

WHAT'S HAPPENING AT NOC: TONKAWA, ENID AND STILLWATER
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Calendar of events

Friday, March 12

Tonkawa/Enid:

Dorms close at noon.

Tonkawa:

Tulsa Race Riot Painting Exhibit in Eleanor Hays Art Gallery - "Is the Whole World on Fire?" an artistic interpretation of the 1921 Tulsa Race Riot by Oklahoma City based Eric Humphries is currently on display through April 2 in the Eleanor Hays Art Gallery at Northern Oklahoma College in Tonkawa. [Read more.](#)

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Saturday, March 13**Tonkawa:**

Baseball – Mavs vs. Pratt at Pratt, KS, 1 p.m., 2 x 7.

Softball – Lady Mavs at the Mid-West JUCO Classic in Broken Arrow, times TBA.

Enid:

Baseball – Jets vs. Des Moines Area CC, IA at Enid, 7 p.m., 1x9.

Sunday, March 14**Tonkawa/Enid/Stillwater:**

Begin Daylight Savings Time – Set clocks forward one hour.

Tonkawa:

Softball – Lady Mavs at the Mid-West JUCO Classic in Broken Arrow, times TBA.

Enid:

Baseball – Jets vs. Des Moines Area CC, IA at Enid, 7 p.m., 1x9.

Monday, March 15**Tonkawa/Enid/Stillwater:**

Spring Break March 15 through 19 - no classes and the offices will be closed at all three NOC campuses.

Enid:

Baseball – Jets vs. Des Moines Area CC, IA at Enid, 7 p.m., 1x9.

Tuesday, March 16**Tonkawa/Enid/Stillwater:**

Spring Break March 15 through 19 - no classes and the offices will be closed at all three NOC campuses.

Enid:

Basketball – Lady Jets vs. Labette Community College, 6:15 p.m. This is Round 1 of the NJCAA National Championship Tournament, Salina, KS, March 16-20. More information available at <http://www.salinakansas.org/visit/basketball.asp>.

Wednesday, March 17**Tonkawa/Enid/Stillwater:**

Spring Break March 15 through 19 - no classes and the offices will be closed at all three NOC campuses.

Enid:

Basketball – Lady Jets at Nationals March 16-20, Salina, KS. Tournament brackets and information are available at <http://www.salinakansas.org/visit/basketball.asp>. If they win round 1 they play at 6 p.m. if they lose 4 p.m. today.

Thursday, March 18**Tonkawa/Enid/Stillwater:**

Spring Break March 15 through 19 - no classes and the offices will be closed at all three NOC campuses.

Enid:

Basketball – Lady Jets at Nationals March 16-20, Salina, KS. Tournament brackets and information are available at <http://www.salinakansas.org/visit/basketball.asp>.

Friday, March 19**Tonkawa/Enid/Stillwater:**

Spring Break March 15 through 19 - no classes and the offices will be closed at all three NOC campuses.

Enid:

Basketball – Lady Jets at Nationals March 16-20, Salina, KS. Tournament brackets and information are available at <http://www.salinakansas.org/visit/basketball.asp>.

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Saturday, March 20**Enid:**

Basketball – Lady Jets at Nationals March 16-20, Salina, KS. The national championship game is at 7 p.m. Tournament brackets and information are available at <http://www.salinakansas.org/visit/basketball.asp>.

Baseball – Jets vs. Parkland, IL at Enid, 1 p.m., 2x7.

Sunday, March 21**Tonkawa/Enid:**

Dorms open at noon.

Tonkawa:

Baseball –Mavs vs. Parkland, IL at Enid, 1 p.m., 2x7.

Monday, March 22**Tonkawa/Enid/Stillwater:**

Begin summer and fall enrollment.

Art exhibit - "Is the Whole World on Fire," Hays Art Gallery, Tonkawa campus. 1-5 p.m. Free and open to the public.

Enid:

Baseball – Jets vs. Parkland, IL at Enid, noon, 1x9.

Tuesday, March 23**Tonkawa:**

Baseball –Mavs vs. Rose State, at Tonkawa, 1 p.m., 2x7.

Softball – Lady Mavs vs. NEO at Tonkawa, 5 & 7 p.m.

Art exhibit - "Is the Whole World on Fire," Hays Art Gallery, Tonkawa campus. 1-5 p.m. Free and open to the public.

Quilting Made Easy community enrichment class – Gene Dougherty Art Gallery, 6 p.m. to 9 p.m.

