



**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, December 14, 2017 at 3:00 p.m. at West Campus.**

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

Board Members Absent: William McKamey and Wesley Mitchell

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

**CALL TO ORDER**

Board Chair, Paul Cornell, 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 Ballenger to approve the minutes of the regular meeting of the Tulsa Community College Board of Regents held on Thursday, December 14, 2017 as presented. The Chair called for a vote. **Motion carried unanimously by voice vote.**

## **CARRYOVER ITEMS**

There were no carryover items.

## **PRESIDENT'S REPORT**

- The recent American Bar Association (“ABA”) approval of our Paralegal Program was featured in articles in the *Tulsa Business and Legal News* and *Journal Record*. The ABA designation is used to identify quality paralegal education and training programs across the U.S.
- The naming of Eunice Tarver as the TCC Northeast Campus Provost was mentioned in *The Chronicle of Higher Education*, *Tulsa World*, and several other local and statewide publications.
- Students from Morrison toured the Aviation Center to learn more about careers in aviation and classes TCC offers. The trip was featured in the *Stillwater News Press*.
- Faculty, staff and administrators from the Northeast Campus helped build a Habitat for Humanity home in November. The 11 employees used the community service hours that the College allots to its employees.
- Assistant Director of Human Relations, Jeff Owens, was recently awarded a \$10,000 fellowship from the Society for Human Resources Management for exemplary leadership and to help him pursue a master’s degree in Human Resources.
- We had nice media coverage with the launch of The Wish Book 2017 from including *Tulsa World* and KWGS. You might have even heard it talked about on KXOJ and The 80’s music station.
- In keeping with the holiday theme, Dr. Jan Barnett, Program Director of the Veterinary Technology program provided a list of dangers for pets during the winter holidays for *Tulsa Pets* magazine.
- Tulsa Community College was named a finalist for a national Bellwether award and will compete for the prestigious award in January 2018. The selection as a finalist is a special recognition for the work TCC has done in less than two years as part of the Pathways Project, a national initiative sponsored by American Association of Community College and the Bill and Melinda Gates Foundation.
- TCC student Matthew Gilliland was presented with a \$500 check from the TCC Foundation and a package of holiday cards featuring his artwork on the TCC holiday card. TCC students enter the holiday card design competition each year. Matthew graduated in December with an Associate in Arts degree. Ken Wood,

Assistant Professor for Digital Media and Graphic Design, helped coordinate this year's competition.

## **STUDENT SUCCESS UPDATE**

*Presented by Lori Coggins, Assistant Professor and Coordinator of the First Year Experience Seminar Course*

Dr. Kevin David, Provost of West Campus, introduced Lori Coggins.

### **1. First Year Experience Seminar Course**

- Formerly named Academic Strategies (ENGL 1003).
- The course began before Tulsa Achieves. In 2008, Tulsa Achieves incorporated the requirement for the course.
- In 2013, the program became a requirement for all students placed in any level of developmental education.
- In 2017, the course curriculum was redesigned and designated as to COLL 1002. Now the course is Blackboard-based and consistent across all campuses.
- In the fall 2017 semester, the course was taught to 2,447 students in 135 sections of the course across all campuses including Owasso and Jones Riverside. There are also concurrent sections in three different high schools.
- For the spring 2018 semester, the curriculum redesign is divided into five modules.
  - Course Success Skills – first week – getting to know the syllabus
  - Academic Success Skills – traditional study skills; study strategies, time management strategies, test-taking strategies
  - College Success Skills – career exploration, advising, lessons in diversity and inclusion
  - Personal Success Skills – goal-setting, stress management, personal finance, future educational goals and personal finance
  - Service Learning – complete four hours of service in the community
- Instructors must have a Master's degree.
- Between 2008 and 2017, fall-to-fall retention is higher for full-time students who take the course than those who do not, 73% compared to 47%. The three-year graduation rate is also higher, 19% compared to 12%. At this time, this data does not include students who transfer to other institutions.
- Students Emiley Rogers and Austin West spoke to the Board and explained how the course helped them to succeed.

# **ACADEMIC AFFAIRS AND STUDENT SUCCESS COMMITTEE REPORT**

*Presented by Regent Ballenger*

Regent Ballenger shared with the Board topics discussed in the October committee meeting.

## **1. Changes in Academic Programs**

The Committee recommended approval of changes in academic programs as presented in the attachment.

### **Attachment – Changes in Academic Programs**

A **motion** was made by the Academic Affairs and Student Success Committee to approve the changes in academic programs. The Chair called for a vote. **Motion carried unanimously by voice vote.**

## **2. Changes in Academic Services Fees**

Tulsa Community College has been authorized by House Bill No. 1748 to establish or increase academic services fees at our institution with the approval of the College governing board and to recommend to the Oklahoma State Regents for Higher Education such fees as long as the fees do not exceed the actual cost of the academic services provided by the institution.

The Committee recommended approval of increases in academic services fees as presented in the attachment.

### **Attachment – Changes in Academic Services Fees**

A **motion** was made by the Academic Affairs and Student Success Committee to approve the changes in academic services fees. The Chair called for a vote. **Motion carried unanimously by voice vote.**

## **3. Program Reviews**

The Academic Affairs and Student Success Committee reviewed the following five-year program reviews and approved forwarding them to the Oklahoma State Regents for Higher Education.

