



**Tulsa Community College
Regular Meeting of the Board of Regents
Thursday, February 16, 2017
Southeast Campus, Room 1320
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, January 19, 2017
 - 2.2 Carry Over Items
3. President's Report and Possible Discussion
Presented by President Goodson
4. Student Success Update and Possible Discussion on:
Presented by Susan O'Neal, Associate Professor and Honors Program Coordinator, William Hawkins and Rachel Keith, Honors Program Students
 - 4.1 TCC Honors Program
5. Highlighted Key Performance Indicators and Possible Discussion & Action on:
Presented by President Leigh Goodson and Jenn Ivie, Director of Institutional Research and Assessment
 - 5.1 Cohort Reporting Requirements
6. Academic Affairs and Student Success Committee Report and Possible Discussion and Action on:
Presented by Regent Ballenger
 - 6.1 Changes in Academic Programs

7. Community Relations and Workforce Development Committee Report and Possible Discussion
Presented by Regent Garber
8. Personnel Report and Possible Discussion and Action on:
Presented by President Goodson
 - 8.1 Information Items
 - 8.1.1 Introduction of Recently Appointed Staff
 - 8.2 Consent Agenda ([Attachment 8.2](#))
 - 8.2.1 Recommendation for Approval of Professional Staff Appointments
 - 8.2.2 Retirement of Professional Staff Members
9. Facilities Committee Report and Possible Discussion
Presented by Regent Combs
10. Finance and Audit Committee Report and Possible Discussion and Action on:
Presented by Regent Lawhorn
 - 10.1 Purchase Item Agreements (>100k) – *No items*
 - 10.2 Consent Agenda (Between \$50k and \$100k) – *No items*
 - 10.3 Monthly Financial Report for January 2017 ([Attachment 10.3](#))
11. 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]
12. Persons Who Desire to Come Before the Board
13. 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.]
 - 13.1 Confidential Report by College Legal Counsel Concerning Pending Litigation, Investigations and Claims.
14. Adjournment
 - 14.1 Next Meeting Date:

The next regular meeting of the Tulsa Community College Board of Regents will be held on Thursday, March 23, 2017, 3:00 p.m., in Room I-232 at West Campus, Tulsa, Oklahoma.

1. Call to Order

1.1 Open Meeting Compliance Statement

“Statement of Compliance with the Oklahoma Open Meeting Act
(Regularly scheduled meeting, February 16, 2017 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 December 15, 2016.

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 1:30 p.m. on February 14, 2017 at the principal office of the Tulsa Community College Board of Regents, located at 6111 E. Skelly Drive, Tulsa, Oklahoma.

Leigh Goodson
President & CEO

1.2 Roll Call

	<u>Present</u>	<u>Absent</u>
Paul H. Cornell, Chair	_____	_____
Robin F. Ballenger, Vice Chair	_____	_____
Martin D. Garber, Jr., Secretary	_____	_____
Samuel Combs, Member	_____	_____
Caron A. Lawhorn, Member	_____	_____
Ronald S. Looney, Member	_____	_____
William R. McKamey, 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, January 19, 2017

MOTION FOR APPROVAL OF THE MINUTES

MOTION:	
SECOND:	

<u>Totals</u>					<u>Motion Carried</u>	
YES	NO	Other			YES	NO
					<input type="checkbox"/>	<input type="checkbox"/>

2.2 Carry Over Items

3. President’s Report and Possible Discussion

Presented by President Goodson

4. Student Success Update and Possible Discussion on:

Presented by Susan O’Neal, Associate Professor and Honors Program Coordinator, William Hawkins and Rachel Keith, Honors Program Students

4.1 TCC Honors Program

5. Highlighted Key Performance Indicators

Presented by President Leigh Goodson and Jenn Ivie, Director of Institutional Research and Assessment

5.1 Cohort Reporting Requirements

6. Academic Affairs and Student Success Committee Report and Possible Discussion and Action on:

Presented by Regent Ballenger

6.1 Changes in Academic Programs

Program Requirement Changes:

- Science-Related Concentration, AS, Geology option: Add MATH 2114 Analytic Geometry and Calculus I and MATH 2124 Analytic

Geometry and Calculus II as math options. Update General Education electives. No change in credit hours.