Enid:

NOC Enid 10 Year Anniversary Celebration – David Allen Memorial Ballpark, tailgate party west parking lot at 11 a.m.

Baseball - Jets vs. Connors at Enid, 1 p.m., 1x9.

Wednesday, March 24**Tonkawa:**

Northern Thunder Club meeting – 2:30 p.m. in Wilkin Hall, room 207.

Art exhibit - "Is the Whole World on Fire," Hays Art Gallery, Tonkawa campus. 1-5 p.m. Free and open to the public.

Show Choir Contest – NOC Tonkawa campus.

Thursday, March 25**Tonkawa:**

NOC Board of Regents meeting – 3 p.m., Stillwater campus.

Art exhibit - "Is the Whole World on Fire," Hays Art Gallery, Tonkawa campus. 1-5 p.m. Free and open to the public.

Enid:

Baseball - Jets vs. Rose State at Midwest City, 1 p.m., 2x7.

Friday, March 26**Tonkawa:**

Art exhibit - "Is the Whole World on Fire," Hays Art Gallery, Tonkawa campus. 1-5 p.m. Free and open to the public.

Upcoming Events

Saturday, March 27**Tonkawa:**

Roustabouts Auditions – Kinzer Performing Arts Center, 9:30 a.m.

Roustabouts Benefit Show – Kinzer Performing Arts Center, 7:30 a.m.

Softball – Lady Mavs at Seminole Border War in Seminole, times TBA. March 27-28.

Baseball – Mavs vs. Rose State at Midwest City, 1 p.m., 2x7.

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Sunday, March 28

Tonkawa:

Softball – Lady Mavs at Seminole Border War in Seminole, times TBA. March 27-28.

Kappa Beta Delta Induction – Walcher Conference Center, 2 p.m.

Enid:

Baseball - Jets vs. Brown Mackie at Salina, KS, 2 p.m., 2x7.

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News from Northern

Brief Announcements:

- **Personnel announcement** - Suzy Wright has taken on a new challenge on the Tonkawa campus and will be the new Director of the Career and Student Success Center. This position will allow Suzy to continue the career counseling that she was doing as well as directing tutoring services in the Student Success Center. Suzy will be taking over the duties of Amanda Manske, who resigned Monday, March 1.
 - **Tulsa Race Riot Painting Exhibit in Eleanor Hays Art Gallery** - "Is the Whole World on Fire?" an artistic interpretation of the 1921 Tulsa Race Riot by Oklahoma City based Eric Humphries is currently on display through April 2 in the Eleanor Hays Art Gallery at Northern Oklahoma College in Tonkawa. [Read more.](#)
 - **Easter Hams available, order now** - The NOC Enid baseball team is once again selling Easter hams. The hams are 10-12 pound, spiral cut, and pre-cooked. The smoked hams are \$35 and the sugared hams are \$30. Pick up or delivery will be March 31 between 3 and 7 p.m. For those ordering from the Tonkawa or Stillwater campus the hams will be delivered on April 1. To order hams, contact Stacie Leaton at 580.548.2265 or email Stacie.leton@north-ok.edu. Orders must be in by March 19. Hams can be picked up at the NOC campus baseball field concession stand.
 - **More NOC news and information available on website** — In addition to the weekly *What's Happening* publication more NOC news and information can be found on the NOC website. Links to newspapers that regularly publish stories about NOC, an ["NOC News"](#) button; links to Twitter, Facebook, YouTube, live basketball home game streaming video, and KAYE radio broadcasts have been added to the NOC website under the home page heading ["Media Services."](#) in the NOC news section there are links to the current and past issues of the [What's Happening](#), area newspaper links, links to the [Maverick](#) and [Red & Silver](#) NOC newspapers, and the NOC logo and seal. If you click on the "Events" button on the home page, upper half of the page on the left side, you can view posters with information about upcoming events.
Another item that has recently been updated on the website is the ["NOC Board of Regents"](#) section where you can view the meeting schedule, agendas, and meeting minutes as well as photos and information about each of the Regents. This section can be viewed by clicking on "About NOC" on the website home page and then on ["NOC Board of Regents."](#)
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Help sendoff the Region II Champion Lady Jets to nationals Sunday

The Northern Oklahoma College Lady Jets basketball team heads to Salina, KS, Sunday to compete in the NJCAA national tournament which begins with round one Tuesday, March 16, when the Lady Jets play Labette Community College, Parsons, KS, at 6:15 p.m. The tournament concludes March 21 with the championship game. A rally is planned prior to the team's 4 p.m. departure from the Mabee Center located on the NOC Enid campus. Everyone is invited to the rally to show their support for the team and wish them success in Salina.

