



**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, October 20, 2016 at 3:00 p.m. at Southeast Campus.**

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

Board Members Absent: None

Others Present: Dr. Bill Ivy, Sr. Advisor to the President and Board Liaison  
Clerk for the Board  
College Administrators  
Faculty and Staff  
Legal Counsel

**CALL TO ORDER**

Board Chair, Paul Cornell, called the meeting to order at 3:00 p.m.

Dr. Bill Ivy 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 McKamey and seconded by Regent Garber to approve the minutes of the regular meeting of the Tulsa Community College Board of Regents held on Thursday, September 15, 2016, as presented. Roll call vote followed.

Yes: Cornell, Ballenger, Garber, Combs, Lawhorn, Looney, McKamey

No: None

Abstentions: None

Absent: None

**Motion carried unanimously.**

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*The Chair asked for a motion to move the Finance and Audit Committee Report in the agenda to follow the Approval of the Minutes.*

The motion was made by Regent Lawhorn and seconded by Regent Combs. Roll call vote followed.

Yes: Cornell, Ballenger, Garber, Combs, Lawhorn, Looney, McKamey

No: None

Abstentions: None

Absent: None

**Motion carried unanimously.**

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## **FINANCE AND AUDIT COMMITTEE REPORT**

Regent Lawhorn gave the report.

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

There were no purchase items.

**2. Consent Agenda – Purchases between \$50,000 and \$100,000**

There was no consent agenda.

**3. Recommendation for Approval for the Local Development Act Tax Exemption between the City of Tulsa and Tulsa Community College for TCB Landlord LLC – Tulsa Club Building, 115 E 5<sup>th</sup> St.**

The project will renovate the Tulsa Club Building into a boutique hotel. The City of Tulsa requested an abatement of ad valorem taxes for six years.

Development: Boutique Hotel / Commercial Retail

Annual Abatement for Six-Year Period: \$282,265.20

Existing Value – Annual Ad Valorem: \$18,154.81

Estimated Value at Completion – Annual Ad Valorem: \$303,320.05

The **motion** from the Finance Committee was made to approve the tax exemption and roll call vote proceeded.

Yes: Cornell, Ballenger, Garber, Combs, Lawhorn, Looney, McKamey

No: None

Abstentions: None

Absent: None

**Motion carried unanimously.**

#### **4. Recommendation for Approval of the 2015-2016 Audit**

The 2015-2016 annual audit, performed by Crowe Horwath, LLC, pursuant to the authorization granted by the Tulsa Community College Regents, has been completed. The Finance and Audit Committee recommended acceptance of this audit.

Pete Ugo with Crowe Horwath, LLC presented the audit to the Board.

The audit was conducted in two phases – preliminary work in June and year-end procedures in September. The state deadline is October 31. The draft audit report given to the Board is a complete document with only minor changes that may need to be made.

Audit Opinion – unmodified or clean opinion

The audit includes a component unit – the Foundation.

Supplementary information – required to include by government auditing standards. Summarizes the financial statements and activities for the last two years and supplementary information related to the pension plan under GASB 68 (Government Accounting Standards Board). There is also reference to the schedule of expenditures of federal awards and government auditing standards. Since the College expends over \$750,000 in federal award funds a year, it is required to have a uniform guidance audit.

The Statement of Net Position – the Balance Sheet showing assets and liabilities for June 30, 2016 and 2015. Total assets and deferred outflows: \$175M with liabilities at \$141M with the difference being the net position.

Due to GASB 68, the College's financial statements reflect the unfunded liability position of the state pension plan - \$88,129,000, based on an audit report received from the state pension fund. This puts the net position in a negative position. Regent Lawhorn stated that the disclosure is not optional; it is required.

Regent Garber asked how the percentage of the College's proportion of the net pension liability (1.45%) was determined. Mr. Ugo replied that it comes from a separate audit report performed by OTRS. The state plan allocates net pension liability based on a percentage of contributions.

Regent Garber asked what the current unfunded liability of the state plan is. Regent Cornell calculated over \$6B.

Mr. Ugo added that the State hired actuaries to perform the pension liability calculation, and the OTRS auditors audited the statement. Regent Lawhorn added that there are a number of assumptions that go in the calculations. Regent Cornell replied that one of them is the discount rate estimated at eight percent. A two percent increase or decrease would swing the liability materially. It is out of the College's control. Mr. Ugo pointed out page 35 of the audit that shows the proportionate share of the collective net pension liability based on the current discount rate of eight percent, showing the change if the discount rate decreased or increased by one percent. It shows that the effect would be substantial.

