

REGULAR MEETING—BOARD OF REGENTS  
OKLAHOMA CITY COMMUNITY COLLEGE

February 22, 2021

11:30 a.m.

Pursuant to 25 O.S. § 307.1, the Oklahoma City Community College Board of Regents shall conduct a meeting (including any executive sessions) 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](http://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 Jalal Farzaneh – Videoconference (audioconference backup)  
Regent Raúl Font – Videoconference (audioconference backup)  
Regent James White – Videoconference (audioconference backup)

AGENDA

1. Call to Order – Chair Devery Youngblood
2. For Action: Approval of the Consent Docket
  - A. Minutes of the Regular Meeting of the Board of Regents, January 25, 2021 (Tab 2A)
  - B. Acceptance of the Budget Report for Fiscal Year 2021 through December 31, 2020 (Tab 2B)
3. Report/Discussion of the Presidential Search Committee – Secretary Christie Burgin
4. For Action:
  - A. Report/Discussion of the Meeting of the Board of Regents' Facilities Committee – Regent James White (Tab 4A)
  - B. Authorizing the Administration to Award a Contract for the Health Professions Center Expansion Project to Centennial Contractors Enterprises Inc., in an amount not to exceed \$250,277.00 – Chair Devery Youngblood
  - C. Discussion and Possible Action to Modify the Oklahoma City Community College Board Governance Documents – Chair Devery Youngblood (Tab 4C)

- D. Discussion and Possible Action to Select Current Board Officers to Serve from February 2021 through June 2021, and Shift Board Officer Terms to Begin Each July – Chair Devery Youngblood
5. Monitoring Report(s):
- A. Annual Monitoring Report on College END: “Student Success” – Ms. Kim Jameson, Interim Vice President for Academic Affairs (Tab 5A)
  - B. For Action: Accepting the Annual Monitoring Report on College END: “Student Success” – Chair Devery Youngblood
6. Recognition of Outstanding Service by Facilities and Police Department Staff – Dr. Jeremy Thomas, Interim President and Ms. Danita Rose, Executive Vice President
7. For Action: Approving an Executive Session, if Desired, for the Purpose of Discussing the Following Pursuant to 25 O.S. § 307(B):
- A. Employment and Terms and Conditions of Employment of Jeremy Thomas, Interim President, and Danita Rose, Executive Vice President, 25 O.S. § 307(B)(1).
  - B. Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, 25 O.S. § 307(B)(4).
8. Reconvening Into Open Session of the Board of Regents – Chair Devery Youngblood
9. For Action: Possible Action on Matters Arising During the Above Executive Session – Chair Devery Youngblood
10. 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
11. General comments, questions, and announcements from the Board
12. For Action: Adjournment

Posted at 5:00 PM on 2/18/2021 in compliance  
with §311 of the Oklahoma Open Meeting Act

Meeting of the  
OKLAHOMA CITY COMMUNITY COLLEGE BOARD OF REGENTS  
February 22, 2020

AGENDA ITEM 2A:

Minutes of the Regular Meeting of the Board of Regents, January 25, 2021

1. Call to Order. Board Chair Devery Youngblood called the Regular Meeting of the Oklahoma City Community College Board of Regents to order at 11:30 a.m.

Board Members Present:

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

Board Members Absent:

2. Agenda and Meeting Format Changes – Chair Devery Youngblood provided a brief overview for the members of the Board of Regents and the audience, related to the changes in the agenda format and how the meetings will be different, going forward.
3. Approval of the Consent Docket:
  - A. Minutes of the Regular Meeting of the Board of Regents, November 13, 2020
  - B. Minutes of the Special Meeting of the Board of Regents/Trustees, December 14, 2020
  - C. Acceptance of the Budget Report for Fiscal Year 2021 through October 31, 2020
  - D. Acceptance of the Budget Report for Fiscal Year 2020 through November 30, 2020

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

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

## **Board of Regents' Meeting Minutes**

**January 25, 2021**

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4. For Action: Discussion and Possible Action to Create a Presidential Search Committee.  
Secretary Christie Burgin

MOTION by Regent White, seconded by Regent Perry that Regent Burgin, Regent Font, and Regent Farzaneh be Appointed as the Presidential Search Committee. Motion carried 7-0, as follows:

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

5. For Action: Acceptance of the Mid-Year Budget Report for Fiscal Year 2021 Through December 31, 2020.

Chair Devery Youngblood requested that item 5 be moved to the February agenda. No motion was made and no votes were taken regarding the Mid-Year Budget Report for Fiscal Year 2021.

6. Report/Discussion of the Meeting of the Board of Regents' Audit Committee
7. For Action: Authorization for the Administration to Contract with an Internal Auditor for Fiscal Year 2021 and approving a Plan of Work to be Performed by the Internal Auditor for Fiscal Year 2021.

MOTION by Regent Burgin, seconded by Regent Echols that the Board of Regents authorize the Administration to contract with Crawford and Associates, P.C., as the College's internal auditor for Fiscal Year 2021 and approve a plan of work to be performed by Crawford and Associates for Fiscal Year 2021. Motion carried 7-0, as follows:

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

At this time, Chair Youngblood requested that we move to item 13 on the agenda since it related closely to item 7.

13. For Action: Authorization for the Administration to Contract with Crawford and Associates, P.C., in Fiscal Year 2021 for Additional Accounting Services

MOTION by Regent Burgin, seconded by Regent Font that the Board of Regents authorize the administration to contract with Crawford and Associates, P.C., to provide professional accounting services and guidance in the preparation and implementation of the governmental standards accounting board GASB statements 84 and 87, for an amount not to exceed \$15,000.00. Motion carried 7-0, as follows:

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

## Board of Regents' Meeting Minutes

January 25, 2021

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8. For Action: Adopting a Resolution Supporting Current Law Regarding Weapons on Campus

MOTION by Regent Burgin, seconded by Regent Perry that the Board of Regents Adopt a Resolution Supporting Current Law Regarding Weapons on Campus. Motion carried 7-0, as follows:

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

9. Report/Discussion of the meeting of the Board of Regents' Facilities Committee

Vice-Chair Kevin Perry provided members of the Board with an update regarding the Board Facilities Committee meeting held on January 6, 2021. The items discussed during that meeting included updates on the College Union roof replacement project, the Arts, English, and Humanities elevator modernization project, and the Administration office construction project.

A. For Action: Authorization of the Administration to award a contract for the College Union roof replacement project to Oklahoma Roofing in an amount not to exceed \$340, 255. 88.

MOTION by Regent Perry, seconded by Regent Font that the Board of Regents authorize the administration to award a contract for the College Union roof replacement project to Oklahoma Roofing in an amount not to exceed \$340, 255.88. Motion carried 7-0 as follows:

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

B. For Action: Authorization of the Administration to Award a Contract for the Arts, English, and Humanities Elevator Modernization project to ThyssenKrupp in an amount not to exceed \$167, 861.00.

MOTION by Regent Perry, seconded by Regent Farzaneh that the Board of Regents authorize the administration to award a contract for the Arts, English, and Humanities Elevator Modernization project to ThyssenKrupp in an amount not to exceed \$167,861.00. Motion carried 7-0 as follows:

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

C. For Action: Authorization of the Administration to Award a Contract for the Administration Office Construction Project to Centennial Contractors Enterprises, Inc. in an amount not to exceed \$68,777.00

**Board of Regents' Meeting Minutes**

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MOTION by Regent Perry, seconded by Regent White that the Board of Regents authorize the administration to award a contract for the Administration Office Construction Project to Centennial Contractors Enterprises, Inc. in an amount not to exceed \$68,777.00. Motion carried 7-0 as follows:

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

10. For Action: Discussion and possible action to approve Oklahoma City Community College's sponsorship of Santa Fe South Schools Charter School.

MOTION by Regent Font, seconded by Regent White that the Board of Regents approve sponsorship of Santa Fe South Schools Charter School through June 30, 2026 and to authorize the Interim President Dr. Jeremy Thomas to negotiate and execute a Charter School Contract with Santa Fe South Schools, on behalf of Oklahoma City Community College. Motion carried 7-0 as follows:

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

11. Monitoring Report: College END "Student Success"

Chair Devery Youngblood requested that item 11 be moved to the February agenda. No motion was made and no votes were taken regarding the Monitoring Report on the College END, Student Success.

12. For Action: Authorizing the Administration to Request Approval from the Oklahoma State Regents for Higher Education to Add New Academic Service Fees, Change Existing Academic Service Fees, and Delete Existing Academic Service Fees for Fiscal Year 2022.

MOTION by Regent Perry, seconded by Regent Burgin authorizing the administration to request approval from the Oklahoma State Regents for Higher Education to Add New Academic Service Fees, Change Existing Academic Service Fees, and Delete Existing Academic Service Fees for Fiscal Year 2022. Motion carried 7-0 as follows:

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

14. For Action: Approving an Executive Session, if Desired, for the Purpose of Discussing the Following Pursuant to 25 O.S. § 307(B):

A. Employment and Terms and Conditions of Employment of Jeremy Thomas, Interim President, and Danita Rose, Executive Vice President, 25 O.S. § 307(B)(1).

B. Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney,

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determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, 25 O.S. § 307(B)(4).

None

15. Reconvening Into Open Session of the Board of Regents – Chair Devery Youngblood

None

16. For Action: Possible Action on Matters Arising During the Above Executive Session

None

17. 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

18. General comments, questions, and announcements from the Board

None

19. Adjournment

MOTION by Regent Font, seconded by Regent Burgin to adjourn at 12:34 p.m. Motion carried 7-0 as follows:

Aye - Regent Burgin, Regent Echols, Regent Farzaneh, Regent Font, Regent Perry, 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  
February 22, 2021

AGENDA ITEM 2B:

Acceptance of the Budget Report for Fiscal Year 2021 through December 31, 2020

RECOMMENDATION:

**It is recommended that the Board of Regents accept the Budget Report for Fiscal Year 2021 through December 31, 2020.**

ANALYSIS:

- The budget report for Oklahoma City Community College is presented on the following pages.
- The Budget Analysis pages provide for comparisons of actual revenues and expenditures through December 31, 2020 for both Education and General, and Auxiliary budgets.
- The report reflects a sound mid-year budget condition for the College and it is recommended that the Board of Regents accept the Budget Report for Fiscal Year 2021 through December 31, 2020.



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

**Educational & General**

The Oklahoma State Regents for Higher Education allocation to Oklahoma City Community College for the month of December totals \$1,862,715. The allocation is set forth in the following table:

		<b>Current Month</b>		<b>Year-to-Date</b>
<b>State Allocation:</b>				
General Fund		1,459,737.30		8,758,423.82
National Guard Reimbursements		4,405.30		26,431.80
Senior Concurrent Enrollment Reimbursements		125,812.40		754,874.38
Oil Reimbursements		272,760.00		1,264,232.00
<b>Total State Allocation:</b>		<b>1,862,715.00</b>		<b>10,803,962.00</b>

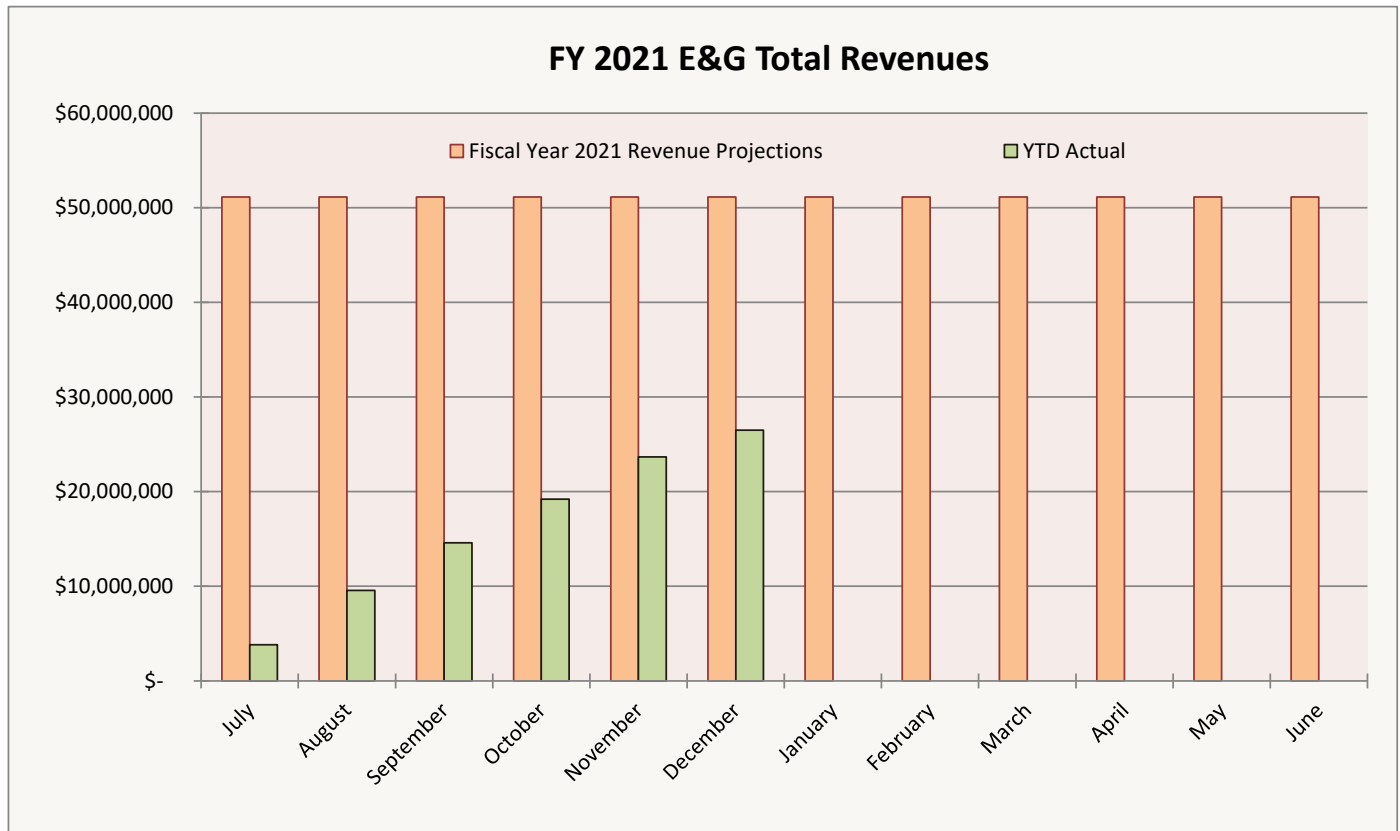
**Cash & Investments**

		Current Month
		(Year-to-Date)
<b>Cash &amp; Investments:</b>		
Current Unrestricted :		
General		33,065,827.62
Insurance Fund		485,995.27
Total Current Unrestricted		33,551,822.89
Current Restricted		2,615,285.25
Student Scholarship Endowments		48,232.41
OSRHE Endowment		318,835.63
Direct Student Loans*		(81,859.00)
Plant Funds		8,287,908.46
<b>Total Cash &amp; Investments</b>		<b>44,740,225.64</b>

\* - 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 DECEMBER 31, 2020  
FISCAL YEAR 2021 E&G REVENUES**

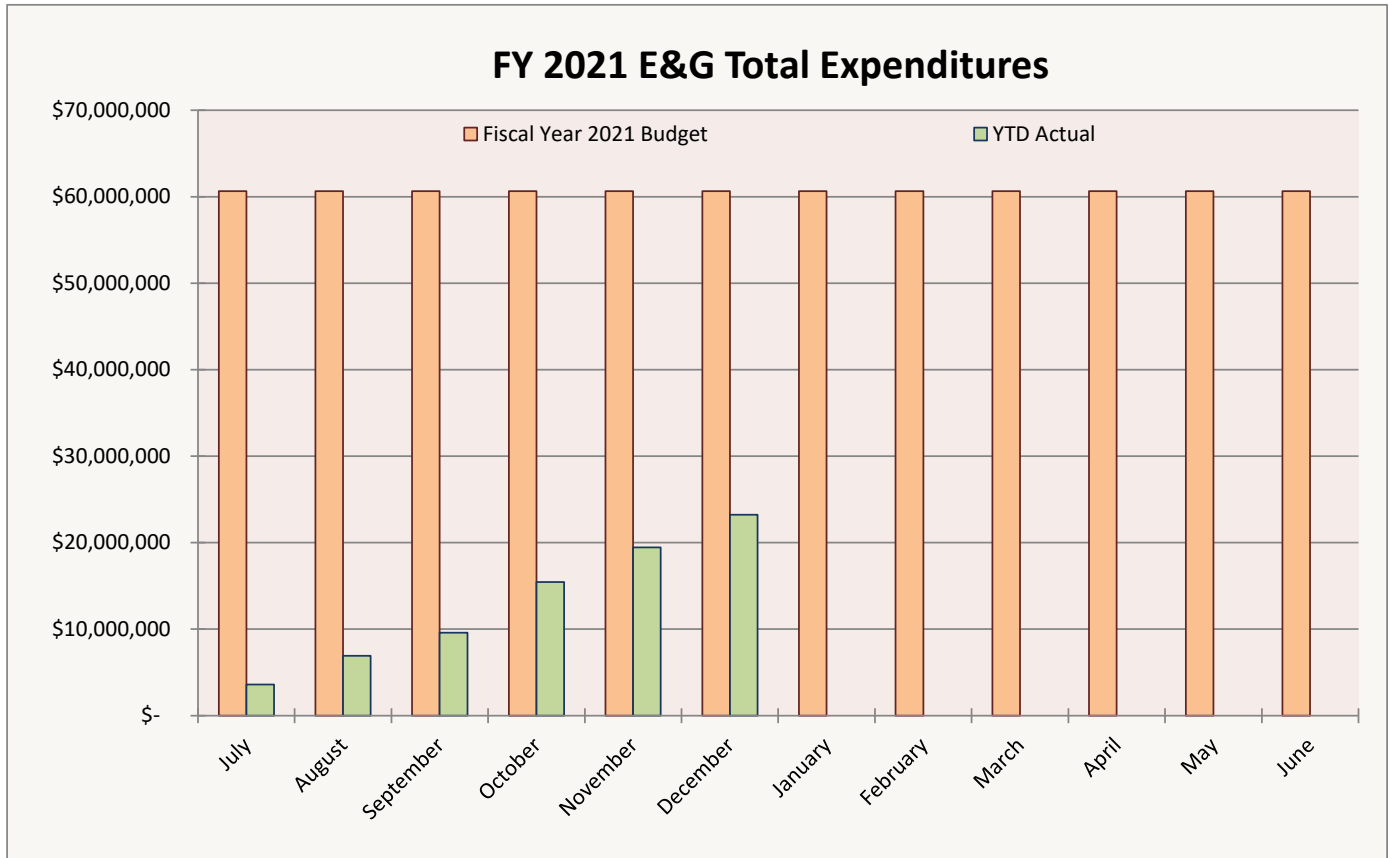


**Fiscal Year 2021**

**Revenues**

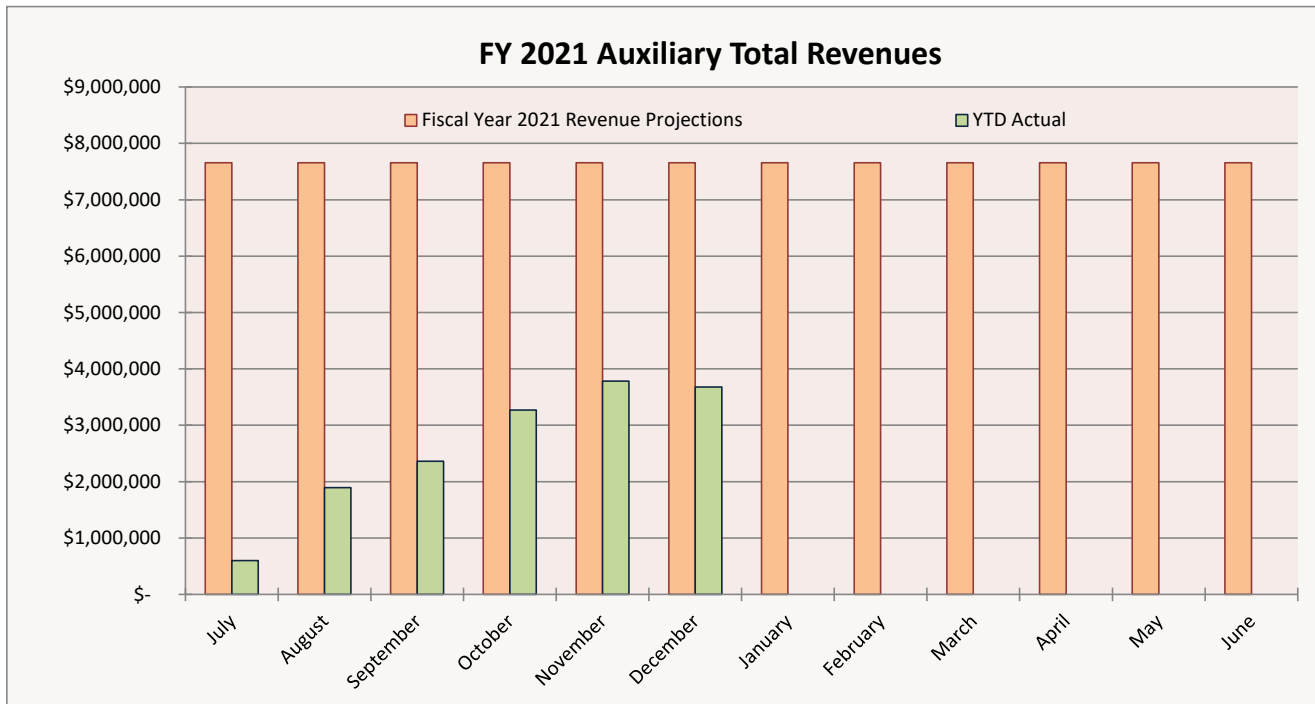
	Annual Budget	Year To Date Revenues	Actual % of Budget
1 State Allocation	\$ 21,247,931	\$ 10,803,962	51%
2 Student Tuition & Fees	22,599,559	14,000,504	62%
3 Prior Yr Student Fees	2,000,000	1,231,854	62%
4 Tech. Educ. Reimbursement	4,000,000	-	0%
5 Public Service	95,000	2,844	3%
6 Auxiliary transfer - Fund 10 Operations	613,928	-	0%
7 Other Income	582,000	460,631	79%
8 TOTAL REVENUES	\$ 51,138,418	\$ 26,499,795	52%
9 Funds from Carryover	9,500,000		
10 TOTAL	<u>\$ 60,638,418</u>		

