



Tohono O'odham Kekel Ha-Maşcamakuđ  
Board of Trustees Regular Meeting  
January 19, 2017  
Gakimdag Maşad

"The Month Animals Lose Their Fat and of Storytelling"



**Tohono O'odham Kekel Ha-Maşcamakuđ**  
**Board of Trustees Regular Meeting**  
**January 12, 2017**  
**Gakimdag Maşad**  
**"Animals Lose Their Fat Month and of Storytelling"**



**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  
December 8, 2016
6. Executive Session

**UNFINISHED BUSINESS**

7. Environmental Quality Incentives Program Grant Update
8. Non Profit Proposal Update

**NEW BUSINESS**

9. Tohono O'odham PhD Cohort Proposal
10. November 2016 Monthly Financial Statements
11. January 2017 Human Resource Report
12. Updated Rules and Regulations for the Residence Program

**REPORTS**

13. Chairperson of the Board
14. President's Report
  - a. Development
  - b. Institutional Research
  - c. Human Resources
15. Administrative Services
16. Education
17. Student Services
18. LLC Director

**ADJOURNMENT**

**Tohono O'odham Kekel Ha-Maşcamakuđ**  
**Board of Trustees Regular Meeting**  
**December 8, 2016**  
**Ge'e S-he:pijig Maşad**  
**"Month of the Big Cold and of Traditional Foods"**

This meeting was called to order by Board Chairman, Bernard Siquieros at 9:09 AM.

<b>Present</b>	<b>Excused Absence</b>	<b>BOARD OF TRUSTEES:</b>
X		Bernard Siquieros, Chair
X		Jonas Robles, Vice Chair
9:11		Elizabeth "Libby" Francisco, Secretary
X		Anthony Chana, Member
	X	Dr. Ofelia Zepeda, Member
		<b>CABINET MEMBERS:</b>
X		Paul Robertson, President
X		Juana Jose, VP of Education
X		Sylvia Hendricks, VP of Student Services
X		Jane Latane, Director of Development
		<b>Recorder:</b>
X		Francina Francisco
		<b>Guests:</b>
X		Mike Mainus, Controller
X		Robert Spencer, Director of Facilities Maintenance
X		Annabah Conn, Director of Institutional Research
X		Antonio Benavidez, Office of Sponsored Projects Manager
X		Ben Jose, Research Assistant
X		Joann Miguel, Interim VP of Administrative Services and Finance
X		Robert Wambolt, LLC Director
X		George Miguel, Department Chair of Occupational Programs
X		Mario Montes-Helu, Academic Chair

**EXECUTIVE SUMMARY**

On December 8, 2016, TOCC Board of Trustee Meeting accepted/approved the following:

- November 10, 2016 Minutes
- October 2016 Monthly Financial Statements
- December 2016 Human Resource Report
- Position Reclassification - Lead Facilities Maintenance Position
- Organizational Chart Revision Request
- Non Profit Proposal
- Vehicle Policy Change

**Invocation** by Jonas Robles

**Review & Approval of Agenda** - no changes made to agenda.

**MOTION:** Motion was made by Anthony Chana to approve the meeting agenda as presented, second by Jonas Robles.

<b>MOTION / SECOND</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Chana/Robles	3	0	0	2
<b>Motion Approved.</b>				

*Libby entered meeting at 9:11 AM.*

### Public Comment/Announcements/Upcoming Events

- Friday, December 16, 2016 – TOCC Annual Holiday Party, Monsoon Night Club, Desert Diamond Casino & Hotel.
- On Friday, December 9, 2016, Signing Ceremony with San Carlos Apache College
- Himdag Ki will be delivering gifts to the Children in Quitovac on Friday, December 16, 2016. Gifts are due on Wednesday, December 14, 2016.
- President will meet with Chairman Edward Manuel on December 13, 2016 at 9:00 AM to discuss the state revenue compact.

### Minutes for Approval - November 10, 2016

Minor corrections were noted.

**MOTION:** Motion was made by Libby Francisco to accept the November 10, 2016 Minutes with minor corrections, second by Anthony Chana.

MOTION / SECOND	FOR	AGAINST	ABSTAIN	ABSENT
Francisco/Chana	4	0	0	1

**Motion Approved.**

**Executive Session** – no session

### UNFINISHED BUSINESS

#### **Environmental Quality Incentives Program Grant Update**

The grant application is pending completion of forms internally, there is no timeline for submission but will be completed and submitted before the Winter Break. The amount of funding that will be requested is unknown. If approved, the funds will be used for water harvesting and infrastructure for the garden at west campus, and the hydroponics pond at main campus. The fish pond at main campus is not complete. The pond requires constant attention and responsibility for taking care of it needs to be determined.

Board commented on the beauty of the landscaping at Main campus and the importance of keeping the campus beautiful and inviting. The beauty is a result of the hard work by student landscapers. They will be working on the walking path next. Board requested the supervisor of the landscapers relay their appreciation of their hard work. Three trees: a fig, pomegranate and a kumquat tree have been planted at main campus.

### NEW BUSINESS

#### **October 2016 Monthly Financial Statements**

Cash and cash equivalents at October 31, 2016 follow:

Bank of America, Regular Operational Checking Account	\$3,994,676
Bank of America – AIHEC	\$5,977
Capital Campaign	\$135
Bookstore Cash	\$791
Change Fund	<u>\$100</u>
Cash and Cash Equivalents in all accounts	<u>\$4,001,679</u>

Investments follow:

Community Foundation (endowment fund)	\$313,465
Wells Fargo Securities, Building/Operating Reserve	\$1,618,224

Other Assets	<u>\$11,892,210</u>
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Total Unrestricted Assets	<u>\$15,893,889</u>
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Reports have been simplified and made easier to read. The budget line items that have no budgeted amounts will be omitted in future reports. A credit was issued in the instruction budget that resulted in 104% percentage.

A statement will be released today that requisitions with red or no remaining budgeted amounts will no longer be approved until budget modifications have been made. Budget modification procedures will be presented to the board at a future meeting. It was noted that negative numbers may be a result of encumbered amounts.

The board would like to have an in depth discussion with the program Directors who utilize grant funds to report on what projects grant funds will be utilized for. A suggestion was to discuss at a future meeting that will be scheduled on a Friday in February 2017.

<b>MOTION:</b> Motion was made by Libby Francisco to accept the October 2016 Monthly Financial Statements, second by Jonas Robles.				
<b>MOTION / SECOND</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Francisco/Robles	4	0	0	1
<b>Motion Approved.</b>				

### December 2016 Human Resource Report

Promotion:

- Rafael Lewis, Facilities Maintenance Technician I

Separation:

- Karla Volpi, Vice President of Administrative Services & Finance

Position Vacancy Log Updates – offers were made for the Education Instructor and the Plumber positions, awaiting their acceptance and notice of start dates.

<b>MOTION:</b> Motion was made by Jonas Robles to accept the December 2016 Human Resource Report, second by Anthony Chana.				
<b>MOTION / SECOND</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Robles/Chana	3	0	0	2
<b>Motion Approved.</b> *Libby stepped out of the room during vote.				

### Position Reclassification - Lead Facilities Maintenance Position

A proposal was presented to reclassify one of the maintenance positions to a Lead position. The position's overall duties would be to assist in the daily operations, include monitoring and coordinating the daily activities of the facility maintenance and custodial staff.

<b>MOTION:</b> Motion was made by Jonas Robles to approve the position reclassification of a Lead Facilities Maintenance Position, second by Anthony Chana.				
<b>MOTION / SECOND</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Robles/Chana	4	0	0	1
<b>Motion Approved.</b>				

### Organizational Chart Revision Request

A request to change supervisory responsibilities of Title III Coordinator from the VP of Student Services to the President was presented. The justification for the request is that a fund from Title III is one that affects all areas of TOCC.

**MOTION:** Motion was made by Libby Francisco to accept the Organizational Chart Revision Request, second by Anthony Chana.

MOTION / SECOND	FOR	AGAINST	ABSTAIN	ABSENT
Francisco/Chana	4	0	0	1

**Motion Approved.**

### Non Profit Proposal

A nonprofit proposal was presented by Jane Latane. The nonprofit proposal would offer tax credits to donors. Becoming a non-profit would allow TOCC to be listed on the State of Arizona list of entities that can receive Tax Credits from individuals when filing their State tax returns.

In the state of Arizona, a donor can donate up to \$400 of federal or state taxes. TOCC can set up a simple entity called "Friends of TOCC" or something similar. If approved, the proposal will be reviewed by the College's Attorney, Robert Brauchli, to determine the requirements to form a basic non-profit entity that will enable Tax Credit contributions on Arizona Income Tax returns.

The Board chairman stated he had difficulty donating from the college website.

**MOTION:** Motion was made by Anthony Chana to approve the request to explore the requirements of becoming a nonprofit entity to receive tax credits, second by Jonas Robles.

MOTION / SECOND	FOR	AGAINST	ABSTAIN	ABSENT
Chana/Robles	4	0	0	1

**Motion Approved.**

### Vehicle Policy Change

The vehicle policy approved by the board on November 10, 2016 was reviewed by representatives of GSA and it was noted that at no time can children be transported in any of the college GSA vehicles. A statement in the original policy under B. General Policies 13, states "It is not common practice to have children as passengers in College vehicles. If such a situation arises, the guardians of the child must provide appropriate child restraint seats. The College is not responsible for providing child restraint seats." This entire sentence will be omitted.

Further discussions of changes to the vehicle policy included the recent law passed by the city of Oro Valley related to the prohibition of cell phone use while driving. Board requested a review of the law and suggested it be included in the vehicle policy. This item will be reviewed by Cabinet for further discussion.

**MOTION:** Motion was made by Jonas Robles to approve the change in the Vehicle Policy, second by Libby Francisco.

MOTION / SECOND	FOR	AGAINST	ABSTAIN	ABSENT
Robles/Francisco	4	0	0	1

**Motion Approved.**

### REPORTS

**Chairperson of the Board** – no report submitted.

**President's Report** - full report submitted on page 53 of board packet, highlights include:

- The agenda for the Signing with the San Carlos Apache College includes:
  - Opening Blessing/Song by Jonas Robles
  - Welcome Message by Libby Francisco
  - Speakers:

1. Edward Manuel, Chairman of the Tohono O'odham Nation
2. Terry Rambler, Chairman of the San Carlos Apache Tribe
3. Verlon Jose, Vice-Chairman of the Tohono O'odham Nation
4. Juana Jose, VP Education and History as a Founding TOCC Board Member

About the Agreement between TOCC and SCAC:

1. Paul Robertson, TOCC President
2. Arizona State University Partners: Jacob Moore and Maria Hesse
3. Martha Interpreter-Baylish, Board of Regents Chair, SCAC
4. Bernard Siquieros, Board of Trustees Chair, TOCC

Signing of the Agreement

Meal Served

Ben Jose will serve as MC. There will be an open mic during the lunch for those who may want to say a few words. A copy of the press release announcing the signing will be distributed with the agenda. An article was included in latest issue of *The Runner* that included the statement that none of the Nation's allocation of funding will be used in the partnership; SCAC will be responsible for the entire funding of the college.

- Regarding the health curriculum initiative, the President met with staff at Pima Community College Desert Vista campus to discuss medical training programs. Shawn Carlos, the Nation's Human Resources Director was also in attendance. The college determined that it cannot offer classes without the equipment needed. Work on developing a health curriculum will continue.
- The college is implementing a one stop process for registration. Online registration will be complete by January.
- Kristen stated she visited and toured the BASIS school located at Craycroft and River in Tucson. The campus buildings are constructed using prefabricated steel building material. The cost of the building was around \$140-\$160 per sq. ft. A project such as this would possibly cost more here on the Nation with regard to the TERO compliance requirement. The contractor, First Nations was the contractor of the construction, they have experience in constructing this type of building.
- There will be construction to the science room in the main building to increase capacity for students. A riser will be installed that will allow for more seating. Funding will be from the Title III, Part F.

**Development** - full report submitted on page 54 of board packet, highlights include:

- The Upward Bound proposal was submitted and accepted, if approved notification will be the summer. This program would be an ongoing program if approved.

**Institutional Research** - full reports submitted in board packet beginning on page 55, highlights include:

- The AIMS/AIKIS report was completed two to three weeks before it was due. TOCC received recognition from the AIHEC Board of Directors in completing the report flawlessly without any modification requests.
- The Annual Report will be complete in January, the graduate updates will be included as part of the report.

**Education** - full reports submitted in board packet beginning on page 58, highlights include:

- The Cultural Geography class, taught by Kenneth Madsen, hosted a presentation with International Scholars: Elizabeth Vallet, Director of the Center of Geopolitical Studies in the University of Quebec at Montreal. The topic was Border Walls in Global Context.

Teresa Newberry, instructor of Biology, invited the Maori scholar, Dr. Kepa Morgan, from Auckland University in New Zealand to present the topic Environmental Decision-Making Model Based on Maori Traditions and Values. Both presentations were open to college audiences.

- An American Indian Studies class is being proposed, HIS 197 – History and Culture of Indigenous Peoples. This class was recommended by Naomi Tom to help prepare students interested in competing in the AIHEC Knowledge Bowl. This practice is common at other tribal colleges. The first eight weeks will be spent studying material for the competition. Students will earn credit for the class as an elective. Overall the college has placed a few times in the competition over the years.
- A new class that will be offered as well will be focusing on the development of the Tohono O'odham Lands. This course will cover the development and adoption of the constitution.
- The GED meetings have had a good turnout; the group is looking at other resources to tap into to enhance the GED programs. Their last meeting included a presentation from the Phoenix Indian Center. The Ki:Ki Association is now offering ABE classes and GED tutoring with transportation provided in their new community building.

It was noted that the Arizona law recently included a fifth test on civics; test questions will be related to the naturalization test and will become effective on January 1, 2017.

The addition of the patio to the main building is being constructed. A resolution is needed that provides authorization for use of land from Schuk Toak that needs to be provided to TOUA. The resolution approving the land site will be provided to TOUA to avoid further delays.

**Student Services** - full reports submitted in board packet beginning on page 69, highlights include:

- Spring session registration is underway. A copy of the registration summary was provided. Registration was open in October. Currently the enrollment count is low but increasing. Three advisors will share advising responsibility. A system of completing registration in one step is being implemented.
- The college's weekly radio show will be on-air December 20, 2016 and is scheduled from 2 to 4 on Tuesdays. The show will include scripted information on programs and interviews with students and will not allow calls to action such as asking students to register for class, only mentioning that registration is now open.

**Administrative Services** – no report submitted.

- Joann Miguel has been assigned to interim VP of Finance position. There are staff transitions, President now has temporary supervisory responsibility of IT, HR and Facility Maintenance.

**LLC Director** - full report submitted in board packet beginning on page 72, highlights include:

- Bank reconciliations were not included in the packet, but copies were provided. This is because bank statements aren't received by the report due dates. From this point forward, financial reports will be for the same periods as the monthly financial reports of the college.
- For the newly approved programs, Students may only be registered under the associate programs only.
- There are 2 accounts receivables in the reports that are for contracting and the other is for the student loans provided while working at Desert Diamond Casino in Glendale. A suggestion from the Controller was to designate the loans to students as "AR-Students".

## **Adjournment**

No time for motion to adjourn was noted. The President requested to speak with the Board in a closed session. Everyone was excused at 11:44 AM.



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## **TOHONO O'ODHAM COMMUNITY COLLEGE**

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**TO:** THE BOARD OF TRUSTEES  
**THRU:** PRESIDENT ROBERTSON  
**FROM:** NAOMI TOM  
**SUBJECT:** TOHONO O'ODHAM PHD COHORT OPPORTUNITY  
**DATE:** JANUARY 11, 2017  
**CC:** FILE

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### **Background**

In 2015 ASU School of Social Transformation graduated their first Pueblo Indian doctoral cohort. The cohort of 10 earned their degree in Justice Studies & Social Inquiry. All cohort members who started the program finished.

Dr. Bryan McKinley Jones Brayboy, the co-director of the doctoral program, has verbally made a commitment to creating a Tohono O'odham Doctoral Cohort in Justice Studies & Social Inquiry. This program has been designed to take place in the community and not at the University. This would allow staff at Tohono O'odham Community College and community members, who have full time jobs on the Nation the opportunity to earn their degree.

### **Justification**

This type of program would require a partnership agreement between TOCC and ASU in order to offer the classes on TOCC campus.

### **Recommendation/Action Requested**

I am requesting an informative presentation to the Board of Trustees. If and when this program starts, it would be ideal for the PhD students to take their classes at Tohono O'odham Community College. ASU would provide the instructors; TOCC would provide the space. We are asking for feedback on the proposed program. Is this the type of program that TOCC will endorse?



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## INTEROFFICE MEMORANDUM

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**TO:** BOARD OF TRUSTEES, TOHONO O'ODHAM COMMUNITY COLLEGE  
**FROM:** MIKE MAINUS, CONTROLLER  
**DATE:** 1/1/2017

**AGENDA ITEM: MONTHLY FINANCIAL REPORTS FOR NOVEMBER 2016**

EXECUTIVE SUMMARY

Enclosed are the financial reports for November 2016, 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 November 30, 2016 follow:

- |   |              |
|---|--------------|
| • Bank of America, regular operational checking account | \$ 3,397,110 |
| • Bank of America-AIHEC                                 | 5,977        |
| • Capital Campaign                                      | 280          |
| • Bookstore Cash  | 1,317        |
| • Change Fund   | <u>100</u>   |

Cash and cash equivalents in all accounts	3,404,784
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Investments follow:

- |   |                  |
|---|------------------|
| • Community Foundation                                | 314,172          |
| • Wells Fargo Securities, Building/Operating Reserves | <u>1,601,872</u> |

Investment Total	1,916,044
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Other assets	<u>\$ 9,933,611</u>
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Total unrestricted assets	<u>\$15,254,439</u>
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Recommendation:

The President recommends that the Board of Trustees shall accept the November 2016 financial report.

**Tohono O'odham Community College**  
**Statements of Financial Position**  
**November 30, 2016, October 31, 2016 and June 30, 2016 (Unaudited)**  
**(Intended for internal management purposes only)**

<b>Assets</b>	<b>(Unaudited) November 30 2016</b>	<b>(Unaudited) October 31 2016</b>	<b>(Unaudited) June 30, 2016</b>
Bank of America - operating account	\$ 3,397,110	\$ 3,994,676	428,558
Wells Fargo - building and operating reserves	1,601,872	1,618,224	1,610,449
Bank of America - capital campaign account	280	135	5
AIHEC Conference Account - Bank of America	5,977	5,977	5,977
Community Foundation of Southern Arizona - endowment	314,172	313,465	302,719
Bookstore cash	1,317	791	886
Petty cash	100	100	100
Student accounts receivable, net of allowance for doubtful accounts of \$115,727, \$115,727 and \$115,727	70,173	83,930	13,309
Unrealized (Gains) Losses on Investments			-
Contracts and grants receivable	305,648	305,648	305,648
Other receivables	60,607	27,262	(7,516)
Prepaid expenses	2,002	2,002	42,099
Bookstore inventory	130,858	116,640	93,743
Investment in LLC	175,187	175,187	175,187
Land, buildings and equipment, net of accumulated depreciation of \$ 5,288,325, \$5,227,609, & \$5,043,442	9,189,136	9,249,852	9,486,136
	<u>\$ 15,254,439</u>	<u>\$ 15,893,889</u>	<u>\$ 12,457,300</u>

**Liabilities and Net Assets**

**Liabilities:**

Accounts payable and accrued expenses	\$ 106,260	\$ 157,442	\$ 537,166
Salary related payable	534,685	257,995	374,557
Deposits Held	15,210	16,280	12,610
Deferred grant revenue	40,004	40,004	40,004
	<u>696,159</u>	<u>471,721</u>	<u>964,337</u>

**Net assets:**

**Unrestricted:**

Designated by the board of trustees	1,818,011	1,818,011	1,818,011
Expended for property and equipment	8,638,796	8,638,796	8,638,796
Designated for operating budget plus grants	3,709,151	4,573,039	643,834
	<u>14,165,958</u>	<u>15,029,846</u>	<u>11,100,641</u>

Temporarily restricted	34,859	34,859	34,859
Permanently restricted	357,463	357,463	357,463
	<u>392,322</u>	<u>392,322</u>	<u>392,322</u>

	<u>\$ 15,254,439</u>	<u>\$ 15,893,889</u>	<u>\$ 12,457,300</u>
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**Tohono O'odham Community College**  
**Statement of Activities - Budget and Actual**  
**For the Month Ended November 30, 2016**  
**(Intended for internal management purposes only)**

**UNRESTRICTED OPERATING BUDGET**

	<b>Year-to-Date Actual</b>	<b>Annual Budget</b>	<b>Budget Variance</b>	<b>Remaining %</b>
<b>Unrestricted revenues:</b>				
Tuition and fees	\$ 109,886	\$ 291,310	\$ (181,424)	62%
Student Housing	52,100	90,000	(37,900)	42%
Legislative appropriation - Tohono O'odham Nation	4,856,600	4,856,600	-	0%
Tribal Community College Act	930,820	840,000	90,820	0%
Indirect costs recovered on restricted federal grants	1,853	22,400	(20,547)	92%
Unrestricted gifts and donations	171	54,700	(54,529)	100%
Bookstore sales	45,995	75,000	(29,005)	39%
Interest and dividend income	19,392	47,000	(27,608)	59%
Miscellaneous income	5,091	2,000	3,091	0%
Basketball Sales	13,044	15,000	(1,956)	0%
Basketball Gifts	-	10,000	(10,000)	0%
Endowment/WF Realized Gains	999		999	0%
Endowment/WF Unrealized Gains	(15,412)	-	(15,412)	0%
LLC Unrestricted	47,878	143,634	(95,756)	67%
	<u>6,068,417</u>	<u>6,447,644</u>	<u>(379,227)</u>	<u>6%</u>
<b>Unrestricted expenses:</b>				
Educational program services:				
Instruction	494,487	1,321,730	829,743	63%
Student services	545,867	1,295,936	750,069	58%
Auxiliary enterprises	30,803	78,952	48,149	61%
Supporting services:				
Academic support	289,861	674,362	384,501	57%
Institutional support	1,099,651	2,025,370	787,390	39%
Facility operations and maintenance	396,713	1,047,218	650,505	62%
Addition to reserves	-	-	-	
	<u>2,857,382</u>	<u>6,443,568</u>	<u>3,450,357</u>	<u>54%</u>
Unrestricted excess (deficiency)	\$ <u>3,211,035</u>	\$ <u>4,076</u>	\$ <u>3,829,584</u>	



**TOHONO O'ODHAM COMMUNITY COLLEGE**

**Unrestricted Budget Activity**

**For the Month Ended November 30, 2016**

**Tohono O'odham Community College**  
**Unrestricted Expenses and Budget by Department**  
**For the Month Ended November 30, 2016**  
**(Intended for internal management purposes only)**

	<u>Year-to-Date</u>		<u>Annual</u>	<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>	<u>%</u>
<b>INSTRUCTION</b>					
<b>Instruction - 1100</b>					
Compensation	\$ 309,412	\$	804,970	\$ 495,558	62%
Employee related expenses	71,944		159,792	87,848	55%
Employee tuition waivers	-		2,000	2,000	100%
Travel and training	(367)		9,600	9,967	104%
Mileage	40,323		120,000	79,677	66%
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		7,500	675	9%
Education supplies	1,900		16,050	14,150	88%
Office supplies	2,773		5,000	2,227	45%
Meeting expense	1,689		7,100	5,411	76%
Contracts / Subcontracts	-		5,000	5,000	100%
Other tools & equipment			7,000	7,000	100%
Furniture & fixtures	-		1,000	1,000	100%
	<u>\$ 434,884</u>	<u>\$</u>	<u>1,147,462</u>	<u>\$ 712,578</u>	<u>62%</u>
<b>Community Education - 1102</b>					
Office Supplies	\$ -	\$	500	\$ 500	100%
Meeting Expenses	-		500	500	100%
Computer Equipment	-		1,500	1,500	100%
	<u>\$ -</u>	<u>\$</u>	<u>2,500</u>	<u>\$ 2,500</u>	<u>0%</u>
<b>Continuing Education - 1103</b>					
Advertising	\$	\$	-	\$ -	
Consultant Fees			1,000	1,000	100%
Education Supplies	11		1,000	989	99%
Meeting Expenses	128		500	372	74%
Tuition & Fee Waivers			2,500	2,500	100%
Contracts/ subcontracts			13,500	13,500	100%
Computer Equipment	-		600	600	100%
	<u>\$ 139</u>	<u>\$</u>	<u>19,100</u>	<u>\$ 18,961</u>	<u>99%</u>
<b>Apprenticeship - 1500</b>					
Compensation	\$ 46,587	\$	99,676	\$ 53,089	53%
Employee related expenses	8,527		25,367	16,840	66%
Employee tuition			600	600	100%
Travel and training	224		2,500	2,276	91%
Mileage	768		2,000	1,232	62%
Registrations	177		1,000	823	82%
Education supplies			500	500	100%
Office supplies	1,493		1,200	(293)	0%
Meeting Expense	0		500	500	100%
Tuition Waivers			275	275	100%
Other Tools and Equipment	0		10000	10000	100%
	<u>\$ 57,776</u>	<u>\$</u>	<u>143,618</u>	<u>\$ 85,842</u>	<u>60%</u>
<b>GED-ABE - 1800</b>					
Employee Tuition Waivers	\$	\$	2,000	\$ 2,000	100%
Travel and training			8,000	8,000	100%
Mileage	1,518		500	(1,018)	0%
Education supplies	170		750	580	77%
Office supplies	-		300	300	100%
	<u>\$ 1,688</u>	<u>\$</u>	<u>11,550</u>	<u>\$ 9,862</u>	<u>85%</u>
				-	
				-	
<b>TOTAL INSTRUCTION</b>	<u>\$ 494,487</u>	<u>\$</u>	<u>1,324,230</u>	<u>\$ 829,743</u>	<u>63%</u>
				-	

**Tohono O'odham Community College**  
**Unrestricted Expenses and Budget by Department**  
**For the Month Ended November 30, 2016**  
**(Intended for internal management purposes only)**

