

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Wednesday, November 16, 2016, NOC Tonkawa

Regents Present: Chair Jeffrey Cowan, Stan Brownlee, and Chad Dillingham.

Regents Absent: Linda Brown

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, and Shannon Mair.

1. **Call to order.** Chair Jeffrey Cowan called the meeting to order at 1:01 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.** Cara Beth Johnson, Chair, Business 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, October 19, 2016, meeting were approved on the motion of Regent Dillingham as seconded by Regent Brownlee. Voting aye were Regents Brownlee, Dillingham and Cowan.

INFORMATION TO THE BOARD

5. **Program Showcase.** Cara Beth Johnson, Chair of Business Division, highlighted various activities within the division. The division includes 11 full-time faculty, 6 adjunct faculty; it is also ACBSP-accredited. The division offers 4 degree programs with 4 additional options and over 20 different courses; programs include A.S. and A.A. degrees in Business Administration (MIS & International Business), Computer Science, and Enterprise Development. A.A.S. degrees are offered in Business Management (Accounting & Entrepreneurship). Business student organizations include Kappa Beta Delta Honor Society and AMBUCS Auxiliary, Business students can also participate in the Governor's Cup Competition and the Business Student Advisory Board. The Business Division Advisory Board includes 9 members from Banking, Insurance, Chamber of Commerce, Tourism, Career Tech, Regional Universities and Emeritus Faculty. Recent projects include Business Simulation in Enid; QM Certification Process; Surveys to Students, Graduates, Alumni and Business; Assessment Plan Revision; Updating Furniture in Wilkin 111 Computer Lab; and grant applications in Cyber Security and Financial Literacy.
6. **Regents' Comments.** No comments were reported.
7. **Administrators' Updates.**
 - Dr. Rick Edgington reported that 203 students from local area public schools are taking concurrent enrollment at NOC. That is approximately 100 more students than what we had last

- year. The downside is that we are not reimbursed at the same level for tuition, but NOC is providing a service that is meeting a need.
- Anita Simpson reported that we will begin principal payments on the \$15 million Master Lease Property Lease Revenue Bonds for the NOC Stillwater Building in mid-December in the amount of \$42,583 per month. Interest capitalized through the construction period ending July 1, 2018 will be approximately \$800,000. The net debt service ending December 1, 2017 will be \$511,000.00 and year ending December 1, 2018 will be just under \$812,000. The net debt service over the twenty-year financing will be approximately \$1,060,000 per year ending in 2036.
 - Anita Simpson reported the auditor is finalizing the NOC Foundation audit information that will be incorporated with the college external audit which will be on the December agenda.
8. **President's Update.**
- Executive Council members have participated in meetings offered by the OSRHE including Corequisite conferences and the OSRHE Chancellor's Fall Legislative Forum.
9. **Other Reports.**
- a. ***Personnel Changes.*** Ms. Anita Simpson reported there was 1 new hire since the October meeting, and 0 employees resigned or were terminated.
 - b. ***Stillwater Facility Update.*** Dr. Evans shared the Stillwater Facility project is moving along, Progress continues to be monitored to stay on target.
10. **The New Criteria for Accreditation.** Criterion 3C was reviewed, "The institution has the faculty and staff needed for effective, high-quality programs and students. This criterion addresses 6 areas:
- a. ***Sufficient numbers of faculty for classroom and non-classroom roles.*** Northern currently has 99 full-time faculty members (with 3 vacant nursing positions) and 106 adjunct instructors for a faculty-to-student ratio of 1 to 22.
 - b. ***Faculty qualifications.*** Northern follows the credentialing standard requiring faculty to have a master's degree with at least 18 graduate hours in discipline or appropriate tested experience.
 - c. ***Faculty evaluations.*** Northern uses student evaluations, supervisor observations, and self-evaluations each year.
 - d. ***Processes to insure instructors are current in discipline.*** Northern requires two professional development activities per year for faculty with budgetary support provided.
 - e. ***Accessibility of instructors for student questions.*** Faculty maintain regular office hours and online availability.
 - f. ***Qualified and trained staff providing student support services.*** Northern provides training specific to advising role and a professional development budget for staff. Students also have access to 24/7 online tutoring.

BOARD ACTION

11. **Academic Calendar for 2017-2018.** Pam Stinson presented the academic calendar for approval, noting two changes in moving the last day to add classes in the fall and spring semester one day earlier and moving the final day to pay tuition for fall to July 27 and for spring to January 8. Students will have the option of being paid in full or documenting that financial aid and/or a payment plan is in place. On the motion of Regent Brownlee as seconded by Regent Dillingham, the Regents voted to approve the academic calendar. Voting aye were Regents Brownlee, Dillingham, and Cowan.
12. **Election of Board Officers.** During the NOC Board of Regents meeting on October 19, the board acknowledged Regent Dugger's resignation as chair and board member. On the motion of Regent

Brownlee as seconded by Regent Dillingham, the Regents voted to elect Regent Jeff Cowan as Chair, Regent Linda Brown as Vice Chair, and Regent Chad Dillingham as Secretary as the slate of officers to finish out the fiscal year term 2016-2017. Voting aye were Regents Brownlee, Dillingham, and Cowan.

