

SCAC Board of Regents

Regular Meeting

Tuesday, June 17, 2025 – 5:00 p.m.

San Carlos Apache College, San Carlos, AZ

<https://us06web.zoom.us/j/85491849888?pwd=00e5rrUIbkts6PbjsDaPaQofIE00md.1>

Meeting ID: 854 9184 9888; Passcode: 630272; Phone: +1 719 359 4580 US; +1 253 205 0468 US

AGENDA

1. OPENING ITEMS

- 1.A. Call to Order: at _____ am/pm
- 1.B. Roll Call: (**Attending: Yes/No**)
- | | |
|------------------------------|---------------------------------|
| Chair Durena Thompson _____ | Vice-Chair Philip Stevens _____ |
| Secretary Loreal Jones _____ | Regent Isaiah Belknap _____ |
| Regent Shirley Boni _____ | Regent Jessica Natsyn _____ |
| Regent Kerri Sangster _____ | TOTAL _____ |
- 1.C. Invocation by: _____
- 1.D. Announcements
- 1.E. Public Comment Session
- 1.F. Approval of Agenda: Motion by: _____ 2nd by: _____ Total: _____

2. REPORTS

- 2.A. President's, Provost's, and Chief Financial Officer's Report
- 2.B. Approval of Reports: Motion by: _____ 2nd by: _____ Total: _____

3. NEW AND ONGOING BUSINESS

- 3.A. Review of Finance and Operations Policies and Procedures, pp. 11-15
- 3.B. HLC Update

4. EXECUTIVE SESSION

N/A

5. NEXT MEETINGS/ANNOUNCEMENTS

- 5.A. Next Regular Tribal Council Meeting – Tuesday, July 1, 2025
- 5.B. Next SCAC Regular Meeting of the Board of Regents – Tuesday, July 15, 2025

ADJOURNMENT – Motion by: _____ 2nd by: _____ Time: _____

SAN CARLOS APACHE COLLEGE MAY REPORT



SP GOAL 4:

ENABLE THE INSTITUTION TO CHART-ITS-OWN COURSE AND SUCCESSFULLY CARRY OUT ITS UNIQUE MISSION BY ACQUIRING INDEPENDENT ACCREDITATION, FINANCIAL SELF-SUFFICIENCY, AND MANAGERIAL AUTONOMY.

OBJECTIVE 4-A:

TO SEPARATE THE COLLEGE FROM THE TRIBE'S ADMINISTRATIVE CONTROL.

OBJECTIVE 4-D:

TO REALIGN THE COLLEGE'S ADMINISTRATIVE STRUCTURES, FUNCTIONS, AND PERSONNEL IN ORDER TO MAXIMIZE THE INSTITUTION'S ACCOMPLISHMENTS AS WELL AS ITS FINANCIAL, TECHNICAL, AND HUMAN RESOURCES.

ACCOUNTABILITY -

- **Provost - Eutsey**

- Communication continues with the Tribe about our various grants and general funds reimbursements going back to October 1st.

- **Director of the Apache Institute- Tia Early**

- On 6/10/25, attended the SCAT/FMI Meeting at AGCR to discuss partnership opportunities, funding and collaborative efforts between our tribal entities.

- **President - Warner**

- Hired an Interim Vice President of Student Affairs-Mike Kim
- Hired a Personnel Director-Shelly McPherson

- **Director of the Apache Institute- Tia Early**

- On 6/5/25, I attended the SCAC/TOCC Joint Board Meeting at AGCR to update and collaborate on institutional success.



ACCOUNTABILITY -

SP GOAL 4:

ENABLE THE INSTITUTION TO CHART-ITS-OWN COURSE AND SUCCESSFULLY CARRY OUT ITS UNIQUE MISSION BY ACQUIRING INDEPENDENT ACCREDITATION, FINANCIAL SELF-SUFFICIENCY, AND MANAGERIAL AUTONOMY.

OBJECTIVE 4-E

TO PROMPTLY ACQUIRE INDEPENDENT ACCREDITATION FOR THE COLLEGE AS THE "PATHWAY" TO SELF-DETERMINATION AND SUSTAINABILITY.

- **Provost - Dr. Eutsey**

- SCAC's Registrar is organizing student records (physical and digital) to be fully compliant with BIE regulations. TOCC is providing trainings so that the SCAC can function independently in this area with minimal supervision.

- **Director of the Apache Institute - Tia Early**

- Scheduled Strategic Finance Budget Meeting on 6/17/25 to discuss the Apache Institute Budget for the upcoming year and SCAC BOR review.



ACCOUNTABILITY -

SP GOAL 4:

ENABLE THE INSTITUTION TO CHART-ITS-OWN COURSE AND SUCCESSFULLY CARRY OUT ITS UNIQUE MISSION BY ACQUIRING INDEPENDENT ACCREDITATION, FINANCIAL SELF-SUFFICIENCY, AND MANAGERIAL AUTONOMY.

OBJECTIVE 4-F

TO STRENGTHEN THE COLLEGE'S FINANCIAL HEALTH AND SELF-RELIANCE.

- **Director of the Apache Institute – Tia Early**
 - On 6/16/25, created & updated a budget outline and comparative Institute Project Calendar for Strategic Finance Budget Meeting.



SP GOAL 1:

REKINDLE THE LANGUAGE,
TRADITIONS, AND CULTURE OF
APACHE PEOPLE

OBJECTIVE 1-A

TO FOSTER THE DEVELOPMENT OF
STUDENTS' DEEP UNDERSTANDING
OF, AND APPRECIATION FOR, THEIR
APACHE IDENTITIES AND THE
EXTRAORDINARY RESILIENCE,
UNIQUE STRENGTHS, AND OTHER
SPECIAL "GIFTS"—THEY POSSESS
AND CAN WIELD.

OBJECTIVE 1-B:

TO LAUNCH A COMMUNITY-WIDE
PROCESS FOR IDENTIFYING AND
ORGANIZING THE MOST FLUENT
APACHE SPEAKERS AND THE BEST
MATERIALS FOR TEACHING THE
APACHE LANGUAGE.

RESPECT-

- **Director of the Apache Institute – Tia Early**

- Offered students the opportunity to attend the Saguaro Cactus Fruit Harvest Trip to the TOCC Harvest Event on July 2 & 3, 2025, and had Student Services communicate information via e-blast. Trip has been planned for three of the SCAC Cultural Advisory Members to attend with possible Girls Mentorship Group partners!

- **Director of the Apache Institute – Tia Early**

- On 6/11/25, visited with female members of our SCAC Cultural Advisory Members, Carol Hunter, Joann Williams, and Katie Dude, for a Lunch Meeting and review of SCAC Apache Institute plans.
- On 6/11/25, discussed Back-to-school Holy Ground Ceremony & Cultural Advisory with Cranston Hoffman.
- On 6/13/25, met with SCAC Cultural Advisory Member, Josephine Palmer-Williams.
- On 6/16/25, met with SCAC Cultural Advisory Member, Wilfred Stanley.
- On 6/11/25, met with SCAT Apache Language Preservation Partners and Community Families to plan Immersion Camp Lessons for the grant year.
- On 6/28/25, plan to attend and assist with SCAT Youth Immersion Camp.



RESILIENCE-

SP GOAL 1:

REKINDLE THE LANGUAGE,
TRADITIONS, AND CULTURE
OF APACHE PEOPLE

OBJECTIVE 1-C:

TO LAUNCH A COMMUNITY-
WIDE PROCESS FOR
IDENTIFYING AND
ORGANIZING THE MOST
FLUENT APACHE SPEAKERS
AND THE BEST MATERIALS
FOR TEACHING THE APACHE
LANGUAGE.

- **Provost - Eutsey**

- The SCAC Library remains a hub of community connection, offering monthly educational and cultural events that integrate Nnee bi'at'e—the Apache way of life—into learning experiences. IT continues to support these efforts by maintaining reliable digital access and learning resources for library patrons.
- By increasing digital literacy through ongoing Computer Literacy Courses, the IT Department is helping to preserve Apache culture and empower community members with tools for storytelling, research, and language revitalization. These sessions, led by Lenora Woesner, include foundational computer skills essential for modern communication and preservation effort

- **Director of the Apache Institute - Tia Early**

- On 6/4/25, 6/10/25 & 6/13/25, I met with SCAT Cultural Partners from the Apache Foods Project, SCAT Archaeology/THPO Program, the SCAT Apache Language Preservation Program, and the SCAT Wellness Program to discuss partnership opportunities for the New Apache Crescent Moon Run.
- On 6/4/25, conducted a Miss SCAC Committee Meeting to approve and review travel arrangements for our Miss SCAC, Lorena Cosen, for the previous and upcoming month.