	<u>Year-to-Date</u>			<u>Annual</u>	<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>			<u>Budget</u>	<u>Budget</u>	<u>%</u>
<b>STUDENT SERVICES</b>						
					-	
					-	
					-	
<b>Student services - 5100</b>					-	
Compensation	\$ 193,971	\$	430,323	\$	236,352	55%
Employee related expenses	48,483		108,818	xx	60,335	55%
Recruiting	264		11,000	x	10,736	98%
Employee tuition waivers			1,000	x	1,000	100%
Travel and training	3,002		12,000	x	8,998	75%
Mileage	1,793		5,000	x	3,207	64%
Registrations	510		2,500	x	1,990	80%
Communications	287		2,200	x	1,913	87%
Printing	-		3,301	x	3,301	100%
Subscriptions/periodicals	-		200	x	200	100%
Memberships	100		805	x	705	88%
Advertising	1,265		3,000	x	1,735	58%
Comm/student events	1,804		14,500	x	12,696	0%
Promotional			1,500	x	1,500	100%
Student Meals	20,241		40,000	x	19,759	49%
Education supplies	917		3,500	x	2,583	74%
Office supplies	1,944		4,630	x	2,686	58%
Meeting expense	173		2,000	x	1,827	91%
Graduation	-		8,000	x	8,000	100%
Contract/Subcontracts	600		-		(600)	0%
Miscellaneous Other Expense	700		-		(700)	0%
Furniture and Fixtures			5,870	x	5,870	100%
	<u>\$ 276,054</u>	<u>\$</u>	<u>660,147</u>	<u>\$</u>	<u>384,093</u>	<u>58%</u>
<b>Financial aid office - 5200</b>						
Compensation	\$ 42,616	\$	98,695	\$	56,079	57%
Employee related expenses	14,105		32,236		18,131	56%
Travel and training	-		2,000		2,000	100%
Registrations	-		500		500	100%
Memberships	-		300		300	100%
Office supplies	383		1,000		617	62%
Office equipment			1,000		1,000	100%
	<u>\$ 57,104</u>	<u>\$</u>	<u>135,731</u>	<u>\$</u>	<u>78,627</u>	<u>58%</u>
<b>Athletics - 5300</b>						
Recruiting Expense	\$ 3,075	\$	7,750	\$	4,675	60%
Other employee expense	-		2,000		2,000	100%
Travel and training expense	144		21,000		20,856	99%
Vehicle Rental	3,788		12,000		8,212	68%
North American Classic	16,458		12,000		(4,458)	0%
Fuel	421				(421)	0%
Hotel	1,006				(1,006)	0%
Retail Apparel Purchases	11,784		7,500		(4,284)	0%
Meals	16,192		25,000		8,808	35%
Memberships			7,000		7,000	100%
Advertising	5,907		6,000		93	2%
Consultant Fees	16,940		20,000		3,060	15%
On Travel Medical	216		-		(216)	0%
Other Professional Fees	888		4,000		3,112	78%
Office Supplies	690		1,500		810	54%
Tuition Waivers	-		48,000		48,000	100%
Contracts/Subcontracts	62,925		164,500		101,575	62%
Program Supplies	26,712.00		34,500		7,788	23%
	<u>167,146</u>		<u>372,750</u>		<u>205,604</u>	<u>55%</u>

**Tohono O'odham Community College**  
**Unrestricted Expenses and Budget by Department**  
**For the Month Ended November 30, 2016**  
**(Intended for internal management purposes only)**

	<u>Year-to-Date</u>		<u>Annual</u>	<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>	<u>%</u>
<b>Student Life - 5400</b>					
Compensation	\$ 28,089	\$	65,308	\$ 37,219	57%
Employee related expenses	9,675		17,800	8,125	46%
Travel and training expense	903		3,000	2,097	70%
Registration expenses	-		1,000	1,000	100%
Communications	285			(285)	0%
Memberships	-		500	500	100%
Comm/student events	-		9,000	9,000	100%
Consultant Fees	-		500	500	100%
Education supplies	-		200	200	100%
Office supplies	-		1,000	1,000	100%
Meeting Expense	-		2,500	2,500	100%
Custodial Expenses	-		5,000	5,000	100%
Furniture & Fixtures	-		6,000	6,000	100%
Stipends	6,425		14,800	8,375	57%
	<u>45,377</u>		<u>126,608</u>	<u>81,231</u>	<u>64%</u>
<b>Student senate - 1410</b>					
Meeting expense	\$ 186	\$	700	\$ 514	73%
	<u>\$ 186</u>		<u>\$ 700</u>	<u>\$ 514</u>	<u>73%</u>
<b>TOTAL STUDENT SERVICES</b>	<u>\$ 545,867</u>	<u>\$</u>	<u>1,295,936</u>	<u>\$ 750,069</u>	<u>58%</u>
<b>AUXILIARY ENTERPRISES</b>				-	
<b>Bookstore - 9100</b>				-	
Compensation	\$ 20,229	\$	47,000	\$ 26,771	57%
Employee related expenses	6,019		14,952	8,933	60%
Office supplies	4,555		6,000	1,445	24%
Promotional	-		11,000	11,000	100%
<b>TOTAL AUXILIARY ENTERPRISES</b>	<u>\$ 30,803</u>	<u>\$</u>	<u>78,952</u>	<u>\$ 48,149</u>	<u>61%</u>
<b>ACADEMIC SUPPORT</b>				-	
<b>Academic support - 1200</b>				-	
Compensation	\$ 161,398	\$	318,810	\$ 157,412	49%
Employee related expenses	34,693		73,430	38,737	53%
Employee tuition waivers	-		2,000	2,000	100%
Travel and training	2,179		7,000	4,821	69%
Mileage	2,673		5,000	2,327	47%
Registrations	-		3,000	3,000	100%
Communications	285		1,200	915	76%
Printing	-		4,000	4,000	100%
Memberships	-		500	500	100%
Community/Student Events	-		2,000	2,000	100%
Consultant fees	-		5,000	5,000	100%
Advertising	1,215		2,400	1,185	49%
Education supplies	-		3,000	3,000	100%
Office supplies	117		2,500	2,383	95%
Meeting expenses	519		1,700	1,181	69%
Promotional	-		1,000	1,000	100%
Computer Equipment	-		3,500	3,500	100%
	<u>\$ 203,079</u>	<u>\$</u>	<u>436,040</u>	<u>\$ 232,961</u>	<u>53%</u>



**Tohono O'odham Community College**  
**Unrestricted Expenses and Budget by Department**  
**For the Month Ended November 30, 2016**  
**(Intended for internal management purposes only)**

	<u>Year-to-Date</u>		<u>Annual</u>		<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>		<u>Budget</u>	<u>%</u>
<b>Library - 4130</b>					-	
Compensation	\$ 56,735	\$	132,934	\$	76,199	57%
Employee related expenses	17,213		38,005		20,792	55%
Travel and training	-		3,160		3,160	100%
Printing	-		1,000		1,000	100%
Vehicle Rental			300		300	100%
Memberships			120		120	100%
Consultant fees	4,797		14,256		9,459	66%
Office supplies	1,236		4,000		2,764	69%
Meeting expenses			150		150	100%
Subscriptions/periodicals	4,116		18,764		14,648	78%
Contracts/subcontracts	2,685		7,028		4,343	62%
Promotional			200		200	100%
Office equipment	-		6,455		6,455	100%
Computer equipment			1,200		1,200	100%
Library collection	-		10,750		10,750	100%
	<u>\$ 86,782</u>	<u>\$</u>	<u>238,322</u>	<u>\$</u>	<u>151,540</u>	<u>64%</u>
					-	
<b>TOTAL ACADEMIC SUPPORT</b>	<u>\$ 289,861</u>	<u>\$</u>	<u>674,362</u>	<u>\$</u>	<u>384,501</u>	<u>57%</u>
					-	
<b>INSTITUTIONAL SUPPORT</b>					-	
					-	
<b>President's office - 6100</b>					-	
Compensation	\$ 63,103	\$	139,456	\$	76,353	55%
Employee related expenses	18,963		43,745		24,782	57%
Employee Tuition Waiver	-		10,000		10,000	100%
Student related travel	-		6,000		6,000	100%
Travel and training	-		8,000		8,000	100%
Mileage	3,230		8,000		4,770	60%
Registrations	-		3,000		3,000	100%
Consultant fees			2,000		2,000	100%
Office supplies	933		1,500		567	38%
Meeting expenses	90		2,500		2,410	96%
Subscriptions/periodicals			250		250	100%
Promotional			500		500	100%
Miscellaneous	-		500		500	100%
Office Equipment	170		1,000		830	83%
Computer equipment			2,000		2,000	100%
	<u>\$ 86,489</u>	<u>\$</u>	<u>228,451</u>	<u>\$</u>	<u>141,962</u>	<u>62%</u>
					-	
<b>Community liaison/Himdag - 6150</b>					-	
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%
	<u>\$ 3,163</u>	<u>\$</u>	<u>6,500</u>	<u>\$</u>	<u>3,337</u>	<u>51%</u>
					-	
<b>Board of Trustees - 6190</b>					-	
Trustee fees	\$ 10,200	\$	20,000	\$	9,800	49%
Travel and training			5,000		5,000	100%
Mileage	3,399		6,000		2,601	43%
Registrations			2,000		2,000	100%
Meeting expenses	820		3,000		2,180	73%
	<u>\$ 14,419</u>	<u>\$</u>	<u>36,000</u>	<u>\$</u>	<u>21,581</u>	<u>60%</u>

**Tohono O'odham Community College**  
**Unrestricted Expenses and Budget by Department**  
**For the Month Ended November 30, 2016**  
**(Intended for internal management purposes only)**

	<u>Year-to-Date</u>		<u>Annual</u>	<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>	<u>%</u>
<b>Institutional Research - 1300</b>					
Compensation	\$ 44,658	\$	104,609	\$ 59,951	57%
Employee related expenses	12,043		22,315	10,272	46%
Travel and training	1,602		3,000	1,398	47%
Mileage	768		1,760	992	56%
Communications	595		1,200	605	50%
Vehicle Rental	124		-	(124)	0%
Memberships			995	995	100%
Licenses & Fees	-		350	350	100%
Office Supplies	86		1,000	914	91%
Meeting Expenses	268		800	532	67%
Contracts/Subcontracts	229		2,100	1,871	89%
Miscellaneous Other Expenses	271		200	(71)	-36%
	<u>\$ 60,644</u>	<u>\$</u>	<u>138,329</u>	<u>\$ 77,685</u>	<u>56%</u>
<b>LLC Support - 1401</b>					
Compensation	\$ 30,445	\$	65,308	\$ 34,863	53%
Employee related expenses	6,598		16,094	9,496	59%
Communications	533		2,000	1,467	73%
Vehicle Rentals	11,796		50,000	38,204	76%
	<u>\$ 49,372</u>	<u>\$</u>	<u>133,402</u>	<u>\$ 84,030</u>	<u>63%</u>
<b>Administrative - 6200</b>					
Compensation	\$ 144,071	\$	352,106	\$ 208,035	59%
Employee related expenses	35,995		97,636	61,641	63%
Travel and training	-		5,000	5,000	100%
Mileage	913		700	(213)	-30%
Registrations	-		2,000	2,000	100%
Communications	1,139		2,400	1,261	53%
Memberships			560	560	100%
Auditing	21,500		35,000	13,500	39%
Subscriptions and Periodicals	865		200	(665)	-333%
Office supplies	2,683		5,268	2,585	49%
Meeting expenses	-		600	600	100%
Contracts/subcontracts	32,682		76,000	43,318	57%
Miscellaneous	1			(1)	0%
Bank Charges	6,486		10,000	3,514	0%
	<u>\$ 246,335</u>	<u>\$</u>	<u>587,470</u>	<u>\$ 341,135</u>	<u>58%</u>
<b>General support services - 6300</b>					
Unemployment	\$ 3,120	\$	6,000	\$ 2,880	48%
Employee tuition waivers			-	-	
Insurance	49,216		77,000	27,784	36%
Postage & Delivery	527		3,000	2,473	82%
Printing	1,549		5,000	3,451	69%
Memberships	38,152		33,000	(5,152)	0%
Advertising			600	600	100%
Subscriptions & Periodicals	1,900		2,000	100	5%
Legal Fees	16,121		20,000	3,879	19%
Consultant expenses	25,856		50,000	24,144	48%
Meeting expenses	3,641		8,000	4,359	54%
Contracts/subcontracts	1,274		-	(1,274)	0%
Promotional	722		4,000	3,278	82%
Depreciation	305,506			(305,506)	0%
	<u>\$ 447,584</u>	<u>\$</u>	<u>208,600</u>	<u>\$ (238,984)</u>	<u>-115%</u>

**Tohono O'odham Community College**  
**Unrestricted Expenses and Budget by Department**  
**For the Month Ended November 30, 2016**  
**(Intended for internal management purposes only)**

	<u>Year-to-Date</u>		<u>Annual</u>	<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>	<u>%</u>
<b>Computer - 6350</b>					
Compensation	\$ 76,692	\$	175,307	\$ 98,615	56%
Employee related expenses	23,056		52,042	28,986	56%
Travel and training			3,500	3,500	100%
Registrations			2,500	2,500	100%
Communications	7,991		32,000	24,009	75%
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	13		700	687	98%
Miscellaneous			100	100	100%
Contracts/subcontracts	32,495		125,690	93,195	74%
Office Equipment			500	500	100%
Computer related items	8,326		15,000	6,674	44%
	<u>\$ 155,662</u>	<u>\$</u>	<u>426,789</u>	<u>\$ 271,127</u>	<u>64%</u>
<b>Development - 6400</b>					
Compensation	\$ 28,017	\$	65,308	\$ 37,291	57%
Employee related expenses	7,529		12,431	4,902	39%
Mileage	768		1,800	1,032	57%
Memberships			300	300	100%
Consultant Fees and Expenses			31,700	31,700	100%
Office Supplies	260		1,500	1,240	83%
Meeting Expenses			2,000	2,000	100%
	<u>\$ 36,574</u>	<u>\$</u>	<u>115,039</u>	<u>\$ 78,465</u>	<u>68%</u>
<b>Human resources - 6700</b>					
Compensation	\$ 38,573	\$	96,542	\$ 57,969	60%
Employee related expenses	11,766		30,138	18,372	61%
Recruiting	295		1,700	1,405	83%
Travel and training	311		2,525	2,214	88%
Registrations	1,503		2,870	1,367	48%
Memberships	218		865	647	75%
Advertising	4,467		5,250	783	15%
Other professional fees	1,725		3,000	1,275	43%
Office supplies			600	600	100%
Subscriptions & Periodicals	1,195		1,300	105	8%
	<u>\$ 60,053</u>	<u>\$</u>	<u>144,790</u>	<u>\$ 84,737</u>	<u>59%</u>
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<u>\$ 1,099,651</u>	<u>\$</u>	<u>1,887,041</u>	<u>\$ 787,390</u>	<u>42%</u>
<b>OPERATIONS AND MAINTENANCE - 7100</b>					
Compensation	\$ 164,265	\$	372,617	\$ 208,352	56%
Employee related expenses	45,503		94,601	49,098	52%
Employee tuition waivers			1,500	1,500	100%
Travel and training			2,500	2,500	100%
Registrations			1,000	1,000	100%
Communications	24,777		78,500	53,723	68%
Building R&M	28,398		50,000	21,602	43%
Auto expenses	2,807		20,000	17,193	86%
Vehicle rental	30,119		110,000	79,881	73%
Building Rent	14,200		84,000	69,800	83%
Utilities	50,579		147,000	96,421	66%
Office supplies	4,138		5,500	1,362	25%
Custodial expense	2,850		10,000	7,150	72%
Contracts/subcontracts	29,032		70,000	40,968	59%
Miscellaneous	45			(45)	
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<u>\$ 396,713</u>	<u>\$</u>	<u>1,047,218</u>	<u>\$ 650,505</u>	<u>62%</u>
<b>TOTAL UNRESTRICTED</b>	<u>\$ 2,857,382</u>	<u>\$</u>	<u>6,307,739</u>	<u>\$ 3,450,357</u>	<u>55%</u>

**TOHONO O'ODHAM COMMUNITY COLLEGE**

**Restricted Budget Activity**

**For the Month Ended November 30, 2016**



**Tohono O'odham Community College**  
**Restricted Expenses and Budget by Department**  
**For the Month Ended November 30, 2016**  
**(Intended for internal management purposes only)**

	Grant					Fiscal								
	Year-to-Date		Remaining Budget	Remaining %		Year-to-Date		Remaining Budget	Remaining %					
	Actual	Annual Budget				Actual	Annual Budget							
<b>SPONSORED PROJECTS</b>														
<b>TCU/High School Complete- 1104 (7/1/2016- 6/30/2017)</b>														
Restricted revenues:														
Federal government grant	\$	8,000	\$	8,000	\$	-	-	\$	8,000	\$	8,000	\$	-	-
Restricted expenses:														
Travel				600		(600)	-100%		-		600		600	100%
Printing				4,400		(4,400)	-100%				4,400		4,400	100%
Meeting Expense		46		1,000		(954)	-95%		46		1,000		954	95%
Stipends				2,000		(2,000)	-100%				2,000		2,000	100%
		46		8,000		(7,954)	-99%		46		8,000		7,954	99%
Excess (deficiency)	\$	7,954	\$	-	\$	7,954		\$	7,954	\$	-	\$	7,954	
<b>NSF Wider AIHEC - 1110 (June 1, 2016 - May 31, 2017)</b>														
Restricted revenues:														-
Federal government grant	\$	9,200	\$	9,200	\$	-		\$	2,300	\$	-	\$	2,300	-
Restricted expenses:														-
Indirect expense		-		-		-			-		-		-	
		-		-		-			-		-		-	
						-			-		-		-	
Excess (deficiency)	\$	9,200	\$	9,200	\$	-		\$	2,300	\$	-	\$	2,300	
<b>NARCH 7 AIHEC Behavioral Health- 1202 (Dec 1, 2015 - Nov 30, 2016)</b>														-
Restricted revenues:														-
Federal government grant	\$	45,000	\$	75,000	\$	(30,000)		\$		\$	-	\$	-	-
														-
Restricted expenses:														-
Compensation		2,150		36,500		(34,350)	-94%		2,267		36,500		34,233	94%
Employee related expenses		164		3,500		(3,336)	-95%		173		3,500		3,327	95%
Travel		-		3,200		(3,200)	-100%		-		3,200		3,200	100%
Machinery/equipment		-		-		-	0%		3,540		3,600		60	2%
Consultant Fees		17,630		-		17,630	0%		-		-		-	
Office and Program Supplies		1,696		1,000		696	70%		1,696		1,000		(696)	-70%
Contracts/Subcontracts		-		-		-	0%		12,664		20,800		8,136	39%
Computer Equipment		3,540		-		3,540					-		-	
Indirect expense				6,400		(6,400)	-100%				6,400		6,400	100%
		25,180		50,600		(25,420)	-50%		20,340		75,000		54,660	73%
Excess (deficiency)	\$	19,820	\$	24,400	\$	(4,580)		\$	(20,340)	\$	(75,000)	\$	(54,660)	
														-

**Tohono O'odham Community College**  
**Restricted Expenses and Budget by Department**  
**For the Month Ended November 30, 2016**  
**(Intended for internal management purposes only)**

	Grant Year-to-Date					Fiscal Year-to-Date			
	Actual	Annual Budget	Remaining Budget	Remaining %		Actual	Annual Budget	Remaining Budget	Remaining %
<b>BIA 638 - 1301 (July 1, 2016 - June 30, 2017)</b>									
Restricted revenues:									
Federal government grant	\$ -	\$ 202,750	\$ (202,750)	100%	\$ -	\$ 202,750	\$ (202,750)	100%	
Restricted expenses:									
Compensation	42,482	156,488	(114,006)	-73%	42,482	156,488	114,006	73%	
Employee related expenses	13,284	46,262	(32,978)	-71%	13,284	46,262	32,978	71%	
	<u>55,766</u>	<u>202,750</u>	<u>(146,984)</u>	<u>-72%</u>	<u>55,766</u>	<u>202,750</u>	<u>146,984</u>	<u>72%</u>	
Excess (deficiency)	\$ <u>(55,766)</u>	\$ -	\$ <u>(55,766)</u>		\$ <u>(55,766)</u>	\$ -	\$ <u>55,766</u>		
<b>Workforce - 1401 (July 1, 2016 - June 30, 2017)</b>									
Restricted revenues:									
State government grant	\$ 86,442	\$ 243,000	\$ (156,558)	64%	\$ 86,442	\$ 243,000	\$ (156,558)	64%	
Restricted expenses:									
Contracts/subcontracts	70,993	243,000	172,007	71%	70,993	243,000	172,007	71%	
Other Equipment and Tools	<u>70,993</u>	<u>243,000</u>	<u>172,007</u>	<u>71%</u>	<u>70,993</u>	<u>243,000</u>	<u>172,007</u>	<u>71%</u>	
Excess (deficiency)	\$ <u>15,449</u>	\$ -	\$ <u>15,449</u>		\$ <u>15,449</u>	\$ -	\$ <u>15,449</u>		
<b>NIFA Endowment - 1502 (Jan 1, 2016 - Dec 31, 2016)</b>									
Restricted revenues:	91,040	\$ 87,559	\$ (3,481)	0%	91,040	\$ 87,559	\$ 3,481	-4%	
Restricted expenses:									
Compensation	37,925	64,000	26,075	41%	37,925	62,170	24,245	39%	
Employee related expenses	7,105	17,920	10,815	60%	7,105	14,431	7,326	51%	
Travel & Fuel		2,955	2,955			-	-		
NIFA Endowment funds used for other NIFA projects	14,188		(14,188)	0%	14,188	-	(14,188)	0%	
Miscellaneous Other Expense (meeting)	1,590	-	(1,590)	0%	1,590	-	(1,590)	0%	
Vehicle Rental	<u>3,982</u>	<u>2,724</u>	<u>(1,258)</u>	<u>0%</u>	<u>3,982</u>	<u>5,679</u>	<u>1,697</u>	<u>30%</u>	
	<u>64,790</u>	<u>87,599</u>	<u>22,809</u>	<u>26%</u>	<u>64,790</u>	<u>82,280</u>	<u>17,490</u>	<u>21%</u>	
Excess (deficiency)	\$ <u>26,250</u>	\$ <u>(40)</u>	\$ <u>26,290</u>		\$ <u>26,250</u>	\$ <u>5,279</u>	\$ <u>20,971</u>		

**Tohono O'odham Community College**  
**Restricted Expenses and Budget by Department**  
**For the Month Ended November 30, 2016**  
**(Intended for internal management purposes only)**

	Grant Year-to-Date				Fiscal Year-to-Date			
	Actual	Annual Budget	Remaining Budget	Remaining %	Actual	Annual Budget	Remaining Budget	Remaining %
<b>Equity III - 1507 (Sept 1, 2016 - Aug. 31, 2017)</b>								
Restricted revenues:	-	\$ 137,000	(137,000)	100%	11,384	\$ 139,239	\$ (127,855)	92%
Restricted expenses:								
Compensation	26,948	91,840	64,892	71%	47,861	82,000	34,139	42%
Employee related expenses	6,599	25,715	19,116	74%	12,290	37,794	25,504	67%
Travel	1,292	5,000	3,708	0%	(8,922)		8,922	0%
Registrations	1,625		(1,625)	0%	1,625		(1,625)	0%
Mileage	436		(436)	0%	656		(656)	0%
Printing	-		-			500	500	100%
Consultant fees	-	7,000	7,000	100%		7,000	7,000	100%
Office Supplies	334		(334)	0%	334		(334)	0%
Contracts/subcontracts			-			3,600	3,600	100%
Meeting expense	-		-		(1,400)	1,000	2,400	240%
Stipends	-	1,200	1,200	100%		1,200	1,200	100%
Tuition Waivers			-				-	
Misc. other expense		4,600	4,600	100%		5,000	5,000	100%
Program Supplies		1,645	1,645	100%		1,145	1,145	100%
	37,234	137,000	99,766	73%	52,444	139,239	86,795	62%
Excess (deficiency)	\$ (37,234)	\$ -	\$ (37,234)		\$ (41,060)	\$ -	\$ (41,060)	

<b>NIFA Research - 1530 (Sept 1, 2016 - Aug. 31, 2017)</b>								
Restricted revenues:	-	\$ 93,484	\$ (93,484)	100%	55,509	\$ 100,000	\$ (44,491)	44%
Restricted expenses:								
Compensation	9,493	55,676	46,183	83%	19,262	39,700	20,438	51%
Employee related expenses	1,869	15,589	13,720	88%	5,367	8,222	2,855	35%
Employee tuition waivers	939		(939)				-	
Travel	-	5,000	5,000	100%	939	15,000	14,061	94%
Registrations	650	5,000	4,350	87%	650	5,000	4,350	87%
Mileage			-				-	
Communications			-			1,579	1,579	100%
Mach/Equip Repair (service)			-				-	
Vehicle Rental	862	-	(862)	0%	1,520	-	(1,520)	0%
Consultant fees	-	3,000	3,000	100%		3,000	3,000	100%
Contracts/Subcontracts	575		(575)		575		(575)	0%
Misc. other expense			-		2,140	12,000	9,860	82%
Program Supplies	13,864	7,000	(6,864)	-98%	2,118	7,000	4,882	70%
Indirect expense	-	7,219	7,219	100%		8,499	8,499	100%
	28,252	98,484	70,232	71%	32,571	100,000	67,429	67%
Excess (deficiency)	\$ (28,252)	\$ (5,000)	\$ (23,252)		\$ 22,938	\$ -	\$ 22,938	

**Tohono O'odham Community College**  
**Restricted Expenses and Budget by Department**  
**For the Month Ended November 30, 2016**  
**(Intended for internal management purposes only)**

	Grant Year-to-Date					Fiscal Year-to-Date			
	Actual	Annual Budget	Remaining Budget	Remaining %		Actual	Annual Budget	Remaining Budget	Remaining %
<b>Extension III - 1540 (Sept 1, 2016 - Aug. 31, 2017)</b>									
Restricted revenues:									
Federal government grant	\$ -	98,619	(98,619)	100%	\$	43,469	111,594	(68,125)	61%
Compensation	11,837	74,680	62,843	84%		19,404	76,940	57,536	75%
Employee related expenses	4,391	20,910	16,519	79%		6,212	12,920	6,708	52%
Travel	-	1,200	1,200	100%			1,200	1,200	100%
Communications	359		(359)	0%		599		(599)	0%
Vehicle rental	1,764	11,000	9,236	84%		4,649	11,000	6,351	58%
Education supplies		5,334	5,334	100%				-	
Consultant fees		6,000	6,000	100%			6,000	6,000	100%
Program supplies	159		(159)	0%		(1,288)	3,534	4,822	136%
Indirect expense	-		-			1,852	-	(1,852)	
	18,510	119,124	100,614	84%		31,428	111,594	80,166	72%
Excess (deficiency)	\$ (18,510)	(20,505)	1,995		\$	12,041	-	12,041	

<b>Title III Part A - 1631 (Oct. 1, 2016 - Sept. 30, 2017)</b>									
Restricted revenues:									
Federal government grant	\$ -	\$ 500,000	\$ (500,000)	100%	\$	35,053	\$ 500,000	\$ (464,947)	93%
Restricted expenses:									
Compensation	61,358	334,857	273,499	82%		107,718	266,702	158,984	60%
Employee related expenses	12,693	75,285	62,592	83%		22,628	43,902	21,274	48%
Travel Expense	1,320	30,000	28,680	96%		1,320	30,000	28,680	96%
Mileage	3,487	20,000	16,513	83%		8,456	15,000	6,544	44%
Registrations		8,000	8,000	100%			8,000	8,000	100%
Communications	194		(194)			486	2,000	1,514	76%
Printing		5,000	5,000	100%			5,000	5,000	100%
Vehicle rental		12,000	12,000	100%		2,031	12,000	9,969	83%
Memberships	35	500	465	93%		140	500	360	72%
Consultant fees and expenses	1,425	4,000	2,575			1,425	8,807	7,382	84%
Education supplies and Outreach		30,000	30,000	100%		2,996	15,000	12,004	80%
Office supplies	318	6,500	6,182	95%		1,974	6,500	4,526	70%
Other office supplies/GED		10,000	10,000			127	20,000	19,873	99%
Meetings		2,500	2,500	100%		279	3,000	2,721	91%
Contracts/subcontracts	1,439	-	(1,439)	0%		8,569	32,000	23,431	73%
Office equipment		23,646	23,646	100%			26,589	26,589	100%
Library collection		5,000	5,000	100%		5,100	5,000	(100)	0%
	82,269	567,288	485,019	85%		163,249	500,000	336,751	67%
Excess (deficiency)	\$ (82,269)	(67,288)	(14,981)		\$	(128,196)	-	(128,196)	

