

REGULAR MEETING—BOARD OF REGENTS
OKLAHOMA CITY COMMUNITY COLLEGE
August 17, 2020
11:30 a.m.

Pursuant to 25 O.S. § 307.1, the Oklahoma City Community College Board of Regents shall conduct a meeting by videoconference, with an audioconference as backup. There shall be no in-person location. Members of the public may view the meeting at the following web address:

www.occc.edu/meetings

The following members shall participate remotely:

Chair Devery Youngblood – Videoconference (audioconference backup)
Vice Chair Kevin Perry – Videoconference (audioconference backup)
Secretary Christie Burgin – Videoconference (audioconference backup)
Regent David Echols – Videoconference (audioconference backup)
Regent Raúl Font – Videoconference (audioconference backup)
Regent Jalal Farzaneh – Videoconference (audioconference backup)
Regent James White – Videoconference (audioconference backup)

AGENDA

1. Call to Order – Chair Devery Youngblood
2. Announcement of Filing of Meeting Notice and Posting of the Agenda in Accordance with the Oklahoma Open Meeting Act – Ms. Roshell Roberts, Assistant Secretary to the Board of Regents
3. Roll Call – Ms. Roshell Roberts, Assistant Secretary to the Board of Regents
4. President's Report:
 - A. Recognition of Faculty and Staff
5. For Action: Approval of the Consent Items
 - A. Minutes of the Regular Meeting of the Board of Regents, June 15, 2020 (Tab 5A)
 - B. Acceptance of the Budget Report for Fiscal Year 2021 Through July 31, 2020 – Ms. Cynthia Gary, Chief Financial Officer (Tab 5B)
 - C. Acceptance of the Year-End Budget Report for Fiscal Year 2020 Through June 30, 2020 – Ms. Cynthia Gary, Chief Financial Officer (Tab 5C)
6. For Action:
 - A. Commissioning Mr. Richard Dominic as a Police Officer for the Oklahoma City Community College Campus Police Department – Chief Dan Piazza, Campus Police Chief (Tab 6A)

Board of Regents' Meeting Agenda

August 17, 2020

Page 2

7. Information Reports:

- A. Report on Grants and Donations to the Oklahoma City Community College Foundation for Fiscal Year 2020 – Mr. Von Allen, Executive Director of the OCCC Foundation and Chief Development Officer (Tab 7A)
- B. Summer 2020 Enrollment Report – Dr. Jeremy Thomas, Vice President for Student Affairs (Tab 7B)
- C. Fall 2020 Classes – Dr. Jeremy Thomas, Vice President for Student Affairs (Tab 7C)
- D. Higher Learning Commission Overview: Criterion 5 – Dr. Makenna Green Garrison, Director of Curriculum and Assessment/Interim Associate Vice President for Academic Affairs (Tab 7D)

8. Board of Regents' Request(s) for Information from Staff – Chair Devery Youngblood

9. Chair's Comments and Announcements

10. Regents' Comments and Announcements

11. 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.

12. For Action: Adjournment

Posted at 4:00 PM on 08/12/2020 in compliance with §311 of the Oklahoma Open Meeting Act

Meeting of the
OKLAHOMA CITY COMMUNITY COLLEGE BOARD OF REGENTS
August 17, 2020

AGENDA ITEM 5A:

Minutes of the Regular Meeting of the Board of Regents, June 15, 2020

1. Call to Order. Board of Regents Chair Devery Youngblood called the Regular Meeting of the Oklahoma City Community College Board of Regents to order at 11:30 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 was filed with the Office of Administrative Rules and the County Clerk on December 16, 2019 and the agenda was posted at 4:45 PM on June 10, 2020 in accordance with the Oklahoma Open Meeting Act.
3. Roll Call by the Assistant Secretary to the Board of Regents:

Board Members Present:

Board Members Absent:

Regent Christie Burgin
Regent David Echols
Regent Jalal Farzaneh
Regent Raúl Font
Regent Kevin Perry
Regent Jim White
Regent Devery Youngblood

Others in attendance: President Jerry Steward, Mr. John Michael Williams, Mr. Von Allen, Mr. Greg Gardner, Dr. Makenna Green Garrison, Dr. Jeremy Thomas, Tim Whisenhunt, Mr. Chris Snow, Ms. Roshell Roberts and representing Miles Associates, Mr. Cory Baitz and Mr. Jorge Charneco.

4. Approval of the Consent Docket:
 - A. Minutes of the Regular Meeting of the Board of Regents, May 18, 2020
 - B. Minutes of the Special Joint Meeting of the Oklahoma City Community College Board of Regents and the South Oklahoma City Area School District Board of Trustees, June 8, 2020
 - B. Acceptance of the Oklahoma City Community College Board of Regents Budget Report for Fiscal Year 2020 through May 31, 2020

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

Board of Regents' Meeting Minutes

June 15, 2020

Page 2 of 8

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry, Regent White, Regent Youngblood

At this point, Chair Devery Youngblood announced that the Board would move through the next several items rapidly. He also stated, for those who might not be familiar how this meeting is conducted each year, that while it may appear that the Board is moving too quickly through the material, all of the agenda items have been fully considered and resolved by the Board at previous meetings. He also designated Regent White and Regent Burgin to provide the motions and the seconds for each action item, in favor of greater ease for the Assistant Secretary to the Board of Regents. There were no objections by any members of the Board of Regents.

5. Approving Modifications to the Five-Year Strategic Plan, Renewal, Change, and Innovation: 2019-2023

President Jerry Steward stated to the Board that the number two initiative is currently listed as the "Workforce Development Center". He then reminded the Board that they voted and passed the action recently, in favor of not building the Workforce Development Center. Then, he asked the Board to approve adding the Health Professions Center Expansion Project (pending their approval) as the new initiative number two.

MOTION by Regent White, seconded by Regent Burgin, that the Board of Regents approve these modifications to the Five-Year Strategic Plan, Renewal, Change, and Innovation: 2019-2023. Motion carried 7-0, as follows:

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry, Regent White, Regent Youngblood

6. Approving Revisions to the Board of Regents Governance Document 11-2 Aspiration, Mission and Values: College Mission Statement to read: Student Success. Community Enrichment."

President Jerry Steward reviewed the current College Mission Statement which is: "OCCC provides broad access to learning that empowers students to complete a certificate or degree and that enriches the lives of everyone in our community."

He then proposed a new mission statement for the Board's approval: "Student Success. Community Enrichment". Then, went on to say that he felt it captures the intent of the current mission statement, but is more likely to be remembered and understood by the College community and external constituents.

MOTION by Regent White, seconded by Regent Burgin, that the Board of Regents approve these modifications to the Five-Year Strategic Plan, Renewal, Change, and Innovation: 2019-2023. Motion carried 7-0, as follows:

Board of Regents' Meeting Minutes
June 15, 2020
Page 3 of 8

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry, Regent White, Regent Youngblood

7. Approval of the Fiscal Year 2021 Annual Plan

MOTION by Regent White, seconded by Regent Burgin, to approve the Fiscal Year 2021 Annual Plan. Motion carried 7-0 as follows:

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry, Regent White, Regent Youngblood

8. Approval of the Fiscal Year 2021 Staffing Plan, Including the Staffing Requirements, and Compensation and Benefits Plan

MOTION by Regent White, seconded by Regent Burgin, that the Oklahoma City Community College Board of Regents approve the Fiscal Year 2021 Staffing Plan, including the Staffing Requirements, Compensation and Benefits Plan, and Detailed Staffing Plan. Motion carried 7-0 as follows:

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry, Regent White, Regent Youngblood

9. Approving the Fiscal Year 2021 Educational and General Operating Budget

MOTION by Regent White, seconded by Regent Burgin, to Approve the Fiscal Year 2021 Educational and General Operating Budget, and authorize the expenditure of the Educational & General Operating Budget for Fiscal Year 2021. Motion carried 7-0 as follows:

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry, Regent White, Regent Youngblood

10. Approving the Fiscal Year 2021 Auxiliary Budget

MOTION by Regent White, seconded by Regent Burgin, to approve the Fiscal Year 2021 Auxiliary Budget and authorize expenditure of the Auxiliary Budget for Fiscal Year 2021. Motion carried 7-0 as follows:

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry, Regent White, Regent Youngblood

Board of Regents' Meeting Minutes
June 15, 2020
Page 4 of 8

11. Approving the Fiscal Year 2021 Capital Budget

MOTION by Regent White, seconded by Regent Burgin, to approve the Fiscal Year 2021 Capital Budget. Motion carried 7-0 as follows:

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry, Regent White, Regent Youngblood

