoenix campus was proposed. A proposal for wellness classes to start in the 2023 Fall Session is being planned. b) The Annual Wellness Event at the TOCC Main Campus is currently being planned and scheduled for August 30th.
Budget/Fundraising	The Athletic/Wellness Manager completed and submitted the Athletic Budget for FY2024, which has recently been approved by the Board of Trustees at their July meeting.
Outreach/Community Service	<ul style="list-style-type: none"> a) Attended and assisted at the NABI College Fair along with Student Services staff from S-cuk Du'ag and S-ki:kig Ki: Site. Great event.

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

Issues/Items	Actions/Assessment
Student Issue/Disciplines	<ul style="list-style-type: none"> • No student incidents to report for the month of July. • Dorm students moved out of dorms at the end of the month.
Incidents reports	<ul style="list-style-type: none"> • No incidents to report for the month July
Security Staff	<ul style="list-style-type: none"> • 3 Security Staff attended Mandatory Security Meeting at the end of July. • Security continues to help out when needed and do their rounds at both campus to make sure everything is ok, locked and secure • Security truck in the shop for repairs at this time (window)

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: AIMEE FARMER, CHIEF HUMAN RESOURCES OFFICER
SUBJECT: **AGENDA ITEM** — **RESOURCE LIST JULY 2023**
DATE: **07/31/2023**
CC: FILE

Background

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

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
July 2023

New Hires:

Name	Position	Date
Earlodon Anhill	Solar Energy Instructor	7/11/2023
	Mr. Anhill was Electrician with Parsons Electric, Sturgeon Electric, Stark Electric, Sabino Electric, Rosendin Electric, and Ashton Co. He was Health Transportation Driver for Tohono O'odham Health Transportation Service for 1 year. He was Behavioral Health Technician with AMI Behavioral Health Services for 1 year. He was Electrical Instructor with Tohono O'odham Community College for 1 year. Mr. Anhill earned his Associate of Art in Social Work from Tohono O'odham Community College.	
Susanna Battin	Fine Arts Instructor	8/14/2023
	Mrs. Battin was Lead Illustrator with Mosaica Education for 5 years. She was a Freelance Project Coordinator and Studio Assistant for 9 years. She was Program Director with North Mountain Artist Residency for 3 years. She was Adjunct Faculty, Arts & Composition with Tohono O'odham Community College for 2 years Mrs. Battin earned her AAS in International Fashion Design from The Fashion Institute of Technology. She earned her BFA in Theatrical Design and Production. She earned her MFA in Photography and Media.	
Brittany Gonzales	Tohono O'odham Agriculture and Natural Resources Assistant	7/24/2023
	Mrs. Gonzales was Youth Worker with Bashas for 1 month. She was Summer Associate with Senior Services for 3 years. She was School Garden Intern with Tohono O'odham Community Action for 1 year. She was Custodian with Baboquivari Unified School District for 3 years. She was Groundskeeper with Baboquivari Unified School District for 3 years. She was Maintenance/Warehouse Clerk with Baboquivari Unified School District for 1 year. She was ESS Duty Aid with Baboquivari Unified School District for 4 months.	

Transfers:

Name	Position	Date
Mary Banks	GEO SMART Project Director	02/13/2023
	Mrs. Mary Banks was Restaurant Manager with Holiday Inn for 2 years. She was Intern with Bio-Diversity Project for 4 months. She was Event Bartender with Tucson University Marriott Park for 2 years. She was GIS Technician with Tohono O'odham Community College for 3 years. Mrs. Mary Banks earned her Associate of Arts in Anthropology from Pima Community College. She earned her Bachelor of Science in Geography from University of Arizona. She earned her Bachelor of Arts in Anthropology from University of Arizona.	

Separations:

Name	Position	Date
Jason Post	GIS Instructor	6/30/2023

Tohono O'odham Community College
Employment Vacancy Log
July 2023
Administrative/Faculty

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	Education	2			2		2	7/31/2023	1		6/29/23 & 7/6/2023	1	1	Pending start date
Biodiversity and Research Specialist	Sustainability	1			1		1	7/31/2023						Pending manager review
Computer Literacy Training Coordinator	Sustainability													Position filled 7/17/2023
Curriculum Specialist	Education	1			1	1		7/31/2023	1		7/21/2023			Pending more applicants
Electrical Apprentice Instructor	App Program							7/31/2023	1		6/28/2023	1		Pending FPC card
Elementary Education Instructor	Education							7/31/2023	2	2	7/20/2023	1	1	Pending background check
Fine Arts Instructor	Education	2			2		2	7/31/2023	1		6/30/2023	1		Position filled, tentative start date 8/14/2023
Grants Coordinator	Administration	2			2		2	7/31/2023	3	1	7/18/2023 & 7/20/2023	1	3	Pending HM review
Pre-College GED Instructor (1)	Workforce Community Development	1		1			1	7/31/2023						Pending manager review
Social Work Instructor	Education	0						7/31/2023	3	2	3/23/2023 & 3/24/2023	1	2	Position filled effective 7/1/2023
Solar Energy Instructor	Sustainability	0						7/11/2023	1		6/26/2023			Position filled effective 7/11/2023
Tohono O'odham Language & Culture Instructor	Education	1	1			1		7/24/2023	1		7/25/2023			Pending President approval

Tohono O'odham Community College
Employment Vacancy Log
July 2023
Administrative/Faculty

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	Administration	0						7/31/2023						Continue to advertise
Administrative Assistant-OLC	O'odham Language Center	0						7/31/2023						Continue to advertise
Computer Literacy Trainer	Sustainability	1			1	1		7/31/2023	1					Pending interview
Facilities Maintenance Tech I	Operations	3	1		2		3	7/31/2023	2					Pending interview
Library Assistants (2)	Education	3	1		2		3	7/31/2023	3		7/14/2023	1		Pending President approval
Tohono O'odham Agriculture & Natural Resources Assistant (1)	Sustainability	3	2	1	1	2	1	7/31/2023	3		5/22/2023, 5/25/2023	1	1	One position filled effective 5/22/2023

Tohono O'odham Community College Living Laboratory

An NSF TCUP STEM ICE-TI “Pathways to Indigenous STEM/Ma:cidag STEM Wui” Project

Presented by

Teresa Newberry (PI/PD)

Teresa DeKoker (Consultant)

Camillus Lopez (Senior Cultural Mentor)



National Science Foundation
WHERE DISCOVERIES BEGIN



TOCC Living Lab

A living lab is a real-life environment which creates a platform to **learn, research and innovate**

- Using campus natural setting to **explore the natural world** and to **understand species adaptations and responses** to a changing environment
- **NSF STEM's Goal:** to create opportunities for hands-on, inquiry-based learning and research opportunities for students to promote professional preparedness

