TULSA COMMUNITY COLLEGE
Regular Meeting of the Tulsa Community College
Board of Regents
Thursday, January 22, 2015
Southeast Campus, Room 1320
10300 East 81st Street
Tulsa, Oklahoma
3:00 p.m.

MINUTES

I. ROLL CALL

A. Roll Call

II. OLD BUSINESS

A. Approval of the Minutes of Regular Meeting of the Tulsa Community College Board of Regents of Thursday, December 11, 2014

B. Carry Over Items

III. NEW BUSINESS

A. Informative Report

1. TCC in the News
2. Verbal Report

B. Academic & Policy Report

1. Changes in Academic Programs
2. Equal Opportunity
3. Family Medical Leave

C. Community Relations Report

D. Personnel Report

1. Retirement of Professional Staff Members
2. Ratification of Resignation of Professional Staff Member
3. Recommendation for Ratification of Employment of Professional Staff Members
4. Recommendation for Ratification of Employment of Part-Time Teaching Faculty for Credit Programs for Fall Semester, 2015
5. Recommendation for Ratification of Employment of Part-Time Teaching Faculty for Continuing Education for Fall Semester, 2015
6. Recommendation for Approval of Early Notice Incentive Program
7. Recommendation for Approval of Additional Assignments

(M O R E)

III. NEW BUSINESS (continued)

8. Recommendation for Ratification of Employment of Academic and Campus Services Evening/Saturday Coordinators
9. Recommendation for Ratification of Appointment of Instructional Center Assistants, Spring Semester 2015

E. Building & Grounds Report

1. Ratification of Change Order No. 1 to Houchin Electric Project No. 15001
2. Recommendation Regarding Interior Demolition of the Riverside Aviation Center

F. Financial Report

1. Recommendation Regarding Purchase Item Agreements

   a. Purchase of Data Processing Equipment
   b. Purchase of Microcomputers and Equipment
   c. Ratification for Purchase of Microcomputers
   d. Purchase of Facilities Equipment
   e. Purchase of Microcomputers
   f. Purchase of Landscaping & Irrigation Systems

2. Recommendation Regarding Academic Services Fee Changes
3. Monthly Financial Report for December 2014

G. Other New Business

H. 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.

I. 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. Litigation and Pending Investigation

   a. Confidential Report by College Legal Counsel

(M O R E)

IV. ADJOURNMENT

The next regular monthly meeting of the Tulsa Community College Board of Regents is scheduled for Thursday, March 12, 2015, 3:00 p.m. in Room I-232 of the West Campus, 7505 W. 41st Street, Tulsa, Oklahoma.

I. ROLL CALL

A. Roll Call of the Tulsa Community College Board of Regents

At the regular meeting of the Tulsa Community College Board of Regents held Thursday, January 22, 2015, at the Southeast Campus, the following attendance was recorded:

	PRESENT	ABSENT
William R. McKamey, Chairman		x
Paul H. Cornell, Vice Chairman	x	
Robin F. Ballenger, Secretary	x	
Martin D. Garber, Jr., Member	x	
Larry D. Leonard, Member	x	
Ronald S. Looney, Member		x
Masoud Moazami, Member	x	
TOTAL	5	2

Vice Chair Paul Cornell presided over the meeting since Chairman McKamey was travelling and unable to attend.

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

II. OLD BUSINESS
Approval of the Minutes
January 22, 2105

II. Old Business

A. Approval of the Minutes of the Regular Meeting of the Tulsa Community College Board of Regents of Thursday, December 11, 2014

It is the recommendation of the administration that the Minutes of the meeting of the Tulsa Community College Board of Regents of Thursday, December 11, 2014, be approved as presented.

attachment

MOTION: LEONARD

SECOND: BALLENGER

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

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Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

II. OLD BUSINESS
Carry Over Items
January 22, 2015

B. Carry Over Items

There were no carry over items.

CERTIFICATION:

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Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS

A. Informative Report

1. TCC in the News

In December TCC and Oklahoma State University announced a partnership to help more students move from an associate's degree to a bachelor's degree. TCC hosted OSU President Burns Hargis and OSU-Tulsa President Howard Barnett on the Metro Campus. The transfer agreements established nearly 20 new paths and strengthened 19 existing paths so students can complete an associate degree at TCC and transfer to complete a bachelor's degree. Each year, approximately 600 TCC students transfer to OSU.

A graduate from TCC's Registered Nurse program, and the mother of five, was featured in a Tulsa World newspaper article. The young woman got her certificate during a December graduation ceremony. The Community Action Project of Tulsa County and CareerAdvance, a work-readiness program, helped with the cost of school.

TCC hosted Chancellor Glen Johnson with the Oklahoma State Regents for Higher Education for his Tulsa regional legislative tour on January 13. The event was well attended with more than 80 people in the room. Several of the TCC regents attended along with two state regents, leaders from OSU-Tulsa, OU–Tulsa, OSU Center for Health Sciences, NSU, RSU and Langston–Tulsa along with several lawmakers.

President Obama's announcement regarding community colleges and free education opened the door for TCC to talk about Tulsa Achieves. The College received great media coverage from local media outlets, The Oklahoman and some out-of-state media outlets.

A selfie that Dr. Goodson took, along with some TCC international students, appeared in the Tulsa World with an article entitled *The Age of the Selfie*.

Tulsa Community College director of financial aid Karen Jeffers was interviewed for a story about filling out the Free Application for Federal Student Aid or FAFSA. She went over common mistakes and provided parents with some tips for the process.

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Secretary, TCC Board of Regents

III. NEW BUSINESS
Informative Report
January 22, 2015

2. Verbal Report

The December issue of *TulsaKids* named TCC as one of the Best Companies for Working Families for 2014. The College was selected along with 20 other companies representing banking/financial services, energy companies, non-profits, educational institutions, corporations and retail businesses.

Employees at the Conference Center raised more than 350 pounds of canned food during the holiday food drive which was donated to the Community Food Bank of Eastern Oklahoma.

TCC student Rebecca Miller has been selected as a Gates Millennium Scholar for the 2014 -2015 academic year. Ms. Miller is a Pre-Nursing major from Stilwell High School. The Gates Millennium Scholars Program, initially funded by a one billion dollar grant from the Bill and Melinda Gates Foundation, selects 1,000 scholars each year. Since the program's inception, more than $120,000 has been awarded to TCC students.

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Secretary, TCC Board of Regents

B. Academic & Policy Report

1. Changes in Academic Programs

Program/Option Deletions/Suspensions:

- Engineering AS, Electronics Technology option: Delete option.
  Reason: This curriculum was created for articulation to NSU's program which NSU has since terminated.

Other Program/Option Requirement Changes:

- Accounting AAS, Accounting Specialist options: Replace ACCT 2233 Financial Accounting Applications with ACCT 2393 Accounting Information Systems. Replace ACCT 2523 Accounting Software Applications with ACCT 2403 Income Tax II. No change in credit hours.

(continued next page)

MOTION FROM ACADEMIC & POLICY COMMITTEE FOR APPROVAL

NO SECOND NEEDED

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

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Secretary, TCC Board of Regents

1. Changes in Academic Programs (continued)

Other Program/Option Requirement Changes (continued):

- Accounting Certificate, Accounting Specialist option: Replace ACCT 2233 Financial Accounting Applications with ACCT 2393 Accounting Information Systems. Replace ACCT 2523 Accounting Software Applications with ACCT 2323 Intermediate Accounting II. No change in credit hours.
- Accounting Certificate, Payroll Administration Specialist option: Replace ACCT 2523 Accounting Software Applications with ACCT 2393 Accounting Information Systems. No change in credit hours.

  Reason for all Accounting changes: Financial Accounting Applications is a course originally designed to help students transition from manual ledgers to computers and is no longer needed. Since the Accounting Software Applications course is already required under the Accounting Software Application Specialist option, it is not needed in these options and the course replacements strengthen these three options.
- Diagnostic Medical Sonography AAS and Certificate: Replace PHYS 1013 Applied Medical Physics with ALDH 1013. No change in credit hours.
  Reason: This course is taught for allied health programs only so it will now be carried under the Allied Health subject code, ALDH rather than under PHYS (Physics).
- Environmental Science & Natural Resources AS: Replace ECON 2013 Principles of Macroeconomics with ECON 2023 Principles of Microeconomics. Remove several elective courses. Credit hours changed from 61-63 to 62-63.

  Reason: Changes will enhance student transfer to both OSU and RSU.

CERTIFICATION:

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Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Academic & Policy Report
January 22, 2015

1. Changes in Academic Programs (continued)

Regent Ballenger: The Academic and Policy Committee met prior to the board meeting and is recommending some changes to our academic programs. We are recommending that we delete the Engineering AS, Electronics Technology option, which was created for articulation to NSU's program that was terminated, but we still have an Electrical Engineering Technology program with a focus on electronics which transfers to OSU. Ms. Cyndie Marshall, academic program compliance specialist, will provide comments as to why some of the other changes were made.

