

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Thursday, July 15, 2010, Enid Campus

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**Present:** Chair Dr. Jesse Mendez, Linda Brown, Keith James, Jeff Smith and Lynn Smith.

**Absent:** Debbie Quirey

**Staff present:** Mr. Tom Poole, Judy Colwell, Larry Dye, Dr. Rick Edgington, Bill Johnson, Mike Machia, Anita Simpson, Sheri Snyder, Dr. Ed Vineyard, and Sherry Reubell.

1. **Call to order.** Chair Dr. Jesse Mendez called the meeting to order at 1:04 p.m. Notice of the meeting had been given to the Secretary of State and the agenda posted. All five Regents were present.

2. **Introduction of visitors and guests.** Mr. Stephen Glazier, Director of Counseling Services, Enid Campus

3. **Reciting of the Northern Oklahoma College Mission Statement.**

Northern Oklahoma College, a multi-campus learning community, provides high quality, accessible, and affordable educational opportunities and services to allow citizens to develop to the full extent of their abilities, to succeed in a competitive global environment, and to be effective lifelong learners.

4. **Vote to approve minutes.** The minutes of the Thursday, June 10, 2010, meeting were approved on the motion of Regent Brown as seconded by Regent L. Smith. The minutes of the Monday, June 14, 2010 meeting were approved on the motion of Regent James as seconded by Regent J. Smith. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.

5. **Regents' report.** No report was given.

6. **Recognition of exemplary program(s).** Mr. Stephen Glazier, Director of Counseling Services, Enid Campus, presented information regarding Arts District Initiatives. This project will enhance the physical beauty of the NOC campus. In addition to beautification, this project will provide additional public exposure to the college through increased campus visits from students, tourists, and citizens. Finally, this project will help enhance the "University Loop" segment of the Enid trails route. Arts District Initiative is a partnership with Northern Oklahoma College and the Community of Enid, which will enhance downtown renovation/revitalization project, Northern Oklahoma College, Main Street Enid, Regional Economic Development Alliance, City of Enid, Garfield County and Citizens. The City Beautification Initiative & Partners planted 468 trees at entrances into City, Northern Oklahoma College, and City of Enid. The Trail System Initiative & Partners will complete City of Enid "University Loop" section of Trail, Northern Oklahoma College, Northwestern Oklahoma State University, and City of Enid. The Livelong Learning Initiative & Partners will provide Northern Oklahoma College-Outdoor Classroom, K-12 Outdoor Classroom, College Service Learning, Activities, and Adult Continuing Education

7. **Executive staff reports**

A. Ms. Judy Colwell, Vice President for Academic Affairs, presented attachment #4. Ms. Colwell stated that she had submitted the formal written request for "Approval of An Additional Site" to add the University Center at Ponca City, Oklahoma, as an additional off campus site. Northern is requesting approval to offer opportunities for students at the University Center to earn 50 percent or more of the courses leading to selected degree programs.

B. Dr. Edwin Vineyard, Vice President for the Enid Campus, presented attachment #6. Dr. Vineyard announced that NOC Enid Women's Basketball Team finished fifth in the nation in team GPA and the Baseball Team finished sixth. The women had five academic all-Americans and the baseball had six.

C. Ms. Debbie Quirey, Associate Vice President of the Stillwater Campus, presented attachment #5. Ms. Quirey was absent and no report was given in her behalf.

D. Ms. Anita Simpson, Vice President for Financial Affairs, presented attachment #2. Ms. Simpson discussed the Five Year Comparative Balance Sheet Report as of June 30, 2010.

E. Dr. Rick Edgington, Associate Vice President of Enrollment Management, presented attachment #9. Dr. Edgington discussed the fall 2010 Preliminary Enrollment Report. Dr. Edgington stated that in the Community College Weekly, NOC is ranked 34<sup>th</sup> in the nation in degree production.

