

# NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

## Minutes

Thursday, July 30, 2009, Enid Campus

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

**Absent:**

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

Chair Lynn Smith called the meeting to order at 3:00 p.m. Notice of the meeting had been given to the Secretary of State and the agenda posted. Four regents were present plus Jeff Smith, who will be sworn in as a new Regent.

1. **Introduction of visitors and guests**

Regent Smith introduced Judge Dennis Hladik, who will administer the Oath of Office to Regent J. Smith. Regent L. Smith introduced Ms. Gretchen Harris, Assistant Attorney General for the State of Oklahoma and he introduced Mike Jackson, State Representative for the Enid area. Dr. Edwin Vineyard introduced Mr. Boomer Appleman, Dean of Students, on the Enid Campus.

2. **New Regent Administration of Oath of Office**

Judge Dennis Hladik administered the Oath of Office to Jeff Smith, Regent for Northern Oklahoma College, appointed by Governor Brad Henry.

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 11, 2009 meeting were approved on the motion of Regent James as seconded by Regent J. Smith. Voting aye were Regents Brown, Mendez, James, J. Smith, and L. Smith.

5. **Regents' report**

Regent Linda Brown mentioned that while on vacation in the British Virgin Islands, she flew the NOC flag on the island.

6. **Recognition of Exemplary Program(s).**

Mrs. Traci Schwerdtfeger, Director, Northwest Oklahoma Postsecondary Consortium, showed a PowerPoint Presentation and handed out the CSI Camp Agenda. The summer camp, which is funded by grant money, was held on the Enid Campus from June 22-25, 2009. Dr. DeLisa Ging and Mrs. Andrea Appleman were Group Leaders. While attending the CSI Camp, the students stayed in the dorms. The CSI Camp heard speakers from the Enid Police Department, Northwest Technology Center, Sheriff's Office, Jodi Ackerman, and the District Attorney's Office, just to name a few. Mrs. Schwerdtfeger mentioned that there was over 50 applicants, the screening committee chose 20 students and 17 actually registered. She is hoping to have two CSI Camps next year for 8<sup>th</sup> through 12<sup>th</sup> grades.

7. **Executive staff reports**

A. Ms. Judy Colwell, Vice President for Academic Affairs, advised that she is busy planning the return of faculty back to school. Ms. Colwell mentioned that before school was out in May, the Division Chairs were given their Strategic Plan and their Assessment Plan to be completed before the fall semester starts. Ms. Colwell announced that NOC has four new fulltime faculty coming aboard this semester. Tonkawa has one new nursing faculty who is Hester Ferguson and she replaces Joanna Ware. The Enid Campus has two new fulltime faculty this semester and one is nursing faculty, Cammie Fast, who replaces Angela Bowen and Harold Kihega, will be replacing Regina Barnett. Stillwater will have Stephanie Scott, who replaces Steve Lindsey. Ms. Colwell mentioned that the Reach Higher Program is trying to set something up for two year schools.

