



**Tohono O'odham Kekel Ha-Maşcamakuḍ**  
**Board of Trustees Regular Meeting**  
**January 11, 2024**  
**TOCC Boardroom, Gewkdag Ma:cidag Ki:**  
**S-cuk Du'ag Maşcamakuḍ**  
**In Person & Virtual Meeting**



## ***Tohono O'odham Kekel Ha-Maşcamakuđ***

Board of Trustees Regular Meeting

January 11, 2024, 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**

Page No.

- |   |    |
|---|----|
| 1. Call to Order / Roll Call                          |    |
| 2. Invocation   |    |
| 3. Review and Approval of Agenda                      |    |
| 4. Announcements and Upcoming Events                  |    |
| 5. Minutes from December 14, 2023 BOT Regular Meeting | 02 |
| 6. Call to the Audience                               |    |
| 7. Coronavirus Update                                 |    |

#### **New Business**

- |  |    |
|--|----|
| 1. November 2023 Financials – Dean of Finance  | 10 |
| 2. Increasing the Threshold Amount Requiring Board Member Signature                              | 44 |
| 3. Designated BOT Signer on the TOCC Checking Account - TOCC Board of Trustees & Dean of Finance | 46 |
| 4. Human Resources Report – Chief HR Officer   |    |
| • December 2023  |    |
| 5. TOCC Positions – President, Dean & Chief HR Officer   |    |
| • Reclassification – SSD Administrative Assistant to Office Coordinator – Dean of SSD            | 49 |
| 6. 2024 TOCC Student Handbook – Dean of SSD  | 58 |
| 7. 2023 TOCC Annual Report – Special Projects Consultant   | 79 |

#### **Reports – by Division and Division Components**

- |   |     |
|---|-----|
| 1. President, Human Resources, Operations, O'odham Ńi'okĩ Ki:, Apprenticeship Program                                 | 96  |
| 2. Education Division, O'ohana Ki:, NSF STEM, T-Ba'itk (Faculty Senate)   | 101 |
| 3. Student Services Division  | 109 |
| 4. Sustainability, Information Technology, Office of Institutional Effectiveness, Workforce and Community Development | 112 |
| 5. Student Life, Residence Life, Athletics & Wellness, Security   | 115 |

#### **General Matters**

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

#### **Adjournment**

Tohono O'odham Kekel Ha-Maşcamakuđ

**Board of Trustees Regular Meeting**

Thursday, December 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 9:04 a.m. by Chairperson Ofelia Zepeda. Four (04) members were present and a Quorum was established.

Present	Excused Absence	Unexcused Absence	Attendance Time	Board of Trustees
X			9:04 a.m.	Dr. Ofelia Zepeda, Chairperson
X			9:04 a.m.	Bernard Siquieros, Vice-Chairperson
X			9:04 a.m.	Treena Parvello, Secretary
X			9:04 a.m.	Jonas Robles, Elder Member
	X			Mary Bliss, Member
				<b>Administration Members</b>
X			9:04 a.m.	Dr. Paul Robertson, President
X			9:04 a.m.	Joann Miguel, Dean of Finance
X			9:04 a.m.	Yolanda Pacheco, Dean of Student Services
X			9:04 a.m.	Dr. Laura Sujo-Montes, Academic Dean
X			9:04 a.m.	Dr. Mario Montes-Helu, Dean for Sustainability
				<b>Recorder</b>
X			9:04 a.m.	Evan Thomas, Special Assistant to the President
				<b>Guests</b>
X			9:04 a.m.	Lynn (Eunice) Liston, Administrative Assistant, O'odham Ńi'okĩ Ki:
X			9:04 a.m.	Brandi Espuma, Dual Enrollment Coordinator
X			9:04 a.m.	Sylvia Hendricks, Director of Student Life
X			9:04 a.m.	Jackson Doe, Apprentice Program Director
X			9:04 a.m.	Joseph Renegar, Human Resources Generalist
X			9:04 a.m.	Anselmo Ramon, Chair of Workforce & Community Development
X			9:04 a.m.	Aimee Farmer, Chief Human Resources Officer
X			9:04 a.m.	Carmella Ortega, Grants Coordinator
X			9:04 a.m.	Adrianne Rios, Language Specialist, O'odham Ńi'okĩ Ki:
X			9:04 a.m.	Christina Coffman, Academic Advising Manager
X			9:04 a.m.	Iris Nez, Bookstore Supervisor
X			9:04 a.m.	Jay Juan, Chief of Operations
X			9:04 a.m.	Cassandra Scott, Phoenix Center Director
X			9:04 a.m.	Wendi Cline, Business Instructor
X			9:04 a.m.	Gloria Benavidez, Student Support Specialist II

X			9:04 a.m.	Rosemarie Ramon, Administrative Assistant for Education
X			9:04 a.m.	Ingrid Segundo, Director of Sponsored Projects
X			9:04 a.m.	LeAnn M. Miles, Office Coordinator, Division for Sustainability
X			9:04 a.m.	Jai Juan, Recruiter
X			9:04 a.m.	Frances Benavidez, Program Director, NSF TEAC, O'odham Ñi'okĩ Ki:
X			9:04 a.m.	Adrienne Brown, Library Assistant
X			9:04 a.m.	Pauline Nasewytewa, Workforce & Community Development Advisor
X			9:04 a.m.	Delores Felix, Bookstore / Office Assistant
X			9:04 a.m.	June Starr, Computer Literacy Coordinator Instructor, NTIA Grant
X			9:04 a.m.	Rebecca Valentine, Data Entry Clerk
X			9:04 a.m.	Carmella A. Pablo, Principal Accountant
X			9:04 a.m.	Ashlynn Siquieros, Financial Aid Technician
X			9:04 a.m.	Annamarie Stevens, Transition Coordinator
X			9:04 a.m.	Liz (Ofelia) Zepeda, Library Director
X			9:04 a.m.	Diana Antone, Financial Aid Manager
X			9:04 a.m.	Dephue Zuo, NTIA Director
X			9:04 a.m.	Marvin Carmen, Computer Literacy Coordinator Instructor, NTIA Grant
X			9:04 a.m.	Shawn Nez, IT Support Technician I

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

- Approved the November 09, 2023 TOCC Board of Trustees regular meeting minutes as presented.
- Approved the TOCC COVID-19 Protocol update as presented.
- Accepted the October 2023 Financial Report as presented.
- Accepted the Human Resources Report for November 2023 as presented.
- Approved the reclassification of the O'odham Ñi'okĩ Ki: positions, edits to the job description requirements and the revised organizational chart as presented.
- Approved the apprentice program Core Instructor position and job description, omitting the Essential Duty of: assist with payroll.
- Approved both Dual Enrollment IGA's with Fort Thomas Unified School District and Hasan Preparatory School as presented.
- Approved the 2024 TOCC Catalog updates as presented.

2. Invocation

Jonas Robles gave the invocation.

3. Review and Approval of Agenda

The meeting agenda was reviewed. 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:** 4 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT.

**MOTION APPROVED**

#### 4 Announcements and Upcoming Events

##### TOCC Holiday Closures

TOCC Christmas Gathering; Friday, December 15, 2023; 8:30 a.m.

Desert Diamond Casino & Hotel, Tucson, Arizona

Activities include: White Elephant Gift Exchange, Employee Recognition, Ugly Sweater Contest, Office Decorating Winner Announcement, Holiday Lunch Buffet

TOCC Winter Break; Monday, December 25, 2023 – Monday January 01, 2024

##### Ho'ok A:ga Winter Storytelling with Camillus Lopez

Tuesday, December 19, 2023- Pisin Mo'o Head Start

Wednesday, December 20, 2023 – Hanem Ke:k Gymnasium

Thursday, December 21, 2023 – North Komelik Head Start

Start at 6:00 p.m.; Light meal to be served

Contact Jenny Narcho, O'odham Ñi'okĩ Ki: for any questions

##### TOCC Facilities Spring Cleansing

Thursday, January 11, 2024; Wişag Koş Maşcamakuđ & S-cuk Du'ag Maşcamakuđ; Beginning at 3:00 p.m.

Friday, January 12, 2024; S-ki:kig Maşcama Ki: (TOCC Phoenix Center); 10:00 a.m.

##### Spring Welcome Blessings, Virtual & In Person:

Tuesday, January 16, 2023; S-cuk Du'ag Maşcamakuđ; 8:30 a.m.

Wednesday, January 17, 2023; Wişag Koş Maşcamakuđ; 8:30 am

Evan Thomas, Special Assistant to the President acknowledged and thanked the Food Service personnel for providing lunch for the board members today!

The North American Indian Sign Language Conference will be held December 15-17, 2023 and hosted by the College of Education, University of Arizona.

#### 5. Minutes from the November 09, 2023 regular meeting of the TOCC Board of Trustees

Minutes from the November 09, 2023 BOT regular meeting were reviewed.

A motion was made to approve the November 09, 2023 TOCC Board of Trustees regular meeting minutes as presented.

**MOTION:** Motion by Jonas Robles, Seconded by Bernard Siquieros to approve the November 09, 2023 TOCC Board of Trustees regular meeting minutes as presented  
**VOTE:** 4 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT  
**MOTION APPROVED**

6. Call to the Audience – None

7. Coronavirus Update

An updated TOCC COVID-19 Protocol was included in the December 2023 board packet. The changes in accommodating faculty, staff and visitors have warranted an update to the TOCC COVID-19 Protocol. The proposed updated protocol was reviewed and approved.

A motion was made to approve the TOCC COVID-19 Protocol update as presented.

**MOTION:** Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the TOCC COVID-19 Protocol update as presented.  
**VOTE:** 4 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT  
**MOTION APPROVED**

#### **NEW BUSINESS**

1. October 2023 Financials – Dr. Paul Robertson, President

Dr. Robertson presented the October 2023 Financial Report on behalf of the Dean of Finance.

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

**MOTION:** Motion by Bernard Siquieros, Seconded by Jonas Robles to accept the October 2023 Financial Report as presented.  
**VOTE:** 4 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT  
**MOTION APPROVED**

Keegan Linscott & Associates, PC (KLA) has been TOCC's auditing firm for the past five (05) years. TOCC Administration & Finance Division recommends that a Request for Proposals (RFP) be generated to solicit a new auditing firm.

By consensus the BOT supported issuing an RFP to obtain a new auditing firm for TOCC.

2. Human Resources Report – Aimee Farmer, Chief Human Resources Officer; Joseph Renegar, Human Resources Generalist

Chief Human Resources Officer Farmer reviewed the October 2023 Resource List Addendum. Generalist Renegar reviewed the November 2023 Resource List.

The following new hire was in attendance and introduced to the BOT:

- New Hire: Lynn (Eunice) Liston, Administrative Assistant, O'odham Ñi'okĩ Ki:

The Employee Vacancy Activity Log was reviewed.

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

**MOTION:** Motion by Bernard Siquieros, Seconded by Treena Parvello to accept the Human Resources Report for November 2023 as presented.

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

**MOTION APPROVED**

### 3. TOCC Presidential Search Update – Aimee Farmer, Chief Human Resources Officer

The TOCC President job description and 'How to Apply' information has been posted nationally as of November 02, 2023. A 13-member Search Committee has been established and convenes weekly on Wednesdays. Chair and Co-Chair are Sylvia Hendricks and Dwayne Pierce respectively. To date there have been twelve (12) applicants. Four (04) applications were forwarded for review by the search committee and one (01) applicant qualified per the ranking system established.

The search committee has been concerned with the application deadline date of January 05, 2024 and recommended to adjust the deadline date by moving it ahead so as to accommodate more applications. By consensus, the BOT agreed to support the recommendation.

### 4. TOCC Positions – Frances Benavidez, Program Director, NSF TEAC, O'odham Ñi'okĩ Ki;; Jackson Doe, Apprentice Program Director

- Reclassification of Co-Director to Director, Reclassification of Language Specialist to Additional Multimedia Coordinator, O'odham Ñi'okĩ Ki:

Project Director Benavidez reviewed the information provided in the December 2023 board packet. With the recent vacancy of two positions, one co-director and one language specialist, the O'odham Ñi'okĩ Ki: is seeking to reclassify one of the language specialist positions to a second Multimedia Coordinator position and to eliminate one Co-Director position. Also requested for action is approving edits to the job description requirements i.e., omitting the requirement to speak and understand the O'odham language and the "reports to" section. An existing and revised organizational chart was reviewed.

A motion was made to approve the reclassification of the O'odham Ñi'okĩ Ki: positions, edits to the job description requirements, and the revised organizational chart as presented.

**MOTION:** Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the reclassification of the O'odham Ñi'okĩ Ki: positions, edits to the job description requirements and the revised organizational chart as presented.

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

**MOTION APPROVED**

- New Position, Core Instructor, Apprenticeship Program – Jackson Doe, Apprenticeship Program Director

The growth of TOCC's Apprentice Program has given rise to a few challenges. The apprentice program seeks to hire a full-time instructor to teach its CORE class, conduct CPR and OSHA 30 training, and perform operational and administrative duties. It will be cost effective for one person to perform these tasks.

Upon reviewing the proposed job description, it was recommended to omit the Essential Duty item "assist with payroll."

A motion was made to approve the apprentice program Core Instructor position and job description, omitting the Essential Duty of "assist with payroll."

**MOTION:** Motion by Bernard Siquieros, Seconded by Treena Parvello to approve the apprentice program Core Instructor position and job description, omitting the Essential Duty of "assist with payroll."

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

**MOTION APPROVED**

5. Dual Enrollment IGA – Dr. Paul Robertson, President; Brandi Espuma, Dual Enrollment Coordinator

- Dual Enrollment Intergovernmental Agreement (IGA), Fort Thomas Unified School District – Dr. Paul Robertson, President

The dual enrollment IGA with TOCC, Fort Thomas Unified School District (FTUSD) and San Carlos Apache College was reviewed. The document was approved by the SCAC Board of Regents and reapproved upon changes made by the FTUSD.

- Dual Enrollment Intergovernmental Agreement (IGA), Haşan Preparatory & Leadership School – Brandi Espuma, Dual Enrollment Coordinator

The dual enrollment IGA with TOCC and Haşan Preparatory & Leadership School was reviewed. The dual enrollment IGA is standard and will be in place for 5 years.

A motion was made to approve both dual enrollment IGA's with Fort Thomas Unified School District and Haşan Preparatory & Leadership School as presented.

**MOTION:** Motion by Bernard Siquieros, Seconded by Jonas Robles to approve both dual enrollment IGA's with Fort Thomas Unified School District and Haşan Preparatory & Leadership School as presented.

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

**MOTION APPROVED**



6. 2024 TOCC Catalog Updates: Transfer of Credits, Academic Suspension, Program Declaration and Grading Scheme – Dr. Laura Sujo-Montes, Dean of Academics

Dean of Academics Sujo-Montes provided additional information to further clarify that which was included in the December 2023 board packet. The BOT reviewed the information regarding transfer of credits, academic suspension, program declaration and grading scheme.

A motion was made to approve the 2024 TOCC Catalog updates as presented.

**MOTION:** Motion by Bernard Siquieros, Seconded by Treena Parvello to approve the 2024 TOCC Catalog updates as presented.

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

**MOTION APPROVED**

7. Facilities / Construction Updates – Dr. Paul Robertson, President; Jay Juan, Chief of Operations

- O’odham Ñi’okĩ Ki:

The construction of the O’odham Ñi’okĩ Ki: continues. Paint colors have been chosen for the interior walls. Concrete, to be poured outside of the building, is being scheduled.

- Multi-purpose Building at S-cuk Du’ag Maşcamakuđ

A meeting was held to discuss future new construction at S-cuk Du’ag Maşcamakuđ. There were sixty (60) attendees. Participants suggested a building such as a student union to offer food services and expanded student services offerings.

- S-ki:kig Maşcama Ki: (TOCC Phoenix Center)

The TOCC site at 4520 N Central in Phoenix is anticipated to be renovated by the new owners. The Phoenix Indian Center will move to 4040 N Central by mid-2024. The Building B premise has ample parking and TOCC would have a dedicated space and joint use areas, should TOCC choose to move to the new location. More analysis must be completed involving the Phoenix Union High School District and the Big Fire Law Firm. Detailed information will be brought forth to the BOT in the coming months.

8. Upcoming Joint Meeting Dates, TOCC Update to HRDC – Evan Thomas, Special Assistant to the President

The Special Assistant to the President informed the BOT that the HRDC would like an update from TOCC. Several dates were listed on the meeting agenda and reviewed.

By consensus the BOT selected Monday January 08, 2024, Virtual Meeting. The President’s Office will confirm the date and report back to the BOT and TOCC Administration via email.

**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 at 11:43 a.m.

#### **ADJOURNMENT** – 12:02 p.m.

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

**MOTION:** Motion by Bernard Siquieros, Seconded by Jonas Robles to adjourn the December 14, 2023 TOCC BOT regular meeting.

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

**MOTION APPROVED**

---



---

**INTEROFFICE MEMORANDUM**

---



---

**TO: BOARD OF TRUSTEES, TOHONO O'ODHAM COMMUNITY COLLEGE**  
**FROM: Finance Department**  
**DATE 1/11/2024**  
**AGENDA ITEM: MONTHLY FINANCIAL REPORTS FOR November 30, 2023**

**EXECUTIVE SUMMARY**

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

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

* Bank of America, regular operational checking account	\$ 19,015,455
* Bank of America - TPT Construction Needs	1,141,370
* Bank of America secondary checking	6,550
* Bookstore Cash	126
* Petty Cash	100
	<hr/>
Cash and cash equivalents in all accounts	\$ 20,163,601

Investments Follow:

* Community Foundation	\$ 429,776
* Wells Fargo Securities, Building/Operating Reserves	1,829,067
	<hr/>
Investment total	\$ 2,258,843

Other Assets

Buildings (net of Depreciation)	10,228,014	
Student A/R	203,163	
Grants Receivable	6,829,875	
Inventory	403,695	
Prepays	138,731	
	<hr/>	
		\$ 17,803,477

Total Assets	<hr/> <b>\$ 40,225,922</b>
--------------	----------------------------

**Recommendation:** The President recommends the Board of Trustees accept the financial report for the month ended November 30, 2023.

**Operating Ending Cash Balance for November 30, 2023**

Bank of America, regular operational checking account	\$ 19,015,455
Plus: Cash Transactions not yet entered	\$ 30,092
Less: Restricted Sponsored Projects Net Activity	(9,322,563)
Less: Restricted Student Financial Aid Net Activity	2,192,557
Less: Estimated Cash needed for accrued benefits payment to TON	(1,454,699)
	<hr/>
Ending Operating Cash Balance	<b><u>\$ 10,460,842</u></b>

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

<b>Assets</b>	<b>(Unaudited) November 2023</b>	<b>(Unaudited) October 2023</b>	<b>(Unaudited) June 2023</b>
Bank of America - operating account	\$ 19,015,455	\$ 19,998,094	\$ 12,795,915
Bank of America - TPT Construction Needs	1,141,370	1,101,478	956,574
Bank of America - secondary checking	6,550	6,550	6,550
Bookstore cash	126	231	141
Petty cash	100	100	100
LLC Checking and Cash on Hand All Accounts	-	-	221
* Student accounts receivable, net of allowance for doubtful accounts	203,163	273,564	192,378
Contracts and grants receivable	6,829,875	7,547,589	3,918,011
Bookstore inventory	403,695	385,643	232,317
Prepaid expenses	138,731	127,509	102,757
Wells Fargo Investments - Building and Operating reserves	1,829,067	1,748,447	1,823,149
Community Foundation of Southern Arizona - endowment	429,776	429,776	422,012
* Land, buildings and equipment, net of accumulated depreciation	10,228,014	10,228,014	10,228,012
<b>Total Assets</b>	<b>\$ 40,225,922</b>	<b>\$ 41,846,995</b>	<b>\$ 30,678,137</b>
<b>Liabilities and Net Equity</b>			
Accounts payable	\$ 165,588	\$ 174,928	\$ 371,398
Salary related payable	2,014,132	1,982,918	1,650,204
Deposits/Funds Held for others	29,870	29,870	29,870
Other Payables and Accrued Expenses	104,710	110,621	121,065
Deferred grant revenue	12,461,862	12,677,081	11,494,715
<b>Total Liabilities</b>	<b>\$ 14,776,162</b>	<b>\$ 14,975,418</b>	<b>\$ 13,667,252</b>
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	13,757,488	15,179,305	5,318,613
<b>Unrestricted Equity</b>	<b>\$ 24,424,635</b>	<b>\$ 25,846,452</b>	<b>\$ 15,985,760</b>
Temporarily restricted	\$ 691,460	\$ 691,460	\$ 691,460
Permanently restricted	333,665	333,665	333,665
<b>Restricted Equity</b>	<b>\$ 1,025,125</b>	<b>\$ 1,025,125</b>	<b>\$ 1,025,125</b>
<b>Total Liabilities and Equity</b>	<b>\$ 40,225,922</b>	<b>\$ 41,846,995</b>	<b>\$ 30,678,137</b>
*Recap #1			
* Recap Explained of Net Students Accounts Receivable	November 2023	October 2023	June 2023
Accounts Receivable	\$ 547,656	\$ 618,058	\$ 536,872
Allowance for Bad Debt	(344,494)	(344,494)	(344,494)
* Student accounts receivable, net of allowance	\$ 203,163	\$ 273,564	\$ 192,378
*Recap #2			
* Recap Explained of Net Fixed Assets	November 2023	October 2023	June 2023
Land Buildings & Equipment	\$ 19,744,382	\$ 19,744,382	\$ 19,744,381
Allowance for Depreciation	(9,516,368)	(9,516,368)	(9,516,368)
* Land building and Equipment, net of Accumulated Depreciation	\$ 10,228,014	\$ 10,228,014	\$ 10,228,012

**TOHONO O'ODHAM COMMUNITY COLLEGE**

**Unrestricted Budget Activity**

**For the Five Months Ended November 30, 2023**

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

<b>UNRESTRICTED OPERATING BUDGET</b>				
	<b>Year-to-Date Actual</b>	<b>2024 Annual Budget</b>	<b>Remaining Budget</b>	<b>Remaining %</b>
<b>Unrestricted revenues:</b>				
Tuition and fees	\$ 67,884	\$ 98,000	\$ (30,116)	-31%
Student Housing	-	82,000	(82,000)	-100%
Legislative Contribution - Tohono O'odham Nation	5,096,045	5,096,045	0	0%
Tribal Community College Act	6,432,928	4,959,735	1,473,193	30%
Indirect costs recovered on restricted federal grants	114,368	832,000	(717,632)	-86%
Unrestricted gifts and donations	33,648	13,000	20,648	159%
Bookstore sales	67,188	162,800	(95,612)	-59%
Miscellaneous income	22,445	33,000	(10,555)	-32%
Total Unrestricted Revenues	<u>\$ 11,834,506</u>	<u>\$ 11,276,580</u>	<u>\$ 557,926</u>	<u>5%</u>
<b>Unrestricted expenses:</b>				
Educational program services:				
Instruction	\$ 897,320	\$ 2,552,915	\$ 1,655,595	65%
Student services	484,985	1,455,950	970,965	67%
Auxiliary enterprises	129,274	502,441	373,167	74%
Supporting services:				
Academic support	189,923	683,557	493,634	72%
Institutional support without Depreciation/Bad Debts	1,124,537	2,618,878	1,494,342	57%
Facility operations and maintenance	465,894	1,407,578	941,684	67%
Sustainability and Solar	105,781	329,691	223,910	68%
Student Life	242,615	588,895	346,280	59%
San Carlos BIE Funds and Tuition and Fees	-	943,713	943,713	100%
Culinary Arts Program	1,486	95,167	93,681	98%
Grant Match (1117/1526)	4,451	119,873	115,422	96%
Tohono Kosin	-	242,796	242,796	100%
Total Unrestricted Expenses	<u>\$ 3,646,266</u>	<u>\$ 11,541,454</u>	<u>\$ 7,895,188</u>	<u>68%</u>
 Unrestricted excess (deficiency) w/o Bad Debts/Depreciation	 <u>\$ 8,188,239</u>	 <u>\$ (264,874)</u>	 <u>\$ 8,453,114</u>	

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

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

58%

Year-to-Date  
Actual2024 Annual  
BudgetRemaining  
BudgetRemaining  
%**INSTRUCTION****Instruction - 1100**

Compensation	\$ 691,704	\$ 1,686,437	\$ 994,733	59%
Employee related expenses	119,752	438,137	318,385	73%
Art program Supplies	6,006	20,000	13,994	70%
Commuter Allowance	-	3,600	3,600	100%
Consultant Fees	-	9,700	9,700	100%
Education Supplies	120	20,000	19,880	99%
Employee tuition waivers	-	2,000	2,000	100%
Furniture & Fixtures	-	10,000	10,000	100%
Meeting expense	3,954	16,170	12,216	76%
Mileage	1,039	4,000	2,961	74%
Office Supplies	-	8,000	8,000	100%
Registrations	-	6,800	6,800	100%
Subscriptions/Periodicals	244	4,000	3,756	94%
Travel and training	-	90,000	90,000	100%
	<u>\$ 822,820</u>	<u>\$ 2,318,844</u>	<u>\$ 1,496,024</u>	<u>65%</u>

**Work Force Comm Development - 1500**

Compensation	\$ 51,565	\$ 113,557	\$ 61,992	55%
Employee related expenses	13,167	71,749	58,582	82%
Advertising & Promotion	673	1,000	327	33%
Commuter Allowance	760	1,800	1,040	58%
Consultant Fees	-	5,500	5,500	100%
Education Supplies	3,786	2,500	(1,286)	-51%
Guest Speakers/Honorariums	1,200	12,000	10,800	90%
Meeting Expense	2,081	2,000	(81)	-4%
Office supplies	-	1,000	1,000	100%
Other Office Supplies	-	600	600	100%
Registrations	-	3,000	3,000	100%
Travel & Training	-	6,000	6,000	100%
	<u>\$ 73,231</u>	<u>\$ 220,706</u>	<u>\$ 147,475</u>	<u>67%</u>

**ABE-GED - 1800**

Education Supplies	30	3,100	3,070	99%
Meeting Expense	397	540	143	27%
Memberships	-	750	750	100%
Other Office Supplies	322	375	53	14%
Registrations	-	4,000	4,000	100%
Mileage	108			0%
Travel/training	\$ 412	\$ 4,600	\$ 4,188	91%
	<u>\$ 1,269</u>	<u>\$ 13,365</u>	<u>\$ 12,096</u>	<u>91%</u>

**TOTAL INSTRUCTION**

	<u>\$ 897,320</u>	<u>\$ 2,552,915</u>	<u>\$ 1,655,595</u>	<u>65%</u>
--	-------------------	---------------------	---------------------	------------

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

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

58%

**Year-to-Date  
Actual**

**2024 Annual  
Budget**

**Remaining  
Budget**

**Remaining  
%**

**STUDENT SERVICES**

**Student services - 5100**

Compensation	\$ 299,265	\$ 709,264	\$ 409,999	58%
Employee related expenses	69,651	257,579	187,928	73%
Comm/student events	1,228	13,000	11,772	91%
Commuter Allowance	2,279	5,400	3,121	58%
Consultant Fees	3,600	10,000	6,400	64%
Education supplies	-	3,000	3,000	100%
Employee tuition waivers	-	1,000	1,000	100%
Furniture and Fixtures	283	5,000	4,717	94%
Graduation	-	10,000	10,000	100%
Meeting expense	698	3,000	2,302	77%
Memberships	604	1,205	601	50%
Mileage	215	2,000	1,785	89%
Office supplies	158	-	(158)	0%
Printing	209	3,500	3,291	94%
Program Supplies	773	5,000	4,227	85%
Promotional	-	5,000	5,000	100%
Recruiting	6,721	22,000	15,279	69%
Registrations	-	2,500	2,500	100%
Travel and training	1,728	45,000	43,272	96%
	<u>\$ 387,411</u>	<u>\$ 1,103,448</u>	<u>\$ 716,037</u>	<u>65%</u>

