

Meeting of the  
OKLAHOMA CITY COMMUNITY COLLEGE BOARD OF REGENTS  
May 18, 2020

AGENDA ITEM 4A:

Minutes of the Regular Meeting of the Board of Regents, April 20, 2020

1. Call to Order. Board Devery Youngblood called the Regular Meeting of the Oklahoma City Community College Board of Regents to order at 11:41 a.m.
2. Announcement of Filing of Meeting Notice and Posting of the Agenda in Accordance with the Oklahoma Open Meeting Act. The Assistant Secretary announced that notice of the meeting had been filed with the Office of Administrative Rules and the County Clerk on December 16, 2019 and the agenda was posted at 5:45 PM on April 15, 2020 in accordance with the Oklahoma Open Meeting Act.
3. Roll Call by the Assistant Secretary:

Board Members Present:

Regent Christie Burgin  
Regent David Echols  
Regent Raúl Font  
Regent Chris Lawson  
Regent Kevin Perry  
Regent Jim White  
Regent Devery Youngblood

Board Members Absent:

Others in attendance via Zoom videoconference: President Jerry Steward, Mr. John Michael Williams, and Ms. Roshell Roberts.

4. Approval of the Consent Docket:
  - A. Minutes of the Regular Meeting of the Board of Regents, February 17, 2020
  - B. Acceptance of the Budget Report for Fiscal Year 2020 Through February 29, 2020
  - C. Acceptance of the Budget Report for Fiscal Year 2020 Through March 31, 2020

MOTION by Regent Lawson, seconded by Regent White to approve/accept the consent docket items as shown in the agenda. Motion carried 7-0, as follows:

Aye - Regent Lawson, Regent Font, Regent Perry, Regent Echols, Regent Burgin, Regent White, and Regent Youngblood

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5. For Action: Adopting a resolution approving refunding of the outstanding 2010 Oklahoma City Community College Revenue Bonds and 2010A Oklahoma Development Finance Authority Master Lease Bonds through participation in the 2020 Oklahoma Development Finance Authority Master Lease Program; and, authorizing the Administration to take necessary actions to advance the refunding.

Mr. John Michael Williams provided a report on the refunding of the outstanding 2010 Oklahoma City Community College Revenue Bonds and 2010A Oklahoma Development Finance Authority Master Lease Bonds through participation in the 2020 Oklahoma Development Finance Authority Master Lease Program.

MOTION by Regent Lawson, seconded by Regent Burgin, to authorize the Administration to take necessary actions to advance the refunding.

Motion carried 7-0, as follows:

Aye - Regent Lawson, Regent Font, Regent Perry, Regent Echols, Regent Burgin, Regent White, and Regent Youngblood

6. For Action: Authorizing the Administration to Request Approval from the Oklahoma State Regents for Higher Education to Increase Academic Service Fees for Fiscal Year 2021.

MOTION by Regent Font, seconded by Regent White, to Request Approval from the Oklahoma State Regents for Higher Education to Increase Academic Service Fees for Fiscal Year 2021.

Motion carried 7-0, as follows:

Aye - Regent Lawson, Regent Font, Regent Perry, Regent Echols, Regent Burgin, Regent White, and Regent Youngblood

7. For Action: Authorizing the Board of Regents to Grant a Public Utility Easement to Oklahoma Gas and Electric Company for Installation and Maintenance of Electrical Service for the Oklahoma City Community College Solar Powered Electric Vehicle Charging Station Project, and Authorizing the Chair of the Board of Regents to Execute the Easement.

MOTION by Regent Echols, seconded by Regent Burgin, to authorize the Board of Regents to Grant a Public Utility Easement to Oklahoma Gas and Electric Company for Installation and Maintenance of Electrical Service for the Oklahoma City Community College Solar Powered Electric Vehicle Charging Station Project, and Authorizing the Chair of the Board of Regents to Execute the Easement.

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Motion carried 7-0, as follows:

Aye - Regent Lawson, Regent Font, Regent Perry, Regent Echols, Regent Burgin, Regent White, and Regent Youngblood

8. Regent David Echols reported that the Nominating Committee recommends the following individuals be elected to serve as officers for the Board of Regents with terms beginning April 23, 2020.

<u>Chair:</u>	Regent Devery Youngblood
<u>Vice Chair:</u>	Regent Kevin Perry
<u>Secretary:</u>	Regent Christie Burgin

9. For Action: Election of Officers for the Board of Regents, with Terms Beginning April 23, 2020

MOTION by Regent Echols, seconded by Regent White, that the following individuals be elected to serve as officers for the Board of Regents with terms beginning April 23, 2020:

<u>Chair:</u>	Regent Devery Youngblood
<u>Vice Chair:</u>	Regent Chris Lawson
<u>Secretary:</u>	Regent Christie Burgin

Motion carried 7-0, as follows:

Aye - Regent Lawson, Regent Font, Regent Perry, Regent Echols, Regent Burgin, Regent White, and Regent Youngblood

10. Board of Regents' Request(s) for Information from Staff: None
11. Chair's Comments and Announcements: None
12. Regents' Comments and Announcements: None
13. New Business-Consideration of "any matter not known about or which could not have been reasonably foreseen prior to the time of posting" of the agenda: None

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14. Adjournment

MOTION by Regent Lawson, seconded by Regent White, to adjourn at 11:59 a.m.

Motion carried 7-0, as follows:

Aye - Regent Lawson, Regent Font, Regent Perry, Regent Echols, Regent Burgin, Regent White, and Regent Youngblood

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Devery Youngblood, Chair

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Christie Burgin, Secretary



Meeting of the  
OKLAHOMA CITY COMMUNITY COLLEGE BOARD OF REGENTS  
May 18, 2020

AGENDA ITEM 4B:

Acceptance of the Budget Report for Fiscal Year 2020 through April 30, 2020

RECOMMENDATION:

**It is recommended that the Board of Regents accept the Budget Report for Fiscal Year 2020 through April 30, 2020.**

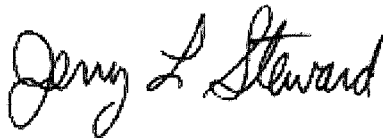
ANALYSIS:

- The budget report for Oklahoma City Community College is presented on the following pages.
- The Executive Summary explains any significant deviations from expectations. The budget analysis pages provide for comparisons of actual receipts/expenditures to the year-to-date plan for both Education and General, and Auxiliary budgets.
- The report reflects a sound budget condition for the College and it is recommended that the Board of Regents accept the Budget Report for Fiscal Year 2020 through April 30, 2020.

RECOMMEND



CONCUR



**OKLAHOMA CITY COMMUNITY COLLEGE  
YEAR TO DATE BUDGET STATUS REPORT  
EXECUTIVE SUMMARY  
FOR FISCAL YEAR 2020 THROUGH APRIL 30, 2020**

**Educational & General**

The Oklahoma State Regents for Higher Education allocation to Oklahoma City Community College for the month of April totals \$1,652,603. Junior Concurrent Enrollment Waivers were reimbursed at 75.3% of total dollars waived for Fall 2019. The allocation is set forth in the following table:

	<b>Current Month</b>	<b>Year-to-Date</b>
<b>State Allocation:</b>		
General Fund	1,527,141.92	15,271,419.20
National Guard Reimbursements	4,960.17	49,601.70
Senior Concurrent Enrollment Reimbursements	120,500.91	1,205,009.10
Junior Concurrent Enrollment Reimbursements	-	138,612.00
Oil Reimbursements	-	2,168,434.00
<b>Total State Allocation:</b>	<b><u>1,652,603.00</u></b>	<b><u>18,833,076.00</u></b>

The College has realized 101% of total planned revenues and expended 81% of total planned expenditures. The plan allocates the current annual budget based on a percentage of the three-year average of actual expenditures for each reporting period.

The Education and General revenue and expenditure variances from plan are illustrated in the table below.

Description	Variance from YTD Plan	Comment
<b>Educational &amp; General</b>		
<b>Revenues:</b>		
Student Fees	88%	Attendance policy change and lower non-resident enrollment FTE.
Prior Year Student Fees	147%	Increased collections of prior year account receivable balances.
Public Service	15%	The College for Kids summer camp program was cancelled in response to the ongoing COVID-19 pandemic.
Other	120%	Higher revenues when compared to prior years.
<b>Expenditures:</b>		
Instruction	74%	Lower non-personnel expenditures when compared to prior years and staffing vacancies.
Academic Support	88%	Lower non-personnel expenditures when compared to prior years and staffing vacancies.
Student Services	88%	Lower non-personnel expenditures when compared to prior years and staffing vacancies.
Institutional Support	84%	Lower non-personnel expenditures when compared to prior years and staffing vacancies.
Facilities Management	85%	Lower non-personnel expenditures when compared to prior years and staffing vacancies.

## Auxiliary

The College has realized revenues of \$8,033,075 and expenditures of \$4,428,914 for a year to date net margin of \$3,604,161. The net margin does not include the budgeted transfers that will occur year-end.

The Auxiliary revenue and expenditure variances from plan are illustrated in the table below.

Description	Variance from YTD Plan	Comment
<b>Auxiliary</b>		
<b>Revenues:</b>		
Student Store/TekSpot Sales	88%	Lower Textbook Sales when compared to prior years.
Facility Use Fee	88%	Attendance policy change and lower enrollment FTE.
Student Activity Fee - Operations	88%	Attendance policy change and lower enrollment FTE.
Student Activity Fee - Theater	88%	Attendance policy change and lower enrollment FTE.
Student Activities	88%	Attendance policy change and lower enrollment FTE.
College Union/Café & Catering	69%	Lower revenues when compared to plan, the cafeteria was closed in July and through mid-August. Catering was suspended as of mid-September. Due to COVID-19, the campus was closed on March 25, 2020 at 5:00 p.m. and will remain closed until further notice.
VPAC - Ticket Sales/Rentals	112%	Higher revenues when compared to prior years.
Other	479%	Higher revenues from Testing Services and Other Income due to changes in account structure.
<b>Expenditures:</b>		
Student Programs	89%	Lower non-personnel expenditures when compared to prior years.
College Union/Café & Catering	82%	Lower expenditures when compared to prior years due to staffing vacancies.
Business Training	61%	Lower non-personnel expenditures when compared to prior years and staffing vacancies.
VPA - Operations	59%	Lower non-personnel expenditures when compared to prior years.
VPA - Cultural Arts Programming	67%	Lower non-personnel expenditures when compared to prior years.
Student Activity Fee - Theater	15%	Lower non-personnel expenditures when compared to prior years.
Student Activities	3%	Lower non-personnel expenditures when compared to prior years.
Special Events	68%	Lower non-personnel expenditures when compared to prior years.
Other	206%	Higher expenditures when compared to prior years due to changes in account structure.

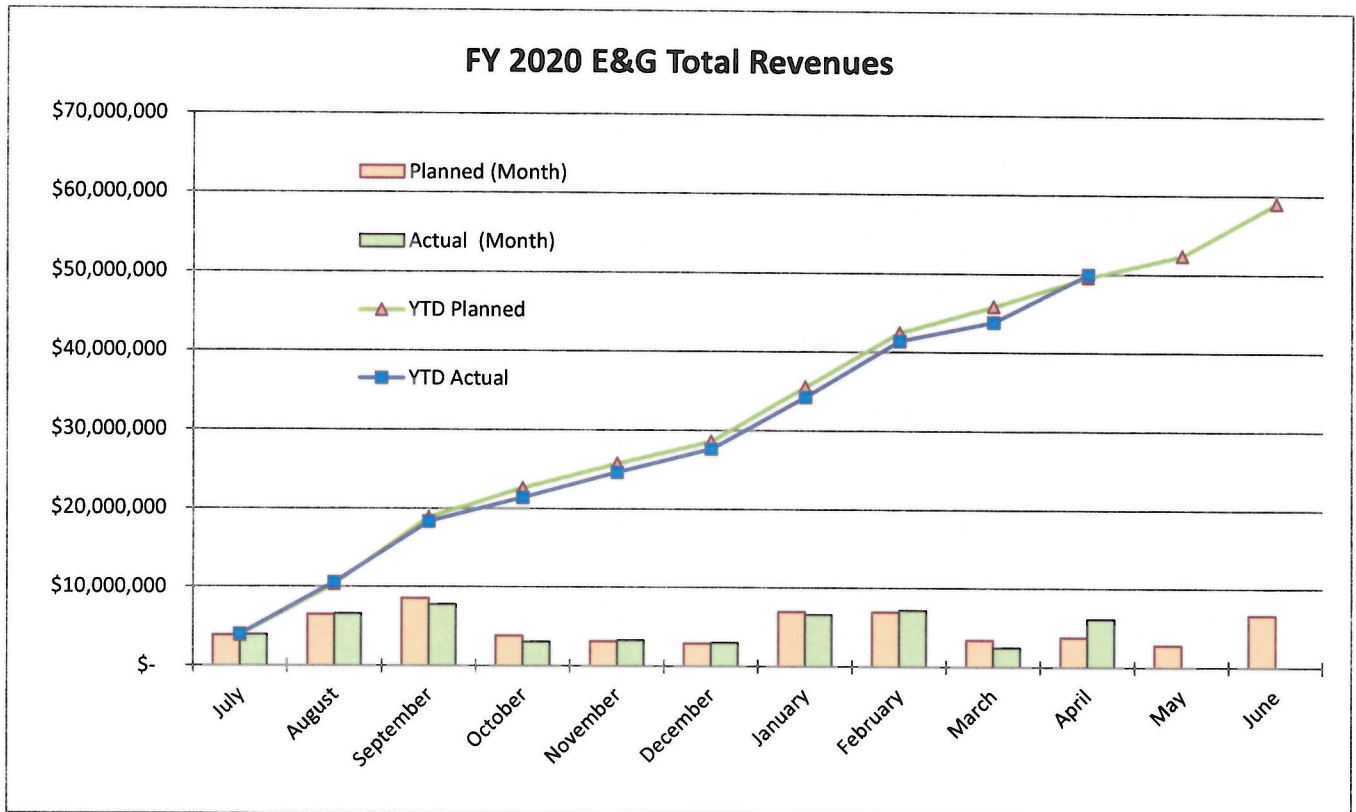
**Cash & Investments**

	Current Month (Year-to-Date)
<b>Cash &amp; Investments:</b>	
Current Unrestricted :	
General	31,610,232.67
Insurance Fund	<u>334,360.07</u>
 Total Current Unrestricted	 31,944,592.74
 Current Restricted	 2,497,380.35
Student Scholarship Endowments	47,583.75
OSRHE Endowment	324,811.25
Direct Student Loans*	(94,813.00)
Plant Funds	<u>7,322,593.17</u>
 Total Cash & Investments	 <u><u>42,042,148.26</u></u>

\* - Direct Student Loan cash draw down transactions are completed after the loans are disbursed. Depending on what day the month ends, this balance may be negative due to timing of receipt of the draw down.

