



**Tulsa Community College
Regular Meeting of the Board of Regents
Thursday, October 21, 2021
Southeast Campus
VanTrease Performing Arts Center for Education
10300 East 81st Street, Tulsa, OK
3:00 p.m.**

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

AGENDA

1. Call to Order

1.1 Open Meeting Compliance Statement

“Statement of Compliance with the Oklahoma Open Meeting Act
(Regular meeting scheduled on October 21, 2021 at 3:00 p.m.)

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

This meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on October 1, 2020, and change in location on May 5, 2021.

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

1.2 Roll Call

2. Old Business and Possible Discussion and Action

2.1 Recommendation for Approval of the Minutes for the Regular Meeting of the Tulsa Community College Board of Regents held on Thursday, September 16, 2021.

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 Discussion
- Five-year Program Review Update
- EDGE: Earn a Degree, Graduate Early Update

3.2 Recommendation for Approval of Changes in Academic Programs

The Committee recommends approval of the following curriculum changes:

- Pharmacy Technology – Delete Program
- Veterinary Technology AAS – Modify Program
- Biotechnology AS – Suspend Program
- Geology AS – Suspend Program
- Human Resources CER – Suspend Program
- Business, Human Resources Option AAS – Suspend Program
- Mathematics AS – Modify Program

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

[\(Attachment 3.2\)](#)

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 Lawhorn

5.1 Overview of Committee Meeting Topics

- Long-term Facilities Planning Update
- TCC Police Department Certification Process Update
- Major Projects Update

6. Community Relations Committee Report and Possible Discussion

Presented by Regent McKamey

6.1 Overview of Committee Meeting Topics

- Legislative Updates
- Vision Dinner Wrap-up

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

Presented by Regent Cornell

7.1 Purchase Item Agreements over \$50,000

7.1.1 Professional Services

Authorization is requested to enter into an agreement with Hogan Taylor, LLP (Tulsa,OK) in the amount of **\$160,000** to provide professional services as the interim Chief Human Resources Officer. The services will be funded from general budget.

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

7.1.2 Benefit Management Services

Authorization is requested to enter into an agreement with Workterra (Employee Benefit Specialists) (Pleasanton, CA) in the amount of **\$69,344** to provide retiree benefit management software and services. The services will be funded from general budget.

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

7.1.3 Audio Visual Equipment Rental and Related Services

Ratification is requested for an agreement with Integrity Lighting (Tulsa, OK) in the amount of **\$64,000** for audiovisual equipment rentals and related services for the Vision Dinner. The services were funded from general budget.

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

7.1.4 Consulting Services

Authorization is requested to enter into an agreement with The Spelman and Johnson Group (Easthampton, MA) in the amount of **\$60,000** to provide consulting services for the selection of a new Chief Human Resources Officer. The services will be funded from general budget.

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

7.2 Recommendation for Acceptance of the 2020-2021 Audit

The 2020-2021 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

7.3.1 Financial Statements for September 2021

The Finance, Risk and Audit Committee recommends approval of the monthly financial report for September 2021.

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

[\(Attachment 7.3.1\)](#)

8. **New Business**

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

9. **Persons Who Desire to Come Before the Board**

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

10. **President's Report and Possible Discussion**

Presented by President Goodson and Nicole Burgin, Media Relations Manager

10.1 Overview of President's Highlights

- TCC Foundation Sets Record; Raises More Than \$475K Including \$50K for Scholarships
- Some People Returning to School Instead of the Workplace
- Acclaimed Send Silence Packing Exhibit at TCC Southeast Campus
- Normalcy and a Return to In-Person Concerts for Signature Symphony
- United Way Day of Caring
- TCC United Way Campaign
- Child Development Scholarship Luncheon
- eCore Showcase
- Hardesty Student Success Center at TCC West Campus Improves Student Experience
- TCC Grad Named Sand Springs Fire Chief
- TCC Grad Featured in Court Reporter Story
- TCC Regent Appointment

10.2 President's Comments on Previous Agenda Items

11. Executive Session

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

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

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

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

12. Adjournment

12.1 Next Meeting Date:

The next meeting of the Tulsa Community College Board of Regents will be held on Thursday, November 18, 2021 at 3:00 p.m. at the Southeast Campus VanTrease Performing Arts Center for Education, Building 6, Main Stage, 10300 East 81st Street, Tulsa, OK.

