



**Tulsa Community College
Regular Meeting of the Board of Regents
Thursday, January 18, 2018
Northeast Campus, Room 1315
3:00 p.m.**

AGENDA

1. Call to Order
 - 1.1 Open Meeting Compliance Statement
 - 1.2 Roll Call
2. Old Business
 - 2.1 Recommendation for Approval of the Minutes for the Regular Meeting of the Tulsa Community College Board of Regents held on Thursday, December 14, 2017
 - 2.2 Carry Over Items
3. President's Report and Possible Discussion
Presented by President Goodson
4. Student Success Update and Possible Discussion
Presented by Eunice Tarver, Provost and Associate Vice President of Diversity and Inclusion
 - 4.1 Closing the Gap with Retention Specialists
5. Academic Affairs and Student Success Committee Report and Possible Discussion and Action
Presented by Regent Ballenger
6. Community Relations Committee Report and Possible Discussion
Presented by Regent McKamey
7. Personnel Report and Possible Discussion and Action
Presented by President Goodson
 - 7.1 Information Items
 - 7.1.1 Introduction of Recently Appointed Staff

- 7.2 Consent Agenda ([Attachment 7.2](#))
 - 7.2.1 Appointments of Full-Time Faculty and Professional Employees
 - 7.2.2 Retirement of Full-Time Faculty and Professional Employees
 - 7.2.3 Resignation of Full-Time Faculty and Professional Employees
- 8. Facilities Committee Report and Possible Discussion
Presented by Regent Combs
- 9. Finance, Risk and Audit Committee Report and Possible Discussion and Action
Presented by Regent Lawhorn
 - 9.1 Purchase Item Agreements (>100k)
 - 9.1.1 Purchase of Advertising Services
 - 9.1.2 Purchase of Construction Services
 - 9.2 Consent Agenda (Between \$50k and \$100k) – *No Items*
 - 9.3 Monthly Financial Report for December 2017 ([Attachment 9.3](#))
- 10. New Business
[Pursuant to Title 25 Oklahoma Statutes, Section 311(A)(9), “...any matter not known about or which could not have been reasonably foreseen prior to the time of posting.” 24 hours prior to meeting]
- 11. Persons Who Desire to Come Before the Board
- 12. Executive Session
[Proposed vote to go into executive session Pursuant to Title 25 Oklahoma Statutes, Section 307(B)(4), for confidential communications between a public body and its attorneys concerning pending investigations, claims or actions.]
 - 12.1 Confidential Report by College Legal Counsel Concerning Pending Litigation, Investigations and Claims.
- 13. Adjournment
 - 13.1 Next Meeting Date:

The next regular meeting of the Tulsa Community College Board of Regents will be held on Thursday, February 15, 2017, 3:00 p.m., in the Chatroom at Southeast Campus, 10300 E. 81st St., Tulsa, Oklahoma.

1. Call to Order

1.1 Open Meeting Compliance Statement

“Statement of Compliance with the Oklahoma Open Meeting Act
(Regularly scheduled meeting, January 18, 2018 at 3:00 pm)

This regularly scheduled meeting of the Tulsa Community College Board of Regents has been convened in accordance with the Oklahoma Open Meeting Act.

This meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on November 21, 2017.

Notice of this meeting was also given at least twenty-four (24) hours in advance of the meeting by positing notice of the date, time, place, and agenda of the meeting at 3:00 p.m. on January 16, 2017 at the principal office of the Tulsa Community College Board of Regents, located at 6111 E. Skelly Drive, Tulsa, Oklahoma.

1.2 Roll Call

	<u>Present</u>	<u>Absent</u>
Paul H. Cornell, Chair	_____	_____
Robin F. Ballenger, Vice Chair	_____	_____
Samuel Combs, Secretary	_____	_____
Caron A. Lawhorn, Member	_____	_____
Ronald S. Looney, Member	_____	_____
William R. McKamey, Member	_____	_____
Wesley Mitchell, Member	_____	_____

2. Old Business

2.1 Recommendation for Approval of the Minutes for the Regular Meeting of the Tulsa Community College Board of Regents held on Thursday, December 14, 2017.

