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**Tohono O'odham Community College
Board Policy Handbook
Updated October 2010**

This edition includes all Board policies adopted since the 2004 edition, and corrects typographical errors.

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INTRODUCTION

The Tohono O’odham Community College operates through the establishment of four types of policies. First, the Ordinance No. 98-1 of the Tohono O’odham Nation is the Charter of the College. A number of policies in the Charter, plus many operational procedures, are in the Charter itself. Second, the Charter provides, in Article 4.2.8, that the Board of Trustees shall have the power to adopt “any and all policies and procedures through formal Board action and may be amended from time to time by such action.” Third, the Board of Trustees has adopted many combined documents, which include both the policies and operational procedures. Fourth, the Board of Trustees has adopted some policies without need for additional procedures.

This handbook of Board Policies includes the source of each of the policies. The following documents should be consulted in their entirety:

1. College Property/Equipment Manual
2. Faculty Handbook
3. Financial Management Policy
4. Personnel Policies Handbook
5. Student Rights and Responsibilities
6. Travel Policies and Procedures
7. Educational Master Plan
8. Curriculum Development Process

For convenience of use the Handbook of Board Policies is divided into the following sub-topics:

- College Governance/Administration
- Educational Services
- Student Services
- Administrative Services
- Institutional Development and Research
- Advisory Bodies

The Board of Trustees meets regularly for monthly or special meetings, and may add or amend any and all policy documents. The Board shall provide copies of all policies and procedures to the Legislative Council, the Chairperson and Vice-Chairperson of the Nation and to each of the Districts within thirty days of acceptance by the Board. Many of the early policies have been changed or replaced, and accordingly, more recent adopted policies are the controlling policies, which must be followed by students, faculty, staff and administration in the operation of the College. In addition, the Legislative Council can amend or change the Charter and any such changes could fundamentally change existing policies. A policies handbook is an organic, changing document and must be continually updated as the Legislative Council or the Board of Trustees take actions, which add to, or supersede, existing policies.

BP 1000 COLLEGE GOVERNANCE/ADMINISTRATION

BP 1000.1 PRIME POLICY DEFINITION AND AUTHORITY

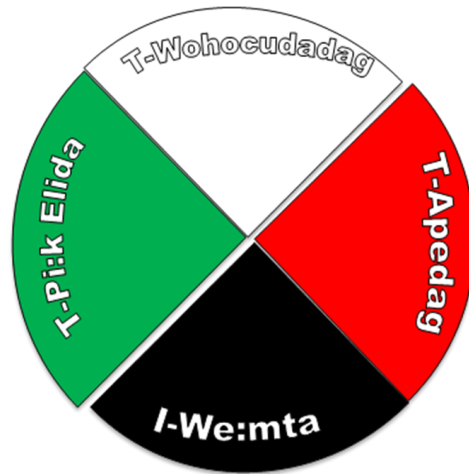
A policy statement for the College is a section of the Charter of the College or an official action of the Board of Trustees adopted at a public meeting to direct the further activities of the administration, faculty, staff, or students of the College in pursuit of the approved institutional goals and mission. (Charter – proposed revision – Article IVA).

BP 1000.2 IMPORTANCE OF HIMDAG

College Activities shall reflect the “culture” of the Tohono O’odham Nation, its Himdag, in all programs and services including, in particular, the general education program and College ceremonies.

BP 1000.2.1 APPROVED CORE VALUES

The Core Values were approved by the Board of Trustees on September 8, 2005 as reflected in the Minutes.



BP 1000.2.2 AMENDED CORE VALUES “T- S□ os□ on” – “Our Core Values” (Minutes February 12, 2009)

T-Wohocudadag-Our Beliefs
T-Apedag-Our Well-Being
T-Pi:k Elida-Our Deepest Respect
I-We:mta-Working Together

T-Wobocudadag – Our Beliefs

TOCC believes that *T-Wobocudadag* 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 Well-Being

TOCC believes that *T-Apedag* is inclusive of what is healthy and good for us (physically, spiritually, emotionally and mentally), and for the things around us.

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

T-Pi:k Elida-Our Deepest Respect

TOCC believes that *T-Pi:k Elida* is a deep sense of respect for the land, your surroundings, the people, things upon the land, and also for your own self and your life.

- This includes valuing the people and the culture.

I-We:mta-Working Together

TOCC believes 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.

BP 1000.3 PURPOSE

The Tohono O’odham Community College is established for the purpose of conducting any and all lawful affairs relating to the operation of a successful educational institution that will serve as the Tohono O’odham Nation’s center for higher education, research, culture, and tradition. (Original Charter and proposed revision, Article I C)

BP 1000.4 MISSION STATEMENT REVISED BOARD OF TRUSTEES NOVEMBER 2001.

The Tohono O’odham Community College Board of Trustees developed the initial vision, mission, and objectives for Tohono O’odham Community College (TOCC). This mission statement was published in the TOCC 2000-2002 College Catalog, Fall 2001 Schedule of Classes, marketing brochures, TOCC Student Handbook, and TOCC newsletters. In November 2001, the TOCC Board of Trustees approved revisions to the vision, mission, and objectives. The following are the revised TOCC vision, mission, and objectives to be published in subsequent printings of the TOCC College Catalog, newsletters, marketing brochures, Student Handbook and Faculty Guidebook.

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

Our 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 provide 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, advisors and counselors as a means of reinforcing Tohono O’odham Himdag.

To recruit highly qualified faculty and staff who are dedicated to the art of teaching, advising and service specifically to the Tohono O’odham community.

To ensure the integration of appropriate Tohono O’odham Himdag in the physical environment, curriculum, and processes of the College.

To ensure that curricular offerings are relevant to the needs of the individual and communities 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.

Initially, pursuant to its mission, the College operates as a two-year institution offering associate programs as its highest degree. Tohono O’odham Himdag is defined as the culture, values, traditions, and way of life of the people.

BP 1001.5 OFFICIAL COLLEGE COLORS

The College colors shall be royal purple and gold. (Board Minutes – October 11, 2001).

BP 1002.1 THE COLLEGE CHIEF EXECUTIVE OFFICER

The President shall be the Chief Executive officer of the College and shall have direction over actual operations and general supervision over the affairs of the College, subject, however, to the authority of the Board of Trustees. In general, the President shall perform such duties as are required in this Charter and as from time to time assigned by the Board of Trustees. The functions and duties of the President shall include, but are not limited to, the following:

1. The President shall be present at all meetings of the Board of Trustees unless excused by the Board.
2. The President shall render monthly reports to the Board and perform all other functions and duties specified in this section and in the employment contract between the College and the President.
3. The President shall not be a voting member, Trustee, or Officer of the Board.
4. The President shall have full authority and control over all employees of the College,

with the exception of authority reserved to the Board herein, and shall be responsible for all Vice Presidents, managers, department heads and other staff carrying out their respective jobs, assignments and responsibilities.

Vice President A Vice President, appointed by the President, shall be present at meetings of the Board of Trustees when the President is not present, and shall act on behalf of the President when the President is not available if the President resigns or otherwise leaves office. **(Original Charter, and Proposed Charter Revision, Article IX, D).**

BP 1002.2 INVENTORIES AND BUDGETS

Inventories An annual physical inventory of assets shall be taken by the College President prior to the completion of the annual audit and at such other times as may be directed by the Board of Trustees. A copy of the inventory shall be furnished to the Treasurer of the Tohono O'odham Nation, or the Chief Financial Officer for the Nation, in the absence of an appointed Treasurer, within 120 days of the close of the fiscal year and when requested.

Budgets A budget for the College for each ensuing year shall be prepared by the President prior to commencement of each fiscal year. The President and the Board shall discuss the proposed budget at a Board meeting prior to commencement of the fiscal year. A budget must be approved by the Board no later than the last month of the current fiscal year for each ensuing year. The budget shall govern expenditures for the ensuing fiscal year. Pending approval of the budget, expenditures may be made for normal operations at the same rate as the previous year. Capital investment items shall be shown separately from operating items in the annual report. The President shall be responsible for enforcing the approved budget and shall compare actual budget expenditures against the approved budget on a quarterly basis and as necessary. Amendments to the approved budget may be made with the approval of the President and the Board.

1. All budgets shall contain: (i) the estimated income and expenditures for the ensuing year by office, division or sub-entity; and (ii) any additional information required by the Board. **(Original Charter, and Proposed Charter Revision Article IXC, D).**

BP 1002.3 SELECTION AND TERMS OF EMPLOYMENT

1. The Administrators of the College shall only be hired pursuant to formal selection by the Board of Trustees.
2. Each Administrator shall be employed under a written employment contract specifying the conditions of employment, including as applicable the term of employment salary, surety bond, leave.
3. The President shall be responsible to the Board. All other administrators shall be responsible to the President.
4. Each administrator shall exercise his or her best judgment in the determination of the ways and means by which general policy set forth by the Board is to be effectuated and shall execute Board policies and manage the College only as authorized and directed by the Board and/or the President.
5. Each Administrator shall render required reports to the Board and/or the President, and perform all other lawful functions and duties specified by the Board or President. (Original Charter, Proposed Charter Revision, Article IX,C)

BP 2000.1 ADMINISTRATION

The College Charter provides that the Administration shall include:

A Vice President of Student Services who shall have responsibility for Registration, Financial Aid, Support Services, and Academic Counseling; and all other student service departments necessary for undertaking the College's mission to provide higher education **(Original Charter, Proposed Revision, Article IX, 3)**.

BP 2000.2 PHILOSOPHY STATEMENT

Tohono O'odham Community College Student Development serves as a partner in the educational community and enhances and supports the academic mission through academic and student support services that nurture the development of the whole person and enables student achievement of both educational and personal goals. TOCC recognizes that the total environment of the student has the potential to be part of the educational experience, that each student is unique with unique needs and must be treated as an individual, and that the major responsibility for a student's personal and social development rests with the student.

In support of this philosophy, TOCC Student Development and Services will:

- Nurture the development of the whole person: emotional, intellectual, physical, and spiritual,
- Foster the individual practice of responsible thought and behavior,
- Teach skills that promote academic and personal success,
- Assist with the preservation of Tohono O'odham Himdag within the College and community,
- Include elders as primary resources for reinforcing Tohono O'odham Himdag,
- Facilitate planning for life-long learning within an ever-changing society, and
- Provide access to the community and individuals to information and resources.

(Approved Board Minutes January 13, 2000)

BP 2000.3 STUDENT RIGHTS AND DUE PROCESS PROCEDURES

Tohono O'odham Community College supports the establishment of programs ensuring student rights and due process. Upon admission all students of TOCC shall be given a copy of TOCC regulations governing the conduct of students and college administration and shall be notified of any amendments thereto. TOCC, in support of its policy of student's rights and due process procedures will implement regulations to accord individual students the following rights:

- (a) Right to an education.
- (b) The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.
- (c) The right to make his or her own decisions where applicable.
- (d) The right to freedom of religion and culture.
- (e) The right to freedom of speech and expression, including symbolic expression, so long as the symbolic expression does not unreasonably or in fact disrupts the educational process or endangers the health and safety of the student or others.
- (f) The right to freedom of the press except where material in student publications is libelous, slanderous, or obscene.

- (g) The right to peaceably assemble and to petition the redress of grievances.
- (h) The right to freedom from discrimination.
- (i) The right to due process. Every student is entitled to due process in every instance of disciplinary action for alleged violation of college regulations for which the student may be subjected to penalties of suspension or expulsion.

PART TWO: DUE PROCESS

Due process shall include:

- (a) Written notice of charges within a reasonable time prior to a hearing including reference to the TOCC regulation allegedly violated, the facts alleged to constitute the violation, and notice of access to all statements of persons relating to the charge and to those parts of the student's school record which will be considered in rendering a disciplinary decision.
- (b) A fair and impartial hearing prior to the imposition of disciplinary action absent the actual existence of an emergency situation seriously and immediately endangering the health or safety of the students or others.
- (c) The right to have present at the hearing the student's parents or guardians or their designee or an on-campus representative or advocate of the student's choice.
- (d) The right to produce, and have produced, witnesses on the student's behalf and to confront and examine all witnesses.
- (e) The right to a record of hearings of disciplinary actions, including written findings of fact and conclusions in all cases of disciplinary action.
- (f) The right to an administrative review and appeal.
- (g) The student shall not be compelled to testify against herself or himself.
- (h) The right to have allegations of misconduct and information pertaining thereto expunged from the student's TOCC record in the event the student is found not guilty of the charges.

(Approved, Board Minutes November 9, 2000)

BP 2000.4 STUDENT RIGHTS AND RESPONSIBILITIES

This document includes both policies and procedures, and was adopted by the Board of Trustees on July 12, 2001.

All students at Tohono O'odham Community College are considered to be responsible adults. Therefore, they are accountable for their own personal behavior. The College expects all students to adhere to the laws of the Tohono O'odham Nation, state, and federal laws and conform to the College's standards of conduct.

In this section, you will find information from the print document, "Student Rights & Responsibilities." The complete document is available from the office of the Vice President of Student Services Office, advising center, or library.

Student Rights and Responsibilities

- Preface & Introduction
- Introduction; Philosophy
- Access to Higher Education;
- Association and Organization

Student Rights

- Academic Procedures and Grading Practices
- Complaint Procedure
- Academic & Grade Regulation

- Sexual Harassment
- Other Complaints Against TOCC Employees
- Student Responsibilities: Student Code of Conduct
 - Guidelines for Student Conduct
 - Student Code of Conduct
 - Violations; Complaint Procedure
 - Student Code of Conduct; Immediate Suspension from College Property;
- Disciplinary Penalties
- Scholastic Ethics Code
 - Guidelines for Scholastic Ethics; Scholastic Ethics
 - Violations; Complaint Procedure: Scholastic Ethics; Disciplinary Penalties

**BP 2000.5 MAINTENANCE AND CONTROL OF STUDENT RECORDS
(ADOPTED, BOARD MINUTES NOVEMBER 9, 2000).**

The Tohono O’odham Community College supports the maintenance and control of student records in a way that will insure their confidentiality and privacy and will adopt regulations governing the maintenance, control, and accessibility of student records. Student records are those records, files, documents, and other materials, which contain information directly related to a student and which are maintained by the TOCC, or by a person action for the TOCC.

The regulations implementing TOCC policies in respect to student records shall provide for annual notice to parents and eligible students of the types of education records and information contained in them which are directly related to students and maintained by the TOCC including:

- (a.) The custodian of records.
- (b.) Policies for reviewing and expunging records.
- (c.) Procedures for challenging the content of education records.
- (d.) Cost if any, charged to the parent or eligible student for reproducing copies of records.
- (e.) Categories of information which the TOCC has designated as “directory information”.
- (f.) Procedures for access to records.

Regulations implemented by the TOCC student record policy shall outline procedures for the destruction of records, right to challenge the content of records, informal proceedings, right to a hearing in respect to records, right of appeal, provisions for obtaining consent for access to records and emergency release of records. Regulations will also establish clear standards for collection and maintenance of student records to assure the integrity of such records and the conduct of TOCC employees who may be in custody of said records.

BP 2001.1 ADMISSIONS (BOARD MINUTES JANUARY 13, 2000)

Tohono O’odham Community College has an open admissions policy. All persons who are graduates of accredited high schools, or have received a GED Certificate, or are at least 18 years of age with documented Ability to Benefit, or are a transfer student in good standing from another College or University are eligible for admissions. TOCC believes that every person who has a sincere interest in learning should be given the opportunity to do so. However, TOCC reserves the right to institute a selective admission policy in programs of study where limitations are necessary. Admission priority is given to those who are members of a recognized tribe.

Special consideration or admissions will be given to those who do not meet any of the provisions stated above or non-high school graduates/non-GED recipients if College officials determine that admissions to TOCC is in the best interest of the students and the College.

Students accepted or admission at Pima Community College will automatically be accepted for admission at TOCC.

An applicant who wishes to be considered for admissions must submit the following documents:

- *TOCC admissions application
- *Official high school transcript or GED Certification or documentation of the Ability to Benefit
- *Assessment test results
- *Certificate of Indian Blood, if applicable
- *Evidence of immunization is recommended

BP 2001.2 ADMISSION: NON-DISCRIMINATORY (BOARD MINUTES, MAY 11, 2000)

Tohono O’odham Community College wishes to offer educational opportunities to all area students and encourage all members of the community to utilize programs offered at the college to promote Tohono O’odham Himdag, and strengthen families and communities.

Furthermore, Tohono O’odham Community College admits students of any race, color, national or ethnic origin to all the right, privileges, programs, and activities generally accorded or made available to students of the school and it does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school administered programs.

BP 2001.3 REGISTRATION (BOARD MINUTES, JANUARY 13, 2000)

All students must be accepted for admittance before they register. Enrollment for any given term is not considered official until the registration process has been completed. Tohono O’odham Community College will publish an annual academic calendar that includes dates for registration.

BP 2001.4 ASSESSMENT (BOARD MINUTES, JANUARY 13, 2000)

Tohono O’odham Community College requires all new and transfer students to complete the assessment test in mathematics, reading, and writing before registering for classes unless waived by the Admissions Office. Assessment tests are designed to ensure appropriate course placement in all courses and support student success.

BP 2001.5 ACADEMIC ADVISING (BOARD MINUTES, JANUARY 13, 2000)

Tohono O’odham Community College will provide an academic advising system. This system will support a developmental decision-making process in which advisors assist and guide student in the achievement of individual, educational and career goals through utilization of the full range of College resources. It is the student’s responsibility to take an active role in the development of his/her educational career goals.

BP 2001.6 COUNSELING (BOARD MINUTES, JANUARY 13, 2000)

Tohono O’odham Community College will assist students in the development of educational and career goals through a program of student services that includes personal counseling and career planning. Personal issues and/or problems not directly related to academic deficiencies and requiring extensive counseling will be referred to local agencies providing appropriate services.

BP 2001.7 FINANCIAL AID (BOARD MINUTES, JANUARY 13, 2000)

Tohono O’odham Community College will participate in and assist students in establishing eligibility for and receiving local, state, and federal financial aid and scholarships.

BP 2001.8 FINANCIAL AID – TITLE IV HEA PROGRAMS AND FINANCIAL AID POLICIES AND PROCEDURES MANUAL (BOARD MINUTES, NOVEMBER 13, 2003)

Tohono O’odham Community College will begin administering Title IV funds from the U.S. Department of Education beginning Fall 2004. TOCC has established a financial aid program to assist students seeking student aid funding for their educational objectives. Upon acceptance of funding TOCC must ensure that there is compliance. In compliance with Title IV, a Financial Aid Policies and Procedures Manual is submitted to the Board of Trustees for approval. The manual will be effective June 10, 2004.

Legal References: Title IV of the Higher Education Act of 1965, as amended.
34 CFR Part 600 – Institutional Eligibility
34 CFR Part 668 – General Provisions
34 CFR Part 674, 675, 676 – Campus-based Programs
34 CFR Part 682 – FFEL Programs
34 CFR Part 690 – Federal Pell Grant
34 CFR Part 600 – State Student Incentive Grant

Tohono O’odham Community College shall participate inn and assist eligible students to receive financial aid providing hat matching financial requirements, if any, can be met.

The Program Participation Agreement (Provisional Approval) is attached:

Effective date of Approval: The date on which this Agreement is signed on behalf of the Secretary of Education.

Approval Expiration Date: June 30, 2005

Reapplication Date: March 31, 2004

This Agreement covers the Institution’s eligibility to participate in each of the following listed Title IV, HEA programs, and incorporates by reference the regulations cited.

- Federal Pell Grant Program, 20 U.S.C. 1070a et seq; 34 CFR Part 690.
- Federal Family Education Loan Program, 20 U.S.C. 1071 et seq; 34 CFR Part 682
- Federal Direct Student Loan Program, 20 U.S.C. 1087a et seq; 34 CFR Part 685
- Federal Perkins Loan Program, 20 U.S.C. 1087aa et seq; 34 CFR part 674
- Federal Supplemental Educational Opportunity Grant Program, 20 U.S.C. 1070b et seq; 34 CFR Part 676
- Federal Work-Study Program, 42 U.S.C. 2751 et seq; 34 CFR Part 675

BP 2002.1 CONCURRENT ENROLLMENT (ADOPTED, BOARD MINUTES, SEPTEMBER 12, 2002)

Concurrent Enrollment is a partnership between Tohono O'odham Community College and high school in which students are enrolled in a College course or courses as a part of the high school day. There is no charge to the student, and the courses count both as college credit and toward high school graduation. When the courses are in a high school, the enrollment is closed to non-high school students; and the program is described as "On-Site Concurrent Enrollment." Concurrent enrollment classes are also closed to high school students who wish to take the courses for high school credit only. (1) All students must be enrolled for college credit. (2) A high school student qualifies for concurrent enrollment to receive both high school and PCC credit if he or she is also enrolled in four (4) or more other high school classes. (3) If a student is enrolled in at least four (4) high school classes, the subsequent classes may be college classes. In this arrangement, tuition is paid by the College and instructional costs are paid by the high school. (4) When course are held on a TOCC campus, students may be in either closed or open enrollment classes as determined by agreement with the high school; and this program is described as "On-Campus Concurrent Enrollment." In "On-Campus" programs' the high school pays tuition and the College pays instructional costs.

