

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Wednesday, September 16, 2015, Enid Campus

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

Employees Present: Dr. Cheryl Evans, Dr. Ed Vineyard, Dr. Shannon Cunningham, Dr. Pamela Stinson, Dr. Rick Edgington, Anita Simpson, Jason Johnson, Sheri Snyder, Larry Dye, Ray Weidman, Bradley Jennings, Marjilea Smithheisler, 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.** Nate Atchison – Finley & Cook PLLC; Abhijeet Barve and Brian Tanner – JCI; and Steve McClaren, Social Sciences, NOC-Enid.
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, July 15, 2015 meeting were approved on the motion of Regent Cowan as seconded by Regent Brownlee. Voting aye were Regents Brown, Cowan, James, Brownlee, and Dugger.

INFORMATION TO BOARD:

5. **Program Showcase.** Steven McClaren of NOC Social Sciences Faculty presented a program about the Behavioral Science Option (BSO) program. The BSO program requirements and electives follow sociology and psychology emphases. NOC has a relationship with the OSU psychology department, and OSU has provided a great deal of resource material and feedback about what is needed for a successful program at the community college level. The BSO degree prepares our students to go directly into any university's program for sociology, psychology, drug rehabilitation, prison counselor as well as other programs. Our speakers program introduces them to careers and jobs that will be available to them. Students may also attend continuing education courses that are offered to psychologists and sociologists in our area. Upon completion of a continuing education course, students receive a license for that course. Several NOC students have received licenses for Family First Aid, First Aid for the Family, or the Domestic Violence Help Program.

INFORMATION TO BOARD:

6. **Regents' Report.**
Linda Brown thanked the BOR and expressed her appreciation for the flowers, support, and also those that attended her mother's funeral.
7. **Administrators' Update.**
 - Bradley Jennings reported on the Cherokee Strip Celebration Parade activities. This year the emphasis was on the NOC-NWOSU bridge program. Together NOC and NWOSU students

will build a float for the parade. Students will walk in the Cherokee Strip Celebration Parade in Enid on Saturday, September 19, 2015.

- Sheri Snyder mentioned copies of the latest Crimson Rambler were available for each regent to take home. She also encouraged everyone to view Cecilia Bell Yoder's 1935 scrap book of NOC and NOC alumni memories. Ms. Yoder is possibly the oldest living NOC Alumni at 99 years old.
- Linda Brown, BOR Chair, asked for an update on the Osage Tribe Proposal. Dr. Evans explained there were no issues between NOC and the tribe, but it was a timing and staff resource situation.
- Anita Simpson shared that medical insurance premiums in January 2016 will be \$2,860 per year for employee only. This is an increase for the college of \$55 per employee. Each employee receives a letter on July 1 explaining the cost of employee benefits and how much NOC pays for employee benefits.
- Rick Edgington reviewed final enrollment statistics for the Fall 2015 semester, and this information has been reported to the state. NOC has a 3% increase in enrollment from the previous year. As of September 15, 2015, enrollment is currently at 4,595 students taking a total of 40,608 credit hours for the 2015 Fall semester.

8. **President's Update.**

- Dr. Evans reported not every college is reporting enrollment increases. NOC is experiencing enrollment increases due to various efforts and new programs being implemented. Rick Edgington's work with reverse transfer admissions has been positive.
- NOC has participated in several events this school year. Several staff recently participated in a tailgate event at OSU. Recently Kirby Tickle-Hill and Sheri Snyder helped with a legislative golf tournament with the Regional Development Authority. Regent Brownlee and Jason Johnson golfed in the tournament, and made us very proud.

