

Northern Oklahoma College 2013-2018 Strategic Plan
Progress Report for March 2014

1A: Enhance quality of life for students.

2012-2013 Progress toward Goals

- Smartcard access for security
- ADA Compliant door locks
- New fitness equipment purchased-T
- NOC named Certified Healthy Campus by the Health Department
- ITV classroom upgrades—all campuses
- Activity director positions established-T and E

December 2013 Progress Report

- The Institutional Student Affairs Committee met on Thursday, December 5, 2013. Items discussed were the comprehensive safety plan, student engagement plan, student activities, and safety and security for Northern Oklahoma College. Directives were given to review safety and security policies and procedures for all campuses and to analyze student activities offered on all 3 campuses and to report back as to the wishes of our students. Student Affairs will disseminate publications for the group to review and make recommendations on changes. The committee will meet monthly until the strategic plan is realized. Members present for the Dec. meeting were Jeremy Cook and Cassie Firth – Stillwater campus; Jerry Hawkins – Enid campus; Scott Harmon, Scott Haywood, Milynda Wade, Summer Schuelein, June Buller, and Kim Ochoa – Tonkawa campus.
- Jason Johnson was selected to fill the position of Vice President for Student Affairs (VPSA) in November 2013. This appointment allows the interviewing processes for the two dean positions to proceed so that year one priorities could be addressed as noted in the following categories:

Comprehensive Safety Plan

- The VPSA and security departments on the Enid and Tonkawa campuses met and are now in the process of acquiring bids for upgraded security cameras on the Tonkawa and Enid campuses.
- A new full-time security guard was hired for Enid to cover shifts that were lacking.
- The Emergency Response Plan was reviewed with the ISAC with recommendations to be made in January.
- Continuing education for NIMS training was scheduled in conjunction with the City of Tonkawa to be held on the NOC campus in January.
- The NOC-Tonkawa security vehicle was labeled with security decals.

Student Engagement Plan

- The VPSA began the process of researching successful Student Engagement Plans that would fit with Northern's mission and met with the Student Life and Activities Directors on the Tonkawa and Enid campuses to start the process of implementing a First Year Freshman Experience.

Residence Life Plan

- In addition, the VPSA and Residence Hall Directors met to discuss current plans and began research on programming that would fit Northern's residential population.

March 2014 Progress Report

Comprehensive Safety Plan

- The Administrator's Council met and discussed revisions to the current Emergency Response Guide. Revisions will be completed by April 2014. Student Affairs staff are reviewing the current Emergency Procedures Guide which will be distributed to faculty/staff when revised.
- Northern Security has started monthly training online with courses offered from CLEET and NIMS.

- The Enid SWAT Team has been on the Enid campus twice over the previous two months as they familiarize themselves with our buildings for emergency response needs.

Student Engagement Plan

- A weight loss challenge will be completed this month for the Tonkawa, Stillwater and Enid campuses.
- Wellness center rules have been updated and are posted on the Tonkawa campus.

Residence Life Plan

- Bradley Jennings was hired as the Dean of Students for the Enid campus.
- The Dean on the Enid campus has produced a rough draft of a new Residence Life Plan. Northern's goal is to move toward a Residence Hall Director/ Residence Hall Advisor format.

Institutional Housing Project

- Cyentergy Architects completed a feasibility study for new Residence Halls on the Enid and Tonkawa campuses.
- FSB Architects have been retained as the lead architectural firm to design the new Residence Halls. Sites have been identified on both campuses for new construction, and site surveys have been completed. Schematic designs of both Residence Halls have also been completed.
- Solicitations have been sent out for Construction Managers at Risk; interviews for Construction Managers at Risk will be held March 24, 2014.

1B: Enhance recruitment, retention, and graduation.

2012-2013 Progress toward Goals

- CCSSE given Spring 2013
- IR Director hired to assist in data collection
- Loan default plan created
- First-time participation in Governor's Cup

September 2013 Progress Report

- Collected & reviewed CCSSE & CAAP results. CCSSE results were shared with the faculty at the August in-service workshop with brainstorming sessions on improving advisement and other issues. CCSSE was also shared with all employees through email and with students and employees through website posting.
- VP EM presented advisement challenges to faculty at the faculty in-service workshop with emphasis on meeting remediation needs as soon as possible and assisting students with extra challenges related to suspension/probation status.
- Realigned retention specialist positions & academic advisors to teach orientation, academic success strategies, & world of work in the spring 2014 semesters. Reallocated a 3/5 position into a full-time retention specialist/academic advisor position in Stillwater to begin in January 2014.
- Participated in UCO reverse transfer program to identify & graduate an additional 75 graduates.

December 2013 Progress Report

- The October 2013 faculty meeting was used to review remediation policy and make recommendations to further encourage students to complete remediation needs as soon as possible. Dee Cooper was also introduced as the new Coordinator of Academic Development, overseeing Orientation, Academic Success Strategies, and World of Work, and supervising initiatives to gather more assessment data in student retention courses.
- A new academic advisor (Shila Rakey) was hired in Stillwater, a full-time position replacing a 3/5 position and adding teaching responsibilities in student retention courses.
- A Memorandum was signed in October for Rick Edgington to be NOC representative for UCO in a reverse transfer project. In November, a Memorandum was signed with OSU to develop a similar

relationship for reverse transfer. To date, 813 students have been identified for potential reverse transfer and efforts are ongoing to contact these students.

- NOC advisors attended UC-Ponca enrollment days on Oct. 29, 30, 31 to provide further guidance for NOC students taking courses at this site.
- AIM software, created by ACT (and purchased by NOC in past) to provide further data analysis of ACT scores, was recently updated by I.T. and recruiters have been using it to share information with clubs, organizations, and division chairs (e.g. who might be eligible for PLC)
- Kathleen Otto, in new role as IR Director, has gathered data on online pass rates and remedial completion rates. A summary of data was shared with faculty in the November faculty meeting and with the Assessment Committee so that they could make recommendations for changes in policy and procedure. The Assessment Committee recommended a rewording of Compass testing policy to allow students more retest options with division chair approval when the students completed fast-track or boot camp sessions.
- Related to goal one and four, the recommendation from Faculty Affairs was to create an Advisor Handbook for new faculty, who begin their role as academic advisors in the second year of teaching. Suggested content for this handbook was reviewed in the November faculty meeting.
- A proposal for the HLC Quality Initiative was developed, including meeting further retention and completion goals through development of new remedial models, such as boot camps. Division chairs developing these boot camps presented proposals to the Curriculum Committee on Dec. 10 for 1- and 2-credit hour versions of remedial courses to expedite the remediation process for students whose placement scores were close to the next higher level.

