



**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, January 19, 2017 at 3:00 p.m. at Northeast Campus.**

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

Board Members Absent: None

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

CALL TO ORDER

Board Chair, Paul Cornell, called the meeting to order at 3:00 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 McKamey and seconded by Regent Looney to approve the minutes of the regular meeting of the Tulsa Community College Board of Regents held on Thursday, December 15, 2016, as presented. The Chair called for a vote. **Motion carried unanimously by voice vote.**

PRESIDENT'S REPORT

- *The Journal Record*, a statewide business publication, featured TCC's success in saving money through reduced energy usage across all campuses.
- President Goodson introduced Taylor Finley, a TCC student accepted into NASPA's Undergraduate Fellows Program. This program is for students from traditionally underrepresented and historically disenfranchised populations who have an interest in student affairs and higher education.
- TCC participated in an interview with Oklahoma Watch regarding class offerings through concurrent enrollment. The information was part of a story about access to advanced-level math and science classes for high school students. The story appeared online and in publications across the state of Oklahoma.
- The nomination of Sarah Wheaton, a TCC theatre student, to compete in a national scholarship competition was featured in a KOTV story. Sarah and her service dog were cast in TCC's fall production of Shakespeare's *Two Gentlemen of Verona*.
- TCC Assistant Vice President for Diversity and Inclusion and Interim Northeast Campus Provost Eunice Tarver was recently profiled by the Tulsa Area United Way. Eunice shared her love for Tulsa and vision for the future of our city.
- Our use of therapy dogs and meditation rooms to relieve stress during finals week made for an interesting, "Hey, What's the Deal," segment with Rick Wells on News on Six.
- Assistant Professor Mark Frank was presented with the first Goody Award of 2017 during his Theatre Practice class. Professor Mark Frank was nominated for the award for initiating the Oklahoma State Thespian Festival that brought together more than 400 high school students from across the state last spring to audition for colleges and universities in one place. The event included more than 80 workshops for the students and ensured that more than 30 schools from across the state and region were able to meet students and view their work. The 2017 festival next is expected to attract more than 1,000 students. He serves as the Faculty Department Chair for the School of Visual and Performing Arts and in the 2 ½ years he has worked at TCC, the Theatre department has grown from 12 to 65 majors. The Good Job Award or "Goodys" was created to be given to individuals and departments who go over and above to do their jobs in the best way possible.
- TCC participated in the Martin Luther King, Jr. Parade. Several media outlets covered the preparation and work done prior to the parade on this year's float and talked with TCC students.

STUDENT SUCCESS UPDATE

Professor Jeff Horvath presented on the TCC Corrections Education Second Chance Program.

Benefits

- Oklahoma has one of the highest incarceration rates per capita in the United States.
- Recidivism rates in Oklahoma are over 20%. On the contrary, corrections education students average below 5%.
- The program offers a better life for students, reduced recidivism, and skilled employees for economic development.

Current Locations

- Dick Conner Correctional Center
- Turley Women's Correctional Facility
- Family & Children's Services – Women in Recover

Statistics

- Four hundred seventy-four (474) students have participated in TCC's Corrections Education Program.
- Students have earned 315 credentials from TCC
 - Associate of Arts degrees: 5
 - Associate of Applied Science degrees: 10
 - Workforce Certificates: 300

Highlights

- Program started in 2007
- Annual graduation ceremony held at Dick Conner Correctional Center
- TCC Foundation offers the Second Chance Scholarship
- Second Chance Greenhouse at Conner opened in 2015
- TCC selected as experimental site for Second Chance Pell in 2016

HIGHLIGHTED KEY PERFORMANCE INDICATORS

Dr. Kevin David presented on "'Lagging' Indicators for Student Success."

Note: Lagging refers to the amount of time it will take to reach the 2020 target.

