

# WHAT'S HAPPENING AT NOC: TONKAWA, ENID AND STILLWATER

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(May 20 -27, 2011)

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## Calendar of events

Friday, May 20

**Tonkawa/Enid/Stillwater:**

No classes but the offices are open

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Saturday, May 21

**Tonkawa:**

ReACT at NOC improvisation workshop – 6 p.m., Wilkin Theater, free to ReACT members, one-year membership can be purchased at the door for \$10

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Sunday, May 22

**Tonkawa/Enid/Stillwater:**

No activities scheduled

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Monday, May 23

**Tonkawa/Enid/Stillwater:**

NOC summer office hours begin – Offices will be open from 7 a.m. to 5:30 p.m. Monday – Thursday and closed on Fridays. Normal office hours (8 a.m. – 5 p.m.) resume Aug. 8.

Fall enrollment continues – enroll now for the fall semester which begins Aug. 22

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Tuesday, May 24

**Tonkawa:**

NOC community enrichment quilting class – 6 to 9 p.m., Gene Dougherty Art Gallery located in the Library-Administration Building.

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Wednesday, May 25

**Tonkawa/Enid/Stillwater:**

No activities scheduled

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Thursday, May 26

**Tonkawa/Enid/Stillwater:**

No activities scheduled

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Friday, May 27

**Tonkawa/Enid/Stillwater:**

No classes and the offices are closed

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## Upcoming Events

Monday, May 30

**Tonkawa/Enid/Stillwater:**

No classes and the offices are closed for Memorial Day

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## News from Northern

**Brief Announcements:**

- **Summer hours will begin on Monday, May 23** - Work hours will be 7 a.m. to 5:30 p.m. The two fifteen-minute breaks will be added to the thirty-minute lunch allowing one hour for lunch break. Anyone with special needs should discuss them with their supervisor. Normal work hours resume on Monday, Aug. 8 for the Tonkawa and Enid campuses. The Stillwater campus resumes normal work hours on Monday, Aug. 1.
  - **Canned goods needed** - The Blackwell/Tonkawa Relay for Life is working together during May and June to collect canned goods to be used as weights in the luminaria bags during the luminary ceremony the night of relay. After relay all food collected will be donated to the Blackwell & Tonkawa food bank. Look for the collection box in the administration building by the information desk.
  - **Larry Dye said Johnson Controls will be throughout the buildings (Tonkawa and Enid) installing monitor equipment. If you see a strange “box” on the wall, do not mess with it.** The controls will be used to monitor the heat/air and humidity to determine the problem areas. There will be various technicians coming through the buildings inspecting equipment and looking around. Each of them should be wearing badges indicating who they are and who they work for in case there are any questions. The work should start this week.
  - **[IT Policy now available online](#)** - April the Northern Oklahoma College Board of Regents approved the NOC Information Technology Policy. The IT Department hopes that this policy will be a useful resource in assisting employees of NOC in the use of technology. The full policy and links to individual sections can be found under the IT Services link on NOC’s homepage.
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### NOC news now online

The *What’s Happening* e-newsletter, *Red & Silver Review*, *The Maverick*, links to area newspapers and more can now be viewed online. You have access to the current issues as well as previous editions. To view the *Red & Silver Review* [click here](#) and to view *The Maverick* [click here](#). The most recent *Maverick* was published April 7 and the *Red & Silver* April 19. To visit the “NOC News” section of the NOC Website [click here](#).

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## Anita Bartlett joins NOC Tonkawa staff

The Finance office is pleased to announce that Anita Bartlett has been hired as the Assistant to the Director of Purchasing. Anita has been the cashier at the NOC Stillwater campus since Feb., so she is already a member of our NOC Family. We are pleased that Anita has chosen to take on this endeavor. Anita started her new duties May 16 and can be reached at 628-6233.

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Win a free vacation day

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## ENTER TO WIN A FREE VACATION DAY!!

Donate \$1.00 and be entered to win  
a day off work with pay!

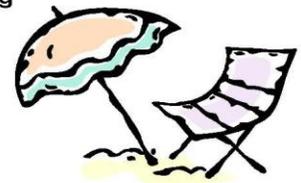
SEE YVONNE AT THE CASHIER WINDOW FOR TICKETS

**DRAWING WILL BE JUNE 1<sup>st</sup>!**

Rules: Winner must use vacation day within 30 days of the drawing

Supervisor must approve date used

Must be Full-time Staff to Participate



**ALL PROCEEDS GO TO BENEFIT NOC RELAY FOR LIFE**

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## NOC Relay for Life Team and Masons team up to fight cancer



The Northern Oklahoma College Relay for Life Team in partnership with the Tonkawa Masonic Lodge number 157 sponsored a mid-high dance recently at the Lodge. The Lodge agreed to match the \$427 raised the night of the dance.

Donnie Heimbach, on the left, and Terry Pedigo, representatives of the Lodge, presented the check to Kirby Tickel, NOC Relay for Life Team Captain.