**Tohono O'odham Community College**  
**Restricted Expenses and Budget by Department**  
**For the Month Ended November 30, 2016**  
**(Intended for internal management purposes only)**

	Grant Year-to-Date					Fiscal Year-to-Date			
	Actual	Annual Budget	Remaining Budget	Remaining %		Actual	Annual Budget	Remaining Budget	Remaining %
<b>Title III Part F - 1641 (Oct. 1, 2016 - Sept. 30, 2017)</b>			-					-	
Restricted revenues:			-					-	
Federal government grant	\$ -	\$ 500,000	\$ (500,000)	100%	\$	95,321	\$ 500,000	\$ (404,679)	81%
			-					-	
Restricted expenses:			-					-	
Compensation	(3,156)	0	3,156	0%		32,613		(32,613)	0%
Employee related expenses	-	0	-	-		7,599		(7,599)	0%
Other Structural Improvements	-	500,000	500,000	100%			500,000	500,000	100%
Grant Fixed Asset Contra	-		-					-	
	(3,156)	500,000	503,156	101%		40,212	500,000	459,788	92%
			-					-	
Excess (deficiency)	3,156	-	3,156			55,109	-	55,109	
			-					-	
			-					-	
<b>Community of Practice - 1720 (July 1, 2016 - June 30, 2017)</b>			-					-	
Restricted revenues:			-					-	
Federal government grant	\$ 57,228	\$ 100,000	\$ (42,772)	43%	\$	57,228	\$ 100,000	\$ (42,772)	43%
			-					-	
Restricted expenses:			-					-	
Compensation	14,981	\$ 44,262	29,281	66%		14,981	44,262	29,281	66%
Employee related expenses	4,654	\$ 11,718	7,064	60%		4,654	11,718	7,064	60%
Travel expense	1,178	\$ -	(1,178)	0%		1,178		(1,178)	0%
Travel & Mileage	1,489	\$ 8,000	6,511	81%		1,489	8,000	6,511	81%
Indirect expense	-	\$ 11,820	11,820	100%			11,820	11,820	100%
Tuition & Fee Waivers	-	8,000	8,000	100%			8,000	8,000	100%
Meeting Expense	300	\$ -	(300)	0%		300		(300)	0%
Staff Development	420	\$ 1,300	880	68%		420	1,300	880	68%
Communications	517	\$ 1,300	783	60%		517	1,300	783	60%
Printing	46	3,000	2,954	98%		46	3,000	2,954	98%
Contracts/Subcontracts	229	\$ 8,600	8,371	97%		229	8,600	8,371	97%
Program Incentives	-	\$ 2,000	2,000	100%			2,000	2,000	100%
	23,814	100,000	76,186	76%		23,814	100,000	76,186	76%
			-					-	
Excess (deficiency)	\$ 33,414	-	33,414		\$	33,414	-	33,414	
			-					-	
<b>TOTAL SPONSORED PROJECTS</b>									
Restricted revenues:									
Federal government grants	\$ 296,910	2,054,612	(1,757,702)	86%	\$	485,746	1,992,142	(1,506,396)	76%
State government grants	86,442	243,000	(156,558)	64%		86,442	243,000	(156,558)	64%
Total Restricted Revenues	383,352	2,297,612	(1,914,260)	83%		572,188	2,235,142	(1,662,954)	74%
Restricted expenses:	403,698	2,113,845	1,710,147	81%		555,653	2,061,863	1,506,210	73%
			-					-	
Excess (deficiency)	\$ (20,346)	\$ 183,767	\$ (204,113)	111%	\$	16,535	\$ 173,279	\$ (156,744)	90%

**Tohono O'odham Community College**  
**Restricted Expenses and Budget by Department**  
**For the Month Ended November 30, 2016**  
**(Intended for internal management purposes only)**

	Grant Year-to-Date					Fiscal Year-to-Date			
	Actual	Annual Budget	Remaining Budget	Remaining %		Actual	Annual Budget	Remaining Budget	Remaining %
<b>STUDENT FINANCIAL AID</b>			-					-	
Scholarship funds - 8010 (July1, 2016 - June 30, 2017)			-					-	
Restricted revenues:			-					-	
Scholarship Award	\$ 56,358	\$ 102,500	\$ (46,142)	45%	\$	56,358	\$ 102,500	\$ (46,142)	45%
Restricted expenses:			-					-	
Tuition waivers		100,000	100,000	100%			100,000	100,000	100%
Meeting Expense	-	2,500	(2,500)	100%				-	
Scholarships	55,838	-	(55,838)			55,838	2,500	(53,338)	0%
	55,838	102,500	46,662	46%		55,838	102,500	46,662	46%
			-					-	
Excess (deficiency)	\$ 520	\$ -	\$ 520		\$	520	\$ -	\$ 520	
			-					-	
<b>FSEOG - 8020 (July1, 2016 - June 30, 2017)</b>									
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)	\$ -	\$ -	\$ -		\$	-	\$ -	\$ -	
<b>PELL - 8030 (July1, 2016 - June 30, 2017)</b>									
Restricted revenue:									
Federal government grant	\$ 254,643	486,000	\$ (231,357)	48%	\$	254,643	486,000	\$ (231,357)	48%
			-					-	
Restricted expenses:			-					-	
Office Supplies		-	-			-	-	-	
Grants to students	249,177	486,000	236,823	49%		249,177	486,000	236,823	49%
			-					-	
Excess (deficiency)	\$ 5,466	\$ -	\$ 5,466		\$	5,466	\$ -	\$ 5,466	
<b>Federal Work Study - 8040 (July1, 2016 - June 30, 2017)</b>									
Restricted revenue:									
Federal government grant	\$ -	9,000	\$ (9,000)		\$	-	9,000	\$ (9,000)	100%
Restricted expenses:									
Student Enrollment Salary	3,912	9,000	5,088	57%		3,912	9,000	5,088	57%
Student Payroll Taxes	300	-	300	0%		300	-	300	0%
	4,212		(4,212)	53%		4,212	9,000	4,788	53%
			-					-	
Excess (deficiency)	\$ (4,212)	\$ 9,000	\$ (13,212)		\$	(4,212)	\$ -	\$ (4,212)	

**Tohono O'odham Community College**  
**Restricted Expenses and Budget by Department**  
**For the Month Ended November 30, 2016**  
(Intended for internal management purposes only)

	Grant Year-to-Date					Fiscal Year-to-Date			
	Actual	Annual Budget	Remaining Budget	Remaining %		Actual	Annual Budget	Remaining Budget	Remaining %
<b>TOTAL STUDENT FINANCIAL AID</b>									
Restricted revenue:									
Federal government grant	\$ 254,643	\$ 515,000	\$ (260,357)	51%	\$	254,643	\$ 515,000	\$ (260,357)	51%
Restricted donations	56,358	102,500	(46,142)	45%		56,358	102,500	(46,142)	45%
	<u>311,001</u>	<u>617,500</u>	<u>(306,499)</u>	50%		<u>311,001</u>	<u>617,500</u>	<u>(306,499)</u>	50%
			-					-	
Restricted expenses	309,227	608,500	299,273	49%		309,227	617,500	308,273	50%
			-					-	
Excess (deficiency)	\$ <u>1,774</u>	\$ <u>9,000</u>	\$ <u>(7,226)</u>		\$	<u>1,774</u>	\$ <u>-</u>	\$ <u>1,774</u>	

**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	
	<u>1,493</u>		<u>1,493</u>			<u>1,493</u>		<u>1,493</u>	
			-					-	
Excess (deficiency)	\$ <u>(1,363)</u>	\$ <u>-</u>	\$ <u>(1,363)</u>		\$	<u>(1,363)</u>	\$ <u>-</u>	\$ <u>(1,363)</u>	

**TOHONO O'ODHAM COMMUNITY COLLEGE**  
**Capital Campaign Construction Budget Activity**  
**For the Month Ended November 30, 2016**



	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	1,493	9,227,040
										-
Security & Salary				58,538	71,451					129,989
										-
Legal	12,430			855						13,285
	<u>223,081</u>	<u>93,045</u>	<u>323,194</u>	<u>8,519,753</u>	<u>1,735,018</u>	<u>406,027</u>	<u>404,745</u>	<u>1,604,692</u>	<u>1,493</u>	<u>11,704,863</u>

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.

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**TOHONO O'ODHAM COMMUNITY COLLEGE**

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**TO:** BOARD OF TRUSTEES  
**THRU:** PAUL ROBERTSON, PRESIDENT  
**FROM:** STACY D. OWSLEY, HUMAN RESOURCES DIRECTOR  
**SUBJECT:** **AGENDA ITEM**— **JANUARY 2017 RESOURCE LIST**  
**DATE:** JANUARY 11, 2017  
**CC:** FILE

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Background

The following candidates are presented for the Board's consideration as a promotion and as new employees.

Recommendation

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

## January 2017

### Promotion:

Name	Position	Hire Date
Grace Francisco	Facilities Maintenance Lead	12/12/16
	Ms. Francisco was the Facilities Maintenance Technician for the past seven years. Previous to the College, Ms. Francisco has worked as a child care provider for the Tohono O'odham Child Providers and as a self-employed child care provider for ten years. She has a CNA certificate and child care certificates.	

### New Hire:

Name	Position	Term Date
Kimberly Velasco	Security Guard	12/26/16
	Ms. Velasco has worked as an Actor with Buckelew Farms for one month. She also worked for the Juvenile Detention Center as a Juvenile Detention Officer for three years and as an Office Specialist with the Children's Program for three years and three months. Ms. Velasco received her high school diploma from Baboquivari High School.	
Linda Chappel	Art Instructor (temporary)	1/3/17
	Ms. Chappel joins TOCC from the Art Institute of Tucson where she was an adjunct faculty member for a year. She was also an Education Coordinator for the Tucson Desert Art Museum for one year and one month. Ms. Chappel was a full time faculty/ Assistant Department Director at the Art Institute of Tucson for 12 years and five months. She received a Master's in Art history from the University of Arizona and a Bachelor of Science in Fine Arts from the University of Madison Wisconsin.	
LaRonda Lugo	Education Instructor	1/3/17
	Ms. Lugo joins TOCC from Sequoia Schools where she was the Director of English Language Learners and Professional Development/ Interim Principle 7-12 School for five months. She was also the Director of Academic Literacy for Catapult Learning - Hawaiian Alliance for eight months. She worked as a turnaround principle for San Carlos Unified School District for three years and eleven months. Ms. Lugo has held many previous positions in the education field. She received a Master's in Education from the University of Phoenix and a Bachelor's of Art in Sociology/ Criminology from the University of Arizona. She is currently a doctoral candidate with Concordia University.	

Michael Moyer	Plumbing Instructor	1/9/2017
	Mr. Moyer has been self-employed with his company Beyond Plumbing for the past five years and seven months. He also worked at Al Coronado Plumbing as a Technician/Supervisor for 10 years. Mr. Moyer received his Contractors License from the State of Arizona in Plumbing.	
Xavier Gonzales	Security Guard	1/10/2017
	Mr. Gonzales joins TOCC from Basha's Grocery Store where he was a Deli Clerk for a year and one month. He also worked for the Sif Oidak District Office as a seasonal worker for two months and for Labor Force as a laborer for one month. Mr. Gonzales received his high school diploma from Baboquivari High School.	

**Tohono O'odham Community College**  
**Employment Vacancy Activity Log**  
**January 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
Education Instructor	Edu.	13			13	4	9	10/31/16	4	5	11/29/16	1		Filled 1/3/17
Plumbing Instructor	Edu.	2			2	2		7/25/16	1	1	9/27/16	1		Filled 1/9/17

**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
Security Guard	Admin.	4			4	4		11/16/16	4		12/19/16	2		Filled 12/26/16 & Filled 1/10/17

# TOCC EMPLOYEE STATISTICS (January 2017)

## FULL TIME POSITIONS

	<u>Numbers</u>	<u>Percentages</u>
<b>Full-time positions:</b>	<b>78</b>	
Filled Positions	77	99%
Vacant Positions	1	1%
<b>Female</b>	42	55%
<b>Male</b>	35	45%
<b>Ethnicity</b>		
Tohono O'odham	45	58%
Native American Other	6	8%
Hispanic	6	8%
White	16	22%
Black	2	2%
Asian	2	2%
<b>Regular Staff</b>	<b>62</b>	
Filled	61	98%
Vacant	1	2%
<b>Instructors Positions</b>	<b>16</b>	
Filled	16	100%
Vacant	0	0%
<b>Commuters</b>	<b>43</b>	56%
<b>Local</b>	<b>33</b>	44%

## PART-TIME & TEMP POSITIONS

	<u>Numbers</u>	<u>Percentages</u>
<b>Part-time &amp; Temp positions:</b>	<b>23</b>	
Filled Positions	20	87%
Vacant Positions	3	13%
<b>Female</b>	12	60%
<b>Male</b>	8	40%
<b>Ethnicity</b>		
Tohono O'odham	18	90%
Native American Other	0	0%
Hispanic	0	0%
White	0	0%
Black	2	10%
Asian	0	0%
<b>Commuters</b>	0	0%
<b>Local</b>	20	100%

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## TOHONO O'ODHAM COMMUNITY COLLEGE

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**TO:** TOCC BOARD OF TRUSTEES  
**THRU:** PRESIDENT PAUL ROBERTSON  
**FROM:** SYLVIA HENDRICKS, VICE PRESIDENT OF STUDENT SERVICES  
**SUBJECT:** UPDATED RESIDENCE RULES & REGULATIONS  
**DATE:** JANUARY 11, 2017  
**CC:** FILE

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### Background

Presenting the updated Rules and Regulations for the Residence Program with more specific and changes to the rules set forth to fulfill safety regulations.

### Justification

One specific requirement added to the rules and regulations was to require all students to have a background check before admitted into the residence program.



# TOCC Residence Life

Rules and Regulations





Dear Residents Life Students:

Tohono O'odham Community College (TOCC) wants you to be able to achieve your goals and be successful in school while living in the residence buildings. Therefore, please understand while you are a resident you will have certain rights and responsibilities that guide your lifestyle.

When choosing to live on campus you must fully understand that you are agreeing to recognize and adhere to TOCC rules and regulations.

Please understand that TOCC reserves the right to make revisions to these rules and regulations as is necessary. TOCC will make every honest attempt to notify students when and if rule changes are proposed. TOCC strongly encourages student involvement in the development of its residence rules and regulations.

Your observation and cooperation with the following residence rules and regulations will be very much appreciated.

## **Application Procedures & Eligibility Requirements**

Students must reapply each semester for housing.

It is the responsibility of the student to complete the following:

- Application
- Questionnaire
- Residence Life Agreement
- Background check

The Residence Life Office will accept only completed applications submitted by the set deadlines

All applications will be reviewed and notice of approval given to the student, through email or a written letter. TOCC College does not guarantee housing. It is the student's responsibility to keep their address and other pertinent information updated with the Residence Life Office. Failure to do so may result in losing placement for housing.

Priority for housing are as follows;

1. Full time Students
2. Returning students in good academic standing with a 2.00 GPA and no infractions from previous semester
3. New incoming students
4. Transfer students
5. Distance from the College

A waiting list will be created should the demand be greater than space availability. The waiting list applicant will be notified by telephone and given 2 days to respond before the next applicant in line is notified. If the waiting list applicant does not respond, their application will be moved to the end of the waiting list.

All students 18 years and older will be required to pass a criminal background check prior to moving into Residence Life housing facilities.

### **Criminal Background Check Clearance:**

An applicant and applicable tenants for single housing will not be eligible if they are found to have been charged with:

1. violent or sex related crime,
2. domestic violence,
3. any drug offense,
4. furnishing alcohol to a minor,
5. any degree of burglary or robbery,
6. theft while using a firearm,
7. theft in the 1st or 2nd degree or,
8. theft in the 3rd degree more than 2 times

Students who have non-violent or non-sex related crimes older than one year are eligible to appeal to the Vice President of Student Services. Students must use the Appeal Form and submit all supporting documents to the Vice President of Student Services. Appeal forms can be obtained from the Residence Life Office.

**Deposit**

Residence Life requires a deposit for Student housing. All deposits are due upon move in.

- a. Room Deposit- A required deposit of \$150
- b. Key Deposit – A required deposit of \$25

**Types of Security Deposit Refunds****Total Refund:**

A student will receive their entire Security Deposit refunded if he/she checks out in accordance with the check-out requirements, and leaves a clean, damage-free room/family housing unit.

Timeline for Security Deposit Refund:

Refunds will be made thirty (30) days from the date the move-out form is completed and signed by the Student.

A refund check will not be issued on the day of move-out.

**Charges for Damage:**

Charges will be assessed against the student for damages occurring during the student's stay in College Housing. This will include charges for repair and replacement of fixtures and furnishings. The security deposit will be applied toward charges and any amount exceeding the security deposit for damages, repair, and replacement charges will be assessed to the student.

**Forfeiture of Security Deposit:**

If a student owes a balance to the College, the deposit will be applied to the balance owed to the College.

**No Refund:**

If a student abandons or damages his/her room/ family housing unit, the Security Deposit will not be refunded. It will be applied to the cost of cleaning, repairing, and sanitizing, the room/ Student Family Housing unit.

### **General conduct while living in the Residence Buildings**

Housing Privilege: Continued residency on campus will depend on a student's conduct and observance of residence rules. Students must be aware that housing is a privilege and not a right. Students may be required to find alternative housing if they choose not to recognize TOCC housing rules and regulations. Students requesting a room transfer must submit a written request to the Residence Director. The Director will assign alternative living arrangements if the move is necessary and if a room is available

#### **Room Assignments:**

To avoid overcrowding, the College adheres to the following occupancy standards.

1. Each room will not exceed four individual per room
2. The rooms with four individuals will have a bunk bed to eliminate overcrowding
3. Each dorm will not exceed fourteen individuals per dorm

### **Satisfactory Academic Progress Requirement**

- During the academic year, participants must remain in good standing 2.00 GPA. Students must meet these requirements each semester to remain eligible for housing. Students falling below the satisfactory academic progress requirement will be placed on Residence Life probation for the following semester. A second semester of non-satisfactory progress will result in ineligibility to reapply to Residence Life.
- **Class Attendance:** All students are required to attend class regularly. TOCC strongly encourages students to make the best use of their time when not in class.
- **Personal Conduct:** All residents and their guests are expected to conduct themselves in a respectable manner at all times.

### **Visitors and Guests**

- **Guests in Room/Suites:** The occupants of the room are responsible for the conduct of guests. Guests of the opposite sex are a student's room. It is the student's responsibility to seek approval from his/her roommate before having guests. Students should be sure that guests are not interfering with privacy of their roommate. All guests must sign a register.
- **Guest Hours:** All non-residents must leave the suites/rooms by 10:00pm Sunday through Thursday and 12:00am on Friday and Saturday. There are no overnight guests allowed in resident rooms unless the Resident Technician grants prior approval.
- **Violation of Guest Rules:** If guests violate TOCC rules and regulations, TOCC may require guests to leave campus. Guests must follow the TOCC zero tolerance drug and alcohol policy.

### **Hours of Operation and Access**

- **Residence Hours of Access:** The residence buildings are surrounded by a security gate that will always be closed.. Individual suites and apartments will be accessible only by key 24 hours per day.
- **Quiet Hours:** These hours will be recognized between 10:00pm and 6:00am Sunday - Thursday and 12:00am - 6:00am Friday and Saturday.
- **Room Keys:** Residents will be assigned a key for apartment/suite door
- If a key is lost the resident is responsible to inform the Residence Life Director and the will be charge \$25.00 to get replacement

### **Safety and Security**

- **Zero Tolerance Policy – drugs and alcohol:** TOCC enforces a zero tolerance policy to drug and alcohol use and possession with all persons on campus. This means that no drugs or alcohol are allowed in the residence buildings at any time by any person. Any violation of the zero tolerance policy will result in disciplinary action as outlined in the student handbook.
- **Alcohol Containers:** Because the use of alcohol and drugs is prohibited, storage of these items is also prohibited. Empty alcohol containers are not allowed in the residence buildings.
- **No Smoking or Chewing Tobacco:** Smoking and chewing tobacco is prohibited in or near each building. Students who violate this rule will be subject to disciplinary action. Continued violations may result in the loss of housing privileges.
- **Weapons:** No firearms, knives or any device which could cause bodily harm may be stored in rooms. If a student has knowingly brought a weapon with them to campus, they are required to turn it in to security immediately upon arrival. If a student is found to be in possession of a weapon and has not turned it in to Security, it will be confiscated. A student must be aware that they may be subject to penalty according to law and that the weapon will be forfeited and not returned.
- **Threats and Physical Violence:** Any threats or physical violence directed toward anyone is not tolerated. TOCC considers these to be serious offenses. Students violating these rules will be subject to disciplinary action including possible suspension, termination or legal proceedings.
- **Sexual assault,** sexual battery, or rape of a community member or guest thereof is prohibited. This behavior is defined as any sexual activity that is carried out without the expressed consent of the parties involved. Please note that a party which is under the influence cannot legally give consent.

**All violations will be subject to review by the Title IX Coordinator to determine if further investigation and will follow the hearing process set in place in the Campus Safety Guideline and Student Code of Conduct.**

### **Your rights and privacy and TOCC's right to inspect**

- **Privacy:** All residents are placed on notice that they should not have an expectation of absolute privacy. TOCC will make every effort to contact a student and schedule an appointment to enter his/her room. The only time TOCC should enter a student's room without prior notice is when an emergency requires it, or all other alternatives have been exhausted. When entering a student's room, TOCC personnel are required to knock loudly several times and announce themselves and wait for a response. If there is no response, the TOCC official will leave an official notice that they have accessed your room and each student will have the rights provided in the student handbook regarding any action taken as a result of the inspection by TOCC personnel.
- **Search and Seizure:** If a student is suspected of using alcohol or drugs within the resident facility, they will automatically subject themselves and their property to a search. A student's property may be seized as evidence and turned over to the appropriate authorities for follow up. Before a search can take place, the TOCC employees requesting a search will contact the Residence Life Director for authorization to conduct a search. If a search is authorized, the student is requested to fully cooperate. TOCC will contact the Tohono O'odham Police Department to witness the search to ensure that a student's rights are not violated.

- **Room Inspections:** Regular monthly room inspections will be made. TOCC will post a schedule and make an honest attempt to adhere to the schedule. Students may be present during the inspection of they so choose. A checklist will serve as a guide to the inspection.
  - Student will be fined \$25.00 if they don't pass dorm inspection
  - Residents will be given four fines throughout the semester, and if they resident exceeds four this hinder their chances of being part of the Residence Life Program.
  - Cleaning responsibilities: Students are responsible for cleaning their individual rooms and shared areas. If TOCC must clean a student's room, the student's account will be billed accordingly. Students must be aware that they will not be eligible to receive an official transcript or diploma until such time that they have paid any amount that is owed to TOCC.
  - Disposal of Trash: Students are responsible for disposing of their trash. If TOCC must dispose of a student's trash, the students account will be billed accordingly. Students must be aware that they will not be eligible to receive an official transcript or diploma until such time that they have paid any amount that is owed to TOCC.
- **Security of Rooms:** Students are strongly encouraged to lock their rooms at all times. TOCC is not liable for loss of, theft of or damage to any property of residents. Tampering with a lock is illegal. Students found to be tampering with a lock will be subject to TOCC rules and regulations and local, state and federal laws.
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### **Using your room and taking care of it**

- **Roommates:** You are expected to show consideration for your roommate and other students in regards to loud televisions, radios, or stereos. The volume must be kept at a reasonable level at all times. Students are strongly encouraged to use headphones if the music is offensive to others. If someone asks you to turn your music down, please respect the request. If students are found to be in violation of this rule and refuse to cooperate, they will be subject to disciplinary action.
- **Furnishings and Appliances:** Students are accountable for the proper use of College issued furnishings and appliances. Any damage to or missing furnishings and appliances will be billed to the students account accordingly. Students must be aware that they will not be eligible to receive an official transcript or diploma until such time that they have paid any amount that is owed to TOCC.
- **Food Items:** Students must respect roommate's/suitemate's food.
- **Wall Hangings:** Wall hangings are permitted. Students must use College issued hanging hooks. These will be provided free of charge.
- **Use of Religious Items:** Burning of sage, sweet grass, cedar and other religious items is allowed within each resident facility only as specified by this rule. Before using these materials, the students must inform the Resident Technician of their intention to use these items. This is done to recognize that a student needs privacy during the ceremony and for staff to be on notice that a fire hazard is present.
- **Use of Candles or Incense:** Due to the fire hazard, the burning of candles or incense is strictly prohibited. Students may only use College provided grill. No personal grills are permitted.
- **Pets:** Pets are strictly prohibited on campus.
- **Babysitting:** Babysitting is prohibited in the residence buildings.
- **Damage:** Residents will be responsible for causing damage occurring to their rooms or other areas throughout the residence facility. This means writing on walls, kicking holes in doors or walls, etc. If you are found to have caused damage, TOCC will assess an appropriate fee for the labor and materials. This amount will be billed to the student's account. Students must be aware that they will not be eligible to receive an official transcript or diploma until such time that they have paid any amount that is owed to TOCC. Students found to have damaged the facility will also be subject to disciplinary action.

## Fire Safety and Procedures

In case of fire, residents should NEVER re-enter a burning building to save personal possessions. The designated area is the parking lot north of the dorms.

1. In the Event of a Fire
  - a. Upon discovery or suspicion of a fire residents should:
    - i. Pull the nearest fire alarm
    - ii. Exit the building
    - iii. Attempt to warn others while exiting
  - b. Regroup in the Residence Life parking area if safe or under the Wato near the main building
  - c. Contact Residence Life staff once in a safe location.

For the protection of students, all rooms/building/units are equipped with safety equipment.

1. Smoke Detector:
  - a. No person or student shall tamper with the smoke detector. If the equipment is malfunctioning, a work-order shall be submitted for immediate repair(s). The occupants of the room/unit will be charged for any replacement or damages and possibly fined if there is evidence of tampering with the equipment. The appropriate authorities will be notified of any tribal or federal violations.
2. Fire Extinguishers:
  - a. All Residence Halls units are equipped with Fire Extinguishers. Students will be charged for any replacement or damages if there is evidence of tampering with the equipment. The equipment shall be tested and inspected during the routine inspection of the units. Extra extinguishes shall be available in the event the original equipment becomes inoperable. No building or units shall be without a Fire Extinguisher at any time.
3. Fire Drills:
  - a. Fire Drills will be conducted within the Residence Life Halls Housing for residents every semester/session.
4. Fire Escape Plans:
  - a. In all the Residence Life Hall rooms, Fire Escape plans shall be posted for the safety of the residents.

For safety reasons, violations of any of the policies below will result in disciplinary action and criminal charges.

1. A resident may not set off a fire alarm or use any fire-safety equipment, except with reasonable belief of the need for the alarm or equipment.
2. A resident may not tamper with, disable, or obstruct any fire-safety equipment, including smoke detectors, fire extinguishers and cases and fire sprinklers.
3. Intentional misuse of fire safety equipment is prohibited.
4. Residents must promptly vacate Residence halls when a fire alarm is sounded.
5. Purposely setting fire to college property is prohibited.

6. Candles, incense, kerosene lamps or other similar items are not allowed in Residence Halls.

#### Explosives

1. Firecrackers, fireworks, explosives, flammable chemicals/materials, or pyrotechnics of any nature are not permitted. In addition, propane tanks and car batteries are also restricted.