Student Eligibility, Qualification, and Entry Level Assessments

1. Students must be enrolled in grades eleven or twelve.
2. Students must have the approval of their parent/guardian, the high school counselors, and the high school principal or his/her designee.
3. Students must be currently enrolled in at least four (4) high school courses or equivalent for the semester of the concurrent enrollment class.
4. Students must be in good academic standing, per high school requirements, for grades eleven or twelve. For certain courses, good academic standing in the twelfth grade may be required. The screening and recommendations of eligible students will be made by the counselor or principal or his/her designee of the students' high school.
5. Students must be at least 16 years of age. Exceptions to the age limitations may be made on a per student basis following the normal Tohono O'odham Community College procedures.
6. Students must score above a specific cut-off score on approved placement tests before being enrolled. Upon completion of the College's Basic Skills Assessments, the student must have received the following course placement recommendations in all three areas;

Students must test into REA 091 College Reading or higher.

Students must test into MAT 086 (Prealgebra) or MAT 110 (Technical Math) or higher. Some courses, especially math and science courses requiring specific math proficiency may require higher-level math placement recommendations.

Students must test into WRT 100 Writing Fundamentals or higher.

In addition, prerequisites may be required or recommended for certain courses. Any such requirements or guidelines will be applied to concurrent enrollment credit students on the same basis as for other TOCC students. Questions regarding cut-scores or other requirements/guidelines should be directed to the Vice President of Student Services.

English as a Second Language and Students with Disabilities.

Exceptions to the above are made for English as a Second Language (ESL) students and students with disability. ESL students take un-timed assessment tests. Students with documented disabilities will be served by the Office of Vice President of Student Services. The high school counselor or coordinator may make a recommendation to the Vice President of Student Services office on potential students to the office. The recommendation will be reviewed on a per student basis.

Reciprocal Agreement

A written Reciprocal Agreement between the College and public entities must be in a place for a transaction to occur. The Agreement will delineate the agreement specifying the contribution of resources of each party to the program, classes and credit to be offered, tuition, space, resources, instructional staff and who can teach the classes.

BP 2002.2 DUAL ENROLLMENT (ADOPTED, BOARD MINUTES, SEPTEMBER 12, 2002)

The dual enrollment program provides for the enrollment of an eligible secondary student in a post-secondary course for which the student receives both credit toward a high school diploma and college credit toward a vocational certificate or an associate or baccalaureate degree. Students enrolled in post secondary instruction that is not creditable toward the high school diploma shall not be considered as dual enrollment.

Students shall be permitted to enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term as determined by school board policy.

The student pays TOCC tuition and must be given permission to enroll as demonstrated by a dual enrollment permission form sign by a parent/guardian, a high school counselor, and a high school administrator. Classes may be located on a TOCC campus, at a high school, or at some other location. Dual enrollment classes are not considered a part of the high school day.

Curricular Alignment

High school instructors and TOCC instructors shall meet to “align” and sequence the high school curriculum to fit with the TOCC curriculum. The changes may only be matters of instructional strategy and student assignments. No college credit is earned for these high school courses; however, the student benefits from a smooth transition from high school to college.

Reciprocal Agreement

A written Reciprocal Agreement between the College and public entities must be in a place for a transaction to occur. The Agreement will delineate the agreement specifying the contribution of resources of each party to the program, classes and credit to be offered, tuition, space, resources, instructional staff and who can teach the classes.

BP 2002.2.1 DUAL ENROLLMENT FOR HASAN SCHOOL (BOARD MINUTES, OCTOBER 11, 2007)

Hasan Preparatory and Leadership School in Tucson that serves Tohono O’odham Students was added to the Dual Enrollment Program.

BP 2002.3 ADMISSION OF UNDER AGE STUDENTS (BOARD MINUTES, SEPTEMBER 12, 2002)

A. Guidelines

No student under the age of sixteen will be denied admission to the College because of age, lack of high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials, or lack of concurrent enrollment in a public or private school, provided the general parameters have been met to assess student preparedness. Admission to the College does not guarantee admission to a specific degree program or to all courses offered by the College.

The Vice President of Student Services is responsible for the consistent and uniform implementation of this Board Policy. The Vice President of Student Services or designee is responsible for meeting with the underage students and parents or legal guardians to explain college-wide policies, code of conduct and procedures of special admissions of underage students.

B. General Parameters

1. The College will supplement the education being provided to the underage student by the secondary school system or alternate provider with no more than eight semester hour credits. Underage students being home schooled may enroll for more than eight semester credit hours with special permission. However, enrollment at TOCC is not intended to supplant home schooling.
2. Students under the age of sixteen without a high school diploma or GED must have completed the SAT (Scholastic Aptitude Test) with a composite score of 930 or more on the verbal and math portions, or the ACT (American College Test) with a composite score of 22 or, have achieved a specified score on COMPASS or ASSET as per approved College policy.
3. For students under the age of sixteen, still in school, the parent or legal guardian must provide a signature granting their permission and permission from the secondary school or supplemental instruction by the College.
4. Students under the age of sixteen must submit copies of all high school academic, attendance, and discipline records for review.
5. The parent(s) or guardian(s) of a student under the age of sixteen who has been in alternative schooling must provide a copy of the state credential or certification for the alternative school, a signature by the certificate holder, and an education plan indicating the activities the College is asked to supplement.
6. Underage students (under sixteen) and their parent(s)/legal guardian(s) are required to participate in an intake interview. This admissions process includes an evaluation of student preparedness, the completion and submission of all required forms and records and an explanation of College policies and procedures. Continued enrollment for underage students granted permission to enroll will be dependent on an evaluation conducted with the student and parent/legal guardian of the satisfactory academic progress and compliance with the Tohono O'odham Community College Student Handbook.
7. The records of material required for entrance will be kept by the Admissions and Records office.

The College has the right to deny admission to underage students who fail to meet these guidelines and who have been suspended or otherwise officially excluded from secondary schools for disciplinary reasons. Approval or denial for admission and subsequent registration(s) into courses will be made by the Vice President of Student Services.

Students who are 16-17 who wish to be admitted under Dual Enrollment must take the Basic Skills Assessment; attend an orientation and advising session. A Dual Enrollment Form must be submitted with the Admissions application with appropriate signatures. The student is not required to meet with the Vice President of Student Services, unless it is warranted.

**"Concurrent" enrollment at TOCC has the same meaning as "dual" enrollment as used in the State of Arizona. Concurrent enrollment is a partnership between TOCC and high schools in which students are enrolled in a College course or courses as part of the high school day. The courses count both as college credit and toward high school graduation. All students must be enrolled for college credit. The course is closed to high school students who wish to take the course for high school credit only. There is no cost to the student. The College pays tuition and instructional costs are paid by the high school.

**BP 2002.4 ADMISSION OF INTERNATIONAL AND FOREIGN STUDENTS
(ADOPTED, BOARD MINUTES, SEPTEMBER 12, 2002)**

International Student Admissions

International students are welcome at Tohono O'odham Community College. Their presence adds to the multi-cultural diversity, which characterizes the College.

However, all international students are required to comply with appropriate immigration standards and regulations and to meet College requirements for international student admission. Any international student dually enrolled at another postsecondary institution must pay the full out of state/out of country tuition.

International and foreign students must meet the student residency requirements when applying for admission as described in the Arizona Revised Statutes Sections 15-1801 through 15-1807.

The Office of the President delegates authority to the vice President of Student Services to ensure compliance with all applicable immigration standards and regulations, to establish and enforce college regulations for international and foreign student admission, and to develop standard practice guides in support of these regulations. International and foreign students seeking admission to Tohono O'odham Community College, in addition to complying with immigration standards and regulations, must meet the following College admission requirements.

A. International students seeking full-time admission must:

1. Have completed an academic program equivalent to an American secondary school and submit with their application official records and transcripts properly translated into English.
2. Demonstrate proficiency in the English language with a score of 450 or better on the test of English as a Foreign Language (TOEFL).
3. Submit a completed application for admission, with the appropriate fee, and
4. Letter of Financial guarantee to demonstrate the ability to meet financial requirements for the academic year.
5. Official transcripts in English of all work done at previous educational institutions.

B. International/foreign students seeking part-time admission must submit an application for admission. They must also demonstrate English proficiency using a college-approved instrument if they plan to enroll in courses other than English as a Second Language or bilingual offering.

C. International/foreign Students must comply with the college policy on student immunization; all international students must demonstrate that they have health insurance before enrolling in classes

International students will be advised and placed in appropriate level courses based on their TOEFL and assessment scores.

**BP 2002.5 ARIZONA GENERAL EDUCATION CURRICULUM-AGEC
(ADOPTED, BOARD MINUTES, SEPTEMBER 12, 2002)**

General education provides the core of learning in associate and certificate degree programs. It demonstrates the College's vision of an educated person and a commitment to education as a lifelong process, and strengthens academic learning that will reinforce a strong competitive spirit to participate in an ever-changing society.

The "Rationale for General Education" is:

General education requires that all students gain an understanding and appreciation of themselves; their own Tohono O’odham history and culture; the history and culture of the human species; the principles and impact of mathematics, science and technology; and the principles of effective communication. Through an understanding and appreciation of these elements, the students should come to a realization of interrelationships.

The process of general education is also designed to develop the following thinking skills: comparing; interpreting; observing; summarizing; classifying; suggesting and testing hypothesis; imagining and creating; criticizing and evaluating; designing projects and investigations; identifying assumptions; applying principles in new situations; gathering and organizing data; and coding for certain patterns of thinking, reasoning, problem solving, and decision making.

For Tohono O’odham Community College’s transfer degrees, the associate of arts and the associate of science degrees, a student fulfills the general education requirement by completing the statewide Arizona General Education Curriculum (AGEC) composed of thirty-five (35) credits. For the College’s direct employment degrees, the associate of applied science and workforce response degrees, the student is required to complete eighteen (18) general education credits; the student is required to complete six (6) general education credits. For certificates under thirty (30) credits, the student is not required to complete general education credits.

The Arizona General Education Curriculum (AGEC) categories are:

Subject Area	Credit Hours
English Composition	6
Humanities and Fine Arts	6-9
(At least one course from the Art list and at least one from the Humanities/Historical Perspective list.)	
Biological and Physical Sciences	8
Mathematics	3
Social and Behavioral Sciences	6-9
(From at least two prefixes)	
Other Requirement Options	0-6
a. Oral Communication	
b. Computer Science, Critical Thinking, Logic, Mathematics or Science	
c. Second Language	
d. International and Multi-cultural Studies	
Total General Education Requirement Hours	35

There are three AGEC models: the AGEC-A for the Associate of Arts degree, the AGEC-B for the Associate of Business Administration degree, and the AGEC-S for the Associate of Science degrees. The differences among the AGEC-A, AGEC-B, and AGEC-S are the mathematics and science courses required. The AGEC-A requires a minimum of college mathematics with applications (MAT 142 Topics in college mathematics), the AGEC-B requires a minimum of brief calculus (MAT 212 Topics in Calculus), and the AGEC-S requires a minimum of calculus (MAT 220 Calculus I). A student following the AGEC-A who changes his or her major and wishes to apply the AGEC-A toward a degree program requiring the AGEC-B or AGEC-S will be required to complete the mathematics course level required in the AGEC-B or AGEC-S.

The AGEC also requires the completion of special requirements. Students must complete a course or courses defined as fulfilling each of the following AGEC special requirements:

- Intensive writing and critical inquiry (I)
- Cultural diversity emphasizing ethnic, race, and/or gender awareness(C)

Global awareness

In order to graduate, students must complete the degree requirements, which include the completion of general education requirements. In order to enroll in general education credits, the student must meet one of the three reading requirements listed below.

Students must test higher than REA 091,
Students must have successfully completed REA 091 or
Students must be concurrently enrolled in REA 091 during their first semester.

A student who tests into REA 081 may concurrently enroll in REA 081 and one general education course.

Individual associate degrees and certificates may require a higher level of reading.

In addition, all degree-seeking students are required to complete six credits of Tohono O'odham History and Culture classes, which includes Tohono O'odham History HIS 122, Tohono O'odham Food Systems TOC 151 or Elementary Tohono O'odham THO 101. **(Board Policy adopted December 13, 2001)**

BP 2002.6 PROCEDURE FOR EXEMPTION OF OUT-OF-STATE ENROLLED TOHONO O'ODHAM NATION MEMBERS (ADOPTED, MARCH 9, 2006, BOARD MINUTES)

Tohono O'odham Nation members living outside the State of Arizona will be exempted from Out-of-State Tuition as approved by the Tohono O'odham Community College Board of Trustees.

A Tohono O'odham Nation member will be exempted from Out-of-State Tuition by:

1. Providing Proof of the Tribal Enrollment Card issued by the Tohono O'odham Nation Tribal Enrollment Office.

Students who are exempted will need to comply with Board of Trustees policies for:

- a. Admissions Policy 201, approved October 12, 2000, regarding students accepted for admissions at TOCC.
- b. Registration Policy 204, approved October 12, 2000, regarding completion of registration process.
- c. Tuition and Fee Policy, 230 approved October 12, 2000.
- d. Tuition and Fee Refunds, Policy 231 approved October 12, 2000.

BP 2003.1 PROCEDURE FOR REPORTING OF FULL-TIME STUDENT EQUIVALENT, FTSE REPORT PRACTICE GUIDE (BOARD MINUTES, AUGUST 14, 2008)

These procedures delegates the responsibility of preparing the Reporting of Full-Time Student Equivalent, FTSE Report and ensuring accurate and timely reporting of student enrollment to the State of Arizona ("Full-Time Student Equivalents" or "FTSE") and for use in internal decision-making is the joint responsibility of the following offices:

- President
- Vice President of Student Services, Director of Admissions and Records
- Vice President of Research and Development, Information Technology
- Vice President of Administrative Services

- Vice President of Education, Curriculum Specialist

Accurate and timely reporting requires the following activities:

1. Accurate Student Registration and Student Enrollment Certification

The Director of Admissions and Records will

- Ensure that students are accurately admitted and registered within the required College procedures and timelines
- Ensure that students are properly registered.
- Prepare, collect, and maintain official class lists and grade rosters which certify student enrollment

Curriculum Specialist will

- Ensure that the master schedule for the campus is accurate, complete and maintained according to the required College procedures and timelines

Vice President of Education will

- Ensure that faculty return class lists and grade rosters accurately and within the required College timelines

2. Complete and Accurate Student Electronic Records

The Director of Admissions and Records will

- Ensure that complete and accurate student enrollment data are entered into the College's electronic data system.

The Office of Information Technology will

- Provide technical support for the maintenance of the electronic student enrollment information by ensuring the technical efficiency, integrity, and security of the College's student information system.

3. Appropriate Interpretation of State Statutes and Regulations on Reporting of Student Enrollment

The Director of Admissions and Records and the Vice President of Research and Development will

- Jointly interpret State statutes and regulations on FTSE reporting to the State of Arizona to ensure adherence to both in the College's enrollment accounting. These two offices will also jointly act as College liaison to the Auditor General during the annual enrollment audit.

The Director of Admissions and Records, with assistance from Vice President of Research and Development and the Office of Information Technology will

- Ensure that student enrollment records are maintained in such a way as to permit compliance with State statutes and regulations on FTSE reporting.

4. Accurate, Complete, and Timely Retrieval of Student Enrollment Information from the Student Information System

As jointly specified by the Director of Admissions and Records, Vice President of Research and Development, Vice President of Administrative Services, and the Office of Information Technology will

- Develop dynamic and static views (data extracts) necessary to retrieve student enrollment information from the student information system to support internal and external reporting requirements and decision-making.

The Director of Admissions and Records and the Vice President of Research and Development will

- Jointly examine the student enrollment information in the views for accuracy and completeness.

Where necessary, and with the assistance of the Vice President of Research and Development and the Office of Information Technology, the Director of Admissions and Records will

- Take steps to correct errors or omissions in the student enrollment information.

The Director of Admissions and Records will

- Ensure that all enrollments are accounted for and that any anomalies and discrepancies are known and, if possible, resolved prior to submission to the State.

- Prepare and maintain working papers related to the reconciliation of student enrollment data.

5. Timely Transmittal of Accurate Student Enrollment Data to the State of Arizona

The Director of Admissions and Records and the President will

- Jointly certify and sign off on the final FTSE data to be submitted to the State of Arizona.

President will

- Convey the final FTSE data and the sign-off form to the Vice President of Student Services at least three working days prior to the date that the data are due at the State Board for Community Colleges.

Vice President of Student Services will

- Transmit the FTSE data to the State of Arizona on, or prior to, the date the data are due at the State Board for Community Colleges.

- Ensure that hard copies of the FTSE reports are stored with office of the Vice President of Research and Development, and in the Student Service Division.

6. Calendar for Student Enrollment Data Submittal

The Director of Admissions and Records, the Vice President of Student Services, and the Vice President of Research and Development will

- Annually publish a schedule for completion of the tasks listed above to support timely submission of student enrollment data to the State of Arizona. Such calendar shall be produced and disseminated no later than September 1st.

BP 2004.1 MENTAL HEALTH POLICY (AUGUST 13, 2009 MINUTES)

INTRODUCTION

One of the goals of the Tohono O'odham Community College is to assist and guide each individual to greater knowledge, understanding, self-fulfillment, and to help the individual achieve his or her stated educational goals. In order to achieve this goal, the College has developed the following policy.

Students arriving at college for the first time may have to learn to adapt to significant changes, such as moving to a new area, separation from family and friends, establishing a new social network, managing a tight budget, and combining academic study with family commitments. For many, these changes are exciting and challenging and an intrinsic part of the attraction of going to college. However, they can also give rise to anxiety.

Most personal problems experienced at college can be resolved quickly by talking to a family member or a friend or by seeking help from tutors or other advisors. It is important not to label as a "mental health" problem what are in reality normal emotional reactions to new experiences. However, a small number of students may experience emotional or psychological difficulties which are more persistent and which inhibit their ability to participate fully in higher education without appropriate professional support. These difficulties may take the form of a long-term mental illness or a temporary, but debilitating, condition or reaction. In addition, some students may arrive at the College with a pre-existing problem, either declared or undeclared. Mental health problems can seriously impair academic performance and can lead to confused or disturbed behavior. Minor problems which interfere with a student's capacity to work result in distress, wasted effort and undermine academic progress. A more seriously disturbed student, as well as needing appropriate professional support, may cause anxiety and concern to fellow students, tutors and college staff. The suicide or attempted suicide of a student is an extreme (but fortunately very rare) response to mental distress and a very disturbing event for all, especially for those close to the individual concerned.

GOALS

The College aims to provide a supportive environment that will help students with mental health difficulties to realize their academic potential and more specifically, to meet course requirements. By providing the

opportunity to pursue social and cultural fulfillment, in addition to academic excellence, it also aims to facilitate and promote positive mental health and well-being.

The College seeks to implement these goals by:

- providing a range of support services at the College;
- encouraging students with mental health difficulties to seek help;
- supporting a culture in which mental health problems are recognized, not stigmatized;
- meeting the support and study needs of students with mental health disabilities;
- ensuring that the availability of support is accurately and widely publicized to both prospective and current students;
- establishing consistent procedures across the College for helping students with mental health difficulties;
- providing guidance and training to people involved in the support and care of students; and
- respecting the confidentiality of personal information provided by students with mental health difficulties.

RESPECTING CONFIDENTIALITY

A general respect for privacy means that matters relating to the health and welfare of individuals must be treated as confidential. The College will only disclose information consistent with legal requirements.