13. **Health Plan Request.** Ms. Simpson presented for approval a request for the college to move to a Self-Insured Health Plan as part of the Oklahoma Higher Education Employee Interlocal (OKHEEI) Group. On the motion of Regent Dillingham as seconded by Regent Brownlee, the Regents voted to approve the Health Plan Request. Voting aye were Regents Brownlee, Dillingham, and Cowan.
14. **Agency Special Account Request.** Ms. Simpson presented for approval the Agency Special Account Application Request to establish the 790 Fund for processing Medical Self Insurance. The 790 Fund will be an interest bearing account held with the State Treasurer's Office for processing deposits of health insurance premiums and related claims and other associated expenditures. On the motion of Regent Brownlee as seconded by Regent Dillingham, the Regents voted to approve the Agency Special Account Request. Voting aye were Regents Brownlee, Dillingham, and Cowan.
15. **FY2017 Budget Revision.** Ms. Simpson presented for approval the FY2017 Educational & General Budget Revision for the establishment of the 790 Fund. On the motion of Regent Brownlee as seconded by Regent Dillingham, the Regents voted to approve the FY2017 Budget Revision. Voting aye were Regents Brownlee, Dillingham, and Cowan.
16. **Monthly Financial Report.** Ms. Simpson presented for approval the monthly financial reports dated October 31, 2016. On the motion of Regent Dillingham as seconded by Regent Brownlee, the Regents voted to approve October monthly financial reports. Voting aye were Regents Brownlee, Dillingham, and Cowan.
17. **Monthly Purchases.** Ms. Simpson reported October 2016 for approval. **Purchases of \$25,000 or more** were for the following: (#I.) Fire Alarm System – Boehme and Threlkeld Residence Halls – *Mac Systems, Simplex Grinnell; Falco Alarm Co of Stillwater, and Techisco* – Estimate \$55,000.00 Bids Due 11.22.16- Funding Source: Capital Funds; and (#II.) Memorial Student Union Renovation-Tonkawa Campus Base Bid with Alternate #3 and #4 – *Rick Scott Construction* - \$1,185,877.00; *Sooner Construction* - \$1,285,719.00; *Design Build Group* - \$1,297,200.00 (did not attend mandatory pre-bid meeting); *Lambert Construction* - \$1,306,350.00; *Oakridge Builders* - \$1,448,580.00; Funding Source: Capital Funds. On the motion of Regent Dillingham as seconded by Regent Brownlee, the Regents voted to approve November purchases with the exception of Regent Cowan abstained from #II. Voting aye on (#I) were Regents Brownlee, Dillingham, and Cowan. Voting aye on (#II) were Regents Brownlee and Dillingham; Regent Cowan abstained from voting on #II).
18. **Monthly Allocation Requests.** Ms. Simpson presented for approval Section 13/New College Fund 600 & 650 allocation requests of \$180,000.00 for the following projects: Furniture & Equipment-Tonkawa – \$10,000.00; Computer Software Fees & Licenses – \$10,000.00; Campus Site Development & Physical Plant-Tonkawa – \$15,000.00; Campus Site Development & Physical Plant-Enid – \$20,000.00; Purchase of Enid Campus – \$20,000.00; Residence Halls: Renovation, Furniture & Equipment-Tonkawa – \$55,000.00; Library Acquisitions – \$20,000.00; Library Acquisitions-Enid – \$20,000.00; Renovation of Campus Buildings-Tonkawa – \$10,000.00. On the motion of Regent Brownlee as seconded by Regent Dillingham, the Regents voted to approve the Section 13 600-650 allocation request. Voting aye were Regents Brownlee, Dillingham, and Cowan.

ROUTINE AND OTHER

19. Items for next agenda. No items were noted.
20. Announcement of next scheduled meeting: The next regular scheduled meeting is scheduled for Wednesday, December 14, 2016, at 1:00 p.m. in the President's Large Conference Room 106B, Vineyard Library Administration Building in Tonkawa. Lunch will be served at 12:30 p.m.
21. Adjournment. Motion made at 2:53 p.m. to adjourn by Regent Brownlee as seconded by Regent Dillingham. Voting aye were Regents Brownlee, Dillingham, and Cowan.



CHAIR



MEMBER

VICE CHAIR

MEMBER



SECRETARY