- KPI 3: Three-Year Graduation Rate (Overall Full-Time Cohort)
 - Baseline (Fall 2012 cohort): 14.0%
 - Current (Fall 2013 cohort): 13.6%

- Reduction of 0.4% is considered random error. There is no strong reason to believe any specific variable lead to it.
 - Improvement is anticipated in response to an improved academic experience through Pathways.
 - 2020 Target (Fall 2017 cohort): 16.0%
 - Target partly based on what is expected to be implemented by Pathways at that time.
 - Most reliable leading indicator: How many full-time student successfully complete 24 credit hours in the first year.
- KPI 4: Three-Year Graduation Rate for Underrepresented Minority Students (Full-Time)
 - Baseline (Fall 2012 cohort): 12.3%
 - Current (Fall 2013 cohort): 11.3%
 - 2020 Target (Fall 2017 cohort): 14.0%
 - Comments:
 - This KPI encompasses Hispanic, Black and Native American students.
 - Currently working on strategies and adding staffing resources to improve this KPI.
- KPI 5: Three-Year Success Rate (University Transfer and/or Graduation; Full-Time)
 - Baseline (Fall 2012 cohort): 29.7%
 - Current (Fall 2013 cohort): 28.6%
 - 2020 Target (Fall 2017 cohort): 35.0%
 - Comments:
 - Seventy-three percent of transfer degree programs (Associate of Arts and Associate of Science) have articulation agreements with at least one university. The target for 2020 is 100%.
 - Underrepresented population currently at 25%.
 - TCC is a member of the National Student Clearinghouse in which over 97% of all institutions in the country are members. The NSC allows us to track student transfers to universities up to a graduate level.

ACADEMIC AFFAIRS AND STUDENT SUCCESS COMMITTEE REPORT

1. Policy for Scheduling Classes

The Academic Affairs and Student Success Committee recommended approval of a new policy for the scheduling of classes as follows:

Development of the class schedule for each regular semester, summer session and intersession shall be guided by two primary considerations:

1. *to maximize the opportunity for students to enroll in the courses that they need for timely and successful completion of their academic programs, and*
2. *to make effective and efficient use of faculty resources and physical facilities as good stewards of public funds.*

It is the responsibility of the Chief Academic Officer to develop and implement rules and procedures for building class schedules in light of these considerations, and with all classes scheduled to ensure compliance with criteria for the semester credit hour set forth by the U.S. Department of Education, the Higher Learning Commission, and the Oklahoma State Regents for Higher Education. In doing so, attention should be given to national best practices in building schedules that foster student access and success. These may include, but are not limited to, standard start times, consideration of the balance between online and face to face offerings, scheduling across days of the week and hours of the day, classroom assignment, and distribution of offerings across the four anchor campuses.

The **motion** from the Academic Affairs and Student Success Committee was made to approve the policy for scheduling classes. The Chair called for a vote. **Motion carried unanimously by voice vote.**

2. Student Affairs Updates

Regent Ballenger gave the Regents a handout of statistics on new student orientation and enrollment/admissions.

- New Student Orientation
 - Attendees April 11-August 19: 3,451
 - NSO Sessions April 11-August 19: 223
 - Volunteers (TCC Staff & Faculty): 165
- Enrollment/Admissions
 - Fall 2016: 16,996 – an increase of 1.7% (Full-time =.9% and Part-time +.8%)
 - Concurrent: 1,814 – an increase of 13% from Fall 2015 semester.
 - TCC Freshmen (First-time entering): 4,052 – an increase of 0.6% from Fall 2015 semester.

3. Academic Affairs Updates

Regent Ballenger passed out examples of program maps for students.

- Program Maps – 97% of all departments submitted in December.
- The course catalog will soon be available online.

COMMUNITY RELATIONS AND WORKFORCE DEVELOPMENT COMMITTEE REPORT

Regent Garber gave the report.

- TCC will be included in the first phase of funding (2017) for Vision Projects after an announcement by the city. The TCC Southeast Campus Career Placement and Student Success Center will receive a little more than \$5 million. Funding for the Center was included in the TCC Foundation strategic plan.

PERSONNEL REPORT

President Goodson gave the report.

1. Information Items

President Goodson introduced recently appointed faculty and professional staff.

Austin Walden, Assistant Professor-Assistant Chief Flight Instructor

2. Consent Agenda

Approval was requested for the following personnel consent agenda items:

Recommendation for Approval of Professional Staff Appointments

Appointments of full-time faculty and full-time professional grade 18 and above made since the last meeting of the Board of Regents of Tulsa Community College.