HELPING STUDENTS IN CRISIS

If a student is considered to be at serious risk of self-harm the matter should be reported to a senior administrator. There are varying levels of risk, however, and inevitably personal judgment will be required as to the seriousness and urgency of the situation and the appropriate course of action. A student may be out of touch with reality and not functioning normally, but not necessarily threatening any physical harm to himself or others. That is why discussion with a professional, whether a doctor, nurse or counselor, is important to assess what action is needed. The safety of the individual concerned and of those around them is paramount. Where there are clear indications that the student is in imminent and serious danger the College Counselor should be consulted as quickly as possible and if necessary, emergency services called. The College Counselor has the expertise and knowledge of specialist help that is required in the management of any major crisis.

SUPPORTING THOSE INVOLVED IN STUDENT WELFARE

To promote consistency in the way individual cases are handled, guidelines will be issued for use by staff on how to identify and respond to students with mental health difficulties, including procedures for dealing with those at risk of harming themselves or others. The objective is to ensure that staff are better able to recognize the warning signs of a mental health problem and to know when it is sufficiently serious to require referral to a professional. It is important that those involved in student welfare do not try to deal with problems that require expert assessment and management, although they may still have an important role to play in supporting the student in their studies or living arrangements. Early recognition and intervention will help to prevent problems escalating. In addition, consideration is being given to offering more training in skills relevant to mental health.

VOLUNTARY WITHDRAWAL

If a student is suffering from a serious mental health problem, withdrawing from the College may offer the student the best chance of making a full recovery, particularly if the student receives family support and because of this, some students may decide to withdraw on their own initiative. Withdrawal will also be necessary if the student's mental condition is such that he or she is unable to meet course requirements. Students withdrawing from the College for mental health reasons will be allowed to resume studies once the College is satisfied that they are medically fit to do so, as certified by an appropriate professional, and that there are appropriate educational and student services to support them.

MANDATORY EVALUATION PROGRAM

While every effort will be made to help students in need, the duty of care owed by the College to the greater student body and to staff takes priority where the behavior of a student with mental health difficulties causes significant disturbance or distress to others. The mandatory evaluation program requires a student who makes a suicide threat or attempt or causes significant disturbance or distress to others, to attend a specified number of counseling sessions. The mandatory evaluation program is triggered when an incident report is filed. If the student refuses to attend the assessment, the student will be required to withdraw from the College. The student's attendance is a privilege, not an inalienable right, and such attendance is conditioned upon the student meeting certain standards of conduct (as outlined in the Student Code of Conduct.) The student is allowed to have the incident report evaluated under the procedures outlined below.

STEP ONE- Appeal to the Student Conduct Review Committee (SCRC)

The student must submit a written and signed Notice of Appeal stating the basis for the appeal. The Notice must be submitted to the Vice President of Student Services within five (5) working days after the student's receipt of the Vice President's decision.

Failure to file an appeal within five (5) working days constitutes acceptance of the decision. If the student files a written and signed Notice of Appeal within the required time period, the Vice President of Student Services shall notify the student of the time and place for a meeting with the Student Conduct Review Committee (SCRC). The notification of said meeting will be delivered to the student at least ten (10) working days prior to the hearing. This ten (10) day notification may be waived by mutual agreement of both parties if the student wishes to expedite the hearing.

STEP TWO - Hearing Before the Student Conduct Review Committee (SCRC)

The Vice President of Student Services shall convene a Student Conduct Review Committee (SCRC) and provide instructions on procedures to the Committee. The SCRC, selected by the Vice President of Student Services shall consist of the following members: (1) Two Students; (2) Two Faculty Members; (3) A fifth person acceptable to a majority of the two students and two faculty members.

The SCRC members shall elect a Chairperson. The Vice President of Student Services shall appoint a recording secretary. The recording secretary shall take a tape recording of the hearing. The proceedings must remain confidential. Instructions from the Vice President of Student Services shall include the need for confidentiality in this process. Faculty, staff, or students who know the student requesting the hearing shall be exempt from the SCRC. The

Chair of the SCRC shall secure replacements for exempt faculty, staff, or students.

The Vice President of Student Services shall not be present during the formal part of the hearing.

The student has the right to have present an on-campus representative, excluding attorneys, to insure the student understands the alleged violation and the student's rights under the Student Code of Conduct. The advocate's role is limited to clarifying the student's due process rights under the Student Code of Conduct and shall not be permitted to examine any person at the hearing or argue the Student's position.

SCRC Hearing Procedure

1. The hearing shall be closed to the public to protect privacy and maintain confidentiality of the persons involved. A person may assert the privilege against self-incrimination by remaining silent in the hearing and such silence cannot be used against the student. The Committee shall make a recommendation based upon the evidence presented.
2. The student may present witnesses on the student's behalf. These witnesses shall speak directly to the issue or violation and not to the general character of the student. The number of witnesses may be limited by the SCRC.
3. The Chairperson shall review the procedures with all parties.
4. Only the Committee and student may ask questions.
5. The student may hear all testimony.
6. The student may question each witness.

7. Each witness shall be limited to ten minutes of testimony.
8. Each witness may be questioned for no more than ten minutes.
9. No witness can listen to other testimony or remain in the hearing after giving testimony.
10. The individual initiating the formal complaint testifies first.
11. The student appealing then presents a response; then the student's witnesses in support thereof.
12. Witnesses shall not be interrupted during their testimony.
13. The hearing shall proceed in a calm and orderly manner following all of these procedures. If the procedures are not followed, the SCRC chairperson shall close the proceedings and make a recommendation based only on the information that has been presented.
14. Any verbal abuse or threats directed toward members of the SCRC or witnesses may result in violation of the Student Code of Conduct and/or discontinuance of the process. Should the hearing be terminated, the Vice President of Student Services may recommend to the College President that the student be suspended, or expelled from the College for a specified period of time.

BP 2005.1 SEX OFFENDER INFORMATION AND POLICIES (AUGUST 13, 2009 MINUTES)

Admission of Sex Offenders

The Tohono O'odham Community College ("TOCC" or "College") reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the College or the College community. That judgment will be based on an individualized determination taking into account any information the College has about a student's criminal record and the particular circumstances of the College, including the presence of a child care center, a public school or public school students where the College conducts classes or on any of the College's campuses.

Campus Notification

In accordance with the Tohono O'odham Nation's "Sex Offender Registration and Notification Law" of 2000, the College provides information where sex offender registration can be accessed. Sex offender registration information is available to the public at the Tohono O'odham Nation Justice Center, Police Department and substations, Administration Building, District Offices, and all schools on or near the Tohono O'odham Nation.

The Arizona Department of Public Safety also maintains a registry for the State of Arizona. To learn the identity of registered sex offenders anywhere in Arizona, visit the link below. Once there you can search by name, address or zip code. <http://www.azsexoffender.com>

Registered Sex Offenders TOCC Procedures

TOCC is committed to providing a safe learning and working environment. In accordance with Tohono O'odham Sex Offender Registration and Notification Law, TOCC has instituted a Registered Sex Offender (RSO) notification process for the safety and well being of everyone attending or working at the College. Several individuals and departments will be involved in the protocol of advisement and notification.

A. Upon notification of a RSO attending classes, the Director of Admissions & Records shall do the following:

- (1) The RSO student record will receive a special "Hold Code."
- (2) A class roster check will be completed to insure none of the students are under the age of 18. This roster check will then be forwarded to the Vice President of Student Services.

B. The Vice President of Student Services or designee shall do the following:

- (1) Consult with the Tohono O'odham Police officials on the RSO case information, court restrictions and probation requirements as they pertain to the RSO's attendance at TOCC.

(2) Meet with the RSO and outline specific requirements, and determine restrictions and compliance parameters as they apply to the RSO's attendance and while the RSO's is on TOCC property and at locations where TOCC offers classes.

(3) Either provide or arrange for academic advice that addresses the attendance procedures and restrictions.

(4) Complete a letter to the RSO documenting the specific requirements and restrictions while attending TOCC.

(5) Notify faculty by letter and in person as needed, as to the RSO's attendance in their class.

(6) Maintain a case management approach as to future contact with the RSO.

Violation of Nation's SRO Ordinance and TOCC requirements by RSO

A violation of the Nation's Sex Offender Registration and Notification Ordinance 2000-02 by a RSO or a person who should be a RSO under Federal or State RSO laws or the Nation's RSO Ordinance, and who is a student, volunteer, employee, or contractor of TOCC shall result in summary exclusion of the violator from TOCC premises and campuses and termination of the violator as a student, employee or contractor of TOCC.

BP 3000.1 ADMINISTRATION

The College Charter provides that the administration shall include:

BP 3000.2 ACCREDITATION

The Board authorized the President to do all that is required to meet the accreditation standards (criteria) of the NCA to meet the standards associated with full accreditation by the NCA (North Central Association of Colleges and Schools (Board Minutes July 12, 2001), and passed a formal Resolution that:

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves on this 12th day of April, 2001, Tohono O'odham Community College to seek affiliation with the North Central Association of Colleges and Schools, a regional accreditation agency approved by the United States Department of Education. (Board Minutes of April 12, 2001).

**BP 3000.3 CURRICULUM DEVELOPMENT PROCESS
(BOARD MINUTES, DECEMBER 13, 2001)**

The Board of Trustees approved the process as developed by the Curriculum Committee of the College and as recommended by the President. It is a combined policy and procedure document with the following Sections:

1. Curriculum – Purpose
2. The Curriculum Specialist
3. The Curriculum Committee
4. Curriculum Standards
5. The Curriculum Process
6. Guidelines for Curriculum Development

BP 3000.3.1 CURRICULUM APPROVAL PROCESS (BOARD MINUTES, NOVEMBER 9, 2006)

All curriculum initiation, modification, and deactivation at Tohono O'odham Community College must follow the protocols described.

1. Initiate/modify/deactivate/reactivate course or programs of study
 - a. Anyone, including a member of the community, faculty, staff or students may initiate new course or programs of study
 - b. Faculty and Education Division staff may propose modifications to existing courses or programs of study.
 - c. A department chair of the Curriculum Specialist may propose deactivations/reactivations.
 - d. The Curriculum Specialist will facilitate the development process.
2. Committee responsibilities of the curriculum process

- a. All entities mentioned below will review curriculum proposals with respect to how well they reflect the vision, mission and goals of TOCC.
 - b. Curriculum Committee: Facilitates the curriculum approval process and reviews the proposed curriculum for how well it meets TOCC curricular standards and performance objectives. This is a review for process integrity.
 - c. Himdag Committee: Reviews the proposed curriculum for how well it enhances the unique Tohono O’odham Himdag. This is a review for cultural integrity.
 - d. Education Division Standing Committee: Reviews the proposed curriculum for how well it maintains high academic standards. This is a review for academic integrity.
 - e. Curriculum Council: Committee review for final revision and approval or disapproval. Curriculum council consists of at least one representative from each of the Curriculum, Education Division Standing, and Himdag committees and Vice President of Education.
 - f. President’s Cabinet: Reviews the proposed curriculum for alignment with the Education Master Plan.
 - g. Board of Trustees: Reviews for final approval or disapproval.
3. Curriculum Process
- a. Curriculum proposals are submitted to the Curriculum Committee using the appropriate form (Program Proposal Form or Course Proposal Form).
 - b. The Curriculum Committee approves, disapproves or revises the proposal within 10 working days of receipt.
 - c. If approved, Curriculum Committee forwards the proposal to the Education Division Standing Committee and the Himdag Committee.
 - d. If disapproved, proposal returned to initiator for revision.
 - e. Education Division Standing Committee and the Himdag committee approve, disapprove, or revise proposal within 10 working days of receipt.
 - f. Education Division Standing and Himdag Committees resubmit proposal to the Curriculum committee Chair.
 - g. Once a month or as needed, the Curriculum Committee will convene a Curriculum Council consisting of at least one representative from each of the Curriculum, Himdag, Education Division Standing Committees, and the Vice President of Education.
 - i. If approved by the Curriculum Council, curriculum proposal is forwarded to the President’s Cabinet by the Vice President of Education.
 - ii. If disapproved, curriculum proposal returns to the Curriculum Committee.
 - iii. If approved by the Curriculum council, curriculum proposals are reported to T-Ba’itk (Faculty Senate) by the Curriculum Committee Chair.
 - h. The President approves or disapproves the curriculum proposal.
 - i. If approved, the President forwards the curriculum proposal to the Board of Trustees.
 - ii. If disapproved, the Vice President of Education will report to the Curriculum Council the reasons for disapproval, and Curriculum Council decides how to proceed.
 - i. The Board of Trustees reviews the proposal for approval, disapproval, or revision.
 - i. If approved, curriculum is forwarded to the Curriculum Committee and Curriculum Specialist for inclusion in the course bank.
 - ii. If disapproved, curriculum proposal is terminated.
 - iii. If suggested revisions, curriculum proposal returns to the Curriculum Council for revision and re-submittal to the President’s Cabinet.
 - j. The curriculum approval process for courses and programs should take no longer than 60 days.

**BP 3000.3.2 AMENDMENT TO CURRICULUM PROCESS - PILOT COURSES
(BOARD MINUTES, SEPTEMBER 13, 2007)**

A course can be offered on a one-time basis as a pilot

- i. A pilot course can only be offered after review and approval by the Curriculum Committee, but does not need further approval by subsequent committees and the Board of Trustees.
- ii. A pilot course can only be taught once until the pilot has completed the entire curriculum review process.
- iii. Upon Board of Trustees approval, the pilot course can be officially entered into the TOCC Course bank.

BP 3000.4 HONORS (BOARD MINUTES, NOVEMBER 13, 2003)

Graduating degree students who complete at least 30 credits at Tohono O’odham Community College and qualify will be granted the following designations:

Graduation with honors – 3.500 to 3,799 grade point average.

Graduation with high honors – 3.800 to 4.000 grade point average.

These designations will be shown on diplomas and listed on students’ official transcripts. Students who have attained this program Grade Point Average at the end of their program will be recognized as honors students during the commencement program.

BP 3000.5 GRADUATE INTERNS (BOARD MINUTES, JUNE 8, 2000)

The College President is authorized to negotiate and enter into an agreement with the University of Arizona-American Indian Studies for Tohono O’odham Community College to host graduate interns as part of their graduate program.

BP 3000.6 EDUCATIONAL MASTER PLAN (BOARD MINUTES, OCTOBER 29, 2001)

The priorities and goals delineated in Neidahi (Vision) 2006, An Educational Master Plan are based on information provided by the Environmental Scan, the College Mission, North Central Association accreditation standards, and faculty and staff input. The purpose of Neidahi (Vision) 2006 is to provide the College with a blueprint for accomplishing its vision and mission. It will direct the College’s development over the next five years. This Plan will serve as a guide for establishing priorities, developing annual work plans, and allocating budget, staffing, and other resources at the College.

The Board of Trustees approved the plan, including both policies and procedures at its meeting of October 29, 2001. It includes the following sections.

1. Introduction
2. Vision
3. Mission
4. Objections (Goals)
5. Institutional Priorities and Goals, in the following areas;
Accreditation,
Education,
Student Services,
Administrative Services, and
Research and Development

BP 4000.1 ADMINISTRATION

The College Charter provides that the administration shall include:

A Vice President of Administrative Services who shall have responsibility for Accounting, Finance, Property and Supply, Buildings and Grounds, Maintenance and Human Resources; and all other such departments necessary for undertaking the College's mission to provide higher education; (Original charter and proposed revision Article IX, __)

BP 4000.2 DUTIES OF THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES (ORIGINAL CHARTER, AND PROPOSED REVISION, ARTICLE IX, F)

Vice President of Administrative Services The Vice President of Administrative Services of College may be the Chief Financial Officer and shall oversee the execution of the financial transactions of the College, and shall maintain all books and accounting thereof with fiscal due diligence. The functions and duties of the Vice President of Administrative Services shall include, but not be limited to, the following:

1. Work with the President of the College on all matters that affect College administration and accountability.
2. In accordance with Article IV (A)(18) herein, sign checks, drafts or other orders for the payment of money, notes, bonds or other evidences of indebtedness or financial instruments issued in the name of the College, and other legal documents relating to the financial affairs of the College.
3. Review, ascertain and ensure compliance with the requirements of grants and contracts that the College administers.
4. Make financial reports of the College and other presentations to the Board of Trustees as deemed necessary by the Trustees, and perform such duties as may be assigned by the Board and/or President.
5. Supervise the College's accounting practices including the maintenance of fiscal records, and preparation of financial reports, annual audits and budget projections.
6. Develop and implement accounting policies, purchasing and contract bidding systems, controls and procedures to assure compliance with applicable law and protection of the assets of the College.
7. Design, implement, and supervise policies, contracts and procedures for accounting, finance, property and supply, buildings and grounds, maintenance and human resources.

BP 4000.3 RECORDS, AUDITS, AND INSPECTIONS: AND CONTRACTS (ORIGINAL CHARTER AND PROPOSED REVISIONS, ARTICLE A, X & F)

A. Records, Audits and Inspections. There shall be kept at the principal office of the College correct and current books of accounts of all business and transactions of the College, which shall be kept on file in the offices of the College and be available for inspection at all reasonable times by Trustees and officers of the College and with prior written thirty (30) day notice to the Chairperson of the Board, by authorized representatives of the Tohono O'odham Nation. The records of the College shall be audited by an independent Certified Public Accountant within 120 days of the close of each College fiscal year. The results

of such audit shall be included in the reports by the Chairperson of the Board of Trustees to the Chairperson and Legislative Council.

Contracts Except as otherwise provided in this Charter and in Article IV(A)(15) above, the Board may authorize not less than two individuals (officers, administrators or agents), at least one of whom may be the Vice President of Administrative Services, in the name and on behalf of the College, to enter into any contract or execute and satisfy any instrument, and any such authority may be ratified by the vote of the majority of the Board of Trustees shall be valid and binding upon the parties. No contract may be entered into or is binding on the College or Board without the prior, formal approval of the Board of Trustees or of the officer or officers, administrator or administrators, agent or agents authorized by the Board to contract for and bind the College thereto.

BP 4001.1 FINANCIAL PLAN FOR THE COLLEGE (BOARD MINUTES, JULY 10, 2003)

Tohono O'odham Community College Long-Term Financial Plan

The Long-Term Financial Plan for Fiscal Years 2005 to 2009 includes the appropriations request from the Tohono O'odham Nation for the following amounts:

FY 2005 \$2,734,236
FY 2006 \$2,700,957
FY 2007 \$2,608,003
FY 2008 \$2,604,582
FY 2009 \$2,585,068

College's Core Funding Model was derived from the "State Funding for Community Colleges"¹ in order to determine funding benchmarks.

¹ State Funding for Community Colleges: A 50-State Survey, Center for Community College Policy Education Commission of the States, Denver, Colorado, November 2000, Page 10, Table 7.

