



Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

October 12, 2023

TOCC Boardroom, Gewkdag Ma:cidag Ki:

S-cuk Du'ag Maşcamakuđ

In Person & Virtual Meeting



Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

October 12, 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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| 3. Review and Approval of Agenda | |
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| 5. Minutes from September 14, 2023 BOT Regular Meeting | 02 |
| 6. Call to the Audience | |
| 7. Coronavirus Update | |

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General Matters

- | | |
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Adjournment

Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

Thursday, September 14, 2023

9:00 a.m.

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

In Person / Virtual Meeting

GENERAL MATTERS

1. Call to Order / Roll Call

The Board of Trustees Regular Meeting was Called to Order at 9:10 a.m. by Chairperson Dr. Ofelia Zepeda. There were five (05) members present. Quorum established.

Present	Excused Absence	Unexcused Absence	Attendance Time	Board of Trustees
X			9:10 a.m.	Dr. Ofelia Zepeda, Chairperson
X			9:10 a.m.	Bernard Siquieros, Vice-Chairperson
X			9:10 a.m.	Treena Parvello, Secretary
X			9:10 a.m.	Jonas Robles, Elder Member
X			9:10 a.m.	Mary Bliss, Member
				Administration Members
X			9:10 a.m.	Dr. Paul Robertson, President
X			9:10 a.m.	Dr. Laura Sujo-Montes, Academic Dean
X			9:10 a.m.	Joann Miguel, Dean of Finance
X			9:10 a.m.	Dr. Mario Montes-Helu, Dean for Sustainability
	X			Yolanda Pacheco, Dean of Student Services
				Recorder
X			9:10 a.m.	Evan Thomas, Special Assistant to the President
				Guests
X			9:10 a.m.	Sylvia Hendricks, Director of Student Life
X			9:10 a.m.	Aimee Farmer, Chief Human Resources Officer
X			9:10 a.m.	Jenny Narcho, Program Coordinator, O'odham Ńi'okĩ Ki:
X			9:10 a.m.	Grace Salcido, Academic Advising & Career Specialist
X			9:10 a.m.	Jannon Quanah, Academic Advising & Career Specialist
X			9:10 a.m.	Carmella Ortega, Grants Coordinator
X			9:10 a.m.	Dr. Michelle Rountree, Social Work Instructor
X			9:10 a.m.	LeAnn Miles, Office Coordinator, Division for Sustainability
X			9:10 a.m.	Kristin Eberhardt, Project Director, Title III Grant
X			9:10 a.m.	Ernestine Segundo, Office Coordinator, Apprenticeship Program
X			9:10 a.m.	Deshon Miguel, Director of Information Technology
X			9:10 a.m.	Anselmo Ramon, Chair of Workforce and Community Development
X			9:10 a.m.	Katherine Gader, Student Success Coordinator
X			9:10 a.m.	Alohilani Felix, Wellness Program Specialist
X			9:10 a.m.	Martha Lee, Consultant

X			9:10 a.m.	Gloria Benavidez, Student Support Specialist II
X			9:10 a.m.	Pauline Nasewytewa, Workforce & Community Development Advisor
X			9:10 a.m.	Cassandra Scott, Phoenix Center Director
X			9:10 a.m.	Iris Nez, Bookstore Supervisor
X			9:10 a.m.	Ronald Geronimo, Co-Director, O'odham Ñi'okĩ Ki:
X			9:10 a.m.	June Starr, Program Coordinator, NTIA Grant
X			9:10 a.m.	DZ (Dehpue) Zuo, Director, NTIA Grant

Executive Summary: TOCC BOT acted on the following at the September 14, 2023 regular meeting:

- Approved the August 10, 2023 TOCC Board of Trustees regular meeting minutes as presented.
- Accepted the July 2023 Financial Report as presented.
- Accepted the Human Resources Report for August 2023 as presented.
- Approved submitting the TOCC Grant Proposal Submission Authorization document to the AICF as presented.

2. Invocation

The invocation was conducted by Jonas Robles.

3. Review and Approval of Agenda

The meeting agenda was reviewed and no additional items were brought forward.

A motion was made to approve the meeting agenda as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the meeting agenda as presented.

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

MOTION APPROVED

4. Announcements and Upcoming Events

TOCC Showcase at Tucson Indian Center
Wednesday September 20, 2023; 2:00 p.m. – 7:00 p.m.

TOCC O'odham Taş Celebration
Wednesday September 27, 2023; 7:00 a.m. – 3:00 pm.
S-cuk Du'ag Maşcamakuđ; Open to the Public
Fun Run/Walk at 7:00 a.m.; Welcome Blessing at 9:00 a.m., Ma:cidag Gewkdag Ki:

Tohono O'odham Taş; Friday, September, 29, 2023; TOCC CLOSED

St. Francis Feast Day; Wednesday, October 04, 2023; TOCC CLOSED

AICF Board Members - TCU Visit @ TOCC
Tuesday, October 24, 2023
S-cuk Du'ag Maşcamakuđ

TOCC All Staff Meeting
Friday, September 15, 2023; 8:30 a.m.
GSK 1-3, S-cuk Du'ag Maşcamakuđ
In Person & Virtual
Breakfast provided by the Education Division

5. Minutes from the August 10, 2023 regular meeting of the TOCC Board of Trustees

Minutes from the August 10, 2023 BOT regular meeting were reviewed.

A motion was made to approve the August 10, 2023 TOCC Board of Trustees regular meeting minutes as presented.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to approve the August 10, 2023 TOCC Board of Trustees regular meeting minutes as presented.

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

MOTION APPROVED

6. Call to the Audience – None

7. Coronavirus Update – Paul Robertson, President

Increased Coronavirus cases are being reported on the Nation. Consideration to wearing a mask should be given when one is in a group setting. A new coronavirus variant has been detected and the CDC has announced that a newly formulated shot will be available in October 2023. TOCC Administration will discuss an incentive for employees to encourage updated vaccinations.

NEW BUSINESS

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

Dean Miguel presented the July 2023 Financial Report.

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

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

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

MOTION APPROVED

2. TOCC FY23 Audit – Melissa Seida, CPA, Director, Audit Services, KLA, PC

Ms. Seida reviewed the Engagement Letter and Pre-Audit Communication documents with the BOT. The agenda item was for informational purposes and for BOT, Administration and the Finance Division signatory.

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

Chief Human Resources Officer Farmer reviewed the August 2023 Resource List and Employee Vacancy Activity Log.

The following new hires and transfer were in attendance virtually and in-person and introduced to the BOT:

Dr. Michele Rountree, Social Work Instructor
 Susanna Battin, Fine Arts Instructor
 Grace Salcido, Academic Advising & Career Specialist
 Carmella Ortega, Grants Coordinator
 Jenny Narcho, Program Coordinator – O’odham Language Center
 Jannon Quannah, Academic Advising & Career Specialist

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

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to accept the Human Resources Report for August 2023 as presented.

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

MOTION APPROVED

4. Approval to Submit a Grant Application for Funding – Laura Sujo-Montes, Academic Dean

A project through the American Indian College Fund (AICF) – Cultivating Native Student Success: Supporting the Native Student Journey - provides funding to develop and / or improve TOCC’s Strategic Enrollment Management Plan. A strong Strategic Enrollment Management (SEM) Plan is needed. The funding will allow TOCC to examine current approaches and to develop long-term strategies that support student success to promote transformative changes.

A motion was made to approve submitting the TOCC Grant Proposal Submission Authorization document to the AICF as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to approve submitting the TOCC Grant Proposal Submission Authorization document to the AICF as presented.

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

MOTION APPROVED

5. Request for Additional Academic Advising and Career Specialist Position

The electronic mail communication, Item Form and Job Description were included in the September 2023 board packet for informational purposed.

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

GENERAL MATTERS

8. Executive Session
The BOT excused the guests and convened for an Executive Session from 12:15 p.m.

ADJOURNMENT – 1:12 p.m.

A motion was made to adjourn the September 14, 2023 TOCC BOT regular meeting.

MOTION: Motion by Mary Bliss, Seconded by Treena Parvello to adjourn the September 14, 2023 BOT regular meeting.

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

MOTION APPROVED

INTEROFFICE MEMORANDUM

TO: BOARD OF TRUSTEES, TOHONO O'ODHAM COMMUNITY COLLEGE
FROM: Finance Department
DATE 10/12/2023
AGENDA ITEM: MONTHLY FINANCIAL REPORTS FOR August 31, 2023

EXECUTIVE SUMMARY

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

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

* Bank of America, regular operational checking account	\$ 15,217,392
* Bank of America - TPT Construction Needs	994,185
* Bank of America Capital Campaign	6,550
* Bookstore Cash	489
* Petty Cash	100
	<hr/>
Cash and cash equivalents in all accounts	\$ 16,218,716

Investments Follow:

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

Other Assets

Buildings (net of Depreciation)	10,229,032	
Student A/R	197,720	
Grants Receivable	3,918,011	
Inventory	530,084	
Prepays	121,891	
	<hr/>	
		\$ 14,996,739

Total Assets	<hr/> \$ 33,460,615
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Recommendation: The President recommends the Board of Trustees accept the financial report for the month ended August 31, 2023.

Operating Ending Cash Balance for August, 31 2023

Bank of America, regular operational checking account	\$ 15,217,392
Plus: Cash Receipts not yet entered	\$ 485,563
Less: Restricted Sponsored Projects Net Activity	(10,600,792)
Less: Restricted Student Financial Aid Net Activity	1,690,606
Less: Estimated Cash needed for accrued benefits payment to TON	(1,119,509)
	<hr/>
Ending Operating Cash Balance	<u>\$ 5,673,259</u>

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

Assets	(Unaudited) August 31 2023	(Unaudited) July 30 2023	(Unaudited) June 30, 2023
Bank of America - operating account	\$ 15,217,392	\$ 16,809,857	\$ 12,795,915
Bank of America - TPT Construction Needs	994,185	994,185	956,574
Bank of America - capital campaign account	6,550	6,550	6,550
Bookstore cash	489	489	141
Petty cash	100	100	100
LLC Checking and Cash on Hand All Accounts	-	-	221
* Student accounts receivable, net of allowance for doubtful accounts	197,720	186,036	192,378
Contracts and grants receivable	3,918,011	3,918,011	3,918,011
Bookstore inventory	530,084	507,171	435,090
Prepaid expenses	121,891	113,224	102,757
Wells Fargo Investments - Building and Operating reserves	1,823,149	1,823,149	1,823,149
Community Foundation of Southern Arizona - endowment	422,012	422,012	422,012
* Land, buildings and equipment, net of accumulated depreciation	10,229,032	10,229,032	10,229,030
Total Assets	\$ 33,460,615	\$ 35,009,816	\$ 30,881,928
Liabilities and Net Equity			
Accounts payable	\$ 247,401	\$ 285,627	\$ 371,398
Salary related payable	1,881,407	1,777,969	1,650,204
Deposits/Funds Held for others	29,870	29,870	29,870
Other Payables and Accrued Expenses	72,960	91,689	121,065
Deferred grant revenue	11,494,715	11,494,715	11,494,715
Total Liabilities	\$ 13,726,352	\$ 13,679,869	\$ 13,667,252
Equity:			
Unrestricted:			
Designated by the board of trustees	\$ 1,818,011	\$ 1,818,011	\$ 1,818,011
Designated Endowment CFSA	210,340	210,340	210,340
Expended for property and equipment	8,638,796	8,638,796	8,638,796
Designated for operating budget plus grants	8,041,991	9,637,675	5,522,405
Unrestricted Equity	\$ 18,709,138	\$ 20,304,822	\$ 16,189,552
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	\$ 33,460,615	\$ 35,009,816	\$ 30,881,928
*Recap #1			
* Recap Explained of Net Students Accounts Receivable	August 31	July 30	June 2022
Accounts Receivable	\$ 542,214	\$ 530,530	\$ 536,872
Allowance for Bad Debt	(344,494)	(344,494)	(344,494)
* Student accounts receivable, net of allowance	<u>\$ 197,720</u>	<u>\$ 186,036</u>	<u>\$ 192,378</u>
*Recap #2			
* Recap Explained of Net Fixed Assets	August 31	July 30	June 2022
Land Buildings & Equipment	\$ 18,913,983	\$ 18,913,983	\$ 18,913,982
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>\$ 10,229,030</u>

TOHONO O'ODHAM COMMUNITY COLLEGE

Unrestricted Budget Activity

For the Two Months Ended August 31, 2023

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

UNRESTRICTED OPERATING BUDGET				
	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
Unrestricted revenues:				
Tuition and fees	\$ -	\$ 98,000	\$ (98,000)	-100%
Student Housing	-	82,000	(82,000)	-100%
Legislative Contribution - Tohono O'odham Nation	5,096,045	5,096,045	0	0%
Tribal Community College Act	-	4,959,735	(4,959,735)	-100%
Indirect costs recovered on restricted federal grants	-	832,000	(832,000)	-100%
Unrestricted gifts and donations	695	13,000	(12,305)	-95%
Bookstore sales	1,698	162,800	(161,102)	-99%
Miscellaneous income	1	33,000	(33,000)	-100%
Total Unrestricted Revenues	<u>\$ 5,098,439</u>	<u>\$ 11,276,580</u>	<u>\$ (6,178,141)</u>	<u>-55%</u>
Unrestricted expenses:				
Educational program services:				
Instruction	\$ 264,317	\$ 2,552,915	\$ 2,288,598	90%
Student services	171,478	1,456,450	1,284,972	88%
Auxiliary enterprises	48,721	502,441	453,720	90%
Supporting services:				
Academic support	52,617	683,557	630,940	92%
Institutional support without Depreciation/Bad Debts	477,389	2,618,878	2,141,489	82%
Facility operations and maintenance	159,881	1,407,578	1,247,697	89%
Sustainability and Solar	37,031	329,691	292,660	89%
Student Life	77,878	588,895	511,017	87%
San Carlos BIE Funds and Tuition and Fees	-	943,713	943,713	100%
Culinary Arts Program	-	95,167	95,167	100%
Grant Match (1117/1526)	1,894	119,873	117,979	98%
Tohono Kosin	-	242,796	242,796	100%
Total Unrestricted Expenses	<u>\$ 1,291,205</u>	<u>\$ 11,541,954</u>	<u>\$ 10,007,953</u>	<u>87%</u>
 Unrestricted excess (deficiency) w/o Bad Debts/Depreciation	 <u>\$ 3,807,233</u>	 <u>\$ (265,374)</u>	 <u>\$ 3,829,811</u>	

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

**Note: Remaining Budget Target for
Operational expenses is 83%**

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
INSTRUCTION				
Instruction - 1100				
Compensation	\$ 196,475	\$ 1,686,437	\$ 1,489,962	88%
Employee related expenses	40,318	438,137	397,819	91%
Art program Supplies	1,023	20,000	18,977	95%
Commuter Allowance	-	3,600	3,600	100%
Consultant Fees	-	9,700	9,700	100%
Education Supplies	120	20,000	19,880	99%
Employee tuition waivers	-	2,000	2,000	100%
Furniture & Fixtures	-	10,000	10,000	100%
Meeting expense	300	16,170	15,870	98%
Mileage	161	4,000	3,839	96%
Office Supplies	-	8,000	8,000	100%
Registrations	-	6,800	6,800	100%
Subscriptions/Periodicals	-	4,000	4,000	100%
Travel and training	-	90,000	90,000	100%
	<u>\$ 238,398</u>	<u>\$ 2,318,844</u>	<u>\$ 2,080,446</u>	<u>90%</u>
Work Force Comm Development - 1500				
Compensation	\$ 18,011	\$ 113,557	\$ 95,546	84%
Employee related expenses	4,826	71,749	66,923	93%
Advertising & Promotion	673	1,000	327	33%
Commuter Allowance	292	1,800	1,508	84%
Consultant Fees	-	5,500	5,500	100%
Education Supplies	-	2,500	2,500	100%
Guest Speakers/Honorariums	1,050	12,000	10,950	91%
Meeting Expense	1,004	2,000	996	50%
Office supplies	-	1,000	1,000	100%
Other Office Supplies	-	600	600	100%
Registrations	-	3,000	3,000	100%
Travel & Training	-	6,000	6,000	100%
	<u>\$ 25,855</u>	<u>\$ 220,706</u>	<u>\$ 194,851</u>	<u>88%</u>
ABE-GED - 1800				
Education Supplies	-	3,100	3,100	100%
Meeting Expense	-	540	540	100%
Memberships	-	750	750	100%
Other Office Supplies	-	375	375	100%
Registrations	-	4,000	4,000	100%
Travel/training	\$ 64	\$ 4,600	\$ 4,536	99%
	<u>\$ 64</u>	<u>\$ 13,365</u>	<u>\$ 13,301</u>	<u>100%</u>