9. **Other Reports.**

- a. **Personnel Changes** – Anita Simpson reported on 25 new individuals filling positions. One new head coach, six assistant coaches, and four instructors, 12 staff members, and one exempt staff, and one administrative staff. Those no longer at the institution included Amie Berryman, Photographer replaced by Kyle Lomenick; Brandon Powers, Maintenance; and Gina Brazell, Grants Coordinator, NOCF.
- b. **Johnson Controls Savings Report** – Ray Weidman introduced JCI representatives Brian Tanner and Abhijeet Barve. Brian Tanner is a performance engineer for JCI, and his responsibility is to measure, verify, and validate the savings on the project. He explained that reducing energy costs is part of the state's 2020 program. NOC entered into the project with JCI in 2011, and construction was completed in May 2014. JCI reports to NOC in annual increments, and the most recent reporting period is June 2014 thru May 2015. JCI follows an international protocol, and two different options (A and B) were used to determine the savings comparison. Since installation to year to date, energy savings were realized due to energy saving measures implemented. The *Year 1 Totals vs. Guarantee* indicates we came in significantly ahead which indicates the system is outperforming what was guaranteed. Between individual campuses, savings exceeded target expectations. NOC Tonkawa campus savings is \$34,000 ahead of target, and the NOC Enid campus savings is \$41,500 ahead of target. Brian emphasized that electrical rates have increased significantly. NOC Tonkawa is paying 33% more for electric rates, and NOC Enid is paying 23% more since the baseline was established. Despite the increases in electrical rates, we are actually avoiding more costs than if we had not completed the project.

10. **The New Criteria for Accreditation.** Dr. Stinson reported that NOC is waiting on a credential update on October 1. HLC asked us to choose two potential fall and two potential spring days in the 2017-2018 year when the team will visit. Northern Oklahoma College will be delighted to welcome them.
11. **Strategic Plan Quarterly Update Report.** Dr. Stinson reported that August 10, 2015, we had 28 representatives internally that attended the August 3 meeting. Also attendees were from our Board of Regents and representatives from the BOR Trustees joined us to set goals and strategize and learn about facilities. Strategy topics included first generation college students and increasingly large international student population, raising focus groups, and items such as text book affordability. A number of people contributed to the meeting and filing of reports to determine priorities.
12. **Housing Committee Update.** Mr. Johnson reported both construction projects are at the same stage, and preparations are underway for upcoming open house events. Tonkawa is finishing up the exterior, grading will be completed soon, and concrete poured for sidewalks on both campuses. Enid is finishing up exteriors, and grading project should start soon. The interior work includes painting, flooring installed throughout, but the carpet will be installed towards the end of the project. The open house and masonic corner stone ceremony is scheduled for October 9, 2015. The cafeteria renovation in Enid is coming along well. Inspections happen throughout the entire project, and this allows for relationships to be built through the process. This provides a personal connection when calls must be made, and potential problems are alleviated. Fixtures, toilets, and showers are being installed at the same time. The Enid cafeteria project: Flooring and tile should be complete; painting will soon be complete, and furniture will be the last thing. A small renovation project involving new flooring and paint was completed in the lobby outside of the cafeteria. There has been concern that a mid-semester move may not be attractive to students. We have had several students commit, but we continue to recruit students for the new dorms. As completion draws closer, we will offer student tours to entice them to occupy the new dorms. Dr. Evans commended Mr. Johnson on his work and commitment to the renovation projects.

BOARD ACTION ITEMS:

13. **FY2015 Internal Audit Report.** Nate Atchison with Finley & Cook, PLLC, presented the FY2015 Internal Audit. Mr. Atchison stated that NOC has a very detailed internal audit system in place. Audit included review of expenditures, travel claims, property rentals, payroll, cashier, activity advances, and data extraction. No exceptions were noted during the audit. On the motion of Regent Dugger as seconded by Regent James, the Regents approved the FY2015 Internal Audit Report as presented. Voting aye were Regents Brown, Dugger, Cowan, James, and Brownlee.
14. **2015-2016 Institutional Degree Completion and Academic Plan.** Dr. Stinson asked for approval of the 2015-2016 Institutional Degree Completion. This is submitted to the OSRHE each year along with the Academic Plan asking us to identify institutional goals as well as what we are doing for complete conjectural retention and graduation. In Fall 2015, 74 students completed a 3-credit hour course in one Boot Camp. If they are unable to test out, they finish the Boot Camp. If they test out, they are dropped from the Boot Camp and enrolled into another course. This allows students to test out of a 3-credit hour remediation course and the classroom time that goes along with it. Linda Brown commented the Boot Camp is a very successful program. As a result of our reverse transfer program, 441 additional degrees have been issued.

