



**Tulsa Community College
Regular Meeting of the Board of Regents
Thursday, October 15, 2020
Southeast Campus
VanTrease Performance Arts Center
10300 East 81st Street, Tulsa, OK
3:00 p.m.**

Attendees to the board meetings should enter through the Studio Theatre doors. To keep everyone safe, we ask that you wear a face mask when in the building. If you do not have a face mask, one will be provided to you. Some rows will not be available for seating to help adhere to social distancing guidelines, and audio amplification will be provided in the auditorium. We are also asking attendees to fill out a health screening questionnaire.

AGENDA

1. Call to Order

1.1 Open Meeting Compliance Statement

“Statement of Compliance with the Oklahoma Open Meeting Act
(Regular meeting scheduled October 15, 2020 at 3:00 p.m.)

This regular 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 August 2, 2019 noting campus location/address and on June 10, 2020 specifically noting room location at the Performing Arts Center for Education.

Notice of this meeting was also given at least twenty-four (24) hours in advance of the meeting by posting notice of the date, time, place, and agenda of the meeting at the principal office of the Tulsa Community College Board of Regents, located at 6111 East Skelly Drive, Tulsa, Oklahoma.

1.2 Roll Call

2. Old Business and Possible Discussion and Action

2.1 Recommendation for Approval of the Minutes for the Regular Meeting of the Tulsa Community College Board of Regents held on Thursday, September 17, 2020

Motion for Approval: _____

Second Motion for Approval: _____

2.2 Carry Over Items

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

Presented by Regent Combs

3.1 Recommendation for Approval of Changes in Academic Programs

The Committee recommends approval of the following curriculum changes:

- Diagnostic Medical Sonography AAS – Modify Program
- Healthcare Specialist/Paramedic CER – Modify Program
- Information Technology AAS, Information Assurance and Forensics – Delete Program Option
- Pre-Professional Health Services AS, Pre-Veterinary Medicine Option – Modify Program

[\(Attachment 3.1\)](#)

Motion for Approval from the Academic Affairs and Student Success Committee. No Second Needed.

3.2 Overview of Committee Meeting Topics

- Faculty Salary Reclassification Discussion
- Five-Year Program Review Update
- Academic Advising Update

4. Personnel Report and Possible Discussion and Action

Presented by President Goodson

4.1 Introduction of Recently Appointed Staff

4.2 Consent Agenda (Attachment 4.2)

- Appointments of full-time faculty and full-time professional staff at a pay grade 18 and above made since the last meeting of the Board of Regents of Tulsa Community College.
- Resignations of full-time faculty and professional employees submitted since the last meeting of the Board of Regents of Tulsa Community College.
- Retirements of full-time faculty and professional employees submitted since the last meeting of the Board of Regents of Tulsa Community College
- Recommendation for Approval of Full-Time Faculty Reclassification

Motion for Approval: _____

Second Motion for Approval: _____

5. **Facilities and Safety Committee Report and Possible Discussion**

Presented by Regent McKamey

5.1 Overview of Committee Meeting Topics

- Major Projects Update
- Facilities Dashboard Update

6. **Community Relations Committee Report and Possible Discussion**

Presented by Regent Cornell

6.1 Overview of Committee Meeting Topics

- Legislative Update
- Annual Fund Update

7. **Finance, Risk and Audit Committee Report and Possible Discussion and Action**

Presented by Regent Cornell

7.1 Purchase Item Agreement Over \$50,000

7.1.1 Classroom Medical Equipment

Authorization is requested to enter into an agreement with Laerdal Medical Corporation CDW, LLC (Wappingers Falls, NY) in the amount of \$58,157 to provide medical simulation equipment for use in nursing classrooms. The purchase will be made under First Choice Cooperative contract FC2252 and will be funded from general budget.

Motion for Approval from the Finance, Risk and Audit Committee. No Second Needed.

7.2 Discussion and Possible Vote on the 2019-2020 Audit

Discussion and possible vote on the 2019-2020 annual audit, performed by BKD, LLP pursuant to the authorization granted by the Tulsa Community College Board of Regents.

