



**Tulsa Community College
Regular Meeting of the Board of Regents
Thursday, January 17, 2019
Northeast Campus, Room AB145
3:00 p.m.**

AGENDA

1. Call to Order

1.1 Open Meeting Compliance Statement

Statement of Compliance with the Oklahoma Open Meeting Act
(Regularly scheduled meeting on January 17, 2019 at 3:00 pm)

“This regularly scheduled meeting of the Tulsa Community College Board of Regents has been convened in accordance with the Oklahoma Open Meeting Act.”

This meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on September 10, 2018.

Notice of this meeting was also given at least twenty-four (24) hours in advance of the meeting by posting notice of the date, time, place, and agenda of the meeting at 2:00 p.m. on January 15, 2019 at the principal office of the Tulsa Community College Board of Regents, located at 6111 E. Skelly Drive, Tulsa, Oklahoma.

1.2 Roll Call

2. Old Business

2.1 Recommendation for Approval of the Minutes for the Regular Meeting of the Tulsa Community College Board of Regents held on Thursday, November 15, 2018

Motion for Approval: _____
Second Motion for Approval: _____

2.2 Carry Over Items

3. Student Success Update and Possible Discussion

Introduction by Eunice Tarver, Provost and Associate Vice President of Diversity and Inclusion

3.1 TCC Completion Grants

Presented by Students: Rosanna Viguera, Necretia Alexander, and Sheila Riley

- Highlight of new grants that provide returning students funding to complete their degrees.

4. Academic Affairs and Student Success Committee Report and Possible Discussion

Presented by Regent Mitchell

4.1 Overview of Committee Meeting Topics

- Discussion of Workforce Development and related KPIs

5. Community Relations Report and Possible Discussion

Presented by Regent McKamey

5.1 Overview of Committee Meeting Topics

- Legislative Update
- Branding Update

6. Personnel Report and Possible Discussion and Action

Presented by President Goodson

6.1 Information Items

6.1.1 Introduction of Recently Appointed Staff

6.2 Consent Agenda (Attachment 6.2)

- Appointments of full-time faculty and full-time professional staff at a pay grade 18 and above made since the last meeting of the Board of Regents of Tulsa Community College.
- Retirements of full-time faculty and professional employees submitted since the last meeting of the Board of Regents of Tulsa Community College.
- Resignations of full-time faculty and professional employees submitted since the last meeting of the Board of Regents of Tulsa Community College

Motion for Approval: _____
Second Motion for Approval: _____

7. Facilities Committee Report and Possible Discussion

Presented by Regent Combs

7.1 Overview of Committee Meeting Topics

- Discussion of Campus Safety and Security Measures
- Conference Center Move Update
- Metro Campus Lab Remodel Update
- Southeast Campus Student Success and Career Center Construction Update
- Discussion of Possible Sale of Property Near Northeast Campus

8. Finance, Risk and Audit Committee Report and Possible Discussion and Action

Presented by Regent Cornell

8.1 Purchase Item Agreements (>\$50K)

8.1.1 Purchase of Consulting Services

Ratification for the purchase of consulting services from the following supplier:

Swim Digital Group (Tampa, FL) - \$60,000

Services include consulting for the development of an enrollment management communications plan related to student advisement. This purchase is an acquisition of professional services.

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

8.1.2 Purchase of Consulting Services

The purchase consists of consulting services from the following supplier:

Bethany L. Reid & Associates, LLC dba Principal eAdvancement Consulting (Dallas, TX) - \$90,000

Services include interim staff leadership for the Foundation focused on ongoing fundraising-related activity. The amount shown does not include related travel costs. This purchase is an acquisition of professional services.

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

8.1.3 Purchase of Construction Management Services

The purchase consists of the fee for construction management services from the following supplier:

Flintco, LLC (Tulsa, OK) - \$185,000

Services include construction management for Metro Campus renovations necessary due to the planned Conference Center relocation. This purchase is an acquisition of professional services.

