



**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, May 19, 2016 at 3:00 p.m. at Southeast Campus.**

Board Members Present: Larry Leonard, Paul Cornell, Robin Ballenger, Samuel Combs, Martin Garber, Ronald Looney, and William McKamey

Board Members Absent: None

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

CALL TO ORDER

Board Chair, Larry Leonard called the meeting to order at 3:03 p.m. The clerk gave the roll call. The meeting proceeded with a quorum.

APPROVAL OF THE MINUTES

A motion was made by Regent Looney and seconded by Regent McKamey to approve the minutes of the regular meeting of the Tulsa Community College Board of Regents held on Thursday, April 21, 2016, as presented. Roll call vote followed.

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

No: None

Abstentions: None

Absent: Combs

Motion carried.

CARRYOVER ITEMS

There were no carryover items.

INFORMATIVE REPORT

President Goodson gave the report.

1. TCC in the News

- TCC's progress in Complete College America was the focus of a presentation at the April State Regents meeting and part of a story in *The Oklahoman* about degree-completion. President Goodson informed the State Regents that keeping pace with the goals for Complete College America will be more difficult going forward in light of the budget situation and diminishing resources.
- TCC celebrated the grand opening of the new TCC Riverside Community Campus and Aviation Center. In addition to the expanded room for the Aviation Sciences degree programs, more than 120 Jenks High School students will begin classes at the campus in the fall.
- TCC student Megan Lowry started the PURPOSE 2.2 race this year to honor her father and bring awareness to veteran suicide. The race took place at Southeast Campus.
- TCC theatre students acted as makeup artists to create life-like injuries including broken bones and bloodied abrasions during a drunk driving wreck presentation at Coweta High School.
- One of the individuals profiled in a *Tulsa World* article about Special Olympics' Oklahoma Summer Olympics is Chelsea Streets. As a Tulsa Achieves student, she volunteered with special education students in Bixby, then become a volunteer coach and went to cheer on her old friends.
- Regent Martin Garber was recognized for his work in education and the Bartlesville community with the 2016 Jim Gillie Outstanding Citizen Award at the Bartlesville Regional Chamber of Commerce's 112th Annual Awards and Gala.

2. Informative Report

- TCC faculty member Odilia Peña was named a National Association for Judicial Interpreters and Translators 2016 Scholar. She was awarded a scholarship to attend the organization's annual conference last week. She teaches Interpreting.
- TCC Assistant Professor of Biology Valerie O'Brien received a three-year grant from the National Science Foundation to support her research with TU

Biological Sciences Professor Charles Brown. The research is on the ecology of cliff swallows and the birds' parasites. In addition, their work along with other collaborators was published in a prestigious scientific journal. This summer marks O'Brien's 35th year to study the cliff swallows.

- Congratulations to Thesha Zeigler, a TCC Career Services Advisor, who was elected as the next President of the Oklahoma Association of Colleges & Employers. The organization helps foster relationships among employer and career service professionals.
- Two students with the student newspaper, *The Connection*, earned state-wide honors from the Oklahoma Collegiate Media Association. Jim North was named Journalist of the Year and placed in seven individual categories. Zach Redwood placed first in an individual category.
- Five students are headed to NASA's Jet Propulsion Laboratory in California as part of our integrative research class. The students earned a 10-week summer internship.
- We had a wonderful commencement ceremony. We heard rave reviews from students and faculty about our commencement speaker Mike Turpen.
- We learned this week Dallas Elleman – who graduated in May with three associate degrees from TCC – has been awarded the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship. He is one of 75 community college students chosen and will receive up to \$40,000 a year to complete a bachelor's degree at a four-year college or university.
- President Goodson introduced and welcomed the College's newly-appointed Regent, Caron Lawhorn, Senior Vice President-Commercial at ONE Gas. Ms. Lawhorn will be inducted into the Board of Regents at the August Board meeting.

3. Student Success Update

Dr. Kevin David, Provost and Associate Vice President for Institutional Effectiveness, gave the report on enrollment, graduation and areas to improve in the Strategic Plan.

- Enrollment has been in decline.
 - Academic Year 2013-14: 27,395
 - Academic Year 2014-15: 26,112
 - Academic Year 2015-16: 25,039
- The College began implementing a new strategic enrollment management plan that aims to increase enrollment.

- **Graduation Rates has remained relatively stable:**
 - 2010 Cohort: 14%
 - 2011 Cohort: 13%
 - 2012 Cohort: 14%
- **Degrees/Certificates Conferred has decreased.**
 - Academic Year 2013-14: 2,630
 - Academic Year 2014-15: 2,560
 - Academic Year 2015-16: 2,327
- **Because enrollment has declined and there has been no substantial increases in graduation rates, there are also declines in the number of degrees and certificates awarded. The goal is to increase the rate of students who complete with a degree, even if enrollment were to remain flat. Many strategies are being implemented to also increase enrollment.**
- **Guided Pathways provides an intentionally designed, clear, coherent and structured educational experience within a particular area of study for students. Essential practices include:**
 - Clear program maps for all TCC majors
 - Sequencing of courses
 - Mandatory advising with embedded advisors
 - Beginning Fall 2016, all first-time entering students will be required to meet with an advisor.
 - Specialized advisors in each pathway
 - Concurrent enrollment college success course to increase college readiness for high school students
 - Ongoing faculty and staff development
- **Implementation of Pathways at TCC**
 - Guided Pathways Council
 - Tri-Chairs: President Goodson, Dr. David and Dr. Angela Sivadon
 - The Tri-Chairs linked nine of the College's Strategic Plan goals with Pathways.
 - Cross-functional implementation teams will work on each of the nine strategies. Examples:
 - Professional Development
 - Imbedded Advising
 - College Readiness
- **Key Elements of Pathways:**
 - Program Maps
 - Pre-College Support
 - Program Learning Outcomes
 - Transfer Options
 - Employment Options
 - Embedded Advisors
 - Professional Development

Regent Cornell remarked that students who transfer from TCC but did not obtain a degree should also be considered a success. Dr. David replied that TCC has a dual mission for students to transfer successfully to partner universities or to obtain gainful employment. TCC is a member of the National Student Clearinghouse which allows students to be tracked nationwide. One key performance indicator in the Strategic Plan is a combined overall three-year success rate of students who either graduated or transferred to a university within three years, which is about 28%.

President Goodson commented that the College is now implementing reverse transfer agreements for students who transfer without a degree. The idea is to track students with the help of partner universities and reach out to them when enough hours have been earned at the four-year institution that can be transferred back to TCC to gain an associate's degree.

Regent McKamey asked if other colleges are noticing a trend in decreased enrollment. Dr. David replied that two-year institutions nationwide have experienced a decrease in enrollment when the economy began to improve. The expectation is that enrollment will increase, not only due to internal factors such as strategic enrollment management, but external factors due to the current condition of the state economy.

Chairperson Leonard asked if concurrent enrollment is being tracked. Dr. David commented that Jennifer Ivie performed an exhaustive analysis on the EXCELerate pilot project and at least 50% of concurrent students are attending TCC at some point after high school graduation. In response to Regent Looney's question, 60% or more of concurrent students attend college. President Goodson replied that overall in Tulsa County, 48% of graduating high school students attend college. Over 50% of our graduating high school students are not going to college and this is where TCC has a significant market share; a quarter of high school graduating students in Tulsa County attend TCC. The way to stabilize the enrollment rate is in retention and graduation.

Regent Garber asked how continuing education enrollment is fluctuating. Dr. Campbell replied that enrollment in continuing education has also declined parallel with credit courses. Regent Garber would like to see continuing education courses included in reports such as this one. President Goodson commented that Dr. Campbell could prepare a report after the fall semester has begun.

Regent Combs asked which Pathways goal should have the most impact on improving enrollment. Dr. David responded that all of the Pathways goals are identified as best practices. One goal in particular is for the College to revamp degree program maps and lead students in the appropriate pathway. Regent Combs believes that the goals should be prioritized. Dr. David replied that this will be discussed in the Pathways Council meeting, and although they are being

implemented simultaneously in order to “connect the dots,” some can be prioritized accordingly.

