

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

February 28, 2008

Present: Chair Linda Brown, Regents Keith James, 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, Larry Dye, Dr. Rick Edgington, Debbie Quirey, Judy Colwell, Jill Dark, Bill Johnson.

Chair Linda Brown called the meeting to order at 3:00 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 January 17, 2008, meeting were approved on the motion of Regent Mendez and seconded by Regent James. Voting aye were Regents Brown, Detten, James, Mendez, and Smith.
2. **Miscellaneous Reports.**
 - A. **Regents report.** Regent Smith reported on Higher Education Day at the Oklahoma State Capitol.
 - B. **President's report.** President Kinzer reported on new space for the Stillwater nursing program at Meridian Technology Center, and the Artsplace Outdoor Sculpture Exhibition. Dr. Kinzer discussed the Ribbon Cutting at the new Oklahoma Visitors Center located on I-35. The NOC Roustabouts performed two songs, and the I.T. video taped the program.
 - C. **Executive staff reports.**
 1. Dr. Roger Stacy, Vice President for Academic Affairs, reported on academic events on campus including the NCLEX pass rate of NOC nursing students on the three campuses, faculty development, and the Process Technology Program.
 2. Marion Tucker, Vice President for Information Technology, reported on Information Technology activities including distance learning.
 3. Dr. Ed Vineyard, Vice President for the Enid Campus, reported on events and activities on the Enid campus including spring sports, and summer dorm usage. He stated that the construction of the planetarium is progressing and discussed the bridge program with NWOSU.
 4. Ms. Anita Simpson, Vice President for Financial Affairs, reported on financial affairs including construction and using a paper shredding service.
 5. Ms. Sheri Snyder, Vice President for Development and Community Relations, reported on the upcoming events for NOC including the Alumni and Friends Reunion, the Gala, recruitment, marketing, and open houses for Wilkin Hall and the Vineyard Library and Administration Building.
 6. Ms. Debbie Quirey, Associate Vice President of the Stillwater Campus, reported on the NOC/OSU Gateway Program enrollment numbers, and construction.
 7. Mr. Larry Dye, Associate Vice President of Physical Operations, reported on the various construction projects on the 3 campuses including the sheep center, Harold Hall, Cowboy Mall, the Planetarium, and ADA compliance.
 8. Dr. Rick Edgington, Associate Vice President for Enrollment Management/Registrar, reported on spring enrollment. He stated that there are 134 fall graduates and summer/fall enrollment begins the last week of March.

9. Judy Colwell, Dean of Instruction, reported on the Higher Learning Commission visit and the ACBSP visit.

D. **Other.** No discussion. No action taken.

3. **Executive Session.** On the motion of Regent James as seconded by Regent Smith, the Regents entered into executive session at 4:45 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. Voting aye were Regents Smith, Brown, James, Mendez, and Detten.

On the motion of Regent Mendez as seconded by Regent Detten, the Regents returned to regular session at 6:05 p.m. Voting aye were Regents James, Brown, Mendez, Detten, and Smith.

After returning to open session, Regent Linda Brown announced the 3 finalist in the presidential search. Dr. Roger Stacy, Dr. Cheryl Evans, and Dr. Deborah Garrett were selected. The interview process will take place between March 10 and March 28. The final selection will be made in open session at the next scheduled Board of Regents meeting.