MOTION FOR APPROVAL OF THE MINUTES

MOTION:	
SECOND:	

<u>Totals</u>					<u>Motion Carried</u>		
YES		NO		Other		YES	NO

2.2 Carry Over Items

3. President’s Report and Possible Discussion

Presented by President Goodson

4. Student Success Update and Possible Discussion

Presented by Eunice Tarver, Provost and Associate Vice President of Diversity and Inclusion

4.1 Closing the Gap with Retention Specialists

5. Academic Affairs and Student Success Committee Report and Possible Discussion and Action

Presented by Regent Ballenger

6. Community Relations Committee Report and Possible Discussion

Presented by Regent McKamey

7. Personnel Report and Possible Discussion and Action

Presented by President Goodson

7.1 Information Items

7.1.1 Introduction of Recently Appointed Staff

7.2 Consent Agenda ([Attachment 7.2](#))

7.2.1 Appointments of Full-Time Faculty and Professional Employees

7.2.2 Retirement of Full-Time Faculty and Professional Employees

7.2.3 Resignation of Full-Time Faculty and Professional Employees

MOTION FOR APPROVAL OF THE PERSONNEL CONSENT AGENDA

MOTION:	
SECOND:	

<u>Totals</u>					<u>Motion Carried</u>		
YES		NO		Other		YES	NO

8. Facilities Committee Report and Possible Discussion

Presented by Regent Combs

9. Finance, Risk and Audit Committee Report and Possible Discussion and Action *Presented by Regent Lawhorn*

9.1 Purchase Item Agreements (>\$100K)

9.1.1. Purchase of Advertising Services

Authorization is requested to enter into a contract for advertising services from ROI Media Services, LLC in the amount of \$340,000. This purchase is an acquisition of professional services and reflects an increase from the previous approval of \$190,000.

**MOTION FROM THE FINANCE, RISK & AUDIT COMMITTEE FOR APPROVAL
NO SECOND NEEDED**

<u>Totals</u>						<u>Motion Carried</u>	
YES		NO		Other		YES	NO

9.1.2 Purchase of Construction Services

Authorization is requested to enter into a contract for construction services with Crossland Construction in the amount not to exceed \$5,320,000 for the Student Success Center at Southeast Campus. All funding for this project up to \$5,320,000 is provided through Tulsa Vision 2025 funds.

**MOTION FROM THE FINANCE, RISK & AUDIT COMMITTEE FOR APPROVAL
NO SECOND NEEDED**

<u>Totals</u>						<u>Motion Carried</u>	
YES		NO		Other		YES	NO

9.2 Consent Agenda (Between \$50k and \$100k) – *No Items*

9.3 Monthly Financial Report ([Attachment 9.3](#))

It is recommended by the Finance & Audit Committee that the monthly financial report for December 2017 be approved as presented.

**MOTION FROM THE FINANCE, RISK & AUDIT COMMITTEE
FOR APPROVAL
NO SECOND NEEDED**

<u>Totals</u>						<u>Motion Carried</u>	
YES		NO		Other		YES	NO

10. New Business

[Pursuant to Title 25 Oklahoma Statutes, Section 311(A)(9), "...any matter not known about or which could not have been reasonably foreseen prior to the time of posting." 24 hours prior to meeting]

11. Persons Who Desire to Come Before the Board

Any person who desires to come before the Board shall notify the board chair or his or her designee in writing or electronically at least twelve (12) hours before the meeting begins. The notification must advise the chair of the nature and subject matter of their remarks and may be delivered to the president's office. All persons shall be limited to a presentation of not more than two minutes.

12. Executive Session

[Proposed vote to go into executive session Pursuant to Title 25 Oklahoma Statutes, Section 307(B)(4), for confidential communications between a public body and its attorneys concerning pending investigations, claims or actions.]

12.1 Confidential Report by College Legal Counsel Concerning Pending Litigation, Investigations and Claims.

MOTION FOR APPROVAL TO RECESS INTO EXECUTIVE SESSION

MOTION:	
SECOND:	

<u>Totals</u>						<u>Motion Carried</u>	
YES		NO		Other		YES	NO

MOTION FOR APPROVAL TO RECONVENE INTO REGULAR MEETING

MOTION:	
SECOND:	

<u>Totals</u>				<u>Motion Carried</u>			
YES		NO		Other		YES	NO

13. Adjournment

13.1 Next Meeting Date:

The next regular meeting of the Tulsa Community College Board of Regents will be held on Thursday, February 15, 2017, 3:00 p.m., in the Chatroom at Southeast Campus, 10300 E. 81st St., Tulsa, Oklahoma.

ADDENDUM FOR PERSONNEL CONSENT ITEMS:

Items listed under Personnel Consent Items will be approved by one motion without discussion. If discussion on an item is desired, the item will be removed from the “Consent Agenda” and considered separately at the request of a Board member.