12. Approving an Agreement Between Oklahoma City Community College and the South Oklahoma City Area School District Regarding the Fiscal Year 2021 Payment to the College for Providing Postsecondary Technical Education

MOTION by Regent White, seconded by Regent Burgin, that the Board of Regents approve an agreement with the South Oklahoma City Area School District to provide postsecondary technical education to the residents of the District for Fiscal Year 2021. Motion carried 7-0 as follows:

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry, Regent White, Regent Youngblood

13. Approving a Lease Between Oklahoma City Community College and the South Oklahoma City Area School District Whereby the College Leases Certain Facilities from the District

MOTION by Regent White, seconded by Regent Burgin, that the Board of Regents approve a lease between Oklahoma City Community College and the South Oklahoma City Area School District and whereby the College leases from the District certain facilities for the purpose of providing educational services at a nominal cash consideration of One Dollar (\$1.00) for Fiscal Year 2021. Motion carried 7-0 as follows:

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry, Regent White, Regent Youngblood

14. Authorizing the President of the College to Execute Necessary Contracts and Adjust Budgets and Staffing Plans as Deemed Necessary to Meet the Mission and Achieve the ENDS of the College

MOTION by Regent White, seconded by Regent Burgin, that the Board of Regents authorizes the President of the College to execute necessary contracts and adjust Budgets and Staffing Plans within the total dollar limits of the budget as deemed necessary to meet the mission and achieve the outcomes of the College, provided that such contracts and changes are consistent with the Policies and Procedures of the Oklahoma State Regents for Higher Education, the Board of Regents' Policies and College Policies and Procedures. Motion carried 7-0, as follows:

Board of Regents' Meeting Minutes

June 15, 2020

Page 5 of 8

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry, Regent White, Regent Youngblood

15. Approving an Agreement with the Board of Trustees of the Oklahoma City Community College Foundation for Fiscal Year 2021 for the Exchange of Services, Goods, and Funds

MOTION by Regent White, seconded by Regent Burgin, approving that the Board of Regents enter into an agreement with the OCCC Foundation Board of Trustees for Fiscal Year 2021. Motion carried 7-0 as follows:

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry, Regent White, Regent Youngblood

16. Authorizing the Administration to Request Approval by the Oklahoma State Regents for Higher Education for the College to seek approval of curriculum changes for two (2) current degree programs

MOTION by Regent White, seconded by Regent Burgin, that the Board of Regents authorizes the administration to request approval by the Oklahoma State Regents for Higher Education for the College to seek approval of curriculum changes for two (2) current degree programs. Motion carried 7-0 as follows:

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry, Regent White, Regent Youngblood

17. Dr. Makenna Green Garrison, Director of Curriculum and Assessment, presented information related to Higher Learning Commission Requirements and Expectations (Criterion 4).

18. Authorizing an update to the Student Activity Fee Revenue Description

MOTION by Regent White, seconded by Regent Burgin, that the Board of Regents authorizes an update to the Student Activity Fee Revenue Description. Motion carried 7-0 as follows:

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry, Regent White, Regent Youngblood

19. Information Report: Dr. Jeremy Thomas provided the Board an update regarding the Fall 2020 enrollment efforts.

Board of Regents' Meeting Minutes
June 15, 2020
Page 6 of 8

20. Commissioning a Police Officer, Mr. Michael Stevenson, for the Oklahoma City Community College Campus Police Department

MOTION by Regent White, seconded by Regent Burgin, that the Board of Regents commissions Police Officer Mr. Michael Stevenson for the Oklahoma City Community College Campus Police Department. Motion carried 7-0 as follows:

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry, Regent White, Regent Youngblood

21. Announcement of Board of Regents' Committees. Chair Devery Youngblood stated that he was considering some elements further and requested that the item be discussed at a later meeting of the Board of Regents.

22. Accepting the report regarding results of issuance of Oklahoma Development Finance Authority Master Real Property Lease Revenue Bonds Tax-Exempt Series 2020A & Federally Taxable Series 2020B with actions as desired by the Regents.

Mr. John Michael Williams gave a brief overview and explained the bonds, then requested acceptance by members of the Board of Regents.

MOTION by Regent Echols, seconded by Regent White, that the Board of Regents accept the report regarding results of issuance of Oklahoma Development Finance Authority Master Real Property Lease Revenue Bonds Tax-Exempt Series 2020A & Federally Taxable Series 2020B with actions as desired by the Regents Motion carried 7-0 as follows:

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry, Regent White, Regent Youngblood

23. Approving an Executive Session, if Desired, for the Purpose of Discussing the Employment and Terms and Conditions of Employment of President Jerry Steward as President of Oklahoma City Community College, 25 O.S. § 307(B)(1)

There was not discussion or action on this agenda item.

24. Executive Session for the Purpose of Discussing the Employment and Terms and Conditions of Employment of President Jerry Steward as President of Oklahoma City Community College, 25 O.S. § 307(B)(1)

The Board did not meet in Executive Session.

25. For Action: Reconvening Into Open Session of the Board of Regents

The Board did not meet in Executive Session.

Board of Regents' Meeting Minutes
June 15, 2020
Page 7 of 8

26. Approving an Adjustment, if Desired, to the Basic Compensation of President Jerry Steward, President of Oklahoma City Community College, for Fiscal Year 2022, and Fiscal Year 2023, and Authorizing the Chair of the Board of Regents to Execute an Amendment to the Fiscal Year 2022, and Fiscal Year 2023, Employment Contract of President Jerry Steward

President Steward requested that there be no adjustment in his base salary and requested that the Board not take action on this item. There was not discussion or action on this agenda item.

27. Reemploying President Jerry Steward, if Desired, as President of Oklahoma City Community College for Fiscal Year 2021, Fiscal Year 2022, and Fiscal Year 2023, and Authorizing the Chair of the Board of Regents to Execute a Contract for Employment of the President

MOTION by Regent White, seconded by Regent Burgin, that the Board of Regents reemploy President Jerry Steward as President of Oklahoma City Community College for Fiscal Year 2021, Fiscal Year 2022, and Fiscal Year 2023, and authorize the Chair of the Board to execute the employment of the President. Motion carried 7-0, as follows:

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry, Regent White, Regent Youngblood

28. Board of Regents' Request(s) for Information from Staff: None

29. Chair's Comments and Announcements:

Chair Youngblood expressed his appreciation to members of the Board for their input related to commending President Steward for his commitment to diversity at OCCC. He stated the email President Steward recently sent, related to the recent racial strife that has affected Students, Faculty, Staff, and fellow citizens nationwide, was principled leadership in action. Chair Youngblood and members of the Board also wanted to ensure that their position and support of the President on this very important topic, was also known.

30. Regents' Comments and Announcements: None

31. 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

Board of Regents' Meeting Minutes
June 15, 2020
Page 8 of 8

32. Adjournment

MOTION by Regent White, seconded by Regent Burgin, to adjourn at 12:30 p.m.
Motion carried 7-0, as follows:

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry,
Regent White, Regent Youngblood

Devery Youngblood, Chair

Christie Burgin, Secretary

Meeting of the
OKLAHOMA CITY COMMUNITY COLLEGE BOARD OF REGENTS
August 17, 2020

AGENDA ITEM 5B:

Acceptance of the Budget Report for Fiscal Year 2021 Through July 31, 2020

RECOMMENDATION:

It is recommended that the Board of Regents accept the budget report for Fiscal Year 2021 through July 31, 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 2021 through July 31, 2020

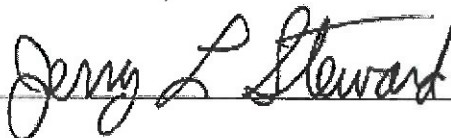
RECOMMEND



RECOMMEND



CONCUR



**OKLAHOMA CITY COMMUNITY COLLEGE
YEAR TO DATE BUDGET STATUS REPORT
EXECUTIVE SUMMARY
FOR FISCAL YEAR 2021 THROUGH JULY 31, 2020**

Educational & General

The Oklahoma State Regents for Higher Education allocation to Oklahoma City Community College for the month of July totals \$1,589,955. The allocation is set forth in the following table:

	Current Month	Year-to-Date
State Allocation:		
General Fund	1,459,737.30	1,459,737.30
National Guard Reimbursements	4,405.30	4,405.30
Senior Concurrent Enrollment Reimbursements	125,812.40	125,812.40
Oil Reimbursements	-	-
Total State Allocation:	1,589,955.00	1,589,955.00

Under the CARES Act, Oklahoma City Community College was allocated \$5,566,700. The maximum allocation to be awarded for institutional costs is \$2,783,350; the remaining \$2,783,350 has been disbursed to students. In total, Oklahoma City Community College has disbursed \$3,130,864.10 to students. A portion of the institutional share was awarded to students to fund all applicants.