Regent Cornell asked if this would affect bond ratings and Mr. Ugo replied that it would not since the College did not commit to a new liability but to an accounting guidance.

***Note: Regent Lawhorn asked the Board to discuss the School District audit and vote on the motion at the District meeting following the regular Board meeting. The discussion is recorded in the District minutes.***

The **motion** from the Finance Committee was made to approve the audit for Tulsa Community College and roll call vote proceeded.

Yes: Cornell, Ballenger, Garber, Combs, Lawhorn, Looney, McKamey

No: None

Abstentions: None

Absent: None

**Motion carried unanimously.**

## **5. Monthly Financial Report – September 2016**

Regent Lawhorn began by explaining that total revenues are tracking slightly ahead of budget in prior year due to increase in enrollment and a one-time reallocation of state appropriations related to last fiscal year. Expenditures are slightly better. Accounts Receivable are down to \$12.3M from last month due to financial aid disbursements. Collections on the Accounts Receivable are tracking as expected.

The **motion** from the Finance Committee was made to approve the financial report for August 2016 and roll call vote proceeded.

Yes: Cornell, Ballenger, Garber, Combs, Lawhorn, Looney, McKamey

No: None

Abstentions: None

Absent: None

**Motion carried unanimously.**

**(Attachment: Monthly Financial Report – September 2016)**

## **CARRYOVER ITEMS**

There were no carryover items.

## **PRESIDENT'S INFORMATIVE REPORT**

Dr. Bill Ivy, Sr. Advisor to the President and Board Liaison, gave the report in President Goodson's absence.

### **TCC in the News**

- The coverage of the shooting of Terence Crutcher, a TCC student, was extensive and widely distributed across the country and across the world. Multiple news outlets picked-up the statement issued by President Goodson including the *Chronicle of Higher Education*. In addition, we had coverage of our International Day of Peace event at Southeast as well as the Remembrance of Terence Crutcher at Northeast.
- The *Tulsa World* mentioned the "I Can't" workshops. These workshops run most of the fall semester – every Monday through November 14.
- We had three TV stations attend the announcement that Denver Berumen, a single mother and TCC student, received \$28,000 to pay off her student loans. That money also covered the taxes on winning the cash prize. Denver will graduate in May with her Accounting degree and plans to transfer to complete her bachelor's degree.
- Jared Toay won the Tulsa StartUp Series Wild Card competition and he was featured in a *Tulsa World* article. The final round of competition is underway and President Goodson will speak on November 16 at the Center for Creativity to watch five startups pitch live and compete for a \$15,000 cash prize.
- After student complaints to channel 6 about printers disappearing, we used the opportunity to talk about how print management will save TCC money and talked about the other changes we've made to help save money and trim costs.
- We hosted a workshop for Women in Transition to help women explore options for attending college.

## **Informative Report**

- TCC student Tyrance Billingsley was elected Chair of the Student Advisory Board with the Oklahoma State Regents for Higher Ed. Dr. Jan Clayton recognized Mr. Billingsley's honor of being only one of two college students to ever serve in the roll, and both students were TCC students.
- Tina Pena – Associate Professor of Communication Services – was recognized for two awards. The first is the Ambassador Edwin G. Corr Global Citizenship Award by the United Nations Association of Eastern Oklahoma. She's being recognized for her community work and particularly with translator education at TCC. Pena has also been named 2016 Governor's Arts Awards recipient with the Media in the Arts Award for her work as host of Temas en Tulsa – a TV program produced in Spanish that covers current events. Dr. Ivy recognized Ms. Pena in the audience.
- Dr. Diana Spencer – Associate Professor of Science and Math - received the Spotlight Award at the 7th Annual Oklahoma Promoting Undergraduate Research Conference. This is an annual Regents award for excellence in undergraduate research and presented to Dr. Spencer by Chancellor Johnson. Dr. Ivy recognized Dr. Spencer in the audience.

## **Student Success Update**

Dr. Cindy Hess, Sr. Vice President and Chief Academic Officer began the discussion.

