

# NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

## Minutes

Tuesday, October 25, 2011, Stillwater Campus

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**Present:** Regents, Linda Brown, Chair, Jeffrey Cowan, Keith James, Dr. Jesse Mendez, and Lynn Smith.

**Absent:** Stacy Tiger

**Staff present:** Dr. Cheryl Evans, Dr. Judy Colwell, Larry Dye, Dr. Rick Edgington, Bill Johnson, Jason Johnson, Mike Machia, Debbie Quirey, Anita Simpson, Sheri Snyder, Dr. Ed Vineyard, and Sherry Reubell.

1. **Call to order.** Regent Brown called the meeting to order at 1:03 p.m. Notice of the meeting had been given to the Secretary of State and the agenda posted. All five Regents were present.
2. **Introduction of visitors and guests.** Josh Wilkins, Johnson Controls, presented the final project proposal which outlined scope of energy savings, work and equipment recommended, investment, and anticipated outcomes.
3. **Reciting of the Northern Oklahoma College Mission Statement.**

Northern Oklahoma College, a multi-campus learning community, provides high quality, accessible, and affordable educational opportunities and services to allow citizens to develop to the full extent of their abilities, to succeed in a competitive global environment, and to be effective lifelong learners.
4. **Vote to approve minutes.** The minutes of the Thursday, September 15, 2011, meeting were approved on the motion of Regent James as seconded by Regent Smith. Voting aye were Regents Cowan, James, Mendez, Smith and Brown.
5. **Regents Report.** Regent Jeff Cowan reported that he has a better understanding of responsibilities for Regents since attending the Regents Education Program. He reports it was a good meeting and a great day. Regent James stated that the Surplus Auction in Enid was well attended and well received. Regent Evans appreciated Regent James for donating his time to do the auction. Regent Brown also passed along compliments regarding Dr. Evans Investiture. It was a perfect day and the investiture was extremely well done. She has heard many positive comments regarding the investiture. Regent Brown congratulated Dr. Evans for being nominated by the Journal Record as one of 50 Women of the Year. Regent Brown presented \$5,000.00 to the NOC Foundation on behalf of Evans & Associates.
6. **Executive staff reports**
  - A. Dr. Judy Colwell, Vice President for Academic Affairs, presented attachment #1. Dr. Colwell had nothing more to add to her report. However, Regent James complimented Dr. Colwell for working with the Tonkawa Tribe.
  - B. Dr. Edwin Vineyard, Vice President for the Enid Campus, presented attachment #2. Dr. Vineyard mentioned last month that NOC Enid competed in the "Mind Games" quiz competition and lost by one question. They do plan to compete again in the spring. Dr. Vineyard presented a check for \$1,250.00 to NOC Foundation for NOC Enid scholarships.
  - C. Ms. Debbie Quirey, Associate Vice President of the Stillwater Campus, presented attachment #3. Ms. Quirey had nothing more to add to her report.
  - D. Ms. Anita Simpson, Vice President for Financial Affairs, presented attachment #4. Ms. Simpson had nothing more to add to her report.
  - E. Dr. Rick Edgington, Associate Vice President of Enrollment Management, presented attachment #5. Dr. Edgington had nothing more to add to his report.
  - F. Ms. Sheri Snyder, Vice President for Development and Community Relations, presented attachment #6. Ms. Snyder had nothing more to add to her report.

G. Mr. Mike Machia, Director of Information and Instructional Technology, presented attachment #7. Mr. Machia had nothing more to add to his report.

H. Mr. Larry Dye, Associate Vice President of Physical Operations, presented attachment #8. In addition to the attached report, Mr. Dye thanked Johnson Controls for taking the time to give the presentation which provided much information and he thanked the Regents for working with Johnson Controls. Mr. Dye also thanked Regent James for handling the auction in Enid.

I. Mr. Jason Johnson, Dean of Students, Tonkawa Campus, presented attachment #9. Mr. Johnson had nothing more to add to his report.

