



Tohono O'odham Kekel Ha-Maşcamakuđ
Board of Trustees Regular Meeting
July 13, 2023
TOCC Boardroom, Gewkdag Ma:cidag Ki:
S-cuk Du'ag Maşcamakuđ
In Person & Virtual Meeting

Addendums are attached to the end of this document



Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

July 13, 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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2. Invocation
3. Review and Approval of Agenda
4. Announcements and Upcoming Events
5. Minutes from June 08, 2023 BOT Regular Meeting 02
6. Call to the Audience
7. Coronavirus Update

New Business

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2. Human Resources Report – Chief HR Officer
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General Matters

8. Executive Session

Adjournment

Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

Thursday June 08, 2023

9:00 a.m.

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

In Person / Virtual Meeting

GENERAL MATTERS

1. Call to Order / Roll Call

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

Present	Excused Absence	Unexcused Absence	Attendance Time	Board of Trustees
X			9:06 a.m.	Dr. Ofelia Zepeda, Chairperson
	X		9:06 a.m.	Bernard Siquieros, Vice-Chairperson
X			9:06 a.m.	Treena Parvello, Secretary
X			9:06 a.m.	Jonas Robles, Elder Member
X			9:06 a.m.	Mary Bliss, Member
				Administration Members
X			9:06 a.m.	Dr. Paul Robertson, President
X			9:06 a.m.	Dr. Mario Montes-Helu, Dean for Sustainability
X			9:06 a.m.	Joann Miguel, Dean of Finance
	X		9:06 a.m.	Yolanda Pacheco, Dean of Student Services
	X		9:06 a.m.	Dr. Laura Sujo-Montes, Academic Dean
				Recorder
X			9:06 a.m.	Evan Thomas, Special Assistant to the President
				Guests
X			9:06 a.m.	Frances Benavidez, Language Center Program Coordinator
X			9:06 a.m.	Joseph Renegar, Human Resources Generalist
X			9:06 a.m.	Aimee Farmer Chief Human Resources Officer
X			9:06 a.m.	Jay Juan, Chief of Operations
X			9:06 a.m.	Jenny Narcho, Language Specialist
X			9:06 a.m.	Pauline Nasewytewa, Workforce & Community Development Advisor
X			9:06 a.m.	DZ (Dehpue) Zuo, NTIA Director
X			9:06 a.m.	Iris Nez, Bookstore Supervisor
X			9:06 a.m.	Drew Harris, Athletic & Wellness Manager
X			9:06 a.m.	Sharon Parker, Adjunct Faculty
X			9:06 a.m.	Neal Wade, Business Instructor
X			9:06 a.m.	Carmella A. Pablo, Principal Accountant
X			9:06 a.m.	Kristin Eberhardt, Project Director, Title III Grant
X			9:06 a.m.	Cassandra Scott, Phoenix Center Director

X			9:06 a.m.	Diane Antone, Financial Aid Manager
X			9:06 a.m.	Jai Juan, Recruiter
X			9:06 a.m.	June Starr, Information Technology Manager
X			9:06 a.m.	Annastasia Gonzalez, Office Coordinator, Operations
X			9:06 a.m.	Myriah Cypriano, Administrative Assistant, Student Services Division
X			9:06 a.m.	Tim Foster, IT Instructor
X			9:06 a.m.	Ingrid Segundo, Sponsored Projects Director
X			9:06 a.m.	Rosemarie Ramon, Interim Project Coordinator/Administrative Assistant Academics
X			9:06 a.m.	Deshon Miguel, Director of Information Technology
X			9:06 a.m.	Adrienne Rios, Language Specialist
X			9:06 a.m.	Leslie Luna, Co-Director, O'odham Ñi'okĩ Ki:
X			9:06 a.m.	Ronald Geronimo, O'odham Ñi'okĩ Ki:

Executive Summary: TOCC BOT acted on the following at the June 08, 2023 regular meeting:

- Approved the May 11, 2023 TOCC Board of Trustees regular meeting minutes with corrections.
- Accepted the April 2023 Financial Report as presented.
- Accepted the Human Resources Report for May 2023 as presented.
- Approved two additional Facility Maintenance Technician positions as presented.
- Approved to change the CL Trainer Coordinator title to CL Instructor/Coordinator as presented.
- Approved the Curriculum Specialist position as presented.
- Approved the request for grant submission to the AICF as presented.
- Approved the O'odham Ñi'okĩ Ki: Program Update and Funding Renewal Update as presented.
- Approved the Grants Coordinator position as presented.

2. Invocation

The invocation was provided by Jonas Robles.

3. Review and Approval of Agenda

The addition of a Grants Coordinator position as New Business item 7 was requested.

A motion was made to approve the meeting agenda with the requested addition.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to approve the meeting agenda with the requested addition.

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

MOTION APPROVED

5. Announcements and Upcoming Events

On June 23, 2023, TOCC will be hosting an Alumni Gathering at the Desert Diamond Casino & Hotel. A flyer will be distributed in the near future.

The June 2023 All Staff meeting for Friday June 09, 2023 is In-Person Only in GSK 1 & 3. The Student Services Division is providing breakfast.

The HRDC Meeting is scheduled for today. The BOT will join virtually upon notice by the TOLC Staffer via email. All guests will be notified as to rejoining the BOT meeting. The FY2022 TOCC Audit will be discussed.

2022 TOCC Annual Report will be presented to the Baboquivari District and Hikiwan District Councils on Saturday June 10, 2023. Both forums are In-Person.

Friday June 16, 2023 is the tentative date for the TOLC General Session to review the 2022 TOCC Annual Report & FY2022 TOCC Audit. A specific time will be requested of the HRDC during today's meeting.

Monday June 19, 2023 is the Juneteenth Holiday. TOCC will be closed.

The Himdag Committee is working on the 2023 Bahidaj Harvest to be held in the next several weeks. Information will be sent via email. TOCC Staff, Students, Faculty and community members are welcome to attend.

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

6. Minutes from the May 11, 2023 regular meeting of the TOCC Board of Trustees

Minutes from the May 11, 2023 BOT regular meeting were reviewed and corrections made.

A motion was made to approve the May 11, 2023 TOCC Board of Trustees regular meeting minutes with corrections.

MOTION: Motion by Mary Bliss, Seconded by Treena Parvello to approve the May 11, 2023 TOCC Board of Trustees regular meeting minutes with corrections.

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

MOTION APPROVED

7. Call to the Audience – None

8. Coronavirus Update – Dr. Paul Robertson, President

This item will continue to be on the agenda as there could be a shift in health guidelines in the future. The requirement for TOCC employees to have the COVID-19 vaccinations is out of synch with other employers in the region. The University of Arizona still requires students to submit immunization records of regular vaccinations upon admission. TOCC has experienced personnel being out due to coronavirus.

NEW BUSINESS

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

Dean Miguel presented the April 2023 Financial Report.

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

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

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

MOTION APPROVED

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

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

- Aimee Farmer, Chief Human Resources Officer
- Billy Tallas, Phoenix Center Site Technician

The Employment Vacancy Activity Log was reviewed and new sources are being utilized to update the Employment Statistics information.

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

MOTION: Motion by Mary Bliss, Seconded by Treena Parvello to accept the Human Resources Report for May 2023 as presented.

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

MOTION APPROVED

3. Request for Additional Positions, Facility Maintenance Technician – Jay (Johnny) Juan, Chief of Operations

The Facility Maintenance Department is experiencing more requests for maintenance and cleaning services with the reopening of all TOCC campuses and activities. Additional buildings have recently been completed and require daily attention. With the addition of two (02) employees the department can meet the responsibilities of maintaining a safe and clean environment for students and employees.

A motion was made to approve the request for two additional Facility Maintenance Technician positions as presented.

MOTION: Motion by Mary Bliss, Seconded by Treena Parvello to approve the request for two additional Facility Maintenance Technician positions as presented.

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

MOTION APPROVED

4. Division for Sustainability Change Position – Dr. Mario Montes-Helu, Dean for Sustainability

Changes in the job description for the Computer Literacy Trainer Coordinator were reviewed. The modifications were concurred with the NTIA to reflect the grant budget, more responsibilities for the position, increased salary and the change in the position title.

A motion was made to approve the changes in the Computer Literacy Trainer Coordinator to Computer Literacy Instructor/Coordinator as presented.

MOTION: Motion by Jonas Robles, Seconded by Mary Bliss to approve the changes in the Computer Literacy Trainer Coordinator to Computer Literacy Instructor/Coordinator as presented.

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

MOTION APPROVED

5. Education Division

New Position; Curriculum Specialist - Dr. Paul Robertson, President

A recent vacancy within the Education Division allowed for a review of duties performed and their match with the division's needs.

A motion was made to approve the Curriculum Specialist position as presented.

MOTION: Motion by Mary Bliss, Seconded by Treena Parvello to approve the Curriculum Specialist position as presented.

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

MOTION APPROVED

Grant Approval Request – Dr. Paul Robertson, President

The TOCC Grant Proposal Submission Authorization documents were reviewed by the BOT. The grant is being funded by the AICF for The Ihduwiyayapi: Advancing Indigenous Early Childhood Education Grant Program. It would support engagement with TCU's to build the capacity of their early childhood education programs and improve teacher education.

A motion was made to approve the request for grant submission to the AICF as presented.

MOTION: Motion by Treena Parvello, Seconded by Mary Bliss to approve the request for grant submission to the AICF as presented.

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

MOTION APPROVED

New Programs - AAS in Foundational Management; Certificate in Management and Supervision
– Dr. Paul Robertson, President, Neal Wade, Business Instructor

A new program to help people move from entry level work to higher paying positions has been crafted for review. The AAS in Foundational Management and the Certificate would prepare students for direct employment and/or enhance their existing skills. These programs seek to help employees move to a better paid supervisory position and prepare them for that role.

More collaborative efforts and commitment from the casino industry and other major employers in the region were encouraged.

By consensus the BOT tabled this agenda item until more information was available and be readdressed during the BOT August 2023 regular meeting.

6. O’odham Ñi’okĩ Ki: Program Update and Funding Renewal Request – Ronald Geronimo, Co-Director

Co-Director Geronimo shared a PowerPoint presentation in addition to the information that was provided in the June 2023 board packet. TOCC established the O’odham Language Center (OLC) in January 2020 with the support of the Tohono O’odham Nation. The funding allocation was for three (03) years. An update, highlights of the program and a five-year funding request to sustain the management and operation of the OLC toward language continuity was reviewed.

A motion was made to approve the O’odham Ñi’okĩ Ki: Program Update and Funding Renewal Request as presented.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to approve the O’odham Ñi’okĩ Ki: Program Update and Funding Renewal Request as presented.

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

MOTION APPROVED

11:07 a.m. Notification was received indicating that the BOT, KLA Auditors and TOCC staff may join the HRDC virtual meeting. The BOT meeting will reconvene upon completion of the FY2022 TOCC Audit with the HRDC.

11:34 a.m. Due to technical difficulties the HRDC moved onto their next agenda item and will inform the BOT and KLA Auditors when to join the virtual meeting. The BOT did not have the virtual option available for the remainder of the reconvened meeting.

7. Finance Division

New Position; Grants Coordinator – Joann Miguel, Dean of Finance

Dean Miguel reviewed the information for a new position within the Sponsored Projects Office entitled: Grants Coordinator. TOCC needs to have capacity to handle the increased number of grants it administers in order to accomplish its mission and to strengthen its Finance Division. The addition of the Grants Coordinator will provide the needed capacity for TOCC.

A motion was made to approve the Grants Coordinator position as presented.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to approve the Grants Coordinator position as presented.

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

MOTION APPROVED

REPORTS – BY DIVISION and DIVISION COMPONENTS

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

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

GENERAL MATTERS

8. Executive Session

The BOT excused the attendees and convened for an Executive Session from 11:55 a.m.

ADJOURNMENT – 12:15 p.m.

A motion was made to adjourn the June 08, 2023 TOCC BOT regular meeting.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to adjourn the June 08, 2023 BOT regular meeting.

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

MOTION APPROVED

INTEROFFICE MEMORANDUM

TO: BOARD OF TRUSTEES, TOHONO O'ODHAM COMMUNITY COLLEGE
FROM: Finance Department
DATE 7/13/2023
AGENDA ITEM: MONTHLY FINANCIAL REPORTS FOR MAY 31, 2023

EXECUTIVE SUMMARY

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

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

* Bank of America, regular operational checking account	\$ 12,145,999
* Bank of America - TPT Construction Needs	903,861
* Bank of America Capital Campaign	6,550
* Bookstore Cash	14,434
* Petty Cash	<u>100</u>
Cash and cash equivalents in all accounts	\$ 13,070,944

Investments Follow:

* Community Foundation	\$ 392,964
* Wells Fargo Securities, Building/Operating Reserves	<u>1,827,246</u>
Investment total	\$ 2,220,210

Other Assets

Buildings (net of Depreciation)	10,229,032	
Student A/R	104,336	
Grants Receivable	1,610,392	
Inventory	406,947	
Prepays	<u>167,718</u>	
		\$ 12,518,425

Total Assets	<u>\$ 27,809,579</u>
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Recommendation: The President recommends the Board of Trustees accept the financial report for the month ended May 31, 2023.

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

Assets	(Unaudited) May 31 2023	(Unaudited) April 30 2023	(Audited) June 30, 2022
Bank of America - operating account	\$ 12,145,999	\$ 13,369,137	\$ 13,321,894
Bank of America - TPT Construction Needs	903,861	844,189	516,679
Bank of America - capital campaign account	6,550	6,550	6,550
Bookstore cash	14,434	12,446	12,446
Petty cash	100	100	100
LLC Checking and Cash on Hand All Accounts	-	221	221
* Student accounts receivable, net of allowance for doubtful accounts	104,336	104,757	267,955
Contribution Receivable TO Nation	-	-	-
Contracts and grants receivable	1,610,392	1,610,392	1,610,392
Bookstore inventory	406,947	364,156	145,281
Prepaid expenses	167,718	158,674	8,431
Wells Fargo Investments - Building and Operating reserves	1,827,246	1,827,246	1,787,246
Community Foundation of Southern Arizona - endowment	392,964	392,964	399,649
* Land, buildings and equipment, net of accumulated depreciation	10,229,032	10,229,032	10,121,537
Other receivables (Fraudulent Checks Cashd)	-	-	-
Total Assets	\$ 27,809,579	\$ 28,919,863	\$ 28,198,380
Liabilities and Net Equity			
Accounts payable	\$ 98,233	\$ 219,351	\$ 856,600
Salary related payable	1,317,150	1,231,367	525,435
Deposits/Funds Held for others	29,870	29,870	29,870
Other Payables and Accrued Expenses	(69,290)	(51,642)	86,957
Deferred grant revenue	11,850,560	11,850,560	11,850,560
Total Liabilities	\$ 13,226,524	\$ 13,279,506	\$ 13,349,422
Equity:			
Unrestricted:			
Designated by the board of trustees	\$ 1,818,011	\$ 1,818,011	\$ 1,818,011
Designated Endowment CFSA	210,340	210,340	210,340
Expended for property and equipment	8,638,796	8,638,796	8,638,796
Designated for operating budget plus grants	2,890,783	3,948,084	3,156,686
Unrestricted Equity	\$ 13,557,930	\$ 14,615,231	\$ 13,823,833
Temporarily restricted	\$ 691,460	\$ 691,460	\$ 691,460
Permanently restricted	333,665	333,665	333,665
Restricted Equity	\$ 1,025,125	\$ 1,025,125	\$ 1,025,125
Total Liabilities and Equity	\$ 27,809,579	\$ 28,919,863	\$ 28,198,380
*Recap #1			
* Recap Explained of Net Students Accounts Receivable	May 31	April 30	June 2022
Accounts Receivable	\$ 278,093	\$ 278,093	\$ 441,241
Allowance for Bad Debt	(173,757)	(173,336)	(173,286)
* Student accounts receivable, net of allowance	<u>\$ 104,336</u>	<u>\$ 104,757</u>	<u>\$ 267,955</u>
*Recap #2			
* Recap Explained of Net Fixed Assets	May 31	April 30	June 2022
Land Buildings & Equipment	\$ 18,913,983	\$ 18,913,983	\$ 18,806,488
Allowance for Depreciation	(8,684,951)	(8,684,951)	(8,684,951)
* Land building and Equipment, net of Accumulated Depreciation	<u>\$ 10,229,032</u>	<u>\$ 10,229,032</u>	<u>\$ 10,121,537</u>

TOHONO O'ODHAM COMMUNITY COLLEGE

Unrestricted Budget Activity

For the Eleven Months Ended May 31, 2023

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

UNRESTRICTED OPERATING BUDGET				
	Year-to-Date Actual	FY 2023 Annual Budget	Budget Variance	Variance %
Unrestricted revenues:				
Tuition and fees	\$ 92,093	\$ 101,000	\$ (8,908)	-9%
Student Housing	48,000	82,000	(34,000)	-41%
Legislative Contribution - Tohono O'odham Nation	5,096,045	5,096,045	-	0%
Tribal Community College Act	4,959,735	4,102,000	857,735	21%
Indirect costs recovered on restricted federal grants	48,172	345,000	(296,828)	-86%
Unrestricted gifts and donations	20,381	10,000	10,381	104%
Bookstore sales	202,107	100,150	101,957	102%
Miscellaneous income	22,728	33,000	(10,272)	-31%
Total Unrestricted Revenues	\$ 10,489,261	\$ 9,869,195	\$ 620,066	6%
Unrestricted expenses:				
Educational program services:				
Instruction	\$ 1,752,811	\$ 2,301,433	\$ 548,622	24%
Student services	905,302	1,257,907	352,605	28%
Auxiliary enterprises	250,578	523,120	272,542	52%
Supporting services:				
Academic support	290,389	574,981	284,592	49%
Institutional support without Depreciation/Bad Debts	1,951,876	2,282,929	331,053	15%
Facility operations and maintenance	843,298	1,248,786	405,488	32%
Sustainability and Solar	130,856	262,186	131,330	50%
Cultural Liason	29,580	88,245	58,665	66%
Student Life	401,680	500,309	98,629	20%
San Carlos BIE Funds and Tuition and Fees	858,603	809,190	(49,413)	0%
Culinary Arts Program	14,003	91,942	77,939	85%
Grant Match (1117/1526)	76,202	119,873	43,671	36%
Total Unrestricted Expenses	\$ 7,505,177	\$ 10,060,901	\$ 2,555,724	25%
 Unrestricted excess (deficiency) w/o Bad Debts/Depreciation	 \$ 2,984,083	 \$ (191,706)	 \$ 3,175,789	