- A large portion of TCC entering student population are under prepared academically or from a college knowledge perspective. It is also the hallmark of the community college sector. TCC is proud to be an open door for everyone.
- Dr. Hess recognized faculty who attended the Kellogg Institute at Appalachian State University on a Flint Foundation grant written by Margaret Lee and Eileen Kenney. Faculty learned best practices for increasing student learning and developmental education. Faculty who attended were recognized in the audience: Lori Coggins, Joyce Friske, Dean Muse, Kasty France, Kayla Harding, Lance Phillips, Vickie Robison, and Sydney Teel.

Lori Coggins, Assistant Professor and Coordinator for Engaged Learning, gave the Student Success Update on Developmental Education.

- The community college mission is access. Nationally, 68% of community college students are academically underprepared and take at least one developmental education course. This is compared with 76.6% of TCC students who are academically underprepared.

- Dr. Hunter Boylan, Director of National Center for Developmental Education and Professor of Higher Education at Appalachian State University, a leader at Kellogg Institute, stressed the definition of developmental education: the integration of academic courses and support services guided by the principles of adult learning and development. Developmental education is not exclusively about taking developmental courses, but addressing the needs of the whole student.
- Community colleges have traditionally worked from a deficit model with underprepared students, called remediation, with the goal to remedy academic deficits by providing remedial courses in reading, writing and math. Adult learning theory states that the College should serve the whole student and work with student strengths rather than their deficits. Many students are first generation and some come with learning disabilities or other disabilities; these issues need to be addressed as well.
- Essential Elements for Student Success
  - Accurate Placement: placing students in the right courses to begin with
  - Inescapable Advising: students required to see advisors each semester
  - Relevant Professional Development Faculty/Advisors/Tutors: implementing co-requisite courses in English and Math (2017)
  - Embedded Tutoring, Strong Connections to Support Services: tutors embedded in developmental courses, especially Math, to hear what the professors are teaching and connect with students to make them feel more comfortable with tutoring
  - Modified New Student Orientation: now required
  - Comprehensive Developmental Education Program Coordination: connection with student affairs

Discussion:

Regent Looney asked how concurrent enrollment and TCC's relationship with collegiate academies relate to student preparedness.

- Ms. Coggins replied that students who complete gateway courses while in high school will not need developmental education courses. One way the College addresses unpreparedness in areas other than academic for these students is in Academic Strategies. Also, faculty who have implemented learning strategies in their particular courses.
- Dr. Ivy added that OSHRE policy prohibits high school students from taking developmental courses while in high school; thus, concurrent students are ineligible for developmental education courses.
- Dr. Hess also added that concurrent students tend to be more college-ready. The goal of dual enrollment is reach students who do not have college

knowledge, nor are academically prepared, but are capable given the right supports. It is a very difficult population to reach.

Regent Cornell asked if the difference between an associate's degree and bachelor's degree is explained in new student orientation.

- Ms. Coggins stated that is one place it is discussed, but it is also explained in Academic Strategies.

Ms. Coggins continued the presentation:

- Fall 2017 Goals include:
  - Improved placement process
  - Mandatory advising
  - Professional development-faculty, tutors/consultants, advisors
  - Math alignment with degree
  - More students enroll in college level courses
    - Math co-requisite
    - English co-requisite

Discussion:

Regent Garber asked Ms. Coggins what the threshold ACT score is that would require a student to take developmental courses and also asked her to explain co-requisites.

- Ms. Coggins: Reading, Writing, English—19; Math—19; College Algebra—20
  - Students who score below these ACT scores in these courses are required to take the Accuplacer Assessment.
- Co-requisite courses mean that students take college-level courses along with a developmental course, e.g., English Comp I with developmental English. The developmental course the students take supports the college-level course. The classes are also smaller in the developmental sections.
  - Dr. Hess clarified that typically students take a number of developmental education courses prior to taking college level courses. The goal is for students testing near the Comp I or Math cutoff to directly enter college-level courses with the developmental courses. This idea is based on studies that show that the quicker students enter into college-level courses and declare a major, the more likely they will be retained.

Discussion:

Regent Garber asked if students will continue to pay a higher price for developmental courses.

- Dr. Hess replied that they will because of OSHRE policy. Also, the State is affiliated with Complete College America, and OSHRE is stressing math as a co-requisite model since it is a national means for student success. The co-requisite model is a more expensive model, but pays off in the long-run.

Regent Looney asked who will pick up the added cost for the student to take two classes.