- F. Ms. Sheri Snyder, Vice President for Development and Community Relations, presented attachment #3. Ms. Snyder announced that after the meeting, she and Mr. Tom Poole would be meeting with a donor who is donating \$10,000.00 to the NOC Nursing Department. Ms. Snyder mentioned that Mr. Ryan Paul has joined the NOC staff as the Coordinator, High School College Relations, Tonkawa Campus and Ms. Shannon Lorg has joined NOC as the Webmaster.
- G. Mr. Mike Machia, Director of Information and Instructional Technology, presented attachment #7. Mr. Machia advised that NOC has purchased nursing equipment from E-Learning for nursing in Stillwater.
- H. Mr. Larry Dye, Associate Vice President of Physical Operations, presented attachment #8. Mr. Dye stated that the Stillwater Nursing facility has had temporary delays but is coming along slowly.
8. **President's report.** Mr. Tom Poole, Interim President, advised that he has visited the Enid and Stillwater Campuses and he has met many community members as well. Mr. Poole is very impressed and very humbled by NOC's faculty and staff. He stated that we are here for the students and we will be ready for school to start in August.
9. **Other reports.** No other reports were given.
10. **Group One Trustee of Northern Oklahoma College Foundation, Inc.** On the motion of Regent Brown as seconded by Regent James, the Regents approved Regent Jesse Mendez as the Group One Trustee of Northern Oklahoma College Foundation, Inc. and Regent L. Smith as an alternate. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
11. **Group Three Trustee(s) of the Northern Oklahoma College Foundation, Inc.** On the motion of Regent Brown as seconded by Regent L. Smith, the Regents approved the slate of Group Three Trustees(s) who are Mr. John Little, OG&E (Term ends 6-30-2013); Mrs. Kaye McCarty, former NOC Regent 1975-79, Newkirk (Term ends 6-30-2013); and Senator Paul Muegge, Retired, Tonkawa (Term ends 6-30-2013) to the Northern Oklahoma College Foundation Board of Trustees. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
12. **Accounting and Consulting Services.** On the motion of Regent L. Smith as seconded by Regent J. Smith, the Regents approved the request to enter into an agreement for Accounting & Consulting Services with Crawford and Associates, P. C. not to exceed \$20,000.00. Voting aye were Regents Brown, James, J. Smith, L. Smith, and Mendez.
13. **Lease Agreement.** On the motion of Regent L. Smith as seconded by Regent James, the Regents approved the request to enter into a lease agreement with Robert Michael Kapka, dba Kapka Laundry Equipment for coin-operated machines for the residence halls on the Tonkawa Campus. NOC Enid is already on a lease program. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
14. **Laundry Mat Facilities.** Discuss operations of the public laundry mat facilities on the Tonkawa campus for future use. The laundry mat is 95% used by the community and it is the only laundry mat in town. Mr. Kapka does not want the laundry. The machines are old and in bad shape. On the motion of Regent L. Smith as seconded by Regent J. Smith, the Regents voted to close the laundry mat as soon as it is practical-at the administrations discretion. Voting aye were Regents Brown, James, J. Smith, L. Smith, and Mendez.
15. **Grant Writing Services.** On the motion of Regent Brown as seconded by Regent L. Smith, the Regents approved the Memorandum of Understanding with Dr. Penny Coggins for grant writing services for Student Support Services (TRIO) applications for the Tonkawa and Enid Campuses. Voting aye were Regents Brown, James, J. Smith, L. Smith, and Mendez.
16. **Monthly Financial Report.** Ms. Simpson presented the monthly financial report for approval. On the motion of Regent James as seconded by Regent Brown, the Regents approved the monthly financial report. Voting aye were Regents Brown, James, J. Smith, L. Smith, and Mendez.
17. **Monthly Purchases.** Ms. Simpson presented the monthly purchases for approval. On the motion of Regent James as seconded by Regent J. Smith, the Regents approved items 1-10 of the Purchases of \$10,000.00 or more. Voting aye were Brown, James, J. Smith, L. Smith and Mendez. On the motion of Regent James as seconded by Regent J. Smith, the Regents voted to allow up to \$30,000.00 on item 11 of the Purchases of \$10,000.00 or more. Voting aye were Regents James, J. Smith, L. Smith and Mendez. Regent Brown abstained to vote on item 11. Purchases of \$5,000.00 or more were for Men's Basketball Uniforms-Tonkawa, *Baptist's Athletic Supply*, \$6,608.33; Compressor-Vineyard Library Administration Building, *Trane*, Emergency, \$9,899.01; 70 Mattresses-Residence Hall, 30-Tonkawa, 40-Enid, *Oklahoma Correctional Industries*, \$8,284.50, state contract; Gymnasium Floor Refinishing-Tonkawa & Enid, *Gymco*, \$9,628.29; Fountain Square Renovation-Framing