CURRICULUM INFORMATIONAL ITEMS 2021-2022

[Back to Agenda Item](#)

Non-substantive changes must be approved by the January meeting to be published in next AY catalog

Request Types:

NC - New Course, **MC** - Modify Course, **DC** - Delete Course, **SC** - Suppress Course, **NP** - New Program, **MP** - Modify Program, **DP** - Delete Program, **SP** - Suspend Program, **NPO** - New Program Option, **MPO** - Modify Program Option, **DPO** - Delete Program Option **RSC** - Reactivate Suppressed Course **RP** - Reactivate Program

September 2021 MEETING				
CI-21-22--001			Pharmacy Technology	DP Trend in enrollment has continued to decline over the past two years. There is not a requirement for this certification to sit for the certification or to work in this field. Also, this certification is offered through continuing education department.
CI-21-22-012			Veterinary Technology AAS	MP Reduced credit hours to 5 courses and suppressed one course. VETT 2382 is now required. Credit hours reduced to 70 from 76-77
CI-21-22-015			Biotechnology AS	SP A number of factors have contributed to the request to suspend this program. 1. Over the past five years, the Biotechnology program has lost two of its foundational faculty members and a grant funded outreach coordinator and has thus seen a dramatic reduction in recruitment events.2.The lack of Biotechnology companies in the greater Tulsa area, dedicated support at the program coordinator level, complicated transfer pathways leading to loss of credits, time, and money, and lack of enrollments in the Biotechnology gateway course justify the suspension of the AS Biotechnology Program. Program will be suspended for three years then be reevaluated.
CI-21-22-016			Geology AS	SP With no full-time geology faculty, this program does not have the advocacy nor adjunct faculty capacity to make it viable, attract students, and meet minimum graduation requirements by the state. In addition, there are no current articulation agreements, the number of geology majors has continually declined, and the geology faculty position was reappropriated into another science area with greater instructional need. There is currently no intention of hiring a new Geology faculty member, so the Physical Science faculty voted (4-22-2021) to suspend this program and offer the courses within this program as general education electives towards meeting the science requirements for an AS-AA degree. The program will be suspended for three years then be reevaluated.
CI-21-22-017			Human Resources CER	SP Human Resources learners in the community can best be served by training provided through Continuing Education. The program will be suspended for three years then be reevaluated.
CI-21-22-018			Business, Human Resources Option AAS	SP Students furthering their education in Human Resources will be best served through the Business Administration transfer pathway which will facilitate transfer to a Bachelor's degree program thus providing them with the industry-standard of education for beginning practitioners in the field.
CI-21-22-019			Mathematics AS	MP Under Gen. Ed. Requirements, Communications hours would be changed from 9 to 6, COMM 1113 removed from the list, and Gen. Ed. Recommended electives changed from 3 to 6 hours. Credit hours will remain the same.

ADDENDUM FOR PERSONNEL CONSENT ITEMS:

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

APPOINTMENT:

Colleen Mansur, Development Officer
External Affairs
Conference Center
October 11, 2021

Salary: \$65,000

Colleen earned her Bachelor of Arts in Communication from Indiana University Southeast in New Albany, Indiana. Ms. Mansur has over three years of experience with Camp Fire Green Country as their Development Coordinator and then becoming their Development Manager.

RETIREMENT:

None.

