



**Tulsa Community College
Regular Meeting of the Board of Regents
Thursday, October 20, 2022
West Campus
7505 West 41st Street South, Tulsa, OK
Information Commons, Building 1, Boardroom IC-213
2:30 p.m.**

AGENDA

1. Call to Order

1.1 Open Meeting Compliance Statement

“Statement of Compliance with the Oklahoma Open Meeting Act
(Regular meeting scheduled on October 20, 2022 at 2:30 p.m.)

This regular meeting of the Tulsa Community College Board of Regents has been convened in accordance with the Oklahoma Open Meeting Act.

This meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on November 22, 2021 with change in location and time on July 12, 2022.

Notice of this meeting was also given at least twenty-four (24) hours in advance of the meeting by posting notice of the date, time, place, and agenda of the meeting in the glass window adjacent to room 618 on the sixth floor of the Tulsa Community College Metro Campus, located at 909 South Boston Ave, Tulsa, OK, Academic Building 1, and in the first floor lobby’s glass case at the Tulsa Community College Conference Center, 6111 East Skelly Drive, Tulsa, OK.

1.2 Roll Call

2. Old Business and Possible Discussion and Action

2.1 Recommendation for Approval of the Minutes for the Regular Meeting of the Tulsa Community College Board of Regents held on Thursday, September 15, 2022.

Motion for Approval: _____

Second Motion for Approval: _____

2.2 Carry Over Items

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

Presented by Regent Mitchell

3.1 Overview of Committee Meeting Topics

- Faculty Salary Reclassifications Update
- Five-year Program Review Update
- Employee Data Breakdown Update
- HEERF Outcomes Update

3.2 Recommendation for Approval of Changes in Academic Programs

The Committee recommends approval of the following curriculum changes:

- Marketing AS – Modify Program
- Fire and Emergency Medical Services Certificate – Modify Program
- Fire and Emergency Medical Services AAS – Modify Program

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

[\(Attachment 3.2\)](#)

3.3 Enrollment Report

Presented by Dr. Eunice Tarver, Vice President of Student Success and Equity

Dr. Tarver will present an enrollment update to the Board.

4. Personnel Report and Possible Discussion and Action

Presented by President Goodson

4.1 Introductions of Recently Appointed Staff

4.2 Consent Agenda [\(Attachment 4.2\)](#)

- Appointments of full-time faculty and full-time professional staff at a pay grade 18 and above made since the last meeting of the Board of Regents of Tulsa Community College.
- Retirements of full-time faculty and professional employees submitted since the last meeting of the Board of Regents of Tulsa Community College

- Separations including resignations, terminations, deaths, and transition to disability status of full-time faculty and professional employees submitted since the last meeting of the Board of Regents of Tulsa Community College.
- Recommendation for Approval of Full-time Faculty Reclassification

Motion for Approval: _____
Second Motion for Approval: _____

5. Facilities and Safety Committee Report and Possible Discussion
Presented by Regent Adwon

5.1 Overview of Committee Meeting Topics

- Long-term Facilities Planning Update
- Major Projects Update

6. Community Relations Committee Report and Possible Discussion
Presented by Regent Cornell

6.1 Overview of Committee Meeting Topics

- Legislative Updates

7. Finance, Risk and Audit Committee Report and Possible Discussion and Action
Presented by Regent Beavers

7.1 Purchase Item Agreements over \$50,000

7.1.1 Data Processing Network & Phone Service

Authorization is requested to renew an agreement with Cox Business Services, LLC (Oklahoma City, OK) in the amount of \$1,044,000 to purchase data processing network and phones services for all campuses. The agreement is for three years with an annual cost of \$348,000. This request replaces the previous FY23 approval of a one-year term granted during the June 2022 board meeting. The purchase will be funded from general budget.

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

7.1.2 Construction

Authorization is requested to contract with Key Construction, LLC (Tulsa, OK) in the amount of \$524,897 to replace all plumbing, fixtures, tile, ceiling, electric, and partitions in a full renovation of three bathroom groups at the Northeast Campus. The project was bid on TCC RFP-23001-KS and will be funded from general budget.