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

8.1.4 Purchase of Advertising Services

Ratification for the purchase of advertising services from the following supplier:

N2 Advertising, LLC (Owasso, OK) - \$350,000

Services include television and radio spot advertising, print, web banner and outdoor sign advertising. This purchase is an acquisition of professional services.

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

8.2 Recommendation for Approval to Sell Off-Campus Property

Request for approval by Administration to enter into negotiations to sell off-campus property near Northeast Campus (\$25,000 - \$50,000) under the following legal description:

The Northeast Quarter of the Northwest Quarter of the Southwest Quarter (NE/4 NW/4 SW/4) of Section 21, Township 20 North, Range 13

East of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the United States Government survey thereof, LESS AND EXCEPT the following:

- Beginning at the Northwest corner of said NE/4 NW/4 SW/4, thence East 660 feet; thence South 90 feet; thence West 546.43 feet; thence Southwest 127.87 feet; thence North 146 feet to the Point of beginning; and
- The North 270 feet of the South 300 feet of the East 484 feet of the West 514 feet of said NE/4 NW/4 SW/4; and
- All dedicated public street right-of-way located within said NE/4 NW/4 SW/4.

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

8.3 Monthly Financial Report ([Attachment 8.3](#))

It is recommended by the Finance & Audit Committee that the monthly financial report for December 2018 be approved as presented in the attachment.

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

9. 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]

10. 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.

11. President's Report and Possible Discussion

Presented by President Goodson and Nicole Burgin, Media Relations Specialist

11.1 Overview of President's Highlights

- TCC Faculty Members Earn OSU Graduate Certificate in College Teaching
- TCC Journalism Students Win Awards
- TCC Student Overlooks Challenges and Wins Holiday Card Competition
- David Stratton, Foundation Vice Chair, featured in Tulsa People
- Shortage of Part-Time Faculty Puts Squeeze on Tulsa Community College Course Offerings
- New Program Graduates First Group of Bilingual Childhood Development Associate Credential Students
- Inaugural Class of TCC's Firefighting Course Graduates
- Creativity Initiatives
- 2018 TCC Wish Book Focuses on "Gift of Higher Education"
- TCC Helps Address Nursing Shortage
- Signature Symphony
- 2018 Bellmon Winner
- Higher Learning Commission Accreditation
- 2019 Bellwether Finalist
- 2019 Commencement

11.2 President's Comments on Previous Agenda Items

12. Executive Session

[Proposed vote to go into executive session Pursuant to Title 25 Oklahoma Statutes, Section 307(B)(4), for confidential communications between a public body and its attorneys concerning pending investigations, claims or actions.]

Motion for Approval to Recess: _____

Second Motion for Approval: _____

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

Motion for Approval to Reconvene: _____

Second Motion for Approval: _____

13. Adjournment

13.1 Next Meeting Date:

The next regular meeting of the Tulsa Community College Board of Regents will be held on Thursday, February 21, 2019 at 3:00 p.m. at the West Campus, 7505 W 41st Street, Tulsa, OK.

ADDENDUM FOR PERSONNEL CONSENT ITEMS:

Items listed under Personnel Consent Items will be approved by one motion without discussion. If discussion on an item is desired, the item will be removed from the "Consent Agenda" and considered separately at the request of a Board member.

APPOINTMENTS:

Anita Carwile, Associate Dean Engineering, Aviation & Public Service/GKFF Endowed Salary: \$72,000
Chair of Child Development
West Campus
January 14, 2019

Anita Carwile earned her Master's degree in Human Relations and Bachelor of Science in Early Childhood and Human Development from the University of Oklahoma. She has over twenty years of leadership experience in the nonprofit sector.

Melissa Cloud, Web Manager, Marketing Communications Salary: \$74,500
Conference Center
January 14, 2019

Melissa Cloud earned the Bachelor of Technology from Northeastern State University, with an emphasis in Web Design, Electronic Publishing and Printing, and Management. She has over 25 years of Web Site Management experience, including 13 years of Web Management with Northeastern State University.

Brandy Roulet, Assistant Professor, Dental Hygiene, Allied Health, 10 month Salary: \$55,000
Metro Campus
January 2, 2019

Brandy earned her M.S. in Health Care Administration from Oklahoma State University and B.S. in Dental Hygiene from Texas Woman's University. She has 16 years of experience as a Dental Hygienist, and she has been an adjunct at Tulsa Community College since 2016.

