

# NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

## Minutes

Monday, November 14, 2011, Tonkawa Campus

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

**Absent:** Regent Linda Brown; Dr. Jesse Mendez came in late.

**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, Stacy Tiger, Dr. Ed Vineyard, and Sherry Reubell.

1. **Call to order.** Regent James called the meeting to order at 1:00 p.m. Notice of the meeting had been given to the Secretary of State and the agenda posted. Four Regents were present.

2. **Introduction of visitors and guests.** Mike Gibson, auditor with Cole and Reed and Ms. Amy Foss, Comptroller for NOC.

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.

4a. **Vote to approve minutes.** The minutes of the Tuesday, October 25, 2011, meeting were approved on the motion of Regent Smith as seconded by Regent Cowan. Voting aye were Regents Cowan, Mendez, Smith and James.

b. **FY2011 External Audit Report.** Mr. Mike Gibson, auditor with Cole and Reed, P.C., presented the findings of the FY2011 External Audit Report. Mr. Gibson complimented the Financial Affairs staff for doing an awesome job. The audit for the college and the foundation was free of material findings. He mentioned that in 2-3 years there will be a new proposed financial reporting standard for the Oklahoma Teachers Retirement System (OTRS) regarding unfunded liabilities. He stated that no deficiencies were found on the major federal statements. The Federal awards had one deficiency which stated that NOC certified and disbursed a subsidized Stafford loan to a student in an amount exceeding the financial assistance for which the student was eligible, thus creating an over award. This student's loan was certified in error as subsidized instead of unsubsidized. It is recommended that the institution implement a review process that would identify over awards. The planned corrective action has been implemented. Mr. Gibson closed by stating that overall this is a good clean audit. On the motion of Regent Cowan as seconded by Regent Smith, the Regents approved the FY 2011 External Audit Report. Voting aye were Regents Cowan, Mendez, Smith and James.

5. **Regents Report.** Regent Smith reported that the Historic Preservation Tax Credits were granted to the buyer of Clay Hall and we should be able to move on with the project. He advised NOC could save the buyer money if we wait until next year to sell Clay Hall; otherwise, the buyer will be charged taxes for the whole year. Regent Cowan commented that the Renfro Lectureship with Commander Herrington was fantastic. He has always been fascinated by the space program so this was of special interest to him. Regent Cowan asked that we remember Carolyn Renfro in our thoughts and prayers. Regent James stated this lectureship was one of the best. He thought more math and science instructors and students could or should have been there. Regent James asked for a moment of silent prayer for Regent Linda Brown, who was undergoing surgery, Carolyn Renfro, Oklahoma National Guard, and Senator David Myers family. Regent James closed with a prayer.

6. **Executive staff reports**

A. Dr. Judy Colwell, Vice President for Academic Affairs, presented attachment #1. Dr. Colwell advised that many changes are coming from the Higher Learning Commission regarding accreditation requirements for both Northern Oklahoma College and Northwestern Oklahoma State University. She will present more information as it becomes available.