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

7.1.3 Professional Services

Authorization is requested to enter into an agreement with CBIZ Benefits & Insurance Services, Inc. (Tulsa, OK) in the amount of \$164,525 to complete a comprehensive compensation study. The purchase will be funded from general budget.

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

7.1.4 Educational Services

Authorization is requested to enter into an agreement with the Oklahoma State Regents for Higher Education (Oklahoma City, OK) in the amount of \$90,000 for access to Coursera. The purchase will be funded from auxiliary budget.

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

7.2 Recommendation for Acceptance of the 2021-2022 Audit

Presented by Mark McMullen, CFO and Brad Schelle, Crowe LLP

The 2021-2022 annual audit, performed by Crowe LLP, pursuant to the authorization granted by the Tulsa Community College Board of Regents, is complete. The Finance, Risk and Audit Committee recommends acceptance of the audit.

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

7.3 Monthly Financial Report
Presented by Mark McMullen, CFO

7.3.1 Financial Statements for September 2022

The Finance, Risk and Audit Committee recommends approval of the monthly financial report for September 2022.

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

[\(Attachment 7.3.1\)](#)

8. **Executive Committee Report and Possible Discussion and Action**
Presented by Regent Lawhorn, Chair and President Leigh Goodson

8.1 Recommendation for Approval of Changes in Board Policy

8.1.1 Legal Situs: Board Policy BR.03.B and Request to Address the Board: Board Policy BR.03.D

Update physical address for the official Office of Record and modify the notification for persons who desire to come before the Board effective January 1, 2023.

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

[\(Attachment 8.1.1\)](#)

8.1.2 Request to Address the Board: Board ByLaw Section 1.3.9

Remove portions of the section to correspond with Board policy effective January 1, 2023.

[\(Attachment 8.1.2\)](#)

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

9. **New Business**

[Pursuant to Title 25 Oklahoma Statutes, Section 311(A)(9), "...any matter not known about or which could not have been reasonably foreseen prior to the time of posting." 24 hours prior to meeting]

10. Persons Who Desire to Come Before the Board

Any person who desires to come before the Board shall notify the board chair or his or her designee in writing or electronically at least twelve (12) hours before the meeting begins. The notification must advise the chair of the nature and subject matter of their remarks and may be delivered to the president's office. All persons shall be limited to a presentation of not more than two minutes.

11. President's Report and Possible Discussion

Presented by President Goodson and Nicole Burgin, Media Relations Manager

11.1 Overview of President's Highlights

- TCC Faculty & Staff Win OACC Awards
- OACC Conference Presenters and Hall of Fame Induction
- TCC Outreach Events
- Child Development & Education Reach 100 CDA's
- Cyber Skills Center Starts Classes
- Pinwheel Garden on TCC Campus Honors Alzheimer's Victims
- Funding Roundup
- TCC Foundation Raises \$460k for Student Scholarships, Services
- Tulsa Police Department Joins OSU-Tulsa, TCC To Help People Interested in Careers in Law Enforcement
- Signature Symphony Kicks Off Season
- TCC Students & Grads In The News:
 - Local Court Reporter Earns National Certification
 - Former TCC Administrator Inducted into Oklahoma African American Educators Hall of Fame

11.2 President's Comments on Previous Agenda Items

12. Executive Session

[Proposed vote to go into executive session Pursuant to Title 25 Oklahoma Statutes, Section 307(B)(4), for confidential communications between a public body and its attorneys concerning pending investigations, claims or actions.]

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

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

Motion for Approval to Adjourn: _____
Second Motion for Approval: _____

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

13. Adjournment

13.1 Next Meeting Date:

The next meeting of the Tulsa Community College Board of Regents will be held on Thursday, November 17, 2022 at 2:30 p.m. at Metro Campus, 909 South Boston Avenue, Building 1, Boardroom 617.

