Tohono O'odham Kekel Ha-Mascamakuḍ
Board of Trustees Regular Meeting
May 11, 2017
"U'us Wihogdag Maṣad"
The Mesquite Bean Gathering Month
and of Traditional Gardening

Tohono O'odham Kekel Ha-Maṣcamakuḍ
Board of Trustees Regular Meeting
May 11, 2017
U'us Wihogdag Maṣad
"The Month of Mesquite Bean Gathering and of Traditional Gardening"

GENERAL MATTERS

1. Call to Order/Roll Call
2. Invocation
3. Review & Approval of Agenda
4. Public Comment/Announcements/Upcoming Events
5. Minutes for Approval
   April 20, 2017
6. Executive Session

UNFINISHED BUSINESS

NEW BUSINESS

7. March 2017 Monthly Financial Statements
8. May 2017 Human Resource Report

REPORTS

9. Chairperson of the Board
10. President's Report
    a. Development
    b. Institutional Research
    c. Human Resources
    d. IT Department
11. Administrative Services
12. Education
13. Student Services
14. LLC Director

ADJOURNMENT

Tohono O'odham Kekel Ha-Maṣcamakuḍ
Board of Trustees Regular Meeting
April 20, 2017
Uam Maṣad - "The Yellow Month and of Pottery Making"

Call to Order/Roll Call

This meeting was called to order by Board Chairman, Bernard Siquieros at 9:08 AM.

Present	Excused Absence	BOARD OF TRUSTEES:
X		Bernard Siquieros, Chair
X		Jonas Robles, Vice Chair
	X	Elizabeth "Libby" Francisco, Secretary
X		Anthony Chana, Member
X		Dr. Ofelia Zepeda, Member
		CABINET MEMBERS:
X		Paul Robertson, President
X		Juana Jose, VP of Education
X		Sylvia Hendricks, VP of Student Services
X		Jane Latane, Director of Development
X		Joann Miguel, Interim VP – Admin & Finance
		Recorder:
X		Francina Francisco, Sr. Administrative Assistant
		Guests:
X		George Miguel, Department Chair of Occupational Programs
X		Mario Montes-Helu, Academic Chair
X		Michael Mainus, Controller
X		Annabah Conn, Institutional Research Director
X		Ben Jose, Research Assistant

EXECUTIVE SUMMARY

On April 20, 2017, TOCC Board of Trustee Meeting accepted/approved the following:

- March 9, 2017 Minutes
- Result of Election of Officers: Ofelia Zepeda, Chairperson; Bernard Siquieros, Vice-Chairman; Anthony Chana, Secretary
- Reinvest the amount available of $26,867.64 in the Community Foundation account
- February 2017 Monthly Financial Statements
- April 2017 Human Resources Report
- Reclassification of the Financial Aid Director position to Financial Aid Officer
- Reclassification of the Academic Chair position to Academic Dean
- Approval to submit a grant proposal to the Agnese Nelms Haury Program in Environment and Social Justice independently and explore other options for partnerships
- Continue to use the amount requested at the districts as the funding request from the Nation
- Agreeable to the location of the proposed site for the outdoor basketball court and proceed with the development of a multipurpose building concept at Main Campus
- Approval in seeking pertinent information to help Cabinet in reviewing and approving the submission of the HRSA Grant Proposal

Invocation by Jonas Robles

Review and Approval of Agenda

- Added HRSA grant proposal as item #18.
- The review of the TON allocation request and the presentation plan to Budget & Finance, HRDC Committee and TOLC will be combined as one agenda item.
- The request for placement of an outdoor basketball court at Main Campus and the request for approval to proceed with development of a multipurpose building concept at Main Campus including siting for a location will also be combined.

MOTION: Motion was made by Ofelia Zepeda to approve the agenda with changes, second by Jonas Robles.				
MOTION / SECOND	**FOR**	**AGAINST**	**ABSTAIN**	**ABSENT**
Zepeda/Robles	**4**	**0**	**0**	**1**
Motion Approved.				

Public Comment/Announcements/Upcoming Events

- The Annual Student Recognition awards ceremony will take place tonight, Thursday, April 20, 2017 from 3:00 PM to 5:00 PM in the Gewkdag Son Ki. There is an estimated 50 students who will be recognized including 20 students with GPA's above 3.4; and five males with 4.0 GPA's.
- The sign at Main campus is close to being fully operational.
- A proposal for an outdoor movie screening from the Loft was offered where they would have a movie selection to choose from and come set up equipment. A suggestion was a showcase of the movie "More than Frybread" starring local comedian Teresa Choyguha if possible.
- TOCC Graduation will be held on May 19, 2017.
- An early registration drive is scheduled for the week of April 24-28, 2017 with late hours, incentives and a prize drawing.

Minutes for Approval - March 9, 2017

MOTION: Motion was made by Anthony Chana to approve the March 9, 2017 Minutes, second by Jonas Robles.				
MOTION / SECOND	**FOR**	**AGAINST**	**ABSTAIN**	**ABSENT**
Chana/Robles	**4**	**0**	**0**	**1**
Motion Approved.				

Tour of Seed Storage Structure

Board of Trustees toured the ferrock seed storage structure at West Campus.

Executive Session entered at 10:05 AM; exited at 11:20 AM

UNFINISHED BUSINESS

Election of Officers

This item was tabled from the March meeting. The board requested to table the item until a full quorum of the board was present. March is the official annual meeting of the Board when elections of officers are held.

Nominations for Chair
Ofelia Zepeda nominated Bernard Siquieros, second by Anthony Chana.

Bernard stated that two years ago he committed to one more term as Chairman and would like to give the opportunity to another board member who would assume the role and suggested that Jonas Robles assume the responsibility as Chairman, Libby Francisco remain as the Secretary and Ofelia Zepeda assume the responsibility of Vice Chair.

Bernard Siquieros nominated Jonas Robles as Chair of the Board. Jonas recommended that the two individuals who have served on the Board longer assume the role of Chair and Vice Chair.

Anthony Chana nominated Ofelia Zepeda as Chairperson of the Board, second by Jonas. Anthony Chana motioned to close nominations for Chairperson, second by Jonas.

MOTION: Motion was made by Anthony Chana to elect Ofelia Zepeda as Chairperson of the Board, second by Jonas Robles.				
MOTION / SECOND	**FOR**	**AGAINST**	**ABSTAIN**	**ABSENT**
Chana/Robles	**3**	**0**	**1**	**1**
Motion Approved.				

Nominations for Vice-Chair
Ofelia Zepeda nominated Bernard Siquieros as Vice Chairman of the Board, second by Jonas Robles. Ofelia Zepeda moved to close nominations for Vice Chairman, second by Anthony Chana.

MOTION: Motion was made by Ofelia Zepeda to elect Bernard Siquieros as Vice Chairman of the Board, second by Jonas Robles.				
MOTION / SECOND	**FOR**	**AGAINST**	**ABSTAIN**	**ABSENT**
Zepeda/Robles	**4**	**0**	**0**	**1**
Motion Approved.				

Nominations for Secretary
Ofelia Zepeda nominated Anthony Chana as Secretary of the Board, second by Bernard Siquieros. Ofelia Zepeda moved to close nominations for Secretary, second by Bernard Siquieros.

MOTION: Motion was made by Ofelia Zepeda to elect Anthony Chana as Secretary of the Board, second by Bernard Siquieros.				
MOTION / SECOND	**FOR**	**AGAINST**	**ABSTAIN**	**ABSENT**
Zepeda/Siquieros	**4**	**0**	**0**	**1**
Motion Approved.				

Community Foundation Endowment Fund
The activity statement for 7/1/2016 – 12/31/16 shows a fund balance amount of $317,010.16 which includes an addition of $16,257.20 and a payment of $1,965.91 in management fees that equates to a change of about $14,291.29.

The fund has an available amount of $26,867.64 that can be withdrawn or reinvest back into the account. Official action requires a formal resolution from the board. The President and Controller recommended the funds be reinvested into the account.

MOTION: Motion was made by Bernard Siquieros to accept the recommendation to reinvest the amount of $26,867.64 back into the Community Foundation account, second by Jonas Robles.				
MOTION / SECOND	**FOR**	**AGAINST**	**ABSTAIN**	**ABSENT**
Siquieros/Robles	**4**	**0**	**0**	**1**
Motion Approved.				

NEW BUSINESS

February 2017 Monthly Financial Statements

Bank of America, Regular Operational Checking Account	$1,851,878
Bank of America – AIHEC	$5,977
Capital Campaign	$2,362
Bookstore Cash	$826
Change Fund	$100
Cash and Cash Equivalents in all accounts	$1,861,143
Investments follow:	
Community Foundation (endowment fund)	$328,752
Wells Fargo Securities, Building/Operating Reserve	$1,630,946
	$1,959,821
Other Assets	$9,780,821
Total Unrestricted Assets	$13,601,662

Highlights of the report include:

- Of the budgets that remained untouched during the fiscal year, a total of $88,000 was frozen. These budgets include a mixture of tribal allocation and government funding, including PL-471.
- At this point to be on budget, budgets should have a total remaining budget of 33%, using 67% to date.
- For continuing education, there is a remaining balance of 99%. There will be a two-week horse shoeing class, two quilting classes and a computer class for the elders will be taking place before the end of the fiscal year. This fund typically covered the contract for the Caregiver Training that was not offered this year.
- The GED program is also underspent, however travel expenses for the GED Instructor will be charged to cover lodging fees for overnight stays in San Lucy.
- The Athletics budget currently is frozen` to keep spending in line
- For the General Support budget, there is an error in encumbrances for legal fees. Membership fees cover fees for AIHEC, HLC and other memberships.

MOTION: Motion was made by Bernard Siquieros to accept the February 2017 Monthly Financial Statement, second by Anthony Chana.				
MOTION / SECOND	**FOR**	**AGAINST**	**ABSTAIN**	**ABSENT**
Siquieros/Chana	**4**	**0**	**0**	**1**
Motion Approved.				

April 2017 Human Resource Report

New hires:

- Jerry Edwards, Student Success Center Intern
- Sage Listo – Landscaper
- Juki Patricio – Landscaper

Separations

- Richard Galarza, Carpentry Instructor
- Gabriella Cazares-Kelly, Academic Advisor
- Shovonne Lewis, Security Guard
- Richard Pablo, USDA Assistant
- David Stone, USDA Research Grant Project

A report will be requested from David Stone regarding the status of the NIFA Research Project. It was understood that the staff would not be released until the project is completed.

MOTION: Motion was made by Jonas Robles to accept the April 2017 Human Resources Report, second by Anthony Chana.				
MOTION / SECOND	**FOR**	**AGAINST**	**ABSTAIN**	**ABSENT**
Robles/Chana	**4**	**0**	**0**	**1**
Motion Approved.				

Position Reclassification

a. Financial Aid Officer

A request to reclassify the position of Financial Aid Director to Financial Aid Officer was presented. The justification for this request was that the position no longer requires the role of a Director and is more of an administrative position. The position requires keeping up to date with changes and updates to the federal reporting requirements.

Novia James is actively filling the position on a temporary basis. The position includes a salary change and will be advertised. This position will be a lead position and will provide supervision over the Financial Aid Technician.

MOTION: Motion was made by Bernard Siquieros to approve the reclassification of the Financial Aid Director to Financial Aid Officer, second by Anthony Chana.				
MOTION / SECOND	**FOR**	**AGAINST**	**ABSTAIN**	**ABSENT**
Siquieros/Chana	**4**	**0**	**0**	**1**
Motion Approved.				

b. Academic Dean

A request to reclassify the Academic Chair position to Academic Dean was presented by the Vice President of Education. The justification of this request was based on the increased student population and educational needs of the Nation. This position will

assume additional duties related to the online course development, managing and directing academic programs, collaborating on grant projects, etc.

The current Academic Chair will automatically assume the position of Academic Dean. A salary range was proposed and a salary will be negotiated based on experience.

MOTION: Motion was made by Bernard Siquieros to approve the reclassification of the Academic Chair position to Academic Dean of Education, second by Jonas Robles.				
MOTION / SECOND	**FOR**	**AGAINST**	**ABSTAIN**	**ABSENT**
Siquieros/Robles	**4**	**0**	**0**	**1**
Motion Approved.				

Agnese Nelms Haury Program in Environment and Social Justice Grant Proposal
A grant proposal the Agnese Nelms Haury Program in Environment and Social Justice to establish a partnership between the Native Nations Institute at the University of Arizona and the College. The proposed project includes developing policy relevant materials on indigenous environmental and ecological policy at the borderlands as part of the Studies in Indigenous Borderlands program at TOCC.

The amount of the grant request is $50,000 per year for two years. Adrian Quijada will serve as the Director for the grant. The proposal includes Camillus Lopez and Teresa Newberry as participants. New staff include three Student Interns and Amy Juan as the Cultural Teacher and Community Organizer.

Related to the proposal, board was concerned with the following statement on the grant request form: "A request to collaborate with another entity that is the lead applicant for a grant must be approved by the Cabinet, but does not have to be approved by the TOCC Board. A Letter of Agreement to collaborate, or to support must be signed by the TOCC President." Because the Board has fiduciary responsibility for the College, any activities that involve fiduciary is the responsibility of the TOCC Board and must be approved by the Board. Therefore, the form needs to be amended to note that the Board is the approval body for collaborations with other entities.

Board members expressed concerns about entering a partnership with the Native Nations Institute, based on past experience between that entity and the Nation. The Board recommended that the College apply for the grant without the partnership with Native Nations Institute and explore other entities with expertise to partnership with. The grant is due on May 15, 2017, selections made by June 30, 2017 and grant funds available by July 3, 2017. Work will begin in the summer and throughout the year. This proposal was approved by Cabinet.

MOTION: Motion was made by Bernard Siquieros that the college submit a grant proposal to the Agnese Nelms Haury Program in Environment and Social Justice independently and explore other options for partnerships, second by Jonas Robles.				
MOTION / SECOND	**FOR**	**AGAINST**	**ABSTAIN**	**ABSENT**
Siquieros/Robles	**4**	**0**	**0**	**1**
Motion Approved.				

MOU – TOCC and UofA Native Nations Institute
Based on the discussion of the Agnese Nelms Haury Program in Environment and Social Justice grant proposal, the college will have further discussions with the Native Nations Institute regarding the services that would be offered as well as exploring other entities to partnership with.

Review TON Allocation Request and Presentation Plan to Budget & Finance, HRDC Committee and TOLC
Francina noted that the Baboquivari District has requested a presentation of the 2016 Annual Report to the District Council on May 20, 2017. The college must present to the HRD Committee and Budget and Finance Committee before presenting to the council

President reformatted the presentation packet to include the college goals and a spreadsheet of the proposed projected revenues and expenditures for FY 2018-2022.

Ryan Claw, the Nation's Treasurer, indicated that the annual amount of the request was actually less than what was received in 2017. It was the understanding that the funding request was 10% additional per year. Legislative Council Budget and Finance has already set aside an amount appropriated in 2017, different from what the College has presented to the Districts, which have supported a 10% increase; it is not certain the College would receive the amount requested.

Possibilities:

Total amount received for Fiscal Years 2013-2017: $22,060,800;
Amount received for FY 2017: $4,856,600

If the College receives funding based on FY 2013-2017 amount, the total amount that will be received for FY 2018-2022 will be: $22,060,800; a total amount of $4,412,160 each year in FY 2018 to 2022.

The difference: $4,856,600 (amount received for FY 2017) - $4,412,060 (amount that would be allocated, if there is a flat allocation instead of the 10% increase the College is requesting) = $444,440 per yearand that will result in a smaller budget.

It was noted that tribal colleges are typically dependent on grants by about 60% of annual budgets.

Board proposed a presentation to the Legislative Council in June 2017 with a worst-case scenario of a July approval for the budget. If so, the college may need to withdrawal from investment account to cover operational costs and credit back once funding is received from the Nation.

MOTION: Motion was made by Bernard Siquieros to continue to use the amount requested at the districts as the funding request from the Nation, second by Jonas Robles.				
MOTION / SECOND	**FOR**	**AGAINST**	**ABSTAIN**	**ABSENT**
Siquieros/Robles	**3**	**0**	**0**	**2**
Motion Approved.				

Request for placement of an outdoor basketball court at Main Campus
TOCC has a chance of receiving the funds of $50,000 to construct the basketball court. Site maps for the proposed locations of the outside basketball court and the multipurpose building were presented.

The LLC would construct the basketball court. Title III will accommodate additional costs for construction of the court if needed. A proposed underlay of concrete and an interlocking surface composition, similar to the material used for the Ki:Ki Association's outdoor court. The court would provide for volleyball and or tennis equipment. The board was agreeable to the location of the basketball court.

Request for approval to proceed with development of a multipurpose building concept at Main Campus, including siting location
For the multipurpose building concept, Jane Latane and Kristen Eberhardt visited ESB Design Build company to see what they offer in steel modular buildings. The company is a member of Mohave; if used, TOCC would not have to put out a bid for the project.

Mohave Arizona Cooperative Purchasing is a cooperative non-profit whose members pay an administrative fee. It uses a sealed solicitation bidding process to obtain contracts for its members. The members can then contract with a vendor without another bidding process.

ESB has built numerous buildings for educational entities including Dine College. ESB will provide a tentative cost to construct a multipurpose building with costing for offices, basketball/volleyball court, and cafeteria elements separately. The information about ESB and cost projections will be presented to Cabinet for assessment of the company and determination whether it should be used then providing a recommendation to the Board when funds become available. Board agreed to proceed with the development of a multipurpose building concept at Main Campus but to ensure there are no commitments made to ESB. To date there has been no commitment made; ESB Design Build will be visiting the College on May 9, 2017 to look at the site and provide recommendation.

HRSA Grant Proposal
A Notice of Funding Availability (NOFA) was announced from the Federal Department of Health and Human Services/ Health Resource Service Administration (HRSA) for a Behavioral Health Certificate program. This funding could provide funding for one-year certification scholarships for students in the behavioral health field to prepare students for direct employment and/or further education. The amount of the grant is $300,000 per year for four years.

Seventy percent of the funds will be used for scholarships and thirty percent for administration. It would provide scholarships of up to $3,000 for full time students to cover tuition, fees and supplies, and up to $1,500 per year for part time students. The certificate will be earned in 12 months for full time students, and 24 months for part time students.

This funding could provide a cohort of 70 students including employees of the Nation, targeting the Behavioral Health Counselors, Child Welfare Case Managers, Community Health Representatives, Support Counselors, Other Outreach Workers, Social Services Aides, etc. This grant proposal would fit into the health curriculum that is currently being developed and to help meet the health needs of the Nation.

Currently there are 26 students enrolled in the Social Services major at TOCC. Board felt there needed to be a commitment from the programs that were identified before making a decision.

MOTION: Motion was made by Bernard Siquieros to provide approval in seeking pertinent information to help Cabinet in reviewing and approving the submission of the HRSA Grant Proposal, second by Anthony Chana				
MOTION / SECOND	**FOR**	**AGAINST**	**ABSTAIN**	**ABSENT**
Siquieros/Chana	**4**	**0**	**0**	**1**
Motion Approved.				

REPORTS

Due to the time and allowing staff and Board to participate in the Student Recognition Ceremony, it was suggested that the Board review the reports submitted by Departments; if questions and clarifications are required, they will be addressed at the May meeting.

A copy of the draft agenda for commencement will be provided by email. Ofelia Zepeda, as the newly elected Board Chair will provide the welcome address for the Board at commencement.

ADJOURNMENT

MOTION: Motion was made by Bernard Siquieros to adjourn the meeting at 2:17 PM, second by Anthony Chana.				
MOTION / SECOND	**FOR**	**AGAINST**	**ABSTAIN**	**ABSENT**
Siquieros/Chana	**4**	**0**	**0**	**1**
Motion Approved.				

INTEROFFICE MEMORANDUM

TO: TOCC BOARD OF TRUSTEES

FROM: MIKE MAINUS, CONTROLLER

DATE: 5/1/2017

AGENDA ITEM: **MONTHLY FINANCIAL REPORTS FOR MARCH 2017**

EXECUTIVE SUMMARY

Enclosed are the financial reports for March 2017, as detailed budget reports by department. The format correlates with the audited financial statements, generally accepted accounting principles and internal account structure.

Cash and cash equivalents at March 31, 2017 follow:	
• Bank of America, regular operational checking account	$ 1,695,760
• Bank of America-AIHEC	5,977
• Capital Campaign	3,093
• Bookstore Cash	1,636
• Change Fund	100
Cash and cash equivalents in all accounts	1,706,566
Investments follow:	
• Community Foundation	330,054
• Wells Fargo Securities, Building/Operating Reserves	1,632,174
Investment Total	1,962,228
Other assets	$ 9,703,915
Total unrestricted assets	$13,372,709

Recommendation:
The President recommends that the Board of Trustees shall accept the March 2017 financial report.