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



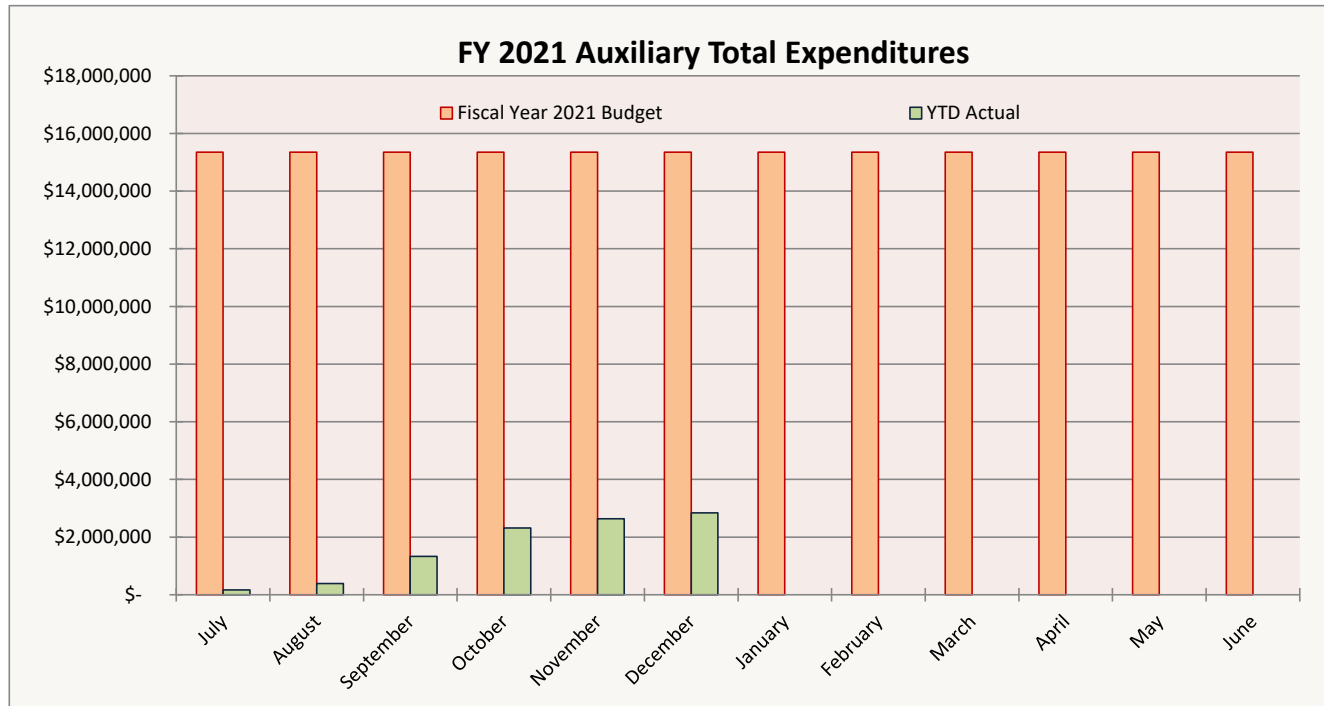
Fiscal Year 2021			
Expenditures	Annual	Year To Date	Actual %
	Budget	Expenditures	of Budget
1 Instruction	\$ 30,483,378	\$ 10,732,271	35%
2 Public Service	-	-	0%
3 Academic Support	1,681,294	646,600	38%
4 Student Services	6,618,192	3,228,880	49%
5 Institutional Support	8,211,608	3,436,663	42%
6 Facilities Management	10,136,993	3,449,104	34%
7 Scholarships & Tuition Waivers	3,506,953	1,749,276	50%
8 TOTAL EXPENDITURES	\$ 60,638,418	\$ 23,242,794	38%

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



Fiscal Year 2021			
	Annual Budget	Year To Date Revenues	Actual % of Budget
<b>Revenues</b>			
1 Student Store/TekSpot Sales	\$ 2,875,770	\$ 1,178,891	41%
2 Facility Use Fee	2,315,658	1,352,598	58%
3 Student Activity Fee	1,157,831	676,285	58%
4 Assessment Fee	161,930	94,578	58%
5 Cafeteria/Catering & Vending	499,715	87,380	17%
6 Business Training	150,000	68,852	46%
7 VPAC - Ticket Sales/Rentals	50,000	19,152	38%
8 Print Shop	120,000	12,936	11%
9 Testing and Assessment	150,000	52,237	35%
10 Other	175,000	137,610	79%
11 TOTAL REVENUES	\$ 7,655,904	\$ 3,680,519	48%
12 Funds from Carryover	7,700,000		
13 TOTAL	\$ 15,355,904		

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



Fiscal Year 2021			
	Annual Budget	Year To Date Expenditures	Actual % of Budget
<u>Expenditures</u>			
1 Student Store/TekSpot Operations	\$ 2,675,770	\$ 1,789,511	67%
2 Student Programs	774,229	258,999	33%
3 Revenue Bond Debt Service	1,636,746	316,227	19%
4 College Union/Café & Catering	641,087	295,295	46%
5 Business Training	86,744	21,676	25%
6 Enterprise Services	115,446	35,753	31%
7 VPA - Operations	40,000	3,054	8%
8 VPA - Cultural Arts Programming	16,000	-	0%
9 Student Activities	25,000	-	0%
10 Print Shop	100,000	-	0%
11 Testing and Assessment	293,965	62,494	21%
12 Transfer to E&G - E & G Operations	613,928	-	0%
13 Transfer to Capital - Facility Use Fee	678,915	-	0%
14 Special Events	335,670	24,192	7%
15 Other	34,600	1,838	5%
16 Utilities	70,500	27,406	39%
17 Auxiliary Contingency - Restricted	1,143,167	-	0%
18 Auxiliary Contingency - Unrestricted	6,074,137	-	0%
19 TOTAL EXPENDITURES	\$ 15,355,904	\$ 2,836,445	18%

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 in Fiscal Year 2020 and \$10,852.87 in Fiscal Year 2021.

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.

<b>CARES Act Federal Relief Funds Summary:</b>		
<b>CARES Act Fiscal Year 2021 Revenues</b>		<b>2,349,444.82</b>
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 Direct Purchase of Materials and Supplies		10,852.87
Fiscal Year 2021 Disbursement of CARES Act Emergency Financial Aid Grants to Students		556,500.00
<b>Total CARES Act Expenses:</b>		<b>2,558,430.90</b>

In addition to the CARES Act, Oklahoma City Community College was allocated \$314,708.95 by the Oklahoma State Regents for Higher Education (OSRHE). This allocation was to reimburse the College for COVID-19 related expenditures through December 1, 2020. The College submitted a reimbursement request for \$178,306.96, the funds were received in December 2020.

Meeting of the  
OKLAHOMA CITY COMMUNITY COLLEGE BOARD OF REGENTS  
February 22, 2021

AGENDA ITEM 4A:

Authorizing the Administration to Award a Contract for the Health Professions  
Center Expansion Project to Centennial Contractors Enterprises Inc.

RECOMMENDATION:

**It is recommended that the Board of Regents authorize the administration to  
award a contract for the Health Professions Expansion Project to Centennial  
Contractors Enterprises Inc. in an amount not to exceed \$250,277.00.**

ANALYSIS:

- The Health Professions Expansion Project will allow additional space be utilized in support of academic programming needs.
- Centennial Contractors Enterprises Inc. has been awarded the competitively bid contract for construction services through Oklahoma State University in which allows OCCC, as an Oklahoma State Institution of Higher Education, to utilize. The subject contract has been vetted and approved for use by OCCC General Counsel.
- The Centennial Contractors Enterprises Inc. contract bid award information, project cost estimate, and project drawing are included in your agenda materials.





1/26/2021

# 36-7008

Chris Snow  
Executive Director for Facilities Management  
Oklahoma City Community College  
Oklahoma City, Oklahoma 73159

**Project No:**  
**TBD**                      **OCCC HPC Renovation, Revision #1**

Enclosed please find a copy of our **Guaranteed Maximum Price** Proposal for the above referenced project to be accomplished under the OCCC OCCM contract.

We will start acquiring competitive pricing within 5 days after receipt of the notice to proceed. All work will be completed within TBD days of the notice to proceed.

The scope of this project is as detailed in the attached Statement of Work and Project Cost Summary. Additional supporting information is attached as appropriate to assist with the review of this proposal.

Total GMP Revision #1 cost for this project is                      \$                      **250,277**

Please advise as to when you will be ready to meet and discuss this proposal.

If you have any questions, or need further information, please call at your earliest convenience.

Sincerely,

Scott Phillips  
Centennial Contractors Enterprises, Inc.  
Project Manager

Matt Atkinson  
Centennial Contractors Enterprises, Inc.  
Sr. Project Manager

Enclosures: Statement of Work & GMP Proposal

Project:	OCCC HPC Renovation, Revision #1
Work Order Number:	TBD
CCE Job Number:	36-7008
Job Location:	Stillwater, OK 74075
Bid Date:	January 26, 2021
Lead Estimator:	Scott Phillips

Description of Task	TOTAL
	-
Carpentry/Demolition	36,195
Paint	11,389
Flooring	86,608
Electrical	31,337
Fire Alarm	22,860
Mechanical	3,048
Fire Sprinkler	3,810
Plumbing	2,540
Roofing	14,605
Data	7,239
Final Clean	2,540
	-
Pre-Construction Services	1,377
Indirect Project Support	2,286
	-
	-
	-
<b>Subtotal</b>	<b>225,835</b>
<b>Builder's Risk</b>	68
<b>General Liability</b>	152
<b>Bond</b>	1,469.36
<b>Subtotal</b>	<b>227,524</b>
<b>CM Fee</b> 10%	22,752
<b>TOTAL PROJECTED COSTS</b>	<b>250,277</b>

**CENTENNIAL CONTRACTORS ENTERPRISES, INC.****DELIVERY ORDER PROPOSAL  
AND  
WORK PLAN**

CP #: \_\_\_\_\_ Date: 1/26/21  
CCE #: 36-7008 Location: OKC  
Est. Const. Duration: TBD Calendar Days ET: SP

Title: **HPC Renovation, Revision #1**

Version: GMP

**Contractual Description of Delivery Order:****I. TECHNICAL PLAN: Remodel space for use by HPC****II. DESIGN DOCUMENTS:**

*Miles Associates, Plans received 1/18/21, marked not for construction, Dated 02/01/21, Sheets D-101, D-111, A-101, A-111.*

**A. Scope of Work:**

Provide all plant, labor, equipment, and material and perform all operation necessary to perform the below scope of work. Work shall include, and shall be limited to the following:

**Project Support**

- Dumpster provided by CCE
- Parking coordinated by CCE
- Provide \$500.00 allowance for structural engineering at new masonry door opening

**Carpentry/Demolition**

- Provide labor and materials for temporary protection and dust control measures
  - Provide and maintain walk-off mats at construction site entrances
  - Protect all existing floor, door, cabinetry, and wall finishes, not being altered per plans, during construction
  - Provide and maintain temporary filter cover for return air
- Provide labor and equipment to remove doors and hardware (note 1/D-101)
- Provide labor and equipment to remove partition walls (note 3/D-101)
- Provide labor and equipment to remove doors frames and hardware (note 4/D-101)
  - Salvage doors, frames, and hardware for reuse in build back
  - Doors and Frames not used in build back to be disposed
  - Hardware not used in build back is to be returned to owner
- Provide labor and equipment to remove hollow metal windows and glazing (note 5/D-101)
- Provide labor and equipment to remove casework and return to owner (note 6/D-101)
- Provide labor and equipment to demo opening for door in brick masonry wall (note 7/D-101)
- Provide labor and material to erect new steel stud framing and drywall per plans
  - Include infill of wall at Lobby 1V7A
  - Walls will mount to bottom of ceiling grid

- Provide vertical dark bronze end cap on walls intersecting window wall
- Provide labor and material to replace damaged and missing ceiling tiles in Support Space 1VD7E
- Provide labor and material to replace ceiling tiles damaged from demolition
  - Replace ceiling grid tees damaged from original wall installation
- Provide labor and material to install ceiling expansion joints per plans
- Provide labor and material to install salvaged door and hardware to new Ped Sim Rm 1V7B
- Provide labor and material to install salvaged doors and hardware at openings 1T7A, 1T7B1, 1T7B2
- Provide labor and material to install new hollow metal frame, salvaged door and hardware in opening 106 EMS Skills to Support Space

### **Roofing**

- Provide labor and material to patch roof leak above Bursar's Office

### **Paint**

- Provide labor and materials to tape, bed, and finish all new GWB to a level 4 finish
- Provide labor and materials to patch and fill existing walls to a level 4 finish
- Provide labor and materials to prep and paint walls
  - All paint shall be 0-VOC
  - Colors to be selected by owner
  - Include all existing door frames and exposed conduit
  - Caulk: ceiling grid wall angle, door frames, casework, and countertops to walls
- Provide labor and material to remove paint from glass panels

### **Flooring**

- Provide labor and equipment to remove existing flooring and cove base per plans (note 2/D-101)
- Provide labor and material to install new LVT and cove base per plans (note 1 & 2/A-101)
  - Provide concrete sealer to mitigate moisture in floor prior to finish installation

### **Electrical**

- Provide labor and equipment to remove and save for reuse existing troffer lights per plans (note 1/D-111)
- Provide labor and equipment to remove electrical from walls to be demolished
  - Remove wire and conduit to nearest J box
- Provide labor and material to reinstall salvaged lights per plans (note 1/A-111)
- Provide labor and material to install outlets at beds per note 6/A-101
- Provide labor and material to add (3) convenience outlets in new walls at Ped Sim Room 1V7B
- Provide labor and material to add (6) convenience outlets in new walls dividing Skills Practice Labs
- Provide labor and material to install (19) pull box and conduit for data
- Provide labor and material to replace light switches (277V lighting) on south wall of Skills Practice Labs and EMS Skills
  - Reconfigure switching in Skills Practice Lab 1T7B to allow all lights to operate from (1) switch
- Provide labor and material to install (8) exit signs with emergency lighting

### **Fire Alarm**

- Provide labor and material to install (9) horn strobes

### **Data**

- Provide labor and material to install (19) data lines per plans
  - Reuse existing and add new as needed
  - Conduit and box provided by Electrical subcontractor

### **Mechanical**

- Provide labor and material to remove and save for reuse existing diffuser per plans (note 2/D-111)
- Provide labor and material to reinstall diffusers per plans (note 2/A-111)

### **Fire Sprinkler**

- Provide labor and material to move sprinkler heads as required to meet code

### **Plumbing**

- Provide labor and materials to install compressed air line from Compressor in Support Space 1VD7E to Sim room 1V7E

**B. Assumptions:** *The above scope of work is an interpretation of documents, verbal direction, campus experience and our understanding of what and how tasks need to be addressed. The sole purpose of the review and approval process is collaborative agreement to the chosen direction. Parallel to a product submittal, consider this a written submission for your approval.*

1. No asbestos or hazardous material handling or removal is included in any phase of this project.
2. Unrestricted access to work area during normal working hours.
3. We assume no specific permits are required, beyond the Construction Permit, issued by OCCC EHS.
4. A change to this scope of work has the possibility to affect manufacturing schedules and project duration. CCE reserves the right to review changes and submit request to extend duration as applicable.
5. We assume specific direction captured above, takes precedence over construction documents, specifications, generic standards, applicable code or individual interpretation and preference.
6. We assume existing electrical panels have capacity for additional circuits.
7. We assume no additional work on existing HVAC system and that it is adequate to meet the needs as existing.

C. Special or long lead time equipment and materials: None

D. Interface with existing structure: None

E. Possible disruption to building personnel and plans to minimize: None

F. Outages: None

G. Special training/Orientation Requirements: None

H. Work to be performed during non-normal hours: None

I. Outage Coordination: through the OCCC PM

J. Schedule Issues: None

K. Special Issues: None

L. Special Security Requirements: None

M. Significant Milestones: None

N. Hazardous Materials: None

O. Quality Assurance Considerations: A pre-final inspection will be held 5 days prior to final completion date. Any items identified will be corrected before request for final inspection.

### III. STAFFING PLAN:

A. Project Manager: Scott Phillips

B. Superintendent: TBD

### IV. SUBMITTAL REQUIREMENTS:

As requested by OCCC PM

### V. CONSTRUCTIBILITY & VALUE ENGINEERING SUGGESTIONS:

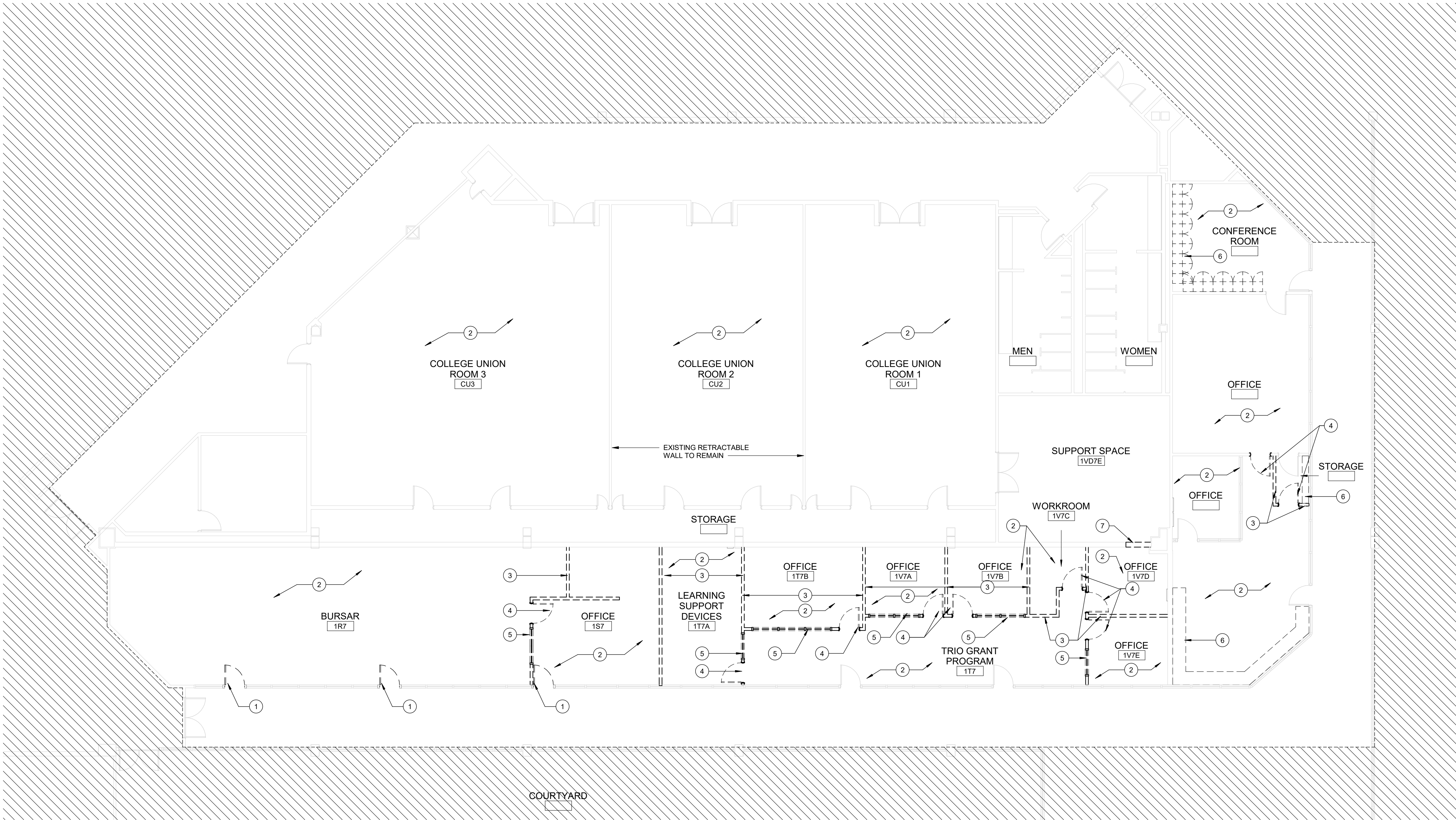
None

Submitted By:

Bruce J. Keller

Sr. Program General Manager





1

FIRST FLOOR PLAN - DEMO

1/8" = 1'-0"

GENERAL NOTES - DEMOLITION

1. CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS AND NOTIFY THE ARCHITECT IMMEDIATELY UPON DISCOVERY OF INCONSISTENCIES.
2. NOTIFY OWNER AND ARCHITECT IMMEDIATELY UPON DISCOVERY OF EXISTING MOISTURE OR MOLD CONDITIONS IN, OR ADJACENT TO, ANY INTERIOR WORK AREA. DO NOT COVER OR CONCEAL THESE AREAS UNTIL SURVEYED BY OWNER AND ARCHITECT.
3. FIELD VERIFY EXISTING WALL TYPES. ALL TYPES HAVE BEEN ASSUMED.