#### **Vacating your Room**

- **Notice to Vacate:** Students who have received a Notice to Vacate must leave the facility within the specified period to time. There will be no exception to this rule. Under certain circumstances, arrangements will be made to return any belongings to students.
- **Disposal of Property:** Any personal belongings left in the resident's room/suite after a student leaves will be inventoried and put in storage for 30 days. TOCC will send notice to the student that it has the student's property in its possession and that the student has 30 days to claim the property or make arrangements with TOCC to claim it within 30 days. If the student has not claimed the property within 30 days, TOCC will donate it to charity.

#### **Miscellaneous**

- **Messages:** TOCC's primary method of communicating with residents will be through TOCC student email. Bulletin boards are to be used as a source of information and should be checked regularly. TOCC will not allow any posts that contain offensive or inappropriate material. The Residence Life Director will be checking the content posted on the bulletin boards.
- **Student Illnesses:** If a resident should become ill, please contact Residence Life Director. In extreme emergency cases, please call 911. TOCC strongly encourages you to call 911 as it is always best to err on the side of caution.
- **Parking:** Students are permitted to have no more than one registered vehicle on campus. Students must submit a vehicle registration form upon moving on campus. Students that don't submit a registration form will risk getting their vehicle towed.



The following rules and responsibilities are an agreement between you, the student, and Tohono O'odham Community College. I have read and reviewed all policies and adhere to abide by the rules.

**I, the undersigned, understand the above written agreement and agree to abide by the rules and regulations stated above.**

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**STUDENT SIGNATURE**

**DATE**

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**STUDENT NAME (PRINT)**

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**RESIDENT Technician SIGNATURE**

**DATE**

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**RESIDENT Technician (PRINT)**

## President Paul Robertson's January 2017 Report to TOCC Board of Trustees

### ***Key Issues/Items addressed in December 2016***

<b>Issues/Items</b>	<b>Actions/Assessment</b>
San Carlos Apache College (SCAC) Agreement	Prepared for and participated in signing of agreement between TOCC and SCAC that took place December 9 at Gewkdag Son Ki. Need to identify person to act as liaison between TOCC and SCAC and have person on board by early March 2017. Continued to collaborate with ASU partners, particularly Jacob Moore.
Financial Report format for BOT	Met with Interim VP Joann Miguel and Controller Michael Mainus to discuss revised financial reporting format and new format was provided to BOT
IT (Information Technology)	Met x2 with IT Manager and staff - IT Manager Shawn Listo currently reports to president. Priorities were, and are being, established to include 1) Canvas LMS (Learning Management System) support for online course delivery slated for summer session 2017; 2) Determination of needs and costs to upgrade network infrastructure for TOCC, cost for which may be grant supported; 3) provision of needed support for faculty so that they can "seamlessly" enter grades and attendance into Jenzabar; and 4) completion and launch of online registration during spring semester 2017.
TOCC Finance	Met regularly with Interim VP Joann Miguel and Controller Michael Mainus regarding needs of finance division. Much discussion around functional expenditures, including focus on athletic program and GSA vehicle fleet. Consideration of possible "belt-tightening" measures with plan to make recommendations to Board of Trustees during January 2017 meeting.
Data use and decision making	Collaborated with Institutional Research regarding data needs for TOCC, especially with regard to upcoming visits to request support from Tohono O'odham Nation Districts for five-year allocation. Meetings will take place in February, March, and early April. Among the data reports that will be shared are those showing numbers of graduates since inception of TOCC and current status of those graduates (employed, pursuing further education, and unemployed). Others will focus on success rates of TOCC students who test into developmental courses, cost benefit analysis of Gewkdag Scholarship that was initiated in fall semester 2016 and of tuition cut (50%) initiated at same time. In addition, ridership figures in vehicles providing student transportation to and from various points in the Nation will be compiled and reviewed to assess the efficacy of the program.
Prepared retrospective of calendar year 2016.	Copy to Board Book.

Item/Goal	Outcome/Steps taken	Comments
1. Comprehensive Review of Accreditation by HLC Team in March: TOCC preparation included mock visit.	Accreditation renewed for five years, TOCC in good standing and on “standard pathway”	Two written reports due to HLC in January 2018, including on data usage and assessment of student learning.
2. TOCC Charter update needs completion: process ongoing for several years.	Series of three meetings with TOCC’s oversight committee in 2016 led to agreement on last changes to Charter. Still need to meet with Legislative Council.	Need to continue liaison with Human Resource Development Committee to complete changes in spring 2017.
3. Policies and publications: reviewed and updated.	Several policies updated, including Transportation, and others created, including Anti-Harassment/Sexual Assault policy.	Work continues on update of safety policies and needed elaboration of Dorm rules.
4. Strategic Plan a Gap needing filling: Developed a plan with broad input from constituents.	Board approved strategic plan, June 2016. Plan is serving as guide to current and future actions.	Strategic Plan will be reviewed in first half of 2017.
5. Campus planning: some development has occurred on Main Campus that is not in accord with 2010 Master Plan. Updates are needed.	Jewed (land) committee formed and addressed West Campus land base plus parking and landscaping on Main Campus. West Campus includes twice the amount of land currently fenced. BOT agreed to maintain West Campus.	Important review of West Campus included informing Sells District and Community as well as BOT and All Staff. Continue to address master campus planning in 2017.
6. Communication and transparency: February SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis by faculty and staff cited need for improvement in both.	Cabinet notes are shared. All Staff meetings include updates by Institutional Research. Many TOCC forms, syllabi, policies, and more meeting notes are now on website. Distribution of college-wide information has been decentralized to divisions. Ad hoc meetings facilitate interdepartmental communication. More now attend BOT meetings.	Communication and transparency need to be a continuing focus. Sometimes notification of events lacks timeliness. Communication includes the need for everyone to read postings and to share within and between divisions.

List of 18 items far from complete but indicates some of the ongoing work that TOCC administration, faculty, and staff have carried out with support of the BOT during calendar year 2016.

Item/Goal	Outcome	Comments
7. Partnership with San Carlos Apache College: Request came through Tohono O’odham Nation and San Carlos	Pursuant a series of working meetings starting in spring 2016, including a session at San Carlos, agreement making San Carlos Apache College a branch campus was signed on December 9. Goal is for full accreditation for SCAC by 2020.	Much work to be done in lead-up to projected offering of TOCC courses at San Carlos Apache College slated for fall semester 2017.
8. Enhance Marketing: Needed to increase TOCC’s visibility and connection with community. Marketing materials needed, a voice needed.	Radio show developed. Once/week KOHN show began December 20. Marketing materials developed and printed in time for summer sessions 2016. Student services contacted former students via phone and some returned.	Marketing is an ongoing need. KOHN is an important vehicle for this and offers a student voice. Student services needs to continue to connect with students and former students who may wish to complete.
9. Increase Enrollment: comprehensive effort conducted to increase enrollment in fall 2016, with target of 7% increase	49% increase in enrollment achieved for fall semester 2016. All-time high student count of 309.	Potential to reach more students is clear. Continued work is indicated.
10. Ensure curriculum meets needs of the students and Tohono O’odham Nation: Curriculum needs in health, teacher education, and IT needed as well as additional BCT programs indicated.	Teacher Education faculty member hired and slated to begin spring semester 2017. BCT partnered with outside entities and soon to offer HVAC, Heavy Equipment, and Maintenance. BCT course offerings also being provided to HS students at Baboquivari fall semester 2016.	Curricular offerings need attention and support as well as marketing. This will take energy and collaborative spirit. It is a key, fundamental need and is noted in strategic plan.
11. Online course delivery: request submitted to HLC in May 2016.	In September, HLC approved HLC request to offer online courses.	Online courses slated to be offered starting summer 2017. Possible alternatives to long travel days and expensive online offerings by private universities.

List of 18 items far from complete but indicates some of the ongoing work that TOCC administration, faculty, and staff have carried out with support of the BOT during calendar year 2016.

<b>Item/Goal</b>	<b>Outcome</b>	<b>Comments</b>
12. Science lab capacity insufficient: Increase capacity	Title III coordinated with science faculty to develop arrangement that will double student capacity in lab from 8-16 effective spring semester 2017.	Excellent example of I-We:mta and of creative thinking to make use of scarce resources.
13. One Stop Shop: A goal for enrollment and registration in keeping with best practices for retention and recruitment. Goal is to serve each student and prospective student to meet their needs without requiring them to return for services another day.	Flow of students through the process has improved. Earlier registration is a plus. Reconfiguration of “Main Building” has been largely completed to include improving environment for students. Additional advisors have been and are being trained so that student waiting-time will be reduced.	More needs to be done to ensure needs of students are met in smooth and predictable fashion. Online registration needs to be in place by spring semester 2017. Some progress made through cross-training. “Customer service” needs improvement according to student reports. Transition from COMPASS to ACCUPLACER has not been particularly smooth but is complete.
14. Food service: Need for food service at Main Campus.	Vendor contracted for summer and fall 2016 and breakfasts and lunches were provided at subsidized rate for students.	Program is popular. Regular funding source needed. Popular with students. An example of T-Apedag – Our Well-Being.
15. Growing pains: classroom space at a premium on Main Campus; Lack of room for students taking advantage of meals program.	Large room in foyer of Gewkdag Son Ki designated as classroom starting in spring 2017; 1400 square foot covered patio under construction as part of Main Building and will provide space for students to talk, meet, eat, and study.	Need to determine how to handle increase in student numbers. This is a top priority.

List of 18 items far from complete but indicates some of the ongoing work that TOCC administration, faculty, and staff have carried out with support of the BOT during calendar year 2016.

Item/Goal	Outcome	Comments
16. Improve Signage at TOCC: Campus sites and buildings on Main Campus lack signage.	Himdag Committee worked to name buildings on Main Campus. Ha Mascamdah Ha:Ki and Gewkdag Son Ki have signs and signs have been ordered for two more buildings. Marquee erected on Main Campus and another ordered for West Campus.	This is part of the ongoing work needed to improve campus environments and to emphasize Himdag.
17. Earlier scheduling of classes: Classes must be scheduled earlier so that students can plan ahead for their academic careers.	Fall 2016 class schedule was up by March 2016 and registration began, resulting in largest enrollment in TOCC history. Spring 2017 schedule was later but still earlier than in previous years.	Schedules need to be prepared and posted a year in advance so students can plan ahead for their education.
18. Website upgrade: TOCC needed direct control over website	Website under TOCC control (IR Director). Look and ease of navigation are excellent.	Maintenance is ongoing. Increasingly serves as resource site for staff and faculty.

List of 18 items far from complete but indicates some of the ongoing work that TOCC administration, faculty, and staff have carried out with support of the BOT during calendar year 2016.



***Key Issues/Items addressed in December 2016***

<b>Issues/Items</b>	<b>Actions/Assessment</b>
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. American Indian Measurement for Success (AIMS) – American Indian Higher Education Consortium (AIHEC)	IR with the collaboration of Mr. Leslie Luna have completed the AIMS report for TOCC, well before the deadline.
3. Bureau of Indian Education (BIE)	IR assisted with the BIE Form 6259 which included Indian Student Count (ISC) for AY 2016.
4. Project Success Conference Call	The call was about a new initiative by Federal Student Aid to help Minority Serving Institutions to improve institutional performance and student outcomes. The name of the initiative is Project Success.
5. College Board Survey	IR with the collaboration of Mr. Leslie Luna have completed the College Board Survey.
6. Campus Safety Meeting	I attend the weekly Campus Safety Meeting and attend smaller break out groups to evaluate policy requirements, safety reporting requirements and to inform committee members of required information; read and evaluate Title IX requirements and policies related to the Clery Act.
7. Working Projects	a. Continuous extraction of data using Infomaker as needed across divisional lines. b. Continued work on Campus Safety Committee. c. Winter IPEDS will soon open which will include – Student Financial Aid; Graduation Rates; 200% Graduation Rates; Admissions and Outcome Measures (IR will complete in collaboration with Mr. Luna.

## *Ben Jose's December 2016 Report to TOCC Board of Trustees*

### *Key Issues/Items addressed in December 2016*

<b>Issues/Items</b>	<b>Actions/Assessment</b>
1. Advising	IR participated in the training sessions for stand by Advisors. Training sessions were conducted for additional TOCC staff to assist student advising efforts to support the registration process.
2.BIE	Researched Data was organized to complete and submit the BIE report.
3. Project Success	The WebEx informational session presented by Great Lakes Community Investments was about a new initiative by Federal Student Aid to help Minority Serving Institutions to improve institutional performance and student outcomes.
4. Remedial Study	IR is conducting a study to help assess where TOCC stands in comparison to a study reported in an online article by Teresa Watanabe and performed by the Public Policy Institute of California, where remedial work is seen as a hurdle for students.
5. New Student Orientation	IR did an evaluation on the New Student Orientation sessions held in December. The outcome of the evaluation and recommendations will be shared with the orientation organizers.
6. Signing Ceremony	I was the MC for the SCAC-TOCC signing event held at the Main Campus in December.



***Key Issues/Items addressed in December 2016- HR Director Report***

<b>Issues/Items</b>	<b>Actions/Assessment</b>
Interview	Security interview was held on December 19, 2016. Three candidates were interviewed and two were selected. One position was filled December 26, 2016 and the remaining position was filled January 11, 2017.
Prop 206 Seminar	Attended the Prop 206 seminar sponsored by Lovitt and Touche regarding the increase to minimum wage (to \$10/hour) and the new paid sick leave law.
Personnel Issue	Worked with the President and a supervisor on one personnel issue which was addressed verbally.

***Key Issues/Items addressed in December 2016***

<b>Issues/Items</b>	<b>Actions/Assessment</b>
Incorporate T-So:son in the College community	Working with the retention coordinator and faculty through the student progress report system to assure that all students are informed of grade status every four weeks by the faculty and the retention coordinator. Working with the Basic Construction Technologies (BCT) program to assure that the college has everything in place with the HLC, especially in working collaboratively with another institution.
Establish true collaborative partnerships with the Nation, with schools on the Nation and with other colleges and universities	The Education Division is working with the Nation's Department of Health and Human Services in offering Continuing Education Units (CEUs) to Behavioral Health staff. Other programs will follow.

### Academic Chair Mario Montes-Helu December 2016 Board of Trustees Report

#### Key Issues/Items addressed in December 2016

Issues/Items	Actions/Assessment
Faculty Meetings	I have been having meetings with the Faculty Senate to organize activities for the Faculty Enrichment Week. We use our Learning Management System (LMS) Canvas to discuss the activities for that week.
Education Instructor	We hired the new Education Instructor. LaRonda Lugo will be the teacher education instructor. She has experience on classroom teaching and administration in K-12. She also worked at the San Carlos Apache Reservation and has experience of the challenges of teacher education on tribal lands.
Art Instructor	Hiring a new art instructor to cover Kimberley Lund leave of absence for a year. We hire Linda Chappel that has more than 15 years of experience teaching in Art schools.
Spring Schedule	Working with the spring schedule. Making changes of courses and faculty. I hired new adjunct faculty for some courses.
Advising Training	I trained Ron Felix and Christie Kelly on student advising. They will be working with Gabriella Cazares-Kelly in advising students during periods where there are students waiting for advising.
Project Success	I participated in a web meeting with Great Lakes Higher Education Guaranty Corporation director Bob Dobner, where we discuss the Project Success that is supported by the Department of Education. John Gritts from the Federal Student Aid participated in the web meeting as well as President Robertson. All the services that we can use at the college from Project Success, will be without a cost to us.

December 2016 Key Issues/Items Addressed	
Issues/Items	Actions/Assessments
College-wide Participation	I attended the following meetings, workshops, and events: Board of Trustees, Cabinet, and Annual Christmas Gathering.
Himdag	A meeting with the Himdag Committee was scheduled; as it turned out there not many committee members attended. Of the six people in attendance we brainstormed on show ideas and themes for the KOHN radio time slots for TOCC. Martha Lee compiled that list which can be obtained from her.
Infrastructure and Campus Planning	<p>The following items have been pursued:</p> <ul style="list-style-type: none"> <li>• Sign for West Campus has been ordered and preparing to install. This will require some trenching for underground wiring.</li> <li>• IT asked if further trenching can be done for them so that IT can lay cable to existing buildings to provide better coverage for those buildings. (6 buildings.) The trench depth will be about 1.5' deep and IT will lay the cable.</li> <li>• Electric power to sign at Main Campus will be done soon as we now have proper paperwork into TOUA to give us a drop from a power pole to locate our new meter box to power the sign.</li> </ul>
Collaboration with Other Entities	Robert Wambolt and I met with three of the persons involved in training provided by Empire Machinery, A Caterpillar Heavy Equipment Dealer. The meeting was held at their Corporate Offices in Mesa, AZ. This is the Hands-on part of the training required for Heavy Equipment Operators. Training would take place at their <b>dedicated training center in Eloy, Arizona</b> and would be led by their team of Caterpillar certified, industry leading experts. They offer a two to one student to instructor ratio, comprehensive training sessions, air conditioning in their classrooms, simulators that approximate field machinery, and in-field machine application. Heavy equipment operator training will boost productivity by showing our trainees how to complete tasks in a more efficient manner. From this, our trainees will learn how to operate machinery which will experience less wear and tear, use less fuel, and lower hydraulic and transmission operating temperatures. Our trainees will benefit from instruction on the latest operating guidelines, techniques, and tips and be certified by Caterpillar to be job ready for OJL.
Meeting Community Needs	Sif Oidak District Chairman Alex Cruz requested training for their district workers especially in safety and operating tools etc. They will enroll 8 students in our BCT Core Curricula. They have already paid tuition and now will be paying for books bought the LLC.

**Augustine Toro**  
**Director of Land Grant for Stainability**  
**December 2016**

<b>Issues/Items</b>	<b>Actions/Assessment</b>
LGOS-Farm and Working Group	<p>We are exploring in having the Youth Ag day at the West Campus. We have identified some issue that may hinder in having it here but like I said we are exploring. David Stone will follow up with the clean-up of the cement trash in the back of the campus. Also, parking may be another issue but again David will be talking to the Nation's Planning Road Engineers to see how many vehicles will be able to park at the West Campus. I will follow up with reserving a large tent. It was mentioned that Sells District has a large enough tent. I know of a Sells District Rep that will provide me the information I need in reserving the tent. I am also to follow up with the number of vehicles attended this year's event--buses and info booths attendees vehicles. Please sure to share at your next cabinet meeting. If you have any questions, please don't hesitate to ask.</p>
Student Interns	<p>Tohono O'odham High School garden elevation grid and elevation shots.</p> <p>Seed Presentation at Baboquivari Alternative School for school's Indian Day on December 15.</p> <p>Interns attended Soil and Water Conservation District (SWCD) at the Natural Resources Department. SWCD provided everyone with a luncheon.</p>

**USDA NIFA Tribal Research Grant Project**  
**December 2016**  
**David Stone, Project Director**

ISSUE	ACTION
Construction of the olas ki: at West Campus.	The Ferrock wall of our first small domed building has been finished! Over 5 tons of crushed glass bottles collected by hand from the Nation's land has been recycled as aggregate for the wall. Over the holiday period the wall was covered with a plastic sheet and gassed with CO2 to harden it. We are now proceeding with the dome roof. See photo below.



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

**Key Issues/Items addressed in January 2017**

Issues/Items	Actions/Assessment
Curriculum	<p>The following pilot course has been approved by the Curriculum Council and Cabinet:</p> <p><b>AIS 197</b> Culture and History of Indigenous Peoples  <b>Course Description:</b> This course is a collaborative educational exchange between Tohono O’odham Community College (TOCC) and the American Indian Higher Education Consortium (AIHEC). Course materials will be pulled from AIHEC Student Conference Knowledge Bowl competition. In the spirit of sharing and strengthening Native history and culture among Tribal Colleges, students will study and learn a broad range of topics of the Indigenous Peoples of South Dakota. Students will have the opportunity to attend the 2017 AIHEC Student Conference to represent TOCC by participating in the Knowledge Bowl competition.</p>
Public University Transfer	<ol style="list-style-type: none"> <li>1. The Curriculum Coordinator met with Dr. Maria Hesse, Vice Provost for Academic Partnerships, ASU regarding changes in the ASU TAG program beginning in fall 2017. The new ASU TAG program will provide more flexibility for students as well as community college advisors. An ASU Tag workshop will be scheduled for summer or fall 2017 depending on when the new ASU TAG program is operational.</li> </ol>
Community & Continuing Education	<ol style="list-style-type: none"> <li>1. The TOS program and Community Education sponsorship of a community gathering on March 22, 2017 at TOCC-Main, with Carolyn O’Bagy Davis as the speaker on her book <i>The Desert Trader The Life and Quilts of Goldie Tracy Richmond</i> has been confirmed. Two sessions are planned, one in the afternoon for Elders and one at 5:00 for community members and students.</li> <li>2. <i>Computer Skills for Elders</i> workshops will be offered again in spring 2017</li> <li>3. Community Education Quilting classes will be scheduled spring 2017 at TOCC-Central</li> </ol>

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**TOHONO O'ODHAM COMMUNITY COLLEGE**

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**TO:** JUANA JOSE  
**FROM:** RONALD GERONIMO  
**SUBJECT:** TOCC BOARD REPORT (DEC)  
**DATE:** JANUARY 11, 2017  
**CC:** FILE

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Issues/Items	Actions/Assessments
<b>1. Incorporate T-So:son in the College community.</b> 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. KOHN broadcast the 'Em-Ma:cidag Wui radio program. The Tohono O'odham Studies Program was one of the first two segments to be broadcast. Himdag committee also met with Matha Lee and Juana Lopez on ideas for future radio broadcasts.
<b>2. Provide Curricula that align with Mission and Vision.</b> Deliver courses and programs that fulfill the needs of the Tohono O'odham Nation and all students.	a. Carolyn Obagy, the author of the Goldie Richmond book has agreed to make two presentations on March 22 <sup>nd</sup> at the college on the quilts of Goldie, Elders will be invited to the first presentation to be held in the afternoon and the second presentation will be for community members. Students can attend either session. The presentation will coincide with the sewing course and a community education quilting workshop to be held in April. Ms Obagy will also be interviewed by students from the Academic Writings of the Tohono O'odham course.
<b>3. Establish true collaborative partnerships with the Nation, particularly with the schools on the Nation, and with other colleges and universities.</b> Partner with local schools and with Tohono O'odham Nation programs and divisions in order to establish the need for jobs, to be part of planning for self-determination	a. Presented to the Tohono O'odham Nation Judicial/Justice Center on retaining our O'odham language, culture and traditions. Also gave an overview of the Tohono O'odham Studies Program. Chief Judge Donald Harvey invited me to present during their monthly employee language and culture enrichment sessions.  b. Working to offer a dual enrollment O'odham history course with the Indian Oasis Alternative High School.  c. Met with Ofelia Zepeda and Alyce Sadongei for the initial planning meeting for a language symposium to address the status of the language and community attitudes towards the language. The symposium will also address the possibility of the Nation developing a language program.



<p><b>Strategic Initiative # 3 continued.</b></p> <p>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</p>	<p>d.</p>
<p><b>4. Develop infrastructure that supports TOCC's mission.</b></p> <p>Develop comprehensive plans for physical facilities and technology that supports the vision and mission and diversify funding sources needed to execute the plans.</p>	<p>a. Discussed the need to renew the Watto near Gewkdag Son Ki: and also the walking path.</p>

## Library's December 2016 Report to TOCC Board of Trustees

### **Library Report to the Board: Key Issues/Items addressed in December 2016**

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

<b>Issues/Items</b>	<b>Actions/Assessment</b>
1. Collection development and circulation management	Processing for the VHS-to-DVD project continues, with some issues about finding DVDs; continuing stage one of weeding project at O'ohana Ki: to identify items checked out during the last 15 years, and pulling selected materials from the shelves has begun; continuing with vertical file weeding project; continuing to work with new bindery to submit journals for binding; completed processing for approximately 60 items; added new links to ready reference page, fixed broken links, corrected spelling errors, and clarified text; continuing review of new dissertations list for orders; ordered materials submitted by some faculty for spring 2017; processed donations from Dr. Susan Lobo (not appropriate for Library and put on free books truck); iPads returns.
2. Library services	Opened Library on two Saturdays for students to complete assignments and study for exams (12/3 and 12/10), with an approximate total of 6 students using the Library each day; brought book from WCL to Main for students; provided circulation and reference services to students/faculty for end of semester projects and exams; laminated materials for staff and students; online reference for faculty and students; assisted students with various software; provided art materials to students and staff.
3. Academic support	Ordered faculty requested materials for spring 2017; worked with math and art instructors for 2017 semester iPads; identified possible sources for spring and forwarded to faculty.
4. Meetings	Library staff attended: T-Ba'itk meeting; Event Task Force meetings for Thanksgiving/Christmas; volunteered for Christmas party assignment.
5. Professional development	Librarian met with Edison Cassadore and Tony Osborne to work on presentations for Faculty Enrichment week in January 2017.
6. Library management	Worked with Wamboldt and R. Spencer to begin work on new office; reorganized textbooks shelf; Library staff had their annual Christmas party all together one afternoon.
7. Additional duties	Identified materials needed for the Knowledge Bowl and initiated the ordering process of two copies for each book and one copy of the film; provided information on how the Library and the library research skills class helps students with writing research papers.



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

TO: Tohono O'odham Community College Board of Trustees  
 THRU: Paul Robertson, President  
 FROM: Sylvia Hendricks, Vice President of Student Service  
 DATE: January 11, 2017  
 SUBJECT: Student Services Division **January** Board Report

**Sylvia Hendricks- Vice President of Student Services**  
*Key Issues/Items addressed in December 2016*

Issues/Items	Actions/Assessment
1. SSD Staff Support for activities & training	<p>Continuously meeting with staff on projects and events from promoting the college, recruiting events and training workshops for both community and staff.</p> <p>Attended several meeting in the following areas throughout the month of December:</p> <ul style="list-style-type: none"> <li>• Campus Safety Meeting</li> <li>• Interview and hiring for one Security positions, with one more to fill.</li> <li>• Accuplacer Meeting w/Contractor Coordinator setting up the test. Updates on the system, training and deciding on assigning SSD staff to monitoring, coordinating, etc.</li> <li>• Meeting with Food Vendors to follow up on previous meeting and discuss options/negotiations for Spring Session</li> <li>• Cabinet, TOCC Board of Trustees, and All Staff meetings for the month of December.</li> </ul>
2. Internal changes and items that have been presented to SSD staff	<p>The Student Services Division positions of Support Specialist and SSD Administration Assistant and Receptionist have been offered to staff that has been covering these positions temporarily. All have accepted and all positions have been filled. Will be posting for a On-call Receptionist.</p>

	All SSD Staff have moved and situated in their designated areas and the renovations is 75% completed. The focus is creating a “one stop shop” registration process for students.
3. zCommunity relations and outside college contacts	-2017 Spring Session Registration continuous along with scheduled on-site registrations. -Training sessions for back up Advisors, -Training sessions for Accuplacer testing for SSD Staff. -Recruiting and community presentations continue promoting 2017 Spring session information.