Tohono O'odham Community College
Statements of Financial Position
March 31, 2017, and June 30, 2016 (Audited)
(Intended for internal management purposes only)

Assets	(Unaudited) March 31 2017	(Unaudited) February 28 2017	(Audited) June 30, 2016
Bank of America - operating account	$ 1,695,760	$ 1,851,878	315,621
Wells Fargo - building and operating reserves	1,632,174	1,615,981	1,610,449
Bank of America - capital campaign account	3,093	2,362	5
AIHEC Conference Account - Bank of America	5,977	5,977	5,977
Community Foundation of Southern Arizona - endowment	330,054	322,979	302,719
Bookstore cash	1,636	1,240	886
Petty cash	100	100	100
* Student accounts receivable, net of allowance for doubtful accounts	59,676	128,194	13,309
Unreaized (Gains) Losses on Investments			-
Contracts and grants receivable	305,648	305,648	305,648
Other receivables	92,598	64,336	49,018
Prepaid expenses	2,002	2,002	42,099
Bookstore inventory	148,840	143,727	65,632
Investment in LLC	126,555	126,555	126,555
* Land, buildings and equipment, net of accumulated depreciation	8,968,596	9,093,145	9,507,948
	$ 13,372,709	$ 13,664,124	$ 12,345,966
Liabilities and Net Assets			
Liabilities:			
Accounts payable and accrued expenses	$ 30,656	$ 162,335	$ 482,357
Salary related payable	356,671	329,798	342,193
Deposits Held	14,710	15,300	5,977
Deferred grant revenue	152,915	152,915	152,915
	554,952	660,348	983,442
Net assets:			
Unrestricted:			
Designated by the board of trustees	1,818,011	1,818,011	1,818,011
Expended for property and equipment	9,507,948	9,507,948	9,507,948
Designated for operating budget plus grants	1,182,219	1,285,495	(273,014)
	12,508,178	12,611,454	11,052,945
Temporarily restricted	13,518	34,859	13,518
Permanently restricted	296,061	357,463	296,061
	309,579	392,322	309,579
	$ 13,372,709	$ 13,664,124	$ 12,345,966

*Recap #1

* Recap Explained of Net Students Accounts Receivable	March 2017	February 2017	June 2016
Accounts Receivable	$ 175,403	$ 244,127	$ 129,036
Allowance for Bad Debt	(115,727)	(115,933)	(115,727)
* Student accounts receivable, net of allowance	$ 59,676	$ 128,194	$ 13,309

*Recap #2

* Recap Explained of Net Net Fixed Assets	March 2017	February 2017	June 2016
Land Buildings & Equipment	$ 14,563,335	$ 14,627,499	$14,554,829
Allowance for Depreciation	(5,594,739)	(5,534,354)	(5,046,881)
* Student accounts receivable, net of allowance	$ 8,968,596	$ 9,093,145	$ 9,507,948

Tohono O'odham Community College
Statement of Activities - Budget and Actual
For the Month Ended March 31, 2017
(Intended for internal management purposes only)

UNRESTRICTED OPERATING BUDGET	Year-to-Date Actual	Annual Budget	Budget Variance	Remaining %
Unrestricted revenues:				
Tuition and fees	$ 210,220	$ 291,310	$ (81,090)	28%
Student Housing	79,700	90,000	(10,300)	11%
Legislative appropriation - Tohono O'odham Nation	4,856,600	4,856,600	-	0%
Tribal Community College Act	936,556	840,000	96,556	0%
Indirect costs recovered on restricted federal grants	18,621	22,400	(3,779)	17%
Unrestricted gifts and donations	5,494	54,700	(49,206)	90%
Bookstore sales	77,777	75,000	2,777	-4%
Interest and dividend income	39,897	47,000	(7,103)	15%
Miscellaneous income	162,526	2,000	160,526	0%
Basketball Sales	22,528	15,000	7,528	0%
Basketball Gifts	9,500	10,000	(500)	0%
Endowment/WF Realized Gains	1,017		1,017	0%
Endowment/WF Unrealized Gains	12,357	-	12,357	0%
LLC Unrestricted	95,756	143,634	(47,878)	33%
	6,528,549	6,447,644	80,905	-1%
Unrestricted expenses:				
Educational program services:				
Instruction	907,333	1,321,730	423,397	32%
Student services	1,036,083	1,295,936	259,853	20%
Auxiliary enterprises	57,844	78,952	21,108	27%
Supporting services:				
Academic support	487,661	665,362	177,701	27%
Institutional support	1,905,387	2,025,370	(18,346)	-1%
Facility operations and maintenance	751,427	1,047,218	295,791	28%
Addition to reserves	-	-	-	
	5,145,735	6,434,568	1,159,504	18%
Unrestricted excess (deficiency)	$ 1,382,814	$ 13,076	$ 1,078,599	

TOHONO O'ODHAM COMMUNITY COLLEGE

Unrestricted Budget Activity

For the Month Ended March 31, 2017

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended March 31, 2017
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 25%

	Year-to-Date Actual	Annual Budget	Remaining Budget	Remaining %
INSTRUCTION				
Instruction - 1100				
Compensation	$ 576,352	$ 804,970	$ 228,618	28%
Employee related expenses	135,894	159,792	23,898	15%
Employee tuition waivers	-	2,000	2,000	100%
Travel and training	(229)	9,600	9,829	102%
Mileage	65,471	129,000	63,529	49%
Registrations	275	1,200	925	77%
Communications	-	500	500	100%
Licenses and fees		750	750	100%
Memberships	110	0	(110)	0%
Consultant Fees	6,825	8,000	1,175	15%
Education & Art Program supplies	7,547	17,550	10,003	57%
Office supplies	3,270	5,000	1,730	35%
Meeting expense	3,083	5,100	2,017	40%
Contracts / Subcontracts	-	5,000	5,000	100%
Other tools & equipment		7,000	7,000	100%
Furniture & fixtures	-	1,000	1,000	100%
	$ 798,598	$ 1,156,462	$ 357,864	31%
Continuing Education - 1103				
Advertising	$	$ -	$ -	
Consultant Fees		1,000	1,000	100%
Education Supplies	11	1,000	989	99%
Meeting Expenses	738	500	(238)	-48%
Tuition & Fee Waivers		2,500	2,500	100%
Contracts/ subcontracts		13,500	13,500	100%
Computer Equipment	-	600	600	100%
	$ 749	$ 19,100	$ 18,351	96%
Apprenticeship - 1500				
Compensation	$ 81,275	$ 99,676	$ 18,401	18%
Employee related expenses	18,567	25,367	6,800	27%
Employee tuition		600	600	100%
Travel and training	224	2,500	2,276	91%
Mileage	1,232	2,000	768	38%
Registrations	177	1,000	823	82%
Education supplies		500	500	100%
Office supplies	2,487	1,200	(1,287)	0%
Meeting Expense	0	500	500	100%
Tuition Waivers		275	275	100%
Other Tools and Equipment	0	10000	10000	100%
	$ 103,962	$ 143,618	$ 39,656	28%
GED-ABE - 1800				
Employee Tuition Waivers	$	$ 2,000	$ 2,000	100%
Travel and training		8,000	8,000	100%
Mileage	3,854	500	(3,354)	0%
Education supplies	170	750	580	77%
Office supplies	-	300	300	100%
	$ 4,024	$ 11,550	$ 7,526	65%
			-	
			-	
TOTAL INSTRUCTION	$ 907,333	$ 1,330,730	$ 423,397	32%
			-	
			-	

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended March 31, 2017
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 25%

	Year-to-Date Actual	Annual Budget	Remaining Budget	Remaining %
STUDENT SERVICES			-	
			-	
Student services - 5100			-	
Compensation	$ 331,794	$ 430,323	$ 98,529	23%
Employee related expenses	94,855	108,818	13,963	13%
Recruiting	2,484	11,000	8,516	77%
Employee tuition waivers		1,000	1,000	100%
Travel and training	6,653	12,000	5,347	45%
Mileage	2,945	5,000	2,055	41%
Registrations	510	2,500	1,990	80%
Communications	1,226	2,200	974	44%
Printing	370	3,301	2,931	89%
Subscriptions/periodicals	-	200	200	100%
Memberships	100	805	705	88%
Advertising	1,265	3,000	1,735	58%
Comm/student events & Promotiona;	3,966	14,500	10,534	0%
Promotional	1,392	1,500	108	100%
Student Meals	32,748	40,000	7,252	18%
Education supplies	917	3,500	2,583	74%
Office supplies	4,144	4,630	486	10%
Meeting expense	340	2,000	1,660	83%
Graduation	-	8,000	8,000	100%
Contract/Subcontracts	600	-	(600)	0%
Miscellaneous Other Expense	700	-	(700)	0%
Furniture and Fixtures	5,666	5,870	204	100%
	$ 492,675	$ 660,147	$ 167,472	25%
Financial aid office - 5200				
Compensation	$ 92,787	$ 98,695	$ 5,908	6%
Employee related expenses	26,392	32,236	5,844	18%
Travel and training	-	2,000	2,000	100%
Registrations	-	500	500	100%
Memberships	-	300	300	100%
Office supplies	841	1,000	159	16%
Office equipment	103	1,000	897	90%
	$ 120,123	$ 135,731	$ 15,608	11%
Athletics - 5300				
Recruiting Expense	$ 5,536	$ 7,750	$ 2,214	29%
Other employee expense	2,000	2,000	-	0%
Travel and training expense	3,960	4,542	582	13%
Vehicle Rental	18,061	16,000	(2,061)	-13%
North American Classic	16,458	16,458	-	0%
Fuel	1,462	3,000	1,538	0%
Hotel	13,136	5,000	(8,136)	0%
Retail Apparel Purchases	12,571	19,500	6,929	0%
Meals	27,431	25,000	(2,431)	-10%
Memberships	5,907	7,000	1,093	16%
Advertising & Promotion	5,449	6,000	551	9%
Consultant Fees	20,310	19,500	(810)	-4%
On Travel Medical	255	500	245	0%
Other Professional Fees	1,693	4,000	2,307	58%
Office Supplies	704	1,500	796	53%
Tuition Waivers		48,000	48,000	100%
Contracts/Subcontracts	152,714	152,500	(214)	0%
Program Supplies	41,264	34,500	(6,764)	-20%
	328,911	372,750	43,839	12%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended March 31, 2017
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 25%

	Year-to-Date Actual	Annual Budget	Remaining Budget	Remaining %
Student Life - 5400				
Compensation	$ 46,937	$ 65,308	$ 18,371	28%
Employee related expenses	16,773	17,800	1,027	6%
Travel and training expense	1,985	3,000	1,015	34%
Registration expenses	435	1,000	565	57%
Communications	514		(514)	0%
Memberships	50	500	450	90%
Comm/student events	6,699	9,000	2,301	26%
Consultant Fees		500	500	100%
Education supplies	-	200	200	100%
Office supplies	970	1,000	30	3%
Meeting Expense	402	2,500	2,098	84%
Custodial Expenses	1,128	5,000	3,872	77%
Miscellaneous other expenses	1,370			
Furniture & Fixtures	5,711	6,000	289	5%
Stipends	10,940	14,800	3,860	26%
	93,914	126,608	32,694	26%
Student senate - 1410				
Meeting expense	$ 460	$ 700	$ 240	34%
	$ 460	$ 700	$ 240	34%
			-	
TOTAL STUDENT SERVICES	$ 1,036,083	$ 1,295,936	$ 259,853	20%
			-	
AUXILIARY ENTERPRISES			-	
Bookstore - 9100			-	
Compensation	$ 37,120	$ 47,000	$ 9,880	21%
Employee related expenses	10,911	14,952	4,041	27%
Office supplies	6,298	6,000	(298)	-5%
Promotional	3,515	11,000	7,485	68%
TOTAL AUXILIARY ENERPRISES	$ 57,844	$ 78,952	$ 21,108	27%
			-	
ACADEMIC SUPPORT			-	
			-	
Academic support - 1200			-	
Compensation	$ 249,402	$ 318,810	$ 69,408	22%
Employee related expenses	60,377	73,430	13,053	18%
Employee tuition waivers	-	-	-	
Travel and training	3,899	7,000	3,101	44%
Mileage	3,340	5,000	1,660	33%
Registrations	500	3,000	2,500	83%
Communications	514	1,200	686	57%
Printing	-	-	-	0%
Memberships		500	500	100%
Community/Student Events	400	2,000	1,600	80%
Consultant fees	1,450	5,000	3,550	71%
Advertising	1,215	2,400	1,185	49%
Education supplies		-	-	0%
Office supplies	1,161	2,500	1,339	54%
Meeting expenses	1,413	1,700	287	17%
Promotional	-	1,000	1,000	100%
Computer Equipment	-	3,500	3,500	100%
	$ 323,671	$ 427,040	$ 103,369	24%
			-	

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended March 31, 2017
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 25%

	Year-to-Date Actual	Annual Budget	Remaining Budget	Remaining %
Library - 4130			-	
Compensation	$ 103,333	$ 132,934	$ 29,601	22%
Employee related expenses	31,471	38,005	6,534	17%
Travel and training	-	3,160	3,160	100%
Printing	281	1,000	719	72%
Vehicle Rental		300	300	100%
Memberships		120	120	100%
Consultant fees	9,270	14,256	4,986	35%
Office supplies	1,428	4,000	2,572	64%
Meeting expenses		150	150	100%
Subscriptions/periodicals	8,611	18,764	10,153	54%
Contracts/subcontracts	8,783	7,028	(1,755)	-25%
Promotional		200	200	100%
Office equipment	-	6,455	6,455	100%
Computer equipment		1,200	1,200	100%
Library collection	813	10,750	9,937	92%
	$ 163,990	$ 238,322	$ 74,332	31%
			-	
TOTAL ACADEMIC SUPPORT	$ 487,661	$ 665,362	$ 177,701	27%
			-	
INSTITUTIONAL SUPPORT			-	
			-	
			-	
President's office - 6100			-	
Compensation	$ 111,392	$ 139,456	$ 28,064	20%
Employee related expenses	33,917	43,745	9,828	22%
Employee Tuition Waiver	-	10,000	10,000	100%
Student related travel	-	6,000	6,000	100%
Travel and training	457	8,000	7,543	94%
Mileage	5,086	8,000	2,914	36%
Registrations	-	3,000	3,000	100%
Consultant fees	887	2,000	1,113	56%
Communications	92	-	(92)	0%
Office supplies	998	1,500	502	33%
Meeting expenses	90	2,500	2,410	96%
Subscriptions/periodicals		250	250	100%
Promotional		500	500	100%
Miscellaneous	35	500	465	93%
Office Equipment	770	1,000	230	23%
Computer equipment		2,000	2,000	100%
	$ 153,724	$ 228,451	$ 74,727	33%
Community liaison/Himdag - 6150				
Community student events	$ 2,820	$ 3,000	$ 180	6%
Building Material		500	500	100%
Meeting expenses	343	2,500	2,157	86%
Promotional	-	500	500	100%
	$ 3,163	$ 6,500	$ 3,337	51%
Board of Trustees - 6190				
Trustee fees	$ 18,200	$ 20,000	$ 1,800	9%
Travel and training		5,000	5,000	100%
Mileage	5,448	6,000	552	9%
Registrations		2,000	2,000	100%
Meeting expenses	1,450	3,000	1,550	52%
	$ 25,098	$ 36,000	$ 10,902	30%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended March 31, 2017
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 25%

	Year-to-Date Actual	Annual Budget	Remaining Budget	Remaining %
Institutional Research - 1300				
Compensation	$ 81,741	$ 104,609	$ 22,868	22%
Employee related expenses	12,925	22,315	9,390	42%
Travel and training	1,927	3,000	1,073	36%
Mileage	1,232	1,760	528	30%
Communications	834	1,000	166	17%
Vehicle Rental	124	200	76	0%
Memberships		995	995	100%
Licenses & Fees	-	350	350	100%
Office Supplies	324	1,000	676	68%
Meeting Expenses	268	800	532	67%
Contracts/Subcontracts	1,052	2,100	1,048	50%
Miscellaneous Other Expenses	271	200	(71)	-36%
	$ 100,698	$ 138,329	$ 37,631	27%
LLC Support - 1401				
Compensation	$ 53,881	$ 65,308	$ 11,427	17%
Employee related expenses	14,645	16,094	1,449	9%
Communications	1,074	2,000	926	46%
Vehicle Rentals	23,566	50,000	26,434	53%
	$ 93,166	$ 133,402	$ 40,236	30%
Administrative - 6200				
Compensation	$ 243,521	$ 352,106	$ 108,585	31%
Employee related expenses	61,314	97,636	36,322	37%
Travel and training	-	5,000	5,000	100%
Mileage	1,767	700	(1,067)	-152%
Registrations	-	2,000	2,000	100%
Communications	1,757	2,400	643	27%
Memberships		560	560	100%
Auditing	38,600	35,000	(3,600)	-10%
Subscriptions and Periodicals	865	200	(665)	-333%
Office supplies	4,486	5,268	782	15%
Meeting expenses	-	600	600	100%
Contracts/subcontracts	57,037	76,000	18,963	25%
Miscellaneous	1		(1)	0%
Bank Charges	10,323	10,000	(323)	0%
	$ 419,671	$ 587,470	$ 167,799	29%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended March 31, 2017
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 25%

	Year-to-Date Actual	Annual Budget	Remaining Budget	Remaining %
General support services - 6300				
Unemployment	$ 3,120	$ 6,000	$ 2,880	48%
Employee tuition waivers		-	-	
Insurance	71,636	77,000	5,364	7%
Postage & Delivery	1,124	3,000	1,876	63%
Printing	1,549	5,000	3,451	69%
Memberships	38,200	33,000	(5,200)	0%
Advertising		600	600	100%
Subscriptions & Periodicals	1,900	2,000	100	5%
Legal Fees	23,826	20,000	(3,826)	0%
Consultant expenses	43,794	50,000	6,206	12%
Miscellaneous	869	-	(869)	0%
Meeting expenses	6,080	8,000	1,920	24%
Contracts/subcontracts	2,823	-	(2,823)	0%
Promotional	722	4,000	3,278	82%
Depreciation	547,858		(547,858)	0%
	$ 743,501	$ 208,600	$ (534,901)	-256%
Add Back Depreciaiton Non Cash Expense	(547,585)		547,585	
	$ 195,916	$ 208,600	$ 12,684	6%
Computer - 6350				
Compensation	$ 134,279	$ 175,307	$ 41,028	23%
Employee related expenses	41,753	52,042	10,289	20%
Travel and training		3,500	3,500	100%
Registrations		2,500	2,500	100%
Communications	16,170	32,000	15,830	49%
Machinery and equipment repair		3,000	3,000	100%
Building Repair		400	400	100%
Consultant fees and expenses		4,050	4,050	100%
Licenses and fees	7,089	12,000	4,911	41%
Office supplies	270	700	430	61%
Miscellaneous		100	100	100%
Contracts/subcontracts	85,550	125,690	40,140	32%
Other Equipment & Tools	282	500	218	44%
Computer related items	8,796	15,000	6,204	41%
	$ 294,189	$ 426,789	$ 132,600	31%
Development - 6400				
Compensation	$ 50,824	$ 65,308	$ 14,484	22%
Employee related expenses	13,403	12,431	(972)	-8%
Travel Expense	600	4,600	4,000	87%
Mileage	1,197	1,800	603	34%
Registrations	-	500	500	100%
Memberships		300	300	100%
Consultant Fees and Expenses	2,100	26,100	24,000	92%
Office Supplies/Other Office Supplies	260	2,000	1,740	87%
Meeting Expenses		2,000	2,000	100%
	$ 68,384	$ 115,039	$ 46,655	41%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended March 31, 2017
(Intended for internal management purposes only)

Note: Remaining Budget Target for Operational expenses is 25%	Year-to-Date Actual	Annual Budget	Remaining Budget	Remaining %
Human resources - 6700				
Compensation	$ 71,335	$ 96,542	$ 25,207	26%
Employee related expenses	21,503	30,138	8,635	29%
Recruiting	690	1,700	1,010	59%
Travel and training	311	2,525	2,214	88%
Registrations	1,533	2,870	1,337	47%
Memberships	502	865	363	42%
Advertising	4,609	5,250	641	12%
Other professional fees	2,695	3,000	305	10%
Office supplies	118	600	482	80%
Subscriptions & Perioodicals	1,195	1,300	105	8%
	$ 104,491	$ 144,790	$ 40,299	28%
TOTAL INSTITUTIONAL SUPPORT with Depreciation	$ 1,905,387	$ 1,887,041	$ (18,346)	-1%
Add Back Depreciaiton Non Cash Expense	(547,585)		547,585	
TOTAL INSTITUTIONAL SUPPORT w/o Depreciation	$ 1,357,802	$ 1,887,041	$ 529,239	28%
OPERATIONS AND MAINTENANCE - 7100				
Compensation	$ 273,396	$ 372,617	$ 99,221	27%
Employee related expenses	116,038	94,601	(21,437)	-23%
Employee tuition waivers		1,500	1,500	100%
Travel and training		2,500	2,500	100%
Registrations		1,000	1,000	100%
Communications	51,494	78,500	27,006	34%
Building R&M	35,805	50,000	14,195	28%
Auto expenses	11,304	20,000	8,696	43%
Vehicle rental	93,307	110,000	16,693	15%
Building Rent	21,600	84,000	62,400	74%
Utilities	87,395	147,000	59,605	41%
Office supplies	6,768	5,500	(1,268)	-23%
Custodial expense	5,081	10,000	4,919	49%
Contracts/subcontracts	48,979	70,000	21,021	30%
Miscellaneous	240		(240)	0%
Office Equipment	20		(20)	0%
TOTAL OPERATIONS AND MAINTENANCE	$ 751,427	$ 1,047,218	$ 295,791	28%
TOTAL UNRESTRICTED Less Depreciation	$ 4,598,150	$ 6,305,239	$ 1,707,089	27%

TOHONO O'ODHAM COMMUNITY COLLEGE

Restricted Budget Activity

For the Month Ended March 31, 2017

Tohono O'odham Community College
Restricted Expenses and Budget by Department
For the Month Ended March 31, 2017
(Intended for internal management purposes only)