**Financial aid office - 5200**

Compensation	\$ 48,007	\$ 147,305	\$ 99,298	67%
Employee related expenses	19,315	78,007	58,692	75%
Memberships	-	3,000	3,000	100%
Office supplies	62	1,000	938	94%
Program Supplies	-	500	500	100%
Registrations	-	3,000	3,000	100%
Travel and training	1,808	10,000	8,192	82%
	<u>\$ 69,191</u>	<u>\$ 242,812</u>	<u>\$ 173,621</u>	<u>72%</u>

**Residence Life - 5400**

Compensation	\$ 19,191	\$ 41,698	\$ 22,507	54%
Employee related expenses	2,338	13,492	11,154	83%
Advertising	-	1,000	1,000	100%
Comm/student events	-	4,000	4,000	100%
Custodial Expenses	3,900	8,000	4,100	51%
Furniture & Fixtures	205	20,000	19,795	99%
Meeting Expense	300	1,000	700	70%
Memberships	-	300	300	100%
Mileage	-	200	200	100%
Office supplies	-	600	600	100%
Registration expenses	-	500	500	100%
Stipends	2,100	11,900	9,800	82%



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

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

	58%	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
Subscriptions/periodicals		349	4,000	3,651	91%
Travel and training expense		-	2,000	2,000	100%
		<u>\$ 28,383</u>	<u>\$ 108,690</u>	<u>\$ 80,307</u>	<u>74%</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**

	\$	484,985	\$ 1,455,950	\$ 970,965	67%
--	----	---------	--------------	------------	-----

**AUXILIARY ENTERPRISES**

**Athletics - 5300**

Compensation	\$	27,234	\$ 107,294	\$ 80,060	75%
Employee related expenses		3,599	42,844	39,245	92%
Advertising & Promotion		874	7,500	6,626	88%
Archery Expense		-	6,000	6,000	100%
Consultant Fees		5,586	17,000	11,414	67%
Contracts/Subcontracts		3,000	27,000	24,000	89%
Meals		4,089	7,000	2,911	42%
Memberships		8,235	10,000	1,765	18%
Office Supplies		-	2,500	2,500	100%
On Travel Medical		-	3,000	3,000	100%
Printing		331	10,000	9,670	97%
Program Supplies		17,545	20,000	2,455	12%
Recruiting Expense		-	2,500	2,500	100%
Travel		4,599	15,000	10,401	69%
Tuition Waivers		-	8,000	8,000	100%
Uniform/Retail Purchases		4,358	10,000	5,642	56%
Vehicle Rental		218	4,000	3,782	95%
		<u>\$ 79,668</u>	<u>\$ 299,638</u>	<u>\$ 219,970</u>	<u>73%</u>

**Bookstore - 9100**

Compensation	\$	40,447	\$ 85,415	\$ 44,968	53%
Employee related expenses		8,433	19,188	10,755	56%
Cost of Goods Sold-Retail		-	60,000	60,000	100%
Office supplies		726	8,000	7,274	91%
Promotional		-	30,000	30,000	100%
Tuition Waivers		-	200	200	100%
		<u>\$ 49,606</u>	<u>\$ 202,803</u>	<u>\$ 153,197</u>	<u>76%</u>

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

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

58%

Year-to-Date  
Actual2024 Annual  
BudgetRemaining  
BudgetRemaining  
%**TOTAL AUXILIARY ENTERPRISES**

\$ 129,274

\$ 502,441

\$ 373,167

74%

**ACADEMIC SUPPORT****Academic support - 1200**

Compensation	\$ 77,405	\$ 200,879	\$ 123,474	61%
Employee related expenses	21,409	92,546	71,137	77%
Community Student Events	387	10,000	9,613	96%
Consultant fees	-	3,000	3,000	100%
Contracts/Subcontracts	6,000	10,000	4,000	40%
Education Supplies	-	1,000	1,000	100%
Employee Tuition Waivers	-	1,500	1,500	100%
Meeting Expense	990	5,000	4,010	80%
Memberships	-	3,000	3,000	100%
Office supplies	-	3,000	3,000	100%
Program Supplies	-	4,000	4,000	100%
Promotional	-	4,000	4,000	100%
Registrations	-	5,000	5,000	100%
Travel and training	-	7,000	7,000	100%
	<u>\$ 106,191</u>	<u>\$ 349,925</u>	<u>\$ 243,734</u>	<u>70%</u>

**Library - 4130**

Compensation	\$ 61,143	\$ 159,352	\$ 98,209	62%
Employee related expenses	5,327	99,768	94,441	95%
Commuter Allowance	760	1,800	1,040	58%
Consultant Fees	6,488	17,000	10,513	62%
Contracts/subcontracts	1,691	7,142	5,451	76%
Employee Tuition Waivers	-	260	260	100%
Library collection	-	5,000	5,000	100%
Meeting expenses	-	400	400	100%
Memberships	-	160	160	100%
Office Equipment	-	10,000	10,000	100%
Other Office Supplies	423	5,000	4,577	92%
Program Supplies	-	600	600	100%
Registrations	-	150	150	100%
Subscriptions/periodicals	7,900	25,000	17,100	68%
Travel and training	-	2,000	2,000	100%
	<u>\$ 83,731</u>	<u>\$ 333,632</u>	<u>\$ 249,901</u>	<u>75%</u>

**TOTAL ACADEMIC SUPPORT**

\$ 189,923

\$ 683,557

\$ 493,634

72%

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

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

	<b>58%</b>	<b>Year-to-Date Actual</b>	<b>2024 Annual Budget</b>	<b>Remaining Budget</b>	<b>Remaining %</b>
<b>INSTITUTIONAL SUPPORT</b>					
<b>President's office - 6100</b>					
Compensation	\$	80,302	\$ 164,837	\$ 84,535	51%
Employee related expenses		21,636	49,802	28,166	57%
Car Allowance		3,038	7,200	4,162	58%
Meeting Expense		58	-	(58)	0%
Office supplies		70	500	430	86%
Registrations		-	1,000	1,000	100%
Student related travel		-	2,000	2,000	100%
Travel and training		-	2,000	2,000	100%
	\$	105,104	\$ 227,339	\$ 122,235	54%
<b>Himdag - 6150</b>					
Comm/Student/Events	\$	4,226	\$ 8,000	\$ 3,774	47%
Construction Materials	\$	-	\$ 2,000	\$ 2,000	100%
Program Supplies	\$	603	\$ -	\$ (603)	0%
Meeting Expense		705	4,000	3,295	82%
	\$	5,534	\$ 14,000	\$ 8,466	60%
<b>Board of Trustees - 6190</b>					
Communications		400	900	500	56%
Meeting expenses		2,542	10,000	7,458	75%
Mileage		1,450	2,500	1,050	42%
Travel and training		1,889	5,500	3,611	66%
Trustee fees	\$	6,957	\$ 14,000	\$ 7,043	50%
	\$	13,238	\$ 32,900	\$ 19,662	60%
<b>Institutional Effectiveness - 1300</b>					
Compensation	\$	25,267	\$ 54,978	\$ 29,711	54%
Employee related expenses		6,341	19,194	12,853	67%
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%
	\$	32,456	\$ 78,222	\$ 45,766	59%
<b>Administration &amp; Finance - 6200</b>					
Compensation	\$	138,499	\$ 459,972	\$ 321,473	70%
Employee related expenses		41,936	191,000	149,064	78%
Auditing		81,281	72,500	(8,781)	-12%
Bank Charges		541	4,500	3,959	88%

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

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

	58%	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
Commuter Allowance		1,519	5,400	3,881	72%
Contracts/subcontracts		147,372	150,000	2,628	2%
Employee Tuition Waivers		-	325	325	100%
Meeting expenses		-	400	400	100%
Mileage		-	100	100	100%
Office supplies		1,917	5,500	3,583	65%
Registrations		-	250	250	100%
Travel and training		-	1,000	1,000	100%
		<u>\$ 413,066</u>	<u>\$ 890,947</u>	<u>\$ 477,881</u>	<u>54%</u>

**General support services - 6300**

Benefits Unemployment	\$	5,691	\$	6,000	\$	309	5%
Insurance		195,098		190,000		(5,098)	-3%
Legal Fees		7,041		50,000		42,960	86%
Meeting expenses		-		7,000		7,000	100%
Memberships		31,824		45,000		13,176	29%
Postage & Delivery		7,861		19,000		11,139	59%
Promotional		196		2,000		1,804	90%
Subscriptions & Periodicals		11,832		5,000		(6,832)	-137%
	\$	<u>259,542</u>	\$	<u>324,000</u>	\$	<u>64,458</u>	<u>20%</u>

**IT - 6350**

Compensation	\$	57,762	\$	172,255	\$	114,493	66%
Employee related expenses		19,378		37,230		17,852	48%
Communications		37,099		175,855		138,756	79%
Computer Related Items		31,026		30,000		(1,026)	-3%
Consultant Fees & Expenses		-		78,000		78,000	100%
Contracts/subcontracts		53,015		205,000		151,985	74%
Employee Tuition Waivers		-		200		200	100%
Licenses and fees		5,860		70,000		64,140	92%
Machine Equip Repairs and Service		656		10,000		9,344	93%
Memberships		-		730		730	100%
Office Equipment		-		5,000		5,000	100%
Office supplies		-		300		300	100%
Other Equipment & Tools		5,450		10,000		4,550	46%
Registrations		-		3,000		3,000	100%
Travel and training		3,439		4,000		561	14%
	\$	<u>213,684</u>	\$	<u>801,570</u>	\$	<u>587,886</u>	<u>73%</u>

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

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

	58%	Year-to-Date Actual	2024 Annual Budget	Remaining Budget	Remaining %
<b>Human resources - 6700</b>					
Compensation		\$ 69,135	\$ 162,028	\$ 92,893	57%
Employee related expenses		9,487	59,804	50,318	84%
Advertising		642	6,570	5,928	90%
Commuter Allowance		824	1,800	976	54%
Employee Tuition Waivers		-	200	200	100%
Memberships		444	1,050	606	58%
Office supplies		524	360	(164)	-45%
Other professional fees		857	4,990	4,133	83%
Recruiting		-	1,800	1,800	100%
Registrations		-	4,580	4,580	100%
Travel and training		-	6,718	6,718	100%
		<u>\$ 81,912</u>	<u>\$ 249,900</u>	<u>\$ 167,988</u>	<u>67%</u>

<b>TOTAL INSTITUTIONAL SUPPORT</b>		<u>\$ 1,124,537</u>	<u>\$ 2,618,878</u>	<u>\$ 1,494,342</u>	<u>57%</u>
------------------------------------	--	---------------------	---------------------	---------------------	------------

**OPERATIONS AND MAINTENANCE - 7100**

Compensation	\$ 221,832	\$ 521,096	\$ 299,264	57%
Employee related expenses	65,152	223,791	158,639	71%
Auto expenses	4,080	20,000	15,920	80%
Building Rent	50,592	144,311	93,719	65%
Commuter Allowance	760	1,800	1,040	58%
Contracts/subcontracts	49,961	100,000	50,039	50%
Custodial expense	28	17,500	17,472	100%
Employee tuition waivers	-	350	350	100%
Office supplies	-	1,500	1,500	100%
Travel and training	-	2,000	2,000	100%
Utilities	50,110	240,230	190,120	79%
Vehicle & Building R&M	180	25,000	24,820	99%
Vehicle rental	23,200	110,000	86,800	79%

<b>TOTAL OPERATIONS AND MAINTENANCE</b>		<u>\$ 465,894</u>	<u>\$ 1,407,578</u>	<u>\$ 941,684</u>	<u>67%</u>
---	--	-------------------	---------------------	-------------------	------------

**SUSTAINABILITY - 5160**

Compensation	\$ 60,818	\$ 130,969	\$ 70,151	54%
Employee related expenses	6,692	51,576	44,884	87%
Commuter Allowance	760	1,800	1,040	58%
Contracts/Subcontracts	-	1,000	1,000	100%
Employee Tuition Waivers	-	500	500	100%
Guest Speakers/Honorariums	100	-	(100)	0%
Meeting Expense	317	1,500	1,183	79%
Mileage	-	600	600	100%
Office Equipment	-	500	500	100%
Office supplies	857	1,500	643	43%
Printing	154	-	(154)	0%
Program Supplies	73	-	(73)	0%
Registrations	-	1,000	1,000	100%
Travel and training	-	4,000	4,000	100%

<b>TOTAL SUSTAINABILITY</b>		<u>\$ 69,770</u>	<u>\$ 194,945</u>	<u>\$ 125,175</u>	<u>64%</u>
-----------------------------	--	------------------	-------------------	-------------------	------------

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

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

	<b>58%</b>	<b>Year-to-Date Actual</b>	<b>2024 Annual Budget</b>	<b>Remaining Budget</b>	<b>Remaining %</b>
<b>Solar Program (5161)</b>					
Compensation		\$ 26,637	\$ 68,145	\$ 41,508	61%
Employee related expenses		3,656	35,601	31,945	90%
Consultants		-	4,000	4,000	100%
Education Supplies		2,685	15,000	12,315	82%
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%
<b>TOTAL SOLAR</b>		<b>\$ 36,011</b>	<b>\$ 134,746</b>	<b>\$ 98,735</b>	<b>73%</b>
<b>TOTAL SUSTAINABILITY AND SOLAR</b>		<b>\$ 105,781</b>	<b>\$ 329,691</b>	<b>\$ 223,910</b>	<b>68%</b>
<b>STUDENT LIFE - 5150</b>					
Compensation		\$ 193,759	\$ 386,184	\$ 192,425	50%
Employee related expenses		40,973	119,411	78,438	66%
Community & Student Events		1,217	5,000	3,783	76%
Commuter Allowance		760	1,800	1,040	58%
Contracts/Subcontracts		915	1,500	585	39%
Employee Tuition Waivers		-	1,000	1,000	100%
Meeting Expense		-	500	500	100%
Office supplies		-	1,500	1,500	100%
Program Supplies		160	8,000	7,840	98%
Registrations		222	1,000	778	78%
Student Meals		4,608	60,000	55,392	92%
Travel and training		-	3,000	3,000	100%
<b>TOTAL STUDENT LIFE</b>		<b>\$ 242,615</b>	<b>\$ 588,895</b>	<b>\$ 346,280</b>	<b>59%</b>
<b>SAN CARLOS - 6900</b>					
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%
<b>TOTAL SAN CARLOS</b>		<b>\$ -</b>	<b>\$ 943,713</b>	<b>\$ 943,713</b>	<b>100%</b>

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

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

	<b>58%</b>	<b>Year-to-Date Actual</b>	<b>2024 Annual Budget</b>	<b>Remaining Budget</b>	<b>Remaining %</b>
<b>CULINARY ARTS PROGRAM - 1498</b>					
Compensation		\$ -	\$ 55,620	\$ 55,620	100%
Employee related expenses		-	15,247	15,247	100%
Education Supplies		1,486	10,500	9,014	86%
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%
<b>TOTAL CULINARY ARTS PROGRAM</b>		<b>\$ 1,486</b>	<b>\$ 95,167</b>	<b>\$ 93,681</b>	<b>98%</b>
<b>TOHONO KOSIN</b>					
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%
<b>TOTAL TOHONO KOSIN</b>		<b>\$ -</b>	<b>\$ 242,796</b>	<b>\$ 242,796</b>	<b>100%</b>
 Grant Match (1117/1526)		 \$ 4,451	 \$ 119,873	 \$ 115,422	 96%
 <b>TOTAL UNRESTRICTED</b>		 <b>\$ 3,646,266</b>	 <b>\$ 11,541,454</b>	 <b>\$ 7,895,188</b>	 <b>68%</b>

**TOHONO O'ODHAM COMMUNITY COLLEGE**

**Restricted Expenses and Budget by Project**

**For the Five Months Ended November 30, 2023**



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

Grant Revenues / Expenses-to-Date				
	Actual	Grant Budget	Remaining Budget	Remaining %
<b>SPONSORED PROJECTS</b>				
<b>NSF -TCUP Pathways to Indigenous STEM - 1114</b>				
<b>(9/1/18 - 8/31/23) NCE for 12 mos new end date 08/31/2024</b>				
Restricted revenues:				
Federal government grants	\$ 1,631,664	\$ 2,514,278	\$ 882,614	35%
Restricted expenses:				
Compensation	989,333	1,243,273	253,940	20%
Employee Related Benefits	176,598	254,730	78,132	31%
Travel/Professional Development/Registrations	12,061	43,200	31,139	72%
Memberships	1,750	1,800	50	3%
Consultants	198,340	200,000	1,660	1%
Materials & Supplies	22,423	47,800	25,377	53%
Publication Costs/Documentation/Dissemination	-	3,500	3,500	100%
Stipends	48,700	-	(48,700)	0%
Honorariums	725	-	(725)	0%
Other Direct Costs	-	120,375	120,375	100%
Participant Costs	16,199	51,140	34,941	68%
Indirect Costs	301,353	520,528	219,175	42%
Registrations	8,885	15,000	6,115	41%
Total Restricted Expenses	1,776,367	2,501,346	724,979	29%
Excess (deficiency)	\$ (144,703)	\$ 12,932	\$ 157,635	
<b>ANA Increase Technical Capacity - (1117) Federal Share</b>				
<b>(9/30/18 - 1/31/2024)</b>				
Restricted revenues:				
Federal government grants	\$ 250,126	\$ 1,200,000	\$ 949,874	79%
Restricted expenses:				
Compensation	478,233	496,047	17,814	4%
Employee Related Benefits	92,155	138,894	46,739	34%
Travel/professional Development	13,490	25,188	11,698	46%
Commuter Allowance	4,403	-	(4,403)	0%
Advertising & Promotion	850	-	(850)	0%
Tuition/Books	5,501	18,189	12,688	70%
Communication Data Service	-	14,400	14,400	100%
Office Supplies/Program Support	121,914	188,847	66,933	35%
Meeting Expenses	8,156	-	(8,156)	0%
Indirect Costs Charged to TOCC Match	-	235,335	235,335	100%
Other Equipment & Tools	-	-	-	0%
Computers/GIS Devices/Printer	55,501	64,200	8,699	14%
Total Restricted Expenses	780,203	1,181,100	400,897	34%
Excess (deficiency)	\$ (530,077)	\$ 18,900	\$ 548,977	

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

<b>Grant Revenues / Expenses-to-Date</b>				
	<b>Actual</b>	<b>Grant Budget</b>	<b>Remaining Budget</b>	<b>Remaining %</b>
<b>AICF AT&amp;T TCU BRAIDING Success Project (1118)</b>				
<b>(Until all funds are expended)</b>				
Restricted revenues:				
Grant from other sources	\$ 167,200	\$ 168,630	\$ 1,430	1%
Restricted expenses:				
Compensation	26,320	35,520	9,200	26%
Employee Related Benefits	2,013	2,718	705	26%
Travel	17,032	10,406	(6,626)	-64%
Transportation	877	1,406	529	38%
Meeting Expenses	20,628	20,448	(180)	-1%
Contracts/Subcontracts	5,250	250	(5,000)	-2000%
Tuition & Fees	13,079	1,920	(11,159)	-581%
Stipends	1,600	6,600	5,000	76%
Participant Support	736	-	(736)	0%
Honorariums/Speakers	6,131	3,666	(2,465)	-67%
Programming & Supplies	36,251	7,684	(28,567)	-372%
Awards/Gifts	9,580	5,952	(3,628)	-61%
Total Restricted Expenses	<u>139,496</u>	<u>96,570</u>	<u>(42,926)</u>	<u>-44%</u>
Excess (deficiency)	<u>\$ 27,704</u>	<u>\$ 72,060</u>	<u>\$ 44,356</u>	
<b>TO Nation TOCC Language Center (1124)</b>				
<b>(3/1/20 - 2/28/23)</b>				
Grant from other sources	\$ 600,000	\$ 900,000	\$ 300,000	33%
Restricted expenses:				
Compensation	775,373	598,680	(176,693)	-30%
Employee Related Benefits	197,307	179,172	(18,135)	-10%
Commuter Allowance	11,416	-	(11,416)	0%
Consultants	14,940	45,000	30,060	67%
Meeting Expense	5,028		(5,028)	0%
Participant Support	898		(898)	0%
Promotion/Advertising	130		(130)	0%
Program Meals/Supplies/Honorariums	7,277	25,400	18,123	71%
Computer Equipment	3,964	-	(3,964)	0%
Total Restricted Expenses	<u>1,016,333</u>	<u>848,252</u>	<u>(168,081)</u>	<u>-20%</u>
Excess (deficiency)	<u>\$ (416,333)</u>	<u>\$ 51,748</u>	<u>\$ 468,081</u>	

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

<b>Grant Revenues / Expenses-to-Date</b>				
	<b>Actual</b>	<b>Grant Budget</b>	<b>Remaining Budget</b>	<b>Remaining %</b>
<b>Dollar General Native Americans Stepping Forward (GED) (1127)</b> <b>(8/1/22 - 6/30/23)</b>				
Restricted revenues:				
Grant from other sources	\$ 171,000	\$ 50,000	\$ (121,000)	-242%
Restricted expenses:				
Compensation	72,606	8,500	(64,106)	-754%
Employee related expenses	5,554	500	(5,054)	-1011%
Travel (Field Trips)/Professional Dev/Membersh	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	48,263	19,620	(28,643)	-146%
Computer Equipment	25,558	6,800	(18,758)	-276%
Awards & gifts	7,675	-	(7,675)	0%
Total Restricted Expenses	162,572	50,000	(112,572)	-225%
Excess (deficiency)	\$ 8,428	\$ -	\$ (8,428)	
<b>AICF AT &amp; T Digitized Career Success Program (1128)</b> <b>(7/1/22 - 7/31/23)</b>				
Restricted revenues:				
Grant from other sources	\$ 150,000	\$ 150,000	\$ -	0%
Restricted expenses:				
Compensation	-	75,000	75,000	100%
Employee related expenses	-	-	-	0%
Travel (Field Trips)/Professional Dev/Membersh	1,205	-	(1,205)	0%
Communications (Hot Spots)	-	-	-	0%
Meeting Expense	12,125	-	(12,125)	0%
Mileage	-	-	-	0%
Education Materials/Supplies /Testing	11,503	-	(11,503)	0%
Computer Equipment	-	-	-	0%
Awards & gifts	13,175	75,000	61,825	82%
Total Restricted Expenses	38,009	150,000	111,991	75%
Excess (deficiency)	\$ 111,991	\$ -	\$ (111,991)	
<b>AICF Faculty Professional Development (1129)</b> <b>(11/7/22 -7/31/2023)</b>				
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 Five Months Ended November 30, 2023**  
**(Intended for internal management purposes only)**

	<b>Grant Revenues / Expenses-to-Date</b>			
	<b>Actual</b>	<b>Grant Budget</b>	<b>Remaining Budget</b>	<b>Remaining %</b>
<b>NIST/NTIA Connecting Communities 1140</b>				
<b>(11/1/22 -10/31/24)</b>				
Restricted revenues:				
Grant from other sources	\$ 226,986	\$ 1,912,357	\$ 1,685,371	88%
Restricted expenses:				
Compensation	70,684	441,580	370,896	84%
Employee related expenses	793	158,970	158,177	100%
Travel	5,483	2,400	(3,083)	-128%
Mileage	-	157,080	157,080	100%
Supplies	135,032	459,700	324,668	71%
Contracts	-	363,300	363,300	100%
Indirect	48,257	329,327	281,070	85%
Total Restricted Expenses	260,249	1,912,357	1,652,108	86%
Excess (deficiency)	\$ (33,264)	\$ -	\$ 33,264	
<b>NEH/ATALMA RevitalizeTO Oral History (1150)</b>				
<b>3/1/2022 - 2/28/2023 extended to 7/31/2023</b>				
Restricted revenues:				
Grant from other sources	\$ 22,668	\$ 49,790	\$ 27,122	54%
Restricted expenses:				
Compensation	4,734	23,328	18,594	80%
Employee Related Expenses	354	2,135	1,781	83%
Consultants	19,800	19,800	-	0%
Indirect Costs	2,489	4,527	2,038	45%
Total Restricted Expenses	27,377	49,790	22,413	45%
Excess (deficiency)	\$ (4,709)	\$ -	\$ 4,709	
<b>TEA Center: Reclaiming the O'odham Language</b>				
<b>04/01/2023-03/31/2024</b>				
Restricted revenues:				
Grant from other sources	\$ -	\$ 1,000,000	\$ 1,000,000	100%
Restricted expenses:				
Compensation	55,639	146,360	90,721	62%
Employee Related Expenses	6,295	46,250	39,954	86%
Travel	547	12,045	11,498	95%
Stipends	-	316,718	316,718	100%
Printing	-	36,000	36,000	100%
Equipment	-	1,500	1,500	100%
Consulting Fees	12,463	153,657	141,194	92%
Meeting Expense	6,669	33,830	27,161	80%
Honorariums	4,684	20,000	15,316	77%
Contracts/Subcontracts	-	3,600	3,600	100%
Program Supplies	-	113,200	113,200	100%
Indirect Costs	-	116,840	116,840	100%
Total Restricted Expenses	86,297	1,000,000	913,703	91%
Excess (deficiency)	\$ (86,297)	\$ 0	\$ 86,297	

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

	<b>Grant Revenues / Expenses-to-Date</b>			
	<b>Actual</b>	<b>Grant Budget</b>	<b>Remaining Budget</b>	<b>Remaining %</b>
<b>AICF Community Based Native Arts Learning Sharing (1216)</b>				
<b>6/15/2022 - 4/30/2023</b>				
Restricted revenues:				
Grant from other sources	\$ 35,000	\$ 9,000	\$ (26,000)	-289%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	-	-	-	0%
Travel/Gas/Mileage	6,726	1,296	(5,430)	-419%
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	32,673	9,000	(23,673)	-263%
Excess (deficiency)	\$ 2,328	\$ -	\$ (2,328)	
<b>AICF Pres Fund Lang/Cultural/HW6/22-5/24 (1218)</b>				
<b>6/1/2022 - 5/31/2024</b>				
Restricted revenues:				
Grant from other sources	\$ 100,000	\$ 100,000	\$ -	0%
Restricted expenses:				
Other Professional Fees	-	-	-	0%
Education Supplies	-	-	-	0%
Office Supplies	-	-	-	0%
Meeting Expenses	2,565	100,000	97,435	97%
Guest Speakers/Honorariums	450	-	(450)	0%
Program Supplies	3,384	-	(3,384)	0%
Total Restricted Expenses	6,398	100,000	93,602	94%
Excess (deficiency)	\$ 93,602	\$ -	\$ (93,602)	
<b>AICF Community Aid for Student Success (1222)-(CASS)</b>				
<b>1/1/2021 - 10/31/2021</b>				
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	48,000	8,732	18%
Excess (deficiency)	\$ 8,732	\$ -	\$ (8,732)	

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

<b>Grant Revenues / Expenses-to-Date</b>				
	<b>Actual</b>	<b>Grant Budget</b>	<b>Remaining Budget</b>	<b>Remaining %</b>
<b>AICF 2023 Summer Success Conference</b>				
<b>04/01/2023 - 06/30/2023</b>				
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/Advertising	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)	
<b>I-WE:MTA (Working Together)</b>				
<b>07/05/2023 - 05/31/2024</b>				
Restricted revenues:				
Grant from other sources	\$ -	\$ 20,000	\$ 20,000	100%
Restricted expenses:				
Travel/Mileage	5,386	9,528	4,142	43%
Registration	-	1,100	1,100	100%
Promotion/Advertising	-	1,172	1,172	100%
Consultant Fees	-	7,200	7,200	100%
Meeting Expenses	-	1,000	1,000	100%
Total Restricted Expenses	5,386	20,000	14,614	73%
Excess (deficiency)	\$ (5,386)	\$ -	\$ 5,386	
<b>BIA 93-638 - Occupational Training TCCU -(1301)</b>				
<b>Program Revenue and Costs</b>				
<b>(July 01, 2019 - June 30, 2025)</b>				
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	(40)	-	40	0%
Total Restricted Expenses	83,748	200,000	116,252	58%
Excess (deficiency)	\$ 552,992	\$ -	\$ (552,951)	