**Tohono O'odham Community College
Long-Term Financial Plan
Fiscal Years 2000 - 2009**

Fiscal Year	Semester	Nation Appropriations	Nation Appropriation %	BIA - TCC @ \$3800 per ISC	Total Restricted Budget (Grants)	Tuition, Interest, Bookstore, & Misc Income	Reserves	Total Revenues	Total Budget
FY 1999 - 2000	1st Semester Spring 2000	1,404,995	99%				0	1,404,995	1,404,995
FY 2001	1st Year Fall 2000	2,927,355	86%		161,547	322,842	0	3,411,744	3,411,744
FY 2002	2nd Year Fall 2001	3,320,165	81%		721,099	73,000	0	4,114,264	4,114,264
FY 2003	3rd Year Fall 2002	2,682,208	64%		875,673	90,000	575,000	4,222,881	4,222,881
FY 2004	4th Year Fall 2003	2,789,405	61%		893,787	143,000	751,713	4,577,905	4,577,905
FY 2005	5th Year Fall 2004	2,735,711	59%	855,000	842,156	203,931	0	4,636,798	4,636,798
FY 2006	6th Year Fall 2005	2,703,757	56%	950,000	919,656	254,724	0	4,828,137	4,828,137
FY2007	7th Year Fall 2006	2,611,903	52%	1,140,000	997,156	273,832	0	5,022,891	5,022,891
FY 2008	8th Year Fall 2007	2,610,582	50%	1,235,000	1,074,656	300,926	0	5,221,163	5,221,163
FY 2009	9th Year Fall 2008	2,591,068	48%	1,330,000	1,127,156	349,834	0	5,398,058	5,398,058
		26,377,148	62%	5,510,000	7,612,886	2,012,089	1,326,713	42,838,836	42,838,836
FY 2002 - 2004		8,791,778						12,915,050	12,915,050
FY 2005 - 2009		13,253,020						25,107,047	25,107,047

**Tohono O'odham Community College
Total Revenue
Fiscal Years 2000 - 2009**

Total Unrestricted Budget (Increase 3% per year)	Total Restricted Budget	% ISC	% Grant
1,404,995			
3,250,197	161,547		5%
3,393,165	721,099		18%
3,347,208	875,673		21%
3,684,118	893,787		20%
3,794,642	842,156	18%	18%
3,908,481	919,656	20%	19%
4,025,735	997,156	23%	20%
4,146,507	1,074,656	24%	21%
4,270,902	1,127,156	25%	21%
35,225,950	7,612,886		
10,424,491	2,490,559		
20,146,267	4,960,780		

**Tohono O'odham Community College
Restricted Revenues
Fiscal Years 2000 - 2009**

Prop 301 MOU Grant	BIA 638 Grant	Food System Grant	Project Native Grant	Special Ed Grant	USDA Distance Learning Grant	Projected Grants	Projected Endowment	Projected FTE (Ed Master Plan)	Actual FTE	ISC (Indian Student Count @ 12 Cr's)
									23	23
	161,547								108	108
	189,656		531,443						132	132
400,000	189,656	42,000	69,017	175,000				150	152	152
200,000	189,656		41,031	175,000	288,100			200		200
200,000	189,656			175,000		275,000	2,500	225		225
200,000	189,656			175,000		350,000	5,000	250		250
200,000	189,656			175,000		425,000	7,500	300		300
200,000	189,656			175,000		500,000	10,000	325		325
200,000	189,656			175,000		550,000	12,500	350		350
1,600,000	1,678,795	42,000	641,491	1,225,000	288,100	2,100,000	37,500	1,800	415	2,065

Tohono O’odham Community College

Arizona Community College Benchmark

Issue: What should be the long-term sources for the College’s Core Funding?

Benchmark: The State of Arizona Community College’s Breakdown of General Operating Funds for 1998-99:²

State	Tuition and Fees	Other*	Local
21%	20%	2%	57%

Using Arizona Community College’s funding as a benchmark, Tohono O’odham Community College’s core funding should be derived from the following sources:

Federal Government – 20%
Tuition and Fees – 20%
Tohono O’odham Nation – 57%
Other – 02%

² State Funding for Community Colleges: A 50-State Survey, Center for Community College Policy Education Commission of the States, Denver, Colorado, November 2000. Page 10, Table 7.

**Tohono O'odham Community College
Core Funding Breakdown
Fiscal Years 2000 - 2009**

Fiscal Year	Semester	BIA - TCC @ \$3800 per ISC %	ISC Tuition and Fees %	Other Grants, Interest, Bookstore, etc. %	Nation Appropriation %	\$ per Credit
FY 1999 - 2000	1st Semester Spring 2000	0%	1%	0%	99%	35
FY 2001	1st Year Fall 2000	0%	1%	13%	86%	35
FY 2002	2nd Year Fall 2001	0%	1%	18%	81%	35
FY 2003	3rd Year Fall 2002	0%	2%	35%	64%	39
FY 2004	4th Year Fall 2003	0%	2%	37%	61%	42
FY 2005	5th Year Fall 2004	18%	3%	20%	59%	44
FY 2006	6th Year Fall 2005	20%	3%	21%	56%	46
FY 2007	7th Year Fall 2006	23%	4%	22%	52%	49
FY 2008	8th Year Fall 2007	24%	4%	22%	50%	51
FY 2009	9th Year Fall 2008	25%	4%	23%	48%	53
		13%	3%	23%	62%	43

The projected long-term plan indicates the following:

The projected Indian Student Count (ISC) will provide revenues from the Federal Government proportional to State level of funding.

The Current tuition levels and projected enrollment will not provide the target amount unless tuition is increased or enrollment is increased (i.e., column 4: ISC tuition and fees)

If tuition rates or enrollment levels are not increased, other sources of revenues are necessary (i.e., column 5: Other grants, interest, bookstore, etc.).

Appropriations from the Tohono O'odham Nation have been projected to meet or improve the benchmark.

**Tohono O'odham Community College
Core Funding Breakdown
Fiscal Years 2000 - 2009**

Fiscal Year	Semester	ISC (Indian Student Count @ 12 Cr's)	BIA - TCC @ \$3800 per ISC %	ISC Tuition and Fees %	Other Grants, Interest, Bookstore, etc. %	Nation Appropriation %	\$ per Credit
FY 1999 - 2000	1st Semester Spring 2000	23	0%	1%	0%	99%	35
FY 2001	1st Year Fall 2000	108	0%	1%	13%	86%	35
FY 2002	2nd Year Fall 2001	132	0%	1%	18%	81%	35
FY 2003	3rd Year Fall 2002	152	0%	2%	35%	64%	39
FY 2004	4th Year Fall 2003	200	0%	2%	37%	61%	42
FY 2005	5th Year Fall 2004	225	18%	12%	10%	59%	210
FY 2006	6th Year Fall 2005	250	20%	14%	11%	56%	221
FY 2007	7th Year Fall 2006	300	23%	17%	9%	52%	232
FY 2008	8th Year Fall 2007	325	24%	18%	8%	50%	243
FY 2009	9th Year Fall 2008	350	25%	20%	7%	48%	255
		2,065	13%	8%	18%	62%	135

Increasing tuition rate to meet benchmark indicates the following:

The sources of revenues would match the Arizona Community College's funding as a benchmark

The projected Indian Student Count (ISC) will provide revenues from the Federal Government proportional to State level of funding.

The higher tuition level would provide the target benchmark

Other sources of revenues (i.e., column 5: Other grants, interest, bookstore, etc.) are necessary or enrollment must significantly increase to reduce tuition rate (i.e. column 8: \$ per credit).

Appropriations from the Tohono O'odham Nation have been projected to meet or improve the benchmark.

BP 4001.2 FISCAL YEAR (BOARD MINUTES, JUNE 8, 2000)

The established fiscal year for the Tohono O’odham Community College shall be from July 1st to June 30th of each year.

BP 4001.3 COLLEGE HOLIDAYS (BOARD MINUTES, JUNE 8, 2000)

The calendar includes holidays celebrated by the Tohono O’odham Nation. President’s Day, Good Friday, St. Francis Day and Rodeo Day are observed during the holiday break in December. By including Rodeo Day there will be 14 College holidays rather than 13 as celebrated by the Nation.

BP 4001.4 PROCEDURES FOR CLOSING THE COLLEGE IN AN EMERGENCY (BOARD MINUTES, JUNE 11, 2009)

INTRODUCTION

From time to time it may be necessary to close the college for unanticipated reasons such as natural disasters, epidemic illness effecting large numbers of college personnel or the threat of such an illness, and circumstances affecting the operation of the campus buildings. The purpose of this policy is to establish procedures for deciding that circumstances warrant closing the college and procedures for notification of staff that the college is reopening.

DECIDING TO CLOSE

- A. Triggering event – the event that triggers considering the closing of the college can be any event that has the known, or potential, effect of significantly hindering the daily operation or functioning of the college as an ongoing enterprise for a substantial period of time.
- B. Decision Maker(s) – The only persons authorized to close the college are the President or his/her designee with the concurrence of the Board President. The College President’s decision/recommendation to the board should result from consultation with the cabinet and any other key personnel the President chooses. When feasible the end date for the closing should be pre-determined at the time of the closing decision.
- C. Rationale – Closing of the college will only occur in extreme circumstances.
 - 1. When the continued operations will be impacted to such an extent as to create a danger or health hazard.
 - 2. When mandated by public policy.
 - 3. When recommended by Governmental bodies.

NOTIFYING STAFF

- A. If the college is closed the entire staff must be notified in a timely manner. If the college is currently in operation, two steps should be taken.
 - a. Send a campus wide email to all staff with the details of time of closing, reason for closing, and date and time to re-open.

- b. Notify VP's by telephone and each VP or his/her designee will be responsible for making every reasonable effort to notify his/her staff by telephone, or in-person.
 - c. Faculty will make every reasonable effort to notify their students.
- B. If it is after hours and the college is already closed the following steps should be taken to notify staff.
- a. The President will consult with the Vice Presidents and the Board President via telephone.
 - b. If the decision is made to close the college, every Vice President will notify his or her staff by telephone and by email immediately. The dates the college is to be closed must will be conveyed as will instructions for receiving further notifications if the situation changes.
- C. In addition to the above notification procedures an announcement of the closing will be placed with the local radio station. Notice will also be given to the Tohono O'odham Nation and the Tucson television stations

NOTIFYING THE GENERAL PUBLIC

- A. Email settings should be changed to auto reply indicating the college is closed and the re-open date. Alternative contact methods should be included for key personnel such as VP's and building security contacts.
- B. Voicemail should be changed to reflect the closing with notification that voice mail will be checked regularly (at least twice daily) and alternative contact options such as alternative telephone numbers for senior staff.

NOTIFICATION OF CHANGE IN RE-OPENING

If the initial re-open date is changed for any reason, the procedures above in the Notifying Staff section B will be followed.

REQUIREMENTS FOR SENIOR STAFF

All Vice Presidents and Department Heads will maintain an up-to-date list of contact information for all employees in their area of responsibility.

BP 4002.1 SIGNATURE AUTHORITY PRINCIPLES (BOARD MINUTES, JULY 13, 2000)

- 1. The President and Vice Presidents can authorize purchases up to \$1,000 for budgets in their respective assigned budget allocation. The President can approve purchase for all elements of the budget.
- 2. That line authorized employees can initiate requests for funds allocated to their respective budgeted allocation subject to approval by their unit supervisor.
- 3. That the VP of Finance or the Business Manager shall have secondary review authority to assure (1) compliance with purchasing regulations and (2) that sufficient funds are available in the appropriate line item for which the purchase would be made.

BP 4003.1 PERSONNEL POLICIES (HANDBOOK) (BOARD MINUTES, JULY 8, 2004)

Basic personnel policies and procedures are combined in one document, adopted by the Board of Trustees on July 8, 2004, with the following Notice to Employees an official statement of the Mission, Vision and Goals, and the following basic statement of Management Rights.

NOTICE TO EMPLOYEES

This handbook summarizes TOCC's policies, procedures and benefits for regular full-time employees. Regular part-time employees may be entitled to certain prorated benefits depending on hours worked. The policies and benefits described in this handbook may be improved, modified or terminated at any time at the sole discretion of TOCC.

The statements in this handbook do not create an express or implied contract between TOCC and the individual for employment or for any benefit.

This handbook supersedes and replaces any prior handbooks. None of these policies or procedures may be amended or altered in any way by oral statements. Only written amendments by authorized management officials will constitute changes to statements made in this handbook.

Management Rights

The Board of Trustees ("Board") of Tohono O'odham Community College ("TOCC" or "College") and its Administration reserve and retain the right and responsibility to administer, manage, direct, control the activities, and work force of the College and in their sole discretion determine what is in the best interests of the College. The foregoing rights, responsibilities, and the right to determine the methods, processes and manner of performing work for the College are vested exclusively with the Administration provided that nothing in these personnel policies or any personnel policy statements shall inhibit, restrict, modify and/or supercede the Board's responsibilities and/or authority. The personnel policies shall govern employment practices of the College.

The Board affirms that the personnel policies contained herein are the personnel policies of the College and may be supplemented, modified, or deleted without restriction by the Board pursuant to its authority. The College Human Resource Office and the Vice President of Administrative Services shall be responsible for administering, interpreting and overseeing implementation of these policies. In efforts to enhance and provide Tohono O'odham Himdag in the College's daily activities, the policies and procedures herein have been reviewed and accepted by the standing Tohono O'odham Himdag committee. It is further understood that the Tohono O'odham Nation's personnel policies and procedures will be used to further interpret the College's policies and procedures.

Executive Orders from the President's Office regarding policy and procedural interpretations and clarifications may be communicated to employees by memoranda.

The combined document should be consulted for operational required procedures regarding:

- Section I – General Information
- Section II – Employment
- Section III – Benefits
- Section IV – Leave
- Section V – Faculty
- Section VI – Employee Code of Conduct and Personnel Disciplinary Action
- Section VII – Grievance Procedure

**ADJUNCT FACULTY EMPLOYMENT – TERMS AND CONDITIONS
(BOARD MINUTES, SEPTEMBER 14, 2000)**

1. Adjunct Faculty is contracted by the College for a temporary classroom instruction assignment. Instruction assignment must have the written approval of the Vice President of Education.
2. The contract is contingent upon sufficient course enrollment for the designated course to be taught and upon it's not being assigned as part of a full-time faculty member's required teaching load.
3. TOCC Policies relative to personnel management and benefits are not extended to Adjunct Faculty unless expressly stated by board policy.
4. As an express condition of a contract, the Adjunct Faculty agrees to become and remain legally certificated during the term of a contract in accordance with the laws of the State of Arizona, and to provide and have the following on file with the College Human Resource Office; (1) W-4 Withholding form; (2) Arizona Community College Certificate; (3) I-9 Form; and (4) application for employment, Should an Adjunct Faculty fail to comply with these conditions, it is agreed by and between the parties hereto that a contract may be terminated at the will of TOCC.
5. Adjunct Faculty are expected to perform in a professional manner and to meet the classes as assigned by the contract. The contract is intended to include the time the instructor spends preparing for and teaching the course and the instructor's time spent to be available to students before and/or after class. If for any reason, the Adjunct Faculty cannot meet his or her class, he or she will notify the Vice President of Education as soon as possible prior to the class meeting time and will schedule an approved makeup class if required. Failure to meet with or makeup a class will result in a proportionate adjustment on compensation or term.
6. When an Adjunct Faculty is absent three (3) consecutive fifty-minute classes or the equivalent thereof without having given notice and/or having received approval from the appropriate administrator, the Adjunct Faculty instructor's employment may be terminated.
7. TOCC Adjunct Faculty are required to attend an orientation and workshop meetings as announced.
8. A teaching assignment requires a written syllabus be submitted to the Vice President of Education within the campus-stated deadline and timely submission of the signed 45h day class roster and student grades to the appropriate administrator by the Adjunct Faculty.
9. The approved syllabus with course outline shall be presented during the first class meeting. Course expectations shall be clearly stated and reviewed during the first class meeting. Instructional activities appropriate for the class shall be designed by the Adjunct Faculty to accommodate different learning styles. Student assessment materials (tests, quizzes, homework, etc.) shall be returned in a timely manner with meaningful feedback. Grading shall be based on student achievement and competence. Adjunct faculty are responsible for proactive student retention.
10. At the end of each semester, all College material must be returned and grades submitted before release of final paycheck. In the event of failure to return College materials or report loss thereof, an appropriate sum may be deducted from the final paycheck.
11. Adjunct faculty will adhere to all college policies that address employee conduct for employees as found in the *Personnel Policy Manual of the Tohono O'odham Nation*.

BP 4003.3 INDIAN PREFERENCE IN EMPLOYMENT AND CONTRACTING (ORIGINAL CHARTER, AND PROPOSED REVISION, ARTICLE X, SECTION 0)

Indian Preference in Employment and Contracting The College shall comply with all provisions of the Nation’s Tribal Employment Rights Ordinance, Ord. No. 01-85, including the following requirements:

1. The College shall give preference to qualified Indian, with first preference to local Indians, in all hiring, promotion, training, lay-offs and all other aspects of employment.
2. The College, when awarding contracts in the amount of \$5,000 or more for supplies, services, labor and/or materials in which the majority of work will occur within the Nation, shall give preference in contracting and subcontracting to qualified entities certified by the Tohono O’odham Employment Rights Commission as 51% or more Indian owned and controlled, with a first preference to qualified entities certified by the Tohono O’odham Employment Rights Commission as 51% or more Indian owned and controlled by local Indian.

BP 4003.4 FELONY CONVICTION GUIDELINES (OCTOBER 8, 2009 MINUTES)

Applicants who self identify as having plead no contest to, plead guilty to, or been convicted of a felony other than a minor traffic violation will not be automatically precluded from employment consideration. The nature and gravity of the offense(s), when conviction and/or completion of any related sentence occurred, and the nature of the job assignment will be considered when making an employment decision. If an applicant does not self identify a felony conviction(s), they will be considered ineligible for hire as the information provided in applying for employment was not true and/or accurate.

The grid below identifies the minimum time that must have passed after an offense, before an applicant will be considered for employment at TOCC. For example, an applicant with a DUI will only be considered for employment if the last offense was at least three years before the application date. Applicants with felony convictions will only be considered for employment if their last offense is at least 7 years prior to application and all sentences have been served.

Any convictions below, by current employees are grounds for immediate termination.

Offense*	Years									
	1	2	3	4	5	6	7	8	9	10
DUI	X	X	X							
Theft/ Robbery/ Burglary	X	X	X	X	X	X	X			
Larceny/ Forgery	X	X	X	X	X	X	X			
Drugs (possession or trafficking)	X	X	X	X	X	X	X			
Assault/ Battery	X	X	X	X	X	X	X	X	X	X
Sexual Abuse/ Assault**	X	X	X	X	X	X	X	X	X	X

Under offense, is a list of possible convictions (this list is not inclusive). Under the years column, the “x” represents the minimum number of years the applicant is ineligible for hire. For example, applicants with a DUI conviction are ineligible for three years after conviction for the offense

Symbol	Legend
X	Ineligible for hire
*	In cases of multiple offenses, the ineligibility time period will be accumulative
**	Employment not considered in cases related to sexual abuse/ assault

BP 4004.1 FINANCIAL MANAGEMENT (INTERIM APPROVED, BOARD MINUTES, DECEMBER 9, 1999; AMENDED, FEBRUARY 10, 2000)

The financial management policy is designed to ensure fiscal accountability for all Tohono O’odham Community College staff expenditures. Specific areas with detailed procedures to follow include:

1. Purchasing requiring prepayment
2. Purchase Orders
3. Vendor Selection, including bidding, contracts, agreements, leases, capital contracts,
4. Purchase Orders, cancellation/errors
5. Emergency Orders of all types
6. Travel expenditures

Procedures outlined in the combined Financial Management document listing all policy areas and detailed procedures shall be followed explicitly by all College employees.

BP 4004.2 INVESTMENT POLICY, OPERATING CASH BALANCES (BOARD MINUTES, DECEMBER 14, 2000)

It is the intent of this policy to maximize the interest earned on the cash balances of TOCC but only with safe/secure non-market-sensitive Investments, Security of principal (non-risk) must take precedence over earning.

It shall be the policy of TOCC to invest its operating cash balances in only non-equity, non-market-sensitive investments. The types of investments allowed would be:

- *Daily repurchase agreements secured by U.S. Government Securities.
- *Money market accounts with a stable dollar for dollar values that are insured.
- *Short term U.S. Treasuries for Securities

Types of investments that are not allowed are:

- *Equities (stock)
- *Mutual funds
- *U.S. government funds that are valued by market variations

BP 4004.2 INVESTMENT POLICY – ENDOWMENT FUND (BOARD MINUTES, DECEMBER 14, 2000)

If TOCC has excess general fund cash reserves the Board of Trustees can establish an Endowment Fund. These cash reserves would exclude Grantor’s Funds and those General Funds needed to meet current operating expenditures. The Endowment fund would have to be segregated in a separate fund for this purpose. These investments would be managed under the Endowment Fund Investment Policy.

Endowment Fund Investment Policy

It is the intent of this policy to maximize growth and earnings by the prudent investment of these services.

It shall be the Endowment Fund Policy of TOCC to invest its Endowment Fund cash in the types of securities in which a tribal college can invest its Title III and BIA Endowments. **See U.S. Code Title 20, Section c (2) which reads as follows:**

BP 4004.3 CAPITAL EQUIPMENT POLICIES (BOARD MINUTES, JUNE 14, 2001)

The Board of Trustees, on June 14, 2001, adopted the Manual combining policies and implementing procedures for Capital Property and Capital equipment. The polices “are intended to provide information and guidance to staff members regarding property control procedures. They assign “responsibility for property conservation,” regardless of funding source to the President in general, and specifically to the Vice President of Administrative Services, to control and maintain records of all college property. The procedures for all college staff to follow are detailed in these items: Definitions, of all types of equipment purchased, donated equipment, disposal, relocation, loss, o theft of College property, loss (reporting, the repair process, property, inventory, equipment, cannibalization, and the proper property control forms for transfer, loan, report, deposition, and donation.