SEPARATIONS:

Tracy Ballinger, Director Testing Services
Student Assessment & Testing
Northeast Campus

October 29, 2021

James (Jim) Clennan, Director Facilities Planning & Construction Management
Facilities
Metro Campus

October 15, 2021

Sarah Wyatt, Project Coordinator
President & CEO
Conference Center

October 15, 2021

Recommendation for Approval of Full-Time Faculty Reclassification

The following full-time faculty are qualified for reclassification under Board policy for the 2021-2022 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
Coker-Boyd, Tina Assistant Professor Nursing	Salary Range I - \$62,000	Salary Range III - \$66,960	Master's + 24 hours
France, Kathleen Associate Professor English	Salary Range III - \$60,716.42	Salary Range IV - \$63,145.08	Masters + 36 hours
Goodwin, James Assistant Professor Journalism and Mass Communications	Salary Range I - \$63,034.24	Salary Range IV - \$70,598.35	Masters + 36 hours

Name and Area Of Instruction	Present Employment Classification	Reclassification	Qualification
Green, Beverly Assistant Professor Nursing	Salary Range II - \$65,141.08	Salary Range IV - \$70,352.37	Master's + 36 hours
Jones, Lauri Associate Professor Nursing	Salary Range V - \$77,000	Salary Range VI - \$80,080	Earned Doctorate
Michie, Stacey Assistant Professor Mathematics	Salary Range I - \$50,677.94	Salary Range III - \$54,732.18	Master's + 24 hours
Monson, Brian Assistant Professor Phlebotomy	Salary Range B - \$58,853.67	Salary Range I - \$61,207.82	Earned Master's
Sullivan, Rhiannon Associate Professor Nursing	Salary Range IV - \$73,404.95	Salary Range VI - \$79,277.35	Earned Doctorate
Urie, Jeanne Associate Professor English	Salary Range I - \$59,735.24	Salary Range II - \$62,124.65	Master's + 12 hours

TULSA COMMUNITY COLLEGE
FINANCIAL REPORT
MONTH ENDING SEPTEMBER 2021

**TULSA COMMUNITY COLLEGE
EXPENDITURE SUMMARY BY CATEGORY
FOR THE PERIOD ENDING SEPTEMBER 30, 2021 AND SEPTEMBER 30, 2020**