The Lady Jets earned a spot in the national tournament after defeating Arkansas Baptist 88-83 Sunday in the NJCAA Region II championship game at Oklahoma Baptist University in Shawnee. They beat Eastern Oklahoma State University 92-79 in round 1 and Murray State College 71-63 in the semifinals. The team is 31-1 and ranked number 6 nationally.

More tournament details are available at <http://www.salinakansas.org/visit/basketball.asp>.



The NOC Lady Jets proudly display the championship plaque after winning the NJCAA Region II basketball championship Sunday. In front, left to right, are Kendra Davis, Andrea Coggin, Alyssa Hankins, Kelsey Gregory, Darcie Dick, Deeva Vaughn and Vanessa Bledsoe. In the second row, from the left, are Holly Phelps, Kaylyn Pulley, Savanna Cook, Tia Morris, Tiffany Goldwire, Ciara Thomas, Sammi Gilbert, Tory Padilla, Kasey Willison, and in the back Coach Scott Morris, Katie Beebe and Jenna Goodner. Photo by Traci Looney

NOC community enrichment course, "Quilting Made Easy" starts Tuesday March 23

"Quilting Made Easy," a Northern Oklahoma College community enrichment course begins Tuesday, March 23 in the Gene Dougherty Art Gallery located in the Vineyard Library-Administration Building on the Tonkawa campus. The class will meet from 6 to 9 p.m. each Tuesday

through May 11. The instructors will be Northern Oklahoma College's Linda Main and Kerri Gray. The pattern for this course is "Carpenter's Star."

You may enroll Tuesday, March 23 at the class or in advance at the NOC registrar's office. The cost for this course is \$40.00 plus materials. If you have any questions, call the registrar's office at 580.628.6224.



"Carpenter's Star" quilting pattern example. NOC photo by Traci Looney

Reserving free tickets for the fifteenth annual NOC Gala

Ticket reservations for the 15th annual Northern Oklahoma College Gala will be accepted beginning at 9 a.m. Wednesday, March 24.

Tickets are free but necessary for admission to the Gala. Since a limited number of tickets are available, patrons may reserve a maximum of four tickets per person by calling the Office of Development and Community Relations located in the Vineyard Library-Administration Building at 580-628-6214. Reservations will not be accepted through voicemail or email and cannot be made before March 24.

A name will be requested for each ticket reserved and tickets for children under five years old are discouraged. Patrons who have reserved tickets and later find that they are unable to attend are asked to call and cancel the reservation as tickets are in very high demand and there is usually a long waiting list.

All tickets will be held at Northern and will be available for pickup in the Kinzer Performing Arts Center lobby from 5 to 7 p.m. Saturday, April 24. Tickets not picked up by 7 p.m. will be moved to the box office to be issued to persons on standby.

Gerald Steichen, associate conductor of the New Haven

Symphony, will direct the Gala, featuring soprano Sarah Jane McMahon, tenor Ryan Silverman, NOC music faculty Dineo Heilmann, Shannon Bradford, Eric Bradford and Edward Dixon and the Gala Orchestra.

The Gala is set for 7:30 p.m. April 24 in the Kinzer Performing Arts Center located on the Tonkawa campus. Patrons who would like to contribute to the Annual Gala Concert may contact Sheri Snyder, director of the Northern Oklahoma Foundation, Inc. at 580.628.6208 or may make a contribution at the Gala. Contributions are tax deductible.

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NOC Sheep Production team excels at Houston Livestock Show.

The Northern Oklahoma College sheep production team won big in Houston. Their entries won Champion Suffolk Ram and Champion Hampshire Ram, Reserve Champion Dorset Ram, best two mixed pair in Hampshires and Suffolks, and best pair of Suffolk and Dorset Rams. The team had four class winners and placed in several other categories.

“We traveled to the Houston Livestock Show and Rodeo over the weekend to exhibit the NOC Sheep Center show string and had good results. I am proud of our team and I want the center to be nationally renowned as an excellent sheep program that produces quality market and breeding stock,” said Bart Cardwell, Northern Oklahoma College instructor and Sheep Center manager.

