



Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

December 14, 2023

TOCC Boardroom, Gewkdag Ma:cidag Ki:

S-cuk Du'ag Maşcamakuđ

In Person & Virtual Meeting

Addendums are attached to the end of this document



Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

December 14, 2023, 9:00 a.m.

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

In Person and Virtual Meeting – Phone, Internet via Zoom

AGENDA

General Matters

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| 8. Upcoming Joint Meeting Dates | |
| • TOCC Update to HRDC | |
| Monday, January 8 or 22, 2024 - Virtual; Monday, January 29, 2024, 1:00 p.m., In Person, TOCC Boardroom | |
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Reports – by Division and Division Components

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General Matters

8. Executive Session

Adjournment

Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

Thursday, November 09, 2023

9:00 a.m.

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

In Person / Virtual Meeting

GENERAL MATTERS

1. Call to Order / Roll Call

The Board of Trustees Regular Meeting was Called to Order at 9:10 a.m. by Chairperson Ofelia Zepeda. Four (04) members were present and a Quorum was established.

Present	Excused Absence	Unexcused Absence	Attendance Time	Board of Trustees
X			9:10 a.m.	Dr. Ofelia Zepeda, Chairperson
X			9:10 a.m.	Bernard Siquieros, Vice-Chairperson
X			9:20 a.m.	Treena Parvello, Secretary
X			9:10 a.m.	Jonas Robles, Elder Member
X			9:10 a.m.	Mary Bliss, Member
				Administration Members
X			9:10 a.m.	Dr. Paul Robertson, President
X			9:10 a.m.	Dr. Laura Sujo-Montes, Academic Dean
X			9:10 a.m.	Joann Miguel, Dean of Finance
X			9:10 a.m.	Dr. Mario Montes-Helu, Dean for Sustainability
X			9:10 a.m.	Yolanda Pacheco, Dean of Student Services
				Recorder
X			9:10 a.m.	Evan Thomas, Special Assistant to the President
				Guests
X			9:10 a.m.	Joseph Renegar, Human Resources Generalist
X			9:10 a.m.	Aimee Farmer, Chief Human Resources Officer
X			9:10 a.m.	Ashlynn Siquieros, Financial Aid Officer
X			9:10 a.m.	Teresa Newberry, Science Instructor
X			9:10 a.m.	Gracie Garcia, Lead Cook
X			9:10 a.m.	Sylvia Hendricks, Director of Student Life
X			9:10 a.m.	Kyle Begay, Computer Literacy Trainer
X			9:10 a.m.	Frances Benavidez, Program Director, NSF TEAC, O'odham Ńi'okĩ Ki:
X			9:10 a.m.	Michele Rountree, Social Work Instructor
X			9:10 a.m.	Deshon Miguel, IT Director
X			9:10 a.m.	June Starr, Computer Literacy Coordinator Instructor, NTIA Grant
X			9:10 a.m.	Ingrid Segundo, Director of Sponsored Projects
X			9:10 a.m.	Annamarie Stevens, Transition Coordinator
X			9:10 a.m.	Iris Nez, Bookstore Supervisor
X			9:10 a.m.	Tim Foster, IT Instructor

X			9:10 a.m.	Cassandra Scott, Phoenix Center Director
X			9:10 a.m.	Hamidou Keita, Chemistry Instructor
X			9:10 a.m.	Carmella A. Pablo, Principal Accountant
X			9:10 a.m.	Jenny Narcho, Program Coordinator, O'odham Ñi'okĩ Ki:
X			9:10 a.m.	Gloria Benavidez, Student Support Specialist II
X			9:10 a.m.	Ben Jose, Research Assistant
X			9:10 a.m.	Adrianne Rios, Language Specialist, O'odham Ñi'okĩ Ki:
X			9:10 a.m.	Jai Juan, Recruiter
X			9:10 a.m.	Liz (Ofelia) Zepeda, Library Director
X			9:10 a.m.	Jackson Doe, Apprentice Program Director
X			9:10 a.m.	Kristin Eberhardt, Project Director, Title III Grant
X			9:10 a.m.	Grace Salcido, Academic & Advising Career Specialist
X			9:10 a.m.	Diana Antone, Financial Aid Manager
X			9:10 a.m.	Rebecca Valentine, Data Entry Clerk
X			9:10 a.m.	Carmella Ortega, Grants Coordinator
X			9:10 a.m.	LeAnn M. Miles, Office Coordinator, Division for Sustainability
X			9:10 a.m.	Wendi Cline, Interdisciplinary Instructor
X			9:10 a.m.	Drew Harris, Athletic and Wellness Manager
X			9:10 a.m.	Kimberly Danny, Agriculture & Natural Resources Instructor
X			9:10 a.m.	Ernestine Segundo, Office Coordinator, Apprentice Program

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

- Approved the October 12, 2023 TOCC Board of Trustees regular meeting minutes with noted correction.
- Accepted the September 2023 Financial Report as presented.
- Accepted the Human Resources Report for October 2023 as presented.
- Approved an additional Assistant Cook position as presented.
- Accepted the provision of a report to Arizona due by October 15, 2024 as presented.
- Approved the S-STEM grant proposal: "Walking together in STEM" as presented.
- Approved to move forward with future construction planning for TOCC's Wişag Koş Maşcamakuḍ and S-cuk Du'ag Maşcamakuḍ as presented.

2. Invocation

The invocation was given by Jonas Robles.

3. Review and Approval of Agenda

The meeting agenda was reviewed and the following changes were made:

- TOCC FY2023 Audit Report was removed.
- S-STEM Grant Proposal: Walking Together in STEM was added as a New Business Item.

Vice Chairperson Siquieros remarked on the number of Addendums (Board Reports) to the November 2023 board packet. Information submitted after the board packet is generated and received by the board on the day of the meeting has become more frequent. This does not give the board the opportunity to review the information prior to the scheduled monthly board meeting. The Vice Chairperson urged those responsible for submitting board reports or agenda items to submit the documentation by the designated deadline.

The monthly BOT Reports / Agenda Items Due deadline is posted on the TOCC Recurring Events Calendar which all employees have access to via their tocc email or on the TOCC website homepage.

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

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to approve the meeting agenda with the noted changes.

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

MOTION APPROVED

4. Announcements and Upcoming Events

TOCC Limoşañ

Thursday & Friday, November 16-17, 2023

Gewkdag Şon Ki:, S-cuk Du'ag Maşcamakuđ

Set tables and food, Rosary 5:00 pm; Feeding on Friday morning;

Event will coincide with the November 2023 All Staff Meeting

Administration & the Finance Division is responsible for providing breakfast

I-We:mta Workshop

November 17-18, 2023

Desert Diamond Casino & Hotel, Tucson, Arizona

In Partnership with AIHEC & TOCC's Land Grant Office of Sustainability (LGOS)

Contact: Adrian Quijada for more information

TOCC COVID-19 VAX Clinic

Tuesday, November 21, 2023

9:00 am – 1:00 pm

I-We:mta Ki: Patio, S-cuk Du'ag Maşcamakuđ

TONHC to provide flu immunizations and the latest COVID-19 variant booster

Open to the Public

TOCC Holiday Closures

Friday, November 10, 2023 Veterans Day Observance

Thursday & Friday, November 23-24, 2023 Thanksgiving holiday

Arizona Commerce Authority – Regional Meeting

Monday, December 11, 2023

1:00 pm – 4:00 pm

S-cuk Du'ag Maşcamakuđ

Forum to discuss the state's broadband efforts with tribal leaders and representatives of Arizona

TOCC Christmas Gathering

Friday, December 15, 2023

8:30 am – 1:00 pm

Desert Diamond Casino & Hotel, Tucson Arizona

Holiday Lunch Buffet

Various announcements will be forthcoming

TOCC College Credit Pathway (CCP) Students Cherilena Nelson & Diana Miles are recognized in the Winter Issue of the Tribal College Journal, Page 14; Thanks to Anselmo Ramon, Chair of Workforce & Community Development, for bringing that to our attention.

TOCC Thanksgiving Dinner

I-We:mta Ki: Patio

Immediately following the BOT Meeting

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

Minutes from the October 12, 2023 BOT regular meeting were reviewed and a correction to the numbering of agenda items in the General Matters section was stated by the Recorder.

A motion was made to approve the October 12, 2023 TOCC Board of Trustees regular meeting minutes with the noted correction.

MOTION: Motion by Jonas Robles, Seconded by Mary Bliss to approve the October 12, 2023 TOCC Board of Trustees regular meeting minutes with the noted correction.

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

MOTION APPROVED

6. Call to the Audience – None

7. Coronavirus Update – None

Information during the Reports portion of the agenda will be shared.

NEW BUSINESS

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

Dean Miguel presented the September 2023 Financial Report.

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

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to accept the September 2023 Financial Report as presented.

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

MOTION APPROVED

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

Generalist Renegar reviewed the October 2023 Addendum Resource List and introduced the following in attendance:

- New Hire: Kyle Begay, Computer Literacy Trainer
- Transfer: Ashlynn Siquieros, Financial Aid Technician

The Employee Vacancy Activity Log was reviewed.

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

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

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

MOTION APPROVED

3. Request for Additional Assistant Cook Position – Sylvia Hendricks, Director of Student Life

The work the existing Service Program staff provides has been tremendous. With the increase of the number of students and employees to include the addition of a dinner meal and the work associated with preparation, setup and cleanup, an additional Assistant Cook position is necessary. The Food Service Program needs to be prepared for the increases in student numbers being experienced. Approval of this request would make a positive impact to the program and the service provided.

A motion was made to approve the request for an additional Assistant Cook position as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to approve the request for an additional Assistant Cook position as presented.

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

MOTION APPROVED

4. Arizona State Funding for ‘Remedial Education’ – Paul Robertson, President

TOCC is earmarked to receive a \$2.0 million appropriation from the Arizona Legislature designated to support “remedial education” for its students over the next four years (details are still forthcoming). The Board of Trustees is required to submit a report to several state offices by October 2024. In order to report on remedial education results, the College needs to implement a Remedial Education Plan.

A motion was made to accept to the provision of a report to Arizona due by October 15, 2024 as presented.

MOTION: Motion by Mary Bliss, Seconded by Bernard Siquieros to accept to the provision of a report to Arizona due by October 15, 2024 as presented.

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

MOTION APPROVED

5. S-STEM Grant Proposal: Walking Together in STEM – Teresa Newberry, Science Instructor

TOCC Science faculty have been collaborating with the University of Arizona College of Engineering on a 2-Year planning grant “Walking together in STEM” with the goal of establishing partnerships between the University of Arizona (UA), Tohono O’odham Community College (TOCC) and San Carlos Apache College (SCAC). A goal of the partnership is to develop a Track 3 S-STEM proposal aimed at supporting undergraduate students in the STEM fields and to “walk together in STEM” as a step towards meeting national needs for a globally competitive STEM workforce. Focus will be on degrees related to sustainability and engineering such as environmental science, environmental engineering, biosystems engineering, computer science and software engineering. This grant will strengthen our science offerings at TOCC while supporting student success and participation in these critical fields. The grant proposal is due February 20, 2024.

A motion was made to approve the S-STEM grant proposal: Walking together in STEM as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the S-STEM grant proposal: Walking together in STEM as presented.

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

MOTION APPROVED

6. Future Construction Planning – Paul Robertson, President

Information was reviewed regarding resources and potential directions for future construction planning at TOCC:

S-cuk Du’ag Maşcamakud

A multi-purpose building that provides a cafeteria/student union, basketball court that can provide a space for games and serve as a large meeting room and would accommodate graduation events and large community gatherings should be the next building project for the campus. A preliminary drawing prepared by ESB Design +Build was reviewed with the BOT.

Wişag Koş Maşcamakud

A Working Group comprised of TOCC staff at Wişag Koş Maşcamakud have met to obtain ideas, comments and feedback for the future construction planning of that campus. A multi-purpose building is proposed to house additional space for the Apprentice Program, a solar program

under Workforce and Community Development as well as office spaces needed for other programs headquartered at Wişag Koş Maşcamakuđ. Infrastructure to include utilities, roads and parking will be needed to support new construction. A first rough draft of the Wişag Koş Maşcamakuđ construction plan was reviewed with the BOT. A plan being developed with the assistance of ESB Design + Build is scheduled to be ready to present to the BOT by February 2024.

A motion was made to approve the request to move forward with future construction planning for TOCC's S-cuk Du'ag Maşcamakuđ and Wişag Koş Maşcamakuđ as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to approve the request to move forward with future construction planning for TOCC's Wişag Koş Maşcamakuđ and S-cuk Du'ag Maşcamakuđ as presented.

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

MOTION APPROVED

7. Building Plaque – Paul Robertson, President

TOCC Administration and the BOT have discussed the proposal of placing a plaque at S-cuk Du'ag Maşcamakuđ which names all the TOCC board members since the establishment of TOCC.

The lobby area of Gewkdag Şon Ki: will be explored for placement of the plaque.

By consensus the BOT supports the placement of a plaque that names TOCC Board of Trustees members – past, present and future.

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 Ńi'okĩ Ki:, Apprenticeship Program
2. Education Division, O'ohana Ki:, NSF STEM
3. Student Services Division
4. Sustainability, Information Technology, Office of Institutional Effectiveness, Workforce and Community Development
5. Student Life, Residence Life, Athletics & Wellness, Security

GENERAL MATTERS

8. Executive Session

The BOT excused the guests and convened for an Executive Session at 11:44 a.m.

ADJOURNMENT – 12:05 p.m.

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

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

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

MOTION APPROVED

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: TOCC PRESIDENT AND ADMINISTRATION
FROM: PAUL ROBERTSON, PRESIDENT
SUBJECT: COVID-19 PROTOCOL UPDATE
CC: EVAN THOMAS, SPECIAL ASSISTANT TO THE PRESIDENT

Background: From time-to-time since the onset of the Coronavirus pandemic in spring 2020 TOCC has adopted guidelines for staff, faculty, students, and community members on TOCC campuses. The last update was in April 2023. That guidance included mandatory Covid-19 vaccination for all employees. Since then, COVID-19 is still active across the globe and it is still a threat, though diminished at this time.

Now, in light of the changed circumstances, the President is requesting several changes to the April guidance, the primary one being a recommendation to eliminate the COVID-19 vaccination requirement.

Justification: TOCC continues to actively encourage employees to seek vaccinations and in fact has arranged for recent onsite opportunities for employees and students. While vaccinations are statistically shown to reduce the seriousness of infections, the uptake of vaccinations is very limited across the US. Mandatory vaccinations, while encouraged, should not be mandated as we go forward.

Action Requested: Review and consider approving TOCC's updated Coronavirus protocol per the attached.

Recommendation: President respectfully requests BOT approval of revised coronavirus protocol (redline and clean copies are attached.)

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



Coronavirus guidance for TOCC, ~~April 13~~December 5, 2023

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

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

1. Mandatory Vaccinations for COVID-19 are no longer required for employment at TOCC. There is no vaccination requirement for students or community members or others on TOCC campuses.

~~a. All employees must submit proof of vaccination to the Human Resource office unless he, she, or they are granted an exemption for health reasons. All new employees must comply before they can report to work.~~

~~b. Health exemptions as described in section 1.a. above must be documented and approved by TOCC's HR Director.~~

~~c.a. There is no vaccination requirement for students, community members, or others.~~

2. Health Checks and Masking Requirements

a. Any employee who reports to work with a fever, cough, or other symptoms associated with COVID-19 must return home. Employees who experience COVID-19-like symptoms must inform the TOCC Human Resource Office and their immediate supervisor.

b. Masking while on campus is optional and is at the discretion of the individual.

3. Coronavirus Testing

a. Anyone experiencing COVID-19 symptoms should be tested. (Symptoms of COVID-19 may include runny nose, fever, cough, shortness of breath or difficulty breathing, muscle pain, headache, sore throat, chills, repeated shaking with chills, gastrointestinal illness, and loss of taste or smell.)

~~b. TOCC employees or students traveling out of state must test negative for COVID-19 within 24 hours of their departure and must test again within 24 hours upon their return. Results must be provided to TOCC's HR Director.~~

~~c.b.~~ Rapid COVID-19 tests are widely available in drug stores, clinics, and at TOCC through Security. There is no charge for testing. Students, staff, and visitors can take advantage of this service.

4. If you test positive for COVID-19

- a. Stay in isolation for five days.
- b. If you have no symptoms after five days, you can return to campus.
- c. If you have a fever, continue to stay in isolation until your fever is gone for at least 24 hours.
- d. To prevent the spread of COVID-19, communicate with people you have recently had close contact with and encourage them to get tested, monitor for symptoms, and reduce exposure to other people.
- e. Students on a TOCC campus who have tested positive or believe they have been exposed to the virus are asked to contact Security. Staff and Faculty should contact the Human Resources Director or Chief Human Resources Officer or TOCC Security.

5. If you have been in close contact with someone with COVID-19 (Quarantine):

- a. Continue to wear a mask around others. **Test on day five after the contact.** If you develop symptoms at any time, get tested and stay in isolation until you get your results. If you can't get a test, but still have symptoms, assume you are COVID-19 positive and follow guidelines for a COVID-19 positive test (section 4 above).
- b. If you test negative but still have symptoms, continue to isolate. Get a test in one to two days. If you test positive, follow guidelines for a COVID-19 positive test (section 4 above).
- c. If you test negative, no other test is needed.

~~6. Further Questions? Contact your supervisor or instructor.~~

6. As of September 2023, The US Center for Disease Control (CDC) recommends everyone 6 months and older get an updated COVID-19 vaccine to protect against the potentially serious outcomes of COVID-19 illness this fall and winter. Updated COVID-19 vaccines from Pfizer-BioNTech and Moderna are widely available.

7. Vaccination remains the best protection against COVID-19-related hospitalization and death. Vaccination also reduces your chance of suffering the effects of Long COVID, which can develop during or following acute infection and last for an extended duration. If you have not received a COVID-19 vaccine in the past 2 months, you should get an updated COVID-19 vaccine to protect yourself this fall and winter.

8. Further questions? Contact your supervisor or the Chief Human Resources Officer.

Tohono O'odham Community College
 PO Box 3129, Sells, Arizona 85634
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Coronavirus guidance for TOCC, December 5, 2023

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

This guidance supersedes the TOCC coronavirus protocol dated April 13, 2023. This guidance does not apply to the San Carlos Apache College (SCAC) site.

1. Mandatory Vaccinations for COVID-19 are no longer required for employment at TOCC. There is no vaccination requirement for students or community members or others on TOCC campuses.
2. Health Checks and Masking Requirements
 - a. Any employee who reports to work with a fever, cough, or other symptoms associated with COVID-19 must return home. Employees who experience COVID-19-like symptoms must inform the TOCC Human Resource Office and their immediate supervisor.
 - b. Masking while on campus is optional and is at the discretion of the individual.
3. Coronavirus Testing
 - a. Anyone experiencing COVID-19 symptoms should be tested. (Symptoms of COVID-19 may include runny nose, fever, cough, shortness of breath or difficulty breathing, muscle pain, headache, sore throat, chills, repeated shaking with chills, gastrointestinal illness, and loss of taste or smell.)
 - b. Rapid COVID-19 tests are widely available in drug stores, clinics, and at TOCC through Security. There is no charge for testing. Students, staff, and visitors can take advantage of this service.
4. If you test positive for COVID-19
 - a. Stay in isolation for five days.
 - b. If you have no symptoms after five days, you can return to campus.
 - c. If you have a fever, continue to stay in isolation until your fever is gone for at least 24 hours.
 - d. To prevent the spread of COVID-19, communicate with people you have recently had close contact with and encourage them to get tested, monitor for symptoms, and reduce exposure to other people.

- e. Students on a TOCC campus who have tested positive or believe they have been exposed to the virus are asked to contact Security. Staff and Faculty should contact the Chief Human Resources Officer or TOCC Security.
5. If you have been in close contact with someone with COVID-19 (Quarantine):
 - a. Continue to wear a mask around others. **Test on day five after the contact.** If you develop symptoms at any time, get tested and stay in isolation until you get your results. If you can't get a test, but still have symptoms, assume you are COVID-19 positive and follow guidelines for a COVID-19 positive test (section 4 above).
 - b. If you test negative but still have symptoms, continue to isolate. Get a test in one to two days. If you test positive, follow guidelines for a COVID-19 positive test (section 4 above).
 - c. If you test negative, no other test is needed.
 6. As of September 2023, The US Center for Disease Control (CDC) recommends everyone 6 months and older get an updated COVID-19 vaccine to protect against the potentially serious outcomes of COVID-19 illness this fall and winter. Updated COVID-19 vaccines from Pfizer-BioNTech and Moderna are widely available.
 7. Vaccination remains the best protection against COVID-19-related hospitalization and death. Vaccination also reduces your chance of suffering the effects of Long COVID, which can develop during or following acute infection and last for an extended duration. If you have not received a COVID-19 vaccine in the past 2 months, you should get an updated COVID-19 vaccine to protect yourself this fall and winter.
 8. Further questions? Contact your supervisor or the Chief Human Resources Officer.

INTEROFFICE MEMORANDUM

TO: BOARD OF TRUSTEES, TOHONO O'ODHAM COMMUNITY COLLEGE
FROM: Finance Department
DATE 12/14/2023
AGENDA ITEM: MONTHLY FINANCIAL REPORTS FOR October 31, 2023

EXECUTIVE SUMMARY

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

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

* Bank of America, regular operational checking account	\$ 19,078,340
* Bank of America - TPT Construction Needs	994,185
* Bank of America Capital Campaign	6,550
* Bookstore Cash	1,670
* Petty Cash	<u>100</u>
Cash and cash equivalents in all accounts	\$ 20,080,844

Investments Follow:

* Community Foundation	\$ 422,012
* Wells Fargo Securities, Building/Operating Reserves	<u>1,823,149</u>
Investment total	\$ 2,245,161

Other Assets

Buildings (net of Depreciation)	10,228,014	
Student A/R	296,546	
Grants Receivable	7,547,589	
Inventory	380,752	
Prepays	<u>140,689</u>	
		\$ 18,593,589

Total Assets	<u>\$ 40,919,594</u>
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Recommendation: The President recommends the Board of Trustees accept the financial report for the month ended October 31, 2023.