DEMOLITION NOTES

1. REMOVE EXISTING DOOR AND HARDWARE
2. REMOVE EXISTING CARPET
3. REMOVE EXISTING PARTITION
4. REMOVE AND SALVAGE EXISTING DOOR AND ASSOCIATED HARDWARE FOR REUSE. COORDINATE STORAGE LOCATION WITH OWNER
5. REMOVE EXISTING WINDOW
6. REMOVE, SALVAGE AND STORE EXISTING MILLWORK, ASSOCIATED HARDWARE AND EXISTING APPLIANCES. COORDINATE STORAGE LOCATION WITH OWNER
7. PROVIDE OPENING AT EXISTING MASONRY WALL FOR NEW DOOR

SEAL:

IN PROGRESS

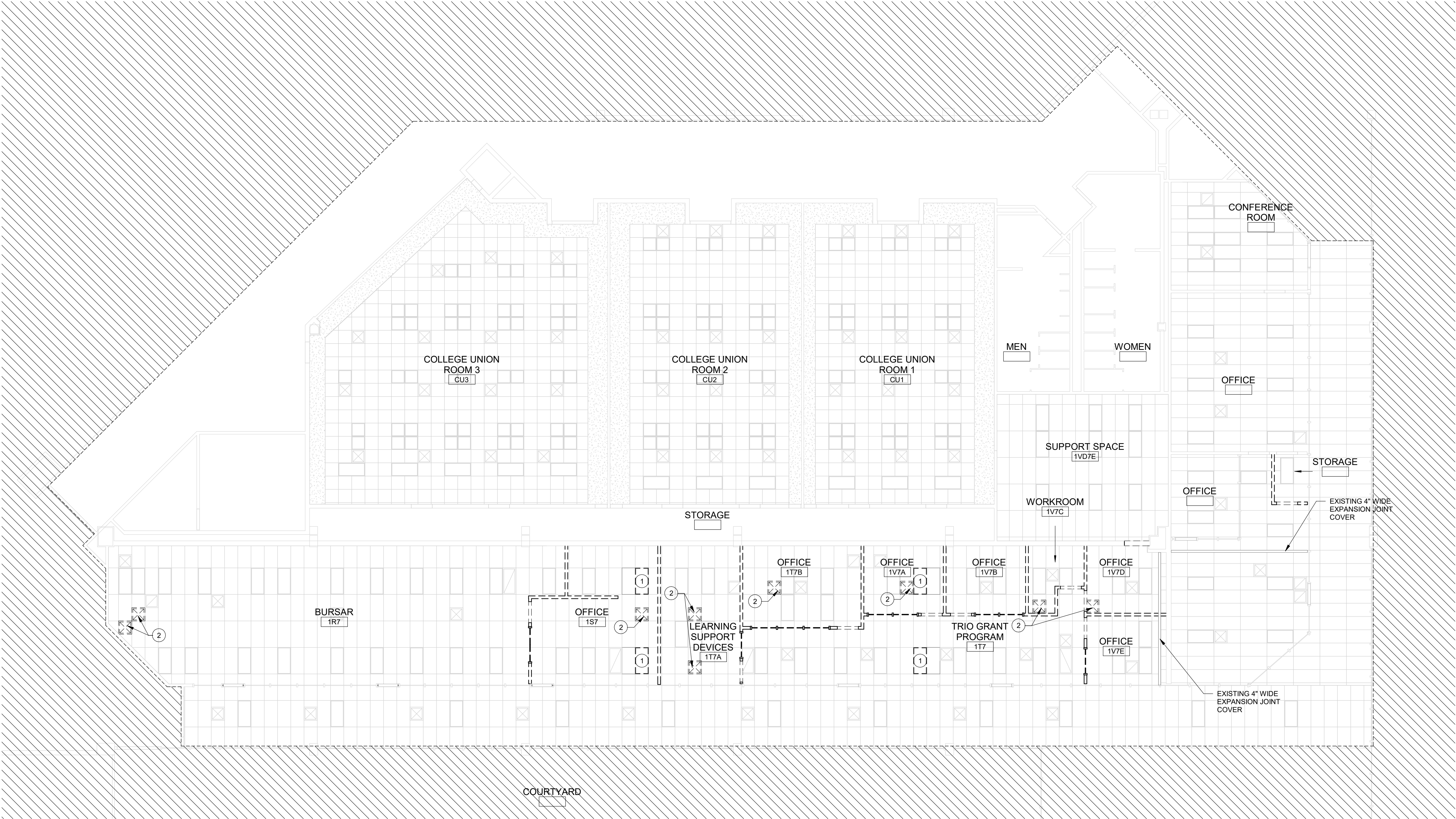
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REVISIONS		
NO	DESCRIPTION	DATE

ISSUE DATE: 01/28/2021  
PROJECT NUMBER: 202037  
FIRST FLOOR DEMOLITION PLAN

SHEET NUMBER  
D-101

LEGEND - REFLECTED CEILING PLAN		REF. MECH. & ELEC. FOR SPECIFIC TYPES, SIZES, & LOCATIONS.	
	SUPPLY AIR GRILL		2X2 LIGHT
	RETURN AIR GRILL		2X4 LIGHT
	2X2 SUSPENDED CEILING GRID (ACT)		
	2X4 SUSPENDED CEILING GRID (ACT)		
	GYP. BD. CEILING		
DEMOLITION NOTES			
1	REMOVE EXISTING LIGHT FIXTURE AND SALVAGE FOR REUSE		
2	REMOVE EXISTING DIFFUSER AND SALVAGE FOR REUSE		



1

FIRST FLOOR REFLECTED CEILING PLAN - DEMOLITION

1/8" = 1'-0"

SEAL:

IN PROGRESS

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REVISIONS		
NO.	DESCRIPTION	DATE

ISSUE DATE: 01/28/2021  
PROJECT NUMBER: 202037  
FIRST FLOOR REFLECTED CEILING PLAN - DEMOLITION

SHEET NUMBER  
**D-111**

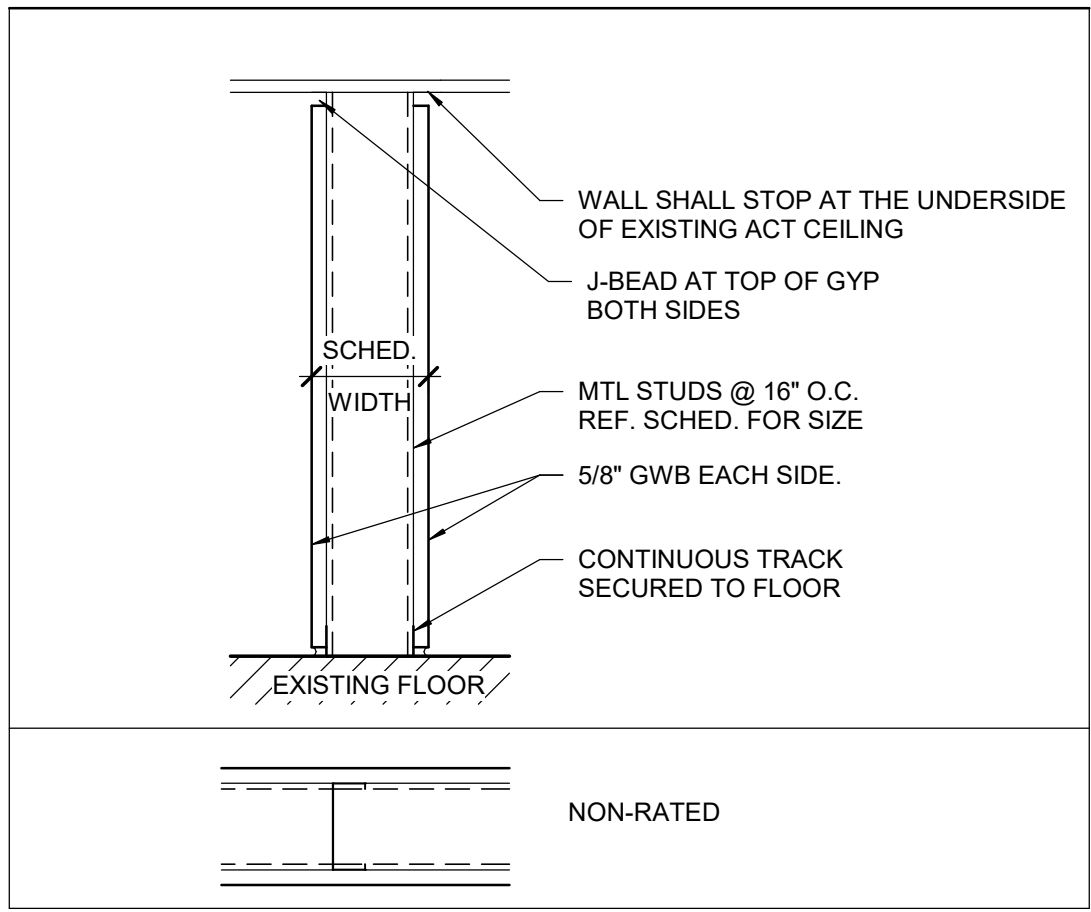


DOOR AND FRAME SCHEDULE										
MARK	DOOR				FRAME	HEAD	JAMB	HARDWA	FIRE	COMMENTS
	W	HT	MTL	ELEV	ELEV	DETAIL	DETAIL	RE NO.	RATING	
1T7A	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING					REUSE EXISTING SALVAGED DOOR AND HARDWARE
1T7B1	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING					REUSE EXISTING SALVAGED DOOR AND HARDWARE
1T7B2	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING					REUSE EXISTING SALVAGED DOOR AND HARDWARE
1V7B	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING					REUSE EXISTING SALVAGED DOOR AND HARDWARE
106	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING					REUSE EXISTING SALVAGED DOOR AND HARDWARE

ROOM FINISH SCHEDULE									
ROOM NO.	ROOM NAME	FLOORING	BASE FINISH	WALL FINISH			CEILING FINISH		
				NORTH	EAST	SOUTH			
1T7A	SKILLS PRACTICE LAB	LVT-1	RB-1	PT-1		PT-1	PT-1		EXISTING ACT, REPLACE TILES AS NEEDED
1T7B	SKILLS PRACTICE LAB	LVT-1	RB-1	PT-1		PT-1	PT-1		EXISTING ACT, REPLACE TILES AS NEEDED
1T7C	SKILLS PRACTICE LAB	LVT-1	RB-1	PT-1		PT-1	PT-1		EXISTING ACT, REPLACE TILES AS NEEDED
1T7D	EMS SKILLS	LVT-1	RB-1	PT-1		PT-1	PT-1		EXISTING ACT, REPLACE TILES AS NEEDED
1V7A	LOBBY	LVT-1	RB-1		PT-1	PT-1	PT-1		EXISTING ACT, REPLACE TILES AS NEEDED
1V7B	PED SIM ROOM	LVT-1	RB-1	PT-1		PT-1	PT-1		EXISTING ACT, REPLACE TILES AS NEEDED
1V7C	ALS SIM ROOM	LVT-1	RB-1		PT-1	PT-1	PT-1		EXISTING ACT, REPLACE TILES AS NEEDED
1V7D	AMBULANCE AND DEBRIEF AREA	LVT-1	RB-1		PT-1	PT-1	PT-1		EXISTING ACT, REPLACE TILES AS NEEDED
1V7E	SIM ROOM	LVT-1	RB-1		PT-1	PT-1	PT-1		EXISTING ACT, REPLACE TILES AS NEEDED
1VD7E	SUPPORT SPACE	EXISTING	EXISTING						EXISTING ACT, REPLACE TILES AS NEEDED
CU1	COLLEGE UNION ROOM 1	LVT-1	EXISTING						EXISTING ACT
CU2	COLLEGE UNION ROOM 2	LVT-1	EXISTING						EXISTING ACT
CU3	COLLEGE UNION ROOM 3	LVT-1	EXISTING						EXISTING ACT

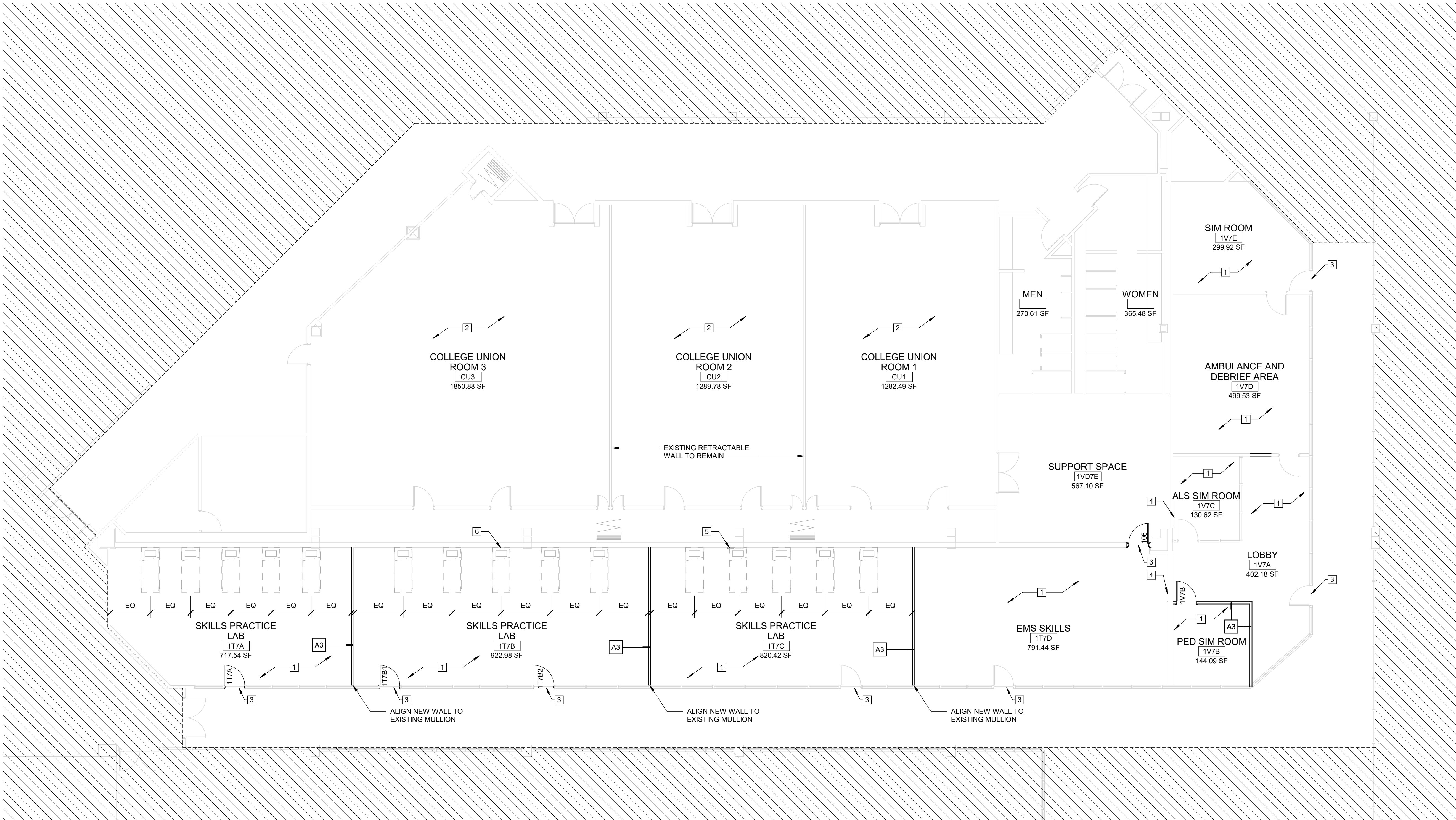
FINISH LEGEND					
FINISH CODE	MANUFACTURER	MATERIAL	PRODUCT NUMBER	COLOR	DESCRIPTION
CEILING					
ACT-1	ARMSTRONG	ACT	CORTEGA		ACT CEILING IN SUPPORT SPACES
ACT-2	ARMSTRONG	ACT	USG GLACIER		ACT CEILING IN CLASSROOMS
FLOOR					
LVT	PATCRAFT	LUXURY VINYL TILE	CMYK 1426V		12" W x 24" L
RB-1	ROPPE	RUBBER BASE			
TS-1	ROPPE	TRANSITION STRIP			LVT TO CARPET
TS-2	ROPPE	TRANSITION STRIP			LVT TO CONCRETE
WALL					
PT-1	SHERWIN WILLIAMS	PAINT	820W02251 PROMAR 200	EGG-SHELL EXTRA WHITE	FIELD PAINT
PT-2	SHERWIN WILLIAMS	PAINT		MEDIUM BRONZE	DOOR FRAME PAINT

- GENERAL NOTES - FLOOR PLAN**
1. ALL DOOR FRAMES TO BE LOCATED 6" FROM FINISH FACE OF ADJACENT WALL UNLESS NOTED OTHERWISE.
  2. REFER TO SHEET A-102 FOR PARTITION TYPES.
  3. REFER TO SHEET A-102 FOR DOOR SCHEDULE INFORMATION.
  4. ALL EQUIPMENT AND FINISHES TO BE INSTALLED ARE TO COMPLY WITH ANSI 117.1, AMERICAN WITH DISABILITIES ACT, AND OTHER SPECIFIC STANDARDS, CODES AND REGULATIONS ESTABLISHED BY LOCAL AUTHORITIES HAVING JURISDICTION.
  5. ALL DIMENSIONS ARE TO FINISH FACE OF GWB, FACE OF MASONRY, AND FACE OF CONCRETE UNLESS NOTED OTHERWISE.
  6. PRIOR TO INSTALLATION OF NEW FLOORING, EXISTING CONCRETE SHOULD BE SEALED.
  7. PROVIDE EXIT SIGN WITH EMERGENCY LIGHTING WHERE REQUIRED.



TYPE "A" - TYPICAL									
MARK	WALL WIDTH	SIZE	STUD		FIRE PROTECTION		SOUND ATTENUATION		STC
			SPACIN G	FIRE RATING	UL NO	DESIGN NO	BATTS INSULATION	No	
A3	4 7/8"	3 5/8"	18" OC	NON-RATED					

- 1 SHEET NOTES - FLOOR PLAN**
1. PROVIDE NEW FLOORING AND BASE, REF. FINISH LEGEND
  2. PROVIDE NEW FLOORING, REF. FINISH LEGEND
  3. PROVIDE TRANSITION STRIP, REF. FINISH LEGEND
  4. EXISTING ELECTRICAL PANELS
  5. EXISTING FIRE ALARM
  6. (BED, HEADWALL AND COMPUTERS TO BE OWNER FURNISHED, CONTRACTOR INSTALLED. PROVIDE 2 ELECTRICAL CIRCUITS.



**1 FIRST FLOOR PLAN - PROPOSED**  
1/8" = 1'-0"  
PROJECT NORTH

SEAL:

**IN PROGRESS**

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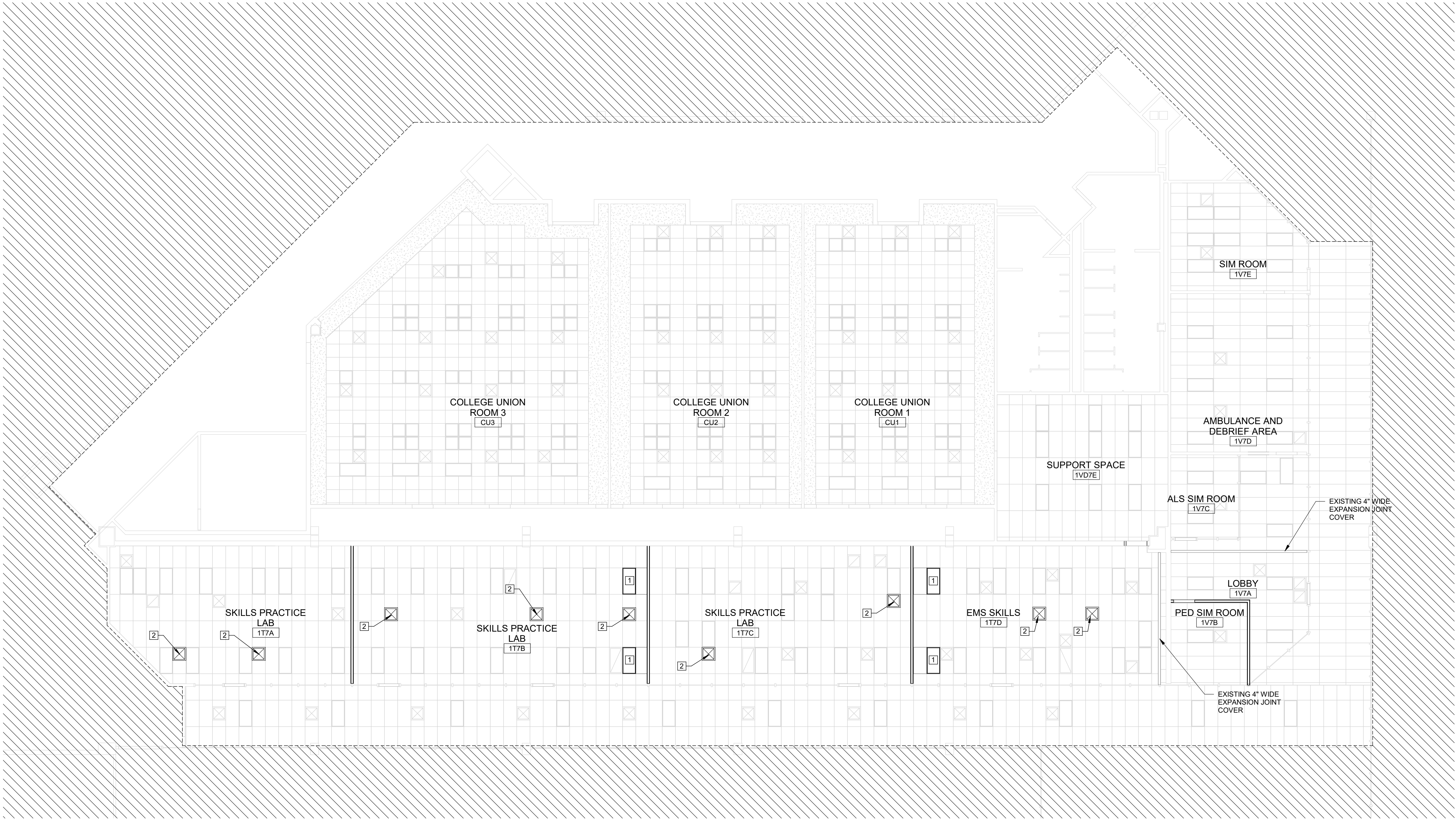
PRE-DESIGN		
REVISIONS		
NO	DESCRIPTION	DATE

ISSUE DATE: 01/28/2021  
PROJECT NUMBER: 202037  
**FIRST FLOOR PLAN**

SHEET NUMBER  
**A-101**



LEGEND - REFLECTED CEILING PLAN		REF. MECH. & ELEC. FOR SPECIFIC TYPES, SIZES, & LOCATIONS.
		2X2 LIGHT
		2X4 LIGHT
SHEET NOTES - REFLECTED CEILING PLAN		
1	EXISTING SALVAGED LIGHT FIXTURE	
2	EXISTING SALVAGED DIFFUSER	



1

FIRST FLOOR REFLECTED CEILING PLAN - PROPOSED

1/8" = 1'-0"

SEAL:

IN PROGRESS

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REVISIONS		
NO.	DESCRIPTION	DATE

ISSUE DATE: 01/28/2021

PROJECT NUMBER: 202037

FIRST FLOOR REFLECTED CEILING PLAN

SHEET NUMBER

A-111

**To:** Miles Associates

**Attention:** Cory Baitz and Ana Ruiz

**From:** Edward Kongs, Sam Haberman, and Brian Worthen

**Re:** Analysis of the existing mechanical and electrical systems for the Health Professions Center renovation.

The college union rooms on the west end of the project site do not have mechanical or electrical scope. There is no plumbing scope for the project. The electrical systems serving the area which will be renovated for the expansion of the Health Professions Center has adequate capacity to support the needs of the program.

