Tulsa Community College
Regular Meeting of the Board of Regents

MINUTES

The regular meeting of the Board of Regents of Tulsa Community College was held on **Thursday, November 17, 2016 at 3:00 p.m. at West Campus**.

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

Board Members Absent: Caron Lawhorn and Bill McKamey

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

CALL TO ORDER

Board Chair, Paul Cornell, called the meeting to order at 3:02 p.m.

President Goodson confirmed compliance with the Open Meetings Act.

ROLL CALL

The clerk called the roll and the meeting proceeded with a quorum.

APPROVAL OF THE MINUTES

A motion was made by Regent Garber and seconded by Regent Ballenger to approve the minutes of the regular meeting of the Tulsa Community College Board of Regents held on Thursday, October 20, 2016, as presented. The Chair called for a vote.

Yes: Cornell, Ballenger, Garber, Combs, Looney
No: None
Abstentions: None
Absent: Lawhorn, McKamey
Motion carried unanimously.

A motion was made by Regent Looney and seconded by Regent Ballenger to approve the minutes of the special meeting of the Tulsa Community College Board of Regents held on Tuesday, November 8, 2016, as presented. The Chair called for a vote.

      Yes: Cornell, Ballenger, Garber, Combs, Looney
      No: None
      Abstentions: None
      Absent: Lawhorn, McKamey
      Motion carried unanimously.

PRESIDENT'S INFORMATIVE REPORT

TCC in the News

- The Tulsa StartUp Series Demo Day competition named The Pop House the winner. President Goodson and Kathy Taylor presented a $15,000 check. David LeCount, the George Kaiser Family Foundation Endowed Chair for Entrepreneurship, will serve as the mentor for the startup in the coming year.

- Students from Phi Theta Kappa got great coverage of their Honors in Action program where they planted fruits and vegetables at Tulsa MET High School. The project had a dual purpose – to provide fresh produce in a food desert and to help foster bees, butterflies and other pollinators.

- Gregg Hartney, a popular TCC adjunct professor and a former debate coach at Jenks and Sand Springs, was remembered by students following a deadly car crash.

- The announcement of Mark McMullen as TCC's new CFO was in the *Chronicle of Higher Ed* and *Tulsa World*.

- Tulsa Community College professor Dr. Sherry Lasky spoke to the Senate Agriculture and Rural Development Committee about the use of urban gardens to help residents. This was part of a study on food deserts, areas that have limited or no access to fresh food and produce.

Informative Report

- Tim Lyons, President and CEO of TTCU the Credit Union, presented the TCC Foundation with a check for $53,500. The money was raised from the Support Our Schools campaign.

- Our Riverside Community Campus and Aviation Center was recognized with "Excellence in Construction" for Institutional projects between $2 and $5 million

by the Associated Builders and Contractors in Oklahoma. Flintco received the award and GH2 was the architectural firm.

- On Veterans Day – students and employees held flagpole rallies to show appreciation to our veterans. TCC employees and students also took part in the Veterans Day Parade to honor those who have served.

- I took part in a reception for TCC's international students this week during International Education Week. We also received a Mayoral proclamation making Nov. 15 in the City of Tulsa as TCC International Student Day.

<u>Student Success Update</u>

Dr. Jan Clayton, Senior Student Affairs Officer, gave the report on Redesigning the Student On-Boarding Process: A Pathways Priority.

- Key Principles Informing the Work
  - Pathways Institute #3 Objective:
    - "Produce draft action plans for continued work on redesign of student intake, progress monitoring, and support processes, with equity in mind."
    - <u>TCC Strategic Plan Goal Two</u>:
      - Strategy 2a- Streamline college services and processes for incoming students
      - Strategy 2c- Provide more personalized support services
- The Student Intake Process:
  - Current Process
    - Average of 15 or More Steps to Enroll
    - Multiple Communication Sources and Messages to Students
    - Limited Technological Integration
    - Non-Essential and Disconnected Pre-Enrollment Activities
  - Ideal Process
    - Average of 5 Steps to Enroll
    - Streamlined and Centralized Communications to Students
    - Enhanced Technological Integration
    - Structured and Key Pre-Enrollment Activities
- Redesign Priorities:
  - Funnel all full-time, direct from high school students to Admissions and Prospective Student Services.
    - Outcomes-Capture all student contacts to ensure follow-up through the use of personalized communication plans.
  - Create more robust communication plans within our prospective students' communication platform (Hobsons' Connect).

