

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Thursday, September 15, 2011, Tonkawa Campus

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

Absent:

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

1. **Call to order.** Regent Brown called the meeting to order at 1:30 p.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.** Josh Wilkins, Johnson Controls, gave a detailed PowerPoint presentation regarding the Energy Management Program for Northern Oklahoma College. In summary, NOC wants to avoid utility costs; reduce operations and maintenance; upgrade controls and address equipment needs. NOC spent \$1,117,740.00 on the Tonkawa and Enid Campuses for gas, water, and electricity last year. This does not include maintenance costs. Johnson Controls should have the final cost/savings ready for the October Board of Regents meeting.
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, July 28, 2011, meeting were approved on the motion of Regent James as seconded by Regent Smith. Voting aye were Regents Cowan, James, Mendez, Smith and Brown.
5. **Regents Report.** No report was given by the Regents.
6. **Executive staff reports**
 - A. Ms. Judy Colwell, Vice President for Academic Affairs, presented attachment #1. In addition to the attached report, Ms. Colwell handed out preliminary information regarding the Investiture of Dr. Cheryl Evans on Thursday, September 29, 2011.
 - 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. She stated she was very pleased to announce that Kyle Hale, NOC/OSU Gateway student, has earned an Athletic Scholarship to play for the Cowboys this year.
 - D. Ms. Anita Simpson, Vice President for Financial Affairs, presented attachment #4. In addition to the attached report, Ms. Simpson stated there will be no increase in insurance premium costs for calendar year 2012. There will be a slight premium increase for both the dental insurance and vision insurance. Ms. Simpson discussed the following reports: Commissioners of the Land Office Apportionment Revenues to Colleges and Universities; University Center at Ponca City Revenue Expense Analysis History for fiscal years 2006 through 2011; and the UC FY2012 Budget.
 - E. Dr. Rick Edgington, Associate Vice President of Enrollment Management, presented attachment #5. Dr. Edgington discussed the fall 2011 Preliminary Enrollment Reports. The reports covered the periods from September 15, 2009, 2010, and 2011.