The annual Blackwell/Tonkawa Relay for Life event will be held on the NOC Tonkawa campus June 24. Money raised by Relay for Life teams help fund the American Cancer Society's research, education, advocacy and service programs.

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## Tickel receives Rising Star Award

Kirby Tickel, alumni relations director at Northern Oklahoma College, is the recipient of the Council for Advancement and Support of Education (CASE) District IV 2011 Rising Star Award, a new award in CASE District IV that recognizes the accomplishments of new advancement professionals whose early success promises future leadership and achievement.

CASE IV Chair Liz B. Landry, said, "Tickel is an active participant on many committees relating to her work as alumni relations director. Her leadership on these committees displays her willingness to dive in and make a difference. It is impossible to speak about Tickel without using the words enthusiastic, outgoing, and personable."

Tickel has been a CASE District IV volunteer since 2007, having previously served on conference committees as awards Judging Coordinator and Registration Chair.

"Her willingness to dive in and make a difference was evident when she agreed to fill a vacancy on the CASE IV board as Scholarship Chair for the 2011 FUSION conference.

"Undaunted by impending deadlines and in spite of joining the FUSION team very late in the planning, Tickel performed her duties as Scholarship Chair with the expertise of a seasoned professional.

"Tickel's dedication to the advancement profession and CASE District IV are exemplary. She personifies all that the Rising Star Award represents and it is appropriate that she be District IV's first recipient of this award," Landry said.

Tickel, a Blackwell resident, earned an Associate of Arts degree at Northern Oklahoma College in 2003, a Bachelor of Business Administration at the University of Central Oklahoma in 2005 and a Master of Business Administration at Cameron University in 2009.



Kirby Tickel

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## NOC quilting class begins Tuesday, May 24

"Quilting Made Easy," a Northern Oklahoma College community enrichment course begins Tuesday, May 24 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 July 19. The instructor will be NOC's Kerri Gray.

"The theme for this course is "UFO Challenge" and all skill levels are welcome. This is an opportunity to complete all of those unfinished objects, UFOs, that may have been stashed away in the back of the closet," Gray said.

You may enroll Tuesday, May 24 at the class or in advance at the NOC registrar's office. If you have questions, contact Gray at (580) 628-6760 or [kerri.gray@north-ok.edu](mailto:kerri.gray@north-ok.edu).

The cost for this course is \$45 plus materials.

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## NOC girls' basketball camp applications are now available

Greg Krause, Northern Oklahoma College women's basketball coach, announces that applications are now available for the summer girls' basketball camp. The NOC Tonkawa Lady Mavs basketball camp is scheduled for June 12 - 17 for girls going into grades 4 - 7 and July 10 through 15 for grades 8 - 12.

Krause said, "Air conditioned dorms house our campers. Two gyms are available, the main gym being air conditioned. Also, a six lane, Olympic size indoor swimming pool is open for the campers use, and our college cafeteria provides meals."

A brochure, schedule and application can be found on the NOC website [www.north-ok.edu](http://www.north-ok.edu). On the home page click on "Athletics" near the top of the page then click on "Mavericks," then "Basketball," then "Women's Basketball," then "Camp."

The training will include mass drills and station drills. Also, team fast break offense skills will be taught, including work on floor balance, filling lanes, court spacing, advancing the ball, and proper shot selection. There will be 1 on 1, 2 on 2, and 3 on 3 drills; a free throw contest, and league games.

If you have questions or need more information, contact Greg Krause at 580.628.6733 or [greg.krause@north-ok.edu](mailto:greg.krause@north-ok.edu).

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## Russell and Dixon sign with NOC

Lady Mavs Head Coach Greg Krause announced that Alexis Russell and Emily Dixon have both signed letters of intent to play basketball for the Northern Oklahoma College Lady Mavs.

Russell, a 5-foot-11-inch post from East Central High School in San Antonio, Texas, averaged 5.3 points, 3.3 rebounds and 1.2 blocks per game during her senior year.

“Alexis came off a leg injury her junior season and began to come into her old self about the last two weeks of her senior season. She’ll have an opportunity here to play a power forward position and help us immediately. Her footwork is very impressive already and she can shoot the jump hook with either hand. The other thing we really like about her is how hard she runs in transition,” Krause said.



Alexis Russell

Dixon is a 5-foot-4-inch point guard, from Kell High School in Marietta, Ga. She averaged 18 points and 5 assists per game her senior year. Her high school team finished 16-4 that year.

“Emily is a scoring point guard. She is a competitor and very exciting to watch. She’ll shoot step back threes off the dribble in transition. She’s very quick and drives aggressively. Emily is a perfect fit for our style and we’re very excited she decided to come to Northern. Our fans are going to like her,” Krause said.



Emily Dixon

### Chautauqua Teachers’ Institute 2011 set for June 14-18, 2011

## No Better Way to Spend the Summer

Chautauqua Teachers’ Institute 2011

A Unique Professional Development Opportunity

June 14-18, 2011

9:45 a.m.-5:30 p.m. and 8:00-9:00 p.m.