Ms. Marshall: The reason for all the accounting changes is that courses designed to help students transition from manual ledgers to computers are no longer needed or taught. We are replacing this course in the Accounting Specialist option, for both the AAS and Certificate, with the Accounting Information Systems course. This course provides a study of alternative accounting systems and practice using accounting software which is more relevant today. Since the Accounting Software Applications course provides an in depth study of an accounting software package and is already required under the Accounting Software Application Specialist option, it is not needed for the Payroll Administration and Accounting Specialist options and the course replacements noted above strengthen the curriculum in these options.

The Changes in the Environmental Science and Natural Resources AS degree will enhance student transfer to both OSU and RSU. This is the result of recent articulation meetings with both schools.

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Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Academic & Policy Report
January 22, 2015

2. Equal Opportunity

After reviewing the current Tulsa Community College Board of Regents' policy regarding Equal Opportunity, the Regents' Academic and Policy Committee recommends this policy be updated.

Attachment 1 is the proposed and revised policy statement for Equal Opportunity.
Attachment 2 is the current policy statement for Equal Opportunity.

Regent Ballenger: In order to keep current with equal opportunity policies, we are adding the phrase gender identity to the College's Equal Opportunity policy.

MOTION FROM ACADEMIC & POLICY COMMITTEE FOR APPROVAL

NO SECOND NEEDED

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

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Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

Equal Opportunity

Tulsa Community College is committed to establishing an environment for its students and employees that fosters inclusion, values equity and diversity, embraces and respects the dignity of people, and provides equal educational and employment opportunity.

The College does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, status as a veteran, sexual orientation, gender identity, genetic information, or any other basis protected by applicable discrimination law in its policies, practices or procedures. This includes, but is not limited to admissions, employment, financial aid and educational programs, activities or services. To do so, the College will develop procedures, practices and guidelines that comply with applicable federal and state discrimination law.

Legal references:

Title IV of the Civil Right Acts of 1964
Executive Order 11246 amended
Title IX of the Education Amendments of 1972
Other appropriate federal laws and regulations

4128 Equal Opportunity

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Adopted: August 12, 1970
Revised: August 13, 1980
Revised: September 9, 1992
Revised: February 16, 2011

Legal reference:

Title IV of the Civil Right Acts of 1964
Executive Order 11246 amended
Title IX of the Education Amendments of 1972
Other appropriate federal laws and regulations

III. NEW BUSINESS
Academic & Policy Report
January 22, 2015

3. Family Medical Leave

After reviewing the current Tulsa Community College Board of Regents' policy regarding Family Medical Leave the Regents' Academic and Policy Committee recommends this policy be updated.

Attachment 1 is the proposed and revised policy statement for Family Medical Leave.
Attachment 2 is the proposed administrative procedures for Family Medical Leave.
Attachment 3 is the current Family Medical Leave policy statement.

MOTION FROM ACADEMIC & POLICY COMMITTEE FOR APPROVAL

NO SECOND NEEDED

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

CERTIFICATION:

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Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

3. Family Medical Leave (continued)

Ms. Pat Fischer (associate vice president for human resources): In order to keep current with the federal Family Medical Leave Act (FMLA) we are updating the College's Family Medical Leave Policy. The Family Medical Leave Act was passed in 1993 to provide employees with job protection in the case of extended absences from work due to the birth or adoption of a child, a personal illness, or the illness of a close family member. At that time, the Board approved a policy statement as required by the law and the College has been administering the policy according to the law since that time. As is normal, federal law is often modified either by case law or amendments to the law which has happened in this situation. The revision being presented updates our policy to keep it in compliance with the law and separates policy from procedure, as we have been doing over the past seven to eight years.

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Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

Family Medical Leave

The Family Medical Leave Act of 1993 (FMLA) provides employees special job protection when balancing work responsibilities with the demands of personal illness, injury or in caring for family members.

The Act provides employees with twelve (12) weeks of job protected leave for the following reasons:

- time off to care for a new born child;
- adoption or foster care placement of a child;
- employee's own serious health condition;
- care for an immediate family members serious health condition;
- a qualifying exigency arising out of the fact that a qualifying family member is on covered active duty; or
- twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the servicemen's spouse, son, daughter, parent or next of kin.

The President and Chief Executive Officer of Tulsa Community College or designee is directed to develop, maintain and facilitate procedures that will provide compliance to the Family Medical Leave Act.

Legal Reference: FMLA Section 109 (29 U.S.C Chapter 28)

Family Medical Leave Procedures

The Family Medical Leave Act of 1993 (FMLA) ensures employees special job protection when balancing work responsibilities with the demands of personal illness, injury or in caring for family members.

The purpose of employees applying for Family Medical Leave (FML) is to protect their job within the rights of the FMLA. FML is taken concurrently with other college leave benefits. Once you have exhausted all your paid leave, FML becomes unpaid leave time. Depending on individual circumstances of the leave, faculty and staff will be required to exhaust any accrued leave which may consist of paid Sick Leave, Vacation, Personal Circumstance Leave, Extenuating Circumstances Leave and Worker's Compensation leave prior to being unpaid. In the applicable situation, Compassionate Leave, sick leave sharing bank, organ/bone marrow donation leave and Worker's Compensation may apply to the FML.

FML provides twelve (12) weeks (480 hours) of protected leave to employees who meet the qualifications. The FMLA benefit year will be based on the fiscal year, twelve (12) month period, measured from July 1st to June 30th each year.

To be eligible for FML, an employee must have been employed with the college for twelve (12) months, which need not be consecutive; must have at least 1,250 hours of service within the previous twelve (12) months, as of the beginning of the fiscal year; and work at a location with 50 or more employees within a 75 mile radius.

To qualify for FML, employees must complete the necessary forms and certifications and take leave for one of the following reasons:

1. Prenatal medical care or birth of a child and to bond with the newborn child within one year of the birth;
2. The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of the placement;
3. For the employee's own serious health condition that makes the employee unable to perform the functions of his or her job;
4. For care of an immediate family member who has a serious health condition;
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty.

Military Family Leave Entitlements

FML includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on a temporary disability retired list for a serious injury or illness or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the

five (5) year period prior to the first date the eligible employee takes FML to care for the covered veteran and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness.

The FMLA definition of a "serious injury or illness" for current service members and veterans are distinct from the FMLA's definition of a "serious health condition."

Employee Responsibilities
When feasible, employees should give a 30 day notice to their supervisors when requesting leave. When 30 days' notice is not possible, the employee must provide notice as soon as practical.

To be approved and protected under the FMLA, employees must return the necessary medical certification paperwork supplied by Human Resources which will need to be completed by a licensed physician. Medical certification may be required prior to approval of leave, indicating the employee is unable to perform their job or the employee is needed to provide care for a family member. Continued medical certification may be required but not more frequently than every 30 days unless the college has reason to believe the employee is able to return to work. Leave may be denied if the employee fails to provide the required medical certification.

A medical release from the treating physician will be required prior to an employee returning to work.

Employer Responsibilities
The College will notify employees requesting leave whether they are eligible under the FMLA. The notice will specify any additional information required as well as the employee's rights and responsibilities. If an employee is not eligible for FML, the reason(s) will be defined in the notice.

Coordination of Leave
If a husband and wife both work for the college and each wish to take leave for the birth of a child, placement of a child for adoption or foster care, the husband and wife may only take a combined total of twelve (12) weeks of leave. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child. Additionally, if both a husband and wife work for the college, the husband and wife may only take a combined total of 26 weeks of qualifying exigency leave.

Definition of a Serious Health Condition
Under the FMLA, a serious health condition is an illness, injury, impairment, physical or mental condition that requires either inpatient care or involves continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. A serious health condition does not include short-term conditions which may require brief treatment or recovery of less than

three (3) calendar days or voluntary or cosmetic treatments that are not considered medically necessary.

Definition of Immediate Family Member
An immediate family member will be interpreted to mean the father, mother, spouse or domestic partner, child, sister or brother of the employee (or other person who occupies such positions in the family). An employee may be needed to provide care to the family member, for example:

- When the family member is unable to care for his or her own medical, safety or other needs, because of the serious health condition or needs help in being transported to the doctor; or
- To provide psychological comfort and reassurance to the family member with a serious health condition.