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

	<b>Grant Revenues / Expenses-to-Date</b>			
	<b>Actual</b>	<b>Grant Budget</b>	<b>Remaining Budget</b>	<b>Remaining %</b>
<b>BIA 93-638 - Occupational Training TCCU -(1302)</b>				
<b>Program Revenue and Costs</b>				
<b>(July 01, 2019 - June 30, 2025)</b>				
Restricted revenues:				
Federal government grants	\$ 162,234	\$ 300,000	\$ 137,766	46%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	7,863	175,000	167,137	96%
Mileage	-	5,000	5,000	100%
Supplies/Other Program Cost	-	25,000	25,000	100%
Consultants/Contracts	17,205	95,000	77,795	82%
Total Restricted Expenses	25,068	300,000	274,932	92%
Excess (deficiency)	\$ 137,166	\$ 125,000	\$ (137,166)	
<b>Better Way Foundation (1303)</b>				
<b>Program Revenue and Costs</b>				
<b>(January 01, 2022- December 31, 2022)</b>				
Restricted revenues:				
Grant from Other Sources	\$ 80,400	\$ 80,400	\$ -	0%
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)	\$ 62,046	\$ -	\$ (62,046)	
<b>HHS ANA O'odham Language &amp; Materials Project (1310)</b>				
<b>9/1/21 - 9/1/24</b>				
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	\$ 50,464	

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

	Grant Revenues / Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
<b>AZ TPT State Construction Needs Funding - (1400)</b>				
<b>(July 1, 2017 - June 30, 2037)</b>				
Restricted revenues:				
State government grants	\$ 1,907,028	\$ 3,120,000	\$ 1,212,972	39%
Restricted expenses:				
Contracts/subcontracts	337,515	3,120,000	2,782,485	89%
Equipment Rental	1,130	-	(1,130)	0%
Construction Supplies	476,504	-	(476,504)	0%
Bank Charges	106	-	(106)	0%
Total Restricted Expenses	815,255	3,120,000	2,304,745	74%
Excess (deficiency)	\$ 1,091,773	\$ -	\$ (1,091,773)	
<b>Workforce Development - (1401)</b>				
<b>(July 1, 2017 - June 30, 2021)</b>				
Restricted revenues:				
Grant from Other Sources	\$ 1,151,347	\$ 897,810	\$ (253,537)	-28%
State government grants	\$ 278,344		\$ (278,344)	0%
Restricted expenses:				
Compensation	302,141	-	(302,141)	0%
Employee related expenses	72,804	-	(72,804)	0%
Commuter Allowance	2,774	-	(2,774)	0%
Printing	216	-	(216)	0%
Vehicle Rental	47,544	-	(47,544)	0%
Office Supplies	16,846	-	(16,846)	0%
Communications	3,308	-	(3,308)	0%
Meeting Expense	9,606	-	(9,606)	0%
Stipends	375,782	-	(375,782)	0%
Training	23,746	-	(23,746)	0%
Subscriptions/Periodicals	6,346	-	(6,346)	0%
Office Equipment	13,285	-	(13,285)	0%
Computer Equipment	8,433	-	(8,433)	0%
Contracts/subcontracts	939,767	897,810	(41,957)	-5%
Construction Materials	3,545	-	(3,545)	0%
Total Restricted Expenses	1,826,141	897,810	(928,331)	-103%
Excess (deficiency)	\$ (396,450)	\$ -	\$ 674,794	
<b>Univ of AZ NASA Space Grant - (1402)</b>				
<b>(12/14/16 -12/13/22 )</b>				
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	\$ -	\$ (8,384)	



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

	<b>Grant Revenues / Expenses-to-Date</b>			
	<b>Actual</b>	<b>Grant Budget</b>	<b>Remaining Budget</b>	<b>Remaining %</b>
<b>U of A Haury Program A Student's Journey - (1406)</b> <b>(7/1/21 - 6/30/23)</b>				
Restricted revenues:				
State government grants	\$ 335,838	\$ 315,206	\$ (20,632)	-7%
Restricted expenses:				
Compensation	183,213	129,000	(54,213)	-42%
Employee related expenses	27,636	40,764	13,128	32%
Events	-	10,104	10,104	100%
Travel	10,167	3,338	(6,829)	-205%
Office/Education Supplies	2,139	6,000	3,861	64%
Meeting Expenses	17,288	30,000	12,712	42%
Honorariums/Guest Speakers	8,500	6,000	(2,500)	-42%
Awards & Gifts	47,967	6,000	(41,967)	-699%
Stipends	32,150	90,000	57,850	64%
Total Restricted Expenses	329,060	321,206	(7,854)	-2%
Excess (deficiency)	\$ 6,778	\$ (6,000)	\$ (12,778)	
<b>AZ State TOCC Remedial Education</b> <b>2023-2024 Academic Year</b>				
Restricted revenues:				
State government grants	\$ 1,000,000	\$ 2,000,000	\$ 1,000,000	50%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	-	-	-	0%
Events	-	-	-	0%
Travel	-	-	-	0%
Office/Education Supplies	-	-	-	0%
Meeting Expenses	-	-	-	0%
Honorariums/Guest Speakers	-	-	-	0%
Awards & Gifts	-	-	-	0%
Stipends	-	-	-	0%
Total Restricted Expenses	-	-	-	0%
Excess (deficiency)	\$ 1,000,000	\$ 2,000,000	\$ 1,000,000	
<b>NIFA Equity Planting the Seeds of Culture &amp; Food (1421)</b> <b>(9/1/2022 - 8/31/2026)</b>				
Restricted revenues:				
Grant from Other Sources	\$ -	\$ 157,142	\$ 157,142	100%
Restricted expenses:				
Compensation	39,438	69,038	29,600	43%
Employee related expenses	3,867	20,449	16,582	81%
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	43,444	177,593	134,149	76%
Excess (deficiency)	\$ (43,444)	\$ (20,451)	\$ 22,993	

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

<b>Grant Revenues / Expenses-to-Date</b>				
	<b>Actual</b>	<b>Grant Budget</b>	<b>Remaining Budget</b>	<b>Remaining %</b>
<b>BIE TCU Facilities &amp; Improvements (1430) PL 116-260 (1430)</b> <b>(4/15/2020 -6/30/2024)</b>				
Restricted revenues:				
Federal government grants	\$ 1,314,285	\$ 857,142	\$ (457,143)	-53%
Restricted expenses:				
Construction Supplies	52,612	-	(52,612)	0%
Program Supplies	90,928	-	(90,928)	0%
Equipment	81,468	-	(81,468)	0%
Consultants	800	-	(800)	0%
Other Structural Improvements	308,418	857,142	548,724	64%
Total Restricted Expenses	534,226	857,142	322,916	38%
Excess (deficiency)	\$ 780,059	\$ -	\$ (780,059)	
<b>NIFA Endowment - (20-1502)</b> <b>(Sept 1, 2020- Aug 31, 2023)</b>				
Restricted revenues:				
Federal government grants	\$ 513,239	\$ 243,073	\$ (270,166)	-111%
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	2,169	-	(2,169)	0%
Vehicle Rental	33,919	-	(33,919)	0%
Promotion/Advertising	27,877	36,000	8,123	23%
Consultants/Professionals	178,555	86,677	(91,878)	-106%
Building Materials	1,689	-	(1,689)	0%
Education Supplies	-	-	-	0%
Meeting Expense	6,129	7,500	1,371	18%
Stipends	-	-	-	0%
Staff Development	2,000	-	(2,000)	0%
Guest Speaker/Honorariums	-	-	-	0%
Program Supplies	56,044	96,000	39,956	42%
Other Structural Improvements	810	-	(810)	0%
Office Supplies	-	7,500	7,500	100%
Furniture and Fixtures	5,087	-	(5,087)	0%
Computer Equipment	-	9,396	9,396	100%
Total Restricted Expenses	322,966	243,073	(79,893)	-33%
Excess (deficiency)	\$ 190,272	\$ -	\$ (190,272)	

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

	<b>Grant Revenues / Expenses-to-Date</b>			
	<b>Actual</b>	<b>Grant Budget</b>	<b>Remaining Budget</b>	<b>Remaining %</b>
<b>NIFA Education Sustainable Tomorrow - (20-1508)</b>				
<b>(Sept 1, 2018- Aug 31, 2022)</b>				
Restricted revenues:				
Federal government grants	\$ 336,327	\$ 442,259	\$ 105,932	24%
Restricted expenses:				
Compensation	279,856	315,345	35,489	11%
Employee related expenses	61,262	40,165	(21,097)	-53%
Commuter Allowance	2,631	1,606	(1,025)	-64%
Consultants	3,500	1,606	(1,894)	-118%
Program Supplies	91	-	(91)	0%
Participant Support	-	-	-	0%
Indirect Cost	52,084	85,143	33,060	39%
Total Restricted Expenses	399,423	443,865	44,442	10%
Excess (deficiency)	\$ (63,096)	\$ (1,606)	\$ 61,490	
<b>USDA Furniture Arts &amp; Science (20-1509)</b>				
<b>(Aug 1, 2021- July 30, 2026)</b>				
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)	\$ -	\$ 170,131	
<b>USDA Disaster Relief Health &amp; Wellness (1526)</b>				
<b>(May 12, 2021- May 12, 2026)</b>				
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)	\$ -	\$ 121,284	

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

<b>Grant Revenues / Expenses-to-Date</b>				
	<b>Actual</b>	<b>Grant Budget</b>	<b>Remaining Budget</b>	<b>Remaining %</b>
<b>USDA NIFA Extension Capacity (20-1531)</b>				
<b>(Sept 1, 2018- Aug 31, 2022)</b>				
Restricted revenues:				
Federal government grants	\$ 171,280	\$ 177,238	\$ 5,958	3%
Compensation	164,276	99,528	(64,748)	-65%
Employee Related Benefits	47,740		(47,740)	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	49,730	11,500	(38,230)	-332%
Stipends	1,604	2,700	1,096	41%
Equipment	-	36,000	36,000	100%
Total Restricted Expenses	264,402	177,238	(87,164)	-49%
Excess (deficiency)	\$ (93,122)	\$ -	\$ 93,122	
<b>NIFA Extension Capacity Bldg Together III - (20-1541)</b>				
<b>(Sept 1, 2018- Aug. 31, 2023)</b>				
Restricted revenues:				
Federal government grants	\$ 323,449	\$ 660,000	\$ 336,551	51%
Grant from other sources	1,500	1,500	-	0%
Restricted expenses:				
Compensation	498,331	283,000	(215,331)	-76%
Employee related expenses	95,221	65,980	(29,241)	-44%
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	2,999	-	(2,999)	0%
Program Materials & Supplies	36,873	6,120	(30,753)	-503%
Total Restricted Expenses	650,152	372,620	(277,532)	-74%
Excess (deficiency)	\$ (325,203)	\$ 288,880	\$ 614,083	
<b>NIFA Extension Sovereign O'oidag for SovereNation (1542)</b>				
<b>(Sept 1, 2022- Aug. 31, 2026)</b>				
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	12,648	11,250	(1,398)	-12%
Stipends	-	8,800	8,800	100%
Meals		6,000	6,000	100%
Materials and Supplies	22,561	17,253	(5,308)	-31%
Consultants	-	3,200	3,200	100%
Total Restricted Expenses	47,781	246,000	198,219	81%
Excess (deficiency)	\$ (47,781)	\$ -	\$ 47,781	

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

<b>Grant Revenues / Expenses-to-Date</b>				
	<b>Actual</b>	<b>Grant Budget</b>	<b>Remaining Budget</b>	<b>Remaining %</b>
<b>2019 USDA TCI E Campus Community Facilities (20-1621)</b>				
<b>(10/2/19-9/2/24)</b>				
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)	\$ -	
<b>2018 USDA TCI E Campus Solar Project (20-1622)</b>				
<b>(10/2/19- 9/2/2024)</b>				
Restricted revenues:				
Federal government grants	\$ -	\$ 129,000	\$ 129,000	100%
TOCC Match	-	-	-	0%
Restricted expenses:				
Other costs to complete /consultants	101,655	-	(101,655)	0%
Consultants	-	-	-	0%
Equipment and Construction Costs	27,435	129,000	101,565	79%
Total Restricted Expenses	129,090	129,000	(90)	0%
Excess (deficiency)	\$ (129,090)	\$ -	\$ 129,090	
<b>2018 USDA TCI E Campus Solar Project Match (10-1622)</b>				
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)	\$ -	
<b>2020 USDA TCI Wellness Ctr (20-1628)</b>				
<b>(9/11/20- 8/31/25)</b>				
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)	\$ -	\$ -	\$ -	

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

	<b>Grant Revenues / Expenses-to-Date</b>			
	<b>Actual</b>	<b>Grant Budget</b>	<b>Remaining Budget</b>	<b>Remaining %</b>
<b>Title III Part A Our Circle of Strength - (20-1632)</b>				
<b>(Oct. 1, 2020 - Sept. 30, 2025)</b>				
Restricted revenues:				
Federal government grants	\$ 1,295,502	\$ 6,559,520	\$ 5,264,018	80%
Restricted expenses:				
Compensation	1,030,861	1,520,000	489,139	32%
Employee related expenses	242,439	420,000	177,561	42%
Travel Expense	-	86,000	86,000	100%
Commuter Allowance	5,670	-	(5,670)	0%
Vehicle rental	4,825	-	(4,825)	0%
Consultant fees and expenses	36,050	200,000	163,950	82%
Education supplies and Outreach	44	36,000	35,956	100%
Office supplies	6,052	-	(6,052)	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	169	578,000	577,831	100%
Total Restricted Expenses	2,186,176	6,559,520	4,373,344	67%
Excess (deficiency)	\$ (890,675)	\$ -	\$ 890,675	
<b>Title III Part F Honoring Yesterday to Build Tom. - (20-1642)</b>				
<b>(Oct. 1, 2020 - Sept. 30, 2025)</b>				
Restricted revenues:				
Federal government grants	\$ 725,127	\$ 4,655,008	\$ 3,929,881	84%
Restricted expenses:				
Compensation	-	-	-	0%
Employee related expenses	-	-	-	0%
Contracts/subcontracts	-	-	-	0%
Computer equipment	-	-	-	0%
Other Structural Improvements	1,887,127	4,655,008	2,767,881	59%
Education supplies	-	-	-	0%
Total Restricted Expenses	1,887,127	4,655,008	2,767,881	59%
Excess (deficiency)	\$ (1,162,000)	\$ -	\$ 1,162,000	
<b>American Rescue Plan Fund (ARP) BIE PL 117-2 (1680)</b>				
<b>(July 1, 2019 - June 30, 2024)</b>				
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 Five Months Ended November 30, 2023**  
**(Intended for internal management purposes only)**

<b>Grant Revenues / Expenses-to-Date</b>				
	<b>Actual</b>	<b>Grant Budget</b>	<b>Remaining Budget</b>	<b>Remaining %</b>
<b>TO Gaming Back to Campus Daily Meals and Archery Range (1716)</b>				
<b>May 27,2022 - Until funds expended)</b>				
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)	
<b>Community of Practice - (20-1720)</b>				
<b>(July 1, 2022 - June 30, 2023)</b>				
Restricted revenues:				
Grant from other sources	\$ 87,098	\$ 108,000	\$ 20,902	19%
Restricted expenses:				
Compensation	21,205	45,501	24,296	53%
Employee related expenses	20,402	12,285	(8,117)	-66%
Travel	-	-	-	0%
Scholarships	-	1,129	1,129	100%
Registrations	-	-	-	0%
Vehicle Rental	3,306	-	(3,306)	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	(6,400)	27,245	33,645	123%
Consultants	950	900	(50)	-6%
Program Supplies & Materials	-	800	800	100%
Indirect Cost	2,477	9,036	6,559	73%
Total Restricted Expenses	41,940	108,000	66,060	61%
Excess (deficiency)	\$ 45,157	\$ -	\$ (45,157)	
<b>Project Success Ascendium (1727)</b>				
<b>Emergency Aid/Paid Internship</b>				
<b>(Jan 1, 2020 - Dec 31, 2025)</b>				
Restricted revenues:				
Grant from other sources	\$ 106,689	\$ 169,000	\$ 62,311	37%
Restricted expenses:				
Administrative Costs Emergency Aid	3,910	9,000	5,090	57%
Administrative Costs Paid Internship	3,480	30,000	26,520	88%
Student Funds Emergency Aid	13,957	30,000	16,043	53%
Stipends	1,650	-	(1,650)	0%
Office Supplies	424	-	(424)	0%
Student Funds Paid Internship	20,844	100,000	79,156	79%
Meeting Expense	2,571	-	(2,571)	0%
Total Restricted Expenses	46,836	169,000	122,164	72%
Excess (deficiency)	\$ 59,853	\$ -	\$ (59,853)	

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

	Grant Revenues / Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
<b>Ed Stabilization Fund Covid 19 Assistance (20-8021)</b> <b>(July 1, 2019 - June 30, 2024)</b>				
Restricted revenues:				
Federal government grants	\$ 5,299,721	\$ 4,910,968	\$ (388,753)	-8%
Restricted expenses:				
Compensation	-	-	-	0%
CARES ACT Higher Ed Emergency Relief	364,500	-	(364,500)	0%
Student Assistance	-	4,910,968	4,910,968	100%
Employee related expenses	128,846	-	(128,846)	0%
Consultants	55,902	-	(55,902)	0%
Staff Development	46,000	-	(46,000)	0%
Book waivers	351,770	-	(351,770)	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	1,072,730	4,910,968	4,202,738	86%
Excess (deficiency)	\$ 4,226,991	\$ -	\$ (4,591,491)	
<b>TOTAL RESTRICTED EXPENSES</b>				
Restricted revenues:				
Federal government grants	\$ 18,343,408	\$ 29,343,617	\$ 11,000,209	37%
State government grants	3,556,710	5,464,706	\$ 1,907,996	35%
Grant from other sources	2,974,134	5,847,876	\$ 2,873,742	49%
Total Restricted Revenues	\$ 24,874,252	\$ 40,656,199	\$ 15,781,947	39%
Restricted expenses:	\$ 15,551,689	\$ 38,215,719	22,664,030	59%
Excess (deficiency)	\$ 9,322,563	\$ 2,440,480	\$ (6,882,083)	



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

Grant Revenues / Expenses-to-Date				
	Actual	Grant Budget	Remaining Budget	Remaining %
<b>STUDENT FINANCIAL AID</b>				
<b>Scholarships- 21-8010 AICF (July1, 2021 - June 30, 2022)</b>				
Restricted revenues:				
Scholarship Award	\$ 1,187,871	\$ 242,904	\$ (944,967)	-389%
Restricted expenses:				
Travel/Meeting/Office Expense	300	5,185	4,885	94%
Travel/Meeting/Office Expense	744	-	(744)	0%
Scholarships	1,195,681	395,552	(800,129)	-202%
Total Restricted Expenses	1,196,725	400,737	(795,988)	-199%
Excess (deficiency)	\$ (8,854)	\$ (157,833)	\$ (148,979)	
<b>Dept of Ed Cares Act Title III TCU Fund 7/13/20-6/30/23 (20-8026)</b>				
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	17,051	-	(17,051)	0%
Communications	5,099	-	(5,099)	0%
Program Supplies	8,883	-	(8,883)	0%
Building Rent	24,914	-	(24,914)	0%
Building Repair and Maint	4,441	-	(4,441)	0%
Consultant Fees	405,423	-	(405,423)	0%
Licenses & Fees	34,088	-	(34,088)	0%
Cleaning Supplies	157,256	-	(157,256)	0%
Meeting Expense	5,718	-	(5,718)	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%
Travel	401	-	(401)	0%
Indirect Costs	403,032	-	(403,032)	0%
Other Structural Improvements	224,058	-	(224,058)	0%
Computer Equipment	735,967	-	(735,967)	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	5,323,366	7,001,292	1,677,926	24%
Excess (deficiency)	\$ (1,306,052)	\$ -	\$ 1,306,052	

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

	<b>Grant Revenues / Expenses-to-Date</b>			
	<b>Actual</b>	<b>Grant Budget</b>	<b>Remaining Budget</b>	<b>Remaining %</b>
<b>FSEOG 7/1/22 - 6/30/23 (21-8020)</b>				
Restricted revenue:				
Federal government grants	\$ -		\$ -	0%
Restricted expenses:				
Tuition & Fee Waivers	24,503	-	(24,503)	0%
Total Restricted Expenses	24,503	-	(24,503)	0%
Excess (deficiency)	\$ (24,503)	\$ -	\$ 24,503	
<b>PELL -21- 8030 (July 1, 2021 - June 30, 2022)</b>				
Restricted revenue:				
Federal government grants	\$ 3,096,219	\$ 1,100,000	\$ (1,996,219)	-181%
Restricted expenses:				
Office Supplies	-	-	-	0%
Refunds	1,623	-	(1,623)	0%
Grants to students	3,947,744	1,100,000	(2,847,744)	-259%
Total Restricted Expenses	3,949,367	1,100,000	(2,849,367)	-259%
Excess (deficiency)	\$ (853,148)	\$ -	\$ 853,148	
<b>TOTAL STUDENT FINANCIAL AID</b>				
Restricted revenue:				
Federal government grants	7,113,534	8,101,292	\$ 987,759	12%
Scholarship Award	1,187,871	242,904	\$ (944,967)	-389%
	\$ 8,301,405	\$ 8,344,196	\$ 42,792	1%
Restricted expenses	10,493,962	8,502,029	(1,991,933)	-23%
Excess (deficiency)	\$ (2,192,557)	\$ (157,833)	\$ 2,034,724	

**Tohono O'odham Community College**  
**Restricted Expenses and Budget by Project Summary by Source**  
**For the Five Months Ended November 30, 2023**  
**(Intended for internal management purposes only)**

Source	Grant	Acutal			Grant Budget			Remaining Budget		
		Revenue	Expenses	Excess (deficiency)	Revenue	Expenses	Excess (deficiency)	Revenue	Expenses	Excess (deficiency)
	Sponsored Projects									
Federal	NSF -TCUP Pathways to Indigenous STEM - 1114	1,631,664	1,776,367	(144,703)	2,514,278	2,501,346	12,932	882,614	724,979	157,635
Federal	ANA Increase Technical Capacity - (1117) Federal Share	250,126	780,203	(530,077)	1,200,000	1,181,100	18,900	949,874	400,897	548,977
Federal	NIST/NTIA Connecting Communities 1140	226,986	260,249	(33,264)	1,912,357	1,912,357	-	1,685,371	1,652,108	33,264
Federal	NEH/ATALMA RevitalizeTO Oral History (1150)	22,668	27,377	(4,709)	49,790	49,790	-	27,122	22,413	4,709
Federal	TEA Center: Reclaiming the O'odham Language	-	86,297	(86,297)	1,000,000	1,000,000	0	1,000,000	913,703	86,297
Federal	BIA 93-638 - Occupational Training TCCU -(1301)	636,740	83,748	552,992	200,000	200,000	-	(436,740)	116,252	(552,992)
Federal	BIA 93-638 - Occupational Training TCCU -(1302)	162,234	25,068	137,166	300,000	300,000	-	137,766	274,932	(137,166)
Federal	HHS ANA O'odham Language & Materials Project (1310)	-	12,750	(12,750)	82,609	44,895	37,714	82,609	32,145	50,464
Federal	NIFA Equity Planting the Seeds of Culture & Food 1421)	-	43,444	(43,444)	157,142	177,593	(20,451)	157,142	134,149	22,993
Federal	BIE TCU Facilities & Improvements (1430) PL 116-260 (1430)	1,314,285	534,226	780,059	857,142	857,142	-	(457,143)	322,916	(780,059)
Federal	NIFA Endowment - (20-1502)	513,239	322,966	190,272	243,073	243,073	-	(270,166)	(79,893)	(190,272)
Federal	NIFA Education Sustainable Tomorrow - (20-1508)	336,327	399,423	(63,096)	442,259	443,865	(1,606)	105,932	44,442	61,490
Federal	USDA Furniture Arts & Science (20-1509)	-	170,131	(170,131)	166,200	166,200	-	166,200	(3,931)	170,131
Federal	USDA Disaster Relief Health & Wellness (1526)	-	121,284	(121,284)	99,975	99,975	-	99,975	(21,309)	121,284
Federal	USDA NIFA Extension Capacity (20-1531)	171,280	264,402	(93,122)	177,238	177,238	-	5,958	(87,164)	93,122
Federal	NIFA Extension Capacity Bldg Together III - (20-1541)	324,949	650,152	(325,203)	661,500	372,620	288,880	336,551	(277,532)	614,083
Federal	NIFA Extension Sovereign O'oidag for SovereNation (1542)	-	47,781	(47,781)	246,000	246,000	-	246,000	198,219	47,781
Federal	USDA TCI E Campus Community Facilities (20-1621)	102,436	109,683	(7,247)	137,702	144,949	(7,247)	35,266	35,266	-
Federal	USDA TCI E Campus Solar Project (20-1622)	-	129,090	(129,090)	129,000	129,000	-	129,000	(90)	129,090
Federal	USDA TCI E Campus Solar Project Match (10-1622)	-	6,450	(6,450)	-	6,450	(6,450)	-	-	-
Federal	USDA TCI Wellness Ctr (20-1628)	-	-	-	181,367	181,367	-	181,367	181,367	-
Federal	Title III Part A Our Circle of Strength - (20-1632)	1,295,502	2,186,176	(890,675)	6,559,520	6,559,520	-	5,264,018	4,373,344	890,675
Federal	Title III Part F Honoring Yesterday to Build Tom. - (20-1642)	725,127	1,887,127	(1,162,000)	4,655,008	4,655,008	-	3,929,881	2,767,881	1,162,000
Federal	American Rescue Plan Fund (ARP) BIE PL 117-2 (1680)	5,581,278	-	5,581,278	5,581,278	5,581,278	-	-	5,581,278	(5,581,278)
Federal	Ed Stabilization Fund Covid 19 Assistance (20-8021)	5,299,721	1,072,730	4,226,991	4,910,968	4,910,968	-	(388,753)	3,838,238	(4,226,991)
	Total Federal Sponsored Projects	18,594,561	10,997,124	7,597,438	32,464,406	32,141,734	322,672	13,869,845	21,144,610	(7,274,765)
State	AZ TPT State Construction Needs Funding - (1400)	1,907,028	815,255	1,091,773	3,120,000	3,120,000	-	1,212,972	2,304,745	(1,091,773)
State	Workforce Development - (1401)	1,429,691	1,826,141	(396,450)	897,810	897,810	-	(531,881)	(928,331)	396,450
State	AZ State TOCC Remedial Education	1,000,000	-	1,000,000	2,000,000	-	2,000,000	1,000,000	-	1,000,000
	Total State Sponsored Projects	4,336,719	2,641,396	1,695,323	6,017,810	4,017,810	2,000,000	1,681,091	1,376,414	304,677
AICF	AICF AT&T TCU BRAIDING Success Project (1118)	167,200	139,496	27,704	168,630	96,570	72,060	1,430	(42,926)	44,356
AICF	AICF AT & T Digitized Career Success Program (1128)	150,000	38,009	111,991	150,000	150,000	-	-	111,991	(111,991)
AICF	AICF Faculty Professional Development (1129)	7,000	4,000	3,000	7,000	7,000	-	-	3,000	(3,000)
AICF	AICF Community Based Native Arts Learning Sharing (1216)	35,000	32,673	2,328	9,000	9,000	-	(26,000)	(23,673)	(2,328)
AICF	AICF Pres Fund Lang/Cultural/HW6/22-5/24 (1218)	100,000	6,398	93,602	100,000	100,000	-	-	93,602	(93,602)
AICF	AICF Community Aid for Student Success (1222)-(CASS)	48,000	39,268	8,732	48,000	48,000	-	-	8,732	(8,732)
AICF	AICF 2023 Summer Success Conference	10,000	5,728	4,272	10,000	10,000	-	-	4,272	(4,272)
	Total AICF Sponsored Projects	517,200	265,572	251,628	492,630	420,570	72,060	(24,570)	154,998	(179,568)