The team included NOC students Garrett Stossel from Glencoe; Laci Ehler, Fairfax; Nik Wright, Medford; and intern John Neighbors a Tonkawa High School graduate.

Here are the results:

Champion Suffolk Ram
Champion Hampshire Ram
Res. Champion Dorset Ram
Best two mixed pair in the Hampshires and Suffolks and 2nd in the Dorsets
Best Pair of Suffolk and Dorset Rams
Class winners: Suffolk Two-tooth Ram, Dorset Ram Lamb and Dorset two-toothed Ram, Hampshire Ram
Seconds in class: Dorset Ewe Lamb and Hampshire two-toothed Ewe, Suffolk Ram Lamb
Thirds in class: Pair of Dorset ewes, Pair of Hampshire ewes
Fourth in class: Hampshire Ewe Lamb
5th Suffolk two-toothed ewe, pair of Suffolk ewes, Dorset Ewe Lamb, Hampshire Ewe Lamb
6th Suffolk Ewe Lamb

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NOC 1979 Lady Mavs National Championship team members honored at ring presentation

The Northern Oklahoma College Lady Maverick 1979 Championship team members were honored during a halftime ring presentation at the recent NOC vs. Connors State College basketball game in the Foster-Piper Fieldhouse on the Tonkawa campus. Nine of the 17 players were present to receive their rings in person and Coach Leo Canaday's wife Pat Canaday of Tonkawa and their daughter Vicki Hardesty from Ponca City accepted a ring in honor of the late 1979 Lady Mavs Head Coach Leo Canaday.

Championship team members present at the ceremony were Lynn Fine Goodale now of Ponca City; Susan Mueggenborg Donnelly, Tonganoxie, KS; Robyn Kramer Turney, Cherokee; Connie Means, Cherokee; Missy Henry King, Yukon;

Renee Longacre Chancellor, Jenks; Paula Stout Crandall, Sterling, KS; Pam Crawford Flanders, Midwest City; and Lisa Green Hadden, Ponca City.

Team members honored but not present were Marlene Knopf, Stoughton, WI; Cherri Fast, Broken Arrow; Kim Ladner; Teresa Curl, Pacific Grove, CA; Gina Patee, Winston Salem, NC; Teresa Harting, Irving, TX; Connie Pontious, Syracuse, KS; and Janet Tatyrek, Mobeetie, TX. The late Leo Canaday was the 1979 Lady Maverick head coach and Pete Jensen was the championship team assistant coach.

The Lady Mavs were ranked number one nationally for much of the 1979 season and after beating Tyler in the NJCAA championship game finished 39-2. They won one game by

a whopping 101 points (132-31) against St. Johns. The national tournament was played in Overland Park, a suburb of Kansas City. The Lady Mavs drew a bye in round one, defeated Illinois Central 64-53 in round 2. In the quarter finals they squeaked by Louisburg, NC, in a close game 74-73 but in the semifinal game cruised to a convincing 79-58 victory over Broward County, FL. Northern clinched the championship after defeating Tyler, TX, by a comfortable margin in the finals.

The team received several other honors that year; Coach Leo Canaday was named Coach of the Year, Kramer was awarded Most Valuable Player, and Stout received All-Tournament honors.

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Just look at those rings



Northern Oklahoma College 1979 women's basketball national championship ring recipients, from the left, are Lynn Fine Goodale, Ponca City; Susan Mueggenborg Donnelly, Tonganoxie, KS; Robyn Kramer Turney, Cherokee; Connie Means, Cherokee; Missy Henry King, Yukon; Renee Longacre Chancellor, Jenks; Paula Stout Crandall, Sterling, KS; Pam Crawford Flanders, Midwest City; and Lisa Green Hadden, Ponca City. The ring presentation took place in the Foster-Piper Fieldhouse at halftime during the NOC Maverick basketball game in Tonkawa Feb. 20. Team members not present are Marlene Knopf, Stoughton, WI; Cherri Fast, Broken Arrow; Kim Ladner; Teresa Curl, Pacific Grove, CA; Gina Patee, Winston Salem, NC; Teresa Harting, Irving, TX; Connie Pontious, Syracuse, KS; and Janet Tatyrek, Mobeetie, TX. The late Leo Canaday was the 1979 Lady Maverick head coach and Pete Jensen was the championship team assistant coach. Photo by Traci Looney.



'79 Champs proudly display championship rings. Photo by Traci Looney.