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

**Note: Remaining Budget Target for
Operational expenses is 8.3%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
INSTRUCTION				
Instruction - 1100				
Compensation	\$ 1,341,117	\$ 1,582,106	\$ 240,989	15%
Employee related expenses	234,031	388,698	154,668	40%
Employee tuition waivers	-	1,500	1,500	100%
Travel and training	5,454	20,000	14,546	73%
Mileage	1,758	3,800	2,042	54%
Per Diem	50		(50)	0%
Commuter Allowance	2,760	3,600	840	23%
Consultant Fees	4,520	4,200	(320)	-8%
Education Supplies	3,422	11,000	7,578	69%
Office Supplies	4,027	4,000	(27)	-1%
Art program Supplies	14,411	10,000	(4,411)	-44%
Meeting expense	3,819	5,000	1,181	24%
Subscriptions/Periodicals	2,314	5,000	2,686	54%
Furniture & Fixtures	-	1,000	1,000	100%
	<u>\$ 1,617,684</u>	<u>\$ 2,039,904</u>	<u>\$ 422,220</u>	<u>21%</u>
Work Force Comm Development - 1500				
Compensation	\$ 100,135	\$ 133,450	\$ 33,315	25%
Employee related expenses	28,709	92,429	63,720	69%
Travel & Training	1,153	3,000	1,847	62%
Registrations	-	1,500	1,500	100%
Commuter Allowance	1,652	1,800	148	8%
Advertising & Promotion	-	1,000	1,000	100%
Consultant Fees	-	5,500	5,500	100%
Education Supplies	69	2,500	2,431	97%
Office supplies	-	600	600	100%
Meeting Expense	421	2,000	1,579	79%
Guest Speakers/Honorariums	2,000	12,000	10,000	83%
Stipends	300	-	(300)	0%
Minor Equipment	88	1,000	912	91%
	<u>\$ 134,527</u>	<u>\$ 256,779</u>	<u>\$ 122,252</u>	<u>48%</u>
ABE-GED - 1800				
Travel/training	\$ -	\$ 2,500	\$ 2,500	100%
Registrations	600	500	(100)	-20%
Memberships	-	500	500	100%
Education Supplies	-	500	500	100%
Office Supplies	-	375	375	100%
Other Office Supplies	-	375	375	100%
	<u>\$ 600</u>	<u>\$ 4,750</u>	<u>\$ 4,150</u>	<u>87%</u>
TOTAL INSTRUCTION	<u>\$ 1,752,811</u>	<u>\$ 2,301,433</u>	<u>\$ 548,622</u>	<u>24%</u>

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

**Note: Remaining Budget Target for
Operational expenses is 8.3%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
STUDENT SERVICES				
Student services - 5100				
Compensation	\$ 499,417	\$ 572,387	\$ 72,970	13%
Employee related expenses	123,012	222,996	99,984	45%
Recruiting	8,657	18,000	9,343	52%
Employee tuition waivers	-	1,800	1,800	100%
Travel and training	16,322	30,000	13,678	46%
Mileage	907	750	(157)	-21%
Registrations	350	1,950	1,600	82%
Commuter Allowance	4,762	1,800	(2,962)	-165%
Graduation	8,232	10,000	1,768	18%
Printing	1,255	3,300	2,045	62%
Memberships	-	1,205	1,205	100%
Advertising	-	4,900	4,900	100%
Comm/student events	1,660	13,000	11,340	87%
Consultant Fees	10,600	10,000	(600)	-6%
Education supplies	244	2,500	2,256	90%
Office supplies	620	4,500	3,880	86%
Meeting expense	508	3,000	2,492	83%
Promotional	-	1,500	1,500	100%
Furniture and Fixtures	3,215	5,094	1,879	37%
Office Equipment	-	3,200	3,200	100%
	<u>\$ 679,761</u>	<u>\$ 911,882</u>	<u>\$ 232,121</u>	<u>25%</u>
Financial aid office - 5200				
Compensation	\$ 128,578	\$ 163,528	\$ 34,950	21%
Employee related expenses	43,434	63,411	19,977	32%
Travel and training	3,350	8,000	4,650	58%
Registrations	45	2,000	1,955	98%
Memberships	490	1,000	510	51%
Office supplies	474	1,000	526	53%
	<u>\$ 176,371</u>	<u>\$ 238,939</u>	<u>\$ 62,568</u>	<u>26%</u>
Residence Life - 5400				
Compensation	\$ 26,090	\$ 44,930	\$ 18,840	42%
Employee related expenses	10,823	15,056	4,233	28%
Travel and training expense	211	2,000	1,789	89%
Mileage	-	200	200	100%
Registration expenses	-	500	500	100%
Communications	116	-	(116)	0%
Memberships	-	300	300	100%
Advertising	-	500	500	100%
Comm/student events	947	4,000	3,053	76%
Office supplies	-	600	600	100%
Meeting Expense	-	1,000	1,000	100%
Custodial Expenses	3,975	4,000	25	1%

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

**Note: Remaining Budget Target for
Operational expenses is 8.3%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
Subscriptions/periodicals	159	4,000	3,841	96%
Stipends	7,000	9,000	2,000	22%
Furniture & Fixtures	(151)	20,000	20,151	101%
	<u>\$ 49,171</u>	<u>\$ 106,086</u>	<u>\$ 56,915</u>	<u>54%</u>
Student senate - 1410				
Office supplies	\$ -	\$ 400	\$ 400	100%
Meeting expense	-	600	600	100%
	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>100%</u>
			-	
TOTAL STUDENT SERVICES	<u>\$ 905,302</u>	<u>\$ 1,257,907</u>	<u>\$ 352,605</u>	<u>28%</u>
AUXILIARY ENTERPRISES				
Athletics - 5300				
Compensation	\$ 59,716	\$ 109,721	\$ 50,005	46%
Employee related expenses	24,789	47,786	22,997	48%
Recruiting Expense	586	2,000	1,414	71%
Printing	5,581	-	(5,581)	0%
Travel	1,580	6,000	4,420	74%
Machinery/Equipment Repairs	-	7,000	7,000	100%
Vehicle Rental	525	4,000	3,475	87%
Fuel	-	2,000	2,000	100%
Hotel	-	5,000	5,000	100%
Uniform/Retail Purchases	3,949	8,000	4,051	51%
Meals	3,028	7,000	3,972	57%
Memberships	8,235	10,000	1,765	18%
Advertising & Promotion	3,458	7,500	4,042	54%
Consultant Fees	9,171	12,000	2,829	24%
On Travel Medical	-	3,000	3,000	100%
Other Professional Fees	1,795	11,000	9,205	84%
Office Supplies	1,557	2,500	943	38%
Tuition Waivers	-	25,000	25,000	100%
Contracts/Subcontracts	14,646	18,000	3,354	19%
Program Supplies	5,830	20,000	14,170	71%
Archery Expense	-	10,000	10,000	100%
	<u>\$ 144,447</u>	<u>\$ 317,507</u>	<u>\$ 173,060</u>	<u>55%</u>
Bookstore - 9100				
			-	
Compensation	\$ 80,295	\$ 84,200	\$ 3,905	5%
Employee related expenses	15,259	43,913	28,654	65%
Tuition Waivers	-	200	200	100%
Cost of Goods Sold-Retail	-	60,000	60,000	100%
Office supplies	5,796	4,300	(1,496)	-35%
Promotional	4,780	13,000	8,220	63%
	<u>\$ 106,131</u>	<u>\$ 205,613</u>	<u>\$ 99,482</u>	<u>48%</u>
TOTAL AUXILIARY ENTERPRISES	<u>\$ 250,578</u>	<u>\$ 523,120</u>	<u>\$ 272,542</u>	<u>52%</u>

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

**Note: Remaining Budget Target for
Operational expenses is 8.3%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
ACADEMIC SUPPORT				
Academic support - 1200				
Compensation	\$ 128,932	\$ 138,708	\$ 9,776	7%
Employee related expenses	28,719	85,517	56,798	66%
Employee Tuition Waivers	-	400	400	100%
Travel and training	1,250	2,500	1,250	50%
Registrations	-	1,000	1,000	100%
Memberships	-	1,000	1,000	100%
Advertising	-	2,000	2,000	100%
Community Student Events	2,480	8,000	5,520	69%
Consultant fees	1,150	2,500	1,350	54%
Education Supplies	160	1,000	840	84%
Office supplies	-	1,000	1,000	100%
Meeting Expense	2,639	2,000	(639)	-32%
Contracts/Subcontracts	5,194	25,000	19,806	79%
Promotional	1,500	900	(600)	-67%
	<u>\$ 172,025</u>	<u>\$ 271,525</u>	<u>\$ 99,500</u>	<u>37%</u>
Library - 4130				
Compensation	\$ 56,183	\$ 156,830	\$ 100,647	64%
Employee related expenses	18,464	67,234	48,770	73%
Travel and training	1,800	2,000	200	10%
Registrations	-	150	150	100%
Commuter Allowance	608	1,800	1,192	66%
Memberships	-	160	160	100%
Consultant Fees	15,700	15,600	(100)	-1%
Office supplies	-	5,000	5,000	100%
Meeting expenses	-	400	400	100%
Subscriptions/periodicals	14,825	30,719	15,894	52%
Contracts/subcontracts	8,744	13,963	5,219	37%
Promotional	-	600	600	100%
Office equipment	-	4,000	4,000	100%
Library collection	2,040	5,000	2,960	59%
	<u>\$ 118,365</u>	<u>\$ 303,456</u>	<u>\$ 185,091</u>	<u>61%</u>
TOTAL ACADEMIC SUPPORT	<u>\$ 290,389</u>	<u>\$ 574,981</u>	<u>\$ 284,592</u>	<u>49%</u>

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

**Note: Remaining Budget Target for
Operational expenses is 8.3%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
INSTITUTIONAL SUPPORT				
President's office - 6100				
Compensation	\$ 157,804	\$ 164,837	\$ 7,033	4%
Employee related expenses	44,256	49,802	5,546	11%
Student related travel	-	2,000	2,000	100%
Travel and training	70	1,000	930	93%
Mileage	219	400	181	45%
Registrations	-	1,000	1,000	100%
Printing	49	-	(49)	0%
Car Allowance	6,763	7,200	437	6%
Office supplies	41	500	459	92%
Meeting expenses	-	2,000	2,000	100%
	<u>\$ 209,201</u>	<u>\$ 228,739</u>	<u>\$ 19,538</u>	<u>9%</u>
Himdag - 6150				
Comm/Student/Events	\$ 1,850	\$ 2,000	\$ 150	7%
Meeting Expense	478	700	223	32%
	<u>\$ 2,328</u>	<u>\$ 2,700</u>	<u>\$ 372</u>	<u>14%</u>
Board of Trustees - 6190				
Trustee fees	\$ 17,507	\$ 14,000	\$ (3,507)	-25%
Travel and training	727	4,500	3,773	84%
Mileage	3,278	2,500	(778)	-31%
Office Supplies	117	-	(117)	0%
Communications	880	900	20	2%
Meeting expenses	4,595	7,500	2,905	39%
	<u>\$ 27,103</u>	<u>\$ 29,400</u>	<u>\$ 2,297</u>	<u>8%</u>
Institutional Effectiveness - 1300				
Compensation	\$ 50,085	\$ 53,392	\$ 3,307	6%
Employee related expenses	12,214	16,335	4,121	25%
Travel and training	(94)	1,000	1,094	109%
Mileage	-	200	200	100%
Registrations	-	200	200	100%
Vehicle Rental	-	250	250	100%
Office Supplies	-	100	100	100%
Office Equipment	-	300	300	100%
	<u>\$ 62,205</u>	<u>\$ 71,777</u>	<u>\$ 9,572</u>	<u>13%</u>
Administration & Finance - 6200				
Compensation	\$ 319,405	\$ 403,800	\$ 84,395	21%
Employee related expenses	85,968	169,065	83,097	49%
Employee Tuition Waivers	-	650	650	100%
Travel and training	-	1,000	1,000	100%

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

**Note: Remaining Budget Target for
Operational expenses is 8.3%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
Mileage	-	100	100	100%
Registrations	-	250	250	100%
Commuter Allowance	4,693	5,400	707	13%
Auditing	59,000	72,500	13,500	19%
Office supplies	4,478	4,000	(478)	-12%
Meeting expenses	-	400	400	100%
Contracts/subcontracts	184,961	109,200	(75,761)	-69%
Bank Charges	2,839	4,500	1,661	37%
	<u>\$ 661,344</u>	<u>\$ 770,865</u>	<u>\$ 109,521</u>	<u>14%</u>

General support services - 6300

Benefits Unemployment	\$ 7,086	\$ 20,000	\$ 12,914	65%
Postage & Delivery	22,205	12,000	(10,205)	-85%
Insurance	179,864	165,000	(14,864)	-9%
Memberships	1,000	40,000	39,000	98%
Legal Fees	33,342	50,000	16,658	33%
Late Fees and Charges	141	-	(141)	0%
Meeting expenses	2,045	5,000	2,955	59%
Contracts/Subcontracts	95	-	(95)	0%
Subscriptions & Periodicals	1,375	2,000	625	31%
Promotional	906	4,000	3,094	77%
	<u>\$ 248,059</u>	<u>\$ 298,000</u>	<u>\$ 49,941</u>	<u>17%</u>

IT - 6350

Compensation	\$ 147,309	\$ 168,176	\$ 20,867	12%
Employee related expenses	61,051	92,682	31,631	34%
Employee Tuition Waivers	-	600	600	100%
Travel and training	1,282	3,000	1,718	57%
Registrations	-	3,000	3,000	100%
Communications	109,795	232,720	122,925	53%
Machine Equip Repairs and Service	4,876	15,000	10,124	67%
Building Repair and Maint	1,725	-	(1,725)	0%
Memberships	-	730	730	100%
Consultant Fees & Expenses	62,280	33,000	(29,280)	-89%
Licenses and fees	38,879	39,686	807	2%
Office supplies	174	500	326	65%
Meeting Expense	-	150	150	100%
Contracts/subcontracts	146,617	68,373	(78,244)	-114%
Other Equipment & Tools	-	20,000	20,000	100%
Office Equipment	-	3,500	3,500	100%
Computer Related Items	29,434	20,000	(9,434)	-47%
	<u>\$ 603,422</u>	<u>\$ 701,117</u>	<u>\$ 97,695</u>	<u>14%</u>

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

**Note: Remaining Budget Target for
Operational expenses is 8.3%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
Human resources - 6700				
Compensation	\$ 111,096	\$ 111,080	\$ (16)	0%
Employee related expenses	18,456	41,840	23,384	56%
Recruiting	-	1,289	1,289	100%
Employee Tuition Waivers	-	200	200	100%
Travel and training	-	6,718	6,718	100%
Registrations	50	4,580	4,530	99%
Commuter Allowance	1,390	1,800	410	23%
Memberships	150	904	754	83%
Advertising	4,375	6,570	2,195	33%
Other professional fees	2,591	4,990	2,399	48%
Office supplies	108	360	252	70%
	<u>\$ 138,214</u>	<u>\$ 180,331</u>	<u>\$ 42,117</u>	<u>23%</u>
TOTAL INSTITUTIONAL SUPPORT	<u>\$ 1,951,876</u>	<u>\$ 2,282,929</u>	<u>\$ 331,053</u>	<u>15%</u>
OPERATIONS AND MAINTENANCE - 7100				
Compensation	\$ 421,726	\$ 468,179	\$ 46,453	10%
Employee related expenses	108,699	208,416	99,717	48%
Employee tuition waivers	-	350	350	100%
Travel and training	-	2,000	2,000	100%
Commuter Allowance	1,652	1,800	148	8%
Vehicle & Building R&M	2,164	25,000	22,836	91%
Auto expenses	1,784	20,000	18,216	91%
Vehicle rental	48,293	110,000	61,707	56%
Building Rent	114,661	114,311	(350)	0%
Utilities	73,681	180,230	106,549	59%
Office supplies	93	1,000	907	91%
Custodial expense	12,640	17,500	4,860	28%
Contracts/subcontracts	57,905	100,000	42,095	42%
TOTAL OPERATIONS AND MAINTENANCE	<u>\$ 843,298</u>	<u>\$ 1,248,786</u>	<u>\$ 405,488</u>	<u>32%</u>
SUSTAINABILITY - 5160				
Compensation	\$ 104,503	\$ 118,539	\$ 14,036	12%
Employee related expenses	18,447	34,190	15,743	46%
Employee Tuition Waivers	-	500	500	100%
Travel and training	301	2,000	1,699	85%
Mileage	-	500	500	100%
Registrations	20	500	480	96%
Commuter Allowance	1,721	1,800	79	4%
Advertising & Promotion	-	500	500	100%
Office supplies	409	1,500	1,091	73%
Meeting Expense	1,400	500	(900)	-180%
Contracts/Subcontracts	-	1,000	1,000	100%
TOTAL SUSTAINABILITY	<u>\$ 126,801</u>	<u>\$ 161,529</u>	<u>\$ 34,728</u>	<u>21%</u>

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

**Note: Remaining Budget Target for
Operational expenses is 8.3%**

	Year-to-Date Actual	2023 Annual Budget	Remaining Budget	Remaining %
Solar Program (5161)				
Compensation	\$ -	\$ 61,650	\$ 61,650	100%
Employee related expenses	-	33,507	33,507	100%
Employee Tuition Waivers	-	300	300	100%
Travel and training	-	500	500	100%
Mileage	-	200	200	100%
Registrations	-	500	500	100%
Machine Equipment Repairs	-	1,000	1,000	100%
Memberships	-	500	500	100%
Consultants	-	1,000	1,000	100%
Office supplies	4,055	100	(3,955)	-3955%
Meeting Expense	-	300	300	100%
Subscriptions/Periodicals	-	300	300	100%
Guest Speakers	-	300	300	100%
Office Equipment	-	500	500	100%
TOTAL SOLAR	\$ 4,055	\$ 100,657	\$ 96,602	96%
TOTAL SUSTAINABILITY AND SOLAR	\$ 130,856	\$ 262,186	\$ 131,330	50%
CULTURAL LIAISON - 6160				
Compensation	\$ 19,840	\$ 66,895	\$ 47,055	70%
Employee related expenses	9,740	20,350	10,610	52%
Community & Student Events	-	1,000	1,000	100%
TOTAL CULTURAL LIAISON	\$ 29,580	\$ 88,245	\$ 58,665	66%
STUDENT LIFE - 5150				
Compensation	\$ 325,764	\$ 345,948	\$ 20,184	6%
Employee related expenses	69,454	112,711	43,257	38%
Employee Tuition Waivers	-	250	250	100%
Travel and training	58	2,500	2,442	98%
Registrations	-	600	600	100%
Commuter Allowance	1,652	1,800	148	8%
Advertising and Promotion	544	-	(544)	0%
Community & Student Events	2,191	2,000	(191)	-10%
Office supplies	-	1,500	1,500	100%
Meeting Expense	-	500	500	100%
Contracts/Subcontracts	576	1,500	924	62%
Program Supplies	64	6,000	5,936	99%
Student Meals	1,377	25,000	23,623	94%
TOTAL STUDENT LIFE	\$ 401,680	\$ 500,309	\$ 98,629	20%