Beth Tenney, Assistant Professor Respiratory Program Director, Allied Health Salary: \$63,192.48
Metro Campus
January 7, 2019

Beth Tenney earned her Masters of Science in Healthcare Administration from Oklahoma State University. Beth has been a certified Registered Respiratory Therapist for 20 years, and she has been with Tulsa Community College for 10 years. She has served as Director of Clinical Education since Fall 2016 and has been an Assistant Professor since 2015.

RETIREMENTS:

Anne Phillips, Associate Professor, Associate Professor, History Date: December 31, 2018
Liberal Arts/Communications, West Campus

John Bruce, Research and Assessment Analyst II, Institutional Research & Assessment Date: July 1, 2019
Conference Center

James Fellows, Symphony Manager, Visual and Performing Arts, PACE Date: July 1, 2019
Southeast Campus

Traci Heck, Director Compliance and Reporting/College Registrar, Enrollment Mgmt. Date: September 1, 2019
Conference Center

RESIGNATION:

Lauren Brookey, Vice President of External Affairs and President of the Tulsa Date: January 4, 2019
Community College Foundation, Conference Center

TULSA COMMUNITY COLLEGE
FINANCIAL REPORT
MONTH ENDING DECEMBER 2018

TULSA COMMUNITY COLLEGE
STATEMENT OF REVENUE AND EXPENDITURES COMPARISON
FOR THE PERIOD ENDING DECEMBER 30, 2018 AND DECEMBER 30, 2017