This banner hangs in the NOC Tonkawa Foster-Piper Fieldhouse to honor the 1979 NJCAA National Championship team. Photo by Bill Johnson.



Northern Oklahoma College 1979 women's basketball national championship ring recipients, from the left, are Coach Leo Canaday's wife Pat Canaday of Tonkawa and

their daughter Vicki Hardesty from Ponca City accepting a ring in honor of the late 1979 Lady Mavs Head Coach Leo Canaday; members of the championship team Renee Longacre Chancellor, Paula Stout Crandall, Susan Mueggenborg Donnelly, Pam Crawford Flanders, Lynn Fine Goodale, Lisa Green Hadden, Missy Henry King, Connie Means and Robyn Kramer Turney. The ring presentation took place in the Foster-Piper Fieldhouse at halftime during the NOC Maverick basketball game in Tonkawa Feb. 20. Team members not present are Marlene Knopf, Cherri Fast, Kim Ladner, Teresa Curl, Gina Patee, Teresa Harting, Connie Pontious and Janet Tatyrek. Pete Jensen was the championship team assistant coach. Photo by Traci Looney.

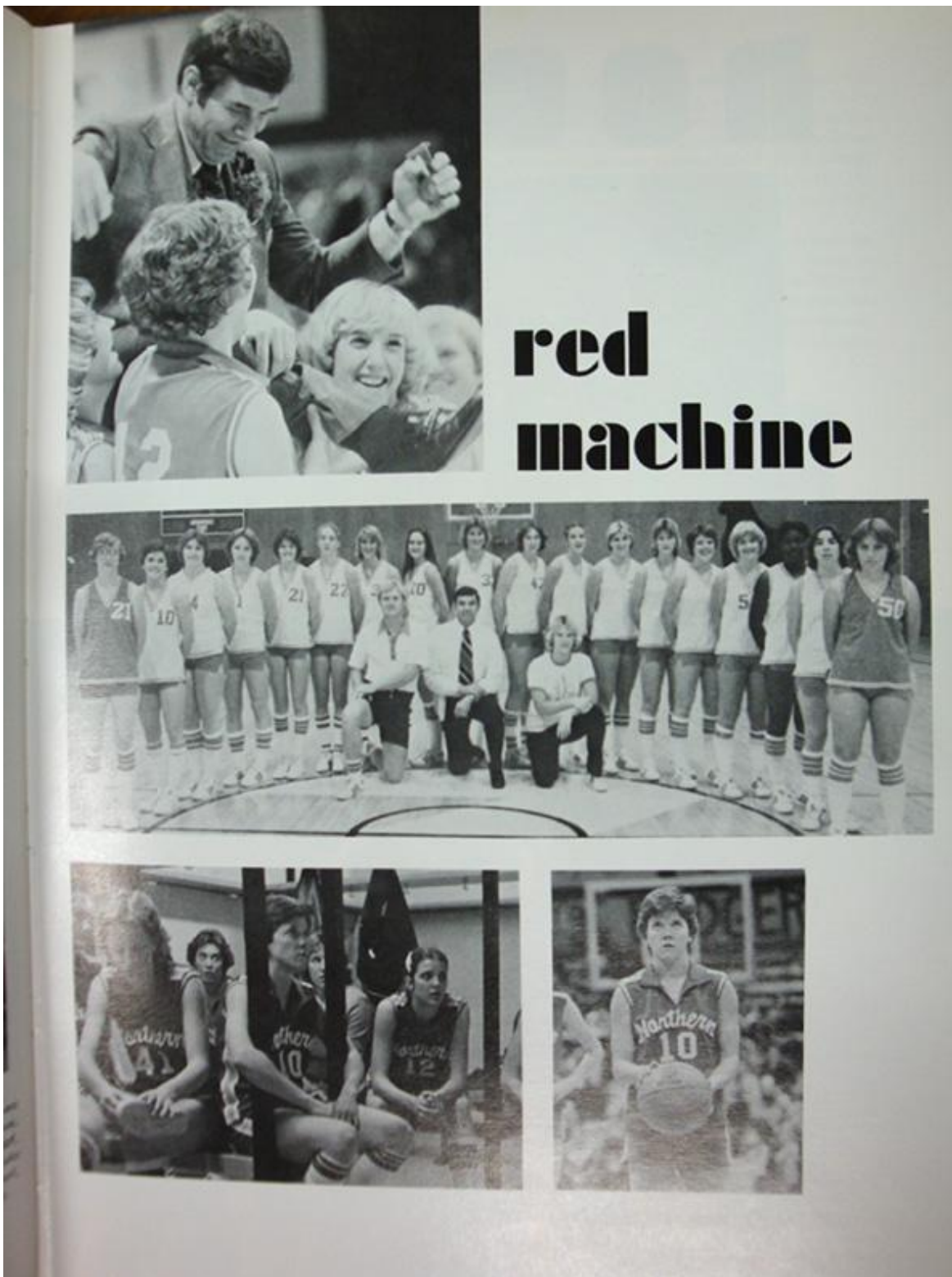


Championship team poses with the '79 NJCAA Basketball National Championship trophy and a photo of the late Leo Canaday, '79 Lady Mavs head coach. In front, from the left, are Connie Means, Pam Crawford Flanders, Lynn Fine Goodale, and Susan Mueggenborg Donnelly. In back, from the left, are Paula Stout Crandall, Missy Henry King, Lisa Green Hadden, Coach Leo Canaday's wife Pat Canaday of Tonkawa and their daughter Vicki Hardesty from Ponca City who accepted a ring in honor of the late Head Coach Leo Canaday, NOC President Dr. Roger Stacy, Robyn Kramer Turney, and Renee Longacre Chancellor.

Photo by Traci Looney

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Looking Back at the '79 Champs



**red
machine**

This photo was published in the 1979 NOC Roundup year book.

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“Gateway to the Humanities” European travel opportunity set for May

The next Northern Oklahoma College “Gateway to the Humanities” trip will be in May (departure will be around May 20) and will take travelers to Paris, Brussels, Amsterdam, and Copenhagen. “As many of you know, Dr. Pam Stinson, Northern Oklahoma College dean of

instruction, has for several years, since 2003, led an annual trip, usually to western Europe, that is open to all NOC people, including faculty, staff, students, and alumni. It’s also open to community members, of course.