Northern Oklahoma College Enid



**Registration Fee: \$50.00 Deadline: Friday, June 3, 2011**

The Institute’s application form can be found at

<http://northok.publishpath.com/chautauqua-application-form>.

The registration fee includes lunch for each day of the Institute.

If you would like to stay at NOC during the Institute, dorm rooms can be rented for \$20.00 a night.

This year’s Chautauqua focuses on the Golden Age of Hollywood with Louella Parsons, Paul Robeson, D.W. Griffith, W.C. Fields, and Walt Disney. Not only will teachers learn about Hollywood icons of the 1930s and 40s, teachers will be introduced to a multitude of effective teaching strategies using subject matter from this time period. Teachers will learn about the newspaper industry and about using the newspaper for more effective communication in the classroom.

In addition, teachers will learn how to transform their classrooms into a theater that increases students’ classroom participation. Furthermore, field trips will be taken to Standing Bear Park and Educational Center in Ponca City, the Heart in the Park Labyrinth in Tonkawa, OK, and the Sod House outside of Cleo Springs, OK. During these fieldtrips, teachers will learn about using diversity to enhance the classroom experience, utilizing cinematography as a learning tool, incorporating Native American literature to enrich their curriculum, and providing students an opportunity to learn about the bygone days of life on the Oklahoma prairie.

**Better Than Campfires, S’mores, and Mosquitoes**



For more information about the Institute, contact Dr. DeLisa Ging at (580)478-5174 or [DeLisa.Ging@north-ok.edu](mailto:DeLisa.Ging@north-ok.edu)

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## ReACT at NOC improvisation workshop set for May 21

An improvisation workshop will be offered free to all Regional Actors Community Theatre at Northern Oklahoma College (ReACT) members Saturday, May 21 at 6 p.m. in Wilkin Theater located on the Tonkawa campus. If you are not a member you can purchase a membership at the door. A one-year membership is \$10 and includes all workshops for that year.

Chris Williams, ReACT president, said, ““We are excited to have the Town

and Gown improv troupe from Stillwater come and teach us the art of improvisation. Many of you have asked to start our own improv troupe and this is a good way to get one going. Don't miss this one.”

Williams said improvisation is the practice of acting, singing, talking and reacting, of making and creating, in the moment and in response to the stimulus of one's immediate environment and inner feelings.

This can result in the invention of new thought patterns, new practices, new structures or symbols, and/or new ways to act. This invention cycle occurs most effectively when the practitioner has a thorough intuitive and technical understanding of the necessary skills and concerns within the improvised domain. Improvisation can be thought of as an "on the spot" or "off the cuff" spontaneous activity.

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## College presidents say tuition will rise

The Journal Record — 5/20/2011

OKLAHOMA CITY – The presidents of the University of Oklahoma and Oklahoma State University say tuition will likely increase because of expected cuts in state funding.

University of Oklahoma President David Boren said that higher education faces a looming crisis because of the cuts.

Enrollment in Oklahoma colleges has increased by 16,000 students since fall 2008 while state funding for higher education has been reduced by \$44 million because of budget shortfalls. Lawmakers have proposed a 5.8-percent funding cut for higher education for the fiscal year starting July 1 – but are considering a \$10 million allocation that would lower the cut to 4.8 percent.

Both Boren and OSU President Burns Hargis said they will keep tuition increases below 10 percent.

The State Regents for Higher Education will set tuition in June.

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## Keith James reappointed to NOC Board of Regents



Regent James

Enid farmer and rancher Keith James was reappointed by Gov. Mary Fallin to a fourth term on the Board of Regents for Northern Oklahoma College. He was first appointed by Gov. Frank Keating in 1995.

Other appointments announced Wednesday were Tracey Wills, appointed to a 7-year term on the Board of Regents for Redlands Community College, replacing Billy Pope; and Russell Smith of Midwest City appointed to a 7-year term on the Board of Regents for Rose State College. He replaces James Howell.

These appointments have been confirmed by the Oklahoma Senate.

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## HAPPY BIRTHDAY!

**NOC employees celebrating May birthdays are** Scott Morris and Raydon Leaton (2), Kelly Jordan (4), Sherry Koehn (5), Traci Schwerdtfeger (6), Paula Lewis (7), Brad Gordon and John Michael Warburton (9), Randy Walker (11), Robert Killam (14), Johanna Buraczenski (15), Laura Marshall and T.L. Walker (21), Traci Snoddy (22), Jeremy Cook (25), Peggy Roads and Elizabeth Whitaker (26), Glenn Cope (28), Dianna Ditmore (29) and Carol Collins (30). If anyone needs to be added to the list, contact Jill Dark at 580.628.6232.

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## NOC Tonkawa nursing class students pinned

The Northern Oklahoma College Tonkawa Nursing Class of 2011 received their nursing pins, regarded as part of the professional uniform, from family members or friends in a special ceremony on the Tonkawa campus April 30.

