



**Tulsa Community College
Regular Meeting of the Board of Regents
Thursday, May 18, 2017
Northeast Campus, Room 1315
3:00 p.m.**

AGENDA

1. Call to Order
 - 1.1 Open Meeting Compliance Statement
 - 1.2 Roll Call
2. Old Business
 - 2.1 Recommendation for Approval of the Minutes for the Regular Meeting of the Tulsa Community College Board of Regents held on Thursday, April 20, 2017
 - 2.2 Carry Over Items
3. President's Report and Possible Discussion
Presented by President Goodson
4. Student Success Update and Possible Discussion on:
Presented by Patrick Green, Interim Vice President for Workforce Development
 - 4.1 What is the Skills Gap and how is TCC Addressing it?
5. Academic Affairs and Student Success Committee Report and Possible Discussion and Action on:
Presented by Regent Ballenger
 - 5.1 Changes in Academic Programs ([Attachment 5.1](#))
6. Community Relations and Workforce Development Committee Report and Possible Discussion
Presented by Regent Garber
7. Personnel Report and Possible Discussion and Action on:
Presented by President Goodson
 - 7.1 Information Items

7.1.1 Introduction of Recently Appointed Staff

7.2 Consent Agenda - *None*

8. Facilities Committee Report and Possible Discussion
Presented by Regent Combs

9. Finance and Audit Committee Report and Possible Discussion and Action on:
Presented by Regent Lawhorn

9.1 Purchase Item Agreements (>100k)

9.1.1 Purchase of Data Processing Equipment

9.2 Consent Agenda (Between \$50k and \$100k – *No items*)

9.3 Monthly Financial Report for April 2017 ([Attachment 9.3](#))

10. New Business

[Pursuant to Title 25 Oklahoma Statutes, Section 311(A)(9), "...any matter not known about or which could not have been reasonably foreseen prior to the time of posting." 24 hours prior to meeting]

11. Persons Who Desire to Come Before the Board

12. Executive Session

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

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

13. Adjournment

13.1 Next Meeting Date:

The next regular meeting of the Tulsa Community College Board of Regents will be held on Thursday, June 15, 2017, 3:00 p.m., in Room 1320 at Southeast Campus, 10300 E 81st St, Tulsa, Oklahoma.

1. Call to Order

1.1 Open Meeting Compliance Statement

“Statement of Compliance with the Oklahoma Open Meeting Act
(Regularly scheduled meeting, May 18, 2017 at 3:00 pm)

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

This meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on December 15, 2016.

Notice of this meeting was also given at least twenty-four (24) hours in advance of the meeting by positing notice of the date, time, place, and agenda of the meeting at 2:00 p.m. on May 16, 2017 at the principal office of the Tulsa Community College Board of Regents, located at 6111 E. Skelly Drive, Tulsa, Oklahoma.

1.2 Roll Call

	<u>Present</u>	<u>Absent</u>
Paul H. Cornell, Chair	_____	_____
Robin F. Ballenger, Vice Chair	_____	_____
Martin D. Garber, Jr., Secretary	_____	_____
Samuel Combs, Member	_____	_____
Caron A. Lawhorn, Member	_____	_____
Ronald S. Looney, Member	_____	_____
William R. McKamey, Member	_____	_____

2. Old Business

2.1 Recommendation for Approval of the Minutes for the Regular Meeting of the Tulsa Community College Board of Regents held on Thursday, April 20, 2017

MOTION FOR APPROVAL OF THE MINUTES

MOTION:	
SECOND:	

<u>Totals</u>					<u>Motion Carried</u>		
YES		NO		Other		YES	NO
						<input type="checkbox"/>	<input type="checkbox"/>

2.2 Carry Over Items

3. President’s Report and Possible Discussion

Presented by President Goodson

4. Student Success Update and Possible Discussion on:

Presented by Patrick Green, Interim Vice President for Workforce Development

4.1 What is the Skills Gap and how is TCC Addressing it?

5. Academic Affairs and Student Success Committee Report and Possible Discussion and Action on:

Presented by Regent Ballenger

5.1 Changes in Academic Programs

**MOTION FROM THE ACADEMIC AFFAIRS & STUDENT SUCCESS COMMITTEE FOR APPROVAL
NO SECOND NEEDED**

<u>Totals</u>					<u>Motion Carried</u>		
YES		NO		Other		YES	NO
						<input type="checkbox"/>	<input type="checkbox"/>

(Attachment 5.1: Changes in Academic Programs)