Operating Ending Cash Balance for October 31, 2023

Bank of America, regular operational checking account	\$ 19,078,340
Plus: Cash Transactions not yet entered	\$ 946,734
Less: Restricted Sponsored Projects Net Activity	(10,531,981)
Less: Restricted Student Financial Aid Net Activity	2,781,323
Less: Estimated Cash needed for accrued benefits payment to TON	(1,381,705)
Ending Operating Cash Balance	<u>\$ 10,892,711</u>

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

Assets	(Unaudited) October 2023	(Unaudited) September 2023	(Unaudited) June 2023
Bank of America - operating account	\$ 19,078,340	\$ 13,885,900	\$ 12,795,915
Bank of America - TPT Construction Needs	994,185	994,185	956,574
Bank of America - capital campaign account	6,550	6,550	6,550
Bookstore cash	1,670	1,670	141
Petty cash	100	100	100
LLC Checking and Cash on Hand All Accounts	-	-	221
* Student accounts receivable, net of allowance for doubtful accounts	296,546	617,290	192,378
Contracts and grants receivable	7,547,589	6,836,951	3,918,011
Bookstore inventory	380,752	362,140	232,317
Prepaid expenses	140,689	133,028	102,757
Wells Fargo Investments - Building and Operating reserves	1,823,149	1,823,149	1,823,149
Community Foundation of Southern Arizona - endowment	422,012	422,012	422,012
* Land, buildings and equipment, net of accumulated depreciation	10,228,014	10,228,014	10,228,012
Total Assets	\$ 40,919,594	\$ 35,310,989	\$ 30,678,137
Liabilities and Net Equity			
Accounts payable	\$ 174,928	\$ 795,898	\$ 371,398
Salary related payable	2,041,150	1,854,965	1,650,204
Deposits/Funds Held for others	29,870	29,870	29,870
Other Payables and Accrued Expenses	(50,270)	2,890	121,065
Deferred grant revenue	12,677,081	11,594,152	11,494,715
Total Liabilities	\$ 14,872,759	\$ 14,277,775	\$ 13,667,252
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	14,354,563	9,340,942	5,318,613
Unrestricted Equity	\$ 25,021,710	\$ 20,008,089	\$ 15,985,760
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	\$ 40,919,594	\$ 35,310,989	\$ 30,678,137
*Recap #1			
* Recap Explained of Net Students Accounts Receivable	October 2023	September 2023	June 2023
Accounts Receivable	\$ 641,039	\$ 961,784	\$ 536,872
Allowance for Bad Debt	(344,494)	(344,494)	(344,494)
* Student accounts receivable, net of allowance	\$ 296,546	\$ 617,290	\$ 192,378
*Recap #2			
* Recap Explained of Net Fixed Assets	October 2023	September 2023	June 2023
Land Buildings & Equipment	\$ 19,744,382	\$ 19,744,382	\$ 19,744,381
Allowance for Depreciation	(9,516,368)	(9,516,368)	(9,516,368)
* Land building and Equipment, net of Accumulated Depreciation	\$ 10,228,014	\$ 10,228,014	\$ 10,228,012

TOHONO O'ODHAM COMMUNITY COLLEGE

Unrestricted Budget Activity

For the Four Months Ended October 31, 2023

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

UNRESTRICTED OPERATING BUDGET	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
Unrestricted revenues:				
Tuition and fees	\$ 73,100	\$ 98,000	\$ (24,900)	-25%
Student Housing	-	82,000	(82,000)	-100%
Legislative Contribution - Tohono O'odham Nation	5,096,045	5,096,045	0	0%
Tribal Community College Act	6,432,928	4,959,735	1,473,193	30%
Indirect costs recovered on restricted federal grants	66,111	832,000	(765,889)	-92%
Unrestricted gifts and donations	1,515	13,000	(11,485)	-88%
Bookstore sales	63,158	162,800	(99,642)	-61%
Miscellaneous income	1	33,000	(33,000)	-100%
Total Unrestricted Revenues	\$ 11,732,858	\$ 11,276,580	\$ 456,278	4%
Unrestricted expenses:				
Educational program services:				
Instruction	\$ 675,858	\$ 2,552,915	\$ 1,877,057	74%
Student services	359,123	1,456,450	1,097,327	75%
Auxiliary enterprises	92,426	502,441	410,015	82%
Supporting services:				
Academic support	140,422	683,557	543,135	79%
Institutional support without Depreciation/Bad Debts	805,445	2,618,878	1,813,433	69%
Facility operations and maintenance	369,263	1,407,578	1,038,315	74%
Sustainability and Solar	77,438	329,691	252,253	77%
Student Life	173,642	588,895	415,253	71%
San Carlos BIE Funds and Tuition and Fees	-	943,713	943,713	100%
Culinary Arts Program	-	95,167	95,167	100%
Grant Match (1117/1526)	3,599	119,873	116,274	97%
Tohono Kosin	-	242,796	242,796	100%
Total Unrestricted Expenses	\$ 2,697,215	\$ 11,541,954	\$ 8,844,739	77%
 Unrestricted excess (deficiency) w/o Bad Debts/Depreciation	 \$ 9,035,642	 \$ (265,374)	 \$ 9,301,017	

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

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

67%

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
INSTRUCTION				
Instruction - 1100				
Compensation	\$ 523,680	\$ 1,686,437	\$ 1,162,757	69%
Employee related expenses	92,245	438,137	345,892	79%
Art program Supplies	1,023	20,000	18,977	95%
Commuter Allowance	-	3,600	3,600	100%
Consultant Fees	-	9,700	9,700	100%
Education Supplies	120	20,000	19,880	99%
Employee tuition waivers	-	2,000	2,000	100%
Furniture & Fixtures	-	10,000	10,000	100%
Meeting expense	3,750	16,170	12,420	77%
Mileage	658	4,000	3,342	84%
Office Supplies	-	8,000	8,000	100%
Registrations	-	6,800	6,800	100%
Subscriptions/Periodicals	244	4,000	3,756	94%
Travel and training	-	90,000	90,000	100%
	<u>\$ 621,719</u>	<u>\$ 2,318,844</u>	<u>\$ 1,697,125</u>	<u>73%</u>
Work Force Comm Development - 1500				
Compensation	\$ 37,558	\$ 113,557	\$ 75,999	67%
Employee related expenses	10,084	71,749	61,665	86%
Advertising & Promotion	673	1,000	327	33%
Commuter Allowance	608	1,800	1,192	66%
Consultant Fees	-	5,500	5,500	100%
Education Supplies	955	2,500	1,545	62%
Guest Speakers/Honorariums	1,200	12,000	10,800	90%
Meeting Expense	2,081	2,000	(81)	-4%
Office supplies	-	1,000	1,000	100%
Other Office Supplies	-	600	600	100%
Registrations	-	3,000	3,000	100%
Travel & Training	-	6,000	6,000	100%
	<u>\$ 53,158</u>	<u>\$ 220,706</u>	<u>\$ 167,548</u>	<u>76%</u>
ABE-GED - 1800				
Education Supplies	-	3,100	3,100	100%
Meeting Expense	397	540	143	27%
Memberships	-	750	750	100%
Other Office Supplies	322	375	53	14%
Registrations	-	4,000	4,000	100%
Mileage	108			0%
Travel/training	\$ 153	\$ 4,600	\$ 4,447	97%
	<u>\$ 980</u>	<u>\$ 13,365</u>	<u>\$ 12,385</u>	<u>93%</u>
TOTAL INSTRUCTION	<u>\$ 675,858</u>	<u>\$ 2,552,915</u>	<u>\$ 1,877,057</u>	<u>74%</u>

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

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

	67%	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
STUDENT SERVICES					
Student services - 5100					
Compensation	\$	224,209	\$ 709,264	\$ 485,055	68%
Employee related expenses		54,047	257,579	203,532	79%
Comm/student events		690	13,000	12,310	95%
Commuter Allowance		1,825	5,400	3,575	66%
Consultant Fees		2,700	10,000	7,300	73%
Education supplies		-	3,000	3,000	100%
Employee tuition waivers		-	1,000	1,000	100%
Furniture and Fixtures		-	5,000	5,000	100%
Graduation		-	10,000	10,000	100%
Meeting expense		332	3,000	2,668	89%
Memberships		604	1,205	601	50%
Mileage		215	2,000	1,785	89%
Office supplies		-	5,000	5,000	100%
Printing		209	3,500	3,291	94%
Program Supplies		-	500	500	100%
Promotional		-	5,000	5,000	100%
Recruiting		990	22,000	21,010	96%
Registrations		-	2,500	2,500	100%
Travel and training		301	45,000	44,699	99%
	\$	286,122	\$ 1,103,948	\$ 817,826	74%
Financial aid office - 5200					
Compensation	\$	34,770	\$ 147,305	\$ 112,535	76%
Employee related expenses		15,174	78,007	62,833	81%
Memberships		-	3,000	3,000	100%
Office supplies		62	1,000	938	94%
Program Supplies		-	500	500	100%
Registrations		-	3,000	3,000	100%
Travel and training		1,303	10,000	8,697	87%
	\$	51,309	\$ 242,812	\$ 191,503	79%
Residence Life - 5400					
Compensation	\$	13,999	\$ 41,698	\$ 27,699	66%
Employee related expenses		1,889	13,492	11,603	86%
Advertising		-	1,000	1,000	100%
Comm/student events		-	4,000	4,000	100%
Custodial Expenses		3,900	8,000	4,100	51%
Furniture & Fixtures		205	20,000	19,795	99%
Meeting Expense		300	1,000	700	70%
Memberships		-	300	300	100%
Mileage		-	200	200	100%
Office supplies		-	600	600	100%
Registration expenses		-	500	500	100%
Stipends		1,050	11,900	10,850	91%

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

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

67%	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
	349	4,000	3,651	91%
	-	2,000	2,000	100%
	\$ 21,692	\$ 108,690	\$ 86,998	80%

Student senate - 1410

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

TOTAL STUDENT SERVICES

	-			
	\$ 359,123	\$ 1,456,450	\$ 1,097,327	75%

AUXILIARY ENTERPRISES

Athletics - 5300

Compensation	\$ 19,837	\$ 107,294	\$ 87,457	82%
Employee related expenses	2,615	42,844	40,230	94%
Advertising & Promotion	874	7,500	6,626	88%
Archery Expense	-	6,000	6,000	100%
Consultant Fees	4,840	17,000	12,160	72%
Contracts/Subcontracts	3,000	27,000	24,000	89%
Meals	4,880	7,000	2,120	30%
Memberships	7,645	10,000	2,355	24%
Office Supplies	-	2,500	2,500	100%
On Travel Medical	-	3,000	3,000	100%
Printing	331	10,000	9,670	97%
Program Supplies	8,003	20,000	11,997	60%
Recruiting Expense	-	2,500	2,500	100%
Travel	84	15,000	14,916	99%
Tuition Waivers	-	8,000	8,000	100%
Uniform/Retail Purchases	3,803	10,000	6,197	62%
Vehicle Rental	218	4,000	3,782	95%
	\$ 56,128	\$ 299,638	\$ 243,510	81%

Bookstore - 9100

			-	
Compensation	\$ 29,855	\$ 85,415	\$ 55,560	65%
Employee related expenses	6,443	19,188	12,745	66%
Cost of Goods Sold-Retail	-	60,000	60,000	100%
Office supplies	-	8,000	8,000	100%
Promotional	-	30,000	30,000	100%
Tuition Waivers	-	200	200	100%
	\$ 36,298	\$ 202,803	\$ 166,505	82%

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

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

	67%	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
TOTAL AUXILIARY ENTERPRISES		<u>\$ 92,426</u>	<u>\$ 502,441</u>	<u>\$ 410,015</u>	<u>82%</u>
ACADEMIC SUPPORT					
Academic support - 1200					
Compensation		\$ 55,220	\$ 200,879	\$ 145,659	73%
Employee related expenses		16,078	92,546	76,468	83%
Community Student Events		-	10,000	10,000	100%
Consultant fees		-	3,000	3,000	100%
Contracts/Subcontracts		6,000	10,000	4,000	40%
Education Supplies		-	1,000	1,000	100%
Employee Tuition Waivers		-	1,500	1,500	100%
Meeting Expense		990	5,000	4,010	80%
Memberships		-	3,000	3,000	100%
Office supplies		-	3,000	3,000	100%
Program Supplies		-	4,000	4,000	100%
Promotional		-	4,000	4,000	100%
Registrations		-	5,000	5,000	100%
Travel and training		-	7,000	7,000	100%
		<u>\$ 78,288</u>	<u>\$ 349,925</u>	<u>\$ 271,637</u>	<u>78%</u>
Library - 4130					
Compensation		\$ 44,045	\$ 159,352	\$ 115,307	72%
Employee related expenses		2,780	99,768	96,988	97%
Commuter Allowance		608	1,800	1,192	66%
Consultant Fees		4,688	17,000	12,313	72%
Contracts/subcontracts		1,691	7,142	5,451	76%
Employee Tuition Waivers		-	260	260	100%
Library collection		-	5,000	5,000	100%
Meeting expenses		-	400	400	100%
Memberships		-	160	160	100%
Office Equipment		-	10,000	10,000	100%
Other Office Supplies		423	5,000	4,577	92%
Program Supplies		-	600	600	100%
Registrations		-	150	150	100%
Subscriptions/periodicals		7,900	25,000	17,100	68%
Travel and training		-	2,000	2,000	100%
		<u>\$ 62,134</u>	<u>\$ 333,632</u>	<u>\$ 271,498</u>	<u>81%</u>
TOTAL ACADEMIC SUPPORT		<u>\$ 140,422</u>	<u>\$ 683,557</u>	<u>\$ 543,135</u>	<u>79%</u>

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

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

67% **Year-to-Date** **2024 Annual** **Remaining** **Remaining**
 Actual **Budget** **Budget** **%**

INSTITUTIONAL SUPPORT

President's office - 6100

Compensation	\$ 57,920	\$ 164,837	\$ 106,917	65%
Employee related expenses	16,432	49,802	33,370	67%
Car Allowance	2,433	7,200	4,767	66%
Office supplies	3	500	497	99%
Registrations	-	1,000	1,000	100%
Student related travel	-	2,000	2,000	100%
Travel and training	-	2,000	2,000	100%
	<u>\$ 76,788</u>	<u>\$ 227,339</u>	<u>\$ 150,551</u>	<u>66%</u>

Himdag - 6150

Comm/Student/Events	\$ 3,198	\$ 8,000	\$ 4,802	60%
Construction Materials	\$ -	\$ 2,000	\$ 2,000	100%
Program Supplies	\$ 603	\$ -	\$ (603)	0%
Meeting Expense	705	4,000	3,295	82%
	<u>\$ 4,506</u>	<u>\$ 14,000</u>	<u>\$ 9,494</u>	<u>68%</u>

Board of Trustees - 6190

Communications	320	900	580	64%
Meeting expenses	2,200	10,000	7,800	78%
Mileage	1,170	2,500	1,330	53%
Travel and training	-	5,500	5,500	100%
Trustee fees	\$ 5,857	\$ 14,000	\$ 8,143	58%
	<u>\$ 9,547</u>	<u>\$ 32,900</u>	<u>\$ 23,353</u>	<u>71%</u>

Institutional Effectiveness - 1300

Compensation	\$ 18,404	\$ 54,978	\$ 36,574	67%
Employee related expenses	4,895	19,194	14,299	74%
Mileage	-	200	200	100%
Office Equipment	-	300	300	100%
Other Office Supplies	-	100	100	100%
Registrations	-	200	200	100%
Travel and training	848	3,000	2,152	72%
Vehicle Rental	-	250	250	100%
	<u>\$ 24,146</u>	<u>\$ 78,222</u>	<u>\$ 54,076</u>	<u>69%</u>

Administration & Finance - 6200

Compensation	\$ 102,297	\$ 459,972	\$ 357,675	78%
Employee related expenses	32,279	191,000	158,721	83%
Auditing	32,281	72,500	40,219	55%
Bank Charges	230	4,500	4,270	95%
Commuter Allowance	1,216	5,400	4,184	77%

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

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

	67%	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
Contracts/subcontracts		56,048	150,000	93,952	63%
Employee Tuition Waivers		-	325	325	100%
Meeting expenses		-	400	400	100%
Mileage		-	100	100	100%
Office supplies		1,764	5,500	3,736	68%
Registrations		-	250	250	100%
Travel and training		-	1,000	1,000	100%
		<u>\$ 226,117</u>	<u>\$ 890,947</u>	<u>\$ 664,830</u>	<u>75%</u>

General support services - 6300

Benefits Unemployment	\$	5,691	\$	6,000	\$	309	5%
Insurance		194,419		190,000		(4,419)	-2%
Legal Fees		4,436		50,000		45,564	91%
Meeting expenses		-		7,000		7,000	100%
Memberships		31,824		45,000		13,176	29%
Postage & Delivery		6,782		19,000		12,218	64%
Promotional		33		2,000		1,967	98%
Subscriptions & Periodicals		11,832		5,000		(6,832)	-137%
		<u>\$ 255,016</u>		<u>\$ 324,000</u>		<u>\$ 68,984</u>	<u>21%</u>

IT - 6350

Compensation	\$	42,576	\$	172,255	\$	129,679	75%
Employee related expenses		14,999		37,230		22,231	60%
Communications		31,157		175,855		144,698	82%
Computer Related Items		-		30,000		30,000	100%
Consultant Fees & Expenses		-		78,000		78,000	100%
Contracts/subcontracts		50,425		205,000		154,575	75%
Employee Tuition Waivers		-		200		200	100%
Licenses and fees		-		70,000		70,000	100%
Machine Equip Repairs and Service		656		10,000		9,344	93%
Memberships		-		730		730	100%
Office Equipment		-		5,000		5,000	100%
Office supplies		-		300		300	100%
Other Equipment & Tools		5,450		10,000		4,550	46%
Registrations		-		3,000		3,000	100%
Travel and training		1,055		4,000		2,945	74%
		<u>\$ 146,319</u>		<u>\$ 801,570</u>		<u>\$ 655,251</u>	<u>82%</u>

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

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

	67%	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
Human resources - 6700					
Compensation		\$ 52,920	\$ 162,028	\$ 109,108	67%
Employee related expenses		7,842	59,804	51,962	87%
Advertising		642	6,570	5,928	90%
Commuter Allowance		673	1,800	1,127	63%
Employee Tuition Waivers		-	200	200	100%
Memberships		200	1,050	850	81%
Office supplies		-	360	360	100%
Other professional fees		729	4,990	4,261	85%
Recruiting		-	1,800	1,800	100%
Registrations		-	4,580	4,580	100%
Travel and training		-	6,718	6,718	100%
		<u>\$ 63,005</u>	<u>\$ 249,900</u>	<u>\$ 186,895</u>	<u>75%</u>
TOTAL INSTITUTIONAL SUPPORT		<u>\$ 805,445</u>	<u>\$ 2,618,878</u>	<u>\$ 1,813,433</u>	<u>69%</u>
OPERATIONS AND MAINTENANCE - 7100					
Compensation		\$ 167,260	\$ 521,096	\$ 353,836	68%
Employee related expenses		50,803	223,791	172,988	77%
Auto expenses		2,545	20,000	17,455	87%
Building Rent		41,194	144,311	103,117	71%
Commuter Allowance		608	1,800	1,192	66%
Contracts/subcontracts		44,948	100,000	55,052	55%
Custodial expense		-	17,500	17,500	100%
Employee tuition waivers		-	350	350	100%
Office supplies		-	1,500	1,500	100%
Travel and training		-	2,000	2,000	100%
Utilities		38,705	240,230	201,525	84%
Vehicle & Building R&M		-	25,000	25,000	100%
Vehicle rental		23,200	110,000	86,800	79%
TOTAL OPERATIONS AND MAINTENANCE		<u>\$ 369,263</u>	<u>\$ 1,407,578</u>	<u>\$ 1,038,315</u>	<u>74%</u>
SUSTAINABILITY - 5160					
Compensation		\$ 44,318	\$ 130,969	\$ 86,651	66%
Employee related expenses		4,189	51,576	47,387	92%
Commuter Allowance		608	1,800	1,192	66%
Contracts/Subcontracts		-	1,000	1,000	100%
Employee Tuition Waivers		-	500	500	100%
Guest Speakers/Honorariums		100	-	(100)	0%
Meeting Expense		317	1,500	1,183	79%
Mileage		-	600	600	100%
Office Equipment		-	500	500	100%
Office supplies		857	1,500	643	43%
Printing		154	-	(154)	0%
Program Supplies		73	-	(73)	0%
Registrations		-	1,000	1,000	100%
Travel and training		-	4,000	4,000	100%
TOTAL SUSTAINABILITY		<u>\$ 50,616</u>	<u>\$ 194,945</u>	<u>\$ 144,329</u>	<u>74%</u>

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

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

	67%	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
Solar Program (5161)					
Compensation		\$ 19,588	\$ 68,145	\$ 48,557	71%
Employee related expenses		2,596	35,601	33,005	93%
Consultants		-	4,000	4,000	100%
Education Supplies		1,604	15,000	13,396	89%
Employee Tuition Waivers		-	300	300	100%
Guest Speakers		-	1,000	1,000	100%
Machine Equipment Repairs		-	1,000	1,000	100%
Meeting Expense		-	1,000	1,000	100%
Memberships		-	1,200	1,200	100%
Mileage		-	1,500	1,500	100%
Office Equipment		2,138	500	(1,638)	-328%
Other Office Supplies		-	1,000	1,000	100%
Registrations		895	1,500	605	40%
Travel and training		-	3,000	3,000	100%
TOTAL SOLAR		\$ 26,821	\$ 134,746	\$ 107,925	80%
TOTAL SUSTAINABILITY AND SOLAR		\$ 77,438	\$ 329,691	\$ 252,253	77%
STUDENT LIFE - 5150					
Compensation		\$ 140,310	\$ 386,184	\$ 245,874	64%
Employee related expenses		31,157	119,411	88,254	74%
Community & Student Events		1,061	5,000	3,939	79%
Commuter Allowance		608	1,800	1,192	66%
Contracts/Subcontracts		345	1,500	1,155	77%
Employee Tuition Waivers		-	1,000	1,000	100%
Meeting Expense		-	500	500	100%
Office supplies		-	1,500	1,500	100%
Program Supplies		160	8,000	7,840	98%
Registrations		-	1,000	1,000	100%
Student Meals		-	60,000	60,000	100%
Travel and training		-	3,000	3,000	100%
TOTAL STUDENT LIFE		\$ 173,642	\$ 588,895	\$ 415,253	71%
SAN CARLOS - 6900					
Cost of Goods Sold		\$ -	\$ 32,230	\$ 32,230	100%
ISC BIE Annual Funds		-	858,603	858,603	100%
Tuition & Fees		-	52,880	52,880	100%
TOTAL SAN CARLOS		\$ -	\$ 943,713	\$ 943,713	100%