The CARES Act revenues will exceed expenses in Fiscal Year 2021. A portion of the CARES Act funding received in Fiscal Year 2021 was used to reimburse the College for Fiscal Year 2020 expenses, including materials and supplies in the amount of \$78,600.95 and faculty and student payrolls in the amount of \$1,634,146.08. The institutional share was also used to directly purchase materials and supplies in the amount of \$3,990.

Oklahoma City Community College also received the CARES Act Strengthening Institution Program (SIP) grant through the Department of Education. Our allocation for the SIP grant was \$274,341. The CARES Act SIP grant was received in Fiscal Year 2021. This grant was used to recuperate Fiscal Year 2020 revenue loss from the Bookstore and the College for Kids summer camp program.

The CARES Act expenses below exceed Fiscal Year 2021 revenues due to partial receipt of CARES Act Federal Relief Funds in Fiscal Year 2020.

CARES Act Federal Relief Funds Summary:	
CARES Act Fiscal Year 2021 Revenues	2,344,180.00
Reimbursement to College for Fiscal Year 2020 Expenses:	
Faculty and Student Payrolls	1,634,146.08
Materials and Supplies	78,600.95
SIP Grant Used to Recuperate Fiscal Year 2020 Revenue Loss from the Bookstore and the College for Kids Summer Camp Program	274,341.00
Fiscal Year 2020 Direct Purchase of Materials and Supplies	3,990.00
Fiscal Year 2021 Disbursement of CARES Act Emergency Financial Aid Grants to Students	556,500.00
Total CARES Act Expenses:	<u>2,547,578.03</u>

The College has realized 123% of total planned revenues and expended 103% 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
Educational & General		
Revenues:		
Student Fees	146%	Higher enrollment FTE when compared to plan.
Prior Year Student Fees	160%	Increased collections of prior year account receivable balances.
Public Service	1%	The College for Kids summer camp program was cancelled in response to the COVID-19 pandemic.
Other	136%	Higher finance charge collections when compared to plan.
Expenditures:		
Academic Support	76%	Lower non-personnel expenditures when compared to plan.
Student Services	112%	Higher personnel expenditures when compared to plan.
Scholarships & Tuition Waivers	75%	Lower than expected number of scholarship and tuition waiver recipients when compared to plan.

Auxiliary

The College has realized revenues of \$601,974 and expenditures of \$163,313 for a year to date net margin of \$438,661. 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
Auxiliary		
Revenues:		
Student Store/TekSpot Sales	69%	Lower Textbook Sales when compared to plan.
Facility Use Fee	146%	Higher enrollment FTE when compared to plan.
Student Activity Fee	146%	Higher enrollment FTE when compared to plan.
Assessment Fee	146%	Higher enrollment FTE when compared to plan.
College Union/Café & Catering	46%	Lower revenues when compared to plan due to lower Coffee Shop commissions and no revenue stream from College Union room rentals.
Other	138%	Higher revenues from Adult Education and Transcript Services.
Expenditures:		
Student Store/TekSpot Operations	44%	Lower non-personnel expenditures when compared to plan.
Student Programs	124%	Higher personnel expenditures when compared to plan.
Enterprise Services	58%	Lower personnel expenditures when compared to plan.
VPA - Operations	78%	Lower non-personnel expenditures when compared to plan.
Testing and Assessment	53%	Lower personnel expenditures when compared to plan.

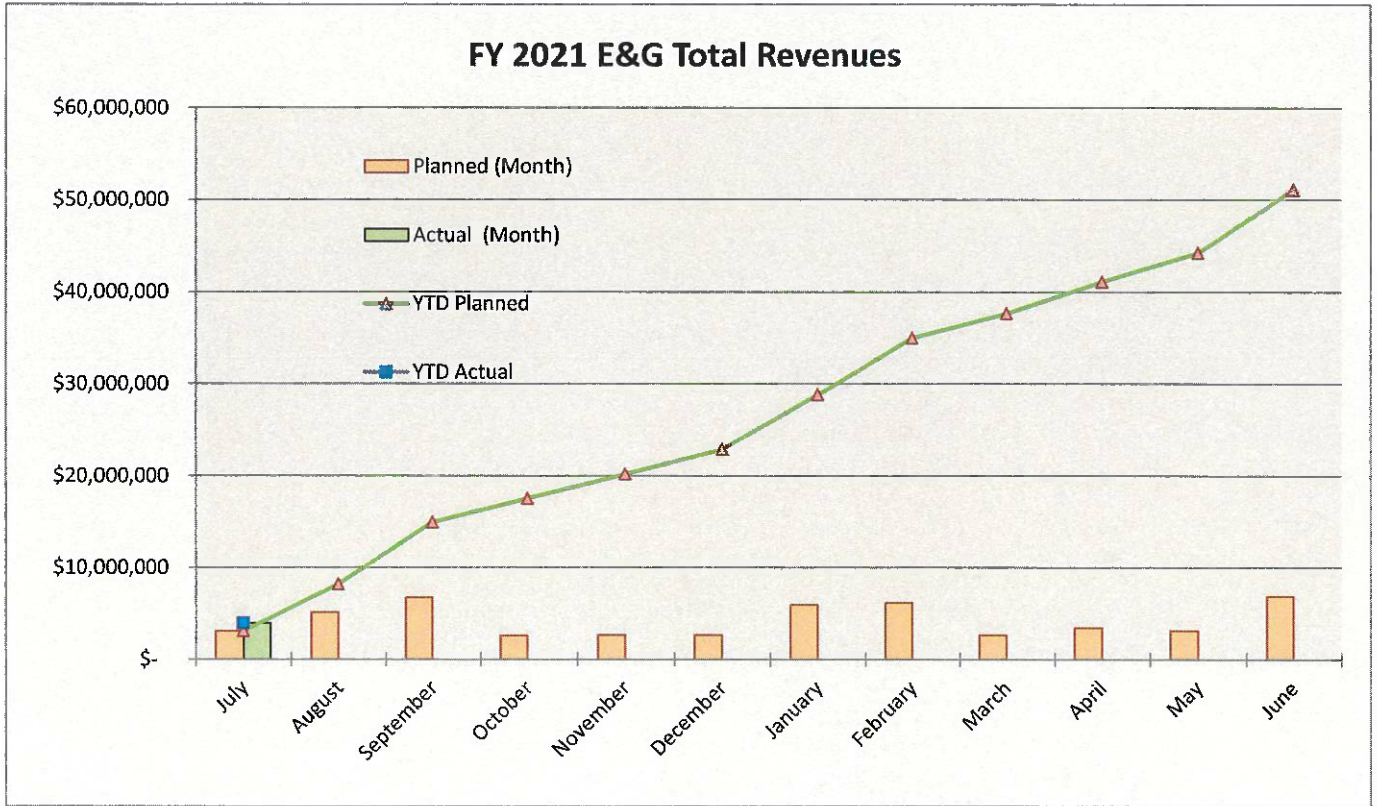
Cash & Investments

	Current Month (Year-to-Date)
Cash & Investments:	
Current Unrestricted :	
General	30,267,140.34
Insurance Fund	461,398.98
Total Current Unrestricted	30,728,539.32
Current Restricted	2,762,041.73
Student Scholarship Endowments	47,858.85
OSRHE Endowment	325,384.11
Direct Student Loans*	(81,905.00)
Plant Funds	14,489,181.22
Total Cash & Investments	48,271,100.23

* - 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.