### **Heating, Ventilating, and Air-Conditioning System**

#### ***Existing Conditions***

The existing scope area is currently served by four pipe fan coil units (FCUs) and a small, packaged rooftop unit (RTU). Plenum returns are utilized for FCUs, and a single-ducted return grille with a filter is served by the RTU. Rooftop ventilation supply fans provide outdoor air to FCUs; outdoor air supply ductwork connects to the return section of FCUs with manual balancing dampers to set ventilation air flow. Directly supplying unconditioned outside air to the FCUs may contribute to humidity problems. FCUs may struggle to adequately dehumidify ventilation air. Additionally, serving a space with more than one unit is not recommended for zone temperature control. Existing mechanical systems will be reused and heating and cooling capacities for existing equipment are anticipated to be adequate for space loads since the equipment previously served more demanding computer lab spaces. Additionally, the overall square footage for the area of service for the heating, ventilating, and air-conditioning equipment is remaining the same size. Neither existing FCU information from drawings nor a testing, adjusting, and balancing (TAB) report were available to determine existing space air flows.

Existing Bursar 1R7 and Office 1S7 are served by an FCU located near Learning Support Devices 1T7A. This existing unit will be designated FCU 1 for this report. An RTU directly above also provides supplementary conditioning at the south end of Bursar 1R7. Thermostats for both units are located in Bursar 1R7. Additionally, one supply diffuser located in the south side of Bursar 1R7 is served by an FCU located in the adjacent corridor.

An FCU above Office 1V7D serves the following spaces: Learning Support Devices 1T7A, Office 1T7B, Office 1V7A, Trio Grant Program 1T7, Workroom 1V7C, Office 1V7D, and Office 1V7E. The thermostat is currently located in Office 1V7B. This FCU will be designated FCU 2.

The existing offices and conference room North of Office 1V7E are served by an FCU, which will be referred to as FCU 3. The thermostat for this unit is located in the office just outside of the conference room.

#### ***Modifications to Existing***

Relocate four existing diffusers served by FCU 1 and RTU to provide even air device distribution within Skills Practice Lab 1T7A. Coordinate diffuser and grille locations with the architect and engineer. The existing RTU thermostat is to remain.

Disconnect three existing diffusers located in Learning Support Devices and Office 1S7. Install all three of the diffusers in Skills Practice Lab 1T7B. Diffusers located in Skills Practice Lab 1T7B will be served by FCU 1. Coordinate diffuser locations, grille locations, and the placement of FCU 1 thermostat in 1T7B with the architect and engineer.

Relocate existing diffusers served by FCU 2 to new Skills Practice Lab 1T7C and EMS Skills 1T7D. Coordinate final locations of diffusers, grilles, and FCU 2 thermostat in EMS Skills 1T7D with the architect and engineer. Existing diffusers serving new Lobby 1V7A and new Ped. Sim. Room 1V7B will remain in place. Refer to Table 1 below for air flow and equipment summaries. Air flows were determined using space load analysis and ventilation requirements prescribed in the International Mechanical Code 2015.

**Table 1**

ROOM AIR FLOWS			
ROOM NUMBER	ROOM NAME	SUPPLY AIR FLOW (CFM)	SERVED BY
1T7A	Skills Practice Lab	680	RTU and FCU 1
1T7B	Skills Practice Lab	800	FCU 1
1T7C	Skills Practice Lab	740	FCU 2
1T7D	EMS Skills	725	FCU 2
1V7A	Lobby	220	FCU 3
1V7B	Ped. Sim. Room	100	FCU 3

## **Electrical Systems**

### ***Power***

There are multiple power poles in the existing space, which will need to be removed along branch circuit devices in the space to accommodate the new floor plan shown on the architectural drawings. After removal of the power poles and receptacles, it is anticipated that there will be more than a sufficient amount of availability in Panel 2L for the required new circuits in the Skills Lab and EMS Skills rooms. Each headwall will require a dedicated 20-amp, 120-volt circuit. Each double duplex receptacle shown on the new floor plan should be connected to a dedicated 20-amp, 120-volt circuit.

### ***Lighting***

The lighting system within the existing space utilizes low-voltage switching; these low-voltage switches will need to be removed, relocated, and rewired to accommodate the new floor plan. It does not appear that there is emergency lighting within the space; it is recommended that battery power wall-mounted emergency lights are installed in the Skills Lab rooms. Exit signs will need to be provided at each code-required exit from the space; these need to be connected to the nearest emergency circuit, or provided with local battery backup power compliant with UL-924.

### ***Fire Alarm***

The fire alarm system will require minor modifications to include the relocation of existing devices and the addition of audible and visible devices to comply with current NFPA 72 and IBC 2015 code requirements. Johnson Controls will need to provide a complete scope of work based upon contractual pricing agreements with OCCC for the renovation work required for this project.

## Oklahoma City Community College

Health Professions Center Renovation  
Oklahoma City, OK

## PROJECT OUTLINE

January 12, 2021

### PROJECT PLAN, BUDGET & SCHEDULE

12/3/20	<b>Kick-Off Meeting with Project Stakeholders</b> OCCC - Chris Snow, Greg Gardner, Jeremy Thomas, Dean Bridges, Shelley Miller, Cindy Milam, Lisa Roberston Miles – Jorge Charneco, Cory Baitz <ul style="list-style-type: none"><li>• Establish Project Scope &amp; Priorities</li><li>• Information Collection</li></ul>
TBD	Execute Contract for Design Services Compile Existing Building Drawings
<b>Week 1</b> 12/21/20	<b>Meeting with OCCC</b> OCCC - Chris Snow, Greg Gardner Miles – Jorge Charneco, Cory Baitz <ul style="list-style-type: none"><li>• Tour Existing Space</li><li>• Review Floor Plan</li><li>• Questions/Clarifications</li></ul>
<b>Week 2/3</b> 12/28/20	Develop Floor Plan & Additional Scope Drawings Develop Project Budget Estimate
<b>Week 4</b> 1/11/21	<b>Meeting with OCCC</b> OCCC - Chris Snow, Greg Gardner Miles – Jorge Charneco, Cory Baitz, Ana Ruiz, Sam Eagleton Centennial Contractors – Bruce Keller, Scott Phillips <ul style="list-style-type: none"><li>• Review Project Scope, Budget &amp; Schedule</li><li>• Walk Project Site</li></ul>
<b>Week 5</b> 1/18/21	<b>Meeting with OCCC</b> OCCC - Chris Snow, Greg Gardner Miles – Jorge Charneco, Cory Baitz, Ana Ruiz, Sam Eagleton Alvine – Sam Haberman, Ed Kongs Centennial Contractors – Bruce Keller, Scott Phillips <ul style="list-style-type: none"><li>• Walk Project Site</li><li>• Review Existing Mechanical and Electrical Capacities and Project Scope Requirements</li></ul>

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**Oklahoma City Community College**

Health Professions Center Renovation  
Oklahoma City, OK

**PROJECT OUTLINE**

January 12, 2021

DESIGN & ENGINEERING

[2 weeks]

**2/1/21** Final Miles Scope Drawings, & Centennial Cost Estimate Submission for Board Meeting

**2/15/21 February Board Meeting**  
(Scope & Cost Estimate Approval, Authorization to start Construction)

CONSTRUCTION

[2.5 months]

3/1//21 Mobilize & Start Construction

5/15/21 Complete Construction (Estimate)



## **POLICY GOVERNANCE**

**ADOPTED BY THE BOARD OF REGENTS  
ON SEPTEMBER 17, 2001**

**REVIEWED/CONFIRMED BY THE BOARD OF REGENTS  
ON FEBRUARY 16, 2004**

**REVISED BY THE BOARD OF REGENTS  
ON OCTOBER 16, 2006**

**REVISED BY THE BOARD OF REGENTS  
ON OCTOBER 18, 2010**

**REVISED BY THE BOARD OF REGENTS  
REVISED MARCH 11, 2013**

**REVISED BY THE BOARD OF REGENTS  
REVISED JUNE 19, 2017**

**REVISED BY THE BOARD OF REGENTS  
REVISED JUNE 15, 2020**

**REVISED BY THE BOARD OF REGENTS  
REVISED FEBRUARY 22, 2021**





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## **I-1 POLICY TYPE: BOARD PROCESS**

### Policy Title: Board Mission

On behalf of the community it serves and the people of the State of Oklahoma, the Board of Regents governs Oklahoma City Community College through the Board's expressed policies, including the development and monitoring of key mission outcomes ("ENDS") and the definition of Executive Limitations and monitoring compliance by the President, Executive Vice President, and Provost, hereinafter referred to as Executive Leadership, of the College.



## **I-2 POLICY TYPE: BOARD PROCESS**

### Policy Title: Governing Style

The Board process will:

- Emphasize outward vision
- Encourage diverse viewpoints
- Pursue strategic leadership
- Maintain a clear distinction between the Board's and staff's roles
- Strive for collective decisions
- Focus on the future
- Be proactive

The Board will:

1. Execute powers designated by federal and Oklahoma statutes.
2. Operate in all ways mindful of its civic trusteeship obligation to the citizens it represents.
3. Enforce upon itself discipline to govern with excellence, allowing no officer, committee, or individual to impede fulfillment of this responsibility. Discipline will be applied where appropriate in matters such as attendance, policy-making principles, respect of roles, and speaking officially with one voice.
4. Direct, control and inspire the College through careful establishment of the broadest values and perspectives in the form of written policies.
5. Focus on intended long-term impacts on students and community (ENDS), rather than on the administrative or programmatic means of attaining those effects (MEANS).
6. Be an initiator of policy, not merely a reactor to staff initiatives.
7. Use the expertise of individual members to enhance the ability of the Board as a whole, rather than to substitute their individual values for the group's values.
8. Monitor and regularly discuss the Board's own process and performance, and ensure the continuity of its governance capability by continual training and development.
9. Change from Policy Governance only by a majority vote of the entire Board.

### I-3 POLICY TYPE: BOARD PROCESS

#### Policy Title: Board Job Description

The Board represents the public in determining and demanding appropriate organizational performance and concentrates its efforts on the following products:

1. Linkage with the public regarding ENDS. Input may be obtained in the following ways:
  - A. Meeting with individuals and organized or informal community groups (*i.e.*, civic groups, churches, focus groups).
  - B. Observing and meeting with other public boards.
  - C. Hosting opportunities that afford community members (*owners*) the opportunity to learn about the College.
  - D. Conducting open session Board meetings.
2. Written governing policies which, at the broadest levels, address the following:
  - A. ENDS: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which people at what cost).
  - B. EXECUTIVE LIMITATIONS: Constraints on executive authority that establish the boundaries for executive activity and decision making.
  - C. BOARD PROCESS: Specification of how the Board conceives, implements, and monitors its own tasks.
  - D. BOARD-EXECUTIVE LEADERSHIP~~PRESIDENT~~ RELATIONSHIP: The manner in which authority is given to these positions~~President~~ and assessment of the authority's use.
3. Employment of the President, Executive Vice President, and Provost (collectively referred to as Executive Leadership) and evaluation of their~~his/her~~ performance.
4. Selection and discipline of Board officers:
  - A. A chairperson shall be selected, by majority vote of the entire Board, based on his/her capabilities to carry out the responsibilities of that position. (A chairperson, and other officers deemed necessary or required by statute, shall be elected on an annual basis.).
  - B. If, for any reason, Board members believe the chairperson fails to fulfill his/her role as stated in these policies, they may, by majority vote of the entire Board, remove the chairperson from office and select a replacement for the remainder of the unexpired term as chairperson.
  - C. The Board may, by election at any time, select an acting officer to fill a prematurely vacated officer position for the remainder of an unexpired term.
5. Input on legislative affairs through advocacy.
6. Recognition of meritorious contributions to the College including naming buildings, rooms, areas of the campus or other College property in honor of such individuals.
7. Perform those duties as specifically required by the Oklahoma Statutes and/or the

| Oklahoma State Regents for Higher Education, including but not limited to:

- A. Take action on financial matters as specified by statute and/or State Regents Policy, including, but not limited to, bond issues, issuance of revenue bonds, and approval of operating and capital budgets.
- B. Retain the services of an independent accounting firm or individual holding a permit to practice public accounting in this state to perform a complete financial audit of the College for the preceding fiscal year and accept the auditor's report.
- C. Provide for internal auditing in compliance with state law, to approve an Internal Auditing Department Charter, and to perform an independent appraisal function. The Internal Auditor reports administratively to the ~~Executive Vice President~~president and functionally to the Audit Committee of the Board of Regents.
- D. Make a recommendation to the State Regents for Higher Education on tuition and mandatory fees proposed by ~~Executive Leadership~~the President.
- E. Approve the Campus Master Plan prior to its submission to the State Regents for Higher Education.
- F. Approve a written investment policy for the investment of appropriate monies, providing for investment of allowable funds in compliance with Oklahoma statute and the policies of the State Regents for Higher Education.
- G. Adopt benefit plans as desired for retirement and deferred compensation of certain employees of the Board and the College, provide for hospital and medical benefits, health and life insurance, and annuity contracts for such employees and their dependents.
- H. Adopt policy for the implementation of the vaccination requirements contained in 70 O.S. §3244, including exceptions within the discretion of the Board.
- I. Purchase, hold title to, and dispose of real property in its name.
- J. Approve construction contracts and expenditures for capital outlays relative to additional facilities and/or major repairs.
- K. Authorize ~~Executive Leadership~~the President to submit for approval to the State Regents for Higher Education the adoption of new certificate and associate degree programs and the discontinuation of existing certificate and associate degree programs.
- L. Establish an appeals procedure pursuant to 21 O.S. §1376 for individuals directed to leave the campus and grounds of Oklahoma City Community College as follows: An individual who receives a Directive to leave the campus and grounds of Oklahoma City Community College may appeal that Directive by submitting a written request for a hearing to the Office of ~~Executive Leadership~~the Vice President for Governmental Relations and Community Development within ten (10) working days of the date of receiving the Directive. Within a reasonable time after receiving such a request, the ~~Executive Leadership~~Vice President for Governmental Relations and Community Development shall schedule a hearing before the Notice to Leave Oklahoma City Community College Appeals Committee and shall notify the individual of the date, time, and location of the hearing. The decision of the Committee shall be final.

## I-4 POLICY TYPE: BOARD PROCESS

### Policy Title: Chairperson's Role

The primary roles of the chairperson are maintaining the integrity of the Board's process and occasionally representing the Board to outside parties. The chairperson is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), unless the authority is delegated to another member.

1. The job output of the chairperson is to ensure the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
  - A. Meeting discussion content will be limited to those issues which, according to Board policy, clearly belong to the Board to decide, not ~~Executive Leadership~~the President.
  - B. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and pointed.
2. The authority of the chairperson consists of making decisions delegated to the chairperson that fall within the topics covered by Board policies on BOARD PROCESS and BOARD-~~EXECUTIVE LEADERSHIP RELATIONSHIP~~PRESIDENT-RELATIONSHIP, except where the Board specifically delegates portions of this authority to others. The chairperson is authorized to use any reasonable interpretation of the provisions in these policies.
  - A. The chairperson is empowered to chair Board meetings with all the commonly accepted power of that position, including, but not limited to, ruling, recognizing, and making committee appointments.
  - B. The chairperson has no authority to make decisions about policies created by the Board within ENDS and EXECUTIVE LIMITATIONS policy areas. Therefore, the chairperson has no authority to individually direct or supervise the President.
  - C. The chairperson may represent the Board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated.
  - D. The chairperson may call special meetings as desired.
3. The chairperson will keep the vice-chair apprised of current and pending Board issues and processes.

## I-5 POLICY TYPE: BOARD PROCESS

### Policy Title: Committee Principles

The Board may establish committees to help accomplish its responsibilities. Board committees, when used, will be assigned so as to minimally interfere with the wholeness of the Board's job and without interfering with the delegation from Board to Executive Leadership~~President~~. Committees will be used sparingly when other methods have been deemed inadequate.

1. Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Executive Leadership~~President~~.
2. Board committees are to help the Board perform its duties. Committees -ordinarily will assist the Board by preparing policy alternatives and implications for Board deliberation. Board committees are not to be created by the Board to advise staff.
3. Board committees should focus on the institution/organization as a whole. A Board committee will not be used to monitor organizational performance on any policy it initiates or authors.
4. Board committees cannot exercise authority over staff. In keeping with the Board's broader focus, committees will not have direct dealings with current staff operations. Because Executive Leadership~~the President~~ works for the full Board, ~~they~~he/she will not be required to obtain approval of a Board committee before an executive action.
5. This policy applies only to committees, which are formed by Board action, whether or not the committees include non-Board members. It does not apply to committees formed under the authority of Executive Leadership~~the President~~.

## **I-6 POLICY TYPE: BOARD PROCESS**

### Policy Title: Board Committees

1.     Audit Committee: The Board of Regents shall appoint a standing Audit Committee of the Board consisting of at least three (3) Board members. The Audit Committee shall consider all internal and external auditing matters. The Audit Committee shall establish the qualifications of any accounting firm or individual seeking to be hired to perform any external or internal audits for the Board and shall recommend to the Board firms or individuals whom the Board shall invite to submit competitive bids. The Audit Committee shall not recommend to perform an external audit any firm or individual unwilling to meet, at a minimum, the terms and conditions required by state statute (70 O.S. §3909). The Board shall select the auditor from among the competitive bidders and accept the auditor's report.
  
2.     Special Committees. Special committees shall be established as the Board of Regents may from time to time direct. The Board Chairperson shall appoint Board members to serve on special committees. A special committee shall report recommendations to the Board for appropriate action.

## **I-7 POLICY TYPE: BOARD PROCESS**

### Policy Title: Annual Board Planning Cycle

To accomplish the job outputs with a governance style consistent with Board policies, the Board will follow an annual Board agenda, which will:

1. Evaluate progress toward the achievement of the ENDS.
2. Evaluate the BOARD PROCESS related to Policy Governance.
3. Complete evaluation of Executive Leadership's~~the President's~~ performance and salary review.
4. Redefine and prioritize the ENDS to provide guidance for the development of the budget.



## I-8 POLICY TYPE: BOARD PROCESS

### Policy Title: Board Members' Code of Conduct

The Board expects of itself and its members ethical and professional businesslike conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.

1. Board members must represent unconflicted loyalty to the interests of OCCC~~the ownership~~. This accountability supersedes any conflicting loyalty with advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of the organization's services.
2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility. Board members must not use their positions to obtain employment in the organization for themselves, family members, or close associates.
3. Board members may not attempt to exercise individual authority over Executive Leadership~~the President~~ or staff of the organization except as explicitly set forth in Board policies. Board members will make no judgments of Executive Leadership~~the President~~ or staff performance except as that performance is assessed against explicit Board policies by the official process.
4. An individual Board member must recognize that his/her communication with the public, press, or other entities represents his/her personal views and not that of the Board as a whole.
5. Board members will respect the confidentiality appropriate to issues of a sensitive nature.
6. Board members should bring their individual opinions to the Board for discussion before decisions are made because a majority vote of the Board expresses its collective values.