6. Community Relations and Workforce Development Committee Report and Possible Discussion

Presented by Lauren Brookey, Vice President of External Affairs

7. Personnel Report and Possible Discussion and Action on:

Presented by President Goodson

7.1 Information Items

7.1.1 Introduction of Recently Appointed Staff

7.2 Consent Agenda – *No items*

8. Facilities Committee Report and Possible Discussion

Presented by Regent Combs

9. Finance and Audit Committee Report and Possible Discussion and Action

on: Presented by Regent Lawhorn

9.1 Purchase Item Agreements (>\$100K)

9.1.1 Purchase of Data Processing Equipment

Authorization is requested to enter into a contract for the purchase of data processing equipment for all campuses.

The Finance Committee recommends award of the contract to Pinnacle Business System in the amount of \$355,000 under State of Oklahoma contract SW 1020D.

**MOTION FROM THE FINANCE & AUDIT COMMITTEE FOR APPROVAL
NO SECOND NEEDED**

<u>Totals</u>					<u>Motion Carried</u>	
YES	NO	Other	YES	NO		
			<input type="checkbox"/>	<input type="checkbox"/>		

9.2 Consent Agenda (Between \$50k and \$100k) – *No items*

9.3 Monthly Financial Report

It is recommended by the Finance & Audit Committee that the monthly financial report for April 2017 be approved as presented.

**MOTION FROM THE FINANCE & AUDIT COMMITTEE FOR APPROVAL
NO SECOND NEEDED**

<u>Totals</u>					<u>Motion Carried</u>	
YES	NO	Other	YES	NO		
			<input type="checkbox"/>	<input type="checkbox"/>		

(Attachment 9.3: Monthly Financial Report – April 2017)

10. New Business

[Pursuant to Title 25 Oklahoma Statutes, Section 311(A)(9), "...any matter not known about or which could not have been reasonably foreseen prior to the time of posting." 24 hours prior to meeting]

11. 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.

12. Executive Session

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

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

MOTION FOR APPROVAL TO RECESS INTO EXECUTIVE SESSION

MOTION:	
SECOND:	

<u>Totals</u>					<u>Motion Carried</u>	
YES		NO		Other	YES	NO
					<input type="checkbox"/>	<input type="checkbox"/>

MOTION FOR APPROVAL TO RECONVENE INTO REGULAR MEETING

MOTION:	
SECOND:	

<u>Totals</u>					<u>Motion Carried</u>	
YES		NO		Other	YES	NO
					<input type="checkbox"/>	<input type="checkbox"/>

13. Adjournment

13.1 Next Meeting Date:

The next regular meeting of the Tulsa Community College Board of Regents will be held on Thursday, June 15, 2017, 3:00 p.m., in Room 1320 at Southeast Campus, 10300 E 81st St, Tulsa, Oklahoma.

Tulsa Community College Changes in Academic Programs May 2017	
PROGRAM	REASON FOR CHANGE
PROGRAM NAME CHANGES	
Accounting Associate AAS - Change program name to "Accounting"	The term "Associate" causes duplication when stating the degree name since this is an Associate in Applied Science degree.
PROGRAM REQUIREMENT CHANGES	
History AA - Remove six History courses from the curriculum	These six courses are no longer offered and will be removed from the catalog and the degree. No change to total credit hours.
PROGRAM SUSPENSIONS	
Human Resources AAS	Curriculum is being consolidated under Business AAS - see below
Management AAS	Curriculum is being consolidated under Business AAS - see below
Marketing AAS	Curriculum is being consolidated under Business AAS - see below
NEW PROGRAM OPTIONS	
BUSINESS AAS - Add new options for Human Resources, Management, and Marketing	Consolidating these options into one degree provides a consistent curriculum with 42 hours of common courses and 18 hours of specialty courses in each option (major). Through the common courses, students will be exposed to each area of study which will assist them in choosing the major that is appropriate for their career choice. Students will also have the ability to complete more than one option for designation on their transcript.

