

## NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

### Minutes

Tuesday, September 23, 2014, Stillwater Campus

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

**Employees Present:** Dr. Cheryl Evans, Dr. Judy Colwell, Larry Dye, Dr. Rick Edgington, Jeremy Hise, Bradley Jennings, Jason Johnson, Debbie Quirey, Anita Simpson, Sheri Snyder, Dr. Pam Stinson, Dr. Ed Vineyard, Bill Johnson, and Sherry Reubell.

1. **Call to order.** Regent Cowan called the meeting to order at 1:05 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. Nate Atchison, Auditor, with Finley and Cook.
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 16, 2014 meeting were approved on the motion of Regent Brown as seconded by Regent Dugger. Voting aye were Regents Brown, Dugger, James, Smith, and Cowan.

#### INFORMATION TO THE BOARD:

5. **Regents Report.**
6. **Administrative Updates.**
  - Athletic Director, Jeremy Hise, discussed the recent NJCAA violations in NOC's women's soccer program with the Regents. Mr. Hise stated that NJCAA found an issue and NOC women's soccer had to forfeit 8 games. The issue has since been corrected.
  - Mr. Hise announced that NOC Basketball will play in Enid Event Center Classic at Enid Event Center on November 14-15, 2014.
  - NOC, Enid, has been selected to host the NJCAA Region II baseball tournament at David Allen Memorial Ballpark May 7-10, 2015. NOC will also host the tournament in 2016 and 2017.
  - Regent Smith and Ms. Simpson discussed student accounts sent to collections as well as money collected through warrant intercept and bookstore revenue.
  - Dr. Judy Colwell explained to the Regents the approval of additional locations vs campus.
  - Regent Linda Brown complimented NOC for developing a Diversity Council. She also asked for an explanation of tutor.com.
7. **President's Update.**
  - Dr. Evans shared that the semester is going smoothly and we are already into the 6<sup>th</sup> week of school.
  - Dr. Evans reminded the Regents about the Regent Education Program (REP) coming up on Thursday, September 25, 2014 and she looks forward to see those attending.
  - Also, Dr. Evans announced that Oklahoma Association of Community Colleges (OACC) Annual meeting is October 9 & 10. She will be attending as she has been appointed as Chair of the Two-Year College Presidents Council.
  - On October 8, she will attend the Guns on Campus Conference.

8. **Other reports.**
  - Resignations/Terminations/New Hires. NOC had seven terminations and seventeen hired for fall semester 2014.
  - Mr. Larry Dye presented Johnson Controls Savings Report. There were savings in all utilities; however, utility rates went up on all three campuses.
  - Dr. Pam Stinson presented the 2014-2015 Institutional Degree Completion and Academic Plan.
9. **The New Criteria for Accreditation.** Dr. Pam Stinson, Higher Learning Commission (HLC) liaison for NOC, reported that in September, HLC required institutions to report current practices for making student achievement data public. NOC complies by including required information on graduation rates, tuition and fee structure, default rates, and campus safety statistics in the Fact Book, posted online. Tuition and fees are also listed directly under the "Student" link of the website, and campus safety statistics are included in the Student Handbook, posted online. In addition, NOC posts its academic calendar and the catalog, which includes grading policies, refund policies, and admission requirements for the institution and for special programs.
10. **Strategic Plan Quarterly Update Report.** Dr. Pam Stinson discussed the 2013-2018 Strategic Plan Year-Two Priorities for 2014-2015, which were drafted in the year two planning retreat with an additional review and input from all faculty at the Fall 2014 in-service meetings and all staff at the required staff meeting on September 4, 2014.
11. **Housing Committee Update.** Mr. Johnson called attention to the housing handouts for Tonkawa and Enid. He stated that Nabholz will re-bid the project as previous MEP bids were too high and bids will be re-opened October 14, 2014. On October 6, he will meet to discuss the cafeteria remodeling project.