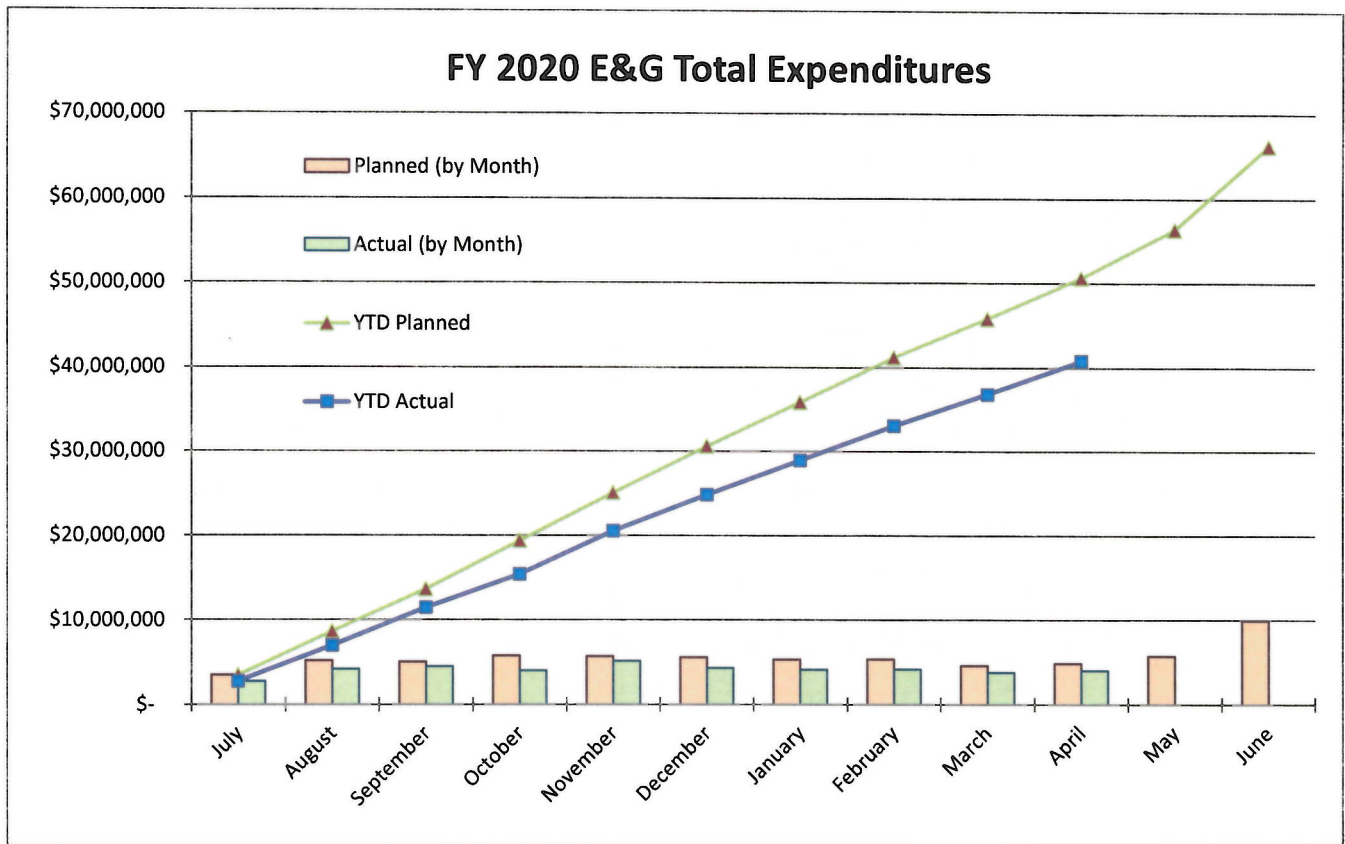
The College's cash is held in the State Agency Cash Management program that pays interest on the average daily cash balance in our accounts, similar to an interest bearing checking account. The College's only investments are related to bond reserve funds and are reflected in the Plant Fund.

**OKLAHOMA CITY COMMUNITY COLLEGE  
EDUCATIONAL AND GENERAL BUDGET ANALYSIS  
FOR FISCAL YEAR 2020 THROUGH APRIL 30, 2020  
FISCAL YEAR 2020 E&G REVENUES**



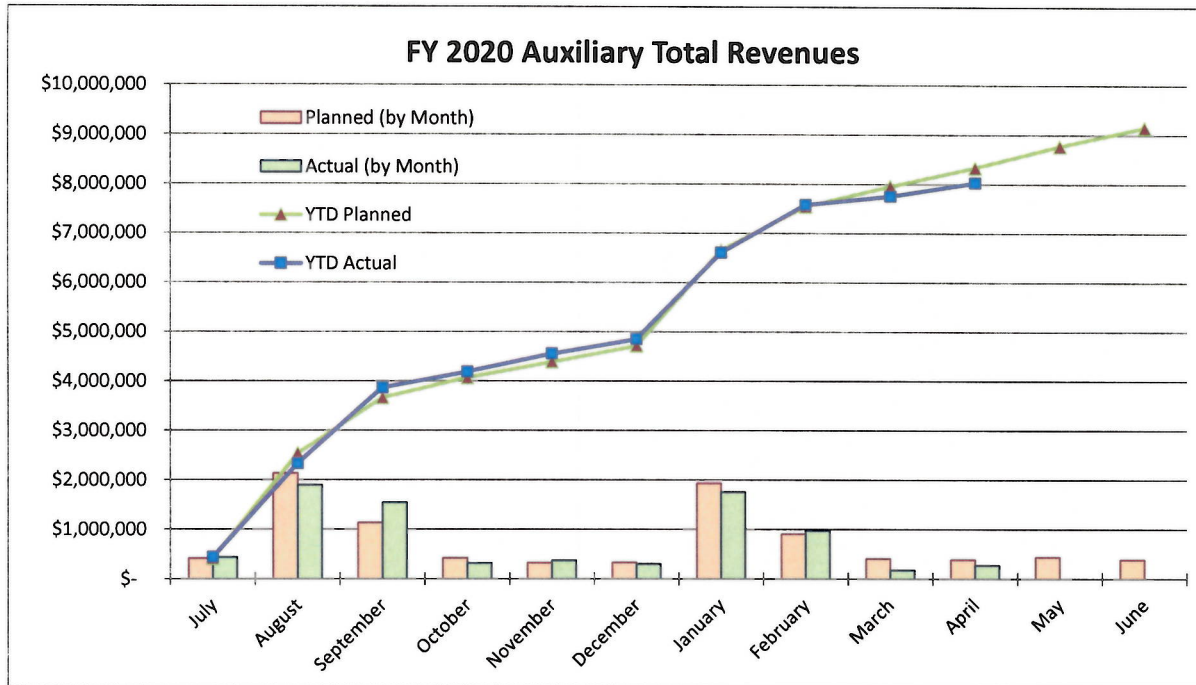
Fiscal Year 2020					
		Plan		Actual	Actual vs. Year To Date Plan
		Annual Budget	Year To Date Plan Revenues	Year To Date Revenues	Actual % of Year To Date Plan
<u>Revenues</u>					
1	State Allocation	\$ 21,999,670	\$ 18,694,464	\$ 18,833,076	101%
2	CARES Act Federal Relief Funds	-	-	2,783,350	-
3	Student Tuition & Fees	29,755,437	28,536,052	25,117,371	88%
4	Prior Yr Student Fees	2,000,000	1,660,000	2,440,588	147%
5	Tech. Educ. Reimbursement	4,000,000	-	-	-
6	Public Service	95,000	58,416	8,502	15%
7	Auxiliary transfer - VPAC	146,897	-	-	-
8	Auxiliary transfer - Fund 10 Operations	231,150	-	-	-
9	Other Income	785,000	682,464	818,820	120%
10	TOTAL REVENUES	\$ 59,013,154	\$ 49,631,396	\$ 50,001,707	101%
11	Funds from Carryover	7,250,000			
12	TOTAL	\$ 66,263,154			

**OKLAHOMA CITY COMMUNITY COLLEGE  
EDUCATIONAL AND GENERAL BUDGET ANALYSIS  
FOR FISCAL YEAR 2020 THROUGH APRIL 30, 2020  
FISCAL YEAR 2020 E&G EXPENDITURES**



Fiscal Year 2020				
Expenditures	Plan		Actual	Actual vs. Year To Date Plan
	Annual Budget	Year To Date Plan Expenditures	Year To Date Expenditures	Actual % of Year To Date Plan
1 Instruction	\$ 34,734,547	\$ 25,763,982	\$ 19,087,737	74%
2 Public Service	-	-	-	-
3 Academic Support	1,775,190	1,406,207	1,236,203	88%
4 Student Services	7,071,377	5,605,511	4,906,378	88%
5 Institutional Support	8,140,657	6,423,456	5,391,516	84%
6 Facilities Management	10,820,983	8,133,859	6,927,415	85%
7 Scholarships & Tuition Waivers	3,720,400	3,306,151	3,289,243	99%
8 TOTAL EXPENDITURES	\$ 66,263,154	\$ 50,639,166	\$ 40,838,492	81%

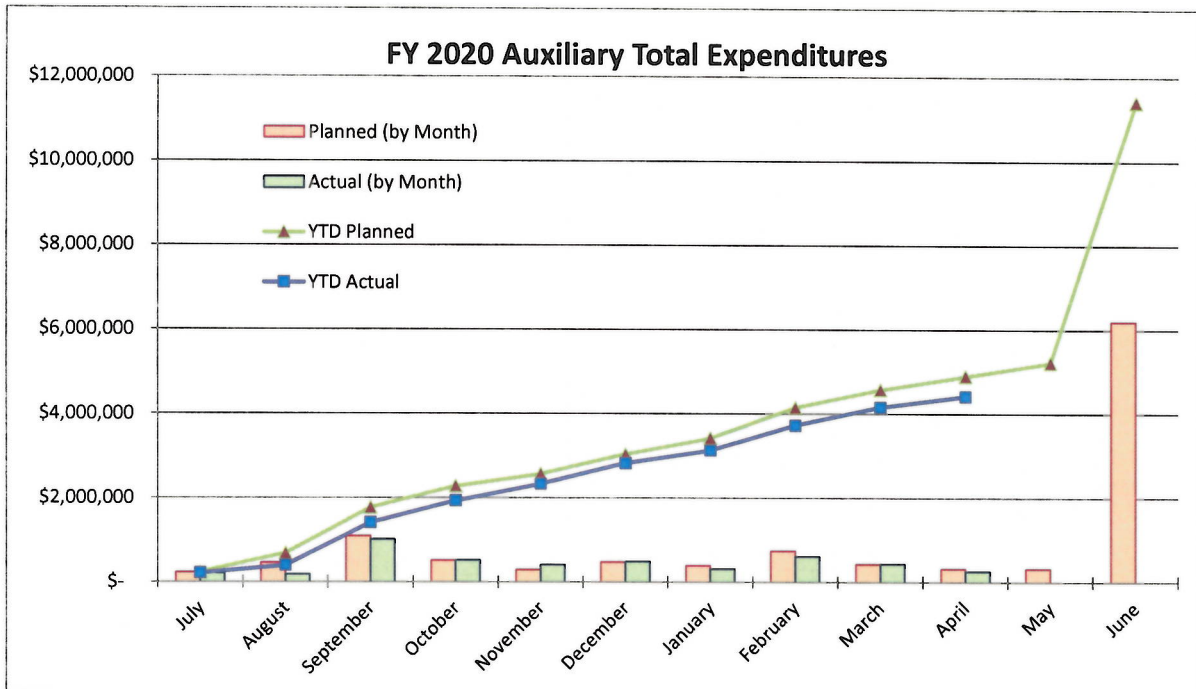
**OKLAHOMA CITY COMMUNITY COLLEGE  
AUXILIARY BUDGET ANALYSIS  
FOR FISCAL YEAR 2020 THROUGH APRIL 30, 2020  
FISCAL YEAR 2020 AUXILIARY REVENUES**



Fiscal Year 2020				
	Plan		Actual	Actual vs. Year To Date Plan
	Year To Date		Year To Date	Actual %
	Annual Budget	Plan Revenues	Revenues	of Year To Date Plan
<u>Revenues</u>				
1 Student Store/TekSpot Sales	\$ 3,555,000	\$ 3,205,857	\$ 2,806,318	88%
2 Facility Use Fee	2,935,415	2,763,251	2,445,268	88%
3 Student Activity Fee - Operations	1,057,161	995,158	880,611	88%
4 Student Activity Fee - Theater	206,654	194,533	172,155	88%
5 Student Activities	203,894	191,936	169,830	88%
6 Cafeteria/Catering & Vending	659,600	553,292	384,213	69%
7 Business Training	-	-	51,901	-
8 VPAC - Ticket Sales/Rentals	300,000	256,216	286,623	112%
9 Other	230,000	174,459	836,156	479%
10 TOTAL REVENUES	\$ 9,147,724	\$ 8,334,702	\$ 8,033,075	96%
11 Funds from Carryover	2,700,000			
12 TOTAL	\$ 11,847,724			



**OKLAHOMA CITY COMMUNITY COLLEGE  
AUXILIARY BUDGET ANALYSIS  
FOR FISCAL YEAR 2020 THROUGH APRIL 30, 2020  
FISCAL YEAR 2020 AUXILIARY EXPENDITURES**



Fiscal Year 2020				
Expenditures	Plan	Actual		Actual vs. Year To Date Plan
	Annual Budget	Year To Date Plan Expenditures	Year To Date Actual Expenditures	Actual % of Year To Date Plan
1 Student Store/TekSpot Operations	\$ 3,151,603	\$ 2,519,483	\$ 2,511,002	100%
2 Student Programs	891,443	642,487	574,985	89%
3 Revenue Bond Debt Service	1,771,673	196,928	196,247	100%
4 College Union/Café & Catering	883,411	676,981	554,758	82%
5 Business Training	109,575	81,269	49,737	61%
6 VPA - Operations	67,828	38,373	22,452	59%
7 VPA - Cultural Arts Programming	200,142	175,716	117,773	67%
8 Box Office	-	-	16,746	-
9 Student Activity Fee - Theater	206,654	146,391	21,410	15%
10 Student Activities	203,894	66,815	1,753	3%
11 Community Development	-	-	9,929	-
12 Transfer to E&G - E & G Operations	231,150	-	-	-
13 Transfer to Capital - Facility Use Fee	1,163,745	-	-	-
14 Special Events	335,670	236,583	160,670	68%
15 Other	82,139	68,449	140,989	206%
16 Utilities	70,500	53,371	50,463	95%
17 Auxiliary Contingency - General	2,228,297	-	-	-
18 Auxiliary Contingency - Bookstore	250,000	-	-	-
19 TOTAL EXPENDITURES	\$ 11,847,724	\$ 4,902,846	\$ 4,428,914	90%

**Meeting of the  
OKLAHOMA CITY COMMUNITY COLLEGE BOARD OF REGENTS  
May 18, 2020**

AGENDA ITEM 5:

Review of the Draft Fiscal Year 2021 Staffing Requirements, Compensation and Benefits Plan, and Budget Estimates

- OCCC has developed and reviewed the mission critical staffing requirements, the compensation and benefits plan, and the total revenue and expenditures projected for Fiscal Year 2021.
- The proposals discussed in this document will be used to finalize the Fiscal Year 2021 Staffing Plan, student tuition and fees, and all budgets for the College, which will be presented for approval by the Board of Regents in June.