Reason: Adding higher level Mathematics courses to accommodate students with high test scores. Additional General Education elective courses are being added to give students exposure to a broader array of science courses.

**MOTION FROM THE ACADEMIC AFFAIRS & STUDENT SUCCESS COMMITTEE FOR APPROVAL
NO SECOND NEEDED**

<u>Totals</u>					<u>Motion Carried</u>	
YES		NO		Other	YES	NO
					<input type="checkbox"/>	<input type="checkbox"/>

7. Community Relations and Workforce Development Committee Report and Possible Discussion

Presented by Regent Garber

8. Personnel Report and Possible Discussion and Action on:

Presented by President Goodson

8.1 Information Items

8.1.1 Introduction of Recently Appointed Staff

8.2 Consent Agenda

8.2.1 Recommendation for Approval of Professional Staff Appointments

Appointments of full-time faculty and full-time professional grade 18 and above made since the last meeting of the Board of Regents of Tulsa Community College.

8.2.2 Retirement of Professional Staff Members

Retirement of full-time faculty and professional employees submitted since the last meeting of the Board of Regents of Tulsa Community College.

(Attachment 8.2: Addendum for Personnel Consent Items)

MOTION FOR APPROVAL OF THE CONSENT AGENDA

MOTION:	
SECOND:	

<u>Totals</u>					<u>Motion Carried</u>	
YES		NO		Other	YES	NO
					<input type="checkbox"/>	<input type="checkbox"/>

9. Facilities Committee Report and Possible Discussion

Presented by Regent Combs

10. Finance and Audit Committee Report and Possible Discussion and Action

on: Presented by Regent Lawhorn

10.1 Purchase Item Agreements (>\$100K): *No items*

10.2 Consent Agenda (Between \$50k and \$100k): *No items*

10.3 Monthly Financial Report

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

(Attachment 10.3: Monthly Financial Report – January 2017)

MOTION FROM THE FINANCE & AUDIT COMMITTEE FOR APPROVAL NO SECOND NEEDED
--

<u>Totals</u>					<u>Motion Carried</u>	
YES		NO		Other	YES	NO
					<input type="checkbox"/>	<input type="checkbox"/>

11. 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]

12. 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.

13. 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.]

13.1 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
					<input type="checkbox"/>	<input type="checkbox"/>

MOTION FOR APPROVAL TO RECONVENE INTO REGULAR MEETING

MOTION:	
SECOND:	

<u>Totals</u>					<u>Motion Carried</u>	
YES		NO		Other	YES	NO
					<input type="checkbox"/>	<input type="checkbox"/>

14. Adjournment

14.1 Next Meeting Date:

The next regular meeting of the Tulsa Community College Board of Regents will be held on Thursday, March 23, 2017, 3:00 p.m., in Room I-232 at West Campus, 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:

Monica Champ, Director of Major Gifts, External Affairs
February 20, 2017

Salary: \$75,000

RETIREMENTS:

James Elder, Assistant Professor, Biology, Science & Mathematics
Metro Campus

Date: June 1, 2017

Anita Hall, Associate Professor, Math, Science & Mathematics
Southeast Campus

Date: May 1, 2017

Gary Hunt, Associate Professor, Biology, Science & Mathematics
Metro Campus

Date: May 1, 2017

Vicki Jurries, Director of Clinical Education-PTA Program; Assistant Professor,
Allied Health/Physical Therapy Assistant Program
Metro Campus

Date: August 1, 2017

Patricia Knapp, Associate Professor, Humanities, Liberal Arts & Communications
Southeast Campus

Date: June 1, 2017

Vladimir Kozhevnikov, Assistant Professor, Math & Physics, Science & Mathematics
Metro Campus

Date: May 1, 2017

Terry McDevitt, Associate Professor, Math, Science & Mathematics
West Campus

Date: May 1, 2017

Paulette Ramsey, Assistant Professor, Biology, Science & Mathematics
Southeast Campus

Date: May 1, 2017

Carter Schell, Associate Professor, Political Science, Communications
Southeast Campus

Date: June 1, 2017

Belinda Jane Varnecky, Associate Professor, Speech, Communication Services
Southeast Campus