## I-9 POLICY TYPE: BOARD PROCESS

### Policy Title: Operations

The Board will operate in a consistent manner, following the policies detailed herein, and, unless otherwise noted, adhere to these operational proceedings:

1. Legal Authority of the Board: The Board of Regents of Oklahoma City Community College is created by Section 4423 of Title 70 of the Oklahoma Statutes and has the powers and duties described therein. The Board members have authority to act only when acting jointly as a Board.
2. Number and Appointment of Regents: The Board consists of seven (7) members serving seven-year overlapping terms. Members of the Board are appointed by the Governor by and with the advice and consent of the Senate.
3. Election of Officers: The Board shall elect annually a chairperson, vice chairperson, and secretary to serve for a term of one year. Nominations may be made by any Board member. Each officer shall be elected by a majority of the Board present and voting. The Board has the power and authority to appoint such other officers as the Board may deem necessary for the transaction of the business of the Board.
4. Meetings:
  - A. Regular Meetings: Regular meetings of the Board shall typically be held on the third Monday of each month, but the chairperson is authorized to change the meeting date. The agenda of the meeting shall be prepared and presented by ~~Executive Leadership~~~~the President~~ in conjunction with the Board chairperson and shall generally be delivered to the Board members three (3) days prior to the meeting. No item shall be brought before the Board for consideration unless it appears on the agenda. A public announcement setting forth the date, place, time, and agenda of the meeting shall be posted in accordance with the Oklahoma Open Meeting Act.
  - B. Special Meetings: Special meetings of the Board may be called by the chairperson or by any three (3) members by serving on the other members a notice at least three (3) days in advance of the meeting. The agenda of the special meeting shall be prepared and presented by ~~Executive Leadership~~~~the President~~ of the College and shall be delivered to the Board members at least three (3) days in advance of the meeting. Public notice and an announcement setting forth the date, place, time, and agenda of the meeting shall be posted in accordance with the Oklahoma Open Meeting Act. No business shall be transacted except that for which the special meeting is called.

- C. Emergency Meetings: Emergency meeting means any meeting called for the purpose of dealing with an emergency, as defined by the Oklahoma Open Meeting Act. An emergency meeting may be called by the chairperson and may be held without the required advance public notice. Should an emergency meeting of the Board be necessary, the chairperson shall give as much advance public notice as is reasonable and possible under the circumstances, in person, by telephone or electronically.
  - D. Executive Sessions: An executive session of the Board shall occur only upon a majority vote of those Board members present. Executive sessions will be held only for the purpose of discussing subjects permitted by 25 O.S. §307. Executive sessions are for discussion only. The Board shall not vote and shall take no Board action in executive session.
  - E. Quorum: A majority of the members of the Board of Regents shall constitute a quorum for the transaction of business.
  - F. Board Action: Unless otherwise provided by Board policy or statute, a majority vote of the Board quorum present will be necessary and sufficient to approve any action by the Board.
  - G. Consent Docket: To expedite the conduct of routine business during Board meetings, routine administrative matters requiring Board action may be placed on a consent agenda. Those items which are non-controversial and do not require discussion are appropriate for the consent agenda. The consent agenda is generally voted on in a single majority vote, but may be divided into several separate items. Routine items suitable for the consent agenda include but are not limited to approval of previous Board meeting minutes.
  - H. Minutes: The Board shall cause to be kept written minutes which shall be an official summary of the proceedings showing clearly those members present and absent, all matters considered, and all actions taken by the Board. The minutes of each meeting shall be open to public inspection and shall reflect the manner and time of notice required by Oklahoma law.
  - I. Rules of Order: The most recent edition of *Robert's Rules of Order Revised* shall be used as a guide for conducting the conduct of all business of the Board.
5. Public Participation in Board Meetings: The Board welcomes and encourages public participation in its meetings. Persons desiring to address the Board are encouraged to contact Executive Leadership~~the President's Office~~ to obtain information regarding the conduct of Board meetings. Public comments to the Board are limited to five minutes unless the time limit is extended by the chair of the meeting. The Board reserves the right otherwise to limit debate, take partial testimony, or take whatever actions are necessary to offer fair hearing to individuals within the time necessary to complete the published agenda. During all meetings, the Board observes and strictly enforces rules of decorum. The chairperson may issue a warning to violators of this rule or, in cases of public disturbance, may take appropriate action to expel a violator from the meeting. In addition, the Board hears no complaints or charges until documentation proves compliance with all institutional policies and procedures for addressing such matters.

- A. A member of the College community or the public who wishes to place an item on the agenda directly relating to College business must make a request in writing to the President's Office fourteen (14) calendar days prior to the regularly scheduled Board Meeting to permit appropriate consideration. The request should include a written summary of the subject to be considered and should indicate that the requestor has complied with all institutional policies and procedures for addressing such matters.
  - B. A member of the College community or the public who wishes to express an opinion on an item on the official Board agenda must make a request to the Executive Offices~~President's Office~~ by noon on the day of the meeting. The request may be made by telephone (682-7503) or in person at the President's Office, 7777 S. May Avenue, Oklahoma City, OK.
6. The Board may, when it is found to be in the best interest of the College, by a majority vote of Board members present, suspend its rules and take statutorily authorized action overriding previously adopted policy.

## **II-1 POLICY TYPE: ASPIRATION, MISSION AND VALUES**

### Policy Title: College Aspiration Statement

OCCC aspires, through bold and transformative action, to significantly raise the educational achievement of all our students and to be an indispensable pathway to a more prosperous and fulfilling future.

## **II-2 POLICY TYPE: ASPIRATION, MISSION AND VALUES**

Policy Title: College Mission Statement

Student Success. Community Enrichment.

## **II-3 POLICY TYPE: ASPIRATION, MISSION AND VALUES**

### Policy Title: Operating Values

Oklahoma City Community College (“OCCC”) strives to achieve its mission and ENDs and fulfill its aspiration by operating in a culture that is committed to the following:

- Students: Fundamental to all that we do
- Safety: Safe and secure environment for everyone
- Accountability: Use of evidence to measure performance and to 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

### III-1 POLICY TYPE: ENDS

Policy Title: Access

Our community has broad and equitable access to both highly valued certificate and degree programs and non-credit educational opportunities and events.

Indicators may include:

- Number and percentage of students who receive some kind of financial aid
- Amount of financial scholarship awards
- Number of OKC-GO! attendees
- Number of Oklahoma Higher Learning Access Program (“OHLAP”) attendees
- Number of international students
- Credit and non-credit enrollment
- Credit and non-credit enrollment of individuals from traditionally under-represented groups
- The degree to which the College’s enrollment reflects the demographic composition of the surrounding community



### **III-2 POLICY TYPE: ENDS**

#### Policy Title: College Readiness

Our students develop skills and knowledge required to succeed in college.

#### Indicators may include:

- Course completion rates in English as a Second Language Bridge Program
- Percentage of new students who have an individual educational plan by the end of their first semester
- Number of participants in student orientation programs
- Success in developmental courses
- Success in subsequent college-level courses

### **III-3 POLICY TYPE: ENDS**

#### Policy Title: Student Success

Our students successfully complete their academic courses, persist in college, and earn certificates or degrees at OCCC or another institution.

#### Indicators may include:

- Total persistence and retention rates
- Full-time persistence and retention rates
- Course completion rates of students (with “building job skills” and “other” goals)
- Number of graduates
- Transfer rates
- Student performance on standardized general education instrument
- Student performance on general education outcomes assessment reports

### **III-4 POLICY TYPE: ENDS**

#### Policy Title: Graduate Success

Our graduates go on to earn higher-level degrees or are successful in technical or professional careers.

#### Indicators may include:

- Licensure pass rates
- Graduate survey results
- Employer satisfaction reports
- Grade point averages of transfer students
- Transfer student survey results
- Grade point average (“GPA”) of transfer students at the University of Oklahoma, Oklahoma State University, and University of Central Oklahoma

### **III-5 POLICY TYPE: ENDS**

#### Policy Title: Community Development

Our community's quality of life is enriched economically and socially by our educational, artistic and recreational programs and events.

#### Indicators may include:

- Non-credit enrollment
- Continuing education enrollment
- Corporate learning enrollment
- Co-curricular activities
- Participant satisfaction with College-sponsored activities
- Total number of partnerships
- Number and quality of programs and services
- Results of business satisfaction survey

#### IV-1 POLICY TYPE: BOARD-EXECUTIVE LEADERSHIP~~PRESIDENT~~ RELATIONSHIP

Policy Title: Delegation to Executive Leadership~~the President~~

All Board authority delegated to the staff is delegated through Executive Leadership~~the President~~, so that all authority and accountability of staff, so far as the Board is concerned, is considered to be the authority and accountability of Executive Leadership~~the President~~. Executive Leadership is hereby, and hereafter defined as the positions of the President, Executive President, and Provost.

1. The Board will direct Executive Leadership~~the President~~ to achieve certain results, for certain recipients, at a certain cost through the establishment of ENDS policies. The Board will limit the latitude Executive Leadership~~the President~~ may exercise in practices, methods, conduct, and other “means” to the ENDS through establishment of EXECUTIVE LIMITATIONS policies.
2. As long as Executive Leadership~~the President~~ uses any reasonable interpretation of the Board’s ENDS and EXECUTIVE LIMITATIONS policies, Executive Leadership~~the President~~ is authorized to establish administrative policies, make all decisions, take all actions, and develop all activities.
3. The Board may change its ENDS and EXECUTIVE LIMITATIONS policies, thereby shifting the boundary between Board and Executive Leadership~~President~~ domains. By doing so, the Board changes the latitude given to Executive Leadership~~the President~~. So long as any particular delegation is in place, the Board members will respect and support the Executive Leadership~~President’s~~ choices.
4. Only decisions of the Board acting as a body are binding on Executive Leadership~~the President~~.
  - A. Decisions or instructions of individual Board members, officers, or committees are not binding on Executive Leadership~~the President~~ except in rare instances when the Board has specifically authorized the exercise of such authority.
  - B. In the case of Board members or committees requesting information or assistance, and if, in Executive Leadership’s~~the President’s~~ judgment, such requests require a significant amount of staff time and/or funds, this request must be authorized by the Board.
5. The Board expressly delegates to Executive Leadership~~the President~~ the authority to:
  - A. Employ personnel, reduce the workforce, set compensation, establish leave, educational and professional development and other fringe benefits for employees, and educational benefits for their families;
  - B. Enter into contracts, purchase supplies, materials, and equipment, and incur such other expenses as may be necessary to achieve the ENDS established by the Board;

C. Expend funds within the total dollar limits of the budgets approved by the Board and to make budget adjustments within the total dollar limits of the budget approved by the Board as needed to meet the ENDS established by the Board;

D. Expend capital funds up to \$100,000 without board or committee input or approval;

D.E. Determine what constitutes a public purposes for which funds may be expended and establish procedures to regulate the appropriate expenditure of funds;

E.F. Certify the appropriate signatures to be authorized to sign financial transactions on behalf of the College;

E.G. Sign contracts, grant applications and awards and similar instruments for the College, and to delegate such signature authority to other administrators as deemed appropriate;

G.H. Establish the College calendar and holidays in accordance with the academic calendar established by the State Regents for Higher Education;

H.I. Make available, as desired, College facilities to civic or other organizations on a fee or free basis, except that facilities may be provided for partisan political meetings only on a rental fee basis.

## IV-2 POLICY TYPE: BOARD-~~EXECUTIVE LEADERSHIP~~PRESIDENT RELATIONSHIP

Policy Title: ~~Executive Leadership~~President's Role and Job Description

~~Executive Leadership~~The College President is accountable to the Board, acting as a body. The Board will instruct ~~Executive Leadership~~the President through written policies delegating administration of the college.

As the Board's ~~single~~ official link to the operating organization, ~~Executive Leadership's~~the President's performance will be considered to be synonymous with organizational performance as a total.

Consequently, ~~Executive Leadership's~~the President's job description can be stated as performance in only three areas:

1. Organizational accomplishment of the provisions of Board policies on ENDS.
2. Organization operation within the boundaries of prudence and ethics established in Board policies on EXECUTIVE LIMITATIONS.
3. Compliance with the articles of ~~Executive Leadership's~~the President's approved job descriptions.
- 3.4. Compliance to the highest standard of conduct regarding all ethical behavior, honesty, transparency and full disclosure of all matters relevant to the oversight of each position falling under the purview of the Board.

#### IV-3 POLICY TYPE: BOARD-~~EXECUTIVE LEADERSHIP~~PRESIDENT RELATIONSHIP

##### Policy Title: Monitoring Executive Performance

Monitoring executive performance is synonymous with monitoring organizational performance against Board policies on ENDS, EXECUTIVE LIMITATIONS, and compliance with the articles of the job description. Any evaluation of Executive Leadership's~~the President's~~ performance, formal or informal, is derived from the following points:

1. The purpose of monitoring is simply to determine the degree to which Board policies on ENDS and EXECUTIVE LIMITATIONS are being fulfilled. Only information that accomplishes policy fulfillment should be considered.
2. A given policy on ENDS or EXECUTIVE LIMITATIONS may be monitored through:
  - A. Internal Report: Disclosure of compliance information to the Board from the Executive Leadership~~President~~.
  - B. External Report: Discovery of compliance information by a disinterested, external auditor, inspector, or judge who is selected by and reports directly to the Board. Such reports must assess executive performance only against policies of the Board, not those of the external party unless the Board has previously indicated that party's opinion to be the standard.
  - C. Direct Board Inspection: Discovery of compliance information by a Board member, a committee, or the Board as a whole. This is a Board inspection of documents, activities, or circumstances directed by the Board, which allows a "prudent person" test of policy compliance.
3. At the Board's discretion, any policy on ENDS and EXECUTIVE LIMITATIONS may be monitored by any method at any time. Monitoring reports on ENDS and EXECUTIVE LIMITATIONS shall be provided to the Board regularly and in a timely manner.



#### IV-4 POLICY TYPE: BOARD-~~EXECUTIVE LEADERSHIP~~PRESIDENT RELATIONSHIP

Policy Title: Grievances and Complaints Against ~~Executive Leadership~~  
~~President~~

Introduction to Policy: The Board of Regents supervises ~~Executive Leadership~~  
~~President~~, and accordingly, has exclusive authority to consider a grievance or complaint  
filed against ~~Executive Leadership~~~~the President~~. The Board delegates such authority only  
to the extent set forth in this policy. This policy should be applied in a manner consistent  
with the following objectives: (i) compliance with applicable laws, regulations and  
policies; (ii) swift resolution; (iii) fairness to the parties; (iv) prevention of retaliation; and  
(v) confidentiality to the extent practicable and permitted by law. This policy shall control  
over other policies to the extent of any conflict, except as otherwise required by law.

Process for a Grievance or Complaint Filed Against ~~Executive Leadership~~~~the President~~:

1. Any grievance or complaint filed against ~~Executive Leadership~~~~the President~~ shall  
be submitted in writing to the ~~Chairperson of the Board~~~~President~~. Such submission  
shall be made within the time periods prescribed under the relevant College policies  
for allegations of the nature set forth in the grievance or complaint filed against  
~~Executive Leadership~~~~the President~~. Within 21 business days of submission to the  
Board, the Chairperson of the Board~~As soon as practicable after submission, the  
President~~ shall ensure that each member of the Board of Regents receives a copy of  
the grievance or complaint filed against ~~Executive Leadership~~~~the President~~.
2. Within ~~21~~~~40~~ business days of submission to the Board, they~~receipt of the grievance  
or complaint filed against the President by the Chair of the Board of Regents, the  
Chair~~ shall determine whether the factual contentions, if true, would constitute a  
violation of institutional policies. In making this determination and in carrying out  
other responsibilities delegated to the Chair under this policy, the Chair may consult  
with such persons as the Chair deems necessary or appropriate to gather details and  
establish a way forward to evaluate and resolve such grievance.
  - A. If the ~~Board~~~~Chair~~ determines that the factual contentions, even if true, would  
not constitute a policy violation, the Chair shall cause written notice of the  
determination to be sent to the parties, which shall further state that the matter  
is concluded without a formal investigation.
  - B. If the ~~Board~~~~Chair~~ determines that the factual contentions, if true, could  
constitute a violation of policy, the Chair shall cause a written notice to be sent  
to the parties stating that the grievance or complaint filed against the individual  
membership of Executive Leadership~~President~~ will be investigated.
    - i. The Chair shall appoint one or more investigators and provide such  
instructions regarding the method and process of investigation as the Chair  
deems necessary or appropriate given the nature of the factual allegations.
    - ii. Upon conclusion of the investigation, the investigator(s) shall prepare a  
written report addressed to the members of the Board of Regents

summarizing the sources of information utilized in the investigation, the method of investigation and relevant information assembled in the course of the investigation. If directed by the Chair, the investigation report shall also include findings of fact of the investigator(s) as to whether the alleged

policy violations occurred, which findings of fact shall not bind the Chair or the Board of Regents. Copies of the investigation report shall be provided to each of the members of the Board of Regents and to the parties.

- iii. The Chair may direct the investigator(s) to provide such additional information or recommendations to the Board of Regents as the Chair deems necessary or desirable.
- C. Within 10 business days of receipt of an investigation report or notice that a matter has been concluded without a formal investigation, any member of the Board of Regents may request discussion of the matter, which discussion shall occur in executive session. Actions may be taken as desired by the Board in open session, but no Board action is required.

## V-1 POLICY TYPE: EXECUTIVE LIMITATIONS

### Policy Title: General Executive Constraints

Executive Leadership~~The President~~ shall not cause or allow any practice, activity, decision, or organizational circumstance which is illegal, imprudent, or in violation of commonly accepted business and professional ethics.

## V-2 POLICY TYPE: EXECUTIVE LIMITATIONS

### Policy Title: Treatment of People

With respect to the treatment of students, staff, volunteers, and the community, dealings shall not be inhumane, unfair or undignified. Accordingly, Executive Leadership~~the President~~ shall not operate without procedures that clarify student and staff rules, provide for effective handling of grievances, and protect against wrongful conditions. These procedures shall comply with all laws pertaining to students, employees and guests.

### V-3 POLICY TYPE: EXECUTIVE LIMITATIONS

#### Policy Title: Budgeting/Financial Planning/Forecasting

Budgeting any fiscal year or the remaining part of any fiscal year shall not deviate significantly from the Board's ENDS priorities, shall not risk fiscal jeopardy, nor fail to show a generally acceptable level of foresight. Accordingly, Executive Leadership~~the President~~ shall not cause or allow budgeting which:

1. Contains too little information to enable accurate projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be available in that period.
3. Does not provide the annual operating funds for Board prerogatives, such as costs of fiscal audit, Board development, Board and committee meetings, and Board professional fees.

## V-4 POLICY TYPE: EXECUTIVE LIMITATIONS

### Policy Title: Compensation/Benefits

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, Executive Leadership~~the President~~ shall not cause or allow fiscal integrity or public image to be jeopardized. Accordingly, Executive Leadership~~the President~~ shall not:

1. Change his/her own compensation or benefits.
2. Promise or imply permanent or guaranteed employment.

## V-5 POLICY TYPE: EXECUTIVE LIMITATIONS

### Policy Title: Information and Advice

With respect to providing information and counsel to the Board, ~~Executive Leadership~~~~the President~~ shall not permit the Board to be uninformed. Accordingly, ~~Executive Leadership~~~~the President~~ shall not:

1. Neglect to submit monitoring data required by the Board (see policy on Monitoring Executive Performance) in a timely, accurate, and understandable fashion, directly addressing provisions of the Board policies being monitored.
2. Permit the Board to be unaware of matters which might have an impact on the stability of the institution.
3. Fail to advise the Board, if, in ~~Executive Leadership's~~~~the President's~~ opinion, the Board is not in compliance with its own policies on GOVERNANCE PROCESS AND BOARD-~~EXECUTIVE LEADERSHIP-PRESIDENT~~ RELATIONSHIP, particularly in the case of Board behavior that is detrimental to the work relationship between the Board and ~~Executive Leadership~~~~the President~~.
4. Present information in unnecessarily complex or lengthy form.
5. Fail to deal with the Board as a whole except when fulfilling requests for information or responding to individuals or committees duly charged by the Board.
6. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board.





**Monitoring Report on Achieving the  
College's ENDS:  
Student Success**  
February 22, 2021





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# Background and Summary

**Student Success: Our students successfully complete their academic courses, persist in college, and earn certificates or degrees at OCCC or another institution.**

There are six core indicators (with several sub-indicators) used to measure student success in the College's FY 2020 Annual Plan. Based on the latest available information, performance is as follows:

Target	Performance <sup>1</sup>
<b>Concurrent Headcount will be above prior year headcount of 1,586.</b>	
Fiscal year 2020 concurrent student headcount was 1,872.	
<b>Successful completion rate of gateway courses will be at least 65%.</b>	
Fall 2019 successful completion rate of gateway courses was 68.4%.	
<b>Successful completion rate of all credit courses will be at least 70%.</b>	
Successful completion rate of credit courses was 75.8%.	
<b>Persistence, Retention, and Progression will be above the prior year rate.</b>	
Fall-to-Spring persistence rate was 56.9% compared to 56.2%.	
Fall-to-Fall retention rate was 37.4% compared to 37.7%.	
Progression (The progression rate of students graduating, transferring, and continuing education) was 52.1% compared to 50.7%.	
<b>The number of graduates will be above the prior year rate.</b>	
The number of graduates was 1,764 compared to the target of 1,787.	
<b>Results of General Education Assessment of Students will be a passing rate at or above 70%:</b>	
Critical thinking passing rate was 93.0%.	
Human heritage, culture, and institutions passing rate was 82.2%.	
Mathematical methods passing rate was 75.8%.	
Public speaking passing rate was 86.7%.	
Writing skills passing rate was 93.2%.	