7. **President's report.** Dr. Cheryl Evans continues to be very busy. Dr. Evans thanked everyone for all their hard work. In addition to her report, Dr. Evans announced that on November 28, 2011 at 6:30 p.m., NOC Enid will have the dedication of the new projector at the Planetarium. Dr. Evans explained the Presidential Partners Program and challenged everyone to get involved for the benefit of NOC students.

8. **Other reports. Personnel Actions.** Ms. Simpson stated that one fulltime employees resigned and one fulltime employee is retiring.

9. **Johnson Controls.** On the motion of Regent L. Smith as seconded by Regent Mendez, the Regents approved entering into a performance contract with Johnson Controls, subject to legal review. Johnson Controls asked for a Letter of Intent from NOC to lock in current prices. Financing will be sought from The Master Lease Real Property Program. Funding should be available in August. Voting aye were Regents Cowan, James, Mendez, L. Smith and Brown.

10. **Institutional/Private Scholarship Program.** On the motion of Regent Mendez as seconded by Regent Smith, the Regents approved the recommendations to the Institutional/Private Scholarship program for 2012-2013 academic year. Voting aye were Regents Cowan, James, Mendez, Smith and Brown.

11. **Summer Remedial Course Program.** On the motion of Regent James as seconded by Regent Mendez, the Regents approved the pilot summer remedial course program for all three campuses beginning summer 2012. Voting aye were Regents Cowan, James, Mendez, L. Smith and Brown.

12. **Service Animal Policy.** On the motion of Regent Cowan as seconded by Regent James, the Regents approved the service animal policy. Voting aye were Regents Cowan, James, Mendez, L. Smith and Brown.

13. **Require Student Athletes to Carry Primary Insurance.** On the motion of Regent Mendez as seconded by Regent Smith, the Regents voted to approve to require student athletes to carry primary insurance coverage beginning fall of 2012. Voting aye were Regents Cowan, James, Mendez, Smith and Brown.

14. **Open Records Request Policy.** On the motion of Regent Smith as seconded by Regent James, the Regents voted to approve the Open Records Request Policy. Voting aye were Regents Cowan, James, Mendez, Smith and Brown.

15. **Surplus Property.** On the motion of Regent Smith as seconded by Regent Mendez, the Regents approved the disposal of surplus property from the September 29, 2011 auction. Voting aye were Regents Cowan, James, Mendez, Smith and Brown.

16. **One-time Stipend for Employees.** On the motion of Regent Smith as seconded by Regent James, the Regents voted to approve a one-time stipend for employees. (See attached for stipend payment table and guidelines.) Voting aye were Regents Cowan, James, Mendez, Smith and Brown.

17. **Monthly Financial Report.** Ms. Simpson presented the monthly financial report for September, 2011. On the motion of Regent Cowan as seconded by Regent James, the Regents approved the September, 2011 financial report. Voting aye were Regents Cowan, James, Mendez, Smith and Brown.

18. **Monthly Purchases.** Ms. Simpson presented the monthly purchases for approval. **Purchases of \$5,000.00 or more** were for Cheerleading Uniforms-Tonkawa, *Varsity Athletics*, \$6,825.05, sole source, Funding source: Auxiliary Funds; Replacement Projector Lamps-Enid, *ProVantage*, \$7,146.16, sole source, Funding source: E&G Funds; 3 Beds for Nursing Skills Lab-Renfro Center, *DRE Medical*, \$6,655.00, Funding source: Capital