## Process and Timeline

<b>January-February</b>	Departments develop initiatives to respond to the Annual Plan draft.
<b>April</b>	Board of Regents reviews Annual Plan Core Indicators and Mission Capacity Indicators.
<b>April-May</b>	President & President's Cabinet prepare a draft FY2021 Staffing Plan and all Budgets.
<b>May</b>	Board of Regents reviews revenue and expenditure estimates, Staffing Plan, Tuition Plan, and Budgets.
<b>June</b>	Board of Regents approves Annual Plan, Staffing Plan, Tuition Plan, and Budgets.
<b>FY 2021</b>	President's Cabinet and departments implement plans and monitor progress.

**Oklahoma City Community College**  
**Fiscal Year 2021**  
**DRAFT STAFFING REQUIREMENTS**  
**COMPENSATION AND BENEFITS PLAN**  
**BUDGET ESTIMATES**

**INTRODUCTION AND BACKGROUND**

- In summary, the budget principles for FY 2021 are:
  - OCCC's budget will be aligned with and support its core mission.
  - Align the budget to achieve the Core Indicators and Mission Capacity Outcomes as outlined in the FY 2021 Annual Plan and consistent with OCCC's mission, aspirations, ENDS, and values.
  - Provide funding to make progress on the initiatives listed in, *Renewal, Change, and Innovation: 2019 - 2023*.
  - Provide funding/resources to address the *Big Goals*—1) *Triple annual giving and grants to support student scholarships, community events, the endowment, and other College purposes;* 2) *Close the academic achievement gap with low-income, first-generation, and racial and ethnic groups and* 3) *Receive designation as a Hispanic-serving institution from the U.S. Department of Education.*
  - Fund a Staffing Plan that meets the mission critical service and instructional requirements of the anticipated credit and non-credit student population.
  - Both mission critical and non-mission critical programs and events will be subject to additional scrutiny.
  - Fund efforts through the budget and private resources (participation fees, grants, and donations) to serve the community through educational, artistic, and recreational programs and events.
  - Provide sufficient resources to maintain the physical plant, facilities, equipment, and technology in order to ensure a high quality and safe learning environment for students and the community.
  - Allow for flexibility to respond to student, community, and workforce instructional needs and opportunities.
  - Ensure operational efficiency and effectiveness to maximize the financial resources and reduce costs where possible.

## **COMPENSATION AND BENEFITS PLAN**

- The cost of salaries and benefits is estimated to be \$44,462,160 for E&G and \$2,002,345 for Auxiliary for a total cost in the amount of \$46,464,505.
- The current benefits program for employees for both E&G and Auxiliary combined will continue for Fiscal Year 2021. The benefits program includes:

<b>Benefit</b>	<b>Projected FY 2021 OCCC Costs</b>	<b>Cost Difference over FY 2020</b>
Oklahoma Teachers' Retirement System	\$5,305,188	\$108,739
Health Insurance (self-funded)	\$3,764,613	\$495,230
Dental Insurance	\$262,831	\$56,725

- For Fiscal Year 2021, the employee Health Insurance Plans will continue to be administered through Blue Cross Blue Shield of Oklahoma. OCCC will continue to support the health plan wellness program through Blue Cross and the Telemedicine feature that allows employees to visit with a doctor or order prescriptions anywhere in the world. Employees are only responsible for their co-pay for this added benefit. Additionally, OCCC will continue to offer a voluntary prescription mail order program administered through CRX, International.
- The College's monthly health premium will increase by 11.7%. The cost is \$657 per employee per month for Blue Preferred and \$642 for Blue Choice. The college will continue to offer the \$600 contribution for the fiscal year into the health savings incentive for employees that enroll in the high deductible health plan option.
- Dental rates will increase by 10%. The cost to the College for coverage is \$39.12 per employee per month.
- For Fiscal Year 2021, the employee 403(b) contributions will remain unchanged. A Roth IRA option will be added to the plan this year.
- The Group Life and Long Term Disability insurance costs will not increase.

## **E&G STAFFING REQUIREMENTS**

### ▪ Summary - E & G

Fiscal Year 2021 Staffing Plan

	FY 2020 FTE*	FY 2021 FTE*	Net Change	Net Increase in Cost
Full-Time Faculty	138	139	1	(\$34,107)
Adjunct Faculty	307	297	-10	(\$244,352)
Exempt Staff	131	165	34	\$2,297,622
Non-Exempt Staff (Hourly)	220	197	-23	(\$1,571,334)
Student Employment (STEP, Supplemental Instructors, Pioneer staff)	67	67	0	\$0
<b>Totals</b>	<b>863</b>	<b>865</b>	<b>2</b>	<b>\$447,829</b>

- The figures above represent no projected salary increases for Fiscal Year 2021, and no changes to employee benefits.
- A net overall increase of 2 FTE in faculty and staff; with a total salary and benefit cost increase in the amount of \$447,829, primarily attributable to increased healthcare costs.
  - A net change of 1 Full-Time Faculty FTE was reflected in the staffing plan with a net cost reduction of \$34,107.
  - A net decrease of 10 Adjunct Employee FTE was removed from the staffing plan for a net cost decrease of \$244,352.
  - A net increase of 34 Exempt staff FTE was added to the staffing plan with a net cost increase of \$2,297,622.
  - A net decrease of 23 Non-exempt FTE was removed from the staffing plan with a net cost decrease of \$1,571,334.
  - A net change of 0 STEP Employee FTE was reflected in the staffing plan with a net cost difference of \$0.
  - Note that the large net changes as between exempt and non-exempt staff are primarily attributable to reclassifying 38 positions from non-exempt to exempt on December 1, 2019 to mirror the FLSA changes effective January 1, 2020.

## BUDGET ESTIMATES:

### Educational and General (E&G) Budget

Education and General is the main operating fund of the College. E & G accounts for all revenue and expenses associated with performing the primary mission of the College.

- For budget comparison purposes, the total decrease to Fiscal Year 2021 estimated revenues for budgeting purposes is an additional 10.2% or \$6,752,515 when compared to Fiscal Year 2020. This decrease is attributable to the following budget projections:
- The draft summary of the E & G Sources of Funds is presented in the following table.

<b>E &amp; G Sources of Revenue :</b>				
	<b>FY 2020 Budget</b>	<b>FY 2021 Draft Budget</b>	<b>Increase Decrease</b>	<b>% Change</b>
State Allocations	21,999,670	21,390,100	(609,570)	(2.8 %)
Student Tuition and Fees	29,755,437	22,479,491	(7,275,946)	(24.5 %)
Prior Year Student Fee Collections	2,000,000	2,000,000	-	0.0 %
Technical Education Reimbursement	4,000,000	4,000,000	-	0.0 %
Public Service	95,000	95,000	-	0.0 %
Auxiliary Transfer-SAF Theater Personnel	146,897	146,897	-	0.0 %
Auxiliary Transfer-Fund 10 Operations	231,150	231,150	-	0.0 %
Other Income	785,000	668,000	(117,000)	(14.9 %)
<b>Total Estimated Revenues - Recurring</b>	<b>59,013,154</b>	<b>51,010,639</b>	<b>(8,002,515)</b>	<b>(13.6 %)</b>
Projected Carryover	7,250,000	8,500,000	1,250,000	17.2 %
<b>Total Available for Expenditure</b>	<b>66,263,154</b>	<b>59,510,639</b>	<b>(6,752,515)</b>	<b>(10.2 %)</b>

- Revenue
  - A reduction in Base State Allocation of 3.95%
  - 100% Reimbursement for Senior Concurrent Tuition Waivers and National Guard Tuition Waivers – funded by state allocation



- No tuition waiver reimbursement for Junior Concurrent Waivers.
- Enrollment decline of 20% when compared to Fiscal Year 2020 actual enrollment resulting in an effective overall reduction of \$7,275,946.
- Enrollment FTE for Fiscal Year 2021 is projected to decline by 20% when compared to actual Fiscal Year 2020 enrollment FTE. Budgeted FTE for Fiscal Year 2020 was 7,279, budgeted FTE for Fiscal Year 2021 will be 5,742. This is subject to change.
- Tuition and mandatory fees will be flat. Due to a Never Attend policy change, budgeted tuition and fees were decreased by \$921,000.
- The E & G revenue budgeted in Fiscal Year 2021 for reimbursement for technical education provided to the South Oklahoma City Area School District is \$4,000,000.
- E & G carryover funds are projected to increase by \$1,500,000 in Fiscal Year 2021.
- E & G reserve funds will increase by \$250,000 in Fiscal Year 2021, totaling \$2,000,000. Reserve funds are not included in the funds available for expenditure.

- The draft summary of the E & G Uses of Funds is presented in the following table:

<b>E &amp; G Uses of Funds</b>				
	<b>FY 2020 Adjusted Budget</b>	<b>FY 2021 Draft Budget</b>	<b>Increase Decrease</b>	<b>% change</b>
<b>Total Available for Expenditure</b>	<b>\$ 66,263,154</b>	<b>\$ 59,510,639</b>	<b>(6,752,515)</b>	<b>(10.2 %)</b>
Personnel	44,014,331	44,462,160	447,829	1.0 %
Non-Personnel	16,344,154	17,176,121	831,968	5.1 %
Restricted Contingency	3,045,895	2,377,666	(668,229)	(21.9 %)
Unrestricted Contingency	2,858,774	(4,505,308)	(7,364,083)	(257.6 %)
<b>Total Expenditure Budget</b>	<b>66,263,154</b>	<b>59,510,639</b>	<b>(6,752,515)</b>	<b>(10.2 %)</b>

- **Expenditures**

- The College's Fiscal Year 2021 Annual Plan is funded from projected revenues and carryover. The Annual Plan and budget priorities are consistent with the College's five-year strategic plan, *Renewal, Change, and Innovation: 2019 - 2023*.



- Personnel costs increased in the approximate amount of \$447,829 due to position adjustments and benefit increases in Fiscal Year 2021.
- Total non-personnel expenses will increase by approximately \$831,968. The Fiscal Year 2020 non-personnel budgets were decreased by 5% totaling \$539,000 in anticipation of a mid-year budget reduction. This decrease was made permanent with another 5% decrease to non-personnel budgets. The net increase is a result of the funding of mandatory cost increases in the amount of \$564,231 and initiatives in the amount of \$35,000.
- Contingency budgets enable the College to respond to unforeseen challenges or opportunities which include accounting for contingent revenue or additional expenses.

## **AUXILIARY STAFFING REQUIREMENTS**

### ▪ Summary - Auxiliary

#### Fiscal Year 2021 Staffing Plan

	FY 2020 FTE*	FY 2021 FTE*	Net Change	Net Increase in Cost
Full-Time Faculty	0	0	0	\$0
Adjunct Faculty	4	3	-1	(\$1,337)
Exempt Staff	8	10	2	\$200,250
Non-Exempt Staff (Hourly)	19	20	1	\$132,586
Student Employment (STEP, Supplemental Instructors, Pioneer staff)	10	10	0	\$0
<b>Totals</b>	<b>41</b>	<b>43</b>	<b>2</b>	<b>\$331,499</b>

- The figures above represent no projected salary increases for Fiscal Year 2021, and no changes to employee benefits.
- A net overall increase of 2 FTE in staff with a total salary and benefit cost increase in the amount of \$331,499.

- A net decrease of 1 Adjunct Employee FTE was removed from the staffing plan with a net cost decrease of \$1,337.
- A net increase of 2 Exempt staff FTE was added to the staffing plan with a net cost increase of \$200,250.
- A net increase of 1 Non-exempt FTE was added to the staffing plan with a net cost increase of \$132,586.
- A net change of 0 STEP Employee FTE was reflected in the staffing plan with a net cost difference of \$0.

### **Auxiliary Budget**

The Auxiliary Enterprises and Student Facilities budget supports the mission of the College and provides essential services to the campus community. It is the goal that Auxiliary services are generally self-supporting, recovering costs through fees or prices charged for goods or services.

