

## NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

### Minutes

Friday, January 29, 2016

Northern Oklahoma College

1118 W. Hall of Fame, Cowboy Mall 175, Stillwater

**Regents Present:** Chair Linda Brown, Vice-Chair Tom Dugger, Jeffrey Cowan, and Keith James.

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

1. **Call to order.** Chair Linda Brown called the meeting to order at 1:00 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. Joe Weaver, V.P. for Administration and Finance, Oklahoma State University; Peggy Emde, Childhood Development Instructor, NOC-Stillwater; and Alexa Pickens, PLC Student, NOC-Stillwater.
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 December 16, 2015 meeting were approved on the motion of Regent Dugger as seconded by Regent James. Voting aye were Regents Cowan, Dugger, James, and Brown.

### INFORMATION TO BOARD:

5. **Program Showcase.**
  - Peggy Emde, Childhood Development Instructor at the NOC-Stillwater campus, shared a slide presentation about the Childhood Development Program. The Department of Human Services licenses all childcare facilities in the state of Oklahoma, and several years ago they partnered with State Regents to increase the quality of Oklahoma childcare facilities by expanding the number of two-year programs, providing grants to participating institutions and supporting through the *Scholars for Excellence in Child Care* program. NOC worked with DHS to develop an associate degree as well as a certificate option called a "Certificate of Mastery," a 15 credit hours program that allows facilities and their staff and employees to be added to the state registry. The Associates Degree in Childhood Development has several articulation agreements with other institutions that our degree will move into. The program has spaces to serve 200 students with coursework online, via ITV, and on site in 8 and 16-week courses and approximately 30 degrees are awarded annually. The *Scholars for Excellence in Child Care* program in Enid, under the coordination of Linda Sutherlin, serves 34 students in a 15-county area. The Stillwater program, under the coordination of Quen Wilczek, covers about a 9-county area. The *Scholars for Excellence in Child Care* is a two-part endeavor, covering expenses of the two Scholar coordinators, including recruiting costs and office space. These grants equal \$170-\$175K that comes directly to NOC to support the program. Scholars Coordinators also help students with enrollment and financial aid paperwork associated with a scholarship as well as act as their advisor throughout the semester. They are required to go out

to each student and visit with them twice during a semester. At this time, the program also pays 70% of tuition and all textbook costs, a huge plus for the students. Scholars represent 75% of our child development students.

- Alexa Pickens is a sophomore in the OSU-NOC Gateway Program, and she plans to pursue a BSN degree and a nurse practitioners license. Alexa chose Gateway because of the small campus, smaller class size, and greater interaction with Gateway teachers. As a Gateway student, she appreciates access to NOC resources as well as OSU activities and resources such as the library, student union, gym, and athletic events. During her sophomore year at Gateway, Alexa volunteered at an alternative school where students progress and graduate at their own pace. This experience made a significant impression on Alexa because she realized many of these students had never thought attending or graduating from college was even a possibility. This experience made a profound impact on Alexa and other volunteers, and she hopes the program continues for many years. Alexa is very pleased with her decision to attend OSU-NOC Gateway and values the positive and meaningful learning experiences of the program.

6. **Regents' Report.**

7. **Administrators' Update.**

- Dr. Rick Edgington reviewed the Spring 2016 Preliminary Enrollment Report as of January 29, 2016:
  - Report reflects an overall enrollment decrease of 1%, and an overall credit hour increase of 2%.
- Mr. Jason Johnson provided a brief housing update. Since the December meeting, training has been completed on all maintenance systems. All permits and certificates of occupancy are complete. Students are now in both new dorms, and a few punch list items have been identified and will be addressed. The final touches are being made on the sod project. Since our last meeting, the Enid cafeteria is 100% completed and operational. During recent open houses, students have toured the new dorms, and we continue to have activities to motivate and promote student interest about living in the new dorms. Chair Linda Brown commended Mr. Johnson on his commitment and oversight of the new dorm construction projections as well as other renovation projects.

8. **President's Update.** Chair Linda Brown congratulated Dr. Cheryl Evans on receiving the Pillar of the Plains Award and Honorary Commander at Vance Air Force Base. Dr. Cheryl Evans mentioned bills filed that she recently forwarded to the Board updating them on legislative matters. Governor Fallin will give her State of the State address on Monday, February 1. It will be a very busy legislative session, and it is anticipated we will spend a large amount of time in Oklahoma City on higher education matters. The Executive and Administrative Councils along with various NOC committees continue to review the budget and look at areas of potential savings. Dr. Evans shared how pleased she is about the OSU/NOC lease agreement. She looks forward to working with OSU to create a quality project that will meet the needs of students.

9. **Other Reports.**

**Personnel Actions** – Ms. Anita Simpson reported there was one new hire in Enid for Gym Technician/Special Events Setup. There was one termination from Employee Benefits of a Benefits Coordinator in Tonkawa.

