

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

September 27, 2007

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**Present:** Chair Linda Brown, Regents Keith James, Richard Detten, Lynn Smith, and Jesse Mendez

**Absent:**

**Staff present:** Dr. Joe Kinzer, President, Dr. Roger Stacy, Anita Simpson, Marion Tucker, Sheri Snyder, Dr. Ed Vineyard, Mick Weiberg, Larry Dye, Dr. Rick Edgington, Debbie Quirey, Judy Colwell, Jill Dark, Bill Johnson, Traci Looney, and Boomer Appleman

Chair Linda Brown called the meeting to order at 2:00 p.m. Notice of the meeting had been given to the Secretary of State and the agenda posted.

1. **New Regents Administration of Oath of Office.** Regent Jesse Mendez was sworn in by Judge Dennis Hladik who administered the oath of office.
2. **Vote to approve minutes.** The minutes of the July 19, 2007, meeting were approved on the motion of Regent Detten and seconded by Regent Smith. Voting aye were Regents Brown, Detten, James, Mendez, and Smith.
3. **Internal Audit Report for FY 2006-2007.** Mr. Nathan Atchison, Partner, Finley and Cook, P.L.L.C. presented the Internal Audit Report for FY 2006-2007. He reported a good system of internal control in place. On the motion of Regent Detten as seconded by Regent Mendez, the Regents approved the Internal Audit Report. Voting aye were Regents Brown, Smith, Detten, Mendez, and James.
4. **Executive Session.**
  - A. On the motion of Regent Smith as seconded by Regent James, the Regents entered into executive session at 3:05 p.m. for confidential communications regarding pending legal matters pursuant to Title 25, Oklahoma Statutes, Section 307(B)(4) of the Open Meeting Act. Voting aye were Regents Smith, Brown, James, Mendez, and Detten.
  - B. On the motion of Regent James as seconded by Regent Detten the executive session ended at 4:03 p.m. Voting aye were Regents Brown, Detten, Smith, Mendez, and James.
5. **Miscellaneous Reports.**
  - A. **Regents report.** Regent James stated that the Jets Baseball Integris Infield Indoor Practice Facility was completed and the dedication, which took place just prior to the meeting, was an exciting event for NOC, the community, and all those who made it possible. He also reported that the NOC/OSU classroom building groundbreaking took place in Stillwater on September 14, 2007 and is another example of the partnership between institutions. Regent Brown announced that President Kinzer will be retiring in July 2008 and that the board will appoint a screening committee to begin the selection process for a new President.
  - B. **President's report.** President Kinzer reported briefly on the TRIO Grant.
  - C. **Executive staff reports.**
    1. Dr. Roger Stacy, Vice President for Academic Affairs, reported on academic events on campus. He mentioned the K20 Curriculum Articulation Program and STEM Project. The Process Technology Program is expanding.
    2. Mick Weiberg, Vice President for Student Services, presented a residence hall occupancy report. He also reported on the OBI Blood Drive, the soccer teams, and the Luau, which is a popular event on campus. He also announced that Karie Linsenmeyer, women's softball coach and physical education instructor, was selected as NJCAA Region II Assistant Director.