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

**Note: Remaining Budget Target for
Operational expenses is 8.3%**

	<u>Year-to-Date Actual</u>	<u>2023 Annual Budget</u>	<u>Remaining Budget</u>	<u>Remaining %</u>
SAN CARLOS - 6900				
Cost of Goods Sold	\$ -	\$ 32,230	\$ 32,230	100%
Tuition & Fees	-	52,880	52,880	100%
ISC BIE Annual Funds	858,603	724,080	(134,523)	-19%
TOTAL SAN CARLOS	<u>\$ 858,603</u>	<u>\$ 809,190</u>	<u>\$ (49,413)</u>	<u>-6%</u>
CULINARY ARTS PROGRAM - 1498				
Compensation	\$ 12,966	\$ 55,620	\$ 42,654	77%
Employee related expenses	1,037	15,247	14,210	93%
Employee Tuition Waivers	-	300	300	100%
Travel and training	-	1,000	1,000	100%
Mileage	-	425	425	100%
Registrations	-	300	300	100%
Printing	-	250	250	100%
Reg Mach/Equipment Repairs	-	5,000	5,000	100%
Licenses and Fees	-	3,000	3,000	100%
Education Supplies	-	10,500	10,500	100%
Office Supplies	-	300	300	100%
TOTAL CULINARY ARTS PROGRAM	<u>\$ 14,003</u>	<u>\$ 91,942</u>	<u>\$ 77,939</u>	<u>85%</u>
Grant Match (1117/1526)	\$ 76,202	\$ 119,873	\$ 43,671	36%
TOTAL UNRESTRICTED	<u>\$ 7,505,177</u>	<u>\$ 10,060,901</u>	<u>\$ 2,555,724</u>	<u>25%</u>

TOHONO O'ODHAM COMMUNITY COLLEGE

Restricted Budget Activity

For the Eleven Months Ended May 31, 2023

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

	Grant			
	Revenues/Expenses-to-Date			
	Actual	Budget	Remaining	Remaining
			Budget	%
SPONSORED PROJECTS				
AT&T TCU/High School Completion Project B - AICF - (1111)				
(10/20/16 - Until Expended)				
Restricted revenues:				
Grant from other sources	\$ 184,000	\$ 184,000	\$ -	0%
Restricted expenses:				
Compensation	4,445	36,190	31,745	88%
High School tutors	-	1,500	1,500	100%
College Mentors	-	4,000	4,000	100%
Parent Liaison	-	500	500	100%
Travel/professional Development	55,296	15,650	(39,646)	-253%
Transportation	6,080	5,650	(430)	-8%
Printing and Marketing	3,577	9,400	5,823	62%
Meeting Expenses	10,244		(10,244)	0%
Tuition/Programming	29,006	39,210	10,204	26%
Stipends	3,600	3,000	(600)	-20%
Contracts/Subcontracts	41,804	-	(41,804)	0%
Program Supplies	5,728	10,900	5,172	47%
Honorariums/Speakers	-	5,000	5,000	100%
Student Incentives & Awards	6,000	6,000	-	0%
Total Restricted Expenses	165,780	137,000	(28,780)	-21%
Excess (deficiency)	\$ 18,220	\$ 47,000	\$ 28,780	
NSF -TCUP Pathways to Indigenous STEM - 1114				
(9/1/18 - 8/31/23) NCE for 12 mos new end date 08/31/2024				
Restricted revenues:				
Federal government grants	\$ 1,282,504	\$ 2,514,278	\$ (1,231,774)	-49%
Restricted expenses:				
Compensation	906,686	1,243,273	336,587	27%
Employee Related Benefits	154,614	254,730	100,116	39%
Travel/Professional Development/Re	19,346	43,200	23,854	55%
Memberships	1,750	1,800	50	3%
Consultants	174,490	200,000	25,510	13%
Materials & Supplies	17,814	47,800	29,986	63%
Publication Costs/Documentation/Di	-	3,500	3,500	100%
Stipends	49,425	-	(49,425)	0%
Honorariums	-	-	-	0%
Other Direct Costs	-	120,375	120,375	100%
Participant Costs	12,999	51,140	38,141	75%
Indirect Costs	237,731	520,528	282,797	54%
Registrations	-	15,000	15,000	100%
Total Restricted Expenses	1,574,855	2,501,346	926,491	37%
Excess (deficiency)	\$ (292,351)	\$ 12,932	\$ (2,158,265)	

	Actual	Grant Budget	Remaining Budget	Remaining %
ANA Increase Technical Capacity - (1117) Federal Share				
(9/30/18 - 1/31/2024)				
Restricted revenues:				
Federal government grants	\$ 250,126	\$ 1,200,000	\$ (949,874)	-79%
Restricted expenses:				
Compensation	439,496	496,047	56,551	11%
Employee Related Benefits	91,023	138,894	47,871	34%
Travel/professional Development	8,595	25,188	16,593	66%
Commuter Allowance	4,403	-	(4,403)	0%
Advertising & Promotion	850	-	(850)	0%
Tuition/Books	5,501	18,189	12,688	70%
Communication Data Service	-	14,400	14,400	100%
Office Supplies/Program Support	109,885	188,847	78,962	42%
Meeting Expenses	3,428	-	(3,428)	0%
Indirect Costs Charged to TOCC Ma	-	235,335	235,335	100%
Other Equipment & Tools	-	-	-	0%
Computers/GIS Devices/Printer	64,334	64,200	(134)	0%
Total Restricted Expenses	<u>727,515</u>	<u>1,181,100</u>	<u>453,585</u>	<u>38%</u>
Excess (deficiency)	<u>\$ (477,389)</u>	<u>\$ 18,900</u>	<u>\$ (1,403,459)</u>	

AICF AT&T TCU BRAIDING Success Project (1118)
(Until all funds are expended)

Restricted revenues:				
Grant from other sources	\$ 167,200	\$ 168,630	\$ (1,430)	-1%
Restricted expenses:				
Compensation	27,250	35,520	8,270	23%
Employee Related Benefits	2,084	2,718	634	23%
Travel	17,032	10,406	(6,626)	-64%
Transportation	877	1,406	529	38%
Meeting Expenses	20,628	20,448	(180)	-1%
Contracts/Subcontracts	5,250	250	(5,000)	-2000%
Tuition & Fees	13,079	1,920	(11,159)	-581%
Stipends	1,600	6,600	5,000	76%
Participant Support	736	-	(736)	0%
Honorariums/Speakers	6,131	3,666	(2,465)	-67%
Programming & Supplies	36,251	7,684	(28,567)	-372%
Awards/Gifts	9,580	5,952	(3,628)	-61%
Total Restricted Expenses	<u>140,498</u>	<u>96,570</u>	<u>(43,928)</u>	<u>-45%</u>
Excess (deficiency)	<u>\$ 26,702</u>	<u>\$ 72,060</u>	<u>\$ 42,498</u>	

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

Restricted revenues:				
Grant from other sources	\$ 170,450	\$ 170,450	\$ -	0%
Restricted expenses:				
Compensation	32,140	48,264	16,124	33%
Employee related expenses	2,392	3,999	1,607	40%
Mileage	4,615	4,440	(175)	-4%
Communications	4,101	2,400	(1,701)	-71%
Registrations/Professional Dev/Mem	22,792	32,760	9,968	30%
Education Materials & Supplies	67,351	56,836	(10,515)	-19%
Contracts/Subcontracts	3,100	4,650	1,550	33%
Program Incentives	12,950	13,351	401	3%
Computer Equipment	2,474	3,750	1,276	34%
Total Restricted Expenses	<u>151,915</u>	<u>170,450</u>	<u>18,535</u>	<u>11%</u>
Excess (deficiency)	<u>\$ 18,535</u>	<u>\$ -</u>	<u>\$ (18,535)</u>	

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
TO Nation TOCC Language Center (1124)				
(3/1/20 - 2/28/23)				
Grant from other sources	\$ 900,000	\$ 900,000	\$ -	0%
Restricted expenses:				
Compensation	646,616	598,680	(47,936)	-8%
Employee Related Benefits	155,286	179,172	23,886	13%
Commuter Allowance	10,147	-	(10,147)	0%
Consultants	14,940	45,000	30,060	67%
Office & Technical Supplies	1,069	10,400	9,331	90%
Meeting Expense	4,668		(4,668)	0%
Participant Support	250		(250)	0%
Program Meals/Supplies/Honorarium	6,208	15,000	8,792	59%
Computer Equipment	3,964	-	(3,964)	0%
Total Restricted Expenses	843,148	848,252	5,104	1%
Excess (deficiency)	\$ 56,852	\$ 51,748	\$ (5,104)	

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	61,940	8,500	(53,440)	-629%
Employee related expenses	4,738	500	(4,238)	-848%
Travel (Field Trips)/Professional Dev	2,790	6,100	3,310	54%
Communications (Hot Spots)	40	2,480	2,440	98%
Memberships	85	-	(85)	0%
Mileage	-	6,000	6,000	100%
Education Materials/Supplies /Testin	36,215	19,620	(16,595)	-85%
Computer Equipment	14,134	6,800	(7,334)	-108%
Awards & gifts	7,675	-	(7,675)	0%
Total Restricted Expenses	127,618	50,000	(77,618)	-155%
Excess (deficiency)	\$ 19,382	\$ -	\$ 174,618	

AICF AT & T Digitized Career Success Program (1128)
(7/1/22 - 7/31/23)

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

	Actual	Grant Budget	Remaining Budget	Remaining %
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	-	7,000	7,000	100%
Total Restricted Expenses	-	7,000	7,000	100%
Excess (deficiency)	\$ 7,000	\$ -	\$ (7,000)	
NIST/NTIA Connecting Communities 1140				
(11/1/22 -10/31/24)				
Restricted revenues:				
Grant from other sources	\$ -	\$ 1,912,357	\$ (1,912,357)	-100%
Restricted expenses:				
Compensation	9,755	441,580	431,825	98%
Employee related expenses	(429)	158,970	159,399	100%
Travel	4,233	2,400	(1,833)	-76%
Mileage	-	157,080	157,080	100%
Supplies	230	459,700	459,470	100%
Contracts	-	363,300	363,300	100%
Indirect	-	329,327	329,327	100%
Total Restricted Expenses	13,790	1,912,357	1,898,567	99%
Excess (deficiency)	\$ (13,790)	\$ -	\$ (3,810,924)	
NEH/ATALMA RevitalizeTO Oral History (1150)				
3/1/2022 - 2/28/2023				
Restricted revenues:				
Grant from other sources	\$ -	\$ 49,790	\$ (49,790)	-100%
Restricted expenses:				
Compensation	-	23,328	23,328	100%
Employee Related Expenses	-	2,135	2,135	100%
Consultants	-	19,800	19,800	100%
Indirect Costs	-	4,527	4,527	100%
Total Restricted Expenses	-	49,790	49,790	100%
Excess (deficiency)	\$ -	\$ -	\$ (99,580)	
NEHCultural Preservation (1215)				
6/1/2022 - 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	

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

AICF/TCU Preview Day (1217)				
2/10/2023 - 5/1/2023				
Restricted revenues:				
Grant from other sources	\$ 2,500	\$ 2,500	\$ -	0%
Restricted expenses:				
Promotion/Advertising	1,431	800	(631)	-79%
Other Supplies	2,172	1,200	(972)	-81%
Meeting Expense	-	500	500	100%
Total Restricted Expenses	3,603	2,500	(1,103)	(0)
Excess (deficiency)	\$ (1,103)	\$ -	\$ 1,103	

AICF Pres Fund Lang/Cultural/HW6/22-5/24 (1218)				
6/1/2022 - 5/31/2024				
Restricted revenues:				
Grant from other sources	\$ 100,000	\$ 100,000	\$ -	0%
Restricted expenses:				
Other Professional Fees	-	-	-	0%
Education Supplies	-	-	-	0%
Office Supplies	-	-	-	0%
Meeting Expenses	-	100,000	100,000	100%
Contracts/Subcontracts	-	-	-	0%
Program Supplies	-	-	-	0%
Total Restricted Expenses	-	100,000	100,000	100%
Excess (deficiency)	\$ 100,000	\$ -	\$ (100,000)	

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)	

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
BIA 93-638 - Occupational Training TCCU -(1301)				
Program Revenue and Costs				
(July 01, 2019 - June 30, 2025)				
Restricted revenues:				
Federal government grants	\$ 636,740	\$ 200,000	\$ 436,740	218%
Restricted expenses:				
Compensation	83,789	200,000	116,211	58%
Employee related expenses	-	-	-	0%
Total Restricted Expenses	83,789	200,000	116,211	58%
Excess (deficiency)	\$ 552,951	\$ -	\$ 320,529	
BIA 93-638 - Occupational Training TCCU -(1302)				
Program Revenue and Costs				
(July 01, 2019 - June 30, 2022)				
Restricted revenues:				
Grant from other sources	\$ 162,234	\$ 300,000	\$ (137,766)	-46%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	9,142	175,000	165,858	95%
Mileage	-	5,000	5,000	100%
Supplies/Other Program Cost	-	25,000	25,000	100%
Consultants/Contracts	-	95,000	95,000	100%
Total Restricted Expenses	9,142	300,000	290,858	97%
Excess (deficiency)	\$ 153,092	\$ 125,000	\$ (303,624)	
Better Way Foundation (1303)				
Program Revenue and Costs				
(January 01, 2022- December 31, 2022)				
Restricted revenues:				
Federal government grants	\$ 50,400	\$ 80,400	\$ (30,000)	-37%
Restricted expenses:				
Travel	3,875	13,000	9,125	70%
Mileage	-	2,000	2,000	100%
Postage and Delivery	-	1,000	1,000	100%
Printing	-	13,000	13,000	100%
Promotion Advertising	-	2,592	2,592	100%
Professional Fees	16,214	16,100	(114)	-1%
Office Supplies	455	3,000	2,545	85%
Meeting Expense	200	6,135	5,935	97%
Program Supplies/materials	-	6,480	6,480	100%
Indirect Costs	-	17,093	17,093	100%
Total Restricted Expenses	20,743	80,400	59,657	74%
Excess (deficiency)	\$ 29,657	\$ -	\$ (89,657)	

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
HHS ANA O'dham Language & Materials Project (1310)				
9/1/21 - 9/1/24				
Restricted revenues:				
Federal government grants	\$ -	\$ 82,609	\$ (82,609)	-100%
Restricted expenses:				
Office Supplies	4,398	6,666	2,268	34%
Mileage	-	2,088	2,088	100%
Program Supplies	2,344	10,452	8,108	78%
Professional Fees	-	10,400	10,400	100%
Indirect Costs	-	9,545	9,545	100%
Other Equipment & Tools	5,821	5,744	(77)	-1%
Total Restricted Expenses	12,563	44,895	32,332	72%
Excess (deficiency)	<u>\$ (12,563)</u>	<u>\$ 37,714</u>	<u>\$ (114,941)</u>	
AICF/TCU Emergency Student Aid Success - (1352)				
(5/13/20 - 12/31/20)				
Restricted revenues:				
Grant from other sources	\$ 26,700	\$ 26,700	\$ -	0%
Restricted expenses:				
Student Emergency Aid	26,400	2,400	(24,000)	-1000%
Computer Equipment	-	24,300	24,300	100%
Total Restricted Expenses	26,400	26,700	300	1%
Excess (deficiency)	<u>\$ 300</u>	<u>\$ -</u>	<u>\$ (300)</u>	
AZ TPT State Construction Needs Funding - (1400)				
(July 1, 2017 - June 30, 2037)				
Restricted revenues:				
State government grants	\$ 1,669,520	\$ 3,120,000	\$ (1,450,480)	-46%
Restricted expenses:				
Contracts/subcontracts	642,110	3,120,000	2,477,890	79%
Equipment Rental	-	-	-	0%
Construction Supplies	378,611	-	(378,611)	0%
Bank Charges	-	-	-	0%
Total Restricted Expenses	1,021,327	3,120,000	2,098,673	67%
Excess (deficiency)	<u>\$ 648,192</u>	<u>\$ -</u>	<u>\$ (3,549,153)</u>	

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
Workforce Development - (1401)				
(July 1, 2017 - June 30, 2021)				
Restricted revenues:				
State government grants	\$ 1,339,812	\$ 897,810	\$ 442,002	49%
Restricted expenses:				
Compensation	183,233	-	(183,233)	0%
Employee related expenses	60,517	-	(60,517)	0%
Commuter Allowance	1,866	-	(1,866)	0%
Printing	216	-	(216)	0%
Vehicle Rental	16,442	-	(16,442)	0%
Office Supplies	6,161	-	(6,161)	0%
Communications	302	-	(302)	0%
Meeting Expense	3,569	-	(3,569)	0%
Stipends	131,806	-	(131,806)	0%
Training	18,878	-	(18,878)	0%
Subscriptions/Periodicals	600	-	(600)	0%
Office Equipment	1,500	-	(1,500)	0%
Contracts/subcontracts	957,752	897,810	(59,942)	-7%
Construction Materials	1,557	-	(1,557)	0%
Total Restricted Expenses	<u>1,384,399</u>	<u>897,810</u>	<u>(486,589)</u>	<u>-54%</u>
Excess (deficiency)	<u>\$ (44,587)</u>	<u>\$ -</u>	<u>\$ 928,591</u>	

Univ of AZ NASA Space Grant - (1402)
(12/14/16 -12/13/22)

Restricted revenues:				
State government grants	\$ 35,500	\$ 29,500	\$ 6,000	20%
Restricted expenses:				
Stipends	3,000	-	(3,000)	0%
Program Supplies	24,116	29,500	5,384	18%
Total Restricted Expenses	<u>27,116</u>	<u>29,500</u>	<u>2,384</u>	<u>8%</u>
Excess (deficiency)	<u>\$ 8,384</u>	<u>\$ -</u>	<u>\$ 3,616</u>	

Univ of AZ Diversity Planning Grant - (1404)
(9/1/18 - 8/31/22)

Restricted revenues:				
State government grants	\$ 25,000	\$ 40,000	\$ (15,000)	-38%
Restricted expenses:				
Program Supplies	-	-	-	0%
Contracts/Subcontracts	32,560	40,000	7,440	19%
Total Restricted Expenses	<u>32,560</u>	<u>40,000</u>	<u>7,440</u>	<u>19%</u>
Excess (deficiency)	<u>\$ (7,560)</u>	<u>\$ -</u>	<u>\$ (22,440)</u>	