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

**Note: Remaining Budget Target for
Operational expenses is 83%**

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
TOTAL INSTRUCTION	\$ 264,317	\$ 2,552,915	\$ 2,288,598	90%
STUDENT SERVICES				
Student services - 5100				
Compensation	\$ 108,181	\$ 709,264	\$ 601,083	85%
Employee related expenses	26,435	257,579	231,144	90%
Comm/student events	-	13,000	13,000	100%
Commuter Allowance	875	5,400	4,525	84%
Consultant Fees	900	10,000	9,100	91%
Education supplies	-	3,000	3,000	100%
Employee tuition waivers	-	1,000	1,000	100%
Furniture and Fixtures	-	5,000	5,000	100%
Graduation	-	10,000	10,000	100%
Meeting expense	43	3,000	2,957	99%
Memberships	604	1,205	601	50%
Mileage	215	2,000	1,785	89%
Office supplies	-	5,000	5,000	100%
Printing	-	3,500	3,500	100%
Program Supplies	-	500	500	100%
Promotional	-	5,000	5,000	100%
Recruiting	243	22,000	21,757	99%
Registrations	-	2,500	2,500	100%
Travel and training	301	45,000	44,699	99%
	\$ 137,798	\$ 1,103,948	\$ 966,150	88%
Financial aid office - 5200				
Compensation	\$ 14,864	\$ 147,305	\$ 132,441	90%
Employee related expenses	7,087	78,007	70,920	91%
Memberships	-	3,000	3,000	100%
Office supplies	-	1,000	1,000	100%
Program Supplies	-	500	500	100%
Registrations	-	3,000	3,000	100%
Travel and training	-	10,000	10,000	100%
	\$ 21,951	\$ 242,812	\$ 220,861	91%
Residence Life - 5400				
Compensation	\$ 6,675	\$ 41,698	\$ 35,023	84%
Employee related expenses	949	13,492	12,543	93%
Advertising	-	1,000	1,000	100%
Comm/student events	-	4,000	4,000	100%
Custodial Expenses	3,900	8,000	4,100	51%
Furniture & Fixtures	205	20,000	19,795	99%
Meeting Expense	-	1,000	1,000	100%
Memberships	-	300	300	100%
Mileage	-	200	200	100%
Office supplies	-	600	600	100%
Registration expenses	-	500	500	100%

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

**Note: Remaining Budget Target for
Operational expenses is 83%**

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
Stipends	-	11,900	11,900	100%
Subscriptions/periodicals	349	4,000	3,651	91%
Travel and training expense	-	2,000	2,000	100%
	<u>\$ 11,729</u>	<u>\$ 108,690</u>	<u>\$ 96,961</u>	<u>89%</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>\$ 171,478</u>	<u>\$ 1,456,450</u>	<u>\$ 1,284,972</u>	<u>88%</u>

AUXILIARY ENTERPRISES

Athletics - 5300

Compensation	\$ 9,512	\$ 107,294	\$ 97,782	91%
Employee related expenses	1,231	42,844	41,613	97%
Advertising & Promotion	874	7,500	6,626	88%
Archery Expense	-	6,000	6,000	100%
Consultant Fees	2,480	17,000	14,520	85%
Contracts/Subcontracts	3,000	27,000	24,000	89%
Meals	1,140	7,000	5,860	84%
Memberships	6,650	10,000	3,350	34%
Office Supplies	-	2,500	2,500	100%
On Travel Medical	-	3,000	3,000	100%
Printing	-	10,000	10,000	100%
Program Supplies	4,001	20,000	15,999	80%
Recruiting Expense	-	2,500	2,500	100%
Travel	84	15,000	14,916	99%
Tuition Waivers	-	8,000	8,000	100%
Uniform/Retail Purchases	1,985	10,000	8,015	80%
Vehicle Rental	-	4,000	4,000	100%
	<u>\$ 30,958</u>	<u>\$ 299,638</u>	<u>\$ 268,680</u>	<u>90%</u>

Bookstore - 9100

Compensation	\$ 14,443	\$ 85,415	\$ 70,972	83%
Employee related expenses	3,320	19,188	15,868	83%
Cost of Goods Sold-Retail	-	60,000	60,000	100%
Office supplies	-	8,000	8,000	100%
Promotional	-	30,000	30,000	100%
Tuition Waivers	-	200	200	100%
	<u>\$ 17,763</u>	<u>\$ 202,803</u>	<u>\$ 185,040</u>	<u>91%</u>

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

**Note: Remaining Budget Target for
Operational expenses is 83%**

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
TOTAL AUXILIARY ENTERPRISES	\$ 48,721	\$ 502,441	\$ 453,720	90%
ACADEMIC SUPPORT				
Academic support - 1200				
Compensation	\$ 20,008	\$ 200,879	\$ 180,871	90%
Employee related expenses	7,168	92,546	85,378	92%
Community Student Events	-	10,000	10,000	100%
Consultant fees	-	3,000	3,000	100%
Contracts/Subcontracts	-	10,000	10,000	100%
Education Supplies	-	1,000	1,000	100%
Employee Tuition Waivers	-	1,500	1,500	100%
Meeting Expense	990	5,000	4,010	80%
Memberships	-	3,000	3,000	100%
Office supplies	-	3,000	3,000	100%
Program Supplies	-	4,000	4,000	100%
Promotional	-	4,000	4,000	100%
Registrations	-	5,000	5,000	100%
Travel and training	-	7,000	7,000	100%
	\$ 28,166	\$ 349,925	\$ 321,759	92%
Library - 4130				
Compensation	\$ 17,113	\$ 159,352	\$ 142,239	89%
Employee related expenses	(120)	99,768	99,888	100%
Commuter Allowance	292	1,800	1,508	84%
Consultant Fees	1,900	17,000	15,100	89%
Contracts/subcontracts	-	7,142	7,142	100%
Employee Tuition Waivers	-	260	260	100%
Library collection	-	5,000	5,000	100%
Meeting expenses	-	400	400	100%
Memberships	-	160	160	100%
Office Equipment	-	10,000	10,000	100%
Other Office Supplies	-	5,000	5,000	100%
Program Supplies	-	600	600	100%
Registrations	-	150	150	100%
Subscriptions/periodicals	5,266	25,000	19,734	79%
Travel and training	-	2,000	2,000	100%
	\$ 24,450	\$ 333,632	\$ 309,182	93%
TOTAL ACADEMIC SUPPORT	\$ 52,617	\$ 683,557	\$ 630,940	92%

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

**Note: Remaining Budget Target for
Operational expenses is 83%**

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
INSTITUTIONAL SUPPORT				
President's office - 6100				
Compensation	\$ 28,351	\$ 164,837	\$ 136,486	83%
Employee related expenses	8,170	49,802	41,632	84%
Car Allowance	1,167	7,200	6,033	84%
Office supplies	3	500	497	99%
Registrations	-	1,000	1,000	100%
Student related travel	-	2,000	2,000	100%
Travel and training	-	2,000	2,000	100%
	<u>\$ 37,691</u>	<u>\$ 227,339</u>	<u>\$ 189,648</u>	<u>83%</u>
Himdag - 6150				
Comm/Student/Events	\$ 102	\$ 8,000	\$ 7,898	99%
Construction Materials	\$ -	\$ 2,000	\$ 2,000	100%
Meeting Expense	505	4,000	3,495	87%
	<u>\$ 607</u>	<u>\$ 14,000</u>	<u>\$ 13,393</u>	<u>96%</u>
Board of Trustees - 6190				
Communications	160	900	740	82%
Meeting expenses	1,605	10,000	8,395	84%
Mileage	813	2,500	1,687	67%
Travel and training	-	5,500	5,500	100%
Trustee fees	\$ 3,919	\$ 14,000	\$ 10,081	72%
	<u>\$ 6,497</u>	<u>\$ 32,900</u>	<u>\$ 26,403</u>	<u>80%</u>
Institutional Effectiveness - 1300				
Compensation	\$ 8,826	\$ 54,978	\$ 46,152	84%
Employee related expenses	2,374	19,194	16,820	88%
Mileage	-	200	200	100%
Office Equipment	-	300	300	100%
Other Office Supplies	-	100	100	100%
Registrations	-	200	200	100%
Travel and training	848	3,000	2,152	72%
Vehicle Rental	-	250	250	100%
	<u>\$ 12,047</u>	<u>\$ 78,222</u>	<u>\$ 66,175</u>	<u>85%</u>
Administration & Finance - 6200				
Compensation	\$ 46,043	\$ 459,972	\$ 413,929	90%
Employee related expenses	14,463	191,000	176,537	92%
Auditing	-	72,500	72,500	100%
Bank Charges	230	4,500	4,270	95%
Commuter Allowance	584	5,400	4,817	89%
Contracts/subcontracts	30,599	150,000	119,401	80%

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

**Note: Remaining Budget Target for
Operational expenses is 83%**

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
Employee Tuition Waivers	-	325	325	100%
Meeting expenses	-	400	400	100%
Mileage	-	100	100	100%
Office supplies	529	5,500	4,971	90%
Registrations	-	250	250	100%
Travel and training	-	1,000	1,000	100%
	<u>\$ 92,447</u>	<u>\$ 890,947</u>	<u>\$ 798,500</u>	<u>90%</u>

General support services - 6300

Benefits Unemployment	\$ 2,817	\$ 6,000	\$ 3,183	53%
Insurance	184,221	190,000	5,779	3%
Legal Fees	-	50,000	50,000	100%
Meeting expenses	-	7,000	7,000	100%
Memberships	29,824	45,000	15,176	34%
Postage & Delivery	3,501	19,000	15,499	82%
Promotional	33	2,000	1,967	98%
Subscriptions & Periodicals	-	5,000	5,000	100%
	<u>\$ 220,396</u>	<u>\$ 324,000</u>	<u>\$ 103,604</u>	<u>32%</u>

IT - 6350

Compensation	\$ 21,825	\$ 172,255	\$ 150,430	87%
Employee related expenses	7,554	37,230	29,676	80%
Communications	12,020	175,855	163,835	93%
Computer Related Items	-	30,000	30,000	100%
Consultant Fees & Expenses	-	78,000	78,000	100%
Contracts/subcontracts	31,126	205,000	173,874	85%
Employee Tuition Waivers	-	200	200	100%
Licenses and fees	-	70,000	70,000	100%
Machine Equip Repairs and Service	656	10,000	9,344	93%
Memberships	-	730	730	100%
Office Equipment	-	5,000	5,000	100%
Office supplies	-	300	300	100%
Other Equipment & Tools	-	10,000	10,000	100%
Registrations	-	3,000	3,000	100%
Travel and training	-	4,000	4,000	100%
	<u>\$ 73,181</u>	<u>\$ 801,570</u>	<u>\$ 728,389</u>	<u>91%</u>

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

**Note: Remaining Budget Target for
Operational expenses is 83%**

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
Human resources - 6700				
Compensation	\$ 27,837	\$ 162,028	\$ 134,191	83%
Employee related expenses	4,857	59,804	54,947	92%
Advertising	642	6,570	5,928	90%
Commuter Allowance	356	1,800	1,444	80%
Employee Tuition Waivers	-	200	200	100%
Memberships	100	1,050	950	90%
Office supplies	-	360	360	100%
Other professional fees	729	4,990	4,261	85%
Recruiting	-	1,800	1,800	100%
Registrations	-	4,580	4,580	100%
Travel and training	-	6,718	6,718	100%
	<u>\$ 34,522</u>	<u>\$ 249,900</u>	<u>\$ 215,378</u>	<u>86%</u>
TOTAL INSTITUTIONAL SUPPORT	<u>\$ 477,389</u>	<u>\$ 2,618,878</u>	<u>\$ 2,141,489</u>	<u>82%</u>
OPERATIONS AND MAINTENANCE - 7100				
Compensation	\$ 75,283	\$ 521,096	\$ 445,813	86%
Employee related expenses	24,523	223,791	199,268	89%
Auto expenses	2,545	20,000	17,455	87%
Building Rent	22,399	144,311	121,912	84%
Commuter Allowance	292	1,800	1,508	84%
Contracts/subcontracts	6,559	100,000	93,441	93%
Custodial expense	-	17,500	17,500	100%
Employee tuition waivers	-	350	350	100%
Office supplies	-	1,500	1,500	100%
Travel and training	-	2,000	2,000	100%
Utilities	21,968	240,230	218,262	91%
Vehicle & Building R&M	-	25,000	25,000	100%
Vehicle rental	6,312	110,000	103,688	94%
TOTAL OPERATIONS AND MAINTENANCE	<u>\$ 159,881</u>	<u>\$ 1,407,578</u>	<u>\$ 1,247,697</u>	<u>89%</u>
SUSTAINABILITY - 5160				
Compensation	\$ 21,054	\$ 130,969	\$ 109,915	84%
Employee related expenses	1,375	51,576	50,201	97%
Commuter Allowance	292	1,800	1,508	84%
Contracts/Subcontracts	-	1,000	1,000	100%
Employee Tuition Waivers	-	500	500	100%
Meeting Expense	317	1,500	1,183	79%
Mileage	-	600	600	100%
Office Equipment	-	500	500	100%
Office supplies	-	1,500	1,500	100%
Registrations	-	1,000	1,000	100%
Travel and training	-	4,000	4,000	100%
TOTAL SUSTAINABILITY	<u>\$ 23,038</u>	<u>\$ 194,945</u>	<u>\$ 171,907</u>	<u>88%</u>

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

**Note: Remaining Budget Target for
Operational expenses is 83%**

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
Solar Program (5161)				
Compensation	\$ 9,567	\$ 68,145	\$ 58,578	86%
Employee related expenses	1,254	35,601	34,347	96%
Consultants	-	4,000	4,000	100%
Education Supplies	139	15,000	14,861	99%
Employee Tuition Waivers	-	300	300	100%
Guest Speakers	-	1,000	1,000	100%
Machine Equipment Repairs	-	1,000	1,000	100%
Meeting Expense	-	1,000	1,000	100%
Memberships	-	1,200	1,200	100%
Mileage	-	1,500	1,500	100%
Office Equipment	2,138	500	(1,638)	-328%
Other Office Supplies	-	1,000	1,000	100%
Registrations	895	1,500	605	40%
Travel and training	-	3,000	3,000	100%
TOTAL SOLAR	\$ 13,992	\$ 134,746	\$ 120,754	90%
TOTAL SUSTAINABILITY AND SOLAR	\$ 37,031	\$ 329,691	\$ 292,660	89%
STUDENT LIFE - 5150				
Compensation	\$ 62,664	\$ 386,184	\$ 323,520	84%
Employee related expenses	14,721	119,411	104,690	88%
Community & Student Events	201	5,000	4,799	96%
Commuter Allowance	292	1,800	1,508	84%
Contracts/Subcontracts	-	1,500	1,500	100%
Employee Tuition Waivers	-	1,000	1,000	100%
Meeting Expense	-	500	500	100%
Office supplies	-	1,500	1,500	100%
Program Supplies	-	8,000	8,000	100%
Registrations	-	1,000	1,000	100%
Student Meals	-	60,000	60,000	100%
Travel and training	-	3,000	3,000	100%
TOTAL STUDENT LIFE	\$ 77,878	\$ 588,895	\$ 511,017	87%
SAN CARLOS - 6900				
Cost of Goods Sold	\$ -	\$ 32,230	\$ 32,230	100%
ISC BIE Annual Funds	-	858,603	858,603	100%
Tuition & Fees	-	52,880	52,880	100%
TOTAL SAN CARLOS	\$ -	\$ 943,713	\$ 943,713	100%

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

**Note: Remaining Budget Target for
Operational expenses is 83%**

	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
CULINARY ARTS PROGRAM - 1498				
Compensation	\$ -	\$ 55,620	\$ 55,620	100%
Employee related expenses	-	15,247	15,247	100%
Education Supplies	-	10,500	10,500	100%
Employee Tuition Waivers	-	300	300	100%
Gue Mach/Equipment Repairs	-	500	500	100%
Licenses and Fees	-	3,000	3,000	100%
Mileage	-	1,500	1,500	100%
Office Supplies	-	1,000	1,000	100%
Printing	-	2,000	2,000	100%
Registrations	-	1,500	1,500	100%
Travel and training	-	4,000	4,000	100%
TOTAL CULINARY ARTS PROGRAM	\$ -	\$ 95,167	\$ 95,167	100%
TOHONO KOSIN				
Compensation	\$ -	\$ 63,500	\$ 63,500	100%
Employee Related Benefits	-	35,696	35,696	100%
Cleaning Supplies	-	5,000	5,000	100%
Communications	-	1,200	1,200	100%
Contracts/Subcontracts	-	5,000	5,000	100%
Education Supplies	-	50,000	50,000	100%
Employee Tuition Waivers	-	600	600	100%
Equipment	-	10,000	10,000	100%
Licenses & Fees	-	3,000	3,000	100%
Mach/Equip Rep (service)	-	10,000	10,000	100%
Mileage	-	500	500	100%
Office Equipment	-	1,000	1,000	100%
Other Office Supplies	-	1,000	1,000	100%
Program Supplies	-	55,000	55,000	100%
Registrations	-	300	300	100%
Travel	-	1,000	1,000	100%
TOTAL TOHONO KOSIN	\$ -	\$ 242,796	\$ 242,796	100%
 Grant Match (1117/1526)	 \$ 1,894	 \$ 119,873	 \$ 117,979	 98%
 TOTAL UNRESTRICTED	 \$ 1,291,205	 \$ 11,541,954	 \$ 10,250,749	 89%