SP GOAL 2:

ENSURE THE INSTITUTION HAS THE POLICIES, PROCESSES, AND RESOURCES REQUIRED TO MAXIMIZE THE SUCCESS OF EVERY STUDENT.

OBJECTIVE 2-E:

TO PROVIDE A RANGE OF SERVICES AND ACTIVITIES FOR THE HOLISTIC HEALTH AND OVERALL WELL-BEING OF ALL STUDENTS AND COMMUNITY MEMBERS.

RESILIENCE-

- **Provost - Eutsey**

- SCAC plans to start offering mental health support using Bettermynd starting July 1st. In addition to services like counseling, students will also be able to attend various workshops on study skills and wellness topics.
- SCAC's registrar is working on the paperwork receive \$35,000 from the Burton Family Foundation to support SCAC's food pantry.

- **Director of the Apache Institute - Tia Early**

- On 6/11/25, discussed with elders other suggestions for upcoming Summer Harvest Opportunities for students.
- On 6/17/25, scheduled a meeting with SCAT Cultural Partners to discuss and update each other on all scheduled and planned events for the Summer.



SP GOAL 2:

ENSURE THE INSTITUTION HAS THE POLICIES, PROCESSES, AND RESOURCES REQUIRED TO MAXIMIZE THE SUCCESS OF EVERY STUDENT.

OBJECTIVE 2-F:

TO TRANSFORM STUDENTS INTO THE LEADERS WHOM THE APACHE TRIBE CAN ENTRUST WITH ITS FUTURE..

SP GOAL 3:

ACHIEVE EDUCATIONAL EXCELLENCE THROUGH COMPETITIVE AND RELEVANT ACADEMIC PROGRAMS AS WELL AS INNOVATIVE TEACHING METHODS APPROPRIATE FOR DIFFERENT LEARNING STYLES.

OBJECTIVE 3-D:

TO DESIGN, TO ESTABLISH, AND TO OPERATE A UNIT OF THE COLLEGE THAT WILL BE RESPONSIBLE FOR WORKFORCE DEVELOPMENT, BASIC EDUCATION, AND OTHER FORMS OF COMMUNITY EDUCATION.

RESILIENCE-

- **President - Warner**

- Miss San Carlos Apache College provides outreach at community events:
 - Mescalero Ceremonial on July 3 & 4th, 2025
 - Little Beaver Jicarilla Celebration on the weekend of July 18, 19, & 20, 2025
 - All other information is listed in her monthly letter to the Miss SCAC Committee

- **Director of the Apache Institute - Tia Early**

- On 6/13/25, visited SC Apache Community & Apache College Library to gain information on their monthly Computer Training Workshops to share.
 - On 6/26/25, tentatively plan to initiate our 1st Apache Crescent Moon Run with the SCAT Wellness Department and their sub-departments to plan for larger and growing events for the community.
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- **Provost - Eutsey**

- This is one of the busiest times of the year for our WIOA staff overseeing the Institute for Career Development and Workforce Transformation as they launch their summer program on June 16th. Youth who are 16-24 are eligible to apply. WIOA staff assisted with creating paper and digital files for each participant, including hiring paperwork and drug tests. 78 youth will be participating, and receiving valuable work experience and a mini course taught by Mike Kim on work etiquette, resume writing, interview skills, and some life skills. SCAC views this as good recruitment event for potential new students.
- (continued on next slide)



RESILIENCE-

SP GOAL 3:

ACHIEVE EDUCATIONAL EXCELLENCE THROUGH COMPETITIVE AND RELEVANT ACADEMIC PROGRAMS AS WELL AS INNOVATIVE TEACHING METHODS APPROPRIATE FOR DIFFERENT LEARNING STYLES.

OBJECTIVE 3-D:

TO DESIGN, TO ESTABLISH, AND TO OPERATE A UNIT OF THE COLLEGE THAT WILL BE RESPONSIBLE FOR WORKFORCE DEVELOPMENT, BASIC EDUCATION, AND OTHER FORMS OF COMMUNITY EDUCATION.

• **Provost - Eutsey**

- Mike Kim worked with WIOA, NDC, University of AZ Extension, and Fit to Champion to create a small-scale summer camp experience for previously incarcerated youth who were not thriving outside of jail.
- Modeled after the WIOA Workforce Summer Camp for youth, this camp was designed to give real-world employment experience and classroom life skills. The structure was designed to teach responsibility and workplace rhythms.
- We had three participants (two 18-year-old students and one 16-year-old student) out of 7 who were invited.
- They spent the mornings gardening, pulling weeds, planting seeds, learning about poultry and sheep management, and also learning
- about culturally hallowed produce like Apache Sugarcane and Apache Giant Squash.
- The Coordinator is working on getting the new budgets submitted to the Department of Labor for the upcoming funds. The latest amendment for the Department of Economic Security is being reviewed at the San Carlos Apache Tribe's Attorney General's office and is awaiting the Chairman's signature.
- 23 users are currently enrolled in the Google IT Support Certificate Program, advancing SCAC's mission of institutional self-sufficiency by cultivating in-house technical expertise. By training tribal members for entry-level IT careers, the program supports long-term autonomy in IT operations, reducing reliance on external support services.



SP GOAL 3:

ACHIEVE EDUCATIONAL EXCELLENCE THROUGH COMPETITIVE AND RELEVANT ACADEMIC PROGRAMS AS WELL AS INNOVATIVE TEACHING METHODS APPROPRIATE FOR DIFFERENT LEARNING STYLES.

OBJECTIVE 3-D:

TO DESIGN, TO ESTABLISH, AND TO OPERATE A UNIT OF THE COLLEGE THAT WILL BE RESPONSIBLE FOR WORKFORCE DEVELOPMENT, BASIC EDUCATION, AND OTHER FORMS OF COMMUNITY EDUCATION.

RESILIENCE-

- **Director of the Apache Institute – Tia Early**
 - On 5/30/25, reviewed ideas in our Managers Meeting to partner with SCAT Cultural Partners to initiate monthly meetings that are rotated in between our SCAC Cultural Advisory Group Meetings.



SP GOAL 2:

ENSURE THE INSTITUTION HAS THE POLICIES, PROCESSES, AND RESOURCES REQUIRED TO MAXIMIZE THE SUCCESS OF EVERY STUDENT.

OBJECTIVE 2-A:

TO MAXIMIZE STUDENT AWARENESS, UNDERSTANDING, AND USE OF INSTITUTIONAL POLICIES, PROCESSES, AND RESOURCES NEEDED FOR THEIR SUCCESS.

OPENNESS-

- **President- Warner**

- *Redesign/update of the San Carlos Apache College website has begun.
- *Summer training on purchasing requirements (policies & practice) on June 17, 2025.
- June 5, 2025 Hosted a Joint Meeting with TOCC and SCAC hosted at Apache Gold Casino
- June 10, 2025 Attended meeting with Freeport an Chairman Rambler.

- **Director of the Apache Institute – Tia Early**

- On 6/6/25, attended the Peridot Head start Graduation and gifted all graduates with an Apache Animal Coloring Book, snacks and crayons from SC Apache College.



SP GOAL 2:

ENSURE THE INSTITUTION HAS THE POLICIES, PROCESSES, AND RESOURCES REQUIRED TO MAXIMIZE THE SUCCESS OF EVERY STUDENT.

OBJECTIVE 2-C:

TO FACILITATE A REWARDING AND SUCCESSFUL COLLEGIATE JOURNEY FOR EVERY STUDENT USING DATA DRIVEN APPROACHES AND BEST PRACTICES.

OPENNESS-

- **President- Warner**

- *Redesign/update of the San Carlos Apache College website has begun.
- *Summer training on purchasing requirements (policies & practice) on June 17, 2025.

- **Upcoming Travel**

- Stabilizing Indigenous Languages Symposium and American Indian/Indigenous Teacher Education Conference in Flagstaff, AZ from June 19 to the 21st.
- Scheduled Leave from June 30 to July 3 .

- **Meetings**

- June 5, 2025 Hosted a Joint Meeting with TOCC and SCAC hosted at Apache Gold Casino
- June 10, 2025 Attended meeting with Freeport an Chairman Rambler.