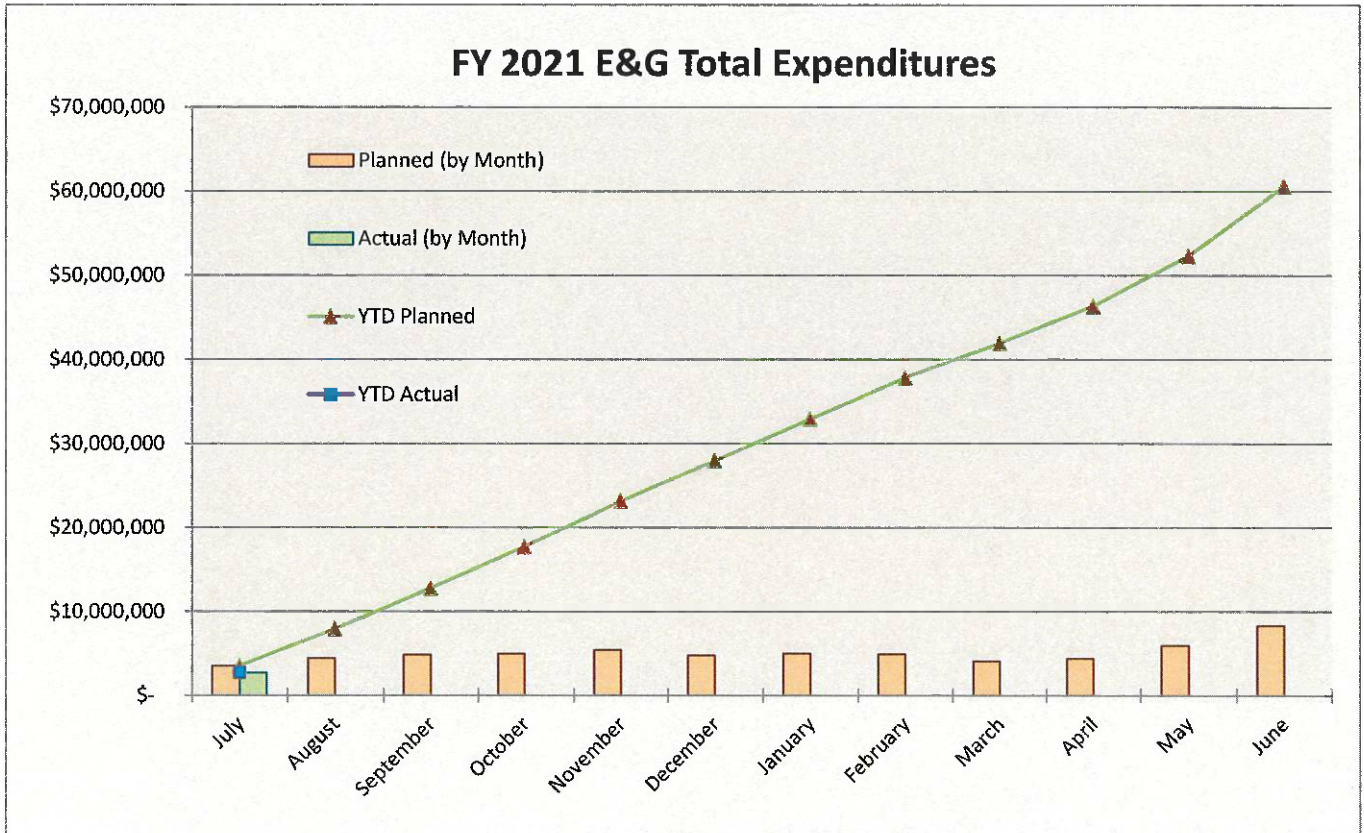
The College's cash is held in the State Agency Cash Management program that pays interest on the average daily cash balance in our accounts, similar to an interest bearing checking account. The College's only investments are related to bond reserve funds and are reflected in the Plant Fund.

**OKLAHOMA CITY COMMUNITY COLLEGE
EDUCATIONAL AND GENERAL BUDGET ANALYSIS
FOR FISCAL YEAR 2021 THROUGH JULY 31, 2020
FISCAL YEAR 2021 E&G REVENUES**



Fiscal Year 2021				
	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
Revenues				
1	\$ 21,247,931	\$ 1,589,955	\$ 1,589,955	100%
2	22,599,559	1,223,385	1,791,800	146%
3	2,000,000	240,000	384,423	160%
4	4,000,000	-	-	-
5	95,000	5,591	72	1%
6	613,928	-	-	-
7	582,000	33,585	45,662	136%
8	TOTAL REVENUES	\$ 51,138,418	\$ 3,811,912	123%
9	Funds from Carryover	9,500,000		
10	TOTAL	\$ 60,638,418		

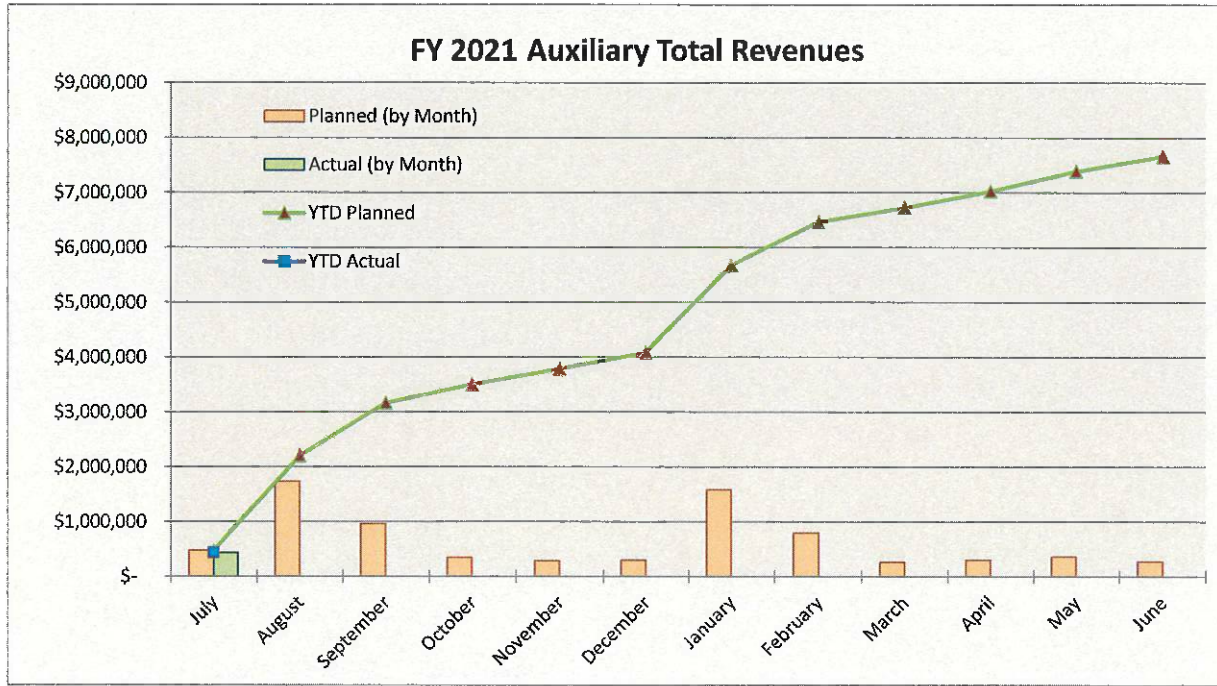
**OKLAHOMA CITY COMMUNITY COLLEGE
EDUCATIONAL AND GENERAL BUDGET ANALYSIS
FOR FISCAL YEAR 2021 THROUGH JULY 31, 2020
FISCAL YEAR 2021 E&G EXPENDITURES**



Fiscal Year 2021

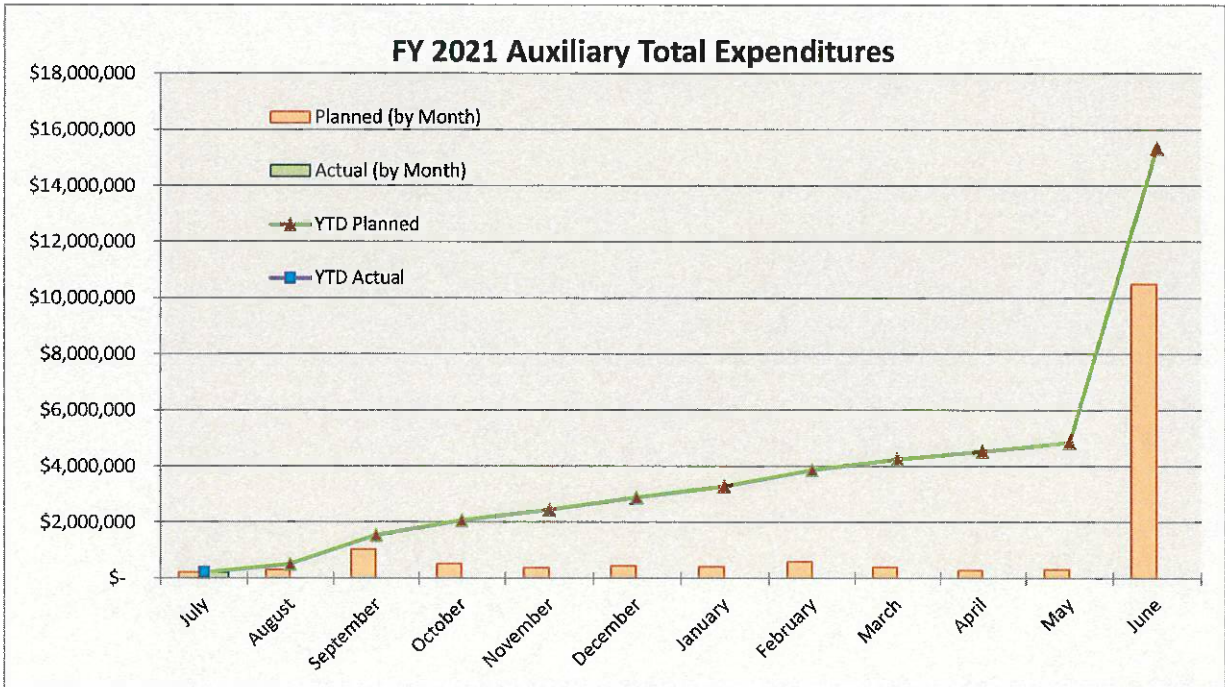
	Plan		Actual	Actual vs. Year To Date Plan
	Annual Budget	Year To Date Plan Expenditures	Year To Date Expenditures	Actual % of Year To Date Plan
<u>Expenditures</u>				
1 Instruction	\$ 30,483,378	\$ 1,309,357	\$ 1,352,453	103%
2 Public Service	-	\$ -	-	-
3 Academic Support	1,681,294	\$ 156,161	118,649	76%
4 Student Services	6,618,192	\$ 901,949	1,009,734	112%
5 Institutional Support	8,211,608	\$ 493,271	515,957	105%
6 Facilities Management	10,136,993	\$ 436,926	447,371	102%
7 Scholarships & Tuition Waivers	3,506,953	\$ 221,465	165,328	75%
8 TOTAL EXPENDITURES	\$ 60,638,418	\$ 3,519,129	\$ 3,609,492	103%