- Dr. Hess replied that completion and retention rates will increase. There will be more upfront cost, but will pay off in the long-run. Student success will be tracked.
- Dr. Hess also commented that the College will pay for the instructional cost. The student will pay an additional fee, but the fees are not currently aligned with the instructional cost in specific courses.

Regent Lawhorn asked if co-requisite courses will be in addition to the hours required for a degree.

- Dr. Hess answered that the number of hours required will not change, but the underprepared student will have to complete more hours.

Dr. Hess asked Lance Phillips, Associate Professor, to speak about mathematics aligning with degrees.

- Two current challenges for mathematics as directed by the state legislature and OSHRE:
  - The co-requisite model required by Fall 2017.
  - New mapped pathways making math more appropriate for the degree. The State is looking at three mapped pathways:
    - STEM pathway – much like college algebra, which will be pre-calculus.
    - Quantitative Reasoning
    - Statistical Reasoning
  - TCC is focusing on the STEM pathway, but quantitative reasoning will be offered Fall 2017.
  - Been working closely at the State level with all the schools in the state and student learning outcomes are set for both pathways.
- Ms. Coggins played a short video about the Kellogg Institute and the co-requisite model.
  - Dr. Greg Stone, Provost, Metro Campus
    - Dr. Stone explained the current pre-requisite model in which students take pre-requisite courses (developmental education) before taking the credit-bearing college-level courses. This model takes students a long time to complete and many quit attending college.
    - With co-requisite support, the student will receive the academic support they need as they complete credit-bearing courses.

- Eight faculty members attended Kellogg Institute for an intense two-week retreat where they learned from experts about developmental education and co-requisite education.
- The group presented a gift to Regent Ballenger to thank the Flint Foundation for its support.

### **Highlighted Key Performance Indicators**

Mark McMullen, Interim CFO, gave the report on KPI 16 and KPI 17 of the Strategic Plan.

- **KPI 16: HLC Composite Financial Indicator**
  - The Higher Learning Commission (HLC) reviews accredited institutions' financial information to determine whether an institution operates with integrity in its financial functions.
  - The Financial data submitted to HLC generates a Composite Financial Index (CFI).
  - HLC relies on the financial ratios recommended in Strategic Financial Analysis for Higher Education: Identifying, Measuring and Reporting Financial Risks (Seventh Edition), by KPMG, LLP.
    - Primary Reserve Ratio
    - Net Operating Revenues Ratio
    - Return on Net Assets Ratio
    - Viability Ratio
  - HLC Total Composite Financial Indicator Score (Overall Financial Health Indicator)
    - Baseline (FY 2015): 1.1
    - Current (FY 2016): 0.4
      - Decline due to state appropriations reductions
        - Without the reduction, the indicator would've been 1.1.
      - Factors that can be controlled include spending and tuition and fees
      - Fully expect the number to rebound.
    - Target (FY 2020): 1.7
      - Based on the last 15 years of financial information.

### **Discussion:**

Regent Garber asked if the pension liability matter affected the decline in the FY16. Mr. McMullen answered that it was not included as a component of the indicator score.

Regent Combs asked if this is similar to a coverage ratio. Mr. McMullen answered that the four ratios give different strength ratings, we apply our ratios to those strengths. Given the KPMG report, it is a sound indicator of our financial statement.

- **KPI 17: Instructional Expenses as a Percentage of Total Expenditures**
  - This performance indicator helps ensure that the College continues to use the appropriate amount of funds on direct instructional expenses.
    - Faculty salaries, program supplies and materials
  - According to the Trends in College Spending Report of the Delta Cost Project's ten-year study, community colleges spend between 47% and 49% on direct instructional expenses (figures based on institution reports submitted to the Integrated Postsecondary Education Data System – IPEDS).
    - Baseline (FY 2015): 46%
    - Current (FY 2016): 46%
      - Spending more on instructional initiatives, adjunct costs have declined.
    - Target (FY 2020): 49%
      - Expected to increase with the Pathways and co-requisite indicatives.

**Discussion:**

In answer to Regent Ballenger's question, Mr. McMullen stated that institutions like TCC (multi-campus, urban institutions) are in similar positions.

Regent Combs asked if the higher the number the better. Mr. McMullen remarked that the benchmark is 47% to 49%.

Dr. Hess added that the expenses outside of the classroom are not included in this calculation. Mr. McMullen added that these are based on direct instructional costs in the classroom.

