

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Thursday, April 21, 2011, Enid Campus

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

Absent:

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 Sherry Reubell.

1. **Call to order.** Dr. Jesse Mendez called the meeting to order at 12:50p.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.** Dr. Cheryl Evans, newly elected President for Northern Oklahoma College and Dr. DeLisa Ging, Instructor, Language Arts Division-Enid Campus. Dr. Ging gave a brief presentation on Chautauqua Teaching Institute, June 14-18, in Enid. She handed out the agenda and explained many of the planned activities.
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, March 24, 2011, meeting were approved on the motion of Regent L. Smith as seconded by Regent James. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
5. **Regents Report.** Regent L. Smith advised he received a phone call from Dave Anderson, Cohen-Esrey, and the tax credit has been denied. The state board advised that they re-submit and the bid will be re-submitted in October, 2011. Regent Brown stated that the University Center renovation is on schedule. The donor banquet is July 11, 2011 and the Ribbon Cutting and Grand Opening is July 12, 2011. Governor Mary Fallin and Chancellor Glenn Johnson will attend the opening.
6. **Executive staff reports**
 - A. Ms. Judy Colwell, Vice President for Academic Affairs, presented attachment #1. In addition to the attached report, Mrs. Colwell advised that NOC/OSU held an articulation meeting in Stillwater which went really well.
 - B. Dr. Edwin Vineyard, Vice President for the Enid Campus, presented attachment #2. In addition to the attached report, Dr. Vineyard handed out College 101-Microwave Cookbooks.
 - C. Ms. Debbie Quirey, Associate Vice President of the Stillwater Campus, presented attachment #3. Ms. Quirey had nothing else to add to her report.
 - D. Ms. Anita Simpson, Vice President for Financial Affairs, presented attachment #4. In addition to the attached report, Ms. Simpson advised that NOC has several capital improvement projects planned.
 - E. Dr. Rick Edgington, Associate Vice President of Enrollment Management, presented attachment #5. Dr. Edgington discussed the summer and fall 2011 Preliminary Enrollment Report.
 - F. Ms. Sheri Snyder, Vice President for Development and Community Relations, presented attachment #6. In addition to her report, Ms. Snyder handed out graduation reception information.
 - G. Mr. Mike Machia, Director of Information and Instructional Technology, presented attachment #7. Mr. Machia had nothing else to add to his report.

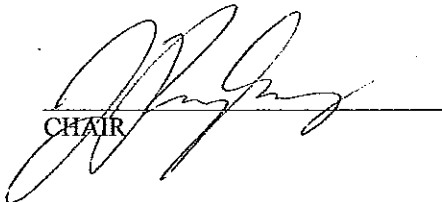
H. Mr. Larry Dye, Associate Vice President of Physical Operations, presented attachment #8. In addition to the attached report, Mr. Dye briefly highlighted the planned summer projects.

I. Mr. Jason Johnson, Dean of Students, Tonkawa Campus, presented attachment #9. Mr. Johnson had nothing more to add to his report.

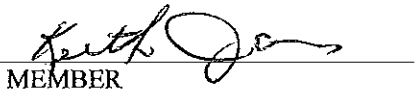
- 7. **President's report.** Mr. Tom Poole, Interim President, stated that he expects NOC's budget to be cut by 5.3%. When staff or faculty leave employment of NOC, position justification must be completed prior to refilling. President Poole would like to see a dollar cap on budget cuts instead of percentage cuts.
- 8. **Other reports. Personnel Actions.** Ms. Simpson stated that 5 faculty members and 1 staff will retire at the end of this spring semester. Four faculty/staff have resigned.
- 9. **Personnel.** On the motion of Regent L. Smith as seconded by Regent Brown, the Regents approved the re-employment of full-time faculty personnel for the academic year 2011-2012. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
- 10. **New Title and Reporting Structure for University Center Director.** On the motion of Regent J. Smith as seconded by Regent James, the Regents approved the new title and reporting structure for University Center Director. New title will be University Center Executive Director and will report to the NOC President. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
- 11. **Cafeteria Contract.** On the motion of Regent Brown as seconded by Regent J. Smith, the regents voted to approve the cafeteria contract extension for FY2012. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
- 12. **Room and Board Rates.** On the motion of Regent L. Smith as seconded by Regent Brown, the Regents approved room and board rates for summer 2011 and FY2012. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
- 13. **Increase Rate for Rental Properties.** On the motion of Regent Brown as seconded by Regent J. Smith, the Regents approved to increase rate for rental properties. Effective July 1, 2011, rent will be increased \$25.00 per month across the board. This increase would make NOC more competitive with Tonkawa rental property. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
- 14. **Information Technology (IT) Policy.** On the motion of Regent L. Smith as seconded by Regent J. Smith, the Regents approved the IT Policy. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
- 15. **Summer 2011 Work Hours.** On the motion of Regent Brown as seconded by Regent James, the Regents approved the summer 2011 work hours. Summer hours will be 4-10 hour days beginning May 23, 2011 and ending on August 4, 2011. Work hours will be 7:00 a.m. – 5:30 p.m. with a thirty minute lunch. The NOC campus will be closed on Fridays. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
- 16. **Performance Based Energy Management Program.** On the motion of Regent James as seconded by Regent L. Smith, the Regents approved entering into a contract with Johnson Controls, Inc. in conjunction with the Performance Based Energy Management Program not to exceed \$200,000.00 in Phase I. Johnson Controls was chosen as the vendor. Voting aye were Regents Mendez, James, J. Smith, and L. Smith. Regent Brown abstained from voting.
- 17. **Monthly financial report.** Ms. Simpson presented the monthly financial report. On the motion of Regent L. Smith as seconded by Regent Brown, the Regents approved the monthly financial report. Voting aye were Regents Brown, 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 Storage & Server System-Documents Management System, *CDW-Government, Inc.*, \$7,423.00, Funding source: Capital funds; Annual Service/Support Plan-Lifesize & Crestron Systems, *Direct Communications*, \$8,485.71, sole source, Funding source: Capital funds; Copier-University Center, *STC*, \$5,580.00, Funding source: E&G Budget; Refrigerant-Enid & Tonkawa Campus Buildings, *Locke Supply*, \$7,059.37, Funding source: Capital funds; Compressor-Cafeteria, *Southwest Compressor, Inc.*, \$8,455.00, Emergency, Funding source: Capital funds.