March 2014 Progress Report

- NOC was notified in February that the proposal for the HLC Quality Initiative was approved by the HLC Review Team. This proposal will focus on improving remediation models and academic advisement models for greater retention/completion rates.
- Two math instructors were included in the State Regents' Math Success Group, comprised of math instructors, department heads, and members of the state regents. In the first meeting, a brainstorming session took place to determine ways to get students through remedial programs at a faster pace, how k12 and college instructors can work together to better prepare students for math on the college level, and to strengthen math preparation for all majors.
- The Math Division has scheduled two new math skills prep courses for Fall 2014 to help students through the remedial requirements in a shorter amount of time.
- In January 2014, Dr. Edgington spoke with the VPAA at NWOSU about a reverse transfer agreement.
- Priority enrollment for sophomores was started the week of March 10 to ease the strain on advisors working with new students when regular enrollment opened on March 24. As a result of this initiative, 166 sophomores were enrolled for summer and 226 for fall during pre-enrollment.
- As part of admission acceptance letters mailed to student prospects beginning February 2014, an additional sheet was mailed to highlight fast-track remediation options.
- As an "intrusive advising" initiative starting March 24, 2014, students currently on probation who received any midterm grades of D's or F's were contacted by one of the counselors to identify strategies for improvement. Probationary students with all D's and F's were encouraged to withdraw from classes now to preserve their GPA.
- In the Spring 2014 semester, NOC became one of eight community colleges in the nation approved by the Saudi government to receive state funding for students sponsored to study in the United States. As of March 2014, 25 Saudi students have enrolled for the Summer 2014 or Fall 2014 semester, primarily in the NOC-OSU Gateway Program.
- In February, Teresa Tully and Paula Lewis met with OSU Career Center staff over three dates to discuss possible collaborations, including the curriculum for the World of Work class and the Kuder Career

Inventory that NOC-Stillwater students are paying for in fees. NOC-Stillwater students also toured the Career Center.

- Paula Lewis also visited with University Counseling Services at OSU to discuss a referral process of NOC Stillwater students and a potential collaboration for Mental Health Awareness Day, as well as access to OSU programs for grief counseling and eating disorders.

2: Cultivate/maintain partnerships to inform and improve academics, student experiences, and support regional needs.

2012-2013 Progress toward Goals

- Branding Campaign for clear community identity
- Agriculture Advisory Board established
- Memberships and leadership roles in area Chambers
- Host site for legislative tour
- Service agreement established between NOCF and Phillips Alumni and Friends
- Moms2College Program developed

September 2013 Progress Report

- NOC Civic Engagement and Service Learning Community Partnerships have been developed to offer opportunities for students to volunteer or participate in service learning activities. The Coordinator for Service Learning serves as a clearinghouse for service learning opportunities.
- With the hiring of the Director of Institutional Research and Assessment, research has begun for models to be used in creating an environmental scan on workforce needs.
- Division chairs have begun reviewing possible areas in which certificates can be developed to offer students a workforce credential as a stepping stone on their way to completing the associate degree. A letter of intent has been filed with the Oklahoma State Regents to develop and offer a Certificate in Practical Nurse Eligibility as an embedded program within the AAS in Nursing program. Students completing the certificate will be eligible to apply to the State Board of Nursing for the practical nurse licensure examination upon completion of the certificate. This certificate will allow students to increase their earning potential and gain valuable clinical experience as a Licensed Practical Nurse (LPN) before or as they complete the AAS-RN program.
- A letter of intent has been filed with the Oklahoma State Regents requesting approval to offer 18 of its current degree programs by electronic delivery. This would enhance options for course delivery for both our current degree programs and any certificates identified to meet a workforce need or enhance students' ability to complete their programs of study.

December 2013 Progress Report

- A task force was created, headed by Kathleen Otto, to create a survey for workforce development to determine the needs of the local community workforce and how those needs impact NOC. Division chairs identified some possible areas related to certificate and grant areas, as well as representatives for the task force to examine certificates and other needs (e.g. PTA, Agriculture, etc.).
- In a November 4, 2013, meeting of that task force (including Kathleen Otto, Cara Beth Johnson, Sara Olson, Tricia Moore, Bart Cardwell, Jeanine Deterding, and Suzi Brown), members discussed the following topics:
 - Where to start with list of businesses and survey questions
 - Data needed for NOC graduates to include transfer numbers, job placement and any other alumni information that is available
 - Possibility of a localized place on the NOC website to post comprehensive information as it is gathered for institutional use
 - Possibility of a survey being added to Northern's Hire Northern Grad website as an incentive to become part of the page

-Need for the task force to meet with local Chambers of Commerce to begin dialogue with the community and businesses

-Possible demand for certificates needed in the region, such as one for math tutoring to aid the local high schools, or life guard or first aid certification.

- As follow up, the committee will be viewing the Nursing surveys for examples of question types since Nursing is already doing a small environmental scan as part of their accreditation and will continue to compile a list of businesses and corporations to begin dialogue with; then a survey will be developed to address workforce needs. Initial business areas identified for the scan include banking, temp agencies, Chambers of Commerce, Accounting firms, IT Outsourcing and IT departments, Casinos, City/County Governments, YMCAs, local florists, and Phillips. In addition, the committee identified potential agricultural partners for the scan, including Farmers Grain – Pond Creek, Farmers Co-op - Ranch Drive, Two Rivers – Ark City, Kugel/Spraying – Tonkawa, P & K Equipment (John Deere) – Stillwater, Case-International – Kremlin, Warren Cat – Enid, Waco, Inc. –Enid, Livingston Equipment – Fairview, SST (GPS equip) – Stillwater, Stillwater Milling – Stillwater, WS Johnston’s – Enid, and local veterinarians who could provide feedback on curriculum needs in embryo transfer, and artificial insemination.