Tonkawa students receiving the distinctive pins signifying completion of their Registered Nurses' education at Northern included Paige Meyer, pinned by her mother Elizabeth Lawrence, and Jay Neal, by his wife Ashley. Megan Hodges also received her pin. After successful completion of final examinations, the students are eligible to take the NCLEX-RN examination in June.

"Nursing school has been a roller coaster ride for me," Hodges said. "I would like to thank my family and friends for their support, especially my mom."

Meyer said, "My mom has been such an inspiration to me and has helped me a lot through this program." She thanked her husband for supporting her throughout the past two years and her father for talking her through her test anxiety and helping her study.

Neal thanked all of his instructors and fellow classmates for "always being there for me when I needed them, whether at clinical or in the classroom." He also thanked his family for their continued support and his wife "for standing by me and not giving up on me."

Former Tonkawa resident Becky Linton-Aldridge, member of the NOC Stillwater Nursing Class of 2011, was

pinned by her "angels," Bailey, Demi and Ellie, and mother Pam Linton in Stillwater. She received the Stillwater Student Spirit of Nursing Award.

Ponca City recipients included Melissa Broome, Kacey Calhoun, Ashley Colwell, Susan Emmons, Shonda Garrison, Paulette Henry, Brook Linder, Jamie Putnam and Jessi Vore.

Others included Pamela North, Robin Ponthier and Rachel Vowell, Blackwell; Dawn Watson, Newkirk; Sherri Farr, Perry; Corki Marsh, Fairfax, Britni Wilcox, Hominy; and Nikki Wilhelm, Norman.

Putnam received the Tonkawa Student Spirit of Nursing Award and Wilcox received the Tonkawa Faculty Spirit of Nursing Award, presented by Charlie Johnson, RN, MSN Ed.

The Student Spirit of Nursing Award is given annually to the student who because of his or her knowledge, attitude and leadership embodies the best example of a nurse. Selection of the recipient was made by secret ballot of the class. The annual Faculty Spirit of Nursing Award determined by secret ballot of the faculty is presented to the student exhibiting outstanding qualities of leadership, attitude, caring, intelligence and knowledge.

Ann Dilbeck, RN, MSN, welcomed guests to the Nursing Pinning Ceremony to celebrate the achievement of the student nurses and gave the Nurses' Prayer. Mistress of Ceremonies Joyce

Daniel, RN, MSN, introduced the faculty who were honored by Sharon Cochran of Tonkawa singing "You Raise Me Up". Guest speaker for the occasion was former NOC nursing faculty Mary Allan, RN, MSN, introduced by Johnson.

Daniels conducted the pinning ceremony for the class members and Teresa Rhynard, RN, MSN Ed, conducted the capping ceremony before leading the class recital of the Florence Nightingale Pledge. Following the Candlelight Ceremony conducted by Rhynard, the students carried lamps symbolizing the nursing profession during the recessional as Cochran sang "Go Light Your World". A reception in the Renfro Center followed the ceremony.

Nursing faculty and staff who assisted in the education of the 2011 NOC nursing classes included Mitsi Andrews, Mary Allan, Brian Baird, June Buller, Jeanine Deterding, Kathy Disney, Dianna Ditmore, Tricia Durfey, Cammie Fast, Hester Ferguson, Peggy Johndrow, Dawn Koehn, Sandy Nigh, Jean Wahlgren, Judith Whitmore, Carol Collins, Dawn Kimmes, Christa Ritz, Lisa Warrington, Daniel, Dilbeck, Johnson, Rhynard and Kim Webb, chair of the Division of Nursing.

The Northern Oklahoma College Nursing Program is fully accredited by the National League for Nursing Accrediting Commission and has full approval from the Oklahoma Board of Nursing.

### NOC NURSING CLASS 2011

The Northern Oklahoma College Nursing Class of 2011 prepares to receive their nursing pins in a ceremony on the Tonkawa campus. Members are (front, l-r) Paige Meyer, Tonkawa; Shonda Garrison, Ponca City; Sherri Farr, Perry; Ashley Colwell and Susan Emmons, Ponca City; (second row, l-r) Brooke Linder, Melissa Broome and Jamie Putnam, all of Ponca City; Dawn Watson, Newkirk; (third row l-r) Corki Marsh, Fairfax; Nikki Wilhelm, Norman; Rachel Vowell, Blackwell; Jessi Vore, Ponca City; Britni Wilcox, Hominy; (back row, l-r) Robin Ponthier, Blackwell; Kacey Calhoun, Ponca City; Pamela North, Blackwell; Paulette Henry, Ponca City; Jay Neal, Tonkawa. Not pictured is Megan Hodges, Tonkawa. Wilcox received the Faculty Spirit of Nursing Award and Putnam received the Student Spirit of Nursing Award.