- B. Dr. Ed Vineyard, Vice President for the Enid Campus, announced that they are busy planning the 10 year Anniversary of the Enid Campus and they have had two meetings so far. He advised that they are planning year-long series of events such as a student Welcome Back in September with a cookout, giveaways, music, basketball games, etc. He mentioned that they are busy moving classrooms and offices from Zollars into the Marshall Building and he commended Gene Long and his crew and Mike Machia and his crew for relocating, hauling wires, and equipment. He mentioned that he and Boomer Appleman swapped offices with the recruiter this week. Dean Appleman moved into the recruiter's office so he and Dr. Vineyard could share secretary. Jodi Ackerman moved into Dean Appleman's old office so she will have more room for storage. NOC Enid is now hosting offices for Tri-State and they could possibly see a more active role of Tri-State on the campus. He announced that the Bridge Program with NWOSU has 204 students enrolled. He gave a presentation at the ACBSP Annual meeting. He mentioned that he is involved with several organizations which include serving as Chair of the Salvation Army Strategic Planning Committee. He spoke at the Greater Enid Young Professional Association meeting. He chaired the Enid Metropolitan Human Services Commission. He assisted with interviewing at NWOSU for the Ketterman lab director. He has attended two meeting with the State Regents, one in Oklahoma City and one in Weatherford. This list does not include his NOC activities. He introduced Boomer Appleman, Dean of Students, Enid Campus. He advised that this is a record year for residence halls. This is the first year that there are more females than men. He advised that 198 students can live in the dorms and 150 currently occupy rooms.
- C. Ms. Debbie Quirey, Associate Vice President of Stillwater Campus, handed out and discussed charts regarding enrollment facts and figures about Cowboy Mall. She mentioned that she has lost 6 of her best adjuncts. It is two weeks from school starting so she will be scrambling to find adjuncts. She thanked Anita for helping her understand Stillwater's budget and what it costs to run this program. She mentioned that the good news is that Stillwater is still in the black. She mentioned that she and Dr. Stacy have an appointment with President Burns Hargis mid September to discuss the program progress and where it is headed. She advised that she has been at Cowboy Mall for 6 years and NOC Stillwater is her passion and heart. She advised that she just wanted to show us how NOC Stillwater looks.
- D. Mr. Mick Weiberg, Vice President for Student Services, announced that NOC is now the owner of 2 over-the-road buses. He handed out pictures of the bus and announced that one bus cost \$87,500 and the other one cost \$97,500. He stated that we need more monitors in each bus. He handed out soccer schedules and rosters. He welcomed Regents to come over to a game at every chance they have. He stated that the 90 year old dorms are being worked on to get them ready for fall. He announced that some students will be housed in apartments due to a waiting list. He announced that out of 335 rooms, 321 are full. He advised that Easterling is the only dorm with beds available.
- E. Ms. Anita Simpson, Vice President for Financial Affairs, presented a report on the status of the OCIA Revenue Bond Funds for the Enid Campus as of June 30, 2009 with updated bid amounts and estimated project costs for the remaining funds. Upon receiving notification from the State Fire Marshall's Office of the requirement to install a fire alarm system in Zollars Library Building, the committee met to determine feasible alternatives to fund the increased cost. A change order in ceiling tile and carpet specifications for Zollars in the original bid could cut approximately \$48,000 to fund the fire alarm system. The report included figures for the Zollars Building Renovation, Marshall Building Restrooms, Everest Administration Restrooms, and Marshall Building Window Restoration as well as other remaining projects. The bids for the ADA ramp outside the Administration Building came in higher than expected therefore more cost effective alternatives are being explored. The State Fire Marshall also required repairs to the fire alarm system in the Everest Administration Building and installation of a new system in the Marshall Building due to restroom renovations. The Administration Building was \$485 and will only take a few repairs to get the building up to compliance. The estimated cost for the Marshall Building was \$49,000, however due to classes beginning within weeks insufficient time was available to complete an installation. In order to continue construction on the Marshall Building restrooms for use in August, Roy Easley recommended that the installation of the fire alarm system be delayed until after the spring 2010 semester to minimize disruption of classes.

Ms. Simpson reported that the Office of State Finance, Division of Central Accounting & Reporting completed a Quality Control Compliance Review of the Alternative Systems for settlement of higher education miscellaneous claims. The review included transaction processing for the period from January 1, 2008 - December 31, 2008. The Office of Financial Affairs processed over 4,800 claims in 2008 of which 53 claims were randomly selected. Two variances from standard pre-audit procedures were noted as findings. Finding 1 related to claims processed with incorrect object codes and Finding 2 included payment of a late

fee without obtaining a separate invoice for processing in accordance with state statutes. The Office of State Finance report advised that Northern Oklahoma College is eligible for continued participation under the Alternate System for Settlement of Higher Education Claims program. Ms. Simpson advised that the internal auditors have been reviewing auxiliary areas including rental properties, student dormitories, and bookstore procedures. In addition, payroll, accounts payable, travel claims, and fleet vehicles have been audited over the past year. The external auditors completed audit work of FY2008-2009 major federal programs and reported no findings were indicated in the review. Ms. Simpson acknowledged the dedication and hard work of all personnel in obtaining these outstanding reports.