#### **BOARD ACTION ITEMS:**

12. **FY2014 Internal Audit Report.** Mr. Nate Atchison, Finley and Cook, presented the FY2014 Internal Audit. Mr. Atchison stated that over all, NOC has a very good internal audit system in place. Items audited were expenditures, travel claims, property rentals, payroll, expenditure/payroll, and bookstore and no errors were found. Cashier had fraudulent issues and the problem has been adequately addressed. Mr. Atchison feels NOC follows policy and is doing a great job. On the motion of Regent Brown as seconded by Regent James, the Regents approved the FY2014 Internal Audit Report as presented. Voting aye were Regents Brown, Dugger, James, Smith, and Cowan.
13. **Program Review.** Dr. Colwell requested approval of regular 5-year academic program review for the AA in Music. On the motion of Regent Brown as seconded by Regent Dugger, the Regents approved the regular 5-year academic program for the AA in Music. Voting aye were Regents Brown, Dugger, James, Smith, and Cowan.
14. **Room and Board Rates.** Ms. Simpson requested approval of Room and Board rates for FY2015-2016. On the motion of Regent Smith as seconded by Regent James, the Regents approved the Room and Board rates for FY2015-2016. Voting aye were Regents Brown, Dugger, James, Smith, and Cowan.
15. **Auction-Surplus Items.** Ms. Simpson presented a request to approve the Surplus Auction items for October 25, 2014 auction in Tonkawa. On the motion of Regent Brown as seconded by Regent Smith, the Regents approved the Surplus Auction items. Voting aye were Regents Brown, Dugger, James, Smith, and Cowan.

16. **Monthly Financial Report.** Ms. Simpson presented the Monthly Financial Report for July 31, 2014 and August 31, 2014. On the motion of Regent Brown as seconded by Regent Dugger, the Regents approved the Monthly Financial Report. Voting aye were Regents Brown, Dugger, James, Smith, and Cowan.
17. **Monthly Purchases.** Ms. Simpson presented the August/September 2014 monthly purchases for approval. **Purchases of \$25,000.00 or more** were for Hardware & Software License Renewal for Document Imaging Services, *Business Imaging Systems*, \$31,543.94, State Contract SW782, Funding Source: Capital Funds; Higher Education License Renewal, *Turnitin/iParadigms*, \$25,779.50, Sole Source, Funding Source: Capital Funds; Expand & Upgrade Network in Vineyard Library-Administration Building, *Westwind Digital Communications*, \$34,352.30, Sole Source, Funding Source: Capital Funds; Exterior Building Restoration of Residence Hall-Tonkawa, *Mid-Continental Restoration Co, Inc.*, \$123,960.00, Funding Source: Capital Funds; Repair and Reroute Underground Electric-Mabee Center, *KC Electric*, \$143,827.62, Emergency, Funding Source: Capital Funds; Annual Renewal for PX Support System-POISE, *Jenzabar*, \$120,459.15, Sole Source, 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, Dugger, James, Smith, and Cowan.
18. **Section 13/New College Fund 600 & 650 Allocation Requests.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$585,000.00 for various projects: Instruction Furniture & Equipment, \$140,000.00; Computers & Networking, \$100,000.00; Computer Software Fees & Licenses, \$85,000.00; Repair of Educational Facilities, \$10,000.00; Repair of Educational Facilities – Enid, \$10,000.00; Roof Replacement – Enid, \$5,000.00; Physical Plant & Equipment, \$15,000.00; Physical Plant & Equipment – Enid, \$15,000.00; Office Furniture & Equipment, \$20,000.00; Residence Halls: Furniture, Equipment & Renovations, \$50,000.00; Residence Halls: Furniture, Equipment & Renovation – Enid, \$30,000.00; Purchase of Enid Campus, \$95,000.00; Campus-wide Electrical Upgrade, \$10,000.00. On the motion of Regent Smith as seconded by Regent James, the Regents approved the request for \$585,000.00. Voting aye were Regents Brown, Dugger, James, Smith, and Cowan.
19. **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.” Dr. Evans announced that the fall Renfro Lectureship will be Tuesday, November 11, 2014, 6:30 p.m., Renfro Center, Tonkawa Campus, with Andrew (Andy) Card as guest speaker.
20. **Items for next agenda.**
21. **Announcement of next scheduled meeting:** The next regular scheduled meeting is Wednesday, October 22, 2014, 1:00 p.m., Tonkawa Campus. The Tonkawa President’s Leadership Council will join the Regents for lunch in the Magnolia room at 12:00 p.m.
22. **Adjournment.** Motion made at 3:15 p.m. to adjourn by Regent James as seconded by Regent Brown. Voting aye were Regents Brown, Dugger, James, Smith, and Cowan.

Jeff T. Cowan  
CHAIR

Herth Joo  
MEMBER

Derek Brown  
VICE-CHAIR

Lynn Smith  
MEMBER

James Rogers  
SECRETARY