

# NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

## Minutes

Wednesday, March 27, 2013, Tonkawa Campus

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**Regents Present:** Chair Keith James, Linda Brown, Jeffrey Cowan, Rex Horning and Lynn Smith.

**Employees Present:** Dr. Cheryl Evans, President; Dr. Judy Colwell, VP for Academic Affairs; Larry Dye, Assoc. VP of Physical Operations; Debbie Quirey, VP of Stillwater Campus; Anita Simpson, VP for Financial Affairs; Sheri Snyder, VP for Development and Community Relations; Dr. Ed Vineyard, VP for Enid Campus; Dr. Mark Edwards, VP for Student Affairs; Dr. Pam Stinson, Assoc. VP Academic Affairs; Dr. Rick Edgington, VP for Enrollment Management; Registrar; Marjilea Smithheisler, Former Director, Public Information; and Sherry Reubell, Exec. Asst. to the President.

**Guest:**

1. **Call to order.** Regent James called the meeting to order at 1:00 p.m. Notice of the meeting had been given to the Secretary of State and the agenda posted.
2. **Introduction of visitors, guests, and presenters.**
3. **Reciting of the Northern Oklahoma College Mission Statement.**

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

4. **Vote to approve minutes.** The minutes of the Tuesday, February 19, 2013, meeting were approved on the motion of Regent Smith as seconded by Regent Cowan. Voting aye were Regents Brown, Cowan, Horning, Smith, and James.
5. **Regents Report.**
  - Regent James thanked the vice presidents for their informative reports. He appreciates them.
  - Regent Cowan was impressed by Bart Conner's presentation and thanked all those involved with the spring lectureship.
  - Regent Horning stated that the vice president reports well written and very informative.
6. **Administrative Updates.**
  - Dr. Vineyard announced that the Spring Concert in Enid is next Tuesday and will have a Disney theme. Everyone is invited.
  - Ms. Snyder asked that we Save the Date-April 11 from 10:00 a.m. to 4:00 p.m. for the NOC Foundation Board planning retreat at NOC Cove. The Foundation Board will meet from 8:30 a.m. to 9:30 a.m.
  - Ms. Quirey announced that NOC Stillwater alumna Shelby Terrill received the Bailey Scholarship at OSU and will attend school in Valencia, Spain, next semester.
  - Dr. Edgington stated that enrollment is open for the fall and summer 2013 semesters.
  - Ms. Simpson mentioned that IT is moving the Ethernet boxes in the dorms. The Ethernet boxes are on the walls and they get damaged by students moving furniture, etc.
7. **President's Update.**
  - Dr. Evans stated that she has discussed the concurrent resolution with our local representatives and they have been very helpful. She has had positive meetings with the Chancellor and his staff along with legislators.
8. **Other reports.**
  - Resignations/Terminations/New Hires. Ms. Simpson stated that NOC had three resignations and one new staff hired.
9. **The New Criteria for Accreditation.** Dr. Pamela Stinson, Higher Learning Commission liaison for NOC discussed Teaching & Learning: Quality, Resources and Support.