Note to Financials --Budget Surplus Through March 2017 Remaining Budget	Grant Year-to-Date Actual	Grant Year-to-Date Annual Budget	Grant Year-to-Date Remaining Budget	Grant Year-to-Date Remaining %	Fiscal Year-to-Date Actual	Fiscal Year-to-Date Annual Budget	Fiscal Year-to-Date Remaining Budget	Fiscal Year-to-Date Remaining %
SPONSORED PROJECTS								
AT&T TCU/High School Complete- 1104 (7/1/2016- 6/30/2017)								
Restricted revenues:								
Federal government grant	$ 8,000	$ 8,000	$ -	-	$ 8,000	$ 8,000	$ -	0%
Restricted expenses:								
Travel	-	600	600	100%	-	600	600	100%
Printing	-	4,400	4,400	100%		4,400	4,400	100%
Meeting Expense	730	1,000	270	27%	730	1,000	270	27%
Stipends	800	2,000	1,200	60%	800	2,000	1,200	60%
	1,530	8,000	6,470	81%	1,530	8,000	6,470	81%
Excess (deficiency)	$ 6,470	$ -	$ (6,470)	-	$ 6,470	$ -	$ (6,470)	
NSF Wider AIHEC - 1110 (Dec 1, 2015 - Nov 30, 2017)							-	
Restricted revenues:							-	
Federal government grant	$ 13,800	$ 23,000	$ (9,200)	40%	$ 2,300	$ 11,500	$ (9,200)	80%
							-	
Restricted expenses:							-	
Indirect expense	-	-	-				-	
	-	-	-		-	-	-	
			-				-	
Excess (deficiency)	$ 13,800	$ 23,000	$ 9,200		$ 2,300	$ 11,500	$ (9,200)	
							-	
AT&T TCU/High School Completion Project B - AICF 1111 1/1/17 - 6/30/2018)								
Restricted revenues:							-	
Federal government grant	$ 63,500	$ 127,000	$ (63,500)	50%	$ 63,500	$ 63,500	$ -	0%
			-				-	
Restricted expenses:			-				-	
Compensation	-	36,190	36,190	100%	-	18,095	18,095	100%
Employee related expenses	-	-	-	0%	-	-	-	0%
Travel/prfessionaal Development	-	11,450	11,450	100%	-	5,725	5,725	100%
Transportation		5,650	5,650	100%	-	2,825	2,825	100%
Printing and Marketing		5,000	5,000	100%		2,500	2,500	100%
Meeting Expense		10,000	10,000	100%		5,000	5,000	100%
Tuition/Programming		39,210	39,210	100%		19,605	19,605	100%
Honorariums/Speakers	-	5,000	5,000	100%	-	2,500	2,500	100%
Program Supplies		8,500	8,500	100%		4,250	4,250	100%
Student Incentives & Awards		6,000	6,000	100%		3,000	3,000	100%
	-	127,000	127,000	100%	-	63,500	63,500	100%
							-	
Excess (deficiency)	$ 63,500	$ -	$ (63,500)		$ 63,500	$ -	$ (63,500)	

Tohono O'odham Community College
Restricted Expenses and Budget by Department
For the Month Ended March 31, 2017
(Intended for internal management purposes only)

Note to Financials --Budget Surplus Through March 2017 Remaining Budget	Grant Year-to-Date Actual	Grant Year-to-Date Annual Budget	Grant Year-to-Date Remaining Budget	Grant Year-to-Date Remaining %	Fiscal Year-to-Date Actual	Fiscal Year-to-Date Annual Budget	Fiscal Year-to-Date Remaining Budget	Fiscal Year-to-Date Remaining %
NSF STEM Pre-TI								
3/1/17 - 1/1/2018)								
Restricted revenues:							-	
Federal government grant	$ 63,500	$ 127,000	$ (63,500)	50%	$ -	$ 95,365	$ (95,365)	-100%
			-				-	
Restricted expenses:			-				-	
Compensation	-	74,912	74,912	100%	-	37,456	37,456	100%
Employee related expenses	-	13,612	13,612	0%	-	6,806	6,806	0%
Travel/Professionaal Development	-	22,420	22,420	100%	576	11,210	10,634	95%
Stipends		2,080	2,080	100%	-	1,040	1,040	100%
Materials & Supplies & Publications		1,160	1,160	100%		580	580	100%
Consultants		36,440	36,440	100%		18,220	18,220	100%
Indirect		40,106	40,106	100%		20,053	20,053	100%
	-	190,730	190,730	100%	576	95,365	94,789	99%
							-	
Excess (deficiency)	$ 63,500	$ (63,730)	$ (127,230)		$ (576)	$ -	$ (576)	
NARCH 7 AIHEC Behavioral Health- 1202							-	
(Dec 1, 2015 - Nov 30, 2017)							-	
Restricted revenues:							-	
Federal government grant	$ 75,000	$ 150,000	$ (75,000)		$ 30,000	$ 75,000	$ (45,000)	
			-				-	
Restricted expenses:			-				-	
Compensation	7,365	73,000	(65,635)	90%	7,365	36,500	29,135	80%
Employee related expenses	563	7,000	(6,437)	92%	563	3,500	2,937	84%
Travel		6,400	(6,400)	100%	-	3,200	3,200	100%
Machinery/equipment		7,200	(7,200)	100%	-	3,600	3,600	100%
Office and Program Supplies	1,864	2,000	(136)	7%	1,864	1,000	(864)	0%
Consultant Fees	29,060	41,600	(12,540)	30%	24,094	20,800	(3,294)	0%
Computer Equipment	3,540	-	3,540	0%	3,540	-	3,540	
Indirect expense		12,800	(12,800)	100%		6,400	6,400	100%
	42,392	150,000	(107,608)	72%	37,426	75,000	44,654	60%
							-	
Excess (deficiency)	$ 32,608	$ -	$ (32,608)		$ (7,426)	$ -	$ (346)	
							-	

Tohono O'odham Community College
Restricted Expenses and Budget by Department
For the Month Ended March 31, 2017
(Intended for internal management purposes only)

Note to Financials --Budget Surplus Through March 2017 Remaining Budget	Grant Year-to-Date Actual	Grant Year-to-Date Annual Budget	Grant Year-to-Date Remaining Budget	Grant Year-to-Date Remaining %	Fiscal Year-to-Date Actual	Fiscal Year-to-Date Annual Budget	Fiscal Year-to-Date Remaining Budget	Fiscal Year-to-Date Remaining %
Freeport-McMoran Building Healthy Nutrition - 1210 (Dec 1, 2016 - Nov 30, 2017)							-	
Restricted revenues:							-	
Private grant (10-1210)	$ 15,000	$ 15,000	$ -	0%	$ 15,000	$ 15,000	$ -	0%
			-				-	
Restricted expenses:			-				-	
Hot/Cold Trable	-	7,500	7,500	100%	-	7,500	7,500	100%
TOCA Training	-	7,500	7,500	100%	-	7,500	7,500	100%
	-	15,000	15,000	100%	-	15,000	15,000	100%
			-				-	
Excess (deficiency)	$ 15,000	$ -	$ (15,000)		15,000	$ -	$ (15,000)	
BIA 93-638 - 1301 Occupational Training TCCU (July 1, 2016 - June 30, 2017)							-	
Restricted revenues:							-	
Federal government grant	$ 151,312	$ 202,750	$ (51,438)	25%	$ 151,312	$ 202,750	$ (51,438)	25%
							-	
Restricted expenses:							-	
Compensation	91,890	156,488	64,598	41%	91,890	156,488	64,598	41%
Employee related expenses	29,286	46,262	16,976	37%	29,286	46,262	16,976	37%
	121,176	202,750	81,574	40%	121,176	202,750	81,574	40%
							-	
Excess (deficiency)	$ 30,136	$ -	$ (30,136)		$ 30,136	$ -	$ (30,136)	
							-	
Workforce - 1401 (July 1, 2016 - June 30, 2017)							-	
Restricted revenues:							-	
State government grant	$ 160,417	$ 243,000	$ (82,583)	34%	$ 160,417	$ 243,000	$ (82,583)	34%
							-	
Restricted expenses:							-	
Contracts/subcontracts	142,555	243,000	100,445	41%	142,555	243,000	100,445	41%
Other Equipment and Tools		-	-			-	-	
	142,555	243,000	100,445	41%	142,555	243,000	100,445	41%
							-	
Excess (deficiency)	$ 17,862	$ -	$ (17,862)		$ 17,862	$ -	$ (17,862)	
							-	
TOCC/UA FY 16 NASA Space Activities 1402 (Dec 20,2016 - Sept 30,2017)							-	
Restricted revenues:							-	
State government grant	$ 5,000	$ 5,000	$ -	100%	$ 5,000	$ 5,000	$ -	0%
							-	
Restricted expenses:							-	
Program Supplies	1,673	5,000	3,327	100%	1,673	5,000	3,327	67%
					1,673	5,000	3,327	67%
Excess (deficiency)	$ -	$ -	$ (3,327)		$ 3,327	$ -	$ (3,327)	
							-	

Tohono O'odham Community College
Restricted Expenses and Budget by Department
For the Month Ended March 31, 2017
(Intended for internal management purposes only)

Note to Financials --Budget Surplus Through March 2017 Remaining Budget	Grant Year-to-Date Actual	Grant Year-to-Date Annual Budget	Grant Year-to-Date Remaining Budget	Grant Year-to-Date Remaining %	Fiscal Year-to-Date Actual	Fiscal Year-to-Date Annual Budget	Fiscal Year-to-Date Remaining Budget	Fiscal Year-to-Date Remaining %
NIFA Endowment - 1502 (Jan 1, 2017 - Dec 31, 2017)							-	
Re 5	$ 81,966	$ 81,966	$ -	100%	85,447	$ 85,447	$ -	0%
Restricted expenses:			-				-	
Compensation	8,123	57,871	49,748	86%	35,831	61,848	26,017	42%
Employee related expenses	3,217	16,768	13,551	81%	6,560	17,920	11,360	63%
Travel & Fuel		-	-	100%		2,955	2,955	100%
Vehicle Rental	326	2,549	2,223	0%	1,503	2,724	1,221	0%
Office Supplies		2,765	2,765	100%	334	-	(334)	0%
Miscellaneous Other Expense (meeting)	-	-	-	0%	1,590	-	(1,590)	0%
NIFA Endowment funds used for other NIFA projects	(20,427)		20,427	0%	14,187	-	(14,187)	0%
	(8,761)	79,952	88,713	111%	60,005	85,447	25,442	30%
Excess (deficiency)	$ 90,727	$ 2,014	$ (88,713)		$ 25,442	$ -	$ (25,442)	
							-	
Equity III - 1507 (Sept 1, 2016 - Aug. 31, 2017)							-	
Restricted revenues:	$ 21,294	$ 100,147	$ (78,853)	79%	32,678	$ 139,239	$ (106,561)	77%
Restricted expenses:			-				-	
Compensation	65,362	67,135	1,773	3%	85,435	82,000	(3,435)	-4%
Employee related expenses	13,752	18,798	5,046	27%	19,533	37,794	18,261	48%
Travel and Vehicle Rental	1,030	3,655	2,625	0%	(9,184)		9,184	0%
Registrations	2,345		(2,345)	0%	2,345		(2,345)	0%
Mileage	914		(914)	0%	1,119		(1,119)	0%
Printing			-			500	500	100%
Consultant fees	-	5,117	5,117	100%		7,000	7,000	100%
Contracts/subcontracts			-			3,600	3,600	100%
Commuter Allowance					138	-	(138)	0%
Meeting expense	-		-		(1,400)	1,000	2,400	240%
Stipends	-	877	877	100%		1,200	1,200	100%
Commuter Allowance	138		(138)				-	
Misc. other expense tools/office equipment	2,548	3,362	814	24%	2,548	5,000	2,452	49%
Program Supplies		1,203	1,203	100%	-	1,145	1,145	100%
	86,089	100,147	14,058	14%	100,534	139,239	38,705	28%
Excess (deficiency)	$ (64,795)	$ -	$ 64,795		$ (67,856)	$ -	$ 67,856	

Tohono O'odham Community College
Restricted Expenses and Budget by Department
For the Month Ended March 31, 2017
(Intended for internal management purposes only)

Note to Financials --Budget Surplus Through March 2017 Remaining Budget	Grant Year-to-Date Actual	Grant Year-to-Date Annual Budget	Grant Year-to-Date Remaining Budget	Grant Year-to-Date Remaining %	Fiscal Year-to-Date Actual	Fiscal Year-to-Date Annual Budget	Fiscal Year-to-Date Remaining Budget	Fiscal Year-to-Date Remaining %
NIFA Research - 1530 (Sept 1, 2015 - Aug. 31, 2017)								
Restricted revenues:	$ 128,324	$ 200,000	$ (71,676)	36%	101,648	$ 100,000	$ -	0%
Restricted expenses:			-				-	
Compensation	83,730	111,352	27,622	25%	45,768	39,700	(6,068)	0%
Employee related expenses	22,375	31,178	8,803	28%	15,089	8,222	(6,867)	0%
Employee tuition waivers			-				-	
Travel	5,318	10,000	4,682	47%	1,163	15,000	13,837	92%
Registrations	2,550	10,000	7,450	75%	1,675	5,000	3,325	67%
Communications			-			1,579	1,579	100%
NIFA Endowment funds used for other NIFA projects			-		-	-	-	0%
Vehicle Rental	5,850	-	(5,850)	0%	5,850	-	(5,850)	0%
Consultant fees	5,477	6,000	523	9%		3,000	3,000	100%
Contracts/Subcontracts	575		(575)		575		(575)	0%
Misc. other expense	2,140		(2,140)		2,140	12,000	9,860	82%
Program Supplies	15,871	14,000	(1,871)	-13%	3,861	7,000	3,139	45%
Indirect expense	16,768	17,470	702	4%	16,768	8,499	(8,269)	0%
	160,654	200,000	39,346	20%	92,889	100,000	7,111	7%
Excess (deficiency)	$ (32,330)	$ -	$ 32,330		$ 8,759	$ -	$ (8,759)	
							-	
							-	
Extension III - 1540 (Sept 1, 2015- Aug. 31, 2017)							-	
Restricted revenues:							-	
Federal government grant	$ 9,696	$ 197,619	$ (187,923)	95%	$ 53,165	$ 111,594	$ (58,429)	52%
Restricted expenses:			-				-	
Compensation	27,961	121,800	93,839	77%	35,252	76,940	41,688	54%
Employee related expenses	10,397	34,104	23,707	70%	12,197	12,920	723	6%
Travel/ Per Diem/ Lodging	648	2,271	1,623	71%	700	1,200	500	42%
Communications	839	-	(839)	0%	1,078		(1,078)	0%
Vehicle rental and mielage	10,634	20,812	10,178	49%	13,845	11,000	(2,845)	-26%
Education supplies	-	4,442	-	-			-	
Consultant fees		11,352	11,352	100%		6,000	6,000	100%
Program supplies	2,530	2,838	308	0%	457	3,534	3,077	87%
Indirect expense	-		-		1,853	-	(1,853)	
	53,009	197,619	144,610	73%	65,382	111,594	46,212	41%
Excess (deficiency)	$ (43,313)	$ -	$ 43,313		$ (12,217)	$ -	$ 12,217	
USDA Rural Dev W Campus Improve - 1624 (Nov 2016-Finished)							-	
Restricted revenues:							-	
Federal government grant	$ 84,500	143,000	(58,500)	41%	$ 84,500	$ 143,000	$ (58,500)	41%
Restricted expenses:			-				-	
Other Structural Improvements	97,199	155,698	58,499	38%	97,199	155,698	58,499	38%
	97,199	155,698	58,499		97,199	155,698	58,499	38%
Excess (deficiency)	$ (12,699)	$ (12,698)	$ 1		$ (12,699)	$ (12,698)	$ 1	

Tohono O'odham Community College
Restricted Expenses and Budget by Department
For the Month Ended March 31, 2017
(Intended for internal management purposes only)

Note to Financials --Budget Surplus Through March 2017 Remaining Budget	Grant Year-to-Date Actual	Grant Year-to-Date Annual Budget	Grant Year-to-Date Remaining Budget	Grant Year-to-Date Remaining %	Fiscal Year-to-Date Actual	Fiscal Year-to-Date Annual Budget	Fiscal Year-to-Date Remaining Budget	Fiscal Year-to-Date Remaining %
USDA Furn/Fixtures Fac Bldg -1625 (Sept 2014 - Finished)							-	
Restricted revenues:							-	
Federal government grant	$ 131,551	$ 145,302	$ (13,751)	9%	$ 131,551	$ 145,302	$ (13,751)	9%
Restricted expenses:			-				-	
Other Structural Improvements	176,344	145,302	(31,042)	-21%	-	-	-	0%
	176,344	145,302	(31,042)		-	-	-	
Excess (deficiency)	$ (44,793)	$ -	$ (17,291)		$ 131,551	$ 145,302	$ 13,751	
Title III Part A - 1631 (Oct. 1, 2016 - Sept. 30, 2017)							-	
Restricted revenues:			-				-	
Federal government grant	$ 23,934	$ 500,000	(476,066)	95%	$ 205,795	$ 500,000	$ (294,205)	59%
			-				-	
Restricted expenses:			-				-	
Compensation	157,260	334,857	177,597	53%	211,803	266,702	54,899	21%
Employee related expenses	31,873	75,285	43,412	58%	42,645	43,902	1,257	3%
Travel Expense	6,694	30,000	23,306	78%	6,693	30,000	23,307	78%
Mileage	8,063	20,000	11,937	60%	13,031	15,000	1,969	13%
Registrations	2,288	8,000	5,712	71%	2,288	8,000	5,712	71%
Commuter Allowance	138				138	-	(138)	0%
Communications	194		(194)		486	2,000	1,514	76%
Printing	3,355	5,000	1,645	33%	3,355	5,000	1,645	33%
Vehicle rental	6,996	12,000	5,004	42%	9,548	12,000	2,452	20%
Memberships	85	500	415	83%	190	500	310	62%
Consultant fees and expenses	9,841	4,000	(5,841)		9,841	8,807	(1,034)	-12%
Education supplies and Outreach	7,345	30,000	22,655	76%	10,341	15,000	4,659	31%
Office supplies	1,002	6,500	5,498	85%	2,658	6,500	3,842	59%
Other office supplies/GED		10,000	10,000		127	20,000	19,873	99%
Meetings	127	2,500	2,373	95%	406	3,000	2,594	86%
Contracts/subcontracts	2,813	-	(2,813)	0%	9,943	32,000	22,057	69%
Office equipment	8,349	23,646	15,297	65%	8,349	26,589	18,240	69%
Library collection		5,000	5,000	100%	5,100	5,000	(100)	0%
	246,423	567,288	320,865	57%	336,942	500,000	163,058	33%
Excess (deficiency)	$ (222,489)	$ (67,288)	$ (155,201)		$ (131,147)	$ -	$ 131,147	
			-				-	
			-				-	

Tohono O'odham Community College
Restricted Expenses and Budget by Department
For the Month Ended March 31, 2017
(Intended for internal management purposes only)

Note to Financials --Budget Surplus Through March 2017 Remaining Budget	Grant Year-to-Date Actual	Grant Year-to-Date Annual Budget	Grant Year-to-Date Remaining Budget	Grant Year-to-Date Remaining %	Fiscal Year-to-Date Actual	Fiscal Year-to-Date Annual Budget	Fiscal Year-to-Date Remaining Budget	Fiscal Year-to-Date Remaining %
Title III Part F - 1641 (Oct. 1, 2016 - Sept. 30, 2017)			-				-	
Restricted revenues:			-				-	
Federal government grant	$ -	$ 500,000	$ (500,000)	100%	$ 63,210	$ 500,000	$ (436,790)	87%
			-				-	
Restricted expenses:			-				-	
Compensation	(4,412)	-	4,412	0%	32,613		(32,613)	0%
Employee related expenses	(598)	-	598	-	7,599		(7,599)	0%
Other Structural Improvements	18,155	500,000	481,845	96%	18,156	500,000	481,844	96%
Education supplies	186				186		(186)	0%
Grant Fixed Asset Contra	-		-				-	
	13,331	500,000	486,669	97%	58,554	500,000	441,446	88%
			-				-	
Excess (deficiency)	$ (13,331)	$ -	$ 13,331		$ 4,656	$ -	$ (4,656)	
			-				-	
			-				-	
Community of Practice - 1720 (July 1, 2016 - June 30, 2017)			-				-	
Restricted revenues:			-				-	
Federal government grant	$ 90,510	$ 100,000	$ (9,490)	9%	$ 90,510	$ 100,000	$ (9,490)	9%
							-	
Restricted expenses:								
Compensation	30,117	44,000	13,883	32%	30,117	44,000	13,883	32%
Employee related expenses	7956	12760	4804	38%	7,956	12,760	4,804	38%
Travel expense	1,178	-	(1,178)	0%	1,178	-	(1,178)	0%
Travel & Mileage	2,717	15,000	12,283	82%	2,717	15,000	12,283	82%
Program Supplies & Office Supplies	-	700	700	100%		700	700	100%
Tuition & Fee Waivers & Registrations	130	9,000	8,870	99%	130	9,000	8,870	99%
Meeting Expense	1,234	2,300	1,066	0%	1,234	2,300	1,066	0%
Staff Development	931	1,200	269	22%	931	1,200	269	22%
Communications	918	1,300	382	29%	918	1,300	382	29%
Printing	434	-	(434)	0%	434	-	(434)	0%
Vehicle Rental	3,419	-	(3,419)	0%	3,419		(3,419)	0%
Contracts/Subcontracts	229	3,740	3,511	94%	229	3,740	3,511	94%
Program Incentives	-	2,000	2,000	100%		2,000	2,000	100%
Indirect expense	-	8,000	8,000	100%		8,000	8,000	100%
	49,263	100,000	50,737	51%	49,263	100,000	50,737	51%
Excess (deficiency)	$ 41,247	$ -	(41,247)		$ 41,247	$ -	$ (41,247)	

Tohono O'odham Community College
Restricted Expenses and Budget by Department
For the Month Ended March 31, 2017
(Intended for internal management purposes only)

