



**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 **September 21, 2023 at 2:30 p.m. at Northeast Campus.**

Board Members Present: James Beavers, Samuel Combs, Paul Cornell, Caron Lawhorn, Jennifer Jezek, Wesley Mitchell, and Pete Regan

Board Members Absent: None

Others Present: President Goodson
Executive Assistant for the Board
College Administrators
College Legal Counsel
Faculty and Staff

CALL TO ORDER

Chair Beavers called the meeting to order at 2:30 p.m.

President Goodson confirmed compliance with the Open Meetings Act.

ROLL CALL

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

APPROVAL OF THE MINUTES

A **motion** was made by Regent Jezek and seconded by Regent Mitchell to approve the minutes for the regular meeting of the Tulsa Community College Board of Regents held on Thursday, August 17, 2023, as presented. The Chair called for a vote. **Motion carried unanimously by voice vote.**

CARRYOVER ITEMS

There were no carryover items.

ACADEMIC AFFAIRS AND STUDENT SUCCESS & EQUITY COMMITTEE REPORT

Presented by Regent Combs

1. Overview of Committee Meeting Topics

Regent Combs apprised the board on topics discussed in the September committee meeting.

- Fall Enrollment Update
 - Eileen Kenney, Associate Vice President of Enrollment and Retention, gave the Regents a brief report.
 - Total headcount, full-time enrollment, and continuing enrollment increased.
 - Hispanic and Native American student populations increased.
 - Concurrent enrollment increased.
 - The focus for spring will be on retention, first-year experience, and incorporating strategies from Unlocking Opportunities.
- School of Math and Engineering Update
 - Dr. Sheila Youngblood, Dean of Mathematics and Engineering, gave the Regents a brief report.
 - The engineering program now has a cohort in the Oklahoma State University of Tulsa's College Park model.
 - Some topics discussed included four federal grants, growth in industry partnerships, new strategic faculty and staff hires, sixteen transfer and work-ready programs, increases in internships, and two continuing education programs.
- Curriculum / OSHRE Changes Update
 - Discussed changes at the state level.

PERSONNEL REPORT

Presented by President Goodson

1. Introductions of Recently Appointed Staff

President Goodson welcomed and introduced new staff as well as faculty recently promoted in rank. Faculty promotions were approved at the June board meeting.

Kathryn Langley, Assistant Controller

Promotion to Professor

Kelly Allen, Geography, Metro Campus
Cheryl Bates, Dental Hygiene, Metro Campus
Jennifer Kneafsey, Biology, Northeast Campus

Promotion to Associate Professor

David LeCount, Entrepreneurship, Metro Campus
Angelica Reina Paez, Liberal Arts and Public Service, Child Development,
West Campus
James Maxson, Computer Information Systems, West Campus

2. Consent Agenda

The personnel consent agenda was submitted for approval.

- 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 full-time professional staff 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.

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

[\(Attachment: Consent Agenda\)](#)

FACILITIES & SAFETY COMMITTEE REPORT

Presented by Regent Jezek

1. Overview of Committee Meeting Topics

Regent Jezek apprised the Board of meeting topics discussed in the September committee meeting.

- Conference Center Staff Relocation Update

- The relocation of administrative staff from the Conference Center to the Bank of America building, Metro Campus, and Northeast Campus was successfully completed.
- Sixty-five employees were moved to the Bank of America building in downtown Tulsa.
- The Metro Student Success Center project team, comprised of architects, the construction management company, and TCC Facilities, met to start the remodeling of the first floor testing center into a new Admissions and Prospective Student Services departmental office.
- The previous TRIO office on the third floor is being remodeled to accommodate Institutional Research staff.
- Long-term Facilities Planning
 - GH2 presented the Phase II 10-year Facilities Plan to senior management and is scheduled to present at the upcoming October Committee meeting. A construction scope and sequence presentation with cost and timeline estimates is under development and will be ready for review by the end of October.
- Major Projects Update
 - Construction continues at the Northeast Campus Academic Building Entryway and the Southeast Campus Cyber Lab with both projects expected to be completed by the end of the calendar year. The exterior door access control and security camera projects are progressing well and are expected to be finalized within the Fall semester.
- Facilities Dashboard Update
 - Michael Siftar, Associate Vice President of Administration and CTO discussed the dashboard.
 - Construction began at the Northeast Campus Academic Building entrance.
 - Northeast Campus electrical upgrade soon to begin, one of the largest deferred maintenance priorities.
 - A number of other projects are in the works as shown on the dashboard handout.

[\(Handout: Major Projects Dashboard\)](#)

COMMUNITY RELATIONS COMMITTEE REPORT

Presented by Regent Lawhorn

1. Overview of Committee Meeting Topics

Regent Lawhorn apprised the board of meeting topics discussed in the September committee meeting.

- Vision Dinner Update
 - Tremendously successful with about \$125,000 raised in the live ask for scholarships.
- Legislative Updates
 - Alexis and Rick will be at the AACCC Advocates in Action conference this month.
 - Federal Updates
 - Debt ceiling conversations continue as the House and Senate have widely different bills. The Committee hopes for a continuing resolution by the end of September. If there is not an agreement, there will be a government shutdown. If there is a government shutdown, financial aid and Pell will continue; therefore, it should not impact students.
 - State Updates
 - The Governor has called a special session on October 3 to discuss tax cuts. TCC is monitoring several interim studies and is going to be the urban representative on the concurrent enrollment interim study. The Senate Education Committee will likely schedule the interim studies in October.
- Visit and Tour of Southeast Campus with Anthony Moore, Chair of House Higher Education
 - President Goodson gave Chairman Moore an overview of TCC. Topics included concurrent enrollment, EDGE and transfer. President Goodson will have the opportunity to present to Chairman Moore's concurrent enrollment interim study on October 16.

FINANCE, RISK AND AUDIT COMMITTEE REPORT

Presented by Regent Cornell

1. Purchase Item Agreements over \$50,000

1.1 Construction Services

Authorization was requested to enter an agreement with Third Generation Electric (Tulsa, OK) in the amount of **\$2,431,300** for electronic switchgear replacement at the Northeast Campus. The purchase was bid under RFP-24001-AR and will be funded from general budget (HEERF).

A **motion** was made by the Finance, Risk & Audit Committee to approve the agreement for construction services. No second was needed. **Motion carried unanimously by voice vote.**

1.2 Network Security Services

Authorization was requested to renew an agreement with ISG Technology, LLC (Oklahoma City, OK) in the amount of **\$130,696** to provide network security maintenance. This purchase is being made under the Oklahoma State Regents for Higher Education (OSRHE) OneNet contract C2020-2. The purchase will be funded from general budget.

A **motion** was made by the Finance, Risk & Audit Committee to approve the agreement for network security services. No second was needed. **Motion carried unanimously by voice vote.**

1.3 ERP Consulting Services

Authorization was requested to renew an agreement with OculusIT LLC (Miami, FL) in the amount of **\$74,520** to provide ERP consulting services. The services will be funded from general budget.

A **motion** was made by the Finance, Risk & Audit Committee to approve the agreement for ERP consulting services. No second was needed. **Motion carried unanimously by voice vote.**

2. **Recommendation for Approval of the Renewal of Retiree Administration Costs**

The Finance, Risk and Audit Committee recommended approval to renew the contract for the administration and collection of retiree insurance premiums.

A **motion** was made by the Finance, Risk & Audit Committee to approve the renewal of retiree administration costs. No second was needed. **Motion carried unanimously by voice vote.**

[\(Attachment: Retiree Administration Cost Renewal\)](#)

3. **Recommendation for Approval of an Early Notice Incentive Program for Full-time Faculty**

The administration recommended approval of an Early Notice Incentive Program for full-time faculty. The Early Notice Incentive Program will allow the College to recruit, hire, and prepare for the next academic year thoughtfully and effectively. The incentive would offer a one-time payment of \$5,000 to a full-time faculty member who submits an irrevocable signed letter of retirement with a completed form by November 1, 2023, and retires June 1, 2024, July 1, 2024, or August 1, 2024 depending on their faculty appointment period.

A **motion** was made by the Finance, Risk & Audit Committee to approve an early notice incentive program for full-time faculty. No second was needed. **Motion carried unanimously by voice vote.**

(Attachment: [Early Notice Incentive Form for Full-time Faculty](#))

4. Recommendation for Approval of Changes in Board Policy

The Finance, Risk and Audit Committee recommended approval of the following changes to the Board of Regents Policy Manual.

- Purchasing Services, Business and Administrative General Policies: BR.11 and BR.12

Proposal for changes to policies BR.11 and BR.12 related to the functions of the Purchasing Department, including quotes, bids, contracts, Board approval, and review by legal counsel.

- Policy and Protocol of Staff and Faculty Running for Office

Proposal for the addition of a new policy that defines parameters for faculty and staff running for partisan or non-partisan offices.

- Student Health, Wellness, and Safety Policies: Fitness Center BR.1.2: BR.06-B-B.PRO1

Proposal to keep the policy statement and remove the procedure due to the YMCA partnership.

- Safety and Security General Policies: College Closings and Essential Employees: BR.1.2: BR.14-E-E.PRO1

Proposal to keep the policy statement and remove the procedure due to redundancy; the procedure is included in the Employee Handbook.

A **motion** was made by the Finance, Risk & Audit Committee to approve changes in board policy. No second was needed. **Motion carried unanimously by voice vote.**

(Attachment: [Board Policy Changes](#))

5. Monthly Financial Report

Mark McMullen, Vice President of Business Affairs and CFO, gave the Board an overview of the financial dashboards.

- Revenues on par. State appropriations less than forecasted, but enrollment is up. State appropriations lagging due to oil production revenue. No issues or concerns.
- Expenses on par.
- Cash remains strong.
- Investments income is strong.
- HEERF projects in progress. There are no timeline restrictions for expending the funds.

5.1 Financial Statements for August 2023

The Finance, Risk and Audit Committee recommended approval of the monthly financial report for August 2023.

A **motion** was made by the Finance, Risk & Audit Committee to approve the monthly financial reports for August 2023. No second was needed. The Chair called for a vote. **Motion carried unanimously by voice vote.**

[\(Attachment: Financials for August 2023\)](#)

[\(Handout: Financial Dashboard for August 2023\)](#)

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 Tulsa Community College President's Office or designee in writing or electronically at least twenty-four (24) hours before the meeting begins. The notification must explain the nature and subject matter of their remarks and the corresponding agenda item. All persons shall be limited to a presentation of not more than two minutes.

There were none.

