

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Wednesday, October 19, 2016, NOC Tonkawa

Regents Present: Chair Tom Dugger, Linda Brown, Stan Brownlee, and Jeffrey Cowan.

Regents Absent: Chad Dillingham

Employees Present: Dr. Cheryl Evans, Anita Simpson, Sheri Snyder, Jason Johnson, Dr. Shannon Cunningham, Dr. Rick Edgington, Dr. Pamela Stinson, Dr. Ed Vineyard, Marjilea Smithheisler, Larry Dye, and Shannon Mair.

1. **Call to order.** Regent Dugger called the meeting to order at 1:02 p.m. Notice of the meeting had been given to the Secretary of State and the agenda posted.
2. **Introduction of visitors, guests, and/or speaker.** Dr. Cathy Moore, Chair, Language Arts Division.
3. **Reciting of the Northern Oklahoma College Mission Statement.**
Northern Oklahoma College, the State's oldest community college, is a multi-campus, land-grant institution that provides high quality, accessible, and affordable educational opportunities and services which create life-changing experiences and develop students as effective learners and leaders within their communities and in a connected, ever-changing world.
4. **Vote to approve minutes.** The minutes of the Wednesday, September 21, 2016, meeting were approved on the motion of Regent Brownlee as seconded by Regent Brown. Voting aye were Regents Brown, Brownlee, Cowan, and Dugger.

INFORMATION TO THE BOARD

5. **Program Showcase.** Dr. Cathy Moore, Chair of Language Arts, highlighted various activities within the division (student majors, student/class projects, faculty activities, faculty graduate-level pursuits, etc.).
6. **Regents' Comments.**
 - Regent Cowan remarked the recent Renfro Lectureship event featuring the music trio The Texas Tenors was very good.
 - Regent Linda Brown presented a \$5,000.00 check for Evans & Associates Tonkawa Scholarship to Sheri Snyder, V.P. of Development and Community Relations. Regent Linda Brown also presented a \$5,000.00 check for the Enid Concrete Scholarship.
7. **Administrators' Updates.**
 - Ms. Anita Simpson distributed a draft of the external audit to each regent and noted this is the college audit information, and the foundation audit is separate. An electronic version of the final audit will be emailed prior to the next board meeting. Ms. Simpson emphasized a \$750,000.00 increase (29% increase) in our net position from the prior year. Ms. Simpson noted Page 47 of the audit provides a summary of the preliminary audit information. No sufficient deficiencies or material weaknesses were noted in the audit or in our federal programs. The audit will be reviewed thoroughly, and the foundation audit will be incorporated once complete.

- Ms. Simpson reported there are various faculty and staff positions currently open including nursing faculty, grants accountant, and gift processing coordinator.
- It has been common for NOC staff to work a second job at NOC, but due to FLSA changes redefining non-exempt employees, they will be unable to work a second job. Several facilitator positions are currently open due to non-exempt employee status changes in FLSA. Job descriptions will be reviewed and updated based on new FLSA requirements.

8. **President's Update.**

- Dr. Evans thanked Larry Dye and the Physical Plant team for their work and cleanup after the recent heavy rain and flooding. The entire maintenance team does a fantastic job of keeping things running smoothly for us.
- The Central Hall restoration and renovation was a very successful project, and faculty have expressed their excitement and anticipation of working in the building.
- NOC's women's soccer team is currently #6 in the nation.
- The Upward Bound grant application is currently under development.
- Terms have been agreed concerning the lot at NOC Enid. We initiated a contract approved by our attorney Matt Stangl and are now waiting for the contract to be returned.
- Devery Youngblood the CEO of Oklahoma Tomorrow will visit NOC Tonkawa on November 10. Mr. Youngblood is visiting every college campus across the state to learn what is happening in higher education and also how state funding cuts have impacted higher education. Dr. Evans has asked Larry Dye, Ray Weidman, and Anita Simpson to compile a list of projects and repairs that have not been completed due to lack of funds.
- Presidential Partners Program brochures were distributed to the board for their consideration. Funds provide resources to create opportunities and activities to enhance classroom learning.
- Current open faculty and staff positions have been discussed, and research is underway to determine positions with greater economic impact than other positions. Currently there are 101 faculty members across our three institutions, but gaps have been identified. Continue to identify and prioritize needs in preparation for budget discussions, and information will be considered.

9. **Other Reports.**

- a. ***Personnel Changes.*** Ms. Anita Simpson reported there were 2 new hires since the September meeting, and 2 employees resigned or were terminated.
- b. ***Stillwater Facility Update.*** Dr. Evans shared the Stillwater Facility project is moving along, and the OSU Long Range Facilities group continues to monitor progress and keep the entire group including the construction manager and architect on target. Ms. Simpson reported she received notification they will be selling bonds. Our payments will be about \$1,050,000.00, and the interest rate ranges from 2% for the first five years, increases to 3% and then 4%, and then drops to 2.5%. The total project cost is \$15 million with interest for 20 years just under \$20 million.