Definition of Qualifying Exigency on a Covered Active Duty
Qualifying exigencies are situations arising from the military deployment of an employee's spouse, son, daughter, or parent to a foreign country. Qualifying exigencies for which an employee may take FML include:

- Making alternative child care arrangements for a child of the military member when the deployment of the military member necessitates a change in the existing child care arrangement;
- Attending certain military ceremonies and briefings;
- Taking leave to spend time with a military member on rest and recuperation leave during deployment;
- Making financial or legal arrangements to address a covered military member's absence;
- Activities related to the care of the parent of the military member while the military member is on covered active duty;
- An employee may take qualifying exigency leave for the deployment of a son or daughter of any age.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. Eligible employees include current members of the Armed Forces, including a member of the National Guard or Reserves or a veteran who is temporarily discharged or released under conditions other than dishonorable.

Use of Intermittent Leave
Employees are not required to use leave in one block of time. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees should make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt college operations.

Benefits and Protection
During FML, employees will retain health coverage under any "group health plan" on the same terms as continuing to work. While on leave, the college will pay medical premiums incurred for employee coverage only.

Employees failing to return to work from unpaid leave, except where health conditions will not permit or death, may be required to reimburse the college for premiums paid on behalf of the employee during the extended leave.

Time on leave of absence without pay may not count toward credited service for Oklahoma Teachers Retirement (OTRS) purposes. In these instances, the rules of the Oklahoma Teachers Retirement System will prevail.

Returning from Family Medical Leave
Medical proof of a full release to return to work will be required prior to an employee returning to work. Any release with restrictions must be approved by Human Resources prior to the employee returning to work.

Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms. Use of FML cannot result in the loss of any employment benefit that accrued prior to the state of the employee's leave. Key employees ranking in the top 10% of the highest paid employees at the College may be excluded from the job guarantee provision if there are reasons justifying such an action.

Employees will be required upon return from leave to reimburse the college for any pending insurance premiums paid that were a normal deduction from the employee's payroll. While on leave, employees will normally pay for their premiums on a payroll-by-payroll basis or through direct bill. Any pending premiums due will be deducted from the employee's paycheck upon return from leave.

Exhaustion of Family Medical Leave
Other appropriate College leave policies may run concurrently with the provisions of FMLA. Once an employee has exhausted eligibility under FMLA, the employee must return to work promptly or pursue additional paid or unpaid leave consistent with another College approved leave of absence.

The college will not interfere with, restrain or deny the exercise of any right provided under the FMLA and the college will not discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to the FMLA.

Exceptions
The authority to grant exceptions to one or more of these policies and procedures is vested in the Office of the President.

4118 Extended Family and Medical Leave

Upon written request by an employee, the College will grant up to 12 weeks (480 hours) of unpaid leave during any 12-month period to each full-time staff member, either professional or classified, for the birth of a child in order to care for such child, for the placement of a child with the employee for adoption or foster care, in order to care for a child or spouse or parent who has a serious health condition, or because of a serious health condition that makes the employee unable to perform the functions of the employee's job. Spouses who are both employed by Tulsa Community College will be entitled to a total of 12 weeks of leave between them per 12-month period for the birth, adoption or foster care of a child, or to care for a sick parent.

To be eligible for leave, the employee must have been employed by Tulsa Community College for at least 12 months and must have worked at least 1,250 hours during the same 12-month period.

During leave for a serious health condition of the employee or family member, the employee must provide from a licensed physician sufficient written certification of the medical necessity.

It is the intent of the College to coordinate its existing sick, family care, and maternity leave with the 12-week family and medical leave. In cases involving the birth or placement of a child, the employee must substitute any maternity leave for any part of the 12-week period of such leave. When the leave is due to a serious health condition of the employee, the employee must substitute any accrued sick leave for any part of the 12-week period of such leave. When the leave is due to serious illness of a child, parent, or spouse of the employee, the employee must substitute any of the three days of paid family care leave for any part of the 12 weeks of unpaid leave.

An employee may not take leave for the birth or placement of a child on an intermittent or reduced leave basis unless the College and the employee agree otherwise. An employee may take medical leave intermittently, or on a reduced leave schedule, when medically necessary. The medical certification must include the expected dates for and planned duration of the medical treatment as well as a statement of the necessity for the intermittent leave.

The College may require the employee to transfer temporarily to an equivalent position that will better accommodate recurring periods of leave. Family leave may be taken intermittently only if the College and the employee agree. Aggregate intermittent family leave shall not exceed 12 weeks in any 12-month period.

An employee on medical leave will be required to furnish the College with a statement from a licensed physician authorizing the employee to return to work. Employees on family leave shall return to work on a pre-approved return date. The employee shall be reinstated in the same or a similar position, provided the employee returns to work within 12 weeks.

Coverage under the College's Medical, Dental, Life and Long Term Disability Insurance Program will continue during approved family leave. The College may require the employee to refund all premiums paid on behalf of the employee if the employee fails to return for reasons other than the serious health condition of the employee or an immediate family member. The employee will be responsible for the payment of all employee-paid insurance premiums during leave.

In any case in which the necessity for family or medical leave is foreseeable, family or medical leave shall be requested, in writing, through submission of the "Leave Request Form" by the employee to his or her immediate supervisor at least 30 days prior to the commencement of the requested leave.

Adopted: June 9, 1993

C. Community Relations Report

Regent Garber: The Community Relations Committee met early in January. There has been a great push in the marketing campaign for spring enrollment, including social media, mail, radio and TV campaigns. Five direct mail postcards included information on spring enrollment support, financial aid availability, work-ready graduates, and the Tulsa Achieves program.

The Oklahoma's Promise program, is a unique program set up by the Oklahoma Legislature for 8th, 9th, and 10th grade students that will help pay for their college education if their parents' income is $50,000 or less at the time the student applies for the program. It provides a free college experience and is a critical financial resource for hundreds of TCC students who might otherwise not be able to afford college each year. The regents received copies of a Promise Fact Sheet and TCC Legislative Sheets that were created to provide support for public and legislative affairs efforts.

Tulsa Achieves received additional recognition throughout the local area in response to President Obama's proposal to make community colleges free. In order to increase awareness of TCC's program and position TCC as a leader in addressing access and degree attainment, the External Affairs staff crafted a media statement and talking points for Dr. Goodson, which generated significant, television, radio and print newspaper coverage including locally, statewide and regionally. Currently, TCC can provide free college tuition and fees to the 8,000 or so students that have attended or are attending TCC through Tulsa Achieves. If, under the President's proposal, tuition is offered to thousands of other students, we need to know where the funds will come from to support it.

The Office of Sponsored Programs pursued multiple funding opportunities including the development of a "Blue Book" to advance its strategic planning for current and future funding opportunities at the state and federal level. This program book will reflect TCC success and outcomes with existing grants and include future needs opportunities for grant consideration. The book is being developed in draft form for an upcoming visit by Dr. Goodson to Washington for key meetings with Senator Inhofe, Representatives Cole and Mullins as well as officials from AACC.

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Community Relations Report
January 22, 2015

C. Community Relations Report (continued)

The University of Oklahoma Contract for the *u r NASA* sub-award was finalized. Project u r NASA is a new grant for $203,805 over the course of two years. Community college students will engage in a dynamic program that uses an innovative NASA Challenges curriculum and follows the Undergraduate Research ("u r") model, preparing them for university transfer into traditionally low enrollment STEM majors.

The Foundation Executive Committee begins the New Year under new leadership with: Pierce Norton II, chair; Joan Parkhurst, vice-chair; and Alana Hughes, secretary/treasurer.

The Foundation's Annual Believe in TCC Campaign will launch in February. The Campaign has already received a generous lead gift of $100,000 from Ruth Nelson. This is the first time the campaign has been launched with a lead gift from a private donor.

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Personnel Report
January 22, 2105

D. Personnel Report

1. Retirement of Professional Staff Members

It is the recommendation of the administration that the following retirements be approved as per attached information.

A. Ms. Diana Klinghagen - Academic Counselor, Northeast Campus, Effective February 1, 2015

B. Ms. Laura Hunt - Associate Professor Computer Information Systems, Southeast Campus, Effective July 31, 2015

attachment

MOTION: BALLENGER

SECOND: GARBER

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

TULSA COMMUNITY COLLEGE

November 21, 2014

Dear Lennette,

Please accept this letter as formal notification of my intent to retire effective February 1, 2015. This should allow my Oklahoma Tulsa Teacher's Retirement to begin February 1, 2015.

It is with sadness that I leave Tulsa Community College as I have greatly enjoyed my sixteen years here. I will always treasure the professional and personal friendships that I have made with TCC employees and international students.

Sincerely,

Diana Klinghagen

Diana Klinghagen

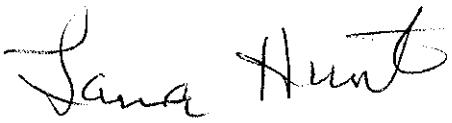
Tulsa Community College

December 3, 2014

Dave Poth
Associate Dean
Business Information Technology Division
Southeast Campus
Tulsa Community College

Dear Dave,
Please accept this letter as notification of my intent to retire effective July 31, 2015. This should allow my Teacher Retirement to begin August 1, 2015. It has been a hard decision, I have enjoyed my thirty years as a member of the faculty and shall cherish the friendships that I have made at TJC/TCC. I do plan on continuing support for Tulsa Community College's pursuit of academic excellence.

