

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Thursday, October 7, 2010, Tonkawa Campus

Present: Chair Dr. Jesse Mendez, Linda Brown, Keith James, Jeff Smith and Lynn Smith.

Absent: Debbie Quirey

Staff present: Mr. Tom Poole, Judy Colwell, Larry Dye, Dr. Rick Edgington, Bill Johnson, Mike Machia, Anita Simpson, Sheri Snyder, Dr. Ed Vineyard, and Sherry Reubell.

1. **Call to order.** Following lunch with the Tonkawa PLC students, Chair Dr. Jesse Mendez called the meeting to order at 1:26 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.** Mr. Jim Hinkle and Wade Fisher, Auditors, and Ms. Amy Foss, NOC Comptroller.
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. **Internal Audit Report- Policy and Procedures.** Expenditures, Payroll, Travel Claims-no findings, and Revenue-No findings. Both Mr. Hinkle and Mr. Fisher commended NOC for their hard work and especially having no findings when working with travel and revenue claims.
5. **Vote to approve minutes.** The minutes of the Thursday, August 26, 2010, meeting were approved on the motion of Regent Brown as seconded by Regent L. Smith. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
6. **Regents' report.** Regent Linda Brown, on behalf of Evans & Associates, presented Sheri Snyder, Vice President of Development and Community Relations, a check for \$5,000.00. Regent Lynn Smith recently visited the former Phillips University Science Camp in Colorado. The Science Camp is located near Alamosa, CO and the Great Sand Dunes National Monument. The Science Camp was used in the summer for science and art classes. Mr. Ellis Randolph purchased the Science Camp from Phillips and Regent Smith was questioning whether NOC would be interested in purchasing or leasing the camp? The question was asked if the dorm rooms could be updated by adding a sink to each room. The question was also asked if the NOC duplexes and triplexes could be used as dorms.
7. **Executive staff reports**
 - A. Ms. Judy Colwell, Vice President for Academic Affairs, presented attachment #4. Ms. Colwell advised she had nothing more to add to her report.
 - B. Dr. Edwin Vineyard, Vice President for the Enid Campus, presented attachment #6. Dr. Vineyard reminded everyone that Dr. Fears would be speaking in Enid on Monday at 7:00 p.m.
 - C. Ms. Debbie Quirey, Associate Vice President of the Stillwater Campus, presented attachment #5. Ms. Quirey was absent and nothing more was added to her report.
 - D. Ms. Anita Simpson, Vice President for Financial Affairs, presented attachment #2. Ms. Simpson stated that the insurance bids for 2012 would be going out soon.
 - E. Dr. Rick Edgington, Associate Vice President of Enrollment Management, presented attachment #9. Dr. Edgington discussed the fall 2010 Preliminary Enrollment Report as well as Concurrent High School Enrollment data.
 - F. Ms. Sheri Snyder, Vice President for Development and Community Relations, presented attachment #3. In addition to her report, Ms. Snyder announced that NOC would host an Enid Community Event for Alumni/Friends before the Simon and Sons concert on Saturday, October 16. She stated that Jerry Steichen was on Good Morning America this morning. Ms. Snyder announced that the Gala is scheduled for

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April 3, 2011 and everyone is asked to pay \$10.00. Ms. Snyder stated that following the Board Meeting, Mr. Robert Easterling would be presenting the Easterling Scholarship.

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

H. Mr. Larry Dye, Associate Vice President of Physical Operations, presented attachment #8. Mr. Dye advised he had nothing more to add to his report.

8. **President's report.** Mr. Tom Poole, Interim President, stated that NOC is looking at changing the duplexes and triplexes into dorms. Mr. Poole further discussed the process of selling Clay Hall. Mr. Poole discussed the Organizational Chart for Stillwater with the Regents. Mr. Poole and the Regents decided that the November 18, 2010 Board of Regents meeting would be held in Stillwater at 1:00 p.m. in the newly renovated Fountain Square. No lunch will be served. Mr. Poole handed out Guidelines for State Question 744. Due to the December Board of Regents meeting scheduled for December 16, the time will be changed to 4:00 p.m. so the Regents will be available for the Tonkawa NOC Christmas Dinner. Mr. Poole announced that October 11, 2010 would be the last day for the NOC Laundry Mat.
9. **Other reports. Personnel Actions.** Resignations/Terminations/New Hires. Ms. Anita Simpson discussed and handed out a listing of resignations, terminations and new hires from August 20 thru October 7, 2010.
10. **FY2009-2010 Internal Audit Report.** On the motion of Regent James as seconded by Regent L. Smith, the Regents approved the FY2009-2010 Internal Audit from Hinkle and Company, PLLC. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
11. **Program Modification.** On the motion of Regent L. Smith as seconded by Regent J. Smith, the Regents approved the program modification to add an option in Creative Writing to the Associate of Arts in English Degree program. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
12. **Institutional-Foundation Agreement.** On the motion of Regent James as seconded by Regent J. Smith, the Regents approved the request to enter into an Agreement between Northern Oklahoma College and Northern Oklahoma College Foundation, Inc. for Exchange of Services. Voting aye were Regents Brown, James, J. Smith, L. Smith, and Mendez.
13. **Fixed Asset Capitalization Policy.** On the motion of Regent L. Smith as seconded by Regent Brown, the Regents approved to modify the Fixed Asset Capitalization Policy effective for FY2010 fiscal year from a \$500 threshold to \$5,000.00. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
14. **Accounting and Consulting Services.** On the motion of Regent James as seconded by Regent Brown, the Regents approved to modify the agreement for Accounting & Consulting Services with Crawford & Associates, P. C. for an additional \$15,000.00, not to exceed \$35,000.00 total cost. Voting aye were Regents Brown, James, J. Smith, L. Smith, and Mendez.
15. **Purchasing Level Modification.** On the motion of Regent L. Smith as seconded by Regent J. Smith, the Regents approved to modify the purchasing level requiring the submission of quotes from \$2,500 to \$5,000. Voting aye were Regents Brown, James, J. Smith, L. Smith, and Mendez.
16. **UC Renovation.** On the motion of Regent Brown as seconded by Regent James, the Regents approved Sooner Construction as the successful bidder for the UC renovation. Voting aye were Regents Brown, James, J. Smith, L. Smith, and Mendez. On the motion of Regent L. Smith as seconded by Regent J. Smith, the Regents approved utilizing \$700,000.00 of ARRA State Fiscal Stabilization Funds-Government Services for architecture, construction, and miscellaneous fees in conjunction with the renovation of space for the University Center in Ponca City. Voting aye were Regents Brown, James, J. Smith, L. Smith, and Mendez.
17. **Monthly Financial Report.** Ms. Simpson presented the monthly financial report for approval. On the motion of Regent L. Smith as seconded by Regent J. Smith, the Regents approved the monthly financial report. Voting aye were Regents Brown, James, J. Smith, L. Smith, and Mendez.
18. **Monthly Purchases.** Ms. Simpson presented the monthly purchases for approval. Purchases of \$5,000.00 or more were for Termination Cabinet Replacement-Enid Campus, *K. C. Electric Supply*, \$9,942.75, funding source: Capital funds; Women's Basketball Uniforms-Enid, *Baptist's Athletic Supply*, \$7,854.73, funding source: Auxiliary funds; Door Access Server-Fountain Square, *Hewlett Packard*, \$5,011.66, WSCA contract, funding source: Auxiliary funds; Projector Bulbs-All Campuses, *CDW Government, Inc.*, \$7,280.00, Nat'l IPA contract, funding source: Capital funds; Battery Backups-Enid & Stillwater ITV Studios, *CDW Government, Inc.*,

