



**Tulsa Community College
Regular Meeting of the Board of Regents
Thursday, October 15, 2020
Southeast Campus
VanTrease Performance Arts Center
10300 East 81st Street, Tulsa, OK
3:00 p.m.**

Attendees to the board meetings should enter through the Studio Theatre doors. To keep everyone safe, we ask that you wear a face mask when in the building. If you do not have a face mask, one will be provided to you. Some rows will not be available for seating to help adhere to social distancing guidelines, and audio amplification will be provided in the auditorium. We are also asking attendees to fill out a health screening questionnaire.

AGENDA

1. Call to Order

1.1 Open Meeting Compliance Statement

“Statement of Compliance with the Oklahoma Open Meeting Act
(Regular meeting scheduled October 15, 2020 at 3:00 p.m.)

This regular 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 August 2, 2019 noting campus location/address and on June 10, 2020 specifically noting room location at the Performing Arts Center for Education.

Notice of this meeting was also given at least twenty-four (24) hours in advance of the meeting by posting notice of the date, time, place, and agenda of the meeting at the principal office of the Tulsa Community College Board of Regents, located at 6111 East Skelly Drive, Tulsa, Oklahoma.

1.2 Roll Call

2. Old Business and Possible Discussion and Action

2.1 Recommendation for Approval of the Minutes for the Regular Meeting of the Tulsa Community College Board of Regents held on Thursday, September 17, 2020

Motion for Approval: _____

Second Motion for Approval: _____

2.2 Carry Over Items

3. Academic Affairs and Student Success Committee Report and Possible Discussion and Action

Presented by Regent Combs

3.1 Recommendation for Approval of Changes in Academic Programs

The Committee recommends approval of the following curriculum changes:

- Diagnostic Medical Sonography AAS – Modify Program
- Healthcare Specialist/Paramedic CER – Modify Program
- Information Technology AAS, Information Assurance and Forensics – Delete Program Option
- Pre-Professional Health Services AS, Pre-Veterinary Medicine Option – Modify Program

[\(Attachment 3.1\)](#)

Motion for Approval from the Academic Affairs and Student Success Committee. No Second Needed.

3.2 Overview of Committee Meeting Topics

- Faculty Salary Reclassification Discussion
- Five-Year Program Review Update
- Academic Advising Update

4. Personnel Report and Possible Discussion and Action

Presented by President Goodson

4.1 Introduction of Recently Appointed Staff

4.2 Consent Agenda (Attachment 4.2)

- Appointments of full-time faculty and full-time professional staff at a pay grade 18 and above made since the last meeting of the Board of Regents of Tulsa Community College.
- Resignations of full-time faculty and professional employees submitted since the last meeting of the Board of Regents of Tulsa Community College.
- Retirements of full-time faculty and professional employees submitted since the last meeting of the Board of Regents of Tulsa Community College
- Recommendation for Approval of Full-Time Faculty Reclassification

Motion for Approval: _____

Second Motion for Approval: _____

5. **Facilities and Safety Committee Report and Possible Discussion**

Presented by Regent McKamey

5.1 Overview of Committee Meeting Topics

- Major Projects Update
- Facilities Dashboard Update

6. **Community Relations Committee Report and Possible Discussion**

Presented by Regent Cornell

6.1 Overview of Committee Meeting Topics

- Legislative Update
- Annual Fund Update

7. **Finance, Risk and Audit Committee Report and Possible Discussion and Action**

Presented by Regent Cornell

7.1 Purchase Item Agreement Over \$50,000

7.1.1 Classroom Medical Equipment

Authorization is requested to enter into an agreement with Laerdal Medical Corporation CDW, LLC (Wappingers Falls, NY) in the amount of \$58,157 to provide medical simulation equipment for use in nursing classrooms. The purchase will be made under First Choice Cooperative contract FC2252 and will be funded from general budget.

Motion for Approval from the Finance, Risk and Audit Committee. No Second Needed.

7.2 Discussion and Possible Vote on the 2019-2020 Audit

Discussion and possible vote on the 2019-2020 annual audit, performed by BKD, LLP pursuant to the authorization granted by the Tulsa Community College Board of Regents.

Motion for Approval: _____
Second Motion for Approval: _____

7.3 Monthly Financial Report

7.3.1 Monthly Financial Report for September 2020

The Finance & Audit Committee recommends approval of the monthly financial report for September 2020 be approved as presented in the attachment.

Motion from the Finance, Risk and Audit Committee for Approval. No Second Needed.

[\(Attachment 7.3.1\)](#)

8. Executive Committee Report and Possible Discussion and Action

Presented by Regent Wes Mitchell, Chair

8.1 Recommendation for Approval of Changes in Board Leave Policy

The Executive Committee recommends the approval of changes in the Board Leave Policy for additional inclusion in College Leave Policy.

[\(Attachment 8.1: Draft Leave Policy\)](#)
[\(Attachment 8.2: Board Leave Policy Section B.09\)](#)

Motion from the Executive Committee for Approval. No Second Needed.