**Tohono O'odham Community College**  
**Restricted Expenses and Budget by Project Summary by Source**  
**For the Five Months Ended November 30, 2023**  
**(Intended for internal management purposes only)**

Source	Grant	Actual			Grant Budget			Remaining Budget		
		Revenue	Expenses	Excess (deficiency)	Revenue	Expenses	Excess (deficiency)	Revenue	Expenses	Excess (deficiency)
Other	TO Nation TOCC Language Center (1124)	600,000	1,016,333	(416,333)	900,000	848,252	51,748	300,000	(168,081)	468,081
Other	Dollar General Native Americans Stepping Forward (GED) (1127)	171,000	162,572	8,428	50,000	50,000	-	(121,000)	(112,572)	(8,428)
Other	I-WE:MTA (Working Together)	-	5,386	(5,386)	20,000	20,000	-	20,000	14,614	5,386
Other	Better Way Foundation (1303)	80,400	18,354	62,046	80,400	80,400	-	-	62,046	(62,046)
Other	Univ of AZ NASA Space Grant - (1402)	35,500	27,116	8,384	29,500	29,500	-	(6,000)	2,384	(8,384)
Other	U of A Haury Program A Student's Journey - (1406)	335,838	329,060	6,778	315,206	321,206	(6,000)	(20,632)	(7,854)	(12,778)
Other	TO Gaming Back to Campus Daily Meals and Archery Range (1716)	9,247	-	9,247	9,247	9,247	-	-	9,247	(9,247)
Other	Community of Practice - (20-1720)	87,098	41,940	45,157	108,000	108,000	-	20,902	66,060	(45,157)
Other	Project Success Ascendium Emergency Aid/Paid Internship (1727)	106,689	46,836	59,853	169,000	169,000	-	62,311	122,164	(59,853)
	<b>Total Other Sponsored Projects</b>	<b>1,425,772</b>	<b>1,647,596</b>	<b>(221,825)</b>	<b>1,681,353</b>	<b>1,635,605</b>	<b>45,748</b>	<b>255,581</b>	<b>(11,991)</b>	<b>267,573</b>
	<b>Total Sponsored Projects</b>	<b>24,874,252</b>	<b>15,551,689</b>	<b>9,322,563</b>	<b>40,656,199</b>	<b>38,215,719</b>	<b>2,440,480</b>	<b>15,781,947</b>	<b>22,664,030</b>	<b>(6,882,083)</b>
		-	-	-	-	-	-	-	-	-
	<b>Student Financial Aid</b>									
AICF	Scholarships- 21-8010 AICF (July1, 2021 - June 30, 2022)	1,187,871	1,196,725	(8,854)	242,904	400,737	(157,833)	(944,967)	(795,988)	(148,979)
Federal	Dept of Ed Cares Act Title III TCU Fund 7/13/20-6/30/23 (20-8026)	4,017,314	5,323,366	(1,306,052)	7,001,292	7,001,292	-	2,983,978	1,677,926	1,306,052
Federal	FSEOG 7/1/22 - 6/30/23 (21-8020)	-	24,503	(24,503)	-	-	-	-	(24,503)	24,503
Federal	PELL -21- 8030 (July 1, 2021 - June 30, 2022)	3,096,219	3,949,367	(853,148)	1,100,000	1,100,000	-	(1,996,219)	(2,849,367)	853,148
	<b>Total Student Financial Aid</b>	<b>8,301,405</b>	<b>10,493,962</b>	<b>(2,192,557)</b>	<b>8,344,196</b>	<b>8,502,029</b>	<b>(157,833)</b>	<b>42,792</b>	<b>(1,991,933)</b>	<b>2,034,724</b>
		-	-	-	-	-	-	-	-	-
	<b>Total Restricted Budgets</b>	<b>33,175,656</b>	<b>26,045,650</b>	<b>7,130,006</b>	<b>49,000,395</b>	<b>46,717,748</b>	<b>2,282,647</b>	<b>15,824,739</b>	<b>20,672,097</b>	<b>(4,847,359)</b>

---

---

**TOHONO O'ODHAM COMMUNITY COLLEGE**

---

---

**TO:** BOARD OF TRUSTEES  
**THRU:** PAUL ROBERTSON, PRESIDENT  
**FROM:** JOANN MIGUEL, DEAN OF FINANCE  
**SUBJECT:** **INCREASING THE THRESHOLD AMOUNT REQUIRING BOARD MEMBER SIGNATURE**  
**DATE:** JANUARY 02, 2024  
**CC:** EVAN THOMAS, SPECIAL ASSISTANT TO THE PRESIDENT

---

Background: Per TOCC Finance and Operations Policies and Procedures (Amended August 11, 2022), Section: Policies and Procedures; Purchasing Cycle; Policies 9:

The Board of Trustees has established College policies and procedures to provide control over budgets and purchases and to facilitate the preparation of meaningful management reports. The purpose for delegation of signature authority is to facilitate the processing of financial transactions and check signing. All checks require two signors and all checks of \$40,000 or more require the signature of a board member.

Justification: With the growth of TOCC, financial documents requiring a board member signature have increased. To get checks signed in a timely manner has become a challenge. In order to manage the number of checks requiring a board member signature, the Administration and Finance Division requests that the threshold amount be increased to \$75,000.

Action Requested: BOT review and approval of this request.

Recommendation: The president recommends approval.

Attachment: TOCC Finance and Operations Policies and Procedures (Amended August 11, 2022), Page 05

Date Approved:

## TOHONO O'ODHAM COMMUNITY COLLEGE POLICIES AND PROCEDURES PURCHASING CYCLE

The Board of Trustees has established College policies and procedures to provide control over budgets and purchases and to facilitate the preparation of meaningful management reports.

### POLICIES

1. The Board of Trustees and the President delegate procurement authority to the Dean of Finance.
2. The College will procure all goods and services on the best terms and at the lowest overall cost consistent with an appropriate level of quality. Acquisition will be without favoritism and on a competitive basis, whenever practical, to obtain maximum value for each dollar expended. All interested suppliers will receive fair and impartial consideration.
3. All purchases will be made with prior authorization and according to the policies and procedures in the TOCC Purchasing Policies and Procedures. The College may choose not to reimburse employees when the date of purchase is prior to the purchase order date.
4. If prepayment is required, documentation must be attached to the request fully justifying the need for prepayment. A minimum of two working weeks (10 workdays) is required in order to have sufficient time to prepare a check; this includes Collect On Delivery (COD).
5. The College will provide maximum practical opportunity to O'odham, minority, and women owned businesses to participate as suppliers and contractors in the provision of goods and services to the College.
6. Any form of discrimination is prohibited in the awarding of business.
7. Employees must act in accordance with the limits of their authority. Any questions concerning the ramifications of formation or language of any oral or written agreement should be reviewed with legal counsel of the College prior to the presentation or execution of the agreement. No individual has the authority to enter into purchase agreements, contracts or to obligate the College for any purchase unless specifically authorized to do so by the Finance Office. Any such negotiations are considered unauthorized purchases and the individual will be held personally responsible for the obligation to the vendor.
8. Bidding procedures, for purchases in excess of \$5,000 are established in accordance with prescribed College and Federal regulations and will be followed.
9. The purpose for delegation of signature authority is to facilitate the processing of financial transactions and check signing. All TOCC checks require two signers. The Board of Trustees designate signers based on the president's recommendation. All checks of \$40,000 or more require the signature of a board member.
10. All requisitions are submitted through the Jenzabar data management and accounting system and that system shall require the approval of at least two persons each from a separate division from that which the request is made.
11. The College will follow appropriate oversight and controls that prevent unauthorized use of signature mechanisms and will ensure electronic signatures are unique to the person authorized and restrict use of signature authority to the person whose signature is represented. The Dean of Finance assigns the designated signers for access to Approval Track authorization in Jenzabar.

---

**TOHONO O'ODHAM COMMUNITY COLLEGE**

---

**TO:** BOARD OF TRUSTEES  
**THRU:** PAUL ROBERTSON, PRESIDENT  
**FROM:** JOANN MIGUEL, DEAN OF FINANCE  
**SUBJECT:** **DESIGNATED BOT SIGNER ON THE TOCC CHECKING ACCOUNT**  
**DATE:** JANUARY 05, 2024  
**CC:** EVAN THOMAS, SPECIAL ASSISTANT TO THE PRESIDENT

---

Background: The Board of Trustees has established College policies and procedures to provide control over budgets and purchase and to facilitate the preparation of meaningful management reports.

Per TOCC Finance and Operations Policies and Procedures (Amended August 11, 2022),  
Section: Policies and Procedures; Purchasing Cycle; Policies 9:

The purpose for delegation of signature authority is to facilitate the processing of financial transactions and check signing All TOCC checks require two signers. The Board of Trustees designate signers based on the president's recommendation. All checks of \$40,000 or more require the signature of a board member.

Justification: With the recent passing of TOCC Board of Trustees Vice Chairperson Bernard G. Siquieros (baḍ), a check signer from the Board of Trustees must be designated in order to complete financial transactions of checks at or above the specified threshold amount.

Action Requested: Request BOT review and approval of this request

Recommendation: The president recommends approval.

Attachment: TOCC Finance and Operations Policies and Procedures (Amended August 11, 2022), Page 05



Date Approved:

## TOHONO O'ODHAM COMMUNITY COLLEGE POLICIES AND PROCEDURES PURCHASING CYCLE

The Board of Trustees has established College policies and procedures to provide control over budgets and purchases and to facilitate the preparation of meaningful management reports.

### POLICIES

1. The Board of Trustees and the President delegate procurement authority to the Dean of Finance.
2. The College will procure all goods and services on the best terms and at the lowest overall cost consistent with an appropriate level of quality. Acquisition will be without favoritism and on a competitive basis, whenever practical, to obtain maximum value for each dollar expended. All interested suppliers will receive fair and impartial consideration.
3. All purchases will be made with prior authorization and according to the policies and procedures in the TOCC Purchasing Policies and Procedures. The College may choose not to reimburse employees when the date of purchase is prior to the purchase order date.
4. If prepayment is required, documentation must be attached to the request fully justifying the need for prepayment. A minimum of two working weeks (10 workdays) is required in order to have sufficient time to prepare a check; this includes Collect On Delivery (COD).
5. The College will provide maximum practical opportunity to O'odham, minority, and women owned businesses to participate as suppliers and contractors in the provision of goods and services to the College.
6. Any form of discrimination is prohibited in the awarding of business.
7. Employees must act in accordance with the limits of their authority. Any questions concerning the ramifications of formation or language of any oral or written agreement should be reviewed with legal counsel of the College prior to the presentation or execution of the agreement. No individual has the authority to enter into purchase agreements, contracts or to obligate the College for any purchase unless specifically authorized to do so by the Finance Office. Any such negotiations are considered unauthorized purchases and the individual will be held personally responsible for the obligation to the vendor.
8. Bidding procedures, for purchases in excess of \$5,000 are established in accordance with prescribed College and Federal regulations and will be followed.
9. The purpose for delegation of signature authority is to facilitate the processing of financial transactions and check signing. All TOCC checks require two signers. The Board of Trustees designate signers based on the president's recommendation. All checks of \$40,000 or more require the signature of a board member.
10. All requisitions are submitted through the Jenzabar data management and accounting system and that system shall require the approval of at least two persons each from a separate division from that which the request is made.
11. The College will follow appropriate oversight and controls that prevent unauthorized use of signature mechanisms and will ensure electronic signatures are unique to the person authorized and restrict use of signature authority to the person whose signature is represented. The Dean of Finance assigns the designated signers for access to Approval Track authorization in Jenzabar.





Tohono O'odham Kekel Ha-Maşcamakuđ  
 TOCC Board of Trustees  
 P.O. Box 3129 Sells, AZ 85634  
 Phone: (520) 479-2304  
 www.tocc.edu

## Tohono O'odham Community College

### RESOLUTION

I, the undersigned, hereby certify to **Bank of America** that I am the Secretary/Treasurer and the designated keeper of the records and minutes of the Tohono O'odham Community College, duly established by the Tohono O'odham Nation pursuant to Article VI, Section 1(e), of the Nation's Constitution; that the following is a true copy of resolutions duly adopted by the Board of Trustees at the meeting duly held on the 11<sup>th</sup> day of January 2024 at which a quorum was present, and that such resolutions are in full force and have not been amended or rescinded.

1. Resolve that:

Paul M. Robertson, President  
 Mario Montes-Helu, Dean for Sustainability  
 Sylvia Hendricks, Director of Student Life  
 \_\_\_\_\_, Board of Trustee

are hereby authorized, on behalf of the Tohono O'odham Community College to sign checks pursuant to the purchasing policies approved by the Board effective \_\_\_\_\_.

2. Further Resolve, that the Secretary/Treasurer be and hereby is, authorized and directed to certify these resolutions to said Financial Institution and that the provisions hereof are in conformity with the Charter of the Tohono O'odham Community College.

In Witness Whereof, I have hereunto subscribed my name this 11<sup>th</sup> day of January 2024.

\_\_\_\_\_  
 Treena Parvello, Secretary/Treasurer  
 Tohono O'odham Community College  
 Board of Trustees

---

---

**TOHONO O'ODHAM COMMUNITY COLLEGE**

---

---

**TO: BOARD OF TRUSTEES**

**THRU: PRESIDENT PAUL ROBERTSON**

**FROM: YOLANDA PACHECO, DEAN OF STUDENT SERVICES**

**DATE: JANUARY 11, 2024**

**SUBJECT: RECLASSIFICATION OF ONE POSITION – “ADMINISTRATIVE ASSISTANT” TO “OFFICE COORDINATOR” AND APPROVE THE OFFICER COORDINATOR – STUDENT SERVICES AND STUDENT LIFE JOB DESCRIPTION.**

**CC: HR DEPARTMENT**

---

**Background:**

This memorandum addresses two separate but related requests:

- 1) Request Board permission for reclassification of the Administrative Assistant position to the Office Coordinator – Student Services and Student Life position. This will be a new position within Student Services.
- 2) Request to approve the Office Coordinator -Student Services and Student Life job description according to the attached redline and clean copies.

The Administrative Assistant – Student Services and Student Life has been doing work above the grade of Administrative Assistant and performing the actual duties described in the Office Coordinator position.

**Justification:**

With the increase in student enrollment, student activities and community events, there is a necessity for the Administrative Assistant to take on more responsibility and to be compensated. An accurate position title, job description and pay increase will help with morale and the understanding of the level of skill and expertise required for the position.

**Action Requested:** Request Board of Trustees approval.

**Recommendation:**

- Recommend reclassification of the Administrative Assistant to the Office Coordinator.
- Recommend reclassification and approval of the Office Coordinator – Student Services and Student Life job description. A redline and clean copy of the Office Coordinator position description is attached. Also attached are the Student Services redline and clean copy Organizational Chart.



## TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

**Job Title:** Office Coordinator – ~~Operations~~ Student Services and Student Life  
**Reports To:** ~~Chief of Operations~~ Dean of Student Services  
**Status:** Full-time/ Regular/ Exempt  
**Salary:** \$40,000 - \$44,000 (DOE)

**SUMMARY:** Responsibilities include providing administrative support, coordinating office functions, providing organizational or departmental information to internal and external parties, compiling data and reports, scheduling appointments and meetings, processing requisitions, reviewing, revising and distributing standard documents and correspondence, and database entries.

### ESSENTIAL DUTIES:

- Provides administrative, clerical and financial services in order to ensure effective, efficient and accurate administrative and financial operations;
- Initiates, processes, and reviews routine and/or specialized paperwork, forms, reports, and/or confidential information related to assigned area of responsibility, ensuring completeness and accuracy of information; maintains related records;
- Performs various administrative duties to include: greet and assist students, clients, and visitors, screen incoming calls, take and transmit messages, distribute mail, make photocopies, perform data entry, and schedule appointments and/or department activities, provide support for all programs associated with the Department of ~~Operations~~; Student Services and Student Life;
- Coordinate ~~and~~ schedules and supervise student employees and interns; ~~staff coverage for College events and activities;~~
- Responds to requests for information, in person, via e-mail, and over the phone; coordinates community project requests;
- Prepares and/or enters a variety of information for the ~~Operations~~ Department of Student Services and Student Life, record all work and related activities using spreadsheets, documents, invoices, databases, logs, forms, and/or other related areas, utilizing established guidelines and procedures; maintain filing system logs and keep records and reports. Perform records management;
- ~~Manage and oversee the use of SchoolDude software, assist employees with reset SchoolDude passwords, entering work requests;~~
- ~~Ensure GSA vehicle credit cards are secured, cards are signed in and out properly, vehicle repairs are documented and filed according to College policies;~~
- Routinely handles confidential, sensitive, and timely information exercising discretion; independently prepares meeting agendas, memos, correspondence, reports, presentations, and performs a variety of non-routine assignments;
- Coordinate and provide accounting, budgeting; processes a variety of payments, invoices, purchase orders, and other related information; reconciles, balances, updates, and maintains accounts payable, accounts receivable, and/or related accounts; reviews, enters, and processes timesheets, ~~prints and distributes checks and deposit notices~~, and prepares related reports;
- T-Šo:šon (Our Core Values) including T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together;
- Performs other duties of a similar nature or level.

## **TRAINING AND EXPERIENCE:**

### ***Minimum Qualifications:***

- Bachelor's degree in accounting, business, finance, or related field; and two years office support experience. An equivalent combination of education and experience necessary to perform the essential responsibilities position will be considered.

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

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

## **LICENSING REQUIREMENTS**

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

## **KNOWLEDGE:**

- Mathematical principles;
- Customer service principles;
- Communication methods and techniques;
- Data collection and analysis techniques;
- Modern office procedures, methods, and equipment;
- Filing and recordkeeping principles;
- Records management techniques;
- Basic office equipment maintenance procedures.

## **SKILLS:**

- Using a computer and related software applications;
- Providing customer service;
- Compiling and tabulating data;
- Preparing correspondence;
- Filing;
- Processing information utilizing established procedures;
- Using modern office equipment;
- Maintaining records and files;
- Maintaining office equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

## **WORK ENVIRONMENT:**

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

**Covid-19:** Proof of Vaccination with Booster is a requirement for employment with TOCC.

## **BENEFITS**

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

**HOW TO APPLY**

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

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

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

**~~BOT 5/12/2022-MW~~**



## TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

**Job Title:** Office Coordinator – Student Services and Student Life  
**Reports To:** Dean of Student Services  
**Status:** Full-time/ Regular/ Exempt  
**Salary:** \$40,000 - \$44,000 (DOE)

**SUMMARY:** Responsibilities include providing administrative support, coordinating office functions, providing organizational or departmental information to internal and external parties, compiling data and reports, scheduling appointments and meetings, processing requisitions, reviewing, revising and distributing standard documents and correspondence, and database entries.

### **ESSENTIAL DUTIES:**

- Provides administrative, clerical and financial services in order to ensure effective, efficient and accurate administrative and financial operations;
- Initiates, processes, and reviews routine and/or specialized paperwork, forms, reports, and/or confidential information related to assigned area of responsibility, ensuring completeness and accuracy of information; maintains related records;
- Performs various administrative duties to include: greet and assist students, clients, and visitors, screen incoming calls, take and transmit messages, distribute mail, make photocopies, perform data entry, and schedule appointments and/or department activities, provide support for all programs associated with the Department of Student Services and Student Life;
- Coordinates schedules and supervises student employees and interns;
- Responds to requests for information, in person, via e-mail, and over the phone; coordinates community project requests;
- Prepares and/or enters a variety of information for the Department of Student Services and Student Life, record all work and related activities using spreadsheets, documents, invoices, databases, logs, forms, and/or other related areas, utilizing established guidelines and procedures; maintain filing system logs and keep records and reports. Perform records management;
- Routinely handles confidential, sensitive, and timely information exercising discretion; independently prepares meeting agendas, memos, correspondence, reports, presentations, and performs a variety of non-routine assignments;
- Coordinate and provide accounting, budgeting; processes a variety of payments, invoices, purchase orders, and other related information; reconciles, balances, updates, and maintains accounts payable, accounts receivable, and/or related accounts; reviews, enters, and processes timesheets and prepares related reports;
- T-Şo:şon (Our Core Values) including T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together;
- Performs other duties of a similar nature or level.

## **TRAINING AND EXPERIENCE:**

### ***Minimum Qualifications:***

- Bachelor's degree in accounting, business, finance, or related field; and two years office support experience. An equivalent combination of education and experience necessary to perform the essential responsibilities position will be considered.

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

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

## **LICENSING REQUIREMENTS**

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

## **KNOWLEDGE:**

- Mathematical principles;
- Customer service principles;
- Communication methods and techniques;
- Data collection and analysis techniques;
- Modern office procedures, methods, and equipment;
- Filing and recordkeeping principles;
- Records management techniques;
- Basic office equipment maintenance procedures.

## **SKILLS:**

- Using a computer and related software applications;
- Providing customer service;
- Compiling and tabulating data;
- Preparing correspondence;
- Filing;
- Processing information utilizing established procedures;
- Using modern office equipment;
- Maintaining records and files;
- Maintaining office equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

## **WORK ENVIRONMENT:**

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

**Covid-19:** Proof of Vaccination with Booster is a requirement for employment with TOCC.

## **BENEFITS**

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

## **HOW TO APPLY**

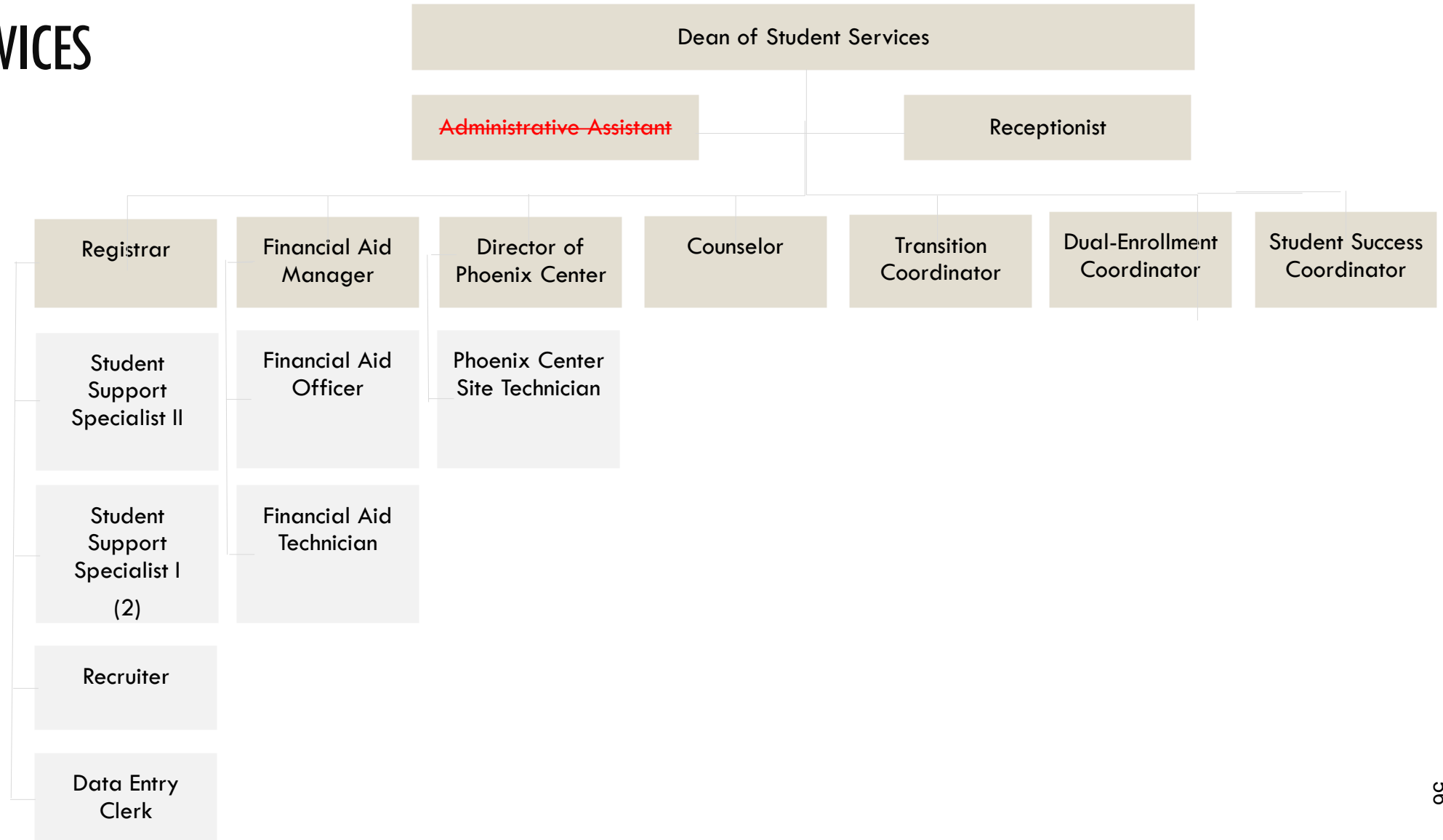
Applications are available on line at [www.tocc.edu](http://www.tocc.edu). Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of two references (name, position, organization and work phone numbers). If claiming Indian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

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

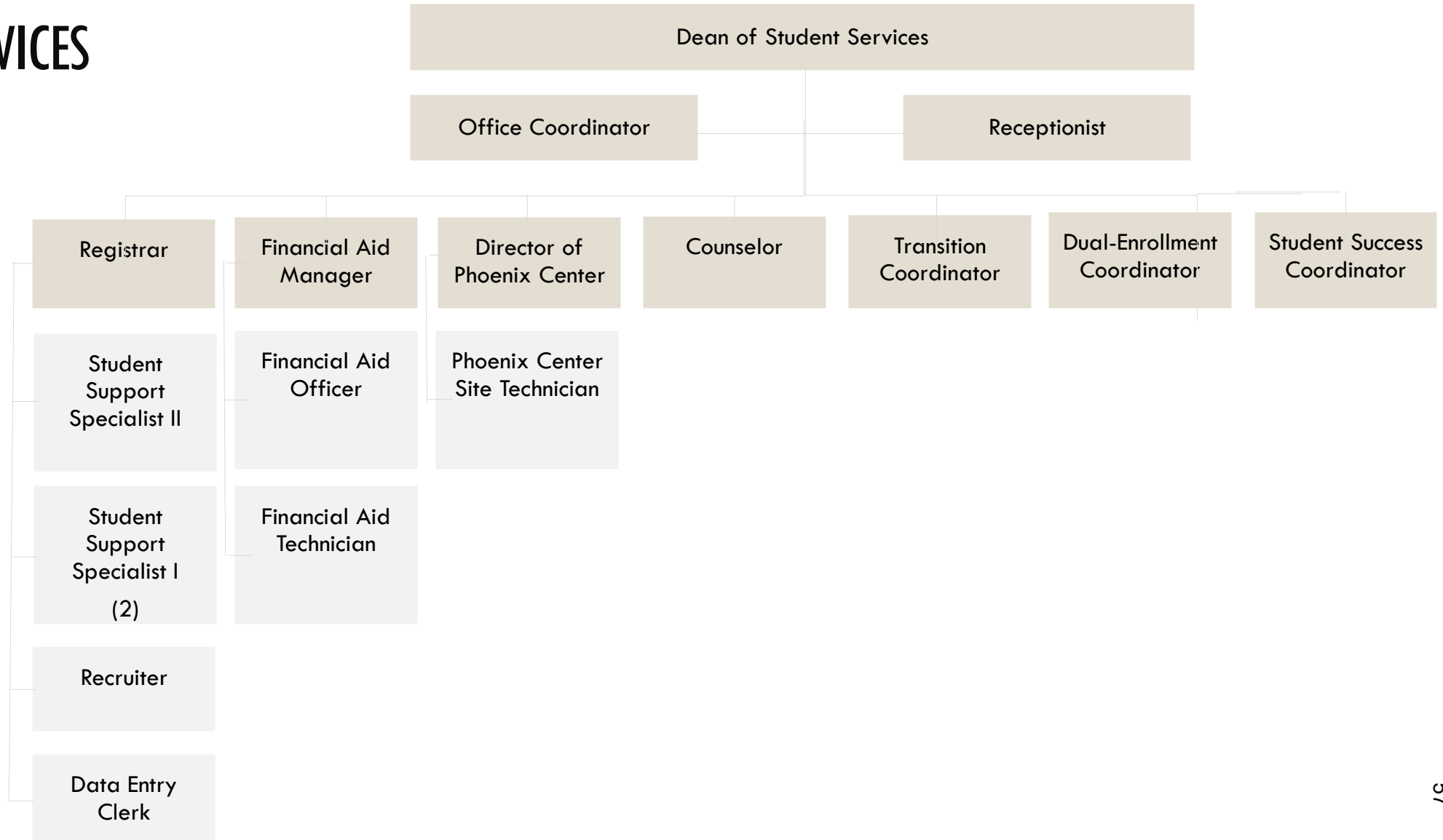
**"This institution is an equal opportunity provider and employer."**



# STUDENT SERVICES



# STUDENT SERVICES



---

---

**TOHONO O'ODHAM COMMUNITY COLLEGE**

---

---

**TO: BOARD OF TRUSTEES**

**THRU: PRESIDENT, PAUL ROBERTSON**

**FROM: YOLANDA PACHECO, DEAN OF STUDENT SERVICE**

**SUBJECT: 2024-2025 TOCC STUDENT HANDBOOK**

**CC: DEAN OF ACADEMICS, DEAN OF SUSTAINABILITY, DEAN OF FINANCE,  
DIRECTOR OF STUDENT LIFE, LIBRARY DIRECTOR**

---

Background:

The TOCC Student Handbook has not been revised since 2020, pre-pandemic. Necessary revisions have been made to update policies and provide current information about programs and resources. TOCC Administrators have reviewed and contributed to the policy updates and provided current information for the 2024-2025 version.