Sincerely,



Laura Hunt IT, Associate Professor
Tulsa Community College, SEC
10300 E 81 St S
Tulsa, OK 74133
918 595-7610
laura.hunt@tulsacc.edu

III. NEW BUSINESS
Personnel Report
January 22, 2015

2. Ratification of Resignation of Professional Staff Member

It is the recommendation of the administration that the following resignation be ratified as per attached information.

A. Dr. Elmer Godeny - Associate Dean Science & Mathematics, West Campus, Effective January 2, 2015

attachment

MOTION: GARBER

SECOND: LEONARD

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

INTEROFFICE MEMORANDUM

TO: PEGGY DYER
PROVOST, TCC WEST CAMPUS

FROM: ELMER GODENY
ASSOCIATE DEAN OF SCEINCE AND MATHEMATICS
TCC WEST CAMPUS

SUBJECT: RESIGNATION
DATE: DECEMBER 17, 2014

I would like to thank you for the opportunity of working at the TCC West Campus. It has been a wonderful three years. The people at TCC, and the West Campus in particular, have been great and seem like a family. However, I have accepted the Dean of STEM position at Atlantic Cape Community College in Mays Landing, New Jersey. Therefore, I am submitting this letter of resignation as Associate Dean of Science and Mathematics at the TCC West Campus. I am planning to work at TCC up to and including January 2, 2015 as my first day at Atlantic Cape Community College will be January 5.

If you need additional information, please let me know.

Elmer Godeny

III. NEW BUSINESS
Personnel Report
January 22, 2015

3. Recommendation for Ratification of Employment of Professional Staff Members

It is the recommendation of the administration that the following professional staff members' employment be ratified as per attached information.

A. Ms. Jessica McQueen - Student Activities Specialist, Northeast Campus

B. Ms. Emily A. Tichenor - Library Director, Northeast Campus

(continued next page)

MOTION: GARBER

SECOND: BALLENGER

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Personnel Report
January 22, 2015

3. Recommendation for Ratification of Employment of Professional Staff Members

C. Ms. Cindy E. Barton	- C4C Program Manager & GKFF Endowed Chair, Center for Creativity
D. Ms. Eileen L. Kenney	- Director Development, Conference Center

attachment

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

3. Recommendation for Ratification of Employment of Professional Staff Members (continued)

It is the recommendation of the administration that the following professional staff member's employment be ratified as per attached information.

A. Jessica McQueen	- Student Activities Specialist (replacement position) Northeast Campus
Term of Employment	- Balance of contract for the 2014-2015 fiscal year from January 12, 2015, through June 30, 2015 Annual Salary: $33,564.00
Education	- B.A., Rogers State University, Claremore, Oklahoma
Experience	- Administrative Assistant II, Tulsa Community College, Tulsa, Oklahoma, 2 years Authorized Cricket Dealer, Platinum Wireless, Owasso, Oklahoma, 2 years Public Relations Student Worker, Rogers State University, Claremore, Oklahoma, 2 years

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

3. Recommendation for Ratification of Employment of Professional Staff Members (continued)

It is the recommendation of the administration that the following professional staff member's employment be ratified as per attached information.

B. Emily A. Tichenor	- Library Director (replacement position) Northeast Campus
Term of Employment	- Balance of contract for the 2014-2015 fiscal year from January 12, 2015, through June 30, 2015 Annual Salary: $50,939.00
Education	- MLIS, University of Oklahoma, Tulsa, Oklahoma B.A., Oklahoma State University, Stillwater, Oklahoma
Experience	- Manager, Tulsa City-County Library, Broken Arrow, Oklahoma, 1 year Service Coordinator, Tulsa City-County Library, Tulsa, Oklahoma, 1 year Teen Associate, Tulsa City-County Library, Tulsa, Oklahoma, 1 year Library Tech III, University of Oklahoma, Tulsa, Oklahoma, 3 years

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

3. Recommendation for Ratification of Employment of Professional Staff Members (continued)

It is the recommendation of the administration that the following professional staff member's employment be ratified as per attached information.

C. Cindy E. Barton	- C4C Program Manager & GKFF Endowed Chair (additional position) Center for Creativity
Term of Employment	- Balance of contract for the 2014-2015 fiscal year from January 20, 2015, through June 30, 2015 Annual Salary: $54,000.00
Education	- M.S., Oklahoma State University, Stillwater, Oklahoma B.S., East Central University, Ada, Oklahoma
Experience	- Publications Specialist, Tulsa Community College, Tulsa, Oklahoma, 9 years Assistant Editor, Sapulpa Daily Herald, Sapulpa, Oklahoma, 1 year

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

3. Recommendation for Ratification of Employment of Professional Staff Members (continued)

It is the recommendation of the administration that the following professional staff member's employment be ratified as per attached information.

D. Eileen L. Kenney	- Director Development (replacement position) Conference Center
Term of Employment	- Balance of contract for the 2014-2015 fiscal year from January 2, 2015, through June 30, 2015 Annual Salary: $77,500.00
Education Data	- M.S., Oklahoma State University, Stillwater, Oklahoma B.S., Oklahoma State University, Stillwater, Oklahoma
Experience	- Interim Director of Development, TCC Foundation, Tulsa, Oklahoma, ½ year Development Coordinator, TCC Foundation, Tulsa, Oklahoma, 1 ½ years Director of Enrollment Services, Tulsa Community College, Tulsa, Oklahoma, 6 years Associate Director of Admissions, Oklahoma State University, Stillwater, Oklahoma, 2 years Coordinator of Undergraduate Admissions, Oklahoma State University, Stillwater, Oklahoma, 5 years Director of Enrollment Management, Seward County Community College, Liberal, Kansas, 3 years

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Personnel Report
Jnauary 22, 2015

4. Recommendation for Ratification of Employment of Part-Time Teaching Faculty for Credit Programs for Fall Semester 2015

It is the recommendation of the administration that the list of part-time teaching faculty for credit programs be ratified as indicated.

attachment

MOTION: BALLENGER

SECOND: GARBER

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Personnel Report
January 22, 2015

Teaching Faculty - Fall, 2015

Name	Course	Credit Hours
Adams, Kimberly J	PSYC 1113 CRN 11627 Introduction to Psychology	3.00
*Duncan, Jennifer L	BIOL 1383 CRN 11597 Nutrition	3.00
Friend, Joy L	HSVC 2701 CRN 15428 Introduction to Play Therapy	1.00
Lindle, Cheryl L	SOCI 1113 CRN 11501 Introduction to Sociology	3.00
Pena-Ramirez, Andres C	SPAN 2473 CRN 15513 Medical Interpreting Skills	3.00
*Rowe, Thomas E	ESLG 0991 CRN 15211 ESL TOEFL Reading Prep 1	.10
	ESLG 0991 CRN 15212 ESL TOEFL Grammar Prep 1	.10
*Walker, Christopher K	PHED 2212 CRN 12778 First Aid	2.00

*Full Time Employee #Team Taught

Total number of instructors this report 7

Total number of instructors this semester 1006

III. NEW BUSINESS
Personnel Report
January 22, 2015

5. Recommendation for Ratification of Employment of Part-Time Teaching Faculty for Continuing Education Programs for Fall Semester 2015

It is the recommendation of the administration that the list of part-time teaching faculty for continuing education programs be ratified as indicated.

attachment

MOTION: LEONARD

SECOND: GARBER

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Personnel Report
January 22, 2015

Teaching Faculty - Fall, 2015

Name	Course	Contact Hours
Clouser, Stephen R	CEPH 1060 CRN 70259 Intro To Copyright Law For	2.00
Green, Natalie M	CEPH 1003 CRN 70052 Photography Level Three	12.00
	CEPH 1015 CRN 70051 Where To Begin - Wedding Photo	12.00
*Jostes, Matthew W	CEPH 1078 CRN 70049 Advanced Digital Editing II:Ph	9.00
Mankins, Alisa M	CEPC 1000 CRN 70008 Foodservice Managers Cert	12.00
*Rowe, Thomas E	CECR 0050 CRN 70239 Intermediate TOEFL Reading Pre	14.40
	CECR 0080 CRN 70095 ESL TOFEL Grammar Prep I	14.40
Winford, Kelly L	CECB 2091 CRN 70258 Blue Stone Excel 2010	14.00

*Full Time Employee #Team Taught

Total number of instructors this report 6

Total number of instructors this semester 54

III. NEW BUSINESS
Personnel Report
January 22, 2015

6. 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 2016 academic year. The Incentive would offer a one-time payment of $2000 to a full-time employee who submits an irrevocable letter of retirement by March 1, 2015, and retires between May 1, 2015 and September 1, 2015.