9. 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]

10. 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.

11. President’s Report and Possible Discussion

Presented by President Goodson

11.1 Overview of President’s Highlights

- TCC Turns 50 on September 14
- President Goodson Presents on Pathways
- TCC Professor Recognized with National Award
- TCC Faculty Member Profiled for Hispanic Month
- Creative in time of COVID: TCC McKeon Center for Creativity Hosts Painting Demonstration and Virtual Workshops
- Religious State of the 918
- Tulsa Higher Ed Task Force Survey
- TCC Announces New Endowed Scholarship
- From Equity Talk to Equity Walk
- TCC Receives \$1.3 Million Grant
- Pack the Pantry
- Beethoven, Virtual Concerts and Botanic Brass

11.2 President’s Comments on Previous Agenda Items

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.]

Motion for Approval to Recess: _____
Second Motion for Approval: _____

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

Motion for Approval to Reconvene: _____
Second Motion for Approval: _____

13. Adjournment

13.1 Next Meeting Date:

The next meeting of the Tulsa Community College Board of Regents will be on Thursday, November 19, 2020, at 3:00 p.m., and will be held at the Southeast Campus Performing Arts Center for Education, 10300 E 81st Street, Tulsa, OK.

Note that any change in meeting location and format if necessary will be made within 10 business days of the meeting date.

<i>CURRICULUM INFORMATIONAL ITEMS 2020-2021</i>		
Diagnostic Medical Sonography AAS	Modify Program	Removed ALDH 1013 Applied Medical Physics from Program and leaving PHYS 1114 as the only option for Physics
Healthcare Specialist/ Paramedic CER	Modify Program	Removed FEMS 1214 Principles of Fire and Emergency Medical Services as a pre requisite course to the program and changed the program description to reflect change
Information Technology AAS, Information Assurance and Forensics	Delete Program Option	The program was removed prior to 2010 and is still listed on OSRHE inventory. TCC will resubmit for reconciliation of the state inventory.
Pre-Professional Health Sciences AS, Pre-Veterinary Medicine Option	Modify Program	Program option name change to Pre-Professional Health Sciences, Pre-Veterinary Medicine Option

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.

APPOINTMENTS:

None.

RETIREMENTS:

Rita Carbuhn, Assistant Professor, Nursing
Nursing
Metro Campus
July 1, 2021

Donna Chapman, Assistant Professor, MLT & Phlebotomy
Allied Health
Southeast Campus
August 1, 2021

Betty Clark, Assistant Professor, Nursing
Nursing
Metro Campus
July 1, 2021

RESIGNATION:

Shiranjini Threadgill, Assistant Professor, Mathematics
Science & Mathematics
Northeast Campus
December 31, 2020

RECOMMENDATION FOR APPROVAL OF FULL-TIME FACULTY RECLASSIFICATION

The following full-time faculty are qualified for reclassification under the Board Policy for the 2020-2021 academic year. It is the recommendation of the administration that the Tulsa Community College Board of Regents approve these reclassifications to a new salary figure as indicated.

Name and Area of Instruction	Present Employment Classification	Reclassification	Qualification
Joshua Baker/Associate Professor/Developmental Mathematics	Range V - \$75,485.01	Range VI - \$78,504.41	Earned Doctorate
T. Don Crall/Assistant Professor/ Advanced Manufacturing and Business	Range I - \$61,866.94	Range II - \$64,341.62	Master's + 12 hours
Angela Dotson/Assistant Professor /Nursing	Range II - \$60,285.10	Range III - \$62,696.50	Master's + 24 hours
Kathleen France/Associate Professor/English	Ranae II - \$58,381.17	Ranae III - \$60 716.42	Master's + 24 hours
Beverly Green/Assistant Professor/Nursing	Range I - \$62 635.65	Range II - \$65 141.08	Master's + 12 hours
Benjamin Hooks/Assistant Professor/Manufacturing and Related Pathways	Ranae B - \$58 365.04	Ranae I - \$60,699.64	Earned Master's
James Maxson/Assistant Professor/Computer Information Systems	Ranae II - \$59,237.99	Ranae III - \$61 607.51	Master's + 24 hours

Name and Area of Instruction	Present Employment Classification	Reclassification	Qualification
Stephanie Merritt/ Associate Professor/Nursing	Ranae III - \$71,419.09	Ranae V - \$77,132.62	Earned Applied Doctorate
Katherine Moore/Assistant Professor/Nursing	Ranae III - \$68,344.25	Ranae V - \$73,811.79	Earned Applied Doctorate
Shaun Peevsasser/Assistant Professor/Sociology	Range V - \$64,850.00	Range VI - \$67,444	Earned Doctorate
Lance Phillips/ Associate Professor/Developmental Mathematics	Range III - \$68,017.06	Range IV - \$70,737.74	Master's + 36 hours
Janet Pitt/Assistant Professor/Coordinator/Health Sciences Simulation Technology	Range IV - \$75,753.14	Range V - \$78,783.27	Master's + 48 hours
Justin Yates/Assistant Professor /English	Range IV - \$56,941.50	Range VI - \$61,496.82	Earned Doctorate

