

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

December 11, 2008

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

Absent:

Staff present: Dr. Roger Stacy, President, Judy Colwell, Mick Weiberg, Dr. Ed Vineyard, Anita Simpson, Sheri Snyder, Debbie Quirey, Larry Dye, Dr. Rick Edgington, Mike Machia, Bill Johnson, and Sherry Reubell

Chair Keith James called the meeting to order at 3:01 p.m. Notice of the meeting had been given to the Secretary of State and the agenda posted.

1. **Reciting of the Northern Oklahoma College Mission Statement.**
2. **Vote to approve minutes.** The minutes of the November 19, 2008, meeting were approved on the motion of Regent Smith and seconded by Regent Detten. Voting aye were Regents Brown, Detten, Mendez, Smith, and James.
3. **Miscellaneous Reports.**
 - A. **Regents' report.** Regent Smith reported that he attended a meeting on child development sponsored by NWOSU and Enid Public Schools in Enid on Thursday, November 20. Regent Brown stated that on January 27th, the University Center will be celebrating their 10th year anniversary as well as hosting Ponca City Chamber's Business After Hours. She reported Chancellor Glen Johnson will be in attendance. Three sub-committees were looking for the UC a place to move should ConocoPhillips decide that the UC can no longer use their building. Regent James reported that the Christmas dinner in Enid went very well and had a large attendance.
 - B. **Executive staff reports.**
 1. Ms. Judy Colwell, Vice President for Academic Affairs, announced that the Division Chairs will return on Tuesday, January 6th and faculty from all three campuses will attend the Faculty-In-Service on the Enid Campus, Wednesday, January 7, 2009. Security training will be held the same day for the Enid campus, and Security Training for the Tonkawa Campus will be January 8 and 9. Mrs. Colwell further announced that a meeting is planned on Monday, December 22 with representatives from ConocoPhillips, OG&E, High Plains Career Tech, Autry Career Tech, Pioneer Tech, Stolhand Heat and Air, Ponca City Development Authority, Automated Building Systems (ABS), and possibly others to discuss needs in the area of alternative energy. Retention efforts continue utilizing graduation adviser print outs listing advisees to be contacted.
 2. Dr. Ed Vineyard, Vice President for the Enid Campus, reported that the Christmas Concert was very well attended. Enid Homecoming is January 15, 2009.
 3. Mrs. Debbie Quirey, Associate Vice President of Stillwater Campus, invited everyone to come to the Stillwater Christmas next Monday, December 15th. Mrs. Quirey hoped to have 1,400 enrolled before they leave for the Christmas Holiday. Mrs. Quirey further reported that OSU has hired an Emergency Management person and she was on the interview committee. NOC/OSU had a good fall semester. She advised the landscaping is being done on the new classroom building. Mrs. Quirey introduced Dr. Jeremy Cook who brought a group from Stillwater to present proposals for a mascot and that a committee was formed to determine a mascot for the Stillwater campus.
 4. Mick Weiberg, Vice President for Student Services, reported the campus security procedure guide is being refined and printed. He is working on getting better cell phone reception for the security systems. Weiberg reported the number of students for the Spring Semester living in Enid dorms, should be about the same while Tonkawa numbers are slightly down.

5. Ms. Anita Simpson, Vice President for Financial Affairs, reported that the FY 2010 budget need enrollment FTE 3 year average for NOC is 3,565. The Oklahoma State Regents have requested information regarding discount fees associated with credit card payments for tuition and fees and convenience fees assessed by institutions. In the prior year, NOC paid \$45,000 in discount fees and does not charge a convenience fee to students for this cost. NOC submitted information for the 2008 Campus Life and Safety and Security (class) Task Force annual report reflecting the addition of two fulltime security guards and \$40,000 in capital improvements at NOC.
6. Dr. Rick Edgington, Associate Vice President of Enrollment Management and Registrar, reported that 1,335 students have not enrolled for the 2009 Spring Semester yet. Some students may have a financial hold on their account and this could impact their returning to school.
7. Ms. Sheri Snyder, Vice President for Development and Community Relations, read an e-mail from an appreciative student. Mrs. Snyder introduced sister city interns, Kelly Hou and Ginny Sun. Kelly and Ginny are interns from the Foreign Affairs Office in Baiyin, Gansu Province, China. Mrs. Snyder also introduced Brian Beckwith, Webmaster, to show our new website. Employees will be trained to update their information on the website. Mrs. Snyder reported that the Greater Gifts mailing has been completed.
8. Mr. Mike Machia, Director of Information and Instructional Technology, reported that IT is evaluating equipment and phone lines to determine the overall needs for student security on each of our campuses.
9. Mr. Larry Dye, Associate Vice President of Physical Operations, reported that various projects are going on. Mr. Dye advised that the maintenance crew and IT will be busy during Christmas break getting Stillwater ready before the spring semester starts. Mr. Dye announced that Owen Sign Company reported that the signs are in compliance with Stillwater codes.