(NOC Photo by Barbara Cope)



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## Becky Linton-Aldridge receives Nursing Student Award

Former Tonkawa resident Becky Linton-Aldridge (right) receives the Student Spirit of Nursing Award from sophomore nursing instructor Dawn Kimmes, RN, BSN, during the Northern Oklahoma College Nurses Pinning Ceremony at Countryside Baptist Church, Stillwater. The award, recognizing the student who because of his or her knowledge, attitude and leadership embodies the best example of a nurse, is determined by secret ballot of the nursing class. Linton-Aldridge, daughter of Pam and Jim Linton of Tonkawa, was a member of the NOC Stillwater Nursing Class of 2011 who received the distinctive pins signifying completion of their Registered Nurses' education at Northern.

(Northern Photo by Traci Looney)

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## This week's College Connection radio program announced

- Redefining college costs & benefits
- Fixing accreditation
- OSU announces iPad study findings
- Going to class – has the era ended?

**College Connection** is the public's radio link to information about Oklahoma's colleges and universities and the importance of college degrees for individuals and for the state. On the air since 2004, the state-wide, weekly program targets a general audience and features news on higher education issues and interviews with education experts and newsmakers from around the state and nation.

Produced by the Oklahoma State Regents for Higher Education Communications Department

**Listen now!** – <http://www.okhighered.org/college-connection/audio.shtml>

### Air times

**Saturday 7:30 a.m.**

KRSC-FM 91.3 Claremore

**Saturday 10:00 a.m. & Sunday 10:30 p.m.**

KOKC- AM 1520 Oklahoma City

**Sunday 6:00 a.m.**

KOCU-FM 90.1 Altus

KLCU-FM 90.3 Ardmore

KYCU-FM 89.1 Clinton/Weatherford/Elk City

KCCU-FM 89.3&102.9 Lawton/Ft. Sill/Duncan

KMCU-FM 88.7 Wichita Falls, TX.

**Sunday 6:30 p.m.**

KOSU-FM 101.9 Okmulgee

KOSU-FM 107.5 Stillwater

KOSU-FM 91.7 Tulsa/Bartlesville

**Monday & Wednesday 4 p.m.**

KSSU-FM 91.9 Durant

**Tuesday & Wednesday 8:00 a.m.**

KALU-FM 89.3 Langston

**Wednesday 10 a.m.**

KPSU-FM 91.7 Goodwell

Contact: Ben Hardcastle – (405) 225-9346, [bhardcastle@osrhe.edu](mailto:bhardcastle@osrhe.edu)

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Student loaner laptops available for Enid students



**Starting this Summer Semester for  
qualifying NOC Enid Students**

**To Qualify: Must be an enrolled Enid NOC student and have  
an approved FAFSA on file with NOC**

**Loaned out on a per semester basis.  
Full-time enrolled students preferred.  
Free off campus internet included.**

**NOC**

*For more details and/or for an application, please visit the  
Enid Student Services Office or call 580-548-2327*

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Northern offers new degree program

# Northern Oklahoma College



Got a  
New Business Idea?  
*So Do We!*

Contact NOC about our New  
Entrepreneurship  
Degree

Let's put your business  
ideas on paper!

**Enid**

**Tonkawa**

**Stillwater**

***www.north-ok.edu***

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# DMI is now accepting applications; unleash your creativity

The Digital Media Institute (DMI) at Northern Oklahoma College, Tonkawa, is now accepting applications for the 2011-2012 school year. Applications can be downloaded at <http://dmi.north-ok.edu/>

Brad Matson, NOC Digital Media Institute director said, "The goal of the Digital Media Institute is to equip students with the knowledge and skills necessary to communicate their ideas through the art of advanced computer graphics.

"The DMI program redefines reality by focusing on specific methods used to transform ideas and concepts of digital media into creative digital portfolios and demo reels that show the skills needed to gain employment.

"All students will be immersed into the essentials of broadcast design, 2D and 3D animation, visual effects, digital filmmaking, video production, and interactive DVD authoring. These core competencies provide the basis for the specialized instruction specific within the Digital Media Institute. Thus, whether it is 3D modeling and animation, graphic design for print or broadcast, visual effects, web technologies, or combining new media experiences; students will gain the skills necessary not only to work effectively in the existing areas of digital media production but to help shape the future of technology as an employee as well."

He said, "DMI's educational experience in animation and digital media can lead to jobs in several industries. In the entertainment industry job offerings exist in video gaming, broadcast design, visual

effects and digital film. Other job opportunities are in the fields of government, healthcare, and industrial professions with simulations and animations, advertising, communications, and marketing: commercial spots, bumpers, station identity and corporate identity. Also, there are opportunities in web design and development including streaming media and Podcasting, nonlinear editing for video production, and digital films.

"Coursework in the Digital Media Animation and Design program include 3D modeling, texturing, animation and rendering in Autodesk's award winning Maya; motion graphics for broadcast and film with Adobe Photoshop and After Effects; nonlinear digital video editing using Adobe Premiere Pro; designing and creating web sites for showcasing student talents using Adobe's Photoshop, Dreamweaver and Flash; and authoring DVD's for student demo reels with Adobe's Encore and Soundbooth."