Motion for Approval: _____
Second Motion for Approval: _____

7.3 Monthly Financial Report

7.3.1 Monthly Financial Report for September 2020

The Finance & Audit Committee recommends approval of the monthly financial report for September 2020 be approved as presented in the attachment.

Motion from the Finance, Risk and Audit Committee for Approval. No Second Needed.

[\(Attachment 7.3.1\)](#)

8. Executive Committee Report and Possible Discussion and Action

Presented by Regent Wes Mitchell, Chair

8.1 Recommendation for Approval of Changes in Board Leave Policy

The Executive Committee recommends the approval of changes in the Board Leave Policy for additional inclusion in College Leave Policy.

[\(Attachment 8.1: Draft Leave Policy\)](#)
[\(Attachment 8.2: Board Leave Policy Section B.09\)](#)

Motion from the Executive Committee for Approval. No Second Needed.

9. 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]

10. 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.

11. President’s Report and Possible Discussion

Presented by President Goodson

11.1 Overview of President’s Highlights

- TCC Turns 50 on September 14
- President Goodson Presents on Pathways
- TCC Professor Recognized with National Award
- TCC Faculty Member Profiled for Hispanic Month
- Creative in time of COVID: TCC McKeon Center for Creativity Hosts Painting Demonstration and Virtual Workshops
- Religious State of the 918
- Tulsa Higher Ed Task Force Survey
- TCC Announces New Endowed Scholarship
- From Equity Talk to Equity Walk
- TCC Receives \$1.3 Million Grant
- Pack the Pantry
- Beethoven, Virtual Concerts and Botanic Brass

11.2 President’s Comments on Previous Agenda Items

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.]

Motion for Approval to Recess: _____
Second Motion for Approval: _____

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

Motion for Approval to Reconvene: _____
Second Motion for Approval: _____

13. Adjournment

13.1 Next Meeting Date:

The next meeting of the Tulsa Community College Board of Regents will be on Thursday, November 19, 2020, at 3:00 p.m., and will be held at the Southeast Campus Performing Arts Center for Education, 10300 E 81st Street, Tulsa, OK.

Note that any change in meeting location and format if necessary will be made within 10 business days of the meeting date.

<i>CURRICULUM INFORMATIONAL ITEMS 2020-2021</i>		
Diagnostic Medical Sonography AAS	Modify Program	Removed ALDH 1013 Applied Medical Physics from Program and leaving PHYS 1114 as the only option for Physics
Healthcare Specialist/ Paramedic CER	Modify Program	Removed FEMS 1214 Principles of Fire and Emergency Medical Services as a pre requisite course to the program and changed the program description to reflect change
Information Technology AAS, Information Assurance and Forensics	Delete Program Option	The program was removed prior to 2010 and is still listed on OSRHE inventory. TCC will resubmit for reconciliation of the state inventory.
Pre-Professional Health Sciences AS, Pre-Veterinary Medicine Option	Modify Program	Program option name change to Pre-Professional Health Sciences, Pre-Veterinary Medicine Option

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.

APPOINTMENTS:

None.

RETIREMENTS:

Rita Carbuhn, Assistant Professor, Nursing
Nursing
Metro Campus

July 1, 2021

Donna Chapman, Assistant Professor, MLT & Phlebotomy
Allied Health
Southeast Campus

August 1, 2021

Betty Clark, Assistant Professor, Nursing
Nursing
Metro Campus

July 1, 2021

RESIGNATION:

Shiranjini Threadgill, Assistant Professor, Mathematics
Science & Mathematics
Northeast Campus

December 31, 2020

RECOMMENDATION FOR APPROVAL OF FULL-TIME FACULTY RECLASSIFICATION

The following full-time faculty are qualified for reclassification under the Board Policy for the 2020-2021 academic year. It is the recommendation of the administration that the Tulsa Community College Board of Regents approve these reclassifications to a new salary figure as indicated.

