

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Thursday, July 28, 2011, Enid Campus

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

Absent: Regent Dr. Jesse Mendez, Stacy Tiger

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

1. **Call to order.** Regent Brown 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. Four Regents were present. One Regent was absent.

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

3. **Administration of Oath of Office.** Newly appointed Regent Jeffrey T. Cowan was sworn in by Enid Municipal Court Judge Honorable Judge Linda Pickens.

4. **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.

5. **Vote to approve minutes.** The minutes of the Thursday, June 23, 2011, meeting were approved on the motion of Regent James as seconded by Regent Smith. Voting aye were Regents Cowan, James, Smith and Brown.

6. **Regents Report.** Regent James commended everyone for a great Open House at the University Center of Ponca City. The University Center is an incredible building for the students as well as Ponca City.

7. **Executive staff reports**

A. Ms. Judy Colwell, Vice President for Academic Affairs, presented attachment #1. In addition to the attached report, Ms. Colwell called attention to items on her report specifically the Faculty In-Service August 15-19, 2011.

B. Dr. Edwin Vineyard, Vice President for the Enid Campus, presented attachment #2. In addition to his report, Dr. Vineyard stated that Enid has five additional players coming to Enid due to the tuition waiver.

C. Ms. Debbie Quirey, Associate Vice President of the Stillwater Campus, presented attachment #3. In addition to Ms. Quirey's report, she is very optimistic about the fall semester and believes it will be a strong fall semester.

D. Ms. Anita Simpson, Vice President for Financial Affairs, presented attachment #4. In addition to the attached report, Ms. Simpson discussed the increase in athletic insurance coverage which is based on the number of athletes and NOC's loss history.

E. Dr. Rick Edgington, Associate Vice President of Enrollment Management, presented attachment #5. Dr. Edgington discussed the summer 2011 and the fall 2011 Preliminary Enrollment Reports. The reports covered the periods from July 28, 2009, 2010, and 2011.

F. Ms. Sheri Snyder, Vice President for Development and Community Relations, presented attachment #6. In addition to the attached report, Ms. Snyder handed out Official Dates for 2011-2012 Calendars.

G. Mr. Mike Machia, Director of Information and Instructional Technology, presented attachment #7. Mr. Machia had nothing more to add to his report.

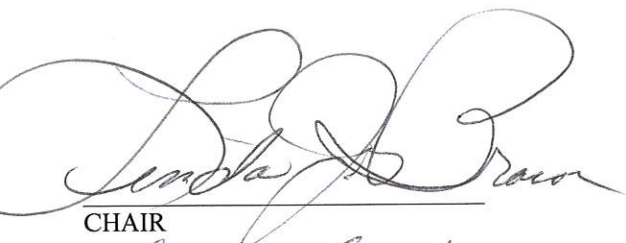
H. Mr. Larry Dye, Associate Vice President of Physical Operations, presented attachment #8. In addition to the attached report, Mr. Dye stated that NOC's 50 ft. water wells are drying up due to the drought. The wells take care of the sports fields.

I. Mr. Jason Johnson, Dean of Students, Tonkawa Campus, presented attachment #9. Mr. Johnson had nothing more to add to his report. Regent Keith James thanked everyone for all the work being done with the Agricultural Program. He is proud of all the accomplishments and awards the sheep program has won.