PRESIDENT'S REPORT

Presented by President Goodson and Kelsey Kane, Media Relations Manager

1. Overview of President's Highlights

Ms. Kane highlighted the following taken from the President's Highlights.

- TCC Certified Flight Instructor Gets Gold Seal
- TCC Partners with Alzheimer's Association for 'Promise Garden'

2. Comments on Previous Agenda Items

President Goodson mentioned several noteworthy topics in the highlights.

- Excited about the enrollment trend, the result of Pathways, and the outlook for the future.
- Over \$550,000 was raised at Vision Dinner.
- Op-Ed: EDGE Graduate Recognized for Academic Achievements
- Letter to the Editor: Tulsa Citizen Highlights TCC Programs
- Over 2,800 concurrent students enrolled this year.

[\(Handout: President's Highlights\)](#)

EXECUTIVE SESSION

[Proposed vote to go into executive session Pursuant to Title 25 Oklahoma Statutes, Section 307(B)(1), discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee.]

No executive session was needed.

ADJOURNMENT

A motion was made by Regent Mitchell and seconded by Regent Regan to adjourn the meeting. The Chair called for a vote. **Motion carried unanimously by voice vote.**

The next meeting of the Tulsa Community College Board of Regents will be held on Thursday, October 19, 2023 at 2:30 p.m. at West Campus, 7505 West 41st Street South, Tulsa, OK, Hardesty Student Success Center at Information Commons, Building 1, Room WC I-213.

The meeting adjourned at 3:25 p.m.

Respectfully submitted,



Leigh B. Goodson
President & CEO



James Beavers, Chair
Board of Regents



Paul Cornell, Secretary
Board of Regents

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:

Kathryn Langley, Assistant Controller
Business Office
Bank of America Center
September 18, 2023

Salary: \$ 95,000

Kathryn has earned her Bachelor of Science in Accounting from East Central University, Stonecipher School of Business. Kathryn is also a Certified Public Accountant from the Oklahoma Accountancy Board. Kathryn has over seven years of accounting experience.

RETIREMENTS:

None.

SEPARATIONS:

Sandy Litton, Associate Director Financial Aid Systems & Information
Financial Aid
Northeast Campus

September 5, 2023

Gary Young Allen, Director International Student Services
Global Learning
Northeast Campus

January 2, 2024

Renewal of Retiree Administration Costs

On December 31, 2023, Tulsa Community College's Retiree Administration contract with Navia Benefit Solutions, Inc. will expire. A renewal is needed for Navia Benefit Solutions, Inc. to continue to administer and collect the Retiree insurance premiums. Human Resources requests authorization to continue a contract with Navia Benefit Solutions, Inc. for Retiree Administration Collections 2024, January 1, 2024 through December 31, 2024. There is no rate change for 2024.

Estimated Monthly Premium	\$1,676
Estimated Annual Premium	\$20,112
Estimated Percentage Change	0%
Estimated Annual Dollar Change	\$0



Early Notice Incentive for Full-time Faculty – 2024

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, 2023 at 5:00 p.m.;
- Retirement date of June 1, 2024, July 1, 2024 (11-month or with Dean approval) or August 1, 2024 (if teaching summer session); and
- Attend three retirement planning appointments (initial, mid-point, final) with the 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 your Human Resources benefits team:

Melyssa Hendrickson, Benefits Administrator at melyssa.hendrickson@tulsacc.edu x7856
Christa Harris Director of Total Rewards and Compensation at christa.harris@tulsacc.edu x7990



Intent to Participate in the Early Notice Incentive Program – 2024

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, 2023 at 5:00 p.m.;
- Retirement date of June 1, 2024, July 1, 2024 (11-month or with Dean approval) or August 1, 2024 (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
Board of Regents Policy**

Department: Board of Regents

Policy Number: BR.11

Effective Date: 08/18/2020

Owners: Purchasing

Policy Version: 1.3

Revision Date: 09/21/2023

BR.11 – Purchasing Services

BR.11.A – Purchasing Department

The Purchasing Department shall oversee all aspects of acquiring services, supplies, materials, and equipment (collectively, “Purchases”) on behalf of the College. Such oversight of Purchases includes, but is not limited to, the following processes:

- a. Solicitations of quotes;
- b. Requests for qualifications;
- c. Requests for proposals;
- d. Invitations to bid; and
- e. all transactional aspects of the College’s public construction projects, including soliciting bids and maintaining documentation.

BR.11.B – Contract Management System

The College shall utilize a contract management system to manage all College contract documents and approvals. The College’s current contract management system is Jaggaer.

BR.11.C – Definitions

Best Value – evaluation criteria which may include, but is not limited to, the following:

- a. the acquisition’s operational cost the College would incur,
- b. the quality of the acquisition, or its technical competency,
- c. the reliability of the bidder’s delivery and implementation schedules,
- d. the acquisition’s facilitation of data transfer and systems integration,
- e. the acquisition’s warranties and guarantees and the bidder’s return policy,
- f. the bidder’s financial stability,
- g. the acquisition’s adherence to the College’s planning documents and announced strategic program direction,
- h. the bidder’s industry and program experience and record of successful past performance with acquisitions of similar scope and complexity,
- i. the anticipated acceptance by user groups, and
- j. the acquisition’s use of proven development methodology, and innovative use of current technologies that lead to quality results.

Lowest and Best – an acquisition based on criteria which include, but are not limited to, the following:

- a. the lowest total purchase price,

- b. the quality and reliability of the product, and
- c. the consistency of the proposed acquisition with the College's planning documents and announced strategic program direction.

Professional Services – services which are predominantly mental or intellectual in character rather than physical or manual and which do not involve the supplying of products. Professional Services include services to support or improve policy development, decision making, management, administration or the operation of management systems.

BR.11.D – Formal Competitive Bidding Process

Tulsa Community College shall require sealed competitive bidding for all Purchases which are expected to cost in excess of \$50,000. The College may use sealed competitive bidding process for Purchases \$50,000 and under if the Administration feels that a significant savings can be obtained. The department making the purchase shall identify to the Purchasing Department the individual(s) who shall evaluate the submitted bids.

In soliciting bids through the Formal Competitive Bidding Process, the College shall make clear whether its decision shall be based on a “best value” criteria or a “lowest and best” criteria. The Purchasing Department shall require documentation of bid selections.

BR.11.E – Informal Competitive Bidding Process

Tulsa Community College shall solicit a minimum of three quotes from vendors for Purchases exceeding \$25,000 up to \$50,000. A quote shall include product information, pricing information, and any other information the department requests when it solicits the quote (e.g. delivery date).

In soliciting bids through the Informal Competitive Bidding Process, the College shall make clear whether its decision shall be based on a “best value” criteria or a “lowest and best” criteria. The Purchasing Department shall require documentation of quotes.

BR.11.F – Fair and Reasonable Pricing

It shall be the policy of Tulsa Community College to seek fair and reasonable pricing for Purchases up to \$25,000.

BR.11.G – Sole Source

Purchases that ordinarily would require a formal bid process or an informal bid process may be awarded without competition if the Purchase is only available through a single supplier (“Sole Source Purchase”). Sole Source Purchases must be supported by written documentation. Prior to making Sole Source Purchases, the College shall make reasonable efforts to identify all possible sources. The Purchasing Department shall maintain all Sole Source forms and documentation.

BR.11.H – Public Competitive Bidding Act

Tulsa Community College shall award all public construction contracts in accordance with the Public Competitive Bidding Act of 1974 at 61 O.S. § 101, et seq. The Purchasing Department shall oversee compliance with all related bid solicitations, advertising, bid openings, and selections.

BR.11.I – Submitting Purchases to the Board of Regents for Approval and Reporting Other Purchases

Separate and apart from the policies and procedures governing competitive bidding policy and processing by the Purchasing Department, the following conditions govern those Purchases that must be

submitted to the Board of Regents for prior approval, those purchases that must be reported to the Board of Regents at least quarterly, and those purchases that are exempt from either the approval or reporting requirements. The dollar limitations are on a per-transaction basis and are not cumulative.

- Purchases over \$50,000, including indefinite quantity contracts that are reasonably anticipated to exceed \$50,000, must be submitted to the Board of Regents for prior approval; sole source purchases in this category must be identified as such; changes to these purchases that would increase the financial obligation of the College by more than 15% must be submitted to the Board of Regents for approval. Information about Purchases above \$50,000 that are exempt from Board of Regents prior approval shall be provided to the Board of Regents in a regular report.
- Purchases above \$10,000, including those purchases that are exempt from bidding requirements and/or Board of Regents approval requirements, must be reported to the Board of Regents Finance Committee at least quarterly; any exemption in this category must be reported separately and identified as such.
- Any agreement or obligation that would establish or make policy for the College, or would otherwise involve substantial or significant expenditures must be submitted to the Board of Regents for approval.

BR.11.J – Purchasing Exemptions

The following Purchases are exempt from bid requirements and the Board of Regents approval requirements:

- Purchases by College departments from College Auxiliary Enterprises or Service Units;
- Purchases of products, services, and utilities for resale, including minor operating supplies consumed in the resale process, by College Auxiliary Enterprises or Service Units or other College units engaged in the resale of products or services in accordance with their mission;
- The purchase of utilities such as water, gas and electric;
- Subcontract and sub recipient agreements and the related orders issued pursuant to sponsored grants or contracts that have been approved by the Board of Regents; Payments for the Oklahoma State Regents for Higher Education Master Lease Program (Okla. Stat. tit. 70 §§ 3206(a)-3206(b));
- Purchases of library books, library materials, and library databases;
- The President’s contracts for Professional Services of less than \$100,000 per provider each fiscal year;
- Contracts proposed by TCC employees with delegated authority for Professional Services up to \$50,000 per provider each fiscal year;
- Sole Source Purchases up to \$50,000; and
- Emergency Purchases approved by the President up to \$100,000. Emergency Purchases are defined as “purchases in a circumstance in which an unforeseen condition is believed to place human life or safety in imminent danger or threaten significant property interests with imminent destruction.” Any Public Competitive Bidding Act requirements remain applicable.

The following Purchases are exempt from bid requirements, but they retain Board of Regents approval requirements:

- Contracts created by other State agencies;
- Contracts created by the Federal General Services Administration (GSA);
- Contracts created by other state institutions of higher education;
- Contracts created by purchasing consortiums, if approved by the Director of Purchasing;
- State Risk Management premiums;
- The President's contracts for Professional Services of \$100,000 or greater per provider each fiscal year;
- Contracts proposed by TCC employees with delegated authority for Professional Services exceeding \$50,000 per provider each fiscal year; and
- Sole Source Purchases over \$50,000.