TOHONO O'ODHAM COMMUNITY COLLEGE

Restricted Expenses and Budget by Project

For the Two Months Ended August 31, 2023

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

	Grant			
	Revenues/Expenses-to-Date			
	Grant	Remaining	Remaining	
	Actual	Budget	Budget	%
SPONSORED PROJECTS				
NSF -TCUP Pathways to Indigenous STEM - 1114				
(9/1/18 - 8/31/23) NCE for 12 mos new end date 08/31/2024				
Restricted revenues:				
Federal government grants	\$ 1,282,504	\$ 2,514,278	\$ (1,231,774)	-49%
Restricted expenses:				
Compensation	963,065	1,243,273	280,208	23%
Employee Related Benefits	168,499	254,730	86,231	34%
Travel/Professional Development/Registrations	19,346	43,200	23,854	55%
Memberships	1,750	1,800	50	3%
Consultants	184,490	200,000	15,510	8%
Materials & Supplies	22,423	47,800	25,377	53%
Publication Costs/Documentation/Dissemination	-	3,500	3,500	100%
Stipends	49,425	-	(49,425)	0%
Honorariums	-	-	-	0%
Other Direct Costs	-	120,375	120,375	100%
Participant Costs	16,199	51,140	34,941	68%
Indirect Costs	237,731	520,528	282,797	54%
Registrations	-	15,000	15,000	100%
Total Restricted Expenses	1,662,927	2,501,346	838,419	34%
Excess (deficiency)	\$ (380,423)	\$ 12,932	\$ (2,070,193)	
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	473,196	496,047	22,851	5%
Employee Related Benefits	92,478	138,894	46,416	33%
Travel/professional Development	8,595	25,188	16,593	66%
Commuter Allowance	4,403	-	(4,403)	0%
Travel	1,203	-	(1,203)	0%
Advertising & Promotion	850	-	(850)	0%
Tuition/Books	5,501	18,189	12,688	70%
Communication Data Service	-	14,400	14,400	100%
Office Supplies/Program Support	109,885	188,847	78,962	42%
Meeting Expenses	3,853	-	(3,853)	0%
Indirect Costs Charged to TOCC Match	-	235,335	235,335	100%
Other Equipment & Tools	-	-	-	0%
Computers/GIS Devices/Printer	64,334	64,200	(134)	0%
Total Restricted Expenses	764,298	1,181,100	416,802	35%
Excess (deficiency)	\$ (514,172)	\$ 18,900	\$ (1,366,676)	

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

	Grant			
	Revenues/Expenses-to-Date			
	Grant	Remaining	Remaining	
	Actual	Budget	Budget	%
AICF AT&T TCU BRAIDING Success Project (1118)				
(Until all funds are expended)				
Restricted revenues:				
Grant from other sources	\$ 167,200	\$ 168,630	\$ (1,430)	-1%
Restricted expenses:				
Compensation	26,320	35,520	9,200	26%
Employee Related Benefits	2,013	2,718	705	26%
Travel	17,032	10,406	(6,626)	-64%
Transportation	877	1,406	529	38%
Meeting Expenses	20,628	20,448	(180)	-1%
Contracts/Subcontracts	5,250	250	(5,000)	-2000%
Tuition & Fees	13,079	1,920	(11,159)	-581%
Stipends	1,600	6,600	5,000	76%
Participant Support	736	-	(736)	0%
Honorariums/Speakers	6,131	3,666	(2,465)	-67%
Programming & Supplies	36,251	7,684	(28,567)	-372%
Awards/Gifts	9,580	5,952	(3,628)	-61%
Total Restricted Expenses	139,496	96,570	(42,926)	-44%
Excess (deficiency)	\$ 27,704	\$ 72,060	\$ 41,496	
TO Nation TOCC Language Center (1124)				
(3/1/20 - 2/28/23)				
Grant from other sources	\$ 900,000	\$ 900,000	\$ -	0%
Restricted expenses:				
Compensation	731,664	598,680	(132,984)	-22%
Employee Related Benefits	177,156	179,172	2,017	1%
Commuter Allowance	11,027	-	(11,027)	0%
Consultants	14,940	45,000	30,060	67%
Office & Technical Supplies	1,069	10,400	9,331	90%
Meeting Expense	4,864		(4,864)	0%
Participant Support	898		(898)	0%
Promotion/Advertising	130		(130)	0%
Program Meals/Supplies/Honorariums	6,208	15,000	8,792	59%
Computer Equipment	3,964	-	(3,964)	0%
Total Restricted Expenses	951,919	848,252	(103,667)	-12%
Excess (deficiency)	\$ (51,919)	\$ 51,748	\$ 103,667	

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

	Grant			
	Revenues/Expenses-to-Date			
	Grant	Remaining	Remaining	
	Actual	Budget	Budget	%
Dollar General Native Americans Stepping Forward (GED) (1127)				
(8/1/22 - 6/30/23)				
Restricted revenues:				
Grant from other sources	\$ 147,000	\$ 50,000	\$ 97,000	194%
Restricted expenses:				
Compensation	66,635	8,500	(58,135)	-684%
Employee related expenses	5,098	500	(4,598)	-920%
Travel (Field Trips)/Professional Dev/Membership	2,790	6,100	3,310	54%
Communications (Hot Spots)	40	2,480	2,440	98%
Memberships	85	-	(85)	0%
Mileage	-	6,000	6,000	100%
Education Materials/Supplies /Testing	40,541	19,620	(20,921)	-107%
Computer Equipment	19,688	6,800	(12,888)	-190%
Awards & gifts	7,675	-	(7,675)	0%
Total Restricted Expenses	142,551	50,000	(92,551)	-185%
Excess (deficiency)	\$ 4,449	\$ -	\$ 189,551	
AICF AT & T Digitized Career Success Program (1128)				
(7/1/22 - 7/31/23)				
Restricted revenues:				
Grant from other sources	\$ 75,000	\$ 150,000	\$ (75,000)	-50%
Restricted expenses:				
Compensation	-	75,000	75,000	100%
Employee related expenses	-	-	-	0%
Travel (Field Trips)/Professional Dev/Membership	-	-	-	0%
Communications (Hot Spots)	-	-	-	0%
Meeting Expense	6,154	-	(6,154)	0%
Mileage	-	-	-	0%
Education Materials/Supplies /Testing	11,503	-	(11,503)	0%
Computer Equipment	-	-	-	0%
Awards & gifts	11,975	75,000	63,025	84%
Total Restricted Expenses	29,633	150,000	120,367	80%
Excess (deficiency)	\$ 45,367	\$ -	\$ (195,367)	
AICF Faculty Professional Development (1129)				
(11/7/22 -7/31/2023)				
Restricted revenues:				
Grant from other sources	\$ 7,000	\$ 7,000	\$ -	0%
Restricted expenses:				
Professional Development	4,000	7,000	3,000	43%
Total Restricted Expenses	4,000	7,000	3,000	43%
Excess (deficiency)	\$ 3,000	\$ -	\$ (3,000)	

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

	Grant			
	Revenues/Expenses-to-Date			
	Grant	Remaining	Remaining	
	Actual	Budget	Budget	%
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	33,543	441,580	408,037	92%
Employee related expenses	(813)	158,970	159,783	101%
Travel	4,771	2,400	(2,371)	-99%
Mileage	-	157,080	157,080	100%
Supplies	131,377	459,700	328,323	71%
Contracts	-	363,300	363,300	100%
Indirect	-	329,327	329,327	100%
Total Restricted Expenses	168,878	1,912,357	1,743,479	91%
Excess (deficiency)	\$ (168,878)	\$ -	\$ (3,655,836)	
NEH/ATALMA RevitalizeTO Oral History (1150)				
3/1/2022 - 2/28/2023 extended to 7/31/2023				
Restricted revenues:				
Grant from other sources	\$ -	\$ 49,790	\$ (49,790)	-100%
Restricted expenses:				
Compensation	3,843	23,328	19,485	84%
Employee Related Expenses	286	2,135	1,849	87%
Consultants	19,800	19,800	-	0%
Indirect Costs	-	4,527	4,527	100%
Total Restricted Expenses	23,929	49,790	25,861	52%
Excess (deficiency)	\$ (23,929)	\$ -	\$ (75,651)	
TEA Center: Reclaiming the O'odham Language				
04/01/2023-03/31/2024				
Restricted revenues:				
Grant from other sources	\$ -	\$ 1,000,000	\$ (1,000,000)	-100%
Restricted expenses:				
Compensation	23,317	146,360	123,043	84%
Employee Related Expenses	2,022	46,250	44,228	96%
Travel	218	12,045	11,827	98%
Stipends	-	316,718	316,718	100%
Printing	-	36,000	36,000	100%
Equipment	-	1,500	1,500	100%
Consulting Fees	2,454	153,657	151,202	98%
Meeting Expense	2,845	33,830	30,985	92%
Honorariums	1,591	20,000	18,409	92%
Contracts/Subcontracts	-	3,600	3,600	100%
Program Supplies	-	113,200	113,200	100%
Indirect Costs	-	116,840	116,840	100%
Total Restricted Expenses	32,447	1,000,000	967,553	97%
Excess (deficiency)	\$ (32,447)	\$ 0	\$ (1,967,553)	

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

	Grant			
	Revenues/Expenses-to-Date			
	Grant	Remaining	Remaining	
	Actual	Budget	Budget	%
AICF Community Based Native Arts Learning Sharing (1216)				
6/15/2022 - 4/30/2023				
Restricted revenues:				
Grant from other sources	\$ 35,000	\$ 9,000	\$ 26,000	289%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	-	-	-	0%
Travel/Gas/Mileage	2,976	1,296	(1,680)	-130%
Promotion/Advertising	704	-	(704)	0%
Meetings	3,153	3,429	276	8%
Other Professional Fees	9,150	-	(9,150)	0%
Stipends	8,750	4,275	(4,475)	-105%
Program Supplies	4,893	-	(4,893)	0%
Total Restricted Expenses	29,627	9,000	(20,627)	-229%
Excess (deficiency)	\$ 5,374	\$ -	\$ 46,627	
AICF Pres Fund Lang/Cultural/HW6/22-5/24 (1218)				
6/1/2022 - 5/31/2024				
Restricted revenues:				
Grant from other sources	\$ 100,000	\$ 100,000	\$ -	0%
Restricted expenses:				0%
Other Professional Fees	-	-	-	0%
Education Supplies	-	-	-	0%
Office Supplies	-	-	-	0%
Meeting Expenses	2,400	100,000	97,600	98%
Contracts/Subcontracts	-	-	-	0%
Program Supplies	-	-	-	0%
Total Restricted Expenses	2,400	100,000	97,600	98%
Excess (deficiency)	\$ 97,600	\$ -	\$ (97,600)	
AICF Community Aid for Student Success (1222)-(CASS)				
1/1/2021 - 10/31/2021				
Restricted revenues:				
Grant from other sources	\$ 48,000	\$ 48,000	\$ -	0%
Restricted expenses:				
Compensation	-	3,717	3,717	100%
Employee related expenses	-	283	283	100%
Office Supplies	7,610	2,000	(5,610)	-281%
Stipends	7,250	26,000	18,750	72%
Education/Program Supplies	2,181	8,500	6,319	74%
Office Equipment/Computers	22,227	7,500	(14,727)	-196%
Total Restricted Expenses	39,268	40,500	1,232	3%
Excess (deficiency)	\$ 8,732	\$ 7,500	\$ (1,232)	

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

	Grant			
	Revenues/Expenses-to-Date			
	Grant	Remaining	Remaining	
	Actual	Budget	Budget	%
AICF 2023 Summer Success Conference				
04/01/2023 - 06/30/2023				
Restricted revenues:				
Grant from other sources	\$ 10,000	\$ 10,000	-	0%
Restricted expenses:				
Transportation	1,713	1,713	(0)	0%
Stipends	-	4,000	4,000	100%
Promotion/Advertisitng	2,587	2,894	307	11%
Meeting Expenses	1,429	1,393	(35)	-3%
Total Restricted Expenses	5,728	10,000	4,272	43%
Excess (deficiency)	\$ 4,272	\$ -	\$ (4,272)	
BIA 93-638 - Occupational Training TCCU -(1301)				
Program Revenue and Costs				
(July 01, 2019 - June 30, 2025)				
Restricted revenues:				
Federal government grants	\$ 636,740	\$ 200,000	\$ 436,740	218%
Restricted expenses:				
Compensation	83,789	200,000	116,211	58%
Employee related expenses	-	-	-	0%
Total Restricted Expenses	83,789	200,000	116,211	58%
Excess (deficiency)	\$ 552,951	\$ -	\$ 320,529	
BIA 93-638 - Occupational Training TCCU -(1302)				
Program Revenue and Costs				
(July 01, 2019 - June 30, 2025)				
Restricted revenues:				
Federal government grants	\$ 162,234	\$ 300,000	\$ (137,766)	-46%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	8,350	175,000	166,650	95%
Mileage	-	5,000	5,000	100%
Supplies/Other Porgram Cost	-	25,000	25,000	100%
Consultants/Contracts	8,965	95,000	86,035	91%
Total Restricted Expenses	17,315	300,000	282,685	94%
Excess (deficiency)	\$ 144,919	\$ 125,000	\$ (304,416)	

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

	Grant			
	Revenues/Expenses-to-Date			
	Grant	Remaining	Remaining	
	Actual	Budget	Budget	%
Better Way Foundation (1303)				
Program Revenue and Costs				
(January 01, 2022- December 31, 2022)				
Restricted revenues:				
Grant from Other Sources	\$ 50,400	\$ 80,400	\$ (30,000)	-37%
Restricted expenses:				
Travel	3,875	13,000	9,125	70%
Mileage	-	2,000	2,000	100%
Postage and Delivery	-	1,000	1,000	100%
Printing	-	13,000	13,000	100%
Promotion Advertising	-	2,592	2,592	100%
Professional Fees	11,114	16,100	4,986	31%
Office Supplies	455	3,000	2,545	85%
Meeting Expense	2,910	6,135	3,225	53%
Program Supplies/materials	-	6,480	6,480	100%
Indirect Costs	-	17,093	17,093	100%
Total Restricted Expenses	18,354	80,400	62,046	77%
Excess (deficiency)	\$ 32,046	\$ -	\$ (92,046)	
HHS ANA O'odham Language & Materials Project (1310)				
9/1/21 - 9/1/24				
Restricted revenues:				
Federal government grants	\$ -	\$ 82,609	\$ (82,609)	-100%
Restricted expenses:				
Office Supplies	4,398	6,666	2,268	34%
Mileage	-	2,088	2,088	100%
Program Supplies	2,531	10,452	7,921	76%
Professional Fees	-	10,400	10,400	100%
Indirect Costs	-	9,545	9,545	100%
Other Equipment & Tools	5,821	5,744	(77)	-1%
Total Restricted Expenses	12,750	44,895	32,145	72%
Excess (deficiency)	\$ (12,750)	\$ 37,714	\$ (114,754)	
AZ TPT State Construction Needs Funding - (1400)				
(July 1, 2017 - June 30, 2037)				
Restricted revenues:				
State government grants	\$ 1,759,843	\$ 3,120,000	\$ (1,360,157)	-44%
Restricted expenses:				
Contracts/subcontracts	642,110	3,120,000	2,477,890	79%
Equipment Rental	500	-	(500)	0%
Construction Supplies	402,635	-	(402,635)	0%
Bank Charges	106	-	(106)	0%
Total Restricted Expenses	1,045,351	3,120,000	2,074,649	66%
Excess (deficiency)	\$ 714,492	\$ -	\$ (3,434,805)	