A Summary of FY2010 Student Cost Survey data for all state higher education institutions was presented for informational purposes. Finally, Ms. Simpson encouraged NOC employees to be conservative with spending in order to be proactive in the event that budget cuts are implemented.

- F. Dr. Rick Edgington, Associate Vice President of Enrollment Management and Registrar, handed out a fall 2009 Preliminary Enrollment Report. He reported that we have 119 students who have applied for graduation this summer. He stated that 76 are from Tonkawa campus and 43 are from the Enid campus. He stated that Monday, August 3<sup>rd</sup>, the summer semester 2009 comes to a close. He thanked Sheri Snyder, Judy Colwell, Debbie Quirey, and Dr. Ed Vineyard for all their commitment, dedication, and hard work on Northern Exposure. He advised we will have some extended hours prior to school starting. He advised they are still trying to get students back who were here last semester but have not enrolled for the fall semester. They are still contacting those students by phone and post cards. He advised that 1,034 students are enrolled for fall.
  - G. Ms. Sheri Snyder, Vice President for Development and Community Relations, announced that Wednesday, August 25<sup>th</sup>, 11:00 a.m., in the Development Conference Room, will be a Foundation Board of Trustees meeting. She advised that her area is busy finishing publications. She mentioned that NOC hosted the children from the American Legion Home. She mentioned that Relay for Life was a big success this year. There were 18 teams, 29 Captains/Co-Captains, 2 teams from NOC and they raised \$84,350 while NOC raised \$4,656.00 of that amount.
  - H. Mr. Mike Machia, Director of Information and Instructional Technology, announced that IT is busy with wiring, installing computers, etc., trying to get things ready for school to start mid August. He advised that IT has to do inventory on all equipment that has a value of \$500 and over. This inventory will be done on all three campuses. He advised that P.C.'s and laptops for Enid are in and will be installed before school starts. He mentioned that he is waiting on quotes for ITV rooms for Enid.
  - I. Mr. Larry Dye, Associate Vice President of Physical Operations, reported that the summer projects are winding up. He advised that the crew is busy welding fences at the Sheep Barn which is a State of Art facility. He advised that it is a major project of moving Zollars to Marshall. He noted that fire alarms are being installed on the Enid Campus. He advised that the golf course must be maintained. The greens are in good shape. The greens mowers are being repaired and paid for by volunteers. He advised that the usage of the golf course has increased 10 fold since last month. He announced that he is proud of the golf course. He mentioned that Golf USA wants to put a retail display in the club house. He requested that NOC buy golf carts later when funds are available. He advised that the bridges on the golf course are being repaired and the golf course is becoming a bright spot for NOC Enid. He also advised that the golf course has underground water sprinklers.
- 8. **President's Report.** Dr. Stacy mentioned President Obama's proposed multibillion-dollar investment for two-year community colleges. He advised that NOC should be "shovel ready" for projects. He announced that the O'Connor Family has donated a family bench to the NOC campus and the bench will be placed west of the KPAC in the cul-de-sac. He arranged for a video about the Cell Tower on Wheels (COW) to be shown and he mentioned that this communication is necessary for security for NOC and the City of Tonkawa.
  - 9. **Other Reports:** Ms. Gretchen Harris, Assistant Attorney General, State of Oklahoma, is the legal representative for two-year community colleges. She advised the NOC's Employee Handbooks - Manual should be ready for Spring Semester 2010. She advised she is still looking at a uniform process for the contracts. She is also looking into NOC's Board Policies and Statutes. She mentioned that Face Book is the next method of communication with the students.
  - 10. **Policy Revision.** Consider approval of revision to the last paragraph of Section 13 Item 10 of the Board of Regents Handbook titled "Board Operations-Operational Policies of the Board". The Audit committee will

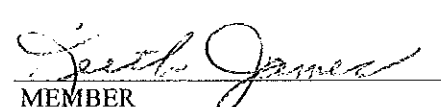
receive the bids and make recommendations to the full Board. The three members of the Board will be Regent Brown, Regent James, and Regent J. Smith. The Budget Committee will consist of four members including two members of the Board. These members will be on call for meetings. Serving on the Budget Committee will be Regent Mendez, Regent L. Smith, Dr. Roger Stacy, and Mrs. Anita Simpson. On the motion of Regent J. Smith as seconded by Regent Mendez, the Regents approved members of both committees at the same time. Voting aye were Regents Brown, James, Mendez, J. Smith, and L. Smith. On the motion of Regent Brown as seconded by Regent James, the Regents approved the motion to approve and update and revise the Policy. Voting aye were Regents Brown, James, Mendez, J. Smith, and L. Smith.