TULSA COMMUNITY COLLEGE
FINANCIAL REPORT
MONTH ENDING SEPTEMBER 2020

TULSA COMMUNITY COLLEGE
EXPENDITURE SUMMARY BY CATEGORY
FOR THE PERIOD ENDING SEPTEMBER 30, 2020 AND SEPTEMBER 30, 2019

	SEPTEMBER FY21			SEPTEMBER FY20			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
EDUCATION AND GENERAL								
Salaries & Wages								
Faculty	\$ 19,272,076	\$ 3,213,155	16.7%	\$ 19,704,985	\$ 3,172,868	16.1%	\$ 40,287	1.3%
Adjunct Faculty	10,100,000	2,234,463	22.1%	10,100,000	2,134,528	21.1%	99,935	4.7%
Professional	12,533,836	2,998,856	23.9%	11,847,285	2,865,297	24.2%	133,559	4.7%
Classified Exempt	3,258,316	706,665	21.7%	5,315,122	736,494	13.9%	(29,829)	-4.1%
Classified Hourly	16,551,705	2,998,932	18.1%	16,831,220	3,330,261	19.8%	(331,329)	-9.9%
TOTAL	\$ 61,715,933	\$ 12,152,070	19.7%	\$ 63,798,612	\$ 12,239,447	19.2%	\$ (87,377)	-0.7%
Staff Benefits	\$ 24,187,667	\$ 5,304,802	21.9%	\$ 23,074,448	\$ 4,930,256	21.4%	374,545	7.6%
Professional Services	2,474,350	649,502	26.2%	2,783,700	685,815	24.6%	(36,313)	-5.3%
Operating Services	15,830,539	3,557,494	22.5%	17,107,400	4,716,771	27.6%	(1,159,277)	-24.6%
Travel	567,950	4,332	0.8%	586,400	85,859	14.6%	(81,527)	-95.0%
Utilities	1,700,000	258,694	15.2%	1,700,000	344,966	20.3%	(86,272)	-25.0%
Tuition Waivers	4,400,000	671,626	15.3%	4,400,000	1,906,990	43.3%	(1,235,364)	-64.8%
Scholarships	10,381,411	5,600,833	54.0%	5,100,000	2,013,408	39.5%	3,587,426	178.2%
Furniture & Equipment	1,379,660	488,671	35.4%	875,000	677,162	77.4%	(188,491)	-27.8%
TOTAL	\$ 122,637,510	\$ 28,688,024	23.4%	\$ 119,425,560	\$ 27,600,674	23.1%	\$ 1,087,350	3.9%
CAMPUS STORE								
Bond Principal and Expense	131,000	43,524	33.2%	131,250	43,747	33.3%	(223)	-0.5%
TOTAL	\$ 131,000	\$ 43,524	33.2%	\$ 131,250	\$ 43,747	33.3%	\$ (223)	-0.5%
STUDENT ACTIVITIES								
Salaries & Wages								
Professional	\$ 280,000	\$ 69,267	24.7%	\$ 241,000	\$ 69,688	28.9%	\$ (421)	-0.6%
Classified Hourly	1,100,000	172,381	15.7%	1,150,000	211,560	18.4%	(39,179)	-18.5%
Total Salaries & Wages	\$ 1,380,000	\$ 241,649	17.5%	\$ 1,391,000	\$ 281,248	20.2%	\$ (39,600)	-14.1%
Staff Benefits	\$ 575,000	\$ 108,443	18.9%	\$ 592,000	\$ 113,189	19.1%	\$ (4,746)	-4.2%
Professional Services	150,000	79,215	52.8%	85,000	95,095	111.9%	(15,880)	-16.7%
Operating Services	525,000	72,779	13.9%	545,000	173,114	31.8%	(100,335)	-58.0%
Travel	50,000	-	0.0%	70,000	5,935	8.5%	(5,935)	-100.0%
Furniture & Equipment	1,195,000	5,950	0.5%	1,780,000	99,878	5.6%	(93,928)	-94.0%
Items for Resale	-	-	0.0%	50,000	-	0.0%	-	0.0%
TOTAL	\$ 3,875,000	\$ 508,036	13.1%	\$ 4,513,000	\$ 768,460	17.0%	\$ (260,424)	-33.9%
OTHER AUXILIARY ENTERPRISES								
Salaries & Wages								
Professional	\$ 125,000	\$ 30,577	24.5%	\$ 70,000	\$ 11,461	16.4%	\$ 19,116	166.8%
Adjunct Faculty	300,000	24,991	8.3%	200,000	70,070	35.0%	(45,079)	-64.3%
Classified Hourly	275,000	8,801	3.2%	300,000	13,220	4.4%	(4,419)	-33.4%
Total Salaries & Wages	\$ 700,000	\$ 64,368	9.2%	\$ 570,000	\$ 94,751	16.6%	\$ (30,382)	-32.1%
Staff Benefits	\$ 125,000	\$ 20,196	16.2%	\$ 100,000	\$ 13,027	13.0%	\$ 7,170	55.0%
Professional Services	550,000	22,062	4.0%	500,000	278,995	55.8%	(256,933)	-92.1%
Operating Services	2,300,000	231,906	10.1%	2,500,000	757,740	30.3%	(525,834)	-69.4%
Travel	60,000	170	0.3%	100,000	5,814	5.8%	(5,644)	-97.1%
Utilities	650,000	106,807	16.4%	650,000	138,550	21.3%	(31,744)	-22.9%
Scholarship & Refunds	40,000	506	1.3%	10,000	4,640	46.4%	(4,134)	-89.1%
Bond Principal and Expense	969,000	43,524	4.5%	1,115,000	43,747	3.9%	(223)	-0.5%
Furniture & Equipment	1,479,500	1,998	0.1%	2,764,750	89,692	3.2%	(87,694)	-97.8%
Items for Resale	-	-	0.0%	1,000	-	0.0%	-	0.0%
TOTAL	\$ 6,873,500	\$ 491,537	7.2%	\$ 8,310,750	\$ 1,426,956	17.2%	\$ (935,419)	-65.6%
CAPITAL								
Construction - State (295)	\$ 1,400,000	\$ 421,135	30.1%	\$ 2,075,000	\$ 268,854	13.0%	\$ 152,281	56.6%
Construction - Non State (483)	6,000,000	818,758	13.6%	13,000,000	3,516,712	27.1%	(2,697,953)	-76.7%
TOTAL	\$ 7,400,000	\$ 1,239,893	16.8%	\$ 15,075,000	\$ 3,785,566	25.1%	\$ (2,545,673)	-67.2%