- The draft summary of the Auxiliary Sources of Funds is presented in the following table:

<b>Auxiliary Sources of Funds</b>				
	<b>FY 2020 Budget</b>	<b>FY 2021 Draft Budget</b>	<b>Increase Decrease</b>	<b>% of Change</b>
Student Store/TekSpot Sales	3,555,000	2,875,770	(679,230)	(19.1 %)
Facility Use Fees	2,935,415	2,315,658	(619,757)	(21.1 %)
Student Activity Fees	1,057,161	833,962	(223,199)	(21.1 %)
Student Activity Fee - Theater	206,654	163,023	(43,631)	(21.1 %)
Student Activities	203,894	160,846	(43,048)	(21.1 %)
Cafeteria/Catering & Vending	659,600	635,600	(24,000)	(3.6 %)
Coffee Shop Commissions	-	24,000	24,000	0.0 %
Business Training	-	150,000	150,000	0.0 %
VPAC - Theater Rentals	300,000	300,000	-	0.0 %
Testing Services	-	150,000	150,000	0.0 %
Other Revenues	230,000	175,000	(55,000)	(23.9 %)
<b>Total Estimated Revenues</b>	<b>9,147,724</b>	<b>7,783,859</b>	<b>(1,363,865)</b>	<b>(14.9 %)</b>
Projected Carryover	2,700,000	3,700,000	1,000,000	37.0 %
<b>Total Available for Expenditure</b>	<b>11,847,724</b>	<b>11,483,859</b>	<b>(363,865)</b>	<b>(3.1 %)</b>

### ▪ Revenue

- Student Store sales for Fiscal Year 2021 are projected to decrease by 19.0% in comparison with Fiscal Year 2020 budgeted revenues, primarily as a result of the Open Education Resources program and market changes.

- Business Training will consist of Auto CAD Training, CNG Training, and Community Development Continuing Education resulting in projected revenue of \$150,000.
- The Cafeteria and Catering dining services to students, faculty and staff will continue to be operated internally for Fiscal Year 2021.
- The Facility Use Fee and Student Activity Fee is projected to decrease by 21.1% as the result of projected enrollment decline in comparison with Fiscal Year 2020 Budgeted revenues.
- Planned Auxiliary reserves will remain at \$300,000. These funds are not included in the funds available for expenditure.
- The total Auxiliary funds available for expenditure in Fiscal Year 2021 are estimated to be approximately \$12.1 million, which is approximately \$62,000 more than the Fiscal Year 2020 budget. This increase is primarily due to the projected increase in Fiscal Year 2020 carryover offset by the decline in bookstore revenue.

- The draft summary of the Auxiliary Uses of Funds Budget is presented in the following table:

<b>Auxiliary Uses of Funds</b>				
	<b>FY 2020 Budget</b>	<b>FY 2021 Draft Budget</b>	<b>Increase Decrease</b>	<b>% Change</b>
Personnel	\$ 1,670,846	\$ 2,002,345	\$ 331,499	19.8 %
Non-Personnel	7,698,581	7,514,693	\$ (183,888)	(2.4 %)
Restricted Contingency	919,672	1,144,953	\$ 225,281	24.5 %
Unrestricted Contingency	1,558,625	821,868	\$ (736,757)	(47.3 %)
Total Contingency	2,478,297	1,966,821	(511,475)	(20.6 %)
<b>Total Expenditure Budget</b>	<b>\$ 11,847,724</b>	<b>\$ 11,483,859</b>	<b>\$ (363,864)</b>	<b>(3.1 %)</b>

- Expenditures

- Mandatory costs are those costs required to operate. Auxiliary non-personnel mandatory costs will decrease by \$15,575.
- Student Store projected expenditures reduced by \$443,400 as a result of the decline in Student Store revenues.
- The Cafeteria and Catering dining services to students, faculty and staff will continue to be operated internally for Fiscal Year 2021 resulting in a flat budget when compared to Fiscal Year 2020.
- Due to the elimination of the Fund 23 accounts, auxiliary budgets were increased by approximately \$274,100.

## South Oklahoma City Area School District Budget

The South Oklahoma City Area School District (the District) is a component of Oklahoma City Community College for financial reporting purposes. Revenue from the District comes from Ad Valorem taxes derived from taxation on the assessed valuation on personal property, public service property and real estate located within the District boundaries. The District's tax rate is .758% or 7.58 mills and includes an operational levy of .508% or 5.08 mills and an incentive levy assessed at the rate of .25% or 2.5 mills (The mill levy is the "tax rate" that is applied to the assessed value of a property. One mill is one dollar per \$1,000 dollars of assessed value).

- Current budgeting assumes that District net assessed valuation of residential real property will remain flat when compared to Fiscal Year 2020.
- The South Oklahoma City Area School District will reimburse the College for technical education in the amount of \$4,000,000 for Fiscal Year 2021. The remaining \$3,000,000- technical education reimbursement will be transferred to Capital.

- The draft summary of the District Sources and Uses of Funds is presented in the following table:

<b>District Revenue &amp; Expenses</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Draft Budget</b>	<b>Increase Decrease</b>	<b>% Change</b>
Estimated Revenues :				
Operational Levy	4,330,073	4,330,073	-	0.0 %
Incentive Levy	2,046,183	2,046,183	-	0.0 %
Building Levy	2,118,973	2,118,973	-	0.0 %
External Resource Development	50,000	50,000	-	0.0 %
Interest Income	24,000	125,000	101,000	420.8 %
<b>Total Estimated Revenues</b>	<b>8,569,228</b>	<b>8,670,228</b>	<b>101,000</b>	<b>1.2 %</b>
Projected Carryover & Reserves 6/30/2020				
Operational Levy & Incentive Levy	4,808,901	5,040,269	231,368	4.8 %
Building Fund Levy	7,673,073	9,872,597	2,199,523	28.7 %
<b>Total Projected Carryover &amp; Reserves</b>	<b>12,481,975</b>	<b>14,912,866</b>	<b>2,430,892</b>	<b>19.5 %</b>
<b>Total Est. Available for Expenditure</b>	<b>21,051,202</b>	<b>23,583,094</b>	<b>2,531,892</b>	<b>12.0 %</b>
Less: Projected Reserve 6/30/2021	4,364,328	6,537,326	2,172,998	49.8 %
<b>Total Available for Expenditure</b>	<b>16,686,874</b>	<b>17,045,767</b>	<b>358,893</b>	<b>2.2 %</b>
Proposed Expenditures :				
Reimbursement to College for Providing:				
Technical Education Instruction	7,000,000	7,000,000	-	0.0 %
Operation Levy Available for Expenditure	664,745	905,203	240,459	36.2 %
Incentive Levy Available for Expenditure	327,412	445,846	118,435	36.2 %
Building Levy	8,392,718	8,392,718	-	0.0 %
External Resource Development	50,000	50,000	-	0.0 %
Administrative Costs	252,000	252,000	-	0.0 %
<b>Total Proposed Expenditures</b>	<b>16,686,874</b>	<b>17,045,767</b>	<b>358,893</b>	<b>2.2 %</b>

## Capital Budget

The Capital budget includes Section 13 Offset funds and other capital funds. Section 13 Offset funds are capital funds and are distributed by the Oklahoma State Regents for Higher Education to two-year and regional colleges that do not receive Section 13 funds.

- Revenue and Expenditures
  - Section 13 Offset funds can only be used for capital expenditures.
  - Any remaining capital funds at the end of each year are carried forward to the next year.
  - The amount budgeted for Section 13 Offset for Fiscal Year 2021 is projected to decrease by 3.95% with the adjusted Fiscal Year 2021 allocation.
- The draft summary for Fiscal Year 2021 of the Section 13 Offset and Other Capital Funds Budget is presented in the following table:

<b>Sources &amp; Uses of Section 13 Offset and Other Capital Funds</b>		<b>Estimated Amount</b>
<b>Sources of Section 13 Offset and Other Capital Funds</b>		
<b>Capital Funds Beginning Balance:</b>		
Total Beginning Balance (Includes FY 2020 Pending Transfers & Encumbrances)		\$ 9,029,820
<b>Budgeted Fiscal Year 2021:</b>		
Contract Payment from District		\$ 3,000,000
Facility Use Fee Transfer - FY 2021		965,759
Security Fee Transfer - FY 2021		686,029
Section 13 Offset Allocation - FY 2021		1,041,752
Total Fiscal Year 2021		\$ 5,693,541
<b>Total Funds Available</b>		<b>\$ 14,723,361</b>
<b>Uses of Section 13 Offset and Other Capital Funds</b>		
---		\$ -
Campus Wide Renovations & Improvements		14,723,361
<b>Total Uses of Funds</b>		<b>\$ 14,723,361</b>



March 3, 2020

Board of Regents  
Oklahoma City Community College  
7777 South May Avenue  
Oklahoma City, OK 73159

**Re: Report on Internal Audit Type Monitoring Activities – OCCC**

**Members of the Board:**

Oklahoma City Community College (OCCC) engaged Crawford and Associates, P. C. to provide certain professional services as identified in the Scope and Objectives of Our Services section below. This report describes the scope and objectives of our services, the specific procedures we performed, our findings and recommendations, and OCCC management's responses to our findings and recommendations.

**Scope and Objectives of Our Services**

The scope of our professional services was limited to performing certain consulting services designed to assist the OCCC Board in meeting its fiduciary responsibilities. These services were performed in accordance with the standards applicable to consulting engagements of the American Institute of Certified Public Accountants. With regards to this specific engagement, the scope of our services included certain internal audit type monitoring procedures in the following areas at OCCC:

- Miscellaneous Claims Encumbrance and Pre-Audit System
- Cash-on-Hand
- Human Resources/Employment Services and Payroll
- Community Development
- Follow-up on Prior Year Recommendations

The objectives of our services in this engagement were to obtain information and review selected accounting records to determine whether any recommendations are warranted regarding the design of established internal control policies and procedures, and to report on the level of compliance with those policies and procedures as designed based on our test work.

**Miscellaneous Claims Encumbrance and Pre-Audit System**

**Procedures Performed:**

To accomplish the stated objectives, we performed the following procedures:

- Obtained and reviewed OCCC policies and procedures, and State laws and regulations regarding the Miscellaneous Claims Encumbrance and Pre-Audit System as established by the Oklahoma State Regents for Higher Education (OSRHE) and the Office of Management and Enterprise Services (OMES);
- Obtained and reviewed prior OMES Quality Control Compliance Review reports for claims processed by OCCC through the Miscellaneous Claims Encumbrance and Pre-Audit System; and

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**Miscellaneous Claims Encumbrance and Pre-Audit System – continued**

**Procedures Performed – continued:**

- Selected a random sample of claims processed by OCCC through the Miscellaneous Claims Encumbrance and Pre-Audit System for testing compliance with the established internal control policies and procedures and applicable State laws and regulations. Such testing was designed to meet the OMES Internal Audit Procedures Minimum Requirements.

We identified a population of 4,876 claims processed through the Miscellaneous Claims Encumbrance and Pre-Audit System for the audit scope period of January 1, 2019 through December 31, 2019. We randomly selected 60 claims to be tested. This represents one and one-quarter percent (1.23%) of the total claims processed by the College for the period.

**Findings:**

- All claims tested were properly approved with the mandatory certification statement.
- All claims tested had the warrant number properly recorded on the claim jacket.
- All claims were properly encumbered prior to the receipt of goods and/or services.
- All claims tested were agreed to a vendor invoice or other supporting documentation.
- All claims tested appeared to be for a public purpose.
- All claims tested had proper vendor identification information that agreed to vendor invoice.
- All claims tested contained documentation of proper receipt and evidence of payment approval.
- All claims tested were paid using the correct State account codes.
- All claims tested were properly calculated and agreed to supporting documentation.
- All claims tested were properly recorded in the appropriate fiscal year of expenditure.

**Recommendation:**

We have no recommendations at this time.

**Cash-on-Hand**

**Procedures Performed:**

To accomplish the stated objectives, we performed the following procedures:

- Obtained and reviewed College policies and procedures regarding cash-on-hand.
- Conducted interviews with appropriate management and personnel to gain an understanding of and to document the internal controls surrounding cash-on-hand.
- Obtained a complete listing of cash-on-hand, noting locations and authorized amounts and performed unannounced or surprise cash counts at each location to verify the accuracy and completeness of cash-on-hand, to determine whether proper safeguarding controls were in place, and to test compliance with the internal control policies and procedures as designed, noting any recommendations for improvement.

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**Cash-on-Hand – continued**

**Findings:**

The complete listing of cash-on-hand is recorded and maintained in the College's general ledger. During our cash-count testing procedures we identified no material difference between the total cash-on-hand when compared to the general ledger balance and the authorized balance. We also noted no significant weaknesses in internal control regarding cash-on-hand during our procedures.

**Recommendations:**

We have no recommendations at this time.

**Human Resources/Employment Services and Payroll**

**Procedures Performed:**

To accomplish the stated objectives, we performed the following procedures:

- Obtained and reviewed College policies and procedures regarding Human Resources/Employment Services and Payroll. We also conducted interviews with appropriate management and personnel to gain an understanding of and to document the internal controls surrounding the employment services and payroll processes.
- Selected a random sample of 26 newly hired employees (i.e., new employees) for the audit scope period of January 2019 through December 2019. For each new employee selected, we reviewed their personnel file to verify that all required documentation (e.g., Personnel Action Form or Contract, Loyalty Oath, I-9, E-Verify, W-4, Policies & Procedures Form, Direct Deposit Form, and background checks) for processing a new hire was present and properly completed. We also reviewed their job description and duties, along with their base salary, to determine if they were properly classified as either exempt or non-exempt for overtime purposes, in accordance with the Fair Labor Standards Act (FLSA). And, we recalculated and compared the salary or hourly rate paid per the monthly payrolls selected to the authorized pay rate per the Personnel Action Form or Contract. We also compared the W-4 information in the payroll system to the W-4 Form.
- Selected a random sample of 25 additional employees, those active employees hired before the audit scope period of January 2019 through December 2019. For each active employee selected, we recalculated and compared the salary or hourly rate paid per the monthly payrolls selected to the authorized pay rate per the Personnel Action Form or Contract. We also compared the W-4 information in the payroll system to the W-4 Form.
- Selected a random sample of 10 terminated employees (e.g., resignations, retirements, discharges, other) for the audit scope period of January 2019 through December 2019. For each terminated employee selected, we reviewed their personnel file to verify that all required documentation (e.g., letter of resignation, request for retirement, or notification of non-renewal, and Personnel Action Form) for processing a termination was present and properly completed. We also verified compliance with College Policy regarding the calculation and payment for unused annual leave (i.e., vacation leave payout), if any, for each terminated employee selected.



