



**Tulsa Community College
Regular Meeting of the Board of Regents
Thursday, September 16, 2021
Southeast Campus
VanTrease Performing Arts Center
for Education
10300 East 81st Street, Tulsa, OK
3:00 p.m.**

Attendees to the board meetings should enter through the Studio Theatre doors.

AGENDA

1. Call to Order

1.1 Open Meeting Compliance Statement

“Statement of Compliance with the Oklahoma Open Meeting Act
(Regular meeting scheduled on September 16, 2021 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 October 1, 2020, and change in location on May 5, 2021.

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 in the glass window adjacent to room 618 on the sixth floor of the Tulsa Community College Metro Campus, located at 909 South Boston Ave, Tulsa, OK, Academic Building 1, and in the first floor lobby’s glass case at the Tulsa Community College Conference Center, 6111 East Skelly Drive, Tulsa, OK.

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, August 19, 2021.

Motion for Approval: _____
Second Motion for Approval: _____

2.2 Carry Over Items

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

Presented by Regent Mitchell

3.1 Overview of Committee Meeting Topics

- Curriculum Change Update
- Enrollment Update
- Assessment at TCC Update
- TCC Workforce Update

4. Personnel Report and Possible Discussion and Action

Presented by President Goodson

4.1 Introductions 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.
- Retirements of full-time faculty and professional employees submitted since the last meeting of the Board of Regents of Tulsa Community College
- Separations including resignations, terminations, deaths, and transition to disability status of full-time faculty and professional employees submitted since the last meeting of the Board of Regents of Tulsa Community College.

Motion for Approval: _____
Second Motion for Approval: _____

5. Facilities and Safety Committee Report and Possible Discussion

Presented by Regent Adwon

5.1 Overview of Committee Meeting Topics

- Long-term Facilities Planning Update
- Student Success Center Updates
- September 2021 Projects Dashboard

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

Presented by Regent McKamey

6.1 Overview of Committee Meeting Topics

- Concurrent Enrollment Task Force Update
- Legislative Updates
- TCC Foundation Vision Dinner 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 Website Design and Migration

Authorization is requested to enter an agreement with the OHO Corporation (Somerville, MA) in the amount of **\$321,552** to redesign the College's website. Migration of the website software to a newer version is included in the services to be performed. The services will be funded from general budget.

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

7.1.2 Engineering Services

Authorization is requested to enter a contract with Cyntergy AEC LLC (Tulsa, OK) in the amount of **\$152,500** to provide engineering services related to HVAC air flow improvements at the Metro and Northeast campuses. The services will be funded from HEERF budget.

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

7.1.3 Engineering Services

Authorization is requested to enter a contract with Phillips + Gomez, Inc. (Tulsa, OK) in the amount of **\$145,480** to provide engineering services related to HVAC air flow improvements at the Southeast and West campuses. The services will be funded from HEERF budget.

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

7.1.4 Collections Services

Authorization is requested to settle with Credit Bureau Services Association (Stillwater, OK) in the amount of **\$107,020** to compensate the collection agency for lost collection fees due to the HEERF related write-off of student accounts which had been forwarded to the company for collection. The payment will be funded from HEERF budget.

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

7.2 Recommendation for Approval of Early Notice Incentive Program for Full-time Faculty

The administration recommends approval of an Early Notice Incentive Program for full-time faculty. The Early Notice Incentive Program will allow the College to effectively recruit, hire and prepare for the next academic year. The incentive would offer a one-time payment of \$5,000 to a full-time faculty member who submits an irrevocable letter of retirement by November 1, 2021, and retires June 1, 2022, July 1, 2022 or August 1, 2022 depending on their faculty appointment period.

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

[\(Attachment 7.2\)](#)

7.3 Monthly Financial Report

7.3.1 Financial Statements for August 2021

The Finance & Audit Committee recommends approval of the monthly financial report for August 2021.

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

[\(Attachment 7.3.1\)](#)

8. 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]

9. 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.

10. President's Report and Possible Discussion

Presented by President Goodson and Nicole Burgin, Media Relations Manager

10.1 Overview of President's Highlights

- Tulsa Community College Receives Federal Grant to Help Adults Start, Return or Transfer to College
- 'This is pretty legit': New 4-year College Park Program Welcomes First Students
- September 14 is Tulsa Community College Day
- TCC Graduate Receives Purple Heart Patriot Project Honor
- Good Job Awards
- Forum in Muskogee Tackles Education and Tulsa Race Massacre
- COVID-19 Vaccine & Testing Clinic
- Caring Campus Initiative
- Signature Symphony Season Promises a 'Journey Together' with Beatles, Harry Potter and Gershwin

10.2 President's Comments on Previous Agenda Items

11. 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: _____

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

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

12. Adjournment

12.1 Next Meeting Date:

The next meeting of the Tulsa Community College Board of Regents will be held on Thursday, October 21, 2021 at 3:00 p.m. at the Southeast Campus Van Trease Performing Arts Center for Education, Building 6, Main Stage, 10300 East 81st Street, Tulsa, OK.