<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



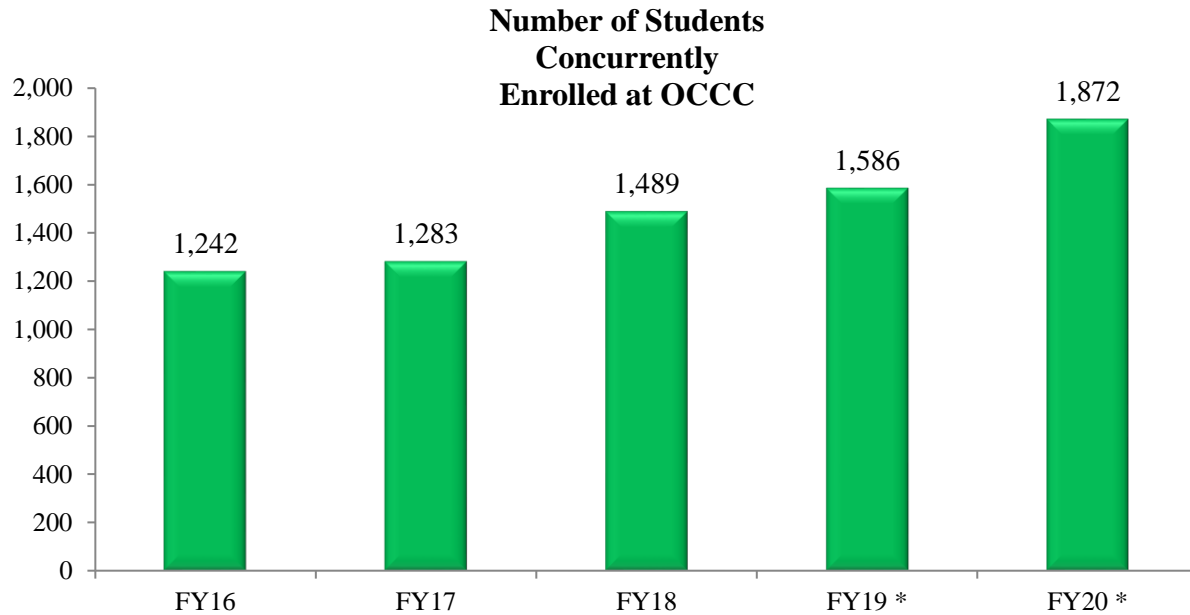
# Background and Summary

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- During the last several years, the College has demonstrated the following progress in addressing its Student Success ENDS:
  - Concurrent headcount has increased for the last five years.
  - Successful completion of gateway courses has increased to a new five-year high.
- In the last year, the College has demonstrated the following progress in addressing its Student Success ENDS:
  - Successful completion of college level courses exceeded the target.
  - All five general education assessments of student learning exceeded the target.
  - Student persistence rate from Fall to Spring terms exceeded the target.
- Areas for improvement include the following:
  - Retention and number of graduates.

# Concurrent Headcount

**Target:** Concurrent Headcount will be above 1,586.

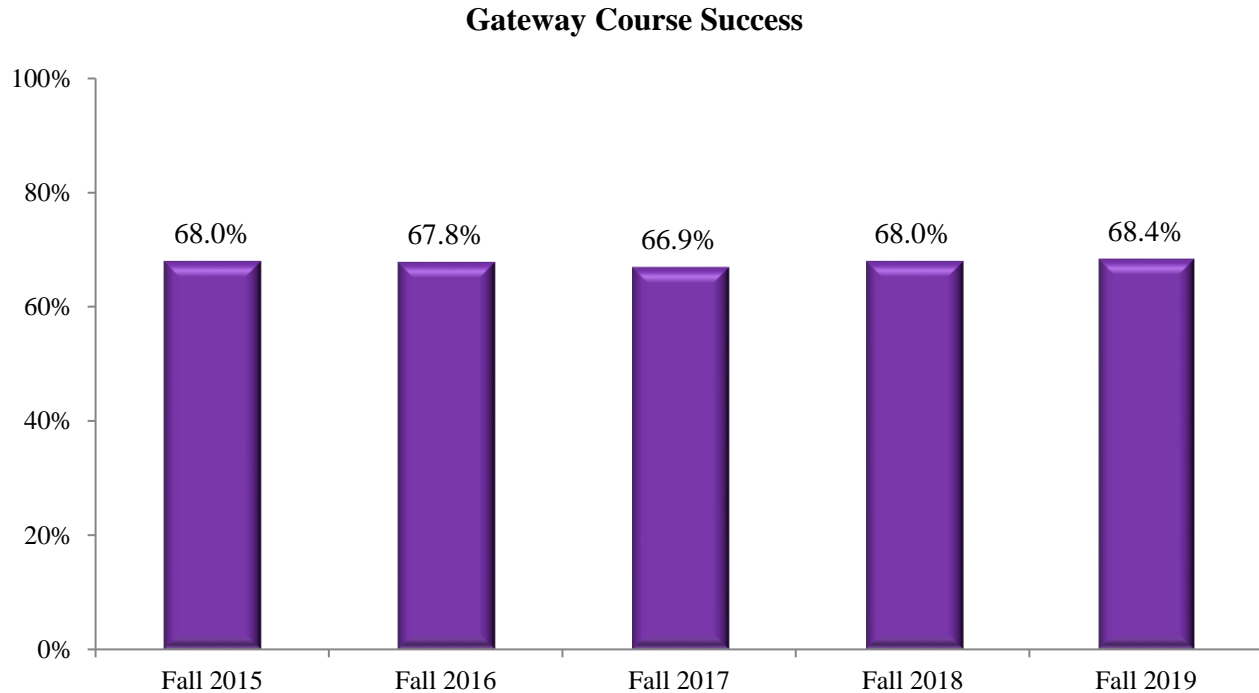


\* Concurrent Students are defined using Student Type.

- The number of concurrent students has been increasing since FY 2016. The increase from FY 2019 to FY 2020 was 286 or 18.0%.
- Westmoore High School students continues to be at the top of the list with the largest number of concurrent students at OCCC.

# Successful Completion of Gateway Courses

**Target:** Successful completion of gateway courses will be at least 65%.



- Gateway course success has continued to be above the 65% target.
- The ten courses with a success rate at or above the average gateway course success rate included American Federal Government, General Biology, U.S. History 1877 to Present, Music Appreciation, English Composition II, Introduction to Computers and Applications, Introductory Nutrition, U.S. History to 1877, General Psychology, and English Composition I.

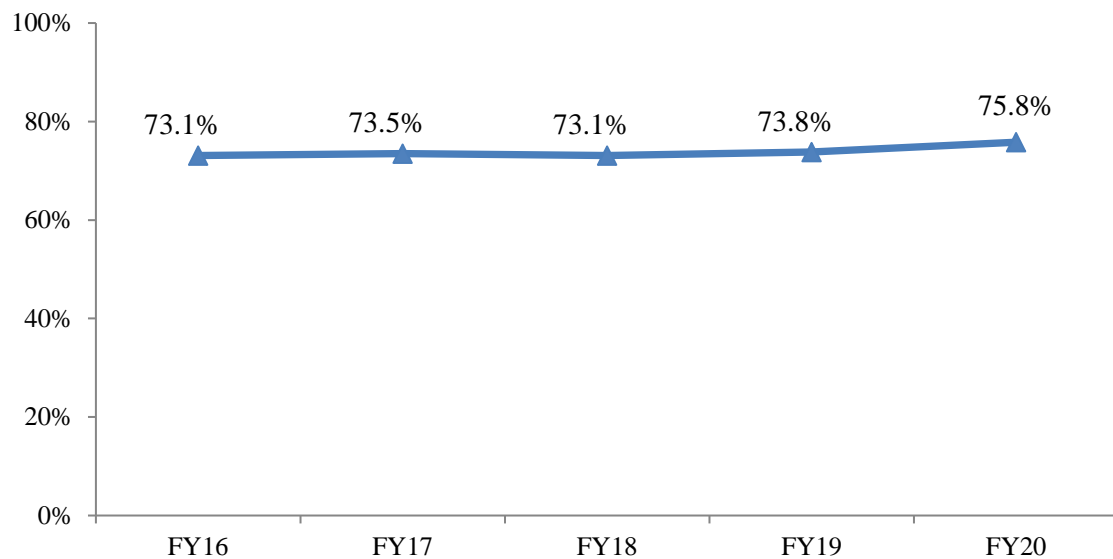


# Successful College-Level Course Completion

**Target:** Successful completion of college-level courses will meet or exceed 70% for all courses.

Students successfully complete a course if they achieve a grade of A, B, C, P or S.

**Successful Course Completion Rates**

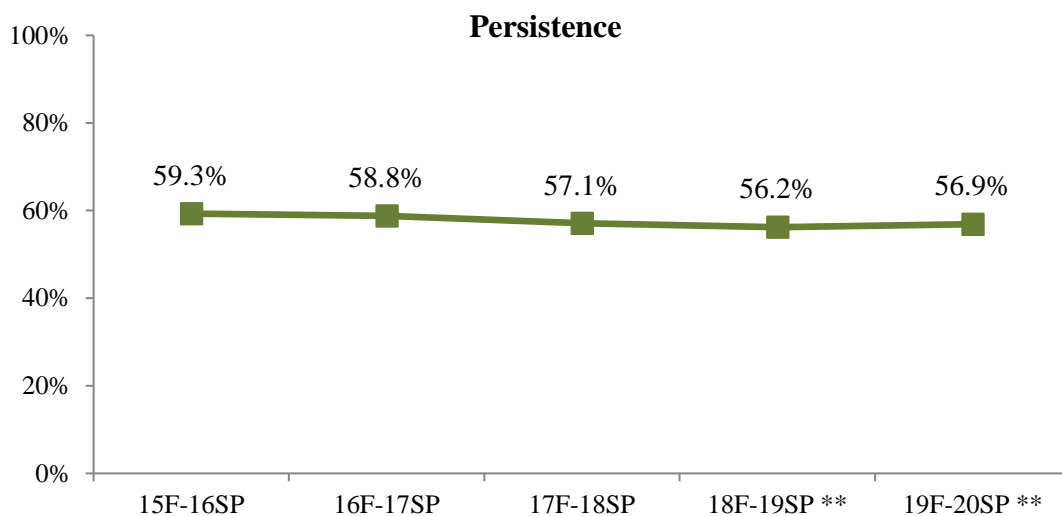


- Successful course completion of all courses has remained relatively steady over the past several years. Details can be found on pages 19-21.
- Intersession, Eight Week, and Sixteen Week course success rates increased.
- Traditional course success rate decreased, while the online course success rate increased.
- New student success rates declined in the last 5 years while concurrent, new transfer, and returning student success rates have held steady.
- Success rates based on financial aid recipient status mirrors the same rate as five years ago with minor deviations each year.

# Fall-to-Spring Persistence

**Target:** Rate of students who continue their enrollment from the Fall 2019 to the Spring 2020 Semester (Persistence) will be above 56.2%.

Student persistence is defined as a student who enters in the fall semester and returns in the subsequent spring semester. The cohort of students used in this metric includes all new and new transfer students to OCCC in that particular fall semester.

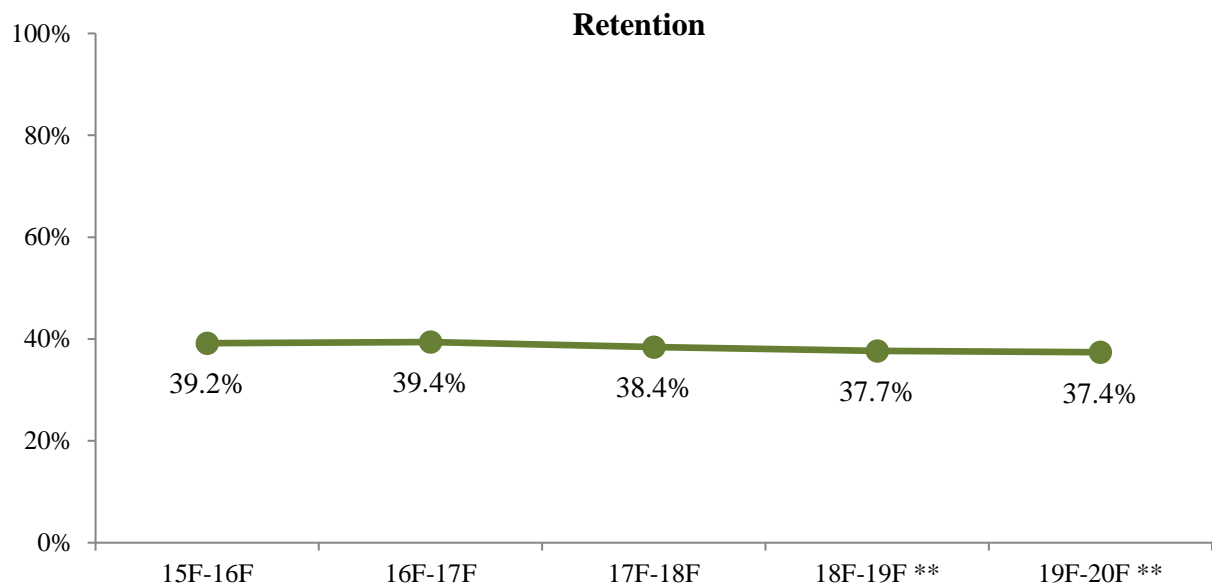


\*\* Persistence does not include students who never attended.

- The Fall 2019 persistence rate exceeded the target by 0.7 percentage points. Details can be found on pages 22 and 23.
- Persistence Black/African American and Native American students continues to lag behind the College level persistence overall for the last five years.
- Persistence continues to be at a higher rate for full-time students compared to part-time students, females compared to males, and new students compared to new transfer students.
- Students with a higher “low” expected family contribution have higher persistence rates.

# Fall-to-Fall Retention

**Target:** Students who continue their enrollment from Fall 2019 to the Fall 2020 semester (Retention) will be above 37.7%. The cohort used to track retention is all new and new transfer students to OCCC who enrolled in the fall.



\*\* Retention does not include students who never attended.

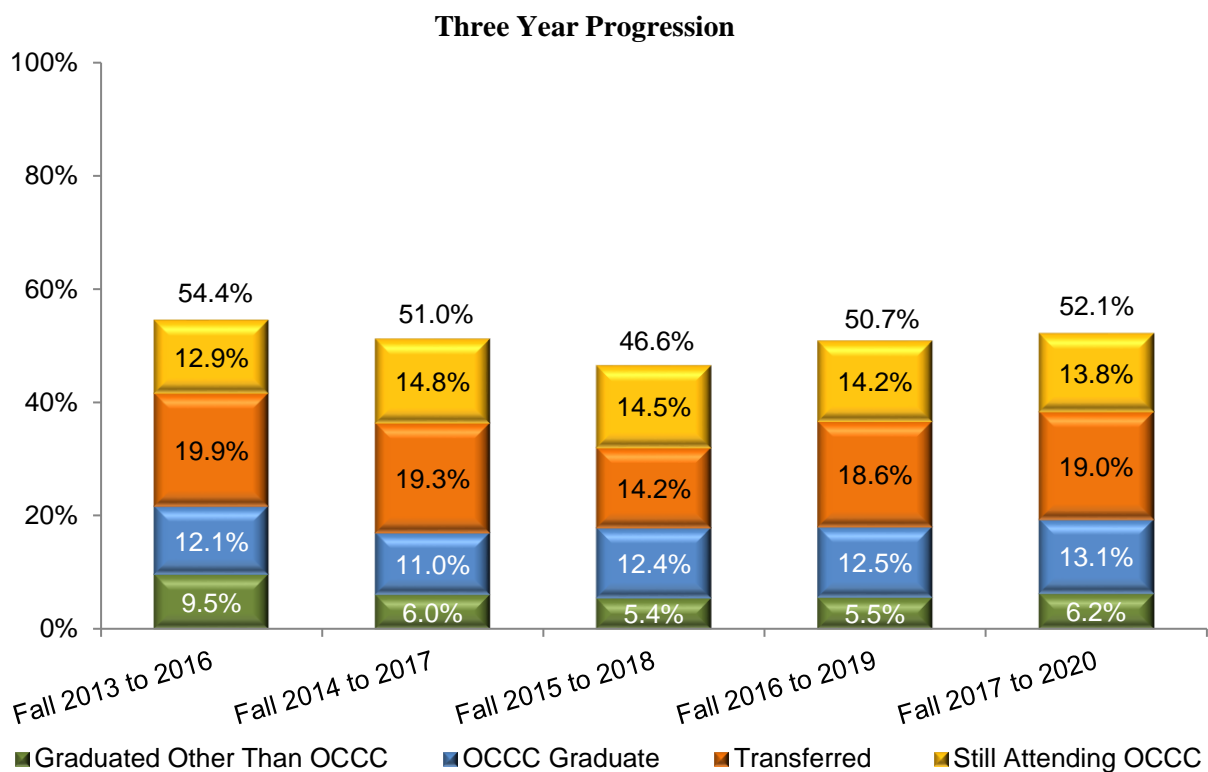
- Retention rate fell slightly below the target by 0.3 percentage points. Details of the retention information are found on pages 24 and 25.
- The gap between the College's retention and the Black/African American students and the Native American students retention rate decreased in the last year.
- The retention rates were higher for full-time students compared to part-time students, females compared to males, financial aid applicants compared to non-financial aid applicants, and new students compared to new transfer students. Students with a higher "low" expected family contribution have higher retention rates.

# Progression

**Target:** The progression rate will be above 50.7%.

The progression rate measures the progress that a new and new transfer student to OCCC has made toward earning a degree or certificate over a three-year period. A student is said to progress over the three-year period if:

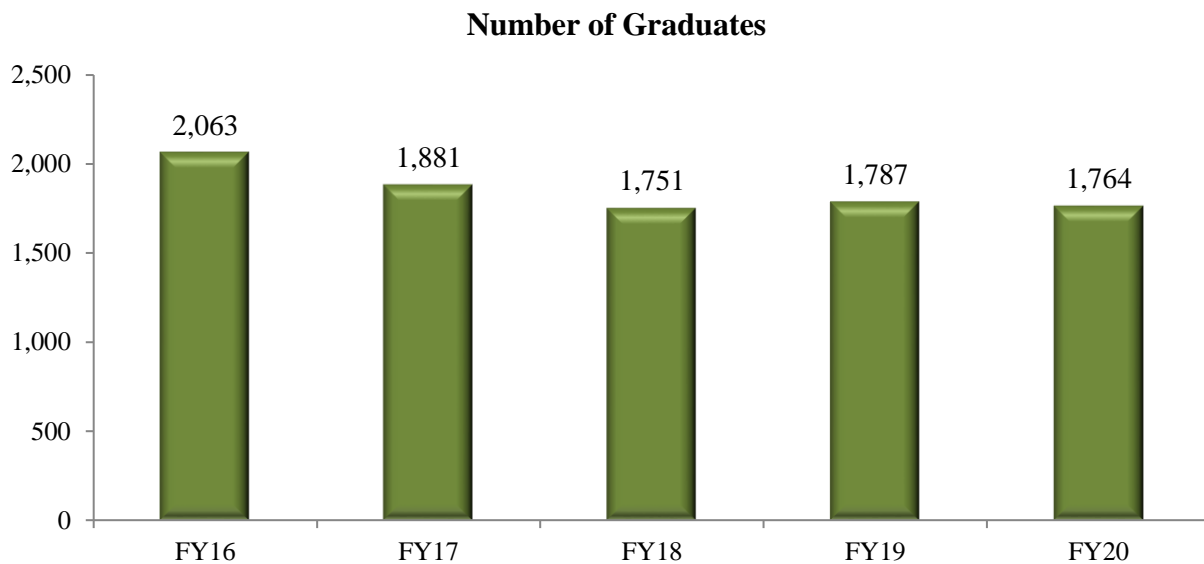
- They earned a degree or certificate at OCCC.
- They earned a degree or certificate at a transfer institution.
- They transferred to another educational institution.
- They are currently attending OCCC.



- The progression rate target was met. The percent of students transferred has increased by 1.4 percentage points since the previous analysis while the other data remained relatively the same as last year.

