

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

January 14, 2009

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

**Absent:** Dr. Roger Stacy, President, and Regent Linda Brown, due to illness.

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

Chair Keith James called the meeting to order at 3:02 p.m. Notice of the meeting had been given to the Secretary of State and the agenda posted.

1. **Reciting of the Northern Oklahoma College Mission Statement.**
2. **Vote to approve minutes.** The minutes of the December 11, 2008 meeting were approved on the motion of Regent Mendez as seconded by Regent Smith. Voting aye were Regents Detten, Mendez, Smith, and James.
3. **Miscellaneous Reports.**
  - A. **Regents' report.** Regent Mendez reported the Stillwater Classroom Building is ready. Chair Regent Keith James expressed concern for Cathy Ballard's surgery, Dr. Stacy's surgery, and Regent Linda Brown's illness. Regent Lynn Smith announced that he will be in Arizona for several weeks and would miss the February meeting.
  - B. **Executive staff reports.**
    1. Ms. Judy Colwell, Vice President for Academic Affairs, reported on the December 22<sup>nd</sup> meeting with industry, career technology and Northern representatives to "brainstorm potential course topics and assess viability of a 2-year associate degree to help commercialize implementation of alternative energy." The meeting was facilitated by Jeff Meyers, Environmental and External Affairs Director for the Ponca City Refinery of ConocoPhillips. Attendees included representatives from OGE, ConocoPhillips, Stolhand Heat & Air, Square-D Metering & Scaling Systems, Automated Building Systems, Ponca City Development Authority, Autry Tech Center and Pioneer Tech Center. Ideas were gathered and plans were made for another meeting on February 27 to correspond with OPIE to continue discussion. Additionally, Northern is working with the Tonkawa Tribe as well as other area Native American tribes to develop curriculum that offers plateaus to encourage completion of degrees for tribal members employed in this area. The desire is to offer these students an opportunity to earn certificates of achievement after completion of nine to twelve hours of coursework in specific job related areas that can be used to build to a degree.

Division Chairs returned on Tuesday, January 6, and faculty from all three campuses met in Enid on Wednesday, January 7, with discussions focusing on assessment, retention, advisement of students, and campus security. Campus security training sessions were held for faculty and staff at all three campus locations. School started on Monday, January 12, 2009 with enrollment a little down on all three campuses. One change for the spring semester is the extension of the Orientation class to 12 weeks in an attempt to enhance the curriculum and improve student retention. Approximately 100 students participated in the Academic Bowl held January 8, 2009 in Tonkawa. The Agriculture Interscholastic Meet is scheduled for January 21, 2009. For this contest, a full tuition wavier scholarship to NOC is awarded to a participant in the senior division of the contest. Mrs. Colwell announced to the board that Dr. Paul Bowers, has written an essay on James Joyce (author of the literary work, Ulysses) which has been selected to appear in the Journal of Modern Literature. Both Dr. Bowers and Dr. Don Stinson have been selected to participate in the Scissortail Writing Festival to be held at East Central University in April. Dr. Bowers will be reading fiction and Dr. Stinson will be reading poetry. Mrs. Colwell announced the following NISOD Excellence in Education Award winners: Dr. Kurt Campbell, Jeff Tate, Greg Krause, Bart Allen, Neo Kirby, Robin Ruyle, Terry Ballard, Dean Percy, Shannon Bradford, Randy Long, Dr. Al Anderson, Jeremy Hise, Greg Shamburg, Todd Ging, Dianna Watkins, Deanna Payton, and Sherrie Martin.