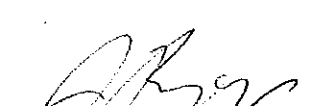
11. **Program Modification.** Ms. Judy Colwell requested approval of a program modification to add two Options to the Associate of Arts Degree in Child Development. On the motion of Regent Brown as seconded by Regent James, the Regents approved a program modification to add two Options to the Associate of Arts Degree in Child Development. Voting aye were Regents Brown, James, Mendez, J. Smith, and L. Smith.
12. **Program Modification.** Ms. Colwell requested approval of a program modification to delete the Associate of Applied Science degree in Aviation: Professional Pilot Training. On the motion of Regent Brown as seconded by Regent Mendez, the Regents approved a program modification to delete the Associate of Applied Science Degree in Aviation: Professional Pilot Training. Voting aye were Regents Brown, James, Mendez, J. Smith and L. Smith.
13. **Group One Trustee of Northern Oklahoma College Foundation, Inc.** Ms. Snyder requested approval of Group One Trustee of Northern Oklahoma Foundation, Inc. On the motion of Regent James as seconded by Regent Brown, the Regents approved the request to approve Regent Lynn Smith to Group One Trustee of Northern Oklahoma College Foundation, Inc. Voting aye were Regents Brown, James, Mendez, J. Smith, and L. Smith.
14. **Group Three Trustee(s) of Northern Oklahoma College Foundation, Inc.** Ms. Snyder requested approval of recommended slate of Group Three Trustee(s) to the Northern Oklahoma College Foundation Board. On the motion of Regent Mendez as seconded by Regent Brown, the Regents approved the recommended slate of Mr. John Little, OGE, Enid (*Term ends 6-30-2010*); Mrs. Kaye McCarty-Former NOC Regent 1975-79, Newkirk (*Term ends 6-30-2010*); Senator Paul Muegge-Retired, Tonkawa (*Term ends 6-30-2010*); and Mr. Gary Martin-Retired city manager and community leader, Ponca City, (*Term ends 6-30-2010*) to Group Three Trustee(s). Voting aye were Regents Brown, James, Mendez, J. Smith, and L. Smith.
15. **Background Screening For Employment.** Ms. Simpson presented the Background Screening policy. This policy states that NOC will perform background screenings on all final candidates prior to employment. On the motion of Regent Brown as seconded by Regent Mendez, the Regents approved Background Screening to be done for all candidates chosen for employment. Voting aye were Regents Brown, James, Mendez, J. Smith, and L. Smith.
16. **Professional Development Reimbursement (Renewal and Revitalization – R&R).** Ms. Simpson presented a revision of the Professional Development Reimbursement (Renewal and Revitalization - R&R) program policy to include Bachelor's Degrees. On the motion of Regent James as seconded by Regent J. Smith, the Regents approved the request for Professional Development Reimbursement (Renewal and Revitalization – R&R) program policy. Voting aye were Regents Brown, James, Mendez, J. Smith, and L. Smith.
17. **Agreement with Regional University System of Oklahoma.** Ms. Simpson requested approval to enter into an inter local agreement with Regional University System of Oklahoma (RUSO) and participating entities of Higher Education for health, dental, vision, and COBRA insurance. On the motion of Regent Brown as seconded by Regent J. Smith, the Regents approved the request to enter into an inter local agreement with Regional University System of Oklahoma (RUSO) and participating entities of Higher Education for health, dental, vision, and COBRA insurance. Voting aye were Regents Brown, James, Mendez, J. Smith, and L. Smith.
18. **Section 13 600-650 allocation request for various projects.** On the motion of Regent Brown as seconded by Regent Mendez, the Regents approved the Section 13 600-650 allocation upon an amended allocation to the allocated amount of \$75,000.00 for bleachers, in gym-east side lower- Enid, to indicated amount amended to \$50,000.00. Voting aye were Regents Brown, James, Mendez, and J. Smith, and L. Smith.

