

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Wednesday, September 21, 2016, Enid Campus

Regents Present: Chair Tom Dugger, Linda Brown, Stan Brownlee, Jeffrey Cowan, and 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 1:04 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.** Nate Atchison, Finley & Cook PLLC and Kristi Orr, Math 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 Tuesday, July 12, 2016, meeting were approved on the motion of Regent Cowan as seconded by Regent Brownlee. Voting aye were Regents Brown, Brownlee, Cowan, Dillingham, and Dugger.

INFORMATION TO THE BOARD

5. **Program Showcase.** Kristi Orr, Enid Math faculty member shared about the increase in NOC-Enid's mathematics majors with 50 majors currently enrolled, and the majority of those enrolled plan to major in engineering. NOC-Enid does not offer all of the engineering courses but does offer calculus and differential equations. Students are encouraged to co-advise with OSU since most of these students plan to major in engineering at OSU. Corequisite courses have been added and are working very well and will continue to keep NOC on the forefront of math education. Three math students were selected to visit the NASA facility in Houston this past summer. A trip is planned to the Escape Room in Moore where students are locked in a room and must figure out how to escape. Regent Dillingham asked Ms. Orr what needs exist in her department. The greatest need is having engineering classes on the Enid campus. Current instructor needs include another fulltime math instructor, additional faculty to teach engineering courses as well as another science instructor. Physics is one of the first classes filled, and only non-engineering physics is currently offered. Ms. Orr thanked the board for their support and expressed her gratitude for approving the budget for tutors on all campuses as well as the online tutor service that is so vital to student success.
6. **Regents' Comments.** NOC Regents recently attended the annual Regent Education Program (REP) sponsored by OSRHE. Regent Linda Brown shared about the quality speakers and programs. Regent Chad Dillingham shared the REP presented trends in specific areas that are raising average income per family. Engineering is one such target area, and engineering is in high demand with students NOC attracts. Regent Brown emphasized that our legislators need to hear directly from our students and faculty about critical program needs and how reducing funds and ignoring critical needs actually has a negative impact on our state.

7. **Administrators' Updates.**

- Dr. Rick Edgington reported 135 summer graduates received 143 degrees. Total enrollment and total credit hours decreased slightly, down 1 percent compared to figures one year ago. Preliminary fall enrollment and retention statistics by campus are:
 - Tonkawa – 979 students enrolled; 85.91% Spring to Fall retention rate
 - Enid – 901 students enrolled; 81.47% Spring to Fall retention rate
 - Stillwater – 894 students enrolled; 69.92% Spring to Fall retention rate
- Ms. Sheri Snyder reported “Save the Date” cards for the Central Hall Open House on October 19 were recently mailed. The open house will be held prior to the Regents luncheon that same day. Ms. Snyder shared the Meet the Jets/Jets Alumni All-Sports Reunion will be held on September 24 at 1 p.m. at the Mabee Center Lobby in Enid. The schedule of events was slightly changed, and those interested should contact Ms. Snyder directly for additional details.
- Anita Simpson reported NOC received our portion of funds that were still at the state level in the amount of \$213,546 of the \$20 million that came back to higher education in September. This was our proportionate share of the final FY16 reconciliation funding. In addition, because of the importance of the Concurrent Enrollment program, the State Regents allocated funds to NOC in the amount of \$48,020 thus bringing the reimbursement percentage for FY17 from 35.2 percent to 62.8 percent.
- The Lease Purchase Request for Approval of \$15 million for the Stillwater Classroom Building has been submitted to the Council of Bond Oversight and will be considered on September 29. Projected rates range from .65% to 4% over a 20-year term with an annual debt service of approximately \$1,040,000 which will be paid from NOC/OSU Gateway program income.

8. **President's Update.** Dr. Cheryl Evans thanked the Regents for investing their time to attend the Regents Education Program (REP). NOC was the only institution with 100% participation for certain parts of the day. Dr. Evans shared information for a question that came up during the REP about directors and officers, and information is available on the related policy.

Dr. Evans emphasized the many positive things that are happening at NOC:

- NOC's women's soccer team is #3 in the nation 8 – 0 undefeated which is the highest they have ever been ranked since the program started.
- WalletHub recently ranked NOC as #16 in the nation for best value.
- Smart Assets recently ranked NOC as #3 in best community colleges in America. It's very exciting for NOC to be in the top 20 range in both studies, and it's extremely important that students understand the value and quality of education they receive at NOC.
- A \$1.75 million federal grant was recently awarded to the college as a Native American-Serving Nontribal Institution to improve technology and extend educational access. Additionally, the grant objectives will be to locate a cultural center in the library building at Tonkawa and improve online services available to all students.