- - Outcomes-Students have a seamless, streamlined, guided experience that leads to application, NSO attendance and enrollment.
  - Redesign the admissions application and related processes to reflect recent organizational changes.
    - Outcomes-Students engage in a required career assessment process to better inform career decision/program choices before entering a path and school.
  - Update the notification of admissions process.
    - Outcomes-Provide students with a tangible symbol of admission through an official written letter.
  - Develop a Test Preparation communication plan regarding new testing requirements.
    - Outcomes-Students will be aware of changes to the testing process and be able to more effectively prepare for placement exams.
  - Continued revision to the New Student Orientation (NSO) Program to incorporate an online training component.
    - Outcomes-Orientation is divided into two phases strengthening the content and improving on the delivery to students.
  - Organize the New Student Orientation (NSO) Program by the seven Academic Schools.
    - Outcomes-Phase Two of Orientation will be personalized by academic school and will allow students to make direct contact with academic advisors, and faculty from their respective schools.
  - Utilize the Success Navigator Inventory to refer students to college resources and services.
    - Outcomes-Students will receive personalized retention support at the start of their college experience that is based upon the non-cognitive data through a student survey.
  - Earlier communication regarding the student payment process.
    - Outcomes-Earlier information concerning the student payment process to assist students with planning and increase security of their enrollment.
- Timeline:
  - March 2017
    - Test Prep Communication Plan
    - Student Payment Communication Plan
  - April 2017
    - Students funneled to Admissions and Prospective Student Services.
  - August 2017
    - Admission notification
  - September 2017
    - Robust communication plan
    - Redesigned application
  - Fall 2017

- NSO Phase I Change
- NSO Phase II Change
- Student Inventory Active

Highlighted Key Performance Indicators

Lauren Brookey, Vice President of External Affairs and President of the TCC Foundation, gave the report.

- KPI 19: Federal Grants Expended Annually – Federal funds received and spent against budget needs and to support grant activities
  - Baseline FY15: $5,460,411
  - Actual 2016 (Nov): $5,269,944
  - 2020 Target: $6,500,000
  - Strategies:
    - Alignment of grant goals with Strategic Plan and Annual Budget Planning
    - Catalog of grants received and desired for federal agency dialogue
    - Workshops for faculty and staff on grant making
    - Title III
- KPI 20: Foundation Total Assets – Raise private funding to offset decreases in public funds and allow for achievement of Strategic Plan
  - 2015 Baseline: $9,820,190
  - 2016 Actual (Nov.): $9,580,371
  - 2020 Target: $15,000,000
  - Strategies:
    - Increase individual giving pool
    - Conduct multi-year campaign
    - Increase general scholarship fund in Foundation
- KPI 26: Percentage of TCC Website Users and Visit Apply Page – Enhance productivity of web page by driving interested students to apply online versus strictly use the website for information
  - 2015 Baseline: 6.9% of visitors
  - 2016 Actual (Nov.) 11.5%
  - 2020 Target: 20%
  - Strategies:
    - Enhance web navigation
    - Reduce click-throughs
    - Coordinate with Recruitment to Message and Monitor Prospective Student Activity Related to Web
- KPI 27: Unaided Awareness of TCC Among General Public
  - Tracking benchmark research every two years since 2000
  - Goal is to increase unaided awareness to increase applications, enrollment and educational partnerships and access

- o 2015 Baseline: 16%
- o 2016 Actual: Available 2017
- o 2020 Target: 20%
- o Strategies:
  - ▪ Increased advertising
  - ▪ Data driven outreach
  - ▪ Publicity

ACADEMIC AFFAIRS AND STUDENT SUCCESS COMMITTEE REPORT

Regent Ballenger gave the report.