- F. Ms. Sheri Snyder, Vice President for Development and Community Relations, presented attachment #6. Ms. Snyder had nothing more to add to her report.
- 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 thanked Johnson Controls for taking the time to give the presentation which provided much information and he hopes this will help the Regents to make the right decision.
- 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.** Dr. Cheryl Evans continues to be very busy. Dr. Evans thanked everyone for all their hard work. She advised that Chancellor Johnson's mother passed away and requested we keep him and his family in our thoughts and prayers. Dr. Evans stated that the name tags are well received. She has met with and continues to meet with the Leadership Team one on one to get feedback and talk about their ideas for the future. She attended Maverick Pride Day in Tonkawa as well as Jets Pride Day in Enid. Dr. Evans visits the cafeteria occasionally to visit with the students. She attended the Tonkawa Development Authority meeting, as well as area chamber meetings. Dr. Evans advised that she and Stacy Tiger will attend Ponca Politics on September 30th, 11:30 a.m., at Ponca City Hall. She has attended several businesses after hours, including the one today in Stillwater. Dr. Evans advised that she and Stacy Tiger are both members of Leadership Ponca City for 2011 and they recently attended a retreat in Arkansas City, KS, Camp Horizon. As part of Leadership Ponca City, each member is required to serve on a board and she has been assigned to serve on the Marland Grand Home Board. Dr. Evans advised that NOC is beginning discussions with Autry Tech to partner with Petroleum Technology. Dr. Evans mentioned she attended the Integris Bass Board meeting. She met with Crawford & Tate external auditors and they were very complimentary of NOC. She attended Frank Lucas town hall meeting. She attended the Oklahoma Partnership in Education (OPIE) meeting. Dr. Evans is working with Sheri Snyder and the Foundation. She recently met with John Martin to share ideas and work on the strategies and policies. She advised that the Phelps agreement is finalized. She further stated that NOC received a contribution from 1st National Bank in Tonkawa. Dr. Evans stated that the Berglund Fund endowed two faculty chairs. Dr. Evans advised NOC received a very generous trust gift from Bert and Janice Mackie. Dr. Evans stated that Fritz Osell will be inducted into the Knights of Malta in November 2011 in New York City. Dr. Evans shared about the new Presidential Partners Program which will raise unrestricted funds through the Foundation to help with things state funds aren't available to accomplish for students and employees. As part of NOC's 110th Anniversary, the AD Buck Museum is being transformed into a Welcome/Visitor Center. She is working on a Scholarship Task Force. Dr. Evans and Rick Allan made a trip to Kaw Lake to look over the summer projects. Dr. Evans has done several drive time radio interviews with our area radio stations. She also is creating a Wellness Center Task Force. Dr. Evans stated that she and other Leadership Team members were hosted by the Tonkawa Tribe Leaders, Don Patterson and Jim Schreen, with a tour of Ft. Oakland and the Chilocco School. She stated they are working together on a plan for gaming training. Dr. Evans mentioned that she transferred from the Enid Rotary to the Ponca City Rotary. She also was invited to join the Tonkawa Lions Club. She found some stored Gene Daugherty original paintings and has had them framed and they are hanging outside the President's Boardroom. She participated in the President's Leadership Council (PLC) retreats. She attended the Oklahoma Foundation for Excellence Board meeting. Dr. Evans stated she wants to organize a Degree Completion Task Force. Dr. Evans stated that Campus Beautification is underway. Dr. Evans mentioned that they are looking at a stipend for employees in November. She stated that work is being done on way finder signage for the campuses.
8. **Other reports. Personnel Actions/NOC Receives NSF Grant.** Ms. Simpson stated that eight fulltime employees resigned and sixteen fulltime employees were hired for the Fall Semester 2011. Dr. Judy Colwell announced that Northern Oklahoma College submitted a preliminary proposal in collaboration with four other colleges and universities and two industry partners to design, develop, and implement problem-based, troubleshooting instructional modules for various energy degree programs. Positive feedback from the NSF program officer encouraged us to go forward with submission of the formal proposal due in October. Last week, we received notification from the National Science Foundation that Northern Oklahoma College has been awarded a grant of \$899,165.00 for support of the project. The grant is for three years and NOC will serve as fiscal agent of the grant. NOC will host the first annual Leadership Team retreat. Institutional and industry partners of this initiative include: Northern Oklahoma College; Sowela Technical Community College; Houston Community College; Bismarck State College; University of Alaska; Eastman Chemical Company; Simtronics Corporation.