Regent Ballenger said that they were cautioned at the first Pathways meeting that enrollment may drop as Pathways protocol begins to be implemented. Dr. David commented that it depends on the initiative, such as on-time registration where students are only permitted to enroll in classes before the class has started, which is mandatory this fall semester. It will take time for students to adapt to the new culture and new norm.

ACADEMIC & POLICY COMMITTEE REPORT

Regent Ballenger gave the report.

1. Changes in Academic Programs

The following certificate suspensions and degree option deletions are the result of faculty evaluation of their assigned programs that have had low numbers of graduates for the previous five academic years. Faculty were tasked in January with reviewing low-producing programs and asked to provide either a recommendation for elimination of the program or a justification for continuation of the program. It was the decision of faculty to remove these programs from the College catalog. It should be noted that courses in the discipline are not being removed from the catalog since they may be used to meet graduation requirements in other degree options. Students in each of the programs below will also be afforded a teach-out period to complete the requirements for graduation.

Certificate Suspensions*:

- Hospitality Management and Hospitality Management Professional Certificates
- Interior Design Certificate
- Marketing Certificate (includes the deletion of the Customer Service and E-Business options)
- Management Certificate (includes the deletion of the Management and Management Leadership options)
- Human Services Certificate

* A three-year suspension will be requested to keep these certificates available for reactivation should there be demand for the program.

Degree/Certificate Option Deletions:

- Business AAS: Hospitality Management option
- Information Technology AAS: Business Application Professional option
- Information Technology AAS: Mobile Computing option
- Information Technology Certificate: Mobile Computing option
- Electronics AAS: Alternative Energy and Electro-Mechanical Manufacturing options
- Human Services AS: Human Development, Rehabilitation Services, and Therapeutic Recreation options
- Human Services AAS: Chemical and Alcohol Dependency, Community Services Management, Corrections, Developmental Disabilities, Family Studies, and Gerontology options

Impact of these changes

Strategic Plan - Eliminating these options and certificates moves us closer to meeting the goals of two strategies from our strategic plan:

Strategy 2h: Create clear degree plans and pathways to completion for each academic program.

Low graduation rates are often the result of too many choices in similar fields of study when a more general field of study will meet student needs.

Strategy 6b: Implement a comprehensive system for analyzing workforce trends to ensure programs are meeting the local community's needs.

Low graduation rates in workforce development programs can be an indication that the program is not meeting workforce need or that a credential is not necessary to obtain employment in the field. All of the programs noted above, with the exception of the Human Services AS, are workforce programs.

Faculty & Advisors: Will need to work with students currently in these majors to ensure they are either on track to graduate with their current major or advise them into a closely aligned major that will meet their education goals.

Current Students: Students will be provided with a two-year teach out period, and some, particularly part-time students, will need to plan course sequences carefully or consider another major. Faculty may need to approve course substitutions for some students toward the end of the teach-out period to facilitate on time graduation.

New Students: Students will continue to have a wide range of career and major options, but will be less overwhelmed when trying to choose a field of study.

A **motion** from the Academic and Policy Committee was made to approve the changes in academic programs.

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

No: None

Abstentions: None

Absent: None

Motion carried unanimously.

2. Recommendation for Approval of Deletion of Personal Circumstance Leave

Currently, Personal Circumstances Leave provides an additional two days (16 hours) leave for full-time employees. The proposed change would consolidate Personal Circumstances Leave with Vacation in an effort to streamline the number of leave types available. The proposed change would delete this policy.

3. Recommendation for Approval of Revision to the Vacation Policy for Administration

Currently, Personal Circumstances Leave provides an additional two days (16 hours) leave for full time employees. The proposed change would consolidate Personal Circumstances Leave with Vacation. The proposed change would add the two days (16 hours) to vacation accruals for administration and professional staff employees.

4. Recommendation for Approval of Revision to the Vacation Policy for Staff Employees

Currently, Personal Circumstances Leave provides an additional two days (16 hours) leave for full time employees. The proposed change would consolidate Personal Circumstances Leave with Vacation. The proposed change would add the two days (16 hours) to vacation accruals for staff employees.

A **motion** from the Academic and Policy Committee was made to approve items two through four, Personal Circumstance Leave policy.

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

No: None

Abstentions: None

Absent: None

COMMUNITY RELATIONS COMMITTEE REPORT

Regent Garber gave the report:

- The state legislature has not been able to come to consensus on budget cuts or increases in the state budget.
- President Goodson commented that a range for reductions would be in addition to the two revenue failures already implemented this year. The total budget cut in FY16 was about nine percent, which includes the three and a half percent in the beginning of the fiscal year and the two additional revenue failures. In addition to that, the range of reduction for next year began at between eight percent and twenty percent. The high range was based on the fact that common education would be least affected and other agencies would make up the difference. The range now being discussed is between eight percent and fourteen and a half percent, and as low as ten percent. The College is posed to work with a fourteen percent or less budget cut for FY17.
- Regent Garber added that legislators are also looking at other alternatives, such as an increase in cigarette tax. They are also discussing a bond for highway bridge repairs, a three to five percent tax on gasoline, discontinuing income tax cuts, and taxes on services and economic development programs. Also, income increases other than fees must have a three-fourths vote of approval.
- Regent McKamey asked what the state budget projections are for FY18 and President Goodson replied that it depends on what decisions they make for FY17. Higher risk decisions means potential revenue failures in FY18 and be prepared for that.

PERSONNEL REPORT

President Goodson gave the report:

1. Information Items

President Goodson introduced recently appointed professional staff.

Jennifer Beatie, Dean of Student Affairs at West Campus
Rachel Hutchings, Director of Development at the Conference Center

2. Consent Agenda

Retirement of Professional Staff Member

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

Sue Ann (Susie) Brown, Director of Communications and Productions
Conference Center
Effective Date: October 1, 2016

Resignation of Professional Staff Members

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

Melissa (Missy) McCullough, Retention Specialist
Northeast Campus
Effective Date: April 28, 2016

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

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

No: None

Abstentions: None

Absent: None

Motion carried unanimously.

CONSTRUCTION & PARKING COMMITTEE REPORT

Regent Looney gave the report.

- The Johnson Controls project is 90% complete. It is expected that all of the equipment in the contract will be installed by the end of June, which only leaves the programming portion which will be completed by the end of August.
- The Southeast Campus Career Placement and Student Success Center, a part of the City of Tulsa Vision package, is soliciting architectural firms and bids are due by end of May. The search is underway for a construction manager as well with the Construction Committee and TCC staff involved in the decision.

FINANCE COMMITTEE REPORT

Regent Cornell gave the report.

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

1a. Purchase of Custodial Services

Authorization was requested to enter into a contract for the purchase of custodial services for all campuses.

The Finance Committee recommended award of the contract to American Building Maintenance in the amount of \$1,997,057. This purchase will be awarded under Tulsa Community College contract #RFP-16003-TL.

The **motion** from the Finance Committee was made to approve the purchase of legal services.

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

No: None

Abstentions: None

Absent: None

Motion carried unanimously.

2. Consent Agenda – Purchases

The Finance Committee recommended the approval of the consent agenda for purchases.

Purchase of Data Processing Equipment:	\$88,125.00
Purchase of Medical Equipment:	\$80,948.28
Purchase of Medical Equipment:	\$64,284.00
Purchase of Life Safety Equipment:	\$74,915.95
Ratification for Purchase of Information Services:	\$90,000.00

The **motion** from the Finance Committee was made to approve the consent agenda for purchases.

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

No: None

Abstentions: None

Absent: None

Motion carried unanimously.

3. Recommendation for Approval of an Amended and Restated Funding and Investment Policy Statement for the Supplemental 403(b) and 457(b) Retirement Plans

It is the recommendation of the Finance Committee of the Tulsa Community College Board of Regents that the following items be approved with respect to the Tulsa Community College Funding and Investment Policy Statement (the "Statement"):

- a. An amended and restated policy statement consisting of the Supplemental Retirement Plan Funding and Investment Policy Statement, a copy of which is attached hereto as **Exhibit A**. *(The full Plan documents are available in the President's office upon request.)*
- b. An amended and restated policy statement consisting of the 403(b) Retirement Plan and 457(b) Retirement Plan Funding and Investment

Policy Statement, a copy of which is attached hereto as **Exhibit B**. *(The full Plan documents are available in the President's office upon request.)*

The **motion** from the Finance Committee was made to approve the consent agenda for purchases.