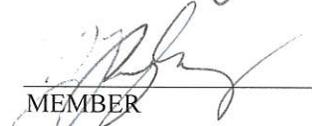
- B. Dr. Edwin Vineyard, Vice President for the Enid Campus, presented attachment #2. Dr. Vineyard invited everyone to Enid's Christmas dinner on Thursday, December 8<sup>th</sup>, 6:30 p.m., in Montgomery Hall. He stated that his dad, Dr. Edwin Vineyard Sr. is coming home after three months in the hospital and nursing home. He thanked everyone for their concerns and prayers.
  - C. Ms. Debbie Quirey, Associate Vice President of the Stillwater Campus, presented attachment #3. Ms. Quirey also invited everyone to Stillwater's Christmas lunch on Thursday, December 8<sup>th</sup>, from 11:30 a.m. to 1:00 p.m. at Cowboy Mall Greenhouse. Ms. Quirey stated that all Oklahoma high schools are required to give end of school proficiency tests for Algebra 1 and English 2, among other tests. If seniors don't pass the tests, they will not receive their diploma which will require the seniors to return as 5<sup>th</sup> year seniors or go to summer school. This situation could cause an increase in remedial courses and could affect OHLAP. Seniors not passing will not be NCAA eligible. As a result of this fallout, colleges could possibly see a decrease in enrollment.
  - 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. Mr. Dye had nothing more to add to his report.
  - I. Mr. Jason Johnson, Dean of Students, Tonkawa Campus, presented attachment #9. Mr. Johnson had nothing more to add to his report.
  - J. Mrs. Stacy Tiger, Executive Director of University Center at Ponca City, stated that enrollment is up at the University Center due to NOC providing more classes. She mentioned that the UC plans to add a Bachelors of Nursing degree. Northwestern Oklahoma State University and Oklahoma State University want funding for their faculty. Ms. Tiger advised that they have applied for an ITV grant to supply technology money.
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 stated the Lectureship was excellent and she thanked Sheri Snyder for her dedication and hard work. Dr. Evans stated that for some time now, NOC has been operating without a Vice President for Student Services, Institutional Research person, and a Grant Writer. She hopes we can work to hire these unfilled positions in the coming months. She stated that on January 13<sup>th</sup>, NOC will be hosting the Chancellor at 12:00 p.m. on the Tonkawa Campus for the legislative tour. She advised that there is discussion by legislators about conducting an evaluation of state owned property and will be identifying assets that the state can possibly decrease by 5%.
  8. **Other reports. Personnel Actions.** Ms. Simpson stated that NOC has filled the two fulltime open staff positions for Financial Aid in Tonkawa and one in Stillwater.
  9. **FY2011 External Audit Report.** This report was moved up to 4b position.
  10. **Board of Regents Meeting Dates for 2012.** On the motion of Regent Mendez as seconded by Regent Cowan, the Regents approved the recommended 2012 Board of Regents meeting dates. Voting aye were Regents Cowan, Mendez, Smith and James.
  11. **Supplemental Retirement Program.** On the motion of Regent Smith as seconded by Regent Mendez, the Regents approved the Supplemental Retirement Program. Voting aye were Regents Cowan, Mendez, Smith and James.

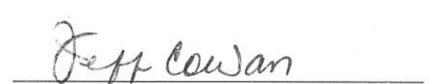
12. **Monthly Financial Report.** Ms. Simpson presented the monthly financial report. On the motion of Regent Mendez as seconded by Regent Cowan, the Regents approved the October 2011 financial report. Voting aye were Regents Cowan, Mendez, Smith and James.
13. **Monthly Purchases.** Ms. Simpson presented the monthly purchases for approval. **Purchases of \$5,000.00 or more** were for Outdoor Classroom/Tree Grant-Enid Campus, *Davey Resource Group: Michael Sultan*, \$9,950.00, sole source, Funding source: Grant funds; Bronze Casting Signs & Plaque for Outside of Bert and Janice Mackie Planetarium, *Midwest Trophy*, \$5,181.24, sole source, Funding source: Auxiliary Funds; Network Modules for Network Service-All Campuses, *CDW-G*, \$7,500.00, state contract, Funding source: Capital funds. **Purchases for \$10,000.00 or more** were for ITV Expense/Polycom-University Center, *Presidio*, \$24,795.30, state contract, Funding source: E&G Budget; Professional Services-Internal Auditors, *Crawford & Associates, P.C.*, \$12,561.63, Funding source: E&G Budget; Administrative Cost Allowance FY 2011/2012 for University Center, *NOC*, \$40,000.00, Funding source: E&G Budget; Program for Loading ISIR Records Into Document Management, *Business Imaging Systems*, \$19,400.00, state contract, Funding source: Auxiliary Funds; Student Lab Replacement PC's-All Campuses, *CDW-G*, \$39,473.10, state contract, Funding source: Capital funds. On the motion of Regent Mendez as seconded by Regent Smith, the Regents approved the monthly purchases. Voting aye were Regents Cowan, Mendez, Smith and James.
14. **Section 13 600-650 allocation request.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$65,000.00 for various projects: Computers & Networking, \$30,000.00; Computers & Networking – Enid; \$15,000.00; Computers & Networking-Stillwater, \$15,000.00; Campus Dining Facilities, \$5,000.00. On the motion of Regent Cowan as seconded by Regent Smith, the Regents approved the Section 13 600-650 allocation request. Voting aye were Regents Cowan, Mendez, Smith and James.
15. **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.”
16. **Items for next agenda.**
17. **Announcement of next scheduled meeting; Thursday, December 15, 2011, 4:00 p.m., Tonkawa Campus, followed by the Tonkawa Employee and Family Christmas Dinner at 6:30 p.m., Renfro Center.**
18. **Adjournment.** Motion made at 2:30 p.m. for adjournment by Regent Mendez as seconded by Regent Smith. Voting aye were Regents Cowan, Mendez, Smith and James.


  
CHAIR


  
VICE-CHAIR


  
SECRETARY


  
MEMBER


  
MEMBER