

# NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

## Minutes

Thursday, July 26, 2012, Enid Campus

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

**Staff present:** Dr. Cheryl Evans, Dr. Judy Colwell, Larry Dye, Dr. Mark Edwards, Jason Johnson, Debbie Quirey, Anita Simpson, Marjilea Smithheisler, Sheri Snyder, Dr. Pam Stinson, Dr. Ed Vineyard, and Sherry Reubell.

**Guest:** District Judge Dennis Hladik and Mr. and Mrs. Bill Shewey

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. All five Regents were present.
2. **Introduction of visitors and guests.** District Judge Dennis Hladik and Mr. and Mrs. Bill Shewey.
3. **New Regent Administration of Oath of Office.** District Judge Dennis Hladik administered the oath of office to NOC's newest Regent, Rex E. Horning.
4. **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.


5. **Vote to approve minutes.** The minutes of the Tuesday, June 19, 2012, meeting were approved on the motion of Regent Brown as seconded by Regent Smith. Voting aye were Regents Brown, Cowan, Horning, Smith and James.
6. **Regents Report.**
7. **Administrative Updates**
  - Dr. Colwell discussed faculty changes.
  - Ms. Simpson handed out and discussed the Financial Aid Auditors report from Cole & Reed.
  - Dr. Evans and Ms. Simpson discussed the Master Lease Program.
  - Ms. Simpson discussed Financial Aid.
  - Ms. Simpson discussed the EFT and electronic vendor files.
  - Larry Dye announced the sewer line that runs across the baseball field in Enid is completed.
  - Ms. Snyder discussed the investment options through the NOCF.
  - Dr. Evans discussed the 2012-2013 Budget hearing that she and Ms. Simpson attended.
8. **President's Update.**
  - Dr. Evans announced that Dr. Rick Edgington is now an HLC Peer Reviewer.
9. **Other reports.** Resignations/Terminations/New Hires. Ms. Simpson advised that NOC hired five fulltime staff and four fulltime staff resigned. Three fulltime faculty resigned.
10. **The New Criteria for Accreditation.** Dr. Pamela Stinson, Higher Learning Commission liaison for NOC discussed Criterion Three: Teaching & Learning; Quality, Resources, and Support. She plans to discuss a criterion at each monthly meeting.
11. **Group One Trustee(s) of Northern Oklahoma College Foundation, Inc.** On the motion of Regent Brown as seconded by Regent Cowan, the Regents elected Regent James as a Group One Trustee of the Northern Oklahoma College Foundation Board. Voting aye were Regents Brown, Cowan, Horning and Smith. Regent James abstained. On the motion of Regent Cowan as seconded by Regent Brown, the Regents elected Regent Smith as a Group One Trustee of the Northern Oklahoma College Foundation Board. Voting aye were Regents Brown, Cowan, Horning and James. Regent Smith abstained.