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

No: None

Abstentions: None

Absent: None

Motion carried unanimously.

4. Recommendation Regarding Tuition and Mandatory Fee Increase

House Bill 1748 authorizes regional and two-year colleges to set tuition and mandatory fees for resident students at an average equal to their peer group and nonresident students at a level not to exceed 100% of their peer group.

The administration requests approval of the following tuition and fee increase effective fall 2016 for school year 2016-2017.

\$6.00 per credit hour for tuition for resident students

No increase for tuition for nonresident students

These increases will put TCC at 66% of peer limits for resident tuition and 91% of peer limits for non-resident tuition for FY 2016.

Comments: In reply to Chairperson Leonard's question, this is a little under a five percent increase. TCC remains neither the highest nor lowest in tuition within the state.

The **motion** from the Finance Committee was made to approve the consent agenda for purchases.

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

No: None

Abstentions: None

Absent: None

Motion carried unanimously.

5. Recommendation for Approval of the Operating Budget for Fiscal Year Beginning July 1, 2016 through June 30, 2017

The Finance Committee recommends approval of the Tulsa Community College Educational and General Budget, and the Restricted, Auxiliary and Section 13 Offset Budgets. The Committee requests approval of the attached schedules and authorization to submit them to the Oklahoma State Regents for Higher Education.

Comments: Regent Cornell remarked that the overall budget for FY16 was \$115,000,000, but will not reach that due to the budget FY16 budget cuts. TCC is budgeting \$110,000,000 for FY17. From a state appropriations standpoint, TCC is budgeting \$28.7M, 20% below what was budgeted for FY16. Cash draws are expected to be \$2.2M compared to \$1.7M in FY16.

The **motion** from the Finance Committee was made to approve the consent agenda for purchases.

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

No: None

Abstentions: None

Absent: None

Motion carried unanimously.

6. Monthly Financial Report

The financial report for April 2016 was recommended for approval by the Finance Committee.

Comments: TCC's revenue is \$111,000,000 versus \$118,000,000 last year, showing the reductions sustained in FY16. As a result of the budget reductions, expenditures compared to the prior year are \$108,000,000 compared to \$114,000,000. Auxiliary revenue is also down, but expenses are down as well.

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

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

No: None

Abstentions: None

Absent: None

Motion carried unanimously.

OTHER NEW BUSINESS

1. Appointment of the Nominating Committee

Chairperson Leonard nominated:

Regent McKamey, Chair

Regent Looney

Regent Garber

EXECUTIVE SESSION

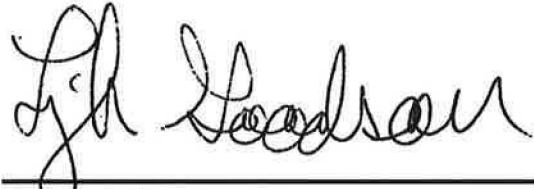
There was none.

ADJOURNMENT

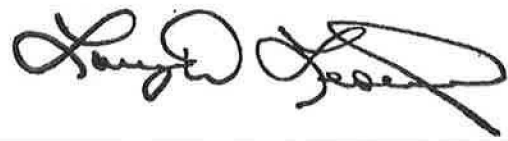
The meeting adjourned May 19, 2016 at 4:20 p.m.

The next regular meeting of the Tulsa Community College Board of Regents will be held on Thursday, June 16, 2016, 3:00 p.m., in Room I-232 at West Campus, 7505 West 41st 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

4131 Personal Circumstances Leave

For personal circumstances not covered by other leave provisions for full-time employees, the College may grant and pay for two days (16 hours) of personal leave during each fiscal year. This leave does not accrue, and must be approved by the individual's supervisor and the appropriate Vice President or Provost.

Adopted: December 9, 1999

Revised: June 14, 2005

Revised: July 9, 2008

4137 Vacation – Administration

Full-time administrative and professional staff employees shall be entitled to a vacation allowance on the basis of twenty-two (22) working days (176 hours) each fiscal year. Up to twenty (20) days (160 hours) vacation may be accrued by administrative/professional staff employees with less than fifteen (15) years of service. For employees with fifteen (15) years of service or greater, up to twenty-five (25) days (200 hours) of vacation may be accrued. All vacation must be taken at a time convenient to the department to which an employee is assigned.

For purposes of calculating vacation leave, only full-time continuous service will be considered.

New employees will receive a prorated vacation allowance in the first fiscal year of employment based on hire date.

At the time of termination for administrative and professional staff members, vacation usage and accrual for the current fiscal year will be reviewed, and appropriate adjustments will be made to payroll.

Approved: June 13, 2007

Revised: June 9, 2010

Revised: May 19, 2016

4213 Vacation – Staff Employees

All employees who are part of the regular full-time staff and who have completed six (6) months service shall be entitled to a vacation allowance on the basis of fourteen (14) working days (112 hours) each year. An employee who has worked less than six (6) months is not eligible to use vacation allowance, but credit is given for the first six (6) months of service when eligibility requirements have been met. Employees terminating employment with less than six (6) months of service shall not receive vacation allowance.

Up to twenty (20) days (160 hours) of vacation may be accrued by staff employees with less than fifteen (15) years of service. For employees with fifteen (15) years of service or greater, up to twenty-five (25) days (200 hours) of vacation may be accrued. All vacation must be taken at a time convenient to the department to which an employee is assigned.

Full-time staff members who have completed five years or more of full-time employment shall receive an annual vacation allowance according to the following schedule:

- Over five (5) years of full-time employment – Seventeen (17) working days (136 hours)
- Over ten (10) years of full-time employment – Twenty (20) working days (160 hours)
- Over fifteen (15) years of full-time employment – Twenty-two (22) working days (176 hours)

For purposes of calculating vacation leave, only full-time continuous service will be considered.

At the time of termination, vacation usage and accrual for the current fiscal year will be reviewed, and appropriate adjustments will be made to payroll.

Adopted: May 13, 1970
Revised: December 11, 1974
Revised: June 9, 1999
Revised: October 13, 1999
Revised: June 9, 2004
Revised: June 9, 2010
Revised: May 19, 2016

ADDENDUM FOR PERSONNEL CONSENT ITEMS:

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

RETIREMENTS:

Sue Ann (Susie) Brown, Director Communications and Production
Conference Center

Date: October 1, 2016

RESIGNATIONS:

Melissa (Missy) McCullough, Retention Specialist
Northeast Campus

Date: April 28, 2016

ADDENDUM FOR PURCHASING CONSENT ITEMS:

Items listed under Purchasing Consent Items will be enacted by one motion with no separate discussion. If discussion on an item is desired, the item will be removed from the “Consent Agenda” and considered separately.

1. Purchase of Data Processing Equipment

Authorization to enter into a contractual agreement with Direct Communications for the purchase of data processing equipment and installation. This purchase is grant funded by the Tulsa Community College Foundation Saint Francis Health System.

General Services Administration Cooperative Purchasing Contract #GS-35F-0125X

Total Purchase: **\$88,125.00**

2. Purchase of Medical Equipment

Authorization to enter into a contractual agreement with Laerdal Medical for the purchase of one (1) SimMan 3 G patient simulator with 3 year warranty. This purchase is grant funded by the Tulsa Community College Foundation Saint Francis Health System.

FirstChoice Purchasing Consortium contract #FC1544

Total Purchase: **\$80,948.28**

3. Purchase of Medical Equipment

Authorization to enter into a contractual agreement with Merry X-Ray/SourceOne Healthcare Technologies for the purchase of two (2) radiographic systems. This purchase is grant funded by the Tulsa Community College Foundation Saint Francis Health System.

FirstChoice Purchasing Consortium contract #FC1407

Total Purchase: **\$65,284.00**

4. Purchase of Life Safety Equipment

Authorization to enter into a contractual agreement with Convergent Technologies for the purchase of fire alarm speakers and installation.