I’ve been lucky enough to be asked to tag along, and we’ve been happy that so many of you have gone traveling with us,” said Dr. Don Stinson, Language Arts Division Chair.

“If you’re interested, or know someone who is just email or call Pam at 1.580.628.6431 or pamela.stinson@north-ok.edu) or me, and we’ll be happy to talk to you about going to Europe next spring. We’d love for you to go with us.” Don Stinson can be reached at 580.628.6442 or don.stinson@north-ok.edu.

Tulsa Race Riot Painting Exhibit in Eleanor Hays Art Gallery

“Is the Whole World on Fire?”, an artistic interpretation of the 1921 Tulsa Race Riot by Oklahoma City based Eric Humphries is currently on display through April 2 in the Eleanor Hays Art Gallery at Northern Oklahoma College in Tonkawa.

The eight-painting series traces the events of the Tulsa Race Riot of 1921 and is supported by text and photographs that Humphries used as source material. The colorful and image-rich canvases bring new attention to the race riot tragedy and they make this historical event relevant to today’s audiences. This intensely researched and executed exhibit, over a year in the making, was

funded by the Oklahoma Visual Arts Coalition and the Puffin Foundation of New Jersey. Humphries hopes to show the exhibit in a different Oklahoma town each month through 2011, and a national tour is also being planned.

Additional work on display include two of the artist’s smaller series, “Heaven, Hell and the Earth,” four paintings depicting the September 11 attack on the World Trade Center, and “3 Minutes in American History” a three canvas series based on the Oklahoma City Bombing. Learn more about Eric Humphries at <http://paintedatrocities.com/>. The Eleanor Hays Gallery is open 1-5 p.m. daily and during evening performances in the Kinzer Performing Arts Center. For more

information contact gallery director Audrey Schmitz at 580.628.6670 or audrey.schmitz@north-ok.edu.



Eric Humphries

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HAPPY BIRTHDAY!

NOC employees celebrating March birthdays: Rachel Love (1), Wayne Long (3), Jason Johnson, Lyndsey Smith, Judy Colwell, Linda Main (4), Allan Anderson (6), Scott Harmon (7), Ed Vineyard (9), Sherri Martin (10), Sara Steele (11), Mike Novotny (12), Allison Strub, Roger Stacy (15), Greg Krause (16), Jeanine Deterding (18), Dave Monks (19), Rick Allan (20), Brian Baird (22), Brandon Powers (23), Troy Lester (25), Stephen Glazier, Jimilea Jansson (28), Kurt Campbell (30).

