

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Wednesday, June 15, 2016, Tonkawa Campus

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

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

1. **Call to order.** Regent 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.**
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, May 12, 2016, meeting were approved on the motion of Regent Brownlee as seconded by Regent Dugger. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.
5. **Regents Comments.**
 - Regents commented that graduation ceremonies were very nice this year.
 - Regent Linda Brown thanked Dr. Cheryl Evans and Ms. Anita Simpson for taking the time to review the budget in detail individually with regents during study sessions.
6. **Administrators' Updates.**
 - Dr. Rick Edgington discussed summer and fall enrollment numbers. As of this date, the Fall 2016 enrollment statistics are 8% higher than the previous year. Fall retention statistics by campus are Tonkawa 85.81%, Enid 79.14% and Stillwater 63.43%. Retention staff continue to reach out to students that have yet to reenroll. During the 2015-2016 school year, 770 students graduated and 851 degrees were earned.
7. **President's Update.**
 - Dr. Evans thanked the board for their support during the recent legislative session.
 - Dr. Evans reported to the board that she will present NOC's FY2017 Tuition & Mandatory Fee Increases & Total Cost to the OSRHE on Friday, June 29.
8. **Other reports.**
 - a. Personnel Changes. One employee resigned/terminated.
9. **The New Criteria for Accreditation.** Dr. Pam Stinson reviewed HLC Criterion 2E regarding the institution's policies and procedures call for responsible acquisition, discovery, and application of knowledge by its faculty, students and staff. (1) The institution provides effective oversight and support services to ensure the integrity of research and scholarly practice conducted by its faculty,

staff and students, (2) Students are offered guidance in the ethical use of information resources, and (3) The institution has and enforces policies on academic honesty and integrity.

10. **Fourth Quarter Update on the Strategic Plan, Year Three.** Dr. Stinson reviewed highlights of Year 3 Goals 1 through 5 and a draft of 2016-2017 Priorities for the Strategic Plan that will carry over to Year 4 to further advance Year 3 objectives.
11. **Updated Organizational Chart.** The board reviewed the 2016-2017 organizational chart.

BOARD ACTIONS:

12. **Exchange for Services Agreement.** Ms. Sheri Snyder presented for approval the Exchange for Services Agreement between Northern Oklahoma College and Northern Oklahoma College Foundation, Inc. On the motion of Regent Cowan as seconded by Regent James, the Regents voted to approve the Exchange for Services Agreement. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.
13. **Resource Agreement to Support Development Activities.** Ms. Snyder presented for approval the Resource Agreement between Northern Oklahoma College and Northern Oklahoma College Foundation, Inc. to Support Development Activities. Ms. Snyder explained the friend-raising/fund-raising support fund of \$7,500 is specifically designated for alumni and friends' activities, and the community and stakeholder relations support fund of \$7,500 is tied to community and advocacy activities. Both are designated funds that cannot be dispensed to the college. On the motion of Regent James as seconded by Regent Cowan, the Regents voted to approve the Resource Agreement to Support Development Activities. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.
14. **Program Option Addition.** Dr. Pamela Stinson presented the request to add four degree programs for the Associate in Science Degree in Agriculture: (1) Ag Business Option, (2) Ag Communications Option, (3) Plant and Soil Sciences Option, and (4) Pre-Vet Option. Dr. Stinson explained this is a refocusing of electives, and these additions allow for greater transfer options especially when transferring to Oklahoma State University. On the motion of Regent Brownlee as seconded by Regent James, the Regents voted to approve to approve the four degree programs for the Associate in Science Degree in Agriculture as presented. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.
15. **Athletic Handbook.** Mr. Jeremy Hise reviewed four main changes to the FY2016-2017 Athletic Handbook which were adding the (1) Mission Statement – Added due to HLC accreditation, (2) Social Networking/Online Behavior Policy – Added a statement that we recognize social media, but we look to protect NOC and our students by adhering to the policy, (3) Eligibility – Added a statement about remedial classes may need to be taken in order to graduate on time, and (4) Financial Aid – Changes include how financial aid is handled and requirement for students to complete financial aid application within 30 days of accepting a scholarship award. Mr. Hise presented the FY2016-2017 Athletic Handbook to the board for approval. On the motion of Regent Cowan as seconded by Regent Dugger, the Regents approved the FY2016-2017 Athletic Handbook. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.
16. **2016-2017 Catalog.** Dr. Stinson presented for approval the FY2016-2017 Catalog. She noted two items pending in the catalog revisions: (1) NOC Board positions and (2) 2016-2017 tuition costs will be a proposal, and both items will be adjusted once NOC receives OSRHE approval. Due to

budget considerations and clarifying that process, changes were made to scholarships and degree sheets to get hours down to 60 hours: HPER requirement was removed because those 2 hours do not transfer and cannot be a part of the 60 hours. The Pre-Algebra course was eliminated, and math instructors will work on fast tracking and use co-req models with students to get them through faster. On the motion of Regent Brownlee as seconded by Regent James, the Regents approved the FY2016-2017 Catalog. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.