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

	Grant			
	Revenues/Expenses-to-Date			
	Grant	Remaining	Remaining	
	Actual	Budget	Budget	%
Workforce Development - (1401)				
(July 1, 2017 - June 30, 2021)				
Restricted revenues:				
Grant from Other Sources	\$ 1,411,056	\$ 897,810	\$ 513,246	57%
State government grant	\$ 70,619			0%
Restricted expenses:				
Compensation	230,873	-	(230,873)	0%
Employee related expenses	54,955	-	(54,955)	0%
Commuter Allowance	2,306	-	(2,306)	0%
Printing	216	-	(216)	0%
Vehicle Rental	40,945	-	(40,945)	0%
Office Supplies	14,035	-	(14,035)	0%
Communications	3,147	-	(3,147)	0%
Meeting Expense	5,511	-	(5,511)	0%
Stipends	241,411	-	(241,411)	0%
Training	22,991	-	(22,991)	0%
Subscriptions/Periodicals	6,008	-	(6,008)	0%
Office Equipment	8,962	-	(8,962)	0%
Computer Equipment	8,433	-	(8,433)	0%
Contracts/subcontracts	957,752	897,810	(59,942)	-7%
Construction Materials	1,702	-	(1,702)	0%
Total Restricted Expenses	1,599,246	897,810	(701,436)	-78%
Excess (deficiency)	\$ (117,571)	\$ -	\$ 1,214,682	
Univ of AZ NASA Space Grant - (1402)				
(12/14/16 -12/13/22)				
Restricted revenues:				
State government grants	\$ 35,500	\$ 29,500	\$ 6,000	20%
Restricted expenses:				
Stipends	3,000	-	(3,000)	0%
Program Supplies	24,116	29,500	5,384	18%
Total Restricted Expenses	27,116	29,500	2,384	8%
Excess (deficiency)	\$ 8,384	\$ -	\$ 3,616	

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

	Grant			
	Revenues/Expenses-to-Date			
	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	168,582	129,000	(39,582)	-31%
Employee related expenses	25,294	40,764	15,470	38%
Events	-	10,104	10,104	100%
Travel	8,625	3,338	(5,287)	-158%
Office/Education Supplies	1,596	6,000	4,404	73%
Meeting Expenses	14,542	30,000	15,458	52%
Honorariums/Guest Speakers	37,750	6,000	(31,750)	-529%
Awards & Gifts	46,567	6,000	(40,567)	-676%
Stipends	2,900	90,000	87,100	97%
Total Restricted Expenses	305,856	321,206	15,350	5%
Excess (deficiency)	\$ 9,982	\$ (6,000)	\$ (14,718)	
NIFA Equity Planting the Seeds of Culture & Food 1421) (9/1/2022 - 8/31/2026)				
Restricted revenues:				
Grant from Other Sources	\$ -	\$ 157,142	\$ (157,142)	-100%
Restricted expenses:				
Compensation	18,786	69,038	50,252	73%
Employee related expenses	1,559	20,449	18,890	92%
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	20,483	177,593	157,110	88%
Excess (deficiency)	\$ (20,483)	\$ (20,451)	\$ (314,252)	
BIE TCU Facilities & Improvements (1430) PL 116-260 (1430) (4/15/2020 -6/30/2024)				
Restricted revenues:				
Federal government grants	\$ 1,314,285	\$ 857,142	\$ 457,143	53%
Restricted expenses:				
Construction Supplies	43,753	-	(43,753)	0%
Program Supplies	90,928	-	(90,928)	0%
Equipment	57,756	-	(57,756)	0%
Consultants	800	-	(800)	0%
Other Structural Improvements	265,633	857,142	591,509	69%
Total Restricted Expenses	458,870	857,142	398,272	46%
Excess (deficiency)	\$ 855,415	\$ -	\$ 58,871	

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

	Grant			
	Revenues/Expenses-to-Date			
	Grant	Remaining	Remaining	
	Actual	Budget	Budget	%
NIFA Endowment - (20-1502)				
(Sept 1, 2020- Aug 31, 2023)				
Restricted revenues:				
Federal government grants	\$ 314,681	\$ 243,073	\$ 71,608	29%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	-	-	-	0%
Travel/professional Development	246	-	(246)	0%
Printing	3,442	-	(3,442)	0%
Commuter Allowance	-	-	-	0%
Moving Expenses	5,000	-	(5,000)	0%
Communications	2,018	-	(2,018)	0%
Vehicle Rental	32,194	-	(32,194)	0%
Promotion/Advertising	28,691	36,000	7,310	20%
Consultants/Professionals	161,175	86,677	(74,498)	-86%
Building Materials	1,689	-	(1,689)	0%
Education Supplies	-	-	-	0%
Meeting Expense	5,811	7,500	1,689	23%
Stipends	-	-	-	0%
Staff Development	2,000	-	(2,000)	0%
Guest Speaker/Honorariums	-	-	-	0%
Program Supplies	53,947	96,000	42,053	44%
Other Structural Improvements	810	-	(810)	0%
Office Supplies	-	7,500	7,500	100%
Furniture and Fixtures	1,477	-	(1,477)	0%
Computer Equipment	-	9,396	9,396	100%
Total Restricted Expenses	298,500	243,073	(55,427)	-23%
Excess (deficiency)	\$ 16,181	\$ -	\$ 127,035	
NIFA Education Sustainable Tomorrow - (20-1508)				
(Sept 1, 2018- Aug 31, 2022)				
Restricted revenues:				
Federal government grants	\$ 185,279	\$ 442,259	\$ (256,980)	-58%
Restricted expenses:				
Compensation	152,135	315,345	163,210	52%
Employee related expenses	28,449	40,165	11,716	29%
Commuter Allowance	2,631	1,606	(1,025)	-64%
Consultants	3,500	1,606	(1,894)	-118%
Program Supplies	-	-	-	0%
Participant Support	-	-	-	0%
Indirect Cost	21,770	85,143	63,373	74%
Total Restricted Expenses	208,485	443,865	235,380	53%
Excess (deficiency)	\$ (23,206)	\$ (1,606)	\$ (492,360)	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
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(Intended for internal management purposes only)

	Grant			
	Revenues/Expenses-to-Date			
	Grant	Remaining	Remaining	
	Actual	Budget	Budget	%
USDA Furniture Arts & Science (20-1509)				
(Aug 1, 2021- July 30,2026)				
Restricted revenues:				
Federal government grants	\$ -	\$ 166,200	\$ (166,200)	-100%
Restricted expenses:				
Furniture	170,131	166,200	(3,931)	-2%
Total Restricted Expenses	170,131	166,200	(3,931)	-2%
Excess (deficiency)	\$ (170,131)	\$ -	\$ (162,269)	
USDA Disaster Relief Health & Wellness (1526)				
(May 12, 2021- May 12, 2026)				
Restricted revenues:				
Federal government grants	\$ -	\$ 99,975	\$ (99,975)	-100%
Other Tools/Structural Improvements	121,284	99,975	(21,309)	-21%
Total Restricted Expenses	121,284	99,975	(21,309)	-21%
Excess (deficiency)	\$ (121,284)	\$ -	\$ (78,666)	
USDA NIFA Extension Capacity (20-1531)				
(Sept 1, 2018- Aug 31, 2022)				
Restricted revenues:				
Federal government grants	\$ 201,546	\$ 177,238	\$ 24,308	14%
Compensation	182,443	99,528	(82,915)	-83%
Employee Related Benefits	153,105		(153,105)	0%
Travel/ Per Diem/ Lodging/Registrations	1,053	2,198	1,145	52%
Youth Programs	-	8,000	8,000	100%
Other Participant/trainee Support Costs	-	13,312	13,312	100%
Workshops	-	4,000	4,000	100%
Education and Program supplies	45,734	11,500	(34,234)	-298%
Stipends	1,604	2,700	1,096	41%
Equipment	3,995	36,000	32,005	89%
Total Restricted Expenses	387,934	177,238	(210,696)	-119%
Excess (deficiency)	\$ (186,388)	\$ -	\$ 235,004	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
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	Grant			
	Revenues/Expenses-to-Date			
	Grant	Remaining	Remaining	
	Actual	Budget	Budget	%
NIFA Extension Capacity Bldg Together III - (20-1541)				
(Sept 1, 2018- Aug. 31, 2023)				
Restricted revenues:				
Federal government grants	\$ 323,449	\$ 660,000	\$ (336,551)	-51%
Grant from other sources	1,500	1,500	-	0%
Restricted expenses:				
Compensation	448,069	283,000	(165,069)	-58%
Employee related expenses	88,240	65,980	(22,260)	-34%
Travel	10,205	12,960	2,755	21%
Registration	5,812	760	(5,052)	-665%
Equipment Rental	510	-	(510)	0%
Consultants	200	1,800	1,600	89%
Honorariums	-	2,000	2,000	100%
Meeting Expense	2,970	-	(2,970)	0%
Program Materials & Supplies	14,044	6,120	(7,924)	-129%
Total Restricted Expenses	570,051	372,620	(197,431)	-53%
Excess (deficiency)	\$ (245,102)	\$ 288,880	\$ (139,120)	
NIFA Extension Sovereign O'oidag for SovereNation (1542)				
(Sept 1, 2022- Aug. 31, 2026)				
Restricted revenues:				
Federal government grants	\$ -	\$ 246,000	\$ (246,000)	-100%
Restricted expenses:				
Compensation	10,710	152,287	141,577	93%
Employee related expenses	1,861	47,210	45,349	96%
Travel	-	11,250	11,250	100%
Stipends	-	8,800	8,800	100%
Meals	-	6,000	6,000	100%
Materials and Supplies	13,119	17,253	4,134	24%
Consultants	-	3,200	3,200	100%
Total Restricted Expenses	25,691	246,000	220,309	90%
Excess (deficiency)	\$ (25,691)	\$ -	\$ (466,309)	
2019 USDA TCIE 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)	

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Restricted Expenses and Budget by Project
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	Grant			
	Revenues/Expenses-to-Date			
	Grant	Remaining	Remaining	
	Actual	Budget	Budget	%
2018 USDA TCI E Campus Solar Project (20-1622)				
(10/2/19- 9/2/2024)				
Restricted revenues:				
Federal government grants	\$ -	\$ 129,000	\$ (129,000)	-100%
TOCC Match	-	-	-	0%
Restricted expenses:				
Other costs to complete /consultants	91,490	-	(91,490)	0%
Consultants	-	-	-	0%
Equipment and Construction Costs	-	129,000	129,000	100%
Total Restricted Expenses	91,490	129,000	37,511	29%
Excess (deficiency)	\$ (91,490)	\$ -	\$ (166,511)	
2018 USDA TCI E Campus Solar Project Match (10-1622)				
Restricted expenses:				
Equipment and Construction Costs	6,450	6,450	-	0%
Total Restricted Expenses	6,450	6,450	-	0%
Excess (deficiency)	\$ (6,450)	\$ (6,450)	\$ -	
2020 USDA TCI Wellness Ctr (20-1628)				
(9/11/20- 8/31/25)				
Restricted revenues:				
Federal government grants	\$ -	\$ 181,367	\$ (181,367)	-100%
Restricted expenses:				
Equipment and Construction Costs	-	181,367	181,367	100%
Total Restricted Expenses	-	181,367	181,367	100%
Excess (deficiency)	\$ -	\$ -	\$ (181,367)	

Tohono O'odham Community College
Restricted Expenses and Budget by Project
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(Intended for internal management purposes only)

	Grant			
	Revenues/Expenses-to-Date			
	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	963,648	1,520,000	556,352	37%
Employee related expenses	225,537	420,000	194,463	46%
Travel Expense	-	86,000	86,000	100%
Commuter Allowance	5,202	-	(5,202)	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	646	-	(646)	0%
Registrations	75	-	(75)	0%
Contracts/Subcontracts	24,121	-	(24,121)	0%
Other Structural Improvements	811,199	3,619,520	2,808,321	78%
Office equipment	24,671	100,000	75,329	75%
Other	-	578,000	578,000	100%
Total Restricted Expenses	2,095,830	6,559,520	4,463,690	68%
Excess (deficiency)	\$ (800,328)	\$ -	\$ (9,727,709)	
Title III Part F Honoring Yesterday to Build Tom. - (20-1642)				
(Oct. 1, 2020 - Sept. 30, 2025)				
Restricted revenues:				
Federal government grants	\$ 725,127	\$ 4,655,008	\$ (3,929,881)	-84%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	-	-	-	0%
Contracts/subcontracts	-	-	-	0%
Computer equipment	-	-	-	0%
Other Structural Improvements	1,232,127	4,655,008	3,422,881	74%
Education supplies	-	-	-	0%
Total Restricted Expenses	1,232,127	4,655,008	3,422,881	74%
Excess (deficiency)	\$ (507,000)	\$ -	\$ (7,352,762)	
American Rescue Plan Fund (ARP) BIE PL 117-2 (1680)				
(July 1, 2019 - June 30, 2024)				
Restricted revenues:				
Federal government grants	\$ 5,581,278	\$ 5,581,278	\$ -	0%
Restricted expenses:				
Student Assistance	-	5,581,278	5,581,278	100%
Employee related expenses	-	-	-	0%
Contracts/subcontracts	-	-	-	0%
Computer equipment	-	-	-	0%
Other Structural Improvements	-	-	-	0%
Education supplies	-	-	-	0%
Total Restricted Expenses	-	5,581,278	5,581,278	100%
Excess (deficiency)	\$ 5,581,278	\$ -	\$ (5,581,278)	

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

	Grant			
	Revenues/Expenses-to-Date			
	Grant	Remaining	Remaining	
	Actual	Budget	Budget	%
TO Gaming Back to Campus Daily Meals and Archery Range (1716)				
May 27, 2022 - Until funds expended)				
Restricted revenues:				
Grant from other sources	\$ 9,247	\$ 9,247	\$ -	0%
Restricted expenses:				
Meals	-	7,400	7,400	100%
Archery Costs	-	1,847	1,847	100%
Total Restricted Expenses	-	9,247	9,247	100%
Excess (deficiency)	\$ 9,247	\$ -	\$ (9,247)	
Community of Practice - (20-1720)				
(July 1, 2022 - June 30, 2023)				
Restricted revenues:				
Grant from other sources	\$ 197,844	\$ 108,000	\$ 89,844	83%
Restricted expenses:				
Compensation	76,840	45,501	(31,339)	-69%
Employee related expenses	39,132	12,285	(26,847)	-219%
Travel	998	-	(998)	0%
Scholarships	-	1,129	1,129	100%
Registrations	160	-	(160)	0%
Vehicle Rental	7,408	-	(7,408)	0%
Office Supplies	-	500	500	100%
Meeting Expense	-	5,100	5,100	100%
Staff Development	-	5,015	5,015	100%
Advertising/Printing	-	489	489	100%
Contracts/Subcontracts	9,200	27,245	18,045	66%
Consultants	2,503	900	(1,603)	-178%
Program Supplies & Materials	-	800	800	100%
Indirect Cost	10,523	9,036	(1,487)	-16%
Total Restricted Expenses	146,764	108,000	(38,764)	-36%
Excess (deficiency)	\$ 51,080	\$ -	\$ (51,080)	
Project Success Ascendium (1727)				
Emergency Aid/Paid Internship				
(Jan 1, 2020 - Dec 31, 2025)				
Restricted revenues:				
Grant from other sources	\$ 60,584	\$ 169,000	\$ (108,416)	-64%
Restricted expenses:				
Administrative Costs Emergency Aid	-	9,000	9,000	100%
Administrative Costs Paid Internship	-	30,000	30,000	100%
Student Funds Emergency Aid	12,117	30,000	17,883	60%
Stipends	4,946	-	(4,946)	0%
Office Supplies	424	-	(424)	0%
Student Funds Paid Internship	-	100,000	100,000	100%
Meeting Expense	2,643	-	(2,643)	0%
Total Restricted Expenses	20,130	169,000	148,870	88%
Excess (deficiency)	\$ 40,454	\$ -	\$ (40,454)	

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

	Grant			
	Revenues/Expenses-to-Date			
	Grant	Remaining	Remaining	
	Actual	Budget	Budget	%
Ed Stabilization Fund Covid 19 Assistance (20-8021)				
(July 1, 2019 - June 30, 2024)				
Restricted revenues:				
Federal government grants	\$ 6,546,126	\$ 4,910,968	\$ 1,635,158	33%
Restricted expenses:				
Compensation	-	-	-	0%
Student Assistance	-	4,910,968	4,910,968	100%
Employee related expenses	128,846	-	(128,846)	0%
Consultants	48,611	-	(48,611)	0%
Staff Development	46,000	-	(46,000)	0%
Book waivers	231,583	-	(231,583)	0%
Computer equipment	9,999	-	(9,999)	0%
Payment to SCAC	91,537	-	(91,537)	0%
Cleaning Supplies	1,223	-	(1,223)	0%
Education supplies	22,954	-	(22,954)	0%
Total Restricted Expenses	580,752	4,910,968	4,330,216	88%
Excess (deficiency)	\$ 5,965,374	\$ -	\$ (5,965,374)	
TOTAL RESTRICTED EXPENSES				
Restricted revenues:				
Federal government grants	\$ 18,921,313	\$ 29,343,617	\$ (10,422,304)	-36%
State government grants	2,111,181	3,464,706	(1,353,525)	-39%
Grant from other sources	3,219,830	5,827,876	(2,608,046)	-45%
Total Restricted Revenues	\$ 24,252,325	\$ 38,636,199	\$ (14,383,874)	-37%
Restricted expenses:	\$ 13,651,532	\$ 38,188,219	24,536,687	64%
Excess (deficiency)	\$ 10,600,792	\$ 447,980	\$ (10,152,812)	