BR.11.K – Surplus Property Acquisition

The President and CEO or designee is authorized to sign all instruments and to enter into such negotiations as may be necessary in the acquisition of Federal, State, and Local surplus property from Federal, State, and Local agencies.

BR.11.L – Acquisition and Disposition of Real Property

The Board of Regents has authority to approve the acquisition or disposition of all real property. The College administration will use the following guidelines in determining acquisition/disposition actions to be proposed to the Board of Regents.

Acquisition of Property

- Acquire property when it is needed for the future expansion of the College.
- Acquire property needed to protect or secure the perimeter of the Campuses or land holdings.
- Select property for acquisition that is located in primary expansion zones where the area is contiguous to the Campus.
- Purchase property in primary areas as it becomes available from willing sellers or in special cases when it is needed immediately to develop a new facility.
- Have independent appraisals made before purchasing land and buildings.
Accept gifts of real estate away from Campus when they are needed for College programs or if the property will be of financial benefit. If acquired property is not required for immediate development, it will be maintained at a standard level of repair and appearance.

Disposition of Property

The Board of Regents may dispose of property:

- that is not required for College expansion or to protect other College lands and facilities;
- that is not economical to operate and maintain and does not provide other benefits;
- that is not in a primary expansion zone contiguous to the Campus or other College land holdings and is not required for future development;
- that is received from donors but not needed for College purposes; disposition will comply with all the terms and conditions of the gift;

that can be converted to more liquid assets for other immediate needs or long-term requirements.

It shall be the policy of the Board of Regents to purchase and dispose of property as required to satisfy the mission of the College.



**Tulsa Community College
Board of Regents Policy**

Department: Board of Regents Policy Number: BR.12

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

Owners: President, COO, CFO, IT Policy Version: 1.2

BR.12 – Business and Administrative General Policies

BR.12.A – Administrative Authorization Regarding Instructional Centers

The college administration is given approval to negotiate appropriate rental rates on space used for instructional centers as well as appropriate pay for any temporary administration which might be needed.

BR.12.B – Applications for Local, State, or Federal Aid

To facilitate handling of correspondence and applications, the President and CEO or designee shall be authorized to file applications for Local, State or Federal Aid.

BR.12.C – Authorization to Contract

The authority for any individual to sign contractual documents on behalf of the College originates with The Tulsa Community College Board of Regents. The Board of Regents grants and delegates to the President and CEO the authority and power to sign all contracts, leases, agreements, and other documents on behalf of the Tulsa Community College, including but not limited to those funded by federal, state, and other external agencies or sources. In addition, the Board of Regents grants to the President the power to delegate such signature authority to appropriate College executives, officers and directors. Unless the President specifically delegates this authority to an individual by formal written communication, the individual may not sign any document whatsoever that binds nor have the appearance of binding, the Board of Regents, the College, and/or any element thereof.

Such documents include, but are not limited to, purchase orders, grants, contracts, sub-contracts, licenses, leases, funding documents, applications, extensions and renewals, letters and/or memoranda of understanding, sales orders, assurances, work orders, etc. The common feature of such documents is the obligation they impose on the College, the breach of which may impose legal liability on the College. Such documents may involve products and services that the College provides to other parties for compensation (revenue), and products and services that the College acquires from other parties in exchange for payment. They may also involve agreements by which duties and responsibilities of the parties involved are formally delineated, even though monetary or other valuable consideration may not be involved.

The authority granted and delegated by the Board to the President, or by the President to other College executives, officers and directors, does not carry with it any exemption for other policies and procedures that otherwise govern. For example, the authority to sign a purchase order in the amount of \$20,000 does not exempt that transaction from competition and/or from being processed by the Purchasing Department if such requirement would otherwise apply.

Cabinet members shall recommend to the President the positions and names of the individuals who should be authorized to sign contractual documents. Each recommendation shall include the nature of

the authority delegated, the areas of activity to which it is limited, and the upper limit of the authority in terms of dollars. Upon the President's approval:

The original letter of authorization shall be forwarded to the individual to whom the authority is delegated; one copy shall be retained in each of the offices of the President, and the Director of Purchasing.

All such authorizations, regardless of commencement date, shall expire upon termination from the position or upon revocation of authorization.

The President has the authority to revoke the signature authority of any individual at any time. In addition, Cabinet members may recommend revocation of the signature authority of any individual at any time to the President. Upon the President's acceptance of the recommendation, the Supervising Cabinet member shall notify the pertinent officers of such revocation and the reason therefore.

BR.12.D – Review by Legal Counsel

All contractual documents may be subject to review by the College's legal counsel, if such review is deemed necessary by the Vice President for Administration and Chief Operating Officer, to ensure that certain legal limitations are not waived, ignored or otherwise abridged. The following transactions shall be reviewed by the College's legal counsel in advance of final approval:

- College expenditures in excess of \$25,000.00
- Grants to the College in excess of \$5,000.00
- Real estate transactions
- Clinical affiliation agreements
- Sole Source Purchases

BR.12.E – Grant Administration Policies

To apply for, receive, and maintain federal grants, TCC must comply with all applicable Federal statutes and regulations, as well as the terms and conditions of each individual award or subaward.

The [TCC Grants Guide](#) outlines applicable policies and procedures in accordance with the Office of Management and Budget's Uniform Guidance. The document is maintained and updated by TCC sponsored programs and grant accounting staff to remain current with changes in Federal, state, and TCC policies. Notable grant policies and the respective administering offices are listed below:

Risk Assessment for Subrecipients of Federal Awards

TCC will evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring. The risk assessment will be conducted by the Directors of Grant Accounting and Sponsored Programs before the subaward agreement is issued.

Financial Disclosure Policy for Research Grants

All personnel responsible for the design, conduct or reporting of research under the applicable federal award are required to comply with the policy and complete TCC's Financial Disclosure Form. TCC's policy fulfills the requirements established by the National Institutes of Health and the National Science

Foundation. TCC's Office of Grant Compliance and Accounting will administer the policy and maintain all updates in the TCC Grants Guide.

Responsible and Ethical Conduct of Research

All students and principal investigators receiving external research funding must engage in training in the practice of scientific investigation with integrity (professional norms and ethical principles in the performance of all activities related to scientific research). The College will develop and maintain a Responsible and Ethical Conduct of Research Plan to track, verify, and keep records of this training. The Responsible Conduct of Research Plan is administered by the office of the Dean of Engaged Learning.

BR.12.F – College-Owned Vehicle Responsibility

All vehicles owned by Tulsa Community College shall be parked at night and on weekends in a controlled area designated by the Administration, except when a vehicle may be in service out of town on a scheduled trip. The Chief Financial Officer or designee shall be responsible for the scheduling of these vehicles for use for College business purposes; providing appropriate care and maintenance; providing for appropriate licensing and identification and safety inspection; and providing for adequate insurance coverage for each vehicle.

College-owned vehicles shall be used only for official business of the College and may be driven only by properly licensed drivers. Tobacco use is prohibited in all College-owned vehicles. Employees are prohibited from text messaging when driving government vehicles, driving private vehicles on government business or when using electronic equipment supplied by the state while driving. "Texting" or "text messaging" is defined as reading from or entering data into any handheld or other electronic device.

BR.12.G – Establishment and Operation of College Fund Accounts

All fund accounts must be established by the College President or designee within the policies and guidelines established by the Oklahoma State Regents for Higher Education. These fund accounts will be controlled in accordance with generally accepted college and university budgeting, accounting, and reporting practices and through procedures set forth in the Oklahoma State Budget Office Procedures Manuals.

BR.12.H – Signature Approvals

- 1) Presidential Signature as Chief Executive Officer of the College - The President and Chief Executive Officer is authorized to sign payrolls, claims, contracts, and other official documents necessary to the operation of the College.
- 2) Presidential Signature in Absence of Chair of the Board - The President and Chief Executive Officer is authorized to sign official forms in place of the Chair of the Tulsa Community College Board of Regents at times when the Chair is unavailable for personal signature.
- 3) Presidential Approval of Out-of-State Travel - The President and Chief Executive Officer or designee is authorized to approve out-of-state travel for employees of the College and for the Board of Regents of the College if, in their opinion, such requests are contributory to the development of the College.
- 4) Signature Approval for the Chief Financial Officer - The Chief Financial Officer is authorized to sign travel authorizations, payrolls, claims, purchase orders, and requisitions necessary to the operation of the College in the absence of the President and Chief Executive Officer when such authorizations, claims, purchase orders, and requisitions have been authorized by the President and Chief Executive Officer.

BR.12.I – Gifts

Preamble

It is the policy of the Board of Regents to encourage gifts to the College which will further the College's educational mission. As the governing board of the community college and having the supervision and management thereof, the Regents regard gifts of private monies, goods, services and lands to colleges and universities and the subsequent wise management of them as essential if Oklahoma is to have truly fine colleges and universities. The Regents believe it is their duty to encourage such gifts and, upon acceptance, to use and/or invest them wisely. It is the Board's firm resolve that these gifts to the College should always be used in addition to the public dollar and not in place of the public dollar. The purpose of this policy is to establish standards and procedures to promote, encourage, and govern the giving, receipt, use, and investment of gifts to and for the benefit of the College.

Gifts of Real Property

The College is authorized to accept gifts of real property made to the College or related entities, specifically including, but not limited to, the Tulsa Community College Foundation. The College is authorized to use or dispose of gifts of real property in accordance with the laws of the state of Oklahoma, the IRS Code and Regulations and the policies of the State Regents for Higher Education, and shall be mindful of the suggestions, recommendations and directions of the donors.

For gifts of real property, the College Administration will evaluate the use, and the environmental and economic consequences of acceptance of the property and submit a recommendation to the Gifts Committee. The Gifts Committee shall be composed of the Chair of the Finance Committee, Community Relations Committee, and the Policy Committee. Upon the recommendation of the Gifts Committee, the proposal may be submitted for acceptance and approval by the full Board of Regents.

Gifts of Personal Property, Money and Other Things

The College Administration is authorized to accept gifts of money, equipment, services, and other things, and to use or dispose of same in accordance with the laws of the state of Oklahoma, the IRS Code and Regulations, the policies of the State Regents for Higher Education, and shall be mindful of the suggestions, recommendations, and directions of the donors. The College Administration is authorized to accept gifts of money in amounts of less than \$25,000; gifts of money in amounts of \$25,000 or more may be accepted by the Board of Regents. For gifts of equipment, services, and other things, the College Administration will evaluate the use and environmental and economic consequences of acceptance of the property.