10. **The New Criteria for Accreditation.** Dr. Pam Stinson shared Criterion 1.D, which states the institution's mission demonstrates commitment to the public good. We must show how our actions and decisions reflect how we serve the public and not just the institution. As a community college our educational responsibilities take priority over other purposes and do not involve generating financial returns for investors or supporting external interests. Recently the Federal Trade

Commission filed a complaint against an institution headquartered in California because of false claims about their graduates and the percentage who were employed within their field. We are in agreement that transparency must exist to show our programming meets workforce needs, retraining needs, etc., in the business criteria and must show we truly are serving the communities in which we are located.

11. **Institutional Scholarship Program Update.** Ms. Sheri Snyder referenced Attachments 11A, 11B, and 11C. Attachment 11B will be published and put on our website for students and everyone to be aware of our Scholarship Program rules and procedures. Attachment 11C clarifies and refines the different rules in our Scholarship Program as well as the role of the Scholarship Coordinator. This is something we have been doing over the last several years, and we have been making recommendations on the annual report to the Regents. In years past, recommendations were to enhance the program and to add additional funding; this year was not the case. Our budget for 2016 is \$2.7 million in scholarship support. During the first semester, we spent \$1.4 million in scholarship support. After reductions with the state appropriation, there is a 3% hit (or \$30,000 hit) to our scholarship dollars. For FY2017 the budget is based on estimated reduction of 5% to 10% taking into consideration tax when awarding the different scholarships.

Recent actions taken with the Scholarship Program include: (Effective Fall 2016)

- Honor all awards for continuing scholarship students based on the individual's fall 2015 scholarship awards at NOC during the 2016-17 academic year.
- Convert all existing institutional scholarships' tuition waivers, fees, room, board and books to dollar amounts. (Potential price increases for coming year were taken into account for dollar amount conversions.)
- We will leverage Financial Aid by applying external Financial Aid to student accounts first from state and federal financial aid grants, i.e., Pell, SEOG, OTAG, OHLAP, etc. These will become the primary source of funding student's educational costs. All scholarship students must apply for FAFSA within 30 days of accepting a scholarship award. (Students receiving NOC scholarship awards that are the equivalent of a full ride scholarship could be eligible for partial refund up to \$1,000.)
- Reduced the number of awards and/or the dollar amount on scholarships.

#### **BOARD ACTION ITEMS:**

12. **OSU/NOC Agreement.** Dr. Evans introduced Dr. Joe Weaver, V.P. for Administration and Finance at Oklahoma State University. Dr. Weaver shared OSU recently approved an action to enter into a land lease agreement with NOC in Stillwater. NOC is one of OSU's largest feeder institutions and OSU wants to continue to strengthen their relationship with NOC. OSU is committed to the project, and the real estate for the project is worth roughly \$1.5 million. OSU is committing their long-range facility design team and construction management team to oversee the project.

Consider approval for the President of Northern Oklahoma College (NOC) to enter into a land lease agreement with Oklahoma State University (OSU) for property on Stillwater campus to construct building at Monroe and Connell that will meet the educational and instructional needs of students and employees. The agreement would be subject to review by Legal Counsel prior to its execution. On the motion of Regent Dugger as seconded by Regent Cowan, the Regents approved for the President of Northern Oklahoma College (NOC) to enter into a land lease agreement with Oklahoma State University (OSU) for property on Stillwater campus to construct

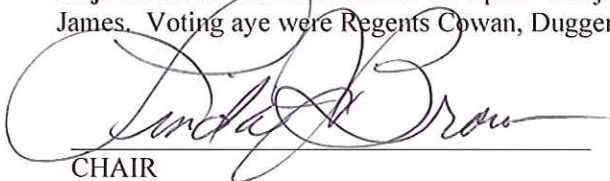
building at Monroe and Connell that will meet the educational and instructional needs of students and employees. Voting aye were Regents Cowan, Dugger, James, and Brown.

