

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Wednesday, June 17, 2015, Tonkawa Campus

Regents Present: Chair Jeffrey Cowan, Linda Brown, Tom Dugger, Keith James, and Lynn Smith.

Employees Present: Dr. Cheryl Evans, Anita Simpson, Sheri Snyder, Jason Johnson, Ryan Paul, Dr. Pamela Stinson, Dr. Rick Edgington, Debbie Quirey, Dr. Ed Vineyard, Larry Dye, Bradley Jennings, Jennifer Smith, Jill Dark, Adriana Soto.

1. **Call to order.** Regent Cowan 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.** There were no visitors or guests.
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.
5. **Vote to approve minutes.** The minutes of the Wednesday, May 20, 2015 meeting were approved on the motion of Regent Brown as seconded by Regent Dugger. Voting aye were Regents Smith, James, Dugger, Brown, and Cowan.

INFORMATION TO THE BOARD:

6. **Program Showcase.** No program scheduled for June.
7. **Regents' Report.**
 - Regent Smith expressed that he has enjoyed serving on the board for the last 10 years. He has also enjoyed working with the Administrative Council members.
 - Regent Cowan expressed his gratitude towards Regent Smith, saying that Regent Smith has been very engaged and involved, and made a big difference.
8. **Administrators' Update.**
 - Dr. Edgington stated that NOC is serving 109 international students, and that 102 are currently enrolled for the fall 2015 semester.
 - Ms. Quirey commented that she spent time with Dr. Shannon Cunningham, and that she will begin her duties as Vice President of the Stillwater Campus on July 1st.
9. **President's Update.**
 - Dr. Evans attended the Phillips Alumni Reunion on June 12th. Many alumni expressed their appreciation for the care that NOC has given to the campus.
 - Dr. Evans will be chairperson of the OSRHE President's Council for the coming year.
 - Dr. Evans thanked Ms. Quirey for her service to NOC and she will be missed when she retires June 30th.
 - Dr. Evans expressed her appreciation to Regent Smith for his 10 years of service on the Board of Regents.

10. **Other Reports.** Personnel Changes. One fulltime staff member was hired and nine employees resigned/terminated/retired.
11. **The New Criteria for Accreditation.** Dr. Stinson reported that two of the HLC criteria that guide the Institutional Assessment Plan include criterion 3, calling for co-curricular programs that are “suited to the institution’s mission and contribute to the educational experience of its students” and criterion 5, calling for the institution to work “systematically to improve its performance,” including applying what it learns from data analysis to improve all of its processes.
12. **Housing Committee Update.** Mr. Johnson gave an update on construction projects. The residence hall projects in Tonkawa and Enid are progressing. Students are signing up to live in the new residence halls, and the timeline for availability is September for both Tonkawa and Enid. The cafeteria renovation in Enid is coming along well. Furniture and tables are going in. The walls in the Mabee center have been painted.
13. **Fourth Quarter Updates on the Strategic Plan, Year Two.** The 5 year strategic plan was discussed by Dr. Stinson. She explained that the results are from a student survey and an employee survey. The largest focus was on the institution instruction plan. The student survey showed that faculty knowledge was a positive aspect of their college experience. Additionally, the student survey suggested that NOC work on first year student advisement and communication.
14. **2015-2016 Institutional Assessment Plan.** Dr. Stinson stated that the Institutional Assessment Plan has been created to insure continuous improvement processes across the institution with attention to what happens in the classroom, in co-curricular programming, and in all institutional operations. Two of the HLC criteria that guide it include criterion 3, calling for co-curricular programs that are “suited to the institution’s mission and contribute to the educational experience of its students” and criterion 5, calling for the institution to work “systematically to improve its performance,” including applying what it learns from data analysis to improve all of its processes.

BOARD ACTION ITEMS:

15. **Tuition and Mandatory Fee Increases for FY2016.** Ms. Simpson requested approval of the Tuition and Mandatory Fee increases for FY2016. Increases requested were 4.8% (\$4.00/credit hour) for resident tuition, 7.3% (\$19.05/credit hour) for non-resident tuition. Mandatory Fee increases for Tonkawa and Enid include a \$1.00 Student Activity Fee increase per credit hour. Mandatory Fee increases for Stillwater include a \$1.00 Advising & Assessment Fee increase, \$0.75 Student Facility Fee increase, \$2.75 Academic Facilities Fee increase, \$0.75 Student Activity Fee – Athletic increase, \$0.20 Parking and/or Transit Fee increase, \$1.25 Library Automation and Technology Fee increase per credit hour. On the motion of Regent Dugger as seconded by Regent Smith, the Regents approved the request to increase Tuition and Mandatory Fees for FY2016. Voting aye were Regents Smith, James, Dugger, Brown, and Cowan.
16. **Institutional Budget for FY2016.** Ms. Simpson requested approval of the Institutional Budget for FY2016. Included in the budget is an average 2% cost of living increase for fulltime staff. An increase in base salary from \$22,000.00 to \$23,000 is included as well. The Regents met individually with Ms. Simpson and Dr. Evans to study the budget prior to the Board of Regents Meeting. On the motion of Regent James as seconded by Regent Brown, the Regents approved the Institutional Budget for FY2016. Voting aye were Regents Smith, James, Dugger, Brown, and Cowan.