Note to Financials --Budget Surplus Through March 2017 Remaining Budget	Grant Year-to-Date Actual	Grant Year-to-Date Annual Budget	Grant Year-to-Date Remaining Budget	Grant Year-to-Date Remaining %	Fiscal Year-to-Date Actual	Fiscal Year-to-Date Annual Budget	Fiscal Year-to-Date Remaining Budget	Fiscal Year-to-Date Remaining %
TOTAL SPONSORED PROJECTS								
Restricted revenues:								
Federal government grants	$ 1,127,304	2,868,784	(1,741,480)	61%	$ 1,284,033	2,543,697	(1,261,312)	50%
State government grants	165,417	248,000	(82,583)	33%	165,417	248,000	(82,583)	33%
Private Grants	86,500	150,000	(63,500)	0%	86,500	86,500	-	0%
Total Restricted Revenues	1,292,721	3,116,784	(1,824,063)	59%	1,449,450	2,791,697	(1,343,895)	48%
Restricted expenses:	1,181,204	2,982,486	1,586,066	53%	1,165,704	2,399,593	1,240,969	52%
			-				-	
Excess (deficiency)	$ 111,517	$ 134,298	$ (22,781)	17%	$ 283,746	$ 392,104	$ 108,358	362%
			-				-	
STUDENT FINANCIAL AID			-				-	
Scholarships- 8010 Dept of Ed (July1, 2016 - June 30, 2017)			-				-	
Restricted revenues:			-				-	
Scholarship Award	$ 112,847	$ 102,500	$ 10,347	-10%	$ 112,847	$ 102,500	$ 10,347	-10%
Restricted expenses:			-				-	
Tuition waivers		100,000	100,000	100%		100,000	100,000	100%
Meeting Expense	87	2,500	(2,413)	100%	87		87	
Scholarships	93,131	-	(93,131)		93,131	2,500	(90,631)	0%
	93,218	102,500	9,282	9%	93,218	102,500	9,282	9%
			-				-	
Excess (deficiency)	$ 19,629	$ -	$ 19,629		$ 19,629	$ -	$ (19,629)	
							-	
FSEOG - 8020 (July1, 2016 - June 30, 2017)							-	
Restricted revenue:							-	
Federal government grant	$ -	$ 20,000	$ (20,000)	100%	$	$ 20,000	$ (20,000)	100%
			-				-	
Restricted expenses:			-				-	
Financial aid	-	$ 20,000	$ (20,000)	100%		$ 20,000	$ (20,000)	100%
Excess (deficiency)	$ -	$ -	$ -		$ -	$ -	$ -	
PELL - 8030 (July1, 2016 - June 30, 2017)								
Restricted revenue:								
Federal government grant	$ 508,517	$ 486,000	$ 22,517	-5%	$ 508,517	$ 486,000	$ 22,517	0%
			-				-	
Restricted expenses:			-				-	
Office Supplies		-	-		-	-	-	
Grants to students	502,321	486,000	(16,321)	-3%	502,321	486,000	(16,321)	0%
			-				-	
Excess (deficiency)	$ 6,196	$ -	$ 6,196		$ 6,196	$ -	$ 6,196	

Tohono O'odham Community College
Restricted Expenses and Budget by Department
For the Month Ended March 31, 2017
(Intended for internal management purposes only)

Note to Financials --Budget Surplus Through March 2017 Remaining Budget	Grant Year-to-Date Actual	Grant Year-to-Date Annual Budget	Grant Year-to-Date Remaining Budget	Grant Year-to-Date Remaining %	Fiscal Year-to-Date Actual	Fiscal Year-to-Date Annual Budget	Fiscal Year-to-Date Remaining Budget	Fiscal Year-to-Date Remaining %
Federal Work Study - 8040 (July1, 2016 - June 30, 2017)								
Restricted revenue:								
Federal government grant	$ -	$ 9,000	$ (9,000)		$ -	$ 9,000	$ (9,000)	100%
Restricted expenses:								
Student Enrollment Salary	4,190	9,000	4,810	53%	4,190	9,000	4,810	53%
Student Payroll Taxes	321	-	321	0%	321	-	321	0%
	4,511	9,000	4,489	50%	4,511	9,000	4,489	50%
			-				-	
Excess (deficiency)	$ (4,511)	$ 9,000	$ (13,511)		$ (4,511)	$ -	$ (4,511)	
TOTAL STUDENT FINANCIAL AID								
Restricted revenue:								
Federal government grant	$ 508,517	$ 515,000	$ (6,483)	1%	$ 508,517	$ 515,000	$ (6,483)	1%
Restricted donations	112,847	102,500	10,347	-10%	112,847	102,500	(10,347)	0%
	621,364	617,500	3,864	-1%	621,364	617,500	3,864	-1%
	-		-				-	
Restricted expenses	600,050	617,500	17,450	3%	600,050	617,500	17,450	3%
	-		-				-	
Excess (deficiency)	$ 21,314	$ -	$ (21,314)		$ 21,314	$ -	$ (21,314)	
Capital Campaign Construction								
Restricted revenue:								
Donations	$ 130	$ -	$ 130		$ 130	$ -	$ 130	
			-				-	
Restricted expenses:			-				-	
Professional Services	-		-				-	
CIP -Faculty Bldg	1,493	-	1,493		1,493	-	1,493	
	1,493		1,493		1,493	-	1,493	
			-				-	
Excess (deficiency)	$ (1,363)	$ -	$ (1,363)		$ (1,363)	$ -	$ (1,363)	

TOHONO O'ODHAM COMMUNITY COLLEGE

Capital Campaign Construction Budget Activity

For the Month Ended March 31, 2017

	fy 2009	fy 2010	fy 2011	fy 2012	fy 2013	fy 2014	fy 2015	fy 2016	fy 2017	Total
Architect	76,734	86,828	293,792	106,103	7,659		51,300			622,416
Civil Engineering			20,977	44,439	1,077					66,493
Hydrology	133,459									133,459
Geotechnical			8,425							8,425
Site analysis		4,700								4,700
Infrastructure				3,103,266						3,103,266
Travel		1,317								1,317
Registrations		100								100
Advertising	459									459
Construction reserve		100								100
Construction				5,206,552	1,654,831	406,027	353,445	1,604,692	116,847	9,342,394
Security & Salary				58,538	71,451					129,989
Legal	12,430			855						13,285
	223,081	93,045	323,194	8,519,753	1,735,018	406,027	404,745	1,604,692	116,847	11,704,863

Note: $40,000 in architect fees were incurred prior to the capital campaign; those fees were paid out of capital reserves and not the capital campaign.

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: PAUL ROBERTSON, PRESIDENT

FROM: STACY D. OWSLEY, HUMAN RESOURCES DIRECTOR

SUBJECT: **AGENDA ITEM— MAY 2017 RESOURCE LIST**

DATE: MAY 2, 2017

CC: FILE

Background

The following candidate is presented for the Board's consideration as a new hire.

Recommendation

The President recommends the approval of the employee on the attached list as a new hire for the Tohono O'odham Community College.

RESOURCE LIST

May 2017

New Hire:

Name	Position	Hire Date
Enos Francisco	On Call Receptionist/ Security	4/28/17
	Mr. Francisco was a student success center intern with TOCC for three months. Previous to TOCC, he was a cashier at Shell for six months and a deli clerk at Basha's for four months. He received his high school diploma from Baboquivari High School.	

Tohono O'odham Community College
Employment Vacancy Activity Log
May 2017

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	
Academic Advisor	Edu.	39	2		37	2	37	4/26/17						Awaiting supervisor review
Financial Aid Officer	Stu. Serv.	13		1	12	1	12	5/1/17	1	12	5/5/17			Interview scheduled for 5/5/17
Information Technology Instructor	Edu.	2			2	1	1	4/28/17						Awaiting supervisor review
Residence Life Coordinator	Stu. Serv.	20	1		19	2	18	4/27/17	1	19	4/17/17	1		Continue to advertise
Social Services/Social Work Instructor	Edu.	5			5	2	3	4/3/17	3	2	4/10-4/12	1	4	Awaiting completion of background check

Hourly

Vacant Position	Division	Number of Applicants	Tohono O'odham	Native American	Other	Application w/documents Complete		Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
						Yes	No		Yes	No		Yes	No	
On call Receptionist/ Security	Stud. Serv.	13	2		11	2	11	2/27/17	4	7	4/13/17			Filled 4/28/17
Security Guard	Stu. Serv.	27		6	21	1	26	4/28/17						Awaiting supervisor review

TOCC EMPLOYEE STATISTICS
(May 2017)

FULL TIME POSITIONS

	Numbers	Percentages
Full-time positions:	**78**	
Filled Positions	73	94%
Vacant Positions	5	6%
Female	39	53%
Male	34	47%
Ethnicity		
Tohono O'odham	42	57%
Native American Other	7	9%
Hispanic	5	7%
White	15	21%
Black	2	3%
Asian	2	3%
Regular Staff	**60**	
Filled	57	95%
Vacant	3	5%
Instructors Positions	**18**	
Filled	16	89%
Vacant	2	11%
Commuters	**40**	55%
Local	**33**	45%

PART-TIME & TEMP POSITIONS

	Numbers	Percentages
Part-time & Temp positions:	**22**	
Filled Positions	20	91%
Vacant Positions	2	9%
Female	12	63%
Male	8	37%
Ethnicity		
Tohono O'odham	20	100%
Native American Other	0	0%
Hispanic	0	0%
White	0	0%
Black	0	0%
Asian	0	0%
Commuters	0	0%
Local	20	100%

Issues/Items addressed in April 2017

Items	Background	Discussion/Follow-up
A. San Carlos Apache College (SCAC) Status Update	Met with SCAC personnel, including Board members and new President Martin Ahumada at San Carlos; Discussed plans with HLC contact Karen Solomon; discussed scheduling of classes with Academic Dean.	Need to follow-up regularly with SCAC. Classes need to be entered into Jenzabar; online registration needs to be used to register SCAC students for August 2017; HLC notes "green light" to proceed and review of TOCC's request for making SCAC a "site" is underway.
B. Program Reviews	Discussed with Education Division – progress being made; task needs to be accomplished ASAP.	Faculty will complete reviews, reviews will be read by cabinet and forwarded to Board of Trustees per protocol.
C. Visits concerning support for TOCC's 5-year funding request to Tohono O'odham Nation	Met with oversight committee (HRDC) and presented strategic plan and packet supporting request for 10% increase in allocation from the Nation for FY 2018-2022.	Have to meet with Budget and Finance and then ask HRDC to assist in getting on agenda via special meeting or as part of continuing agenda for TOLC.
D. Assessment of Student Learning	Plan to execute assessment of General Education through use of CAAP (Collegiate Assessment of Academic Progress) in spring semester 2017 was in place but not carried out.	Assessment of student learning is top priority for summer and fall semester 2017 with report due to HLC January 2018.
E. Budget process for FY 2018	Budget preparation continues. Plan was to bring budget to Board in May. Internet issues kept cabinet from achieving timely review.	Budget recommendation to BOT will be submitted during June meeting. Draft to be submitted to budget subcommittee of BOT for review by Monday, May 15.
F. Athletics	Program has overspent significantly since inception. Review of options carried out through cabinet meetings and introduced through meeting with coaching staff.	Reconfiguration of athletic program is in process; formal description of changes forthcoming in June 2017.
G. Shuttle transportation and data use	Institutional research and cabinet met and reviewed data on shuttle usage. Numbers of students riding are small. In some cases as few as one or two student riders for a shuttle per week. Concerns expressed by students about reliability of shuttle service and about customer service.	Data on shuttle use continue to be collected. Next data review, in May, will include shuttle drivers. IT Manager into possibility of an Uber-like app that could marry students to shuttles. Operations director met with drivers regarding concerns expressed by students. Emphasis: there should never be a time when a run is cancelled – backup drivers must be used in event of absence of a driver.

Items	Background	Discussion/Follow-up
H. Cross-training needs in relation to future growth and current service provision.	Example 1: Cross-training for academic advising had been emphasized at least since fall 2016, but no adequate follow through took place during the following six-month period. Academic Chair ended up providing the training himself. Then, in March, the Academic Advisor left. Sense of many at the time was that no one else would be able to provide needed advisement, despite fact that cross-training had occurred. (That situation is being addressed.) Example 2: Financial Aid. Despite formal requirement for cross-training within Financial Aid per the president, and despite extensive follow-up, cross-training did not occur as required over a period of 8 months, leaving the area vulnerable in event of absence of key person.	Over the years an organizational culture wherein some individuals in key posts have become isolated and protective over limited domains has taken hold at TOCC. As the College moves forward and carries out activities and strategies designed to increase enrollment and student success, cross-training and collaboration, both within and among various departments has to become the norm. The president needs to take the lead in order for needed change to occur.
I. Governance	TOCC's governance structures need to be strengthened in order to bring needed perspectives and ideas to the fore and to assist in developing and carrying out action plans linked to strategic initiatives as defined in the strategic plan.	President needs to take the lead in re-tooling governance structures in order to bring needed energy and perspectives to the College as it moves forward. This has to be addressed prior to fall semester 2017.
J. President's role	The president is routinely having to insert himself into situations needing supervision in instances where others should be providing that supervision and management.	A solution needs to be identified. It may come in the form of an additional position that provides follow-up and trouble-shooting and that works side-by-side with the president.

TO: Board of Trustees
THROUGH: President Paul Robertson
FROM: Jane Latané, Director of Development
DATE: May 4, 2017
SUBJECT: May 2017 Monthly Report

Issues/Items	Actions/Assessment
AICF Grant Proposal for Infrastructure Development	Proposal submitted on February 28, 2017. The start date is May 1, 2017, with nine awards to TCUs to be made. Contacted AICF on April 25 to ask for status update, and was informed that decisions would be made within a few weeks.
Administration for Native Americans grants.	Projected date for Social and Economic Development grants (SEDS) now mid May.
HRSA grant for certificates for employment and/or future education for behavioral health and related fields.	Provided DHHS with the grant information. Information on specific certificate possibilities was requested and is being provided in consultation with Education Division. Should have further information by the Board meeting.
Fund development	Met with General Manager of station KXCI regarding fund development strategies and discussed local foundations. Marshall Foundation rfp is due May 31and will provide a request for approval at the May Board meeting. A meeting is scheduled with a Tucson=based excellent fund developer to explore possible contract. A webinar with Wealth Engine corporation resulted in a proposal for software and prospecting assistance that would cost $2,900 per year. It would probably be more effective to work with a professional with local knowledge.
SCAC as a TOCC site	Request for SCAC to be a TOCC Location submitted to HLC. HLC estimation of approval time is three to six months, depending on complexity of request. A site visit should not be required.
HLC presentation on Standard Pathway	Ben Jose and I presented an hour-long workshop on Preparation for the Standard Pathway review with assistance from Annabah Conn and Mario Montes-Helu. The four of us hosted a table at a new event, the Share Fair, that included colleges and universities that had recently completed HLC reviews.
TOCC request for operations funding	Attended Chukuk Kut and Schuk Toak district meetings, and HRDC meeting.

Key Issues/Items addressed in April 2017

Issues/Items	**Actions/Assessment**
1. Continued work on the TOCC website	I update the website daily to reflect current events happening on and off campus. I also make necessary changes when asked by a certain department or division
2. IPEDS	Spring IPEDS that included Fall Enrollment; Finance; Human Resources; and Academic Libraries was successfully completed in a timely matter. IPEDS reporting is done for the year.
3. HLC Annual Conference	IR attended the HLC Annual Conference in Chicago, IL, Apr. 1-4, 2017. TOCC hosted an information booth as well a short presentation led by Ben Jose and Jane Latane. I attended several presentations that focused on TCUs. Overall the conference was very insightful and provided helpful information.
4. Project Success Kickoff Institute	I attended the Project Success Kickoff Institute in Chicago, IL, Apr. 25-28, 2017. TOCC will take part in the Project Success as a means to move in the direction of data-decision-making-process for our institution.
5. Meetings	IR attended two cabinet meetings and presented information as needed. IR also attended the Board of Trustee meeting as well as the HRDC meeting. IR sees the importance of being present at meetings and functions as we oversee the institutional effectiveness of our common cause, the students.
6. Financial Aid	I have helped Novia James with the miscellaneous items of financial aid as needed. I will aide her as needed to complete all necessary compliance reporting for Title IX funding and others.
7. Working Projects	a. Continuous extraction of data using Infomaker as needed across divisional lines. b. Revisions and finalization of the Campus Safety Handbook and Emergency Response Plan c. IR will begin the Graduation Exit Survey for the graduating students d. Continued gathering of the Shuttle Driver logs to track the peak hours of operations, number of riders and the necessary routes that might be needed in the future.

Please note this report does not include routine activities.

Ben Jose's April 2017 Report to TOCC Board of Trustees

Key Issues/Items addressed in April 2017

Issues/Items	**Actions/Assessment**
1. HLC Conference	I attended the Annual HLC conference in Chicago, Ill. At this year's conference, we presented on our experience in going through the new reaccreditation process.
2. HRDC Committee	I attended two meetings this month at the Legislative modular. TOCC is preparing to go before the Nation to request a 5yr. financial allocation of support for the college.
3. Shuttle Logs	Using the logs beginning February 27th, 2017, IR created graphs to present to the cabinet to show the actual numbers of students riding or using the college shuttles.
4. BOT	IR has been attending the BOT meetings to be current on the progress of the college. Attendance will be a regular part of our department's functions.
5. Student Recognition Event	I attended the program organized to recognize students on their achievements while attending TOCC. There was a good show of support by families and staff of the college.
6. Title IX Training	The college held a training session to educate the college community about Title IX.

Key Issues/Items addressed in May 2017- HR Director Report

Issues/Items	**Actions/Assessment**
Social Services/Social Work Instructor Interview	Three candidates were interviewed via skype on April 10 – 12, 2017 and one applicant was selected. Candidate accepted the offer. Awaiting background check and start date.
On Call Receptionist/ Security Interview	Four applicants were selected. Three candidates declined to interview and one was interviewed on April 13, 2017. Candidate accepted the offered and started on April 28, 2017.
Residence Life Coordinator Interview	One candidate was interviewed on April 17, 2017 however she was not selected to fill the position. Recruiting continues with selection of applicants and interviews in the future.
Title IX Training	HR Director and Assistant attended Title IX training: Sexual Violence within Tribal Colleges sponsored by Southwest Center for Law and Policy on April 21, 2017. The HR Director attended the 2nd day of Title IX training for administrators and selected staff members.
LGBT Sensitivity Presentation	HR Director attended LGBT sensitivity presentation for staff and students by Trudie Jackson on April 26, 2017.
Employment Law Seminar	HR Director attended Employment Law seminar sponsored by SHRM and presented by three local law firms on April 18, 2017.
Budget	Worked with the Controller and Interim VP, Admin Services and Finance to provide benefits and disability costs for IRS Form 990 for calendar year 2015 and academic year 2016. Provided assistance with projected salaries and benefits premiums for faculty, staff and adjuncts for the academic year 2018 budget

Joann Miguel, Interim VP of Finance – April 2017 Report

Key Issues/Items addressed in April 2017

Issues/Items	**Actions/Assessment**
AP (Accounts Payable) and Payroll	Review invoices and determine process for payment. Process approved Purchase Orders to vendors for textbooks and supplies as requested by departments. Bi-weekly payroll reviewed and submitted to Paychex. ..
Bookstore	Summer and Fall 2017 Textbook Orders were due this month to ensure timely ordering and delivery of textbooks for student.
District Presentations	Interim VP of Finance attended Chukut Kuk District where TOCC personnel presented FY16 Annual Report and Request for Financial Support for FY2018-2022.
Budget Meetings	- Meeting held with Interim VP of Finance, President, VP of Student Services, HR and Athletics staff to review and discuss FY17 budget revenue and expenditures. - Meeting held with Interim VP of Finance, Controller and President to review FY 17 budget expenditures and identified proposed spending freeze on identified budgets/line items. - FY18 Budget preparation, budget portal will be used for budget requests.
Project Success	Interim VP of Finance attended Project Success Kickoff Institute on April 25-28, 2017 in Chicago, IL. The college will be participating in Achieving the Dream Services to include a variety of programs and services to promote student persistence and completion. Emergency Aid and Paid Internship Programs are being offered to the college by our participation.

Key Issues/Items addressed in April 2017

Issues/Items	**Actions/Assessment**
Incorporate T-So:son in the College community	The Education Division staff organized the Annual Student Recognization Awards Banquet whereby about seventy (70) students were duly recognized for their high academic achievements, Cultural Leadership Awards, Outstanding Volunteer of the Year Award, TOCC Student of the Year Award and other student organizational/club/class awards during this past academic year. This event was held in the presence of awardees' family members.
	The Himdag Committee continues to reflect, discuss and work on the O'odham naming of buildings and places located on college grounds.
	The Education Division staff continues to meet and work with other Division staff to help students understand their roles and responsibilities as college students in the here and now.
Provide curricula that aligns with TOCC's Mission and Vision	Education Division staff continue to develop programs and courses that have been deemed necessary to continue to assist the Tohono O'odham Nation in the improvement of services such as in Social Services, Health, Education and in Information Technology.

Academic Chair Mario Montes-Helu April 2017 Board of Trustees Report

Key Issues/Items addressed in April 2017

Issues/Items	**Actions/Assessment**
HLC Meeting	I attended the HLC Annual Meeting in Chicago, IL along with Annabah Conn, Jane Latane, and Ben Jose. Jane and Ben presented about the past reaccreditation experience to a substantial audience. I had the opportunity to network with administrators from institutions with similar issues as TOCC's and I interacted with vendors that offered products and services that can help improve teaching and student services.
Project Success	I attended several webinars of Project Success supported by Federal Financial Aid that covered different parts of the project, such as Achieving the Dream (ATD), Paid Internships, GradReady, and Emergency Aid. This gave me good background information to attend the Project Success Kickoff Institute in Chicago, IL. Joann Miguel, Annabah Conn, Novia James, and I represented TOCC. ATD's goals are to "successfully implement, align, and scale cutting edge reforms that increase student success, close achievement gaps, and generate economic benefit to the communities." Paid Internships is a 3-year program that will allocate $133,000 for TOCC to pay internships to students in the different career paths. GradReady implements financial wellness for students of low income families to be able to pay for their education. Emergency Aid "offers small grants to keep students in schools when they hit financial obstacles." TOCC will receive $52,000 for three years to support such grants.
Social Services Faculty Search	We selected finalists from the pool of applicants for the faculty position in Social Services. We conducted interviews and we offered the position to the top candidate who, after lengthy negotiations, declined the position. We will offer the position to the next best qualified finalist.