**OKLAHOMA CITY COMMUNITY COLLEGE
AUXILIARY BUDGET ANALYSIS
FOR FISCAL YEAR 2021 THROUGH JULY 31, 2020
FISCAL YEAR 2021 AUXILIARY REVENUES**



Fiscal Year 2021				
	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 Student Store/TekSpot Sales	\$ 2,875,770	\$ 59,537	\$ 40,854	69%
2 Facility Use Fee	2,315,658	173,316	253,834	146%
3 Student Activity Fee	1,157,831	86,658	126,912	146%
4 Assessment Fee	161,930	74,335	108,661	146%
5 Cafeteria/Catering & Vending	499,715	18,924	8,794	46%
6 Business Training	150,000	21,500	20,499	95%
7 VPAC - Ticket Sales/Rentals	50,000	416	404	97%
8 Print Shop	120,000	13,374	12,816	96%
9 Testing and Assessment	150,000	14,364	15,019	105%
10 Other	175,000	10,313	14,181	138%
11 TOTAL REVENUES	\$ 7,655,904	\$ 472,737	\$ 601,974	127%
12 Funds from Carryover	7,700,000			
13 TOTAL	\$ 15,355,904			

**OKLAHOMA CITY COMMUNITY COLLEGE
AUXILIARY BUDGET ANALYSIS
FOR FISCAL YEAR 2021 THROUGH JULY 31, 2020
FISCAL YEAR 2021 AUXILIARY EXPENDITURES**



		Fiscal Year 2021			
		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
<u>Expenditures</u>					
1	Student Store/TekSpot Operations	\$ 2,675,770	\$ 60,864	\$ 26,736	44%
2	Student Programs	774,229	30,115	37,215	124%
3	Revenue Bond Debt Service	1,636,746	41,558	41,558	100%
4	College Union/Café & Catering	641,087	38,616	37,390	97%
5	Business Training	86,744	5,827	-	0%
6	Enterprise Services	115,446	9,621	5,575	58%
6	VPA - Operations	40,000	2,140	1,678	78%
7	VPA - Cultural Arts Programming	16,000	247	-	0%
10	Student Activities	25,000	-	-	-
11	Print Shop	100,000	8,334	-	0%
11	Testing and Assessment	293,965	12,193	6,432	53%
12	Transfer to E&G - E & G Operations	613,928	-	-	-
13	Transfer to Capital - Facility Use Fee	678,915	-	-	-
14	Special Events	335,670	-	1,562	-
15	Other	34,600	-	-	-
16	Utilities	70,500	5,305	5,167	97%
17	Auxiliary Contingency - Restricted	1,143,167	-	-	-
18	Auxiliary Contingency - Unrestricted	6,074,137	-	-	-
19	TOTAL EXPENDITURES	\$ 15,355,904	\$ 214,820	\$ 163,313	76%

Meeting of the
OKLAHOMA CITY COMMUNITY COLLEGE BOARD OF REGENTS
August 17, 2020

AGENDA ITEM 5C:

Acceptance of the Year-End Budget Report for Fiscal Year 2020 Through June 30, 2020

RECOMMENDATION:

It is recommended that the Board of Regents accept the year-end budget report for Fiscal Year 2020 through June 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 year-end budget report for Fiscal Year 2020 through June 30, 2020.

RECOMMEND



RECOMMEND



CONCUR



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

Educational & General

The Oklahoma State Regents for Higher Education allocation to Oklahoma City Community College for the month of June 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:

	Current Month	Year-to-Date
State Allocation:		
General Fund	1,527,141.92	18,325,703.00
National Guard Reimbursements	4,960.17	59,522.00
Senior Concurrent Enrollment Reimbursements	120,500.91	1,446,011.00
Junior Concurrent Enrollment Reimbursements	-	138,612.00
Oil Reimbursements	-	2,168,434.00
Total State Allocation:	1,652,603.00	22,138,282.00

Under the CARES Act, Oklahoma City Community College was allocated \$5,566,700. The maximum allocation to be awarded for institutional costs is \$2,783,350; the remaining funds have or will be disbursed to students. We also received the CARES Act Strengthening Institution Program (SIP) grant through the Department of Education. Our allocation for the SIP grant was \$274,341.

In Fiscal Year 2020, we received \$2,783,350 of our CARES allocation. We have disbursed \$2,574,364.10 to students. The Institutional Share was used to reimburse the College for materials and supplies in the amount of \$78,600.95 and to reimburse the College for faculty and student payrolls in the amount of \$1,634,146.08. The Institutional Share was also used to purchase materials and supplies in the amount of \$3,990. The CARES Act expenses exceed revenues in Fiscal Year 2020 due to the receipt of the remaining CARES Act funding in Fiscal Year 2021.

The CARES Act SIP grant will be received in Fiscal Year 2021. This grant was used to recuperate Fiscal Year 2020 revenue loss from the Bookstore and College for Kids.

The College has realized 102% of total planned revenues and expended 80% 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
Educational & General		
Revenues:		
Student Fees	91%	Attendance policy change and lower non-resident enrollment FTE.
Prior Year Student Fees	140%	Increased collections of prior year account receivable balances.
Public Service	8%	The College for Kids summer camp program was cancelled in response to the COVID-19 pandemic. The CARES Act - SIP grant was used to recuperate a portion of the revenue loss from the cancellation of College for Kids.
Other	110%	Higher revenues when compared to prior years.
Expenditures:		
Instruction	69%	Lower non-personnel expenditures when compared to prior years and staffing vacancies. The CARES Act was used to reimburse the College for faculty and student payrolls in the amount of \$1,634,146.08 and materials and supplies in the amount of \$24,331.63.
Academic Support	82%	Lower non-personnel expenditures when compared to prior years and staffing vacancies. The CARES Act was used to reimburse the College for materials and supplies in the amount of \$3,826.87.
Student Services	122%	Disbursement of CARES Act Emergency Financial Aid Grants to Students in the amount of \$2,574,364.10 and the CARES Act was used to reimburse the College for materials and supplies in the amount of \$150.90.
Institutional Support	82%	Lower non-personnel expenditures when compared to prior years and staffing vacancies. The CARES Act was used to reimburse the College for materials and supplies in the amount of \$1,600.38.
Facilities Management	80%	Lower non-personnel expenditures when compared to prior years and staffing vacancies. The CARES Act was used to reimburse the College for materials and supplies in the amount of \$41,388.10.

Auxiliary

The College has realized revenues of \$12,000,965 and expenditures of \$8,092,760 for a year to date net margin of \$3,908,205.