Rick Edgington's review of transcripts and working with other institutions has been very successful. On the motion of Regent James as seconded by Regent Brownlee, the Regents approved the Northern Oklahoma College 2015-2016 Institutional Degree Completion and Academic Plan as presented. Voting aye were Regents Brown, Dugger, Cowan, James, and Brownlee.

15. **Program Review.**

- a. Dr. Stinson requested approval of suspended degrees for *Associate in Applied Science in Photography and Digital Imaging* and *Associate in Arts in American Indian Studies*. On the motion of Regent Cowan as seconded by Regent Dugger, the Regents approved program deletions of suspended degrees for *Associate in Applied Science in Photography and Digital Imaging* and *Associate in Arts in American Indian Studies*. Voting aye were Regents Brown, Dugger, Cowan, James, and Brownlee.
- b. Dr. Stinson requested approval of a certificate for the *Administration and Management of Child Care Programs*. This will be an embedded certificate that equals about 30 hours and allows students to receive a program credential. This is a requirement for existing directors of childcare programs in Oklahoma and would allow mobility for others working in childcare. This would also increase production of degrees and certificates completed. Dr. Stinson explained many students will complete 30 hours to receive the certificate, but they may not go on to complete the actual degree. With combining a certificate with that credential, students that get one credential are more likely to complete another because they view success with that first step. On the motion of Regent James as seconded by Regent Brownlee, the Regents approved the Administration and Management of Child Care Programs embedded certificate. Voting aye were Regents Brown, Dugger, Cowan, James, and Brownlee.

16. **Group Three Trustee(s) of the Northern Oklahoma College Foundation, Inc.**

- a. Ms. Snyder requested approval of Mr. David Cummings of Tonkawa for the NOCF Board of Trustees.
- b. Ms. Snyder distributed the updated 2015-2016 NOCF Board of Trustees.

On the motion of Regent Cowan as seconded by Regent Brownlee, the Regents approved the nomination of Mr. David Cummings for the NOCF Board of Trustees, Group 3 Trustees. Voting aye were Regents Brown, Dugger, Cowan, James, and Brownlee. The nomination of Mr. David Cummings will go before the NOCF Executive Committee for approval at their next meeting.

17. **GH2 Architects.** The Construction and Property Division provides a listing of architects, and we would like to use GH2 Architects. Ms. Simpson requested approval to hire GH2 Architects as consultants under the Indefinite Delivery Indefinite Quantity Program (IDIQ). The IDIQ Program is for projects that are less than \$1.5 million, and they do consider each of these three projects as separate projects. On the motion of Regent James as seconded by Regent Brownlee, the Regents approved GH2 Architects as the architect for Central Hall, Memorial Student Union and food service areas, and Harold Hall. Voting aye were Regents Brown, Dugger, Cowan, James, and Brownlee.
18. **Consider modification of the Statement of Financial Responsibility.** Ms. Simpson explained modifications to the Statement of Financial Responsibility includes notification that repayment of the account and any late fees incurred is the student's responsibility. NOC previously netted out 33% of student debt, and that debt was written off. Modification will require student to pay the

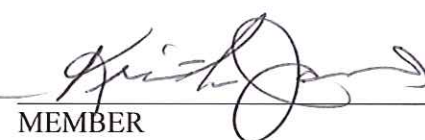
full cost they owe NOC plus collection cost. A statement about FERPA is also included which stipulates a student's Bursar account information will be released only to the student. Students are also responsible to provide a correct SSN. Previously the IRS imposed penalties on institutions, but we have since learned that prior years' penalties have been waived. On the motion of Regent Brownlee as seconded by Regent Cowan, the Regents approved modification of the Statement of Financial Responsibility as presented. Voting aye were Regents Brown, Dugger, Cowan, James, and Brownlee.

