



**MINUTES
Board of Regent's Regular Meeting
October 25, 2016**

The Board of Regents for Western Oklahoma State College met Tuesday, October 25, 2016, at 7:30 p.m. in the Regents' Room (HLC 108) at Western Oklahoma State College for a regular meeting. Regents present were Chairperson Cindy Clayton, Vice Chairperson Brent Howard, Secretary Scott Northrip and members, Dana Darby, Robert Williams, Mark Dodson, and Justin Lewis.

1. **Call to Order, Roll Call and Announcement of Quorum of the Board. Announcement of Filing the Meeting Notice and of Posting the Agenda in Accordance with the Open Meeting Law.** The meeting was called to order by Chairperson Clayton. Roll call was conducted by Ms. Briar Jenkins, who noted that a quorum was present and stated that the meeting notice had been filed with the Secretary of State and posted at the main entrance in compliance with the requirements of the Open Meeting Law.
2. **Introduction of Guests:** The following guests were present: Ms. Tricia Latham, Vice President for Business Affairs; Ms. Lisa Greenlee, Vice President for Academic Affairs; Mr. Chad Wiginton, Vice President for Student Support Services; Ms. Jacque Bellamy, Faculty Senate Chair/Child Development Instructor; Mr. Jonathan Wish, Stanfield & O'Dell; Mr. Bryan Patzkowski, Red River Flight Academy; Mr. Jon McCay, Red River Flight Academy; Ms. Heather Hood, Controller; Ms. Katie Brewer, Assistant Director of Admissions and Registrar; Ms. Melissa Smith, Coordinator of Online Education; and Ms. Briar Jenkins, Administrative Secretary to the President.
3. **Faculty Senate Report.** Ms. Jacque Bellamy reported on behalf on the Faculty Senate.
4. **Staff Senate Report.** Ms. Melissa Smith reported on behalf of the Staff Senate.
5. **Report and Response to the Annual External Audit.** Ms. Tricia Latham, Vice President for Business Affairs along with Mr. Jonathan Wish with Stanfield & O'Dell presented the Annual External Audit for FY2016 as outlined in the bound copy provided by the auditor at the meeting. Regent Williams moved that the board approve the external audit report. Regent Lewis seconded the motion and the following votes were recorded: Dodson, yes; Williams, yes; Howard, yes; Lewis, yes; Northrip, yes; Darby, yes; Clayton, yes. The motion was adopted unanimously.
6. **Student Loan Default Update.** Mr. Chad Wiginton, Vice President for Student Support Services updated the board on the student loan default rate which has been reduced from 29.8% three years ago, to 15%.

8. **Aviation Certification Training Update.** Ms. Chrystal Overton, Academic Dean introduced Mr. Bryan Patzkowski and Mr. Jon McCay from Red River Flight Academy...
9. **Consent Docket.** Regent Darby moved that the Board approve the consent docket outlined under Tab A, Attachments 1-3 and Tab B, Attachments 1-4. Regent Dodson seconded the motion and the following votes were recorded: Howard, yes; Lewis, yes; Williams, yes; Northrip, yes; Dodson, yes; Darby, yes; Clayton, yes. Motion was adopted unanimously.
7. **Discussion and Possible Action Regarding Deletion of Check Cashing Policy from the Employee Handbook.** Ms. Tricia Latham, Vice President for Business Affairs reported that due to the recently changed/enforced banking regulation, Western is no longer able to cash employees' or students' checks and requires the currently policy be removed from the employee handbook as outlined in Tab C, Attachments 1-2. Regent Dodson moved that the board approve the removal of the policy from the employee handbook as presented. Regent Northrip seconded the motion and the following votes were recorded: Williams, yes; Dodson, yes; Lewis, yes; Howard, yes; Northrip, yes; Darby, yes; Clayton, yes. The motion was adopted unanimously.
8. **Discussion and Possible Action Regarding the Request for Personnel Policy Change.** Ms. Tricia Latham, Vice President for Business Affairs reported that upon a release of the Department of Labor's finalized Fair Labor Standards Act regulations on May 18, 2016, which states the salary minimum for exempt employees was increased to \$47,764 from the current \$23,660 as outlined in Tab D, Attachments 1-5, will require a considerable number of professional employees to now fall in the non-exempt status. These changes will require additions to 6.3.2 Hours of Work and Work Week to clarify what is considered in "time worked." Regent Howard moved that the board approve the request to make the necessary additions to policy to 6.3.2 Hours of Work and Work Week to clarify what is considered in "time worked" as presented. Regent Northrip seconded the motion, and the following votes were recorded: Lewis, yes; Howard, yes; Northrip, yes; Williams, yes; Dodson, yes; Darby, yes; Clayton, yes. The motion was adopted unanimously.
9. **Discussion and Possible Action Regarding the Existing Program Online Delivery Request- Associate of Arts in Social Science and Religion Option.** Ms. Lisa Greenlee, Vice President for Academic Affairs presented the form needed for Western's existing degree, Associate of Arts in Social Science and the option within that degree, Religion to be approved for online delivery as outlined in Tab E, Attachments 1-8. Regent Darby moved that the board approve the existing degree, Associate of Arts in Social Science and the option within that degree, Religion, be approved for online delivery as presented. Regent Northrip seconded the motion, and the following votes were recorded: Howard, yes; Williams, yes; Lewis, yes; Dodson, yes, Darby, yes, Clayton, yes. The motion was adopted unanimously.
10. **Discussion and Possible Action Regarding Aviation Degree Option Changes.** Ms. Lisa Greenlee, Vice President for Academic Affairs presented course revision forms required by the Oklahoma State Regents for Higher Education to modify the Aviation Degree plans as outlined in Tab F, Attachments 1-7. Regent Northrip moved that board approve the changes as presented. Regent Dodson seconded the motion, and the following votes were recorded: Lewis, yes; Howard, yes; Dodson, yes; Darby, yes; Northrip, yes; Williams, yes; Clayton, yes. The motion was adopted unanimously.