(Labor Only), *Wiljo Interiors*, \$6,582.00. Purchases of \$10,000.00 or more were for Periodical Subscriptions, *Popular Subscription Service*, \$16,893.52, sole source; Plagiarism Prevention Software, *iParadigms LLC*, \$16,275.50, sole source; 20 Desktop Computers-Stillwater Nursing, *Insight Public Sector*, \$18,279.20; Software Upgrades-Computer Lab & Classes, *CDW Government Inc*, \$27,000.00; Tables & Chairs-Stillwater Nursing ITV Classrooms, *Oklahoma Correctional Industries*, \$10,764.20, state contract; Tables & Chairs-Zollars Building, *Oklahoma Correctional Industries*, \$33,827.37, state contract; Athletic Insurance-Tonkawa & Enid, *Summit America*, \$65,357.00, sole source; Architectural Services-University Center Facility, *Lewis Associates Architects*, \$29,956.25, sole source; Architectural Services-University Center Facility, *Lewis Associates Architects*, \$24,320.00, sole source; Headwall Units for Beds-Nursing Skills Lab, 7-Enid, 7-Stillwater, \$42,000.00, approximate; Perform Removal of Existing Broken Concrete Curbs and Replace Curbing to Match Existing On The College Circle And Other Locations As Needed-Up to 400 Linear Feet, up to \$30,000.00, approximate.

18. **Section 13 600-650 allocation request for various projects.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$520,000.00 for various projects: Instruction: Furniture & Equipment, \$70,000.00; Instruction: Furniture & Equipment-Enid, \$30,000.00; Instruction: Furniture & Equipment-Stillwater, \$50,000.00; Library Acquisitions, \$17,500.00; Library Acquisitions-Enid, \$17,500.00; Master Lease Debt Service, \$15,000.00; Master Lease Debt Service-Enid, \$15,000.00; Computers and Networking, \$25,000.00; Computer Software Licenses & Fees, \$30,000.00; Repair of Educational Facilities, \$25,000.00; Repair of Educational Facilities -Enid, \$5,000.00; Renovation of Enid Campus, \$60,000.00; Physical Plant and Equipment, \$50,000.00; Physical Plant and Equipment-Enid, \$10,000.00; Construction of Residence Halls, \$100,000.00. On the motion of Regent Brown as seconded by Regent L. Smith, the Regents approved the Section 13 600-650 allocations. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
19. **Executive Session.** Possible vote to go into executive session pursuant to Title 25, Oklahoma Statutes, 307(B)(1), for the purpose of discussing salary and compensation of the Interim President of Northern Oklahoma College. Motion was made by Regent J. Smith at 3:22 p.m. to go into executive session and seconded by Regent James. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
20. **Executive Session.** Discussion of salary and compensation of the Interim President of Northern Oklahoma College.
21. **Vote to return to open session.** Motion was made by Regent L. Smith as seconded by Regent James to return to open session at 4:20 p.m. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
22. **Discussion and possible action of the evaluation of the President of Northern Oklahoma College.** On the motion of Regent Brown as seconded by Regent L. Smith, the Regents voted to pay the Interim President of Northern Oklahoma College a salary of \$140,000.00 per year, \$500 per month for expenses and the use of a college car, retroactive to June 21, 2010. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
23. **Presidential Search.** On the motion of Regent L. Smith as seconded by Regent Brown, the Regents voted to discuss the approach of NOC Presidential search. The Search Committee needs to be a small committee consisting of 2-Board of Regents, which are Regents L. Smith and Jesse Mendez, 1 member of the Leadership Team, 3 Faculty members, one from each campus, and 1 staff. Names will be submitted to the Regents and the Regents will make the final call. The Board of Regents is commissioned to hire the President. The Presidential candidate is not required to have a doctorate degree. The candidate must be someone who can run a business, has a proven record of accomplishment of management, be able to manage people and manage a budget. Regent Mendez will draft an ad for advertising purposes. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
24. **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."
25. **Items for next agenda.** Regents will approve ad for Presidential Search and approve the Search Committee.
26. **Announcement of next scheduled meeting;** Thursday, August 19, 2010, 12:30 p.m., Tonkawa Campus.
27. **Adjournment.** Motion for adjournment by Regent Brown and seconded by Regent James. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez. Meeting adjourned at 5:06 p.m.

CHAIR

VICE-CHAIR

SECRETARY

MEMBER

MEMBER