	SEPTEMBER FY22			SEPTEMBER FY21			\$ Change	Percent Change
	Budget	Year to date	Percent of Budget	Budget	Year to date	Percent of Budget		
EDUCATION AND GENERAL								
Salaries & Wages								
Faculty	\$ 19,432,417	\$ 3,114,856	16.0%	\$ 19,272,076	\$ 3,213,155	16.7%	\$ (98,299)	-3.1%
Adjunct Faculty	10,500,000	2,798,117	26.6%	10,100,000	2,234,463	22.1%	563,654	25.2%
Professional	11,923,617	2,903,036	24.3%	12,533,836	2,998,856	23.9%	(95,819)	-3.2%
Classified Exempt	3,801,000	562,275	14.8%	3,258,316	706,665	21.7%	(144,390)	-20.4%
Classified Hourly	17,564,728	2,833,629	16.1%	16,551,705	2,998,932	18.1%	(165,303)	-5.5%
TOTAL	\$ 63,221,762	\$ 12,211,913	19.3%	\$ 61,715,933	\$ 12,152,070	19.7%	\$ 59,843	0.5%
Staff Benefits	\$ 24,333,149	\$ 5,146,147	21.1%	\$ 24,187,667	\$ 5,304,802	21.9%	(158,655)	-3.0%
Professional Services	3,620,310	722,171	19.9%	2,474,350	649,502	26.2%	72,670	11.2%
Operating Services	15,809,902	4,486,916	28.4%	15,830,539	3,557,494	22.5%	929,422	26.1%
Travel	544,843	24,121	4.4%	567,950	4,332	0.8%	19,789	456.8%
Utilities	1,500,000	385,823	25.7%	1,700,000	258,694	15.2%	127,128	49.1%
Tuition Waivers	4,600,000	2,072,524	45.1%	4,400,000	671,626	15.3%	1,400,898	208.6%
Scholarships	5,800,000	2,227,125	38.4%	10,381,410	5,600,833	54.0%	(3,373,708)	-60.2%
Federal Student Grants - CARES	-	-	0%	-	-	0.0%	-	0.0%
Federal Student Grants - HEERF	18,500,000	8,063,990	43.6%	-	-	0.0%	8,063,990	100.0%
Federal Institutional Aid - HEERF	31,000,000	5,174,161	16.7%	-	-	0.0%	5,174,161.37	100.0%
Furniture & Equipment	1,053,387	828,150	78.6%	1,379,660	488,671	35.4%	339,478	69.5%
TOTAL	\$ 169,983,353	\$ 41,343,040	24.3%	\$ 122,637,510	\$ 28,688,024	23.4%	\$ 12,655,016	44.1%
CAMPUS STORE								
Bond Principal and Expense	130,500	43,544	33.4%	131,000	43,524	33.2%	20	0.0%
TOTAL	\$ 130,500	\$ 43,544	33.4%	\$ 131,000	\$ 43,524	33.2%	\$ 20	0.0%
STUDENT ACTIVITIES								
Salaries & Wages								
Professional	\$ 216,000	\$ 17,116	7.9%	\$ 280,000	\$ 69,267	24.7%	\$ (52,151)	-75.3%
Classified Hourly	850,000	121,051	14.2%	1,100,000	172,381	15.7%	(51,330)	-29.8%
Total Salaries & Wages	\$ 1,066,000	\$ 138,167	13.0%	\$ 1,380,000	\$ 241,649	17.5%	\$ (103,481)	-42.8%
Staff Benefits	\$ 445,000	\$ 58,008	13.0%	\$ 575,000	\$ 108,443	18.9%	\$ (50,436)	-46.5%
Professional Services	116,000	-	0.0%	150,000	79,215	52.8%	(79,215)	-100.0%
Operating Services	410,000	72,999	17.8%	525,000	72,779	13.9%	220	0.3%
Travel	38,000	-	0.0%	50,000	-	0.0%	-	0.0%
Furniture & Equipment	925,000	-	0.0%	1,195,000	5,950	0.5%	(5,950)	-100.0%
Items for Resale	-	-	0.0%	-	-	0.0%	-	0.0%
TOTAL	\$ 3,000,000	\$ 269,174	9.0%	\$ 3,875,000	\$ 508,036	13.1%	\$ (238,862)	-47.0%
OTHER AUXILIARY ENTERPRISES								
Salaries & Wages								
Professional	\$ 141,000	\$ 30,677	21.8%	\$ 125,000	\$ 30,577	24.5%	\$ 100	0.3%
Adjunct Faculty	340,000	52,609	15.5%	300,000	24,991	8.3%	27,619	110.5%
Classified Hourly	312,000	2,927	0.9%	275,000	8,801	3.2%	(5,874)	-66.7%
Total Salaries & Wages	\$ 793,000	\$ 86,213	10.9%	\$ 700,000	\$ 64,368	9.2%	\$ 21,844	33.9%
Staff Benefits	\$ 142,000	\$ 21,212	14.9%	\$ 125,000	\$ 20,196	16.2%	\$ 1,016	5.0%
Professional Services	625,000	40,523	6.5%	550,000	22,062	4.0%	18,461	83.7%
Operating Services	2,600,000	172,991	6.7%	2,300,000	231,906	10.1%	(58,916)	-25.4%
Travel	68,000	3,915	5.8%	60,000	170	0.3%	3,745	2202.7%
Utilities	737,000	150,042	20.4%	650,000	106,807	16.4%	43,235	40.5%
Scholarship & Refunds	45,000	125	0.3%	40,000	506	1.3%	(381)	-75.3%
Bond Principal and Expense	1,253,500	43,544	3.5%	969,000	43,524	4.5%	20	0.0%
Furniture & Equipment	1,675,000	-	0.0%	1,479,500	1,998	0.1%	(1,998)	-100.0%
Items for Resale	-	-	0.0%	-	-	0.0%	-	0.0%
TOTAL	\$ 7,938,500	\$ 518,564	6.5%	\$ 6,873,500	\$ 491,537	7.2%	\$ 27,027	5.5%
CAPITAL								
Construction - State (295)	\$ 2,000,000	\$ 113,924	5.7%	\$ 1,400,000	\$ 421,135	30.1%	\$ (307,211)	-72.9%
Construction - Non State (483)	3,000,000	409,559	13.7%	6,000,000	818,758	13.6%	(409,199)	-50.0%
TOTAL	\$ 5,000,000	\$ 523,483	10.5%	\$ 7,400,000	\$ 1,239,893	16.8%	\$ (716,410)	-57.8%