If anyone needs to be added to the list, contact Jill Dark at Phone: 580.628.6232.

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NOC Cheerleading clinic and tryouts begin April 5

Cheerleading clinics are scheduled for Monday, April 5 from 5 - 9 p.m. and Tuesday, April 6 from 5 - 6 p.m. in the Foster-Piper Fieldhouse. Tryouts will be held Tuesday, April 6 in the Foster-Piper Fieldhouse at 6 p.m. and are open to the public. The admission at the door is \$3.

“As a member of the 2010-2011 Northern Oklahoma College coed cheerleading squad, you will support the Mavericks and also earn college credit. Other benefits NOC cheerleaders

receive are 15 hours worth of tuition waiver, dormitory room and books. The complete cheerleading scholarship is equal to approximately \$1,900 per semester. All cheerleaders must meet NOC admission requirements, pass a minimum of 12 credit hours and maintain a 2.00 grade point average each semester,” said Karri Harris, NOC cheerleading coach. “We are also looking for an NOC Mascot and anyone interested should contact me. The Mascot will receive a 15 credit hour tuition waiver scholarship.”

“Open gym will be held at the NOC Wellness Center every Monday until the tryout date, from 6 p.m. until

approximately 7:30 p.m. These open gym times are for learning some stunting techniques and improving your skills only. It's a fun and open environment and a great way to meet those that will be trying out to relieve stress about tryouts,” Harris said.

For more information, contact Karri Harris at 580.716.3125 or by email at karriharris@rocketmail.com. The “2010-2011 Cheer Tryout Packet” and more details regarding the clinic and tryouts are available at <http://northok.publishpath.com/cheerleaders>.

NOC College newspaper schedules and contact information

Red and Silver - The Enid campus newspaper scheduled publish dates. **Tentative** schedule for Jan. – April, 2010: Jan. 26, Feb. 23, March 30, April 27.

The Maverick – 2009-10 Tonkawa campus newspaper scheduled publish dates. Schedule (**revised Jan. 8, 2010**) for Jan. – April, 2010: Jan. 21, Feb. 11, March 11, April 8 and April 22

Story and/or photo submissions should be sent at least eight days prior to the publish date except the Dec. 1 issue of the Red & Silver which has a submission deadline of Nov. 17. Submissions may be sent to Jeremy Stillwell for The Maverick and to Jackie Johnson for the Red and Silver. Stillwell’s email address is Jeremy.stillwell@north-ok.edu and his phone number is 580.628.6397. Johnson’s email is jacqueline.johnson@north-ok.edu and her phone number is 580.548.2385.

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Employment Opportunities at NOC

- [Cashier - Tonkawa](#)
- [Part Time Staff Assistant to Nursing Division – Enid](#)
- [Activity Bus Driver - NOC Tonkawa & Enid](#)
- [Electrician](#)
- [Heat & Air Technician](#)
- [PTEC Program Director](#)
-

<http://northok.publishpath.com/employment-opportunities> - This link will connect you to more details and downloadable job applications.

NORTHERN OKLAHOMA COLLEGE - Position Description

Position Title: Cashier—Tonkawa
Department: Financial Affairs
Reports to: Coordinator of Student Accounts
Job Group Title: Administrative Support Staff III
Job Group Class Code: 3380
FLSA Status: Non-Exempt

SUMMARY: Receives cash from customers or employees in payment for goods or services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include:

- Receive and record payments
- Verify and post bookstore deposit each evening
- Balance cash drawer each evening
- Process the main deposit, verify, and run reports
- Drop off and pickup bank bags each day
- Bring up statement programs each morning for Tonkawa and Internet
- Bring down statements and complete end of day procedures each evening
- Provide weekly dormitory student meal counts to cafeteria
- Maintain and bill monthly for horse stall rent
- Coordinate vending machines money collection and counting
- Process insufficient fund checks written to Northern Oklahoma College
- Update and activate student meal cards on Smart Card System
- Assist students and answer questions about NOC RedCard
- Prepare monthly recharge invoices for copies, postage, printing and travel
- Answer phones, type letters, and answer students' questions about their accounts
- Mail out statements

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must have computer knowledge; the ability to read and interpret documents; ability to write routine reports and correspondence; mathematical skills; reasoning ability; the ability to effectively present information and respond to questions; and the ability to speak and write effectively. An understanding of the importance of confidentiality is vital.

