

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Tuesday, September 17, 2013, Stillwater 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, Jason Johnson, Michael Machia, Debbie Quirey, Anita Simpson, Sheri Snyder, Dr. Pam Stinson, Bill Johnson, and Sherry Reubell.

1. **Call to order.** Regent Smith 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.
2. **Introduction of visitors, guests, and/or speaker.** Nate Atchison, Finley and Cook Auditors.
3. **Reciting of the Northern Oklahoma College Mission Statement.**

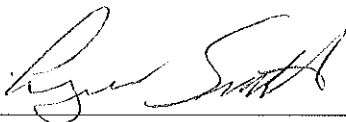
Northern Oklahoma College, the State's oldest community college, is a multi-campus, land-grant institution that provides high quality, accessible, and affordable educational opportunities and services which create life-changing experiences and develop students as effective learners and leaders within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

4. **Vote to approve minutes.** The minutes of the Tuesday, July 16, 2013 meeting were approved on the motion of Regent Cowan as seconded by Regent Horning. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
5. **Regents Report.**
 - Regent Smith stated that today was a wonderful day for the NOC/OSU Gateway 10 year celebration. Regent Horning thanked Sheri Snyder and Debbie Quirey for all their hard work to make this day a success.
 - Regent James mentioned that the Wildlife Commission was monitored by the School Land Commission. James stated that some Oklahoma State Foundation properties were also monitored by the School Land Commission.
 - Regent Cowan mentioned that the Enid UC Center was a very nice facility with a great program.
 - Dr. Cheryl Evans added that Autry Tech, NOC, and AP Courses approved by the "College Board" were offerings available at the Enid UC program. Evans stated that EPS buys the textbooks so students don't have expense for courses taken at their new building.
6. **Administrative Updates.**
 - No additional information was given.
7. **President's Update.**
 - Dr. Cheryl Evans thanked Sheri Snyder, Debbie Quirey, committee members, and Regent Horning for all their efforts to plan the 10 year celebration of the NOC/OSU Gateway Program.
 - Dr. Evans announced the PLC will be taking a trip to Washington, D.C. over fall break. They earned their own money and Presidential Partners will also help fund the trip. She stated that Senator Coburn's office is assisting with their schedule while in D.C.
 - Dr. Evans mentioned several up and coming events:
 - Regents' Education Program (REP) Annual Conference will be held on Thursday, September 26, 2013 in Oklahoma City and she encouraged the Regents to attend.
 - September 26 there will be a Bridge celebration with NOC, NWOSU, and the Enid Higher Ed Council.
 - An art show with Jim Bray is coming up.
 - October 4, 2013, Dr. Edwin Vineyard, Sr. will be posthumously inducted into the Oklahoma Association of Community Colleges (OACC) Hall of Fame.
 - On October 6, 2013, Silvertop Farms is hosting another scholarship fund raiser in Tonkawa.
 - On October 15, 2013, Dr. Joe Kinzer will be inducted into the Oklahoma Higher Education Hall of Fame.
 - Dr. Evans stated that the search process is ongoing for the Vice President for Student Affairs.
8. **Other reports.**
 - Resignations/Terminations/New Hires. Ms. Simpson advised that NOC hired sixteen fulltime employees and eleven fulltime employees resigned.