17. **Campus Master Plan.** Ms. Simpson requested approval of the campus master plan for FY2017-2021. On the motion of Regent Brown as seconded by Regent Smith, the Regents approved the campus master plan for FY2017-2021. Voting aye were Regents Smith, James, Dugger, Brown, and Cowan.
18. **Academic Service Fee.** The University Center at Ponca City has requested a \$20.00 per semester badge fee to be assessed to students attending classes at the UC. The fee for NOC students will be collected by NOC and remitted back to the UC. On the motion of Regent Brown as seconded by Regent Dugger, the Regents approved the Academic Service Fee for University Center at Ponca City. Voting aye were Regents Smith, James, Dugger, and Brown. Regent Cowan abstained.
19. **2015-2016 Catalog.** Dr. Stinson requested approval of the 2015-2016 catalog. On the motion of Regent Dugger as seconded by Regent James, the Regents approved the 2015-2016 catalog. Voting aye were Regents Smith, James, Dugger, Brown, and Cowan.
20. **Election of Board Officers.** Regent Smith made the motion to elect Regent Brown as Chair, Regent James as Vice Chair, and Regent Dugger as Secretary. During discussion Regent James declined to serve as Vice Chair. Regent Brown seconded the motion made by Regent Smith. Voting nay were Regents Smith, James, Dugger, Brown, and Cowan. Regent Smith made the motion to elect Regent Brown as Chair, Regent Dugger as Vice Chair, and Regent Cowan as Secretary. Regent James seconded the motion. Voting aye were Regents Smith, James, Dugger, Brown, and Cowan.
21. **Monthly Financial Report.** Ms. Simpson presented the Monthly Financial Report for May 31, 2015. On the motion of Regent Brown as seconded by Regent Dugger, the Regents approved the Monthly Financial Report. Voting aye were Regents Smith, James, Dugger, Brown, and Cowan.
22. **Transfer of Funds.** Ms. Simpson requested approval of transfer of \$575,000 from 290 to 295 for various capital projects including renovation of Central Hall and Harold Hall interiors, and security cameras. On the motion of Regent Dugger as seconded by Regent Brown, the Regents approved the monthly financial report. Voting aye were Regents Smith, James, Dugger, Brown, and Cowan.
23. **Monthly Purchases.** Ms. Simpson presented the June 2015 monthly purchases for approval. Purchases of \$25,000.00 or more were for Chiller Replacement for Easterling Hall, *Ward's Air Conditioning, Inc.*, \$58,740.00, Funding source: Auxiliary Funds; Periodicals Subscription 2015 – 2016, *Popular Subscription Service*, \$26,008.52, Funding source: E & G Funds; Tile & Carpet Replacement – Marshal, Zollars & Harmon Offices, *Brewer Carpet One*, \$67,510.62, Funding source: Capital Funds; NOC Cove Conference Center Re-Roof, *All Phase Roofing*, \$32,500.00, Funding source: Auxiliary Funds; Fixtures for Bookstore Renovation – Tonkawa, *College Store Design*, \$58,871.15, Funding source: Auxiliary Funds; Replacement of Entrance Doors & Lobby Window Front – Easterling Residence Hall, \$40,000.00 estimate, Funding source: Capital Funds; Wayfinding Package #1 with alternates #1, #2, #3 – Primary Monuments – Tonkawa & Enid, *Hembree & Hodgson*, \$202,282.00, Funding source: Capital Funds; Wayfinding Package #2 – Exterior Signage – Tonkawa & Enid, *Rick Scott Construction*, \$327,126.00, Funding source: Capital Funds; Wayfinding Package #3 – Interior Signage – Tonkawa & Enid, *EMG*, \$21,644.50, Funding source: Capital Funds; Turnitin Annual License Renewal, *Turnitin*, \$27,721.86, Sole Source, Funding source: Capital Funds; POISE Annual Support Renewal, *Jenzabar*, \$123,194.00, Sole Source, Funding source: Capital Funds; Document Imaging Maintenance Agreement Annual Renewal, *Business Imaging Systems, Inc.*, \$32,545.84, Sole Source, Funding source: Capital Funds; Energy Management Control Contract – Measurement Verification, *Johnson Controls, Inc.*, \$34,509.00, Sole Source, Funding source: Capital Funds; Network Service Upgrade – Boehme

Residence Hall, *Shotrok*, \$39,721.90, Sole Source, Funding source: Auxiliary Funds; 55 HP Prodesk 600 Computers, *CDW-G*, \$38,299.80, OSRHE Contract, Funding source: Auxiliary Funds. On the motion of Regent Smith as seconded by Regent James, the Regents approved the monthly purchases. Voting aye were Regents Smith, James, Dugger, Brown, and Cowan. Regent Brown abstained from voting on Wayfinding Package #1 – Primary Monuments. Regent Cowan abstained from voting on Wayfinding Package #2 – Exterior Signage.

24. **Section 13 600-650 allocation request.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$245,000.00 for various projects: Computer Software Fees & Licenses, \$225,000.00; Purchase of Enid Campus, \$20,000.00. On the motion of Regent Smith as seconded by Regent Brown, the Regents approved the Section 13 600-650 allocation request. Voting aye were Regents Smith, James, Dugger, Brown, and Cowan.
25. **New Business.**
26. **Items for Next Agenda.**
27. **Announcement of next scheduled meeting:** The next regular scheduled meeting is Wednesday, July 15, 2015, 1:00 p.m., Tonkawa Campus. Lunch will be served at 12:30 p.m., in the President's Conference room (106B).
28. **Presentation of Proclamation to Regent Lynn Smith.** Dr. Evans and Regent Cowan presented Regent Smith with a proclamation and plaque in honor of his 10 years as a Regent for Northern Oklahoma College.
29. **Adjournment.** Motion made at 3:03 p.m. to adjourn by Regent Smith as seconded by Regent James. Voting aye were Regents Brown, Dugger, James, Smith, and Cowan.


CHAIR


VICE-CHAIR


SECRETARY


MEMBER


MEMBER