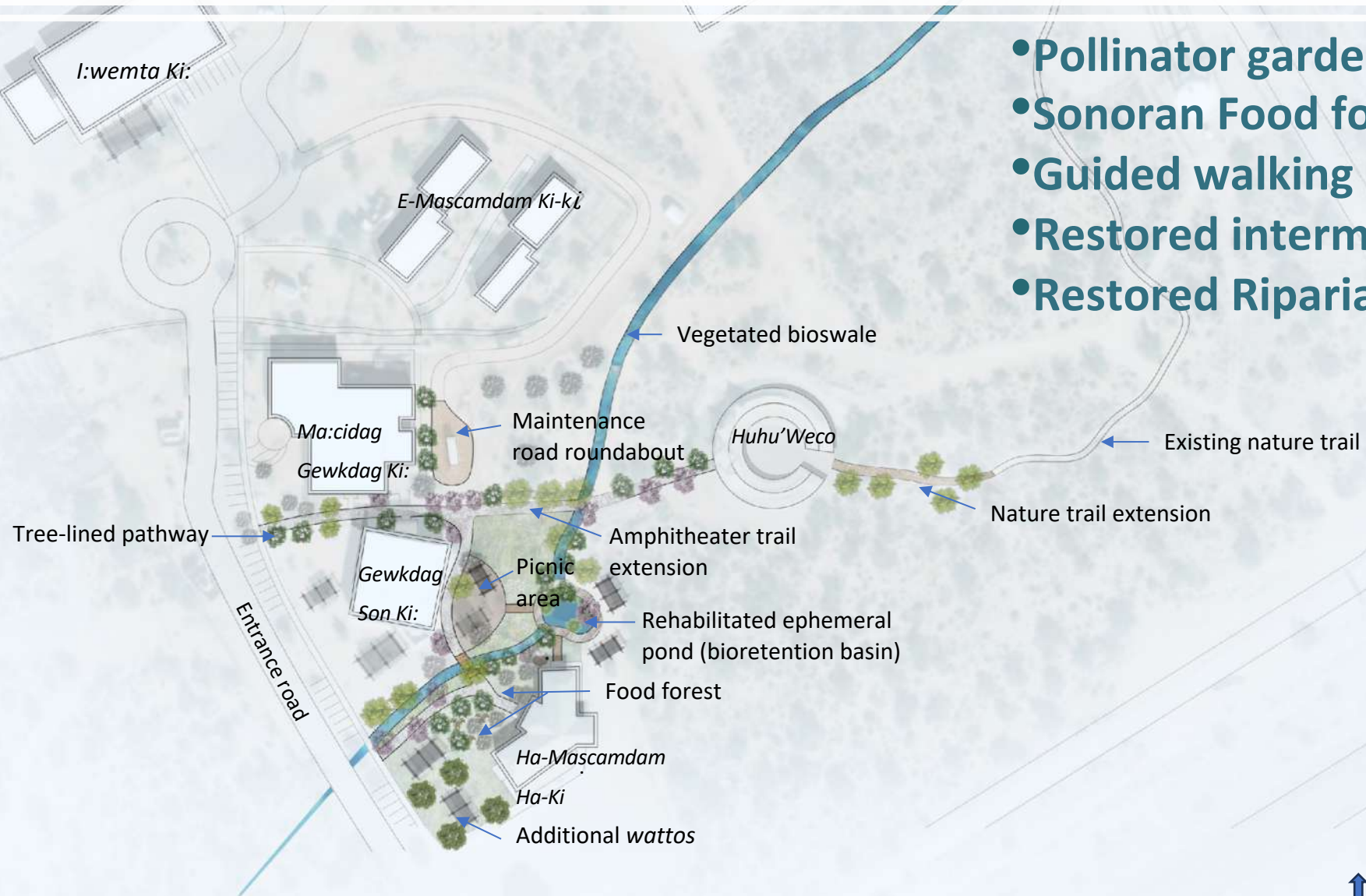


GOALS & OBJECTIVES

- create an **experiential learning** environment to diversify the delivery and mode of teaching
- increase instructional and research capacity to **better suit the needs of TOCC students**
- be a **resource to the communities** that it serves (as part of mission and as a Land Grant Institution)
- provide a venue for experiential learning that allows for diverse programming and leverages **education**-oriented design strategies
- support healthy **ecosystems**
- foster environmental/ cultural stewardship and support Tohono O'odham *Himdag*

TLL Ma:cig Oidag (Phase 1 2023-2024)

- Pollinator garden
- Sonoran Food forest
- Guided walking paths
- Restored intermittent pond
- Restored Riparian Area



Food Forest



Pollinators



Butterflies, Moths, & Bats

Agaves, milkweeds, yuccas, and saguaros are especially important to this group of pollinators. Butterflies are particularly attracted to brightly colored, sweet smelling flowers.



Plants and Pollinators

Most wild and agricultural plants depend on pollinators for their reproductive success and continuation as a species. Plants and their pollinators have co-evolved and depend on one another for their survival; their continued success is critical in preserving natural and agricultural ecosystems. Pollinator survival is threatened due to a wide range of factors. Conservation of particular native plant species can help protect important pollinators that rely on these species, thus preserving natural ecosystems that people rely upon.



Having a variety of different flowering plants is a way to contribute to pollinator diversity. While some pollinators may have highly specialized relationships with the plants they pollinate, others are more generalists.

(Chambers & Buckmann 2004)

Birds & Bees

Bees are particularly attracted to flowers that are violet and yellow, while hummingbirds are attracted to orange and red flowers.



The Sonoran Desert has a high diversity of bee species which pollinate a wide range of wild and crop plants. Wasps and flies are also important pollinators.



TLL Ma:cig Oidag 2023-2024 Timeline



Fall 2023

Walking Paths & Signage

- Signs for existing plants along pathways near MGSK, GSK, HMK, & the Amphitheater
- Signage will include barcodes linking to TOCC Plant Atlas
- Create a short path from Amphitheater to existing Nature Trail
- Move disconnected signage from old Nature Trail into existing trails

Restoration (pond & riparian area)

- Move soil to restore drainage into the pond and the riparian area
- Discontinue use of roads impacting the Ma:cig Oidag area by placement of bollards & scarifying the soil
- Remove the shed

Planting

- Planting of winter/spring seed mix (late Fall/early winter)

Spring & Summer 2024

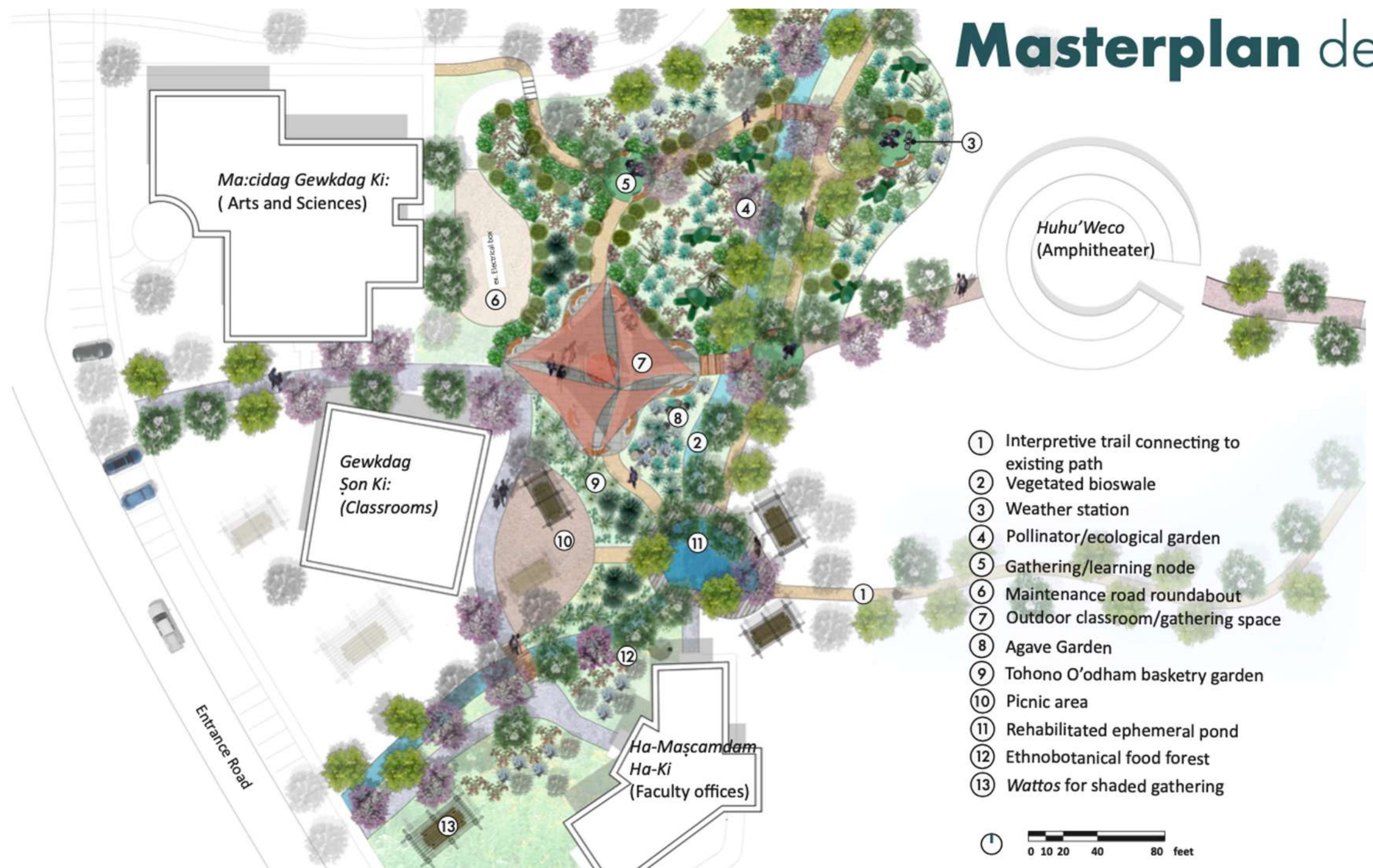
- Planting in food forest, picnic area, & pond
- Place additional signage
- Planting of summer seed mix—Monsoon 2024

