



**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, November 19, 2015 at 3:00 p.m. at Northeast Campus.**

Board Members Present: Paul H. Cornell, Robin F. Ballenger, Martin Garber, Ronald Looney and William McKamey

Board Members Absent: Larry D. Leonard

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

CALL TO ORDER

Board Vice Chair, Paul Cornell called the meeting to order at 3:00 p.m. The clerk gave the roll call. The meeting proceeded with a quorum.

APPROVAL OF THE MINUTES

A motion was made by Regent Garber and seconded by Regent Ballenger to approve the minutes of the regular meeting of the Tulsa Community College Board of regents held on Thursday, October 15, 2015, as presented. Roll call vote followed.

Yes: Cornell, Ballenger, Garber, Looney, McKamey

No: None

Abstentions: None

Absent: Leonard

Motion carried unanimously.

CARRYOVER ITEMS

There were no carryover items.

INFORMATIVE REPORT

President Goodson gave the report.

1. TCC in the News

- TCC and the Community Food Bank of Eastern Oklahoma welcomed Governor Mary Fallin to our Northeast Campus to kick-off her 2015 Feeding Oklahoma campaign. While on campus, a TCC student gave the Governor a tour of TCC's Northeast Campus food pantry to help students and their families.
- Dr. Brett Campbell's expanded role over Workforce Development was featured in an article. He discussed meeting with area employers and workforce agencies to establish training programs and academic curriculum to prepare TCC students and others for future employment opportunities.
- TCC's focus on workforce development continued with a Business Viewpoint for the Tulsa World. President Goodson outlined our current collaboration with partners and how we work with local, state and national workforce boards and professional organizations to identify the skills employers want.
- Three TCC students took part in a master class and worked with professional musicians who were in Tulsa for the Signature Symphony Pops concert. All of the students earned an opportunity to sing on stage during the Jerry Herman Broadway Legacy concert. In addition, Tulsa native Jason Graae (say Graw) talked with a class of musical theatre students at his alma mater, Edison Preparatory School while in Tulsa for the performances.
- Tulsa Mayor Dewey Bartlett and I held a news conference announcing TCC's selection in the Pathways Program funded by the Bill and Melinda Gates Foundation and led by the American Association of Community Colleges. We are one of 30 community colleges across the country to take part in this national education initiative designed to raise graduation rates.

2. Verbal Report

- Oklahoma Secretary of State Chris Benge visited with Professor Bud Turman's class at TCC Southeast Campus. His visit happened to be the same time as the lockdown drill. He said it was a somber experience and he planned to share his experience with Governor Fallin the following day.

- The TCC West Campus had hundreds of children and their parents at this year's WestFest. The event was a lot of fun and a huge success.
- Lindsay White, Director of Student and Community Engagement, has been named Oklahoma Campus Compact 2015 Community Engagement Professional of the year. The award recognized her for her help to create and support a variety of new and innovative methods to expand and promote service-learning and civic engagement at TCC.
- TCC hosted Making Information Meaningful, an information literacy conference in late Oct. on the Northeast Campus attracting about 100 librarians from the region. Dean of Libraries Paula Settoon created a coalition of librarians from TCC, NSU, OSU Tulsa, OU Schusterman, RSU, Jenks Public Schools and the Tulsa City-County Library to develop the conference.
- Strong winds caused some damage to the TCC Southeast Performing Arts Center for Education in mid-November when the exterior was ripped off and fell to a rooftop below. Costs are estimated between \$60,000 and \$100,000, and repairs are underway.
- This year's TCC holiday card was designed by Hannah Motto, a student in Professor Harriet Derrevere's class. I believe she is here with her professor and I would like to present her with a \$500 check from the TCC Foundation.

3. Student Success Update

Dr. Cindy Hess, Sr. Vice President and Chief Academic Officer, presented.

- The College joined the Achieving the Dream (AtD) in 2007 that promote practices known to increase student success. The College began the practice with a focus group of students who identified about 20 barriers to student success. The intervention proposed by staff was a modification of a course in Academic Strategies. The course solved 18 of the 20 barriers by orienting students to the college experience in areas such as study skills, time management and goal setting.
- First-time entering students in developmental education who were enrolled in Academic Strategies succeeded in coursework at a rate of 67% to 59% who did not enroll in Academic Strategies. Students enrolled in gateway courses succeeded at an even higher rate of 76% to 70%. The course has resulted in increased persistence from fall-spring, fall to fall and the three-year graduation rate.

- The course is not required for all first-time entering freshmen at this time, but is under consideration. However, Tulsa Achieves students are required to take the course.

ACADEMIC & POLICY COMMITTEE REPORT

Regent Ballenger gave the report.

1. Changes in Academic Programs

The Academic & Policy Committee recommended the following program changes.