EH.07 – Leave for Full-Time Employees - Draft

EH.07.A – Absences and Tardiness

Employees who may be late for work or be absent for the entire day are responsible for notifying their immediate supervisor or designee as soon as possible—preferably prior to the start of the workday. Faculty who will miss class because of an absence should consult Faculty Absences in the Faculty Handbook.

EH.07.B – Definitions of Family

For the purposes of Leave, family is defined in four different tiers. Please refer to this chart to determine what members of your family are included for each type of leave. Note: These definitions include in-law, step and in-loco relationships.

Tier 1: Spouse; Partner; Child

Tier 2: Parent; Sibling

Tier 3: Grandparent; Grandchild

Tier 4: Any other relative – such as Aunt, Uncle, Niece, Nephew or Cousin

EH.07.C – Sick Leave

According to Board Policy BR.09.C, on July 1 each year, all full-time employees are granted twelve days of sick leave per year (or 96 hours) to be used for illness or injury and/or, with approval, for medical and dental appointments scheduled during work hours or in the case of medical emergencies. A statement from a physician may be required at the discretion of administration. The College may also approve sick leave for an employee to care for an ill or injured member of his or her Tier 1, 2 or 3 family. If an employee takes sick leave through the end of the fiscal year (June 30), he or she must return to work for at least one day to accrue sick leave for the new fiscal year, which begins July 1; otherwise, no new sick leave will be earned.

New employees will be credited with a pro-rated amount of sick leave upon employment (e.g., six days if hired mid-year). Employees may check their leave balances any time through the MyTCC portal. Employees may accumulate a maximum of one hundred twenty days (960 hours) sick leave while employed with the College. Retiring employees may add [unused sick leave](#) hours toward their time of service with the College. When an employee leaves the College, the Human Resources office will certify to Teacher's Retirement System of Oklahoma every hour of unused sick leave accumulated since 1970. When an employee separates employment, however, he or she forfeits any unused sick leave.

Related Process: [EH.07.A.PR01 - Sick Leave Sharing Procedures](#)

EH.07.D – Vacation

Vacation allowances for full-time employees differ based on the employee classification and years of service (see chart below). 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 is considered.

New Bi-weekly and Monthly Exempt Staff may not use vacation time until six months after date of hire. Cabinet and Professional staff may use vacation upon date of hire.

Employee Category				
Type of Leave	Cabinet Days (Hours) Per Year	Professional Staff Days (Hours) Per Year	Monthly (exempt) Days (Hours) Per Year	Bi-Weekly (non-exempt) Staff Days (Hours) Per Year
Vacation	22 days (176 hours) Max. carry over: 40 days (320 hours)	22 days (176 hours) Max. carry over: Under 15 years – 22 days (176 hours) 15 + years - 27 days (216 hours)	Base 14 days (112 hours) 5 + years 17 days (136 hours) 10 + years 20 days (160 hours) 15 + years 22 days (176 hours) Max. carry over: Under 15 years - 22 days (176 hours) 15 + years - 27 days (216 hours)	Base 14 days (112 hours) 5 + years 17 days (136 hours) 10 + years 20 days (160 hours) 15 + years 22 days (176 hours) Max. carry over: Under 15 years - 22 days (176 hours) 15 + years - 27 days (216 hours)
Sick	12 days (96 hours) Max 120 days (960 hours)			

Full-time faculty receive 16 hours of vacation per year. These hours do not carry over from year to year nor are unused hours paid upon termination of employment. For more information, see the Faculty Handbook.