Naming College Facilities and Endowed Positions

The College may, from time to time, name certain of its buildings and facilities or portions thereof, and endowed positions in honor of friends, benefactors, and persons who have made a significant contribution to the College or to education in Oklahoma in accordance with the laws of the state of Oklahoma, the IRS Code and Regulations, the policies of the Oklahoma State Regents for Higher Education, the direction of the donors and the approval of the Board of Regents of Tulsa Community College.

Proposals to name a College facility or endowed position shall be initially evaluated by the College Administration. The College Administration may bring a proposal to the Gifts Committee for

consideration if the proposal is deemed worthwhile. Upon the recommendation of the Gifts Committee, the proposal may be brought before the full Board of Regents for approval.

This policy is prospective only in its operation and effect. The words “person” and “donor” as used in this policy include corporations and other legal entities and should be read to include the plural as well as the singular.

Related Process: [BR.12.H.PR01– Naming College Facilities and Endowed Positions](#)

BR.12.J – Open Records

The Board of Regents of Tulsa Community College, in accordance with the Oklahoma Open Records Act (the “Act”), recognizes that “public records” (as defined in the Act) are open for inspection by any person, except those public records specifically exempted from disclosure by the Act or other State or federal laws.

The administration is directed to adopt procedures in compliance with the Act to be followed in requesting access to and obtaining copies of public records. These procedures shall be designed to provide access to public records in compliance with the Act, provide assistance and information upon request, and insure efficient and timely action in response to applications for inspection of public records. These procedures, to the extent allowed by the Act, should protect the confidentiality of employee and student records, privileged documents and other records, which may be exempt under the Act or other State or federal law, and should protect public records from damage and disorganization and prevent excessive disruption of the College’s essential functions.

Related Process: [BR.12.I.PR01– Open Records Requests](#)

BR.12.K – Petty Cash Fund

A maximum of \$100.00 per check can be drawn from petty cash where only one signature is required. Beyond this amount a co-signature is required in addition to the Chief Financial Officer.

BR.12.L – Authorization to Accept Awards

The President, or other designee, is authorized to accept awards and subsequent amendments on behalf of Tulsa Community College from Local, State or Federal funding sources.

BR.12.M – Auditor Selection

As an integral part of its fiduciary responsibilities, the Board of Regents of Tulsa Community College deems it important that an independent, qualified external accounting firm report annually as to the fair and accurate presentation of the College’s financial statements pursuant to general accepted accounting principles (GAAP). In addition to a formal written report, the external auditors shall meet with the Finance Committee of the Board of Regents on a yearly basis to report audit findings and present and discuss other matters of concerns.

Tulsa Community College should periodically review best pricing and quality of audit services provided to the College. At a minimum, Tulsa Community College will seek formal proposals from qualified public accounting firms at the end of each five-year audit cycle. Selection of the Auditors will be made by the Board of Regents of Tulsa Community College.

Related Process: [BR.12.L.PR01 – Auditor Selection - Administrative Procedure](#)

BR.12.N – Debt

The issuance of debt shall be in accordance with the Board of Regents' authority to issue said debt, as provided by state law. All debt shall be incurred in accordance with Oklahoma law and the administrative rules of the Council of Bond Oversight. Debt is defined to include all current short-term and long-term obligations, guarantees, and instruments that have the effect of committing the College to future payments. Generally, debt obligations encompassed by this policy will take the form of bonds, notes, loans, and/or including use of the State of Oklahoma's Master Lease Program

Related Process: [BR.12.M.PR01 – Debt – Administrative Procedures](#)



**Tulsa Community College
Board of Regents Policy**

Department: Board of Regents

Policy Number: BR.11

Effective Date: 08/18/2020

Owners: Purchasing

Policy Version: 1.32

Revision Date: ~~098/2118/20230~~

BR.11 – Purchasing Services

~~BR.11.A – Purchasing Department Administrative Purchasing Committee~~

~~In the evaluation of bids submitted, the Director of Purchasing may utilize an administrative purchasing committee consisting of the Chief Financial Officer and/or designees. The Purchasing Department shall oversee all aspects of acquiring services, supplies, materials, and equipment (collectively, “Purchases”) on behalf of the College. Such oversight of Purchases includes, but is not limited to, the following processes:~~

- ~~a. Solicitations of quotes;~~
- ~~b. Requests for qualifications;~~
- ~~c. Requests for proposals;~~
- ~~d. Invitations to bid; and~~
- ~~e. all transactional aspects of the College’s public construction projects, including soliciting bids and maintaining documentation.~~

~~BR.11.B – Contract Management System~~

~~The College shall utilize a contract management system to manage all College contract documents and approvals. The College’s current contract management system is Jaggaer.~~

~~BR.11.B – Competitive Bidding Process~~

~~It shall be the policy of Tulsa Community College to submit for sealed competitive bidding all supplies, materials, and equipment for use by Tulsa Community College where projects are expected to cost in excess of \$50,000.~~
~~BR.11.C – Definitions~~

~~**Best Value** – evaluation criteria which may include, but is not limited to, the following:~~

- ~~a. the acquisition’s operational cost the College would incur,~~
- ~~b. the quality of the acquisition, or its technical competency,~~
- ~~c. the reliability of the bidder’s delivery and implementation schedules,~~
- ~~d. the acquisition’s facilitation of data transfer and systems integration,~~
- ~~e. the acquisition’s warranties and guarantees and the bidder’s return policy,~~
- ~~f. the bidder’s financial stability,~~
- ~~g. the acquisition’s adherence to the College’s planning documents and announced strategic program direction,~~
- ~~h. the bidder’s industry and program experience and record of successful past performance with acquisitions of similar scope and complexity,~~
- ~~i. the anticipated acceptance by user groups, and~~

j. the acquisition's use of proven development methodology, and innovative use of current technologies that lead to quality results.

Lowest and Best – an acquisition based on criteria which include, but are not limited to, the following:

- a. the lowest total purchase price,
- b. the quality and reliability of the product, and
- c. the consistency of the proposed acquisition with the College's planning documents and announced strategic program direction.

Professional Services – services which are predominantly mental or intellectual in character rather than physical or manual and which do not involve the supplying of products. Professional Services include services to support or improve policy development, decision making, management, administration or the operation of management systems.

BR.11.D – Formal Competitive Bidding Process

Tulsa Community College shall require sealed competitive bidding for all Purchases which are expected to cost in excess of \$50,000. The College may use sealed competitive bidding process for Purchases \$50,000 and under if the Administration feels that a significant savings can be obtained. The department making the purchase shall identify to the Purchasing Department the individual(s) who shall evaluate the submitted bids.

In soliciting bids through the Formal Competitive Bidding Process, the College shall make clear whether its decision shall be based on a "best value" criteria or a "lowest and best" criteria. The Purchasing Department shall require documentation of bid selections.

BR.11.E – Informal Competitive Bidding Process

Tulsa Community College shall solicit a minimum of three quotes from vendors for Purchases exceeding \$25,000 up to \$50,000. A quote shall include product information, pricing information, and any other information the department requests when it solicits the quote (e.g. delivery date).

In soliciting bids through the Informal Competitive Bidding Process, the College shall make clear whether its decision shall be based on a "best value" criteria or a "lowest and best" criteria. The Purchasing Department shall require documentation of quotes.

BR.11.F – Fair and Reasonable Pricing

It shall be the policy of Tulsa Community College to seek fair and reasonable pricing for Purchases up to \$25,000. The Purchasing Department shall require documentation (e.g. written quotes) of vendor selections:

-Also, to submit to the sealed competitive bidding process such other purchases expected to cost under \$50,000 if the Administration feels that a significant savings can be obtained. The Finance Committee will be kept informed on purchases between \$10,000 and \$49,999.

~~If the Administration should determine that the unit price of an article or supply of required specification quality to be procured for the College can be obtained at a lower unit cost through the Oklahoma Central Purchasing Agency than through the College competitive bidding procedures previously stated, the College will utilize this service.~~

BR.11.G – Sole Source

Purchases that ordinarily would require a formal bid process or an informal bid process may be awarded without competition if the Purchase is only available through a single supplier (“Sole Source Purchase”). “Sole Source” Purchases must be supported by written documentation proper affidavit, will be purchased when such procedure is necessary. Prior to making Sole Source Purchases, the College shall make reasonable efforts to identify all possible sources. The Purchasing Department shall maintain all Sole Source forms and documentation.

BR.11.H – Public Competitive Bidding Act

Tulsa Community College shall award all public construction contracts in accordance with the Public Competitive Bidding Act of 1974 at 61 O.S. § 101, et seq. The Purchasing Department shall oversee compliance with all related bid solicitations, advertising, bid openings, and selections.

BR.11.I – Submitting Purchases to the Board of Regents for Approval and Reporting Other Purchases

Separate and apart from the policies and procedures governing competitive bidding policy and processing by the Purchasing Department, the following conditions govern those purchases that must be submitted to the Board of Regents for prior approval, those purchases that must be reported to the Board of Regents at least quarterly, and those purchases that are exempt from either the approval or reporting requirements. The dollar limitations are on a per-transaction basis and are not cumulative.