Proposed Curriculum Changes for 2023-2024

AS Marketing	Modify Program	The decision was made to replace CSCI 1203 Computer Concepts and Applications with MSIS 2103 Business Data Science Technologies in the Marketing AS program, beginning with the 2022-23 Academic Year. MSIS will move to specialized course requirements because it is not currently approved as a gen ed.
Fire and Emergency Medical Services Certificate	Modify Program	Changed requirements to clarify that all FEMS and EMSP coursework must be completed with a C or better.
AAS Fire and Emergency Medical Services	Modify Program	Changed requirements to clarify that all FEMS and EMSP coursework must be completed with a C or better.

ADDENDUM FOR PERSONNEL CONSENT ITEMS:

Items listed under Personnel Consent Items will be approved by one motion without discussion. If discussion on an item is desired, the item will be removed from the “Consent Agenda” and considered separately at the request of a Board member.

APPOINTMENTS:

None.

RETIREMENTS:

Tiffany Engel, Associate Professor, Humanities
Liberal Arts & Communications
Southeast Campus August 1, 2023

Renee Harrison, Assistant Professor, Nursing
Health Sciences
Southeast Campus June 1, 2023

Carla Hinkle, Professor, Physical Therapy Assistant Program
Health Sciences
Metro Campus August 1, 2023

Terry Jacobs-Davis, ERP Module Manager
Academic Affairs
Conference Center October 1, 2022

Linda Lyons-Coyle, Associate Professor, Nursing
Health Sciences
Metro Campus July 1, 2023

Janice O’Meilia, Associate Professor, Biology
Science & Aeronautics
Metro Campus June 1, 2023

Cynthia Rich, Assistant Professor, Diagnostic Medical Sonography
Health Sciences
West Campus August 1, 2023

Mark Swanson, Associate Professor, Biology
Science & Aeronautics
Southeast Campus June 1, 2023

Donna Thurman, Assistant Professor, Nursing
Health Sciences
Southeast Campus June 1, 2023

Sandra Zingo, Assistant Professor, Economics & Business
Business & IT Technology
Northeast Campus August 1, 2023

SEPARATION:

Cynthia Holbrook, Assistant Professor, Radiography
Health Sciences
Metro December 12, 2022

RECOMMENDATION FOR APPROVAL OF FULL-TIME FACULTY RECLASSIFICATION

The following full-time faculty are qualified for reclassification under Board policy for the 2022-2023 academic year. It is the recommendation of the administration that the Tulsa Community College Board of Regents approve these reclassifications to a new salary figure as indicated.

Name and Area Of Instruction	Present Employment Classification	Reclassification	Qualification
Da Corte, Miguel Assistant Professor Spanish	Salary Range III - \$58,904	Salary Range IV - \$61,260.16	Master's + 36 hours
Elmore, Angela Assistant Professor Nursing	Salary Range I - \$72,800	Salary Range II - \$75,712	Master's + 12 hours
Gabel, Katherine Assistant Professor Nursing	Salary Range IV - \$67,739	Salary Range V - \$70,448.56	Earned Applied Doctorate
Goodwin, James Assistant Professor Journalism and Mass Communications	Salary Range IV - \$73,422.28	Salary Range V - \$76,359.17	Earned Applied Doctorate
Harding, Kayla Associate Professor Reading and Developmental Studies	Salary Range V - \$78,919.98	Salary Range VI - \$82,076.78	Earned Doctorate
Michie, Stacey Assistant Professor Mathematics	Salary Range III - \$56,921.47	Salary Range IV - \$59,198.33	Master's + 36 hours
Paige, Annie Assistant Professor English	Salary Range I - \$58,240	Salary Range VI - \$69,888	Earned Doctorate
Urie, Jeanne Associate Professor English	Salary Range II - \$64,609.64	Salary Range IV - \$69,778.41	Master's + 36 hours
Vang, Foua Assistant Professor Nursing	Salary Range I - \$56,160	Salary Range II - \$58,406.40	Master's + 12 hours
Wolfe, Marissa Assistant Professor Mathematics	Salary Range II - \$60,992.57	Salary Range III - \$63,432.27	Master's + 24 hours