March 2014 Progress Report

- The environmental task force met again in February 2014. The committee is in the process of collecting workforce data from area chambers and other resources to create a document that can be shared with program directors, chairs, administrative teams, and external partners as an overview of workforce needs. Several of the divisions (Business, PTEC, Nursing, including the Plus 50 Grant) have already begun collecting workforce needs from the community using survey methods, and divisions are reviewing additional areas for potential certificates, including lifeguarding, first aid, radio station and newspaper work.
The group will meet again in April to assess progress.
- The Fact Book of Data was published and is available on the website and on myNOC. This document will be updated and published each summer and will be available through NOC’s website. The report includes data on student enrollment, retention, graduation, and underserved populations.
- The Ag Advisory Board met on Feb. 19th and discussed further development of the Livestock Judging Program, recruitment of students, and possible interest in pursuing a Certificate Program for Technical Agricultural Services through a Department of Labor Grant. This grant would provide opportunities in the areas of Pesticide and Fertilizer Application for Crop Management System, Landscape Nursery, Artificial Insemination, Embryo Transfer and other technical aspects within the Ag industry. The Ag group has also contacted the potential partners identified in the November environmental scan task force meeting.
- The Sheep Center has partnered with Dr. Brent Pitts at Mayfield Club Lambs of Mutual, OK, to incorporate artificial insemination.
- Sarah Olson, Director of the PTEC program, is investigating engineering job shadowing opportunities with local manufacturing companies (Mertz, Phillips 66, and others).
- The Science division is working with the Oklahoma Conservation Commission, concerning the potential for NOC students to be involved with the “Blue Thumb” water quality monitoring initiative. Gene Young has visited several sites around Tonkawa to assess whether they could be used for this statewide effort.
- A meeting has been scheduled with Mickie Schmith at Camp Mcfadden (Ponca City) concerning the potential for NOC students to be involved in internships, outdoor education, nature interpretation, etc. for primary and secondary education through a Service Learning project. Discussions have also taken place with The Nature Conservancy at Cheyenne Bottoms (KS) concerning shorebird surveys within the Flint Hills of Kansas and Oklahoma. This initiative is through the US Fish and Wildlife Service.

- The Business Advisory Board met in November and minutes are available on the NOC website; one business intern was placed at the Ponca City Workforce Center and consequently hired prior to completing her internship.
- The Child Development Department purchased materials to develop a student and community resource room for early childhood educators at the Stillwater CD office and Enid campus. The resources include a lamination machine, die cut system for the construction of children's blocks and classroom literacy materials.
- Gerald Konkler, Criminal Justice Program Director, met with the Chief of Police and two officers at Enid Police Department to discuss internships for NOC students and class tours of the Enid Police Department. Additionally, the Enid Police Department requested NOC promote degree offerings and recruit officers who have not finished an associate's degree; plans are being reviewed for creative class schedules to assist the officers in furthering their education.
- NOC is a part of "The Study Abroad Project," a recently developed partnership with all Oklahoma Community Colleges and EF College Study Tours to promote global service learning. The culmination of the partnership will lead to two students and a faculty member from each institution taking part in a service learning experience abroad.
- OSRHE Business Partnership Excellence Award - On March 11, NOC had the honor to recognize Phillips 66 as the 2014 Business Partner during an awards luncheon at the Oklahoma History Center. This award is designed to highlight successful partnerships and to further cultivate the higher learning environment through the State Regents' Economic Development Grants.
- Economic/Workforce Development – Sheri Snyder served on a panel presentation (March 12) during a final site visit with a potential company that is considering Ponca City as a location. She also served on the Northwestern Oklahoma Workforce Investment Board. As reported in the board financials in their Jan. 16 meeting in Enid, of the \$207,130.40 Adult Classroom Training dollars and \$80,499 Dislocated Worker Classroom Training dollars, NOC had 2 new students participate between July1 – December 30, 2013 totaling \$12,000. In 2012-2013, NOC had 11 students participate totaling \$66,000 (6 Tonkawa, 3 Enid and 2 Stillwater).

3: Upgrade facilities for quality and efficiency.

2012-2013 Progress toward Goals

- 90% Completion of \$7.5 million Energy Performance Management System Improvements, T and E
- Student Residential Housing Priority #1 & 2 on Campus Master Plan: information collected from the town hall meetings supported the need, T and E
- \$10 million submitted to Oklahoma State Regents Real Property Master Lease Program for student residential housing in January 2013 and approved through state senate, T and E, pending master lease program decision
- NOC Regents' approval to proceed with architect selection process received; solicitation process for feasibility study to begin in September
- Regents' and administrative employees' tour of area student residential housing to assess various design models
- Existing position reallocated to create a Landscape and Nursery Manager position, T and E, applicants interviewed
- Unsafe and dilapidated structures removed from campus, rental house property -T, Music Building-E
- Unusable property of Clay Hall sold with proceeds to be used for campus renovations, E
- Wilkin Hall and Harold Hall exterior rehabilitation in progress, T
- Implemented electronic maintenance work order system
- Powder coating of faded benches, trash containers, and light poles, T and E
- Everest Administration Building interior renovation, E

- Curb and guttering replacement on circle drive, T
- Installation of bollards on circle drive, T
- Art Building front steps replaced and drainage issues corrected, E
- Exterior painting projects at various buildings, E
- Upgraded projectors for Cowboy Mall classrooms
- Office renovations and furniture replacement at Cowboy Mall, S
- Improvements and repairs to athletic facilities including basketball courts, tennis courts, baseball and softball fields, T and E
- Replacement of damaged campus sidewalks, T and E
- Emergency replacement of HVAC units, safety and accessibility concerns, compliance items, removal of unused chemicals, roof replacements, and asbestos abatement, T and E

