

# NORTHERN OKLAHOMA COLLEGE PRESIDENT SEARCH COMMITTEE

## Minutes

November 29, 2007

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**Present:** Chair Keith James, Regents Linda Brown, Richard Detten, Jesse Mendez, and Lynn Smith

**Absent:**

**Staff present:** Dr. Joe Kinzer, President, Dr. Roger Stacy, Anita Simpson, Marion Tucker, Sheri Snyder, Dr. Ed Vineyard, Mick Weiberg, Larry Dye, Dr. Rick Edgington, Debbie Quirey, Judy Colwell, Jill Dark, and Bill Johnson

Chair Linda Brown called the meeting to order at 3:05 p.m. Notice of the meeting had been given to the Secretary of State and the agenda posted.

1. **Vote to approve minutes.** The minutes of the September 27, 2007, meeting were approved on the motion of Regent Detten and seconded by Regent James. Voting aye were Regents Brown, Detten, James, Mendez and Smith.

After the approval of the minutes Chair Linda Brown announced a recess at 3:12 p.m. for the purpose of touring the new nursing and communication building. The meeting returned to regular session at 3:30 p.m.

2. **Executive Session.**

- A. On the motion of Regent Detten as seconded by Regent Mendez, the Regents entered into executive session at 3:35 p.m. pursuant to Title 25, Oklahoma Statutes, 307(B)(1), for discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any salaried public officer or employee, and pursuant to Title 25, Oklahoma Statutes, Section 307(B)(4), for the confidential communications between a public body and its attorneys concerning pending investigations, claims or actions. Voting aye were Regents Smith, Brown, James, Mendez, and Detten.

- B. On the motion of Regent Smith as seconded by Regent Detten the executive session ended at 3:55 p.m. Voting aye were Regents Brown, Detten, Smith, Mendez, and James.

Upon returning to regular session Regent James moved to name the new nursing and communication building the Renfro Center after former Oklahoma State Regent Carl Renfro for his long time support of Northern Oklahoma College. The motion was seconded by Regent Smith. Voting aye were Regents Brown, Detten, Smith, Mendez, and James.

3. **Miscellaneous Reports.**

- A. **Regents report.** Regent James stated that planning for the National Baseball Tournament at the Enid Campus in 2009 is underway. Regent Brown announced that the next meeting of the President Screening Committee will be December 3, 2007 at 1:30 p.m.

- B. **President's report.**

- C. **Executive staff reports.**

1. Dr. Roger Stacy, Vice President for Academic Affairs, reported on academic events on campus. He mentioned that he met with Charles Machine Works to discuss process technology degree programs, Joanna Ware, Nursing Instructor, has been selected as a National League of Nursing Ambassador.

2. Mick Weiberg, Vice President for Student Services, reported on campus activities. The NOC Halloween Fair for area children was a huge success; Native American Heritage Week activities included a pie toss and an Indian Taco sale; Homecoming will be Monday, December 3<sup>rd</sup>, and the No Bull Review will be Sunday, December 2<sup>nd</sup>.

3. Marion Tucker, Vice President for Information Technology, reported on the progress in the Allied Health and Communications Building; and creating a marketing video for NOC.
4. Dr. Ed Vineyard, Vice President for the Enid Campus, reported on events and activities on the Enid campus including the employee Christmas party, blood drive, go-cart night, movie night, Christmas band concert, and the Red & Silver Review. He reported that the work on the Planetarium is progressing; the astronomy department discovered 9 asteroids that were sent in to be reviewed; dual admissions program with NWOSU moving along well.
5. Ms. Anita Simpson, Vice President for Financial Affairs, reported that HB 1804 went into effect on November 1<sup>st</sup> which requires employers to do an employment eligibility check on all new hires within the first 3 days of employment; incorporating background checks into hiring process; health insurance premiums. She presented an update on payments for the bond used to purchase of the Enid Campus.
6. Ms. Sheri Snyder, Vice President for Development and Community Relations, reported that the Greater Gifts Campaign has begun. She handed out programs and went over the activities planned for the Dedication and Open House for the Allied Health and Communication Center.
7. Ms. Debbie Quirey, Associate Vice President of the Stillwater Campus, reported on the NOC/OSU Gateway Program spring enrollment, construction of the new NOC/OSU classroom building is progressing, and the remodeling of Leo's is coming along. She mentioned that the Stillwater campus has started a Phi Theta Kappa Chapter and will do inductions in the spring.
8. Mr. Larry Dye, Associate Vice President of Physical Operations, reported on construction projects including the nursing and communication building, Vineyard Library and Administration Building, Sheep Barn, planetarium, and sidewalk ADA work. He stated that December 31, 2007 is the target completion date for the renovation on the Stillwater campus.
9. Dr. Rick Edgington, Associate Vice President for Enrollment Management/Registrar, reported on spring enrollment with the numbers to date being Tonkawa Campus 1,021, Enid Campus 646, and Stillwater Campus 939 with 231 of those being OSU students. He stated that there are 134 applications for December Graduation.
10. Judy Colwell, Dean of Instruction, reported that the Higher Learning Commission visit to NOC is February 11<sup>th</sup>-13<sup>th</sup>, 2008. There will be an ACBSP visit February 25<sup>th</sup>-27<sup>th</sup>, 2008.