10. **The New Criteria for Accreditation.** Dr. Pam Stinson reported HLC approved NOC's Quality Initiative for boot camps, fast-track remediation models, and academic advisement training as a challenging program and the work we are doing in those areas. Dr. Stinson reviewed Criterion 3B which requires the institution demonstrates the exercise of intellectual inquiry and the acquisition, application, and integration of broad learning and skills are integral to all of our academic programs. We will need to show the review team we validate what we do externally and internally. As far as the quality of what we teach, we have 2 plus 2 agreements in place so our students can transfer to OSU, NWOSU, etc., and move towards a bachelor's degree. We gather a large amount of assessment data internally, and this focuses on general education and what we want every graduate

to know. We also must show how our classes emphasize critical thinking, how we teach diversity, and we have to show through the programs how we teach creativity and scholarship.

BOARD ACTION

11. **Employee Policy Handbook.** Ms. Anita Simpson reviewed changes to the NOC Employee Policy Handbook regarding new requirements of the Fair Labor Standards Act which is effective December 1, 2016.
 - Teachers are exempt and includes fulltime as well as adjunct instructors. Position descriptions are being currently being reviewed. Some positions are part instruction and part coaching. We will verify if instruction is designated as their primary job responsibility.
 - Departments that have weekend or evening events will require language incorporated into job descriptions affected by a flexible 40-hour work week schedule.
 - There is also an option in higher education to provide comp time in lieu of overtime pay, and the option requires a provision for a maximum of 60 hours of comp time. If the department is unable to grant comp time to an employee, there is an option to pay the employee for their comp time. Prior to working any overtime, approval will be required as well as approval by a VP to be paid for overtime in lieu of comp time.
 - Cautions are also in place in regards to on-call employees, employees using smart phones, and employees traveling to and from an event.
 - Higher education also has another section on academic and advising. Letters will be sent to employees affected by a status change.
 - With the exemption for academic administration, new requirements could affect 39 NOC employees.

On the motion of Regent Cowan as seconded by Regent Brownlee, the Regents voted to approve changes made to the NOC Employee Policy Handbook. Voting aye were Regents Brown, Brownlee, Cowan, and Dugger.
12. **Monthly Financial Report.** Ms. Simpson presented for approval the monthly financial reports dated September 30, 2016. On the motion of Regent Brownlee as seconded by Regent Brown, the Regents voted to approve September monthly financial reports. Voting aye were Regents Brown, Brownlee, Cowan, and Dugger.
13. **Monthly Purchases.** Ms. Simpson reported there were no purchases of \$25,000.00 or more made during September 2016.
14. **Monthly Allocation Requests.** Ms. Simpson presented for approval Section 13/New College Fund 600 & 650 allocation requests of \$100,000.00 for the following projects: Computers & Networking-Tonkawa – \$30,000.00; Computer Software Fees & Licenses – \$45,000.00; and Purchase of Enid Campus – \$25,000.00. On the motion of Regent Brown as seconded by Regent Cowan, the Regents voted to approve the Section 13 600-650 allocation request. Voting aye were Regents Brown, Brownlee, Cowan, and Dugger.
15. **Board of Regents Meeting Date Change.** Dr. Evans requested discussion for changing the date for the November Board of Regents Meeting in Stillwater. On the motion of Regent Brown as seconded by Regent Brownlee, the Regents voted to give President Evans the authority to change the November meeting date as may be necessary to accommodate board member schedules and achieve a quorum. Voting aye were Regents Brown, Brownlee, Cowan, and Dugger.

ROUTINE AND OTHER

16. Items for next agenda. No items were noted.
17. Announcement of next scheduled meeting: The next regular scheduled meeting is subject to change due to NOC Regents availability. Currently the meeting is scheduled for Wednesday, November 16, 2016, at 1:00 p.m., Cowboy Mall 175, NOC Stillwater. Lunch will be served at 12:00 p.m. in the Green Room (Atrium) with Stillwater PLC students as guests.
18. Acknowledge resignation of Regent Tom Dugger of the NOC Board of Regents effective October 20, 2016. The board acknowledged the resignation of Regent Tom Dugger effective October 20, 2016. Regent Dugger is currently a senator-elect for the Oklahoma State Senate
19. Proclamation for Regent Dugger. A proclamation was prepared for Regent Tom Dugger to thank him for his service to NOC and the State Regents. Regent Dugger's support of the NOC/OSU Gateway program helped grow this and various other NOC academic programs.
20. Adjournment. Meeting was adjourned at 2:17 p.m.



CHAIR



MEMBER

VICE-CHAIR

MEMBER



SECRETARY