



**Tulsa Community College
Regular Meeting of the Board of Regents
Thursday, September 17, 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 September 17, 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

2.1 Recommendation for Approval of the Minutes for the Special Meeting of the Tulsa Community College Board of Regents held on Thursday, August 13, 2020

Motion for Approval: _____

Second Motion for Approval: _____

2.2 Recommendation for Approval of the Minutes for the Regular Meeting of the Tulsa Community College Board of Regents held on Thursday, August 13, 2020

Motion for Approval: _____

Second Motion for Approval: _____

2.3 Carry Over Items

3. Personnel Report and Possible Discussion and Action

Presented by President Goodson

3.1 Introduction of Recently Appointed Staff

3.2 Consent Agenda ([Attachment 3.2](#))

- 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.

Motion for Approval: _____

Second Motion for Approval: _____

4. Facilities and Safety Committee Report and Possible Discussion

Presented by Regent McKamey

4.1 Overview of Committee Meeting Topics

- Sightlines Presentation and Deferred Maintenance Assessment Discussion
- Major Projects and Facilities Dashboard Update

- 4.2 COVID-19 Update
Presented by Matt Sharpe, Director of Risk Management and Occupational Health and Safety

Mr. Sharpe will apprise the Board of the pandemic and how the College is responding.

5. Community Relations Committee Report and Possible Discussion
Presented by Regent Cornell

5.1 Overview of Committee Meeting Topics

- Legislative Update
- TRIO SSS Renewal Discussion
- Foundation Support for Students Update

6. Academic Affairs and Student Success Committee Report and Possible Discussion
Presented by Regent Combs

6.1 Overview of Committee Meeting Topics

- Fall Enrollment Update
- TCC and the Tulsa Transfer Project

7. Student Success Update and Possible Discussion
Presented by Laura McNeese, Director of Career/Retention Programs and student, Lauren Ireland

7.1 Career Services Programming

Ms. Ireland will speak before the Board of Regents about her experience working with Michael Harris, Career Development Specialist in Student Retention and Support Services who assisted her with development of a resume, a LinkedIn Profile, and preparation for an interview for a summer internship.

8. Finance, Risk and Audit Committee Report and Possible Discussion and Action
Presented by Regent Cornell

8.1 Purchase Item Agreement Over \$50,000

8.1.1 Ratification for Software Licensing

A purchase ratification is requested for an agreement with CDW, LLC (Vernon Hills, IL) in the amount of \$60,549 to provide Adobe Licensing for the College on an annual basis. This agreement was negotiated by Oklahoma State University on behalf of the Oklahoma State Regents for Higher Education. The amount listed is the College's share of the total cost. The purchase was funded from general budget.

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

8.2 Monthly Financial Report

8.2.1 Financial Statement for August 2020

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

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

[\(Attachment 8.2.1\)](#)

9. **Executive Committee Report and Possible Discussion and Action**
Presented by Regent Wes Mitchell, Chair

9.1 Recommendation for Approval of the President's Employment Contract

The Executive Committee recommends the approval of the College President's employment contract upon completion of the Board's annual review of the President's performance.

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

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. President's Report and Possible Discussion

Presented by President Goodson and Nicole Burgin, Media Relations Manager

12.1 Overview of President's Highlights

- Fewer Students Signing up for Tulsa Achieves
- Last Minute Enrollment Push for Dual Credit Students
- Community Outreach Work
- Signature Symphony Announces Season and Outdoor Concerts
- Prison Education Adapts to Pandemic Challenges
- Facing COVID and Tanking Oil and Gas Industries, Southwest Charities Struggle to Raise Money
- Despite Predictions, COVID-19 is Not Keeping Students Away from Oklahoma Colleges
- Tulsa World Editorials
- Training to Help Immigrants Succeed
- I Can't Workshops Teach Everything from Songwriting to Dancing
- Oklahoma Top 25 State for Community Colleges, Study Says
- INVESTIGATES: OK Higher Ed Receives Millions in CARES Act Funding
- Two Exec, Four Positions Vacant
- Running Numbers or Running From Numbers
- TCC 50 Notable Alumni

12.2 President's Comments on Previous Agenda Items

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.]

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

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

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

14. Adjournment

14.1 Next Meeting Date:

The next meeting of the Tulsa Community College Board of Regents will be held on Thursday, October 15, 2020, with a 2:00 p.m. working meeting and a 3:00 regular meeting, 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.