December 2013 Progress Report

- The Goal 3 Strategic Plan Committee met on October 29th to identify the committee priorities for facilities and campus projects. A spreadsheet matrix of the projects is being compiled.
- Requests for Letters of Interest were sent out to architectural consultants for the Student Residential Housing Project. Thirteen responses were received and reviewed by the Screening Committee, six firms were selected for interviews, and a recommended firm will be proposed for the NOC Board of Regents at the December meeting. T and E
- Cyntergy AEC was identified by OMES Construction and Properties as our consultant for conducting a feasibility study for student residential housing. NOC representatives met with Cyntergy to determine the scope of the feasibility study. Results of the study will be presented to the NOC Board of Regents at the January meeting. T and E
- Documentation in conjunction with the Master Lease Real Property Program for the construction of Student Residential Housing was submitted to the Council of Bond Oversight to be considered for approval December 19th. T and E
- Drawings of proposed Science Lab renovations are being reviewed and are scheduled to be completed in Summer 2014. T and E
- Exterior restoration on Harold and Wilkin continues. Window install at Harold is 90% complete and coating is complete. Stone for Wilkin is scheduled for delivery, and cleaning of the upper cornice has started. T
- Media technology and configuration for ITV classroom equipment have been approved for Walcher Conference Center. T
- Ceiling break pockets will be installed in Harold Hall to increase the natural light from the windows. T
- Lecture Capture Systems are being purchased for ITV classrooms in Wilkin and Zollars. T and E
- Two 2014 super duty 15 passenger vans are being purchased. T and E
- Camcorders for recording/streaming campus events have been purchased. T, E, and S
- The interior of the Art Building and offices in Gantz have been painted. E
- Beds and chairs have been purchased for residence halls. T and E.
- The NOC Alert Notification System has been renewed for another year. T, E, and S
- Lobby furniture was replaced in residence hall lobbies. T
- Exterior metal on the CDSA building has been painted. E
- Fencing around the soccer field has been installed. T
- Netting and turf have been installed in the indoor practice facility. T
- Window shades for Harold Hall have been ordered. T
- A projector for the Planetarium was purchased and installed. E
- WiFi was installed at the soccer field to enable video streaming. T
- Bushes, trees and stumps were removed in front of the Art Building. E

- Office furniture was purchased for Gantz and Mabee Center. E

March 2014 Progress Report

- Exterior restoration on Harold and Wilkin is complete. T
- Bids for Central Hall Exterior Rehabilitation and Crowder Science Interior Renovations have been received. T
- Architect selection for the construction of residence halls is complete. Feasibility study and site selection are complete. T and E
- Letters of Interest were received from nine Construction Management firms and interviews were held on March 24, 2014, with six of those firms. The selection committee is recommending a firm for consideration of the Regents. T and E
- The 45 day legislative review of 2014 Real Property Master Lease Projects has passed and will be presented to the Bond Council Oversight at their April 24th meeting. This issuance includes \$2,000,000 for Tonkawa and \$2,000,000 for Enid for Renovation of Residence Halls and Cafeteria. T and E
- Bids were sent out for the Mabee Center HVAC project and are due back March 31st. E
- The remodel of the Enid Bookstore has begun. E
- Installation of the Enid softball practice field continues. E
- Phase 2 of the Print Management Services Program has begun. IT has met with each department manager and division chair to assess their current print services and how we can better utilize the equipment, its location and its efficiency for their area. All campuses
- Message boards have been installed and networked in the cafeterias. T and E
- New furniture was ordered and installed at Fountain Square for the Nursing Division. S
- Millwork has been ordered for the Crowder Science Lab remodel which is scheduled to take place this summer. T
- Lecture Capture Hardware and Software has been installed in Wilkin 302, 310 and Zollars 404, 405. T and E
- IT is currently replacing old, defective and discontinued projectors on all three campuses as well as standardizing the make and model of the new projectors for better support and management. All campuses
- Media technology upgrade and reconfiguration has been completed in the Enid and Stillwater boardrooms and Walcher Conference Center and has been installed in the employee lounge in Gantz Center.
- Campus Network fiber upgrade is complete. T
- The Landscape and Nursery Manager position has been filled. T and E
- New emergency lights have been installed in the dorms. T
- Water piping was re-insulated in Briggs, Zollars, Marshall, Administration and Art. E
- Audio/Video equipment in the Renfro Center has been upgraded. T
- Process Technology computer lab remodel is complete. T
- Video Monitors have been installed in the lobby of the Kinzer Performing Arts Center. T
- NOC is participating in Governor's 20% by 2020 initiative to reduce energy expenditures. All campuses

4: Enhance professional development and quality working conditions for NOC employees.

2012-2013 Progress toward Goals

- Faculty professional development survey created by DeLisa Ging
- New office furniture purchased in multiple areas, all campuses
- Train-the-trainer session provided for 15 faculty training volunteers for Blackboard
- Staff training provided in customer service, FERPA, loan default plan, and sexual harassment

September 2013 Progress Report

The goal coordinators have been reviewing the new employee checklists/orientation processes used by other colleges and universities, as well as available commercial satisfaction surveys. A professional development survey was given to the faculty during in-service meetings in August and some of the results are summarized below. Here is some of the material reviewed in the last quarter:

- New employee checklists/orientation models reviewed:
<http://www.hr.ucdavis.edu/forms/Forms/new-employee-checklist>
<http://www.utexas.edu/hr/current/new/checklist.html>
<http://ucsfhr.ucsf.edu/index.php/training/article/new-employee-checklist/>
<http://www.mchcp.org/stateMembers/newEmployees/newEmployeesChecklist.asp>
<http://uhr.umd.edu/new-employee-checklist/>
http://hr-utk-edu.wpengine.netdna-cdn.com/files/2011/08/new_employee_checklist.pdf
http://www.comalisd.org/Human_Resources/Employee_Resources/PDF/Maintenance-Packet-2013.pdf
http://www.upstate.edu/hr/new_staff/orientation/checklist.php
<http://hr.siu.edu/html/New%20Employee%20Information/Cdale%20New%20Employee%20Orientation%20Checklist.pdf>
- The following employee satisfaction surveys are being reviewed as possible models to present to employees for consideration:
<https://www.surveymonkey.com/mp/employee-satisfaction-surveys/>
<http://www.zarca.com/online-survey-resource/sample-surveys/employee-satisfaction-survey-detailed-version.pdf>
http://bestcompaniesgroup.com/assessment_tools/programs/paid/BCG_eess.pdf
<https://www.noellevitz.com/higher-education-market-research/higher-education-market-research-services/college-employee-satisfaction-survey>
<http://www.uaa.alaska.edu/institutionaleffectiveness/upload/Assessing-Faculty-and-Staff-Satisfaction-University-of-Alaska-Anchorage-2.pdf>
http://www.ttuhsu.edu/oipa/documents/ESS_Fall2012_Institutional_Report.pdf

To date, most satisfaction surveys reviewed are geared either to non-educational organizations with questions less fitting for the academic setting or are focused on university settings rather than community college settings.

- Top Five Professional development activities identified as areas of interest from NOC faculty completing the in-service survey:
 1. Methods to Assist Faculty in Keeping Current in Their Fields
 2. Designing more Effective Online Courses
 3. Hands-on Learning Approaches for Students
 4. Understanding Students' Learning Styles
 5. Reaching the Non-Traditional Student

The next step will be to narrow the survey and checklist options down and then work with the appropriate committees and staff to refine them to meet the specific needs of NOC.

December 2013 Progress Report

- The review of the employee satisfaction surveys has led to an option (Noel Levitz) that can be customized with up to 27 questions to individualize for Northern. Faculty had an opportunity to review the instrument in the December faculty meeting and will be providing feedback on additional questions needed through the end of the fall semester.
- A new employee checklist (modeled after a Southern Illinois school) is also being reviewed in H.R. to see how well it might meet overall employee needs.

- A faculty orientation checklist was circulated among faculty through Faculty Affairs and these items will be used to either supplement the general employee checklist, or if the processes are not complementary, the faculty checklist will be addressed through the hiring process in Academic Affairs.
- The Faculty Professional Development Committee met Nov. 11, 2013, to review the professional development survey taken by faculty in August and to recommend other on-campus training options. These options were also discussed in the December faculty meeting with most faculty expressing an interest in free webinars being posted and in further Blackboard training, particularly if offered at different skills levels.

March 2014 Progress Report

- The Employee Satisfaction Survey has been submitted to Noel-Levitz and they have added customized questions for NOC. The intent is to have the survey go live on April 7th, 2014, for a two week period.
- To enhance information to new employees, our Webmaster has created a new “Human Resources” page on our website that will hold a lot of information useful to both prospective, new, long-time, and retired employees. Since this is a work-in-progress it will not be visible until completed.
- Our Human Resources staff has been working on simplifying and standardizing our employee application forms and is reviewing examples of new employee checklists obtained from other colleges for adaptation to NOC needs
- All full-time employees were asked to complete a Blue Cross Blue Shield survey this year to identify wellness issues. Employees who completed this survey before submitting a health claim received a \$250 credit toward their \$750 deductible. As of March 2014, 146 of our 246 full-time employees have completed the survey and now have access to a wellness website sponsored by Blue Cross Blue Shield.
- On Feb. 18th, Well on Target Wellness Consultants with Blue Cross Blue Shield were on campus to conduct a qualitative assessment of the work environment, culture and wellness offerings at NOC. The assessment included three focus groups including a leadership, management, and employee focus groups to gather employee input about our culture and how best to provide healthy opportunities at our worksites. Employees from all three campuses volunteered to participate in the focus groups.

5: Diversify and increase revenue streams

2012-2013 Progress toward Goals

- FEMA Homeland Security Program Grant was awarded in the amount of almost \$20,000 with safety training on all campuses.
- AACC 50+ Grant for Nursing was funded in the amount of \$16,400 over a two and a half year period, with April Heitfeld as director.
- AT&T Grant of \$12,700 allowed for purchase of electronic response system (Clickers) in math classrooms.
- For the 2012-2013 academic year, the Foundation awarded \$97,670 in scholarships to 129 recipients from the Tonkawa, Enid and Stillwater campuses plus \$10,359 in loans to 53 students on the Tonkawa campus.

September 2013 Progress Report

A. Explore sales and property tax revenue

- Initial meetings have been conducted to explore the possibility of a pilot program in Garfield County for the NOC Enid campus.
- A contingency group from NOC met with officials for Tulsa Community College to learn about their Tulsa Achieves Program – a higher education access and workforce development project.
- The NOC Bookstore has implemented their new software program and have begun expanding their online bookstore with more items for purchase.

B. Implement updated foundation strategic plan (NOCF Activity)

- During the June NOC Foundation Board of Trustees meeting, post-workshop follow up reports from the April Strategic Planning Workshop were shared with the Board.
- The Board appointed the executive committee and others the task of reviewing the report and summary notes and draft a five-year action plan to present to the Board for consideration at the October Board meeting.
- The NOC Foundation Board approved the Scholarship Agreement Form utilized to establish new scholarships. Additionally, they approved the following policies to take to the NOC Board of Regents for approval: Northern Oklahoma College Policy for Naming and Renaming Opportunities; Northern Oklahoma College Fundraising Policy and the Institutional Fundraising Activity Request Form.
- During the July NOC Board of Regents meeting, the Board approved the Policy for Naming and Renaming Opportunities as well as the Fundraising Policy and the Institutional Fundraising Activity Request Form.
- In June, the Foundation received a \$20,000 donation to support the establishment of a new temporarily restricted endowed scholarship for the DMI program.
- The Foundation also finalized the following new scholarships – KOCH Fertilizer, LLC. Scholarship Program; Taylor Family Character Counts Scholarship Fund; and the Enid Higher Education Council Scholarship Fund.
- In August, members/chairs were selected for the Tonkawa, Enid and Stillwater scholarship committees and the committees have been meeting to award both institutional and private scholarships for the fall 2013 semester.
- The Development office continues to meet with donors/prospective donors on establishing new scholarships, continued donor correspondence, and acknowledgement of gift receipts. Additionally, planning meetings have been held for several significant anniversary dates including NOC/OSU Stillwater's ten year anniversary, NOC Foundation's fiftieth anniversary, and the NOC Roustabouts' fiftieth anniversary.
- Numerous friend-raising activities have been planned for 2013-2014 including an NOC/OSU Tailgating Events, a golf tournament, an NOC Alumni and Friends Day at the Ballpark, etc.