1.   Recommendation for Approval of Changes in Academic Programs

Recommendation for Approval of Changes in Academic Programs

Program/Option Deletions/Suspensions:

- • Engineering Technology, AAS, Process Technology option: Delete degree option.

  Reason: There is no longer demand for this program. There are no students with this option declared as their major.

- • Aviation Sciences Technology, AAS, Aviation Maintenance option: Delete degree option.

  Reason: This program was established for the cooperative alliance with Tulsa Tech. They taught the classes and we awarded students college credit through a co-enrollment process. Now that the co-enrollment opportunity is no longer available, it is time to delete the option. There are two students in the program who are on track to graduate this year.

Other Program/Option Requirement Changes:

- • Engineering Technology, AAS, Geographic Information Systems (GIS) option and GIS Certificate: Require a "C" or better on all GIS courses in order to graduate.

  Reason: The GIS advisory board has recommended that a student be required to earn a "C" or better in all GIS courses. They feel that students are not considered prepared for the workforce if they have not demonstrated minimal competency (defined as a "C" or 70% for this program) in student learning outcomes.

The **motion** from the Academic Affairs and Student Success Committee was made to approve the changes in academic programs. The Chair called for a vote.

Yes: Cornell, Ballenger, Garber, Combs, Looney
No: None
Abstentions: None
Absent: Lawhorn, McKamey
Motion carried unanimously.

2. **Acceptance of the Academic Program Review Reports for 2016**

The Oklahoma State Regents for Higher Education policy states, "Each program review report must be submitted to the institutional governing board prior to submission to the State Regents…"

It was determined that a vote was not required.

COMMUNITY RELATIONS AND WORKFORCE DEVELOPMENT COMMITTEE REPORT

- Alana Hughes will serve as Chair of the Foundation Board in 2017; Konnie Boulter will serve as Vice Chair; Phil Lakin will serve as Secretary.
- The TCC Foundation received the Sarkeys Foundation grant that will assist in providing stipends for nursing student housing. The Foundation worked with TransOK Lofts to reserve the second floor of the newly constructed one and two bedroom apartments. Within 24 hours of the announced housing opportunity, applications exceeded available spots. Ten students were selected and are in the process of signing lease agreements now. The apartments are within two blocks of the Metro Campus, where many of their classes take place. The program will run for three years and be re-evaluated to determine if providing reduced cost housing will support student success and improved graduation rates.

PERSONNEL REPORT

President Goodson gave the report.

1. **Information Items**

None

2.   **Consent Agenda**

Approval was requested for the following personnel consent agenda items:

Retirement of Professional Staff Members

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

> Christine Myers-Baker, Associate Professor Humanities
> Southeast Campus
> Effective Date: January 1, 2017

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.

> Donald R. Tredway, Assistant Professor Biology
> Southeast Campus
> Effective Date: January 1, 2017

A **motion** was made by Regent Garber and seconded by Regent Looney to approve the consent agenda. The Chair called for a vote.
> Yes: Cornell, Ballenger, Garber, Combs, Looney
> No: None
> Abstentions: None
> Absent: Lawhorn, McKamey
> **Motion carried unanimously.**

FACILITIES COMMITTEE REPORT

Regent Combs gave the report.

1.   **Recommendation Regarding Remodel of the Career Placement and Student Success Center at Southeast Campus**

On Tuesday, June 14, 2016 at 10 a.m., requests for qualifications were received from fourteen (14) architectural firms per request for qualifications for the remodel of the career placement and student success center at the Southeast Campus.

After careful consideration and evaluation of the qualifications, it is the recommendation of the Facilities Committee that the fee, not to exceed $419,400.00, from GH2 Architects, LLC, 320 S Boston Ave, Ste 100, Tulsa, OK, 74103, be accepted.