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

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

67%

**Year-to-Date
Actual**

**2024 Annual
Budget**

**Remaining
Budget**

**Remaining
%**

CULINARY ARTS PROGRAM - 1498

Compensation	\$ -	\$ 55,620	\$ 55,620	100%
Employee related expenses	-	15,247	15,247	100%
Education Supplies	-	10,500	10,500	100%
Employee Tuition Waivers	-	300	300	100%
Gue Mach/Equipment Repairs	-	500	500	100%
Licenses and Fees	-	3,000	3,000	100%
Mileage	-	1,500	1,500	100%
Office Supplies	-	1,000	1,000	100%
Printing	-	2,000	2,000	100%
Registrations	-	1,500	1,500	100%
Travel and training	-	4,000	4,000	100%
TOTAL CULINARY ARTS PROGRAM	\$ -	\$ 95,167	\$ 95,167	100%

TOHONO KOSIN

Compensation	\$ -	\$ 63,500	\$ 63,500	100%
Employee Related Benefits	-	35,696	35,696	100%
Cleaning Supplies	-	5,000	5,000	100%
Communications	-	1,200	1,200	100%
Contracts/Subcontracts	-	5,000	5,000	100%
Education Supplies	-	50,000	50,000	100%
Employee Tuition Waivers	-	600	600	100%
Equipment	-	10,000	10,000	100%
Licenses & Fees	-	3,000	3,000	100%
Mach/Equip Rep (service)	-	10,000	10,000	100%
Mileage	-	500	500	100%
Office Equipment	-	1,000	1,000	100%
Other Office Supplies	-	1,000	1,000	100%
Program Supplies	-	55,000	55,000	100%
Registrations	-	300	300	100%
Travel	-	1,000	1,000	100%
TOTAL TOHONO KOSIN	\$ -	\$ 242,796	\$ 242,796	100%

Grant Match (1117/1526)	\$ 3,599	\$ 119,873	\$ 116,274	97%
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TOTAL UNRESTRICTED	\$ 2,697,215	\$ 11,541,954	\$ 8,844,739	77%
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TOHONO O'ODHAM COMMUNITY COLLEGE

Restricted Expenses and Budget by Project

For the Four Months Ended October 31, 2023

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

	Grant Revenues / Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
SPONSORED PROJECTS				
NSF -TCUP Pathways to Indigenous STEM - 1114				
(9/1/18 - 8/31/23) NCE for 12 mos new end date 08/31/2024				
Restricted revenues:				
Federal government grants	\$ 1,282,504	\$ 2,514,278	\$ (1,231,774)	-49%
Restricted expenses:				
Compensation	983,783	1,243,273	259,490	21%
Employee Related Benefits	174,853	254,730	79,877	31%
Travel/Professional Development/Registrations	20,946	43,200	22,254	52%
Memberships	1,750	1,800	50	3%
Consultants	192,340	200,000	7,660	4%
Materials & Supplies	22,423	47,800	25,377	53%
Publication Costs/Documentation/Dissemination	-	3,500	3,500	100%
Stipends	49,425	-	(49,425)	0%
Honorariums	-	-	-	0%
Other Direct Costs	-	120,375	120,375	100%
Participant Costs	16,199	51,140	34,941	68%
Indirect Costs	301,353	520,528	219,175	42%
Registrations	-	15,000	15,000	100%
Total Restricted Expenses	1,763,071	2,501,346	738,275	30%
Excess (deficiency)	\$ (480,567)	\$ 12,932	\$ (1,970,049)	
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	471,865	496,047	24,182	5%
Employee Related Benefits	92,333	138,894	46,561	34%
Travel/professional Development	8,595	25,188	16,593	66%
Commuter Allowance	4,403	-	(4,403)	0%
Travel	1,203	-	(1,203)	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	5,813	-	(5,813)	0%
Indirect Costs Charged to TOCC Match	-	235,335	235,335	100%
Other Equipment & Tools	-	-	-	0%
Computers/GIS Devices/Printer	64,334	64,200	(134)	0%
Total Restricted Expenses	764,782	1,181,100	416,318	35%
Excess (deficiency)	\$ (514,656)	\$ 18,900	\$ (1,366,192)	

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

Grant Revenues / Expenses-to-Date				
	Actual	Grant Budget	Remaining Budget	Remaining %
AICF AT&T TCU BRAIDING Success Project (1118)				
(Until all funds are expended)				
Restricted revenues:				
Grant from other sources	\$ 167,200	\$ 168,630	\$ (1,430)	-1%
Restricted expenses:				
Compensation	26,320	35,520	9,200	26%
Employee Related Benefits	2,013	2,718	705	26%
Travel	17,032	10,406	(6,626)	-64%
Transportation	877	1,406	529	38%
Meeting Expenses	20,628	20,448	(180)	-1%
Contracts/Subcontracts	5,250	250	(5,000)	-2000%
Tuition & Fees	13,079	1,920	(11,159)	-581%
Stipends	1,600	6,600	5,000	76%
Participant Support	736	-	(736)	0%
Honorariums/Speakers	6,131	3,666	(2,465)	-67%
Programming & Supplies	36,251	7,684	(28,567)	-372%
Awards/Gifts	9,580	5,952	(3,628)	-61%
Total Restricted Expenses	139,496	96,570	(42,926)	-44%
Excess (deficiency)	\$ 27,704	\$ 72,060	\$ 41,496	
TO Nation TOCC Language Center (1124)				
(3/1/20 - 2/28/23)				
Grant from other sources	\$ 900,000	\$ 900,000	\$ -	0%
Restricted expenses:				
Compensation	761,997	598,680	(163,317)	-27%
Employee Related Benefits	190,873	179,172	(11,701)	-7%
Commuter Allowance	11,215	-	(11,215)	0%
Consultants	14,940	45,000	30,060	67%
Office & Technical Supplies	1,069	10,400	9,331	90%
Meeting Expense	4,864		(4,864)	0%
Participant Support	898		(898)	0%
Promotion/Advertising	130		(130)	0%
Program Meals/Supplies/Honorariums	6,208	15,000	8,792	59%
Computer Equipment	3,964	-	(3,964)	0%
Total Restricted Expenses	996,158	848,252	(147,906)	-17%
Excess (deficiency)	\$ (96,158)	\$ 51,748	\$ 147,906	

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

	Grant Revenues / Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
Dollar General Native Americans Stepping Forward (GED) (1127)				
(8/1/22 - 6/30/23)				
Restricted revenues:				
Grant from other sources	\$ 147,000	\$ 50,000	\$ 97,000	194%
Restricted expenses:				
Compensation	70,140	8,500	(61,640)	-725%
Employee related expenses	5,366	500	(4,866)	-973%
Travel (Field Trips)/Professional Dev/Membership	2,790	6,100	3,310	54%
Communications (Hot Spots)	40	2,480	2,440	98%
Memberships	85	-	(85)	0%
Mileage	-	6,000	6,000	100%
Education Materials/Supplies /Testing	40,541	19,620	(20,921)	-107%
Computer Equipment	20,938	6,800	(14,138)	-208%
Awards & gifts	7,675	-	(7,675)	0%
Total Restricted Expenses	147,574	50,000	(97,574)	-195%
Excess (deficiency)	\$ (574)	\$ -	\$ 194,574	
AICF AT & T Digitized Career Success Program (1128)				
(7/1/22 - 7/31/23)				
Restricted revenues:				
Grant from other sources	\$ 75,000	\$ 150,000	\$ (75,000)	-50%
Restricted expenses:				
Compensation	-	75,000	75,000	100%
Employee related expenses	-	-	-	0%
Travel (Field Trips)/Professional Dev/Membership	555	-	(555)	0%
Communications (Hot Spots)	-	-	-	0%
Meeting Expense	9,104	-	(9,104)	0%
Mileage	-	-	-	0%
Education Materials/Supplies /Testing	11,503	-	(11,503)	0%
Computer Equipment	-	-	-	0%
Awards & gifts	12,575	75,000	62,425	83%
Total Restricted Expenses	33,738	150,000	116,262	78%
Excess (deficiency)	\$ 41,262	\$ -	\$ (191,262)	
AICF Faculty Professional Development (1129)				
(11/7/22 -7/31/2023)				
Restricted revenues:				
Grant from other sources	\$ 7,000	\$ 7,000	\$ -	0%
Restricted expenses:				
Professional Development	4,000	7,000	3,000	43%
Total Restricted Expenses	4,000	7,000	3,000	43%
Excess (deficiency)	\$ 3,000	\$ -	\$ (3,000)	

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

	Grant Revenues / Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
NIST/NTIA Connecting Communities 1140				
(11/1/22 -10/31/24)				
Restricted revenues:				
Grant from other sources	\$ -	\$ 1,912,357	\$ (1,912,357)	-100%
Restricted expenses:				
Compensation	55,165	441,580	386,415	88%
Employee related expenses	(139)	158,970	159,109	100%
Travel	5,332	2,400	(2,932)	-122%
Mileage	-	157,080	157,080	100%
Supplies	131,377	459,700	328,323	71%
Contracts	-	363,300	363,300	100%
Indirect	-	329,327	329,327	100%
Total Restricted Expenses	191,735	1,912,357	1,720,622	90%
Excess (deficiency)	\$ (191,735)	\$ -	\$ (3,632,979)	
NEH/ATALMA RevitalizeTO Oral History (1150)				
3/1/2022 - 2/28/2023 extended to 7/31/2023				
Restricted revenues:				
Grant from other sources	\$ -	\$ 49,790	\$ (49,790)	-100%
Restricted expenses:				
Compensation	4,734	23,328	18,594	80%
Employee Related Expenses	354	2,135	1,781	83%
Consultants	19,800	19,800	-	0%
Indirect Costs	2,489	4,527	2,038	45%
Total Restricted Expenses	27,377	49,790	22,413	45%
Excess (deficiency)	\$ (27,377)	\$ -	\$ (72,203)	
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	40,819	146,360	105,541	72%
Employee Related Expenses	4,343	46,250	41,906	91%
Travel	396	12,045	11,649	97%
Stipends	-	316,718	316,718	100%
Printing	-	36,000	36,000	100%
Equipment	-	1,500	1,500	100%
Consulting Fees	12,463	153,657	141,194	92%
Meeting Expense	5,070	33,830	28,760	85%
Honorariums	4,082	20,000	15,918	80%
Contracts/Subcontracts	-	3,600	3,600	100%
Program Supplies	-	113,200	113,200	100%
Indirect Costs	-	116,840	116,840	100%
Total Restricted Expenses	67,172	1,000,000	932,827	93%
Excess (deficiency)	\$ (67,172)	\$ 0	\$ (1,932,827)	

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

	Grant Revenues / Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
AICF Community Based Native Arts Learning Sharing (1216)				
6/15/2022 - 4/30/2023				
Restricted revenues:				
Grant from other sources	\$ 35,000	\$ 9,000	\$ 26,000	289%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	-	-	-	0%
Travel/Gas/Mileage	2,976	1,296	(1,680)	-130%
Promotion/Advertising	704	-	(704)	0%
Meetings	3,153	3,429	276	8%
Other Professional Fees	9,150	-	(9,150)	0%
Stipends	8,750	4,275	(4,475)	-105%
Program Supplies	4,893	-	(4,893)	0%
Total Restricted Expenses	29,627	9,000	(20,627)	-229%
Excess (deficiency)	\$ 5,374	\$ -	\$ 46,627	
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	2,400	100,000	97,600	98%
Guest Speakers/Honorariums	450	-	(450)	0%
Program Supplies	2,625	-	(2,625)	0%
Total Restricted Expenses	5,475	100,000	94,525	95%
Excess (deficiency)	\$ 94,525	\$ -	\$ (94,525)	
AICF Community Aid for Student Success (1222)-(CASS)				
1/1/2021 - 10/31/2021				
Restricted revenues:				
Grant from other sources	\$ 48,000	\$ 48,000	\$ -	0%
Restricted expenses:				
Compensation	-	3,717	3,717	100%
Employee related expenses	-	283	283	100%
Office Supplies	7,610	2,000	(5,610)	-281%
Stipends	7,250	26,000	18,750	72%
Education/Program Supplies	2,181	8,500	6,319	74%
Office Equipment/Computers	22,227	7,500	(14,727)	-196%
Total Restricted Expenses	39,268	40,500	1,232	3%
Excess (deficiency)	\$ 8,732	\$ 7,500	\$ (1,232)	

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

	Grant Revenues / Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
AICF 2023 Summer Success Conference				
04/01/2023 - 06/30/2023				
Restricted revenues:				
Grant from other sources	\$ 10,000	\$ 10,000	-	0%
Restricted expenses:				
Transportation	1,713	1,713	(0)	0%
Stipends	-	4,000	4,000	100%
Promotion/Advertisitng	2,587	2,894	307	11%
Meeting Expenses	1,429	1,393	(35)	-3%
Total Restricted Expenses	5,728	10,000	4,272	43%
Excess (deficiency)	\$ 4,272	\$ -	\$ (4,272)	
IWE:MTA (Working Together)				
07/05/2023 - 05/31/2024				
Restricted revenues:				
Grant from other sources	\$ -	\$ 20,000	20,000	100%
Restricted expenses:				
Travel/Mileage	1,109	9,528	8,419	88%
Registration	-	1,100	1,100	100%
Promotion/Advertising	-	1,172	1,172	100%
Consultant Fees	-	7,200	7,200	100%
Meeting Expenses	-	1,000	1,000	100%
Total Restricted Expenses	1,109	20,000	18,891	94%
Excess (deficiency)	\$ (1,109)	\$ -	\$ 1,109	
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	

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

	Grant Revenues / Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
BIA 93-638 - Occupational Training TCCU -(1302)				
Program Revenue and Costs				
(July 01, 2019 - June 30, 2025)				
Restricted revenues:				
Federal government grants	\$ 162,234	\$ 300,000	\$ (137,766)	-46%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	8,350	175,000	166,650	95%
Mileage	-	5,000	5,000	100%
Supplies/Other Program Cost	-	25,000	25,000	100%
Consultants/Contracts	14,705	95,000	80,295	85%
Total Restricted Expenses	23,055	300,000	276,945	92%
Excess (deficiency)	\$ 139,179	\$ 125,000	\$ (304,416)	
Better Way Foundation (1303)				
Program Revenue and Costs				
(January 01, 2022- December 31, 2022)				
Restricted revenues:				
Grant from Other Sources	\$ 50,400	\$ 80,400	\$ (30,000)	-37%
Restricted expenses:				
Travel	3,875	13,000	9,125	70%
Mileage	-	2,000	2,000	100%
Postage and Delivery	-	1,000	1,000	100%
Printing	-	13,000	13,000	100%
Promotion Advertising	-	2,592	2,592	100%
Professional Fees	11,114	16,100	4,986	31%
Office Supplies	455	3,000	2,545	85%
Meeting Expense	2,910	6,135	3,225	53%
Program Supplies/materials	-	6,480	6,480	100%
Indirect Costs	-	17,093	17,093	100%
Total Restricted Expenses	18,354	80,400	62,046	77%
Excess (deficiency)	\$ 32,046	\$ -	\$ (92,046)	
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)	

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

	Grant Revenues / Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
AZ TPT State Construction Needs Funding - (1400)				
(July 1, 2017 - June 30, 2037)				
Restricted revenues:				
State government grants	\$ 1,867,136	\$ 3,120,000	\$ (1,252,864)	-40%
Restricted expenses:				
Contracts/subcontracts	642,110	3,120,000	2,477,890	79%
Equipment Rental	500	-	(500)	0%
Construction Supplies	418,435	-	(418,435)	0%
Bank Charges	106	-	(106)	0%
Total Restricted Expenses	1,061,151	3,120,000	2,058,849	66%
Excess (deficiency)	\$ 805,984	\$ -	\$ (3,311,713)	
Workforce Development - (1401)				
(July 1, 2017 - June 30, 2021)				
Restricted revenues:				
Grant from Other Sources	\$ 1,446,449	\$ 897,810	\$ 548,639	61%
State government grant	\$ 70,619			0%
Restricted expenses:				
Compensation	273,295	-	(273,295)	0%
Employee related expenses	62,187	-	(62,187)	0%
Commuter Allowance	2,623	-	(2,623)	0%
Printing	216	-	(216)	0%
Vehicle Rental	47,544	-	(47,544)	0%
Office Supplies	15,634	-	(15,634)	0%
Communications	3,147	-	(3,147)	0%
Meeting Expense	6,300	-	(6,300)	0%
Stipends	292,799	-	(292,799)	0%
Training	23,431	-	(23,431)	0%
Subscriptions/Periodicals	6,008	-	(6,008)	0%
Office Equipment	8,962	-	(8,962)	0%
Computer Equipment	8,433	-	(8,433)	0%
Contracts/subcontracts	957,752	897,810	(59,942)	-7%
Construction Materials	1,702	-	(1,702)	0%
Total Restricted Expenses	1,710,030	897,810	(812,220)	-90%
Excess (deficiency)	\$ (192,962)	\$ -	\$ 1,360,859	
Univ of AZ NASA Space Grant - (1402)				
(12/14/16 -12/13/22)				
Restricted revenues:				
State government grants	\$ 35,500	\$ 29,500	\$ 6,000	20%
Restricted expenses:				
Stipends	3,000	-	(3,000)	0%
Program Supplies	24,116	29,500	5,384	18%
Total Restricted Expenses	27,116	29,500	2,384	8%
Excess (deficiency)	\$ 8,384	\$ -	\$ 3,616	

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

	Grant Revenues / Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
U of A Haury Program A Student's Journey - (1406)				
(7/1/21 - 6/30/23)				
Restricted revenues:				
State government grants	\$ 315,838	\$ 315,206	\$ 632	0%
Restricted expenses:				
Compensation	177,059	129,000	(48,059)	-37%
Employee related expenses	26,667	40,764	14,097	35%
Events	-	10,104	10,104	100%
Travel	8,625	3,338	(5,287)	-158%
Office/Education Supplies	1,596	6,000	4,404	73%
Meeting Expenses	14,542	30,000	15,458	52%
Honorariums/Guest Speakers	37,750	6,000	(31,750)	-529%
Awards & Gifts	46,567	6,000	(40,567)	-676%
Stipends	2,900	90,000	87,100	97%
Total Restricted Expenses	315,706	321,206	5,500	2%
Excess (deficiency)	\$ 132	\$ (6,000)	\$ (4,868)	
AZ State TOCC Remedial Education				
2023-2024 Academic Year				
Restricted revenues:				
State government grants	\$ 1,000,000	\$ 2,000,000	\$ (1,000,000)	-50%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	-	-	-	0%
Events	-	-	-	0%
Travel	-	-	-	0%
Office/Education Supplies	-	-	-	0%
Meeting Expenses	-	-	-	0%
Honorariums/Guest Speakers	-	-	-	0%
Awards & Gifts	-	-	-	0%
Stipends	-	-	-	0%
Total Restricted Expenses	-	-	-	0%
Excess (deficiency)	\$ 1,000,000	\$ 2,000,000	\$ (1,000,000)	
NIFA Equity Planting the Seeds of Culture & Food 1421)				
(9/1/2022 - 8/31/2026)				
Restricted revenues:				
Grant from Other Sources	\$ -	\$ 157,142	\$ (157,142)	-100%
Restricted expenses:				
Compensation	30,743	69,038	38,295	55%
Employee related expenses	2,433	20,449	18,016	88%
Commuter Allowance	138	20,449	20,311	99%
Indirect	-	33,408	33,408	100%
Consultants	-	3,200	3,200	100%
Materials	-	11,049	11,049	100%
Stipends	-	20,000	20,000	100%
Total Restricted Expenses	33,314	177,593	144,279	81%
Excess (deficiency)	\$ (33,314)	\$ (20,451)	\$ (301,421)	

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

	Grant Revenues / Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
BIE TCU Facilities & Improvements (1430) PL 116-260 (1430)				
(4/15/2020 -6/30/2024)				
Restricted revenues:				
Federal government grants	\$ 1,314,285	\$ 857,142	\$ 457,143	53%
Restricted expenses:				
Construction Supplies	43,753	-	(43,753)	0%
Program Supplies	90,928	-	(90,928)	0%
Equipment	77,156	-	(77,156)	0%
Consultants	800	-	(800)	0%
Other Structural Improvements	274,325	857,142	582,817	68%
Total Restricted Expenses	486,962	857,142	370,180	43%
Excess (deficiency)	\$ 827,323	\$ -	\$ 86,963	
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	2,119	-	(2,119)	0%
Vehicle Rental	33,919	-	(33,919)	0%
Promotion/Advertising	28,691	36,000	7,310	20%
Consultants/Professionals	173,475	86,677	(86,798)	-100%
Building Materials	1,689	-	(1,689)	0%
Education Supplies	-	-	-	0%
Meeting Expense	5,811	7,500	1,689	23%
Stipends	-	-	-	0%
Staff Development	2,000	-	(2,000)	0%
Guest Speaker/Honorariums	-	-	-	0%
Program Supplies	53,947	96,000	42,053	44%
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	312,626	243,073	(69,553)	-29%
Excess (deficiency)	\$ 2,055	\$ -	\$ 141,161	

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

	Grant Revenues / Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
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	152,135	315,345	163,210	52%
Employee related expenses	30,085	40,165	10,080	25%
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	210,121	443,865	233,744	53%
Excess (deficiency)	\$ (24,842)	\$ (1,606)	\$ (490,724)	
USDA Furniture Arts & Science (20-1509)				
(Aug 1, 2021- July 30, 2026)				
Restricted revenues:				
Federal government grants	\$ -	\$ 166,200	\$ (166,200)	-100%
Restricted expenses:				
Furniture	170,131	166,200	(3,931)	-2%
Total Restricted Expenses	170,131	166,200	(3,931)	-2%
Excess (deficiency)	\$ (170,131)	\$ -	\$ (162,269)	
USDA Disaster Relief Health & Wellness (1526)				
(May 12, 2021- May 12, 2026)				
Restricted revenues:				
Federal government grants	\$ -	\$ 99,975	\$ (99,975)	-100%
Other Tools/Structural Improvements	121,284	99,975	(21,309)	-21%
Total Restricted Expenses	121,284	99,975	(21,309)	-21%
Excess (deficiency)	\$ (121,284)	\$ -	\$ (78,666)	