- **Provost - Eutsey**

- 175 SCAC students enrolled for summer courses, and staff are working on retention efforts, despite vacancies in both the receptionist and retention coordinator positions



SP GOAL 2:

ENSURE THE INSTITUTION HAS THE POLICIES, PROCESSES, AND RESOURCES REQUIRED TO MAXIMIZE THE SUCCESS OF EVERY STUDENT.

OBJECTIVE 2-C:

TO FACILITATE A REWARDING AND SUCCESSFUL COLLEGIATE JOURNEY FOR EVERY STUDENT USING DATA DRIVEN APPROACHES AND BEST PRACTICES.

SP GOAL 2:

ENSURE THE INSTITUTION HAS THE POLICIES, PROCESSES, AND RESOURCES REQUIRED TO MAXIMIZE THE SUCCESS OF EVERY STUDENT.

OBJECTIVE 2-D:

TO PROVIDE ALL STUDENTS THE INSTITUTIONAL STRUCTURES, SPACES, AND SUPPORT SERVICES TO PURSUE THEIR CAREER ASPIRATIONS AND TO ACHIEVE THEIR EDUCATIONAL GOALS.

OPENNESS-

- **Director of the Apache Institute – Tia Early**

- On 6/13/25, confirmed additional WIOA staff placement for SCAC Student Services and the Apache Institute to assist with reception and file clerk duties for the summer.
- On 6/19, 20, & 21/25, will attend American Indian Indigenous Teacher Education Conference in Flagstaff, Az to assist with SCAC ARROW Presentation.

- **President – Warner**

- Continue to monitor availability of space in BIA and SCTI.

- **Director of the Apache Institute – Tia Early**

- On 6/6/25, assisted in efforts to organize promo items and supplies ordered for the Miss San Carlos Apache travel events and the Chairman’s District Community Meetings so SCAC remains visible and participates in tribal events.



SP GOAL 2:

ENSURE THE INSTITUTION HAS THE POLICIES, PROCESSES, AND RESOURCES REQUIRED TO MAXIMIZE THE SUCCESS OF EVERY STUDENT.

OBJECTIVE 2-B:

OBJECTIVE 2-B: TO ATTRACT, TO RETAIN AND TO REWARD EMPLOYEES WHO POSSESS THE KNOWLEDGE AND DEMONSTRABLE COMMITMENT TO STUDENT SUCCESS.

SP GOAL 3:

ACHIEVE EDUCATIONAL EXCELLENCE THROUGH COMPETITIVE AND RELEVANT ACADEMIC PROGRAMS, AS WELL AS INNOVATIVE TEACHING METHODS APPROPRIATE FOR DIFFERENT LEARNING STYLES.

OBJECTIVE 3-A:

TO BUILD AND TO MAINTAIN AN OUTSTANDING FACULTY WHO ARE ABLE AND WILLING TO USE VERSATILE TEACHING METHODS FOR A CONSTANTLY CHANGING LEARNING ENVIRONMENT

WISDOM-

- **Provost - Eutsey**

- At least three, new, full-time faculty members will be joining in Fall 2025 (Psychology, Business, Computer Information Systems).

- **Director of the Apache Institute - Tia Early**

- *On 6/12/25, confirmed Medicine Man Participation for the Apache Crescent Moon Run on June 26, 2025, with the SCAT Wellness Department and prepare for the Fall Blessing that will be available to our SCAC Staff, Faculty & Students.*
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- **Provost - Eutsey**

- Working closely with the 17 faculty members teaching over the 8-week summer session.

- **Director of the Apache Institute - Tia Early**

- On 6/17/25, I will attend the SCAC Finance Lunch & Learn Presentation offered to all SCAC Staff Members and additionally share information on the community event on 6/25/25 – “Check Your Overall Health Expo” at the SCAT Wellness Center.



SP GOAL 3:

ACHIEVE EDUCATIONAL EXCELLENCE THROUGH COMPETITIVE AND RELEVANT ACADEMIC PROGRAMS, AS WELL AS INNOVATIVE TEACHING METHODS APPROPRIATE FOR DIFFERENT LEARNING STYLES.

OBJECTIVE 3-B:

TO ENSURE THAT STUDENT LEARNING OBJECTS (SLOS) AT THE COURSE, PROGRAM, AND INSTITUTIONAL ELVERS ARE ACHIEVED WELL BY ALL STUDENTS.

WISDOM-

- **Provost - Eutsey**
 - SCAC will be presenting its program review findings for the Associate of Business and Business Administration, and the Associate of Applied Science in Business Management at the July Board meeting.
- **Director of the Apache Institute - Tia Early**
 - Plans are tentative for our next Back-to-school Holy Ground Ceremony with Mr. Cranston Hoffman at the Dripping Springs site in July 2025.



SP GOAL 3:

ACHIEVE EDUCATIONAL EXCELLENCE THROUGH COMPETITIVE AND RELEVANT ACADEMIC PROGRAMS, AS WELL AS INNOVATIVE TEACHING METHODS APPROPRIATE FOR DIFFERENT LEARNING STYLES.

OBJECTIVE 3-C:

TO CONTINUOUSLY EXAMINE AND MEET THE COMMUNITY'S NEED AND DEMAND FOR CURRENT AND YET-TO-BE-DEVELOPED PROGRAMS AND SERVICES.

SP GOAL 4:

ENABLE THE INSTITUTION TO CHART-ITS-OWN-COURSE AND SUCCESSFULLY CARRYOUT THE UNIQUE MISSION BY ACQUIRING INDEPENDENT ACCREDITATION, FINANCIAL SELF-SUFFICIENCY, AND MANAGERIAL AUTONOMY.

OBJECTIVE 4-B:

TO ENHANCE THE COLLEGE'S TEACHING/ACADEMIC CAPACITIES AND RESOURCES.

WISDOM-

- **President - Warner**

- *Continue to work with Freeport on access to SCITI building for use as office space/potential classroom space for Fall 2025. Ms. Early and I met with the Chairman and Freeport VP McAlister (and others) to reaffirm needs.

- **Director of the Apache Institute - Tia Early**

- On 6/10/25, listened to ideas for a SCAC/SCTI property move and FMI's desire to begin new certification programs for Tribal Employee development to work in the mining industry in the future.

- **Provost - Eutsey**

- Throughout the month, I have been assisting others with updates on how to order supplies and communicate with our new SCAC Project Managers on payments, ordering, and planning for our regular needs.



FY 2024-2025 BUDGET INFORMATION

Gross Profit (Income)	\$4,534,642.99						
Department	Office of the President	VP-Provost Office	The Apache Institute	Office of Finance and Administration	Administration Operations	Student Services	Total
Salaries	\$330,750.00	\$785,569.25	\$135,000.00	\$424,325.52	\$420,120.00	\$277,560.00	\$2,373,324.77
Expenditures	\$104,932.71	\$115,932.71	\$60,932.71	\$150,932.71	\$68,932.72	\$117,932.71	\$619,596.27
Total:	\$435,682.71	\$901,501.96	\$195,932.71	\$575,258.23	\$489,052.72	\$395,492.71	\$2,992,921.04

Department	Office of the President	VP-Provost Office	The Apache Institute	Office of Finance and Administration	Administrative Operations	Student Services/Affairs	Board of Regents	Total:
Salaries	\$330,750.00	\$1,230,869.45	\$193,725.00	\$536,645.52	\$802,869.70	\$471,285.00	\$0.00	\$3,566,144.67
Expenditures	\$105,000.00	\$120,000.00	\$95,000.00	\$150,000.00	\$80,000.00	\$120,000.00	\$54,000.00	\$724,000.00
Total:	\$435,750.00	\$1,350,869.45	\$288,725.00	\$686,645.52	\$882,869.70	\$591,285.00	\$54,000.00	\$4,290,144.67