It is further recommended that the College administration be authorized to proceed with a contract with GH2 Architects, LLC.

The **motion** from the Facilities Committee was made to approve the remodel. Roll call vote proceeded.
> Yes: Cornell, Ballenger, Garber, Combs, Looney
> No: None
> Abstentions: None
> Absent: Lawhorn, McKamey
> **Motion carried unanimously.**

2.   Regent Combs reported the following to the Board.

- Southeast Campus Career Placement and Student Success Center – Vision 2025

  o   In accordance with Section 580:20-30-7(b) of the State of Oklahoma Construction and Properties Division of the Department of Central Services and in accordance with other applicable State guidelines and practices, Tulsa Community College issued a Request for Qualifications and on Tuesday June 14th at 10:00am received responses from fourteen (14) architectural firms for the remodel of the Career Placement and Student Success Center at the Southeast Campus. This project was approved by taxpayers through Vision 2025.

- An internal committee reviewed the proposals and narrowed the list down to three firms. These three firms interviewed with the Facilities Committee, and provided preliminary renderings of potential programming and design options, some of which you can see here. I will note that these are conceptual only, and upon selection of a firm the design and programming stages will incorporate student and staff input. In addition to the interview and reference checking process, the Facilities Committee and respective TCC staff toured local construction projects designed by each of the three shortlisted firms.

- After a review of qualifications GH2 was recommended, and in accordance with the aforementioned State guidelines staff entered pricing negotiations. A fee rate of 7% was agreed to, for an estimated fixed fee of $372,400. This 7% includes all architectural, civil engineering, mechanical, electrical, and plumbing, and structural engineering services. Services not included in this fee include special allowances for City of Tulsa inspections, additional geotechnical subsurface exploration/and land surveying, and other reimbursable expenses. With the fixed fee, and a contingency to cover these additional fees the total anticipated maximum cost for these professional services is $419,400, or 7.9% of the total project.

When benchmarking to other higher education institutions, their fee range for a project of this size and scope is 6.5% - 8.1%.

• After careful consideration and evaluation of the qualifications, it is the recommendation of the Facilities Committee that the fee not to exceed $419,400 from GH2 Architects, LLC, 320 S. Boston Avenue, Suite 100, Tulsa, OK 74103 be accepted.

• It is further recommended that the College administration be authorized to proceed with a contract with GH2 Architects, LLC.

• Funding for this initial phase of the project will come from restricted the College's Section 13 budget, which is designated for capital related activity only and cannot be used for other operating expenses,. The Vision 2025 package is providing the construction funding for the $5,320,000 Career Placement and Student Success Center.

FINANCE AND AUDIT COMMITTEE REPORT

Regent Cornell gave the report.

1.   Purchase Item Agreements (>$100K)

No items

2.   Consent Agenda – Purchases between $50,000 and $100,000

No items

3.   Monthly Financial Report – October 2016

It was recommended by the Finance & Audit Committee that the monthly financial report for October 2016 be approved as presented.

The **motion** from the Finance Committee was made to approve the financial report for October 2016. The Chair called for a vote.
  Yes: Cornell, Ballenger, Garber, Combs, Looney
  No: None
  Abstentions: None
  Absent: Lawhorn, McKamey
  Motion carried unanimously.

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]

There was none.

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.

CARRYOVER ITEMS

There were no carryover items.

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

    None

ADJOURNMENT

The meeting adjourned November 17, 2016 at 5:06 p.m.

The next regular meeting of the Tulsa Community College Board of Regents will be held on Thursday, December 15, 2016, 3:00 p.m., in Room 617 at Metro Campus, Tulsa, Oklahoma.

Respectfully submitted,

Leigh B. Goodson
President & CEO

Paul H. Cornell, Chairman
Board of Regents

ATTEST:

Martin Garber, Secretary
Board of Regents