New employees (other than faculty) receive a prorated vacation allowance the first fiscal year of employment based on hire date. Human Resources will review unused vacation days for employees who leave the College and will determine how many vacation days the employee has earned at the time of departure. Vacation days are prorated in a similar fashion to when a new employee begins employment, but in reverse. For example, if an employee leaves with 6 months remaining in the fiscal year, they will have only earned half of that years vacation days and half of the earned days will be removed from their balance before days are paid out. Vacation pay out limits are the same as the maximum carry over limits as provided in the table above.

Because of the COVID-19 pandemic, vacation accruals earned in FY 2019-20 will have a one-time extension. The cap on vacation accruals will be temporarily lifted so employees have until June 30, 2021, to utilize excess vacation time. If an employee resigns or retires however, they are subject to the same payout provisions that are currently in place. See BH.09.B in the Board Handbook.

EH.07.E – Holidays

Official paid College Holidays are as follows:

- New Year's Day (January 1)
- Martin Luther King, Jr., Day (third Monday in January)
- Spring Break (subject to annual approval by the President)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Wednesday preceding Thanksgiving Day
- Thanksgiving Day (fourth Thursday in November)
- Friday following Thanksgiving
- Winter Break (to be determined annually)

If the holiday is on a Saturday, it will be recognized on a Friday. If the holiday is on a Sunday, it will be recognized on a Monday.

Holiday pay at the end of the calendar year will be granted to employees with an official retirement date of December 31 of the same year.

Part-time employees do not receive holiday pay and may work on holidays.

For an official schedule of College holidays, see the [Academic Calendar](#). See BH.09.A in the Board Handbook.

EH.07.F – Military Leave

TCC follows the guidelines established by the Uniformed Services Employment and Reemployment Rights Act (USERRA) regarding military leave.

The [Uniformed Services Employment and Reemployment Rights Act of 1994](#) is a federal law intended to ensure that persons who serve or have served in the Armed Forces, Reserves, National Guard or other "uniformed services:" (1) are not disadvantaged in their civilian careers because of their service; (2) are promptly reemployed in their civilian jobs upon their return from duty; and (3) are not discriminated against in employment based on past, present or future military service.

When an employee is called to military service, USERRA requires the employee in the uniformed services to give advance written or verbal notice of the service to their employer, unless such notice is precluded by military necessity. The employee should submit a Leave of Absence Request Form to his or her supervisor when notified of an impending call to service as soon as possible and provide documentation.

Duration of Leave

Extended Military Leave

Employees who must be absent from work due to military duty for a time period that exceeds ten working days will be placed on an unpaid military leave of absence for the time period consistent with military orders.

Temporary (Two-Week) Military Leave

In addition to the rights and benefits provided to employees taking extended military leave, employees who must be absent from his/her job for a period of not more than 10 working days each year in order to participate in temporary military duty are entitled to as many as 10 days of unpaid military leave.

Benefits During Military Leave

An employee on active military duty must provide payroll documentation to the Human Resources office to initiate the differential payment.

An employee on military leave may elect to continue the College benefit plans including health insurance and is required to pay only the employee's portion of the insurance premium when in the service for 30 days or less. Thereafter, the employee may elect to continue healthcare coverage as provided under COBRA. However, if coverage is terminated at the employee's option, the College may not impose a waiting period for benefit reinstatement upon return to employment. For more specific information regarding the status of Health Plan coverage, Group Term Life/AD&D and other benefits during military leave, contact Human Resources.

An employee on military leave may opt to, but is not required to, use vacation leave during the time that he/she is performing military service. This is an exception to our other leave policies which requires an employee to exhaust all vacation leave prior to going into an unpaid status. Vacation leave is not accrued while the employee is on military leave.

The College will activate the returning veteran's benefits based upon the length of service he/she would have had if he/she remained on the job.

Returning to Work After Military Duty

Military leaves of absence are limited to five years with certain exceptions granted under Federal Law. Persons employed in grant positions should contact Human Resources regarding the current availability of grant funding. Reemployment rights are not extended to an employee who is separated from military service with a dishonorable or bad conduct discharge.

To be eligible for protection under USERRA, the employee must report back to work or apply for reemployment within the following guidelines:

1. If the employee served fewer than 31 days or was away from TCC for other qualified reasons, the employee must return to work the next regularly scheduled workday.
2. If the employee served more than 30 days but fewer than 181 days, the employee must notify his/her supervisor of his/her intention to return to work within 14 days after completion of service.
3. If the employee served more than 180 days, the employee must notify his/her supervisor of his/her intention to return to work within 90 days after completion of service.
4. Upon notification of intent to return to work, the employee must provide military discharge documentation to his/her supervisor that establishes timeliness of application for reemployment and length and character of the staff member's military service.