New Programs/Options:

- Aircraft Dispatch Certificate – New program.
This new certificate combines courses from our existing aviation programs with two new courses (seven credit hours) to create a 17-hour certificate. Students who have completed our Air Traffic Control AAS will need only complete these two courses to obtain the certificate. A Professional Pilot student will need these two courses along with our Aviation Meteorology course to be awarded the certificate.
Reason: This certificate provides aviation students with an additional career path which is especially beneficial to Air Traffic Control graduates who may ‘age out’ at 31 before being accepted into the FAA Academy.

Program/Option Deletions/Suspensions:

- Diagnostic Medical Sonography Certificate – Suspend program.
Reason: This program was new in the 2014-2015 academic year. All Diagnostic Medical Sonography students opted to major in the AAS degree so there were no enrollments in the certificate last year. It will be suspended while the viability and need for a certificate is re-evaluated.
- Digital Media, Certificate – Delete all options. Reduce total credit hours from 37 to 22.
Reason: Students have not been enrolling or graduating with the Certificate. In the revised certificate, the core courses for the AAS in Digital Media will be retained along with controlled electives selected from key courses in each of the degree options. This will provide students with a stackable credential that will give them the courses needed for a beginning career in Digital Media and the option of

applying those credits to the AAS when they are ready for advanced studies and/or career advancement.

- International Language Certificate and Foreign Language AA, German option: Delete option.
Reason: Low enrollment and lack of full-time faculty.

Other Program/Option Requirement Changes:

- Biotechnology, AS: Move CHEM 2145 Organic Chemistry from required courses to controlled electives. Reduction in total credit hours from 67-62.
Reason: Students who take our Organic Chemistry and transfer to OSU must repeat the course because they teach it at the 3000 level.
- Diagnostic Medical Sonography, AAS: Remove DMS 2101 Medical Communication from curriculum. Lower lecture/credit hours in DMS 1224 Neurosonography & Small Parts Ultrasound by one credit hours. Reduction in total credit hours from 71 to 69.
Reason: To make adjustments in curriculum for this new program which began in the 2014-2015 academic year based on faculty feedback.
- Digital Media, AAS – Remove ART 2413 Typography I and ART 2423 Graphic Design I from the core courses required for this degree and move them to relevant options. Add two new JRMC courses – Voice and Articulation and Principles of Broadcasting and Electronic Media – to the Broadcast, Radio, and Multimedia Reporting Specialist options. No change in total credit hours.
Reason: The two core courses noted above are not relative to the Broadcast, Radio, and Multimedia Reporting Specialist options so they were moved from core to the appropriate options and the two new courses were added to support these three broadcasting-related options.
- Information Technology Certificate and AAS, Programming option: Add CSYS 2613 C# Programming to the required courses for this program and add a new course, CSYS 2783 Advanced C# Programming as a controlled elective. Realign required courses and controlled electives. No change in total credit hours.
Reason: To make the program more relevant to employer needs based on current trends in technology.
- Information Technology AAS, Systems Support Technician option: Add two new courses, CSYS 2943 Windows Server Advanced Administration

and CSYS 2953 Windows Server Advanced Services. Remove controlled electives and make all information technology courses required. Increase total credit hours from 60 to 63.

Reason: To better prepare our students for the Microsoft MCSA (Microsoft Certified Solutions Associate) certification which will give them an advantage in the labor force.

- Radiography, AAS: Add a new course, RADT 1211 Introduction to Radiography Laboratory, and adjust lecture and/or clinical hours in three other RADT courses. Total credit hours reduced from 72 to 70.
Reason: Changes are required for JCERT accreditation compliance.

A motion was made by the Academic & Policy Committee to approve the changes in academic programs. Roll call vote followed.

Yes: Cornell, Ballenger, Garber, Looney, McKamey

No: None

Abstentions: None

Absent: Leonard

Motion carried unanimously.

2. Submission of Purchases to the Board of Regents for Approval and Reporting Other Purchases

Vice Chairperson Cornell submitted the agenda item to the Board.

After reviewing the policy related to expenditure policy for all items of \$20,000 and over, master leases, construction contracts, and purchases of real property, the Administration and the Academic & Policy Committee recommended that the policy be revised and updated.

Attachment 1: Proposed and Revised Policy Statement

Attachment 2: Current Policy Statement

A motion was made by the Academic & Policy Committee to accept the academic program review reports for 2015. Roll call vote followed.

Yes: Cornell, Ballenger, Garber, Looney, McKamey

No: None

Abstentions: None

Absent: Leonard

Motion carried unanimously.

3. Acceptance of the Academic Program Review Reports for 2015

Regent Ballenger gave a summary of the program review reports that will be submitted to the Oklahoma State Regents for Higher Education as required. See attached Program Review Executive Summary.

A motion was made by the Academic & Policy Committee to accept the academic program review reports for 2015. Roll call vote followed.

Yes: Cornell, Ballenger, Garber, Looney, McKamey

No: None

Abstentions: None

Absent: Leonard

Motion carried unanimously.