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

	Grant			
	Revenues/Expenses-to-Date			
	Grant	Remaining	Remaining	
	Actual	Budget	Budget	%
STUDENT FINANCIAL AID				
Scholarships- 21-8010 AICF (July1, 2021 - June 30, 2022)				
Restricted revenues:				
Scholarship Award	\$ 916,195	\$ 242,904	\$ 673,291	277%
Restricted expenses:				
Travel/Meeting/Office Expense	1,044	5,185	4,141	80%
Travel/Meeting/Office Expense	744	-	(744)	0%
Scholarships	930,006	395,552	(534,454)	-135%
Total Restricted Expenses	931,794	400,737	(531,057)	-133%
Excess (deficiency)	\$ (15,599)	\$ (157,833)	\$ (142,234)	
Dept of Ed Cares Act Title III TCU Fund 7/13/20-6/30/23 (20-8026)				
Restricted revenue:				
Federal government grants	\$ 4,017,314	\$ 7,001,292	\$ (2,983,978)	-43%
Restricted expenses:				
Compensation	380,906	-	(380,906)	0%
Employee related expenses	25,513	-	(25,513)	0%
SCAC Grants to or expenditures for students	48,000	274,665	226,665	83%
Postage & Delivery	16,986	-	(16,986)	0%
Communications	5,099	-	(5,099)	0%
Building R&M	4,441	-	(4,441)	0%
Building Rent	24,914	-	(24,914)	0%
Consultant Fees	405,423	-	(405,423)	0%
Licenses & Fees	34,088	-	(34,088)	0%
Cleaning Supplies	15,921	-	(15,921)	0%
Meeting Expense	5,718	-	(5,718)	0%
Custodial and Cleaning Expenses	150,218	-	(150,218)	0%
CARES ACT Higher Ed Emergency Relief	2,777,088	-	(2,777,088)	0%
Residence Fees Lost	39,600	39,600	-	0%
Residence Fees Refunded TOCC	(22,072)	17,528	39,600	226%
Memberships	2,500	-	(2,500)	0%
Indirect Costs	403,032	-	(403,032)	0%
Other Structural Improvements	224,058	-	(224,058)	0%
Computer Equipment	702,687	-	(702,687)	0%
Awards and Gifts	45,500	-	(45,500)	0%
Grants to or expenditures for TOCC students	-	6,669,499	6,669,499	100%
Total Restricted Expenses	5,289,620	7,001,292	1,711,672	24%
Excess (deficiency)	\$ (1,272,306)	\$ -	\$ 1,272,306	

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

	Grant			
	Revenues/Expenses-to-Date			
	Grant	Remaining	Remaining	
	Actual	Budget	Budget	%
FSEOG 7/1/22 - 6/30/23 (21-8020)				
Restricted revenue:				
Federal government grants	\$ -		\$ -	0%
Restricted expenses:				
Tuition & Fee Waivers	19,503	-	(19,503)	0%
Total Restricted Expenses	19,503	-	(19,503)	0%
Excess (deficiency)	\$ (19,503)	\$ -	\$ 19,503	
PELL -21- 8030 (July 1, 2021 - June 30, 2022)				
Restricted revenue:				
Federal government grants	\$ 1,658,282	\$ 1,100,000	\$ 558,282	51%
Restricted expenses:				
Office Supplies	-	-	-	0%
Refunds	1,623	-	(1,623)	0%
Grants to students	2,039,857	1,100,000	(939,857)	-85%
Total Restricted Expenses	2,041,480	1,100,000	(941,480)	-86%
Excess (deficiency)	\$ (383,198)	\$ -	\$ 383,198	
TOTAL STUDENT FINANCIAL AID				
Restricted revenue:				
Federal government grants	5,675,597	8,101,292	\$ (2,425,696)	-30%
Scholarship Award	916,195	242,904	673,291	277%
	\$ 6,591,792	\$ 8,344,196	\$ 1,752,405	21%
Restricted expenses	8,282,398	8,502,029	219,631	3%
Excess (deficiency)	\$ (1,690,606)	\$ (157,833)	\$ 1,532,773	

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

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

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

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

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

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

TOCC Grant Match Grant 1526 USDA (1005)
(May 12, 2021- May 12, 2026) No additional expenditures afer 6/30/2022

Operational expenses:				
Furniture & Equipment	-	33,000	33,000	100%
Total Restricted Expenses	-	33,000	33,000	100%
Excess (deficiency)	\$ -	\$ (33,000)	\$ (33,000)	

Great Lakes - Paid Internship - (1726)
(5/1/17 - 10/31/19)

Restricted revenues:				
Grant from other sources	\$ 49,105	\$ 100,000	\$ (50,895)	-51%
Restricted expenses:				
Student Employment Salary and taxes	20,844	75,000	54,156	72%
Consulting	3,480	23,000	19,520	85%
Meeting expense	-	1,000	1,000	100%
Promotion	-	1,000	1,000	100%
Total Restricted Expenses	24,324	100,000	75,676	76%
	\$ 24,781	\$ -	\$ (24,781)	

TOTAL RESTRICTED EXPENSES

Restricted revenues:				
Federal government grants	\$ -	\$ -	\$ -	0%
State government grants	25,000	40,000	(15,000)	-38%
Grant from other sources	420,143	489,678	(69,535)	-14%
Total Restricted Revenues	\$ 445,143	\$ 529,678	\$ (84,535)	-16%
Restricted expenses:	\$ 390,270	\$ 515,678	125,408	24%
Excess (deficiency)	\$ 54,873	\$ 14,000	\$ (40,873)	

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

	Grant			
	Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %

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

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

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: AIMEE FARMER, CHIEF HUMAN RESOURCES OFFICER
SUBJECT: **AGENDA ITEM**—**SEPTEMBER 2023 RESOURCE LIST**
DATE: **09/31/2023**
CC: FILE

Background

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

Recommendation

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

RESOURCE LIST

September 2023

New Hire:

Name	Position	Date

Transfers:

Name	Position	Date
Alohilani Felix	Wellness Program Specialist	9/11/2023
	Mrs. Felix was Bakery/Clerk with Bashas for 4 months. She was Crew Member with McDonalds for 3 months. She was Cashier with Fry's for 6 months. She was with Victoria Secret for 3 months. She was Receptionist with Tohono O'odham Community College for 2 months.	

Separations:

Name	Position	Date
Brian Antonio	Facilities Maintenance Technician	9/22/2023
Raphael Lewis	Facilities Maintenance Technician	8/27/2023

Tohono O'odham Community College
Employment Vacancy Activity Log
September 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
				Yes	No		Yes	No		Yes	No	
Curriculum Specialist	Edu	0				9/31/2023						Continue to advertise
GIS Instructor	Sustain	10			10	2	8	9/31/2023				Pending HM review(s)/applicant documents
Pre-College GED Instructor	Workforce Comm. Devlp.	4			4	3	1	9/31/2023				Pending HM review(s)
Plumbing Instructor	Apprentice Program	1			1		1	9/31/2023				Pending HM review(s)
Senior Systems Administrator	Sustain	3			3		3	9/31/2023	2			Pending interview(s)
Tohono Kosin Lead Cook	Workforce Development	3	1		2		3	9/31/2023	2			Pending interview(s)
Tohono Kosin Restaurant Manager	Workforce Development	0						9/31/2023				Continue to advertise
Tohono O'odham Language & Culture Instructor	Edu	1	1			1		9/31/2023	1		7/25/2023	Pending FPC card
Tohono O'odham Studies Director	Edu	0						9/31/2023				Continue to advertise

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

Vacant Position	Division	Number of Applicants	Tohono O'odham Native American Other			Application w/documents Complete		Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
						Yes	No		Yes	No		Yes	No	
Administrative Assistant- Finance	Admin.	1	1				1	9/31/2023						Continue to advertise
Administrative Assistant-OLC	OLC	2			2		2	9/31/2023		1				Pending HM review
Computer Literacy Trainer (2)	Sustain	2		1	1	2		9/31/2023	2		9/28/2023			Pending tentative start date 10/16/2023
Facilities Maintenance Tech I (2)	Op	4	3		1	4		9/31/2023	4					Pending HM review
Financial Aid Technician	Stu Services	4	2		2		4	9/31/2023	1	3				Pending interview
HR (Human Resources) Generalist	President's Office	7			7	1	6	9/31/2023						Pending interview(s)
Phoenix Center Site Technician	Stu Services	34	1	1	31	10	24	9/31/2023	5	23				Pending interview(s)
Receptionist	Stu Services	13	6		7	8	5	9/31/2023	8	5				Pending interview(s)
Tohono Kosin Assistant Cook	Workforce Development	5	4	1		4	1	9/31/2023	4					Pending interview(s)
Wellness Program Specialist	Stu Services	4	2		2	2	2	9/31/2023	2		8/23/2023	1		Position filled 9/11/2023

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTON, PRESIDENT
FROM: SYLVIA HENDRICKS, DIRECTOR OF STUDENT LIFE
ANNE MIGUEL, RESIDENCE LIFE COODINATOR

SUBJECT: RESIDENCE LIFE COORDINATOR (2)

DATE: SEPTEMBER 20, 2023

CC: AIMIE FARMER, CHIEF HUMAN RESOURCE OFFICER

Background: The Residence Life Program has been in existence since 2011 here at Tohono O'odham Community College (TOCC) on the S-cuk Du'ag Campus and has evolved throughout the years. The upkeep and management of the program has grown with the type of services we provide and working with other programs and division within the college and in the community to ensure the resident students enjoy, are safe and successful in their program of studies and the Residence Program here at TOCC.

Justification: An additional Residence Life Coordinator is needed to assist in the management and coordinating in programing, facility upkeep, and ensuring we have adequate supervision of the residence students and provisions of activities due to the remoteness of the location of our Residence Program on S-cuk Du'ag Campus. The present Residence Life Coordinator spends 24/7 hours, which includes the weekends overseeing the operation, maintaining adequate supervision as we expect that there be scheduled overnight supervision in case of emergencies.

Action Requested: Request Board of Trustees approval of a 2nd Residence Life Coordinator”

Recommendation: President recommends approval.



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Residence Life Coordinator
Reports To: Director of Student Life
Status: Full time/ Regular/ Exempt
Salary: \$40, 000-44,000 (DOE) annual plus benefits (see below)

SUMMARY:

This is a 12-month, professional live-in position. The Residence Life Coordinator creates opportunities for student development through the Residence Life Plan and through individual student interactions. The Coordinator must have a strong student focus with evening and weekend commitments.

This position is responsible for the organization and leadership of student development activities, supervision of RA staff, addressing difficulties that arise concerning student conduct and management of administrative operations of a residence facility.

The Coordinator will provide leadership and guidance while enforcing residential life policies and values, and will provide crisis response, management of dorm spaces to ensure student safety and high standards of cleanliness throughout the common and personal living spaces.

The Residence Life Coordinator is a role model, a facilitator, a leader, and an essential person in the experience and education of the resident students. The Coordinator must enjoy living and working with college-aged students and be committed to education and student development.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Mentor, advise, and provide crisis and emergency intervention and referrals for resident students;
- Provide transportation for dorm residents needing medical care and/or to purchase essential items;
- Inspects all resident facilities to ensure building security and guidelines are met and provide daily reports on condition of the dorms to College administration;
- Collaborate with TOCC Security to ensure safety of dorm residents;
- Identify and advocate for needed maintenance issues as they arise in the dorms;
- Organize training sessions for dorm residents on cooking, living together, code of conduct and on emergency response;
- Perform a variety of administrative duties including, but limited to, reports, room assignments, check-in/out procedures, occupancy management, and assessing damages and fines for occupants;
- Reviews and authorizes expenditures as needed to keep the residence in operating order and to ensure budgetary guidelines are followed;
- Participation on the campus safety committee and other committees as requested;

- Perform other duties of a similar nature of level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Associate's degree from an accredited college or university or an equivalent combination of education and experience necessary to perform the essential duties and responsibilities of the Residence Life Coordinator.

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

- Ability to speak and understand O'odham language.
- Knowledge and understanding of the historical and contemporary issues facing Native peoples.

LICENSING REQUIREMENTS:

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

KNOWLEDGE:

- Basic managerial principles and practices;
- Computer literacy with proficiency in word processing and ability to master the residence life module in Jenzabar (TOCCs data management system);
- Safety and fire regulations pertinent to operation of residence life facilities;
- Knowledge of applicable TOCC, Federal, State, and Tohono O'odham Nation, rules, regulations, codes, and/or statutes pertaining to operation of residence life facilities.

SKILLS:

- Interpreting and applying applicable laws, rules, and regulations;
- Ability to relate to individuals; approachable;
- Excellent oral and written communication skills;
- Monitoring and evaluating the work of student RAs (Resident Assistants).

WORK ENVIRONMENT:

TOCC is a tribal college located on the Tohono O'odham Nation, 60 miles west of Tucson. The Residence Life Coordinator will live in the residence hall and shall have an apartment separate from, but adjoining, student quarters.

BENEFITS:

- Comprehensive health benefit package and 401(k);
- Furnished, on-campus apartment (couple housing available);
- Use of TOCC cellphone.

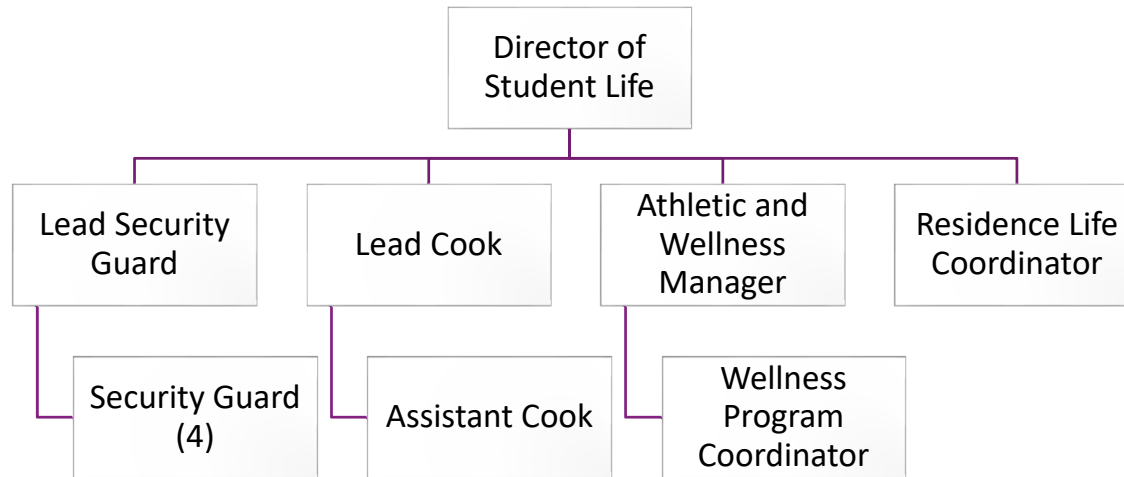
HOW TO APPLY

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 one reference (name, position, organization and work phone number). If claiming Indian Preference under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/ or if claiming Veteran Preference, submit a copy of the DD214 form to:

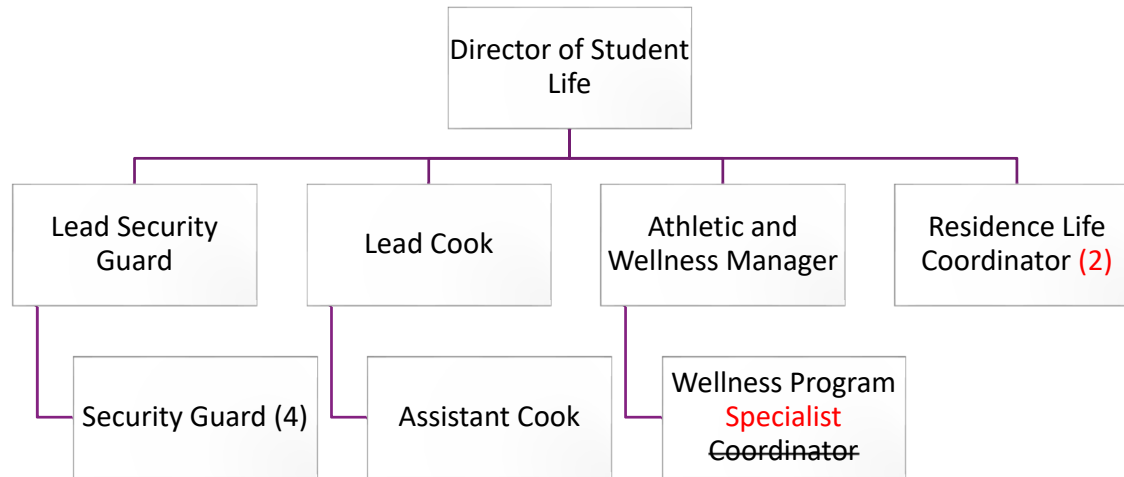
TOHONO O'ODHAM COMMUNITY COLLEGE
ATTENTION: HUMAN RESOURCES
P.O. BOX 3129
SELLS, AZ 85634
VOICE (520) 479-2307 FAX (520) 479-2281

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Student Life



Student Life



Draft 10.12.2023

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: MARIO MONTES-HELU, DEAN FOR SUSTAINABILITY, AND ADRIAN QUIJADA, DIRECTOR OF THE LAND GRANT OFFICE OF SUSTAINABILITY.