Contact Human Resources for questions regarding reemployment of employees returning from military leave. See BH.09.H in the Board Handbook.

EH.07.G – Family Medical Leave Act

TCC abides by [The Family Medical Leave Act of 1993 \(FMLA\)](#), a federal policy that ensures job protection to employees who need to take time off work to deal with a serious health condition or to care for a family member with a serious health condition. Under the FMLA, a serious health condition is an illness, injury, impairment, or physical or mental condition that prevents someone from participating in daily activities and that requires either inpatient care or continuing treatment by a health care provider. A serious health condition does not include short-term conditions that require brief treatment or recovery of fewer than three calendar days, nor does it include treatments that are not considered as medically necessary.

Under FMLA, the College provides up to twelve weeks (480 hours) of protected leave to qualifying employees for the following reasons:

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

During the leave period, the College will continue to provide the health coverage in which the employee has enrolled and will bill employees for any dependent coverage. Depending on individual circumstances, faculty and staff may be required to exhaust other accrued leave before requesting FMLA or as part of FMLA. Once an employee has exhausted all paid leave for the year, he or she may continue to take the allowed time off without pay. When employees exercise their leave options without pay, that time off may not count toward credited service for Oklahoma Teachers Retirement (OTRS) purposes. In these instances, the rules of the Oklahoma Teachers Retirement System will prevail.

To qualify for FMLA, employees must have been employed with the College for twelve months (not necessarily consecutive), must have at least 1,250 hours of service within the previous twelve months, and must complete the necessary forms and certifications. Medical certification may be required prior to approval of leave, indicating the employee is unable to perform his or her job or is needed to provide care for a family member. Continued medical certification may be required but not more frequently than every 30 days unless the College has reason to believe the employee is able to return to work. To be approved and protected under the FMLA, employees must return necessary medical certification paperwork, completed and signed by a licensed physician.

Human Resources must approve any release with restrictions prior to the employee returning to work. Leave may be denied if the employee fails to provide the required medical certification.

When medically necessary, employees can take leave intermittently or on a reduced leave schedule rather than use it in one block of time. In requesting FMLA leave, however, employees should make reasonable efforts to avoid unduly disruptions in College operations and should notify their supervisors at least 30-days or as soon as possible before taking leave.

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

While an employee is on leave, the College will continue to deduct insurance premiums that the employee has arranged to pay through direct bill or on a payroll-by-payroll basis. Dependent upon the employee's duration of leave, any pending payments accrued during unpaid leave will be billed to the employee or deducted from the employee's check when he or she returns to work. Employees failing to return to work from unpaid leave, except where health conditions will not permit, may be required to reimburse the College for premiums paid on the behalf of the employee during the extended leave.

The College will notify employees requesting leave whether they are eligible under the FMLA. The notice will specify any additional information required as well as the employee's rights and responsibilities. If an employee is not eligible for FMLA, the reason(s) will be defined in the notice. See BH.09.F in the Board Handbook.

EH.07.H – Administrative Leave

Administrative Leave is a broad category of leave that when approved will not be charged to an employee's paid time off. Any extension beyond what is described below must be approved by the Chief Human Resources Officer or designee. Administrative Leave is generally discretionary and does not accumulate from year to year. Typically, Administrative Leave will not be approved during regularly scheduled time off.

EH.07.H.1 – Jury Duty/Required Court Appearance

An employee summoned for jury duty should notify his or her supervisor immediately. For full-time employees only, such leave will be without loss of pay.

If a full-time employee must appear in court due to being subpoenaed as a witness, no deduction in salary will be made. This privilege does not apply to court cases involving an employee's personal business.

Full-time employees shall submit a copy of the jury duty summons or subpoena to their supervisor.

EH.07.H.2 – Community Service Leave

The Mission of the College includes faculty and staff engaging in service opportunities to better the community and enrich lives. To support full-time employees in meeting this objective, full-time employees may be granted eight (8) hours of leave each fiscal year to participate in a community service activity. This day of leave must be approved in advance by each employee's supervisor. Community service may include participating in the United Way - Day of Caring, other United Way agency activities or events, assisting community service agencies, or participating in sanctioned TCC community activities.

Employees will be asked to submit documentation of participation from the agency to support usage of this leave. See BH.09.D in the Board Handbook.

EH.07.H.3 – Bereavement Leave

A paid leave of absence due to a death in the family may be granted as follows. Tier one family and pregnancy loss not to exceed ten (10) days; tiers two and three family not to exceed five days; and tier four not to exceed one day. Employees may take up to four hours of bereavement leave to attend the funeral of a fellow employee or retiree of the College, provided normal operations are not impeded. Exceptions require the approval of the Chief Human Resources Officer or designee.