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**Human Resources/Employment Services and Payroll – continued**

**Procedures Performed – continued:**

- Selected a random sample of 5 employees who had requested and taken leave covered under the Family Medical Leave Act (FMLA) during the audit scope period of January 2019 through December 2019. For each employee selected, we reviewed their FMLA leave request forms to verify the College had properly determined and documented eligibility, leave entitlement, notice, certification, and job restoration, in accordance with the Family Medical Leave Act.

**Findings:**

- For the new employees hired during the audit scope period and selected for testing:
  - All required documentation for processing a new hire was present and properly completed.
  - All employees were properly classified as either exempt or non-exempt for overtime purposes, in accordance with the Fair Labor Standards Act (FLSA).
  - All salary and hourly rate amounts paid per the monthly payrolls selected properly agreed to the authorized pay rate per the Personnel Action Form or Contract.
  - One of the 26 newly hired employees selected for testing had W-4 information (i.e., number of exemptions) in the payroll system that did not agree to their current W-4 Form.
- For the active employees hired prior to the audit scope period and selected for testing:
  - All salary and hourly rate amounts paid per the monthly payrolls selected properly agreed to the authorized pay rate per the Personnel Action Form or Contract.
  - All W-4 information in the payroll system properly agreed to the W-4 Form.
- For those employees terminated during the audit scope period and selected for testing:
  - All required documentation for processing a termination was present and properly completed
  - One of the 10 terminated employees selected for testing had received an overpayment for unused annual leave (i.e., vacation leave payout). The payment calculation had been based on a leave balance of 250 hours; however, according to College Policy, 240 hours is the maximum accumulation allowed for employees with 5 – 10 years of service (which is what this employee had). This resulted in an overpayment of \$170.30 (10 hours at \$17.03 per hour).
- For those employees who had requested and taken leave covered under FMLA during the audit scope period and selected for testing, the College had properly determined and documented eligibility, leave entitlement, notice, certification, and job restoration, in accordance with the Family Medical Leave Act.

**Recommendations:**

1. We recommend College management contact the employee regarding the W-4 information in the payroll system not agreeing to the current W-4 Form, and determine if a new W-4 Form is needed, or if the payroll system needs to be updated to agree to the current W-4 Form.
2. We recommend College management require a documented secondary level of review of the vacation leave payout calculation before the payment is processed.

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**Human Resources/Employment Services and Payroll – continued**

**College Management Responses:**

1. HR contacted the employee regarding the W-4 information in the payroll system that did not agree with the current W-4 Form, and determined that the payroll system needed to be updated to agree to the current W-4 Form. The correction has been made. College management has reinforced the need for accuracy in data entry.
2. The Director of Compensation has been added as the designated secondary level of review for vacation leave payout calculations before the payment is processed. Further, the secondary approval will be documented on the Personnel Action Form (PAF). This modification has been implemented.

**Community Development**

**Procedures Performed:**

To accomplish the stated objectives, we performed the following procedures:

- Obtained and reviewed College policies and procedures regarding Community Development.
- Conducted interviews with appropriate management and personnel to gain an understanding of and to document the internal controls surrounding cash-handling, revenue deposits, reconciliations, and expenditures incurred.
- Conducted a walkthrough and evaluation of those documented processes, procedures, and controls, noting any recommendations for improvement.

**Finding:**

During our discussions with College management and personnel we noted that when a deposit is transferred from a Community Development department to the Vice President for Community and Work Development's office for daily reconciliation, the Vice President's Administrative Assistant does not count the cash collections in the presence of the delivering department personnel to verify agreement with what was delivered.

**Recommendation:**

We recommend College management develop policies and procedures regarding the transfer of cash collections to require counting of the cash in the presence of both the delivering and receiving individuals, and also require signatures from both parties, to verify agreement with what was delivered.

**College Management Response:**

1. The Administrative Assistant to the Vice President of Community Development is a new employee. He has been further trained to require verification of funds transferred to his control in accordance with existing and recommended written procedures.
2. A new form has been created to act as a receipt for both the delivering and receiving parties of physical payment transfer transactions. The receipt requires the date, delivering party's department, a recording of the amount to be deposited, and two signatures.

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**Community Development – continued**

**College Management Response – continued**

3. The Standard Operating Procedures manual has been amended to reflect this receipt in Section 1.7.5. An email has been sent to all reporting departments with notice of the updated standard procedure. It has been requested that they amend their written procedure to reflect the new changes.
4. Deposits will not be accepted if they do not conform to the new standard procedure. Management has implemented this new process.

**Follow-up on Prior Year Recommendations**

- Miscellaneous Claims Encumbrance and Pre-Audit System: Based on our follow-up procedures, it appears our recommendation regarding proper encumbrance has been implemented.
- Grants and Contracts: Based on our follow-up procedures, it appears our recommendation regarding review of current grants and contracts policies and procedures for compliance with 2 CFR 200 has been implemented. However, during our follow-up procedures it was noted that time and effort reports are still not being approved on a timely basis.
- Procurement Card: Based on our follow-up procedures, it appears our recommendations regarding secondary level of approval, updating policies and procedures, and requiring a roster for student travel purchases have been implemented.
- General Ledger Account Reconciliations: Based on our follow-up procedures, it appears our recommendation regarding maintaining an accurate and up-to-date reconciliation for ACH and credit card receivables has been implemented.

**College Management Response:**

Grants and Contracts: College management has taken additional action with appropriate management that time and effort reports must be submitted in a timely manner according to the established internal control procedures. The appropriate management has been issued a written reprimand according to Policy 2019 “Positive Discipline” for a second negative annual audit report in this area and has been directed to comply to avoid further disciplinary action.

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We would like to express our appreciation for all the courtesy and assistance we received from staff during our work at the College and hope that this report will be of benefit to OCCC.

*Crawford & Associates, P.C.*

Crawford & Associates, P.C.

DRAFT  
OCCC



# FY 2021 Annual Plan





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OCCC has made progress to provide services to assist students in achieving their success.

Last year, we officially opened the Campus Police Headquarters offering a premier campus safety building to serve our police force. The cement block Crisis Response Center is a critical place for administration to convene when an emergency occurs on campus.

Student Affairs has significantly changed so that it may better serve students. Students are now assigned a student success advisor who will work with them throughout their College experience. The goal of this new process is to improve communication with students thereby increasing retention and completion.

Over the next several years, the College will expand the Health Professions Center. The majority of the Health Professions programs have waiting lists. With this addition, the College will better serve its students and the health professions community.

With the upcoming HLC visit planned for the Fall of 2021, the College faculty and staff will be working on developing the HLC Assurance Argument. This document is designed to evaluate all aspects of the College.

This year's annual plan continues to support the College's strategic plan, Renewal, Change & Innovation 2019-2023. As the College strives to implement changes, students, employees, and the community will benefit. We are gratified in knowing that these accomplishments will have a positive impact on students' lives.



Renewal, Change & Innovation, is the College's five-year strategic plan. Adopted by the OCCC Board of Regents in 2018, the OCCC Strategic plan includes three "Big Goals" and nine initiatives that focus on increasing the number of students who receive a certificate or a degree and closing retention and graduation gaps between certain at-risk groups of students and the entire student population.

### Our Big Goals

1. Triple annual giving and grants to support student scholarships, community events, the endowment, and other College purposes.
2. Close the academic achievement gap with low-income, first-generation, and racial and ethnic groups.
3. Receive designation as a Hispanic-serving institution from the U.S. Department of Education.

### Renewal, Change & Innovation Initiatives

1. **Complete College OCCC:** The number of degrees/certificates will be increased through offering new programs and expanding online, hybrid courses, and other initiatives.
2. **Workforce Development Center:** A new workforce development facility will align the College's academic programs with the changing needs of employers. The Board of Regents will receive a recommendation to change this initiative to the Health Professions Center Expansion Project.
3. **Proactive Student Success Interventions:** Early intervention, streamlining curriculum, and strengthening educational partnerships will increase the number of successful students.
4. **Increasing Enrollment:** Increasing enrollment from the international, nontraditional, and concurrent populations is crucial for the College to meet the educational needs of the community, and will contribute to the financial health of the College.
5. **Safety:** A new Campus Police Headquarters, Crisis Response Center and a Call Center will streamline current services and enhance the safety of students, faculty, staff, and visitors.
6. **New and Increased Funding and Revenue:** State funding for higher education has declined; therefore, other funding alternatives to support the College's mission will be developed.
7. **Employee Retention:** With increasing budget constraints, the retention of high quality employees is critical to maintaining a high performing institution.
8. **Online Learning:** As the College continues to focus on enrollment, online learning plays a key role in providing students with the opportunity to take classes anytime, anywhere.



January-February	<ul style="list-style-type: none"> <li>Departments develop initiatives to respond to the Annual Plan draft.</li> </ul>
April	<ul style="list-style-type: none"> <li>Board of Regents reviews Annual Plan Core Indicators and Mission Capacity Indicators.</li> </ul>
April-May	<ul style="list-style-type: none"> <li>President &amp; President's Cabinet prepare a draft FY 2021 Staffing Plan and all Budgets.</li> </ul>
May	<ul style="list-style-type: none"> <li>Board of Regents reviews revenue and expenditure estimates, Staffing Plan, Tuition Plan, and Budgets.</li> </ul>
June	<ul style="list-style-type: none"> <li>Board of Regents approves Annual Plan, Staffing Plan, Tuition Plan, and Budgets.</li> </ul>
FY 2021	<ul style="list-style-type: none"> <li>President's Cabinet and departments implement plans and monitor progress.</li> </ul>



The College's Mission, Values, Vision, and ENDS are the compelling statements of purpose that direct planning and budget development at the College. These statements are the basis for the FY 2021 Planning Directive.

### *Why We Exist...Our Mission:*

OCCC provides broad access to learning that empowers students to complete a certificate or degree that enriches the lives of everyone in our community.

### *What We Want Our Impact To Be...Our Aspirations:*

Student Success and Community Enrichment.

### *What We Want to Achieve...Our ENDS:*

OCCC strives to achieve its mission and ENDS and fulfill its vision by operating in a culture that is committed to the following:

1. Access: Our community has broad access to valuable certificate and degree programs, and non-credit educational opportunities and events.

### *What We Want to Achieve...Our ENDS (continued):*

2. Student Success: Our students successfully complete their academic courses, persist in college and earn certificates or degrees at OCCC or another institution.
3. Workforce Development: Our graduates earn higher-level degrees or are successful in technical and professional careers.
4. Community Development: Our community's quality of life is enriched through our educational, artistic, and recreational programs and events.

### *How We Operate Day-to-Day...Our Values:*

- Students: Fundamental to all that we do
- Safety: Safe and secure environment for everyone
- Accountability: Use of evidence to measure performance and make decisions
- Stewardship: Wise and efficient use of resources
- Integrity: Honest, ethical, and respectful to all
- Innovation: Creative and forward thinking
- Diversity: Embrace and appreciate the value of differences

The FY 2021 OCCC Core Indicators are listed below with targets and explanations. Important mission capacity outcomes, which support the achievement of the ENDS, are also listed.

ACCESS		
Core Indicator	Target	Explanation
1. Headcount market share	Above prior year	Measures OCCC's percentage of students compared to other local community colleges
2. Credit hours	Above prior year	Measures year over year comparison of credit hours
3. New Academic programs, options, and agreements	Two new academic programs/options and/or articulation agreements developed, approved, and implemented by the end of FY 2021	Measures the College's responsiveness to changing work force needs, including immediate job entry and transfer programs



STUDENT SUCCESS		
Core Indicator	Target	Explanation
4. Concurrent headcount	Above prior year	Measures the number of students who receive early exposure to college-level work - a good predictor of subsequent success in college
5. Successful completion of gateway courses	At least 65%	Measures the success of students who take early, large-enrollment classes required for most degree programs (fourteen large-enrollment courses are tracked for this purpose)
6. Successful completion of all credit courses	At least 70%	Comprehensive <u>measure</u> of how successfully students are in completing college-level courses

STUDENT SUCCESS		
Core Indicator	Target	Explanation
7. Increasing student: a. Persistence b. Retention c. Progression	Above prior year	Measures the percentage of new students who enroll in the fall semester and persist to the following spring semester or are retained to the subsequent fall
8. Number of graduates	Above prior year	Measures the number of students who achieve their educational goal of attaining a credential
9. General education assessment	Students demonstrate competencies at or above 70% success rate	Areas assessed: writing; mathematical methods; critical thinking; human heritage culture and institutions; and public speaking
10. 8-week courses	At least 75% of the Fall 2020 and Spring 2021 semester courses will be offered in the 8-week format	Data indicate that community college students have higher success rates in 8-week courses. student persistence and retention



WORKFORCE DEVELOPMENT		
Core Indicator	Target	Explanation
11. Health professions first-time licensure pass rates: a. Nursing b. Occupational Therapy Assistant c. Emergency Medical Technician Paramedic d. Physical Therapy Assistant e. Respiratory Care	All five groups are at or above the national average	Tracks effectiveness of the health profession programs in preparing students to pass mandatory licensure exams that are a prerequisite to employment
12. Graduate satisfaction	85% satisfaction or higher	Measures student satisfaction with their preparation of their education after they leave the College
13. Supervisor satisfaction with graduates	85% satisfaction or higher	<u>Measures</u> satisfaction of area supervisors with recent OCCC graduates hired
14. OCCC transfer student grade point average: a. UCO b. OU c. OSU	Average grade point equal to or above the average of all undergraduates at the transfer institution	Measures how well OCCC transfer students do compared to native students at major transfer institutions
15. Automotive graduates success in the workplace	85% of automotive graduates will be employed in a related field within six months after graduation	Trained automotive technicians are a critical need in the Oklahoma City area

**COMMUNITY DEVELOPMENT**

Core Indicator	Target	Explanation
16. Adult Basic Education/High School Equivalency/English as a Second Language	60% of fundable students (those with 12+ hours) will post test. 40% of fundable students (those with 12+ hours) will make a Measurable Skills Gain (achievement of at least one educational functioning level of participant who is receiving instruction below the postsecondary education level.)	Measures outcomes in important community education programs
17. OCCC Capitol Hill Center noncredit enrollment	Increase noncredit enrollment over the prior year	Measures noncredit enrollments in key outreach programs
18. Community Enrichment	A minimum of four educational, cultural, or recreational events accessible to the community	Measures community enrichment. This applies only if community events can occur safely.
19. Performing Arts Series	85% of the participants will be satisfied with the event	Measures the level of satisfaction with cultural offerings. This applies only if Performing Arts Series occurs.
20. OCCC Capitol Hill Center events	A minimum of two hosted events	Measures community enrichment. This applies only if the OCCC Capitol Hill Center opens for community events.