# Number of Graduates

**Target:** The number of graduates will exceed the number of graduates in the prior year: 1,787 graduates.

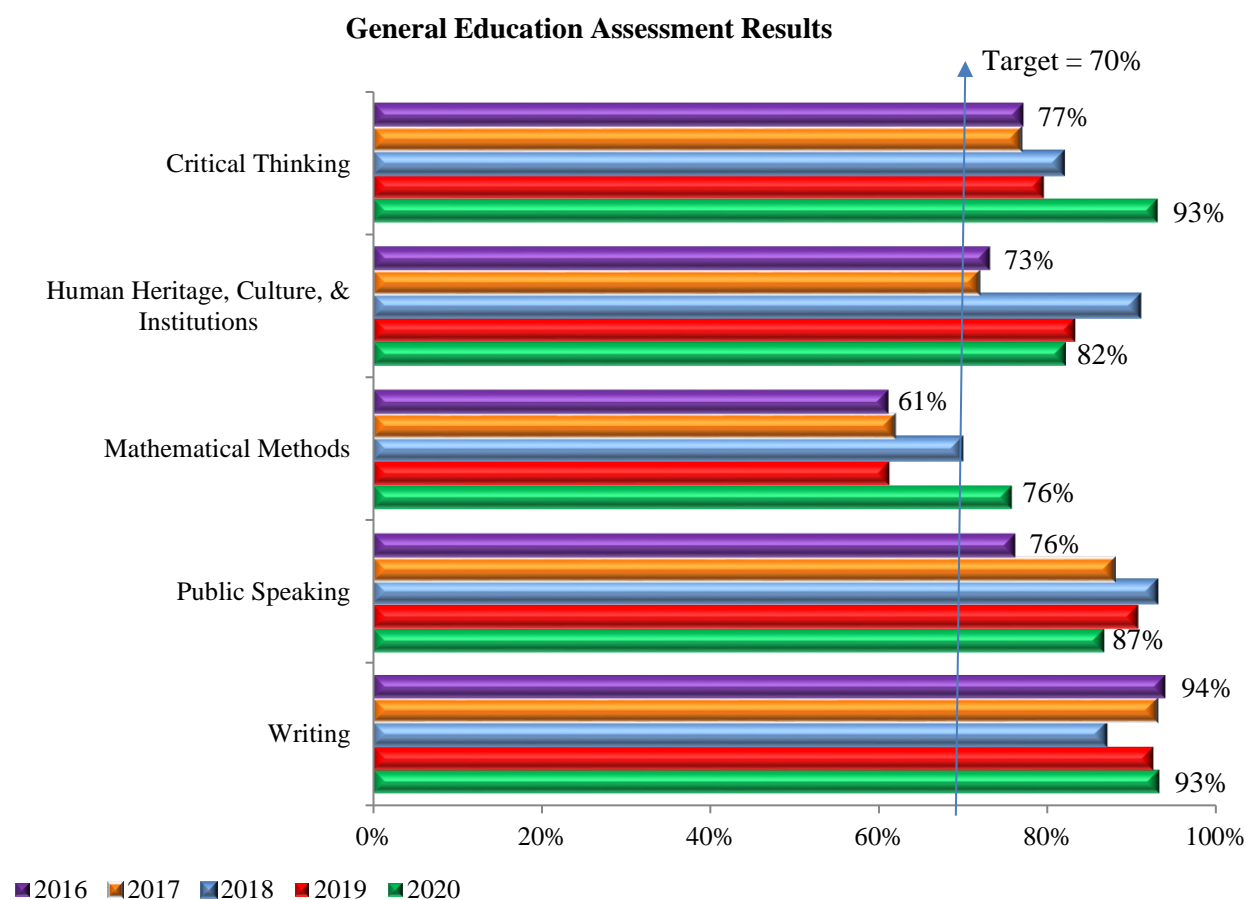


- The number of graduates was below the target by 23 or 1.3%.
- Over the last ten years, the number of graduates increased by 37.8% (from 1,280 in 2011 to 1,764 in 2020); compared to a decrease in headcount enrollment of 21.7% during the same time span. Details are included on page 26.
- The number of our graduates peaked in FY 2016.

# General Education Assessment

**Target:** The goal of the general education process is for at least 70% of the students assessed to demonstrate required levels of learning in each subject area.

A rigorous system of general education assessment is important to the College's accrediting bodies and ensures consistent evaluation of learning outcomes over time. Course assignments are evaluated by independent faculty committees to determine if they meet a set of pre-determined criteria (rubrics). Students must have 35 or more OCCC credits to be included in the assessment.



*Source:* General Education Committee

All five general education assessment goals were met. Critical Thinking, Mathematics, and Writing pass rates increased from the previous year.



# Continuous Improvement Efforts

---

Focus on persistence and retention:

- Increased 8-week term emphasis over 16-week semester offerings in Fall 2020

- Implemented new early alert system and continued student engagement efforts

- Continued increase from Center for Learning and Teaching for training opportunities

- Continued evaluation of co-requisite classes

- Continued evaluation of alternative placement success

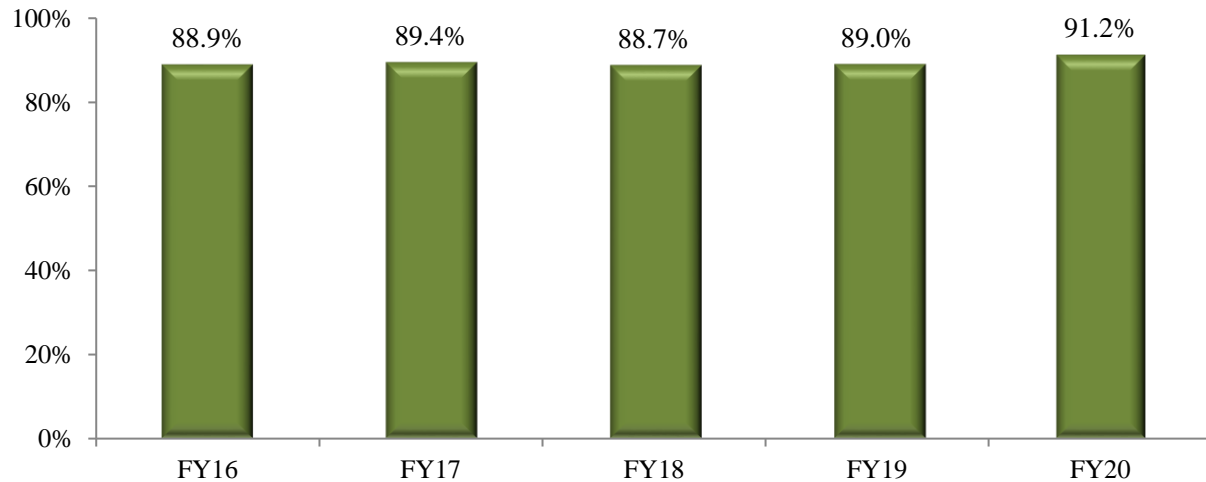


## **APPENDICES**



# Concurrent Student Success and Top Ten High Schools

**Concurrent Student Success**



**Top Ten High Schools**

**#**

**%**

**% Change  
Year over  
Year**

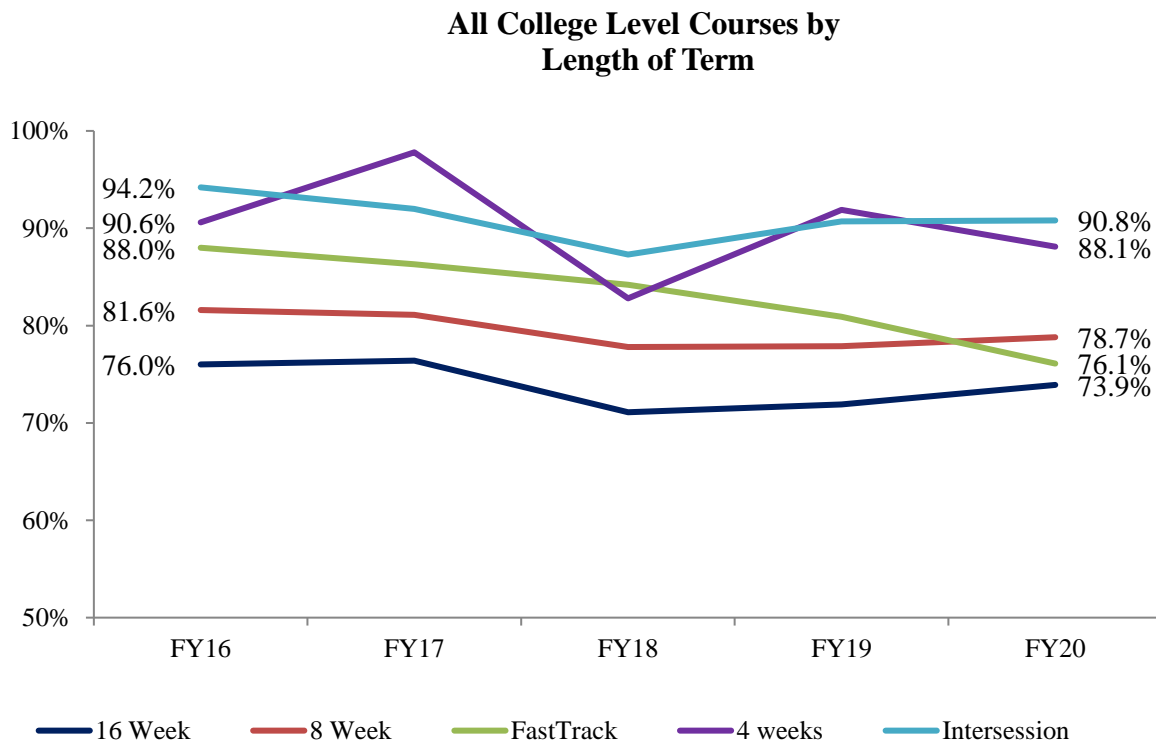
1	Westmoore High School	253	13.5%	29.7%
2	Moore High School	138	7.4%	7.8%
3	SouthMore High School	126	6.7%	24.8%
4	Mustang High School	116	6.2%	6.4%
5	Norman North High School	113	6.0%	6.6%
6	Pathways High School	96	5.1%	21.5%
7	Santa Fe South Schools Inc.	95	5.1%	9.2%
8	Newcastle High School	94	5.0%	-3.1%
9	Tuttle High School	84	4.5%	61.5%
10	Purcell High School	57	3.0%	1.8%

# Gateway Course Success

	Fall 15	Fall 16	Fall 17	Fall 18	Fall 19	Percentage Point Change Yr over Yr
<b>American Federal Government 1113</b>	71.7%	74.3%	76.2%	71.8%	74.5%	2.7
<b>General Biology 1114</b>	71.8%	71.8%	67.5%	65.2%	73.4%	8.2
<b>U.S History 1877 to Present 1493</b>	73.4%	72.8%	73.1%	76.5%	72.8%	-3.6
<b>Music Appreciation 1113</b>	81.7%	80.7%	81.0%	78.0%	71.1%	-6.9
<b>English Composition II 1213</b>	71.0%	69.1%	67.9%	70.5%	70.9%	0.4
<b>Intro to Computers/Applications 1103</b>	61.1%	59.9%	62.5%	66.7%	70.6%	4.0
<b>Introductory Nutrition 1023</b>	62.3%	61.1%	64.3%	73.1%	70.2%	-2.9
<b>U.S. History to 1877 1483</b>	65.0%	71.8%	68.4%	68.8%	69.4%	0.5
<b>General Psychology 1113</b>	67.4%	66.3%	65.4%	66.8%	68.9%	2.1
<b>English Composition I 1113</b>	68.4%	67.7%	67.1%	67.1%	68.4%	1.3
<b>College Algebra/Functions &amp; Modeling 1513/1483</b>	65.6%	67.2%	65.0%	65.6%	57.0%	-8.5
<b>General Chemistry 1115</b>	52.2%	57.3%	54.1%	51.2%	54.3%	3.2
<b>Human Anatomy and Physiology I 1314</b>	59.6%	60.9%	32.4%	48.4%	53.3%	4.9
<b>TOTAL (Gateway Courses)</b>	68.0%	67.8%	66.9%	68.0%	68.4%	0.4

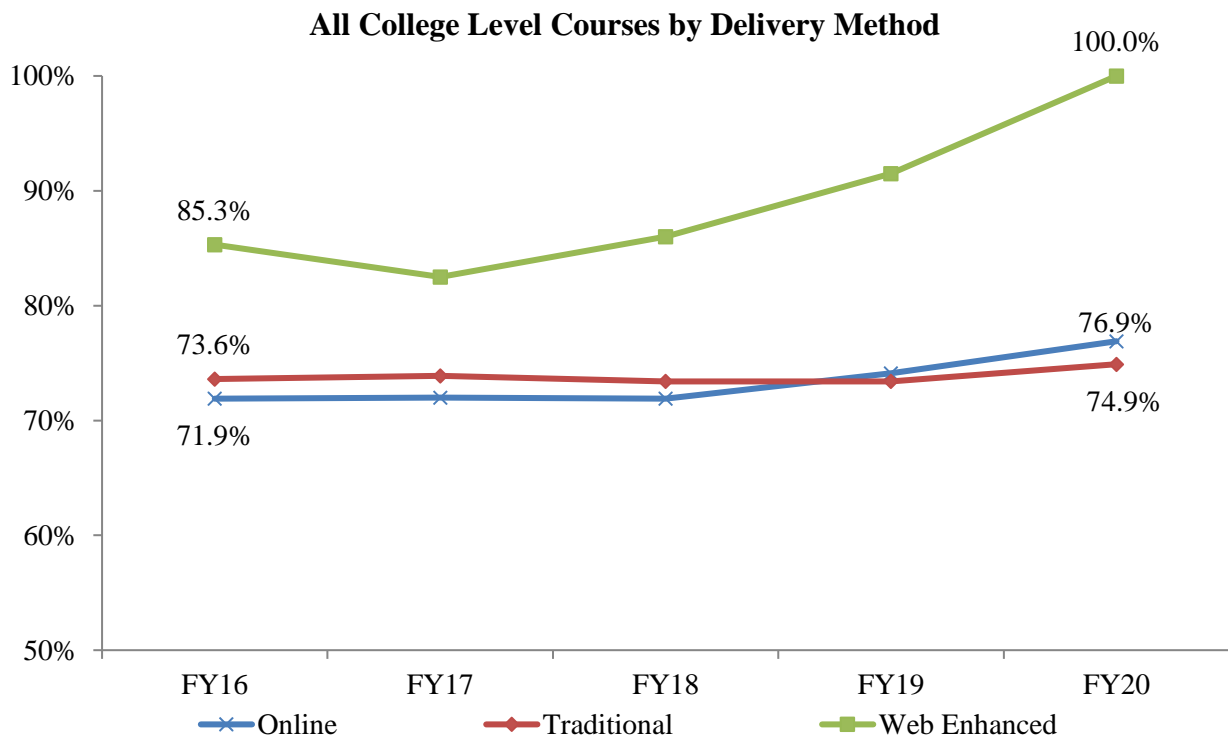
Comment: Ten gateway courses had success rates at or above the target rate in Fall 2019. Nine of the thirteen gateway courses showed an improvement from the previous year. General Biology had the greatest percentage point increase, 8.2, followed by Human Anatomy and Physiology I with an 4.9 percentage point increase.

# Successful Course Completion by Length of Term



	FY 2019 Successful Completion for the College		FY 2020 Successful Completion for the College		Percentage Point Change Year over Year
	#	%	#	%	
<b>4-week</b>	91	91.9%	178	88.1%	-3.8
<b>Intersession</b>	569	90.7%	433	90.8%	0.1
<b>Fast Track</b>	360	80.9%	210	76.1%	-4.8
<b>8-week</b>	13,614	77.9%	19,427	78.7%	0.8
<b>16-week</b>	33,228	71.9%	30,247	73.9%	2.0

# Successful Course Completion by Delivery Method

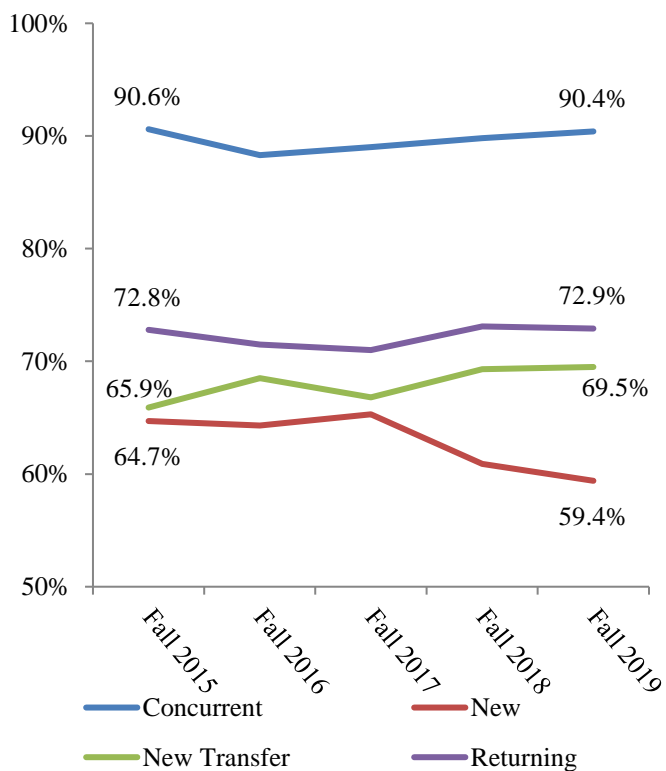


## Enrollments by Delivery Method

	FY 2018		FY 2019		FY 2020	
	#	%	#	%	#	%
<b>Traditional</b>	31,928	66.4%	41,123	64.2%	37,943	58.3%
<b>Online</b>	15,486	32.2%	22,674	35.4%	27,092	41.7%
<b>Web Enhanced</b>	639	1.3%	307	0.5%	11	0.0%

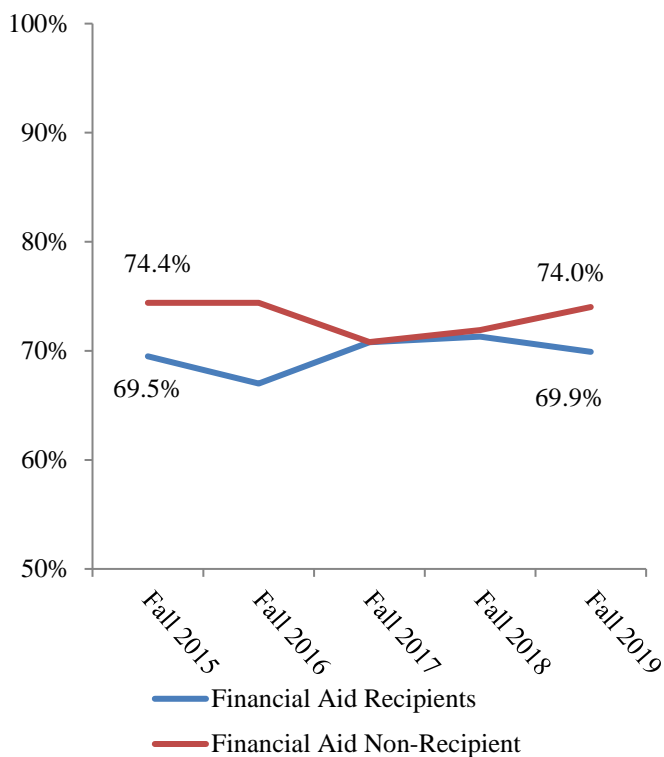
# Successful Course Completion by Type of Enrollment

**All Course Levels by Type of Enrollment\***



These are mutually exclusive categories.

**All Course Levels by Financial Aid Recipients, & Financial Aid Non-Recipients\***



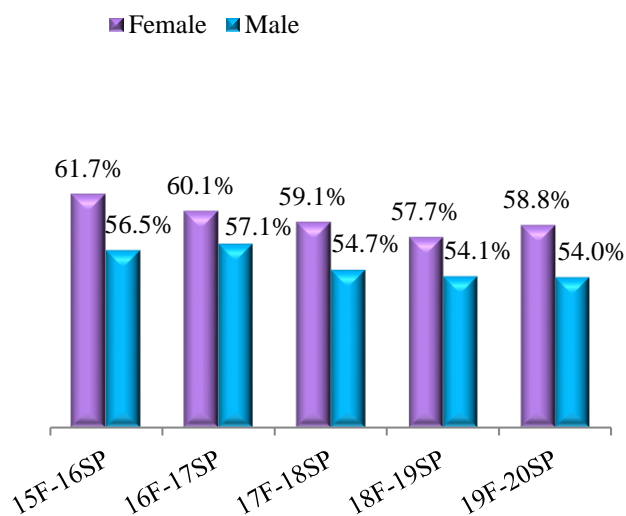
\*These two graphs include Developmental, 1000- and 2000-level courses

# Persistence by Select Demographics

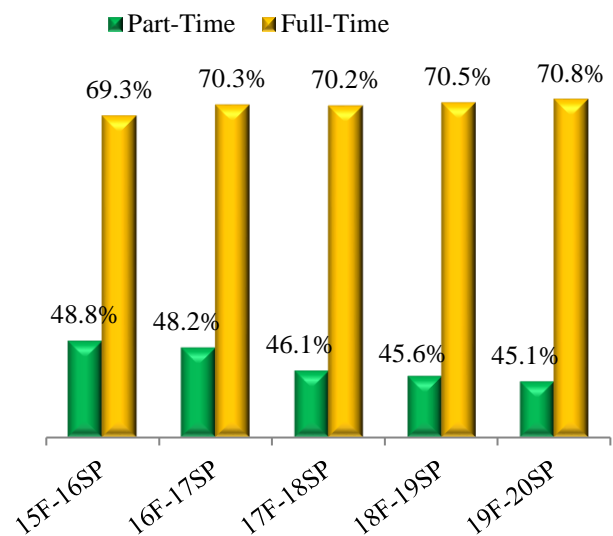
**Persistence Rate difference from the Overall Rate by Race/Ethnicity**

	<b>15F-16SP</b>	<b>16F-17SP</b>	<b>17F-18SP</b>	<b>18F-19SP</b>	<b>19F-20SP</b>
Asian	10.2	4.1	17.9	5.1	12.6
Black/African American	-8.0	-1.1	-10.6	-10.9	-6.6
Hispanic/Latino	1.4	0.5	0.9	3.1	5.0
Native American/Alaskan	-1.3	-9.2	-0.9	-8.4	-9.8
Two or More Races	2.2	0.3	0.8	3.0	-3.1
Minority Total	0.1	-0.6	-0.6	-1.3	0.6
White	0.1	-0.2	1.1	.5	-0.8
<b>College Persistence</b>	<b>59.3%</b>	<b>58.8%</b>	<b>57.1%</b>	<b>56.2%</b>	<b>56.9%</b>