Funds; Annual Poise Support VMS Renewal-All Campuses, *ESP*, \$8,884.84, sole source, Funding source: Capital Funds; Pest Control Services Contract-Tonkawa, *Parker Pest Control, LLC*, \$9,930.00, Funding source: E&G Funds; Installation of Walk-In Cooler-Gantz, *Curtis Restaurant Supply-Tulsa*, \$6,200.00, sole source, Funding source: Auxiliary Funds; Acer 17" & 19" LCD Monitors, 30-17" Monitors to student PC Labs –all campuses, 26-19" Monitors to PTEC Lab-Tonkawa Campus, *CDW-G*, \$5,477.92, state contract, Funding source: E&G Funds; Annual Service/Maintenance Agreements for Software & Hardware Updates-Counseling-Enid & Academic Office, *Scantron*, \$6,804.00, sole source, Funding source: Capital Funds; Carpet in Auditorium-KPAC, *Decorative Dimensions*, \$8,789.85, Funding source: Capital Funds; Science Lab Renovation Glass Plumbing Lines-Tonkawa, *Wells Plumbing Company, Inc.*, \$7,818.16, sole source, Funding source: Auxiliary Funds. **Purchases of \$10,000.00 or more were** for Equipment for ITV Room W301-Tonkawa, *Direct Communications*, \$12,480.00, sole source, Funding source: Capital Funds; Annual Support Renewal July 2011-June 2012, *Campus America-Tulsa*, \$100,516.86, sole source, Funding source: Capital Funds; Document Scanners with Service Agreements-Tonkawa, Purchasing, Financial Aid & Finance, *Business Imaging Systems, Inc*, \$10,452.80, sole source, Funding source: Capital Funds; Card Access-Residence Halls, Upgrade Software & Panels-Tonkawa, New Systems Software & Hardware-Enid, *Addtronics*, \$30,615.50, sole source, Funding source: Capital Funds; Roustabouts Costumes, *Kelle Company*, \$14,598.56, sole source, Funding source: Auxiliary Funds; Consultant Services-Director for NSF Grant Math & Engineering, *Martha McKinley*, \$52,000.00, Funding source: NSF Grant; Consultant Services-Instructional Designer NSF Grant Math & Engineering, *John Dees*, \$52,000.00, Funding source: NSF Grant; Online Library Periodical Subscriptions-Tonkawa & Enid, *ProQuest*, \$16,340.00, sole source; Funding source: E&G Funds; Virtual Reference Subscription Library-Tonkawa, *Gale*, \$11,021.66, sole source, Funding source: E&G Funds; Desktop Computers for PTEC Lab in Harold, *CDW-G*, \$10,451.70, Nat'l IPA Tech Contract, Funding source: E&G Funds; Annual Cloud Backup Document Imaging System, *Business Imaging Systems*, \$39,778.00, state contract, Funding source: Capital Funds; Roofing Bids Markley, Threlkeld, & KPAC, Shingles, *American Roofing*, \$122,000.00. On the motion of Regent Mendez as seconded by Regent Smith, the Regents approved the monthly purchases except roofing. Voting aye were Regents Cowan, James, Mendez, Smith and Brown. On the motion of Regent Cowan as seconded by Regent Smith, the Regents approved the roofing bid by American Roofing for composition shingles for Markley and Threlkeld dorms, and the KPAC. Voting aye were Regents Cowan, James, Mendez, Smith and Brown.

19. **Section 13 600-650 allocation request.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$295,000.00 for various projects: Instruction Furniture & Equipment, \$40,000.00; Computer Software Fees & Licenses, \$170,000.00; Roof Replacement, \$20,000.00; Office Furniture & Equipment, \$20,000.00; Office Furniture & Equipment-Enid, \$5,000.00; Dorm Furniture & Equipment, \$20,000.00; Dorm Furniture & Equipment-Enid, \$20,000.00. On the motion of Regent Mendez as seconded by Regent James, the Regents approved the Section 13 600-650 allocation request. Voting aye were Regents Cowan, James, Mendez, Smith and Brown.
20. **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."
21. **Items for next agenda.**
22. **Announcement of next scheduled meeting; Monday, November 14, 2011, 12:30 p.m., Tonkawa Campus.**
23. **Adjournment.** Motion made at 3:45 p.m. for adjournment by Regent Cowan as seconded by Regent Smith. Voting aye were Regents Cowan, James, Mendez, Smith and Brown. Regent Brown will be absent on November 14, 2011 and Regent Keith James will preside.

CHAIR

*Low Smith*

SECRETARY

*J. Phelps*

MEMBER

VICE-CHAIR

*Keith James*

MEMBER

*Jeff Cowan*