MISSION CAPACITY		
Core Indicator	Target	Explanation
21. Financial stewardship	Receive an unqualified auditor's opinion	Measures the fiscal soundness of the College as well as compliance with generally accepted accounting principles and other financial regulations
22. Health Professions Center Expansion	Begin construction of the Health Professions Center	The expansion will provide additional capacity to serve students seeking to enroll in Health Professions.

OCCC will continue to review and evaluate our overall budget position. With current budget constraints, OCCC will focus on the following budget principles for Fiscal Year 2021:

- OCCC's budget will be aligned with and support its core mission of broad access.
- Align the budget to achieve the core indicators and mission capacity outcomes as outlined in the Fiscal Year 2021 Annual Plan and consistent with OCCC's mission, aspirations, ENDS, and values.
- Provide funding to make progress on the initiatives in *Renewal, Change & Innovation 2019-2023*.
- Provide funding/resources to address the three *Big Goals*— *Triple annual giving and grants to support the College and students, close the academic achievement gaps, and receive designation as a Hispanic-serving institution*.
- Fund a staffing plan that meets the mission critical service and instructional requirements of credit and non-credit students.
- Both mission and non-mission-critical programs and events will be subject to additional scrutiny.
- Fund efforts through budget and private resources (participation fees, grants, and donations) to serve the community through educational, artistic, and recreational programs and events.
- Provide sufficient resources to maintain the physical, facilities, equipment, and technology in order to ensure a high quality and safe learning environment for students and the community.
- Flexibility to respond to mission-critical student, community, and workforce instructional needs and opportunities.
- Ensure operational efficiency and effectiveness to maximize the financial resources and reduce costs.



- **Fiscal Year 2021 State Allocations:** The fiscal year will begin with a 3.95% reduction in state allocations. As a result, there will also be a 3.95% reduction in Section 13 Offset funds (capital funds). The reduction in state allocations results primarily from the economic effects from COVID-19 and the direct and indirect effects of the decline in oil and natural gas prices.
- **Enrollment Impact on Budget:** Current projections indicate a very substantial decline in fall enrollment. Because student tuition and fees are the largest source of revenue for the College, this will have a negative impact on the budget. A modest increase in student tuition may be necessary.
- **Unknown Factors Affecting Budget:** It is unknown if enrollment will “surge” in late July and early August if COVID-19 substantially declines. If there is a resurgence of COVID-19, it is probable there will be an additional decline in enrollment, but that, too, is unknown.
- **Summary:** Because of the decline in state allocations, the possibility of a mid-year adjustment in FY 2021, the projected substantial decline in enrollment, uncertainty about the further effects of COVID-19, the effect of extremely low oil and gas prices, the predicted economic instability, and a possible deep recession nationwide, it is possible this will be the most difficult time in the history of the College. We must and we will do what is necessary to preserve the College and serve students and enrich the community.
- **District Funds:** There may be a modest decrease in District funds due to lower real property valuations resulting from the current economic instability.

## FISCAL YEAR 2021 Expenditure Assumptions



- **Expense Oversight:** It will be necessary to maintain close oversight of expenses in FY 2021.
- **Mandatory Costs:** Mandatory costs will increase.
- **Staffing Levels:** Because of funding decreases, staffing levels are anticipated to decline substantially.
- **Employee Benefits Costs:** Employee benefits will remain essentially the same; however, there will be a substantial increase in medical insurance premiums.
- **New Initiatives:** New expenditure requests that have a dedicated/restricted revenue source will be prioritized and funded in the amount that aligns with the dedicated/restricted revenue total.
- **Scheduled Capital Projects:** Approved and funded capital improvements will proceed as scheduled.
- **Auxiliary Budget:** It is anticipated that auxiliary revenues will decline. Auxiliary expenditures will be reduced as required.
- **Capital Funds:** Section 13 Offset funds will decline because of reduced state allocations. It is anticipated that other capital funds will decline because of a decrease in facility use fee revenue.

Meeting of the  
OKLAHOMA CITY COMMUNITY COLLEGE BOARD OF REGENTS  
May 18, 2020

AGENDA ITEM 8:

Approval of the Annual Campus Master Plan for Fiscal Year 2022 – Fiscal Year 2029

RECOMMENDATION:

**It is recommended that the Board of Regents approve the Annual Campus Master Plan for Fiscal Year 2022 – Fiscal Year 2029.**

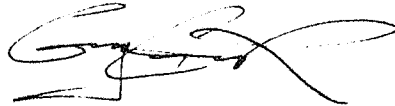
ANALYSIS:

- The Oklahoma State Regents for Higher Education is required to submit capital outlay requests to the Long-Range Capital Planning Commission.
- The Oklahoma State Regents requires institutions to submit their Campus Master Plan to the governing board for approval and transmit to the Oklahoma State Regents for Higher Education during the annual budget cycle.
- A copy of the summary is included in the agenda materials.

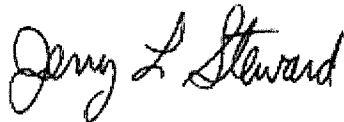
RECOMMEND:



RECOMMEND:



CONCUR:





OKLAHOMA CITY COMMUNITY COLLEGE CAPITAL PROJECTS - ANNUAL CAMPUS MASTER PLAN FISCAL YEARS 2022 THROUGH 2029			
	PROJECT	PROJECT NUMBER	ESTIMATED PROJECT TOTAL
1	TRANSPORTATION TECHNOLOGY CENTER ADDITION	633-0055	\$ 4,000,000
2	HEALTH PROFESSIONS CENTER EXPANSION PROEJCT	TBD	\$ 15,000,000
3	REPURPOSE OF FORMER AQUATIC CENTER	633-0053	\$ 15,000,000
4	CAPITOL HILL CENTER RENOVATIONS	633-0040	\$ 2,000,000
5	BUILDINGS AND FACILITIES REPAIR AND REMODEL PROJECTS	633-0058	\$ 10,000,000
6	TECHNOLOGY IMPROVEMENTS	633-0029	\$ 1,000,000
	TOTALS:		\$ 47,000,000

Meeting of the  
OKLAHOMA CITY COMMUNITY COLLEGE BOARD OF REGENTS  
May 18, 2020

AGENDA ITEM 9:

Approving a Mutual Cooperation Agreement between Oklahoma City Community College and the Board of County Commissioners of Oklahoma County for Fiscal Year 2021 and authorizing the Chair of the Board of Regents to Execute the Mutual Cooperation Agreement for Fiscal Year 2021

RECOMMENDATION:

**It is recommended that the Board of Regents approve a Mutual Cooperation Agreement between Oklahoma City Community College and the Board of County Commissioners of Oklahoma County for Fiscal Year 2021 and authorize the Chair of the Board of Regents to Execute the Mutual Cooperation Agreement for Fiscal Year 2021.**

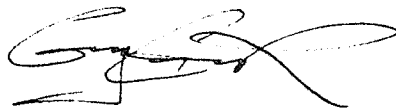
ANALYSIS:

- Oklahoma City Community College requires the use of third party contractors for projects involving the need for heavy equipment which include snow and ice removal from access roads and campus parking areas.
- The County is authorized by law to use county owned equipment, labor and supplies at the County's disposal on property owned by 2 year public colleges.
- Allowing the Administration the ability to contract with Oklahoma County provides another resource to obtain assistance in reconstruction, improvement, repair or maintenance of campus facilities and grounds.

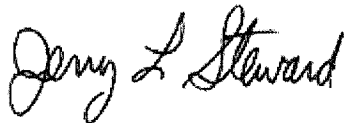
RECOMMEND:



RECOMMEND:



CONCUR:



# **GENERAL MUTUAL COOPERATION AGREEMENT**

## **OKLAHOMA CITY COMMUNITY COLLEGE OF OKLAHOMA COUNTY, OKLAHOMA**

**&**

## **THE BOARD OF COUNTY COMMISSIONERS OF OKLAHOMA COUNTY**

**THIS MUTUAL COOPERATION AGREEMENT** (the "Agreement") is entered into effective July 1, 2020, between the **OKLAHOMA CITY COMMUNITY COLLEGE OF OKLAHOMA COUNTY, OKLAHOMA**, a public school organized and existing under the laws of the State of Oklahoma (the "School"), and the **BOARD OF COUNTY COMMISSIONERS OF OKLAHOMA COUNTY**, a political subdivision organized and existing under the laws of the State of Oklahoma (the "County").

### **RECITALS:**

**WHEREAS**, 19 O.S. Section 339, paragraph 18, authorizes the County to utilize county-owned equipment, labor and supplies at their disposal on property owned by the county, public schools, two-year colleges or technical branches of colleges that are members of The Oklahoma State System of Higher Education; and

**WHEREAS**, the School wishes to call upon the County from time to time to use the County's equipment, labor and supplies to assist the School District with parking areas, playgrounds, athletic fields, access roads, drainage areas, and other areas on property that is owned by the School; and

**WHEREAS**, the School and the County wish to enter into an agreement providing for the County's assistance to the School to the extent permitted by law, and

**WHEREAS**, the School and the County find that it is to the mutual benefit to both the School and the County to enter into this agreement; and

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. **COUNTY'S WORK**: The County may, at their discretion, perform the requested work on property that is owned by the School, subject to the terms of this agreement.
2. **SCHOOL'S WRITTEN REQUESTS**: The School must submit written requests to the County regarding particularly described property for which the School District needs assistance in reconstruction, improvement, repair or maintenance. Said requests shall adequately and specifically describe the location and the specific type of assistance needed from the County and describe the anticipated period of time that such assistance shall be needed. If the County approves the School District's request for assistance, said request shall be performed pursuant to the authority of this Agreement and the specific agreement.
3. **SCHOOL'S DUTY**: The School understands and agrees that this Agreement in no way relieves the School from their primary duty to maintain the property which is the subject of any agreement in a safe manner for the welfare of the students and public.

4. **REIMBURSEMENT:** The School shall furnish to the County the funds to pay the School District's share of the costs of labor, engineering, equipment, and/or materials, subject to the provisions of Title 19, Section 359, and any other applicable law.
5. **TORT LIABILITY:** Each party will be solely responsible for the acts or omissions of each party's officials, employees or agents performing this Agreement, subject to the limitations described in the Oklahoma Governmental Tort Claims Act, title 51, Sections 151 *et seq*, and shall not be responsible for the acts or omissions of the other, subject to the provisions of paragraph 3 above. Each party reserves all rights and defenses available at law or in equity.
6. **NO AGENCY:** All persons acting for the County or the School District in performance of this agreement will, at the time of such action, be an official, employee or agent of their respective public bodies. The parties agree that nothing contained in this Agreement will be construed as creating an employment or agency relationship between the parties or between the officials, agents, and employees of either party.
7. **THIRD PARTY BENEFICIARIES:** The parties do not intent to create any rights in any third parties by entering into this Agreement.
8. **OWNERSHIP OF PROPERTY UPON WHICH WORK IS REQUESTED:** The School District avers that the School District owns the property on which the requested work is to be performed.
9. **AMENDMENT OR ASSIGNMENT:** This Agreement may not be amended or assigned by either party without the prior express written agreement of both parties.
10. **ENTIRE AGREEMENT:** It is mutually understood and agreed by the parties that this Agreement contains all of the covenants, stipulations, and provisions contemplated by the parties, and no employee, agent or other person has authority to alter or change the terms hereof, except as provided herein, and no party is or will be bound by any statement of representation not in conformity with this Agreement.
11. **COUNTERPART ORIGINALS:** This Agreement may be executed in counterparts, each of which will be deemed an original document, but all of which will constitute a single document. This document will not be binding on or constitute evidence of a contract between the parties until both parties have executed and delivered the Agreement.
12. **TERMS OF AGREEMENT:** This Agreement shall commence on July 1, 2020 and continue through June 30, 2021. Either party may sooner terminate this Agreement by prior written notice to the other party.

**APPROVED AND ADOPTED BY OKLAHOMA CITY COMMUNITY COLLEGE  
OF OKLAHOMA COUNTY, OKLAHOMA this 18th day of May, 2020.**

**OKLAHOMA CITY COMMUNITY COLLEGE  
OF OKLAHOMA COUNTY, OKLAHOMA,**

By:

Chair, Board of Regents

ATTEST:

Board Clerk

**COUNTY**

**APPROVED** by the Board of County Commissioners this \_\_\_\_\_ day of \_\_\_\_\_.

**BOARD OF COUNTY COMMISSIONERS  
OF OKLAHOMA COUNTY, OKLAHOMA**

By \_\_\_\_\_  
Chairman

ATTEST:

By \_\_\_\_\_  
Member

\_\_\_\_\_  
County Clerk

By \_\_\_\_\_  
Member

*APPROVED as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_.*

\_\_\_\_\_  
Assistant District Attorney





**Monitoring Report on Achieving the  
College's ENDs:  
Student Access  
May 18, 2020**



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# Background and Summary

- The College's Access END, established by the OCCC Board of Regents, states:  
**Our community has broad and equitable access to both highly valued certificate and degree programs and non-credit educational opportunities and events.**
- There are four core indicators used to measure student access in the College's FY 2019 Annual Plan. Based on the latest available information, performance on these targets are:

Target	Performance <sup>1</sup>
Headcount market share will be above 49.8%, which is the prior three year average. The most recent market share rate was 49.1%.	Yellow
Credit hours will be above the prior three-year average of 235,336. FY 2019 was 216,821.	Red
The college will have 2 new programs/options and/or articulation agreements developed, approved and implement by the end of FY 2019. The college developed 31 agreements with 5 universities.	Green
OCCC Capitol Hill Center will offer credit courses in the fall and spring of 2019. The OCCC Capitol Hill Center offered 3 credit course(s) in FY 2019.	Green

The College has demonstrated strength in the following areas:

- The college's articulation agreements have continued to expand.
- OCCC's market share has increased from FY 2018 to FY 2019.