3. Marion Tucker, Vice President for Information Technology, reported that Microsoft Office 2007 installation has been completed. She also reported that Smartboards were installed in 10 presentation classrooms on the Tonkawa campus, and 5 are being planned for Enid. She mentioned that wireless access control in Tonkawa was implemented to control log-ons and deny system access to unauthorized users.
4. Dr. Ed Vineyard, Vice President for the Enid Campus, reported on events and activities on the Enid campus including fall enrollment, residence hall population, commuter luncheon, intramurals, and the Dual Enrollment Agreement with NWOSU.
5. Ms. Anita Simpson, Vice President for Financial Affairs, reported on financial affairs including auditors, and gave a summary of bond projects.
6. Ms. Sheri Snyder, Vice President for Development and Community Relations, distributed promotional bags of items in preparation for the Higher Learning Commission visit. She introduced 2 new staff members: Bill Johnson, Director of Public Information, and Traci Looney, Photojournalist. She announced that the Open House and Ribbon Cutting for the Allied Health and Communications Building will be held on November 30<sup>th</sup>.
7. Ms. Debbie Quirey, Associate Vice President of the Stillwater Campus, reported on the NOC/OSU Gateway Program enrollment numbers, general education courses offered, course section offerings, and the OBI Blood Drive.
8. Mr. Larry Dye, Associate Vice President of Physical Operations, reported that construction on the Allied Health and Communications Building and the Vineyard Library Administration Building is on track. He also commented on the sheep facility, fencing, and the parking lot for the Earl Butts residence hall
9. Dr. Rick Edgington, Associate Vice President for Enrollment Management/Registrar, reported final fall enrollment figures and spring enrollment will begin soon. The Miss NOC Pageant will be held October 16<sup>th</sup> in the Kinzer Performing Arts Center.
10. Judy Colwell, Dean of Instruction, the Higher Learning Commission visit to NOC is February 11<sup>th</sup>-13<sup>th</sup>, 2008. There will be an ACBSP visit February 25<sup>th</sup>-27<sup>th</sup>, 2008.


D. **Other.** No discussion. No action taken.


6. **Capital Project Agreement with Oklahoma State University.** President Kinzer recommended that the Regents approve a Capital Project Agreement with Oklahoma State University for the new classroom building. On the motion of Regent Smith as seconded by Regent Detten, the Regents approved the recommendation subject to refining the language to clearly reflect the land in the lease as well as the building. Voting aye were Regents Detten, Brown, James, and Smith. Regent Mendez recused himself from the conversation and abstained from voting due to his employment relationship with Oklahoma State University.
7. **Academic Affairs.** Dr. Kinzer recommended that the Regents approve a Cooperative Agreement with Autry Technology Center for the Associate of Applied Science Degree program Respiratory Care. On the motion of Regent Smith as seconded by Regent James, the Regents approved Cooperative Agreement with Autry Technology Center as presented Anita Simpson. Voting aye were Regents Smith, James, Brown, Mendez, and Detten.
8. **Textbook Rental Program.** Dr. Kinzer requested approval to establish a textbook rental program in order to provide students with an additional option for acquiring textbooks. On the motion of Regent Smith as seconded by Regent James, the Regents approved the request as presented. Voting aye were Regents Smith, Brown, Detten, Mendez, and James
9. **Section 13 600-650 allocation request.** Anita Simpson presented a Section 13 allocation request in the amount of \$180,000.00 for various projects. On the motion of Regent James as seconded by Regent Smith, the Board approved the request. Voting aye were Regents James, Detten, Smith, Mendez, and Brown.

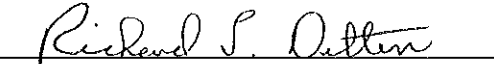
10. **Monthly financial report.** Anita Simpson presented the expenditure report for the months of July and August. On the motion of Regent James as seconded by Regent Detten, the Regents approved the financial reports. Voting aye were Regents James, Detten, Brown, Mendez, and Smith.
  
8. **Monthly purchases.** Anita Simpson presented the purchases report for July and August. Purchases for \$5,000.00 or more were for Networking Supplies – Allied Health & Communications Center, *Communications Supply Corp*, \$8,790.60, sole source; Fencing – Sheep Program, *Stillwater Milling Company*, \$6,155.05; Pens – Sheep Program, *Garfield Panel Co.*, \$6,515.00; Water Line replacement – Harold Hall, *Wells Plumbing Co. Inc.*, \$5,665.85, Emergency; Adobe Software Upgrades – Tonkawa Computer Labs, *Journey Education*, \$6,999.75, sole source; Microsoft Office 2007 Upgrades – Enid Computer Labs, *Journey Education*, \$5,327.00, sole source; Desktops – Testing Center, *Hewlett-Packard*, \$8,832.12, WSCA Contract; Men's Basketball Uniforms – Enid, *Baptist's Athletic Supply*, \$5,543.75; Notebooks – Stillwater Faculty, *Hewlett-Packard*, \$5,140.53, WSCA Contract; Notebooks – Enid Faculty, *Hewlett-Packard*, \$5,140.53, WSCA Contract; Desktops – Stillwater Presentation Classrooms, *Hewlett Packard*, \$7,887.10, WSCA Contract.  
  