Name and Area of Instruction	Present Employment Classification	Reclassification	Qualification
Joshua Baker/Associate Professor/Developmental Mathematics	Range V - \$75,485.01	Range VI - \$78,504.41	Earned Doctorate
T. Don Crall/Assistant Professor/ Advanced Manufacturing and Business	Range I - \$61,866.94	Range II - \$64,341.62	Master's + 12 hours
Angela Dotson/Assistant Professor /Nursing	Range II - \$60,285.10	Range III - \$62,696.50	Master's + 24 hours
Kathleen France/Associate Professor/English	Ranae II - \$58,381.17	Ranae III - \$60 716.42	Master's + 24 hours
Beverly Green/Assistant Professor/Nursing	Range I - \$62 635.65	Range II - \$65 141.08	Master's + 12 hours
Benjamin Hooks/Assistant Professor/Manufacturing and Related Pathways	Ranae B - \$58 365.04	Ranae I - \$60,699.64	Earned Master's
James Maxson/Assistant Professor/Computer Information Systems	Ranae II - \$59,237.99	Ranae III - \$61 607.51	Master's + 24 hours

Name and Area of Instruction	Present Employment Classification	Reclassification	Qualification
Stephanie Merritt/ Associate Professor/Nursing	Ranae III - \$71,419.09	Ranae V - \$77,132.62	Earned Applied Doctorate
Katherine Moore/Assistant Professor/Nursing	Ranae III - \$68,344.25	Ranae V - \$73,811.79	Earned Applied Doctorate
Shaun Peevsasser/Assistant Professor/Sociology	Range V - \$64,850.00	Range VI - \$67,444	Earned Doctorate
Lance Phillips/ Associate Professor/Developmental Mathematics	Range III - \$68,017.06	Range IV - \$70,737.74	Master's + 36 hours
Janet Pitt/Assistant Professor/Coordinator/Health Sciences Simulation Technology	Range IV - \$75,753.14	Range V - \$78,783.27	Master's + 48 hours
Justin Yates/Assistant Professor /English	Range IV - \$56,941.50	Range VI - \$61,496.82	Earned Doctorate

TULSA COMMUNITY COLLEGE
FINANCIAL REPORT
MONTH ENDING SEPTEMBER 2020

EH.07 – Leave for Full-Time Employees - Draft

EH.07.A – Absences and Tardiness

Employees who may be late for work or be absent for the entire day are responsible for notifying their immediate supervisor or designee as soon as possible—preferably prior to the start of the workday. Faculty who will miss class because of an absence should consult Faculty Absences in the Faculty Handbook.

EH.07.B – Definitions of Family

For the purposes of Leave, family is defined in four different tiers. Please refer to this chart to determine what members of your family are included for each type of leave. Note: These definitions include in-law, step and in-loco relationships.

Tier 1: Spouse; Partner; Child

Tier 2: Parent; Sibling

Tier 3: Grandparent; Grandchild

Tier 4: Any other relative – such as Aunt, Uncle, Niece, Nephew or Cousin

EH.07.C – Sick Leave

According to Board Policy BR.09.C, on July 1 each year, all full-time employees are granted twelve days of sick leave per year (or 96 hours) to be used for illness or injury and/or, with approval, for medical and dental appointments scheduled during work hours or in the case of medical emergencies. A statement from a physician may be required at the discretion of administration. The College may also approve sick leave for an employee to care for an ill or injured member of his or her Tier 1, 2 or 3 family. If an employee takes sick leave through the end of the fiscal year (June 30), he or she must return to work for at least one day to accrue sick leave for the new fiscal year, which begins July 1; otherwise, no new sick leave will be earned.

New employees will be credited with a pro-rated amount of sick leave upon employment (e.g., six days if hired mid-year). Employees may check their leave balances any time through the MyTCC portal. Employees may accumulate a maximum of one hundred twenty days (960 hours) sick leave while employed with the College. Retiring employees may add [unused sick leave](#) hours toward their time of service with the College. When an employee leaves the College, the Human Resources office will certify to Teacher's Retirement System of Oklahoma every hour of unused sick leave accumulated since 1970. When an employee separates employment, however, he or she forfeits any unused sick leave.

Related Process: [EH.07.A.PR01 - Sick Leave Sharing Procedures](#)

EH.07.D – Vacation

Vacation allowances for full-time employees differ based on the employee classification and years of service (see chart below). All vacation must be taken at a time convenient to the department to which an employee is assigned. For purposes of calculating vacation leave, only full-time continuous service is considered.