Tulsa Community College RFP16004-TL Bid Award

Total Purchase: **\$74,915.95**

5. Ratification of Purchase of Information Services

Authorization to increase a contractual agreement with OHO Interactive for the purchase of website design services. This represents an increase of ninety thousand dollars.

Noncompetitive Acquisition of Professional Services

Total Purchase: **\$90,000.00**

The Retirement Program for Tulsa Community College Full-time Employees

Amended and Restated Funding and Investment Policy Statement

Adopted July 1, 1999

Amended and Restated May 19, 2016

Introduction

The purpose of this Funding and Investment Policy Statement (the “Statement”) is to (1) establish general guidelines for funding the Retirement Program for Tulsa Community College Full-time Employees (the “Plan”), and (2) provide the fiduciaries who are responsible for investment of the Plan assets with a general investment course of action. This Statement shall at all times be construed and administered in accordance with the terms of the governing Plan documents and the applicable requirements of the Internal Revenue Code of 1986, as amended (“IRC”) and other applicable federal and state regulations.

Plan Administrative Committee

The Plan Administrative Committee (the “Committee”) is responsible for the implementation and oversight of this Statement. This responsibility includes the selection and ongoing evaluation of investments and/or investment managers in accordance with the Uniform Prudent Investor Act and applicable laws and regulations. As a fiduciary, the Committee shall determine that all Plan investments are:

- Prudent, in consideration of the stated purpose of the Plan;
- Diversified among a broad range of investment alternatives;
- Permitted in accordance with the terms of the Plan documents, Trust and this Statement; and
- Selected for the exclusive benefit of the Plan participants.

The Committee has delegated responsibility for the selection and ongoing evaluation of investments to INTRUST Bank, N.A., as Trustee (the “Trustee”).

Funding Statement

The Plan shall be funded by employer contributions in amounts determined in accordance with generally accepted actuarial standards. The Employer intends to contribute, but does not guarantee to do so, funds hereunder in amounts no less than the minimum required by the funding standards of the Oklahoma Statutes. The Employer reserves the right to change the medium and method of funding at any time at its discretion and without the consent of any person or organization, subject to any applicable requirements of the Oklahoma Statutes. The assets accumulated under the Plan shall be held in trust by the Trustee for the Plan.

Strategic Plan

The assets of the Plan shall be invested in a diversified strategy primarily utilizing domestic equity securities, international equity securities, domestic fixed income securities and cash equivalents.

Asset Allocation

The Committee shall establish the overall strategic asset allocation policy based upon the Funding Statement and the Committee's tolerance for risk. The Trustee may rebalance or make changes to the investment portfolio within the minimum and maximum ranges of the asset allocation policy without the prior authorization of the Committee. On a market-value basis, this asset allocation policy has been determined to be:

	% of Total Portfolio		
	Minimum	Target	Maximum
Domestic Stocks	30%	35%	60%
Foreign Stocks	0%	15%	30%
Alternative investments	0%	14%	20%
Fixed Income/Cash	10%	36%	60%

Investment Goal

The investment goal is to ensure that Plan assets provide sufficient resources to meet or exceed the benefit obligations determined under the terms and conditions of the Plan.

Investment Objectives

The investment objectives are; first, to increase the value of the assets under the Plan and second to control the level of risk or volatility of investment return associated with the Plan investments. In pursuing these objectives, the Committee shall endeavor to earn the maximum total return on assets consistent with maintaining a prudent level of risk. The Committee expects the Plan's overall returns to be less volatile than the benchmark returns consisting of relevant market indices based on the target allocation. Finally, the Committee recognizes that short-term depreciation in investments may occur and that risk and return shall be measured over a period of at least three years.

Asset Class Choices and Constraints

The following asset classes have been selected to be included as investment options through mutual funds, collective funds, or direct investment in individual stocks, bonds, or cash equivalent investments.

- Money market accounts;
- U.S. Government bonds;
- Corporate bonds;
- Large capitalization stocks;
- Mid capitalization stocks;
- Small capitalization stocks; and
- International stocks.
- Emerging market stocks

- Absolute return mutual funds
- Real return mutual funds
- Nontraditional markets mutual funds

The following asset classes are strongly discouraged as being used for investments by the Plan. This is not an all-inclusive list, but rather a guideline for unsuited investments due to the time and energy needed to adequately control and/or dispose of the investments.

- Oil and gas leases or royalties;
- Venture capital;
- Equity real estate; and
- Private placements.

Limitations

The following investment limitations should be followed:

- The maximum investment in any one stock shall not exceed 10% of the total stock portfolio.
- The maximum investment in any one industry shall not exceed 30% of the total stock portfolio.
- The average credit quality of the bond portfolio should be at least AA with a maximum amount of non-investment grade debt of 10%.

The Committee may authorize exceptions to these limitations under unusual market conditions.

Investment Fund Manager Selection Criteria

In an effort to meet objectives for prudence and diversification, as well as optimizing returns for the Plan, investments and/or investment fund managers will be chosen from a variety of market sectors. In each case, the following criteria will be used to evaluate and select managers that are deemed most likely to deliver quality long-term investment performance:

- Clearly defined investment management style
- Disciplined approach to investment selection and adherence to sell discipline
- Long-term performance
- Risk-adjusted performance relative to managers with similar style
- Analysis of investment management expenses with an emphasis on investments with no-loads, no redemption charges, and no transactions fees
- Ability to support the evaluation process with quality communication material, including periodic performance, investment holdings, and description of investment selection process.

Periodic Analysis and Evaluation

The Investment Manager shall analyze and evaluate investment performance for the investment fund managers selected in each market sector. The analysis will be conducted no less frequently than quarterly, and shall take into consideration:

- Consistency and adherence to investment management style and discipline
- Risk adjusted performance relative to managers with similar style
- Long-term investment performance relative to appropriate benchmarks
- Changes in investment personnel managing the portfolio

Performance Review

The Committee shall review total account performance at least annually (and more frequently as necessary). A static benchmark approach shall be used to track the performance of the Plan assets comprised of relevant market indices based on the target allocation. Each investment would be classified according to its appropriate subclass.

Annual Review

The Committee should review no less frequently than annually the following issues:

- The appropriateness of the investment standards established by this Statement;
- The performance of the Investment Manager.

This amended and Restated Funding and Investment Policy Statement is hereby accepted this _____ day of _____, 2016.

Tulsa Community College

By: _____
Sandra D. Cooper, Chief Human Resources Officer

INTRUST Bank, N. A.

By: _____
John M. Goff, Senior Manager

TULSA COMMUNITY COLLEGE
403(b) RETIREMENT PLAN
457(b) RETIREMENT PLAN
FUNDING AND INVESTMENT POLICY STATEMENT
As Amended May 19, 2016

The purpose of this Funding and Investment Policy (“IPS”) is to establish a comprehensive strategy for the acceptance and accumulation of retirement plan assets under the Tulsa Community College 403(b) Retirement Plan (“403(b) Plan”) and the Tulsa Community College 457(b) Retirement Plan (457(b) Plan”) (collectively the “DC Plans”). This Funding and Investment Policy shall at all times be administered in accordance with the terms of the governing DC Plans and the requirements of the Internal Revenue Code (the “Code”) Section 403(b), Section 457(b) and the applicable rules and regulations, as amended and any other applicable laws and regulations.

FUNDING POLICY

The purpose of the DC Plans is to provide retirement benefits by collecting and investing contributions and earnings for the exclusive benefit of the DC Plans participants. The 403(b) Plan shall be funded by employee salary reduction contributions and employer matching contributions and the 457(b) Plan shall be funded with employee salary reduction contributions. All contributions shall be remitted to the Annuity Contracts or Custodial Accounts (the “Investment Funds”) in a timely and consistent manner in accordance with the regulations promulgated by the Internal Revenue Service and/or the Department of Labor.