Date: August 1, 2017

Jocelyn Whitney, Associate Dean, Liberal Arts & Communications
Southeast Campus

Date: July 1, 2017

TULSA COMMUNITY COLLEGE

FINANCIAL REPORT

MONTH ENDING JANUARY 2017

TULSA COMMUNITY COLLEGE

TABLE OF CONTENTS

SCHEDULE A: Revenue and Expenditures Comparison
Educational & General

SCHEDULE B: Expenditure Summary by
Category

SCHEDULE E: Statement of Revenue,
Expenditures and Campus Store Equity

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

	JANUARY FY17			JANUARY FY16			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
Revenue								
Education & General								
State Appropriations	\$ 30,408,023	\$ 18,539,862	61.0%	\$ 36,600,023	\$ 19,927,412	54.4%	\$ (1,387,550)	-7.0%
Revolving Fund	2,336,458	2,714,976	116.2%	2,839,046	2,557,316	90.1%	157,660	6.2%
Resident Tuition	28,523,326	25,430,095	89.2%	27,636,535	24,563,660	88.9%	866,435	3.5%
Non-Resident Tuition	2,467,093	2,402,190	97.4%	2,578,634	2,227,761	86.4%	174,429	7.8%
Student Fees	5,634,788	5,083,605	90.2%	6,180,408	5,313,972	86.0%	(230,367)	-4.3%
Local Appropriations	39,167,963	11,500,000	29.4%	37,683,613	13,500,000	35.8%	(2,000,000)	-14.8%
Total	\$ 108,537,651	\$ 65,670,728	60.5%	\$ 113,518,259	\$ 68,090,122	60.0%	\$ (2,419,394)	-3.6%
Auxiliary Enterprises								
Campus Store	\$ 6,500,000	\$ 5,822,381	89.6%	\$ 8,816,213	\$ 6,281,248	71.2%	\$ (458,867)	-7.3%
Student Activities	2,035,500	1,899,445	93.3%	2,471,419	1,966,224	79.6%	(66,779)	-3.4%
Other Auxiliary Enterprises	8,464,500	3,212,365	38.0%	7,745,885	3,224,729	41.6%	(12,364)	-0.4%
Total	\$ 17,000,000	\$ 10,934,191	64.3%	\$ 19,033,517	\$ 11,472,200	60.3%	\$ (538,009)	-4.7%
Restricted								
Institutional Grants	\$ 4,576,625	\$ 2,890,820	63.2%	\$ 7,732,911	\$ 3,961,210	51.2%	\$ (1,070,390)	-27.0%
State Student Grants	2,277,003	2,077,060	91.2%	4,392,014	1,823,972	41.5%	253,088	13.9%
Total	\$ 6,853,628	\$ 4,967,880	72.5%	\$ 12,124,925	\$ 5,785,182	47.7%	\$ (817,302)	-14.1%
TOTAL REVENUE	\$132,391,279	\$81,572,799	61.6%	\$144,676,701	\$85,347,504	59.0%	\$ (3,774,705)	-4.4%
Expenditures								
Education & General								
Instruction	\$ 44,743,446	\$ 21,553,576	48.2%	\$ 47,642,238	\$ 21,557,934	45.2%	\$ (4,358)	0.0%
Public Service	687,735	78,876	11.5%	544,020	70,320	12.9%	8,556	12.2%
Academic Support	19,888,729	8,372,507	42.1%	20,099,642	10,817,999	53.8%	(2,445,492)	-22.6%
Student Services	8,359,380	5,456,467	65.3%	9,029,409	4,883,467	54.1%	572,999	11.7%
Institutional Support	13,073,440	7,773,502	59.5%	14,079,500	8,607,500	61.1%	(833,998)	-9.7%
Operation/ Maintenance of Plant	16,128,554	7,476,157	46.4%	16,307,411	9,346,310	57.3%	(1,870,153)	-20.0%
Tuition Waivers	3,544,500	3,164,709	89.3%	3,375,756	3,011,279	89.2%	153,430	5.1%
Scholarships	4,350,000	4,000,020	92.0%	4,145,100	4,036,631	97.4%	(36,611)	-0.9%
Total	\$ 110,775,784	\$ 57,875,814	52.2%	\$ 115,223,076	\$ 62,331,441	54.1%	\$ (4,455,627)	-7.1%
Auxiliary Enterprises								
Campus Store	\$ 6,355,000	\$ 4,713,455	74.2%	\$ 7,241,877	\$ 5,335,256	73.7%	\$ (621,801)	-11.7%
Student Activities	2,385,500	1,119,407	46.9%	2,439,017	1,278,827	52.4%	(159,420)	-12.5%
Other Auxiliary Enterprises	8,626,500	2,267,694	26.3%	7,736,844	2,371,195	30.6%	(103,501)	-4.4%
Total	\$ 17,367,000	\$ 8,100,556	46.6%	\$ 17,417,738	\$ 8,985,277	51.6%	\$ (884,721)	-9.8%
Restricted								
Institutional Grants	\$ 4,576,625	\$ 3,019,612	66.0%	\$ 7,732,911	\$ 3,965,879	51.3%	\$ (946,267)	-23.9%
State Student Grants	2,277,003	2,759,715	121.2%	4,392,014	2,404,320	54.7%	355,395	14.8%
Total	\$ 6,853,628	\$ 5,779,327	84.3%	\$ 12,124,925	\$ 6,370,198	52.5%	\$ (590,871)	-9.3%
TOTAL EXPENDITURES	\$ 134,996,412	\$ 71,755,697	53.2%	\$ 144,765,739	\$ 77,686,917	53.7%	\$ (5,931,220)	-7.6%