\$5,674.92, Nat'l IPA contract, funding source: Capital funds; Audio Equipment-Kinzer Performing Arts Center, *S&D Music & Sound Productions*, \$8,319.90, (Oklahoma City area with 24 hour call out), Funding source: Capital funds; 100 Task Chairs-Stillwater Nursing Classrooms, *Fenton Office Mart*, \$8,685.00, Funding source: Capital funds; Scan Book License-Enid Counseling, *Harland Technology Services*, \$6,765.00, sole source. Purchases of \$10,000.00 or more were for ID Card & Facility Access System-Stillwater, *Addtronics*, \$24,941.16, sole source, Funding source: Auxiliary funds; 30 Desktop Computers-All Campuses, *Insight Public Sector*, \$26,457.90, Funding source: Capital funds; 10 Laptop Computers-All Campuses, *CDW Government, Inc.*, \$10,403.60, Nat'l IPA contract, Funding source: Capital funds; Antivirus Software, *CompuCom*, \$13,431.00, sole source, Funding source: Capital funds; Online Periodical Subscriptions, *ProQuest*, \$15,860.00, sole source, Funding source: E&G budget; 46 Tables-Stillwater Nursing Classrooms, *Southwest Business Products*, \$10,142.00, Funding source: Capital funds. On the motion of Regent James as seconded by Regent J. Smith, the Regents approved the monthly purchases. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez

- 19. **Section 13 600-650 allocation request for various projects.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$220,000.00 for various projects: Instruction: Furniture & Equipment, \$15,000.00; Instruction: Furniture & Equipment-Enid, \$15,000.00; Instruction: Furniture & Equipment-Stillwater, \$5,000.00; Computers and Networking, \$25,000.00; Computers and Networking-Enid, \$15,000.00; Computers and Networking-Stillwater, \$55,000.00; Computers Software & Fees, \$25,000.00; Office Furniture & Equipment, \$5,000.00; Office Furniture & Equipment-Enid, \$10,000.00; Office Furniture & Equipment-Stillwater, \$5,000.00; ADA Compliance-Enid, \$5,000.00; Physical Plant & Equipment, \$5,000.00; Physical Plant & Equipment-Enid, \$20,000.00; Dorm Furniture and Equipment, \$15,000.00. On the motion of Regent Brown as seconded by Regent L. Smith, the Regents approved the Section 13 600-650 allocations. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
- 20. **Presidential Search.** The application deadline date has been extended until December 1, 2010. The Regents asked Mr. Tom Poole to extend his contract from January 1, 2011 to June 30, 2011. Mr. Poole accepted.
- 21. **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."
- 22. **Items for next agenda.**
- 23. **Announcement of next scheduled meeting:** Thursday, November 18, 2010, Stillwater's newly renovated Fountain Square, 1:00 p.m. Lunch will not be served.
- 24. **Adjournment.** Motion made at 4:00 p.m. for adjournment by Regent Brown as seconded by Regent L. Smith. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez. Motion made at 4:05 p.m. by Regent L. Smith as seconded by Regent Brown to reconvene the Board of Regents meeting to discuss Sale of Clay Hall. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez. Clay Hall is a very stable building but is in need of major repairs. Motion made by Regent L. Smith as seconded by Regent Brown to declare Clay Hall surplus property. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez. Motion by Regent L. Smith as seconded by Regent Brown to sell Clay Hall by Sealed Bids. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez. Regent L. Smith and Tom Poole to check with City of Enid before placing Clay Hall for sale by Sealed Bids. NOC will reserve right to accept or reject all bids. NOC will deed restrict by right to first purchase and limit use by purchasing group. Motion made at 4:15 p.m. for adjournment by Regent James as seconded by Regent Brown. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez

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MEMBER

MEMBER