

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS
Minutes

Wednesday, April 18, 2018, NOC Tonkawa

Regents Present: Chair Stan Brownlee, Linda Brown, Jeff Cowan, Dale DeWitt, and Chad Dillingham.

Employees Present: Dr. Cheryl Evans, Anita Simpson, Sheri Snyder, Jason Johnson, Sherry Alexander, Dr. Ed Vineyard, Dr. Rick Edgington, Dr. Pamela Stinson, Larry Dye, Scott Cloud, and Denise Bay.

1. **Call to Order.** Chair Stan Brownlee 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.** Eddie Dixon, Fine Arts Division Chair; Chad Anderson, Vocal and Music Theatre Faculty; and Anthony Luetkenhaus, Theatre Faculty and KPAC Manager.
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, March 14, 2018 meeting were approved on the motion of Regent Brown as seconded by Regent Dillingham. Voting aye were Regents Brown, Brownlee, Cowan, DeWitt, and Dillingham.
5. **Program Showcase.** Eddie Dixon, Chad Anderson, and Anthony Luetkenhaus provided a brief overview of the Fine Arts Division. Eddie Dixon reported that the Division of Fine Arts is committed to providing students with a high quality education in Art, Digital Media, Music, and Musical Theatre coursework that will meet the needs for an Associate of Arts for transfer and an Associate of Applied Sciences for direct employment. During the 2017-2018 school year, there were 65 Art and Music majors in Fine Arts AA degree programs. Divisional activities include Roustabouts, College Choir, Madrigal Singers, Musical and Theatre

Activity, and Concert and Jazz Bands, as well as hosting competitions for junior high and high school students in the area.

INFORMATION TO THE BOARD

6. **Regents' Comments.**

- No comments were reported.

7. **Administrators' Updates.**

- Dr. Rick Edgington reviewed Preliminary Enrollment Reports for Summer and Fall 2018 noting enrollment numbers are up 11%. Dr. Edgington explained that the increase is due to summer enrollment opening up at the same time spring enrollment opened. A reminder to students who enrolled for summer classes will be sent out as a follow up.
- Ms. Anita Simpson reported that NOC successfully complied with the state alternate claims system and internal documentation procedures conducted by OMES.
- Ms. Anita Simpson reported that all non-compliant NOC employees have been notified in writing of their non-compliant tax status, necessary steps to become compliant, and resulting consequences of failure to meet compliance requirements. She stated that according to Oklahoma statutes, non-compliant state agency employees are subject to termination if they have been notified of three or more occurrences of non-compliance. Non-compliant NOC employees will receive notice by April 23.
- Ms. Anita Simpson reported that NOC is looking into a Health Savings Account Plan for employees. The Health Savings Account is a tax-advantaged medical savings account for taxpayers who are enrolled in a high-deductible health plan. The funds contributed to an account are not subject to federal income tax. She stated that NOC will not be taking away any health benefits, but are looking for more ways for employees to save while providing more options for employees to choose from.

8. **President's Update.**

- Dr. Evans reported that the Business Division passed accreditation with flying colors. She stated that she is very pleased with the amount of hard work the department put in to making sure this accreditation was a success.
- Dr. Evans reported the Senate has approved and confirmed the appointment of Jodi Cline as a member of the Board of Regents for Northern Oklahoma College, to serve a five-year term ending June 30, 2023, succeeding Linda Brown.

9. **Other Reports.**
 - a. ***Personnel Changes.*** Ms. Anita Simpson reported one new hire and three resignation.
 - b. ***Stillwater Facility Update.*** Sherry Alexander stated that a Relocation Committee has been formed to discuss building move time lines. She reported that faculty tours started taking place last week and has already seen a positive reaction with the faculty. Weekly meetings have been scheduled to meet right before the construction meetings take place.

10. **The New Criteria for Accreditation.**
 - Dr. Pamela Stinson reported that the HLC team that conducted the February 26-27 Reaccreditation visit provided a draft from the visit for fact-checking on March 19. NOC responded with minor corrections on March 26. NOC received its final draft of the team report on April 2. While the process for review will not be complete until the Institutional Actions Council of HLC also approves that report in May-June of 2018, both drafts of the team report identified all criteria for reaccreditation "met". NOC also submitted its 2018 Institutional Update for HLC for March 30 with updates from Financial Affairs, Enrollment Management, and degree program updates. This annual update is required to review financial health, including audits and loan default rates, enrollment trends, and changes in program or locations.

BOARD ACTION

11. **Northern Management Services Contract.**
 - Ms. Simpson requested approval of the Northern Management Services, Inc. contract dated April 18, 2018. On the motion of Regent Dillingham, as seconded by Regent Cowan, the Regents approved the Northern Management Services, Inc. contract dated April 18, 2018. Voting aye were Regents Brown, Brownlee, Cowan, DeWitt, and Dillingham.