C. Create one-page description of NOC “wish list” for donors

D. Increase grants each year

- In August 2013, a grant accountant was hired to provide support for expanded grant submissions.
- In addition to 2012-2013 grants noted above, TANF Achieve grants for Enid and Stillwater were awarded in June 2013 for the amounts of \$143,43 and \$156,735, and a \$3000 United Way grant was awarded to the Enid campus.

December Progress Report

- For the 2012-2013 academic year, 1230 students received community foundation scholarships in the amount of \$2,042,395.60 (includes NOCF awards). Additionally, 1085 students received institution specific scholarships in the amount of \$2,175,761.75.
- During the October NOC Foundation Board of Trustees Meeting, the Board approved the FY 2013 External Audit Report with an unqualified opinion. Total net assets as of June 30 were \$6,898,081 which reflects a 12.5% increase in total net assets; Total net assets as of September 30 were \$7,162,140, which reflects a 3.8% increase.
- During the November NOC Board of Regents Meeting, the Board approved the FY 2013 External Audit Report with an unqualified opinion. Total net position was \$26,980,184, which reflects an increase of \$59,817.
- Higher Education Cost Savings, \$43.6 million was saved statewide in FY14, which included the following: changes in salaries and benefits, changes and elimination of positions, energy conservation

and conversion, reduction in supplies, and IT savings. Northern Oklahoma College's cost savings totaled \$804,488 in FY14.

- Additionally, due to the refinancing of the master lease bonds, the institution will have an estimated savings of \$154,190.

Explore sales and property tax revenue

- Continuing to explore the legal authority as it relates to sales and property tax revenue.
- Along with the new software program in the NOC Bookstore, the purchase of a mobile POS device allowed the NOC Bookstore in Tonkawa to sell merchandise at 2 soccer games this fall. The bookstore will also be attending 2 basketball games and has plans to attend baseball and softball games in the spring, including the bedlam basketball and baseball games in Enid.

Implement updated foundation strategic plan (NOCF Activity)

- During the October NOC Foundation Board of Trustees meeting, the executive committee presented a draft of the five-year action plan. The board will formally approve the action plan at the January meeting as well as any recommended actions to take at this point. The Foundation Board will continue to review our strategic plan to discuss alignment with the institutional plan for partnerships in bringing in revenue.
- Fundraising Activities – Since the approval of the Institutional Fundraising Policy and Institutional Fundraising Activity Request Form, the Development office has been busy processing numerous fundraisers. From August through October, thirty-one active fundraisers between the three campuses have been filed through the office with a projected fundraising goal totaling \$270,975.
- Presidential Partners Mailing Campaign – as of December 10, we have received \$23,430 in contributions and pledges from various donors supporting the program.
- Annual Greater Gifts Drive Campaign – The annual greater gifts drive (direct mailing campaign) was mailed out to our alumni/donor database (approximately 7,000) on December 2. Last year's drive had net proceeds of \$97,555 with the majority of those funds designated towards scholarships, programs, or departmental support. Additionally, the annual employee campaign was also sent out to solicit program and scholarship support.
- Bill and Susie Phelps Fundraising Challenge - Bill and Susie (Bristow) Phelps, 1958 Northern Oklahoma Junior College graduates and former Ponca City residents, are challenging others, especially their fellow alums and friends, to step up to their "Phelps' Fundraising Challenge" and support Northern Oklahoma College Foundation's (NOCF) Greater Gifts Drive and they have pledged a dollar-for-dollar matching donation up to \$25,000. The Development office mailed out a special greater gifts drive campaign letter to approximately 60 fellow 1958 alums and friends of the Phelps in addition to running a press release in the area newspapers.
- The Foundation also finalized the following new scholarship – Ray M. Schiltz Memorial Scholarship Fund for Tonkawa/Enid/Stillwater. Additionally, there are 12 scholarships agreements pending final approval that the Foundation is working on.
- The Development office continues to meet with donors/prospective donors on establishing new scholarships, continued donor correspondence, and acknowledgement of gift receipts. Additionally, we continue with planning meetings for several significant anniversary dates, including the NOC Foundation's fiftieth anniversary and the NOC Roustabouts' fiftieth anniversary.
- The institutional scholarship program task force committee met on November 21 and December 2 to review overall procedures for awarding scholarships. The goal of the task force is to refine and improve the program within the constraints of our current and future resources. 2014-2015 Scholarship Funds Request Forms have been distributed to be completed by department and/or program chairs for us to consider during the next budget cycle. Also, as a result of the meetings, it was determined that students can use available fall financial aid for which they're eligible to take remediation boot camp courses in the first weeks of August prior to the full fall semester beginning. Dorms and food services will be available during this time for students who wish to move in early and take care of remediation needs to aid in completion of credits for the fall semester.

- In October, the Foundation received a \$5,000 donation in support of the Taylor Family Character Counts Scholarship, a \$10,000 donation in support of the Carl and Carolyn Renfro Endowed Lectureship Program, a \$5,000 donation in support of the Evans and Associates Company Scholarship, and a \$17,500 donation in support of the Enid Higher Education Scholarship.
- In November, the Foundation received a \$10,448 donation in support of the John L. and Linda J. Brown Scholarship, a \$26,000 in support of the William W. and Dorothea L. Phelps Educational Scholarship and Loan and the Presidential Partners, a \$50,000 donation in support of the Zody Family Scholarship, a \$2,500 donation plus \$7,500 matching pledge totaling \$10,000 in support of Presidential Partners, a \$10,000 donation in support of the Phillips University Alumni and Friends Scholarship, and a \$20,000 donation in support of the establishment of a new Native American/Minority scholarship in memory of Dr. Christina Akers.