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.

APPOINTMENT:

None.

RETIREMENT:

None.

SEPARATIONS:

Sandy Cooper, Chief Human Resources Officer
Human Resources
Conference Center

September 30, 2021

Jolene Reed, Assistant Professor, Sign Language
Liberal Arts & Communications
Northeast Campus

December 14, 2021



Early Notice Incentive for Full-time Faculty – 2022

Tulsa Community College is offering an Early Notice Incentive to full-time faculty who are planning to retire from the College this academic year. This incentive will allow the College to thoughtfully and effectively recruit, hire, and prepare for the next academic year.

The Early Notice Incentive will be \$5,000.00 for full-time faculty who meet the following criteria:

- Minimum of 5 consecutive years worked as a full-time TCC employee (to receive the insurance subsidy from OTRS, you must have 10 full years of OTRS service);
- Eligible to retire based on OTRS eligibility rules (previous OTRS retirees are eligible);
- Submit an irrevocable signed letter of retirement with the completed Intent to Participate in the Early Notice Incentive form to the Chief Human Resources Officer no later than November 1, 2021 at 5:00 p.m.;
- Retirement date of June 1, 2022, July 1, 2022 (11-month or with Dean approval) or August 1, 2022 (if teaching summer session); and
- Attend three retirement planning appointments (initial, mid-point, final) with an HR Rep.

The Early Notice Incentive will be paid following the final regular pay check received and will be taxed as regular taxable income according to IRS regulations.

For additional information concerning your retirement or to schedule a retirement planning appointment, you may contact Human Resources:

Nick Taylor, Benefit/Retirement Manager at nick.taylor@tulsacc.edu x7585
Kelsey Sutterfield, HR Specialist II at kelsey.sutterfield@tulsacc.edu x7847



Intent to Participate in the Early Notice Incentive Program – 2022

Full-time Faculty

Name _____ CWID _____

Position Title _____

Department _____ Campus _____

I elect to participate in the Early Notice Incentive Program for full-time faculty offered by Tulsa Community College this academic year. I attest that I meet the following criteria to be eligible for this incentive:

- Minimum of 5 consecutive years worked as a full-time TCC employee (to receive the insurance subsidy from OTRS, you must have 10 full years of OTRS service);
- Eligible to retire based on OTRS eligibility rules (previous OTRS retirees are eligible);
- Submit an irrevocable signed letter of retirement with the completed Intent to Participate in the Early Notice Incentive form to the Chief Human Resources Officer no later than November 1, 2022 at 5:00 p.m.;
- Retirement date of June 1, 2022, July 1, 2022 (11-month or with Dean approval) or August 1, 2022 (if teaching summer session); and
- Attend three retirement planning appointments (initial, mid-point, final) with an HR Rep.

I understand the Early Notice Incentive of \$5,000 will be paid following my final regular pay check and will be taxed as regular taxable income according to IRS regulations.

Retirement Date _____

Employee Signature _____ Date _____

Received by Chief Human Resources Officer _____
 _____ Date _____

Eligibility Confirmed and Processed _____

TULSA COMMUNITY COLLEGE

FINANCIAL REPORT

MONTH ENDING AUGUST 2021

TULSA COMMUNITY COLLEGE
STATEMENT OF REVENUE AND EXPENDITURES COMPARISON
FOR THE PERIOD ENDING AUGUST 31, 2021 AND AUGUST 31, 2020