San Carlos Apache College



2025 Fall Course Schedule 8/18/2025 to 12/5/2025

Course Section	Course Name	Credits	Instructor	Beg Time	End Time	Days	Building
ACC 101 – 3	Financial Accounting (Online w/Zoom)	3	Jim Yostrum	5:30 PM	6:45 PM	T/R	ONLINE
ANR 290 – 2	Wildlife Conservation (Online Only)	4	Josh Hoskinson	ONLINE	ONLINE	ONLINE	ONLINE
APA 101 – 1	Apache Language and Culture I (Online w/Zoom) – in-person option	4	Kathy Kitcheyan	9:00 AM	10:40 AM	M/W	MB 10
APA 101 – 2	Apache Language and Culture I (Online w/Zoom) – in-person option	4	Kathy Kitcheyan	9:00 AM	10:40 AM	T/R	MB 10
APA 101 – 3	Apache Language and Culture I (Online w/Zoom) – in-person option	4	Kathy Kitcheyan	1:00 PM	2:40 PM	T/R	MB 10
APA 101 – 4	Apache Language and Culture I (Online w/Zoom)	4	Monica Loas	5:30 PM	7:10 PM	M/W	ONLINE
APA 101 – 5	Apache Language and Culture I (Dual Enrollment – Ft. Thomas H.S.)	4	Aurelia Bullis	TBA	TBA	TBA	TBA
APA 102 – 1	Apache Language II (Online w/Zoom) – in-person option	4	Kathy Kitcheyan	1:00 PM	2:40 PM	M/W	MB 10
APA 102 – 2	Apache Language II (Online w/Zoom)	4	Monica Loas	5:30 PM	7:10 PM	T/R	ONLINE
APA 102 – 3	Apache Language and Culture I (Dual Enrollment – Ft. Thomas H.S.)	4	Aurelia Bullis	TBA	TBA	TBA	TBA
ARH 204 – 1	History of Native American Visual Culture (Online Only)	3	Dr. Georgina Badoni	ONLINE	ONLINE	ONLINE	ONLINE
ART 105 – 2	Art Appreciation (Online Only)	3	Dr. Georgina Badoni	ONLINE	ONLINE	ONLINE	ONLINE
BIO 127N – 3	Human Nutrition and Biology (Online Only)	4	Casey Jones	ONLINE	ONLINE	ONLINE	ONLINE
BUS 100 – 3	Introduction to Business (Online w/Zoom) – in-person option	3	Maydafa Clark	5:30 PM	6:45 PM	T/R	JM 01
BUS 220 – 2	Legal Environment of Business (Online w/Zoom)	3	Jim Yostrum	7:00 PM	8:15 PM	T/R	ONLINE
CIS 100 – 3	Introduction to Computers (Online w/Zoom) – in-person option	3	Keshav Bidari	5:30 PM	6:45 PM	M/W	ONLINE
CIS 140 – 2	Introduction to Risk Management (Online w/Zoom) – in-person option	3	Keshav Bidari	5:30 PM	6:45 PM	T/R	ONLINE
CIS 210 – 2	Introduction to System Administration (Online w/Zoom) in person option	3	Keshav Bidari	3:00 PM	4:15 PM	T/R	MB 10
CIS 230N – 1	Network Fundamentals (Online Only)	4	Keshav Bidari	ONLINE	ONLINE	ONLINE	ONLINE
COM 263 – 1	Intercultural Communication (Online w/Zoom Hybrid) Second 8-week session – in-person option	3	Mike Kim	3:00 PM	5:00 PM	M/W	MB 10
ECN 202 – 1	Macroeconomic Principles (Online w/Zoom)	3	Dr. Gregory Redhouse	6:00 PM	8:30 PM	R	ONLINE
HIS 101 – 2	Introduction to Western Civilization I (Online W/Zoom) – in person option	3	Xina Uhl	3:00 PM	4:15 PM	T/R	TBA
HIS 130 – 1	Apache History I (Online w/Zoom) – in-person option	3	Xina Uhl	5:30 PM	8:00 PM	T	MB 10
HIS 130 – 2	Apache History I (Online w/Zoom) – in-person option	3	Xina Uhl	5:30 PM	6:45 PM	M/W	MB 10
HIS 130 – 3	Apache History I (Online w/Zoom) – in-person option	3	Xina Uhl	11:00 AM	12:15 PM	T/R	TBA
HIS 130 – 4	Apache History ! (Online Only)	3	Xina Uhl	ONLINE	ONLINE	ONLINE	ONLINE



San Carlos Apache College



2025 Fall Course Schedule 8/18/2025 to 12/5/2025

Course Section	Course Name	Credits	Instructor	Beg Time	End Time	Days	Building
HIS 230 – 1	Introduction to Historiography: The Apachean Peoples (Online w/Zoom)	3	Dr. Marcus Macktima	5:30 PM	8:00 PM	W	ONLINE
LIT 289 – 1	Literature and Film (Online Only)	3	Rob Meyer	ONLINE	ONLINE	ONLINE	ONLINE
MAT 082 – 1	Basic Mathematics (Math Lab – Online Only)	3	Dr. Zorayda Agus	ONLINE	ONLINE	ONLINE	ONLINE
MAT 082 – 2	Basic Mathematics (Math Lab – Online w/Zoom)	3	Noemi Hubilla	5:30 PM	7:40 PM	R	ONLINE
MAT 086 – 1	Pre-Algebra (Math Lab - Online Only)	3	Dr. Zorayda Agua	ONLINE	ONLINE	ONLINE	ONLINE
MAT 086 – 2	Pre-Algebra (Math Lab – Online w/Zoom)	3	Noemi Hubilla	5:30 PM	7:40 PM	R	ONLINE
MAT 092 – 1	Elementary Algebra (Math Lab – Online Only)	3	Dr. Zorayda Agus	ONLINE	ONLINE	ONLINE	ONLINE
MAT 092 – 2	Elementary Algebra (Math Lab – Online w/Zoom)	3	Noemi Hubilla	5:30PM	7:40 PM	R	ONLINE
MAT 122 – 1	Intermediate Algebra (Math Lab – Online Only)	3	Dr. Zorayda Agus	ONLINE	ONLINE	ONLINE	ONLINE
MAT 122 – 2	Intermediate Algebra (Math Lab – Online w/Zoom)	3	Noemi Hubilla	5:30 PM	7:40 PM	R	ONLINE
MAT 142 – 1	Topics in College Mathematics (Math Lab – Online Only)	3	Dr. Zorayda Agus	ONLINE	ONLINE	ONLINE	ONLINE
MAT 142 – 2	Topics in College Mathematics (Math Lab – Online w/Zoom)	3	Noemi Hubilla	5:30 PM	7:40 PM	R	ONLINE
MAT 151 – 2	College Algebra (Math Lab – Online Only)	4	Dr. Zorayda Agus	ONLINE	ONLINE	ONLINE	ONLINE
MAT 151 – 3	College Algebra (Math Lab/Hybrid – Online w/Zoom)	4	Noemi Hubilla	5:30 PM	7:40 PM	R	ONLINE
MAT 187 – 1	Precalculus (Math Lab – Online)	5	Dr. Zorayda Agus	ONLINE	ONLINE	ONLINE	ONLINE
MKT 111 – 2	Principles of Marketing (Online w/Zoom) – in-person option	3	Maydafa Clark	5:30 PM	8:00 PM	M	JM 01
MGT 122 – 2	Supervision (Online w/Zoom) – in-person option	3	Maydafa Clark	12:00 PM	12:50 PM	M/W/F	JM 01
MGT 124 – 3	Small Business Management (Online w/Zoom) – in-person option	3	Maydafa Clark	1:00 PM	2:15 PM	T/R	CB 01
PHI 101 – 3	Introduction to Philosophy (Online w/Zoom)	3	Tes Davison	5:30 PM	6:45 PM	M/W	ONLINE
POS 110 – 2	American National Government (Online w/Zoom)	3	Rick Chavolla	12:00 PM	12:50AM	M/W/F	ONLINE
PSY 101 – 5	Introduction to Psychology (Online w/Zoom) – in-person option	3	Ky Travis	5:30 PM	6:45 PM	T/R	ONLINE
PSY 132 – 2	Psychology and Culture (Online w/Zoom)	3	Amita Uppal	5:30 PM	6:45 PM	M/W	ONLINE
PSY 214 – 3	Abnormal Psychology (Online w/Zoom) – in-person option	3	Ky Travis	3:00 PM	4:45 PM	M/W	TBA
PSY 230 – 1	Human Growth and Development (Online w/Zoom) – in-person option	3	Ky Travis	5:30 PM	6:45 PM	M/W	TBA
SSE 121 – 2	Introduction to Substance Abuse (Online w/Zoom)	3	Veronica Duncan	5:30 PM	6:45 PM	M/W	ONLINE
SSE 211 – 2	Group Technique Application (Online w/Zoom)	3	STAFF	5:30 PM	6:45 PM	M/W	ONLINE
SSE 222 – 1	Political and Legal Aspects of Drug Use (Online w/Zoom) – in-person option	3	Ky Travis	1:00 PM	2:15 PM	T/R	TBA