Dr. Goodson: This is not an early retirement benefit program. This recommendation is specifically designed to encourage employees to provide notice of their impending retirement so we may better plan for the 2016 academic year.

As discussed previously with the regents, the board format will change to a new format to be presented at the March meeting. We will be changing to a consent agenda format which should make future board meetings more efficient.

attachment

MOTION: GARBER

SECOND: LEONARD

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

Early Notice Incentive

Tulsa Community College is offering an Early Notice Incentive to employees who are planning to retire from the College this year. This Incentive will allow the College to thoughtfully and effectively recruit, hire, and prepare for the new academic year.

The Early Notice Incentive will be $2,000.00 for employees who meet the following criteria:

- Eligible to retire based on OTRS eligibility rules;
- Submit an irrevocable letter of retirement no later than March 1, 2015 at 5:00 p.m. to the Associate Vice President of Human Resources;
- Submit the Intent to Participate in the Early Notice Incentive form with the irrevocable letter of retirement;
- Retire between May 1, 2015 and September 1, 2015.

The Early Notice Incentive will be paid following the final regular pay check received and will be taxed as regular taxable income according to IRS regulations.

III. NEW BUSINESS
Personnel Report
January 22, 2015

7. Recommendation for Approval of Additional Assignments

It is the recommendation of the administration that the following additional assignments be approved for spring semester 2015.

Name	Project	Pay
Robert Allen	Provide flight instruction for TCC Flight students	Three credit hours at the part-time rate
Mary Cantrell	Serve as Faculty Liaison for EXCELerate Composition classes	Four credit hours at the part-time rate

(continued next page)

MOTION: GARBER

SECOND: BALLENGER

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

7. Recommendation for Approval of Additional Assignments (continued)

Name	Project	Pay
Mary Phillips	Serve as Principal Investigator for the Project u r NASA Grant.	Three credit hours at the part-time rate*
Diane Potts	Serve as Part-time Faculty Coordinator for the Liberal Arts and Community Services Division	Three credit hours at the part-time rate

*Grant-funded project

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Personnel Report
January 22, 2015

8. Recommendation for Ratification of Employment of Academic and Campus Services Evening/Saturday Coordinators

It is the recommendation of the administration that the following be ratified for employment at the designated campuses as Evening/Saturday Coordinators for the spring semester 2015 with varied schedules.

The salary for this period will be based on the lab hourly rate of $22.74 per hour and the hours worked by each individual as scheduled by his/her respective supervisors. Evening hours will be from 6 p.m. to 9 p.m., Monday through Thursday. Saturday hours will vary based on the need of the location. The duties will include overall supervision of evening and Saturday classes, both credit and non-credit.

Katherine Bracy	-	Metro Campus
Kristie Coleman	-	Metro Campus

(continued next page)

MOTION: LEONARD

SECOND: GARBER

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

8. Recommendation for Ratification of Employment of Academic and Campus Services Evening/Saturday Coordinators (continued)

Michael (Doc) Doherty	-	Metro Campus
Nancy Shelton	-	Metro Campus
Yolanda (Lonni) Williams	-	Metro Campus
Keilah Deatherage	-	Northeast Campus
Michael Singleton	-	Northeast Campus
Norman (Randy) Dean	-	Southeast Campus
Gina Jackson	-	Southeast Campus
Jaclyn (Jackie) Pingatore	-	Southeast Campus
Tim DeGeer	-	West Campus
Carol Engman	-	West Campus
Gloria Kirkpatrick	-	Education Outreach Center

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Personnel Report
January 22, 2015

9. Recommendation for Ratification of Appointment of Instructional Center Assistants, Spring Semester 2015

Tulsa Community College is operating classes at various off-campus sites. The administration recommends that the following persons be ratified for employment at the designated sites for the spring semester 2015 as Instructional Center Assistants.

The salary for these positions is based on the established rate of $14.86 per hour and the hours worked as scheduled by his/her supervisors. The duties will include overall supervision of spring classes.

Ken Taylor	Conner Correctional Center
Terry Hardin	Glenpool Community Campus
Tammy Teague	Glenpool Community Campus
Bobby Dodd	Owasso Community Campus
Juanita Longhorn	Owasso Community Campus
Eileen Richardson	Owasso Community Campus

MOTION: BALLENGER

SECOND: GARBER

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Building & Grounds Report
January 22, 2015

E. Building & Grounds Report

1. Ratification of Change Order No. 1 to Houchin Electric Project No. 15001

The administration requests ratification of Change Order No. 1 to Houchin Electric Project No. 15001 to add $47,803.84 to the Southeast Switchgear Replacement Project contract. This change will increase the total amount of the contract to $486,620.24.

Regent Garber: After a scheduled Board approved maintenance project at Southeast Campus which replaced core electrical infrastructure, one of the three main power lines which feed the campus from PSO failed to re-energize. TCC staff alongside contractors with Houchin Electric quickly isolated the fault, purchased, and then replaced the impacted cable. However, the additional time and materials required for the project exceeded the total contract amount necessitating a request for the Board to ratify the original contract with Houchin Electric. This dollar amount reflects approximately 1,000 feet of cable purchased, installed, and then tested to from the 81st Street pole to the campus power plant. This was a mission-essential purchase required to maintain campus operations and restore power to the Southeast Campus.

MOTION FROM FINANCE COMMITTEE FOR APPROVAL

NO SECOND NEEDED

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

2. Recommendation Regarding Interior Demolition of the Riverside Aviation Center

In accordance with State statutes for bidding, Flintco solicited bids from sub-contractors for interior demolition of the Riverside Aviation Center per bid specifications and plans, which where were developed by GH2 Architects.

After careful consideration and evaluation of the bids by Flintco, and subsequently Tulsa Community College, it is the recommendation of the Construction Committee, that bid package No. 1 in the amount of $244,512.00 be accepted.

Regent Garber: As part of a previously Board approved initiative, this request for approximately $250,000 allows Flintco to begin demolition work at the Riverside Jones Aviation Hangar. The total cost of the project is still being assessed by architects and the construction management team. However, this approval effectively serves as the beginning of Phase I of the project and will be deducted from the overall project cost. As engineers confirm final pricing for the guaranteed maximum price, this approval allows the College to make progress on its construction timeline with the goal of finishing by the end of the calendar year.

MOTION FROM CONSTRUCTION COMMITTEE FOR APPROVAL

NO SECOND NEEDED

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER			abstain
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	4		1
MOTION CARRIED	x		

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Financial Report
January 22, 2015

F. Financial Report

1. Recommendation Regarding Purchase Item Agreements

a. Purchase of Data Processing Equipment

Authorization is requested to enter into a contract for the purchase of veterinary equipment for West Campus. This purchase consists of one (1) each portable digital x-ray equipment. This purchase was competitively bid by two (2) vendors, and selection was made on the basis of the best and lowest bid meeting specifications.

M C Imaging LLC	$ 96,500.00
Cuattro Imaging	$ 102,100.00

The Finance Committee recommends award of the contract to M C Imaging LLC in the amount of $96,500, funded by the Carl D. Perkins Career and Technical Education (PERKINS) Grant.

MOTION FROM FINANCE COMMITTEE FOR APPROVAL

NO SECOND NEEDED

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Financial Report
January 22, 2015

b. Purchase of Microcomputers and Equipment

Authorization is requested to enter into a contract for the purchase of microcomputers and supplementary equipment for West Campus mobile classrooms. This purchase consists of fifteen (15) each Hewlett Packard laptop computers, one (1) each Hewlett Packard desktop computer, one (1) each laptop charging station, one (1) each laser jet printer, one (1) each overhead projector, one (1) each interactive smart board, and one (1) each LED HDTV.

The Finance Committee recommends award of the contract to Computer Discount Warehouse (CDWG) in the amount of $21,203.85, under Oklahoma State Regents Contract No. C1401. This equipment is funded by the Carl D. Perkins Career and Technical Education (PERKINS) Grant.

MOTION FROM FINANCE COMMITTEE FOR APPROVAL

NO SECOND NEEDED

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Financial Report
January 22, 2015

c. Ratification for Purchase of Microcomputers

Authorization is requested to ratify a contract for the purchase of microcomputers for West Campus instruction in mobile classrooms. This purchase consisted of twenty-two (22) each Hewlett Packard laptop computers

The Finance Committee recommends award of the contract to Computer Discount Warehouse (CDWG) in the amount of $23,815.22, under Oklahoma State Regents Contract No. C1401.