Academic Advising	We hired a temporary Academic Advisor and I spent several days training the new advisor. I have been working closely with Academic Advising and Students Services to improve advising to students.
Health Curriculum Planning	President Robertson, Juana Jose, and I met with faculty working on developing a new curriculum for the health program. We identified several intersections between existing programs and the future public health degree. For business, we identified a possible certificate in Health Administration. In Education, a concentration in Health Education was planned. In Science, a pre-health program with a focus in Public Health was also planned.

George P. Miguel, Department Chair of Occupational Education
April 2017 Report to TOCC Board of Trustees

April 2017 Key Issues/Items Addressed	
Issues/Items	Actions/Assessments
College-wide Participation	I attended the following meetings, workshops, and events: Board of Trustees, Cabinet, HRDC, Budget & Finance, Himdag, "Listen Forum on the Border Wall", Student Recognition Ceremony, Title 9 Training.
Communication	• Juana, Gaye, Robert W. Pauline, Mario, and I met to agree on the BCT presentation in the new Catalog • Martha Lee interview on Horseshoeing Class to be Broadcast on KOHN May 9th • I submitted our Proposal to AICF to present at "Faculty Research Convention" in Denver as was accepted to present.
Infrastructure and Campus Planning	The following items have been pursued: • Power Point Presentation to update BOT on plans for Outside Basketball Court and Multipurpose Building and infrastructure accommodating these projects at Main Campus • Began work on Gate addition at NE corner of Main Campus Property as requested by San Isidro Community • TOUA finally hooked up the panel box to power the Marquee sign so the sign is lit up. Now it is up to others to monitor and upkeep the messages displayed
GED	• Calvert Wichapa was approved to continue as a GED Tutor at TOCC West from May 15 to June 1 to assist Delores on the extra push to get those GED students that are close to testing out

Augustine Toro
Director of Land Grant for Stainability
April 2017

Issues/Items	Actions/Assessment
NASA / Kiksapa Intership	DeAnndra Porter and Hilario Pio-Martinez have been selected to participate in the upcoming 2017 NASA Kiksapa Summer Research Experience for Undergraduates (REU). The session will be a 3 week long intense training on GIS, remote sensing and climate change and environmental impacts. This will take place at Haskell Indian Nations University from June 12 thru June 30, 2017. Once they return, they will have a week long break then 4 additional weeks to complete their project. If the program is anything like last year, DeAnndra and Hillario will have an experience of a lifetime. New friendships will be gained and what they will learn can be applied to their higher education endeavors.
Land Grant Office for Sustainability (LGOS)	LGOS provided support for the TOCC – Border Wall Form held on April 19th from 1200 to 1500. The goal of the forum: Maintain the dialogue on the implications of the projected border wall and effects associated. Panel listing consisted of: Nellie David. TOHRN & Indigenous People's Law and Policy Program, U of A. Todd Miller. Journalist and writer Philip Miguel. TOCC Kenneth Madsen. Ohio State University Rachel Starks. Native Nations Institute, University of Arizona Edison Cassadore. TOCC faculty Chris Antone. TOCC student and TOHRN Selso Villegas. Director of the Water Resources Department, Tohono O'odham Nation.

USDA NIFA Tribal Research Grant Project
April 2017
David Stone, Project Director

ISSUE	ACTION
Construction of the Ferrock seed storage structure at West Campus.	This past month we almost finished the thick outer layer of “ferro-adobe,” which we made using the soil that we dug out of the pit that became the lower level of our structure. This one-foot thick layer will help keep the summer heat from penetrating to the interior. Like all adobe, it is basically just soil and water but we added iron powder to increase its strength and weather resistance. The iron helps bind the soil particles together and adds a nice earthy orange color as it rusts. Traditionally, cow dung and straw were added for this purpose. In the modern era, Portland cement is commonly used but it does not work so well with soils that have a high clay content and has some environmental problems as well. Next month we will add the final stucco layer to the inside and then work on the doors and steps of the entryway.

Curriculum Coordinator Gaye Bumsted Perry April 2017 Report to TOCC Board of Trustees

Key Issues/Items addressed in April 2017

Issues/Items	**Actions/Assessment**
Curriculum	1. The proposed new and modified curriculum is being reviewed by the Curriculum Council and will be sent to the Cabinet for final approval. 2. Represented TOCC & SEAHEC at Women's Foundation luncheon. 3. Served on Social Services Faculty Interview Committee.
AZTransfer	1. Approved Curriculum will be submitted to AZTransfer in May 2017.
Community & Continuing Education	1. The Community Education *Computer Skills for Elders* workshops and *Quilting* classes will be held in June 2917. 2. The Land Grant Office of Sustainability and Continuing Education Horseshoeing Class starts May 30, 2017 as CEU professional development. 3. Preparing CEU data for FTSE numbers for the Title III 2017 Report. 4. Recorded Horseshoeing radio spot for TOCC on KOHN.

Elsa Bonilla, Community of Practice Coordinator

April Board Report to TOCC Board of Trustees

Issues/Items	Actions/Assessments
1. Continue to work with the Child Care Providers with their work on the CDA credential.	All of the work is done! The last step is apply to the Child Development Associate Council to have an assessor do the visit that is required for their credential.
2. CDA students at the Pascua Yaqui Education Center continue toward their credential with challenges	The students attending the CDA class at the Pascua Yaqui Education Center have had challenges when it comes to the location. The adjunct instructor and students were locked out of the building several times and having to cancel classes and having to make them up. We are searching for a new place for next semester.
3. Victoria Chiverton the ECE adjunct continues to support culture in the curriculum	Andrea Ramon conducted a training for our ECE 117 Language and Literacy Course and the students enjoyed all of the information she had for them about their culture.
4. Recruitment for summer and fall semester continues.	I continue to evaluate student transcripts and work together with Mario Montes-Helu to offer the classes that ECE students need to get closer to degree completion.
5. I conducted a Language and Literacy Workshop. This took place at the Sells Recreations Center! Speaker: Elsa Bonilla	I provided a workshop on Language and Literacy with a focus on the environment. This workshop focused on the incorporation of environments that are rich with print, language, storytelling, books, technology, and writing materials. The preschool environment should be a respectful and supportive place for a child's cultural heritages and language.
6. Quality Assurance this Month for United Way and First Things First.	The quality assurance team was in Sells on April 10th conducting a field observation. They were able to see the services the program provides for the students and ECE professionals during one of the workshops. The visit was a success!
7. The CIS 100 Introduction to Computers continues to go well.	Students continue to take the CIS 100 on Saturdays at West Campus. Attendance has been very good. Students are working very hard and are enjoying the class.

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: JUANA JOSE
FROM: RONALD GERONIMO
SUBJECT: TOCC BOARD REPORT (APRIL)
DATE: MAY 3, 2017
CC: FILE

Tohono O'odham Studies Program:

Issues/Items	Actions/Assessments
1. Incorporate T-So:son in the College community. Systematically incorporate the T-So:son, the core values, in our work with each other, with students, and with the community. Address challenges of increasing communication, respect, and productivity	a. O'odham names and spelling for each campus have been suggested and waiting on agreement from the Himdag Committee. There was a question on which spelling to use for S-cuk Du'ag since the district spells it Schuk Toak which is not in the Alvarez/Hale writing system which is endorsed by the Nation. b. Working with the Art instructors and students to decorate the stage for commencement. Wanted students or graduates to have a part in the overall decorations. c. Working to include more Himdag related items or information on the college website and more information and pictures of the Tohono O'odham Studies Program. Changed the name from Himdag Committee to Himdag at TOCC. Examining the possibility of having a Tohono O'odham Studies website to be included in the college website.
2. Provide Curricula that align with Mission and Vision. Deliver courses and programs that fulfill the needs of the Tohono O'odham Nation and all students.	Will be offering THO 201 Intermediate Tohono O'odham for the first time in Fall 2017. This was requested by the academic advisor for students that are ready to move on in the language courses.
3. Establish true collaborative partnerships with the Nation, particularly with the schools on the Nation, and with other colleges and universities. Partner with local schools and with Tohono O'odham	a. Working with San Carlos Community College to develop their Apache language courses. Made changes to how the outline, outcomes, and assessments were organized in their language course development form so they will align with TOCC's format. No changes were made to the content of the course but only to how it was presented.

Nation programs and divisions in order to establish the need for jobs, to be part of planning for self-determination **Strategic Initiative # 3 continued.** To enhance quality of education in Nation schools, to increase access to dual-enrollment opportunities for Nation youth. Increase partnerships with other colleges and universities toward increasing TOCC student access to 4-year programs and to making TOCC a preferred pathway to such programs	
4. Develop infrastructure that supports TOCC's mission. Develop comprehensive plans for physical facilities and technology that supports the vision and mission and diversify funding sources needed to execute the plans.	

Library's April 2017 Report to TOCC Board of Trustees

O'ohana Ki: Report to the Board: Key Issues/Items Addressed in April 2017

Elaine Cubbins, Carmella Pablo, Elizabeth Ortega, Spencer Rhodes, and Madelyn Cook

Issues/Items	**Actions/Assessment**
1. Collection development and circulation management	Continued books/vertical file weeding projects; updated online Ref page; replaced weeded vertical files with links & added O'odham/Native authors; processed new materials/withdrawn materials; processed journals for all 3 campuses; received and processed missing issues of Arizona Highways and Journal of the Southwest (high use by TOS instructors); distributed weeded materials to appropriate faculty and staff; mailed out weeded tribal-specific materials to appropriate tribal college; rush ordered book for faculty member; started dissertation purchase review process; handled various iPad issues; printed out and filed several issues of Eagle News published by Tohono O'odham High School.
2. Library services	Opened library on Saturdays and until 6 pm on Tues-Thurs; circ and reference services to students/faculty; online reference for faculty/students; assisted students with software; library tours to AIHEC visitors (2 separate), Baboquivari High School seniors, and summer session students; prepped Rm. 16 for UNM visiting scholars to use over spring break; library open until 7pm for registration rush week (T & W); helped students with grant applications; helped WCL instructor with Microsoft Office.
3. Academic support	Library research skills sessions for 4 classes; research for students/faculty: O'odham water rights; impact of wolves on the environment; MLA style for e-sources & complicated citations; agriculture online resources; TOCC assessment documents; Yaqui linguistics; diabetes, Sherman Alexie; Edgar Allen Poe, George Orwell's 1984; proofread essays for students.
4. Meetings	Librarian attended one CISLC meeting, 2 Faculty Senate meetings, and faculty program review meeting.
5. Professional development	Librarians attended FAFSA & Title IX training; library assistants attended LGBT, Title IX & FAFSA trainings; student worker attended LGBT training; consultant attended FAFSA meeting; library assistant Ortega attended "Knowledge for the Community" Listening Forum On The Border Wall.
6. Library management	Met IPEDS deadline; worked on new office/special collections areas; created and submitted purchase reqs for databases/office furniture; donor thank you letters; met all deadlines; tracked overdue purchase reqs; continued efforts to activate WCL phone; submitted School Dudes for both libraries; librarian handled personnel issues; began sorting stored library files; compiled WCL stats; WCL hours survey.
7. Additional duties	Library assistant Ortega led ciolim collection with agriculture/science classes; librarian completed draft with co-author Tony Osborn on Social Services program & submitted to president; reviewed 2017-2018 academic calendar & suggested corrections; librarian worked on Liberal Arts brochure for Passport to Success; librarian substituted for 4 liberal arts classes; attended Student Banquet & created certificates.

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, Vice President of Student Service
DATE: May 2, 2017
SUBJECT: Student Services Division **May** Board Report

Sylvia Hendricks- Vice President of Student Services

Key Issues/Items addressed in April 2017

Issues/Items	Actions/Assessment
1. SSD Staff Support for activities & training	Continuously meeting with staff on projects and events from promoting the college, recruiting events and training workshops for both community and staff. Attended several meetings in the following areas throughout the month of April: • Cabinet meetings, TOCC Board of Trustees meeting. • Individual/Group Meetings of the College: o Conducted an Emergency SSD Staff Meeting 4/4 o Meeting w/Student Senate Officers 4/5 o Commencement Committee Meetings. Weekly meeting on continuous planning to assure everything is covered for the Class of 2017 commencement. o Meeting w/SSD staff and students when needed in my office, my door is always open. o Meetings with Temporary Residence Life Coordinator on updates and questions in regards to the residence program. • TOCC & Off-site Events: o Student Recognition Banquet- 4/20 o Title IX Training- 2 sessions Friday 4/21 – Saturday 4/22. o LGBTQ Campus Inclusion and Awareness- 4/26 o STAR Student/Parent Dinner- 4/29 o Waited to meet with Budget & Finance Committee

	I attended 2 excellent training sessions. The 2 day Title IX Training session, the first day was for the entire college community to learn more about Titles IX and the mandatory requirements set for all colleges and university. The 2nd day was by invitation only. All Administrators, staff that deal reported incidents. Both sessions were very well presented with questions and discussions. The Title IX Coordinator with the support and assistance of others at the college still has a lot of work to do in this area to ensure that the process is set for any type of reporting we may have. The 2nd training was the LGBTQ Campus Inclusion and Awareness, which was also well presented by a transgender individual working toward a master degree at Arizona State University. She shared her experience with acceptance of her by her nation to her community to the urban world she found herself in. I learned that the terminology used in the LGBTQ is many and a bit confusing, it was very informative and a great awareness session. There were 2 other presentation for students at TOCC and one for BHS students.
2. Internal changes and items that have been presented to SSD staff	The vacated positions within the Student Services Divisions as mentioned in last month's BOT report have been filled on temporary basis. Both Interim staff that are filling the positions at this time are doing a wonderful job ensuring that the students are taken care of from Financial Aid registration to residence students receiving oversight with the Interim Residence Life Coordinator on sight both living and working onsite. As you will find more information on what they have been working on in their section of this report. The other area is the Advising which is under the Education Division but is part of the Student's Registration process. Mario Montes-Helu has done a terrific job training the interim for a couple of days and has brought her into the division where she was assisting with the Registration Drive that was held last week. Interviews will soon be scheduled for the open position, 1 Financial Aid Officer, 1 Residence Life Coordinator and 2 Security positions. We hope to have all the positions be filled before the next Board Meeting.
3. Community relations and outside college contacts	The SSD Staff continue registering students for the 2017 Summer Sessions and the 2017 Fall Session. Recruiting events are continues to get students to register for the upcoming semesters. A Registration Drive was held during the week of 4/24- 4/28 with incentives and a Drawing for students that registered early, ones that registered before the Drive and during the Drive. The 2017 Graduation Commencement is just about set; with just a few items to follow up on then we should be set. We know that it's an exciting time of the year for TOCC and we are making every effort to ensure that we have another successful commencement. Again as mentioned last month there are 31 potential graduates at this time and 7

	GED Completers. I will provide more updates at the BOT meeting next week. The Food Services Program for Students and Staff at our Main Campus continuous to operate well. I will be working with the President, Finance and the present vendors on getting the program scheduled for the upcoming Summer Sessions.

Leslie Luna- Director of Admission

Key Issues/Items addressed in April 2017

Issues/Items	Actions/Assessment
IPEDS Report	I am completed the Fall 2016 Enrollment collection on April 7, 2017.
Online Admission	The TOCC online application is complete and active. The Registration staff can access to online applications. Ongoing training is continuing on how to process the online applications.
Online Registration	Online registration is setup and active. Students are being taught how to register through the online Jenzabar portal. Students can register for the summer and fall 2017 classes online.
Online Grades Input	The Jenzabar portal for the online grade entry for the instructors is open. This is for the spring 2017 semester final grade. Grades are due on May 15, 2017.
2017 Graduation Candidates	I have received 31 applications for graduation for the year ending 2016 - 2017. There are: 2 from the summer 2016 8 from the fall 2016 21 from spring 2017 There are 7 GED Graduates.
Reports	Completed report for Anthony Osborn for "Program Review for the Associate of Arts – Open Pathway".

Christie Kelly- Counselor

Key Issues/Items addressed in April 2017

Issues/Items	Actions/Assessment
Student Outreach and Community Outreach efforts	• Coordinate and plan Title IX training with the Southwest Center for Law and Policy (SCLP) in Tucson; determined dates and times for training and communicate with SCLP; create flyer and distribute to staff and faculty at TOCC; • Assist with advising students as needed-review student plans and completed courses and make recommendations for course registration-address student inquiries or refer students as needed. • Attempt to make contact with students referred by the Retention Coordinator and other staff and faculty. • Assist with early registration efforts.

	• Attended the student recognition ceremony. • Met with Adam from the UCEDD grant and discuss future outreach effort to families with students that have disabilities.
Student and Staff Counseling	• Met with students and staff on a walk-in basis, take referrals from student retention and student advising, reach out to students as needed; • Talk with students regarding classes, work and various personal issues and concerns; discuss personal issues related to family, dating, relationships, friendship, work and school. • Continue to work with students that are dealing with behavioral health concerns and encourage students to ask for help when needed. • Discuss personal concerns with TOCC staff by request, provide support, and provide strategies for dealing with stressful situations.
Technical/Administrative	• Continue to review the Campus Safety Handbook per request by Annabah and made edits and/or recommendations for changes. • Coordinate recording the general session of Title IX training with the Student Success Center director, Kristen. • Send Title IX training list of attendees to Human Resources.
Facilitation and Staff/Student Training	• Planned and implemented 2-day Title IX training with SCLP, introduced guest presenters to TOCC staff on all staff training day, worked with administrative assistants to coordinate lunch for all attendees, welcome guest presenters, address any questions they had regarding facilities and completing the presentation. • Attended the LGBTQ training with Trudy Jackson as part of the Indigenous scholar series. • Create, print and post flyers on Sexual Assault in observance of Sexual Assault Awareness Month. • Booked hotel for ATIXA Title IX training in June.
Working Projects	1. Training for Title IX-apply for the Title IX Investigator training scholarship-Awarded ATIXA scholarship for $1,499.00 to attend Investigator training June 2017!! 2. Continue to work on Campus Safety Committee-reviewing, evaluating, editing and creating current policies. Work on edits and make recommendations for edits to campus safety team. 3. Title IX training for staff and faculty—hold a make-up training session 4. Work on creating a TOCC Student Discipline Policy and a Student Disciplinary Committee

Novia James- Financial Aid Specialist

Key Issues/Items addressed in April 2017

Issues/Items	Actions/Assessment
1. Two Training	1. Title IX training on April 21, 2017 in Gewkdag Son Ki: Building, This was an All Staff Training. 2. I attended a Conference in Chicago for Project Success Kickoff Institute. There were 6 sessions and all had to deal with: a. Achieving the Dream b. Paid Internship c. Emergency Aid d. GradReady e. Carnegie Foundation for the Advancement of Teaching f. Center for Community College Student Engagement
2. Working Projects	a. Still learning how to request for G5 drawdowns to make Pell Grant disbursements b. Still learning new accounts Financial Aid office is working with c. Still need to get into VA Once for Veterans GI Bill d. Still assisting returning and new students with their FAFSA applications e. Making scholarship disbursements as they are coming in f. Still updating web sites that work with Pell Grants & Other Scholarships g. Need to Reconcile disbursements for 2015-2016 & 2016-2017
3. Accounts	Created Accounts: a. COD (Common Origination & Disbursement)

Naomi Tom- Recruiter/Transition Coordinator

Key Issues/Items addressed in April 2017

Issues/Items	Actions/Assessment
Recruiting	I did not have too many recruiting events taking place in the month of April. With Graduation fast approaching, a majority of my efforts went towards helping our transfer students. • Seniors from BHS did visit the last week of the month. I did a 40 minute overall presentation on TOCC. • Baboquivari District requested TOCC to attend and have an informational booth at their District Day. I arranged for two volunteers to work the informational booth. • During the Month of April, the Summer Schedules were being printed by the Student Success Center. I put in an order for 400 Schedules. Once I have all of the Summer Schedules, I will begin to distribute throughout the TON. o 4/28 – BHS Senior visit to TOCC Main campus • o 4/29 – Baboquivari District Day, TOCC informational booth

Transition/Transfer	During the month of April, TOCC had all three Arizona Universities on campus. This semester was the first time we had the Office for Transition & Outreach open to our transfer guests. Our new space has proven to be very accommodating and inviting for TOCC's transfer events. Student's participation in transfer events have increased this month. We had an average of 20 students participate in the transfer presentation each University held. There were additional students who would stop by throughout the day to speak with the University representatives one-on-one. I brought three TOCC students to the University of Arizona's "Indians Into Medicine Health Day" at their Phoenix campus. This was a fun interactive event for our students. They also attended several workshops on the process of applying for Medical School, which classes you should take as an undergrad, and how to write a personal statement. I have seen an increase in students wanting to meet with me to discuss their transfer options. I continue to meet with students on a weekly basis to go over transfer options and help with applications. o 4/5 – UA at TOCC o 4/8 – "Indians Into Medicine Health Day" at UA Phx o 4/12 – NAU Tucson at TOCC o 4/17 – Dr. Duarte from ASU visited TOCC to meet with a transfer student o 4/27 – ASU @ TOCC
Other SSD Activities	Early in the month, I helped Daniel Sestiaga, the Outreach Coordinator, arrange an etiquette dinner for his after school program at BHS. We took the students to Tempe, AZ to participate in the AIS 440: Cultural Professionalism class at Arizona State University. Recently I became the Student Senate Advisor. Throughout the month of April, I assisted Student Senate prepare for elections for the 2017/2018 school year. The Outreach Coordinator and I, both took lead on getting certificates and gifts for Student Senate for the Student Recognition Ceremony. I attended both sessions (Friday & Saturday) of the Title IX Training. The Outreach Coordinator and I launched SSD's Indigenous Scholar Series with Trudie Jackson, who did LGBT training/workshop sessions for Faculty & Staff and another one for students. This event was widely attended and we look forward to hosting more speakers for the Indigenous Scholar Series in Fall 2017. o 4/11 – Etiquette dinner at ASU with START o 4/20 – Student Recognition Ceremony o 4/21 & 4/22 – Title IX Training o 4/26 – Indigenous Scholar Series

Maya Bernadett- Interim Residence Life Coordinator

Key Issues/Items addressed in April 2017

Issues/Items	Actions/Assessment
New Interim Res Life Coordinator Hired	- Maya Bernadett is acting as a temp until a permanent replacement can be found - Position is officially posted on TOCC website, applications have started to come in
RA responsibilities	- Met with RA's to go over expectations for the rest of the year - RA's responsible for room checks, vehicle registration forms, overnight guest forms, and assigning fines
Building Maintenance	- RA's complained of excess furniture in the common areas, a broken washer in the men's dorm, students crawling in through the windows of the women's dorm and men's dorm, broken ice maker in the co-ed dorm, and broken micro-wave in the women's dorm - Washer is fixed, currently looking into the other issues
Students currently in residence	- Currently there are 26 students in residence. One student is away for family issues but will be back at the end of April - One student is in the process of moving in, which would put the total up to 27
Activities	- Grocery runs to Tucson in April - Weekend trips to Tucson (dinner, movies, bowling) in April

Daniel Sestiaga- Pre-College, Outreach Coordinator

Key Issues/Items addressed in May 2017

Issues/Items	Actions/Assessment
Dual Enrollment	Total Enrollment for Spring 2017: **51** BHS: 17 Students Total • MAT 151 (7 Students) • WRT 101 (16 Students) TOHS: 20 Students Total • HIS 125 (9 Students) • HIS 122-(11 Students) IOHS: 14 Students Total • HIS 122 (14 Students) **Action Items:** **1. Working with President to update MOU for DE with BUSD40 and BIE Schools.** **2. Report Submitted to State of Arizona Department of Education for Dual Enrollment Reimbursement.** **3. Working with schools and instructors to finalize grades and input for student recognition**

<table>
<tr>
<td>AT&T TCU/High School Partnership Grant</td>
<td>Students have been attending afterschool programming and tutoring sessions. Consistently, have had 18-22 students in attendance.