San Carlos Apache College



2025 Fall Course Schedule 8/18/2025 to 12/5/2025

Course Section	Course Name	Credits	Instructor	Beg Time	End Time	Days	Building
SPE 110 – 1	Public Speaking(Online w/Zoom) – in-person option	3	Mike Kim	5:15 PM	6:45 PM	M/W	MB 10
SPE 110 – 2	Public Speaking (Online w/Zoom) – in-person option	3	Mike Kim	12:00 PM	1:15 PM	T/R	TBA
STU 101 – 2	Becoming a Master Student (Online w/Zoom) First 8 week session	3	Mike Kim	1:00 PM	3:30 PM	M/W	CB 01
STU 101 – 3	Becoming a Master Student (Online w/Zoom)	3	Rick Chavolla	9:00 AM	10:15 AM	T/R	TBA
SWU 171 – 3	Introduction to Social Work (Online w/Zoom)	3	Veronica Duncan	5:30 PM	6:45 PM	T/R	ONLINE
SWU 291 – 2	Social Service Delivery Systems (Online w/Zoom)	3	Ciarra Butler	3:00 PM	4:15 PM	T/R	ONLINE
SWU 295 – 2	Fundamentals of Social Work Practice (Online w/Zoom)	3	Ciarra Butler	5:30 PM	6:45 PM	T/R	ONLINE
WRT 101 – 7	Writing I (Online Only)	3	Dr. Darren Dillman	ONLINE	ONLINE	ONLINE	ONLINE
WRT 101 – 8	Writing I (Online w/Zoom) – in-person option	3	Dr. Darren Dillman	5:30 PM	6:45 PM	M/W	MB 10
WRT 102 – 5	Writing II (Online Only)	3	Dr. Darren Dillman	ONLINE	ONLINE	ONLINE	ONLINE
WRT 102 – 6	Writing II (Online w/Zoom) – in-person option	3	Dr. Darren Dillman	3:00 PM	4:15 PM	M/W	CB 01
WRT 287 – 1	Beginning Creative Writing Workshop in Fiction (Online w/Zoom) – in-person option	3	Dr. Darren Dillman	1:00 PM	2:15 PM	T/R	CB 01



San Carlos Community & Apache College Library

JUNE 2025



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 College students we have study space, come and see the library	3 Come in and work on the puzzle.	4 Bring your ID and sign up for a library card.	5 You can use our free Wi-Fi. Computers are available for one hour per day	6 Summer Reading Program-COLOR OUR WORLD KICK-OFF, starts at 9am
9 10-11:00am Animal stories, ages 0-5. <i>The Hungry Caterpillar</i> story and activities 2-3:30 pm Read stories about color. Create spin art using rotation and revolution science. Ages 6-adult	10 9:30-10:30am Little Explorer's Playgroup. 2-3:30 pm Read stories and create paper art, ages 6-adult	11 10-11:00am Animal stories, ages 0-5. <i>Bedtime in the Southwest. Animal mask making</i> 10-11:00am Book Club 2-3:30 pm Read stories about butterflies. Crate a butterfly, Ages 6-adult 5pm Computer literacy class	12 10-11:00am Animal stories, ages 0-5. Felt story board activities 2-3:30 pm Listen to Stories and develop your own story to share. Create a story stone and share with the group. Ages 6-adult	13 9-10 am Coffee with Elders -A discussion about Social Security 2-3:30 pm Fun with Colors in the Apache Language, Ages 6-adult
16 10-11:00am Rock your moccasins story and activities, ages 0-5 2-3:30pm Color our world - Apache Language Preservation, Learn Color names in Apache and Activities	17 10-11:00am Read stories and create a story stone, ages 0-5 2-3:30pm Color our world - Apache Language Preservation, Learn Color names in Apache and Activities	18 Apache Independence Day Library Closed	19 Juneteenth Library Closed	20 Library Closed
23 10AM-11:30 Color our world using air dry clay. Parent and children 2-3:30pm Family Stories and activities	24 10AM-11:30 Color our world using air dry clay. Parent and children 2:00pm Family Movie afternoon	25 10AM-11:30 Color our world using air dry clay. Parent and children 10-11:00am Book Club 2:00-3:30pm Family event, make a baby photo book 5pm Computer literacy class	26 10AM-11:30 Color our world using air dry clay. Parent and children 2:00-3:30pm Family event, make a baby photo book	27 9-10 am Coffee with Elders- Topic: Alzheimer and Brain Awareness Month (DHHS guest speaker) 10AM-11:30 Color our world using air dry clay. Parent and children
30 10-11:30am Read & Learn about Electric circuit, make a mini flashlight 2-3:30 Electric Circuit, afternoon session				

Summer Reading Program-COLOR OUR WORLD KICK-OFF FRIDAY, JUNE 6, starts at 9AM. VISIT THE LIBRARY, SIGN UP AND GET YOUR READING LOGS. Kids under 10 may read to staff for 20 minutes, and they will receive a Star Wars reading timer to log their reading minutes. Summer Reading Program activities printed in **red** are for children ages 0-5 and their parents, caregivers or grandparents

Summer reading activities for ages 6 - adult are printed in **black** and are presented in the afternoons, except the week of June 23.

Air Dry Clay activities (June 23-27) must include an adult. Families are encouraged to sign up for the week long activity.

Phone: (928)475-2611
Email: Library@apachecollege.org
Library Hours
Open 8 am to 12pm, (closed for lunch) Open 1pm to 5pm



SCAC Board Financials 5.25

San Carlos Apache College, Inc.

July 1, 2024-May 31, 2025

DISTRIBUTION ACCOUNT	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	TOTAL	
Income													
46000 State Grant Revenue			15,000.00				17,104.98	17,189.21	82,372.05	17,073.04	17,136.57	165,875.85	
46050 Federal Grant Revenue		2,051,018.00										2,051,018.00	
46060 Federal Funding					1,000,000.00		1,205,982.89					2,205,982.89	
48000 Donation/Private Revenue					25,000.00		500.00	2,500.00	500.00	3,550.00	15,000.00	47,050.00	
48050 Tribal In-Kind Contributions				40,421.72								40,421.72	
49100 Uncategorized Income	15,250.00						7,299.86			49,942.41	641.00	73,133.27	
Total for Income	15,250.00	2,051,018.00	15,000.00	40,421.72	1,025,000.00	0	1,230,887.73	19,689.21	82,872.05	70,565.45	32,777.57	\$4,583,481.73	
Cost of Goods Sold													
50000 Cost of Goods Sold												0	
51010 Professional Development	3,247.28	626.71	996.96	305.00	2,043.00				-305.00			6,913.95	
51020 Special Events	3,388.81	5,063.75	514.60	5,302.39	4,505.99	3,450.00	1,597.75	649.51		250.00	1,902.96	26,625.76	
51030 Books & Videos			98.17									98.17	
51060 Graduation											3,550.00	3,550.00	
Total for 50000 Cost of Goods Sold	6,636.09	5,690.46	1,609.73	5,607.39	6,548.99	3,450.00	1,597.75	649.51	-305.00	250.00	5,452.96	\$37,187.88	
Total for Cost of Goods Sold	6,636.09	5,690.46	1,609.73	5,607.39	6,548.99	3,450.00	1,597.75	649.51	-305.00	250.00	5,452.96	\$37,187.88	
Gross Profit	8,613.91	2,045,327.54	13,390.27	34,814.33	1,018,451.01	-3,450.00	1,229,289.98	19,039.70	83,177.05	70,315.45	27,324.61	\$4,546,293.85	
Expenses													
60000 Administrative			450.00								2,267.22	4,669.13	\$7,386.35
60010 Accounting fees					16,377.75	16,273.10	10,215.75		29,719.25			72,585.85	
60030 Contractual Services					4,326.40	8,750.00	4,256.52	7,749.84	6,813.44	11,464.96	7,726.59	51,087.75	
60400 Other Professional Fees	3,780.00		4,085.56	1,206.25	7,218.00	3,925.16	1,917.40	-6,498.00	3,759.43	37,341.11	21,143.24	77,878.15	
61010 Charitable Contributions											400.00	400.00	
61020 Computer & Software Expense	1,179.04		1,884.36	752.00	199.00		403.97					4,418.37	
61030 Dues & Subscriptions	669.13	1,092.40	6,475.93	2,462.97	4,390.25	6,388.17	2,646.46	2,344.16	1,641.63	3,877.11	11,369.93	43,358.14	
61040 Licenses & Fees			15.16	44.22		20.00	8,679.89					8,759.27	
61050 Marketing, Advertising, Promotion	4,015.46	1,770.85	684.81	4,951.94	7,938.56	2,690.73	48.29	3,508.13	-303.58	1,340.57	756.20	27,401.96	
61060 Postage	223.66	257.71	42.42	108.39	355.32	423.50	428.50	61.18	31.20	70.54	1,261.04	3,263.46	
61070 Supplies & materials	679.69	9,127.74	5,978.73	11,312.14	3,057.27	8,155.44	19,416.93	9,882.59	5,627.81	3,726.43	5,467.03	82,431.80	
61080 Bank fees & service charges	506.58	302.20	444.00	502.44	235.72	227.00	295.08	434.36	198.76	980.00	65.25	4,191.39	
61180 Community Events								300.00	2,970.00			3,270.00	
61300 Meals	2,328.87	2,943.96	1,579.74	539.32			472.83	185.60	276.79	4,708.50	1,035.49	14,071.10	
61900 Contract & professional fees	520.00	240.00		30.00	466.00		3,940.00		768.25	1,823.00	2,843.50	10,630.75	
62050 Interest Expense			78.87		41.01	18.91	39.00			9.88		187.67	
63020 R&M - Vehicle	433.28	288.18	5,238.63								113.71	6,073.80	
63040 Registration Fees	470.00	266.52	1,938.48						2,700.00		1,125.00	6,500.00	
64000 Miscellaneous Expense					36.18	10.00						46.18	
64010 Vehicle expense		42.02	50.12	106.98	151.51	207.23	175.53	181.29	2,347.60	262.70	388.90	3,913.88	
64020 Travel	14,218.07	1,354.99	19,731.68	8,461.55	3,049.74	5,204.55	12,574.41	7,718.74	30,929.22	16,596.23	18,431.30	138,270.48	
Total for 60000 Administrative	29,023.78	17,686.57	48,678.49	30,478.20	47,842.71	52,293.79	65,510.56	28,567.89	84,779.80	85,593.25	75,671.31	\$566,126.35	
6485 6485 Travel						16.00	2,980.12	13,842.60	2,331.89	1,307.20	1,944.46	22,422.27	
65000 Occupancy												0	
65030 Utiilities - Electric	2,646.35	4,273.77	603.03	2,468.40	1,612.41	3,455.21	1,126.66	5,163.73	1,207.54	1,478.16	2,292.60	26,327.86	
65040 Natural Gas	105.21	73.02	205.81	31.58	153.90	334.13	878.83	762.44	996.12	299.28	136.37	3,976.69	
65050 Water & Waste Disposal	208.00	1,088.00	520.00	8.50		330.00	507.38	6.75	400.00	450.51	631.88	4,151.02	
65060 Exterminating	470.00	255.00	330.00	255.00	97.76	1,000.00	455.00	352.76	-451.12	255.00	303.88	3,323.28	

