

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Thursday, February 17, 2011, Tonkawa Campus

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

Absent: Sherry Reubell; Regent Linda Brown left the meeting, after the Executive Session, at 1:50 p.m.

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, Jason Johnson and Jill Dark.

1. **Call to order.** Dr. Jesse Mendez called the meeting to order at 12:45p.m. Notice of the meeting had been given to the Secretary of State and the agenda posted. All five Regents were present.

2. **Introduction of visitors and guests.**

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, January 27, 2011, meeting were approved on the motion of Regent Brown as seconded by Regent L. Smith. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.

Items #12 – 15 were moved up to Items #5 – 8 on the Agenda.

5. **Vote to go into Executive Session.** On the motion of Regent Brown as seconded by Regent L. Smith, the Regents voted to go into Executive Session at 12:15 p.m. Voting aye were Regents Brown, Keith, J. Smith, L. Smith and Mendez.

6. **Executive Session.** Possible vote to go into executive session pursuant to Title 25, Oklahoma Statutes, 307(B)(1), for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee.

7. **Vote to return to open session.** On the motion of Regent L. Smith as seconded by Regent Brown, the Regents voted to return to open session at 1:18 p.m. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez. The Regents advised that no vote was taken during the Executive Session

8. **Discussion and possible action of the employment, hiring, or appointment of the President of Northern Oklahoma College.** On the motion of Regent James as seconded by Regent L. Smith, the Regents voted to hire Dr. Cheryl Evans as the President of Northern Oklahoma College with start date and compensation to be determined. Voting aye were Regents Brown, James, L. Smith, J. Smith and Mendez.

9. **Regents' report.** Regent James stated that he attended the NOC Foundation Banquet on February 15th and expressed that it was a well run event.

10. **Executive staff reports**

A. Ms. Judy Colwell, Vice President for Academic Affairs, presented attachment #1. Ms. Colwell advised that Curtis Johnson, Mathematics Division Instructor, has turned in his resignation effective at the end of the spring semester.

B. Dr. Edwin Vineyard, Vice President for the Enid Campus, presented attachment #2. Dr. Vineyard had nothing more to add to his report.

C. Ms. Debbie Quirey, Associate Vice President of the Stillwater Campus, presented attachment #3. Ms. Quirey had nothing more to add to her report.

D. Ms. Anita Simpson, Vice President for Financial Affairs, presented attachment #4. Ms. Simpson advised that we had received a postal money order for the purchase of the house at 300 S. Pine. The money order

was for \$476.01 more than the successful bid and was accompanied by a note stating to take out the bid amount and send the remainder to the bidder. The money order was taken to the post office for verification and it was found to be fraudulent. Ms. Simpson stated RFP's had been sent out for a Performance Based Energy Management Program with proposals due March 7, 2011 at 2:00 p.m. A site inspection for bidders has been set for February 22nd at 8:30 a.m. in Tonkawa and 1:30 p.m. in Enid. Ms. Simpson also advised that the Kay County Superstars Special Olympics Team will be using the NOC Wellness Facility for practices on days when the weather does not permit outdoor activities. Regent Smith asked Ms. Simpson about the Warrant Intercept Program. Procedures of the program, including payment processes, were discussed.

- E. Dr. Rick Edgington, Associate Vice President of Enrollment Management, presented attachment #5. Dr. Edgington discussed the spring 2011 Preliminary Enrollment Report.
- F. Ms. Sheri Snyder, Vice President for Development and Community Relations, presented attachment #6. In addition to the attached report, Ms. Snyder handed out the 2011 Alumni & Friends Reunion Dinner invitations.
- G. Mr. Mike Machia, Director of Information and Instructional Technology, presented attachment #7. Mr. Machia had nothing more to add to this report.
- H. Mr. Larry Dye, Associate Vice President of Physical Operations, presented attachment #8. Mr. Dye stated that there were water pipes that broke as a result of the sub-zero temperatures and have since been repaired.
- I. Mr. Jason Johnson, Dean of Students, Tonkawa Campus, presented attachment #9. Mr. Johnson has nothing more to add to his report.

11. **President's report.** Mr. Tom Poole, Interim President, announced that Lieutenant Governor Todd Lamb will be the speaker at the Tonkawa and Enid Commencements. Mr. Poole discussed the supplemental retirement program. He stated that there are 20 eligible employees, 3 of which are participating, 9 that are not, and 5 that are undecided at this time. Mr. Poole also discussed budget cuts, HB 1375 and HB 2114. Mr. Poole stated that an architect toured the campus and discussion is going on to employ the architect on an as-needed hourly basis.