9. **Other Reports.**

- a. ***Personnel Changes.*** Ms. Anita Simpson reported there were 23 hires during August and September, and 7 employees resigned or were terminated.
- b. ***Stillwater Facility Update.*** Dr. Evans shared that great progress is being made on the project. At this time, it looks like the structure will be four stories and just under 80,000 square feet. Maximizing square footage for teaching space remains the highest priority. The entire team (OSU long range facilities, construction manager, architect, etc.,) continue to keep the project on target. A groundbreaking ceremony is scheduled for March 22, 2017 and Save the Date cards will be distributed at future meetings.

10. **The New Criteria for Accreditation.** The Higher Learning Commission asked NOC to submit a Quality Initiative for a challenging program with an objective to improve education and a willingness to experiment. Dr. Pam Stinson noted that NOC's final report for the 2008-2018 cycle Quality Initiative was submitted on August 31, 2016. The report highlighted efforts to improve remediation models through boot camps and other fast-track remediation models, as well as enhanced training for academic advisement to increase retention and completion rates.
11. **OSRHE Academic Plan.** Dr. Pam Stinson presented the 2016-2017 Institutional Degree Completion and Academic Plan recently submitted to OSRHE. Each September OSRHE requires state higher ed institutions to submit a plan identifying academic goals as well as our partnerships, uses of new technology, and anticipated degree programs and course offerings for the following year. One major initiative for 2016-2017 will be aligning with Oklahoma's goals for Complete College America remediation reform; the Oklahoma State Regents have set a goal that by Fall 2017 90% of all students needing remediation will attend an institution that offers a corequisite model and over 75% of remedial students will be enrolled in corequisite remediation. In the area of new programs and courses, the NOC Board of Regents recently approved four degree options in Agriculture that are pending approval by the OSRHE. Divisions are also looking at additional areas where we can add degrees or options that would meet workforce needs and are feasible to add with existing resources.
12. **Strategic Plan Quarterly Update Report.** Dr. Pam Stinson reviewed the September 2016 Quarterly Update of the 2013-2018 Strategic Plan for Northern Oklahoma College. The report was also posted on the institutional website.

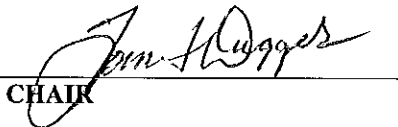
BOARD ACTION

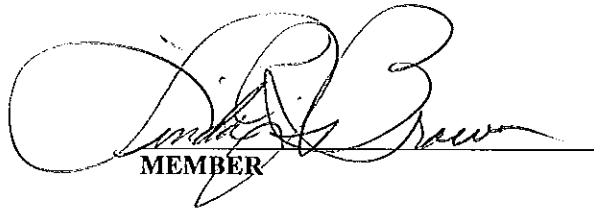
13. **FY2016 Internal Audit Report.** Mr. Nate Atchison with Finley & Cook, PLLC, presented the FY2016 Internal Audit. Audited included review of expenditures, travel claims, property rentals, payroll, cashier, activity advances, bookstore, and data extraction. Mr. Atchison stated that the audit was clean with two procedural recommendations. On the motion of Regent Brownlee as seconded by Regent Brown, the Regents voted to approve the FY2016 Internal Audit Report as presented. Voting aye were Regents Brown, Brownlee, Cowan, Dillingham, and Dugger.
14. **Program Deletion.** On the motion of Regent Brown as seconded by Regent Dillingham, the Regents voted to approve the Associate in Applied Science in Aviation Maintenance Technology program deletion as presented. Voting aye were Regents Brown, Brownlee, Cowan, Dillingham, and Dugger.
15. **Dorm Rate Adjustment.** On the motion of Regent Cowan as seconded by Regent Brown, the Regents voted to approve the Dorm Hall Adjustment adding a single room rate for Jets and Mavericks Halls for Fall 2016/Spring 2017 Semesters as presented. Voting aye were Regents Brown, Brownlee, Cowan, Dillingham, and Dugger.
16. **NOC Grants and Contracts Accounting Policies Manual.**
17. **NOC Grants and Contracts Policies and Procedures Manual.**
18. **Responsible Conduct of Research (RCR) for Northern Oklahoma College.**
Agenda Items 16 thru 18 were combined under one motion by Regent Brownlee as seconded by Regent Dillingham, with the Regents voting to approve the following as presented: NOC Grants and Contracts Accounting Policies Manual, NOC Grants and Contracts Policies and Procedures Manual, and Responsible Conduct of Research (RCR) for Northern Oklahoma College. Voting aye were Regents Brown, Brownlee, Cowan, Dillingham, and Dugger.

