

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Tuesday, July 16, 2013, Enid Campus

Regents Present: Chair, Lynn Smith, Linda Brown, Jeffrey Cowan, Rex Horning, and Keith James.

Staff present: Dr. Cheryl Evans, Dr. Judy Colwell, Larry Dye, Jeremy Hise, Debbie Quirey, Ron Shidemantle, Anita Simpson, Sheri Snyder, Dr. Pam Stinson, Marjilea Smithheisler, and Sherry Reubell.

1. **Call to order.** Regent Smith called the meeting to order at 1:00 p.m. Notice of the meeting had been given to the Secretary of State and the agenda posted.

2. **Introduction of visitors, guests, and/or speaker.** Jeremy Hise, Athletic Director, was introduced to the Regents.

3. **Reciting of the Northern Oklahoma College Mission Statement.**

Northern Oklahoma College, the State's oldest community college, is a multi-campus, land-grant institution that provides high quality, accessible, and affordable educational opportunities and services which create life-changing experiences and develop students as effective learners and leaders within their communities and in a connected, ever-changing world.

4. **Vote to approve minutes.** The minutes of the Wednesday, June 12, 2013, meeting were approved on the motion of Regent James as seconded by Regent Cowan. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.

5. **Regents Report.**

- Regent Cowan stated that the recent housing tour was an eye opener and it put things in prospective and hopefully, changes are coming for NOC.
- Regent Brown agreed with Regent Cowan in reference to the housing tour. She also looks forward to housing changes for NOC.

6. **Administrative Updates.**

- Ms. Sheri Snyder handed out and discussed the Graphic Standard Guides. With this guide, NOC can build consistent visual impressions and expand our reputation for providing quality education to our growing audiences. Ms. Snyder encouraged everyone to look over NOC's redesigned website.
- Regent James inquired about the new signage for all NOC buildings.

7. **President's Update.**

- Dr. Cheryl Evans thanked everyone for all the hard work done during the 10 hour days of the summer session. She stated this is the time to complete and organize projects that end one year and begin another. She stated that she has encouraged employees to take time off they have earned and to enjoy a break to rest and refresh before school begins.

8. **Other reports.**

- Resignations/Terminations/New Hires. Ms. Simpson advised that NOC hired five fulltime employees and eight fulltime employees resigned. Dr. Evans stated the Vice President for Student Affairs position is posted and she hopes to fill the position as soon as possible.


9. **The New Criteria for Accreditation.** Dr. Pam Stinson, Higher Learning Commission liaison for NOC, reported that in the fall 2013, Northern will have access to an electronic dashboard for institutional reporting of data to HLC; the dashboard will change the nature of the self-study report in connecting links for evidence directly to each criterion for evaluation rather than presenting a long narrative. Dr. Stinson also mentioned that in late summer/early fall 2013, Institutional Updates submitted in April (including information on topics such as enrollment numbers, loan default rate, and institutional financial health) will be reviewed by HLC for any follow-up. Northern has regularly had financial indicators in the top category, requiring no review.

10. **Group One Trustee of Northern Oklahoma College Foundation, Inc.** On the motion of Regent Brown as seconded by Regent James, the Regents nominated Regents Smith and Horning as Group One Trustees of the Northern Oklahoma College Foundation Board. Voting aye were Regents Brown, Cowan, and James. Regents Horning and Smith abstained.