MOTION FROM FINANCE COMMITTEE FOR APPROVAL

NO SECOND NEEDED

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Financial Report
January 22, 2015

d. Purchase of Facilities Equipment

Authorization is requested to enter into a contract for the purchase of facilities equipment for the West Campus barn. This purchase consists of one (1) each make-up air heater for use in HVAC mechanical systems

The purchase was informally bid by three (3) vendors, and selection was made on the basis of the best and lowest bid meeting specifications. Total purchase is $32,700.00.

Air Comfort	$ 32,700.00
Trane	$ 38,756.00
York Plumbing	$ 50,875.00

The Finance Committee recommends award of the contract to Air Comfort in the amount of $32,700.

MOTION FROM FINANCE COMMITTEE FOR APPROVAL

NO SECOND NEEDED

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Financial Report
January 22, 2015

e. Purchase of Microcomputers

Authorization is requested to enter into a contract for the purchase of micocomputers for use at the Southeast Campus. This purchase consists of twelve (12) each Hewlett Packard laptop computers, and one (1) each laptop charging station.

The Finance Committee recommends award of the contract to Government Connection in the amount of $23,222.77, under Educational and Institutional Cooperative consortium contract # CNR01141. This equipment is funded by the Carl D. Perkins Career and Technical Education (PERKINS) Grant.

MOTION FROM FINANCE COMMITTEE FOR APPROVAL

NO SECOND NEEDED

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Financial Report
January 22, 2015

f. Purchase of Landscaping & Irrigation Systems

Authorization is requested to enter into a contract for the purchase of landscaping and irrigation systems for use at Northeast, Southeast, and West Campuses. This purchase consists of the installation of irrigation systems and landscape plants.

The purchase was formally bid by three (3) vendors, and selection was made on the basis of the best and lowest bid meeting specifications. The low bid of $88,000 was a partial bid and not properly submitted.

Metro Landscape & Construction	$ 110,974.50
United Irrigation	$ 88,000.00
Northeastern Irrigation	$ 226,000.00

The Finance Committee recommends award of the contract to Metro Landscape & Construction in the amount of $110,974.50.

MOTION FROM FINANCE COMMITTEE FOR APPROVAL

NO SECOND NEEDED

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI	x		
TOTALS	5		
MOTION CARRIED	x		

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Financial Report
January 22, 2014

2. Recommendation Regarding Academic Services Fee Changes

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 Finance Committee recommends the following changes in academic services fees, to be effective in the fall semester of 2015:

New Fee

Course(s)	**Name of Fee**	**Proposed Fee**
All Blended Courses	Distance Learning (Blended)	$6/Credit Hour

Continued Next Page

MOTION FROM FINANCE COMMITTEE FOR APPROVAL

NO SECOND NEEDED

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI		x	
TOTALS	4	1	
MOTION CARRIED	x		

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

2. Recommendation Regarding Academic Services Fee Changes (continued)

Change in Existing Fee

Course(s)	Name of Fee	Proposed Change/Fee
PHED 2212	First Aid	From $8 to $27/Course
ITCV 1033, 2023, 2033, 2203, 2293 CSCI 1123, 1203, 1263, 1283, 1293, 1483, 2013, 2033, 2043, 2072, 2133, 2143, 2163, 2263, 2273, 2283, 2473, 2483, 2653, 2683, 2753, 2773, 2783, 2843, 2873, 2893, 2953 CSYS 1013, 1022, 1033, 1043, 1063, 1073, 1103,1133, 1153, 1203, 1393, 1443, 1793, 2013, 2023, 2033, 2063, 2073, 2153, 2223, 2273, 2293, 2323, 2343, 2383, 2413, 2433, 2463, 2493, 2503, 2523, 2533, 2543, 2553, 2563, 2573, 2583, 2603, 2613, 2623, 2643, 2673, 2683, 2703, 2713, 2733, 2753, 2763, 2793, 2813, 2823, 2843, 2853, 2863, 2873	Computer Information Systems Lab	From $15 to $12/Course
CSCI 0811, 1011,1531, 1541, 1551, 1561, 1571, 1641, 1711, 1721, 1901, and to New Courses – CSCI 0802, 1171, 1273, 2073; CSYS 1211	Computer Information Systems Lab	From $7 to $12/Course

(continued next page)

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I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

2. Recommendation Regarding Academic Services Fee Changes (continued)

Change in Existing Course/Fee

Course(s)	**Name of Fee**	**Proposed Change/Fee**
ACCT 2253, 2263, 2393, 2433, 2523, and to New Courses - ACCT 1411, 2233, 2343, 2383, 2443, 2463	Accounting Course Fee	From $7 to $12/Course
ITCV 2023	Computer Information Systems Lab Fee	From CSCI 2103 at $15/Course to ITCV 2023 at $12/Course.
All Online Courses	Distance Learning (Online and ITV)	From $10 to $12 Per Credit Hour
VETT 1183, 2313	Student Medical Insurance	Change Fee Name from Student Medical Insurance to Veterinary Technology Medical Insurance. Current fee will remain at $45/Course.

(continued next page)

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Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

2. Recommendation Regarding Academic Services Fee Changes (continued)

Existing Fees Added to New Courses

Course(s)	Name of Fee	Fee
MUSC 1191, 1192, 1471, 1472	Music Lessons Fee - Private (New Instrument)	$50/Credit Hour
NURS 1111, 1211, 2242, 2442 CVTC 1063, 2145 DMS 1242, 2148 FEMS 2418, 2521	Student Malpractice Insurance	$13/Course or Market Rate
NURS 1111, 1211 CVTC 1002 DMS 1002 FEMS 2418, 2521	Background Check	$49/Course or Market Rate
NURS 1111, 1211 CVTC 1002 DMS 1002 FEMS 2418, 2521	Drug Screening	$50/Course or Market Rate
NURS 1111, 1211 CVTC 1002 DMS 1002	Immunization Tracker	$35/Course or Market Rate
FEMS 2418	Immunization Tracker	$30/Course
FEMS 2521	Immunization Tracker	$80/Course

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I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

2. Recommendation Regarding Academic Services Fee Changes (continued)

Existing Fees Added to New Courses

Course(s)	Name of Fee	Fee
FEMS 2862	Assessment Fee	$25/Course
FEMS 2418	Assessment Fee	$20/Course
ART 2543, 2553, 2563	Art Lab	$12/Course
BIOT 2202	Science Lab	$22/Course
ELTE 1443	Electronics Lab Fee	From ELTE 1442 to 1443. From 2 to 3 credit hours. Current fee will remain at $12/Course.
ALTE 1443	Electronics Lab Fee	From ALTE 1442 to 1443. From 2 to 3 credit hours. Current fee will remain at $12/Course.

(continued next page)

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

2. Recommendation Regarding Academic Services Fee Changes (continued)

Existing Fees Added to New Courses

Course(s)	Name of Fee	Fee
OCTA 1511	Student Malpractice Insurance	From OCTA 1502 to 1511. From 2 to 1 credit hours. Current fee will remain at $13/Course.
PHTA 1221	Student Malpractice Insurance	From PHTA 1232 to PHTA 1221. Current fee will remain at $13/Course.
PHTA 1221	Course Lab Fee	From PHTA 1232 to PHTA 1221. Current lab fee will remain at $12/Course.
PHMT 1324	Drug Screening	From PHMT 1318 to PHMT 1324. Current fee will remain at $50/Course.
PHMT 1324	Immunization Tracker	From PHMT 1318 to PHMT 1324. Current fee will remain at $20/Course.
PHMT 1324	Background Check	From PHMT 1318 to PHMT 1324. Current fee will remain at $49/Course.

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

2. Recommendation Regarding Academic Services Fee Changes (continued)

Regent Cornell: Some of the fees have increased, but do not exceed the actual cost of the academic services offered.

Regent Moazami: Just because you can increase the fees does not mean you should.

Regent Cornell: Please note that some of the fees have decreased.

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Financial Report
January 22, 2015

3. Monthly Financial Report for December 2014

Attached is the monthly financial report for December 2014. It is recommended by the Finance Committee that it be approved as presented.

Regent Cornell: We are right where we should be regarding the financial statements. There is nothing outstanding to report.