### **Leslie Luna- Director of Admission**

#### ***Key Issues/Items addressed in December 2016***

<b>Issues/Items</b>	<b>Actions/Assessment</b>
College Board Survey	I finished entering the data for the College Board’s 2016 – 2017 Annual Survey of Colleges. Annabah Conn was notified that data was entered via online.
IPEDS Report	I am currently working on the Integrated Postsecondary Education Data System Report for 2016 – 2017 data collection. The deadline for data collection is February 15, 2017.
Graduation Applications	I received 7 potential graduates for ending semester fall 2016. I am in the processing of auditing their degrees.
National Clearing House SCRUM	<ol style="list-style-type: none"> <li>1. Transfer credit process needs to be solidified through Advising and the Education Department. The Registration office is ready to start entering transfer credit. The setup in Jenzabar is ready to go.</li> <li>2. TOCC application – Issues have come up regarding the online application. Deshon Miguel is currently working on redoing the online application by using a Jenzabar tribal college application as a template. Supplemental data that needs to be captured will be collected from a secondary data collection source.</li> </ol>
Reports	Ran reports for Anthony Osborn in reference to Social Services Program assessment.

### **Christie Kelly- Counselor**

#### ***Key Issues/Items addressed in December 2016***

<b>Issues/Items</b>	<b>Actions/Assessment</b>
Student Outreach and Community Outreach efforts	Meet with Student representative regarding a Fitness challenge-discuss, dates for challenge, determine responsibilities for counselor including performing weigh-ins;  Attend UA/TOCC UCEDD partnership meetings and discuss next steps and goals-communicate with Mario regarding Universal Design training to be conducted by UA UCEDD partners;  Met with Dreamland from T.O.F.D. and discuss safety concerns and how to address them

Student and Staff Counseling	Meet 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 student progress with instructors and/or tutors-offer assistance with student education barriers; discuss personal issues related to loss and grief with coworkers
Technical/Administrative	Campus Safety Committee-attend weekly meetings with the committee and attend smaller break out groups to evaluate policy requirements, safety reporting requirements and to inform committee members of required information; keep reviewing google doc of campus safety plan and make edits
Facilitation and Staff/Student Training	Attend Advisor training with Gabby-take notes of advising, review U-drive for documents, ensure I can access Jenzabar for transcripts; Attend Staff meeting and review ongoing, completed and future tasks
Working Projects	<ol style="list-style-type: none"> <li>1. Training for Title IX-continue reading policy-related issues; discuss training costs with outside vendors for student Title IX compliance.</li> <li>2. Continue to work on Campus Safety Committee-reviewing and writing policy</li> <li>3. Advertise and carry out the Weight Loss Challenge for January 2017</li> <li>4. Plan stress reduction and/or talking circles with Joseph Ross at Behavioral health-set up meeting and decide dates</li> <li>5. Work on Campus Safety Grant</li> </ol>

## Naomi Tom- Recruiter/Transition Coordinator

### *Key Issues/Items addressed in December 2016*

Issues/Items	Actions/Assessment
Recruiting	<ul style="list-style-type: none"> <li>• During the month of December, I was highly involved in the planning of the registration drive.</li> <li>• Coordinated TOCC's onsite registration days at Desert Diamond Casino. There were some challenges with onsite registration at Desert Diamond Casino. We had a zero turnout at the Tucson property, which is the location the classes are held. However, we did get a good turnout at the Sahuarita property. We mostly registered returning students.</li> <li>• I have been working with the academic advisor on being cross trained in advising. As a result, I was able to offer academic advising to the students enrolled in the gaming certificate program when I was at DDC. This process allowed me to assist students directly</li> <li>• Registration was set up at a different station to register students, which included a Student Support Specialist, representative from the book store for payments and purchasing books.</li> <li>• IT, brought and set up all of our equipment which included online access Jenzabar to complete the registration process on-site. This provided the DDC students a one stop shop.</li> </ul>

	<p>The Outreach Coordinator, Daniel Sestiaga, and I were invited to be a part of the “Southwest Tribal College and University College Readiness Consortium.” This a newly established consortium which is a partnership among all of the Southwest TCUs. The purpose of this is to promote college readiness, with a focus on freshman and sophomore high school students that showcases the Southwest TCU’s. This is a way for TCU’s to start recruiting at earlier grades, as opposed to the most common grades of Juniors and Seniors. The goal is to have a college readiness day twice a semester, one in NM and one in AZ. This Spring semester, the consortium is going to host their events at Southwestern Indian Polytechnic Institute and at the high school in Manyfarms, AZ. TOCC has been highly sought after to be a part of this consortium with the goal of not having the consortium cater to just Navajo communities. The consortium would like to bring the College Readiness day to TOCC in the Fall of 2017. I feel that this is an important partnership among the TCU’s in the Southwest and I have expressed that to the VP of Student Services. It is my hope and request that TOCC can be a partner in this consortium and participate in the forthcoming College Readiness days.</p>
Transition/Transfer	I had no scheduled transfer events for the month of December, as my focus was on recruitment.
Other SSD Activities	<ul style="list-style-type: none"> <li>• I worked with Outreach Coordinator and the Counselor to plan and implement Student Relaxation Week which took place during the last week of November and first week of December.</li> <li>• Student Senate requested that I become one of their co-advisors. They wrote a letter to request my involvement in Student Senate to the Vice President of Student Services. I have not heard a response to their request.</li> <li>• I have been cross training as an Academic Advisor. Although with my schedule as a recruiter I feel I will be most useful as an advisor for our onsite registration days, which take place off campus.</li> </ul>

## Daniel Sestiago- Pre-College, Outreach Coordinator

### *Key Issues/Items addressed in December 2016*

Issues/Items	Actions/Assessment
Dual Enrollment	<p>In the process of finalizing the spring 2017 course offerings  BHS: MAT 151; WRT 101  TOHS: HIS 125  IOHS: HIS 122  <b>Action Items: Finalize Registration for courses and solidify MOU for DE with BUSD40</b></p>
AT&T TCU/High School Partnership Grant	<p>In the process of finalizing a draft for the 2 year program and grant. This program will introduce the START (Students Thriving, Achieving, and Rising Together) After School Program and continue expanding Dual Enrollment at TOCC.</p> <ul style="list-style-type: none"> <li>• Awarded: \$127, 000 Grant; \$8,000 Planning Grant</li> <li>• Final Grant Budgets and MOUs have been submitted to the College Fund</li> </ul>

	<ul style="list-style-type: none"> <li>• Remaining Funds have been rolled over with TCU/HS Completion Project Funding</li> <li>• In the process of finalizing cohort and identification of program participants</li> <li>• Finalizing Tutor/Liaison Contracts</li> </ul> <b>Action Items: Request Budget Viewing Access in Jenzabar; Hire Tutors and Liaison; Academic Innovations Training/Presentation with Staff; Design and Purchase Presentation Folders/Dual Enrollment Brochures</b>
Outreach Events/Meetings	<ul style="list-style-type: none"> <li>• 12/5/16: Planning meeting for Spring 2017 START Program Workshop Schedule</li> <li>• 12/7/16: TON College and Career Fair Planning Meeting</li> <li>• 12/8/16: Academic Innovations Workshop</li> <li>• 12/9/16: Sunnyside HS ECAP Presentation: 8 Seniors</li> <li>• 12/15/16: San Xavier/DDC Recruitment Event</li> <li>• 12/19-21/16: SW Consortium Meeting</li> </ul> <b>Action Items: Tentative Plan College Visits</b>
GED	<ul style="list-style-type: none"> <li>• Working with Pearson to finalize the Corrections site. IT has been working to prepare the computers for testing. Awaiting Corrections IT planning meeting to finalize setup, ongoing contact with Pearson to ensure proper setup.</li> </ul>
Gewkdag Scholarship	<ul style="list-style-type: none"> <li>• Finalizing the 2017 Gewkdag Scholarship Application</li> </ul>
AIHEC SW Consortium Planning Committee	<ul style="list-style-type: none"> <li>• Attended Planning Meeting at IAIA in Santa Fe, NM in latter December</li> <li>• Partners: Dine College, IAIA, SIPI, NTU, TOCC</li> <li>• HS-2-TCU College Readiness Day has been scheduled for the Spring 2017 semester</li> <li>• 2 Locations: SIPI (Hosted by SIPI) and Many Farms, AZ (Hosted by Dine College); Will be rotated during subsequent semesters</li> <li>• Budget and locations TBD; Next Planning Meetings have been scheduled; Still looking for college's administrative support to seek grant funding from AIHEC</li> </ul> <b>Action Items: Budget for Event; Work with Administration to promote support on this collaboration</b>
Upcoming Dates	<ul style="list-style-type: none"> <li>• START Program Tutoring (Tuesdays) and START Program Workshops (Wednesdays)</li> <li>• 1/13/17: SW Consortium Planning Meeting- NTU</li> <li>• 2/3/17: SW Consortium Planning Meeting-Many Farms, AZ</li> <li>• 3/30/17: SW Consortium Planning Meeting-San Xavier Education Center</li> <li>• 3/31/17: 12<sup>th</sup> Annual Tohono O'odham Nation College and Career Fair</li> </ul>

### **Title III Project Director- Kristen Eberhardt**

#### ***Key Issues/Items addressed in December 2016***

<b>Issues/Items</b>	<b>Actions/Assessment</b>
1. Radio	First radio show aired. Realizing the importance of scripting each show and the use of the recording equipment. Met with Martha Lee over the

	break to go over radio info.
2. Marquee sign	TOUA requires the District to give permission and that is now obtained and we will move forward to create the meter and light the LED portion of the sign.
3. ACCUPLACER	Advisors and proctors are trained and we have started giving the test.
4. Pearson Testing - Jail	Waiting on the jail IT to contact us to do the last part of connection in the jail. Permission completed from Pearson.
5. Science Lab	Lab equipment ordered. Science lab is ready thanks to Derek and Rafael.
6. Main Building Lighting	Waiting on Verline for estimate to fix the dim lighting in the Main Building.
7. BASIS School Visit	Visited BASIS school and presented to Board the concept of an industrial style building for the multipurpose building on the Main campus.
8. Orientations	Held two orientations in the SSC.

## **Ronald Felix- Retention Coordinator**

### ***Key Issues/Items addressed in December 2016***

<b>Issues/Items</b>	<b>Actions/Assessment</b>
Attendance at meetings, Special Events	12-07: Himdag Committee Meeting 12-09: Attend SCAC signing ceremony 12-13: New Student Orientation (4) 12-14: New Student Orientation (5) 12-16: All staff Holiday Luncheon
Student intervention and Contacts	On-going: contact with students regarding, academic concerns, personal concerns, consultations to discuss instructor's concerns; phone & email contact on behalf of instructors as needed; <ul style="list-style-type: none"> <li>12-12: Mail 276 postcards to students, to inform regarding dates for Spring registration; college closures; reduced tuition, link to view final grades, orientation and to extend Holiday wishes</li> <li>Respond to (3) email inquiries regarding the steps to view grades using MYTOCC</li> </ul>
Instructor conferences	On-going: HIS141, IRW90, SPE110, MAT122, ECON201, ARH204; updated and briefed as the need arises from instructors to share concerns about students and final grades;
Staff collaboration	On-going collaboration with: Residence Life Director, Athletic Director/Coaches, Academic Advisor, Counselor, Tutors, and SSC Interns to provide assistance and support to students. -Reschedule archery demonstration, speaker (7-10) students attended (11-30-16) -Student Services Division meeting 12-13-Briefly attended due to schedule conflict with Orientation schedule; -Attend/Participate in Advisor training 12-01 & 12-12, hosted by Academic Chair



## Tohono O'odham Community College Development

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P.O. BOX 3090 · SELLS, ARIZONA 85634  
PHONE: (520) 383-0013 · FAX (520) 383-4566

TOCC Development Summary December 2016

TOCC Development will conduct NCCER Instructor Certification training for the New Painting and Plumbing Instructors January 16 -20

Main Campus Dinning Patio Update: TOCC Development hired a 3 man O'odham concrete finishing crew to lay the slab. These 3 journeymen and 4 apprentices laid the concrete Friday, 1/6. The lumber is scheduled to be delivered Tuesday 1/10. The trusses are scheduled to be delivered 1/24 but they are trying to deliver the truss sooner if possible.

The TOCC West marquee sign is scheduled to ship from the manufacturer 1/30.

Empire CAT agreed to supply an adjunct instructor for the new Heavy Equipment Operators apprenticeship program. Empire CAT is customizing a Level 1 course to fit TO Solid Waste's and TERO's needs.

Three apprentices tested positive for drugs and are referred to TO Behavioral Health for counseling. These apprentices may continue their BCT course work but cannot go out to work OJL through TERO or work on TOCC Development projects until they are released by Behavioral Health

The TOCC-D Apprenticeship Advisory Committee for December was postponed until January.

**Carpentry Projects:** Contract Projects: Finished Member Services Ramp & Door; Elder Projects: M.Francisco, F&J Juan, A.Williams, N.Francisco, F.Antone, F.Gutierrez, L.Ayalia, K. Miguel Roof & Restroom ; Elder Projects to Bid: D.Cruz, H.Pablo, C.Thomas, P.Ortega, E.Castillo. TOCC Projects: At Main, Dinning Patio, Sidewalk, Drain Landscaping, Room 25, Drywall Dorms, Replace Exterior Locks Dorms, Finished Door Library, at West, Install Sign, Replace Roof Administration building.

**Plumbing Projects:** Elder Projects to bid: C. Montana, F. Antone, T. Moristo OJL: 2 apprentices working full time with TOUA Water

**Painting Projects:** Project: BUSD Administration Building; Elder Projects: F. Antone; B. Antone. TOCC Project: Library Door, Room 25

**Electrical Projects:** Contract Projects: TOUA Restrooms; TOCC Projects to Bid: More power to Marque Sign at Main, Main dinning patio, Main side walk lights, Power to TOCC West sign; Elder Projects to bid: B. Sequera, C. Montana, F. Martin, F. Antone, B. Antone; OJT: 3 apprentices working with contractors

11/30/16

**TOCC Development, LLC**  
**INCOME STATEMENT**  
For Month Ending November 30, 2016

Page 1

	Month	Year-to-Date
<b>INCOME</b>		
Contract Revenue	4,356.34	18,404.94
Interest Income		.13
MOU Revenue Contributions TOCC	17,072.63	88,028.19
TOTAL INCOME	21,428.97	106,433.26
<b>COST OF CONSTRUCTION</b>		
Job Labor	3,094.01	44,519.53
Job Material	1,165.01	9,917.34
Job Miscellaneous	635.00	4,243.75
Job Burden (PR Taxes & Ins)	773.52	11,130.31
Job Equipment	192.94	1,216.27
TOTAL COST OF CONSTRUCTION	5,860.48	71,027.20
 Gross Profit	 15,568.49	 35,406.06
<b>GENERAL &amp; ADMINISTRATIVE</b>		
Auto-Truck Repairs		112.42
Bank Charges		100.00
Gas & Oil	10.00	10.00
Insurance - Liability		2,750.00
NCCER Expense	49.90	1,242.13
Licenses		774.00
Miscellaneous	457.83	1,330.18
Office Expense	472.40	3,127.89
PR Taxes & Ins	(536.82)	(4,489.60)
Travel & Entertainment	978.10	2,853.40
TOCC Institutional Support	11,969.42	59,847.10
TOTAL GENERAL & ADMINISTRATIVE	13,400.83	67,657.52
 Operating Profit	 2,167.66	 (32,251.46)
 Net Income Before Taxes	 2,167.66	 (32,251.46)
 Net Income	 2,167.66	 (32,251.46)

11/30/16

**TOCC Development, LLC**  
BALANCE SHEET  
November 30, 2016

**Page 2**

**ASSETS**

Current Assets

Cash Regular Checking	\$ 17,709.44	
Petty Cash	10.53	
Cash First American Checking	36,761.80	
Accounts Receivable	49,651.63	
Accounts Receivable	5,309.83	
Accounts Receivable - Other	225.29	
Total Current Assets	-----	\$ 109,668.52

Fixed Assets

Other Assets

TOTAL ASSETS	-----	\$ 109,668.52
		=====

**LIABILITIES AND STOCKHOLDERS EQUITY**

LIABILITIES

Current Liabilities

Accounts Payable	13,423.61	
FICA and Federal Payable	2,598.52	
Total Current Liabilities	-----	16,022.13

Long-Term Liabilities

TOTAL LIABILITIES	-----	16,022.13
-------------------	-------	-----------

STOCKHOLDERS EQUITY

Capital Stock	100,000.00	
Return on Investment	(145,299.05)	
Retained Earnings	171,196.90	
Profit and Loss	(32,251.46)	
TOTAL STOCKHOLDERS EQUITY	-----	93,646.39

TOTAL LIABILITIES AND STOCKHOLDERS EQUITY		\$ 109,668.52
		=====

11/30/16  
8:50 AM

TOCC Development, LLC  
Accounts Payable - Vendor Sequence

Page 1

Accounting month: November  
Last entry: 19

Vou. No.	Invoice Date	Invoice Number/Description	Due Date	Allowed Discount	Invoice Balance	Debit Acct.	JobId	Cost Cat.	Retainage Payable	Job Description
<b>Ace Hardware (17)</b>										
1752	11/21/16	a36135	12/20/16	0.00	17.37	502	16069	61000	0.00	Ramp stairs and guardrails
		Vendor total:		0.00	17.37				0.00	
<b>Bashas' (14)</b>										
1753	11/17/16	a807141	11/24/16	0.00	32.83	647			0.00	
		Vendor total:		0.00	32.83				0.00	
<b>Bonnets Stems &amp; Accessoires (177)</b>										
1740	11/3/16	R-1478866	11/3/16	0.00	275.72	502	16069	61000	0.00	Ramp stairs and guardrails
		Vendor total:		0.00	275.72				0.00	
<b>Border Construction Specialties (5)</b>										
1760	11/21/16	R-1486343	12/16/16	0.00	129.67	502	16069	61000	0.00	Ramp stairs and guardrails
1759	11/23/16	R-1487415	12/16/16	0.00	19.94	502	16070	61000	0.00	Dinning Patio
		Vendor total:		0.00	149.61				0.00	
<b>Desert Rain Cafe (141)</b>										
1756	11/17/16	20225784	12/15/16	0.00	260.00	647			0.00	
		Vendor total:		0.00	260.00				0.00	
<b>George Miguel (147)</b>										
1757	11/23/16	ACTE LV GM	11/23/16	0.00	498.10	675			0.00	
		Vendor total:		0.00	498.10				0.00	
<b>Lowe's (7)</b>										
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					
		Vendor total:		0.00	39.37				0.00	
<b>Shell Station (48)</b>										
1754	11/17/16	A153261	12/20/16	0.00	20.00	647			0.00	
1755	11/17/16	BURGERS	12/24/16	0.00	145.00	647			0.00	
		Vendor total:		0.00	165.00				0.00	
<b>Target (206)</b>										
1750	11/15/16	752255945	12/20/16	0.00	16.19	650			0.00	
		Vendor total:		0.00	16.19				0.00	
<b>TOCC (32)</b>										
1761	11/30/16	Inst Sup Nov 2016	11/30/16	0.00	11,969.42	690			0.00	
		Vendor total		0.00	11,969.42				0.00	
		Totals		0.00	13,423.61				0.00	
		Total payables:		13,423.61						
		Total payables with discount:		13,423.61						

11/30/16  
8:51 AM

TOCC Development, LLC  
Accounts Receivable-Customer Sequence

Page 1

November last entry: 19

Reference	Invoice Date	Description	Due Date	Invoice Amount	Accounts Receivable	Retainage Receivable	G/L Acct.	JobId
Baboquivari Unified School District (64) (520)383-6746			Contact: Bill Clark					
0000403	11/30/16	NCCER book, online acce	12/30/16	1,725.00	1,725.00		400	16073 High School BC
Customer Total:					1,725.00	0.00	1,725.00	
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 Electric Clara Ja
0000280	4/30/15	Apprentice Labor - Repla	4/30/15	1,525.92	1,525.92		400	15043 Electric Tania L
Customer Total:					6,911.52	0.00	6,911.52	
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 Rbertson					
0000397	10/19/16	Apprentice Labor	10/19/16	867.00	867.00		400	16087 Replace door H
MOU NOV	11/30/16	MOU for November 2016	11/30/16	17,000.00	17,000.00		405	
MOU OCT	10/31/16	MOU Oct 2016	10/31/16	18,000.00	18,000.00		405	
MOU SEPT	11/30/16	MOU addition to Septembe	11/30/16	72.63	72.63		405	
Customer Total:					35,939.63	0.00	35,939.63	
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: Cauly Washburn					
0000398	10/26/16	TOUA Panel check	11/26/16	301.92	301.92		400	16078 1590-29 TOUA
0000402	11/23/16	Apprentice Labor Fred St	12/23/16	2,631.34	2,631.34		400	14108 TOUA Water
Customer Total:					2,933.26	0.00	2,933.26	
Company Total:					49,651.63	0.00	49,651.63	

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



P.O. Box 15284  
Wilmington, DE 19850


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

## Bus Platinum Privileges

### Customer service information

 1.888.BUSINESS (1.888.287.4637)

 bankofamerica.com

 Bank of America, N.A.  
P.O. Box 25118  
Tampa, FL 33622-5118

## Your Business Advantage Checking Bus Platinum Privileges

for November 1, 2016 to November 30, 2016

Account number: 4570 3505 4836

**TOHONO OODHAM COMMUNITY COLLEGE DEVELOPMENT LLC**

### Account summary

Beginning balance on November 1, 2016	\$7,577.38
Deposits and other credits	20,377.84
Withdrawals and other debits	-2,675.66
Checks	-6,392.43
Service fees	-29.95
<b>Ending balance on November 30, 2016</b>	<b>\$18,857.18</b>

# of deposits/credits: 2

# of withdrawals/debits: 34

# of items-previous cycle<sup>1</sup>: 36

# of days in cycle: 30

Average ledger balance: \$11,471.72

<sup>1</sup>Includes checks paid, deposited items & other debits

## Manage your competing financial goals

Get tips and insights on how to invest for retirement when other financial priorities compete at [merrilledge.com/competinggoals](http://merrilledge.com/competinggoals)



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**Are Not FDIC Insured**

**Are Not Bank Guaranteed**

**May Lose Value**

SSM-08-16-0068.B | ARVHXM9

## 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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**Bank of America, N.A. Member FDIC and**



**Equal Housing Lender**

### Deposits and other credits

Date	Description	Amount
11/17/16	Counter Credit	1,720.70
11/18/16	Counter Credit	18,657.14
<b>Total deposits and other credits</b>		<b>\$20,377.84</b>

### Withdrawals and other debits

Date	Description	Amount
11/16/16	IRS DES:USATAXPYMT ID:270672130977832 INDN:TOHONO O ODHAM COMMUNI CO ID:3387702000 CCD	-2,250.66

#### Card account # XXXX XXXX XXXX 5195

11/18/16	CHECKCARD 1117 DESERT RAIN CAFE SELLS XXXXXXXXXXXX5195 XXXX XXXX XXXX 5195	AZ 24247606322300477768826 CKCD 5812	-260.00
11/21/16	CHECKCARD 1117 SHELL OIL 57446141509 SELLS 5541 XXXXXXXXXXXX5195 XXXX XXXX XXXX 5195	AZ 24316056323548752005040 CKCD	-145.00
11/21/16	CHECKCARD 1117 SHELL OIL 57446141509 SELLS 5541 XXXXXXXXXXXX5195 XXXX XXXX XXXX 5195	AZ 24316056323548751005041 CKCD	-20.00

**Subtotal for card account # XXXX XXXX XXXX 5195** **-\$425.00**

**Total withdrawals and other debits** **-\$2,675.66**

### Checks

Date	Check #	Amount	Date	Check #	Amount
11/15/16		-850.87	11/16/16	6109	-27.10
11/01/16	6094	-256.59	11/15/16	6110	-33.10
11/02/16	6100*	-110.19	11/08/16	6111	-37.10
11/01/16	6102*	-871.81	11/18/16	6121*	-5.00
11/02/16	6103	-750.00	11/28/16	6122	-49.90
11/09/16	6104	-37.81	11/21/16	6123	-192.94
11/08/16	6105	-70.78	11/18/16	6124	-96.75
11/17/16	6106	-53.40	11/21/16	6125	-999.85
11/09/16	6108*	-27.10	11/21/16	6126	-55.36

continued on the next page

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to donate and encourage your  
friends to do the same.



For every  
\$1 you donate,  
we'll give  
\$2 more.\*

\*All donations, including the Bank of America Foundation's matching donations, will go to the Feeding America network (the Feeding America National Office, or affiliated local food banks). For individual donations made to Feeding America through the Give a Meal™ program before December 31, 2016, the Foundation will match each donation (up to \$1,000 per donor) two-to-one, with a maximum total Foundation donation of up to \$50,000 to any individual local food bank, and an aggregate maximum Foundation donation of up to \$1,500,000 for all Feeding America programs. Bank of America, N.A. Member FDIC. ©2016 Bank of America Corporation SSM-08-16-0100.B | ARBPSDKK



## Checks - continued

Date	Check #	Amount
11/18/16	6127	-93.04
11/21/16	6429*	-79.96
11/18/16	6430	-113.04
11/23/16	6431	-55.36
11/21/16	6432	-75.36
11/21/16	6433	-113.16

Date	Check #	Amount
11/21/16	6434	-32.97
11/17/16	6435	-89.49
11/21/16	6436	-630.00
11/23/16	6440*	-480.00
11/25/16	6441	-104.40

**Total checks** **-\$6,392.43**  
**Total # of checks** **29**

\* There is a gap in sequential check numbers

## Service fees

Based on the activity on your business accounts for the statement period ending 10/31/16, a Monthly Fee was charged for your Business Advantage checking account (Primary). You can avoid the fee in the future by meeting one of the requirements below:

You are an active user of one of the following services

OR

At least one of the following occurred during the previous month

☐ Bank of America Merchant Services

☐ \$2,500+ in net new purchases on a linked Business credit card

☐ Payroll Services

☐ \$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](http://bankofamerica.com/smallbusiness).

Date	Transaction description	Amount
11/01/16	Monthly Fee for Business Advantage	-29.95

**Total service fees** **-\$29.95**

Note your Ending Balance already reflects the subtraction of Service Fees.

## Daily ledger balances

Date	Balance (\$)	Date	Balance (\$)	Date	Balance (\$)
11/01	6,419.03	11/15	4,502.08	11/21	19,546.84
11/02	5,558.84	11/16	2,224.32	11/23	19,011.48
11/08	5,450.96	11/17	3,802.13	11/25	18,907.08
11/09	5,386.05	11/18	21,891.44	11/28	18,857.18

11/30/16  
7:41 AM

TOCC Development, LLC  
Bank Statement Reconciliation Report

Page 1

Accounting month: November Last entry number: 22

G/L Account 101 Cash Regular Checking

Reference	Date	Payee/Description	Amount
G/L account balance:			13,672.89
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
3981	8/11/16	Employee 48	46.71
0	10/24/16	Employee 3	-73.88
6097	10/21/16	Employee 3	73.88
6107	10/31/16	Employee 82	87.92
6437	11/22/16	Cardmember Service	3,217.69
6438	11/22/16	Verizon	110.13
6442	11/30/16	Employee 28	80.06
6443	11/30/16	Employee 48	60.06
6444	11/30/16	Employee 86	44.52
6445	11/30/16	Employee 87	41.23
6446	11/30/16	Employee 98	93.95
6447	11/30/16	Employee 99	56.52
6448	11/30/16	Employee 101	44.52
6449	11/30/16	Employee 102	56.52
6450	11/30/16	Employee 103	42.38
6451	11/30/16	Employee 104	98.91
6452	11/30/16	Employee 12	233.56
Total checks and deductions:			5,184.29
Uncleared deposits and additions			
Total deposits and additions:			0.00
This should match bank statement balance:			18,857.18

1472 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:

520-836-8848

OR YOU MAY CALL

MEMBER NUMBER:

XXXXXX8054

SOCIAL SECURITY No.:

ON FILE

STATEMENT PERIOD

FROM

TO

11/01/2016

11/30/2016

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.