C. **President's Report.** President Stacy announced that AT&T is working on cell phone reception and we're moving forward. Dr. Stacy announced the commencement speakers for spring 2009 graduation will be Mr. Lew Ward, Enid campus and Dr. Judith James will be speaking on the Tonkawa campus. Dr. Stacy also discussed the Rainy Day fund and the spillage/overage funds available.

D. **Other.**

4. **Executive Session.** Possible vote to go into executive session pursuant to Title 25, Oklahoma Statutes, 307(B)(1), for discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any salaried public officer or employee, and pursuant to Title 25, Oklahoma Statutes, Section 307(B)(4), for the confidential communications between a public body and its attorneys concerning pending investigations, claims or actions.

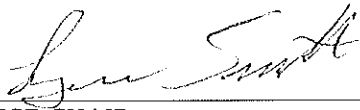
Action: Executive session was called at 4:30pm by Regent Brown and seconded by Regent Mendez. Voting aye were Regents Brown, Detten, Mendez, Smith, and James. No vote was taken. Executive session concluded and returned to open session at 4:50pm. Motion was made by Regent Smith and seconded by Regent Brown to return to open session. Voting aye were Regents Brown, Detten, Mendez, Smith, and James.

5. **Academic Calendar.** Mrs. Judy Colwell presented the Academic Calendar for 2009-2010 to the Board. Regent Brown made a motion to accept the Academic Calendar. Regent Smith seconded the motion. Voting aye were Regents Smith, Brown, Mendez, Detten, and James.
6. **Meeting Dates.** Regents meeting dates were accepted with the exception of January meeting. Regent Brown made a motion to accept the meeting dates except for the January meeting. Seconding the motion was Regent Detten. Voting aye were Regents Smith, Brown, Mendez, Detten, and James.
7. **403(b) Master Retirement Plan.** The motion was made by Regent Smith and seconded by Regent Detten to approve the 403(b) Master Retirement Plan. Voting aye were Regents Smith, Brown, Mendez, Detten, and James.

8. **Property.** Consider approval of the purchase of property (with furniture) located at 209 S. Pine, Tonkawa. Motion was made by Regent Smith and seconded by Regent Mendez to purchase property (with furniture) at 209 S. Pine, Tonkawa for residential rental property in the amount of \$63,500.00. Voting aye were Regents Smith, Brown, Mendez, Detten, and James.
9. **Room and Board** Consider revision to room and board options on the Enid Campus to offer weekend meals. Motion was made by Regent Mendez to revise Room and Board Options on the Enid Campus and seconded by Regent Detten. Voting aye were Regents Smith, Brown, Mendez, Detten, and James.
10. **Section 13 600-650 allocation request.** Anita Simpson presented a Section 13 allocation request in the amount of \$123,500.00. On the motion of Regent Brown as seconded by Regent Smith, the Board approved the request. Voting aye were Regents Detten, Smith, Mendez, Brown, and James.
11. **Monthly financial report.** Anita Simpson presented the monthly financial reports for the month of November. On the motion of Regent Brown as seconded by Regent Smith, the Regents approved the report. Voting aye were Regents Detten, Brown, Mendez, Smith, and James.
12. **Monthly purchases.** Anita Simpson presented the purchases report for November. Purchases for \$10,000.00 or more were for Theatrical Rigging-Briggs Auditorium, *Theatrical Services, Inc.*, \$19,547.70; Heating & Air Conditioning Unit-Tonkawa Bookstore, *Ward's Air Conditioning*, \$10,000.00; Fleet Vehicles-2008 Chevrolet Impala Program Car (not over 15,000 miles), *Jack Bowker Ford* (4 @ \$11,892.00), \$47,568.00; (2) 15-Passenger Vans-2009 Chevrolet van, *Carter Chevrolet* (2 @ \$24,186), \$48,372.00. On the motion of Regent Smith as seconded by Regent Detten, the purchases were approved as presented. Voting aye were Regents Detten, Mendez, Smith, Brown, and James.
13. **Travel claims.** Anita Simpson presented travel claims for signatures.
14. **Items for next agenda.**
15. **New Business** Consideration of "any matter not known about or which could not have been reasonably foreseen prior to the time of posting agenda." No discussion. No action taken.
16. **Announcement of next meeting** January 14, 2009, Northern Oklahoma College, Tonkawa.
17. **Adjournment.** Chair James announced the meeting adjourned at 6:20 p.m.




CHAIR



VICE-CHAIR

SECRETARY



MEMBER

MEMBER