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
U of A Haury Program A Student's Journey - (1406)				
(7/1/21 - 6/30/23)				
Restricted revenues:				
State government grants	\$ 315,838	\$ 315,206	\$ 632	0%
Restricted expenses:				
Compensation	158,458	129,000	(29,458)	-23%
Employee related expenses	23,590	40,764	17,174	42%
Events	-	10,104	10,104	100%
Travel	3,995	3,338	(657)	-20%
Office/Education Supplies	2,139	6,000	3,861	64%
Meeting Expenses	8,884	30,000	21,116	70%
Honorariums/Guest Speakers	34,000	6,000	(28,000)	-467%
Awards & Gifts	44,370	6,000	(38,370)	-640%
Stipends	2,900	90,000	87,100	97%
Total Restricted Expenses	<u>278,335</u>	<u>321,206</u>	<u>42,871</u>	<u>13%</u>
Excess (deficiency)	<u>\$ 37,503</u>	<u>\$ (6,000)</u>	<u>\$ (42,239)</u>	
NIFA Equity Planting the Seeds of Culture & Food 1421)				
(9/1/2022 - 8/31/2026)				
Restricted revenues:				
Federal government grants	\$ -	\$ 157,142	\$ (157,142)	-100%
Restricted expenses:				
Compensation	5,034	69,038	64,004	93%
Employee related expenses	1,788	20,449	18,661	91%
Commuter Allowance	138	20,449	20,311	99%
Indirect	-	33,408	33,408	100%
Consultants	-	3,200	3,200	100%
Materials	-	11,049	11,049	100%
Stipends	-	20,000	20,000	100%
Total Restricted Expenses	<u>6,961</u>	<u>177,593</u>	<u>170,632</u>	<u>96%</u>
Excess (deficiency)	<u>\$ (6,961)</u>	<u>\$ (20,451)</u>	<u>\$ (327,774)</u>	
BIE TCU Facilites & Improvements (1430) PL 116-260 (1430)				
(4/15/2020 -6/30/2024)				
Restricted revenues:				
Federal government grants	\$ 857,142	\$ 857,142	\$ -	0%
Restricted expenses:				
Construction Supplies	14,805	-	(14,805)	0%
Program Supplies	89,272	-	(89,272)	0%
Equipment	57,756	-	(57,756)	0%
Consultants	800	-	(800)	0%
Other Structural Improvements	166,083	857,142	691,059	81%
Total Restricted Expenses	<u>328,716</u>	<u>857,142</u>	<u>528,426</u>	<u>62%</u>
Excess (deficiency)	<u>\$ 528,426</u>	<u>\$ -</u>	<u>\$ (528,426)</u>	

	Actual	Grant Budget	Remaining Budget	Remaining %
NIFA Endowment - (20-1502)				
(Sept 1, 2020- Aug 31, 2023)				
Restricted revenues:				
Federal government grants	\$ 314,681	\$ 243,073	\$ 71,608	29%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	-	-	-	0%
Travel/professional Development	246	-	(246)	0%
Printing	3,442	-	(3,442)	0%
Commuter Allowance	-	-	-	0%
Moving Expenses	5,000	-	(5,000)	0%
Communications	1,735	-	(1,735)	0%
Vehicle Rental	29,103	-	(29,103)	0%
Promotion/Advertising	23,227	36,000	12,773	35%
Consultants/Professionals	142,555	86,677	(55,878)	-64%
Building Materials	1,689	-	(1,689)	0%
Education Supplies	-	-	-	0%
Meeting Expense	3,618	7,500	3,882	52%
Stipends	-	-	-	0%
Participant Support	-	-	-	0%
Guest Speaker/Honorariums	-	-	-	0%
Program Supplies	50,982	96,000	45,018	47%
Other Structural Improvements	810	-	(810)	0%
Office Supplies	-	7,500	7,500	100%
Furniture and Fixtures	1,477	-	(1,477)	0%
Computer Equipment	-	9,396	9,396	100%
Total Restricted Expenses	<u>263,884</u>	<u>243,073</u>	<u>(20,811)</u>	<u>-9%</u>
Excess (deficiency)	<u>\$ 50,797</u>	<u>\$ -</u>	<u>\$ 92,419</u>	

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

Restricted revenues:				
Federal government grants	\$ 185,279	\$ 442,259	\$ (256,980)	-58%
Restricted expenses:				
Compensation	154,146	315,345	161,199	51%
Employee related expenses	24,833	40,165	15,332	38%
Commuter Allowance	2,631	1,606	(1,025)	-64%
Consultants	2,000	1,606	(394)	-25%
Program Supplies	-	-	-	0%
Participant Support	-	-	-	0%
Indirect Cost	21,770	85,143	63,373	74%
Total Restricted Expenses	<u>205,380</u>	<u>443,865</u>	<u>238,485</u>	<u>54%</u>
Excess (deficiency)	<u>\$ (20,101)</u>	<u>\$ (1,606)</u>	<u>\$ (495,465)</u>	

USDA Furniture Arts & Science (20-1509)
(Aug 1, 2021- July 30,2026)

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

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
USDA Disaster Relief Health & Wellness (1526)				
(May 12, 2021- May 12, 2026)				
Restricted revenues:				
Federal government grants	\$ -	\$ 99,975	\$ (99,975)	-100%
Other Tools/Structural Improvements	121,284	99,975	(21,309)	-21%
Total Restricted Expenses	121,284	99,975	(21,309)	-21%
Excess (deficiency)	\$ (121,284)	\$ -	\$ (78,666)	
TOCC Grant Match Grant 1526 USDA (1005)				
(May 12, 2021- May 12, 2026) No additional expenditures afer 6/30/2022				
Operational expenses:				
Furniture & Equipment	-	33,000	33,000	100%
Total Restricted Expenses	-	33,000	33,000	100%
Excess (deficiency)	\$ -	\$ (33,000)	\$ (33,000)	
USDA NIFA Extension Capacity (20-1531)				
(Sept 1, 2018- Aug 31, 2022)				
Restricted revenues:				
Federal government grants	\$ 201,546	\$ 177,238	\$ 24,308	14%
Compensation	172,106	99,528	(72,578)	-73%
Employee Related Benefits	150,544		(150,544)	0%
Travel/ Per Diem/ Lodging/Registrati	1,053	2,198	1,145	52%
Youth Programs	-	8,000	8,000	100%
Other Participant/trainee Support Co	-	13,312	13,312	100%
Workshops	-	4,000	4,000	100%
Education and Program supplies	45,734	11,500	(34,234)	-298%
Stipends	1,604	2,700	1,096	41%
Equipment	3,995	36,000	32,005	89%
Total Restricted Expenses	375,036	177,238	(197,798)	-112%
Excess (deficiency)	\$ (173,490)	\$ -	\$ 222,106	
NIFA Extension Capacity Bldg Together III - (20-1541)				
(Sept 1, 2018- Aug. 31, 2022)				
Restricted revenues:				
Federal government grants	\$ 323,449	\$ 660,000	\$ (336,551)	-51%
Grant from other sources	1,500	1,500	-	0%
Restricted expenses:				
Compensation	399,582	283,000	(116,582)	-41%
Employee related expenses	79,733	65,980	(13,753)	-21%
Travel	10,205	12,960	2,755	21%
Registration	1,520	760	(760)	-100%
Equipment Rental	510	-	(510)	0%
Consultants	200	1,800	1,600	89%
Honorariums	-	2,000	2,000	100%
Meeting Expense	2,970	-	(2,970)	0%
Program Materials & Supplies	4,409	6,120	1,711	28%
Total Restricted Expenses	499,129	372,620	(126,509)	-34%
Excess (deficiency)	\$ (174,180)	\$ 288,880	\$ (210,042)	

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
NIFA Extension Sovereign O'oidag for SovereNation (1542)				
(Sept 1, 2022- Aug. 31, 2026)				
Restricted revenues:				
Federal government grants	\$ -	\$ 246,000	\$ (246,000)	-100%
Restricted expenses:				
Compensation	10,710	152,287	141,577	93%
Employee related expenses	4,387	47,210	42,823	91%
Travel	-	11,250	11,250	100%
Stipends	-	8,800	8,800	100%
Meals	-	6,000	6,000	100%
Materials and Supplies	-	17,253	17,253	100%
Consultants	-	3,200	3,200	100%
Total Restricted Expenses	15,098	246,000	230,902	94%
Excess (deficiency)	\$ (15,098)	\$ -	\$ (476,902)	
2019 USDA TCI E Campus Community Facilities (20-1621)				
(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%
Equipment and Construction Costs	-	129,000	129,000	100%
Total Restricted Expenses	91,490	129,000	37,511	29%
Excess (deficiency)	\$ (91,490)	\$ -	\$ (166,511)	
2018 USDA TCI E Campus Solar Project Match (10-1622)				
Restricted expenses:				
Equipment and Construction Costs	6,450	6,450	-	0%
Total Restricted Expenses	6,450	6,450	-	0%
Excess (deficiency)	\$ (6,450)	\$ (6,450)	\$ -	
2020 USDA TCI Wellness Ctr (20-1628)				
(9/11/20- 8/31/25)				
Restricted revenues:				
Federal government grants	\$ -	\$ 181,367	\$ (181,367)	-100%
Restricted expenses:				
Equipment and Construction Costs	-	181,367	181,367	100%
Total Restricted Expenses	-	181,367	181,367	100%
Excess (deficiency)	\$ -	\$ -	\$ (181,367)	

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
Title III Part A Our Circle of Strength - (20-1632)				
(Oct. 1, 2020 - Sept. 30, 2025)				
Restricted revenues:				
Federal government grants	\$ 1,295,502	\$ 6,559,520	\$ (5,264,018)	-80%
Restricted expenses:				
Compensation	899,593	1,520,000	620,407	41%
Employee related expenses	220,842	420,000	199,158	47%
Travel Expense	-	86,000	86,000	100%
Commuter Allowance	4,762	-	(4,762)	0%
Vehicle rental	4,825	-	(4,825)	0%
Consultant fees and expenses	35,900	200,000	164,100	82%
Education supplies and Outreach	6	36,000	35,994	100%
Office supplies	406	-	(406)	0%
Contracts/Subcontracts	19,544	-	(19,544)	0%
Other Structural Improvements	311,199	3,619,520	3,308,321	91%
Office equipment	24,671	100,000	75,329	75%
Other	-	578,000	578,000	100%
Total Restricted Expenses	1,521,748	6,559,520	5,037,772	77%
Excess (deficiency)	\$ (226,246)	\$ -	\$ (10,301,791)	
Title III Part F Honoring Yesterday to Build Tom. - (20-1642)				
(Oct. 1, 2020 - Sept. 30, 2025)				
Restricted revenues:				
Federal government grants	\$ 607,127	\$ 4,655,008	\$ (4,047,881)	-87%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	-	-	-	0%
Contracts/subcontracts	-	-	-	0%
Computer equipment	-	-	-	0%
Other Structural Improvements	1,232,127	4,655,008	3,422,881	74%
Education supplies	-	-	-	0%
Total Restricted Expenses	1,232,127	4,655,008	3,422,881	74%
Excess (deficiency)	\$ (625,000)	\$ -	\$ (7,470,762)	
American Rescue Plan Fund (ARP) BIE PL 117-2 (1680)				
(July 1, 2019 - June 30, 2024)				
Restricted revenues:				
Federal government grants	\$ 5,581,278	\$ 5,581,278	\$ -	0%
Restricted expenses:				
Student Assistance	-	5,581,278	5,581,278	100%
Employee related expenses	-	-	-	0%
Contracts/subcontracts	-	-	-	0%
Computer equipment	-	-	-	0%
Other Structural Improvements	-	-	-	0%
Education supplies	-	-	-	0%
Total Restricted Expenses	-	5,581,278	5,581,278	100%
Excess (deficiency)	\$ 5,581,278	\$ -	\$ (5,581,278)	
TO Gaming Back to Campus Daily Meals and Archery Range (1716)				
May 27, 2022 - Until funds expended)				
Restricted revenues:				
Federal government grants	\$ 9,247	\$ 9,247	\$ -	0%
Restricted expenses:				
Meals	-	7,400	7,400	100%
Archery Costs	-	1,847	1,847	100%
Total Restricted Expenses	-	9,247	9,247	100%
Excess (deficiency)	\$ 9,247	\$ -	\$ (9,247)	

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
Community of Practice - (20-1720)				
(July 1, 2022 - June 30, 2023)				
Restricted revenues:				
Grant from other sources	\$ 173,666	\$ 108,000	\$ 65,666	61%
Restricted expenses:				
Compensation	81,021	45,501	(35,520)	-78%
Employee related expenses	39,235	12,285	(26,950)	-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	10,523	9,036	(1,487)	-16%
Total Restricted Expenses	151,048	108,000	(43,048)	-40%
Excess (deficiency)	\$ 22,618	\$ -	\$ (22,618)	
Great Lakes - Paid Internship - (1726)				
(5/1/17 - 10/31/19)				
Restricted revenues:				
Grant from other sources	\$ 49,105	\$ 100,000	\$ (50,895)	-51%
Restricted expenses:				
Student Employment Salary and tax	20,844	75,000	54,156	72%
Consulting	3,480	23,000	19,520	85%
Meeting expense	-	1,000	1,000	100%
Promotion	-	1,000	1,000	100%
Total Restricted Expenses	24,324	100,000	75,676	76%
	\$ 24,781	\$ -	\$ (24,781)	
Project Success Ascendium (1727)				
Emergency Aid/Paid Internship				
(Jan 1, 2020 - Sept 30, 2020)				
Restricted revenues:				
Grant from other sources	\$ 48,584	\$ 169,000	\$ (120,416)	-71%
Restricted expenses:				
Administrative Costs Emergency Aid	-	9,000	9,000	100%
Administrative Costs Paid Internship	-	30,000	30,000	100%
Student Funds Emergency Aid	10,815	30,000	19,185	64%
Stipends	4,946	-	(4,946)	0%
Office Supplies	424	-	(424)	0%
Student Funds Paid Internship	-	100,000	100,000	100%
Meeting Expense	543	-	(543)	0%
Total Restricted Expenses	16,728	169,000	152,272	90%
Excess (deficiency)	\$ 31,856	\$ -	\$ (31,856)	

	Actual	Grant Budget	Remaining Budget	Remaining %
Ed Stabilization Fund Covid 19 Assistance (20-8021) (July 1, 2019 - June 30, 2024)				
Restricted revenues:				
Federal government grants	\$ 6,546,126	\$ 4,910,968	\$ 1,635,158	33%
Restricted expenses:				
Compensation	-	-	-	0%
Student Assistance	-	4,910,968	4,910,968	100%
Employee related expenses	128,846	-	(128,846)	0%
Consultants	17,220	-	(17,220)	0%
Contracts/subcontracts	-	-	-	0%
Computer equipment	-	-	-	0%
Payment to SCAC	91,537	-	(91,537)	0%
Cleaning Supplies	1,223	-	(1,223)	0%
Education supplies	22,954	-	(22,954)	0%
Total Restricted Expenses	261,780	4,910,968	4,649,188	95%
Excess (deficiency)	\$ 6,284,346	\$ -	\$ (6,284,346)	
TOTAL RESTRICTED EXPENSES				
Restricted revenues:				
Federal government grants	\$ 18,243,583	\$ 29,290,406	\$ (11,046,823)	-38%
State government grants	3,385,669	4,402,516	(1,016,847)	-23%
Grant from other sources	2,310,027	4,462,955	(2,152,928)	-48%
Total Restricted Revenues	\$ 23,939,280	\$ 38,155,877	\$ (14,216,597)	-37%
Restricted expenses:	\$ 12,126,276	\$ 37,693,897	25,567,622	68%
Excess (deficiency)	\$ 11,813,004	\$ 461,980	\$ (11,351,024)	
STUDENT FINANCIAL AID				
AICF Food Security Emergency Aid (21-1221) 9/15/20 - 7/31/21				
Restricted revenue:				
Federal government grants	\$ 5,700	\$ 5,700	\$ -	0%
Restricted expenses:				
Grants to or expenditures for TOCC :	-	5,700	5,700	100%
Total Restricted Expenses	-	5,700	5,700	100%
Excess (deficiency)	\$ 5,700	\$ -	\$ (5,700)	
Scholarships- 20-1353/1351 AICF Online Instruction (May 26, 2020 - July 31, 2020)				
Restricted revenues:				
Scholarship Award	\$ 20,000	\$ 10,000	\$ 10,000	100%
Restricted expenses:				
Online Instruction	-	-	-	
Computer Equipment	10,000	10,000	-	0%
Total Restricted Expenses	10,000	10,000	-	0%
Excess (deficiency)	\$ 10,000	\$ -	\$ (10,000)	

	Actual	Grant Budget	Remaining Budget	Remaining %
Scholarships- 21-8010 AICF (July1, 2021 - June 30, 2022)				
Restricted revenues:				
Scholarship Award	\$ 907,195	\$ 242,904	\$ 664,291	273%
Restricted expenses:				
Travel/Meeting/Office Expense	1,044	5,185	4,141	80%
Travel/Meeting/Office Expense	744	-	(744)	0%
Scholarships	748,843	395,552	(353,291)	-89%
Total Restricted Expenses	750,631	400,737	(349,894)	(1)
Excess (deficiency)	156,564	(157,833)	(314,397)	

Dept of Ed Cares Act Title III TCU Fund 7/13/20-6/30/23 (20-8026)				
Restricted revenue:				
Federal government grants	\$ 3,295,160	\$ 7,001,292	\$ (3,706,132)	-53%
Restricted expenses:				
Compensation	380,906	-	(380,906)	0%
Employee related expenses	25,513	-	(25,513)	0%
SCAC Grants to or expenditures for :	48,000	274,665	226,665	83%
Postage & Delivery	16,986	-	(16,986)	0%
Communications	5,099	-	(5,099)	0%
Building R&M	4,441	-	(4,441)	0%
Building Rent	24,914	-	(24,914)	0%
Consultant Fees	405,423	-	(405,423)	0%
Licenses & Fees	15,088	-	(15,088)	0%
Cleaning Supplies	13,381	-	(13,381)	0%
Meeting Expense	5,718	-	(5,718)	0%
Custodial and Cleaning Expenses	150,218	-	(150,218)	0%
CARES ACT Higher Ed Emergency I	2,773,488	-	(2,773,488)	0%
Residence Fees Lost	39,600	39,600	-	0%
Residence Fees Refunded TOCC	(22,072)	17,528	39,600	226%
Contracts/Subcontracts/consultants	-	-	-	0%
Indirect Costs	403,032	-	(403,032)	0%
Other Structural Improvements	224,058	-	(224,058)	0%
Computer Equipment	654,377	-	(654,377)	0%
Awards and Gifts	45,500	-	(45,500)	0%
Grants to or expenditures for TOCC :	-	6,669,499	6,669,499	100%
Total Restricted Expenses	5,213,671	7,001,292	1,787,621	26%
Excess (deficiency)	\$ (1,918,511)	\$ -	\$ 1,918,511	

