

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Monday, November 16, 2009, Enid Campus

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

**Absent:**

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

1. **Call to order.** Chair Lynn Smith called the meeting to order at 2:00 p.m. Notice of the meeting had been given to the Secretary of State and the agenda posted. Four regents answered roll call at 2:00 p.m. and Regent Brown joined the meeting at 2:30 p.m.
2. **Introduction of visitors and guests.** Mr. Michael J. Hunter, Secretary of the Commissioners of the Land Offices.
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 Wednesday, October 14, 2009 meeting were approved on the motion of Regent Mendez seconded by Regent James. Voting aye were Regents James, Mendez, J. Smith, and L. Smith. Regent L. Brown was not yet present.
5. **Regents' report.** Regent L. Smith suggested that NOC partner with NWOSU and have a stop light or stop sign installed at the intersection of Randolph and 30<sup>th</sup> streets.
6. **Recognition of exemplary program(s).** Ms. Jackie Johnson, Professor of Mathematics and sponsor of NOC-Enid Civitans provided a short update on current activities. Ms. Johnson explained that Civitans are builders of good citizenships. The Enid Civitans motto is "Yes We Can". The Enid chapter has 25 members consisting of students, faculty and staff. Ms. Johnson is the lead advisor and Dr. Paul Bowers is co-advisor.
7. **Executive staff reports**
  - A. Ms. Judy Colwell, Vice President for Academic Affairs, presented attachment #1. Ms. Colwell had no additional information. Regent Keith James inquired from Ms. Colwell how the Division Chairs were chosen.
  - B. Dr. Edwin Vineyard, Vice President for the Enid Campus, presented attachment #2. In addition to the attached report, Dr. Vineyard announced that the Enid Campus is continuing their 10th year celebration by hosting a basketball game on Thursday.
  - C. Ms. Debbie Quirey, Associate Vice President of the Stillwater Campus, presented attachment #3. In addition to the attached report, Ms. Quirey stated that they were involved with a survey regarding campus security.
  - D. Ms. Anita Simpson, Vice President for Financial Affairs, presented attachment #4. In addition to the attached report, Ms. Simpson handed out a summary of the Budget Committee meeting. Ms. Simpson stated that an External Audit will be done on December 10th. Ms. Simpson discussed the remaining balance and encumbered expenses in the Enid Bond fund. Ms. Simpson announced that Higher One will be dispersing "Red Cards" to the students.
  - F. Dr. Rick Edgington, Associate Vice President of Enrollment Management, presented attachment #5. Dr. Edgington had no additional information.
  - G. Ms. Sheri Snyder, Vice President for Dev/Community Relations, presented attachment #6. In addition to the attached report, Ms. Snyder advised that post cards are being mailed to the alumni. Ms. Snyder announced that over 200 veterans participated in Veterans Day activities over our three campuses. Ms.

Snyder advised that a Foundation Board Meeting is scheduled for December 2<sup>nd</sup> at which time discussion will be held regarding the funds from the Mary Schell donation.