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

Description	Variance from YTD Plan	Comment
Auxiliary		
Revenues:		
Student Store/TekSpot Sales	86%	Lower Textbook Sales when compared to prior years. The CARES Act - SIP grant was used to recuperate revenue loss from the Student Store.
Facility Use Fee	91%	Attendance policy change and lower enrollment FTE.
Student Activity Fee - Operations	91%	Attendance policy change and lower enrollment FTE.
Student Activity Fee - Theater	91%	Attendance policy change and lower enrollment FTE.
Student Activities	91%	Attendance policy change and lower enrollment FTE.
College Union/Café & Catering	62%	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. The campus opened on Monday, June 1, 2020.
Other	392%	Higher revenues from Testing Services and Other Income due to changes in account structure.
Expenditures:		
Student Store/TekSpot Operations	90%	Lower non-personnel expenditures when compared to prior years. The CARES Act was used to reimburse the College for materials and supplies in the amount of \$7,268.65.
Student Programs	78%	Lower non-personnel expenditures when compared to prior years.
College Union/Café & Catering	74%	Lower non-personnel expenditures when compared to prior years and staffing vacancies. The CARES Act was used to reimburse the College for materials and supplies in the amount of \$34.42.
Business Training	56%	Lower non-personnel expenditures when compared to prior years and staffing vacancies.
VPA - Operations	35%	Lower non-personnel expenditures when compared to prior years.
VPA - Cultural Arts Programming	59%	Lower non-personnel expenditures when compared to prior years.
Student Activity Fee - Theater	81%	Lower non-personnel expenditures when compared to prior years.
Student Activities	1%	Lower non-personnel expenditures when compared to prior years.
Special Events	49%	Lower non-personnel expenditures when compared to prior years.
Other	173%	Higher expenditures when compared to prior years due to changes in account structure.

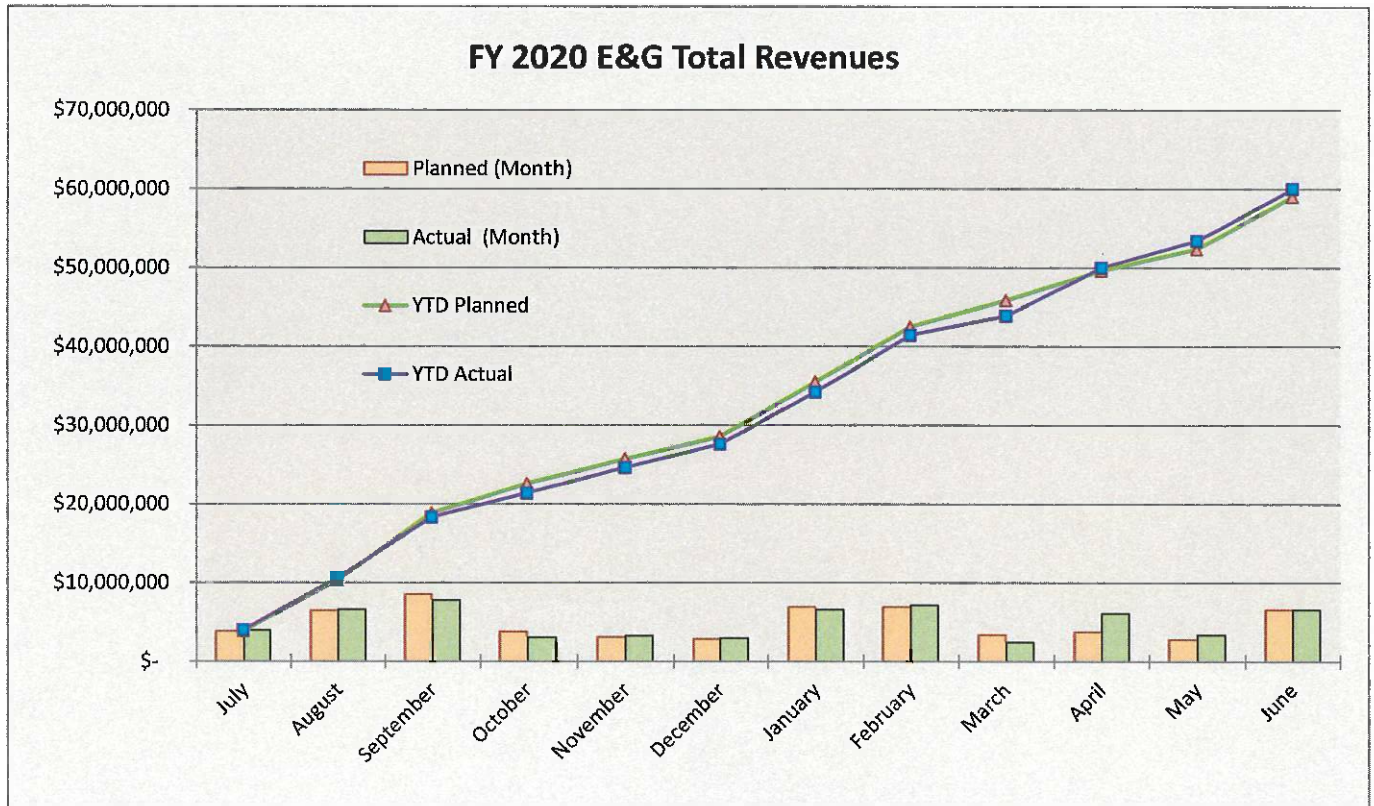
Cash & Investments

	Current Month (Year-to-Date)
Cash & Investments:	
Current Unrestricted :	
General	30,659,634.70
Insurance Fund	599,034.54
Total Current Unrestricted	31,258,669.24
Current Restricted	2,725,575.24
Student Scholarship Endowments	47,766.85
OSRHE Endowment	325,203.86
Direct Student Loans*	11,018.00
Plant Funds	14,534,983.27
Total Cash & Investments	48,903,216.46

* - 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.

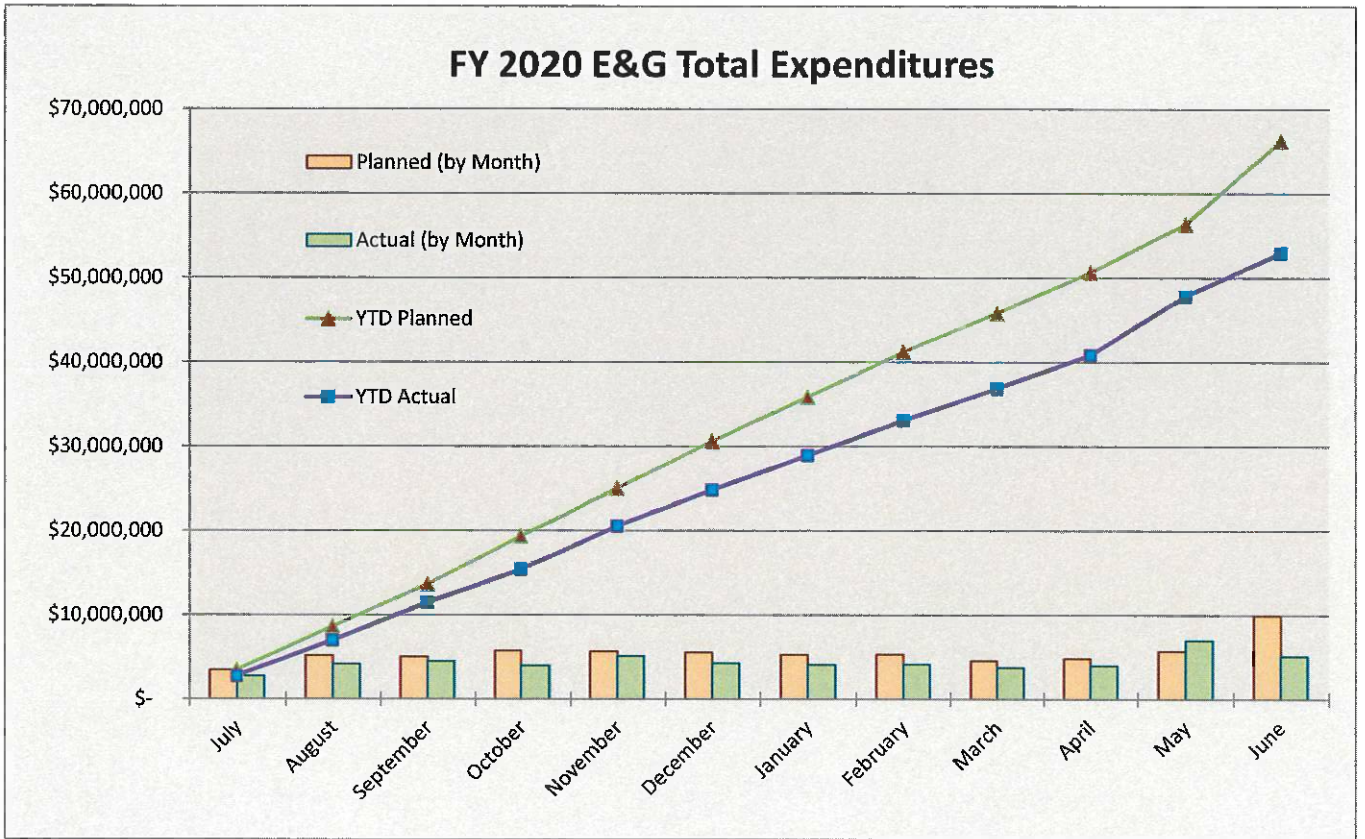
The College’s cash is held in the State Agency Cash Management program that pays interest on the average daily cash balance in our accounts, similar to an interest bearing checking account. The College’s only investments are related to bond reserve funds and are reflected in the Plant Fund.