FSEOG 7/1/22 - 6/30/23 (21-8020)				
Restricted revenue:				
Federal government grants	\$ -		\$ -	0%
Restricted expenses:				
Tuition & Fee Waivers	18,253	-	(18,253)	0%
Total Restricted Expenses	18,253	-	(18,253)	0%
Excess (deficiency)	\$ (18,253)	\$ -	\$ 18,253	

		Grant	Remaining	Remaining
	Actual	Budget	Budget	%
PELL -21- 8030 (July 1, 2021 - June 30,				
Restricted revenue:				
Federal government grants	\$ 1,068,848	\$ 1,100,000	\$ (31,152)	-3%
Restricted expenses:				
Office Supplies	-	-	-	0%
Refunds	1,623	-	(1,623)	0%
Grants to students	1,651,702	1,100,000	(551,702)	-50%
Total Restricted Expenses	1,653,325	1,100,000	(553,325)	-50%
Excess (deficiency)	\$ (584,477)	\$ -	\$ 584,477	
TOTAL STUDENT FINANCIAL AID				
Restricted revenue:				
Federal government grants	4,369,708	8,106,992	\$ (3,737,284)	-46%
Scholarship Award	927,195	252,904	674,291	267%
	\$ 5,296,903	\$ 8,359,896	\$ 3,062,993	37%
Restricted expenses	7,645,880	8,517,729	871,849	10%
Excess (deficiency)	\$ (2,348,977)	\$ (157,833)	\$ 2,191,144	

MEMORANDUM

TO: Board of Trustees
THRU: Paul Robertson, President
FROM: Aimee Farmer, Chief Human Resources Officer
DATE: July 7, 2023
REFERENCE: HR Org Chart and Job Description

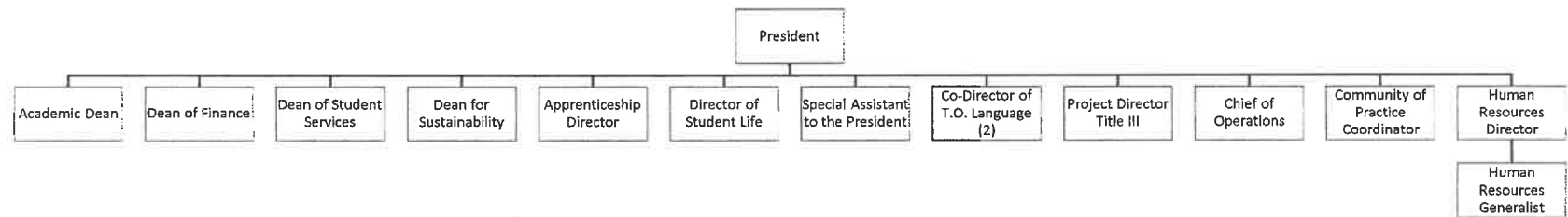
In review of the Human Resources organizational chart and the cited positions, we are presenting a revision to the organizational chart, the reclassification of the Human Resources Director and updating the supervision of the two (2) Human Resources Generalist positions.

According to the revised organizational chart, there was an additional Human Resources Generalist and a reclassification of the Human Resources Director to a Chief Human Resources Officer position in 2023. In addition, the two Human Resources Generalist positions will report to the Chief Human Resources Officer.

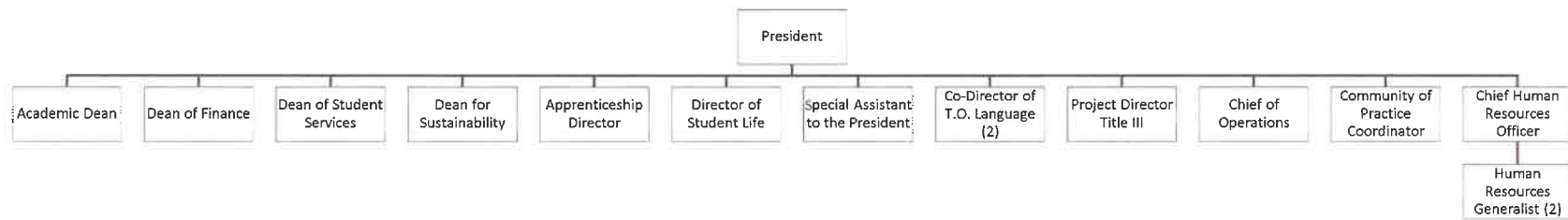
Please find the attached documents for your consideration:

- 1) Organizational Chart
 - a) Current
 - b) Draft
- 2) Job Descriptions
 - a) Chief Human Resources Officer
 - b) Human Resources Generalist
 1. Current
 2. Revision

President's Office



President's Office



DRAFT

Revised 7/7/2023



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Chief Human Resources Officer
Reports To: President
Status: Full-time, Regular, Salary
Salary: \$84,000 annual

SUMMARY: To plan, organize, facilitate and review human resources operations and activities in the area of recruitment and employment, classification and compensation, employee development, employee relations, requests for personnel actions records maintenance, and human resources management information; coordinate human resources activities with various departments, and provide complex staff advice and provide assistance to the President, campus administrators, supervisors, and employees.

ESSENTIAL DUTIES:

- Manages and oversees staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations;
- Directs the implementation of internal operations for an assigned administrative department or program, which includes: planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; develops short and long-term strategies and goals; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; coordinating activities between multiple service areas; and working to integrate and coordinate service areas;
- Ensures departmental adherence and compatibility with organizational goals, objectives, and strategic initiatives;
- Directs and reviews a variety of multi-faceted information, data, forms, schedules, calendars, and reports; makes recommendations based on findings;
- Researches and analyzes a variety of complex data and information, including student database information; may summarize findings in reports;
- Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; represents assigned administrative area on committees, advocacy groups, and/or related groups;
- Support the T-Šo:šon (Our Core Values) including T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together;
- Performs other duties of a similar nature or level.

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Human Resources may be responsible for:

- Overseeing all human resources operations which includes recruitment, retention, training and development, payroll reconciliation and transactions, and related programs;
-
- Managing and maintaining the compensation, classification and benefits programs;
- Managing employee relations activities;
- Conducting salary surveys and related research.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's degree from an accredited college or university in a field related to area of assignment; and five to seven years of progressively responsible professional experience in area of assignment, including two or more years of management experience; or an equivalent combination of education and experience necessary to perform the essential responsibilities of the assigned position.

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

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

LICENSING REQUIREMENTS

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

KNOWLEDGE:

- Managerial principles and practices;
- Administrative program oversight principles, practices, and techniques;
- Program development, planning, and administration principles and practices;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Research methods;
- Policy and procedure development practices;
- Troubleshooting and solving complex program issues;
- Budgeting principles.

SKILLS:

- Directing, monitoring, and evaluating administrative programs at a College-wide level;
- Planning, coordinating, and implementing program components and activities;
- Analyzing processes and making recommendations for improvement;
- Researching, analyzing, and applying relevant information to the development of departmental processes and programs;
- Interpreting and applying applicable laws, rules, and regulations;
- Developing academic and/or program assessment tools;

- Preparing a variety of reports;
- Managing and administering program budgets;
- Monitoring and evaluating the work of lower level staff;
- Communication, interpersonal skills as applied to interaction with subordinates, 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 Officer will work closely with members of the Tohono O'odham Nation within a multicultural setting.

BENEFITS

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

HOW TO APPLY

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

TOHONO O'ODHAM COMMUNITY COLLEGE
ATTENTION: HUMAN RESOURCES
P.O. BOX 3129
SELLS, AZ 85634
VOICE (520) 479-2300 FAX (520) 479-2281

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Revised: 2/23/22

BOT:11/10/2022 MW

Revised 5/18/2023 MW



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Human Resources ~~(HR)~~ Generalist
Reports To: ~~Chief Human Resources Director~~ Officer (CHRO)
Status: Full-time/ Regular/ Hourly
Salary: \$20.00 an hour

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SUMMARY:

The ~~Human Resources Technician~~ Generalist is responsible for providing expertise across a variety of general human resources functions, including in the areas of payroll, recruitment, hiring, and onboarding. The ~~HR Generalist~~ Technician will help ensure excellent and timely customer service to faculty, staff, and administration, with the goal of ensuring a positive experience for job candidates, hiring managers, staff, and faculty.

TOCC is committed to building a culturally diverse community of faculty, staff, and students and is dedicated to contributing to an inclusive and equitable campus environment.

ESSENTIAL DUTIES:

- Maintain online applicant tracking system (e.g., Paychex/Staffing Pro).
- Assist the ~~CHRO~~ Director in transitioning the HR Office at TOCC in its move to an automated regime operating within the Jenzabar database system and eliminating much of the paper flow
- Attend career fairs on and off the Tohono O'odham Nation.
- ~~Reconcile bi-weekly payroll and provide backup for the Payroll Technician.~~
- Schedules employees, applicants, and/or other applicable individuals for interviews, orientations, and/or related activities; prepares new hire paperwork, payroll and separation forms; and provides new hire and benefits orientations.
- ~~Focus on recruitment practices and procedures.~~
- Compiles and prepares a variety of data and reports.
- Responds to requests for information from employees and/or the general public over the phone, in person, and via e-mail regarding a variety of Human Resources procedures, programs, job opportunities, and/or other related information.
- Performs duties related to the maintenance of HR policies, procedures and systems.
- 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.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Associate's degree or higher; ~~Or~~
- Two years of human resources support or office assistant experience; ~~Or~~
- An equivalent combination of education and experience necessary to perform the essential responsibilities of the position.

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

- Ability to speak and understand O’odham.
- 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.

KNOWLEDGE:

- Basic human resources principles and practices.
- Customer service principles.
- Recordkeeping principles and practices.
- Data base operations and management.
- Computers and related software applications.

SKILLS:

- Able to prepare clearly stated memoranda and reports.
- Providing excellent customer service.
- Maintaining a variety of records and logs.
- Lead staff and faculty training sessions.
- Be able to handle sensitive and confidential issues.

WORK ENVIRONMENT:

TOCC is a tribal college located on the Tohono O’odham Nation, 60 miles west of Tucson. The Human Resources ~~Generalist Assistant~~ will work closely with members of the Tohono O’odham Nation within a multicultural setting.

BENEFITS

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

HOW TO APPLY

Applications are available on line at www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of three references (name, position, organization and work phone numbers), and ~~two~~ ^{three} (23) letters of recommendation dated within the ~~last two years~~ ^{past twelve months}. If claiming Indian Preference under Tohono O’odham Ordinance 01-85, submit a copy of certification or enrollment card and/ or if claiming Veteran Preference, submit a copy of the DD214 form to:

**TOHONO O’ODHAM COMMUNITY COLLEGE
ATTENTION: HUMAN RESOURCES
P.O. BOX 3129
SELLS, AZ 85634
VOICE (520) ~~479-2300383-0049~~
FAX (520) 383-0029**

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



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Human Resources (HR) Generalist
Reports To: Chief Human Resources Officer (CHRO)
Status: Full-time/ Regular/ Hourly
Salary: \$20.00 an hour

SUMMARY:

The Human Resources Generalist is responsible for providing expertise across a variety of general human resources functions, including in the areas of payroll, recruitment, hiring, and onboarding. The HR Generalist will help ensure excellent and timely customer service to faculty, staff, and administration, with the goal of ensuring a positive experience for job candidates, hiring managers, staff, and faculty.

TOCC is committed to building a culturally diverse community of faculty, staff, and students and is dedicated to contributing to an inclusive and equitable campus environment.

ESSENTIAL DUTIES:

- Maintain online applicant tracking system (e.g., Paychex/Staffing Pro).
- Assist the CHRO in transitioning the HR Office at TOCC in its move to an automated regime operating within the Jenzabar database system and eliminating much of the paper flow
- Attend career fairs on and off the Tohono O'odham Nation.
- Schedules employees, applicants, and/or other applicable individuals for interviews, orientations, and/or related activities; prepares new hire paperwork, payroll and separation forms; and provides new hire and benefits orientations.
- Focus on recruitment practices and procedures.
- Compiles and prepares a variety of data and reports.
- Responds to requests for information from employees and/or the general public over the phone, in person, and via e-mail regarding a variety of Human Resources procedures, programs, job opportunities, and/or other related information.
- Performs duties related to the maintenance of HR policies, procedures and systems.
- Support the T-Şo:şon (Our Core Values) including T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Associate's degree or higher; Or
- Two years of human resources support or office assistant experience; Or
- An equivalent combination of education and experience necessary to perform the essential responsibilities of the position.

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

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

49

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.

KNOWLEDGE:

- Basic human resources principles and practices.
- Customer service principles.
- Recordkeeping principles and practices.
- Data base operations and management.
- Computers and related software applications.

SKILLS:

- Able to prepare clearly stated memoranda and reports.
- Providing excellent customer service.
- Maintaining a variety of records and logs.
- Lead staff and faculty training sessions.
- Be able to handle sensitive and confidential issues.

WORK ENVIRONMENT:

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

BENEFITS

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

HOW TO APPLY

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

TOHONO O'ODHAM COMMUNITY COLLEGE

ATTENTION: HUMAN RESOURCES

P.O. BOX 3129

SELLS, AZ 85634

VOICE (520) 479-2300

FAX (520) 383-0029

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

TOHONO O'ODHAM COMMUNITY COLLEGE

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

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

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

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

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

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

TOHONO O'ODHAM KEKEL

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

FROM: NEAL WADE

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

DATE: APRIL 27, 2023

CC: DEAN OF ACADEMICS

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

Foundational Management AAS

3. Description of proposed degree or certificate.

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

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

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

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

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

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

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

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

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

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

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

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

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

AGEC (B) will be used.

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

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

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

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

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

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

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

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

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

ATTACHMENT A: Program of Study

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

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

TOHONO O'ODHAM KEKEL

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

FROM: NEAL WADE

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

DATE: APRIL 6, 2023

CC: DEAN OF ACADEMICS

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

Management and Supervision Certificate

3. Description of proposed degree or certificate.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

No electives

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

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

It is 31 credits.

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

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

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

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

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

ATTACHMENT A: Program of Study

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

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

ATTACHMENT B: Curriculum Map

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

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

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

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

Key:

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

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

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

MGT 110: Human Relations in Business and Industry

Prerequisite: None

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

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

MGT 122: Supervision

Prerequisite: None

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

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

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

MGT 230: Dynamics of Leadership

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

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

MGT 280: Business Organization and Management

Prerequisites: BUS 100 or permission of Instructor.

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

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

CAG 133: Customer Service and Management

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

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

BUS 220: Legal Environment of Business

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

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

BUS 148: Business Ethics: Morals in the Workplace

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

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

Curriculum Committee Review

1. Curriculum Committee Chair or Representative name

Linda Chappel

2. Date of Review

MM DD YYYY

12 / 02 / 2022

3. Which Type of Curriculum

☒ New Program

☐ New Course

☐ Program of Modification

4. Title of Curriculum Request

Foundational Management AAS

5. Results of Review

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

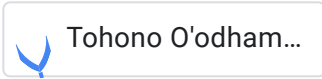
6. If curriculum was denied by Curriculum Committee, please explain

.....

7 Curriculum Committee consensus results *

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

8. Upload clean copy of curriculum



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

Google Forms

Curriculum Committee Review

1. Curriculum Committee Chair or Representative name

Linda Chappel

2. Date of Review

MM DD YYYY

04 / 21 / 2023

3. Which Type of Curriculum

☒ New Program

☐ New Course

☐ Program of Modification

4. Title of Curriculum Request

Management and Supervision Certificate

5. Results of Review

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


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

.....

7 Curriculum Committee consensus results *

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

8. Upload clean copy of curriculum

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

Google Forms

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: MARIO MONTES-HELU, DEAN FOR SUSTAINABILITY AND ANSELMO RAMON CHAIR OF WCD
SUBJECT: **FOOD AND BEVERAGE MICRO-CERTIFICATE**
DATE: 7/3/2023

Background:

The restaurant industry is always needing prepared personnel. An entry-level job that is always in demand in the restaurant industry is Food and Beverage. Basic knowledge in areas, such as food sanitation and cooking, can provide the opportunity to get a job even without a high school diploma or GED. We are proposing a micro certificate program, offering classes from the Culinary Art program at a fast pace for the community to get those skills.

Justification:

The micro certificate for Food and Beverage will comprise of two courses of 3 credit hours each and one course of 4 credit hours, for a total of 10 credit hours. The Curriculum Committee has previously approved these courses as they are part of the existing curriculum for the Culinary Arts Certificates I and II. We will concurrently deliver the three courses over twelve weeks. Students in this micro-certificate will experience learning for four hours per day, five days a week. This will include the lab component, which is hands on.

Action Requested: The office of Sustainability & Workforce and Community Development is requesting board approval of the Food and Beverage micro-certificate to serve the Nation's community.

Recommendation:

President Robertson recommends approval of the new Food and Beverage micro-certificate.

TOHONO O'ODHAM KEKEL COLLEGE

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

FROM: ANSELMO RAMON, CHAIR OF WCD AND MARIO MONTES-HELU, DEAN FOR SUSTAINABILITY

SUBJECT: **NEW PROGRAM: FOOD AND BEVERAGE MICRO-CERTIFICATE**

DATE: 04/06/2023

CC: DEAN OF ACADEMICS

1. Name of Initiator(s)

Anselmo Ramon and Mario Montes-Helu

2. Name of proposed degree or certificate: (indicate whether AA, AS, AAS, CRT, MC, etc.)

Food and Beverage Micro-Certificate

3. Description of proposed degree, certificate, or micro-certificate

Micro-Certificate for Food and Beverage will consist of two courses of 3 credit hours each and one course of 4 credit hours, for a total of 10 credit hours. These courses have been previously approved as they are part of the existing curriculum for the Culinary Arts Certificates I and II. The three courses will be delivered concurrently over a period of twelve weeks. Students in this micro-certificate will experience learning for four hours per day, four days a week. This will include the lab component, which is hands on.

4. Statement of purpose for the new program, certificate, micro-certificate

The micro-credential is designed to provide participants with the necessary skills and knowledge to become gainfully employed in the food and beverage industry at the entry level. Besides being trained in beverage preparation, students will also acquire fundamental culinary knowledge, the national food handler's certification ServSafe, and technical skills necessary to succeed in the field.