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:

DiAnne Cunningham, Director of Academic & Campus Services
Academic & Campus Services
West Campus

October 1, 2020

Joyce Friske, Assistant Professor, Mathematics
Science & Mathematics
Southeast Campus

January 1, 2021

Ivan V. Griffin, Assistant Professor
Engineer, Aviation, and Public Service
Northeast Campus

January 1, 2021

Carol Johnson, Associate Professor, English
Communication
Southeast Campus

August 1, 2021

RESIGNATIONS:

None.

TULSA COMMUNITY COLLEGE

FINANCIAL REPORT

MONTH ENDING AUGUST 2020

TULSA COMMUNITY COLLEGE
STATEMENT OF REVENUE AND EXPENDITURES COMPARISON
FOR THE PERIOD ENDING AUGUST 31, 2020 AND AUGUST 31, 2019

	AUGUST FY21			AUGUST FY20			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
Revenue								
Education & General								
State Appropriations	\$ 29,708,507	\$ 4,576,010	15.4%	\$ 30,933,315	\$ 5,389,836	17.4%	\$ (813,826)	-15.1%
Revolving Fund	2,675,650	534,300	20.0%	3,529,781	851,221	24.1%	(316,921)	-37.2%
Resident Tuition	29,071,159	14,428,572	49.6%	32,720,278	15,512,371	47.4%	(1,083,799)	-7.0%
Non-Resident Tuition	2,182,170	1,241,171	56.9%	2,537,493	1,426,541	56.2%	(185,369)	-13.0%
Student Fees	5,645,108	3,514,895	62.3%	6,505,581	2,348,871	36.1%	1,166,024	49.6%
Local Appropriations	44,000,000	7,500,000	17.0%	38,900,000	7,000,000	18.0%	500,000	7.1%
Federal Stimulus Funds - CARES	8,371,556	3,275,000	39.1%	-	-	0.0%	3,275,000	100.0%
Total	\$ 121,654,150	\$ 35,069,949	28.8%	\$ 115,126,449	\$ 32,528,840	28.3%	\$ 2,541,109	7.8%
Auxiliary Enterprises								
Campus Store	\$ 550,000	\$ -	0.0%	\$ 517,446	\$ 12,886	2.5%	\$ (12,886)	-100.0%
Student Activities	2,200,000	892,699	40.6%	2,159,441	983,395	45.5%	(90,696)	-9.2%
Other Auxiliary Enterprises	4,260,000	1,469,820	34.5%	5,003,418	2,501,832	50.0%	(1,032,012)	-41.3%
Total	\$ 7,010,000	\$ 2,362,520	33.7%	\$ 7,680,305	\$ 3,498,113	45.5%	\$ (1,135,594)	-32.5%
Restricted								
Institutional Grants	\$ 4,630,000	\$ 402,907	8.7%	\$ 5,494,704	\$ 901,771	16.4%	\$ (498,864)	-55.3%
State Student Grants	5,200,000	40,027	0.8%	3,322,900	50,995	1.5%	(10,969)	-21.5%
Total	\$ 9,830,000	\$ 442,934	4.5%	\$ 8,817,604	\$ 952,767	10.8%	\$ (509,833)	-53.5%
Capital								
Construction - State (295)	\$ 1,400,000	\$ 210,812	15.1%	\$ 1,409,940	\$ 338,056	24.0%	\$ (127,244)	-37.6%
Construction - Non State (483)	6,000,000	426,948	7.1%	9,456,617	1,228,797	13.0%	(801,849)	-65.3%
Total	\$ 7,400,000	\$ 637,760	8.6%	\$ 10,866,557	\$ 1,566,853	14.4%	\$ (929,093)	-59.3%
TOTAL REVENUE	\$ 145,894,150	\$ 38,513,162	26.4%	\$ 142,490,915	\$ 38,546,573	27.1%	\$ (33,411)	-0.1%
Expenditures								
Education & General								
Instruction	\$ 47,151,755	4,566,011	10.6%	\$ 44,616,090	\$ 4,882,051	10.9%	\$ (316,040)	-6.5%
Public Service	662,320	21,279	3.2%	125,418	18,639	14.9%	2,640	14.2%
Academic Support	18,253,728	2,347,560	12.0%	16,998,508	2,923,665	17.2%	(576,105)	-19.7%
Student Services	12,106,048	1,472,732	10.8%	10,387,312	1,409,904	13.6%	62,828	4.5%
Institutional Support	12,839,085	2,713,326	20.7%	16,007,365	2,864,327	17.9%	(151,001)	-5.3%
Operation/ Maintenance of Plant	16,843,165	2,339,068	13.7%	16,809,236	2,602,660	15.5%	(263,592)	-10.1%
Tuition Waivers	4,400,000	250,716	5.7%	4,615,500	277,047	6.0%	(26,330)	-9.5%
Scholarships	10,381,410	3,539,444	34.1%	5,135,682	42,092	0.8%	3,497,353	8308.9%
Total	\$ 122,637,510	\$ 17,250,137	14.1%	\$ 114,695,112	\$ 15,020,385	13.1%	\$ 2,229,752	14.8%
Auxiliary Enterprises								
Campus Store	\$ 130,500	\$ 32,643	25.0%	\$ 131,185	\$ 32,810	25.0%	\$ (167)	-0.5%
Student Activities	3,875,000	226,268	5.8%	2,819,976	403,963	14.3%	(177,695)	-44.0%
Other Auxiliary Enterprises	7,004,500	246,948	3.5%	4,965,156	1,075,833	21.7%	(828,886)	-77.0%
Total	\$ 11,010,000	\$ 505,859	4.6%	\$ 7,916,317	\$ 1,512,606	19.1%	\$ (1,006,748)	-66.6%
Restricted								
Institutional Grants	\$ 4,630,000	\$ 403,006	8.7%	\$ 5,494,704	\$ 885,578	16.1%	\$ (482,572)	-54.5%
State Student Grants	5,200,000	26,062	0.5%	3,320,272	32,639	1.0%	(6,577)	-20.2%
Total	\$ 9,830,000	\$ 429,068	4.4%	\$ 8,814,976	\$ 918,217	10.4%	\$ (489,149)	-53.3%
Capital								
Construction - State (295)	\$ 1,400,000	\$ 331,117	23.7%	\$ 1,357,070	\$ 131,130	9.7%	\$ 199,987	152.5%
Construction - Non State (483)	6,000,000	806,036	13.4%	10,841,955	2,674,404	24.7%	(1,868,368)	-69.9%
Total	\$ 7,400,000	\$ 1,137,153	15.4%	\$ 12,199,025	\$ 2,805,534	23.0%	\$ (1,668,381)	-59.5%
TOTAL EXPENDITURES	\$ 150,877,510	\$ 19,322,216	12.8%	\$ 143,625,430	\$ 20,256,742	14.1%	\$ (934,526)	-4.6%

**TULSA COMMUNITY COLLEGE
EXPENDITURE SUMMARY BY CATEGORY
FOR THE PERIOD ENDING AUGUST 31, 2020 AND AUGUST 31, 2019**

	AUGUST FY21			AUGUST FY20			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
EDUCATION AND GENERAL								
Salaries & Wages								
Faculty	\$ 19,272,076	\$ 1,629,528	8.5%	\$ 19,704,985	\$ 1,604,218	8.1%	\$ 25,310	1.6%
Adjunct Faculty	10,100,000	1,283,540	12.7%	10,100,000	1,260,114	12.5%	23,426	1.9%
Professional	12,533,836	2,031,043	16.2%	11,847,285	1,912,678	16.1%	118,365	6.2%
Classified Exempt	3,258,316	452,255	13.9%	5,315,122	479,239	9.0%	(26,983)	-5.6%
Classified Hourly	16,551,705	1,703,587	10.3%	16,831,220	2,003,081	11.9%	(299,494)	-15.0%
TOTAL	\$ 61,715,933	\$ 7,099,953	11.5%	\$ 63,798,612	\$ 7,259,330	11.4%	\$ (159,376)	-2.2%
Staff Benefits	\$ 24,187,667	\$ 3,203,992	13.2%	\$ 23,074,448	\$ 3,095,912	13.4%	108,080	3.5%
Professional Services	2,474,350	240,867	9.7%	2,783,700	366,422	13.2%	(125,554)	-34.3%
Operating Services	15,830,539	2,405,794	15.2%	17,107,400	3,208,145	18.8%	(802,351)	-25.0%
Travel	567,950	1,249	0.2%	586,400	44,543	7.6%	(43,295)	-97.2%
Utilities	1,700,000	133,858	7.9%	1,700,000	199,926	11.8%	(66,068)	-33.0%
Tuition Waivers	4,400,000	250,716	5.7%	4,400,000	277,047	6.3%	(26,330)	-9.5%
Scholarships	10,381,411	3,539,444	34.1%	5,100,000	42,092	0.8%	3,497,353	8308.9%
Furniture & Equipment	1,379,660	374,263	27.1%	875,000	526,969	60.2%	(152,706)	-29.0%
TOTAL	\$ 122,637,510	\$ 17,250,137	14.1%	\$ 119,425,560	\$ 15,020,385	12.6%	\$ 2,229,752	14.8%
CAMPUS STORE								
Bond Principal and Expense	131,000	32,643	24.9%	131,250	32,810	25.0%	(167)	-0.5%
TOTAL	\$ 131,000	\$ 32,643	24.9%	\$ 131,250	\$ 32,810	25.0%	\$ (167)	-0.5%
STUDENT ACTIVITIES								
Salaries & Wages								
Professional	\$ 280,000	\$ 46,132	16.5%	\$ 241,000	\$ 47,092	19.5%	\$ (961)	-2.0%
Classified Hourly	1,100,000	98,978	9.0%	1,150,000	127,329	11.1%	(28,351)	-22.3%
Total Salaries & Wages	\$ 1,380,000	\$ 145,110	10.5%	\$ 1,391,000	\$ 174,421	12.5%	\$ (29,311)	-16.8%
Staff Benefits	\$ 575,000	\$ 65,356	11.4%	\$ 592,000	\$ 70,898	12.0%	\$ (5,541)	-7.8%
Professional Services	150,000	9,477	6.3%	85,000	14,317	16.8%	(4,840)	-33.8%
Operating Services	525,000	375	0.1%	545,000	81,346	14.9%	(80,970)	-99.5%
Travel	50,000	-	0.0%	70,000	3,939	5.6%	(3,939)	-100.0%
Furniture & Equipment	1,195,000	5,950	0.5%	1,780,000	59,043	3.3%	(53,093)	-89.9%
Items for Resale	-	-	0.0%	50,000	-	0.0%	-	0.0%
TOTAL	\$ 3,875,000	\$ 226,268	5.8%	\$ 4,513,000	\$ 403,963	9.0%	\$ (177,695)	-44.0%
OTHER AUXILIARY ENTERPRISES								
Salaries & Wages								
Professional	\$ 125,000	\$ 10,651	8.5%	\$ 70,000	\$ 11,461	16.4%	\$ (810)	-7.1%
Adjunct Faculty	300,000	20,385	6.8%	200,000	43,047	21.5%	(22,662)	-52.6%
Classified Hourly	275,000	5,745	2.1%	300,000	13,220	4.4%	(7,475)	-56.5%
Total Salaries & Wages	\$ 700,000	\$ 36,780	5.3%	\$ 570,000	\$ 67,728	11.9%	\$ (30,948)	-45.7%
Staff Benefits	\$ 125,000	\$ 12,572	10.1%	\$ 100,000	\$ 9,594	9.6%	\$ 2,978	31.0%
Professional Services	550,000	7,519	1.4%	500,000	244,432	48.9%	(236,913)	-96.9%
Operating Services	2,300,000	102,770	4.5%	2,500,000	564,944	22.6%	(462,173)	-81.8%
Travel	60,000	-	0.0%	100,000	1,260	1.3%	(1,260)	-100.0%
Utilities	650,000	54,649	8.4%	650,000	78,886	12.1%	(24,237)	-30.7%
Scholarship & Refunds	40,000	15	0.0%	10,000	2,350	23.5%	(2,335)	-99.4%
Bond Principal and Expense	969,000	32,643	3.4%	1,115,000	32,810	2.9%	(167)	-0.5%
Furniture & Equipment	1,479,500	-	0.0%	2,764,750	73,830	2.7%	(73,830)	-100.0%
Items for Resale	-	-	0.0%	1,000	-	0.0%	-	0.0%
TOTAL	\$ 6,873,500	\$ 246,948	3.6%	\$ 8,310,750	\$ 1,075,833	12.9%	\$ (828,886)	-77.0%
CAPITAL								
Construction - State (295)	\$ 1,400,000	\$ 331,117	23.7%	\$ 2,075,000	\$ 131,130	6.3%	\$ 199,987	152.5%
Construction - Non State (483)	6,000,000	806,036	13.4%	13,000,000	2,674,404	20.6%	(1,868,368)	-69.9%
TOTAL	\$ 7,400,000	\$ 1,137,153	15.4%	\$ 15,075,000	\$ 2,805,534	18.6%	\$ (1,668,381)	-59.5%