SCAC Board Financials 5.25

San Carlos Apache College, Inc.

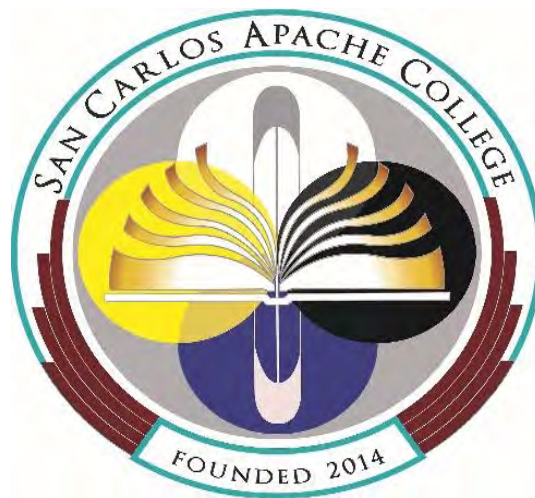
July 1, 2024-May 31, 2025

DISTRIBUTION ACCOUNT	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	TOTAL
65070 Telecommunication	1,297.36	2,961.78	2,222.22	2,244.90	2,653.28	3,832.32	2,091.96	1,639.39	3,144.01	2,177.88	2,599.87	26,864.97
65080 Lease & Rental	345.12	484.62	1,720.20	1,163.51	3,302.55	3,469.04	1,804.34	581.14	1,188.70	937.71	888.10	15,885.03
65090 R&M - Building	483.24	295.80	3,816.17	8,886.54		2,143.82	1,510.55	112.73	180.60	210.73	890.67	18,530.85
Total for 65000 Occupancy	5,555.28	9,431.99	9,417.43	15,058.43	7,819.90	14,564.52	8,374.72	8,618.94	6,665.85	5,809.27	7,743.37	\$99,059.70
66000 Payroll expenses												0
66010 Salaries & wages				103,667.33	233,450.99	141,752.45	160,089.93	151,781.85	151,807.34	149,771.05	134,122.03	1,226,442.97
66015 Holiday Pay					5,771.70	11,802.51	41,143.56	4,886.26				63,604.03
66020 Annual Leave Expense				5,681.62	6,782.40	5,868.12	8,423.15	4,691.62	5,508.23	12,809.20	7,618.73	57,383.07
66025 Sick Pay				2,403.71	6,849.66	9,064.54	15,123.70	9,220.95	10,977.26	6,205.63	3,478.13	63,323.58
66030 Stipends	4,267.00	720.00	700.00				2,590.00		3,869.00	22,200.00	2,650.00	36,996.00
66100 Incentive Pay					155.00		550.00	160.00		625.00	300.00	1,790.00
66110 FICA/Medicare				8,456.61	19,120.71	12,798.44	17,400.17	12,873.08	12,630.98	12,646.84	10,933.93	106,860.76
66120 Federal Unemployment Tax Act				643.93	1,085.72	319.77	1,164.65	383.96	307.77	269.20	196.85	4,371.85
66130 State Unemployment Expense				2,166.19	3,985.36	1,179.35	3,984.52	1,635.81	1,061.27	925.19	677.61	15,615.30
66140 Group Insurance Expense				495.79	981.36	1,001.80	991.58	38,354.76	8,771.19	16,699.88	8,876.19	76,172.55
66160 Retirement Expense				2,555.91	3,683.67	3,691.60	5,938.92	18,651.34	4,122.78	4,933.59	4,674.67	48,252.48
66170 Payroll Processing Fee				2,918.38	2,169.69	1,671.82	2,392.75	1,794.18	1,804.71	1,657.55	2,360.46	16,769.54
66190 Recruitment	18,082.50		18,082.50		370.00			370.00				36,905.00
Total for 66000 Payroll expenses	22,349.50	720.00	18,782.50	128,989.47	284,406.26	189,150.40	259,792.93	244,803.81	200,860.53	228,743.13	175,888.60	\$1,754,487.13
70020 Depreciation Expense						15,994.60	2,361.61	2,361.61	2,361.61	2,361.61		25,441.04
90000 Uncategorized Expense					1,442.30	576.92	865.38	695.92	646.92	576.92	2,076.92	6,881.28
Purchases											194.29	194.29
Total for Expenses	56,928.56	27,838.56	76,878.42	174,526.10	341,511.17	272,596.23	339,885.32	298,890.77	297,646.60	324,391.38	263,518.95	\$2,474,612.06
Net Operating Income	-48,314.65	2,017,488.98	-63,488.15	-139,711.77	676,939.84	-276,046.23	889,404.66	-279,851.07	-214,469.55	-254,075.93	-236,194.34	\$2,071,681.79
Other Income												
Other Expenses												
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0
Net Income	-48,314.65	2,017,488.98	-63,488.15	-139,711.77	676,939.84	-276,046.23	889,404.66	-279,851.07	-214,469.55	-254,075.93	-236,194.34	\$2,071,681.79

San Carlos Apache College

FINANCE AND OPERATIONS

POLICIES AND PROCEDURES



December 15, 2021

SECTION I: FINANCE OFFICE MISSION STATEMENT

(forthcoming)

SECTION II: PURPOSE OF FINANCE AND OPERATIONS POLICIES AND PROCEDURES

This manual presents the policies and procedures governing the business relationships and procurement transactions of San Carlos Apache College (SCAC) with suppliers offering goods and services to the College for purchase, lease, or rent. The primary purpose of this manual is to ensure the institution uses the proper internal control policies and procedures to optimize cost effectiveness and efficient in its operations. The guidelines, requirements, and responsibilities set forth in this manual are institution-wide in scope and apply to each level, role, department, and location.

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SECTION III: PURCHASING CYCLE

The College's Board of Regents has established budgetary control policies and procedures for the proper management and reporting of the institution's income and expenditures, competitive purchases, investments, inventories, and grants.