Justification:

Revisions are necessary to provide current information to students.

Action Requested:

Approval of the 2024-2025 TOCC Student Handbook is requested from the Board of Trustees.

Recommendation:

Approval of the 2024-2025 TOCC Student Handbook.

# TOHONO O'ODHAM KEKEL HA-MAŞCAMAKUĐ

## Tohono O'odham Community College Student Handbook 2024-2025



Tohono O'odham Community College  
P.O. Box 3129 Sells, Arizona 85634  
520-383-8401 [www.tocc.edu](http://www.tocc.edu)

Board of Trustees Approved on

## Table of Contents

History.....	2
Vision, Mission and Goals.....	2
College Motto & T-Şo:şon (Our Core).....	3
Accreditation.....	3
Tohono O’odham Himdag Policy.....	4
Campus Locations.....	4
Non-Discrimination Policy.....	5
American with Disabilities Act.....	5
Drug-Free School and Community Act Information.....	5
Student Identification Number and Student ID Cards.....	6
Use of Social Security Numbers.....	6
Third Party Transactions.....	6
Family Educational Rights and Privacy Act (FERPA).....	7
Privacy of Student Records.....	7
Student’s Right to Have Information Withheld.....	7
Student Rights and Responsibilities.....	7
Student Conduct and Ethics.....	8
Student Code of Conduct Violations.....	8
Disciplinary, Dismissal, and Readmission.....	9
Disciplinary Action Procedures.....	9
Grading Complaints & Appeal Process.....	11
Non-Grading Student Complaint Process.....	11
Formal Student Grievance Procedure.....	11
Students’ Academic Freedom.....	13
Student Services and Resources.....	13
New Student Orientation.....	13
Book Store.....	13
Counseling.....	14
Academic Advising.....	14
Transfer Advising.....	15
Retention and Student Success.....	15
Disability Resources.....	15
Library.....	15
Student Engagement.....	16
Student Government, Clubs and Organization Policy.....	16
Student Field Trips.....	16
Ka: T-Ni’oki (Student Senate).....	17
AIHEC and AICF.....	17
Student Life.....	17
Residence Life.....	17
Student Housing Fees.....	18
Food Program.....	18
Athletics.....	19
Security.....	19

Academic Requirements and Policies, Admissions, Registration and Financial Aid Information:

See the Course Catalog: [https://tocc.edu/wp-content/uploads/2023/11/Catalog\\_2023-2024\\_Nov-8-2023-1.pdf](https://tocc.edu/wp-content/uploads/2023/11/Catalog_2023-2024_Nov-8-2023-1.pdf)

## **HISTORY**

Tohono O’odham Nation leaders and community members identified the need for a local college that could serve the needs of the Nation members nearly half a century ago. In 1998, Chairman Edward Manuel established a taskforce to make the dream a reality. TOCC partnered with Pima Community College and offered classes starting in 2000, and achieved its own accreditation from the Higher Learning Commission (HLC) in 2005. TOCC is among the youngest of the 36 tribal colleges. In 2016 TOCC partnered with San Carlos Apache College (SCAC) in San Carlos, laying the groundwork for designating SCAC as a site under TOCC’s auspices until SCAC becomes accredited by the HLC as a stand-alone tribal college.

### **Our Vision**

Tohono O’odham Community College’s vision is to become the Tohono O’odham Nation’s center for higher education, and to enhance the Nation’s participation in the local, state, national, and global communities.

### **Our Mission**

As an accredited land grant institution, TOCC’s mission is to enhance our unique Tohono O’odham Himdag by strengthening individuals, families, and communities through holistic, quality higher education services. These services will include research opportunities and programs that address academic, life, and development skills.

### **Our Goals**

- To strengthen academic learning that will reinforce a strong competitive spirit to participate in an ever-changing society
- To include Elders as primary resources, instructors, advisors and counselors as a means of reinforcing Tohono O’odham Himdag
- To recruit highly qualified faculty and staff who are dedicated to the art of teaching, advising, and service specifically to the Tohono O’odham Community
- To ensure the integration of appropriate Tohono O’odham Himdag in the physical environment, curriculum, and processes of the college
- To ensure that curricular offerings are relevant to the needs of communities and individuals in fundamental skills; i.e., general reading, writing and math skills
- To establish a technology core that will enable the students and the broader community to meet the challenges of the future

## College Motto and Core Values

College Motto:  
 “Nia, oya g t-taccui am hab e-ju.”  
 Our dream fulfilled

T-Şo:şon (Our Core)

We at Tohono O’odham Kekel Ha-Maşcamakuđ believe that:

- T-Wohocudadag – Our Beliefs  
 Our beliefs provide balance, strengthens, and helps us respect ourselves, other people and cultures
- T-Apedag – Our Well-Being  
 Our well-being includes what is healthy and good for us (physically, spiritually, emotionally and mentally), and all that is around us
- T-Pi:k Elida – Our Deepest Respect  
 Is a deep sense of respect for the land, the people, things upon the land, yourself, and your life
- I-We:mta – Working Together  
 Working together is crucial for the success of the college; it includes the concept of sharing, taking care of others, and giving back to the community

## Accreditation

In February 2005, Tohono O’odham Community College (TOCC) was accredited by the Higher Learning Commission (HLC). Accreditation ensures that TOCC courses will transfer to other institutions of higher education and acknowledges that TOCC offers quality education programs and provides a system for accountability and continuous improvement. TOCC received continued accreditation for five years from the HLC in February 2021. The Team recommended, and the HLC approved, continued accreditation. The next comprehensive visit is scheduled for February 2026.

TOCC is also a member of the Arizona Transfer (AZTransfer), the Arizona General Education Curriculum network, which coordinates Arizona public university and community college course content to ensure credit transfer among them. For more information on Arizona public higher education, transfer and accreditation, see [www.aztransfer.com/home](http://www.aztransfer.com/home)

## San Carlos Apache College

In 2017 San Carlos Apache College (SCAC) was approved by the Higher Learning Commission to be recognized as a Tohono O’odham Community College (TOCC) site. SCAC was then given permission to offer TOCC courses in San Carlos, Arizona. Courses were offered to 58 students in Fall semester 2017 and student numbers surpassed 300 in fall semester 2023 . The intent is for TOCC to support the site until SCAC is accredited independently, with a target date sometime around 2027.

### **Himdag Policy**

The Tohono O’odham Himdag consists of the culture, way of life, and values that are uniquely held and displayed by the Tohono O’odham. Himdag incorporates everything in life that makes us unique as individuals and as a people. It is a lifelong journey. As a community college closely associated with the Tohono O’odham Nation, TOCC encourages growth of students’ cultural knowledge and takes steps to transmit learning in a way that respects the Tohono O’odham Himdag.

In addition to program requirements, TOCC has a Tohono O’odham Himdag requirement for graduation from any program of study. All Degree seeking students need to take two classes in Tohono O’odham culture and language: HIS 122 and THO 101 or THO 106. A Tohono O’odham language instructor may be the best person to assess whether the introductory O’odham language class (THO 101) or the conversational O’odham class (THO 106) is appropriate for you.

Depending upon the program of study, it may make sense to complete the TOCC Culture requirement with THO 101 or THO 106. In general, AAS degree-seeking students can fulfill requirements more quickly by taking THO 106, while a degree for transfer may fulfill different General Education requirements with THO 101 than with THO 106.

A student at TOCC will take HIS 122 to fulfill the TOCC Culture requirement, but the class can also meet one of the Arizona General Education categorical requirements. For example, HIS 122 is listed in the Humanities list, the Social and Behavioral Sciences list, as well as the International and Multicultural Studies part of the “Other Requirements” list for the widely accepted Arizona General Education Curriculum. HIS 122 also meets all three Special General Education requirements, and can be taken once to fulfill all three special areas, which are Intensive Writing and Critical Thinking, Global education, and Cultural Awareness.

### **Campus Locations and Sites**

1. S-cuk Du'ag Maşcamakuđ - Black Mountain Campus Previously known as "Main Campus" Arizona Highway 86, Milepost 125.5 N.
2. Wişag Koş Maşcamakuđ - Hawk’s Nest Campus



Previously known as "West Campus"

Mile Marker 111 on Highway 86, just west of Sells, Arizona at the former Tohono O'odham Career Center

3. S-ki:kig Maščama Ki: - Many Houses Site  
TOCC Phoenix Center  
4520 North Central Avenue, Suite 555, Phoenix, AZ 85012  
Main Office Phone: (480) 590-3447
4. San Carlos Apache College  
1 San Carlos Avenue, Bldg. 3  
San Carlos, AZ 85550  
(928) 475-2016

### **Non-Discrimination Policy**

The Tohono O'odham Community College (TOCC) provides all persons equal access to its programs, facilities, and employment opportunities. We provide educational opportunities for all area residents, and we encourage all members of the community to utilize programs offered at the College in order to promote Tohono O'odham Himdag (culture), and to strengthen families and communities.

### **Americans with Disabilities Act**

Student requests for accommodations(s) due to a disability are processed through the Student Services Division. An assigned staff member will act as the Disability Services Coordinator (DSC) and will provide intake assistance to make an eligibility determination using documentation provided by the student. If approved for services, the DSC will make faculty notification of accommodations(s) and assist in monitoring of student progress related to these accommodations; a decision will be made each semester whether to continue an accommodation service plan.

### **Drug-Free School and Community Act Information**

Tohono O'odham Community College is committed to the Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226, 20 U.S.C. § 114g).

### **Legal Sanctions**

Tohono O'odham Nation, federal, and state laws prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fine, probation, and/or assigned community service. Students convicted of drug and/or alcohol related offenses will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment. Tohono O'odham Community College will fully subscribe to

and cooperate with Tohono O'odham Nation, Federal and State authorities in the enforcement of all laws regarding the unlawful possession, use, or distribution of illicit drugs and alcohol.

### **Health Risks**

There are definite health risks associated with the use of alcohol and illegal substances. Students who experiment with drugs, alcohol and illegal substances, or use them recreationally, may develop a pattern of use that leads to abuse and addiction.

### **Support Resources**

TOCC will assist students with appropriate referrals and information concerning drug and alcohol education, counseling, treatment, or rehabilitation or re-entry programs that may be available in the community. Contact the Counselor at 520-479-2300 ext. 1210, for help.

## **Student Identification Number and Student ID Cards**

Each student admitted to TOCC is issued an Assigned Student Identification Number. This number appears on the student's identification card and is tied to the student's record at TOCC. A Student Identification Card will be issued when registering for the first time. It provides access to the TOCC Library, the Bookstore, and the Computer Labs. I.D. cards are obtained in the Library in the I-We:mta Ki: Building on the S-cuk Du'ag Maşcamakuđ Campus. Evening, online, or weekend students who do not regularly come to campus should contact the College at 520-479-2300 ext. 1224 in order to obtain an I.D. card.

## **Use of Social Security Numbers**

All students who are United States citizens, resident aliens, or non-citizens who have been issued a Social Security Number are required to provide the Social Security Number (SSN) on the Application for Admission, on all local, state, or federal student financial aid applications and forms, and on any forms required for TOCC employees. The SSN is used to match current and future records with any past records in order to ensure that students receive full academic credit for all work. The SSN is also required for reporting tax credit information to the federal government and for financial aid information. Social Security Numbers are not used as Student Identification Numbers.

## **Third Party Transactions**

Students who wish to have a parent, spouse, friend, or other third party complete any transactions, such as registration, which affect their educational records, must provide the third party with the following: 1) the student's photo I.D.; 2) a statement describing the transaction and granting the third party permission for the student; and 3) the student's signature and the date on the statement.

## **Family Educational Rights and Privacy Act (FERPA)**

TOCC complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. This act was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with this Act. Contact the TOCC Registrar's Office at 520-479-2300 ext. 1214 for more information.

## **Privacy of Student Records**

TOCC and FERPA designates certain categories of student information as directory information. This information includes the student's name, address, telephone number, date of birth, major field of study, classification status (regular, special, full-time, part-time), dates of attendance, degrees, honors, awards received, and most recent previous educational institution attended by the student.

Although TOCC maintains a closed (unpublished) student directory, such information may be disclosed by TOCC for any purpose and at its discretion unless the student has signed a Disclosure of Student Information form requesting nondisclosure. Under the Family Educational Rights and Privacy Act of 1974, currently enrolled students may instruct TOCC not to disclose public or directory information for any purpose.

## **Student's Right to Have Information Withheld**

Students must submit a signed Disclosure of Student Information Form to the Admissions Office in order to withhold student information. The signed Disclosure of Student Information Form remains in the student's file indefinitely until the student relinquishes the disclosure. Tohono O'odham Community College will not release any private or directory information unless written authorization is given by any student who specifically requests release of public or directory information. Questions concerning the privacy of student records may be directed to the Admissions and Records Office at 520-479-2305. Students may access the Disclosure of Student Information or FERPA form here: [https://tocc.edu/wp-content/uploads/2020/05/TOCC\\_FERPA-Form\\_Rev\\_5\\_2020.pdf](https://tocc.edu/wp-content/uploads/2020/05/TOCC_FERPA-Form_Rev_5_2020.pdf)

## **Students Rights & Responsibilities**

All students at Tohono O'odham Community College are considered responsible adults and are accountable for their own personal behavior, regardless of age. TOCC expects students to represent the College in a respectful manner at all times. Pursuing an education requires individual integrity, respectful cooperation, and serious dedication to one's growth and training.

## **Student Conduct and Ethics**

In order to maintain an appropriate learning environment, Tohono O'odham Community College expects students and prospective students to adhere to the highest standards of personal conduct and ethics while involved in college activities, on the property, or under jurisdiction of the College.

### **Student Code of Conduct Violations**

Inappropriate and/or illegal student conduct that are grounds for disciplinary actions include, but are not limited to, the following:

1. Dishonesty, such as knowingly furnishing false information to the College.
2. Forgery, alteration, or misuse of College documents, records, identification, email, or other electronic information.
3. Obstruction or disruption of teaching, administration of the College, disciplinary procedures, or other College activities, community service functions, or other authorized activities sponsored by the College on or off College premises, including a virtual environment.
4. Physical abuse of any person on College-owned or controlled property or at College sponsored or supervised functions or conduct that threaten or endangers the health or safety of any person.
5. Psychological abuse of any person on College owned or controlled property or at Collage sponsored or supervised functions, including a virtual environment. This includes threats, stalking, harassing, including sending harassing or threatening messages via email, and the use of telephone to terrify, intimidate, threaten, harass, annoy, or offend.
6. Theft of or damage to property of the College or of a member of the College community or of a visitor to the College
7. Unauthorized entry or occupancy of College facilities or blocking access to or exit from such areas.
8. Unauthorized use of college supplies or equipment.
9. Violation of copyright laws as they apply to print, audio/video, and computer software materials.
10. Violations of trademark laws and protection as they apply to the Tohono O'odham Community College logo, College Seal, and College licensed merchandise.
11. Violations of College policies or campus regulations.
12. Use, possession, or distribution of illegal drugs and other substances on campus or at any College-sponsored event.
13. Use, possession, or distribution of alcoholic beverages, on College property or appearance at the College or any College-sponsored event for students while under the influence of alcohol.
14. Disorderly conduct, lewd, indecent, or obscene expression, breach of the peace, violent behavior in and outside a classroom either online or in person, and on College-owned or controlled property or at College sponsored or supervised functions.

15. Failure to comply with directions of College officials acting in the performance of their duties.
16. Possession or use of firearms, explosive, dangerous, chemical, substances, instruments, or other weapons which can be used to inflict bodily harm on any individual or damage to a building or grounds of College owned or controlled property.
17. Engaging in lotteries or other forms of gambling on College owned or controlled property.
18. Leaving unattended minor children on College-owned or controlled property or at College sponsored or supervised function without making provisions for them to be cared for and supervised.
19. Use of computers for unauthorized purposes and engaging in any activity aimed at compromising computer systems or network security.
20. Inappropriate use of electronic devices on campus property. Cell phones should be silenced in the classroom to avoid disruption of student learning.
21. Failure to obtain approval from the Dean of Student Services or appropriate College administrator for soliciting of any type which involves the College student body.

### **Disciplinary, Dismissal and Readmission**

Tohono O'odham Community College may dismiss, suspend, or expel students who violate social or academic standards to include the Student Code of Conduct and national, state, and local laws designed for every citizen. TOCC employees who have reason to suspect a violation are mandatory reporters and must follow reporting procedures described below: College students, staff, and faculty may file an Incident Report Form for violation(s) of the student Code of Conduct (SCC). The Incident Report Form may be accessed here:

### **Disciplinary Action Procedures**

1. Document student conduct violations on the Incident Report Form and submit the form within 2 business days according to the following guidelines:
  - Academic Infractions will be reported to the Dean of Education
  - Non-academic Infractions including those delineated in the Student Code of Conduct in this Handbook should be reported to the Dean of Student Services
  - Non-academic infractions for residence life students should be reported to the Director of Student Life
  - Sexual harassment or discrimination incidents will be reported to the Title IX Coordinator. See TOCC's Nondiscrimination and Anti-Harassment Policy at: <https://tocc.edu/wp-content/uploads/2020/10/Nondiscrimination-and-Anti-harassment-Policy-2020.pdf>
2. Submission and Examination of Evidence of Student Violations
  - All documentations/evidence must be presented to the appropriate College official by the individual filing the Incident Report Form
  - If the appropriate College official determines there is a lack of evidence to support a pending violation of the Student code of Conduct no further action will be pursued

- If the appropriate College official determines that the violation did probably occur and is minor, the official will provide the student and the Dean of Student Services a record of the review and a recommended course of action
- If the appropriate College official determines that a violation did or probably did occur, and if the violation is deemed to be a serious breach of the Student Code of Conduct, the following due process hearing procedures will be followed.

### 3. Due Process Hearing

The appropriate college official, as identified in Section 1 above, will convene a Hearing Committee comprised of three members.

- a. The student who is charged with a violation must be notified within five (5) business days after an Incident Report has been filed. The notice will state the violation(s) and include a brief explanation of the findings (date, time, and location) of the pending violation(s).
- b. The Hearing Committee will recommend the appropriate action by the end of the business day of the hearing. The student may appeal. Outcomes taken by the Hearing Committee will be one or more of the following:
  - Provide a letter to the student noting that no findings were made
  - A written warning
  - Disciplinary probation for specified time
  - Suspension for a specified time
  - Eviction from Residence Life for a specified time
  - Expulsion from the College
- c. Appeal Process
  - Students have the right to appeal if they disagree with an unfavorable decision. A request for an appeal must be submitted to the President of Tohono O'odham Community College within five (5) business days of the decision by the Hearing Committee Exception: A decision of expulsion is final and cannot be appealed.
- d. Within two (2) business days after receiving an appeal letter from a student, the President and College Deans will review the case and any evidence provided and will:
  - Schedule a meeting with the student for additional clarification or questions.
  - Confirm the sanction issued to the student, or rescind the final decision.
  - Issue a written decision within five (5) business days
  - Render a decision that will be final and no longer appealable.

## **Grading Complaints & Appeal Process**

Based upon professional judgment, the instructor is solely responsible for the semester/session grade assigned. Normally no instructor may be directed to change a grade. However, where a mistake, fraud, or bad faith by the instructor is proven, the instructor may be directed to change the grade. The burden of proof for the existence of mistake, fraud, or bad faith on the part of the instructor is the responsibility of the student.

Students may appeal a grade within the first five weeks of the regular semester after the semester in which the grade was awarded. The first level of appeal is to the faculty member. If the faculty member and student do not resolve the issue, the student may request a formal grade appeal through the Dean of Academics. When a formal request is made, the Academic Coordinator will work with the student to submit all appropriate documentation for the grade appeal. When the documentation has been submitted to the Office of the Dean of Academics, the Dean appoints a three-member faculty Grade Appeal Committee, with the Dean of Academics as the Committee Chair, to review the student's grade appeal.

The Grade Appeal Committee may summon the faculty or student if more information is needed. After review of the appeal documentation, the Grade Appeal Committee issues its decision in writing. The Dean of Academics notifies the student of the Grade Appeal Committee's decision.

If the Grade Appeal Committee upholds the issued grade, then there is no action. If the Grade Appeal Committee overturns the issued grade, the Dean of Academics completes and signs the Change of Grade Form, attaching the Grade Appeal Committee's Decision, and submits the Change of Grade Form to the Registrar's Office. Grade Appeal Committee decisions are final.

## **Non-Grading Student Complaint Process**

Students have the right to file a Student Complaint when they encounter or experience a problem on campus or if they feel they have been treated unfairly. Students are encouraged to first attempt to resolve the issue informally with the faculty, staff, or department directly involved prior to filing a formal complaint. If the complainant is not satisfied with the outcome of an informal discussion or if the student is uncomfortable discussing his/her/their complaint, then the student should proceed to a formal complaint procedure as described immediately below.

## **Formal Student Grievance Procedure**

Students following the formal grievance procedure are required to complete a formal grievance letter within thirty (30) days of the alleged incident. Generally, the Student can file the complaint with the Dean of Student Services; however, the complaint can also be filed with a Faculty member or Staff who can help the student route the complaint to the proper authority to review, investigate,

and proceed with the necessary corrective actions and/or interventions. The table below describes the route for communicating different types of student complaints.

Proper Authority:

<b>Type of Complaint</b>	<b>Point of Contact</b>
Student-to-Student	Dean of Student Services
Student-to-Faculty	Academic Dean
Student-to-Staff	Director of Human Resources

The formal letter must include the following information:

- The student name(s), student identification number(s), and contact information including TOCC email address(es)
- A detailed description of the nature of the grievance
- Information concerning informal attempts to resolve the issue, including dates of meetings
- Supporting documents or evidence, such as a copy of the policy or procedure which the student believes was arbitrarily or unfairly applied
- A clear description of the relief or resolution sought
- Student(s) signature(s)
- Date of grievance submission

Assessment of the Student Complaint – Proper Authority will assess the validity of student complaints and determine the following:

- Evidence and Factual Cases – The Student’s Formal Complaint demonstrates evidence to support the complaint. A Committee is selected to further review and resolve the student complaint and determine a course of action.
- Non-Evidential or Lack of Evidence Cases – The Student’s Formal Complaint does not carry or demonstrate proof of evidence or does not demonstrate violation of college policies. In such case, the complaint will be closed.

The reviewing authority for the Student Complaint must provide a written statement to the student describing the process of review completed on the student complaint, acknowledging the severity of the student complaint, summarizing the findings/outcomes of the complaint. describing next steps of the complaint procedure. and a brief description of the course of action and/or interventions to be conducted/employed (if any). It is the student’s right to know the details of the review, assessment, and outcomes of their student complaint. The reviewing authority must provide his/her/their statement to the complainant within 7 (seven) business days from the receipt of a student’s formal complaint.

Student’s Right to Appeal – If the student is not satisfied with the outcome of the review, assessment, and/or outcomes of the complaint, then they have the right to appeal. Appeals must be



made in writing to the designated reviewing body and must be made on a timely basis, i.e., within 5 (five) business days after the written response from the reviewing authority. The Appeal process is completed according to the following Levels of Reviews:

<b>Level of Appeal</b>	<b>Reviewing Body</b>
First Appeal	Submit appeal in writing to the President's Office.
Second Appeal	Submit appeal in writing to the Board of Trustees. All decisions made by the Board of Trustees are final.

The President's office shall have 10 (ten) business days to reply via formal letter to the student making the appeal. Students who do not accept the response from the president's office shall have 10 (ten) business days to submit an appeal to the Board of Trustees (BOT). Submissions to the BOT will be reviewed and reported back to the complainant within one month of receipt of the appeal.

### **Students' Academic Freedom**

Tohono O'odham Community College recognizes the right of students to express their opinions. The academic freedom of the student is the freedom to express and to defend his/her views and beliefs, and the freedom to differ, without authoritative repression and without scholastic penalty by the faculty of the College.

## **Student Services & Resources**

### **New Student Orientation**

New Student Orientation (NSO) is designed to familiarize students with the college and to provide them with information about programs and services, academic programs, financial aid, technology and important deadlines within the academic calendar. NSO schedules are published each semester on the Academic Calendar located on the homepage of the TOCC website ([www.tocc.edu](http://www.tocc.edu)) or may be obtained from the Admissions office. NSO's are offered before the start of each semester.

### **TOCC Bookstore**

The TOCC Bookstore stocks textbooks for college courses. Students should check Book List provided on the [tocc.edu](http://tocc.edu) website or the course syllabus for the required textbooks and materials needed for classes. Before textbooks can be taken from the store, payment must be made in full unless the student is on the list of Pell and other scholarship recipients for the relevant semester. The Bookstore accepts payment for books in cash or credit card, or by presentation of a third-party guarantee. Examples of third-party guarantees are an original purchase order, the copy of a purchase order that has already been sent to TOCC's Finance Office, or a signed letter from an

employer. Refunds will be given only for textbooks returned in their original condition. For more information, visit the Bookstore on campus or call (520) 479-2300 ext. 1216 or ext. 1218.

## Counseling

A counselor is available year-around to help students with decisions and situations that go beyond academic advising. TOCC's counselor uses a Wraparound model to address students' needs to engage others in "wrapping a blanket of support" around students. For example, a student's wraparound team can include faculty or family members. The wraparound model empowers students to advocate for their own needs. The student is in charge of their Wraparound and assigns tasks to their Wraparound team. The Counselor actively links students to behavioral health services offered by Tohono O'odham Nation Health Center (TONHC). For information call: (520) 479-2300 ext. 1210.