	DECEMBER FY19			DECEMBER 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	\$ 16,195,932	56.9%	\$ 28,585,126	\$ 14,462,181	50.6%	\$ 1,733,751	12.0%
Revolving Fund	2,420,770	2,042,286	84.4%	2,622,269	2,560,514	97.6%	(518,228)	-20.2%
Resident Tuition	30,907,268	26,598,605	86.1%	29,975,268	25,114,839	83.8%	1,483,766	5.9%
Non-Resident Tuition	2,338,686	1,871,299	80.0%	2,324,228	2,067,617	89.0%	(196,318)	-9.5%
Student Fees	6,492,984	5,301,566	81.7%	6,815,789	4,603,338	67.5%	698,228	15.2%
Local Appropriations	42,330,000	13,250,000	31.3%	39,951,322	13,750,000	34.4%	(500,000)	-3.6%
Total	\$ 112,962,688	\$ 65,259,687	57.8%	\$ 110,274,002	\$ 62,558,489	56.7%	\$ 2,701,198	4.3%
Auxiliary Enterprises								
Campus Store	\$ 600,000	\$ 1,199,245	199.9%	\$ 6,000,000	\$ 2,876,337	47.9%	\$ (1,677,092)	-58.3%
Student Activities	2,509,935	1,735,042	69.1%	2,645,000	1,741,086	65.8%	(6,044)	-0.3%
Other Auxiliary Enterprises	4,790,065	2,601,106	54.3%	4,565,000	2,654,263	58.1%	(53,157)	-2.0%
Total	\$ 7,900,000	\$ 5,535,393	70.1%	\$ 13,210,000	\$ 7,271,686	55.0%	\$ (1,736,293)	-23.9%
Restricted								
Institutional Grants	\$ 5,978,380	\$ 2,582,447	43.2%	\$ 3,306,747	\$ 1,687,783	51.0%	\$ 894,664	53.0%
State Student Grants	3,241,460	1,790,816	55.2%	3,250,000	1,797,069	55.3%	(6,254)	-0.3%
Total	\$ 9,219,840	\$ 4,373,262	47.4%	\$ 6,556,747	\$ 3,484,852	53.1%	\$ 888,410	25.5%
TOTAL REVENUE	\$130,082,528	\$ 75,168,342	57.8%	\$130,040,749	\$73,315,027	56.4%	\$ 1,853,315	2.5%
Expenditures								
Education & General								
Instruction	\$ 50,540,904	\$ 18,774,169	37.1%	\$ 47,953,401	\$ 20,311,989	42.4%	\$ (1,537,820)	-7.6%
Public Service	646,147	59,595	9.2%	491,681	59,540	12.1%	55	0.1%
Academic Support	19,834,795	7,906,224	39.9%	18,036,190	6,914,756	38.3%	991,468	14.3%
Student Services	9,726,738	4,630,593	47.6%	9,280,778	4,590,723	49.5%	39,870	0.9%
Institutional Support	12,237,837	7,885,444	64.4%	11,652,083	6,658,748	57.1%	1,226,696	18.4%
Operation/ Maintenance of Plant	15,524,519	8,356,098	53.8%	15,048,069	6,562,176	43.6%	1,793,922	27.3%
Tuition Waivers	4,074,000	1,723,730	42.3%	3,720,000	2,331,471	62.7%	(607,741)	-26.1%
Scholarships	4,795,000	2,424,574	50.6%	4,567,500	2,457,935	53.8%	(33,360)	-1.4%
Total	\$ 117,379,940	\$ 51,760,427	44.1%	\$ 110,749,702	\$ 49,887,337	45.0%	\$ 1,873,090	3.8%
Auxiliary Enterprises								
Campus Store	\$ -	\$ -	0.0%	\$ 6,000,000	\$ 3,421,373	57.0%	\$ (3,421,373)	-100.0%
Student Activities	4,209,935	1,094,257	26.0%	2,645,000	995,028	37.6%	99,230	10.0%
Other Auxiliary Enterprises	4,790,065	2,216,614	46.3%	4,565,000	1,934,418	42.4%	282,196	14.6%
Total	\$ 9,000,000	\$ 3,310,872	36.8%	\$ 13,210,000	\$ 6,350,819	48.1%	\$ (3,039,947)	-47.9%
Restricted								
Institutional Grants	\$ 5,978,380	\$ 2,596,303	43.4%	\$ 3,306,747	\$ 1,677,167	50.7%	\$ 919,136	54.8%
State Student Grants	3,241,460	1,622,347	50.0%	3,250,000	1,612,557	49.6%	9,789	0.6%
Total	\$ 9,219,840	\$ 4,218,650	45.8%	\$ 6,556,747	\$ 3,289,724	50.2%	\$ 928,926	28.2%
TOTAL EXPENDITURES	\$ 135,599,780	\$ 59,289,948	43.7%	\$ 130,516,449	\$ 59,527,880	45.6%	\$ (237,932)	-0.4%

**TULSA COMMUNITY COLLEGE
EXPENDITURE SUMMARY BY CATEGORY
FOR THE PERIOD ENDING DECEMBER 30, 2018 AND DECEMBER 30, 2017**

