

Northern Oklahoma College 2013-2018 Strategic Plan  
Progress Report

**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

**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

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- 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.

**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

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- 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.

### **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

#### 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

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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://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.comalisd.org/Human_Resources/Employee_Resources/PDF/Maintenance-Packet-2013.pdf)  
[http://www.upstate.edu/hr/new\\_staff/orientation/checklist.php](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](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](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.

## **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.