TLL Campus-wide Landscape Plan (2024 and beyond)



1. Interpretive trail connecting to existing path
2. Vegetated bioswale
3. Weather station
4. Pollinator/ecological garden
5. Gathering/learning node
6. Maintenance road roundabout
7. Outdoor classroom/gathering space
8. Agave garden
9. Tohono O'odham basketry garden
10. Picnic area
11. Rehabilitated ephemeral pond
12. Ethnobotanical food forest
13. *Waptto* for shaded gathering

Masterplan detail



Plant inventory



desert willow
a:n



velvet mesquite
kui



desert fairy duster
cu:wĩ wuipo



staghorn cholla
ceolim



desert marigold
gi:ko



Engelmann prickly pear
naw

TREES

Common Name

desert willow
velvet mesquite
foothills palo verde
blue palo verde
pomegranate

Scientific Name

Chilopsis linearis
Prosopis velutina
Parkinsonia microphylla
Parkinsonia florida
Punica granatum

O'odham Name

a:n
kui
kuk ce:hedagĩ
ko'okmadt

WILDFLOWERS

Common Name

devil's claw
Arizona poppy
desert marigold
sacred datura
desert tobacco

Scientific Name

Proboscidea parviflora
Kallstroemia grandiflora
Baileya multiradiata
Datura wrightii
Nicotiana obtusifolia

O'odham Name

ban i'hug

gi:ko
kotadtopi
ban wiwga

SHRUBS

desert fairy duster
brittlebush
limberbush
ocotillo
triangle-leaf bursage
creosote bush
desert broom
burweed
wolfberry
desert hackberry
chuparosa
white-thorn acacia

Calliandra eriophylla
Encelia farinosa
Jatropha cardiophylla
Fouquieria splendens
Ambrosia deltoidea
Larrea tridentata
Baccharis sarothroides
Isocoma tenuisecta
Lycium exsertum
Celtis ehrenbergiana
Justicia californica
Vachellia constricta

cu:wĩ wuipo
tohawes
wa:s
melhog
tadtshagi
segai
shu:shk wakck

kuawul
ko:m
wipismal je:j
gidag

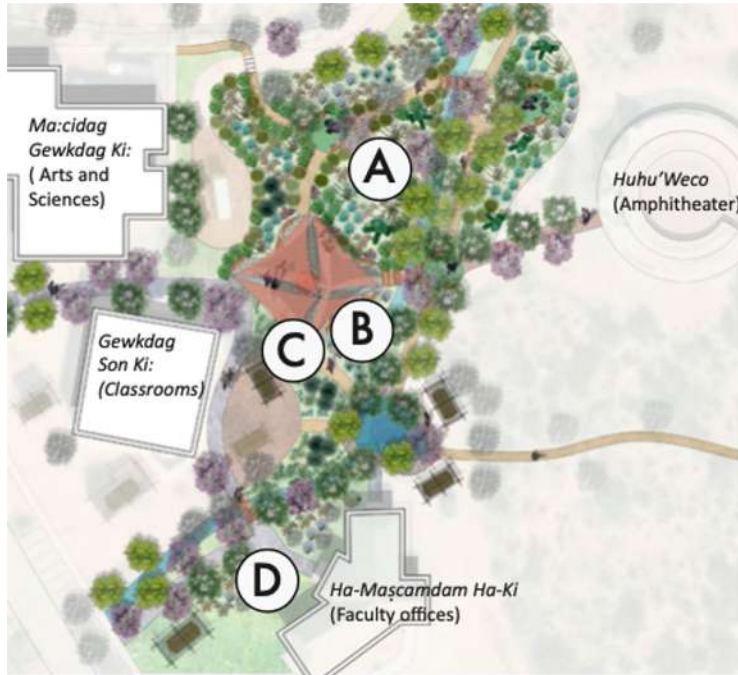
CACTI AND SUCCULENTS

saguaro
fishhook barrel
hedgehog cactus
Engelmann prickly pear
Arizona fishhook cactus
chainfruit cholla
teddybear cholla
staghorn cholla
buckhorn cholla
pencil cholla
red yucca
desert spoon

Carnegia gigantea
Ferocactus wislizeni
Echinocereus engelmannii
Opuntia engelmannii
Mammillaria grahamii
Cylindropuntia fulgida
Cylindropuntia bigelovii
Cylindropuntia versicolor
Cylindropuntia acanthocarpa
Cylindropuntia arbuscula
Hesperaloe parviflora
Dasyliirion wheeleri

ha:sañ
jiawul
i:swigĩ
naw
ba:ban ha-i:swigĩ
to:ta hanam
hadshadkam
ceolim
hanam
wipinoi

u:mug



① Pollinator Garden (*Ulnogida*: the resting place)

Gardens

② Agave Garden



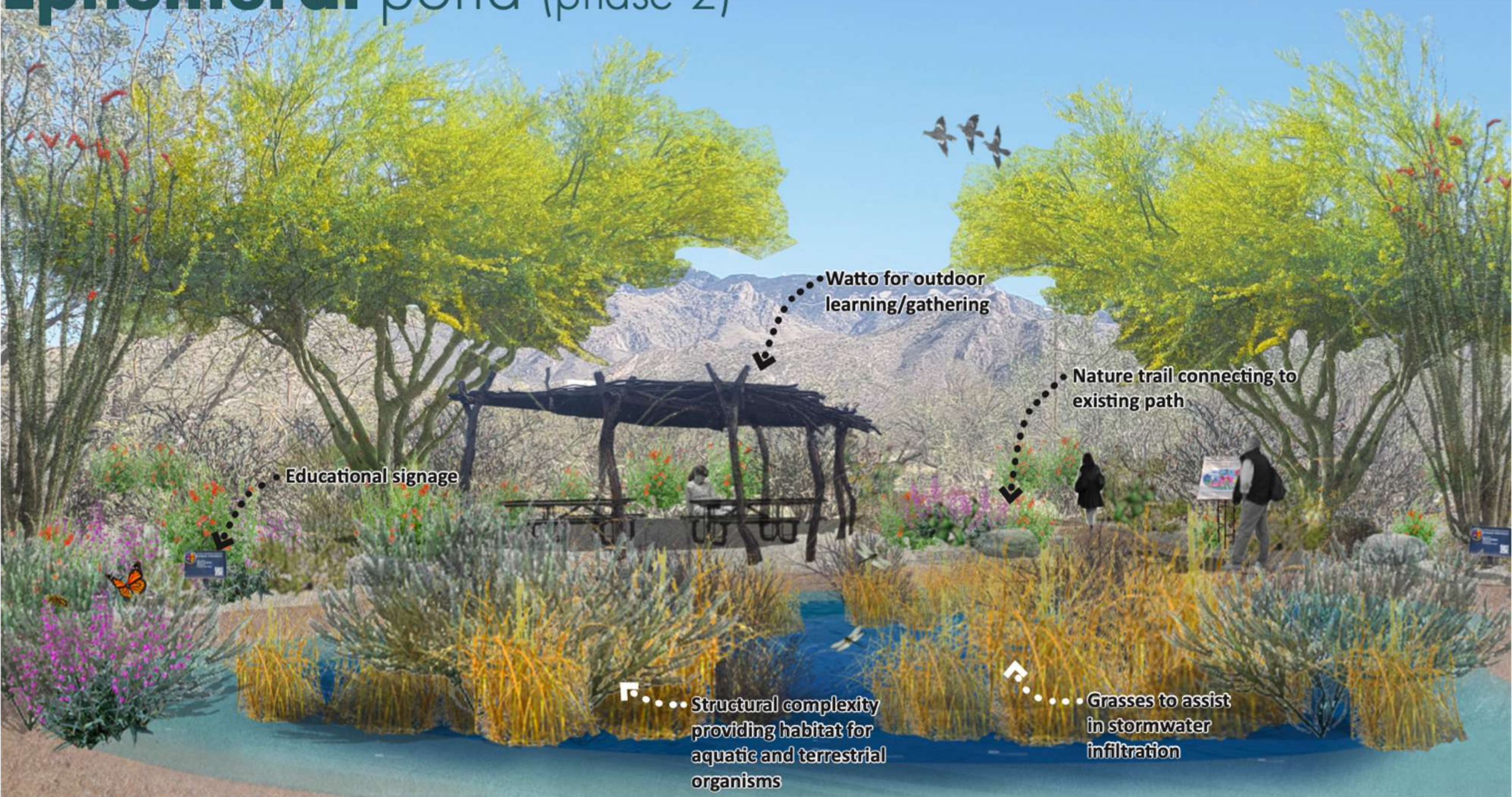
③ Basketry Garden



④ Sonoran Food Forest



Ephemeral pond (phase 2)