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

- a) PLO 1: Describe and implement methods of assessing high levels of national food safety and sanitation standards in a professional food service environment.
Assessment: Practical application and final exam. Students who pass the final exam proctored by a separate institution will receive a national certification on food safety and sanitation that is good for five years.
- b) PLO 2: Distinguish and understand the different types of food and beverage contaminants.
Assessment: Classroom observation, actual participation, exams
- c) PLO 3: Identify and find remedies to common food service industry hazards.
Assessment: Discussion/participation, classroom observation, hands on demonstration
- d) PLO 4: Design and develop menus that demonstrate knowledge and skills of basic nutrition functions, guidelines, and principles for incorporation into diet.
Assessment: Discussion/participation, and written assignments, cooking demonstration, exams and quizzes, classroom observation,

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

This micro-credential will provide an opportunity for students who seek employment to have immediately marketable skills upon completion

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

Students who pursue the micro-cert in food and beverage service will be introduced to traditional O'odham harvesting and cooking methods.

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

Students who complete the micro-credential in the food and beverage industry will be able to apply directly to entry-level positions in restaurants, service stations and the Desert Diamond Casino Enterprise with locations in Tucson, Phoenix, and Glendale Arizona.

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

N/A

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

CUA 125 Professional Cooking I (6 periods, 2 lectures and 4 lab)

CUA 110 Food Safety and Sanitation (3 lectures)

CUA 210 ServSafe (5 periods, 2 lectures, and 3 lab)

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

N/A

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

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

N/A

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

The micro-certificate will be stackable with the Culinary Arts Certificate I and II. Classes will provide work skills for students without high school equivalence, so we expect that we will have a moderate demand for this program. However, students can use the earned credits for a Culinary Arts program once they have GED or HSE.

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

One adjunct instructor to teach the three concurrent classes of the micro-certificate

ATTACHMENT A: Program of Study

Rows may need adjusted depending on the number of required courses or whether the proposal is for a certificate, Associate's Degree, micro-credential.

Title: Food and Beverage Micro-Certificate	
Core Requirements	Credits Required
CUA 125 Professional Cooking I (6 periods, 2 lectures, and 4 lab)	4
CUA 110 Food Safety and Sanitation (3 lectures)	3
CUA 210 ServSafe (5 periods, 2 lectures, and 3 lab)	3
Total Credits	10

ATTACHMENT B: Curriculum Map (EXAMPLE)

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

Outcomes		CUA 110	CUA 125	CUA 210		
1	Describe and implement methods of assessing high levels of national food safety and sanitation standards in a professional food service environment	I, R, A				
2	Distinguish and understand the different types of food and beverage contaminants.	I		R, A		
3	Identify and find remedies to common food service industry hazards.	I		R, A		
4	Design and develop menus that demonstrate knowledge and skills of basic nutrition functions, guidelines, and principles for incorporation into diet.		I, R, A			
5						

Key:

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

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

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

Curriculum Committee Approval Datasheet Record

Timestamp	1. Curriculum Committee Chair or Representative name	2. Date of Review	3. Which Type of Curriculum	4. Title of Curriculum Request	5. Results of Review	6. If curriculum was denied by Curriculum Committee, please explain	7 Curriculum Committee consensus results [Number of members who voted "Yes"]	7 Curriculum Committee consensus results [Number of members who voted "No"]	7 Curriculum Committee consensus results [Number of members who "abstained"]	8. Upload clean copy of curriculum
4/27/2023 14:32	Linda Chappel	4/21/2023	New Program	Food and Beverage Micro certificate	Curriculum was Approved with no recommendations		8	1	1	https://drive.google.com/open?id=17pYsZUER7h6DUiKN9omexoPisR_r27Yz

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: PAUL ROBERTSON, PRESIDENT

FROM: RONALD GERONIMO, CO-DIRECTOR LESLIE LUNA, CO-DIRECTOR

SUBJECT: SEEKING APPROVAL TO CREATE AN O'ODHAM ÑI'OKĪ KI: LOGO

DATE: 07/05/2023

CC: HIMDAG COMMITTEE
COMMUNICATIONS COMMITTEE

Background

The O'odham Ñi'okĪ Ki: is seeking approval to develop a unique program specific logo and to bring greater visibility to our program's status as an entity of the college and the Tohono O'odham Nation. Following the college's Branding Guidelines, approved by the Board of Trustees in April of 2022, the O'odham Ñi'okĪ Ki: has received approval by our Department Head, Dr. Paul Robertson, and the approving committees: Himdag and Communications to move forward with formal approval by the college's Board of Trustees to create a logo for the Language Center.

Justification

Our primary mission is to support and promote intergenerational transmission of the O'odham language. As a new program, it is important for us to establish recognition as a language-focused program within the community. Developing a logo that represents our program's objectives will contribute to this goal. By branding all program materials with an O'odham Ñi'okĪ Ki: logo, we aim to enhance visibility, improve community engagement, and strengthen our impact as a community-based language resource.

Action Requested

Approval of the O'odham Ñi'okĪ Ki:'s proposal to develop a program specific logo and continued use of the Tohono O'odham Community College's seal.

ATTACHMENT:

O'odham Ñi'okĪ Ki:'s Logo Proposal



TOHONO O'ODHAM COMMUNITY COLLEGE

P.O. Box 3129 • Sells, Arizona 85634

Phone: (520) 479-2300 • www.tocc.edu

TO: Dr. Paul Robertson, TOCC President
TOCC Branding Committee
Himdag Committee

FROM: O'odham Ñi'okĩ Ki:
Adrienne Rios, Chester Antone, Frances Benavidez, Jenny Narcho, Leslie Luna, and
Ronald Geronimo

DATE: June 16, 2023

SUBJECT: Seeking Approval to Create an O'odham Ñi'okĩ Ki: Logo

Overview

The O'odham Ñi'okĩ Ki is seeking approval to develop a unique O'odham Ñi'okĩ Ki: logo and bring greater visibility to our program's status as an entity of the college and Tohono O'odham Nation. If approved by the Branding Committee, the O'odham Ñi'okĩ will solicit approval, as set forth in the college's Branding Guide from the program's Department Head (Dr. Paul Robertson, President), the Himdag Committee and lastly the TOCC Board of Trustees (TOCC Branding Guide, April 2022).

What follows is a proposal to develop an O'odham Ñi'okĩ Ki: logo, description of the logo design, steps for seeking approval, and concluding thoughts.

Purpose

The O'odham Ñi'okĩ Ki: is requesting approval to create a logo that promotes the primary focus of the program. The O'odham Ñi'okĩ Ki: was established in 2020 to reclaim the O'odham language which is in danger of being lost. Since the O'odham Ñi'okĩ Ki: is a fairly new program with a big mission of bringing greater visibility to the language and serving as community-based language resource, it is critical to become identifiable as a language focused program for community members. One way to become identifiable is by branding all materials with an O'odham Ñi'okĩ Ki: logo.

Given the great support the O'odham Ñi'okĩ Ki: receives from both the Tohono O'odham Community College and the Tohono O'odham Nation, the O'odham Ñi'okĩ Ki: is also seeking approval to display the TOCC seal and Nation's seal on all developed materials and resources as well. This will allow the O'odham Ñi'okĩ Ki: to be recognizable as a language focused program while also clearly displaying its association with both the college and the Tohono O'odham Nation.

Design

The O'odham Ñi'okĩ Ki: 's mission is to bring greater visibility to the language, and to hear it spoken everywhere by all age groups. The O'odham Ñi'okĩ Ki: is developing various language focused programs centered around the theme of reversing language loss, and promoting language use amongst all age groups. With this in mind, the design will incorporate such likeness by illustrating the concept,

“intergenerational transmission of language”. This means the visual will represent the language being shared from one generation to the next.

If approved, the O’odham Ñi’okĩ Ki: will discuss our thoughts on the meaning of intergenerational transmission of the language with artist Tony Johnson who will use his artistic vision to create a simple identifiable logo. One that is not busy in composition for a clear, clean image. The O’odham Language Center’s primary colors will remain the same as TOCC’s, purple and yellow.

Approval

Approval of the O’odham Ñi’okĩ Ki:’s proposed logo will allow the program to become identifiable as a language focused program. Since the program is supported by TOCC and the Tohono O’odham Nation, it is important to represent this association by displaying the college’s and Nation’s seal on all developed materials as well. This would mean anything created by the O’odham Ñi’okĩ Ki: will include three items:

- 1) O’odham Ñi’okĩ Ki: logo
- 2) TOCC seal
- 3) Nation’s seal

If TOCC approves continued use of the TOCC seal and the proposed plan to display all three programs on the developed materials, the next step is to seek approval from the Nation’s Executive Office through a memorandum of understanding (MOU). The MOU will affirm the use of the Nation’s seal on O’odham Ñi’okĩ Ki: materials.

Concluding Thoughts

Logos are a valuable marketing tool that make programs visible and identifiable. Since the O’odham Ñi’okĩ Ki: is a new program, a logo is one way to bring attention to the unique program and services we offer through the language center. To affirm our association with both TOCC and the Tohono O’odham Nation, the O’odham Ñi’okĩ Ki: hopes to garner approval to display both logos alongside the unique O’odham Ñi’okĩ Ki: logo on all developed materials. Thank you for considering our request to bring greater visibility to the O’odham Ñi’okĩ Ki: as a language focused program and our affiliation with both the college and the Nation.

Item	Actions	Discussion/Resolution/Comments
1) Update to Tohono O'odham Legislative Council (TOLC)	Presented 2022 annual report to TOLC	Board and President plus a few others successfully presented the Annual Report to the Executive and all 11 Districts and TOLC
2) Finance Office updates/needs	We continue to use Your Part Time Controller consulting.	Plan to hire Grants Coordinator is moving forward and there are applicants for this critical position.
3) Assessment of personnel needs	New "Chief Human Resources Officer, Aimee Farmer is reviewing the organization chart and position descriptions.	TOCC's org. chart will be submitted for BOT approval during the August meeting except for HR and IT which will be submitted for consideration in July. This work is operation critical.
4) FY 2024 Budget	Collaborated with Finance on budget issues, drafted budget assumptions, participated in Budget Subcommittee meeting with Dr. Zepeda, Bernard Siqueros, and Treena Parvello.	Budget process completed after meeting with Subcommittee through email process during which the BOT approved the FY 2024 budget.
5) Apprenticeship Program	Continued support for apprentice program through several meetings with Director Doe.	The program is up and running and apprentices are getting in-class instruction in the NCCER Core, and in Carpentry, Electrical, and Plumbing.
6) Construction updates and needs	1) Language Center: ESB+ Design Build was to start dirt work at end of June. Kristin Eberhardt following up. 2) June 1 meeting at Wişag Koş Maşcamakuđ with lots of input: main interest is multi-purpose space. 3) Much interest in "Multi-Purpose building at S-cuk Du'ag continues.	Space needs for TOCC programs is most apparent at Wişag Koş Maşcamakuđ. A multi-purpose facility at S-cuk Du'ag is also warranted as part of the "back to campus" initiative.

Item	Actions	Discussion/Resolution/Comments
7) Joining SARA (State Authorization Reciprocity Agreement - see column 3 for explanation)	Identified consultant Martha Lee and had her take the lead in the application for SARA through the AZ SARA portal. Worked with M. Lee and with TOCC Academic Dean Dr. Sujo-Montes on some of the needed verbiage, had annual 2500.00 dues to Arizona SARA paid for. A virtual meeting to determine if TOCC will gain membership in SARA will be in September 2023. SARA membership will be listed prominently on TOCC website.	TOCC needs to join SARA. It further legitimizes TOCC's online platform degree provision. It ensures no adverse action from states where online instruction is being provided by TOCC. California is not a member but all other states are. We should, in near future, apply for CA certification.
8) Paperwork reduction	Checked with consultants and with KLA Director of audits Melissa Seida re. this question: "Do we need to print out backup for checks that is already in the system – in Jenzabar? Answer: No, we do not need to do so.	Met with Finance and we will cease the printing out of backup for checks that is already in the system and that is backed up in the cloud. This will save lots of paper and lots of time.
9) IT and Cyberinfrastructure	We are down to two full-time workers in IT. We have slots for one more. We may need a minimum of 4 full-time IT personnel. President has met with IT and with Dean Mario Montes-Helu to discuss and I have also discussed this at length with the Chief Human Resource Officer.	TOCC has increasingly been dependent on the cyberinfrastructure for many functions and the College has been able to achieve some but not all of the basic cyber needs. The relationship with consultants continues to afford the College with the assistance it needs. Overall: A thorough look at IT is warranted and is needed ASAP.
10) Overall operation of the College	Discussed areas of need with Deans, focusing especially on cross-training and in the areas of Admissions, Registrar, IT, and others.	Conclusion: We need to be clear about our priorities and need to work closely together to assist when there are vacancies due to illness, loss, and other untoward occurrences. This area needs to be continuously assessed.

Item	Actions	Discussion/Resolution/Comments
11) Overall growth of the College and the stresses and benefits.	Continued to discuss related issues at weekly administration meetings, arranging for BOT retreat that will include discussion of the issue.	The College has to be able to assess its position vis-à-vis the rapid changes that are occurring in student numbers, increasing reliance on cyber, decreasing percentages of overall student body who are O'odham, and other related matters. Looking forward to the next retreat.

HUMAN RESOURCES REPORT

Report to TOCC Board of Trustees:

Jay Juan

Chief of Operations

June 2023

Issues/Items	Actions/Assessment
Need to assess the walls in Gewkdag Şon Ki:.	I had several vendors come out to inspect the walls for maintenance and safety. Maintenance and repairs will be scheduled once a PO is established.
Need to meet with an Architect on creating a master plan for Wişag Koş Maşcamakuđ.	The Architect visited Wişag Koş Maşcamakuđ on June 22 nd and is working on an estimate. Once we submit the estimate and receive a PO will move forward with creating the master plan.
Roof replacement project at Wişag Koş Maşcamakuđ.	The project is nearing the end, with four out of the five structures being completed. This project should be finished no later than the end of July.
Concrete walkway and parking at the Apedag Ki:.	The concrete was poured; hand rails will need to be installed next. I will need to locate a vendor for the hand rails.
Residence shower floors need the hard water spots removed.	We had a contractor come in to resurface the shower area floors. More work will need to be done to the floor due to the hard water spots have been there for some time.

TOHONO O'ODHAM COMMUNITY COLLEGE

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

O'odham Ñi'okĩ Ki:**Key issues/Items addressed in June 2023**

Strategic Initiative	Issues/Items	Actions/Assessments
Networking and Outreach - Organizing with the Community	<ul style="list-style-type: none"> Community Outreach 	<ul style="list-style-type: none"> Developed outreach materials and community language learning activities to share at outreach events. Conducted outreach at several community events to promote ONK's mission, programs, and services: <ul style="list-style-type: none"> June 01 – Young Women's Gathering June 10 – Baboquivari and Hickiwan District (<i>part of TOCC's Annual Report to Districts</i>) June 15 – AICF Summer Session June 23 – San Xavier Farmer's Market Preparing for Collegewide "Reclaiming the O'odham Language" Presentation– July 17, 2023 Developed a proposal and began seeking approval to develop an O'odham Ñi'okĩ Ki: logo to become more visible as a language focused program for the community
Association of Tribal Archives, Libraries, and Museums Grant.	<ul style="list-style-type: none"> Doris Duke Project 	<u>Presentation to the Elders of Miguel Community</u> <ul style="list-style-type: none"> Met with the Miguel Community Elders on June 14, 2023, and presented to them the Doris Duke Oral History Project. There are 244 recording from the Tohono O'odham Nation.
Arizona State Museum O'odham/PeePosh Project	<ul style="list-style-type: none"> Meeting 	<u>Reviewed Readings</u> <ul style="list-style-type: none"> Meeting on June 16, 2023, with Arizona State Museum and representatives from Himdag Ki: to discuss readings on the Pima Revolt of 1751.
NSF TEAC Program (National Science Foundation Tribal Enterprise Advancement Center) - Reclaiming the O'odham Language	<ul style="list-style-type: none"> Began planning and creating action steps toward reaching grant goals. 	<u>Consultancies</u> <ul style="list-style-type: none"> Contracting with consultants to provide evaluative services and on-site training sessions to support the

		<p>transition of three Head Start Centers to immersion schools.</p> <p><u>Language Awareness Campaign</u></p> <ul style="list-style-type: none"> • Began initial planning for a nation-wide campaign to make the O’odham language more visible. • Nominated members to serve on Language Awareness Campaign Advisory Committee, first meeting scheduled for August 08, 2023. <p><u>Family Language Learning Nights</u></p> <ul style="list-style-type: none"> • Began planning for family language learning nights with events scheduled to begin August 2023.
Other	<ul style="list-style-type: none"> • Working collaboratively with community partners to reach shared goals. • Seeking Renewal Funds from the TON for the O’odham Ñi’okĩ Ki: • Virtual Meeting with AIHEC 	<p><u>Gathering of Language Advocates</u></p> <ul style="list-style-type: none"> • Planning for next Gathering of Language Advocates – July 21, 2023. Language focused programs of the Nation and entities of the Nation meet to streamline language programming and work collaboratively to meet a shared mission of language continuity. <p><u>Tohono O’odham Nation Funding for ONK</u></p> <ul style="list-style-type: none"> • Met with the TON Executive Office and HRDC to seek approval for continued funding from the Nation for the O’odham Ñi’okĩ Ki. Will continue meeting with council committees and hopefully full Council in July. <p><u>Meeting</u></p> <ul style="list-style-type: none"> • The O’odham Ñi’okĩ Ki: attended the virtual meeting on June 22, 2023, titled “AIHEC TCU Language and DHS Science and Technology Discussion.” The purpose of the meeting was to share what tribal colleges are doing in using technology to language revitalization. The ONK shared some of its current language and technology projects.

**Apprenticeship Program
June 2023 Monthly update**

- **All Apprenticeship Trade slots have been filled, for the month of June there are the following:**
 - **(12) Active Electrical Apprentices in the Electrical Apprenticeship Program**
 - **(17) Active Carpentry Apprentices in the Carpentry Apprenticeship Program**
 - **(9) Active Plumbing Apprentices in the Plumbing Apprenticeship Program**

- **During the month of June the following Trainings took place:**
 1. **Osha 30- June 6, 7, 8, 9 (11) Apprentices attended/completed**
 2. **First Aid/CPR/AED-June 21 (10) Apprentices attended/completed**
 3. **New Apprentice Orientation-June 22 (All new apprentices) attended/completed**
 4. **First Aid/CPR/AED-June 27 (10) Apprentices attended/completed**

- **Related Technical Instruction (RTI) began on June 24, 2023. CORE book work began instruction taught by (2) instructors. Two CORE classes started on Saturday June 24, 2023**

- **Interview for the Electrical Instructor was held (via zoom) on June 28, 2023, agreed to hire Michael Antone for the position of Electrical instructor.**

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

Issue	Discussion	Summary/resolution
Arizona Transfer	AZTransfer Retreat	I attended a three-day retreat for Academic Officers in Flagstaff, AZ. The main issue was discussing the redesign of the AGECE and combining all three AGECE into a single one.
Graduation Processes	Meeting with Student Service Personnel	Student Services personnel (Dean Pacheco, Registrar, Admissions) and Education Division personnel met to define and improve the graduation process. A process was identified but we are looking for a way to make most of the process being done in the SIS (Jenzabar).
Pima CC Presentation	Katherine Gader and I presented at the Arizona Association of College Testing Administration (AZACTA)	Our presentation was about inequities in standardized and placement testing.
UA Visit	Forge a partnership with UA	Student Services and Education personnel visited UA to start conversations on articulation of several TOCC programs. It was discovered that UA has never had an MOU with TOCC and the goal is to create one.