• Awarded: $127, 000 Grant; $8,000 Planning Grant
• Working with students to provide services and programming

Event Calendar:

<table>
<tr><th>DATE:</th><th>TOPIC/WORKSHOP:</th></tr>
<tr><td>~~1/4/17~~</td><td>~~Student Welcome and Program Overview~~</td></tr>
<tr><td>~~1/11/17~~</td><td>~~Self Reflection: Myers Briggs Personality Test~~</td></tr>
<tr><td>~~1/17/17~~</td><td>~~1st Day of Tutoring (Tutoring will continue every Tuesday while school is in session)~~</td></tr>
<tr><td>~~1/18/17~~</td><td>~~All About Me Collages and More!~~</td></tr>
<tr><td>~~1/25/17~~</td><td>~~Cultural Art Workshop~~</td></tr>
<tr><td>~~2/1/17~~</td><td>~~HOPP Presentation~~</td></tr>
<tr><td>~~2/8/17~~</td><td>~~Cultural Art (Cont.)~~</td></tr>
<tr><td>~~2/15/17~~</td><td>~~Write Your Congressman Workshop~~</td></tr>
<tr><td>~~2/22/17~~</td><td>~~Cultural Art (Con.)~~</td></tr>
<tr><td>~~3/1/17~~</td><td>~~CDFI Budget Workshop~~</td></tr>
<tr><td>3/8/17</td><td>~~Couponing 101 (Amber Tiokasin)~~</td></tr>
<tr><td>~~3/15/17~~</td><td>~~Healthy Relationships/Sexual Health (Shannon Jose)~~</td></tr>
<tr><td>~~3/22/17~~</td><td>~~Garden Kitchen or backup #adulting 101~~</td></tr>
<tr><td>~~4/5/17~~</td><td>~~Cholla Bud Harvest~~</td></tr>
<tr><td>~~4/11/17~~</td><td>~~ASU Etiquette Dinner (5-7pm) (Field Trip)~~</td></tr>
<tr><td>~~4/26/17~~</td><td>~~LGBTQ Presentation (Trudie Jackson*)~~</td></tr>
<tr><td>5/3/17</td><td>Study Skills and Test Prep</td></tr>
<tr><td>5/13/17 (Saturday)</td><td>End of the Semester Trip</td></tr>
<tr><td>5/17/17</td><td>Closing Day/Stress Busters</td></tr>
<tr><td>June 2017</td><td>Bahidaj Camp</td></tr>
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</table>

	Action Items: • **Request Budget Viewing Access in Jenzabar; Academic Innovations Training/Presentation with Staff; Design and Purchase Presentation Folders/Dual Enrollment Brochures;** • **Presented at 2017 National Forum on Dropout Prevention for Native and Tribal Communities in April 2017 w/IOHS.** • **Beginning to plan for a Youth Summit in June for the Program and programming for AY 17/18**
Outreach Events/Meetings	Past Events • 3/14/17: Visit from El Paso Newman Center • 3/28/17: Participated in the BHS's Money Management Game • 3/31/17: Tohono O'odham Nation College and Career Fair • 4/27/17: S.T.A.R.T. Parent Night- 47 participants • 4/28/17: BHS Visit to TOCC- 8 students
Summer Programs	FHLC: • Working with interim Residence Life Coordinator to coordinate campus stay • Working with partners to finalize Flyer, Application, Schedule, and recruitment schedule for school visits Summer Arts Bridge Program: • Working with Academic Chair to finalize course offerings this summer • Offering ART 100 for incoming freshmen and dual enrollment students • Budget has been submitted with Proposal • Working to Update Website

Upcoming Dates	Upcoming Visits • 5/4/17: BHS Ag DE Meeting • 5/5/17: TOCC STEM Visioning Session • 5/10/17: College Signing Day • 5/16/17: FHLC Intern Training

Ronald Felix- Retention Coordinator

Key Issues/Items addressed in April 2017

Issues/Items	Actions/Assessment
Attendance at meetings, Special Events	• April 19 & 26-Attend planning meetings w/ San Xavier District to involve TOCC AISES presentation during the 18th Annual Ba'ag Si-Hemu Da' ~ Preparing the Eaglet to Fly, Young Men's Gathering, June 2017 • April 3-Meeting with VP of Education, focus on concerns regarding class attendance; student wellbeing and accountability • April 10-12- Attend National Forum on Dropout Prevention for Native & Tribal Communities, in Scottsdale/ Ft. McDowell, Az., Travel Report submitted • April 19-Attend meeting with Academic Chair & VP SSD to discuss/ update information on registration drive, advising and scheduling • April 20-Attend Student Recognition Awards event • April 21/22-Attend & participate in Title IX Training • April 24-Attend Himdag committee meeting
Student intervention and Contacts	On-going: contact with students regarding, advising, registration, classes, support services, grades/transcripts and progress reports for Week 12 • April 19-Week 12 progress reports were emailed to 43 students; 70% of the students opened their email

	• April 18-Review the attendance notification system, (151) notifications have been generated; As of 5/3, 206 notifications have been generated, several of the students are currently inactive • Consultation with (15) students, in office, email & on campus
Instructor conferences	On-going: Assist instructors: IRW90, ART104; POS226; TOS230; HIS274; ACC102; WRT102; THO106; BIO208; primarily to discuss student concerns/ lack of attendance; respond & send student email/ phone contacts; • Week 12 progress reports were sent primarily to student most at risk = 43 • Request and collaboration from (2) instructors for inclusion of himdag as part of the planting process, network to find students/staff to assist
Staff collaboration	• On-going collaboration with: Academic Chair, Residence Life, Athletic Director/Coaches, IT, Counselor, Tutors, and SSC Interns to provide assistance and support to students. • April 20-Support Student Recognition Awards • April 21/22-Attend Title IX Training

Mathew Vargas/Sylvia Hendricks- Athletics

Key Issues/Items addressed in April 2017

Issues/Items	**Actions/Assessment**
1. Scheduling	a. Continued planning of next season's NAC. b. Continued work on next season's schedule.
3. Outreach/Community Service	a. Continued planning summer high school tournaments & camps. b. Continued planning summer camp dates. c. Helped with the TON Environmental Protection Office's Kitt Peak Relay. d. Took student athletes to volunteer at Baboquivari District Day.
4. Promotion/Social Media	a. We are soliciting from various organizations for fundraising opportunities. b. Continued promotion of the athletic program on Facebook, Instagram, Twitter & our website.
5. Academics	a. Held study tables for all student athletes. b. Made classroom checks to ensure attendance of student athletes. c. Continued monitoring the academic progress of all the student athletes.
6. Coaching	a. Arranged for travel to & from workouts for the student athletes. b. Continued post season conditioning with the men's & women's basketball teams. c. Met with coaching staff to discuss planning for next season.

7. Recruiting	a. Hosted recruits from various schools at workouts. b. We have been in contact with coaches from 4-year universities in regards to recruitment of our student athletes. c. Attended showcases, practices, games & tournaments in our continued recruitment of student athletes for the 2017-18 school year & beyond. d. Attended signing of incoming recruit Andres Mayberry
8. Budget/Fundraising	a. Gotten current on all requisitions & receipts with the business office. b. Met with & continued dialogue with Joanne Miguel regarding the athletic budget. c. Met with Randolph Golf Course to begin planning for our annual Golf Tournament. d. Began soliciting for Tee Box Sponsorships and foursomes for our annual Golf Tournament.
9. Athletics Administration	a. Attended Athletics meeting with the President, VP of Student Services, HR Director & Interim Director of Business.

TOCC DEVELOPMENT, LLC

Occupational/Apprenticeship Programs

PO Box 3090 Sells, AZ 85634
Phone 520-235-3125 Fax 520-838 -4566

April 2017 General Summary

Main Campus Dinning Patio Update: Roof installation complete, side walk cover complete. Next roofing side walk cover, Install Trim & screens, lights, lath and stucco & paint
The TOCC West marquee sign was installed and fully functioning
The glass wall for room 25 is at TOCC Main awaiting installation first week of May.
The installation of the Marquee at TOCC Main is complete and all components functioning properly. The TOCC-D Apprenticeship Advisory Committee for April 2017 was canceled.

Carpentry Projects: Elder Projects: M.Francisco, F&J Juan, A.Williams, N.Francisco, F.Antone, F.Gutierrez, L.Ayalia, K. Miguel Roof & Restroom, D.Cruz, E.Castillo ; Elder Projects to Bid: H.Pablo, C.Thomas, P.Ortega,. TOCC Projects: At Main, Dinning Patio, Room 25,.

Plumbing Projects: Projects: Elder Projects to bid: C. Montana, OJL 1 apprentices working in Tucson, 1 apprentice working at San Lucy Farms.

Painting Projects: Project: TO Juvenile Detention Elder Projects: F. Antone; B.Antone. TOCC Project: Dining Patio OJL: 1 apprentices working with Wiese Painting in Tucson,

Electrical Projects: TOCC Projects: Dining Patio, LED lights for I-We:mta Ki., Main side walk lights,; F. Antone, Elder Projects to bid: B. Sequera, C. Montana, F. Martin, B. Antone; OJT: 2 apprentices working with contractors

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TOHONO OODHAM COMMUNITY COLLEGE
DEVELOPMENT LLC
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SELLS, AZ 85634-3090

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for March 1, 2017 to March 31, 2017

Account number: 4570 3505 4836

TOHONO OODHAM COMMUNITY COLLEGE DEVELOPMENT LLC

Account summary

Beginning balance on March 1, 2017	$66,928.23
Deposits and other credits	8,710.71
Withdrawals and other debits	-1,378.60
Checks	-28,583.19
Service fees	-0.00
Ending balance on March 31, 2017	**$45,677.15**

# of deposits/credits: 3

# of withdrawals/debits: 55

# of items-previous cycle[1]: 46

# of days in cycle: 31

Average ledger balance: $57,697.39

[1]*Includes checks paid,deposited items&other debits*

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IMPORTANT INFORMATION:
BANK DEPOSIT ACCOUNTS

Updating your contact information - We encourage you to keep your contact information up-to-date. This includes address, email and phone number. If your information has changed, the easiest way to update it is by visiting the Help & Support tab of Online Banking. Or, you can call our Customer Service team.

Deposit agreement - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

Electronic transfers: In case of errors or questions about your electronic transfers - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

Reporting other problems - You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or an unauthorized transaction within the time period specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you for, and you agree to not make a claim against us for the problems or unauthorized transactions.

Direct deposits - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us at the telephone number listed on the front of this statement to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

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Deposits and other credits

Date	Description	Amount
03/07/17	Counter Credit	6,663.72
03/07/17	Counter Credit	546.99
03/08/17	Counter Credit	1,500.00
Total deposits and other credits		**$8,710.71**

Withdrawals and other debits

Date	Description	Amount
03/09/17	IRS DES:USATAXPYMT ID:270746813529532 INDN:TOHONO O ODHAM COMMUNI CO ID:3387702000 CCD	-1,378.60
Total withdrawals and other debits		**-$1,378.60**

Checks

Date	Check #	Amount
03/13/17	6191	-242.91
03/13/17	6195	-226.07
03/27/17	6218	-469.24
03/27/17	6224	-510.51
03/02/17	6165*	-6,128.34
03/02/17	6166	-109.24
03/02/17	6167	-32.26
03/01/17	6173*	-596.36
03/13/17	6184*	-291.92
03/10/17	6185	-880.74
03/14/17	6186	-106.75
03/13/17	6187	-425.01
03/09/17	6188	-137.77
03/13/17	6189	-51.02
03/15/17	6190	-494.48
03/14/17	6192*	-96.95
03/10/17	6193	-42.38
03/10/17	6194	-318.69

continued on the next page

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Checks - continued

Date	Check #	Amount
03/13/17	6196*	-98.91
03/31/17	6197	-98.91
03/13/17	6198	-144.84
03/10/17	6199	-67.12
03/09/17	6200	-327.11
03/10/17	6201	-609.70
03/15/17	6202	-2,629.30
03/13/17	6203	-96.79
03/15/17	6204	-457.52
03/14/17	6206*	-2,595.85
03/13/17	6207	-18.84
03/21/17	6208	-96.95
03/17/17	6209	-2,072.23
03/29/17	6210	-366.33
03/29/17	6212*	-262.91
03/23/17	6213	-669.73
03/29/17	6214	-209.21
03/29/17	6215	-103.61
03/29/17	6216	-137.77
03/29/17	6219*	-479.23
03/29/17	6220	-132.66
03/29/17	6221	-75.31
03/29/17	6222	-443.98
03/29/17	6223	-427.14
03/29/17	6225*	-127.16
03/29/17	6226	-127.16
03/27/17	6227	-55.36
03/29/17	6228	-278.72
03/28/17	6229	-93.95
03/29/17	6230	-70.65
03/23/17	6231	-494.51
03/29/17	6232	-584.44
03/29/17	6233	-2,678.76
03/29/17	6234	-200.00
03/08/17	6424*	-45.93
03/29/17	9211*	-43.96
Total checks		**-$28,583.19**
Total # of checks		**54**

* *There is a gap in sequential check numbers*

Service fees

Based upon the activity below, the monthly fee on your Business Advantage checking account was waived for the statement period ending 02/28/17:

You are an active user of one of the following services

- ◯ Bank of America Merchant Services
- ◯ Payroll Services

OR

At least one of the following occurred during the previous month

- ◯ $2,500+ in new net purchases on a linked Business credit card
- ✓ $15,000+ average monthly balance in primary checking account
- ✓ $35,000+ combined average monthly balance in linked business accounts

A check mark indicates that you have qualified for a monthly fee waiver on the account based on your usage of these products or services. For information on how to open a new product or to link an existing service to your account please call 1-888-BUSINESS or visit bankofamerica.com/smallbusiness.

Daily ledger balances

Date	Balance ($)	Date	Balance($)	Date	Balance ($)
03/01	66,331.87	03/02	60,062.03	03/07	67,272.74

continued on the next page

Daily ledger balances - continued

Date	Balance ($)	Date	Balance($)	Date	Balance ($)
03/08	68,726.81	03/15	56,987.54	03/27	52,619.01
03/09	66,883.33	03/17	54,915.31	03/28	52,525.06
03/10	64,964.70	03/21	54,818.36	03/29	45,776.06
03/13	63,368.39	03/23	53,654.12	03/31	45,677.15
03/14	60,568.84				

TOCC Development, LLC
Bank Statement Reconciliation Report

Accounting month: March Last entry number: 44

G/L Account 101 Cash Regular Checking

Reference	Date	Payee/Description	Amount
		G/L account balance:	36,045.71
Uncleared checks and deductions			
1092	8/16/12	Employee 5	33.68
RECON	7/30/12	PR Withholding	33.30
2007	9/12/13	Employee 56	23.55
2038	9/26/13	Employee 56	42.38
2184	12/12/13	Verline Andrews	3.05
2326	2/13/14	Employee 9	70.65
2368	2/27/14	Employee 9	23.55
2383	2/27/14	Employee 65	108.33
3059	8/15/14	Employee 68	102.41
3327	3/7/15	Employee 9	37.68
3431	5/29/15	Employee 55	150.71
3701	1/28/16	Employee 83	188.39
3853	4/30/16	Employee 70	4.83
3953	7/13/16	Employee 100	47.10
0	10/24/16	Employee 3	-73.88
6097	10/21/16	Employee 3	73.88
6363	12/22/16	Employee 100	52.21
6419	1/19/17	Sunstate Equipment Co	96.79
0	2/23/17	Employee 69	-65.93
6168	2/22/17	NCCER	99.80
6172	2/23/17	Employee 69	65.93
6205	3/10/17	NCCER	24.95
6217	3/23/17	Employee 82	258.73
6256	3/27/17	Verline Andrews	24.31
6257	3/30/17	Verizon	104.51
6258	3/31/17	Employee 40	142.87
6259	3/31/17	Employee 48	277.93
6260	3/31/17	Employee 55	451.62
6261	3/31/17	Employee 68	61.23
6262	3/31/17	Employee 69	196.65
6263	3/31/17	Employee 73	112.25
6264	3/31/17	Employee 86	293.43
6265	3/31/17	Employee 87	297.14
6266	3/31/17	Employee 101	301.85
6267	3/31/17	Employee 102	434.73
6268	3/31/17	Employee 103	197.81
6269	3/31/17	Employee 104	69.48
6270	3/31/17	Employee 106	246.62
6271	3/31/17	Employee 108	268.74
6272	3/31/17	Employee 107	418.73
6273	3/31/17	Employee 66	550.76
6274	3/31/17	Lowe's	568.51
NC03002	3/31/17	Internal Revenue Service	3,210.18
		Total checks and deductions:	9,631.44

Uncleared deposits and additions

Accounting month: March Last entry number: 44

G/L Account 101 Cash Regular Checking

Reference	Date	Payee/Description	Amount

Total deposits and additions:	0.00
This should match bank statement balance:	45,677.15

13971 0

FIRST AMERICAN CREDIT UNION

958 E. RODEO ROAD, SUITE 16
CASA GRANDE, AZ 85122

TOHONO O'ODHAM COMMUNITY COLLEGE DEVELOPMENT LLC.

PO BOX 3090
SELLS, AZ 85634

DIRECT INQUIRIES TO THE ADDRESS SHOWN BELOW AFTER THE WORDS SEND INQUIRIES TO:
OR YOU MAY CALL 520-836-8848

MEMBER NUMBER: XXXXXX8054

SOCIAL SECURITY NO.: ON FILE

STATEMENT PERIOD: FROM 03/01/2017 TO 03/31/2017

LINE OF CREDIT AVAILABLE:

THE **INTEREST CHARGE** FOR AN OPEN-END LOAN IS COMPUTED BY APPLYING THE PERIODIC RATE TO EACH UNPAID BALANCE FOR THE EXACT NUMBER OF DAYS EACH BALANCE WAS OUTSTANDING. THE BALANCE USED TO COMPUTE THE **INTEREST CHARGE** IS THAT BALANCE EACH DAY AFTER CREDITS ARE SUBTRACTED AND NEW ADVANCES OR OTHER CHARGES ARE ADDED.

REGULAR SHARE ACCOUNTS ARE NOT TRANSFERABLE EXCEPT ON THE RECORDS OF THIS CREDIT UNION.