17. **Tenure Requests.** Dr. Stinson presented the following faculty for tenure: Vickie Crouch (Nursing Faculty-Stillwater), Darrell Frost (Social Science Faculty-Tonkawa), Dr. Brandon Hobson (Language Arts Faculty-Tonkawa), and Tiffany Meacham (Social Science Faculty-Tonkawa). Dr. Stinson explained tenure is an acknowledgement an instructor has done a good job, and they must be here at least three years to be eligible for tenure. It is a quality check requiring faculty to comply and provide evidence of teaching effectiveness and institutional contributions. On the motion of Regent Dugger as seconded by Regent Brownlee, the Regents approved the slate for tenure. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.
18. **Campus Master Plan.** Ms. Anita Simpson presented for approval the FY2018-2025 Campus Master Plan. Ms. Simpson reviewed projects and amounts as well as institutional ranking for Tonkawa, Enid and Stillwater campus projects. On the motion of Regent Cowan as seconded by Regent Brownlee, the Regents approved the FY2018-2025 Campus Master Plan. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.
19. **Tuition and Mandatory Fees Increases for FY2017. Tonkawa and Enid Campuses** – Ms. Simpson presented for approval the Tuition and Mandatory Fees increases for FY2017 for Tonkawa and Enid campuses. Increases requested were 6.8% (\$7.35/credit hour) for resident tuition and mandatory fees and 8.2% (\$22.85/credit hour) for non-resident tuition and mandatory fees. Mandatory Fee increases for Tonkawa and Enid include a \$0.55 Student Technology Services Fee increase per credit hour, a \$0.55 Library Resources Fee increase per credit hour, a \$0.25 Assessment Fee increase per credit hour, a \$0.25 Student Safety, Health, & Wellness Fee increase per credit hour, and a \$0.75 Student Activity Fee increase per credit hour. Overall this amounts to a \$220.50 increase for a resident and a \$685.50 increase for a nonresident. **NOC/OSU Gateway Program** – Ms. Simpson also presented for approval the Tuition and Mandatory Fees increases for FY2017 for the Stillwater NOC/OSU Gateway Program. Increases requested were 5.4% (\$9.95/credit hour) for resident tuition and mandatory fees and 7.2% (\$25.45/credit hour) for non-resident tuition and mandatory fees. Mandatory Fee increases for Stillwater NOC/OSU Gateway Program include a \$2.90 Academic Facilities Fee increase per credit hour, a \$2.00 Library Automation & Technology Fee increase per credit hour, and a \$0.05 Student Development Fee increase per credit hour. Overall this amounts to a \$298.50 increase for a resident and \$763.50 increase for a nonresident. On the motion of Regent Dugger as seconded by Regent James, the Regents approved the Tuition and Mandatory Fees Increases for FY2017 for Tonkawa and Enid campuses and Stillwater NOC/OSU Gateway Program. Tuition and Mandatory Fees increases will be added upon approval by the OSRHE. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.
20. **Academic Services Fees Increases for FY2017.** Ms. Simpson presented for approval the Academic Services Fees Increases for FY2017 for the Stillwater NOC/OSU Gateway Program. Increases requested were \$0.35 per credit hour for the OSU Student Union Renovation Fee and \$2.05 per credit hour for the Life Safety & Security Fee. Academic Services Fees increases will apply only to NOC/OSU Gateway students, and will be added upon approval by the OSRHE. On the motion of Regent James as seconded by Regent Cowan, the Regents approved the Academic

Services Fees Increases for FY2017. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.