POSTING DATE	EFFECT DATE	REGULAR SHARE ACCOUNTS ARE NOT TRANSFERABLE EXCEPT ON THE RECORDS OF THIS CREDIT UNION.	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	PAYMENTS, CREDITS OR DEBITS	INTEREST	FEES	BALANCE OR TOTAL
			S000 REG. SAVINGS					
			STATEMENT PERIOD:					
			BEGINNING DATE 11/01/2016					
			ENDING DATE 11/30/2016					
			DIVIDENDS YEAR TO DATE	062				
			S019 BUSINESS EAGLE CHECKING					
			STATEMENT PERIOD:					
			BEGINNING DATE 11/01/2016					
			ENDING DATE 11/30/2016					
11011101			DRAFT #005009 TRACER #0091452748	-1196942				
113011130			WITHDRAWAL	-2500				
			MONTHLY SERVICE FEE					
			PREVIOUS BALANCE					100167
			NEW SHARE BALANCE					100167
			PREVIOUS BALANCE					4772955
								3576013
								3573513
			NEW SHARE BALANCE					3573513
			ITEMS CLEARED THIS STATEMENT PERIOD					
			ITEM # AMOUNT ITEM # AMOUNT ITEM # AMOUNT					
			5009 11969.42					
			1 ITEMS CLEARED 11969.42					
			TOTAL DRAFT DEPOSITS	000				
			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.

062

← YEAR TO DATE EARNINGS

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

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APPLY ONLINE AT WWW.FIRSTAMERICAN.ORG OR CALL US AT 800.759.9442

11/30/16  
11:58 AM

TOCC Development, LLC  
Bank Statement Reconciliation Report

Page 1

Accounting month: November Last entry number: 26

G/L Account 106 Cash First American Checking

Reference	Date	Payee/Description	Amount
		G/L account balance:	35,735.13
		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:	35,735.13

# **January 2017 Additional Handouts**

January 3, 2017

Tohono O'odham Cohort  
Justice Studies & Social Inquiry  
Course Request/Recommendation

We agree and like the emphasis of the program as laid out by the Navajo cohort. Doctoral training in the following areas:

- 1) Leadership expertise that locate notions of Indigenous Justice specific to the Tohono O'odham Nation
- 2) Research expertise where by the Tohono O'odham cohort members are equipped to both conduct and asses research in the Tohono O'odham Nation tribal regions
- 3) Political expertise where Tohono O'odham cohort members offer skilled interpretation and practice of the relationship between political, economic, social and cultural development that benefits the Tohono O'odham Nation

If the capacity of the program allows, we would like to expand into one additional area of focus, which will be on higher education. The vision of Tohono O'odham Community College "is to become the Tohono O'odham Nation's center for higher education, and to enhance the Nation's participation in the local, state, national, and global communities." As such, we would like to address one of the Colleges goals within the proposed TO cohort JSI program. "To ensure that curricular offerings [at TOCC] are relevant to the needs of communities and individuals".

- 4) Possible curriculum development for the following areas: health, teacher education, and IT. By expanding the curriculum at Tohono O'odham Community College, we will be expanding the knowledge and skill set of the student body at TOCC and the TON communities.

The following is a list of proposed courses to be included in the TO cohort JSI program. It is important to note that these are merely recommendations and requests. We will rely on your expertise from previous experiences with previous cohorts to help adjust and finalize curriculum development for the TO cohort program.

- 1) American Indian/Indigenous Curriculum Development
  - It is our vision that the people who complete this program will help to further expand the academic programs at TOCC and will also teach courses offered. We would like this class to focus on: 1) college teaching methods, and 2) innovation in teaching & learning.
  - Amanda Tachine was mentioned when discussing this course
- 2) Tribal Colleges as a Movement
  - "The Tribal College movement grew out of the American Indian 'self-determination' movement of the 1960's." (aihec.org) We would like a class that focused on the TCU movement. In this class, we would like to touch on educational policy making and language revitalization. This class would provide an opportunity for the TO cohort to get involved in the American Indian Higher

January 3, 2017

Learning Consortium (AIHEC) and do a comparative analysis between TOCC and other TCU's.

- You previously commented that Liz Huaman could teach this type of course.

3) Historical Trauma

- We would like this course to focus on how HS effects education in American Indian & Indigenous communities. Retention/persistence and remedial education are a couple of areas we would like to touch upon in this type of class.
- Tennille Marley currently teaches a class on HS in American Indian Studies. I never did have the pleasure of taking her course, but I have heard good things from her students.

4) Leadership for Organizational Change

- You mentioned a course called "Embodied Leadership" which will address this type of class.

5) Fiscal Policymaking & Funding Development

- We would like to include grant writing in this type of course.
- When we discussed this course previously you had concerns with this class being dry. We are aware of that, but also feel it is necessary. However, we also discussed possibly writing a grant in this class.

As previously discussed, we would like to incorporate a Himdag component to this program. The two classes we recommend are pulled from courses already offered at TOCC. The instructors recommended do not hold a PhD. However, when previously discussed, you mentioned being the instructor of record for the courses.

1) TOS 115: Foundations of O'odham Philosophy & Culture

- Camillus Lopez has developed and currently teaches this course.

2) POS/TOS 206: Tohono O'odham National Government

- This is a class currently offered. However, we recommend expanding this class to include the content from HIS 125: Tohono O'odham History & Culture II. HIS 125 covers history from 1980 to current, which is also the same time period when the TON current governmental system was implemented.
- We recommend Adam Adrews teach this class. He is a new adjunct faculty member at TOCC and has years of experience working with the TON government.





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JSI/SST BRAYBOY/SUMIDA HUAMAN

**Navajo Nation Doctoral Cohort  
2015-2018  
Arizona State University  
Course Credit**

**Project Description:**

Based on the School of Social Transformation's Justice and Social Inquiry (JSI) program and foundations of Indigenous Justice, the Navajo Nation Doctoral Cohort project represents a collaboration between a tribal institution (various Navajo Nation departments) and Arizona State University. The primary emphasis of this program of doctoral training is to assist Navajo Nation in development of 1) leadership expertise that locate notions of Indigenous Justice specific to Navajo Nation, 2) research expertise whereby Navajo Nation cohort members are equipped to both conduct and assess research in Navajo Nation tribal regions, and 3) political expertise where Navajo Nation cohort members offer skilled interpretation and practice of the relationship between political, economic, social, and cultural development that benefits the Navajo Nation. As such, Navajo Cohort members will follow a program of doctoral training housed in JSI and receive advisement and mentorship from JSI, SST, and broader ASU and other affiliate faculty members and leaders.

**ASU and Program Requirements**

- 54 credits (with Master's) for Ph.D.
- 2 or more courses (6 credits) per semester plus summer coursework
- Video conferencing and online coursework w/faculty advisement
- In-person course delivery accessible to Navajo Nation cohort members
- Module coursework (national and/or international)

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- Dissertation (Ph.D.) includes direct service to community/tribal institution, generation of new knowledge (through publication of journal article and book chapter), and drafting of a tribal/organization policy brief

Faculty and Areas of Specialization

- **Dr. Bryan McKinley Jones Brayboy (*Lumbee*):** Experiences of Indigenous students, staff, and faculty in institutions of higher education; Indigenous Knowledge Systems; and Indigenous Research Methodologies (<https://sst.clas.asu.edu/bryan-brayboy>)
- **Dr. Nalini Chhetri:** Climate change; participatory research methods; alternative knowledge systems; civil society and NGOs; comparative and international education; technology and development; science policy (<https://sustainability.asu.edu/person/nalini-chhetri/>)
- **Dr. Netra Chhetri:** Climate adaptation; energy and water; agriculture and food security; vulnerability assessment; grassroots innovation; participatory development; and citizen engagement (<https://sustainability.asu.edu/people/persbio.php?pid=6079>)
- **Dr. Mary Margaret Fonow:** Embodied activism; somatic education and mindfulness; new models of transformational leadership; production of new research informed by an understanding of the intersection of justice with gender, race, class and sexuality (<https://sst.clas.asu.edu/mary-margaret-fonow>)
- **Dr. Angela Gonzales (*Hopi*):** Development Sociology and American Indian Studies with empirically driven community-based research that offers a distinctive and essential perspective for understanding sociological processes underlying identity, development, and community health (<https://devsoc.cals.cornell.edu/people/angela-gonzales>)
- **Dr. Tsianina Lomawaima (*Muscogee Creek*):** Status of Native people as U.S. citizens; Native nations as Indigenous sovereigns; the role of Native nations in shaping U.S. federalism; and the history of American Indian education (<https://sst.clas.asu.edu/Tsianina-Lomawaima>)
- **Dr. Vera Lopez:** Juvenile justice, residential treatment, and school settings; delinquency, sexuality, substance abuse, and prevention research with a major focus on adolescent girls and Latino/a youth; qualitative and quantitative research methodologies. (<https://sst.clas.asu.edu/vera-lopez>)
- **Dr. Nathan Martin:** College students and the black-white and Latino-white achievement gaps; social class inequalities; patterns of interracial

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friendship formation; college transition; global movement of capital and labor and class mobilization, unionization and protest behavior (<https://sst.clas.asu.edu/nathan-martin>)

- **Dr. Elizabeth Sumida Huaman (*Wanka/Quechua*):** International and comparative indigenous education; languages, cultural practices, ecologies and community-based pedagogies; in and out-of-school educational development (<https://sst.clas.asu.edu/elizabeth-sumida-huaman>)
- **Dr. Beth Swadener:** Internationally comparative social policy focusing on sub-Saharan Africa; impacts of neoliberal policy on local communities; children's rights and voices (<https://sst.clas.asu.edu/elizabeth-swadener>)

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## JSI/SST BRAYBOY/SUMIDA HUAMAN

### Year 1:

Semester	Courses	Sites	Credits
<b>FALL 2015</b> SESSION B (10/14-12/4):	<i>JUS 691 (offered as an Independent Readings and Conference Course):</i> Indigenous Knowledges in Education (Dr. Brayboy)	Online *Navajo Doctoral Cohort only course	3
<b>FALL 2015</b> <b>MODULE #1</b>	<i>JUS 691 Elective:</i> Indigenous sovereignty and research (Dr. Brayboy)	HI *Navajo Doctoral Cohort and Pueblo Indian Master's and Doctoral Cohort	3
<b>SPRING 2016</b> SESSION B (3/14-5/1):	<i>JUS 691 Special Topic:</i> Doctoral Writing for Professional Audiences (Dr. Solyom)	Window Rock, AZ *Navajo Doctoral Cohort only	3
<b>SPRING 2016</b> <b>MODULE #2</b>	<i>JUS 691 Special Topic:</i> Indigenous Educational Policy (Dr. Brayboy)	ASU in Washington, DC	3
<b>SUMMER 2016</b> SESSION A (5/16-6/24):	<i>JUS 691 Elective (Substitutes for JUS 620 core course):</i> Critical Indigenous Research Methodologies (Dr. Bryan Brayboy)	Santa Fe, NM *Navajo Doctoral Cohort and Pueblo Indian Master's and Doctoral Cohort	3
<b>SUMMER 2016</b> <b>MODULE #3</b> SESSION A (5/16-6/24):	<i>SST 591 Elective:</i> Transformational Justice and Embodied Resistance (Dr. Fonow; Dr. Goldsand)	Navajo Nation	3
<b>SUMMER 2016</b> <b>MODULE #4</b> SESSION B (6/29-8/9):	<i>JUS 691 Elective:</i> Resurgence on Reconciliation: Indigenous Leadership	University of Victoria, British Columbia	3
<b>Total Credits Year 1 for Ph.D.</b>			<b>21</b>

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**Year 2:**

Semester	Courses	Sites	Credits
<b>FALL 2016</b> SESSION A	<u>JUS 630 Statistics (core course):</u> Statistical Analysis (Dr. Martin)	Window Rock, AZ	3
SESSION B	<u>JUS 650 (Qualitative analysis core course):</u> (Dr. Sumida Huaman)	Window Rock, AZ	3
<b>FALL 2016</b> <b>MODULE #5</b>	<u>SST 691 Elective (substitutes for JUS 640 Justice Theory core course):</u> Indigenous theories of justice and research (Dr. Brayboy & Dr. Smith, Visiting Scholar)	Tempe, AZ	3
<b>SPRING 2017: Session A</b> <b>MODULE #6</b>	<u>SST 691 Elective:</u> Youth, Health Disparities, and Prevention Research (Dr. Vera Lopez)	Window Rock, AZ *Navajo Doctoral Cohort only course	3
<b>SPRING 2017</b> SESSION C:	<u>JUS 691:</u> Community Health (Dr. Angela Gonzales)	Window Rock, AZ	3
SESSION A:	<u>JUS 691 Elective:</u> American Indian education with Navajo Nation focus (Dr. Lomawaima)	Navajo Nation	3
	<u>PH.D. IPOS's ARE STARTED</u>		

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SUMMER 2017	<p><u>JUS 691 Elective:</u> Indigenous Language Planning and Policy (with an ECE and Navajo Nation focus) (Dr. Teresa McCarty)</p> <p><u>JUS 799 Dissertation:</u> Indigenous community planning and research dissemination (Dr. Netra Chhetri and Dr. Nalini Chhetri)</p> <p><u>IPOS's ARE COMPLETED</u></p> <p><u>DISSERTATION COMMITTEE SELECTED</u></p>	Navajo Nation	3
Total credits year 2			24

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# JSI/SST BRAYBOY/SUMIDA HUAMAN

## Year 3:

Semester	Courses	Sites	Credits
FALL 2017 SESSION C:	<i>JUS 799 Dissertation: Writing for Publication (Dr. Swadener)</i>	Window Rock, AZ *Navajo Doctoral Cohort only course	3
	<i>JUS 799 Dissertation: Dissertation writing and advisement (Dr. Brayboy)</i>	Albuquerque, NM *Navajo Doctoral Cohort only course	3
	<i>COMP EXAMS SUBMITTED</i>		
	<i>PROSPECTUS SUBMITTED</i>		
SPRING 2018 SESSION C:	<i>JUS 799 Dissertation: Directed Dissertation Writing and Editing (Dr. Sumida Huaman and Dr. Brayboy advise, committee members rotate visits)</i>	Albuquerque, NM *Navajo Doctoral Cohort and Pueblo Indian Doctoral Cohort only course	3
SUMMER 2018 (conditional)	<i>JUS 799 Dissertation</i>		1
	<i>DISSERTATION COMPLETED</i>		
Total credits year 3			9 or 10
TOTAL CREDITS PH.D.			54

Expected Graduation Date: August, 2018 (degree conferral date not yet determined for Summer 2018 term).

Advisor Signature: \_\_\_\_\_

Dr. Bryan M. Brayboy

Date: \_\_\_\_\_

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## 2016 Annual Report Presentation Schedule

DISTRICT	PRESENTATION DATE & TIME	COPIES NEEDED	WHO ATTENDED MEETING	ACTION
San Lucy	February 2, 2017 @ 9:00 AM	12		
Gu Achi	February 10, 2017 @ 6:00 PM	36		
Hikiwan	February 11, 2017 @ 9:30 AM	15		
Pisinemo	February 21, 2017 @ 6 PM	21		
Sif Oidak	February 25, 2017 @ 9 AM	25		
Gu Vo	March 7, 2017 @ 6PM	24		
Sells	March 9, 2017 @ 6:00 PM	35		
Schuk Toak	March 11, 2017 @ 9:00 AM	35		
PENDING:				
San Xavier				
Chukut Kuk				
Baboquivari:	Need to confirm the following presentations - are we ready?			
Topawa				
Choulic				
Cold Fields	January 21, 2017 @ 10:30 AM			
Artesia/ Little Tucson	January 22, 2017 @ 10:00 AM			
South Komelik	January 25, 2017 @ 6:00 PM			
Fresnal Canyon				

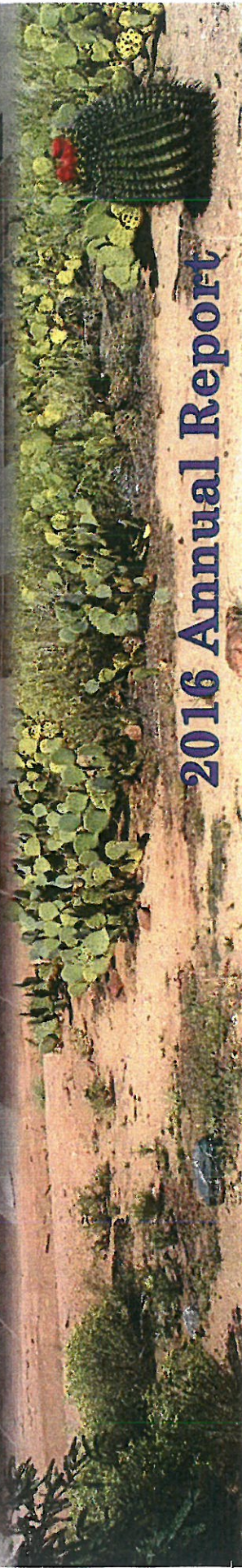
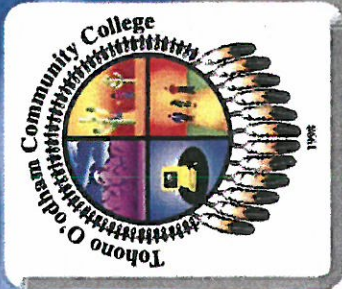
TO: Board of Trustees  
 THROUGH: President Paul Robertson  
 FROM: Jane Latané, Director of Development  
 DATE: January 17, 2017  
 SUBJECT: January 2017 Monthly Report

Issues/Items	Actions/Assessment
The Freeport McMoran grant was awarded in December.	The grant proposal was for the maximum allowed, \$75,000, but the award is for \$15,000. Two staff members dropped in on campus on December 22 to present the check. The grant will provide for purchase of one of the two food tables plus training on good nutrition by TOCA. The staff explained that the foundation does not support individuals, so they did not award for subsidizing student meals. They encouraged us to apply again.
Relationship between SCAC and TOCC	<p>Attended the MOU signing and had a brief discussion with the SCAC Board President re attending the HLC annual conference, and on the accreditation process.</p> <p>Maria Hesse called on December 22 and we discussed the next steps for SCAC to provide classes in fall 2017. TOCC will need to submit a request to HLC to approve SCAC as a TOCC site. Downloaded the forms and discussed with Maria, who will assist SCAC to provide information for us.</p> <p>She will also include SCAC Board and/or new President in ASU attendees for HLC.</p>
Development	<p>Tested the TOCC website donations links to ensure that it works after the December Board meeting. Gabby Cazares-Kelly posted a request for donations on the TOCC Facebook page after discussion on content. We have received several more contributions online.</p> <p>Received generous annual donation on line this year from Board Member Libby Francisco. Development of request for Board and employees to contribute, which is important to show commitment as we seek funding from foundations, corporations, and individuals.</p>



# Tohono O'odham Kekel Ha-Mapcamaku

## 2016 Ahidag Ha'icu A:ga



## 2016 Annual Report



## TOCC Vision

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

## Mission

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

## Goals

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

## T-Sq:son – Our Core

### T-Wohocudadag – Our Beliefs

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

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

### T-Apedag – Our Wellbeing

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

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

### T-Pik Elida – Our Deepest Respect

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

*This includes valuing the people and the culture.*

### I-We:mta – Working Together

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

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



# Tohono O'odham Community College Board of Trustees

## **Mr. Anthony M. Chana**

Elder Member

Has served as trustee since 2007  
Retired Counselor, Pima Community College  
B.A. in Education, Arizona State University  
From Ge Aji (Gu Achi) District

## **Ms. Elizabeth "Libby" Francisco**

Secretary

Has served as trustee since 2002  
Chief Operations Officer, Tohono O'odham Gaming Enterprise  
B.A. in Political Science, University of Arizona  
From San Xavier District

## **Mr. Jonas R. Robles**

Elder Member and Vice Chairman

Has served as trustee since 2007  
Counselor, Tohono O'odham Behavioral Health  
Attended Pima Community College and Northwest Indian  
College  
From Ge Aji (Gu Achi) District

## **Mr. Bernard G. Siquieros**

Chairman

Has served as trustee since 2002  
Education Curator, Himidag Ki., the Tohono O'odham Nation  
Cultural Center & Museum  
B.A. in Elementary Education, University of Arizona; graduate  
studies in Education Administration, Arizona State University  
From Sells District



left to right: Bernard Siquieros, Libby Francisco, Tony Chana, Dr. Ofelia Zepeda, and Jonas Robles.

## **Dr. Ofelia Zepeda**

Member

Has served as trustee since 2002  
Regents' Professor, Department of Linguistics, University of  
Arizona  
B.A., M.A., and Ph.D. in Linguistics, University of Arizona  
From Stanfield, Arizona



## President's Message – 2016 in Review

ᠰᠠᠢ ᠠᠢ ᠮᠠᠰᠤ! Greetings!

This Annual Report highlights a few of the initiatives and successes that Tohono O'odham Community College had during the past academic year. It has been a full, busy, and challenging year. The accomplishments documented in the Report are a testimony to hard, collaborative, and creative work of board members, administrators, faculty, and staff. Their efforts epitomize I-Wem:ta and T-Pi:k Elida, the O'odham values of working together and respect.

Significant achievements during the past year include:

- TOCC was reaccredited for five more years;
- Established a "one-stop-shop" for registration, testing, and enrollment;
- Completed construction of Ha-Mascamdam Ha-Ki, (Teachers' House), housing the Education Division;
- Expanded shuttle service to help accommodate students in the various districts of the Tohono O'odham Nation;
- Initiated Gewkdag scholarship for local high school and GED graduates;
- Generated new strategic plan through collective process;
- Gained Higher Learning Commission approval to offer online courses;
- Developed new programs, including HVAC and Tohono O'odham Studies;
- Created a user-friendly, TOCC-controlled website;
- Broadened channels of communication within TOCC and with the public;
- Forged new partnerships, including with San Carlos Apache College, which is now on target to become a campus of TOCC in fall 2017 as it works toward becoming a tribal college in its own right.

The sum of those accomplishments, plus others, were instrumental

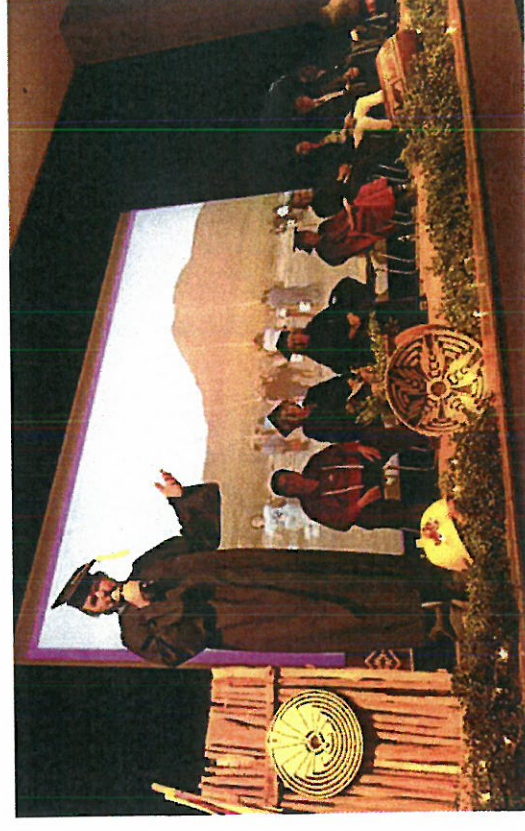
and coincidental with a striking growth in enrollment of 49% between fall semesters 2015 and 2016, when student numbers grew from 212 to 314, and TOCC achieved a record FTSE (full-time student equivalency) of 214.

Challenges for the coming year include achieving further growth in enrollment, retaining students through measures including bolstering and reconfiguring developmental education offerings so that students will experience those courses as stepping stones rather than roadblocks, developing and strengthening degree offerings in IT, health, heavy equipment operation, and agriculture, and securing financial support for construction of a multi-purpose facility that will house a cafeteria, chemistry lab, bookstore, exercise facility, and gymnasium.

In sum, TOCC continues to strive toward achieving its mission of providing high quality education that supports the O'odham Himdag (culture and way of life), and its vision of being the Tohono O'odham Nation's center for higher education. This Annual Report illustrates some of these points.

*Paul M. Robertson, Ph.D.*

Paul Robertson, Ph.D.



President Robertson addressing commencement ceremony, May 2016.



# Construction Updates – Main and West Campuses



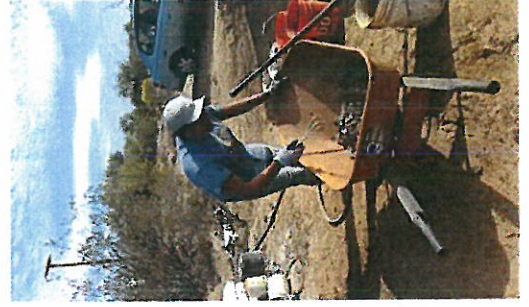
**Main:** Ha-Masqandam Ha-Ki, a building that houses the Education Division was put into service in summer 2016.



**Main:** Electrical Apprentice Jerome Moreno and Carpentry Apprentice Norbert Wilson shake hands.

Apprentices from TOCC's Building and Construction Technologies Apprenticeship Program work on a 1400 square foot covered patio addition to I-We:mta Ki: (formerly the Main Building).

The patio will provide space for students to study, eat, and visit Shade, a cooling system, and WI-FI availability will make this a user-friendly outdoor room for students and employees. The patio will be adjacent to the indoor student lounge and kitchen.



**West:** Student Intern Raeshaun Ramon inspects crushed glass, one of the raw materials for "Ferrock," a carbon-neutral building material developed at TOCC under a the U.S. Department of Agriculture grant headed up by David Stone, Ph.D. Stone, along with student intern Shay Lewis and project assistant Richard Pablo, have successfully used the tough, experimental material to make paving stones, benches, and walls. They are currently constructing a ferrock seed and food storage facility at West Campus.

**Topographical Map:** The College's Jewed (Land) Committee points out that West Campus is 21.2 acres in area, based on Tohono O'odham Nation Legislative Council Resolutions #0179 from 1979 and #SD-7-95 from 1995. The Jewed Committee brings together a diverse group that is planning for the future development of West Campus. The College Board affirmed its intent to maintain West Campus and Committee members updated Sells District.



# 2016 Milestones

## **Enrollment Numbers Soared**

TOCC's student enrollment grew by half, or 49%, in fall semester 2016. FTSE (Full Time Student Equivalency), calculated at one FTSE for every 12 credit hours students take, surpassed 200 for the first time in TOCC history.

- Fall 2015—212 students (155 FTSE)
- Spring 2016 – 211 students (144 FTSE)
- Summer 2016 – 113 students (50 FTSE)
- Fall 2016—314 students (211 FTSE)

The increase in enrollment included a modest increase in numbers of students from ten of the eleven districts of the Tohono O'odham Nation (see inside back cover).

TOCC's adoption of a number of best practices were instrumental in the increased enrollment.

