

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Wednesday, November 17, 2010, Stillwater Campus

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

Absent: Linda Brown

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

1. **Call to order.** Dr. Jesse Mendez called the meeting to order at 12:06 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.** Mr. Mike Gibson, auditor for Cole and Reed, P.C.

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, October 7, 2010, meeting were approved on the motion of Regent L. Smith as seconded by Regent James. Voting aye were Regents James, J. Smith, L. Smith and Mendez.

5. **Regents' report.** Regents Lynn Smith and Keith James attended the Regents Education Program (REP). Regent L. Smith stated that he sat in on the Chairman's meeting in the absence of Regent Mendez. Some items discussed at the program were the Open Carry Gun item for the whole state, tuition, consolidation of some state services such as vehicles and legal services would become a centralized system, and an effort to limit Regents terms. Regent James mentioned that Natalie Shirley, a Blackwell native and an NOC graduate, has been appointed as Secretary of Commerce. Regent James commended Huston Davis, State Regents Office, for pushing adult education.

6. **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 stated that the NOC Enid Christmas Concert is November 30th, at 7:00 p.m. in Briggs Auditorium and the Planetarium Christmas Shows will be December 2, 9, and 16th at 6:00 p.m. Dr. Vineyard announced that the Enid Campus is preparing for a mock emergency drill in the near future.

C. Ms. Debbie Quirey, Associate Vice President of the Stillwater Campus, presented attachment #5. Ms. Quirey stated that the emergency system exercise will be December 13 on the Stillwater Campus. Ms. Quirey advised that she, Ms. Judy Colwell, and Tom Poole recently visited with Mr. Sternberg and he is very pleased with the Gateway program. Ms. Quirey announced that she has been asked to serve on the Search Committee for Dr. Gail Gates position.

D. Ms. Anita Simpson, Vice President for Financial Affairs, presented attachment #2. Ms. Simpson reported on the refunding of the 2004 revenue bonds for the Enid Campus. It is not feasible to refund at this time. The bonds are not callable until June 2012. The outstanding debt is \$2.4 million.

E. Dr. Rick Edgington, Associate Vice President of Enrollment Management, presented attachment #9. Dr. Edgington discussed the spring 2011 Preliminary Enrollment Report.

F. Ms. Sheri Snyder, Vice President for Development and Community Relations, presented attachment #3. Ms. Snyder had nothing more to add to her report. Regent James stated that the Jim Bray Art Exhibition was very well done and the attendance was great. Regent James advised that a former Phillips legacy thanked him for keeping the campus in good shape and keeping the names on the buildings as they were. Interim President Tom Poole is very pleased with the Enid Campus.

- 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.