BP 4004.4 PURCHASING POLICES AND PROCEDURES (BOARD MINUTES, AUGUST 8, 2002)

Purchasing Policies and Procedures

Purpose

This manual sets forth the procurement policy and procedures governing the business relationships and procurement transactions of the Tohono O’odham Community College (TOCC) with suppliers offering goods and services to the College for purchase, lease, or rent. The purpose of this manual is to increase cost effectiveness through on internal controls utilizing uniformity in procurement policy and procedures.

Policy Statement

The College will procure all goods and services on the best terms and tat the lowest overall costs consistent with an appropriate level of quality. Acquisition will be without favoritism and on a competitive basis, whenever practical, to obtain maximum value for each dollar expended. All interested suppliers will receive fair and impartial consideration.

All purchases will be mad with prior authorization and according to the policies and procedures in the TOCC *Purchasing Polices and Procedures Manual*.

The College will provide maximum practical opportunity to O’odham, minority and women business to participate as suppliers and contractors in the provision of goods and services to the College.

Any form of discrimination is prohibited in the awarding of business.

BP 4004.5 TRAVEL POLICY AND PROCEDURES (BOARD MINUTES, APRIL 4, 2000)

This Travel Policy and Procedures Manual (hereafter-called Travel Manual) has been prepared to govern all travel for the Tohono O’odham Community College (TOCC). College travel shall be defined s follows:

Travel must be essential or necessary for the performance of duties or conduct of College business. Employees and other College-sponsored travelers are representatives of the College on official College related business.

Travel arrangements must be made for the benefit of the College, rather than the benefit of the traveler, with consideration given to safety factors, when it comes to methods of travel, times of travel, rates, accommodations and or personal preferences.

All official travel must be properly documented, authorized, reported and reimbursed in accordance with this Travel Manual. Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded, by the College.

The College will make every effort to reimburse appropriate work-related travel expenses within a reasonable amount of time. This Travel manual includes instructions on the use and approval of travel documents, advance requirements, and allowable reimbursements including receipt requirements. This Travel Manual was designed to allow the traveler reasonable flexibility. It cannot, however, cover every possible situation. The traveler should contact the Finance Office prior to the trip regarding any special circumstances and must obtain approval as requested.

Policies Governing College Travel

The Board of Trustees, the President or designee authorizes College travel for employees on official College business.

Travel arrangements will not be made with a vendor or electronically without a purchase order number or trip number.

Reimbursements for the cost of transportation, lodging, meals and incidental expenses will be made within the limits set forth by the Maximum Federal Per Diem Rates for the Continental United States (CONUS)

BP 4004.5.1 REVISED TRAVEL POLICIES AND PROCEDURES (BOARD MINUTES, JUNE 11, 2009)

1. TRAVEL OVERVIEW

A. Introduction

This Travel Policy and Procedures Manual (hereafter called Travel Manual) has been prepared to govern all travel for the Tohono O’odham Community College (TOCC). College travel shall be defined as follows:

Travel must be essential or necessary for the performance of duties or conduct of College business.

Employees and other college-sponsored travelers are representatives of TOCC on official College related business.

Travel arrangements must be made for the benefit of the College rather than the traveler with consideration given to safety factors in relation to mode of travel, times of travel, accommodations and or personal preferences.

All official travel must be properly documented, authorized, reported, and reimbursed in accordance with this Travel Manual. Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by, the college

The college will make every effort to reimburse appropriate work-related travel expenses within a reasonable time. This Travel Manual includes instructions on the use and approval of travel documents, advance requirements, and allowable reimbursements including receipt requirements. The travel manual was designed to allow the traveler reasonable flexibility. It cannot, however, cover every

possible situation. The traveler should contact the Finance Office prior to the trip regarding any special circumstances and must obtain approval as requested.

B. Policies Governing College Travel

The Board of Trustees, President or designee authorizes College travel for all employees on official College business.

Travel arrangements will not be made with a vendor or electronically without a purchase order number or trip number.

Reimbursements for the cost of transportation, lodging, meals, and incidental expenses will be made within the limits set forth by the Maximum Federal Per Diem Rates for the Continental United States (CONUS).

Fines for traffic violations will be the responsibility of the traveler.

C. Credit Card Use for Travel

The college credit card may be used for travel with prior approval. The college travel agency requires a purchase order or trip number before the traveler can make travel arrangements using the college credit card.

On occasion, a college credit card may be used for non-travel expenses with prior approval from the finance office.

College credit cards are not to be used for any personal expenses.

All credit card transactions require a receipt for the amount of purchase.

The theft or loss of a college credit card shall be reported immediately to the credit card company and the Finance Office.

II ROLES AND RESPONSIBILITIES

A. Traveler's Responsibility

Travel status occurs when an employee is away from his or her assigned work site, with appropriate authorization, and is conducting college business. Arrangements for travel will not be authorized unless the Finance Office has assigned a purchase order number or trip number. Please refer to Section III for allowable expenses before preparing a travel request form. See Travel Request Form in Appendix A.

1. Preparing a Travel Request Form

The following information is required:

- a. Name and social security identification number
- b. Purpose of trip
- c. Conference/meeting dates
(Do not request per diem for meals included in conference/meeting registration)
- d. Cities, dates and times from which the traveler will be departing and returning
- e. Total estimated cost
(Airfare quote must be 14 day advance purchase quote from travel agent or airline web site except for circumstances beyond the control of the employee.)

- f. Copy of valid driver's license and insurance information if driving your personal or rental vehicle.

Business Meetings: A meeting agenda or other supporting documentation (such as an e-mail confirming the date and place.)

Conference/Seminars: One copy of the completed registration form and/or a copy of the brochure.

Registration fees only: A single travel request form may be used to cover more than one person for local or Tucson seminars or conferences if there are no other expenses. Send a list of the participants, social security/identification numbers and two copies of the completed registration form.

Allow approximately two working weeks (10 business days) after the Finance Office receives the travel request form for processing payment.

2. Requesting a Travel Advance

Travel advances cannot exceed 100% of the total estimated out-of-pocket expenses. To ensure availability of funds prior to travel, Finance Office must receive the completed travel request form at least two working weeks (10 business days) in advance of departure. The travel advance check will be issued at least one week prior to the start of the trip.

When traveling by personal car, mileage reimbursement will be made after completion of the trip. The College will reimburse the most cost effective method of travel. *Reimbursement for personal vehicle use while on travel status will be limited to the 14-day documented airfare quote for the trip.*

A maximum of two advance checks will be issued per trip, including one for registration fees, if requested, and one for the traveler's out of pocket expenses for individuals who do not have a College credit card. Field trips and study tours may be an expectation and will be considered on an individual basis upon notifying the Finance Office.

3. After the Trip

Within one working week (5 business days) of return, complete the travel expense form, list actual expenses and forward to the traveler's supervisor and area administrator for review and signature.

- a. Airline travel- original ticket or documentation if ticketless
- b. Personal vehicle - odometer readings (before and after) for mileage at current TOCC rates per mile. Mileage is paid from point of origin (home or TOCC) to point of origin (round trip) by the most direct route.
- c. Rental car - Original bill. The College does not cover additional insurance. Rental cars are only reimbursed if other airport based conveyance is not available or the car is necessary for logistical reasons.
- d. Lodging - Original hotel/motel bill with detailed charges. Only room charges and applicable taxes will be covered. Copies will be accepted only if travelers are sharing a room.
- e. Ground transportation receipts - Receipts or documented information will be required for all ground travel.
- f. Parking and tolls – receipts
- g. Copy of seminar/conference registration receipt
- h. Business calls – Copy of itemized bill showing date, amount and purpose
- i. On rare occasions, there will be exceptions to the travel policies and procedures.

The President or designee and the Vice President of Administrative Services must sign written justification for any exception to the Travel Manual.

The traveler is responsible for documentation of expenses upon return from a trip and the repayment of any unused advance amounts. If the advance was greater than the expenses claimed, the traveler must submit payment for the difference in the form of a check or money order to the College Finance Office. If the travel expense report and repayment are not received within two working week (10 business days), TOCC will deduct the amount of the advance from any other pending reimbursements and/or the next scheduled payroll.

If the actual expenses exceeded the travel advance; the expense reimbursement will be processed in approximately two working weeks (10 business days) after all the travel documents with approval signatures have been submitted to Finance Office. The traveler will be notified when the check is ready for disbursement.

4. Cancellations and/or Corrections

The Finance Office must be notified within 24 hours of any cancellations, corrections or changes to College travel. To cancel an authorized trip, send a memorandum to the Finance Office. If an advance was issued, return the check, or a personal check to the Finance Office. Attach the cash receipt provided by the Finance Office to the memorandum. Failure to submit repayment within 24 hours with such notice will result in a payroll deduction as specified above. To correct or change an approved travel request form, submit an approved amended form.

In the event of a cancellation or nonattendance, it will be the responsibility of the traveler to solicit a refund from the vendor. Refunds must be made to the College within two working weeks (10 days).

With the exception of College requirements or emergency situations, cancellations and changes made for the convenience of the employee, which will result in additional charges or fees, will be the financial responsibility of the employee.

Any airline reservation or ticket that is not used should be returned to the Finance Department so the purchase amount can be used on another flight at a later date.

B. The Supervisor's Responsibility

1. Before the Trip

- a. Review and sign completed travel request form ensuring that the travel is for a valid purpose, that funds are available, and that the employee is authorized for the trip.
- b. Forward to the area administrator for approval and signature. The area administrator will forward the documents to the Finance Office for processing.
- c. All travel requests are to be submitted to the Finance Office at least two working weeks prior to the travel departure date and before any funds are expended or encumbered.

2. After the Trip

- a. Review and/or sign the travel expense form according to the procedures listed in the Travel Manual.
- b. Forward to the area administrator for review and signature. The area administrator will forward to the Finance Office for processing.

C. Finance Office Role and Responsibility

The Finance Office personnel are responsible for documenting the review of all travel documents from any College department. This review will ensure compliance with the Travel Manual.

The appropriate supervisor or administrator must approve all travel request forms before being submitted to the Finance Office.

1. Before the Trip
 - a. Review for adequate funding, authorized signatures and compliance with the Travel Manual.
 - b. Review backup documentation and any additional required forms.
 - c. Sign the travel request form signifying accuracy, compliance with the Travel Manual and completeness of documentation.
 - d. Record assigned purchase order or trip number
 - e. Issue travel advance and/or registration payment.
2. After the Trip
 - a. Review for discrepancies between funded amount and total expenses claimed, authorized signatures, completeness of attached receipts, compliance with the Travel Manual, and requests for exceptions if applicable.
 - b. If the traveler owes the college money, verify that a cash receipt is attached.
 - c. Process travel expense check and notify traveler.
 - d. Retain all original travel and supporting documents in the Finance Office files.

III ALLOWABLE EXPENSES

A. Transportation

Allowable expenses are for common carrier fares; private vehicle; bridge and road tolls; necessary shuttle, taxi, bus or streetcar fares; and other charges essential to travel.

1. Public Transportation

Public Transportation expenses such as taxi, bus/shuttle, or streetcar under \$20 may be reimbursed without receipts. Receipts or documentation are required of all ground transportation.

2. Parking/Garage

Receipts are required for all allowable parking, garage and other related fees.

3. Privately Owned Vehicles

- a. Local travel is allowed when it is for official College business and when prior authorization and funding have been received. Thirty miles should be deducted if traveling from home. Odometer readings are required for each trip. To submit expense report, make a copy of the authorization form and odometer readings. Submit to the Finance Office for reimbursement of expenses.
- b. No mileage will be reimbursed for travel to and from the employee's home on regular workdays. Only excess mileage will be reimbursable when the traveler is traveling to or from a location other than his/her usual assigned work location. When more than one traveler uses the same motor vehicle, only one claim for mileage reimbursement will be allowed.

4. Reimbursement

Reimbursement for personal or rental vehicle for out-of-state travel will be limited to the cost of coach airfare on advance booking price from Tucson to the destination unless circumstances show that this mode of travel is otherwise more cost effective.

B. Per Diem/Meals and Incidental Expenses

Per diem is based on the current fiscal year's Maximum Federal Per Diem Rates CONUS. The Per Diem rate will be allowed for all travelers for each 24-hour period on travel status. Per Diem will be prorated for travelers on less than 24-hour travel status. The prorated Per Diem is defined by the current fiscal year's Maximum Federal Per Diem Rates. At the President's discretion, an exception to the Federal Per Diem Rates may be granted with written justification from the department administrator.

C. Lodging and Telephone Expenses

1. Lodging

With prior authorization, reservations for lodging are the responsibility of the traveler. Rates for lodging are listed in CONUS. If the travel is for other than a formal conference, lodging costs in excess of the maximum allowable rates must be justified in writing and approved in advance by the appropriate administrator or they will not be reimbursed.

The original itemized hotel bill/lodging receipt must be submitted with the detailed travel expense report for reimbursement.

a. Conference Designated Hotel

Lodging costs in excess of the maximum allowable rates may be reimbursed when official institutional representatives attending a conference, convention, or other formal meeting stay at a conference designated hotel. In the event the conference hotel is full, another hotel within close proximity can be substituted at up to 100% of the conference hotel rate.

b. Non-reimbursable Lodging Expenses

Expenses for lodging at other than a commercial establishment (hotel, motel, etc.) will not be paid by TOCC.

2. Telephone/Communication Charges

Long distance calls TOCC should be business related call required during travel. Telephone calls will be reimbursed only on the basis of an itemized bill showing the date, amount, and purpose of the call.

No personal calls will be reimbursed by the college.

D. Non-Reimbursable Expenses

Expenses for the following will not be reimbursed:

1. Travel for which no prior approval was given
2. Alcoholic Beverages
3. Staying with a friend or relative
4. Recreation or entertainment (including in-room movies)
5. Parking or traffic fines
6. Personal expenses
7. Meals included as part of the conference/convention/meeting

IV. SPECIAL TRAVEL

A. Out-of-State Travel

Out-of-state travel requires the approval of the president or his or her designee.

B. Out-of-country Travel

The Board of Trustees and President must approve out-of-country travel prior to the date of the trip. The traveler must have the proper documents, appropriate medical insurance and must have taken the prescribed immunizations and medical precautions prior to the trip.

C. Student Travel

Student travel is subject to the same policies and procedures delineated for other College travel. All student travel must be reviewed and approved by the department administrator. The travel request form must be completed, attaching a list of the names and social security /identification numbers of the students, faculty and staff members participating in the trip.

D. Candidate travel

Candidate travel will be arranged in accordance with the policies and procedures in the Travel Manual.

Each candidate will be allowed the equivalent of TOCC's current Per Diem rate. For candidates using their personal vehicles, mileage shall be reimbursed at TOCC's current reimbursement rate.

E. Authorized Expenses

Eligible travel related expenses for employment candidates are limited to the following:

1. Cost of airline travel at coach rate.
2. Transportation and parking costs to and from place of departure for out-of-state candidates as defined in the Travel Manual. See Section III.
3. Mileage reimbursement for in-state candidates at TOCC's current mileage reimbursement rate.
4. One night's lodging. Lodging in excess of one day requires the review and approval by the President.
5. Actual cost of meals (not to exceed current per diem rate for each 24 hour period).
6. Local telephone calls or calls to Sells, AZ on the original hotel bill.
7. Other miscellaneous expenses allowable under the current Travel Manual

Expenses for alcoholic beverages will not be reimbursed.

F. Payment of Expenses

Reimbursement for expenses shall be submitted to the Finance Office for processing.

V. TRAVEL EMERGENCIES

A. Reporting Accidents – Travel Emergencies

1. Notifications

If an illness, accident, or emergency occurs while on authorized travel, the traveler must notify the following:

- a. Local Emergency medical services if warranted
- b. Law enforcement authorities in case of a vehicle accident or criminal offense
- c. The traveler's immediate supervisor

- d. The traveler should inform his/her immediate supervisor of a location and telephone number for future contact. All travelers are responsible for the security and safekeeping of their personal property.
2. How to File Emergency Reports
- a. For an automobile accident involving a College or rental vehicle submit a report to Finance Office
 - b. For an accident that does not involve a College or rented vehicle, a narrative report with full details (time, place, nature of accident, persons involved, witnesses, etc.) shall be sent to the Finance Office.
 - c. For an injury requiring medical attention:
 - i. Employee injury – complete the injury form (available at the Finance Office)
 - ii. Student injury – complete an Accident Report form (available from the Finance Office).
 - iii. The traveler should inform his/her immediate supervisor of a location and telephone number for future contact. All travelers are responsible for the security and safekeeping of their personal property.

BP 4004.5.2 CREDIT CARD USE FOR TRAVEL

The College credit card may be used for travel with prior approval. The College travel agency requires a purchase order or tip number before the traveler can make travel arrangements using the College credit card.

On occasion, a College credit card may be used for non-travel expenses with prior approval from the Finance Office.

College credit cards are not to be sued for any personal expenses.

All credit card transactions require a receipt for the amount of purchase.

The theft or loss of a College credit card should be reported immediately to the credit card company and the Finance Office.

The travel Manual is a combined document with both polices and procedures, and should be consulted in its entirety for satisfactory procedures. It includes the following sections:

- Roles and Responsibilities
- Allowable Expenses, including non-reimbursable expenses
- Special Travel
- Travel Emergencies

BP 4004.5.3 APPROVAL OF MILEAGE CHART FOR DISTANCE POINTS TO VILLAGES ON THE NATION AND IN-STATE DISTANCE POINTS (BOARD MINUTES, AUGUST 14, 2008)

Approval of Mileage Chart for distance points to Villages on the Nation and In-State distance points with the addition of using MapQuest to determine point-to-point distances not included in the mileage chart.



Tohono O'odham Community College In-State Mileage Chart

Destination	One Way	Round Trip	Destination	One Way	Round Trip
Ajo	74	148	Page	412	824
Benson	104	208	Parker	295	590
Bisbee	153	206	Patagonia	118	236
Casa Grande	79	158	Payson	210	420
Chandler	118	236	Petrified Nat'l Forest	374	748
Coolidge	101	202	Phoenix	135	270
Cottonwood	238	478	Prescott	235	470
Douglas	178	356	Roosevelt Dam	227	454
Eloy	83	166	Safford	185	370
Flagstaff	279	558	San Miguel	23	46
Florence	111	222	Scottsdale	140	280
Ft. Huachuca	129	258	Sendona	251	502
Gila Bend	133	266	Show low	255	510
Gilbert	125	250	Sierra Vista	130	260
Glendale	145	290	Sonoita	106	212
Globe	166	332	Springerville	302	604
Grand Canyon	363	726	Superior	142	284
Green Valley	81	162	Tempe	134	268
Hoover Dam	396	792	Thatcher	189	378
Hopi Indian Villages	400	800	Tombstone	128	256
Jerome	246	492	Tubac	99	198
Kingman	326	652	Tucson	64	128
Marana	67	134	Wickenburg	196	392

McNary	275	550	Willcox	140	280
Mesa	138	276	Williams	311	622
Miami	188	376	Winkelman	135	270
Nogales	121	242	Yuma	229	458
Oak Creek Canyon	364	728			



Tohono O'odham Community College
Distance from Sells to Villages
on the Tohono O'odham Nation

	One way	Round Trip		One Way	Round Trip
Ajo	74	148	Maricopa	117	234
Ali Chuk (Managers Dam)	90	180	Managers Dam	90	180
Anegam	41	82	New Fields	30	60
Artesia	2	4	Nolic	14	28
Big Fields	10	20	North Komlic	51	102
Bitter Wells	60	120	Pan 'Tak	24	48
Casa Grande	85	170	Phoenix	146	292
Charco 27 (Hotai Shon Vo)	56	112	Pia Oik	85	170
Choulic	16	32	Pisinemo	45	90
Chui Chu	77	154	Queen's Well	40	80
Cobabi	20	40	Quijotoa	21	42
Comobabi	21	42	San Miguel	23	46
Cockleburr	88	176	Santa Rosa	38	76
Cold Fields	15	30	Santa Rosa Ranch	25	50
Covered Wells (Quijotoa)	21	42	San Pedro	29	58

Crow Hang	15	30	San Simon	40	80
Florence	115	230	San Vincente	17	34
Fresnal Cayon (Chuili Shaik)	17	34	San Xavier	72	144
Fresnal Village	7	14	Stoa Pitak	76	152
Gila Bend	122	244	Sil Nakya	35	70
Gunsight	60	120	Topawa	7	14
Gu Vo	68	136	Tucson	63	126
Hickiwan	66	132	Vamori	20	40
Ka Ka	66	132	Vaya Chin (South Wells)	59	118
Kohatk	69	138	Ventana	60	120
Little Tucson	8	16			

**BP 4004.5.4 VEHICLE POLICIES AND PROCEDURES
(BOARD MINUTES, SEPTEMBER 10, 2009)**

INTRODUCTION

Tohono O’odham Community College (TOCC) maintains a small fleet of vehicles. Some vehicles are GSA (General Services Administration) and are identified by license plates that begin with GSA. The other vehicles are college owned and are identified by license plates beginning with G. GSA Vehicles are owned by the federal government and leased to TOCC. The shuttle bus may only be driven by drivers with CDL licenses.