9. **FY2010-2011 Internal Audit Report.** Mr. Jim Hinkle and Mr. Wade Fisher presented the finding of the FY2010-2011 Internal Audit. Mr. Fisher stated that overall the audit went well. He stated Ms. Simpson runs a tight ship and he commended her and her staff for a good job. He stated that expenditures are audited yearly. Mr. Jim Hinkle presented the Policy and Procedures and they were followed well. Section 1-Revenue and there were no findings. Section 2- Maintenance and no major irregularities were found. Only one minor finding and that was 10 miles off on mileage report. Section 3-Expenditures and there were no findings. Section 4-Payroll with no irregularities. The only finding was that one person didn't sign the I-9 form or date it. Mr. Hinkle stated that the Pell awards increased substantially and there was an increase in concurrent enrollment. On the motion of Regent L. Smith as seconded by Regent Cowan, the Regents approved the FY2010-2011 Internal Audit. Voting aye were Regents Cowan, James, Mendez, L. Smith and Brown.
10. **Discuss Conflict and Possibly Move NOC Board of Regents Meeting Dates.** Due to conflicts in meeting dates, the Regents voted to change the Thursday, October 27th meeting to Tuesday, October 25th with the meeting at Cowboy Mall in Stillwater. The Thursday, November 17th meeting was changed to Monday, November 14th in Tonkawa. The November meeting will begin with lunch at 12:30 p.m. with the Regents meeting beginning at 1:00 p.m. On the motion of Regent Smith as seconded by Regent Cowan, the Regents approved the date changes for the October and November meetings. Voting aye were Regents Cowan, James, Mendez, Smith and Brown.
11. **Title IX Revisions.** Ms. Quirey presented the Title IX Revisions. The revisions are mandated from the Office of Civil Rights and failure to comply can pull the schools financial aid. The policy has clear timelines for documentation. Every staff and faculty must be trained and verified in writing. In short, the revision states that if a student is violated on or off the campus and the first person notified must start the documentation process. Should the first employee notified fail to start the documentation, that employee could be held personally responsible for the incident. On the motion of Regent L. Smith as seconded by Regent James, the Regents approved the Title IX Revisions. Voting aye were Regents Cowan, James, Mendez, L. Smith and Brown.
12. **Group Three Trustee(s) of Northern Oklahoma College Foundation, Inc.** On the motion of Regent James as seconded by Regent Mendez, Mr. Jim Rodgers, Attorney at Law, has been re-appointed to serve another term as a Group Three Trustee of the Northern Oklahoma College Foundation, Inc. with his term ending 6-30-2014. Voting aye were Regents Cowan, James, Mendez, L. Smith and Brown.
13. **Handling of Gifts to the College.** On the motion of Regent Mendez as seconded by Regent Smith, the Regents voted to approve that all gifts of money, security and other funds to Northern Oklahoma College be handled most economically and expeditiously and be invested to the greatest advantage of the college if said gifts are made to the Northern Oklahoma College Foundation, Inc. for the use and benefit of Northern Oklahoma College rather than directly to the college. Voting aye were Regents Cowan, James, Mendez, Smith and Brown.
14. **Possible renaming opportunity for the Planetarium and Observatory.** On the motion of Regent James as seconded by Regent Smith, the Regents voted to rename the Planetarium on the Enid Campus to the Bert and Janice Mackie Planetarium in honor of their dedication to Higher Education. Voting aye were Regents Cowan, James, Mendez, Smith and Brown.
15. **Monthly financial report.** Ms. Simpson presented the monthly financial reports for July and August, 2011. On the motion of Regent Cowan as seconded by Regent Mendez, the Regents approved the July monthly financial report. Voting aye were Regents Cowan, James, Mendez, Smith and Brown. On the motion of Regent Smith as seconded by Regent James, the Regents approved the August monthly financial report. Voting aye were Regents Cowan, James, Mendez, Smith and Brown.
16. **Monthly Purchases.** Ms. Simpson presented the monthly purchases for approval. **Purchases of \$5,000.00 or more** were for Computer Upgrade Studio 131-University Center, *Hewlett-Packard*, \$6,435.00, State Contract, Funding source: E&G Funds; Blanket Purchase Order-Sheep Center Feed & Supplies, *Plains Partners*, \$5,000.00, sole source, Funding source: E&G Funds; ITV Software & Installation-Tonkawa, *Direct Communications*, \$8,311.00, sole source, Funding source: Capital Funds; Camcorder & Accessories for Campus Events – Tonkawa & Enid, *B&H Photo-Video-Pro Audio*, \$5,215.50, Funding source: Capital funds; Replacement Laptops for Faculty-All Campuses, *Insight Public Sector*, \$8,479.70, Funding source: Capital funds; Replacement Compressor for A/C Unit-Threlkeld, *Trane U.S. Inc.*, \$9,057.87, emergency, Funding source: Capital funds; **Purchases of \$10,000.00 or more** were for Media Projection System W/Programs-