FROM: PAUL ROBERTSON, PRESIDENT

SUBJECT: **TRADITIONAL FOOD SYSTEMS OUTREACH POSITION.**

DATE: OCTOBER 6, 2023

CC: AIMEE FARMER HUMAN RESOURCES

Background: The “Sovereign O’oidag (Gardens) for a Sovereign Nation” is a USDA-NIFA-funded program engaging successfully with participant communities and districts. To support extension and outreach efforts, we request hiring a Traditional Food Systems Outreach (TFSO) person who will help with outreach activities at the districts as part of our goals. The TFSO will provide expertise and knowledge on nutrition and traditional food systems linked to the project.

Justification: LGOS agriculture managers of the O’oidag. program are requiring the field assistance of a person with knowledge on Tohono O’odham traditional food systems, as most of the activities continue to be at the districts. The TFSO specialist will assist in the organization of district visits, educational and outreach activities at the community. Most importantly, the TFSO will educate community members on the importance of preserving their traditional food systems based on current knowledge of sustainable nutrition and food systems.

Action Requested: We request the BOT to approve the position of a Traditional Food Systems Outreach specialist. With a salary of \$40,000 to \$44,000 (DOE).

Recommendation: Recommend approval.

Attachments: Traditional Food Systems Outreach job description.



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Traditional Food Systems Outreach (TFSO)
Reports To: Land Grant Office of Sustainability Director
Status: Full time/ Regular/ Non-Exempt
Salary: \$40,000-\$44,000 DOE

SUMMARY: The Land Grant Office of Sustainability at TOCC is looking for a Traditional Food Systems Outreach (TFSO) specialist who will assist and support the agriculture programs supported by USDA grant. Duties include assisting outreach efforts at the Tohono O'odham communities in the areas of traditional food systems from O'oidag community gardens. The selected candidate will be able to provide training and advice on traditional foods and will support LGOS efforts to educate community members on the nutritional importance of preserving traditional seeds, crops, and the cultural values linked to food. For TFSO position, the person should be prepared to travel, make presentations, organize workshops, and interact with the community members from various districts of Tohono O'odham Nation.

ESSENTIAL DUTIES:

- Assist in organizing outreach activities of the O'oidag community gardens program;
- Assist, support, and participate in outreach planning at LGOS site and the Student Learning Farm;
- Promote the nutritional and cultural value of Tohono O'odham food systems;
- Attend meetings with districts members and representatives;
- Contribute with traditional food systems information in flyers, documents, and media;
- Assist and support the traditional seed bank preservation and maintenance.
- Promote Tohono O'odham food systems at the community of the Tohono "odham Nation.
- The TFSO specialist will support the T-Šo:šon (Our Core Values) including T-Wohocudag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together.
- Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Associate degree in nutrition, food systems, agriculture, sustainable food and related field or an equivalent combination of education and experience.
- Experience in Tohono O'odham traditional agriculture.
- Knowledge of Tohono O'odham culture and governance.

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

- Excellent communications skills in public and media settings.
- Ability to speak and understand O'odham and/or Spanish.

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

LICENSING REQUIREMENTS:

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

KNOWLEDGE:

- Knowledge of traditional and sustainable food systems;
- Understanding opportunities and challenges of Tohono O'odham traditional agriculture;
- Demonstrates attention to detail and follows through on commitments;
- Driving experience in tribal and rural lands;
- Communicates
- Safe work in agriculture and farm practices;
- Work independently with minimal direction.

SKILLS:

- Using a computer and related software applications;
- Interpreting and applying applicable laws, rules, regulations, policies, and procedures;
- Implementing initiatives including healthy diet initiatives;
- Ability to communicate using podcasts, social media, and written documents ;
- Working as a team member.

WORK ENVIRONMENT:

TOCC is a tribal college located on the Tohono O'odham Nation, 60 miles west of Tucson. The successful candidate 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 reference (name, position, organization and work phone numbers). If claiming Indian Preference Under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/ or if claiming Veteran Preference, submit a copy of the DD214 form to:

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

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

BOT Approval:

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: ADMINISTRATORS TEAM
FROM: EDUCATION DIVISION
SUBJECT: Faculty Withdrawal Policy Refinement
CC: PAUL ROBERTSON, PRESIDENT

Background: During the fall semester, some confusion arose regarding the clarity of the Faculty Withdrawal (FW) policy. Specifically, it was noted by the Registrar that what is labeled as Faculty Withdrawal in the Catalog should be called Faculty Drop. It also became apparent that there was no other explanation about the meaning and process of Faculty Withdrawal. These are the policies that were approved on August 10, 2023:

“Faculty Withdrawals

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

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

Withdrawing from a Course

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

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

Justification: Having clear policies is essential for both students and institution, as their clarity enables a clean implementation of the same. In order to clarify the existing policies, it is proposed that a Faculty Drop policy is outlined, the Faculty Withdrawal policy is clarified, and that the Financial Aid consequences are added to the Withdrawing from a Course policy. The following changes are proposed:

“Faculty Drop

The Faculty Drop process entails the possibility of a student being withdrawn from a course due to lack of active participation in the enrolled class. The Faculty Drop process is ongoing until the Drop/Full Refund Deadline. The process consists on faculty entering the W grade in the Learning Management System (LMS) so it is automatically transferred to the Student Information Management System (SIMS). The purpose of the Faculty Drop process is to cancel the student's registration in the respective course so it will not carry unwanted consequences for Financial Aid procedures. Consequently, all records related to the course enrollment are expunged from the student's permanent academic record.

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

Faculty Withdrawal

A Faculty Withdrawal enables faculty to withdraw a student from a course due to lack of active participation in the enrolled class. The Faculty Withdrawal process starts on *the day after* the Drop/Full Refund Deadline and ends at the 45th Day Census date. Faculty Withdrawals occur when both or one of these conditions happen: (a) violation to the Attendance Policy of “Four unexcused absences may result in a withdrawal...” as outlined in the Student Handbook, or (b) a student fails to have active participation in the enrolled course, such as lack of submission of assignments, no attendance, etc. The process consists on faculty entering the W grade in the Learning Management System (LMS) so it is automatically transferred to the Student Information Management System (SIMS). If the withdrawal occurs on the 45th day, faculty will enter FW into the LMS.

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

Withdrawing from a Course

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

The "W" designation will be recorded on the student's permanent academic record, but it will have no impact on the calculation of the student's grade-point-average (GPA). It serves as an indicator that the student withdrew from the course, and it does not carry any academic weight in terms of GPA assessment, although it may have consequences for Financial Aid Satisfactory Academic Plan requirements. Visit Chapter 3 for more information.

Action Requested: Request approval of the Academic Catalog wording regarding the following policies: Faculty Drop, Faculty Withdrawal, and Withdrawing from a Course.

Recommendation: President requests approval.

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: ADMINISTRATORS TEAM
FROM: EDUCATION DIVISION
SUBJECT: Change in Residency Requirement
CC: PAUL ROBERTSON, PRESIDENT

Background: In a recent reading of the 2023-2024 Academic Catalog, an oversight or mistake was discovered. The Residency Requirement in the Academic Catalog (p. 61) reads:

“Residency requirement: If working on a Certificate or Associate of Applied Science degree, at least 6 credit hours must be earned at TOCC in order to graduate from TOCC. If working on an Associate degree at least 15 credit hours must be earned at TOCC. This residency requirement must be met through courses numbered 100 or higher.”

Justification: The typical percentage of courses required to graduate from an institution is 25%, which is represented by 15 cr. hrs. out of the total 60 cr. hrs. for an Associate of Arts/Science degree. However, six cr. hrs. out of the total of 60 hrs. for an Associate of Applied Science degree is only 10% of the total degree. Given that Certificates fluctuate in the number of credit hours, it will be more practical to state the residency requirement in percentage form as opposed to number of credit hours.

Action Requested: Request approval of the following change to the Academic Catalog wording regarding the Residency Requirement:

“Residency requirement: Regardless of the type of degree, at least 25% of credit hours must be earned at TOCC in order to graduate from TOCC. This residency requirement must be met through courses numbered 100 or higher.”

Recommendation: President requests approval.

Item	Actions	Discussion/Resolution/Comments
1. Joining SARA (State Authorization Reciprocity Agreement) and NC-SARA at national level.	NA	TOCC officially accepted in SARA and NC SARA. This completes TOCC's inclusion in AZ SARA and NC SARA and will be important to note in the assurance argument for accreditation in 2026.
2. Presidential screening committee	Discussed with Chief HR Officer Aimee Farmer, identified list of 13 persons, scheduled and facilitated a meeting of all on Oct. 11, 2023	Committee members provided a number of suggestions as to posting the vacancy, identified good time to meet (Wednesday mornings) and asked a number of questions about process. Organizing this process for TOCC to be led by HR.
3. Audit	Continued to meet with Finance Dean and consultant regarding financials and Scheduled Expenditures of Federal Awards	TOCC has begun the audit process with KLA. Focus is on Title IV Pell among other areas.
4. Pending visit of Board and CEO of American Indian College Fund	Coordinating the upcoming event with staff, faculty and inviting several students to participate on 24 October.	This meeting will afford AICF a chance to visit with TOCC partners and to collect information regarding future needs and possible support to help address those needs.
5. Various administrative tasks – short and long term	Continue to work with Deans and some Directors on a regular basis. A major need is to ensure the transition to the new Jenzabar data management version, J1 scheduled for November.	The Admin group meets weekly and focuses largely on problem solving and setting near future agendas. There is a need for additional longer range planning that will be addressed this calendar year.
6. Entry level Salaries and wages	Base pay is too low for a number of positions, including administrators, staff and faculty. Meeting with HR to develop a plan.	Recruitment of qualified staff for certain positions is very difficult and that keeps TOCC from accomplishing needed tasks.

7. Pay of current personnel	A raise in salary and wages is warranted – discussed in depth with administration to include HR.	Bringing a proposal to the BOT in October 2023.
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September 2023 Board Report Activities
Human Resources

Issues/Items	Discussion/ Situation	Summary/ Resolution
Partnering in the Presidential Search	Recruitment process; selection of the search committee members, etc.	In-Progress
HR Archives	HR file inventory: scan, purge and shred documents	In-Progress
Records Management System	HR Records Management System in electronic and manual files	Reviewing opportunities to create a comprehensive RMS
Advertise /Recruit Positions	Continuously advertise vacant positions, conducted interviews, pre-hire employment processing; and on-boarding candidates	No new hires for month of September
Personnel Issues	Personnel Concerns	Manage an investigation
Website Redesigns for HR	Internal updates on the MyTOCC; and External updates on the HR section of the www.tocc.edu website	In-progress

Report to TOCC Board of Trustees:

Jay Juan

Chief of Operations

September 2023

Issues/Items	Actions/Assessment
Need to meet with ESB about Wişag Koş Maşcamakuđ construction.	On September 12 th we met with 3 individuals from ESB at the Wişag Koş Maşcamakuđ. We met for approximately 3 hours discussing what would be needed to begin building and how we might want to develop the campus. At the end of the meeting ESB agreed to assist us with developing a plan.
Need to complete construction work at the Kosin.	Hired Rotor Rooter to clear all the floor drains. Electrical pull down cords were installed in the kitchen area.
Need to create a bid for solar panel installation.	Researched and established which pieces of equipment will be needed for this project. Created a specification sheet for bid proposals.
Need to submit vehicle mileage report.	Collected mileages from all GSA vehicles and uploaded them to the GSA website.
TO Fire department has requested walkthroughs of both campus sites.	With assistance from Security we gave TO Fire a tour of the campus, pointing out the location of all water riser rooms and fire alarm panels.
Work on the Language Center.	The foundation/concrete slab has been poured and has had time to cure. The interior portions of the building are scheduled to be transported mid-October.

To: Tohono O'odham Community College Board of Trustees
 Thru: Paul Robertson, President
 From: Ronald Geronimo, Director
 Frances Benavidez, Program Director, NSF TEAC
 Subject: September 2023 Board Report
 Date: October 01, 2023

O'odham Ñi'okĩ Ki:

Key Issues / Items Addressed in September 2023

P. 1 of 2

Strategic Initiative	Issues/ Items	Actions/Assessments
Language Documentation – Print and Video	O'odham Language Resources and Materials Project.	<ul style="list-style-type: none"> Continuing with the Oral History project and working with the Elderly Coordinators from Sells and Baboquivari district to set up interviews with three elders from each district.
Capacity Building: Training Program for Speakers on Transcribing, Translating, and Teaching O'odham	Building capacity for TON Head Start Centers: Pisinemo, Santa Rosa, North Komelic to transition to immersion Head Start Centers and build the language fluency of the parents and families.	<p><u>Monthly Family Engagement Nights</u></p> <ul style="list-style-type: none"> The O'odham Ñi'okĩ Ki: Program Coordinator began meeting with parents/families to support language learning continues in the home through use of interactive games and activities. The monthly sessions will follow the monthly Head Start Center themes beginning with the child and the family. <p><u>Master – Apprentice Program Training</u></p> <ul style="list-style-type: none"> Began coordinating master-apprentice training for parents/ families and speakers of the three partner Head Start Centers. This program is another component of supporting language learning continues in the home. Training will take place in October. <p><u>On-site Instructional Immersion Coaching</u></p> <ul style="list-style-type: none"> The instructional immersion coach began weekly visits to the Head Start Centers with the start of the school year beginning September 05. New learning materials will be developed to support O'odham language learning in the Head Start classrooms.

O'odham Ñi'okĩ Ki:

Key Issues / Items Addressed in September 2023

P. 2 of 2

Strategic Initiative	Issues/ Items	Actions/Assessments
Networking and Outreach – Organizing with the Community	Promoting Language Use and Language Visibility	<p><u>Language Awareness Campaign</u></p> <ul style="list-style-type: none"> The advisory committee continues to meet each month to discuss and identify strategies for promoting language visibility across the Nation. The O'odham Ñi'okĩ Ki: will develop materials soon based on initial feedback from committee members. <p><u>Meeting with Head Start Parents and Families</u></p> <ul style="list-style-type: none"> Met with parents/families of the three partner Head Start Centers for an O'odham language family engagement nights: <ul style="list-style-type: none"> Pisinemo Head Start (09/12) N. Komelic Head Start (09/14) Santa Rosa Head Start (09/19) <p><u>Weekly Immersion Lunch</u></p> <ul style="list-style-type: none"> Participants learn useful phrases through interactive lunch activities hosted each week in partnership with TOCC's Food Service Program: 09/06; 09/13; 09/20; 09/27 <p><u>Community-based Language Class – Sells District</u></p> <ul style="list-style-type: none"> The weekly Sells District community-based language class began the second week of September, with an enrollment of about 17 students. The eight-week class will run through the end of October. This class is hosted in partnership with TOCC's Education Division. <p><u>AILDI Retreat (09/16/23)</u></p> <ul style="list-style-type: none"> Networked with language focused programs from across Arizona during the AILDI retreat to learn and stay current on language priorities across tribal communities and develop new strategies for promoting language use and visibility. <p><u>Tohono O'odham Nation Education Department</u></p> <ul style="list-style-type: none"> Met with the TON Edu. Dept. to discuss projects, initiatives, and potential partnerships. The Nation will host the 2024 Culture Teaching Gathering.
Other		

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

Issue	Discussion	Summary/resolution
SARA	Membership	Dr. Paul Robertson, Ms. Martha Lee and myself presented TOCC candidacy to AZ SARA. SARA is the State Authorization Reciprocity Agreements to streamline regulations around distance education programs. TOCC was accepted into AZ SARA and, on October 3 rd , we received notification that we had also been admitted into the National Council for State Authorization Reciprocity Agreements (NC-SARA),
Reaching to the Community	Dr. Katie Cassanova from TON Behavioral Health	Dr. Michele Rountree, Faculty in Social Work, and I met with the Director of Behavioral Health, Dr. Katie Cassanova. There are ongoing talks for TOCC to offer the Associate of Arts in Social Work degree to counselors in her office.
Other Updates	<ul style="list-style-type: none"> • Math • Dual Enrollment 	<ul style="list-style-type: none"> • Our Mathematics Carnegie QuantWay course is ongoing. We are testing if this course will be enough to remove the developmental course (MAT 089) from our offerings. • I continue working with Brandi Espuma to offer more dual enrollment courses. We met with Ha:sa:n's administrators and the next step is to decide what courses will be offered in the spring semester.