Matson graduated from the University of Oklahoma in 1988 where he studied film making and video productions. He has worked in the media field for the past 23 years with TV studios, film companies, Digital Tutors, commercial work for RSI and Cingular, and has taught at Northern for over 10 years.

Professor Matson has received several awards in his field: Telly Award (Oscars for Broadcast Graphics), DaVinci Fellows (innovative and creative teaching), Distinguished Faculty Member at Northern Oklahoma College, NISOD

Excellence Award, and nominated for the Oklahoma Gold Medal for Excellence in Teaching Award.

Matson is a recipient of the prestigious 2009 DaVinci Fellows Award which is given to college instructors for creative thinking in higher education. Matson's award was given based on his partnership with "Game=Life," a video game production company founded by a Northern DMI graduate, Adam Grantham. Through this partnership, Brad's students were able to contribute to a video game that teaches how diabetics can maintain healthy blood sugar. Brad received a medal and \$1000 in recognition for his creative approach to video design and for giving students practical work experience during their educational program.

If you have questions contact Matson at [brad.matson@north-ok.edu](mailto:brad.matson@north-ok.edu) or 580.628.6458.



Matson, on the left, receives the 2009 DaVinci Fellow's Award. On the right is Rich Taylor, the Dean of the Weitzenhoffer Family College of Fine Arts at The University of Oklahoma and keynote speaker at the awards banquet.

## Employment opportunities at NOC

- [Academic Advisor position available at the University Center in Ponca City](#)
- [Fine Arts Division Instructor, three-fifths time](#)
- [Associate Head Coach for Men's and Women's Soccer, part-time, Tonkawa](#)
- [Cashier - Stillwater](#)
- [Administrative Assistant for Development and Community Relations](#)
- [Video Production Specialist / DMI Assistant](#)
- [Information Receptionist – University Center at Ponca City](#)
- [English Instructor – Full time – Tonkawa Campus \(Click here for details\)](#)
- [Biology Instructor – Full time – Enid Campus \(Click here for details\)](#)
- [Math Instructor – Full time – Tonkawa \(Click here for details\)](#)
- [Physics Instructor – Full time- Tonkawa & Enid Campuses \(Click here for details\)](#)
- [Child Development/Early Childhood Education adjunct instructor - Stillwater and Enid campuses](#)
- [Adjunct instructor in chemistry for the Math and Engineering Division on the Tonkawa campus](#)
- [Adjunct instructors, Agriculture & Life Sciences Division, Enid campus](#)
- [Heat & Air Technician – Tonkawa](#)

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

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### 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 in **Enid** is seeking **adjunct instructors** for the fall 2011 semester in the **Agriculture & Life Sciences Division**. Teaching areas include General Biology laboratories. Applications will be taken until the positions are filled. Minimum requirement is a bachelor's degree. A master's degree and previous teaching experience are preferred. Applicants will need to submit an application form available online at website [www.north-ok.edu](http://www.north-ok.edu), a letter of application, resume, transcripts, and three letters of professional reference to the Human Resource Department, Northern Oklahoma College, P.O. Box 310, Tonkawa, OK 74653. *EOE*

bj032211

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Northern Oklahoma College has openings for an **adjunct instructor in chemistry for the Math and Engineering Division on the Tonkawa campus** beginning in the fall 2011 semester. The teaching areas include Introductory Chemistry Lecture and Chemistry Laboratory classes. Applications will be taken until the position is filled. Minimum requirement is a bachelor's degree. A master's degree and previous teaching experience are preferred. Applicants will need to submit an application form available online at website [www.north-ok.edu](http://www.north-ok.edu), a letter of application, resume, and transcripts, and three letters of professional reference to the Human Resource Department, Northern Oklahoma College, P.O. Box 310, Tonkawa, OK 74653. *EOE* bj032811

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Northern Oklahoma College has openings for an **adjunct instructor in Child Development/Early Childhood Education for the Social Sciences Division on both the Stillwater and Enid campuses** beginning in the fall 2011 semester. Applications will be taken until the positions are filled. Minimum requirement is a bachelor's degree. A master's degree and previous teaching experience are preferred. Applicants will need to submit an application form available online at [www.north-ok.edu](http://www.north-ok.edu), a letter of application, resume, and transcripts, and three letters of professional reference to the Human Resource Department, Northern Oklahoma College, P.O. Box 310, Tonkawa, OK 74653. *EOE* bj041211

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## NOC Class Facilitator

**Facilitator position available for the summer 2011 Semester** at the Stillwater Fountain Square location. Schedule of courses needing a facilitator are: Spanish I - FS108 MTWR 5:30-8 (Begins June 6, 4 week course) and Spanish II - FS116 MTWR 5:30-8 (Begins July 5, 4 week course)

**Essential Duties Include:**

- Ensure ITV technology is operating effectively and communicate any problems to the Instructor and ITV Control Room
- Ensure class material is handed out and collected
- Proctor tests/quizzes
- Ensure that the classroom environment is conducive for a quality learning experience

bj041411

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**Position Title:** Information Receptionist – University Center at Ponca City  
**Reports to:** Executive Director, **FLSA Status:** Non-Exempt

**SUMMARY:** The Information Receptionist serves as the campus switchboard answering and directing telephone calls for University Center. Provides information and assistance to the public; and performs a variety of responsible administrative and clerical duties in support of the administrative offices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include:**

- Answer and direct telephone calls
- Greet and provide assistance to visitors
- Assist the administrative offices with various clerical tasks
- Other duties as assigned

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Effective oral and written communication skills and proficiency of Microsoft Word and Excel applications are required. Professional appearance and customer service skills required.