EH.07.H.4 – Critical Illness Leave

A paid leave of absence due to the critical illness of a tier one or tier two family member, not to exceed three (3) days at any one time, may be granted. The employee must file a signed statement from a licensed physician with a Leave Request indicating that the family member was critically ill before such leave may be credited. A critical illness is one that the individual may not survive. See BH.09.C in the Board Handbook.

EH.07.H.5 – Parental Leave

A paid leave of absence that runs concurrently with approved Family Medical Leave upon the birth or adoption of a child of ten (10) days for the parent(s). If both parents work at the College, they will each be awarded ten (10) days. After ten (10) days he or she will have the option to use sick or vacation as appropriate. Parental Leave requires a minimum of one (1) year of consecutive full-time employment at TCC.

EH.07.H.6 – Organ and Bone Marrow Donation Leave

In recognition of the humanitarian gift of an employee who chooses to be an organ or bone marrow donor, employees who are absent from work to donate bone marrow or an organ will receive paid administrative leave during their documented absence.

EH.07.H.8 – Catastrophe Leave

An employee who suffers individual, personal misfortune as a result of a natural event such as fire, explosion, flood, or violent weather, will be granted up to three working days of paid leave, if the event occurs while the employee is not on leave without pay.

EH.07.H.9 – Voting Leave

Under Oklahoma Statutes, an employee may have two hours or more time off to vote, if distance to polls requires it provided all the following conditions are met:

- A request for such time off must be made in writing the day prior to the election. The supervisor will decide what time in the work schedule to give for voting.
- Staff will not lose any compensation or incur penalty for the absence if they provide proof of voting.
- Time off for voting is not required if the employee has three hours after the opening of polls before the workday begins or three hours after close of the workday before close of polls. A supervisor may change work hours to provide for a three-hour period.

EH.07.H.10 – Other Administrative Leave

Administrative leave with or without pay may also be used when it is determined to be in the College's best interest that an employee is not on campus for a period-of-time. A supervisor is authorized to

extend administrative leave for up to eight (8) hours for reasons such as performance, investigative purposes, or behavioral concerns. Any extension of administrative leave must be approved by the Chief Human Resources Officer, the Vice President for Administration and Chief Operations Officer or their designee. While on paid Administrative leave the employee must be responsive to requests by the College or pay will be suspended while a decision is made about employment.

EH.07.I – Requests for Personal Leaves of Absence

Employees may request a leave without pay for personal reasons. All such requests will be considered on an individual basis, and generally will not exceed six months. Approval will be based on College needs, on the employee's plan to return to the job and on the availability of funds. All accrued leave must be exhausted before personal leave without pay begins. The employee is responsible for the cost of all benefits once leave without pay begins.

EH.07.J – College Closings and Essential Employees

Board of Regents Policy BR.14.E states that Tulsa Community College is officially open during normal business hours. During periods of severe inclement weather, public emergency or other crisis, the President or designee may announce through the College's electronic mail system, mass notification systems, or local media that all or some of the college's offices or facilities are closed for all or part of a workday. Employees may be requested to utilize the remote work policy in these situations.

The Tulsa Community College Board of Regents authorizes the President and CEO to declare a College closing and to define essential employees to respond to a College emergency. Essential employees may vary depending on the nature of the emergency.

EH.07.K – Attendance at Conferences and Required Continuing Education / Licensure Exams

The President & CEO or designee is authorized to approve attendance of full-time employees at conferences and committee meetings, as well as continuing education or licensure exams when necessary to maintain licenses required by Tulsa Community College to perform the assigned position. When an employee is absent by administrative assignment, no deductions in salary will be made. See BH.09.I in the Board Handbook.



Effective Date: 08/18/2020
Revision Date: 08/18/2020

**Tulsa Community College
Board of Regents Policy**

Department: Board of Regents

Policy Number: BR.09

Owners: Human Resources

Policy Version: 1.2

BR.09 – Leave Policies

BR.09.A – Holidays

Holidays shall be granted to classified employees in accordance with the approved holiday schedule. Should any recognized holiday fall on a Saturday, the Friday before would be observed. If the holiday falls on a Sunday, the Monday after would be observed. The Academic Calendar provides an official schedule of College holidays.

BR.09.B – Definitions of Family

For the purposes of Leave, family is defined in four different tiers. Please refer to this chart to determine what members of your family are included for each type of leave. Note: These definitions include in-law, step and in-loco relationships.

Tier 1: Spouse; Partner; Child

Tier 2: Parent; Sibling

Tier 3: Grandparent; Grandchild

Tier 4: Any other relative – such as Aunt, Uncle, Niece, Nephew or Cousin

BR.09.C – Sick Leave

Twelve (12) days sick leave per year (96 hours) will be granted to each full-time employee. Sick leave will be credited on July 1, of each year.

Sick leave shall be used for the illness or injury of the employee; with prior approval it may be used for medical and dental appointments when it is not possible to have the appointments after working hours or in the case of medical emergencies. In addition, the College may approve the use of accumulated sick leave during any fiscal year for family care. Such approval may be given when it is necessary for the employee to care for a family member in tiers 1, 2 or 3 who is ill or injured.