Liz Zepeda, O'ohana Ki: -
June 2023

Issue	Discussion	Summary/Resolution
O'ohana Ki: Technology is being improved for accessibility.	TLC Migration in progress OverDrive carts are near completion.	<ul style="list-style-type: none"> Participated in a joint meeting between Venito Garcia Library, San Lucy Library, and TOCC Library. Action steps are being worked on to prepare data for the migration. Awaiting a form to be completed by IT in order to make OverDrive accessible.
Student and Community Engagement, Continuing Efforts	Library staff continue to serve any and all who come for assistance.	<ul style="list-style-type: none"> Work continues on <i>The Runner</i>. Achilles/Alex, a Schuk Toak district youth worker has been assisting in the Library. He has been incredibly helpful.
Library and Resources Usage	Staffing has been tight at the library and being able to participate in events has been challenging.	<ul style="list-style-type: none"> Liz Zepeda has been tutoring students for writing. Tutoring is required for some writing courses. Roughly 10 students have been assisted thus far. Apprentices are checking out their Chromebooks via the Library. 19 were assisted. June in person usage: 118

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

Issue	Discussion	Summary/resolution
Create Faculty Learning Community (FLC) with on-going mentoring by education consultants and cultural mentor.	The Maci:dag Wo:g (MW) Faculty Learning Community (FLC) has an active learning group engaged in the development of culturally-centered curriculum projects. The FLC is collaborated with the Faculty Development Committee to put on the 3 rd Annual Teaching & Learning Showcase.	<p>The Teaching and Learning Showcase was held on June 6th with 11 FT and 12 Adjunct Faculty participants. Survey responses were very positive and indicated that the showcase provided very valuable information for improving instruction at TOCC. Curriculum projects based on community and action-oriented pedagogy were submitted by 2 members of the Faculty Learning Community.</p> <p>Planning is also underway for the continuation of the FLC in AY 2023-2024.</p> <p><i>This work supports Goal 5: Faculty Support and Development to provide culturally responsive curriculum and Goal 2: Indigenize and transform TOCC STEM curriculum.</i></p>
This project is piloting the use of the Man in the Maze Educational Journey to increase student success and resilience in their academic programs.	Work is on-going to create a workbook for students to use of the Man in the Maze Educational Journey to reflect on their learning journey. Work is also on-going to create a video with animation of the Man in the Maze.	<p>Camillus Lopez and Jean Hazen have been making good progress on the Man in the Maze animation video and most of animation is complete for 2 of the videos that we plan to produce.</p> <p><i>This work supports Goal 2: Indigenize and transform TOCC STEM Curriculum. Obj. 3.2 MiME Educational Journey with support by Cultural Mentor and Student Self-Assessment.</i></p>
The Tohono Field Studies (TFS) Center will provide opportunities for students to professional skills so	Planning is underway related to TFS Center to develop a TOCC Living Laboratory on including for the development of a pollinator garden and guided walking paths on S-cuk Du'ag Maşcamakuḍ. This project will enhance science education at TOCC as	TOCC Living Lab landscape masterplan is completed along with plant lists and planting plan. A presentation was given to members of the Sustainability & Education Division. Based on feedback, the

that they are prepared for a career in the sciences.	well as provide learning opportunities for all TOCC students.	masterplan will be modified to have two phases: the Ma:cig Oidag Living Lab to be completed in 2023-2024 and the Campus-wide Living Lab to be completed contingent on future funding. <i>Goal 3: Promote professional preparedness of students.</i>
Support for students during their transitions from TOCC to universities.	The 2023 Summer Science Institute with a focus on Geographical Information Systems (GIS) will be led by Dr. Jason Post.	Summer Science Institute (SCI 290) is currently in session. <i>Goal 4: Support for Transitions from High School to TOCC to University</i>
Grant Administration	The NSF requires annual reporting of grant activities and since the NSF STEM grant is in Year 5 due to expire on 8/31/2023, a no-cost extension is needed to adequately ensure completion of grant goals especially in light of the delays due to the COVID-19 pandemic	The no cost extension has been submitted ot NSF. Work is continuing with Evaluator Carol Henderson-Dahms to gather data for and prepare the Annual Report.

Student Services Highlights

Dean of Student Services – Yolanda Pacheco

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
University of Arizona, Advisors visit to TOCC campus on June 15, 2023.	Visit arranged by U of A Office of Native American Initiatives. A meeting between Dr. Karen Frances-Begay, Martha Lee and several TOCC staff, including Dean of SSD, Dean of Academics, Academic Advising Manager, Transition Coordinator and Student Success Coordinator took place on April 11, 2023. The Advisors visit was one result of this meeting and TOCC's expressed interest in creating a better connection with U of A Advisors for a smoother transfer for TOCC students.	8 U of A Advisors representing various Colleges/Departments met with TOCC staff and discussed processes, programs and resources for Transfer students. All were in agreement this connection was needed and will continue to collaborate. The group toured the campus then visited the TON Cultural Center and Museum. Additional meetings and connections are in the planning stages
AICF/AT&T Digitized College & Career Success Training Program Grant activity – TOCC Alumni Gathering June 23, 2023	Regarding the Career Success portion of the grant, TOCC and its grant partners – Baboquivari High School and TON One Stop agreed it was important to connect with TOCC Alumni. Alumni may serve as mentors, provide internship sites, job shadowing opportunities and provide other resources to BHS and TOCC students. To connect with Alumni, a social Gathering was planned.	Of the 70 Alumni who RSVP'd 51 attended. The event took place at the Desert Diamond ballrooms. The evening program consisted of dinner, raffles, networking, fun photos, formal photos and gifts for Alumni. Representatives from TOCC, BHS, AICF and One Stop addressed the crowd. Pre-event and post-event surveys were given. Many alumni voiced their appreciation for the event and would like to participate in TOCC activities or form an Alumni association.

Phoenix Center Director – Cassandra Scott

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Visitors	Monthly visitors, including staff	June= 32, 7 staff TOTAL 39
Outreach Events	June outreach events = 1	THO101 weekly course, Navajo Preparatory School Board Mtg,

	Recruitment Mtgs/collaborative = 10	Grand Canyon University collaborative Mtg, AICF Virtual Conference participant, ATUIE Mtg, Labriola Center collaborative Mtg., Tucson Indian Center Mtg., Phx Center Art Market planning, Phx Center Wellness planning, Phx Indian Center Youth Dept Mtg., SRPMIC Men's Expo
New hire	Phoenix Center Technician position filled	Billy Tallas began June 5, 2023. Ongoing training and onboarding.

Disability Consultant – Dr. Anthony Osborn

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Wraparounds	Conducted 14 wraparounds to address student accommodations.	The students' accommodations were reviewed and determined to still be appropriate. The Wraparound committee explored specific student accommodations and discussed various ways to meet the students' needs in various settings.
Determined which students were attending summer school to facilitate distribution of accommodations.	Distributed ADA accommodations to pertinent faculty.	Awaiting acknowledgment of receipt of and understanding of accommodations and there implementation from faculty.

Recruiter – Jai Juan

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Outreach	<ol style="list-style-type: none"> 1. AICF Summer of Success Conference 2. One-Stop Summer Program - Presentation 3. Apprenticeship Program Orientation 4. Phoenix Indian Center 	<ol style="list-style-type: none"> 1. Hosted American Indian College Fund's hybrid three-day conference at S-cuk Du&#39;ag Maşcamakuđ with an average of 20 students per day. 2. Presented at One Stop's Summer Employment Opportunity Friday Workshop. Spoke to current high

		<p>school students and recent high school graduates about TOCC's programs and current offerings.</p> <p>3. Gave an overview of TOCC and the admissions process.</p> <p>4. Met with PIC youth program staff to discuss future partnerships and outreach opportunities.</p>
Admissions/ Dual Enrollment	<ol style="list-style-type: none"> 1. Arizona Department of Education - Office of Indian Education. Visit 2. BHS Admin Meeting 3. Graduation/College Credit Pathway Program Planning Meeting 4. Phoenix Site Visit 5. External Official Transcripts 	<ol style="list-style-type: none"> 1. Met with Terri from OIE to discuss the States reporting process for Dual Enrollment. 2. Met with BHS Assistant Principal, Dr. Sujo-Montes, Kristen Eberhart, and Brandi to discuss implementing EdReady at BHS with the goal of preparing students for College level classes. 3. Education and Student Services met to define roles and processes for graduation applications and the college credit pathways program. 4. Covered Phones and the front office while the new Phoenix Site Technician received training from Registrar and Student Support Specialist. We had two students submit an admissions application onsite. 5. Helped upload and notify students and staff about official transcripts received by the Admissions Office.
Ongoing Projects	<ol style="list-style-type: none"> 1. AICF Digi Project <ol style="list-style-type: none"> a. Alumni Gathering 2. TOCC Showcase Planning Meeting 	<ol style="list-style-type: none"> 1. a. Helped coordinate the event. Designed the name tags and other materials for the event. 2. Met with TOCC departments and the Tucson Indian Center to discuss a showcase at their downtown location. The date is set for Sep 20, 2023.

Student Success Coordinator – Katherine Gader

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Spring 2023 Undeclared Majors	The project included outreach to students with undeclared majors to find what their area of interest is and to refer to the Academic Advisor to assist with course planning.	<p>Of the 26 people who did respond so far:</p> <p>28.6% say they are Undecided 14.3% Business 7.1% Early Education 3.6% Graphic Design 3.6% Criminal Justice 3.6% Special Education 3.6% Liberal Arts 7.1% Will NOT attend 3.6% Certificate in TOCC 25% Self Interest</p> <p>*It should be noted that all of the "Self Interest" students were interested in taking Tohono O'odham classes to learn about the language and culture.</p>
Presentation at the AZACTA Conference (Arizona Association of College Test Administrators) on inequities of Standardized Testing in Indigenous Communities	Presentation titled: "Believe it or Not There is Not Always One Right Answer."	The presentation was very well received. What stood out the most was how much in agreement attendees from other institutions were with the inequities of placement testing for all marginalized groups.

Dual Enrollment Coordinator – Brandi Espuma

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Dual Enrollment Report	State invoices are submitted and paid by the state.	<p>Invoices that cover dual enrollment fees and books have been completed using more than 73% of the allotted state funding.</p> <p>The invoice will help map out what needs to be done to use 100% of the allotted state funding.</p>
Re-Draft of outdated Intergovernmental agreements	Initiating conversations with local school districts to be up to	The old IGAs with public and BIE school districts do not

	date with new policies.	include the wording of free books and fees in addition to the free tuition amendment put in place for TOCC.
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Board of Trustees Report
Dean for Sustainability Mario Montes-Helu, Ph.D.

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

Issues/Items	Discussion/ Situation	Summary/Resolution
Workforce and Community Development (WCD)	Meeting with Pima Community College about the Certified Nurse Assistant program (CNA)	Because of the lack of an Arizona State Board Certification, Pima Community College will offer the CNA program at TOCC. The clinical and skills training will take place at Sells Hospital. We are still working on the details and we will order the materials and equipment for the program.
	Tohono Kosin	Workforce and Community Development has been working with the Food and Beverage micro-certificate that will take place at the Kosin. The idea is to prepare students for an entry-level position in the restaurant industry. We are also working on the job descriptions for the personnel who will work at the Kosin. We had communicated with the Economic Development Authority (EDA) to request a reduction of the lease cost. They do not have the process of how to proceed and we asked to be informed once they have it.
National Telecommunications Information Administration (NTIA) Grant	Activities	We had a meeting with the agency and we agreed to do the no-cost extension of the grant. We had an interview with an applicant for the Computer Literacy Trainer's position and we offered the job and the applicant did not accept the conditions for the position due to it being in-person. We will have an interview this month for the Computer Literacy Instructor Coordinator.
Land Grant Office of Sustainability	USDA-NIFA activities	LGOS continues working with the NIFA grants for Equity and Extension. Extension work consists of creating O'oidag at the 11 districts to teach Tohono O'odham agriculture practices. The equity grant will create micro-credentials in agriculture and natural resources.

IT Department	IT issues	The IT department has been working on the transition of the student information system, Jenzabar to Jenzabar One, a new version. We are expecting to have the rollover to the new system before the fall semester.
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Board of Trustees Report
 Anselmo Ramon, M.Ed.
 Chair of Workforce & Community Development
 June, 2023 Report

Challenges-Resolutions and Accomplishments

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

	enrollment option with our local high schools.		Arts Program and dual enrollment.
Pre-College GED	<p>One Pre-College in-person GED position is currently open and interviews are being scheduled as candidates apply and who meet the criteria for the position.</p> <p>The Pre-College GED program has Aztec software that assist students in building academic skills in all of the GED content areas, 4 computers are available for student use in the GED classroom.</p> <p>Pre-College GED students now have the opportunity to take the practice test from home as well as the official GED test.</p> <p>The Office of Sustainability and WCD have been working to establish the workflow for the (NTIA) The National Telecommunications Information Administration Grant. This work is in tandem with Apex Applied Technology. A preliminary detailed work plan has been set up to begin the process of establishing the following.</p> <ol style="list-style-type: none"> 1. TON Computer Literacy Needs assessment (Apex & WCD) 2. Positions necessary to begin the work of the NTIA grant (TOCC) 3. Series of planning meetings to be sure we are in line with our federal lead person. 	<p>GED Program May 2023 Activities.</p> <ul style="list-style-type: none"> • 10 Independent/ foundations students • 15 students in Teacher Lead (Zoom) sessions • Ongoing assessments and applications continue to be process for prospective students. <p>Mr. Zuo NTIA Director has been working on securing the equipment necessary to establish our Computer Literacy Training in the Districts on the Tohono O'odham Nation.</p> <p>NTIA project leads Mario, Anselmo and Dehpue meet monthly with Karen, area grant director of NTIA on the status of or project and our work plan. The meetings have been very informative and helpful in keeping us on track to establish this opportunity to get out into the communities of the Tohono O'odham Nation.</p>	<p>Bridget Pre-College GED Online Instructor continues to have classes four days each week. Students attend via zoom. Students who need to use our wifi are always welcome to come to Wisag Kos and connect with the instructor in our GED classroom.</p> <p>Our FAST Track student was able to complete three official GED exam in our makeshift testing room. A vacant office space at Wisag Kos. The student is now studying for the final Math exam for the completion of this GED certification. GED has been passed and completed. The student is now a Intern with the Agricultural Extension Program at TOCC.</p> <p>NTIA positions are currently posted on TOCC HR. This is a 2-year project. Connecting Tohono O'odham Communities with the Internet.</p> <p>Pauline have been working to coordinate the TOCC Community Outreach Event to be held each month from WCD. Our next outreach event will to attend the Sells Farmers Market in May 2023, and in San Xavier on May 23. The event was a great event for WCD and TOCC departments to share what we are currently offering and opportunities to enroll and or advance in knowledge and skill at TOCC.</p>



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

TO: Tohono O'odham Community College Board of Trustees
 THRU: Paul Robertson, President
 FROM: Sylvia Hendricks, Director of Student Life
 DATE: June 30, 2023
 SUBJECT: Student Life Staff **July 2023** Board Reports

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

Issues/Items	Actions/Assessment
Director of Student Life Monthly Highlights	<p>Just a few Highlights for the month of June 2023:</p> <ul style="list-style-type: none"> ➤ I continue working with HR on filing 2 Student Life positions: <ul style="list-style-type: none"> ○ Wellness Program Coordinator (Working on Job Description on making changes to the qualifications, etc. in order to get individuals interested in the position) ➤ The first part of the Month of June, I was on travel for my BUSD School Board position on behalf of Baboquivari Unified School District., and missed the June BOT Meeting and All Staff Meeting. BUSD Superintendent and staff at the NCIA Mid Conference, I also attended an ASBA Annual Leadership Conference. These type of events I feel also benefits the college in my present position including other areas of the college. ➤ The Himdag Committee is planning and gearing up for the Annual TOCC Bahidaj Harvest event. The dates set for the harvest is Thursday and Friday, July 6th – 7th. We welcome staff, students and community members to attend. We hope that you can join us. ➤ I attended and helped with the first TOCC Alumni Gathering. This was an eventful event that brought a number of alumni's to gather to socialize and meet up with old classmates. I am anxious to hear the results of the survey they had to fill out. ➤ An Emergency Mandated Security Meeting was scheduled on Friday 6/30/2023 where a representative was invited from the Tohono O'odham Police Department to share and give pointers on how to deal with recent reports of vehicles parking on campus waiting to meet up with illegals

	<p>(coyotes). We wanted to make sure Security were provided with information on the best and safest way to deal with this type of incidents for their safety and the college as a whole. Lieutenant Leonard Henry who oversees the police patrol for the Tohono O’odham Nation attended and had great information for the staff. With pointers approaching the vehicles and making the campus safer by including more signs, reflective uniforms, Security decal on Security truck, fix Street lights that are out and amber lighting for the Security truck.</p> <p>➤ I continue to work with the Food Program, Security, the Wellness Program and the Residence Life staff on a number of projects they are working on. Making sure they have all the resources they need to complete projects.</p>
Food Program Information	<p>The Food program is back in full operation, preparing and serving breakfast, lunch for everyone, and dinner for dorm students). They have also gotten great help from a few youth workers. I’ve witnessed Tyrone, Assistant Cook teaching cooking and baking in the afternoon before preparing dinner, they are also great dishwashers. Gracie has done a great job showing assigning duties in the kitchen and the lounge area.</p> <p>Meal planning and Picking up food supplies continues to be a big function of the Lead and Assistant Cooks’ functions. Along with preparing delicious and healthy meals.</p>
Community relations and outside college contacts	<p>The only area in Student Life is the Athletic/Wellness Program that continues to collaborate with other Wellness programs on and off the nation.</p>

Anne Miguel- Residence Life Coordinator

Key Issues/Items addressed in 2023 June

Issues/Items	Actions/Assessment
Current Residents	<ul style="list-style-type: none"> - We currently have 6 student residents - 2 Females and 4 male students
Preparation of physical structures	<ul style="list-style-type: none"> - Minor repairs continue to be made in the dorms. - The air conditioner continues to be in good working order - 10 Maytag Commercial washers and dryers were installed in 3 dorms, student lounge room, and the Coordinator’s quarters - 6 restroom floors were professionally cleaned and waxed. - Solar lights were placed in (dark spots) of the residence area on campus
Alarm System	<ul style="list-style-type: none"> - Alarm system throughout units needs to be inspected due to continuous beeping and “trouble” light on
Residence Life Coordinator position	<ul style="list-style-type: none"> - Resident Life Coordinator met with summer students to go over the policy handbook, resources, meal times, and forms to the returning and new students. - Participated in interviews for the Security position. - Promotional flier for Resident Program has been completed. - Assisted with several tours held for high school and student conference

	<p>attendees.</p> <ul style="list-style-type: none"> - On-going discussions with Apedag Ki: manager and coach for the TOCC cross country team members who will be applying for the resident program. - Recruiting efforts continue by contacting interested students by email, phone, and other resources to assist them in applying for the program. - 1 summer youth employee is placed in the Residence Program. He was very helpful, arrived on time, and followed directions. - Attended meeting via ZOOM on Air Quality in the School and Colleges. The information was interesting and beneficial to campus housing. Cockroaches are prevalent in homes and can be harmful to the air and humans, maintaining good cleaning habits and proper ventilation are recommended to prevent them in the home. - Attended meeting with Security and Tohono O'odham Police regarding safety issues and trespassers.
Residence Assistants	<ul style="list-style-type: none"> - Residence Assistants positions will resume in the Fall Session.