• Watto for outdoor learning/gathering

• Nature trail connecting to existing path

• Educational signage

• Structural complexity providing habitat for aquatic and terrestrial organisms

• Grasses to assist in stormwater infiltration

Thank you!

Questions, Comments, Discussion



TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: SAN CARLOS APACHE COLLEGE

FROM: DR. LISA EUTSEY, SCAC PROVOST



SUBJECT: APPROVAL OF TWO DUAL ENROLLMENT IGA (SCUSD AND GUSD)

CC:

Background: SCAC has been offering dual enrollment courses with the San Carlos Unified School District (SCUSD) since 2018. Due to changes on the state side, the time has come to make sure that the IGA is updated to the state's satisfaction. In addition, the Globe Unified School District (GUSD) seeks to be a new partner, especially as a way to offer Apache Language and Culture (APA 101) as a dual enrollment course for their Apache students. They would very much like to see this class offered in the fall, and our full-time Apache Language faculty member has agreed to teach this course at the high school this fall.

Justification: Dual enrollment offerings allow our local students to gain college level credits while in high school. We have found that it boosts student confidence and makes them more likely to continue taking college courses after high school completion. In addition, it helps students financially to get college courses completed while in high school without the burden of paying tuition. It also connects with SCAC's Strategic Goal #1: Rekindle the language traditions, and culture of the Apache People, and the first objective under that goal: to become the community's primary hub and repository for events and resources that will cultivate proficiency in, and genuine appreciation for, Apache history, culture and traditions. The SCAC Board of Regents has already approved both agreements effective July 20, 2023. The SCUSD has this item set for approval at their August 8th meeting, and the GUSD is set to approve the agreement on August 16th.

Action Requested: Approval of the updated IGA with SCUSD, and the new IGA with the GUSD.

Recommendation:

**DUAL ENROLLMENT INTERGOVERNMENTAL AGREEMENT
TOHONO O'ODHAM COMMUNITY COLLEGE, SAN CARLOS APACHE COLLEGE
AND
SAN CARLOS UNIFIED SCHOOL DISTRICT**

THIS INTERGOVERNMENTAL AGREEMENT ("AGREEMENT") IS ENTERED INTO BETWEEN TOHONO O'ODHAM COMMUNITY COLLEGE ("TOCC"), SAN CARLOS APACHE COLLEGE ("SCAC"), AND BABOQUIVARI UNIFIED SCHOOL DISTRICT ("SCHOOL DISTRICT"), (COLLECTIVELY "PARTIES"). THIS AGREEMENT SHALL BE IMPLEMENTED AND GUIDED BY ARIZONA REVISED STATUTE ("A.R.S.") 15-1821.01.

1. Purpose:

The purpose of this Agreement is to set forth the understanding of the Parties as to their responsibilities and their rights in providing Dual Enrollment courses as defined in Section 2, to all eligible students.

Program Objectives will be reflected in Arizona Tribal College Dual Enrollment Program IGA number 17-04-ED, Section 1.

2. Definitions:

The "Dual Enrollment course(s)" shall have the same definition as set forth in A.R.S. 15-101 (11) and pursuant to A.R.S. 15-1821.01 (3); physical education courses shall not be offered as Dual Enrollment Courses.

A "Dual Enrollment student" at Tohono O'odham Community College shall be defined as a high school student (pursuant to A.R.S. 15-1821.01 (2,6,7) enrolled at TOCC and a high school, seeking credit to be applied toward a high school diploma and a college program of study/major simultaneously as outlined in the TOCC Dual Enrollment Policy in Exhibit A.

3. Term:

This agreement is a five (5) year term from July 1, 2023 to June 30th, 2028 , and each year thereafter unless either party chooses to terminate or modify the conditions of this agreement. A written statement must be received by the initiating party no later than May of the given year. .

- a. This agreement shall be effective:
 - i. After the Governing Bodies of the Parties have approved it;
 - ii. On the date that authorized representatives of Parties have signed it ("Effective Date");

The term of this Agreement shall be from the Effective Date through June 30, 2028 ("Summer")

4. High School Dual Enrollment Courses:

The Parties will jointly identify courses that may be taken for high school credit and college credit. The process necessary for dual enrollment admissions shall be determined through the joint effort of the high school and the college. Examples of some Dual Enrollment Courses that could be offered pursuant to this Agreement are listed in Exhibit B attached to this Agreement.

Pursuant to A.R.S. 15-701.01 (F) the Parties agree that the School District shall award at least one-half of a Carnegie unit and up to and including one Carnegie unit for each three semester hours of credit that the student earns in an approved College course.

5. TOCC and SCAC's Role:

1. TOCC & SCAC shall be responsible for facilitating communication about TOCC's dual enrollment policies and procedures with the SCUSD.
2. A tuition schedule for Dual Enrollment courses shall be made available to the SCUSD and its high school and interested high school students before the beginning of the academic year as listed in Exhibit C of this Agreement.
3. SCAC shall be responsible for the hiring of all Dual Enrollment adjunct faculty, regardless of course location; qualifications shall be based on the credentialing requirements as set forth by the Higher Learning Commission ("HLC"). All high school faculty members seeking to teach for the dual enrollment program must be approved through SCAC prior to the start date of the dual enrollment course(s).
4. SCAC will facilitate course and teacher evaluations for the Dual Enrollment course(s).
5. Dual Enrollment Course(s) must meet TOCC's academic requirements and policies set forth by the State of Arizona (A.R.S. 15-1821.01). SCAC will ensure that academic rigor is being met within the dual enrollment setting by implementing the following:
 - a. Require all course syllabi to adhere to the College's agreed upon format including the stated learning outcomes.
 - b. Each faculty shall submit a completed syllabus and include a grading scheme prior to the commencement of his/her/their course, and a completed grading schedule at its completion, to the high school administrator.
 - c. Only transferable college courses numbered 100 and above are eligible for dual enrollment.
 - d. Students will only be awarded transferable credit for a grade "C" or above in accordance with State of Arizona policies.
6. ISBN number(s) of the textbook(s) currently used for the course at SCAC shall be provided to the dual enrollment faculty member.
7. SCAC will provide access to all forms that are specific to the College's Dual Enrollment Program via www.apachecollege.org.
8. SCAC's Dual Enrollment liaisons will conduct business on behalf of TOCC's Dual Enrollment Program. Those liaisons are:

- a. Dr. Lisa Eutsey, Provost
 - b. Rachael Kenton, Registrar
- 9. SCAC Liaisons will report all student information to the TOCC Dual Enrollment Coordinator.