12. **Room and Board Rates.**
 - Ms. Simpson requested approval of the Residence Room and Board Rates for Fall 2018/Spring 2019 Semesters. On the motion of Regent Cowan as seconded by Regent Brown, the Regents approved Board Rates for Fall 2018/Spring 2019 Semesters. Voting aye were Regents Brown, Brownlee, Cowan, DeWitt, and Dillingham.

13. **FY2019 Academic Service Fee Request.**
 - Ms. Simpson reviewed the FY2019 Academic Service Fee Requests and requested the board's approval of the request. On the motion of Regent Dillingham as seconded by Regent DeWitt, the Regents voted to approve the

FY2019 Academic Service Fee Requests as presented. Voting aye were Regents Brown, Brownlee, Cowan, DeWitt, and Dillingham.

14. **Monthly Financial Report.**

- Ms. Simpson presented for approval the monthly financial report dated March 31, 2018. On the motion of Regent Brown as seconded by Regent Cowan, the Regents approved the monthly financial report as presented. Voting aye were Regents Brown, Brownlee, Cowan, DeWitt, and Dillingham.

Regent Dillingham excused himself from the meeting.

15. **Monthly Purchases.**

- Ms. Simpson presented April purchases for approval. **Purchases of \$25,000 or more were for:** (I.) Furniture, Fixtures, & Equipment – Stillwater Classroom Building; Scott Rice, Classroom Chairs & Furniture, \$143,925.63; Fenton Office Mart, Office Chairs, \$70,494.72; L & M Office Furniture, Office Furniture, \$103,291.45; Spaces, Incorporated, Classroom Furniture, \$129,145.66; KI, Chairs, \$11,017.21; Scott Rice, Chemistry Lab Stools, \$10,002.72; L & M Office Furniture, Biology Lab Stools with backs, \$31,697.52; Funding Source: Capital Funds. (II.) External Audit Services, Finley & Cook; FY2018 - \$35,000.00; Total Five Year Audit Proposal Costs; \$185,000.00. Internal Audit Services, Hinkle & Company; FY2018 - \$12,000; Total Five Year Audit Proposal Costs; \$62,000.00; Funding Source: Capital Funds. (III.) Relocation of Media Technology – From Cowboy Mall to New NOC-Stillwater Building, Video Reality; \$170,032.20, Aspen Custom Electronics; \$191,402.00, Funding Source: Capital Funds. (IV.) ERP Consultant Services - .75 FTE (28 Month Contract), Brown, Hendrix & Associates LLC; \$500,500.00; Funding Source: Capital Funds. On the motion of Regent Cowan as seconded by Regent Brown, the Regents voted to approve April 2018 Monthly Purchases. Voting aye were Regents Brown, Brownlee, Cowan, and Dewitt.

16. **Monthly Allocations Request.**


- Ms. Simpson presented for approval Section 13/New College Fund 600 & 650 allocation requests for the following projects: Computer Software Fees & Licenses; \$505,000.00. Dining Hall Renovation & Equipment – Tonkawa; \$10,000.00. Dining Hall Renovation & Equipment – Enid; \$90,000.00. Purchase of Enid Campus; \$20,000.00. Purchase of Vehicles; \$30,000.00. Renovation of Campus Buildings – Tonkawa; \$90,000.00. On the motion of Regent Cowan as seconded by Regent Brownlee, the Regents voted to approve the Section 13/New College Fund 600 & 650 allocation request for \$745,000.00 as presented. Voting aye were Regents Brown, Brownlee, Cowan, and DeWitt.

17. Associate in Applied Science Degree in Business Management-Hospitality Option.

- Dr. Pam Stinson presented for approval the Associate in Applied Science Degree in Business Management-Hospitality Option. On the motion of Regent DeWitt as seconded by Regent Brownlee, the Regents voted to approve the Associate in Applied Science Degree in Business Management-Hospitality Option as presented. Voting aye were Regents Brown, Brownlee, Cowan, and DeWitt.

ROUTINE AND OTHER

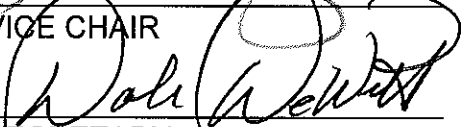
1. **New Business.** Consideration of "any matter not known about or which could not have been reasonably foreseen prior to the time of the posting of the agenda."
2. **Items for the next agenda.**
3. **Announcement of next scheduled meeting: Wednesday, May 16, 2018, 12:30 p.m., Gantz Center, Gantz 102/James Room in Enid. Celebration to pay off Enid campus Bonds starting at 10:30 a.m. with a 12:00 p.m. lunch following.**
4. **Adjournment.** – Motion made at 2:35 p.m. to adjourn by Regent Brownlee as seconded by Regent Cowan. Voting aye were Regents Brown, Brownlee, Cowan and DeWitt.



CHAIR




VICE CHAIR



SECRETARY



MEMBER



MEMBER