19. **Auction – Surplus Items.** Larry Dye reviewed a list of surplus items for the upcoming auction scheduled for October 31 at the Ag barn in Tonkawa. On the motion of Regent Brownlee as seconded by Regent Dugger, the Regents approved the auction surplus items as presented. Voting aye were Regents Brown, Dugger, Cowan, James, and Brownlee.
20. **Monthly Financial Report.** Ms. Simpson presented Monthly Financial Reports for July and August 2015 for approval. On the motion of Regent Dugger as seconded by Regent Brownlee, the Regents approved the Monthly Financial Report. Voting aye were Regents Brown, Brownlee, Cowan, Dugger, and James.
21. **Monthly Purchases.** Ms. Simpson presented the August/September 2015 monthly purchases for approval. Purchases of \$25,000.00 or more were for Fire Alarm System – Foster Piper Fieldhouse, *Falco Alarm Co of Stillwater*, \$52,570.00, *Funding Source: Capital Funds*; New Residence Hall Signage – Enid and Tonkawa Campuses, *Rick Scott Construction*, \$32,385.00, *Funding Source: Capital Funds*; Pavement Resurfacing – Plum Street Parking Spaces, *Evans & Associates Construction Co, Inc*, \$35,000.00, *Funding Source: Auxiliary Funds*; *Cummin's Construction, NO BID*; *Kern's Construction, NO BID*; Flooring Material – Tonkawa Student Union, *Brewer Carpet One*, \$39,819.12, *Funding Source: Auxiliary Funds*; *ProSource, NO BID*; *Floor Trader, NO BID*; Flooring – Earl Butts Residence Hall, *Brewer Carpet One*, \$54,880.43, *Funding Source: Capital Funds*; FY15 Audit Preparation Services, *Crawford & Associates PC*, \$42,500.00, *Funding Source: E&G Funds*; Disaster Recovery Services – Flash Flood Tonkawa Campus, *NorthStar Recovery Services*, \$50,000, *Funding Source: Capital Funds*; Harmon Science – External Structural Repair, *Mid-Continental Restoration Co. Inc.*, \$67,564.00, *Funding Source: Auxiliary Funds*. On the motion of Regent Dugger as seconded by Regent James, the Regents approved the August/September 2015 Monthly Purchases Report. Voting aye on all Items were Regents Brownlee, Dugger, and James. Regent Cowan voted aye on Items I and IV thru VIII, and Regent Brown voted aye on Items I, II, and IV thru VIII. Abstained due to conflict of interest was Regent Cowan on Items II and III and Regent Brown on Item III.
22. **Section 13 600-650 allocation request.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$465,000.00 for various projects: Furniture & Equipment – Tonkawa, \$100,000.00; Computers & Networking – Tonkawa, \$80,000.00; Computer Software Fees & Licenses, \$80,000.00; Campus Safety, Security & ADA – Tonkawa, \$55,000.00; Campus Site Development & Physical Plant – Tonkawa, \$100,000.00; Campus Site Development & Physical Plant – Enid, \$40,000.00; Residence Halls: Renovation, Furniture & Equipment – Tonkawa, \$10,000.00. On the motion of Regent Cowan as seconded by Regent James, the Regents approved the Section 13 600-650 allocation request. Voting aye were Regents Brown, Brownlee, Cowan, Duggar, and James.
23. **NOC BOR Meeting Dates.** Consider future possible NOC Board of Regents meeting date change.

- a. Consider meeting dates for 2016 – On the motion of Regent Brown as seconded by Regent Dugger, the Regents approved the NOC Board of Regents 2016 Meeting Dates. Voting aye were Regents Brown, Dugger, Cowan, James, and Brownlee
- b. Consider new meeting date on Monday, November 23 in Stillwater (Lunch at 12 p.m. with our PLC students followed by meeting at 1 p.m.). On the motion of Regent Dugger as seconded by Regent Brownlee, the Regents approved the November 23, 2015, meeting date in Stillwater. Voting aye were Regents Brown, Dugger, Cowan, James, and Brownlee.

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: Tuesday, October 27, 2015, 1:00 p.m., President's Board Room, Tonkawa Campus; Lunch at 12:00 p.m. in the Magnolia Room with Tonkawa PLC members as guests.**
4. **Adjournment.** – Motion made at 3:10 p.m. to adjourn by Regent Cowan as seconded by Regent James. Voting aye were Regents Brownlee, Cowan, Dugger, James, and Brown.

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