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

Issue	Discussion	Summary/Resolution
Short staffing impeded library improvements and capabilities.	<ul style="list-style-type: none"> • The library space needs sprucing up, but being able to dedicate time to the effort has been difficult. • Reorganization of space to fully utilize Special Collections area. 	<ul style="list-style-type: none"> • Now that we have two library assistants and the student worker on board, organization projects have been completed. Staff members are converting library holdings to manuscript collections to free up space. Additionally, staff have been working to repurpose space for storage and activities such as Friday Films for in-person attendance. • Shifting and repurposing space is in progress to completely make Special Collections, Special

	<ul style="list-style-type: none"> Assisting Education Division as a whole has been easier. Usage has been steady despite staffing changes and acclimation. 	<p>Collections. The library director's office doubles as processing storage. Originally, a small office was going to be used for manuscript storage, however the cooking odors from the kitchen permeate the space and would not be ideal for its original purpose.</p> <ul style="list-style-type: none"> Library staff assisted with the second round of packing and mailing of 10 Art 111 kits. There were at least 183 visits to O'ohana Ki: during September.
Upgrades and software training are still in process.	<ul style="list-style-type: none"> Technology RE: Library connections Migration E-books 	<ul style="list-style-type: none"> TCU libraries are now eligible for E-rate. TOCC O'ohana Ki: can participate. Efforts need to be coordinated with TOCC IT/Division of Sustainability and Tohono O'odham Nation's Venito Garcia Library and DO IT in order to apply. The TLC Migration is tentatively scheduled for October 13-14. The form necessary for OverDrive was completed. Authentication is in process. Once it has been completed by TOCC IT, we will be able to finally launch OverDrive. OverDrive can assist in no-cost books to students, especially for areas where OERs are not readily available.

Teresa Newberry, PhD. NSF STEM Grant, September 2023

Issue	Discussion	Summary/resolution
This project is piloting the use of the Man in the Maze Educational Journey to increase student success and resilience in their academic programs.	<p>Work is on-going in using Man in the Maze Educational Journey for student success at TOCC.</p> <p>Work to create a video with animation of the Man in the Maze is on hold due to non-payment of consultants.</p>	<p>There are 9 faculty who are implementing the Man in the Maze workbook in their courses. Work on the animations are on hold due to the consultancy payment being over 3 months past due. This work supports <i>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>
Support for students during their transitions from TOCC to universities.	Working with UA on 2+2's for Physical and Life Science programs in	On-going meetings with UA's "Walking in STEM program", TOCC Dean, Science Faculty, and student services for a possible proposal to submit for an S-STEM award in February 2024. We are currently

	Health, Environment, and Computer Science	discussing reporting requirements from the Financial Aid Office for the proposal and award and if it is feasible to proceed given the reporting requirements. <i>Goal 4: Support for Transitions from High School to TOCC to University.</i>
Create Faculty Learning Community (FLC) with on-going mentoring by education consultants and cultural mentor.	This Maci:dag Wo:g (MW) Faculty Learning Community (FLC) is being co-led by the Faculty Development Committee (FDC). The NSF STEM grant is supporting the active learning group engaged in the development of culturally-centered curriculum projects. The FDC is leading the discussion and sharing group.	Our first Faculty Learning Community meeting was held on 9/22. The Discussion and Sharing session was focused on discussing faculty topics for the year and the Active Learning Session focused on using the Man in the Maze for program-level assessment. This work supports <i>Goal 5: Faculty Support and Development to provide culturally responsive curriculum and Goal 2: Indigenize and transform TOCC STEM curriculum.</i>

T-Ba'itk (Faculty Senate) Board Report

Report Month: September 2023

Submitted by: Kimberly Danny, 09/27/23

Issue	Discussion	Summary/resolution
New Faculty Senate committees were assembled for the Academic Year (AY) 2023-2024 on 8/25/23	Assessment	A. Met 9/1/23 and 9/15/23. B. Outlined assessment plan for the academic year. The plan follows the Academic Dean's directive - given on 8/25/23 faculty senate meeting. C. Optional Assessment Collaborative meetings are scheduled for 10/2/23 and 10/6/23. Area Chairs and designees are invited to join the Assessment Committee to review your new PLOs with a committee member or continue your research.
	Curriculum	A. Met 9/22/23. The next meeting is not scheduled yet.
	Faculty Development	A. Will hold bi-monthly meetings. Next meeting 10/6/23. B. Facilitated Faculty Learning Community on 9/22/23.
Fall Break Agenda	Proposed plans: discipline-specific standards, program learning objectives	A. Mandatory full-time faculty presence on campus Monday (10/2) and Tuesday (10/3) B. Proposed working sessions: <ol style="list-style-type: none"> 1. Discuss/find discipline-specific standards 2. Review/revise program learning objectives 3. Discuss /revise course evaluation questions C. Friday (10/6) - Zoom meeting to discuss ACUE courses
Assessment discussion	General education goals	A. A question was brought up on how we assess the general education goals B. Discussion about the Himdag ensued

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

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

Issues/Items	Discussion/ Situation	Summary/Resolution
Workforce and Community Development (WCD)	Tohono Kosin	There are some applicants for the Tohono Kosin positions of Lead Cook and Assistant Cook. Interviews will take place in the second week of October.
	Solar Panel Installer Program	After the Solar Installer Instructor accident, we are looking for the best way to accommodate students in both courses he is teaching this semester. He can offer the theory but not the practical aspect of the course, which we will address with the help of the apprenticeship program.
National Telecommunications Information Administration (NTIA) Grant	Activities	We attended the Chairperson's monthly meeting to present the NTIA grant to them. Once we complete the selection of participants for the training, we will start the workshops in some districts. We are expecting the training to take place in the second or third week of October.
IT Department	IT issues	We have an open position for a Senior Systems Administrator. There were two applicants but, when contacted, they declined the position. Cybersecurity risk assessment is being prepared, and we expect more college-wide training in the coming weeks to address the vulnerability from the user side.
Land Grant Office of Sustainability	Activities	The LGOS team will be attending the First Nation Land Grant Consortium (FALCON) in Denver, Colorado. Interns will present part of the work they are doing at the Student Learning Farm and in the districts' communities. We received the Horseshoeing Training grant from the Native American Agriculture Fund (NAAF) for \$192,073.00. This micro-credential, which lasts for 8 weeks, will provide training and tools to members of the community.

Institutional Effectiveness Office (IEO)	IPEDs report and CIP Codes	The IEO has submitted the first cycle of IPEDS reports. Education, Registrar, and IEO continue to work on the definition of TOCC programs' CIP codes that identify each program of study in any institution, depending on the focus of study. In that way, the IPEDs reporting, and the financial aid will use the same codes.
Administration of Native Americans grant	Geography Information Systems (GIS) Department at the Tohono O'odham Nation	Invitations were sent to the Executive Office, Department Directors, and District chairpersons to attend the Geography Information Systems (GIS) Conference organized by the GIS Working Group. At this conference, the Nation's departments and programs will show the many uses of GIS in the Nation and the benefits of creating a GIS Department. The conference will take place on October 25, 2023, at the San Xavier community building.

Ben Jose's September 2023 Report to TOCC Board of Trustees

Key Issues/Items addressed in September, 2023

Issues/Items	Actions/Assessment	Summary/Resolution
IPEDS Fall Cycle	Extract, compile, organize, co-ordinate and review.	I am currently working to complete the last of the four IPEDS reports due for the Fall cycle. The submission deadline for the Fall is October 18, 2023. They include IC Header, Institutional Characteristics, Completions and 12-Month Enrollment reports. All will be submitted before the deadline.
AIHEC AIMS Akis	Training	I have been learning more about the new system to be utilized for reporting the AIMS report. It is moved to an online system called Qualtrics. The new method will be provided to us soon which will kick off the AIMS report. The Fall interim report will have a November 1, 2023 deadline and the main report will be due on December 1 st , 2023.
2023 HLC Institutional Update	Extract, compile and organize data	OIE assisted in providing student enrollment data to address Non-financial indicators of enrollment increases. This has created concerns as to how TOCC is accommodating the increasing student enrollment.

Board of Trustees Report
 Anselmo Ramon, M.Ed.
 Chair of Workforce & Community Development
September, 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 Basic Electricity and AC/DC courses are offered for the fall 2023 session.</p> <p>WCD, Office of Sustainability and Education Dean continue to meet with Tohono O’odham Health Care Professionals to discuss a partnership with TOCC’s health care related occupations.</p> <p>The collaboration with Education and Sustainability, WCD and TOHC will continue on a monthly basis and as needed to clarify areas of collaboration with TONHC</p>	<p>WCD program continues to advertise the Solar Panel Installer program and encourage more students and community members to take advantage of the ‘free books and tuition’ offered by Tohono O’odham Community College.</p> <p>WCD offers the solar course on Saturday AC/DC and this has provided them the flexibility to work during the week and take the courses on the weekends.</p>	<p>The Solar program continues to advertise and promote the use of solar energy as a viable source of energy.</p> <p>The solar curriculum is designed to established the basics of electricity and the conversion of solar energy into useable electricity</p> <p>Student are provide with hands-on training in meter reading, NEC load calculations and conduit bending. Student have also had the opportunity to take trips to solar panel installer companies and job fairs.</p>
Culinary Arts Program	Tohono Kosin is in a transition into a restaurant with courses on a short term basis (micro-credential) and continue to prepare courses for direct employment in the food industry.	Mr. Jay Juan, Chief of Operations continues to keep us updated on the work that is being done at the Tohono Kosin is safe and in good working condition..	TOCC office of Sustainability and WCD will continue to communicate with BHS and TOHS for services associated with the food service industry.
Pre-College GED	<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 posisiton.</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>GED Program September 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</p>	<p>Bridget Pre-College GED Online Instructor continues to have classes four days each week. Students attend via zoom.</p> <p>Students who need to use our wifi are always welcome to come to Wisag Kos and connect with the instructor in our GED classroom.</p> <p>Our FAST Track program continues to be advertised as well the TOCC’s CCP program.</p>

	<p>Pre-College GED students now have the opportunity to take the practice test from home as well as the official GED test.</p> <p>The Office of Sustainability and WCD have been working to establish the workflow for the (NTIA) The National to be shared with the districts on the Tohono O'odham Nation. Mr. Zuo & June Starr have been working with the districts to set up meetings with each district.</p> <p>Telecommunications Information Administration Grant. This work is in tandem with Apex Applied Technology. A preliminary detailed work plan has been used to begin the training for the districts.</p> <ol style="list-style-type: none"> 1. TON Computer Literacy Needs assessment (Apex & WCD) 2. Positions necessary to begin the work of the NTIA grant (TOCC) 3. Series of planning meetings to be sure we are in line with our federal lead person. 	<p>in the Districts on the Tohono O'odham Nation. 110 laptops were purchased and are in the process of being set up for community training in the 11 districts of the Tohono O'odham Nation</p> <p>NTIA project leads Mario, Anselmo and Dehpue and June Starr meet monthly with Karen, area grant director of NTIA on the status of or project and our work plan. The meetings have been very informative and helpful in keeping us on track to establish this opportunity to get out into the communities of the Tohono O'odham Nation.</p>	<p>This is a 2-year project. Connecting Tohono O'odham Communities with the Internet.</p> <p>During the month of September Mr. Zuo and June Starr have visited with the following districts either via zoom/goto and/or in person. Baboquivari, Chukut, Kuk,Sells, Gu Achi and HICKIWAN District.</p> <p>These meetings are to inform the Districts and communities about the opportunity of the NTIA grant in their districts and communities.</p>
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**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: October 2, 2023
 SUBJECT: Student Life Staff **October 2023** Board Reports

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

Issues/Items	Actions/Assessment
Director of Student Life Monthly Highlights	<p>Just a few Highlights for the month for September 2023:</p> <ul style="list-style-type: none"> ➤ The month of September again was quite busy for the Student Life Staff. Which you will see in the reports presented. ➤ As an active member of the Himdag Committee, I was able to participate in the O'odham Tash Day planning sessions. Weekly meetings held to determine activities, dates, meals, etc. The planning sessions also included other departments, as this is annual college wide event. <p>The event itself was held on Wednesday 9/27/2023. I was in charge of the Cemait Making Contest, which turned out great. We had 10 participants and awarded 3 places; I also worked with my Food Program Staff as they put together a great menu and meal that fed around 200 attendees, which included all our students and staff.</p> <ul style="list-style-type: none"> ➤ Residence Life Coordinator and I put together a Residence Life Meeting on Friday 9/22/2023 to have myself as the Director of Student Life, the Apedag Ki: staff and Security Staff introduce themselves to the Resident students and share specific information about themselves and their areas. <ul style="list-style-type: none"> ○ Security shared the following information: <ul style="list-style-type: none"> ▪ Your name and where you're from; ▪ How many years you've been with the college and in your position; ▪ One or two things you think of as a reminder of how to be safe on or off campus as an encouragement. ○ Apedag Ki: shared the following: <ul style="list-style-type: none"> ▪ Your name and where you're from;

	<ul style="list-style-type: none"> ▪ How long you have been with the college and in your position; ▪ Information regarding the Apedag Ki: like the hours, programming events, waiver information, and encouraging them to attend for their own health and wellness. <p>President Robertson also joined us and addressed the students, which we greatly appreciated. We also answered any questions they had regarding the programs</p> <ul style="list-style-type: none"> ➤ The annual Campus Security & Safety Survey (CSSS) is close to being completed. As one of the requirement is that in order to comply with the Department of Education as a participant in the Federal student financial assistant program, we must provide crime and fire statistics for the prior three years to the department by making the survey available to our TOCC campus community by Oct. 1, 2023. This part has been completed the CSSS was posted on our TOCC Website on Friday 9/29/2023 and the notification to TOCC Students and Staff were notified on Saturday 9/30/2023 that the survey is available on our website. The other portion is to lock the survey, which will need to be completed by Wednesday 10/18/2023. I will locking the survey this week by Friday 10/6/2023. ➤ Attended the September Board of Trustees Meeting (BOT) and All Staff Meeting along with all weekly and bi weekly meetings, such as the Admin and Himdag Meetings, etc. I also continue to meet and work with the Food Program, Security, the Wellness Program and the Residence Life staff on a number of projects they are working on. Making sure they have all the resources they need to complete projects.
Food Program Information	<p>The Food Program continues to plan and prepare for the 2023 Fall Session and will soon begin their planning for the 2024 Spring Session. They also provide special meals for some of the department events that occurred during the month of September.</p> <p>The Environmental Health and Safety Survey was conducted on Tuesday 9/12/2023 for the I-we:mta Ki: kitchen by the Tohono O’odham Nation Health Care, the Nutritionist and Director of Environmental Health were onsite to conduct the inspection. I will provide the outcome of this report at the TOCC Board Meeting. Along with the Data on the Breakfast, Lunch, and Dinner.</p> <p>The Food Program continues to provide Breakfast, Lunch and Dinner (dinner is for Dorm Students only) on Monday-Thursday and Breakfast and lunch on Friday. In addition, as mentioned earlier in the report they did a wonderful job with the menu and provision of a delicious lunch for O’odham Tash for about 200 attendees. Due to the amount of time, it took for preparations and cooking we decided to have the continental breakfast catered.</p>
Community relations and outside college contacts	<p>All areas of Student Life as well as the Athletic/Wellness Program have begun collaborating with other programs on and off the nation and within the TOCC departments, as you will read in this report.</p>

Anne Miguel- Residence Life Coordinator
Key Issues/Items addressed in 2023 September