## **GIFTS AND TCC FOUNDATION COMMITTEE REPORT**

Regent Garber gave the report:

### **1. Recommendation for the Renaming of the 3D Studio in the Thomas K. McKeon Center for Creativity**

It is the recommendation of the TCC Foundation and Gifts Committee that the 3D Studio in the Thomas K. McKeon Center for Creativity be renamed the William Derrevere 3D Studio. This recommendation conforms to the Policy on Naming College Facilities at Tulsa Community College.

The Committee authorizes administration to take the necessary steps to arrange for the installation of appropriate signage.

Discussion:

Regent Garber read from the proposal Mr. Derrevere's accomplishments at TCC and the Tulsa community.

Regent McKamey stated that we should be very thoughtful when we rename a facility because it is our community and it should be based on what that individual was able to contribute to our students and to our community. This is a good example of one.

*Mr. Derrevere was present in the audience and a photograph was taken with those that made the nomination.*

**(Attachment: Proposal to Rename the 3D Studio)**

The **motion** from the Gifts and TCC Foundation Committee was made to approve the renaming of the 3D Studio to the William Derrevere 3D Studio and roll call vote proceeded.

Yes: Cornell, Ballenger, Garber, Combs, Looney, McKamey

No: None

Abstentions: None

Absent: Lawhorn

**Motion carried unanimously.**

**ACADEMIC AFFAIRS AND STUDENT SUCCESS COMMITTEE REPORT**

Regent Ballenger began the report with a Student Affairs update.

- On-time enrollment opens for the spring semester on October 31, 2016.
- It is expected that on-time enrollment will be more successful by increasing fourteen-week course selection and availability, focusing on communication with staff and faculty and improving the course exceptions process. This should improve the process for the spring semester as compared to the fall semester.
- In addition, there is a focus for improvement on the general delivery of new student orientation. Administrators are considering offering half of the content online and half in-person to split up the large amount of material.
- By spring semester, nine new senior advisors will be hired with a target ratio of 540:1.
- Student Affairs is working to strengthen the outreach program with Tulsa Public Schools and the first pilot is at McClain. Freshmen and sophomores have one advisory period a week, as well as juniors and seniors graders. The effectiveness will be measured by a new measurement tool in collaboration with OSU.

## 1. Recommendation for Approval of Changes in Academic Programs

### **Program/Option Deletions/Suspensions:**

- Business AAS, Administrative Careers and Healthcare Business Operations options: Delete degree options.

Reason: Low graduate numbers. The General Business Administration option will continue to provide students with a well-rounded Business curriculum for the workforce.

- Business AS, Business Education and Aviation Logistics options: Delete degree options.

Reason: Low enrollment and graduate numbers. The courses in these two options are still available to students in the general Business Administration option. These Business degree actions are part of the Pathways initiative to streamline student options and provide a seamless university transfer experience.

- Information Technology Certificate, Website Management option: Delete degree option.

Reason: Low graduate numbers. Courses are still available to students through the AAS in Information Technology.

- Digital Media AAS: Delete all seven (7) degree options and restructure curriculum with two areas of emphasis.

Reason: Low graduate numbers in each option highlighted the need to revise this curriculum in a manner that permits the same breadth of coursework but with a choice of only two areas of emphasis: Graphic Design and Broadcast Specialist.

### **Other Program/Option Requirement Changes:**

- Foreign Language AA & Certificate, Japanese option: Add JAPN 1011, 1021, 1031, 1041 – Kanji I, II, III, & IV to controlled electives for both credentials. No change in credit hours.

Reason: Students are interested in learning the skill of writing with the adopted logographic Chinese characters used in the modern Japanese writing system.

- Electronics Technology AAS, Biomedical Equipment, Electrical Substation, and Electronics Technologist options: Remove four (4) credit hours of Science from the degree. Delete ALTE 1464 Wind and Solar Energy Systems from the Electrical Substation option. Add ELET 1223 Hydraulics and Pneumatics, ELET 1443 Introduction to Alternative Energy, and ELET

2553 Automation Control to controlled electives for the Electronics Technologist option. Credit hours changed from 61-72 to 61-68.

Reason: Science is not needed for this program and the removal of these four (4) hours permits restructure of the overall program and a reduction in total credit hours for the Biomedical Equipment option.