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

Issues/Items	Actions/Assessment
Working status	<ul style="list-style-type: none"> a) The Apedag Ki: 100,000 Step Challenge has been launched. 80 participants are registered. b) 2 Youth Basketball Camps have been confirmed for July. A total of 90 youth have been registered. c) Personal Training Certification of the Athletic/Wellness Manager has been completed in June.
Coaching and Recruiting	<ul style="list-style-type: none"> a) Head Coach & Assistant Coach have been created and approved. They will be signed in the beginning of July. b) Currently 6 team roster.
Scheduling	<ul style="list-style-type: none"> a) 2023-2024 schedule has been finalized. b) The Apedag Ki: Event/Class Schedule has been set and finalized with both Weekly & Monthly Events. c) Personal Training Program will begin in August.
Academics	<ul style="list-style-type: none"> a) The Residence Life Coordinator, Athletic/Wellness Manager, and the Cross-Country Head Coach met to discuss a plan for Academic accountability amongst the Student-Athletes. A Study Hall has been discussed for Fridays for the upcoming Fall semester. b) Continuous follow up with runners on classes/credits and class schedule.
Administration	<ul style="list-style-type: none"> a) Revision to the Wellness Program Coordinator job description was suggested and edits are being made. Final edits will be submitted and the Job description will be advertised in early July.

Wellness	<ul style="list-style-type: none"> a) Wellness Programming for the Phoenix campus was proposed. A proposal for wellness classes to start in the Fall semester is being planned. b) Personal Training program is currently being developed. Program is looking to take place in August.
Budget/Fundraising	<ul style="list-style-type: none"> a) The Athletic/Wellness Manager completed and submitted the next fiscal year budget justifications for 2023-2024. Waiting for final approval.
Outreach/Community Service	<ul style="list-style-type: none"> a) The Athletics' Program will be hosting two youth community basketball camps. One in the Baboquivari district & another one in San Xavier. b) The Athletics' program collaborated with the Indivisible Tohono and TOCC Planning Committee to host a Rainbow Fun Run/Walk for pride month.

Valentine Lee- Lead Security

Key Issues/Items addressed in 2023 June

Issues/Items	Actions/Assessment
Student Issue/Discipline	<ul style="list-style-type: none"> • No Student Incidents to report for the month of June.
Incident Reports	<ul style="list-style-type: none"> • Two incidents with Border Patrol, one on the 12th and the 24th.
Security Staff	<ul style="list-style-type: none"> • A new Security joined the staff on June 21, 2023, and is doing well. • Three of the Security Staff attended and Active Threat Training at Tohono O'odham High School. • Security continues to check on both campuses and lock up after hours when needed.

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: AIMEE FARMER, CHIEF HUMAN RESOURCES OFFICER
SUBJECT: AGENDA ITEM—FIRST ADDENDUM JUNE 2023 RESOURCE LIST
DATE: **07/12/2023**
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
June 2023

New Hire:

Name	Position	Date
Andrew Francisco	Security Guard	6/21/2023
	Mr. Andrew Francisco was Deli Clerk with Bashas for 1 year. He was Custodian/Grounds worker with Tohono O'odham Nation Facility Maintenance for 2 years. He was Security with Casino Del Sol for 1 year. He was Lead Housekeeper with Tohono O'odham Nation Health Care for 1 year.	
Michele Rountree	Social Work Instructor	7/1/2023
	<p>Mrs. Rountree was Associate Tenured Professor with The University of Texas at Austin, School of Social Work. She was Faculty Affiliate with Center for Women and Gender Studies and The Gender & Sexuality Center. She was Faculty Fellow with Institute for Urban Policy and Research Analysis. She was Faculty Affiliate with Dell Medical School Health Disparities. She was Chair with Deans Advisory Committee on Diversity and Social Justice. She was Associate Director with Institute for Urban Policy and Research Analysis.</p> <p>Mrs. Rountree earned her Bachelor of Arts in Psychology from University of Arizona. She earned her Master's in Social Work from Boston University. She earned her Doctor of Philosophy in Social Work from Arizona State University.</p>	

Separations:

Name	Position	Date
June Starr	Technical Support Manager	06/26/2023
Mobarak Hossain	Mathematics Instructor	06/30/2023

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

Vacant Position	Division	Number of Applicants	Tohono O'odham Native American Other			Application w/documents Complete	Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
Academic Advising & Career Specialist	Edu	1	1			1	7/11/2023	1		6/29/23 & 7/6/2023	1	1	Pending President's review
Biodiversity and Research Specialist	Sustain	2			2	1	7/11/2023		2				Continue to advertise
Computer Literacy Training Coordinator	Sustain	3	1		2	1	7/11/2023	2	1	7/6/23 & 7/7/2023			Pending interview
Curriculum Specialist	Edu	1			1	1	7/11/2023						Pending manager review
Electrical Apprentice Instructor	App Prgm	1			1		7/11/2023	1		6/28/2023	1		Pending President's approval
Elementary Education Instructor	Education	4			4	1	7/11/2023	1	3				Pending interview
Financial Aid Officer	Stu Services	2			1	1	7/11/2023	2					Position on Hold
Fine Arts Instructor	Edu	1			1	1	7/11/2023	1		6/30/2023	1		Pending offer/start date
Grants Coordinator	Admin.	5	1		4		7/11/2023	1					Pending interview
Pre-College GED Instructor (1)	Workforce Comm. Devlp.	0					7/11/2023	1		6/2/2023	1		Offer declined
Social Work Instructor	Edu	0					7/11/2023	3	2	3/23/2023 & 3/24/2023	1	2	Position filled effective 7/1/2023
Solar Energy Instructor	Sustain	0					7/11/2023	1		6/26/2023			Position filled effective 7/11/2023
Wellness Program Coordinator	Stud Life	0					7/11/2023						Continue to advertise

Tohono O'odham Community College
Employment Vacancy Activity Log
June 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.	4	2		2	2	2	7/11/2023	1		5/26/2023			Offer rescinded/Continue to advertise
Computer Literacy Trainer	Sustain	0						7/11/2023	1		6/2/2023	1		Offer declined/Continue to advertise
Facilities Maintenance Tech I	Op	2	1					7/11/2023						Pending interview
Library Assistants (2)	Edu.	6	5		1	2	4	7/11/2023	3		6/16/2023		3	Pending interview
Security Guard	Stud Life	3	3			3		7/11/2023	2		5/8/2023	2		Position filled 6/21/2023
Tohono O'odham Agriculture & Natural Resources Assistant (1)	Sustain	3	2	1	1	2	1	7/11/2023	3		5/22/2023, 5/25/2023	1	1	One position filled effective 5/22/2023

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTON, PRESIDENT
FROM: SYLVIA HENDRICKS, DIRECTOR OF STUDENT LIFE
DREW HARRIS, ATHLETIC/Wellness MANAGER
SUBJECT: RECLASSIFICATION OF WELLNESS PROGRAM COORDINATOR TO
“WELLNESS PROGRAM SPECIALIST”
DATE: JULY 12, 2023
CC: AIMIE FARMER, CHIEF HUMAN RESOURCE OFFICER

Background: The Wellness Program Coordinator has been posted since July of 2022 and has had no qualified applicants for the position. We feel that in order to fill the position and be able to operate the Apedag Ki: with more hours for students, staff and community to utilize the facility as it is meant for, to promote Health and Wellness, we need another employee to assist with this and is why we have chosen to change the position to a Specialist but still require the experience and ability to work with the manager to provide excellent programing in the area of Health and Wellness. The Wellness Program Specialist will report and work with the Athletic/Wellness Manager on Health and Wellness projects and assist with activities and the oversight of the workout hours as described in the Job Description.

Justification: The reclassification for a Wellness Program Specialist is needed and will be a positive addition to the college as we grow and continue to go to great lengths in promoting Health and Wellness throughout the college and the nation. The Wellness Program Specialist will focus on providing this service for students, staff and the community with the new Job Description focusing on this and assisting with programing and maintaining of the TOCC Apedag Ki:

Action Requested: Request Board of Trustees approval for the Reclassification of a Wellness Specialist.

Recommendation: President recommends approval.



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Wellness Program Specialist
Reports To: Athletic/Wellness Manager
Status: Full-time/ Regular/ Non-Exempt
Salary: \$17.00/hr.- \$22.00/hr.

SUMMARY: The Wellness Program Specialist ~~under general supervision,~~ leads and oversees the activities of the Apedag Ki: facility; provides assistance to patrons and ensures a safe environment in order to increase the health and wellness of the Tohono O'odham Community College and surrounding community.

The Wellness Program-Specialist, ~~under general supervision,~~ will organize, create and oversee wellness programs and will be expected to support the core values of the College, namely the T-Şo:şon (Our Core Values). Those are T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect, and I-We:mta – Working Together. The work is normally reviewed upon completion, with occasional spot checks while in process, to ensure accuracy, timeliness and conformance to established standards; major work tasks are covered by instructions or procedures and unusual situations are referred to a supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in creating and overseeing wellness programs and activities;
- Assist in providing a safe and welcoming environment for students and staff;
- Creates flyers, files, registration forms, and other documents and materials for wellness programs; develops monthly calendar of events.
- Promotes safety rules, regulations, and a welcoming environment for students and staff of Apedag Ki:
- Maintain safe and clean facilities and equipment;
- Be able to operate, and instruct others in, proper operation of fitness equipment, such as weight machines, exercise bicycles, benches, hand weights, and fitness assessment devices
- Assist in maintaining wellness and fitness related schedules, records or reports;
- Be able to teach physical education and/or conduct intra-mural sports activities;
- Help plans and implements classes, speakers, seminars, personal training, and fitness assessments that promote healthy lifestyles.
- Perform other duties of a similar nature or level;

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- High School Diploma or General Education Diploma and one year work experience in organizing recreational programs or activities, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

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

- ~~High School Diploma or General Education Diploma and one year work experience in organizing~~
- One year work experience which demonstrates the ability to perform the duties of this position.
- Ability to speak and understand O'odham and/or Spanish;
- Knowledge and understanding of the history and contemporary issues facing Native peoples;
- Experience working with Native American communities;
- Experience in wellness program development

LICENSING REQUIREMENTS:

- Valid Arizona Driver's license with no DUI's or major traffic offenses within the past three years;
- Must successfully pass a background check and finger print clearance;
- Obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External

KNOWLEDGE:

- Knowledge of the Tohono O'odham culture, customs, and traditions.
- Applicable federal, state, and local laws and regulations;

SKILLS:

- Skill in operating various word-processing, spreadsheet, and database software programs
- Skill in coordinating and planning recreational programs and other leisure activities.
- Skill in performing and leading various recreational activities.
- Skill in providing superior customer service to external and internal customers.
- Skill in establishing and maintaining human relations such as courtesy, patience, leadership, and enthusiasm when interacting with recreational facility participants such as youth, the elderly, and the disabled.
- Ability to communicate effectively both verbally and in writing.
- Ability to acquire and maintain current First Aid and CPR certifications.
- Ability to establish and maintain positive and effective working relationships with other employees and the general public.
- Ability to maintain privileged confidential information.
- Ability to work independently and meet strict time lines.
- Ability to travel throughout the internal and external boundaries of the Nation.
- Ability to work extended hours and various work schedules.

WORK ENVIRONMENT:

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

BENEFITS:

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

HOW TO APPLY:

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



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Wellness Program Specialist
Reports To: Athletic/Wellness Manager
Status: Full-time/ Regular/ Non-Exempt
Salary: \$17.00/hr.- \$22.00/hr.

SUMMARY: The Wellness Program Specialist leads and oversees the activities of the Apedag Ki: facility; provides assistance to patrons and ensures a safe environment in order to increase the health and wellness of the Tohono O'odham Community College and surrounding community.

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- Be able to operate, and instruct others in, proper operation of fitness equipment, such as weight machines, exercise bicycles, benches, hand weights, and fitness assessment devices
- Assist in maintaining wellness and fitness related schedules, records or reports;
- Be able to teach physical education and/or conduct intra-mural sports activities;
- Help plans and implements classes, speakers, seminars, personal training, and fitness assessments that promote healthy lifestyles.
- Perform other duties of a similar nature or level;

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- High School Diploma or General Education Diploma and one year work experience in organizing recreational programs or activities, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

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

- One year work experience which demonstrates the ability to perform the duties of this position.
- Ability to speak and understand O'odham and/or Spanish;
- Knowledge and understanding of the history and contemporary issues facing Native peoples;
- Experience working with Native American communities;
- Experience in wellness program development

LICENSING REQUIREMENTS:

- Valid Arizona Driver's license with no DUI's or major traffic offenses within the past three years;
- Must successfully pass a background check and finger print clearance;
- Obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External

KNOWLEDGE:

- Knowledge of the Tohono O'odham culture, customs, and traditions.
- Applicable federal, state, and local laws and regulations;

SKILLS:

- Skill in operating various word-processing, spreadsheet, and database software programs
- Skill in coordinating and planning recreational programs and other leisure activities.
- Skill in performing and leading various recreational activities.
- Skill in providing superior customer service to external and internal customers.
- Skill in establishing and maintaining human relations such as courtesy, patience, leadership, and enthusiasm when interacting with recreational facility participants such as youth, the elderly, and the disabled.
- Ability to communicate effectively both verbally and in writing.
- Ability to acquire and maintain current First Aid and CPR certifications.
- Ability to establish and maintain positive and effective working relationships with other employees and the general public.
- Ability to maintain privileged confidential information.
- Ability to work independently and meet strict time lines.
- Ability to travel throughout the internal and external boundaries of the Nation.
- Ability to work extended hours and various work schedules.

WORK ENVIRONMENT:

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

BENEFITS:

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HOW TO APPLY:

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

**Tohono O'odham Community College
Attention: Human Resources**

P.O. BOX 3129
SELLS, AZ 85634
VOICE (520) 383-0049
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"This institution is an equal opportunity provider and employer."

BOT Approved: 9/14/17

Updated: 9/2/21 sdo

Reclassification: 09/08/2022 MW

Reclassification: 7/12/2023 SH

TOCC GRANT PROPOSAL SUBMISSION AUTHORIZATION

DATE: 7/7/2023 SUBMITTED BY: President Paul Robertson

Funding Agency: USDA Rural and Community Development

Funding Number: N.A. CFDA # if applicable: _____

Letter of Intent required? No Due Date (if applicable): _____

Grant Submission Date: August 1, 2023

Entity for proposal submission (grants.gov, e-grants, Fastlane, etc.) USDA RD Phoenix Office

Maximum Award (per year): \$352,000 Duration of grant: Must be spent within 5 years
(Note: determine if award listed is total for the grant period, or per year.)

Number of Awards: NA Match Required? Yes
(Note: if match required, specify how much, and type, i.e., cash, in kind, etc.)
5%, can be cash or in kind, \$17,600 required.

Indirect Cost allowed? No Amount (%): _____

Division Requesting Grant: Administration

Background and Justification:

The USDA Rural and Community Development grants are allocated to Tribal Colleges based on the available funding and the number of TCUs submitting applications.

Summary:

This year's funding will provide funding for the furniture, blinds, and other furnishings for the Language Center building now under construction.

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

Additional solar-generated electricity will save utility costs by using state-of-the-art technology.

Proposed Principal Investigator or Project Director: Ron Geronimo and Leslie Luna

Lead writer: Jane Latané

Current staff to be paid under grant? (List):
None

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

Contractors (external evaluator required, etc.): Furniture will probably be purchased through GSA Vendor National Business Furniture, other furnishings through qualified vendors.

Approval by Division Dean and Date: _Approved by President, June 20, 2023

Review by Leadership and Date: ____Approved June 27, 2023 _____

Board Review and Approval Date: ____



Timeline for Presidential Search

The following timeline shows projected search activities.

March 20	Open Forums to be held: 10:30 am – 11:30 am TBD 12:00 pm – 1:00 pm TBD
March 20 or 21	First Search Committee Meeting: 1:30 pm – 4:00 pm TBD
March 27	Website finalized and posted
March 27 – June 9	Accepting applications
June 9	Compile applications (qualified and unqualified)
June 13 – 15	Search committee reviews applications independently
June 20 or 21	Second meeting of Search committee to review and select semi-finalists, all day meeting
July 5	Third meeting of Search Committee: conducts interviews (via zoom), recommends 3 to 5 finalists to the Board of Trustees, meetings to be held off campus.
July 19 & 20	Board of Trustees interviews and campus tours/visits.
Week of Aug 7	Board of Trustees announces new President of TOCC.
New President begins as negotiated	

Key Issues/Items addressed June Chief HR Officer Report

Issues/Items	Discussion/ Situation	Summary/ Resolution
HR Archive	HR file inventory	Continuing to purge documents for shredding.
Interviews	Conducted Nine (9) interviews: Security Guard (1), Computer Literacy Trainer (1), Pre-College GED Instructor (1), Library Assistant (2), Solar Energy Instructor (1), Electrical Apprentice Instructor (1), Academic Advising & Career Specialist (1), Fine Arts Instructor (1)	Three hired, two offers declined, two pending start date, two continue to advertise
Personnel Issues	Personnel Concerns	Addressed one employee's concern, and one supervisor's concern.