6. San Carlos Unified School District Role:

- 1. Provide transportation, as needed, for students enrolled in the Dual Enrollment Program.
- 2.
- 3.
- 4. Provide for the following:
 - a. Adequate facilities to include classroom space, lab access, and other facility support as needed
 - b. Equipment or supplies associated with course instruction

7. San Carlos High School Role:

- 1. The High School will provide classroom space(s) free of charge, including (but not limited to) computer and science labs, auditoriums, and recreational facilities to SCAC.
- 2. Provide interested students with registration materials for the Dual Enrollment Program.
- 3. The high school will observe the following:
 - a. Designate a period/hour(s) in which the course(s) will be taught for dual enrollment.
 - b. Students enrolling in Dual Enrollment courses will follow the timelines as mutually agreed upon in addition to policies and procedures outlined in the TOCC/SCAC Catalogs.
 - c. Ensure that only those students who have fully registered for the Dual Enrollment course(s) participate in said course.
- 4. The TOCC/SCAC Application for Admissions and Registration Material Deadlines:
 - a. The last day of registration for classes that start in August will be identified as "Last Day to Add without an Instructor's Signature," in the current TOCC Academic Year Calendar
 - b. The last day of registration for classes that start in January will be identified as "Last Day to Add without an Instructor's Signature," in the current TOCC/SCAC Academic Year Calendar
- 5. The high school and SCAC will determine if the student has the skills needed to succeed in the proposed college coursework. Some SCAC courses may require placement tests, which will be administered through arrangements between the Parties. An additional consideration for course participation may be given via instructor approval and signature.
- 6. The high school will declare no later than two (2) months prior to the beginning of the school semester which courses will be taught for dual enrollment.

7. The following information must be disclosed and on file at the time of course request:
 - a. Application for Adjunct Faculty at SCAC
 - i. Instructor(s) who will teach the course
 - ii. Instructor(s) resume and official transcripts
 - b. Start and end dates for the course
8. The high school will provide SCAC with all calendars (i.e. regular bell schedule, testing schedule, early release, etc.) at the time of course offering request.
9. The high school will provide access to data used for reporting purposes that are in the best interest of students, including, but not limited to, data required for funding.
- 10.
11. The high school will identify Dual Enrollment liaisons as those who will conduct business and handle matters on behalf of the high school. Those positions are listed as the following:
 - a. TBD
 - b. TBD

8. Student Responsibilities:

1. Complete Application for Admission and supply all registration materials (as detailed by current College Catalog) to SCAC by the dates listed below:
 - a. The "Last Day to Add without an Instructor's Signature," in the current TOCC/SCAC Academic Year Calendar for courses that start in August
 - b. The "Last Day to Add without an Instructor's Signature," in the current TOCC/SCAC Academic Year Calendar for courses that start in January
2. Obtaining all required signatures to confirm registration by submitting the completed Underage/Dual Enrollment Permission Form in Exhibit D attached to this agreement.
3. Pay course drop and add fee, if applicable

9. Non-Discrimination

The parties to this Agreement do not discriminate on the basis of race, creed, religion, sex, marital status, color, age, sexual orientation, gender, physical or mental handicap, or because of national origin, unless based on reasonable grounds, in compliance with the requirements of the Civil Rights of 1964, Title IX of the Educational Amendments of 1972, Title VII and VIII of the Public Health Service Act, and the Rehabilitation Act of 1973.

IN WITNESS THEREOF TO THIS MEMORANDUM OF UNDERSTANDING has been
executed on the _____ day of _____, 20_____.

**TOHONO O'ODHAM COMMUNITY
COLLEGE**

By: _____
Name: _____
Title: _____
Tohono O'odham Community College Board
of Trustees

Date: _____

**SAN CARLOS UNIFIED SCHOOL
DISTRICT**

By: _____
Name: _____
Title: _____
San Carlos Unified School District

Date: _____

SAN CARLOS APACHE COLLEGE

By: _____
Name: _____
Title: _____
San Carlos Apache College Board of Trustees

Date: _____

**TOHONO O'ODHAM COMMUNITY
COLLEGE**

By: _____
Name: _____
Title: _____
Tohono O'odham Community College
President

Date: _____

SAN CARLOS APACHE COLLEGE

By: _____
Name: _____
Title: _____
San Carlos Apache College President

Date: _____

SAN CARLOS HIGH SCHOOL

By: _____
Name: _____
Title: _____
San Carlos High School Principal

Date: _____

EXHIBIT A:

TOCC DUAL ENROLLMENT POLICY

A Dual Enrollment student at Tohono O'odham Community College shall be defined as a high school student (pursuant to Arizona Revised Statute (A.R.S.) 15-1821.01 (2, 6, 7)) enrolled at TOCC and a high school, seeking credit to be applied toward a high school diploma and a college program of study/major simultaneously. This is different from a Concurrent Enrollment student who is enrolled at both institutions at the same time but not seeking to have credit applied toward a high school diploma.

A Dual Enrollment Course shall be offered pursuant to A.R.S. 15-1821.01 (3), which includes courses numbered 100 or above, transferable to a university or to an approved community college program. Physical education courses will not be offered as dual enrollment.

All Dual Enrollment students must meet enrollment criteria (i.e. placement scores, course prerequisites, etc.) as identified in the current course catalog pursuant to A.R.S. 15-1821.01 (2).

A Dual Enrollment student must also be enrolled at a high school within the State of Arizona. Exemptions will be made for out-of-state schools with an established Intergovernmental Agreement (IGA) (i.e. residential boarding schools).

A high school student may seek Dual Enrollment Credit independent of an Intergovernmental Agreement with a school district. In this instance, a student must submit the Underage/Dual Enrollment Permission Form as it will serve as the contract between the high school and college. If the high school agrees to honor a course for Dual Enrollment, then a student will be considered a Dual Enrollment Student. If the high school does not agree to honor a course for Dual Enrollment, then a student will be considered a Concurrent Student.

EXHIBIT B:

DUAL ENROLLMENT COURSES

For complete course descriptions, refer to the current College catalog. All courses listed here are available for Dual Enrollment. Generally, courses listed under an approved AGECE are also eligible for offering. It is understood by Parties, that this is not a comprehensive list and that course offerings will be updated on a regular semester basis listed in the College course schedule and website: www.tocc.edu/startprogram/

BUSD High School	Course Prefix and Number	Title	Credits	Semester
EXAMPLE	HIS 122	Tohono O'odham History and Culture I	3	Fall 2021
	HIS 122	Tohono O'odham History and Culture I	3	Fall
	HIS 125	Tohono O'odham History and Culture II	3	Spring
	THO 101	Elementary Tohono O'odham I	4	Fall
	THO 102	Elementary Tohono O'odham II	4	Spring
	THO 106	Conversational Tohono O'odham I	4	As Needed
	THO 107	Conversational Tohono O'odham II	4	As Needed
	THO 201	Intermediate Tohono O'odham	4	Fall
	THO 202	Advanced Tohono O'odham	4	Spring
	AIS 101	Introduction to American Indian Studies 1	3	As Needed
	ANR 111N	Agroecology and Tohono O'odham Crop Production	4	As Needed
	APA 101	Apache Language I	4	Fall
	APA 102	Apache Language II	4	Fall
	ART 100	Basic Design	3	Fall/Spring
	ART 104	Digital Media and Photography	3	Fall/Spring
	BIO 100N	Biology Concepts	4	As Needed
	BIO 127N	Human Nutrition and Biology	4	As Needed
	CHM 121N	Chemistry and Society	4	As Needed
	CHM 130N	Fundamental Chemistry	4	As Needed
	CIS 100	Introduction to Computers	3	Fall/Spring
	CPH 101	Exploring Careers in Health Professions	2	Fall/Spring
	CUA 110	Food Safety & Sanitation	3	As Needed
	CUA 120	Culinary Math	2	As Needed
	CUA 125	Professional Cooking I	4	As Needed
	ECE 105	Foundations of Early Childhood Education	3	Fall/Spring

ECE 125	Nutrition and Safety of Young Children	3	Fall
ECE 217	Child Development	3	Fall
ECE 226	Effective Interactions and Guidance	3	Spring
ECE 228	Family, Culture, and Community	3	Spring
ECN 200	Basic Economic Principles	3	As Needed
HIS 130	Apache History	3	As Needed
HIS 141	History of the United States	3	As Needed
HIS 142	History of the United States II	3	As Needed
LIT 174	Introduction to Native American Writings	3	As Needed
MAT 142H	College Mathematics	4	Fall
MAT 151	College Algebra	4	Spring
MAT 187	Pre-Calculus	5	As Needed
MAT 220	Calculus I	5	As Needed
PHI 101	Introduction to Philosophy	3	As Needed
POS 110	American National Government	3	As Needed
POS 226	Tohono O'odham Nation Government	3	As Needed
PSY 101	Introduction to Psychology	3	As Needed
SCI 101	Pathways to Science	2	As Needed
SOC 101	Introduction to Sociology	3	As Needed
SPE 110	Public Speaking	3	As Needed
STU 101	Becoming a Master Student	3	As Needed
TOC 150	Tohono O'odham Food Systems	3	As Needed
TOS 111	Tohono O'odham Traditional Arts	3	As Needed
TOS 112	Tohono O'odham Traditional Arts: Pottery and Basketry	3	As Needed
WRT 101	Writing I	3	Summer/Fall
WRT 102	Writing II	3	Summer/Spring