10. **Strategic Planning Update.** Dr. Pamela Stinson stated that the fourth and final town hall meeting will be Tuesday, April 2<sup>nd</sup> at 2:30 p.m. in Renfro 115 for the Tonkawa campus and the Enid and Stillwater campuses will be connected via ITV. The five year plan will be presented to the board at the April meeting for approval and will be reviewed annually for potential updates.
11. **Selection of External Audit Firm.** Ms. Simpson presented bids for external audit services for FY2013-FY2017. On the motion of Regent Brown as seconded by Regent Horning, the Regents approved Hinkle & Co. Voting aye were Regents Brown, Cowan, Horning, Smith and James.
12. **Selection of Internal Audit Firm.** Ms. Simpson presented bids to provide internal audit services for FY2013-FY2017. On the motion of Regent Brown as seconded by Regent Cowan, the Regents approved Finley & Cook. Voting aye were Regents Brown, Cowan, Horning, Smith and James.
13. **Budget Revision for FY2013.** Ms. Simpson presented a budget revision for FY2013. On the motion of Regent Horning as seconded by Regent Cowan, the Regents approved the budget revision for FY2013. Voting aye were Regents Brown, Cowan, Horning, Smith, and James.
14. **Monthly financial report.** Ms. Simpson presented the February monthly financial report. On the motion of Regent Cowan as seconded by Regent Brown, the Regents approved the February monthly financial report. Voting aye were Regents Brown, Cowan, Horning, Smith, and James.
15. **Monthly purchases.** Ms. Simpson presented the monthly purchases for approval. Purchases of \$5,000.00 or more were for OTC Warrant Intercept Fees, *Brant & Associates*, \$7,734.95, sole source, Funding source: Auxiliary funds; Repair of Water Line Leak At KPAC-Tonkawa, *Wells Plumbing Co., Inc.*, \$5,863.93, emergency, Funding source: Capital funds; Maintenance Software Suite, *SchoolDude*, \$7,035.85, sole source, Funding source: Capital funds; Projector Replacement Lamps-All Campuses, *CDW-G*, \$8,839.94, Oklahoma BOR Contract, Funding source: Capital funds. Purchases of \$10,000.00 or more were for Roof Replacement, Library-Upper Level, *Alva Roofing Co.*, \$41,613.30, Funding source: Capital funds; Furniture, Classroom Instruction-Tonkawa, *Spectrum Industries Inc.*, \$18,354.42, OU contract #R10122-10, Funding source: Capital funds; Replacement Boiler, Easterling Dorm-Tonkawa, *Hambrick Ferguson*, \$17,803.00, Emergency, Funding source: Capital funds; Boiler Installation, Easterling Dorm-Tonkawa, *Ward's Air Conditioning Inc.*, \$12,240.00, Emergency, Funding source: Capital funds; Replacement Desk Computers, Classrooms & Offices-Stillwater & Tonkawa Campuses, *CDW-G*, \$42,669.90, Oklahoma BOR Contract, Funding source: Capital funds; Printer Toner For All Printing Devices-All, *Patriot PC's LLC*, \$10,186.98, Sole source, Funding source: Auxiliary Funds; Repair of Damaged Analog Cables-Tonkawa, *Westwind Digital Communications*, \$10,542.36, Emergency, Funding source: Capital Funds; Bookstore Management System, *Nebraska Book Company*, \$48,046.50, Funding source: Auxiliary funds. Regent Brown made the motion that all purchases be paid with the exception of item 8, *Bookstore Management System*. Regent Horning seconded the motion. The Regents approved all the other purchases. Voting aye were Regents Brown, Cowan, Horning, Smith, and James.
16. **Section 13 600-650 allocation request.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$195,000.00 for various projects: Instruction Furniture & Equipment, \$25,000.00; Instruction Furniture & Equipment-Enid, \$10,000.00; Computers & Networking, \$50,000.00; Computers & Networking-Stillwater, \$10,000.00; Roof Replacement, \$45,000.00; Physical Plant & Equipment, \$15,000.00; Physical Plant & Equipment-Enid, \$5,000.00; Dorm Furniture & Equipment, \$35,000.00. On the motion of Regent Brown as seconded by Regent Horning, the Regents approved the Section 13 600-650 allocation request. Voting aye were Regents Brown, Cowan, Horning, Smith, and James.
17. **New Business.** Consideration of "any matter not known about or which could not have been reasonably foreseen prior to the time of the posting of the agenda."
18. **Items for next agenda.** Board to discuss Nebraska Book Company software for bookstore; Economic Impact Study on Oklahoma Higher Education commissioned by State Chamber of Commerce should be available. Regent Brown requested a housing update at April Meeting.
19. **Announcement of next scheduled meeting.** Tuesday, April 16, 2013, at 1:00 p.m., SNB Conference room, 2<sup>nd</sup> floor, 608 S. Main, Stillwater. Lunch will be served at 12:30 p.m. Due to calendar conflicts with original May meeting date, the May BOR meeting was rescheduled to May 9, 2013, Tonkawa Campus.
20. **Adjournment.** Motion made at 2:35 p.m. for adjournment by Regent Brown as seconded by Regent Cowan. Voting aye were Regents Brown, Cowan, Horning Smith, and James.

Keith Gane  
CHAIR

Lynne Smith  
VICE-CHAIR

Jess Cowan  
SECRETARY

R. H. Hume  
MEMBER

Linda B. Brown  
MEMBER