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

Grant Revenues / Expenses-to-Date				
	Actual	Grant Budget	Remaining Budget	Remaining %
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	189,600	99,528	(90,072)	-90%
Employee Related Benefits	155,332		(155,332)	0%
Travel/ Per Diem/ Lodging/Registrations	1,053	2,198	1,145	52%
Youth Programs	-	8,000	8,000	100%
Other Participant/trainee Support Costs	-	13,312	13,312	100%
Workshops	-	4,000	4,000	100%
Education and Program supplies	45,734	11,500	(34,234)	-298%
Stipends	1,604	2,700	1,096	41%
Equipment	3,995	36,000	32,005	89%
Total Restricted Expenses	397,318	177,238	(220,080)	-124%
Excess (deficiency)	\$ (195,772)	\$ -	\$ 244,388	
NIFA Extension Capacity Bldg Together III - (20-1541)				
(Sept 1, 2018- Aug. 31, 2023)				
Restricted revenues:				
Federal government grants	\$ 323,449	\$ 660,000	\$ (336,551)	-51%
Grant from other sources	1,500	1,500	-	0%
Restricted expenses:				
Compensation	481,314	283,000	(198,314)	-70%
Employee related expenses	92,728	65,980	(26,748)	-41%
Travel	10,205	12,960	2,755	21%
Registration	5,812	760	(5,052)	-665%
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	33,805	6,120	(27,685)	-452%
Total Restricted Expenses	627,544	372,620	(254,924)	-68%
Excess (deficiency)	\$ (302,595)	\$ 288,880	\$ (81,627)	
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	1,861	47,210	45,349	96%
Travel	4,017	11,250	7,233	64%
Stipends	-	8,800	8,800	100%
Meals		6,000	6,000	100%
Materials and Supplies	16,022	17,253	1,231	7%
Consultants	-	3,200	3,200	100%
Total Restricted Expenses	32,610	246,000	213,390	87%
Excess (deficiency)	\$ (32,610)	\$ -	\$ (459,390)	

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

Grant Revenues / Expenses-to-Date				
	Actual	Grant Budget	Remaining Budget	Remaining %
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 /consultants	91,490	-	(91,490)	0%
Consultants	-	-	-	0%
Equipment and Construction Costs	-	129,000	129,000	100%
Total Restricted Expenses	91,490	129,000	37,511	29%
Excess (deficiency)	\$ (91,490)	\$ -	\$ (166,511)	
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)	

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

	Grant Revenues / Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
Title III Part A Our Circle of Strength - (20-1632)				
(Oct. 1, 2020 - Sept. 30, 2025)				
Restricted revenues:				
Federal government grants	\$ 1,295,502	\$ 6,559,520	\$ (5,264,018)	-80%
Restricted expenses:				
Compensation	1,014,349	1,520,000	505,651	33%
Employee related expenses	236,474	420,000	183,526	44%
Travel Expense	-	86,000	86,000	100%
Commuter Allowance	5,518	-	(5,518)	0%
Vehicle rental	4,825	-	(4,825)	0%
Consultant fees and expenses	35,900	200,000	164,100	82%
Education supplies and Outreach	28	36,000	35,972	100%
Office supplies	646	-	(646)	0%
Registrations	75	-	(75)	0%
Contracts/Subcontracts	24,121	-	(24,121)	0%
Other Structural Improvements	811,199	3,619,520	2,808,321	78%
Office equipment	24,671	100,000	75,329	75%
Other	-	578,000	578,000	100%
Total Restricted Expenses	2,157,806	6,559,520	4,401,714	67%
Excess (deficiency)	\$ (862,305)	\$ -	\$ (9,665,732)	
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	1,887,127	4,655,008	2,767,881	59%
Education supplies	-	-	-	0%
Total Restricted Expenses	1,887,127	4,655,008	2,767,881	59%
Excess (deficiency)	\$ (1,162,000)	\$ -	\$ (6,697,762)	
American Rescue Plan Fund (ARP) BIE PL 117-2 (1680)				
(July 1, 2019 - June 30, 2024)				
Restricted revenues:				
Federal government grants	\$ 5,581,278	\$ 5,581,278	\$ -	0%
Restricted expenses:				
Student Assistance	-	5,581,278	5,581,278	100%
Employee related expenses	-	-	-	0%
Contracts/subcontracts	-	-	-	0%
Computer equipment	-	-	-	0%
Other Structural Improvements	-	-	-	0%
Education supplies	-	-	-	0%
Total Restricted Expenses	-	5,581,278	5,581,278	100%
Excess (deficiency)	\$ 5,581,278	\$ -	\$ (5,581,278)	

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

	Grant Revenues / Expenses-to-Date			
	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:				
Grant from other sources	\$ 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	76,840	45,501	(31,339)	-69%
Employee related expenses	39,132	12,285	(26,847)	-219%
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	11,199	9,036	(2,163)	-24%
Total Restricted Expenses	147,440	108,000	(39,440)	-37%
Excess (deficiency)	\$ 50,403	\$ -	\$ (50,403)	
Project Success Ascendium (1727)				
Emergency Aid/Paid Internship				
(Jan 1, 2020 - Dec 31, 2025)				
Restricted revenues:				
Grant from other sources	\$ 60,584	\$ 169,000	\$ (108,416)	-64%
Restricted expenses:				
Administrative Costs Emergency Aid	-	9,000	9,000	100%
Administrative Costs Paid Internship	-	30,000	30,000	100%
Student Funds Emergency Aid	12,117	30,000	17,883	60%
Stipends	4,946	-	(4,946)	0%
Office Supplies	424	-	(424)	0%
Student Funds Paid Internship	-	100,000	100,000	100%
Meeting Expense	2,643	-	(2,643)	0%
Total Restricted Expenses	20,130	169,000	148,870	88%
Excess (deficiency)	\$ 40,454	\$ -	\$ (40,454)	

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

Grant Revenues / Expenses-to-Date				
	Actual	Grant Budget	Remaining Budget	Remaining %
Ed Stabilization Fund Covid 19 Assistance (20-8021)				
(July 1, 2019 - June 30, 2024)				
Restricted revenues:				
Federal government grants	\$ 6,546,126	\$ 4,910,968	\$ 1,635,158	33%
Restricted expenses:				
Compensation	-	-	-	0%
Student Assistance	-	4,910,968	4,910,968	100%
Employee related expenses	128,846	-	(128,846)	0%
Consultants	50,591	-	(50,591)	0%
Staff Development	46,000	-	(46,000)	0%
Book waivers	231,583	-	(231,583)	0%
Computer equipment	9,999	-	(9,999)	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	582,732	4,910,968	4,328,236	88%
Excess (deficiency)	\$ 5,963,394	\$ -	\$ (5,963,394)	
TOTAL RESTRICTED EXPENSES				
Restricted revenues:				
Federal government grants	\$ 18,921,313	\$ 29,343,617	\$ (10,422,304)	-36%
State government grants	3,218,474	5,464,706	(2,246,232)	-41%
Grant from other sources	3,255,224	5,847,876	(2,592,652)	-44%
Total Restricted Revenues	\$ 25,395,011	\$ 40,656,199	\$ (15,261,188)	-38%
Restricted expenses:	\$ 14,863,029	\$ 38,208,219	23,345,189	61%
Excess (deficiency)	\$ 10,531,981	\$ 2,447,980	\$ (8,084,001)	

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

Grant Revenues / Expenses-to-Date				
	Actual	Grant Budget	Remaining Budget	Remaining %
STUDENT FINANCIAL AID				
Scholarships- 21-8010 AICF (July1, 2021 - June 30, 2022)				
Restricted revenues:				
Scholarship Award	\$ 916,195	\$ 242,904	\$ 673,291	277%
Restricted expenses:				
Travel/Meeting/Office Expense	1,044	5,185	4,141	80%
Travel/Meeting/Office Expense	744	-	(744)	0%
Scholarships	1,193,181	395,552	(797,629)	-202%
Total Restricted Expenses	1,194,969	400,737	(794,232)	-198%
Excess (deficiency)	\$ (278,774)	\$ (157,833)	\$ 120,941	
Dept of Ed Cares Act Title III TCU Fund 7/13/20-6/30/23 (20-8026)				
Restricted revenue:				
Federal government grants	\$ 4,017,314	\$ 7,001,292	\$ (2,983,978)	-43%
Restricted expenses:				
Compensation	380,906	-	(380,906)	0%
Employee related expenses	25,513	-	(25,513)	0%
SCAC Grants to or expenditures for students	48,000	274,665	226,665	83%
Postage & Delivery	16,986	-	(16,986)	0%
Communications	5,099	-	(5,099)	0%
Building R&M	4,441	-	(4,441)	0%
Building Rent	24,914	-	(24,914)	0%
Consultant Fees	405,423	-	(405,423)	0%
Licenses & Fees	34,088	-	(34,088)	0%
Cleaning Supplies	15,921	-	(15,921)	0%
Meeting Expense	5,718	-	(5,718)	0%
Custodial and Cleaning Expenses	150,218	-	(150,218)	0%
CARES ACT Higher Ed Emergency Relief	2,777,088	-	(2,777,088)	0%
Residence Fees Lost	39,600	39,600	-	0%
Residence Fees Refunded TOCC	(22,072)	17,528	39,600	226%
Memberships	2,500	-	(2,500)	0%
Indirect Costs	403,032	-	(403,032)	0%
Other Structural Improvements	224,058	-	(224,058)	0%
Computer Equipment	702,687	-	(702,687)	0%
Awards and Gifts	45,500	-	(45,500)	0%
Grants to or expenditures for TOCC students	-	6,669,499	6,669,499	100%
Total Restricted Expenses	5,289,620	7,001,292	1,711,672	24%
Excess (deficiency)	\$ (1,272,306)	\$ -	\$ 1,272,306	

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

	Grant Revenues / Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
FSEOG 7/1/22 - 6/30/23 (21-8020)				
Restricted revenue:				
Federal government grants	\$ -		\$ -	0%
Restricted expenses:				
Tuition & Fee Waivers	24,503	-	(24,503)	0%
Total Restricted Expenses	24,503	-	(24,503)	0%
Excess (deficiency)	\$ (24,503)	\$ -	\$ 24,503	
PELL -21- 8030 (July 1, 2021 - June 30, 2022)				
Restricted revenue:				
Federal government grants	\$ 1,658,282	\$ 1,100,000	\$ 558,282	51%
Restricted expenses:				
Office Supplies	-	-	-	0%
Refunds	1,623	-	(1,623)	0%
Grants to students	2,862,399	1,100,000	(1,762,399)	-160%
Total Restricted Expenses	2,864,022	1,100,000	(1,764,022)	-160%
Excess (deficiency)	\$ (1,205,740)	\$ -	\$ 1,205,740	
TOTAL STUDENT FINANCIAL AID				
Restricted revenue:				
Federal government grants	5,675,597	8,101,292	\$ (2,425,696)	-30%
Scholarship Award	916,195	242,904	673,291	277%
	\$ 6,591,792	\$ 8,344,196	\$ 1,752,405	21%
Restricted expenses	9,373,115	8,502,029	(871,086)	-10%
Excess (deficiency)	\$ (2,781,323)	\$ (157,833)	\$ 2,623,490	

TOHONO O'ODHAM COMMUNITY COLLEGE
Restricted Expenses and Budget by Project - Inactive
For the Four Months Ended October 31, 2023

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

	Grant Revenues / Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
SPONSORED PROJECTS				
AT&T TCU/High School Completion Project B - AICF - (1111)				
(10/20/16 - Until Expended)				
Restricted revenues:				
Grant from other sources	\$ 184,000	\$ 184,000	\$ -	0%
Restricted expenses:				
Compensation	4,445	36,190	31,745	88%
High School tutors	-	1,500	1,500	100%
College Mentors	-	4,000	4,000	100%
Parent Liaison	-	500	500	100%
Travel/professional Development	55,296	15,650	(39,646)	-253%
Transportation	6,080	5,650	(430)	-8%
Printing and Marketing	3,577	9,400	5,823	62%
Meeting Expenses	10,244		(10,244)	0%
Tuition/Programming	29,006	39,210	10,204	26%
Stipends	3,600	3,000	(600)	-20%
Contracts/Subcontracts	41,804	-	(41,804)	0%
Program Supplies	5,728	10,900	5,172	47%
Honorariums/Speakers	-	5,000	5,000	100%
Student Incentives & Awards	6,000	6,000	-	0%
Total Restricted Expenses	165,780	137,000	(28,780)	-21%
Excess (deficiency)	\$ 18,220	\$ 47,000	\$ 28,780	
Dollar General GED Language & Writing Dev (1121)				
(Until all Funds Expended)				
Restricted revenues:				
Grant from other sources	\$ 170,450	\$ 170,450	\$ -	0%
Restricted expenses:				
Compensation	32,140	48,264	16,124	33%
Employee related expenses	2,392	3,999	1,607	40%
Mileage	4,615	4,440	(175)	-4%
Communications	4,101	2,400	(1,701)	-71%
Registrations/Professional Dev/Memberships	22,792	32,760	9,968	30%
Education Materials & Supplies	67,351	56,836	(10,515)	-19%
Contracts/Subcontracts	3,100	4,650	1,550	33%
Program Incentives	12,950	13,351	401	3%
Computer Equipment	2,474	3,750	1,276	34%
Total Restricted Expenses	151,915	170,450	18,535	11%
Excess (deficiency)	\$ 18,535	\$ -	\$ (18,535)	

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

	Grant Revenues / Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
NEH Cultural Preservation (1215)				
6/1/2022 - 2/28/2023				
Restricted revenues:				
Grant from other sources	\$ 12,088	\$ 6,028	\$ 6,060	101%
Restricted expenses:				
Stipends	-	528	528	100%
Professional Fees	12,088	5,500	(6,588)	-120%
Total Restricted Expenses	12,088	6,028	(6,060)	-101%
Excess (deficiency)	\$ -	\$ -	\$ 12,120	
AICF/TCU Preview Day (1217)				
2/10/2023 - 5/1/2023				
Restricted revenues:				
Grant from other sources	\$ 4,500	\$ 2,500	\$ 2,000	80%
Restricted expenses:				
Promotion/Advertising	1,431	800	(631)	-79%
Other Supplies	2,172	1,200	(972)	-81%
Meeting Expense	-	500	500	100%
Total Restricted Expenses	3,603	2,500	(1,103)	-44%
Excess (deficiency)	\$ 897	\$ -	\$ 3,103	
AICF/TCU Emergency Student Aid Success - (1352)				
(5/13/20 - 12/31/20)				
Restricted revenues:				
Grant from other sources	\$ -	\$ 26,700	\$ (26,700)	-100%
Restricted expenses:				
Student Emergency Aid	-	2,400	2,400	100%
Computer Equipment	-	24,300	24,300	100%
Total Restricted Expenses	-	26,700	26,700	100%
Excess (deficiency)	\$ -	\$ -	\$ (53,400)	

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

	Grant Revenues / Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
Univ of AZ Diversity Planning Grant - (1404) (9/1/18 - 8/31/22)				
Restricted revenues:				
State government grants	\$ 25,000	\$ 40,000	\$ (15,000)	-38%
Restricted expenses:				
Program Supplies	-	-	-	0%
Contracts/Subcontracts	32,560	40,000	7,440	19%
Total Restricted Expenses	32,560	40,000	7,440	19%
Excess (deficiency)	\$ (7,560)	\$ -	\$ (22,440)	
TOCC Grant Match Grant 1526 USDA (1005) (May 12, 2021- May 12, 2026) No additional expenditures after 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)	
Great Lakes - Paid Internship - (1726) (5/1/17 - 10/31/19)				
Restricted revenues:				
Grant from other sources	\$ 49,105	\$ 100,000	\$ (50,895)	-51%
Restricted expenses:				
Student Employment Salary and taxes	20,844	75,000	54,156	72%
Consulting	3,480	23,000	19,520	85%
Meeting expense	-	1,000	1,000	100%
Promotion	-	1,000	1,000	100%
Total Restricted Expenses	24,324	100,000	75,676	76%
	\$ 24,781	\$ -	\$ (24,781)	
TOTAL RESTRICTED EXPENSES				
Restricted revenues:				
Federal government grants	\$ -	\$ -	\$ -	0%
State government grants	25,000	40,000	(15,000)	-38%
Grant from other sources	420,143	489,678	(69,535)	-14%
Total Restricted Revenues	\$ 445,143	\$ 529,678	\$ (84,535)	-16%
Restricted expenses:	\$ 390,270	\$ 515,678	125,408	24%
Excess (deficiency)	\$ 54,873	\$ 14,000	\$ (40,873)	

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

	Grant Revenues / Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
STUDENT FINANCIAL AID				
AICF Food Security Emergency Aid (21-1221) 9/15/20 - 7/31/21				
Restricted revenue:				
Federal government grants	-	\$ 5,700	\$ (5,700)	-100%
Restricted expenses:				
Grants to or expenditures for TOCC students	-	5,700	5,700	100%
Total Restricted Expenses	-	5,700	5,700	100%
Excess (deficiency)	\$ -	\$ -	\$ -	
Scholarships- 20-1353/1351 AICF Online Instruction (May 26, 2020 - July 31, 2020)				
Restricted revenues:				
Scholarship Award	\$ 20,000	\$ 10,000	\$ 10,000	100%
Restricted expenses:				
Online Instruction	-	-	-	
Computer Equipment	10,000	10,000	-	0%
Total Restricted Expenses	10,000	10,000	-	0%
Excess (deficiency)	\$ 10,000	\$ -	\$ (10,000)	
TOTAL STUDENT FINANCIAL AID				
Restricted revenue:				
Federal government grants	-	5,700	(5,700)	-100%
Scholarship Award	20,000	10,000	10,000	100%
	\$ 20,000	\$ 15,700	\$ (4,300)	-27%
Restricted expenses	10,000	15,700	5,700	36%
Excess (deficiency)	\$ 10,000	\$ -	\$ (10,000)	

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: AIMEE FARMER, CHIEF HUMAN RESOURCES OFFICER
SUBJECT: **AGENDA ITEM**—**OCTOBER 2023 RESOURCE LIST ADDENDUM 1**
DATE: **12/6/2023**
CC: FILE

Background

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

Recommendation

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

RESOURCE LIST ADDENDUM 1
October 2023

New Hire:

Name	Position	Date
Kyle Begay	Computer Literacy Trainer	10/16/2023
	Mr. Begay was Warehouse Associate for 3 years. He was Theater Associate with Cinemark for 8 months. Mr. Begay is working on earning his Undergraduate Major in Computer Science from University of Arizona.	

Transfers:

Name	Position	Date
Ashlynn Siqueros	Financial Aid Technician	10/23/2023
	Mrs. Siqueros was Social Services Intern with University of Arizona for 2 months. She has been an independent Digital Media Artist for 4 years. She was Student Kitchen Aid with TOCC for 8 months. Mrs. Siqueros earned her Associate of Social Services from Tohono O'dham Community College. She is working on earning her Certificate in Digital Media & Photography from Tohono O'dham Community College. She is also working on earning her Associate of Fine Arts in Studio Emphasis from Tohono O'dham Community College.	

Separations:

Name	Position	Date
Kyle Begay	Computer Literacy Trainer	11/3/2023

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: AIMEE FARMER, CHIEF HUMAN RESOURCES OFFICER
SUBJECT: AGENDA ITEM—**NOVEMBER 2023 RESOURCE LIST**
DATE: **11/30/2023**
CC: FILE

Background

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

Recommendation

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

RESOURCE LIST

November 2023

New Hire:

Name	Position	Date
Eunice (Lynn) Liston	O'odham Language Center – Administrative Assistant	11/13/2023
	<p>Ms. Liston was Receptionist with Nazarene Bible College for 2 years. She was Administrative Assistant for Nazarene Bible College for 2 years. She was Attendant Care Provider for 3 years. She was Receptionist and Administrative Assistant with Ha:san Preparatory and Leadership School for 15 years.</p> <p>Ms. Liston earned her Bachelor of Arts in Biblical Studies from Nazarene Bible College. She earned her Associate of Arts in Office Administration from Nazarene Bible College.</p>	

Transfers:

Name	Position	Date
Tyrone Mandre	Tohono Kosin Lead Cook	11/30/2023
	<p>Mr. Mandre was Dish washer with Desert Diamond Casino for 3 years. He was Cook with Tohono O'odham Nation Justice Department Corrections for 1 year. He was Lead Cook with Desert Diamond Casino for 4 years. He was Cook with Tohono O'odham Nation Department of Health & Human Services for 9 years. He was Assistant Cook with Tohono O'odham Community College for 1 year.</p> <p>Mr. Tyrone earned his Baker's Helper Certificate from Pima Community College in 2007. He earned his Associate of General Studies from Pima Community College in 2005.</p>	

Separations:

Name	Position	Date
Ramon Salcido	TOANR Assistant	10/5/2023
Deshon Miguel	IT Director	11/22/2023
Katherine Gader	Student Success Coordinator	11/27/2023

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

Vacant Position	Division	Number of Applicants	Tohono O'odham Native American Other			Application w/documents Complete		Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
Computer Information Systems (CIS) Adjunct Faculty	Edu	7			7	3	4	11/30/2023						Pending HM review(s)
Curriculum Specialist	Edu	4			4	1	3	11/30/2023	3	1	7/21/2023			Pending missing documents
GIS Instructor	Sustain	14			14	3	11	11/30/2023	1	10				Pending interviews
Mathematics Instructor	Edu	14			14	7	7	11/30/2023	2	12				Pending interviews
Pre-College GED Instructor	Workforce Comm. Devlp.	7			7	3	4	11/30/2023	4		11/17/2023	1		Pending start date
President	President's Office	9			9	2	7	11/30/2023						Final date for applications is 1/5/2024
Plumbing Instructor	Apprentice Program	2			2		2	11/30/2023		1				Pending HM review(s)
Residence Life Coordinator	Stu Life	10	2		8	4	6	11/30/2023	4	6				Pending interviews
Tohono Kosin Lead Cook	Workforce Development	3	1		2		3	11/30/2023	3		11/6/2023			Tentative start date 12/4/2023
Tohono Kosin Restaurant Manager	Workforce Development	1	1				1	11/30/2023						Pending missing documents
Tohono O'odham Studies Director	Edu	5	1		4		5	11/30/2023						Pending missing documents
Traditional Food Systems Outreach (TFSO)	Sustain	1	1			1		11/30/2023						Pending HM review(s)

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

Vacant Position	Division	Number of Applicants	Tohono O'odham Native American Other			Application w/documents Complete		Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
						Yes	No		Yes	No		Yes	No	
Administrative Assistant- Finance	Admin.	1	1				1	11/30/2023						Pending missing documents
Administrative Assistant-OLC	OLC	2			2		2	11/30/2023	1	1	11/3/2023	1		Position filled effective 11/13/2023
Assistant Cook (2)	Stu Life	1	1			1		11/30/2023						Pending HM review(s)
Computer Literacy Trainer (2)	Sustain	2		1	1	2		11/30/2023	1		9/28/2023 11/16/2023			1 Position tentative start date 12/4/2023 1 Position pending interview(s)
Facilities Maintenance Tech I (2)	Op	5	4		1	5		11/30/2023		4	11/22/2023			Tentative start date 12/4/2023 for both positions
HR (Human Resources) Generalist	President's Office	13			13		13	11/30/2023	13		11/30/2023, 11/27/2023, 11/16/2023		2	Pending more interviews
Phoenix Center Site Technician	Stu Services	47	2	1	44	13	34	11/30/2023	8	32	11/29/2023, 11/27/2023, 11/22/2023,			Pending more interview(s)
Receptionist	Stu Services	22	4		18	15	7	11/30/2023	8	5	11/27/2023			Pending more interview(s)
Tohono Kosin Assistant Cook	Workforce Development	7	4	1	2	4	3	11/30/2023	5		11/21/2023, 11/20/2023			Pending more interview(s)

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: PAUL ROBERTSON, PRESIDENT
RONALD GERONIMO, CO-DIRECTOR

FROM: FRANCES BENAVIDEZ, PROGRAM DIRECTOR, NSF TEAC

SUBJECT: SEEKING TO ADD ADDITIONAL MULTIMEDIA COORD.