D. **Other.**

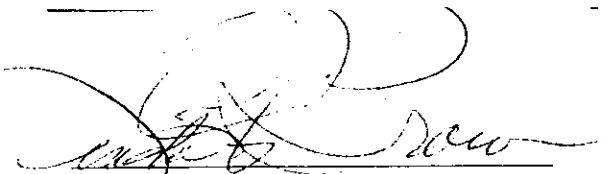
Kim Sneed, Marketing Assistant, reported on marketing forums NOC including radio spots, billboards, T.V. commercials, and newspaper inserts.

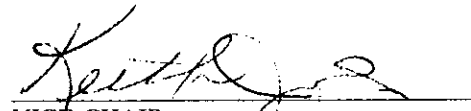
4. **Section 13 600-650 allocation request.** Anita Simpson presented a Section 13 allocation request in the amount of \$120,000.00 for various projects. On the motion of Regent James as seconded by Regent Mendez, the Board approved the request and the request to ask the State Regents for allocation. Voting aye were Regents James, Detten, Smith, Mendez, and Brown.
7. **Monthly financial report.** Anita Simpson presented the expenditure report for the month of October. On the motion of Regent Detten as seconded by Regent Mendez, the Regents approved the financial report. Voting aye were Regents James, Brown, Mendez, Detten, and Smith.
8. **Monthly purchases.** Anita Simpson presented the purchases report for October. Purchases for \$5,000.00 or more were for backup server, *Hewlett-Packard Co.*, \$8,993.00, WSCA Contract; virus scan renewal, *TLIC*, \$8,037.93, sole source; broadcasting equipment – mass communications, *Broadcast Supply Worldwide*, \$6,758.58; fencing – sheep program, *Stillwater Milling Company*, \$9,194.00, sole source; books for Business Division – Tonkawa & Enid, *Baker & Taylor*, \$5,845.00.


Purchases for \$10,000.00 or more were for Allied Health & Communication Center, *Sooner Construction Co.*, \$154,404.00; Vineyard Library Administration Building, *Sooner Construction Co.*, 157,509.00; Construction –

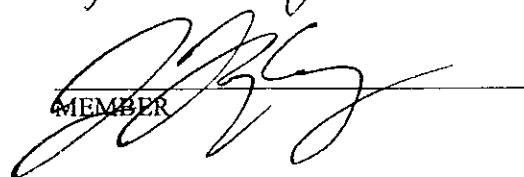
Stillwater classrooms, *Oklahoma State University*, \$891,364.28; Architect services – Enid chillers, *Easley Associates*, \$24,128.00; roofing - Marshall Building, *Reddick Roofing*, \$96,720.00, flooring – Grantz, Monty Hall, *Morrison Floors & More*, \$31,752.21; lab furniture – Stillwater campus, *Carolina Biological Supply*, \$61,413.00; kitchen supplies & small equipment – Allied Health & Communications Center, *Curtis Restaurant Supply*, \$12,352.98; POISE software maintenance, *Campus America – Tulsa*, \$65,216.53; faculty evaluation software, *Scantron*, \$19,492.00. On the motion of Regent Smith as seconded by Regent James, the purchases were approved as presented. Voting aye were Regents Detten, James, Brown, Mendez, and Smith.

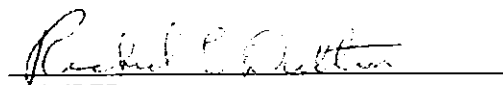
9. **Travel claims.** Anita Simpson, Vice President for Financial Affairs, presented travel claims.
10. **Items for next agenda.** No discussion. No action taken.
11. **New business.** Anita Simpson, Vice President for Financial Affairs, presented the newly revised NOC Employee Handbook to the Regents. She stated that the Regents should have received a copy in the mail for their perusal prior to the meeting. On the motion of Regent Mendez as seconded by Regent Detten, the NOC Employee Handbook was approved as presented. Voting aye were Regents Brown, Mendez, Smith, Detten, and James.
12. **Announcement of next meeting.** The next regular scheduled meeting for December 20, 2007, will be cancelled and the next regular scheduled meeting will be January 17, 2008, at 3:00 p.m., Northern Oklahoma College Tonkawa.
13. **Adjournment.** Chair Brown announced the meeting adjourned at 5:40 p.m.

  
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CHAIR

  
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VICE-CHAIR

  
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SECRETARY

  
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MEMBER

  
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MEMBER