8. **President's report.** Dr. Cheryl Evans continues to be very busy. She advised she has been meeting one on one with Leadership Team members. She also has toured the branch campuses and met employees at those sites. She has begun meeting with Regents individually as well. She commended Stacy Tiger and her crew on a great job at the University Center grand opening. Dr. Evans advised she has been meeting recently hired faculty members. NOC has enjoyed great applicant pools this summer. She stated that everyone worked really hard on the revisions to the Employee Handbook. Dr. Evans mentioned that NOC employee Becky Simmons passed away and the memorial service for her was very nice and was held in the KPAC. Dr. Evans has met with Gary Davidson, OACC Executive Director. She mentioned she spent some time with Dr. Kurt Campbell and Bart Cardwell touring the sheep barn and this is a great program. Dr. Evans has attended Chamber of Commerce meetings in Blackwell, Ponca City, Stillwater, and Tonkawa. Dr. Evans stated she applied and was accepted to Leadership Ponca City. Stacy Tiger was also selected. She advised she and Judy Colwell had a meeting with some Enid community leaders wanting to bring back the Aviation Degree program. She also attended the YWCA annual luncheon. Dr. Evans gave the welcome at the Native American Youth Leadership event at NOC. Dr. Evans mentioned she participated in her first ever Mexican Pile-On luncheon and it was as good as any church social. Dr. Evans announced that a Leadership Team retreat will be held at NOC Cove on Monday, August 1, 2011 from 8:30 a.m. to 4:30 p.m. Dr. Evans announced that NOC will return to regular hours on Monday, August 8th for Enid and Tonkawa and Stillwater resumes normal hours on Monday, August 1, 2011. Dr. Evans shared that The Journal-Record is recognizing her as one of 50 women making a difference in the state.
9. **Other reports. Personnel Actions.** Ms. Simpson stated that three fulltime employees resigned and one fulltime Enid faculty went to PT. NOC had one death, Mrs. Becky Simmons, Director, Purchasing, Tonkawa. NOC has two new fulltime employees. Ms. Anita Bartlett has been promoted to Director, Purchasing.
10. **Academic Plan.** On the motion of Regent L. Smith as seconded by Regent Cowan, the Regents approved the Academic Plan for 2011 – 2012. Voting aye were Regents Cowan, James, L. Smith and Brown.
11. **Group One Trustee of Northern Oklahoma College Foundation, Inc.** On the motion of Regent James as seconded by Regent Cowan, the Regents approved the designation of Regent Brown to serve along with Regent Smith as members of the Group One Trustee of Northern Oklahoma College Foundation, Inc. Voting aye were Regents Cowan, James, Smith and Brown.
12. **Group Three Trustee(s) of Northern Oklahoma College Foundation, Inc.** On the motion of Regent Smith as seconded by Regent James, Mr. Mike Loftis and Mr. Rick Tozzi will serve a new term with the term ending 6-30-2014. Voting aye were Regents Cowan, James, L. Smith and Brown.
13. **New Date for October, 2011 Board Meeting.** On the motion of Regent Smith as seconded by Regent Cowan, the Thursday, October 20, 2011 meeting date has been moved to Thursday, October 27, 2011 at 1:00 p.m. with lunch being at 12:30 p.m. Voting aye were Regents Cowan, James, Smith and Brown.
14. **Discuss New Date and/or Time of Monthly Board Meetings.** On the motion of Regent Smith as seconded by Regent Cowan, the Regents approved the following new dates for the monthly board meetings. The monthly board meetings will be moved to the 4th Thursday of each month instead of the 3rd Thursday. There is **no** scheduled meeting for August. The meeting schedule is as follows: September 15, 2011, Tonkawa; October 27, 2011, Stillwater; November 17, 2011, Tonkawa; December 15, 2011, Tonkawa; January 26, 2012, Tonkawa; February 23, 2012, Tonkawa; March 15, 2012, Stillwater; April 26, 2012, Enid; May 24, 2012, Tonkawa; and June 28, 2012, Tonkawa. Voting aye were Regents Cowan, James, Smith and Brown.
15. **Transfer of Surplus Property.** On the motion of Regent James as seconded by Regent Smith, the Regents approved the transfer of surplus property of old dormitory mailboxes from former Phillips residence halls to the Oklahoma Historical Society for use of the Cherokee Strip Regional Heritage Center in Enid as requested in letter from CSRHC. Voting aye were Regents Cowan, James, Smith and Brown.