POLICIES

1. The Board of Regents and President delegate procurement authority to the Chief Financial Officer.
2. The College will procure all goods and services on the best terms possible, at the lowest overall cost, and consistent with an appropriate level of quality. Acquisition will be without favoritism and on a competitive basis, whenever practical, to obtain the maximum value for each dollar expended. All interested vendors and contractors will receive fair and impartial consideration.
3. All purchases will be made with *prior authorization* and according to the policies and procedures in the SCAC Purchasing Policies and Procedures Manual (3PM). The College will reserve the right not to reimburse employees making purchases when the actual date of purchase is prior to the purchase order date.
4. In instances where prepayment is required, documentation must be attached to the request fully justifying the need for prepayment. A minimum of two working weeks (10 workdays) is required in order to have sufficient time to prepare a check or other form of payment, even when using the *Collect on Delivery (COD)* approach.
5. The College will provide the maximum practical opportunity to Apache, minority, and women owned businesses to participate as suppliers, vendors, or contractors in the provision of goods and services to the College.
6. Any form of discrimination is strictly prohibited in the awarding of business contracts (the purchase of goods and services from vendors and contractors).
7. All employees must act in accordance with the limits of their authority. Any questions concerning the ramifications of the formation, or language, of any oral or written agreement should be reviewed with legal counsel of the College prior to the presentation or execution of the agreement. No individual has the authority to enter into purchase agreements or contracts, or to obligate the College for any purchase, unless specifically authorized to do so by the Finance Office. Any such negotiations are considered unauthorized purchases and the individual will be held personally responsible for the obligation to the vendor or contractor.

8. Bidding procedures, for purchases in excess of \$10,000, are established in accordance with prescribed College and Federal regulations and will be followed.
9. Delegations of signature authority are established to facilitate and safeguard the processing of financial transactions and check signing. All SCAC checks require one (1) signer. The Board of Regents designates check signers based on the president's recommendation. All checks of \$40,000 or more require the signature of a board member.
10. All requisitions are submitted through the supervisor and shall require the approval of at least one person not representing the division from that which the request is made.
11. The College will follow appropriate oversight and controls that prevent unauthorized use of signature mechanisms, ensure electronic signatures are unique to the person authorized, and restrict use of signature authority to the person whose signature is represented.
12. Vendors and contractors doing regular business with the College are made aware of the policy in writing and are advised that all purchases or services chargeable to the College must be authorized by an official College purchase order and have the authorization signatures from the Finance Office.
13. The College does not purchase goods or services for the personal use of its employees. The College is not obligated to pay for any unauthorized purchases. Unauthorized purchases become the personal obligation of the individual who makes these purchases.
14. Employees conducting business transactions on behalf of the College hold a position of trust, which dictates that their actions be governed by the highest standards of personal and professional conduct and ethical behavior. All employees will follow fully all the tenants of the SCAC Conflict of Interest policy.
15. Any employee of the College, or relative of an employee, who has a substantial interest in any contract, sale, purchase, or service to the College shall make known that interest to the Chief Financial Officer and shall refrain from participating in any manner as an officer or employee in such contract, sale, or purchase.
16. No employee of the College shall supply any equipment, material, supplies or services pursuant to the award or contract unless as a result of properly conducted public competitive bidding or a formal written quotation.
17. Purchase orders will be prepared for all College expenditures except for excluded items such as salaries and related costs, and in-state travel. No purchase(s) will be made without a signed purchase order. Any unauthorized purchase becomes the obligation of the individual who made the purchase.

18. Blanket purchase orders may be used for purchases of a recurring nature. The original purchase order number will be used for the purchase. Blanket purchase orders will indicate a definite period covered and a specified expenditure limit. The blanket purchase order shall not exceed \$5,000 in one fiscal year without a competitive process.
19. Delivery of goods and services will be documented through "receiving reports" with the exclusion of exempted items. The date of receipt, and the quantity received, will be recorded in the accounting system.
20. Credit memoranda will be processed promptly, either by deduction of the credit amount from a subsequent invoice from the vendor or contractor, or by receipt of a refund check within the fiscal year.
21. Requests for supplies or equipment to be returned to the vendor for adjustment or credit must be cleared by the Finance Office.
22. Checks made payable to "cash" or "bearer" are absolutely prohibited.
23. All vendor or contractor invoices must be promptly cancelled when paid to prevent duplicate payments.
24. Reversions of federal or other grant funds will be processed only upon receipt of written notification from the granting agency. All reversions will be processed using the regular and approved disbursement procedures.

PURCHASING CYCLE

Performed by

Procedure

Requester	1. Follows “create requisition” instructions including: entering purchase information, selecting cost center in approval track, linking back-up, supporting documents for purchase and submitting for approval.
Supervisor Project Manager	2. Based on the approval track unit selected by the Requester, Supervisor reviews requisitions to ensure the completion of all applicable information. 3. Verifies that all required procurement procedures have been followed. (See Competitive Purchasing) If all required documentation is not included, the requisition will be denied and returned to the Requestor for proper completion. If quote requirements are not met, the Supervisor indicates the deficiency in the Notes. 4. Submits purchase requisitions to Controller for review and approval of purchase.
Controller/President	5. Approves properly completed requisitions and President reviews and approves all purchases of \$10,000-or more.
Controller	6. Reviews electronic requisitions for propriety of account codes, for budget capacity and competitive purchasing documents, if applicable.
Chief Financial Officer	7. Once all requirements are met, converts the purchase requisition to a purchase order.
Accountant	8. Accesses file copy of PO and maintains copy in A/P pending file.
Vendor	9. Fulfills and delivers goods to Central Receiving.

Performed by

Procedure

Central Receiving Office

10. Receives goods. Verifies receipt in accounting software. Matches receiving copy of purchase order to vendor packing slip and submits it to the Finance Office.

Accountant

11. Verifies mathematical accuracy of vendor invoice.

12. Posts accounts payable to computer. Verifies that total invoices match the expenditure listing.

13. Prepares report on Unpaid Bills and submits it along with supporting documents to Finance.

Chief Financial Officer

14. Receives and reviews reports on Unpaid Bills, indicates the bills to be paid, and returns report to the Accountant.

Accountant

15. Prepares checks, cancels vendor invoices, and forwards checks and supporting documents to authorized signer.

Authorized Signer

16. Reviews supporting documentation, signs checks, and forwards all items to Administrative Assistant.

Administrative Assistant

17. Mails checks and forwards check vouchers with supporting documents to the Finance Office.

Accountant

18. Attaches check vouchers to supporting documentation, and files all documents in vendor file for safekeeping for a minimum of five years. The supporting documents include: 1) signed and approved PO; 2) quotes/requests for purchase/flyers; 3) packing slips/proof of delivery; and 4) invoices and credit memoranda.

19. Generates a weekly listing of vendor year-to-date total expenditures. Reviews listing and identifies/highlights vendors approaching competitive purchasing thresholds. Forwards list to the Controller.

Performed by

Procedure

(BANK RECONCILIATION PROCEDURES)

Controller

- 20. Receives vendor year-to-date listing and uses during the requisition preparation process to approve or deny purchase requests.
- 21. Receives unopened monthly bank statements or directly accesses electronic bank statements and reviews balances, checks, deposits, transfers, and credit card charges. Any discrepancies are promptly investigated and resolved.
- 22. Completes reconciliations within two weeks of month end. Enters dates, and initials monthly bank statements. Forwards all bank statements and all related bank reconciliations to the Chief Financial Officer.

Chief Financial Officer

- 23. Reviews and initials bank statements and reconciliations.

(CANCELLATIONS/ERRORS)

Accountant

- 24. Reviews files of open purchase orders to follow up with Supervisors on anything that has been pending for more than 30 days.

Finance Office

All requests for the cancellation or modification of purchase orders (before shipping) must be directed to the Finance Office by an authorized individual in the form of a written memorandum. Reasons for the request should be stated with reference to the purchase order number and vendor.

Since a purchase order is a legal document, it can only be canceled by mutual agreement with the vendor and the Finance Office. There may be cancellation fees if the vendor has expended money to fulfill the order, with the payment of any cancellation charges being the

responsibility of the requesting unit or office of the College.

SECTION IV: COMPETITIVE PURCHASING

A. Purpose

The competitive quotation procedure will be used to invite suppliers and contractors to offer a price quotation for specific goods or services. The primary objective of this procedure is to obtain goods or services at the lowest overall cost commensurate with an acceptable level of quality in these good or services.