12. **Other reports. Personnel Actions.** Ms. Colwell announced that Curtis Johnson, Instructor, Science & Math Division, has resigned.

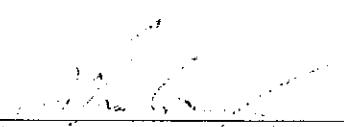
13. **Monthly Financial Report.** Ms. Simpson presented the monthly financial report. On the motion of Regent J. Smith as seconded by Regent James, the Regents approved the monthly financial report. Voting aye were Regents James, J. Smith, L. Smith and Mendez. Regent Brown was not present for this item. Regent L. Smith requested a more detailed financial report for the bookstore.

14. **Monthly Purchases.** Ms. Simpson presented the monthly purchases for approval. Purchases of \$5,000.00 or more were for Storage Server, *Agilysys*, \$9,163.00, Funding source: WSCA; Entry Doors – Zollars, *Oklahoma Glass & Wallpaper*, \$5,420.00, Sole Source, Funding source: Capital funds; Heat & Air System – Harrison Room, *Sooner Heating & Air*, \$6,126.00, Emergency, Funding source: Capital funds; Boiler – Central Hall, *Federal Corporation*, \$9,921.12, Emergency, Funding source: Capital funds; Warm-ups & Equipment – Enid Baseball, *Midwest Sporting Goods*, \$7,718.75, Funding source: Enid Baseball O'Club; Jackets, Shoes, Hats – Enid Baseball, *Baptist's Athletic Supply*, \$5,327.69, Funding source: Enid Baseball O'Club.

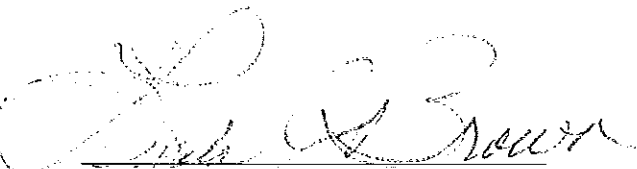
Purchases of \$10,000.00 or more were for 3 Fleet Vehicles: (1) 2006 Chevrolet Malibu, (2) 2007 Chevrolet Malibu, *Department of Central Services*, \$19,500.00, State surplus, Funding source: Capital funds; Portal Server Upgrade, *Business Imaging Systems*, \$87,042.69, State Contract, Funding source: Capital funds; Document Conversion – Registration, Human Resources, Financial Aid, *Business Imaging Systems*, \$28,017.00, State Contract, Funding source: Capital funds, ITV Equipment – University Center Facility, *Direct Communications*, \$28,017.00, State Contract, Funding source: E & G budget. On the motion of Regent L. Smith as seconded by Regent J. Smith, the Regents approved the monthly purchases. Voting aye were Regents James, J. Smith, L. Smith and Mendez. Regent Brown was not present for this item.

15. **Section 13 600-650 allocation request.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$270,000.00 for various projects: Computers & Networking, \$25,000.00; Computer Software Fees & Licenses, \$180,000.00; Physical Plant & Equipment, \$25,000.00; Library Acquisitions, \$10,000.00; Library Acquisitions – Enid, \$10,000.00; Purchase of vehicles, \$20,000.00. On the motion of Regent James as seconded by Regent J. Smith, the Regents approved the Section 13-600-650 allocation request. Voting aye were Regents James, J. Smith, L. Smith and Mendez. Regent Brown was not present for this item.

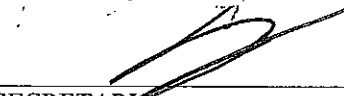
- 16. New Business. Consideration of "any matter not known about or which could not have been reasonably foreseen prior to the time of the posting of the agenda."
- 17. Items for next agenda.
- 18. Announcement of next scheduled meeting; Thursday, March 24, 2011, 11:30 a.m., Stillwater Campus. The Stillwater Ambassadors will be in attendance for lunch.
- 19. Adjournment. Motion made at 2:35 p.m. for adjournment by Regent L. Smith as seconded by Regent J. Smith. Voting aye were Regents James, J. Smith, L. Smith and Mendez. Regent Brown was not present for this item.




 CHAIR



 VICE-CHAIR



 SECRETARY



 MEMBER



 MEMBER