Purchases of \$10,000.00 or more were for Upgrade of Avaya Phone System to R5.2+, SKC, \$61,505.00, sole source, Funding source: Capital funds; License Renewal-WebCT/Blackboard, *Blackboard Finance Operations*, \$16,700.00, sole source, Funding source: Capital funds; Document Imaging System-Service & Support Agreement, *Business Imaging Systems, Inc.*, \$15,405.00, sole source, Funding source: Capital funds; Move & Re-Install ITV Equipment-University Center, *Direct Communications*, \$48,750.00, state contract, Funding source: E&G; Accounting & Consulting Services, *Crawford & Associates*, \$30,000.00, sole source, Funding source: E&G budget; 60 Month Rental Lease-Ricoh Pro C901, Ricoh Pro C550EX, Ricoh Pro 1107EX, *Ikon Office Solutions*, \$8,510.00 per month, sole source, Funding source: E&G budget; Construction of 50' x 80' Metal Building-Process Technology, \$80,000.00, approximate, Funding source: Auxiliary funds; Science Lab Renovation-Crowder Science 101 & 102-Tonkawa, \$90,000.00, approximate, Funding source: Auxiliary funds; Science Lab Renovation-Harmon Science 107 & 216-Enid, \$95,000.00, approximate, Funding source: Auxiliary funds; Swimming Pool Sandblast/Replaster-Tonkawa, \$48,000.00, approximate, Funding source: Auxiliary funds; Campus Sidewalks & Curbs-Tonkawa, \$30,000.00, approximate, Funding source: Auxiliary funds; New & Old Gym Lighting-Tonkawa, \$20,000.00, approximate, Funding source: Auxiliary funds; 2 Zero Turn Radius Mowers-Tonkawa & Enid, \$20,000.00, approximate, Funding source: Capital funds; 50 Beds, 50 Mattresses, 50 Desks-Tonkawa Residence Halls, *Oklahoma Correctional Industries*, \$34,194.50, state contract, Funding source: Capital funds. On the motion of Regent James as seconded by Regent Brown, the Regents approved the monthly purchases. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.

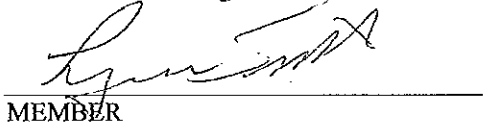
- 19. **Section 13 600-650 allocation request.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$170,000.00 for various projects: Instruction Furniture & Equipment, \$5,000.00; Instruction Furniture & Equipment-Enid, \$5,000.00; Computers & Networking, \$70,000.00; Computer Software Fees & Licenses, \$40,000.00; Repair of Educational Facilities, \$5,000.00; Physical Plant & Equipment, \$20,000.00; Office Furniture & Equipment, \$5,000.00; Dorm Furniture & Equipment, \$20,000.00. On the motion of Regent Brown as seconded by Regent J. Smith, the Regents approved the Section 13 600-650 allocation request. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
- 20. **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."
- 21. **Items for next agenda.**
- 22. **Announcement of next scheduled meeting;** Thursday, May 19, 2011, 12:30 p.m., Tonkawa Campus. The Tonkawa Employee Recognition recipients will be invited to join the Regents for lunch.
- 23. **Adjournment.** Motion made at 3:16 p.m. for adjournment by Regent L. Smith as seconded by Regent Brown. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.


 CHAIR

SECRETARY


 MEMBER


 VICE-CHAIR


 MEMBER