TULSA COMMUNITY COLLEGE
FINANCIAL REPORT
MONTH ENDING SEPTEMBER 30, 2022

**TULSA COMMUNITY COLLEGE
STATEMENT OF REVENUE AND EXPENDITURES COMPARISON
FOR THE PERIOD ENDING SEPTEMBER 30, 2022 AND SEPTEMBER 30, 2021
SEPTEMBER FY23**

	SEPTEMBER FY23			SEPTEMBER FY22			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
Revenue								
Education & General								
State Appropriations	\$ 32,957,050	\$ 10,219,251	31.0%	\$ 31,022,199	\$ 9,469,854	30.5%	\$ 749,397	7.9%
Revolving Fund	1,936,906	780,703	40.3%	2,939,191	637,082	21.7%	143,621	22.5%
Resident Tuition	28,598,786	10,270,060	35.9%	28,016,104	9,836,929	35.1%	433,131	4.4%
Non-Resident Tuition	2,343,890	720,460	30.7%	2,206,417	764,937	34.7%	(44,477)	-5.8%
Student Fees	7,130,931	2,262,876	31.7%	7,531,057	2,422,914	32.2%	(160,038)	-6.6%
Local Appropriations	48,000,000	11,000,000	22.9%	47,025,000	12,000,000	25.5%	(1,000,000)	-8.3%
Total	<u>\$ 120,967,563</u>	<u>\$ 35,253,350</u>	<u>29.1%</u>	<u>\$ 118,739,968</u>	<u>\$ 35,131,716</u>	<u>29.6%</u>	<u>\$ 121,634</u>	<u>0.3%</u>
HEERF								
Federal Stimulus Funds - CARES	-	-	0%	-	-	0.0%	-	100.0%
Federal Student Grants - HEERF II&III	1,500,000	345,925	23.1%	18,500,000	8,049,590	43.5%	(7,703,665)	-95.7%
Federal Institutional Aid - HEERF II&III	28,500,000	10,536,990	37.0%	31,000,000	8,221,497	26.5%	2,315,493	28.2%
Total	<u>\$ 30,000,000</u>	<u>\$ 10,882,915</u>	<u>36.3%</u>	<u>\$ 49,500,000</u>	<u>\$ 16,271,087</u>	<u>32.9%</u>	<u>\$ (5,388,172)</u>	<u>-33.1%</u>
Auxiliary Enterprises								
Campus Store	\$ 525,000	\$ 40,975	7.8%	\$ 400,000	\$ 4,051	1.0%	\$ 36,924	9.12
Student Activities	1,900,000	692,213	36.4%	2,000,000	552,030	27.6%	140,183	25.4%
Other Auxiliary Enterprises	3,500,000	921,083	26.3%	4,000,000	1,028,303	25.7%	(107,220)	-10.4%
Total	<u>\$ 5,925,000</u>	<u>\$ 1,654,271</u>	<u>27.9%</u>	<u>\$ 6,400,000</u>	<u>\$ 1,584,384</u>	<u>24.8%</u>	<u>\$ 69,887</u>	<u>4.4%</u>
Restricted								
Institutional Grants	\$ 4,185,000	\$ 1,062,933	25.4%	\$ 4,125,000	\$ 753,842	18.3%	\$ 309,091	41.0%
State Student Grants	4,456,979	79,987	1.8%	4,020,320	79,075	2.0%	912	1.2%
Total	<u>\$ 8,641,979</u>	<u>\$ 1,142,921</u>	<u>13.2%</u>	<u>\$ 8,145,320</u>	<u>\$ 832,917</u>	<u>10.2%</u>	<u>\$ 310,003</u>	<u>37.2%</u>
Capital								
Construction - State (295)	\$ 3,116,400	\$ 1,716,400	55.1%	\$ 2,000,000	\$ 1,716,400	85.8%	\$ -	0.0%
Construction - Non State (483)	7,500,000	89,662	1.2%	3,000,000	430,558	14.4%	(340,896)	-79.2%
Total	<u>\$ 10,616,400</u>	<u>\$ 1,806,062</u>	<u>17.0%</u>	<u>\$ 5,000,000</u>	<u>\$ 2,146,958</u>	<u>42.9%</u>	<u>\$ (340,896)</u>	<u>-15.9%</u>
TOTAL REVENUE	<u>\$ 176,150,942</u>	<u>\$ 50,739,518</u>	<u>28.8%</u>	<u>\$ 187,785,288</u>	<u>\$ 55,967,061</u>	<u>29.8%</u>	<u>\$ (5,227,543)</u>	<u>-9.3%</u>