- Electronics Technology Certificate, Electrical Substation Technology option: Add MATH 1454 Technical Mathematics or MATH 1513 College Algebra and MATH 1613 Plane Trigonometry. Total credit hours increased from 21 to 25-27.

Reason: Students need mathematics to be successful in this program.

- Electronics Technology Certificate, Biomedical Equipment Technology option: Remove ELET 2215 Digital Circuits from this option. Total credit hours decreased from 31-33 to 26-28.

Reason: Digital Circuits is not needed for an entry level biomedical equipment maintenance technician position.

- Electronics Technology Certificate, Electronics Technology option: Change option name to Electronics Technician. Add ELET 1443 Introduction to Alternative Energy, ELET 2514 Microprocessors, and ENGT 1212 Introduction to Fabrication Lab to controlled electives and increase elective credit hours from 3-5 to 6-10.

Reason: The option name change will clarify for students that the curriculum for the Electronics *Technician* is a separate major under the Electronics *Technology* certificate. The controlled elective changes will give students a broader selection of choices as they explore the field of Electronics. Student demand and a request from Whirlpool, a member of our Electronics workforce advisory board led to the controlled elective change.

The **motion** from the Academic Affairs and Student Success Committee was made to approve the changes in academic programs and roll call vote proceeded.

Yes: Cornell, Ballenger, Garber, Combs, Looney, McKamey

No: None

Abstentions: None

Absent: Lawhorn

**Motion carried unanimously.**

## **COMMUNITY RELATIONS AND WORKFORCE DEVELOPMENT COMMITTEE REPORT**

Regent Garber gave the report.

- The JP Morgan Chase Foundation awarded \$50,000 to the Foundation to assist with curriculum alignment to meet industry needs in the aerospace manufacturing field.
- The Foundation was notified of a \$250,000 gift that will be part of the silent launch for the multi-year capital campaign.
- The Federal Aviation Administration (FAA) Air Transportation Center of Excellence (COE) for Technical Training and Human Performance (TTHP) Cooperative Agreement was awarded for \$84,000. The agreement is in effect through August 11, 2021, with possibility for renewal through 2026. The COE, a group of institutions led by University of Oklahoma and Embry-Riddle Aeronautical University, will conduct research and development on technical training for air traffic controllers, aviation safety inspectors, engineers, pilots, and technicians. This is the first year of the award, with additional funding contingent on research projects the COE members propose to the FAA. Of this grant, one such research project focused on Field Training Standardization was recently approved for \$5,700 to TCC.
- Recurring grant total for FY17: \$4,229,302
- New grant total FY17: \$799,462

## **PERSONNEL REPORT**

Dr. Bill Ivy gave the report:

### **1. Information Items**

None

### **2. Consent Agenda**

Approval was requested for the following personnel consent agenda items:

#### Recommendation for Approval of Professional Staff Appointments

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

#### Retirement of Professional Staff Members

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

#### Resignation of Professional Staff Members

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

### Reclassification of Full-Time Faculty

The following full-time faculty are qualified for salary reclassification under board policy for the 2016-2017 academic year. It is the recommendation of the Senior Vice President and Chief Academic Officer that the Tulsa Community College Board of Regents approve these reclassifications to a new salary as indicated in the consent agenda.

#### **(Attachment: Addendum for Personnel Consent Items)**

A **motion** was made by Regent McKamey and seconded by Regent Garber to approve the consent agenda. Roll call vote followed.

Yes: Cornell, Ballenger, Garber, Combs, Looney, McKamey

No: None

Abstentions: None

Absent: Lawhorn

**Motion carried unanimously.**

### **3. Recommendation for Approval of Salary Schedule for Full-Time Staff**

It is the recommendation of the administration that the following salary schedule be approved as presented in the attached.

It is always the administration's intent to give its best effort to maintain the highest possible quality in all educational services provided at Tulsa Community College. Maintaining competitive salaries is one of the ways to encourage excellence and maintain a quality organization.

The salary schedule presented reflects changes to implement the new regulations for the Fair Labor Standards Act.

#### Discussion:

Dr. Sandy Cooper, Chief Human Resources Officers, summarized the change. The Fair Labor Standards Act will be in effect on December 1, 2016. The Act changes the salary level at which someone can be considered exempt from overtime for professional staff. The salary schedules were modified to reflect that change. Anyone in grade 15 or below is now considered non-exempt, and the starting salary for grade 15 was adjusted by a few dollars. This will increase the College's overtime cost. Human Resources is currently working on a compensatory time system where these employees can accrue leave instead of being paid out. This should be implemented by January. This change impacts 150 employees.