- Pre-Professional Health Sciences, Associate in Science
- Music, Associate in Arts
- Theatre, Associate in Arts
- Accounting, Associate in Applied Science
- Engineering Technology, Associate in Applied Science

- Accounting, Certificate
- Drafting & Design Engineering Technology, Certificate
- Health & Human Performance, Associate in Science

#### 4. **Full-Time Faculty Review and Promotion Process**

Regent Ballenger mentioned a handout on the faculty evaluation and development process. Dr. Cindy Hess acknowledged the taskforce who developed the methodology for the process. The methodology includes a development and merit process utilizing the promotion and rank process. A formal process for reviewing adjunct faculty is planned for a future date. Student feedback is the primary source of review of adjunct faculty at the current time.

### **COMMUNITY RELATIONS REPORT**

*Presented by Regent Looney*

#### **Marketing, Communications and Social Media**

- Marketing and Communications supported the **Big Blue Blitz**, the largest event hosted by TCC Admissions and Recruitment. Several hundred students and their families attended it at Southeast Campus.

#### **TCC Foundation**

- The TCC Foundation launched its end of the year campaign with the **Wish Book** mailing. The Wish Book highlights eight gifts that support student success. The Wish Book has received extensive media coverage and the goal is to fund key projects important to faculty and students. Projects can be viewed at [www.tulascc.edu/wishbook](http://www.tulascc.edu/wishbook)
- A college-wide software called **Academic Works** launched with the TCC Foundation office and the Scholarship Committee to make scholarship applications easy and accessible for students and convenient for college wide selection, review and reporting. Departments such as Financial Aid and Enrollment Services can easily review and track scholarships applications from one department to another to ensure appropriate awards. The goals are to increase the number of students applying for scholarships and enhance the process for both students and TCC personnel.
- TCC President Leigh Goodson forwarded a **letter to Sen. James Lankford** on behalf of TCC and the Council for the Advancement and Support of Education (CASE) regarding his introduction of the Universal Charitable Giving Act (S. 2123) which addresses the doubling of the charitable deduction threshold in both the House and Senate tax reform bills. The expectation is that the tax

reform stipulation to double the deduction threshold would reduce the number of taxpayers taking a charitable tax deduction from 40 million to 9 million and reduce the amount of charitable gifts deducted by \$100 billion nationwide. This would negatively impact our local fundraising efforts. The status of the bill, authored by Sen. Lankford, requires completion of the work by the House and Senate on the final reform bill.

## **Grants**

- The **TCC Grants Guide** or Blue Book was updated to meet specific requirements under the new DOJ grant. The Blue Book outlines comprehensive data on TCC students and outlines all current and anticipated grants or proposals. The goal of the Blue Book is to provide agencies and congressional offices an understanding of TCC's federal grants portfolio, outcomes and goals with the long-term goal of meeting the Strategic Plan KPI for a larger federal grant portfolio by 2020.
- TCC's current federal grant portfolio is \$3.9M. TCC will pursue grants that focus on Pathways goals and strategies.

## **PERSONNEL REPORT**

*Presented by President Goodson*

### **1. Information Items**

None

### **2. Consent Agenda**

#### **Attachment – Personnel Consent Agenda**

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

## **FACILITIES COMMITTEE REPORT**

*Presented by Regent Combs*

### **Southeast Campus Career Placement and Student Success Center – Vision Tulsa**

- Working in conjunction with GH2 and Crossland, a project timeframe has been established with demolition work scheduled to begin on February 5<sup>th</sup> and an overall project completion by the end of 2018. Bids were received on Tuesday for

the demolition bid package, and pending Committee review will be presented at the January Board meeting for approval.

### **Southeast Campus Chat Room and Student Union Remodel – Phase 2**

- The remodel reached substantial completion on December 5<sup>th</sup>, and on December 6<sup>th</sup> the architects from Beck Design led the punch list walk. Furniture delivery began earlier this week. Discussions with the contractor regarding liquidated damages are on-going.

### **Conference Center Move**

- Staff continued meeting with Cynergy discussing both short and long-term strategic space allocation and planning relocation opportunities for conference center staff moving to the campuses. This is an on-going project that will continue into 2018.

### **Northeast Campus Properties**

- Tulsa Community College owns 38 properties immediately to the north of the Northeast Campus. The Facilities Committee and staff toured these neighborhood lots in December. Over the coming months, the committee with support from staff will review and assess these properties for potential functionality within TCC.

## **FINANCE, RISK AND AUDIT COMMITTEE REPORT**

*Presented by Regent Lawhorn*

### **1. Purchase Item Agreements (>\$100K)**

No Items

### **2. Consent Agenda**

No Items

### **3. December Committee Meeting**

- The Committee will meet in January to interview three external audit firms.
- Internal auditors, Stinnett and Associates, gave the Committee an update on new internal controls.
- Management is leading a taskforce for selecting a college-wide campus store management firm.

#### 4. **Monthly Financial Report**

It was recommended by the Finance, Risk and Audit Committee that the monthly financial report for November 2017 be approved as presented.

A **motion** was made by the Finance, Risk and Audit Committee to approve the monthly financial report for November 2017. The Chair called for a vote. **Motion carried unanimously by voice vote.**

**[Attachment – Monthly Financial Report November 2017](#)**

#### **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]

- President Goodson reminded the Board of the January working board meeting beginning at 2:00 p.m. prior to the regular meeting at 3:00 p.m. Eunice Tarver will discuss the equity scorecard.

#### **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.]

No requests to appear were received prior to this meeting.