**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.

**HOURS:** Monday-Friday, 9 a.m. to 3:30 pm

**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: Video Production Specialist / DMI Assistant

Department: Information Technology / Fine Arts. Reports to: Director of Information Technology/Director of DMI  
Job Group Title: Technical/Professional Services Contributor. Job Group Class Code: 4585  
Exempt or Non-Exempt: Exempt

**SUMMARY:** Responsible for maintaining and assisting in information technology.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include:**

- Coordinate the taping of all college events held on campus, including plays, musicals, band concerts, roustabout shows, lectureships, etc. Attendance will be required if not supported by volunteered IT Staff. This responsibility will include irregular hours such as evenings and weekends.
- Capture and edit all footage that is taped and make initial DVD copies for archives and limited number of copies for distribution
- Maintain and train staff on the network access to archived video events to include burning additional copies to DVD via the network
- Coordinate, set up and run the video streaming equipment in the field house for all of the Tonkawa home basketball games
- Work with the webmaster to produce video for the website, including virtual tours, video blogs and podcasting
- Work with the recruiters and other college staff to produce videos to promote the college
- Teach the freshman courses of the DMI program including Photoshop, Maya, Flash and Dreamweaver during the Fall and Spring Semesters
- Will be the main backup for Webmaster and his/her responsibilities to include the Alert Text Messaging responsibilities
- Support other IT Support Staff as needed to include monitoring Track-IT for any work orders or assistance

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

**EDUCATION and/or EXPERIENCE:** A minimum educational level of an associate's degree; a minimum of 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

bj042911

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## NORTHERN OKLAHOMA COLLEGE - Position Description

### Position Title: Administrative Assistant for Development and Community Relations

**Department: Development and Community Relations**

**Reports to: Vice President for Development and Community Relations**

**Job Group Title: Administrative Support Staff III, Job Group Class Code:3380, FLSA Status: Non-Exempt**

**SUMMARY:** Responsible to the Vice President for Development and Community Relations, the Administrative Assistant performs a variety of responsible administrative and clerical duties in support of the department; provides information and assistance to the public; maintains records for the Northern Oklahoma College Foundation and assumes other responsibilities as assigned by the Vice President for Development and Community Relations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include:**

- Attend Foundation Board of Trustee meetings and record minutes
- Maintain the Development database
- Assist with the Foundation and Alumni banquets as well as any other special event assigned to this department
- Compose letters, memos and other written communications
- Assist with bulk mailings
- Greets and provides information to visitors and schedules appointments when necessary
- Other duties as assigned

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Administrative Assistant must preserve confidentiality of privileged and sensitive information; use independent judgment and initiative in the planning, organization, and performance of responsible administrative work; and establish and maintain cooperative working relationships with those contacted in the course of work. Strong organizational and time management skills; effective oral and written communication skills; and proficiency of Microsoft Word and Excel software applications are required.

**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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## University Center Position Description

**Position Title:** Academic Advisor  
**Reports to:** Executive Director  
**FLSA Status:** Non-Exempt

**SUMMARY:** Interviews and advises students regarding information, procedures and academic requirements for specific programs and/or majors. Assists students in exploring careers, evaluating academic abilities, setting goals and enrollment in courses. Presents academic information to orientation groups and potential students and parents.

***ESSENTIAL DUTIES AND RESPONSIBILITIES include:***

- Advises students on academic, career and personal issues; identifies the educational and career options appropriate for each student and assists with the analysis of each option, including possible outcomes and their implications.
- Identifies options for student to satisfy degree requirements; evaluates and makes recommendations on petitions and amendments to student's program of study; assists students in completion.
- Monitors academic progress of students; refers students to appropriate resources for assistance.
- Maintains student files and records; documents all pertinent student information; updates computerized information system regarding changes to student status.
- Interprets and explains college and university policies and procedures; participates in preparation of orientations and presents academic information to new students during orientation.
- Provides financial aid and scholarship information to students and assist students with necessary paperwork.
- Provides all necessary information to students, answers the phone, responds to emails and sets academic advising appointments.
- Contact current students as well as prospective students each semester to facilitate enrollment.
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***QUALIFICATIONS:*** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Effective oral and written communication skills and proficiency of Microsoft Word and Excel applications are required. Familiarity with student databases preferred. Excellent customer service skills required.