POLICIES

1. Only employees of TOCC may drive college vehicles.
2. Anyone driving a vehicle in the TOCC fleet must have a valid Arizona driver’s license. A copy of the driver’s license must be on file with Human Resources.
3. For insurance purposes, all drivers of TOCC vehicles are responsible for providing updated copies of their individual driving record in June each year to the Administrative Services VP. Individual driving records can be obtained by going to <https://servicearizona.com/webapp/citizenMVR>. *No employee will be allowed to operate a college vehicle without having his or her driving record on file.*
4. All drivers are responsible for traffic citations they may receive. If a driver is caught by a photo enforcement device they will be identified when the citation is received by the college.
5. All drivers are responsible for paying the insurance deductible if a vehicle is damaged while signed out to them unless they are found to not be at fault.
6. All vehicles must be signed for, regardless of the length of the trip.
7. College vehicles are not to be driven by anyone who has consumed alcohol or any drug or medication that may impair his or her driving abilities.
8. College vehicles cannot be used for personal errands. Picking up lunch is allowed.

9. All occupants must wear seat belts in college vehicles at all times. Children must be in appropriate child restraint seats.
10. No smoking is allowed in college vehicles.
11. All accidents must be reported to the police and the driver should receive a copy of the accident report.

PROCEDURES

Reserving a Vehicle

1. Complete a vehicle request form at least two (2) business days in advance of date needed
2. On the date needed sign out the vehicle using the sign out procedures below.

Signing Vehicles Out and In

1. All vehicles must be signed out and in using the vehicle log book in Administrative Services.
2. The keys must be returned when the vehicle is logged in.
3. No vehicle should be returned with less than 1/2 tank of fuel. If the vehicle is low on fuel refuel it before returning it. GSA vehicles (with GSA plates) will have a credit card in the glove box. That card can be used at any gasoline station. The college vehicles (with G plates) should be refueled at the Nation's motor pool. Note: for GSA vehicles the card in the glove box is also the registration card so it must stay with the vehicle.
4. Remove all trash and personal effects.
5. Report any damage to the Facility Support Coordinator or to Administrative Services Personnel upon return of the vehicle. Any damage or operational problems detected on vehicles will be assumed to have occurred while in use by the last person to have signed out that vehicle.

Trailers

1. Uses of college vehicles to pull trailers will be considered on a case by case basis by the Facility Support Coordinator in conjunction with the VP of Administrative Services and Finance.

Addendum Travel Policies and Procedures - Routine Mileage Reimbursements (November 12, 2009)

1. MILEAGE REIMBURSEMENT FOR ROUTINE USE OF PERSONAL VEHICLE

Some employees may, as a routine part of their job, use personal vehicles to fulfill the duties of their positions. One example is a GED instructor who teaches at multiple locations on the reservation. The purpose of this addendum is to specifically address reimbursements for mileage in those instances. The standard reimbursement rates will apply. Reimbursement requests must be received on a monthly basis by the last working day of the following month.

All other mileage reimbursement requests for local travel must be made no more than TWO working weeks after the travel.

Reimbursement for use of one's personal vehicle will not be made if the request is made later than the time specified in this addendum.

BP 4004.6 COMPUTER POLICIES (BOARD MINUTES, MAY 13,, 2004)

Accounts

Accounts require a username and a password to access various resources on the computer network and on computers. These accounts will remain active for as long as the user is employed by TOCC.

Use the following practices to secure accounts:

1. Avoid storing passwords around the office area where others can find and use the password for unauthorized access.
2. Accounts with extensive privileges to the TOCC computer system shall choose passwords that are sufficient, meaning a mixture of letters and numbers of no less than eight characters. The use of symbols are also recommended.
3. Computers must be to a point that requires a new log on whenever employees leave their work area.
4. Passwords are required when available. No passwords are to be left blank.
5. Avoid Sharing of usernames and passwords, unless concluded necessary by the Systems Technician.

Accounts with extensive permissions to the TOCC computing system or access to confidential information through the TOCC computing system are to be used only in performance of job duties.

Interception, theft, and/or decryption of system or user passwords is prohibited.

E-mail

These accounts are not to be considered totally private. Authorized IT personnel may see the contents of the email while troubleshooting or performing maintenance work on the email system.

When using TOCC email accounts, you are acting as a representative for the College. Therefore, all email sent form TOCC email accounts must:

1. Clearly and rightfully identify the user who sent it.
2. Be conducted in a professional manner. The email system is not be used to send rude, obscene, harassing, or illegal materials
3. Not be mass mailed unless it is used for business or TOCC student activities. Chain letters and other types of non-business mailings are not allowed.
4. Users shall not develop programs or use any other means to alter, conceal, or misinform their true identify.
5. Use of TOCC computing resources to obtain unauthorized access or intent to damage or disturb external computing systems if prohibited.
6. Downloads from untrustworthy sources are prohibited. This includes "Freeware" such as games, organizer utilities, clock utilities, etc. If these programs are found on the computer of an employee, they will be removed by the IT Department. Only programs need of for productivity will be supported (see supported software section).
7. The TOCC It department and Tohono O'odham Nation Help Desk are the only groups authorized to repair computer problems. However, individuals authorized by the TOCC It department may perform basic troubleshooting. These individuals include.

Copyright

All employees must abide by all applicable copyright laws and licenses. If an employee is in possession of software, he/she must take steps to secure it from being pirated. This includes securing product keys which are needed for most installations.

Restricted access

Unauthorized employees shall refrain from entering restricted areas where vital computing systems exist. Only those responsible for computer operations and maintenance shall be authorized to enter this area. These areas include.

- *The server room
- *Places where switches, routers, etc. exist if possible.

Access to these locations shall only be allowed if authorized by the Systems Technician.

IT Department

Responsibilities

The responsibility of the IT Department includes but is not limited to:

- a. Maintaining and repairing computer systems to ensure business productivity in a timely manner
- b. Securing information systems
- c. Respecting the Confidentiality of information
- d. Using Administrative system passwords on computers designated by the System Technician
- e. Keeping doors locked to restricted areas
- f. Accessing information only if it is necessary to resolve an issue, or investigate violations of the computer use policy.
- g. Reporting criminal activity to the appropriate authorities.
- h. Notifying users when making system changes that affect them. This will be done in a manner where the users have time to prepare and voice any concerns about the changes.
- i. Approving all potential TOCC software before purchase to ensure compatibility.

Individual Responsibilities

The following list contains responsibilities that COC users shall be held responsible for. These responsibilities help to ensure computing security, efficiency, and respect of other TOCC employees.

Responsibilities

1. Respect the privacy and personal rights of others. Accessing files, directories, or email of others without authorization is prohibited.
2. Respect the needs of others and only use your fair share of computing resources
3. Use printing resources responsibly. If copies are needed, use copier.
4. Users shall report any violations of the computer use policy to the TOCC Information and Technology department
5. Users who find security holes on the TOCC system are obligated to report them to the IT Department
6. Floppy disks, CD-ROM's, or other media with Confidential Information must be in a secured location.
7. Floppy disks, CD-ROM's, or other media that once contained confidential information must be properly erased or destroyed so that their information cannot be recovered by others.

8. Screen must be oriented to prevent unauthorized people from reading sensitive information when possible.
9. Users are responsible for data stored to the local machine. Backups should be made regularly. If data is vital to TOCC, the data should be saved to a network drive where the IT department can make regular backups of the data. Contact the IT Department for more information.

Rules

The following is a listing of rules that TOCC users must follow.

1. Theft of Computer Equipment, media, software, or data is prohibited.
2. The act of deliberately attempting to degrade performance of the Computing system, damage it, or steal information is prohibited.
3. Printers are to be used for College use only.
4. All computers on the TOCC network must conform to the computer use policy.
5. Remote Access is prohibited unless approved by the IT department Supervisor.
6. Use of TOCC computing system is to be used for institutional related work. Unauthorized personal use of software purchased by TOCC is prohibited unless otherwise stated by the IT department.

Rights of IT

In order to perform these duties, the TOCC IT department reserves the right to the following:

- a. IT may routinely monitor and log computer traffic on the network as well as inspect files of specific users on their computers for evidence of violation of policy or law.
- b. IT has the right control or refuse access to anyone who violates the computer use policies.

Server Equipment and use

- a. Servers are only to be used for troubleshooting and maintenance purposes only.
- b. Servers should be located in physically secure areas.

In order to perform these duties, the TOCC It Department reserves the right to the following:

Third Party Vendors

Third Party vendors are only allowed access to production data to resolve problems with their own software or hardware. These parties are subject to the TOCC computer use policies where applicable.

The following software will be supported by the TOCC IT Department.

Supported Software:

Windows9x –Windows XP
 Office 97-Office XP
 Jenzabar
 Power Faids
 HR Manager
 Quick Books Pro 2001
 Library Solutions Catalog Software
 Plato

Internet Usage Policy

It should be noted that Internet usage is a privilege and not a right. Employees using TOCC computers and networks are acting as representatives of the College. Employees should act appropriately as not to damage the reputation of TOCC.

Any misuse may result in the loss of internet privileges.

1. Internet Activity
 - a. Be of legal nature.
 - b. Not exceed reasonable use of computing resources.
 - c. Does not interfere with staff productivity or any other business activities.
 - d. Not involve downloading, uploading, or transfer of illegal materials.
 - e. Comply with copyright laws.
 - f. Must not intentionally disturb the activities of other individuals or organizations.
 - g. Not be used to access inappropriate content that contains illegal, obscene, or hateful content.
 - h. Not to be used for personal financial gain.
 - i. Not to be used to harass others.
 - j. Be approved by the Systems Technician before downloading and installing programs.

Personal Use

Internet services generally must be used for business or college activities. Occasional personal use is permitted if it conforms to the Internet usage policy.

The following should be noted:

- * The transfer of information thru the Internet does not guarantee the privacy and confidentiality of that information.
- * The internet is an unregulated source of information. All information on the Internet is not to be considered valid.

BP 4004.6.1 AMENDED IT POLICIES (AUGUST 11, 2005 MINUTES)

The Administrative Services Committee working on amendments to the IT policies submitted a recommendation for consideration. The Committee approved the final version at their last meeting on July 13, 2005. The policies go into more details on items such as computer and Internet usage as well as setting procedures for requests for service, information, purchases of equipment and software.

BP 4004.6.2 IT POLICIES – STUDENT USE (OCTOBER 8, 2009 MINUTES)

SECTION I: COMPUTER POLICIES

- A. Accounts
Accounts require a username and a password to access various resources on the computer network and on computers. These accounts will remain active for as long as the user is a student at TOCC or an Alumni member of TOCC.

The following practices are to be used to secure account information:

1. Do not store password in unsecured locations.
2. Accounts with extensive privileges to the TOCC computer system shall choose passwords that are sufficient, meaning by this a mixture of letters and numbers of no less than eight characters. The use of symbols is also recommended.

3. Computers must be left at a point that requires a password whenever students leave their study area.
4. Passwords are required when available. No passwords are to be left blank.
5. Do not share usernames and passwords. If usernames and passwords are shared, TOCC Faculty and the IT Department must be notified. Under certain circumstances, an exception may be approved by the TOCC IT Department.

Accounts with extensive permissions to the TOCC computing system or access to confidential information through the TOCC computing system are to be used only in performance of required tasks for academics.

Interception, theft, and/or decryption of system or user passwords are prohibited.

B. E-mail

These accounts are not to be considered totally private. Authorized IT personnel may see the contents of the e-mail while troubleshooting or performing maintenance work on the e-mail system.

When using TOCC e-mail accounts, you are acting as a responsible student for the college. Therefore, all e-mail sent from a TOCC student e-mail accounts must:

1. Clearly and rightfully identify the user who sent it.
2. Be conducted in a professional manner. The e-mail system is not to be used to send rude, obscene, harassing, or illegal materials.
3. No mass mailings are allowed unless it is used for TOCC student activities. Chain letters and other type of non-business mailings are not allowed.
4. Not to be used for broadcasting unsolicited messages.

IMPORTANT: Never give out student, personal or business account information that has been requested by e-mail. A number of attempts are known to have been made by informing a user that their financial account information needs to be “updated”. This e-mail is an attempt to steal information and should be deleted immediately.

C. Individual Responsibilities

The following list contains responsibilities that TOCC users shall be held responsible for. These responsibilities help to ensure computing security, efficiency, and respect of other TOCC Students.

Responsibilities:

1. Respect the privacy and personal rights of others. Accessing files, directories, or e-mail of others without authorization is prohibited.
2. Respect the needs of others and only use your fair share of computing resources.
3. Use printing resources responsibly. If copies are needed, use a copier.
4. Users shall report any violations of the computer use policy to the TOCC IT Department.
5. Floppy disks, CD-ROMs, or other media with Confidential Information must be in a secured location.
6. Floppy disks, CD-ROMs or other media that once contained confidential information must be properly erased or destroyed so that the information cannot be recovered by others.
7. Screens must be oriented to prevent unauthorized people from reading sensitive information when possible.
8. Users are responsible for data stored to the local machine. Backups should be made regularly. If data is vital to Student use that data should be stored to the drive utilized for backups (For Example: My Documents). Contact the IT Department for more information.
9. Users are to use caution when using computers designated for the Student use. Other computers used to access sensitive data are to meet the following minimum criteria:

- a. Have a working antivirus program installed and with updated virus definitions.
 - b. For those that use wireless connections, a secured connection is required and must have authorization from the IT Department.
 - c. The remember password feature must be turned off. If prompted to save password, refuse the offer.
10. Notebook computer users are responsible for keeping virus definition updated. Contact TOCC IT Department if you are unsure of how to do this or to make other arrangements.
 11. Laptops and other computer related items that are checked out from the library are to be cared for and returned on time. Any problems encountered or damage to the checked out items must be reported to the library staff. Installation of programs on library computers must be approved before it can be installed (contact the library staff).

D. Rules

The following is a listing of rules that TOCC students must follow:

1. Theft of Computer Equipment, media, software, or data is prohibited.
2. The act of deliberately attempting to degrade performance of the Computing system, damage, or steal information is prohibited.
3. Printers are to be used for College use only.
4. All computers on the TOCC network must conform to the computer use policy.
5. Remote Access is prohibited unless approved by the IT department Director.
6. User of TOCC computing system is to be used for institutional related work. Unauthorized personal use of software purchased by TOCC is prohibited.
7. Users shall not develop programs or use any other means to alter, conceal, or misinform their true identity.
8. Use of TOCC computing resources to obtain unauthorized access or intent to damage or disturb external computing systems or networks is prohibited.
9. Downloads from untrustworthy sources are prohibited. This includes "Freeware" such as games, organizer utilities, clock utilities, etc. If these programs are found on the computer they will be removed by the IT Department. Only programs needed for productivity will be supported.
10. The TOCC IT Department is the only group authorized to repair computer problems.

E. Copyright

All Students must abide by all applicable copyright laws and licenses. If a student is in possession of software, he/she must take steps to secure it from being pirated. This includes securing product keys which are needed for most installations.

F. Restricted Access

Unauthorized Students shall refrain from entering restricted areas where vital computing systems exist. Only those responsible for computer operations and maintenance shall be authorized to enter this area.

SECTION II: INTERNET USAGE POLICY

It should be noted that Internet usage is a privilege and not a right. Students using TOCC computers and networks are acting as representatives of the college. Students should act appropriately as not to damage the reputation of TOCC.

Any misuse may result in loss of Internet privileges.

A. Internet Activity

All Internet activity must:

1. Be of a legal nature.

2. Not exceed reasonable use of computing resources such as “streaming” technologies, unless permission is given to do so.
3. Not interfere with student/staff productivity or any other business activities.
4. Not involve downloading, uploading, or transfer of illegal materials.
5. Comply with copyright laws.
6. Not intentionally disturb the activities of other individual or organizations.
7. Not be used to access inappropriate content that contains illegal, obscene or hateful content.
8. Not to be used for personal financial gain.
9. Not to be used to harass others.
10. Approval must be given by the IT Department before downloading and installing programs.

B. Personal Use

Internet services generally must be used for business or college activities. Occasional personal use is permitted if it conforms to the Internet usage policy.

The following should be noted.

- The transfer of information through the Internet does not guarantee the privacy and confidentiality of that information.
- The Internet is an unregulated source of information. All information on the Internet is not to be considered valid and should be evaluated for accuracy.

STUDENT ACKNOWLEDGEMENT FORM

(Tohono O’odham Community College Information Technology Policies for Student Use)

This is to acknowledge that I have received a copy of the Tohono O’odham Community College’s Student Computer use policies.

If I have questions or there are parts in these policies I don’t understand, I will seek clarification from a Faculty Member of TOCC or a member of TOCC’s I.T. Department.

Student name (Print)

Student Signature

Date

BP 4005.1 EMERGENCY RESPONSE PLAN (JULY 9, 2009 MINUTES)

INTRODUCTION

This document constitutes the Emergency Response Plan for Tohono O’odham Community College (TOCC). All requests for procedural changes, suggestions, or recommendations should be submitted in writing to the Vice President of Administrative Services and Finance, who has overall responsibility for the plan.

This plan details the actions to be taken in the event of a natural or man-made disaster that threatens the safety of students, the safety of college personnel, the integrity of campus buildings, or the safety of the campus.

I. Purpose

TOCC will continuously plan to minimize the risk of personal injury and property loss from critical incidents. TOCC will cooperate with Tribal, Federal, State and local institutions and agencies charged with disaster

control, and take necessary and prudent actions to ensure continuity of operations and restoration of normal activities as soon as possible following an emergency or disaster.

The college is committed to supporting the welfare of its students, faculty, staff and visitors by implementing and continually reviewing this disaster plan and allocating the necessary resources to respond to potential emergencies. The plan is intended to comply with appropriate laws, regulations and policies that govern crisis/emergency preparedness, and reflect the current thinking in this area.

This plan was developed to maximize the probability of human survival, minimize danger, preserve property, restore normal operations of TOCC, and ensure responsive communications between TOCC and the local community. Whenever a natural or induced crisis affecting the College reaches proportions that cannot be handled by established measures, the procedures in this plan will be implemented. This plan is intended to be sufficiently flexible to accommodate contingencies of all types.

A coordinated response to campus crisis incidents is directed towards the following outcomes:

- Rapid and effective response to crisis incidents
- Consistent and routine approach to crisis incidents and public information
- A systematic process for identifying and supporting College decision-makers and spokespersons
- A system for evaluating all crisis incidents, with the goal of providing improved plans.

This plan focuses on the following types of crises:

- Violent Incident, including someone using a weapon randomly
- Fire / Explosion
- Suspicious Package or Bomb Threat
- Infrastructure Failure
- Biological and Chemical spills.

II. Authority to Declare a Campus State of Emergency

This disaster plan does not cover every conceivable situation; it does supply the basic procedural guidelines necessary to cope with most emergencies. The authority to declare a campus state of emergency rests with the College President or designee; in most cases one of the Vice Presidents will be the designee if the President is unavailable. For any major campus crisis incident, the President or designee will put this plan into effect at his or her sole discretion.

III. Fire emergency

A. Immediate Action

1. Get to safety. Follow the posted evacuation plan.
2. If there is a Fire Alarm pull station in the building, pull the alarm station on your way out of the building. Once the fire alarm is activated, there is no need to pull any additional pull stations.
3. Call 911 (or 9-911, if you are on the campus telephone network). If you cannot stay on the phone, drop it. If you can stay on the phone, give the exact location of the fire (e.g. building 200, room 205).
4. Do not re-enter the building.