INVESTMENT POLICY OBJECTIVES

The DC Plans’ objective is to offer participants a selection of investment options that provide the participants the opportunity to diversify their retirement funds across a wide risk/return spectrum in order to meet their investment needs over the long term. The investment options offered should be traded on the open market, have price listings and performance reporting that is generally available, and follow clearly defined strategies

In structuring the investment options for the DC Plans, the Committee and other Plan fiduciaries shall carry out their duties with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent man acting in like capacity and familiar with such matters would use.

ADMINISTRATIVE COMMITTEE DUTIES

Pursuant to the provisions of the DC Plans the Tulsa Community College Board of Regents may appoint an Administrative Committee (the “Committee”) to oversee the selection, retention or replacement of Investment Funds. The Committee shall establish and maintain the Investment Policy Statement, select the investment options, periodically monitor the investment

performance of the Investment Funds, retain or replace Investment Funds, hire investment consultants, if appropriate, oversee participant investment education, communication, and other compliance and investment-related services.

SELECTION OF INVESTMENT FUNDS

The Committee shall select the DC Plans' Investment Fund options ("Investment Fund") from among several asset categories with a view to diversifying the DC Plans' Investment Funds, both in terms of risk and return characteristics as well as type of asset class. Without in anyway limiting the generality of the foregoing, it is anticipated that Investment Funds selected by the Committee will reflect an equity, fixed income, and capital safe component, with different styles of investments being available within the various components. The Committee shall have the right from time to time to change the Plan's Investment Fund options in its complete and sole discretion.

SELECTION CRITERIA FOR INVESTMENT FUNDS

In an effort to meet the objectives of prudence and diversification, as well as optimizing returns for the DC Plans' participants, Investment Funds will be selected from a variety of market sectors and will reflect a variety of investment styles with materially different risk and return characteristics. The following criteria will be used to evaluate and select Investment Funds:

1. The investment option's volatility and performance relative to benchmarks;
2. The investment option's demonstrated adherence to stated investment objectives; and
3. The investment option's fees and expense ratios compared with those of similar
4. Investments

PERIODIC MONITORING AND EVALUATION OF INVESTMENT FUNDS

The Committee shall review, at least annually, each investment option's adherence to the DC Plans' investment objectives and the retention criteria for such investment option. The Committee is not expected to be reactive to short-term market developments. It is understood that investment competence generally should be measured over a full market cycle, for example, a trailing 3 years; 5 years, or 10 years. However, there may be circumstances where it is prudent to make changes to the Plan's investment options due to shorter-term market (and other) developments.

The Committee shall review the competence and performance of the investment options, taking into account considerations such as:

1. The selection criteria as above;
2. The investment performance of each investment option for the trailing 3 years, 5 years or 10 years;
3. The adherence by either a manager or a mutual fund to its stated strategy and/or style;
4. Organization or portfolio manager changes in the investment option;
5. Important developments within the economy and the securities markets and their potential effect on the performance of investment options; and

6. The DC Plans' other investment options and whether it is advisable to add or eliminate any investment options.

REPLACING AN INVESTMENT FUND

Once the decision to remove an investment option is made, the Committee shall determine the best way to handle the asset transfer and liquidation, which may include, but is not limited to the following:

1. Removing the investment option and mapping balances and contributions to a replacement option that is added to the Plan;
2. Removing the investment option and mapping balances and contributions to an investment option currently in the Plan;

DEFAULT INVESTMENT FUND ALTERNATIVE

The Committee shall establish a default investment fund to allocate contributions made on behalf of a participant who fails to make an investment fund selection.

PARTICIPANT EDUCATION AND ADVICE

The Committee shall have the authority to hire a service provider to offer professional investment education and advice services to participants to help them meet their individual retirement savings needs. The Committee shall not be liable for any professional investment education or advice given to participants.

COORDINATION WITH PLAN DOCUMENT

Notwithstanding the foregoing, if any term or condition of this Statement conflicts with any term or condition in the DC Plans, the terms and conditions of the DC Plans shall control.

REGULAR REVIEW

This Statement shall be reviewed periodically, and, if appropriate, amended at any time and from time to time to reflect changes in the law, the DC Plans' objectives, capital markets or any other relevant factor.

This Funding and Investment Policy is adopted by the Committee as of this _____ day of _____, 2016.

On behalf of the Administrative Committee:

By: _____
Secretary

The undersigned Investment Advisor acknowledges its receipt and agreement with the terms of the Investment Policy Statement.

INTRUST Bank N. A.

By: _____

Date

Name: _____

Title: _____

Oklahoma State Regents for Higher Education

655 Research Parkway, Suite 200

Oklahoma City, OK 73104

EDUCATIONAL AND GENERAL BUDGET - FY2016-2017**PART I - PRIMARY BUDGET****Schedule A****Summary of Educational and General Expenditures by Function**

Agency #	750	
Institution Name:	Tulsa Community College	Date Submitted: <input type="text"/>
President:	Dr. Leigh Goodson	

EXPENDITURES BY ACTIVITY/FUNCTION			
Activity Number	Activity/Function	FY2016-2017 Amount	Percent of Total
	Educational & General Budget - Part I:		
11	Instruction	44,743,446	40.4%
12	Research	-	0.0%
13	Public Service	687,735	0.6%
14	Academic Support	19,888,729	18.0%
15	Student Services	8,359,380	7.5%
16	Institutional Support	13,073,440	11.8%
17	Operation and Maintenance of Plant	16,128,554	14.6%
18	Scholarships and Fellowships	7,894,500	7.1%
	Total Expenditures by Activity/Function:	110,775,784	100.0%

FUNDING			
Fund Number	Fund Name	FY2016-2017 Amount	Percent of Total
	E&G Operating Revolving Fund:		
290	Revolving Funds	82,024,846	74.0%
290	State Appropriated Funds - Operations Budget	27,804,397	25.1%
290	State Appropriated Funds - Grants, Contracts and Reimbursements	946,541	0.9%
		-	0.0%
	Total Expenditures by Fund:	110,775,784	100.0%

EDUCATIONAL AND GENERAL BUDGET - FY2016-2017
PART I - PRIMARY BUDGET

Schedule A-1

Summary of Educational and General Expenditures by Function

Institution Name:	Tulsa Community College
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EXPENDITURES BY ACTIVITY/FUNCTION			
Activity Number	Activity/Function	FY2016-2017 Amount	Percent of Total
11	Educational & General Budget - Part I:		
	Instruction		
	General Academic Instruction	41,374,941	
	Vocational/Technical Instruction	-	
	Community Education	561,571	
	Preparatory/Remedial Instruction	934,160	
	Instructional Information Technology	1,872,774	
	Total Instruction:	44,743,446	40.4%
12	Research		
	Institutes and Research Centers	-	
	Individual and Project Research	-	
	Research Information Technology	-	
	Total Research:	-	0.0%
13	Public Service		
	Community Service	-	
	Cooperative Extension Service	313,180	
	Public Broadcasting Services	-	
	Public Service Information Technology	374,555	
	Total Public Service:	687,735	0.6%
14	Academic Support		
	Libraries	2,471,833	
	Museums and Galleries	-	
	Educational Media Services	1,380,079	
	Ancillary Support/Organized Activities	912,672	
	Academic Administration	13,178,998	
	Academic Personnel Development	72,373	
	Course and Curriculum Development	-	
	Academic Support Information Technology	1,872,774	
	Total Academic Support:	19,888,729	18.0%

Schedule A-1 (continued) - Summary of Educational and General Expenditures by Function

Institution Name:

Tulsa Community College

EXPENDITURES BY ACTIVITY/FUNCTION			
Activity Number	Activity/Function	FY2016-2017 Amount	Percent of Total
15	Student Services		
	Student Services Administration	1,816,027	
	Social and Cultural Development	836,034	
	Counseling and Career Guidance	536,331	
	Financial Aid Administration	1,515,559	
	Student Admissions	976,939	
	Student Records	630,196	
	Student Health Services	175,520	
	Student Services Information Technology	1,872,774	
	Total Student Services:	8,359,380	7.5%
16	Institutional Support		
	Executive Management	4,026,801	
	Fiscal Operations	2,890,361	
	General Administration	3,247,361	
	Public Relations/Development	2,159,808	
	Administrative Information Technology	749,109	
	Total Institutional Support:	13,073,440	11.8%
17	Operation and Maintenance of Plant		
	Physical Plant Administration	1,058,627	
	Building Maintenance	6,544,202	
	Custodial Services	2,000,000	
	Utilities	1,908,500	
	Landscape and Grounds Maintenance	213,457	
	Major Repairs and Renovations	-	
	Safety & Security	3,435,889	
	Logistical Services	218,770	
	Operation & Maintenance Information Technology	749,109	
	Total Operation and Maintenance of Plant:	16,128,554	14.6%
18	Scholarships and Fellowships		
	Scholarships	4,350,000	
	Fellowships	-	
	Resident Tuition Waivers	3,190,050	
	Nonresident Tuition Waivers	354,450	
	Total Scholarships and Fellowships:	7,894,500	7.1%
	Total Expenditures by Activity/Function:	110,775,784	100.0%

Oklahoma State Regents for Higher Education
EDUCATIONAL AND GENERAL BUDGET - FY2016-2017
PART I - PRIMARY BUDGET
Schedule B
Summary of Educational and General Expenditures by Object

Institution:	Tulsa Community College
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EXPENDITURES BY OBJECT			
Object Number	Object of Expenditure	FY2016-2017 Amount	Percent of Total
1	Personnel Services:		
1a		29,250,232	26.4%
1b	Teaching Salaries	12,405,669	11.2%
1c	Professional Salaries	17,474,159	15.8%
1d	Other Salaries and Wages	21,569,019	19.5%
1e	Fringe Benefits	2,835,900	2.6%
	Professional Services Total Personnel Service	83,534,979	75.4%
2	Travel	452,420	0.4%
3	Utilities	1,908,500	1.7%
4	Supplies and Other Operating Expenses *	16,489,750	14.9%
5	Property, Furniture and Equipment	-	0.0%
6	Library Books and Periodicals	495,635	0.4%
7	Scholarships and Other Assistance	7,894,500	7.1%
8	Transfer and Other Disbursements **	-	0.0%
	Total Expenditures by Object	110,775,784	100.0%

Oklahoma State Regents for Higher Education

EDUCATIONAL AND GENERAL BUDGET - FY2016-2017

PART I - PRIMARY BUDGET

Schedule C

REPORT OF EDUCATIONAL AND GENERAL REVENUE, EXPENDITURES, AND UNOBLIGATED RESERVE

Institution Name:		Tulsa Community College	
Revenue Description	FY2016-2017 Amount	Percent of Total	
1. Beginning Fund Balance July 1, 2016 (Cash Basis)	24,732,066		
2. Expenditures for Prior Year Obligations	5,476,250		
3. Unobligated Reserve Balance July 1, 2016 (line 1 - line 2)	19,255,816	<--Formula	
4. Projected FY2017 Receipts:			
State Appropriated Funds - For Operations	28,750,938	26.5%	
	946,541	0.9%	
State Appropriated Funds - For Grants, Contracts and Reimbursements	-	0.0%	
Federal Appropriations	39,167,963	36.1%	
Local Appropriations	28,523,326	26.3%	
Resident Tuition (includes tuition waivers)	2,467,093	2.3%	
Nonresident Tuition (includes tuition waivers)	5,634,788	5.2%	
Student Fees - Mandatory and Academic Service Fees	602,285	0.6%	
Gifts, Endowments and Bequests	371,607	0.3%	
Other Grants, Contracts and Reimbursements	-	0.0%	
Sales and Services of Educational Departments	-	0.0%	
Organized Activities Related to Educational Departments	-	0.0%	
Technical Education Funds	2,073,110	1.9%	
Other Sources	-		
5. Total Projected FY2017 Receipts	108,537,651	100.0%	
6. Total Available (line 3 + line 5)	127,793,467	<--Formula	
7. Less Budgeted Expenditures for FY2017 Operations	110,775,784	<--Link to Sch A	
8. Projected Unobligated Reserve Balance June 30, 2017 (line 6 - line 7)	17,017,683	<--Formula	

Schedule C-1			
Student Fees	Fund 290	Fund 700	Totals
Mandatory Fees	4,360,298	4,830,428	9,190,726
Academic Service Fees	1,274,490	61,152	1,335,642
	5,634,788	4,891,580	10,526,368
Difference Between Student Fees in cells B23 and C40	-	N/A	N/A

Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104

EDUCATIONAL AND GENERAL BUDGET
FISCAL YEAR FY2015-2016

Schedule F and G

STATEWIDE PROGRAM CODE: Higher Education (Input)

SUMMARY OF EXPENDITURES BY FUNCTION AND OBJECT

Agency #:	750	Date Submitted:							
Institution Name:	Tulsa Community College			Presidents Name		Dr. Leigh Goodson			
Object Codes→	10	20	31	30	40	42	50	60	
Object	Personnel Services	Travel	Utilities	Supplies & Other Operating Expenses	Property, Furniture, & Equipment	Library Books and Periodicals	Scholarships & Other Assistance Net of Waivers	Transfers & Other Disbursements	TOTALS
Activity & Sub-Activity/Function:									
11 Instruction	41,401,711	145,150	-	3,196,585	-	-	-	-	44,743,446
12 Research	-	-	-	-	-	-	-	-	-
13 Public Service	487,089	6,846	-	193,800	-	-	-	-	687,735
14 Academic Support	17,617,099	86,430	-	1,689,565	-	495,635	-	-	19,888,729
15 Student Services	7,127,645	62,135	-	1,169,600	-	-	-	-	8,359,380
16 Institutional Support	9,094,169	127,377	-	3,851,894	-	-	-	-	13,073,440
17 Operation. & Maintenance. of Plant	7,807,266	24,482	1,908,500	6,388,306	-	-	-	-	16,128,554
18 Scholarships (Net of Tuition Waivers)	-	-	-	-	-	-	4,350,000	-	4,350,000
11 Total E&G Part I - Fund 290	83,534,979	452,420	1,908,500	16,489,750	-	495,635	4,350,000	-	107,231,284
Hyperion Account Code	511130	521110	531160		541110		552110	562130	
Entry into CORE E&G Part I - Fund 290	83,534,979	452,420	18,398,250		495,635		4,350,000	-	107,231,284

Schedule G

Hyperion Account Code			511130	521110	531160		541110		552110	562130	
700 Fund No.	Activity No.	Sub-Activity No.	Personnel Services	Travel	Utilities	Supplies & Other Operating Expenses	Property, Furniture, & Equipment	Library Books and Periodicals	Scholarships & Other Assistance	Transfers & Other Disbursements	Total Budgeted Amount
701	51		3,435,000	45,000	835,000	6,552,000	-	-	4,650,000	-	15,517,000

11	Entry into CORE E&G Part I - Fund 290	107,231,284
G	Entry into CORE Fund 700	15,517,000
	Total Allotment	122,748,284

TULSA COMMUNITY COLLEGE

FINANCIAL REPORT

MONTH ENDING APRIL 2016

TULSA COMMUNITY COLLEGE

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Educational & General

SCHEDULE B: Expenditure Summary by
Category

SCHEDULE E: Statement of Revenue,
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TULSA COMMUNITY COLLEGE
STATEMENT OF REVENUE AND EXPENDITURES COMPARISON
FOR THE PERIOD ENDING APRIL 30, 2016 AND APRIL 30, 2015