DATE: 11/21/23

CC: AIMEE FARMER, CHIEF HUMAN RESOURCES OFFICER

Background

The Tohono O'odham Nation recently awarded the O'odham Language Center \$2,164,562.82 to be disbursed over the next five years. This funding source covers the personnel salaries of five language center positions: Co-Directors (2); Language Specialists (2) and a Multimedia Coordinator.

With the recent vacancy of two positions: one co-director and one language specialist, the O'odham Ní'okí Ki: is seeking to reclassify one of the language specialist positions to a second *Multimedia Coordinator position* and eliminate one of the Co-Director positions.

Justification

The O'odham Ní'okí Ki: currently receives funding from three distinct funding agencies, with unique projects funded by each funding source. The projects vary in scope but one element that is consistent across all sources is the need for material development.

From specialized video projects, to language games, activities, language awareness, and outreach materials, there is a high demand for a creative team member with an array of multimedia expertise to support the language center's material development needs. As such, the O'odham Ní'okí Ki: is seeking to hire an additional Multimedia Coordinator to work on a variety of projects alongside the current language center personnel.

Action Requested

Approval of (1) reclassifying one Language Specialist position to a Multimedia Coordinator position and (2) approving edits to the job description requirements e.g. omitting the requirement to speak and understand the O'odham language and "reports to section."

ATTACHMENT

Multimedia Coordinator Job Description (original, redline, revised)

Organizational Chart (original, redline, revised)



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Multimedia Coordinator
Reports To: Co-Directors Tohono O'odham Language Center
Status: Full-time/ Regular/ Non-exempt
Salary: \$44,260 (DOE)

SUMMARY: The Multimedia Coordinator is responsible for production services, which include audiovisual, videography, photography, web page design, and multimedia content in support of promoting and preserving the Tohono O'odham language. The Coordinator will work closely with community members and other program participants. The Multimedia Coordinator will support the T-So-son (Our Core Values) including T- Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida- Our Deepest Respect, and I-We:mta – Working Together.

ESSENTIAL DUTIES:

- Design and produce multimedia productions to aid in the learning of the language;
- Operate and maintain multimedia equipment by performing routine functions to maintain operation and security of multimedia equipment;
- Provide technical support and provide training for the use of multimedia equipment and technology tools;
- Familiar with computer programs to create interactive language learning activities;
- Maintain program website and social pages;
- Development of language learning applications;
- Video recording and editing;
- Convert dated language learning software to be compatible with new technology equipment and old media formats such as VHS, DVD, to media digital formats;
- Work with websites in promoting the Tohono O'odham Language;
- Combine text with sound such as books that can be read texts;
- Produce short digital animations to promote the Tohono O'odham Language;
- Orders, delivers and installs computer hardware, software and media equipment and ensure software is up to date;
- Creates, organizes and maintains an inventory system and catalogue for the O'odham Language Center;

- Performs other duties of similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's degree from an accredited college or university with a degree in computer science, information technology, multimedia or website design, or related field and two years of relevant work experience;
- Or an Associates degree from an accredited college or university with a degree in computer science, information technology, multimedia or website design, or related field; and three years of relevant work experience.

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

- Two years graphic design experience.
- Two years motion graphic design and video.
- Knowledge and understanding in the history and contemporary issues facing Native peoples.

LICENSING REQUIREMENTS

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

KNOWLEDGE:

- Multimedia and video production, photo composition, and visual storytelling;
- Website and technology analysis and design principles;
- In-studio sound system;
- Recording equipment and software to create applications;
- Applicable hardware and software (Adobe Illustrator, Photoshop, indesign and Adobe Premiere pro, Apple final Cut pro, AVID audio production)

SKILLS:

- Developing video films with a coherent narrative;
- Editing and producing videos as a level suitable for the general public;
- An understanding of or an ability to learn layout design for print publications;
- Using a computer and related software applications;
- An ability to work well independently on production as well as to work well as a part of a team to produce materials;

- Must be flexible and able to adapt quickly to changing priorities and be able to work within goals and deadlines;
- Community, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

WORK ENVIRONMENT:

TOCC is a tribal college located on the Tohono O'odham Nation, 60 miles west of Tucson. The incumbent will work closely with members of the Tohono O'odham Nation within a multi-culture setting. Proof of Covid-19 Vaccination is a requirement for employment with TOCC.

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 references (name, position, organization and work phone numbers), and two (2) letters of recommendation dated within the past twenty four months. If claiming Indian Preference under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/ or if claiming Veteran Preference, submit a copy of the DD214 form to:

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

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



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

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- Or an Associates degree from an accredited college or university with a degree in computer science, information technology, multimedia or website design, or related field; and three years of relevant work experience.
- ~~And an ability to speak and understand the O'odham language.~~

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

- Two years graphic design experience.
- Two years motion graphic design and video.
- Knowledge and understanding in the history and contemporary issues facing Native peoples.
- ~~And an ability to speak and understand the O'odham language.~~

LICENSING REQUIREMENTS

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

- Multimedia and video production, photo composition, and visual storytelling;
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SKILLS:

- Developing video films with a coherent narrative;
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- An ability to work well independently on production as well as to work well as a part of a team to produce materials;
- Must be flexible and able to adapt quickly to changing priorities and be able to work within goals and deadlines;
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TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Multimedia Coordinator
Reports To: Director Tohono O'odham Language Center
Status: Full-time/ Regular/ Non-exempt
Salary: \$44,260 (DOE)

SUMMARY: The Multimedia Coordinator is responsible for production services, which include audiovisual, videography, photography, web page design, and multimedia content in support of promoting and preserving the Tohono O'odham language. The Coordinator will work closely with community members and other program participants. The Multimedia Coordinator 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.

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Minimum Qualifications:

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- Two years graphic design experience.
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LICENSING REQUIREMENTS

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

- Multimedia and video production, photo composition, and visual storytelling;
- Website and technology analysis and design principles;
- In-studio sound system;
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- Must be flexible and able to adapt quickly to changing priorities and be able to work within goals and deadlines;
- Community, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

WORK ENVIRONMENT:

TOCC is a tribal college located on the Tohono O'odham Nation, 60 miles west of Tucson. The incumbent will work closely with members of the Tohono O'odham Nation within a multi-culture setting. Proof of Covid-19 Vaccination is a requirement for employment with TOCC.

BENEFITS:

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

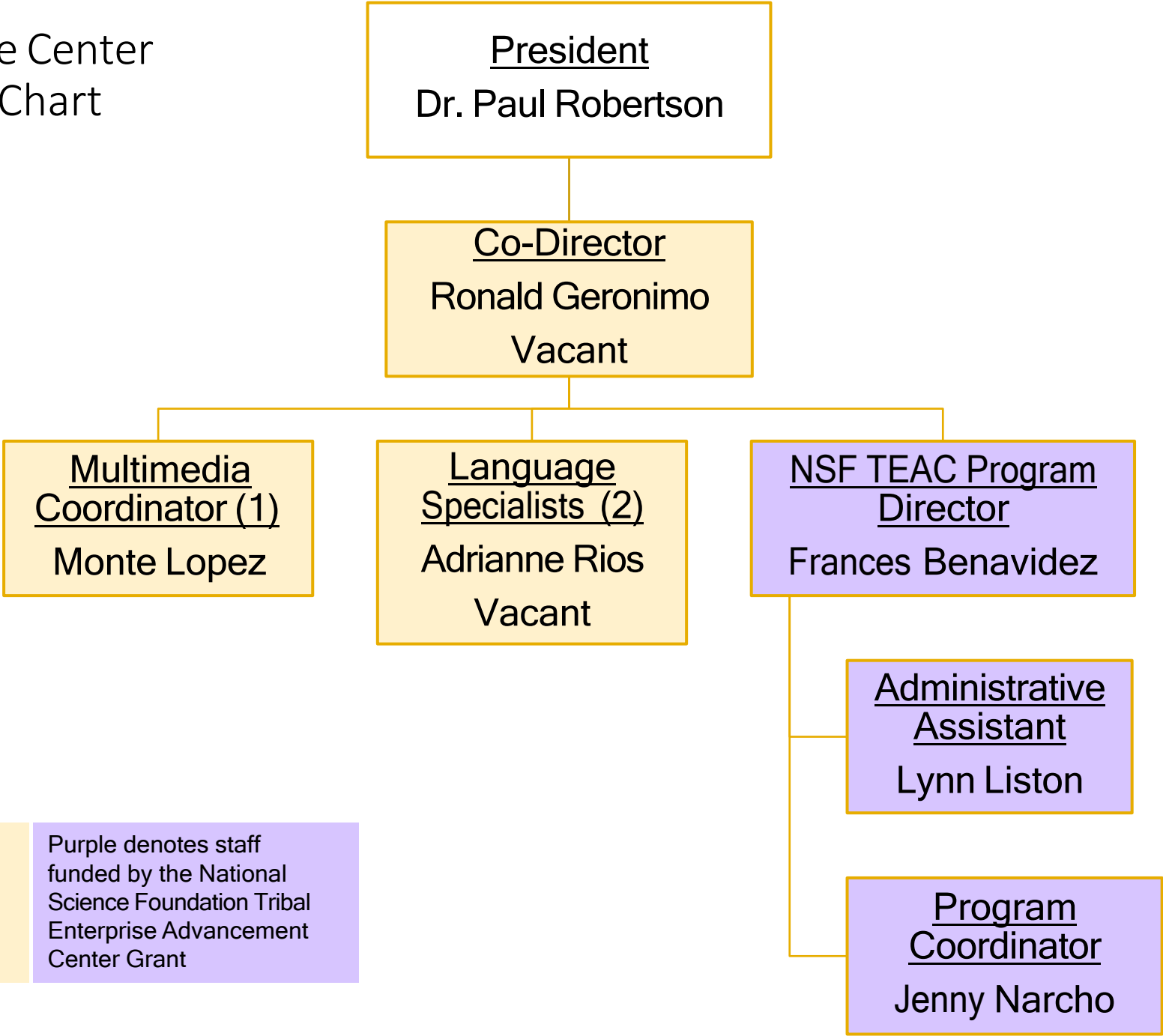
HOW TO APPLY

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 references (name, position, organization and work phone numbers), and two (2) letters of recommendation dated within the past twenty four months. If claiming Indian Preference under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/ or if claiming Veteran Preference, submit a copy of the DD214 form to:

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

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

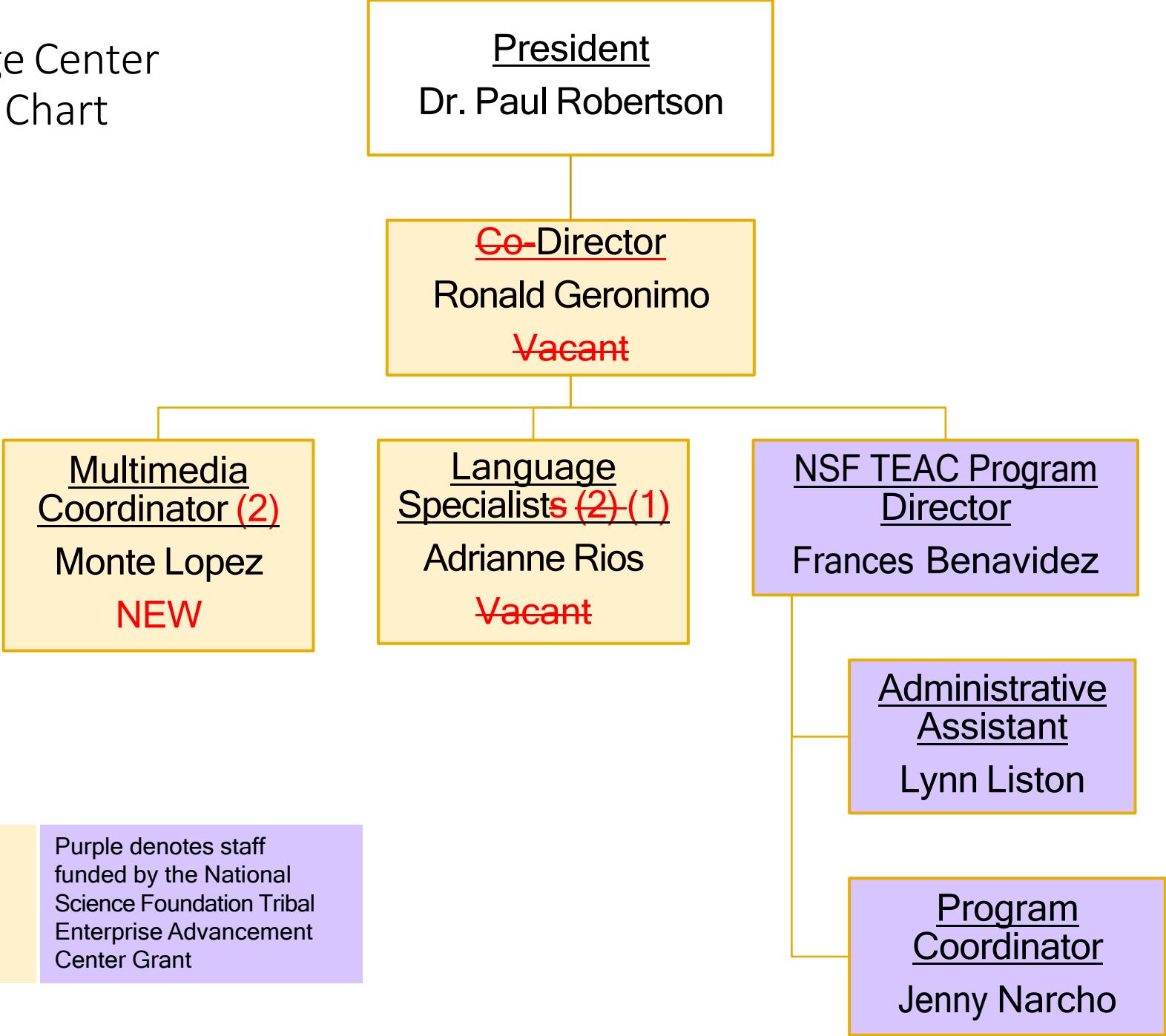
O’odham Language Center
Organizational Chart
(Current)



Yellow denotes staff
funded by the
Tohono O’odham Nation
General Surplus Funds

Purple denotes staff
funded by the National
Science Foundation Tribal
Enterprise Advancement
Center Grant

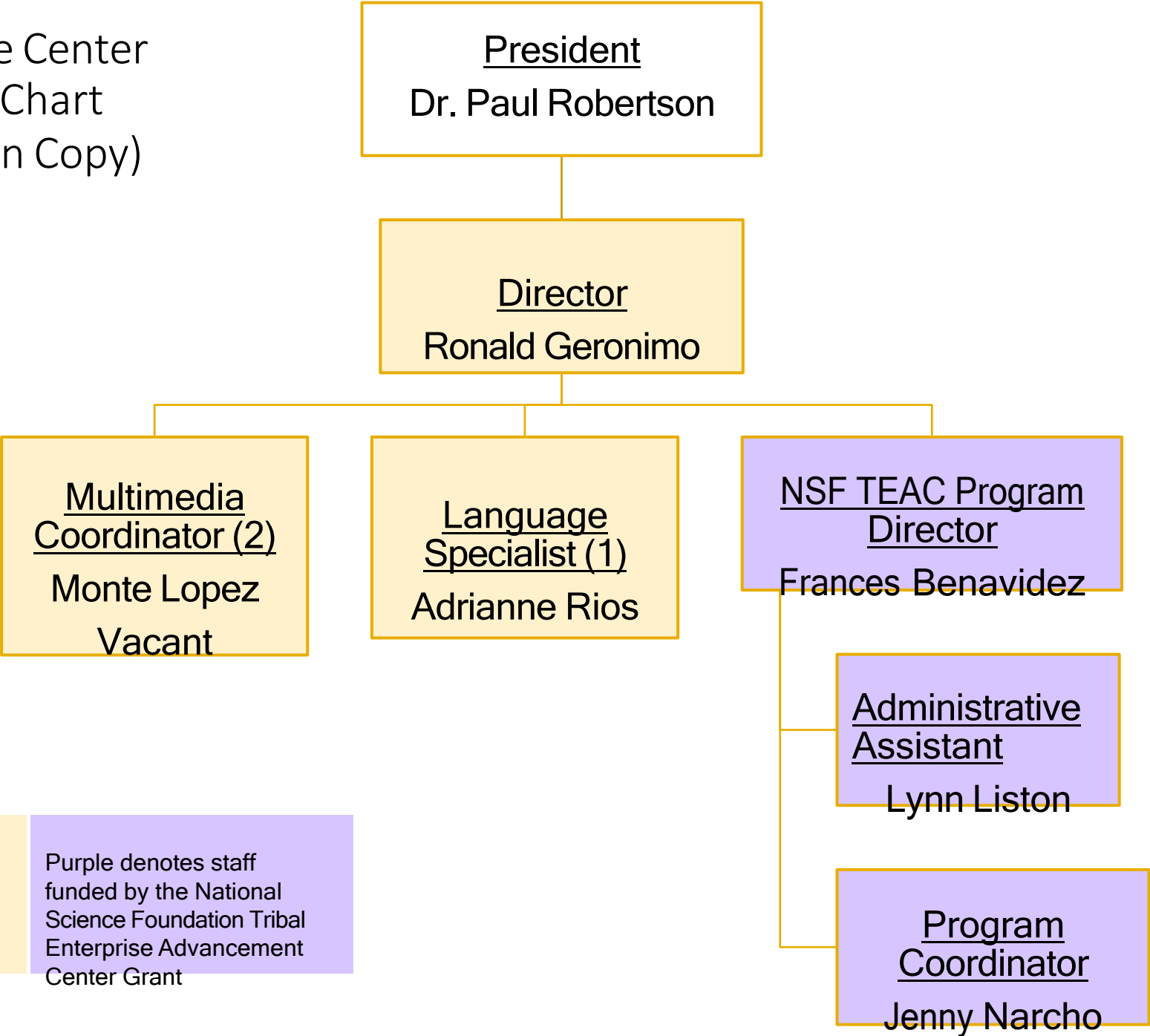
O’odham Language Center
Organizational Chart
(Redline)



Yellow denotes staff
funded by the
Tohono O’odham Nation
General Surplus Funds

Purple denotes staff
funded by the National
Science Foundation Tribal
Enterprise Advancement
Center Grant

O’odham Language Center
Organizational Chart
(If Approved- Clean Copy)



Yellow denotes staff
funded by the
Tohono O’odham Nation
General Surplus Funds

Purple denotes staff
funded by the National
Science Foundation Tribal
Enterprise Advancement
Center Grant

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON
FROM: JACKSON FIAH DOE II
SUBJECT: HIRING A CORE INSTRUCTOR
CC: AIMEE FARMER

Background:

The Apprenticeship Program is alive and well. Its enrollment has increased by more than 100% in just over a year, from sixteen (16) to thirty-eight (38). Additionally, the program has two (2) full-time instructors, two (2) part-time instructors, and thirty-five (35) prospective apprentices seeking admission. However, this growth has given rise to a few challenges, including needing another full-time instructor.

Justification:

The apprenticeship seeks to hire a full-time instructor to teach its CORE class, as well as conduct CPR and OSHA 30 training, coordinate community projects, plan and organize workshops, seminars, and training programs, handle OJL weekly-off-site visits, manage apprentice OJL in-house projects, and assist with payroll. We believe it will be cost-effective for one person to perform these tasks.

Action Requested:

Hire a full-time CORE instructor to teach the CORE class, conduct CPR and OSHA 30 training, and perform operational and administrative duties.

Recommendation:

TOCC's Board of Trustees should approve our request to hire a full-time CORE Instructor as quickly as possible so that the selected person can join our staff by January 2024, when the new term begins.



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: CORE Instructor
Reports To: Apprentice Program Director
Status: Full time / Regular / Exempt
Salary: \$58,000 annual

SUMMARY: The CORE Instructor is responsible for teaching the CORE Class and implementing the NCCER (National Center for Construction Education and Research) curriculum, as well as helping create an environment in which all apprentices can thrive. Additionally, the CORE Instructor teaches apprentices primarily through in-class instruction in a classroom environment and secondarily through supervised On-the-job learning experiences. Moreover, the CORE Instructor will assist with payroll and other administrative and operation tasks. The successful candidate for the position will have extensive experience in the construction industry, possess the ability to teach others and maintain excellent records. The CORE Instructor must be willing and able to develop good relations with apprentices and community partners in the Tohono O'odham Nation.

ESSENTIAL DUTIES:

- Teach NCCER CORE curriculum;
- Evaluate apprentices' job performance;
- The Instructor will support the T-So: on (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.
- Assist with payroll;
- Track student attendance and progress;
- Conduct CPR and OSHA 30 training;
- Coordinate community projects;
- Plan and organize workshops, seminars, and short-term training programs;
- Manage apprentice On-the-Job Learning (OJL) in-house projects;
- Hand OJL bi-weekly off-site visits;

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Must have a high school diploma or equivalent.
- At least four years of journey person experience in that trade.

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

- Associate's Degree in the related field or trade;
- Approved by an NCCER Accredited Training Sponsor (ATS) Representative and certified as an NCCER instructor;
- Ability to speak and understand O'odham and/or Spanish;

- Knowledge and understanding in the history and contemporary issues facing Native peoples.