19. **Monthly Financial Report.** Ms. Simpson presented the monthly financial report for the month of June 2009. On the motion of Regent J. Smith as seconded by Regent Brown, the Regents approved the monthly financial report. Voting aye were Regents Brown, James, Mendez, J. Smith and L. Smith.
20. **Monthly Purchases.** Ms. Simpson presented the purchases for July 2009. Purchases for \$5,000 or more were for Sprinkler System – Soccer & Softball Fields, *Rainmaker Sprinkler Co.*, \$7,611.26, sole source; Gymnasium Floor Refinishing – Tonkawa & Enid, *Gymco*, \$6,293.00; 2-Camcorders – Digital Media Institute, *Bingo Cameras*, \$7,100.00; Handicap Ramp – Enid Science Building, *Labor*, \$7,200.00, approximate; Handicap Parking, CDSA, *Labor*, \$9,000.00, approximate; Carpet & Tile Replacement – Threlkeld & Bush-Duvall, \$9,000.00, approximate. Purchases for \$10,000.00 or more were for 2<sup>nd</sup> & 3<sup>rd</sup> Floor Window Replacement – Harold Hall, *Superior Windows*, \$124,600.00; Sheet Glass Windows – Marshall Building, *Reinarts Stained Glass Studios*, \$277,850.00; Lab Equipment – Tonkawa, Enid & Stillwater, *Vernier Software & Technology*, \$86,097.37; Condensing Unit Replacement – Central Hall, *Stolhand Heating & A/C*, \$42,728.00; Rooftop Unit Replacement – Walcher Conference Center, *Stolhand Heating & A/C*, \$10,045.00; Used Golf Course Equipment – Enid, *Estate of Jim Atkinson & Bank of Kremlin*, \$10,899.02, sole source; Periodical Subscriptions, *Popular Subscription Service*, \$16,160.86; Phone System Licenses, *SKC Communication Products*, \$16,160.00, sole source; 1996 Prevost LE Mirage XL Bus, *Flagship, Inc.*, \$87,500.00, sole source; 1997 Prevost LE Mirage XL Bus, *Flagship Inc.*, \$97,500.00, sole source; Presentation Equipment Upgrade – University Center, *1-2-1 Technologies*, \$47,219.26, OneNet Contract #C070005; Used Golf Carts, *Rolling Meadows*, \$10,500.00, sole source; Fire Alarm System – Zollars Building, *Falco Alarm Company of Stillwater*, \$42,178.00, sole source; Ricoh MP7000 Copier, NOC/OSU Gateway Program, *Ikon Office Solutions*, \$13,787.10, state contract #SW70171; Hardwood Dance Floor – KPAC Choir Room, \$25,000.00; Telescoping Bleachers – Mabee Center East Side, \$75,000.00. On the motion of Regent James as seconded by Regent Brown, the recommendation was approved with the corrected amount for the Telescoping Bleachers being \$50,000.00. Voting aye were Regents Brown, James, Mendez, J. Smith, and L. Smith.
21. **Executive Session.** No motion was made and no vote was taken
22. **Vote to return to open session.**
23. **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 new business.
24. **Items for next agenda.**
25. **Announcement of next scheduled meeting: Wednesday, August 19, 2009, Tonkawa Campus**
26. **Walk through Zollars and Marshall Buildings**
27. **Adjournment.** On the motion of Regent Mendez, as seconded by Regent Brown, the Regents voted to adjourn. Voting aye were Regents Brown, James, Mendez, J. Smith, and L. Smith. Chair Lynn Smith announced the meeting adjourned at 8:30 p.m.

  
CHAIR

  
SECRETARY

  
MEMBER

  
VICE-CHAIR

  
MEMBER