Areas for improvement include the following:

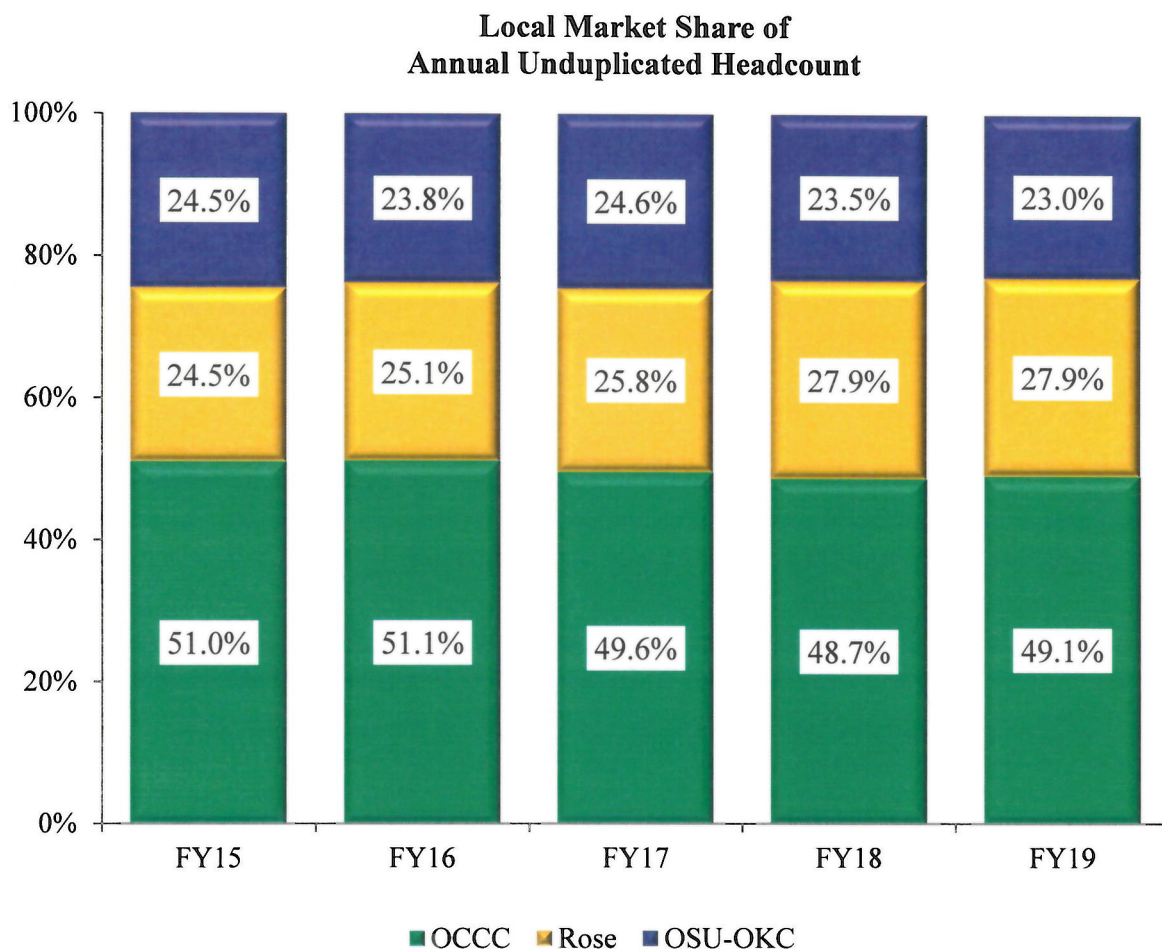
- The College's credit hours have declined between FY 2015 and FY 2019.

<sup>1</sup> Performance indicators are as follows: • (green) denotes at or exceeding target, • (yellow) denotes slightly below target requiring monitoring, • (red) denotes significantly below target

# Market Share

**Target:** Total headcount market share will be above 49.8%.

Market share is a way to measure how the OCCC number of students compares to the other two community colleges in the metropolitan area. External factors such as demographics and the economy affect enrollment, but market share is a consistent way to measure progress in good and challenging times.



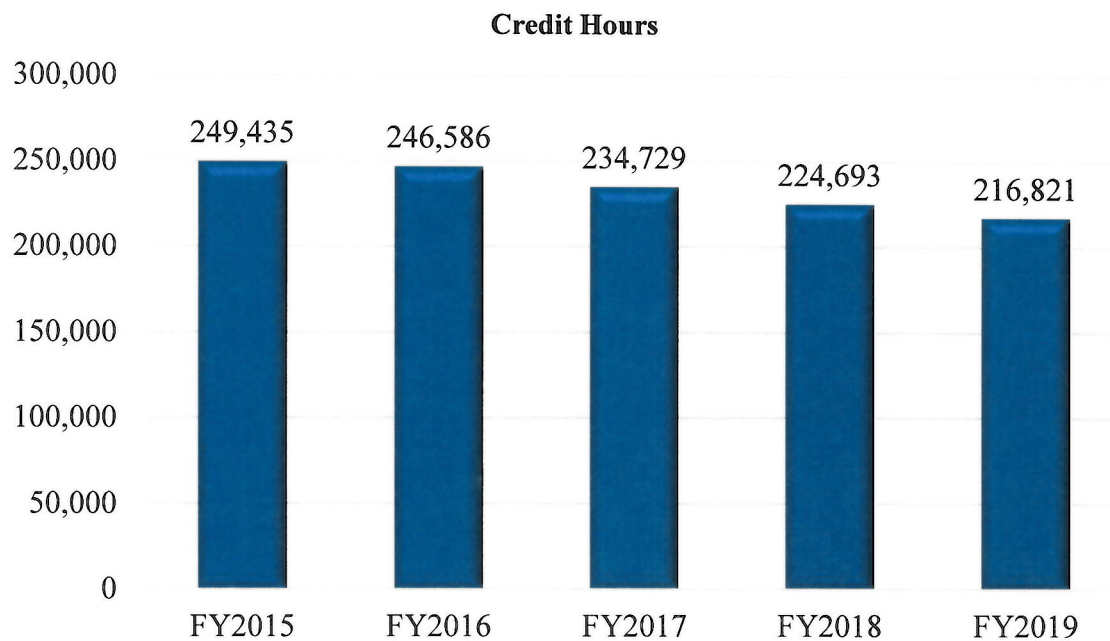
*Source:* OSRHE

- The OCCC unduplicated headcount market share is determined by adding the unduplicated headcount of Rose, OSU-OKC and OCCC and dividing each one by the total. The College's market share increased by 0.4 percentage points. However, OCCC's market share was slightly below the three-year average by -0.7 percentage points.



# Credit Hours

**Target:** Credit hours will increase over the target of 235,336.



\* Students designated as never attending have been excluded  
*Source: OCCC Department of Institutional Effectiveness*

- The College's credit hours were 216,821, which was 8.5% below the three-year average of 235,336. The three-year average is used to smooth out the volatility in this measurement to better spot long-term trends.

# Academic Programs and Articulation Agreements

**Target:** Two new academic programs/options and/or articulation agreements developed, approved, and implemented by the end of FY2019.

Capitol Technology University:

AAS Computer Science-Cyber/Information Security and BS in Cyber and Information Security

Oklahoma Baptist University:

AS Business and Bachelor of Business Administration

Oklahoma Christian University:

AS Business and Bachelor of Business Administration

University of Central Oklahoma:

AA French and BA French and BAEd French Ed; AA Spanish and BAEd Spanish Ed

AA Art-Visual Arts and BA Art Education

AA Humanities and BA Technical Writing; AA Diversified Studies and BA English Education

AA Music and BMed Instrumental Education, Vocal Education; BM Vocal Performance

AA Sociology and BA Sociology, Human Services, Substance Abuse Studies

AA/AS Diversified Studies and BS Organizational Leadership

AS Biology and BS Biology, Medical Laboratory Science, Biomedical Science

AS Biology-Pre-Nursing and BS Nursing

AS Business and BBA Majors and BS Accounting

AS Chemistry and BS Chemistry, ACS Certificate, Health Sciences

AS Computer Science and BS Computer Science; BS Computer Science-Applied; BS Computer Science-Information Science

AS Engineering and BS Engineering-Electrical, Mechanical, Physics

AS Mathematics and BS Math-Actuarial Science

AS Pre-Education and BS Ed in Special Education-Mild and Severe

AS Pre-Education and BS Education-Early Childhood and Elementary

AA Visual Arts and BFA Art-Studio

AS Computer Science and BS Software Engineering

AA Humanities and BA Humanities and BA Philosophy; AA/AS Diversified Studies and BA-Applied Liberal Arts

AA/AS Diversified Studies and BS Fashion Marketing

AA/AS Diversified Studies and BS General Studies; AS Diversified Studies and BS Industrial Safety

AA History and BA History; AA History and BA History-Museum Studies

AA Humanities and BA English; AA Humanities and BA English-Creative Writing

AS Mathematics and BS Mathematics; AS Mathematics and BS Mathematics-Statistical

AA Music and BA Music; AA Music and BM Music-Jazz Performance; AA Music and BM Music-Percussion Performance; AA Music and BM Music-Piano Performance

AA Spanish and BA Spanish



# **Academic Programs and Articulation Agreements**

---

University of Oklahoma:

AAS GIS to BA GEOG

AAS GIS to BA GIS

AAS GIS to BS GIS



# OCCC Capitol Hill Center Credit Course(s)

**Target:** Offer at least one credit course in fall and spring semesters.

**Course Enrollments**

<b>Course</b>	<b>Fall 2017</b>	<b>Spring 2018</b>	<b>Fall 2018</b>	<b>Spring 2019</b>
<b>Introduction to Public Speaking</b>		4	2	4
<b>English Composition</b>	3	11		7

During FY 2018 and FY 2019, the College offered six (6) total sections of Introduction to Public Speaking and English Composition courses, but only the Spring 2018 English Composition course was held. The other course offerings had an insufficient number of students enrolled to hold the course.





# Continuous Improvement Efforts

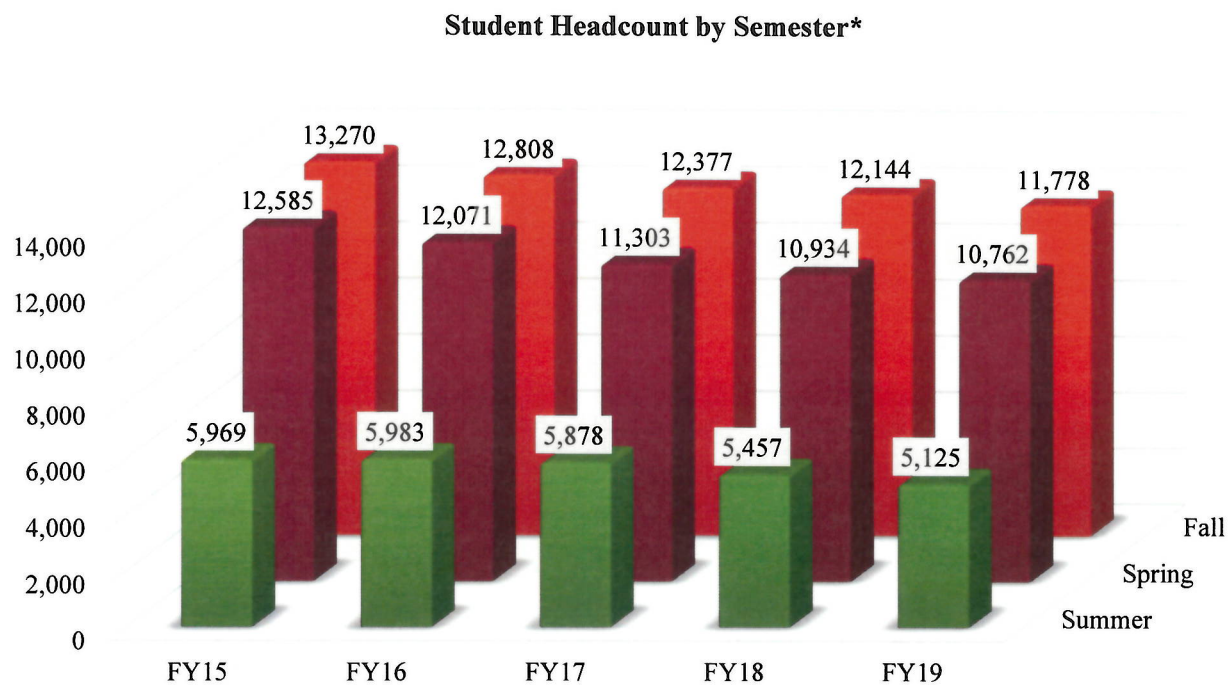
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- Implement Target X – Customer Relationship Management Software
- Implement EAB Navigate – Retention, Planning, and Communication Software
- Change from a 16-week semester to predominantly 8-week terms
- Offer additional student support through use of Student Success Advisers



## **Appendices**

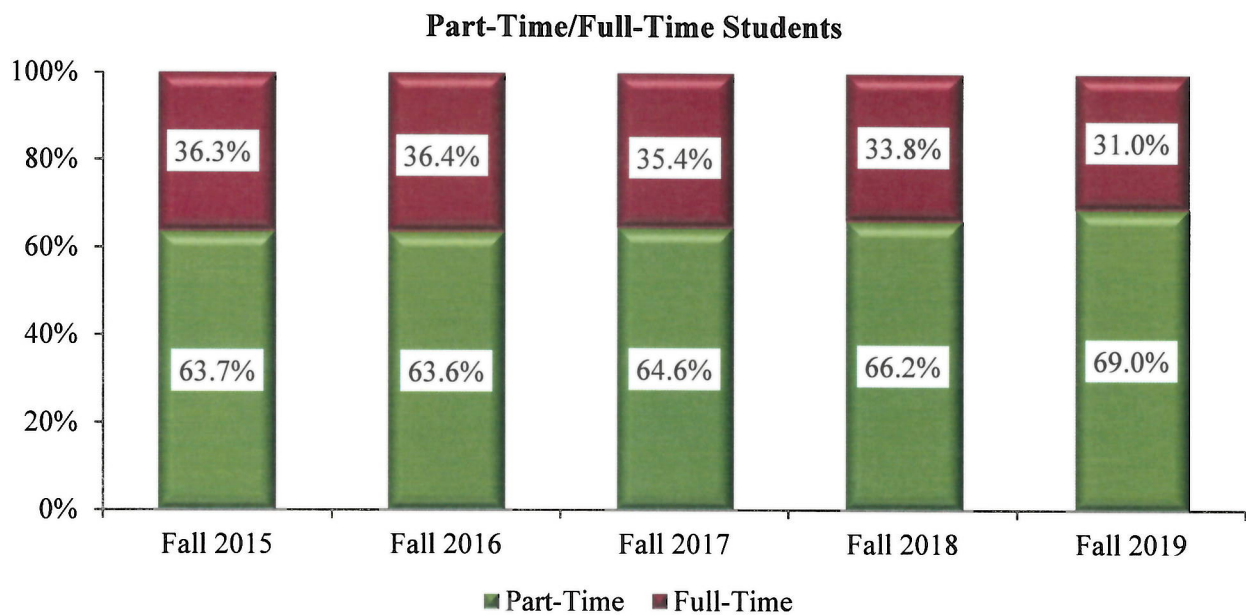
# Credit Student Headcount by Semester



\* The number of students is duplicated among term headcounts. Students designated as never attending have been excluded.