## Academic Advising

As a TOCC student, it is your responsibility to take an active role in the development of your educational and career goals and make sure you are taking the appropriate steps to achieve those goals.

To assist you in this endeavor, we have Academic Advisors to help students with important decision-making. Throughout each semester students should meet with their advisor to clear up any questions or concerns regarding course selection, program of study, etc. Students should meet with their Academic Advisor or Faculty Advisor(s) at least once every semester or whenever they have questions regarding their Program of Study (POS).

## Advising FAQ

1. What if I went to college years ago? Will those classes count at TOCC?
  - a. To find out if credits earned at another college or university will transfer to TOCC, please request that *official transcripts* from any /all previous schools attended be sent to [admissions@tocc.edu](mailto:admissions@tocc.edu). The *official transcripts* must be sent from the institution directly to TOCC.
2. What classes should I be taking?
  - a. You may consult with your advisor(s) on which classes to take, but utilizing the outlined Program of Study for your selected program will be very helpful too. You can find this in the college catalog!
3. I got a prerequisite error when trying to register for classes, what do I do?
  - a. If you received any sort of error when trying to register for classes online, please reach out to [advising@tocc.edu](mailto:advising@tocc.edu). For the aforementioned prerequisite error it is likely there is a class you need to take *before* taking the one you tried to register for.

## **Transfer Advising**

The Transition Coordinator serves as the lead coordinator and primary contact for transition at TOCC, which includes transfer, career placement and internship placement. Services and opportunities the Transition Coordinator offers students include:

- Transfer Advising
- Student Transfer Visits
- Career preparation and transition workshops: i.e. resume building, interviewing, university application, etc.

## **Retention and Student Success**

Increasing student retention rates is a college-wide effort. The Student Success Coordinator is responsible for tracking students' class progress by using the EARS (Early Alert Retention System) Reporting at 4, 8 and 12 weeks. Students who are underperforming with less than 70% in any course are referred to tutoring and additional services. These additional services may include: the Counselor, Dean of Education, Academic Advisor, and/or Wellness Program Director. Students may contact the Student Success Coordinator for assistance, clarification or concerns.

## **Disability Resources**

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended (“Section 504”) and Titles II and III of the American with Disabilities Act, as amended, (“the ADA”), Tohono O’odham Community College prohibits unlawful discrimination on the basis of disability in its programs, services and activities.

Tohono O’odham Community College is committed to ensuring qualified students with disabilities have the same opportunity to acquire the same information, engage in the same interactions, and enjoy the same services and benefits as a person without disabilities and to do so in a prompt manner with substantially equivalent ease of use in the most integrated setting with other barriers that may impede the success of students with disabilities. The College will provide students with disabilities with effective academic adjustments, including educational auxiliary aids and services, and other accommodations. Call (520) 479-2300 ext. 1210 for more information.

## **Library**

The TOCC O’ohana Ki: (Library) provides students with access to its onsite collections, its online catalog and databases, and the internet. A TOCC identification card is required to borrow Library materials. All youth under the age of 18 must have a signed Permission Form on file prior to using the computers. O’ohana Ki: offers the following services:

- Library assistance for reference and research
- Tutoring: Writing; Math; Science; Tohono O’odham

Visit <https://tocc.edu/library-tocc-edu/> for more information.

## **Student Engagement**

### **Student Government, Clubs and Organizations**

TOCC encourages the establishment of student clubs and organizations. Students have a voice in College functions and activities through the Student Senate and other student groups and committees. Students and their Senate representatives are encouraged to sit on various task forces and committees that make recommendations to the Board of Trustees. Although students cannot cast a vote with the official members of the Board of Trustees, they can voice an opinion on agenda items. The Board of Trustees delegates responsibility for this authority to the President or his/her designee. This designee will be charged with the responsibility of working with student government body(ies) and organizations in the development of the College student activities and programs. Students are encouraged to participate in student organizations to gain leadership and volunteer experience.

In addition, students may form additional clubs/organizations on campus. All student organizations must be registered with, and officially recognized by the college through the Dean of Student Services. Each recognized student organization must adhere to the policies, procedures, and purposes of the College.

1. Membership in all student organizations is open to any student and full-time employee, regardless of race, age, creed, color, sex, religion, national origin, sexual preferences, or disability.
2. Recognized student organizations must have an advisor, who is an employee or faculty of the college. Organization advisors serve to provide professional guidance and enhance student leadership building skills.
3. No college club funds will be used to support student functions where intoxicants or drugs are sold or planned for consumption.

Contact the Dean of Student Services office for a list of active clubs.

### **Ka: T-Ni'oki (Student Senate)**

The purpose of the Ka:T-Nik'oki is to support students' interests, activities and clubs; advocate for student rights and provide a system to facilitate positive change for all students.

### **Student Field Trips**

Being able to attend a college field trip is a privilege. TOCC students are expected to behave in a respectable manner and will be required to submit a "Students Responsibilities and

Expectations” form to the Field trip chaperone. Students may be required to be in Good Academic Standing to participate (GPA of 2.0 or higher). Student are expected to adhere to the following while on school sponsored field trips:

- Demonstrate good behavior towards fellow students and staff members.
- Be positive role model and representatives of Tohono O’odham Community College at all times
- Will NOT use, sell, possess or distribute any illicit drugs or alcohol form the duration of the field trip
- Expected to show up on time to all scheduled functions and events
- Have a positive attitude, so that all students have a positive learning experience

### **AIHEC and AICF**

The American Indian Higher Education Consortium (AIHEC) and the American Indian College Fund (AICF) are two organizations that provide opportunity to TOCC students by providing both Merit Base and General Scholarships each semester. Students will have the opportunity to apply for both the AIHEC and AICF scholarships through the TOCC Financial Aid office, when available.

TOCC selects students to accompany College administrators to AIHEC winter meetings in Washington, DC each spring, several TOCC students travel to the AIHEC student conference, a gathering of student representatives from tribal colleges and universities throughout the country. Both the AIHEC winter meetings and the AIHEC Consortium provide an opportunity for selected TOCC students to travel with the TOCC President and see how Tribal Colleges and Universities work in requesting federal funding for the college.

The American Indian College Fund awards scholarships to AICF Student of the Year. This is a prestigious award recognizing academic achievement and community service. The TOCC student of the Year is recognized at the AIHEC student conference and the award is accompanied by a scholarship.

## **Student Life**

### **Residence Life**

Tohono O’odham Community College is pleased to offer a residential experience for student on S-cuk Duag Maşcamakuđ - Black Mountain Campus unique on-campus community offers a safe, friendly environment in which you can make meaningful connections that may last a lifetime! Classrooms, the library, the food program, and other resources are just a few steps away. Living on campus is an experience that will help students further their educational goals. Each of the residential suites for students has a shared living space (including a kitchen, bathroom, laundry room, and sitting area) and four bedrooms that accommodates three (3)

students to a room.

Along with providing resident students meaning connections, they also have the opportunity to attend weekend or event outings throughout the Fall and Spring sessions.

All student residents are to adhere to all the policies outlined in the Residence Hall Policy Agreement. TOCC Residence Life places a high priority on students' safety and health. All TOCC campuses are alcohol-free, tobacco-free, drug-free, and weapon-free environments.

-Requirements:

-Must be enrolled full-time (12 credits)

-Submit Residence Life Application

-Sign and submit Residence Hall Policy Agreement Form

-Sign and submit Release of Information Form (Background Check)

-Fill out a Roommate Questionnaire

-Maintain a 2.0 GPA or better

### **Student Housing Fees**

Suite Room Fee (per semester)	\$1,200.00
Summer Room Fee (5 week Summer Session)	\$275.00
Summer Room Fee (8 week Summer Session)	\$550.00
Damage Deposit	\$150.00
Key Deposit	\$40.00
Background Process Fee	\$40.00

Deposits are refundable if the room is clean and undamaged and the key is returned.
---

Note: Housing fees are for the 2024-2025 academic year and subject to change in future years. All payments and deposits should be paid at the TOCC bookstore.

Resident Assistant positions are also available each academic year. Resident Life Coordinator will provide more information once the position opens up.

### **Food Program**

TOCC currently has a kitchen and lounge area on the S-cuk Du'ag Maşcamakuđ - BlackMountain Campus in the I-we:mta Ki: building along with another eating area in the Patio right

next to the Lounge. The following meals are served Monday – Thursday, free of charge:

Monday-Thursday

Breakfast 8:00 am – 9:00 am

Lunch 12:00 pm – 1:00 pm

Dinner 4:00 pm – 5:00 pm (Dorm Students Only)

Friday:

Breakfast 8:00 am – 9:00 am

Lunch 12:00 pm – 1:00 pm

Snacks are also available on a first come basis. Weekly menus are posted and are emailed out Monday mornings. We welcome all students, staff and community to enjoy our nutritious meals at Tohono O’odham Community College.

Part-time Student Assistant Cook positions are also available to assist the Head and Assistant Cooks and provide opportunities for students that are either looking at being a cook or chef.

## **Athletics**

The Athletics department houses the Tohono O’odham Community College men’s and women’s cross country team. The Jegos Cross Country teams compete as a member the National Junior College Athletic Association (NJCAA) and the Arizona Community Colleges Athletic Conference (ACCAC). The athletic department also offers Archery Club that hosts on campus events, as well competition at the annual Student American Indian Higher Education Consortium (AIHEC) Conference.

The athletic department also oversees the new wellness program out of our on campus fitness building, Apedag Ki:. Apedag Ki: provides a place for students, faculty and staff to work out using cardio machines, free weights and machines. Yoga, massage, Tai Chi, Zumba, and other opportunities are provided through the wellness program.

## **Security**

Tohono O’odham Community College provides all students and all employees the Campus Security Policies and Procedures and the most recent campus crime statistics that is posted on the TOCC Website.

The college provides 24 hours Security at the S-cuk Du’ag Maşcamakuđ (Black Mountain Campus) with random checks at the Wisag Kos Maşcamakuđ (Hawk’s Nest Campus) to ensure a safe and healthy environment for faculty, staff and students.

---

---

**TOHONO O'ODHAM COMMUNITY COLLEGE**

---

---

**TO:** BOARD OF TRUSTEES  
**THRU:** PAUL ROBERTSON, PRESIDENT  
**FROM:** MARTHA S. LEE, SPECIAL PROJECTS CONSULTANT  
**SUBJECT:** ANNUAL REPORT 2023 – NEAR-FINAL DRAFT  
**DATE:** JANUARY 2, 2024  
**CC:** EVAN THOMAS, SPECIAL ASSISTANT TO THE PRESIDENT

---

Background:

Every year Tohono O’odham Community College prepares an annual report that the College President, Trustees, and others use in presentations to the Tohono O’odham Nation’s Districts and to the Tohono O’odham Legislative Council. Recent annual reports and financial statements appear on the College website at [www.tocc.edu/Publications/](http://www.tocc.edu/Publications/).

Justification:

The current Annual Report is designed to cover fiscal year 2023 (7/1/2022-6/30/2023) as well as material from fall 2023 that fits with other topics in the annual report. This is a draft, so you are welcome to suggest edits.

Actions Requested: 1) Kindly look over the report and make note of anything needing to be changed. 2) Please check and confirm your individual entries on page 1 of the report. You may also wish to follow the QR code on this page and read the short article to which it leads, namely “Interested in Serving on Our Board of Trustees?” at <https://tocc.edu/board/>.

Recommendation: The President recommends agreement by voice during the January 2024 meeting to the action requested. Thank you for your consideration.



# Class of 2023, S-ape 'o mapt na:to g 'e-maşcama

## Tohono O'odham Kekel Ha-Maşcamakuḍ 2023 Ahidag Ha'icu A:ga 2023 Annual Report



# Ñia, Oya G T-Taccui Am Hab E-ju: — Our Dream Fulfilled

## TOCC Vision

Our vision is to become the Tohono O'odham Nation's center for higher education, and to enhance the Nation's participation in the local, state, national, and global communities.

## Mission

As an accredited and land-grant institution, TOCC's mission is to enhance the unique Tohono O'odham Himdag by strengthening individuals, families, and communities through holistic, quality higher education services. These services will include research opportunities and programs that address academic, life, and development skills.

## TOCC's Goals, 2023-2026

1. Strengthen the Himdag
2. Enhance Access, Reach, and Community
3. Establish Curricular Pathways
4. Model Sustainability
5. Foster Excellence

## About the Front Cover: The Class of 2023

The cover shows Tohono O'odham Community College graduates at Commencement on May 19, 2023. This is the group who came to the ceremony in person. Many more individuals graduated, making 2023 the College's largest graduating class. Eighty people earned a total of 89 college credentials, five individuals fulfilled their high school equivalency, and two people celebrated apprenticeship completion. The list of graduates appears on pages 8-9. The front cover photo was taken by Alejandro Higuera.

## T-Şo:şon – Our Core

### T-Wohocudadag – Our Beliefs

We at Tohono O'odham Kekel Ha-Maşcamakuđ believe that T-Wohocudadag provides balance, strengthens us and helps us respect ourselves, other people and cultures.

*Things in our lives (e.g. nature, people, the environment, animals) keep us in balance. Everything is here for a reason, to learn from, to care for and to respect.*

### T-Apedag – Our Wellbeing

We at Tohono O'odham Kekel Ha-Maşcamakuđ believe that T-Apedag is inclusive of what is healthy and good for us (physically, spiritually, emotionally and mentally), and for the things around us.

*How we interact with the world and our relationships influences our health. Well-being is how you give, how others give to you, and about taking care of oneself and others – mentally, spiritually, emotionally and physically. Self reflection provides understanding of one's place in the world, and one's effect on others and vice versa.*

### T-Pi:k Elida – Our Deepest Respect

We at Tohono O'odham Kekel Ha-Maşcamakuđ believe that T-Pi:k Elida is a deep sense of respect for the land, your surroundings, the people, things upon the land, and also for your own self and your life.

*This includes valuing the people and the culture.*

### I-We:mta – Working Together

We at Tohono O'odham Kekel Ha-Maşcamakuđ believe that I-We:mta is crucial for the success of the college.

*In years past, when someone shot a deer they shared it with the people. This was also true when planting and harvesting the fields where everyone helped one another. Providing food was not just for oneself; it included the concept of sharing, taking care of others, and giving back to the community. Tohono O'odham provided help when help was needed, particularly in times of loss and death.*



# The Board of Trustees Guides Our Path



**Dr. Ofelia Zepeda**  
Chair  
Trustee since 2002  
Regents Professor at the  
University of Arizona  
From Stanfield, Arizona



**Mr. Bernard G. Siquieros**  
Vice Chair  
Trustee since 2002  
Retired Education Curator,  
Himdag Ki:  
From Sells District



**Ms. Treena Parvello**  
Secretary  
Trustee since 2023  
Director of Government and  
Public Relations, Tohono  
O'odham Gaming Enterprise  
From Baboquivari District



**Ms. Mary Bliss**  
Member  
Trustee since 2019  
Retired Social Worker,  
Archie Hendricks, Sr.  
Skilled Nursing Facility  
From San Xavier District



**Mr. Jonas R. Robles**  
Elder Member  
Trustee since 2007  
Retired Substance Abuse  
Counselor, Tohono  
O'odham Behavioral  
Health  
From Ge Aji District

**Scan Me to  
Learn How  
To Become a  
Trustee**



This QR code leads  
to [tocc.edu/board](https://tocc.edu/board).  
Scroll down the page  
for information.

## Recent College Milestones

- |      |  |
|------|--|
| 2016 | Meal program is started  |
| 2016 | Em Ma:cidag Wui radio show<br>airs, featuring student deejays  |
| 2017 | Grand Opening of San Carlos<br>Apache College as a TOCC<br>site, approved by the Higher<br>Learning Commission (HLC) |
| 2018 | College's Charter is amended   |
| 2019 | Grand Opening of S-ki:kig<br>Mašcama Ki: (Phoenix Center)  |
| 2020 | All courses taught online after<br>the pandemic starts   |
| 2020 | Policy of free tuition for all<br>Native Americans begins  |
| 2020 | Tohono O'odham Nation<br>gives support to establish<br>O'odham Ńi'okí Ki:  |
| 2021 | HLC approves continuation of<br>accreditation for the College  |
| 2021 | Administration and faculty<br>move into Ma:cidag Gewkdag<br>Ki: at S-cuk Du'ag Mašcamakuč                            |
| 2022 | First graduate with Associate<br>of Arts in Tohono O'odham<br>Studies  |
| 2022 | Apprenticeship Program is<br>reaccredited  |
| 2023 | Enrollment exceeds 1,000   |

# President's Message



*Paul Robertson, Ph.D.,  
College President.  
Photo by Jai Juan.*

Şa: 'am 'a'i masma? Greetings and welcome!

2

Tohono O'odham Community College has come a long way since it was founded a quarter of a century ago. The College's early years were dedicated to developing curriculum and infrastructure, both buildings and services.

In the past eight years, the college has made great strides in access and affordability. Tuition has decreased from \$62.50 per credit in 2016 to tuition that is free for Native Americans and \$34.25 per credit for others. The College has added a food program for students and employees, regular shuttles to campus, and other supports, such as mailing textbooks and course materials to students. The timeline on page 1 shows some of these milestones.

The College's enrollment has grown from 79 students when classes began in Spring 2000 to an unduplicated headcount in the 200s per semester during 2012-2015, to 1,176 in Fall 2023. Enrollment in recent years increased dramatically as the College added numerous online classes.

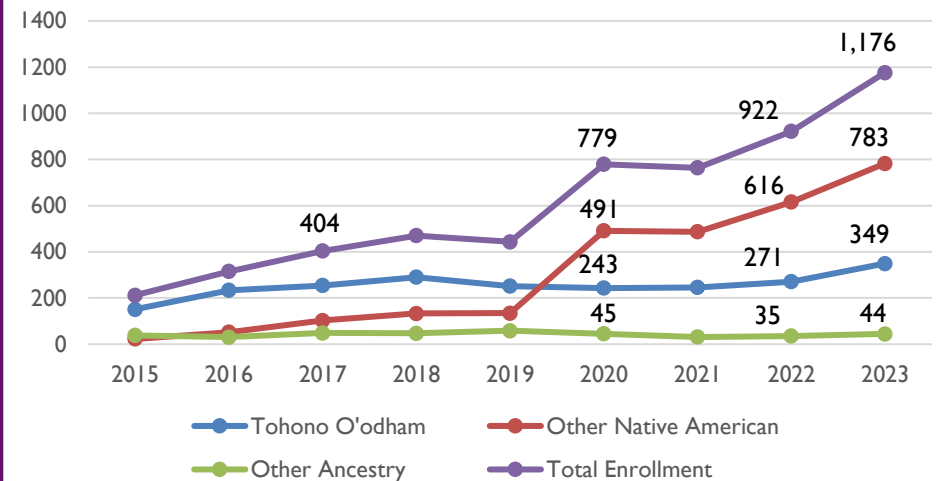
Turning from quantities to quality, one of the most important takeaways for our students is critical thinking. Our goal is to encourage students to ask questions, to look at situations from multiple and diverse viewpoints, to listen, and to engage with curiosity. In the face of complex problems, we encourage each other to look to history to understand the origin of issues and to lean on the Himdag for solutions and ways to move forward.

In a world and time full of challenging problems, we hope that you will find cause for hope in the pages of this report.

Respectfully,

Paul Robertson, Ph.D.  
President

Unduplicated Student Enrollment in Falls 2015-2023



# Construction Update: O'odham Ñi'okĩ Ki: Rises

**Note to Board: A photo of the building will be taken just before the annual report goes to print. The new photo will be inserted here.**



Right: O'odham Ñi'okĩ Ki:, the O'odham Language Center, under construction by ESB Design+Build. The 6,500-square-foot building will house language resources and language learning materials in reading and curation rooms, media studios, a healing space, and offices. The O'odham Ñi'okĩ Ki: will serve the Tohono O'odham Nation and all O'odham Nations. Above: The building nears completion in **Month** 2024.

3

## Renewed Energy at Wişag Koş Maşcamakuḍ



S-Wuagimdām Ki:, the Apprenticeship Building, was dedicated on April 19, 2023. Apprentices renovated this workshop inside and out over the previous year. S-Wuagimdām is someone who is industrious or a hard worker, and Ki: is “building.”

As TOCC's original campus, Wişag Koş Maşcamakuḍ serves as a center for developing individuals in careers that will directly serve the Tohono O'odham Nation. With apprenticeship and agriculture programs growing, along with the expansion of a new solar program, the campus needs larger modern facilities. Plans are in the works for a new building that will provide classrooms and workshops.

Meanwhile, Pre-College/GED and Workforce and Community Development will move to S-cuk Du'ag Maşcamakuḍ so that these students and staff can benefit from the services available on that campus.

48



# O'odham Ñi'okĩ Ki: Plans To Support Language Fluency

## The First Four Years

The O'odham Ñi'okĩ Ki: (O'odham Language Center) has the mission of ensuring that O'odham is passed from generation to generation. Milestones from 2020-2023 include:

- Expanding language resources through digitizing the San Simon Readers, developing an online dictionary, transcribing recordings, and more.
- Providing training on immersion instruction methods, O'odham writing systems, and transcription techniques.
- Establishing a consortium of language advocates across the Nation and related entities to streamline O'odham language work toward reaching a shared mission.
- Obtaining funds over \$6.6 million from various sources.

## The Next Four Years

During 2024-2028, the O'odham Ñi'okĩ Ki: has these goals:

1. Conduct a language awareness campaign that conveys the community-wide effort needed to reverse language loss and reclaim the Tohono O'odham language so that O'odham Ñi'okĩ is part of O'odham daily life.
2. Continue working with the Tohono O'odham Nation Head Start to transition the North Komelic, Pisinemo, and Santa Rosa Head Start Centers to Immersion Head Start Centers, with family language forums, training for teachers, and language support for the centers, classroom teachers, and families.
3. Provide quarterly training to develop a cadre of O'odham language speakers to become O'odham language teachers in the community and schools and with families who have interest in learning to speak O'odham.
4. Continue ongoing projects and start new initiatives that focus on teaching O'odham language in everyday ways, building resources for the future, and collaborating with the Nation on the long-term goal of intergenerational transmission of the O'odham language.



*O'odham Ñi'okĩ Ki: promotes hands-on language learning and interaction of all generations. These photos are from O'odham Tas (above) and from Language Immersion Lunches.*





# Athletics and Wellness



**2023 Cross Country Team**, from left: Coach Anthony Francisco, Jr., Jarren Tenakongva, Landen Goseyun, Raven Alvarez, Isaiah Pashano, Shaunanthy Pashano, Tristin Reidhead, Shenelle Zeena, Student Manager Rhiannon Franklin, Coach Marlinda Francisco. The team competed in six meets and at the Arizona Community College Athletic Conference Regional Championships. Photo by Cody Chavez.

**Below:** Drew Harris, Athletic and Wellness Manager, and Alohilani Felix, Wellness Program Specialist, encourage students and employees to work out at the Apedag Ki: and to explore the services offered by the Wellness Program, including aikido, acupuncture, cooking workshops, massage, and Zumba.



The Archery Team competed at the 2023 AIHEC Student Conference in Albuquerque. The team practices on campus regularly and occasionally holds Hapot Himdag (the Arrow Way of Life) events. From left to right: Frank Espinoza, Heidi Blaine, Coach Valentine Lee, Corwin Matt, and Aray Ramon. Photo by Bernard G. Siquieros.



## Apedag Ki: Is Open to the Public

Hours are generally 6:00 a.m. to 7:00 p.m. Monday-Thursday and 6:00 a.m. to 2:00 p.m. on Friday-Saturday. For information, contact [dharris@tocc.edu](mailto:dharris@tocc.edu) or [afelix@tocc.edu](mailto:afelix@tocc.edu).



# Recognizing Adjunct Faculty and New Full-Time Faculty

Adjunct faculty members teach in every field that the College offers. They uphold high standards of instruction and bring professional expertise to their classes. TOCC would like to thank these individuals who taught during fall 2023. Here are their degrees and teaching fields:

Jose Amparo, M.A. in Counseling, Psychology  
 David Beeksma, M.A.s in Political Science & History, History  
 Jared N. Call, M.A. in Religious Studies, Humanities, Marketing, and Philosophy  
 William Carson, M.P.H., Community and Public Health  
 Linda Chappel, M.A. in Art History, Art History  
 Teresa Choyguha, A.A. in Tohono O'odham Studies, Tohono O'odham Language  
 Teresa Dekoker, M.S. in Agriculture Education, Biology  
 Tristan Ettleman, M.A.S. in Film & Media Studies, Writing  
 Pamela Golden, M.F.A. in Art, Digital Media and Photography  
 Mobarak Hossain, Ph.D. in Economics, Mathematics  
 Jeremy Johns, M.S. in American Indian Studies and M.Ed. in Learning Designs & Technologies, Tohono O'odham Language  
 Sandra Leal, M.S. in Social Administration, Social Services  
 Lois M. Liston, **Degree in Subject**, Tohono O'odham Language  
 Roweena C. Mackay, M.F.A. in Dramaturgy, Theater Arts  
 Jennifer Montijo, M.Ed. In Counselor Education/School Counseling and Guidance Services, Psychology and Sociology  
 Michael Newberry, Ph.D. in Astronomy, Astronomy  
 Elizabeth Ortega, **Degree and/or Elder**, Basketry and Pottery  
 Sharon L. Parker, Ph.D. in Comparative Cultural & Literary Studies, History and Philosophy  
 Dwayne Pierce, M.A. in History, Tohono O'odham History  
 Andrea Ramon, M.A. in Language, Literacy and Sociocultural Studies, Tohono O'odham Language  
 Kea Skeate, M.S. in Ecology & Evolutionary Biology, Biology  
 Shelly D. Taylor, A.A. in Fine Arts, Jewelry & Beading, Visual Design  
 Rajneesh Verma, Ph.D. in Chemistry, Mathematics and Chemistry  
 Liz Zepeda, M.L.I.S. in Library Science, Student Success

The College would also like to acknowledge and thank the many adjunct and full-time faculty who have taught in the past. Updated faculty listings appear on the website at <https://tocc.edu/faculty-2/> and <https://tocc.edu/adjunct-faculty-2/>.

## Full-time Faculty Appointed in 2023:



**Erin Aguilar, M.Ed.**  
 Education  
 eagular@tocc.edu



**Susanna Battin, M.F.A.**  
 Art  
 sbattin@tocc.edu



**Camillus Lopez, Elder**  
 Tohono O'odham Studies  
 Member of the Tohono O'odham Nation and Elder  
 calopez@tocc.edu



**Michele Rountree, Ph.D.**  
 Social Work  
 mrountree@tocc.edu



# Students Learn Through Active Engagement



Counterclockwise from lower right: Landen Goseyun (Apache), Isaiah Pashano (Hopi), and Raven Alvarez (Tohono O'odham), student athletes who live in the dorms, perform as a band they named The Wrong Note. Thomas Hamre, who is studying physical science, enjoys life on campus. Heidi Blaine (Tohono O'odham) works with Agriculture & Natural Resources Instructor Kimberly Danny (Diné) to identify insects found in the corn crop at the Wişag Koş oidag. Laura Salinas (Chicana), a student based in California, joined an art show in person at S-ki:kig Maşcamda Ki: (the Phoenix Center). This was the E-Na:toidag Ce:gida (A Showcase of Created Things).



## Student of the Year for 2023



Cory Ventura-Ramon (Tohono O'odham from Baboquivari District) was the College's 2023 Student of the Year. He was honored at the 2023 AIHEC Student Conference and received an American Indian College Fund Scholarship. Cory is studying for his Casino Gaming Certificate and an AAS in business management. He is a Resident Assistant in 'E-Maşcamdam Ki:kĩ.