Mackenzie Wilfong
General Counsel
Conference Center
Salary: \$175,000
Start Date: March 1, 2017

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.

Russell Sowell, Jr., Asst. Professor, Business & Information Technology
Southeast Campus
Effective Date: April 1, 2017

Resignation of Professional Staff Members

Resignation of Full-time Faculty and Professional employees submitted since the last meeting of the Board of Regents of Tulsa Community College.

Benjamin McFarland, Assistant Professor, Engineering/Applied Tech.
Effective Date: December 31, 2016

A **motion** was made by Regent Garber and seconded by Regent Looney to approve the consent agenda. The Chair called for a vote. **Motion carried unanimously by voice vote.**

FACILITIES COMMITTEE REPORT

Regent Combs gave the report.

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

TCC continues coordination efforts with City of Tulsa leadership on establishing a timeframe for the construction of this project.

- Southeast Campus Chat Room and Student Union Remodel – Phase 2

Sean Weins, Vice President of Administration reported on the Chat Room remodel.

With the completion of the Campus Store remodel, capital funding remains from the State of Oklahoma Master Lease program for the planned Phase 2 of the Southeast Campus Student Union Remodel. This portion of the remodel involves updating the Chat Room area and creating an outdoor plaza, enhancing student space. Architects from Beck Design held several meetings with TCC stakeholders, developing plans based on the collaborative discussions. After presenting this plan to the Facilities Committee last week, Beck Design will incorporate student input and ideas prior to developing bid documents for the project.

Comments: Bookstore sales since Phase I remodel have increased, especially in convenience items. Book sales still encompass 90% of revenue. Average transaction time for textbook purchases was reduced by at least 50%.

FINANCE AND AUDIT COMMITTEE REPORT

Regent Lawhorn gave the report.

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

Purchase of Data Processing Software Lease

Authorization was requested to enter into a contract for the purchase of data processing software and lease of equipment for all campus bookstores. The service and equipment to be leased will provide bookstores with updated merchant terminals, student textbooks, e-commerce software and maintenance. The terms of the lease are for a five-year period.

The Finance and Audit Committee recommended award of the contract to Nebraska Book Company in the amount of \$358,435. This lease is a software as a service purchase.

The **motion** from the Finance Committee was made to approve the purchase of the data processing software lease. The Chair called for a vote. **Motion carried unanimously by voice vote.**

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

No items

3. **Renewal of the Employee Assistance Program and Initiation of a Student Assistance Program**

On December 31, 2016, Tulsa Community College Employee Assistance Program (EAP) contract ended. A temporary contract with our current provider is in place until February 1, 2017. A renewal is needed to continue offering an EAP benefit to the College's full and part-time employees. In addition, to providing an EAP for our employees, the College would like to add a Student Assistant Program (SAP) to assist our students attending the College.

The Finance Committee requested authorization to implement a contract with Business Health Services (BHS) in the amount of \$122,820 to provide an Employee Assistance Program (EAP) February 1, 2017 through December 31, 2017 and a Student Assistance Program (SAP) March 1, 2017 through December 31, 2017.

Attachment: Rates / Proposal

Comments: Services include mental health, legal and financial counseling. Students receive counseling services by phone or online; employees receive five face-to-face visits per issue.

The **motion** from the Finance Committee was made to approve the renewal of the EAP and SAP programs. The Chair called for a vote.
Motion carried unanimously by voice vote.

4. Monthly Financial Report – December 2016

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

Attachment: Financial Statements for December 2016

The **motion** from the Finance Committee was made to approve the financial report for December 2016. The Chair called for a vote.
Motion carried unanimously by voice vote.

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.]

There was no executive session.

ADJOURNMENT

The meeting adjourned January 19, 2017 at 4:05 p.m.

The next regular meeting of the Tulsa Community College Board of Regents will be held on Thursday, February 16, 2017, 3:00 p.m., in Room 1320 at Southeast Campus, Tulsa, Oklahoma.

Respectfully submitted,



Leigh B. Goodson
President & CEO



Paul H. Cornell, Chairman
Board of Regents

ATTEST:



Martin Garber, Secretary
Board of Regents