- Purchases over \$50,000, including indefinite quantity contracts that are reasonably anticipated to exceed \$50,000, must be submitted to the Board of Regents for prior approval; sole source purchases in this category must be identified as such; changes to these purchases that would increase the financial obligation of the College by more than 15% must be submitted to the Board of Regents for approval. Information about Purchases above \$50,000 that are exempt from Board of Regents prior approval shall be provided to the Board of Regents in a regular report.
- ~~Purchases above \$10,000 but not exceeding \$50,000 must be submitted to the Board of Regents as consent agenda items; sole source purchases in this category must be reported separately and identified as such.~~
- Purchases above \$10,000 but not exceeding \$50,000, including those purchases that are exempt from bidding requirements and/or Board of Regents approval requirements, must be reported to the Board of Regents Finance Committee at least quarterly; ~~sole source purchases any exemption~~ in this category must be reported separately and identified as such.
- Any agreement or obligation that would establish or make policy for the College, or would otherwise involve substantial or significant expenditures must be submitted to the Board of Regents for approval.
- ~~_____~~

BR.11.J – Purchasing Exemptions

The following Purchases are exempt from bid requirements and the Board of Regents approval requirements:

- ~~Any agreement or obligation that would establish or make policy for the College, or would otherwise involve substantial or significant expenditures must be submitted to the Board of Regents for approval.~~

- Purchases by College departments from College Auxiliary Enterprises or Service Units ~~are exempt from the approval and reporting requirements;~~
 - Purchases of products, services, and utilities for resale, including minor operating supplies consumed in the resale process, by College Auxiliary Enterprises or Service Units or other College units engaged in the resale of products or services in accordance with their mission ~~are exempt from the approval and reporting requirements;~~
 - ~~Acquisition contracts that merely establish unit prices, availability and other terms and conditions but which are indefinite as to quantity and delivery must be reported to the Board of Regents if the cumulative orders against them are expected to exceed \$100,000 annually.~~
 - The purchase of utilities such as water, gas and electric; ~~are exempt from the approval and reporting requirements.~~
 - Subcontract and sub recipient agreements and the related orders issued pursuant to sponsored grants or contracts that have been approved/ratified by the Board of Regents ~~are exempt from the approval and reporting requirements;~~
 - ~~Payments for Purchases on leases or other agreements under the Oklahoma State Regents fFor Higher Education Master Lease Program (Okla. Stat. tit. 70 §§ 3206(a)-3206(b)); and public construction contracts that require competitive bidding under Public Competitive Bidding Act (Okla. Stat. tit. 61 §§101-139) are exempt from the approval and reporting requirement.~~
-
- The President has the authority to contract for service of less than \$100,000 per provider each fiscal year of legal, accounting, consulting, real estate agency, or similar professional services and is exempt from the approval and reporting requirements. Purchases of library books, library materials, and library databases;
 - The President's contracts for Professional Services of less than \$100,000 per provider each fiscal year; and
 - Contracts proposed by TCC employees with delegated authority for Professional Services up to \$50,000 per provider each fiscal year;
 - Sole Source Purchases up to \$50,000; and
 - Emergency Purchases approved by the President up to \$100,000. Emergency Purchases are defined as "purchases in a circumstance in which an unforeseen condition is believed to place human life or safety in imminent danger or threaten significant property interests with imminent destruction." Any Public Competitive Bidding Act requirements remain applicable.

The following Purchases are exempt from bid requirements, but they retain Board of Regents approval requirements:

- Contracts created by other State agencies;
- Contracts created by the Federal General Services Administration (GSA);
- Contracts created by other state institutions of higher education;
- Contracts created by purchasing consortiums, if approved by the Director of Purchasing;
- State Risk Management premiums;
- The President's contracts for Professional Services of \$100,000 or greater per provider each fiscal year;

- Contracts proposed by TCC employees with delegated authority for Professional Services exceeding \$50,000 per provider each fiscal year; and
- Sole Source Purchases over \$50,000.;

BR.11.D – Purchasing and Bidding Procedures

The matter of college spending, including purchase of supplies and equipment, is one to which the Tulsa Board of Regents and the college administration gives critical attention. The Board strives in every case to purchase for the least expenditure of funds compatible with optimum quality for the function to be served. Oklahoma State Statutes, Oklahoma Higher Education Code, Division of the Budget Procedure Manual, Executive Order of the Governor, Attorney General Opinions, and TCC’s Regents Policies shall serve as a guide to purchasing supplies and equipment.

Guiding Principles

Purchasing procedures will conform to Oklahoma State Statutes.

- ~~The services of the Central Purchasing Branch of OMES shall be used when a dollar saving is apparent to Tulsa Community College or when it is necessary to obtain rapidly an item or items listed with a state contract number.~~
- ~~Items available from only a sole source may be purchased without bid, provided that an affidavit to that effect is filed~~
- ~~In the case of low tie bids, meeting specifications, all other things being agreed, preference shall be given in the following order:

 - ~~To low bidders whose product is manufactured in Oklahoma.~~
 - ~~To low bidders who maintain a bonafide business office with the State of Oklahoma whose product may be manufactured outside the State.~~~~
- ~~In the event other criteria are met, purchase will be made from the firm providing the best service to the College.~~
- ~~It shall be unlawful for the superintendent or business manager of any State agency or institution or any person with authority to purchase supplies, materials or equipment for such State agency or institution, or the spouse or child of either of them, to furnish such supplies, materials or equipment, or be interested by stock ownership or other profit sharing arrangements, in any business entity which is engaged in the furnishing of such supplies, materials or equipment to such agency, department or institution of the State of Oklahoma.~~

BR.11.KE – Surplus Property Acquisition

The President and CEO or designee is authorized to sign all instruments and to enter into such negotiations as may be necessary in the acquisition of Federal, State, and Local surplus property from Federal, State, and Local agencies.

BR.11.LF – Acquisition and Disposition of Real Property

The Board of Regents has authority to will approve the acquisition or disposition of all real property. The College administration will use the following guidelines in determining acquisition/disposition actions to be proposed to the Board of Regents.

Acquisition of Property

- Acquire property when it is needed for the future expansion of the College.
- Acquire property needed to protect or secure the perimeter of the Campuses or land holdings.

- Select property for acquisition that is located in primary expansion zones where the area is contiguous to the Campus.
- Purchase property in primary areas as it becomes available from willing sellers or in special cases when it is needed immediately to develop a new facility.
- Have independent appraisals made before purchasing land and buildings.
- Accept gifts of real estate away from Campus when they are needed for College programs or if the property will be of financial benefit. If acquired property is not required for immediate development, it will be maintained at a standard level of repair and appearance.

Disposition of Property

The Board of Regents may dispose of property:

- that is not required for CollegeUniversity expansion or to protect other College lands and facilities;
- that is not economical to operate and maintain and does not provide other benefits;
- that is not in a primary expansion zone contiguous to the Campus or other College land holdings and is not required for future development;
- that is received from donors but not needed for College purposes; disposition will comply with all the terms and conditions of the gift;
- that can be converted to more liquid assets for other immediate needs or long-term requirements.

It shall be the policy of the Board of Regents to purchase and dispose of property as required to satisfy the mission of the CollegeUniversity.



**Tulsa Community College
Board of Regents Policy**

Department: Board of Regents Policy Number: BR.12

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

Owners: President, COO, CFO, IT Policy Version: 1.2

BR.12 – Business and Administrative General Policies

BR.12.A – Administrative Authorization Regarding Instructional Centers

The college administration is given approval to negotiate appropriate rental rates on space used for instructional centers as well as appropriate pay for any temporary administration which might be needed.

BR.12.B – Applications for Local, State, or Federal Aid

To facilitate handling of correspondence and applications, the President and CEO or designee shall be authorized to file applications for Local, State or Federal Aid.

BR.12.C – Authorization to Contract

The authority for any individual to sign contractual documents on behalf of the College originates with The Tulsa Community College Board of Regents. The Board of Regents grants and delegates to the President and CEO the authority and power to sign all contracts, leases, agreements, and other documents on behalf of the Tulsa Community College, including but not limited to those funded by federal, state, and other external agencies or sources. In addition, the Board of Regents grants to the President the power to delegate such signature authority to appropriate College executives, officers and directors. Unless the President specifically delegates this authority to an individual by formal written communication, the individual may not sign any document whatsoever that binds nor have the appearance of binding, the Board of Regents, the College, and/or any element thereof.

Such documents include, but are not limited to, purchase orders, grants, contracts, sub-contracts, licenses, leases, funding documents, applications, extensions and renewals, letters and/or memoranda of understanding, sales orders, assurances, work orders, etc. The common feature of such documents is the obligation they impose on the College, the breach of which may impose legal liability on the College. Such documents may involve products and services that the College provides to other parties for compensation (revenue), and products and services that the College acquires from other parties in exchange for payment. They may also involve agreements by which duties and responsibilities of the parties involved are formally delineated, even though monetary or other valuable consideration may not be involved.

The authority granted and delegated by the Board to the President, or by the President to other College executives, officers and directors, does not carry with it any exemption for other policies and procedures that otherwise govern. For example, the authority to sign a purchase order in the amount of \$20,000 does not exempt that transaction from competition and/or from being processed by the Purchasing Department if such requirement would otherwise apply.

Cabinet members shall recommend to the President the positions and names of the individuals who should be authorized to sign contractual documents. Each recommendation shall include the nature of

the authority delegated, the areas of activity to which it is limited, and the upper limit of the authority in terms of dollars. Upon the President's approval:

The original letter of authorization shall be forwarded to the individual to whom the authority is delegated; one copy shall be retained in each of the offices of the President, and the Director of Purchasing.

All such authorizations, regardless of commencement date, shall expire upon termination from the position or upon revocation of authorization.

~~All contractual documents may be subject to review by the College's legal counsel, if such review is deemed necessary by the Vice President for Administration and Chief Operating Officer, to ensure that certain legal limitations are not waived, ignored or otherwise abridged.~~

The President has the authority to revoke the signature authority of any individual at any time. In addition, Cabinet members may recommend revocation of the signature authority of any individual at any time to the President. Upon the President's acceptance of the recommendation, the Supervising Cabinet member shall notify the pertinent officers of such revocation and the reason therefore.

BR.12.D – Review by Legal Counsel

All contractual documents may be subject to review by the College's legal counsel, if such review is deemed necessary by the Vice President for Administration and Chief Operating Officer, to ensure that certain legal limitations are not waived, ignored or otherwise abridged. The following transactions shall be reviewed by the College's legal counsel in advance of final approval:

- College expenditures in excess of \$25,000.00
- Grants to the College in excess of \$5,000.00
- Real estate transactions
- Clinical affiliation agreements
- Sole Source Purchases

BR.12.DE – Grant Administration Policies

To apply for, receive, and maintain federal grants, TCC must comply with all applicable Federal statutes and regulations, as well as the terms and conditions of each individual award or subaward.

The [TCC Grants Guide](#) outlines applicable policies and procedures in accordance with the Office of Management and Budget's Uniform Guidance. The document is maintained and updated by TCC sponsored programs and grant accounting staff to remain current with changes in Federal, state, and TCC policies. Notable grant policies and the respective administering offices are listed below:

Risk Assessment for Subrecipients of Federal Awards

TCC will evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring. The risk assessment will be conducted by the Directors of Grant Accounting and Sponsored Programs before the subaward agreement is issued.

Financial Disclosure Policy for Research Grants

All personnel responsible for the design, conduct or reporting of research under the applicable federal award are required to comply with the policy and complete TCC's Financial Disclosure Form. TCC's policy fulfills the requirements established by the National Institutes of Health and the National Science Foundation. TCC's Office of Grant Compliance and Accounting will administer the policy and maintain all updates in the TCC Grants Guide.