	APRIL FY16			APRIL FY15			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
Revenue								
Education & General								
State Appropriations	\$ 36,600,023	\$ 27,626,054	75.5%	\$ 37,689,803	\$ 32,741,500	86.9%	\$ (5,115,446)	-15.6%
Revolving Fund	2,839,046	3,466,205	122.1%	2,520,429	3,195,030	126.8%	271,176	8.5%
Resident Tuition	27,636,535	26,823,487	97.1%	29,552,922	26,497,656	89.7%	325,832	1.2%
Non-Resident Tuition	2,578,634	2,406,240	93.3%	2,473,585	2,456,937	99.3%	(50,697)	-2.1%
Student Fees	6,180,408	5,885,390	95.2%	6,334,074	5,709,853	90.1%	175,537	3.1%
Local Appropriations	37,683,613	23,500,000	62.4%	36,912,149	23,800,000	64.5%	(300,000)	-1.3%
Total	<u>\$ 113,518,259</u>	<u>\$ 89,707,377</u>	<u>79.0%</u>	<u>\$ 115,482,962</u>	<u>\$ 94,400,975</u>	<u>81.7%</u>	<u>\$ (4,693,598)</u>	<u>-5.0%</u>
Auxiliary Enterprises								
Campus Store	\$ 8,816,213	\$ 6,706,556	76.1%	\$ 9,350,000	\$ 7,609,898	81.4%	\$ (903,342)	-11.9%
Student Activities	2,471,419	2,171,655	87.9%	2,574,681	2,258,794	87.7%	(87,139)	-3.9%
Other Auxiliary Enterprises	7,745,885	3,658,992	47.2%	7,773,913	3,907,153	50.3%	(248,161)	-6.4%
Total	<u>\$ 19,033,517</u>	<u>\$ 12,537,202</u>	<u>65.9%</u>	<u>\$ 19,698,594</u>	<u>\$ 13,775,844</u>	<u>69.9%</u>	<u>\$ (1,238,642)</u>	<u>-9.0%</u>
Restricted								
Institutional Grants	\$ 7,732,911	\$ 5,568,649	72.0%	\$ 7,947,090	\$ 6,074,407	76.4%	\$ (505,759)	-8.3%
State Student Grants	4,392,014	3,554,456	80.9%	3,763,651	4,098,971	108.9%	(544,514)	-13.3%
Total	<u>\$ 12,124,925</u>	<u>\$ 9,123,105</u>	<u>75.2%</u>	<u>\$ 11,710,741</u>	<u>\$ 10,173,378</u>	<u>86.9%</u>	<u>\$ (1,050,273)</u>	<u>-10.3%</u>
TOTAL REVENUE	<u>\$144,676,701</u>	<u>\$111,367,685</u>	<u>77.0%</u>	<u>\$146,892,297</u>	<u>\$118,350,198</u>	<u>80.6%</u>	<u>\$ (6,982,513)</u>	<u>-5.9%</u>
Expenditures								
Education & General								
Instruction	\$ 47,642,238	\$ 32,022,995	67.2%	\$ 55,636,690	\$ 40,290,827	72.4%	\$ (8,267,832)	-20.5%
Public Service	544,020	104,628	19.2%	1,886,885	683,305	36.2%	(578,678)	-84.7%
Academic Support	20,099,642	15,083,192	75.0%	10,290,476	6,220,757	60.5%	8,862,435	142.5%
Student Services	9,029,409	6,816,087	75.5%	13,141,064	10,312,698	78.5%	(3,496,611)	-33.9%
Institutional Support	14,079,500	12,158,402	86.4%	14,601,306	12,068,797	82.7%	89,605	0.7%
Operation/ Maintenance of Plant	16,307,411	12,935,924	79.3%	14,695,247	13,318,026	90.6%	(382,103)	-2.9%
Tuition Waivers	3,375,756	3,271,918	96.9%	3,261,600	3,010,235	92.3%	261,682	8.7%
Scholarships	4,145,100	4,085,155	98.6%	4,294,440	3,743,595	87.2%	341,559	9.1%
Total	<u>\$ 115,223,076</u>	<u>\$ 86,478,300</u>	<u>75.1%</u>	<u>\$ 117,807,708</u>	<u>\$ 89,648,242</u>	<u>76.1%</u>	<u>\$ (3,169,942)</u>	<u>-3.5%</u>
Auxiliary Enterprises								
Campus Store	\$ 7,241,877	\$ 6,961,565	96.1%	\$ 8,498,821	\$ 7,978,797	93.9%	\$ (1,017,232)	-12.7%
Student Activities	2,439,017	1,836,429	75.3%	2,786,430	1,968,199	70.6%	(131,771)	-6.7%
Other Auxiliary Enterprises	7,736,844	3,361,986	43.5%	10,133,554	4,647,467	45.9%	(1,285,481)	-27.7%
Total	<u>\$ 17,417,738</u>	<u>\$ 12,159,980</u>	<u>69.8%</u>	<u>\$ 21,418,805</u>	<u>\$ 14,594,463</u>	<u>68.1%</u>	<u>\$ (2,434,484)</u>	<u>-16.7%</u>
Restricted								
Institutional Grants	\$ 7,732,911	\$ 5,780,582	74.8%	\$ 7,947,090	\$ 6,065,945	76.3%	\$ (285,363)	-4.7%
State Student Grants	4,392,014	3,561,373	81.1%	3,763,651	3,973,266	105.6%	(411,893)	-10.4%
Total	<u>\$ 12,124,925</u>	<u>\$ 9,341,955</u>	<u>77.0%</u>	<u>\$ 11,710,741</u>	<u>\$ 10,039,211</u>	<u>85.7%</u>	<u>\$ (697,256)</u>	<u>-6.9%</u>
TOTAL EXPENDITURES	<u>\$ 144,765,739</u>	<u>\$ 107,980,235</u>	<u>74.6%</u>	<u>\$ 150,937,254</u>	<u>\$ 114,281,916</u>	<u>75.7%</u>	<u>\$ (6,301,681)</u>	<u>-5.5%</u>

TULSA COMMUNITY COLLEGE
EXPENDITURE SUMMARY BY CATEGORY
FOR THE PERIOD ENDING APRIL 30, 2016 AND APRIL 30, 2015

APRIL FY16			APRIL FY15				
Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget	\$ Change	Percent Change
\$ 18,288,189	\$ 13,165,222	72.0%	\$ 18,693,488	\$ 13,698,942	73.3%	\$ (533,720)	-3.9%
12,893,590	7,927,114	61.5%	13,220,130	9,506,896	71.9%	(1,579,782)	-16.6%
11,599,149	9,616,860	82.9%	12,544,963	9,714,780	77.4%	(97,920)	-1.0%
4,479,153	3,491,635	78.0%	4,302,724	3,410,251	79.3%	81,383	2.4%
14,440,059	10,750,145	74.4%	15,438,720	11,523,500	74.6%	(773,354)	-6.7%
<u>\$ 61,700,140</u>	<u>\$ 44,950,977</u>	<u>72.9%</u>	<u>\$ 64,200,025</u>	<u>\$ 47,854,369</u>	<u>74.5%</u>	<u>\$ (2,903,392)</u>	<u>-6.1%</u>
\$ 22,047,079	\$ 16,747,547	76.0%	\$ 22,763,194	\$ 17,100,197	75.1%	(352,651)	-2.1%
3,522,742	2,247,868	63.8%	3,749,510	1,803,835	48.1%	444,033	24.6%
14,883,965	10,562,155	71.0%	13,066,210	11,114,795	85.1%	(552,640)	-5.0%
1,875,717	1,145,818	61.1%	1,917,792	1,142,528	59.6%	3,290	0.3%
750,533	460,786	61.4%	779,479	526,804	67.6%	(66,018)	-12.5%
2,015,900	1,385,361	68.7%	2,035,000	1,495,056	73.5%	(109,695)	-7.3%
3,375,756	3,271,918	96.9%	3,261,600	3,010,235	92.3%	261,682	8.7%
4,145,100	4,085,155	98.6%	4,294,440	3,743,595	87.2%	341,559	9.1%
906,144	1,620,716	178.9%	1,740,458	1,856,826	106.7%	(236,110)	-12.7%
<u>\$ 115,223,076</u>	<u>\$ 86,478,300</u>	<u>75.1%</u>	<u>\$ 117,807,708</u>	<u>\$ 89,648,242</u>	<u>76.1%</u>	<u>\$ (3,169,942)</u>	<u>-3.5%</u>