**DEBITS: NEW LOANS, REFINANCED LOANS, ADD-ONS, PRINCIPAL REVERSAL OR SHARE WITHDRAWALS

POSTING DATE	EFFECT DATE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT ¢	PAYMENTS, CREDITS OR DEBITS ** ¢	INTEREST ¢	FEES ¢	BALANCE OR TOTAL ¢
		S000 REG. SAVINGS					
		STATEMENT PERIOD:					
		BEGINNING DATE 03/01/2017					
		ENDING DATE 03/31/2017					
				PREVIOUS BALANCE			100180
331	331	DEPOSIT DIVIDEND	012				100192
				NEW SHARE BALANCE			100192
		DIVIDEND PERIOD 01/01/2017 TO 03/31/2017					
		DIVIDEND EARNED	012				
		ANNUAL PERCENTAGE YIELD EARNED	0.05%				
		AVERAGE DAILY BALANCE	100180				
		DIVIDENDS YEAR TO DATE	012				
		S019 BUSINESS EAGLE CHECKING					
		STATEMENT PERIOD:					
		BEGINNING DATE 03/01/2017					
		ENDING DATE 03/31/2017					
				PREVIOUS BALANCE			1627360
320	320	DEPOSIT	1821561				3448921
327	327	DRAFT #005012	-1196942				2251979
331	331	WITHDRAWAL	-2500				2249479
		MONTHLY SERVICE FEE					
				NEW SHARE BALANCE			2249479

ITEMS CLEARED THIS STATEMENT PERIOD

ITEM #	AMOUNT	ITEM #	AMOUNT	ITEM #	AMOUNT
5012	11969.42				

1 ITEMS CLEARED 11969.42

TOTAL DRAFT DEPOSITS	1821561
TOTAL DRAFT WITHDRAWALS	1199442
DIVIDENDS YEAR TO DATE	000

DIVIDENDS AND/OR INTEREST (IF $10.00 OR MORE) WILL BE REPORTED TO INTERNAL REVENUE SERVICE AND APPLICABLE STATE AGENCY THROUGH PERIOD ENDING DEC. 31ST AS INTEREST INCOME FOR THE CALENDAR YEAR.

012 ← YEAR TO DATE EARNINGS

SEND INQUIRES TO: VISIT US AT FIRSTAMERICAN.ORG OR CALL US AT 800.759.9442

IN THE MARKET FOR A NEW VEHICLE? CHECK OUT FIRST AMERICAN'S GREAT OFFERS WITH ENTERPRISE CAR SALES AT WWW.ENTERPRISECARSALES.COM/FACU. APPLY ONLINE AT WWW.FIRSTAMERICAN.ORG OR CALL US AT 800.759.9442 TO GET PRE-APPROVED TODAY! 1

TOCC Development, LLC
Bank Statement Reconciliation Report

Accounting month: March Last entry number: 46

G/L Account 106 Cash First American Checking

Reference	Date	Payee/Description	Amount
		G/L account balance:	22,494.79
Uncleared checks and deductions			
		Total checks and deductions:	0.00
Uncleared deposits and additions			
		Total deposits and additions:	0.00
		This should match bank statement balance:	22,494.79

TOCC Development, LLC
Bank Statement Reconciliation Report

Accounting month: March Last entry number: 46

G/L Account 106.1 Cash First Amercan Saving

Reference	Date	Payee/Description	Amount
		G/L account balance:	1,001.92
Uncleared checks and deductions			
		Total checks and deductions:	0.00
Uncleared deposits and additions			
		Total deposits and additions:	0.00
		This should match bank statement balance:	1,001.92

INCOME STATEMENT
For Month Ending April 30, 2017

	Month	Year-to-Date
INCOME		
Contract Revenue	29,884.78	154,864.56
Interest Income		.25
MOU Revenue Contributions TOCC		142,554.94
TOTAL INCOME	29,884.78	297,419.75
COST OF CONSTRUCTION		
Job Labor		95,867.22
Job Material	4,180.35	69,458.27
Job Miscellaneous	884.86	7,397.36
Job Burden (PR Taxes & Ins)		23,805.52
Job Equipment	133.03	7,450.67
TOTAL COST OF CONSTRUCTION	5,198.24	203,979.04
Gross Profit	24,686.54	93,440.71
GENERAL & ADMINISTRATIVE		
Advertising	524.80	524.80
Auto-Truck Repairs		112.42
Bank Charges		378.04
Equipment Repairs		482.44
Gas & Oil		70.56
Insurance - Liability		2,750.00
Interest Expense		88.24
NCCER Expense		1,834.08
Licenses		774.00
Miscellaneous	205.72	2,580.14
Office Expense	530.53	5,734.59
PR Taxes & Ins		(11,851.38)
Staff Development		1,200.00
Travel & Entertainment		2,853.40
TOCC Institutional Support		95,755.36
TOTAL GENERAL & ADMINISTRATIVE	1,261.05	103,286.69
Operating Profit	23,425.49	(9,845.98)
Net Income Before Taxes	23,425.49	(9,845.98)
Net Income	23,425.49	(9,845.98)

BALANCE SHEET
April 30, 2017

ASSETS

Current Assets			
Cash Regular Checking	$ 35,185.18		
Petty Cash	10.53		
Cash First American Checking	23,496.71		
Accounts Receivable	58,298.77		
AccRecEmployee	4,779.83		
AccRec BCT 101	225.29		
Total Current Assets		$ 121,996.31	
Fixed Assets			
Other Assets			
Prepaid Interest	(.13)		
Total Other Assets		(.13)	
TOTAL ASSETS			$ 121,996.18

LIABILITIES AND STOCKHOLDERS EQUITY

LIABILITIES			
Current Liabilities			
Accounts Payable	3,774.13		
FICA and Federal Payable	2,170.18		
Total Current Liabilities		5,944.31	
Long-Term Liabilities			
TOTAL LIABILITIES			5,944.31
STOCKHOLDERS EQUITY			
Capital Stock		100,000.00	
Return on Investment		(145,299.05)	
Retained Earnings		171,196.90	
Profit and Loss		(9,845.98)	
TOTAL STOCKHOLDERS EQUITY			116,051.87
TOTAL LIABILITIES AND STOCKHOLDERS EQUITY			$ 121,996.18

April last entry: 31

Reference	Invoice Date	Description	Due Date	Invoice Amount	Accounts Receivable	Retainage Receivable	G/L Acct.	JobId	
Fernando Antone Sr (166) (520)488-0904			Contact: Fernando Antone Sr						
0000411	12/15/16	Material Please see atta	12/15/16	7,332.83	2,323.20		400	16093	Fernando Anton
			Customer Total:		2,323.20	0.00	2,323.20		
Lenard Yazzie & Wynona Larson (16) (520)993-6931 Fax: (520)383-3803			Contact: Leonard Yazzie & Wynona L						
0000251	12/31/14	Apprentice Labor - All M	1/31/15	4,435.20	4,435.20		400	14102	Beauty Salon B
0000279	4/30/15	Apprentice Labor - To Re	4/30/15	950.40	950.40		400	15041	Electic Clara Ja
0000280	4/30/15	Apprentice Labor - Repla	4/30/15	1,525.92	25.92		400	15043	Electric Tania L
			Customer Total:		5,411.52	0.00	5,411.52		
Sif Oidak Disctrict (172)			Contact: Alex Cruz						
0000417	1/5/17	Dwayne Ortega	2/5/17	536.00	67.00		400	17002	BCT 120
			Customer Total:		67.00	0.00	67.00		
Steve Antone (114)			Contact: Steve Antone						
0000370	1/8/16	Apprentice Labor - Insta	1/8/16	2,056.22	2,056.22		400	15110	Emergency Pan
			Customer Total:		2,056.22	0.00	2,056.22		
TOCC (1)			Contact: Paul Robertson						
0000397	10/19/16	Apprentice Labor	10/19/16	867.00	867.00		400	16087	Remove Cubicl
0000408	12/8/16	Glass Wall with 5 panels	1/8/17	6,619.24	6,619.24		400	16089	Remodel & Gla
0000414	12/21/16	Apprentice Labor per Agr	1/21/17	2,339.30	2,339.30		400	16097	Replace Cores
0000416	12/21/16	Apprentice Labor $81.60	1/21/17	1,292.31	1,292.31		400	16100	Lamps Street Li
0000427	2/16/17	Apprentice Labor Electri	3/16/17	4,068.53	4,068.53		400	17001	Sewing Room
0000452	4/10/17	Equipment Rental	5/10/17	7,000.00	7,000.00		400	16090	Install Marque S
0000453	4/11/17	Materials Dun Edwards $2	5/11/17	1,762.89	1,762.89		400	17013	Repairs Fire Da
0000454	3/31/17	Crescent Electric $513.4	4/30/17	3,371.51	3,371.51		400	16032	Power to Watos
0000456	3/31/17	Benjamin Supply $ $394.1	4/30/17	494.32	494.32		400	17022	Kitchen Faucets
0000458	4/17/17	Replace 2' of dry wall a	5/17/17	2,822.00	2,822.00		400	16088	Drywall repair
0000460	4/17/17	Steel Door of Tucson $11	5/17/17	2,004.39	2,004.39		400	16086	Cut in Door
0000461	4/17/17	Apprentice Labor $775.2	5/17/17	1,065.90	1,065.90		400	16087	Remove Cubicl
0000466	4/26/17	Apprectice Labor	5/26/17	1,047.62	1,047.62		400	17030	Finishing
0000468	4/26/17	Material -LED Lamps, soc	5/26/17	7,997.00	7,997.00		400	17021	LED Up-Grade
0000470	4/26/17	Ferguson $41.87	5/26/17	292.70	292.70		400	17033	Shower repair
			Customer Total:		43,044.71	0.00	43,044.71		
Tohono O'odham Nation (113) (520)993-1076			Contact: Raul Reyes						
0000400	10/31/16	Ramp, Stairs, Guardrail	11/30/16	1,806.70	86.00		400	16069	Ramp stairs an
			Customer Total:		86.00	0.00	86.00		
TOUA Water (62)			Contact: Cauy Washburn						
0000442	4/10/17	Apprentice Labor Geroni	5/10/17	1,315.80	1,315.80		400	17E14	Tony Pancho
0000443	4/10/17	Apprentice Labor Geroni	5/10/17	841.50	841.50		400	17E12	Rosanna Manu
0000444	4/10/17	Apprentice Labor Geroni	5/10/17	893.52	893.52		400	17E11	Roselyn Montan
0000445	4/10/17	Apprentice Labor Geroni	5/10/17	1,095.48	1,095.48		400	17E13	Milton & Stepha
0000446	4/10/17	Apprentice Labor Geroni	5/10/17	559.98	559.98		400	17E15	Vincent Mendoz

April last entry: 31

Reference	Invoice Date	Description	Due Date	Invoice Amount	Accounts Receivable	Retainage Receivable	G/L Acct.	JobId	
(TOUA Water continued)									
0000449	4/10/17	Apprentice Labor Isabel	5/10/17	88.74	88.74		400	15W57	Susie Ortega
0000450	4/10/17	Apprentice Labor Isabel	5/10/17	99.96	99.96		400	15W59	Claudine Garcia
0000451	4/10/17	Apprentice Labor Isabel	5/10/17	76.50	76.50		400	15M40	Stanley Juan
0000463	4/19/17	Apprentice Labor - Isabe	5/19/17	301.92	301.92		400	16E65	Rewire Water H
448	4/19/17	Apprentice Labor Juan Co	5/19/17	36.72	36.72		400	16E53	Daniel Miguel
			Customer Total:		5,310.12	0.00	5,310.12		
			Company Total:		58,298.77	0.00	58,298.77		

Note: Accounts receivable is the amount that the customer currently owes.
This is the same as 'balance due'.

Accounting month: April
Last entry: 31

Vou. No.	Invoice Date	Invoice Number/ Description	Due Date	Allowed Discount	Invoice Balance	Debit Acct.	JobId	Cost Cat.	Retainage Payable	Job Description
Border Construction Specialties (5)										
1844	11/21/16	R-1486343	12/16/16	0.00	129.67	502	16069	61000	0.00	Ramp stairs and guardrails
1845	11/23/16	R-1487415	12/16/16	0.00	19.94	502	16070	61000	0.00	Dinning Patio
1851	2/2/17	R-1512069	2/28/17	0.00	48.00	502	16070	61000	0.00	Dinning Patio
					157.50	502	16090	61000	0.00	Install Marque Sign
	Voucher total:				205.50					
1846	12/14/16	r-1495086	12/15/16	0.00	269.28	502	16070	61000	0.00	Dinning Patio
	Vendor total:			0.00	624.39				0.00	
Desert Building Materials (56)										
1847	12/14/16	P3190577918	12/15/16	0.00	68.29	502	16089	61000	0.00	Remodel & Glass Wall
	Vendor total:			0.00	68.29				0.00	
Dyna-Brite Lighting (230)										
1948	4/14/17	0087937	5/10/17	0.00	1,319.07	502	17026	260000	0.00	LED Retro-fit
	Vendor total:			0.00	1,319.07				0.00	
Home Depot (40)										
1965	4/23/17	a713200	5/14/17	0.00	70.19	502	16070	61000	0.00	Dinning Patio
	Vendor total:			0.00	70.19				0.00	
Lowe's (7)										
1962	4/19/17	000534	5/10/17	0.00	322.94	502	17019	61000	0.00	Addition to Room
1916	3/1/17	a000218a	3/15/17	0.00	55.95	502	16093	61000	0.00	Fernando Antone Sr
1920	3/1/17	a000224	3/15/17	0.00	61.58	502	16093	61000	0.00	Fernando Antone Sr
1919	2/20/17	a000256	3/15/17	0.00	102.53	502	16070	61000	0.00	Dinning Patio
1960	4/23/17	a000261	5/10/17	0.00	71.30	502	16094	61000	0.00	Door & Concrete Slab
1964	4/3/17	a000263	5/14/17	0.00	68.03	506	16070	61000	0.00	Dinning Patio
1917	2/28/17	a000316	3/15/17	0.00	154.87	502	17002	10000	0.00	BCT 120
1683	7/7/16	a000320	8/10/16	0.00	28.73	506	16057	61000	0.00	Install Marquee Sign
					10.64	506	16057	61000	0.00	Install Marquee Sign
	Voucher total:				39.37					
1963	4/22/17	a000336	5/14/17	0.00	121.87	502	17019	61000	0.00	Addition to Room
1918	2/27/17	a000790	3/15/17	0.00	340.11	502	16070	61000	0.00	Dinning Patio
					289.40	502	17002	10000	0.00	BCT 120
	Voucher total:				629.51					
1961	4/5/17	a00261	5/10/17	0.00	64.24	502	17026	260000	0.00	LED Retro-fit
	Vendor total			0.00	1,692.19				0.00	
	Totals			0.00	3,774.13				0.00	
	Total payables:		3,774.13							
	Total payables with discount:		3,774.13							

May 11, 2017
Additional Handouts

Tohono O'odham Community College
Restricted Expenses and Budget by Department
For the Month Ended March 31, 2017
(Intended for internal management purposes only)

Note to Financials --Budget Surplus Through March 2017 Remaining Budget	Grant Year-to-Date Actual	Grant Year-to-Date Annual Budget	Grant Year-to-Date Remaining Budget	Grant Year-to-Date Remaining %	Fiscal Year-to-Date Actual	Fiscal Year-to-Date Annual Budget	Fiscal Year-to-Date Remaining Budget	Fiscal Year-to-Date Remaining %
NSF STEM Pre-TI 1111								
3/1/17 - 1/1/2018)								
Restricted revenues:								
Federal government grant	$ -	$ 95,365	$ (95,365)	-100%	$ -	$ 28,610	$ (28,610)	-100%
Restricted expenses:								
Compensation	-	37,456	37,456	100%	-	11,237	11,237	100%
Employee related expenses	-	6,806	6,806	0%	-	2,042	2,042	0%
Travel/Professionaal Development	576	11,210	10,634	95%	576	3,363	2,787	83%
Stipends	-	1,040	1,040	100%	-	312	312	100%
Materials & Supplies & Publications		580	580	100%		174	174	100%
Consultants		18,220	18,220	100%		5,466	5,466	100%
Indirect		20,053	20,053	100%		6,016	6,016	100%
	576	95,365	94,789	99%	576	28,610	28,034	98%
Excess (deficiency)	$ (576)	$ -	$ (576)		$ (576)	$ -	$ (576)	
NARCH 7 AIHEC Behavioral Health- 1202								
(Dec 1, 2015 - Nov 30, 2017)								
Restricted revenues:								
Federal government grant	$ 75,000	$ 150,000	$ (75,000)		$ 30,000	$ 75,000	$ (45,000)	
Restricted expenses:								
Compensation	7,365	73,000	(65,635)	90%	7,365	36,500	29,135	80%
Employee related expenses	563	7,000	(6,437)	92%	563	3,500	2,937	84%
Travel		6,400	(6,400)	100%	-	3,200	3,200	100%
Machinery/equipment		7,200	(7,200)	100%	-	3,600	3,600	100%
Office and Program Supplies	1,864	2,000	(136)	7%	1,864	1,000	(864)	0%
Consultant Fees	29,060	41,600	(12,540)	30%	24,094	20,800	(3,294)	0%
Computer Equipment	3,540	-	3,540	0%	3,540	-	3,540	
Indirect expense		12,800	(12,800)	100%		6,400	6,400	100%
	42,392	150,000	(107,608)	72%	37,426	75,000	44,654	60%
Excess (deficiency)	$ 32,608	$ -	$ (32,608)		$ (7,426)	$ -	$ (346)	

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: PAUL ROBERTSON, PRESIDENT

FROM: STACY D. OWSLEY, HUMAN RESOURCES DIRECTOR

SUBJECT: **AGENDA ITEM— MAY 2017 ADDENDUM**

DATE: MAY 11, 2017

CC: FILE

Background

The following candidate is presented for the Board's consideration as a promotion.

Recommendation

The President recommends the approval of the employee on the attached list as a promotion for the Tohono O'odham Community College.

ADDENDUM

May 2017

Promotion:

Name	Position	Hire Date
Novia James	Financial Aid Officer	5/8/17
	Ms. James was the Financial Aid Specialist for the past eight and a half years. Previous to that, she was the Student Services Administrative Assistant for a year and a half. Ms. James received her Associates Degree in Business for Transfer from TOCC.	

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU: PAUL ROBERTSON, PRESIDENT

FROM: SYLVIA HENDRICKS, VP STUDENT SERVICES

SUBJECT: **AGENDA ITEM — RECLASSIFICATION – FINANCIAL AID TECHNICIAN**

DATE: MAY 11, 2017

CC: FILE

Background

The Financial Aid Specialist for Tohono O'odham Community College's (TOCC) was created to provide clerical and administrative support for the Financial Aid Director.

The Vice President of Student Services is requesting approval to reclassify the Financial Aid Specialist to a Financial Aid Technician.

Justification

In the past six months, the position has become less clerical and more involved in the processing PELL Grants, scholarships, and providing students the necessary resources for funding their higher education. With the Financial Aid Director position being reclassified as a Financial Aid Officer, it is important to have the reporting position that offers more technical support during open registration and in the supervisor's absence. The position will supervised by the Financial Aid Officer. Based on the revised duties and responsibilities, the position should be reclassified from Financial Aid Specialist to Financial Aid Technician.

Recommendation

The President recommends the reclassification approval of the Financial Aid Technician. Based on a review of the position's duties and responsibilities, it is recommended that the rate of pay be as follows:

$16.12 per hour

ATTACHMENT: Financial Aid Technician job description

TOHONO O'ODHAM COMMUNITY COLLEGE
JOB ANNOUNCEMENT

Job Title: Financial Aid Technician
Reports To: Financial Aid Officer
Status: Full time/ Regular / Non-Exempt
Salary: $16.12 per hour

SUMMARY: The Financial Aid Technician will perform a variety of services in the financial aid areas for students and provide support to the Financial Aid program. The position requires thorough knowledge of student financial aid programs at the Federal, State, Tribal, institutional levels: including fundamental purpose of programs as well as eligibility requirements, guidelines, and regulations. The Financial Aid Technician will support the T-Ṣo:ṣon (Our Core Values) including T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together.

ESSENTIAL DUTIES:

- Advises students on Federal and State educational program and financial aid benefits, applicable rules regarding the use of said benefits, academic progress policies, and institutional policies regarding the application of such rules.
- Collects, evaluates, and verifies financial aid data and documents submitted by students.
- Processes student financial aid and/or scholarship award packets, which includes: verifying student eligibility for applicable Federal and State aid programs.
- Performs a variety of administrative support activities in support of office operations, which includes: updating and maintaining forms; maintaining and updating data in external systems; and performing related duties.
- Prepares a variety of correspondence including award letters, applications, records, and/or other related documents.
- Researches current State and Federal regulations to keep up-to-date and determines the application of regulations to specific student circumstances.
- Performs other duties of similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Associate's degree or two-year technical certificate in any field; and two to three years of financial aid experience.

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 people.

POSITION SPECIFIC RESPONSIBILITIES INCLUDE:

- Upload Institutional Student Information Records (FAFSAs) into PowerFAIDS;
- Review records for verification and submit to the Common Origination Distribution (COD) website for Origination & Disbursement;
- Work with the COD department for Originations and Disbursements in cases of corrections or changes;
- Track and advise supervisor of draw down amounts for Pell Grant awards;
- Coordinate with the G-5 Payment System Department in creating disbursements for Pell Grants;
- Create both PF and PDF files for the Finance Office and creating both PF and PDF files for Pell Grants, Scholarships and other types of grants for disbursing and awarding.

LICENSING REQUIREMENTS:

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

KNOWLEDGE:

- Financial Aid procedures and practices;
- Financial Aid advising practices;
- Modern office practices, procedures, and equipment;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Basic filing and recordkeeping principles;
- Research techniques;
- Customer service principles.

SKILLS:

- Processing financial aid applications;
- Advising students, faculty, staff, and/or parents;
- Providing customer service;
- Operating modern office equipment;
- Interpreting and applying applicable rules, regulations, policies, procedures, and standards;
- Maintaining files and records;
- Researching regulation changes;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

WORK ENVIRONMENT:

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

BENEFITS:

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

HOW TO APPLY

Applications are available on line at www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of three references (name, position, organization and work phone numbers), and three (3) letters of recommendation dated within the past twelve months. If claiming Indian Preference under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/ or if claiming Veteran Preference, submit a copy of the DD214 form to:

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

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

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES

THRU:

FROM: PAUL ROBERTSON, PRESIDENT

SUBJECT: **HEAD ATHLETIC COACH POSITION REQUEST**

DATE: MAY 10, 2017

CC:

Background:

Coaching staff at TOCC include 4 persons, all of whom are contract workers. TOCC has worked with Athletic Director Matthew Vargas and Coach Michael Steward, as thought they are regular employees, allowing use of credit cards, vehicles, and otherwise treating them as employees though they are not. HR and attorney Robert Brauchli note that TOCC needs to move to make the positions into regular employee positions. In addition, in order to assure that adequate supervision can be achieved for the athletic program, this position needs to be other than a contract worker.