12. **Group Three Trustee(s) of the Northern Oklahoma College Foundation, Inc.** On the motion of Regent Brown as seconded by Regent Smith, the Regents approved the recommended slate of Group Three Trustees(s) to the Northern Oklahoma College Foundation Board. Voting aye were Regents Brown, Cowan, Horning, Smith and James.
13. **Memorandum of Understanding (MOU) between the Board of Regents of Northern Oklahoma College (NOC) and the Oklahoma State Regents for Higher Education (OSRHE) as the fiscal agent for the University Center at Ponca City (UC at PC).** On the motion of Regent Smith as seconded by Regent Brown, the Regents approved the Memorandum of Understanding (MOU) between the Board of Regents of Northern Oklahoma College (NOC) and the Oklahoma State Regents for Higher Education (OSRHE) as the fiscal agent for the University Center at Ponca City (UC at PC). Voting aye were Regents Brown, Cowan, Horning, Smith and James.
14. **Program Modification.** On the motion of Regent Brown as seconded by Regent Horning, the Regents approved the program modification to combine associate in science degree programs in mathematics, chemistry/physics, pre-engineering, and astronomy under one umbrella degree program, an Associate in Science in Mathematics and Physical Sciences with options for Mathematics, Chemistry/Physics, Pre-Engineering, and Astronomy. Voting aye were Regents Brown, Cowan, Horning, Smith and James.
15. **Program Modification.** On the motion of Regent Cowan as seconded by Regent Smith, the Regents approved the program modification to combine associate in science degree program in science-biology/zoology, medicine/pre-professional, and pre-pharmacy under one umbrella degree program, an Associate in Science in Biological Sciences, with options in Pre-Medicine and Pre-Pharmacy. Voting aye were Regents Brown, Cowan, Horning, Smith and James.
16. **Suspension of the Associate in Applied Science in Photography and Digital Imaging.** On the motion of Regent Brown as seconded by Regent Smith, the Regents approved to suspend the Associate in Applied Science in Photography and Digital Imaging. Voting aye were Regents Brown, Cowan, Horning, Smith and James.
17. **Suspension of the Associate of Arts in American Indian Studies.** On the motion of Regent Horning as seconded by Regent Brown, the Regents approval to suspend the Associate of Arts in American Indian Studies. Voting aye were Regents Brown, Cowan, Horning, Smith and James.
18. **Amendment to Clay Hall Sales Contract.** On the motion of Regent Brown as seconded by Regent Smith, the Regents approved the amendment to Clay Hall Sales Contract. Voting aye were Regents Brown, Cowan, Horning, Smith and James. The closing date has been extended to August 31, 2012.
19. **Employee Handbook.** On the motion of Regent Cowan as seconded by Regent Brown, the Regents approved the updates to the Employee Handbook. Voting aye were Regents Brown, Cowan, Horning, Smith and James.
20. **Monthly financial report.** Ms. Simpson presented the June monthly financial report. On the motion of Regent Brown as seconded by Regent Cowan, the Regents approved the June monthly financial report. Voting aye were Regents Brown, Cowan, Horning, Smith and James.
21. **Monthly purchases.** Ms. Simpson presented the monthly purchases for approval. Purchases of \$5,000.00 or more were for Library Online Subscription Renewal(s), *Ebsco Publishing*, \$8,965.00, sole source, Funding source: E&G Funds; Replace Rooftop A/C Unit-Creative Arts, *Ward's Air Conditioning, Inc.*, \$6,422.00, Funding source: Capital funds; Replace Worn Bus Tires, *T&W Tire*, \$7,814.16, State contract, Funding source: Capital funds; Lighting Build-Out for PTEC Building-Materials Only, *Hunzicker Brothers*, \$6,134.19, (lowest bid was incomplete) Funding source: Auxiliary funds; Nursing Assessment, Pharmacology, *ATI (Assessment Technologies Institute)*, \$7,500.00, sole source, Funding source: Auxiliary funds; Replace Floor Tile – Harmon Science, *Brewer Carpet One*, \$9,152.25, (lowest bid was incomplete), Funding source: Auxiliary funds; Freezer Counter Worktop-Enid Campus, *Curtis Restaurant Supply*, \$5,960.83, Funding source: Capital funds; Replace AC Compressor, Administration Building-Tonkawa, *Southwest Compressors, Inc.*, \$9,450.00, Emergency, Funding source: Auxiliary funds; Two (2) Vulcan Endurance Gas Ranges-NOC Cafeteria, *Curtis Restaurant Supply*, \$9,319.69, Funding source: Capital funds;