- 7. **President's report.** Mr. Tom Poole, Interim President, thanked the Board of Regents for four great months at NOC. Mr. Poole advised that he couldn't say enough good things about the great NOC staff. Mr. Poole stated that he and Judy are enjoying living the President's house.
- 8. **Other reports. Personnel Actions.** Resignations/Terminations/New Hires. No report was given.
- 9. **FY2010 External Audit Report.** On the motion of Regent James as seconded by Regent J. Smith, the Regents approved the FY2010 External Audit from Cole and Reed, P.C., given by Mr. Mike Gibson. Mr. Gibson advised a clean audit. Due to a shortage of NOC staff, the college hired Crawford & Associates to help and the audit went really well and it was done before the deadline. One deficiency was found and that being a student was awarded a Stafford Loan which exceeded the amount the student qualified for. NOC no longer has Stafford Loans. According to the Audit Report, NOC ends the year with \$22.3 million in assets. Ms. Simpson thanked the regents for hiring Crawford and Associates. Voting aye were Regents James, J. Smith, L. Smith and Mendez.
- 10. **Program Modification.** On the motion of Regent L. Smith as seconded by Regent J. Smith, the Regents approved the program modification to combine the AAS in Engineering Technology and AAS in Industrial Technology into a single AAS in Engineering and Industrial Technology. Voting aye were Regents James, J. Smith, L. Smith and Mendez.
- 11. **Program Modification.** On the motion of Regent L. Smith as seconded by Regent James, the Regents approved the program modification to add an option in Photography to the Associate of Arts in Communications Degree program. Voting aye were Regents James, J. Smith, L. Smith, and Mendez.
- 12. **Clay Hall Bid.** On the motion of Regent L. Smith as seconded by Regent James, the Regents rejected the current bid and will let rebids with new bids being read on November 23 at 2:00 p.m. Voting aye were Regents James, J. Smith, L. Smith and Mendez.
- 13. **Surplus Property.** On the motion of Regent L. Smith as seconded by Regent J. Smith, the Regents approved to dispose of surplus property, subject to allowing the Enid and Stillwater Campuses looking at the items first. Voting aye were Regents James, J. Smith, L. Smith, and Mendez.
- 14. **Board of Regents Meeting Dates for 2011.** On the motion of Regent James as seconded by Regent L. Smith, the Regents approved the 2011 meeting dates. Voting aye were Regents James, J. Smith, L. Smith, and Mendez.
- 15. **Supplemental Retirement Program.** Interim President Tom Poole requested this item be tabled to the December meeting. No discussion and no decision was made.
- 16. **Onetime Stipend for Fulltime Employees.** On the motion of Regent L. Smith as seconded by Regent James, the Regents approved a onetime stipend for all fulltime employees that meet the requirements. Voting aye were Regents James, J. Smith, L. Smith, and Mendez.
- 17. **Monthly Financial Report.** Ms. Simpson presented the monthly financial report. On the motion of Regent James as seconded by Regent J. Smith, the Regents approved the monthly financial report. Voting aye were Regents 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 Audio Equipment-Stillwater Classrooms, *Peak Uptime*, \$6,462.00, Funding source: Capital funds; Carpeting-Marshall Building, *Brewer Carpet One-Enid*, \$9,093.84, Funding source: Capital funds; Compressor-Vineyard Library Administration Building, *Ward's Air Conditioning, Inc.*, \$8,985.00, emergency, Funding source: Capital funds; Chair Lift-Swimming Pool, *G Farney & Associates*, \$5,300.00, sole source, Funding source: Capital funds; Cheerleading Uniforms-Tonkawa, *Varsity*, \$5,445.00. sole source, Funding source: Auxiliary funds; Roustabout Costumes, *Kelle Company*, \$8,435.36, Sole source, Funding source: Auxiliary funds; Sidewalk Repair-Gantz Center (East Side), *CH Concrete*, \$7,250.00, Funding source: Capital funds; Evolve Patient Reviews Software-Nursing, *Elsevier Inc*, \$6,589.00, Sole source, Funding source: Capital funds. Purchases of \$10,000.00 or more were for Virtual Reference Subscription, *Gale*, \$10,700.64, Sole source, Funding source: E&G budget; Architect Services-University Center Facility, *Lewis Associates Architects*,

\$28,971.00, Sole source, Funding source: Stimulus funds; External Auditing Services, *Cole & Reed PC*, \$10,100.00, Sole source, Funding source: E&G Budget; Accounting & Consulting Services, *Crawford & Associates*, \$35,000.00, Sole source, Funding source: E&G budget; 74 Desktop Computers, *CDW Government Inc.*, \$43,268.54, Funding source: Capital funds. On the motion of Regent J. Smith as seconded by Regent L. Smith, the Regents approved the monthly purchases. Voting aye were Regents James, J. Smith, L. Smith and Mendez.

- 19. **Section 13 600-650 allocation request.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$150,000.00 for various projects: Instruction: Furniture & Equipment, \$5,000.00; Instruction: Furniture and Equipment-Enid, \$5,000.00; Instruction: Furniture and Equipment-Stillwater, \$15,000.00; Computers and Networking, \$10,000.00; Repair of Educational Facilities-Enid, \$10,000.00; ADA Compliance, \$7,500.00; ADA Compliance-Enid, \$7,500.00; Roof Replacement, \$50,000.00; Campus Dining Facilities, \$10,000.00; Physical Plant & Equipment, \$10,000.00; Physical Plant & Equipment-Enid, \$5,000.00; Renovation of Enid Campus, \$15,000.00. On the motion of Regent L. Smith as seconded by Regent James, the Regents approved the Section 13-600-650 allocation request. Voting aye were Regents James, J. Smith, L. Smith and Mendez.
- 20. **Presidential Search.** Regent Mendez advised he will set the committee meeting after the December 1 deadline.
- 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.** Supplemental Retirement Program.
- 23. **Announcement of next scheduled meeting;** Thursday, December 16, 2010, 4:00 p.m., Tonkawa Campus, followed by the Tonkawa Employee & Family Christmas Dinner at 6:30 p.m. in the Renfro Center.
- 24. **Adjournment.** Motion made at 2:00 p.m. for adjournment by Regent J. Smith as seconded by Regent L. Smith. Voting aye were Regents James, J. Smith, L. Smith and Mendez.

CHAIR

SECRETARY

MEMBER



VICE-CHAIR

MEMBER