**Persistence by Gender**

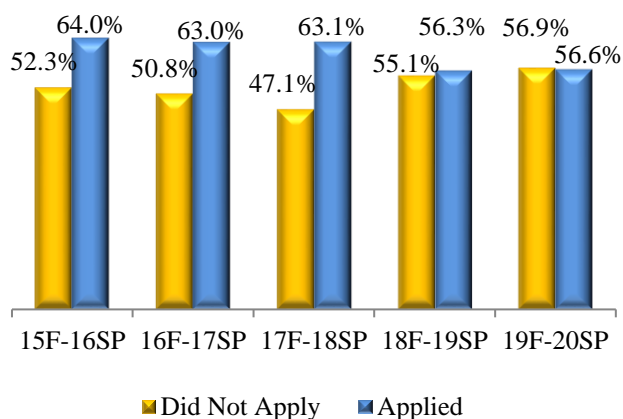


**Persistence FT/PT Students**

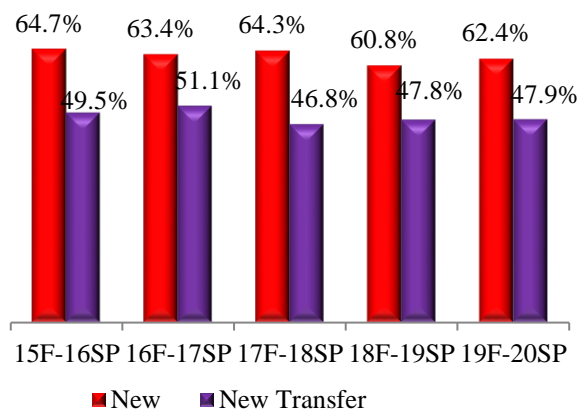


# Persistence by Financial Aid Applicants, New Students, EFC, and First Generation

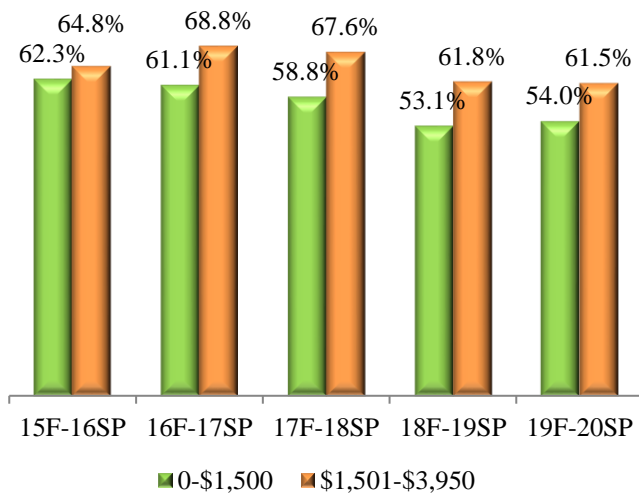
**Persistence by Financial Aid Applicants**



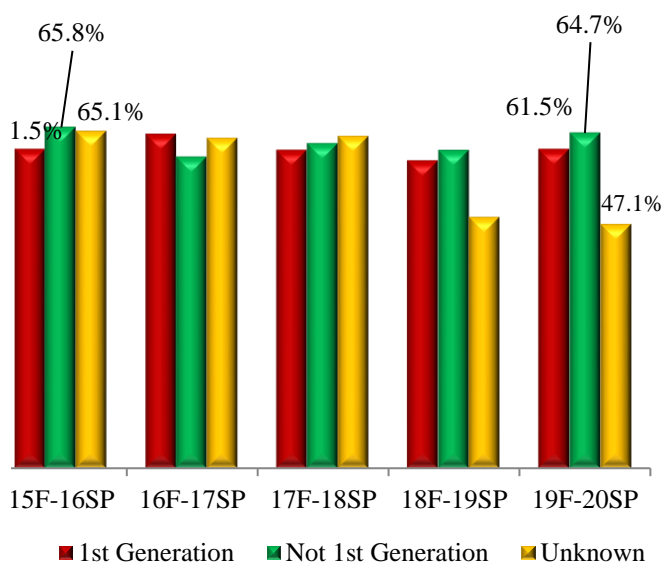
**Persistence by New and New Transfer**



**Persistence by Low Expected Family Contribution**



**Persistence by First Generation\***



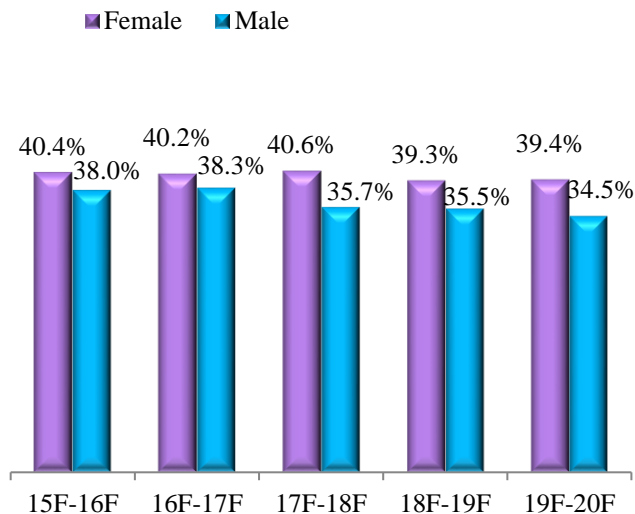
\*Excludes students who did not file FAFSA

# Retention by Select Demographics

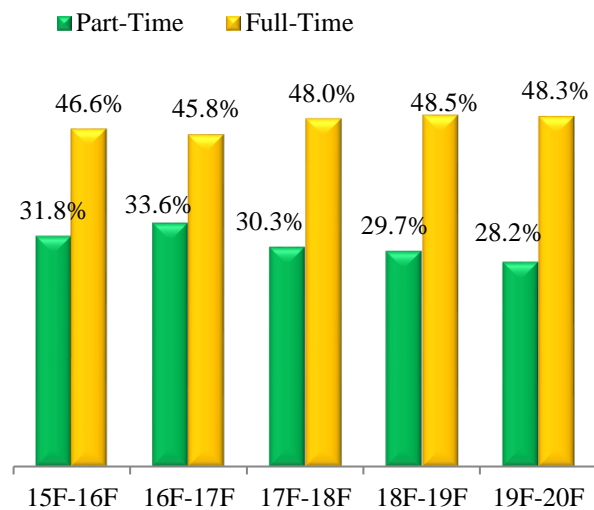
**Retention Rate difference from the Overall Rate by Race/Ethnicity**

	<b>F15-F16</b>	<b>F16-F17</b>	<b>F17-F18</b>	<b>F18-F19</b>	<b>F19-F20</b>
Asian	9.7	6.7	5.4	7.3	5.8
Black/African American	-9.9	-4.1	-6.2	-10.2	-1.7
Hispanic/Latino	2.4	3.6	0.3	4.9	2.5
Native American/Alaskan	0.3	-10.1	-6.8	-7.3	-2.7
Two or More Races	-1.1	4.1	-2.0	-2.5	0.1
Minority Total	-0.5	0.7	-0.8	-1.3	1.1
White	1.2	-0.9	0.8	0.1	-1.6
<b>College Retention</b>	<b>39.2%</b>	<b>39.4%</b>	<b>38.4%</b>	<b>37.7%</b>	<b>37.4%</b>

**Retention by Gender**



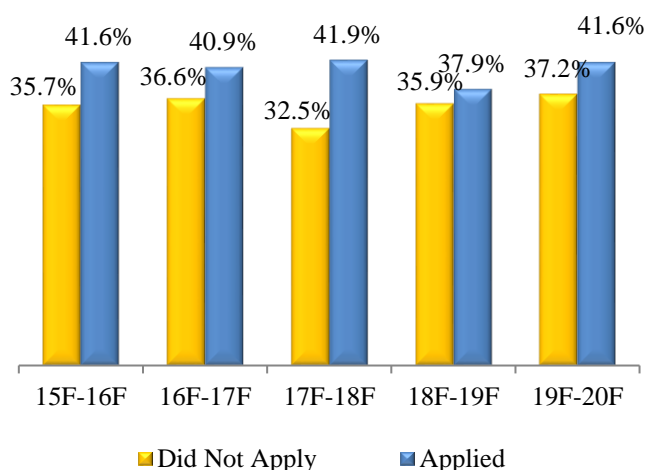
**Retention by Part-Time/Full-Time Students**



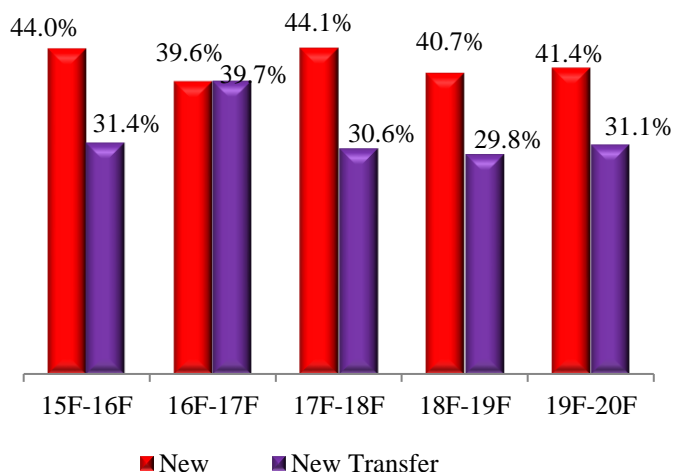


# Retention by Financial Aid Applicants, New Students, Low EFC, and First Generation

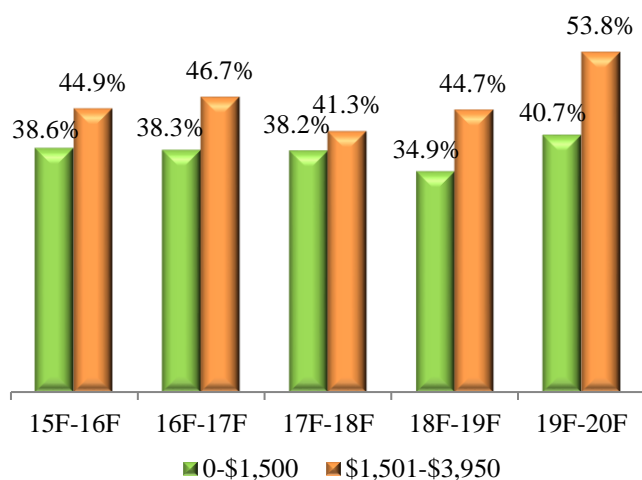
**Retention by Financial Aid Applicants**



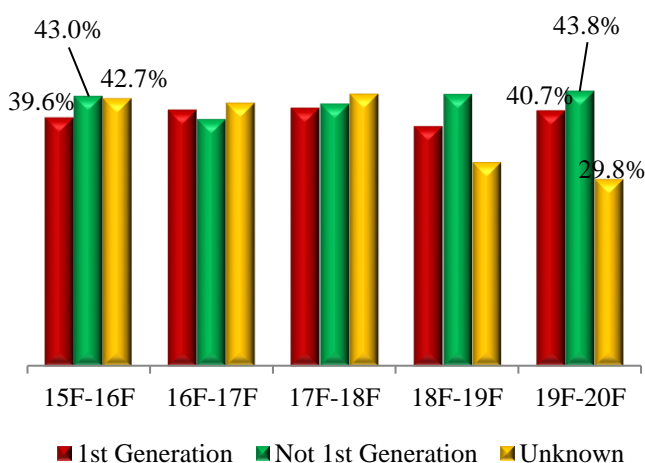
**Retention by New and New Transfer**



**Retention by Expected Family Income**

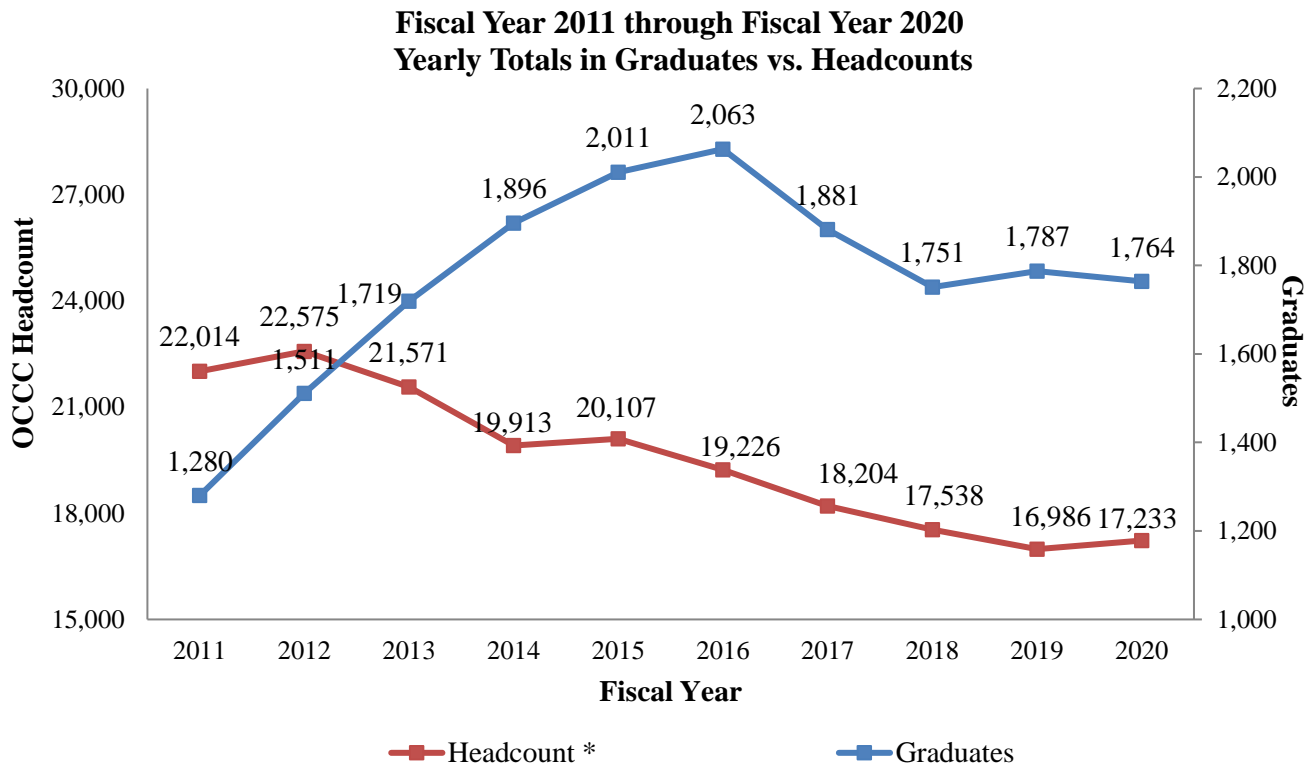


**Retention by First Generation\***



\*Excludes students who did not file FAFSA

# Headcount and Graduates



\*Excludes students who never attended

REGULAR MEETING—BOARD OF TRUSTEES  
SOUTH OKLAHOMA CITY AREA SCHOOL DISTRICT

February 22, 2021

11:30 a.m.

Pursuant to 25 O.S. § 307.1, the South Oklahoma City Area School District Board of Trustees 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](http://www.occc.edu/meetings)

The following members shall participate remotely:

President Devery Youngblood – Videoconference (audioconference backup)  
Vice President Kevin Perry – Videoconference (audioconference backup)  
Clerk Christie Burgin – Videoconference (audioconference backup)  
Trustee David Echols – Videoconference (audioconference backup)  
Trustee Jalal Farzaneh – Videoconference (audioconference backup)  
Trustee Raúl Font – Videoconference (audioconference backup)  
Trustee James White – Videoconference (audioconference backup)

AGENDA

1. Call to Order – President Devery Youngblood
2. For Action: Approval of the Consent Docket
  - A. Minutes of the Regular Meeting of the Board of Trustees, January 25, 2021 (Tab 2A)
  - B. Acceptance of the Budget Report for Fiscal Year 2021 through December 31, 2020 (Tab 2B)
3. For Action:
  - A. Report/Discussion of the Meeting of the Board of Trustees’ Facilities Committee – Trustee James White (Tab 3A)
  - B. Authorizing the Administration to Submit a Request for Proposal (RFP) to Select a Civil Engineering Firm and a Separate Request for Proposal (RFP) to Select an Electrical/Mechanical Engineering Firm to Provide Design Services for the Institution – President Devery Youngblood
  - C. Discussion and Possible Action to Select Current Board Officers to Serve from February 2021 through June 2021, and Shift Board Officer Terms to Begin Each July – President Devery Youngblood

4. 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
5. For Action: Adjournment

Posted at 5:00 PM on 2/18/2021 in compliance  
with §311 of the Oklahoma Open Meeting Act

Meeting of the  
SOUTH OKLAHOMA CITY AREA SCHOOL DISTRICT BOARD OF TRUSTEES  
February 22, 2021

AGENDA ITEM 2A:

Minutes of the Regular Meeting of the Board of Trustees, January 25, 2021

1. Call to Order. President Devery Youngblood called the Regular Meeting of the Board of Trustees to order at 12:35 p.m.
2. Board Members Present:  
Trustee Christie Burgin  
Trustee David Echols  
Trustee Jalal Farzaneh  
Trustee Raúl Font  
Trustee Kevin Perry  
Trustee Jim White  
Trustee Devery Youngblood  
Board Members Absent:
3. Approval of the Consent Docket:
  - A. Minutes of the Regular Meeting of the Board of Trustees, November 13, 2020
  - B. Minutes of the Special Meeting of the Board of Trustees, December 14, 2020
  - C. Acceptance of the Budget Report for Fiscal Year 2021 through October 31, 2020
  - D. Acceptance of the Budget Report for Fiscal Year 2021 through November 30, 2020

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

Aye - Trustee Burgin, Trustee Echols, Trustee Farzaneh, Trustee Font, Trustee Perry, Trustee White, and Trustee Youngblood

4. For Action: Acceptance of the Mid-Year Budget Report for Fiscal Year 2021 Through December 31, 2020.

President Devery Youngblood requested that this item be moved to the February agenda. No motion was made and no votes were taken regarding the Mid-Year Budget Report for Fiscal Year 2021.

5. 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

6. Adjournment

MOTION by Trustee White, seconded by Trustee Font to adjourn at 12:36 p.m.  
Motion carried 7-0, as follows:

Aye - Trustee Burgin, Trustee Echols, Trustee Farzaneh, Trustee Font, Trustee Perry, Trustee White, and Trustee Youngblood

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Devery Youngblood, President

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Christie Burgin, Clerk

Meeting of the  
SOUTH OKLAHOMA CITY AREA SCHOOL DISTRICT BOARD OF TRUSTEES  
February 22, 2021

AGENDA ITEM 2B:

Acceptance of the Budget Report for Fiscal Year 2021 through December 31, 2020

RECOMMENDATION:

**It is recommended that the Board of Trustees accept the Budget Report for Fiscal Year 2021 through December 31, 2020.**

ANALYSIS:

- The budget report for South Oklahoma City Area School District is presented on the following page.
- The District Budget Status Report provides for comparisons of actual revenues and expenditures through December 31, 2020 for the District budget.
- The report reflects a sound mid-year budget condition for the District, and it is recommended that the Board of Trustees accept the budget report for Fiscal Year 2021 through December 31, 2020.

**SOUTH OKLAHOMA CITY AREA SCHOOL DISTRICT  
YEAR TO DATE BUDGET STATUS REPORT  
EXECUTIVE SUMMARY  
FOR FISCAL YEAR 2021 THROUGH DECEMBER 31, 2020**

<b>Fiscal Year 2021</b>			
	<b>Annual Budget</b>	<b>Year to Date Revenues</b>	<b>Actual % of Budget</b>
<b><u>Revenues</u></b>			
Operational Levy	\$ 4,330,073	893,521	21%
Incentive Levy	\$ 2,046,183	440,092	22%
Building Levy	\$ 2,118,972	455,309	21%
Interest and Other Income*	\$ 175,000	21,894	13%
Total Revenues	<u>\$ 8,670,228</u>	<u>\$ 1,810,816</u>	<u>21%</u>
Funds From Carryover	<u>\$ 7,513,429</u>		
TOTAL	<u><u>\$ 16,183,657</u></u>		

<b>Fiscal Year 2021</b>			
	<b>Annual Budget</b>	<b>Year To Date Expenditures</b>	<b>Actual % of Budget</b>
<b><u>Expenditures</u></b>			
Technical Education Reimbursement	\$ 4,000,000	\$ -	0%
Operational Levy	\$ 791,203	85,458	11%
Incentive Levy	\$ 2,727,736	5,379	0%
Building Levy	\$ 8,476,718	13,755	0%
Administrative Costs**	\$ 188,000	-	0%
TOTAL	<u>\$ 16,183,657</u>	<u>\$ 104,592</u>	<u>1%</u>

\*Interest and Other Income includes an oil, gas, and mineral royalty from Unit Petroleum Company.

\*\*Administrative Costs allocated to their respective levy type.



Meeting of the  
OKLAHOMA CITY COMMUNITY COLLEGE BOARD OF TRUSTEES  
February 22, 2021

AGENDA ITEM 3B:

Authorization of the Administration to Submit a Request for Proposal (RFP) to Select a Civil Engineering Firm and a Separate Request for Proposal (RFP) to Select an Electrical/Mechanical Engineering Firm to Provide Design Services for the Institution.

RECOMMENDATION:

It is recommended that the Board of Trustees authorize the administration to submit a request for proposal (RFP) to select a civil engineering firm and a separate Request for Proposal (RFP) to select an electrical/mechanical engineering firm to provide design services for the institution.

ANALYSIS:

- OCCC is seeking a civil and separately, an electrical/mechanical design firm to provide as needed engineering services to the institution.
- Selection criteria which will be evaluated in the selection of the firm to conduct the planning and design effort is envisioned to include, but may not be limited to, the following:
  - Acceptability of Design Services
  - Quality of Engineering
  - Adherence to Cost Limits
  - Adherence to Time Limits
  - Volume of Changes
  - Resources of the Firm
- The Board Facilities Committee met on February 3, 2021 to review and discuss the requested authorization.