

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Tuesday, November 19, 2013, Enid Campus

Regents Present: Chair, Lynn Smith, Linda Brown, Jeffrey Cowan, Rex Horning and Keith James.

Staff present: Dr. Cheryl Evans, Dr. Judy Colwell, Dr. Rick Edgington, Jeremy Hise, Jason Johnson, Anita Simpson, Sheri Snyder, Dr. Pam Stinson, Dr. Ed Vineyard, Ray Weidman, Bill Johnson, and Sherry Reubell.

1. **Call to order.** Regent Smith called the meeting to order at 1:11 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.** Mr. Wade Fisher of Hinkle & Associates and Mrs. Amy Foss, Comptroller for NOC.
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, October 15, 2013 meeting were approved on the motion of Regent Horning as seconded by Regent Brown. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
5. **Regents Report.**
 - Regent Cowan commended Sheri Snyder and her staff for a great job of getting everything together for another wonderful lectureship.
 - Regent Smith requested a notice be sent when the BOR information is posted to the NOC website.
He further requested a "tech" session on the Surface Tablet before the December BOR meeting.
6. **Administrative Updates.**
 - Ms. Simpson stated that she sent solicitation on dorm housing and the bids are due back December 5th. IDIQ will do the feasibility study.
 - Ms. Simpson mentioned that the Supplemental Retirement will not be offered this year as not that many employees are eligible.
 - Ms. Snyder announced that Enid hosted a baseball alumni event with approximately 150 in attendance. She thanked Kirby Tickel-Hill and Athletic Director, Jeremy Hise, for all their help and hard work.
 - Ms. Simpson stated that due to the Affordable Healthcare Act, NOC had to limit the hours adjunct faculty could teach. The hours had to be limited to 10 credit hours in order for adjunct faculty to stay under 30 hours.
 - Dr. Vineyard invited everyone to the Enid Christmas Community Band concert tonight at 7:00 p.m. in Briggs Auditorium.
 - Dr. Edgington was excited to announce that Finish Orange will allow a student, who attended Oklahoma State University and completed 15 hours but received no degree, to have their

official transcript sent to NOC and NOC will help the student graduate, thus, Reverse Transcript degree.

- Dr. Edgington mentioned that the National Student Clearinghouse (NSC) will allow NOC to track student progress when leaving NOC.

7. **President's Update.**

- Dr. Evans mentioned that she, along with three of the Executive Council and two Regents, will be attending the Chancellor's Oversight meeting tomorrow.
- Dr. Evans announced that Fact Book will be introduced in the December BOR meeting.
- Dr. Evans stated that the City of Stillwater presented NOC a proclamation for their 10 year anniversary.

8. **Other reports.**

- Resignations/Terminations/New Hires. Ms. Simpson advised that NOC hired two fulltime employees, both on the Tonkawa Campus. Four fulltime staff and faculty resigned, one from Stillwater Campus, one from the Enid Campus and two from the Tonkawa Campus.

9. **The New Criteria for Accreditation.** Dr. Pam Stinson, Higher Learning Commission liaison for NOC, reported on updates sent this last month: Five proposed policy changes were sent for review, only one of which we may need to respond to now.

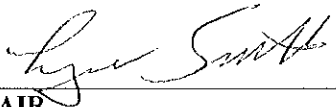
1. One policy requires commission approval to offer courses at a new level—e.g. if we wanted to start offering junior and senior level courses.
2. One changes the language of sanctions from “notice” to “warning,” a stronger message to the institution and the public that there are areas of concern.
3. One policy change would remove an expedited desk review process for opening or closing an additional location and require institutions to file an application or (with demonstrated success in 3 current locations) use a notification process that is simpler than the desk review.
4. One policy change affects the approval process for distance education, and we are already approved at 100%.
5. Finally, one policy change recommends a student satisfaction survey be employed by HLC prior to our every 10-year visit (with our next visit in 2018). The Administrative Council agreed on Monday to put this in place effective immediately as an internal instrument used each semester, supplementing our CCSSE instrument, given every two years, as a normed measurement.

In other updates, HLC recently issued a clarification of the process for reporting locations at which classes are offered, particularly if that location is not eligible to distribute financial aid. Based on a past understanding that career technology centers might be classified as consortial partners, if a school offered 25% or less of a degree program at a distant site, official Commission notification was not required. For locations at which 25-50% of a degree was offered, notification was required in the annual report. As of a letter from Sylvia Manning to Chancellor Johnson in September 2013, the classification of career tech partners was clarified as contractual, meaning that in cooperative degree programs through which 25%-50% of a degree is offered at the career tech center, commission approval (not simply notification) is needed for that location to be a contractual partner.

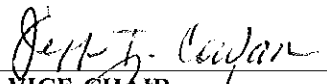
10. **FY2013 External Audit Report.** Mr. Wade Fisher of Hinkle & Associates presented the FY2013 External Audit report and found a good clean audit with no findings. Mr. Fisher commended Ms. Simpson and her staff for having everything prepared for the audit. On the motion of Regent Cowan as seconded by Regent Brown, the Regents approved the FY2013 External Audit report. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.