#### **(Attachment: Proposed Salary Schedule for Full-Time Staff)**

A **motion** was made by Regent Garber and seconded by Regent Ballenger to approve the salary schedule for full-time staff. Roll call vote followed.

Yes: Cornell, Ballenger, Garber, Combs, Looney, McKamey

No: None

Abstentions: None

Absent: Lawhorn

**Motion carried unanimously.**

#### **4. Recommendation for Approval of Early Notice Incentive Program**

The administration recommends approval of an Early Notice Incentive Program. The Early Notice Incentive Program will allow the College to effectively recruit, hire and prepare for the 2018 academic year. The incentive would offer a one-time payment of \$2,000 to a full-time employee who submits an irrevocable letter of retirement by January 13, 2017, and retires between May 1, 2017 and September 1, 2017.

**(Attachment: Early Notice Incentive Program Form)**

A **motion** was made by Regent Garber and seconded by Regent Ballenger to approve the early notice incentive program. Roll call vote followed.

Yes: Cornell, Ballenger, Garber, Combs, Looney, McKamey

No: None

Abstentions: None

Absent: Lawhorn

**Motion carried unanimously.**

## **FACILITIES COMMITTEE REPORT**

Regent Combs gave the report.

### Southeast Campus Career Placement and Student Success Center – Vision 2025

- As a part of on-going due diligence in selection of the architect for this project, on September 26<sup>th</sup> the Facilities Committee and TCC staff toured three facilities in the Tulsa area designed by the three shortlisted firms. Each site produced insight into the architectural approach, design aesthetic, and partnership developed between architect and client. TCC staff is currently in negotiations with one of the firms, and expects to provide the full board with a recommendation through the Facilities committee at the November meeting.

### Southeast Campus Student Union Remodel, Phase 2

- With the completion of the SEC Campus Store, State Master Lease funding remains to begin Phase 2 of updating the Student Union space. Beck Design, architects of the Campus Store in Phase 1 has met with staff, and a second

meeting is scheduled with key internal stakeholders. Design options will be reviewed by the Facilities Committee, which will have incorporated student input and collaboration into the appearance and functionality of this space.

Discussion:

Regent Garber asked about the art gallery that was in the space that will be the Student Union. Sean Weins, Vice President for Administration, replied that other spaces are being considered for art exhibition.

Other Discussion:

Regent Combs remarked that he recently attended the Association of Community Colleges Trustees annual meeting in New Orleans as representative for TCC. This is a national organization of trustees representing some 6,000 community colleges around the U.S. They are the advocacy group for our colleagues with Congress and the Department of Education. Regent Combs received continuing education credit and leadership development.

**NEW BUSINESS**

There was none.

**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.

**1. "The Power of Peace in Action"  
Presented by Cindy Shanks, Dean of Engaged Learning**

- Ms. Shanks handed out a copy of the first edition of The Power of Peace in Action. The book includes contributions from about fifty faculty, thirteen students, and dozens of staff with sixty-five different submissions overall. In addition, seventeen disciplines are represented. The book is fully catalogued in the TCC library system and is available as an online e-book.
- TCC has a Liberal Arts degree emphasis called Peace Studies and Conflict Resolution and has had two graduates. The first graduate received the Jack Kent Cook scholarship.

- The Southeast Campus has a peace pole and other campuses are interested in a peace pole. “May peace prevail on earth” is displayed on the pole in eight different languages based on the languages offered at Southeast Campus.
- The Regents were invited to an event scheduled for Tuesday, November 15, 2016, at 11:00 a.m. at Southeast Campus with two atomic bomb survivors speaking.

## **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.**

None

## **ADJOURNMENT**

The meeting adjourned October 20, 2016 at 4:55 p.m.

The next regular meeting of the Tulsa Community College Board of Regents will be held on Thursday, November 17, 2016, 3:00 p.m., in Room I-232 at West Campus, Tulsa, Oklahoma.

Respectfully submitted,



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Leigh B. Goodson  
President & CEO



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Paul H. Cornell, Chairman  
Board of Regents

ATTEST:



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Martin Garber, Secretary  
Board of Regents