4. **Academic Calendar.** Dr. Roger Stacy presented the Academic Calendar for 2008 – 2009. On the motion of Regent Smith as seconded by Regent James, the Regents approved the Academic Calendar for 2008 – 2009. Voting aye were Regents James, Mendez, Smith, Detten, and Brown.
5. **Selection of External Audit Firm.** Anita Simpson presented the proposals for external audit services for FY2008 – FY2012. On the motion of Regent Mendez as seconded by Regent Detten, the Regents approved the appointment of the firm Cole & Reed to provide external audit services for FY2008 – FY2012. Voting aye were Regents Smith, Brown, James, Mendez, and Detten.
6. **Selection of Internal Audit Firm.** Anita Simpson presented the proposals for internal audit services for FY2008 – FY2012. On the motion of Regent James as seconded by Regent Mendez, the Regents approved the appointment of the firm Hinkle & Co. to provide internal audit services for FY2008 – FY2012. Voting aye were Regents Smith, Brown, James, Mendez, and Detten.
7. **Instructional Material Guidelines Policy.** Anita Simpson presented an Instructional Material Guidelines Policy. The policy is a requirement by the State Regents to maximize instructional effectiveness and minimize student cost. On the motion of Regent Detten as seconded by Regent James, the Regents approved the Instructional Material Guidelines Policy as presented. Voting aye were Regents Detten, James, Brown, Mendez, and Smith.
8. **Academic Service Fees.** Anita Simpson presented a modification of the academic service fees for the Stillwater campus effective fall 2008. On the motion of Regent James as seconded by Regent Detten, the Regents approved the modification of the academic service fees for the Stillwater campus effective fall 2008. Voting aye were Regents James, Mendez, Smith, Detten, and Brown.
9. **Section 13 600-650 allocation request.** Anita Simpson presented a Section 13 allocation request in the amount of \$300,000.00 for various projects. On the motion of Regent Mendez as seconded by Regent James, the Board approved the request and the request to ask State Regents for allocation. Voting aye were Regents James, Mendez, Smith, Detten, and Brown.
10. **Monthly financial report.** Anita Simpson presented the expenditure report for the month of February. On the motion of Regent Detten as seconded by Regent Smith, the Regents approved the financial report. Voting aye were Regents Smith, Brown, James, Mendez, and Detten.
11. **Monthly purchases.** Anita Simpson presented the purchases report for February. Purchases for \$5,000.00 or more were for boiler installation – Enid Science Building, *Northwest Plumbing & Mechanical*, \$8,900.00; gas line repair – Vineyard Library Administration Building, *Phil Howe Plumbing*, \$8,250.00, emergency; pool

heater – Foster Piper Fieldhouse, *Federal Corporation*, \$7,457.00, emergency; bridging software – Renfro Center, *SKC Communication Products*, \$5,848.05, sole source; external auditing services, *Tullius Taylor Sartain & Sartain*, \$8,000.00, sole source; carpeting – Harold Hall offices, *Jack Harris Furniture*, \$7,125.00; vestibule entrance doors – Renfro Center, *Door Controls of Oklahoma City*, \$7,064.00; main doors – Briggs Auditorium, *Oklahoma Glass & Wallpaper*, \$9,665.00; 4 desktops – Journalism class, *Hewlett-Packard*, \$6,916.60, WSCA contract; 5 desktops – Tonkawa campus, *Hewlett-Packard*, 7,883.00, WSCA contract; computer equipment – Trio Grant Administrators, *Hewlett-Packard*, \$5,822.02, WSCA contract.

Purchases for \$10,000.00 or more were for Allied Health & Communications Center, *Sooner Construction Co.*, \$22,669.77; Vineyard Library Administration Building, *Sooner Construction Co.*, \$197,421.86; construction – Stillwater classrooms, *Oklahoma State University*, \$1,346,137.00; chiller installation – Enid campus, *Kimball Office Furniture*, \$12,051.85; furniture – Vineyard Library Administration Building, *Kimball Office Furniture*, \$132,461.32, OU Contract #100818; furniture – Vineyard Library Administration Building, *Haworth Inc.*, \$18,164.50, OU Contract #100818; 60 month rental agreement/ mailing system upgrade, *Piney Bowes*, \$3,613.00/month, sole source; video equipment – Enid Campus, *Video Gear Shop*, \$19,252.00, sole source; networking equipment – Vineyard Library Administration Building, *Agilysys*, \$10,192.00, sole source; office furniture – Vineyard Library Administration Building, *Oklahoma Correctional Industries*, \$18,763.23, State contract.

12. **Travel claims.** Anita Simpson, Vice President for Financial Affairs, presented travel claims.
13. **Items for next agenda.** No discussion. No action taken.
14. **New business.** No discussion. No action taken.
15. **Announcement of next meeting.** The regularly scheduled meeting is April 2, 2008, 2:00 p.m., Northern Oklahoma College Stillwater.
16. **Adjournment.** Chair Brown announced the meeting adjourned at 6:45 p.m.


CHAIR


VICE-CHAIR


SECRETARY


MEMBER


MEMBER