B. Requirements for Competitive Quotations

The requirements for competitive quotations depend upon the total cost of goods or services to be procured during the term of the agreement; such cost may be incurred either at one specific date, or over a period of time, as in the case of a lease or rental agreement. The total cost of a transaction cannot be fragmented into several purchases to circumvent the requirement for competitive quotations. Also, purchases of the same services or items may not be split between different vendors with the intention to keep total cost for each vendor under a procurement threshold. For example, the purchase of paper cannot be split between two vendors to avoid adhering to procurement policy.

C. Bids, Quotations and Proposals

A purchase order shall be awarded to the lowest responsible and responsive bidder whose bid conforms in all material aspects to the requirements and criteria set forth. When obtaining bids, quotes or proposals, taxes and if available, shipping costs are to be included in the bid, quote and proposals.

A request for quotation shall provide the same specifications and requirements to each supplier. Requests for quotation should not be made in language that could reasonably be construed as an offer on the College's part to enter into a procurement agreement. A supplier's quotation should be received without obligating the College to accept it until the College has reviewed it thoroughly and officially approved it.

A request for quotation package is used to obtain written quotations for goods or services that will be procured through use of a contract or lease agreement due to complex specifications or unique procurement requirements. Each such package shall contain the following:

- a. A transmittal letter
- b. A complete statement of conditions applicable to the request
- c. Complete specifications, including product or service descriptions, estimated quantities, shipping and delivery schedules, warehousing and distribution requirements, and sketches, samples, or other pertinent documents
- d. Supplier's price quotation form

The current suppliers will be included unless performance is unsatisfactory. Whenever the current supplier is not included in the quotation procedure, reasons for the exclusion should be documented.

At times, suppliers may request additional information prior to formulating or submitting their quotation. If additional information is given, it will be made available to all suppliers to ensure true fair competition.

D. Tribal Employment Rights Ordinance (TERO)

Contractors engaged in business activity on the San Carlos Apache Reservation must comply with TERO Regulation 1.5-Compliance Plans. These requirements can be found on the TERO website. Contractors may apply for an exemption from these regulations at least ten days prior to engaging in business activity. See the Appendix for the TERO Application for an Exemption from Regulation 1.5.

E. Quotations, Sole Source, and Emergency Procurements

1. Funding Levels for Quotations

To ensure open and fair competition resulting in the maximum value for the purchasing dollar, the College has implemented the following competitive purchasing guidelines for purchases of \$10,000 or more.

\$10,000-\$25,000: Competitive quotations from at least three (3) vendors are required for transactions estimated to cost at least \$10,000 but not more than \$25,000. If three sources are not available for a given product or service, quotations should be obtained from as a reasonable number of sources. Quotations may be obtained in writing, orally, or from published catalogs. Oral confirmation of catalog prices may be desirable if they are subject to change without notice.

\$25,000-\$100,000: Competitive written quotations from a minimum of three (3) vendors are required for transactions estimated to cost \$25,000 or more. Solicitations must be in writing.

The vendors contacted and their price quotations should be indicated on, or attached to, the College's file copy of the related requisition form or purchase order. If three quotations cannot be obtained, the College will document the vendor contacted who did not offer quotations, and the reason they would not.

The lowest responsible and responsive bidder should be selected for the purchase, consistent with an acceptable or appropriate level of quality. If the lowest cost vendor is not selected, the specific reasons for the selection must be documented in writing and maintained in the vendor file. The College may consider using the RFP process (see below) for purchases under \$100,000 when lowest cost is not the only factor considered in the selection of the vendor.

2. Sole Source Procurements-in excess of \$10,000:

A purchase may be made, or a contract may be awarded, for a material, service, or construction item without competition **if** the Chief Financial Officer determines in writing that there is only one source for the required material, service, or construction item. Sole source procurement shall be avoided, except when documented in writing that no reasonable alternative sources exist. The Finance Office will continuously maintain a list of vendors determined to be reasonable or uniquely qualified candidates for sole source procurement. Each year, the list will be updated and approved by the Board of Regents.

3. Emergency Procurements-in excess of \$10,000:

Failure to anticipate a need is not itself considered a bona fide emergency.

The Chief Financial Officer may make, or authorize others to implement, emergency procurements if there exists a threat to public health, welfare or safety, or if compliance with the College's competitive purchasing guidelines are impractical or unnecessary. However, these procurements will be made with such competitive procedures as possible under the circumstances. A written determination of the basis for the emergency and for the selection of the vendor will be included in the accounts payable file. The circumstances of the emergency and documentation of the vendor will be presented to the Board of Regents at their first subsequent meeting. A copy of the Board of Regents' minutes accepting management's decision for the emergency procurement will be included in the accounts payable file.

F. Requests for Proposals, (RFP) and Sealed Bids (See Appendix on Contracts)

A formal contract should normally be used as the procurement process when:

- The costs of the goods or services is estimated to be \$100,000 or more;
- The effective period will extend for 12 months or longer; or
- Requirements are complex (e.g., pricing variations, guaranteed availability, highly technical specifications).

1. Requests for Proposals

When the College decides to award a contract to a business on considerations other than the lowest cost, the RFP process must be followed. In these cases, the factors for evaluation of the vendor may include the following:

- a. Quality of goods offered;
- b. College's past experience with the vendor;
- c. Ability of the vendor to meet deadlines;
- d. Vendor's References;
- e. Functions to be performed by the supplier (e.g., warehousing and distribution);
- f. Supplier-provided training and technical assistance; and

- g. Utilization of qualified, Apache, minority, and women suppliers.

When the competitive procurement procedure has been used, the specifications, quantities, shipping arrangements, delivery dates, payment terms, liability insurance requirements, special clauses, and general terms and conditions will already have been established. If an essential term has been omitted or will be changed significantly, the quotation procedure may have to be reopened. If the terms to be resolved are minor, with the President's approval, the terms can be agreed to by the Chief Financial Officer and the selected supplier.

Competitive sealed proposals or RFPs cannot be used for construction contracts.

2. Sealed Bids

In addition to following TERO rules, procurements that exceed an aggregate estimated dollar amount of \$100,000 require a Competitive Sealed Bid or a sealed Request for Proposal (RFP) - see RFP Section. If a list of prospective bidders is less than five, adequate public notice may be given by publication in at least one official newspaper of the San Carlos Apache Reservation or Gila, Graham, Pinal Counties containing legal advertising. Publication shall be as many times as deemed necessary by the Finance, but the last publication shall be a minimum of ten (10) working days prior to the date of the opening of bids or proposals. Among other items, the Invitation to Bid may include the following:

- a. Instructions to bidders;
- b. Purchase description, specifications, delivery, etc.; and
- c. Contract terms and conditions, including warranty and bonding.

3. Exceptions to Formal Procurement Procedures

The following procurement activity is not governed by the guidelines outlined above:

- a. Purchases made as a member of the Mohave Cooperative, or other authorized procurement cooperative; and
- b. Purchases from vendors approved by Intergovernmental Agreements.

G. Capital Improvements and Construction (See Appendix on Contracts)

1. Construction under \$100,000

If the project cost does not exceed \$100,000, a contract or Memorandum of Understanding or Agreement (MOU/A) may be used for the construction of a building, structure, addition, or alteration of a College facility with another governmental agency/division.

2. Construction exceeding \$100,000: Follows the Sealed Bid requirements

Construction contracts of \$100,000 or more will be awarded through the competitive sealed bidding process. Solicitations will be made for an Invitation for Bid and will follow the Competitive Sealed Bids process outlined in #2, Sealed Bids.

3. Surety Bonds for Construction Projects

Financial security required for construction contracts includes bid security, which must be a bond (listed by the U.S. Treasury of approved bonding companies) provided by a surety company licensed to do business in Arizona, or a cashier's check, either of which must be 10% of the bid price and must be submitted with the bid. Additionally, both a performance bond and a payment bond executed by a surety company licensed to do business in Arizona and equal, respectively, to 100% of the price specified in the contract, are required from the entity awarded the contract.

4. Major Construction Projects

Major construction projects in excess of \$500,000, and major improvement plans covering 1-5 years, require the Board of Regents approval by resolution.

5. Change Orders

With regards to construction projects, the Finance Office, through the processing of a Change Order request may modify purchase orders prior to the receipt of goods or services. The initiating unit of the College may request a Change Order using a form routed through the same approving officials as the original purchase order. The appropriate unit administrator must approve all Change Order requests. When a change order exceeds ten percent (10%) of the original contract amount it may be executed only after the President determines in writing that the change order is appropriate and advantageous to the College, and is supported by the Board of Regents.

Any questions concerning a conflict of interest should be directed to Finance Office.