If the position is approved, it will be advertised and current contracted persons can apply.

An additional position may, or may not be needed, something that can be determined within the next two months.

Justification

The accompanying job description for "Head Athletic Coach" describes a full-time regular position for TOCC. The job requirements are similar to those of other small community colleges and tribal colleges. The salary range for similar jobs at other tribal and community colleges averages in the low 40 thousands across the United States. The request to indicate "Salary Commensurate with Experience" on the job description reflects the need to negotiate in order to achieve the best possible outcome. Negotiations would include an amount ranging from $43,000 to $56,000, depending on experience and upon the ability and willingness of the selected person to effectively lead the basketball program, to actively develop other sporting opportunities for TOCC students, and to develop and implement an athletic program that aligns with the mission and values of the College.

.Action Requested

Request Board consideration for position of Head Athletic Coach per attached job description.

Recommendation

President respectfully recommends approval.

TOHONO O'ODHAM COMMUNITY COLLEGE
JOB Description

Job Title: Head Athletic Coach
Reports To: Vice President of Student Services
Status: Full-time, Regular, Exempt
Salary: Compensation Commensurate with Experience
Closing Date: Open Until Filled

SUMMARY:
Tohono O'odham Community College (TOCC) is seeking a Head Athletic Coach (Head Coach). The Head Coach will direct, lead and oversee coaching and instructing duties for TOCC sports programs including basketball and other sports that may be developed. (TOCC has an interest in developing both archery and cross-country sports but does not offer those at this time.) The Head Coach is charged with working with other TOCC staff and faculty toward developing a program that promotes academic success and personal growth.

The Head Coach will recruit players within the TOCC catchment area and beyond, primarily within the states of Arizona and New Mexico, will supervise the assistant coach or coaching staff, and will be expected to support the core values of the College, namely the T-Ṣo:ṣon (Our Core Values). Those are T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect, and I-We:mta – Working Together.

ESSENTIAL DUTIES AND RESPONSIBILITES:

- Manage and oversee athletic staff
- Coordinate all aspects of the TOCC Basketball program including purchasing and inventory of equipment, maintaining spending within budget, updating of player and team stats on the NJCAA website, conducting media relations, and reporting to ensure compliance with Title IX, NJCAA, Federal, state and Tohono O'odham Nation rules and regulations;
- Coordinate scheduling of games, tournaments, and practice games;
- Develop an athletics budget, review and control expenditures through the College's data management system (Jenzabar), and design and implement fund raising activities;
- Oversee and participate in the recruitment and retention of student athletes with high academic and physical standards;
- Maintain good relations with the community, state, and conference organizations to include attendance at regional meetings.
- Work nights and weekends as required;
- Be able to teach physical education and/or conduct intra-mural sports activities;
- Perform other duties of a similar nature or level.
- Travel with teams, be responsible for team conduct on trips, return vehicles in good order, keep receipts of all monetary transactions and provide appropriate backup for all requisitions in a timely manner,

TRAINING AND EXPERIENCE

Minimum Qualifications:

- Bachelor's degree from an accredited college or university;
- Two years coaching experience in high school or an institution of higher learning.

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

- Ability to speak and understand O'odham and/or Spanish.
- Knowledge and understanding of the history and contemporary issues facing Native peoples.
- Experience working with Native American communities.
- Experience and understanding of budgets and fiscal responsibilities.

LICENSING REQUIREMENTS:

- Valid Arizona Driver's license with no DUI's or major traffic offenses within the past three years;
- Must successfully pass a background check and finger print clearance;
- Obtain First Aid and CPR certification within three months of hire.

KNOWLEDGE:

- Fundamentals of basketball;
- Managerial principles and practices;
- ~~Administrative program oversight principles, practices, and techniques~~;
- Applicable federal, state, and local laws and regulations.
- Policy and procedure development practices;
- Research methods as they apply to competitive sports;
- Budgeting principles.

program development

SKILLS: Be able to:

- Direct, monitor, and evaluate administrative programs;
- Work effectively in a team environment and to teach requisite skills and philosophies;
- Develop and motivate student-athletes on and off the court;
- Interpret and apply applicable laws, rules, and regulations, to include NJCAA by-laws and guidelines;
- Establish favorable relationships between TOCC and other colleges;
- Prepare and compose a variety of reports, records, and correspondence;
- Manage and administer program budgets.

WORK ENVIRONMENT:

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

BENEFITS:

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

For full consideration, all documents must be submitted with the application. It is the applicant's responsibility to confirm that information and documents entered, uploaded, or faxed is received.

HOW TO APPLY:

Applications are available on line at www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of three references (name, position, organization and work phone numbers), three (3) letters of recommendation dated within the past twelve months, and a letter of interest. If claiming Indian Preference under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/or if claiming Veteran Preference, submit a copy of the DD 214 Form to:

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

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TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PRESIDENT PAUL ROBERTSON
FROM: JANE LATANE
SUBJECT: **MARSHALL FOUNDATION PROPOSAL**
DATE: MAY 8, 2017
CC:

Background

The Marshall Foundation continues to support capital construction projects. TOCC was awarded a $50,000 gift in 2007 or 2008 and was not awarded a gift in 2009.

Justification

Construction funding is needed for the multi-purpose building.

Action Requested

Board approval is request to submit a Letter of Intent to the Marshall Foundation, with the deadline being May 31, 2017.

Recommendation

TOCC GRANT PROPOSAL SUBMISSION AUTHORIZATION

Authorization to submit a proposal for a grant to be housed at TOCC must be approved by the TOCC Board of Trustees. It is important to assess an RFP as soon as it is available, as many initiatives have short turnaround times. The process to submit a request for authorization is to fill out this form and submit to supervisor who will review and send to the appropriate Vice President. The grant RFP must be provided with the form to the Supervisor/Vice President. The Cabinet will review the form for the following: 1) priority of the proposed project in meeting needs of TOCC; 2) how well the proposed project fits the RFP; 3) number of grants to be awarded; 4) amount of funding and whether a match is required; 5) length of time to complete a proposal available when Cabinet receives the Request. After review, Cabinet will either inform the individual proposing the grant that it will not recommend submission, or recommend approval to submit to the TOCC Board of Trustees through the TOCC President.

If approved by the Board of Trustees, it is critical to communicate with the Director of Development and the Sponsored Projects Manager to develop the timeline for completion of the proposal, obtain any required assistance in developing the proposal and the budget, and schedule the final due date to provide the proposal so that the Vice President for Administration and Finance can schedule time to submit the proposal.

A request to collaborate with another entity that is the lead applicant for a grant must be approved by the Cabinet, following the above steps, but does not have to be approved by the TOCC Board. A Letter of Agreement to collaborate, or to support must be signed by the TOCC President.

DATE: 5/8/2017 **SUBMITTED BY**: Jane Latané

Funding Agency: _____ Foundation: Marshall Foundation

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

Letter of Intent required? Yes Due Date (if applicable): 5/31/2017

Grant Submission Date: Full proposal invited if Letter of Intent accepted

Entity for proposal submission (grants.gov, e-grants, Fastlane, etc.) Marshall foundation website

Maximum Award (per year): Not stated Duration of grant: One Year
(Note: determine if award listed is total for the grant period, or per year.)

Number of Awards: Not stated Match Required? No
(Note: if match required, specify how much, and type, i.e., cash, in kind, etc.)

Indirect Cost allowed? NA Amount (%): _____
(Note: Some grants only allow a maximum of 8% or 10%, if any, rather than the agency negotiated rate. TOCC negotiated rate is currently 28%.)

Division Requesting Grant: President's Office

Background and Justification:
(Note: Information should be provided to enable determination of whether the grant is a good match with the stated purpose for TOCC, and would meet a significant need that cannot be met with existing staffing, resources, and funding. A short Concept Paper or Abstract should be included with this request.)

The Marshall Foundation supports construction projects and awarded TOCC a $50,000 gift in 2007 or 2008. It seems appropriate to seek funding again.

Proposed Principal Investigator or Project Director: Jane Latané

Lead writer: Jane Latané
(Note: do the staff members proposing to submit the proposal have time and expertise to write the proposal, or is assistance of a grant proposal writer requested? How much assistance will be required for the budget development, and supporting documentation? Please list assistance requested to complete the entire proposal.)

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

New staff to be added? (Number and positions): No

Contractors (external evaluator required? etc): Not for the award.

Approval by Division Vice President and Date: N.A.

Review by Cabinet and Approval Date: _____

Board Review and Approval Date: _____

Marshall Foundation, established in 1930, seeks to enhance the lives of the citizens of Tucson, AZ and Pima County through its support of charitable and educational institutions. The Foundation gives primary consideration to organizations involved in Education, Social Services, Arts and Culture and Early Childhood Development.

Grant Process

Grant Requests are considered twice annually using the following criteria:

- Relevance of the project to the Marshall Foundation's mission
- Completeness of the application
- Availability of funds
- Impact on the community

The Three Step Online Process

The three-step online process is as follows:

1. Organization Registration (One-time only per email address)
2. Letter of Intent
3. Full Proposal (Upon Invitation)

Invitations to submit a full proposal will be extended within three weeks of the LOI deadlines. Grant applications will be considered by the Marshall Foundation Board of Directors the following month. Applicants will be notified by mail regarding the status of their application within 60 days of the Board considering their application.

Marshall Foundation reserves the right to award grants at its sole discretion.

Prerequisites for Consideration

In order to be considered for funding by the Marshall Foundation, the organization seeking support must:

- Be an established 501(c)(3) Not-For-Profit corporation.
- Have a project that will take place in Pima County or benefit residents of Pima County, AZ
- Have submitted a formal application, through an online process

Marshall Foundation will Fund:

- The Marshall Foundation encourages applications for special projects, programs and/or capital
- support for: (e.g.: building projects, programs, exhibits, scholarships, furniture & fixtures,
- vehicles, employees necessary for the program's/project's success...)
- Higher education projects and scholarships
- Children and youth programs
- Arts and cultural organizations and programs
- Pre-K -12 education
- Community and social service organizations

Marshall Foundation will not accept requests for:

- Administrative and/or Fundraising (e.g.: utilities, office supplies, administrative employees)
- Repeat funding for a project already funded by the Foundation, unless outlined in
- Support for projects outside of Pima County
- Support for specific individuals

For Additional Information

- Contact the General Manager of the Marshall Foundation, Jane McCollum, at (520)-622-8613 or jane@marshallfoundation.com, or

Contact the Secretary of the Marshall Foundation at secretary@marshallfoundation.com

Note to Applicants:

1. All Applicants
    a. Must complete the Organization Registration.
    b. Must complete the Letter of Intent.
    c. Each organization will be funded no more than once annually.

Application Form

Please specify the Grant amount you are applying for:
Greater than $5,000
Funding requests for greater than $5,000 may be invited to complete a full proposal.

Is the Applicant applying from the University of Arizona?
No (I am NOT affiliated with the University of Arizona)

Application Organization OR University of Arizona Unit Name
Tohono O'odham Community College
Is this Organization a 501c3?
Yes
EIN #
86-093-1108
Mission (250 word limit)
Does this Organization provide services in Pima County?
Yes
Contact Person
Jane Latane
Position
Director of Development
Mailing Address
P.O. Box 3129
City
Sells
State
Arizona
Zip Code
85634
Phone Number
520-383-8401
Fax Number
520-383-0029
Email Address
jlatane@tocc.edu

Area of Funding Focus
Education

Letter of Intent

Program/Project
Phase II Construction of Main Campus
Title
Multipurpose Building Construction
Project Begin Date
09/01/2017
Project End Date
08/31/2018

Grant Amount Requested
$100,000

Please Complete the Following

Abstract outlining project or program, need, people served, service area, collaborations, etc. (150 word limit)
TOCC completed initial construction on its permanent campus in 2012, including infrastructure development, space for Education and Student Services, and housing for up to 36 students. Construction funding included a generous gift of $50,000 from the Marshall Foundation. TOCC is seeking funding of $1.5 million to build a multi-purpose building that will house athletic facilities, a cafeteria, and space for instruction and meetings. This building was identified as highest priority to provide adequate space for meal service for students, to enable the basketball team to have a regulation court on campus rather than travelling 30 miles each way for practice and games, and to provide space for other sports. Research demonstrates that tribal students are more likely to complete four-year degrees if they obtain associate degrees locally. A multi-purpose building will greatly enhance retention for students, many of whom travel up to 50 miles to the campus.

Most Recent Year-End Financial Statement
List of Board Members with Terms and Affiliations
Authorizing Official's Signature

Select **Save Draft** then **Continue Editing** in order to come back and make changes to this entry.

Select **Submit** then **Confirm Submission** if you have completed your Application and are ready to review your Application to submit.

** When you click the **Submit** then **Confirm Submission** button you will be directed to a **Review Page** to review and confirm your Application. Once you have finished reviewing, click on **CONFIRM SUBMISSION** at the bottom of the page to officially submit your Application. **

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PRESIDENT PAUL ROBERTSON
FROM: JANE LATANE
SUBJECT: ~~MARSHALL FOUNDATION~~ SEDS **PROPOSAL**
DATE: MAY 10, 2017
CC:

Background

The Administration for Native Americans Social and Economic Development (SEDS) Notice of Funding Availability was issued on May 8, 2017.

Justification

TOCC has been requested to develop a comprehensive Health Education program, and to assist DHHS to conduct an assessment on education needs. This grant would provide funding to meet this need.

Action Requested

Board approval is requested to approve submission of a proposal if DHHS, the Chairman's Office, and Planning Department are in agreement and if DHHS agrees to collaborate.

Recommendation

TOCC GRANT PROPOSAL SUBMISSION AUTHORIZATION

Authorization to submit a proposal for a grant to be housed at TOCC must be approved by the TOCC Board of Trustees. It is important to assess an RFP as soon as it is available, as many initiatives have short turnaround times. The process to submit a request for authorization is to fill out this form and submit to supervisor who will review and send to the appropriate Vice President. The grant RFP must be provided with the form to the Supervisor/Vice President. The Cabinet will review the form for the following: 1) priority of the proposed project in meeting needs of TOCC; 2) how well the proposed project fits the RFP; 3) number of grants to be awarded; 4) amount of funding and whether a match is required; 5) length of time to complete a proposal available when Cabinet receives the Request. After review, Cabinet will either inform the individual proposing the grant that it will not recommend submission, or recommend approval to submit to the TOCC Board of Trustees through the TOCC President.

If approved by the Board of Trustees, it is critical to communicate with the Director of Development and the Sponsored Projects Manager to develop the timeline for completion of the proposal, obtain any required assistance in developing the proposal and the budget, and schedule the final due date to provide the proposal so that the Vice President for Administration and Finance can schedule time to submit the proposal.

A request to collaborate with another entity that is the lead applicant for a grant must be approved by the Cabinet, following the above steps, but does not have to be approved by the TOCC Board. A Letter of Agreement to collaborate, or to support must be signed by the TOCC President.

DATE: 5/10 2017 **SUBMITTED BY**: Jane Latané

Funding Agency: DHHS Administration for Native Americans

Funding Number: HHS-2014-ACF-ANA-NE-0779 CFDA # if applicable: 93.612

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

Grant Submission Date: June 22, 2017

Entity for proposal submission (grants.gov, e-grants, Fastlane, etc.) Grants.gov

Maximum Award (per year): $400,000 Duration of grant: One to three years

(Note: determine if award listed is total for the grant period, or per year.)

Number of Awards: 12___ Match Required? _25% cash or in kind_____
(Note: if match required, specify how much, and type, i.e., cash, in kind, etc.)

Indirect Cost allowed? _yes_____ Amount (%): _negotiated rate: TOCC is 27%_
(Note: Some grants only allow a maximum of 8% or 10%, if any, rather than the agency negotiated rate. TOCC negotiated rate is currently 28%.)

Division Requesting Grant: _Education_____

Background and Justification:
(Note: Information should be provided to enable determination of whether the grant is a good match with the stated purpose for TOCC, and would meet a significant need that cannot be met with existing staffing, resources, and funding. A short Concept Paper or Abstract should be included with this request.)

Proposed Principal Investigator or Project Director: _To be determined_____

Lead writer: _Jane Latané_____
(Note: do the staff members proposing to submit the proposal have time and expertise to write the proposal, or is assistance of a grant proposal writer requested? How much assistance will be required for the budget development, and supporting documentation? Please list assistance requested to complete the entire proposal.)

Current staff to be paid under grant? (List) _None_____

New staff to be added? (Number and positions): _Project Director, Project Associate, Adjunct faculty (2)_____

Contractors (external evaluator required? etc): _Evaluator___

Approval by Division Vice President and Date: _____

Review by Cabinet and Approval Date: _____

Board Review and Approval Date: _____

NOTE: Cabinet reviewed last year's information that was presented to the Board at the February Board meeting. Board directed to present request after the Notice was issued.

Concept Paper

The ANA grants have the condition that only one proposal in each category may be submitted by a tribe or tribal entity for each competition year. Gerald Fayuant indicated several months ago

that the Nation will not be submitting this year and that TOCC could submit a proposal. If we decide to submit a proposal we will need to communicate with Gerald Fayuant and with Executive. The ideas listed below are based on TOCC collaborations with the Nation's Department of Health and Human Services, on recommendations from Chester Antone in the HRDC meeting in March 2017, and knowledge of IT needs on the Nation. If Cabinet approves the ideas, and/or has other priorities we will need to obtain Board approval either before or after discussion with DHHS, Planning, and Executive. Not sure if both healthcare and IT would be too much within a proposal, but there is some overlap between the two needs…

From the Funding Opportunity Annoucement: "This Funding Opportunity Announcement (FOA) is focused on community-driven projects designed to grow local economies, strengthen Native American families, including the preservation of Native American cultures, and decrease the high rate of current challenges caused by the lack of community-based businesses, and social and economic infrastructure in Native American communities."
The announcement was issued on May 8, 2017. Funding in fiscal 2017 is available for approximately 12 awards ranging from $100,000 to $400,000 per year for 1 to 3 years.

Background: The federal Administration for Native Americans (ANA), part of the U.S. Department of Health and Human Services, supports communities in their efforts to solve social or economic problems and create economic opportunity in sustainable, strategic ways. Communities have wide latitude in deciding upon the problems to tackle and the strategies for addressing them. A scan of the 42 current grantees shows a variety of projects: management training for senior healthcare workers; small business training; helping tribal members gain resilience skills; writing a workforce development plan; developing a land use plan; preparing for emergencies; building a playground as a community center; and establishing a traditional meeting house.

Objective of SEDS: Besides helping the community solve a particular problem, the SEDS program is about process: having community organizations or other entities work together to diagnose a situation, determine a desired outcome, set goals, devise a strategy for improvement, implement a solution, and measure progress towards goals. The measurement of progress in concrete terms is key to the SEDS approach.

Possible Focus: TOCC could collaborate with the Tohono O'odham Nation's Health and Human Services Department to work on creating a pipeline of professionals to work in the healthcare clinics on the Nation. The idea would be to conduct comprehensive needs and feasibility analyses in year 1; to write curriculum for certificates or degrees in year 2; and to begin offering the certificates or degrees in year 3; or to create pathways for earning degrees—pathways such as a cohort program where students earn general education credits at TOCC and then pursue specialized courses at another institution.
Chester Antone requested that TOCC facilitate a meeting with DHHS and probably the Nursing Home to design a comprehensive health care delivery system for the Nation. This could be one objective of a proposal focused on health care.

Other Possible Focus: TOCC and its partners within the Nation (for example, HHS, TOUA, DoIT) would work together on improving technology access and bandwith and IT capabilities

within the Nation. The outcome after three years would be that the College, district offices, clinics, and government offices would all have the technology infrastructure and know-how to serve as sites for distance learning. Meetings, consultations, and other business could be conducted over distance technology.
The Recreation centers all had internet access and computers when built at least 10 years ago…the systems and computers probably all need updating…
Also, DHHS had some equipment for telemedicine that is now outdated. TOCC could facilitate training in its new IT program for staff for the Rec Centers, and see if DHHS is looking at telemedicine capability – there is probably psychiatric consultation through the Health system, but could use more telehealth.
Alex Vavages, the DOIT Manager for the Nation indicated at the last Apprenticeship board meeting that he could use IT interns….

Following are the priorities that would be addressed with the above priorit(ies):

Social Development: Projects that develop and implement culturally appropriate strategies to meet the social service needs of Native Americans. Addressing the need for a coordinated health care delivery system and educated staff falls under the following priorities:

- *Community Health* - Promoting improved access to care and quality of care through coordinated local and regional approaches, expanding access to healthy foods, and supporting environmental health
- *Organizational Development* - Increasing organizational capacity to successfully implement mission and goals

Economic Development: Projects that promote the creation of a sustainable local economy. Examples include:

- *Infrastructure* - Developing infrastructure (transportation systems, communication, distribution networks, financial institutions, technology, etc.) to support the local workforce and make business activity possible

Governance: Governance is defined as increasing the ability of tribal and Alaska Native village governments to exercise local control and decision-making, and to develop and enforce laws, regulations, codes, and policies that reflect and promote the interests of community members. Examples include:

Integration - Promoting program coordination among human and social service programs for native communities to strengthen the programs they provide to their children, youth, and families.