Responsible and Ethical Conduct of Research

— All students and principal investigators receiving external research funding must engage in training in the practice of scientific investigation with integrity (professional norms and ethical principles in the performance of all activities related to scientific research). The College will develop and maintain a Responsible and Ethical Conduct of Research Plan to track, verify, and keep records of this training. The Responsible Conduct of Research Plan is administered by the office of the Dean of Engaged Learning.

BR.12.EF – College-Owned Vehicle Responsibility

All vehicles owned by Tulsa Community College shall be parked at night and on week-ends in a controlled area designated by the Administration, except when a vehicle may be in service out of town on a scheduled trip. The Chief Financial Officer or designee shall be responsible for the scheduling of these vehicles for use for College business purposes; providing appropriate care and maintenance; providing for appropriate licensing and identification and safety inspection; and providing for adequate insurance coverage for each vehicle.

College-owned vehicles shall be used only for official business of the College and may be driven only by properly licensed drivers. Tobacco use is prohibited in all College-owned vehicles. Employees are prohibited from text messaging when driving government vehicles, driving private vehicles on government business or when using electronic equipment supplied by the state while driving. "Texting" or "text messaging" is defined as reading from or entering data into any handheld or other electronic device.

BR.12.FG – Establishment and Operation of College Fund Accounts

All fund accounts must be established by the College President or designee within the policies and guidelines established by the Oklahoma State Regents for Higher Education. These fund accounts will be controlled in accordance with generally accepted college and university budgeting, accounting, and reporting practices and through procedures set forth in the Oklahoma State Budget Office Procedures Manuals.

BR.12.GH – Signature Approvals

- 1) Presidential Signature as Chief Executive Officer of the College - The President and Chief Executive Officer is authorized to sign payrolls, claims, contracts, and other official documents necessary to the operation of the College.
- 2) Presidential Signature in Absence of Chair of the Board - The President and Chief Executive Officer is authorized to sign official forms in place of the Chair of the Tulsa Community College Board of Regents at times when the Chair is unavailable for personal signature.
- 3) Presidential Approval of Out-of-State Travel - The President and Chief Executive Officer or designee is authorized to approve out-of-state travel for employees of the College and for the

Board of Regents of the College if, in their opinion, such requests are contributory to the development of the College.

- 4) Signature Approval for the Chief Financial Officer - The Chief Financial Officer is authorized to sign travel authorizations, payrolls, claims, purchase orders, and requisitions necessary to the operation of the College in the absence of the President and Chief Executive Officer when such authorizations, claims, purchase orders, and requisitions have been authorized by the President and Chief Executive Officer.

BR.12.HI – Gifts

Preamble

It is the policy of the Board of Regents to encourage gifts to the College which will further the College's educational mission. As the governing board of the community college and having the supervision and management thereof, the Regents regard gifts of private monies, goods, services and lands to colleges and universities and the subsequent wise management of them as essential if Oklahoma is to have truly fine colleges and universities. The Regents believe it is their duty to encourage such gifts and, upon acceptance, to use and/or invest them wisely. It is the Board's firm resolve that these gifts to the College should always be used in addition to the public dollar and not in place of the public dollar. The purpose of this policy is to establish standards and procedures to promote, encourage, and govern the giving, receipt, use, and investment of gifts to and for the benefit of the College.

Gifts of Real Property

The College is authorized to accept gifts of real property made to the College or related entities, specifically including, but not limited to, the Tulsa Community College Foundation. The College is authorized to use or dispose of gifts of real property in accordance with the laws of the state of Oklahoma, the IRS Code and Regulations and the policies of the State Regents for Higher Education, and shall be mindful of the suggestions, recommendations and directions of the donors.

For gifts of real property, the College Administration will evaluate the use, and the environmental and economic consequences of acceptance of the property and submit a recommendation to the Gifts Committee. The Gifts Committee shall be composed of the Chair of the Finance Committee, Community Relations Committee, and the Policy Committee. Upon the recommendation of the Gifts Committee, the proposal may be submitted for acceptance and approval by the full Board of Regents.

Gifts of Personal Property, Money and Other Things

The College Administration is authorized to accept gifts of money, equipment, services, and other things, and to use or dispose of same in accordance with the laws of the state of Oklahoma, the IRS Code and Regulations, the policies of the State Regents for Higher Education, and shall be mindful of the suggestions, recommendations, and directions of the donors. The College Administration is authorized to accept gifts of money in amounts of less than \$25,000; gifts of money in amounts of \$25,000 or more may be accepted by the Board of Regents. For gifts of equipment, services, and other things, the College Administration will evaluate the use and environmental and economic consequences of acceptance of the property.

Naming College Facilities and Endowed Positions

The College may, from time to time, name certain of its buildings and facilities or portions thereof, and endowed positions in honor of friends, benefactors, and persons who have made a significant contribution to the College or to education in Oklahoma in accordance with the laws of the state of

Oklahoma, the IRS Code and Regulations, the policies of the Oklahoma State Regents for Higher Education, the direction of the donors and the approval of the Board of Regents of Tulsa Community College.

Proposals to name a College facility or endowed position shall be initially evaluated by the College Administration. The College Administration may bring a proposal to the Gifts Committee for consideration if the proposal is deemed worthwhile. Upon the recommendation of the Gifts Committee, the proposal may be brought before the full Board of Regents for approval.

This policy is prospective only in its operation and effect. The words “person” and “donor” as used in this policy include corporations and other legal entities and should be read to include the plural as well as the singular.

Related Process: [BR.12.H.PR01– Naming College Facilities and Endowed Positions](#)

BR.12.~~HI~~ – Open Records

The Board of Regents of Tulsa Community College, in accordance with the Oklahoma Open Records Act (the “Act”), recognizes that “public records” (as defined in the Act) are open for inspection by any person, except those public records specifically exempted from disclosure by the Act or other State or federal laws.

The administration is directed to adopt procedures in compliance with the Act to be followed in requesting access to and obtaining copies of public records. These procedures shall be designed to provide access to public records in compliance with the Act, provide assistance and information upon request, and insure efficient and timely action in response to applications for inspection of public records. These procedures, to the extent allowed by the Act, should protect the confidentiality of employee and student records, privileged documents and other records, which may be exempt under the Act or other State or federal law, and should protect public records from damage and disorganization and prevent excessive disruption of the College’s essential functions.

Related Process: [BR.12.I.PR01– Open Records Requests](#)

BR.12.~~JK~~ – Petty Cash Fund

A maximum of \$100.00 per check can be drawn from petty cash where only one signature is required. Beyond this amount a co-signature is required in addition to the Chief Financial Officer.

BR.12.~~KL~~ – Authorization to Accept Awards

The President, or other designee, is authorized to accept awards and subsequent amendments on behalf of Tulsa Community College from Local, State or Federal funding sources.

BR.12.~~LM~~ – Auditor Selection

As an integral part of its fiduciary responsibilities, the Board of Regents of Tulsa Community College deems it important that an independent, qualified external accounting firm report annually as to the fair and accurate presentation of the College’s financial statements pursuant to general accepted accounting principles (GAAP). In addition to a formal written report, the external auditors shall meet with the

Finance Committee of the Board of Regents on a yearly basis to report audit findings and present and discuss other matters of concerns.

Tulsa Community College should periodically review best pricing and quality of audit services provided to the College. At a minimum, Tulsa Community College will seek formal proposals from qualified public accounting firms at the end of each five-year audit cycle. Selection of the Auditors will be made by the Board of Regents of Tulsa Community College.

Related Process: [BR.12.L.PR01 – Auditor Selection - Administrative Procedure](#)

BR.12.AN – Debt

The issuance of debt shall be in accordance with the Board of Regents’ authority to issue said debt, as provided by state law. All debt shall be incurred in accordance with Oklahoma law and the administrative rules of the Council of Bond Oversight. Debt is defined to include all current short-term and long-term obligations, guarantees, and instruments that have the effect of committing the College to future payments. Generally, debt obligations encompassed by this policy will take the form of bonds, notes, loans, and/or including use of the State of Oklahoma’s Master Lease Program

Related Process: [BR.12.M.PR01 – Debt – Administrative Procedures](#)

Policy and Protocol of Staff and Faculty Running for Office

The College encourages all employees to vote and otherwise actively participate in the political process. Further, the Board of Regents does not want to discourage faculty members or employees from becoming candidates for public office. The welfare of the institution requires that each employee perform the duties and responsibilities assigned to the faculty or employee's position as the first priority, outside activities of any kind should not interfere with the fulfillment of assigned duties.

Faculty members and employees are permitted to campaign for and hold non-partisan offices, the duties of which do not interfere with official responsibilities such as a member of a school board, city council, or other local offices.

An employee may accept an appointed position in government requiring full-time service; provided, however, before accepting such position an employee is required to request and be approved for leave without pay by the Chief Human Resources Officer or resign from the institution. Any approval of leave without pay to accept an appointed position shall be for not less than the duration of the semester in which the approved leave is granted. Leave from institutional responsibilities for any period greater than one year shall be reviewed by the Chief Human Resources Officer and written justification shall be provided to the President who shall approve or deny the request.

Any employee of the College who makes the determination to run for any county, state, or federal elected partisan office, shall resign or, upon approval from the Candidacy Review Committee selected to review the request, and upon final review by the College President, take an unpaid leave of absence from the College during their candidacy for office. The employee/faculty seeking the leave of absence during their candidacy must comply with the following protocol:

- No later than (i) thirty days before officially filing as a candidate for elected office; or (ii) publicly announcing an intent to seek elected office; or, (iii) thirty days prior to the start of the semester during which a leave will be requested (for faculty), whichever occurs first, the employee/faculty must advise their supervisor, or in the case of faculty their Academic Dean, of the intent to seek an unpaid leave of absence.
- Within 7 business days of an employee/faculty advising their supervisor or the applicable Dean of the request for leave of absence during the campaign, the Committee must meet and determine whether the request will be granted, and if so, the terms of the conflict mitigation that must be followed.
- This determination will be based on a totality of circumstances including but not limited to: i) how the candidacy will impact the faculty member or staff's ability to interact with students, donors, alumni and/or other employees; ii) the impact the employee/faculty's requested unpaid leave of absence will have on College operations; and, iii) other ethical and/or legitimate business concerns.

Once the determination by the Committee has been made relating to the requested leave of absence, the decision and its rationale should be communicated in writing to the requestor within 5 business days of the committee making the decision. This determination is final.

In the event the leave of absence is approved, if the employee/faculty is elected to such office, the employee/faculty shall resign from the College before taking office.