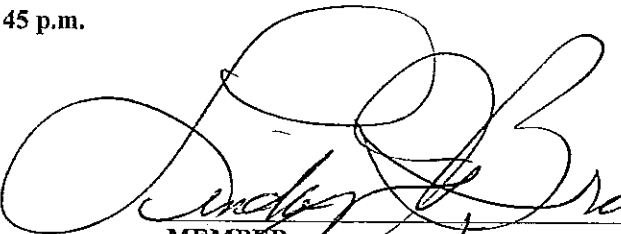
Purchases of \$10,000.00 or more were for Scholarship Management System, *Academicworks*, \$11, 500.00 (least expensive annually), Funding source: Capital funds; Two (2) Refrigerated Salad Bars-NOC Cafeteria, *Curtis Restaurant Supply*, \$15,103.36, Funding source: Capital funds; Two (2) 72" Prep Table/High Volume Salad Top, One Unit to Tonkawa; One Unit to Enid, *Curtis Restaurant Supply*, \$13,699.36, Funding source: Capital funds; Five (5) Additional Software Licenses: Scanners for Finance, Registration, Scholarships & HR, *Business Imaging Systems*, \$35,337.80, State contract #SW80782, Funding source: Capital funds; New Alert Messaging System-All Campuses, *Rave Wireless, Inc.*, \$12,500.00, (least expensive annually), Funding source: Capital funds; Annual Periodical Subscriptions, *Popular Subscription Service*, \$18,337.97, Sole source, Funding source: Capital funds; 37 Laptops, 20 Eport Replicator Docking Stations-DMI, *Dell Inc.*, \$90,324.87, State contract #28ACK, Funding source: Auxiliary/Capital Funds; Contract Renewal For Support/Maintenance of Card Access Management System-Tonkawa & Enid, *Addtronics*, \$11,690.85, Sole source, Funding source: Capital funds; Install Data Lines & Electrical Receptacles in Testing Room (CM 156)-Stillwater, Cowboy Mall, *OSU Shops Project*, \$12,075.00, Sole source, Funding source: Auxiliary funds; Membership Annual Dues FY2013, *Oklahoma Association of Community Colleges*, \$11,000.00, Sole source, Funding source: E&G Funds; Lighting Build-Out For PTEC Building-Labor Only, *Welborn Electric, Inc.*, \$12,000.00, Funding source: Auxiliary funds; FY2012 External Auditing Services Including A-133 Audit, *Cole & Reed, P.C.*, \$41,600.00, (previous bid), Funding source: E&G funds; Athletic Insurance FY2013-Tonkawa & Enid, *Specialty Insurance Solutions*, \$87,857.00, sole source, Funding source: E&G Funds; Mechanical, Electrical & Structural Engineered Drawings of Mabee Fieldhouse For Feasibility Purposes, *Johnson Controls*, \$39,739.00, sole source, Funding source: Capital funds; Emergency Repairs to Art Building AHU-Enid, *Johnson Controls*, \$39,337.00, Emergency, Funding source: Capital funds; Powder Coating; Benches, Trash Containers & Light Poles-Tonkawa & Enid Campuses, *Prizm Powder Coatings & Total Energy*, \$23,040.00, Funding source: Capital funds; Ceiling Tile Replacement Various Locations; Labor & Materials-Tonkawa, *M. L. Jones*, \$17,960.00, (lowest bid was incomplete bid/labor only), Funding source: Auxiliary funds; Curb & Sidewalk Improvements on Circle Drive and Surrounding Areas, \$235,000.00, Approximate, Funding source: Capital funds. On the motion of Regent Brown as seconded by Regent Cowan, the Regents approved the monthly purchases. Voting aye were Regents Brown, Cowan, Horning, Smith and James.

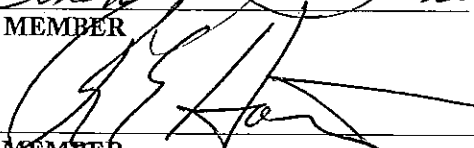
22. Section 13 600-650 allocation request. Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$455,000 for various projects: Computer Software Fees & Licenses, \$75,000.00; Campus Dining Facilities, \$25,000.00; Physical Plant & Equipment, \$245,000.00; Physical Plant & Equipment-Enid, \$80,000; Office Furniture & Equipment, \$10,000.00; Library Acquisitions, \$10,000.00; Library Acquisitions-Enid, \$10,000.00. On the motion of Regent Smith as seconded by Regent Brown, the Regents approved the Section 13 600-650 allocation request. Voting aye were Regents Brown, Cowan, Horning, Smith and James.
23. 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."
24. Items for next agenda.
25. Announcement of next scheduled meeting; Wednesday, September 19, 2012, 12:30 p.m., Stillwater Campus.
26. Adjournment. Meeting adjourned at 3:45 p.m.

  
CHAIR

  
VICE-CHAIR

  
SECRETARY

  
MEMBER

  
MEMBER