2. Dr. Ed Vineyard, Vice President for the Enid Campus, reported that Homecoming in Enid is January 15 with the games at 6:00p.m. and 8:00p.m. He stated the footing for the bridge between NOC and NWOSU in Enid have been laid and now we are doing the dirt work on the site. Hopefully, we will be able to get the bridge installed in 2-3 weeks. Dr. Vineyard stated the Upward Bound program in Enid had their first audit and passed with flying colors. The expected retention rate was 60% and our program's rate was 96%. The director, Susan Dameron, and her staff have done a great job with this new program. Dr. Vineyard advised that Henry Sweets, the director of the Mark Twain Boyhood Home and Museum, will be in Tonkawa and Enid on February 16<sup>th</sup> to do presentations about Twain and the relevance of his works in today's society. Contact Dr. DeLisa Ging for more information. Vineyard announced the Office of Student Services and Recruitment have created an NOC Enid Facebook group to try to communicate better with students. Sixty students signed up in the first two days. Dr. Vineyard said the Spring Enid dorm occupancy is up 5% from last spring. The dorm population in Enid is 124 students.
3. Mrs. Debbie Quirey, Associate Vice President of Stillwater Campus, announced the new classroom is open and in use since Monday, January 12, 2009. The classroom building is beautiful and she is very happy with the first day. She further said the new building is wireless and features the latest multimedia equipment in all classrooms. The Student Success Center and Café are located on the first floor, while a faculty work area is located on the third floor. The building is equipped with energy efficient lighting, windows, and heating and air conditioning, and was completed three months ahead of the construction contract. They have been swamped with enrollment and they are working hard to retain students from last fall semester. NOC/OSU has implemented a probationary student mentoring program to help students who are struggling with courses. She further informed the board that efforts are being made to allow NOC students to take PE courses at OSU.
4. Mick Weiberg, Vice President for Student Services, handed out North Country Basketball Tournament schedule for January 22-23-24, 2009. Mick announced that 190 plus athletes and students watched the television production Crystal Darkness. Mr. Weiberg reported that Officer Nick Payne and Officer Ben Garrison (K-9) of the Tonkawa Police Department spoke to the students after the viewing and answered questions. Faculty and staff attended a campus security training. A video about unwanted intruders was watched and a question and answer session was presented by Jason Johnson, Dean of Students, and Chief of Police Scott Dark. Faculty and staff were asked to think about what they would do in emergency situations and to return to their work area and think through a "what if situation". A test message alert system is in place now so students and other subscribers can be advised in a crisis situation. The officers had a question and answer session with the faculty and staff. V. P. Weiberg announced that January 26, 2009 is NOC-Bedlam games in Enid. He announced that January 28, 2009, is That's No Bull Review, 6:00 p.m. and at 7:30 p.m. will be the Roustabouts. Homecoming is January 29, 2009 with Western and crowning of the homecoming queen. Weiberg advises that the dorm count for spring semester 2009 is 272 in Tonkawa and 123 in Enid.
5. Ms. Anita Simpson, Vice President for Financial Affairs, reported that the solicitation for bids pertaining to the new maintenance building in Enid will be published on January 27, 2009 with formal bids due at 2:00 p.m. on February 17, 2009. Financial Affairs and Information Technology will be upgrading the fiscal and payroll modules of the POISE administrative processing system over the next two months. Mrs. Simpson also discussed the impact of a \$359,000 decrease in revenue due to the decreased enrollment for fall 2008 as well as the status of the state budget shortfall projections for FY2010. Mrs. Simpson informed the board that the Wellness Center membership rate will be \$30.00 for the fall and spring semesters.
6. Dr. Rick Edgington, Associate Vice President of Enrollment Management and Registrar, handed out preliminary enrollment reports. Dr. Edgington is pleased to report the Spring semester is only down 56 students compared to last year. The spring semester is down 485 credit hours. Enrollment in ITV classes is up 48 students and enrollment in online classes is up as well. He further advised that Enid enrollment is down 12 students and Stillwater is down 28 students. Dr. Edgington announced that concurrent enrollment is down over 100 students. At this point, Regent James complimented staff and faculty for their hard work and concern. Dr. Edgington expressed concern about student advising in the summer time. This may need to be addressed at a later time. Dr. Edgington and others are asking the faculty to encourage students to enroll in the spring for the summer semester. Dr.

Edgington advised that in Fall 2007, 115 students applied for graduation. In the fall 2008, 165 students applied for graduation.

7. Ms. Sheri Snyder, Vice President for Development and Community Relations, discussed the NOC Homecoming events. Mrs. Snyder discussed the alumni event, as well. Mrs. Snyder informed the board that Northern Exposure is scheduled for Saturday, January 17 on both the Tonkawa and Enid campuses. Mrs. Snyder reminded the board that the Renfro Lectureship with Dr. Fears will be January 21, 2009, 6:30 p.m. She stated the attendance is increasing and there seems to be quite a demand for the lectureships. On Friday, January 30, Chancellor Johnson will be in Enid and NOC will be hosting with a luncheon.
8. Mr. Mike Machia, Director of Information and Instructional Technology, reported to the board that NOC had an awful virus attack the portals. No faculty or student information was compromised. Mr. Machia advised that a letter has been submitted to AT&T in our district area for a new cell tower.
9. Mr. Larry Dye, Associate Vice President of Physical Operations, reported that various projects are going on. Mr. Dye advised that poles for the new Renfro Center sign have been placed. Work continues on the president's home. Work also continues at NOC Stillwater. Mr. Dye reported that the utilities in Enid are down due to new chillers. Mr. Dye announced that he is looking at locking in gas prices which will save NOC a lot of money. Regent James commended each person on their in depth and informative reports.