The Candidacy Review Committee shall be comprised of a representative from each of the following: Human Resources, Faculty Association, Professional Staff Association, and either the candidate's supervisor or if the candidate is a faculty member or the Dean of the faculty member's Department.



Student Health, Wellness, and Safety Policies: Fitness Center

Policy Statement:

The Board of Regents supports an environment promoting professional as well as personal, physical, and emotional well-being for all students, faculty, and staff.

The President and CEO of Tulsa Community College or designee will develop, maintain, and facilitate procedures and guidelines for Fitness Center use and wellness programming to support students, faculty, and staff.

TCC students, faculty and staff who wish to utilize TCC Fitness facilities may do so in accordance with procedures set forth by the Administration.

Policy History: 08-18-2020; 08-28-2020

Procedures:

- I. **BR.06.B.PRO1: Fitness Center Use and Wellness Programs – Administrative Procedures**
 - A. Any TCC student enrolled in a credit class or classes offered at any location, including Internet classes, will be able to utilize the Fitness Center(s) during the semester in which the class(es) meet(s) without paying a fitness center participation fee.
 1. TCC students who want to receive academic credit for participation in Fitness Center programs must enroll in a specified physical education class offered through the credit area of the College and pay tuition and fees for that class.
 - B. Full-time employees will be eligible for Fitness Center use through an open enrollment period each semester.
 1. Upon enrollment, each full-time employee will have access to services and use of facilities at no cost to the employee.
 - C. Part-time staff and adjunct faculty may have access to the Fitness Centers by enrolling in a one credit hour fitness seminar class or participating in the following fee schedule:
 1. Per semester:
 - a) \$25.00 per semester (Fall or Spring 16 week term)
 - b) \$15.00 per semester (Summer 8 week term); or,
 2. Monthly:
 - a) \$10.00 per month on an annual basis
 - D. Members of the community may have access to the Fitness Centers by enrolling in a one credit hour fitness seminar class or joining the Alumni and Friends program, and paying the following fees:
 1. Per semester:
 - a) \$50.00 per semester (Fall or Spring 16 week term)
 - b) \$25.00 per semester (Summer 8 week term); or,

2. Monthly:
 - a) \$10.00 per month on an annual basis
- E. Any use of the Fitness Centers for TCC academic credit courses, TCC continuing education classes, or use by outside groups will have an hourly fee assessed to be used to offset operation costs of the Fitness Centers.
 1. This fee will be determined according to the actual facilities used, the size of the group, and the length of time involved with the activity.

Procedure History: 08-18-2020; 08-28-2020

Related Documents:

Related Procedures:

Date of Last Procedure Review: 08-18-2020



Policy: BR.1.2:BR.14.E-E.PRO1
Responsible Executive: Board of Regents
Policy Contacts: Board of Regents
Specific Authority:
Law Implemented:
Effective Date: 08-18-2020
Date of Last Policy Review: 08-18-2020

Safety and Security General Policies: College Closings and Essential Employees

Policy Statement:

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.

Policy History: 08-18-2020

Procedures:

- I. 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.
- II. **BR.14.E.PRO1: College Closings and Essential Employees – Administrative Procedure**
 - A. Essential Employees
 1. Essential Employees are those employees designated essential by a member of the President's Cabinet and directed to work before, during and/or after an emergency, critical incident, or natural disaster.
 - a) They are required to perform duties assigned by their supervisor that may not be consistent with normal responsibilities or work schedules.
 2. Essential employees may include employees in:
 - a) Facilities and grounds maintenance,
 - b) Campus police,
 - c) Student services staff,
 - d) Information technology,
 - e) Telephone operators, and/or
 - f) Others whose expertise makes their services essential due to the nature of the particular emergency.
 3. Every effort will be made to inform essential employees immediately of their role in the emergency or critical incident.
 4. Essential employees will be notified annually, in writing, by July 15th by the Cabinet member responsible for each area.
 - a) The [Human Resources](#) office will receive a list of notified employees.
 5. Other personnel may be designated as essential for a specific emergency by a member of the President's Cabinet by notifying those employees of the need for their services.
 - B. Pay for Essential Employees

1. During an emergency closure, non-exempt (hourly-paid) essential employees will be paid at their regular rate for the hours they work during the emergency closure.
 - a) When the College re-opens, these employees will continue to be compensated at their regular hourly rate until they have physically worked forty hours in that pay week.
 - b) They will be paid at their overtime hourly rate for time worked above forty hours within that pay week.
 2. The provisions of compensation for all hours actually worked during the College closing do not take effect until the officially announced closure time and do not apply to:
 - a) Time spent securing and preparing the work area prior to the College closing.
 - (1) These duties may include, but are not limited to:
 - (a) Packing supplies and/or records;
 - (b) Disconnecting and moving equipment; and
 - (c) Spreading protective covering.
 - b) Non-essential employees remaining on campus without the direction of supervision are not eligible for and will not receive compensation beyond that approved for employees released from work and sent home.
 - c) The period of the College closing will be based upon the announced closing and opening times of the college.
 3. To ensure proper crediting of employee efforts, supervisors are expected to create and maintain a record of essential employees required to remain on campus, or other designated locations, during an official College closing.
 - a) Employees who are required to remain on campus, or at another designated location, must have the approval of a Cabinet member to be eligible to receive payment.
 4. If a **non-exempt employee** is required to travel (other than from their residence to the worksite) to perform an emergency assignment for the College, all time spent on such travel is considered work time.
 5. If a **non-exempt employee** is required to remain in a College facility, or another designated location, to perform their assignment during a designated emergency, all time spent on-site is considered work-time.
 6. **Non-exempt employees** who are required to work during a closure under these guidelines will be compensated as described until such time as the crisis is over and/or recovery efforts are underway.
 7. **Full-time salaried/exempt employees** designated as essential employees may be required to remain on campus during an unscheduled closure as part of their regular employment.
- C. Pay for Non-Essential Employees
1. Full-time employees not designated as essential employees will be paid for the time scheduled and missed due to a school closing.
 2. An employee not scheduled to work at the time of a school closing will not be paid for the school closing. Likewise there is no extra time off for an employee if a school closing occurs on an employee's normal day off or on a scheduled leave day.
 - a) Scheduled leave will still be charged to an employee's record.
 3. Part-time employees who do not work during the closure will be paid for hours scheduled and missed due to the emergency. Likewise, if required to work, a part-time employee will be paid for any hours actually worked at their regular rate.
 4. **Full-time faculty** scheduled to teach an overload class during school closure, will be paid for their assigned overload. **Part-time faculty** who were scheduled to teach during a school closure will be paid for their assigned classes.

Procedure History: 08-18-2020

Related Documents: [Human Resource](#); [Student Code of Conduct](#); [Student Handbook](#); [Employee Handbook](#); [Faculty Handbook](#)

Related Procedures: [Student Code of Conduct](#); [Student Handbook](#); [Employee Handbook](#); [Faculty Handbook](#)

Date of Last Procedure Review: 08-18-2020

TULSA COMMUNITY COLLEGE
FINANCIAL REPORT
MONTH ENDING AUGUST 31, 2023

TULSA COMMUNITY COLLEGE
STATEMENT OF REVENUE AND EXPENDITURES COMPARISON
FOR THE PERIOD ENDING AUGUST 31, 2023 AND AUGUST 31, 2022