EDUCATION and/or EXPERIENCE: A minimum educational level of an associate degree and two years related experience; or equivalent combination of education and experience is required.

PHYSICAL DEMANDS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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NORTHERN OKLAHOMA COLLEGE - Position Description

Position Title: Part Time Staff Assistant to Nursing Division - Enid
Department: Nursing
Reports to: Director of Nursing
Job Group Title: Administrative Support Staff III
Job Group Class Code: 3380
FLSA Status: Non-Exempt

SUMMARY: Support the philosophy, policies, goals, and conceptual framework of the college and nursing division.

ESSENTIAL DUTIES AND RESPONSIBILITIES include:

- Maintain open communication
- Counseling and academic advisement/enrollment of pre-nursing and nursing students
- Type official documents and reports

- Type exams
- Type correspondence
- Maintain student/faculty data
- Proctor and facilitate nursing challenge exams
- Screen student files, including but not limited to immunizations, physicals, background checks, drug screens
- Screen students and visitors
- Provide information
- Keep appointment calendar
- Filing
- Collect and sort mail
- Maintain inventory

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

EDUCATION and/or EXPERIENCE: A minimum educational level of an associate degree and two years related experience; or equivalent combination of education and experience is required.

PHYSICAL DEMANDS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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ACTIVITY BUS DRIVER, NOC Tonkawa & Enid. Applications are being accepted for the part-time position of activity bus driver for Northern Oklahoma College Tonkawa and Enid. The applicant must have a CDL Class B Driver's License and meet physical requirements. A minimum educational level of a high school diploma or GED; or related experience and/or training; or equivalent combination of education and experience is required. Specific vision abilities are required. Application review begins immediately and will continue until the position is filled. Applicants will need to submit a letter of application, an application form accessible available online at www.north-ok.edu, a resume, and two letters of professional recommendation to Human Resources, Northern Oklahoma College, P.O. Box 310, Tonkawa, OK 74653. EOE

bj080609

NORTHERN OKLAHOMA COLLEGE Position Description

Position Title: Heat & Air Technician
Department: Physical Plant
 Reports to: Associate Vice President of Physical Operations
 Job Group Title: Skilled Craft Support Staff II
 Job Group Class Code: 2480
 FLSA Status: Non-Exempt

SUMMARY: Maintain heating and air conditioning to every room on campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES include:

- Maintain heating and air conditioning to every room on campus, including thermostats
- Troubleshoot reported problems
- Change filters on each unit, up to 6 filters per unit
- Maintain 5 ice machines, 3 refrigerators, 1 freezer
- Keep inventory of filters
- Replace motors, belts, compressors, grease bearings, fans, etc.
- There are approximately 414 units-each has at least one compressor, one motor, one fan, one belt, two bearings/some units have 2 of each, some have 3, depending on the unit

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

EDUCATION and/or EXPERIENCE: A minimum educational level of an associate degree; or one to two years related experience; or equivalent combination of education and experience is required.

PHYSICAL DEMANDS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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NORTHERN OKLAHOMA COLLEGE

Position Description

Position Title: Electrician
Department: Physical Plant
Reports to: Director of Maintenance
Job Group Title: Skilled Craft Support Staff III
Job Group Class Code: 3480
Exempt or Non-Exempt: Non-Exempt

SUMMARY: Licensed Electrician for the college

ESSENTIAL DUTIES AND RESPONSIBILITIES include:

Handle all of the electric needs for the Tonkawa campus and elsewhere as needed.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

EDUCATION and/or EXPERIENCE: A minimum educational level of an associate degree; or one to two years related experience; or equivalent combination of education and experience is required.

PHYSICAL DEMANDS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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PTEC Program Director - Applications are being accepted at Northern Oklahoma College Tonkawa campus for a replacement position of the 2/5 time position of PTEC Program Director. A minimum education level of a bachelor's degree in a related field is required. Job responsibilities include recruiting and advisement of students in the PTEC and Instrumentation degree programs, scheduling all courses and hiring/supervising qualified adjunct instructors, aligning and monitoring course curriculum, recruiting corporate sponsorship of program and graduates, and maintaining communication among the program, college, and corporate representatives through regular meetings. Application review will begin immediately and will continue until the position is filled. Please submit a letter of application, an application form available online at www.north-ok.edu, a resume, and 3 letters of professional recommendation to Human Resources, Northern Oklahoma College, P.O. Box 310, Tonkawa, OK 74653.

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The End
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