#### **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.]

##### 1. **Confidential Report by College Legal Counsel Concerning Pending Litigation, Investigations and Claims.**

A **motion** was made by Regent Ballenger and seconded by Regent Looney to recess into executive session. The Chair called for a vote. **Motion carried unanimously by voice vote.**

College legal counsel apprised the Board of pending litigation, investigations and claims.



A **motion** was made by Regent Combs and seconded by Regent Looney to reconvene regular session. The Chair called for a vote. **Motion carried unanimously by voice vote.**

## **ADJOURNMENT**

The meeting adjourned.

The next regular meeting of the Tulsa Community College Board of Regents will be held on Thursday, January 18, 2017, 3:00 p.m., in Room 1315 at Northeast Campus, 3727 E Apache, Oklahoma.

Respectfully submitted,



Leigh B. Goodson  
President & CEO



Paul H. Cornell, Chairman  
Board of Regents

ATTEST:



Samuel Combs, Secretary  
Board of Regents

**Tulsa Community College  
Changes in Academic Programs  
December 2017**

PROGRAM	DESCRIPTION OF CHANGE
<b>PROGRAM/OPTION DELETIONS &amp; SUSPENSIONS</b>	
<b>Child Development Certificate: CDA Credential Preparation option</b>	Option deleted. The CDA competencies are being aligned with curriculum within the Child Development certificate in keeping with a national trend among community colleges.
<b>Early Childhood Certificate of Mastery</b>	Suspend program. Curriculum will be combined with the Child Development Certificate.
<b>Engineering AS: General Engineering option</b>	Option deleted because the curriculum duplicates the Mechanical Engineering curriculum.
<b>Engineering Technology AAS: Geographic Information Systems option</b>	Option deleted because it no longer shares a common core with other options in the degree after changes were requested by the advisory board. The GIS certificate will continue to be offered.
<b>Health, Human Performance, and Physical Education AS: Health &amp; Human Performance option and Physical Education option</b>	Options deleted to consolidate curriculum.
<b>Liberal Arts AA: Native American, Film, International, and American Studies options</b>	Options deleted to consolidate curriculum.
<b>Marketing AS: Merchandising option</b>	Option deleted because no transfer opportunities exist. The Marketing AS will continue and provides transfer opportunities.
<b>Science-Related Concentration AS: Geography option</b>	Option deleted due to low enrollment.
<b>Social Sciences AA: Humanities, Philosophy, and Religious Studies options</b>	Options deleted to consolidate curriculum under the Liberal Arts AA.
<b>World Languages Certificate: Japanese option</b>	Option deleted due to low enrollment. Students' preference is to seek the Associate in Arts.
<b>PROGRAM/OPTION REQUIREMENT CHANGES</b>	
<b>Business Certificate</b>	Remove BUSN 1143 Intro to Business Ethics and BUSN 1153 Intro to Hospitality Operations. Increase elective credit hours from three to six. Change will eliminate courses no longer taught within the School of Business & Information Technology and will provide more flexibility to add on-demand courses to the curriculum to meet workforce need. <b>No change in total credit hours.</b>
<b>Business AAS: Human Resources Option</b>	Add the following courses: - HRES 2493 SHRM Certification Preparation - PSYC 1313 Human Relations Combine the following courses into new courses: - HRES 2313 & 2353 Human Resource Law I & II into HRES 2123 Employee Law - HRES 1333 Benefits Management and HRES 1343 Compensation into HRES 2373 Compensation & Benefits Management Revised curriculum will provide a credential aligned with the Society for Human Resource Management (SHRM) competencies. <b>No change in total credit hours.</b>
<b>Human Resources Certificate</b>	Make the changes to the HRES courses noted above. Remove requirement for three hours of Computer Science and remove three hours of electives. <b>Total credit hours lowered from 30 to 21.</b>

