

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Tuesday, October 27, 2015, Tonkawa Campus

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

Employees Present: Dr. Cheryl Evans, Dr. Shannon Cunningham, Dr. Pamela Stinson, Dr. Rick Edgington, Anita Simpson, Jason Johnson, Sheri Snyder, Larry Dye, Bradley Jennings, Bill Johnson, 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.** Matthew Stangl, Assistant Attorney General; Cammie Fast, NOC Nursing Faculty and Brandy McCall, Nursing Student.
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 September 16, 2015 meeting were approved on the motion of Regent Dugger as seconded by Regent Brownlee. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.
5. **Program Showcase.** Cammie Fast, NOC nursing faculty and Brandy McCall, NOC nursing student representative shared about the nursing students' summer trip to Nicaragua. The nursing team traveled by bus and then walked to different homes and made house calls. Nurses checked patients' vital signs and asked patients if they were having any problems. Students on this trip were in different stages of nursing, and they worked well together even though they had different ranges of knowledge. The team visited a Nicaraguan nursing school, and our students recognized similarities and differences between nursing education in the U.S. and Nicaragua. A few students visited a home where the family supported themselves by making pottery, and our students received a pottery lesson. The team visited a nursing home and also worked with medical students from Florida. Brandy McCall, NOC nursing student representative, shared about her experience visiting a third world country for the first time. The team visited a foster care home and played baseball with the children. They also met Nicaraguan nursing students and a pharmacy student and shared differences in their training. The Nicaraguan students reuse medical instruments and supplies because access is limited. They learn the same as our students but have less equipment. The team learned disaster preparedness and water rescue, building rescue, and other types of emergency rescue.

INFORMATION TO BOARD:

6. **Regents' Report.**
 - Regent Cowan commented that it was very helpful to receive the meeting information earlier.
 - Regent James commented that the Residence Hall Dedication and Ribbon Cutting Ceremonies on both campuses were very nice. We're very fortunate to have the administration that we have.

- Chair Linda Brown presented a \$5,000 check for Evans & Associates Tonkawa scholarship to Sheri Snyder, V.P. of Development and Community Relations. Chair Linda Brown also presented a \$5,000 check for the new Enid Concrete scholarship.

7. **Administrators' Update.**

- Dr. Rick Edgington explained the 2015 Fall Semester Enrollment Report is static.
 - A 3 percent enrollment increase was reported to OSRHE while the current report reflects a 1 percent increase. The difference in reporting is due to removing concurrent high school students and cooperative alliance enrollment that we have with technology centers.
 - 2015 Fall Semester Enrollment Statistics
 - NOC is serving 224 concurrent high school students.
 - 1,026 first time students to NOC this semester; represents 29.9% of our overall enrollment.
 - 58% of our 2015 high school graduates are first generation college students (Compared to 56% of our 2014 high school graduates were first generation college students.)
 - We serve a very vital entry point into the higher education system of Oklahoma.
 - 2016 Spring Semester Enrollment
 - Spring enrollment has been open for 1 week and 1 day
 - Enrollment opened last week for sophomores
 - Enrollment opened October 26 for everyone
 - Enrolled 682 students
- Ms. Anita Simpson reported they met with GH2 Architects on October 26 concerning interior renovations to Central Hall. They will meet in another week to review Central Hall's interior renovations to create and maximize classroom space.
- Ms. Simpson discussed the Governor's executive order and cost-saving measures. If budget were cut 10% in FY17, this would be a total reduction of \$927,000.
- Chair Linda Brown shared a positive story about the NOC-Gateway Program. A NOC student's father had shared how positive the program was for his son. The son was not quite ready to attend OSU, and instead, he attended NOC-Stillwater. Had it not been for the NOC-Gateway program, his son's initial college experience would have turned out much different. Due to the program, the son excelled at NOC-Stillwater, experienced a smooth, positive transition to OSU, and graduated.

8. **President's Update.**

- Dr. Cheryl Evans shared one NOC-Stillwater student was injured in the OSU Homecoming tragedy. The student is from Blanchard, and she was treated and released. Dr. Evans visited with her, and Pam Stinson and the student's instructors are making accommodations for her to continue her work whenever she is ready.
- NOC Employee Christmas luncheons are planned for each campus instead of evening events. Dates and locations were given to the Board.
- Dr. Evans has several upcoming events where she will speak on behalf of NOC:
 - On Monday, November 2, Dr. Evans will present at Enid Rotary. NOC-Enid students will also share about their positive experiences at NOC.
 - On Tuesday, November 3, the Schusterman Foundation at Tulsa Community College is hosting a statewide event. Amber Fitzgerald of Enid Public Schools and Dr. Evans have been invited to share about NOC and concurrent enrollment. In addition, Rick Edgington will speak via video about NOC's concurrent enrollment experience.