MOTION FROM FINANCE COMMITTEE FOR APPROVAL

NO SECOND NEEDED

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY			
CORNELL	x		
BALLENGER	x		
GARBER	x		
LEONARD	x		
LOONEY			
MOAZAMI		x	
TOTALS	4	1	
MOTION CARRIED			

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

TULSA COMMUNITY COLLEGE

FINANCIAL REPORT

MONTH ENDING DECEMBER 2014

TULSA COMMUNITY COLLEGE

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SCHEDULE A: Revenue and Expenditures Comparison
Educational & General

SCHEDULE B: Expenditure Summary by
Category

SCHEDULE E: Statement of Revenue,
Expenditures and Campus Store Equity

SCHEDULE A

TULSA COMMUNITY COLLEGE
STATEMENT OF REVENUE AND EXPENDITURES COMPARISON
FOR THE PERIOD ENDING DECEMBER 31, 2014 AND DECEMBER 31, 2013

	DECEMBER FY15			DECEMBER FY14				
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget	$ Change	Percent Change
Revenue								
Education & General								
State Appropriations	$ 37,689,803	$ 22,844,900	60.6%	$ 37,643,417	$ 23,582,240	62.6%	$ (737,340)	-3.1%
Revolving Fund	2,520,429	2,140,672	84.9%	2,130,561	3,027,246	142.1%	(886,574)	-29.3%
Resident Tuition	29,552,922	21,723,446	73.5%	27,799,472	20,314,018	73.1%	1,409,428	6.9%
Non-Resident Tuition	2,473,585	1,876,669	75.9%	2,644,327	1,780,768	67.3%	95,901	5.4%
Student Fees	6,334,074	4,602,365	72.7%	6,617,534	4,741,478	71.7%	(139,113)	-2.9%
Local Appropriations	36,912,149	10,300,000	27.9%	40,325,073	12,300,000	30.5%	(2,000,000)	-16.3%
Total	$ 115,482,962	$ 63,488,051	55.0%	$ 117,160,384	$ 65,745,750	56.1%	$ (2,257,699)	-3.4%
Auxiliary Enterprises								
Campus Store	$ 9,350,000	$ 4,161,568	44.5%	$ 10,801,000	$ 4,677,567	43.3%	$ (515,999)	-11.0%
Student Activities	2,574,681	1,801,570	70.0%	2,678,052	1,895,846	70.8%	(94,276)	-5.0%
Other Auxiliary Enterprises	7,773,913	3,010,621	38.7%	4,650,889	2,965,333	63.8%	45,288	1.5%
Total	$ 19,698,594	$ 8,973,758	45.6%	$ 18,129,941	$ 9,538,746	52.6%	$ (564,988)	-5.9%
Restricted								
Institutional Grants	$ 7,947,090	$ 3,540,309	44.5%	$ 7,029,961	$ 3,461,475	49.2%	$ 78,834	2.3%
State Student Grants	3,763,651	2,196,433	58.4%	3,158,388	1,679,179	53.2%	517,254	30.8%
Total	$ 11,710,741	$ 5,736,742	49.0%	$ 10,188,349	$ 5,140,654	50.5%	$ 596,088	11.6%
TOTAL REVENUE	$146,892,297	$78,198,552	53.2%	$145,478,674	$80,425,150	55.3%	$ (2,226,598)	-2.8%
Expenditures								
Education & General								
Instruction	$ 55,636,690	$ 23,811,283	42.8%	$ 56,130,668	$ 25,291,833	45.1%	$ (1,480,550)	-5.9%
Public Service	1,886,885	423,768	22.5%	1,332,431	440,949	33.1%	(17,181)	-3.9%
Academic Support	10,290,476	3,858,655	37.5%	10,209,693	3,952,094	38.7%	(93,439)	-2.4%
Student Services	13,141,064	6,178,850	47.0%	13,091,171	6,208,328	47.4%	(29,478)	-0.5%
Institutional Support	14,601,306	7,328,510	50.2%	14,183,285	7,052,441	49.7%	276,069	3.9%
Operation/ Maintenance of Plant	14,695,247	8,005,604	54.5%	15,263,136	7,070,428	46.3%	935,176	13.2%
Tuition Waivers	3,261,600	2,067,215	63.4%	3,000,000	1,738,012	57.9%	329,203	18.9%
Scholarships	4,294,440	2,042,065	47.6%	3,950,000	1,843,089	46.7%	198,976	10.8%
Total	$ 117,807,708	$ 53,715,951	45.6%	$ 117,160,384	$ 53,597,174	45.7%	$ 118,777	0.2%
Auxiliary Enterprises								
Campus Store	$ 8,498,821	$ 4,981,114	58.6%	$ 9,686,154	$ 5,053,038	52.2%	$ (71,924)	-1.4%
Student Activities	2,786,430	1,203,845	43.2%	2,820,442	1,175,742	41.7%	28,103	2.4%
Other Auxiliary Enterprises	10,133,554	3,531,968	34.9%	8,437,562	3,558,618	42.2%	(26,650)	-0.7%
Total	$ 21,418,805	$ 9,716,927	45.4%	$ 20,944,158	$ 9,787,398	46.7%	$ (70,471)	-0.7%
Restricted								
Institutional Grants	$ 7,947,090	$ 3,537,061	44.5%	$ 7,029,961	$ 3,213,196	45.7%	$ 323,865	10.1%
State Student Grants	3,763,651	2,063,316	54.8%	3,158,388	1,762,771	55.8%	300,545	17.0%
Total	$ 11,710,741	$ 5,600,377	47.8%	$ 10,188,349	$ 4,975,967	48.8%	$ 624,410	12.5%
TOTAL EXPENDITURES	$ 150,937,254	$ 69,033,255	45.7%	$ 148,292,891	$ 68,360,539	46.1%	$ 672,716	1.0%

SCHEDULE B

TULSA COMMUNITY COLLEGE
EXPENDITURE SUMMARY BY CATEGORY
FOR THE PERIOD ENDING DECEMBER 31, 2014 AND DECEMBER 31, 2013

	DECEMBER FY15			DECEMBER FY14				
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget	$ Change	Percent Change
EDUCATION AND GENERAL								
Salaries & Wages								
Faculty	$ 18,693,488	$ 7,776,784	41.6%	$ 18,381,860	$ 7,596,376	41.3%	$ 180,408	2.4%
Adjunct Faculty	13,220,130	6,064,493	45.9%	13,857,240	6,689,224	48.3%	(624,731)	-9.3%
Professional	12,544,963	5,964,457	47.5%	11,941,487	5,851,493	49.0%	112,964	1.9%
Classified Exempt	4,302,724	2,066,165	48.0%	4,214,796	1,965,199	46.6%	100,966	5.1%
Classified Hourly	15,438,720	6,560,296	42.5%	15,128,169	6,652,083	44.0%	(91,787)	-1.4%
TOTAL	$ 64,200,025	$ 28,432,195	44.3%	$ 63,523,552	$ 28,754,375	45.3%	$ (322,180)	-1.1%
Staff Benefits	$ 22,763,194	$ 10,183,502	44.7%	$ 22,624,166	$ 9,762,131	43.1%	421,371	4.3%
Professional Services	3,749,510	963,953	25.7%	3,269,523	1,819,113	55.6%	(855,160)	-47.0%
Operating Services	13,066,210	7,817,355	59.8%	14,020,347	6,333,275	45.2%	1,484,080	23.4%
Supplies and Materials	1,917,792	646,018	33.7%	1,917,792	738,865	38.5%	(92,847)	-12.6%
Travel	779,479	287,376	36.9%	750,417	227,865	30.4%	59,511	26.1%
Utilities	2,035,000	913,851	44.9%	1,750,000	798,322	45.6%	115,529	14.5%
Tuition Waivers	3,261,600	2,067,215	63.4%	3,000,000	1,738,012	57.9%	329,203	18.9%
Scholarships	4,294,440	2,042,065	47.6%	3,950,000	1,843,089	46.7%	198,976	10.8%
Furniture & Equipment	1,740,458	1,201,331	69.0%	2,354,587	1,582,127	67.2%	(380,796)	-24.1%
TOTAL	$ 117,807,708	$ 54,554,862	46.3%	$ 117,160,384	$ 53,597,174	45.7%	$ 957,688	1.8%