**Tulsa Community College  
Changes in Academic Programs  
December 2017**

PROGRAM	DESCRIPTION OF CHANGE
<b>Child Development AAS: Early Childhood Option</b>	<p>Remove the following courses:            - BIOL 1383 Nutrition            - ENGL 2333 Technical/Professional Writing</p> <p>Add the following courses:            - CHLD 2413 Professionalism &amp; Leadership in Early Care &amp; Education            - ENGL 2413 Introduction to Literature</p> <p>These changes are in line with the changes made to the Child Development Certificate of Mastery and will make the Certificate a 'stackable' credential.</p> <p><b>No change in total credit hours.</b></p>
<b>Child Development Certificate: Certificate of Mastery Option</b>	<p>Remove these courses:            - CHLD 1102 CDA: Application and Assessment Preparation            - CHLD 1102 CDA: Competencies 1 &amp; 4            - CHLD 1202 CDA: Competency 3            - CHLD 1302 CDA: Competency 2            - CHLD 1402 CDA: Competencies 5 &amp; 6</p> <p>Add the following courses:            - CHLD 2233 Physical Development and Creative Expression: Birth to Eight            - CHLD 2243 Language and Cognitive Development: Birth to Eight            - CHLD 2263 Social and Emotional Development: Birth to Eight            - CHLD 2413 Professionalism and Leadership in Education            - CHLD 2513 Programming for Infants and Toddlers            - CHLD 2613 Health, Safety, and Nutrition: Birth to Eight</p> <p>This change will consolidate two certificate options into one and is in keeping with current national trends.</p> <p><b>No change in total credit hours.</b></p>
<b>Child Development AS: Child &amp; Family OSU Transfer option</b>	<p>Change option name to <b>Family and Community</b></p> <p>- Replace MATH 1513 Precalculus I and MATH 2193 Elementary Statistics with MATH 1473 Quantitative Reasoning.            - Replace CHLD 2032 Early Field Experience in Teaching with CHLD 2103 Child Guidance.</p> <p>This will create a seamless transfer pathway to both OSU and Southeastern Oklahoma State University. <b>Total credit hours lowered from 63 to 61.</b></p>
<b>Communication Arts &amp; Technology AA: Journalism: Electronic &amp; Broadcast Communications option</b>	<p>Change option name to <b>Mass Communication: Electronic &amp; Broadcast Communication</b>. The change to "Mass Communication" is more in line with name changes being made at college and universities nationwide.</p>
<b>Communication Arts &amp; Technology AA: Journalism: Strategic Communications option</b>	<p>Change option name to <b>Mass Communication: Strategic Communication</b>. The change to "Mass Communication" is more in line with name changes being made at college and universities nationwide.</p>
<b>Electronics Technology AAS: Biomedical Equipment option</b>	<p>Remove ELET 2632 Introduction to Nanotechnology as course is no longer offered.</p> <p><b>Total credit hours lowered from 66-68 to 64-66.</b></p>
<b>Engineering AS: Mechanical Engineering option</b>	<p>Add CHEM 1365 General Chemistry for Engineers as a Chemistry elective.</p> <p><b>No change in total credit hours.</b></p>
<b>English AA</b>	<p>Remove the following courses as English electives due to low enrollment:            - ENGL 2673 World Literature to 1700            - ENGL 2683 World Literature from 1700</p> <p><b>No change in total credit hours.</b></p>

**Tulsa Community College**  
**Changes in Academic Programs**  
**December 2017**

PROGRAM	DESCRIPTION OF CHANGE
<b>Health, Human Performance, and Physical Education AS</b>	<p>Consolidate the two options noted above into one degree plan to streamline transfer pathways. Remove the following courses:</p> <ul style="list-style-type: none"> <li>- CSCI 1203 Computer Concepts &amp; Applications</li> <li>- GEOG 1014 Geography (Physical)</li> <li>- GEOG 1043 Introduction to Cultural Geography</li> <li>- MATH 1613 Precalculus II</li> <li>- PHYS 1114 General Physics I</li> </ul> <p>Add the following courses:</p> <ul style="list-style-type: none"> <li>- ECON 2023 Principles of Microeconomics</li> </ul> <p><b>Total credit hours changed from 60 to 60-62.</b></p>
<b>International Business AS</b>	<p>Remove ECON 2123 International Economic Issues. Add MATH 2193 Elementary Statistics and MATH 2523 Calculus for Business, Life, or Social Sciences as Math electives. Reclassify COMM 2053 Intercultural Communication to meet three hours of Humanities requirement. Increase electives from two to five hours. Changes will create a transfer pathway to two four-year institutions.</p> <p><b>No change in total credit hours.</b></p>
<b>Liberal Arts AA</b>	<p>Consolidate current options noted above as being deleted into one degree plan to streamline transfer pathways. Six hours of required Humanities courses will be replaced by six hours of General Education electives. Three hours of Humanities general education electives will be replaced by HUMN 2113 - Prehistory through the Middle Ages as a required course.</p> <p><b>No change in total credit hours.</b></p>
<b>Nutritional Sciences AS</b>	<p>Consolidate current options into one degree plan to streamline transfer pathways. Remove HSVC 1113 Principles of Human Services. Add the following courses as electives:</p> <ul style="list-style-type: none"> <li>- ACCT 2213 Financial Accounting</li> <li>- BIOL 2154 Human Physiology</li> <li>- CHEM 2145 Organic Chemistry I</li> <li>- SOCI 1113 Introduction to Sociology</li> </ul> <p><b>Total credit hours changed from 60 to 60-62.</b></p>
<b>Pre-Education AA: Elementary &amp; Secondary Education option</b>	<ul style="list-style-type: none"> <li>- Change option name to <b>Elementary Education</b>.</li> </ul> <p>Add the following courses as required courses:</p> <ul style="list-style-type: none"> <li>- ENGL 2413 Introduction to Literature</li> <li>- GEOG 2033 World Regional Geography</li> <li>- CHLD 2003 Lifespan Development</li> </ul> <p>Delete the following course:</p> <ul style="list-style-type: none"> <li>- CHLD 2052 Early Field Experience in Education - Secondary</li> </ul> <p>Increase required Science credit hours from 8 to 12.</p> <p>Increase required Mathematics credit hours from 3 to 12.</p> <p>This change is to provide students with the opportunity to complete the 12 hours of coursework in the four subjects of Social Studies, Math, Science, and English/Language Arts (the Oklahoma 4x12) before they transfer into a baccalaureate education program.</p> <p><b>No change in total credit hours.</b></p>
<b>Science-Related Concentration AS: Biology option</b>	<p>Remove BIOL 2143 Marine Biology from Biology electives.</p> <p><b>No change in total credit hours.</b></p>

**Academic Service Fee Increases  
for Academic Year 2018-2019**

[Back to Agenda Item](#)