EXHIBIT C:**TOCC TUITION SCHEDULE**

Credit Hours	Tuition	
1	\$34.25	Semester Processing Fee (A non-refundable fee due every semester, including summer session): \$10
2	\$68.50	
3	\$102.75	Miscellaneous Lecture Fee: Not to Exceed \$40.00 per course (for recovery of extraordinary course-specific costs)
4	\$137.00	
5	\$171.25	Miscellaneous Laboratory Fee: Lab fees vary with course
6	\$205.50	
7	\$239.75	Student Activity Fee: \$15
8	\$274.00	
9	\$308.25	Technology Fee: \$2.50 per credit hour
10	\$342.50	
11	\$376.75	Art Courses: Fees depend on the materials used
12	\$411.00	
13	\$445.25	
14	\$479.50	
15	\$513.75	
16	\$548.00	

Exhibit D:



Tohono O'odham Community College



Underage Student Enrollment Permission Form

STUDENT INFORMATION: (All Students Must Complete this Section)

Name: _____ TOCC ID#: _____ DOB: _____

School Name: _____ Grade: ____ Graduation Date: _____ SAIS/ID Number: _____

Dean of Student Services/Designee: _____ Date: _____

(Note: Students 16 years of age or younger must have permission of the TOCC Dean of Student Services)

COURSES at TOHONO O'ODHAM COMMUNITY COLLEGE:

Course Prefix	Course Number	Course Section	Credit Hours

Student Signature _____ Date _____ Parent or Guardian Signature (if under 18) _____ Date _____

High School Dual Enrollment Permission Form

TOCC Course Plan/Dual Enrollment Option:

(To be completed by High School Staff for students seeking Dual Enrollment)

- High school approval is required prior to TOCC course registration for any classes taken during any session if TOCC courses are to be used for high school graduation credit. **NOTE: Three (3) TOCC credits equal (1/2) of a high school credit.** (The High School Counselor will determine the equivalent high school course)
- Fill in the TOCC Courses that the student is enrolling in and submit this form when registering for classes.

Year/Semester:

Tohono O'odham Community College Course			Equivalent High School Course	
Course Prefix	Course Number	Credit Hours	Course	Credit Hours

- Is the student graduating from high school at the end of this semester? Yes _____ No _____
- Signatures above give permission for TOCC to release grades to high school officials

High School Counselor/Designee _____ Date _____ High School Administrator _____ Date _____

For Official Use:

- _____ Underage Permission: A student seeking enrollment under the 18 years of age
- _____ Concurrent Enrollment: A student who is enrolled at Tohono O'odham Community College and not seeking high school credit
- _____ Dual Enrollment: A student enrolled at a high school and Tohono O'odham Community College earning credit for both institutions (signatures required)

Dual Enrollment: _____

Date: _____

Registrar: _____

Date: _____

**DUAL ENROLLMENT INTERGOVERNMENTAL AGREEMENT
TOHONO O'ODHAM COMMUNITY COLLEGE, SAN CARLOS APACHE COLLEGE
AND
GLOBE UNIFIED SCHOOL DISTRICT**

THIS INTERGOVERNMENTAL AGREEMENT ("AGREEMENT") IS ENTERED INTO BETWEEN TOHONO O'ODHAM COMMUNITY COLLEGE ("TOCC"), SAN CARLOS APACHE COLLEGE ("SCAC"), AND GLOBE UNIFIED SCHOOL DISTRICT ("SCHOOL DISTRICT"), (COLLECTIVELY "PARTIES"). THIS AGREEMENT SHALL BE IMPLEMENTED AND GUIDED BY ARIZONA REVISED STATUTE ("A.R.S.") 15-1821.01.

1. Purpose:

The purpose of this Agreement is to set forth the understanding of the Parties as to their responsibilities and their rights in providing Dual Enrollment courses as defined in Section 2, to all eligible students.

Program Objectives will be reflected in Arizona Tribal College Dual Enrollment Program IGA number 17-04-ED, Section 1.

2. Definitions:

The "Dual Enrollment course(s)" shall have the same definition as set forth in A.R.S. 15-101 (11) and pursuant to A.R.S. 15-1821.01 (3); physical education courses shall not be offered as Dual Enrollment Courses.

A "Dual Enrollment student" at Tohono O'odham Community College shall be defined as a high school student (pursuant to A.R.S. 15-1821.01 (2,6,7) enrolled at TOCC and a high school, seeking credit to be applied toward a high school diploma and a college program of study/major simultaneously as outlined in the TOCC Dual Enrollment Policy in Exhibit A.

3. Term:

This agreement is a five (5) year term from July 1, 2023 to June 30th, 2028 , and each year thereafter unless either party chooses to terminate or modify the conditions of this agreement. A written statement must be received by the initiating party no later than May of the given year. .

a. This agreement shall be effective:

- i. After the Governing Bodies of the Parties have approved it;
- ii. On the date that authorized representatives of Parties have signed it ("Effective Date");

The term of this Agreement shall be from the Effective Date through June 30, 2028 ("Summer")

4. High School Dual Enrollment Courses:

The Parties will jointly identify courses that may be taken for high school credit and college credit. The process necessary for dual enrollment admissions shall be determined through the joint effort of the high school and the college. Examples of some Dual Enrollment Courses that could be offered pursuant to this Agreement are listed in Exhibit B attached to this Agreement.

Pursuant to A.R.S. 15-701.01 (F) the Parties agree that the School District shall award at least one-half of a Carnegie unit and up to and including one Carnegie unit for each three semester hours of credit that the student earns in an approved College course.

5. TOCC and SCAC's Role:

1. TOCC & SCAC shall be responsible for facilitating communication about TOCC's dual enrollment policies and procedures with the SCUSD.
2. A tuition schedule for Dual Enrollment courses shall be made available to the Globe Unified School District and its high school and interested high school students before the beginning of the academic year as listed in Exhibit C of this Agreement.
3. SCAC shall be responsible for the hiring of all Dual Enrollment adjunct faculty, regardless of course location; qualifications shall be based on the credentialing requirements as set forth by the Higher Learning Commission ("HLC"). All high school faculty members seeking to teach for the dual enrollment program must be approved through SCAC prior to the start date of the dual enrollment course(s).
4. SCAC will facilitate course and teacher evaluations for the Dual Enrollment course(s).
5. Dual Enrollment Course(s) must meet TOCC's academic requirements and policies set forth by the State of Arizona (A.R.S. 15-1821.01). SCAC will ensure that academic rigor is being met within the dual enrollment setting by implementing the following:
 - a. Require all course syllabi to adhere to the College's agreed upon format including the stated learning outcomes.
 - b. Each faculty shall submit a completed syllabus and include a grading scheme prior to the commencement of his/her/their course, and a completed grading schedule at its completion, to the high school administrator.
 - c. Only transferable college courses numbered 100 and above are eligible for dual enrollment.
 - d. Students will only be awarded transferable credit for a grade "C" or above in accordance with State of Arizona policies.
6. ISBN number(s) of the textbook(s) currently used for the course at SCAC shall be provided to the dual enrollment faculty member.
7. SCAC will provide access to all forms that are specific to the College's Dual Enrollment Program via www.apachecollege.org.
8. SCAC's Dual Enrollment liaisons will conduct business on behalf of TOCC's Dual Enrollment Program. Those liaisons are:

- a. Dr. Lisa Eutsey, Provost
 - b. Rachael Kenton, Registrar
9. SCAC Liaisons will report all student information to the TOCC Dual Enrollment Coordinator.