11. **Discussion and Possible Action Regarding Approval of the Schedule of Regular Meetings of the Board of Regents for the 2017 Calendar Year.** Regent Lewis moved to approve the schedule of board meetings for 2017 as outlined in Tab G; Attachment 1. Regent Darby seconded the motion, and the following votes were recorded: Dodson, yes; Lewis, yes; Darby, yes. Williams, yes; Howard, yes; Northrip, yes; Clayton, yes. The motion was adopted unanimously.
12. **Presidents Report and Recommendations.** President Birdine along with Vice President Greenlee reported:
 - A. **Commencement Speaker.** The Honorable Justice Noma Gurich has been confirmed as the 2017 commencement speaker.
 - B. **Higher Learning Commission 2018 Site Visit.** Vice President Greenlee briefed the board on Western's 2018 site visit. The dates have been confirmed for October 1-2, 2018.
 - C. **Radiologic Technology Update.** Vice President Greenlee briefed the board
13. **Proposed Executive Session Pursuant to Section 307 (B)(1) of the Open Meeting Act.** At 9:13 p.m. Regent Dodson moved that the Board go into Executive Session. Regent Howard seconded the motion and the following votes were recorded: Lewis, yes; Howard, yes; Northrip, yes; Williams, yes; Dodson, yes; Darby, yes; Clayton, yes. The motion was adopted unanimously.
14. **Open Session and Possible Action Regarding Matter Discussed in Executive Session.** At 9:34 p.m. Regent Dodson moved that the Board return to Open Session. Regent Darby seconded the motion, and the following votes were recorded: Dodson, yes; Howard, yes; Lewis, yes; Williams, yes; Northrip, yes; Darby, yes Clayton, yes. The motion was adopted unanimously.
15. **Discussion of Personnel Matters.** Regent Howard moved to accept the personnel recommendations as outlined in Tab H, Attachments 1-6 which include the employments of Mr. Lawrence Muck, Freshman Nursing Faculty (Elk City Campus); Mr. Kristopher Elliott, HVAC Maintenance Technician; the personnel resignation of Ms. Gabria Lindenfelser, Freshman Nursing Faculty (Elk City Campus); and personnel appointments of Ms. Carmen Nickel, Nursing Director and Ms. Lora Lea Pickering, Dean's Assistant/Academic Advisor. Regent Dodson seconded the motion, and the following votes were recorded: Williams, yes; Dodson, yes; Lewis, yes; Howard, yes; Northrip, yes; Darby, yes; Clayton, yes. The motion was adopted unanimously.
16. **Adjournment.** At 9:35 p.m.

NOTE: The meeting was held in accordance with the Open Meeting Law. The agenda was posted 24 hours in advance in the display case across from A-1 at Western Oklahoma State College.