## ***I-We:mta - Working Together to Improve the Student Experience***

During 2016, employees from across the College worked together to improve the student experience at TOCC. Some of the changes that were made include:

- Tuition was reduced from \$68.50 to \$34.25 per credit hour, making it the least expensive in Arizona;
- Tohono O'odham Studies and Science faculty developed a "Man in the Maze" model for culturally appropriate assessment of student learning;
- Student recruitment efforts were intensified. Student Services staff contacted students who had not finished their degrees, and some returned to TOCC.
- A new scholarship, the Gewkdag Scholarship, supported 21 new graduates from Baboquivari, Tohono O'odham, and Hasan high schools, and several local GED graduates. Recipients receive free tuition plus \$250 toward the cost of books. Scholarships are extended for one additional semester if recipients achieve a 2.0 grade point average.
- A low-cost breakfast and lunch program for students was launched at Main Campus. was created to assist local high school and GED graduates .
- Shuttle service was expanded to better serve students in South, West, and North Villages. Daytime shuttle service linking Main, Central, and West Campuses was upgraded
- Class schedules were published a semester ahead, much earlier than previously, so that students could plan their studies in advance.
- Marketing efforts were ramped up. New brochures were created. Plans for a College Radio show were developed.
- Enhanced partnerships led to increased enrollment in Early Childhood Education, more dual enrollment classes at high schools, and strengthened ties with Arizona universities.
- Arizona State University and Northern Arizona University agreed that 8 credits of TOCC's Tohono O'odham language courses would meet their foreign language requirements.

# 2016 Milestones — Continued

## TOCC Reaccredited for Five Years

The Higher Learning Commission's review of TOCC found it in good standing. TOCC's accreditation was renewed for five years.

## Board Adopts New Strategic Plan

TOCC staff, students, faculty, and Board members collaborated to create a new strategic plan that was adopted in June 2016. They identified Strengths, Weaknesses, Opportunities, and Threats facing the College. The Board of Trustees built on the analysis to lay out a four-point plan to guide the College for the next four years:

- Incorporate T-Solón – Our core values, into the College community.
- Align curricula with TOCC's Vision and Mission, focusing on the needs of the Tohono O'odham Nation.
- Develop strong collaborative partnerships with other colleges and universities, and the Tohono O'odham Nation.
- Provide infrastructure, technology, and funding plans that support TOCC's mission.

## New and Improved Website

In spring 2016, the College launched a redesigned website at [www.tocc.edu](http://www.tocc.edu).

## New Signage and Building Names

The Himdag Committee led the effort to name buildings on Main Campus. A marquee has been erected on Main Campus and another is soon to be installed on West Campus. The Main Campus buildings are:

- Gewkdag Šon Ki: (House of Strength)
- Ha-Maşcamdam Ha-Ki: (Teachers' House)
- I-Wemta Ki: (Place Where Assistance Is Given)
- E-Maşcamdam Ki:ki' (Student Housing)



Hands-on learning in a Natural Resources course. Domonick McCoy and Dr. Adrian Quijada, BIO 105 Environmental Biology course, watching birds on campus.



## Grants and Contributions: Essential to TOCC's Financial Stability

Tohono O'odham Community College is grateful to its major contributors during fiscal 2016:

- The Tohono O'odham Nation, for its appropriation this year of \$4,571,400. We are particularly grateful for the Nation's commitment to ongoing support of the College, with an appropriation of \$22,060,800 for FY2013 through FY2017, divided into graduated yearly amounts.
- The U.S. Department Education for TOCC's Title III Strengthening Institutions Grants of \$1,331,751 for this year.
- The U.S. Bureau of Indian Education grant of \$999,540.
- The U.S. Department of Agriculture (USDA) for an Endowment Grant of \$87,559, which funds the College's Land Grant Office for Sustainability; an Equity Grant of \$ 142,668, which supports the student farm and agricultural interns; and an Extension Grant of \$89,257, which funds the College's Extension Agent as well as the student farm, and a research grant of \$32,654, which supports alternative energy development and a seed storage facility.
- The U.S. Bureau of Indian Affairs, which allocated \$146,304 in Occupational Funds.
- The Arizona State Treasurer's Office, which granted funds of \$215,246 for Workforce Development.
- The United Way of Southern Arizona for a grant of \$95,911. This Communities of Practice funding is used to provide program support for professional development and educational resources for professionals working in early childhood education and development.

## Priorities for 2017

**Himdag:** Continue to engage in educational processes aimed at strengthening Himdag in classes and in other aspects of College life.

**Enrollment:** Maintain historically high enrollment and intensify efforts to reach out to northern, southern, and western districts of the Tohono O'odham Nation.

**Serve the entire Nation:** Provide a series of online course offerings beginning in summer 2017; maintain expanded shuttle service; conduct marketing analysis and use results to guide the implementation of significant face-to-face course delivery that can serve districts further from TOCC's Main Campus at Schuk Toak.

**New Programs:** Strengthen Social Services program and implement programs in Information Technology, Teacher Education, and Health, each of which were identified as needs by students and community members. Fully develop and market the new Building and Construction Technologies programs in HVAC, Heavy Equipment Operation, and Masonry.

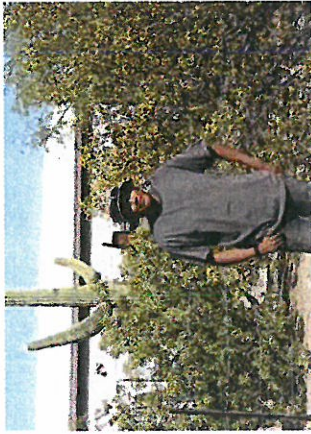
**Student Focus:** Continue low-cost meals, transportation to campus, and other services that improve student retention.

**Online Capabilities:** Initiate online courses in summer 2017. Provide for online course registration in summer 2017.

**Construction:** Seek funding for \$2.5 million multipurpose facility that would house a science lab, gymnasium, cafeteria, bookstore, and exercise facility.



# Students Learning, Sharing, and Leading



**Duran Andrews**, a science major and Agriculture Intern at West Campus, where he conducted research on water flow and rainwater harvesting. In 2016, Duran presented his findings in a poster "Traditional and Modern Water Management on the Tohono O'odham Nation." Above right:

Duran shows the poster to Dr. Ofelia Zepeda and another conference participant at the Fall 2016 Food and Water in Arid Lands Conference at the University of Arizona.

**Allison Francisco** paints a color wheel in the art studio on Central Campus.



Right: Student Representatives in TOCC's **Ka: g T-Ni'ok'i – Student Senate** were recognized at the Awards Banquet in April 2016. From left: Myriah Cypriano, Secretary; Juana Lopez, Treasurer; DeAnndra Porter, Representative; Gabriella Cazares-Kelly, Academic Advisor and Advisor to the Student Senate; Domonick McCoy, Representative; Edward Miguel, Representative; Raeshaun Ramon, Representative. Not pictured: Jaylene Wood, President; Yvonne Ventura, Vice President; Allison Johnson, Representative; and Ryaan Benally, Representative.



The TOCC group at the Food and Water in Arid Lands Conference in 2016: Damion Charles, student; Lisa Ortega, poster presenter; Science Instructor Teresa Newberry, Ph.D., conference speaker; Calvin Ortega, Jr., Agriculture Intern; Jasmine Lopez, student; Duran Andrews, poster presenter; Naomi Tom, Recruiting & Transition Coordinator; Hilario Pio-Martinez, Agriculture Intern.

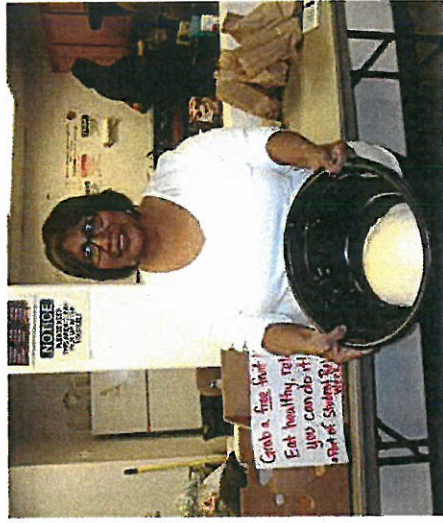




# Highlights 2015-2016



**Corn Harvest at West Campus:** Staff members Emily Donahue and Marla Ramon.



**Relaxation Week for Students:**  
Alumna Brenda Ventura makes bread.



**Meals at Main Campus:** Iris Nez enjoys breakfast



Richanda Miles is honored for the Coca-Cola Scholarship that she received at the AIHEC Student Conference in March 2016. Vice President Sylvia Hendricks congratulates her with Financial Aid Specialist Novia James.



Jegos student athletes excel on the court and in the classroom. Photo at left by Cody Chavez photo on the right by Kirk Notarianni.





# TOCC Student Majors

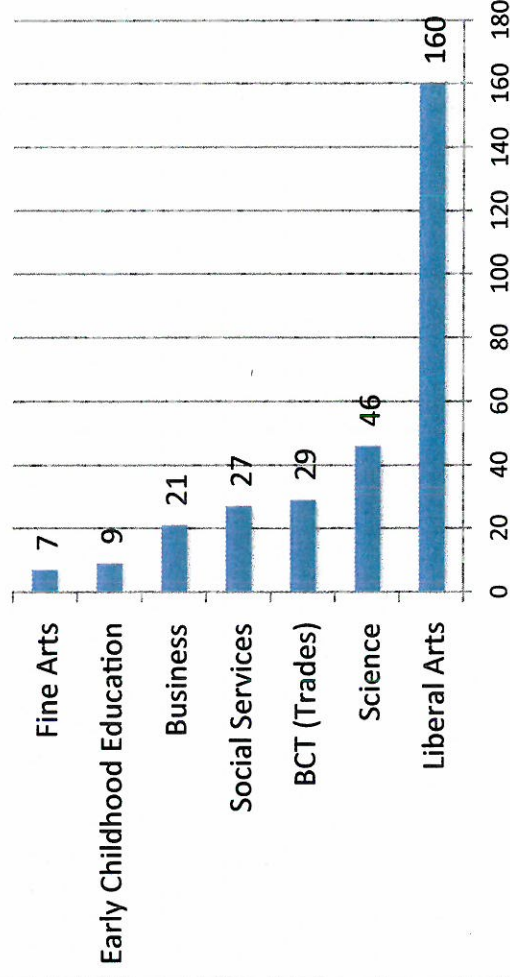
Most TOCC students are degree-seeking, meaning that they are interested in earning a certificate or associate degree. You can see from the accompanying chart that the major with the most numbers at TOCC is Liberal Arts. Some students pursue that degree because it is their career interest, but the majority enroll in it because, like so many students across the United States, they are not yet sure about their career objectives.

Fine Arts, a relatively new major at TOCC shows only seven student majors, though art classes are popular and students take them as part of their general educational requirements. Despite the small size of the Fine Arts program, three O'odham students are on target to transfer to the Institute of American Indian Arts in Santa Fe in 2017.

Science has attracted the second largest number of majors at TOCC and it is growing rapidly. Three full-time Ph.D. faculty deliver a strong mix of traditional science courses, as well as specialized offerings focusing on the desert southwest and drawing on indigenous O'odham knowledge of the environment.

Both social services and business are increasingly popular majors, reflecting national priorities and local interest and needs. BCT is "on the move" and has added several new areas of study, including HVAC and Heavy Equipment Operation, which partner with regional businesses.

**Number of Students by Major, fall 2016**



The chart indicates the programs of study that 299 degree-seeking TOCC students were enrolled in during fall semester 2016. Some of those programs include several certificate and/or associate degree offerings and they are lumped together in the chart. TOCC's science offerings, for example, provide several options for students, including life science and studies in indigenous borderlands. BCT (Building Construction Technologies) includes carpentry, electrical, plumbing, painting and HVAC. A full list of majors and options is in the TOCC Catalog at [www.tocc.edu](http://www.tocc.edu). Several other programs are under development. Those include teacher education, Information Technology (IT), and health education.



# 2016 Student of the Year — Mary Alice Lopez



*Mary Alice Lopez is a member of Sells District. She is the daughter of the late Joe and Susie Lopez from Chukot Kuk.*

making her life worthwhile, and she began to treat her studies as her career. She enrolled in college full-time and declared her major in Social Services.

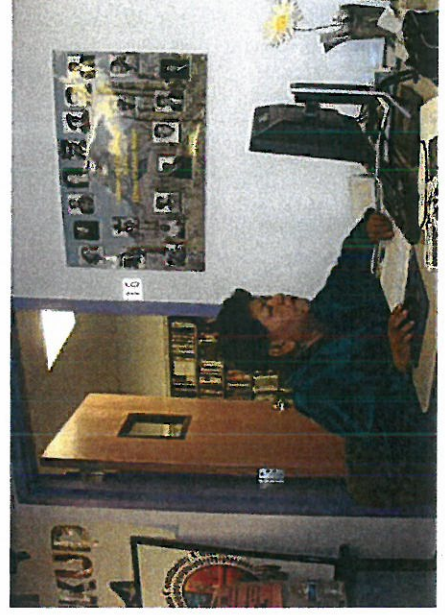
Mary Alice was inspired by her cousin Marilyn Francisco, who studied seriously and was selected as TOCC's 2014 Student of the Year. Social Services instructor Bruce Payette, Ph.D., has praised Mary Alice for her high standards and hard work.

Mary Alice attended the American Indian Higher Education Consortium (AIHEC) Student Conference in Minneapolis in 2016 to receive her Student of the Year Award. The award comes with an American Indian College Fund scholarship.

Mary Alice is scheduled to graduate in 2017 with her Associate of Arts Degree in Social Services. The degree will transfer to university, where she plans to earn a bachelor's degree so she can work in social services on the Tohono O'odham Nation.

Mary Alice Lopez enrolled in university right out of high school, but she soon found out that she was not academically ready, and she left after one year. As she said in an interview in 2016, this first college experience really discouraged her, and she did not try again for over twenty years. During that time, she gained valuable life skills and perspectives working as a caregiver in Tucson, but she always kept the dream of higher education alive in the back of her mind.

When her parents' illnesses brought her back to the Tohono O'odham Nation, Mary Alice decided to go back to college. She enrolled in Tohono O'odham Community College in summer 2013 as a part-time student. She enjoyed learning about her Tohono O'odham culture and history, but she was not yet the most serious student. After her father passed away, Mary Alice realized the importance of education for



*Mary Alice Lopez studying in the College Library.*



# Honoring the Class of 2016



**Tohono O'odham Kekel Ha-Mascamakud Class of 2016.** The Commencement ceremony was held on May 13, 2016. Photographs by Cody Chavez.

These individuals were honored at Commencement:

## *Associate of Arts in Liberal Arts*

Natasha Antone  
Ignacio Chavez  
Darcy Earnhart  
Marqueisha Reed  
Sky Ross  
Yvonne Ventura  
Devin White

*Associate of Applied Science in Business*  
Karena Luna  
Joyce Miguel

*Associate of Business, Business Administration*  
Richard Garcia  
Iris Nez  
Emmett Sloan

*Associate of Applied Science Office and Administrative Professions*  
Ervin Francisco

*Associate of Science*  
Keenan Keams  
Melissa Norris  
Calvert Wichapa

*Associate of Arts in Social Services*  
Richanda Miles

*GED Certificate Program*  
Mario Aguilla  
Rodney Aguilla  
Alysia Dawahoya

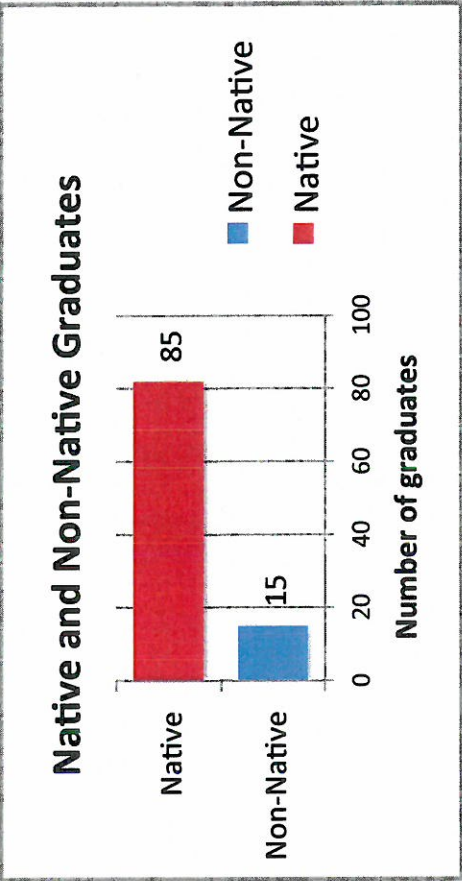
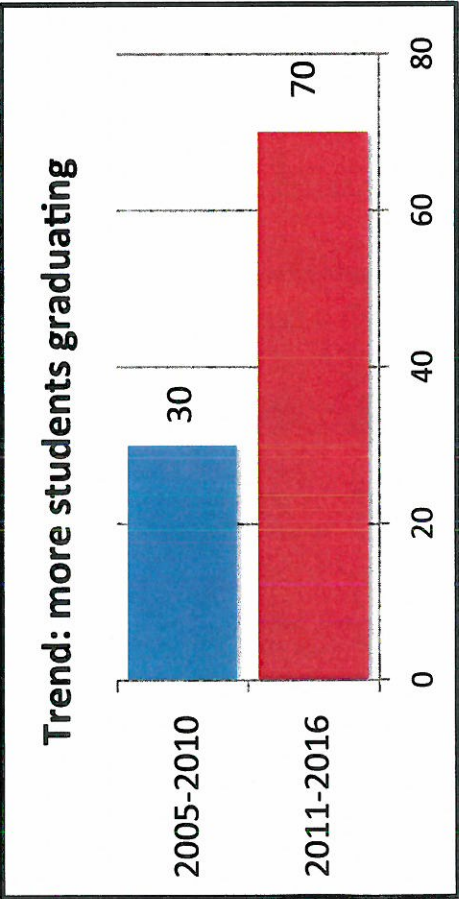
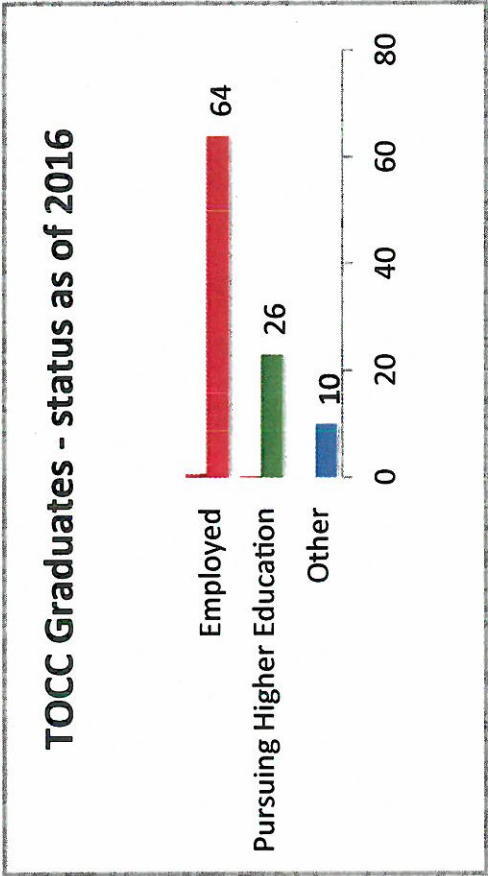




# TOCC Graduates, 2005-2016

An even one-hundred students graduated from Tohono O’odham Community College since it was first accredited in 2005. Graduate numbers have increased in recent years as the college has matured and degree programs have taken root. Several hundred more students did not graduate but ~~earned~~ made significant progress toward their AGEC (Arizona General Education Certificate). Many of those moved on to 4-year colleges and universities.

TOCC’s 2016 survey of its graduates found that 64, equaling 64 percent of the total, were employed. A fraction over a quarter, or 26%, were pursuing bachelor or master’s degrees. Ten percent were unemployed. The employment rate of TOCC graduates compares favorably to the high unemployment in many rural areas and on the Tohono O’odham Nation.

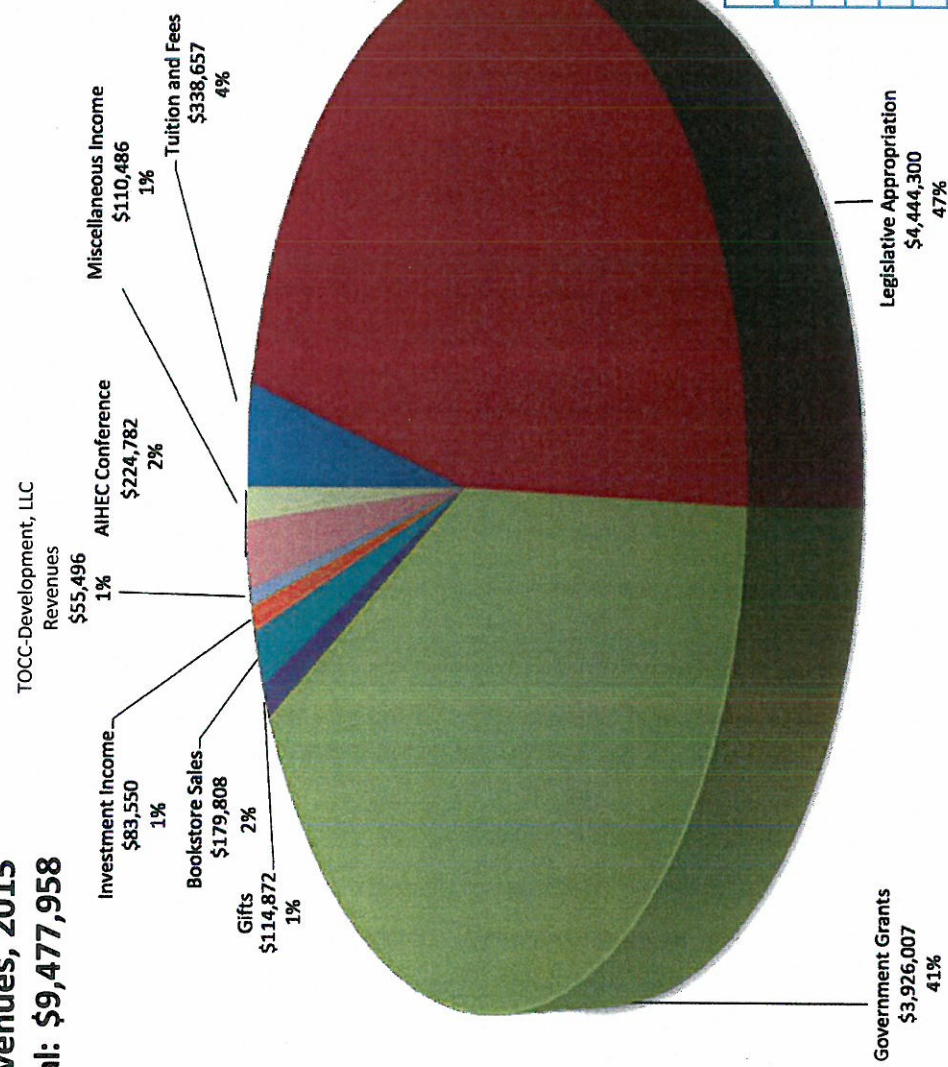








**Revenues, 2015**  
**Total: \$9,477,958**



**Audit Results**

BeachFleischman PC audited TOCC's financial statements for 2014 and 2015 and found them to "present fairly, in all material respects, the consolidated financial position of Tohono O'odham Community College..." In addition to this unmodified opinion, TOCC received an unmodified A-133 Audit, which means that it accounted for grants correctly according to

**Statement of Financial Position**

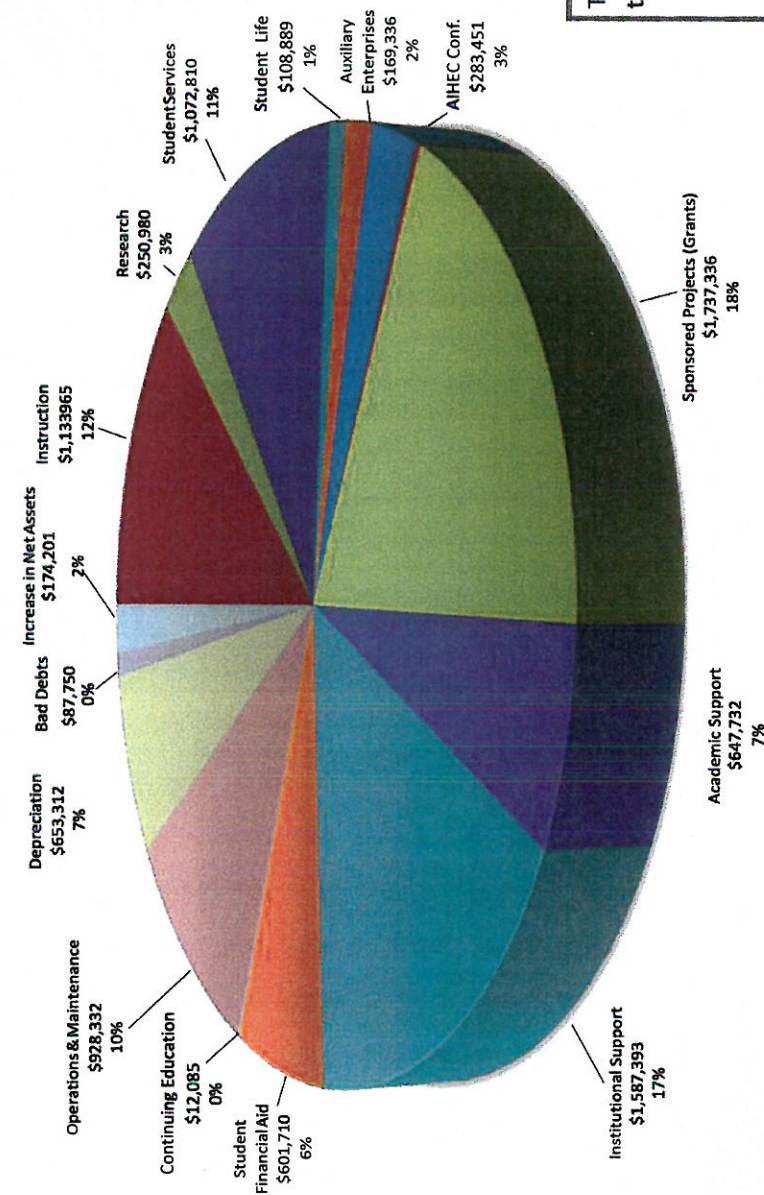
Assets	2016	2015
Cash and cash equivalents		\$1,228,041
Accounts receivable, net		\$89,269
Grants receivable		\$538,044
Inventory		\$65,632
Investments		\$1,869,735
Other current assets		\$43,647
Capital assets, net		\$8,638,796
<b>Total assets:</b>		<b>\$12,473,164</b>
Liabilities		(\$746,736)
<b>Net assets:</b>		<b>\$11,726,428</b>
<b>Increase in Net Assets ????</b>		

This page and following page on financials will be redone – please ignore for now



# Expenses + Increase in Net Assets, 2015

Total: \$9,477,958



The pie chart and notes will be replaced when the 2016 Financial Audit is available.

## Increase in Net Assets

In fiscal 2015, revenues exceeded expenses by \$174,201. Following common business practices, assets increase and decrease each year depending on the College's needs and cash flow. The "increase in net assets" is not an expense, but is shown in the pie chart at left in order to illustrate the connection between the College's income statement and balance sheet.

The two pie charts on pages 16-17 comprise an Income Statement, with Revenues and Expenses. The two "Statement of Financial Position" tables comprise a Balance Sheet, showing Assets and Liabilities.