APPOINTMENT:

Sister Loretta Hall, Assistant Professor, Nursing, 10 month, Metro Campus
January 2, 2018 Salary: \$52,000

Lanette Julian, Assistant Professor, Nursing, 10 month, Metro Campus
January 4, 2018 Salary: \$47,000

RETIREMENT:

Toney G. Miller, Assistant Professor Chemistry, Science and Mathematics
Southeast Campus Date: January 1, 2018

RESIGNATION:

Noah Singer, Associate Professor, Computer Information Systems,
Business and Information Technology Date: December 31, 2017
Metro Campus

TULSA COMMUNITY COLLEGE
FINANCIAL REPORT
MONTH ENDING DECEMBER 2017

TULSA COMMUNITY COLLEGE
STATEMENT OF REVENUE AND EXPENDITURES COMPARISON
FOR THE PERIOD ENDING DECEMBER 31, 2017 AND DECEMBER 31, 2016

	DECEMBER FY18			DECEMBER FY17			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
Revenue								
Education & General								
State Appropriations	\$ 28,585,126	\$ 14,462,181	50.6%	\$ 30,408,023	\$ 16,023,130	52.7%	\$ (1,560,949)	-9.7%
Revolving Fund	2,622,269	2,560,514	97.6%	2,336,458	1,914,816	82.0%	645,699	33.7%
Resident Tuition	29,975,268	25,114,839	83.8%	28,523,326	23,844,459	83.6%	1,270,380	5.3%
Non-Resident Tuition	2,324,228	2,067,617	89.0%	2,467,093	2,113,535	85.7%	(45,919)	-2.2%
Student Fees	6,815,789	4,603,338	67.5%	5,634,788	4,706,764	83.5%	(103,427)	-2.2%
Local Appropriations	39,951,322	13,750,000	34.4%	39,167,963	11,500,000	29.4%	2,250,000	19.6%
Total	\$ 110,274,002	\$ 62,558,489	56.7%	\$ 108,537,651	\$ 60,102,705	55.4%	\$ 2,455,784	4.1%
Auxiliary Enterprises								
Campus Store	\$ 6,000,000	\$ 2,876,337	47.9%	\$ 6,500,000	\$ 3,582,266	55.1%	\$ (705,930)	-19.7%
Student Activities	2,645,000	1,741,086	65.8%	2,035,500	1,760,199	86.5%	(19,113)	-1.1%
Other Auxiliary Enterprises	4,565,000	2,654,263	58.1%	8,464,500	2,927,594	34.6%	(273,330)	-9.3%
Total	\$ 13,210,000	\$ 7,271,686	55.0%	\$ 17,000,000	\$ 8,270,059	48.6%	\$ (998,373)	-12.1%
Restricted								
Institutional Grants	\$ 3,306,747	\$ 1,687,783	51.0%	\$ 4,576,625	\$ 2,225,377	48.6%	\$ (537,595)	-24.2%
State Student Grants	3,250,000	1,797,069	55.3%	2,277,003	2,077,060	91.2%	(279,990)	-13.5%
Total	\$ 6,556,747	\$ 3,484,852	53.1%	\$ 6,853,628	\$ 4,302,437	62.8%	\$ (817,585)	-19.0%
TOTAL REVENUE	\$130,040,749	\$73,315,027	56.4%	\$132,391,279	\$72,675,201	54.9%	\$ 639,826	0.9%
Expenditures								
Education & General								
Instruction	\$ 47,953,401	\$ 20,311,989	42.4%	\$ 44,743,446	\$ 19,240,518	43.0%	\$ 1,071,471	5.6%
Public Service	491,681	59,540	12.1%	687,735	62,217	9.0%	(2,678)	-4.3%
Academic Support	18,036,190	6,914,756	38.3%	19,888,729	6,910,309	34.7%	4,447	0.1%
Student Services	9,280,778	4,590,723	49.5%	8,359,380	4,712,172	56.4%	(121,449)	-2.6%
Institutional Support	11,652,083	6,658,748	57.1%	13,073,440	6,644,917	50.8%	13,831	0.2%
Operation/ Maintenance of Plant	15,048,069	6,562,176	43.6%	16,128,554	6,615,526	41.0%	(53,350)	-0.8%
Tuition Waivers	3,720,000	2,331,471	62.7%	3,544,500	2,424,608	68.4%	(93,137)	-3.8%
Scholarships	4,567,500	2,457,935	53.8%	4,350,000	2,257,855	51.9%	200,079	8.9%
Total	\$ 110,749,702	\$ 49,887,337	45.0%	\$ 110,775,784	\$ 48,868,124	44.1%	\$ 1,019,213	2.1%
Auxiliary Enterprises								
Campus Store	\$ 6,000,000	\$ 3,421,373	57.0%	\$ 6,355,000	\$ 3,256,974	51.3%	\$ 164,400	5.0%
Student Activities	2,645,000	995,028	37.6%	2,385,500	968,093	40.6%	26,935	2.8%
Other Auxiliary Enterprises	4,565,000	1,934,418	42.4%	8,626,500	1,837,896	21.3%	96,522	5.3%
Total	\$ 13,210,000	\$ 6,350,819	48.1%	\$ 17,367,000	\$ 6,062,963	34.9%	\$ 287,857	4.7%
Restricted								
Institutional Grants	\$ 3,306,747	\$ 1,677,167	50.7%	\$ 4,576,625	\$ 2,224,253	48.6%	\$ (547,087)	-24.6%
State Student Grants	3,250,000	1,612,557	49.6%	2,277,003	1,905,424	83.7%	(292,867)	-15.4%
Total	\$ 6,556,747	\$ 3,289,724	50.2%	\$ 6,853,628	\$ 4,129,678	60.3%	\$ (839,954)	-20.3%
TOTAL EXPENDITURES	\$ 130,516,449	\$ 59,527,880	45.6%	\$ 134,996,412	\$ 59,060,765	43.7%	\$ 467,116	0.8%