New Bi-weekly and Monthly Exempt Staff may not use vacation time until six months after date of hire. Cabinet and Professional staff may use vacation upon date of hire.

Employee Category				
Type of Leave	Cabinet Days (Hours) Per Year	Professional Staff Days (Hours) Per Year	Monthly (exempt) Days (Hours) Per Year	Bi-Weekly (non-exempt) Staff Days (Hours) Per Year
Vacation	22 days (176 hours) Max. carry over: 40 days (320 hours)	22 days (176 hours) Max. carry over: Under 15 years – 22 days (176 hours) 15 + years - 27 days (216 hours)	Base 14 days (112 hours) 5 + years 17 days (136 hours) 10 + years 20 days (160 hours) 15 + years 22 days (176 hours) Max. carry over: Under 15 years - 22 days (176 hours) 15 + years - 27 days (216 hours)	Base 14 days (112 hours) 5 + years 17 days (136 hours) 10 + years 20 days (160 hours) 15 + years 22 days (176 hours) Max. carry over: Under 15 years - 22 days (176 hours) 15 + years - 27 days (216 hours)
Sick	12 days (96 hours) Max 120 days (960 hours)			

Full-time faculty receive 16 hours of vacation per year. These hours do not carry over from year to year nor are unused hours paid upon termination of employment. For more information, see the Faculty Handbook.

New employees (other than faculty) receive a prorated vacation allowance the first fiscal year of employment based on hire date. Human Resources will review unused vacation days for employees who leave the College and will determine how many vacation days the employee has earned at the time of departure. Vacation days are prorated in a similar fashion to when a new employee begins employment, but in reverse. For example, if an employee leaves with 6 months remaining in the fiscal year, they will have only earned half of that years vacation days and half of the earned days will be removed from their balance before days are paid out. Vacation pay out limits are the same as the maximum carry over limits as provided in the table above.

Because of the COVID-19 pandemic, vacation accruals earned in FY 2019-20 will have a one-time extension. The cap on vacation accruals will be temporarily lifted so employees have until June 30, 2021, to utilize excess vacation time. If an employee resigns or retires however, they are subject to the same payout provisions that are currently in place. See BH.09.B in the Board Handbook.

EH.07.E – Holidays

Official paid College Holidays are as follows:

- New Year's Day (January 1)
- Martin Luther King, Jr., Day (third Monday in January)
- Spring Break (subject to annual approval by the President)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Wednesday preceding Thanksgiving Day
- Thanksgiving Day (fourth Thursday in November)
- Friday following Thanksgiving
- Winter Break (to be determined annually)

If the holiday is on a Saturday, it will be recognized on a Friday. If the holiday is on a Sunday, it will be recognized on a Monday.

Holiday pay at the end of the calendar year will be granted to employees with an official retirement date of December 31 of the same year.

Part-time employees do not receive holiday pay and may work on holidays.

For an official schedule of College holidays, see the [Academic Calendar](#). See BH.09.A in the Board Handbook.

EH.07.F – Military Leave

TCC follows the guidelines established by the Uniformed Services Employment and Reemployment Rights Act (USERRA) regarding military leave.

The [Uniformed Services Employment and Reemployment Rights Act of 1994](#) is a federal law intended to ensure that persons who serve or have served in the Armed Forces, Reserves, National Guard or other "uniformed services:" (1) are not disadvantaged in their civilian careers because of their service; (2) are promptly reemployed in their civilian jobs upon their return from duty; and (3) are not discriminated against in employment based on past, present or future military service.

When an employee is called to military service, USERRA requires the employee in the uniformed services to give advance written or verbal notice of the service to their employer, unless such notice is precluded by military necessity. The employee should submit a Leave of Absence Request Form to his or her supervisor when notified of an impending call to service as soon as possible and provide documentation.

Duration of Leave

Extended Military Leave

Employees who must be absent from work due to military duty for a time period that exceeds ten working days will be placed on an unpaid military leave of absence for the time period consistent with military orders.