# Class of 2023 — TOCC's Largest Graduating Class

## *Apprenticeship Completion*

Rocky Marks, Electrical  
Jeremy Tashquith, Facilities Maintenance –  
Completed his apprenticeship in 1999; celebrated in 2023

## *Associate of Business in Business Administration*

Veronica Alvarez  
Todd Bean  
Brittany Eberle—with high honors  
Danie Etsitty  
Daniella James—with high honors  
Elisia Macias  
Jolee Taylor  
Charmane Yazzie—with honors

## *Associate of Applied Science in Business Management*

Mychal Denny—with honors  
Alicia Freeman—with high honors  
Daniella James—with high honors  
Cassandra Villegas—with high honors  
Charmane Yazzie—with honors

## *Associate of Arts in Computer Information Systems*

Clay Begay—with high honors  
Sebastian Preston  
Vetasha Smith

## *Associate of Arts in Early Childhood Education*

Curtis Molisto  
Elizabeth Palmatier  
Charmane Yazzie—with honors

## *Associate of Applied Science in Early Childhood Education*

Cheryl Roman

## *Associate of Arts in Elementary Education*

Christelle Castiano—with high honors  
Samantha Clark—with high honors  
Rachel Hendricks  
Naomi Lupe—with high honors  
Reynaldo Rubio  
Jolene Wilson  
Charmane Yazzie—with honors

## *Associate of Arts in Liberal Arts*

Leisha Albert-Tulene—with high honors  
Julianna Armstrong  
Rose Cruz—with honors  
Tia Early—with high honors  
Lawrencine Garcia  
Bria Gray – Open Pathway  
Natalie Hanley—with high honors  
Angellisa Hoffman  
David Jones  
Francine Juan  
Christopher Julian—with high honors  
Robert Lewis, III  
Nicole Nozie—with honors  
Crystal Stevens—with honors

## *Associate of Arts in Life Science*

Erica Kleinman

## *Associate of Science in Life Science*

JJ Cosen-Garcia  
Shannon Taylor—with high honors

## *Associate of Arts in Social Work*

Winona Boada  
Brooke Cayaditto—with honors  
Allison Esplin—with high honors  
Normalyn Haswood  
Arron Julian—with honors  
Nadia Logan—with honors  
Tricia Logan  
Alyssa Martin—with honors  
Stephanie Miguel  
Rochelle Nez—with honors  
Kelly Pahe-Reede  
April Phillips  
Cheryl Roman  
Grace Salcido—with high honors  
Elaine Seckletstewa—with honors  
Corissa Shepherd—with honors  
Carmela Thompson  
Kimberly Velasco  
Kathryn Wabnum—with honors



## Graduate Listing — Continued

### *Certificate in Geographic Information Science*

Shannon Taylor—with high honors

### *Certificate in Social Services*

Christina Nosie

Avarista Perez-Chatlin

Juliette Ramirez

Mildred Reede—with high honors

Anna Silverhorn

Claudia Wilson

### *Certificate in Substance Abuse and Addiction Studies*

Shealena Antone—with honors

Mallory Ashley

Winona Boado

Tamara Corben—with high honors

Maricella Cruz—with high honors

Marissa Farley—with high honors

Cline Griggs—with high honors

Alexandrea Hernandez—with high honors

Naomi Lavender—with honors

Alyssa Martin—with honors

Sofia Martinez

Kelley Pahe-Reede

Joan Perkins

Agatha Quiyo

Mildred Reede—with high honors

Miramanee Riley—with high honors

Kathaleen Smith—with honors

Colandra Willie—with high honors

Lorenzo Yazzie

### *High School Equivalency – College Credit Pathway*

Cherilena Nelson—with honors

Diana Miles

### *Pre-College GED Graduates*

Alyasia Gomez, August 2023

Tom Merino, June 2023

Simoene Miranda, August 2023

## Alumni in Action



Angellisa presented her experience in *A Student's Journey*, a program that supports the transition to university and career.

Angellisa Hoffman, Class of 2023, spoke at the Native American Student Advocacy Institute in June 2023. She is now a student at Northern Arizona University.



Joeagle Flores, Class of 2012, brought his son to the 2023 Bahidaj Harvest, which was hosted by the College's Himdag Committee. Photo by Andrea Ramon.

### **Message to Alumni**

If you haven't heard from TOCC recently, please send your contact information to [astevens@tocc.edu](mailto:astevens@tocc.edu).

# Financials, Fiscal Year 2023

## Statement of Financial Position as of 6/30/2023 and 6/30/2022

Assets	Unaudited – 2023	Audited – 2022
Cash and cash equivalents	\$13,622,389	\$13,857,890
Student accounts receivable	\$104,336	\$267,955
Grants and contracts receivable	\$1,610,392	\$1,610,392
Inventory	\$414,615	\$145,281
Investments	\$2,218,234	\$2,186,895
Capital assets, net of depreciation	\$10,229,032	\$10,121,537
Prepays and other current assets	\$181,671	\$8,431
<b>Total assets:</b>	<b>\$28,380,669</b>	<b>\$28,198,381</b>
<b>Liabilities</b>	<b>\$13,452,354</b>	<b>\$13,349,422</b>
<b>Equity:</b>	<b>\$14,928,315</b>	<b>\$14,848,959</b>

10

Liabilities	Unaudited – 2023	Audited – 2022
Accounts payable	\$217,283	\$856,600
Salary-related payables	\$1,480,073	\$525,435
Deposits held (AIHEC & other)	\$29,870	\$29,870
Other payables and accrued expenses	(\$125,432)	\$86,957
Deferred grant revenue	\$11,850,560	\$11,850,560
<b>Total liabilities</b>	<b>\$13,452,354</b>	<b>\$13,349,422</b>

Tohono O’odham Community College ended 2023 in a strong position with equity of \$14.9 million. The College’s financial statements, audited by Keegan Linscott & Associates, PC, are available at [tocc.edu/publications/](http://tocc.edu/publications/). The figures shown here are from the Financial Statements for the August 2023 Board of Trustees meeting, available at [tocc.edu/board/](http://tocc.edu/board/).

## Income Statement for 7/1/2022 – 6/30/2023

2023 Unaudited Revenues	
Tuition and fees	\$121,285
Student housing	\$48,000
Legislative contribution - Tohono O’odham Nation	\$5,096,045
Tribal Community College Act funds	\$4,959,735
Indirect costs from restricted federal grants	\$48,172
Unrestricted gifts and donations	\$20,691
Bookstore sales	\$239,324
Miscellaneous income	\$22,728
Cross country sales and donations	-
San Carlos Apache College (SCAC) Admin Fees	-
<b>Subtotal—Unrestricted Revenues</b>	<b>\$10,555,980</b>
Restricted Revenues (grants and contracts)	\$24,125,127
<b>Total Revenues</b>	<b>\$34,681,107</b>
2023 Unaudited Expenses	
Educational program services	
Instruction	\$1,975,761
Student services	\$1,006,150
Athletics (cross country and archery)	\$154,072
Bookstore	\$114,807
Supporting services	
Academic support	\$320,635
Institutional support (without depreciation and bad debt)	\$2,186,949
Facility operations and maintenance	\$965,172
Sustainability and solar	\$143,345
Cultural Liaison	\$30,402
Student Life	\$436,777
SCAC BIE funds, tuition, and fees	\$858,603
Culinary Arts program	\$14,003
Grant match (for two federal grants)	\$82,697
<b>Subtotal—Unrestricted Expenses</b>	<b>\$8,289,373</b>
Restricted Expenses (grants and contracts)	\$12,418,775
<b>Total Expenses</b>	<b>\$20,708,148</b>



# TOCC Apprenticeship Program Is on the Move



**Instructors and Apprentices Gathered in September 2023.** Front row: Michael Antone, Electrical Journeyman Instructor; **Apprentices** Mario Juan, Carpentry; Jesus Gonzalez, Jr., Electrical; Gregory Patricio, Electrical; Casey Ramon, Carpentry; Darrin Espuma, Electrical; Darion Zazueta, Electrical. Back row: Michael Moreno, Carpentry Journeyman Instructor; **Apprentices:** Devon Manuel, Carpentry; Jeremiah Johnson, Carpentry; Kavan Lopez, Carpentry; Kenneth Francisco, Carpentry; David Blackowl, Electrical; Vernon Mendoza, Electrical; Clayjuan Patricio, Carpentry; Jeremy Tashquith, NCCER Certified CORE Instructor.

The Apprenticeship Program at TOCC has come a long way from a slowdown during the pandemic years of 2020-2021. Since reaccreditation of the program in 2022, Director Jackson Doe and colleagues have focused on recruiting and retaining new and returning apprentices. As of December 2023, there are 30 apprentices in Carpentry, Electrical, and Plumbing programs. Ms. Ernestine Segundo serves as Office Coordinator. To connect, reach the program at [esegundo@tocc.edu](mailto:esegundo@tocc.edu) or 520-479-2294.

## Other Apprentices and Instructor

**Carpentry Apprentices:** Michael Espuma, Gilbert Juan, Warren Miles, Norbert Wilson

**Electrical Apprentices:** Genae Antone, Isabelle Encinas, Jennifer Francisco, Geronimo Martinez

**Plumbing Apprentices:** Ian Antone, Russell Antone, Brian Antonio, Jericho Folsom, Arvin Johnson, Marcus Jose, Brianna Lopez, Nancy Norris, Roland Toro

**Plumbing Instructor:** Peter Santos, Plumbing Journeyman Instructor

# Personnel Profile, Spring 2023

Full-time positions, staff and faculty.....	117
Positions filled .....	94
Positions vacant .....	23
Full-time faculty positions.....	18
Faculty positions filled .....	16
Vacant faculty positions.....	2

## Statistics for the 94 full-time employees

Gender.....	54 female, 40 male
Gender percentage .....	57% female, 43% male
Tohono O'odham .....	63 or 67%
Other Native American .....	7 or 7%
Of other ancestry.....	24 or 26%
Commuters.....	47 or 50%
Locals .....	47 or 50%

**Note to Board: The rest of this page will be shown at the January 2024 Board meeting. Permissions for use of a photo are pending.**

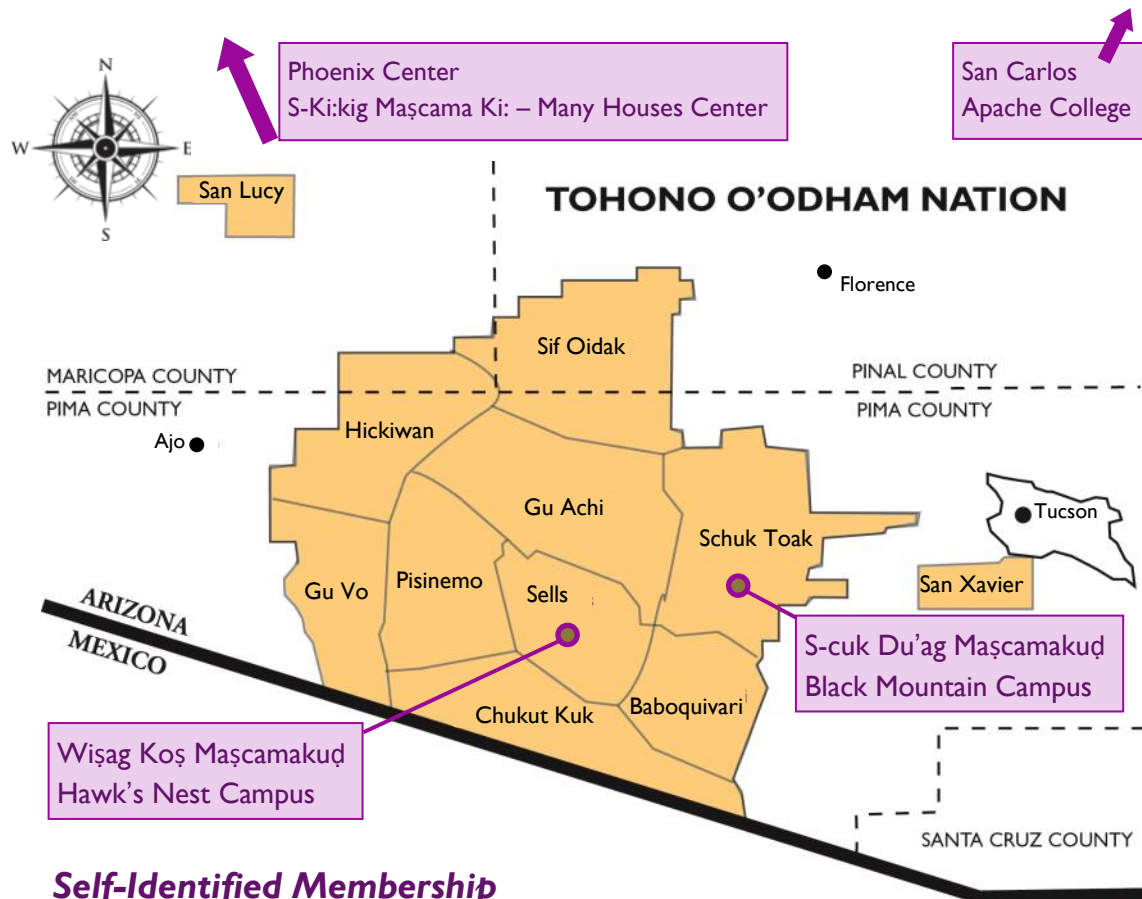
# Record Tohono O'odham Student Enrollment in 2023

District	Fall 2020	Fall 2021	Fall 2022	Fall 2023
Baboquivari	30	36	37	51
Chukut Kuk	32	29	32	43
Gu Achi	30	25	29	34
Gu Vo	14	17	21	27
Hickiwan	13	10	18	25
Pisinemo	13	14	12	19
San Lucy	8	6	7	5
San Xavier	15	24	16	21
Schuk Toak	22	20	21	32
Sells	52	47	58	63
Sif Oidak	12	12	17	27
No District	2	6	3	2
<b>Tohono O'odham Students*</b>	<b>243</b>	<b>246</b>	<b>271</b>	<b>349</b>
San Carlos Apache Students**	151	137	148	160
Other Native American Students	340	350	468	623
Non-Native Students	45	31	35	44
<b>Total Unduplicated Headcount</b>	<b>779</b>	<b>764</b>	<b>922</b>	<b>1176</b>

\*The number of Tohono O'odham students has grown by 44% from 2020 to 2023 and by 29% from 2022 to 2023.

\*\*These are students from the San Carlos Apache Nation, whether their primary enrollment is with SCAC or TOCC.

Student Body, Fall 2023 – Unduplicated headcount: 1,176  
 Full-time student equivalent (at 12 credit hours): 903  
 Females 937 (80%) and Males 239 (20%); Average age 33



## Self-Identified Membership

Our Application for Admission asks students to indicate their district membership and membership in the Tohono O'odham Nation or other Native sovereign nations. **The table to the left** shows the students' self-identified membership over the past four years. The data set was provided by TOCC's Institutional Effectiveness unit in December 2023.

## Annual Report Notes

Tohono O'odham Community College (TOCC) Annual Report 2023, copyright by TOCC in 2024. TOCC is an equal opportunity provider and employer. Content was assembled by TOCC staff and by Martha S. Lee and was finalized in January 2024. Page 1 photos of trustees: Mary Bliss photo by Bernard G. Siquieros, others by Evan Thomas. Page 4 bottom photo courtesy of O'odham Ní'okí Ki. Page 5 photo of Frank Espinoza on leg press by Reia Li. Page 6 photo of Michele Rountree courtesy of Dr. Rountree. Page 7: photo of Cory Ventura-Ramon by Jai Juan; photo of Laura Salinas by Cassandra Scott. Pictures without a specific photo credit are by Martha S. Lee. The Apedag Ki: pictured on page 5 was designed by Robert Wambolt and built by TOCC apprentices.



# Ñia, Oya G T-Taccui Am Hab E-ju: — Our Dream Fulfilled



*First-ever Reunion: Alumni from all years gathered for a reunion on June 23, 2023.*

## Tohono O'odham Kekel Ha-Maşcamakuḍ

Tohono O'odham Community College ✧ P.O. Box 3129 ✧ Sells, AZ 85634 ✧ Tel. 520-479-2300 ✧ Fax 520-383-8403 ✧ [www.tocc.edu](http://www.tocc.edu)



Item	Actions	Discussion/Resolution/Comments
1. Annual Report for FY 2023	Met with consultant Martha Lee to develop concept/review materials. Reviewed draft with Administrative Team, suggested minor revisions	Report draft included in BOT packet for January 2024. After that the report will be finalized, copied, and distributed for use in meetings with HRDC, TOLC, Nation's Executive, and Districts.
2. Audit	Continue to monitor the "Basecamp" software	Should, due to using KLA as auditing firm for 5 years, do an RFP to select a new auditor.
3. Dual-Enrollment initiative.	After brief discussion with BOT members and TOCC administration, arranged and attended a meeting with the BUSD Superintendent Ruben Diaz and his team to consider a proposition using funds from TOCC's allocation from Arizona legislature – a one-time allocation of 2m for "remedial education" [sic].	Outcome of the meeting with BUSD and TOCC's team including Deans of Education and Student Services and Enrollment Coordinator was to work together going forward by reviewing materials, visiting a school that practices similar efforts designed to provide students a HS diploma + significant (15 credits or more) upon graduation. A series of meetings is arranged. Target date for implementation as early as fall 2024.
4. Cross-divisional actions	Facilitated development of a procedure for evaluation of transcripts among Ed. Div. and Student Services Div. including SCAC.	Many of the functions needed to smoothly run the institution are cross-divisional and require teamwork across the divisions.
5. Cyberinfrastructure	Dr. Mario Montes-Helu continues to facilitate cyberinfrastructure processes needed to keep the College functioning.	Dr. Montes-Helu's plan to use consultants from TechStack and Aaron Bates is working and decisions about future cyberinfrastructure maintenance and development are currently being handled through coordination with external partners (outsourcing).

Report to TOCC Board of Trustees:

**Jay Juan**

**Chief of Operations**

**December 2023**

<b>Issues/Items</b>	<b>Actions/Assessment</b>
Dorm Common Areas	Walls in the common/living room were patched and painted. Floors were buffed, painted, and sealed.
Drainage Issue at the Kosin	Facility Maintenance attempted to clear line and were unsuccessful. Will need to hire a construction company to remove damaged pipe.
Wall in Gewkdag Şon Ki:	Removed and replaced damaged wall section in Gewkdag Şon Ki:.
GSA vehicle report	Collected mileages from all GSA vehicles and submitted reports.

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

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

Strategic Initiative	Issues/ Items	Actions/Assessments
Language Documentation – Print and Video	Developing new digital and print resources.	<p><u>Language Videos for Teaching Language Learners</u></p> <ul style="list-style-type: none"> <li>- Lead O'odham Ñi'okí Ki: immersion consultant, Andrea Ramon, released several language learning videos online for common commands. These videos may be shared widely to promote language use.</li> </ul> <p><u>Print Material Development</u></p> <ul style="list-style-type: none"> <li>- New O'odham language materials such as classroom language focused posters, and signage for O'odhamizing the Head Start Centers were developed.</li> <li>- Language awareness pins were created and shared with immersion lunch participants as part of the language awareness campaign. Pins will be distributed widely in the future.</li> </ul> <p><u>Oral History Project</u></p> <ul style="list-style-type: none"> <li>- Continuing to translate recordings to use as video subtitles for elder interviews part of the Oral History Project.</li> </ul>
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>Hosted 2<sup>nd</sup> Mentor– Apprentice Program Training</u></p> <ul style="list-style-type: none"> <li>- Hosted a two-day Mentor-Apprentice training with Ms. Jennie DeGroat of NAU December 15-16 at the Hanam Ke:k Recreation Center.</li> <li>- Families and second language speakers currently teaching O'odham are working with mentors to further develop their language fluency. The training covered strategies and scenarios pairs may use when teaching and learning O'odham.</li> </ul> <p><u>Head Start Immersion School Transition Planning</u></p> <ul style="list-style-type: none"> <li>- The Head Start Centers made it through their first semester of transitioning to immersion schools. There is much ongoing work needed as it relates to O'odhamizing the classroom, lessons, resources, and materials. The Head Start team and O'odham Ni'oki</li> </ul>

		Ki: convened December 27 to develop an action plan for the immersion school needs and will continue to meet monthly toward meeting immediate needs of the Head Start teachers, students, and families.
--	--	--

## O'odham Ñi'okĩ Ki:

## Key Issues / Items Addressed in November 2023

## P. 2 of 2

Strategic Initiative	Issues/ Items	Actions/Assessments
Networking and Outreach – Organizing with the Community	Promoting Language Use and Language Visibility	<p>For December the language center conducted 13 outreach/community organizing events:</p> <p><u>Language Awareness Campaign Update</u></p> <ul style="list-style-type: none"> <li>- ____ The O'odham Ñi'okĩ Ki: in partnership with the Language Advocates group shared the initial community focused language awareness presentation to the BUSD School Board, highlighting the status of the language, strategies for moving the language forward and solicited the school district's support in sustaining the language.</li> <li>- ____ The next language awareness presentation is scheduled to take place with the District Chairs.</li> </ul> <p><u>Hosted Weekly Immersion Lunch in partnership with TOCC's Food Service Program</u></p> <ul style="list-style-type: none"> <li>- 12/5, 12/12, and 12/19</li> </ul> <p><u>Family Engagement with Head Start Parents and Families</u></p> <ul style="list-style-type: none"> <li>- 12/12– Pisin Mo'o, 12/13 – Santa Rosa, 12/14 – N. Komelik</li> </ul> <p><u>Other Outreach:</u></p> <ul style="list-style-type: none"> <li>- 12/2 – Gu Vo'o District Day (in partnership w/ Student Services)</li> <li>- 12/4 – Language Advocates Organizing Meeting</li> <li>- 12/8 – BUSD Miracle on Main Street (in partnership w/ Student Services)</li> <li>- 12/11 – Language Awareness Campaign Advisory Committee Planning Meeting</li> <li>- 12/13 – Language Awareness Campaign Video Development Meeting</li> <li>- 12/20- Santa Rosa Day School Christmas in the Desert</li> </ul>
Other	Providing help and support for campus-wide events.	<p><u>Himdag Committee Participation</u></p> <ul style="list-style-type: none"> <li>- Working closely with the Himdag Committee to organize meetings, plan and deliver specialized events. Upcoming events include: <ul style="list-style-type: none"> <li>o Campus Cleansing</li> <li>o Welcome Blessing</li> </ul> </li> </ul>

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

Issue	Discussion	Summary/resolution
AICF	Strategic Enrollment Management (SEM) Plan Grant	The SEM grant team worked during December to complete the proposal, which was submitted to AICF in December. We are waiting for feedback from our grant officer.
Dual Enrollment	Meeting with BUSD	President Robertson, Dean Pacheco, Ms. Sylvia Hendrix, Ms. Brandi Espuma, and I met with Superintendent Ruben Diaz and another high-level administration to start talks on how to systematically offer dual enrollment classes in BUSD. The target date is fall 2024.
Internal Processes	<ol style="list-style-type: none"> <li>1. Hiring</li> <li>2. Open Educational Resources (OER)</li> </ol>	<ol style="list-style-type: none"> <li>1. We are about to hire a mathematics instructor to fill the vacant position</li> <li>2. We continue working on having the most number of courses using OER to expedite access to students and to avoid extra expenditures in textbooks. Attached is a list of all courses that are using OER as of spring 2024.</li> </ol>

**Liz Zepeda, O'ohana Ki., December 2023**

Issue/Point	Discussion	Summary/resolution
Programming and Space Design	<ul style="list-style-type: none"> <li>• Sewing Workshop</li> <li>• Native American Heritage Film Series</li> <li>• One Stop</li> <li>• New Student Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Student Services and Education/ Library co-sponsored a two-day ribbon skirt sewing workshop for employees. This was meant to allow staff practice with assisting future participants. We had roughly 8-10 participants over the two-day session. Participants brought their own fabric.</li> <li>• The Native American Heritage Film Series was continued. December offerings were <i>Rhymes for Young Ghouls</i> and <i>More Than Frybread</i>.</li> <li>• One Stop Youth Program: O’odham Ńi’okĩ Ki: provided language-based activities, and the librarian presented where to find language resources online and in O’ohana Ki:’s collection.</li> <li>• Library services were highlighted as part of New Student Orientation</li> </ul>
Staffing and Additional Work	<ul style="list-style-type: none"> <li>• Tutor–Static</li> </ul>	<ul style="list-style-type: none"> <li>• The tutor still has not started due to pending paperwork. Another tutor was interviewed and hired. Paperwork is pending. This tutor can assist in writing, history, and math.</li> </ul>

### Teresa Newberry, PhD. NSF STEM Grant, December 2023

Issue	Discussion	Summary/resolution
This project is piloting the use of the Man in the Maze Educational Journey to increase student success and resilience in their academic programs.	Work is on-going in using Man in the Maze Educational Journey for student success at TOCC by working with faculty and creating animations.	There are 9 faculty who are implementing the Man in the Maze workbook in their courses and 1 who is implementing for Program-Level Assessment. <i>This work supports Goal 2: Indigenize and transform TOCC STEM Curriculum. Obj. 3.2 MiME Educational Journey with support by Cultural Mentor and Student Self-Assessment.</i>
Support for students during their transitions from TOCC to universities.	Working with UA on 2+2’s for Physical and Life Science programs in Health, Environment, and Computer Science	There are on-going meetings to work on the proposal which includes all the full-time science faculty and UA Engineering & Soil, Water, and Environmental Science. Meetings for 2+2 articulation pathways have taken place with UA’s Public Health, Nursing, Engineering, and Environmental programs and there are plans to update our programs to more closely align with these programs. <i>Goal 4: Support for Transitions from High School to TOCC to University</i>

<p>The Tohono Field Studies (TFS) Center will provide opportunities for students to professional skills so that they are prepared for a career in the sciences.</p>	<p>Planning is underway related to TFS Center to develop a TOCC Living Laboratory which will provide practical, hands-on learning at TOCC. Students' professional skills will also be enhanced by placement in internships through partnerships with TON and other agencies.</p>	<p>Work has resumed on the project with Teresa DeKoker as Landscape Design Consultant. We are waiting from a quote from Nighthawk Seeds and have plans to plant in January. We are working with Transforming Terrain on a quote for earthmoving and preparing information to order signs from Lark signs. <i>Goal 3: Promote professional preparedness of students.</i></p>
<p>Offer Scholarships for Ma:cidag Wo:g Scholars Program</p>	<p>Ma:cidag Wo:g Scholarships are offered to provide support and incentive for science majors as well as to have them serve as ambassadors for the program.</p>	<p>Ma:cidag Wo:g Scholarship awarded to 8 students. This work supports <i>Goal 2, Objective 3: Increased support for students</i></p>



<b>OER Use as of Spring 2024</b>						
ACC 101 1	Financial Accounting	OER				
ACC 101 2	Financial Accounting	OER				
ANR 221N 1	Soil Science	OER				
ANR 286N 1	Water Resources	OER				
ARH 102 1	History of Art II Renaissance	OER				
ARH 204 1	History of Native American Visual	OER				
ART 100 1	Basic Design	NO OER OR TEXTBOOK				
ART 104 1	Digital Media & Photography I	NO OER OR TEXTBOOK				
ART 105 1	Art Appreciation					
ART 110 1	Drawing I	NO OER OR TEXTBOOK				
ART 111 1	Jewelry Making & Beading	NO OER OR TEXTBOOK				
ART 150 1	Color & Composition	NO OER OR TEXTBOOK				
ART 151 1	Video I					
ART 180 1	Visual Communication Design I	NO OER OR TEXTBOOK				
ART 210 1	Drawing II	NO OER OR TEXTBOOK				
ART 225 1	Life Drawing (Drawing III)	NO OER OR TEXTBOOK				
ART 255 1	Printmaking I	NO OER OR TEXTBOOK				
ART 290 1	Portfolio					
AST 101N 1	Solar System	OER				
AST 102N 1	Stars, Galaxies, Universe					
BIO 100N 1	Biology Concepts	OER				
BIO 105N 1	Environmental Biology	OER				
BIO 109N 1	Natural History of the Southwest					
BIO 127N 1	Human Nutrition and Biology	OER				
BIO 160N 1	Intro.Human Anatomy & Physiology I	OER				
BIO 182N 1	Unity of Life II: Multicellular	OER				
BIO 232 1	Principles of Research in the	OER				