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

	JANUARY FY17			JANUARY FY16			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
<u>EDUCATION AND GENERAL</u>								
Salaries & Wages								
Faculty	\$ 17,550,232	\$ 8,640,886	49.2%	\$ 18,288,189	\$ 8,780,298	48.0%	\$ (139,412)	-1.6%
Adjunct Faculty	11,700,000	5,328,822	45.5%	12,893,590	5,295,189	41.1%	33,633	0.6%
Professional	12,405,669	6,137,582	49.5%	11,599,149	6,764,706	58.3%	(627,123)	-9.3%
Classified Exempt	4,158,105	1,988,070	47.8%	4,479,153	2,428,430	54.2%	(440,360)	-18.1%
Classified Hourly	13,316,054	7,359,114	55.3%	14,440,059	7,578,087	52.5%	(218,973)	-2.9%
TOTAL	\$ 59,130,060	\$ 29,454,475	49.8%	\$ 61,700,140	\$ 30,846,710	50.0%	\$ (1,392,235)	-4.5%
Staff Benefits	\$ 21,569,019	\$ 10,930,375	50.7%	\$ 22,047,079	\$ 11,598,854	52.6%	(668,479)	-5.8%
Professional Services	2,835,900	1,150,163	40.6%	3,522,742	1,496,468	42.5%	(346,306)	-23.1%
Operating Services	14,527,578	7,560,461	52.0%	16,759,682	8,466,710	50.5%	(906,249)	-10.7%
Travel	452,420	168,190	37.2%	750,533	330,992	44.1%	(162,803)	-49.2%
Utilities	1,908,500	936,345	49.1%	2,015,900	1,027,042	50.9%	(90,696)	-8.8%
Tuition Waivers	3,544,500	3,164,709	89.3%	3,375,756	3,011,279	89.2%	153,430	5.1%
Scholarships	4,350,000	4,000,020	92.0%	4,145,100	4,036,631	97.4%	(36,611)	-0.9%
Furniture & Equipment	2,457,807	511,076	20.8%	906,144	1,516,754	167.4%	(1,005,678)	-66.3%
TOTAL	\$ 110,775,784	\$ 57,875,814	52.2%	\$ 115,223,076	\$ 62,331,441	54.1%	\$ (4,455,627)	-7.1%