C. **President's Report.** Due to Dr. Stacy's unexpected surgery, no report was give on his behalf.

D. **Other.**

4. **Executive Session.** Possible vote to go into executive session 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.


Action: Executive session was called at 4:15pm by Regent James. Motion was made by Regent Mendez and seconded by Regent Smith to go into Executive Session. Voting aye were Regents Detten, Mendez, Smith, and James. No vote was taken. Executive session concluded and returned to open session at 4:45pm. Motion was made by Regent Mendez and seconded by Regent Smith to return to open session. Voting aye were Regents Detten, Mendez, Smith, and James.

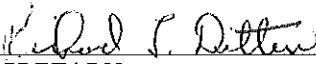
5. **Academic Service Fees.** The motion was made by Regent Smith as seconded by Regent Detten to approve the modification of Academic Service Fees for FY 2010. Voting aye were Regents Smith, Detten, and James. Regent Mendez abstained from voting.
6. **Employee Associates Degree Waiver Program.** Approval of the NOC Employee Degree Waiver Program was tabled until the February 25<sup>th</sup> meeting due to Dr. Stacy's absence.
7. **Section 13 600-650 allocation request.** Anita Simpson presented a Section 13 allocation request in the amount of \$115,000.00. On the motion of Regent Mendez as seconded by Regent Smith, the Board approved the request. Voting aye were Regents Detten, Smith, Mendez, and James.
8. **Monthly financial report.** Anita Simpson presented the monthly financial report for the month of January. On the motion of Regent Smith as seconded by Regent Detten, the Regents approved the report. Voting aye were Regents Detten, Mendez, Smith, and James.
9. **Monthly purchases.** Anita Simpson presented the purchases report for January. Purchases for \$5,000 or more were for Pass-Thru Heated Cabinet – Dining Hall, *Amundsen Food Equipment*, \$8,934.00; 5 Desktops – Tonkawa & Enid Smartboards, *Hewlett-Packard*, \$6,165.00 (WSCA contract); Adobe Software Licenses-Digital Media Institute, *JourneyEd*, \$9,640.50, Sole source. Purchases for \$10,000.00 or more were for Elevator Renovation–Enid, *Downey Contracting*, \$49,672.00; Servers-Information Technology, *Agilysys*, \$22,705.00 (WSCA contract); Wellness Center Equipment, 4 Treadmills, 2 Eliptical Crosstrainers, 1 Upright

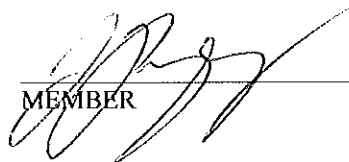
Cycle, 1 Recumbent Cycle, 1 Rotary Torso, *Push-Pedal-Pull*, \$24,226.50; Desktop-Student Union Lab, *Hewlett-Packard*, \$12,330.00 (WSCA contract); Toshiba Copier-President's Office/Academic Affairs, *Kay Office Equipment*, \$11,110.00, State contract. On the motion of Regent Mendez as seconded by Regent Detten, the purchases were approved as presented. Voting aye were Regents Detten, Mendez, Smith, and James.

10. **Travel claims.** Anita Simpson presented travel claims for signatures.
11. **Items for next agenda.** Employee Associates Degree Waiver Program. This item was tabled until February 25<sup>th</sup> meeting due to Dr. Stacy's illness.
12. **New Business.** Consideration of "any matter not known about or which could not have been reasonably foreseen prior to the time of posting agenda." No discussion. No action taken.
13. **Announcement of next meeting** February 25, 2009, Northern Oklahoma College, Stillwater.
14. **Adjournment.** Chair James announced the meeting adjourned at 6:20 p.m.

  
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VICE-CHAIR

  
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SECRETARY

  
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