TULSA COMMUNITY COLLEGE
EXPENDITURE SUMMARY BY CATEGORY
FOR THE PERIOD ENDING APRIL 30, 2016 AND APRIL 30, 2015

	APRIL FY16			APRIL FY15				
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget	\$ Change	Percent Change
<u>CAMPUS STORE</u>								
Salaries & Wages								
Professional & Classified Exempt	\$ 306,629	\$ 271,836	88.7%	\$ 300,089	\$ 256,834	85.6%	\$ 15,002	5.8%
Classified Hourly	599,206	440,486	73.5%	726,640	469,421	64.6%	(28,935)	-6.2%
Total Salaries & Wages	\$ 905,835	\$ 712,322	78.6%	\$ 1,026,729	\$ 726,255	70.7%	\$ (13,933)	-1.9%
Staff Benefits	\$ 320,542	\$ 230,226	71.8%	\$ 342,592	\$ 249,569	72.8%	\$ (19,343)	-7.8%
Professional Services	-	8,048	0.0%	-	-	0.0%	8,048	100.0%
Operating Services	180,500	40,761	22.6%	352,500	76,260	21.6%	(35,499)	-46.5%
Supplies and Materials	-	92	0.0%	-	-	0.0%	92	100.0%
Travel	15,000	3,428	22.9%	5,000	2,332	46.6%	1,096	47.0%
Utilities	40,000	19,241	48.1%	40,000	20,765	51.9%	(1,524)	-7.3%
Items for Resale - Campus Store	5,780,000	5,947,447	102.9%	6,732,000	6,878,446	102.2%	(930,999)	-13.5%
Furniture & Equipment	-	-	0.0%	-	25,171	0.0%	(25,171)	-100.0%
TOTAL	\$ 7,241,877	\$ 6,961,565	96.1%	\$ 8,498,821	\$ 7,978,797	93.9%	\$ (1,017,232)	-12.7%
<u>STUDENT ACTIVITIES</u>								
Salaries & Wages								
Professional	\$ 564,340	\$ 477,695	84.6%	\$ 628,529	\$ 460,898	73.3%	\$ 16,797	3.6%
Classified Hourly	808,166	507,609	62.8%	829,398	560,656	67.6%	(53,046)	-9.5%
Total Salaries & Wages	\$ 1,372,506	\$ 985,304	71.8%	\$ 1,457,927	\$ 1,021,553	70.1%	\$ (36,249)	-3.5%
Staff Benefits	\$ 396,565	\$ 394,842	99.6%	\$ 535,678	\$ 410,203	76.6%	\$ (15,361)	-3.7%
Professional Services	39,260	16,483	42.0%	91,900	19,914	21.7%	(3,431)	-17.2%
Operating Services	220,766	142,306	64.5%	218,602	163,905	75.0%	(21,600)	-13.2%
Supplies and Materials	215,000	177,479	82.5%	175,000	156,734	89.6%	20,745	13.2%
Travel	104,920	30,165	28.8%	99,875	43,207	43.3%	(13,042)	-30.2%
Furniture & Equipment	-	42,424	0.0%	66,448	80,933	121.8%	(38,509)	-47.6%
Items for Resale	90,000	47,425	52.7%	141,000	71,749	50.9%	(24,324)	-33.9%
TOTAL	\$ 2,439,017	\$ 1,836,429	75.3%	\$ 2,786,430	\$ 1,968,199	70.6%	\$ (131,771)	-6.7%
<u>OTHER AUXILIARY ENTERPRISES</u>								
Salaries & Wages								
Professional	\$ 82,000	\$ 113,094	137.9%	\$ 56,343	\$ 57,844	102.7%	\$ 55,250	95.5%
Adjunct Faculty	146,713	186,391	127.0%	127,170	199,403	156.8%	(13,012)	-6.5%
Classified Hourly	320,000	299,551	93.6%	320,000	295,566	92.4%	3,985	1.3%
Total Salaries & Wages	\$ 548,713	\$ 599,036	109.2%	\$ 503,513	\$ 552,813	109.8%	\$ 46,223	8.4%
Staff Benefits	\$ 65,613	\$ 93,921	143.1%	\$ 87,726	\$ 74,244	84.6%	\$ 19,678	26.5%
Professional Services	398,000	279,513	70.2%	552,120	384,646	69.7%	(105,133)	-27.3%
Operating Services	3,847,418	1,087,453	28.3%	5,657,218	1,848,100	32.7%	(760,648)	-41.2%
Supplies and Materials	-	243,474	0.0%	300,000	268,596	89.5%	(25,122)	-9.4%
Travel	-	19,698	0.0%	32,900	31,528	95.8%	(11,830)	-37.5%
Utilities	870,000	519,511	59.7%	870,000	560,646	64.4%	(41,135)	-7.3%
Scholarship & Refunds	-	-	0.0%	-	-	0.0%	-	0.0%
Bond Principal and Expense	2,000,000	432,958	21.6%	2,012,777	902,997	44.9%	(470,039)	-52.1%
Furniture & Equipment	-	84,938	0.0%	117,300	21,640	18.4%	63,298	292.5%
Items for Resale	7,100	1,485	20.9%	-	2,257	0.0%	(772)	-34.2%
TOTAL	\$ 7,736,844	\$ 3,361,986	43.5%	\$ 10,133,554	\$ 4,647,467	45.9%	\$ (1,285,481)	-27.7%

TULSA COMMUNITY COLLEGE-CAMPUS STORE
STATEMENT OF REVENUE, EXPENDITURES AND CAMPUS STORE EQUITY
FOR THE TEN MONTHS ENDING APRIL 30, 2016 AND APRIL 30, 2015

	APRIL FY16		APRIL FY15			
	Current Year	Percent of Sales	Prior Year	Percent of Sales	Increase/ (Decrease)	Percent Change
Income From Sales						
Sales (From 07-01-15 To 04-30-16)						
Textbooks, Supplies, and Soft Goods	\$ 6,665,795		\$ 7,575,459		\$ (909,664)	-12.0%
Total Sales	6,665,795	100.0%	7,575,459	100.0%	(909,664)	-12.0%
Less: Cost of Goods Sold	5,059,286	75.9%	5,531,568	73.0%	(472,282)	-8.5%
Gross Income/(Loss) on Sales	1,606,509	24.1%	2,043,891	27.0%	(437,382)	-21.4%
Operating Expenses						
Selling Expenses	712,322	10.7%	726,255	9.6%	(13,933)	-1.9%
Total Selling Expense	712,322	10.7%	726,255	9.6%	(13,933)	-1.9%
Administrative Expenses						
Personnel Benefits	230,226	3.5%	249,569	3.3%	(19,343)	-7.8%
Travel	3,428	0.1%	2,332	0.0%	1,096	47.0%
Operating Expense	68,142	1.0%	97,025	1.3%	(28,883)	-29.8%
Total Administrative Expense	301,796	4.5%	348,926	4.6%	(47,130)	-13.5%
Total Selling and Administrative Expense	1,014,118	15.2%	1,075,181	14.2%	(61,063)	-5.7%
Net Selling Income/(Loss)	592,391	8.9%	968,710	12.8%	(376,319)	-38.8%
Other Income/(Loss)						
Commission Income	35,757	0.5%	28,441	0.4%	7,316	25.7%
Other Expense	300,000	4.5%	425,000	5.6%	(125,000)	-29.4%
	(264,243)	-4.0%	(396,559)	-5.2%	132,316	-33.4%
Net Income/(Loss)	\$ 328,148	4.9%	\$ 572,151	7.6%	(244,003)	-42.6%
Equity Balance July 1, 2015	6,734,225		6,689,507		44,717	0.7%
Equity Balance April 30, 2016	\$ 7,062,373		\$ 7,261,658		(199,286)	-2.7%
	Current Year	Prior Year	Increase/ (Decrease)	Percent Change		
Inventory July 1, 2015	\$ 1,644,716	\$ 1,149,590	\$ 495,126	43.1%		
Purchases						
Textbooks, Supplies, and Soft Goods	5,560,027	6,237,632	(677,606)	-10.9%		
Total Purchases	5,560,027	6,237,632	(677,606)	-10.9%		
Freight-In	84,403	141,193	(56,790)			
	5,644,430	6,378,826	(734,396)	-11.5%		
Cost of Goods Available for Sale	7,289,146	7,528,416	(239,270)	-3.2%		
Deduct Inventory April 30, 2016	2,229,860	1,996,848	233,012	11.7%		
Cost of Goods Sold	\$ 5,059,286	\$ 5,531,568	(472,282)	-8.5%		