LICENSING REQUIREMENTS:

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

KNOWLEDGE:

- Journey person level;
- Principles of project estimating;
- Jobsite safety and injury prevention;
- Apprentice evaluation methods;
- Standard of business ethics;
- Principles of crew leadership;

SKILLS:

- Using a computer and related software applications;
- Conducting research;
- Evaluating apprentice performance;
- Crew leadership;
- Construction math to create estimates;
- Instructing and advising apprentices;
- Communication and interpersonal skills as applied to interaction with subordinates, coworkers, supervisors, 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 CORE 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).

COVID-19 VACCINATION:

Proof of COVID-19 vaccination is a requirement for employment with TOCC.

ABOUT THE ORGANIZATION

Tohono O'odham Community College (TOCC) is a two-year college for individuals from all walks of life who want to further their education. TOCC primarily serves the residents of the Tohono O'odham Nation, but anyone pursuing higher education is welcome to attend. TOCC is accredited by the Higher Learning Commission.

EOE STATEMENT

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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) 479-2307 ext. 3215
FAX (520) 383-0029**

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

BOT Approval: DATE_INITIALS

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: TOCC BOARD OF TRUSTEES
THRU: SCAC BOARD OF REGENTS, DR. PAUL ROBERTSON
FROM: DR. LISA EUTSEY, PROVOST, SCAC
SUBJECT: IGA FOR DUAL ENROLLMENT WITH FORT THOMAS
CC: DEAN YOLANDA PACHECO, BRANDI ESPUMA,
DR. LAURA SUJO-MONTES

Background: San Carlos Apache College continues to develop high school to college pipelines through establishment and delivery of dual-enrollment courses in the region. Fort Thomas is interested in having their students earn dual-enrollment credits to include Apache Language and Culture courses starting in spring semester 2024. The basic IGA that SCAC has used in the past (e.g., with San Carlos School District) would be used with Fort Thomas. The SCAC Board of Regents has approved the IGA and Fort Thomas will accept it if it is approved by the TOCC Board of Trustees.

Justification: Dual-enrollment is a key strategy aimed at enriching high school student curriculum and preparing interested students for college. This proposed partnership with Fort Thomas will benefit the students there and will help SCAC build a pipeline of young students who could benefit from college education.

Action Requested: Request approval by the TOCC Board of Trustees,

Recommendation: TOCC President recommends approval of the IGA with Fort Thomas.

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

THIS INTERGOVERNMENTAL AGREEMENT (“AGREEMENT”) IS ENTERED INTO BETWEEN TOHONO O’ODHAM COMMUNITY COLLEGE (“TOCC”), SAN CARLOS APACHE COLLEGE (“SCAC”), AND FORT THOMAS 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. The Parties are authorized to enter into this Agreement pursuant to A.R.S. §§ 15-342(13), 15-701.01(F), 15-1444(B)(4), and 15-1821.01. This Agreement and its use are mandated under ARS § 15-1821.01(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 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, 2024, and may be extended for additional years upon written agreement of the Parties.

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 School District.
2. A tuition schedule for Dual Enrollment courses shall be made available to the 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. Tuition shall be the sole responsibility of the students.
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. Ft. Thomas Unified School District Role:

- 1. Provide transportation, as deemed appropriate by the School District, 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 mutually agreed upon by the Parties in a separate facilities use agreement.
 - b. Equipment or supplies associated with course instruction.

7. Ft. Thomas High School Role:

- 1. Provide interested students with registration materials for the Dual Enrollment Program.
- 2. 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.
- 3. 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/SCAC 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
- 4. 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. Additional consideration for course participation may be given via instructor approval and signature.
- 5. 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.
- 6. 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
- 7. 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. Dual enrollment courses taught at the high school will follow the District calendar.
- 8. 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.
- 9. 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, in compliance with the requirements of the Civil Rights of 1964, Title IX of the Educational Amendments of 1972, and the Rehabilitation Act of 1973, or any other State or Federal laws and regulations that prohibit discrimination, including the American’s with Disabilities Act (P.L. 101-336; 42 U.S.C. §§ 12101-12213).

10. **Educational Records.** The parties to this Agreement agree to provide each other access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both the School District and TOCC/SCAC. Pursuant to Title 34, Part 99, Section 99.31 of the Code of Federal Regulations, the Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”), School District and TOCC/SCAC may, subject to 34 C.F.R. 99.34, disclose educational records of students to each other as “officials of another school system” where the student is enrolled, so long as the disclosure is related to the student’s enrollment.

11. **Students with Disabilities.** If TOCC/SCAC is providing the instructor, following written notification from School District of a student's needs, TOCC/SCAC will cooperate with School District to ensure the instructor complies with Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act ("IDEA"). TOCC/SCAC shall work with School District in determining appropriate accommodations, however, School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations except that TOCC/SCAC will have primary financial and administrative responsibility for providing any necessary improvements to its campus.

TOCC/SCAC will provide training and guidance to instructors and other personnel in the area of compliance with the IDEA, the Americans with Disabilities Act, and the Rehabilitation Act of 1973, all as amended, as the Acts specifically related to instructing students in postsecondary education.

12. **Instructors.** Throughout the term of this Agreement, an instructor provided by School District shall remain an employee of School District, and shall be subject to the terms and conditions of the instructor's employment contract and School District policy, but shall also be subject to TOCC/SCAC policy. Should a School District instructor violate TOCC/SCAC procedure or policy, TOCC/SCAC may ask School District to withdraw authorization for the instructor to participate in the dual enrollment program and School District, upon agreeing to such withdrawal of authorization, shall substitute another qualified instructor in accordance with this Agreement, and shall notify NTU in writing of such substitution.

Throughout the term of this Agreement, an instructor provided by TOCC/SCAC shall remain an employee of TOCC/SCAC, and shall be subject to the terms and conditions of the instructor's employment contract and TOCC/SCAC policy, but shall also be subject to School District policy. Should an instructor violate School District procedure or policy, the School District may ask TOCC/SCAC to withdraw authorization for the instructor to participate in the dual enrollment program and TOCC/SCAC, upon agreeing to such withdrawal of authorization, shall substitute another qualified instructor in accordance with this Agreement and shall notify School District in writing of such substitution.

13. **Student Removal from Course.** The School District retains the right to refuse to allow a student to enroll in a Dual Enrollment Course and to discipline and/or remove any student from the Dual Enrollment Course in accordance with School District policies. TOCC/SCAC shall have the right to request School District remove a student from a Dual Enrollment Course in accordance with TOCC/SCAC policy. Each student enrolled in a Dual Enrollment Course, even though enrolled as a TOCC/SCAC student during the term of the Dual Enrollment Course, shall remain a student of School District and shall follow the schedule and calendar of classes as established by School District.

14. **Rigor of Courses.** School District and TOCC/SCAC agree that college level courses

are rigorous and demanding courses, and the standards and criteria of any Dual Enrollment Course shall meet applicable statutory and TOCC/SCAC criteria, and such criteria shall not be diminished for the purpose of the dual enrollment program.

15. **Continuation of Agreement.** The continuation of this Agreement beyond the initial fiscal year is dependent on and subject to the appropriation and availability of funding for each Party in each subsequent fiscal year. If sufficient funding is not made available to allow a Party to continue meeting its contractual obligations under this Agreement, that Party shall so notify the other Party and either Party may cancel this Agreement and have no further obligation to the other Party. In the alternative, the Parties may by mutual written agreement, modify this Agreement to reduce the level of compensation, services or other consideration provided.
16. **Records.** All accounts, reports, files and other records relating to this Agreement shall be kept for a minimum of five (5) years after termination of this Agreement and shall be open to reasonable inspection and audit by the other party during that period. Audits may be conducted, at a time mutually agreed upon by the parties, by any appropriate political subdivision or agency of the State of Arizona or by representatives of the Comptroller General of the United States or the Secretary of Education when required by applicable federal regulations.
17. **Confidentiality.** All written student records shall be kept confidential in accordance with the Family Rights and Privacy Act (20 USC 1232(g)) (“FERPA”) and regulations adopted pursuant to FERPA, the Individuals with Disabilities Education Act (“IDEA”) and regulations adopted thereunder, and applicable state laws and school board policies controlling the disclosure of personally identifiable information from a student’s education records.
18. **Termination.**
 - a. **Termination.** Either Party may terminate this Agreement for any reason following written notice to the other Party of intent to terminate delivered not less than sixty (60) days prior to the intended date of termination. Except as provided in this section, termination shall only be effective at the end of a semester, and no Dual Enrollment Course shall be terminated prior to such effective date.
 - b. **Risk to Health or Safety.** If either Party has reason to suspect that any activities undertaken pursuant to this Agreement present a risk to the health or safety of students or is contrary to the Party’s mission or operations, that Party may request that a meeting between the Parties be convened within 48 hours and promptly confirm the meeting in writing. In such circumstances, the Parties to this Agreement will attempt to reconcile differences within five (5) working days of such meeting. If reconciliation is not achieved within the five (5) day period, this Agreement will automatically terminate.
 - c. **No Relief from Obligations.** Termination shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already admitted and enrolled in a course or courses and obtaining dual credit at the time of termination or notice thereof.

19. **Disposition of Property.** The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the program shall be retained by College, and equipment furnished or purchased by School District for the program shall be retained by School District.
20. **Responsibility.** Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits.
21. **Indemnification.** Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, and agents.
22. **Cancellation for Conflict of Interest.** This Agreement may be canceled pursuant to ARS § 38-511, the pertinent provisions of which are fully incorporated herein by reference.
23. **Non-Assignability.** Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.
24. **Rights/Obligations of Parties Only.** The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third-Party beneficiary or other person, agency or organization.
25. **Entire Agreement.** This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement. If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.
26. **Governing Law.** This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing intergovernmental

agreements and mandatory contract provisions of state agencies required by statute or executive order. All statutes and regulations referenced in this Agreement are incorporated herein as if fully stated in their entirety in the Agreement. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this Agreement.

27. **Legal Worker Requirements.** To the extent applicable under A.R.S. § 41-4401, each Party may not award a contract to any contractor who fails, or whose subcontractors fail, to verify the employment eligibility through the e-verify program or any employee it hires, and who does not comply with federal immigration laws and regulations relating to their employees. As mandated by A.R.S. § 41-4401, this provision provides notice of those requirements.
28. **Workers' Compensation.** For purposes of workers' compensation, an employee of a Party to this Agreement, who works under the jurisdiction or control of, or who works within the jurisdictional boundaries of another Party pursuant to this Agreement, is deemed to be an employee of both the Party who is her primary employer and the Party under whose jurisdiction or control or within whose jurisdictional boundaries she is then working, as provided in A.R.S. § 23-1022(D). The primary employer of such employee shall be solely liable for payment of workers' compensation benefits for the purposes of this section. Each Party herein shall comply with the provisions of A.R.S. § 23-1022(E) by posting the notice required.
29. **No Partnership or Joint Venture.** Each Party is an independent contractor and is independent of the other party. Under no circumstances shall any employees of one Party be deemed the employees of the other Party for any purpose. This Agreement does not create a partnership, joint venture or agency relationship between the Parties of any kind or nature.

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: _____

FORT THOMAS UNIFIED SCHOOL DISTRICT

By: _____
 Name: _____
 Title: _____
 Fort Thomas Unified School District

Date: _____

SAN CARLOS APACHE COLLEGE

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

Date: _____

SAN CARLOS APACHE COLLEGE

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

Date: _____

TOHONO O'ODHAM COMMUNITY COLLEGE

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

Date: _____

FORT THOMAS HIGH SCHOOL

By: _____
Name: _____
Title: _____
Fort Thomas High School Principal

Date: _____

Attorney Approval: This Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of Arizona to the Governing Board of the San Carlos Apache College.

By: Legal Counsel for SCAC

Attorney Approval: This Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of Arizona to the Governing Board of the Tohono O'odham Community College.

By: Legal Counsel for TOCC

Attorney Approval: This Agreement has been reviewed pursuant to ARS § 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of Arizona to the Governing Board of the School District.

By: Legal Counsel for School District

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	
8	\$274.00	Student Activity Fee: \$15
9	\$308.25	
10	\$342.50	
11	\$376.75	Technology Fee: \$2.50 per credit hour
12	\$411.00	
13	\$445.25	
14	\$479.50	Art Courses: Fees depend on the materials used
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 _____
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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 _____
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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:** _____

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: YOLANDA PACHECO, DEAN OF STUDENT SERVICES, DR. PAUL ROBERTSON, PRESIDENT

FROM: BRANDI ESPUMA, DUAL ENROLLMENT COORDINATOR

SUBJECT: DUAL ENROLLMENT - INTERGOVERNMENTAL AGREEMENT WITH HA:SAN PREPARATORY & LEADERSHIP SCHOOL

CC: Evan Thomas, Special Assistant to the President

Background:

The Dual Enrollment program has been designed to be a bridge for high schools and community colleges. The Program at TOCC provides the “enrollment of an eligible secondary student in post-secondary course for which the student receives both credit toward a high school diploma and college credit toward a vocational certificate or an associate.”

Students who are enrolled in the program, excel in specific courses designed to provide convenience, support, and academic rigor for high school students. The Dual Enrollment Program has provided many opportunities for students to accomplish writing, reading, language, history, and math requirements for TOCC and state universities.

Only through our collaborative effort can we provide equal access and opportunity for more students from underrepresented areas. This will allow us to assist and educate students on college readiness and provide a successful transition from secondary to post-secondary institutions.

Justification:

To further grow our reach to high school students, a working relationship with Ha:san Preparatory and Leadership School has led to the establishment of dual enrollment courses within their curriculum. Ha:san has a population of 90.5% of Native American students and 100% of minority enrollment. This will help further the mission of serving high school students in minority communities and help them excel in their journey in higher education.

Action Requested:

Request the Board of Trustees approval of the Intergovernmental Agreement between Ha:san Leadership & Preparatory School and Tohono O’odham Community College Dual Enrollment Program.

Recommendation:

TOCC President recommends approval of the IGA with Ha:san Preparatory and Leadership School.

**DUAL ENROLLMENT INTERGOVERNMENTAL
AGREEMENT
TOHONO O'ODHAM COMMUNITY
COLLEGE**

AND

Ha:sañ Preparatory & Leadership School

THIS INTERGOVERNMENTAL AGREEMENT ("AGREEMENT") IS ENTERED INTO BETWEEN TOHONO O'ODHAM COMMUNITY COLLEGE ("TOCC"), Ha:sañ Preparatory & Leadership School ("HIGH SCHOOL") (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 are contained in the Arizona Tribal College Dual Enrollment Program between TOCC and High School, dated December 14th, 2023, Intergovernmental Agreement number 17-04-ED, Section 1.

2. Definition:

The "Dual Enrollment course(s)" shall have the same definition as set forth in A.R.S. 15-101 (11), and A.R.S. 15-1821.01 (3), which prevents physical education courses from being offered as Dual Enrollment Courses, will also apply to this Agreement.

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 1st, 2023 to June 30th, 2028, and each year thereafter unless either party chooses to terminate this agreement on June 30th of a specific contract year. Written notice of a party's intent to terminate at the end of a specific contract year must be given to the other party no later than May 31st of that 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 (December 14th, 2023,);

B. The term of this Agreement shall be from the Effective Date through June, 30th, 2028.

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 high school 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. Tohono O'odham Community College Role:

1. A tuition schedule for Dual Enrollment courses shall be made available to Ha:sañ Preparatory & Leadership School and interested high school students before the beginning of the academic year.
2. TOCC 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 dual enrollment program must be approved through TOCC's College Education Division prior to the start date of the Dual Enrollment course(s).
3. TOCC will facilitate course and adjunct evaluations for the Dual Enrollment course(s) in accordance with procedures set by the College.
4. 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). TOCC 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 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.
5. ISBN number(s) of the textbook(s) currently used for the course at TOCC shall be provided to the adjunct faculty member.
6. TOCC will provide access to all forms that are specific to the College's Dual Enrollment Program via www.tocc.edu.
7. TOCC will identify the College's Dual Enrollment liaisons, who will conduct business and handle matters on behalf of the College's Dual Enrollment Program. Those liaisons are:
 - a. Dual Enrollment Coordinator
 - b. Academic Dean
 - c. Registration/Admissions Staff Member

7. Ha:sañ Preparatory & Leadership 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 TOCC.
2. Provide interested students with registration materials for the Dual Enrollment Program. High school students may earn both high school and college credit in this program; however, any TOCC course to be taken by a student for dual enrollment must be pre-approved by the high school.
3. Provide transportation, as needed, for students enrolled in the Dual Enrollment Program.
4. Provide mileage reimbursement for adjunct faculty teaching Dual Enrollment courses, if applicable.
5. 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
6. 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 Catalog.
 - c. Ensure that only those students who have fully registered for the Dual Enrollment course(s) participate in said course.
7. The TOCC 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 Academic Year Calendar
8. The high school and TOCC will determine if the student has the skills needed to succeed in the proposed college coursework. Some TOCC 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.
9. 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.
10. The following information must be disclosed and on file at the time of course request:
 - a. Application for Adjunct Faculty at TOCC
 - i. Instructor(s) who will teach the course
 - ii. Instructor(s) resume and official transcripts
 - b. Start and end dates for course

8. The high school will provide TOCC 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.
 - b.

8. Student Responsibilities:

1. Complete the Application for Admission and supply all registration materials (as detailed by the current College Catalog) to TOCC by the dates listed below:
 - a. The "Last Day to Add without an Instructor's Signature," in the current TOCC Academic Year Calendar for courses that start in August
 - b. The "Last Day to Add without an Instructor's Signature," in the current TOCC 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.

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: _____

**TOHONO O'ODHAM COMMUNITY
COLLEGE**

By: _____

Name: _____

Title: _____

Tohono O'odham Community College
President

Date: _____

**HA:SAN PREPARATORY &
LEADERSHIP SCHOOL**

By: _____

Name: _____

Title: _____

Ha:san Preparatory & Leadership School

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
EXAMPL E:	HIS 122	Tohono O'odham History and Culture I	3	Fall
	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	Semester Processing Fee (A non-refundable fee due every semester, including summer session): \$10
1	\$34.25	Miscellaneous Lecture Fee: Not to Exceed \$40.00 per course (for recovery of extraordinary course-specific costs)
2	\$68.50	
3	\$102.75	
4	\$137.00	
5	\$171.25	
6	\$205.50	Miscellaneous Laboratory Fee: Lab fees vary with course
7	\$239.75	
8	\$274.00	
9	\$308.25	Student Activity Fee: \$15
10	\$342.50	
11	\$376.75	
12	\$411.00	Technology Fee: \$2.50 per credit hour
13	\$445.25	
14	\$479.50	
15	\$513.75	Art Courses: Fees depend on the materials used
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 _____
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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 _____
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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:** _____

Financial Provision**15-244.01. Tribal college dual enrollment program fund; intergovernmental agreements**

A. The tribal college dual enrollment program fund is established consisting of monies deposited pursuant to section 5-568, other monies appropriated by the legislature and gifts, grants, devises and other contributions of monies or property from any lawful public or private source. The department of education shall administer the fund. The department shall distribute monies in the fund to provide choice and access to higher education for high school students in this state by compensating tribal colleges for books and instructional materials and for tuition and fees that are waived to allow high school students to attend classes at tribal college campuses, including classes that are provided electronically by the tribal college to high school students. Monies in the fund are subject to legislative appropriation. On notice from the department, the state treasurer shall invest and divest monies in the fund as provided by section 35-313, and monies earned from investment shall be credited to the fund.

B. The office of Indian education within the department may provide technical assistance to tribal colleges and high schools in connection with initiating and operating a dual enrollment program.

C. A tribal college dual enrollment program may offer courses pursuant to intergovernmental agreements with high schools that are located outside of a reservation to student members of a tribe living off of the reservation and to other students. A course offered pursuant to this subsection must qualify for a certificate or degree program and must relate to tribal language, government or culture or any other college subject.

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
 THRU: ADMINISTRATORS TEAM
 FROM: EDUCATION DIVISION
 SUBJECT: Catalog Policies
 CC: PAUL ROBERTSON, PRESIDENT

Background: As part of the everyday activities of an institution, administrators notice that some policies are out of sync with the rest of the institution's policies, are outdated, or are impractical. In the Deans and Directors weekly meeting, the following policies were shown in need of reviewing: Transfer of Credits, Academic Suspension, Program Declaration, and Grading Scheme. The following reflects what is currently in the Academic Catalog. Sentences in bold are related to the changes requested here.

Transfer of Credits

The student must have an official transcript sent to TOCC for evaluation from each college attended where credit is sought; formal transfer credit evaluations will not take place until official transcripts are received. **Courses in which the student has an earned a grade of "C" or higher in coursework that is college-level (not developmental) may transfer. All major specific coursework for transfer consideration must have been completed within the last eight years. There is no defined expiration date for non-major coursework and thus all previous coursework can be considered for transfer.** However, in disciplines where there have been many substantive changes in the field in recent years (e.g. computer science, communications, etc.), courses older than eight years may be denied transfer at the discretion of the Dean of Academics. **When a student elects to change their major, their transcripts must be re-evaluated for transferability based on their new requirements.** In rare instances, transfer decisions may therefore be reversed because of changes to the selected degree requirements" (p. 21).

And:

"Once TOCC receives the official transcript(s) from previously attended institution(s), the transcript(s) will be **evaluated within the first semester** at TOCC" (p. 21).

Academic Suspension

"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 for two (2) semesters.** During the two semesters while the student is not allowed to register for classes the student can continue to work with the College to access resources that will help the student to be academically ready when they are able to return to the college and register for courses" (p. 36).

Program Declaration

"When can a program be declared in order to be eligible to graduate from it?"

Students are encouraged to declare a program during the first or second semester at TOCC because program selection can impact financial aid eligibility. It is also important to declare a program of study early in the academic career to help establish a pathway that will be helpful to clarify academic goals. However, if the student wants to move to a different program, **declaration of a program must happen at least one semester before graduation.** That is, in order to graduate from a program, **a student must declare the program the year before the intended graduation semester and year"** (p. 58).

Grading Scheme

TOCC's grading scheme includes:

A Superior; B Above Average; C Average; D Below Average; F Fail; P Pass; AU Audit; WIP Work in Progress; I Incomplete; **FW indicates the instructor withdrew the student from the class; W indicates the student-initiated withdrawal prior to official withdrawal date for the course;** Y indicates a special withdrawal done by the instructor at the end of the semester, and when no other grade is appropriate; T course has been transferred in to TOCC; X indicates credit earned by the student through a proficiency examination (p. 59 - 60).