***EDUCATION and/or EXPERIENCE:*** Bachelor's degree in Education or Counseling AND three years of academic advising experience in a high school, college, university or technology center. Must possess advising, communication, and public relations skills as they are required to interact continually with students, parents and the public.

***HOURS:*** Three days a week from, 9 a.m. to 3:00 p.m.; Two days a week from 2:00-7:30 p.m. Day and evening hours will vary each semester depending upon student enrollment.

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

bj050911

### **Associate Head Coach for Men's and Women's Soccer, part-time, Tonkawa**

Northern Oklahoma College is accepting applications for a part-time position of Associate Head Coach for Men's and Women's Soccer. This position reports to the Head Soccer Coach effective August 1, 2011. The successful candidate will assist the head soccer coach in all aspects of the program, including but not limited to: recruiting, overseeing the academic progress of student athletes, on the field coaching, scouting and other duties as needed to continue the success of the programs. The candidate will teach courses in the General Education curriculum. A minimum education level of Bachelor's degree in appropriate discipline is required. Masters degree is preferred. Application review begins immediately, and applications will be accepted until the position is filled. Applicants will need to submit an application which is available online at [www.north-ok.edu](http://www.north-ok.edu), a letter of application, a resume, college transcripts, and three letters of professional recommendation to Northern Oklahoma College, Human Resource Department, P. O. Box 310, Tonkawa, OK 74653. EOE

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## NORTHERN OKLAHOMA COLLEGE — Position Description

**Position Title:** Cashier - Stillwater  
**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
- Balance cash drawer and process the main deposit daily
- Process insufficient fund checks written to Northern Oklahoma College
- Prepare Stillwater copy and postage recharge invoices
- Distribute campus keys to faculty and staff
- Answer phones, type letters, answer students' questions about their accounts
- Assign and register copy codes to faculty and staff
- Prepare payment agreements for student accounts receivable
- Disperse student account refund checks, payroll checks, and work study checks

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

**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.

bj051211

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### Associate Head Coach for Men's and Women's Soccer, part-time, Tonkawa

Northern Oklahoma College is accepting applications for a part-time position of Associate Head Coach for Men's and Women's Soccer. This position reports to the Head Soccer Coach effective August 1, 2011. The successful candidate will assist the head soccer coach in all aspects of the program, including but not limited to: recruiting, overseeing the academic progress of student athletes, on the field coaching, scouting and other duties as needed to continue the success of the programs. The candidate will teach courses in the General Education curriculum. A minimum education level of Bachelor's degree in appropriate discipline is required. Masters degree is preferred. Application review begins immediately, and applications will be accepted until the position is filled. Applicants will need to submit an application which is available online at [www.north-ok.edu](http://www.north-ok.edu), a letter of application, a resume, college transcripts, and three letters of professional recommendation to Northern Oklahoma College, Human Resource Department, P. O. Box 310, Tonkawa, OK 74653. EOE

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### Fine Arts Division Instructor, three-fifths time

Northern Oklahoma College in Tonkawa seeks a three-fifths time instructor for the Fine Arts Division. The teaching areas include Drawing, Painting, 2-D Design and Appreciation of Art. The specific course load will vary by semester. A BFA in Art is required. A MFA or other postgraduate work in visual art and prior teaching experience is strongly preferred along with on-going professional work and exhibition experience. Application should include a CD or online portfolio of applicant's recent personal work that is relevant to the instructional areas and may also include a CD or online portfolio of recent student work produced under the direction of the applicant. Applications will be considered until the position is filled. Please submit an application form (available online at <http://www.north-ok.edu/employment-opportunities>), a letter of application, resumé, transcripts, and three letters of professional reference to the Human Resources Department, Northern Oklahoma College, P.O. Box 310, Tonkawa, OK 74653.

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**Northern Oklahoma College has an Academic Advisor position available at the University Center in Ponca City.**

Responsibilities include: interviews and advises students regarding information, procedures and academic requirements for specific programs and/or majors. Assists students in exploring careers, evaluating academic abilities, setting goals and enrollment in courses. Presents academic information to orientation groups and potential students and parents. Effective oral and written communication skills and proficiency of Microsoft Word and Excel applications are required. Familiarity with student databases preferred. Excellent customer service skills required. A minimum of a Bachelor's degree in Education or Counseling AND three years of academic advising experience in a high school, college, university or technology center. Must possess advising, communication, and public relations skills as they are required to interact continually with students, parents and the public. Work hours will be three days a week from, 9 a.m. to 3:00 p.m.; Two days a week from 2:00-7:30 p.m. Day and evening hours will vary each semester depending upon student enrollment. Applications will be considered until the position is filled. Applicants will need to submit an application, available on line at [www.north-ok.edu](http://www.north-ok.edu), a resume, three letters of professional recommendation, and transcripts to Northern Oklahoma College, Human Resource Department, P.O. Box 310, Tonkawa, OK 74653. EOE bjo52011

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**The End**

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