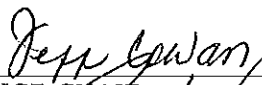
11. **Group Three Trustee(s) of Northern Oklahoma College Foundation, Inc.** On the motion of Regent Brown as seconded by Regent Cowan, the Regents approved the recommended slate of Group Three Trustees(s) to the Northern Oklahoma College Foundation Board. Voting aye were Regents Brown, Cowan, Horning, James and Smith. The Group Three Trustee(s) of the Northern Oklahoma College Foundation, Inc. are as follows: Mrs. Mary Stallings, Enid Area (Term ends 6-30-2014) Completion of Unexpired Term; Mrs. Carol Diemer, Tonkawa Area (Term ends 6-30-2015) Completion of Unexpired Term; Mrs. Winnie Oliver, Enid Area (Term ends 6-30-2016) NEW TERM; Mr. John Little, Enid Area (Term ends 6-30-2016) NEW TERM; Senator Paul Muegge, Tonkawa Area (Term ends 6-30-2016) NEW TERM.
12. **Faculty Tenure.** Dr. Judy Colwell presented two faculty members for tenure at Northern Oklahoma College: Dr. Gerald Konkler, Criminal Justice instructor, Social Science Division; Mr. Scott Haywood, Mass/Oral Communications instructor, Language Arts Division. On the motion of Regent Horning as seconded by Regent Brown, the Regents approved the Faculty Tenure as presented. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
13. **Northern Oklahoma College Policy for Naming or Renaming Opportunities.** Naming opportunities exist to recognize the dedication, accomplishment, or generosity of extraordinary individuals and entities whose support is valuable to the mission and programs of Northern Oklahoma College. On the motion of Regent Cowan as seconded by Regent James, the Regents approved the Policy for Naming or Renaming Opportunities for Northern Oklahoma College. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
14. **Northern Oklahoma College Institutional Fundraising Policy and Institutional Fundraising Activity Request Form.** This Policy applies to any and all members of Northern Oklahoma College, as well as to any individuals or organizations who may represent themselves to be members of the College or claim to be acting on behalf the College. On the motion of Regent James as seconded by Regent Brown, the Regents approved the Institutional Fundraising Policy and Institutional Fundraising Activity Request Form. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
15. **Program Option Deletions.** Dr. Colwell presented Program Option Deletions of the following program options within the AAS in Engineering and Industrial Technology: Die Cast Process Technology, Engineering Technology, Manufacturing Technology, Marine Propulsion Technology, and Quality Technician. On the motion of Regent Horning as seconded by Regent Brown, the Regents approved the Program Option Deletions. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
16. **2013-2014 NOC Catalog.** Dr. Stinson presented the request for approval of the 2013-2014 College Catalog. On the motion of Regent Horning as seconded by Regent James, the Regents approved the 2013-2014 College Catalog as presented. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
17. **2013-2014 Employee Handbook.** Dr. Colwell presented detail changes to Chapter 4 of the Employee Handbook. Ms. Simpson presented detail changes to Chapters 1, 2, 3, and 5 of the Employee Handbook. The changes will be made and the Employee Handbook will be sent electronically to all employees. On the motion of Regent Cowan as seconded by Regent James, the Regents approved the 2013-2014 Employee Handbook. Voting aye were Regents Brown, Horning, James, and Smith.
18. **Future Dates of Board of Regents meetings.** Due to the 10th Year Anniversary Celebration of Cowboy Mall in Stillwater, the time for the September 17th Board of Regents meeting has been changed from 1:00 p.m. to 1:30 p.m. Dr. Joe Kinzer, former President of NOC, will be inducted into the Higher Education Hall of Fame on Tuesday, October 15, 2013. The Board of Regents meeting will be rescheduled for Monday, October 14, 2013 at 1:00 p.m., Tonkawa Campus. On the motion of Regent Brown as seconded by Regent Horning, the Regents approved the changes of the Board of Regents meetings. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
19. **Transfer of Funds.** Ms. Simpson requested approval to transfer \$750,000.00 from the 290 fund to the 295 fund for renovation of campus facilities. On the motion of Regent Horning as seconded by Regent Cowan, the Regents approved the transfer of funds. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
20. **Monthly Financial Report.** Ms. Simpson presented the monthly financial report. On the motion of Regent Cowan as seconded by Regent Brown, the Regents approved the monthly financial report. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
21. **Monthly Purchases.** Ms. Simpson presented the monthly purchases for approval. Purchases of \$5,000.00 or more were for Installation of Condenser & Evaporator Coil Cafeteria Freezer, *Ward's Air Conditioning Inc.*, \$5,962.00, Emergency, Funding source: Auxiliary funds; Billboard Rent, 12 months, Highway 51-Stillwater Exit,