COMMUNITY RELATIONS COMMITTEE REPORT

Regent Garber gave the report:

- Website redesign research and discovery phase was completed.
- The Foundation Board of Trustees met for their annual dinner. The Foundation elected Joan Parkhurst as Chair for 2016, and brought on five new trustees: Meredith Siegfried of NORDAM, David Stratton of JP Morgan, Ted Haynes of BlueCross & BlueShield of Oklahoma, Melinda Stinnett of Stinnett and Associates, and Shawn Slaton of Cherokee Nation Businesses.
- Signature Symphony at TCC will host a fundraiser on November 21 benefiting their music outreach program, Higher Scale.

PERSONNEL REPORT

President Goodson gave the report:

1. Information Items

President Goodson introduced recently appointed faculty and professional staff:

Dr. Diana Spencer, George Kaiser Family Foundation Endowed Chair for Undergraduate Research

Mary Cantrell, George Kaiser Family Foundation Endowed Chair for Concurrent Enrollment

2. Consent Agenda

President Goodson recommended approval of the consent agenda that included the following personnel items:

Appointments

Appointments of Full-time Faculty and Full-time Professional at pay grade 18 and above made since the last meeting of the Board of Regents of Tulsa Community College.

Sandra Cooper, Chief Human Resources Officer
Salary: \$113,000
Conference Center
Appointment Date: January 4, 2016

Kevin M. David, Provost and AVP Institutional Effectiveness
Salary: \$118,000
West Campus
Appointment Date: December 1, 2015

David J. LeCount, Assistant Professor of Entrepreneurship/GKFF
Endowed Chair
Salary: \$64,200
Metro Campus
Appointment Date: January 6, 2016

Retirement

Amanda H. Blackman, Associate Professor of Humanities, Liberal Arts
and Community Services
Northeast Campus
Effective Date: January 1, 2016

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

Yes: Cornell, Ballenger, Garber, Looney, McKamey

No: None

Abstentions: None

Absent: Leonard

Motion carried unanimously.

3. **TCC 457(b) Plan Administrative Committee & Chair Appointments**

According to Article VI of the TCC 457(b) Plan, which was approved by the Board of Regents at the October meeting, the Board of Regents makes the appointment of the members of the administrative committee of the TCC 457(b) Plan. The Board of Regents is also responsible for naming the Chair of the TCC 457(b) Plan administrative committee.

It was recommended that Shane Netherton, who is the Chair of the TCC 403(b) Plan Administrative Committee, be appointed to serve as the initial Chair of the Administrative Committee for the TCC 457(b) Plan. In addition, the Chair of the TCC Board Finance Committee serves as an ex-officio member on the committee.

It was recommended that the current members of the TCC 403(b) Plan Administrative Committee be appointed to serve as the initial members of the TCC 457(b) Plan Administrative Committee. The current members of the 403(b) Administrative Committee are: Brett Campbell, Patti Conroy, Craig Cook, Kaye Ellis, Pat Fischer, Christa Harris, Patrick Idwasi, Pamela Imhoff, Emily Morrison, Steven Woods, and Shane Netherton (Chair).

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, Looney, McKamey

No: None

Abstentions: None

Absent: Leonard

Motion carried unanimously.

CONSTRUCTION & PARKING COMMITTEE REPORT

Regent Looney gave the report.

- Riverside Aviation construction continues to progress.
- Southeast Campus Store construction estimated to complete December 21.
- Johnson Controls energy efficiency installations progressing well.

FINANCE COMMITTEE REPORT

1. **Purchase Item Agreements**

1a. **Ratification for Purchase of Furniture**

Authorization was requested to ratify a contract for the purchase of lounge, hallway, dressing room, gallery and office store furniture, and book storage gondolas to be installed in the newly remodeled Southeast Campus bookstore.

The Finance Committee recommended award of the contract to Workspace Resource in the amount of \$170,298.58 under the University of Oklahoma furniture contract #R-10122-14.

The **motion** from the Finance Committee was made to approve the purchase of store fixtures and roll call vote proceeded.

Yes: Cornell, Ballenger, Garber, Looney, McKamey

No: None

Abstentions: None

Absent: Leonard

Motion carried unanimously.

2. Monthly Financial Report

The financial report for October 2015 was recommended for approval by the Finance Committee.

The **motion** from the Finance Committee was made to approve the financial report for October 2015 and roll call vote proceeded.

Yes: Cornell, Ballenger, Looney and McKamey

No: None

Abstentions: None

Absent: Leonard

Motion carried unanimously.

OTHER NEW BUSINESS

There was no other new business.

PERSONS WHO DESIRE TO COME BEFORE THE BOARD

There were none.

EXECUTIVE SESSION

There was none.

ADJOURNMENT

The meeting adjourned November 19, 2015 at 3:54 p.m.

The next regular meeting of the Tulsa Community College Board of Regents will be held on Thursday, January 21, 2016, 3:00 p.m., in Room 1320 of the Southeast Campus, 10300 East 81st Street, Tulsa, Oklahoma.

Respectfully submitted,

Leigh B. Goodson
President & CEO

Larry D. Leonard, Chairman
Board of Regents

ATTEST:

Robin Flint Ballenger, Secretary
Board of Regents