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



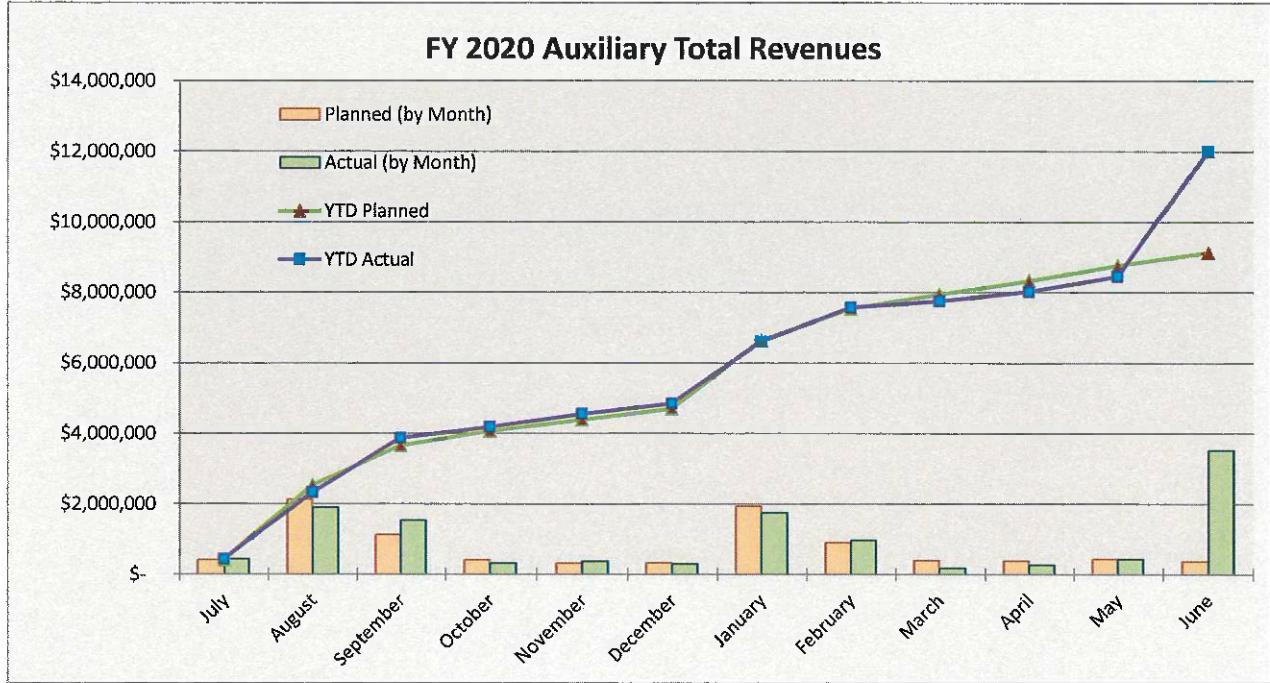
Fiscal Year 2020					
	Plan		Actual	Actual vs. Year To Date Plan	
	Annual Budget	Year To Date Plan Revenues	Year To Date Revenues	Actual % of Year To Date Plan	
Revenues					
1	State Allocation	\$ 21,999,670	\$ 21,999,670	\$ 22,138,282	101%
2	CARES Act Federal Relief Funds	-	-	2,783,350	-
3	Student Tuition & Fees	29,755,437	29,755,437	27,039,060	91%
4	Prior Yr Student Fees	2,000,000	2,000,000	2,791,092	140%
5	Tech. Educ. Reimbursement	4,000,000	4,000,000	4,000,000	100%
6	Public Service	95,000	95,000	7,223	8%
7	Auxiliary transfer - VPAC	146,897	146,897	146,897	100%
8	Auxiliary transfer - Fund 10 Operations	231,150	231,150	231,150	100%
9	Other Income	785,000	785,000	866,869	110%
10	TOTAL REVENUES	\$ 59,013,154	\$ 59,013,154	\$ 60,003,923	102%
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 JUNE 30, 2020
FISCAL YEAR 2020 E&G EXPENDITURES**



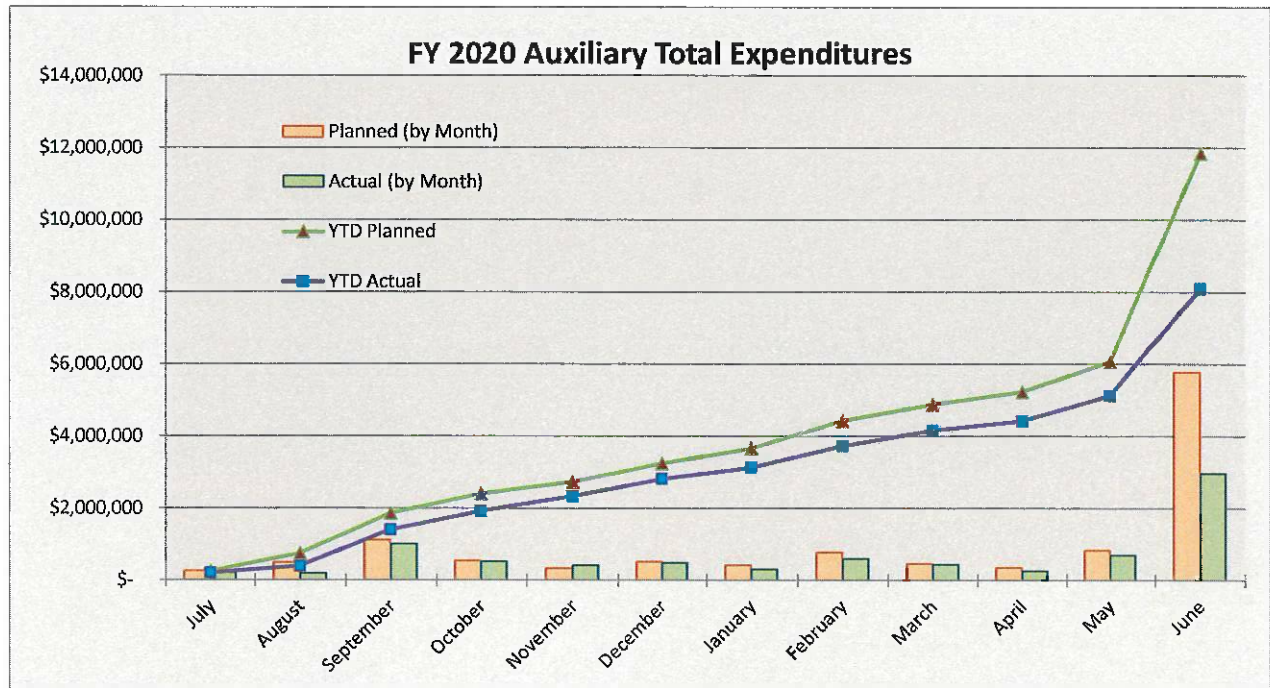
	Fiscal Year 2020			
	Plan		Actual	Actual vs. Year To Date Plan
	Annual Budget	Year To Date Plan Expenditures	Year To Date Expenditures	Actual % of Year To Date Plan
<u>Expenditures</u>				
1 Instruction	\$ 34,734,547	\$ 34,734,547	\$ 23,977,621	69%
2 Public Service	-	-	-	-
3 Academic Support	1,775,190	1,775,190	1,451,997	82%
4 Student Services	7,071,377	7,071,377	8,597,203	122%
5 Institutional Support	8,140,657	8,140,657	6,700,832	82%
6 Facilities Management	10,820,983	10,820,983	8,676,892	80%
7 Scholarships & Tuition Waivers	3,720,400	3,720,400	3,574,552	96%
8 TOTAL EXPENDITURES	\$ 66,263,154	\$ 66,263,154	\$ 52,979,097	80%

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



Fiscal Year 2020				
	Plan		Actual	Actual vs.
	Annual Budget	Year To Date Plan Revenues	Year To Date Revenues	Year To Date Plan Actual % of Year To Date Plan
<u>Revenues</u>				
1 CARES Act - SIP Reimbursement to Bookstore	\$ -	\$ -	\$ 274,341	-
2 Student Store/TekSpot Sales	3,555,000	3,555,000	3,070,978	86%
3 Facility Use Fee	2,935,415	2,935,415	2,658,664	91%
4 Student Activity Fee - Operations	1,057,161	1,057,161	957,466	91%
5 Student Activity Fee - Theater	206,654	206,654	187,180	91%
6 Student Activities	203,894	203,894	184,651	91%
7 Cafeteria/Catering & Vending	659,600	659,600	406,372	62%
8 Business Training	-	-	52,050	-
9 VPAC - Ticket Sales/Rentals	300,000	300,000	308,190	103%
10 Other	230,000	230,000	901,073	392%
11 District Transfer to Auxiliary	-	-	3,000,000	-
12 TOTAL REVENUES	\$ 9,147,724	\$ 9,147,724	\$ 12,000,965	131%
13 Funds from Carryover		2,700,000		
14 TOTAL		<u>\$ 11,847,724</u>		