TULSA COMMUNITY COLLEGE

FINANCIAL REPORT

MONTH ENDING APRIL 2017

TULSA COMMUNITY COLLEGE

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Educational & General

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Expenditures and Campus Store Equity

TULSA COMMUNITY COLLEGE
STATEMENT OF REVENUE AND EXPENDITURES COMPARISON
FOR THE PERIOD ENDING APRIL 31, 2017 AND APRIL 30, 2016

	APRIL FY17			APRIL FY16			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
Revenue								
Education & General								
State Appropriations	\$ 30,408,023	\$ 25,948,791	85.3%	\$ 36,600,023	\$ 27,626,054	75.5%	\$ (1,677,263)	-6.1%
Revolving Fund	2,336,458	3,740,620	160.1%	2,839,046	3,466,205	122.1%	274,414	7.9%
Resident Tuition	28,523,326	27,764,411	97.3%	27,636,535	26,823,487	97.1%	940,924	3.5%
Non-Resident Tuition	2,467,093	2,579,481	104.6%	2,578,634	2,406,240	93.3%	173,241	7.2%
Student Fees	5,634,788	5,198,069	92.2%	6,180,408	5,885,390	95.2%	(687,321)	-11.7%
Local Appropriations	39,167,963	19,500,000	49.8%	37,683,613	23,500,000	62.4%	(4,000,000)	-17.0%
Total	<u>\$ 108,537,651</u>	<u>\$ 84,731,373</u>	<u>78.1%</u>	<u>\$ 113,518,259</u>	<u>\$ 89,707,377</u>	<u>79.0%</u>	<u>\$ (4,976,005)</u>	<u>-5.5%</u>
Auxiliary Enterprises								
Campus Store	\$ 6,500,000	\$ 6,353,151	97.7%	\$ 8,816,213	\$ 6,706,556	76.1%	\$ (353,405)	-5.3%
Student Activities	2,035,500	2,284,852	112.3%	2,471,419	2,171,655	87.9%	113,197	5.2%
Other Auxiliary Enterprises	8,464,500	3,852,921	45.5%	7,745,885	3,658,992	47.2%	193,929	5.3%
Total	<u>\$ 17,000,000</u>	<u>\$ 12,490,924</u>	<u>73.5%</u>	<u>\$ 19,033,517</u>	<u>\$ 12,537,202</u>	<u>65.9%</u>	<u>\$ (46,279)</u>	<u>-0.4%</u>
Restricted								
Institutional Grants	\$ 4,576,625	\$ 4,066,111	88.8%	\$ 7,732,911	\$ 5,568,649	72.0%	\$ (1,502,538)	-27.0%
State Student Grants	2,277,003	3,666,768	161.0%	4,392,014	3,554,456	80.9%	112,312	3.2%
Total	<u>\$ 6,853,628</u>	<u>\$ 7,732,879</u>	<u>112.8%</u>	<u>\$ 12,124,925</u>	<u>\$ 9,123,105</u>	<u>75.2%</u>	<u>\$ (1,390,226)</u>	<u>-15.2%</u>
TOTAL REVENUE	<u>\$132,391,279</u>	<u>\$104,955,175</u>	<u>79.3%</u>	<u>\$144,676,701</u>	<u>\$111,367,685</u>	<u>77.0%</u>	<u>\$ (6,412,510)</u>	<u>-5.8%</u>
Expenditures								
Education & General								
Instruction	\$ 44,743,446	\$ 31,911,302	71.3%	\$ 47,642,238	\$ 32,022,995	67.2%	\$ (111,693)	-0.3%
Public Service	687,735	109,999	16.0%	544,020	104,628	19.2%	5,371	5.1%
Academic Support	19,888,729	11,927,337	60.0%	20,099,642	15,083,192	75.0%	(3,155,855)	-20.9%
Student Services	8,359,380	7,870,924	94.2%	9,029,409	6,816,087	75.5%	1,054,837	15.5%
Institutional Support	13,073,440	10,903,154	83.4%	14,079,500	12,158,402	86.4%	(1,255,248)	-10.3%
Operation/ Maintenance of Plant	16,128,554	11,015,512	68.3%	16,307,411	12,935,924	79.3%	(1,920,412)	-14.8%
Tuition Waivers	3,544,500	3,602,323	101.6%	3,375,756	3,271,918	96.9%	330,406	10.1%
Scholarships	4,350,000	4,289,180	98.6%	4,145,100	4,085,155	98.6%	204,025	5.0%
Total	<u>\$ 110,775,784</u>	<u>\$ 81,629,732</u>	<u>73.7%</u>	<u>\$ 115,223,076</u>	<u>\$ 86,478,300</u>	<u>75.1%</u>	<u>\$ (4,848,569)</u>	<u>-5.6%</u>
Auxiliary Enterprises								
Campus Store	\$ 6,355,000	\$ 6,221,329	97.9%	\$ 7,241,877	\$ 6,961,565	96.1%	\$ (740,236)	-10.6%
Student Activities	2,385,500	1,727,063	72.4%	2,439,017	1,836,429	75.3%	(109,365)	-6.0%
Other Auxiliary Enterprises	8,626,500	3,188,698	37.0%	7,736,844	3,361,986	43.5%	(173,288)	-5.2%
Total	<u>\$ 17,367,000</u>	<u>\$ 11,137,090</u>	<u>64.1%</u>	<u>\$ 17,417,738</u>	<u>\$ 12,159,980</u>	<u>69.8%</u>	<u>\$ (1,022,889)</u>	<u>-8.4%</u>
Restricted								
Institutional Grants	\$ 4,576,625	\$ 4,064,381	88.8%	\$ 7,732,911	\$ 5,780,582	74.8%	\$ (1,716,201)	-29.7%
State Student Grants	2,277,003	3,467,218	152.3%	4,392,014	3,561,373	81.1%	(94,155)	-2.6%
Total	<u>\$ 6,853,628</u>	<u>\$ 7,531,599</u>	<u>109.9%</u>	<u>\$ 12,124,925</u>	<u>\$ 9,341,955</u>	<u>77.0%</u>	<u>\$ (1,810,356)</u>	<u>-19.4%</u>
TOTAL EXPENDITURES	<u>\$ 134,996,412</u>	<u>\$ 100,298,421</u>	<u>74.3%</u>	<u>\$ 144,765,739</u>	<u>\$ 107,980,235</u>	<u>74.6%</u>	<u>\$ (7,681,814)</u>	<u>-7.1%</u>