	AUGUST FY22			AUGUST FY21			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
Revenue								
Education & General								
State Appropriations	\$ 31,022,199	\$ 6,410,677	20.7%	\$ 29,708,507	\$ 4,576,010	15.4%	\$ 1,834,667	40.1%
Revolving Fund	2,939,191	401,367	13.7%	2,675,650	534,300	20.0%	(132,933)	-24.9%
Resident Tuition	28,016,104	4,699,295	16.8%	29,071,159	14,428,572	49.6%	(9,729,277)	-67.4%
Non-Resident Tuition	2,206,417	447,883	20.3%	2,182,170	1,241,171	56.9%	(793,288)	-63.9%
Student Fees	7,531,057	1,062,994	14.1%	5,645,108	3,514,895	62.3%	(2,451,901)	-69.8%
Local Appropriations	47,025,000	7,500,000	15.9%	44,000,000	7,500,000	17.0%	-	0.0%
Federal Stimulus Funds - CARES	-	-	0%	8,371,556	3,275,000	39.1%	(3,275,000)	-100.0%
Federal Student Grants - HEERF	18,500,000	350,690	1.9%	-	-	0.0%	350,690	100.0%
Federal Institutional Aid - HEERF	31,000,000	4,964,756	16.0%	-	-	0.0%	4,964,756	100.0%
Total	\$ 168,239,968	\$ 25,837,661	15.4%	\$ 121,654,150	\$ 35,069,949	28.8%	\$ (9,232,287)	-26.3%
Auxiliary Enterprises								
Campus Store	\$ 400,000	\$ 672	0.2%	\$ 550,000	\$ -	0.0%	\$ 672	-
Student Activities	2,000,000	439,505	22.0%	2,200,000	892,699	40.6%	(453,194)	-50.8%
Other Auxiliary Enterprises	4,000,000	552,427	13.8%	4,260,000	1,469,820	34.5%	(917,393)	-62.4%
Total	\$ 6,400,000	\$ 992,604	15.5%	\$ 7,010,000	\$ 2,362,520	33.7%	\$ (1,369,916)	-58.0%
Restricted								
Institutional Grants	\$ 4,125,000	\$ 374,878	9.1%	\$ 4,630,000	\$ 402,907	8.7%	\$ (28,029)	-7.0%
State Student Grants	4,020,320	42,720	1.1%	5,200,000	40,027	0.8%	2,693	6.7%
Total	\$ 8,145,320	\$ 417,598	5.1%	\$ 9,830,000	\$ 442,934	4.5%	\$ (25,336)	-5.7%
Capital								
Construction - State (295)	\$ 2,000,000	\$ 1,716,400	85.8%	\$ 1,400,000	\$ 210,812	15.1%	\$ 1,505,588	714.2%
Construction - Non State (483)	3,000,000	160,000	5.3%	6,000,000	426,947.91	7.1%	(266,948)	-62.5%
Total	\$ 5,000,000	\$ 1,876,400	37.5%	\$ 7,400,000	\$ 637,760	8.6%	\$ 1,238,640	194.2%
TOTAL REVENUE	\$ 187,785,288	\$ 29,124,263	15.5%	\$ 145,894,150	\$ 38,513,162	26.4%	\$ (9,388,899)	-24.4%
Expenditures								
Education & General								
Instruction	\$ 48,117,230	5,350,717	12.0%	\$ 47,151,755	\$ 4,566,011	9.7%	\$ 784,706	17.2%
Public Service	1,022,515	79,724	5.1%	662,320	21,279	3.2%	58,445	274.7%
Academic Support	18,617,965	2,539,736	12.9%	18,253,728	2,347,560	12.9%	192,176	8.2%
Student Services	10,581,398	1,105,046	9.2%	12,106,048	1,472,732	12.2%	(367,686)	-25.0%
Institutional Support	14,254,489	3,295,604	22.7%	12,839,085	2,713,326	21.1%	582,278	21.5%
Operation/ Maintenance of Plant	17,489,757	2,433,393	13.6%	16,843,165	2,339,068	13.9%	94,325	4.0%
Tuition Waivers	4,600,000	118,128	2.6%	4,400,000	250,716	5.7%	(132,588)	-52.9%
Scholarships	5,800,000	361,262	6.2%	10,381,410	3,539,444	34.1%	(3,178,183)	-89.8%
Federal Student Grants - CARES	-	-	0.0%	-	-	0%	-	0%
Federal Student Grants - HEERF	18,500,000	350,690	0.0%	-	-	0%	350,690	0%
Federal Institutional Aid - HEERF	31,000,000	4,964,756	0.0%	-	-	0%	4,964,756	0%
Total	\$ 169,983,353	\$ 20,599,056	12.1%	\$ 122,637,510	\$ 17,250,137	14.1%	\$ 3,348,919	19.4%
Auxiliary Enterprises								
Campus Store	\$ 130,500	\$ 32,658	25.0%	\$ 130,500	\$ 32,643	25.0%	\$ 15	0.0%
Student Activities	3,000,000	174,149	5.8%	3,875,000	226,268	5.8%	(52,119)	-23.0%
Other Auxiliary Enterprises	7,938,500	324,424	4.1%	7,004,500	246,948	3.5%	77,476	31.4%
Total	\$ 11,069,000	\$ 531,231	4.8%	\$ 11,010,000	\$ 505,859	4.6%	\$ 25,372	5.0%
Restricted								
Institutional Grants	\$ 4,125,000	\$ 374,878	9.1%	\$ 4,630,000	\$ 403,006	8.7%	\$ (28,128)	-7.0%
State Student Grants	4,020,320	42,729	1.1%	5,200,000	26,062	0.5%	16,667	64.0%
Total	\$ 8,145,320	\$ 417,607	5.1%	\$ 9,830,000	\$ 429,068	4.4%	\$ (11,461)	-2.7%
Capital								
Construction - State (295)	\$ 2,000,000	\$ 44,525	2.2%	\$ 1,400,000	\$ 331,117	23.7%	\$ (286,592)	-86.6%
Construction - Non State (483)	3,000,000	31,315	1.0%	6,000,000	806,036	13.4%	(774,720)	-96.1%
Total	\$ 5,000,000	\$ 75,840	1.5%	\$ 7,400,000	\$ 1,137,153	15.4%	\$ (1,061,313)	-93.3%
TOTAL EXPENDITURES	\$ 194,197,673	\$ 21,623,734	11.1%	\$ 150,877,510	\$ 19,322,216	12.8%	\$ 2,301,518	11.9%