B. Responsibilities of VP of Administration or the Facilities Manager

1. Notify TON Fire Department
2. Coordinate with staff, as necessary
3. Determine if adjacent buildings need to be evacuated by coordinating with the building captains (see section VIII)
4. Contact other Vice Presidents and the President as needed
5. Coordinate with the other divisions of the college as needed.

C. If a fire warning or alarm has been sounded, do the following:

1. Evacuate the building.
2. Close all doors as you leave.
3. If you are not in your office when the alarm is sounded, do not return to your office. Evacuate the building immediately.
4. Go to the "Muster Area" for the building you were in. The muster area for each building will typically be the nearest parking area at least fifty (50) feet from any building.

D. If you are trapped in a burning building

1. Return to an office.
2. Shut the door, but do not lock it.
3. If on a ground floor, exit through a window if possible.
4. If on an upper floor and there is a vent in your door, cover it with a heavy cloth to prevent smoke from entering.
5. Place towels along the bottom of the door.
6. Open your window and hang your head out. Wait for the fire department to arrive.

E. Things to Remember:

1. Super-heated air, toxic gases, and smoke rise. Stay low or crawl to evacuate the building.
2. Take short breaths. Cover your face with a damp cloth to filter out smoke.
3. Use a blanket, overcoat, or rug to help protect your skin.
4. Do not take anything other than protective clothing with you when leaving.
5. Do not throw possessions from your window.
6. Once in the "Muster Area", notify staff if you believe someone is still in the building.
7. Notify your building captain that you are present in the muster area.
8. Do not re-enter the building for any reason.

IV. Communications

In any emergency, the safety of all persons takes priority.

A. Get yourself and others to safety.

B. Call for assistance.

Call 911 (or 9-911, if you are on the campus telephone network).

V. Firearms and Other Physical Assaults

A. No weapons or ammunition are allowed on the TOCC campus at any time. TOPD will be called immediately if either is discovered.

1. Staff and Faculty will make it their first priority to secure the safety of the students and all other employees of the college. The fastest way to do this in campus buildings is to lock the doors and crash bars; unless the person with the weapon is in the building. Notify personnel in other buildings to do the same as soon as possible.
2. If the weapon is already inside a building, evacuate the building as quickly, quietly, and safely as possible. Notify others you see to evacuate also. Go to a safe area and call 911
3. If evacuation is impossible, Go into a room, lock the door, and turn off the lights to make the room appear empty. Stay away from windows and doors and seek cover. Call 911 and wait for police or security personnel to assist you.

B. What to Expect during Law Enforcement Response

1. Law enforcement personnel are trained to respond by proceeding to the area of a shooter and may not be able to rescue injured people until the situation is neutralized. Try to remain calm and patient.

2. A rescue team will typically follow the initial response team to search for injured parties and evacuate the building safely.
- C. Physical threats or violence
1. Call 911
 2. Remain calm and do not try to defuse or end the conflict. Leave that to professionals.
- VI. Bomb Threats**
- A. If a suspicious object or package is found it should immediately be reported to the authorities. Call 911 and explain why the object is suspicious.
 - B. Evacuate the area immediately.
 - C. If a telephoned bomb threat is received, try to keep the caller talking while getting someone to call 911. Get as much information as possible about the caller, possible locations for the explosive device, etc.
- VII. Environmental Spills/Hazardous Chemicals**
- A. If it is possible without endangering yourself or others, try to contain the spill. If in doubt, leave the area
 - B. Unless you know what the spill is, and how to handle it, do not use water or any chemicals to dilute the spill. This could make the situation worse.
 - C. Evacuate the area of the spill. Use judgment depending on the nature and quantity of material. Be sure to evacuate in a direction that puts you up wind from the chemical or hazardous material
 - D. Get far enough away so that you can no longer smell vapors or detect irritation due to the spilled material.
 - E. If there is a danger of fire or explosion, evacuate the building immediately. If in doubt, get out!
 - F. Render first aid to any injured parties.
 - G. Notify the Fire Department by phoning 911.
 - H. Be available when the Fire Department arrives to give the exact location of the spill, but stay out of the way of fire fighters.
 - I. Try to account for all persons who were inside the building. The Fire Department will need to know about how many people may still be inside and possibly incapacitated.
- VIII. Building Captain Responsibilities**
- A. In addition to responsibilities outlined elsewhere, each campus building will have a designated Building Captain and a designated back-up in case of the absence of the Building Captain. The Building Captain will be responsible for implementing the appropriate actions under these policies.
 - B. Building Captains will insure their area of responsibility is evacuated as called for and coordinate with other building captains to insure all personnel are accounted for.
 - C. Building Captains will be selected on an annual basis and have a high visibility hard hat to signify his or her role as the person responsible for accounting for the individuals in his or her area of responsibility.
- IX. Campus Security**
- A. All employees of TOCC will wear and display a college issued ID card at all times while on campus. The ID cards will be available from Student Services at no charge for the first one. There will be a lost card fee charged for replacement ID cards.
 - B. Visitors to the campus will be issued visitor's ID cards to display. Those cards will be issued and collected at the main reception desk for the campus.
 - C. Anyone not known to the campus community, who is on campus property not displaying an employee or visitor ID, may be asked to show identification or leave the campus. Faculty and staff who forget their ID will be issued a temporary one for the day. Law enforcement officials may be called if suspicious activities or individuals are seen on campus.

The Tohono O'odham Community College ("College") encourages all faculty, staff, students, and volunteers, acting in good faith, to report suspected or actual wrongful conduct. The College is committed to protecting individuals from interference with making a protected disclosure and from retaliation for having made a protected disclosure or for having refused an illegal order as defined in this policy.

The College Board of Trustees, administration, faculty, staff, students, or volunteers may not retaliate against an individual who has made a protected disclosure or who has refused to obey an illegal order. The College Board of Trustees, administration, faculty, staff, students, or volunteers may not directly or indirectly use or attempt to use their official authority or influence of their positions or offices for the purpose of interfering with the right of an individual to make a protected disclosure to the individual's immediate supervisor or other appropriate administrator or supervisor within the department or operating unit, or other appropriate College official about matters within the scope of this policy.

It is the intention of the College to take whatever action may be needed to prevent and correct activities that violate this policy.

POLICY GUIDELINES

I. Definitions

A. Wrongful conduct-a serious violation of College policy; a violation of applicable Nation, Federal and State laws; or the use of College property, resources, or authority for personal gain or other non-College-related purpose, except as provided under College policy.

B. Protected disclosure-communication about actual or suspected wrongful conduct engaged in by a College employee, student, volunteer, agent, or contractor (who is not also the disclosing individual) based on a good faith and reasonable belief that the conduct has both occurred and is wrongful under applicable law and/or College policy. Individuals who are aware of or have reason to suspect wrongful conduct should report the conduct to:

1. The disclosing individual's supervisor, either verbally or in writing, or
2. Any office listed in this policy under Procedure Section I-Reporting Violations, either verbally or in writing, or
3. The appropriate governmental unit, law enforcement office or ethics commission after first providing a written communication about the wrongful conduct to the appropriate College administrator identified in Procedure Section I-Reporting Violations of this policy.

C. Retaliation-Adverse action against an individual because she or he has made a protected disclosure, or has participated in an investigation, proceeding or hearing involving a protected disclosure.

II. Intent of Policy

A. This policy is intended to protect any individual who engages in good faith disclosure of alleged wrongful conduct to a designated College official or public body. More specifically it:

1. encourages individuals to disclose wrongful conduct engaged in by others to the appropriate College official so that prompt, corrective action can be taken by the College,
2. informs individuals how allegations of wrongful conduct can be disclosed,
3. protects individuals from reprisal by adverse employment action or other retaliation as result of having disclosed wrongful conduct (individuals who self-report their own misconduct are not afforded protection by this policy), and
4. provides individuals who believe they have been subject to reprisal or false allegations a fair process to seek relief from these acts.

B. Any communication that proves to have been both unsubstantiated and made with malice or with knowledge of its falsity is not protected by this policy. This policy is also intended to protect individuals against false allegations of wrongful misconduct.

C. Nothing in this policy is intended to interfere with legitimate employment decisions.

III. Regulations

A. Acting in good faith. Anyone making a protected disclosure or filing a complaint concerning a violation or suspected violation of this policy must be acting in good faith and have reasonable grounds for believing the information disclosed in the case a violation of the policy.

B. False allegation. Any employee or volunteer who knowingly or with reckless disregard for the truth gives false information or knowingly makes a false report of wrongful conduct or a subsequent false report of retaliation will be subject to disciplinary action, up to and including termination. Any student who makes false allegations in the non-employment setting will be subject to judicial action. Allegations that are not substantiated yet are made in good faith are not subject to corrective action.

C. Retaliation. No individual who makes a protected disclosure will suffer harassment, retaliation, or adverse employment consequences. Any person who retaliates against any individual who makes a protected disclosure is subject to discipline up to and including termination. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the College prior to seeking resolution outside the College.

D. Confidentiality. Protected disclosures may be made on a confidential basis by the complainant or may be submitted anonymously through the College's reporting line, 520-383-0010. Protected disclosures and investigatory records will be Confidential to the extent possible, consistent with the need to conduct an adequate investigation, and in accordance with the Nation's laws and College policies.

E. Handling Protected Disclosures. The Offices (listed in Procedure Section I-Reporting Violations below) receiving the protected disclosure will notify the disclosing individual (if her or his identity is known) and a knowledge or seat of reported violation or suspected violation within 10 working days for most issues and within 24 hours for alleged criminal or environmental violations. All reports will be promptly investigated within 45 calendar days and appropriate corrective action will be taken if warranted by the investigation.

PROCEDURE

I. Reporting Violations

A. Individuals should share their questions, concerns, suggestions, or compliance with a College administrator, who can address them properly. In many cases the individual's supervisor is in the best position to address an area of concern. If an individual is not comfortable speaking with the supervisor, or is not satisfied with the supervisor's response, individuals should take their concerns to the offices listed below that will investigate and/or address the concern as appropriate:

1. Academic misconduct matters-Vice President of Education, telephone 520-383-0044
2. Criminal matters-Tohono O'odham Police Department, telephone 520-383-3275
3. Employment matters-Office of Human Resources, telephone 520-383-0050

4. Financial matters-Vice President of Administrative Services and Finance, telephone 520-383-0030

5. Student matters-all matters involving students, in the non-student-employment setting, and not covered by the offices listed above-the Vice President of Student Services, telephone 520-383-0011 and the Student Senate President.

6. Matters involving any Vice President-College President, telephone 520-383-0010

7. Matters involving Occupational Programs-Department Chair, telephone 520-383- 0023

8. Matters involving a Board of Trustee member-the Nation's Attorney General, telephone 520-383-3410.

9. All other matters-Office of Human Resources, telephone 520-383- 0050

B. Supervisors who receive protected disclosures are required to contact the appropriate office listed in Procedure Section I-Reporting Violations and copy the College President.

C. The College President shall report to the Chairperson of the Board of Trustees any violation of the College Whistle Blower policy within 5 working days of receipt of information of a violation.

II. Individual Responsibilities

A. Be knowledgeable about this policy.

B. Report violations or suspected violations of the policy to the individual's direct supervisor or to the appropriate administrator or office as noted above.

III. Department Responsibilities

A. Familiarize employees, students and volunteers with this policy and incorporate into your orientation materials.

B. Maintain findings of wrongful conduct or false allegations in the individual's personnel file.

C. Schedule training for leaders, supervisors and managers. Provide training or information on an ongoing basis for faculty, staff, and student employees and volunteers.

IV. Office of Human Resources Responsibilities

A. Accept and investigate protected disclosures regarding employment matters.

B. Accept and investigate complaints of retaliation for making protected disclosures.

C. Provide training for Vice Presidents, supervisors, and departments about this policy.

D. Provide information about this policy during New Employee Orientation and Human Resource Professional training.

BP 4004.7.1 FINANCIAL RECORDS MANAGEMENT POLICY (SEPTEMBER 10, 2009 MINUTES)

Policy Statement:

Tohono O’odham Community College (College)’s policy is to comply with local, tribal, state and federal laws regarding the retention and disposition of financial records. The policy requires that various types of records be retained for specific periods of time and destroyed on a specified schedule and in an appropriate manner. In order to ensure consistency, transparency and accountability, records will be retained for the period of their immediate or current use unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper and electronic files (including e-mail).

Purpose:

Retaining financial records serves two purposes: In the short term, it provides those responsible for management with the means to monitor transactions and resolve problems. In the long term, it enables the College to comply with federal acquisition and Internal Revenue Service regulations and other federal, state and local statutes governing auditability.

Applicability:

College financial records are College property and include: accounting and insurance records; legal documents; tax records; personnel records; annual reports; budget and financial statements; government contracts produced or received; gifts and donor agreements; spreadsheets or other software programs that document calculations; memoranda; correspondence; planning documents and receipts, e-mail messages to the extent that they authorize or provide substantiating information or other documentation of individual entries made in the transaction of business. This policy applies to all original documentation supporting the accuracy, applicability and method of calculation for all financial entries.

This policy applies to all original or archival forms of storage media, including: paper, microfilm, microfiche and/or jackets, aperture cards, optical disks, CD ROM, 8mm or other magnetic tape, computer drive, any disc, diskette or other magnetic, film or optical media.

Policy/Procedures:

Federal, state, tribal and other regulations require the College to adhere to numerous record retention mandates. The appropriate time periods for record retention are fact specific and are subject to ongoing statutory and regulatory changes.

The College requires that financial records be maintained in a consistent and logical manner and be managed so that the College:

- A. Meets legal standards for protection, storage and retrieval;
- B. Protects the privacy of faculty, staff and students of the College;
- C. Optimizes the use of space;
- D. Minimizes the cost of record retention; and
- E. Destroys outdated records in an appropriate manner.

Any record that is relevant to pending or anticipated litigation, or that pertains to a claim, audit, agency charge, investigation or enforcement action shall be retained at least until final resolution of the action. In the event of litigation, or anticipated or threatened litigation, the Vice-President of Finance and Administration will notify relevant departments and work with staff to identify and preserve any records (including electronic records) or other information that could be relevant to the dispute. This will likely include a directive that the relevant document destruction policies or protocols be temporarily suspended.

The Vice-President of Finance and Administration is required to:

- A. Be familiar with College records management policies;
- B. Develop department procedures and practices consistent with this policy;
- C. Educate staff within the department in understanding sound record management practices;

- D. Restrict access to confidential records and information; and
- E. Coordinate the destruction of records as provided in the applicable procedures.

The Vice-President of Finance and Administration is available to work with individual departments to implement these requirements.

Media Storage

Documents may be stored on the most efficient and effective media available as long as the long-term archivability and usefulness of the records are maintained, and the viability and accuracy of the transfer to the archival media are ensured. This may entail, for example, ensuring that the software and hardware necessary to read any magnetic media are available in working order for the duration of the required retention period.

All forms of media must conform to the established standards for use and storage related to that medium.

Retention of Supporting Documentation by Service Centers

Service center charges are subject to audit as long as the grants or contracts they charge (either directly or indirectly) remain subject to audit requirements. Service centers are also subject to periodic review by the Vice-President of Finance and Administration or his designate to evaluate compliance with established College policies and accounting practices.

Retaining Records at an Off-site Location

In order to safeguard the assets of the College in case of extreme physical disaster, records of permanent or long-term value should be stored in secure off-site locations.

All records, regardless of media, should be stored in containers capable of surviving the storage period while maintaining the physical integrity of the records. Records should be clearly labeled with a description of the contents, the original date and the disposal date.

Periods of Retention

Accounting Records

Annual approved budget	6 years
Auditors' report and audited financial statements	Permanently
Bank statements and deposit slips	7 years
Paid checks:	
Property acquisitions	Permanently
General	7 years
Payroll	7 years
Payroll taxes	7 years
Income taxes	Permanently
Cash disbursement journals	Permanently
Cash receipts journals	Permanently
Chart of accounts	Permanently
Correspondence (general)	2 years
Correspondence with vendors (routine)	2 years
Electronic payment records	7 years
Employee expense records	7 years
Property records (invoices, paid checks, depreciation schedules)	Permanently
General journal	Permanently
Inventory listings	7 years
Notes receivable ledgers and schedules	8 years
Notes payable ledgers and schedules	Permanently

Patent/trademark and related papers	Permanently
Payroll journal	7 years
Petty cash vouchers	7 years
Purchase orders	7 years
Requisitions	1 year
Obsolete inventory records	7 years
Subsidiary ledgers (accounts receivable/payable)	7 years
Time cards	7 years
Year-end trial balance	Permanently
Allowances and reimbursements to employees	7 years
Vendor invoices	6 years
Pledges, gifts, planned giving and other donor-related documentation	Permanently
<i>Insurance Records</i>	
Accident reports and settled claims	7 years
Fire inspection and safety reports	6 years
Insurance policies (in effect)	Permanently
Insurance policies (expired)	Permanently
<i>Legal Documents</i>	
Charter and amendments	Permanently
Bylaws and amendments	Permanently
Contracts and leases (in effect)	Permanently
Contracts and leases (expired)	7 years
Employment agreements	7 years
Legal correspondence	Permanently
Minutes	Permanently
Resolutions of the Board of Trustees	Permanently
Notes receivable	Permanently
Notes, mortgages, deeds of trust	Permanently
<i>Tax Records</i>	
Internal Revenue and state adjustments	Permanently
Payroll tax returns	7 years
Property records (including costs, depreciation schedule)	Permanently
<i>Personnel Records</i>	
Employment applications (from date of termination)	3 years
Employment eligibility certification (I-9) (from date of termination)	3 years
Garnishments	7 years
Help wanted ads and job opening notices	2 years
Personnel files (from date of termination)	7 years
Records of job injuries resulting in loss of work	5 years
Chemical and toxic exposure records	30 years
Employee contracts (from date of termination)	3 years
Withholding statements	7 years
Paid time off records	7 years
Records of employee deductions, contributions and related information)	7 years
Annual W-2, W-3, 1099, 1096 and other individual tax reporting	7 years
Quarterly payroll tax returns	7 years

Disposal Protocol

Only those records retained for a period of time greater than the applicable guidelines may be disposed of in accordance with these guidelines. Upon services of legal process (subpoena, summons or the like) or upon learning of an investigation or audit, or if a claim is made, whether formal or informal, or a dispute arises, the records retention schedules referenced above are suspended and records related to the legal process, claim, dispute, investigation or dispute shall not be destroyed.

The destruction of financial records should be authorized jointly by the Vice-President of Finance and Administration and the College President with the concurrence of the Board President.

Records should be destroyed as follows:

- Paper records should be shredded or pulped, not simply thrown out with other miscellaneous trash.
- Electronic or machine-readable records require a two-step process for assured destruction:
 - Deletion of the contents of digital files and emptying of the desktop “trash”
 - Commercially available software applications should be used to remove all data from the storage device.
- Floppy disks and back-up tapes should be physically destroyed.
- Film, audio and videotapes should be physically destroyed.

Confidential destruction of records by commercial vendors is permitted with approval of the Vice-President of Finance and Administration and the College President. In no case, shall such contractual arrangements introduce standards, policy or procedures less protective of confidential records than those rules contained in these guidelines.

A destruction record shall be maintained describing and documenting those records, in all formats, authorized for destruction as well as the date and method of destruction. The document shall include the approval of the Vice-President of Finance and Administration and the College President.

BP 4008.1 CONFLICT OF INTEREST POLICY (NOVEMBER 12, 2009 MINUTES)

Introduction

The Tohono O’odham Community College ("College") Board of Trustees ("Board") will conduct Board activities in a manner that will exemplify ethical behavior and conduct. Each member of the Board will conduct Board activities in a manner that will not advance or protect their own interests, or the interests of others with whom they have relationships, in ways that are detrimental to the College's service to the community. This obligation to act in the best interests of the College requires that any member of the Board in the performance of Board duties seek only the furtherance of the College's mission.

When a Board member is faced with a situation in which the Board member, or a relative of a Board member as defined below, has a substantial interest in a contract, grant, employment, purchase, or other decision coming before the Board, the Board member will (1) publicly declare the interest, (2) file an appropriate disclosure of the interest in the College's Conflict of Interest file, and (3) refrain from voting upon or otherwise participating as a Board member in such decision.

If a Board member has any question about whether a particular interest of a Board member or a Board member’s relative is within the definition of a substantial interest, the Board member should contact the President of the College for assistance with respect to such determination who may seek the advice of the College’s Human Resources Department and/or legal counsel for the College.