**TULSA COMMUNITY COLLEGE
EXPENDITURE SUMMARY BY CATEGORY
FOR THE PERIOD ENDING APRIL 31, 2017 AND APRIL 30, 2016**

	APRIL FY17			APRIL FY16			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
<u>EDUCATION AND GENERAL</u>								
Salaries & Wages								
Faculty	\$ 17,550,232	\$ 12,863,500	73.3%	\$ 18,288,189	\$ 13,165,222	72.0%	\$ (301,722)	-2.3%
Adjunct Faculty	11,700,000	7,927,486	67.8%	12,893,590	7,927,114	61.5%	372	0.0%
Professional	12,405,669	8,831,115	71.2%	11,599,149	9,616,860	82.9%	(785,745)	-8.2%
Classified Exempt	4,158,105	2,874,997	69.1%	4,479,153	3,491,635	78.0%	(616,638)	-17.7%
Classified Hourly	13,316,054	11,126,436	83.6%	14,440,059	10,750,145	74.4%	376,291	3.5%
TOTAL	\$ 59,130,060	\$ 43,623,534	73.8%	\$ 61,700,140	\$ 44,950,977	72.9%	\$ (1,327,444)	-3.0%
Staff Benefits	\$ 21,569,019	\$ 15,967,840	74.0%	\$ 22,047,079	\$ 16,747,547	76.0%	(779,706)	-4.7%
Professional Services	2,835,900	1,523,063	53.7%	3,522,742	2,247,868	63.8%	(724,805)	-32.2%
Operating Services	14,527,578	10,255,806	70.6%	16,759,682	11,707,972	69.9%	(1,452,166)	-12.4%
Travel	452,420	321,664	71.1%	750,533	460,786	61.4%	(139,123)	-30.2%
Utilities	1,908,500	1,263,128	66.2%	2,015,900	1,385,361	68.7%	(122,233)	-8.8%
Tuition Waivers	3,544,500	3,602,323	101.6%	3,375,756	3,271,918	96.9%	330,406	10.1%
Scholarships	4,350,000	4,289,180	98.6%	4,145,100	4,085,155	98.6%	204,025	5.0%
Furniture & Equipment	2,457,807	783,193	31.9%	906,144	1,620,716	178.9%	(837,523)	-51.7%
TOTAL	\$ 110,775,784	\$ 81,629,732	73.7%	\$ 115,223,076	\$ 86,478,300	75.1%	\$ (4,848,568)	-5.6%