<b>Institution: Tulsa Community College</b>	<b>Course Number(s)</b>	<b>Assessed</b>	<b>New Fee</b>	<b>Fee \$ Current</b>	<b>Fee \$ Proposed</b>	<b>Fee \$ Change</b>	<b>Fee % Change</b>	<b>New Revenue FY19</b>	<b>Total Revenue FY19</b>	<b>Date Fee Last Chgd</b>	<b>Describe basis for the amount of the fee:</b>
<b>Name of Fee</b>											
<i>Special Instruction Fees</i>											
Assessment	EMSP 2314	Per Course	No	25.00	0.00	26.25	5%	25	525	FY17	Direct cost of service, vendor increase
Scheduler/Tracker	EMSP 2115	Per Course	No	80.00	84.00	4.00	5%	80	1,680	FY17	Direct cost of service, vendor increase
Veterinary Technology Rabies Vaccination	VETT 1183	Per Course	No	Market Rate disclosed at \$650 in FY 14	960.00	310.00	48%	9,300	28,800	FY16	Direct cost of service, vendor increase
Nursing Assessment, Career Mobility Track	NURS 1212, 2352	Per Course	No	115.00	130.50	15.50	13%	2,480	20,880	FY16	Direct cost of service, vendor increase
Adobe Media Cloud Access	ART 2413, 2423, DGMD 1103, 1113, 1203, 1213, 1223, 2303, 2313, 2323, 2333, 2343, 2353, 2393, 2413, 2423, 2433, 2443	Per Course	Yes	0.00	20.00	20.00	100%	10,000	10,000	N/A	Currently, students are purchasing access to ADOBE Creative Cloud on their own at a cost of \$240 per calendar year. This fee will be \$20 per course. On average, students take less than seven courses per year that require this software, resulting in a cost savings to students who will also be able to use their financial aid to pay for the fee.

## **Consent Agenda**

### **RETIREMENTS**

Retirements of Full-time Faculty and Professional employees submitted since the last meeting of the Board of Regents of Tulsa Community College. See Addendum for the list of retirements.

### **RESIGNATION(S)**

Resignations of Full-time Faculty and Professional employees submitted since the last meeting of the Board of Regents of Tulsa Community College. See Addendum for the list of resignation(s).

## **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.*

### **RETIREMENTS:**

Claude E. Bolze, Associate Professor, Geology & Physical Science, Science and Mathematics, Metro Campus	Date: June 1, 2018
Gary Braswell, Associate Professor, Occupational Assistant, Allied Health Metro Campus	Date: September 1, 2018
Donald Craig Brown, Assistant Professor/Coordinator, Fire and Emergency Services, School of Engineering and Applied Technology Northeast Campus	Date: August 1, 2018
RoxAnn F. Davenport, Associate Professor, Biology, Science and Mathematics West Campus	Date: August 1, 2018
Mary M. (Midge) Elliott, Dean Health Sciences, Health Sciences Metro Campus	Date: July 1, 2018
Francine French, Associate Professor, Math, Science and Mathematics Northeast Campus	Date: August 1, 2018
Cathy Furlong, Associate Professor, Psychology, Liberal Arts and Communications Southeast Campus	Date: August 1, 2018
Donna D. Goodwin, Associate Professor, Speech, Liberal Arts and Communications Northeast Campus	Date: February 1, 2018
Leslie E. Guthrie, Assistant Professor, Nursing, Health Sciences Southeast Campus	Date: August 1, 2018
Donald L. Hastings, Assistant Professor, Sign Language Education, Liberal Arts and Communications Northeast Campus	Date: February 1, 2018
Mary Cole Larson, Associate Professor, English, Liberal Arts and Communications Southeast Campus	Date: August 1, 2018
Terry Lastinger, Assistant Director of Purchasing, Purchasing & Inventory Control Conference Center	Date: February 1, 2018
Cynthia Marshall, Compliance Administrator, Academic Affairs Conference Center	Date: July 1, 2018
Beverly Pyron, Assistant Professor, Nursing, Nursing Metro Campus	Date: February 1, 2018
Sam W. Richardson, Assistant Professor, Mathematics, Science and Mathematics Northeast Campus	Date: January 1, 2018

Robert A. (Bud) Turman, Associate Professor, Management, Business and  
Information Technology  
Southeast Campus

Date: August 1, 2018

Nancy J. Vitali, Associate Professor, Nursing, Health Sciences  
Metro Campus

Date: June 1, 2018

Krena Lou White, Associate Professor, Psychology, Liberal Arts and  
Communications  
Metro Campus

Date: June 1, 2018

**RESIGNATION(S):**

Megan S. Donald, Librarian, Library  
West Campus

Date: November 27, 2017

Michael E. Hammer, Assistant Professor, Political Science, Liberal Arts and  
Communications  
Northeast Campus

Date: December 19, 2017



TULSA COMMUNITY COLLEGE  
FINANCIAL REPORT  
MONTH ENDING NOVEMBER 2017

**TULSA COMMUNITY COLLEGE**  
**STATEMENT OF REVENUE AND EXPENDITURES COMPARISON**  
**FOR THE PERIOD ENDING NOVEMBER 30, 2017 AND NOVEMBER 30, 2016**