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



Fiscal Year 2020					
	Plan		Actual		Actual vs.
	Annual	Year To Date	Year To Date	Year To Date	Year To Date Plan
	Budget	Expenditures	Expenditures	Expenditures	Actual % of Year To Date Plan
Expenditures					
1 Student Store/TekSpot Operations	\$ 3,151,603	\$ 3,151,603	\$ 2,822,901		90%
2 Student Programs	891,443	891,443	695,785		78%
3 Revenue Bond Debt Service	1,771,673	1,771,673	1,770,937		100%
4 College Union/Café & Catering	883,411	883,411	653,528		74%
5 Business Training	109,575	109,575	61,775		56%
6 VPA - Operations	67,828	67,828	24,047		35%
7 VPA - Cultural Arts Programming	200,142	200,142	117,386		59%
8 Box Office	-	-	16,746		-
9 Student Activity Fee - Theater	206,654	206,654	168,307		81%
10 Student Activities	203,894	203,894	1,753		1%
11 Community Development	-	-	11,744		-
12 Transfer to E&G - E & G Operations	231,150	231,150	231,150		100%
13 Transfer to Capital - Facility Use Fee	1,163,745	1,163,745	1,142,560		98%
14 Special Events	335,670	335,670	164,393		49%
15 Other	82,139	82,139	142,154		173%
16 Utilities	70,500	70,500	67,594		96%
17 Auxiliary Contingency - General	2,228,297	2,228,297	-		0%
18 Auxiliary Contingency - Bookstore	250,000	250,000	-		0%
19 TOTAL EXPENDITURES	\$ 11,847,724	\$ 11,847,724	\$ 8,092,760		68%

Meeting of the
OKLAHOMA CITY COMMUNITY COLLEGE BOARD OF REGENTS
August 17, 2020

AGENDA ITEM: 6A

Commissioning Mr. Richard Dominic as a Police Officer for the Oklahoma City
Community College Campus Police Department.

RECOMMENDATION:

**It is recommended that the Board of Regents Commission Mr. Richard Dominic as
a Police Officer for the Oklahoma City Community College Campus Police
Department.**

ANALYSIS:

- State law requires individual campus police officers be commissioned by the Board of Regents.
- As police officers are hired, the Board of Regents will commission each new officer.
- Mr. Richard Dominic is certified by the Council for Law Enforcement Education and Training (CLEET) and has the Law Enforcement Police Officer certification. Thus, he is eligible to be commissioned.
- Mr. Richard Dominic will assume his role as a Campus Police Officer, effective upon commission by the Board of Regents.

RECOMMEND Paul C. Pinner

RECOMMEND Gary L. Cook

CONCUR Jerry L. Steward

Meeting of the
OKLAHOMA CITY COMMUNITY COLLEGE BOARD OF REGENTS
August 17, 2020

AGENDA ITEM 7A:

Report on Grants and Donations to the Oklahoma City Community College Foundation for
Fiscal Year 2020

SUMMARY:

- Total Gifts to Foundation: \$802,072
- Types of Donors
 - Individuals: \$309,235
 - Corporations: \$172,098
 - Foundations: \$315,946
 - Other: \$4,793
- Total Donors: 326 First-Time Donors: 99
- Employee & Retiree Giving: Number of Donors: 155 Number of Employees: 467
- Employee & Retiree Giving: Total Revenue: \$46,002
- Endowed Funds: 24
- Endowment Value: \$1,766,488
- Number of Scholarships Awarded: 440
- Total Value of Scholarships: \$213,991
- Covid-19 Emergency Grants: 359 Students Assisted Amount Awarded: \$98,500

Meeting of the
OKLAHOMA CITY COMMUNITY COLLEGE BOARD OF REGENTS
August 17, 2020

AGENDA ITEM 7B:

Summer 2020 Enrollment Report

Summer 2020 Enrollment

- Summer 2020 enrollment:
 - Headcount is 5,074
 - Total credit hours is 24,938

- The Summer 2020 Enrollment Report is attached.

Summer 2020 Enrollment Report

	<u>19SU</u>	<u>20SU</u>	<u>19SU-20SU</u> <u>% change</u>
<u>Head Count</u>			
Head Count	4,744	5,074	7.0%
<u>Total Credit Hours</u>			
Total Credit Hours	23,067	24,938	8.1%
<u>Full-time and Part-time</u>			
Full-Time Students	1,994	2,243	12.5%
Part-Time Students	2,750	2,831	2.9%
	4,744	5,074	
Percent of Total Head Count:			
Full-Time Students	42.0%	44.2%	
Part-Time Students	58.0%	55.8%	
	100.0%	100.0%	
<u>New and Returning</u>			
New Students	517	473	-8.5%
New Transfer Students	710	572	-19.4%
Returning Students	3,517	4,029	14.6%
Percent of Total Head Count:			
New Students	10.9%	9.3%	
New Transfer Students	15.0%	11.3%	
Returning Students	74.1%	79.4%	
<u>Concurrent</u>			
Concurrent Students	394	379	-3.8%
Percent of Total Head Count:			
Concurrent Students	8.3%	7.5%	
<u>Traditional and Online</u>			
At least One online and One traditional students	596	0	-100.0%
Online ONLY Students	2,255	5,074	125.0%
Traditional ONLY Students	1,781	0	-100.0%
Percent of Total Head Count:			
At least One online and One traditional Students	12.6%	0.0%	
Online ONLY Students	47.5%	100.0%	
Traditional ONLY Students	37.5%	0.0%	

Summer 2020 Enrollment Report

	<u>19SU</u>	<u>20SU</u>	<u>19SU-20SU</u> <u>% change</u>
<u>Age</u>			
17 & Under	416	420	1.0%
18 to 24	2,731	2,829	3.6%
25 to 29	696	751	7.9%
30 and Over	901	1,074	19.2%
	4,744	5,074	
Percent of Total Head Count:			
17 & Under	8.8%	8.3%	
18 to 24	57.6%	55.8%	
25 to 29	14.7%	14.8%	
30 and Over	19.0%	21.2%	
Average Age			
	24	25	
Median Age			
	21	22	
<u>Gender</u>			
Female	2,975	3,357	12.8%
Male	1,764	1,706	-3.3%
	4,739	5,063	
Percent of Total Head Count:			
Female	62.7%	66.2%	
Male	37.2%	33.6%	
<u>Race and Ethnicity</u>			
Black/African American	447	459	2.7%
White	2,309	2,457	6.4%
Asian	369	432	17.1%
Not Reported	332	355	6.9%
Hawaiian/Pacific Islander	10	14	40.0%
Two or More Races	421	453	7.6%
Native American/Alaskan	185	184	-0.5%
Hispanic	671	720	7.3%
	4,744	5,074	
Percent of Total Head Count:			
Black/African American	9.4%	9.0%	
White	48.7%	48.4%	
Asian	7.8%	8.5%	
Not Reported	7.0%	7.0%	
Hawaiian/Pacific Islander	0.2%	0.3%	
Two or More Races	8.9%	8.9%	
Native American/Alaskan	3.9%	3.6%	
	14.1%	14.2%	

Meeting of the
OKLAHOMA CITY COMMUNITY COLLEGE BOARD OF REGENTS
August 17, 2020

AGENDA ITEM 7C:

Fall 2020 Classes

ANALYSIS:

- In response to the continued spread of COVID-19, the college predominantly moved Fall 2020 classes to online learning.
- The college campus remains open so students can access core services such as tutoring, labs, financial aid, and advising.

Meeting of the
OKLAHOMA CITY COMMUNITY COLLEGE BOARD OF REGENTS
August 17, 2020

AGENDA ITEM 7D:

Higher Learning Commission Overview: Criterion 5—Dr. Makenna Green Garrison,
Director of Curriculum and Assessment/Interim Associate Vice President for Academic
Affairs

ANALYSIS:

- Criterion 5 concerns the resources, planning, processes, and structures of the College and reviews how these areas are aligned to the mission of the institution.
- Criterion 5 is a key component of the criteria for accreditation and focuses on the continuous improvement of the campus and its commitment to institutional effectiveness.