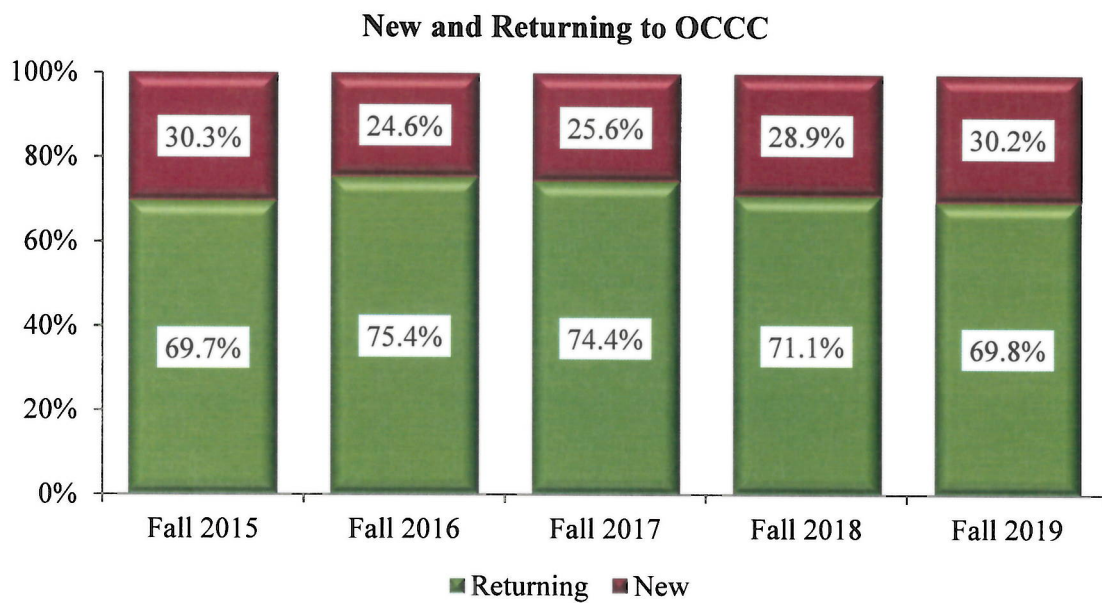
Comment: Student headcount within each of the semesters has continued to decline since FY 2016.

# Part and Full-Time Students



Comment: The percentage of part-time students (i.e., those who take less than 12 hours in a semester) has increased since Fall 2016.

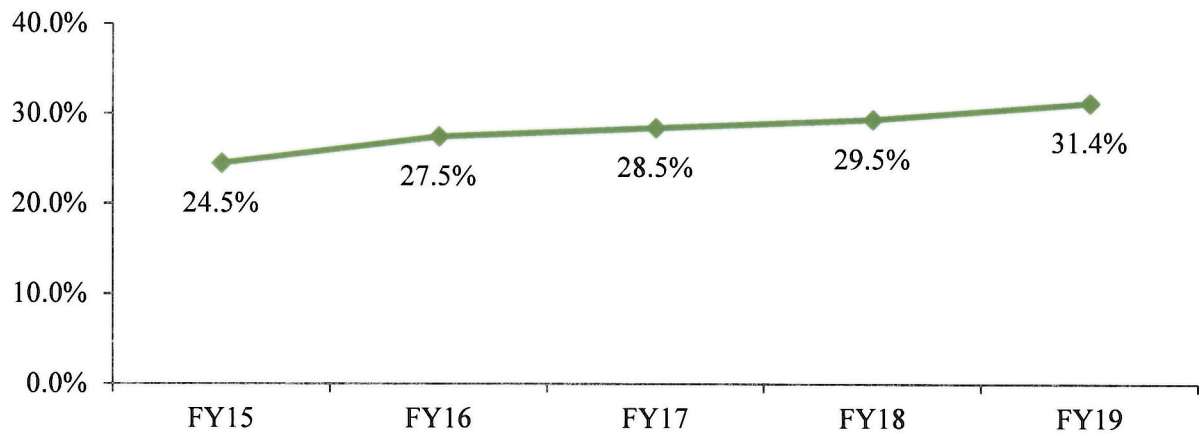
# New and Returning Students



Comment: Returning students as a percentage of the student body has declined since Fall 2016.

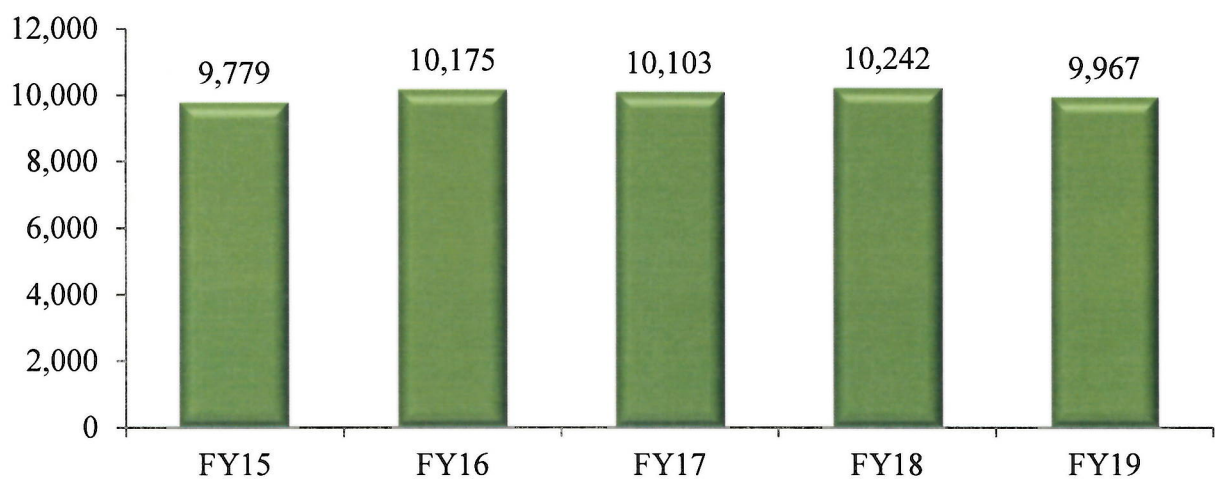
# Online Enrollment

**Online Credit Hours as a Percent of  
Total OCCC Credit Hours**



Comment: Online course credit hours as a percent of the total continues to increase.

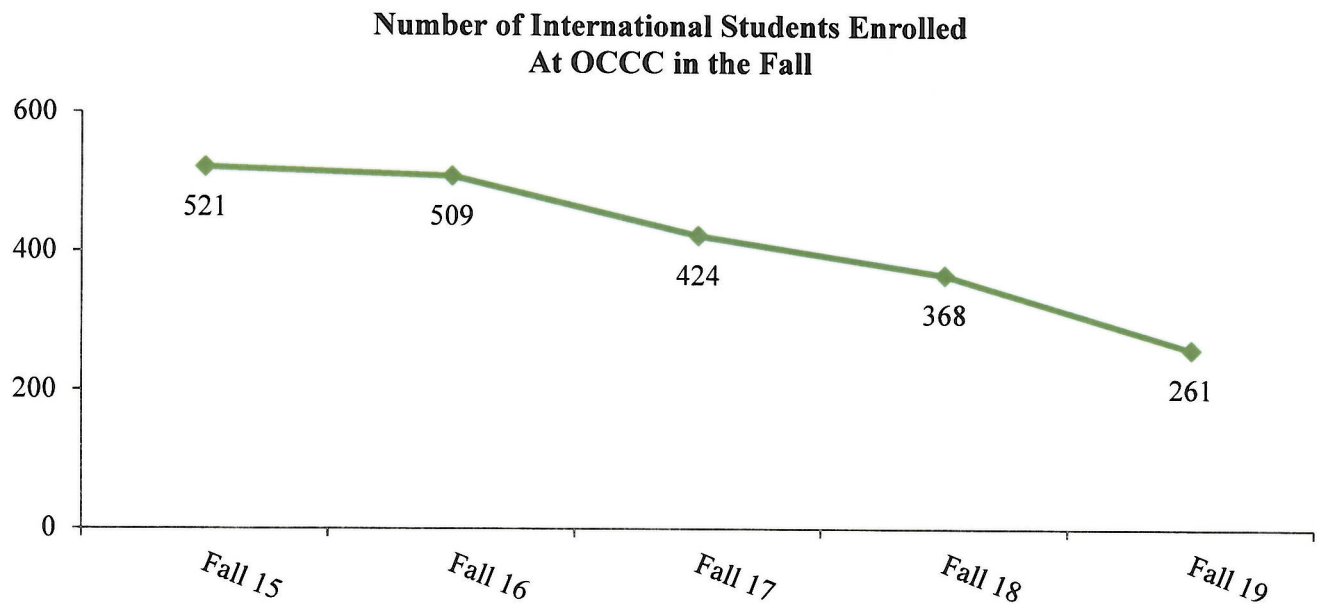
**Students Who Took at Least One  
Online Course**



Comment: The number of students who took at least one online course declined slightly by 2.8% from the previous year.



# International Students



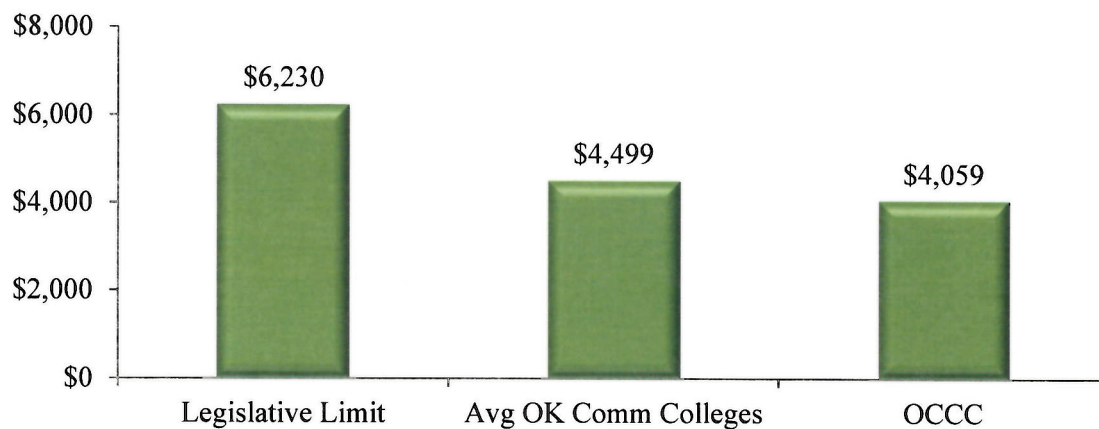
Comment: The number of International students began a downward trend in Fall 2016. Nepal accounted for the largest number of the College's international student population in Fall 2019.

## Top 10 Countries of Citizenship for International Students

Country	Number
Nepal	48
Vietnam	32
Cameroon	30
Nigeria	29
China	23
Kenya	12
Korea, South	12
Gabon	8
Morocco	5
Pakistan	5
India	5

# Affordability

**Comparison of Tuition and Mandatory Fees for  
30 Credit Hours in 2018**



*Source:* OSRHE

Comment: The College's tuition continues to be among the lowest of community colleges in the State with OCCC's tuition at 65.1% of the legislative limit.

# Projected 15 Highest Growing Jobs in the State of Oklahoma

Job	OCCC Associate Degrees	2018 jobs	2028 jobs	# change 2018 to 2028	% change 2018 to 2028
<i>Registered Nurses</i>	<i>Nursing</i>	27,389	30,633	3,244	11.8%
<i>Medical and Clinical Laboratory Technicians</i>	<i>Clinical Research</i>	2,201	2,583	382	17.4%
Dental Hygienists		2,050	2,385	335	16.3%
Veterinary Technologists and Technicians		906	1,121	215	23.7%
Diagnostic Medical Sonographers		926	1,096	170	18.4%
<i>Web Developers</i>	<i>Web Design and Development</i>	943	1,096	153	16.2%
Radiologic Technologists		2,321	2,512	191	8.2%
Geological and Petroleum Technicians		1,302	1,406	104	8.0%
<i>Respiratory Therapists</i>	<i>Respiratory Care Therapists</i>	1,149	1,248	99	8.6%
Cardiovascular Technologists and Technicians		599	691	92	15.4%
Civil Engineering Technicians		719	762	43	6.0%
Magnetic Resonance Imaging Technologists		330	373	43	13.0%
<i>Chemical Technicians</i>	<i>Chemistry</i>	557	590	33	5.9%
Environmental Science and Protection Technician		371	403	32	8.6%
Environmental Engineering Technicians		349	372	23	6.6%

Source: Oklahoma Works

Comment: Five of the 15 fastest growing jobs are included in programs offered at OCCC.