Temporary (Two-Week) Military Leave



Effective Date: 08/18/2020
Revision Date: 08/18/2020

**Tulsa Community College
Board of Regents Policy**

Department: Board of Regents

Policy Number: BR.09

Owners: Human Resources

Policy Version: 1.2

BR.09 – Leave Policies

BR.09.A – Holidays

Holidays shall be granted to classified employees in accordance with the approved holiday schedule. Should any recognized holiday fall on a Saturday, the Friday before would be observed. If the holiday falls on a Sunday, the Monday after would be observed. The Academic Calendar provides an official schedule of College holidays.

BR.09.B – Definitions of Family

For the purposes of Leave, family is defined in four different tiers. Please refer to this chart to determine what members of your family are included for each type of leave. Note: These definitions include in-law, step and in-loco relationships.

Tier 1: Spouse; Partner; Child

Tier 2: Parent; Sibling

Tier 3: Grandparent; Grandchild

Tier 4: Any other relative – such as Aunt, Uncle, Niece, Nephew or Cousin

BR.09.C – Sick Leave

Twelve (12) days sick leave per year (96 hours) will be granted to each full-time employee. Sick leave will be credited on July 1, of each year.

Sick leave shall be used for the illness or injury of the employee; with prior approval it may be used for medical and dental appointments when it is not possible to have the appointments after working hours or in the case of medical emergencies. In addition, the College may approve the use of accumulated sick leave during any fiscal year for family care. Such approval may be given when it is necessary for the employee to care for a family member in tiers 1, 2 or 3 who is ill or injured.

Newly accrued sick leave is available from the first day the continuing employee reports for work in each fiscal year. New employees will be credited with a pro-rated amount upon employment.

A maximum of one hundred twenty (120) days (960 hours) sick leave may be accumulated. Unused cumulative sick leave will not be paid upon termination.

The College will certify to Teachers' Retirement System of Oklahoma any unused sick leave days accumulated since 1970, up to the maximum allowed by the Retirement System (only for retirement purposes).

Employees may donate unused sick leave to the Sick Leave Sharing Bank. In the event of a catastrophic personal illness, faculty and staff who have exhausted their paid leave may apply for assistance from the Sick Leave Sharing Bank.

BR.09.D – Vacation

Vacation allowances for full-time employees differ based on the employee classification (see chart below). All vacation must be taken at a time convenient to the department to which an employee is assigned. For purposes of calculating vacation leave, only full-time continuous service is considered.

New Bi-weekly and Monthly Exempt Staff may not use vacation time until six months after date of hire. Cabinet and Professional staff may use vacation upon date of hire.

Employee Category				
Type of Leave	Cabinet Days (Hours) Per Year	Professional Staff Days (Hours) Per Year	Monthly (exempt) Days (Hours) Per Year	Bi-Weekly (non-exempt) Staff Days (Hours) Per Year
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Sick	12 days (96 hours) Max 120 days (960 hours)	12 days (96 hours) Max 120 days/960 hours	12 days (96 hours) Max 120 days (960 hours)	12 days (96 hours) Max 120 days (960 hours)

Full-time faculty receive 16 hours of vacation per year. These hours do not carry over from year to year nor are unused hours paid upon termination of employment. For more information, see the Faculty Handbook.

New employees (other than faculty) receive a prorated vacation allowance the first fiscal year of employment based on hire date. Human Resources will review unused vacation days for employees who leave the College and will determine how many vacation days the employee has earned at the time of departure. Vacation days are prorated in a similar fashion to when a new employee begins employment, but in reverse. Vacation pay out limits are the same as the maximum carry over limits as provided in the table above.

BR.09.E – Military Leave

Military Leave will be granted to College employees in accordance with State and Federal legislation concerning military leave.

BR.09.F – Family Medical Leave

The Family Medical Leave Act of 1993 (FMLA) provides employees special job protection when balancing work responsibilities with the demands of personal illness, injury or in caring for family members.

The President and Chief Executive Officer of Tulsa Community College or designee is directed to develop, maintain and facilitate procedures that will provide compliance to the Family Medical Leave Act.