13. **FY2017 Academic Service Fee Requests.** Ms. Anita Simpson presented the FY2017 Academic Service Fee Requests for approval. On the motion of Regent Cowan as seconded by Regent James, the Regents approved the FY2017 Academic Service Fee Requests. Voting aye were Regents Cowan, Dugger, James, and Brown.
14. **Transfer of Funds from 700 Fund to 295 Fund.** Ms. Simpson presented the Transfer of Funds from 700 Fund to 295 Fund for approval. On the motion of Regent Dugger as seconded by Regent James, the Regents approved the transfer of funds from 700 Fund to 295 Fund. Voting aye were Regents Cowan, Dugger, James, and Brown.
15. **FY2016 Educational and General Budget Revision.** Ms. Simpson presented the FY2016 Educational and General Budget Revision for approval. On the motion of Regent Cowan as seconded by Regent Dugger, the Regents approved the FY2016 Educational and General Budget Revision. Voting aye were Regents Cowan, Dugger, James, and Brown.
16. **Electronic Delivery Request for Degree Programs.** Dr. Pamela Stinson presented the Electronic Delivery Request for Degree Programs. She shared that NOC has received 100% approval from the Higher Learning Commission for this request. On the motion of Regent James as seconded by Regent Cowan, the Regents approved the Electronic Delivery Request for Degree Programs listed below. Voting aye were Regents Cowan, Dugger, James, and Brown.
  - a. Associate of Applied Science in Nursing (RN)
  - b. Associate of Arts in Child Development
  - c. Associate of Arts in Communication
  - d. Associate of Arts in Criminal Justice
  - e. Associate of Arts in English
  - f. Associate of Arts in Social Sciences and Social Science-Behavioral Science Option
17. **Monthly Financial Report.** Ms. Simpson presented the Monthly Financial Report ending December 31, 2015 for approval. On the motion of Regent Dugger as seconded by Regent Cowan, the Regents approved the Monthly Financial Report for December 31, 2015. Voting aye were Regents Cowan, Dugger, James, and Brown.
18. **Monthly Purchases.** Ms. Simpson presented the December 2015 monthly purchases for approval. **Purchases of \$25,000.00 or more** were for Central Hall Asbestos Abatement, *NorthStar Demolition and Remediation Inc.*, \$47,077.00; *Asbestos Handlers Inc.*, \$54,800.00; *Environmental Action Inc. (EAI)*, \$64,975.00; *AMX Environmental LTD*, \$65,135.00; and *Abatement Systems Inc.*, \$79,484.00; Funding Source: Capital Funds; Threlkeld & Boehme Restroom & Corridor Remodel Base Bid, Alt #1, Alt #2, *Rick Scott Construction Inc.*, \$1,295,619.00 and *Hembree & Hodgson Construction LLC*, No Bid; Funding Source: Capital Funds; Central Hall Renovation Base Bid, Alt #1, Alt #2, Alt #3, Alt #4, *Lambert Construction Company*, \$1,176,500.00; *Rick Scott Construction Inc.*, \$1,742,993.00; *Lopp Construction LLC*, \$1,819,284.00; Funding Source: Capital Funds; Online Tutoring Service – 1,725 Hours, *Tutor.com*, \$59,756.00; Funding Source: Capital Funds (Sole Source). On the motion of Regent James as seconded by Regent Dugger, the Regents approved the January 2016 Monthly Purchases Report with the exception of Regent Cowan on the second item. Chair Linda Brown stated for the record that Evans and Associates did not provide concrete on the second item. Voting aye on all items were Regents Dugger, James, and Brown.

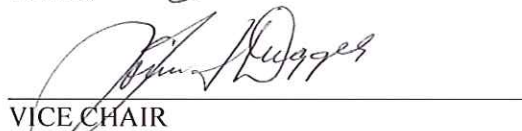
19. **Section 13/New College Fund 600-650 Allocation Requests.** Ms. Simpson requested approval of the Section 13/New College Fund 600-650 allocation requests of \$345,000.00 for the following projects: Computers & Networking – Tonkawa, \$25,000.00; Computer Software Fees & Licenses, \$60,000.00; Repair of Educational Facilities – Enid, \$15,000.00; Campus Site Development & Physical Plant – Tonkawa, \$20,000.00; and Renovation of Campus Buildings – Tonkawa, \$225,000.00. On the motion of Regent Cowan as seconded by Regent Dugger, the Regents approved the Section 13/New College Fund 600-650 allocation request. Voting aye were Regents Cowan, Dugger, James, and Brown.

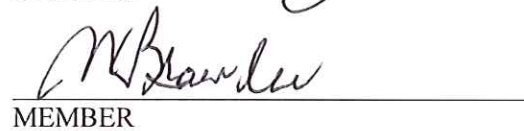
**BOARD ROUTINE AND OTHER:**

1. **New business.** Consideration of "any matter not known about or which could not have been reasonably foreseen prior to the time of the posting of the agenda."
2. **Items for next agenda.**
3. **Announcement of next scheduled meeting: Wednesday, February 17, 2016, 1:00 p.m., Northern Oklahoma College, 1220 E. Grand Avenue, Vineyard Library-Administration Building, President's Conference Room, Tonkawa.**
4. **Adjournment.** Motion made at 2:34 p.m. to adjourn by Regent Cowan as seconded by Regent James. Voting aye were Regents Cowan, Dugger, James, and Brown.

  
CHAIR

  
MEMBER

  
VICE CHAIR

  
MEMBER

  
SECRETARY