	NOVEMBER FY18			NOVEMBER FY17			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
<b>Revenue</b>								
<b>Education &amp; General</b>								
State Appropriations	\$ 28,585,126	\$ 12,030,720	42.1%	\$ 30,408,023	\$ 13,527,342	44.5%	\$ (1,496,622)	-11.1%
Revolving Fund	2,622,269	2,083,168	79.4%	2,336,458	1,710,201	73.2%	372,967	21.8%
Resident Tuition	29,975,268	22,036,972	73.5%	28,523,326	20,227,495	70.9%	1,809,477	8.9%
Non-Resident Tuition	2,324,228	1,801,067	77.5%	2,467,093	1,830,820	74.2%	(29,753)	-1.6%
Student Fees	6,815,789	4,059,667	59.6%	5,634,788	4,010,229	71.2%	49,438	1.2%
Local Appropriations	39,951,322	9,750,000	24.4%	39,167,963	8,500,000	21.7%	1,250,000	14.7%
<b>Total</b>	<b>\$ 110,274,002</b>	<b>\$ 51,761,594</b>	<b>46.9%</b>	<b>\$ 108,537,651</b>	<b>\$ 49,806,086</b>	<b>45.9%</b>	<b>\$ 1,955,508</b>	<b>3.9%</b>
<b>Auxiliary Enterprises</b>								
Campus Store	\$ 6,000,000	\$ 2,806,150	46.8%	\$ 6,500,000	\$ 3,563,401	54.8%	\$ (757,251)	-21.3%
Student Activities	2,645,000	1,539,171	58.2%	2,035,500	1,503,984	73.9%	35,187	2.3%
Other Auxiliary Enterprises	4,565,000	2,328,625	51.0%	8,464,500	2,324,699	27.5%	3,926	0.2%
<b>Total</b>	<b>\$ 13,210,000</b>	<b>\$ 6,673,946</b>	<b>50.5%</b>	<b>\$ 17,000,000</b>	<b>\$ 7,392,084</b>	<b>43.5%</b>	<b>\$ (718,138)</b>	<b>-9.7%</b>
<b>Restricted</b>								
Institutional Grants	\$ 3,306,747	\$ 1,522,083	46.0%	\$ 4,576,625	\$ 2,051,927	44.8%	\$ (529,844)	-25.8%
State Student Grants	3,250,000	1,795,894	55.3%	2,277,003	2,083,060	91.5%	(287,166)	-13.8%
<b>Total</b>	<b>\$ 6,556,747</b>	<b>\$ 3,317,977</b>	<b>50.6%</b>	<b>\$ 6,853,628</b>	<b>\$ 4,134,986</b>	<b>60.3%</b>	<b>\$ (817,009)</b>	<b>-19.8%</b>
<b>TOTAL REVENUE</b>	<b>\$130,040,749</b>	<b>\$61,753,517</b>	<b>47.5%</b>	<b>\$132,391,279</b>	<b>\$61,333,157</b>	<b>46.3%</b>	<b>\$ 420,360</b>	<b>0.7%</b>
<b>Expenditures</b>								
<b>Education &amp; General</b>								
Instruction	\$ 47,953,401	\$ 15,569,745	32.5%	\$ 44,743,446	\$ 15,619,326	34.9%	\$ (49,582)	-0.3%
Public Service	491,681	49,211	10.0%	687,735	52,679	7.7%	(3,468)	-6.6%
Academic Support	18,036,190	6,314,141	35.0%	19,888,729	5,886,503	29.6%	427,638	7.3%
Student Services	9,280,778	4,282,228	46.1%	8,359,380	4,024,794	48.1%	257,434	6.4%
Institutional Support	11,652,083	5,880,388	50.5%	13,073,440	5,652,934	43.2%	227,454	4.0%
Operation/ Maintenance of Plant	15,048,069	5,744,546	38.2%	16,128,554	5,727,972	35.5%	16,574	0.3%
Tuition Waivers	3,720,000	2,081,039	55.9%	3,544,500	2,088,408	58.9%	(7,369)	-0.4%
Scholarships	4,567,500	2,297,711	50.3%	4,350,000	2,171,238	49.9%	126,474	5.8%
<b>Total</b>	<b>\$ 110,749,702</b>	<b>\$ 42,219,008</b>	<b>38.1%</b>	<b>\$ 110,775,784</b>	<b>\$ 41,223,852</b>	<b>37.2%</b>	<b>\$ 995,156</b>	<b>2.4%</b>
<b>Auxiliary Enterprises</b>								
Campus Store	\$ 6,000,000	\$ 2,727,352	45.5%	\$ 6,355,000	\$ 3,136,983	49.4%	\$ (409,631)	-13.1%
Student Activities	2,645,000	857,663	32.4%	2,385,500	836,901	35.1%	20,762	2.5%
Other Auxiliary Enterprises	4,565,000	1,142,791	25.0%	8,626,500	1,161,787	13.5%	(18,996)	-1.6%
<b>Total</b>	<b>\$ 13,210,000</b>	<b>\$ 4,727,806</b>	<b>35.8%</b>	<b>\$ 17,367,000</b>	<b>\$ 5,135,671</b>	<b>29.6%</b>	<b>\$ (407,865)</b>	<b>-7.9%</b>
<b>Restricted</b>								
Institutional Grants	\$ 3,306,747	\$ 1,516,126	45.8%	\$ 4,576,625	\$ 2,056,447	44.9%	\$ (540,321)	-26.3%
State Student Grants	3,250,000	1,588,056	48.9%	2,277,003	1,903,276	83.6%	(315,220)	-16.6%
<b>Total</b>	<b>\$ 6,556,747</b>	<b>\$ 3,104,182</b>	<b>47.3%</b>	<b>\$ 6,853,628</b>	<b>\$ 3,959,723</b>	<b>57.8%</b>	<b>\$ (855,541)</b>	<b>-21.6%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 130,516,449</b>	<b>\$ 50,050,996</b>	<b>38.3%</b>	<b>\$ 134,996,412</b>	<b>\$ 50,319,247</b>	<b>37.3%</b>	<b>\$ (268,251)</b>	<b>-0.5%</b>