BH.09.G – Administrative Leave

Administrative Leave is a broad category of leave that when approved will not be charged to an employee’s paid time off. Any extension beyond what is described below must be approved by the Chief Human Resources Officer or designee. Administrative Leave is generally discretionary and does not accumulate from year to year. Typically, Administrative Leave will not be approved during regularly scheduled time off.

BH.09.G.1 – Jury Duty/Required Court Appearance

An Employee called for jury duty shall immediately report such notice to their supervisor. Such leave will be without loss of pay. If an employee must appear in court due to being subpoenaed as a witness, no deduction in salary will be made. This privilege does not apply to court cases involving an employee’s personal business. A copy of the jury duty summons or subpoena shall be submitted to their supervisor.

BH.09.G.2 – Community Service Leave

The Mission of the College includes faculty and staff engaging in service opportunities to better the community and enrich lives. To support full-time employees in meeting this objective, full-time employees may be granted one day (8 hours) of leave per fiscal year to participate in a community service activity. This day of leave must be approved in advance by each employee’s supervisor. Community service may include participating in the United Way - Day of Caring, other United Way agency activities or events, assisting community service agencies, or participating in sanctioned TCC community activities. Employees will be asked to submit documentation of participation from the agency to support usage of this leave.

BH.09.G.3 – Bereavement Leave

A paid leave of absence due to a death in the family may be granted as follows. Tier one family and pregnancy loss not to exceed ten (10) days; tiers two and three family not to exceed five days; and tier four not to exceed one day. Employees may take up to four hours of bereavement leave to attend the funeral of a fellow employee or retiree of the College, provided normal operations are not impeded. Exceptions require the approval of the Chief Human Resources Officer.

BH.09.G.4 – Critical Illness Leave

A paid leave of absence due to the critical illness of a tier one or tier two family member, not to exceed three (3) days at any one time, may be granted. The employee must file a signed statement from a licensed physician with a Leave Request indicating that the family member was critically ill before such leave may be credited. A critical illness is one that the individual may not survive. S

BH.09.G.5 – Parental Leave

A paid leave of absence that runs concurrently with approved Family Medical Leave upon the birth or adoption of a child of ten (10) days for the parent(s). If both parents work at the College, they will each

be awarded ten (10) days. After ten (10) days he or she will have the option to use sick or vacation as appropriate. Parental Leave requires a minimum of one (1) year of consecutive full-time employment at TCC.

BH.09.G.6 – Organ and Bone Marrow Donation Leave

In recognition of the humanitarian gift of an employee who chooses to be an organ or bone marrow donor, employees who are absent from work to donate bone marrow or an organ will receive paid administrative leave during their documented absence.

BH.09.G.7 – Catastrophe Leave

An employee who suffers individual, personal misfortune as a result of a natural event such as fire, explosion, flood, or violent weather, will be granted up to three working days of paid leave, if the event occurs while the employee is not on leave without pay.

BH.09.G.8 – Voting Leave

An employee may have time off to vote based on the requirements of the Statutes of the State of Oklahoma.

BH.09.G.9 – Other Administrative Leave

Administrative leave with or without pay may also be used when it is determined to be in the College's best interest that an employee is not on campus for a period-of-time. A supervisor is authorized to extend administrative leave for up to eight (8) hours for reasons such as performance, investigative purposes, or behavioral concerns. Any extension of administrative leave must be approved by the Chief Human Resources Officer, the Vice President for Administration and Chief Operations Officer or their designee. While on paid Administrative leave the employee must be responsive to requests by the College or pay will be suspended while a decision is made about employment.

BH.09.H – Requests for Personal Leaves of Absence

Employees may request a leave without pay for personal reasons. All such requests will be considered on an individual basis, and generally will not exceed six months. Approval will be based on College needs, on the employee's plan to return to the job and on the availability of funds.

BR.09.I – Attendance at Conferences and Required Continuing Education / Licensure Exams

The President & CEO or delegate is authorized to approve attendance of full-time employees at conferences and committee meetings, as well as continuing education or licensure exams when necessary to maintain licenses required by Tulsa Community College to perform the assigned position. When an employee is absent by administrative assignment, no deductions in salary will be made.