Expenditures								
Education & General								
Instruction	\$ 50,516,742	9,085,611	18.0%	\$ 48,117,230	9,061,140	18.8%	\$ 24,471	0.3%
Public Service	982,076	174,183	17.7%	1,022,515	131,426	12.9%	42,757	32.5%
Academic Support	18,732,346	3,910,774	20.9%	18,617,965	3,718,103	20.0%	192,672	5.2%
Student Services	11,121,621	2,565,759	23.1%	10,581,398	2,264,818	21.4%	300,941	13.3%
Institutional Support	14,344,843	3,818,486	26.6%	14,254,489	4,468,649	31.3%	(650,162)	-14.5%
Operation/ Maintenance of Plant	17,789,214	4,751,939	26.7%	17,489,757	4,161,103	23.8%	590,836	14.2%
Tuition Waivers	4,300,000	2,188,076	50.9%	4,600,000	2,072,524	45.1%	115,552	5.6%
Scholarships	5,300,000	1,928,928	36.4%	5,800,000	2,227,125	38.4%	(298,196)	-13.4%
Total	<u>\$ 123,086,842</u>	<u>\$ 28,423,757</u>	<u>23.1%</u>	<u>\$ 120,483,353</u>	<u>\$ 28,104,889</u>	<u>23.3%</u>	<u>\$ 318,869</u>	<u>1.1%</u>
HEERF								
Federal Student Grants - HEERF II&III	1,500,000	-	0.0%	18,500,000	8,063,990	43.6%	(8,063,990)	-100.0%
Federal Institutional Aid - HEERF II&III	6,000,000	2,777,929	46.3%	31,000	5,174,161	16690.8%	(2,396,232)	-46.3%
Federal Institutional Aid - Lost Revenue	22,500,000	2,013,829	9.0%	-	-	0%	2,013,829	0%
Total	<u>\$ 30,000,000</u>	<u>\$ 4,791,758</u>	<u>16.0%</u>	<u>\$ 18,531,000</u>	<u>\$ 13,238,151</u>	<u>71.4%</u>	<u>\$ (8,446,393)</u>	<u>-63.8%</u>
Auxiliary Enterprises								
Campus Store	\$ 130,500	\$ 43,801	33.6%	\$ 130,500	\$ 43,544	33.4%	\$ 257	0.6%
Student Activities	1,900,000	177,334	9.3%	3,000,000	269,174	9.0%	(91,840)	-34.1%
Other Auxiliary Enterprises	7,623,500	1,030,793	13.5%	7,938,500	518,564	6.5%	512,229	98.8%
Total	<u>\$ 9,654,000</u>	<u>\$ 1,251,928</u>	<u>13.0%</u>	<u>\$ 11,069,000</u>	<u>\$ 831,282</u>	<u>7.5%</u>	<u>\$ 420,646</u>	<u>50.6%</u>
Restricted								
Institutional Grants	\$ 4,185,000	\$ 1,062,933	25.4%	\$ 4,125,000	\$ 753,842	18.3%	\$ 309,091	41.0%
State Student Grants	4,456,979	989,970	22.2%	4,020,320	1,378,783	34.3%	(388,813)	-28.2%
Total	<u>\$ 8,641,979</u>	<u>\$ 2,052,903</u>	<u>23.8%</u>	<u>\$ 8,145,320</u>	<u>\$ 2,132,625</u>	<u>26.2%</u>	<u>\$ (79,722)</u>	<u>-3.7%</u>
Capital								
Construction - State (295)	\$ 3,116,400	\$ 280,703	9.0%	\$ 2,000,000	\$ 113,924	5.7%	\$ 166,780	146.4%
Construction - Non State (483)	7,500,000	572,094	7.6%	3,000,000	409,558.79	13.7%	162,535.25	39.7%
Total	<u>\$ 10,616,400</u>	<u>\$ 852,798</u>	<u>8.0%</u>	<u>\$ 5,000,000</u>	<u>\$ 523,483</u>	<u>10.5%</u>	<u>\$ 329,315</u>	<u>62.9%</u>
TOTAL EXPENDITURES	<u>\$ 181,999,221</u>	<u>\$ 37,373,145</u>	<u>20.5%</u>	<u>\$ 163,228,673</u>	<u>\$ 44,830,430</u>	<u>27.5%</u>	<u>\$ (7,457,285)</u>	<u>-16.6%</u>