11. **Remediation Policy.** Dr. Colwell requested approval of revision of NOC's remedial policy to better clarify compliance with state policy. On the motion of Regent Brown as seconded by Regent James, the Regents approved the Remediation Policy. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
12. **Practical Nurse Eligibility Certificate.** Dr. Colwell requested approval to offer Practical Nurse Eligibility Certificate as an embedded certificate program within the AAS in Nursing. On the motion of Regent Horning as seconded by Regent Brown, the Regents approved the request to offer Practical Nurse Eligibility Certificate as an embedded certificate program within the AAS in Nursing. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
13. **Student Rights and Responsibilities Handbook.** V.P. Johnson requested approval of the Student Rights and Responsibilities Handbook. On the motion of Regent Cowan as seconded by Regent Horning, the Regents approved the Student Rights and Responsibilities Handbook. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
14. **Board of Regents Meeting Dates for 2014.** Dr. Evans presented dates for the 2014 Board of Regents meetings. On the motion of Regent Brown as seconded by Regent Cowan, the Regents approved the BOR meeting dates for 2014. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
15. **Monthly Financial Report.** Ms. Simpson presented the Monthly Financial Report. On the motion of Regent Brown as seconded by Regent Horning, the Regents approved the Monthly Financial Report. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
16. **Monthly Purchases.** Ms. Simpson presented the monthly purchases for approval. **Purchases of \$25,000.00 or more** were for Upgrade Media Technology and Configuration for ITV Classroom-Walcher Conference Room, *I-2-I Technologies*, \$37,942.06, Texas DIR State Contract: DIR-SDD-2012, Funding source: Capital funds; Installation of Ceiling Break Pockets; Patch and Paint Jams at Windows – Harold Hall, *Hemphill Services*, \$35,200.00, Existing Contract, Funding source: Capital funds; Lecture Capture System For ITV Classrooms Wilkin Hall 302 & 310; Zollars 404 & 405, *AVZ Systems Designs*, \$32,892.50, Sole source, Funding source: Capital funds; Two 2014 Econoline E-350 Super Duty 15 Passenger Vans, *Jack Bowker Ford-Lincoln-Mercury*, \$52,500.00, Below Federal Contract, Funding source: Capital funds. On the motion of Regent Brown as seconded by Regent James, the Regents approved the Monthly Purchases. Voting aye were Regents Brown, Cowan, Horning, James, and Smith. Regent Cowan abstained from voting on the purchase of two 2014 Econoline E-350 Super Duty 15 Passenger Vans.
17. **Section 13 600-650.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$280,000.00 for various projects: Instruction Furniture & Equipment, \$80,000; Instruction Furniture & Equipment-Enid, \$20,000.00; Computers & Networking, \$30,000.00; Computer Software Fees & Licenses, \$25,000.00; Physical Plant & Equipment, \$30,000.00; Physical Plant & Equipment-Enid, \$10,000.00; Repair of Educational Facilities, \$5,000.00; Repair of Educational Facilities-Enid, \$5,000.00; Campus Dining Facilities, \$10,000.00; Roof Repair, \$5,000.00; Purchase of Vehicles, \$30,000.00; Purchase of Vehicles-Enid, \$30,000.00. On the motion of Regent Cowan as seconded by Regent Brown, the Regents approved the Section 13 600-650 allocation request. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
18. **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".
19. **Items for next agenda.**

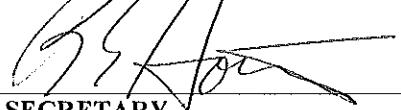
20. **Announcement of next scheduled meeting.** The next scheduled meeting is Tuesday, December 17, 2013, Tonkawa Campus, 4:00 p.m. in President's conference room, 106G. The Tonkawa Christmas dinner will follow at 6:30 p.m. in the Renfro Center.
21. **Recess for optional campus facilities tour in preparation for housing feasibility study.** (No Action will be taken.) Motion at 3:00 p.m. made by Regent Cowan as seconded by Regent Brown to recess. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
22. **Adjournment.** Recess reconvened at 4:10 p.m. Motion made at 4:18 p.m. to adjourn by Regent Brown as seconded by Regent Horning. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.



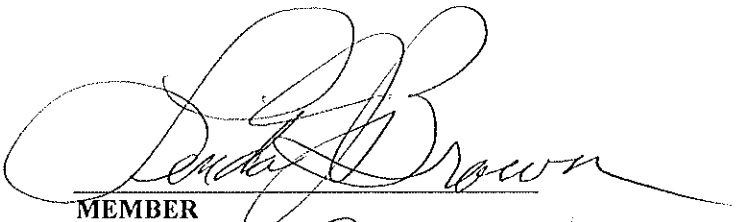
CHAIR



VICE-CHAIR



SECRETARY



MEMBER



MEMBER