- Interim studies have begun at the legislature. Dr. Evans will attend an interim program about board composition. The chancellor will present and OCCC will also present and represent two-year colleges. Various board members from other state institutions will also be present.

9. **Other Reports.**

- **Title IX** – Mr. Jason Johnson reported NOC is actively involved in meeting Title IX requirements which includes educating staff, faculty, and students using the OSRHE Title IX Education Program. An online course is available, and additional information is available on myNOC page.
 - OSRHE Title IX Education Program includes ten areas:
 1. Access to higher education
 2. Athletics
 3. Career Education
 4. Education for pregnant and parenting students
 5. Employment
 6. Learning environment
 7. Math and Science
 8. Sexual Harassment
 9. Standardized Testing
 10. Technology
 - Title IX Investigator Training – Jason Johnson is the Title IX Coordinator for NOC, and 8 NOC employees are trained as Title IX investigators.
 - NOC's Commitment to Title IX:
 - Provide tools needed to report and prevent sexual harassment.
 - Ensure you know what to do if you have been harassed or if you become aware of an act of sexual harassment or sexual violence.
 - Take measures to protect members of the campus community who have been unlawfully harassed.

10. **The New Criteria for Accreditation.** Dr. Pam Stinson reported on a recent HLC peer review visit. Peer visits provide another professional development opportunity to learn what questions schools are asked, learn about peer best practices, and return with best practices that can be applied at NOC.

In preparation for the Higher Learning Commission's FY2017-18 visit, one criterion will be reviewed each month to increase the Board's knowledge and understanding. The institution is evaluated on five different criteria and subcomponents within each to determine if the criteria has been met. Dr. Stinson reviewed **Criterion 1A: The institution's mission statement is broadly understood within the institution and guides its operations**, and examples were given of how this is demonstrated at NOC:

- Mission statement recited at each monthly board meeting and recorded in the board minutes.
- Mission statement reviewed as part of the Strategic Planning Process.
- Planning and budgeting priorities align with and support our mission statement:

11. **Housing Committee Update.** Mr. Jason Johnson reported Enid's punch list is nearing completion, cafeteria will be fully operational soon, and fire marshal requirements have been met. Student tours will be available, and anticipate new dorms will generate interest and positive responses from students. As of this report, 30 students are confirmed for Tonkawa's new dorm and 20-27 students are committed to Enid's new dorm. Applications are available for next year.

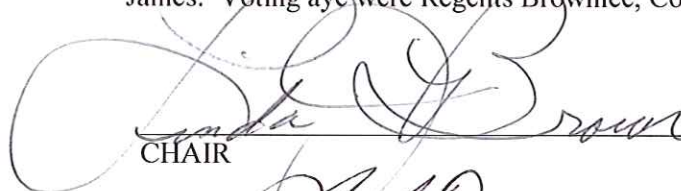
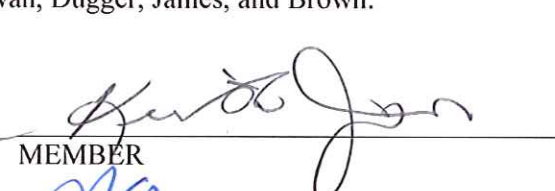
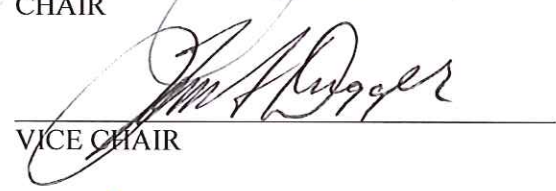
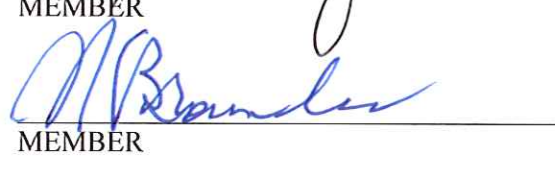
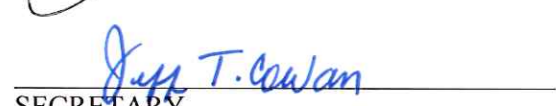
BOARD ACTION ITEMS:

12. **NOC Board of Regents Meeting Dates for 2016.** Consider new date for NOC Board of Regents April 2016 meeting.
 - Consider new meeting date on Tuesday, April 26 in Enid (Lunch at 12 p.m. followed by meeting at 1 p.m.). On the motion of Regent Cowan as seconded by Regent James, the Regents approved the April 26, 2016 meeting date in Enid. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.
13. **Monthly Financial Report.** Ms. Simpson presented the Monthly Financial Report for September 30, 2015 for approval. On the motion of Regent Dugger as seconded by Regent Brownlee, the Regents approved the Monthly Financial Report for September 30, 2015. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.
14. **Monthly Purchases.** Ms. Simpson presented the October 2015 monthly purchases for approval. Purchases of \$25,000.00 or more were for New Residence Halls Entry Access-Tonkawa and Enid, *Addronics*, \$36,907.00, *Funding Source: Capital Funds (Sole Source)*; Document Management Off-Site Backup Service-Annual Renewal, *Business Imaging Systems*, \$35,418.00, *Funding Source: Capital Funds (Sole Source)*; Architectural Services-Central Hall Interior Renovation, *GH2 Architects*, \$87,300, *Funding Source: Capital Funds (IDIQ Program)*; Tonkawa Bookstore Furniture & Fixtures, *College Store Design*, \$34,226.06, *Funding Source: Auxiliary Funds (Sole Source)*. On the motion of Regent Cowan as seconded by Regent James, the Regents approved the October 2015 Monthly Purchases Report. Voting aye on all items were Regents Brownlee, Cowan, Dugger, James, and Brown.
15. **Section 13 600-650 allocation request.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$305,000.00 for various projects: Furniture & Equipment-Tonkawa, \$15,000.00; Furniture & Equipment-Enid, \$5,000.00; Computers & Networking-Enid, 15,000.00; Computer Software Fees & Licenses, \$70,000.00; Repair of Educational Facilities-Tonkawa, \$35,000.00; Campus Site Development & Physical Plant-Tonkawa, \$65,000.00; Campus Site Development & Physical Plant-Enid, \$10,000.00; Purchase of Enid Campus, \$65,000.00; Residence Halls: Renovation, Furniture & Equipment-Tonkawa, \$5,000.00; Residence Halls: Renovation, Furniture & Equipment-Enid, \$5,000.00; Renovation of Campus Buildings-Enid, \$15,000.00. On the motion of Regent James as seconded by Regent Brownlee, the Regents approved the Section 13 600-650 allocation request. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.
16. **Educational and General Budget Revision for FY2016.** Ms. Simpson reported on recent changes to the Educational and General Budget Revision for FY2016 specifically concerning payroll processing. As part of processing payroll through the state system and reporting of the Affordable Care Act, all state agencies and higher education institutions will now process payroll through their own separate tax identification number that has been established as Fund 789. Fund 789 was created to process salaries and fringe benefits through 789. This information is captured and reported to the federal government when we remit payment for taxes. It is our responsibility to ensure adequate budget in Fund 789. We started in January, and took half of our salary and fringe benefits and rounded it up. This change shifts liability from the state to institutions if health and dental benefits paid on behalf of employees are incorrectly reported. There are standards that must be met, and penalties can be applied if not handled correctly. Training is currently underway at NOC to prepare for this change. Ms. Simpson requested approval of the Educational and General Budget Revision for FY2016. On the motion of Regent Cowan as seconded by Regent Dugger, the Regents approved the Educational and General Budget Revision for FY2016. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.

17. **Parking Lot Lease Agreement.** Ms. Simpson requested approval to lease the NOC parking lot located across from Adams Elementary to Enid Public Schools. On the motion of Regent Brownlee as seconded by Regent Dugger, the Regents approved the Parking Lot Lease Agreement. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.
18. **Petition for Extenuating Circumstances Refund.** Ms. Simpson requested approval of the Petition for Extenuating Circumstances Refund Form for student account tuition and fees. This will establish a deadline and formal process for issuing refunds to students due to extenuating circumstances. On the motion of Regent James as seconded by Regent Cowan, the Regents approved the Petition for Extenuating Circumstances Refund Form. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.

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: Monday, November 23, 2015, 1:00 p.m., Room CM175, Stillwater Campus; Lunch at 12:00 p.m. in the Green Room with Stillwater PLC members as guests.**
4. **Adjournment.** – Motion made at 2:33 p.m. to adjourn by Regent Dugger as seconded by Regent James. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.

 CHAIR	 MEMBER
 VICE CHAIR	 MEMBER
 SECRETARY	