Newly accrued sick leave is available from the first day the continuing employee reports for work in each fiscal year. New employees will be credited with a pro-rated amount upon employment.

A maximum of one hundred twenty (120) days (960 hours) sick leave may be accumulated. Unused cumulative sick leave will not be paid upon termination.

The College will certify to Teachers' Retirement System of Oklahoma any unused sick leave days accumulated since 1970, up to the maximum allowed by the Retirement System (only for retirement purposes).

Employees may donate unused sick leave to the Sick Leave Sharing Bank. In the event of a catastrophic personal illness, faculty and staff who have exhausted their paid leave may apply for assistance from the Sick Leave Sharing Bank.

BR.09.D – Vacation

Vacation allowances for full-time employees differ based on the employee classification (see chart below). 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 is considered.

New Bi-weekly and Monthly Exempt Staff may not use vacation time until six months after date of hire. Cabinet and Professional staff may use vacation upon date of hire.

Employee Category				
Type of Leave	Cabinet Days (Hours) Per Year	Professional Staff Days (Hours) Per Year	Monthly (exempt) Days (Hours) Per Year	Bi-Weekly (non-exempt) Staff Days (Hours) Per Year
Vacation	22 days (176 hours) Max. carry over: 40 days (320 hours)	22 days (176 hours) Max. carry over: Under 15 years – 22 days (176 hours) 15 + years - 27 days (216 hours)	Base 14 days (112 hours) 5 + years 17 days (136 hours) 10 + years 20 days (160 hours) 15 + years 22 days (176 hours) Max. carry over: Under 15 years - 22 days (176 hours) 15 + years - 27 days (216 hours)	Base 14 days (112 hours) 5 + years 17 days (136 hours) 10 + years 20 days (160 hours) 15 + years 22 days (176 hours) Max. carry over: Under 15 years - 22 days (176 hours) 15 + years - 27 days (216 hours)
Sick	12 days (96 hours) Max 120 days (960 hours)	12 days (96 hours) Max 120 days/960 hours	12 days (96 hours) Max 120 days (960 hours)	12 days (96 hours) Max 120 days (960 hours)

Full-time faculty receive 16 hours of vacation per year. These hours do not carry over from year to year nor are unused hours paid upon termination of employment. For more information, see the Faculty Handbook.

New employees (other than faculty) receive a prorated vacation allowance the first fiscal year of employment based on hire date. Human Resources will review unused vacation days for employees who leave the College and will determine how many vacation days the employee has earned at the time of departure. Vacation days are prorated in a similar fashion to when a new employee begins employment, but in reverse. Vacation pay out limits are the same as the maximum carry over limits as provided in the table above.

BR.09.E – Military Leave

Military Leave will be granted to College employees in accordance with State and Federal legislation concerning military leave.

BR.09.F – Family Medical Leave

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

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

BH.09.G – Administrative Leave

Administrative Leave is a broad category of leave that when approved will not be charged to an employee's paid time off. Any extension beyond what is described below must be approved by the Chief Human Resources Officer or designee. Administrative Leave is generally discretionary and does not accumulate from year to year. Typically, Administrative Leave will not be approved during regularly scheduled time off.

BH.09.G.1 – Jury Duty/Required Court Appearance

An Employee called for jury duty shall immediately report such notice to their supervisor. Such leave will be without loss of pay. If an employee must appear in court due to being subpoenaed as a witness, no deduction in salary will be made. This privilege does not apply to court cases involving an employee's personal business. A copy of the jury duty summons or subpoena shall be submitted to their supervisor.

BH.09.G.2 – Community Service Leave

The Mission of the College includes faculty and staff engaging in service opportunities to better the community and enrich lives. To support full-time employees in meeting this objective, full-time employees may be granted one day (8 hours) of leave per fiscal year to participate in a community service activity. This day of leave must be approved in advance by each employee's supervisor. Community service may include participating in the United Way - Day of Caring, other United Way agency activities or events, assisting community service agencies, or participating in sanctioned TCC community activities. Employees will be asked to submit documentation of participation from the agency to support usage of this leave.

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BH.09.G.7 – Catastrophe Leave

An employee who suffers individual, personal misfortune as a result of a natural event such as fire, explosion, flood, or violent weather, will be granted up to three working days of paid leave, if the event occurs while the employee is not on leave without pay.

BH.09.G.8 – Voting Leave

An employee may have time off to vote based on the requirements of the Statutes of the State of Oklahoma.

BH.09.G.9 – Other Administrative Leave

Administrative leave with or without pay may also be used when it is determined to be in the College's best interest that an employee is not on campus for a period-of-time. A supervisor is authorized to extend administrative leave for up to eight (8) hours for reasons such as performance, investigative purposes, or behavioral concerns. Any extension of administrative leave must be approved by the Chief Human Resources Officer, the Vice President for Administration and Chief Operations Officer or their designee. While on paid Administrative leave the employee must be responsive to requests by the College or pay will be suspended while a decision is made about employment.

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