TOCC's Grading System

Grading Scheme

Grades	Explanation	Grade Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Fail	0
P	Pass: Equivalent to a "C" or better without grade differentiation ordinarily indicated by the College grading system. A "P" grade may be given when the grading schema in the course syllabus is designed as a "pass" or "fail" course.	0
AU (Audit)*	AU indicates the student is enrolled in a class in order to attend, but not to earn credit.	NA
WIP (Work in Progress)	WIP shows on the transcript indicating a student is in a current class, but that grades have not yet been assigned.	NA
I (Incomplete)**	I on the transcript indicates the Instructor has agreed not to award a grade until work assignments agreed upon by both Instructor and student are turned in.	NA

FW	FW indicates the instructor withdrew the student from the class.	NA but some colleges may compute as failing
W	W indicates the student-initiated withdrawal prior to official withdrawal date for the course.	NA but some colleges may compute as failing
Y	Y indicates a special withdrawal done by the instructor at the end of the semester, and when no other grade is appropriate.	NA
T	T indicates that a course the student took at another college has been transferred in to TOCC.	NA
X	X indicates credit earned by the student through a proficiency examination.	NA

*Students wishing to audit a class must receive the written permission of the instructor and must complete AU paperwork by the end of the official deadline for registration.

****Incomplete Grade**

Incomplete (I) grades are not awarded automatically. The student must request an "I" from the instructor who can choose to award an Incomplete only if **all three** of the following conditions are met:

1. The student must be in compliance with the attendance policy.
2. There must be an unavoidable circumstance that would prohibit the student from completing the course.
3. The student must have completed over 75% of the course requirements with at least a "C" grade.

Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance. ***Work assigned as part of incomplete grades must be submitted to the instructor by the end of the ninth week of the following semester.*** If a grade is not changed by the deadline due to the student not submitting the stipulated work in the Incomplete form, the Incomplete grade will be automatically changed to an F. Once assignments are turned in, the instructor submits a change of grade form to the Dean of Academics who approves and then forwards the request to the Registrar who makes the official change in the student's record (p. 59-60)."

Justification: Having clear policies is essential for both students and institution, as their clarity enables a clean, effective, and efficient implementation of the same. In order to clarify existing policies, the following changes are proposed:

Transfer of Credits

The student must have an official transcript sent to TOCC for evaluation from each college attended where credit is sought; formal transfer credit evaluations will not take place until official transcripts are received. Courses in which the student has earned a grade of "C" or higher in coursework that is college-level (not developmental) may transfer. All major specific coursework for transfer consideration

must have been completed within the last eight years. There is no defined expiration date for non-major coursework and thus all previous coursework can be considered for transfer. However, in disciplines where there have been many substantive changes in the field in recent years (e.g. computer science, communications, etc.), courses older than eight years may be denied transfer at the discretion of the Dean of Academics. ~~When a student elects to change their major, their transcripts must be re-evaluated for transferability based on their new requirements.~~ In rare instances, transfer decisions may therefore be reversed because of changes to the selected degree requirements” (p. 21).

And:

“Once TOCC receives the official transcript(s) from previously attended institution(s), the transcript(s) will be evaluated within the first ~~semester~~ *month* at TOCC” (p. 21).

It is requested that the reevaluation of transcripts is deleted from the policy. If the policy indicates that “Courses in which the student has earned a grade of “C” or higher in coursework that is college-level (not developmental) may transfer,” it supposes that all eligible credits in a transcript are evaluated for transfer. Given that the Jenzabar system applies only the courses that are required for a specific program of study, if the student decides to change programs, Jenzabar will then apply other courses that were not previously applied because they were not necessary. Thus, a reevaluation of transcripts is unnecessary.

Regarding the time that takes to evaluate transcripts, it is important for students to know what credits are transferred so they do not enroll in a class that can be already accounted for. It is proposed that the time to evaluate a transcript is moved from one semester to one month.

Academic Suspension

“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 for ~~two (2)~~ *one* semesters. (p. 36).

It is requested that Academic Suspension moves from two semesters to one semester. Two semesters – an entire academic year – seems excessively long and may cause students to lose all intention to go back to college.

Program Declaration

However, if the student wants to move to a different program, declaration of a program must happen at least one semester before graduation. That is, in order to graduate from a program, a student must declare the program the ~~year~~ semester before the intended graduation semester ~~and year~~.”

This policy is confusing because it is unclear if the declaration must happen a semester or a year before graduation. It is proposed that the word “year” is substituted by the word “semester,” and that “and year” be deleted from the policy. Having a program declared a semester before graduation is consistent with the policy of submitting an application for graduation the semester before graduation (p. 37).

Grading Scheme

TOCC grading scheme is very similar to other institutions. In TOCC’s grading scheme, FW causes unnecessary confusion and extra workload. Besides that, there is no consistency in the meaning of FW in institutions where such designation is in the grading scheme. In some institutions the FW grade means

“Failing Withdrawal” (Cal State San Bernardino), “Failing to Withdraw” (Santa Monica College), or ours, “Faculty Withdrawal.” Regardless of the meaning, all FW result in a synonym of a W (withdrawal).

Presently, the FW is used as a census for Indian count. However, that census can still be performed in the system without the need to complete forms that require much time to fill. Instead of having an FW and a W, it is proposed that the grading scheme is simplified as it is explained in the following Grading Scheme:

Grading Scheme

Grades	Value	Grade Calculated in GPA	Considered an Attempt	May be Repeated
A Superior	4	Yes	Yes	No
B Above Average	3	Yes	Yes	Yes
C Average	2	Yes	Yes	Yes
D Below Average	1	Yes	Yes	Yes
F Fail	0	Yes	Yes	Yes
P Pass	Credit	No	Yes	No
AU Audit	No	No	No	Yes
WIP Work in Progress	N/A	N/A	N/A	N/A
I Incomplete	N/A	No	No	N/A
W Withdrawal	No	No	Yes	Yes
Y Special Withdrawal	No	No	No	Yes
TR Transfer	Credit	No	Yes	N/A
X Credit by Examination	Credit	No	Yes	No
R Repeated	Credit	Yes (only highest grade)	Yes	Yes (up to two times without petition)

Non-Grade Designations Definitions

Grade	Definition
P Pass	Equivalent to a “C” or better without grade differentiation ordinarily indicated by the College grading system. A “P” grade may be given only when the grading schema in the course syllabus is designed as a “pass” or “fail” course. Course credit is not included in the calculation of the Grade Point Average (GPA) or Cumulative Grade Point Average (CGPA).
AU Audit	Indicates the student is enrolled in a class in order to attend, but not to earn credit. An “AU” does not indicate proficiency in the subject matter. Course credit is not included in the Grade Point Average (GPA) or Cumulative Grade Point Average (CGPA). Students wishing to audit a class must receive the written permission of the instructor and must complete AU paperwork (available through the Admissions Office) by the end of the official deadline for registration.
WIP Work in Progress	WIP shows on the transcript indicating a student is in a current class, but that grades have not yet been recorded.
I Incomplete	<p>I on the transcript indicates the Instructor has agreed not to award a grade until work assignments agreed upon by both Instructor and student are turned in. Incomplete (I) grades are not awarded automatically. The student must request an "I" from the instructor who can choose to award an Incomplete only if all three of the following conditions are met:</p> <ol style="list-style-type: none"> 4. The student must be in compliance with the attendance policy. 5. There must be an unavoidable circumstance that would prohibit the student from completing the course. 6. The student must have completed over 75% of the course requirements with at least a “C” grade. <p>An Incomplete is not a substitute for incomplete work due to frequent absences or poor academic performance. <i>Work assigned as part of incomplete grades must be submitted to the instructor by the end of the ninth week of the following semester.</i> If a grade is not changed by the deadline due to the student not submitting the stipulated work in the Incomplete form, <i>the Incomplete grade will be automatically changed to an F.</i> Once assignments are turned in, the instructor submits a change of grade form to the Dean of Academics who approves and then forwards the request to the Registrar who makes the official change in the student's record. Incomplete grades are considered hours attempted for Financial Aid Satisfactory Academic Progress purposes and they may impact eligibility.</p>
W Withdrawal	A withdrawal can be initiated by the student or the faculty under the following circumstances:

	<ol style="list-style-type: none"> 1. Before the Drop/Full Refund Deadline. If a student does not participate in the course, and does not contact the instructors to alert them of the absences during the beginning of the semester up to the Drop/Full Refund Deadline, instructors can initiate a drop from the course. In this case, the record of enrollment in the course will not show in the student transcript and will not be counted as attempted hours. 2. Withdrawal Deadline. If a student stops participating in the class in the form of not submitting assignments, not contributing to class discussions, or being absent to the point that violates the syllabus and academic catalog attendance policies, instructors can initiate a withdrawal if the Withdrawal Deadline has not passed. A grade of "W" will show in the student transcript and will be counted as attempted hours for Satisfactory Academic Progress. 3. A student can initiate a withdrawal at any point in the semester up to the Withdrawal Deadline. A grade of "W" will show in the student transcript and will be counted as attempted hours for Satisfactory Academic Progress. <p>Students who are withdrawn by faculty have the right to appeal by submitting a petition in writing to the appropriate faculty <i>and</i> Academic Dean. Refer to the Academic Calendar for Withdrawal Deadline.</p>
Y Special Withdrawal	<p>A special withdrawal can happen if the Withdrawal Deadline has passed. A grade of "Y" is not a substitute for excessive absences, lack of communication by the student, or having a failing grade. A "Y" grade is not automatic. A "Y" is awarded in situations where the student presents evidence that there were extenuating circumstances throughout the semester that prohibited the student from completing the course. When the student presents evidence that covers only time after the Withdrawal Deadline, the student can request an Incomplete only if the student is passing the course. Otherwise, the student will be awarded the earned grade in the course. A written statement <i>and</i> evidence must be submitted to the appropriate faculty who will submit it to the Academic Dean. The Academic Dean, in consultation with the appropriate faculty, will determine whether the petition is granted. A grade of "Y" is rarely used when no other grade designation is applicable.</p>
TR Transfer	<p>A TR grade indicates that a course was taken at another college and has been transferred in to TOCC. A "TR" is awarded for transfer credits that have been evaluated and approved by the appropriate authority. It is included in the total earned credit hours, but is not computed in the GPA or CGPA.</p>

X Credit by Examination	X indicates credit earned by the student through a proficiency examination. It is included in the total earned credit hours but is not computed in the GPA or CGPA.
R Repeated	An R in the transcript indicates that the student repeated a course previously taken. The transcript will show that the course was repeated, and the higher grade is used to compute a student's Cumulative Grade Point Average (CGPA). Students can repeat courses twice without petition. Students will need to submit a petition to the Academic Dean to take a course for the third time.

Action Requested: Request approval of the Academic Catalog changes regarding the following policies: Transfer of Credits, Academic Suspension, Program Declaration, and Grading Scheme.

Recommendation: President requests approval.

President's Report for November/December 2023
Page 1 of 2

Item	Actions	Discussion/Resolution/Comments
1. Presidential screening committee	Current president is not involved in the process other than insuring that HigherEdJobs posting occurred.	The Committee meets every Wednesday morning.
2. Audit	Continue to monitor the "Basecamp" software and to provide what assistance I'm able to completing assigned tasks.	TOCC is replying to requests in a timely matter. There will be more activity in Basecamp in the coming month, specifically from the KLA auditing firm.
3. Construction Planning	Hosted an in-person/virtual meeting concerning construction on December 1. Around 60 participants were present and many gave comments. Most indicate support for a Multi-Purpose facility though specifics differ.	Future construction is closely related to the enrollment strategy and to other aspects of TOCC's future online and in-person footprint. The needs of the two on-Nation sites must be taken into account.
4. Dual-Enrollment	Dual-enrollment provides a multi-faceted opportunity for youth and for the College. TOCC seeks partnerships with Ha:San and other entities. Working out the details can be challenging. The President has broached the idea of contracting Dual Enrollment with BUSD.	A meeting with BUSD Superintendent Ruben Diaz has been set for December 11. Purposes include exploration of possible subcontracting that would involve expenditure of AZ funds to TOCC for developmental education for the purpose of a cohort model that would cut through the obstacles posed by scheduling issues and other factors.
5. Cyberinfrastructure	Dean Mario Montes-Helu continues to work with consulting partners in order to maintain our cyberinfrastructure in light of the Director's recent departure.	Needs are great though the current plan appears to be working. Discussion and planning are ongoing.

President's Report for November/December 2023
Page 2 of 2

Item	Actions	Discussion/Resolution/Comments
6. Annual Report	Reviewing and working on draft in early December and expected completion in January 2024.	Once draft is approved and printed will set meetings with the Districts and HRDC and Executive.
7. Procedural agreements within TOCC and with SCAC.	Organized series of virtual meetings between SCAC and TOCC in November with the aim of achieving consensus on some procedures including Evaluation of transcripts.	Meetings were useful and some consensus was reached in the area of training for SCAC staff and agreement on Transcript Evaluation procedures. Continued work on communication in-house and with SCAC is a must.

November 2023 Board Report Activities
Human Resources

Issues/Items	Discussion/ Situation	Summary/ Resolution
Presidential Search	Recruitment process; review applications and qualified candidates under review by search committee	In-Progress
HR Archives	HR file inventory: scan, purge and shred documents	In-Progress
Records Management System	HR Records Management System in electronic and manual files	In-Progress
Advertise /Recruit Positions	Continuously advertise vacant positions, conducted interviews, pre-hire employment processing; and on-boarding candidates	New Hire(s): Eunice (Lynn) Liston – O’odham Language Center Administrative Assistant Transfer(s): Tyrone Mandre – Tohono Kosin Lead Cook
Personnel Issues	None reported	
Website Redesigns for HR	Internal updates on the MyTOCC; and External updates on the HR section of the www.tocc.edu website	In-progress

Report to TOCC Board of Trustees:

Jay Juan

Chief of Operations

November 2023

Issues/Items	Actions/Assessment
Wişag Koş Maşcamakud Administrative Building stairs are dilapidated.	Contracted a local vendor to do renovation work to stairs and ramp on Administrative Building. Project is scheduled for completion by December 6 th .
Need to install a wash sink in the I-We:mta Ki: kitchen.	Hand washing station sink was fabricated and plumbing installed. Kitchen now has a dedicated hand washing sink per code.
GED testing room and office area are in need of renovation at Wişag Koş Maşcamakud.	Demolition of GED office and testing area has been completed. Wood framing, electrical/data wiring, and drywall work are in progress.
Need for parking stops/boulders at Apedag Ki:.	Seven (7) boulders were placed on the east side of the Apedag Ki: for parking control.
Five year fire systems inspections due.	Five-year fire systems inspection completed for Wişag Koş Maşcamakud and S-cuk Du'ag Maşcamakud. Tohono O'odham Nation Fire Inspector has issued certificates of compliance.

To: Tohono O'odham Community College Board of Trustees
 Thru: Paul Robertson, President
 From: Ronald Geronimo, Director
 Frances Benavidez, Program Director, NSF TEAC
 Subject: November 2023 Board Report

O'odham Ñi'okí Ki:
Key Issues / Items Addressed in November 2023
P. 1 of 2

Strategic Initiative	Issues/ Items	Actions/Assessments
Language Documentation – Print and Video	Developing new digital and print resources.	<p><u>Language Videos for Teaching Early Language Learners</u></p> <ul style="list-style-type: none"> - Lead immersion consultant began recording short videos with key phrases to use with young language learners. The videos may be used in the Head Start Centers and available widely for language learning. <p><u>Oral History Project</u></p> <ul style="list-style-type: none"> - Began translating initial recordings to use as video subtitles for elder interviews part of the Oral Hist. Proj. <p><u>Title III Funded Anatomy Project</u></p> <ul style="list-style-type: none"> - Began recording O'odham terms for various body parts. Once the project is complete the anatomy materials will be available to clinics, schools and accessible through the language center. <p><u>Games/ Activities/ Outreach Materials</u></p> <ul style="list-style-type: none"> - Updated program developed outreach materials, games, and activities that may be shared widely. <p><u>Tohono O'odham Nation Dictionary Project</u></p> <p>Resume editing word list for DoIT</p>

<p>Capacity Building: Training Program for Speakers on Transcribing, Translating, and Teaching O’odham</p>	<p>Building capacity for TON Head Start Centers: Pisinemo, Santa Rosa, North Komelic to transition to immersion Head Start Centers and build the language fluency of the parents and families.</p>	<p><u>Master – Apprentice Program</u></p> <ul style="list-style-type: none"> - Continuing to enroll participants in program e.g. parents/families of Head Start Centers and himdag teachers from BIE and BUSD. - Preparing for second 2-day training scheduled December 15-16 at the Hanam Ke:k Recreation Center. <p><u>Monthly Family Engagement Nights</u></p> <ul style="list-style-type: none"> - Continue to offer monthly family engagement nights w/ partner Head Start Centers. - Integrated community resources to share about traditional games for November’s sharing.
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O'odham Ñi'okí Ki:

Key Issues / Items Addressed in November 2023

P. 2 of 2

Strategic Initiative	Issues/ Items	Actions/Assessments
Networking and Outreach – Organizing with the Community	Promoting Language Use and Language Visibility	<p>For November, the language center conducted 11 outreach/community organizing events:</p> <p><u>Hosted Weekly Immersion Lunch in partnership with TOCC's Food Service Program</u></p> <ul style="list-style-type: none"> - 11/07, 11/14, 11/28 <p><u>Family Engagement with Head Start Parents and Families</u></p> <ul style="list-style-type: none"> - 11/08 – Santa Rosa, 11/09 – N. Komelik , 11/14 – Pisin Mo'o <p><u>Language Advocates Group</u></p> <ul style="list-style-type: none"> - Group identified language priorities at the November 13th meeting including collectively promoting shared language goals at community events, updating community signs, and making the language more visible. <p><u>Language Awareness Campaign</u></p> <ul style="list-style-type: none"> - Group identified language priorities at the November 15th meeting, including developing a language awareness video to share during language center hosted listening sessions in all the districts. <p><u>Other Outreach:</u></p> <ul style="list-style-type: none"> - 11/15 – Immersion Lesson at Babo Day (MS) - 11/18 – Language Presentation to One Stop Participants - 11/21 – Immersion Lesson at SRDS O'odham Taş
Other	<p>Assessed organizational structure of the language center.</p> <p>Assessed timelines and project aligned with various grant awards toward project completion.</p> <p>Providing help and support for campus-wide events.</p> <p>Translation Requests.</p>	<p><u>Revisited Organizational Structure and Program Priorities</u></p> <ul style="list-style-type: none"> - Created a proposal to reclassify the Co-Director position and eliminate one of the Language Specialist positions. - Revisited strategic priorities and determined action items and timelines to complete projects. <p><u>Himdag Committee Participation</u></p> <ul style="list-style-type: none"> - Working closely with the Himdag Committee to organize meetings, plan and deliver specialized events. <p><u>Translations</u></p> <p>Roger Antone, Tohono O'odham Nation Health Care Elizabeth Quiroga, Himdag Ki: Exhibit Space Update Pima County Public Library, Many Nations Team Patricia J. Franz, Children's Book Author Students/Staff, TOCC</p>

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

Issue	Discussion	Summary/resolution
Internal Processes	Clarification of internal processes	President Robertson called a series of meetings to clarify internal processes related to Student Services and Education Divisions. Included in the meeting were the Deans of Student Services, Sustainability, Education, the Registrar, Library Director, and SCAC Provost and Executive Vice President. The Education Division Item presented this month is, in part, a result of such meetings.
Collaboration with Northern Arizona University (NAU)	Seven Generations	The NAU Seven Generations Indigenous Knowledge Center (7Gen Center) invited two TOCC faculty to participate in a series of workshops and professional development opportunities. Two faculty have been identified to participate.
Continuing Collaborations	Dual Enrollment, UA, and TONHC	We continue to collaborate with BUSD principals to establish a consistent way to offer dual enrollment courses. We met with the Indian Oasis HS and are planning to meet with Superintendent Diaz. We also met with UA's Community Public Health administrators and advisors to align our program to their bachelor's degree. Finally, we met with personnel from TONHC, Dr. Merlin Curry, and with other personnel from Pima CC to discuss the possibility of offering an Emergency Medical Technician (EMT) degree here in the nation.

Liz Zepeda, O'ohana Ki:, *November 2023*

Issue/Point	Discussion	Summary/resolution
Programming and Space Design	<ul style="list-style-type: none"> Reference Sessions <ul style="list-style-type: none"> TOCC Intermediate School Native American Heritage Film Series One Stop New Student Orientation Usage 	<ul style="list-style-type: none"> Reference sessions were conducted for Dr. Cassadore's WRT 101, WRT 102, LIT 174, and LIT 274 courses. Database usage and MLA formatting were featured. Library Director provided a brief overview of freely available resources regarding Tohono O'odham materials to an Intermediate School culture class. <i>The Exiles</i> and <i>Pow Wow Highway</i> were shown during November. In partnership with O'odham Ñi'okĩ Ki:, who provided language-based activities, the library director presented where to find language resources online and in O'ohana Ki:'s collection. Library services were highlighted as part of New Student Orientation O'ohana Ki: is open until 7:00 pm on Mondays and Wednesdays. Students have started to attend the evening hours however right before and after the holidays, we saw fewer visitors as there were at least 100 visits to O'ohana Ki: during November.
Technology in the O'ohana Ki: has been improved and modified.	<ul style="list-style-type: none"> The Library Corporation software migration is an adjustment. OverDrive/Libby was completed as well. 	<ul style="list-style-type: none"> A cataloging training session occurred in TLC again. The new system upgrade has been difficult to adjust to so far. OverDrive is live and has had a soft start. Not many checkouts have occurred but the hope is that students will be able to utilize the titles as time passes.
Staffing and Additional Work	<ul style="list-style-type: none"> Tutor 	<ul style="list-style-type: none"> The tutor still has not started due to pending paperwork. Another tutor was interviewed and hired. Paperwork is pending. This tutor can assist in writing, history, and math.