**TULSA COMMUNITY COLLEGE  
EXPENDITURE SUMMARY BY CATEGORY  
FOR THE PERIOD ENDING NOVEMBER 30, 2017 AND NOVEMBER 30, 2016**

	NOVEMBER FY18			NOVEMBER FY17			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
<b>EDUCATION AND GENERAL</b>								
Salaries & Wages								
Faculty	\$ 17,998,337	\$ 5,739,923	31.9%	\$ 17,550,232	\$ 5,771,658	32.9%	\$ (31,735)	-0.5%
Adjunct Faculty	10,000,000	4,485,625	44.9%	11,700,000	4,216,063	36.0%	269,563	6.4%
Professional	9,632,198	4,571,393	47.5%	12,405,669	4,414,370	35.6%	157,023	3.6%
Classified Exempt	4,800,733	1,421,649	29.6%	4,158,105	1,440,620	34.6%	(18,971)	-1.3%
Classified Hourly	15,374,028	5,686,648	37.0%	13,316,054	5,285,452	39.7%	401,196	7.6%
TOTAL	\$ 57,805,296	\$ 21,905,238	37.9%	\$ 59,130,060	\$ 21,128,162	35.7%	\$ 777,076	3.7%
Staff Benefits	\$ 21,015,421	\$ 7,950,591	37.8%	\$ 21,569,019	\$ 7,907,285	36.7%	43,306	0.5%
Professional Services	2,399,350	967,773	40.3%	2,835,900	848,627	29.9%	119,146	14.0%
Operating Services	17,552,735	6,149,483	35.0%	14,527,578	5,850,595	40.3%	298,887	5.1%
Travel	443,700	158,932	35.8%	452,420	117,772	26.0%	41,159	34.9%
Utilities	1,745,700	556,550	31.9%	1,908,500	679,815	35.6%	(123,265)	-18.1%
Tuition Waivers	3,720,000	2,081,039	55.9%	3,544,500	2,088,408	58.9%	(7,369)	-0.4%
Scholarships	4,567,500	2,297,711	50.3%	4,350,000	2,171,238	49.9%	126,473	5.8%
Furniture & Equipment	1,500,000	151,692	10.1%	2,457,807	431,950	17.6%	(280,258)	-64.9%
TOTAL	\$ 110,749,702	\$ 42,219,008	38.1%	\$ 110,775,784	\$ 41,223,852	37.2%	\$ 995,156	2.4%

**TULSA COMMUNITY COLLEGE**  
**EXPENDITURE SUMMARY BY CATEGORY**  
**FOR THE PERIOD ENDING NOVEMBER 30, 2017 AND NOVEMBER 30, 2016**

	NOVEMBER FY18			NOVEMBER FY17			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
<b><u>CAMPUS STORE</u></b>								
Salaries & Wages								
Professional & Classified Exempt	\$ 232,800	\$ 107,042	46.0%	\$ 258,122	\$ 123,429	47.8%	\$ (16,387)	-13.3%
Classified Hourly	388,000	235,595	60.7%	447,291	239,037	53.4%	(3,442)	-1.4%
Total Salaries & Wages	\$ 620,800	\$ 342,636	55.2%	\$ 705,413	\$ 362,465	51.4%	\$ (19,829)	-5.5%
Staff Benefits	\$ 349,200	\$ 101,955	29.2%	\$ 224,587	\$ 102,584	45.7%	\$ (629)	-0.6%
Professional Services		18,147	0.0%	-	-	0.0%	18,147	100.0%
Operating Services	545,211	1,110	0.2%	590,000	14,520	2.5%	(13,410)	-92.4%
Travel	15,000	265	1.8%	5,000	683	13.7%	(418)	-61.2%
Utilities	85,000	7,719	9.1%	85,000	9,275	10.9%	(1,556)	-16.8%
Items for Resale - Campus Store	4,384,789	2,254,229	51.4%	4,745,000	2,647,456	55.8%	(393,228)	-14.9%
Furniture & Equipment		1,290	0.0%	-	-	0.0%	1,290	100.0%
TOTAL	\$ 6,000,000	\$ 2,727,352	45.5%	\$ 6,355,000	\$ 3,136,983	49.4%	\$ (409,632)	-13.1%
<b><u>STUDENT ACTIVITIES</u></b>								
Salaries & Wages								
Professional	\$ 598,300	\$ 205,810	34.4%	\$ 613,385	\$ 210,014	34.2%	\$ (4,204)	-2.0%
Classified Hourly	636,900	255,249	40.1%	686,230	217,728	31.7%	37,521	17.2%
Total Salaries & Wages	\$ 1,235,200	\$ 461,059	37.3%	\$ 1,299,615	\$ 427,742	32.9%	\$ 33,317	7.8%
Staff Benefits	\$ 694,800	\$ 170,940	24.6%	\$ 520,385	\$ 166,512	32.0%	\$ 4,428	2.7%
Professional Services	59,319	23,692	39.9%	46,181	4,393	9.5%	19,299	439.3%
Operating Services	474,387	178,028	37.5%	369,319	186,673	50.5%	(8,645)	-4.6%
Travel	40,000	11,958	29.9%	40,000	9,827	24.6%	2,131	21.7%
Furniture & Equipment	12,845	1,707	13.3%	10,000	9,970	99.7%	(8,263)	-82.9%
Items for Resale	128,449	10,280	8.0%	100,000	31,784	31.8%	(21,504)	-67.7%
TOTAL	\$ 2,645,000	\$ 857,663	32.4%	\$ 2,385,500	\$ 836,901	35.1%	\$ 20,763	2.5%
<b><u>OTHER AUXILIARY ENTERPRISES</u></b>								
Salaries & Wages								
Professional	\$ 107,726	\$ 23,964	22.2%	\$ 120,789	\$ 56,547	46.8%	\$ (32,583)	-57.6%
Adjunct Faculty	167,786	114,052	68.0%	188,132	76,376	40.6%	37,676	49.3%
Classified Hourly	271,752	120,871	44.5%	304,705	99,717	32.7%	21,154	21.2%
Total Salaries & Wages	\$ 547,264	\$ 258,887	47.3%	\$ 613,626	\$ 232,641	37.9%	\$ 26,246	11.3%
Staff Benefits	\$ 87,735	\$ 38,269	43.6%	\$ 98,374	\$ 41,373	42.1%	\$ (3,104)	-7.5%
Professional Services	115,010	93,598	81.4%	447,082	146,726	32.8%	(53,127)	-36.2%
Operating Services	1,238,273	375,411	30.3%	4,813,558	470,188	9.8%	(94,776)	-20.2%
Travel	-	15,654	0.0%	-	13,592	0.0%	2,062	15.2%
Utilities	750,000	220,346	29.4%	750,000	252,638	33.7%	(32,292)	-12.8%
Scholarship & Refunds	-	1,393	0.0%	-	3,000	0.0%	(1,607)	-53.6%
Bond Principal and Expense	1,800,000	131,295	7.3%	1,800,000	-	0.0%	131,295	100.0%
Furniture & Equipment	25,725	7,540	29.3%	100,000	970	1.0%	6,570	677.4%
Items for Resale	993	397	40.0%	3,860	660	17.1%	(263)	-39.9%
TOTAL	\$ 4,565,000	\$ 1,142,791	25.0%	\$ 8,626,500	\$ 1,161,787	13.5%	\$ (18,996)	-1.6%