**TULSA COMMUNITY COLLEGE
EXPENDITURE SUMMARY BY CATEGORY
FOR THE PERIOD ENDING DECEMBER 31, 2017 AND DECEMBER 31, 2016**

	DECEMBER FY18			DECEMBER FY17			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
EDUCATION AND GENERAL								
Salaries & Wages								
Faculty	\$ 17,998,337	\$ 7,134,703	39.6%	\$ 17,550,232	\$ 7,230,498	41.2%	\$ (95,795)	-1.3%
Adjunct Faculty	10,000,000	5,513,642	55.1%	11,700,000	5,249,366	44.9%	264,276	5.0%
Professional	9,632,198	5,478,754	56.9%	12,405,669	5,271,827	42.5%	206,927	3.9%
Classified Exempt	4,800,733	1,698,667	35.4%	4,158,105	1,715,874	41.3%	(17,207)	-1.0%
Classified Hourly	15,374,028	6,771,432	44.0%	13,316,054	6,339,472	47.6%	431,960	6.8%
TOTAL	\$ 57,805,296	\$ 26,597,197	46.0%	\$ 59,130,060	\$ 25,807,036	43.6%	\$ 790,161	3.1%
Staff Benefits	\$ 21,015,421	\$ 9,518,479	45.3%	\$ 21,569,019	\$ 9,448,463	43.8%	70,016	0.7%
Professional Services	2,399,350	1,070,260	44.6%	2,835,900	1,042,707	36.8%	27,553	2.6%
Operating Services	17,552,735	6,924,959	39.5%	14,527,578	6,482,489	44.6%	442,471	6.8%
Travel	443,700	191,050	43.1%	452,420	140,637	31.1%	50,414	35.8%
Utilities	1,745,700	633,346	36.3%	1,908,500	779,156	40.8%	(145,810)	-18.7%
Tuition Waivers	3,720,000	2,331,471	62.7%	3,544,500	2,424,608	68.4%	(93,137)	-3.8%
Scholarships	4,567,500	2,457,935	53.8%	4,350,000	2,257,855	51.9%	200,080	8.9%
Furniture & Equipment	1,500,000	162,638	10.8%	2,457,807	485,173	19.7%	(322,534)	-66.5%
TOTAL	\$ 110,749,702	\$ 49,887,337	45.0%	\$ 110,775,784	\$ 48,868,124	44.1%	\$ 1,019,213	2.1%