## Statement of Financial Position as of 6/30/2016 and 6/30/2015

Liabilities	2016	2015
Accounts payable		\$290,269
Accrued expenses		\$456,413
Unearned revenues		\$0
Funds held for AIHEC		\$54
<b>Total Liabilities</b>		<b>\$746,736</b>

# Student and Employee Statistics

## Student Body Profile, Fall 2015

Enrollment (headcount).....	212
Full-time student equivalency (FTSE) .....	156
(FTSE calculated at 12 credit hours)	
Full-time student equivalency (FTSE) .....	124
(FTSE calculated at 15 credit hours)	
Gender.....	117 females, 95 males
Gender percentage.....	55% female, 45% male
Average age .....	33
American Indian or Alaskan Native.....	174 or 82%
Tohono O'odham Nation members .....	151 or 71%
Members of other tribes or nations.....	15 or 7%
American Indians - did not indicate tribe.....	8 or 4%
Of other ancestry.....	29 or 12%

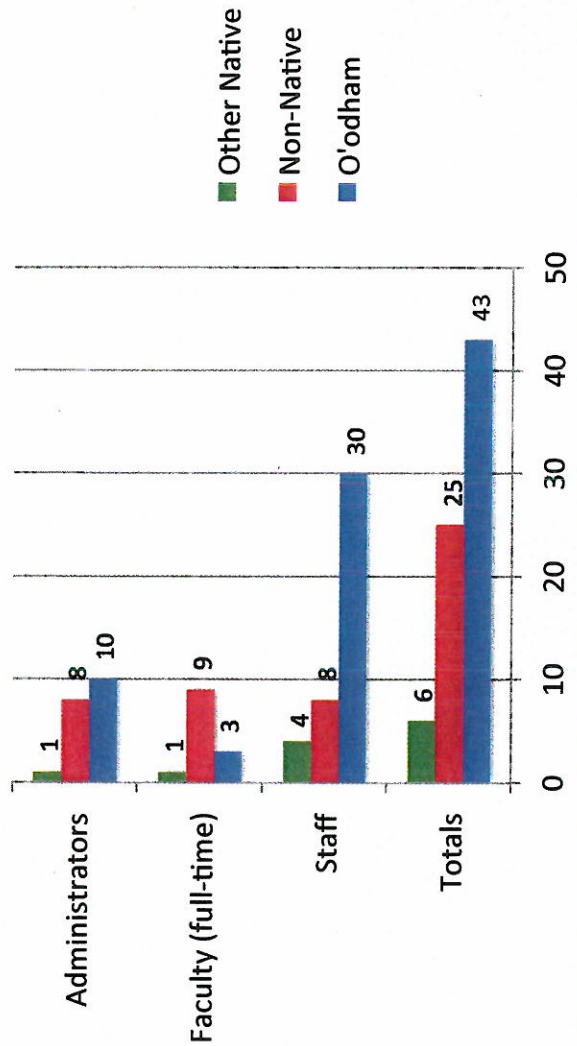
## Student Body Profile, Spring 2016

Enrollment (headcount).....	211
Full-time student equivalency (FTSE) .....	144
(FTSE calculated at 12 credit hours)	
Full-time student equivalency (FTSE) .....	115
(FTSE calculated at 15 credit hours)	
Gender.....	119 females, 92 males
Gender percentage.....	56% female, 44% male
Average age .....	32
American Indian or Alaskan Native.....	175 or 83%
Tohono O'odham Nation members .....	150 or 71%
Members of other tribes or nations.....	14 or 7%
American Indians - did not indicate tribe.....	11 or 5%
Of other ancestry.....	36 or 17%

## Personnel Characteristics, 2016

Full-time employees.....	74
Gender .....	38 female, 36 male
Gender percentage .....	51% female, 49% male
Tohono O'odham.....	58%
Other American Indian .....	7%
Part-time employees.....	18
Of other ancestry .....	35%

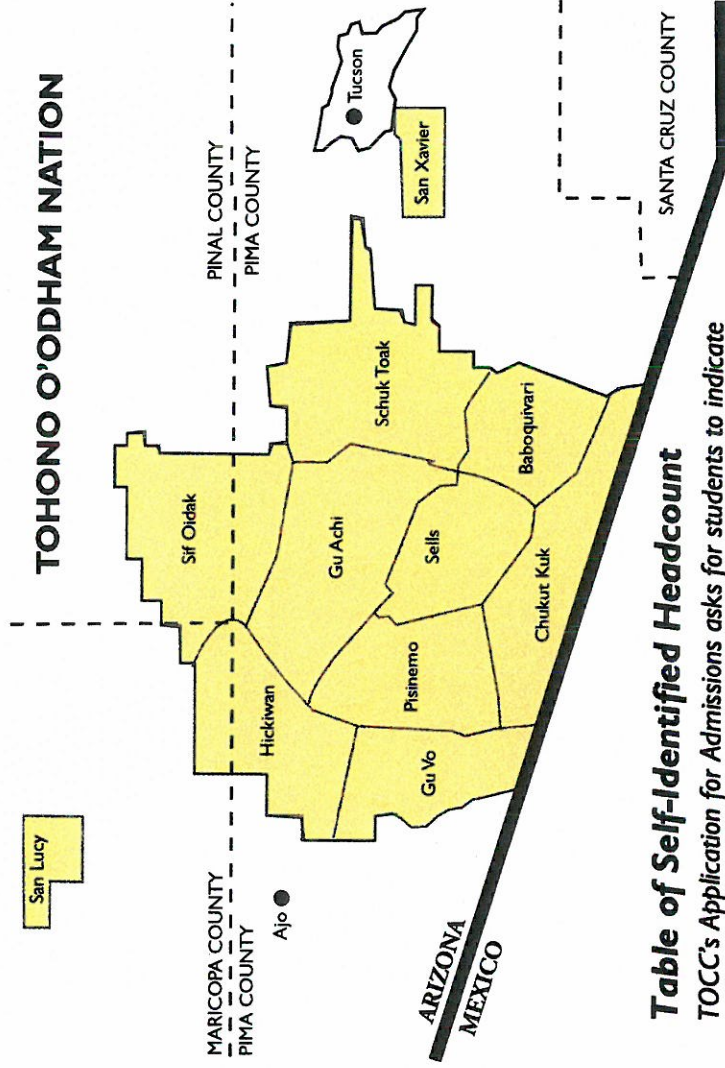
## Personnel Background, 2016





# District-by-District Enrollment of TOCC Students

District	Fall 2014	Fall 2015	Fall 2016
Baboquivari	27	27	34
Chukut Kuk	23	15	27
Gu Achi	26	23	25
Gu Vo	4	5	8
Hia Ced	1	1	0
Hickiwan	15	9	9
Pisinemo	7	8	13
San Lucy	1	2	5
San Xavier	5	3	8
Schuk Toak	18	13	16
Sells	39	35	61
Sif Oidak	8	5	10
Did Not Indicate District	12	5	16
Tohono O'odham Students	186	151	232
Other American Indian Students*	22	23	51
Students of Other Heritage**	29	38	31
<b>Total Unduplicated Headcount</b>	<b>237</b>	<b>212</b>	<b>314</b>



## Table of Self-Identified Headcount

TOCC's Application for Admissions asks for students to indicate their district membership and membership in the Tohono O'odham Nation or other American Indian nations. The table at left shows the students' self-identified membership over the past three years.

\*Includes enrolled members of other tribes and nations. In fall 2016: Apache, Hualapai, Klamath, Maidu, Navajo Nation, Pascua Yaqui, Seneca-Cayuga.

\*\*Includes members of these ancestries in fall 2016: African American, Caucasian, Hispanic/Latino, Two or more races.

### Noteworthy:

- There were modest increases in enrollment from 10 of 11 districts of the Tohono O'odham Nation in fall semester 2016.
- Enrollment of O'odham students and other Native students is increasing.

This page will contain words of appreciation in O'odham along with English translation – Ron Geronimo will provide this.

## Tohono O'odham Kekel Ha-Mascamakud

Tohono O'odham Community College ☼ P.O. Box 3129 ☼ Sells, AZ 85634 ☼ Tel. 520-383-8401 ☼ Fax 520-383-8403 ☼ [www.tocc.edu](http://www.tocc.edu)

### ***Annual Report Notes and Photo Credits***

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# Fulltime Student Equivalent Summary

Academic Year 2016-2017 Spring

Course code	Title	Hours	Enroll	Crs Hours Total	Stu Hours Total	Crs Load	Professor	
<b>Institutional Division:</b>								
ACC 100 1	Practical Accounting Procedures	3.00	11	33.00	33.0	3.00	Anne Hendricks	Open
ACC 101 1	Financial Accounting	3.00	14	42.00	42.0	3.00	Anne Hendricks	Open
ACC 101 2	Financial Accounting	3.00	6	18.00	18.0	3.00	Nance Kilmer	Open
ACC 102 1	Managerial Accounting	3.00	7	21.00	21.0	3.00	Anne Hendricks	Open
AIS 197 1	Culture and History of Indigenous Peoples	3.00	4	12.00	12.0	3.00	Naomi Tom	Open
ANR 111N 1	Agroecology & Tohono O'odham Crop Production	4.00	0	0.00	0.0	4.00	Melanie Lenart	Open
ANR 186N 1	Water Resources	4.00	8	32.00	32.0	4.00	Melanie Lenart	Open
ANR 190N 1	Wildlife Conservation	4.00	9	36.00	36.0	4.00	Jesus Quijada	Open
ANR 221N 1	Soil Science	4.00	0	0.00	0.0	6.00	Melanie Lenart	Cancelled
ANR 298 1	Service Learning Capstone	1.00	0	0.00	0.0	1.00	Teresa Lynn Newberry	Open
ANR 299 1	Research Capstone	1.00	0	0.00	0.0	1.00	Teresa Lynn Newberry	Open
ARH 102 1	History of Art II Renaissance through Modernism	3.00	0	0.00	0.0	3.00	Sharon L. Parker	Open
ARH 203 1	History of Global Indigenous Visual Culture	3.00	3	9.00	9.0	3.00	Linda Chappel	Open
ART 100 1	Basic Design	3.00	8	24.00	24.0	5.00	Shelly D. Taylor	Full
ART 100 1	Basic Design	3.00	8	24.00	24.0	5.00	Shelly D. Taylor	Full
ART 104 1	Digital Media & Photography I	3.00	4	12.00	12.0	3.00	Serge J-F. Levy	Open
ART 110 1	Drawing I	3.00	7	21.00	21.0	3.00	Linda Chappel	Open
ART 110 1	Drawing I	3.00	7	21.00	21.0	3.00	Linda Chappel	Open
ART 111 1	Jewelry Making & Beading	3.00	5	15.00	15.0	3.00	Shelly D. Taylor	Open
ART 197 1	Video I (Pilot)	3.00	2	6.00	6.0	3.00	Leslie Epperson	Open
ART 204 1	Digital Media & Photography II	3.00	0	0.00	0.0	3.00	Serge J-F. Levy	Open
ART 210 1	Drawing II	3.00	4	12.00	12.0	3.00	Linda Chappel	Open
ART 230 1	Sewing I	3.00	3	9.00	9.0	3.00	Lucinda Hughes-Juan	Open
ART 255 1	Printmaking I	4.00	2	8.00	8.0	4.00	Linda Chappel	Open
ART 270 1	Visual Communication Design I	3.00	0	0.00	0.0	3.00	Leslie Epperson	Open
ART 290 1	Portfolio	1.00	1	1.00	1.0	1.00	Linda Chappel	Open
BCT 100 1	Professionalism in Service for Bldg & Construction	1.00	0	0.00	0.0	1.00	Staff	Open
BCT 101H 1	Computer Literacy for Construction	1.00	7	7.00	7.0	1.00	Robert J. Wambolt	Open
BCT 111 1	Basic Safety	1.00	1	1.00	1.0	1.00	Staff	Open
BCT 112 1	Basic Construction Mathematics	1.00	0	0.00	0.0	1.00	Richard C. Galarza	Open
BCT 113 1	Hand and Power Tools	1.00	0	0.00	0.0	1.00	Richard C. Galarza	Open
BCT 114 1	Blueprint Reading	1.00	0	0.00	0.0	1.00	Staff	Open
BCT 115 1	Basic Rigging and Materials Handling	1.00	0	0.00	0.0	1.00	Richard C. Galarza	Open

01/18/2017 04:07 pm

Prepared by Leslie Luna, Director of Admissions and Records



# Fulltime Student Equivalent Summary

Academic Year 2016-2017 Spring

Course code	Title	Hours	Enroll	Crs Hours Total	Stu Hours Total	Crs Load	Professor	
<b>Institutional Division:</b>								
BCT 115 1	Basic Rigging and Materials Handling	1.00	0	0.00	0.0	1.00	Richard C. Galarza	TOCCW
BCT 120H 1	Core Curriculum: Introduction to Craft Sk	6.00	9	54.00	54.0	6.00	Staff	TOCCW
BCT 120H 2	Core Curriculum: Introduction to Craft Sk	6.00	0	0.00	0.0	6.00	Staff	TOCCW
BCT 120H 3	Core Curriculum: Introduction to Craft Sk	6.00	0	0.00	0.0	6.00	Staff	TOCCW
BCT 120H 4	Core Curriculum: Introduction to Craft Sk	6.00	1	6.00	6.0	6.00	Staff	TOCCW
BCT 120H 5	Core Curriculum: Introduction to Craft Sk	6.00	0	0.00	0.0	6.00	Staff	TOCCW
BCT 120H 6	Core Curriculum: Introduction to Craft Sk	6.00	0	0.00	0.0	6.00	Staff	TOCCW
BCT 120H 7	Core Curriculum: Introduction to Craft Sk	6.00	0	0.00	0.0	6.00	Staff	TOCCW
BCT 120H 8	Core Curriculum: Introduction to Craft Sk	6.00	0	0.00	0.0	6.00	Staff	TOCCW
BCT 141H 1	Introduction to the Carpentry Profession	6.00	1	6.00	6.0	6.00	Richard C. Galarza	TOCCW
BCT 142H 1	Carpentry I	6.00	0	0.00	0.0	6.00	Richard C. Galarza	TOCCW
BCT 143H 1	Carpentry II	6.00	0	0.00	0.0	6.00	Richard C. Galarza	TOCCW
BCT 161H 1	Introduction to Construction Painting Prof	6.00	0	0.00	0.0	6.00	Richard C. Galarza	TOCCW
BCT 162H 1	Construction Painting I	6.00	0	0.00	0.0	6.00	Staff	TOCCW
BCT 163H 1	Construction Painting II	6.00	0	0.00	0.0	6.00	Staff	TOCCW
BCT 164H 1	Construction Painting III	6.00	0	0.00	0.0	6.00	Staff	TOCCW
BCT 171H 1	Introduction to the Electrical Profession	6.00	1	6.00	6.0	6.00	Verline Francine Andrews	TOCCW
BCT 172H 1	Electrical I	6.00	2	12.00	12.0	6.00	Verline Francine Andrews	TOCCW
BCT 173H 1	Electrical II	6.00	1	6.00	6.0	6.00	Verline Francine Andrews	TOCCW
BCT 174H 1	Electrical III	6.00	1	6.00	6.0	6.00	Verline Francine Andrews	TOCCW
BCT 180H 1	Introduction to Plumbing Profession	6.00	1	6.00	6.0	6.00	Verline Francine Andrews	TOCCW
BCT 181H 1	Plumbing I	6.00	0	0.00	0.0	6.00	Staff	TOCCW
BCT 182H 1	Plumbing II	6.00	0	0.00	0.0	6.00	Staff	TOCCW
BCT 183H 1	Plumbing III	6.00	0	0.00	0.0	6.00	Staff	TOCCW
BCT 236H 1	Plumbing IV	6.00	0	0.00	0.0	6.00	Staff	TOCCW
BCT 237H 1	Plumbing V	6.00	0	0.00	0.0	6.00	Staff	TOCCW
BCT 238H 1	Plumbing VI	6.00	0	0.00	0.0	6.00	Staff	TOCCW
BCT 239H 1	Plumbing VII	6.00	0	0.00	0.0	6.00	Staff	TOCCW
BCT 241H 1	Carpentry IV	6.00	0	0.00	0.0	6.00	Staff	TOCCW
BCT 242H 1	Carpentry V	6.00	0	0.00	0.0	6.00	Staff	TOCCW
BCT 243H 1	Carpentry VI	6.00	1	6.00	6.0	6.00	Richard C. Galarza	TOCCW
BCT 244H 1	Carpentry VII	6.00	1	6.00	6.0	6.00	Richard C. Galarza	TOCCW
BCT 261H 1	Construction Painting IV	6.00	1	6.00	6.0	6.00	Staff	TOCCW

# Fulltime Student Equivalent Summary

Academic Year 2016-2017 Spring

Course code	Title	Hours	Enroll	Crs Hours Total	Stu Hours Total	Crs Load	Professor	
<b>Institutional Division:</b>								
BCT 262H 1	Construction Painting V	6.00	0	0.00	0.0	6.00	Staff	Open
BCT 271H 1	Electrical IV	6.00	0	0.00	0.0	6.00	Verline Francine Andrews	Open
BCT 272H 1	Electrical V	6.00	1	6.00	6.0	6.00	Verline Francine Andrews	Open
BCT 273H 1	Electrical VI	6.00	0	0.00	0.0	6.00	Verline Francine Andrews	Open
BCT 274H 1	Electrical VII	6.00	0	0.00	0.0	6.00	Verline Francine Andrews	Open
BIO 100N 1	Biology Concepts	4.00	8	32.00	32.0	6.00	Melanie Lenart	Open
BIO 105N 1	Environmental Biology	4.00	15	60.00	60.0	6.00	Jesus Quijada	Open
BIO 154N 1	Global Change Biology	4.00	1	4.00	4.0	6.00	Teresa Lynn Newberry	Cancelled
BIO 182N 1	Unity of Life II: Multicellular Organisms	4.00	9	36.00	36.0	6.00	Teresa Lynn Newberry	Open
BIO 208N 1	Tohono O'odham Ethnobotany	4.00	15	60.00	60.0	4.00	Martha Burgess	Open
BIO 298 1	Service Learning Capstone	1.00	5	5.00	5.0	1.00	Teresa Lynn Newberry	Open
BIO 299 1	Research Capstone	1.00	6	6.00	6.0	1.00	Teresa Lynn Newberry	Open
BUS 205 1	Statistical Methods in Economics & Busir	3.00	0	0.00	0.0	3.00	Richard Lee	Cancelled
BUS 220 1	Legal Environment of Business	3.00	12	36.00	36.0	3.00	Wendi Cline	Open
CAG 100 1	Casino Gaming Industry Basics	3.00	1	3.00	3.0	3.00	Ascension Muniz	Open
CIS 100 1	Introduction to Computers	3.00	9	27.00	27.0	3.00	Neal Wade	Open
CIS 100 2	Introduction to Computers	3.00	16	48.00	48.0	3.00	Cris Reid	Full
COM 263 1	Intercultural Communication	3.00	1	3.00	3.0	3.00	Edison Cassadore	Open
CSA 110 1	Spreadsheets: Microsoft Excel	3.00	7	21.00	21.0	4.00	Neal Wade	Open
ECE 110 1	Communication and Language: Early Lite	3.00	5	15.00	15.0	3.00	Victoria Young-Chiverton	Open
ECE 110 2	Communication and Language: Early Lite	3.00	9	27.00	27.0	3.00	Karen McIlroy	Open
ECE 110 3	Communication and Language: Early Lite	3.00	6	18.00	18.0	3.00	Karen McIlroy	Open
ECE 124 1	Math and Science for Children	3.00	7	21.00	21.0	3.00	Wendy Watson	Open
ECE 197 1	Hualapai Culture & Language	3.00	6	18.00	18.0	3.00	Rosella Siyuja	Open
ECE 229 1	Child Dev Associate Direct Assessment Pre	4.00	0	0.00	0.0	4.00	Karen McIlroy	Cancelled
ECE 229 2	Child Dev Associate Direct Assessment Pre	4.00	0	0.00	0.0	4.00	Patricia Todd	Open
ECN 202 1	Macroeconomic Principles	3.00	15	45.00	45.0	3.00	Neal Wade	Open
EDU 200 1	Introduction to Education	3.00	1	3.00	3.0	3.00	LaRonda Lugo	Open
HIS 122 1	Tohono O'odham History and Culture	3.00	9	27.00	27.0	3.00	Phillip L. Miguel	Open
HIS 122 2	Tohono O'odham History and Culture	3.00	4	12.00	12.0	3.00	Phillip L. Miguel	Open
HIS 122 3	Tohono O'odham History and Culture	3.00	0	0.00	0.0	3.00	Camillus C. Lopez	Open
HIS 122 4	Tohono O'odham History and Culture	3.00	7	21.00	21.0	3.00	Andrea Ramon	Open
HIS 125 1	Tohono O'odham History and Culture II (E	3.00	0	0.00	0.0	3.00	Camillus C. Lopez	Open

# Fulltime Student Equivalent Summary

Academic Year 2016-2017 Spring

Course code	Title	Hours	Enroll	Crs Hours Total	Stu Hours Total	Crs Load	Professor	
<b>Institutional Division:</b>								
HIS 142 1	History of the United States II	3.00	4	12.00	12.0	3.00	Laurie Morris-Harvey	Open
HIS 274 1	The Holocaust	3.00	4	12.00	12.0	3.00	Sharon L. Parker	Open
IRW 070 1	Integrated Reading and Writing: Introduct	4.00	10	40.00	40.0	4.00	Anthony Osborn	Open
IRW 090 1	IRW II: Integrated Reading and Writing: Ir	4.00	16	64.00	64.0	4.00	Daniel Aiken	Full
LIT 274 1	Native American Literature	3.00	4	12.00	12.0	3.00	Edison Cassadore	Open
LIT 290 1	World Literature & Global Film	3.00	0	0.00	0.0	3.00	Edison Cassadore	Open
MAT 082 1	Basic Mathematics	3.00	8	24.00	24.0	3.00	Isaac Furlonge	Open
MAT 086 1	Pre-Algebra	3.00	7	21.00	21.0	3.00	Isaac Furlonge	Open
MAT 086 2	Pre-Algebra	3.00	12	36.00	36.0	3.00	Isaac Furlonge	Open
MAT 092 1	Elementary Algebra	3.00	12	36.00	36.0	3.00	Isaac Furlonge	Open
MAT 092 2	Elementary Algebra	3.00	9	27.00	27.0	3.00	Isaac Furlonge	Open
MAT 122 1	Intermediate Algebra	3.00	18	54.00	54.0	3.00	Isaac Furlonge	Open
MAT 122 2	Intermediate Algebra	3.00	6	18.00	18.0	3.00	Isaac Furlonge	Open
MAT 142 1	Topics in College Mathematics	3.00	3	9.00	9.0	3.00	Richard Lee	Open
MAT 151 1	College Algebra	4.00	7	28.00	28.0	4.00	Jorge Guarin	Open
MAT 151 2	College Algebra	4.00	7	28.00	28.0	4.00	Jorge Guarin	Open
MAT 151 3	College Algebra (Dual Enrollment)	3.00	0	0.00	0.0	3.00	Richard Lee	Open
MAT 187 1	Precalculus	5.00	8	40.00	40.0	5.00	Jorge Guarin	Open
MAT 212 1	Topics in Calculus	3.00	3	9.00	9.0	3.00	Jorge Guarin	Open
MAT 220 1	Calculus I	5.00	8	40.00	40.0	5.00	Jorge Guarin	Open
MGT 124 1	Small Business Management	3.00	7	21.00	21.0	3.00	Neal Wade	Open
MKT 111 1	Marketing	3.00	4	12.00	12.0	3.00	Neal Wade	Open
PHI 123 1	History and Philosophy of Science	3.00	14	42.00	42.0	3.00	Sharon L. Parker	Open
POS 210 1	National and State Constitutions	3.00	2	6.00	6.0	3.00	Laurie Morris-Harvey	Open
POS 226 1	Tohono O'odham Nation Government	3.00	14	42.00	42.0	3.00	Adam Andrews	Open
PSY 101 1	Introduction to Psychology	3.00	22	66.00	66.0	3.00	Bruce Payette	Open
SPA 101 1	Elementary Spanish I	4.00	0	0.00	0.0	4.00	Staff	Full
SPE 110 1	Public Speaking	3.00	8	24.00	24.0	3.00	Diana Gaye Bumsted Perry	Cancelled
SWU 171 1	Introduction to Social Work	3.00	14	42.00	42.0	3.00	Bruce Payette	Open
SWU 291 1	Social Service Delivery Systems	3.00	8	24.00	24.0	3.00	Bruce Payette	Open
THO 101 1	Elementary Tohono O'odham I	4.00	20	80.00	80.0	4.00	Phillip L. Miguel	Full
THO 101 2	Elementary Tohono O'odham I	4.00	11	44.00	44.0	4.00	Phillip L. Miguel	Open
THO 101 3	Elementary Tohono O'odham I	4.00	9	36.00	36.0	4.00	Phillip L. Miguel	Open

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Prepared by Leslie Luna, Director of Admissions and Records



# Fulltime Student Equivalent Summary

Academic Year 2016-2017 Spring

Course code	Title	Hours	Enroll	Crs Hours Total	Stu Hours Total	Crs Load	Professor	
<b>Institutional Division:</b>								
THO 101 4	Elementary Tohono O'odham I	4.00	0	0.00	0.0	4.00	Phillip L. Miguel	Cancelled
THO 102 1	Elementary Tohono O'odham II	4.00	8	32.00	32.0	4.00	Ronald Geronimo	TOCCW
THO 106 1	Conversational Tohono O'odham	4.00	2	8.00	8.0	4.00	Andrea Ramon	TOCCM
TOC 151 1	Tohono O'odham Writing Systems	1.00	0	0.00	0.0	1.00	Ronald Geronimo	SANXC
TOS 120 1	Traditional Basketry	3.00	6	18.00	18.0	3.00	Elizabeth Ortega	TOCC
TOS 230 1	Contemporary Tohono O'odham and Nat	3.00	5	15.00	15.0	3.00	Adam Andrews	TOCC
TOS 240 1	Academic Writings about the Tohono O'od	3.00	7	21.00	21.0	3.00	Kenneth D. Madsen	TOCCM
WRT 101 1	Writing I	3.00	9	27.00	27.0	3.00	Edison Cassadore	TOCCM
WRT 101 2	Writing I	3.00	5	15.00	15.0	3.00	Thomas Cox	TOCC
WRT 101 3	Writing I	3.00	19	57.00	57.0	3.00	Thomas Cox	TOCCM
WRT 101 4	Writing I (Dual Enrollment)	3.00	1	3.00	3.0	3.00	Wendi Cline	TOCC
WRT 101 5	Writing I	3.00	2	6.00	6.0	3.00	Wendi Cline	DDII
WRT 101 6	Writing I	3.00	7	21.00	21.0	3.00	Kit McIlroy	PSAZ
WRT 101 6	Writing I	3.00	7	21.00	21.0	3.00	Kit McIlroy	PSAZ
WRT 102 1	Writing II	3.00	10	30.00	30.0	3.00	Edison Cassadore	TOCCM
WRT 102 2	Writing II	3.00	20	60.00	60.0	3.00	Thomas Cox	TOCCM
<b>Institutional Division Totals:</b>		704		2327.00	2,261.00	569.00		
<b>Totals:</b>								
		Duplicated Student Enrollment	704	2327.00	2,261.00	569.00		
		Unduplicated Student Enrollment	240					
		Total FTSE(/12 Credit Hours)		193.92				
		Total FTSE(/15 Credit Hours)		155.13				

## Fulltime Student Equivalent Summary