- H Mr. Mike Machia, Director of Information and Instructional Technology, presented attachment #7. Mr. Machia had no additional information. Regent Lynn Smith asked that the Regents be added to the Campus Emergency Notification System. Mr. Machia was provided the necessary information to add the Regents to the list.
- I. Mr. Larry Dye, Associate Vice President of Physical Operations, presented attachment #8. In addition to the attached report, Mr. Dye announced that the new Maintenance Building in Enid has been cleared by the State Fire Marshall to move into the building.
8. **President's report.** Dr. Roger Stacy presented attachment #9. In addition to the attached report, Dr. Stacy discussed the 2010 Schedule of Meetings of the Board of Regents for Northern Oklahoma College. Some changes will be made before being sent to the Secretary of State.
9. **Other reports**
10. **Budget Revision for FY 2010.** Ms. Simpson presented a Budget Revision for FY 2010. Due to budget cuts, Regent L. Smith requested that NOC reduce travel expenses. Regent L. Smith mentioned that he would make an inquiry to see if State Land money could be used for other things besides Capital Improvement. On the motion of Regent K. James and seconded by Regent J. Mendez, the Regents approved the budget Revision for FY 2010. Voting aye were Regents Brown, James, Mendez, J. Smith and L. Smith.
11. **Program Modification.** Ms. Colwell presented a request to approve a program modification to add Military Science option to the Associate of Applied Science degree in Applied Technology. On the motion of Regent Mendez and seconded by Regent Brown, the Regents approved the program modification to add Military Science option to the Associate of Applied Science degree in Applied Technology. Voting aye were Regents Brown, James, Mendez, J. Smith, and L. Smith.
12. **Program Modification.** Ms. Colwell presented a program request to delete Navy Personnel Training option to the Associate of Applied Science degree in Applied Technology. On the motion of Regent Mendez and seconded by Regent Brown, the Regents approved the request to delete Navy Personnel Training options to the Associate of Applied Science degree in Applied Technology. Voting aye were Regents Brown, James, Mendez, J. Smith, and L. Smith.
13. **Section 13 600-650 allocation request for various projects.** Ms. Simpson presented Section 13 600-650 allocation requests of \$100,000.00 for approval. On the motion of Regent Brown as seconded by Regent James, the Regents approved the request. Voting aye were Regents Brown, James, Mendez, J. Smith and L. Smith. Regent L. Smith asked that all final expenses for Zollars including furniture and fixtures be presented for approval.
14. **Monthly Financial Report.** Ms. Simpson presented the monthly financial report for the month of October 2009. On the motion of Regent Mendez as seconded by Regent Brown, the Regents approved the monthly financial report. Voting aye were Regents Brown, James, Mendez, J. Smith and L. Smith.
15. **Monthly Purchases.** Ms. Simpson presented the purchases for November 2009. Purchases for \$5,000.00 or more were for: Award Acceptance Software-Financial Aid, *Educational Systems Products*, \$5,000.00, sole source; Interface Software-Finance, *Educational Systems Products*, \$7,500.00, sole source; HVAC Roof Top Unit-Mabee Center Racquetball Court, *Dense Mechanical*, \$5,135.00; ADA Ramp Labor-Everest Admin/Art/Zollars-Enid, *Estimate*, \$7,500.00; ADA Ramp Materials-Everest Admin/Art/Zollars-Enid, *Estimate*, \$7,500.00; Ceiling Tile-Zollars Library Renovation, *Cherokee Building*, \$9,359.52; Purchases for \$10,000.00 or more were for Enid Maintenance Building, *Sooner Construction Company*, \$38,361.00; Sheet Glass Windows-Marshall Building, *Reinarts Stained Glass Studios*, \$17,365.63; Computer Upgrades-Staff, *CDW-G*, \$68,463.17; ODOT Tree Planting-Enid Campus, *Keathly Nursery*, \$22,925.00; Anatomy Models-Enid Science Lab, *Carolina Biological Supply Co*, \$10,497.48; Fire Alarm System-Marshall Building, *Falco Alarm Co of Stillwater*, \$49,410.00, sole source; Boiler Replacement-Earl Butts Hall, *Diversified Construction*, \$89,716.38, state contract; Carpeting-Zollars Library Renovation, *Carpet One*, \$31,690.00; Lighting Replacement-Zollars Library Renovation, *Consolidated Electrical Distributors*, \$11,300.00; Demolition of Old Maintenance Building-Enid, *Jones Backhoe*, \$17,875.00. On the motion of Regent James as seconded by

Regent J. Smith, the recommendation was approved. Voting aye were Regents Brown, James, Mendez, J. Smith, and L. Smith.

16. **New Business.** Consideration of "any matter not known about or which could not have been reasonably foreseen prior to the time of posting agenda." Ms. Simpson requested a Budget Committee meeting on Thursday, December 10, 2009, 2:00 p.m., Tonkawa Campus.
17. **Items for next agenda.**
18. **Announcement of next scheduled meeting:** Thursday, January 21, 2010, 3:00 p.m., Tonkawa Campus.
19. **Adjournment.** On the motion of Regent Brown as seconded by Regent Mendez, the Regents voted to adjourn. Voting aye were Regents Brown, James, Mendez, J. Smith, and L. Smith. Chair Lynn Smith announced the meeting adjourned at 5:00 p.m.

  
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VICE-CHAIR

  
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SECRETARY

  
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