Issues/Items	Actions/Assessment
Current Residents	<ul style="list-style-type: none"> - There are 27 students (15 women and 12 men) in the dorms. - One student tested positive for COVID, student will quarantine off campus. - One online application for the Spring 2024 has been submitted approval pending Registration on October 23, 2023. - 9 open spaces available for Spring, once these spaces are fill students applying for the dorms will be placed on a waiting list
Preparation of physical structures	<ul style="list-style-type: none"> - Walk through with TOFD on fire panels, two were completed, one more is scheduled. - Cable connections in progress. - TOUA tested the water in dorms, results pending - Security cameras are in progress; cameras will be placed outside of the dorms, and are the process. - Air conditioner shut down after a power outage. Portable air conditioners were used until repair was completed
Alarm System	<ul style="list-style-type: none"> - Alarm system need to be repaired to stop the constant beeping, - Sprinkler system needs to be inspected. Operations Director has been notified.
Residence Life Coordinator position	<ul style="list-style-type: none"> - Residence Life Coordinator and Director meet regularly to update applications, - A cook out and movie for the Resident Students was rescheduled to next month - Met w/Director on a discussion of adding a position at the Residence Program. The Director created the job description and justification and share it with me which no changes or addition were made and will be moved forward for board approval. - Baboquivari School District visited the campus to offer tutoring opportunities available for TOCC students. - Several tours of the dorms were made to high school students - Meeting with Counselor on accommodations for students with special needs - Attended planning meetings for the O'odham Tash for dorm student's involvement. - Working with Kitchen Staff, in ordering food, assisting in picking up groceries, which included updates on student count, information sharing. - Residence Meetings planned and held with Security, Apedag Ki: staff, and the Director of Student Life giving the students the opportunity to meet the staff and were provided with safety technique, encouragement on keeping safe and healthy.
Resident Assistants	<ul style="list-style-type: none"> - Resident Assistants are learning their roles and duties including having dorm Meetings, ordering groceries, and planning events. - 1 Resident Assistant shared her music at the annual O'odham Tash event - 1 RA participated/sculptured a piece in the Sonoran Quipu exhibit held on campus - 3 Resident students spoke about their college experience at TOCC to Baboquvari High School seniors

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

Issues/Items	Actions/Assessment
Working status	<ul style="list-style-type: none"> a) As on today overall registrants to the Apedag Ki is 144. b) In the month of September 19 new registrants have signed up to the Apedag Ki: c) Overall user traffic in the month of September was: <ul style="list-style-type: none"> a. 168.Social Media b. Instagram: 560 over c. Followers as of September. Facebook: 3.2K likes, 3.3K Followers.
Coaching and Recruiting	<ul style="list-style-type: none"> a) For the 23-24 XC Season Roster there are 8 student-athletes. 3 Women & 4 Men. b) One student-athlete has left back for home, due to family matters. c) Head and Assistant have begun practicing with the new team.
Scheduling	<ul style="list-style-type: none"> a) 2023-2024 XC schedule finalized, and posted. First meet was on September 2nd. b) The Apedag Ki: has now extended its working hours from 7am-3pm to 6am-7pm. Apedag Ki: c) Weekly classes and events were moved back to accommodate students class schedules, community members work schedule, etc. d) Personal Training Program has begun. 1on 1 and group training provided. 5 clients have sign up for the program.
Academics	<ul style="list-style-type: none"> a) The Student Life Coordinator, Athletic/Wellness Manager, and the Cross-Country Head Coach met to discuss a plan for Academic accountability amongst the Student-Athletes. A Study Hall has been discussed for Fridays for the upcoming Fall semester. b) Continuous follow up with runners on classes/credits and class schedule.
Administration	<ul style="list-style-type: none"> a) The 2023 Equity in Athletics Disclosure Act (EADA) Survey opened on September 13, 2023, and will remain open until November 1, 2023. A meeting with Finance has been requested. b) Alohilani Felix was offered and accepted the Wellness Program Specialist position. She started on Sep 11th. c) NJCAA Men & Women's dues have been submitted for payment and has been paid. d) ACCAC Men's & Women's dues have been submitted for payment and has been paid e) XC Meal Travel Money for the entire season has been submitted and will be processed and available 3 days before each meet.
Wellness	<ul style="list-style-type: none"> a) O'odham Tas Event is set for September 27th. TOCC Athletics & HOPP hosted Fun/Run Walk which had 20 participants. b) The Athletic/Wellness Taught G:ins as a demo at the O'odham Tas event. c) Baboquivari HS Senior Campus Visit Presentation. Athletic/Wellness manager gave 3 Health & Wellness presentation to the Seniors. d) Zumba/Tai Chi, Aikido, Nutrition Education have a set weekly schedule. e) Newly added Wellness through Art Event was added as a monthly event along with Massage Therapy, & Acupuncture.

	f) The Annual Wellness event took place September 8 th . More than 50 participants attended.
Budget/Fundraising	The Athletic/Wellness Manager has requested and is awaiting response the following items: <ul style="list-style-type: none"> - A meeting to discuss fundraising sales of t-shirts, and Concessions for the Apedag Ki. - With the increase of the XC team roster funds are needed for essentials, like hotels, food, etc. - A request was also made to have the \$10,000 that was donated by circle K to the Athletics' program to be added to budget lines.
Outreach/Community Service	a) The Apedag Ki: staff and or XC Team will attend the Halloween Trunk or Treat Community Tabling Event October 27 th b) The 2023 Employee Health Expo "Resilience through Health & Wellness in the Past, Present, & Future" October 20 th .

Valentine Lee- Lead Security

Key Issues/Items addressed in 2023 August

Issues/Items	Actions/Assessment
Student Issue/Disciplines	<ul style="list-style-type: none"> • Only one report for the month of September. A student was taken to the hospital via ambulance on 9/19/2023.
Incidents reports	<ul style="list-style-type: none"> • Two Incident reports were submitted: <ul style="list-style-type: none"> ○ One medical incident involving a student taken to the hospital via ambulance on 9/19/2023. ○ TOPD was call to assist on a visitor that needed to be escorted off campus due to the condition of the visitor and was on campus after hours.
Security Staff	<ul style="list-style-type: none"> • Security is doing a good job checking on the campuses. • Three Security staff attended the training at the Arizona Security Group in Tempe on 9/9/2023 to renew their Security Cards. • Security continue to cover for each other as security request for leave, emergency or call in sick.

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: AIMEE FARMER, CHIEF HUMAN RESOURCES OFFICER
SUBJECT: AGENDA ITEM—SEPTEMBER 2023 RESOURCE LIST ADDENDUM 1
DATE: 09/31/2023
CC: FILE

Background

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

Recommendation

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

RESOURCE LIST
September 2023

New Hire:

Name	Position	Date

Transfers:

Name	Position	Date
Alohilani Felix	Wellness Program Specialist	9/11/2023
	Mrs. Felix was Bakery/Clerk with Bashas for 4 months. She was Crew Member with McDonalds for 3 months. She was Cashier with Fry's for 6 months. She was with Victoria Secret for 3 months. She was Receptionist with Tohono O'odham Community College for 2 months.	

Separations:

Name	Position	Date
Brian Antonio	Facilities Maintenance Technician	9/22/2023
Celia Andrews	Payroll Technician	9/19/2023
Raphael Lewis	Facilities Maintenance Technician	8/27/2023

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: ADMINISTRATIVE TEAM

FROM: PAUL ROBERTSON, PRESIDENT

**SUBJECT: REQUEST FOR TEN PERCENT (10%) ACROSS THE BOARD RAISE FOR ALL
STAFF AND FULL-TIME FACULTY.**

CC: HUMAN RESOURCES AND FINANCE

Background

TOCC staff and full-time faculty have contributed a great deal to TOCC's recent success. They have been steadfast in weathering the difficult times during the pandemic, in coping with the exceptional growth in student numbers, and in coping with rapidly changing processes that have been adopted to cope with changes. Like many others in higher education, they continue to serve despite perennially low pay in the profession. They continue to serve because they believe in what TOCC stands for; they see it as a pathway for their people to achieve their dreams. TOCC has supported its hard-working loyal staff and faculty with incremental COLA including the recent 3% approved by the Board earlier this year. Nevertheless, the price of gas and other commodities during this inflationary time have led some to leave for higher paying jobs elsewhere.

Fortunately for TOCC, the growth in Native student full-time equivalency has translated into a corresponding growth in unrestricted revenue from the Tribally Controlled Colleges and Universities Assistance Act of 1978 (PL 471). I am asking that a portion of that revenue be shared with employees in the form of a 10% across the board increase in pay, retroactive to July 1, 2023. That could be done without any strain on TOCC finances, as shown below.

Justification

A 10% across the board increase in wages, salaries, benefits, and taxes for regular employees would cost TOCC \$517,592 per year. Calculations are shown in Table 1 on the following page.

Table 1: Wages, salaries, benefits, and taxes – 102 regular employees: unrestricted funds

Current cost per pay period – Sep 30, 2023	Cost with 10% Increase	Current cost per year – 26 pay periods	Cost per year with 10% increase	Difference per year with 10% raise
199,074	218,981	5,175,924	5,693,516	\$517,592

If the request is granted, the additional \$517,592 needed for the annual payroll could easily be covered by revenues from PL 471: While FY 2024 Revenue from that source is budgeted at \$4,959,735, total PL 471 revenue for FY 2024 is \$6,530,523, providing an additional unbudgeted, unrestricted amount of \$1,570,788. That difference is enough to pay the requested 10% raise three times over. In addition, because the amount TOCC realizes from PL 471 is based on the “prior prior year” distribution, and TOCC’s Indian Student Count has continued to grow, PL 471 revenues will continue to grow correspondingly, at least through FY 2026.

Besides the 102 regular employees paid from unrestricted operating funds, there are 40 TOCC employees paid with restricted funds. The overall cost of a 10% raise for those 40 personnel, spread among a number of grants would be \$185,741 as shown in Table 2 below. That sum would be covered by revenues from various federal and other grants..TOCC’s

Table 2: Wages, salaries, benefits, and taxes – 40 employees: restricted grant funds

Cost per pay period – Sep 2023 figures	With 10% Increase	Current cost/annum – 26 pay periods	Cost/annum with 10% increase	Difference/annum
71,439	78,583	1,857,414	2,043,155	\$185,741

Sponsored Programs Office indicates that TOCC’s grants could cover the asked for 10% increase in personnel wages, salaries, benefits, and taxes.

Action Requested

Request Board review during October 12, 2023 meeting.

Recommendation

President and TOCC Administration seek the Board’s concurrence with the request for a 10% increase.

Student Services Highlights

Dean of Student Services – Yolanda Pacheco

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
TOCC Wellness Fair September 8, 2023	Co-sponsored by Pima County Health Department and TON Health Dept.	125 participants. PCHD had 8 departments (cancer, colon screening, Flu shots, heart disease, diabetes education, health services for newborns from before birth to age 3. TON Health Department had Patient Care Reps, Community Health and HOPP (Fun Run). Live streaming by KOHN.
TOCC Showcase at Tucson Indian Center September 20, 2023, 2pm to 7pm.	TOCC departments (Admissions, Advising, Workforce Development, Human Resources) staffed information tables to share TOCC information and resources with the community.	The turnout was very low. All were TIC clients already there for services. We would like to host another showcase in the Spring with earlier hours and better advertisement. TIC interested in partnering with TOCC to house classes on site.

Recruiter – Jai Juan

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Outreach	<ol style="list-style-type: none"> 1. BHS Senior Class Presentation 2. Gila River Indian Community (GRIC) College Fair 3. BHS Homecoming Tailgate 4. Road to College Mountain View High School 5. Coolidge High School College Fair 6. BHS Seniors Visit TOCC 7. Sonoran Science Academy College Fair 	<ol style="list-style-type: none"> 1. Coordinated a TOCC student panel for BHS' senior class. Heidi Blaine, Cory Ventura-Ramon, and Diavian Zazueta agreed to speak with the senior class and shared their experiences with higher education, adjusting to college life, and their degree program. 2. Attended GRIC's Higher Education Program's college fair. Met prospective students and GRIC's advisors. 3. Tabled BHS's homecoming tailgate. Shared information with students and community members and quizzed attendees on their TOCC knowledge.

		<p>4. Tabled Mountain View's senior night. Spoke with seniors and their parents about our offerings and support services.</p> <p>5. Tabled Coolidge High School's College Fair. Spoke with Freshmen through Senior Students about our Offerings and opportunities.</p> <p>6. Organized BHS' senior class visit to our main campus. Twenty students and two Chaperones attended the visit. We held college, career, and wellness-focused workshops in collaboration with Anselmo and Drew.</p> <p>7. Tabled the Sonoran Science Academy College Fair and spoke with high school and middle school students</p>
Admissions	<p>1. Admissions Office Email Scripts</p> <p>2. Scheduled New Student Orientations for the 2024 Spring Semester</p>	<p>1. Worked with Avis and Chandra to create email scripts the admissions office can use when emailing students. This will cut down on response time and ensure every student receives the same information.</p> <p>2. Set six orientation sessions for the 2024 spring semester and invited staff to participate.</p>
Ongoing Projects	<p>1. AICF Digi Project</p> <p>a. BHS Visits</p> <p>b. Alumni Social</p> <p>c. College Fair at TOCC</p>	<p>1. Planning period</p> <p>a. Working with Brandi Espuma to coordinate future workshop sessions.</p> <p>b. c. Assisting the team by completing assigned tasks.</p>

Student Success Coordinator – Katherine Gader

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Early Alerts	Weekly EARS Report being sent - as of 10/5/2023:	TOCC Campus 564 classes with grades D and Under - minus duplicate students in multiple classes 356 students with D or Under currently

		<p>PHX Campus 177 classes with grades D and Under</p> <ul style="list-style-type: none"> - minus duplicate students in multiple classes 74 students with D or Under currently
Interns	Obtained Three - 40 hour Social Service Learning Students	<p>Service to Include (but not limited to)</p> <ul style="list-style-type: none"> - Logistical Support with Webinars, Scheduling Emails - Maintaining an up-to-date resource list for students - Creating fliers and materials to promote webinars - Helping with the facilitation of the Community Contribution Closet - Correspondence with Students to point them in the direction of the correct resources - Research and maintain a student-accessible list of scholarship, internship, learning, cultural, and other opportunities - Soliciting donations for auctions - If possible in-person event volunteering
Webinars	Series of webinars for Traditional students and Workforce Development/GED students	<p>Webinars Traditional Students (at least 3 by end of semester):</p> <ul style="list-style-type: none"> - Time Management - Health and Fitness - Stress Management <p>Some upcoming topic ideas include financial literacy, dealing with difficult people (especially in professional environments), study/note-taking/test taking skills, etc.</p> <p>Hybrid Webinars Workforce Development/GED - Timeline TBA</p> <ul style="list-style-type: none"> - Computer Skills - Resume Writing - Preparedness - documents needed by the employer, transportation/schedule thought out for interview and possibly job - Interview Skills

		<ul style="list-style-type: none"> - Mock Interviews - Community Contribution Closet for Interview Clothes - Celebration/Mini-Presentations
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Transition Coordinator – Annamarie Stevens

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
American Indian College Fund-Digitalization Project	BHS Collaboration-workshops	<p>Members of our Team visited the STAR School in Flagstaff on September 6th -7th to learn about sustainable campus and practices.</p> <p>September 8th our team met with BHS Seniors along with TOCC students</p> <p>September 22nd we hosted BHS Seniors and juniors on campus. We highlighted TOCC programs.</p> <p>October 13th - Our team will be meeting with Juniors to discuss degree choices</p> <p>October 27th we will be hosting a College and Career Fair on TOCC campus for BHS, other high schools and TOCC students.</p>
	TOCC Alumni	Hosted an Alumni Social on October 6th in Tucson
	AICF partnership	<p>Jack Soto from AICF came for a site visit on September 13th. We visited TON One Stop program and BHS campus</p> <p>September 14th -15th a few team members attended a training with other TCU's at ASU Decision Center https://decisioncenter.asu.edu/</p>

FOOD PROGRAM REPORT
Breakfast & Lunch forecast
2023 FALL SESSION
August 2023
(8/21/2023 thru 8/31/2023)

DAY/DATES	Students	Employees	Visitors	Snacks
	Breakfast / Lunch/ Dinner	Breakfast / Lunch/ Dinner	Breakfast / Lunch/ Dinner	
Monday 8/21/2023	16 23 20	22 26 1		2
Tuesday 8/22/2023	23 23 17	18 30 1		
Wednesday 8/23/2023	14 25 23	21 23 1		
Thursday 8/24/2023	19 27 21	19 23		
Friday 8/25/2023	20 14	22 20	3	2
Monday 8/28/2023	13 22 17	21 31	1	1
Tuesday 8/29/2023	13 26 24	25 33	2	1
Wednesday 8/30/2023	17 21 23	21 30		1
Thursday 8/31/2023	19 28 21	19 27 2		
Totals	194 209 166	188 243 5	6	7

Total Meals Served 971