Increase grants each year

- TAACCCT Oklahoma Works! Round 1 – Two community colleges have dropped out of the grant which may benefit NOC by receiving the additional funds for our Biz fast track and P-tech programs. The Dept. of Labor site visit was conducted by Doug Harris. He was pleased with the institutions he toured. Sarah Olson gave him a great tour of the newly remodeled lab and demonstration on the P-tech simulation software. Sarah is investigating the addition of a new pump to be added for her program to be funded with grant dollars. A consultant to repair equipment has been hired. Forty-eight laptop computers and two carts have been delivered to the Business Division. Joe Swalwell, director of the project is filing for a No Cost Extension- requesting a full year to keep funding in place till Sept. 2015. Cohorts have been identified for reporting purposes. Data has been requested from them and will be shared with Scott Haywood to submit the Annual Report due on Nov. 7th. Ed Vineyard reported that the figures he requested from OESC will be in by the end of October.
- Department of Defense Grant Defense University Research Instrumentation Program – NOC is requesting \$234,949 for a 24” microscope to enable the astronomy department to do better research for the professional scientific community. Software will allow K-12 students all over Oklahoma to log in and do their science projects, measuring stars and tracking asteroids. The proposal is designed to get 4th graders interested and stay interested in science. If awarded, the grant will open up doors to partner internationally. NOC has been invited by the International Astronomical Search Collaboration (IASC) to be the minor planet center observing site and will enable us to do follow-up confirmation of student discoveries from other IASC sites in the US and foreign countries such as Wales, China, Italy and Austria. The award will be announced in May 2014.
- Student Success Center--This is a Kresge Foundation grant for \$250,000 for each of two years. The Student Success Center is defined as a center that organizes a state’s community colleges around common action to accelerate their efforts to improve student persistence and completion. A letter of intent was submitted on 10/30/13. Oklahoma made the top 11 out of 24 submissions that was invited by the Foundation to submit a full proposal. Collaborative efforts with writing the grant continue with representatives from the Two-Year Council of Presidents, Oklahoma Association of Community Colleges, and the Oklahoma State System of Higher Education. A letter of commitment was submitted by Dr. Evans with other college presidents to follow. Michael DuPont with the Charles and Lynn Schusterman Family Foundation in Tulsa initiated contact with the committee and expressed interest in the project. A conference call yielded continued interest in the project from the Foundation, confirmed with a letter of support and validated as a key stakeholder. Dr. Debra Stuart wrote and distributed the full proposal for the RFP to create the Oklahoma Community College Student Success Center, and after receiving feedback from Oklahoma community colleges, Dr. Stuart will submit the final proposal by 12/16/13.

- Technical Ag Services – Bart Cardwell gave an update on the work he has accomplished on the TAS grant. He met with equipment salesmen from WACO Industries out of Enid. The program can include areas in proper application of chemicals on farmland and lawns and training simulators. Two structures will need to be built--one to store the large equipment and the other to enhance the AI program. Bart also reported that recently seven out of eight ewes were successfully impregnated through the AI program.

March Progress Report

- The NOCF Board of Trustees met on Jan. 29 on the Tonkawa campus and approved the Statement of Financial Position, NOCF Marketable Securities, and Statement of Activities as of Dec. 31, 2013. Total net assets were \$7,764,857, which reflects a 12.57% increase since the June 30 audit.
- So far this 2013-2014 academic year, the Foundation awarded \$123,535.34 in scholarships to 152 scholarship recipients from the Tonkawa, Enid and Stillwater campuses plus \$3,225 in loans to 14 students on the Tonkawa campus. Additionally, the Foundation is working on the establishment of a short term loan program for students on the Enid campus for Fall 2014.
- The Institutional Scholarship Task Force Committee has completed their meetings to review the current institutional scholarship program and make recommendations for the 2014-2015 academic year and beyond.
- Additionally, 2014-2015 Scholarship Fund Requests submitted for consideration were reviewed. Letters were sent out notifying the program/department if their program was approved for a new program set-up and/or modification/enhancement of existing program.

Explore sales and property tax revenue

- After much investigation, it was determined that we will not be able to pursue the sales and property tax revenue through Garfield County. However, we are now reviewing a local sales tax that would generate potential scholarship revenue.

Implement updated foundation strategic plan (NOCF Activity)

- In December/January, the Foundation received a \$5,000 donation in support of the Curtis Jackson Memorial Scholarship and the Harvey Harrington Memorial Scholarship, a \$5,000 donation in support of the establishment of a new scholarship in memory of Ronnie Blubaugh, a payment of \$12,343.60 in support of the Ima Faythe Berglund Endowed Fund for equipment and fall scholarships, and a payment of \$13,161 in support of the State Regents Endowment Distribution FY2013.
- In February/March, the Foundation received a \$5,000 donation in support of the Carl and Carolyn Renfro Endowed Lectureship Program; a \$10,000 donation in support of the Phillips University Alumni and Friends Association; and a \$12,500 donation in support of the Enid Higher Education Council Scholarship.
- Members of the Executive Committee met with representatives from the Phillips Alumni Association on Jan. 9 to begin exploring areas of operation of NOC Enid and the Phillips University Alumni Association with the intent to continue to foster relationships and cultivate events that PU Alumni could attend.
- **NOCF Strategic Plan – 5 Year Action Plan (2010-2014).** The Board approved the NOCF Strategic Plan. Additionally, the Board addressed Strategic Goal #1 in regards to evaluating the current organization's capacity in efforts to achieve the goals articulated in the plan. The Board approved the hire of a full-time development officer to be funded by the NOCF. We also informed them of the reallocation of an existing community relations specialist position through the College to be changed to a gift processing coordinator to assist with the Foundation's day to day operations. Additionally, the Board appointed the Executive Committee to begin reviewing development database software.