9. **The New Criteria for Accreditation.** Dr. Pam Stinson, Higher Learning Commission liaison for NOC, reported that HLC was doing some restructuring with long-time Vice President Lynn Priddy taking a new position at a university. Peer reviewer training normally conducted in November will be moved to the summer. No other updates have been provided from HLC this month.
10. **Strategic Plan Quarterly Update Report.** Dr. Pam Stinson, Strategic Plan Coordinator for NOC, handed out a Strategic Plan Quarterly Update Report showing progress toward goals which included:
- The distribution of Spring 2013 CCSSE results to all employees with discussion at the fall in-service workshops on new strategies for retention
 - Continued progress in the Energy Performance Management System plan, the removal of two unsafe structures (rental house property-Tonkawa, Music Building-Enid), and numerous other upgrades to areas such as Wilkin Hall and Harold Hall exteriors, Tonkawa circle drive, Enid Art Building steps, campus sidewalks, upgraded projectors for Cowboy Mall classrooms, etc.
 - The review of areas in which embedded certificates might be offered, including a potential nursing certificate earned after one year in the nursing program
 - The review of models for new employee orientation and employee satisfaction surveys by goal 4 coordinators, with plans to present alternatives to employee committees for further review
 - Northern Oklahoma College Foundation's approval of its updated strategic plan and the complements it will provide for the institutional strategic plan
 - Expansion of grant applications with the hiring of a new grant coordinator and accountant
11. **FY2013 Internal Audit Report.** Mr. Nate Atchison presented the FY2013 Internal Audit Report. No issues were found on expenditures and everything was classified and posted correctly. Out of approximately 30 travel claims examined, there were no significant problems. There was only one change in the school policy regarding the use of state car. Property rental agreements, revenues and payments were all in order. No problems found in property rental. Payroll was examined and found no problems with payroll rates and withholdings. There was one minor finding of no I-9 form but that form came in before the audit was complete. This examination was very smooth due to ACL software which checks for duplicate social security numbers. Mr. Atchison thanked Anita Simpson and her group for a good clean audit. On the motion of Regent Brown as seconded by Regent James, the Regents approved the FY2013 Internal Audit Report as presented. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
12. **Northern Oklahoma College 2013-2014 Institutional Degree Completion and Academic Plan.** Dr. Judy Colwell presented the 2013-2014 Institutional Degree Completion and Academic Plan. On the motion of Regent Horning as seconded by Regent Brown, the Regents approved the 2013-2014 Institutional Degree Completion and Academic Plan as presented. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
13. **Program Option Deletions.** Dr. Judy Colwell requested Program Option Deletions as follows:
- 1) Interdisciplinary Education option within the A.S. in Arts & Sciences
 - 2) Information Assurance & Forensics option within the A.S. in Computer Science
 - 3) Pre-Law option within the A.A. in Social Science
 - 4) Three Dimensional option within the A.A.S. in Digital Media, Animation, & Design
 - 5) Multimedia Authoring option within the A.A.S. in Digital Media, Animation, & Design
 - 6) Telecommunications option within the A.A.S. in Information Technology
 - 7) Early Childhood Education option within the A.A. in Child Development
 - 8) Administration Management option within the A.A. in Child Development
 - 9) Astronomy option within the A.S. in Arts & Sciences (moved to option under A.S. in Mathematics and Physical Science)
 - 10) Pre-Pharmacy Option within the A.S. degree in Pre-Professional (moved to option under A.S. in Biological Sciences).
- On the motion of Regent James as seconded by Regent Cowan, the Regents approved the Program Option Deletions as presented. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
14. **Monthly Financial Report.** Ms. Simpson presented the Monthly Financial Report. On the motion of Regent Brown as seconded by Regent Cowan, the Regents approved the Monthly Financial Report. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.
15. **Monthly Purchases.** Ms. Simpson presented the monthly purchases for approval. Purchases of \$5,000.00 or more were for Replace Water Damaged Carpet in Mabee Center Locker Room, *Brewer Carpet One*, \$5,426.90, emergency, Funding source: Capital Funds; Annual Renewal Cost for Alert Notification System, *Rave Wireless, Inc.*, \$8,000.00, sole source, Funding source: Capital funds; Enid Men's Basketball Uniforms, *Baptist Athletic Supply*, \$5,344.50, Funding source: Auxiliary funds; Enid Women's Basketball Uniforms, *Baptist's Athletic Supply*, \$7,979.48, Funding source: Auxiliary Funds; Tonkawa Softball Uniforms, *Dupree Sports*, \$7,466.00,