Teresa Newberry, PhD. NSF STEM Grant, October/November 2023

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 in using Man in the Maze Educational Journey for student success at TOCC by working with faculty and creating animations.	There are 9 faculty who are implementing the Man in the Maze workbook in their courses and 1 who is implementing for Program-Level Assessment. <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>
Support for students during their transitions	Working with UA on 2+2's for Physical and Life Science programs in Health,	The S-STEM grant request has been approved by Admin and the BOT. There are on-going meetings to work on the proposal which includes all the full-time science faculty and

from TOCC to universities.	Environment, and Computer Science	<p>UA Engineering & Soil, Water, and Environmental Science. Meetings for 2+2 articulation pathways have taken place with UA's Public Health, Nursing, Engineering, and Environmental programs and there are plans to update our programs to more closely align with these programs.</p> <p><i>Goal 4: Support for Transitions from High School to TOCC to University</i></p>
Create Faculty Learning Community (FLC) with on-going mentoring by education consultants and cultural mentor.	<p>This Maci:dag Wo:g (MW) Faculty Learning Community (FLC) is being co-led by the Faculty Development Committee (FDC). The NSF STEM grant is supporting the active learning group engaged in the development of culturally-centered curriculum projects. The FDC is leading the discussion and sharing group.</p>	<p>A Faculty Learning Community meeting was held on 10/27. The Discussion and Sharing session was focused on holistic, culture-based teaching through the Peoplehood model and the Active Learning Session focused on using the Man in the Maze for program-level assessment.</p> <p><i>This work supports Goal 5: Faculty Support and Development to provide culturally responsive curriculum and Goal 2: Indigenize and transform TOCC STEM curriculum.</i></p>
Grant Administration	As a grant recipient, TOCC needs to submit the required financial and progress reports.	The NSF program officer approved our annual report. There were questions regarding a delayed drawdown which have been resolved. There was a request to increase grant expenditures in order to more completely and fully meet grant goals.

Student Services Highlights

Dean of Student Services – Yolanda Pacheco

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
AICF Cultivating Native Student Success – Strategic Enrollment Management (SEM) Grant	Ongoing meetings to finalize Landscape and Project Plan	Much discussion has taken place. Expected submission has been moved to mid-December.

Phoenix Center – Cassandra Scott

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Events attended and held on site	9 events	American Indian College Fund Celebration of Veterans, Mesa Public Schools Native American Heritage Night, Title IX training completed, Arizona Governor's Office Indigenous Community Roundtable, Tempe Union High School Dual Enrollment meeting, College Connection How to Prepare for FAFSA, A Student's Journey info session, ASJ Student Sewing Workshop, Advising in person.

Disability Consultant – Dr. Anthony Osborn

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Wraparounds	Conducted wraparounds to address student accommodations and progress.	The students' accommodations were reviewed specifically related to performance. Minor adjustments were made to accommodations based on student progress.

Recruiter – Jai Juan

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Outreach	<ol style="list-style-type: none"> 1. UArizona West Launch 2. Gila Bend College Fair 3. Visit Hasan & Tohono O'odham High School 4. Baboquivari Day 5. Apprenticeship Day - High Schools Visit 	<ol style="list-style-type: none"> 1. Provided information about the college and networked. 2. I spoke with Gila Bend Seniors and shared information on our current offers.

	<p>6. Sunnyside Unified School District Native American Night</p>	<p>3. Due to a lack of response from emails and phone calls, Brandi Espuma, the Dual Enrollment Coordinator and I visited each high school. We met with the admin at Hasan and discussed dates for upcoming outreach opportunities. We were not successful in meeting with the staff at Tohono O'odham High School. We may plan another trip to the school. The receptionist at TOHS mentioned it is difficult to get a response from the principal and could not connect us with another point of contact.</p> <p>4. Assisted Frances Benavidez with traditional doll-making workshops for Baboquivari Middle School students.</p> <p>5. Spoke to Tohono O'odham High School Seniors who attended the Apprenticeship Day event at our west campus. Provided them with information on the admissions process and documents needed for admissions.</p> <p>6. Spoke with event attendees about our current offers and emphasized our Tohono O'odham Studies program.</p>
Admissions	<p>1. Graduation Application Deadline Reminder</p> <p>2. Spring Semester Registration Reminder</p> <p>a. email</p> <p>b. Facebook</p> <p>3. Email Scripts</p>	<p>1. Sent a reminder and helpful information to students about the deadline to all students.</p> <p>2.</p> <p>a. Sent a reminder to students via their student email about the registration window being open and helpful information on how to register.</p> <p>b. Posted information regarding the registration window and deadlines.</p>

		3. Worked with Avis Becenti to create and update email scripts for the 2024 spring semester so the admissions office can easily pull from the document and ensure every student is being provided with correct information.
Ongoing Projects	1. Website 2. Updating Marketing Material 3. AICF Digi Project a. BHS Visits b. Spring Semester Planning c. College Signing Day d. College Visit Roadtrip 4. 2024 College Preview Day	1. Issues scheduling meetings; therefore, efforts have slowed 2. Working with a local artist to redesign our Core Values and Vision, Mission, and Goals posters a. Requested O’odham translation for a few Words 3. a. Finalizing plans for the last two workshops for the fall semester (Dec 1st and 13th) b. Actively discussing the logistics of having more workshops with the entire Junior and Senior Class c. Actively discussing logistics and cost-sharing 4. Early stages of planning. The event date is set for February 15, 2024, at S-cuk Duag Maşcamakuḍ.

Dual Enrollment Coordinator – Brandi Espuma

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
New Business: Dual Enrollment Invoices Preparation	The Dual Enrollment report needed by the Arizona Tribal Department of Education was officially submitted to the State legislature.	In June the dual enrollment report draft was submitted to the State office for review. With no notes, they requested the final version on 10/10/23.
Ongoing: Potential Partners Ha:san Prep. Tempe Union Salt River School District	Gain interests in the Tempe Union and Salt River school districts.	Sent over example IGAs or for school districts for their high school or alternative high schools. Ha:san has reached final revisions for their intergovernmental agreements and is awaiting school board and

		TOCC board approval
Ongoing: AICF Digitization Grant	Continue meeting with Baboquivari High School for college and career preparation.	Met with Junior and Senior classes to discuss different degree pathways and time management.
Ongoing: Outreach	Tohono O’odham High School: Contact visit Baboquivari Secondary School; O’odham Tas visit Pima Community College; Native American Heritage Day	Visits to schools to reach out to students, parents, and community members to discuss dual or concurrent enrollment.

Counselor – Alberta Espinoza

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Served as Interim Residential Coordinator	Residential Coordinator on approved leave	October 4-9, 2023 November 23-26, 2023
Title IX Training	Mandatory for all students and employees	324 students have attended since November 14, 2023
Disability accommodations		Served 30 students

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

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

Issues/Items	Discussion/ Situation	Summary/Resolution
Workforce and Community Development (WCD)	Tohono Kosin	We had the Tohono Kosin Lead Cook, Tyrone Mandre hired in November. We are now interviewing for the Assistant Cook. We have an applicant for the Tohono Kosin Manager position and we will interview the applicant before the year ends.
	Solar Panel Installer Program	We will have two classes offered in the Solar Installer program for the spring semester. The classes are Basic Electricity and Load Calculation.
National Telecommunications Information Administration (NTIA) Grant	Activities	Training continues in the following districts: Sells, Baboquivari, S-cuk Du'ag, San Lucy. We expect to start more trainings in more Districts soon. We now have a Computer Literacy Trainer who was hired this month.
IT Department	IT issues	Aaron Bates, Shawn Nez, and Jeff Nelson are now the team that is taking care of IT operations. We are using the ticketing system to keep track of the IT requests. There has been some progress on some issues related to the photocopiers and other equipment and we are addressing them now.
Land Grant Office of Sustainability	Activities	LGOS team participated in the First Nations Land Grant Consortium (FALCON) meeting in Denver, Co. Two interns presented a poster about the work they are doing at the Student Learning Farm. Joyce Miguel had a presentation about the work that the Extension Program is doing at the Nation. The Office also presented a workshop on Tohono O'odham Agriculture in the meeting organized by FALCON and AIHEC here in Tucson.
Institutional Effectiveness Office (IEO)	IPEDs report	Continue working with the AIMS-AKIS report for AIHEC. Ben Jose is also participating in the development of a Student Enrollment Management grant that will be presented to AICF next January.

Administration of Native Americans Grant	Geography Information Systems (GIS) Department at the Tohono O'odham Nation	After the Tohono O'odham Nation GIS Conference, we continue working with the GIS working group to support the creation of a Tohono O'odham Nations' GIS department.
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Board of Trustees Report
 Anselmo Ramon, M.Ed.
 Chair of Workforce & Community Development
 November, 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>Courses to be offered Spring 2024 session.</p> <p>SLR 104 (1) Basic Electricity 3 Credits</p> <p>SLR 225 (1) Load Calculation 3 Credits</p> <p>WCD, Office of Sustainability and Education Dean continue to meet with Tohono O’odham Health Care Professionals to discuss a partnership with TOCC’s health care related occupations.</p> <p>CNA classroom equipment has been arriving to campus and will be set up in a designated classroom at Schuk Du-ag.</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 with TONHC</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.</p> <p>WCD offers the solar course on Saturday AC/DC and this has provided them the flexibility to work during the week and take the courses on the weekends.</p> <p>Pauline WCD Advisor took Solar Panel Installer students to San Xavier on November 30, 2023. This visit was to take a look at the solar systems installed on the SX district buildings. Students had the opportunity to ask questions and take a look at their current set up and what’s next for future solar system development for district buildings and the community of Wa:k.</p>	<p>The Solar program continues to advertise and promote the use of solar energy as a viable source of energy.</p> <p>The solar curriculum is designed to established the basics of electricity and the conversion of solar energy into useable electricity</p> <p>Student are provided with hands-on training in meter reading, NEC load calculations and conduit bending. Student have also had the opportunity to take trips to solar panel installer companies and job fairs.</p>
Culinary Arts Program	Tohono Kosin is in a transition into a restaurant with courses on a short term basis (micro-credential) and continue to prepare courses for direct employment in the food industry.	Tyrone Mandre has been hired as the Lead Cook for the Tohono Kosin and the Assistant Cook positions is still accepting applications for hire. This is an ongoing process.	TOCC office of Sustainability and WCD will continue to communicate with BHS and TOHS for services associated with the food service industry.
Pre-College GED	One Pre-College in-person GED position is currently open and interviews are being scheduled as candidates apply and who meet the criteria for the posisiton.	<p>GED Program November 2023</p> <p>Total active students- 8</p> <ul style="list-style-type: none"> - In zoom-6 - independent- 2 	Bridget Pre-College GED Online Instructor continues to have classes four days each week. Students attend via zoom. Linda Gates GED math tutor continue to meet

	<p>The Pre-College GED program has Aztec software that assist students in building academic skills in all of the GED content areas, 4 computers are available for student use in the GED classroom.</p> <p>Pre-College GED students now have the opportunity to take the practice test from home as well as the official GED test.</p> <p>The Office of Sustainability and WCD have been working to establish the workflow for the (NTIA) The National to be shared with the districts on the Tohono O'odham Nation. Mr. Zuo & June Starr have been working with the districts to set up meetings with each district.</p> <p>Telecommunications Information Administration Grant. This work is in tandem with Apex Applied Technology. A preliminary detailed work plan has been used to begin the training for the districts.</p> <ol style="list-style-type: none"> 1. TON Computer Literacy Needs assessment (Apex & WCD) 2. Positions necessary to begin the work of the NTIA grant (TOCC) 3. Series of planning meetings to be sure we are in line with our federal lead person. 	<p>Math tutoring continues to assist students to master the math concepts required to pass the official GED exam.</p> <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. 110 laptops were purchased and are in the process of being set up for community training in the 11 districts of the Tohono O'odham Nation</p> <p>NTIA project leads Mario, Anselmo and Dehpue and June Starr 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>with students via zoom sessions.</p> <p>Students who need to use our wifi are always welcome to come to Wisag Kos and connect with the instructor in our GED classroom.</p> <p>Our FAST Track program continues to be advertised as well the TOCC's CCP program.</p> <p>This is a 2-year project. Connecting Tohono O'odham Communities with the Internet.</p> <p>During the month of September, October and November Mr. Zuo and June Starr have visited with the following districts either via zoom/goto and/or in person. Baboquivari, Chukut, Kuk,Sells, Gu Achi ,Hickiwan, GuVo, Schuk Du-Ag, and San Lucy Districts.</p> <p>These meetings are to inform the Districts and communities about the opportunity of the NTIA grant in their districts and communities.</p>
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**Ñla, Oya G-T-Taccul Am Hab E-Ju:
Our Dream Fulfilled**

TO: Tohono O'odham Community College Board of Trustees
 THRU: Paul Robertson, President
 FROM: Sylvia Hendricks, Director of Student Life
 DATE: December 1, 2023
 SUBJECT: Student Life Staff **December 2023** Board Reports

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

Issues/Items	Actions/Assessment
Director of Student Life Monthly Highlights	<p>Just a few Highlights for the month for November 2023:</p> <ul style="list-style-type: none"> ➤ As we approach the end of November 2023, the Student Life Department continues to provide great meals, Health/Wellness events and programming, opportunities for the resident students to attend off campus events, study hall and tutoring, and last but not least a safe environment for everyone on our campuses. ➤ Attended assisted with planning and or contributed three (3) annual events in November: <ul style="list-style-type: none"> ○ Veteran's Recognition Ceremony- 11/8 ○ TOCC Thanksgiving Dinner- 11/9 ○ TOCC Limosan- 11/16 & 17 ➤ Attended the November Board of Trustees Meeting (BOT) along with all weekly and bi weekly meetings, such as the weekly Immersion Luncheons, 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 is in the process of planning for the 2024 Spring Session and look forward to Students returning after the holiday break.</p> <p>The Food Program also provides special meals for some of the department events that occurred during the month of November.</p>

	<p>I have been meeting and working with Mario Montes-Helu, Dean for Sustainability on transitioning Tyrone Mandre, Assistant Cook to the Lead Cook position for the TOCC Kosin. We are presently recruiting for the 2nd Assistant Cook the BOT had previously approved, so with an addition of the soon to be vacated Assistant Cook position we are hoping the 2 positions be filled soon, as Tyrone is scheduled to move permanently to his new position on Thursday 12/7/2023. Tyrone is an excellent cook and will do a terrific job at the Kosin.</p> <p>The Food Program continues to provide Breakfast, Lunch and Dinner (dinner is for Dorm Students only) on Monday-Thursday and Breakfast and lunch on Friday.</p>
Community relations and outside college contacts	All areas of Student Life as well as the Athletic/Wellness Program have begun collaborating with other programs on and off the nation and within the TOCC departments, as you will read in this report.

Anne Miguel- Residence Life Coordinator

Key Issues/Items addressed in 2023 November

Issues/Items	Actions/Assessment
Current Residents	<ul style="list-style-type: none"> - There are 26 students (14 women and 12 men) in the dorms. - One student injured while off campus, recovery in progress. - One student left campus due to a family emergency. - One online application approved for the 2024 spring semester approved. - Each dorm houses 12 students, there is not waiting list at this time. - Two students exposed to COVID and tested positive. <ul style="list-style-type: none"> o 1 students left campus to quarantine at home, o The other student quarantined on campus. - Move Out date is scheduled for Saturday, December 9,2023
Preparation of physical structures	<ul style="list-style-type: none"> - Minor repairs are still in process. - Alarm panel was removed by Western State Fire due to it not properly operating - Cable Services remains in progression. - 2nd week of December all the dorm common areas/kitchens will be cleaned and painted - Security cameras were discussed and will be placed outside of the dorms in future - 1 air-conditioner stopped working, it has been repaired and working well - Security continues to place solar lights around the area. - The kitchen and office area of the Residence Life Coordinator had smoke damage when a smoke alerted the fire alarm. Cleaning the smoke damage areas are in progress.
Alarm System	<ul style="list-style-type: none"> - Alarm system needs repair to stop the constant beeping, - Alarm panel and housing box was removed for repair by Western State Fire .
Residence Life Coordinator position	<ul style="list-style-type: none"> - Residence Life Coordinator and Director meet regularly to update applications, concerns from students, staff and others. - Eight (8) applications for the New Residence Life Coordinator position have

	<p>been reviewed the Director and Resident Life Coordinator. Four (4) were chosen to move forward for interviews, which HR personnel are working on scheduling.</p> <p>Working on revising the Student Guest Form, which allows guest to stay overnight.</p> <p>Meetings with Counselor on a weekly basis to review progress made by students. Students are open to suggestions and participate in discussions.</p> <ul style="list-style-type: none"> - Activities for students attended this month were on campus events. Which included: presentations from various universities, several participated in Rock your Moccasin Day, painting, traditional cooking demonstrations, language classes that are sponsored by the Apedag Ki: and the Language Program - Weekly meetings with the kitchen staff to address any issues, closures, special diets, number of students for meals and ordering for the weekends.
Resident Assistants	<ul style="list-style-type: none"> - Resident Assistants continue to meet to work on events, discuss any issues they have in their dorms. - Resident Assistants have improved in their skills to address problem situations, most of the problems are minor such as not informing them when necessary and keeping their area clean - The monthly schedule for Resident Assistants was modified due to the holidays - At the end of the semester the Resident Assistants will assist in check out of students including obtaining keys, final inspections and move furniture for the scheduled clean up during break

Drew Harris- Athletic/Wellness Manager

Key Issues/Items addressed in 2023 November

Issues/Items	Actions/Assessment
Working status	<ul style="list-style-type: none"> a) As of today overall registrants to the Apedag Ki is 167. b) In the month of November 7 new registrants have signed up to the Apedag Ki: c) Overall user traffic in the month of November was 148. <p>Social Media- Instagram: 577 over Followers as of November. Facebook: 3.2K likes, 3.3K Followers</p>
Coaching and Recruiting	<ul style="list-style-type: none"> a) Currently in the offseason. a) Recruitment for next season has begun.
Scheduling	<ul style="list-style-type: none"> a) The Apedag Ki: monthly and weekly events are scheduled to be postponed until January. The last day on instruction is on Dec 8. Apedag Ki: Staff is currently planning for event for the return of students in January. b) The Apedag Ki: continue with extended working hours from 6am-7pm Mon-Thursday & to 6am-2pm Fri-Sat.
Academics	<ul style="list-style-type: none"> a) The Student Life Coordinator, Athletic/Wellness Manager, and the Cross-Country Head Coach met to discuss a plan for Academic accountability amongst the Student-Athletes b) Continuous follow up with runners on classes/credits and class schedule.
Administration	<ul style="list-style-type: none"> a) The Athletic/Wellness Manager & Head XC Coach attended the second Qtr. ACCAC meeting Nov 7 & 8th.

	b) The Athletic/Wellness Manager sent the new Wellness Program Specialist to training to get certified as a Personal Trainer. The Wellness Program Specialist completed certification on Nov 16.
Wellness	a) TOCC Athletics participated in the HOPP's Diabetes Fair on November 16. b) The Apedag Ki: hosted a Native American Heritage Month week of Wellness activities for the community and Schools. The hosted events were: <ol style="list-style-type: none"> Toka/Wuicuda, Pottery Making Traditional Food Demonstration c) Eight (8) individuals are currently enrolled in the Personal Training Program. d) Weekly classes still offered Monday – Friday: <ol style="list-style-type: none"> Zumba, Tai Chi, Akido, and Nutrition Education. Acupuncture, Massage Therapy, and Wellness Through Art event
Budget/Fundraising	The Apedag Ki: staff was approached by the President in regards of the college proposing extra funding from the American Indian College Fund. The amount is for \$100,000. The Athletic/Wellness Manager is currently writing the budget narrative and setting a plan for the use of the fund.
Outreach/Community Service	a) The 2023 Employee Health Expo “Resilience through Health & Wellness in the Past, Present, & Future” was scheduled for October but now has been rescheduled for a future date TBD.

Valentine Lee- Lead Security

Key Issues/Items addressed in 2023 November

Issues/Items	Actions/Assessment
Student Issue/Disciplines	<ul style="list-style-type: none"> None
Incidents reports	<ul style="list-style-type: none"> One report for fire alarm at the dorms on the 27th
Security Staff	<ul style="list-style-type: none"> Security was busy this month helping cover each other shift when needed. This month there were a couple staff members and two students reported a COVID positive test. Followed the college COVID protocol. No further incidents to report.

Transfer of Credits

Courses in which the student has earned a grade of “C” or higher in coursework that is college-level (not developmental) **may transfer**.

When a student elects to change their major, their transcripts must be re-evaluated for transferability based on their new requirements.

Proposed Change:

~~When a student elects to change their major, their transcripts must be re-evaluated for transferability based on their new requirements.~~

Time for Transcript Evaluation

Once TOCC receives the official transcript(s) from previously attended institution(s), the transcript(s) will be **evaluated within the first semester** at TOCC

Proposed Change:

Once TOCC receives the official transcript(s) from previously attended institution(s), the transcript(s) will be evaluated within the first ~~semester~~ *month* at TOCC

Academic Suspension

Academic suspension entails the student's ineligibility to enroll in any classes for two (2) semesters.

Proposed Change:

Academic suspension entails the student's ineligibility to enroll in any classes for ~~two (2)~~ **one** semesters.

Program Declaration

declaration of a program must happen at least one semester before graduation. That is, in order to graduate from a program, **a student must declare the program the year before the intended graduation semester and year**

Proposed Change:

That is, in order to graduate from a program, a student must declare the program the ~~year~~ **semester** before the intended graduation **semester** and ~~year~~.

Attendance Policy

Current:

Faculty Withdrawals occur when both or one of these conditions happen: (a) violation to the Attendance Policy of “**Four unexcused absences may result in a withdrawal...**” as outlined in the Student Handbook, or (b) a **student fails to have active participation in the enrolled course**, such as lack of submission of assignments, no attendance, etc.

Grading Scheme

Current:

FW	FW indicates the instructor withdrew the student from the class.	NA but some colleges may compute as failing
W	W indicates the student-initiated withdrawal prior to official withdrawal date for the course.	NA but some colleges may compute as failing

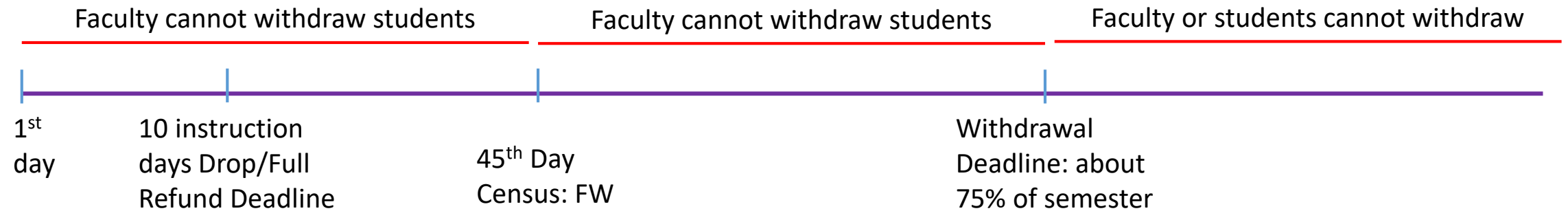
Proposed:

Grading Scheme

Grades	Value	Grade Calculated in GPA	Considered an Attempt	May be Repeated
W Withdrawal	No	No	Yes	Yes

Grading Scheme

Current Catalog:



Proposed Changes:

