



**Tulsa Community College
Regular Meeting of the Board of Regents**

MINUTES

The regular meeting of the Board of Regents of Tulsa Community College was held on **Thursday, September 20, 2018 at 3:00 p.m. at Southeast Campus.**

Board Members Present: Robin Ballenger, Samuel Combs, Paul Cornell, Caron Lawhorn, Ronald Looney, and William McKamey

Board Members Absent: Wesley Mitchell

Others Present: President Leigh B. Goodson
 Clerk for the Board
 College Administrators
 Faculty and Staff
 Legal Counsel

CALL TO ORDER

Board Chair, Robin Ballenger, called the meeting to order at 3:00 p.m.

President Goodson confirmed compliance with the Open Meetings Act.

ROLL CALL

The clerk called the roll and the meeting proceeded with a quorum.

APPROVAL OF THE MINUTES

A **motion** was made by Regent Looney and seconded by Regent Lawhorn to approve the minutes of the special meeting of the Tulsa Community College Board of Regents held on Thursday, August 16, 2018 as presented. The Chair called for a vote. **Motion carried by voice vote.**

A correction was made to the minutes for the regular meeting held on August 16, 2018. The meeting was called to order by Regent Ballenger and not Regent Cornell.

A **motion** was made by Regent Lawhorn and seconded by Regent Looney to approve the minutes of the regular meeting of the Tulsa Community College Board of Regents held on Thursday, August 16, 2018 as presented. The Chair called for a vote. **Motion carried by voice vote.**

Regents Cornell and McKamey were not present for the votes.

CARRYOVER ITEMS

There were no carryover items.

ACADEMIC AFFAIRS AND STUDENT SUCCESS COMMITTEE REPORT

Presented by Regent Ballenger

Regent Ballenger apprised the Board of topics discussed in the September Academic Affairs and Student Success Committee meeting.

- Eileen Kenney gave an update on fall enrollment, which will be discussed in the October Board meeting.
- The number of students who complete 24 college credit hours in their first year increased.

After the verbal report, the following changes in academic programs were assessed.

1. Changes in Academic Programs

- The Committee proposed changes to the Business Certificate program:
 - Title change to Business Management Certificate
 - An increase in credit hours from 18 hours to 24 hours, which will allow the certificate to be imbedded into a workforce degree as well. The certificate program is one aspect of the overall Business Management, AAS program and overall credit hours will not increase.
 - Curriculum will focus on retail and small business management.
- The Committee proposed changes to the Business Management, AAS program:
 - Will allow imbedding of certificate program credit hours.
 - Electives will change from 9 hours to 6 hours with the transfer of MGMT 1353 from an elective to required course.
- The Committee proposed changes to the Business Marketing, AAS program:

- Adding a required marketing course to the curriculum.
- No change in credit hours.

A **motion** was made by the Academic Affairs and Student Success Committee for approval of the changes in academic programs. No second was needed. **Motion carried by voice vote.**

Regent McKamey was not present for this vote.

(Attachment: [Changes in Academic Programs](#))

COMMUNITY RELATIONS COMMITTEE REPORT

Presented by Lauren Brookey, Vice President of External Affairs

Ms. Brookey highlighted the following topics listed on the handout:

- The September Community Relations Committee meeting
- The 50th Anniversary Celebration Commission news conference
- The Mental Health First Aid Training grant award

(Attachment: [Community Relations Committee Report Handout](#))

PERSONNEL REPORT

1. Introduction of Recently Appointed Staff

President Goodson recognized recently appointed professional staff.

- Justin Alexander, Assistant Professor, Biology, Metro
- Eric Butson, Assistant Professor, Chemistry, Southeast
- Lisa Cudd, Assistant Professor, Mathematics, Northeast
- Stacey Michie, Assistant Professor Mathematics, West Campus
- Keith Prokopp, Assistant Professor, Biology, Metro
- Richard Walcott, Assistant Professor, Physics, Southeast
- Angela Dotson, Assistant Professor, Nursing, Metro
- Beverly Green, Assistant Professor, Nursing, Metro
- Candi Barlow, Assistant Professor, Nursing, Metro

2. Consent Agenda

- Appointment of full-time faculty and full-time professional employees at grade 18 and above

A motion to amend was requested by President Goodson to correct a typographical error in the consent agenda regarding the appointment of Matthew Wilkinson as Assistant Director of IT Support and Network Services, Information Technology Services with a salary of \$70,500. The correct salary for this appointment is \$79,500.

A **motion** was made by Regent Cornell and seconded by Regent Lawhorn to amend the consent agenda. The Chair called for a vote. **Motion carried by voice vote.**

- Resignations of full-time faculty and professional employees

A **motion** was made by Regent Looney and seconded by Regent Combs to approve the personnel consent agenda. The Chair called for a vote. **Motion carried by voice vote.**

Regent McKamey was not present for the votes.

(Attachment: [Personnel Consent Agenda](#))

FACILITIES COMMITTEE REPORT

Presented by Regent Combs

- **Southeast Campus Student Success and Career Center – Vision Tulsa**

After collaboratively developing cost saving measures with GH2, Crossland re-submitted and received bid packages from various subcontractors, including mechanical, electrical, and plumbing, and roofing. Additional value engineering measures remain under further review with updated construction costs to be provided at the October Board meeting.

- **Metro Campus Chemistry and Biology Remodel**

Sarah Gould with KKT Architects provided the Facilities Committee with an update and preview of the upcoming chemistry and biology lab remodel. The project has been advertised, and bids are due on October 2.

- **Conference Center Move**

TCC and Tulsa Tech are soliciting for a real estate broker to represent the two institutions in the Skyline Building sale and a Request for Qualification (RFQ) was issued for these services. Further, RFQs for an architectural firm to perform the design and construction related services were received, and TCC staff are

reviewing the responses and anticipate providing a recommendation at the October meeting.

- **Safety and Risk Management**

Matt Sharpe, Director of Risk Management and Occupational Health and Safety, presented at the Facilities Committee, detailing a wide range of indicators, safety strategies, pre-emptive safety actions undertaken, and benchmarking with national averages.

FINANCE, RISK AND AUDIT COMMITTEE REPORT

Presented by Regent Lawhorn

1. Purchase Item Agreements (>\$50K)

1.1 Purchase of Wireless Networking Infrastructure

Authorization was requested to enter into a contract for the purchase of Aruba wireless networking equipment for all campuses.

The Finance, Risk and Audit Committee recommended award to ISG Technology, LLC in the amount of \$330,959.

The equipment and services will replace existing wireless networking equipment across the College. The purchase will be made under State of Oklahoma contract SW1006H and will require annual maintenance of approximately \$26,000 per year.

Annual maintenance or software support costs are usually around 20% of purchase price.

A **motion** was made by the Finance, Risk & Audit Committee for approval of the purchase of wireless networking infrastructure. No second was needed. **Motion carried by voice vote.**

1.2 Purchase of Anti-Virus/Malware Protection Services

Authorization was requested to enter into a contract for the purchase of Cylance desktop and server anti-virus/malware protection services for use at all campuses.

The Finance, Risk and Audit Committee recommended award to Insight Investments, LLC in an amount of \$339,379. This purchase will replace existing protection services for a period of four (4) years. The services will

be from Connection, Inc. in the amount of \$301,466 and financed by Insight Investments.

This purchase from Connection Inc./Insight Investments will be awarded under NCPA Contract 01-44.

The College is purchasing four years of services and paying annually through financing.

A **motion** was made by the Finance, Risk & Audit Committee for approval of the purchase of anti-virus/malware protection services. No second was needed. **Motion carried by voice vote.**

1.3 Purchase of Student Tracking and Retention Management Software

Authorization was requested to enter into a contract for the purchase of Starfish retention and advisement software for use at all campuses.

The Finance, Risk and Audit Committee recommended award to Hobsons, Inc., in an amount of \$73,500. This software is used by student-facing departments across the College to communicate with students, set up advisement appointments, monitor student progress, and alert staff of potential issues affecting retention. This purchase is an annual renewal of existing software licensing.

A **motion** was made by the Finance, Risk & Audit Committee for approval of the purchase of student tracking and retention management software. No second was needed. **Motion carried by voice vote.**

2. Recommendation for Approval of Changes to the Policy on Employee Education/Tuition and Fee Waivers for Full-Time Employees

The Finance, Risk and Audit Committee recommended approval of changes to the policy for Employee Education/Tuition and Fee Waivers for Full-Time Employees as stated in the TCC Board of Regents Manual under Section 4116.

The policy increases the number of credit hours covered by the waiver from eight credit hours to nine credit hours. This change is in response to a request by faculty and staff.

A **motion** was made by the Finance, Risk & Audit Committee for approval of changes to Policy 4116 as stated. No second was needed. **Motion carried by voice vote.**

Regent McKamey was not present for the Finance, Risk and Audit votes.

(Attachment: Current Policy 4116)
(Attachment: Redline Version 4116)
(Attachment: Proposed Policy 4116)

3. Monthly Financial Report

Regent Lawhorn presented the financial dashboards for August 2018.

- Revenue Dashboard
 - Year-to-Date budgeted revenues are \$55.9M and actual revenues are \$57.5M.
 - An \$850,000 cut in state appropriations was budgeted for the year, which is currently not anticipated. Consequently, the College should receive more in state appropriations than the initial budgeted.
 - Enrollment is less than what was initially budgeted.
 - Actual revenues in August were essentially congruent with budgeted revenues.
 - The difference in budgeted and actual appropriations is largely due to timing of receipt.
- Expenditure Dashboard
 - Year-to-Date actual expenditures are \$22.8M and budgeted expenditures are \$23.6M.
 - Actual expenditures in August were somewhat higher than the initial budget.
- Cash Management Dashboard
 - Cash balance is \$36.6M
 - Cash on December 31, 2018 forecasted at \$30.3M
 - Local appropriations on December 31, 2018 forecasted for \$24.5M
 - Will plan to transfer a portion of cash into CDs with higher rates than the bank account produces.
 - An RFP for collection agencies will be reissued.
- Accounts Receivable Summary
 - The charts show Fall 2018 student charges and Fall 2018 payments.

(Attachment: Handout of Financial Dashboards)

3.1 Financial Statements for August 2018

It was recommended by the Finance, Risk & Audit Committee that the financial statements for August 2018 be approved as presented.

(Attachment: August 2018 Financials)

A **motion** was made by the Finance, Risk & Audit Committee for approval of the August 2018 financials. No second was needed. **Motion carried unanimously by voice vote.**

EXECUTIVE COMMITTEE REPORT

Presented by Mackenzie Wilfong, General Counsel

1. Recommendation for Approval of the Tulsa Community College Institutional Review Board Policy

The IRB policy is necessary for institutions whose faculty, staff and students may conduct human subject research. The policy is new and is in line with peer institution policies and federal rules. It was collaboratively created by faculty and staff who completed either the nationally known training for all IRBs, or through NIH.

A **motion** was made by the Executive Committee for approval of policy adoption. No second was needed. **Motion carried unanimously by voice vote.**

STUDENT SUCCESS UPDATE

Introduction by Dr. John Gibson, Provost of Southeast Campus

1. NASA Community College Aerospace Scholar Students and their Experience at Stennis NASA Center

Introduction by Dr. John Gibson, Provost for Southeast Campus

The program is designed for community college students to engage with NASA employees for four days. Dr. Gibson introduced student, Jerrycore Anyanwu. Mr. Anyanwu presented on his experience attending the program.

Students learned the components in developing a Rover through simulations and contests.

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]

There was no new business.

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.

There were none.

PRESIDENT'S REPORT AND POSSIBLE DISCUSSION

Presented by Nicole Burgin, Media Relations Specialist

Ms. Burgin highlighted the following from the handout:

- Suzanne Reese, Assistant Professor in Health Sciences, had an article published this month in the Journal of Physical Therapy Education. The article is focused on the Nate Waters Physical Therapy Clinic and discusses the value of self-contained learning spaces in Physical Therapy Assistant education programs.
- Melissa Steadley, Director of Concurrent Enrollment Programs, has been named a Community Partner for Charles Page High School for creating opportunities and removing barriers for concurrent students at TCC. For the first time this fall, we coordinated block scheduling allowing students to come to West Campus to take concurrent classes during the day resulting in a huge increase in participation. We tripled the number of students to 63 and doubled the number of credit hours.

(Attachment: [Handout of the President's Highlights](#))

President Goodson commented on the following:

- General Counsel, Mackenzie Wilfong, is leading revisions of TCC Board policies over the next year. Some Board policies may be identified as operational practices.
- The Testing Center was certified in best practices through the National College Testing Association.
- President Goodson thanked Regents who attended the opening of Professional Development Day. The event featured two keynote speakers and beneficial feedback from attendees was received.
- The 50th Anniversary reveal event was a success and featured Mayor G.T. Bynum and former Mayor LaFortune, as well as former Presidents McKeon and VanTrease.

- The Signature Symphony Advisory Board developed a business plan that addresses the proposed plans for the Signature Symphony. It is under review by staff.
- The next working Board meeting will focus on enrollment.
- The College is doing well in concurrent enrollment and enrollment of students graduating high school. The College's goal is for students to attend on campus in order to access campus resources.
- September 20, 2018 is International Day of Peace. A celebration took place at Southeast Campus outdoor Student Union area.

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.]

There was no need for an executive session.

ADJOURNMENT

The next meeting of the Tulsa Community College Board of Regents will be held on Thursday, October 25, 2018 with a 2:00 p.m. working board meeting and a 3:00 p.m. regular board meeting, and will be held in the Boardroom at Metro Campus at 909 South Boston, Room 617, Tulsa, Oklahoma.

The meeting adjourned at 4:10 p.m.

Respectfully submitted,


Leigh B. Goodson
President & CEO

Robin F Ballenger

Robin F. Ballenger, Chair
Board of Regents

ATTEST:

Paul Cornell

Paul H. Cornell, Secretary
Board of Regents

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(S):

Matthew Wilkinson, Assistant Director IT Support and Network Services, Information Technology Services
Metro Campus
September 14, 2018 Salary: \$70,500

Matthew earned an MS in Communication Systems from Northwestern University and holds an ITIL V3 Foundations Certification. He has over 25 years of Information Systems experience and 16 years of IT leadership experience.

RESIGNATION(S):

Libby Adjei, Director Diversity Outreach Programs, Diversity & Inclusion
Northeast Campus Date: August 31, 2018

**Tulsa Community College
Changes in Academic Programs
September 2018**

PROGRAM	DESCRIPTION OF CHANGE
PROGRAM/OPTION REQUIREMENT CHANGES	
Business Management, AAS	<p>Courses Deleted from Program: -MGMT 1353 Management Essentials -BUSN 2453 Human Resource Management -MGMT 2353 Business Policy Changed controlled electives from 9 hours to 6 hours. Courses added to program: -MGMT 1353 Management Essentials (required, previously was optional elective) -BUSN 2633 Industrial and Organizational Psychology -MKTG 2433 Product Innovation and Creativity No change in credit hours.</p>
Business Marketing, AAS	<p>Changed Controlled electives from 9 hours to 6 hours Business and IT courses. Added MKTG 2433 Product Innovation and Creativity as a required marketing course. No change in credit hours.</p>
Business, Certificate	<p>Courses Deleted from Program: -CSYS 2073 MS Office, -MGMT 2123 Leadership Development, -MKTG 2343 Customer Service. Courses added to program: -HRES 2113 Human Resources Management, -MGMT 2363 Principles of Management, -MKTG 2423 Principles of Marketing, -MKTG 2363 Retail Management, -MGMT 2323 Organizational Behavior, -BUSN 2433 Introduction to Entrepreneurship, -MKTG 2443 Product Innovation and Creativity. Proposed name change to Business Management Certificate. Total credit hours increased from 18 to 24 credit hours.</p>

TULSA COMMUNITY COLLEGE

FINANCIAL REPORT

MONTH ENDING AUGUST 2018

TULSA COMMUNITY COLLEGE
STATEMENT OF REVENUE AND EXPENDITURES COMPARISON
FOR THE PERIOD ENDING AUGUST 31, 2018 AND AUGUST 31, 2017

	AUGUST FY19			AUGUST FY18			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
Revenue								
Education & General								
State Appropriations	\$ 28,472,980	\$ 4,749,610	16.7%	\$ 28,585,126	\$ 4,856,609	17.0%	\$ (106,999)	-2.2%
Revolving Fund	2,420,770	927,146	38.3%	2,622,269	981,581	37.4%	(54,435)	-5.5%
Resident Tuition	30,907,268	14,878,749	48.1%	29,975,268	14,267,823	47.6%	610,926	4.3%
Non-Resident Tuition	2,338,686	1,072,520	45.9%	2,324,228	1,450,525	62.4%	(378,005)	-26.1%
Student Fees	6,492,984	2,527,399	38.9%	6,815,789	2,660,011	39.0%	(132,611)	-5.0%
Local Appropriations	42,330,000	5,500,000	13.0%	39,951,322	5,000,000	12.5%	500,000	10.0%
Total	\$ 112,962,688	\$ 29,655,425	26.3%	\$ 110,274,002	\$ 29,216,549	26.5%	\$ 438,876	1.5%
Auxiliary Enterprises								
Campus Store	\$ 600,000	\$ 878,552	146.4%	\$ 6,000,000	\$ 1,241,746	20.7%	\$ (363,193)	-29.2%
Student Activities	2,509,935	960,700	38.3%	2,645,000	995,531	37.6%	(34,831)	-3.5%
Other Auxiliary Enterprises	4,790,065	1,426,090	29.8%	4,565,000	1,460,381	32.0%	(34,291)	-2.3%
Total	\$ 7,900,000	\$ 3,265,342	41.3%	\$ 13,210,000	\$ 3,697,658	28.0%	\$ (432,316)	-11.7%
Restricted								
Institutional Grants	\$ 5,978,380	\$ 725,316	12.1%	\$ 3,306,747	\$ 459,715	13.9%	\$ 265,601	57.8%
State Student Grants	3,241,460	233,384	7.2%	3,250,000	218,520	6.7%	14,864	6.8%
Total	\$ 9,219,840	\$ 958,701	10.4%	\$ 6,556,747	\$ 678,236	10.3%	\$ 280,465	41.4%
TOTAL REVENUE	\$130,082,528	\$ 33,879,468	26.0%	\$130,040,749	\$33,592,442	25.8%	\$ 287,025	0.9%
Expenditures								
Education & General								
Instruction	\$ 50,540,904	\$ 4,611,933	9.1%	\$ 47,953,401	\$ 4,805,791	10.0%	\$ (193,858)	-4.0%
Public Service	646,147	19,643	3.0%	491,681	18,078	3.7%	1,564	8.7%
Academic Support	19,834,795	2,657,124	13.4%	18,036,190	2,106,640	11.7%	550,484	26.1%
Student Services	9,726,738	1,733,940	17.8%	9,280,778	1,167,421	12.6%	566,519	48.5%
Institutional Support	12,237,837	2,935,973	24.0%	11,652,083	2,376,044	20.4%	559,929	23.6%
Operation/ Maintenance of Plant	15,524,519	3,167,425	20.4%	15,048,069	1,560,763	10.4%	1,606,662	102.9%
Tuition Waivers	4,074,000	129,175	3.2%	3,720,000	1,070,891	28.8%	(941,715)	-87.9%
Scholarships	4,795,000	49,512	1.0%	4,567,500	84,461	1.8%	(34,949)	-41.4%
Total	\$ 117,379,940	\$ 15,304,725	13.0%	\$ 110,749,702	\$ 13,190,090	11.9%	\$ 2,114,635	16.0%
Auxiliary Enterprises								
Campus Store	\$ -	\$ -	0.0%	\$ 6,000,000	\$ 419,083	7.0%	\$ (419,083)	-100.0%
Student Activities	4,209,935	343,718	8.2%	2,645,000	256,682	9.7%	87,036	33.9%
Other Auxiliary Enterprises	4,790,065	466,857	9.7%	4,565,000	325,316	7.1%	141,541	43.5%
Total	\$ 9,000,000	\$ 810,575	9.0%	\$ 13,210,000	\$ 1,001,081	7.6%	\$ (190,506)	-19.0%
Restricted								
Institutional Grants	\$ 5,978,380	\$ 725,316	12.1%	\$ 3,306,747	\$ 462,069	14.0%	\$ 263,247	57.0%
State Student Grants	3,241,460	23,951	0.7%	3,250,000	11,295	0.3%	12,656	112.0%
Total	\$ 9,219,840	\$ 749,267	8.1%	\$ 6,556,747	\$ 473,364	7.2%	\$ 275,903	58.3%
TOTAL EXPENDITURES	\$ 135,599,780	\$ 16,864,567	12.4%	\$ 130,516,449	\$ 14,664,534	11.2%	\$ 2,200,033	15.0%

**TULSA COMMUNITY COLLEGE
EXPENDITURE SUMMARY BY CATEGORY
FOR THE PERIOD ENDING AUGUST 31, 2018 AND AUGUST 31, 2017**

	AUGUST FY19			AUGUST FY18			\$ 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	\$ 18,078,150	\$ 1,428,899	7.9%	\$ 16,799,091	\$ 1,394,888	8.3%	\$ 34,011	2.4%
Adjunct Faculty	10,000,000	1,262,558	12.6%	11,199,246	1,301,031	11.6%	(38,474)	-3.0%
Professional	10,337,866	1,855,025	17.9%	9,632,198	1,691,667	17.6%	163,358	9.7%
Classified Exempt	4,955,733	553,281	11.2%	4,800,733	476,340	9.9%	76,941	16.2%
Classified Hourly	15,693,153	2,342,733	14.9%	15,374,028	1,596,414	10.4%	746,319	46.7%
TOTAL	\$ 59,064,902	\$ 7,442,495	12.6%	\$ 57,805,296	\$ 6,460,341	11.2%	\$ 982,155	15.2%
Staff Benefits	\$ 21,492,788	\$ 3,164,292	14.7%	\$ 21,015,421	\$ 2,685,707	12.8%	478,585	17.8%
Professional Services	2,848,500	217,871	7.6%	2,399,350	202,742	8.4%	15,129	7.5%
Operating Services	16,666,550	3,934,421	23.6%	17,173,135	2,402,067	14.0%	1,532,353	63.8%
Travel	683,700	47,634	7.0%	443,700	50,161	11.3%	(2,527)	-5.0%
Utilities	1,739,500	191,113	11.0%	1,745,700	196,062	11.2%	(4,949)	-2.5%
Tuition Waivers	4,074,000	129,175	3.2%	3,720,000	1,070,891	28.8%	(941,715)	-87.9%
Scholarships	4,795,000	49,512	1.0%	4,567,500	84,461	1.8%	(34,949)	-41.4%
Furniture & Equipment	6,015,000	128,212	2.1%	1,879,600	37,658	2.0%	90,554	240.5%
TOTAL	\$ 117,379,940	\$ 15,304,725	13.0%	\$ 110,749,702	\$ 13,190,090	11.9%	\$ 2,114,635	16.0%

**TULSA COMMUNITY COLLEGE
EXPENDITURE SUMMARY BY CATEGORY
FOR THE PERIOD ENDING AUGUST 31, 2018 AND AUGUST 31, 2017**

	AUGUST FY19			AUGUST FY18			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
<u>STUDENT ACTIVITIES</u>								
Salaries & Wages								
Professional	\$ 220,000	\$ 74,917	34.1%	\$ 598,300	\$ 67,104	11.2%	\$ 7,814	11.6%
Classified Hourly	1,100,000	117,778	10.7%	636,900	66,629	10.5%	51,148	76.8%
Total Salaries & Wages	\$ 1,320,000	\$ 192,695	14.6%	\$ 1,235,200	\$ 133,733	10.8%	\$ 58,962	44.1%
Staff Benefits	\$ 500,000	\$ 77,901	15.6%	\$ 694,800	\$ 52,369	7.5%	\$ 25,532	48.8%
Professional Services	90,000	-	0.0%	59,319	14,215	24.0%	(14,215)	-100.0%
Operating Services	564,000	65,480	11.6%	474,387	49,818	10.5%	15,662	31.4%
Travel	75,000	1,942	2.6%	40,000	2,247	5.6%	(305)	-13.6%
Furniture & Equipment	1,700,000	1,890	0.1%	12,845	-	0.0%	1,890	100.0%
Items for Resale	51,000	3,810	7.5%	128,449	4,300	3.3%	(490)	-11.4%
TOTAL	\$ 4,300,000	\$ 343,718	8.0%	\$ 2,645,000	\$ 256,682	9.7%	\$ 87,036	33.9%
<u>OTHER AUXILIARY ENTERPRISES</u>								
Salaries & Wages								
Professional	\$ 60,000	\$ 10,167	16.9%	\$ 107,726	\$ 9,286	8.6%	\$ 881	9.5%
Adjunct Faculty	175,000	26,171	15.0%	167,786	27,657	16.5%	(1,486)	-5.4%
Classified Hourly	300,000	14,693	4.9%	271,752	2,766	1.0%	11,927	431.1%
Total Salaries & Wages	\$ 535,000	\$ 51,031	9.5%	\$ 547,264	\$ 39,709	7.3%	\$ 11,322	28.5%
Staff Benefits	\$ 90,000	\$ 9,778	10.9%	\$ 87,735	\$ 9,910	11.3%	\$ (132)	-1.3%
Professional Services	340,000	39,301	11.6%	115,010	47,025	40.9%	(7,724)	-16.4%
Operating Services	1,550,000	217,115	14.0%	1,238,273	74,066	6.0%	143,050	193.1%
Travel	50,000	3,415	6.8%	-	10,153	0.0%	(6,738)	-66.4%
Utilities	650,000	77,887	12.0%	750,000	77,614	10.3%	273	0.4%
Scholarship & Refunds	4,000	-	0.0%	-	1,191	0.0%	(1,191)	-100.0%
Bond Principal and Expense	1,450,000	65,657	4.5%	1,800,000	65,648	3.6%	9	0.0%
Furniture & Equipment	30,000	2,672	8.9%	25,725	-	0.0%	2,672	100.0%
Items for Resale	1,000	-	0.0%	993	-	0.0%	-	0.0%
TOTAL	\$ 4,700,000	\$ 466,857	9.9%	\$ 4,565,000	\$ 325,316	7.1%	\$ 141,541	43.5%

4116 Employee Education/Tuition and Fee Waivers for Full-time Employees

Tulsa Community College places great value on life-long learning. Full-time employees are encouraged to continue their educations by enrolling in coursework at TCC or at other institutions. These courses should be taken outside the normal workday. Schedules regarding work and class times should be discussed and approved by an immediate supervisor prior to enrolling.

In additional support of life-long learning, full-time employees of the College are eligible to receive tuition and fee waivers for credit classes taken at TCC. The College will waive one hundred percent (100%) of the cost of tuition and fees for full-time employees up to a maximum of eight (8) credit hours in the fall and spring semesters and up to four (4) credit hours in the summer semester. The annual total of twenty (20) credit hours of tuition and fee waivers may be used by a full-time employee, spouse or dependent child of the full-time employee up to the semester limit each year. Waivers used by Tulsa Achieves students are excluded from this total.

The Tulsa Community College Board of Regents authorizes the President and CEO to develop, publish, and implement the appropriate procedures in support of this policy.

Adopted: June 10, 1998
Revised: December 8, 2004
Revised: June 10, 2009
Revised: June 8, 2011

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In additional support of life-long learning, full-time employees of the College are eligible to receive tuition and fee waivers for credit classes taken at TCC. The College will waive one hundred percent (100%) of the cost of tuition and fees for full-time employees up to a maximum of nine (9) credit hours in the fall and spring semesters and up to six (6) credit hours in the summer semester. The annual total of twenty-four (24) credit hours of tuition and fee waivers may be used by a full-time employee, spouse, or dependent child of the full-time employee up to the semester limit each year. The employee will be responsible for the cost of books and instructional materials. Waivers used by Tulsa Achieves students are excluded from this total.

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Adopted: June 10, 1998
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Revised: September 20, 2018

Tulsa Community College places great value on life-long learning. Full-time employees are encouraged to continue their educations by enrolling in coursework at TCC or at other institutions. These courses should be taken outside ~~the~~ normal working hours ~~workday~~. Schedules regarding work and class times should be discussed and approved by an immediate supervisor prior to enrolling ~~ing~~.

In additional support of life-long learning, full-time employees of the College are eligible to receive tuition and fee waivers for credit classes taken at TCC. The College will waive one hundred percent (100%) of the cost of tuition and fees for full-time employees up to a maximum of ~~eight-nine~~ (98) credit hours in the fall and spring semesters and up to ~~sixfour~~ (64) credit hours in the summer semester. The annual total of ~~twenty-four~~ (24) credit hours of tuition and fee waivers may be used by a full-time employee, spouse, or dependent child of the full-time employee up to the semester limit each year. The employee will be responsible for the cost of books and instructional materials. Waivers used by Tulsa Achieves students are excluded from this total.

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Revised: September 20, 2018

4116AP — Employee Education/Tuition and Fee Waivers for Full-Time Employees Procedures

Employee Education/Tuition and Fee Waivers for Full-Time Employees Procedures

The Employee Education/Tuition and Fee Waivers program is available to full-time employees of Tulsa Community College as authorized by the TCC Board of Regents. TCC will waive tuition and fees for each full-time employee upon approval of the waiver application to a maximum of 8 hours for each Fall or Spring semester and 4 hours for each Summer semester during which the employee is a full-time employee of TCC. The annual total of twenty (20) credit hours of tuition and fee waivers may be used by a full-time employee, or the full-time employee's spouse, or dependent child up to the semester limit for each semester. ~~The employee will be responsible for the cost of books and instructional materials.~~

For full-time employees, courses should be taken outside of the normal workday. Schedules regarding work and class times should be discussed and approved by an immediate supervisor prior to enrollment.

A full-time employee's legal spouse and dependent children are eligible for tuition and fee waivers under the terms of these procedures. For this purpose, a dependent child is an individual who is the natural or adopted child, stepchild or eligible foster child of the full-time employee who is claimed as a dependent on the full-time employee's IRS income tax return. A child of divorced or separated parents who is claimed as a dependent on the IRS income tax return of one parent shall be treated as a dependent child of both parents for purposes of these procedures. This restriction is due to the taxability of benefits if the dependent child is not an IRS eligible dependent.

Application deadline: An application for each individual student requesting the waiver should be submitted to the Enrollment Services Office on any TCC campus two weeks prior to the start of the semester. Employees should notify the Bursar Office prior to enrollment so that the account may be appropriately flagged in the payment system. Subsequent enrollment/schedule adjustments to a different course require a new application. Applications are available via the Employee Tab within the My TCC portal and should be completed by the employee, discussed and approved by the immediate supervisor, and forwarded to Enrollment Services. Conference Center staff may submit applications to the Office of the Dean of Enrollment Management, CC 201-E. Applications may also be completed, scanned and emailed. After a review for retention standards and course repeats, the form will be processed and the eligible waiver applied to the account.

The waiver will not cover courses that are repeated for which credit will not be earned. A list of courses eligible for repeated credit will be available to employees via the Employee Tab within the My TCC portal. The list of eligible repeated courses is subject to the approval of Academic Affairs. Note: One exception to the non-eligibility of

~~repeated courses would be if an employee is repeating a course for which TCC did not pay for the first attempt.~~

~~The employee, spouse, or dependent child must be an admitted TCC student and meet retention standards as defined in the TCC catalog as well as student conduct standards as defined in the *TCC Student Policies and Resources Handbook*. The employee, spouse, or dependent child must meet appropriate course proficiency and pre-requisite requirements for enrollment as outlined in the TCC catalog. The waiver, if granted, will not apply to class auditing, workshops, or non-credit (Continuing Education) courses.~~

~~The Enrollment Services staff will review the submitted waivers and notify the employee of the approval or any issues related to the waiver request. Each employee, spouse, or dependent child is responsible for completing the standard enrollment procedures in addition to submitting the Full-Time Employee Tuition Waiver Application.~~

~~The waiver will not apply to Withdrawals (W, WN, or AW) and will not apply to grades of Incomplete (I), D, F, AU, or U. The employee will subsequently be billed for courses that are not completed with earned grades of A, B, C, or S (whichever is applicable). A report will be developed for use by the Bursar's office at the end of term to identify these courses and subsequently bill the employee as appropriate. A copy of the report will be forwarded to the Chief Human Resources Officer each semester.~~

~~The waiver program will be integrated with any other financial aid received such as; Tulsa Achieves or ACE. Multiple awards may be granted, but in no case shall waivers exceed the number of hours in which a student is enrolled (i.e., waivers cannot generate a cash refund or credit to be applied to other charges or fees). Scholarships and federal financial aid do not apply to this waiver and could generate a cash refund or credit with the exception of dependents participating in the Tulsa Achieves program or Oklahoma's Promise.~~

~~Revised: October 15, 2015~~