16. **Auction Dates.** On the motion of Regent Smith as seconded by Regent James, the Regents voted to declare selected property as surplus and be sold at auction on the Tonkawa and Enid Campuses. Dates and times will be determined by Larry Dye and auctioneers and should be conducted prior to fall break. Voting aye were Regents Cowan, James, Smith and Brown.
17. **NOC Presidential Investiture and 110th Celebration of Northern Oklahoma College.** On the motion of Regent Cowan as seconded by Regent Smith, the Regents approved the date of September 29, 2011 as the date for the Presidential Investiture with a budget not to exceed \$9,500.00. The investiture will be held in the Foster-Piper Fieldhouse at 2:00 p.m. Ms. Sheri Snyder and Ms. Judy Colwell will serve as co-chairs. The event will be low-cost, short and will emulate the traditional commencement ceremony. An inaugural reception will immediately follow in the lobby of the Renfro Center. A dignitary and delegate luncheon will be held from 11:30 a.m. – 1:00 p.m. in the Renfro Center. Also institutional initiatives presented will occur throughout the 110th celebration year. Voting aye were Regents Cowan, James, Smith and Brown.
18. **Employee Handbook.** On the motion of Regent Smith as seconded by Regent James, the Regents approved the revisions to the Employee Handbook. Voting aye were Regents Cowan, James, Smith and Brown.
19. **Monthly financial report.** Ms. Simpson presented the monthly financial report. On the motion of Regent Cowan as seconded by Regent L. James, the Regents approved the monthly financial report. Voting aye were Regents Cowan, James, Smith and Brown.
20. **Monthly Purchases.** Ms. Simpson presented the monthly purchases for approval. **Purchases of \$5,000.00 or more** were for 16 Beds and Mattresses-Enid, *OCI*, \$5,493.92, State contract, Funding source: Capital funds; Wellness Center/Cheer Equipment, *Gorfam Athletics*, \$9,107.75, Funding source: Capital funds; Athletic Training Supplies-Tonkawa, *Sports Health*, \$6,780.94, Funding source: E&G funds; Renewal of Annual Maintenance & Service Agreement Scanners-Tonkawa & Enid, *Scantron*, \$7,967.00, sole source, Funding source: Capital funds; Carpet Replacement-Markley & Boehme Dorms, *Mock Fashion Floors*, \$9,348.40, Funding source: Capital funds; Smartcards and Supplies, *Addtronics*, \$5,784.00, sole source, Funding source: E&G funds; Tile Installation Science Lab Remodel-Enid, *Brewer Carpet One-Enid*, \$5,539.43, Funding source: Auxiliary funds; Reroofing of Kaw Lake Cabin #1 & Bath House Metal Roofing, *Strader Building LLC*, \$7,463.00, Funding source: Auxiliary funds; Contract Labor For Tile & Grout Repair In Dorms, *Affordable Improvements*, \$6,800.00, Funding source: Capital funds. **Purchases of \$10,000.00 or more** were for Annual Periodicals Subscription Service-Vineyard Library, *Popular Subscription Service*, \$17,902.76, Funding source: Capital funds; Athletic Uniforms & Equipment-All Programs, *Baptist's Athletic Supply*, \$49,444.49, Funding source: Auxiliary funds; Gym/Dance Floors Refinishing Tonkawa-Main/Practice Gym, Wellness Dance, KPAC Dance, Enid-Main/Practice Gym, Racquetball Courts, *Arbo's*, \$27,166.36, Funding source: Capital funds; Marketing & Advertising-University Center, *Terra Firma Solutions*, \$10,000.00, Funding source: E&G funds; ITV Control Equipment-Wilkin 301, *Direct Communications*, \$33,735.00, Emergency, Funding source: Capital funds; Tonkawa & Enid Card Access Management Maintenance & Support, *Addtronics*, \$11,690.85, Sole source, Funding source: Capital funds; Annual PC & Email Security Software Licenses, *Compu Com*, \$10,105.00, Sole source, Funding source: Capital funds; Online Course Evaluation System & Annual Maintenance, *Campus America-Tulsa*, \$13,954.68, Funding source: E&G funds; Process Technology Building, *Rick Scott Construction*, \$93,000.00, Funding source: Auxiliary funds; Athletic Insurance FY 2012-Tonkawa & Enid, *Specialty Insurance Solutions*, \$67,050.00, Sole source, Roofing of Markley & Threlkeld Dorms and Rental Property, *Affordable Improvements*, \$146,922.22, Funding source: Capital funds (Regents pulled off Roofing of Markley & Threlkeld Dorms); Auditorium Railing-KPAC, *Oklahoma Stair Craft* (Brush Aluminum Railing) \$24,150.00, Funding source: Capital funds; Replacement of A/C System-Bell Dorm, *Ward's Air Conditioning, Inc.*, Emergency, Funding source: Capital funds; Combo Freezer and Cooler Unit, *Curtis Restaurant Supply & Equipment Co.*, \$16,471.25, Funding source: Capital funds. On the motion of Regent Smith as seconded by Regent James, the Regents voted to approve all items, with the exception of Item 11 in Purchases of \$10,000.00 or more for Roofing of Markley & Threlkeld Dorms and Rental Property. The Regents requested to pull off the Roofing of Markley & Threlkeld Dorms. Voting aye were Regents Cowan, James, Smith and Brown.
21. **Section 13 600-650 allocation request.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$255,000.00 for various projects: Instruction Furniture & Equipment, \$70,000.00; Computers & Networking, \$10,000.00; Computer Software Fees & Licenses, \$30,000.00; Repair of Educational Facilities, \$35,000.00; Repair of Educational Facilities-Enid, \$10,000.00; Office Furniture & Equipment, \$5,000.00; Dorm Furniture & Equipment, \$75,000.00; Library Acquisitions, \$10,000.00; Library Acquisitions-Enid, \$10,000.00. On the motion of Regent Smith as seconded by Regent Cowan, the Regents approved the Section 13 600-650 allocation request. Voting aye were Regents Cowan, James, Smith and Brown.

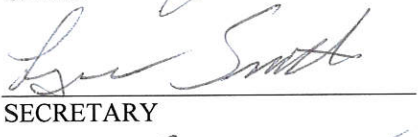
- 22. **New Business.** Consideration of “any matter not known about or which could not have been reasonably foreseen prior to the time of the posting of the agenda.”
- 23. **Items for next agenda.**
- 24. **Announcement of next scheduled meeting; Thursday, September 15, 2011, 12:30 p.m., Tonkawa Campus.**
- 21. **Adjournment.** Motion made at 3:05 p.m. for adjournment by Regent Smith as seconded by Regent James. Voting aye were Regents Cowan, James, Smith and Brown.



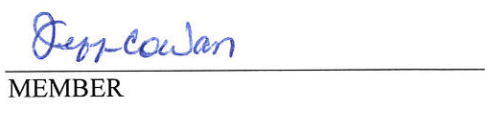
CHAIR



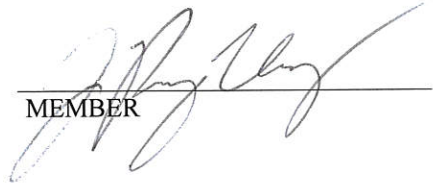
VICE-CHAIR



SECRETARY



MEMBER



MEMBER