Funding source: Auxiliary Funds; Replacement Laptops For Faculty, *GovConnection*, \$9,968.20, E&I Contract, Funding source: Capital funds; Hay and Bedding For Sheep Center, *John Neighbors*, \$5,930.00, sole source, Funding source: E&G funds; Bulk Mailer Printer, Software, Lease, *Neopost USA*, \$7,987.92, GSA contract, Funding source: Auxiliary funds; Lobby Furniture For Residence Halls-Tonkawa, *Southwest Business Products*, \$9,254.00, emergency, Funding source: Auxiliary funds; Replace Existing Vanities in Vineyard Library Administration & KPAC South End, *Well's Plumbing*, \$6,289.44, Funding source: Capital funds; Nursing Student & Faculty Drug Screening, *SurScan*, \$8,080.00, sole source, Funding source: Auxiliary funds; Annual Service/Maintenance Agreement Testing Scanners, *Scantron*, \$9,459.00, sole source, Funding source: Capital funds; Painting CDSA Building Metal-Enid, *Hoffman Painting*, \$6,840.00, prior contract, Funding source: Auxiliary funds; 25 Oak Beds-Residence Hall-Tonkawa, *Oklahoma Correctional Industries*, \$5,861.25, state contract, Funding source: Capital funds; Humidity Control-Library, *Advance Catastrophe Technologies*, \$6,950.00, emergency, Funding source: Capital funds; Tutoring Lab Computers, *ProVantage*, \$7,171.10, Funding source: Capital funds; 3 Wide Screen Interactive Displays, *Video Reality*, \$5,622.00, state contract #C1101, Funding source: Capital funds; Sandblast Benches, Trash Cans & Light Poles-Enid, *Total Energy Fabrication*, \$7,500.00, prior bid, Funding source: Capital funds; Powder Coat Benches, Trash Cans & Light Poles-Enid, *Prizm Powder Coatings*, \$7,500.00, prior bid, Funding source: Capital funds. Purchases of \$10,000.00 or more were Remove and Replace Roof On Varsity Locker Room and Bush-Duvall Lobby-Tonkawa, *All Phase Roofing*, \$29,585.75, Funding source: Capital funds; One Year Renewal of Service, *Blackboard Finance Operations*, \$18,867.50, sole source, existing contract, Funding source: Capital funds; Tablets For Faculty and Staff, *CDW-Government*, \$16,985.10, Oklahoma Board of Regents Contract, Funding source; Capital funds; Boiler Vent Upgrade-Earl Butts Dorm, *Dense Mechanical*, \$13,991.00, emergency, sole source, Funding source: Capital funds; Fencing For NOC Soccer Field, *Holder's Quality Fencing*, \$24,532.50, Funding source: Capital funds; Periodical Subscriptions, *Popular*, \$23,518.21, Funding source: Capital funds; Engineering For HVAC At Mabee Center, *PSA Consulting*, \$16,461.38, sole source, Funding source: Capital funds; Netting and Used Turf-Indoor Practice Facility-Tonkawa, *American Iron Construction, LLC*, \$28,355.00, Funding source: Capital funds; Install Boilers at Wilkin Hall, *Ward's Air Conditioning*, \$19,800.00, Funding source: Capital funds; Technology Equipment Upward Bound-Enid, *ProVantage*, \$18,421.90, Funding source: Auxiliary funds; Wilkin & Harold Hall Exterior Rehabilitation-Change Order, *Hemphill Services*, \$18,290.00, prior bid, Funding source: Capital funds; FY2014 Athletic Insurance, *Summit America Insurance Services*, \$87,623.00, sole source; Funding source: E&G funds; Tracking Software HP Computrace-3 Year Renewal, *CDW-G*, \$13,711.92, Oklahoma Board of Regents Contract, Funding source: Capital Funds; 48 Student HP Probook Laptops, *CDW-G*, \$25,404.00, Oklahoma Board of Regents Contract, Funding source: Grant funds; 3 Boilers-Wilkin, *Hambrick-Ferguson*, \$42,005.00, sole source, Funding source: Capital funds; 13 Microsoft Surface Pro Tablets, *CDW-G*, \$16,634.28, Oklahoma Board of Regents Contract, Funding source: Capital funds; Annual Pest Control Treatment Residence Halls-Enid, *Parker Pest Control*, \$17,835.00, emergency, Funding source: Auxiliary funds; Annual Pest Control Treatment Residence Halls-Tonkawa, *Parker Pest Control*, \$25,179.00, emergency, Funding source: Auxiliary funds; Professional Grade Projector-Demo Model, *ProPresenters*, \$11,382.40, sole source, Funding source: Capital funds; Office Furniture for Gantz & Mabee Center Offices-Enid, *Merrifield Office Supply*, \$18,262.00, state contract, Funding source: Capital funds. On the motion of Regent Brown as seconded by Regent Cowan, the Regents approved the Monthly Purchases. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.

16. **Section 13 600-650.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$475,000.00 for various projects: Instruction Furniture & Equipment, \$135,000.00; Instruction Furniture & Equipment-Enid, \$10,000.00; Computers & Networking, \$40,000.00; Computers & Networking-Enid, \$5,000.00; Computer Software Fees & Licenses, \$50,000.00; Repair of Educational Facilities, \$15,000.00; Repair of Educational Facilities-Enid, \$10,000.00; ADA Compliance, \$20,000.00; Roof Replacement, \$30,000.00; Campus Dining Facilities, \$20,000.00; Physical Plant & Equipment, \$30,000.00; Physical Plant & Equipment-Enid, \$30,000.00; Office Furniture & Equipment, \$5,000.00; Office Furniture & Equipment-Enid, \$20,000.00; Dorm Furniture & Equipment, \$10,000.00; Library Acquisitions, \$15,000.00; Library Acquisitions-Enid, \$15,000.00; Purchase of Vehicle, \$15,000.00. On the motion of Regent Brown 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.
17. **New Business.** Ms. Quirey thanked Regents James and Brown for attending the Tailgate event last Saturday. Ms. Quirey announced that Wade Watkins will participate in an International Forum in Iceland during fall break. Regent Brown thanked NOC for utilizing Surface tablets for electronic materials at the board meetings.
18. **Items for next agenda.**
19. **Announcement of next scheduled meeting.** The next scheduled meeting is Tuesday, October 15, 2013, Tonkawa Campus, 9:00 a.m.
20. **Adjournment.** Motion made at 3:20 p.m. for adjournment by Regent Brown as seconded by Regent James. Voting aye were Regents Brown, Cowan, Horning, James, and Smith.

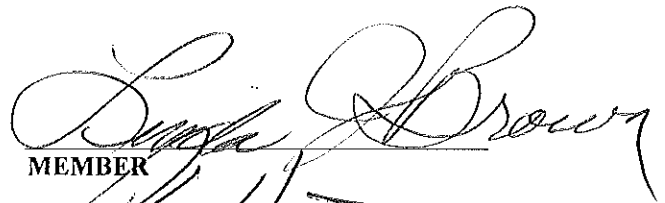


CHAIR

VICE-CHAIR



SECRETARY



MEMBER



MEMBER