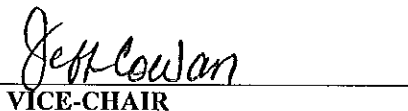
19. **Open Records Policy Update.** On the motion of Regent Brown as seconded by Regent Brownlee, the Regents voted to approve the Open Records Policy Update as presented. Voting aye were Regents Brown, Brownlee, Cowan, Dillingham, and Dugger.
20. **Real Property Purchase.** On the motion of Regent Brown as seconded by Regent Cowan, the Regents voted to negotiate the purchase of real property adjacent to the Enid Campus with a maximum purchase offer of up to \$17,000.00. Voting aye were Regents Brown, Brownlee, Cowan, Dillingham, and Dugger.
21. **Monthly Financial Report.** Ms. Anita Simpson presented for approval the monthly financial reports dated July 31, 2016 and August 31, 2016. On the motion of Regent Brownlee as seconded by Regent Dillingham, the Regents voted to approve July and August monthly financial reports. Voting aye were Regents Brown, Brownlee, Cowan, Dillingham, and Dugger.
22. **Monthly Purchases.** Ms. Simpson presented September 2016 purchases for approval. **Purchases of \$25,000 or more** were for the following: Exterior Building Repairs-Labor Only-Earl Butts Dorm – JMB Concrete – \$40,000.00; Hays Construction Co., LLC – NO BID; John's Custom Cabinets – NO BID; Funding Source: Capital Funds; Architectural Fees-NOC/STW – Studio Architecture – \$1,139,830.00; Funding Source: Capital Funds; Middle Roof Replacement-Vineyard-Administration – American Roofing & Construction – \$79,425.00; All Phase Roofing – \$66,875.00; Heritage Roofing System – NO BID; RSI – NO BID; Funding Source: Capital Funds; Maverick Cafeteria Remodel – Curtis Restaurant Supply – \$232,306.00; Ed Don & Company Inc. – NO BID; Oswalt Restaurant Supply – NO BID; Pasco Brokerage Inc. – NO BID; Supreme Fixtures Co Inc. – NO BID; Funding Source: Capital Funds; Kinzer Performing Arts Upper Roof Replacement – American Roofing & Construction – \$41,000.00; All Phase Roofing – NO BID; Heritage Roofing System – NO BID; RSI – NO BID; Funding Source: Capital Funds; Extra Tablets for Replacement or Reissuance – CDW Government Inc. – \$31,880.00; Funding Source: Capital Funds – OK Board of Regents Contract; Annual Cloud Storage Backup – Business Imaging Systems Inc. – \$35,418.00; Funding Source: Capital Funds – SW Contract 782. On the motion of Regent Brownlee as seconded by Regent Dillingham, the Regents voted to approve the monthly purchases. Voting aye were Regents Brown, Brownlee, Cowan, Dillingham, and Dugger.
23. **Section 13 600 & 650 Allocation Requests.** Ms. Simpson presented for approval Section 13/New College Fund 600 & 650 allocation requests of \$395,000.00 for the following projects: Furniture & Equipment-Tonkawa – \$35,000.00; Computers & Networking-Tonkawa – \$45,000.00; Computers & Networking-Enid – \$10,000.00; Computer Software Fees & Licenses – \$70,000.00; Repair of Educational Facilities-Tonkawa – \$5,000.00; Dining Hall Renovation & Equipment-Tonkawa – \$20,000.00; Campus Site Development & Physical Plant-Tonkawa – \$30,000.00; Campus Site Development & Physical Plant-Enid – \$15,000.00; Purchase of Enid Campus – \$20,000.00; Residence Halls: Renovation, Furniture & Equipment-Tonkawa – \$45,000.00; Residence Halls: Renovation, Furniture & Equipment-Enid – \$15,000.00; Renovation of Campus Buildings-Tonkawa – \$85,000.00. On the motion of Regent Brownlee as seconded by Regent Brown, the Regents voted to approve the Section 13 600-650 allocation request. Voting aye were Regents Brown, Brownlee, Cowan, Dillingham, and Dugger.
24. **Board of Regents Meeting Location Change.** Dr. Evans presented for approval the proposed meeting location change for the March 22, 2017 Board of Regents Meeting in Stillwater. On the motion of Regent Brown as seconded by Regent Cowan, the Regents voted to approve moving the meeting to Stillwater. Voting aye were Regents Brown, Brownlee, Cowan, Dillingham, and Dugger.

ROUTINE AND OTHER


25. New Business.
26. Items for next agenda.
27. Central Hall Open House. The board is invited to the Central Hall Open House beginning at 11:00 a.m. on Wednesday, October 19, 2016, on the NOC Tonkawa Campus.
28. Northern Oklahoma College Foundation Quarterly Meeting Dates 2016-2017. The NOC Foundation quarterly meeting dates for 2016-2017 were shared with the board.
29. Announcement of next scheduled meeting: The next regular scheduled meeting is Wednesday, October 19, 2016, at 1:00 p.m. in the President's Large Conference Room 106B, Vineyard Library Administration Building, Tonkawa Campus. Tonkawa PLC students will join us for lunch in the Magnolia Room, Memorial Student Union at 12:00 p.m.
- Dr. Evans shared that the Central Hall Open House will be held on October 19, 2016 on the Tonkawa Campus. Everyone will meet at 11:00 a.m. at Central Hall for a ceremony followed by a reception.
30. Adjournment. Meeting was adjourned at 2:39 p.m.


CHAIR


MEMBER


VICE-CHAIR

MEMBER


SECRETARY