**TULSA COMMUNITY COLLEGE
EXPENDITURE SUMMARY BY CATEGORY
FOR THE PERIOD ENDING SEPTEMBER 30, 2022 AND SEPTEMBER 30, 2021**

	SEPTEMBER FY23			SEPTEMBER FY22			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
EDUCATION AND GENERAL								
Salaries & Wages								
Faculty	\$ 20,334,088	\$ 3,254,841	16.0%	\$ 19,432,417	\$ 3,114,856	16.0%	\$ 139,985	4.5%
Adjunct Faculty	11,000,000	2,258,724	20.5%	10,500,000	2,798,117	26.6%	(539,393)	-19.3%
Professional	13,180,480	3,091,821	23.5%	11,923,617	2,903,036	24.3%	188,785	6.5%
Classified Exempt	1,978,693	510,367	25.8%	3,801,000	562,275	14.8%	(51,908)	-9.2%
Classified Hourly	18,004,571	3,418,117	19.0%	17,564,728	2,833,629	16.1%	584,488	20.6%
TOTAL	\$ 64,497,832	\$ 12,533,871	19.4%	\$ 63,221,762	\$ 12,211,913	19.3%	\$ 321,958	2.6%
Staff Benefits	\$ 26,729,010	\$ 5,300,173	19.8%	\$ 24,333,149	\$ 5,146,147	21.1%	\$ 154,026	3.0%
Professional Services	2,634,000	597,034	22.7%	3,620,310	722,171	19.9%	(125,138)	-17.3%
Operating Services	16,037,800	4,549,964	28.4%	15,809,902	4,486,916	28.4%	63,048	1.4%
Travel	310,200	56,342	18.2%	544,843	24,121	4.4%	32,221	133.6%
Utilities	1,650,000	551,488	33.4%	1,500,000	385,823	25.7%	165,665	42.9%
Tuition Waivers	1,628,000	2,188,076	134.4%	4,600,000	2,072,524	45.1%	115,552	5.6%
Scholarships	4,300,000	1,928,928	44.9%	5,800,000	2,227,125	38.4%	(298,196)	-13.4%
Furniture & Equipment	5,300,000	717,882	13.5%	1,053,387	828,150	78.6%	(110,268)	-13.3%
TOTAL	\$ 123,086,842	\$ 28,423,757	23.1%	\$ 120,483,353	\$ 28,104,889	23.3%	\$ 318,869	1.1%
HEERF								
Federal Student Grants - HEERF II&III	\$ 1,500,000	\$ -	0.0%	\$ 18,500,000	\$ 8,063,990	43.6%	\$ (8,063,990)	-100.0%
Federal Institutional Aid - HEERF II&III	6,000,000	2,777,929	46.3%	31,000,000	5,174,161	16.7%	(2,396,232)	-46.3%
Federal Institutional Aid - Lost Revenue	22,500,000	2,013,829	9.0%	-	-	0.0%	2,013,829	100.0%
TOTAL	\$ 30,000,000	\$ 4,791,758	16.0%	\$ 49,500,000	\$ 13,238,151	26.7%	\$ (8,446,393)	-63.8%
CAMPUS STORE								
Bond Principal and Expense	130,500	43,801	33.6%	130,500	43,544	33.4%	257	0.6%
TOTAL	\$ 130,500	\$ 43,801	33.6%	\$ 130,500	\$ 43,544	33.4%	\$ 257	0.6%
STUDENT ACTIVITIES								