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

	JANUARY FY17			JANUARY FY16			\$ 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	\$ 258,122	\$ 170,973	66.2%	\$ 306,629	\$ 194,569	63.5%	\$ (23,597)	-12.1%
Classified Hourly	447,291	330,304	73.8%	599,206	313,682	52.3%	16,622	5.3%
Total Salaries & Wages	\$ 705,413	\$ 501,277	71.1%	\$ 905,835	\$ 508,251	56.1%	\$ (6,974)	-1.4%
Staff Benefits	\$ 224,587	\$ 141,554	63.0%	\$ 320,542	\$ 160,304	50.0%	\$ (18,750)	-11.7%
Professional Services	-	-	0.0%	-	8,048	0.0%	(8,048)	-100.0%
Operating Services	590,000	22,115	3.7%	180,500	26,002	14.4%	(3,887)	-14.9%
Travel	5,000	965	19.3%	15,000	1,138	7.6%	(173)	-15.2%
Utilities	85,000	13,003	15.3%	40,000	14,264	35.7%	(1,261)	-8.8%
Items for Resale - Campus Store	4,745,000	4,034,541	85.0%	5,780,000	4,617,249	79.9%	(582,708)	-12.6%
Furniture & Equipment	-	-	0.0%	-	-	0.0%	-	0.0%
TOTAL	\$ 6,355,000	\$ 4,713,455	74.2%	\$ 7,241,877	\$ 5,335,256	73.7%	\$ (621,801)	-11.7%
<u>STUDENT ACTIVITIES</u>								
Salaries & Wages								
Professional	\$ 613,385	\$ 289,221	47.2%	\$ 564,340	\$ 334,173	59.2%	\$ (44,952)	-13.5%
Classified Hourly	686,230	311,672	45.4%	808,166	369,040	45.7%	(57,368)	-15.5%
Total Salaries & Wages	\$ 1,299,615	\$ 600,893	46.2%	\$ 1,372,506	\$ 703,214	51.2%	\$ (102,320)	-14.6%
Staff Benefits	\$ 520,385	\$ 227,218	43.7%	\$ 396,565	\$ 280,909	70.8%	\$ (53,691)	-19.1%
Professional Services	46,181	6,250	13.5%	39,260	12,458	31.7%	(6,208)	-49.8%
Operating Services	369,319	216,188	58.5%	435,766	223,437	51.3%	(7,249)	-3.2%
Travel	40,000	14,624	36.6%	104,920	20,336	19.4%	(5,713)	-28.1%
Furniture & Equipment	10,000	35,894	358.9%	-	12,288	0.0%	23,606	192.1%
Items for Resale	100,000	18,339	18.3%	90,000	26,185	29.1%	(7,846)	-30.0%
TOTAL	\$ 2,385,500	\$ 1,119,407	46.9%	\$ 2,439,017	\$ 1,278,827	52.4%	\$ (159,420)	-12.5%
<u>OTHER AUXILIARY ENTERPRISES</u>								
Salaries & Wages								
Professional	\$ 120,789	\$ 79,166	65.5%	\$ 82,000	\$ 79,166	96.5%	\$ -	0.0%
Adjunct Faculty	188,132	97,194	51.7%	146,713	127,958	87.2%	(30,764)	-24.0%
Classified Hourly	304,705	160,965	52.8%	320,000	189,966	59.4%	(29,001)	-15.3%
Total Salaries & Wages	\$ 613,626	\$ 337,324	55.0%	\$ 548,713	\$ 397,090	72.4%	\$ (59,765)	-15.1%
Staff Benefits	\$ 98,374	\$ 58,464	59.4%	\$ 65,613	\$ 63,215	96.3%	\$ (4,751)	-7.5%
Professional Services	447,082	224,036	50.1%	398,000	216,578	54.4%	7,458	3.4%
Operating Services	4,813,558	659,789	13.7%	3,847,418	850,192	22.1%	(190,403)	-22.4%
Travel	-	17,100	0.0%	-	16,910	0.0%	190	1.1%
Utilities	750,000	358,081	47.7%	870,000	385,141	44.3%	(27,060)	-7.0%
Scholarship & Refunds	-	3,000	0.0%	-	-	0.0%	3,000	100.0%
Bond Principal and Expense	1,800,000	604,881	33.6%	2,000,000	432,958	21.6%	171,923	39.7%
Furniture & Equipment	100,000	3,911	3.9%	-	8,380	0.0%	(4,469)	-53.3%
Items for Resale	3,860	1,106	28.7%	7,100	731	10.3%	375	51.3%
TOTAL	\$ 8,626,500	\$ 2,267,694	26.3%	\$ 7,736,844	\$ 2,371,195	30.6%	\$ (103,501)	-4.4%