TULSA COMMUNITY COLLEGE
EXPENDITURE SUMMARY BY CATEGORY
FOR THE PERIOD ENDING APRIL 31, 2017 AND APRIL 30, 2016

	APRIL FY17			APRIL FY16			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
<u>CAMPUS STORE</u>								
Salaries & Wages								
Professional & Classified Exempt	\$ 258,122	\$ 248,855	96.4%	\$ 306,629	\$ 271,836	88.7%	\$ (22,981)	-8.5%
Classified Hourly	447,291	476,545	106.5%	599,206	440,486	73.5%	36,059	8.2%
Total Salaries & Wages	\$ 705,413	\$ 725,401	102.8%	\$ 905,835	\$ 712,322	78.6%	\$ 13,079	1.8%
Staff Benefits	\$ 224,587	\$ 212,084	94.4%	\$ 320,542	\$ 230,226	71.8%	\$ (18,142)	-7.9%
Professional Services	-	-	0.0%	-	8,048	0.0%	(8,048)	-100.0%
Operating Services	590,000	37,553	6.4%	180,500	40,853	22.6%	(3,300)	-8.1%
Travel	5,000	1,106	22.1%	15,000	3,428	22.9%	(2,322)	-67.7%
Utilities	85,000	17,703	20.8%	40,000	19,241	48.1%	(1,538)	-8.0%
Items for Resale - Campus Store	4,745,000	5,227,482	110.2%	5,780,000	5,947,447	102.9%	(719,965)	-12.1%
Furniture & Equipment	-	-	0.0%	-	-	0.0%	-	0.0%
TOTAL	\$ 6,355,000	\$ 6,221,329	97.9%	\$ 7,241,877	\$ 6,961,565	96.1%	\$ (740,236)	-10.6%
<u>STUDENT ACTIVITIES</u>								
Salaries & Wages								
Professional	\$ 613,385	\$ 420,163	68.5%	\$ 564,340	\$ 477,695	84.6%	\$ (57,531)	-12.0%
Classified Hourly	686,230	487,114	71.0%	808,166	507,609	62.8%	(20,495)	-4.0%
Total Salaries & Wages	\$ 1,299,615	\$ 907,277	69.8%	\$ 1,372,506	\$ 985,304	71.8%	\$ (78,027)	-7.9%
Staff Benefits	\$ 520,385	\$ 345,350	66.4%	\$ 396,565	\$ 394,842	99.6%	\$ (49,492)	-12.5%
Professional Services	46,181	22,277	48.2%	39,260	16,483	42.0%	5,794	35.1%
Operating Services	369,319	325,704	88.2%	435,766	319,785	73.4%	5,919	1.9%
Travel	40,000	28,287	70.7%	104,920	30,165	28.8%	(1,879)	-6.2%
Furniture & Equipment	10,000	46,758	467.6%	-	42,424	0.0%	4,334	10.2%
Items for Resale	100,000	51,411	51.4%	90,000	47,425	52.7%	3,986	8.4%
TOTAL	\$ 2,385,500	\$ 1,727,063	72.4%	\$ 2,439,017	\$ 1,836,429	75.3%	\$ (109,366)	-6.0%
<u>OTHER AUXILIARY ENTERPRISES</u>								
Salaries & Wages								
Professional	\$ 120,789	\$ 106,428	88.1%	\$ 82,000	\$ 113,094	137.9%	\$ (6,667)	-5.9%
Adjunct Faculty	188,132	151,665	80.6%	146,713	186,391	127.0%	(34,726)	-18.6%
Classified Hourly	304,705	298,821	98.1%	320,000	299,551	93.6%	(730)	-0.2%
Total Salaries & Wages	\$ 613,626	\$ 556,913	90.8%	\$ 548,713	\$ 599,036	109.2%	\$ (42,123)	-7.0%
Staff Benefits	\$ 98,374	\$ 89,655	91.1%	\$ 65,613	\$ 93,921	143.1%	\$ (4,266)	-4.5%
Professional Services	447,082	302,765	67.7%	398,000	279,513	70.2%	23,252	8.3%
Operating Services	4,813,558	1,011,362	21.0%	3,847,418	1,330,926	34.6%	(319,564)	-24.0%
Travel	-	25,856	0.0%	-	19,698	0.0%	6,158	31.3%
Utilities	750,000	513,094	68.4%	870,000	519,511	59.7%	(6,417)	-1.2%
Scholarship & Refunds	-	3,917	0.0%	-	-	0.0%	3,917	100.0%
Bond Principal and Expense	1,800,000	672,974	37.4%	2,000,000	432,958	21.6%	240,017	55.4%
Furniture & Equipment	100,000	10,673	10.7%	-	84,938	0.0%	(74,264)	-87.4%
Items for Resale	3,860	1,488	38.6%	7,100	1,485	20.9%	4	0.2%
TOTAL	\$ 8,626,500	\$ 3,188,698	37.0%	\$ 7,736,844	\$ 3,361,986	43.5%	\$ (173,288)	-5.2%