6. Globe Unified School District Role:

1. Provide transportation, as needed, for students enrolled in the Dual Enrollment Program.
2. Provide for the following:
 - a. Adequate facilities to include classroom space, lab access, and other facility support as needed
 - b. Equipment or supplies associated with course instruction

7. Globe High School Role:

1. The High School will provide classroom space(s) free of charge, including (but not limited to) computer and science labs, auditoriums, and recreational facilities to SCAC.
2. Provide interested students with registration materials for the Dual Enrollment Program.
3. The high school will observe the following:
 - a. Designate a period/hour(s) in which the course(s) will be taught for dual enrollment.
 - b. Students enrolling in Dual Enrollment courses will follow the timelines as mutually agreed upon in addition to policies and procedures outlined in the TOCC/SCAC Catalogs.
 - c. Ensure that only those students who have fully registered for the Dual Enrollment course(s) participate in said course.
4. The TOCC/SCAC Application for Admissions and Registration Material Deadlines:
 - a. The last day of registration for classes that start in August will be identified as "Last Day to Add without an Instructor's Signature," in the current TOCC Academic Year Calendar
 - b. The last day of registration for classes that start in January will be identified as "Last Day to Add without an Instructor's Signature," in the current TOCC/SCAC Academic Year Calendar
5. The high school and SCAC will determine if the student has the skills needed to succeed in the proposed college coursework. Some SCAC courses may require placement tests, which will be administered through arrangements between the Parties. An additional consideration for course participation may be given via instructor approval and signature.
6. The high school will declare no later than two (2) months prior to the beginning of the school semester which courses will be taught for dual enrollment.
7. The following information must be disclosed and on file at the time of course request:
 - a. Application for Adjunct Faculty at SCAC

- i. Instructor(s) who will teach the course
 - ii. Instructor(s) resume and official transcripts
- b. Start and end dates for the course
- 8. The high school will provide SCAC with all calendars (i.e. regular bell schedule, testing schedule, early release, etc.) at the time of course offering request.
- 9. The high school will provide access to data used for reporting purposes that are in the best interest of students, including, but not limited to, data required for funding.
- 10. The high school will identify Dual Enrollment liaisons as those who will conduct business and handle matters on behalf of the high school. Those positions are listed as the following:
 - a. TBD
 - b. TBD

8. Student Responsibilities:

- 1. Complete Application for Admission and supply all registration materials (as detailed by current College Catalog) to SCAC by the dates listed below:
 - a. The "Last Day to Add without an Instructor's Signature," in the current TOCC/SCAC Academic Year Calendar for courses that start in August
 - b. The "Last Day to Add without an Instructor's Signature," in the current TOCC/SCAC Academic Year Calendar for courses that start in January
- 2. Obtaining all required signatures to confirm registration by submitting the completed Underage/Dual Enrollment Permission Form in Exhibit D attached to this agreement.
- 3. Pay course drop and add fee, if applicable

9. Non-Discrimination

The parties to this Agreement do not discriminate on the basis of race, creed, religion, sex, marital status, color, age, sexual orientation, gender, physical or mental handicap, or because of national origin, unless based on reasonable grounds, in compliance with the requirements of the Civil Rights of 1964, Title IX of the Educational Amendments of 1972, Title VII and VIII of the Public Health Service Act, and the Rehabilitation Act of 1973.

IN WITNESS THEREOF TO THIS MEMORANDUM OF UNDERSTANDING has been
executed on the _____ day of _____, 20_____.

TOHONO O'ODHAM COMMUNITY COLLEGE GLOBE UNIFIED SCHOOL DISTRICT

By: _____
Name: _____
Title: _____
Tohono O'odham Community College Board
of Trustees

By: _____
Name: _____
Title: _____
Globe Unified School District

Date: _____

Date: _____

SAN CARLOS APACHE COLLEGE

By: _____
Name: _____
Title: _____
San Carlos Apache College Board of Trustees

Date: _____

TOHONO O'ODHAM COMMUNITY COLLEGE

By: _____
Name: _____
Title: _____
Tohono O'odham Community College
President

Date: _____

SAN CARLOS APACHE COLLEGE

By: _____
Name: _____
Title: _____
San Carlos Apache College President

Date: _____

GLOBE HIGH SCHOOL

By: _____
Name: _____
Title: _____
Globe High School Principal

Date: _____

EXHIBIT A:

TOCC DUAL ENROLLMENT POLICY

A Dual Enrollment student at Tohono O'odham Community College shall be defined as a high school student (pursuant to Arizona Revised Statute (A.R.S.) 15-1821.01 (2, 6, 7)) enrolled at TOCC and a high school, seeking credit to be applied toward a high school diploma and a college program of study/major simultaneously. This is different from a Concurrent Enrollment student who is enrolled at both institutions at the same time but not seeking to have credit applied toward a high school diploma.

A Dual Enrollment Course shall be offered pursuant to A.R.S. 15-1821.01 (3), which includes courses numbered 100 or above, transferable to a university or to an approved community college program. Physical education courses will not be offered as dual enrollment.

All Dual Enrollment students must meet enrollment criteria (i.e. placement scores, course prerequisites, etc.) as identified in the current course catalog pursuant to A.R.S. 15-1821.01 (2).

A Dual Enrollment student must also be enrolled at a high school within the State of Arizona. Exemptions will be made for out-of-state schools with an established Intergovernmental Agreement (IGA) (i.e. residential boarding schools).

A high school student may seek Dual Enrollment Credit independent of an Intergovernmental Agreement with a school district. In this instance, a student must submit the Underage/Dual Enrollment Permission Form as it will serve as the contract between the high school and college. If the high school agrees to honor a course for Dual Enrollment, then a student will be considered a Dual Enrollment Student. If the high school does not agree to honor a course for Dual Enrollment, then a student will be considered a Concurrent Student.

EXHIBIT B:

DUAL ENROLLMENT COURSES

For complete course descriptions, refer to the current College catalog. All courses listed here are available for Dual Enrollment. Generally, courses listed under an approved AGECE are also eligible for offering. It is understood by Parties, that this is not a comprehensive list and that course offerings will be updated on a regular semester basis listed in the College course schedule and website: www.tocc.edu/startprogram/

BUSD High School	Course Prefix and Number	Title	Credits	Semester
EXAMPLE	HIS 122	Tohono O'odham History and Culture I	3	Fall 2021
	HIS 122	Tohono O'odham History and Culture I	3	Fall
	HIS 125	Tohono O'odham History and Culture II	3	Spring
	THO 101	Elementary Tohono O'odham I	4	Fall
	THO 102	Elementary Tohono O'odham II	4	Spring
	THO 106	Conversational Tohono O'odham I	4	As Needed
	THO 107	Conversational Tohono O'odham II	4	As Needed
	THO 201	Intermediate Tohono O'odham	4	Fall
	THO 202	Advanced Tohono O'odham	4	Spring
	AIS 101	Introduction to American Indian Studies I	3	As Needed
	ANR 111N	Agroecology and Tohono O'odham Crop Production	4	As Needed
	APA 101	Apache Language I	4	Fall
	APA 102	Apache Language II	4	Fall
	ART 100	Basic Design	3	Fall/Spring
	ART 104	Digital Media and Photography	3	Fall/Spring
	BIO 100N	Biology Concepts	4	As Needed
	BIO 127N	Human Nutrition and Biology	4	As Needed
	CHM 121N	Chemistry and Society	4	As Needed
	CHM 130N	Fundamental Chemistry	4	As Needed
	CIS 100	Introduction to Computers	3	Fall/Spring
	CPH 101	Exploring Careers in Health Professions	2	Fall/Spring
	CUA 110	Food Safety & Sanitation	3	As Needed
	CUA 120	Culinary Math	2	As Needed
	CUA 125	Professional Cooking I	4	As Needed
	ECE 105	Foundations of Early Childhood Education	3	Fall/Spring