Salaries & Wages								
Professional	\$ 135,000	\$ 82,327	61.0%	\$ 216,000	\$ 17,116	7.9%	\$ 65,210	381.0%
Classified Hourly	535,000	35,893	6.7%	850,000	121,051	14.2%	(85,158)	-70.3%
Total Salaries & Wages	\$ 670,000	\$ 118,220	17.6%	\$ 1,066,000	\$ 138,167	13.0%	\$ (19,948)	-14.4%
Staff Benefits	\$ 300,000	\$ 150	0.1%	\$ 445,000	\$ 58,008	13.0%	\$ (57,858)	-99.7%
Professional Services	70,000	55,404	79.1%	116,000	-	0.0%	55,404	100.0%
Operating Services	260,000	3,560	1.4%	410,000	72,999	17.8%	(69,439)	-95.1%
Travel	20,000	-	0.0%	38,000	-	0.0%	-	0.0%
Furniture & Equipment	580,000	-	0.0%	925,000	-	0.0%	-	0.0%
Items for Resale	-	-	0.0%	-	-	0.0%	-	0.0%
TOTAL	\$ 1,900,000	\$ 177,334	9.3%	\$ 3,000,000	\$ 269,174	9.0%	\$ (91,840)	-34.1%
OTHER AUXILIARY ENTERPRISES								
Salaries & Wages								
Professional	\$ 135,000	\$ 46,608	34.5%	\$ 141,000	\$ 30,677	21.8%	\$ 15,931	51.9%
Adjunct Faculty	325,000	55,677	17.1%	340,000	52,609	15.5%	3,068	5.8%
Classified Hourly	300,000	15,292	5.1%	312,000	2,927	0.9%	12,365	422.5%
Total Salaries & Wages	\$ 760,000	\$ 117,577	15.5%	\$ 793,000	\$ 86,213	10.9%	\$ 31,364	36.4%
Staff Benefits	\$ 140,000	\$ 28,939	20.7%	\$ 142,000	\$ 21,212	14.9%	\$ 7,727	36.4%
Professional Services	600,000	356,000	59.3%	625,000	40,523	6.5%	315,477	778.5%
Operating Services	2,495,000	293,064	11.7%	2,600,000	172,991	6.7%	120,073	69.4%
Travel	65,000	5,172	8.0%	68,000	3,915	5.8%	1,257	32.1%
Utilities	800,000	183,829	23.0%	737,000	150,042	20.4%	33,787	22.5%
Scholarship & Refunds	43,000	375	0.9%	45,000	125	0.3%	250	200.0%
Bond Principal and Expense	1,120,500	43,801.20	3.9%	1,253,500	43,544	3.5%	257	0.6%
Furniture & Equipment	1,600,000	2,036	0.1%	1,675,000	-	0.0%	2,036	100.0%
Items for Resale	-	-	0.0%	-	-	0.0%	-	0.0%
TOTAL	\$ 7,623,500	\$ 1,030,793	13.5%	\$ 7,938,500	\$ 518,564	6.5%	\$ 512,229	98.8%
CAPITAL								
Construction - State (295)	\$ 3,116,400	\$ 280,703	9.0%	\$ 2,000,000	\$ 113,923.88	5.7%	\$ 166,780	146.4%
Construction - Non State (483)	7,500,000	572,094	7.6%	3,000,000	409,558.79	13.7%	162,535	39.7%
TOTAL	\$ 10,616,400	\$ 852,798	8.0%	\$ 5,000,000	\$ 523,483	10.5%	\$ 329,315	62.9%