SCHEDULE B

TULSA COMMUNITY COLLEGE
EXPENDITURE SUMMARY BY CATEGORY
FOR THE PERIOD ENDING DECEMBER 31, 2014 AND DECEMBER 31, 2013

	DECEMBER FY15			DECEMBER FY14				
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget	$ Change	Percent Change
CAMPUS STORE								
Salaries & Wages								
Professional & Classified Exempt	$ 300,089	$ 147,691	49.2%	$ 326,080	$ 134,007	41.1%	$ 13,684	10.2%
Classified Hourly	726,640	281,053	38.7%	768,412	307,952	40.1%	(26,899)	-8.7%
Total Salaries & Wages	$ 1,026,729	$ 428,743	41.8%	$ 1,094,492	$ 441,959	40.4%	$ (13,216)	-3.0%
Staff Benefits	$ 342,592	$ 147,770	43.1%	$ 369,942	$ 152,186	41.1%	$ (4,416)	-2.9%
Professional Services	-	-	0.0%	-	34,371	0.0%	(34,371)	-100.0%
Operating Services	352,500	45,101	12.8%	210,000	67,143	32.0%	(22,042)	-32.8%
Supplies and Materials	-	-	0.0%	-	-	0.0%	-	0.0%
Travel	5,000	1,931	38.6%	-	2,141	0.0%	(210)	-9.8%
Utilities	40,000	12,692	31.7%	40,000	11,088	27.7%	1,604	14.5%
Items for Resale - Campus Store	6,732,000	4,339,693	64.5%	7,971,720	4,344,150	54.5%	(4,457)	-0.1%
Furniture & Equipment	-	5,184	0.0%	-	-	0.0%	5,184	100.0%
TOTAL	$ 8,498,821	$ 4,981,114	58.6%	$ 9,686,154	$ 5,053,038	52.2%	$ (71,924)	-1.4%
STUDENT ACTIVITIES								
Salaries & Wages								
Professional	$ 628,529	$ 281,031	44.7%	$ 613,809	$ 313,161	51.0%	$ (32,130)	-10.3%
Classified Hourly	829,398	323,065	39.0%	881,492	329,520	37.4%	(6,455)	-2.0%
Total Salaries & Wages	$ 1,457,927	$ 604,096	41.4%	$ 1,495,301	$ 642,681	43.0%	$ (38,585)	-6.0%
Staff Benefits	$ 535,678	$ 244,830	45.7%	$ 565,573	$ 254,469	45.0%	$ (9,639)	-3.8%
Professional Services	91,900	9,214	10.0%	57,500	11,620	20.2%	(2,406)	-20.7%
Operating Services	218,602	109,480	50.1%	256,526	88,788	34.6%	20,692	23.3%
Supplies and Materials	175,000	117,339	67.1%	89,163	66,379	74.4%	50,960	76.8%
Travel	99,875	10,937	11.0%	108,529	11,409	10.5%	(472)	-4.1%
Furniture & Equipment	66,448	62,356	93.8%	71,150	25,258	35.5%	37,098	146.9%
Items for Resale	141,000	45,593	32.3%	176,700	75,138	42.5%	(29,545)	-39.3%
TOTAL	$ 2,786,430	$ 1,203,845	43.2%	$ 2,820,442	$ 1,175,742	41.7%	$ 28,103	2.4%
OTHER AUXILIARY ENTERPRISES								
Salaries & Wages								
Professional	$ 56,343	$ 28,607	50.8%	$ 55,310	$ 27,857	50.4%	$ 750	2.7%
Adjunct Faculty	127,170	126,513	99.5%	79,170	46,989	59.4%	79,524	169.2%
Classified Hourly	320,000	166,218	51.9%	350,000	132,606	37.9%	33,612	25.3%
Total Salaries & Wages	$ 503,513	$ 321,338	63.8%	$ 484,480	$ 207,452	42.8%	$ 113,886	54.9%
Staff Benefits	$ 87,726	$ 42,096	48.0%	$ 84,725	$ 28,666	33.8%	$ 13,430	46.8%
Professional Services	552,120	228,081	41.3%	491,370	191,779	39.0%	36,302	18.9%
Operating Services	5,657,218	1,512,579	26.7%	4,441,017	1,687,084	38.0%	(174,505)	-10.3%
Supplies and Materials	300,000	147,649	49.2%	73,070	122,544	167.7%	25,105	20.5%
Travel	32,900	22,060	67.1%	32,923	6,801	20.7%	15,259	224.4%
Utilities	870,000	342,694	39.4%	750,000	299,371	39.9%	43,323	14.5%
Scholarship & Refunds	-	-	0.0%	-	-	0.0%	-	0.0%
Bond Principal and Expense	2,012,777	899,497	44.7%	2,012,777	888,318	44.1%	11,179	1.3%
Furniture & Equipment	117,300	14,249	12.1%	67,200	125,619	186.9%	(111,370)	-88.7%
Items for Resale	-	1,725	0.0%	-	984	0.0%	741	75.3%
TOTAL	$ 10,133,554	$ 3,531,968	34.9%	$ 8,437,562	$ 3,558,618	42.2%	$ (26,650)	-0.7%

SCHEDULE E

TULSA COMMUNITY COLLEGE-CAMPUS STORE
STATEMENT OF REVENUE, EXPENDITURES AND CAMPUS STORE EQUITY
FOR THE SIX MONTHS ENDING DECEMBER 31, 2014 AND DECEMBER 31, 2013

	DECEMBER FY15		DECEMBER FY14			
	Current Year	Percent of Sales	Prior Year	Percent of Sales	Increase/ (Decrease)	Percent Change
Income From Sales						
Sales (From 07-01-14 To 12-31-14)						
Textbooks, Supplies, and Soft Goods	$ 4,436,158		$ 4,697,846		$ (261,688)	-5.6%
Total Sales	4,436,158	100.0%	4,697,846	100.0%	(261,688)	-5.6%
Less: Cost of Goods Sold	3,370,999	76.0%	3,634,278	77.4%	(263,279)	-7.2%
Gross Income/(Loss) on Sales	1,065,159	24.0%	1,063,568	22.6%	1,591	0.1%
Operating Expenses						
Selling Expenses	428,743	9.7%	441,958	9.4%	(13,215)	-3.0%
Total Selling Expense	428,743	9.7%	441,958	9.4%	(13,215)	-3.0%
Administrative Expenses						
Personnel Benefits	147,770	3.3%	152,186	3.2%	(4,416)	-2.9%
Travel	1,931	0.0%	2,141	0.0%	(210)	-9.8%
Operating Expense	57,793	1.3%	112,602	2.4%	(54,809)	-48.7%
Total Administrative Expense	207,494	4.7%	266,929	5.7%	(59,435)	-22.3%
Total Selling and Administrative Expense	636,237	14.3%	708,887	15.1%	(72,650)	-10.2%
Net Selling Income/(Loss)	428,922	9.7%	354,681	7.5%	74,241	20.9%
Other Income/(Loss)						
Commission Income	15,006	0.3%	-	0.0%	15,006	0.0%
Other Expense	425,000	9.6%	520,000	11.1%	(95,000)	-18.3%
	(409,994)	-9.2%	(520,000)	-11.1%	110,006	-21.2%
Net Income/(Loss)	$ 18,928	0.4%	$ (165,319)	-3.5%	184,247	-111.4%
Equity Balance July 1, 2014	6,689,507		6,391,996		297,511	4.7%
Equity Balance December 31, 2014	$ 6,708,435		$ 6,226,677		481,758	7.7%

	Current Year	Prior Year	Increase/ (Decrease)	Percent Change
Inventory July 1, 2014	$ 1,149,590	$ 1,209,901	$ (60,311)	-5.0%
Purchases				
Textbooks, Supplies, and Soft Goods	5,932,621	5,260,840	671,781	12.8%
Total Purchases	5,932,621	5,260,840	671,781	12.8%
Freight-In	113,307	294,102	(180,795)	
	6,045,929	5,554,942	490,987	8.8%
Cost of Goods Available for Sale	7,195,519	6,764,843	430,676	6.4%
Deduct Inventory December 31, 2014	3,824,520	3,130,565	693,955	22.2%
Cost of Goods Sold	$ 3,370,999	$ 3,634,278	(263,279)	-7.2%

III. NEW BUSINESS
Other New Business
January 22, 2015

G. Other New Business

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Persons Who Desire to
Come Before the Board
January 22, 2015

H. 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.

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Executive Session
January 22, 2015

I. 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. Litigation and Pending Investigation

a. Confidential Report by College Legal Counsel

There was no executive session.

MOTION:_____

SECOND:_____

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY	____	____	_____
CORNELL	____	____	_____
BALLENGER	____	____	_____
GARBER	____	____	_____
LEONARD	____	____	_____
LOONEY	____	____	_____
MOAZAMI	____	____	_____
TOTALS	____	____	_____
MOTION CARRIED	____	____	_____

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents

III. NEW BUSINESS
Executive Session
January 22, 2015

1. Litigation and Pending Investigation (continued)

a. Confidential Report by College Legal Counsel (continued)

MOTION:_____

SECOND:_____

ROLL CALL VOTE:

NAME OF REGENT	YES	NO	OTHER
MCKAMEY	____	____	____
CORNELL	____	____	____
BALLENGER	____	____	____
GARBER	____	____	____
LEONARD	____	____	____
LOONEY	____	____	____
MOAZAMI	____	____	____
TOTALS	____	____	____
MOTION CARRIED	____	____	____

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

_____ _____

Chairman, TCC Board of Regents Secretary, TCC Board of Regents

IV. ADJOURNMENT

The next regular meeting of the Tulsa Community College Board of Regents will be held on Thursday, March 12, 3:00 p.m., in Room I-232 of the West Campus, 7505 West 41st Street, Tulsa, Oklahoma.

CERTIFICATION:

I certify that the above is a true and accurate record of the Tulsa Community College Board of Regents.

Chairman, TCC Board of Regents

Secretary, TCC Board of Regents