BIO 298 1	Service Learning Practicum	OER			
BIO 299 1	Research Practicum	OER			
BUS 100 1	Introduction to Business	OER			
BUS 148	Ethics in Business	OER			
BUS 220 1	Legal Environment of Business	OER			
CAG 100 1	Casino Gaming Industry Basics				
CAG 112 1	Indian Gaming Law & Policy				
CAG 133 1	Customer Service, Management, and				
CHM 121N 1	Chemistry and Society	OER			
CHM 151N 1	General Chemistry I	OER			
CHM 152N 1	General Chemistry II	OER			
CIS 100 1	Introduction to Computers	OER			
CIS 127 1	Programming and Problem Solving	OER			
CIS 140 1	Introduction to Risk Management	OER			
CIS 280 1	IT Project Management	OER			
CIS 297	Internship Practicum	OER			
CPH 101 1	Exploring Careers in Health	OER			
CPH 178 1	Personal Health and Wellness				
ECE 105 1	Introduction to Early Childhood	OER			
ECE 217 1	Child Development	OER			
ECE 217 2	Child Development	OER			
ECE 226 1	Effective Interactions and	OER			
ECE 228 1	Family, Culture, and Community	OER			
ECE 291 1	Internship for Students with	OER			
ECN 201 1	Microeconomic Principles				
EDU 200 1	Introduction to Education	OER			
EDU 202 1	Introduction to Special Education	OER			

EDU 202 1	A Introduction to Special Education	OER			
EDU 203 1	Classroom and Classroom	OER			
EDU 220 1	Children's Literature for Educators	OER			
HIS 101 1	Introduction to Western				
HIS 102 1	Introduction to Western				
HIS 122 1	Tohono O'odham History and Culture				
HIS 125 1	Tohono O'odham History and				
HIS 141 1	History of the United States I				
HIS 142 1	History of the United States II				
HIS 274 1	The Holocaust				
HUM 260 1	Intercultural Perspectives				
LIT 274 1	Native American Literature				
LIT 290 1	World Literature and Global Film				
MAT 089 1	Elementary Algebra	OER			
MAT 142H 1	College Mathematics	OER			
MAT 147 1	Mathematics for Elementary Teachers				
MAT 151 1	College Algebra	OER			
MAT 187 1	Precalculus				
MAT 187 2	Precalculus				
MAT 212 1	Topics in Calculus				
MAT 220 1	Calculus I				
MAT 225 2	Basic Statistics	OER			
MGT 110	Human Relations in Business	OER			
MGT 122 1	Supervision				
MGT 124 1	Small Business Management				
MGT 230 1	Dynamics of Leadership				
MGT 280 1	Business Organization and				

MKT 111 1	Principles of Marketing	OER			
PHI 101 1	Introduction to Philosophy				
PHY 121N 1	Fundamentals of Physics I	OER			
PHY 232 1	Principles of Research in Natural				
PHY 298 1	Service-Learning Practicum	OER			
PHY 299 1	Research Practicum	OER			
POS 110 1	American National Government				
POS 210 1	National and State Constitutions				
PSY 101 1	Introduction to Psychology	OER			
PSY 132 1	Psychology and Culture	OER			
PSY 214 2	Abnormal Psychology	OER			
PSY 240 1	Human Growth and Development	OER			
SLR 104 1	Basic Electricity				
SLR 225 1	Load Calculations				
SOC 101 1	Introduction to Sociology	OER			
SOC 127 1	Marriage and the Family	OER			
SSE 121 1	Introduction to Substance Abuse	OER			
SSE 123 1	Substance Abuse Prevention	OER			
SSE 146 1	Child Abuse Intervention and				
SSE 211 1	Group Technique Applications				
SSE 220 1	Treatment of the Substance Abuser				
STU 101 1	Becoming A Master Student	OER			
SWU 171 1	Introduction to Social Work				
SWU 291 1	Social Service Delivery Systems	OER			
SWU 295 1	Foundations of Social Work Practice				
THO 101 1	Elementary Tohono O'odham I				

THO 102 1	Elementary Tohono O'odham II				
THO 106 1	Conversational Tohono O'odham				
THO 202 1	Advanced Tohono O'odham				
TOS 115 1	Foundations of O'odham Philosophy				
TOS 121 1	Traditional Pottery	NO OER OR TEXTBOOK			
TRA 104 1	Introduction to Drama	NO OER OR TEXTBOOK			
WRT 101 1	Writing I				
WRT 102 1	Writing II				

## Student Services Highlights December 2023

Dean of Student Services – Yolanda Pacheco

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Fall Semester end Spring semester preparation	Registrar, Admissions, Financial Aid have been focused on closing out the Fall semester with processing final grades, scholarship disbursements, admission applications and registration for Spring semester.	December is a busy month for Student Services with the Fall semester ending and Spring semester soon to begin. Some staff will work overtime to assist students with onboarding for Spring. End of December approximately 950 students were registered for the Spring semester.

Disability Consultant – Dr. Anthony Osborn

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

Recruiter – Jai Juan

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Outreach	<ol style="list-style-type: none"> <li>1. IOHS Visit</li> <li>2. Gu-Vu Day</li> <li>3. FAFSA Night</li> <li>4. Native American Family Night</li> <li>5. Tribal College Journal Ad</li> <li>6. College Fair</li> <li>7. Youth On Their Own (YOTO) Visit</li> <li>8. Ha:sañ Preparatory &amp; Leadership School Presentation</li> </ol>	<ol style="list-style-type: none"> <li>1. Walked two students through the admissions process.</li> <li>2. Tabled at Gu-Vu District Day and provided community members with information regarding the upcoming semester.</li> <li>3. Helped Maricopa High School host a FAFSA night.</li> <li>4. Provided attendees with admissions and dual enrollment requirements at Tempe Unified School District Native Family Night.</li> <li>5. Helped Martha create an ad for the Tribal College Journal.</li> </ol>

		<p>6. Attended EdKey's College and Career Fair in Mesa Arizona.</p> <p>7. Provided YOTO staff with an overview of the College and led a campus tour of main campus.</p> <p>8. Visited Ha:sañ and hosted a session that included admissions and dual enrollment information and a virtual TOCC scavenger hunt.</p>
Admissions	<p>1. New Student Orientation</p> <p>a. In-person</p> <p>b. Virtual</p>	<p>1.</p> <p>a. Five students attended</p> <p>b. 13 students attended</p>
Ongoing Projects	<p>1. Updating Marketing Material</p> <p>2. AICF Digi Project</p> <p>a. BHS Visits</p> <p>b. Retreat</p> <p>c. College Visit Road trip</p> <p>3. 2024 College Preview Day</p>	<p>1. Shared poster design with others for review and input.</p> <p>2.</p> <p>a. Eight BHS AVID Juniors and Seniors visited TOCC for a time management and wellness workshop.</p> <p>b. Met with Jack from the American Indian College Fund and the Digi Team to discuss what we have accomplished and what comes next.</p> <p>c. Send out invitations to local high schools. I have received a response from Ha:sañ and Indian Oasis High School.</p>

## Dual Enrollment Coordinator – Brandi Espuma

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
New Business: Spring Orientation for Baboquivari Secondary	The orientation team will be visiting BHS dual enrollment students to discuss their enrollment and get them acquainted and prepared for the Spring semester.	The date is scheduled for 1/9/23
Ongoing: AICF Digitization Grant	Continue meeting with	Met with AVID Junior and

& SEM Grant	Baboquivari High School for college and career preparation.	Senior classes to discuss wellness and test prep along with a semester close-out discussion.
	The AICF Digi Team Retreat - PHX, AZ  SEM Grant	The grant team met over two days to regroup on the purpose and goals of the project. Discussed upcoming spring college road trip. Ongoing meetings with the team to discuss intentions and budget.
Ongoing: Outreach	Baboquivari Unified School District - Miracle on Main Street 12/8/23  Ha:San Preparatory and Leadership School 12/21/23	Visits to schools to reach out to students, parents, and community members to discuss dual or concurrent enrollment.

Counselor – Alberta Espinoza

TOPIC	DISCUSSION	SUMMARY/RESOLUTION
Title IX Training- Reminder emails were sent daily	700 student and staff participated.	This is a yearly requirement. Daily reminders that were sent did have a good impact. Students indicated that they hadn't take the training but the reminders sent were good.
Students who needed extra support	Discussed with student about how to finish the semester	Increase meet days with students. Communicate with Instructors. Encourage student(s) to get out of the dorm and study at the library.



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

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

<b>Issues/Items</b>	<b>Discussion/ Situation</b>	<b>Summary/Resolution</b>
Workforce and Community Development (WCD)	Tohono Kosin	We had interviews for the Assistant Cook position, but we have yet to decide to select the person for the position. We are now working with the Chief of Operations, Jay Juan, to address some issues of the Tohono Kosin with the Economic Development Authority. They are responding positively to address the issues regarding Suite 501 (Tohono Kosin) of the Tohono Plaza.
	Solar Panel Installer Program	We will have two classes offered in the Solar Installer program for the spring semester. The classes are Basic Electricity and Load Calculation.
National Telecommunications Information Administration (NTIA) Grant	Activities	We have a new computer literacy trainer, Marvin Carmen, working with the NTIA team, teaching in the districts. We have about 46 participants at this moment and are working to increase the number to 10 per district. We are also in the process of hiring a second trainer for the grant.
IT Department	Jenzabar issues	The IT team has been addressing Jenzabar's issues, such as the outage of the system several times a day. Problems started this month. IT team is directly working with Jenzabar technical support to address the issue.
Land Grant Office of Sustainability	Activities	The LGOS team is getting ready for the deployment of the horseshoeing training. There is a lot of interest in this training that will take place for eight weeks starting in February 2024.

Board of Trustees Report  
 Anselmo Ramon, M.Ed.  
 Chair of Workforce & Community Development  
*December, 2023 Report*

*Challenges-Resolutions and Accomplishments*

Program	Status	Recruitment	Summary
Apprenticeship (WCD) Directs any new Apprenticeship inquiries and former students who would like to re-enroll or enroll to Mr. Jackson Doe, Apprenticeship Director	<p>Solar Installer Program</p> <p>Courses to be offered Spring 2024 session.</p> <p><b>SLR 104 (1) Basic Electricity 3 Credits</b></p> <p><b>SLR 225 (1) Load Calculation 3 Credits</b></p> <p>WCD, Office of Sustainability and Education Dean continue to meet with Tohono O’odham Health Care Professionals to discuss a partnership with TOCC’s health care related occupations.</p> <p>CNA classroom equipment has been arriving to campus and will be set up in a designated classroom at Schuk Du-ag.</p> <p>The collaboration with Education and Sustainability, WCD and TOHC will continue on a monthly basis and as needed to clarify areas of collaboration with TONHC</p>	<p>WCD program continues to advertise the Solar Panel Installer program and encourage more students and community members to take advantage of the ‘free books and tuition’ offered by Tohono O’odham Community College.</p> <p>WCD offers the solar course on Saturday AC/DC and this has provided them the flexibility to work during the week and take the courses on the weekends.</p> <p>December 12, 2023 WCD, Dean of Sustainability made a visit to Pima College Desert Vista Campus to take a look at the CNA classroom and lab space. PCC is a state certified CAN training program.</p>	<p>The Solar program continues to advertise and promote the use of solar energy as a viable source of energy.</p> <p>The solar curriculum is designed to established the basics of electricity and the conversion of solar energy into useable electricity</p> <p>Student are provided with hands-on training in meter reading, NEC load calculations and conduit bending. Student have also had the opportunity to take trips to solar panel installer companies and job fairs.</p>
Culinary Arts Program	<p>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.</p>	<p>Tyrone Mandre has been hired as the Lead Cook for the Tohono Kosin and the Assistant Cook positions is still accepting applications for hire. This is an ongoing process.</p> <p>December 12, 2023 WCD/Sustainability made a visit to Pima College Desert Vista Campus CUA Kitchen. The chef gave us a brief introduction to their program.</p>	<p>TOCC office of Sustainability and WCD will continue to communicate with BHS and TOHS for services associated with the food service industry.</p>
Pre-College GED	<p>One Pre-College in-person GED position is currently open and interviews are being scheduled as</p>	<p>Math tutoring continues to assist students to master the math concepts required to pass the official GED exam. 9 out of 10</p>	<p>Bridget Pre-College GED Online Instructor continues to have classes four days each week. Students attend</p>

	<p>candidates apply and who meet the criteria for the position.</p> <p>The Pre-College GED program has Aztec software that assist students in building academic skills in all of the GED content areas, 4 computers are available for student use in the GED classroom.</p> <p>Pre-College GED students now have the opportunity to take the practice test from home as well as the official GED test.</p> <p>The Office of Sustainability and WCD have been working to establish the workflow for the (NTIA) The National to be shared with the districts on the Tohono O'odham Nation. Mr. Zuo &amp; 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"> <li>1. TON Computer Literacy Needs assessment (Apex &amp; WCD)</li> <li>2. Positions necessary to begin the work of the NTIA grant (TOCC)</li> <li>3. Series of planning meetings to be sure we are in line with our federal lead person.</li> </ol>	<p>students struggle with Math. Most who apply report that Math has always been the biggest barrier in school from k-high school. The average dropout grade is around 9<sup>th</sup> &amp; 10<sup>th</sup>. Average age of the GED students in our program is 34.</p> <p>June Starr, NTIA Curriculum Coordinator &amp; Mr. Zuo NTIA Director have been working on Computer Literacy Training in the Districts on the Tohono O'odham Nation. 110 laptops were purchased and are being used for community training in the 6 districts of the Tohono O'odham Nation</p> <p>December 9, 2023 NTIA presented the Computer Literacy Training Program to the Baboquivari District. December 16, 2023 NTIA staff presented the Computer Literacy Training Program to the San Xavier District.</p> <p>The Southern Arizona Tribal Broadband Roundtable Meeting was held at Tohono Community College on Monday, December 11, 2023, from 1:00 p.m. – 3:00 p.m. Arizona Governor's Office, the ACA State Broadband Team, and Federal Program Officer Nicole Umayam from the National Telecommunications and Information Administration (NTIA) presented the Broadband Equity, Access and Deployment (BEAD) and Digital Equity programs</p>	<p>via zoom. Linda Gates GED math tutor continue to meet with students via zoom sessions.</p> <p>Total students- 10 - In zoom-7 - independent- 3</p> <p>One student passed the official RLA exam, others have passed practice exams and are ready to schedule official exams in January 2024.</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>Two student are currently enrolled in our Fast Track Program and will complete their program by the end of January 2024. These two only need to pass the math exam to complete the GED requirements.</p> <p>The new hire for the NTIA Grant is Mr. Marvin Carmen. He has provided the much needed support in providing computer literacy training to district members. His workstation is located at Wisag Kos NTIA area.</p>
--	--	--	---



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

TO: Tohono O'odham Community College Board of Trustees  
 THRU: Paul Robertson, President  
 FROM: Sylvia Hendricks, Director of Student Life  
 DATE: January 2, 2024  
 SUBJECT: Student Life Staff **January 2024** Board Reports

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

Issues/Items	Actions/Assessment
Director of Student Life Monthly Highlights	<p>Just a few Highlights for the month for December 2023:</p> <ul style="list-style-type: none"> <li>➤ The month of December was a short month and ending the 2023 Fall Session as the Student Life Department continued to provide great meals, carry out Health/Wellness events and programming, tend to the needs of residence students checking out of the dorms for the winter break and last but not least, maintaining a safe environment for everyone on our campuses.</li> <li>➤ The Presidential Search and Screening Committee continues to meet on a weekly basis, Wednesday from 9 am – 12 pm. The HR Department continues to update the Board on the progress.</li> <li>➤ The following are extra meetings and events I attended during the month of December:             <ul style="list-style-type: none"> <li>○ Forum- Future Construction- 12/1</li> <li>○ AIHEC Supporters Meeting- 12/5</li> <li>○ Residence Life Coordinator Interviews- 12/12</li> <li>○ TOCC Annual Christmas Gathering- 12/15</li> </ul> <p>Just a quick highlight on a couple of these meeting/events. The President did a wonderful job on facilitating a discussion during the forum for Future Construction for TOCC and am looking forward to the approved next project of a Multipurpose Building.</p> <p>The AIHEC Supporters Meeting was getting entities of the college to support the plan for the upcoming AIHEC Student Conference.</p> </li> <li>➤ Attended the December Board of Trustees Meeting (BOT) along with all weekly and bi-weekly meetings, such as the weekly Immersion Luncheons,</li> </ul>

	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 for the 2024 Spring Session and to look forward to Students returning after the holiday break.</p> <p>The Food Program also continues to provide special meals for some of the department events that occurred during the month of December.</p> <p>Tyrone Mandre, Assistant Cook's last day with the Student Life Food program was on Wednesday 12/13/2023. I am working with HR Department on recruiting 2 Assistant Cooks, both full time and the Head Cook is working on announcing and recruiting for a Student Assistant Cook, which is part time. I am hoping that we can fill the 2 Assistant Cook position before the upcoming 2024 Spring Session.</p> <p>I-wempta Ki: kitchen closed the 2<sup>nd</sup> week in December for planning, cleaning and reorganizing supplies, etc. The kitchen will reopen on Tuesday, 1/16/2024 for the 2024 Spring Session.</p>
Community relations and outside college contacts	All areas of Student Life as well as the Athletic/Wellness Program have begun collaborating with other programs on and off the nation and within the TOCC departments, as you will read in this report.

**Anne Miguel- Residence Life Coordinator**

***Key Issues/Items addressed in 2023 December***

Please Note: I will share verbal updates for the Residence Life at the BOT Meeting on 12/11/2023  
Residence Life Coordinator has been out due to illness.

**Drew Harris- Athletic/Wellness Manager**

***Key Issues/Items addressed in 2023 December***

Issues/Items	Actions/Assessment
Working status	<ul style="list-style-type: none"> <li>a) As of today overall registrants to the Apedag Ki is 172.</li> <li>b) In the month of December 5 new registrants have signed up to the Apedag Ki:</li> <li>c) Overall user traffic in the month of December was 153.</li> <li>d) Social Media- Instagram: 577 over Followers as of November. Facebook: 3.2K likes, 3.3K Followers</li> </ul>
Coaching and Recruiting	<ul style="list-style-type: none"> <li>a) Currently in the offseason.</li> <li>b) Recruitment for next season has begun.</li> </ul>
Scheduling	<ul style="list-style-type: none"> <li>a) The Apedag Ki: monthly and weekly events was postponed the month of December until January. The last day on instruction is on Dec 8<sup>th</sup>.</li> <li>b) Apedag Ki: staff worked with Nation's Apedag Board to plan the upcoming Nation's Health Expo on January 5<sup>th</sup>.</li> <li>c) Plans have been set for January Vision Board Event Jan 20<sup>th</sup>.</li> </ul>

	<p>d) Planning for the upcoming “Biggest Winner Challenge” has been set for launch date of Jan 15<sup>th</sup>.</p> <p>e) Regular wellness classes have not been set for New Year. Waiting to hear back from instructors.</p>
Academics	a) Continuous follow up with runners on classes/credits and class schedule.
Administration	a) Changes to the sign in sheet and registration form will be made to start documenting how many of the active users of the Apedag Ki: are Employee, Students, or Community Members. Further reporting will be added to report.
Wellness	a) A total of 8 individuals are currently enrolled in the Personal Training Program.
Budget/Fundraising	a) The Apedag Ki: staff was approached by the President of the college proposing extra funding from the American Indian College Fund. The amount is for \$100,000. The budget Narrative was approved and use of the funds have already begun.
Outreach/Community Service	<p>a) 2023 Employee Health Expo “Resilience through Health &amp; Wellness in the Past, Present, &amp; Future” will take place Jan 5<sup>th</sup>.</p> <p>b) Future planning for monthly “Traditional Food Wellness Gatherings” are currently being planned.</p>

### **Valentine Lee- Lead Security**

#### ***Key Issues/Items addressed in 2023 December***

<b>Issues/Items</b>	<b>Actions/Assessment</b>
Student Issue/Disciplines	<ul style="list-style-type: none"> <li>• None</li> </ul>
Incidents reports	<ul style="list-style-type: none"> <li>• None to report for December</li> </ul>
Security Staff	<ul style="list-style-type: none"> <li>• Security continues to help each other cover shifts when others were taking time off or calling out sick.</li> <li>• There are no dorm students at this time and they will begin returning on January 14, 2023.</li> <li>• Security was given the Holiday week off with the college (greatly appreciated by Security Staff).</li> <li>• Requested for Tohono O’odham Police Department to do Drive Throughs and Security Guard Craig had the Security cell phone during the break in case something should happen during the break.             <ul style="list-style-type: none"> <li>○ The only call Craig reported was one (1) staff member requested access to Wisag Kos campus on Wednesday 12/27 for work purposes.</li> </ul> </li> </ul>



Evan Thomas <ethomas@tocc.edu>

---

## December 2023 BOT HR Report

2 messages

---

**Joseph Renegar** <jrenegar@tocc.edu>  
To: Evan Thomas <ethomas@tocc.edu>  
Cc: Aimee Farmer <afarmer@tocc.edu>

Tue, Jan 9, 2024 at 2:39 PM

Good afternoon,

Please see the attachments.

Sincere apologies for the late submission due to the unforeseen circumstances that came up last week.

Thank you,

**Joseph C. Renegar**

Tohono O'odham Community College

Human Resources Generalist

Hours: Monday - Friday 8:00 a.m. - 5:00 p.m.

[jrenegar@tocc.edu](mailto:jrenegar@tocc.edu)

---

### 3 attachments



**December 2023 Board Report Activities.docx**

14K



**December 2023 Resource List.docx**

25K



**December 2023 Employee Vacancy Log JR.docx**

28K

---

**Evan Thomas** <ethomas@tocc.edu>  
To: Joseph Renegar <jrenegar@tocc.edu>  
Cc: Aimee Farmer <afarmer@tocc.edu>

Tue, Jan 9, 2024 at 3:25 PM

Good afternoon, HR Generalist Renegar,

You're welcome to have five (05) sets of the referenced documents available - to be distributed to the board members and the president - at the meeting on Thursday.

Have a nice remainder of the day.

Evan

Evan Thomas

Special Assistant to the President

Extension 1601

[Quoted text hidden]

---

**TOHONO O'ODHAM COMMUNITY COLLEGE**

---

**TO:** BOARD OF TRUSTEES  
**THRU:** PAUL ROBERTSON, PRESIDENT  
**FROM:** AIMEE FARMER, CHIEF HUMAN RESOURCES OFFICER  
**SUBJECT:** AGENDA ITEM—**DECEMBER 2023 RESOURCE LIST**  
**DATE:** **1/9/2024**  
**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**  
**December 2023**

**New Hire:**

Name	Position	Date
Kyle Harvey	Facilities Maintenance Technician	12/4/2024
Marvin Carmen	Computer Literacy Trainer	12/4/2024
	Mr. Carmen was Security Officer with Desert Diamond Casino for 4 years. He was Surveillance Officer with Desert Diamond Casino for 1 year. He has been Lead Surveillance Officer with Desert Diamond Casino for 1 year.	
Monique Pablo-Johnson	Facilities Maintenance Technician	12/4/2024
	Ms. Pablo-Johnson was Residential Specialist with Tohono O'odham Ki:Ki Association for 4 months. She was Culture/Language Aide with Indian Oasis School District for 1 year and 3 months. She was Culture Teacher with Tohono O'odham Nation Early Childhood for 2 years. She was Teacher with Tohono O'odham Nation Early Childhood for 1 year. She was Custodian for Tohono O'odham Nation Utility Authority for 1 month. She was Custodial/Grounds Worker with Tohono O'odham Nation Executive Branch for 7 months.	

**Transfers:**

Name	Position	Date

**Separations:**

Name	Position	Date
Annamarie Stevens	Transition Coordinator	1/5/2024

**Tohono O'odham Community College**  
**Employment Vacancy Activity Log**  
**December 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	
Computer Information Systems (CIS) Adjunct Faculty	Edu	9		9	3	6	1/9/2024						Pending interview(s)
Curriculum Specialist	Edu	4		4	1	3	1/9/2024	3	1	7/21/2023			Pending missing documents
GIS Instructor	Sustain	16		16	3	13	1/9/2024	1	10				Pending interviews
Mathematics Instructor	Edu	18		18	7	11	1/9/2024	2	12	12/13/2023			Pending start date
Pre-College GED Instructor	Workforce Comm. Devlp.	9	1	8	4	5	1/9/2024	4		11/17/2023	1		Applicant declined position, pending HM reviews/missing documents
President	President's Office	17		17	3	14	1/9/2024						Final date for applications is 2/2/2024 (date to be potentially extended)
Plumbing Instructor	Apprentice Program	2		2		2	1/9/2024		2				Continue to advertise
Residence Life Coordinator	Stu Life	17	2	15	8	9	1/9/2024	4	6	12/12/2023			Tentative start date 1/15/2024
Student Success Coordinator	Stu Services	1		1		1	1/9/2024						Pending HM review(s)
Tohono Kosin Restaurant Manager	Workforce Development	1	1			1	1/9/2024						Received missing documents, Pending HM review(s)
Tohono O'odham Studies Director	Edu	5	1	4		5	1/9/2024						Pending interview(s)
Traditional Food Systems Outreach (TFSO)	Sustain	2	1	1	1	1	1/9/2024	1		12/6/2023			Pending start date

**Tohono O'odham Community College**  
**Employment Vacancy Activity Log**  
**December 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
Administrative Assistant- Finance	Admin.	1	1				1	1/9/2024						Pending missing documents
Assistant Cook (2)	Stu Life	3	3			3		1/9/2024						Pending interview(s)
Computer Literacy Trainer (2)	Sustain	2		1	1	2		1/9/2024	1		9/28/2023 11/16/2023			1 Position tentative start date 12/4/2023 1 Position pending start date
HR (Human Resources) Generalist	President's Office	17			17	1	16	1/9/2024	17		11/30/2023, 11/27/2023, 11/16/2023		2	Pending more interviews
Phoenix Center Site Technician	Stu Services	55	2	1	52	13	42	1/9/2024	8	32	11/29/2023, 11/27/2023, 11/22/2023,			Pending more interview(s)
Receptionist	Stu Services	27	7		20	17	10	1/9/2024	8	5	11/27/2023			Pending more interview(s)/ Potential Transfer of Library Assistant to Receptionist
Tohono Kosin Assistant Cook	Workforce Development	7	4	1	2	4	3	1/9/2024	5		11/21/2023, 11/20/2023			Interviews complete, pending meeting to select applicant

***December 2023 Board Report Activities***  
***Human Resources***

<b>Issues/Items</b>	<b>Discussion/ Situation</b>	<b>Summary/ Resolution</b>
Presidential Search	Recruitment process; review applications and qualified candidates under review by search committee	In-Progress
HR Archives	HR file inventory: scan, purge and shred documents	In-Progress
Records Management System	HR Records Management System in electronic and manual files	In-Progress
Advertise /Recruit Positions	Continuously advertise vacant positions, conducted interviews, pre-hire employment processing; and on-boarding candidates	New Hire(s): Kyle Harvey – Facilities Maintenance Technician Marvin Carmen – Computer Literacy Trainer Monique Pablo-Johnson – Facilities Maintenance Technician Transfer(s): N/A
Personnel Issues	1 Personnel Issue reported	
Website Redesigns for HR	Internal updates on the MyTOCC; and External updates on the HR section of the <a href="http://www.tocc.edu">www.tocc.edu</a> website	In-progress