ECE 125	Nutrition and Safety of Young Children	3	Fall
ECE 217	Child Development	3	Fall
ECE 226	Effective Interactions and Guidance	3	Spring
ECE 228	Family, Culture, and Community	3	Spring
ECN 200	Basic Economic Principles	3	As Needed
HIS 130	Apache History	3	As Needed
HIS 141	History of the United States	3	As Needed
HIS 142	History of the United States II	3	As Needed
LIT 174	Introduction to Native American Writings	3	As Needed
MAT 142H	College Mathematics	4	Fall
MAT 151	College Algebra	4	Spring
MAT 187	Pre-Calculus	5	As Needed
MAT 220	Calculus I	5	As Needed
PHI 101	Introduction to Philosophy	3	As Needed
POS 110	American National Government	3	As Needed
POS 226	Tohono O'odham Nation Government	3	As Needed
PSY 101	Introduction to Psychology	3	As Needed
SCI 101	Pathways to Science	2	As Needed
SOC 101	Introduction to Sociology	3	As Needed
SPE 110	Public Speaking	3	As Needed
STU 101	Becoming a Master Student	3	As Needed
TOC 150	Tohono O'odham Food Systems	3	As Needed
TOS 111	Tohono O'odham Traditional Arts	3	As Needed
TOS 112	Tohono O'odham Traditional Arts: Pottery and Basketry	3	As Needed
WRT 101	Writing I	3	Summer/Fall
WRT 102	Writing II	3	Summer/Spring

EXHIBIT C:**TOCC TUITION SCHEDULE**

Credit Hours	Tuition	
1	\$34.25	Semester Processing Fee (A non-refundable fee due every semester, including summer session): \$10
2	\$68.50	
3	\$102.75	Miscellaneous Lecture Fee: Not to Exceed \$40.00 per course (for recovery of extraordinary course-specific costs)
4	\$137.00	
5	\$171.25	Miscellaneous Laboratory Fee: Lab fees vary with course
6	\$205.50	
7	\$239.75	Student Activity Fee: \$15
8	\$274.00	
9	\$308.25	Technology Fee: \$2.50 per credit hour
10	\$342.50	
11	\$376.75	Art Courses: Fees depend on the materials used
12	\$411.00	
13	\$445.25	
14	\$479.50	
15	\$513.75	
16	\$548.00	

Exhibit D:



Tohono O'odham Community College



Underage Student Enrollment Permission Form

STUDENT INFORMATION: (All Students Must Complete this Section)

Name: _____ TOCC ID#: _____ DOB: _____

School Name: _____ Grade: _____ Graduation Date: _____ SAIS/ID Number: _____

Dean of Student Services/Designee: _____ Date: _____

(Note: Students 16 years of age or younger must have permission of the TOCC Dean of Student Services)

COURSES at TOHONO O'ODHAM COMMUNITY COLLEGE:

Course Prefix	Course Number	Course Section	Credit Hours

Student Signature _____ Date _____ Parent or Guardian Signature (if under 18) _____ Date _____

High School Dual Enrollment Permission Form

TOCC Course Plan/Dual Enrollment Option:

(To be completed by High School Staff for students seeking Dual Enrollment)

- High school approval is required prior to TOCC course registration for any classes taken during any session if TOCC courses are to be used for high school graduation credit. **NOTE: Three (3) TOCC credits equal (1/2) of a high school credit.** (The High School Counselor will determine the equivalent high school course)
- Fill in the TOCC Courses that the student is enrolling in and submit this form when registering for classes.

Year/Semester:

Tohono O'odham Community College Course			Equivalent High School Course	
Course Prefix	Course Number	Credit Hours	Course	Credit Hours

- Is the student graduating from high school at the end of this semester? Yes _____ No _____
- Signatures above give permission for TOCC to release grades to high school officials

High School Counselor/Designee _____ Date _____ High School Administrator _____ Date _____

For Official Use:

- _____ Underage Permission: A student seeking enrollment under the 18 years of age
- _____ Concurrent Enrollment: A student who is enrolled at Tohono O'odham Community College and not seeking high school credit
- _____ Dual Enrollment: A student enrolled at a high school and Tohono O'odham Community College earning credit for both institutions (signatures required)

Dual Enrollment: _____

Date: _____

Registrar: _____

Date: _____

Student Services Highlights

Dean of Student Services – Yolanda Pacheco

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Financial Aid Office, continued training/consulting with Partners in Financial Aid	Financial Aid Manager and Financial Aid Officer needed indepth training to properly disburse financial aid for Summer 2023 and the 2023-2024 academic year. A team effort by Financial Aid, IT and Finance staff proved successful. Continued training and efforts are being made by all to provide smoother and quicker processes for future semesters.	Summer Pell- 250, Summer AICF- 267, Summer FSEOG- 7, Summer Full Circle- 9, Summer Tribal Scholarships- 9 TOTAL= 542
S-cuk Du'ag Mascamakud Open House	July 28, 1pm to 6pm. Open to the public	Departments and programs prepared for visitors from the local community and beyond. Potential students and their families received admissions information, advisement and learned about TOCC programs, resources and toured the campus.

Disability Consultant – Dr. Anthony Osborn

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Wraparounds	Conducted 7 wraparounds to address student accommodations.	The students' accommodations were reviewed and determined to still be appropriate. The Wraparound committee explored specific student accommodations and discussed various ways to meet the students' needs in various settings.
Two new student applications.	Both had significant needs with agencies functioning as advocates.	Admitted both students to the ADA program.

Recruiter – Jai Juan

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Outreach	<ol style="list-style-type: none"> 1. Sif Oidak Summer Youth Conf. 2. Training Phoenix Site Tech. 3. Native American Basketball Invitational (NABI) College Fair 4. Open House 	<ol style="list-style-type: none"> 1. Spoke with Sif Oidak District youth workers about the college and led a college-based game at the end. 2. Gave Billy an overview of outreach practices and helpful places to direct people to more information. 3. Spoke with Native students from all over the country. Made connections with possible outreach partners and had Billy practice tabling. 4. Hosted an open house event from 1 pm to 6 pm at S-cuk Du'ag Maşcamakuđ. Workforce and community development attended the open house and tabled in GSK. Students received admissions, registration, and advising help.
Admissions/ Dual Enrollment	<ol style="list-style-type: none"> 1. Hasan Prep Dual Enrollment Meeting 2. New Student Orientations 	<ol style="list-style-type: none"> 1. Met with Hasan school admin to discuss short and long-term goals and the next steps to build up the dual enrollment program. 2. Hosted a virtual and in-person orientation for new students.
Ongoing Projects	<ol style="list-style-type: none"> 1. AICF Digi Project <ol style="list-style-type: none"> a. Alumni Gathering Follow-Up 2. Communications <ol style="list-style-type: none"> a. MyTocc page 3. Solar Installer Program Leaflet 	<ol style="list-style-type: none"> 1. a. Discussed event turnout and next steps 2. Met with the current communications team to touch base on roles and responsibilities <ol style="list-style-type: none"> a. worked with Deshon to begin building a branding page for staff to access 3. Met with program leads to discuss the details of the program and step to get material created and printed.

Student Success Coordinator – Katherine Gader

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Followed up with about 130 students	Some are taking more than one class so that was about 227 enrolments that we have.	I have also been brainstorming outreach events to get more students in the door. I think the most important thing is to follow up with the new and returning students we do have and keep them in the fold. I think reaching out to the community so I am on a first-name basis is really key.
Student Goals and impediments	What can we do to help	Plan: <ul style="list-style-type: none"> - Send out another email to new and returning students - Follow up with those who email me back - Call the students who don't email me back - 2nd Week Ears Report - Call again to students who might be struggling already - Be cognizant of Mental Health Issues - email Alberta with concerns - Scheduled positive emails with resources - Help with GED - Reachout in Sells

Dual Enrollment Coordinator – Brandi Espuma

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Dual Enrollment - Fall Enrollment	<ul style="list-style-type: none"> - BHS (15) students - IOHS (1) - Ha:san - (9th - 12) - PHX area (3). 	Dates set for BHS to fully enroll their students by Aug. 18th. IOHS has 1 student ready for Fall 2023 and a date set to meet with additional students. Ha:san is having lawyers read over IGA before board approval. 3 PHX students have expressed interest and turned in applications.
Inter-Governmental Agreement (IGA) Update	Baboquivari High School, Ha:san, Globe High School	BHS and Ha:san have the draft IGA to oversee all new conditions. Next move will be

		<p>to have the IGA approved by the TOCC board and School Boards</p> <p>San Carlos is having a new IGA approved next week with Globe high school for Apache language courses.</p>
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