A. Exclusion - No Board member shall solicit or accept gratuities, favors, or anything of monetary value from contractors, vendors, potential grantees, or applicants for employment. This is not intended to prohibit or preclude bona-fide fundraising activities for the College.

B. Awarding Employment, Contracts or Grants - No Board member shall vote on, participate, aid or assist in the selection of an employee, employee pay, award, or administration of a purchase, contract or grant with a vendor, grantor or grantee where, to the Board member's knowledge, any of the following has a financial interest in that employment, employee pay, purchase, contract, or grant award:

1. The Board member;

2. Any member of the Board member's immediate family, which is defined as the Board member's spouse, child, child's child, parent, grandparent, brother, or sister of the whole or half blood, and their spouses and child, and the parent, brother, sister or child of a spouse.

3. A Board member's partner;

4. An organization in which any of the above is an officer, director, or employee;

5. A person or organization with which any of the above individuals is negotiating or has any arrangement concerning prospective employment.

C. Disclosure - Any possible conflict of interest shall be disclosed by the person or persons involved.

D. Board Action - When a conflict of interest is relevant to a matter requiring action by the Board, the involved person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room during the vote of the Board. When there is a doubt as to whether a conflict exists, the matter shall be resolved by referring the matter to the College President to obtain the advice of the College's Human Resource Department and/or legal counsel for the College. Upon receipt by the Board of advice from the College's Human Resource Department and/or legal counsel for the College, the matter shall be resolved by vote of the Board, excluding the person(s) about whom the doubt has arisen.

E. Record of Conflict - The official minutes of the Board of Trustees shall reflect that the conflict of interest was disclosed in the interested person(s) was or were not present during the final discussion or vote and did not vote on the matter. The minutes and vote pertaining to the conflict-of-interest shall be dated, signed, and filed in the College's Conflict of Interest file.

F. Substantial Interest - Means any pecuniary or proprietary interest, either direct or indirect, other than a remote interest.

BP 5000.1 ADMINISTRATION

The College Charter provides that the Administration shall include:

A Vice President of Institutional Development and Research who shall have responsibility for direct donor mailing campaigns and other fund raising efforts, grants and contracts. (Original Charter and Proposed Revision Article IX,5)

BP 5000.2 GIFTS

The Board of Trustees may accept on behalf of the College any donation, contribution, gifts, bequest or device for the general purposes or for any special purpose of the College. (Original Charter and Proposed revision Article X, N)

BP 5000.4 EVALUATION OF COLLEGE DIVISIONS (BOARD MINUTES, APRIL 8, 2004)

The Board of Trustees recognizes that the evaluation of the various divisions (and their units) of the College is necessary in order to fulfill the mission of the College. The Vice President of Institutional Development and Research (VPDR) are responsible for coordinating the institutional process within the context of the institutional mission and goals, and he/she presents the policies to the Board of Trustees.

**BP 5000.5 INSTITUTIONAL PROGRAM REVIEW
(BOARD MINUTES, NOVEMBER 13, 2003)**

Board Policy supporting Institutional Program Review

Tohono O'odham Community College (TOCC) will offer credit transfer, occupational, special interest and non-credit courses.

The College will strive to evaluate the educational needs of its constituency, develop appropriate courses and programs to fill these needs, and eliminate those, which no longer are meeting a significant need.

The College is committed to ensuring institutional effectiveness through continuous assessment and quality improvement.

Accordingly, the College's Research and Development will establish responsive planning, evaluation, development, and project support systems to help the College fulfill its mission in the most effective and efficient manner.

Program review at TOCC is directed at continuous quality improvement to deliver the highest quality programs for all students, the Nations its programs and divisions, and for business and industry.

**BP 5000.6 ESTABLISHMENT OF INSTITUTIONAL REVIEW BOARD
(DECEMBER 8, 2005 MINUTES)**

The College has been engaged in developing research policies and through these policies established an Institutional Review Board (IRB). This action is required by many grants from federal agencies.

**BP 5000.6.1 TOHONO O'ODHAM COMMUNITY COLLEGE RESEARCH POLICY
(JUNE 8, 2006 MINUTES)**

The Standing Committee suggested discussions with the Board of Trustees, Tohono O'odham Executive Office and the Tohono O'odham Legislative Council to implement TOCC's research policies and IRB document being sensitive to the current research ban on the Nation. The TOCC Research Policies and Institutional Review Board document will be forwarded to the Chairperson of the Nation for her concurrence and recommendations on the next step of approval.

TOHONO O'ODHAM COMMUNITY COLLEGE FINDINGS AND POLICY

The Tohono O'odham Community College (TOCC) recognizes the value of medical, social, physical, and biological science research to the Tohono O'odham Community College, to the Tohono O'odham Nation (TON), to Indigenous people, and to society generally. The Tohono O'odham Community College, accepting the College's responsibility to bear a fair share of the burdens and risks of research along with other communities, must also act to protect the safety and well-being of the individuals subject to the College's jurisdiction. The College also has a fundamental mission to protect and preserve the culture of the Tohono O'odham, to ensure that activities permitted at the College are conducted in a way that does no harm to the Himdag of the Tohono O'odham, and to respect the research policies of the TON.

PURPOSE

The purpose of this policy is to define TOCC research guidelines, and to establish a means by which these research guidelines will be administered by TOCC and to provide for procedures by which TOCC will grant permission to researchers to conduct research sponsored by TOCC.

The Code provides:

- A. An application and permitting procedure with which applicant researchers must comply in order to obtain permission to conduct research of any kind at TOCC;
- B. Standards of conduct designed to protect individuals, communities, TOCC, and the TON itself from improper research procedures;
- C. Provisions to protect the rights of individuals, TOCC and the TON with respect to the use, ownership, and publication of data;
- D. Provisions to ensure appropriate TOCC and community participation in the design and evaluation of research, and appropriate local opportunities in employment in all research projects permitted sponsored by TOCC.

SCOPE AND NATURE OF POLICY

- A. This policy shall apply within any TOCC facilities. It shall also be applicable outside the boundaries of TOCC with respect to research conducted using materials as to which TOCC or the TON has a claim of ownership.
- B. This Policy shall apply to all persons including students, faculty, staff, administration, and other corporate and institutional persons who or which might undertake to conduct research at TOCC.

- C. This policy shall apply to all research (as defined elsewhere in this policy) conducted at TOCC, whether involving human subjects or not, and all research regarding materials wherever located as to which TOCC or the TON has a claim of intellectual, cultural or other ownership, legal or equitable.

DEFINITIONS

A. RESEARCH is the use of systematic methods to gather and analyze information for the purpose of accepting or rejecting a hypotheses, evaluating concepts or practices or otherwise adding to knowledge and insight in a particular discipline or field of knowledge or to demonstrate or investigate theories, techniques or practices, and applied research.

For the purpose of this code, research includes:

- 1) Basic and clinical research;
- 2) Behavioral studies;
- 3) Anthropological and archaeological studies;
- 4) physical studies;
- 5) biological studies;
- 6) environmental studies
- 7) Feasibility and other studies designed to evaluate or test programmatic techniques or to develop basic data in all phases of educational administration.

IMPERMISSIBLE ACTS

It shall be impermissible for any person to conduct research at TOCC (whether involving human subjects or not) or with respect to materials wherever located as to which TOCC or the TON has a legal or equitable claim of intellectual or cultural ownership unless the researcher has obtained permission as specified in this policy. Failure to obtain permission or to abide by its terms shall result in the penalties and sanctions specified in this policy.

Examples: [Suggestions from the Board of Trustees]

ADMINISTRATION

There is hereby established an Institutional Review Board (IRB) to approve research submitted pursuant to this policy. The Committee shall be composed of _____

The TOCC IRB shall receive staff support from TOCC.

INFORMATION TO BE PROVIDED

The IRB shall prepare the appropriate application forms and shall develop a review process which adequately implements the intent of this policy and which provides fundamental fairness to each applicant for a permit. At a minimum, the following information shall be provided by an applicant researcher in support of an application for a permit.

- A. Complete Description of the nature of the research being proposed, including the goals and objectives and the type of information that will be sought from individuals or other participation involving individuals (including the donation of samples), the type of information concerning the culture, religion and customs and practices of the Tohono O'odham Nation, either historical or contemporary. (Do not attach full proposal.)
- B. Complete Description of other related research and justification why the research should be done at this institution at this time.

- C. Expected benefits of the proposed research, including immediate and long range benefits to: the science or discipline represented in the research; the sum total of human and scientific knowledge to be added by said research; human subjects or participants; Tohono O'odham Community College; the Tohono O'odham Nation; the Indian people generally; and society generally.
- D. Risks associated with or inherent in the research, including risks to the physical or psychological well-being of individual human subjects or participants and risks of deleterious impact on the cultural, social, economic or political well-being of the community. The assessment of risk will also address the steps that are being taken to minimize the risks and the ameliorative and curative steps that will be taken in the event the research causes actual harm to participants or others.
- E. Assurances of confidentiality of data as appropriately applied to individuals and, where necessary, to families, communities, TOCC, and the TON itself. The applicant shall: provide assurances of confidentiality for the life of the project; indicate how confidentiality will be protected after the project and for how long; indicate where raw data and other materials will be deposited and stored at the completion of the project; and indicate the circumstances in which confidentiality may be breached by legal or contractual obligations of the researcher. Insert reference to 42 CFR, which covers confidentiality.
- F. Who will own the data from the research? What control will the individual research participants have over the use of their own data? What control will TOCC and the TON have over the current and future use of the data, and how will the control be exercised? What control will TOCC and the TON have over publication and other dissemination of results?
- G. Who will own specimens -- human biological material -- from the research? What control will the individual research participants have over the use of their own specimens? What control will TOCC and the TON have over the current and future use of the human biological material, and how will the control be exercised?
- H. Opportunities for TOCC and the TON, individual subject communities and individuals to have the research project fully and clearly explained to them and provide opportunities to comment on the research; opportunities for TOCC, the TON, communities, and individuals, as appropriate, to receive periodic reports on the progress of the research and to comment on periodic and draft final reports, the burden under this code being on the researcher to show that tribal, community, or individual input would be inappropriate.
- I. Provisions for Indian (CFR 25) and local preference in employment in all phases of the project, including both on and off-reservation phases. The priorities in Indian preference shall be: 1) TON members; 2) Indians generally; 3) local residents.
- J. Willingness of the researcher to involve the tribal community college in the research and specific steps that will be taken, including using the TOCC library as a depository for data (with specific safeguards to preserve confidentiality).

ENFORCEMENT

This policy shall be enforced in the following manner.

- A. No research shall be done at TOCC or otherwise subject to this code unless the researcher has first received a permit from TOCC and the TON according to the procedures specified herein. Any violation of this provision shall be subject to the sanctions provided in this section. Where circumstances indicate, particularly where off-reservation enforcement of tribal rights and interests may be of special importance, the researcher, his/her sponsoring institution, her/his funding source,

may be required to sign a contract with TOCC and the TON specifying contractual tribal rights in data or materials or with respect to ultimate publication. When such a contract is required, applicant researchers will have the burden to show that it is not necessary or that alternate acceptable mechanisms exist and are adequate for tribal purposes.

- B. Any researcher conducting research at TOCC without a permit or otherwise in violation of this code shall be subject to permanent expulsion from TOCC or expulsion for a term as determined by the IRB.
- C. Whenever it appears that a person has violated, or is violating, or is threatening to violate any provision of this act, the researcher will report to the IRB. If the issues are not resolved, the IRB or TOCC may file a civil suit in tribal court to enforce this act.
- D. In any action brought for violation of this act, the court may grant injunctive relief, including a temporary restraining order, temporary injunction, and permanent injunction, to restrain the person from continuing the violation or threat of violation. The court may order restitution, civil penalties not to exceed \$ _____, and such other relief that may be necessary to redress any injury suffered by any person, family, organization, or community resulting from the violation. (The prevailing party in such a legal action shall be awarded court costs.)

NOTICE TO OTHER PERSONS OR INSTITUTIONS

If a petition is filed pursuant to this act, notice shall be given to the research project's sponsoring organization and/or funding source. If a judgment is entered against the persons conducting the research project subject to this act, notice of the judgment shall be given to the project's sponsoring organization and/or funding source as well as to the professional organization or licensing agency of the person conducting the research, at which point, TOCC shall take complete control of all data collected..

CHECKLIST FOR IRB SUPPORT OR APPROVAL OF RESEARCH PROPOSALS

- ___ What is the nature of the research (medical, social science, psychological, etc.)?
- ___ What are the goals and objectives of the research?
- ___ What do they want to accept or reject?
- ___ Are all the hypotheses clearly stated?
- ___ Is it or can it be stated in terms that are understandable?
- ___ What is the Research Question—Problem Statement?

- ___ What specific kind of information are they seeking?
- ___ How will the information be obtained (interviews, access to individual records, blood or tissue samples, periodic tests while the research subjects are in the process of taking medication or in the course of some other process - exercise, etc.)?

- ___ What are the expected benefits of the research:
 - ___ To TOCC, the TON and the local community?
 - ___ To the individual research subjects?
 - ___ To society as a whole (including the totality of knowledge and understanding)?
- ___ What are the risks associated with the research:
 - ___ To TOCC, the TON and community (including the possible impact on cultural and community integrity)?
 - ___ To the individual human subjects?
 - ___ To society as a whole?

- ___ What steps will be taken to minimize the risks?
- ___ Are human subjects fully informed of the risks?

___ Are human subjects fully informed of their rights in case of harmful effects of the research; their right to treatment, compensation, etc.?

___ What steps will be taken in case something goes wrong with the research?

___ Provide the exact processes of informed consent.

___ Provide the policy allowing individuals to withdraw from the research without fear, harm, duress, or penalty.

___ Who is liable in case something goes wrong with the research that is harmful to the research subjects or others, including families and the community?

___ Are the funding and sponsoring agencies liable along with the individual researcher?

___ What are the assurances regarding the confidentiality of data?

___ Based on the following language from 42-CFR, how does your research address these requirements and protections?

Regarding individual subjects:

___ Subsequent use of data by other researchers?

___ Conditions under which individual data might be released (court order, etc.)?

___ Range of protections (e.g., at which stage of the research will names of individuals be separated from data; will there be research involving individual data after that stage, which will be anonymous)?

___ What are the assurances of enforcement of these promises of confidentiality?

Regarding TOCC, the TON, or community:

___ Will TOCC, the TON, or community be identified in the research report?

___ Are there areas of possible research which might, because of their cultural sensitivity, require special consideration or permission by TOCC, or the TON?

___ Are there research techniques that might create special problems with TOCC, the TON, or community because of cultural considerations?

Ownership and control of data from the research:

___ How will TOCC and the TON's interest in its cultural and community heritage for its future generations be protected?

Ownership and control of human biological material from the research:

___ How will TOCC's and the TON's interest in its cultural and community heritage for its future generations be protected?

Tribal Participation:

___ Has TOCC, the TON or community had the opportunity to review and comment on the research proposal prior to its being presented to the IRB?

___ Will the IRB, TOCC, the TON, or the community have the opportunity to review and comment on preliminary results and draft reports of the research?

___ Will the researcher agree to attempt to satisfy tribal, Health Board, and community concerns in final drafts and the final report?

Where does the proposed research fall along the following spectrum?

(1) "Safari" or helicopter research, in which the researcher drops into the community, gathers the data, then leaves with the data for good;

(2) "Show and Tell" research, in which the researcher comes back to report the research results to the community;

(3) TOCC, the TON, and the researcher agree that in exchange for TOCC's and the TON's approval of and consent to research in the community (in addition to the essential consent of individual research subjects), certain additional services or benefits will be accorded to TOCC, the TON, or community by the researcher;

(4) As part of the project, the research increases the capacity of TOCC, the TON, or individuals, i.e., improves the capabilities of TOCC and the TON to deliver services or do its own research, trains individuals to work in research projects or conduct their own research;

(5) The researcher, TOCC, and the TON are partners in the design, execution, analysis and reporting of the research; with its own capacity TOCC and the TON contributes resources and ideas that contribute significantly to the research.

(6) The TOCC and the TON determines its research priorities, and initiates the research. It calls in researchers as needed to be partners or consultants in the design, execution, analysis, and reporting of the research.

Tribal Rights:

___ Is tribal control over sensitive personal, community, cultural and religious information recognized?

___ Are the research, sponsoring and funding organizations willing to be bound contractually to ensure the protection of tribal and individual rights and interests?

___ Is the researcher willing to attempt to employ local people in the research?

___ Is the researcher willing to attempt to find means of using local people and resources rather than import all resources?

___ Is there another tribal college or other tribal institution that might be interested in this research?

___ Is the researcher willing to work with them?

___ Is the researcher willing to deposit the raw data in a tribal or tribally-designated repository or otherwise share the data with TOCC and the TON?

Tobono O'odham Community College

Ñia, Oya G T-Taccui Am Hab E-ju:
Our Dream fulfilled

Institutional Review Board Approval Signature Page

<i>Signature/Date</i>		<i>Signature/Date</i>	
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BP 6000.1 STUDENT SENATE

The Student Senate is established to promote the development of student leadership and to serve as the mechanism for facilitation student participation in College governance. Its approved Mission, Name and Purpose are:

The Board policy also approved the overall bylaws for membership, Organization, Meetings, Officers' duties, Elections, and Amendments provisions. (Board Minutes July 10, 2003).

**BP 6000.2 COMMITTEE STRUCTURE AND OPERATION – AMENDED
(BOARD MINUTES JULY 10, 2003)**

As an amendment to previous actions of the Board of Trustees many previously created committees with similar areas of operation are replaced.

Tohono O'odham Community College
Committee Structure

A. ORGANIZATIONAL PRINCIPLES FOR COMMITTEE OPERATION, WITHIN THE COLLEGE ORGANIZATION

In the formulation of College policies and procedures, the Committee Structure will provide an organized system to obtain advice from various College constituencies. Institutional Committees will be representative and include membership from faculty, staff, administrators, and students who will provide different points of view and a mechanism for achieving consensus regarding optimum approaches for policies and procedures formulation. In addition, membership will include persons with knowledge and experience in the assigned area of the committee. The College Master Plans will determine the working priorities for each of the committees.

Minutes of committee meetings should be kept that reflect discussion of topics and the advice and recommendations that are agreed upon by the committee as a whole.

B. COMMITTEE STRUCTURE

The College Committee structure includes three types of Committees:

- A. College Standing Committees
 - a. Education Committee
 - b. Institutional Research and Development Committee
 - c. Student Services Committee
 - d. Administrative Services Committee
 - e. College Himdag Committee
- B. Ad Hoc Committees
Committees appointed by the President for a specified time to work on a specific limited purpose.
- C. Special Committees (recommended by the President and authorized by the Board of Trustees).
Future possibilities

1. Community advisory committees
2. Student advisory committees

III. COMMITTEE OPERATIONAL RULES AND REGULATIONS

Membership

- A. Members of all College Standing and Ad Hoc committees are recommended by the appropriate Vice President and appointed by the College President.
- B. Terms of service on Standing committees will usually be for three years, the first group of appointed members will be appointed so that 1/3 are for one year, 1/3 for two years and 1/3 for three years.
- C. Chairs will be selected by the respective committee membership for one year. A chair for a given year may be re-appointed for another year, if they are continuing members of the committee.
- D. Standing committees should meet once a month and the chair can call extra meetings when needed.
- E. Meetings should be at regular times; with the agenda distributed a week ahead of the meeting time, so interested members of the faculty, staff and administration can attend.
- F. College Standing Committees will work with and report their activity to, and have clerical support from, an assigned administrative office, normally, this will be the vice president with assigned responsibility in the committee's area.
- G. The minutes of all committee meetings will be kept on file in the College library, in the assigned administrative office, and in the official computer memory/storage.

Committee advice and recommendations that have been approved by the committee as a whole should be included in the minutes and also reported by the chair to the appropriate administrative office in a separate document.

IV. PROCEDURE FOR ACTION ON COMMITTEE ADVICE OR RECOMMENDATIONS.

The vice president will review it to determine if the item is a policy topic, which requires Board of Trustee consideration, or an operational topic requiring administrative consideration.

New and/or revised policies and procedures are reviewed by the appropriate Vice President and then forwarded to the President. If necessary, legal counsel will review and then policies and/or procedures will be submitted to the Board of Trustees for their consideration. Once action is taken, the committee chair is notified for committee records, and their official minutes.

**Tohono O'odham Community College
Committee Structure**

Decision Making Process on College Policies and Operational Rules and Regulations