Stellar Outdoor Media, \$6,192.00, Sole source, Funding source: E&G funds; Billboard Rent, 12 months, I-35-Perry Exit, *Stellar Outdoor Media*, \$5,512.80, Sole source; Funding source: E&G funds; Window Tinting, Administration Building-Tonkawa, *Fisher Window Tinting*, \$6,576.00, Sole source; Funding source: Capital funds; Replace Radio Transmitter, *Broadcast Electronics*, \$5,565.00, Funding source: Capital funds; Uniforms & Equipment-Enid Softball, \$6,500.00, Approximate, Funding source: Auxiliary funds; Scholarship Module License Renewal, *Academic Works, Inc.*, \$6,300.00; Sole source; Funding source: Capital funds; Blackboard License Renewal, *Blackboard, Inc.*, \$8,412.00, Sole source; Funding source: Capital funds; Art Building Steps, Concrete Construction, *Juan Ramirez*, \$6,200.00, Funding source: Capital funds. **Purchases of \$10,000.00 or more** were for Labor & Materials Exterior Restoration Project, Wilkin & Harold, *Hemphill Services, LLC*, \$12,172.00, Existing contract, Funding source: Capital funds; 100 Dorm Mattresses-Tonkawa & Enid, *Made Rite Bedding*, \$13,255.00, Funding source: Capital funds; Reconfigure Media Classroom Equipment & Programming, S107, H201 & C202, *I2I Technologies*, \$26,137.62, Sole source, Funding source: Capital funds; Lecture Capture Equipment for Nursing ITV Classrooms-All Campuses, *AVL System Design*, \$44,156.88, Sole source, Funding source: Capital funds; Seal & Stripe Circle Drive, *Tru-Line Striping & Seal Coating*, \$10,588.00, Funding source: Capital funds; Blanket Purchase Order, Feed & Supplies-Sheep Center, *Two Rivers Co-op*, \$15,000.00, Sole source; Funding source: E&G funds; Blanket Purchase Order, Feed & Supplies-Sheep Center, *Livestock Nutrition Center*, \$15,000.00; Sole source, Funding source: E&G funds; Netting, Indoor Practice Facility-Tonkawa, *American Iron Construction, LLC.*, \$17,172.00; HVAC Replacement-Mabee Center, \$350,000.00, Approximate, Funding source: Capital funds; Asbestos Abatement, 3 Boilers & Flu Replacement-Wilkin, \$70,000.00, Approximate, Funding source: Capital funds; Wayfinding Signage-All Campuses, \$250,000.00, Approximate, Funding source: Capital funds; 1320' Fence, Soccer Field, \$22,500.00, Approximate, Funding source: Capital funds; 13 Microsoft Surface Tablets-Regents & Administrative Council, \$16,000.00, Approximate, Funding source: Capital funds. On the motion of Regent Brown as seconded by Regent Horning, the Regents approved the monthly purchases. Voting aye were Regents Brown, Cowan, Horning, James, and Smith. Regent James voted nay on the purchase of the fencing around the soccer field.

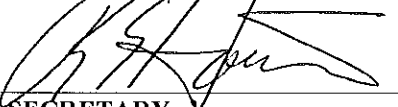
22. **Section 13 600-650 allocation request.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$270,000.00 for various projects: Instruction Furniture & Equipment, \$50,000.00; Instruction Furniture & Equipment-Enid, \$15,000.00; Instruction Furniture & Equipment-Stillwater, \$15,000.00; Computers & Networking, \$15,000.00; Computer Software Fees & Licenses, \$20,000.00; Repair of Educational Facilities, \$45,000.00; Physical Plant & Equipment, \$110,000.00. On the motion of Regent James as seconded by Regent Cowan, the Regents approved the Section 13 600-650 allocation request. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
23. **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."
24. **Items for next agenda.**
25. **Announcement of next scheduled meeting.** **NO MEETING IS SCHEDULED FOR AUGUST.** The next scheduled meeting is Tuesday, September 17, 2013, Stillwater at 1:30 p.m.
26. **Adjournment.** Motion made at 3:55 p.m. for adjournment by Regent Brown as seconded by Regent James. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.



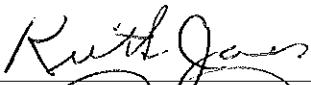
CHAIR



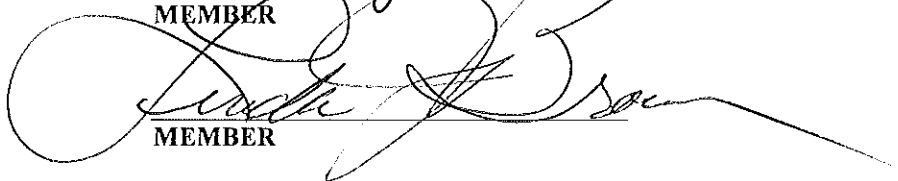
VICE-CHAIR



SECRETARY



MEMBER



MEMBER