	DECEMBER FY19			DECEMBER FY18			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
EDUCATION AND GENERAL								
Salaries & Wages								
Faculty	\$ 18,078,150	\$ 7,004,388	38.7%	\$ 17,998,337	\$ 7,134,703	39.6%	\$ (130,314)	-1.8%
Adjunct Faculty	10,000,000	5,183,664	51.8%	10,000,000	5,513,642	55.1%	(329,978)	-6.0%
Professional	10,337,866	5,147,330	49.8%	9,632,198	5,478,754	56.9%	(331,424)	-6.0%
Classified Exempt	4,955,733	1,650,865	33.3%	4,800,733	1,698,667	35.4%	(47,802)	-2.8%
Classified Hourly	15,693,153	7,450,844	47.5%	15,374,028	6,771,432	44.0%	679,412	10.0%
TOTAL	\$ 59,064,902	\$ 26,437,091	44.8%	\$ 57,805,296	\$ 26,597,197	46.0%	\$ (160,106)	-0.6%
Staff Benefits	\$ 21,492,788	\$ 9,939,093	46.2%	\$ 21,015,421	\$ 9,518,479	45.3%	420,614	4.4%
Professional Services	2,848,500	1,146,942	40.3%	2,399,350	1,070,260	44.6%	76,682	7.2%
Operating Services	16,666,550	8,116,645	48.7%	17,173,135	6,924,959	40.3%	1,191,685	17.2%
Travel	683,700	188,877	27.6%	443,700	191,050	43.1%	(2,174)	-1.1%
Utilities	1,739,500	702,813	40.4%	1,745,700	633,346	36.3%	69,467	11.0%
Tuition Waivers	4,074,000	1,723,730	42.3%	3,720,000	2,331,471	62.7%	(607,741)	-26.1%
Scholarships	4,795,000	2,424,574	50.6%	4,567,500	2,457,935	53.8%	(33,361)	-1.4%
Furniture & Equipment	6,015,000	1,080,661	18.0%	1,879,600	162,638	8.7%	918,023	564.5%
TOTAL	\$ 117,379,940	\$ 51,760,427	44.1%	\$ 110,749,702	\$ 49,887,337	45.0%	\$ 1,873,090	3.8%
STUDENT ACTIVITIES								
Salaries & Wages								
Professional	\$ 220,000	\$ 154,622	70.3%	\$ 598,300	\$ 245,742	41.1%	\$ (91,121)	-37.1%
Classified Hourly	1,100,000	429,021	39.0%	636,900	308,845	48.5%	120,176	38.9%
Total Salaries & Wages	\$ 1,320,000	\$ 583,642	44.2%	\$ 1,235,200	\$ 554,588	44.9%	\$ 29,055	5.2%
Staff Benefits	\$ 500,000	\$ 224,891	45.0%	\$ 694,800	\$ 200,585	28.9%	\$ 24,306	12.1%
Professional Services	90,000	25,282	28.1%	59,319	23,692	39.9%	1,590	6.7%
Operating Services	564,000	236,437	41.9%	474,387	187,789	39.6%	48,648	25.9%
Travel	75,000	16,734	22.3%	40,000	16,344	40.9%	390	2.4%
Furniture & Equipment	1,700,000	2,561	0.2%	12,845	1,750	13.6%	811	46.3%
Items for Resale	51,000	4,710	9.2%	128,449	10,280	8.0%	(5,570)	-54.2%
TOTAL	\$ 4,300,000	\$ 1,094,257	25.4%	\$ 2,645,000	\$ 995,028	37.6%	\$ 99,230	10.0%
OTHER AUXILIARY ENTERPRISES								
Salaries & Wages								
Professional	\$ 60,000	\$ 30,500	50.8%	\$ 107,726	\$ 28,607	26.6%	\$ 1,893	6.6%
Adjunct Faculty	175,000	98,980	56.6%	167,786	126,933	75.7%	(27,953)	-22.0%
Classified Hourly	300,000	164,390	54.8%	271,752	153,136	56.4%	11,255	7.3%
Total Salaries & Wages	\$ 535,000	\$ 293,870	54.9%	\$ 547,264	\$ 308,675	56.4%	\$ (14,805)	-4.8%
Staff Benefits	\$ 90,000	\$ 41,654	46.3%	\$ 87,735	\$ 45,117	51.4%	\$ (3,463)	-7.7%
Professional Services	340,000	154,664	45.5%	115,010	102,704	89.3%	51,960	50.6%
Operating Services	1,550,000	839,747	54.2%	1,238,273	623,139	50.3%	216,607	34.8%
Travel	50,000	7,003	14.0%	-	20,152	0.0%	(13,150)	-65.3%
Utilities	650,000	291,478	44.8%	750,000	251,708	33.6%	39,770	15.8%
Scholarship & Refunds	4,000	2,484	62.1%	-	1,393	0.0%	1,091	78.3%
Bond Principal and Expense	1,450,000	568,482	39.2%	1,800,000	572,763	31.8%	(4,280)	-0.7%
Furniture & Equipment	30,000	17,233	57.4%	25,725	8,370	32.5%	8,863	105.9%
Items for Resale	1,000	-	0.0%	993	397	40.0%	(397)	-100.0%
TOTAL	\$ 4,700,000	\$ 2,216,614	47.2%	\$ 4,565,000	\$ 1,934,418	42.4%	\$ 282,196	14.6%