- **New Hire(s)** – Kirby Tickel-Hill has been hired as the Director of Development and Donor Relations and has begun her new duties effective Feb. 10. Additionally, Misty Fath has been hired as Gift Processing Coordinator and has begun her new duties effective Feb. 19.
- The NOC Foundation Executive Committee has been working with the University Center Foundation on establishing a new scholarship agreement – University Center at Ponca City Foundation Scholarship. This has been approved by both the UCF Board and the NOCF Board to begin scholarship awards Fall 2014.
- NOC/NWOSU Joint Advisory Board – Continued acknowledgment of gift receipts and correspondence for the Enid Higher Education Council. The Board met on March 4 at the NWOSU Enid campus. Action items approved included the disbursement in the sum of \$12,500 to each institution’s foundation to be applied as follows: \$10,000 to be applied to the permanently restricted endowment scholarship fund in the name of Enid Higher Education Council, Inc. and \$2,500 to be applied to the temporarily restricted endowment fund.

Campaign Drive Updates (as of 1-20-2014)

- **Enid Higher Education Council, Inc.** – For more than 12 years, NOC, NWOSU and community Leaders in Enid have enjoyed a partnership centered on higher education as well as community and economic development. Since 2003, the Council has embarked on four scholarship campaign drives and has received \$400,000 in contributions. Additionally, the Council has expensed \$190,470 in scholarship awards to NOC Enid and NWOSU Enid. Additionally, since 2011, the Council has disbursed \$132,500 directly to each higher education institutional foundations to establish both a temporary and permanent endowment fund. The 2014-2017 EHEC Campaign is underway with \$16,925 received thus far of the \$60,500 pledged.
- **Presidential Partners Mailing Campaign** – As a result of the September Presidential Partners campaign mailing and December Greater Gifts Drive mailing, as of March 2014 we have received \$34,300 in contributions and pledges from various donors supporting the program for the 2013-2014 academic year. The Foundation received \$38,395 in total contributions for the 2012-2013 academic year.
- **Greater Gifts Drive Campaign** – So far, the 2013-2014 annual drive and employee campaign has received \$110,347.33 in total contributions which include the “Phelps Fundraising Challenge” of \$25,000, corporate matching contributions of \$5,425, and employee giving and payroll deductions of \$35,154 from 43 employees.
- **Bill and Susie Phelps Fundraising Challenge** - Through the Phelps’ generous donation, first reported in the December progress report, the Foundation has thus far received \$3900 in contributions from five individuals to be included in the up to \$25,000 of matching funds.
- **\$10 Campaign** – Northern Oklahoma College’s \$10 Campaign is an annual giving program through the Alumni and Foundation Office that provides support to the NOC Legacy Scholarship. This scholarship was established to provide financial assistance to children and grandchildren of a Northern alumnus/a. Kirby Tickel-Hill mailed out the \$10 Campaign in April 2013 to recent alumni in our database and has received \$1,970 in contributions to support the Alumni Legacy Scholarship Fund in 2013. Over the past four years, this campaign has raised over \$11,000.

Increase grants each year

- Bart Cardwell composed a letter dated Jan. 8 to area agricultural businesses informing them that NOC is seeking grant funding for the Technical Agriculture Services (TAS) program. The letter explained the TAS program and asked for businesses to consider partnering with NOC. Kent Prickett, GM at Farmers Grain Company, and Amy Shenold, Stillwater Milling Company, responded positively.
- April Heitfeld held Plus 50 advisory board meetings on Jan. 22, Feb. 19, and March 14. The board, made up of many local businesses in the medical industry, planned for the Plus 50 Expo and Careers for

Persons Over 50. The Plus 50 Expo will be held March 9 and 11, 2014, to inform potential students of the resources available to them to return to college and job opportunities available upon completion.

- Gina Conneywerdy and Cheryl Chanslor visited the Osage County Interlocal Cooperative to discuss ideas for grants and the possibility of future partnership. The discussion led to an introduction to Xan Black, Coordinator for Tulsa Alliance for Engineering with the Tulsa Regional STEM Alliance. Negotiations were made with Ms. Black to conduct a three hour session of STEM-related activities at the Native American Youth Leadership Day hosted by NOC on the Tonkawa campus in July.
- The newly formed TRSA has already received national recognition as a finalist in the US2020 City Competition. The US2020 City Competition capitalizes on the role of cities as centers for innovation, supporting outstanding efforts to build science, technology, engineering and math (STEM) mentoring capacity at the local level. Tulsa is designing a collaborative model for STEM under the direction of the Oklahoma Innovation Institute, the Charles and Lynn Schusterman Family Foundation, and the Tulsa Area United Way. NOC is privileged to partner with TRSA along with American Airlines, Bama Companies, City of Tulsa, KISS Institute for Practical Robotics, NORDAM, Oklahoma Department of Education STEM program, Oklahoma Science and Engineering Foundation, Osage County Interlocal Cooperative, Society of Women Engineers, Starbase Oklahoma, T.D. Williamson, Tulsa Alliance for Engineering, Tulsa Community College, Tulsa County, Tulsa Public Schools, Tulsa Regional Chamber, The University of Tulsa, The University of Oklahoma – Tulsa, and Oklahoma State University in Tulsa.
- The Committee for the Advancement of Grants met on Jan. 16. The mission of the CAG is to increase grant success for Oklahoma community colleges and career and technology education systems through proactive collaborations, professional development, and promotion of mutual interests. Quarterly meetings allow members to network and cultivate partnerships.
- In January, a National Science Foundation (NSF) STEM Proposal for \$339,466 was submitted. PIs = Frankie Wood-Black and Jack Cossen
- In February, an invoice was submitted and reimbursement of \$78,290.35 for expenses were received from the Department of Education for the Enid Upward Bound program. PI = Erin McCoy
- In February, an invoice was submitted and reimbursement of \$72,932 for expenses were received from NSF for Sarah Olson's NSF program. PI = Sarah Olson
- In March, an invoice was submitted and reimbursement of \$29,639.79 for expenses were received from OCCC for the TAACCCT Oklahoma Works! Round 1 grant. PI = Scott Haywood
- The Dr. Scholl Foundation proposal for \$19,055 was unable to be submitted due to their reporting request for donor names they were unwilling to waive.