Enid Math Science, *Ash Enterprises International, Inc.*, \$48,595.00, sole source, Funding source: Capital funds, Private funds; Heat/Electric Cooling Units-Tonkawa Creative Arts, *Ward's Air Conditioning, Inc.*, \$18,700.00, sole source, *not the lowest bid, equipment brand not adequate, Funding source: Capital funds; Cameras and Cables for ITV Rooms-Stillwater & Enid, *Direct Communications*, \$16,745.00, sole source, Funding source: Auxiliary funds; Blanket Purchase Order-Sheep Center Feed and Supplies, *Farmers Coop*, \$15,000.00, sole source, Funding source: E&G funds; Blanket Purchase Order-Sheep Center Feed and Supplies, *Livestock Nutrition Center*, \$15,000.00, sole source, Funding source: E&G funds; Metal Stack Chairs for Classrooms-Tonkawa, *Oklahoma Correctional Industries*, \$10,403.75, state contract, Funding source: Capital funds; Billboard Advertising (36 months), *Whistler Sign Company*, \$18,750.00 sole source, Funding source: E&G funds; 2012 Transit Connect XLT Van, (courier vehicle with moving billboard), *Jack Bowker Ford*, \$21,060.00, Funding source: Capital funds; ITV Room Upgrade-Harold 312, *Direct Communications*, \$34,995.00, emergency, Funding source: Capital funds; FY2011 External Auditing Services Including A-133 Audits for Upward Bound Program & University Center ARRA Funds, *Cole & Reed, P.C.*, \$44,200.00, Funding source: E&G funds, Federal funds & Private funds (UC Foundation will pay \$2,500); Fire Alarm System Student Union/Cafeteria, *Falco Alarm Company*, \$15,092.00, sole source, Funding source: Auxiliary funds. On the motion of Regent James as seconded by Regent Mendez, the Regents voted to approve the low bids for purchases of \$10,000.00 or more with the exception of item #2, Ward's A/C bid. Voting aye were Regents Cowan, James, Mendez, Smith and Brown.

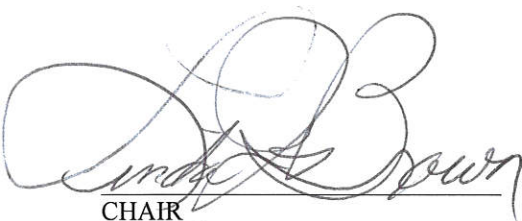
17. **Section 13 600-650 allocation request.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$200,000.00 for various projects: Instruction Furniture & Equipment, \$60,000.00; Instruction Furniture & Equipment-Enid, \$25,000.00; Instruction Furniture & Equipment-Stillwater, \$20,000.00; Repair of Educational Facilities, \$10,000.00; ADA Compliance-Enid, \$5,000.00; Physical Plant Equipment, \$25,000.00; Office Furniture & Equipment, \$10,000.00; Dorm Furniture & Equipment, \$20,000.00; Purchase of Vehicle, \$25,000.00. On the motion of Regent Smith as seconded by Regent Mendez, the Regents approved the Section 13 600-650 allocation request. Voting aye were Regents Cowan, James, Mendez, Smith and Brown.

18. **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."

19. **Items for next agenda.** Presentation by Johnson Controls

20. **Announcement of next scheduled meeting; Tuesday, October 25, 2011, 12:30 p.m., Cowboy Mall, Stillwater.** Gateway Ambassadors will join the Regents for lunch.

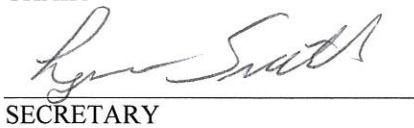
21. **Adjournment.** Motion made at 4:35 p.m. for adjournment by Regent Mendez as seconded by Regent Smith. Voting aye were Regents Cowan, James, Mendez, Smith and Brown.



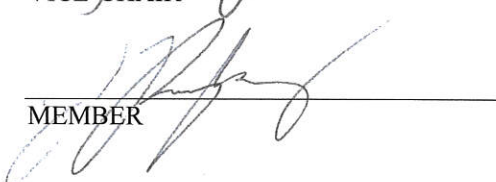
CHAIR



VICE-CHAIR



SECRETARY



MEMBER



MEMBER