	AUGUST FY24			AUGUST FY23			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
Revenue								
Education & General								
State Appropriations	\$ 40,775,213	\$ 6,422,154	15.8%	\$ 32,957,050	\$ 5,170,980	15.7%	\$ 1,251,174	24.2%
Revolving Fund	1,500,000	154,734	10.3%	1,936,906	555,336	28.7%	(400,603)	-72.1%
Resident Tuition	27,885,045	1,929,657	6.9%	28,598,786	1,864,859	6.5%	64,798	3.5%
Non-Resident Tuition	2,125,228	145,169	6.8%	2,343,890	140,696	6.0%	4,473	3.2%
Student Fees	7,111,396	422,687	5.9%	7,130,931	397,680	5.6%	25,007	6.3%
Local Appropriations	51,500,000	10,500,000	20.4%	48,000,000	11,000,000	22.9%	(500,000)	-4.5%
Total	\$ 130,896,882	\$ 19,574,401	15.0%	\$ 120,967,563	\$ 19,129,551	15.8%	\$ 444,849	2.3%
HEERF								
Federal Student Grants - HEERF II&III	\$ -	\$ -	0.0%	\$ 1,500,000	\$ 345,925	23.1%	\$ (345,925)	-100.0%
Federal Institutional Aid - HEERF II&III	-	-	0.0%	28,500,000	-	0.0%	-	100.0%
Total	\$ -	\$ -	0.0%	\$ 30,000,000	\$ 345,925	1.2%	\$ (345,925)	-100.0%
Auxiliary Enterprises								
Campus Store	\$ 300,000	\$ -	0.0%	\$ 525,000	\$ 31,217	5.9%	\$ (31,217)	-100%
Student Activities	1,900,000	334,407	17.6%	1,900,000	307,538	16.2%	26,869	8.7%
Other Auxiliary Enterprises	3,500,000	506,726	14.5%	3,500,000	244,047	7.0%	262,679	107.6%
Total	\$ 5,700,000	\$ 841,133	14.8%	\$ 5,925,000	\$ 582,802	9.8%	\$ 258,331	44.3%
Restricted								
Federal Grants	\$ 3,767,861	\$ 228,040	6.1%	\$ 2,981,660	\$ 45,404	1.5%	\$ 182,636	402.2%
State Grants	3,180,622	67,459	2.1%	3,398,371	18,014	0.5%	49,445	274.5%
Private Grants	3,814,596	38,255	1.0%	2,261,948	105,523	4.7%	(67,268)	-63.7%
ARPA Grants	5,400,265	-	0.0%	-	-	0.0%	-	0.0%
Total	\$ 16,163,344	\$ 333,754	2.1%	\$ 8,641,979	\$ 168,941	2.0%	\$ 164,813	97.6%
Capital								
Construction - State (295)	\$ 2,600,000	\$ 1,200,000	46.2%	\$ 3,116,400	\$ 1,716,400	55.1%	\$ (516,400)	-30.1%
Construction - Non State (483)	2,000,000	-	0.0%	7,500,000	-	0.0%	-	0.0%
Total	\$ 4,600,000	\$ 1,200,000	26.1%	\$ 10,616,400	\$ 1,716,400	16.2%	\$ (516,400)	-30.1%
TOTAL REVENUE	\$ 157,360,226	\$ 21,949,288	13.9%	\$ 176,150,942	\$ 21,943,620	12.5%	\$ 5,668	0.0%
Expenditures								
Education & General								
Instruction	\$ 56,539,244	\$ 5,707,225	10.1%	\$ 50,516,742	\$ 4,825,289	9.6%	\$ 881,936	18.3%
Public Service	1,029,695	116,738	11.3%	982,076	198,630	20.2%	(81,892)	-41.2%
Academic Support	20,124,086	3,117,205	15.5%	18,732,346	2,870,332	15.3%	246,874	8.6%
Student Services	10,735,736	1,496,923	13.9%	11,121,621	1,493,655	13.4%	3,268	0.2%
Institutional Support	16,078,205	2,387,010	14.8%	14,344,843	2,559,807	17.8%	(172,797)	-6.8%
Operation/ Maintenance of Plant	18,089,754	3,104,284	17.2%	17,789,214	2,944,240	16.6%	160,044	5.4%
Tuition Waivers	4,700,000	102,540	2.2%	4,300,000	85,984	2.0%	16,556	19.3%
Scholarships	4,900,000	342,690	7.0%	5,300,000	41,027	0.8%	301,662	735.3%
Total	\$ 132,196,720	\$ 16,374,615	12.4%	\$ 123,086,842	\$ 15,018,963	12.2%	\$ 1,355,651	9.0%
HEERF								
Federal Student Grants - HEERF II&III	\$ -	\$ -	0.0%	\$ 1,500,000	\$ -	0.0%	\$ -	0%
Federal Institutional Aid - HEERF II&III	-	-	0.0%	6,000,000	3,250,306	54.2%	(3,250,306)	-100.0%
Federal Institutional Aid - Lost Revenue	12,000,000	1,021,583	8.5%	22,500,000	-	0.0%	1,021,583	0%
Total	\$ 12,000,000	\$ 1,021,583	8.5%	\$ 30,000,000	\$ 3,250,306	10.8%	\$ (2,228,723)	-68.6%
Auxiliary Enterprises								
Campus Store	\$ 132,000	\$ 32,615	24.7%	\$ 130,500	\$ 32,851	25.2%	\$ (236)	-0.7%
Student Activities	2,399,000	216,223	9.0%	1,900,000	90,167	4.7%	126,057	139.8%
Other Auxiliary Enterprises	8,870,000	723,318	8.2%	7,623,500	607,782	8.0%	115,537	19.0%
Total	\$ 11,401,000	\$ 972,156	8.5%	\$ 9,654,000	\$ 730,799	7.6%	\$ 241,357	33.0%
Restricted								
Federal Grants	\$ 3,767,861	\$ 170,836	4.5%	\$ 2,981,660	\$ 152,099	5.1%	\$ 18,736	12.3%
State Grants	3,180,622	98,710	3.1%	3,398,371	31,602	0.9%	67,107	212.4%
Private Grants	3,814,596	344,141	9.0%	2,261,948	296,804	13.1%	47,337	15.9%
ARPA Grants	5,400,265	51,520	1.0%	-	-	0.0%	51,520	0.0%
Total	\$ 16,163,344	\$ 665,207	4.1%	\$ 8,641,979	\$ 480,506	5.6%	\$ 184,701	38.4%
Capital								
Construction - State (295)	\$ 2,600,000	\$ 219,761	8.5%	\$ 3,116,400	\$ 222,109	7.1%	\$ (2,348)	-1.1%
Construction - Non State (483)	2,000,000	1,530	0.1%	7,500,000	385,316	5.1%	(383,786.00)	-99.6%
Total	\$ 4,600,000	\$ 221,291	4.8%	\$ 10,616,400	\$ 607,425	5.7%	\$ (386,134)	-63.6%
TOTAL EXPENDITURES	\$ 176,361,064	\$ 19,254,852	10.9%	\$ 181,999,221	\$ 20,087,999	11.0%	\$ (833,147)	-4.1%

**TULSA COMMUNITY COLLEGE
EXPENDITURE SUMMARY BY CATEGORY
FOR THE PERIOD ENDING AUGUST 31, 2023 AND AUGUST 31, 2022**

	AUGUST FY24			AUGUST FY23			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
EDUCATION AND GENERAL								
Salaries & Wages								
Faculty	\$ 23,972,867	\$ 2,031,549	8.5%	\$ 20,334,088	\$ 1,649,397	8.1%	\$ 382,152	23.2%
Adjunct Faculty	10,500,000	1,388,037	13.2%	11,000,000	1,388,031	12.6%	6	0.0%
Professional	14,596,950	2,265,199	15.5%	13,180,480	2,050,682	15.6%	214,517	10.5%
Classified Exempt	2,624,252	371,394	14.2%	1,978,693	334,551	16.9%	36,843	11.0%
Classified Hourly	19,104,680	1,683,802	8.8%	18,004,571	1,578,089	8.8%	105,713	6.7%
TOTAL	\$ 70,798,750	\$ 7,739,980	10.9%	\$ 64,497,832	\$ 7,000,749	10.9%	\$ 739,231	10.6%
Staff Benefits	\$ 28,315,327	\$ 3,083,069	10.9%	\$ 26,729,010	\$ 3,168,930	11.9%	\$ (85,861)	-2.7%
Professional Services	2,481,400	432,840	17.4%	2,634,000	328,547	12.5%	104,293	31.7%
Operating Services	17,172,743	3,741,423	21.8%	16,037,800	3,424,404	21.4%	317,019	9.3%
Travel	315,700	49,005	15.5%	310,200	25,977	8.4%	23,028	88.6%
Utilities	2,030,000	492,043	24.2%	1,650,000	295,899	17.9%	196,144	66.3%
Tuition Waivers	4,700,000	102,539	2.2%	4,300,000	85,984	2.0%	16,555	19.3%
Scholarships	4,900,000	342,690	7.0%	5,300,000	41,027	0.8%	301,662	735.3%
Furniture & Equipment	1,482,800	391,025	26.4%	1,628,000	647,446	39.8%	(256,420)	-39.6%
TOTAL	\$ 132,196,720	\$ 16,374,615	12.4%	\$ 123,086,842	\$ 15,018,963	12.2%	\$ 1,355,652	9.0%
HEERF								
Federal Student Grants - HEERF II&III	\$ -	\$ -	0%	\$ 1,500,000	\$ -	0.0%	\$ -	0.0%
Federal Institutional Aid - HEERF II&III	-	-	0.0%	6,000,000	3,250,306	54.2%	(3,250,306)	-100.0%
Federal Institutional Aid - Lost Revenue	12,000,000	1,021,583	8.5%	22,500,000	-	0.0%	1,021,583	100.0%
TOTAL	\$ 12,000,000	\$ 1,021,583	8.5%	\$ 30,000,000	\$ 3,250,306	10.8%	\$ (2,228,723)	-68.6%
CAMPUS STORE								
Bond Principal and Expense	\$ 132,000	\$ 32,615	24.7%	\$ 130,500	\$ 32,851	25.2%	(236)	-0.7%
TOTAL	\$ 132,000	\$ 32,615	24.7%	\$ 130,500	\$ 32,851	25.2%	\$ (236)	-0.7%
STUDENT ACTIVITIES								
Salaries & Wages								
Professional	\$ 5,000	\$ 17,188	343.8%	\$ 135,000	\$ 360	0.3%	\$ 16,828	4674.5%
Classified Hourly	400,000	52,094	13.0%	535,000	35,884	6.7%	16,211	45.2%
Total Salaries & Wages	\$ 405,000	\$ 69,283	17.1%	\$ 670,000	\$ 36,244	5.4%	\$ 33,039	91.2%
Staff Benefits	\$ 200,000	\$ 27,620	13.8%	\$ 300,000	\$ 18,871	6.3%	\$ 8,750	46.4%
Professional Services	5,000	-	0.0%	70,000	-	0.0%	-	0.0%
Operating Services	739,000	117,628	15.9%	260,000	35,052	13.5%	82,576	235.6%
Travel	50,000	1,693	3.4%	20,000	-	0.0%	1,693	100.0%
Furniture & Equipment	1,000,000	-	0.0%	580,000	-	0.0%	-	0.0%
Items for Resale	-	-	0.0%	-	-	0.0%	-	0.0%
TOTAL	\$ 2,399,000	\$ 216,223	9.0%	\$ 1,900,000	\$ 90,167	4.7%	\$ 126,057	139.8%
OTHER AUXILIARY ENTERPRISES								
Salaries & Wages								
Professional	\$ 250,000	\$ 39,644	15.9%	\$ 135,000	\$ 23,460	17.4%	\$ 16,185	69.0%
Adjunct Faculty	300,000	20,545	6.8%	325,000	34,906	10.7%	(14,362)	-41.1%
Classified Hourly	200,000	12,112	6.1%	300,000	11,717	3.9%	394	3.4%
Total Salaries & Wages	\$ 750,000	\$ 72,301	9.6%	\$ 760,000	\$ 70,083	9.2%	\$ 2,217	3.2%
Staff Benefits	\$ 150,000	\$ 20,037	13.4%	\$ 140,000	\$ 19,097	13.6%	\$ 940	4.9%
Professional Services	990,000	218,982	22.1%	600,000	258,523	43.1%	(39,540)	-15.3%
Operating Services	6,127,500	213,540	3.5%	2,495,000	126,030	5.1%	87,509	69.4%
Travel	50,000	1,251	2.5%	65,000	2,220	3.4%	(969)	-43.6%
Utilities	800,000	164,014	20.5%	800,000	98,633	12.3%	65,381	66.3%
Scholarship & Refunds	2,500	515	20.6%	43,000	345	0.8%	170	49.3%
Bond Principal and Expense	-	32,615	0.0%	1,120,500	32,851	2.9%	(236)	-0.7%
Furniture & Equipment	-	-	0.0%	1,600,000	-	0.0%	-	0.0%
Items for Resale	-	64	0.0%	-	-	0.0%	64	100.0%
TOTAL	\$ 8,870,000	\$ 723,318	8.2%	\$ 7,623,500	\$ 607,782	8.0%	\$ 115,537	19.0%
CAPITAL								
Construction - State (295)	\$ 2,600,000	\$ 219,761	8.5%	\$ 3,116,400	\$ 222,109	7.1%	\$ (2,348)	-1.1%
Construction - Non State (483)	2,000,000	1,530	0.1%	7,500,000	385,316	5.1%	(383,786)	-99.6%
TOTAL	\$ 4,600,000	\$ 221,291	4.8%	\$ 10,616,400	\$ 607,425	5.7%	\$ (386,134)	-63.6%