Purchases for \$10,000.00 or more were for Allied Health & Communications Center, *Sooner Construction Co.*, \$599,661.00; Vineyard Library Administration Building, *Sooner Construction Co.*, \$416,727.00; Paving – Enid Campus, *Rick Lorenz Construction*, \$23,529.00; Paving – Enid Campus, *CH Concrete*, \$100,869.48; Roofing – Clay Hall, *Brochu Roofing*, \$25,735.00; Roofing – Briggs Auditorium, *Brochu Roofing*, \$14,479.00; Presentation Equipment – Tonkawa, *JL Hein Service Inc.*, \$51,114.00, sole source; Presentation Equipment – Enid, *Hewlett-Packard*, \$15,774.20, WSCA Contract, Polycom Upgrades – Enid Zollars 106, *SKC Communications*, \$19,961.85, E&I Contract; Presentation Equipment – Allied Health & Communications Center, *SKC Communications*, \$168,563.95, E&I Contract; Lobby Display & Audio – Allied Health & Communications Center, *SKC Communications*, \$14,815.95; Aluminum Gooseneck Trailer – Sheep Program, *Integrity Trailers*, \$14,279.00; Security Cameras – Allied Health & Communications Center, Vineyard Library Administration Building, Wellness Center, Wilkin Hall, *Eales Electronics Corporation*, \$23,611.90, sole source; Fire Alarm System – Crowder Science Building, *Falco Alarm Company of Stillwater*, \$22,471.77, sole source; Trouper Platform System – Allied Health & Communications Center, *Wenger Corporation*, \$14,874.64, TCPN Contract; Tableware – Allied Health & Communications Center, *Curtis Restaurant Supply*, \$22,816.59; Dishwasher – Allied Health & Communications Center, *Amundsen Food Equipment*, \$18,993.00; Kitchen Equipment – Allied Health & Communications Center, *Curtis Restaurant Supply*, \$130,053.29; Plagiarism Prevention Software, *iParadigms LLC*, \$12,740.00, sole source; Adobe Software Upgrades – Digital Media Institute, *Journey Education*, \$20,505.00, sole source; Media Lecterns – Tonkawa Presentation Classrooms, *Spectrum Industries*, \$22,397.69, PEPPM Contract; ITV Studio Equipment – Allied Health & Communications Center, *SKC Communications*, \$119,971.44, E&I Contract; Notebooks – Tonkawa Faculty, *Hewlett-Packard*, \$12,789.57, WSCA Contract; Desktops – Tonkawa Presentation Classrooms, *Hewlett-Packard*, \$23,661.30, WSCA Contract; VMS Backup & Disaster Recovery – Student Information System, *Educational Systems Products*, \$11,000.00, sole source; Emergency Alert System, *Educational Systems Products*, \$12,000.00, sole source; On the motion of Regent James as seconded by Regent Detton, the purchases were approved as presented. Voting aye were Regents Detten, James, Brown, Mendez, and Smith.
  
9. **Travel claims.** Anita Simpson, Vice President for Financial Affairs, presented travel claims.
  
10. **Items for next agenda.** No discussion. No action taken.
  
11. **New business.** No discussion. No action taken.
  
12. **Announcement of next meeting.** The next regular scheduled meeting is October 25, 2007, 3:00 p.m., Northern Oklahoma College Tonkawa.
  
13. **Adjournment.** Chair Brown announced the meeting adjourned at 5:15 p.m.

  
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CHAIR

  
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VICE-CHAIR

  
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SECRETARY

  
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MEMBER

  
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MEMBER