TULSA COMMUNITY COLLEGE
EXPENDITURE SUMMARY BY CATEGORY
FOR THE PERIOD ENDING DECEMBER 31, 2017 AND DECEMBER 31, 2016

	DECEMBER FY18			DECEMBER FY17			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
<u>CAMPUS STORE</u>								
Salaries & Wages								
Professional & Classified Exempt	\$ 232,800	\$ 122,218	52.5%	\$ 258,122	\$ 147,074	57.0%	\$ (24,856)	-16.9%
Classified Hourly	388,000	276,860	71.4%	447,291	282,875	63.2%	(6,015)	-2.1%
Total Salaries & Wages	\$ 620,800	\$ 399,078	64.3%	\$ 705,413	\$ 429,949	60.9%	\$ (30,871)	-7.2%
Staff Benefits	\$ 349,200	\$ 115,198	33.0%	\$ 224,587	\$ 119,993	53.4%	\$ (4,795)	-4.0%
Professional Services		18,147	0.0%	-	-	0.0%	18,147	100.0%
Operating Services	545,211	1,562	0.3%	590,000	14,842	2.5%	(13,281)	-89.5%
Travel	15,000	340	2.3%	5,000	832	16.6%	(492)	-59.2%
Utilities	85,000	8,786	10.3%	85,000	10,820	12.7%	(2,034)	-18.8%
Items for Resale - Campus Store	4,384,789	2,876,973	65.6%	4,745,000	2,680,537	56.5%	196,436	7.3%
Furniture & Equipment		1,290	0.0%	-	-	0.0%	1,290	100.0%
TOTAL	\$ 6,000,000	\$ 3,421,373	57.0%	\$ 6,355,000	\$ 3,256,974	51.3%	\$ 164,400	5.0%
<u>STUDENT ACTIVITIES</u>								
Salaries & Wages								
Professional	\$ 598,300	\$ 245,742	41.1%	\$ 613,385	\$ 249,739	40.7%	\$ (3,997)	-1.6%
Classified Hourly	636,900	308,845	48.5%	686,230	266,643	38.9%	42,203	15.8%
Total Salaries & Wages	\$ 1,235,200	\$ 554,588	44.9%	\$ 1,299,615	\$ 516,382	39.7%	\$ 38,206	7.4%
Staff Benefits	\$ 694,800	\$ 200,585	28.9%	\$ 520,385	\$ 193,549	37.2%	\$ 7,036	3.6%
Professional Services	59,319	23,692	39.9%	46,181	4,393	9.5%	19,299	439.3%
Operating Services	474,387	187,789	39.6%	369,319	200,237	54.2%	(12,448)	-6.2%
Travel	40,000	16,344	40.9%	40,000	11,779	29.4%	4,565	38.8%
Furniture & Equipment	12,845	1,750	13.6%	10,000	31,784	317.8%	(30,034)	-94.5%
Items for Resale	128,449	10,280	8.0%	100,000	9,970	10.0%	310	3.1%
TOTAL	\$ 2,645,000	\$ 995,028	37.6%	\$ 2,385,500	\$ 968,093	40.6%	\$ 26,935	2.8%
<u>OTHER AUXILIARY ENTERPRISES</u>								
Salaries & Wages								
Professional	\$ 107,726	\$ 28,607	26.6%	\$ 120,789	\$ 89,739	74.3%	\$ (61,133)	-68.1%
Adjunct Faculty	167,786	126,933	75.7%	188,132	67,857	36.1%	59,076	87.1%
Classified Hourly	271,752	153,136	56.4%	304,705	129,508	42.5%	23,628	18.2%
Total Salaries & Wages	\$ 547,264	\$ 308,675	56.4%	\$ 613,626	\$ 287,103	46.8%	\$ 21,572	7.5%
Staff Benefits	\$ 87,735	\$ 45,117	51.4%	\$ 98,374	\$ 50,205	51.0%	\$ (5,088)	-10.1%
Professional Services	115,010	102,704	89.3%	447,082	178,644	40.0%	(75,940)	-42.5%
Operating Services	1,238,273	623,139	50.3%	4,813,558	576,213	12.0%	46,926	8.1%
Travel	-	20,152	0.0%	-	14,695	0.0%	5,457	37.1%
Utilities	750,000	251,708	33.6%	750,000	297,050	39.6%	(45,342)	-15.3%
Scholarship & Refunds	-	1,393	0.0%	-	3,000	0.0%	(1,607)	-53.6%
Bond Principal and Expense	1,800,000	572,763	31.8%	1,800,000	426,415	23.7%	146,348	34.3%
Furniture & Equipment	25,725	8,370	32.5%	100,000	3,911	3.9%	4,459	114.0%
Items for Resale	993	397	40.0%	3,860	660	17.1%	(263)	-39.9%
TOTAL	\$ 4,565,000	\$ 1,934,418	42.4%	\$ 8,626,500	\$ 1,837,896	21.3%	\$ 96,522	5.3%