21. **Institutional Budget for FY2017.** Ms. Simpson presented for approval the Institutional Budget for FY2017. Ms. Simpson presented Regent Keith James with an honorary historical budget report reflecting information from the past 20 years. This report provided a snapshot of where NOC has been with budget, reserves, state appropriation funding especially noting changes to funding amounts, and other financial information. Due to recent budget cuts by the state legislature, this was the first time NOC's budget has been decreased. Ms. Simpson emphasized the report contained valuable information that could be shared to tell our story. On the motion of Regent Dugger as seconded by Regent Brownlee, the Regents approved the Institutional Budget for FY2017. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.
22. **Monthly Financial Report.** Ms. Simpson presented for approval the monthly financial report dated May 31, 2016. Decrease in state appropriations but an increase on tuition. On the motion of Regent Brownlee as seconded by Regent James, the Regents voted to approve the monthly financial report. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.
23. **Transfer of Funds.** Ms. Simpson presented for approval the transfer of funds from 700 to 295 for two projects with an additional \$300,000.00 for the Stillwater Classroom Building. Total transfer of \$2 million will be dedicated to our Stillwater building. We worked with GH2 on predesign studies for renovation of the Memorial Student Union, west dining room, Rogers Room and snack bar area. GH2 submitted a \$1.3 million preliminary estimate, and this estimate does not include any furnishings. Ms. Simpson requested to move \$1.7 million from the Auxiliary Fund to the 295 Capital Fund for that project. We would transfer over \$2 million designated to the Stillwater building project. On the motion of Regent Dugger as seconded by Regent Brownlee, the Regents approved the transfer of funds. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.
24. **Monthly Purchases.** Ms. Simpson presented June 2016 purchases for approval. **Purchases of \$25,000 or more** were for the following: Periodicals Subscription 2016-2017 – *Popular Subscription Service* – \$27,355.60; Funding Source: Capital Funds (Sole Source); Preconstruction Services-Stillwater New Building – *Flintco* – \$75,300; Funding Source: Capital Funds; Upgrade Renfro ITV Classrooms – *Aspen Custom Electronics Inc* – \$51,852.82; Funding Source: Capital Funds (Sole Source) and *i2i Technologies* – \$52,228.40; Funding Source: Capital Funds (Sole Source); 2 Servers-DL380P GEN 8 – *IT Outlet, Inc.* – \$31,300.00; Funding Source: Capital Funds (Below State Contract) and *CDW-G* – \$37,735.64; Funding Source: Capital Funds (Below State Contract); KPAC Upper Roof Replacement – \$45,000.00; Funding Source: Capital Funds (Estimate); Easterling Lobby & Hallway-Carpet & Tile Replacement – \$35,000.00; Funding Source: Capital Funds (Estimate); Service Level Agreement Annual Renewal – *Business Imaging Systems* – \$33,224.05; Funding Source: Capital Funds (Sole Source); Earl Butts Residence Hall Exterior Renovation – \$80,000.00; Funding Source: Capital Funds (Estimate); Nursing Skills Lab Equipment – Tonkawa Stillwater & Enid – \$165,000.00; Funding Source: Auxiliary Funds (Estimate); On the motion of Regent Cowan as seconded by Regent James, the Regents voted to approve the monthly purchases. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.
25. **Section 13 600 & 650 allocation request.** Ms. Simpson presented for approval Section 13/New College Fund 600 & 650 allocation requests of \$400,000.00 for the following projects: Computers & Networking-Tonkawa – \$55,000.00; Computers & Networking-Enid – \$15,000.00; Computer

Software Fees & Licenses – \$50,000.00; Campus Safety, Security & ADA-Enid – \$10,000.00; Campus Site Development & Physical Plant-Tonkawa – \$10,000.00; Campus Site Development & Physical Plant-Enid – \$10,000.00; Residence Halls: Renovation, Furniture & Equipment-Tonkawa – \$85,000.00; Residence Halls: Renovation, Furniture & Equipment-Enid – \$25,000.00; Library Acquisitions – \$20,000.00; Library Acquisitions-Enid – \$20,000.00; Purchase of Vehicles – \$30,000.00; Renovation of Campus Buildings-Tonkawa, \$50,000.00; Renovation of Campus Buildings-Enid, \$20,000.00. On the motion of Regent Brownlee as seconded by Regent James, the Regents voted to approve the Section 13 600-650 allocation request. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.

26. **Election of Board Officers.** Regent James made the motion to elect Regent Dugger as Chair, Regent Cowan as Vice Chair, and Regent Brownlee as Secretary. On the motion of Regent James as seconded by Regent Cowan. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.

ROUTINE AND OTHER:

27. **New Business.**
28. **Items for Next Agenda.**
29. **Announcement of next scheduled meeting:** The next regular scheduled meeting is Tuesday, July 12, 2016, 1:00 p.m. in Gantz Center, GU102 on the Enid Campus. Lunch will be served at 12:30 p.m., in GU102.
30. **Proclamation Presentation.** President Evans announced that a proclamation was prepared for Regent Keith James to thank him for his service to NOC and the State Regents. Regent James' leadership was evident during NOC's acquisition of the Enid Campus in 1999, the launch of the NOC/OSU Gateway program in 2003 along with numerous construction projects and campus facility improvements through the years. His support of the sheep program and agricultural curriculum on the Tonkawa campus helped grow these academic programs. He was thanked for his 20 years of dedicated service to NOC students.
31. **Adjournment.** Motion made at 2:53 p.m. to adjourn by Regent Cowan as seconded by Regent Brownlee. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.


CHAIR


VICE-CHAIR


SECRETARY


MEMBER


MEMBER