**TULSA COMMUNITY COLLEGE-CAMPUS STORE**  
**STATEMENT OF REVENUE, EXPENDITURES AND CAMPUS STORE EQUITY**  
**FOR THE FIVE MONTHS ENDING NOVEMBER 30, 2017 AND NOVEMBER 30, 2016**

	NOVEMBER FY18		NOVEMBER FY17		Increase/ (Decrease)	Percent Change
	Current Year	Percent of Sales	Prior Year	Percent of Sales		
Income From Sales						
Sales (From 07-01-17 To 11-30-17)						
Textbooks, Supplies, and Soft Goods	\$ 2,796,654		\$ 3,426,237		\$ (629,583)	-18.4%
Total Sales	2,796,654	100.0%	3,426,237	100.0%	(629,583)	-18.4%
Less: Cost of Goods Sold	2,244,615	80.3%	2,618,237	76.4%	(373,622)	-14.3%
Gross Income/(Loss) on Sales	552,039	19.7%	808,000	23.6%	(255,961)	-31.7%
Operating Expenses						
Selling Expenses	342,636	12.3%	362,465	10.6%	(19,829)	-5.5%
Total Selling Expense	342,636	12.3%	362,465	10.6%	(19,829)	-5.5%
Administrative Expenses						
Personnel Benefits	101,955	3.6%	102,584	3.0%	(629)	-0.6%
Travel	265	0.0%	683	0.0%	(418)	-61.2%
Operating Expense	26,977	1.0%	23,795	0.7%	3,182	13.4%
Total Administrative Expense	129,197	4.6%	127,062	3.7%	2,135	1.7%
Total Selling and Administrative Expense	471,833	16.9%	489,527	14.3%	(17,694)	-3.6%
Net Selling Income/(Loss)	80,206	2.9%	318,473	9.3%	(238,267)	-74.8%
Other Income/(Loss)						
Commission Income	6,220	0.2%	34,793	1.0%	(28,573)	-82.1%
Other Expense	-	0.0%	-	0.0%	-	0.0%
Net Income/(Loss)	\$ 86,426	3.1%	\$ 353,266	10.3%	(266,840)	-75.5%
Equity Balance July 1, 2017	6,807,047		6,606,607		200,440	3.0%
Equity Balance November 30, 2017	\$ 6,893,473		\$ 6,959,873		(66,400)	-1.0%
	<b>Current Year</b>	<b>Prior Year</b>	<b>Increase/ (Decrease)</b>	<b>Percent Change</b>		
Inventory July 1, 2017	\$ 1,419,157	\$ 1,751,939	\$ (332,782)	-19.0%		
Purchases						
Textbooks, Supplies, and Soft Goods	3,378,498	3,222,326	156,172	4.8%		
Total Purchases	3,378,498	3,222,326	156,172	4.8%		
Freight-In	68,975	59,139	9,836			
	3,447,473	3,281,465	166,008	5.1%		
Cost of Goods Available for Sale	4,866,630	5,033,404	(166,774)	-3.3%		
Deduct Inventory November 30, 2017	2,622,015	2,415,167	206,848	8.6%		
Cost of Goods Sold	\$ 2,244,615	\$ 2,618,237	(373,622)	-14.3%		