**Tulsa Community College
Board of Regents Policy**

Department: Board of Regents

Policy Number: BR.03

Effective Date: ~~018/18/20230~~

Owners: Board of Regents

Policy Version: 1.~~32~~

Revision Date:

~~1008/1820/20220~~

BR.03 – Board of Regents General Policies

BR.03.A – College Policies

The Board has properly left to the College administration broad responsibilities for development of internal policies and procedures for the conduct and management of affairs not specifically addressed by Board policy.

Certain policies have in the past been presented to the Board for approval. Any revisions or amendments to these policies will require similar Board approval. Administration is also encouraged to seek Board approval of institutional policies developed in the future that are believed to be of such significance as to warrant Board approval. Decisions concerning the appropriateness of submission of any such policy by institutional administrations to the Board for approval or for adoption as Board policy should be made after consultation with the President/CEO and General Counsel and, where they deem appropriate, the Board Chair and/or a committee of the Board.

BR.03.B – Legal Situs

The legal situs for the official Office of Record for the Board shall be in Tulsa, Tulsa County, Oklahoma. The Office of Record shall be physically located at: ~~909 South Boston Avenue Tulsa, OK 74119611-E Skelly Dr., Suite 620, Tulsa, OK 74135.~~

Legal process shall only be served upon the Board at its legal situs.

Service of legal process shall be addressed to one of the following:

- (1) The President and Chief Executive Officer (“CEO”); or
- (2) The Board’s General Counsel

Official Board records of proceedings shall be maintained at its legal situs.

All regular and special meetings of the Board shall be held at the times and places according to notices thereof as given in accordance with the Oklahoma Open Meeting Act.

The Board retains authority to maintain liaison offices at such locations as it deems appropriate, but such designation shall not change the designation of the legal situs set forth herein.

BR.03.C – Financial Exigency

If a precipitous decline occurs in the financial fortunes of Tulsa Community College, the President, after concurrence by the Board of Regents, may declare that a state of financial exigency exists. A financial

exigency may exist if the College faces an emergency which arises after the initial appropriation of funds to the Board and which is caused by a reduction in the sum total of general fund revenues available to the Board which threatens the ability of the College to maintain its previous level of operations and previous standards in the fulfillment of its role and mission as approved by the Board. Financial exigency may also be defined as a bona fide financial crisis that adversely affects the College as a whole, or one or more of its programs.

The Board of Regents has ultimate responsibility for the financial integrity of the College. Decisions resulting from this policy is subject to the approval of the Board of Regents, which may take into consideration such factors as it deems appropriate.

BR.03.D – Requests to Address the Board

Any person who desires to come before the Board shall notify the [Tulsa Community College President's Office](#) ~~board chair~~ or designee in writing or electronically at least ~~24~~^{twelve (12)} hours before the meeting begins. The notification must ~~explain~~ ^{advise the chair of} the nature and subject matter of their remarks ~~and the corresponding agenda item and may be delivered to the president's office~~. All persons shall be limited to a presentation of not more than two (2) minutes.

BR.03.E –Board Bylaws

The Board shall have by-laws which are updated as needed, which will include rules under which the Board organizes itself including the scope of duties and responsibilities of the Board and its officers. The by-laws can be found at on the MyTCC Portal



**Tulsa Community College
Board of Regents Bylaws**

Effective Date: ~~10/120/2023~~
Revision Date: 10/20/2022

Owners: Board of Regents

SECTION 1.3. MEETINGS OF THE BOARD OF REGENTS

SECTION 1.3.9. *Requests to address the Board.* In conjunction with regular meetings of the Board, the Board shall provide a reasonable opportunity for students, employees, and members of the public to address the Board ~~or a Board committee~~ concerning agenda items ~~or other issues germane to the responsibilities of the Board~~, as more fully prescribed in Board Policy.